

# CliniSync

## Community Health Record

Clinical Role User Manual/Quick Reference Guide



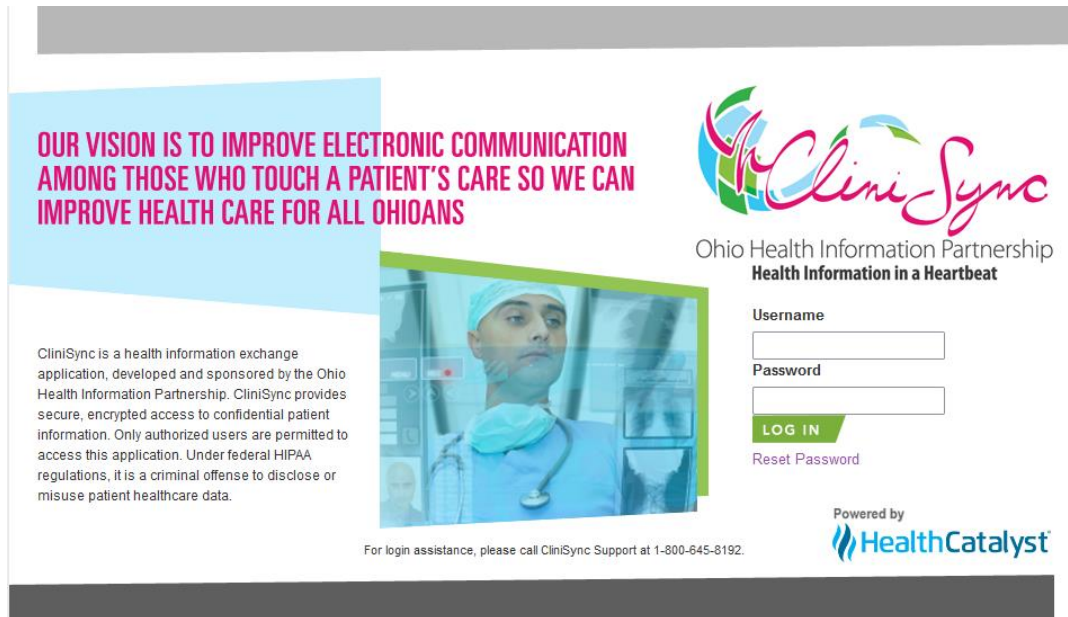
Ohio Health Information Partnership  
**Health Information in a Heartbeat**

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## 1. Logging into Your Account – First Time (Without Two-Factor Authentication)

On your web browser, go to <https://clinisync.net/ProAccess/Login> to get to the **CliniSync Login** page. Type in your username and default password that was given to you at the time your username was created by an administrator. Click the green **LOG IN** button to continue.



The image shows the CliniSync login page. On the left, a blue box contains the text: "OUR VISION IS TO IMPROVE ELECTRONIC COMMUNICATION AMONG THOSE WHO TOUCH A PATIENT'S CARE SO WE CAN IMPROVE HEALTH CARE FOR ALL OHIOANS". Below this, a paragraph states: "CliniSync is a health information exchange application, developed and sponsored by the Ohio Health Information Partnership. CliniSync provides secure, encrypted access to confidential patient information. Only authorized users are permitted to access this application. Under federal HIPAA regulations, it is a criminal offense to disclose or misuse patient healthcare data." In the center, there is a photo of a healthcare professional. To the right of the photo, the CliniSync logo is displayed, followed by the text "Ohio Health Information Partnership" and "Health Information in a Heartbeat". Below the logo, there are input fields for "Username" and "Password", a green "LOG IN" button, and a "Reset Password" link. At the bottom right, it says "Powered by HealthCatalyst". A footer note at the bottom center reads: "For login assistance, please call CliniSync Support at 1-800-645-8192."

For first time users, you will be prompted to read through an End User License Agreement (EULA). Once you have scrolled to the bottom of the EULA, you will be able to click on the **Accept** button.

## Terms of Agreement

### Review and accept the agreement

This is an End User License Agreement for use of the Licensed Software and related products and services of Ohio Health Information Partnership, Inc. ("Company") through the Company's health information exchange system, including all related hardware and software, peripheral equipment, network devices, and network services including Internet access (collectively "CliniSync"). CliniSync is provided only for the use of authorized Company participants and members. Activities performed on CliniSync may be monitored at any time to facilitate protection against unauthorized access or use and to verify security procedures, survivability, and operational security. Monitoring includes activities by authorized Company personnel and entities to test or verify the security of CliniSync. Individuals using CliniSync without authority, or in excess of their authority, are subject to having all of their activities on CliniSync monitored and recorded by Company personnel. In the course of monitoring individuals improperly using CliniSync, or in the course of CliniSync maintenance, the activities of authorized users also may be monitored. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over CliniSync may be monitored.

Use of CliniSync constitutes consent to monitoring and each user is advised that if such monitoring reveals possible evidence of criminal activity, Company personnel may provide that evidence to law enforcement officials and may subject the user to criminal prosecution. Evidence of unauthorized activities also may be used for administrative action. Anyone using CliniSync expressly consents to such monitoring.

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS OF USE ("TERMS") CAREFULLY BEFORE USING CLINISYNC. THESE TERMS GOVERN AUTHORIZED USER'S USE OF CLINISYNC. CAPITALIZED TERMS HAVE THE MEANING SET FORTH IN THE CLINISYNC PARTICIPANT AGREEMENT.

**PERMITTED USES.** Company hereby gives Authorized User permission to use CliniSync, subject to the conditions and limitations set forth in these Terms and in the CliniSync Participant Agreement. Authorized User may use or download patient information contained on CliniSync only for the following purposes and only to the extent permissible under all applicable laws regarding the privacy of patient information: (i) for treatment of those patients under Authorized User's care; (ii) to collect payment for the services Authorized User provides to patients; (iii) to conduct Authorized User's health care operations if the patient information relates to Authorized User's patients; and (iv) to comply with the laws that govern health care. All patient information viewed through CliniSync is strictly confidential and is subject to the protections of the Health Insurance Portability and Accountability Act of 1996, as amended by Title XIII, Subtitle D of the American Recovery and Reinvestment Act of 2009 (collectively, "HIPAA") and the privacy and security regulations promulgated pursuant to HIPAA, including, but not limited to, 45 C.F.R. Parts 160 and 164, as may be amended from time to time. Authorized User will keep confidential and not disclose to any third parties any personal information including without limitation, user identifications, account numbers, account profiles, used in connection with, or gathered or processed by, CliniSync.

**RESTRICTIONS ON USE.** All access to and use of CliniSync will be restricted to Authorized Users as permitted under the CliniSync Participant Agreement and applicable Policies and Procedures and Laws. Authorized User will not, and will not permit any third party to: (a) copy, alter, modify, reverse engineer, decompile, disassemble, lend or rent CliniSync, or otherwise attempt to derive the method of operation of CliniSync; (b) interfere in any manner with the hosting of CliniSync; (c) use CliniSync for other than the Authorized User's own business purposes; (d) use CliniSync for purposes of providing outsourcing, service bureau, time sharing, rental, hosting, application service provider or online services to third-parties, or otherwise make access to CliniSync available to any third-party not related to or affiliated with Participant; (e) change, delete or obscure any proprietary notices or legends on or in connection with CliniSync or from materials downloaded or printed out from the CliniSync; (f) except as specifically provided by these Terms or as required by law, transmit or provide any data or other content from the CliniSync to a third party; (g) incorporate any data or other content from the CliniSync in a product designed, developed, marketed, sold or licensed by Authorized User or on Authorized User's behalf or (h) use CliniSync for any purpose that is illegal in any way, or that advocates illegal activity.

**AUTHORIZED USER'S RESPONSIBILITIES.** Authorized User is solely responsible for all use of CliniSync and for compliance with the applicable terms of these Terms and the CliniSync Participant Agreement, the Policies and Procedures, and any additional terms of use applicable to CliniSync. Authorized User will immediately notify Company upon becoming aware of any breach of this Agreement, the CliniSync Participant Agreement, the Policies or Procedures, or any additional terms of use applicable to CliniSync. Authorized User will complete all training regarding the use of CliniSync as required by Company.

Once accepted, you will be asked to create three security questions and to set a new password. Passwords are required to be at least eight (8) characters long with at least one uppercase alpha, numeric and special character included.

### Security Questions

Please take a few moments to set up your security questions. The questions are for your safety. They are used to verify your identity if you call for assistance.

#### Question

#### Answer

If you could go anywhere on vacation, where would it be?

In what hospital were you born?

What is your best friend's first name?

