



***Baxter***

**DirectAccess User Tool**

**Terms and Conditions Changes 2016**

# View Patient's Order History

HomeCare Services

- HOME
- Chat
  - Live Chat
- Order Tracking
  - Track Patient Orders via UPS
- Patients
  - Manage Patients
  - Transfer Patient
  - Manage Prescription Templates
  - Manage Prescriptions
- Orders
  - New Patient Order Confirmations
  - Incomplete Initial Orders
  - Order History**
  - Staff
    - Create Staff
    - Manage Staff
- Reports
  - Hardware Serial Numbers
  - Patients Who are on Hold

## Follow these steps:

1. Log in to your account and click on Order History
2. Search on Orders
3. Click on Order Number to view the history

DirectAccess Home > Order History: Search

2

Search Orders [What Do I Need To Do Here?](#)

Enter search criteria and click search

Patient Name

Delivery Date From (MM/DD/YYYY)

Delivery Date To (MM/DD/YYYY)

PO Number

Search

DirectAccess Home > Order History: Search > Results

3

Order search results [What Do I Need To Do Here?](#)

Patient Name	Order Number	Delivery Date	Date Order Placed	Options
KATTA, SOLOMON - 37285983	<a href="#">50660926</a>	4/3/15	3/23/15	<a href="#">Calendar</a>
KATTA, SOLOMON - 37285983	<a href="#">50881005</a>	4/17/15	4/8/15	<a href="#">Calendar</a>
KATTA, SOLOMON - 37285983	<a href="#">51255947</a>	5/1/15	4/22/15	<a href="#">Calendar</a>
KATTA, SOLOMON - 37285983	<a href="#">51492376</a>	5/15/15	5/6/15	<a href="#">Calendar</a>
KATTA, SOLOMON - 37285983	<a href="#">51781412</a>	5/29/15	5/20/15	<a href="#">Calendar</a>
KATTA, SOLOMON - 37285983	<a href="#">51938959</a>	6/12/15	6/3/15	<a href="#">Calendar</a>

➤ To sign up and learn more about the *DirectAccess* tool visit: [www.baxter.com/homecareservices](http://www.baxter.com/homecareservices)

# View Patient's Calendar

HomeCare Services

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Follow these steps:

1. Log in to your account and click on Manage Patients
2. Search Patient
3. Click on Calendar to view

2

Search Patients

Enter search criteria and click Search

Last Name

First Name

Staff Member

Status

Therapy

Search

3

DirectAccess Home > Manage Patients: Search > Results

Patient search results

Last Name	First Name	MI	Status	DOB	Account No.	Edit
PATIENT	NEW		Active	10/26/26	37823650	<a href="#">View</a> <a href="#">Update Calendar</a> <a href="#">Assign Staff</a>
PENDING	ANNA		Active	2/2/79	37880302	<a href="#">View/Update Calendar</a> <a href="#">Assign Staff</a>
TEST	TEST		Active	2/2/08	37820689	<a href="#">View/Update Calendar</a> <a href="#">Assign Staff</a>

3 results found, displaying all results.

TEST TEST  
1 BAXTER PROVY  
DEERFIELD IL 60015-4625

Delivery Schedule For: TEST TEST  
Account Number: 37820689  
Effective On: 05/30/15

Place Your Order On	Scheduled Delivery Windows Begins	Scheduled Deliver Window Ends	Place Your Order On	Scheduled Delivery Windows Begins	Scheduled Deliver Window Ends
07/03/15	07/17/15	07/17/15	02/12/16	02/26/16	02/26/16
07/31/15	08/14/15	08/14/15	03/11/16	03/25/16	03/25/16
08/28/15	09/11/15	09/11/15	04/08/16	04/22/16	04/22/16
09/25/15	10/09/15	10/09/15	05/06/16	05/20/16	05/20/16
10/23/15	11/06/15	11/06/15	06/03/16	06/17/16	06/17/16
11/20/15	12/04/15	12/04/15	07/01/16	07/15/16	07/15/16
12/18/15	01/01/16	01/01/16	07/29/16	08/12/16	08/12/16
01/15/16	01/29/16	01/29/16	08/26/16	09/09/16	09/09/16

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# View Bi-Weekly Patients

HomeCare Services

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  - Manage Prescriptions
- Orders
  - New Patient Order Confirmations
  - Incomplete Initial Orders
  - Order History
- Staff
  - Create Staff
  - Manage Staff
- Reports
  - Hardware Serial Numbers
  - Patients Who are on Hold

Follow these steps:

1. Log in to your account and click on Manage Patients
2. Search Patient
3. Click View/Update to see your patient's Frequency of Delivery

2

Search Patients

Enter search criteria and click Search

Last Name

First Name

Staff Member

Status

Therapy

Search

3

DirectAccess Home > Manage Patients: Search > Results

Patient search results						
Last Name	First Name	MI	Status	DOB	Account no.	Edit
PATIENT	NEW		Active	10/26/26	3782353	View/Update Calendar Assign Staff
PENDINGS	ANNA		Active	2/2/79	37880302	View/Update Calendar Assign Staff
TEST	TEST		Active	2/2/08	37820689	View/Update Calendar Assign Staff

3 results found, displaying all results.

