



MyHealth[®]
ACCESS NETWORK

PROVIDER PORTAL USER GUIDE

Table of Contents

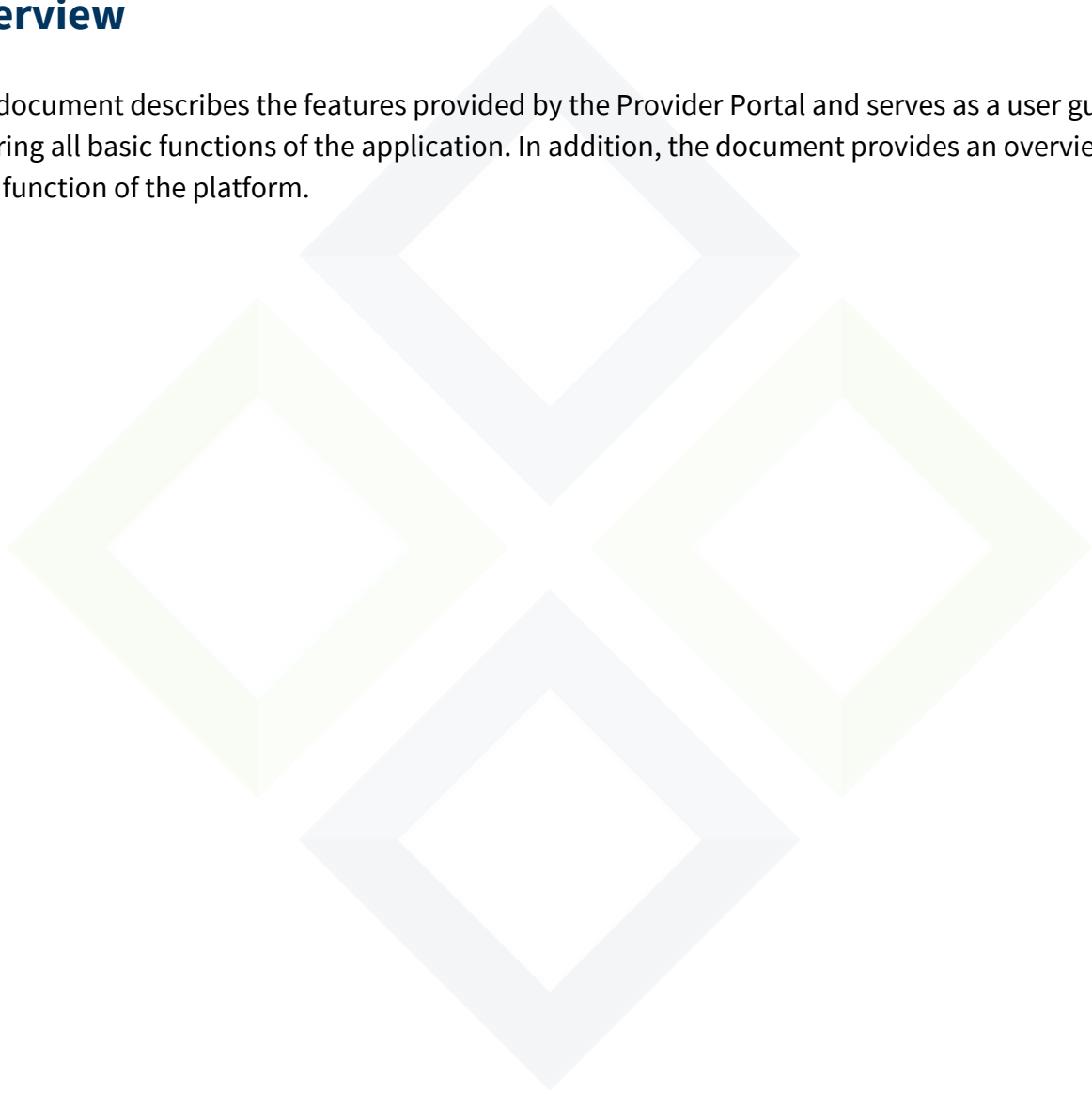
INTRODUCTION	3
OVERVIEW.....	3
LOGGING IN	4
LOGGING IN	4
FORGOT USERNAME AND/OR PASSWORD	4
LANDING PAGE	5
ORGANIZATION ASSIGNED	5
‘HELP’ LINK	5
USERNAME/PROFILE	6
SIGN-OUT	6
CLINICIAN DASHBOARD	7
PATIENT SEARCH.....	7
RECENTLY VIEWED PATIENTS	8
ATTESTATION.....	8
PATIENT CHART	9
WIDGETS	9
CCD VIEWER	10
SOURCE FILTER	11
CONTACT US	12

Introduction

MyHealth's Provider Portal allows authorized MyHealth users to log into a secure web portal during a treatment encounter to view each patient's comprehensive health record in one place.

