TECHNICAL SUPPORT

Provider

Typically a physician, there are some non-physician roles added, this role has more limited access to the registry typically using their access to add and manage patients and their data.

Jump to section »

Abstractor

Non-provider and admin roles that have limited access based on the role needed per user.
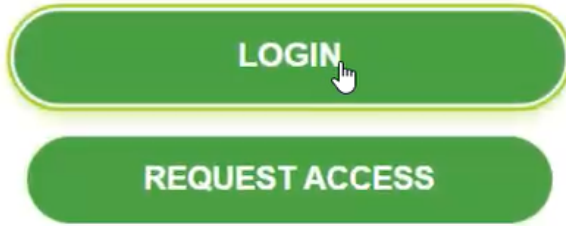
Jump to section »
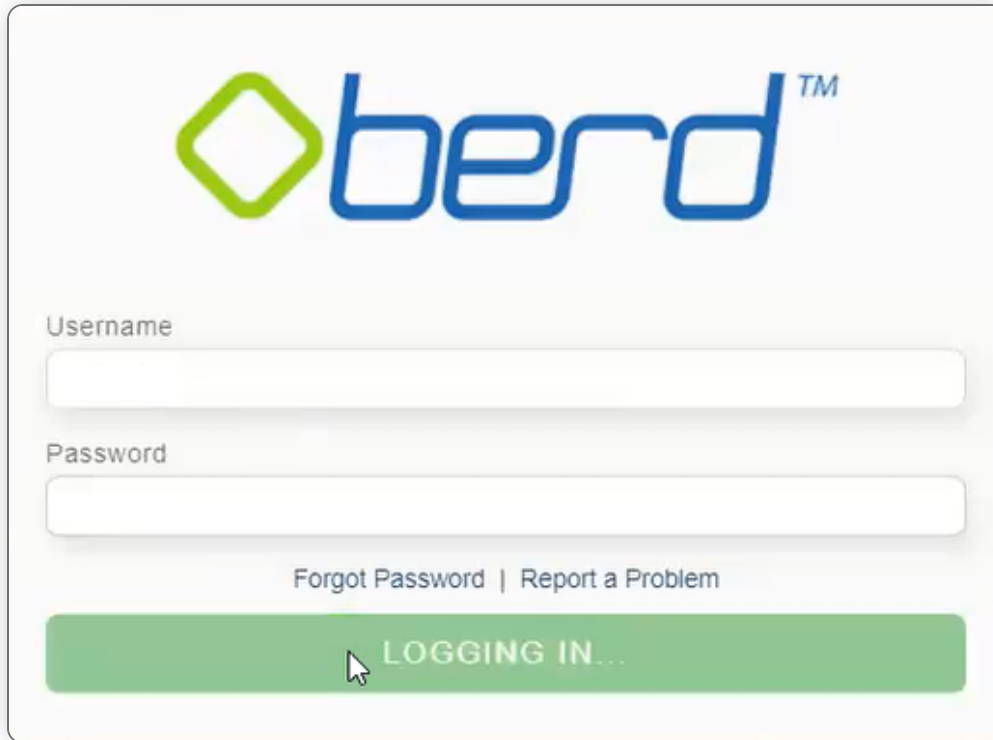

Provider

Login

STEP 1: Go to URL **https://www.oberd.com/achqcc**

STEP 2: Click **"Login"**

STEP 3: Enter **Username** and **Password** into Prompted Boxes

STEP 4: Click **"Login"**

STEP 5: Enter Security Question Answer into Prompted Boxes

What is your mother's maiden name?

•••••

Security answers are case sensitive!

SUBMIT

Reset Security Question

Provider

Password Reset

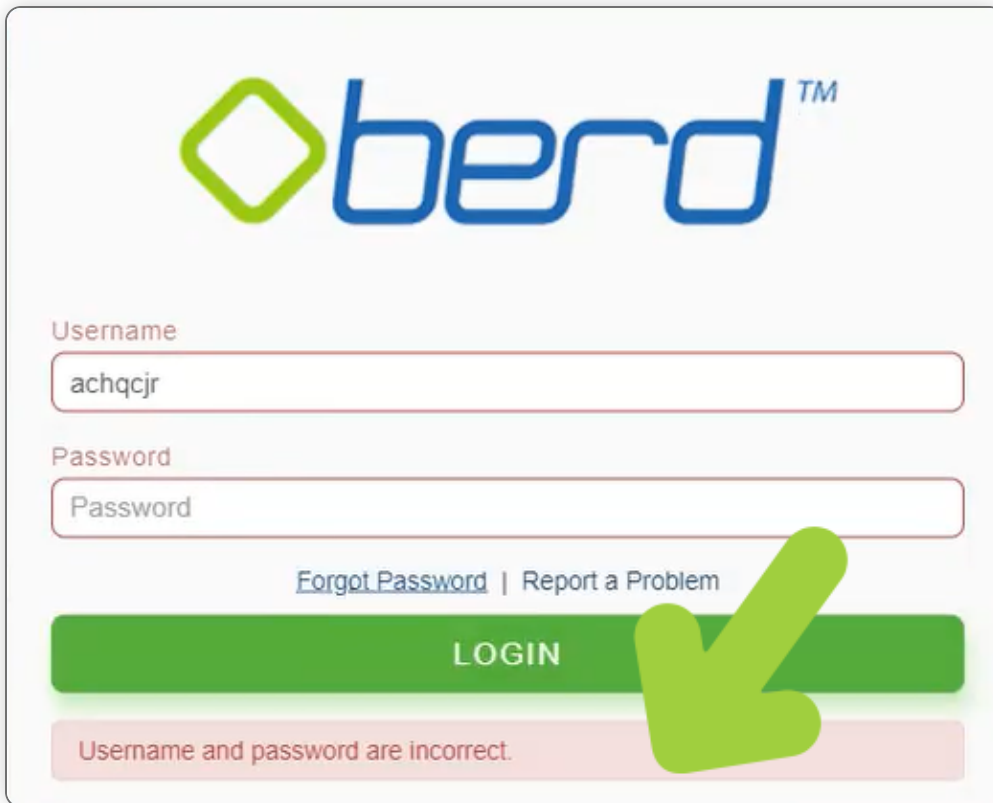### STEP 1: Enter **Username** and **Password**

Username

Password

Forgot Password | Report a Problem

LOGGING IN...

