

Connecting to Care

HealtHIE Chart User Guide

May 2021

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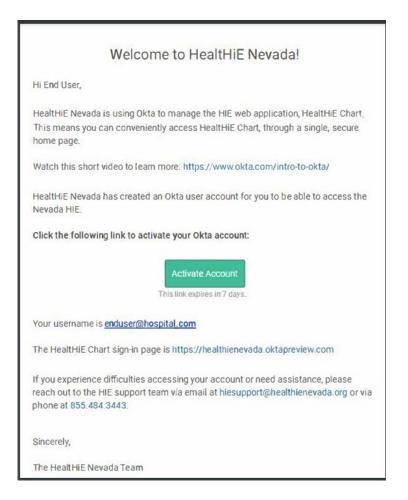
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Introduction to the HealtHIE Chart

HealtHIE Chart provides access to patient health information and an electronic connection among physicians, hospitals, labs, and other health care organizations. Patient encounters, medical images, test results, and care summaries are delivered instantly, accurately, and securely when and where they are needed, instead of waiting for faxes or mail, allowing you to focus on the patient at the point of care.

Account Access and Login

To gain access to HealtHIE Chart, a designated member of your organization must complete and submit a user access request form on your behalf. Once completed you, will receive an invitation email from noreply@okta.com to complete your registration process. This email will contain your username along with, instructions for setting up your new password and completing the registration process.



End User Training

Virtual training sessions are available. If interested please send an email to hiesupport@healthienevada.org to request a virtual training be scheduled for you and any other users at your facility. If you request virtual training, our Outreach Support Analyst will contact you to coordinate the following training options: (1) Group sessions, (2) Train the Trainer or (3) individual training.



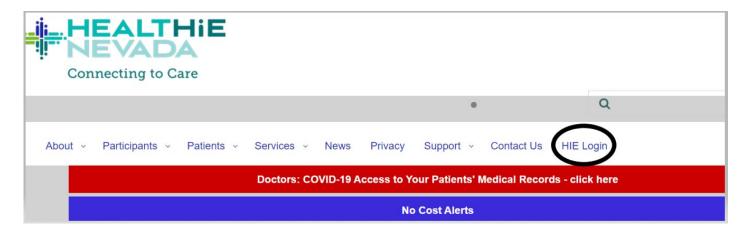
Where do I Log in?

You can Log in to HealtHIE Chart two ways.

You can access the direct URL at https://healthienevada.esante.us/#/login



Or you can access the HealtHIE Nevada website https://HealtHIEnevada.org/ and select the HIE login as shown below.





Click Wrap Agreement

This agreement is diaplayed the first time you access HealtHIE Chart. In order to proceed you must accept the Agreement. If you delcine the agreement, you will not be able to proceed to patient search.

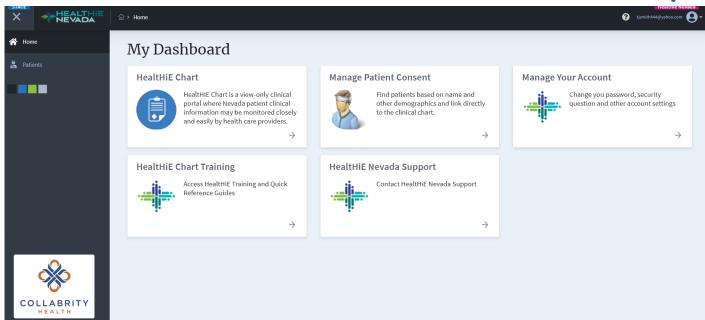


My Dashboard

Once you have logged into the system you will land on the My Dashboard Page. This page provides you multiple tiles. To access, simply click the tile you wish to access, and you will enter that specific module.

- 1. HealtHIE Chart: To search patient medical records.
- 2. Manage your account: To change your password, security questions or account settings.
- 3. HealtHIE Chart Training: A video tutorial of HealtHIE chart.
- 4. HealtHIE Nevada Support: information on how to contact HealtHIE Nevada Support.





Patient Lookup

The initial page of HealtHIE Chart is the Patient Lookup. A patient search must be completed before any other pages can be viewed.

Searching for a Patient

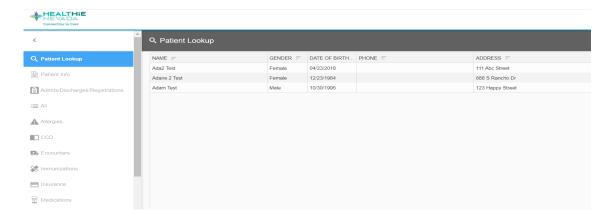
There are two ways to search for a patient.

