



# Kentucky Health Information Exchange (KHIE)

## **Event Notifications in the ePartnerViewer**

### User Guide

May 2023

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# 1 Introduction

## Overview

This training manual covers how KHIE's ePartnerViewer portal displays Event Notifications to inform healthcare providers of specific healthcare events that have occurred with high priority patients in their care. Authorized users with a *Clinical User* role can view and manage their own event notifications. Authorized users with the *Event Notification Administrator* (hereafter referred to as *Administrator*) role can view and manage the event notifications for other users within their organization. The purpose of this guide is to provide an overview of KHIE's Event Notification functionality and step-by-step instructions for viewing and managing event notifications 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.

## Supported Web Browsers

Users must access the ePartnerViewer with a supported web browser. The ePartnerViewer is configured to support the following modern browsers on desktop, tablet, and mobile devices:

Desktop Browser Version	Mobile Browser Version
<b>Microsoft Internet Explorer</b>	
Not supported	Not supported
<b>Microsoft Edge</b>	
Version 44+	Version 40+
<b>Google Chrome</b>	
Version 70+	Version 70+
<b>Mozilla Firefox</b>	
Version 48+	Version 48+
<b>Apple Safari</b>	
Version 9+	iOS 11+

**Please Note:** The ePartnerViewer does **not** support Microsoft Internet Explorer. To access the ePartnerViewer, Users must use a modern browser such as Google Chrome, Microsoft Edge, Apple Safari, or Mozilla Firefox.

**Mobile Device Considerations**

The ePartnerViewer is based on responsive design. This means it renders in the best format based on the user’s device size. Responsive design applies to mobile, tablet, and desktop devices. Tablet devices in landscape display mode are considered desktop.

**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 [KHIE website](#).

**2 Event Notifications 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
<b>Hospital Admission</b>	When a patient is admitted to a hospital.

<b>Hospital Discharge</b>	When a patient is discharged from a hospital.
<b>Emergency Department Admission</b>	When a patient is admitted to an Emergency Department.
<b>Emergency Department Discharge</b>	When a patient is discharged from an Emergency Department.
<b>Behavioral Health Admission</b>	When a patient is admitted to a behavioral health facility.
<b>Behavioral Health Discharge</b>	When a patient is discharged from a behavioral health facility.
<b>Hospital Readmission (Other Facility)</b>	When a patient is admitted to another hospital/facility within 30 days of the last admission to a hospital/facility.
<b>Specialty Visit</b>	When a patient is registered at or discharged from a specialty healthcare practice.
<b>Results Ready for Review</b>	When the final or corrected result report is available for a patient.
<b>Toxicology Screen</b>	When a patient is admitted to or discharged from an Emergency Department or hospital with a diagnosis code associated with an overdose.
<b>Overutilization</b>	When a patient is admitted to an Emergency Department four times in a rolling 365-day period.
<b>Possible Positive Test Result for COVID-19</b>	When a patient's test result is positive for COVID-19.
<b>Abnormal A1c</b>	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.



### View Event Notifications in the ePartnerViewer

The ePartnerViewer displays Event Notifications in two places:

1. The *Event Notifications* section on the **myDASHBOARD** screen offers a quick view of the most recent event notifications that have occurred with high priority patients.

The screenshot shows the 'myDASHBOARD' interface. The 'Event Notifications' tab is selected and highlighted with a red box. Below the tab, a table displays event notifications for the past 72 hours. The table has columns for Event Date, Notification Date, Event, Facility, Name, Age, and Organization User.

EVENT DATE	NOTIFICATION DATE	EVENT	FACILITY	NAME	AGE	ORGANIZATION USER
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)
09/01/2021 12:55:15 pm	01/10/2022 7:12:53 pm	KHIE contains suspected drug overdose information	MERCY	AMONETENV.TJANOVA K	24 years	Jane Doe (Jane.Doe@email.com)
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. Clicking on the **Event Notifications Tab** enables users to review recent event notifications and deleted event notifications. Users with a *Clinical User* role can manage their event notifications.

This tab allows users with the *Administrator* role to manage the event notifications of users within their organization and to upload a bulk list of patients to receive event notifications.

The screenshot shows the 'Event Notifications' interface. The 'Event Notifications' tab is highlighted with a red box. Below the tab, there are four sub-sections: RECENT NOTIFICATIONS, DELETED NOTIFICATIONS, MANAGE NOTIFICATIONS, and UPLOAD PATIENTS. A table displays recent notifications with columns for Action, Event Date, Notification Date, Event, Facility, Name, Age, and Organization User.

ACTION	EVENT DATE	NOTIFICATION DATE	EVENT	FACILITY	NAME	AGE	ORGANIZATION USER
Delete	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)
Delete	09/01/2021 12:55:15 pm	01/10/2022 7:12:53 pm	KHIE contains suspected drug overdose information	MERCY	AMONETENV.TJANOVA K	24 years	Joe Smith (Joe.Smith@email.com)
Delete	01/10/2022 7:00:00 am	01/10/2022 8:16:36 am	Emergency Visit Overutilization	UKHC	BRADY.BOBBY	51 years	Jane Doe (Jane.Doe@email.com)
Delete	11/08/2021 12:00:01 am	12/20/2021 8:56:16 pm	Results Ready for Review	AMOHAMMAD	DECSEVENTEEN.DECSEV ENTEENMAN	31 years	Joe Smith (Joe.Smith@email.com)
Delete	09/09/2021 4:30:15 pm	12/16/2021 10:51:27 am	Results Ready for Review	AMOHAMMAD	DECSIXTEEN.DECONESI X	30 years	Jane Doe (Jane.Doe@email.com)

**Please Note:** To learn more about bulk uploading patient panels in the ePartnerViewer, please refer to the Bulk Upload Patient Panel [Complete User Guide](#) and the [Quick Reference Guide](#).

### 3 Reviewing and Deleting Event Notifications

#### Overview of User Roles

Authorized users with a *Clinical User* role can manage the recent event notifications received for their associated patients. *Clinical Users* can view and delete their own event notifications, but they cannot view or delete other users' event notifications.

Authorized users with the *Administrator* role can view and manage the event notifications received for all patients associated with **all** users within the same organization. Only *Administrators* can view and delete event notifications for **other** users within their same organization. Only *Administrators* can upload a bulk list of patients to receive event notifications.

Clinical Users	Event Notification Administrators
<ul style="list-style-type: none"> <li>✓ Can view and delete their own event notifications</li> <li>✗ <b>Cannot</b> view or delete event notifications for <b>other</b> users within the same organization</li> <li>✗ <b>Cannot</b> manage event notifications for <b>other</b> users within the same organization</li> <li>✗ <b>Cannot</b> upload a bulk list of patients for <b>other</b> users within the same organization to receive event notifications</li> </ul>	<ul style="list-style-type: none"> <li>✓ Can view and delete their own event notifications</li> <li>✓ Can view or delete event notifications for <b>other</b> users within the same organization</li> <li>✓ Can manage event notifications for <b>other</b> users within the same organization</li> <li>✓ Can upload a bulk list of patients for <b>other</b> users within the same organization to receive event notifications</li> </ul>

#### Review Recent Event Notifications

- To view Event Notifications, click **View All Event Notifications** from the **myDASHBOARD** screen or click on the **Event Notifications Tab** in the blue Navigation Bar at the top of the screen.

The screenshot shows the ePartnerViewer interface. At the top, the navigation bar includes 'Patient Search', 'Bookmarked Patients', 'Event Notifications' (highlighted with a red box), 'Lab Data Entry', and 'Case Report Entry'. Below this is the 'myDASHBOARD' section with a search bar and a table of event notifications.

BOOKMARKED PATIENTS	EVENT NOTIFICATIONS (PAST 72 HOURS)						
<ul style="list-style-type: none"> <li>BRADY, BOBBY</li> <li>RADPAT, DEMOONE</li> <li>SAVER, SUPER</li> <li>HALL, JESSICA</li> </ul>	EVENT DATE	NOTIFICATION DATE	EVENT	FACILITY	NAME	AGE	ORGANIZATION USER
	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)
	09/01/2021 12:55:15 pm	01/10/2022 7:12:53 pm	KHIE contains suspected drug overdose information	MERCY	AMONETENV,TJANOVA K	24 years	Jane Doe (Jane.Doe@email.com)
	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)

At the bottom of the table, there is a 'REFRESH' button and a 'VIEW ALL NOTIFICATIONS' button (highlighted with a red box).

2. By default, the **Recent Notifications** screen displays with a list of recent event notifications.

<input type="checkbox"/>	EVENT DATE	NOTIFICATION DATE	EVENT	FACILITY	NAME	AGE	ORGANIZATION USER
<input type="checkbox"/>	02/16/2023 9:08:55 am	03/02/2023 9:46:57 am	Behavioral Health Admission	UKHC	JAY,PERAL	30 years	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)
<input type="checkbox"/>	02/16/2023 9:08:55 am	03/02/2023 9:46:57 am	Hospital Admission	UKHC	JAY,PERAL	30 years	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)
<input type="checkbox"/>	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@mailinator.com)
<input type="checkbox"/>	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@mailinator.com)

All Event Notification screens include a column titled *Organization User*. This column displays the username and the associated email address of the user for whom the original notification was generated (e.g., Jane Doe, Jane.Doe@email.com).

With this information, authorized users with the *Administrator* role can identify which patients each user in the organization is monitoring and **can view the content of those notifications**, enabling efficient management of event notifications.

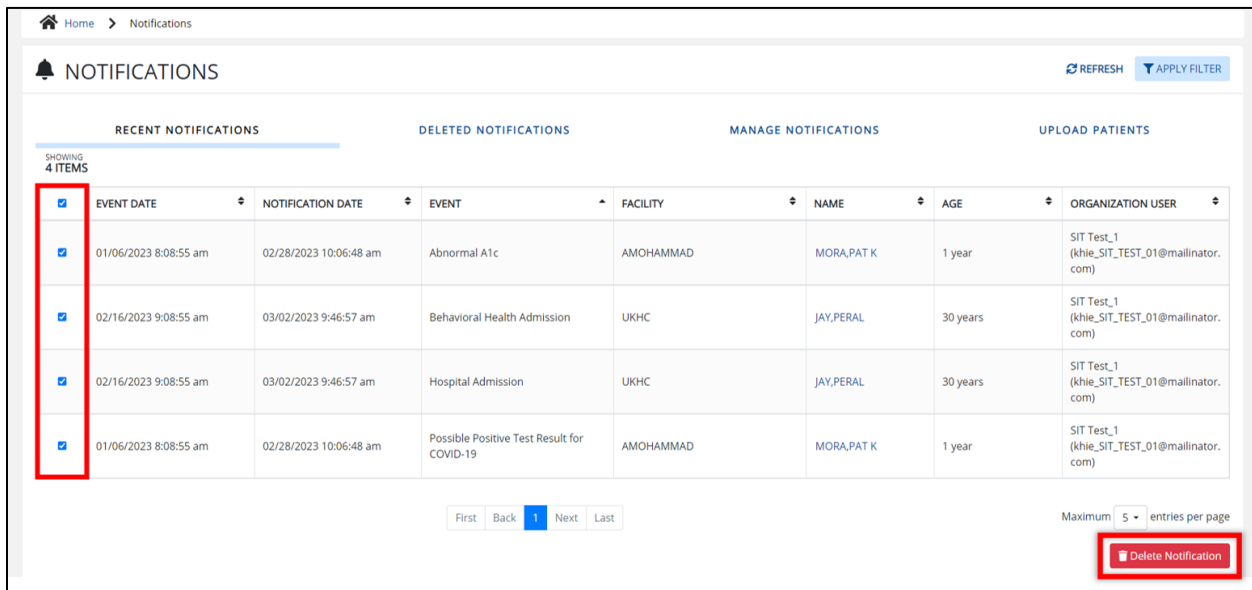
<input type="checkbox"/>	EVENT DATE	NOTIFICATION DATE	EVENT	FACILITY	NAME	AGE	ORGANIZATION USER
<input type="checkbox"/>	02/16/2023 9:08:55 am	03/02/2023 9:46:57 am	Behavioral Health Admission	UKHC	JAY,PERAL	30 years	User 1 (user01@mailinator.com)
<input type="checkbox"/>	02/16/2023 9:08:55 am	03/02/2023 9:46:57 am	Hospital Admission	UKHC	JAY,PERAL	30 years	User 2 (user02@mailinator.com)
<input type="checkbox"/>	01/06/2023 8:08:55 am	02/28/2023 10:06:48 am	Abnormal A1c	AMOHAMMAD	MORA,PAT K	1 year	User 3 (user03@mailinator.com)
<input type="checkbox"/>	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	User 4 (user04@mailinator.com)

### Recent Notifications Screen Overview

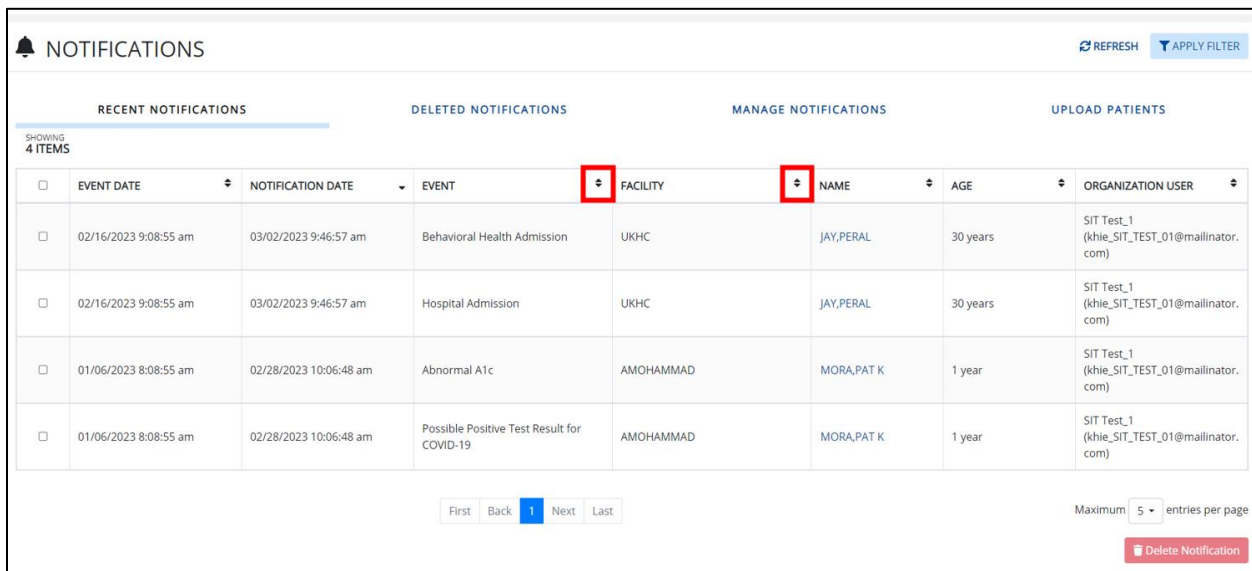
The **Recent Notifications** screen allows *Clinical Users* to view and delete their own event notifications they previously received for their patients. Only *Administrators* can delete event notifications for other users within the same organization. The **Recent Notifications** screen allows users to delete **multiple** event notifications at once.

The features on the **Recent Notifications** screen include:

1. The **Delete Notification** button and **checkboxes** next to each event notification allows users to select **multiple** event notifications for deletion at one time.



2. The *Event* and *Facility* columns include alphabetical sorting features to enable users to easily find specific event notifications.



Filter Event Notifications

- To search for a specific Event Notification, click **Apply Filter**.

The screenshot shows the 'NOTIFICATIONS' page in the ePartnerViewer application. The page header includes the KHIE logo, 'ePartnerViewer', and navigation links for Patient Search, Bookmarked Patients, Event Notifications, and Lab Data Entry. A notification bell icon is present. Below the header, there are tabs for RECENT NOTIFICATIONS, DELETED NOTIFICATIONS, MANAGE NOTIFICATIONS, and UPLOAD PATIENTS. The RECENT NOTIFICATIONS tab is active, displaying a table with 4 items. The table columns are: EVENT DATE, NOTIFICATION DATE, EVENT, FACILITY, NAME, AGE, and ORGANIZATION USER. The first row shows an event on 02/16/2023 at 9:08:55 am, with a notification date of 03/02/2023 at 9:46:57 am, for a Behavioral Health Admission at UKHC, patient JAY, PERAL, 31 years old, from organization SIT Test\_1. A red box highlights the 'APPLY FILTER' button in the top right corner.

- The Filter fields display. Search by entering the **Event Date**, **Notification Date**, **Event**, **Facility**, **Name of the Patient**, and/or the **Organization User** in the corresponding Filter fields.

This screenshot shows the same 'NOTIFICATIONS' page, but with the filter fields highlighted in red. The filter fields are: EVENT DATE (with a dropdown menu open showing options like 'All', 'Past 3 days', 'Past 7 days', 'Past 14 days', and 'Past 30 days'), NOTIFICATION DATE, EVENT (with a placeholder 'Enter event...'), FACILITY (with a placeholder 'Enter FACILITY...'), NAME (with a placeholder 'Enter name...'), and ORGANIZATION USER (with a placeholder 'Enter ORGANIZATION US'). The 'HIDE FILTER' button is now visible in the top right corner.

### Delete Event Notifications

The **Recent Notifications** screen allows users to delete **multiple** event notifications at once. *Clinical Users* have the option to delete their own event notifications on the **Recent Notifications** screen. **Only Administrators** can delete event notifications for other users within the same organization.

1. To delete **multiple** event notifications at one time, select the **checkbox(es)** next to the appropriate event notification(s).

**NOTIFICATIONS** [REFRESH] [APPLY FILTER]

RECENT NOTIFICATIONS | DELETED NOTIFICATIONS | MANAGE NOTIFICATIONS | UPLOAD PATIENTS

SHOWING 4 ITEMS

<input type="checkbox"/>	EVENT DATE	NOTIFICATION DATE	EVENT	FACILITY	NAME	AGE	ORGANIZATION USER
<input checked="" type="checkbox"/>	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@mailinator.com)
<input checked="" type="checkbox"/>	02/16/2023 9:08:55 am	03/02/2023 9:46:57 am	Hospital Admission	UKHC	JAY,PERAL	31 years	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)
<input type="checkbox"/>	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@mailinator.com)
<input type="checkbox"/>	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@mailinator.com)

First Back 1 Next Last | Maximum 5 entries per page | **Delete Notification**

**Please Note:** Upon selecting at least one checkbox, the **Delete Notification** button is enabled. Once all the appropriate checkboxes have been selected, click **Delete Notification** to delete the selected event notifications.

**NOTIFICATIONS** [REFRESH] [APPLY FILTER]

RECENT NOTIFICATIONS | DELETED NOTIFICATIONS | MANAGE NOTIFICATIONS | UPLOAD PATIENTS

SHOWING 4 ITEMS

<input type="checkbox"/>	EVENT DATE	NOTIFICATION DATE	EVENT	FACILITY	NAME	AGE	ORGANIZATION USER
<input checked="" type="checkbox"/>	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@mailinator.com)
<input checked="" type="checkbox"/>	02/16/2023 9:08:55 am	03/02/2023 9:46:57 am	Hospital Admission	UKHC	JAY,PERAL	31 years	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)
<input type="checkbox"/>	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@mailinator.com)
<input type="checkbox"/>	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@mailinator.com)

First Back 1 Next Last | Maximum 5 entries per page | **Delete Notification**

- To delete **all** the event notifications listed on the current page, click the **Select All checkbox** in the top row.

NOTIFICATIONS REFRESH APPLY FILTER

RECENT NOTIFICATIONS		DELETED NOTIFICATIONS		MANAGE NOTIFICATIONS		UPLOAD PATIENTS	
SHOWING 4 ITEMS							
<input checked="" type="checkbox"/>	EVENT DATE	NOTIFICATION DATE	EVENT	FACILITY	NAME	AGE	ORGANIZATION USER
<input checked="" type="checkbox"/>	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@mailinator.com)
<input checked="" type="checkbox"/>	02/16/2023 9:08:55 am	03/02/2023 9:46:57 am	Hospital Admission	UKHC	JAY,PERAL	31 years	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)
<input checked="" type="checkbox"/>	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@mailinator.com)
<input checked="" type="checkbox"/>	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@mailinator.com)

Maximum 5 entries per page Delete Notification

**Please Note:** The **Select All checkbox** only applies to the event notifications listed on the **current** page. If there are multiple pages of event notifications and the user clicks the **Select All checkbox** on a certain page, only the event notifications displayed on the current page will be deleted.

- Example:* If there are 8 total event notifications, then page 1 displays 5 event notifications by default, and page 2 displays the remaining 3 event notifications. If the user clicks the **Select All checkbox** on page 1, then only the 5 event notifications on page 1 are selected for deletion. The remaining 3 event notifications on page 2 have not been selected for deletion.

RECENT NOTIFICATIONS DELETED NOTIFICATIONS MANAGE NOTIFICATIONS UPLOAD PATIENTS

SHOWING 8 ITEMS							
<input checked="" type="checkbox"/>	EVENT DATE	NOTIFICATION DATE	EVENT	FACILITY	NAME	AGE	ORGANIZATION USER
<input checked="" type="checkbox"/>	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@mailinator.com)
<input checked="" type="checkbox"/>	02/16/2023 9:08:55 am	03/02/2023 9:46:57 am	Behavioral Health Admission	UKHC	JAY,PERAL	30 years	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)
<input checked="" type="checkbox"/>	02/16/2023 9:08:55 am						SIT Test_1 (khie_SIT_TEST_01@mailinator.com)
<input checked="" type="checkbox"/>	01/06/2023 8:08:55 am						SIT Test_1 (khie_SIT_TEST_01@mailinator.com)
<input checked="" type="checkbox"/>	01/06/2023 8:08:55 am	02/28/2023 10:06:48 am		AMOHAMMAD	MORA,PAT K	1 year	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)

Maximum 5 entries per page Delete Notification

*Example:* Out of the 8 total event notifications, the **Select All checkbox** only selects the 5 event notifications displayed on page 1 for deletion. The remaining 3 event notifications on page 2 have not been selected for deletion.

**Please Note:** By default, the **Recent Notifications** screen displays 5 event notifications per page. To view all recent event notifications, select **All** from the *Maximum entries per page* dropdown menu at the bottom right of the screen.

SHOWING 8 ITEMS

<input type="checkbox"/>	EVENT DATE	NOTIFICATION DATE	EVENT	FACILITY	NAME	AGE	ORGANIZATION USER
<input checked="" type="checkbox"/>	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@mailinator.com)
<input type="checkbox"/>	02/16/2023 9:08:55 am	03/02/2023 9:46:57 am	Hospital Admission	UKHC	JAY,PERAL	31 years	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)
<input type="checkbox"/>	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@mailinator.com)
<input type="checkbox"/>	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@mailinator.com)
<input checked="" type="checkbox"/>	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@mailinator.com)
<input checked="" type="checkbox"/>	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@mailinator.com)
<input checked="" type="checkbox"/>	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@mailinator.com)
<input checked="" type="checkbox"/>	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@mailinator.com)

First Back 1 Next Last

Maximum All entries per page

5  
10  
All

Notification

3. Once the appropriate checkboxes have been selected, click **Delete Notification** to delete the selected notifications.

SHOWING 8 ITEMS

<input type="checkbox"/>	EVENT DATE	NOTIFICATION DATE	EVENT	FACILITY	NAME	AGE	ORGANIZATION USER
<input checked="" type="checkbox"/>	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@mailinator.com)
<input type="checkbox"/>	02/16/2023 9:08:55 am	03/02/2023 9:46:57 am	Hospital Admission	UKHC	JAY,PERAL	31 years	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)
<input type="checkbox"/>	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@mailinator.com)
<input type="checkbox"/>	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@mailinator.com)
<input checked="" type="checkbox"/>	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@mailinator.com)
<input checked="" type="checkbox"/>	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@mailinator.com)
<input checked="" type="checkbox"/>	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@mailinator.com)
<input checked="" type="checkbox"/>	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@mailinator.com)

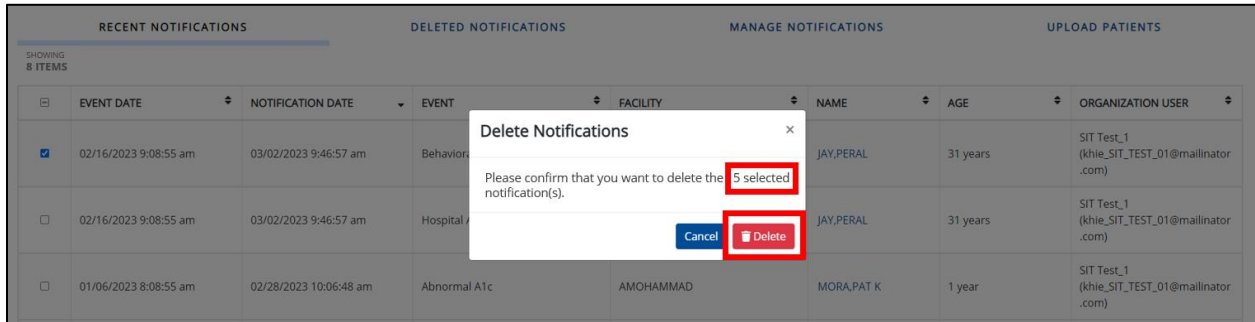
First Back 1 Next Last

Maximum All entries per page

Delete Notification

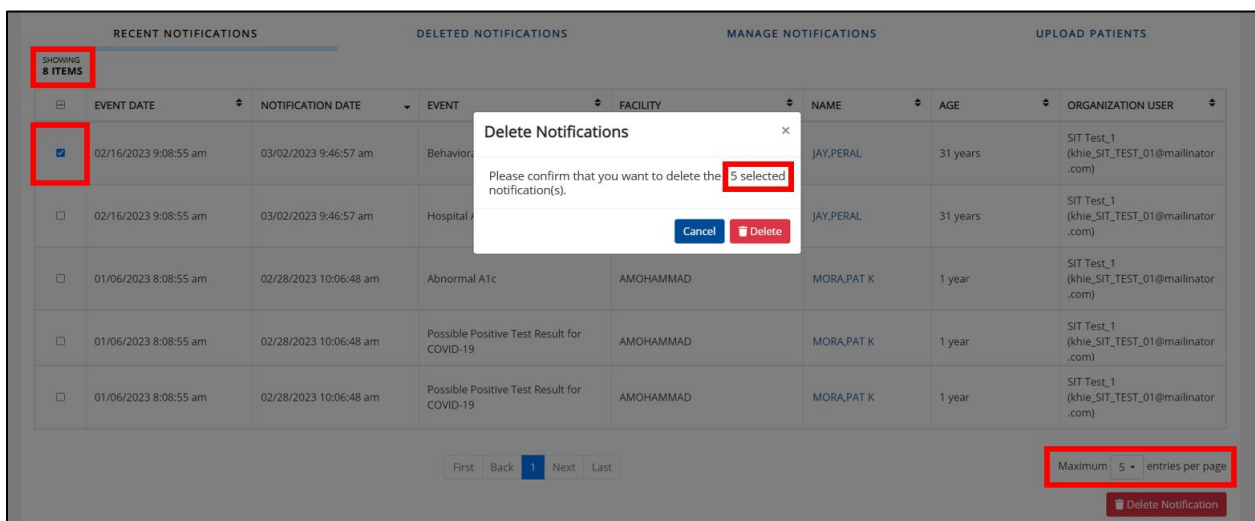


- The *Delete Notifications* pop-up displays the number of selected notifications for deletion. To confirm the number of selected notifications for deletion, click **Delete**.



**Please Note:** By default, the *Maximum entries per page* dropdown menu pre-selects **5** entries per page. If the user selected **All** from the *Maximum entries per page* dropdown menu and selected multiple event notifications for deletion, then later changed the *Maximum entries per page* dropdown menu selection back to **5** entries per page, then only the selected event notifications on page 1 will display. Once the user clicks **Delete Notification**, the *Delete Notifications* pop-up will display the correct number of selected event notifications that may not be displayed on page 1 of the **Recent Notifications** screen.

- Example:* If there are 8 total event notifications and the user changed the *Maximum entries per page* dropdown menu selection to **All**, then all 8 event notifications will display on one page. If the user selected 5 event notifications for deletion, and later changed the *Maximum entries per page* dropdown menu selection back to **5** entries, then only the selected notifications on page 1 will display. If only 1 selected notification displays on page 1 and the other 4 selected notifications are not displayed on page 1, the *Delete Notifications* pop-up will request the user to confirm the deletion of the total 5 selected notifications.



5. Click the **Deleted Notifications Tab** to review all deleted event notifications.

NOTIFICATIONS

RECENT NOTIFICATIONS **DELETED NOTIFICATIONS** MANAGE NOTIFICATIONS UPLOAD PATIENTS

SHOWING 3 ITEMS

EVENT DATE	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@mailinator.com)
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@mailinator.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@mailinator.com)

First Back 1 Next Last Maximum 5 entries per page

**Please Note:** *Clinical Users* can view only their own deleted event notifications on the **Deleted Notifications** screen.

