

Kentucky Health Information Exchange (KHIE)

Event Notifications: Patient Panel Bulk Uploads in the ePartnerViewer

User Guide

April 2023



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# **Document Control Information**

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# **1** Introduction

## Overview

As part of KHIE's ongoing updates and maintenance in the ePartnerViewer portal, additional features have been added to the Event Notifications functionality. The Event Notification Patient Panel Upload file template has been enhanced to only include the fields required for the ePartnerViewer to execute the bulk upload. Now, when uploading the Event Notification Patient Panel file, authorized users with the *Event Notification Administrator* (hereafter referred to as 'Administrator') role can easily select event notifications for newly added patients on a bulk upload file. Administrators can also delete existing patients from a user's patient panel in the ePartnerViewer.

The purpose of this guide is to provide an overview of these changes and provide step-by-step instructions and screenshots showcasing the new features in the ePartnerViewer.

All examples and screenshots used in this guide are simulated with mock data; no Protected Health Information (PHI) is present.

**Please Note**: All screenshots shown throughout this document reflect how Users would interact with the ePartnerViewer while using a desktop or tablet device. While core functionality remains the same across multiple devices, interface components may vary in presentation.

## Accessing the ePartnerViewer

To access the ePartnerViewer, Users must meet the following specifications:

- 1. Users must be part of an organization with a signed Participation Agreement with KHIE.
- 2. Users are required to have a Kentucky Online Gateway (KOG) account.
- 3. Users are required to complete Multi-Factor Authentication (MFA).

**Please Note**: For specific information about creating a KOG account and how to complete MFA, please review the *ePartnerViewer Login: Kentucky Online Gateway (KOG) and Okta Verify Multi-Factor Authentication (MFA) Quick Reference Guide* on the <u>KHIE website</u>.



# 2 Event Notification Overview

The Event Notifications feature enables healthcare providers to track high priority patients and informs providers of specific healthcare events that have occurred with specific patients in their care for the purposes of treatment, quality improvement, and care coordination activities.

Event Notifications are intended to keep healthcare providers "in the know" and improve care coordination as patients transition from various healthcare settings. The use of Event Notifications to inform healthcare providers when a patient is admitted to or discharged from an Emergency Department, for example, supports care coordination activities across disparate providers.

## **Event Notification Types**

The table below defines the 13 Event Notification types that are triggered to inform healthcare providers when specific healthcare events occur with high priority patients in their care:

Event Notification Type	Event Notification Criteria Description
Hospital Admission	When a patient is admitted to a hospital.
Hospital Discharge	When a patient is discharged from a hospital.
Emergency Department Admission	When a patient is admitted to an Emergency Department.
Emergency Department Discharge	When a patient is discharged from an Emergency Department.
Behavioral Health Admission	When a patient is admitted to a behavioral health facility.
Behavioral Health Discharge	When a patient is discharged from a behavioral health facility.
Hospital Readmission (Other Facility)	When a patient is admitted to another hospital/facility within 30 days of the last admission to a hospital/facility.
Specialty Visit	When a patient is registered at or discharged from a specialty healthcare practice.
Results Ready for Review	When the final or corrected result report is available for a patient.
Toxicology Screen	When a patient is admitted to or discharged from an Emergency Department or hospital with a diagnosis code associated with an overdose.

Event Notifications Patient Panel Bulk Uploads User Guide\_2023-04-04\_v1.0



Overutilization	When a patient is admitted to an Emergency Department four times in a rolling 365-day period.
Possible Positive Test Result for COVID-19	When a patient's test result is positive for COVID-19.
Abnormal A1c	When a patient's glucose, or blood sugar, level is outside the normal range. This test measures blood sugar levels over the past 3 months to diagnose type 2 diabetes and prediabetes.

# 3 Event Notification Patient Panel Bulk Upload

#### **Patient Panel Bulk Upload Overview**

The Event Notification Patient Panel Bulk Upload functionality is designed to reduce the burden on healthcare professionals with a *Clinical User* role in the ePartnerViewer who have large patient volume. *Clinical Users* do **not** have the ability to upload a bulk list of patients to receive event notifications.

Users with the *Event Notification Administrator (Administrator)* role can work on behalf of healthcare professionals within their organization by uploading a bulk list of patients to receive event notifications. *Only Administrators* can use the Patient Panel Bulk Upload feature to upload Patient Panels for different users within the same organization. *Administrators* can assign patients to *Clinical Users* and select which event notifications will be received for each patient. Additionally, the new **Delete Patient** button on the **Upload Patients** screen allows *Administrators* to delete existing patient(s) from a *Clinical User's* patient panel in the ePartnerViewer if the *Clinical User* no longer wants to receive event notifications for the listed patient(s).

The **Event Notification Patient Panel Upload file** is a downloadable template on the **Upload Patients** screen which is intended to assist *Administrators* with uploading a bulk list of patients for *Clinical Users* in their organization.

AutoSave 💽 🖞 - 🤍 冬 - Event Notific	ation Patient Panel Upload (2).csv	► $$>$ Sea	rrch (Alt+Q)		, The second se	0		· -	a x
File Home Insert Draw Page Layout Formulas Data	Review View Help	Acrobat						Comments	음 Share
<ul> <li>V Format Painter</li> </ul>	🛅 🛅 Merge & Center 👻	<b>U</b>		Bad Calculation	Good Check Cell	Format v Clear v	ZV Sort & Find & Filter ~ Select ~	Analyze Data	
Clipboard IS Font IS	Alignment	Sensitivity Number	ايرًا ا	Styles	Cells		Editing	Analysis	
136 ▼ : × ✓ fx									
Confidential \ No Additional Protection 🖌			Confidential   High Risk Confidential	Personal Information	1 *				
ΑΑ	В	С	D	E	F	G	н	I	
1 Email address used to access ePartnerViewer	Patient Last Name	Patient First Name	Patient DOB(MM/DD/YYYY)	Patient Sex	Patient Street Address	Patient City	Patient State	Patient Zi	pcode
2 khie_SIT_TEST_01@mailinator.com	Dectein	Julidec	8/10/1959	F	1201 Man O'War Drive	LEXINGTON	KY	40325	
3 khie_SIT_TEST_01@mailinator.com	Jason	Zaiden	8/2/2008	F	1364 MAN OWAR BVLD	Seneca	KY	40812	
4 khie_SIT_TEST_01@mailinator.com	Jane	Danyal	6/21/1985	M	PO Box 131	Danville	KY	40484	
	Jackson	Milley	8/17/2016	F	254 WALLER BRANCH RD	LOUISA	KY	41230	
6 khie_SIT_TEST_01@mailinator.com	Kraus	Oblix	9/17/2012	M	254 WALLER BRANCH RD	LOUISA	KY	41230	
7 khie_SIT_TEST_01@mailinator.com	Kirby	Janis	2/14/1920	F	1364 MAN OWAR BVLD	Lexington	KY	40812	
8									
9									
10									
12									

Event Notifications Patient Panel Bulk Uploads in the ePartnerViewer



### Required Fields on the Event Notification Patient Panel Upload File

The downloadable **Event Notification Patient Panel Upload** file template includes **only** the fields **required** for the ePartnerViewer to execute the bulk upload. *Administrators* must complete the following **required** fields on the Notification Patient Panel Upload file:

- Email address used to access ePartnerViewer
- Patient Last Name
- Patient First Name
- Patient DOB (MM/DD/YYYY)
- Patient Sex

- Patient Street Address
- Patient City
- Patient State

٠

Patient Zipcode

Aut	Save 💿 띰 '9 - 은 · 용 - 후 Event Notification Patient Panel Upload (2).	ν• <u> </u>	erch (Alt+Q)				· · · · · · · · · · · · · · · · · · ·
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A29	• I × ✓ &						
0	onfidential \ No Additional Protection 🧪	Public	Confidential • High Risk Confidential •	Personal Information	*		
_	AB	С	D	E	F	G H	I
1	Email address used to access ePartnerViewer Patient Last Nan	e Patient First Name	Patient DOB(MM/DD/YYYY)	Patient Sex	Patient Street Address P	atient City Patient State	Patient Zipcode
2							

#### **Bulk Upload Functionality Enhancements**

The **Upload Patients** screen has been enhanced to enable *Administrators* to easily manage event notifications for the *Clinical Users* in their organization.

The new features and changes to the Event Notification Patient Panel Bulk Upload include:

1. On the **Upload Patients** screen, the *Upload File* section includes a **Help Icon** which provides guidance for downloading and uploading the Event Notification Patient Panel Upload file.

Patient Search	Bookmarked Patients	Event Notifications	Lab Data Entry *
Home > Notifications		_	
NOTIFICATIONS			
RECENT NOTIFICATIONS	DELETED NOTIFICATIONS	MANAGE NOTIFICATIONS	UPLOAD PATIENTS
Upload File	2	Selec	t Notifications
Browse Maximum upload file size should not exceed SMB Acceptable File Format is .csv Add Patients Download Template Event Notification Patient Panel Upload.csv	O Delete Patients	HOSPITAL ADMISSION     HOSPITAL DISCHARGE     EMERGENCY DEPARTMENT ADMISSION     EMERGENCY DEPARTMENT DISCHARGE     BEHAVIORAL HEALTH ADMISSION     BEHAVIORAL HEALTH DISCHARGE     HOSPITAL READMISSION (OTHER FACILITY)	SPECIALTY VISIT  RESULTS READY FOR REVIEW  OTOXICOLOGY SCREEN  OVERUTILIZATION  POSSIBLE POSITIVE TEST RESULT FOR COVID-19  ABNORMAL A1C  LUPload Cance



 On the Upload Patients screen, the Upload File section includes the updated title for the hyperlink used to download the Event Notification Patient Panel Upload file. The title of the hyperlink has been changed from Clinical Notification Patient List Upload to Event Notification Patient Panel Upload.csv.

