



Health Information Exchange

Provider User Guide



**NATIONWIDE
CHILDREN'S**

When your child needs a hospital, everything matters.SM

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Patient Lookup- Viewing eEHX Status from Patient Lookup

The Patient Lookup dialog now contains an eEHX column. A link icon in this column indicates that a patient has some sort of relationship with the eEHX Portal. See the table for the icons below.

ICON	Description
	The green link indicates that a patient has opted-in, and the consent obtained from them is still effective. When the consent is about to expire, this icon changes to a dark orange partially broken chain link.
	The orange broken link indicates that a patient has opted-in, but their consent will expire within one month (link is shown only broken at the top).
	The red broken link indicates that a patient has opted-in, but their consent has expired (link is shown broken at the top and bottom).
	The blue oval icon indicates that a patient has opted in, but only their demographic information has been uploaded to the eEHX Portal.
	The blue question-mark icon indicates that a patient is undecided about whether to opt-in or out.
	No icon indicates that a patient has never been linked with the eEHX Portal in any way, or they have been completely unlinked.

Pr	eEHX	Name	DOB	Phone	Account No.	Last Appt Dt	Previous Name
1		Test,Abail	10/09/2008	508-836-2700	9145	06/09/2015	
2		Test,Anna	01/01/2000	000-000-0000	9146	06/03/2015	
3		Test,Azim	01/01/1993		ECW9301	05/23/2015	
4		Test,Brandon B	12/25/2003	508-836-2700	9140	06/09/2015	
5		Test,Cake	03/07/1999	508-836-2700	9139	06/09/2015	
6		Test,Consentreport	01/01/1990		ECW9250		
7		Test,ecw	10/10/1992	508-836-2700	9123	06/09/2015	
8		Test,ecw I	05/02/1993	508-836-2700	ECW9247		
9		Test,ecwEHX k	05/11/1993		ECW9293	05/26/2015	
		Test,Ehx	05/15/1998		ECW9248	05/24/2015	
		Test,EHxeww A	03/04/1993		ECW9300	05/25/2015	
		Test,insurance	05/28/2015		ECW9292	06/09/2015	

The same icons displayed in the Patient Lookup also appear on the Appointment window when scheduling appointments and in the Patient Dashboard on Progress Notes.

Appointment on Tuesday, June 09, 2015

Facility: ECWPOL:Pediatrics of Lima | Dept: POS 11 | eEHX Status:

Patient: Miller, John | eEHX Status:

DOB: 06/01/2015 | Tel: 222-222-2222 | E-mail: [redacted]

Visit Type: NP (New Patient) | Visit Status: ARR (Check-in) | Reason: [redacted]

Test, Cake, 16 Y, F | Sel | Info | Hub | Allergies

123 Main Street
Anytown, MA 01234
Hi: 508-836-2700
DOB: 03/07/1999
testcake@cake.com
eEHX Status:

Wt 06/02/15: 174 lbs.
Appt(L): 06/09/15(MW)
PCP: Bajwa,
Language: English
Translator: No

Medical Summary | Alerts | Labs | DI | Procedures | Gr

Patient Lookup- Viewing Accounts on the eEHX Portal

The bottom pane of the Patient Lookup window displays information about accounts that are only found on the eEHX Portal. This section is most often used to look up patients that have been registered with the eEHX Portal from other community practices.

To view accounts only on the eEHX Portal, follow the steps below.

1. From the Patient Lookup window, enter the search criteria into the search fields at the top of the window.
2. Click the Search **eEHX** button.

TIP

The top search pane represents your local database. The bottom search pane represents the eEHX database.

The screenshot shows the 'Patient Lookup' window with search criteria 'test' entered. The top pane shows results from the local database, and the bottom pane shows results from the eEHX portal database. A red arrow points to the 'Search eEHX' button in the bottom pane.

Prf	Name	DOB	Phone	Account No.	Last Appt Dt	Previous Name
1	Test,Abail	10/09/2009	508-836-2700	0145	06/09/2015	
2	Test,Anna	01/01/2000	000-000-0000	9146	06/03/2015	
3	Test,Azim	01/01/1993		ECW9301	05/23/2015	
4	Test,Brandon B	12/25/2003	508-836-2700	9140	06/09/2015	
5	Test,Cake	03/07/1999	508-836-2700	9139	06/09/2015	
6	Test,Consentreport	01/01/1990		ECW9250		
7	Test,ecw	10/10/1992	508-836-2700	9123	06/09/2015	
8	Test,ecw1	05/02/1993	508-836-2700	ECW9247		
9	Test,ecwEHX k	05/11/1993		ECW9293	05/26/2015	
	Test,Ehx	05/15/1998		ECW9248	05/24/2015	
	Test,EHXecw A	03/04/1993		ECW9300	05/25/2015	
	Test,Insurance	05/28/2015		ECW9292	06/09/2015	

