How to use OnBase

OnBase is a device for clinicians to upload images onto Epic. Follow the steps below on how to properly utilize this device.
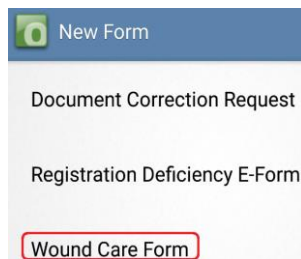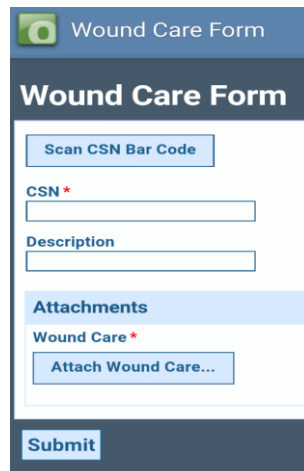
Try It Out

1. Launch the OnBase App and log in using your Epic credentials

2. Click on **Create New Form** and select **Wound Care Form**
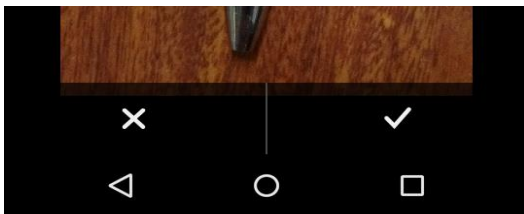

3. Tap **Scan CSN Barcode**

   Take a clear, top-to-bottom, zoomed in picture of the ID bar code from the wristband, see example:

7700000028941

(You can practice scanning with the barcode above)

4. OnBase will start processing that barcode (should take about 15-30 seconds based on reception)
5. While the label is being processed, you can immediately start taking pictures by tapping **Attach Wound Care Photo** and selecting *Camera*
6. Tap on the area of the screen you want to be focused and then tap on √ to attach, or × to cancel and retake

NOTE: Before taking next photo, wait until you confirmed that previous picture was uploaded first. (it will display a long code like seen in the figure to the left under Attachments.

Please create a ticket by emailing help@primehealthcare.com if you cannot log into OnBase.