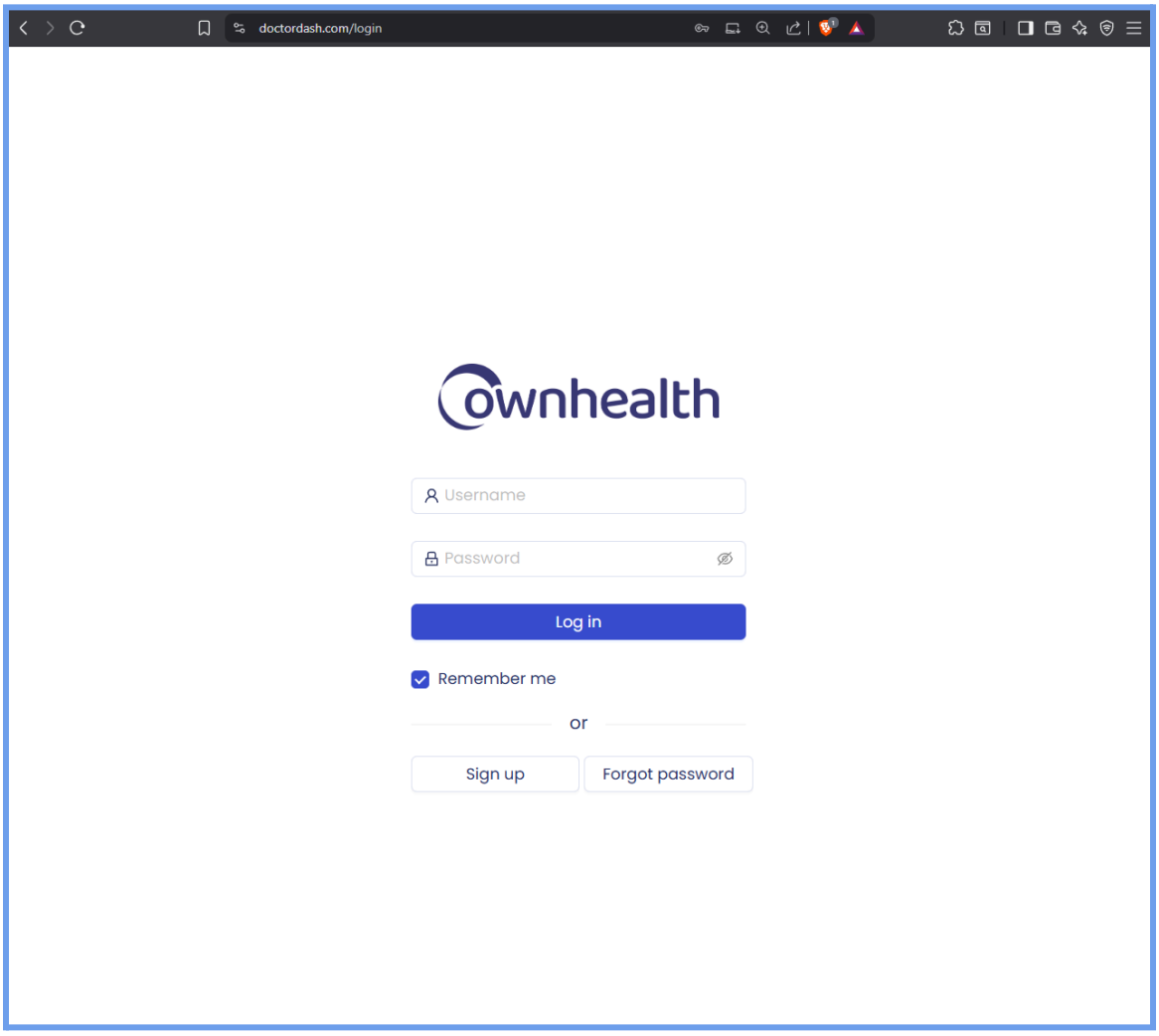
Doctor Dash
Desktop User Guide

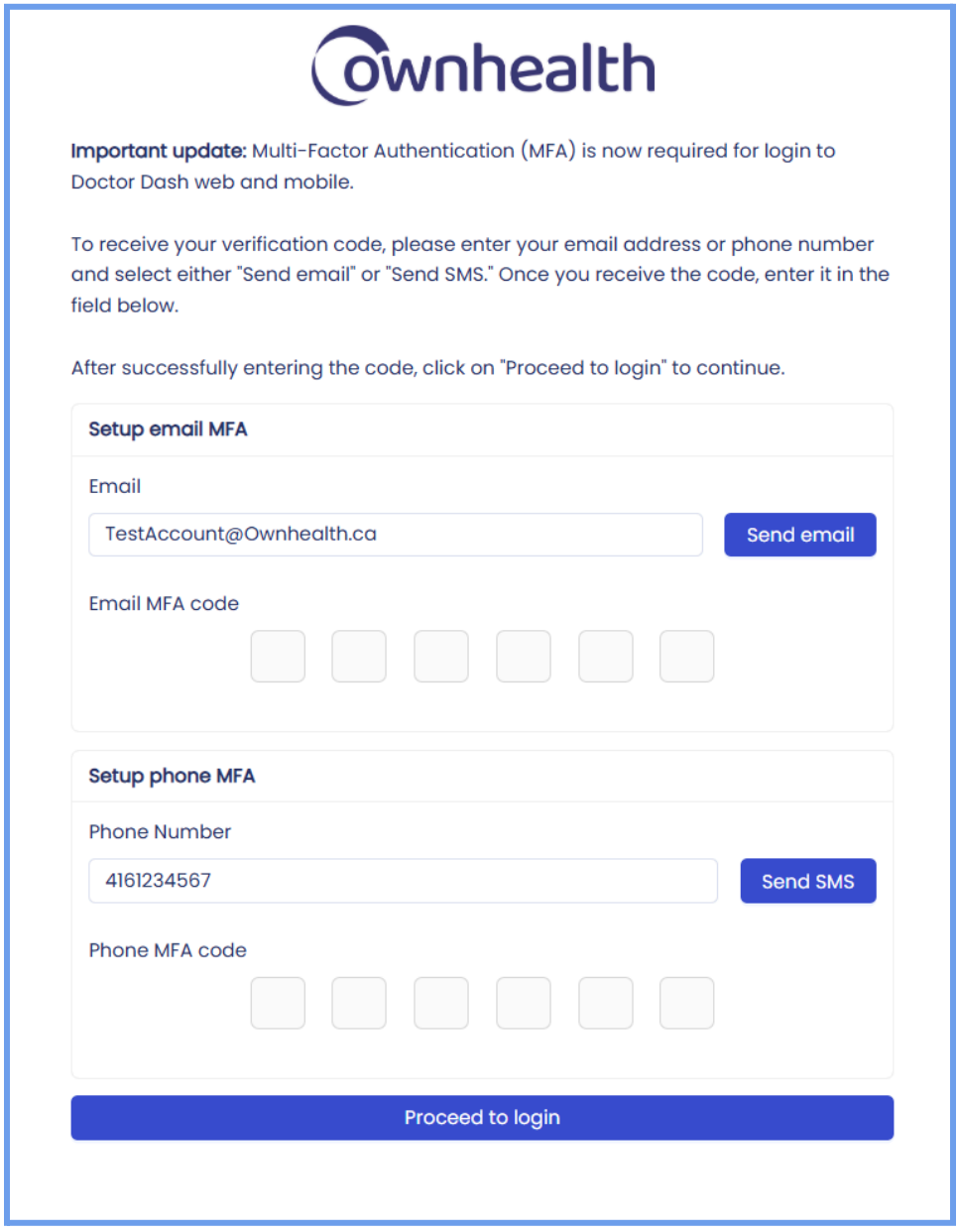
Table of Contents

Logging In

Using Google Chrome, or Microsoft Edge, Navigate to https://doctordash.com, input username and password that were provided by Own Health Support.