Name	Sex	DOB	Phone	Address	Opt-In Practio	Hlt Rate
Test, check_optin	M	01/01/1981	508-836-2700	123 Main Street ,Anytown,MA 01234	Test-Nationwic	All
Test, ehx_30665_1	F	01/01/1990	508-836-2700	123 Main Street ,Anytown,MA 01234	Test-Nationwic	All
Test, ehx_30665_2	M	02/02/1992	508-836-2700	123 Main Street ,Anytown,MA 01234	Test-Nationwic	All
Test, ehx_30665_3	M	03/03/1993	508-836-2700	123 Main Street ,Anytown,MA 01234	Test-Nationwic	All
Testehx, Aster	M	01/21/2001		1 Town St ,Columbus,OH 43210	Test-Nationwic	All
Testehx, Blue	M	2000				All
Testehx, green	M	01/01/2000			Test-Nationwic	All
Testehx, Jasmine	F	12/23/2013		1 Town St ,Columbus,OH 43210	Test-Nationwic	All
Testehx, Purple	M	01/01/2000			Test-Nationwic	All
Testehx, Red	M	01/01/2000			Test-Nationwic	All

The accounts in the eEHX Portal that match the search criteria but do not exist in your local system or have not been uploaded for your local system to the eEHX Portal display in the bottom pane.

Patient Lookup- Viewing and Downloading Patient Information on the eEHX Portal

1. Basic information about a patient on the eEHX Portal can be viewed from the Patient Lookup window by clicking on the **Patient Info at eEHX** button.

Prj	EHX	Name	DOB	Phone	Account No.	Last Appt Dt	Previous Name
1		Test, Abigail	10/09/2008	508-836-2700	9145	06/09/2015	
2		Test, Anna	01/01/2000	000-000-0000	9146	06/03/2015	
3		Test, Azim	01/01/1993		ECW9301	05/23/2015	
4		Test, Brandon B	12/25/2003	508-836-2700	9140	06/09/2015	
5		Test, Cake	03/07/1999	508-836-2700	9139	06/09/2015	
6		Test, Consentreport	01/01/1990		ECW9250		
7		Test, ecw	10/10/1992	508-836-2700	9123	06/09/2015	
8		Test, ecw1	05/02/1993	508-836-2700	ECW9247		
9		Test, ecwEHX k	05/11/1993		ECW9293	05/26/2015	
		Test, Ehx	05/15/1998		ECW9248	05/24/2015	
		Test, EHXecw A	03/04/1993		ECW9300	05/25/2015	
		Test, Insurance	05/28/2015		ECW9292	06/09/2015	

2. If there is not a prior relationship with the patient, you are prompted to give a reason for accessing the patient's records.

PATIENT LOOKUP

You have no prior relationship with the following patient

Patient Name: **Testehx, Aster**

Sex: **Male**

Date Of Birth: **Jan 21 2001**

Address: **1 Town St, Columbus OH 43210**

If for some reason you need to access these records, please enter the reason below

Reason: **Please Select**

Type Reason Here

Back **Continue**

3. Select a reason from the Reason list and click the **Continue** button to look up the selected patient's information. If *Other* is selected from the Reason list, type the reason for accessing the patient's information in the **If Other** field before clicking **Continue**.

Patient Lookup- Linking Existing Practice Patient to eEHX Patient (Link Patient)

Established patients can be linked to an eEHX existing patient using the **Link Pt** button on the Patient Lookup window. This will link the established patient to an existing eEHX patient.

1. From the Patient Lookup window, highlight a patient in your practice database (top pane).
2. Click the Search **eEHX** button. Accounts on the eEHX portal that are similar to the selected patient will display in the eEHX search window (bottom pane).
3. Highlight patient in eEHX and search window and click the **Link Pt** button.

The screenshot shows the 'Patient Lookup' window. The top section is titled 'Search Patient' and includes a search criteria field with 'Test, Cake' entered. Below this is a table with one row: 'Test, Cake' with columns for 'Pr', 'eH Name', 'DOB', 'Phone', 'Account No.', 'Last Appt Dt', and 'Previous Name'. The bottom section is titled 'Results found in the eEHX portal database' and includes a table with one row: 'Test, Cake' with columns for 'Name', 'Sex', 'DOB', 'Phone', 'Address', 'Opt-In Practice', and 'Rate'. A red arrow points to the 'Link Patient' button in the bottom right corner of the window.

4. When the confirmation window opens, click **Yes**.
5. When the confirmation window opens, click **OK**. The patient is linked with the selected account on the eEHX Portal.

Patient Lookup- Importing Patients from the eEHXPortal (Import Patient)

Demographic information for new patients can be imported from the eEHX Portal into the eClinicalWorks EHR.

1. From the Patient Lookup window, highlight a patient's name in your practice database (top pane).
2. Click the **Search eEHX** button. Accounts on the eEHX Portal that are similar to the selected patient will appear in the eEHX search window (bottom pane).
3. Highlight the patient's name in the search window and click the **Import Pt** button.

The screenshot shows the 'Patient Lookup' window. The search criteria are 'testehx' by Name, Active, by All Facilities, and RTS. The top pane shows a list of patients in the practice database. The bottom pane shows 'Results found in the eEHX portal database' with columns for Name, Sex, DOB, Phone, Address, Opt-In, Practic, and Hit Rate. A red arrow points to the 'Import Patient' button in the bottom pane.