Patient Search	Bookmarked Patients	Event Notifications	Lab Data Entry •
Home > Notifications			
RECENT NOTIFICATIONS	DELETED NOTIFICATIONS	MANAGE NOTIFICATIONS	UPLOAD PATIENTS
Upload File		Select	Notifications
Browse Maximum upload file size should not exceed SMB Acceptable File Format is .csv	O Delete Patients	HOSPITAL ADMISSION     HOSPITAL DISCHARGE     EMERGENCY DEPARTMENT ADMISSION     EMERGENCY DEPARTMENT DISCHARGE     BEHAVIORAL HEALTH ADMISSION     BEHAVIORAL HEALTH DISCHARGE     HOSPITAL READMISSION (OTHER FACILITY)	SPECIALTY VISIT  RESULTS READY FOR REVIEW  TOXICOLOGY SCREEN  OVERUTILIZATION  POSSIBLE POSITIVE TEST RESULT FOR COVID-19  ABNORMAL A1C  LUpload Cancel
UPLOADED FILES LIST			

- 3. On the **Upload Patients** screen, the *Upload File* section includes the **Add Patients** radio button and the **Delete Patients** radio button.
  - The **Add Patients** radio button allows *Administrators* to easily add new patients to the assigned user's patient panel in the ePartnerViewer. The assigned user will start receiving event notifications for the patients listed on the uploaded Patient Panel file.
  - The **Delete Patients** radio button allows *Administrators* to delete existing patient(s) from the assigned user's patient panel in the ePartnerViewer. The assigned user will stop receiving event notifications for the patient(s) listed on the uploaded Patient Panel file.

Patient Search	Bookmarked Patients	Event Notifications	Lab Data Entry -
Home > Notifications		_	
NOTIFICATIONS			
RECENT NOTIFICATIONS	DELETED NOTIFICATIONS	MANAGE NOTIFICATIONS	UPLOAD PATIENTS
Upload	File	Select	t Notifications
Browse Maximum upload file size should nat exceed 5MB Acceptable File Format is .cw Add Patients Download Template Event Notification Patient Panel Upload.csv	O Delete Patients	HOSPITAL ADMISSION     HOSPITAL DISCHARGE     EMERGENCY DEPARTMENT ADMISSION     EMERGENCY DEPARTMENT DISCHARGE     BEHAVIORAL HEALTH ADMISSION     BEHAVIORAL HEALTH DISCHARGE     HOSPITAL READMISSION (OTHER FACILITY)	SPECIALTY VISIT  RESULTS READY FOR REVIEW  TOXICOLOGY SCREEN  VVERUTILIZATION  POSSIBLE POSITIVE TEST RESULT FOR COVID-19  ABNORMAL A1C  Lypload Cancel
UPLOADED FILES LIST			



4. The **Upload Patients** screen includes the *Select Notifications* section which allows *Administrators* to easily select event notifications when adding new patients to a *Clinical User's* patient panel in the ePartnerViewer.

KHIE   ePartnerViewer		Supp	iort 📢 Announcements 🔋 🌲 Advisories 🙆 SIT Test_1 *
Patient Search	Bookmarked Patients	Event Notifications	Lab Data Entry +
Home > Notifications			
RECENT NOTIFICATIONS	DELETED NOTIFICATIONS	MANAGE NOTIFICATIONS	UPLOAD PATIENTS
Upload F	ile	Select	Notifications
Browse Assimum uplaad file size should not exceed 5MB Acceptable File Format is .cw	<ul> <li>Delete Patients</li> </ul>	HOSPITAL ADMISSION     HOSPITAL DISCHARGE     EMERGENCY DEPARTMENT ADMISSION     EMERGENCY DEPARTMENT DISCHARGE     BEHAVIORAL HEALTH ADMISSION     BEHAVIORAL HEALTH DISCHARGE     HOSPITAL READMISSION (OTHER FACILITY)	SPECIALTY VISIT CRESULTS READY FOR REVIEW CITURICOLOGY SCREEN OVERUTILIZATION POSSIBLE POSITIVE TEST RESULT FOR COVID-19 ABINORMAL AIC Upload Cancel

**Please Note**: To delete existing patient(s) from the assigned user's patient panel in the ePartnerViewer, *Administrators* must click **Delete Patients**, then click **Upload** in the *Select Notifications* section to upload the Event Notification Patient Panel Upload file.

Upon clicking **Delete Patients**, the *Select Notifications* section will be grayed out and the notification checkboxes will be disabled. The *Administrator* will <u>not</u> select any event notifications in this case because the assigned user no longer wants to receive any event notifications for the patient(s) listed on the Event Notification Patient Panel Upload file.

Patient Search	Bookmarked Patients	Event Notifications	Lab Data Entry •	
Home > Notifications		_		
NOTIFICATIONS				
RECENT NOTIFICATIONS	DELETED NOTIFICATIONS	MANAGE NOTIFICATIONS	UPLOAD PATIENTS	
Upload F	ile	Select Notifications		
Browse Maximum upload file size <b>should not exceed 5MB</b> Acceptable File Format is .cv O Add Patients	Delete Patients	HOSPITAL ADMISSION HOSPITAL DISCHARGE EMERGENCY DEPARTMENT ADMISSION EMERGENCY DEPARTMENT DISCHARGE BEHAVIORAL HEALTH ADMISSION BEHAVIORAL HEALTH ADMISSION (DTHER REACHITY)	SPECIALTY VISIT  RESULTS READY FOR REVIEW  TOXICOLOGY SCREEN  VERUTILIZATION  POSSIBLE POSITIVE TEST RESULT FOR COVID-19  ABNORMAL A1C	
Download Template Event Notification Patient Panel Upload.csv			🕹 Upload 🛛 Cancel	



## Download the Event Notification Patient Panel Upload File

To download the Patient Panel file template, *Administrators* must complete the following steps:

1. Click the **Event Notifications Tab** located in the blue Navigation Bar at the top of the screen.

Patient Search	Bookma	rked Patients	Event N	otifications 2	La	o Data Entry ~		Case Report Entry *
A Home								
Advisory: !@#\$%^&*0_+~{} []\`								Read More   View
				•				
			myDAS	HBOARD				
CK SEARCH								Q ADVANCED SEA
							_	
First Name		Last Name		Date Of Birth	n mm/dd/yyyy			₿ Search
BOOKMARKED PATIENTS	0			EVENT NOTIFICAT	IONS (PAST 72 H	OURS)		
BRADY, BOBBY		EVENT DATE	NOTIFICATION DATE	EVENT	FACILITY	NAME	AGE	ORGANIZATION USER
RADPAT, DEMOONE	0	12/27/2021 5:34:38 am	01/10/2022 7:26:27 pm	Results Ready for Review	MERCY	AMONETENV, TJANOVA K	24 years	Jane Doe (Jane.Doe@email.com)
SAVER, SUPER	0	09/01/2021 12:55:15 pm	01/10/2022 7:12:53 pm	KHIE contains suspected dr overdose information	ug MERCY	AMONETENV, TJANOVA K	24 years	Jane Doe (Jane.Doe@email.com)
HALL, JESSICA	G	01/10/2022 7:00:00 am	01/10/2022 8:16:36 am	Emergency Visit Overutilization	UKHC	BRADY,BOBBY	51 years	KHIE1 Prescriber (KHIE1.Prescriber@keups.net)

2. Click the **Upload Patients Tab**.

Harr	Patient Search		Bookmarked Patients	Event Notif	ications	_	Lab Data Entry •
	OTIFICATIONS						
IOWING	RECENT NOTIFICATIO	DNS	DELETED NOTIFICATIONS	MANAGE NC	DTIFICATIONS	UPI	OAD PATIENTS
		NOTIFICATION DATE	✓ EVENT	FACILITY +	NAME 🗢	AGE 🗘	ORGANIZATION USER
	02/16/2023 9:08:55 am	03/02/2023 9:46:57 am	Behavioral Health Admission	UKHC	JAY,PERAL	31 years	SIT Test_1 (khie_SIT_TEST_01@mailinato com)
	02/16/2023 9:08:55 am	03/02/2023 9:46:57 am	Hospital Admission	ИКНС	JAY,PERAL	31 years	SIT Test_1 (khie_SIT_TEST_01@mailinato com)
0	01/06/2023 8:08:55 am	02/28/2023 10:06:48 am	Abnormal A1c	AMOHAMMAD	MORA,PAT K	1 year	SIT Test_1 (khie_SIT_TEST_01@mailinato com)
	01/06/2023 8:08:55 am	02/28/2023 10:06:48 am	Possible Positive Test Result for COVID-19	AMOHAMMAD	MORA, PAT K	1 year	SIT Test_1 (khie_SIT_TEST_01@mailinato com)



- 3. The **Upload Patients** screen displays. The *Upload File* section on the left allows *Administrators* to download the Event Notification Patient Panel Upload file template.
- 4. To download the Patient Panel file template, click the hyperlink: *Event Notification Patient Panel Upload.csv*

REC	ENT NOTIFICATIONS	DELETED	NOTIFICATIONS	MANAGE	NOTIFICATIONS		UPLOAD PATIENTS
	L	Jpload File			Select No	otifications	
Acceptable File Form	Add Patients	O Dek	Patients	HOSPITAL ADMISSION     HOSPITAL DISCHARGE     EMERGENCY DEPARTMEN     EMERGENCY DEPARTMEN     BEHAVIORAL HEALTH ADI     BEHAVIORAL HEALTH DIS     HOSPITAL READMISSION	IT DISCHARGE MISSION CHARGE	SPECIALTY VISIT RESULTS READY F TOXICOLOGY SCF OVERUTILIZATION POSSIBLE POSITIC ABNORMAL A1C	REEN
UT LOAD	ED FILES LIST						
SHOWING 8 ITEMS ACTION		DATE UPLOADED	DATE PROCESSED	EVENT NOTIFICATIONS	STATUS	DOWNLOAD RESPONSE	USER
SHOWING 8 ITEMS		DATE UPLOADED         •           03/14/2022 08:12         •	DATE PROCESSED 4	EVENT NOTIFICATIONS	<b>STATUS</b> Partially Successful	DOWNLOAD	
sHOWING 8 ITEMS	FILE NAME Clinical Notification Patient List Upload Defect			Hospital Admission, Hospital Discharge, Ernergency Department Admission,		DOWNLOAD RESPONSE	USER G SIT Test_1 (khie_SIT_TEST_01@mailinato
SHOWING 8 ITEMS ACTION • Add Patients Delete	FILE NAME         Clinical Notification Patient           List Upload Defect         473960.csv           Clinical Notification Patient         List Upload Defect	03/14/2022 08:12	03/14/2022 08:17	Hospital Admission, Hospital Discharge, Ernergency Department Admission,	Partially Successful	COWNLOAD RESPONSE	USER SIT Test_1 (khie_SIT_TEST_01@mailinate r.com) SIT Test_1 (khie_SIT_TEST_01@mailinate

5. To open the downloaded template, click the **Download Icon** at the bottom left of the screen.

RECENT NOTIFICATIONS	DELETED NOTIFICATIONS	MANAGE NOTIFICATIONS	UPLOAD PATIENTS
Upload	File	Sele	ct Notifications
Browse Maximum upload file size should not exceed 5MB Acceptable File Format is .csv	O Delete Patients	HOSPITAL ADMISSION     HOSPITAL DISCHARGE     EMERGENCY DEPARTMENT ADMISSION     EMERGENCY DEPARTMENT DISCHARGE     BEHAVIORAL HEALTH ADMISSION     BEHAVIORAL HEALTH DISCHARGE     HOSPITAL READMISSION (OTHER FACILITY)	SPECIALTY VISIT  RESULTS READY FOR REVIEW  OUERUTILIZATION  OVERUTILIZATION  ABNORMAL A1C  LUpload Cance
UPLOADED FILES LIST			
	There is no	data to be displayed	



#### **Complete the Event Notification Patient Panel Upload File**

Once downloaded, complete the Patient Panel file template to include the required demographics for each patient on the list. Once completed, the Patient Panel file can be saved to your computer, renamed if desired, and then uploaded to the ePartnerViewer.

