

PrecisionCare (PCare) is Springbrook's electronic health record (EHR) used by staff to support the participants we serve and used to generate billing and reports. PrecisionCare is the primary database that Springbrook uses to manage the participant's program, health, and personal information.

This tip sheet will show you how to log in, navigate the home page, and set up your e-signature.

Log into PrecisionCare

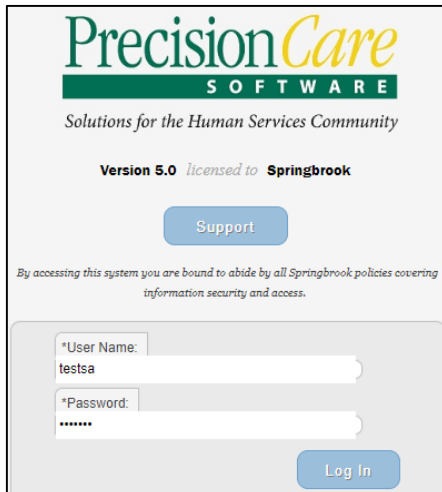
1. Go to Springbrook's website, www.springbrookny.org and click **FOR EMPLOYEES** in the header bar of the home screen.



2. Below Helpful Links, click on the **PrecisionCare** icon.



3. Enter your **User Name** and **Password**, click **Log In**.



Your user name is the same as the username portion of your email address (**username**@springbrookny.org) unless otherwise directed by your instructor.



If you walk away from your workstation, log out. Every time! It is paramount that you secure participants' protected health information (PHI) and personally identifiable information (PII).

Navigation And Set Up

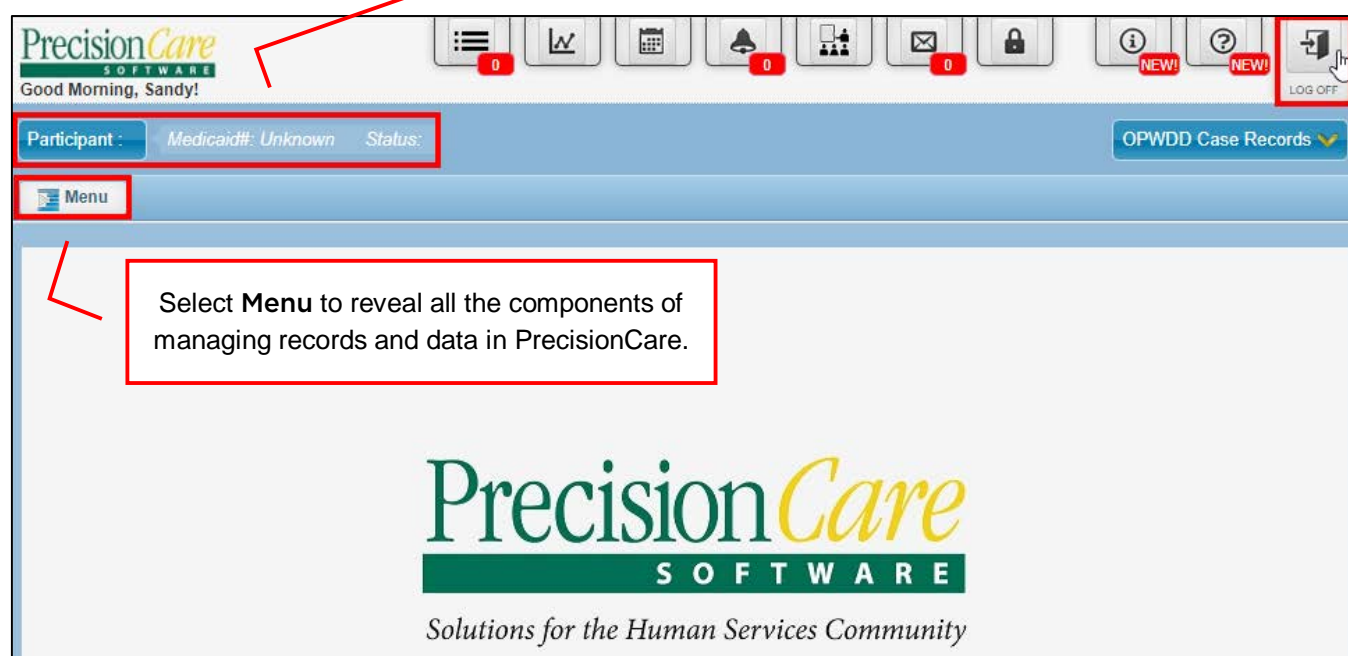
Once you have successfully logged in, you will land on the home page. The home page contains a series of tools across the top of the page that manage actions like alerts and the calendar. Alert bubbles appear on items awaiting your attention.