Pr	GH	Name	DOB	Phone	Account No.	Last Appt Dt	Previous Name
1		Testehx,Aster	01/21/2001		9152		
2		Testehx,Blue	01/01/2000		9153		
3		Testehx,Bush	01/01/1990		9158	05/28/2015	
4		Testehx,green	01/01/2000		9154	05/29/2015	
5		Testehx,Jasmine	12/23/2013		9131		
6		Testehx,Lily	11/30/2007		9129	04/22/2015	
7		Testehx,Lotus	04/22/1971		9130	04/28/2015	
8		Testehx,Mango	08/11/1950	298-679-6967	9135		
9		Testehx,Purple	01/01/2000		9157		
		Testehx,Red	01/01/2000		9155	05/29/2015	
		Testehx,Rose	11/20/2005		9128	04/22/2015	
		Testehx,Yellow	01/01/2000		9156		

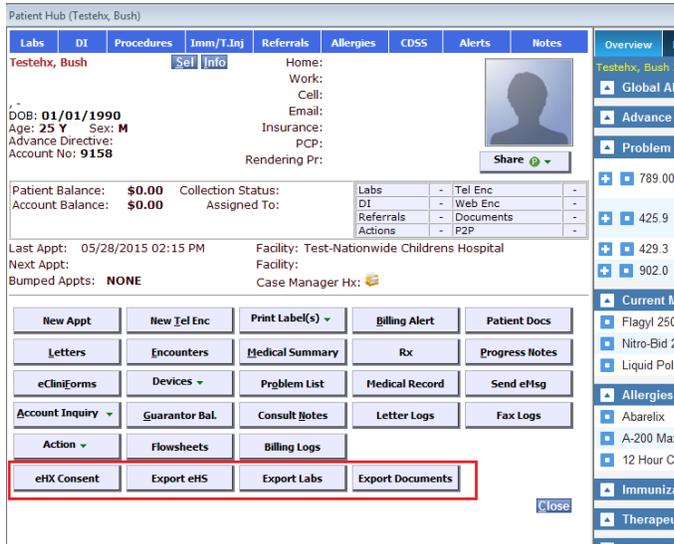
Name	Sex	DOB	Phone	Address	Opt-In	Practic	Hit Rate
Testehx, Apple	F	11/22/1981		E Main St ,Columbus,OH 43215	Test- Nationwi	All	
Testehx, Carter	M	01/01/1990		"	Test- Nationwi	All	
Testehx, Clinton	M	01/01/1990		"	Test- Nationwi	All	
Testehx, Ford	M	01/01/2000		"	Test- Nationwi	All	
Testehx, Obama	M	01/01/1990		"	Test- Nationwi	All	
Testehx, peach	F	1978			Test- Nationwi	All	
Testehx, Pear	F	03/23/1971	698-709-0980	E Main St ,Columbus,OH 43215	Test- Nationwi	All	
Testehx, Strawberry	M	11/22/1955	697-224-3354	222 W Town St ,Columbus,OH 43211	Test- Nationwi	All	

4. When the confirmation window opens, click **Yes**.
5. When the confirmation window opens, click **OK**.

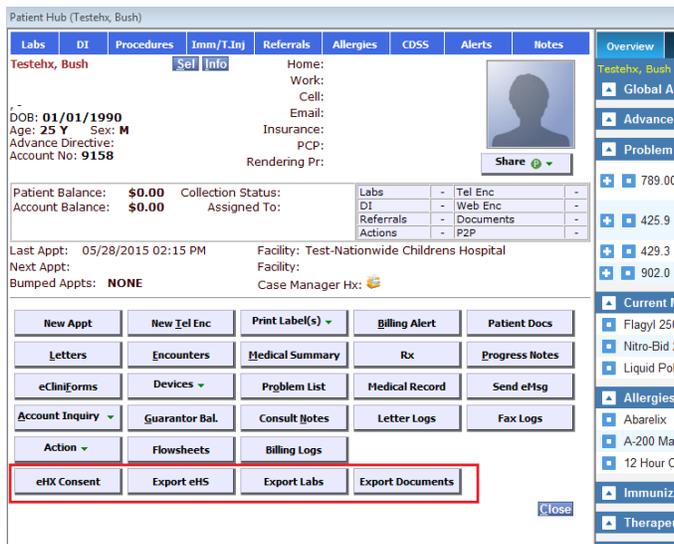
The Patient Information window opens and all of the demographic information contained in the eEHX Portal defaulted into the fields here, except the **Fee Schedule** and **Release of Information** fields. Information in these fields must be manually entered by your practice to ensure it is correct.

Patient Hub- eEHX Buttons

Several buttons display on the Patient Hub for eEHX- enabled patients.



- Export eHS- click the **Export eHS** button from a Patient Hub to upload the latest CCD (Continuity of Care Record) information to the eEHX Portal.
- Exporting Labs- click the **Export Labs** button from the Patient Hub to upload reviewed lab and diagnostic imaging test results to the eEHX Portal.
- Exporting Patient Documents- Click the **Export Document** button to upload patient documents to the eHS Portal.



