Kentucky Health Information Exchange (KHIE)

Direct Lab Data Entry

User Guide

February 2021

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Illustrations

Illustrations contained herein are intended for example purposes only. The patients and providers depicted in these examples are fictitious. Any similarity to actual patients or providers is purely coincidental. Screenshots contained in this document may differ from the current version of the HealthInteractive asset.

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Table of Contents

1 Introduction

Overview

The Kentucky Health Information Exchange (KHIE) utilizes the Kentucky Online Gateway (KOG) to authenticate if an individual is part of an organization that has access to review patient health information in KHIE. To access KHIE, Authorized Users must establish a KOG account.

The purpose of this Direct Lab Data Entry User Guide is to (1) provide an overview of the Kentucky Health Information Exchange's Direct Lab Data Entry functionality within the ePartnerViewer and (2) provide instructions for setting up a KOG account to access it.

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
Microsoft Edge	
Version 44+	Version 40+
Google Chrome	
Version 70+	Version 70+
Mozilla Firefox	
Version 48+	Version 48+
Apple Safari	
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

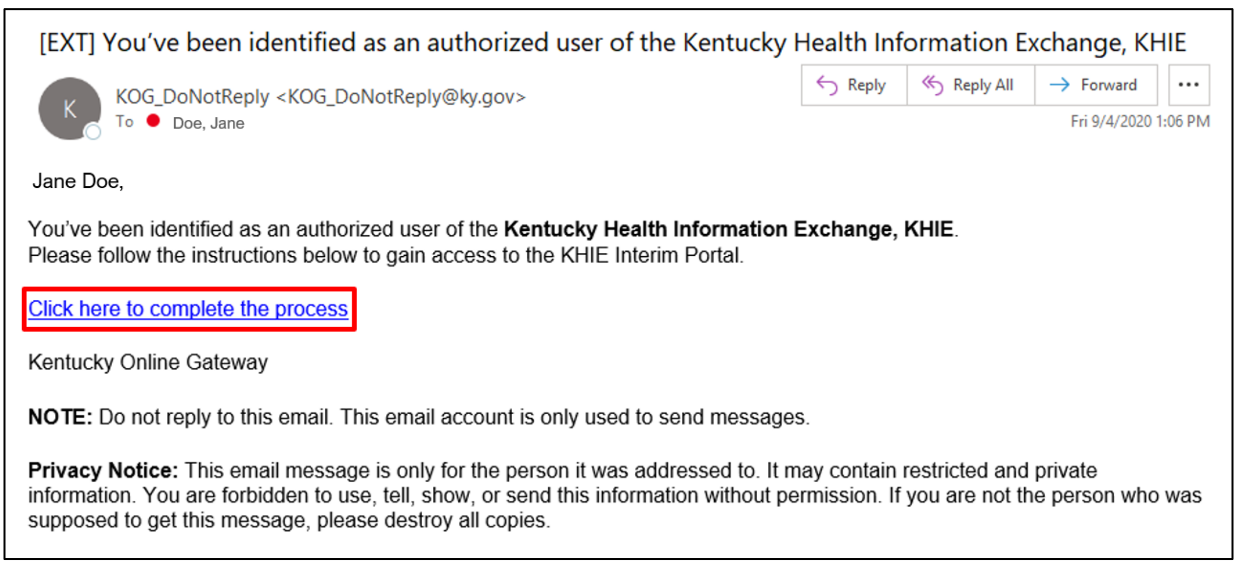
To access the ePartnerViewer, users must meet the following specifications:

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.
    a. Details on creating a KOG account are in *Section 2 KOG Registration and Login* of this guide.
3. Users are required to complete Multi-Factor Authentication (MFA).
    a. Details on MFA are included in the *Multi-Factor Authentication (MFA)* subsection in *Section 2 KOG Registration and Login* of this guide.

2 KOG Registration and Login

Create a KOG Account

1. When provisioned with the Manual Data Submission Role in the ePartnerViewer, Users will receive an invitation email to register for the Kentucky Online Gateway (KOG).
2. Users click the **Click here to Complete the Process** Link in the Invitation email, to be directed to the **Kentucky Online Gateway Registration Page**.



[EXT] You've been identified as an authorized user of the Kentucky Health Information Exchange, KHIE

Reply | Reply All | Forward | ...

K KOG_DoNotReply <KOG_DoNotReply@ky.gov>
To Doe, Jane

Fri 9/4/2020 1:06 PM

Jane Doe,

You've been identified as an authorized user of the **Kentucky Health Information Exchange, KHIE**.
Please follow the instructions below to gain access to the KHIE Interim Portal.

Click here to complete the process

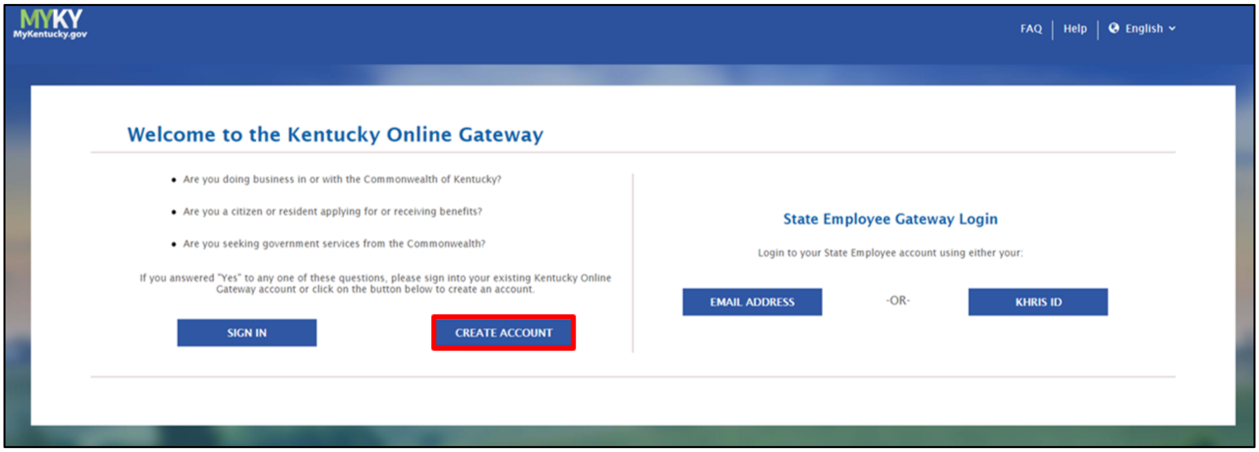
Kentucky Online Gateway

NOTE: Do not reply to this email. This email account is only used to send messages.

Privacy Notice: This email message is only for the person it was addressed to. It may contain restricted and private information. You are forbidden to use, tell, show, or send this information without permission. If you are not the person who was supposed to get this message, please destroy all copies.

Please Note: This link is active for seven days. The registration link is only valid for a one-time use. If Users click the link and do not complete the registration process, a new link must be sent. If the link expires, the KHIE Org Admin must send another invitation to create a Kentucky Online Gateway (KOG) account.

3. The **KOG Landing Page** displays. If Users do not have an existing KOG account, Users should click **Create Account**.

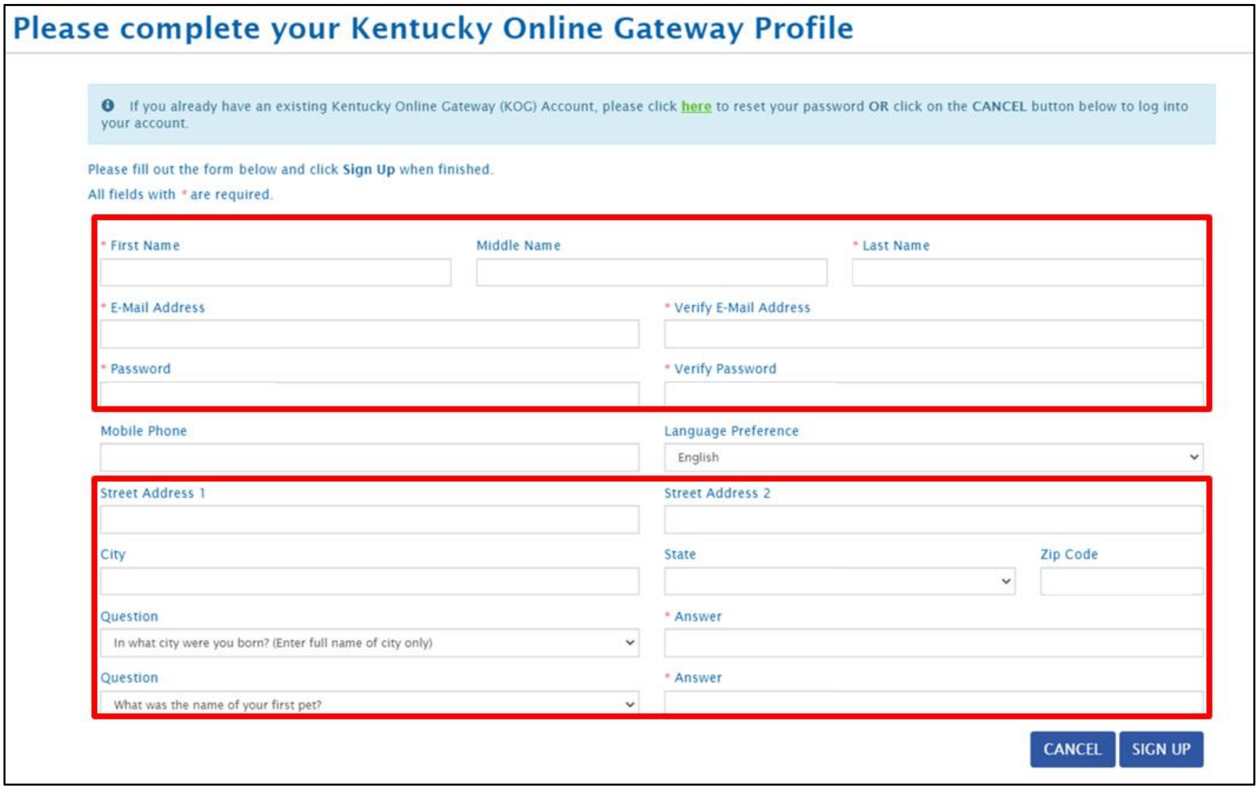


Please Note: If Users already have an existing KOG account <u>with the same email address from which they received the invitation to enroll,</u> they should not create a new account. These Users should log into KOG using their existing credentials.