Auto	sSave 💽 🛱 🏷 र 🤄 😵 🗸 👻 Event Notif	ication Patient Panel Upload (2).csv	•	rch (Alt+Q)		·		_ œ − _ œ _×
File	Home Insert Draw Page Layout Formulas Data	Review View Help	Acrobat					모 Comments 🖻 Share
Paste	$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$	🗄 🛅 🛅 Merge & Center 🔻	Sensitivity Sensitivity Number	- Conditional Format as Formatting - Table - T	Bad Calculation Styles	Good Check Cell Unsert Delete Cells	Format	
A36	▼ : × √ fe							
00	onfidential \ No Additional Protection 🖌		Public	Confidential • High Risk Confidential •	Personal Information	n *		
	А	В	С	D	E	F	G H	1
1	Email address used to access ePartnerViewer	Patient Last Name	Patient First Name	Patient DOB(MM/DD/YYYY)	Patient Sex	Patient Street Address	Patient City Patient Sta	ate Patient Zipcode
2	khie_SIT_TEST_01@mailinator.com	Dectein	Julidec	8/10/1959	F	1201 Man O'War Drive	LEXINGTON KY	40325
3	khie_SIT_TEST_01@mailinator.com	Jason	Zaiden	8/2/2008	F	1364 MAN OWAR BVLD	Seneca KY	40812
4	khie_SIT_TEST_01@mailinator.com	Jane	Danyal	6/21/1985	M	PO Box 131	Danville KY	40484
5	khie_SIT_TEST_01@mailinator.com	Jackson	Milley	8/17/2016	F	254 WALLER BRANCH RD	LOUISA KY	41230
0	khie_SIT_TEST_01@mailinator.com	Kraus	Oblix	9/17/2012	M	254 WALLER BRANCH RD	LOUISA KY	41230
6		Kirby	lanis	2/14/1920	F	1364 MAN OWAR BVID	Lexington KY	40812
	khie_SIT_TEST_01@mailinator.com	KIRDV	Janis	2/14/19/0				

**Please Note:** There is no limit to the number of patients that can be uploaded at once. *Administrators* have the option to upload the entire list of patients for the organization on one Patient Panel file.

If you choose to upload a large volume of patients, you may ask your organization's IT Point of Contact to assist you. The sample template includes the patient demographics needed to trigger event notifications for your patients. Your IT Point of Contact should use these criteria to pull the information from your organization's EMR/EHR system. Once the list of patients has been retrieved and is in the required format, it can be uploaded to the KHIE system.

#### Enter Demographic Details for Each Patient

*Administrators* must enter demographic details for <u>each</u> patient added to the Patient Panel file by completing the following steps:

Save 💽 🌐 ヴィ 🤍 発 ィ マ Event Notif	cation Patient Panel Upload (2).csv 🝷	₽ Seat	rch (Alt+Q)					• -	o ×
Home         Insert         Draw         Page Layout         Formulas         Data $X$ Cut $X$ Cut<		Acrobat Sensitivity \$ ~ % \$	Conditional Format as     Normal	Bad	Good Check Cell	te Format	Sort & Find &	Comments	남 Share
Clipboard (5 Font (5 )		Sensitivity Number	rormatting v lable v	Styles	Ce	lis Clear	r * Filter × Select × Editing	Data Analysis	~
onfidential \ No Additional Protection 🖌	В	Public	Confidential • High Risk Confidential • D	Personal Information	F	G	н	1	×
Email address used to access ePartnerViewer	-	Patient First Name	Patient DOB(MM/DD/YYYY)					Patient Zip	code





#### 6. You are required to enter the **Patient's Last Name** and **First Name**.

1	A	В	С	D	E	F	G	Н
1	Email address used to access ePartnerViewer	Patient Last Name	Patient First Name	Patient DOB(MM/DD/YYYY)	Patient Sex	Patient Street Address	Patient City	Patient
2		Jackson	Milley					
3								
4 5								
	Please Note: The requ	ired fields (	on the Even	t Notification Pat	ient Par	nel file are incl	uded in	the
	•	vent Notifica						

#### 7. You are required to enter the **Patient's Date of Birth** in MM/DD/YYYY format.

В	С	D	E	F
Patient Last Name	Patient First Name	Patient DOB(MM/DD/YYYY)	Patient Sex	Patient Street Address
Jackson	Milley	08/17/2016		

#### 8. You are required to enter the **Patient Sex**.

В	С	D	E	F	G	H
Patient Last Name	Patient First Name	Patient DOB(MM/DD/YYYY)	Patient Sex	Patient Street Address	Patient City	Patient
Jackson	Milley	8/17/2016	F			

#### 9. You are required to enter the **Patient's Street Address**, **City**, **State**, and **Zip Code**.

С	D	E	F	G	Н	I	
Patient First Name	Patient DOB(MM/DD/YYYY)	Patient Sex	Patient Street Address	Patient City	Patient State	Patient Zipcode	
Milley	8/17/2016	F	254 WALLER BRANCH RD	LOUISA	КҮ	41230	
		-					-

# 10. Repeat the process of entering the **demographic details** for <u>each</u> patient until all patients have been added to the Event Notification Patient Panel Upload file.

1	A	В	С	D	E	F	G	Н	1
1	Email address used to access ePartnerViewer	Patient Last Name	Patient First Name	Patient DOB(MM/DD/YYYY)	Patient Sex	Patient Street Address	Patient City	Patient State	Patient Zipcode
2		Jackson	Milley	8/17/2016	F	254 WALLER BRANCH RD	LOUISA	кү	41230
3		Jane	Danyal	6/21/1985	м	PO Box 131	Danville	кү	40484
4									

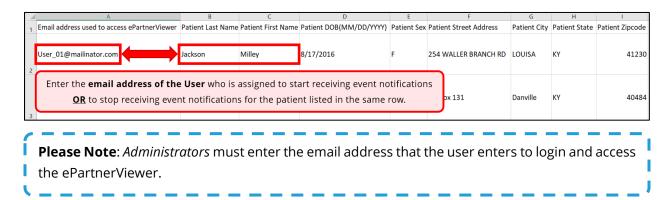


## Assign Users to Each Patient

Whether adding or deleting patients, *Administrators* are <u>required</u> to **assign a specific user to <u>EACH</u> patient** entered on the Patient Panel file.

To assign an associated user to **<u>each</u>** specific patient on the Patient Panel file, *Administrators* must complete the following steps:

11. Enter the **email address that the** *Clinical User* **uses to access the ePartnerViewer**. This allows the assigned user to start receiving event notifications for new patients or to stop receiving event notifications for existing patients.



12. Repeat the process of entering the appropriate **email address of the** *Clinical User* assigned to <u>each</u> patient on the Event Notification Patient Panel Upload file.

	A	В	C	D	E	F	G	Н	I
1	Email address used to access ePartnerViewer	Patient Last Name	Patient First Name	Patient DOB(MM/DD/YYYY)	Patient Sex	Patient Street Address	Patient City	Patient State	Patient Zipcode
	User_01@mailinator.com	Doe	Jane	<b>User 1</b> is assigned	d to start	<u>OR</u> stop receiving e	vent noti	fications fo	or <b>Jane Doe</b> .
2									
	User_02@mailinator.com	Smith	John	<b>User 2</b> is assigned	to start <u>s</u>	<u>OR</u> stop receiving ev	ent notifi	cations for	John Smith.
3									

## Upload the Event Notification Patient Panel File

To save the completed Patient Panel file to upload to the ePartnerViewer, *Administrators* must complete the following steps:

13. When the appropriate fields have been completed and all patients have an assigned user, click **File**, located at the top left of the Event Notification Patient Panel Upload file.

AutoSave 💽 🖫 🏷 イマー 発 🍷	Event Notification Patient Panel Upload (3).csv • Save	ed 🕶	🔎 Search	(Alt+Q)									
File Home Insert Draw Page Layout	Formulas Data Review View Help	Acrobat											
$\begin{array}{c c} & & & \\ & & & \\ & & \\ & & \\ & & \\ Paste \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ $	A^ A <sup>×</sup> = = = ⊗ <sup>*</sup> × 80 Wrap Text <u>A</u> × = = = = = = = ⊞ Merge & Center ×		• % 9 56			Normal Neutral	Bad Calculation	Good Check Cell	4	Insert Delete Form	J Fill 🗸	Sort & Filter ~ S	
Clipboard rs Font	r5a Alignment	5 Sensitivity	Number	is in the second	j iabre -	Stj	les			Cells	•	Editing	PERECT -
Confidential \ No Additional Protection     A     B     C     D     E	F G H I J	Public K L	Cor	nfidential +	High Risk Confi	dential - Pers	onal Information		U V	w	X Y	7	AA
1 Email add Patient La Patient Fil Patient D( Patient Sel		n t			-	4					~ 1	2	





## 14. Click Save As.

			Event Notification	atient Panel Upload (3).csv • Saved	I		·
©	Good afternoon					<u> </u>	
☆ Home	~ New						
New Open		Take a tour	Get started with Formulas	Make your first PivotTable	Population and the second seco	10 - 10 - 10 - 10 - 10 - 10 - 10 - 10 -	
Info Save	Blank workbook Team roster, schedule, and c	→ Welcome to Excel	fx Formula tutorial	PivotTable tutorial	Gantt project planner	Simple Gantt Chart	Weekly schedule planner
Save As							
Save as Adobe PDF	✓ Search						
Print	Recent Pinned Shared with Me						
Share	Name					Date modified	
Export	Xa						
Publish	Xa						
Close						1.0	

15. The *Save As* pop-up displays. To save the Event Notification Patient Panel Upload file, **Select CSV UTF-8 (Comma delimited)(\*.csv)** from the dropdown.