Only *Administrators* have the option to view the deleted event notifications for all other users within their same organization, as shown in the example below.

NOTIFICATIONS

RECENT NOTIFICATIONS **DELETED NOTIFICATIONS** MANAGE NOTIFICATIONS UPLOAD PATIENTS

SHOWING 3 ITEMS

EVENT DATE	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	User 1 (user01@mailinator.com)
01/06/2023 8:08:55 am	02/28/2023 10:06:48 am	Abnormal A1c	AMOHAMMAD	MORA, PAT K	1 year	User 2 (user02@mailinator.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	User 3 (user03@mailinator.com)

First Back 1 Next Last Maximum 5 entries per page

## 4 Managing Event Notifications

### Manage Notifications Screen Overview

The **Manage Notifications** screen allows *Clinical Users* to **add** or **delete** patients and edit their user preferences to select the types of event notifications they want to receive for each of their patients. Additionally, *Clinical Users* can apply user preference changes to specific patients.

**Only Administrators** can manage event notifications for **other** users within the same organization. *Administrators* can add or delete patients and edit the types of event notifications for other users within their organization.

**NOTIFICATIONS**

RECENT NOTIFICATIONS    DELETED NOTIFICATIONS    **MANAGE NOTIFICATIONS**    UPLOAD PATIENTS

SELECT A USER FROM THE LIST

SIT Test\_1 (khie\_SIT\_TEST\_01@mailinator.com)

Retrieve

User Preferences:

USER NAME	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
SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Edit User Preferences

Existing Patients:

Showing 21 ITEMS

PATIENT NAME	USER NAME	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
CLAIOOD PARGOM	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BRAMAXMIN AAYZKA	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reiver Urwent	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRIPS VIVIA	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Maximum 5 entries per page

Delete Patient    Add Patient    Edit Notification

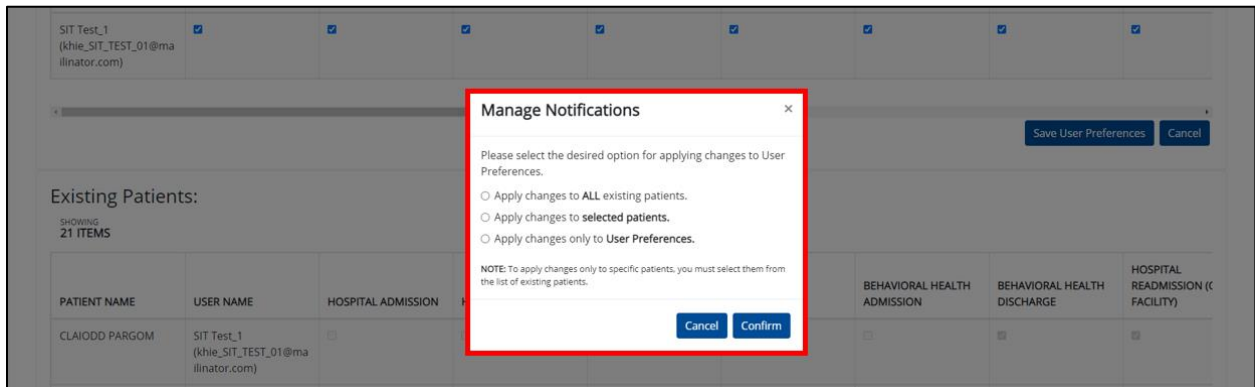
The features on the **Manage Notifications** screen include:

1. The *User Preferences* section allows users to edit their user preferences to select the types of event notifications they want to receive for each of their patients.

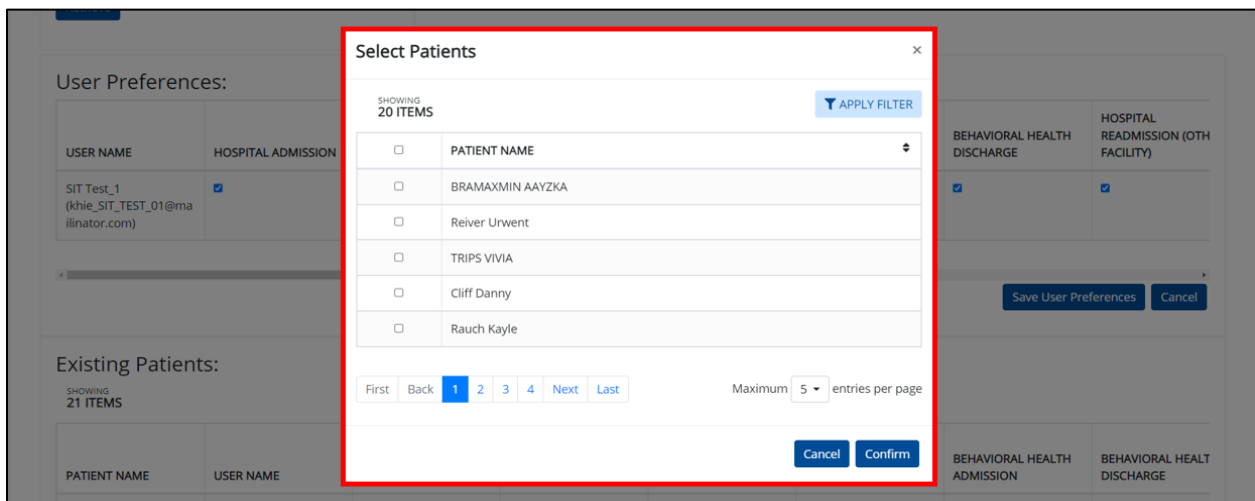


2. Upon editing the user preferences, a new *Manage Notifications* pop-up displays allowing the user to select one of the following radio button options for applying user preference changes:

- *Option 1:* Apply changes to **ALL** existing patients.
- *Option 2:* Apply changes to **selected patients**.
- *Option 3:* Apply changes only to the **User Preferences**.



3. Upon selecting the *Option 2* radio button: **Apply changes to selected patients**, the *Select Patients* pop-up displays allowing the user to select specific patients for applying user preference changes.



- Under the *Existing Patients* section, the **Delete Patients** button allows users to select and delete existing patient(s) from the patient panel in the ePartnerViewer. The assigned user will stop receiving event notifications for the selected patient(s).

**SELECT A USER FROM THE LIST**

SIT Test\_1 (khie\_SIT\_TEST\_01@mailinator.com)

Retrieve

User Preferences:

USER NAME	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
SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Existing Patients:

Showing 21 ITEMS

PATIENT NAME	USER NAME	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
CLAIOOD PARGOM	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BRAMAXMIN AAYZKA	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reiver Urwent	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRIPS VIVIA	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

First Back 1 2 3 4 Next Last

Maximum 5 entries per page

Delete Patient Add Patient Edit Notification

- Upon clicking the **Delete Patient** button, a new *Delete Patients* pop-up displays allowing the user to select specific patients for deletion.

Existing Patients:

Showing 21 ITEMS

PATIENT NAME	USER NAME	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
Reiver Urwent	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRIPS VIVIA	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rauch Kayle	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Korbin Miles	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Delete Patients**

Showing 20 ITEMS

APPLY FILTER

- PATIENT NAME
- Reiver Urwent
- TRIPS VIVIA
- Rauch Kayle
- Korbin Miles
- Matthew Ferguson

First Back 1 2 3 4 Next Last

Maximum 5 entries per page

Cancel Delete

First Back 1 2 3 4 Next Last

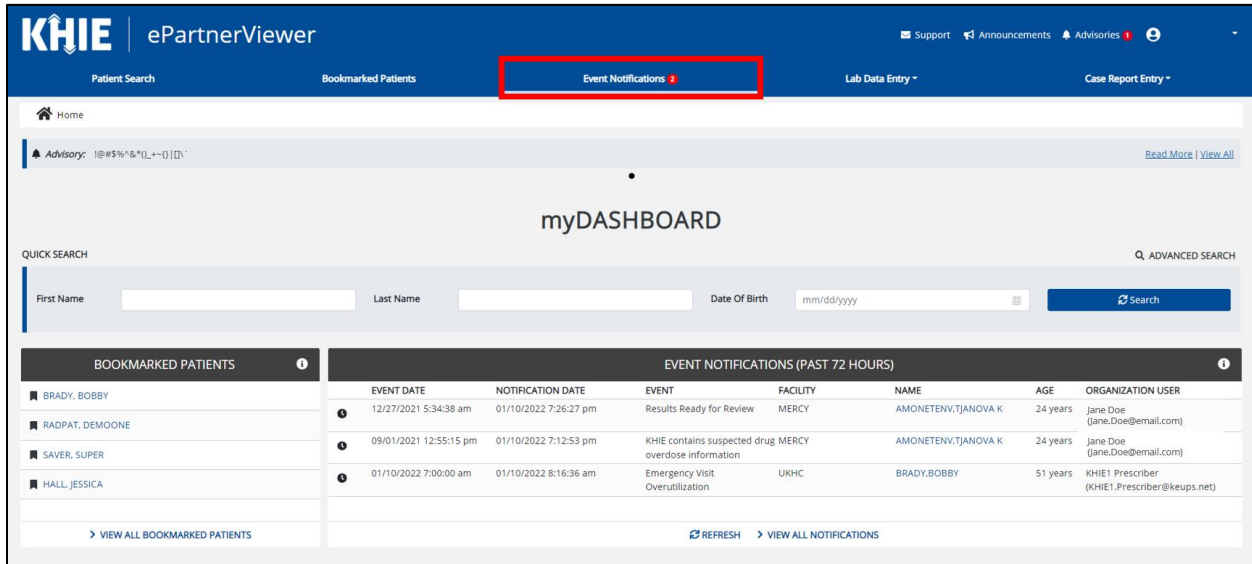
Maximum 5 entries per page

Delete Patient Add Patient Edit Notification

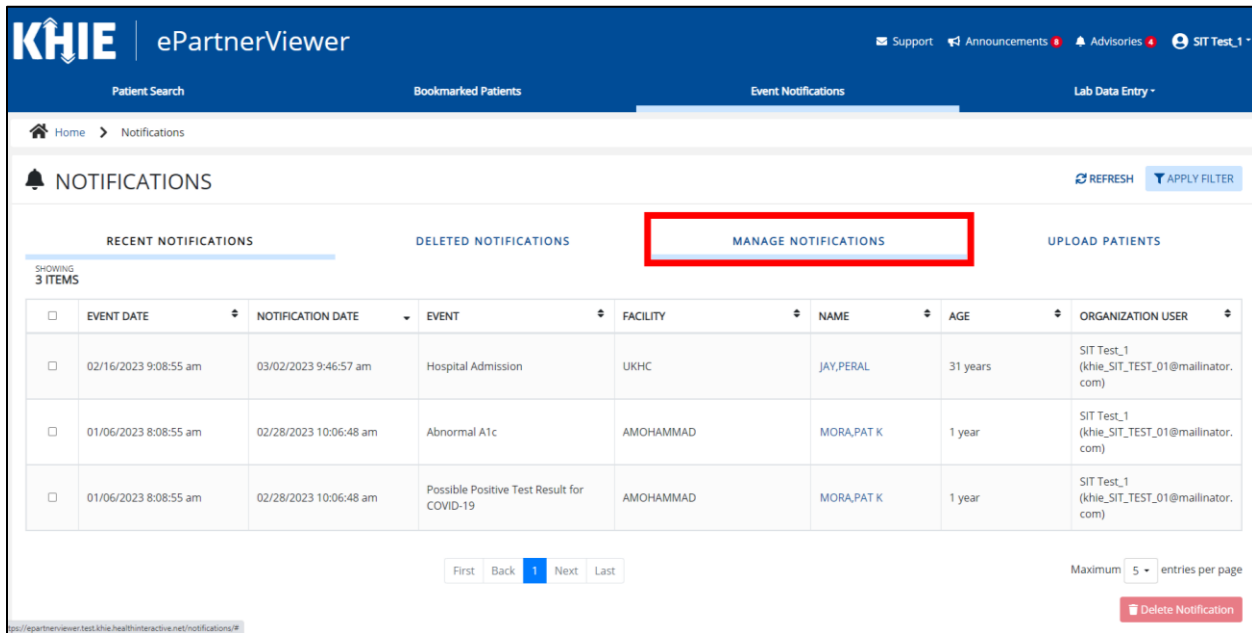
### View and Manage Event Notifications for User

To view and manage the event notifications selected users receive for their patients, complete the following steps:

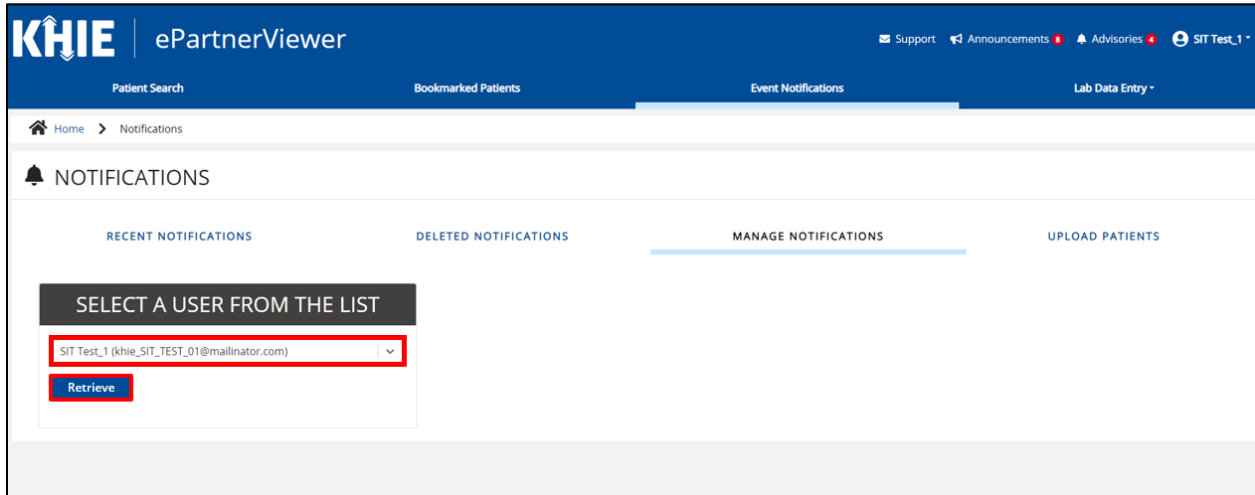
1. Click the **Event Notifications Tab** located in the blue Navigation Bar at the top of the screen.



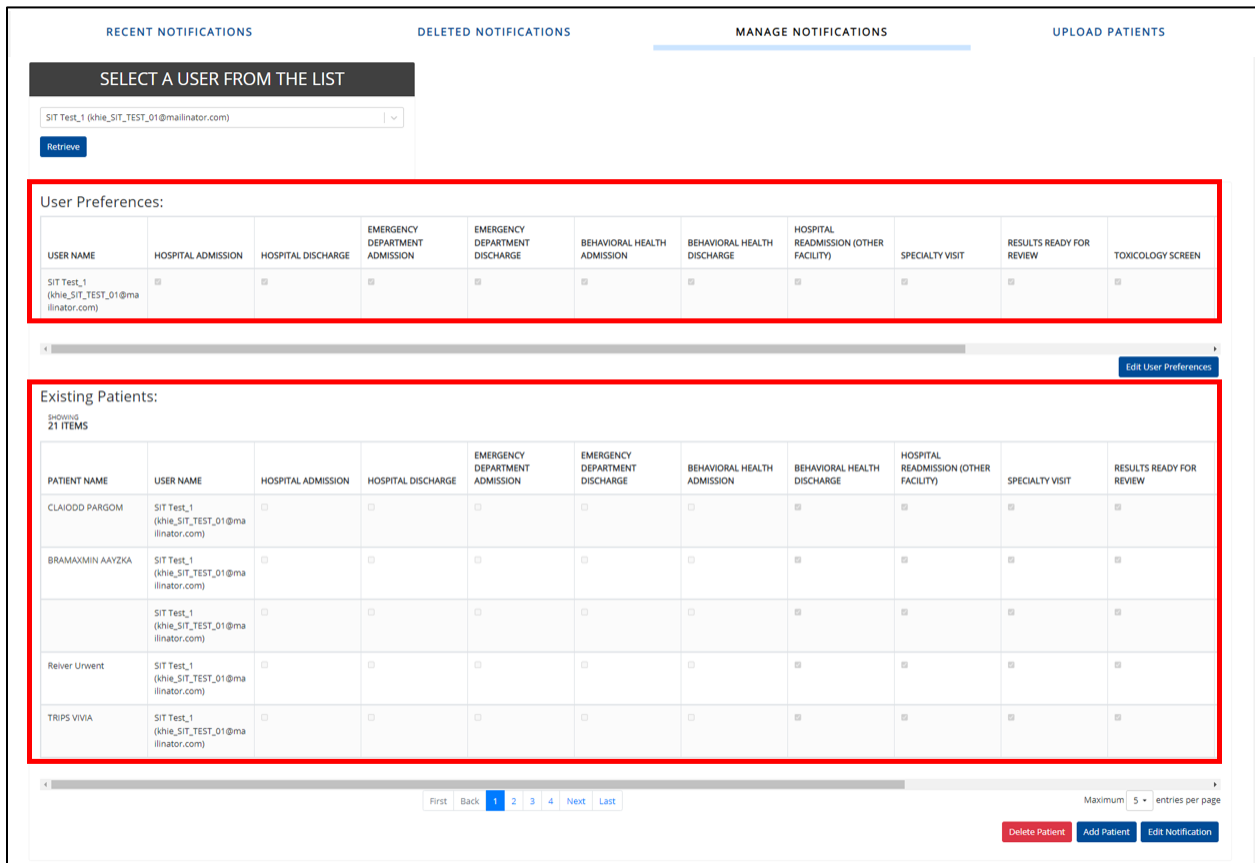
2. From the **Event Notifications Tab**, click **Manage Notifications Tab** to add patients or edit the types of event notifications received.



3. The **Manage Notifications** screen displays. Select the **Name of the User** from the *Select a User from the List* dropdown.
4. Once the appropriate user has been selected, click **Retrieve** to display the types of event notifications and patients selected for the user.



5. The *User Preferences* and *Existing Patients* sections display.



**Please Note:** If the user has not yet added any patients, only the *User Preferences* section displays. Once at least one patient has been added for the user, the *Existing Patients* section displays.

For more information on adding patients, please refer to the *Add New Patients for the Selected User* sub-section of this chapter.

RECENT NOTIFICATIONS    DELETED NOTIFICATIONS    **MANAGE NOTIFICATIONS**    UPLOAD PATIENTS

SELECT A USER FROM THE LIST

Jane Doe (jane.doe@email.com) [v]

Retrieve

User Preferences:

USER NAME	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
Jane Doe (jane.doe@email.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

There is no data to be displayed

Edit User Preferences

Add Patient

### Edit User Preferences

The *User Preferences* section displays the event notification types enabled for the selected user. *Clinical Users* can edit their user preferences to add or delete the event notification types they want to receive for their patients. *Administrators* can also add or delete the event notification types that the selected user receives by editing the *User Preferences* section.

To edit the *User Preferences* section to add or delete the event notifications that the selected user receives, complete the following steps:

- Click **Edit User Preferences** under the *User Preferences* section to activate the checkboxes.

RECENT NOTIFICATIONS    DELETED NOTIFICATIONS    **MANAGE NOTIFICATIONS**    UPLOAD PATIENTS

SELECT A USER FROM THE LIST

SIT Test\_1 (khie\_SIT\_TEST\_01@mailinator.com) [v]

Retrieve

User Preferences:

USER NAME	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
SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Existing Patients:

Edit User Preferences



7. Click the **appropriate checkboxes** to add or delete the types of event notifications the selected user will receive.

User Preferences:

USER NAME	HOSPITAL ADMISSION	HOSPITAL DISCHARGE	EMERGENCY DEPARTMENT ADMISSION	EMERGENCY DEPARTMENT DISCHARGE	BEHAVIORAL HEALTH ADMISSION	BEHAVIORAL HEALTH DISCHARGE	HOSPITAL READMISSION (OTH FACILITY)
SIT Test_1 (khie_SIT_TEST_01@ma ilinator.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

8. To save the notification types designated for the selected user, click **Save User Preferences**.

User Preferences:

USER NAME	HOSPITAL ADMISSION	HOSPITAL DISCHARGE	EMERGENCY DEPARTMENT ADMISSION	EMERGENCY DEPARTMENT DISCHARGE	BEHAVIORAL HEALTH ADMISSION	BEHAVIORAL HEALTH DISCHARGE	HOSPITAL READMISSION (OTH FACILITY)
SIT Test_1 (khie_SIT_TEST_01@ma ilinator.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

9. Upon saving the user preference changes, the *Manage Notifications* pop-up displays allowing the user to select one of the following radio button options for applying user preference changes:

- *Option 1:* Apply changes to **ALL** existing patients.
- *Option 2:* Apply changes to **selected patients**.
- *Option 3:* Apply changes only to the **User Preferences**.

User Preferences:

USER NAME	HOSPITAL ADMISSION	HOSPITAL DISCHARGE	EMERGENCY DEPARTMENT ADMISSION	EMERGENCY DEPARTMENT DISCHARGE	BEHAVIORAL HEALTH ADMISSION	BEHAVIORAL HEALTH DISCHARGE	HOSPITAL READMISSION (OTH FACILITY)
SIT Test_1 (khie_SIT_TEST_01@ma ilinator.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Manage Notifications** ×

Please select the desired option for applying changes to User Preferences.

Apply changes to **ALL** existing patients.  
 Apply changes to **selected patients**.  
 Apply changes only to **User Preferences**.

NOTE: To apply changes only to specific patients, you must select them from the list of existing patients.

Existing Patients:

SHOWING 21 ITEMS

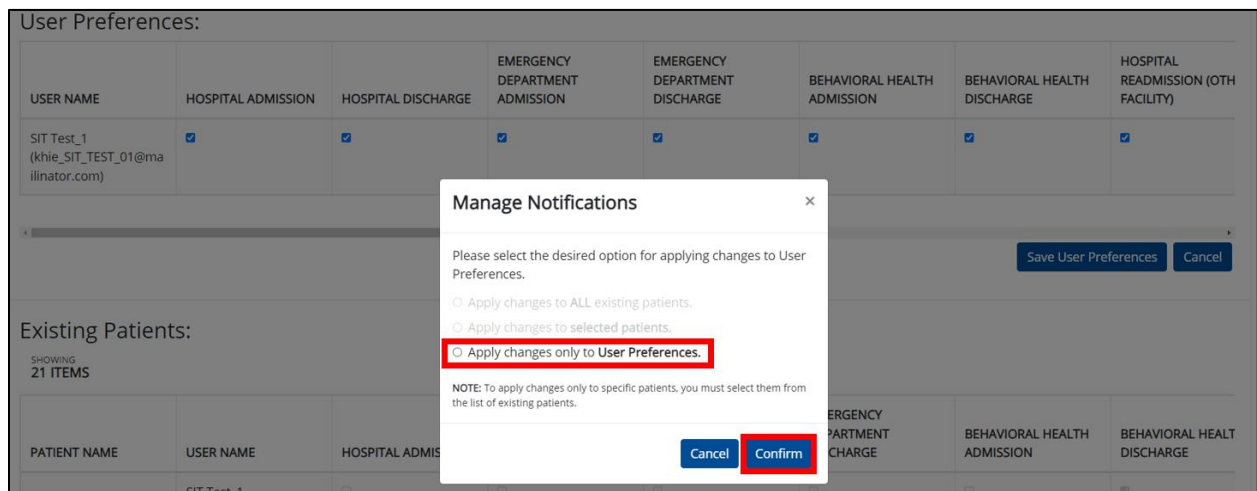
PATIENT NAME	USER NAME	HOSPITAL ADMISSION	EMERGENCY DEPARTMENT ADMISSION	EMERGENCY DEPARTMENT DISCHARGE	BEHAVIORAL HEALTH ADMISSION	BEHAVIORAL HEALTH DISCHARGE
	SIT Test_1 (khie_SIT_TEST_01@ma ilinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reiver Urwent	SIT Test_1 (khie_SIT_TEST_01@ma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The table below defines the three options on the *Manage Notifications* pop-up for applying user preference changes:

#	Option Title	Option Description
1	Apply changes to <b>ALL</b> existing patients.	<p><i>Option 1</i> applies the selected event notification type changes to <b>all</b> existing patients in the user’s patient panel in the ePartnerViewer.</p> <ul style="list-style-type: none"> <li>This means the user will receive the selected event notification types for <b>all</b> existing patients.</li> </ul>
2	Apply changes to <b>selected patients</b> .	<p><i>Option 2</i> applies the event notification type changes to <b>specific</b> existing patients selected by the user. Upon selecting this option, a <i>Select Patients</i> pop-up will display allowing users to select specific patients from the patient panel.</p> <ul style="list-style-type: none"> <li>This means the user will receive the selected event notification types for the specific <b>selected patients</b>.</li> </ul>
3	Apply changes only to the <b>User Preferences</b> .	<p><i>Option 3</i> applies the event notification type changes <b>only</b> to the User Preferences in the ePartnerViewer.</p> <ul style="list-style-type: none"> <li>This means there will be <b>no</b> changes to the event notification types the user currently receives for existing patients.</li> </ul>

**Please Note:** If the user has not yet added any patients, only the *Option 3* radio button is enabled: **Apply changes only to the User Preferences**. The following radio buttons are disabled:

- Option 1:* Apply changes to **ALL** existing patients.
- Option 2:* Apply changes to **selected patients**.



- To apply event notification type changes to **all** existing patients in the user's patient panel in the ePartnerViewer, click the *Option 1* radio button: **Apply changes to ALL existing patients.**

**Manage Notifications**

Please select the desired option for applying changes to User Preferences.

Apply changes to **ALL** existing patients.

Apply changes to **selected** patients.

Apply changes only to **User Preferences.**

NOTE: To apply changes only to specific patients, you must select them from the list of existing patients.

Buttons: Cancel, **Confirm**, Save User Preferences, Cancel

**Existing Patients:**

USER NAME	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
SIT Test_1 (khie_SIT_TEST_01@maillinator.com)										

Buttons: Edit User Preferences

**For the user to receive the selected event notification types for **all** existing patients in the user's patient panel, select *Option 1* radio button: **Apply changes to ALL existing patients.****

- To apply event notification type changes **only** to the User Preferences, click the *Option 3* radio button: **Apply changes only to User Preferences.**

**Manage Notifications**

Please select the desired option for applying changes to User Preferences.

Apply changes to **ALL** existing patients.

Apply changes to **selected** patients.

Apply changes only to **User Preferences.**

NOTE: To apply changes only to specific patients, you must select them from the list of existing patients.

Buttons: Cancel, **Confirm**, Save User Preferences, Cancel

**User Preferences:**

USER NAME	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
SIT Test_1 (khie_SIT_TEST_01@maillinator.com)										

Buttons: Edit User Preferences

**To apply the selected event notification type changes **only** to the User Preferences, select the *Option 3* radio button: **Apply changes only to User Preferences.****

**Please Note:** There will be **no** changes to the event notification types that the user currently receives for their existing patients in the ePartnerViewer.

### Apply Changes to Selected Patients

To select specific existing patients to apply user preference changes and receive the selected event notification types, complete the following steps:

10. On the *Manage Notifications* pop-up, click the *Option 2* radio button: **Apply changes to selected patients.**

11. Click **Confirm.**

**User Preferences:**

USER NAME	HOSPITAL ADMISSION	HOSPITAL DISCHARGE	EMERGENCY DEPARTMENT ADMISSION	EMERGENCY DEPARTMENT DISCHARGE	BEHAVIORAL HEALTH ADMISSION	BEHAVIORAL HEALTH DISCHARGE	HOSPITAL READMISSION (OTH FACILITY)
SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Manage Notifications**

Please select the desired option for applying changes to User Preferences.

- Apply changes to ALL existing patients.
- Apply changes to selected patients.**
- Apply changes only to User Preferences.

NOTE: To apply changes only to specific patients, you must select them from the list of existing patients.