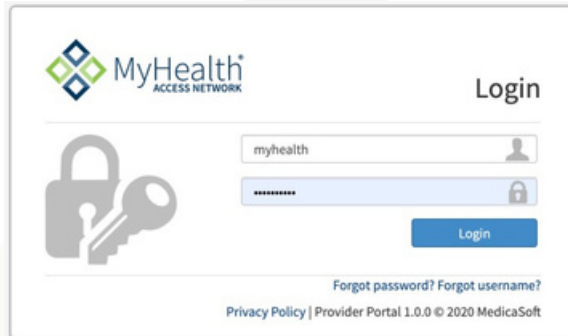
Overview

This document describes the features provided by the Provider Portal and serves as a user guide covering all basic functions of the application. In addition, the document provides an overview of each function of the platform.



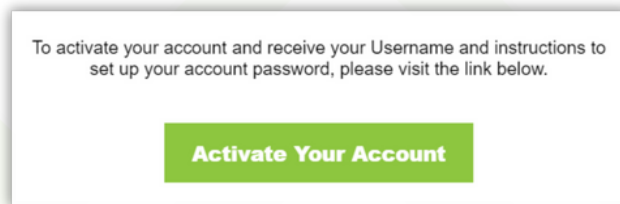
Logging In

1. URL: <https://provider.myhealthaccess.net>
2. The user is presented with the login screen
3. TYPE in the username; then,
4. TYPE in the password and CLICK on the Login button
 - a. Activating your account? Follow the Account Activation process below

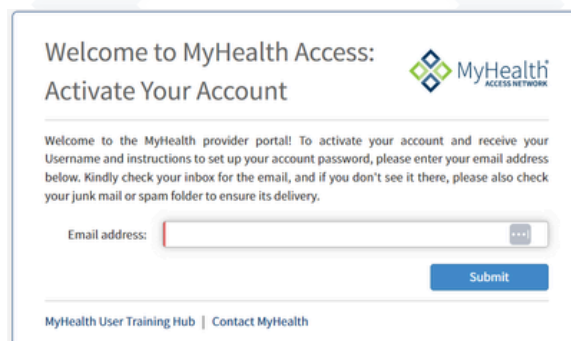


Account Activation

1. Click on the button link to **Activate Your Account**





2. On the Provider Portal Activation page, TYPE in your email address and CLICK **Submit**



3. Check your inbox for an email containing your username
 - a. If you don't see the email in your inbox, please remember to also check your junk mail or spam folder.
4. CLICK the unique link to set your Password

Landing Page

After logging in, the user is dropped into the Landing Page. The top right hand corner of the screen will provide information about the account. From left to right:

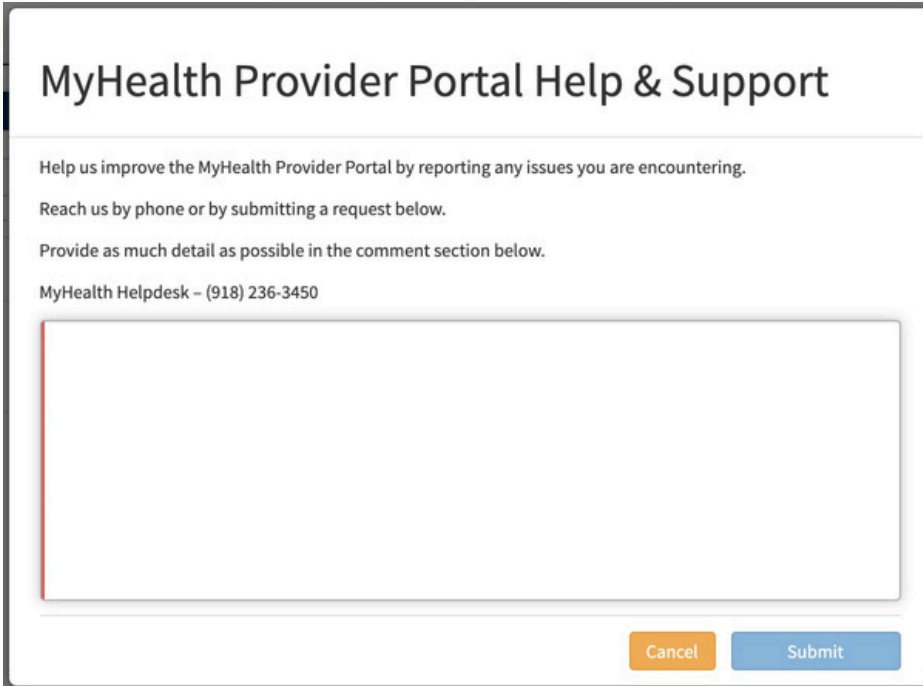
MyHealth Access Network | Help |  Demo Clinician (democlinician) |  Sign out