STEP 2: Click **"Login"**

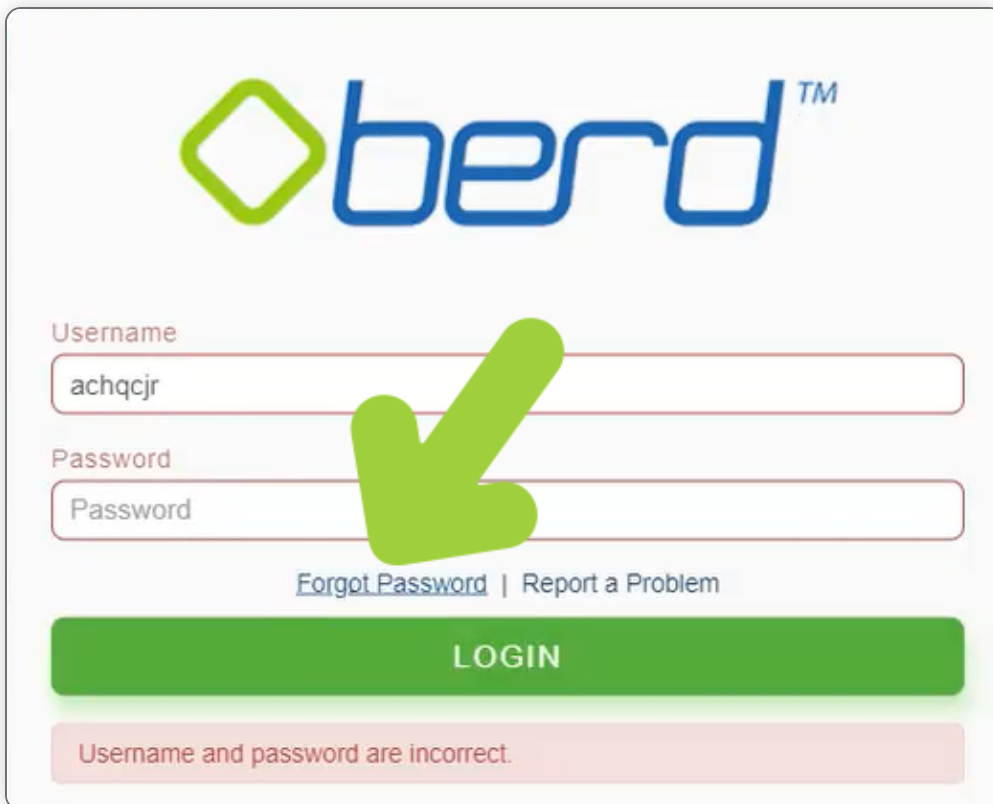**STEP 3:** If login is incorrect a red error box will pop up and indicate so.

STEP 4: Click **"Forgot Password"**

STEP 5: Enter **Username** and **Email**

What is your username?

achqcjr

What is your email?

jadar@oberd.com

Nevermind, I Remember

SUBMIT

STEP 6: Click **"Submit"** to receive reset link

STEP 7: Use link in email to reset password.

Provider

Security Question Reset

STEP 1: If the answer is incorrect then a red error box will pop up to indicate it

STEP 2: Click **"Reset Security Question"**

STEP 3: A question indicating if you are sure you want to reset your password will appear.

STEP 4: Click **"Yes"**

STEP 5: Click **"OK"**

STEP 6: A reset link will be sent to your email, use the link to reset security question.

Provider

Creating Patients

STEP 1: Click **"Add Patient"** in the top right corner

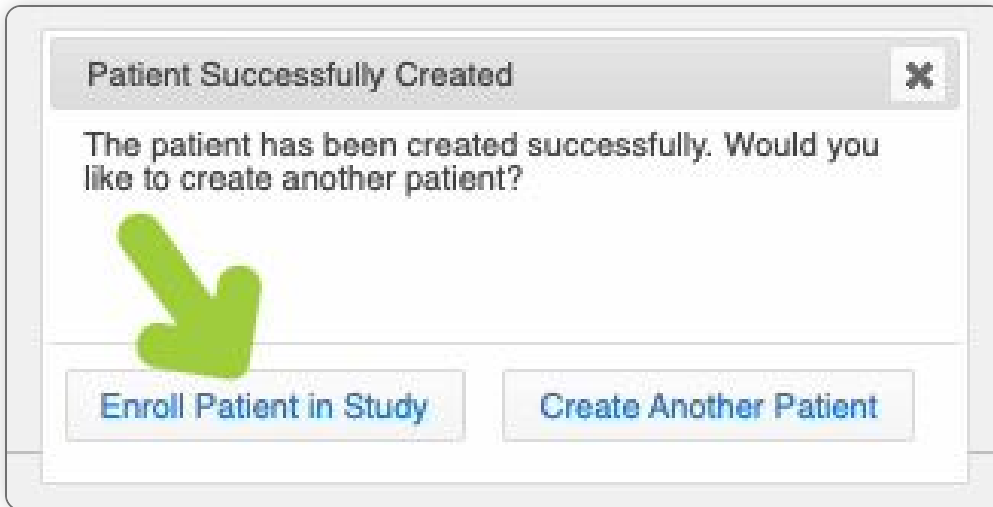**STEP 2:** Click **"Create Patient"** in the top right corner

