HIP TIP

Accessing PLY and Charge Capture Overview

From any BJC computer, double-click the Citrix Receiver desktop icon and then click the PLY Hyperspace icon. (The Citrix Receiver can also be found using the Windows button, then selecting All Programs and choosing Citrix Receiver.)

Note: DO NOT ATTEMPT TO LOG INTO PLY WITH YOUR BJC NT ID. Please Log in using the generic ID listed below:

| Internal Medicine | IPIM00 – IPIM10 | train |

Example Log ins:

User ID: IPIM01 Password: train

User ID: IPIM05 Password: train

Please note: If you do not see the icons, as long as you have PRD you can also find the playground (PLY) environment under your Windows 10 menu:
Overview of Completing Charge Capture

Try it out:

1. Select and double click on a patient from Patient List.
2. Click on the activity.
3. Select the note type and click. Charge capture appears.
4. Complete the note and click. Charge capture appears.

To expand the sections click the downward arrow.

5. Once you return to the main screen, you will see your selection under Charges to be Accepted Upon Closing the Activity. Click Accept Session.