Patient Hub- Accessing eEHX from the Medical Summary Window

The **eHX Options** button is displayed on the Medical Summary window. This is accessed from the Patient Hub.

Test, Cake
123 Main Street, Anytown, MA 01234
DOB: 03/07/1999 Age: 16 Y Sex: Female
Home: 508-636-2700
Work: 614-258-9632
Cell:
Email: testcake@cake.com
Allergies : Penicillamine

Primary Insurance: Aetna
PCP: Dr. Rajbir Test Bajwa
Account No: 9139

Medical History
Active Problem List

	Code	Name	Onset Date	Specify	Notes	Added On	Modified On	Modified By
Remove	441.3	Abdominal aneurysm, ruptured				10/29/2014	05/18/2015	eclinicalworks, support
Remove	441.4	Abdominal aneurysm without mention of rupture				12/10/2014	06/05/2015	Bajwa, Rajbir Test
Remove	362.01	Background diabetic retinopathy				06/03/2015	06/05/2015	Bajwa, Rajbir Test

Past Medical History
Abnormality in fetal heart rate or rhythm, unspecified as to episode of care or not applicable
Abscess of eyelid
Accident caused by blasting materials

Medications
Name strength formulation, Sig: take route frequency
Adderall 10 MG Tablet, Sig: as directed Orally Once a day Start Date: 11/03/2014
Adderall 10 MG Tablet, Sig: as directed Orally Once a day Start Date: 11/03/2014
Gentamicin Sulfate 40 MG/ML Solution, Sig: as directed Injection Twice a day Start Date: 06/03/2015
Flexbumin 5 % Solution, Sig: Intravenous
Clopidogrel Bisulfate 75 MG Tablet, Sig: 1 tablet Orally Once a day Start Date: 11/07/2014

Surgical History

Date	Reason
3/24/90	ANESTH, CORNEAL TRANSPLANT
	ANESTH, NOSE/SINUS SURGERY

Printer Friendly Version Print... Ex... eHX Options New Tel Encounter Close

Click the **eHX Options** button to open a category list and select an option:

- View eHS at eHX- allows you to view the patient's information on the eEHX Portal. This information can be imported into the latest encounter. This is the same option as View and Import eHX option that is accessed from the eHS option from the eHX Options button on the Progress Notes window.
- Export to eHS to eHX- export the patient's latest medical information to the eEHX Portal. This option is the same the Export eHS to eHX option accessed from the **eHX Options** button on the Progress Notes window.

Patient Hub- Patient Documents/Publishing to eEHX

You can upload certain documents to the eEHX Portal. Documents contained in the following folders are the only documents that can be uploaded to the eEHX Portal: Lab, X-ray, consult notes, chart documents, patient documents and referral notes.

TIP

Documents must be marked as Reviewed and Ready to be Published to eHX in order to be uploaded.

The screenshot shows a 'Document Details' window for a patient named Testehx, Bush, 25 Y, M, DOB: 01/01/1990. The document title is 'Carelink Quick Guide for Referral Order Entry'. The 'Options' section has checkboxes for 'Reviewed', 'Reviewed Doc and Lab', 'High Priority', and 'Publish to eHX'. The 'Publish to eHX' checkbox is checked, and two red arrows point to it. The 'Assigned To' field is set to 'Willis, Sam, Multi'. The 'Scanned By' field is 'Willis, Sam, Multi' and the 'Scanned Date' is '6 /15/2015'. There is an 'Attach To Patient' button and a 'Make this as document name' checkbox.

To publish documents to eHX, follow the steps below.

1. From the Documents band in the left navigation pane, click the **Patient Documents** icon. The Patient Documents window opens.
2. Highlight the document and click the **Update** button. The Document Details window opens.
3. Check the **Reviewed** and **Publish to eHX** checkboxes.

STOP

The Publish to eHX checkbox is only available if the following 2 criteria are met:

- This patient has been enabled for the eEHX Portal.
 - This document has been added to 1 of the designated document folders.
4. Click the **OK** button. The document will be uploaded to the eEHX Portal the next time the **Export Documents** button is clicked on the patient's Patient Hub or during nightly synchronization.

Progress Notes

Several eEHX- related tasks can be accomplished from the progress notes.

Using Consent Columns- several lists in the Progress Notes contain a consent column to inform you which elements are public or private. Consent columns appear on the following windows:

The first screenshot shows the 'Assessments' window with the following data:

Code	Consent	Description
039.2	public	Abdominal mycotic inf
441.4	public	Abdominal aneurysm without
441.3	public	Abdominal aneurysm, ruptur
902.0	public	Abdominal aorta injury
447.72	public	Abdominal aortic ectasia
789.35	public	Abdominal or pelvic swelling

The second screenshot shows the 'Add New Rx' window with the following data:

Medication	Consent	Action
Clarithromycin	public	Take
Clarithromycin	public	as directed
Clarithromycin	public	as directed
Clarithromycin in D5W	public	
Claravis	public	
Clarifoam EF	public	
Clarinet	public	
Clarinet Reditabs	public	
Clarinet-D 12 Hour	public	
Clarinet-D 24 Hour	public	

