Pediatric Health Network
Children's National.

eEHX Cheat Sheet for Front Office Staff

AUTOMATIC OPT-IN USING ARRIVE (AT CHECK-IN)

When there is no icon next to **eEHX Status** on the **Appointment** window, it means the patient is not enabled to the eEHX. When the patient is checked-in for appointment and **ARR (Check-In)** or **ARR Late** is selected from the **Visit Status** drop-down list, the system automatically checks if the patient is enabled on the eEHX:

1. If the patient is not in the eEHX and no possible matches are found for this patient, the system will automatically opt-in your patient to the eEHX (with today's date and your practice name) and the **eEHX Status** will now display a green link icon on the **Appointment window**.
2. If a similar patient match is found in the eEHX, the **eEHX Patient Record Linkage** window opens.
   a. If there is a match in last name, first name and DOB and you have ensured this is the same patient, check the radio button next to the patient match and click the **Link Patients** button. A verification window opens. Click **OK**. Your patient is now linked to the existing patient on the eEHX and a green link icon will now display next to **eEHX Status** on the **Appointment** window.
   b. If none of the eEHX patients displayed match your patient, click the **Create a New Patient at eEHX** button to add your patient to the eEHX. A green link icon will now display next to **eEHX Status** on the **Appointment** window.

IMPORT PATIENT FROM THE eEHX

If a patient is already on the eEHX and he/she is a new patient at your practice, you can import his/her demographic information from the eEHX:

1. Search patient in **Patient Lookup** by entering the search criteria at the top of the window.
2. Click the **Search eEHX** button to display accounts on the eEHX Portal only on the bottom pane.
3. If the new patient to your practice already exists in the eEHX, click on the patient on the bottom pane, then click the **Import Pt** button. *To verify more of the patient's demographic information, click the Patient Info at eHX button.*
4. Two confirmation windows will open. Click **Yes**, then **OK**.
5. From the **Patient Information** window, confirm and/or update patient information & click **OK**. This will auto-link the patient to the existing patient on the eEHX and your patient on the top pane of the **Patient Lookup** will now have a green link in the **eEHX Status** column.

* We recommend that you don't use the Export Pt and Link Pt buttons on Patient Lookup, as these buttons will be removed in future eCW EHR versions.

OPTING-OUT A PATIENT

1. Click the **eHX Status** on the **Appointment** window to open the **eEHX Patient Consent** window. ** You can also open this window to opt-out a patient by clicking the eHX Consent button on the Patient Hub.*
2. First select the **Date Signed**, your **Practice and Facility** from the drop-down lists.
3. Last ensure the box next to **Received Signed Consent** is checked and check the **Opt-Out** radio button.
4. Click **Save**.
5. An orange broken link icon will now display next to **eEHX Status** on the **Appointment** window.

* If the patient did not sign the CIQN "opt-in" or "opt-out" consent form or if you erroneously linked your patient to an existing patient on the eEHX, you can completely unlink the patient instead of opting-out, from the eEHX Patient Consent window above, by checking the Unlink Pt. with eEHX radio button and following the same steps.