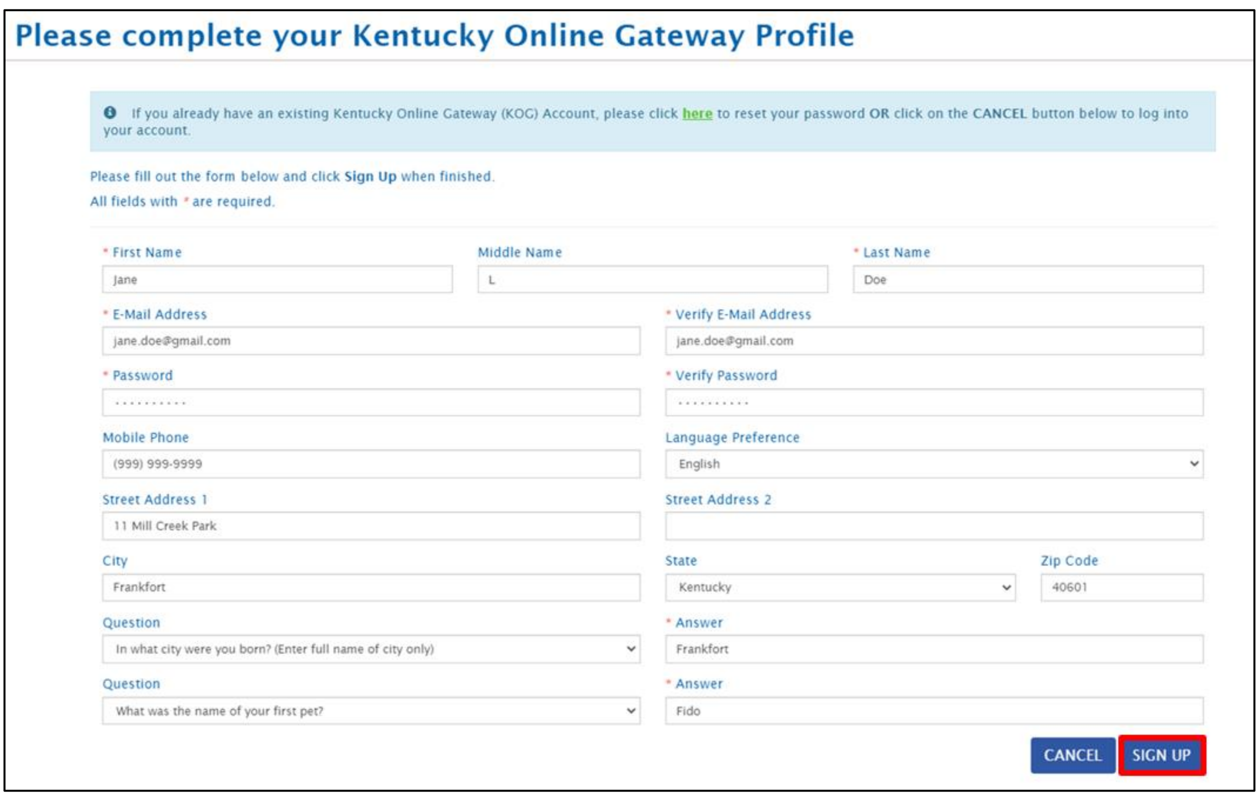
4. From here, Users will enter their Registration Information. There are mandatory fields that are marked with asterisks (*).
5. Enter **First Name**.
6. Enter **Last Name**.
7. Enter **Email Address**.

Please Note: Users MUST register using the same email address from which they received the invitation to enroll.

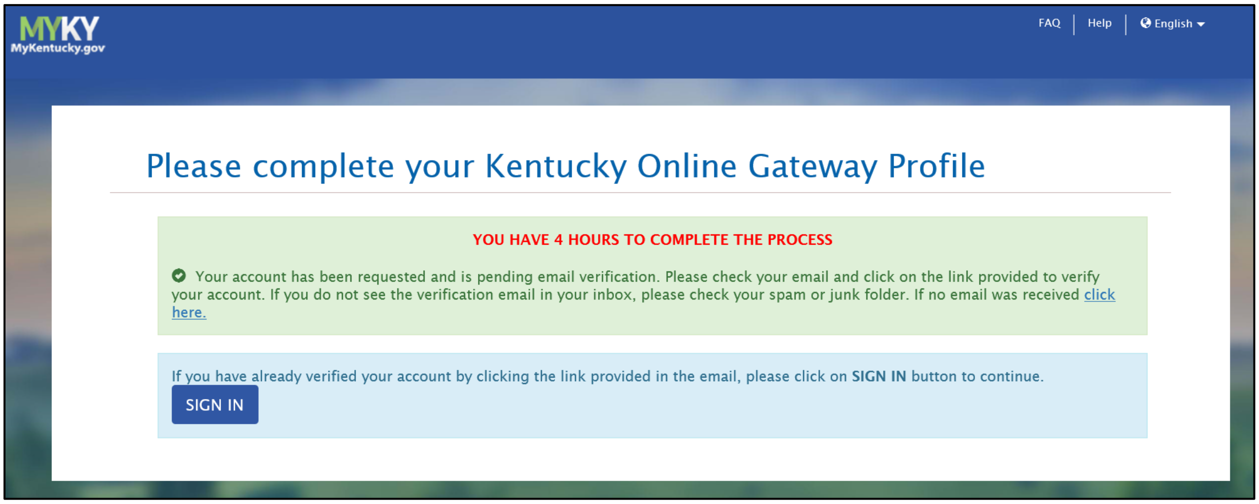
8. Confirm **Email Address**.
9. Enter **Password**.
10. Confirm **Password**.
11. Enter **Street Address**, **City**, **State**, and **Zip Code**.
12. Enter **Answer** to Security *Question* 1.
13. Enter **Answer** to Security *Question* 2.



14. After completing the mandatory fields, click **Sign Up**.



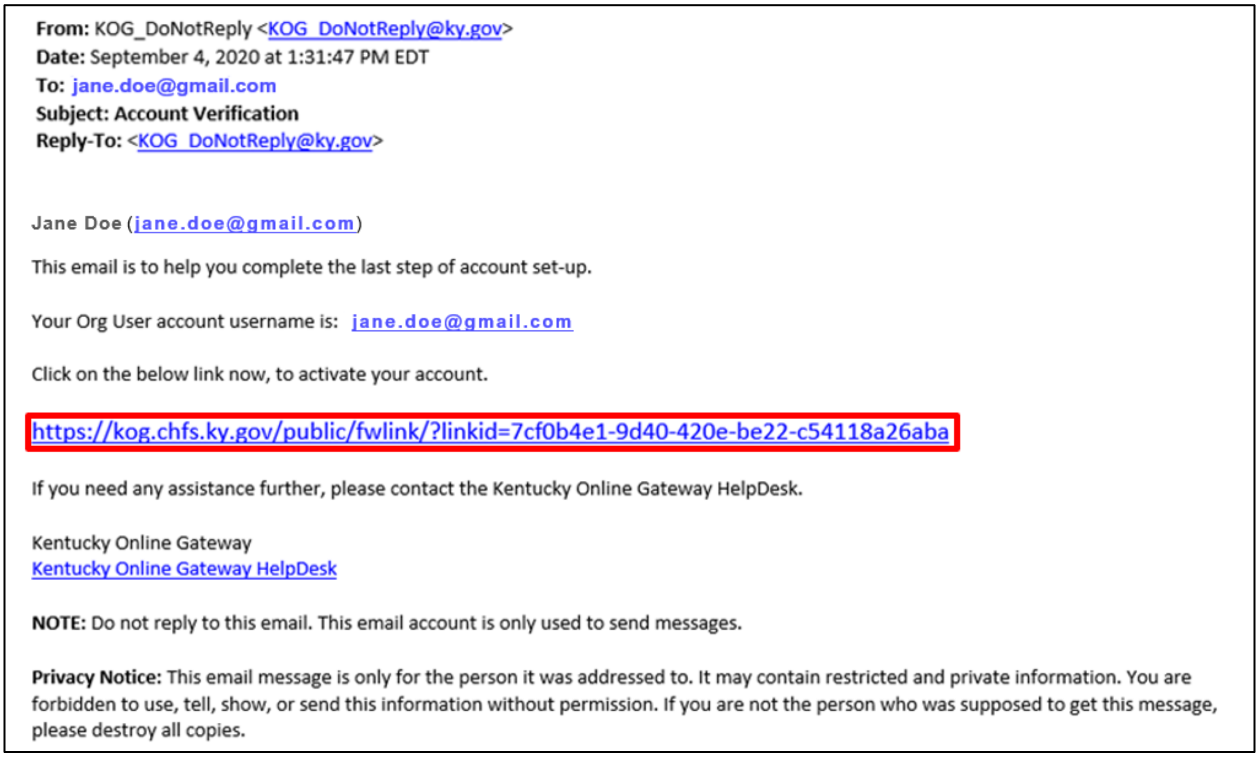
15. After clicking **Sign Up**, users are directed to a validation screen displaying the following message: Your account has been requested and is pending email verification. Please check your email and click on the link provided to verify your account. If you do not see the verification email I your inbox, please check your spam or junk folder. If no email was received click here.
16. Users must check their email to complete the KOG Account Validation process.



Please Note: If the verification email is not in the inbox, Users should check the *Junk* and *Spam* folders.

KOG Account Validation

17. Users will receive an email at the email address they provided when creating the account. This email is titled *Account Verification* from KOG_DoNotReply@ky.gov.



