

# Accessing the SMARTworks Patient Education Catalog

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M Health Fairview documents can be viewed and ordered through the SMARTworks Patient Education catalog. Items in this catalog meet our system's literacy, branding and editorial guidelines and reflect evidence-based clinical practices.

You can access SMARTworks through the M Health Fairview intranet. If you do not have access to the intranet, see instructions on the next page.

## I have access to the M Health Fairview intranet

### *How do I login?*

If you have a SMARTworks account (you are set up to order printed copies from SMARTworks): Go to your account login page.

If you don't have a SMARTworks account:

1. Go to the intranet home page.
2. Navigate to **Resources**, then choose **Patient Education Materials**.
3. Scroll down to the section called **Browsing Available Content**.
4. Click the SMARTworks hyperlink.
5. Click the blue button labeled **Patient Education**.

### *How do I find and view a document?*

Anyone in our system can view documents in the Patient Education catalog. You do not need a SMARTworks account. (You *do* need an account to view other catalogs in the SMARTworks database—see next page.)

1. Login per instructions above.
2. Go to **Orders** in the upper-left corner of the page. From the drop-down menu, choose **Product Search** or **Enhanced Product Search**.
3. Enter the document's SMARTworks number (found at the bottom of each document). Or, enter a keyword. Click **Search**.
4. On the next page, click **View Detailed Image** (blue hyperlink below the thumbnail image).

### *Can I print documents from my computer?*

Yes. When you print documents at desk:

- You agree not to keep these files on your hard drive.
- You agree not to photocopy these files.

Documents are updated regularly and should not exist outside of SMARTworks and Forms On-Demand except by permission of Patient Education.

To print a document:

1. View the file (see above).
2. Click the printer icon at the top of your screen.

## How do I order printed copies?

Most departments and clinics have at least one employee designated to place orders. You may place orders through this person.

To place your own orders, you will need a SMARTworks account. If you have an account, the ordering page will say “Welcome (Your Name),” and you may order at any time; otherwise, you must submit an AAR (Application Access Request) to set up an account.

### To request a SMARTworks account:

1. Go to the M Health Fairview intranet home page.
2. At the top of the page, login to IT Hub.
3. In the search bar, type “Smartworks Access Request.”

### To place an order:

1. Login to SMARTworks.
2. Go to **Orders** in the upper-left corner of the page.
3. Choose **Quick Entry** if you know the document’s SMARTworks number (found at the bottom of each document). If you don’t know the SMARTworks number, choose **Product Search** or **Enhanced Product Search**, then search for the item by keyword.
4. View the item to be sure it’s the correct document. (See “How do I find and view a document?” above).
5. Enter the quantity you wish to order, place items in your shopping cart, then complete your order. This will automatically bill your account for the correct amount. Orders generally arrive within two to three days.

Additional ordering information is available on your SMARTworks home page.

## I do NOT have access to the M Health Fairview intranet

To order printed documents, please choose one of the following options.

- **For one-time orders**, contact Dan Becken at Taylor Communications. Dan can be reached at 612-281-3148 or daniel.becken@taylorcommunications.com. Give him the SMARTworks number for the document you wish to order. Dan will place the order and bill\* your office appropriately.
- **For ongoing orders**, request access to SMARTworks. Again, contact Dan Becken at 612-281-3148. Dan will gather your information and provide a link, password, etc. Then, follow the ordering procedure listed above. Taylor Communications will bill\* you appropriately for each order.

\* For some clinics, the cost to process an invoice is higher than the cost of our materials. To eliminate unnecessary costs, consider paying by credit card or P-Card. Please discuss this with Dan before placing your order.

## How can I tell if a document has been revised?

When you place an order, you should receive the most current version of that document.

To check the revision date, look at the bottom of the page, on the back of the document, or on the copyright page. You will find the most recent revision date (month and year) next to the SMARTworks number.

## Who can I call with questions?

For questions about patient education materials, email [patiented@fairview.org](mailto:patiented@fairview.org).

For questions about your order, call Dan Becken at 612-281-3148.