DirectAccess Home > Manage Patients: Search > Results > View/Update Patient

Basic info Demographic info Additional Contacts

Note: You are editing patient: PENDINGS, ANNA

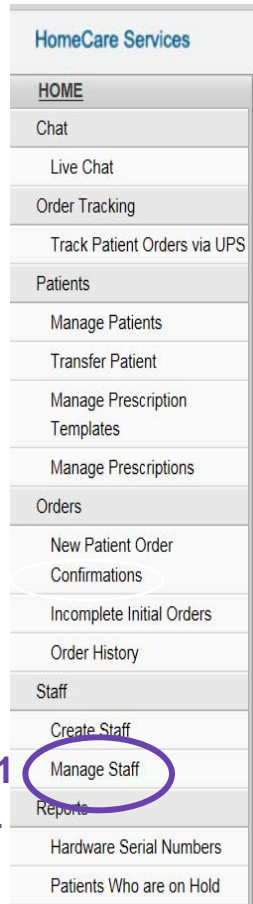
\* indicates required field

Last Name *	PENDINGS	Phone Number	888 - 578 - 9966
Middle Initial		Therapy Mode *	APD
First Name *	ANNA	Attending Physician *	ACCESS2 DR DIRECT
In Care Of		Patient Bill to *	TEST DA_SS SOLD TO
Delivery Address *	826 CHERRY CREEK DR	Status	ACTIVE
City *	GRAYSLAKE	Frequency of Delivery *	EVERY 14 DAYS
State *	IL	Zip *	60030-3356
		Account Number	37880302

Cancel Save

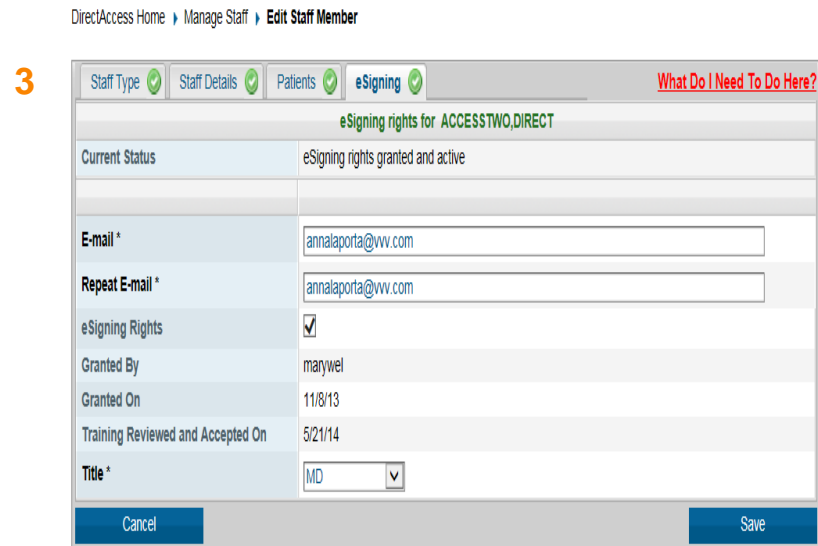
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# View Physicians Who Are eSigners



Follow these steps:

1. Log in to your account and click on Manage Staff
2. View staff type of Physician
3. Click on Edit button, then click on the eSigning Tab to see if eSign rights have been granted



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# View an eSigned Prescription

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<b>1 Manage Prescriptions</b>	
Orders	
New Patient Order Confirmations	
Incomplete Initial Orders	
Order History	
Staff	
Create Staff	
Manage Staff	
Reports	
Hardware Serial Numbers	
Patients Who are on Hold	

## Follow these steps:

1. Log in to your account and click on Manage Prescriptions
2. Search Patient and click on Print RX
3. View eSign Information

2

DirectAccess Home > Manage Prescriptions: Search > Results

Please select a patient to manage their prescription

Last Name	First Name	DOB	Effective Date	Expiration Date	Purchase Order Number	Con
PATIENT	NEW	10/26/26	9/4/15	9/3/16	1234	<a href="#">View/Update/Print Rx</a>
PENDING	ANNA	2/2/79	6/29/15	6/28/16	PENDING	<a href="#">View/Update/Print Rx</a>
TEST	TEST	2/2/08	6/8/15	6/7/16	11113456789F	<a href="#">View/Update/Print Rx</a>

3 results found, displaying all results.