From: KOG_DoNotReply <KOG_DoNotReply@ky.gov>
Date: September 4, 2020 at 1:31:47 PM EDT
To: jane.doe@gmail.com
Subject: Account Verification
Reply-To: <KOG_DoNotReply@ky.gov>

Jane Doe (jane.doe@gmail.com)

This email is to help you complete the last step of account set-up.

Your Org User account username is: jane.doe@gmail.com

Click on the below link now, to activate your account.

https://kog.chfs.ky.gov/public/fwlink/?linkid=7cf0b4e1-9d40-420e-be22-c54118a26aba

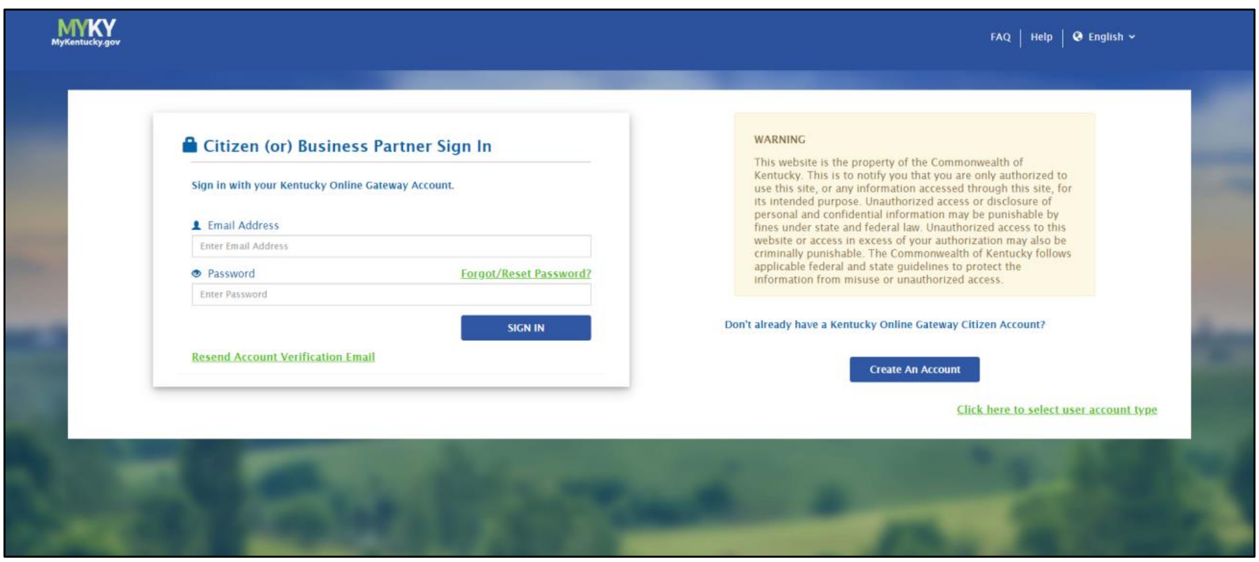
If you need any assistance further, please contact the Kentucky Online Gateway HelpDesk.

Kentucky Online Gateway
Kentucky Online Gateway HelpDesk

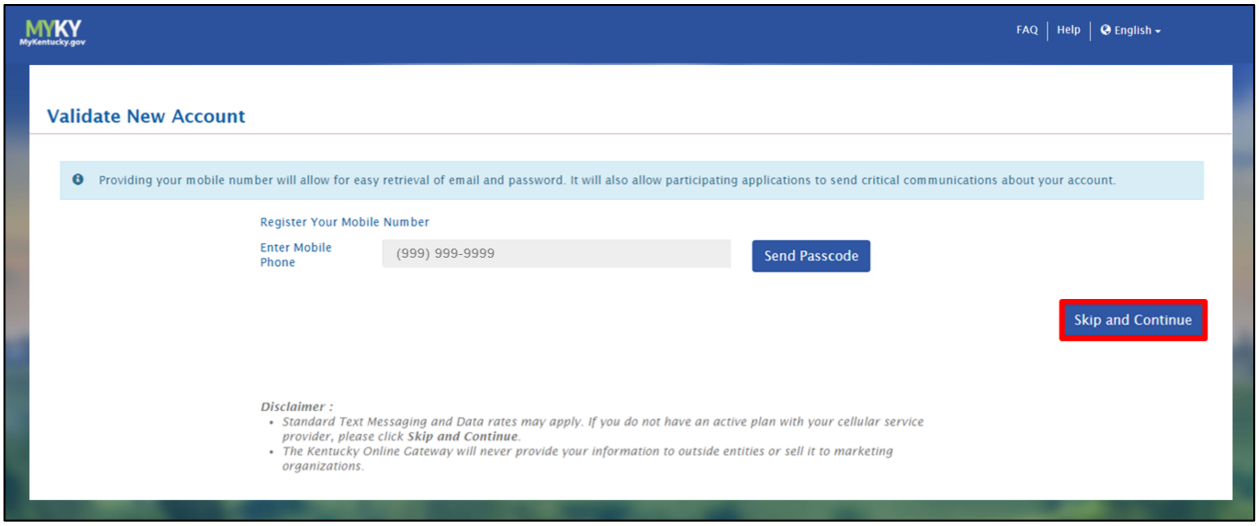
NOTE: Do not reply to this email. This email account is only used to send messages.

Privacy Notice: This email message is only for the person it was addressed to. It may contain restricted and private information. You are forbidden to use, tell, show, or send this information without permission. If you are not the person who was supposed to get this message, please destroy all copies.

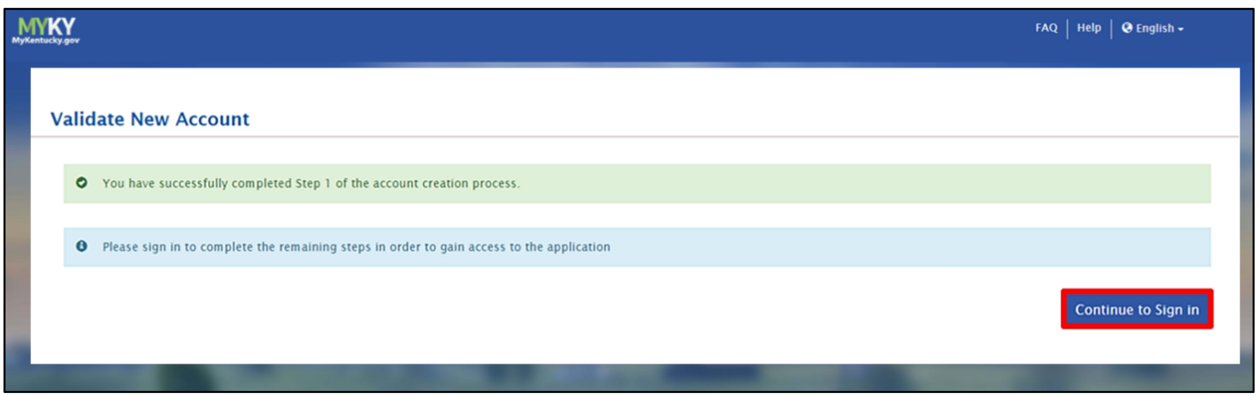
18. Users must click the **link** in the email to be directed to the **KOG Login Page**.



19. When Users choose to register their phone numbers, they will have the option to receive a passcode via text.
    - To register a phone number, the User should enter a phone number and click **Send Passcode**.
    - When Users do not want to register a phone number, Users should click **Skip and Continue** to proceed.



20. Users must click **Continue to Sign in** to navigate to the **KOG Login Page** and complete the account creation process.



21. On the **KOG Login Page**, Users must enter their **Email Address**.

Please Note: Users must enter the email address provided when creating their KOG account.

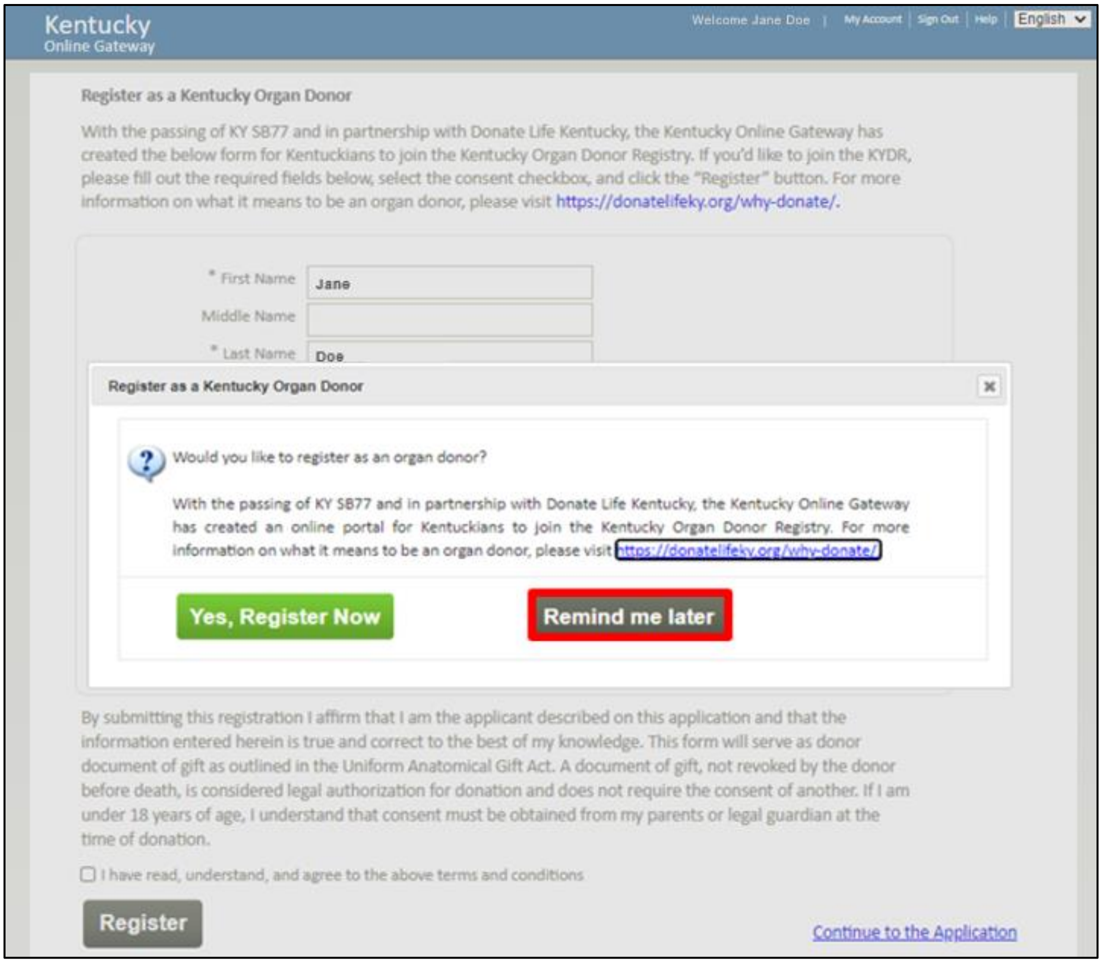
22. Users must then enter their **Password**.