-		:M > Eve				U			vent Notifica	
Organize • New	w folde	er								· (?)
<ul> <li>3D Objects</li> <li>Desktop</li> <li>Documents</li> <li>Downloads</li> <li>Music</li> <li>Pictures</li> <li>Videos</li> <li>OSDisk (C:)</li> </ul>	^	Name		^				Date r	modified	
	~	<								>
File name:	Event	t Notificatio	n Patient Pa	inel Uploa	ad					$\sim$
Save as type:	CS	V UTF-8 (C	iomma de	limited)	(*.csv)					$\sim$
Authors:					Tags:	Add a	a tag			
<ul> <li>Hide Folders</li> </ul>					Тос	ols 🔻		Save	Car	ncel

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- 16. You have the option to change the file name of the Event Notification Patient Panel Upload file in the *File Name* field. For example, the file name could be: **User 1 Patient Panel Add\_04-01-2023**
- 17. To save the **Event Notification Patient Panel Upload.csv** on your computer, click **Save**.

Organize • New	w folder	III - 🥑
3D Objects	^ Name	Date modified
E Desktop		
Documents		
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🔩 OSDisk (C:)		
	~ <	>
File name:	Event Notification Patient Panel Upload_Add Patier	nts 1 🛛 🗸 🗸
Save as type:	CSV UTF-8 (Comma delimited) (*.csv)	~
Authors:	Tags: A	Add a tag
∧ Hide Folders	Tools	Save Cancel

18. On the **Upload Patients** screen, click **Browse** within the *Upload File* section to find and upload the completed Patient Panel.

KHIE   ePartnerViewe	r	🐸 Supp	ort 📢 Announcements 🚺 🌲 Advisories 🔕 🔒 SIT Test_1
Patient Search	Bookmarked Patients	Event Notifications	Lab Data Entry -
Home > Notifications			
RECENT NOTIFICATIONS	DELETED NOTIFICATIONS	MANAGE NOTIFICATIONS	UPLOAD PATIENTS
Upload	l File	Select	Notifications
Browse Maximum upload file size should not exceed SMB Acceptable File Format is .csv	<ul> <li>Delete Patients</li> </ul>	HOSPITAL ADMISSION     HOSPITAL DISCHARGE     EMERGENCY DEPARTMENT ADMISSION     EMERGENCY DEPARTMENT DISCHARGE     BEHAVIORAL HEALTH ADMISSION     BEHAVIORAL HEALTH DISCHARGE     HOSPITAL READMISSION (OTHER FACILITY)	SPECIALTY VISIT CRESULTS READY FOR REVIEW TOXICOLOGY SCREEN OVERUTILIZATION SOSSIBLE POSITIVE TEST RESULT FOR COVID-19 ABNORMAL A1C
Event Notification Patient Panel Upload.csv			<b>1</b> Upload Cancel
UPLOADED FILES LIST			



- 19. Select the completed **Event Notification Patient Panel Upload file**.
- 20. Click **Open** to enter your completed **Event Notification Patient Panel Upload file** into the *Upload File* section.

Patient	t Search	Bookmarked Patier	nts		Event Notifications	Lab Data Entry -
🖀 Home 🖒 Notifi	ìcations					
						×
	$\leftarrow \rightarrow \cdot \cdot \uparrow$ + > This P	℃ > Downloads				✓ ♥
RECEN	Organize • New folder					iii • □ <b>■ ②</b>
	<ul> <li>Team Lead Updates ^</li> <li>TEmplates</li> </ul>	Name	Date modified	Туре	Size	
Browse Maximum upload file sil Acceptable File Format i	<ul> <li>This PC</li> <li>3D Objects</li> <li>Desktop</li> <li>Documents</li> </ul>	<ul> <li>Event Notification Patient Panel Upload.</li> <li>A long time ago (2)</li> </ul>	csv	Microsoft Excel Cor	n 1 KB	
	<ul> <li>Downloads</li> <li>Music</li> <li>Pictures</li> </ul>					-19-19
Download Templat Event Notification I	Videos					Canc
UPLOADE	File name	Event Notification Patient Panel Upload.csv				Microsoft Excel Comma Separat      Open     Cancel
L						

21. Your completed **Event Notification Patient Panel Upload file** displays in the *Upload File* section.

ePartnerViewe	r		
Patient Search	Bookmarked Patients	Event Notifications	Lab Data Entry -
Home > Notifications			
NOTIFICATIONS			
RECENT NOTIFICATIONS	DELETED NOTIFICATIONS	MANAGE NOTIFICATIONS	UPLOAD PATIENTS
Upload	File	Select	t Notifications
Browse Event Notification Patient Panel Upload.csv	0	HOSPITAL ADMISSION     HOSPITAL DISCHARGE	SPECIALTY VISIT     RESULTS READY FOR REVIEW
laximum upload file size <b>should not exceed 5MB</b> cceptable File Format is .csv		EMERGENCY DEPARTMENT ADMISSION	
Add Patients	Delete Patients	EMERGENCY DEPARTMENT DISCHARGE	
	o belete Huterio	BEHAVIORAL HEALTH ADMISSION     BEHAVIORAL HEALTH DISCHARGE	POSSIBLE POSITIVE TEST RESULT FOR COVID-19 ABNORMAL A1C
		HOSPITAL READMISSION (OTHER FACILITY)	
Download Template			<b>≵</b> Upload Can
Event Notification Patient Panel Upload.csv			

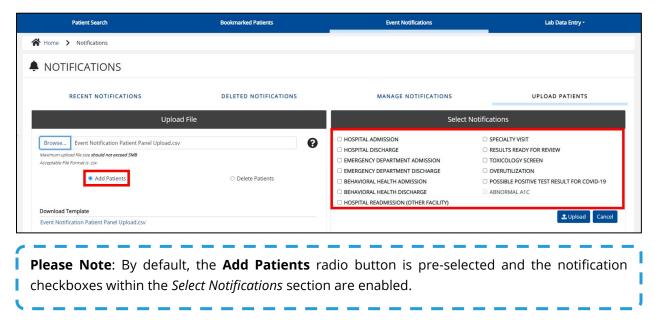


## Add Patients to a Clinical User's Patient Panel

When uploading the completed Event Notification Patient Panel Upload file to the ePartnerViewer, *Administrators* have the option to either add new patients <u>or</u> delete existing patients from a *Clinical User*'s patient panel in the ePartnerViewer.

To **add** a bulk list of new patients to a *Clinical User's* patient panel in the ePartnerViewer, *Administrators* must complete the following steps when uploading the Event Notification Patient Panel file:

- 22. Under the *Upload File* section, click **Add Patients**.
- 23. Under the *Select Notifications* section, select the **appropriate checkboxes** next to the event notification types that the *Clinical User* wishes to receive for each patient listed on the completed Patient Panel file.



24. Once the appropriate notification checkboxes have been selected under the *Select Notifications* section, click **Upload** to upload the completed Event Notification Patient Panel file.

RECENT NOTIFICATIONS	DELETED NOTIFICATIONS	MANAG	SE NOTIFICATIONS	UPLOAD PATIENTS
Upload File	2		Select N	Notifications
Browse Event Notification Patient Panel Upload.csv Maxmum upload file size <b>should not exceed SMB</b> Acceptable File Format is.csv Add Patients	O Delete Patients	HOSPITAL ADMISSION     HOSPITAL DISCHARGE     EMERGENCY DEPARTM     EMERGENCY DEPARTM     BEHAVIORAL HEALTH     BEHAVIORAL HEALTH     HOSPITAL READMISSIC	MENT ADMISSION MENT DISCHARGE ADMISSION DISCHARGE	SPECIALTY VISIT CRESULTS READY FOR REVIEW TOXICOLOGY SCREEN OVERUTILIZATION POSSIBLE POSITIVE TEST RESULT FOR COVID-19 ABNORMAL A1C
Download Template Event Notification Patient Panel Upload.csv				1 Upload Cancel
UPLOADED FILES LIST				





25. The *Upload Patients* pop-up displays showing the Patient Panel file was uploaded successfully. Click **OK** to proceed.

<b>HIE</b> ePartnerViewer		😂 Sup	port 📢 Announcements 👔 🌲 Advisories 🗿 😌 SIT Test
Patient Search	Bookmarked Patients	Event Notifications	Lab Data Entry +
Home > Notifications			
NOTIFICATIONS			
RECENT NOTIFICATIONS	DELETED NOTIFICATIONS	MANAGE NOTIFICATIONS	UPLOAD PATIENTS
Upload File	Upload Patients	× Select	t Notifications
Browse Event Notification Patient Panel Upload_Add Patient Assemum upload file size should net exceed SMB Acceptable File Formatic.cov	ts 1.csv File uploaded successfully		SPECIALTY VISIT RESULTS READY FOR REVIEW TOXICOLOGY SCREEN COVERUTILIZATION
Add Patients	<ul> <li>Delete Patients</li> </ul>	BEHAVIORAL HEALTH ADMISSION BEHAVIORAL HEALTH DISCHARGE HOSPITAL READMISSION (OTHER FACILITY)	OPENDITIESTING     POSSIBLE POSITIVE TEST RESULT FOR COVID-19     ABNORMAL ATC
Download Template Event Notification Patient Panel Upload.csv			L Upload Cancel

26. The *Uploaded Files List* section displays the recently uploaded Event Notification Patient Panel files. Once the Patient Panel file has been successfully processed, the *Clinical User*(s) will start receiving the selected event notification types for each patient on the bulk list.