**Confirm**

**Existing Patients:**

SHOWING 21 ITEMS

PATIENT NAME	USER NAME	HOSPITAL ADMISSION	EMERGENCY DEPARTMENT ADMISSION	EMERGENCY DEPARTMENT DISCHARGE	BEHAVIORAL HEALTH ADMISSION	BEHAVIORAL HEALTH DISCHARGE	HOSPITAL READMISSION (OTHER FACILITY)
SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reiver Urwent	SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**User Preferences:**

USER NAME	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
SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

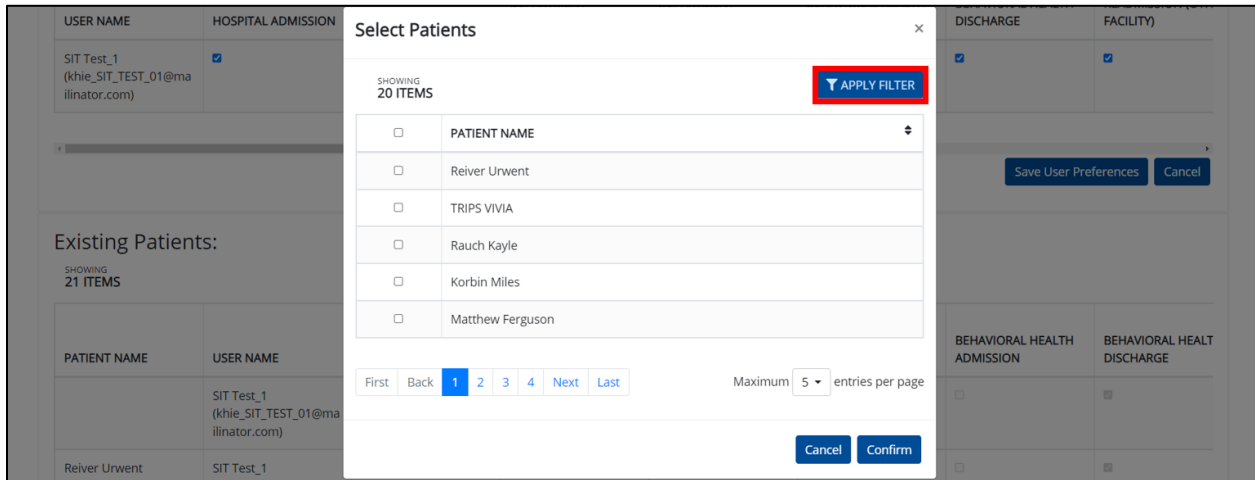
**Existing Patients:**

SHOWING 21 ITEMS

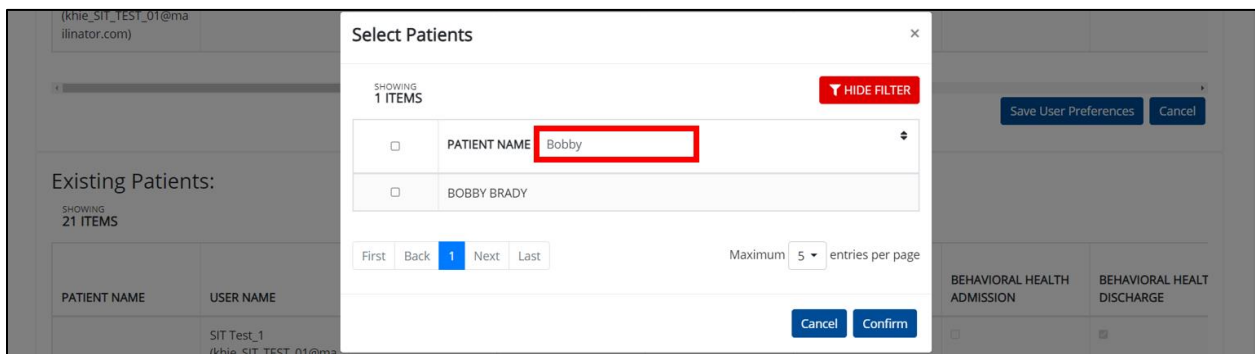
For the user to receive the selected event notification types for specific **selected patients** from the user's patient panel, select *Option 2* radio button: **Apply changes to selected patients.**

PATIENT NAME	USER NAME	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
BOBBY BRADY	SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RUSK JANE	SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cliff Danny	SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alex Francis	SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERAL JAY	SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

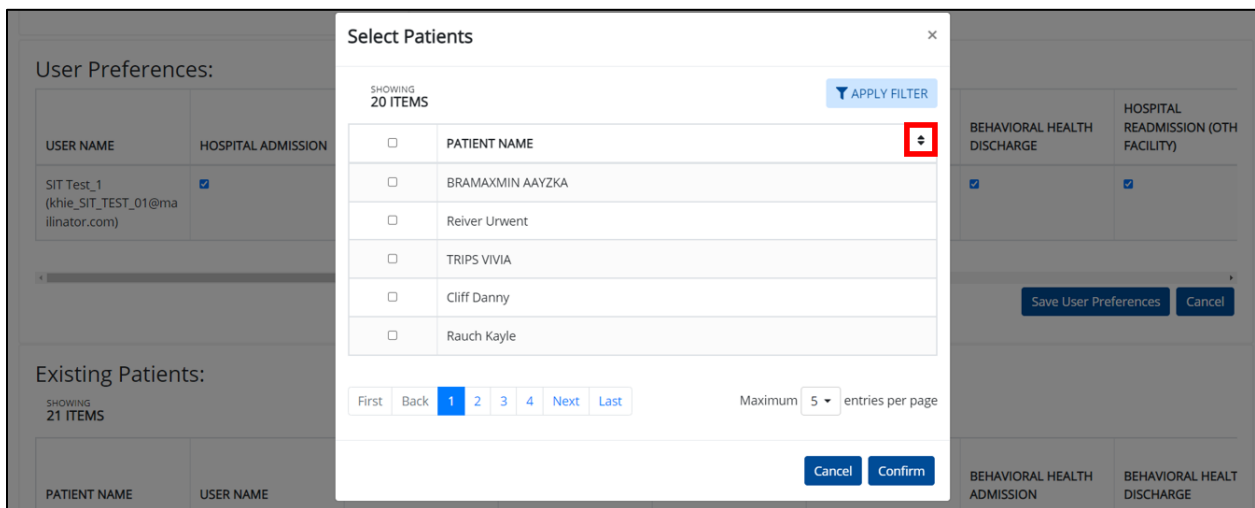
- 12. The *Select Patients* pop-up displays to select specific patients for applying the changes.
- 13. To search for a specific existing patient from the user's patient panel, click **Apply Filter**.

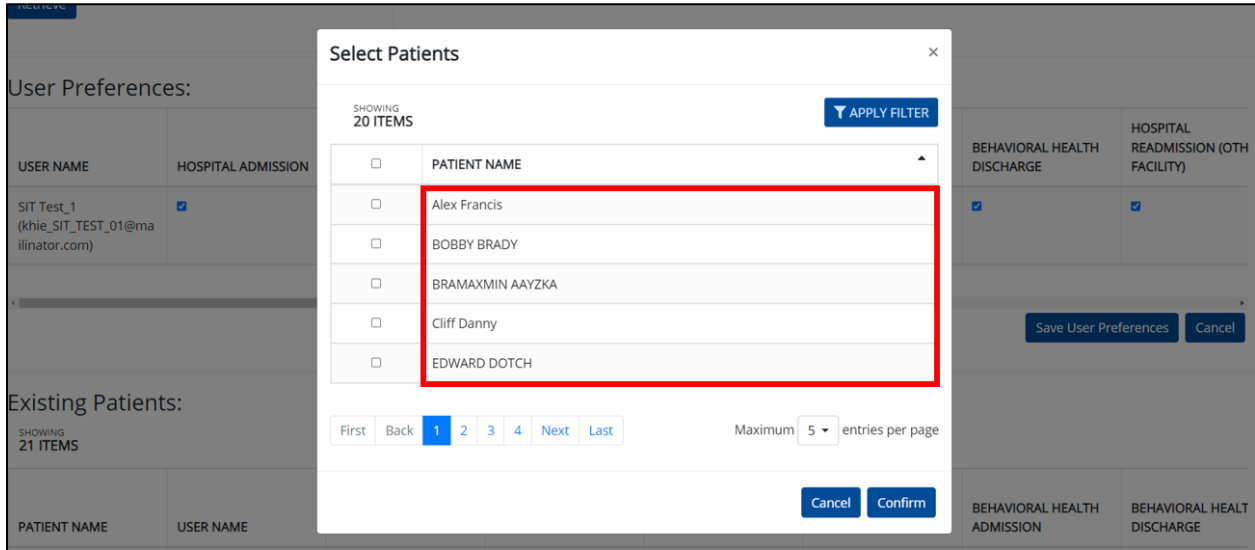


- 14. The *Patient Name* Filter field displays. Search by entering the **Patient Name**.



- 15. To view the list of patient names on the current page in alphabetical order, click the **alphabetical sorting button** to the right of the *Patient Name* column.

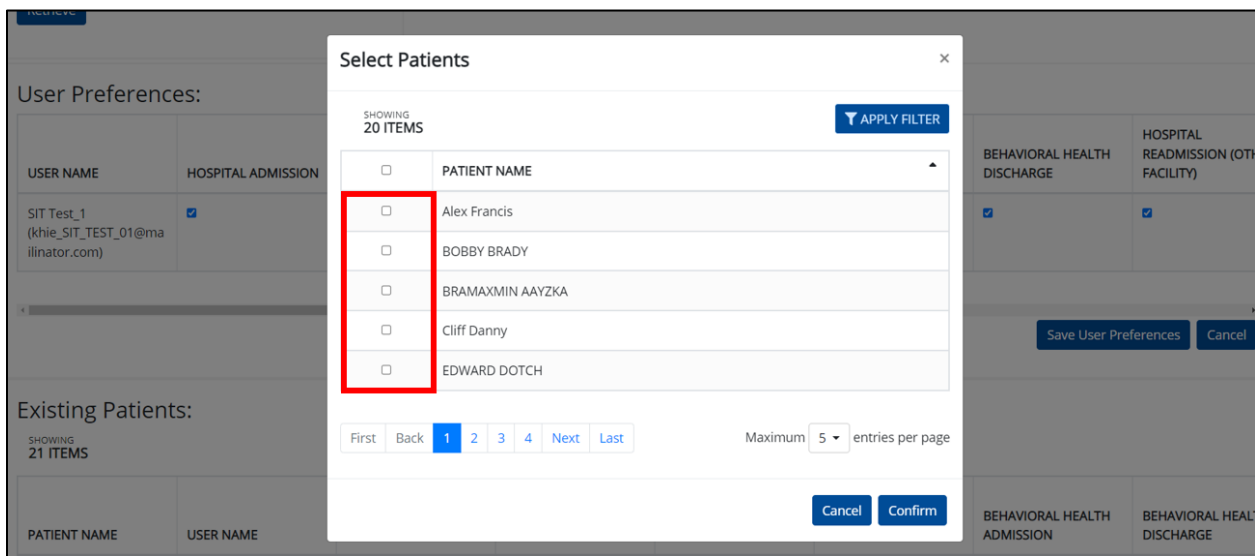




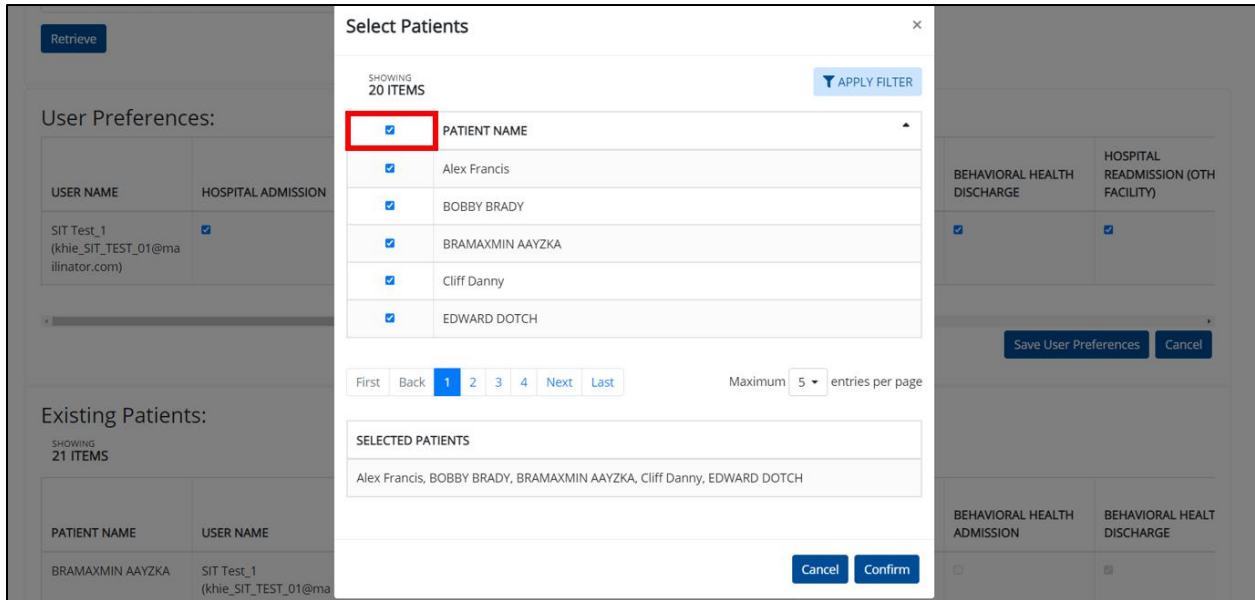
**Please Note:** The patient names are sorted alphabetically by first name. Additionally, the alphabetical sorting feature alphabetizes **all** existing patients in the patient panel (i.e., it does **not** sort patient names alphabetically just by the current page). By default, the *Select Patients* pop-up displays **5** patient names per page.

- Example:* In the example above, the patient **Alex Francis** was not listed on page 1 prior to clicking the **alphabetical sorting button**. Upon clicking the **alphabetical sorting button**, the patient **Alex Francis** displayed at the top of page 1.

16. To select **multiple** patients for applying user preference changes at one time, select the **checkbox(es)** next to the appropriate patient name(s).

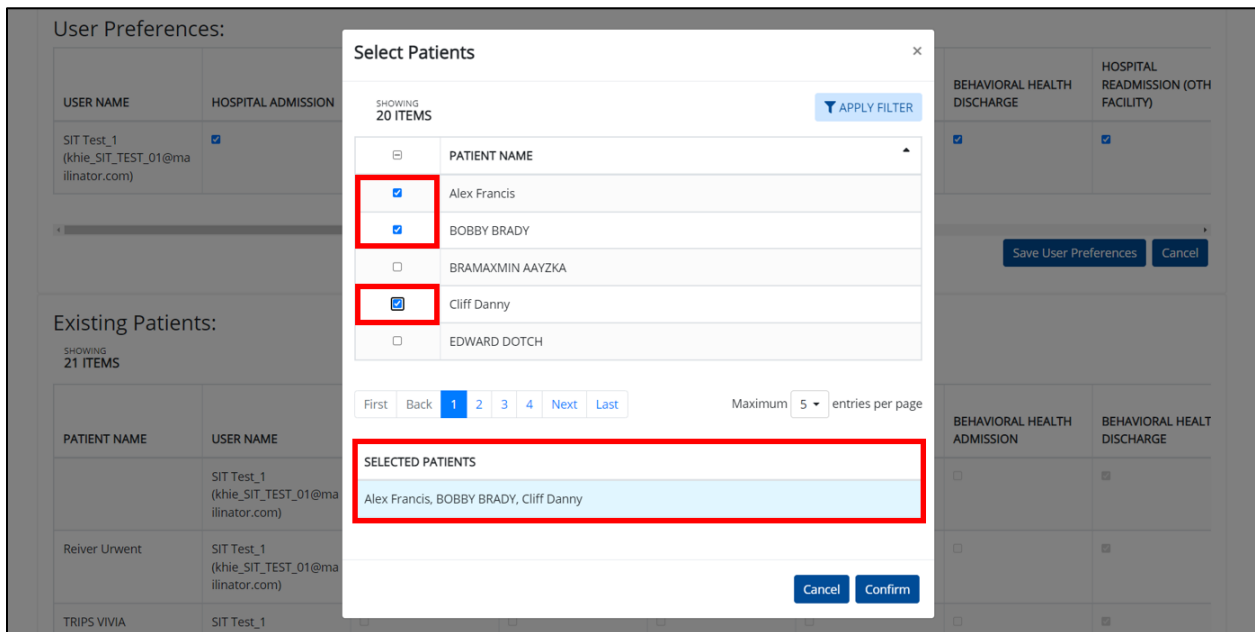


17. To select **all** the patients listed on the current page, click the **Select All checkbox** in the top row.

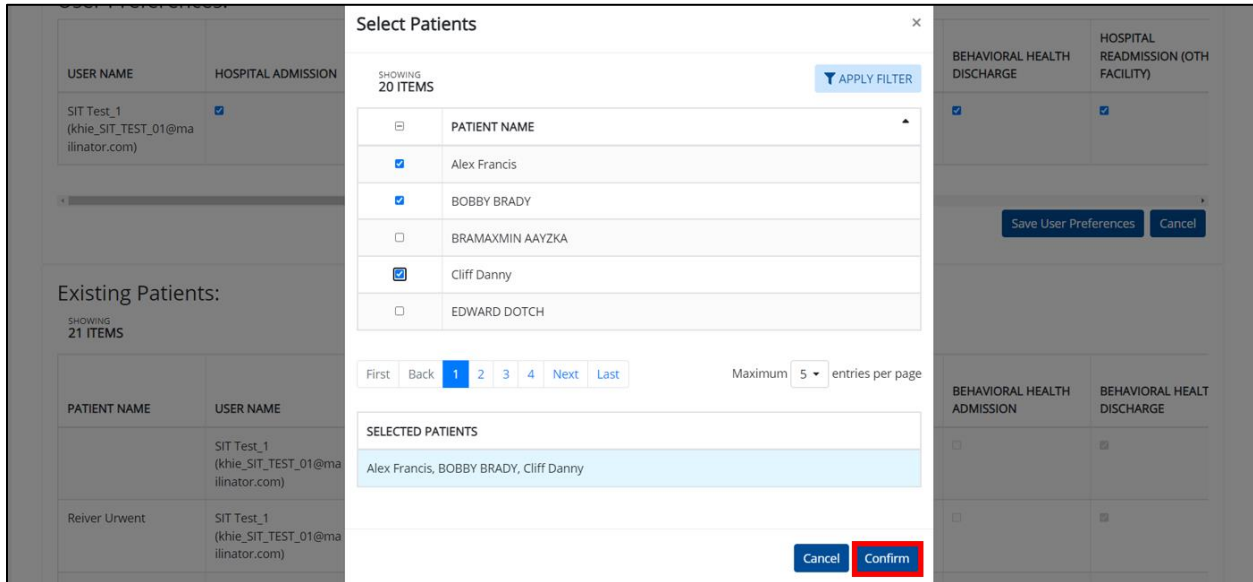


**Please Note:** The **Select All checkbox** only applies to the patients listed on the **current** page. If there are multiple pages of patient names and the user clicks the **Select All checkbox** on a certain page, only the patients displayed on the current page will be selected for applying the user preference changes.

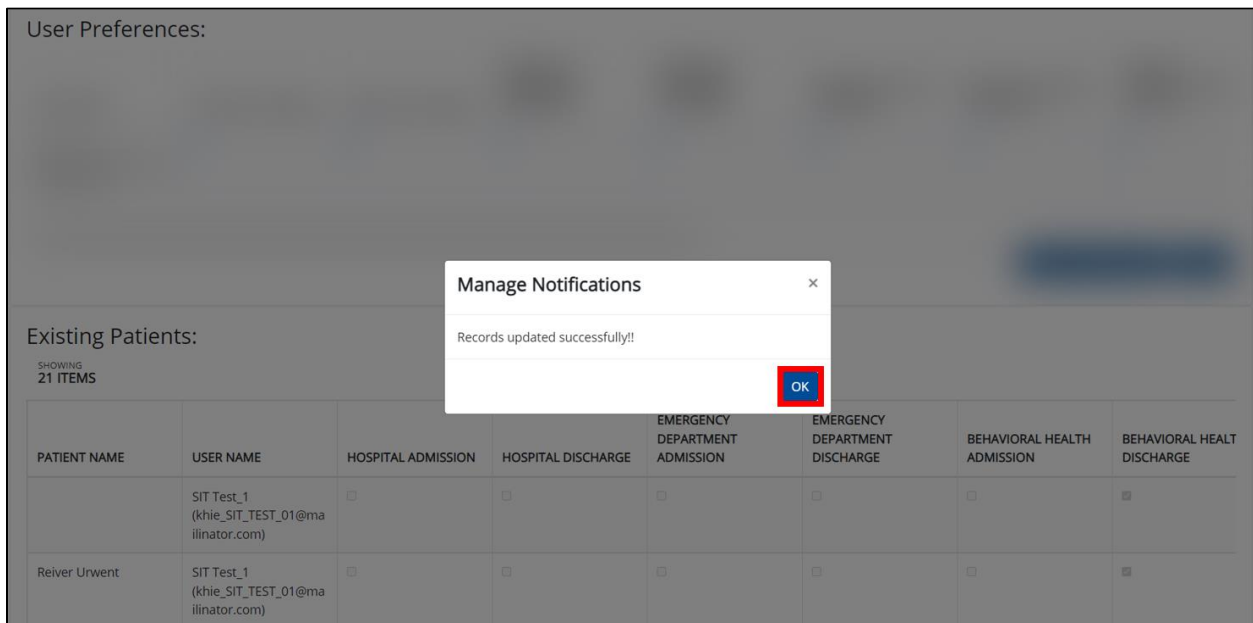
18. Upon selecting specific checkbox(es), the *Selected Patients* section displays the list of selected patients at the bottom of the pop-up.



19. Once the appropriate patient(s) have been selected, click **Confirm** to proceed with applying the user preferences changes to the selected patients.



20. The *Manage Notifications* pop-up displays indicating that the user preference changes have been applied to the selected patients. Click **OK** to close out of the pop-up.



**Please Note:** The **Manage Notifications** screen will be locked and a yellow banner will display the following message until the user preference changes have been successfully processed: *Your changes to event notifications are being processed. Additional changes cannot be made until these changes have been completed.*



RECENT NOTIFICATIONS    DELETED NOTIFICATIONS    **MANAGE NOTIFICATIONS**    UPLOAD PATIENTS

**SELECT A USER FROM THE LIST**

SIT Test\_1 (khie\_SIT\_TEST\_01@mailinator.com) [v]

Retrieve

**Your changes to event notifications are being processed. Additional changes cannot be made until these changes have been completed.**

User Preferences:

USER NAME	HOSPITAL ADMISSION	HOSPITAL DISCHARGE	EMERGENCY DEPARTMENT ADMISSION	EMERGENCY DEPARTMENT DISCHARGE	BEHAVIORAL HEALTH ADMISSION	BEHAVIORAL HEALTH DISCHARGE	HOSPITAL READMISSION (OTH FACILITY)
SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Existing Patients:

SHOWING 21 ITEMS

PATIENT NAME	USER NAME	HOSPITAL ADMISSION	HOSPITAL DISCHARGE	EMERGENCY DEPARTMENT ADMISSION	EMERGENCY DEPARTMENT DISCHARGE	BEHAVIORAL HEALTH ADMISSION	BEHAVIORAL HEALT DISCHARGE
	SIT Test_1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Edit User Preferences

### Edit Event Notifications at Patient-Level

The **Edit Notification** button under the *Existing Patients* section is another method for editing the types of event notifications received for specific patients.

To edit the types of event notifications received for specific patients, complete the following steps:

1. To select the event notifications received for a specific patient, click **Edit Notification** under the *Existing Patients* section.

Existing Patients:

SHOWING 20 ITEMS

PATIENT NAME	USER NAME	HOSPITAL ADMISSION	HOSPITAL DISCHARGE	EMERGENCY DEPARTMENT ADMISSION	EMERGENCY DEPARTMENT DISCHARGE	BEHAVIORAL HEALTH ADMISSION	BEHAVIORAL HEALTH DISCHARGE	HOSPITAL READMISSION ( FACILITY)
ROBERT COLEMAN	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROBERTO GILLMAN	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EDWARD DOTCH	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GIANCO XAVIER	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SIT SIT	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

First Back 1 2 3 4 Next Last

Maximum 5 entries per page

Delete Patient Add Patient **Edit Notification**

- Click the **appropriate checkboxes** to select which types of event notifications the user will receive for each specific patient.

Edit Notification

SHOWING 20 ITEMS

PATIENT NAME	USER NAME	HOSPITAL ADMISSION	HOSPITAL DISCHARGE	EMERGENCY DEPARTMENT ADMISSION	EMERGENCY DEPARTMENT DISCHARGE	BEHAVIORAL HEALTH ADMISSION	BEHAVIORAL HEALTH DISCHARGE	HOSPITAL READMISSION (C FACILITY)
ROBERT COLEMAN	SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ROBERTO GILLMAN	SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EDWARD DOTCH	SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GIANCO XAVIER	SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SIT SIT	SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

First Back 1 2 3 4 Next Last Maximum 5 entries per page

Cancel Save

- Once the desired event notification types have been selected for each patient, click **Save**.

Edit Notification

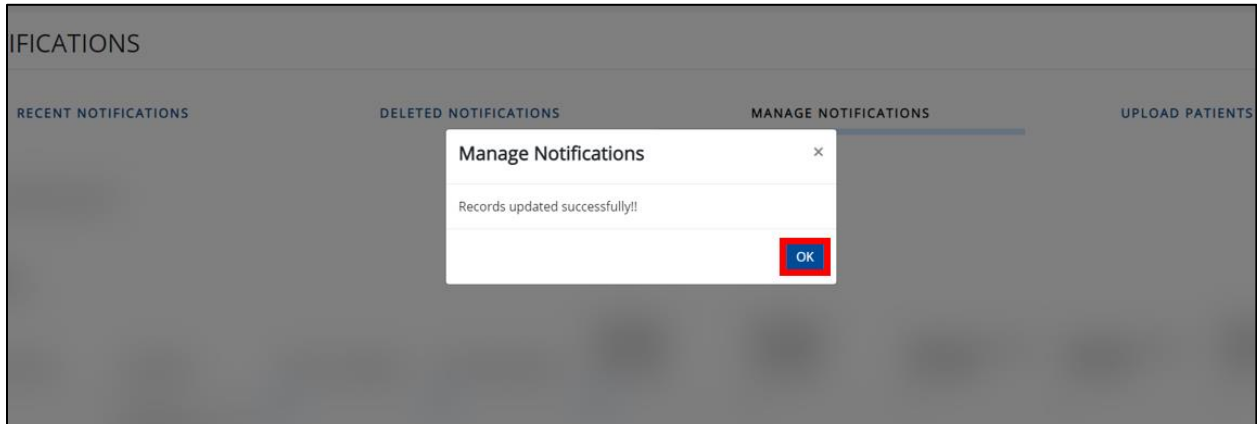
SHOWING 20 ITEMS

PATIENT NAME	USER NAME	HOSPITAL ADMISSION	HOSPITAL DISCHARGE	EMERGENCY DEPARTMENT ADMISSION	EMERGENCY DEPARTMENT DISCHARGE	BEHAVIORAL HEALTH ADMISSION	BEHAVIORAL HEALTH DISCHARGE	HOSPITAL READMISSION (C FACILITY)
ROBERT COLEMAN	SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROBERTO GILLMAN	SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EDWARD DOTCH	SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GIANCO XAVIER	SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SIT SIT	SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

First Back 1 2 3 4 Next Last Maximum 5 entries per page

Cancel Save

- The *Manage Notifications* pop-up displays indicating that the records have been successfully updated. Click **OK** to close out of the pop-up.



- Changes can be reviewed on the **Manage Notifications** screen.

User Preferences:

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@maillinator.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

All 13 event notification types are selected for the user preferences. This means that all 13 event notification types are available for any of the user's patients.

Existing Patients:

SHOWING 20 ITEMS

PATIENT NAME	USER NAME	HOSPITAL ADMISSION	HOSPITAL DISCHARGE	EMERGENCY DEPARTMENT ADMISSION	EMERGENCY DEPARTMENT DISCHARGE	BEHAVIORAL HEALTH ADMISSION	BEHAVIORAL HEALTH DISCHARGE	HOSPITAL READMISSION (( FACILITY)
ROBERT COLEMAN	SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Veri Tuttle	SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Alex Francis	SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERAL JAY	SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MIKE PIROT	SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BOBBY BRADY	SIT Test_1 (khie_SIT_TEST_01@maillinator.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The user will only receive the event notification types selected for the patient. If only 2 event notification types are selected for this patient, the user will only receive the 2 selected event notifications for this patient.

Navigation: First Back 1 Next Last | Maximum 20 entries per page | Delete Patient Add Patient Edit Notification

### Add New Patients to the User’s Patient Panel

The *Existing Patients* section displays the list of patients and the event notification types for each patient that the user is monitoring. Users can **add** new patients to the selected user’s patient panel in the ePartnerViewer and manage the types of event notifications received for each patient.