Please Note: A User's password is the password provided when creating their KOG account.

23. Users must click **Sign In** to access the ePartnerViewer.

24. After Users login, they have the option to register as an organ donor.

- To register as an organ donor, Users should click **Yes, Register Now**.
- When Users do not want to register as an organ donor, they should click **Remind me later** to proceed to the ePartnerViewer.

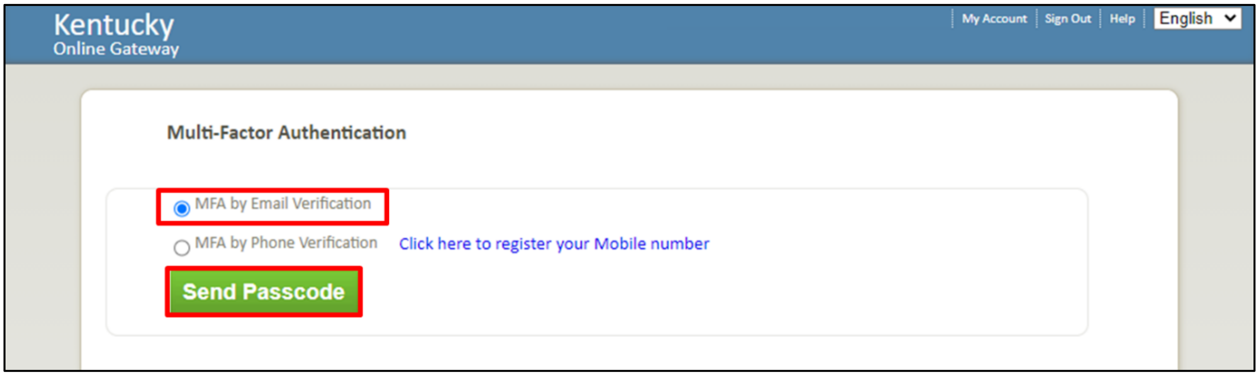


Multi-Factor Authentication

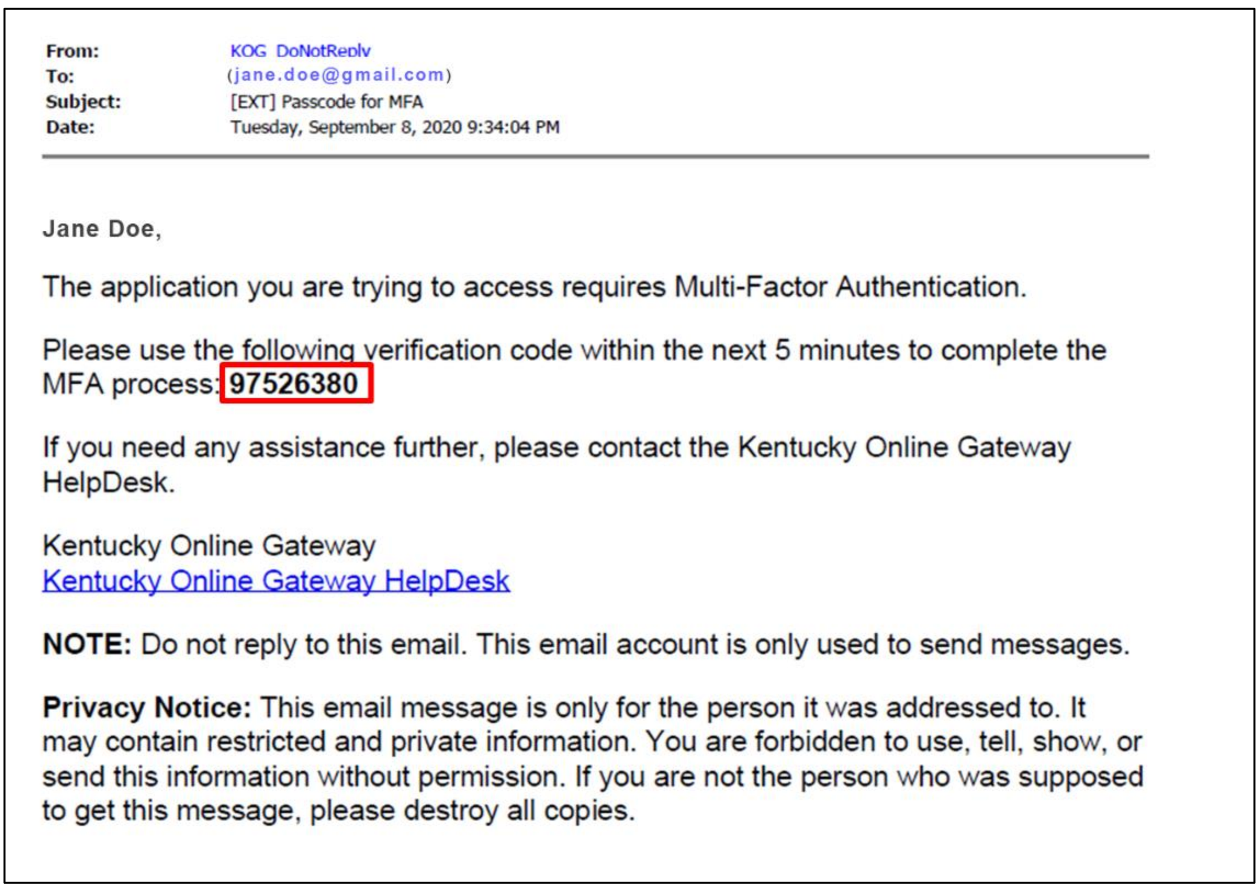
After Users login, they are asked to complete Multi-Factor Authentication or MFA. Users have the option to receive their MFA passcode by Email or Text.

MFA by Email Verification

1. To receive the MFA passcode by email, select the **MFA by Email Verification** button and click **Send Passcode**.



2. Users must open their email in a separate tab and open an email titled *Passcode for MFA* from KOG_DoNotReplay@ky.gov.



From: KOG_DoNotReply
To: (jane.doe@gmail.com)
Subject: [EXT] Passcode for MFA
Date: Tuesday, September 8, 2020 9:34:04 PM

Jane Doe,

The application you are trying to access requires Multi-Factor Authentication.

Please use the following verification code within the next 5 minutes to complete the MFA process: 97526380

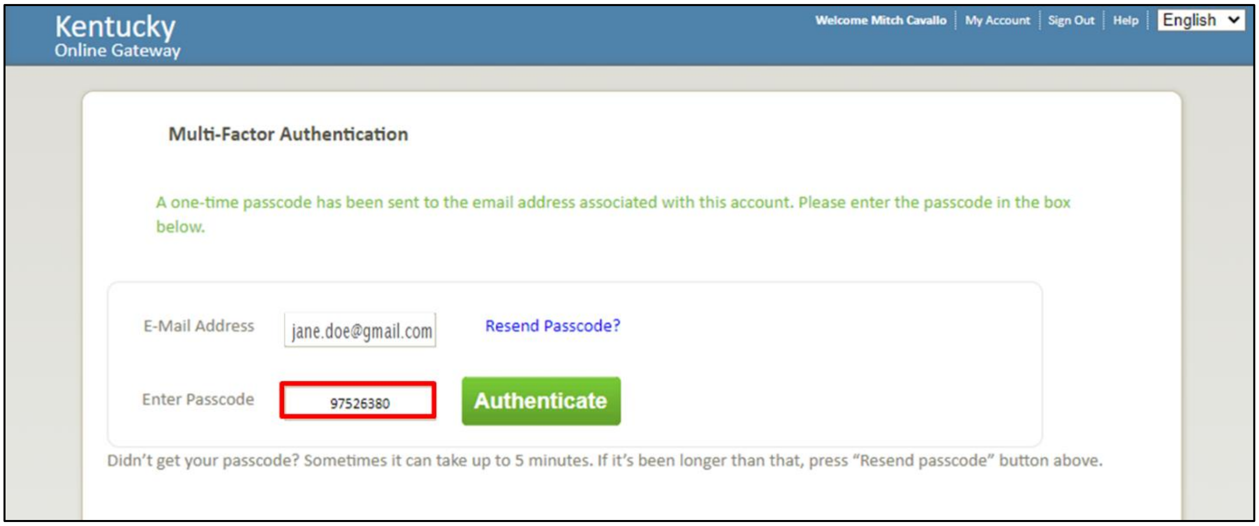
If you need any assistance further, please contact the Kentucky Online Gateway HelpDesk.