STEP 3: Enter Patient Demographics and click **"Create Patient"**
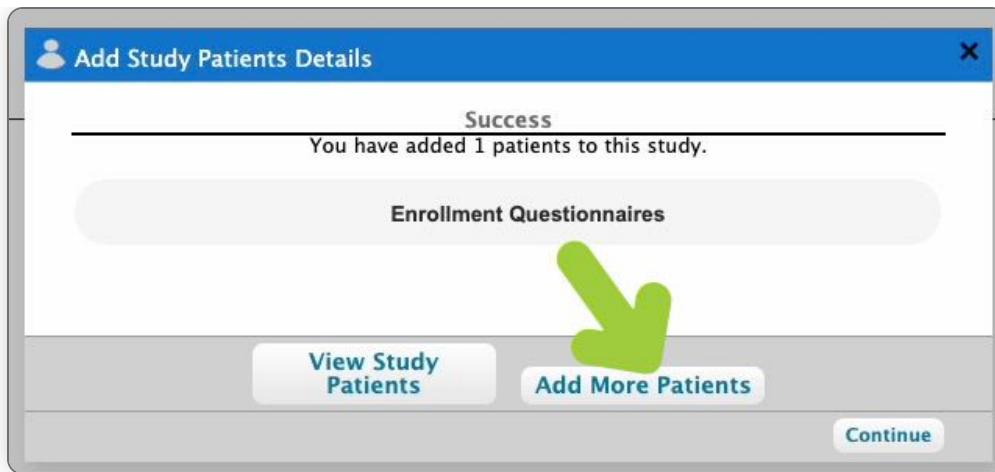
STEP 4: Click "Enroll Patient into Study"

STEP 5: Select Provider Name
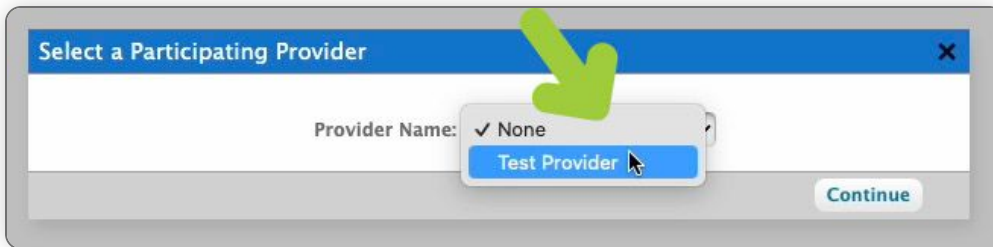
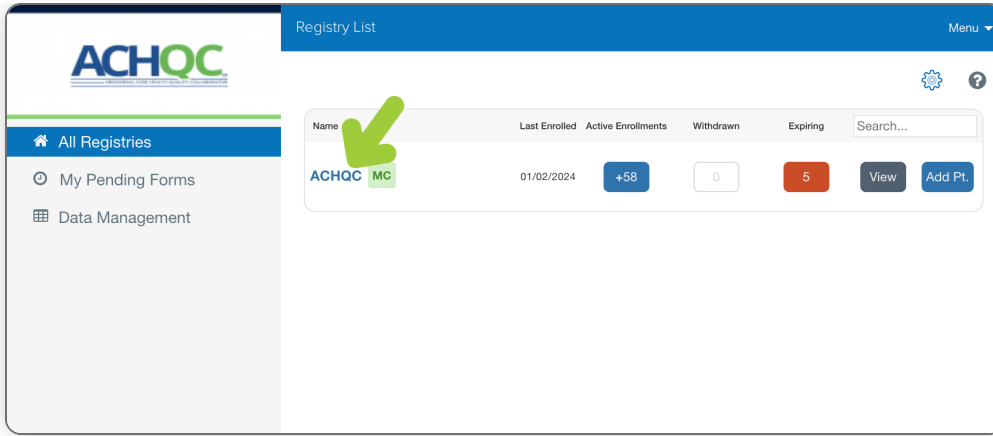## STEP 6: Choose the date of the procedure
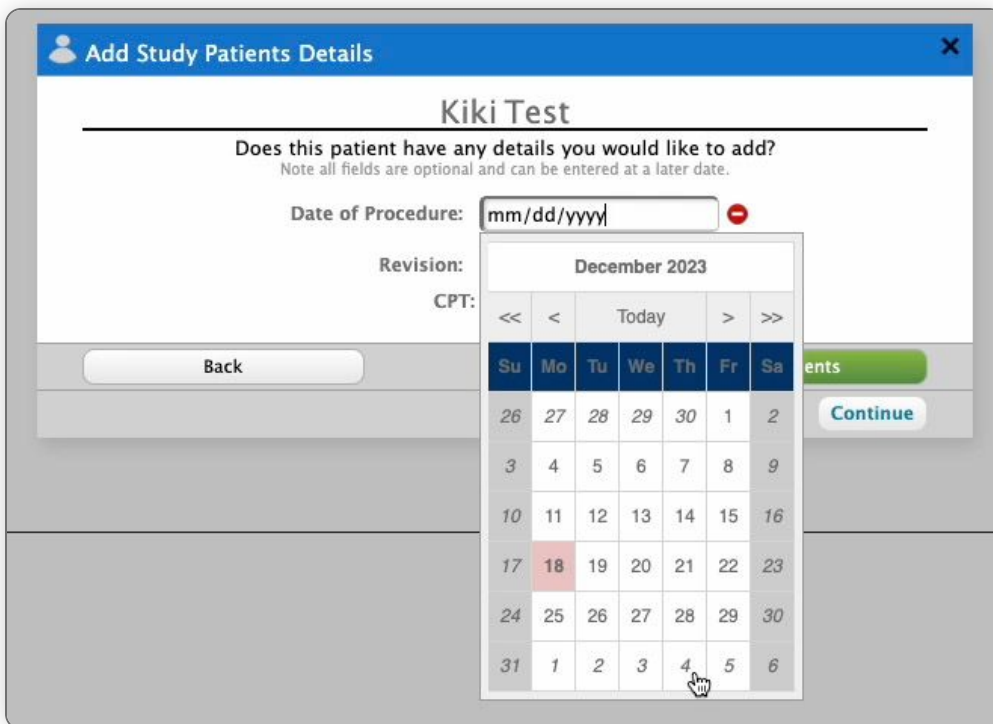
STEP 7: Click "Add Patients"