To add new patients to the selected user’s patient panel, complete the following steps:

1. Click **Add Patient** under the *Existing Patients* section to open the Patient Search.

Existing Patients:

SHOWING 20 ITEMS

PATIENT NAME	USER NAME	HOSPITAL ADMISSION	HOSPITAL DISCHARGE	EMERGENCY DEPARTMENT ADMISSION	EMERGENCY DEPARTMENT DISCHARGE	BEHAVIORAL HEALTH ADMISSION	BEHAVIORAL HEALTH DISCHARGE	HOSPITAL READMISSION (C FACILITY)
	SIT Test_1 (khie_SIT_TEST_01@ma ilinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TRIPS VIVIA	SIT Test_1 (khie_SIT_TEST_01@ma ilinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Rauch Kayle	SIT Test_1 (khie_SIT_TEST_01@ma ilinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Korbin Miles	SIT Test_1 (khie_SIT_TEST_01@ma ilinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Matthew Ferguson	SIT Test_1 (khie_SIT_TEST_01@ma ilinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Maximum 5 entries per page

First Back 1 2 3 4 Next Last

Delete Patient Add Patient Edit Notification

**Please Note:** If the user has not yet added any patients, only the *User Preferences* section displays. Once at least one patient has been added for the user, the *Existing Patients* section displays.

RECENT NOTIFICATIONS DELETED NOTIFICATIONS MANAGE NOTIFICATIONS UPLOAD PATIENTS

SELECT A USER FROM THE LIST

Jane Doe (jane.doe@email.com)

Retrieve

User Preferences:

USER NAME	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
Jane Doe (jane.doe@email.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

There is no data to be displayed

Edit User Preferences

Add Patient

2. The *Patient Search* table displays. Enter the patient's **First Name** and **Last Name** in the appropriate fields.
3. If known, select the patient's **Sex**.
4. Enter the patient's **Date of Birth**. If the Date of Birth is unknown, provide the patient's **Age Range**.

User Preferences:

USER NAME	HOSPITAL ADMISSION	HOSPITAL DISCHARGE	EMERGENCY DEPARTMENT ADMISSION	EMERGENCY DEPARTMENT DISCHARGE	BEHAVIORAL HEALTH ADMISSION	BEHAVIORAL HEALTH DISCHARGE	HOSPITAL READMISSION (OTH FACILITY)
SIT Test_1 (khie_SIT_TEST_01@ma ilinator.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Select Another User

**PATIENT SEARCH**

No Searches Completed

First Name

Last Name

Sex  
 Unspecified  
 Male  
 Female

Date Of Birth

Age Range  
0 0 - 115 115

5. Click **Search** to view the Patient Search results.

SIT Test\_1  
(khie\_SIT\_TEST\_01@ma  
ilinator.com)

Select Another User

**PATIENT SEARCH**

No Searches Completed

First Name

Last Name

Sex  
 Unspecified  
 Male  
 Female

Date Of Birth

Age Range  
0 0 - 115 115

- 6. The Patient Search Results display to the right. Click the **Checkbox** next to the appropriate patient to receive event notifications.

User Preferences:

USER NAME	HOSPITAL ADMISSION	HOSPITAL DISCHARGE	EMERGENCY DEPARTMENT ADMISSION	EMERGENCY DEPARTMENT DISCHARGE	BEHAVIORAL HEALTH ADMISSION	BEHAVIORAL HEALTH DISCHARGE	HOSPITAL READMISSION (OTH FACILITY)
SIT Test_1 (khie_SIT_TEST_01@ma ilinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Select Another User

**PATIENT SEARCH**

First Name: Bobby

Last Name: Brady

Sex:  Unspecified,  Male,  Female

Date Of Birth: mm/dd/yyyy

Age Range: 0 - 115

SEARCH

Clear All

**1 PATIENT MATCH FOUND**

SHOWING 1 ITEMS

	NAME	DATE OF BIRTH	GENDER	ADDRESS
<input type="checkbox"/>	BOBBY BRADY	07/12/1970	M	21363 PARIS BVLD LEXINGTON KY 40822

First Back 1 Next Last

Maximum 5 entries per page

- 7. Click **Show Selected Patient** to display the patient’s details.

USER NAME	HOSPITAL ADMISSION	HOSPITAL DISCHARGE	ADMISSION	DISCHARGE	ADMISSION	DISCHARGE	FACILITY)	SPECIALTY VISIT
SIT Test_1 (khie_SIT_TEST_01@ma ilinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select Another User

**PATIENT SEARCH**

First Name: Bobby

Last Name: Brady

Sex:  Unspecified,  Male,  Female

Date Of Birth: mm/dd/yyyy

Age Range: 0 - 115

SEARCH

Clear All

**1 PATIENT MATCH FOUND**

SHOWING 1 ITEMS

	NAME	DATE OF BIRTH	GENDER	ADDRESS
<input checked="" type="checkbox"/>	BOBBY BRADY	07/12/1970	M	21363 PARIS BVLD LEXINGTON KY 40822

First Back 1 Next Last

Maximum 5 entries per page

Show Selected Patient

- The *Selected Patients* section displays with the selected patient's details.
- If you want to only add one patient, click **Add Notification** to select event notifications for the selected patient.

**PATIENT SEARCH**

First Name: Bobby  
 Last Name: Brady  
 Sex:  Unspecified,  Male,  Female  
 Date Of Birth: mm/dd/yyyy  
 Age Range: 0 - 115

SEARCH  
Clear All

**1 PATIENT MATCH FOUND**

SHOWING 1 ITEMS

	NAME	DATE OF BIRTH	GENDER	ADDRESS
<input checked="" type="checkbox"/>	BOBBY BRADY	07/12/1970	M	21363 PARIS BVLD LEXINGTON KY 40822

First Back 1 Next Last Maximum 5 entries per page

Selected Patients:

NAME	DATE OF BIRTH	GENDER	ADDRESS
BOBBY BRADY	07/12/1970	M	21363 PARIS BVLD LEXINGTON KY 40822

First Back 1 Next Last Maximum 5 entries per page

Add Notification

**Please Note:** To add multiple patients at the same time, do **not** click **Add Notification** until the final patient has been selected. Users should continue using the search functionality to search for and add multiple patients to the selected user's patient panel.

**Add Multiple Patients to the User's Patient Panel**

Users have the option to use the Patient Search functionality to add event notifications for **multiple** new patients at one time.

To use the Patient Search functionality to add multiple new patients, complete the following steps:

- To clear the search fields and search for a new patient to add, click **Clear All**.

**PATIENT SEARCH**

First Name: Thirtyfour  
 Last Name: Wills  
 Sex:  Unspecified,  Male,  Female  
 Date Of Birth: mm/dd/yyyy  
 Age Range: 0 - 115

SEARCH  
Clear All

**1 PATIENT MATCH FOUND**

SHOWING 1 ITEMS

	NAME	DATE OF BIRTH	GENDER	ADDRESS
<input checked="" type="checkbox"/>	THIRTYFOUR WILLS	08/08/1991	M	HILL VLY ZADEN PADEN CITY WV 26159

First Back 1 Next Last Maximum 5 entries per page

Selected Patients:

NAME	DATE OF BIRTH	GENDER	ADDRESS
THIRTYFOUR WILLS	08/08/1991	M	HILL VLY ZADEN PADEN CITY WV 26159

First Back 1 Next Last Maximum 5 entries per page

Add Notification

11. Enter the patient's **First Name**, **Last Name** in the appropriate fields.
12. If known, enter the patient's **Sex**, and **Date of Birth** in the appropriate fields.
13. Once the appropriate search fields are complete, click **Search**.

**PATIENT SEARCH**

First Name: [Red Box]

Last Name: [Red Box]

Sex:  Unspecified,  Male,  Female

Date Of Birth: [Red Box]

Age Range: 0 - 115

**SEARCH**

Clear All

No Searches Completed

Selected Patients:

NAME	DATE OF BIRTH	GENDER	ADDRESS
THIRTYFOUR WILLS	08/08/1991	M	HILL VLY ZADEN PADEN CITY WV 26159

First Back 1 Next Last

Maximum 5 entries per page

**Add Notification**

14. The Patient Search Results display to the right. Click the **Checkbox** next to the appropriate patient.

**PATIENT SEARCH**

First Name: NINERONE

Last Name: NINERETWENTY

Sex:  Unspecified,  Male,  Female

Date Of Birth: [Red Box]

Age Range: 0 - 115

**SEARCH**

Clear All

1 PATIENT MATCH FOUND

SHOWING 1 ITEMS

	NAME	DATE OF BIRTH	GENDER	ADDRESS
<input checked="" type="checkbox"/>	NINERONE NINERETWENTY	12/28/1997	M	72097 TEST HAPPIE LN LEXINGTON KY 42201

First Back 1 Next Last

Maximum 5 entries per page

Selected Patients:

NAME	DATE OF BIRTH	GENDER	ADDRESS
THIRTYFOUR WILLS	08/08/1991	M	HILL VLY ZADEN PADEN CITY WV 26159

15. The *Selected Patients* section displays the newly added patient(s). Once all the appropriate patients have been added, click **Add Notification** to select the types of event notifications to receive for each patient.

**PATIENT SEARCH**

First Name: NINERONE

Last Name: NINERETWENTY

Sex:  Unspecified,  Male,  Female

Date Of Birth: [Red Box]

Age Range: 0 - 115

**SEARCH**

Clear All

1 PATIENT MATCH FOUND

SHOWING 1 ITEMS

	NAME	DATE OF BIRTH	GENDER	ADDRESS
<input checked="" type="checkbox"/>	NINERONE NINERETWENTY	12/28/1997	M	72097 TEST HAPPIE LN LEXINGTON KY 42201

First Back 1 Next Last

Maximum 5 entries per page

Selected Patients:

NAME	DATE OF BIRTH	GENDER	ADDRESS
THIRTYFOUR WILLS	08/08/1991	M	HILL VLY ZADEN PADEN CITY WV 26159
NINERONE NINERETWENTY	12/28/1997	M	72097 TEST HAPPIE LN LEXINGTON KY 42201

First Back 1 Next Last

Maximum 5 entries per page

**Add Notification**



**Please Note:** By default, the same notification types selected for the user in the *User Preferences* section are automatically selected for the newly added patient(s).

- For example, if all 13 notification types were selected for the user, all 13 notification types will be automatically selected for each newly added patient.

Users have the option to change the types of event notifications received for each added patient.

USER NAME	HOSPITAL ADMISSION	HOSPITAL DISCHARGE	EMERGENCY DEPARTMENT ADMISSION	EMERGENCY DEPARTMENT DISCHARGE	BEHAVIORAL HEALTH ADMISSION	BEHAVIORAL HEALTH DISCHARGE	HOSPITAL READMISSION (OTHER FACILITY)	SPECIALTY VISIT
Jane Doe (Jane.Doe@email.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Select Another User](#)

Select Notifications:

PATIENT NAME	USER NAME	HOSPITAL ADMISSION	HOSPITAL DISCHARGE	EMERGENCY DEPARTMENT ADMISSION	EMERGENCY DEPARTMENT DISCHARGE	BEHAVIORAL HEALTH ADMISSION	BEHAVIORAL HEALTH DISCHARGE	HOSPITAL READMISSION (C FACILITY)
THIRTYFOUR WILLS	Jane Doe (Jane.Doe@email.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NINEREONE NINERETWENTY	Jane Doe (Jane.Doe@email.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Save Notifications](#)

16. Upon clicking **Add Notification**, the checkboxes are enabled. Click the appropriate **checkboxes** to select which event notifications will be received for each of the newly added patient(s).

Select Notifications:

PATIENT NAME	USER NAME	HOSPITAL ADMISSION	HOSPITAL DISCHARGE	EMERGENCY DEPARTMENT ADMISSION	EMERGENCY DEPARTMENT DISCHARGE	BEHAVIORAL HEALTH ADMISSION	BEHAVIORAL HEALTH DISCHARGE	HOSPITAL READMISSION (C FACILITY)
THIRTYFOUR WILLS	Jane Doe (Jane.Doe@email.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NINEREONE NINERETWENTY	Jane Doe (Jane.Doe@email.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

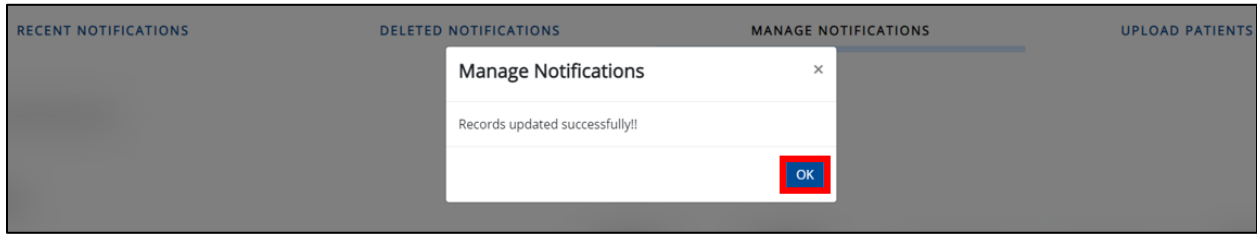
17. Click **Save Notifications** to save the selected notifications for each patient.

Select Notifications:

PATIENT NAME	USER NAME	HOSPITAL ADMISSION	HOSPITAL DISCHARGE	EMERGENCY DEPARTMENT ADMISSION	EMERGENCY DEPARTMENT DISCHARGE	BEHAVIORAL HEALTH ADMISSION	BEHAVIORAL HEALTH DISCHARGE	HOSPITAL READMISSION (C FACILITY)
THIRTYFOUR WILLS	Jane Doe (Jane.Doe@email.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NINEREONE NINERETWENTY	Jane Doe (Jane.Doe@email.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Save Notifications](#)

18. The *Manage Notifications* pop-up displays indicating that the records have been successfully updated. Click **OK** to close the pop-up.

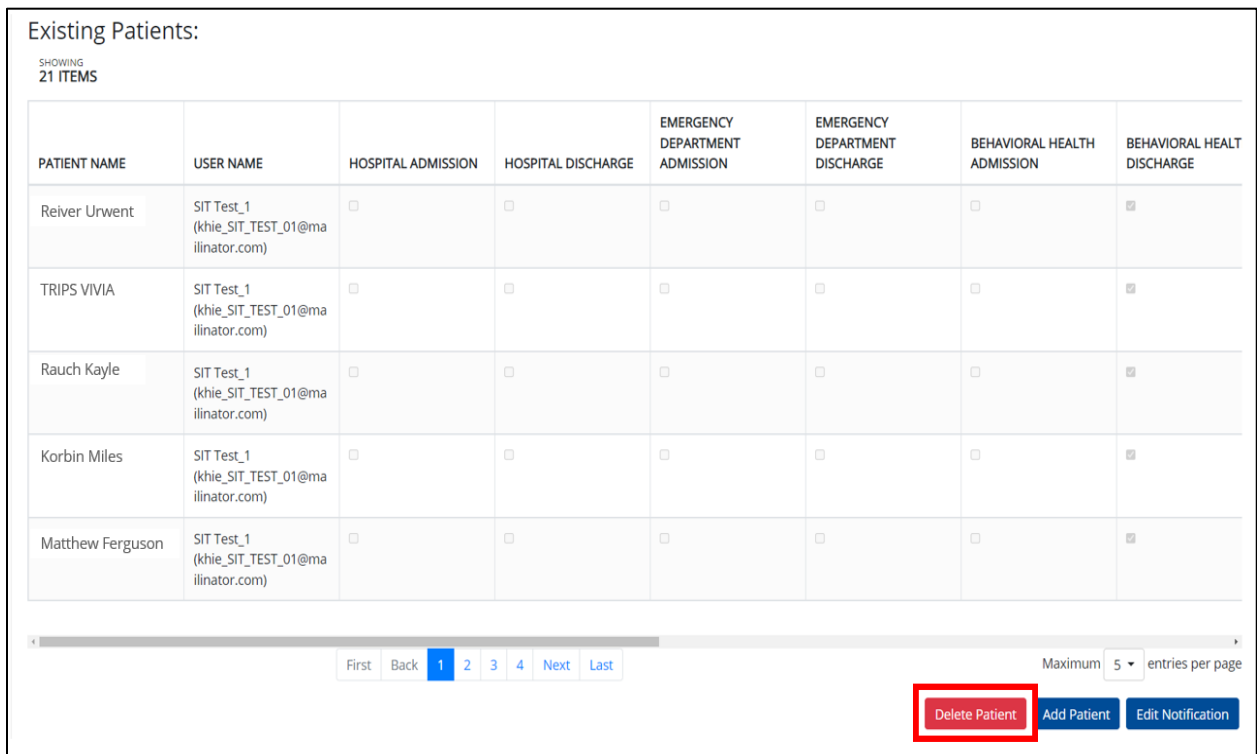


### Delete Existing Patients for the Selected User

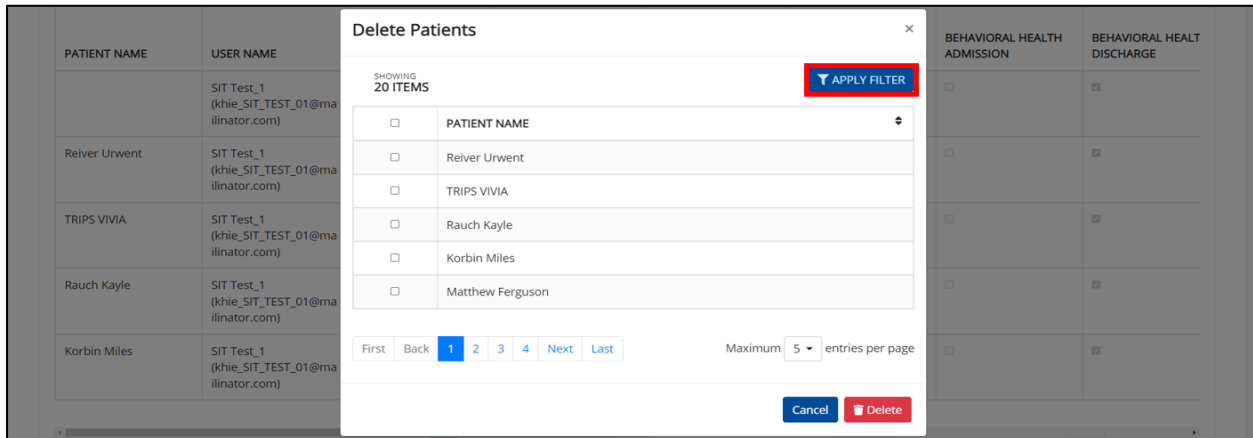
The *Existing Patients* section displays the list of patients and the event notification types for each patient the user is monitoring. Users have the option to **delete** existing patients from the selected user’s patient panel in the ePartnerViewer by clicking the **Delete Patient** button. Once the existing patient(s) have been successfully deleted, the selected user will stop receiving event notifications for each existing patient deleted from the patient panel.

To delete existing patient(s) from the selected user’s patient panel in the ePartnerViewer, complete the following steps:

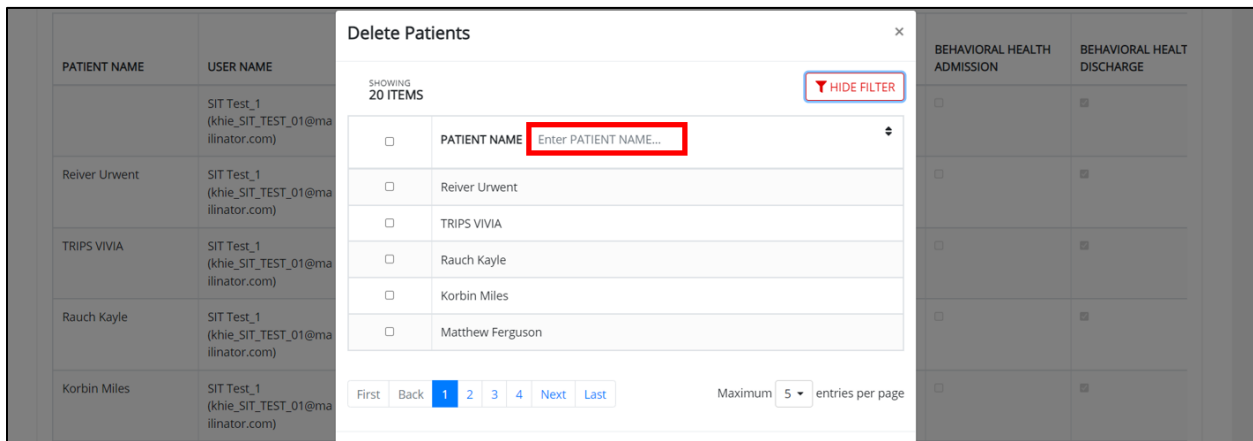
1. Click **Delete Patient** under the *Existing Patients* section.



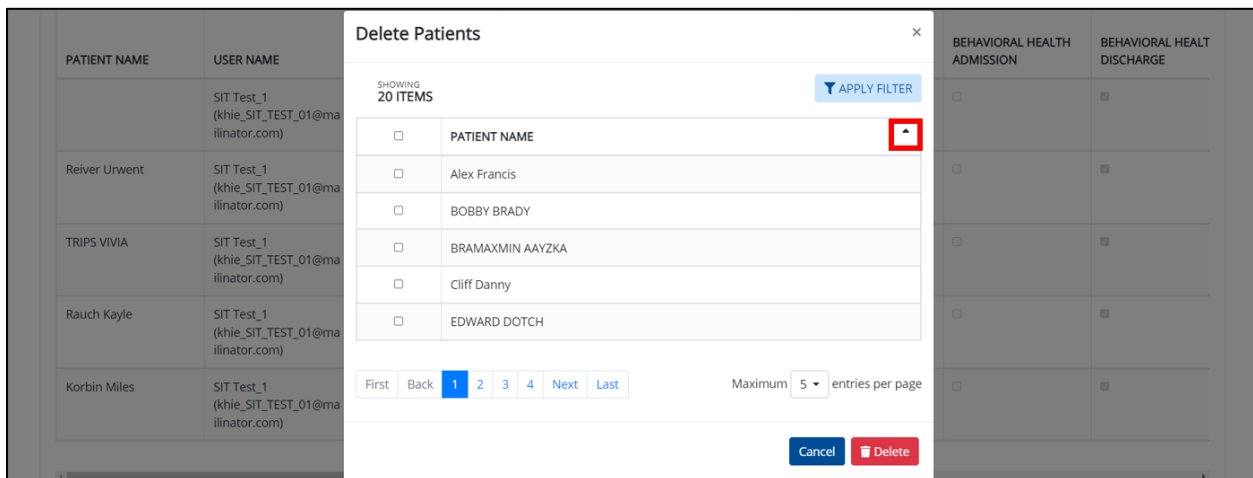
- The *Delete Patients* pop-up displays allowing the user to select specific existing patients to delete.
- To search for a specific existing patient, click **Apply Filter**.



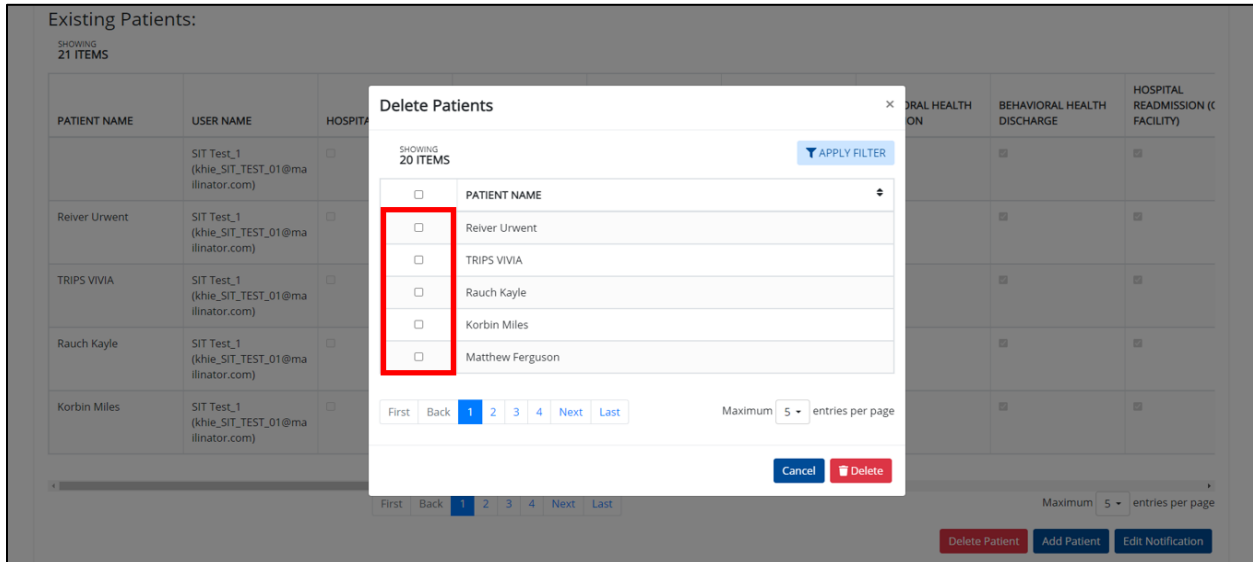
- The *Patient Name* Filter field displays. Search by entering the **Patient Name**.



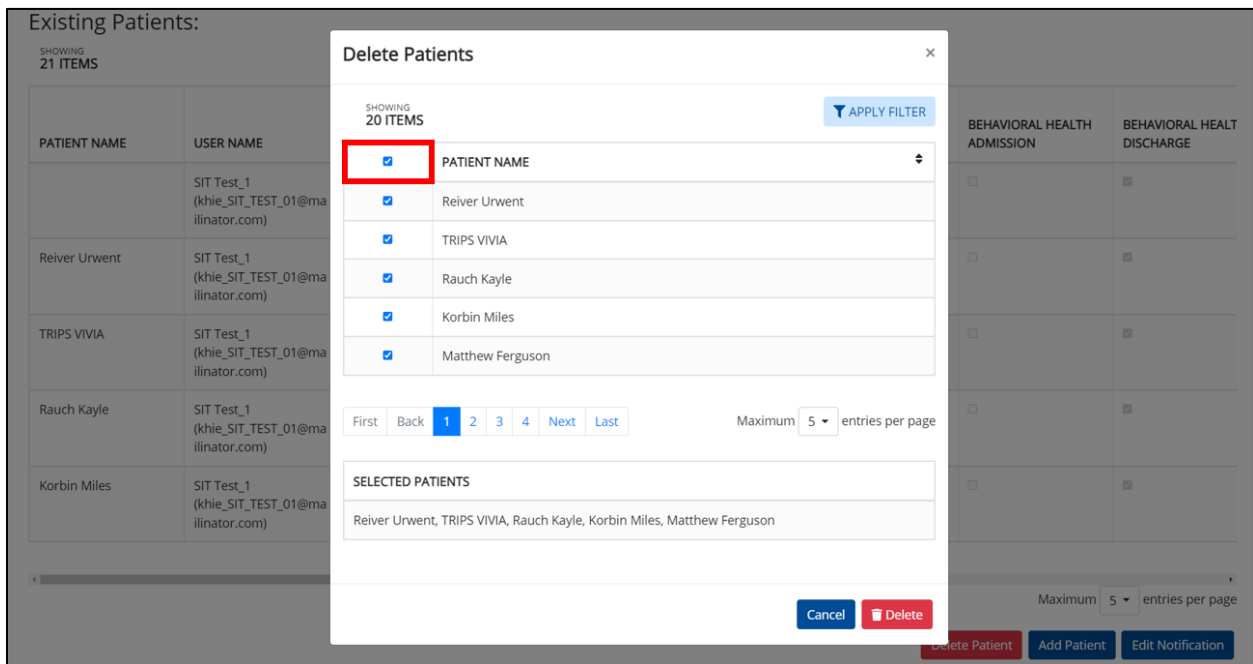
- To view the list of patient names on the current page in alphabetical order, click the **alphabetical sorting button** to the right of the *Patient Name* column.



- To select multiple patients for deletion at one time, click the **checkbox(es)** next to the appropriate patient names(s).

