

Instructions for viewing documents in OnBase

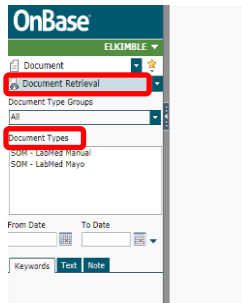
1. Logging into OnBase

- Using Google Chrome, Internet Explorer, or Mozilla Firefox, type the following link in the search bar onbase.medical.washington.edu
- Click the second listed link "For automatic authentication (UW Medicine) click here"
- This will log you in automatically if you are using an AMC computer.



2. Document Retrieval

- In **Document Types** section, select the appropriate type of document you are searching for.



- Search for the document by: Date of Service, Patient Name, Date of Birth, and/ or Accession Number

Keywords | Text | Note

Date of Service =

MM/dd/yyyy

Patient Last Name =

Patient First Name =

Patient Date of Birth =

MM/dd/yyyy

Accession # =

- Name searches can be done with an incomplete name by using the "wildcard" (*)
- For example: Johnson can be searched with fewer letters by entering Johns*

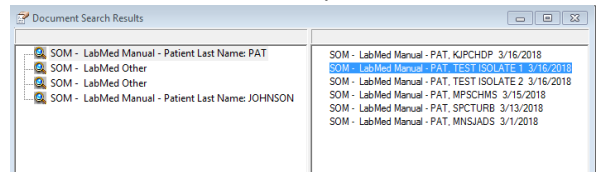
c. To Search

- Select the binoculars image, located on the bottom far left



icon menu.

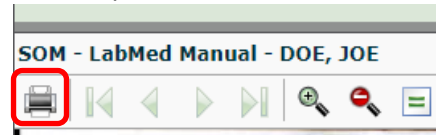
- If there is more than one patient that meets the keywords, the search results will open in a separate window.
 - Previous search results are available in this window as well
- Double-click on the patient document



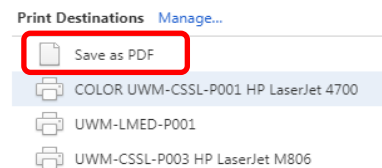
to view the file.

3. To Print

- Press CTRL + P or click the printer icon at the top left of the document.



- Documents may also be saved as a PDF by changing the destination printer to "Save as PDF"



4. To Close a Patient Document

- Select Clear All, which is the green reversed arrow icon located on the bottom left icon menu.



5. To Log Out of OnBase

- Select the drop down arrow next to your user ID
- Select Log Out

