

Physician Office Access (POA) is a web-based platform that allows users to remotely access Pathology reports for their patients. This service is accessible via a website provided by SBMF/NovoPath.

Using the POA, you will be able to view the signed-off reports for your patients.

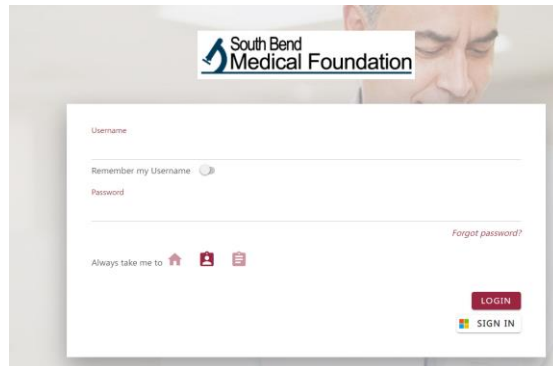
To sign up for this feature, please send in the Physician Office Access New User Form attached to this notice. SBMF will then provide you with the default account information that you can use for the first log in.

The online help tab within the portal describes each section of the POA and includes instructions on how to navigate through the website. For your convenience, a quick user guide has also been attached.

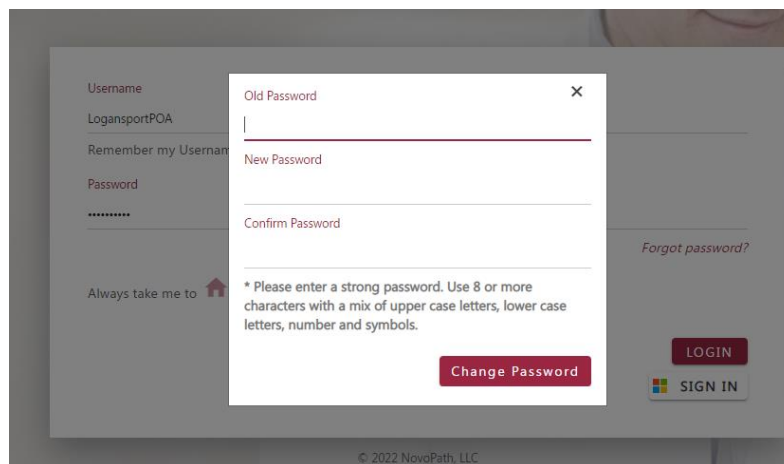
For any further information, please contact your South Bend Medical Foundation Account Executive: Laura Lehman, lehman@sbmf.org or Meghan Berkheiser, mberkheiser@sbmf.org.

1. Accessing POA

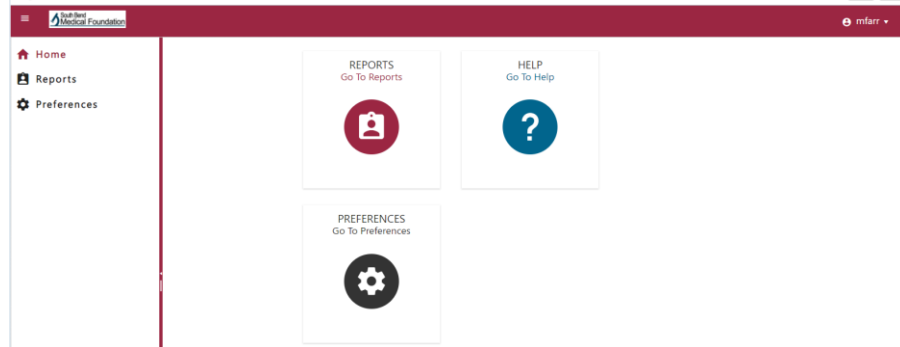
- a. POA access requires a chromium-based browser such as Chrome or Edge. It will not work with internet explorer
- b. Use <https://sbmf.novopath360.com/Login/PhysicianLogin> or the link on SBMF.org web page.



- c. Enter your username and password as indicated and press the Login button. You can also set the default opening screen, home or reports.
- d. If you forgot your password, email marketing@sbmf.org. Please include your name, username and email or a phone number where you can be reached.
- e. You will be prompted to change your password the first time you log on. Passwords can be 8 or more characters and need to contain a mix of upper- and lower-case letters, numbers and symbols



- f. You will be taken to the following HOME page. From this page you can access reports, preferences and HELP. If there are new reports the Reports tab on the right will be flagged with a yellow icon.