By default, no participant's record is in view when you first log in. You will use the **Menu** button as the primary tool to access participant information and reports.

Review of the PrecisionCare Dashboard

Selected participant's name displays here. All actions you take will be on this participant, until you select a new participant.

Hover over tools to reveal their function.




The screenshot shows the PrecisionCare dashboard interface. At the top left, the logo reads "PrecisionCare SOFTWARE" with the tagline "Good Morning, Sandy!". A navigation bar contains several icons: a hamburger menu, a line graph, a calendar, a bell with a red "0" notification bubble, a group of people, an envelope with a red "0" notification bubble, a padlock, an information icon with a red "NEW!" bubble, a question mark icon with a red "NEW!" bubble, and a "LOG OFF" button. Below the navigation bar, a participant selection area shows "Participant: Medicaid#: Unknown Status:" and a dropdown menu for "OPWDD Case Records". A "Menu" button is located below this area. A large callout box at the bottom of the dashboard contains the PrecisionCare logo and the tagline "Solutions for the Human Services Community".

Select **Menu** to reveal all the components of managing records and data in PrecisionCare.

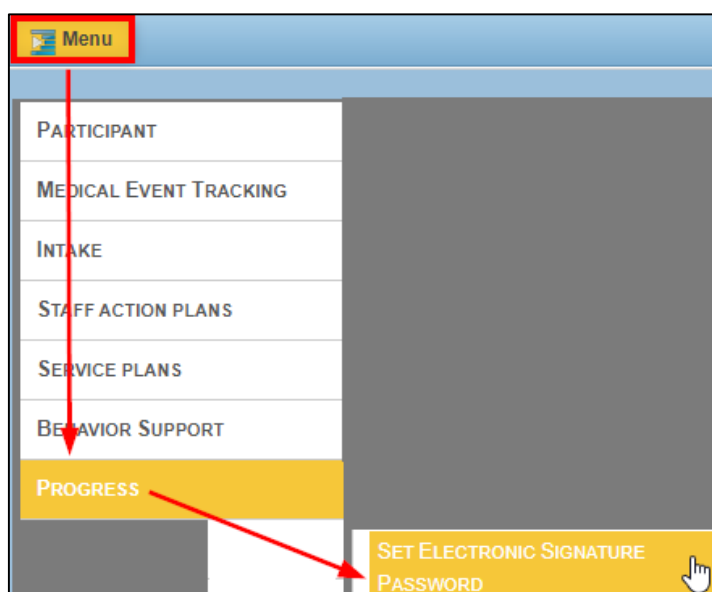
Set Up Electronic Signature Password

In addition to your login credentials, you will create an e-signature password that you will use when attesting to certain submissions throughout PrecisionCare.

 This e-signature password is different than your system username and password. Should you forget your e-signature password, submit a Help Ticket, but be sure to identify that it is your e-signature password that needs to be reset, not your system password.

Electronic Signature Password

1. Click **Menu**, then select **Progress**, and then **Set Electronic Signature Password**.



2. You are alerted to the password parameters. Click the message to hide it.



3. Type a password in the **New E-Sign Password** field. Use the Springbrook format when you create it: Uppercase first name initial plus lowercase last name initial plus the last four digits of your social security number (Pcare1985)
4. Again, type the same E-Sign Password in the **Confirm E-Sign Password** field.
5. Press **Enter** and your e-signature password will be saved.