Provider

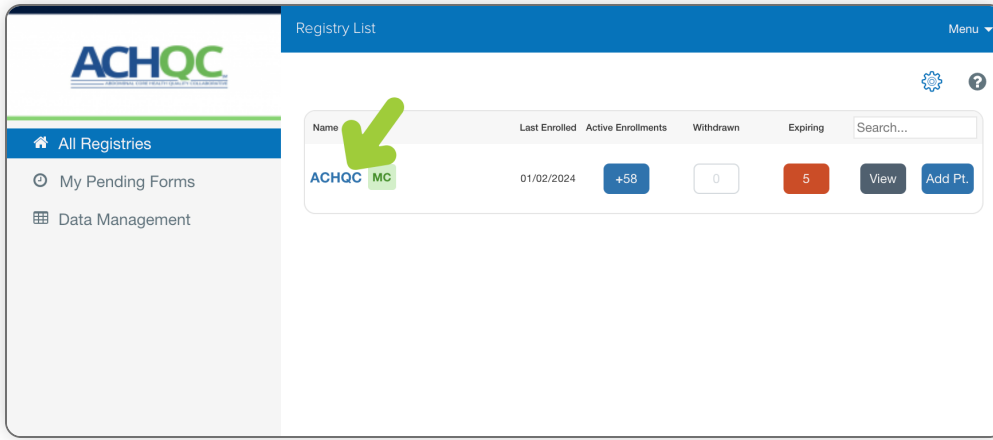# Locating the Patient List through ACHQC button

STEP 1: Go to Registries tab on the left under home and at the bottom click **'Registries'**
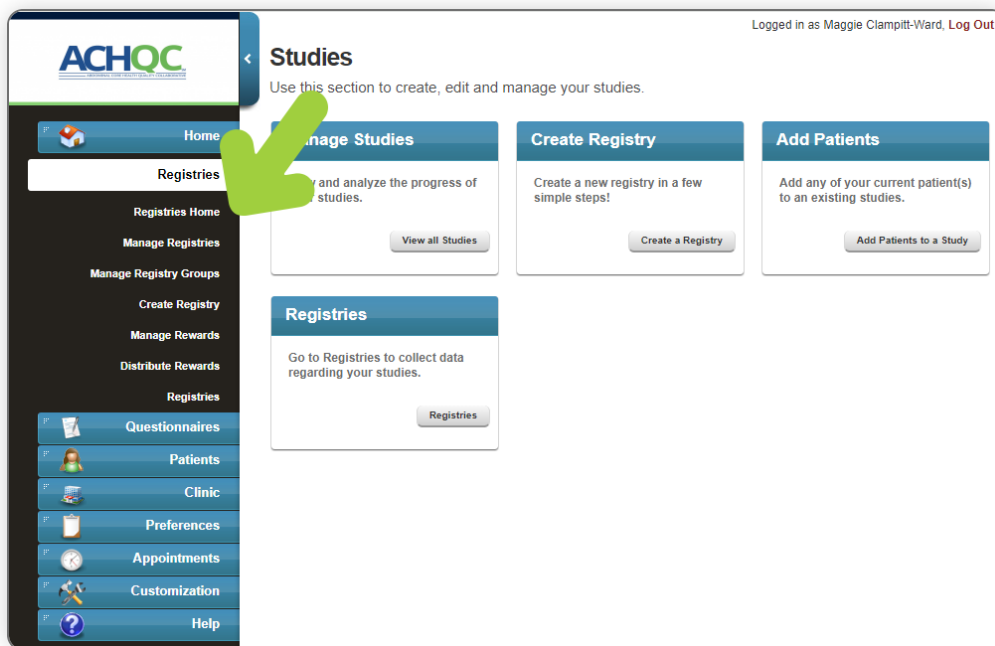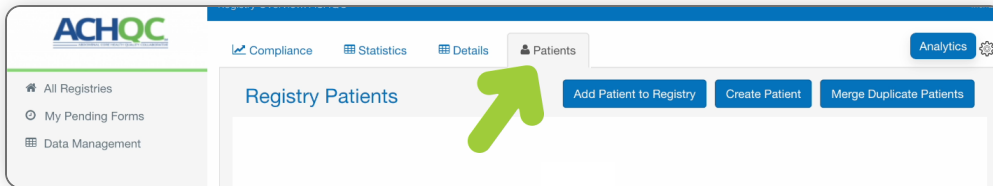

STEP 2: Click on **"All Registries"** on the left panel.

