Getting Started with athenahealth

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

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