### Set New Password

Password must be at least 8 character(s) in length

Password must contain at least 1 alpha character(s)

Password must contain at least 1 numeric character(s)

Password must contain at least 1 special character(s) (symbols)

New Password

Confirm New Password

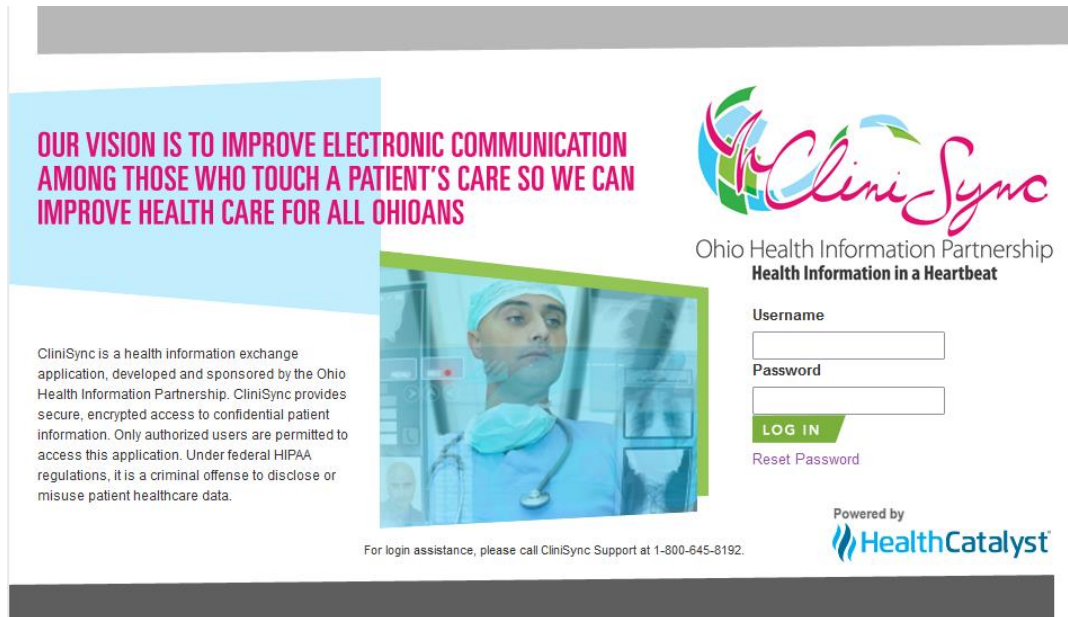
Continue

Cancel

If you have successfully created all three questions and meet all requirements for the password, you can click the **Continue** button. Once clicked, you will land on the **CliniSync Home** page.

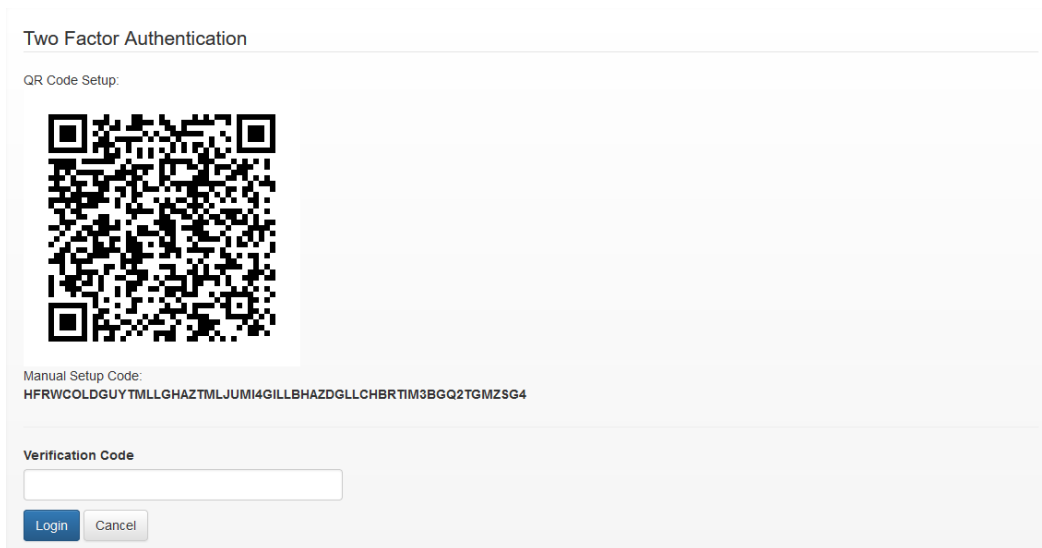
## 2. Logging into your Account – First Time (With Two-Factor Authentication)

On your web browser, go to <https://clinisync.net/ProAccess/Login> to get to the **CliniSync Login** page. Type in your username and default password that was given to you at the time your username was created by an administrator. Click the green **LOG IN** button to continue.



The login page features a header with the Clinisync logo and the tagline "Ohio Health Information Partnership Health Information in a Heartbeat". On the left, a blue box contains the text: "OUR VISION IS TO IMPROVE ELECTRONIC COMMUNICATION AMONG THOSE WHO TOUCH A PATIENT'S CARE SO WE CAN IMPROVE HEALTH CARE FOR ALL OHIOANS". Below this, a paragraph describes Clinisync as a health information exchange application. A central image shows a healthcare professional in blue scrubs. To the right of the image is a login form with fields for "Username" and "Password", a green "LOG IN" button, and a "Reset Password" link. At the bottom right, it says "Powered by HealthCatalyst". A footer note provides a support phone number: "For login assistance, please call Clinisync Support at 1-800-645-8192."

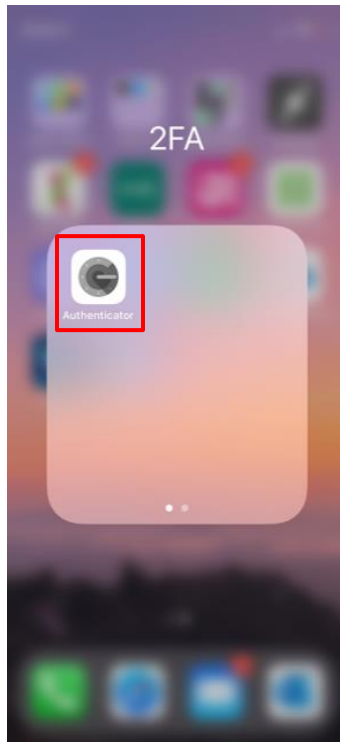
After clicking the green Log In button, a Quick Response (QR) code will show up on your screen.



The page is titled "Two Factor Authentication". It includes a "QR Code Setup:" section with a large QR code. Below the QR code is a "Manual Setup Code:" field containing the alphanumeric string: "HFRWCOLDGUYTMLLGHZTMLJUMI4GILLBHAZDGLLCHBRTIM3BGQ2TGMZSG4". At the bottom, there is a "Verification Code" input field and two buttons: "Login" and "Cancel".

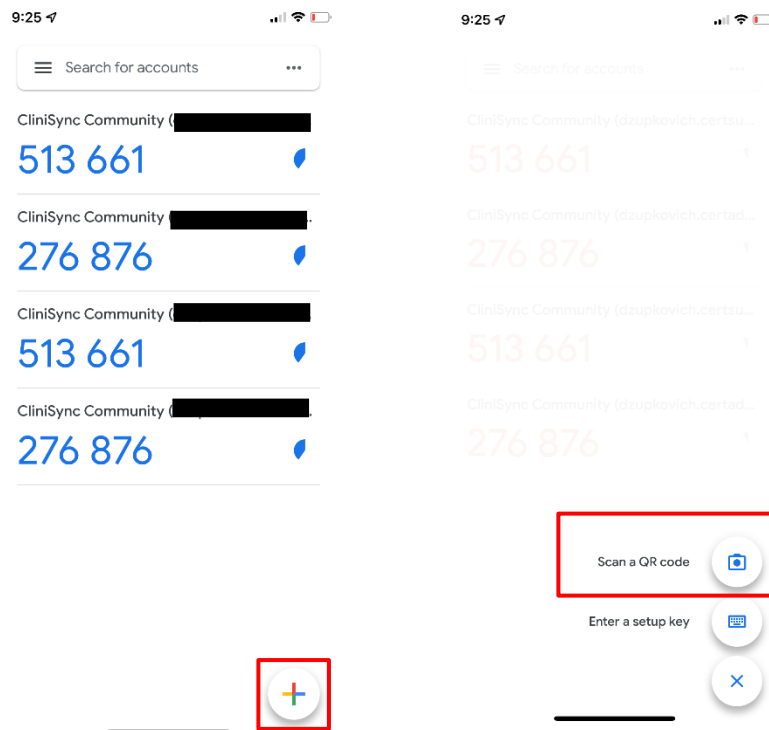
The CHR 2FA feature was designed and tested with the mobile and desktop extensions for Google Authenticator, but other applications are applicable as well. Before you can scan the QR code, you will need to download a compatible application where your credentials can be stored, such as Google Authenticator, from your smartphone's Play or App store. Once downloaded, you must open the application and scan the code with your smartphone camera using the steps below.

1. Open Google Authenticator on your mobile device.



(via iPhone)

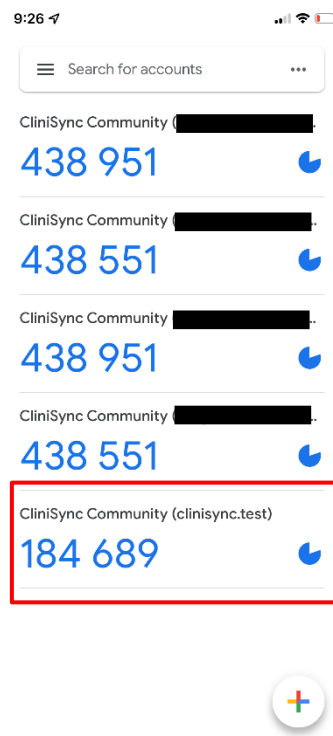
- Any available codes that are tied to existing accounts that you may have with other applications will show up here as well. Tap the Plus button (+) in the lower right hand of the screen and tap “Scan QR code.” You may also choose to manually enter the setup code that is displayed under the QR code.