STEP 3: Click on **"ACHQC"** under Names
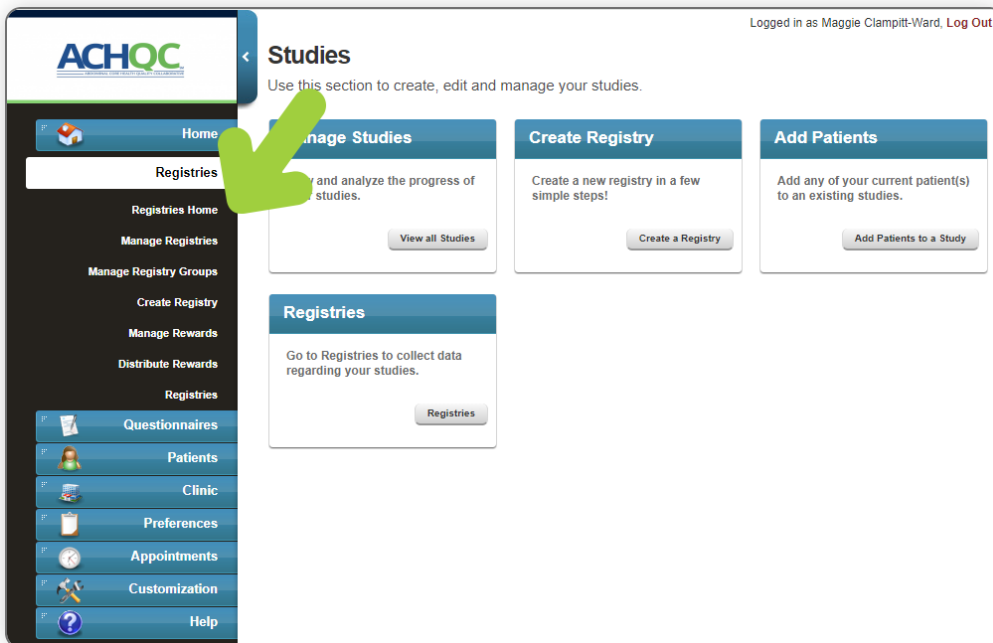

STEP 4: Click on the **"Patients"** Tab

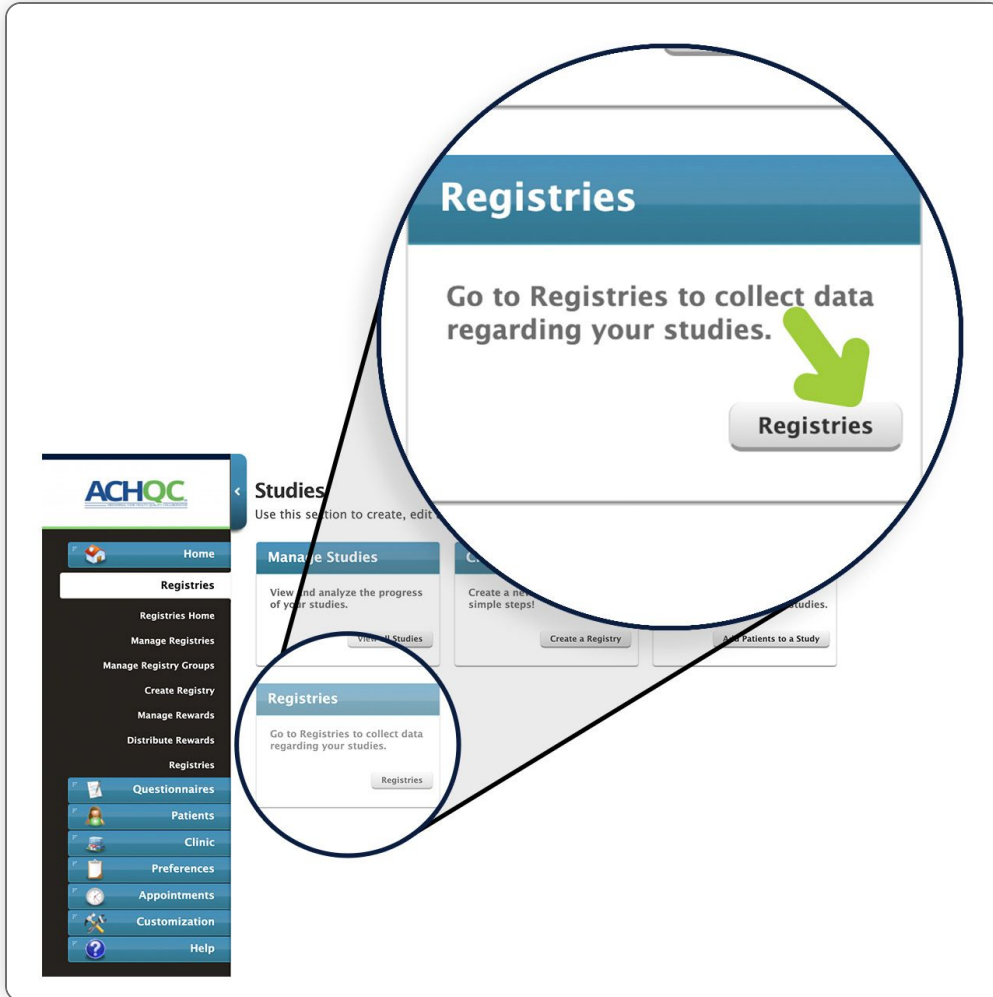Provider

Adding Patients to Registries

View Pending Forms

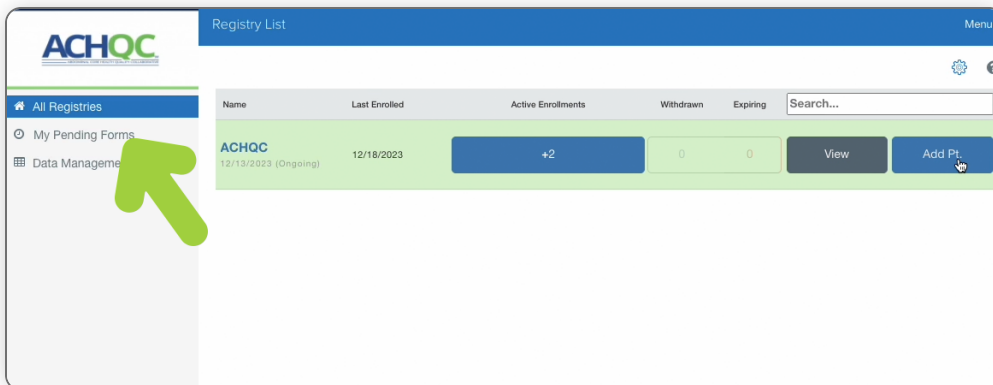**STEP 1:** Click **"Registries"** in the menu on the left.