Organization Assigned

Assigned at the time of account creation by the Administrator of the system.

'Help' Link

When navigating through the portal, if the user needs assistance the user can click on this link to provide a note directly to the MyHealth Helpdesk or call the number provided on screen.



MyHealth Provider Portal Help & Support

Help us improve the MyHealth Provider Portal by reporting any issues you are encountering.

Reach us by phone or by submitting a request below.

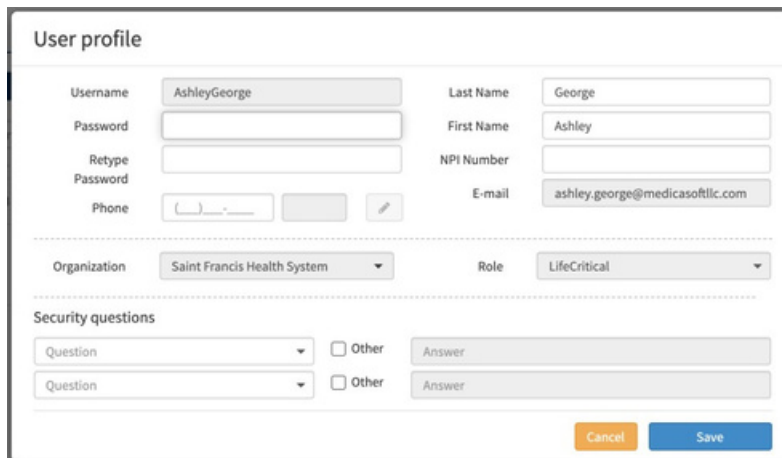
Provide as much detail as possible in the comment section below.

MyHealth Helpdesk - (918) 236-3450

Username / Profile

My Profile: Provides a view of the account information

- Users may change their password and set up security questions



The screenshot shows a 'User profile' form with the following fields:

Username	AshleyGeorge	Last Name	George
Password		First Name	Ashley
Retype Password		NPI Number	
Phone	() - -	E-mail	ashley.george@medicasoftllc.com
Organization	Saint Francis Health System	Role	LifeCritical

Below the form are two 'Security questions' sections, each with a dropdown for 'Question', a checkbox for 'Other', and an 'Answer' field. At the bottom right are 'Cancel' and 'Save' buttons.

User Settings: Allows the user to modify the display of the Provider Portal. The user can leverage the drag & drop functionality to make widgets visible or hidden depending on the user's preference. Please ensure to CLICK Save after each time changes are made.



The screenshot shows the 'User Settings' form with the following sections:

- Current organization:** Saint Francis Health System
- Clinician Dashboard:**
 - Number of columns: 1 (selected) or 2
 - Available widgets: (empty)
 - Visible widgets (Column 1): Patient Search
 - Visible widgets (Column 2): Recently viewed patients
- Patient Charts:**
 - Number of columns: 1 (selected) or 2
 - Available widgets: Vitals sparklines list
 - Visible widgets (Column 1): Documents, Allergies, Dispensed Medication, Family History, Insurance & Insurance History, Equipment Devices
 - Visible widgets (Column 2): Radiology Results, Encounters, Lab, Social History, Patient Relationships, Medication