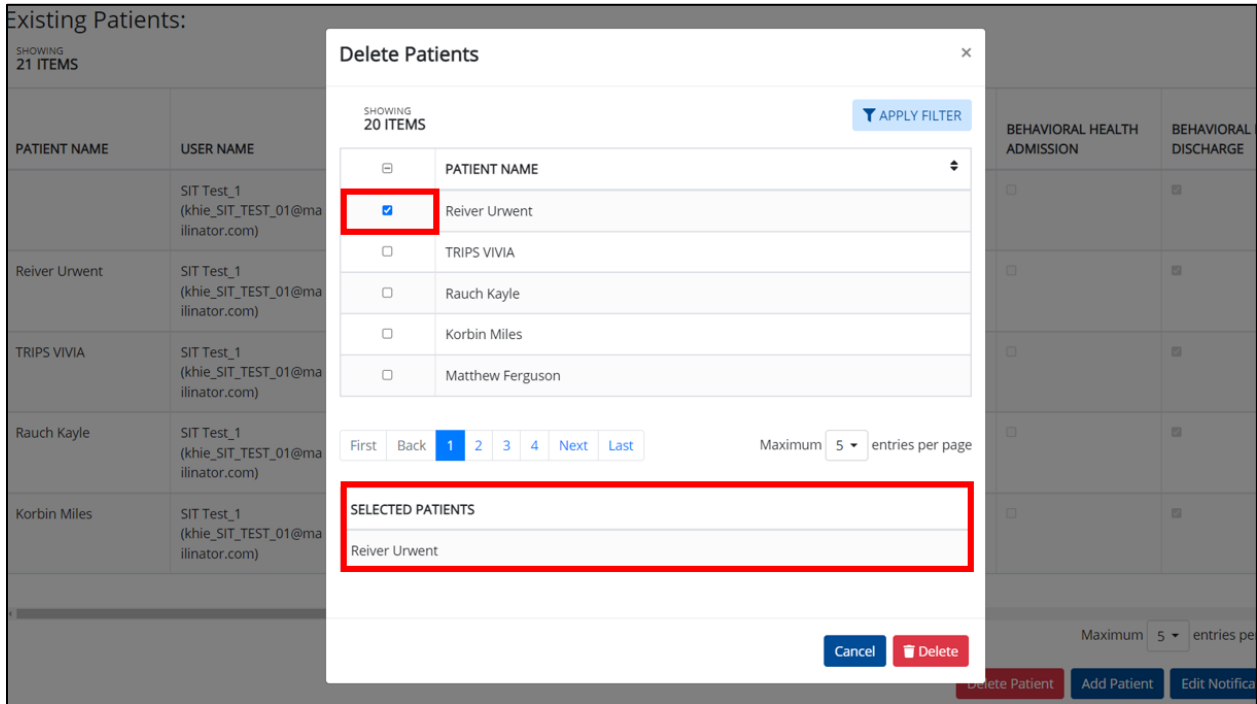


- To select **all** the patients listed on the current page, click the **Select All checkbox** in the top row.

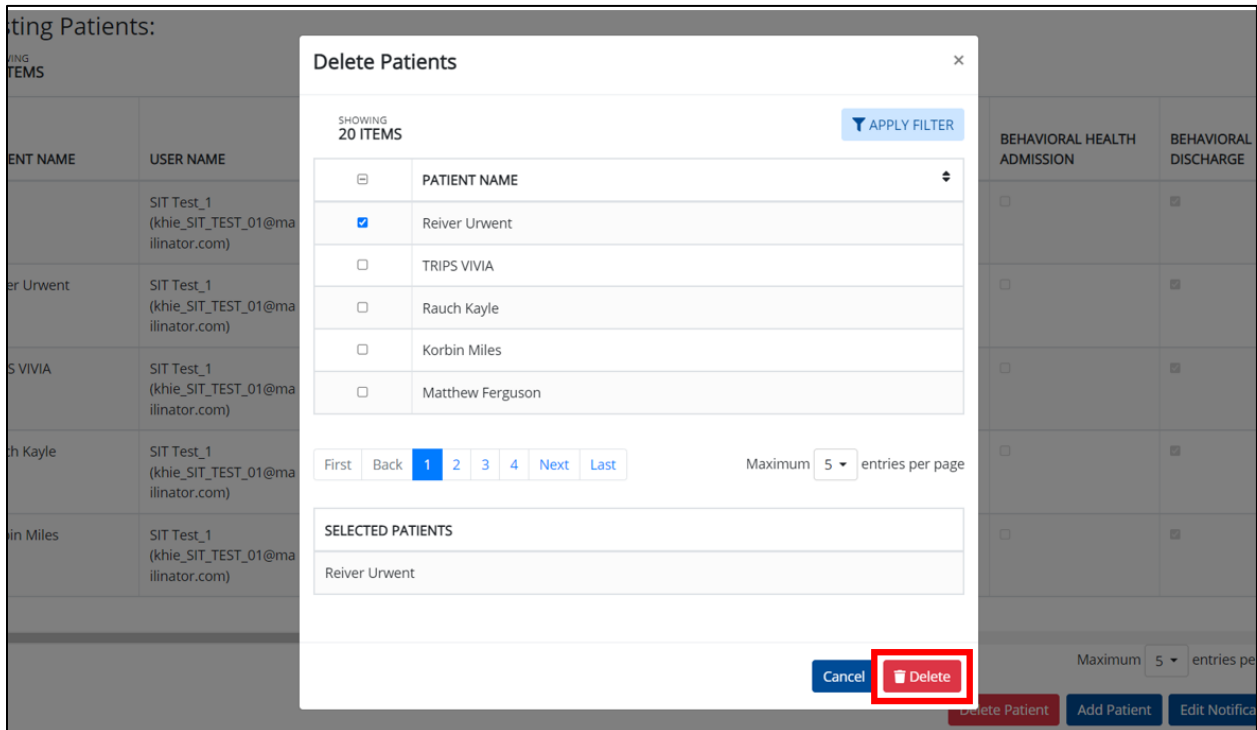


**Please Note:** The **Select All checkbox** only applies to the patients listed on the **current** page. If there are multiple pages of patient names and the user clicks the **Select All checkbox** on a certain page, only the patients displayed on the current page will be deleted.

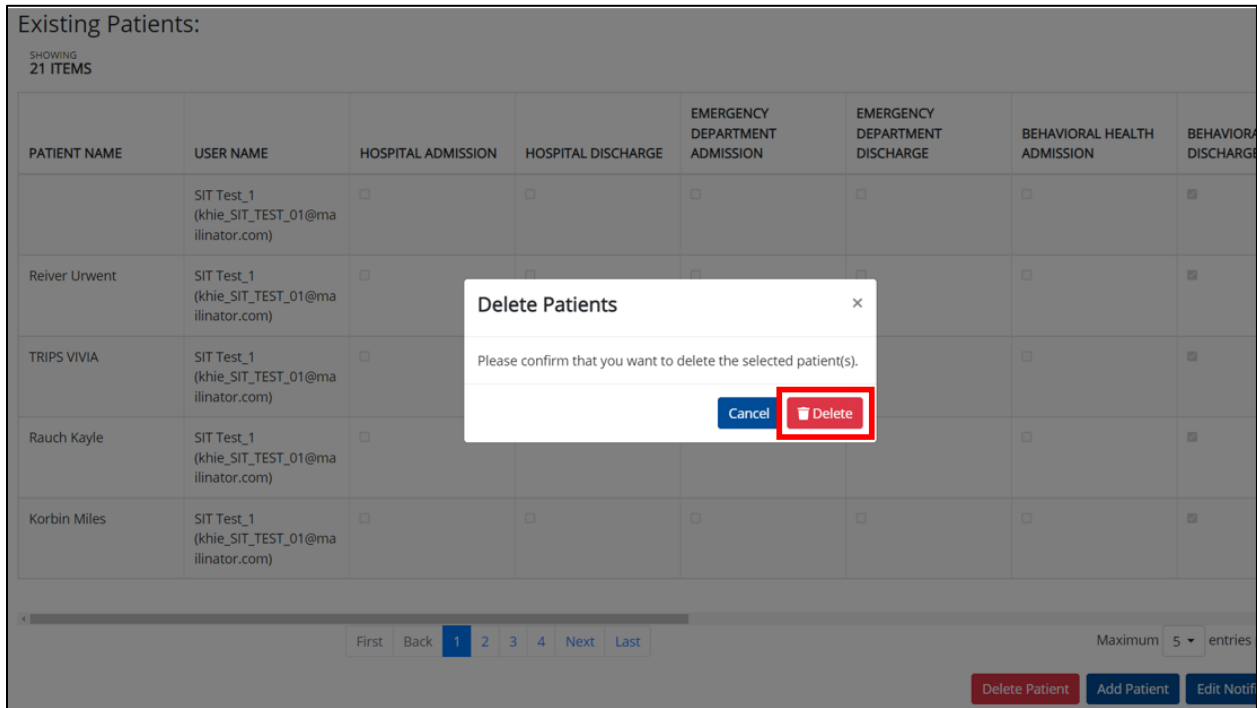
8. Upon selecting specific patients, a list of the selected patients displays at the bottom of the *Delete Patients* pop-up.



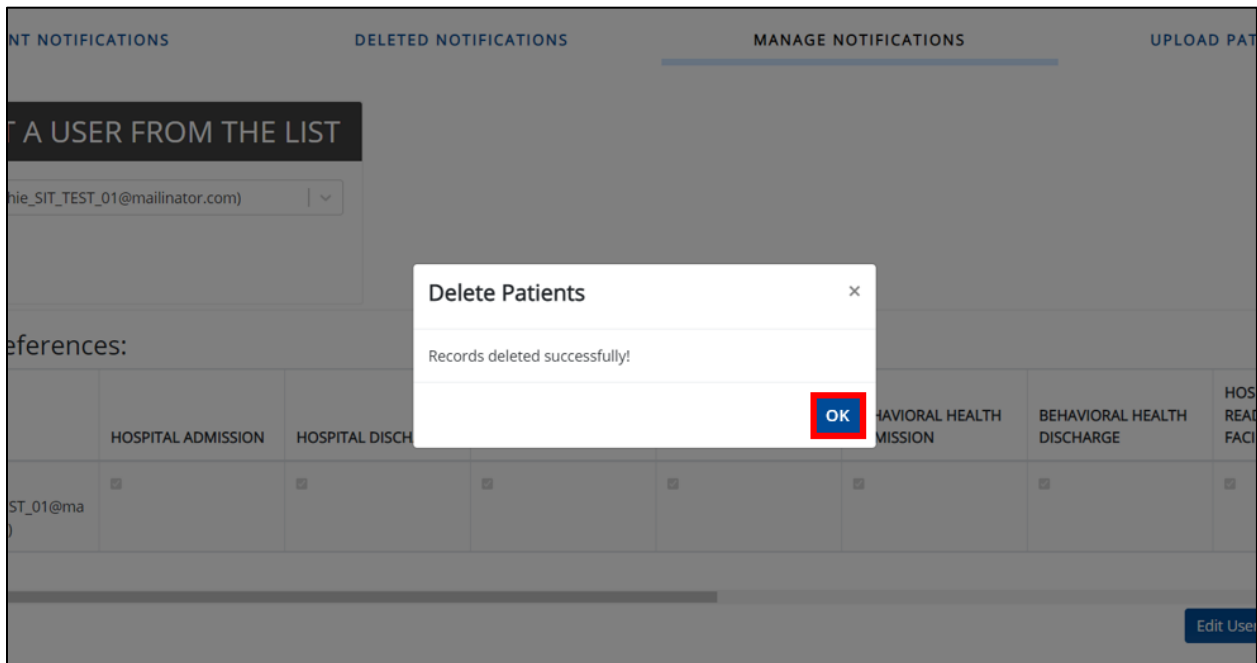
9. Once the appropriate patient(s) have been selected, click **Delete**.



10. The *Delete Patients* pop-up displays to confirm deleting the selected patient(s). To confirm, click **Delete**.



11. The *Delete Patients* pop-up displays indicating the selected patients have been successfully deleted. Click **OK** to close out of the pop-up.



12. To confirm the patients have been deleted from the patient panel, users can review the *Existing Patients* section.

Existing Patients:

SHOWING 21 ITEMS

PATIENT NAME	USER NAME	HOSPITAL ADMISSION	HOSPITAL DISCHARGE	EMERGENCY DEPARTMENT ADMISSION	EMERGENCY DEPARTMENT DISCHARGE	BEHAVIORAL HEALTH ADMISSION	BEHAVIORAL HEALT DISCHARGE
Reiver Urwent	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TRIPS VIVIA	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Rauch Kayle	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Korbin Miles	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Matthew Ferguson	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

First Back 1 2 3 4 Next Last

Maximum 5 entries per page

Delete Patient Add Patient Edit Notification

Existing Patients:

SHOWING 20 ITEMS

PATIENT NAME	USER NAME	HOSPITAL ADMISSION	HOSPITAL DISCHARGE	EMERGENCY DEPARTMENT ADMISSION	EMERGENCY DEPARTMENT DISCHARGE	BEHAVIORAL HEALTH ADMISSION	BEHAVIORAL HEALT DISCHARGE
TRIPS VIVIA	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Rauch Kayle	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Korbin Miles	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Matthew Ferguson	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alex Francis	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

First Back 1 2 3 4 Next Last

Maximum 5 entries per page

Delete Patient Add Patient Edit Notification

## 5 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.

Only users with the *Administrator* role can work on behalf of healthcare professionals within their organization to upload 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 **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 when 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.

	A	B	C	D	E	F	G	H	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
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
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

### 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**
- **Patient Zipcode**

	A	B	C	D	E	F	G	H	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
2									

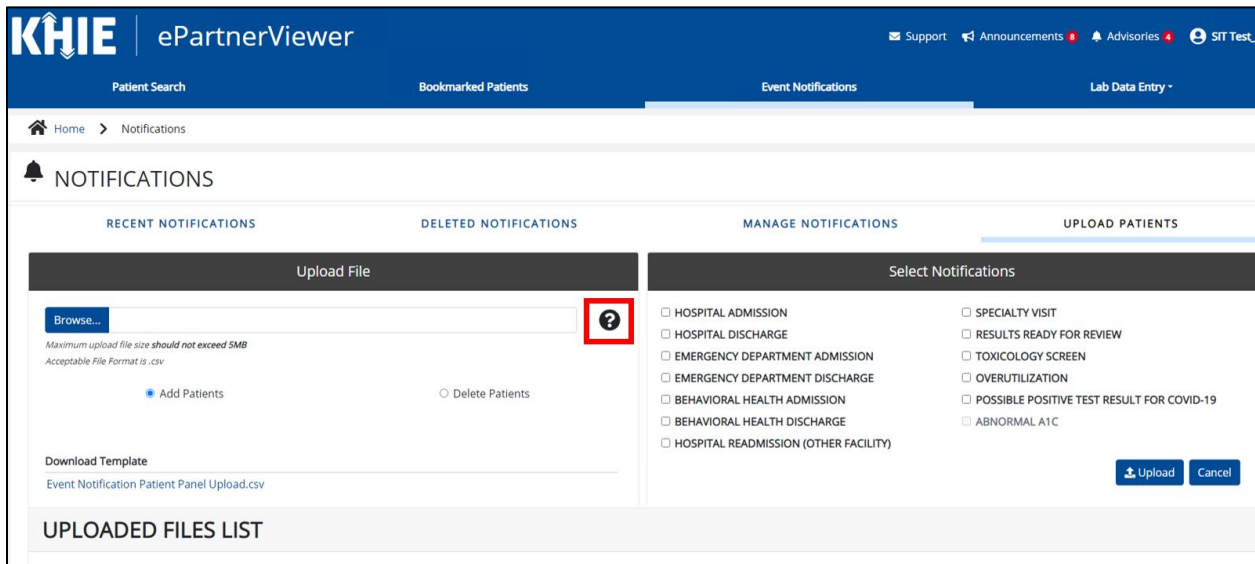


### Bulk Upload Functionality Features

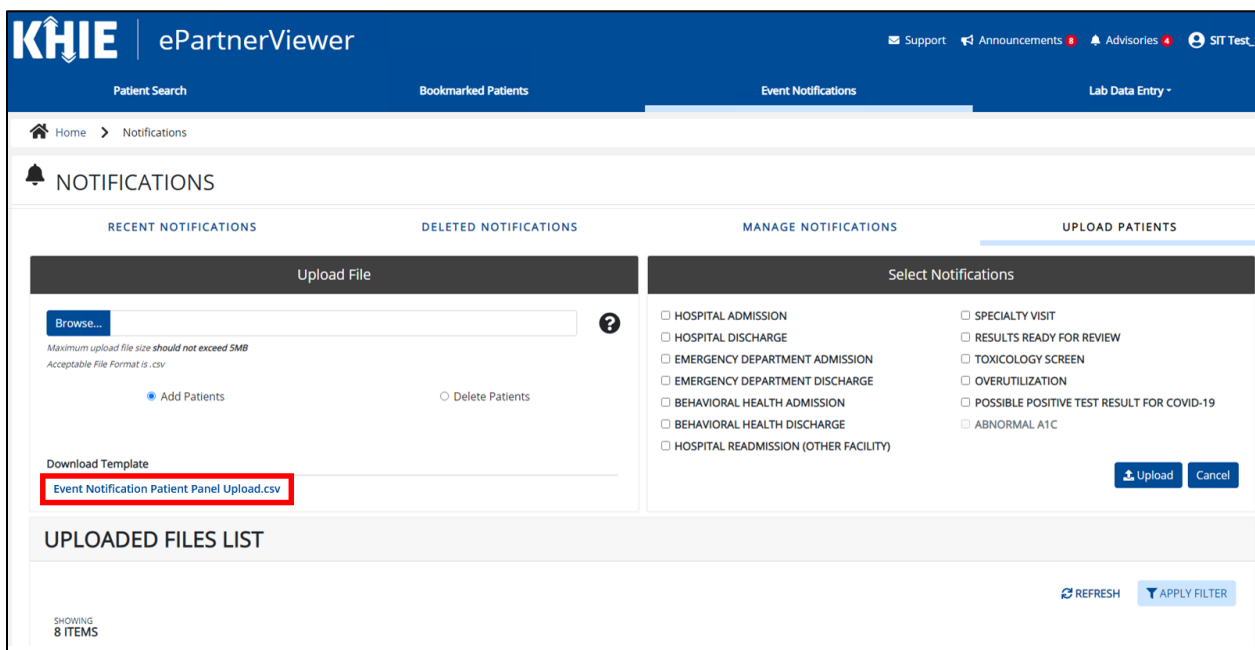
The **Upload Patients** screen enables *Administrators* to easily manage event notifications for the *Clinical Users* in their organization.

The features of the Event Notification Patient Panel Bulk Upload include:

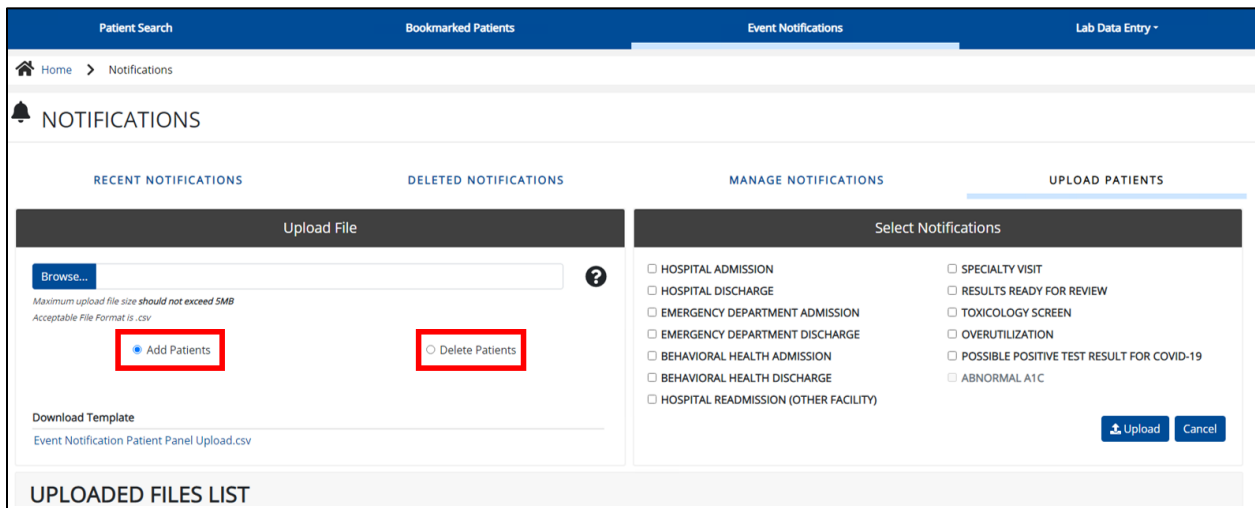
1. On the **Upload Patients** screen, the *Upload File* section includes a **Help Icon** which provides guidance for downloading and uploading the Event Notification Patient Panel Upload file.



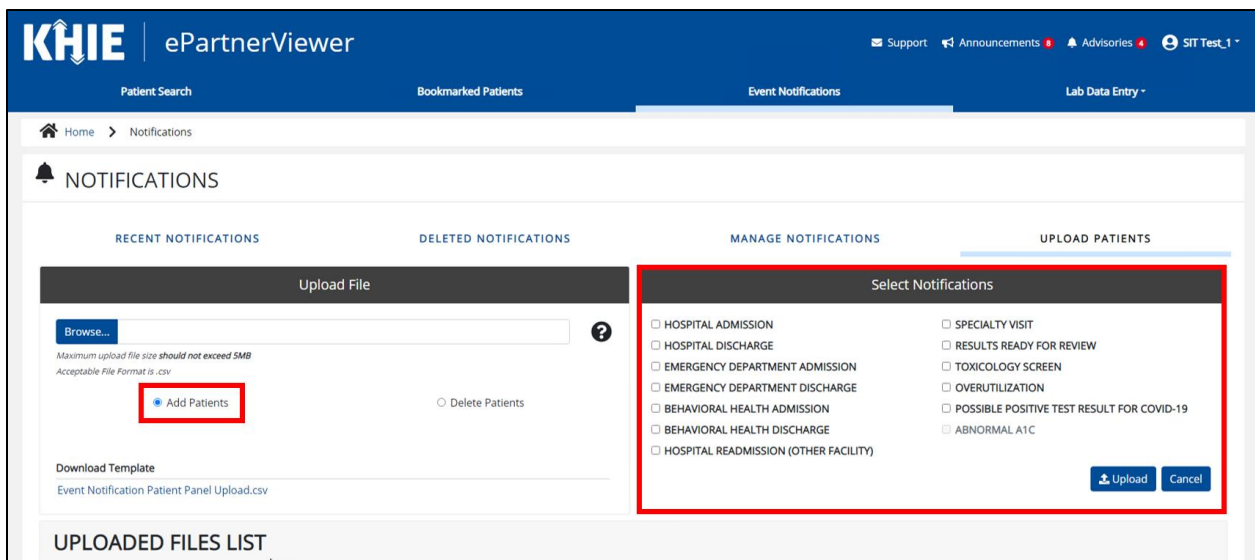
2. On the **Upload Patients** screen, the *Upload File* section includes a hyperlink for downloading the Event Notification Patient Panel Upload file: ***Event Notification Patient Panel Upload.csv***.



- 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.

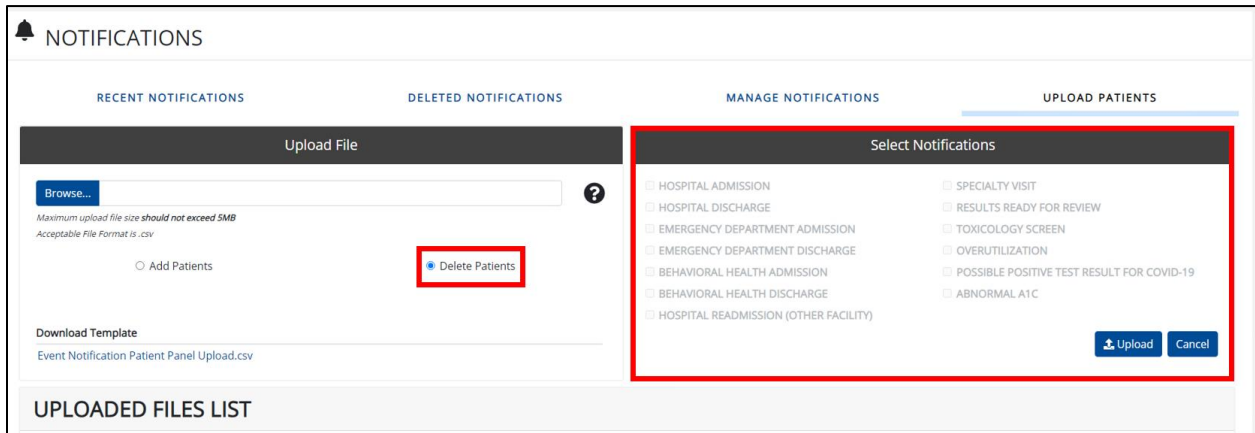


- 4. The **Upload Patients** screen includes the *Select Notifications* section which allows *Administrators* to easily select event notifications when adding new patients to a *Clinical User’s* patient panel in the ePartnerViewer.



**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.

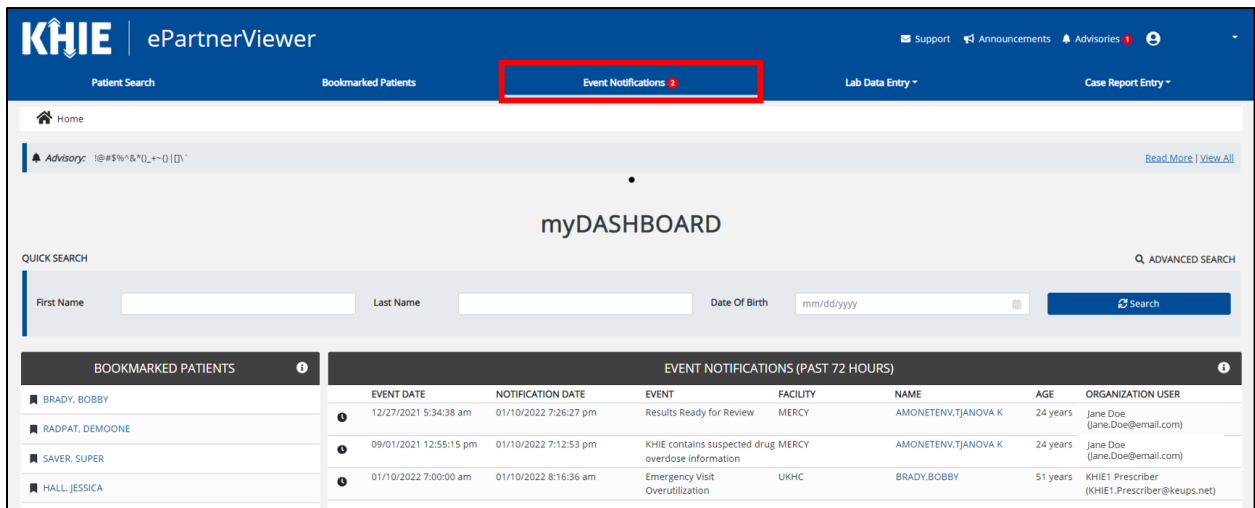
Upon clicking **Delete Patients**, the *Select Notifications* section will be grayed out and the notification checkboxes will be disabled. The *Administrator* will not select any event notifications in this case because the assigned user no longer wants to receive any event notifications for the patient(s)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



### 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.



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

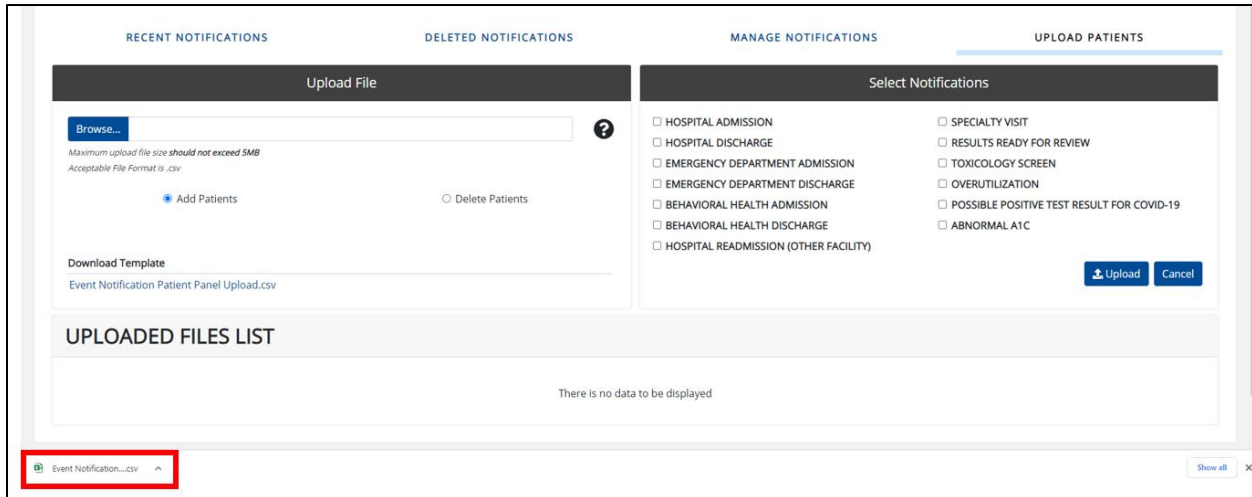
The screenshot shows the 'Event Notifications' section of the ePartnerViewer interface. At the top, there are navigation tabs: 'Patient Search', 'Bookmarked Patients', 'Event Notifications', and 'Lab Data Entry'. Below these, there's a breadcrumb trail 'Home > Notifications'. The main heading is 'NOTIFICATIONS' with a bell icon and buttons for 'REFRESH' and 'APPLY FILTER'. There are four tabs: 'RECENT NOTIFICATIONS', 'DELETED NOTIFICATIONS', 'MANAGE NOTIFICATIONS', and 'UPLOAD PATIENTS'. The 'UPLOAD PATIENTS' tab is highlighted with a red box. Below the tabs is a table with columns: EVENT DATE, NOTIFICATION DATE, EVENT, FACILITY, NAME, AGE, and ORGANIZATION USER. The table contains four rows of notification data. At the bottom, there are pagination controls (First, Back, 1, Next, Last) and a 'Delete Notification' button.