SHOWING 10 ITEMS							CREFRESH TAPPLY FILTER
ACTION	FILE NAME	DATE UPLOADED \$	DATE PROCESSED \$	EVENT NOTIFICATIONS	STATUS +	DOWNLOAD	USER •
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 18:14		Hospital Admission, Hospital Discharge, Emergency Department Admission, Emergency Department Discharge, Behavioral Health Admission, Behavioral Health Discharge, Hospital Readmission (other facility, Speciality Visit, Results Ready for Review, Toxicology Szoabie Positive Test Result for CVID-19	Pending	Ł	SIT Test_1 (khie_SIT_TEST_01@mailinator.co m)
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 16:04	03/27/2023 16:06	Hospital Admission	Partially Successful	±	SIT Test_1 (khie_SIT_TEST_01@mailinator.co m)
	Clinical Notification Patient List Upload Defect 473960.csv	03/14/2022 08:12	03/14/2022 08:17		Partially Successful	±	SIT Test_1 (khle_SIT_TEST_01@mailinator.co m)
	Clinical Notification Patient List Upload Defect 473960.csv	03/14/2022 08:06	03/14/2022 08:07		Partially Successful	Ł	SIT Test_1 (khie_SIT_TEST_01@mailinator.co m)
	Clinical Notification Patient List Upload Template (4).csv	03/14/2022 08:03	03/14/2022 08:07		Partially Successful	Ł	SIT Test_1 (khie_SIT_TEST_01@mailinator.co m)

**Please Note**: After uploading the Event Notification Patient Panel file, *Administrators* can confirm that the assigned *Clinical User(s)* start receiving event notifications for the newly added patients.

\_ \_ \_ \_ \_ \_ \_ \_ \_



### Delete Existing Patients from a Clinical User's Patient Panel

Using the bulk upload template to delete existing patient(s) from a *Clinical User*'s patient panel in the ePartnerViewer, *Administrators* must complete the following steps when uploading the Event Notification Patient Panel file:

27. Under the *Upload File* section, click **Delete Patients**.

Patient Search	Bookmarked Patients	Event Notifications	Lab Data Entry +
Home > Notifications			
NOTIFICATIONS			
RECENT NOTIFICATIONS	DELETED NOTIFICATIONS	MANAGE NOTIFICATIONS	UPLOAD PATIENTS
Upload	File	Selec	t Notifications
Browse Event Notification Patient Panel Upload.csv Maximum upload file size should not exceed 5M8 Acceptable File Format is .cv O Add Patients Download Template Event Notification Patient Panel Upload.csv	Delete Patients	HOSPITAL ADMISSION     HOSPITAL DISCHARGE     EMERGENCY DEPARTMENT ADMISSION     EMERGENCY DEPARTMENT DISCHARGE     BEHAVIORAL HEALTH ADMISSION     BEHAVIORAL HEALTH DISCHARGE     HOSPITAL READMISSION (OTHER FACILITY)	SPECIALTY VISIT RESULTS READY FOR REVIEW TOXICOLOGY SCREEN VIERUITUIZATION SOURCE ABNORMAL AIC Cancel Cancel
Please Note: Upon click and the event notification notifications in this case notifications for the patie	checkboxes will be di because the assign	sabled. The <i>Administrato</i> ed user no longer wan	<i>r</i> will <u>not</u> select any event ts to receive any event

28. Under the *Select Notifications* section, click **Upload** to upload the completed Event Notification Patient Panel file.

\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Upload File	Select Notifications
Ownee:         Event Notification Patient Panel Upload.csv         Image: State	
Add Patients     Add Patients     Add Patients     Add Patients     Add Patients     BeHavioraL HEALTH A     BEHAvioraL HEALTH A     BEHAvioraL HEALTH C     HOSPITAL READMISSIO	GE     RESULTS READY FOR REVIEW       RTMENT ADMISSION     TOXICOLOGY SCREEN       RTMENT DISCHARGE     OVERUTILIZATION       FH ADMISSION     POSSIBLE POSITIVE TEST RESULT FOR COVID       FH DISCHARGE     ABNORMAL A1C
ent Notification Patient Panel Upload.csv	





29. The *Upload Patients* pop-up displays indicating the file was uploaded successfully. Click **OK** to proceed.

RECENT NOTIFICATIONS	DELETED NOTIFICATIONS	MANAGE NOTIFICATIONS	UPLOAD PATIENTS
Upload	l File	Sele	ct Notifications
Browsc Event Notification Patient Panel Upload_Add Maximum upload file size should not exceed 5MB Acceptable Format is.csv	Patients 1.csv Upload Patients	HOSPITAL ADMISSION	
Add Patients	File uploaded successfully  Dele	DISCHARGE SSION HARGE	OVERUTILIZATION  OSSIBLE POSITIVE TEST RESULT FOR COVID-19  ABNORMAL A1C
Download Template		THER FACILITY)	
Event Notification Patient Panel Upload.csv			t Upload Cancel
UPLOADED FILES LIST			

30. The *Uploaded Files List* section displays the recently uploaded Patient Panel file. Once the Patient Panel file has been successfully processed, the *Clinical User*(s) will stop receiving event notifications for each patient deleted from their patient panel.

UPLOADE	D FILES LIST									
SHOWING 11 ITEMS										
ACTION \$	FILE NAME	DATE UPLOADED	DATE PROCESSED \$	EVENT NOTIFICATIONS \$	<u>STATUS</u> \$	DOWNLOAD RESPONSE	USER 🗢			
Delete Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 18:28			Pending	*	SIT Test_1 (khie_SIT_TEST_01@mailinato r.com)			
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 18:14	03/27/2023 18:16	Hospital Admission, Hospital Discharge, Emergency Department Admission, Emergency Department Discharge, Behavioral Health Admission, Behavioral Health Discharge, Hospital Readmission (other facility), Specialty Visit, Results Ready for Review, Toxicology Screen, Overrutilization, Possible Positive Test Result for COVID-19	Partially Successful	L	SIT Test_1 (khie_SIT_TEST_01@mailinato r.com)			
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 16:04	03/27/2023 16:06	Hospital Admission	Partially Successful	±	SIT Test_1 (khie_SIT_TEST_01@mailinato r.com)			
	Clinical Notification Patient List Upload Defect 473960.csv	03/14/2022 08:12	03/14/2022 08:17		Partially Successful	±	SIT Test_1 (khie_SIT_TEST_01@mailinato r.com)			

Please Note: After uploading the Event Notification Patient Panel file, *Administrators* can confirm
that the assigned *Clinical User(s)* stop receiving event notifications for the patient(s) who were
deleted.

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**Please Note**: The Event Notification Patient Panel Upload file must meet the following criteria. If the Event Notification Patient Panel Upload file does <u>**not**</u> meet the criteria, the following errors will display when uploading the file:

- 1. The Event Notification Patient Panel Upload file must be a .csv file type.
- If the file is not a .csv file type, the following error message displays: "*Invalid file type uploaded*, *please upload a .csv file.*"
- 2. The Event Notification Patient Panel Upload file must be under five (5) megabytes (MB) in size.
- If the file exceeds five (5) MBs, the following error displays: "Uploaded file exceeds the size limit of 5mb, please upload another file."
- 3. The file name of the Event Notification Patient Panel Upload file must be under 100 characters.
- If the file name is over 100 characters, the following error displays: *"The file name cannot exceed 100 characters, please name it appropriately."*
- 4. The Event Notification Patient Panel Upload file must retain the defined headers (i.e., *Email Address used to access ePartnerViewer, Patient Last Name*, etc.) in the correct order.
- If the headers are not in the correct order, the following error displays: *"Invalid file uploaded, please upload a valid file."*

	ATIONS						
R	ECENT NOTIFICATIONS	DELETED	NOTIFICATIONS	MANAGE N	OTIFICATIONS		UPLOAD PATIENTS
	i.	Jpload File			Select Notifica	itions	
Browse Eve Maximum upload file Acceptable File Forma Download Temple Event Notification	oaded, please upload a valid file int Notification Patient Panel Upload.csv size should not exceed SMB is .cv O Add Patients		ete Patients	HOSPITAL ADMISSION     HOSPITAL DISCHARGE     EMERGENCY DEPARTMENT AD     EMERGENCY DEPARTMENT DIS     EMANORAL HEALTH ADMISSI     BEHAVIORAL HEALTH DISCHAF     HOSPITAL READMISSION (OTH	MISSION 0 T SCHARGE 0 C ION 0 F RGE 0 A	EPECIALTY VISIT RESULTS READY FOR TOXICOLOGY SCREED JVERUTILIZATION POSSIBLE POSITIVE T BBNORMAL A1C	
SHOWING 10 ITEMS							CREFRESH TAPPLY FILTER
ACTION	FILE NAME	DATE UPLOADED	DATE PROCESSED +	EVENT NOTIFICATIONS	STATUS +	DOWNLOAD	USER \$
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 18:14		Hospital Admission. Hospital Discharge, Emergency Department Admission. Emergency Department Discharge, Behavioral Health Admission. Behavioral Health Discharge, Hospital Readmission (other facility). Specialty Visit, Results Readv for Review.	Pending	*	SiT Test_1 (khle_SiT_TEST_01@mailinator.co m)



# 4 Review Uploaded Event Notification Patient Panel Files

*Administrators* can review a previously uploaded file from the *Uploaded Files List* section on the **Upload** File screen. The *Uploaded Files List* displays the Event Notification Patient Panel files that have been previously uploaded.