Kentucky Online Gateway
Kentucky Online Gateway HelpDesk

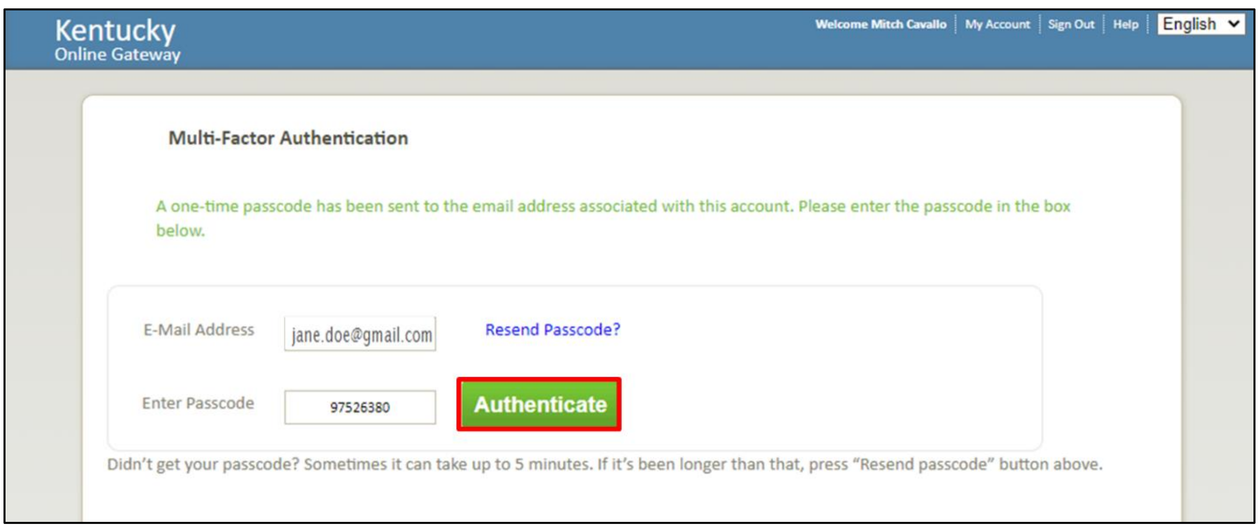
NOTE: Do not reply to this email. This email account is only used to send messages.

Privacy Notice: This email message is only for the person it was addressed to. It may contain restricted and private information. You are forbidden to use, tell, show, or send this information without permission. If you are not the person who was supposed to get this message, please destroy all copies.

3. Users must enter the **8-digit code** that is in the body of the email into the *Enter Passcode* field on the **Multi-Factor Authentication** screen.



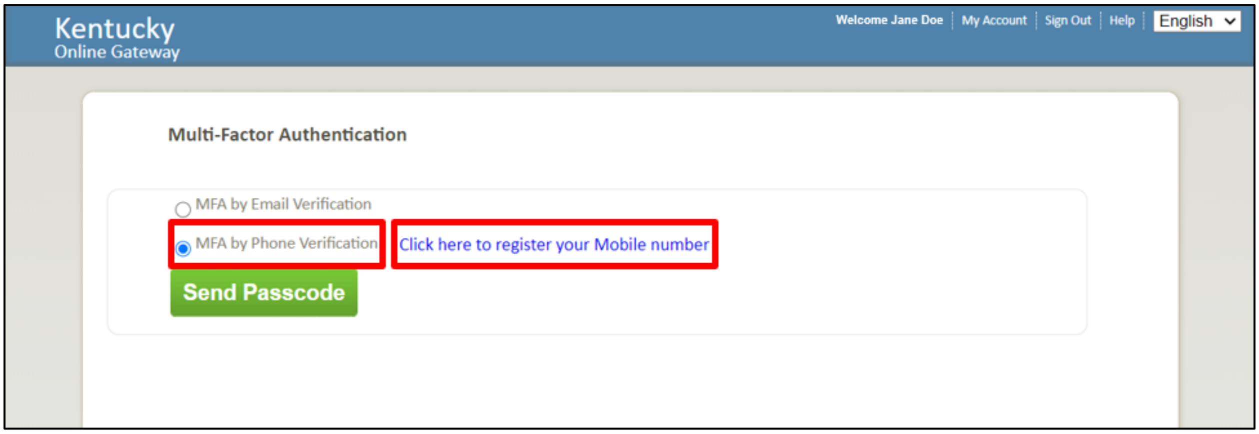
4. Users must click **Authenticate** to be directed to the **Terms and Conditions** page in the ePartnerViewer.



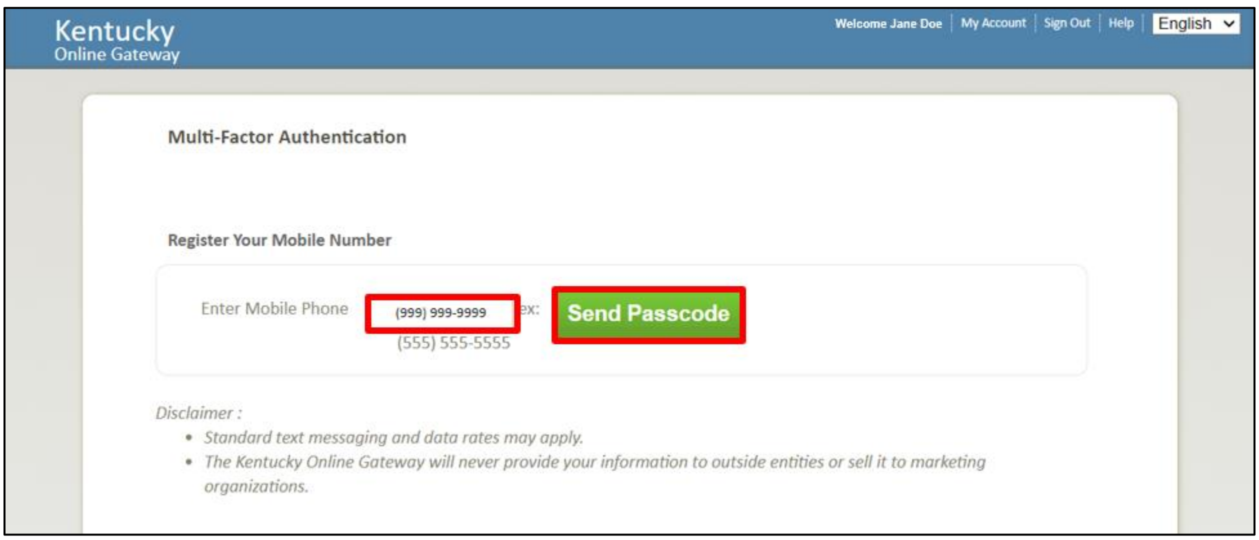
MFA by Phone Verification

1. To receive the MFA passcode by text, click the **MFA by Phone Verification** button.

2. Users who have not registered their phone number should select **Click here to register your Mobile number**.

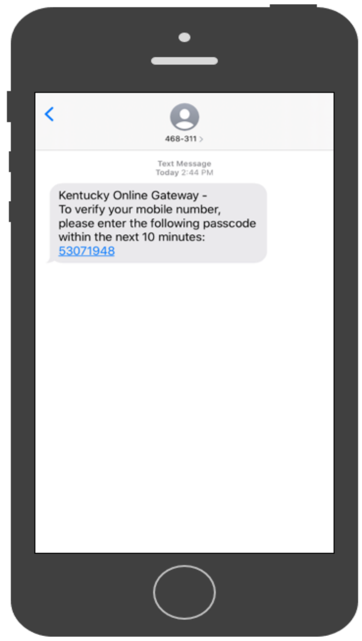


3. The **Register Your Mobile Number** screen displays for Users who have not registered their phone number. Users must enter their **mobile phone number** and click **Send Passcode**.



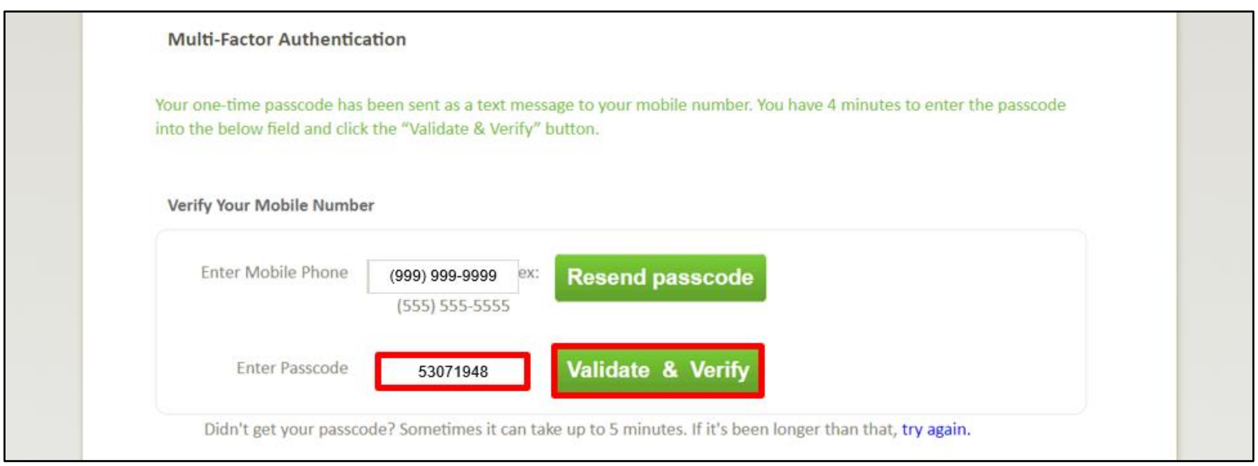
Please Note: The **Register Your Mobile Number** screen does not display for Users who have already registered their phone number. Instead, these Users will be prompted to enter the passcode to validate and verify identify on the **Multi-Factor Authentication** screen.

4. Users will receive a text message from the Kentucky Online Gateway that will include a passcode that will be used for verification purposes.



Please Note: It may take up to 5 minutes to receive the passcode via text message. Users should click **Resend passcode** if they did not receive the text message within 5 minutes.