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***

The screenshot shows the 'Upload Patients' screen. It has four tabs: 'RECENT NOTIFICATIONS', 'DELETED NOTIFICATIONS', 'MANAGE NOTIFICATIONS', and 'UPLOAD PATIENTS'. The 'UPLOAD PATIENTS' tab is active. On the left, there's an 'Upload File' section with a 'Browse...' button, a note about file size and format, and 'Add Patients' and 'Delete Patients' options. Below this is a 'Download Template' section with a red box around the link 'Event Notification Patient Panel Upload.csv'. On the right, there's a 'Select Notifications' section with a list of notification types and checkboxes, and 'Upload' and 'Cancel' buttons. Below the upload section is an 'UPLOADED FILES LIST' section with a table showing upload history. The table has columns: ACTION, FILE NAME, DATE UPLOADED, DATE PROCESSED, EVENT NOTIFICATIONS, STATUS, DOWNLOAD RESPONSE, and USER. It shows four rows of upload records.

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



### Completing 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.

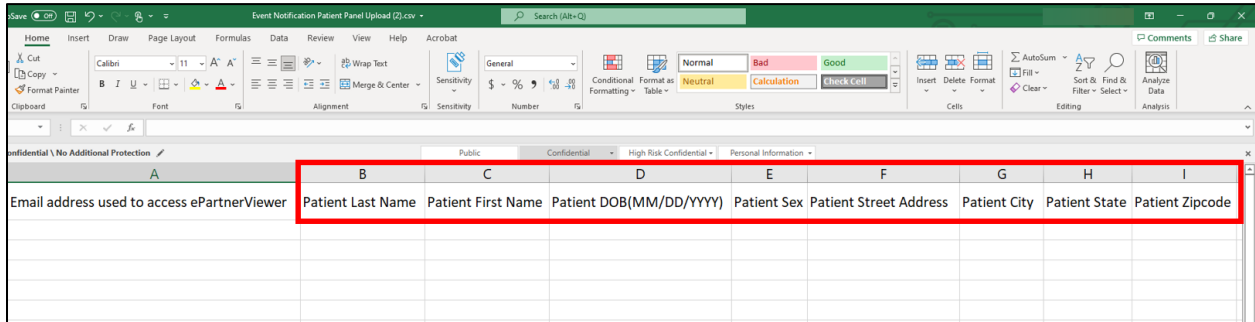
	Patient Last Name	Patient First Name	Patient DOB(MM/DD/YYYY)	Patient Sex	Patient Street Address	Patient City	Patient State	Patient Zipcode
1	Dectein	Julidec	8/10/1959	F	1201 Man O'War Drive	LEXINGTON	KY	40325
2	khie_SIT_TEST_01@mailinator.com	Jason	8/2/2008	F	1364 MAN O'WAR BVLD	Seneca	KY	40812
3	khie_SIT_TEST_01@mailinator.com	Jane	6/21/1985	M	PO Box 131	Danville	KY	40484
4	khie_SIT_TEST_01@mailinator.com	Jackson	8/17/2016	F	254 WALLER BRANCH RD	LOUISA	KY	41230
5	khie_SIT_TEST_01@mailinator.com	Kraus	9/17/2012	M	254 WALLER BRANCH RD	LOUISA	KY	41230
6	khie_SIT_TEST_01@mailinator.com	Kirby	2/14/1920	F	1364 MAN O'WAR BVLD	Lexington	KY	40812

**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 patient(s). 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.

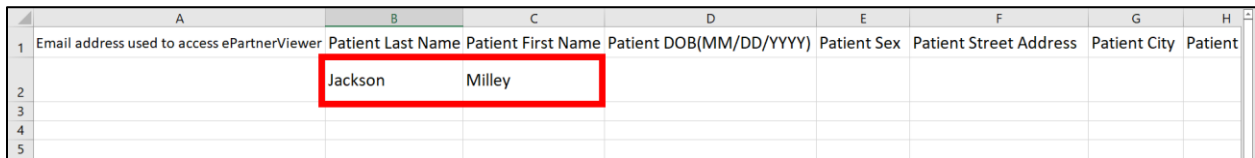
**Enter Demographic Details for Each Patient**

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



	Patient Last Name	Patient First Name	Patient DOB(MM/DD/YYYY)	Patient Sex	Patient Street Address	Patient City	Patient State	Patient Zipcode
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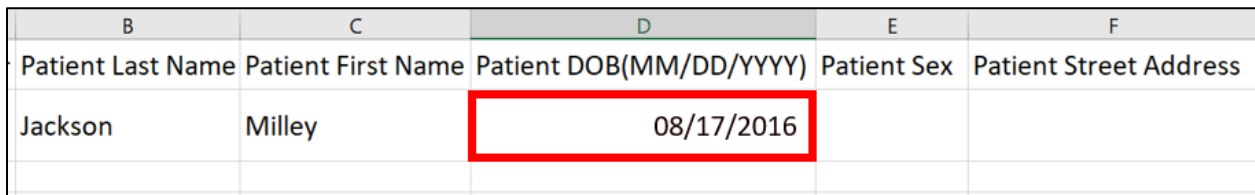
6. Enter the **Patient's Last Name** and **First Name**.



	Patient Last Name	Patient First Name	Patient DOB(MM/DD/YYYY)	Patient Sex	Patient Street Address	Patient City	Patient
1	Jackson	Milley					

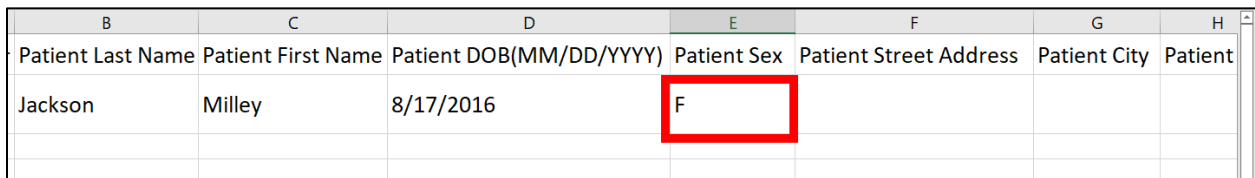
**Please Note:** The required fields on the Event Notification Patient Panel file are included in the *Required Fields on the Event Notification Patient Panel Upload* sub-section.

7. Enter the **Patient's Date of Birth** in MM/DD/YYYY format.



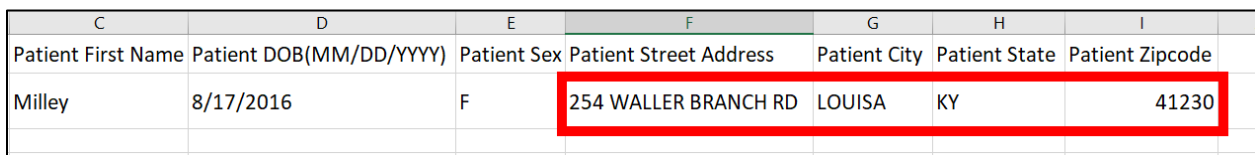
	Patient Last Name	Patient First Name	Patient DOB(MM/DD/YYYY)	Patient Sex	Patient Street Address
	Jackson	Milley	08/17/2016		

8. Enter the **Patient Sex**.



	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. Enter the **Patient's Street Address, City, State, and Zip Code**.



	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	KY	41230

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

	A	B	C	D	E	F	G	H	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
2		Jackson	Milley	8/17/2016	F	254 WALLER BRANCH RD	LOUISA	KY	41230
3		Jane	Danyal	6/21/1985	M	PO Box 131	Danville	KY	40484
4									
5									

**Assign Users to Each Patient**

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

To assign an associated user to **each** 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 enables the assigned user to start receiving event notifications for new patients or to stop receiving event notifications for existing patients.

	A	B	C	D	E	F	G	H
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
2	User_01@mailinator.com	Jackson	Milley	8/17/2016	F	254 WALLER BRANCH RD	LOUISA	KY
3	Enter the <b>email address of the User</b> who is assigned to start receiving event notifications <b>OR</b> to stop receiving event notifications for the patient listed in the same row.							
4						Box 131	Danville	KY

**Please Note:** *Administrators* must enter the email address the user enters to login and access the ePartnerViewer.

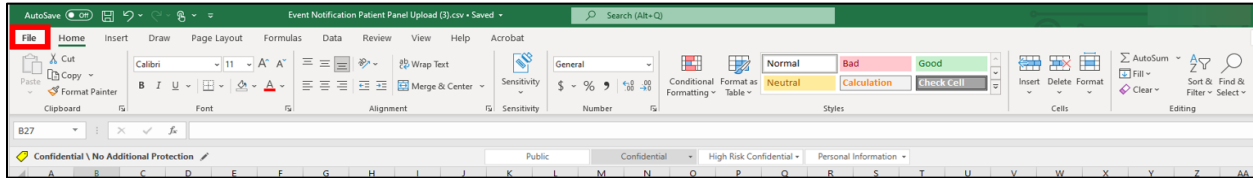
12. Repeat the process of entering the appropriate **email address of the Clinical User** assigned to **each** patient on the Event Notification Patient Panel Upload file.

	A	B	C	D	E	F	G	H	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
2	User_01@mailinator.com	Doe	Jane						
3	User 1 is assigned to start <u>OR</u> stop receiving event notifications for <b>Jane Doe</b> .								
4	User_02@mailinator.com	Smith	John						
5	User 2 is assigned to start <u>OR</u> stop receiving event notifications for <b>John Smith</b> .								
6									

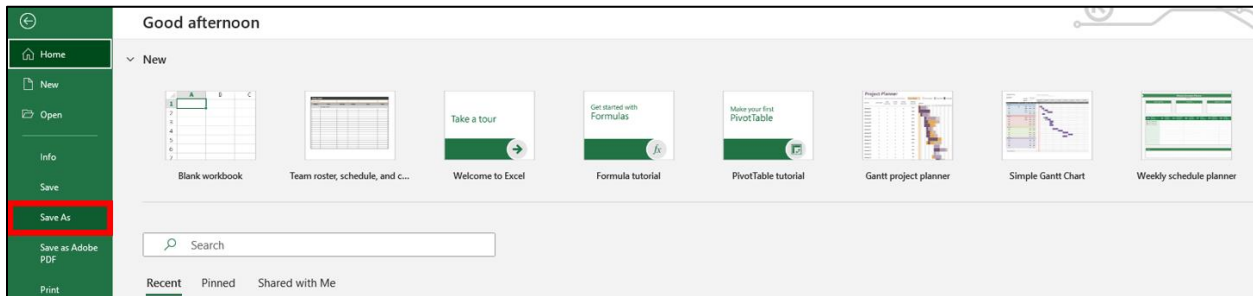
### Upload the Event Notification Patient Panel File

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

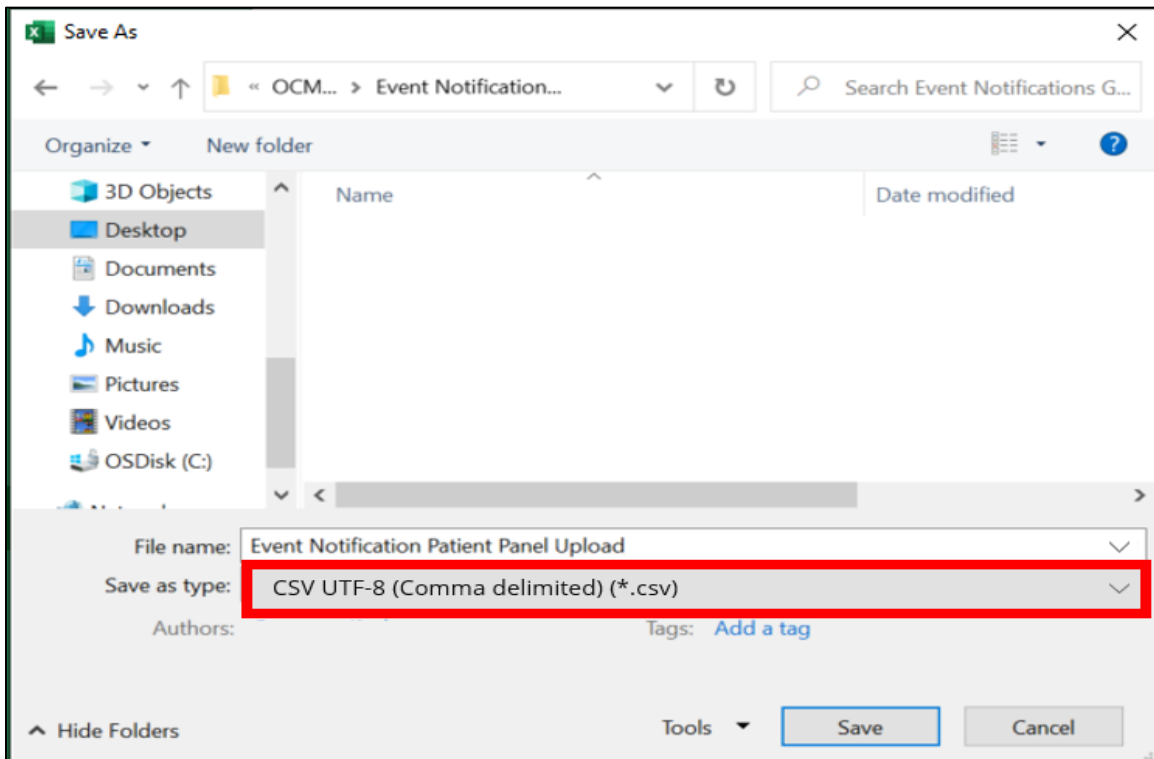
13. When the appropriate fields have been completed and all patients have an assigned user, click **File**, located at the top left of the Event Notification Patient Panel Upload file.



14. Click **Save As**.



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.

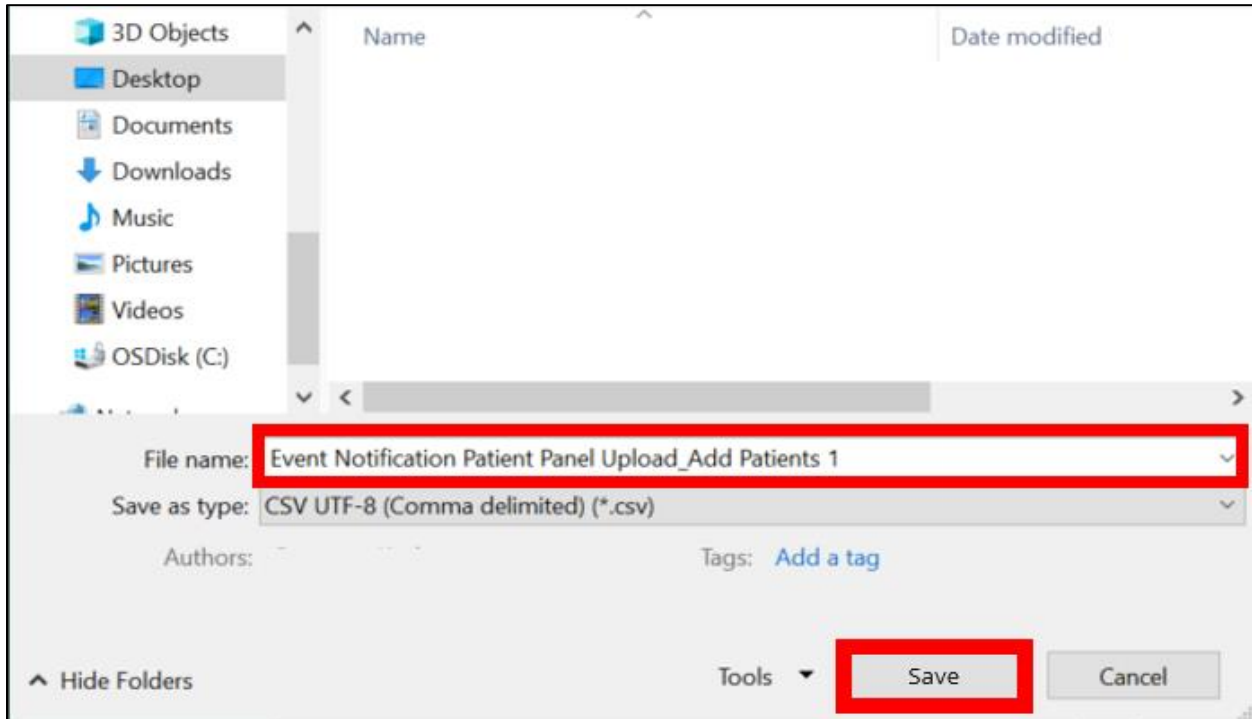




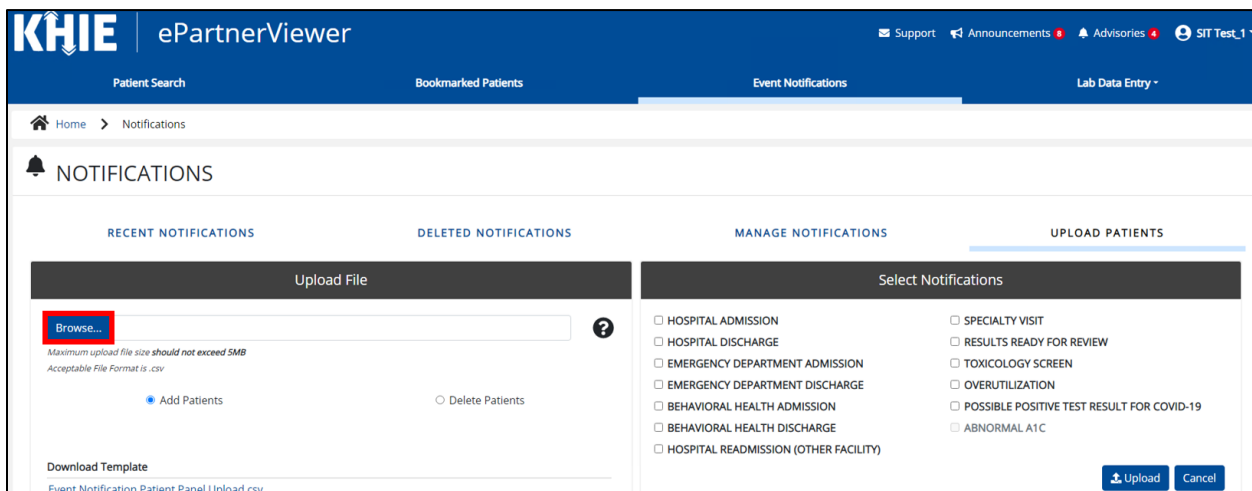
**Please Note:** The Event Notification Patient Panel Upload file must be a .csv file type to be uploaded to the ePartnerViewer.

16. There is an option to change the file name of the Event Notification Patient Panel Upload file in the *File Name* field. For example, the file could be named: **User Dr. Smith Patient Panel\_Add\_04-01-2023**

17. To save the **Event Notification Patient Panel Upload.csv** on your computer, click **Save**.

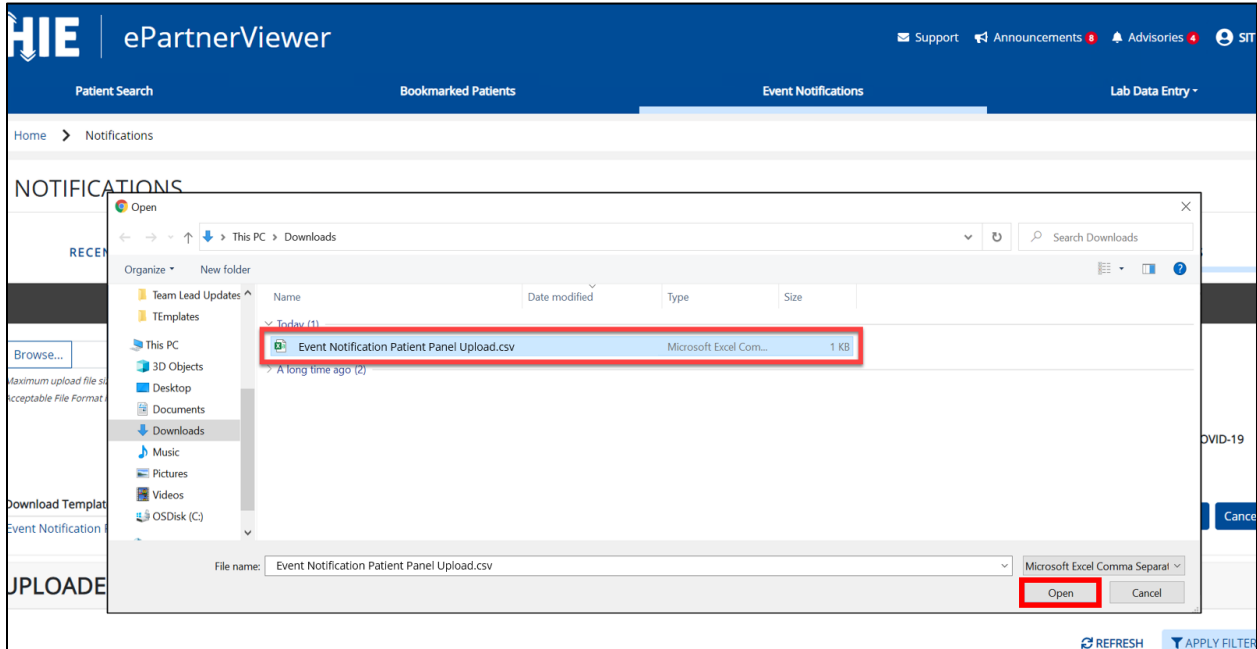


18. On the **Upload Patients** screen, click **Browse** within the *Upload File* section to find and upload the completed Patient Panel.

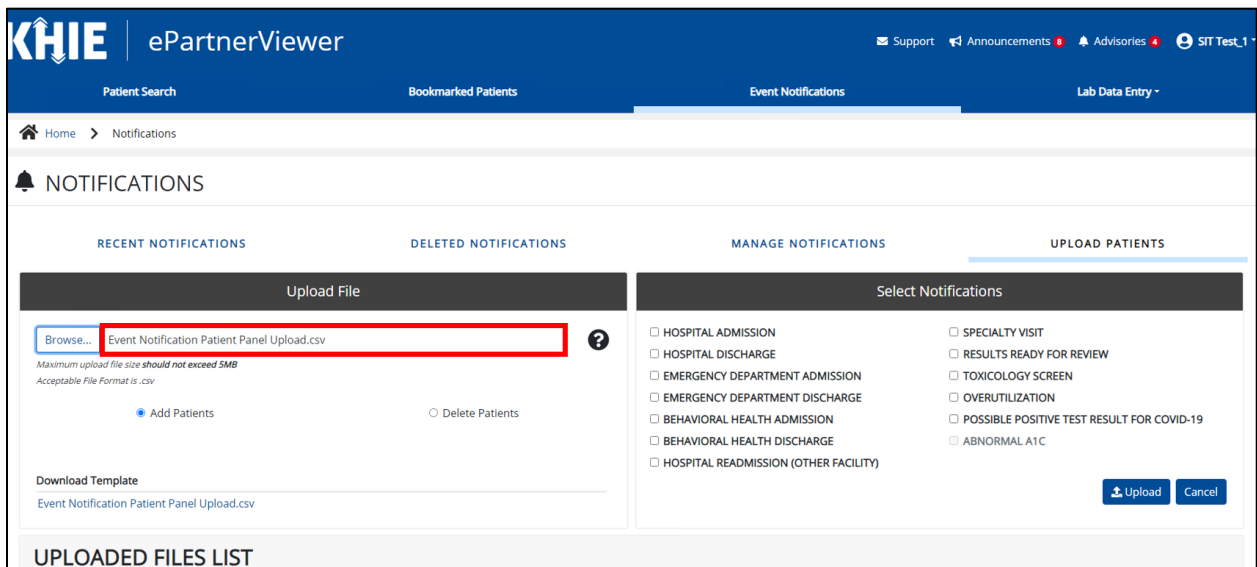


19. From your saved files, select the completed **Event Notification Patient Panel Upload file**.

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



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

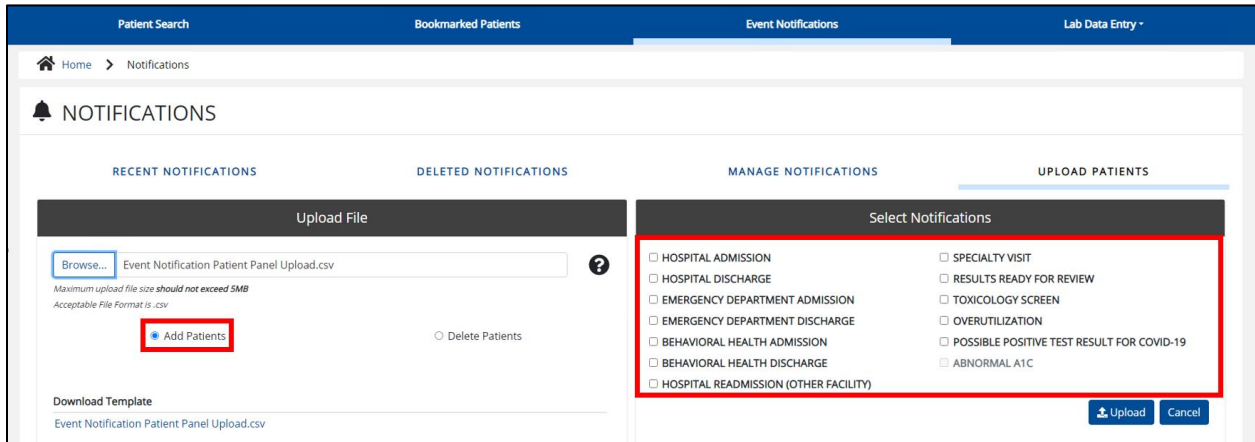


**Add Patients to a Clinical User's Patient Panel**

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

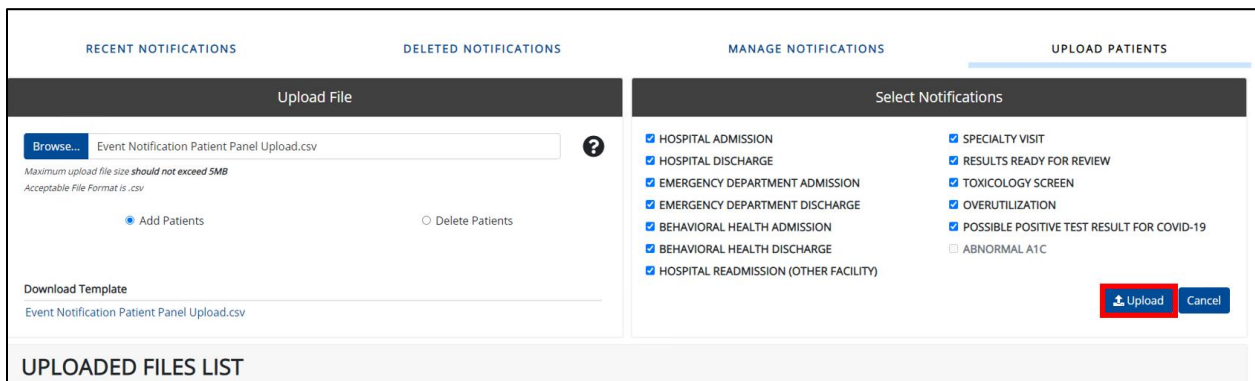
To **add** a bulk list of new patients to a *Clinical User's* patient panel in the ePartnerViewer, *Administrators* must complete the following steps when uploading the Event Notification Patient Panel file:

- 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.