- Hold your device up to the screen until the QR code fits within the green square



4. The camera will automatically scan the code and you will be redirected to the Authenticator home screen where your new credentials will appear.



5. Now each time you log in, you will be prompted to enter the authentication code from Google Authenticator after logging in. You can do so by opening your Google Authenticator app from your smartphone and entering the code supplied for you Community Health Record user (referred to as “CliniSync Community” in the app) in the text field on the Community Health Record application. Once entered, you will complete your login.
  - *Tip: If the code in Google Authenticator is in red text, that means the code is about to change. You may choose to wait until the code changes and appears in blue text to enter.*
6. If you are planning to use the **Google Authenticator desktop extension**, please follow the steps listed here: <https://authenticator.cc/docs/en/quickstart>

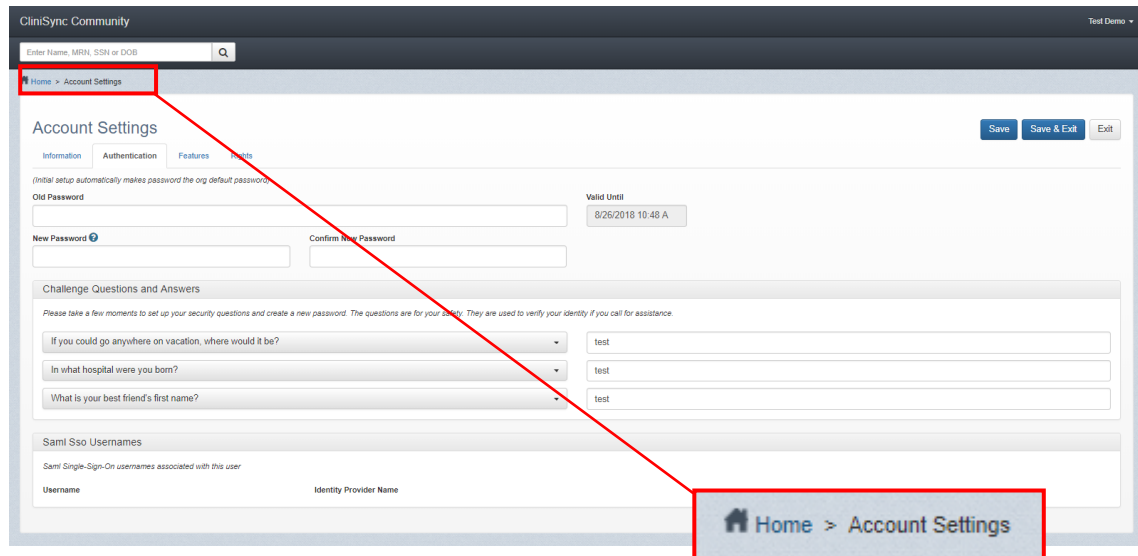
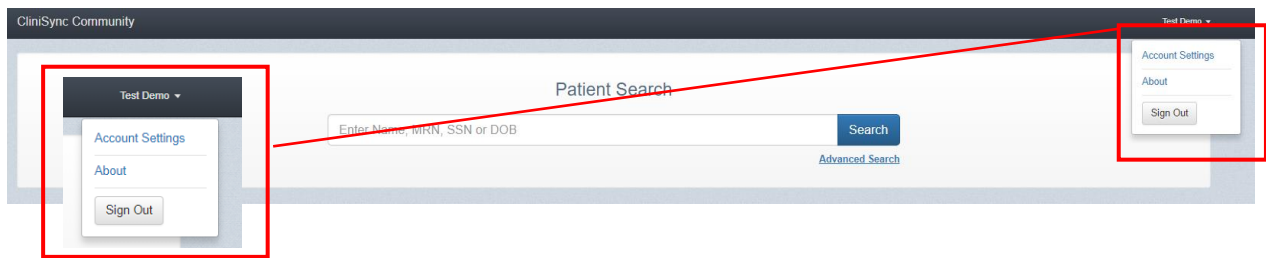
### 3. Logging into Your Account – Ongoing

On your web browser, go to <https://clinisync.net/ProAccess/Login> to get to the **CliniSync Login** page. Type in your username and default password that was given to you at the time your username was created by an administrator. Click the green **LOG IN** button to continue.

Once logged in you will see your name in the top right. When you click on it you will see a drop-down menu. This is where the Account Settings **Sign Out** button can be found.

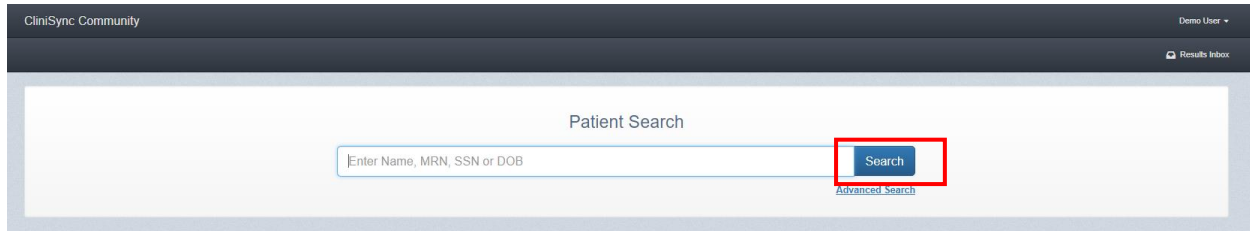
**Account Settings** provides access to the user settings. Under the Authentication Tab, you can reset your password and change your security questions. The top left contains a navigation bar and allows you to navigate to previous screens, clicking **Home** will take you back to the Patient Search screen.





## 4. Searching a Patient

Once logged in, you will land on the **Patient Search** page, also known as the CliniSync **Home** Page.



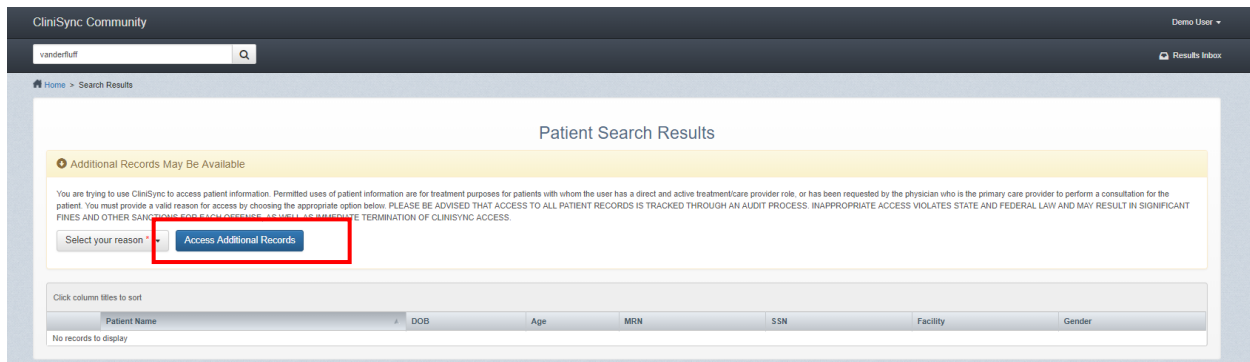
To search for patient, enter at least one of the following options in the Patient Search box, and click the button. Adding additional search values will increase the accuracy of your search.

- Search**
- a. First Name Last Name

b. Last Name, First Name

c. Social Security Number (SSN)

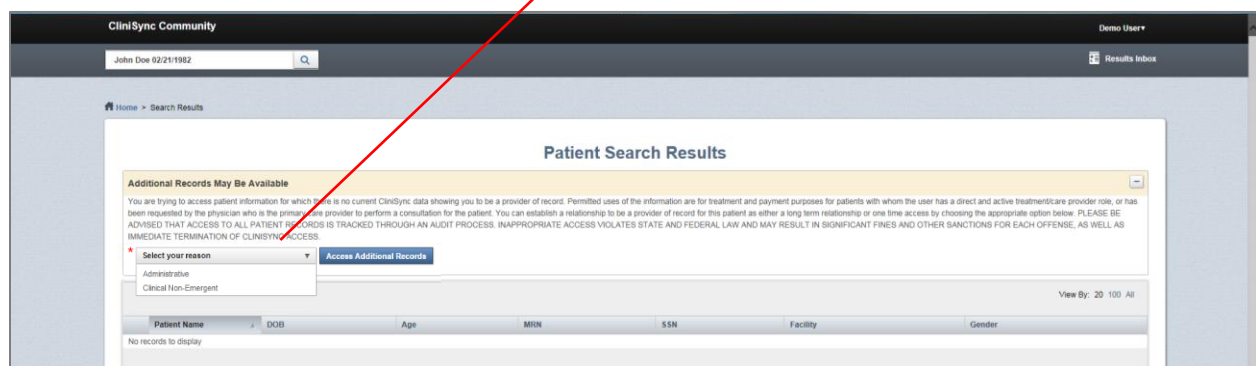
d. Date of Birth (DOB)



Once you have added your search values and hit search, you will land on the Patient Search Results page that will require you to provide a reason to view search results.