- 1. Patient name. Enter patient last name. All other fields are optional and are used for narrowing the search results.
 - The first name field can be entered as a wild card search with three or more characters: JON produces Joni, Jonas, and Jonathan as results.
 - The format for the date of birth should be mm/dd/yyyy.
- 2. MRN Search. Enter patient MRN.

Click SEARCH.

Click on the correct patient in the search results to access.





Patient Consent

Yes

If a patient has consented to share their data with the HIE you will be allowed to proceed to select the purpose of use.



No

If a patient has selected to not share their data, you will see the following message and will not be able to access their records.

This patient selected a negative consent. Access to view the patient information denied

OK

Emergency Only

If a patient has selected to only share data in Emergency Only situations, you will see the following notification and be required to select a purpose to access the records. You must select Emergency as the purpose of use to proceed.



Patient has consented to allow access to their records only for $\boldsymbol{\varepsilon}$	emergencies.
Emergency Payment System Administration Treatment	
CANCEL	OK

User Attestation

The user will be asked to attest as to the reason for access or to agree to certain terms. Once the attestation is made you will enter the patient chart.



Patient Info

The Patient Info page displays the basic patient demographic information on a patient as well as the medical record numbers (MRN) for each facility that patient has been seen at that currently participates with HealtHIE Nevada.





Admits / Discharges / Registrations

The ADT page shows all the admissions, discharges, transfers, and registrations of the patient.

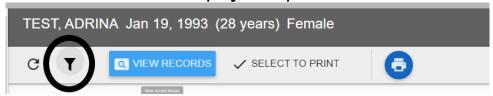
To view the record, click anywhere on the record line.

All

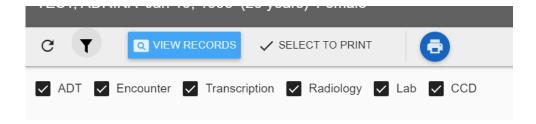
This display shows all the different record types for a particular patient in one location. The ADT, Transcription, Radiology, Lab records, and CCDs for the patient can be viewed.

Filtering Information

Click the filter icon to display the options.



Deselect one or more of the checked boxes at the top of the screen under the patient information: ADT, Transcription, Radiology, or Lab. The four options are turned on by default.

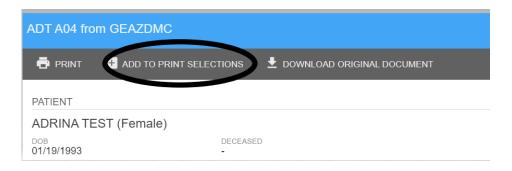


Apply other filters as desired: keyword search, facility, provider, and date range. Press FILTER.



To view the record, click anywhere on the record line. While still in the record viewing screen, print the record by pressing PRINT or add it to the print list by pressing add to print selections.





Click DOWNLOAD ORIGINAL DOCUMENT to download the original message sent by the facility.

Allergies

The Allergies section is a consolidated list comprised of known allergies received from the encounters of the patients.



CCDs

Continuity of Care Documents are accessible for view. Open each document by clicking on it while you are in the view record mode.

Encounters

The Encounters section displays patient admission, discharge, and transfer event information from across the HealtHIE Nevada network.

<u>Immunizations</u>

This section will query the Nevada State Immunization Information Registry (Nevada WebIZ) and return results for that patient if there are any.





Insurance

This section is a consolidated list of the patient's medical insurance company information received from the encounters of the patients.

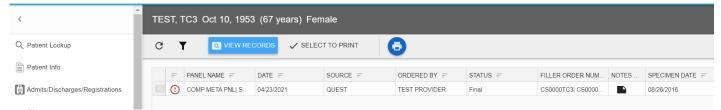


Medications

The Medications section displays a consolidated list of medications of the patients.

Labs

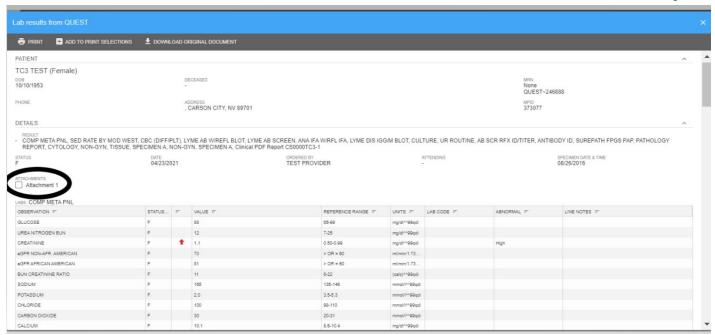
View lab results of the patient by visiting the Lab page.



