## Quick Reference Guide: PHR Administration

This guide provides instructions for how to:

- search for a PHR user by name or username.
- reset passwords for all PHR users in your account.

**Before you begin:** You must be an administrator to perform both functions covered in this guide (i.e., you must have a checkmark in the Administrator checkbox on the User Permissions page).

## Search for a PHR User

Use the PHR User search function when you don't know which patient chart a PHR User is associated to.

1. Click on Admin.



PHR Admin

- 2. Click the PHR Admin tool at the bottom of the left vertical tool bar.
- Search for PHR User the same way you search for EHR User in the User section of Admin, by:
  lastname
  - lastname,firstname
  - etc.



4. Click the name you are searching for. The chart opens to the PHR section of the chart to which the selected PHR user is assigned.

PescribeH	OST PHR for Patient: Cyntl	nia Putorti		Cynthia Putorti		Logout
PHR Docum	ents			10/29/16, 1	2:00 PM - c612a48 eb3	\$0684 349a
Putorti-Cynthia_2016-10-29_CT-Angiogram_99855902.pdf Added 10/29/2016 Putorti-Cynthia_2016-10-29_Calcium-Score_99855891.pdf Added 10/29/2016				Reviewed Results: Call for appointment immediatel Detai		
				Reviewed Results: No chang Detai		
Putorti-Cyr Summary_9 Added 10/10/	nthia_2016-04-15_Clini 99726958.pdf 2016	cal-				
Received M	essages					
Date	Sent FROM	Sent TO	Message			
10/27/2016	Debra Aberdale	some person	dsadsa			
Sont Moscae	705				Send Massage to	Provider
Dent Messag	500	5 m 70	Manual		Send Message (	STICVIGET
Date	Sent FRUM	Sent IU	message			
10/2//2016	Debra Aberdalê	Debra Aberdale	usadsa			
	D 1 41 11					

## **Reset All PHR Users in Your Account**

Use the Reset All PHR Users function when you want to force every PHR User to create a new password.

**IMPORTANT**: Every PHR user in your account will receive an email with a new temporary password that expires in 72 hours. These users will be prevented from accessing their PHR Portals until they have reset that temporary password. Expect an influx of phone calls from PHR users with questions and concerns.

- 1. Click on Admin.
- 2. Click the PHR Admin tool at the bottom of the left vertical tool bar.
- 3. Click the red Reset All PHR User Passwords button in the top right of the page.
- 4. Confirm your email address at the bottom of the Reset All PHR User Passwords confirmation popup.
  - A "Reset Complete" email will be sent to the entered email address.
  - If the address is not correct, you must correct your address in your user profile in Admin.
- 5. Click the **Reset All** button. You are notified that the "Reset All PHR User passwords" action has started. It can take some time for this request to finish.
  - You can leave this page and do other work in escribeHOST while this job is running. It can take some time to finish.
  - You will receive an email when all PHR User passwords have been reset.

6. Click the Close button to dismiss the message.





 Reset ALL PHR User Passwords
This button resets password for all PHR Users in your account.

Reset All PHR User Passwords	×					
Are you sure you want to reset the passwords for all PHR users in your account? All PHR users will receive a "Your password had been reset" email.						
A confirmation email will be sent to the email address below when all user passwords have been reset. Please correct the address if this is not your email address.						
cindy.putorti@lillegroup.com						
Cancel Reset A	AII.					
Reset ALL PHR User Passwords						
Reset All PHR User passwords has been starte	ed.					
Clo	se					