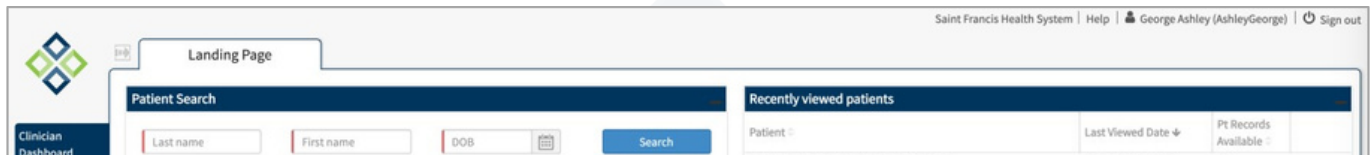
Sign-Out

Log out of the system when no longer in use

Clinical Dashboard

In the Landing Page, all users will have two functions available within the Clinician Dashboard tab:

1. Patient Search
2. Recently Viewed Patients



Patient Search

- a. TYPE in the patient's last name
- b. TYPE in the patient's first name
- c. TYPE in the patient's date of birth
- d. When entering DOB, the user only needs to enter the numeric portion, once populated, the system automatically adds the hyphens
- e. CLICK on Search

Please Note: 2 of the 3 fields are required for Patient Search (Last Name, First Name and DOB)

This screenshot shows the "Patient Search" form with empty input fields. The form has a dark blue header with the text "Patient Search". Below the header are three input fields: "Last name", "First name", and "DOB" (with a calendar icon). A blue "Search" button is to the right. Below the input fields is a table with the following columns: "Last name", "First name", "DOB", "Gender", "Age", "Address", "Pt Records Available", and an empty column.

This screenshot shows the "Patient Search" form with populated input fields and a search result. The form has a dark blue header with the text "Patient Search". Below the header are three input fields: "Person", "Sick", and "DOB" (with a calendar icon). A blue "Search" button is to the right. Below the input fields is a table with the following columns: "Last name", "First name", "DOB", "Gender", "Age", "Address", "Pt Records Available", and an empty column. The table contains one row of data: "PERSON", "SICK", "01/01/1901", "119", and "All".

Recently Viewed Patients

The 'Recently viewed patients' contains a list of recently accessed records for patients (not searched). By selecting a patient within this list, the user is linked directly to the patient's chart.

Recently viewed patients		
Patient	Last Viewed Date	Pt Records Available
CROSS, DAVID M. (M, 47) DOB: 09/10/1972	09/01/2020 09:47	All
Hancock, Evelin (F, 56) DOB: 04/10/1964	08/24/2020 14:34	All
Wolf, Jesus D. (M, 88) DOB: 05/07/1932	08/19/2020 09:30	All
Bonilla, Henry M. (M, 82) DOB: 02/25/1938	08/19/2020 09:30	All
PERSON, SICK (119) DOB: 01/01/1901	07/21/2020 13:07	All

Attestation

In some instances, depending on the permission set assigned to a user, when the user SELECTS a patient's record, an Attestation pop up may appear. If prompted, please identify the appropriate 'Justification for Access to Record...'

Justification for Access to Record Baggins, Biblo B

These records contain Protected Health Information as defined by the Health Insurance Portability and Accountability Act (HIPAA).

By proceeding, you certify that you understand the limitations imposed by HIPAA and that you are authorized to access this information in connection with your job duties.

Provide Reason for Accessing Patient Records

After selecting the appropriate reason for accessing the patient's record, the user will be dropped into the patient's medical chart.

Patient Chart

Widgets

The following widgets are available in the Patient Chart:

- Allergies Medication
- Dispensed Medications Patient Relationships
- Documents Problems
- Encounters Procedures
- Equipment Devices Radiology Results
- Family History Social History
- Insurance & Insurance History Vital Simple or w/Sparklines
- Lab

Summary View: Within the Patient Charts, users are first presented with a Summary View of each widget that shows a limited data set.

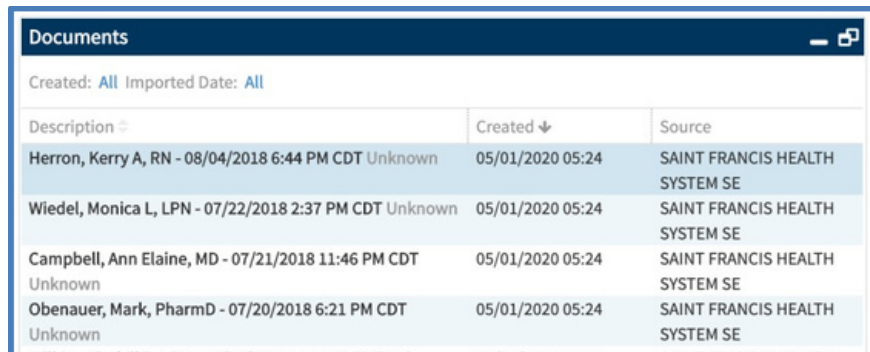
Problem/Condition	Code	Onset Date	Status	Source
Dementia	ICD-10 F03.90	07/19/2018	Active	SAINT FRANCIS HEALTH SYSTEM SE
Multiple wounds	ICD-10 T07.XXXA	07/19/2018	Active	SAINT FRANCIS HEALTH SYSTEM SE
UTI (urinary tract infection)	ICD-10 N39.0	07/19/2018	Active	SAINT FRANCIS HEALTH SYSTEM SE