Add a filter to restrict the number of returned results by filling in one or more of the provided fields. Press Filter to apply the changes. To view the record, click anywhere on the record line.

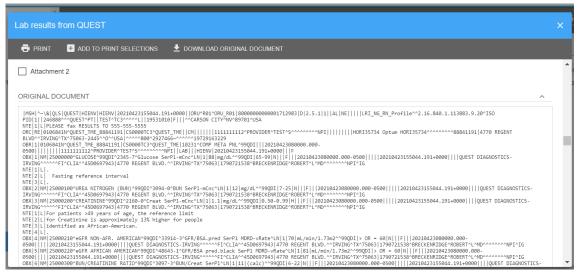
If attachments are available, the first appears just below the lab information. Check the box to view the attachment. It is important to note that there could be more than one attachment, scroll through the record to view any other attachments that may be available.





There may be a link provided in the Line Notes column. Click on the link to jump to the corresponding note further down the page.

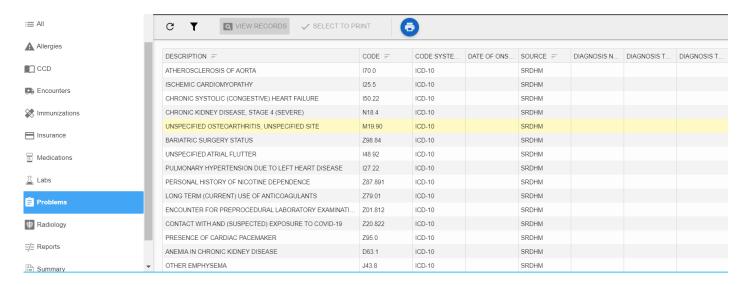
As with most other records that can be clicked on in Chart, the original document is available for viewing at bottom of the record screen. Scroll to the bottom and check the box to make it visible.





Problems

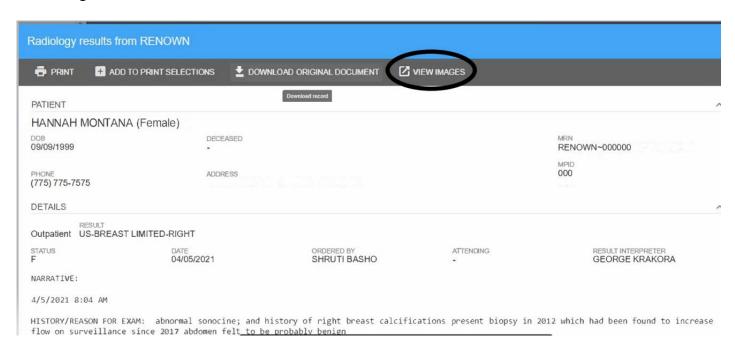
The Problems section includes a compiled list of the patient's known ICD-10 problems from each participating facility within the HealtHIE Nevada network.



Radiology

This section provides Radiology reports and instant access to view patients' diagnosticquality images.

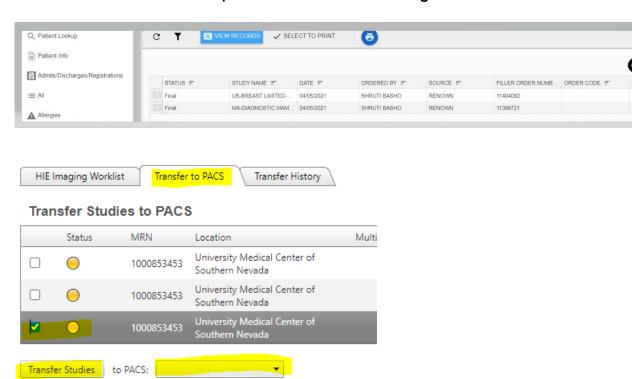
To view the image, click on the viewing icon (found in the gray bar at the top) to open the image link.





Transfer to PACs

Radiologists and other clinicians needing on-demand access to prior imaging studies can query external Picture Archiving and Communications Systems (PACs) to transfer images into local PACS and quickly view the historical patient images. This is an additional service that requires an additional configuration and cost.



To transfer studies to your PACS select the Transfer to PACs tab, choose the studies you want to transfer, select the PACS in the drop and a hit the Transfer Studies button.

Once you have been provided the additional service you will be able to select the view image list. Another web browser will open, and a notification will appear.

Checking for images at the following location: Renown Regional Medical Center (RENOWN2) – PACS

Once the search is complete it will display the available studies for that patient for you to be able to transfer into your PACs.