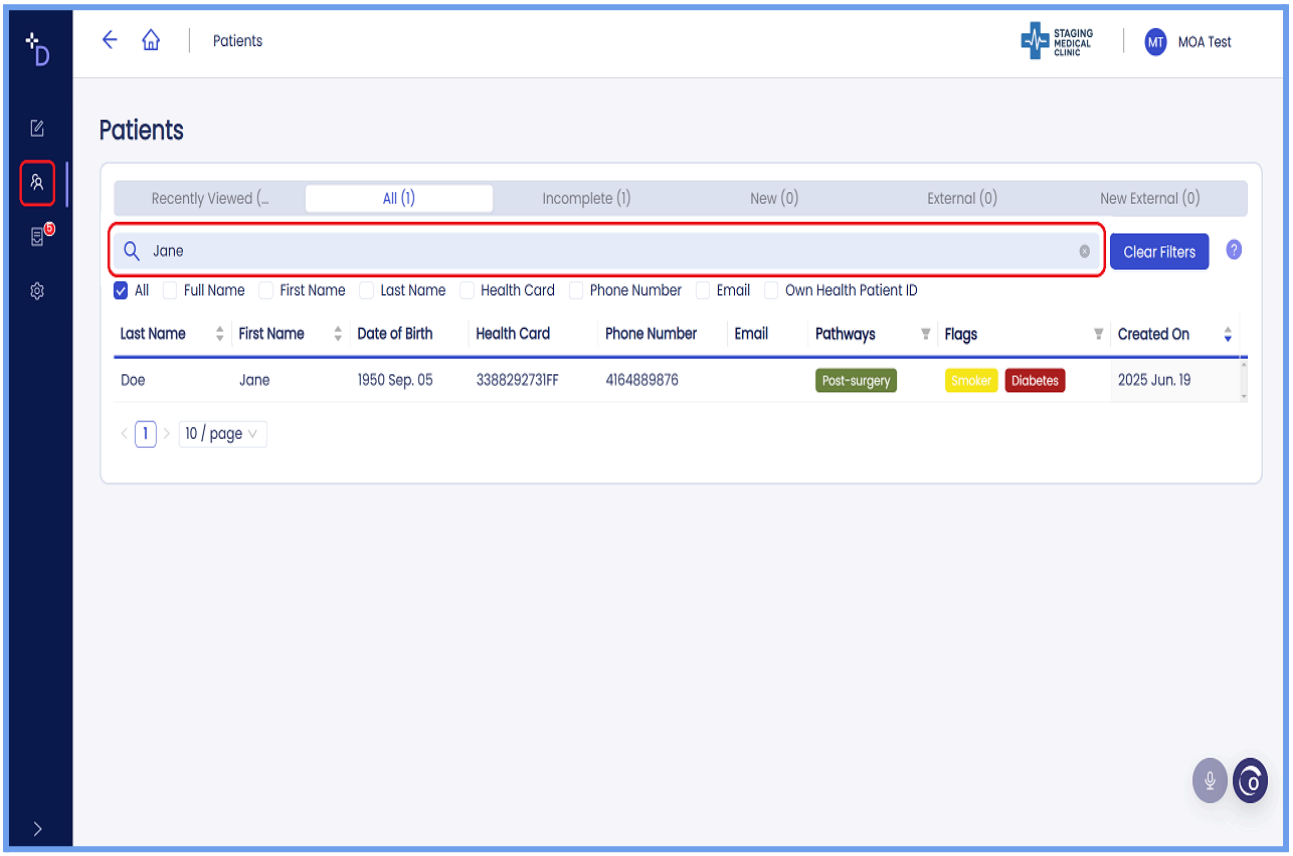
On your first login, you will be prompted to set up your Multi Factor Authentication method. You can choose to receive your code using Email or SMS, or both. Please follow the instructions on this page to complete your account setup.