Click on the **Select your reason** dropdown and choose from one of three options presented in the dropdown (Listed to the right):

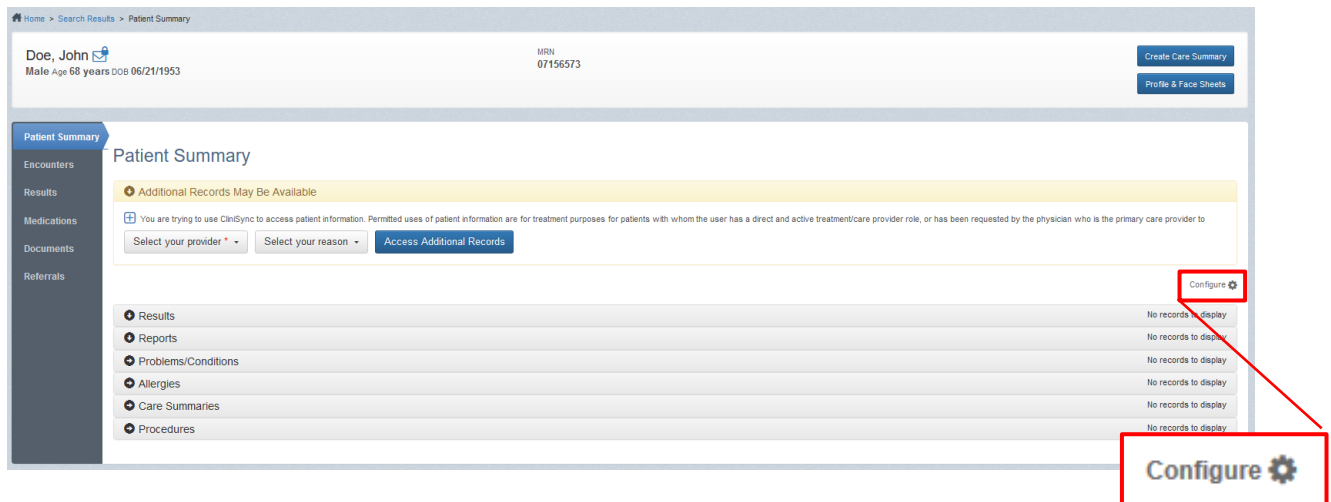
- Administrative
- Clinical Non-Emergent




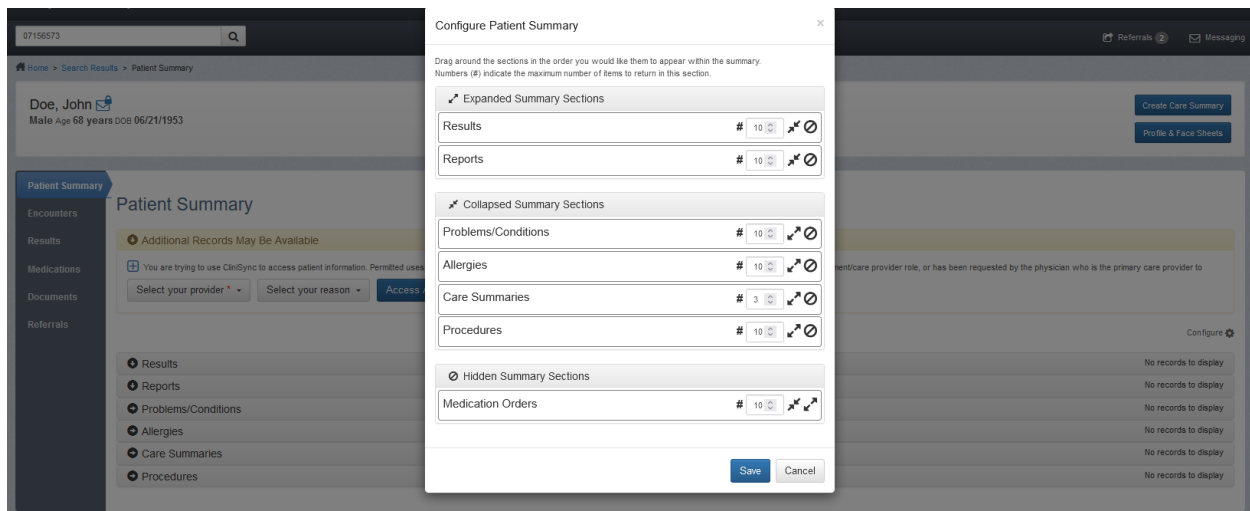
After selecting a reason for accessing this patient's records, click the **Access Additional Records** button.

## 5. The Patient Summary Page – Configure the Summary Page



When looking for a patient you will be presented with the Patient Summary screen. This may also be referred to as the Patient Chart.



This view is configurable by user. You can change the layout of the items on the Patient Summary page by clicking the  button to move the windows in the summary page around or hide them all together.



You will then be presented with a box that will allow you to rearrange the sections on the summary page in the order you would like them to appear in. Numbers (#) indicate the maximum number of items to return in this section. Users can choose between 3-10 items per section.

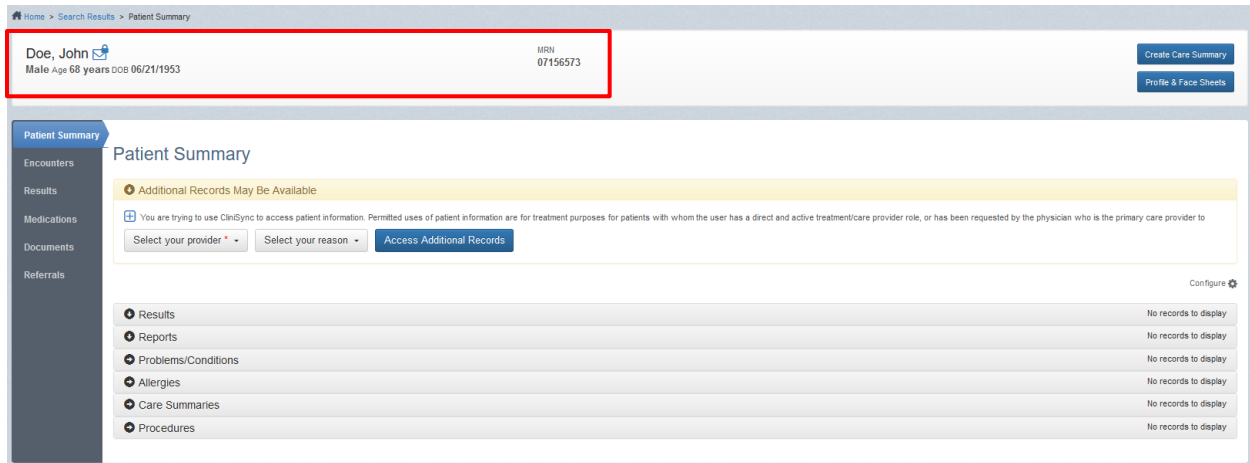
You may also choose to click the  button to hide the entire section from view. Once you are finished changing your view click the  button to apply the changes.

**\*\*Please Note –** This window arrangement will be applied each time you log in and only applies to your account.

## 6. The Patient Summary Page – Layout and Navigation

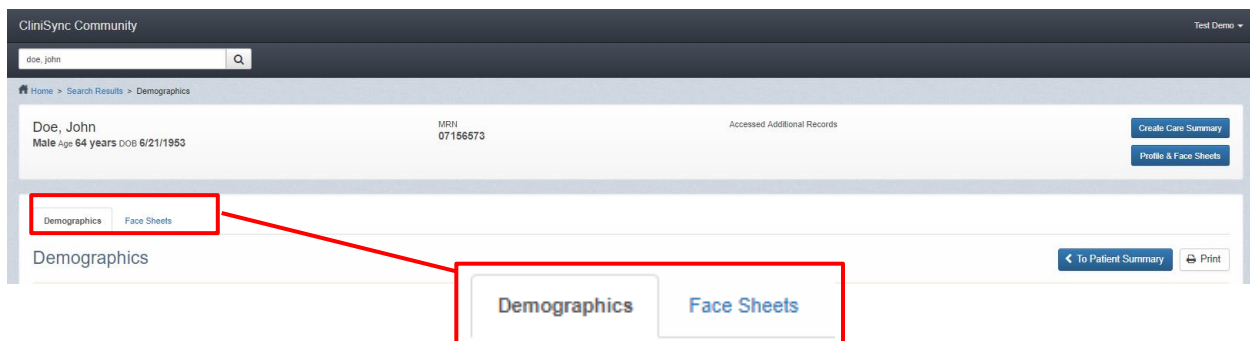
The Patient Summary page contains multiple navigation tools to move to different areas in the patient chart.