Detailed View: By clicking on the double-window icon in the top right corner of the widget, users are presented with the Detailed View of each widget that displays additional columns of data.

Problem/Condition	Code	Onset Date	Resolved Date	Status	Source	Source Document
Dementia	ICD-10 F03.90	07/19/2018		Active	SAINT FRANCIS HEALTH SYSTEM SE	Summary of Care
Multiple wounds	ICD-10 T07.XXXA	07/19/2018		Active	SAINT FRANCIS HEALTH SYSTEM SE	Summary of Care
UTI (urinary tract infection)	ICD-10 N39.0	07/19/2018		Active	SAINT FRANCIS HEALTH SYSTEM SE	Summary of Care

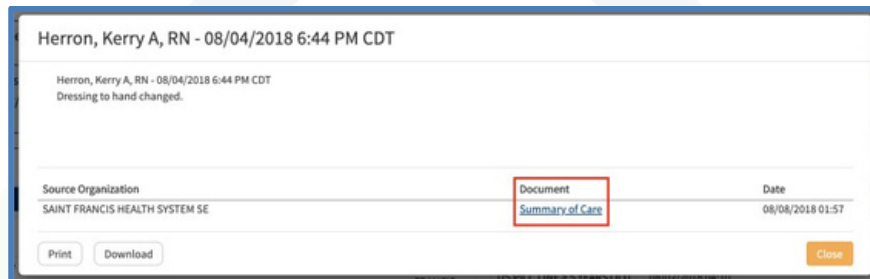
CCD Viewer

Under the Documents widget or through active links located within each widget, SELECT the encounter to navigate to the CCD Viewer.



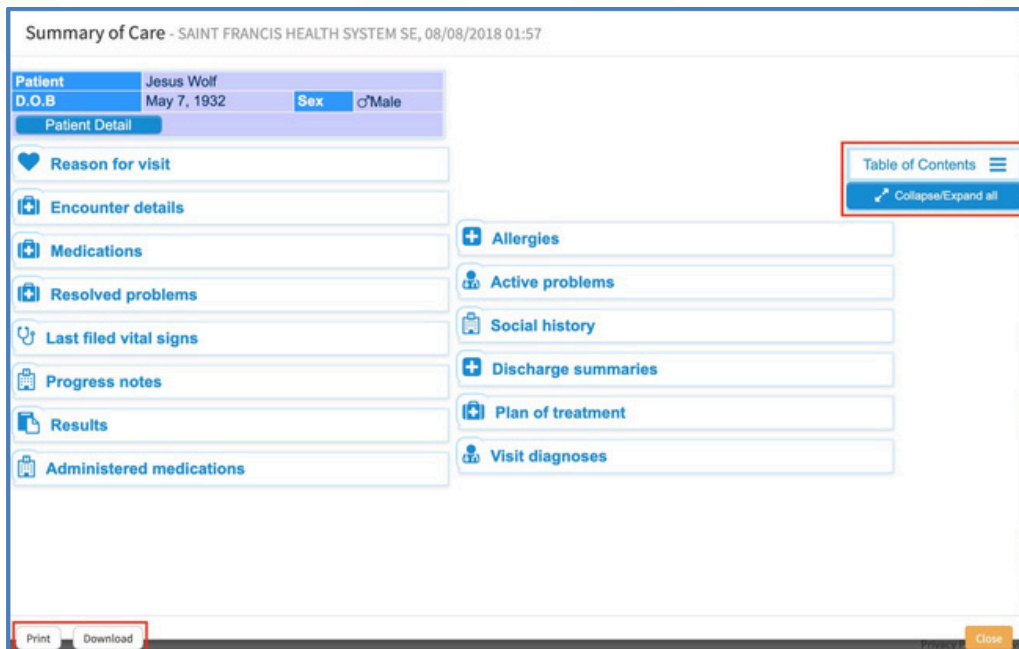
The screenshot shows a 'Documents' widget with a table of document entries. The table has columns for Description, Created, and Source. The entries are:

Description	Created	Source
Herron, Kerry A, RN - 08/04/2018 6:44 PM CDT Unknown	05/01/2020 05:24	SAINT FRANCIS HEALTH SYSTEM SE
Wiedel, Monica L, LPN - 07/22/2018 2:37 PM CDT Unknown	05/01/2020 05:24	SAINT FRANCIS HEALTH SYSTEM SE
Campbell, Ann Elaine, MD - 07/21/2018 11:46 PM CDT Unknown	05/01/2020 05:24	SAINT FRANCIS HEALTH SYSTEM SE
Obenauer, Mark, PharmD - 07/20/2018 6:21 PM CDT Unknown	05/01/2020 05:24	SAINT FRANCIS HEALTH SYSTEM SE



The screenshot shows a document viewer for the document 'Summary of Care'. The document content is: 'Herron, Kerry A, RN - 08/04/2018 6:44 PM CDT Dressing to hand changed.' Below the content, there is a table with columns for Source Organization, Document, and Date. The 'Document' column contains 'Summary of Care' and is highlighted with a red box. The Date is '08/08/2018 01:57'. There are 'Print', 'Download', and 'Close' buttons at the bottom.

Source Organization	Document	Date
SAINT FRANCIS HEALTH SYSTEM SE	Summary of Care	08/08/2018 01:57



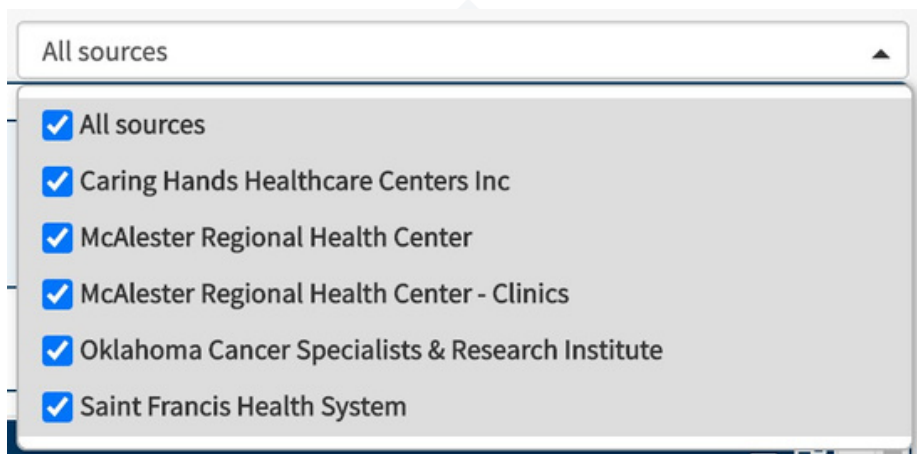
The screenshot shows the 'Summary of Care - SAINT FRANCIS HEALTH SYSTEM SE, 08/08/2018 01:57' viewer. It displays patient information: Patient: Jesus Wolf, D.O.B: May 7, 1932, Sex: Male. The viewer has a 'Table of Contents' section with a 'Collapse/Expand all' button, which is highlighted with a red box. The 'Table of Contents' includes: Reason for visit, Encounter details, Medications, Resolved problems, Last filed vital signs, Progress notes, Results, Administered medications, Allergies, Active problems, Social history, Discharge summaries, Plan of treatment, and Visit diagnoses. There are 'Print', 'Download', and 'Close' buttons at the bottom.

CCD Viewer allows the user to Collapse/Expand all widgets, drag & drop widgets and view data.

On the bottom left portion of the screen, the user has the ability to 'Print' or 'Download' the CCD.

Source Filter

The source filter allows the user to select from which data sources they want to see data displayed from within the patient's record. Only organizations the patient has a relationship with (has a record with) appear as possible selections within the source selection filter. The data from the different sources are aggregated across the patient's record. The source selection filter filters data across the entire patient's record.





MyHealth[®]
ACCESS NETWORK

Contact Us

We are here to help!

Phone

(918) 236-3434

Email

myhealth@myhealthaccess.net