- <u>~</u>	ePartnerVie						
Pat	ient Search	Bookm	arked Patients	Event No	tifications		Lab Data Entry •
Home <b>&gt;</b> N	lotifications			_			
NOTIFIC	CATIONS						
REC	ENT NOTIFICATIONS	DELET	TED NOTIFICATIONS	MANAGE	NOTIFICATIONS		UPLOAD PATIENTS
		Upload File			Select I	Notifications	
owse mem upload file size shou prable Rie Romat is .cov miload Template nt Notification Patient	<ul> <li>Add Patients</li> <li>Panel Upload.csv</li> </ul>		Delete Pasients	HOSPITAL RADMISSION     HOSPITAL RADMISSION     HORPERAY OF ARTINENT ADMISSION     EMERGENCY OF ARTINENT ADMISSION     EMERGENCY OF ARTINENT DISCHARE     BEHAVIORAL HEALTH DISCHARE     HOSPITAL READMISSION (DTHER FAC	GE	SPECIALTY VISIT  RESULTS READY FOR RE  TOXICOLOGY SCREEN  OVERUTILIZATION  OSSIBLE POSTIVE TEST  ABNORMAL A1C	
PLOADED F	ILES LIST						CREFRESH TAPPLY FIL
HOWING		DATE UPLOADED	DATE PROCESSED	EVENT NOTIFICATIONS	STATUS		Ø REFRESH ▼ APPLY FILT
SHOWING 11 ITEMS ACTION ©		DATE UPLOADED 03/27/2023 18-28	DATE PROCESSED	EVENT NOTIFICATIONS	<b>STATUS</b> Pending	DOWNLOAD     RESPONSE	
ACTION	FILE NAME		DATE PROCESSED     O3/27/2023 18:16	EVENT NOTIFICATIONS     EVENT NOTIFICATIONS     Hospital Admission, Hospital     Discharge, Emergency     Department, Admission,     Emergency Department     Discharge, Behavioral Health     Admission, Behavioral Health     Discharge, Hospital Readmission     (other facility, Speciality Visit,     Results Ready for Review,     Toxicology Screen,     Overutification, Possible Positive     Test Result for COVID-19		RESPONSE	USER SiTTest_1 (khie_SIT_TEST_01@mailinato m) SiTTest_1
SHOWING 11 ITEMS ACTION \$	FILE NAME         •           Event Notification Patient Panel         Upload_Add Patients 1.csv           Event Notification Patient Panel         Event Notification Patient Panel	03/27/2023 18-28		Hospital Admission, Hospital Discharge, Emergency Department Admission, Emergency Department Discharge, Behavioral Health Admission, Behavioral Health Discharge, Hospital Readmission (other facility, Specialty Visit, Results Ready for Review, Toxicology Screen, Overvuitilation, Possible Positive	Pending	RESPONSE	USER SiT Test_1 (khie_SiT_TEST_01@mailinato m) SiT Test_1 (khie_SiT_TEST_01@mailinato
Action  Collecte Patients	FILE NAME     Control       Event Notification Patient Panel Upload_Add Patients 1.csv     Event Notification Patient Panel       Event Notification Patient S 1.csv     Event Notification Patient Panel	03/27/2023 18:28	03/27/2023 18:16	Hospital Admission, Hospital Discharge, Emergency Department Admission, Emergency Department Discharge, Behavioral Health Admission, Behavioral Health Discharge, Hospital Readmission (other facility, Specialty Vist, Results Ready for Review, Toxicology Screen, Overculitation, Possible Positive Test Result for COVID-19 Hospital Admission, Hospital Discharge, Emergency	Pending Partially Successful	LESPONSE	USER SIT Test_1 (khle_SIT_TEST_01@mailinato m) SIT Test_1 (khle_SIT_TEST_01@mailinato m) SIT Test_1 (khle_SIT_TEST_01@mailinato



## **Uploaded Files List Enhancements**

The *Uploaded Files List* section on the **Upload Patients** screen allows *Administrators* to easily review the details of previously uploaded Event Notification Patient Panel files.

- 1. The *Uploaded Files List* section includes the *Action* column, the *Event Notifications* column, and the *Download Response* column.
- The *Action* column indicates whether the *Administrator* clicked the **Add Patients** or the **Delete Patients** radio button when uploading the Patient Panel file.
- The *Event Notifications* column displays the selected event notifications that the assigned user(s) will receive for the patient(s) listed on the Patient Panel file.
- The *Download Response* column provides the option to download a previously uploaded Patient Panel file that has been fully processed. This file contains the processing status to indicate whether the uploaded Patient Panel file was successfully processed or not.

SHOWING 11 ITEMS									
ACTION \$	FILE NAME 0	DATE UPLOADED \$	DATE PROCESSED \$	EVENT NOTIFICATIONS \$	STATUS	DOWNLOAD RESPONSE	USER		
Delete Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 18:28			Pending	ż	SIT Test_1 (khie_SIT_TEST_01@mailinator.co m)		
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 18:14	03/27/2023 18:16	Hospital Admission, Hospital Discharge, Emergency Department Admission, Emergency Department Discharge, Behavioral Health Admission, Behavioral Health Discharge, Hospital Readmission (other Gality), Specially Visit, Results Ready for Review, Tosicology Screen, Tosicology Screen, Test Result for COVID-19	Partially Successful	٤	SiT Test_1 (khie_SiT_TEST_01@mailinator.cr m)		
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 16:04	03/27/2023 16:06	Hospital Admission, Hospital Discharge, Emergency Department Admission	Partially Successful	٤	SIT Test_1 (khie_SIT_TEST_01@mailinator.co m)		
Delete Patients	Clinical Notification Patient List Upload Defect 473960.csv	03/14/2022 08:12	03/14/2022 08:17		Partially Successful	٤	SIT Test_1 (khie_SIT_TEST_01@mailinator.co m)		
Add Patients	Clinical Notification Patient List Upload Defect 473960.csv	03/14/2022 08:06	03/14/2022 08:07	Hospital Admission, Hospital Discharge, Emergency Department Admission	Partially Successful	*	SIT Test_1 (khie_SIT_TEST_01@mailinator.co m)		

2. The *Uploaded Files List* section includes the *Status* hyperlink. Upon clicking the hyperlink, a popup displays the descriptions of each processing status.

JPLOAD	ED FILES LIST						
SHOWING 8 ITEMS						:	CREFRESH APPLY FILTER
ACTION \$	FILE NAME	DATE UPLOADED	DATE PROCESSED	EVENT NOTIFICATIONS	<u>STATUS</u>	DOWNLOAD RESPONSE	USER \$
Add Patients	Clinical Notification Patient List Upload Defect 473960.csv	03/14/2022 08:12		Hospital Admission, Hospital Discharge, Emergency Department Admission, Specialty Visit	Pending	Ł	SIT Test_1 (khie_SIT_TEST_01@mailinato r.com)



## Event Notifications Patient Panel Bulk Uploads User Guide\_2023-04-04\_v1.0



SHOWING				A	
TTTENIS		PROCESSING STATUS	PROCESS STATUS DESCRIPTION		
ACTION 🗘	FILE	Successful	The Patient Panel List was successfully processed. • Event notifications will be generated for patient(s) included on this Patient Panel List.		÷
Delete Patients	Even Patie Uplo 1.csv	Partially Successful	Not all patients on this Patient Panel List were processed successfully. Some of the patient records were <b>not</b> processed successfully. Event notifications will be generated only for the patient records that were processed successfully. • Event notifications will <b>not</b> be generated for the patient record(s) that were not processed completely.		st_1 SIT_TEST_01@m or.com)
		Pending	<ul> <li>The Patient Panel List has <u>not</u> yet been fully processed.</li> <li>Event notifications will <u>not</u> be generated for the patients on this Patient Panel List until the file has been processed successfully.</li> </ul>		
Add Patients	Even Patie Uplo 1.csv	Unsuccessful	The Patient Panel List does <u>not</u> meet the defined file structure or contains errors and could <u>not</u> be processed successfully. This means that <i>none</i> of the patient records on the Patient Panel List were processed successfully. • Event notifications will <u>not</u> be generated for <i>any</i> patients on this Patient Panel List.		st_1 SIT_TEST_01@m .or.com)

## **Processing Status of Uploaded Event Notification Patient Panel Files**

3. The *Status* column in the *Uploaded Files List* section displays the processing status of previously uploaded Patient Panel files.

showing 11 ITEMS									
ACTION \$	FILE NAME	DATE UPLOADED \$	DATE PROCESSED \$	EVENT NOTIFICATIONS +	STATUS •	DOWNLOAD RESPONSE	USER		
Delete Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 18:28			Pending	*	SIT Test_1 (khie_SIT_TEST_01@mailinator.co m)		
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 18:14	03/27/2023 18:16	Hospital Admission, Hospital Discharge, Emergency Department Admission, Emergency Department Discharge, Behavioral Health Discharge, Hospital Readmission (other facility, Specialty Visit, Results Ready for Review, Toxicology Screen, Overutilization, Possible Positive Test Result for COVID-19	Successful	ż	SiT Test_1 (khie_SiT_TEST_01@mailinator.c m)		
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 16:04	03/27/2023 16:06	Hospital Admission, Hospital Discharge, Emergency Department Admission	Partially Successful	±	SIT Test_1 (khie_SIT_TEST_01@mailinator.c m)		
Delete Patients	Clinical Notification Patient List Upload Defect 473960.csv	03/14/2022 08:12	03/14/2022 08:17		Unsuccessful	±	SIT Test_1 (khie_SIT_TEST_01@mailinator.c m)		
Add Patients	Clinical Notification Patient List Upload Defect 473960.csv	03/14/2022 08:06	03/14/2022 08:07	Hospital Admission, Hospital Discharge, Emergency Department Admission	Successful	±	SIT Test_1 (khie_SIT_TEST_01@mailinator.c m)		



The table below defines the four (4) processing statuses relating to previously uploaded Event Notification Patient Panel files:

Processing Status	Process Status Description
Successful	<ul> <li>The Patient Panel List was successfully processed.</li> <li>Event notifications will be generated for patient(s) included on this Patient Panel List.</li> </ul>
Partially Successful	<ul> <li>Not all patients on this Patient Panel List were processed successfully.</li> <li>Some of the patient records were <b>not</b> processed successfully. Event notifications will be generated only for the patient records that were processed successfully.</li> <li>Event notifications will <b>not</b> be generated for the patient record(s) that were not processed completely.</li> </ul>
Pending	<ul> <li>The Patient Panel List has <u>not</u> yet been fully processed.</li> <li>Event notifications will <u>not</u> be generated for the patients on this Patient Panel List until the file has been processed successfully.</li> </ul>
Unsuccessful	<ul> <li>The Patient Panel List does <u>not</u> meet the defined file structure or contains errors and could <u>not</u> be processed successfully. This means that <i>none</i> of the patient records on the Patient Panel List were processed successfully.</li> <li>Event notifications will <u>not</u> be generated for <i>any</i> patients on this Patient Panel List.</li> </ul>

• When uploading the Patient Panel file, the *Uploaded Files List* section displays the **Pending** Status until the file uploaded has been fully processed.