STEP 2: Click **"Registries Home"** in the dropdown menu. You should be taken to a screen with 4 options.

STEP 3: In the box labeled "Registries", click the button labeled **"Registries"**. This will show you all your available registries.

STEP 4: In the menu on the left, select **"My Pending Forms"**. This will display all pending forms.

STEP 5: Once a patient has filled all forms, their associated forms will be removed from this list.

STEP 6: You can take action on these forms by selecting **"Start"** on the right hand side
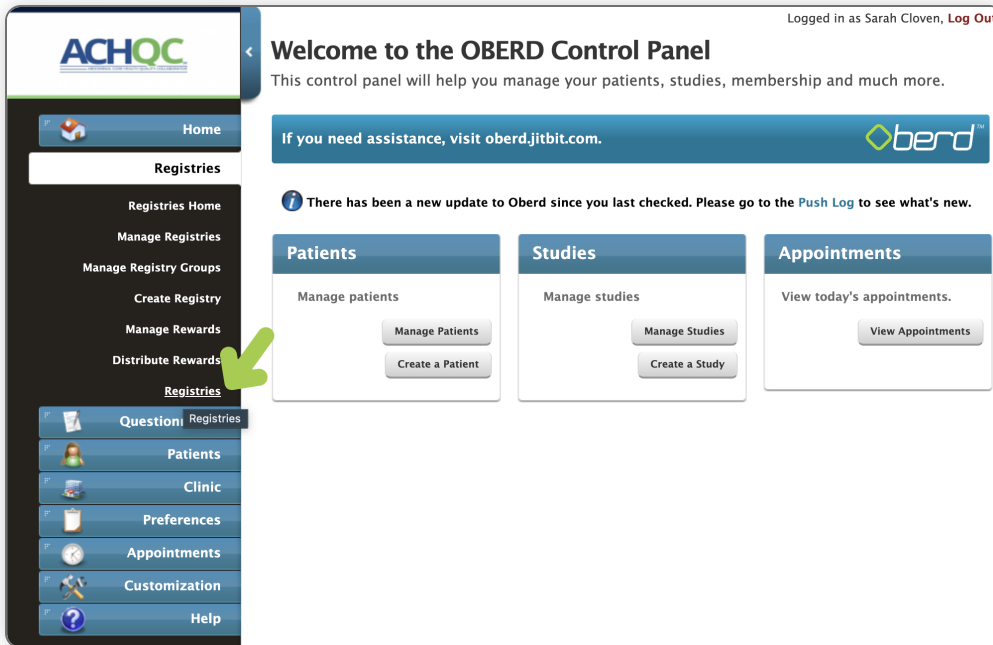