View and Edit an Existing Patient

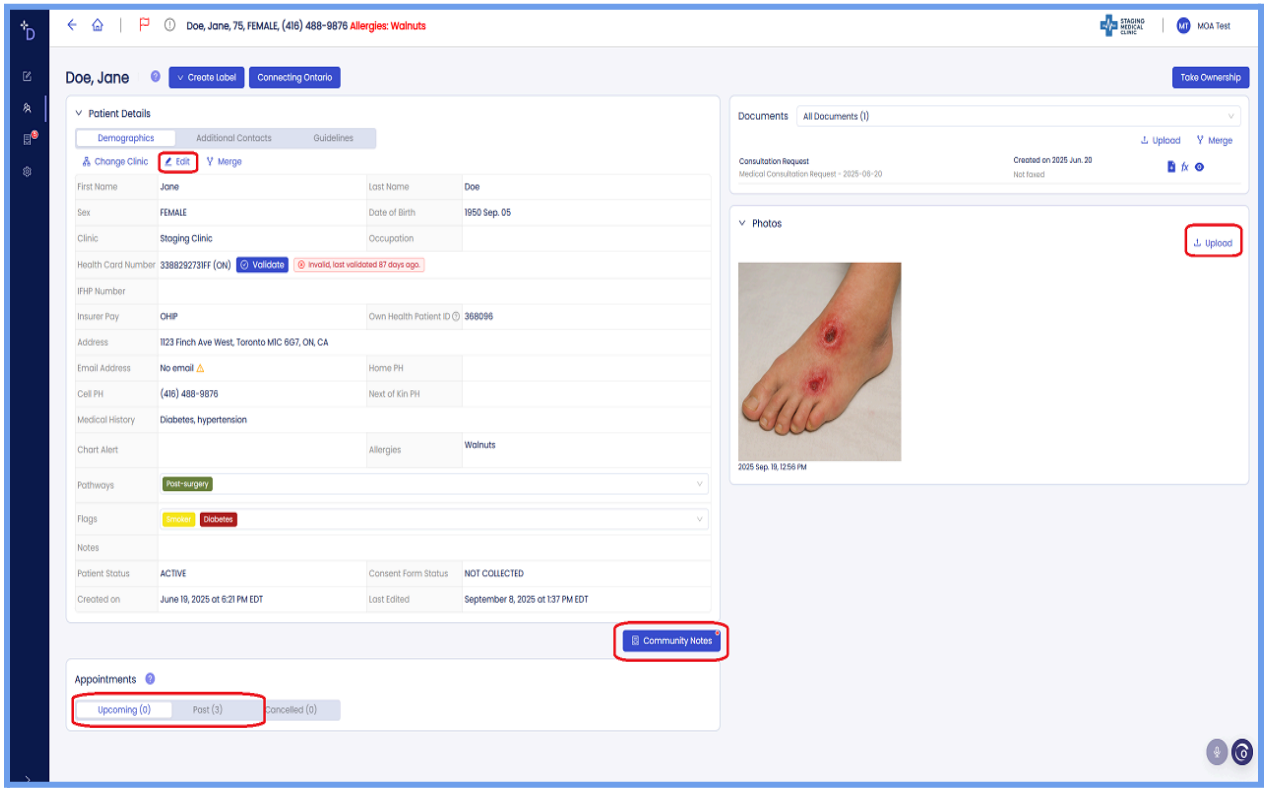
Search for a Patient

To search for a patient, click on the  icon in the left hand side tool bar and start entering a patient's First or Last name, Health Card Number, Phone Number, or Email Address. Click anywhere on the row with the correct search result to view the **Patient Chart.**



Patient Chart

From the Patient Chart, you will be able to view and interact with the **Patient Demographics**, **Photos/Documents**, **Appointment Notes**, and **Community Notes**.



To **Edit** Patient Demographics, click on the  Button found the top of the “Patient Details” section of the chart.

To V**iew Community Notes** (Communications between front line staff and Own Health Specialists / NPs) Click on the  Button found under the “Patient Details” section of the chart

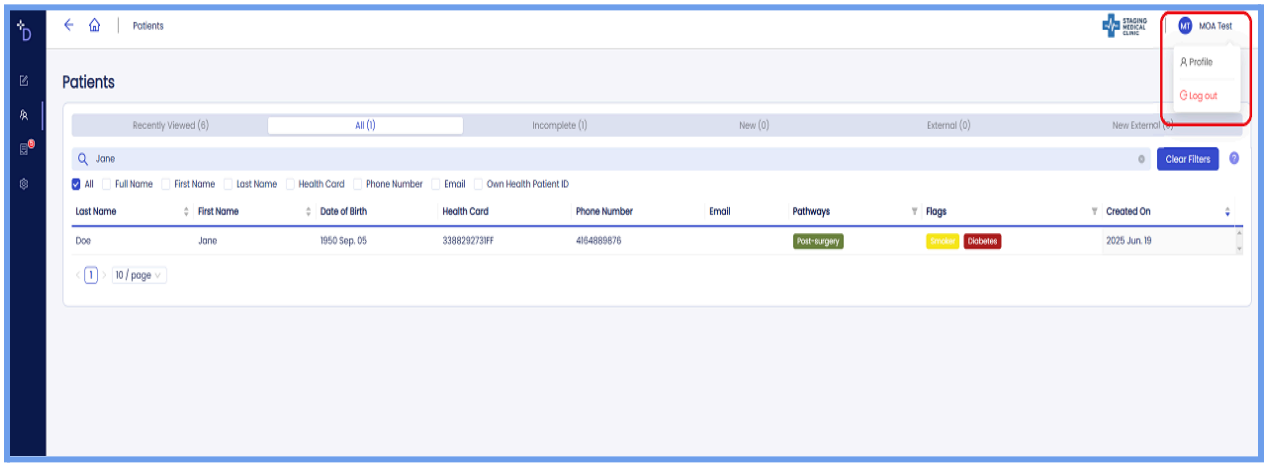
To **Upload** more photos or documentation, click on one of the  Buttons found in the right hand side of the chart.

