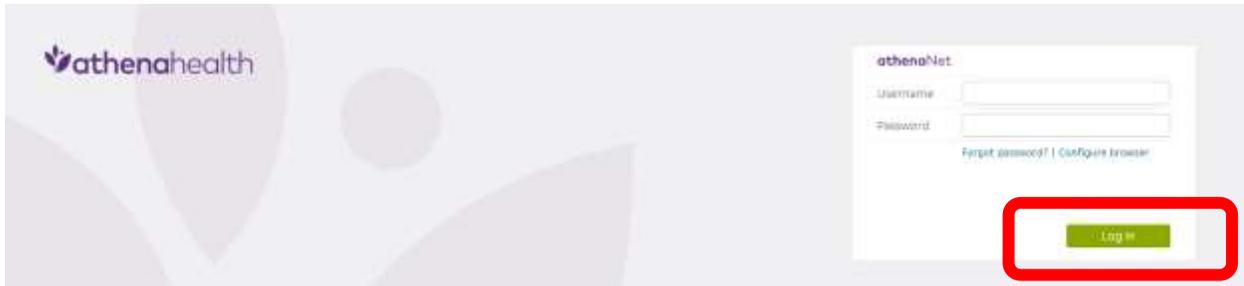
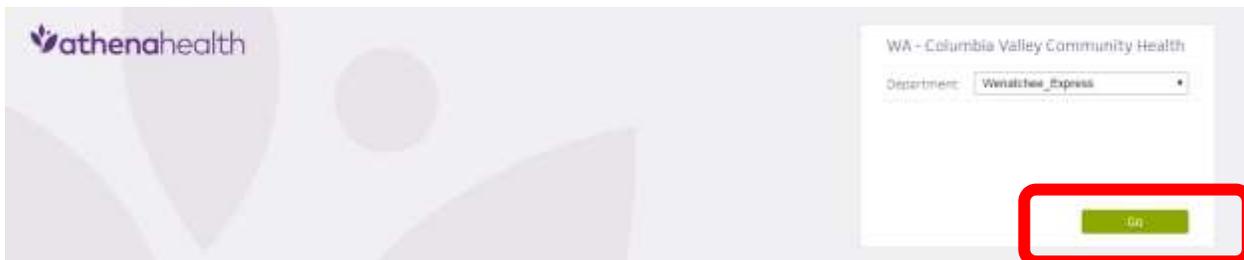


Step 1: **Navigate** to athenanet.athenahealth.com in your internet browser.
(e.g. Chrome, Internet Explorer) *Note: Firefox is not recommended.*



Step 2: Enter the username and password provided to you and click **Log in**.

Step 3: **Click Go.** It is not necessary to select a department for non-CVCH users.



Step 4: Read and **Accept** the terms of use.

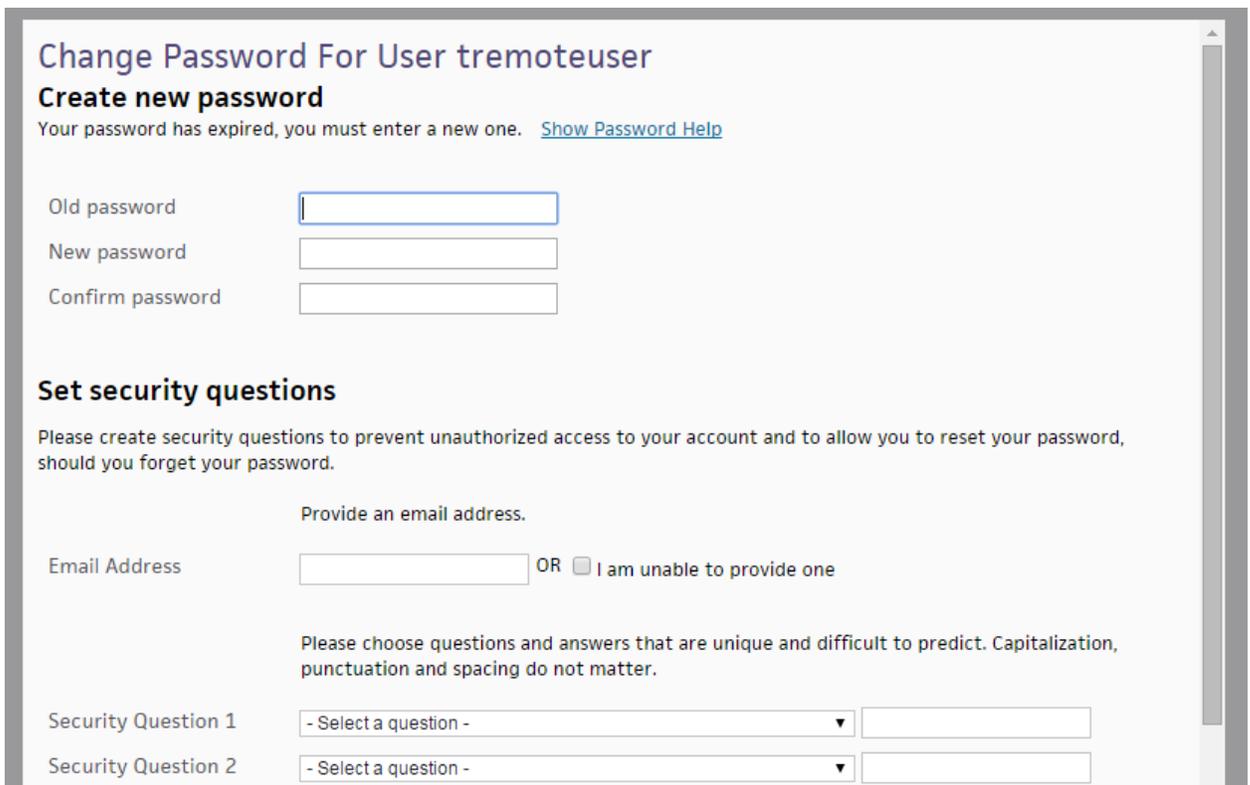
WELCOME TO athenaNet® To access and use this application, you must be designated as an Authorized User pursuant to an athenaNet Services Agreement (the "Services Agreement") entered into by and currently in effect among athenahealth.com, Inc., and **WA - Columbia Valley Community Health**. If you wish to review the obligations and limitations of the Services Agreement you may request and receive a copy of its relevant terms from **WA - Columbia Valley Community Health**. As an Authorized User, you are authorized on behalf of **WA - Columbia Valley Community Health** to access athenaNet, to submit data into and receive data from athenaNet and to represent **WA - Columbia Valley Community Health** in its access and use of athenaNet. No access to or use of athenaNet is permitted that is not on behalf of **WA - Columbia Valley Community Health**. All access to and use of athenaNet shall be in conformity with the obligations and limitations as set forth in the Services Agreement. If you do not understand and accept these terms, you will not be granted access to athenaNet.