The third screenshot shows the 'Add New Order' window with the following data:

Order Name	Consent
1-Methyl-histidine, Qn, 24hr, Ur	public
1-Methyl-histidine, Qn, CSF	public
1-Methyl-histidine, Qn, Pl	public
1-Methyl-histidine, Qn, Ur	public
11-Dehydro Thromboxane B2/Crt.	public
11-Desoxycortisol	public
17-alpha-Hydroxyprogesterone	public
17-Hydroxycort, 24H+Creat. Ratio	public
17-Hydroxycorticosteroids, Ur	public
17-Hydroxycorticosteroids	public

TIP

Public- any user with access permission can view this information as long as the general consent form has been signed and is not expired. This is the default setting for all items. New items that are created in the EMR that are not located on the eEHX Portal are marked as Public by default.

Private- this information will not be uploaded to the eEHX Portal under any circumstances.

Progress Notes and eEHX Portal Integration

Accessing the eEHX Tab in the Chart Panel

The Chart Panel is a separate pane on the right side of the Progress Notes window. It is only visible when the far-right **Show/Hide** button is green. If the center dark green circle in this icon is red, click it to turn it green and display the Chart Panel.



the eEHX tab is located on the far right of the Chart Panel tabs:

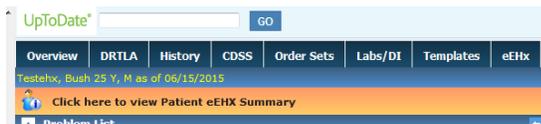


The patient's name and age, as well as the current date are displayed in the header of the tab.

Access Longitudinal View from the Chart Panel

The Longitudinal View (LV) can be viewed from the eEHX tab on the Chart Panel. To view an LV for a patient from the Chart Panel, you must have access to the eEHX to view data on the eEHX tab and follow the steps below.

1. Open the Progress Notes window.
2. Click the **eEHX** tab. The eEHX options display.
3. Click the **Patient eEHX Summary** link at the top of the Chart Panel. The eHX Patient eHS window opens.



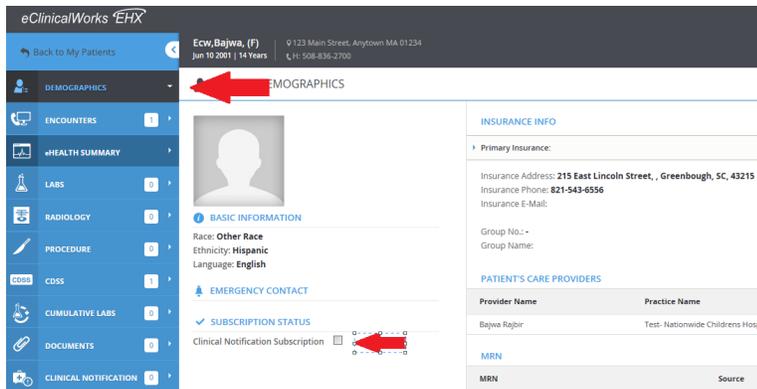
TIP

This feature can also be accessed from the Progress Notes by clicking the green arrow next to the **eEHX Options** button to open a drop-down list and clicking the **View and Import eHS** option.

Using the Demographics Tab

Basic demographic information about patients can be viewed on the Demographics tab. To use the Demographics tab, follow the steps below.

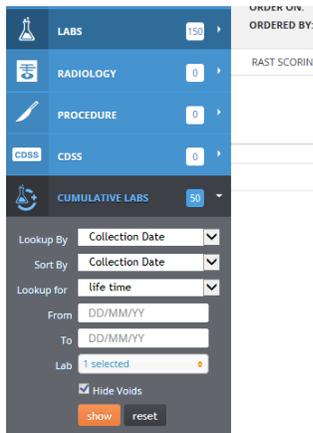
1. From the Progress Notes window, perform one of the following actions:
 - a. Click the **Patient eEHX Summary** link at the top of the eEHX tab in the Chart Panel.
 - b. Click the green arrow next to the eHX Options button to open a list and select the View and Import eHS option. The eHX Patient eHS window opens with the Physician eHS tab displayed by default.
2. Click the **Demographics** tab. The Demographic options display.
3. To receive message notifications concerning changes to this patient's record, check the **Clinical Notification Subscription** box.



4. To refresh the demographic information, click the **Update** button.

3. To view a cumulative report, follow the steps below.

a. Click the **Cumulative Report** link in the top right corner of the tab. The Cumulative Report filters display.



The screenshot shows a sidebar menu on the left with categories: LABS (150), RADIOLOGY (0), PROCEDURE (0), CDSS (0), and CUMULATIVE LABS (50). The CUMULATIVE LABS section is expanded to show a filter panel. The filter panel includes: 'Lookup By' set to 'Collection Date', 'Sort By' set to 'Collection Date', 'Lookup for' set to 'life time', 'From' and 'To' date fields (both showing DD/MM/YY), a 'Lab' dropdown menu showing '1 selected', a checked 'Hide Voids' checkbox, and 'show' and 'reset' buttons. To the right of the sidebar, there are labels for 'ORDERED BY:' and 'RAST SCORING'.

b. Select a method of searching for tests from the Lookup By drop-down list.

c. Select a method of sorting the results from the Sort By drop-down list.

d. Select a date range for which you want to view this cumulative report using the From and To calendars. The tests match the selected criteria display beneath the filters.

e. To view the cumulative report for a single test, select the test from the Lab drop-down list.