Provider

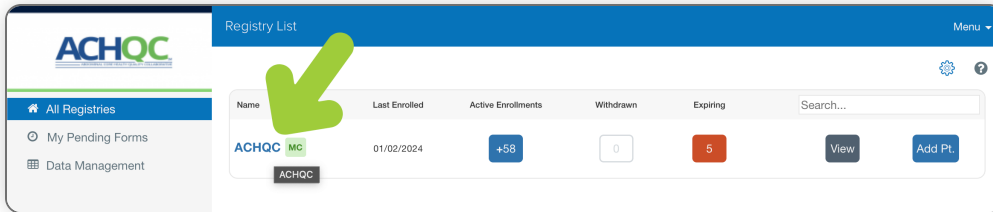# Locating Patient Compliance

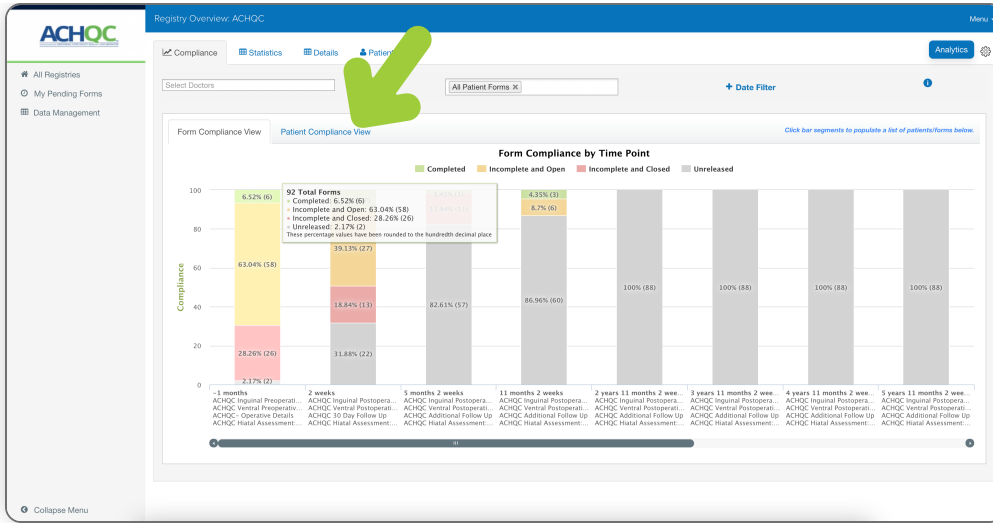**STEP 1:** Click **"Registries"**
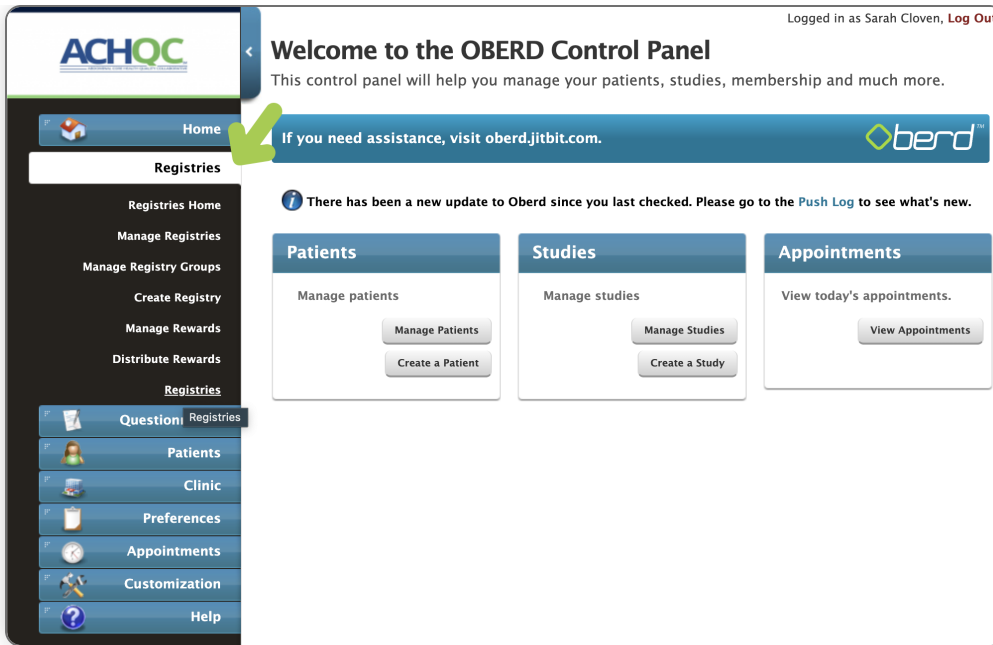
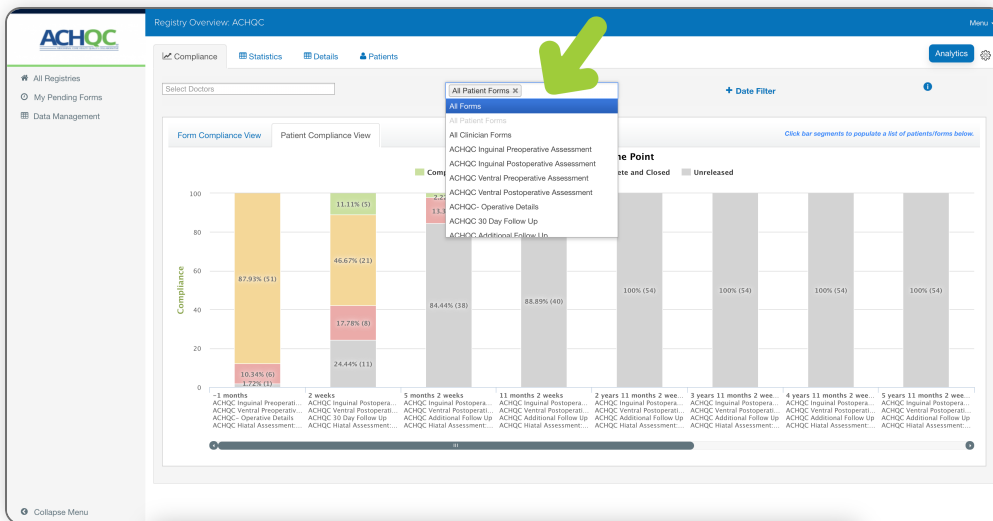## STEP 2: Click **"Registries"** again at bottom of the list

STEP 3: Click **"ACHQC"**

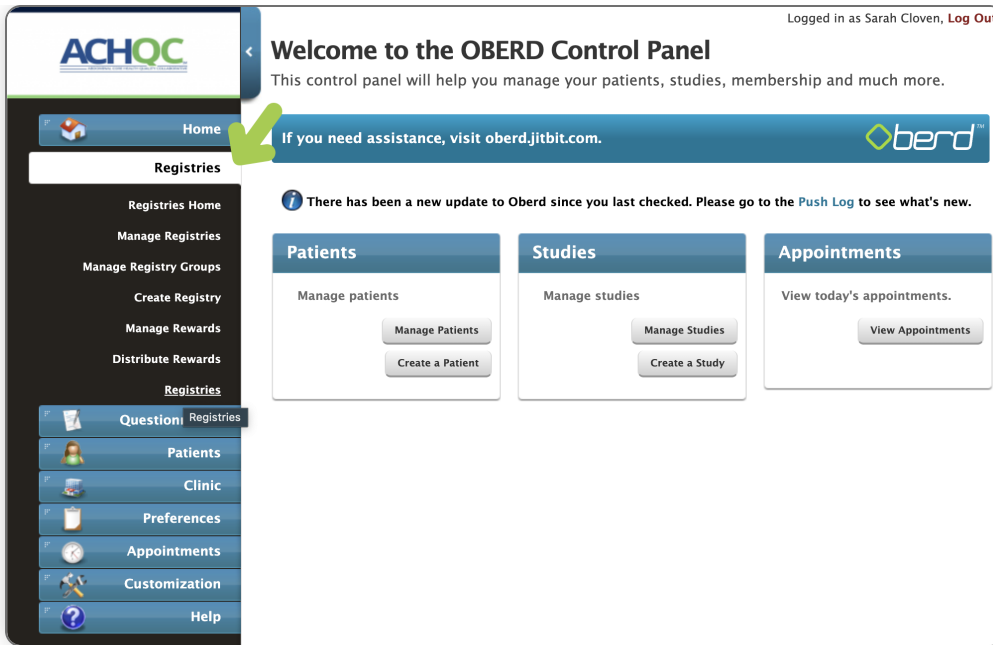## STEP 4: Click **"Patient Compliance View"**