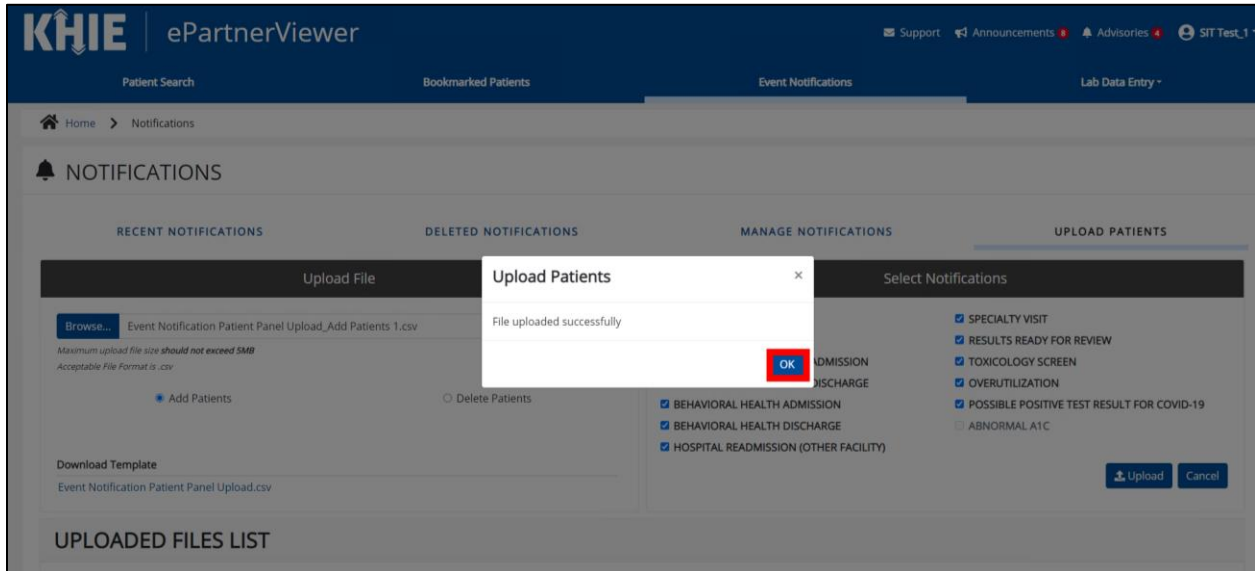


**Please Note:** By default, the **Add Patients** radio button is pre-selected and the notification checkboxes within the *Select Notifications* section are enabled.

- 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.



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



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.

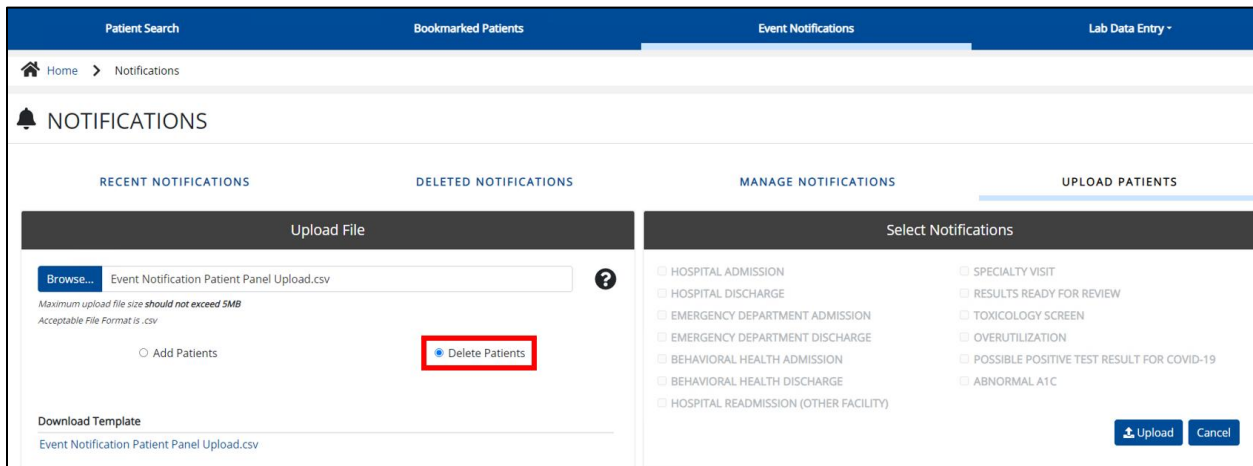
UPLOADED FILES LIST							
REFRESH APPLY FILTER							
SHOWING 10 ITEMS							
ACTION	FILE NAME	DATE UPLOADED	DATE PROCESSED	EVENT NOTIFICATIONS	STATUS	DOWNLOAD RESPONSE	USER
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 18:14		Hospital Admission, Hospital Discharge, Emergency Department Admission, Emergency Department Discharge, Behavioral Health Admission, Behavioral Health Discharge, Hospital Readmission (other facility), Specialty Visit, Results Ready for Review, Toxicology Screen, Overutilization, Possible Positive Test Result for COVID-19	Pending		SIT Test_1 (khie_SIT_TEST_01@mailinator.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@mailinator.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@mailinator.com)
	Clinical Notification Patient List Upload Defect 473960.csv	03/14/2022 08:06	03/14/2022 08:07		Partially Successful		SIT Test_1 (khie_SIT_TEST_01@mailinator.com)
	Clinical Notification Patient List Upload Template (4).csv	03/14/2022 08:03	03/14/2022 08:07		Partially Successful		SIT Test_1 (khie_SIT_TEST_01@mailinator.com)

**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**

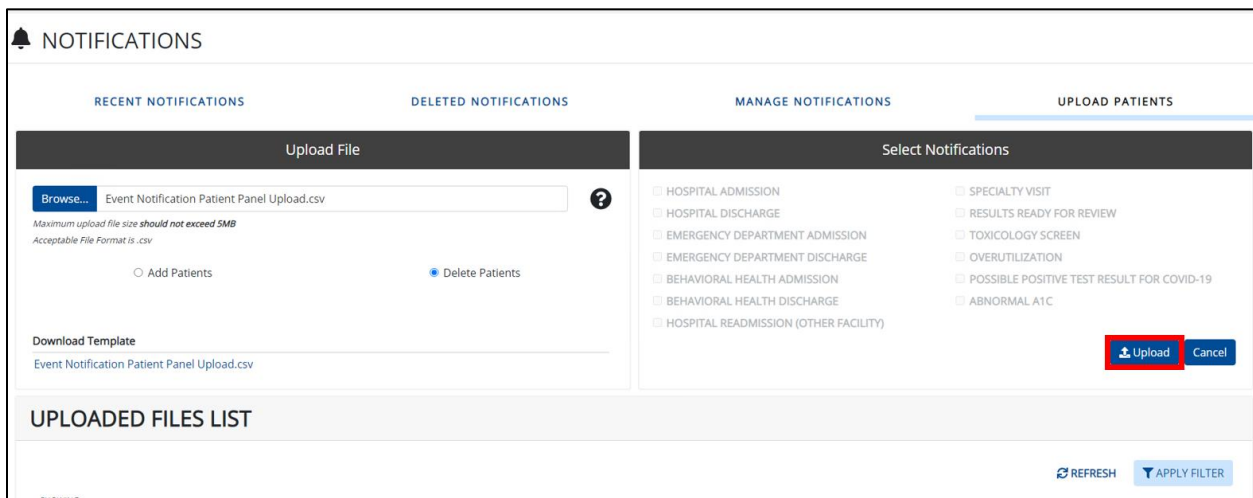
Using the bulk upload template to delete existing patient(s) from a *Clinical User's* patient panel in the ePartnerViewer, *Administrators* must complete the following steps when uploading the Event Notification Patient Panel file:

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

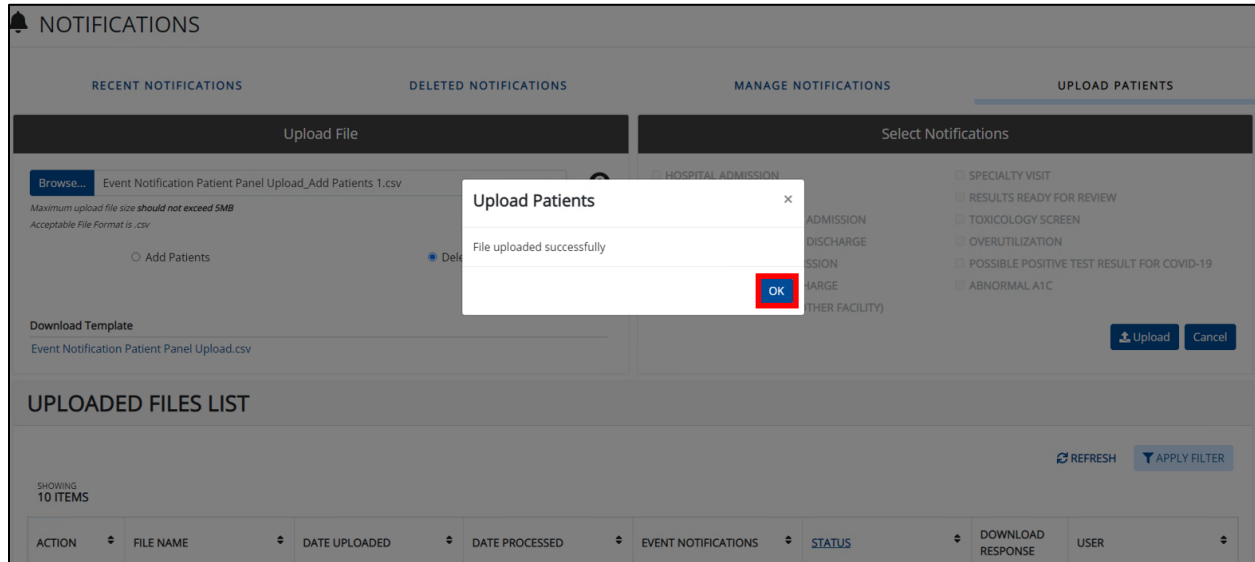


**Please Note:** Upon clicking **Delete Patients**, the *Select Notifications* section will be grayed out and the event notification checkboxes will be disabled. The *Administrator* will not select any event notifications in this case because the assigned user no longer wants to receive any event notifications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

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



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



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.

UPLOADED FILES LIST									
REFRESH APPLY FILTER									
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.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		SIT Test_1 (khie_SIT_TEST_01@mailinator.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@mailinator.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@mailinator.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.

**Please Note:** The Event Notification Patient Panel Upload file must meet the following criteria. If the Event Notification Patient Panel Upload file does **not** 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.”*

🔔 NOTIFICATIONS

RECENT NOTIFICATIONS
DELETED NOTIFICATIONS
MANAGE NOTIFICATIONS
UPLOAD PATIENTS

Upload File

**Error Messages**  
Invalid file uploaded, please upload a valid file

Event Notification Patient Panel Upload.csv ?

Maximum upload file size should not exceed 5MB  
Acceptable File Formats: .csv

Download Template  Add Patients  Delete Patients

Event Notification Patient Panel Upload.csv

Select Notifications

HOSPITAL ADMISSION

SPECIALTY VISIT

HOSPITAL DISCHARGE

RESULTS READY FOR REVIEW

EMERGENCY DEPARTMENT ADMISSION

TOXICOLOGY SCREEN

EMERGENCY DEPARTMENT DISCHARGE

OVERUTILIZATION

BEHAVIORAL HEALTH ADMISSION

POSSIBLE POSITIVE TEST RESULT FOR COVID-19

BEHAVIORAL HEALTH DISCHARGE

ABNORMAL A1C

HOSPITAL READMISSION (OTHER FACILITY)

**UPLOADED FILES LIST**

SHOWING 10 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	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 Ready for Review	Pending	<input type="button" value="Download"/>	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)

## 6 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.

The screenshot displays the 'UPLOADED FILES LIST' section of the ePartnerViewer application. The interface includes a navigation bar at the top with 'Event Notifications' selected. Below the navigation bar, there are tabs for 'RECENT NOTIFICATIONS', 'DELETED NOTIFICATIONS', 'MANAGE NOTIFICATIONS', and 'UPLOAD PATIENTS'. The 'UPLOAD PATIENTS' tab is active, showing an 'Upload File' section with a file browser and a 'Select Notifications' section with a list of notification types. The 'UPLOADED FILES LIST' table is the primary focus, showing a list of uploaded files with their respective actions, file names, dates, and statuses.

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.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		SIT Test_1 (khie_SIT_TEST_01@mailinator.com)
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.com)
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.com)
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.com)



### 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.

- 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.

UPLOADED FILES LIST							
<span>REFRESH</span> <span>APPLY FILTER</span>							
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.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		SIT Test_1 (khie_SIT_TEST_01@mailinator.com)
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.com)
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.com)
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.com)

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

UPLOADED FILES LIST							
<span>REFRESH</span> <span>APPLY FILTER</span>							
SHOWING 8 ITEMS							
ACTION	FILE NAME	DATE UPLOADED	DATE PROCESSED	EVENT NOTIFICATIONS	STATUS	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		SIT Test_1 (khie_SIT_TEST_01@mailinator.com)

### Upload Patients

PROCESSING STATUS	PROCESS STATUS DESCRIPTION
Successful	The Patient Panel List was successfully processed. <ul style="list-style-type: none"> <li>Event notifications will be generated for patient(s) included on this Patient Panel List.</li> </ul>
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. <ul style="list-style-type: none"> <li>Event notifications will <b>not</b> be generated for the patient record(s) that were not processed completely.</li> </ul>
Pending	The Patient Panel List has <b>not</b> yet been fully processed. <ul style="list-style-type: none"> <li>Event notifications will <b>not</b> be generated for the patients on this Patient Panel List until the file has been processed successfully.</li> </ul>
Unsuccessful	The Patient Panel List does <b>not</b> meet the defined file structure or contains errors and could <b>not</b> be processed successfully. This means that <b>none</b> of the patient records on the Patient Panel List were processed successfully. <ul style="list-style-type: none"> <li>Event notifications will <b>not</b> be generated for <b>any</b> patients on this Patient Panel List.</li> </ul>

OK

### 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.

UPLOADED FILES LIST							
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.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	Successful		SIT Test_1 (khie_SIT_TEST_01@mailinator.com)
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.com)
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.com)
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.com)

First Back 1 2 3 Next Last

Maximum 5 entries per page

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

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

UPLOADED FILES LIST							
<a href="#">REFRESH</a> <a href="#">APPLY FILTER</a>							
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@mailinator.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@mailinator.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		SIT Test_1 (khie_SIT_TEST_01@mailinator.com)

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

UPLOADED FILES LIST							
<a href="#">REFRESH</a> <a href="#">APPLY FILTER</a>							
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		SIT Test_1 (khie_SIT_TEST_01@mailinator.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@mailinator.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*.

RECENT NOTIFICATIONS
DELETED NOTIFICATIONS
MANAGE NOTIFICATIONS
UPLOAD PATIENTS

**SELECT A USER FROM THE LIST**

Retrieve

**User Preferences:**

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@mailinator.com)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Edit User Preferences

**Existing Patients:**

SHOWING 21 ITEMS

PATIENT NAME	USER NAME	HOSPITAL ADMISSION	EMERGENCY DEPARTMENT ADMISSION	EMERGENCY DEPARTMENT DISCHARGE	BEHAVIORAL HEALTH ADMISSION	BEHAVIORAL HEALTH DISCHARGE	HOSPITAL READMISSION (OTHER FACILITY)
MILEY JACKSON	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DANYAL JANE	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
JANE DOE	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reiver Urwent	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

When the Event Notification Patient Panel Upload file has been successfully processed, each patient name from the uploaded Patient Panel file will display under the assigned user's **Existing Patients** on the **Manage Notifications** screen.

- 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.

UPLOADED FILES LIST								
SHOWING 12 ITEMS								
REFRESH 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@mailinator.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@mailinator.com)	

- If the Patient Panel file does not meet the defined file structure or contains errors and could not be processed successfully, the *Uploaded Files List* section displays the **Unsuccessful** Status. Event notifications will not be generated for **any** patients on this Patient Panel List.

UPLOADED FILES LIST								
SHOWING 12 ITEMS								
REFRESH 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)	Unsuccessful		SIT Test_1 (khie_SIT_TEST_01@mailinator.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@mailinator.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		SIT Test_1 (khie_SIT_TEST_01@mailinator.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**.

UPLOADED FILES LIST							
REFRESH <span style="border: 1px solid red; padding: 2px;">APPLY FILTER</span>							
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.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		SIT Test_1 (khie_SIT_TEST_01@mailinator.com)
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.com)
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.com)

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.






UPLOADED FILES LIST							
REFRESH <span style="border: 1px solid red; padding: 2px;">HIDE FILTER</span>							
SHOWING 11 ITEMS							
ACTION	FILE NAME	DATE UPLOADED	DATE PROCESSED	EVENT NOTIFICATIONS	STATUS	DOWNLOAD RESPONSE	USER
Enter Action...	Enter File Name...	All	All	Enter Event Notifications...	Enter Status...		Enter 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.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		SIT Test_1 (khie_SIT_TEST_01@mailinator.com)
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.com)
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.com)
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.com)

**Please Note:** The *User* Filter field allows the search for Patient Panel files uploaded by specific *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.

UPLOADED FILES LIST								
SHOWING 12 ITEMS <span style="float: right;">REFRESH APPLY FILTER</span>								
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@mailinator.com)	
Delete Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	03/27/2023 18:28	03/27/2023 18:31		Unsuccessful		SIT Test_1 (khie_SIT_TEST_01@mailinator.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		SIT Test_1 (khie_SIT_TEST_01@mailinator.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@mailinator.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		SIT Test_1 (khie_SIT_TEST_01@mailinator.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		SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	

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

UPLOADED FILES LIST							
REFRESH <span style="color: red;">HIDE FILTER</span>							
SHOWING 11 ITEMS							
ACTION	FILE NAME	DATE UPLOADED	DATE PROCESSED	EVENT NOTIFICATIONS	STATUS	DOWNLOAD RESPONSE	USER
Delete Patients	Event Notification Patient Panel-Delete Patients.csv	03/20/2023 18:28			Pending		SIT Test_1 (khie_SIT_TEST_01@mailinator.com)
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	Unsuccessful		SIT Test_1 (khie_SIT_TEST_01@mailinator.com)
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		SIT Test_1 (khie_SIT_TEST_01@mailinator.com)
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.com)
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.com)

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



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@mailinator.com)

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
Jackson	Milley	8/17/2016	F	254 WALLER BRANCH RD	LOUISA	KY	41230	Error	Invalid KOG email or association not found with Organization
Jane	Danyal	6/21/1985	M	PO Box 131	Danville	KY	40484	Error	Invalid KOG email or association not found with Organization




- 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).

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		SIT Test_1 (khie_SIT_TEST_01@mailinator.com)

Patient Last Name	Patient First Name	Patient DOB(MM/DD/YYYY)	Patient Sex	Patient Street Address	Patient City	Patient State	Patient Zipcode	Status
Jackson	Milley	8/17/2016	F	254 WALLER BRANCH RD	LOUISA	KY	41230	Success
Jane	Danyal	6/21/1985	M	PO Box 131	Danville	KY	40484	Success

**Please Note:** The response file does **not** display an error description when the Patient Panel file was **processed** successfully.

- 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 patients who were processed successfully. The **Error** status displays for patients who were not processed.
  - The **error description** displays to clarify the reason why the patient(s) were not processed successfully.

UPLOADED 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)	Partially Successful		SIT Test_1 (khie_SIT_TEST_01@mailinator.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@mailinator.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		SIT Test_1 (khie_SIT_TEST_01@mailinator.com)	

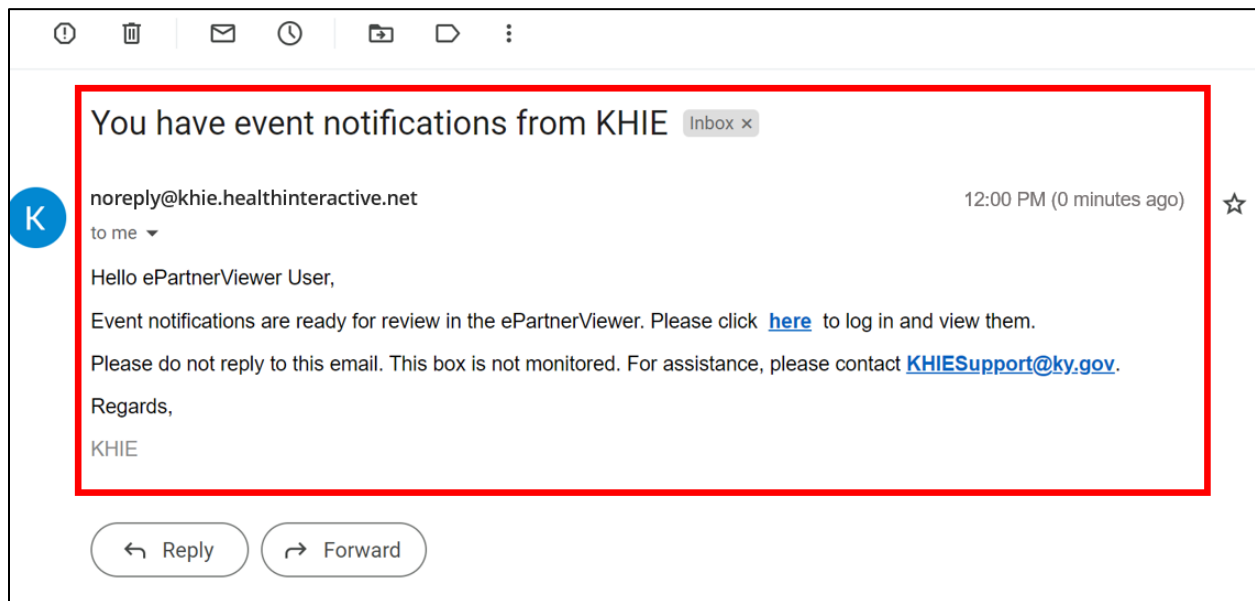
	B	C	D	E	F	G	H	I	J	K
	Patient Last Name	Patient First Name	Patient DOB(MM/DD/YYYY)	Patient Sex	Patient Street Address	Patient City	Patient State	Patient Zipcode	Status	Error_Description
1	Jackson	Milley	8/17/2016	F	254 WALLER BRANCH RD	LOUISA	KY	41230	Success	
2	Jane	Danyal	6/21/1985	M	PO Box 131	Danville	KY	40484	Error	Invalid KOG email or association not found with Organization
3										
4										
5										
6										
7										
8										

## 7 Email Notices for Event Notifications

### Event Notification Email Notices Overview

The Event Notifications feature provides an email to notify *Clinical Users* when a new event notification is generated for any patient on their patient panel in the ePartnerViewer.

The email notice functionality enables *Clinical Users* to track their patients easily and efficiently by sending an email directly to users when a new event notification is generated for any of their patients. The users will receive email notices when they have set up their user preferences and opt to receive email notices.

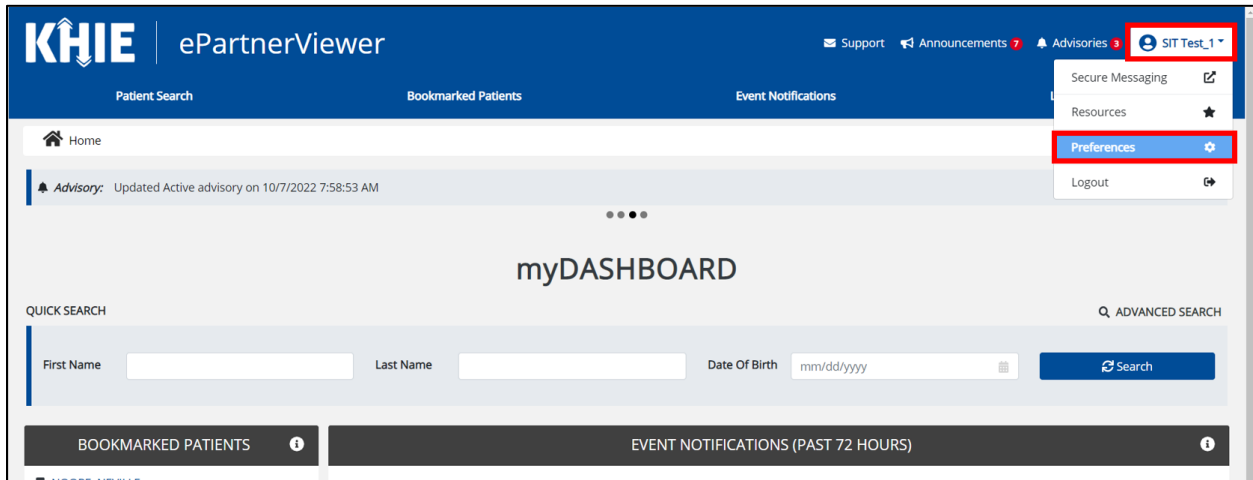


**Please Note:** By default, the ePartnerViewer will not send email notices until users complete set up their user preferences and opt to receive email notices.

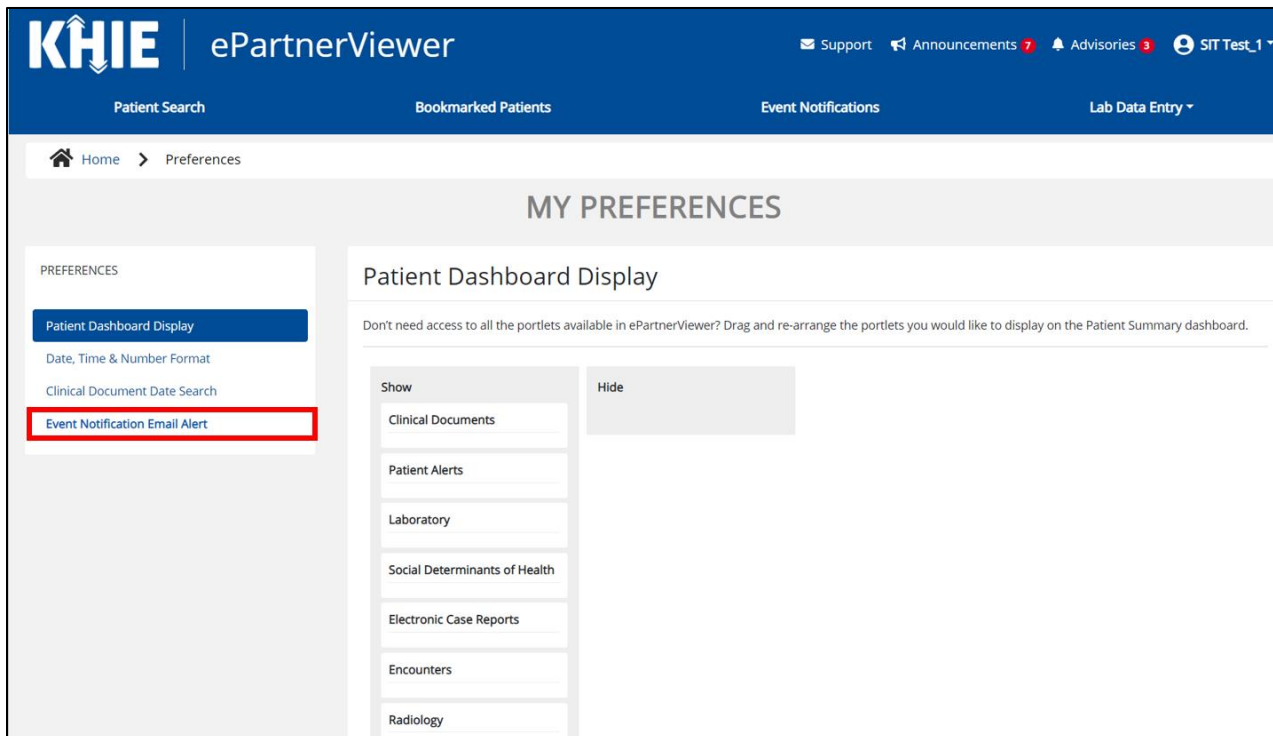
### Set up Event Notification Email Notices

To set up your user preferences and opt to receive email notices when new event notifications are generated in the ePartnerViewer, complete the following steps:

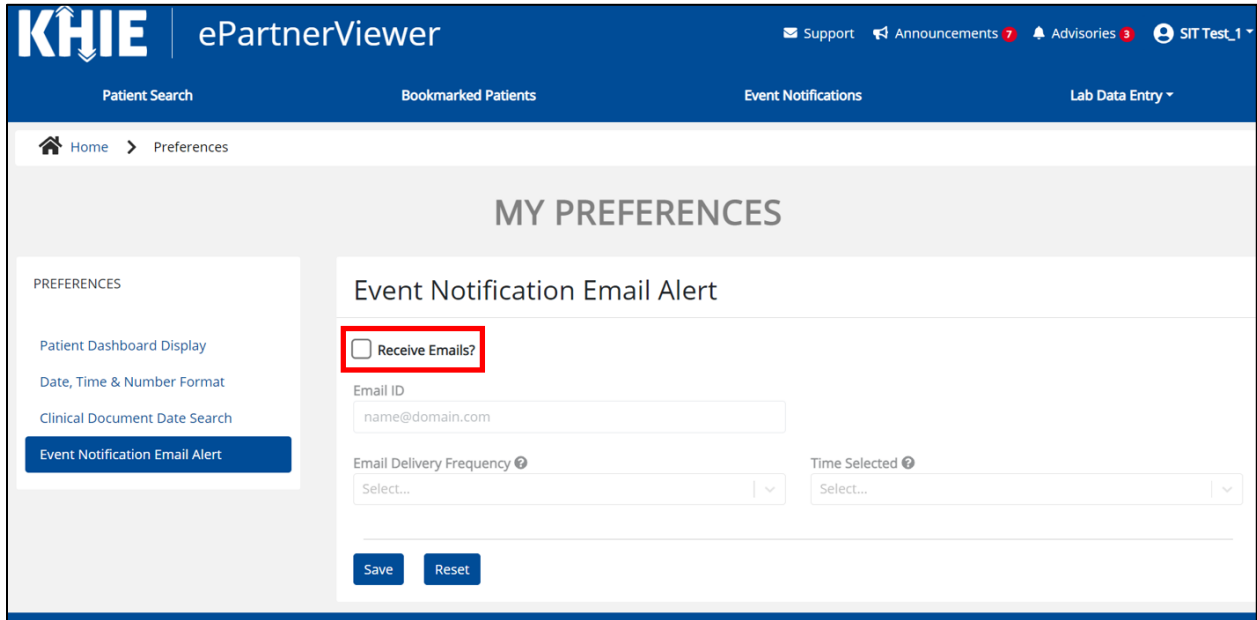
1. From the **myDASHBOARD** screen, click the **User Profile Icon** on the right side of the blue Navigation Bar at the top of the screen.
2. From the dropdown menu, select **Preferences** to navigate to the user preferences.