UPLOADE	D FILES LIST								
SHOWING 12 ITEMS									
ACTION \$	FILE NAME	DATE UPLOADED \$	DATE PROCESSED \$	EVENT NOTIFICATIONS \$	STATUS \$	DOWNLOAD RESPONSE	USER		
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	04/04/2023 14:58		Hospital Admission, Hospital Discharge, Emergency Department Admission, Emergency Department Discharge, Behavioral Health Admission, Behavioral Health Discharge, Hospital Readmission (other facility)	Pending	*	SIT Test_1 (khie_SIT_TEST_01@mailinat r.com)		
Delete Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 18:28	03/27/2023 18:31		Partially Successful	÷	SIT Test_1 (khie_SIT_TEST_01@mailina r.com)		
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 18:14	03/27/2023 18:16	Hospital Admission, Hospital Discharge, Emergency Department Admission, Emergency Department Discharge, Behavioral Health Admission, Behavioral Health Discharge, Hospital Readmission (other facility), Specialty Visit, Results Ready	Partially Successful	Ł	SIT Test_1 (khie_SIT_TEST_01@mailinat r.com)		



i



• Once the Patient Panel file has been processed successfully, the *Uploaded Files List* section displays the *Successful* Status.

JPLOADE	D FILES LIST									
SHOWING 12 ITEMS										
ACTION \$	FILE NAME \$	DATE UPLOADED	DATE PROCESSED	¢	EVENT NOTIFICATIONS \$	STATUS \$	DOWNLOAD RESPONSE	USER \$		
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	04/04/2023 14:58	04/04/2023 15:00		Hospital Admission, Hospital Discharge, Emergency Department Admission, Emergency Department Discharge, Behavioral Health Admission, Behavioral Health Discharge, Hospital Readmission (other facility)	Successful	Ł	SIT Test_1 (khie_SIT_TEST_01@mailinato r.com)		
Delete Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 18:28	03/27/2023 18:31			Partially Successful	±	SIT Test_1 (khie_SIT_TEST_01@mailinato r.com)		

**Please Note:** On the **Manage Notifications** screen, when the uploaded Event Notification Patient Panel file has been successfully processed, each patient name from the Patient Panel file will automatically display under the assigned user's *Existing Patients*.

	IFICATIONS	DELET	ED NOTIFICATIONS	_	MANAGE NOTIFICAT	IONS	UPLOAD PA	TIENTS
SELECT A U SIT Test_1 (khie_SIT_TEST Retrieve	USER FROM TH	IE LIST						
Jser Preferenc	es:							
USER NAME	HOSPITAL ADMISSION	HOSPITAL DISCHARGE	EMERGENCY DEPARTMENT ADMISSION	EMERGENCY DEPARTMENT DISCHARGE	BEHAVIORAL HEALTH ADMISSION	BEHAVIORAL HEALTH DISCHARGE	HOSPITAL READMISSION (OTHER FACILITY)	SPECIALTY VISIT
SIT Test_1 (khie_SIT_TEST_01@ma ilinator.com)				12				
4	_				_		Edit	User Preferences
Existing Patient	pr	ocessed, each	patient name	from the uplo	Upload file has baded Patient P h the <b>Manage N</b>	anel file will d	fully isplay	
	pr	ocessed, each	patient name	from the uplo	oaded Patient P	anel file will d	fully isplay	HOSPITAL
SHOWING 21 ITEMS	pr un	ocessed, each der the assign	patient name ed user's <i>Exist</i>	e from the uplo ing Patients or	aded Patient P the <b>Manage N</b>	anel file will di lotifications s	fully isplay screen.	HOSPITAL READMISSION (
21 ITEMS	USER NAME SIT Test_1 (khie_SIT_TEST_01@ma	ocessed, each der the assign HOSPITAL ADMISSION	patient name ed user's <i>Exist</i>	e from the uplo ing Patients or	baded Patient P the <b>Manage N</b> DISCHARGE	anel file will di lotifications s	fully isplay screen. bischarge	HOSPITAL READMISSION ( FACILITY)
SHOWING 21 ITEMS PATIENT NAME MILEY JACKSON	USER NAME SIT Test_1 (khie_SIT_TEST_01@ma ilinator.com) SIT Test_1 (khie_SIT_TEST_01@ma	OCCESSED, Each der the assign HOSPITAL ADMISSION	patient name ed user's <i>Exist</i>	from the uplo ing Patients or Operation	Department DEPARTMENT DISCHARGE	anel file will d lotifications s	fully isplay screen. bischarge	HOSPITAL READMISSION ( FACILITY)

Event Notifications Patient Panel Bulk Uploads in the ePartnerViewer



• If only some of the patients on the Patient Panel file have been processed successfully, the *Uploaded Files List* section displays the *Partially Successful* Status. Event notifications will be generated only for the patients processed successfully.

JPLOADE	D FILES LIST						
SHOWING 12 ITEMS							<b>CREFRESH T</b> APPLY FILTER
ACTION \$	FILE NAME \$	DATE UPLOADED	DATE PROCESSED \$	EVENT NOTIFICATIONS \$	STATUS +	DOWNLOAD RESPONSE	USER
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	04/04/2023 14:58	04/04/2023 15:00	Hospital Admission, Hospital Discharge, Emergency Department Admission, Emergency Department Discharge, Behavioral Health Admission, Behavioral Health Discharge, Hospital Readmission (other facility)	Partially Successful	¥	SIT Test_1 (khie_SIT_TEST_01@mailinato r.com)
Delete Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 18:28	03/27/2023 18:31		Partially Successful	±	SIT Test_1 (khie_SIT_TEST_01@mailinato r.com)

• If the Patient Panel file does <u>not</u> meet the defined file structure or contains errors and could <u>not</u> be processed successfully, the *Uploaded Files List* section displays the *Unsuccessful* Status.

SHOWING 12 ITEMS						ŕ	CREFRESH TAPPLY FILTER
ACTION \$	FILE NAME	DATE UPLOADED \$	DATE PROCESSED \$	EVENT NOTIFICATIONS	STATUS +	DOWNLOAD RESPONSE	USER
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	04/04/2023 14:58	04/04/2023 15:00	Hospital Admission, Hospital Discharge, Emergency Department Admission, Emergency Department Discharge, Behavioral Health Admission, Behavioral Health Discharge, Hospital Readmission (other facility)	Unsuccessful	Ł	SIT Test_1 (khie_SIT_TEST_01@mailinat r.com)
Delete Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 18:28	03/27/2023 18:31		Partially Successful	±	SIT Test_1 (khie_SIT_TEST_01@mailinat r.com)
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 18:14	03/27/2023 18:16	Hospital Admission, Hospital Discharge, Emergency Department Admission, Emergency Department Discharge, Behavioral Health Admission, Behavioral Health Discharge, Hospital Readmission (other facility), Specialty Vist, Results Ready for Review, Toxicology Screen, Overutilization, Possible Positive Test Result for COVID-19	Partially Successful	٤	SIT Test_1 (khie_SIT_TEST_01@mailinat r.com)





## **Filter Previously Uploaded Event Notification Patient Panel Files**

1. To search for a specific previously uploaded Event Notification Patient Panel Upload file, click Apply Filter.

iowing 1 ITEMS									
ACTION \$	FILE NAME	DATE UPLOADED \$	DATE PROCESSED \$	EVENT NOTIFICATIONS +	STATUS -	DOWNLOAD	USER +		
Delete Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 18:28			Pending	*	SIT Test_1 (khie_SIT_TEST_01@mailinator.co m)		
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 18:14	03/27/2023 18:16	Hospital Admission, Hospital Discharge, Emergency Department Admission, Emergency Department Discharge, Behavioral Health Admission, Behavioral Health Discharge, Hospital Readmission (other Facility), Specially Wist, Results Ready for Beview, Toxicology Screen, Overutilization, Possible Positive Test Result for COVID-19	Partially Successful	Ł	SiTTest_1 (thie_SIT_TEST_01@mailinator.co m)		
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 16:04	03/27/2023 16:06	Hospital Admission, Hospital Discharge, Emergency Department Admission	Partially Successful	٤	SIT Test_1 (khie_SIT_TEST_01@mailinator.co m)		
Delete Patients	Clinical Notification Patient List Upload Defect 473960.csv	03/14/2022 08:12	03/14/2022 08:17		Partially Successful	±	SIT Test_1 (khie_SIT_TEST_01@mailinator.co m)		

2. The Filter fields display. Search by entering the Action, File Name, Date Uploaded, Date Processed, *Event Notifications, Status*, and/or the *User* in the corresponding Filter fields.

ACTION 0	FILE NAME Content of the Name	All v	All ~	EVENT NOTIFICATIONS Enter Event Notifications	STATUS •	DOWNLOAD RESPONSE	USER Enter User
Delete Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 18:28			Pending	A	SIT Test_1 (khie_SIT_TEST_01@mailinator.co m)
Add Patients	Event Notification Patient Panel Upload_Add Patients 1:csv	03/27/2023 18:14	03/27/2023 18:16	Hospital Admission, Hospital Discharge, Emergency Department Admission, Emergency Department Discharge, Behavioral Health Admission, Behavioral Health Discharge, Hospital Readmission (other facility, Specially Visit, Results Ready for Review, Toxicology Szcensin, Possible Test, Result for Colb-19	Partially Successful		SrT Test_1 (khie_SrT_TEST_01@mailinator.o m)
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 16:04	03/27/2023 16:06	Hospital Admission, Hospital Discharge, Emergency Department Admission	Partially Successful		SIT Test_1 (khie_SIT_TEST_01@mailinator.co m)
Delete Patients	Clinical Notification Patient List Upload Defect 473960.csv	03/14/2022 08:12	03/14/2022 08:17		Partially Successful	±	SIT Test_1 (khie_SIT_TEST_01@mailinator.co m)
Add Patients	Clinical Notification Patient List Upload Defect 473960.csv	03/14/2022 08:06	03/14/2022 08:07	Hospital Admission, Hospital Discharge, Emergency Department Admission	Partially Successful		SIT Test_1 (khie_SIT_TEST_01@mailinator.co m)
		First	Back 1 2 3 Next Last				Maximum 5 + entries per p

Administrators within your organization.



## Download Previously Uploaded Event Notification Patient Panel Files

Administrators can view the status of a previously uploaded Event Notification Patient Panel file on the **Upload Patients** screen. The *Uploaded Files List* section provides the option to download a previously uploaded Patient Panel file that has been fully processed. This file contains the **Success** or **Error** status to indicate whether the uploaded Patient Panel file was successfully processed or not. If the processing status is listed as **Unsuccessful**, Administrators can download the file to view the reason(s) the individual patient(s) had errors.

• The file with the *Unsuccessful* status includes the details of the error on the previously uploaded Event Notification Patient Panel file.