3

Current RX/RX Standing Order  
Confidential-Do Not distribute; document contains private and sensitive information

Page No . . . . 1  
Date . . . . 09/28/15

HPER #: H97  
Rz/Pit: IMG

Pharmacy Fax #: 1-800-666-8457

Patient #: 37823550  
Name: NEW PATIENT  
1 BAXTER PRNY  
CHSRFIELD  
60015-4625

Care Of #: 36740052  
Name: TEST DA SS CCO  
112 TRST MD  
TEST

Current Data On File  
RX Rcp Date: 09/26/16  
RX Chg Date: 09/28/15  
RX Number : 14

IL 60016

Baxter Supplied: No

Patient Telephone #: (847) 8995555  
Attending Physician: 37841728

Telephone #: (null)  
Fax #: Contact Name: TEST DA SS CCO  
PO #: D0000000000000

PO Type:

Days	Product	Description	Line	U/M	Pack	Last	Current	Reported	Sign	Info
0	50466P	MINICAP DISCONNECT CAP	3	CA	60EA/CA					ESign Information Signed By : Title: MD Signed Date: 09/28/2015 Signed Time: 10:39:00 MST Signed By : Title: MD Signed Date: 09/28/2015 Signed Time: 10:39:00 MST
0	1504366	ULTRA SET DISP DISCONNECT YEST	2	CA	30EA/CA					
0	5K4027	BETAHEPT SURG SCRUB 41 320Z	2	BA	1BA/CA	09/28/2015				

SIG: USE AS DIRECTED ONE YEAR REFILL unless otherwise noted

Maximum Solution Case Quantity Per 14 Day Cycle (S1MAX) 0

Exchanges per Treatment Day. (10.00) Liters per Treatment Day.

This BEND or BEND Diabetic patient has been trained in Home Peritoneal Dialysis and will require the supplies listed above. If diabetic, choose type: Type 1 Insulin Dependent Type 2 Insulin Dependent Type 2 Non Insulin Dependent

Product Selection Permitted Dispense as written

Physician Signature Dispense as written

Physician's Name Date

( If not Attending Physician printed above )

PRESCRIPTION ELECTRONICALLY SIGNED AS INDICATED

THIS PRESCRIPTION WILL BE FILLED GENERICALLY UNLESS PRESCRIBER WRITES "d" or "w" IN THE BOX BELOW

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# View an Order with an Expedited Order Charge

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Manage Prescriptions	
Orders	
New Patient Order Confirmations	
Incomplete Initial Orders	
1	Order History
Staff	
Create Staff	
Manage Staff	
Reports	
Hardware Serial Numbers	
Patients Who are on Hold	

Follow these steps:

1. Log in to your account and click on Order History
2. Search for your patient and click on Order Number
3. View Order Detail

2

DirectAccess Home > Order History: Search > Results

Order search results [What Do I Need To Do Here?](#)

Patient Name	Order Number	Delivery Date	Date Order Placed	Options
KATTA, SOLOMON - 37285983	50668926	4/3/15	3/23/15	<a href="#">Calendar</a>
KATTA, SOLOMON - 37285983	50881005	4/17/15	4/8/15	<a href="#">Calendar</a>
KATTA, SOLOMON - 37285983	51255947	5/1/15	4/22/15	<a href="#">Calendar</a>
KATTA, SOLOMON - 37285983	51492376	5/15/15	5/6/15	<a href="#">Calendar</a>
KATTA, SOLOMON - 37285983	51781412	5/29/15	5/20/15	<a href="#">Calendar</a>
KATTA, SOLOMON - 37285983	51938959	6/12/15	6/3/15	<a href="#">Calendar</a>

3

Order detail [What Do I Need To Do Here?](#)

Patient Name	PATIENT, NEW - 37823550					
Ship Address	NEW PATIENT 1 BAXTER PKWY DEERFIELD, IL 60015-4625					
Phone Number	847 - 899 - 5555					
Order Number	52007213					
PO Number	DDDDDDDDDDDDDD					
Delivery Date	9/30/15					
Date Order Placed	9/28/15					
View	<a href="#">Calendar</a>					