2. Accessing reports

- a. Select the Report option from the home screen or the yellow icon in the lower left-hand corner of the page to open a list of all cases in either a signed-off or partial status for the locations/providers for your practice.
- b. Press the red report view button at the far-right end of the row.

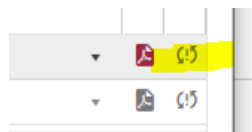
Reports Search _____

Drag a column header and drop it here to group by that column

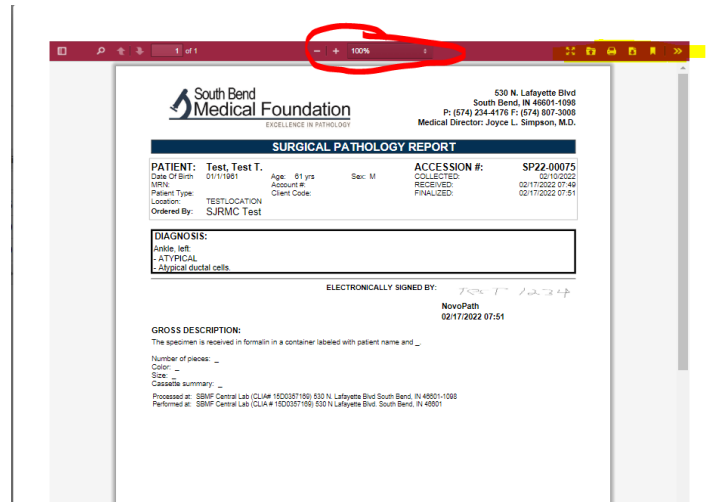
| Case Number | Requisition | Patient | Status | MRN | Account N. | Doctor Na. | Date Reported | Report Views |
|-------------|-------------|-------------------|------------|---------|--------------|--------------|-----------------------|-----------------------------------|
| SP22-00075 | 13256 | Test Test | Signed off | | SBMF Test | SIRMC Test | 02/17/2022 07:52 A... | POAMarge Farr 02/22/2022 01:34 PM |
| NG22-00010 | 3046919027 | SBMF TESTLOGANSPO | Partial | 7034470 | Loganspor... | Loganspor... | 01/25/2022 02:46 P... | |
| SP22-00013 | 3046919025 | SBMF TESTLOGANSPO | Partial | 7034470 | Loganspor... | Loganspor... | 01/25/2022 02:42 P... | |


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- c. If the button is gray it means that the report is not yet available but in process. The gray/dithered icon to the right is not currently being used.



- d. When the pdf report is displayed you can use the +- at the top of the page to zoom in or out of the report. To the far right you have the option to save or print the pdf



- e. Use this option to open the presentation view.  Use Escape key to exit this view.

- f. By pulling a column to the header you can sort the cases by that column. In this instance they are sorted /grouped by account name. To remove the sort, click on the X in the column name.

Reports Search


| Case Number | Requisition | Patient | Status | MRN | Account N. | Doctor Na. | Date Reported | Report Views |
|--|-------------|---------------------|------------|---------|--------------|--------------|---------------------|-----------------------------------|
| Account Name: Logansport Memorial Hospital | | | | | | | | |
| NG22-00010 | 3046919027 | SBMF TESTLOGANSPORT | Partial | 7034470 | Loganspor... | Loganspor... | 01/25/2022 02:46 P. | |
| SP22-00013 | 3046919025 | SBMF TESTLOGANSPORT | Partial | 7034470 | Loganspor... | Loganspor... | 01/25/2022 02:42 P. | |
| Account Name: SBMF Test | | | | | | | | |
| SP22-00075 | 13256 | Test Test | Signed off | | SBMF Test | SJRM C Test | 02/17/2022 07:52 A. | POAMarge Farr 02/22/2022 01:34 PM |



- g. Filters are available for each column. Left click on the filter to select the Contains, Equals or Starts with option and then begin entering the name in the search field and items that match will appear in a drop-down list.