Available Studies for This Patient

Status	MRN	Location	Multiples	Study Date	Study Description	Modality
	0393024	Renown Regional Medical Center		04/05/2021	MA-DIAGNOSTIC MAMMO BILAT W/TOMOSYNTHESIS W/CAD	MG\SR
	0393024	Renown Regional Medical Center		04/05/2021	US-BREAST LIMITED-RIGHT	US\PR\SR

Refresh

Pressing refresh runs the report again to refresh the data. It clears any filters applied on the page.



Reports

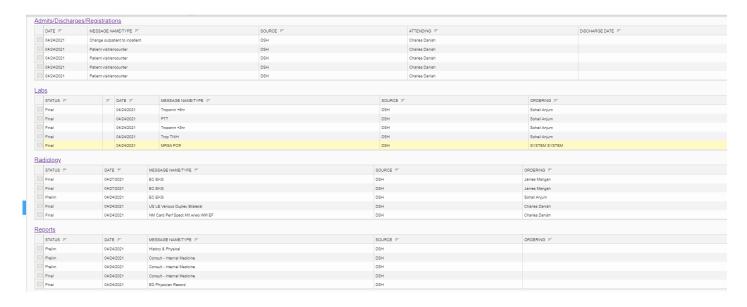
All the transcribed reports for the patient are found on this page. These reports can include Discharge Summary, Op Reports, H&P, Consults, etc.

Summary

The summary shows the five most recent records from the Admits/Discharges/Registrations, Labs, Radiology, and Transcribed Reports.

Enter any restrictions at the top to create a filter. Click on any heading to go to that page. If filters already exist for the Summary page, clicking on a header opens that page with the filters already in place.

Click on any record to view a specific record.





System Timeout

If on any page the screen is inactive for 15 minutes, the system times out and returns the user to the login page. A warning appears one minute before the system logs the user out.

Toolbar

Each page that contains patient records comes equipped with a toolbar. The toolbar is used to filter, view, and print records.

If at any point any of the toolbar options are unavailable, the icons appear in gray. The filter icon also turns to an outline instead of solid.



Filter

Click this button to display and apply filters to the patient records. Filter options vary depending on the page but generally include Search, Facility, Provider, From date, and to date.

Clear the filter by either pressing Clear Filter or by pressing the Refresh button on the toolbar.



Because it is a toggle button, hide the filter options by clicking the button again. If filtering is not available, the icon appears as a gray outline.

View Records

When in this view, it is possible to click on a record in the result list to view the record.



When this view is selected, it allows the user to select multiplerecords at a time and add them to a print queue. You cannot view records from the select to print view.





Vitals

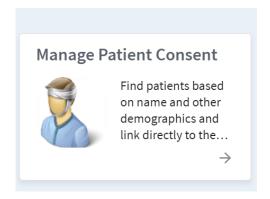
The Vitals page displays the vital measurements of the patient, such as temperature, weight. When on this page, both view records and select to print are disabled on the toolbar.



Managing Consent

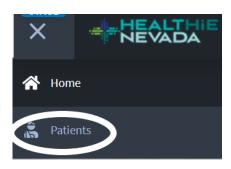
With appropriate permissions, you can update and edit a patient's consent preferences. HealtHIE Nevada has set default consent preferences for patients based on Nevada state laws and practice standards. You can access a patient's consent preferences in two ways:

1. Directly from the dashboard in the Manage Patient Consent tile.

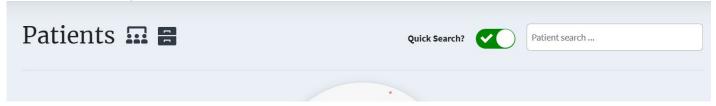




2. From the side panel on the dashboard.



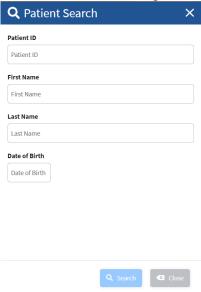
Search for a patient name using the Quick Search toggle on the main screen. Quick Search is activated by default, as shown by its green color. Enter the patient first name, last name, or a portion of either name, and then select Enter.



Toggle off the Quick search switch to its gray position, leftmost position. The blue Patient Search button appears. Select the blue Patient Search button to open the Patient Search tray.



Enter the patient's Patient ID, First Name, Last Name, and/or Date of Birth. When enough search criteria populate the fields to run the search, the Search button becomes enabled. Select the Search button at the lower right of the tray to run the search.





The search listing returns. Select the Cancel button to close the Patient Search tray and clear any search criteria entered in the tray.

In order to change a patient's consent status, select from the drop-down menu: consent options include "Opt in" (green), "Opt out" (red), or "Emergency only" (yellow)