Using the Documents Tab

Patient documents can be viewed on the Documents tab. Documents from the eCW EHR and Epic can be found under the Documents tab. To use the Documents tab, follow the steps below.

1. From the Progress Notes window, you can perform one of the following actions.
 - a. Click the link at the top of the eEHX tab in the Chart Panel.
 - b. Click the green arrow next to the **eHX Options** button to open a drop-down list and click the **View and Import eHS** option.

The eHX Patient eHS window opens. The Physician eHS tab is the default.

2. Click the **Documents** tab. The Document options display. Click any of the documents listed for more information.

The screenshot shows a sidebar menu on the left with categories: LABS (150), RADIOLOGY (0), PROCEDURE (0), CDSS (0), CUMULATIVE LABS (50), and DOCUMENTS (0). The DOCUMENTS tab is selected. The main area displays search filters: Facility (text input), Category (dropdown menu set to 'All'), From (DD/MM/YY), TO (DD/MM/YY), and a checked 'Hide Voids' checkbox. Below the filters are 'show' and 'reset' buttons. The right side of the screen shows a table with columns for 'ORDERED BY:' (05/06/2015, Winerman,Marl) and 'RAST SCORING' (See Note).

Importing Information from the eEHX Portal into the Progress Notes

Specific information can be merged from the eEHX Portal into the Progress Notes that are currently open from the eEHX tab on the Chart Panel.

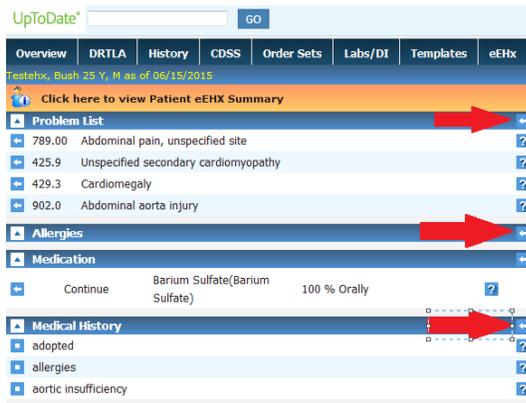
To import information from the eEHX Portal into the Progress Notes, follow the steps below.

1. From the Progress Notes window, click the eEHX tab in the Chart Panel. The eEHX Options are displayed.

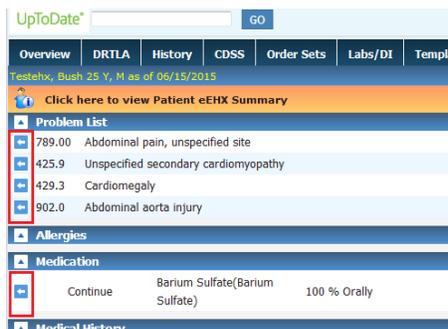
TIP

To hide the information in any category, click the red minus sign icon on the left of a category. Click on the icon again to show the category.

2. To import the contents of an entire category, click the blue arrow icon to the right of a category. The selected information is now merged into the open Progress Notes.



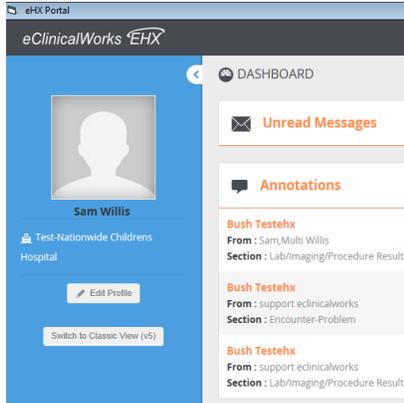
3. To import a specific item, click the blue arrow icon to the left of an item. For more information in any item, click the question mark icon to the right of an item.



eEHX Portal

Launching eEHX Portal from EHR

From tools, click **Launch eEHX Browser**. This will launch the eEHX homepage. Make sure your name appears in the Welcome line.

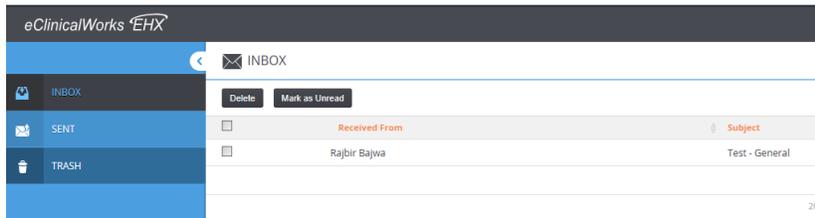


eEHX Messaging should only be used for eEHX Administrator communication. The eEHX Portal has its own internal messaging system and it functions like the message system within the eClinicalWorks application.