	D FILES LIST						
SHOWING 12 ITEMS						é	REFRESH TAPPLY FILTER
ACTION \$	FILE NAME \$	DATE UPLOADED	DATE PROCESSED	EVENT NOTIFICATIONS +	STATUS ÷	DOWNLOAD RESPONSE	USER
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	04/04/2023 14:58		Hospital Admission, Hospital Discharge, Emergency Department Admission, Emergency Department Discharge, Behavioral Health Admission, Behavioral Health Discharge, Hospital Readmission (other facility)	Pending	*	SIT Test_1 (khie_SIT_TEST_01@mailinate r.com)
Delete Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 18:28	03/27/2023 18:31		Unsuccessful	4	SIT Test_1 (khie_SIT_TEST_01@mailinat r.com)
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	04/04/2023 14:58	04/04/2023 15:00	Hospital Admission, Hospital Discharge, Emergency Department Admission, Emergency Department Discharge, Behavioral Health Admission, Behavioral Health Discharge, Hospital Readmission (other facility)	Successful	Ł	SIT Test_1 (khie_SIT_TEST_01@mailinat r.com)
Delete Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 18:28	03/27/2023 18:31		Partially Successful	±	SIT Test_1 (khie_SIT_TEST_01@mailinat r.com)
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 18:14	03/27/2023 18:16	Hospital Admission, Hospital Discharge, Emergency Department Admission, Emergency Department Discharge, Behavioral Health Admission, Behavioral Health Discharge, Hospital Readmission (other facility), Specialty Visit, Results Ready for Review, Toxicology Screen, Overutilization, Possible Positive Test Result for COVID-19	Partially Successful	ż	SiT Test_1 (khie_SIT_TEST_01@mailinate r.com)

To download a previously uploaded Patient Panel file, complete the following steps:

- 1. Navigate to the *Uploaded Files List* section on the **Upload Patients** screen.
- 2. Click the **Download Icon** under the *Download Response* column next to the appropriate file.

ACTION \$	FILE NAME 🗘	DATE UPLOADED \$	DATE PROCESSED \$	EVENT NOTIFICATIONS \$	STATUS \$	DOWNLOAD RESPONSE	USER 🗘
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	04/04/2023 14:58	04/04/2023 15:00	Hospital Admission, Hospital Discharge, Emergency Department Admission, Emergency Department Discharge, Behavioral Health Admission, Behavioral Health Discharge, Hospital Readmission (other facility)	Unsuccessful	Ł	SIT Test_1 (khie_SIT_TEST_01@mailinato r.com)



l



Please Note: *Administrators* cannot download the files for uploaded Patient Panel files that have <u>not</u> been fully processed. The **Download Icon** is grayed out and disabled for Patient Panel files marked as *Pending*.

UPLOADE	D FILES LIST										
SHOWING 11 ITEMS	SHOWING 11 ITEMS										
ACTION \$	FILE NAME	DATE UPLOADED	DATE PROCESSED	EVENT NOTIFICATIONS	<u>STATUS</u> +	DOWNLOAD	USER +				
Enter Action	Enter File Name	All	All 🗸	Enter Event Notifications	Enter Status	RESPONSE	Enter User				
Delete Patients	Event Notification Patient Panel-Delete Patients.csv	03/20/2023 18:28			Pending	*	SIT Test_1 (khie_SIT_TEST_01@mailinator.co m)				
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/18/2023 18:14	03/18/2023 18:16	Hospital Admission, Hospital Discharge, Emergency Department Admission, Emergency Department Discharge, Behavioral Health Admission, Behavioral Health Discharge, Hospital Readmission (other facility, Specialty Visit, Results Ready for Review, Toxicology Screen, Overutilization, Possible Positive Test Result for COVID-19	Unsuccessful	4	SIT Test_1 (khie_SIT_TEST_01@maillinator.co m)				
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/17/2023 12:15	03/17/2023 12:20	Hospital Admission, Hospital Discharge, Emergency Department Admission	Partially Successful	Ł	SIT Test_1 (khie_SIT_TEST_01@mailinator.co m)				
Delete Patients	Clinical Notification Patient List Upload Defect 473960.csv	03/14/2022 08:12	03/14/2022 08:17		Unsuccessful	Ł	SIT Test_1 (khie_SIT_TEST_01@mailinator.co m)				
Add Patients	Clinical Notification Patient List Upload Defect 473960.csv	03/14/2022 08:06	03/14/2022 08:07	Hospital Admission, Hospital Discharge, Emergency Department Admission	Partially Successful	Ł	SIT Test_1 (khie_SIT_TEST_01@mailinator.co m)				

## 3. Click the **Download Icon** at the bottom left.

<b>KĤIE</b> ePartnerViewer			📨 Support 📢 Announcements 👔 🌲 Advisories 🕘 😂 SIT Test_1 🔹
Patient Search	Bookmarked Patients	Event Notifications	Lab Data Entry +
Home > Notifications			
RECENT NOTIFICATIONS	DELETED NOTIFICATIONS	MANAGE NOTIFICATIONS	UPLOAD PATIENTS
Uploa	ıd File	Selec	ct Notifications
Browse Maximum upload file tite should not exceed SMB Acceptable File Format is .cav	<ul> <li>Delete Patients</li> </ul>	HOSPITAL ADMISSION     HOSPITAL DISCHARGE     MERGENCY DEPARTMENT ADMISSION     EMERGENCY DEPARTMENT DISCHARGE     BEHAVIORAL HEALTH ADMISSION     BEHAVIORAL HEALTH DISCHARGE     HOSPITAL READMISSION (OTHER FACILITY)	SPECIALTY VISIT CESULTS READY FOR REVIEW OVERUITILIZATION OVERUITILIZATION ABNORMAL ATC Cancel
UPLOADED FILES LIST			
SHOWING 11 ITEMS	E UPI OADED	FVENT NOTIFICATIONS     STATUS	DOWNLOAD     UISER     O
10000000##20230csv ^			Show all



- 4. In the downloaded file, users can view the processing status for each individual patient name on the Patient Panel file.
- If the Event Notification Patient Panel file was **not** processed successfully (i.e., **Unsuccessful**), the file displays the following values:
  - The *Error* status displays for all the patient(s) that were not processed successfully.
  - The **error description** displays to clarify the reason why the patient(s) were not processed successfully.

ACTION 🗘	FILE NAME	DATE UPLOADED	DATE PROCESSED	EVENT NOTIFICATIONS	STATUS \$	DOWNLOAD RESPONSE	USER 🗘
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	04/04/2023 14:58	04/04/2023 15:00	Hospital Admission, Hospital Discharge, Emergency Department Admission, Emergency Department Discharge, Behavioral Health Admission, Behavioral Health Discharge, Hospital Readmission (other facility)	Unsuccessful	¥	SIT Test_1 (khie_SIT_TEST_01@mailinato r.com)

	В	C	D	E	F	G	Н		J	K
1	Patient Last Name	Patient First Name	Patient DOB(MM/DD/YYYY)	Patient Sex	Patient Street Address	Patient City	Patient State	Patient Zipcode	Status	Error_Description
2	Jackson	Milley	8/17/2016	F	254 WALLER BRANCH RD	LOUISA	КҮ	41230	Error	Invalid KOG email or association not found with Organization
3	Jane	Danyal	6/21/1985	м	PO Box 131	Danville	KY	40484	Error	Invalid KOG email or association not found with Organization
4										

- If all the patient(s) listed on the Patient Panel file were processed successfully (i.e., *Successful*), the file displays the following values:
  - The *Successful* status displays for all the patient(s).

2	ACTION \$	FILE N	AME \$	DATE UPLOADED \$	DATE PROCESSED	¢	EVENT NOTIFICATION	s 🕈	STATUS		DOWNLOAD	USER 🗢
	Add Patients		Notification Patient Upload_Add Patients	04/04/2023 14:58	04/04/2023 15:00		Hospital Admission, H Discharge, Emergency Department Admissic Emergency Departme Discharge, Behavioral Admission, Behaviora Discharge, Hospital Readmission (other fa	/ on, Health I Health	Successful		*	SIT Test_1 (khie_SIT_TEST_01@mailinato r.com)
	В		С	D	F		F	G	н			
1	Patient Last	Name	Patient First Name	Patient DOB(MM/DD/YY	YY) Patient Se	Patient	Street Address	Patien	t City Patient State	Patien	t Zipcode	Status
2	Jackson		Milley	8/17/2016	F	254 WA	LLER BRANCH RD	LOUIS	А КҮ	41230		Success
3	Jane		Danyal	6/21/1985	м	PO Box	131	Danvil	e KY	40484		Success
			o <b>te</b> : The res ssed succe	-	es <u>not</u> di	splay	an error o	desc	ription whe	en tł	ne Pati	ient Panel file



- If some of the patient(s) listed on the Patient Panel file were not successfully processed (i.e. *Partially Successful*), the file displays the following values:
  - The *Success* status displays for the patient(s) that were processed successfully. The *Error* status displays for the patient(s) that were <u>not</u> processed.
  - The **error description** displays to clarify the reason why the patient(s) were <u>not</u> processed successfully.

ACTION 🗘	FILE NAME 🗘	DATE UPLOADED	DATE PROCESSED \$	EVENT NOTIFICATIONS +	STATUS +	DOWNLOAD	USER
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	04/04/2023 14:58	04/04/2023 15:00	Hospital Admission, Hospital Discharge, Emergency Department Admission, Emergency Department Discharge, Behavioral Health Admission, Behavioral Health Discharge, Hospital Readmission (other facility)	Partially Successful	Ŀ	SIT Test_1 (khie_SIT_TEST_01@mailinato r.com)

	В	С	D	E	F	G	Н	1	J	K
1	Patient Last Name	Patient First Name	Patient DOB(MM/DD/YYYY)	Patient Sex	Patient Street Address	Patient City	Patient State	Patient Zipcode	Status	Error_Description
2	Jackson	Milley	8/17/2016	F	254 WALLER BRANCH RD	LOUISA	КҮ	41230	Success	
3	Jane	Danyal	6/21/1985	м	PO Box 131	Danville	KY	40484	Error	Invalid KOG email or association not found with Organization

# 5 Technical Support

## ePartnerViewer Support Tab

To seek assistance or log issues, you can use the **Support Tab** located in the blue navigation bar at the top of the screen in the ePartnerViewer.



## Toll-Free Telephone Support

For questions and assistance regarding the ePartnerViewer, please call 1 (877) 651-2505.

#### **Email Support**

To submit questions or request support regarding the ePartnerViewer, please email <u>KHIESupport@ky.gov</u>.