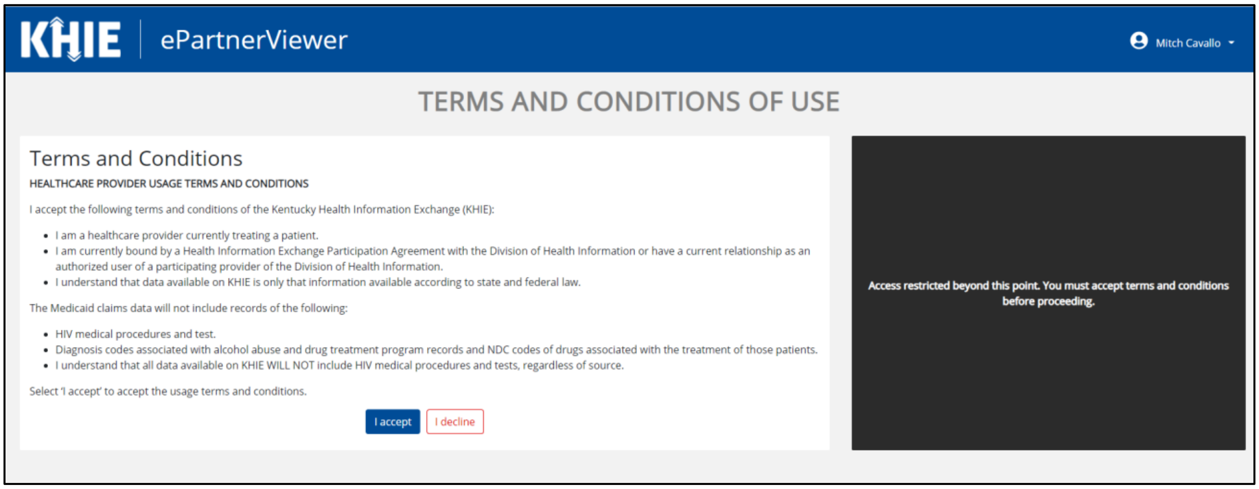
5. To verify the mobile number, Users must enter the **8-digit code** from the text message into the *Enter Passcode* field on the **Multi-Factor Authentication** screen.
6. Users must click **Validate & Verify** to be directed to the **Terms and Conditions of Use** page in the ePartnerViewer.



Please Note: Users must enter the passcode within 5 minutes of receiving the text message.

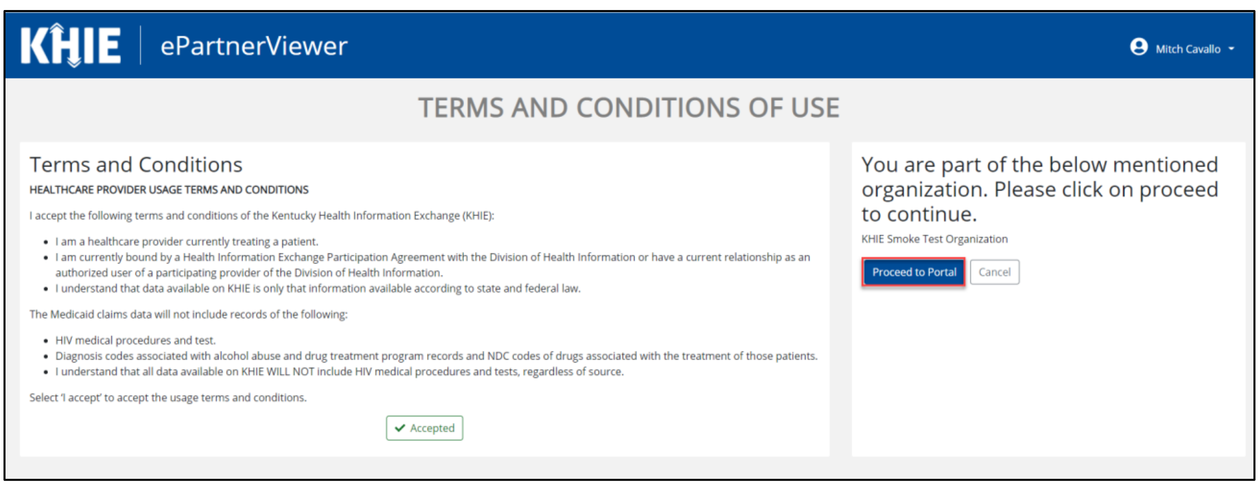
3 Terms of Use and Logging In

After logging into the Kentucky Online Gateway and completing Multi-Factor Authentication, the **Terms of Conditions and Use** page displays. Privacy and security obligations are outlined here.



Please Note: The right side of the Portal is grayed out and displays a message that states: *Access is restricted beyond this point. You must accept the terms and conditions before proceeding.*

1. Once Users select **I Accept**, the grayed out section becomes visible. A message appears that indicates the User is associated with a particular *Organization*. This will be the name of your Organization.
2. Users must select **Proceed to Portal** to access the ePartnerViewer.



Please Note: Users who select **Cancel** will see a pop-up notification that indicates the User is *about to be logged out. Use of the ePartnerViewer portal is subject to the acceptance of KHIE's Terms of Use*. Users must select either **Logout Now** or **Cancel** to proceed to the ePartnerViewer.

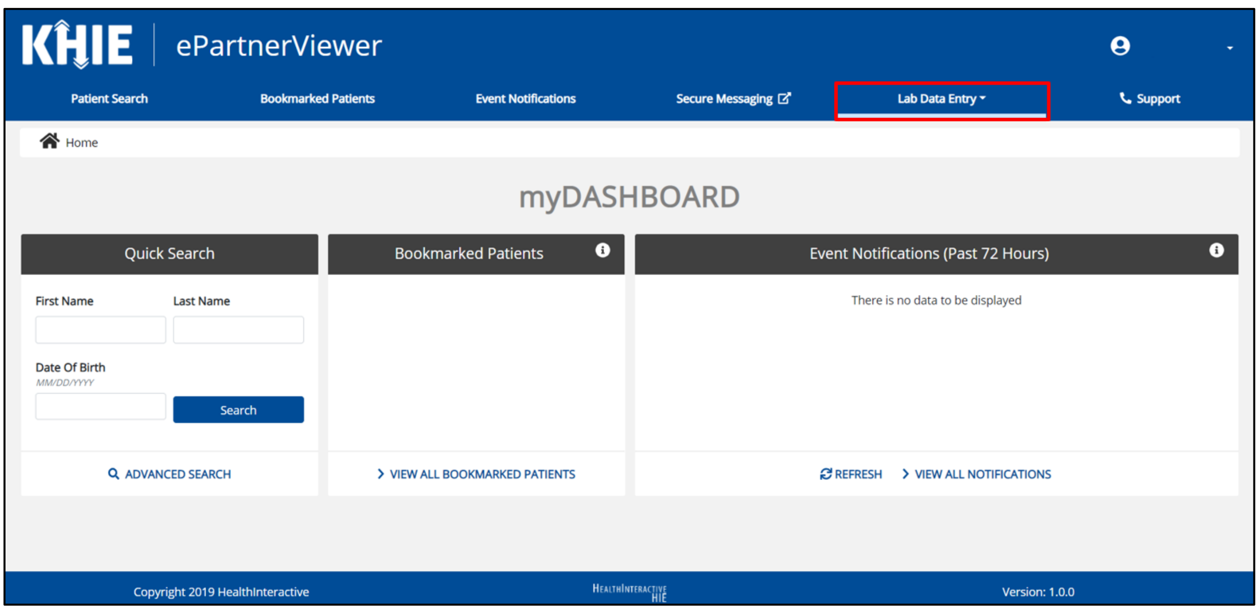
4 Manage User Preferences

These are your User Preferences. Prior to entering your lab results, you are required to enter information about your Ordering Provider and Ordering Facility on the **Manager User Preferences** screens. Based on the Ordering Provider and Ordering Facility details you entered in your user preferences, you can quickly select an Ordering Provider or Ordering Facility from the drop-down options. These drop-downs are located on the **Provider Details** screen for COVID Lab Data Entry and also on the **Observation** screen for Negative Lab Quick Entry. The Ordering Provider or Ordering Facility details will be pre-filled, based on the Ordering Provider or Ordering Facility name selected from the drop-downs.

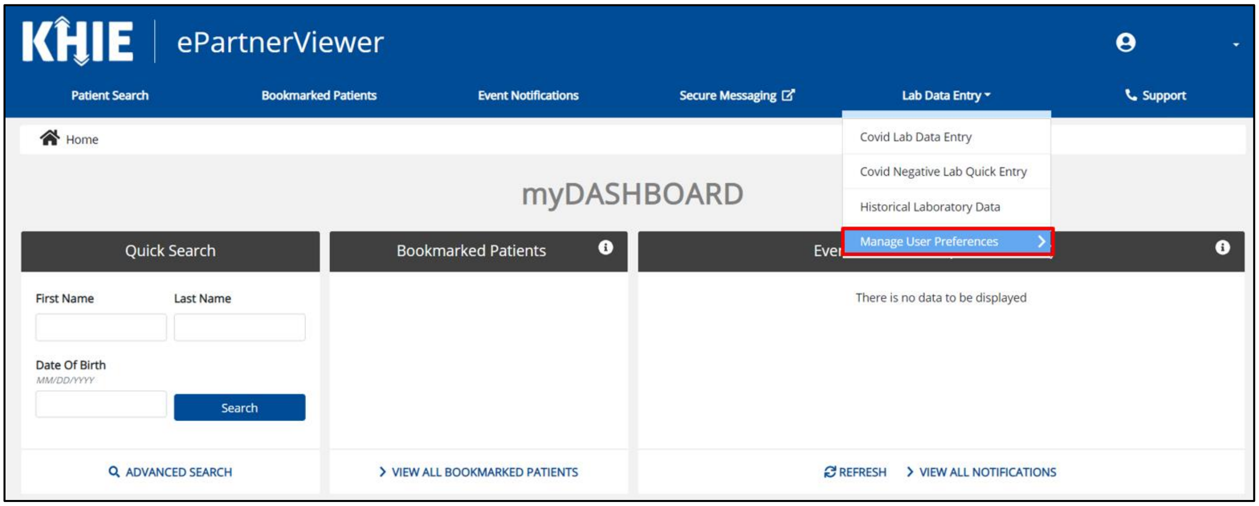
Please Note: Users no longer have to enter Ordering Provider and/or Ordering Facility details for each COVID Lab Data Entry.