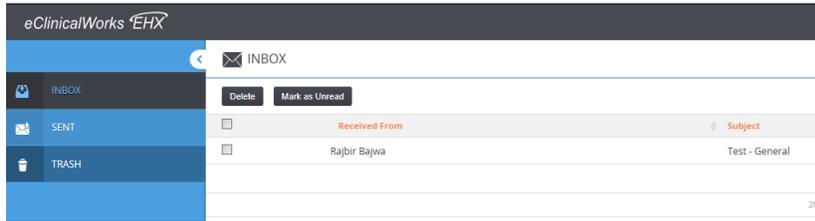
The Message section of the eEHX Portal includes:

- a. Inbox
- b. Sent messages
- c. Deleted messages

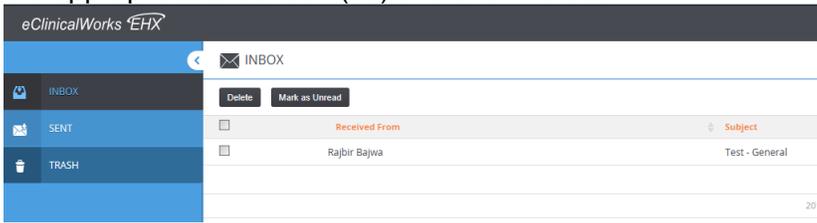
Inbox- Displays all messages that have been sent to you from other eEHX Portal uses. You can send messages from this window by clicking **Compose**. To delete messages, click the checkbox next to the message(s) you want to delete and click **Delete**.



Sent Messages- Displays all messages you have sent to other eEHX Portal users. You can compose and delete message from this window.



Deleted Messages- Displays all sent and received messages that have been deleted. This window holds deleted message in case you want to review them again. To remove them from the system completely, check the appropriate checkbox (es) and click **Delete**.

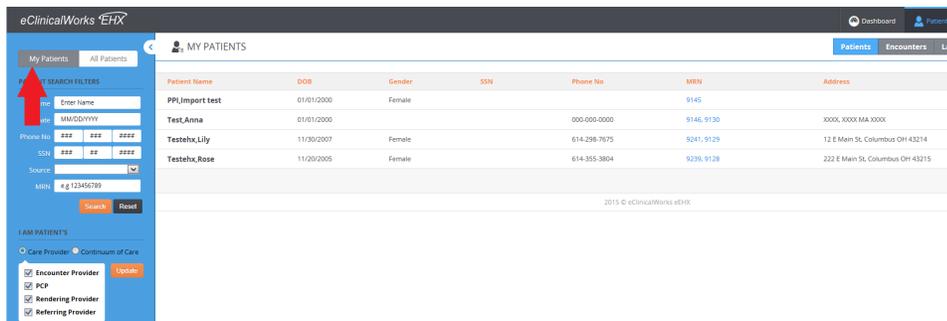


TIP

All messages sent with the system can be accessed only by logging into the eEHX Portal and clicking **Inbox**.

My Patient- The My Patients section allows users to view the records of patients that you have a care relationship (PCP, referring, rendering or Care Provider) with that have been exported to the eEHX Portal.

eHS Tab- The eHX tab lists patients whose eHealth Summaries have been uploaded from the HER side. Information in this section is organized in descending order by date. Click on any of the following tabs to view related information.

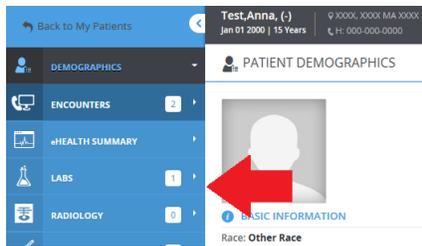


Click anywhere in the row of an eHS to view it. The following information is contained in an eHS:

- Patient Demographic
- Allergies
- Advance Directives
- Problem list
- Procedures performed (CPT codes selected)

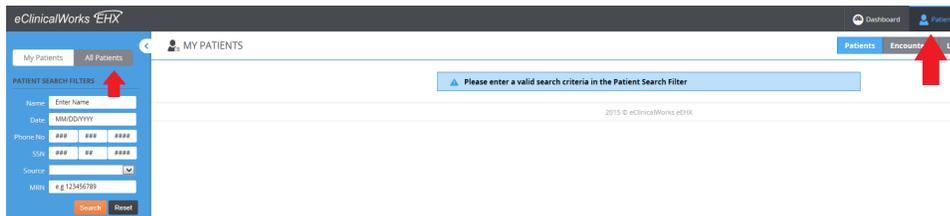
- f. Medications prescribed (inactive medications are only displayed if they are allowed by the community administrator.
- g. Immunizations/injections
- h. Vital signs (only categories that have been mapped)
- i. Social, family, medical and surgical history
- j. Hospitalization
- k. Labs/diagnostic imaging (only test names and dates are displayed here. Test results are listed under the Labs/Imaging tab.)
- l. People (users that have access to the patient's records.)
- m. Organizations (the insurance company listed in the patient's demographics.

Labs/Imaging tab- The Lab Results tab lists patients who have had lab results uploaded. Click anywhere in the row of lab test to view it.