To view any upcoming or past appointments and any documentation that was added to the chart, click on the 

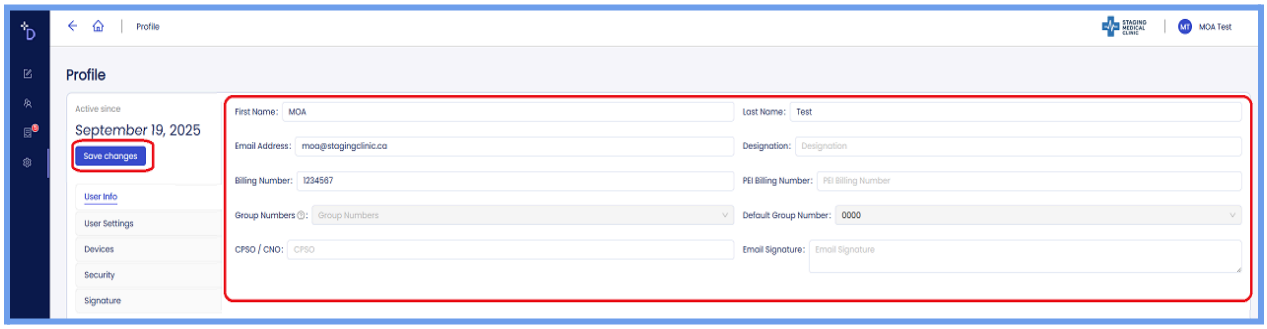
Button found under the “Appointments “ section of the chart.

Change Password and Edit User Profile

To access your user profile settings, click on your username in the top right corner of the screen and select “Profile” from the drop down

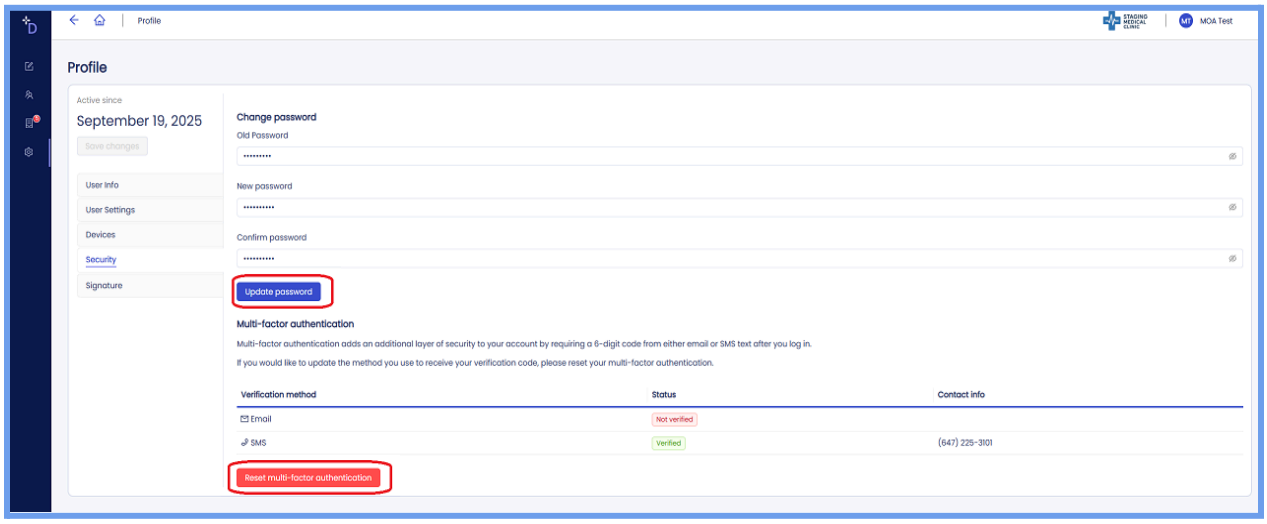


To change your Name or Email Address click on the “User Info” section, enter your new information and click on the Save changes Button.



To change your password or update your Multi Factor Authentication settings, click on the “Security” section. Enter your old password, new password, and confirm new password then click on the Update password Button.

To reset your Multi Factor Authentication settings, click on the Reset multi-factor authentication . You will be prompted to select and confirm your method on your next login.



Own Health Service Desk

For any additional information, or if you run into any issues or concerns, please do not hesitate to contact the Own health Service desk at **service.desk@ownhealth.ca**

We will be delighted to assist you!