Creating Ordering Provider Details

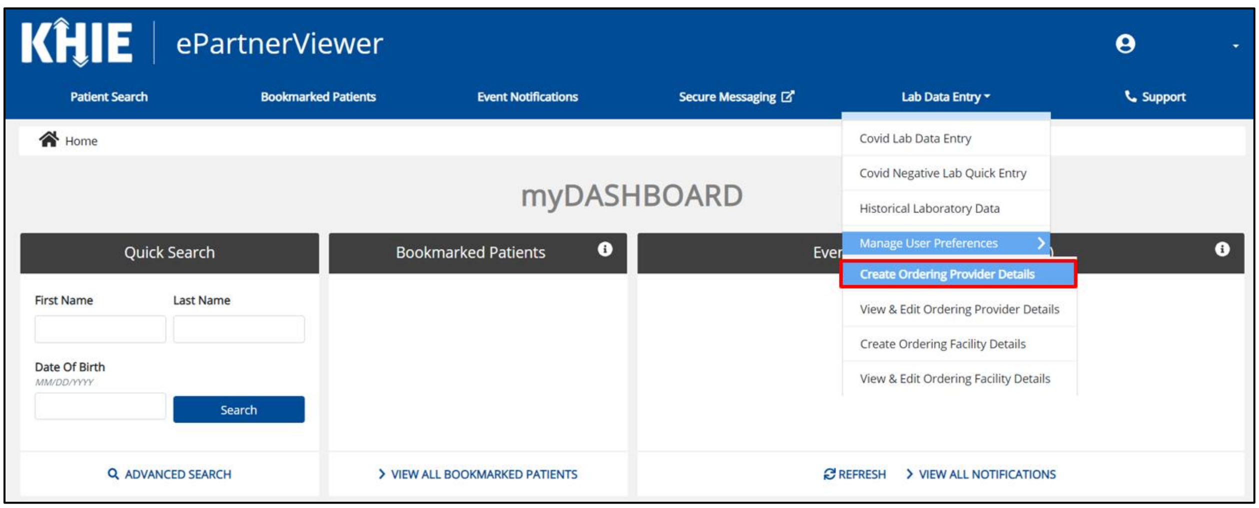
1. When entering the ePartnerViewer, Users must click the **Lab Data Entry** Tab in the blue ribbon at the top of the screen.



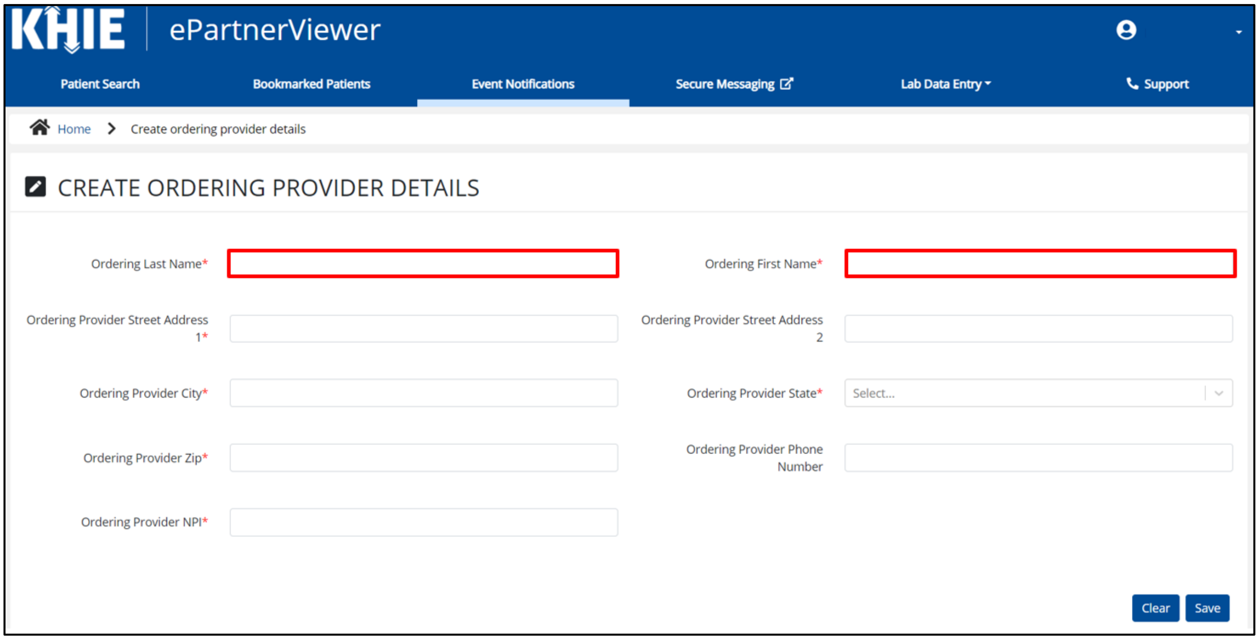
2. Under the **Lab Data Entry** Tab, Users must click **Manage User Preferences**.



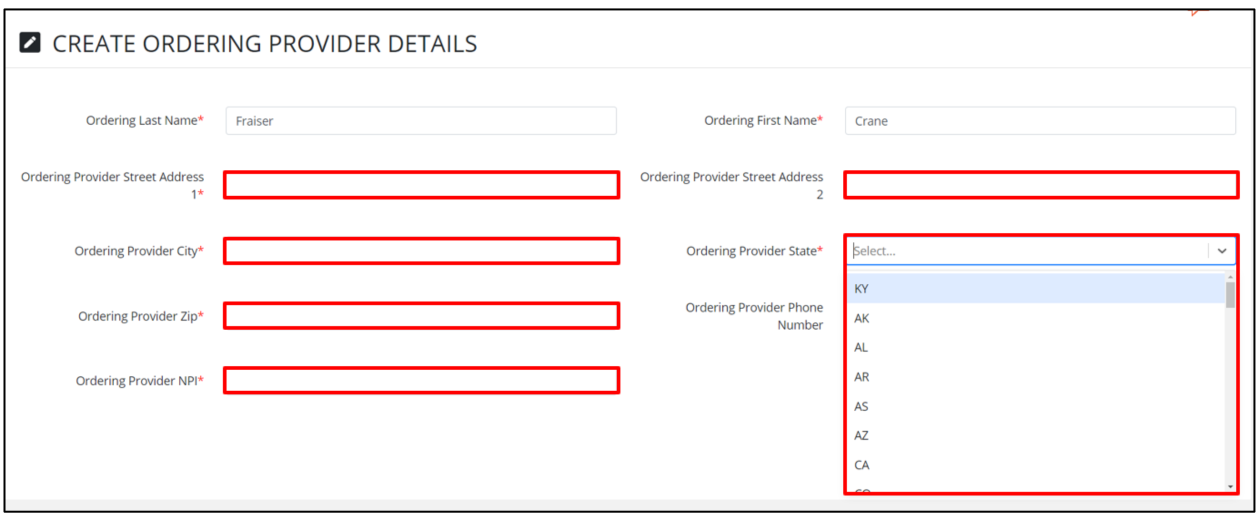
3. To create Ordering Provider details, Users must select **Create Ordering Provider Details**.



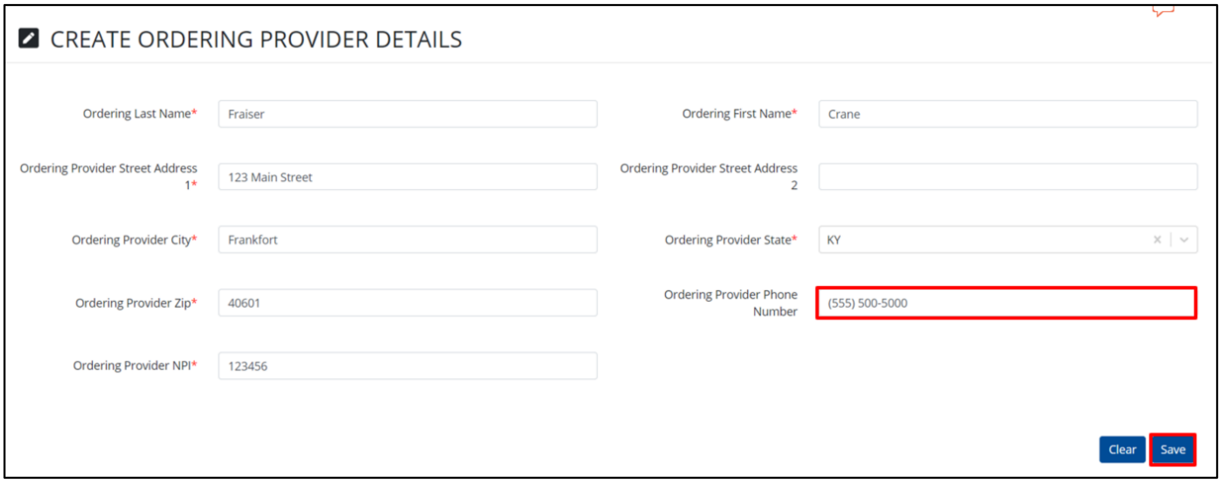
7. The **Create Ordering Provider Details** screen displays. From here, Users must enter the Ordering Provider details. There are mandatory fields that are marked with asterisks (*).
8. Enter the **Ordering Provider Last Name**.
9. Enter the **Ordering Provider First Name**.



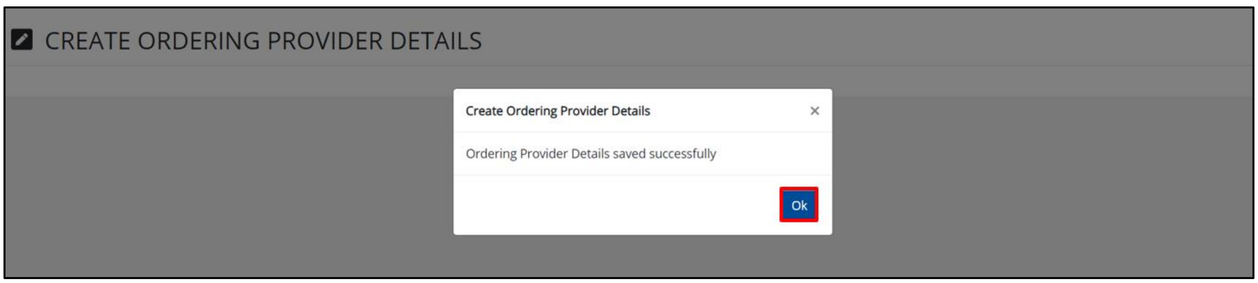
10. Enter the **Ordering Provider Street Address**, **City**, **State**, **Zip Code**, and **State**.
11. Enter the **Ordering Provider NPI**.