[Print this page](#)

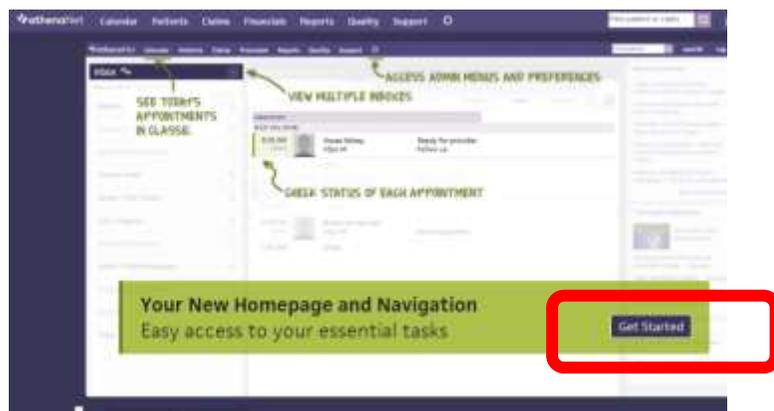
Step 5: Follow prompts to **change your password** and answer security questions. Remember your username and password.

Note: Your password must be between 8-20 characters long and contain at least three of the following: uppercase letters, lowercase letters, numbers, symbols.

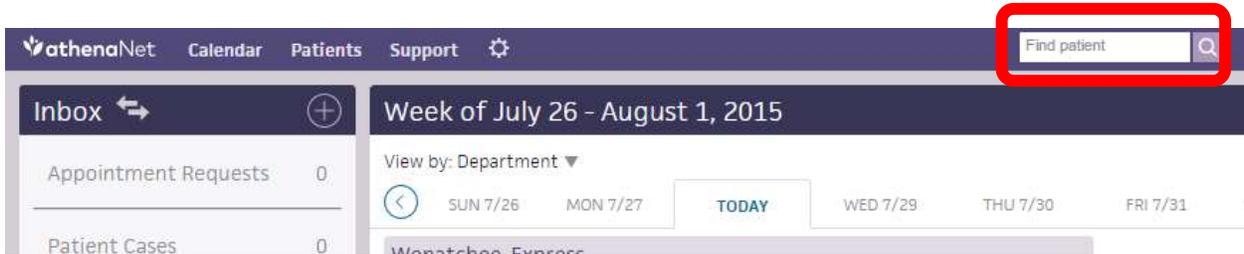
Your password cannot contain any words that are found in the dictionary, all or part of your username, any password previously used for this account, or the word "athena".



Step 6: Review the orientation popup. Click **Get Started** to access patient records.



Step 7: Search for a patient using the Search box in the upper-right corner of the Athena screen. You can search by birthdate, name, phone number, or SSN. To search by name, type the patient's last name, comma, then the patient's first name. For example, to search for Jane Smith, you would type *smith,jane*



Step 8: Identify the correct patient in the list of results. Click "chart" to view the patient's chart.



Step 9: To print the chart, click "chart export"



Step 10: All sections of the chart are listed on the left under **Available Attachments** (1). Choose a section to print by clicking it once, then clicking the **right-arrow** (2) to add it to the **Selected Attachments** (3) list on the right. When you have chosen all the sections you want, click **create**.

athenaNet Calendar Patients Support S4065

Homer J TEST **INACTIVE**
50yo M 02-25-1965 #54065 ER54065 View: All Specialties

facesheet health history flowsheets > chart export >

Chart Sections:

Select the chart documents you wish to include below.

1 Available Attachments Selected Attachments

Date Range: Year-to-Date From: 04/01/2015 To: 07/28/2015 **2** Include Document

Formal Health Record

facesheet

Flowsheets (1)

Imaging Results (0)

Lab Results (0)

Lab Orders (0)

Letters (9)

Medical Record Documents (0)

Mental Health Consults (0)

Order Groups (16)

Create **3**

Imaging Orders
ELECTROCARDIOGRAM - 07/07/2015
Medication List

Step 11: Scroll down to preview the document, then click **print**.

athenaNet Calendar Patients Support S4065 tremoteuser Log out

Homer J TEST **INACTIVE**
50yo M 02-25-1965 #54065 ER54065 View: All Specialties

facesheet health history flowsheets > chart export #167117 >

Patient Record in REVIEW to tremoteuser (created 07/28/15 3:25 PM) **Print**

Record Release Information

Click 'Save' at the bottom of the page to regenerate the document.

Manual Paper print-out

Step 12: When you are finished, click **Log out**.