Patient Identifiers that include the name, sex, age, date of birth, and MRN of the patient can be found within the Summary Header.



To the right of the Patient Identifier information, you will see the following:

- **Create Care Summary** button navigates you to the Documents tab to create a complete Care Summary (CCD) on the patient you are currently viewing.
- **Profile & Face Sheets** button navigates you to the complete Patient Demographics page and the Face Sheets tab.



Beneath the Patient Identifier information, you may also see an option to Access Additional Records. This will allow you to view any additional record which may be available.

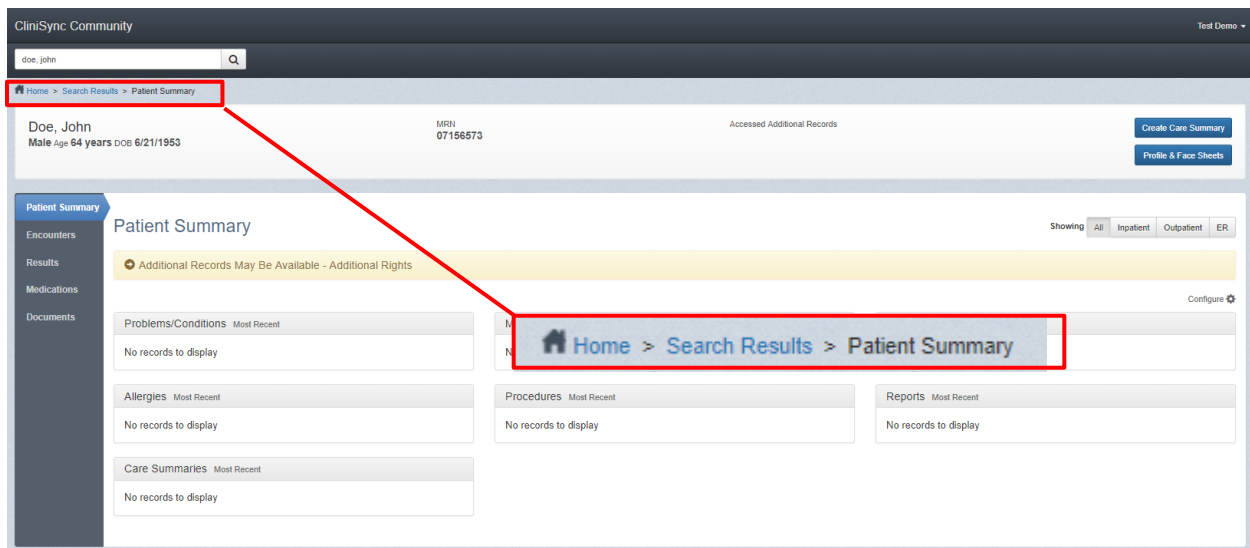
The screenshot shows the 'Patient Summary' page for a patient named John Doe. At the top, there is a header with the patient's name, age, gender, and date of birth, along with the MRN (07156573) and buttons for 'Create Care Summary' and 'Profile & Face Sheets'. Below the header, a sidebar on the left lists navigation tabs: Patient Summary, Encounters, Results, Medications, Documents, and Referrals. The main content area is titled 'Patient Summary' and features a yellow banner with the text 'Additional Records May Be Available'. Below this banner, there is a message stating 'You are trying to use ClinSync to access patient information. Permitted uses of patient information are for treatment purposes for patients with whom the user has a direct and active treatment/care provider role, or has been requested by the physician who is the primary care provider to'. There are two dropdown menus labeled 'Select your provider' and 'Select your reason', followed by an 'Access Additional Records' button. Below this section, there is a table with columns for category and status. The categories listed are Results, Reports, Problems/Conditions, Allergies, Care Summaries, and Procedures, all of which show 'No records to display'.

Category	Status
Results	No records to display
Reports	No records to display
Problems/Conditions	No records to display
Allergies	No records to display
Care Summaries	No records to display
Procedures	No records to display

On the left side of the Patient Summary screen, you will see multiple tabs that will direct you to different areas of the patient chart.

This screenshot is similar to the one above, but it includes a callout box on the right side. The callout box is titled 'Patient Summary' and lists the navigation tabs: Patient Summary, Encounters, Results, Medications, Documents, and Referrals. A red line points from the 'Patient Summary' tab in the callout box to the 'Patient Summary' tab in the main sidebar on the left. The main content area of the screen is partially obscured by the callout box.

The other navigation tool that you should use is the Breadcrumb Bar. This navigation tool provides a trail of locations that allows you to get back to a previous location without having to go to the home screen and search for the patient again.



**\*\*Please Note –** The back button on your browser should not be used to navigate to a previous page. Please use one of the previously identified navigation tools to get back to the screen you wanted to.

## 7. Creating Care Summary Documents and Printing Reports

To create a Summary Care document (CCD), click the [Create Care Summary](#) button in the Summary Header.

CliniSync Community

Test Demo

doe, john

Home > Search Results > Patient Summary

Doe, John  
Male Age 64 years DOB 6/21/1953  
MRN 07156573  
Accessed Additional Records

Create Care Summary  
Profile & Face Sheets

Patient Summary

Showing All Inpatient Outpatient ER

Additional Records May Be Available - Additional Rights

Configure

Problems/Conditions Most Recent  
No records to display

Medications Most Recent  
No records to display

Results Most Recent  
No records to display

Allergies Most Recent  
No records to display

Procedures Most Recent  
No records to display

Reports Most Recent  
No records to display

Care Summaries Most Recent  
No records to display

You will now be presented with the **Create a Care Summary** page. Here you will choose to create your CCD using either the patient's social security number or the MRN of their last received encounter.

Click the [Preview](#) button to create and view the document within CliniSync.

CliniSync Community

Test Demo

doe, john

Home > Search Results > Documents > Create Care Summary

Doe, John  
Male Age 64 years DOB 6/21/1953  
MRN 07156573  
Accessed Additional Records

Create Care Summary  
Profile & Face Sheets

Create a Care Summary

Select the type of identifier to include in the document, then press Preview to see all data in the CHR.

Patient ID Choice  
MRN SSN

Preview

Create a Care Summary

Select the type of identifier to include in the document, then press Preview to see all data in the CHR.

Patient ID Choice  
MRN SSN

Preview

The **Document Details** page will allow you to review the CCD that you have created. The information that will be provided in this document will include all data that has been received for this patient (except C-CDA documents published to the HIE by other providers).

**Document Details**

Patient: Doe, John  
Male Age 64 years DOB 6/21/1953  
MRN: 07156573

**Table of Contents**

- PROBLEMS
- PROCEDURES
- VITAL SIGNS
- RESULTS
- ALLERGIES
- ENCOUNTERS
- FUNCTIONAL STATUS
- EQUIPMENT
- PROVIDERS
- PAYERS
- SOCIAL HISTORY
- FAMILY HISTORY
- PREGNANCY
- ADVANCE DIRECTIVES

You will notice that the Table of Contents for the document contains many different data elements, however, only those provided to the HIE will display.

If you would like to review this document outside of the CliniSync application, you have two choices. You may either download a copy of the document or print it. Downloading the document will allow you to save a ZIP file version on your computer. Depending on your EHR/EMR, the document may be able to be added to your local patient chart.

**Document Details**

Patient: Doe, John  
Male Age 64 years DOB 6/21/1953  
MRN: 07156573

**Download**

**Return to Documents**

You may also print the document. Depending on your computers software, you may be able to print to a local printer or print to a PDF file format to save the document locally in a file.

**Document Details**

Patient: Doe, John  
Male Age 64 years DOB 6/21/1953  
MRN: 07156573

**Print**

**Return to Documents**



## 8. Querying Care Summary Documents for VA and DOD Patients

VA and DOD CCDs can be queried from within the CHR. CCDs can be pulled for any patient who has been seen at a VA/DOD organization nationwide. First you will want to start by searching the patient you.