STEP 5: Click search bar that says **"All Patient Forms"** and select which forms you would like to see the compliance for.
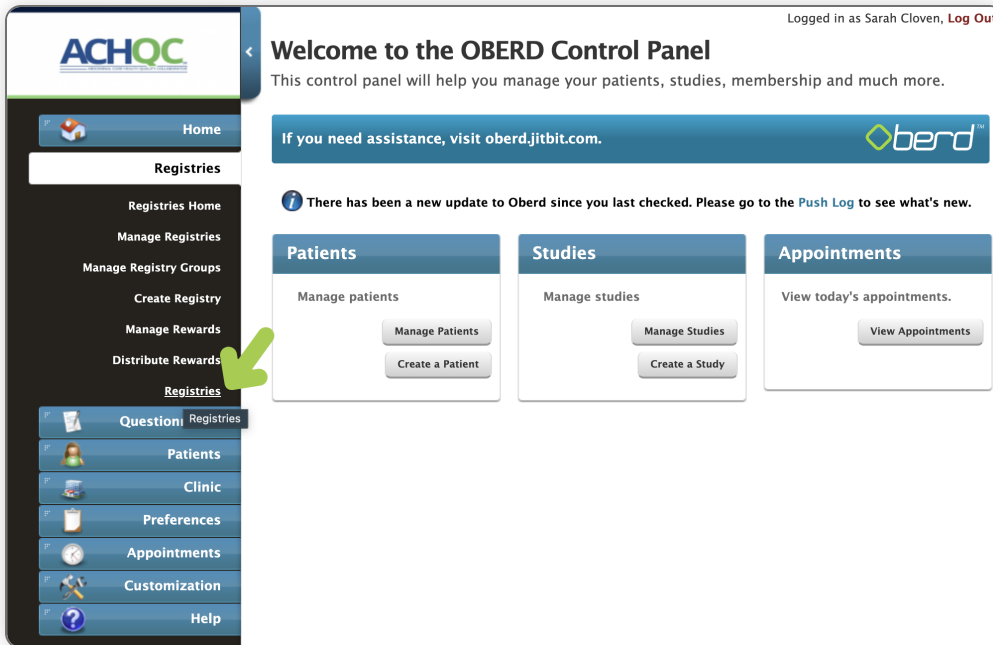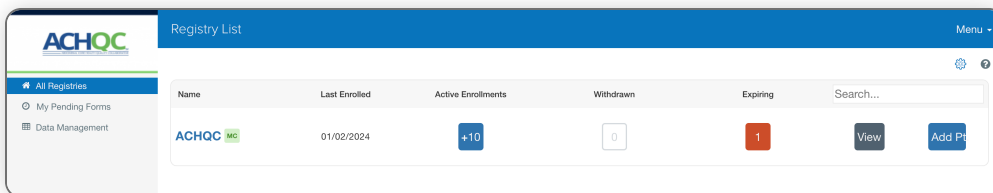

Provider

Locating the Registry Dashboard

STEP 1: Click **"Registries"**

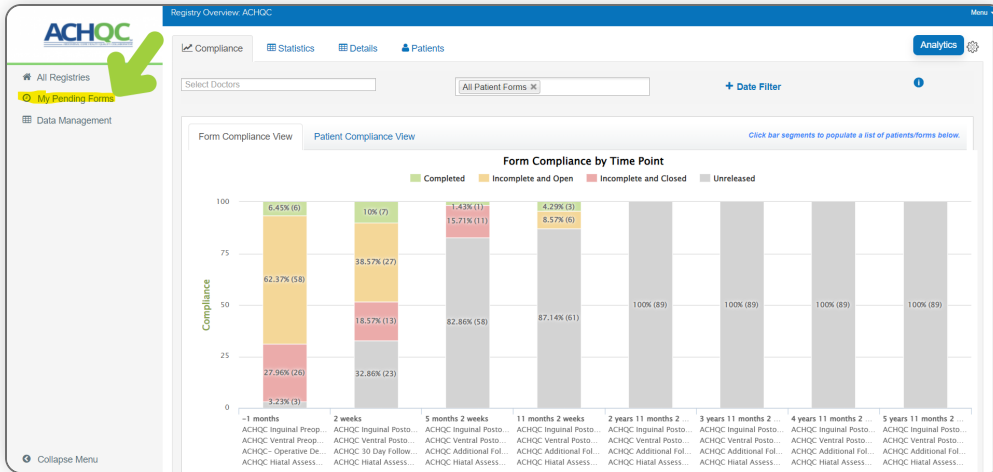**STEP 2:** Click **"Registries"** again at bottom of the list

STEP 3: You will be taken to your **"registries dashboard"**. Here you can see all registries you have access to, all pending forms, and your data management tools.

Provider

How to fill forms

STEP 1: Click on my pending forms in the registry page

STEP 2: Click on the start button next to the form you want

STEP 3: Fill out the form

Abstractor:

Login

STEP 1: Go to URL **https://www.oberd.com/achqcc**

STEP 2: Click **"Login"**

STEP 3: Enter **Username** and **Password** into Prompted Boxes

STEP 4: Click **"Login"**

STEP 5: Enter Security Question Answer into Prompted Boxes

Abstractor:

Password Reset

STEP 1: Enter **Username** and **Password**

STEP 2: Click **"Login"**

STEP 3: If login is incorrect a red error box will pop up and indicate so.

STEP 4: Click **"Forgot Password"**

STEP 5: Enter **Username** and **Email**

STEP 6: Click **"Submit"** to receive reset link

STEP 7: Use link in email to reset password.

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