3. From the **My Preferences** screen, click the **Event Notification Email Notice Tab**.

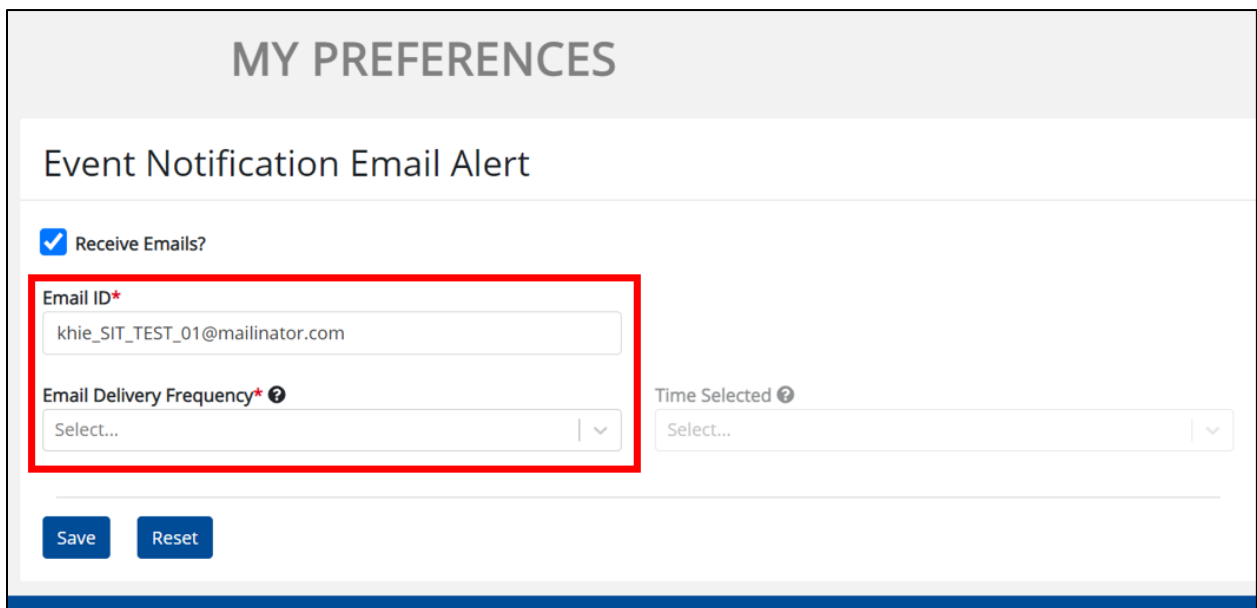


- 4. The **Event Notification Email Notice** screen displays. Only the **Receive Emails? checkbox** is enabled. To set up event notification email preferences, click the **Receive Emails? checkbox**.



**Please Note:** By default, the **Receive Emails? checkbox** is not selected because users will not receive email notices until they set up their user preferences and opt to receive the email notices.

- 5. Upon clicking the **Receive Emails? checkbox**, the *Email ID* and *Email Delivery Frequency* fields are enabled.



- The *Email ID* field automatically populates your Kentucky Online Gateway (KOG) email address used to access the ePartnerViewer. The *Email ID* field is editable and allows users to enter a different email address, if desired. If you wish to use a different email address to receive email notices, enter the **preferred email address** in the *Email ID* field.

Event Notification Email Alert

Receive Emails?

Email ID\*  
khie\_SIT\_TEST\_01@mailinator.com

Email Delivery Frequency\* ?  
Select... | v

Time Selected ?  
Select... | v

Save Reset

- From the *Email Delivery Frequency* dropdown menu, select the **preferred frequency option** for receiving email notices:
  - Select **Immediately** to receive an email notice each time you receive an event notification (i.e., you may receive **multiple** email notices in one day).
  - Select **Once a Day** to receive an email notice once a day at your preferred time (i.e., you will receive a **single** email notice regarding all event notifications received that day).

Event Notification Email Alert

Receive Emails?

Email ID\*  
khie\_SIT\_TEST\_01@mailinator.com

Email Delivery Frequency\* ?  
Select... | v

Time Selected ?  
Select... | v

Immediately: You will receive an email notice each time you receive an event notification.

Once a Day: You will receive a single email notice representing all event notifications you have received. Select a time to receive the once a day notification.

Immediately

Once a day

**Please Note:** If **Immediately** is selected from the *Email Delivery Frequency* dropdown menu, the *Time Selected* field remains disabled. To complete setting up immediate email notices, click **Save**.

8. Upon selecting **Once a Day** from the *Email Delivery Frequency* dropdown menu, the *Time Selected* dropdown menu is enabled.

9. If applicable, select your **preferred time for receiving one email notice each day** from the *Time Selected* dropdown menu.

**Please Note:** All event notifications received *after* the time selected will be sent to the user the following day.

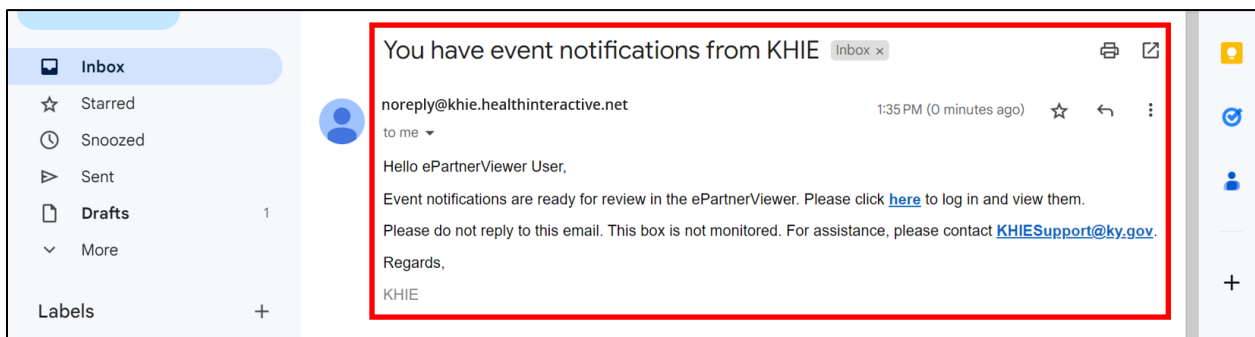
10. Once the appropriate preferences have been entered, click **Save**.

**Review Email Notices for New Event Notifications**

After setting up user preferences, users will receive an email notice when a new event notification is generated for their patient(s). From the email notice, users can navigate directly to the ePartnerViewer to view the new event notification(s).

To view email notices for new event notifications in the ePartnerViewer, complete the following steps:

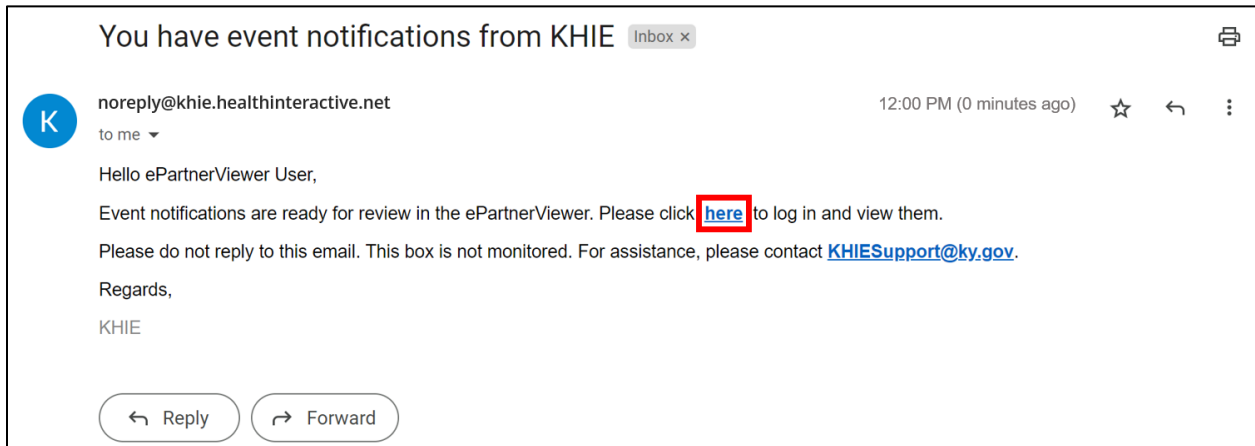
1. When a new event notification is generated for one of your patients, you will receive an email notice titled "You have event notifications from KHIE".
2. From your email inbox, review the email notice stating event notifications are ready for review in the ePartnerViewer.



**Please Note:** When the user selects **Immediately** from the *Email Delivery Frequency* dropdown menu, the user will receive **multiple** email notices in one day for each new event notification.

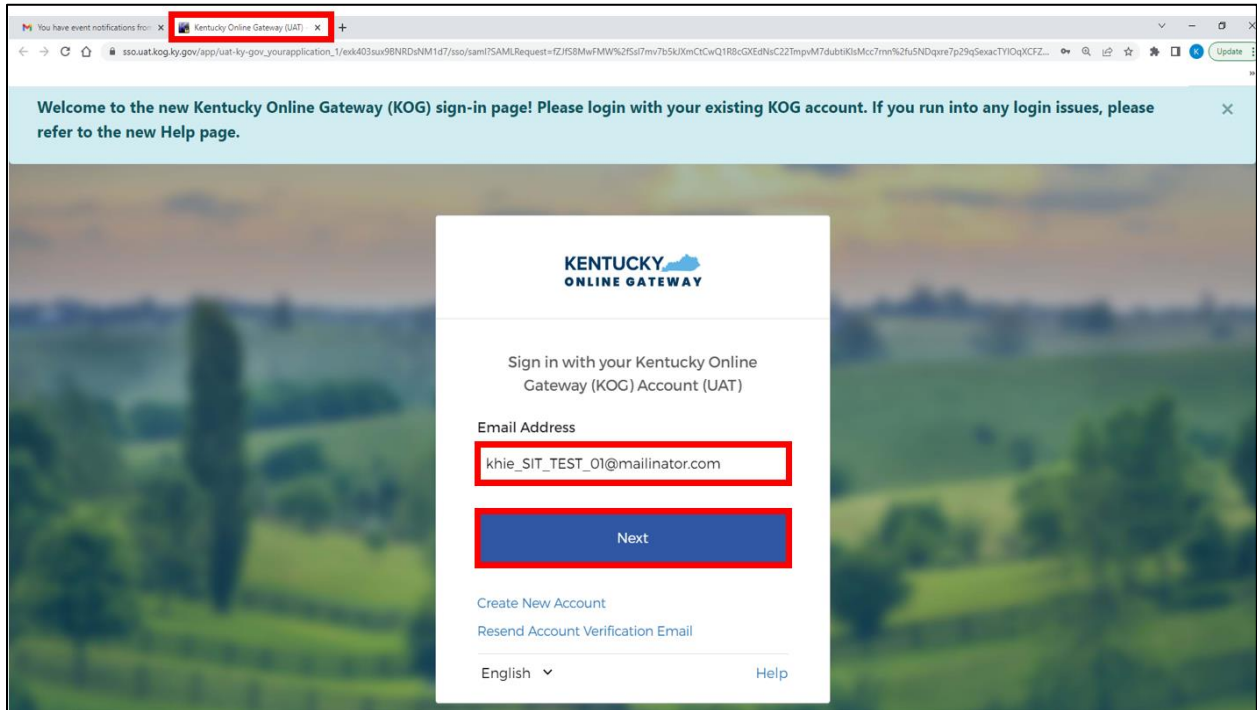
When the user selects **Once a Day** from the *Email Delivery Frequency* dropdown menu, the user will receive **one** email notice, at the preferred time each day, that represents all event notifications generated that day.

3. To view the new event notification(s) in the ePartnerViewer, click the **here hyperlink** located in the email.



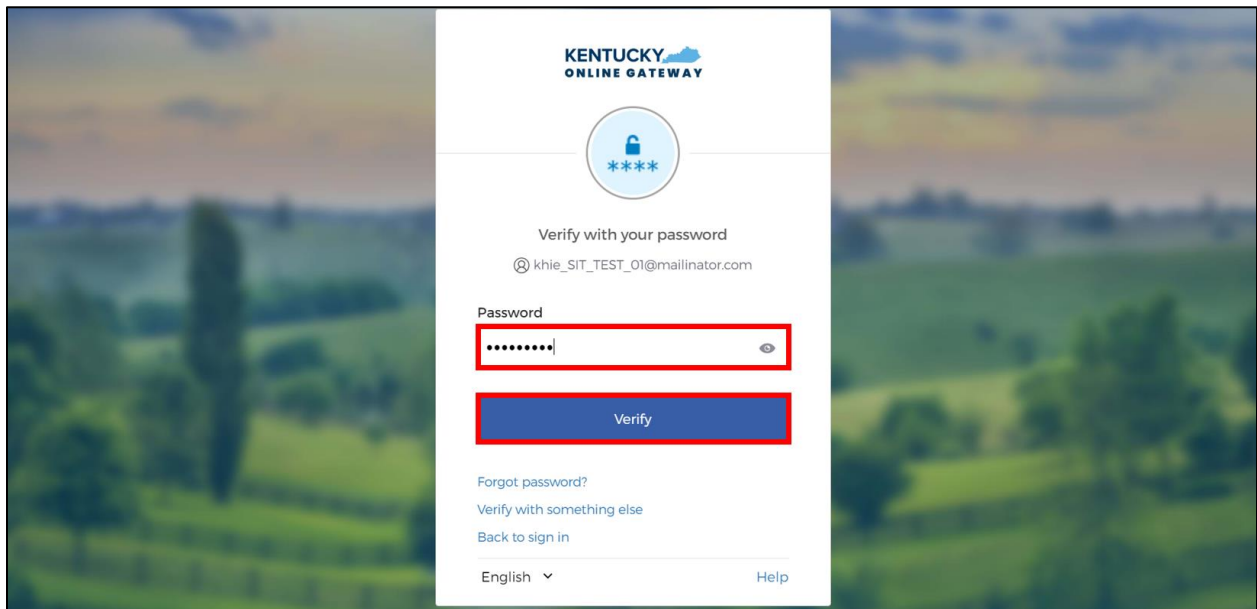


- 4. Upon clicking the hyperlink in the email, the **Kentucky Online Gateway (KOG) Sign-In** screen opens in another browser tab. Enter your **Email Address**. Click **Next**.



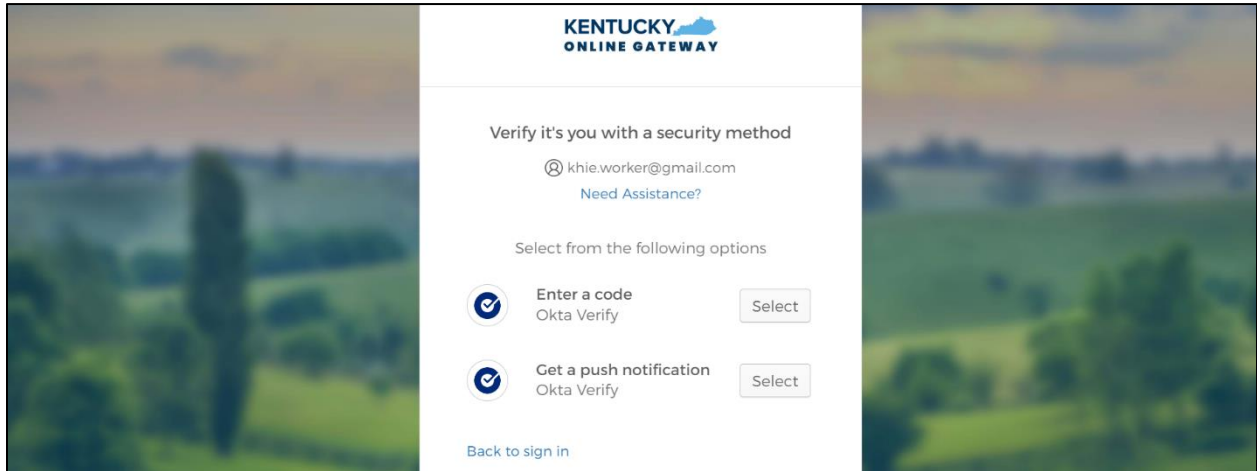
**Please Note:** You must enter the email address used to create your KOG account.

- 5. The **Verify with your password** screen displays. Enter your **Password**. Click **Verify** to proceed.



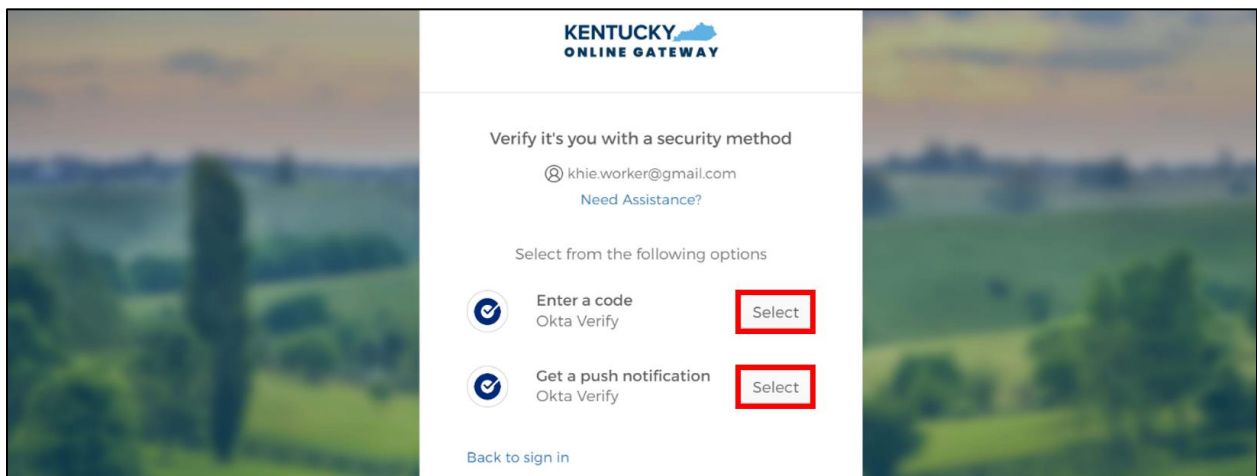
6. After logging into KOG and verifying your password, you are automatically navigated to the **Verify it's you with a security method** screen. You will be asked to complete Multi-Factor Authentication (MFA) using Okta Verify. Users have two (2) options for completing Okta Verify:

- Use a security code from the Okta Verify app.
- Use the push notification from the Okta Verify app.



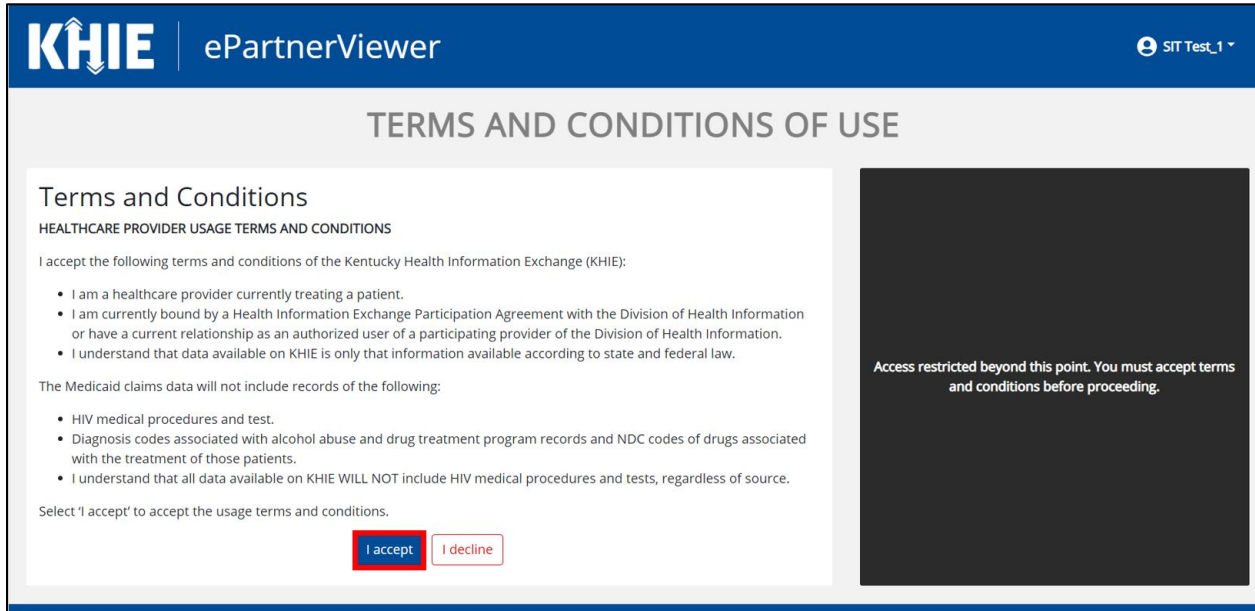
7. To use a security code from the Okta Verify app, click the **Select** button next to **Enter a code**. Follow the appropriate steps to complete MFA using a security code from the Okta Verify app.

8. To receive a push notification from the Okta Verify app, click the **Select** button next to **Get a push notification**. Follow the appropriate steps to complete MFA using the Okta Verify push notification.

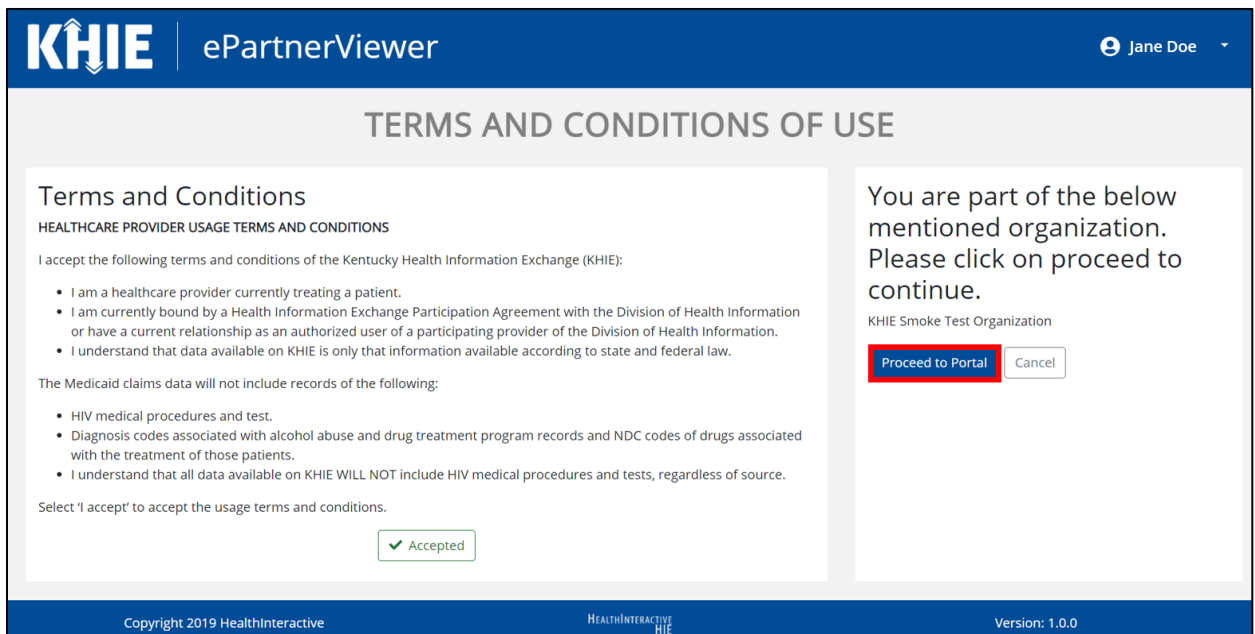


**Please Note:** For step-by-step guidance on how to complete MFA using the Okta Verify app, please review the *ePartnerViewer Login: KOG Okta Verify Multi-Factor Authentication (MFA) User Guide* on the [KHIE website](#).

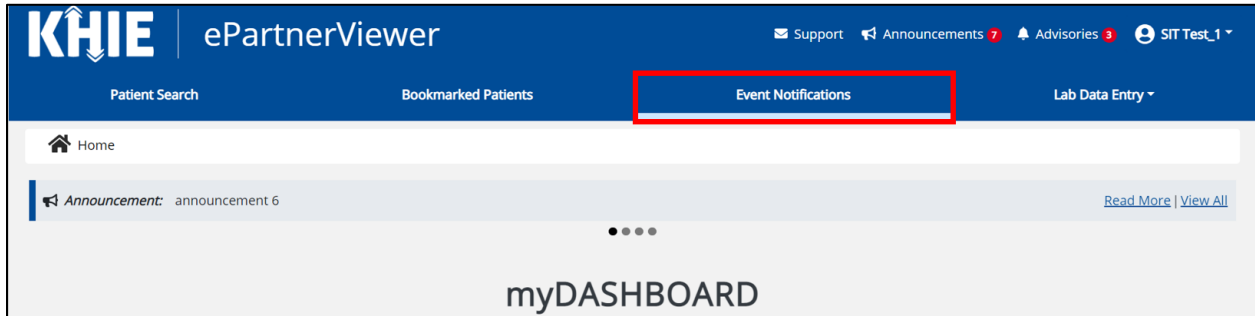
9. Once you enter the code from the Okta Verify app or successfully respond to the Okta Verify push notification to complete Multi-Factor Authentication, you are automatically navigated to the **Terms and Conditions of Use** screen of the ePartnerViewer.
10. You must click **I Accept** upon each login to the ePartnerViewer.



11. Once you click the **I Accept** button, the grayed-out section becomes visible. A message appears that indicates you are associated with an Organization. (This is the name of your organization.)
12. Click **Proceed to Portal** to continue to the ePartnerViewer.



13. On the **myDASHBOARD** screen, click the **Event Notifications Tab** from the blue navigation bar at the top of the screen.



14. The **Recent Notifications** screen displays. Review the new event notification(s) generated for your patient(s).

NOTIFICATIONS REFRESH APPLY FILTER

RECENT NOTIFICATIONS DELETED NOTIFICATIONS MANAGE NOTIFICATIONS UPLOAD PATIENTS

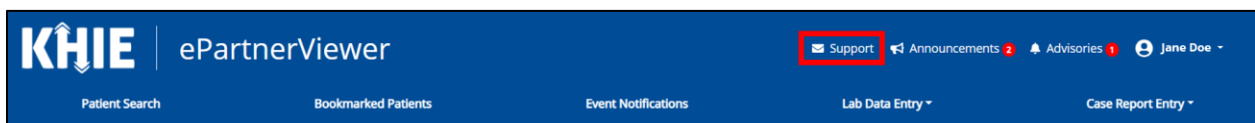
SHOWING 3 ITEMS

<input type="checkbox"/>	EVENT DATE	NOTIFICATION DATE	EVENT	FACILITY	NAME	AGE	ORGANIZATION USER
<input type="checkbox"/>	03/31/2023 5:15:55 pm	04/01/2023 12:00:00 pm	Hospital Admission	UKHC	JAY,PERAL	31 years	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)
<input type="checkbox"/>	03/31/2023 9:08:30 am	04/01/2023 12:00:00 pm	Abnormal A1c	AMOHAMMAD	MORA,PAT K	1 year	SIT Test_1 (khie_SIT_TEST_01@mailinator.com)
<input type="checkbox"/>	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@mailinator.com)

## 8 Technical Support

### ePartnerViewer Support Tab

To seek assistance or log issues, 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 [KHIESupport@ky.gov](mailto:KHIESupport@ky.gov).