CliniSync Community


Patient Search

CHDRZZZTESTPATIENT, CHDRONE

Search

[Advanced Search](#)

CliniSync Community

CHDRZZZTESTPATIENT,  
CHDRONE   
Male Age 59 years DOB 03/03/1960

MRN  
00374134

Accessed Additional Records

Create C

Profile &

Patient Summary

Encounters

Results

Medications

Documents

Referrals

Patient Summary

Showing 

All

Inpatient

Outpatient

Additional Records May Be Available - [Additional Rights](#)

Results 


Most Recent

Date	Description
09/05/2017	CBC WITH DIFF MOREHOUSE
09/05/2017	CHEM 7 ED
09/05/2017	*POC GLUCOSE BATTERY

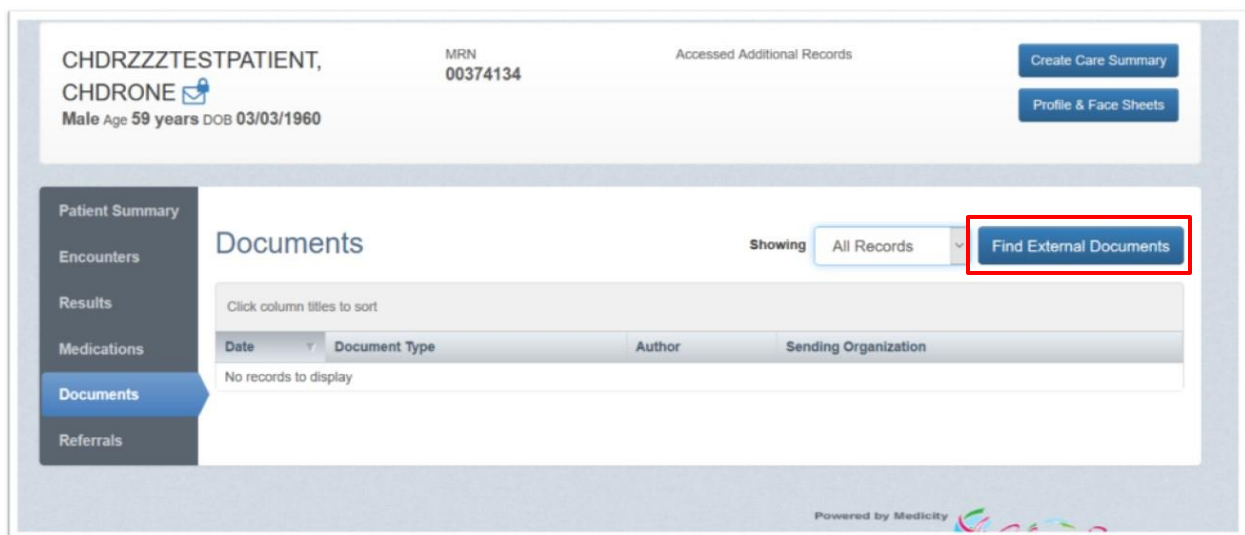
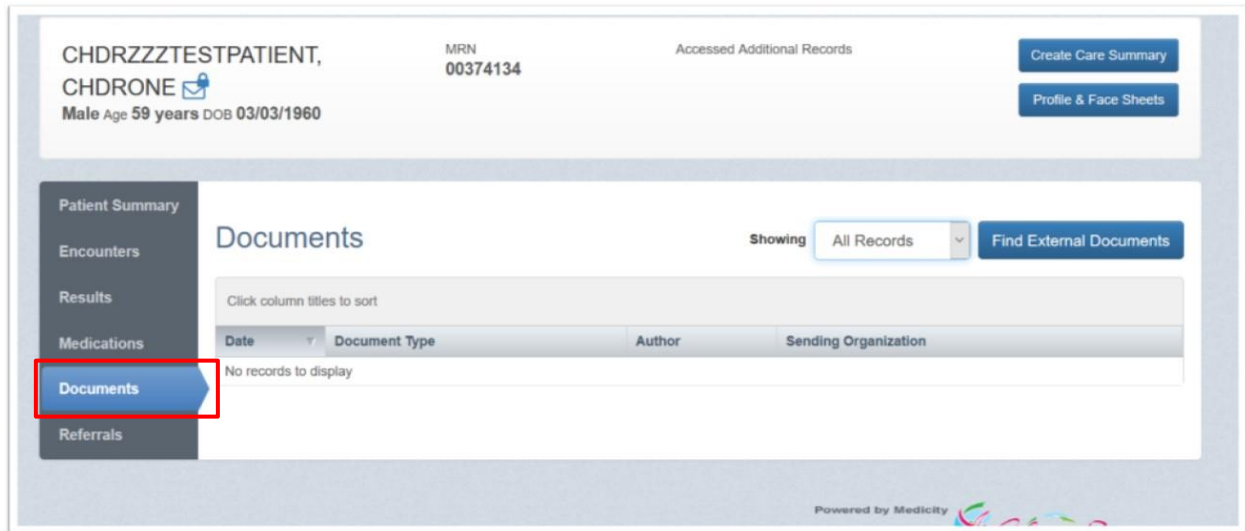
All Results ▶

Reports 

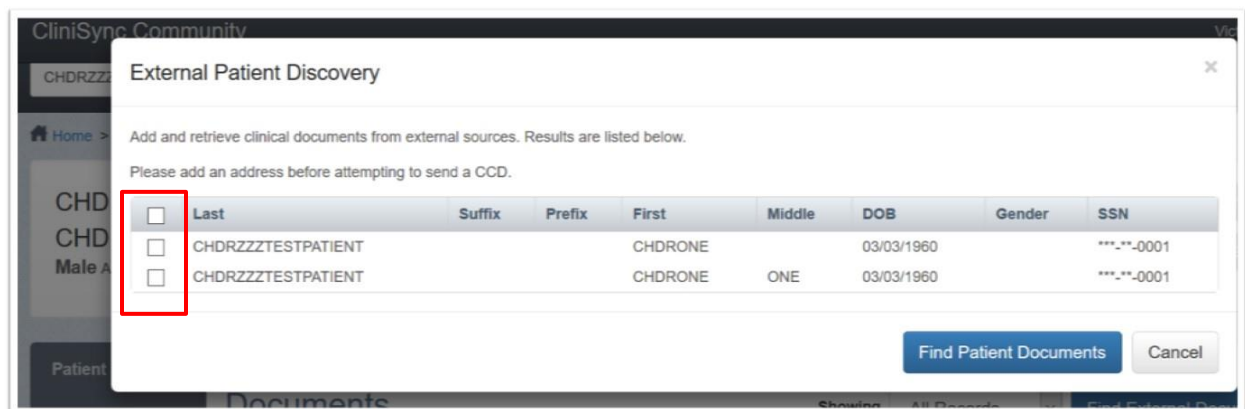
Most Recent

  
Loading...

You will then go to the Documents tab on the right-hand side of the screen and select “Find External Documents”



You then can query the patient and choose the documents which you would like to load by clicking the check boxes next to the document name.



External Patient Discovery

Add and retrieve clinical documents from external sources. Results are listed below.

Please add an address before attempting to send a CCD.

<input checked="" type="checkbox"/>	Last	Suffix	Prefix	First	Middle	DOB	Gender	SSN
<input checked="" type="checkbox"/>	CHDRZZZTESTPATIENT			CHDRONE		03/03/1960		***-**-0001
<input checked="" type="checkbox"/>	CHDRZZZTESTPATIENT			CHDRONE	ONE	03/03/1960		***-**-0001

Find Patient Documents
Cancel

Once you have checked the documents that you would like to load, click “Load Selected Documents”

External Patient Discovery

Add and retrieve clinical documents from external sources. Results are listed below.

Please add an address before attempting to send a CCD.

<input checked="" type="checkbox"/>	Date	Document Type	Author	Sending Organization
<input checked="" type="checkbox"/>	04/16/2019	Summarization of episode note		
<input checked="" type="checkbox"/>	04/16/2019	Summary of episode note		

Load Selected Documents
Cancel

Those documents will then appear in the Documents tab

CHDRZZZTESTPATIENT,  
CHDRONE  
Male Age 59 years DOB 03/03/1960

MRN  
00374134

Accessed Additional Records

Create Care Summary  
Profile & Face Sheets

Patient Summary  
Encounters  
Results  
Medications  
Documents  
Referrals

Documents

Showing
All Records
Find External Documents

Click column titles to sort

Date	Document Type	Author	Sending Organization
04/16/2019	Summarization of episode note (CCD)		
04/16/2019	Summary of episode note (CCD)		

January 2022

## Department of Defense Patient Healthcare Summary (C32)

Created: April 16, 2019

<b>Patient:</b>	CHDRZZZTESTPATIENT , CHDRONE 1234 HOWARD ST LA JOLLA, CA 92038 USA  1234567890 (HP)	<b>Patient ID:</b>	1463132140
<b>Date of Birth:</b>	March 3, 1960	<b>Support:</b>	TESTONE,CHDR 1 TWO DR, BIVINS, TX 75555  Tel: Unknown
<b>Gender:</b>	Male	<b>Author:</b>	
<b>Race:</b>	Black or African American	<b>Author Organization:</b>	Department of Defense
<b>Ethnicity:</b>	Unknown	<b>Confidentiality:</b>	Normal
<b>Religion:</b>			
<b>Language:</b>	Unknown		

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- ALLERGIES AND ADVERSE REACTIONS
- PROBLEMS
- DIAGNOSTIC TESTS AND LABORATORY RESULTS (C-CDA)
- MEDICATIONS
- VITAL SIGNS
- HISTORY OF PROCEDURES
- HISTORY OF ENCOUNTERS
- HISTORY OF IMMUNIZATIONS

## Department of Veterans Affairs Health Summary

March 3, 1960 - April 16, 2019

Created: April 16, 2019

<b>Patient:</b>	CHDRZZZTESTPATIENT, CHDRONE ONE POST 5535 LA JOLLA, CA 92038  (555)888-9999 (HP)	<b>Patient ID:</b>	1017237188V293031
<b>Date of Birth:</b>	March 3, 1960	<b>Support:</b>	ARTE, ARTEF Address: Unknown  Tel: UnknownMIDDLE, MIDDLE Address: Unknown
<b>Gender:</b>	Male		
<b>Race:</b>			Tel: Unknown
<b>Ethnicity:</b>	Unknown	<b>Author:</b>	Department of Veterans Affairs
<b>Religion:</b>		<b>Author Organization:</b>	Department of Veterans Affairs
<b>Language:</b>	EN	<b>Confidentiality:</b>	Normal