Line	Ordered Qty	Product Code	Product Name	Pack Factor	Status	Delivery Date
2	1	LSC4366	ULTRA SET DISP DISCONNECT YSET	30EA/CA	In Process	9/30/15
4	45	RENEOC	RENAL EXPEDITED ORDER CHARGE	1EA/CA	In Process	9/30/15

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# View an Order with an Off-Scheduled Order Charge

HomeCare Services

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Orders
New Patient Order Confirmations
Incomplete Initial Orders
<b>Order History</b>
Staff
Create Staff
Manage Staff
Reports
Hardware Serial Numbers
Patients Who are on Hold

Follow these steps:

1. Log in to your account and click on Order History
2. Search for your patient and click on Order Number
3. View Order Detail

2

DirectAccess Home > Order History: Search > Results

Order search results [What Do I Need To Do Here?](#)

Patient Name	Order Number	Delivery Date	Date Order Placed	Options
KATTA, SOLOMON - 37285983	50660926	4/3/15	3/23/15	<a href="#">Calendar</a>
KATTA, SOLOMON - 37285983	50881005	4/17/15	4/8/15	<a href="#">Calendar</a>
KATTA, SOLOMON - 37285983	51255947	5/1/15	4/22/15	<a href="#">Calendar</a>
KATTA, SOLOMON - 37285983	51492376	5/15/15	5/6/15	<a href="#">Calendar</a>
KATTA, SOLOMON - 37285983	51781412	5/29/15	5/20/15	<a href="#">Calendar</a>
KATTA, SOLOMON - 37285983	51936959	6/12/15	6/3/15	<a href="#">Calendar</a>

3

Order detail [What Do I Need To Do Here?](#)

Patient Name	PATIENT, NEW - 37823550				
Ship Address	NEW PATIENT 1 BAXTER PKWY DEERFIELD, IL 60015-4625				
Phone Number	847 - 899 - 5555				
Order Number	52007213				
PO Number	DDDDDDDDDDDDDD				
Delivery Date	9/30/15				
Date Order Placed	9/28/15				
View	<a href="#">Calendar</a>				

Line	Ordered Qty	Product Code	Product Name	Pack Factor	Status	Delivery Date
2	1	L5C4366	ULTRA SET DISP DISCONNECT YSET	30EA/CA	In Process	9/30/15
4	45	RENEOC	RENAL EXPEDITED ORDER CHARGE	1EA/CA	In Process	9/30/15
5	150	RENOFF	OFF SCHEDULE CHARGE	1EA/CA	In Process	9/30/15

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# View an Order with an After-Hours Charge

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Transfer Patient	
Manage Prescription Templates	
Manage Prescriptions	
Orders	
New Patient Order Confirmations	
Incomplete Initial Orders	
1	Order History
Staff	
Create Staff	
Manage Staff	
Reports	
Hardware Serial Numbers	
Patients Who are on Hold	

Follow these steps:

1. Log in to your account and click on Order History
2. Search for your patient and click on Order Number
3. View Order Detail

2

DirectAccess Home > Order History: Search > Results

Order search results [What Do I Need To Do Here?](#)

Patient Name	Order Number	Delivery Date	Date Order Placed	Options
KATTA, SOLOMON - 37285983	50660926	4/3/15	3/23/15	<a href="#">Calendar</a>
KATTA, SOLOMON - 37285983	50681005	4/17/15	4/8/15	<a href="#">Calendar</a>
KATTA, SOLOMON - 37285983	51255947	5/1/15	4/22/15	<a href="#">Calendar</a>
KATTA, SOLOMON - 37285983	51492376	5/15/15	5/6/15	<a href="#">Calendar</a>
KATTA, SOLOMON - 37285983	51781412	5/29/15	5/20/15	<a href="#">Calendar</a>
KATTA, SOLOMON - 37285983	51936959	6/12/15	6/3/15	<a href="#">Calendar</a>

3

Order detail [What Do I Need To Do Here?](#)

Patient Name: PATIENT, NEW - 37823550

Ship Address: NEW PATIENT  
1 BAXTER PKWY  
DEERFIELD, IL  
60015-4625

Phone Number: 847 - 898 - 5555

Order Number: 52007658

PO Number: DDDDDDDDDDDDDDD

Delivery Date: 10/9/15

Date Order Placed: 9/29/15

View: [Calendar](#)

Line	Ordered Qty	Product Code	Product Name	Pack Factor	Status	Delivery Date
1	1	5C4466P	MINICAP DISCONNECT CAP	60EA/CA	In Process	10/9/15
4	150	RENOCFF	OFF SCHEDULE CHARGE	1EA/CA	In Process	10/9/15
6	125	RENAHHC	Renal After Hours Charge	1EA/CA	In Process	10/9/15

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