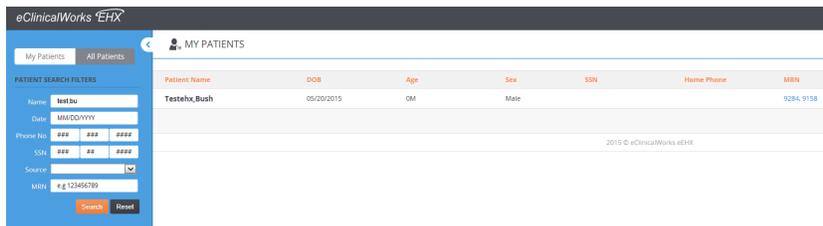


Patient Lookup- Patients can be looked up on the eHX Portal using the Patient Lookup tool. The Patient Search tab allows you to search for patients that have been eEHX enabled.

1. To find a patient, click the **Find a Patient** link in the left pane. The Patient Search window displays.



2. Select one of the following search criteria from By drop-down list:
 - a. **Name** to search by name.
 - b. **DOB** to search by date of birth in the mm/dd/yyyy format.
 - c. **Tel** to search by telephone number.
 - d. **MRN** to search by medical record number.
3. Click the **Go** button. The following window displays with the results.



4. Select a patient by clicking in the row. One of the following windows displays, depending on your access permission:

Access Permission: yes- If you have permission to access the patient's information, the window displays with general demographics information about the patient. Only users that are related to a patient have access to their records. Users are related to patient if they are:

- a. The primary provider
- b. The referring provider
- c. The rendering provider
- d. In the database where the encounter was made
- e. A referred provider

Click on any of the tabs at the top of the window for more detailed information on that subject.

Access Permission: no- If you do not have permission to access the patient's information, the following window displays:

The screenshot shows a 'PATIENT LOOKUP' window. At the top, there is a yellow banner with the text 'You have no prior relationship with the following patient!'. Below this, the patient's information is displayed in a table-like format:

Patient Name:	Testehr,Aster
Sex:	Male
Date Of Birth:	Jan 21 2001
Address:	1 Town St, Columbus OH 43210

Below the patient information, there is a section for selecting a reason for access:

If for some reason you need to access these records, please enter the reason below

Reason:

Type Reason Here

At the bottom of the form, there are two buttons: 'Back' and 'Continue'.

STOP

If necessary, you can still access information outside of your permission level.

- a. You must state the reason for accessing the patient's information from the Reason drop-down list.
- b. Click **Continue** to access a patient's information. If you select *Other*, be sure to type the reason in the **If Other** field.

The General tab opens with the patient's demographic information displayed.

View Merged eHealth Summary (CCD)

Once a patient has been found, their merged CCDs can be viewed. To view merged CCD, follow the steps below.

1. Click the **eHealth Summary** tab. The eHealth Summaries options display.



2. Select a time frame from the Merged View drop-down list.
3. Enter the date which you want to apply the time frame from the **As of Date** field in the mm/dd/yyyy format.
4. To view a merged CCD for a specific practice, select a practice from the **Practice** drop-down list.
5. To view merged CCD for a specific provider, select a provider from the **Provider** drop-down list.
6. To hide voids in the results, click the **Hide Voids** checkbox.
7. Click the **Go** button. The eHealth Summary-Merged View displays.

Testehu,Bush, (M)									
May 20 2015 9 Years									
eHEALTH SUMMARY									
DEMOGRAPHICS									
Name	Date of Birth	Gender	Address						
Testehu,Bush	May 20 2015	(M)	-						
PROBLEMS									
Date	Type	Code	Description	Status	Notes	Specify	Source		
May 28 2015	Problem	789.00 (ICD9-CM)	Abdominal pain, unspecified site	Active					
May 28 2015	Problem	425.9 (ICD9-CM)	Unspecified secondary cardiomyopathy	Active					
May 28 2015	Problem	429.3 (ICD9-CM)	Cardiomegaly	Active					
May 28 2015	Problem	902.0 (ICD9-CM)	Abdominal aorta injury	Active					
ACTIVE MEDICATIONS									
Date	Comment	Medication	Strength	Form	Quantity	SIG	Refills	Step Dt	Source
May 29 2015	Continue	Barium Sulfate	100 %	Suspension		Orally	0		Rajbir Bajwa TEST
SOCIAL HISTORY									
Date	Type	Description	Status	Source					
May 28 2015	Tobacco Use/Smoking	-Are you a: nonsmoker, Additional Findings: Tobacco User: Pipe smoker, Additional Findings: Tobacco Non-User: Ex-pipe smoker	Current	Rajbir Bajwa TEST					
MEDICAL HISTORY									
Date	Description	Source							
May 29 2015	adopted	Rajbir Bajwa TEST							
May 29 2015	allergies	Rajbir Bajwa TEST							
May 29 2015	aortic insufficiency	Rajbir Bajwa TEST							
SURGICAL HISTORY									
Date	Surgery Date	Description	Source						
May 28 2015	-	achilles tendon repair	Rajbir Bajwa TEST						
May 28 2015	-	anterior repair	Rajbir Bajwa TEST						

8. You can save or print the summary.