

ASPIRE Referring Physician Portal Practice List Management

The ASPIRE Referring Physician Portal provides an online view of clinical information for patients seen at Children's Hospital of Wisconsin.

1. Connect to an internet service provider and go to www.chw.org
2. Click on the Quick Link for "Physicians and Other Health Care Professionals".
3. In the Referring Physician Portal box, click the link for "Practice Management".
The *Practice List Management Login page* displays.
4. Click the **Practice List Management Login** link.
5. Type your **Email** and **Password**.
6. Click **Login**.



The *Staff members* page displays.

Practice List Management Login

Email:

Password:

Access to this site is limited to users authorized by Children's Hospital and Health System. Unauthorized access or use of this system is a violation of law punishable under provisions of 19 USC 1029, 18 USC 1030, and applicable statutes. Use of this system constitutes consent to security testing and monitoring.

Add New Members

1. Click **Add New**.

[Print](#) [Log out](#)

Staff members of my practice group:

<input type="checkbox"/>	Name	Email	Telephone	Title	
<input type="checkbox"/>	Manager, Atest	atestmgr@apractice.com	(414)555-1212	Mgr	Edit

1. Enter **First** and **Last Name**, **Title**, **Telephone** and **Email**.

2. Click **Save**.

A success message displays.

3. Click **Done** to return to the list.

[Print](#) [Log out](#)

First Name: Last Name:

Title:

Telephone: Email:

Other Information:

[Print](#) [Log out](#)

Edit Members

1. Click **Edit** next to the name.
2. Edit the information.
3. Click **Save**.
A success message displays.

Staff members of my practice group:

<input type="checkbox"/>	Name	Email	Telephone	Title	
<input type="checkbox"/>	Manager, Atest	atestmgr@apractice.com	(414)555-1212	Mgr	Edit
<input type="checkbox"/>	Test, Ed	etest@yahoo.com	(414)111-1111	MD	Edit
<input type="checkbox"/>	Test, Edwina	edtest@yahoo.com	(414)555-5555	DO	Edit

[Add New](#) [Delete Selected](#)

Delete Members

1. Click the check box next to a member's name.
2. Click **Delete Selected**.
A confirming message displays.
3. Click **OK**.
A success message displays.

Staff members of my practice group:

<input type="checkbox"/>	Name	Email	
<input type="checkbox"/>	Test, Ed	etest@yahoo.com	Edit
<input checked="" type="checkbox"/>	Test, Edwina	edtest@yahoo.com	Edit
<input type="checkbox"/>	Test, Edith	edithtest@yahoo.co	Edit

[Add New](#) [Delete Selected](#)

Microsoft Internet Explorer

Are you sure you want to delete selected staff members?

[Print](#) [Log out](#)

Print Member List

2. From the Staff members page, click **Print**.

Staff members of my practice group:

<input type="checkbox"/>	Name	Email	Telephone	Title	
<input type="checkbox"/>	Manager, Atest	atestmgr@apractice.com	(414)555-1212	Mgr	Edit
<input type="checkbox"/>	Test, Ed	etest@yahoo.com	(414)111-1111	MD	Edit


[Add New](#) [Delete Selected](#)


A *File Download* dialog box displays.

3. Click **Open**.
The member list displays in printer friendly format.
4. Click **File | Print**.
5. Click the **Back** button in your browser to return to Practice List Management.


File Download

Do you want to open or save this file?

 Name: PrinterFriendly.htm
Type: HTML Document, 2.35 KB
From: chwportal2

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

When all tasks are complete, click **Log out** to exit Practice List Management.

 **Note:** After ten minutes of inactivity in the Referring Physician Portal, a "three-minute warning" window will display. Click **Close Now** to exit or **Cancel** to continue working in the Portal.

Need Help?

If you have any questions please contact The Children's Hospital of Wisconsin Referring MD Support team

Phone Number: (414) 266-2310
Email: ReferringMDSupport@chw.org

Business hours are 7AM-7PM Central time Monday through Friday.