### Table of Contents

- INSURANCE PROVIDERS: ALL ON RECORD AT VA
- ADVANCE DIRECTIVES: ALL ON RECORD AT VA
- ALLERGIES AND ADVERSE REACTIONS (ADRS): ALL ON RECORD AT VA
- ENCOUNTERS: OUTPATIENT ENCOUNTERS WITH NOTES
- FUNCTIONAL STATUS: FUNCTIONAL INDEPENDENCE MEASUREMENT (FIM) SCORES
- MEDICATIONS: VA DISPENSED AND NON-VA DISPENSED
- IMMUNIZATIONS: ALL ON RECORD AT VA
- PROCEDURES: SURGICAL PROCEDURES WITH NOTES
- PLAN OF TREATMENT: FUTURE APPOINTMENTS AND ACTIVE/PENDING ORDERS
- PROBLEMS (CONDITIONS): ALL ON RECORD AT VA
- RESULTS: CHEMISTRY AND HEMATOLOGY
- SOCIAL HISTORY: ALL ON RECORD AT VA
- VITAL SIGNS
- CONSULT NOTES
- HISTORY AND PHYSICAL NOTES
- DISCHARGE SUMMARIES
- RADIOLOGY REPORTS
- PATHOLOGY REPORTS
- CLINICAL PROCEDURE NOTES

## 9. Navigating the Patient Chart

The **Patient Summary** page is the default landing page for the CliniSync application. On this page, you will be presented with multiple Summary Windows that list the most recent items received by the HIE in their respective categories. Each window also has a corresponding link on the right side of the window and on the left side of the **Patient Summary** page.

**Patient Summary**

VANDERLUFF, KYRBY  
Male Age 21 years DOB 01/01/2000

Additional Records May Be Available

Select your provider \* Select your reason \* Access Additional Records

**Results**

Date	Description
01/16/2020	CORONAVIRUS (COVID-19)
01/16/2020	CORONAVIRUS (COVID-19)
01/16/2020	BASIC MET
01/16/2020	RENAAL PHL
01/16/2020	TYPE AND SCREEN
01/16/2020	CEC MB DIF
01/16/2020	BASIC METABOLIC
01/16/2020	HEMOGLOBIN / HEMATOCYT
01/16/2020	TROPONIN / QUANTITATIVE
01/16/2020	Prophylaxis

**Patient Summary**

**Encounters**

**Results**

**Medications**

**Documents**

**Referrals**

The **Encounters** Tab provides two primary lists and one additional link. The top window contains a list all **Problems** posted from any data publisher for the patient in view. This list will be sorted by date received (last reported Problem is first).

**Encounters**

Showing All Inpatient Outpatient ER Last Year

**Problems**

Description	Last Reported	Code
Dysphagia, unspecified		R13.10 (ICD-10)
Lower abdominal pain, unspecified		R10.30 (ICD-10)
Chronic obstructive pulmonary disease with (acute) exacerbation		J44.1 (ICD-10)
Unspecified asthma with (acute) exacerbation		J45.901 (ICD-10)
Abnormal findings on diagnostic imaging of other specified body structures		R93.8 (ICD-10)
Other specified bacterial intestinal infections		A04.8 (ICD-10)
Unspecified viral hepatitis C without hepatic coma		
Tinea unguium		
Pain in right toe(s)		
Pain in left toe(s)		
Type 2 diabetes mellitus without complications		
Paroxysmal atrial fibrillation		
Heart failure, unspecified		
Atrial fibrillation		
Essential (primary) hypertension		
Encounter for therapeutic drug level monitoring		
Other long term (current) drug therapy		
Other specified postprocedural states		
Peripheral vascular disease, unspecified		
Personal history of other diseases of the circulatory system		

**Encounter History**

Date	Patient Class	Problems	Provider
01/16/2018 6:09PM	Inpatient Encounter	DIAGNOSIS NOT AVAILABLE	No Provider
12/06/2017 10:32AM	Ambulatory	DIAGNOSIS NOT AVAILABLE	No Provider
11/15/2017 11:22AM	Inpatient Encounter	DIAGNOSIS NOT AVAILABLE	Kwok, Tai Chi
10/23/2017 3:44PM	Inpatient Encounter	DIAGNOSIS NOT AVAILABLE	Semaskiene, Ruta
09/29/2017 1:09PM	Ambulatory	DIAGNOSIS NOT AVAILABLE	No Provider
08/14/2017 3:52PM	Inpatient Encounter	DIAGNOSIS NOT AVAILABLE	Johns, William

**Problems**

Dysphagia, unspecified

Lower abdominal pain, unspecified

Chronic obstructive pulmonary disease with (acute) exacerbation


Unspecified asthma with (acute) exacerbation

Abnormal findings on diagnostic imaging of other specified body structures

The Encounter History window shows you each encounter that patient has had. Each line is a link that will take you to an Encounter Summary page that lists out all results and reports that were included in that encounter.

#### Encounter History

Click column titles to sort				View By: 20 All
Date	Patient Class	Problems	Provider	
01/16/2018 6:09PM	Inpatient Encounter	DIAGNOSIS NOT AVAILABLE	No Provider	
12/06/2017 10:32AM	Ambulatory	DIAGNOSIS NOT AVAILABLE	No Provider	
11/15/2017 11:22AM	Inpatient Encounter	DIAGNOSIS NOT AVAILABLE	Kwok, Tai Chi	
10/23/2017 3:44PM	Inpatient Encounter	DIAGNOSIS NOT AVAILABLE	Semaskiene, Ruta	

On the right-hand side of each encounter line is a link  titled “View Facesheet.”

This link takes you to the Facesheet Tab where you can view each individual encounter’s facesheet by choosing the encounter you would like to see.

Click column titles to sort							View By: 5 10 20 All
Facility/Location	Acct #	Pl. Class	Admit Service	Admit Diagnosis	Admit/Discharge	Admitting	
Lake Health System WHE WEST DAWN EAST Room W423 / Bed W423A	1600057182	Inpatient Encounter			1/16/2018 6:09 PM	No Provider	
Lower Lights	584422	Ambulatory			12/6/2017 10:32 AM	No Provider	
Wooster Community Hospital ICU Room ICU10 / Bed 1	V00000001466	Inpatient Encounter	Medical		11/15/2017 11:22 AM Disc: 11/15/2017 11:44 AM	Kwok, Tai Chi	
Wooster Community Hospital MS2 Room MS208 / Bed 1	V00000001196	Inpatient Encounter	Medical		10/23/2017 3:44 PM Disc: 11/15/2017 11:42 AM	Semaskiene, Ruta	
Trinity Health System Steubenville WCHEMOTH	H00021444	Ambulatory			8/29/2017 1:09 PM	No Provider	

The **Results Tab** contains a listing of all results and reports that have been sent to the HIE for the patient in view. The results list will be sorted by date received (last received will be first) and each line will identify Type, Description, Alerts, Ordering Provider, Facility and Status.

Depending on the patient in view and the conditions with which they are afflicted, this list may be very long. To better utilize this tab, filter tools are provided.

On this tab you can filter by:

- Status (Final, Cancelled, Corrected, Etc.)
- Type (LAB, RAD, TRANS, PATH, Etc.)
- Key word or phrase
- Date Range (Preconfigured or Manual)

Click column titles to sort								View By: 20 All
Date	Type	Description	Alerts	Ordering	Facility	Status		
02/15/2018 10:36AM	LAB	TYPE AND SCREEN		LAGMAN, DENNIS V	Lake Health System	Final		
01/18/2018 10:45AM	LAB	CBC with Diff	Abnormal	LAGMAN, DENNIS V	Lake Health System	Final		

At the top of the Results Tab, you also can limit the results and reports based on Patient Type. Each result line is a link and once clicked, will send you to the detailed result.

**Result Details** Return to Results Print

**LAB**

TYPE AND SCREEN

Date Collected	Date Received	Status	Reported/Status Changed	Priority
02/15/2018 10:30AM E	02/15/2018 11:25AM E	Final	02/15/2018 10:30AM E	Routine

Facility: Lake Health System      Accession: H280      Specimen Source: NA  
 Admitting Provider:      Ordered Date: 02/15/2018 10:30AM E      Body Site: NA  
 Attending Provider: LAGMAN, DENNIS V      Ordering Provider: LAGMAN, DENNIS V      Patient Class: Inpatient Encounter

The **Medications Tab** currently contains a listing of all Allergies that have been sent on this patient. The Allergies will be grouped if they line up or they will be listed in order received (last received first).