Drag a column header and drop it here to group by that column

| Case Number | Requisition | Patient | Status | MRN | Account N. | Doctor Na. | Date Reported | Report Views |
|-------------|-------------|--------------------|------------|----------|--------------|-----------------------|---------------|---------------|
| SP22-00044 | | ZJessica Ziest | Signed off | | SJHS Mish... | Mackenzie Austgen, MD | 11:15 A. | |
| BM22-00043 | 2881710359 | MHSLAB ZCERNER | Signed off | 50000... | Beacon He... | Matthew Folstein, MD | 11:07 P. | |
| SP22-00122 | | Beth Testsbmf | Signed off | | Beacon He... | Mark Thompson, MD | 11:36 P. | |
| PR22-00034 | 2645990 | NOVOPATH APBREAKER | Signed off | 90020... | SJHS Mish... | | 11:15 P. | POAMarge Farr |


h. Click on the icon indicated to remove the filter

Doctor Na... 

Mack...  

Mackenzie...

i. To search by patient data, select the up arrow to the far right of the screen to open the reports search fields and use the reset button to clear the search fields. Note that this feature defaults to the previous 24 hours but can be adjusted. Reports will be available in this view for 60 days before being archived.

Reports Search 

Last Name Date Type

First Name From

Date of Birth To

MRN Viewed Status

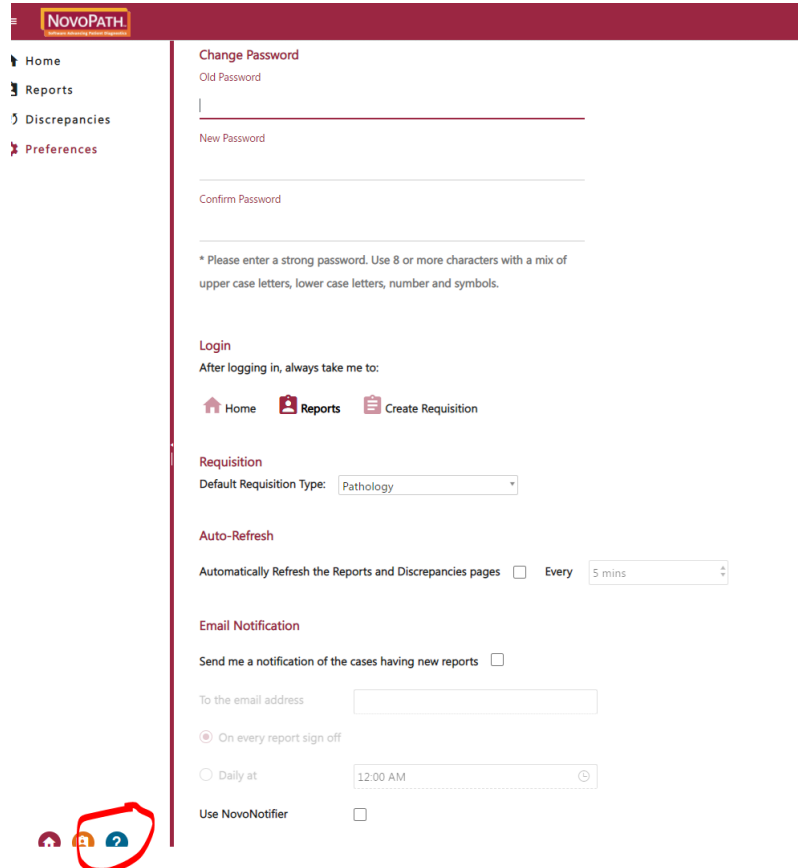
Drag a column header and drop it here to group by that column

| Case Number | Requisto... | Patient | Status | MRN | Account N... | Doctor Na... | Date Reported | Report Views |
|-------------|-------------|---------------------|------------|---------|--------------|--------------|-----------------------|-----------------------------------|
| SP22-00075 | 13256 | Test Test | Signed off | | SBMF Test | SIRMC Test | 02/17/2022 07:52 A... | POAMerge Farr 02/22/2022 01:34 PM |
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j. Setting user preferences

- 1.) Select Preferences to set up the following parameters- change password, defaults for log in screen, auto-refresh for reports, and email notifications.



2.) Email notification

Check the Send me a notification of the cases having new reports to open the email address and time fields. Check with your office manager to get approval to use this feature and determine if a generic email will be used for notifications.

