

eEHX Cheat Sheet for Providers

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| VIEWING | <p><u>Viewing a patient's eHealth Summary</u></p> <ol style="list-style-type: none"> 1. From the Progress Notes window, perform one of the following actions: <ol style="list-style-type: none"> a. Click the Patient eEHX Summary orange 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 then click the View and Import eHS option. c. The eEHX Patient eHS window opens with the Physician eHS tab displayed by default. 2. Select a time frame for this eHS: <ol style="list-style-type: none"> a. Select a length of time for this eHS from the Merged view drop-down list. b. To view an eHS that starts at an earlier date than today, click in the as of date field to open a drop-down calendar and select a date. 3. Select a facility from the Facility drop-down list to view the eHS of a patient for a specific facility. 4. Select a provider from the Name drop-down list to view the eHS of a patient for a specific provider. 5. Click the Go button. The eHealth Summary -- Merged View for the selected patient and date range displays. <i>*If you want to import an eHS-Merged View, click on the Import eHS tab at the top, select the time frame, and then click the Import eHealth Summary tab on the top-right of the eHS</i> <p><u>Viewing labs and diagnostic imaging tests on the eEHX Portal</u></p> <ol style="list-style-type: none"> 1. From the Progress Notes window, perform one of the following actions: <ol style="list-style-type: none"> a. Click the Patient eEHX Summary orange 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 then click the View and Import eHS option. c. The eEHX Patient eHS window opens with the Physician eHS tab displayed by default. 2. Click the Labs/DI tab. 3. Click any of the labs or diagnostic imaging tests listed here for more information. 4. To view a cumulative report: <ol style="list-style-type: none"> a. Click the Cumulative Report link at the top next to Date Range. The Cumulative Report filters display 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 drop-down calendars OR the Lookup for drop-down list. The tests that match the selected criteria display beneath the filters in real time. e. To view the cumulative report for a single test, select a test from the Lab drop-down list. |
| IMPORTING | <p><u>Importing patient documents from the eEHX Portal into a patient's record on your EMR</u></p> <ol style="list-style-type: none"> 1. From the Progress Notes window, perform one of the following actions: <ol style="list-style-type: none"> a. Click the Patient eEHX Summary orange 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 then click the View and Import eHS option. c. The eEHX Patient eHS window opens with the eEHX View tab displayed by default. 2. Click the Import Documents tab at the top of the window. 3. Check the box(es) next to the document(s) you want to import. 4. Click the Import to EMR link at the left-top of the page. The selected documents are imported into the Misc. folder in Patient Documents. <p><u>Importing information from the eEHX Portal into the Progress Notes</u></p> <ol style="list-style-type: none"> 1. From the Progress Notes window, click the eEHX tab in the Chart Panel. The eEHX options are displayed. <ol style="list-style-type: none"> a. To hide the information in any category, click the red minus sign (-) icon to the left of a category. To show this information again, click the red plus sign (+) icon to the left of a category. 2. Click the blue arrow icon to the right of a category to import the contents of an entire category. The selected information is now merged into the open Progress Notes. 3. Click the blue arrow icon to the left of an item to import a specific item. 4. For more information on any item, click the question mark (?) icon to the right of an item. |