**Medications** Showing All Inpatient Outpatient ER Last Year Print

Additional Records May Be Available - Additional Rights

**Allergies**

Click column titles to sort

Date	Allergen	Reaction	Severity
08/14/2017	NO KNOWN LATEX ALLERGY		unknown
08/14/2017	NO KNOWN FOOD ALLERGY		unknown
08/14/2017	NO KNOWN DRUG ALLERGY		unknown
02/09/2017	AMOXICILLIN	resp. distress	
02/09/2017	ASPIRIN	stevens-johnson syndrome	

**Medication Alerts**

Click column titles to sort

Type	Alert Information
No records to display	

**Allergies**

Click column titles to sort

Date	Allergen	Reaction	Severity
08/14/2017	NO KNOWN LATEX ALLERGY		unknown
08/14/2017	NO KNOWN FOOD ALLERGY		unknown
08/14/2017	NO KNOWN DRUG ALLERGY		unknown
02/09/2017	AMOXICILLIN	resp. distress	
02/09/2017	ASPIRIN	stevens-johnson syndrome	

The **Documents Tab** displays CCD's that are sent on the patient from other organizations to be clicked into.

**Documents** Showing Last Year Find External Documents

Click column titles to sort

Date	Document Type	Author	Sending Organization
11/15/2017	Continuity of Care Document (Transition of Care) (CCD)	Wooster Community Hospital	Wooster Community Hospital
11/15/2017	Continuity of Care Document (Transition of Care) (CCD)	Wooster Community Hospital	Wooster Community Hospital
11/01/2017	Summarization of Care (CCD)	Auto Generated	OHIP
09/25/2017	Continuity of Care Document (CCD)		Van Wert County Hospital
08/19/2017	Continuity of Care Document (CCD)		Trinity Medical Center
08/19/2017	Continuity of Care Document (CCD)		Trinity Medical Center
08/19/2017	Continuity of Care Document (CCD)		Trinity Medical Center
08/14/2017	Continuity of Care Document (CCD)		Trinity Medical Center
07/24/2017	Continuity of Care Document (CCD)		Trinity Medical Center
07/24/2017	Continuity of Care Document (CCD)		Trinity Medical Center
07/17/2017	Summarization of Care (CCD)	Auto Generated	OHIP
06/27/2017	Continuity of Care Document (CCD)		Trinity Medical Center
05/30/2017	Continuity of Care Document (CCD)		Trinity Medical Center

Document Details

[Return to Documents](#) [Download](#) [Print](#)

Continuity of Care Document

April 24, 2016 - June 23, 2016  
Created: September 25, 2017

Patient:	Vanderfluit, Kyby 3674 VACUUM WAY RUSSIA, OH 45363	Patient ID: Support:	M001497  DeLasAlas M.D. - Mercedes T 50571 1st Band MAXWELL, CA 95955  Tel: (715)421-7474 (WP) HOSPITALIST, ON DUTY 50571 1st Band MAXWELL, CA 95955  Tel: (715)423-6060 7860 (WP) Reahm, Theodore 50571 1st Band MAXWELL, CA 95955  Tel: (715)423-6060 (WP) MEDITECH HCIS Van Wert County Hospital Normal
Date of Birth:	555-277-7755 (HP) January 1, 2000		
Gender:	Male		
Race:			
Ethnicity:	Unknown		
Religion:			
Language:	eng		
		Author:	
		Author Organization:	
		Confidentiality:	

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## 10. Encounter Details and Encounter Summary

Sometimes a complete Care Summary document is too much information for a specific situation. In those cases, you should drill into the **Encounters Tab** and focus in on a specific encounter. To do so, click on the **Encounters Tab** and then scroll to the second window on the page. Find the encounter you would like to view and click on it

The screenshot shows the 'Encounters' tab selected in a patient summary. The left sidebar contains links for Patient Summary, Encounters, Results, Medications, and Documents. The main content area has a header 'Encounters' with a filter 'Showing: All Inpatient Outpatient ER Last Year'. Below this is a yellow banner: 'Additional Records May Be Available - Additional Rights'. The 'Problems' section lists various medical conditions with their ICD-10 codes and checkboxes. The 'Encounter History' table shows two encounters: one on 01/16/2016 and another on 12/06/2017, both with a status of 'DIAGNOSIS NOT AVAILABLE' and 'No Provider'.

Description	Last Reported	Code	
Dysphagia, unspecified		R13.10 (ICD-10)	<input checked="" type="checkbox"/>
Lower abdominal pain, unspecified		R10.30 (ICD-10)	<input checked="" type="checkbox"/>
Chronic obstructive pulmonary disease with (acute) exacerbation		J44.1 (ICD-10)	<input checked="" type="checkbox"/>
Unspecified asthma with (acute) exacerbation		J45.901 (ICD-10)	<input checked="" type="checkbox"/>
Abnormal findings on diagnostic imaging of other specified body structures		R93.8 (ICD-10)	<input checked="" type="checkbox"/>
Other specified bacterial intestinal infections		A04.8 (ICD-10)	<input checked="" type="checkbox"/>
Unspecified viral hepatitis C without hepatic coma		B19.20 (ICD-10)	<input checked="" type="checkbox"/>
Tinea unguium		B35.1 (ICD-10)	<input checked="" type="checkbox"/>
Pain in right toe(s)		M79.674 (ICD-10)	<input checked="" type="checkbox"/>
Pain in left toe(s)		M79.675 (ICD-10)	<input checked="" type="checkbox"/>
Type 2 diabetes mellitus without complications		E11.9 (ICD-10)	<input checked="" type="checkbox"/>
Paroxysmal atrial fibrillation		I48.0 (ICD-10)	<input checked="" type="checkbox"/>
Heart failure, unspecified		I50.9 (ICD-10)	<input checked="" type="checkbox"/>
Atypical atrial flutter		I48.4 (ICD-10)	<input checked="" type="checkbox"/>
Essential (primary) hypertension		I10 (ICD-10)	<input checked="" type="checkbox"/>
Encounter for therapeutic drug level monitoring		Z51.81 (ICD-10)	<input checked="" type="checkbox"/>
Other long term (current) drug therapy		Z79.899 (ICD-10)	<input checked="" type="checkbox"/>
Other specified postprocedural states		Z86.890 (ICD-10)	<input checked="" type="checkbox"/>
Peripheral vascular disease, unspecified		I73.9 (ICD-10)	<input checked="" type="checkbox"/>
Personal history of other diseases of the circulatory system		Z86.79 (ICD-10)	<input checked="" type="checkbox"/>

Date	Patient Class	Problems	Provider
01/16/2016 6:09PM	Inpatient Encounter	DIAGNOSIS NOT AVAILABLE	No Provider
12/06/2017 10:32AM	Ambulatory	DIAGNOSIS NOT AVAILABLE	No Provider

On the **Encounter Details** page, you will find a list of all results and/or reports that were created during that encounter. You could filter by result type to drill into specific results. On this page, you also can create an Encounter Summary. An Encounter Summary is very similar to a Care Summary document, except it only includes data for that specific encounter. To create an Encounter Summary, click on the **Encounter Summary** button.

The screenshot shows the 'Encounter Details' page for encounter 04/22/2017. The left sidebar is the same as the previous screenshot. The main content area has a header 'Encounter Details' with a 'Return to Encounters' button. Below this is a yellow banner: 'Additional Records May Be Available - Additional Rights'. The patient information section shows: Facility: Cleveland Clinic Cleveland, Admitting: Attending, Admitted: 04/22/2017 3:29PM E, Discharged: 04/24/2017 3:29PM E, and a button to 'Encounter Summary'. The 'Encounter 04/22/2017' section shows a list of results for 'XR CHEST 2 VIEW'. The results table has columns: Date Requested, Date Observed, Status, Reported/Status Changed, Priority, and Result Interpreter. The result is 'OKEEFE CCFORNO, PATRICK'. Below the table, there is a section for 'XR CHEST 2 VIEW' with a note: '\* \* \*Final Report\* \* \*'.

Date Requested	Date Observed	Status	Reported/Status Changed	Priority	Result Interpreter
04/19/2017 3:04PM E	04/19/2017 3:04PM E	Final	04/19/2017 3:27PM E	NA	OKEEFE CCFORNO, PATRICK

Facility: Cleveland Clinic Cleveland  
Report ID: 993694674-50205061-SYNGO-RADIOLOGY-CCF  
Specimen Source: NA  
Admitting Provider: Requested Date: 04/19/2017 3:04PM E  
Body Site: NA  
Attending Provider: Ordering Provider: REDDY, SURESH  
Patient Class: Ambulatory

XR CHEST 2 VIEW  
\* \* \*Final Report\* \* \*

Like the Care Summary, the Encounter Summary can be viewed in CliniSync, downloaded to a local computer, or printed locally.

Patient Summary

Encounters

Results

Medications

Documents

Document Details

< Return to Documents

Download

Print

Summarization of Encounter

July 24, 2017 - July 24, 2017

Pre-discharge Summary Created: February 27, 2018

Patient:	VANDERLUFF, KYREY 3874 VACCUM VIOY RUSSIA, OH 45363 Tel: (555) 277-7755 (HP) Tel: (555) 277-7755 (VIP) January 1, 2009	Patient ID:	M990003
Date of Birth:	January 1, 2009	Support:	
Gender:	Male	Author:	Demo, Test
Race:	Caucasian	Author Organization:	CliniSync Clinical
Ethnicity:	Unknown	Confidentiality:	Restricted
Religion:	Unknown/Unavailable		
Language:	eng-US		