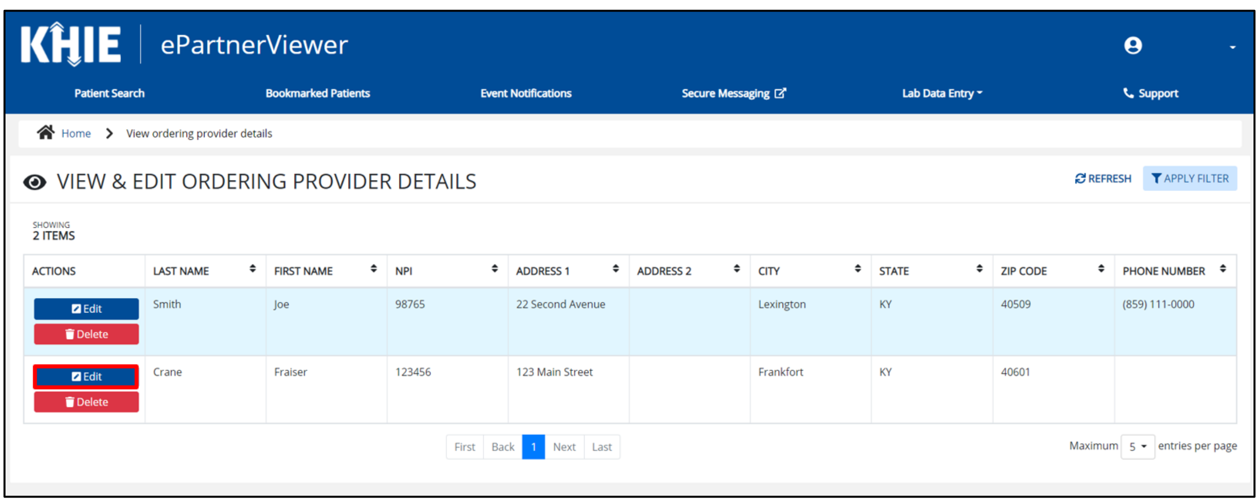
12. If available, enter the **Ordering Provider Phone Number**.
13. After completing the mandatory fields, click **Save**.



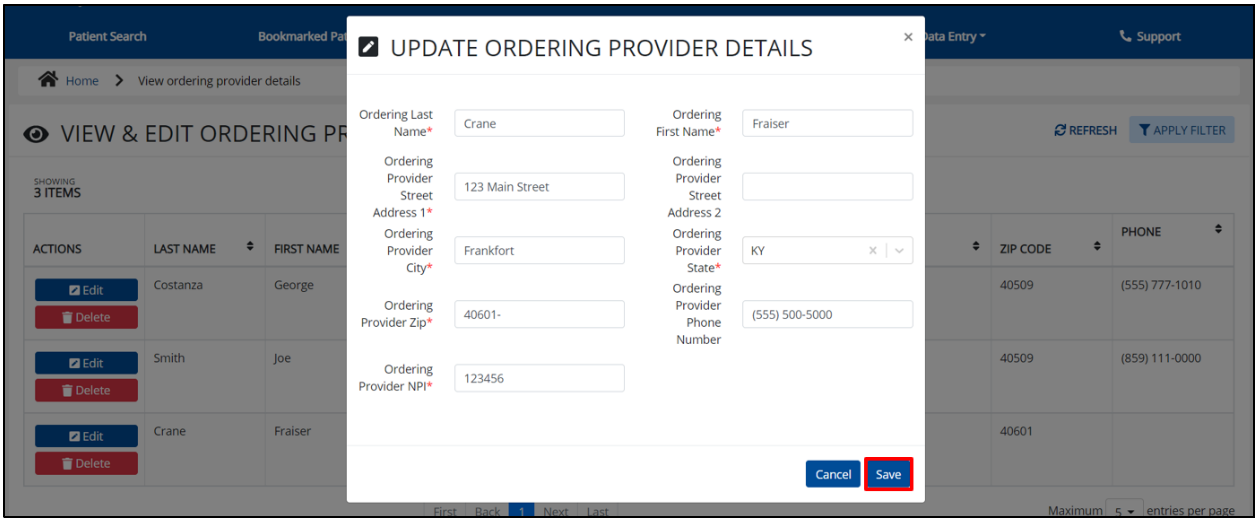
14. The Create Ordering Provider Details pop-up window displays. Click **OK** to proceed to the **View & Edit Ordering Provider Details** screen.



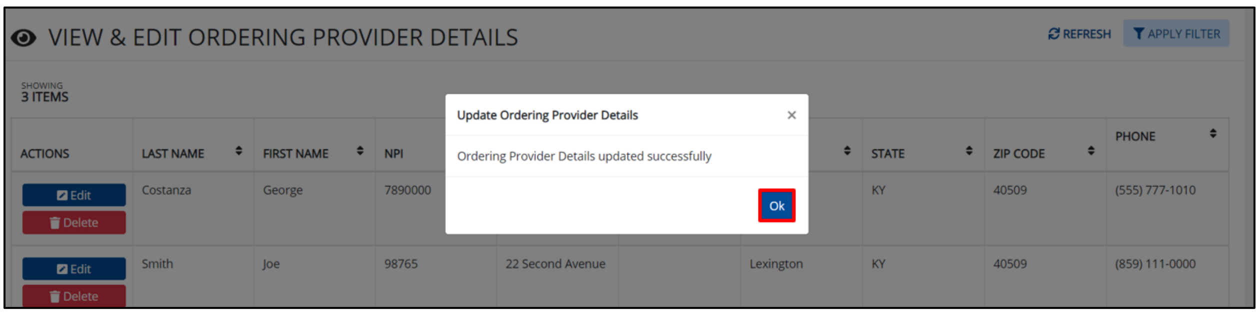
15. The **View & Edit Ordering Provider Details** screen displays. To edit an Ordering Provider's details, click **Edit** next to the appropriate Ordering Provider.



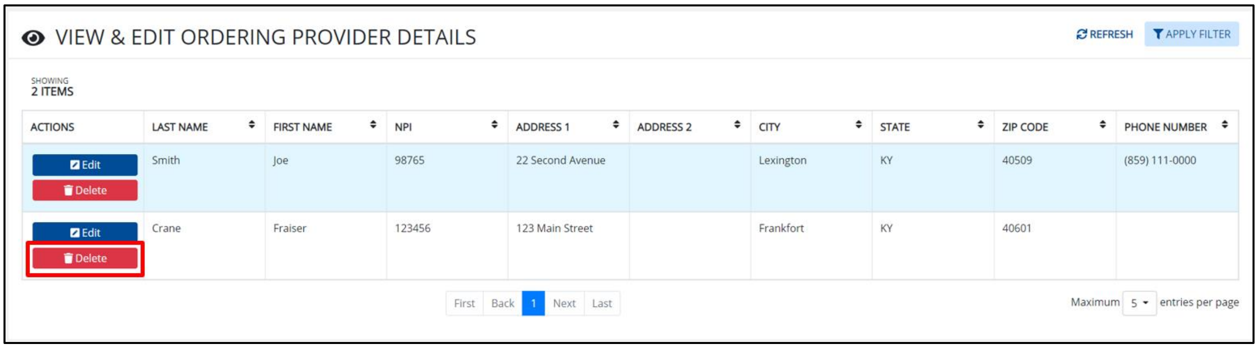
16. The **Update Ordering Provider Details** pop-up displays. Users can edit the appropriate fields as necessary. Once complete, click **Save** to save the updates and close out of the pop-up.



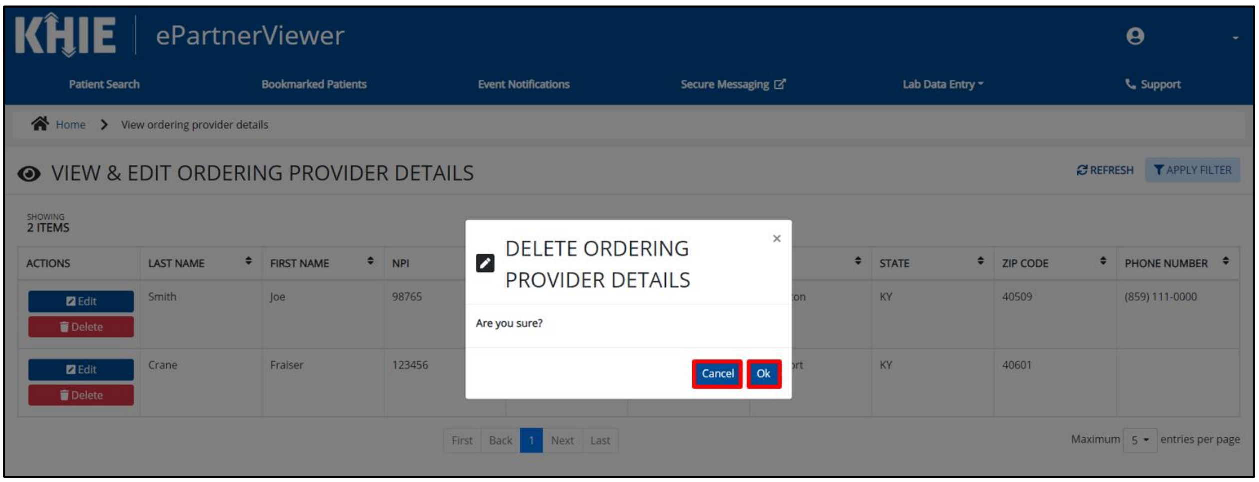
17. A pop-up message displays once the update is successfully saved. To proceed, click **OK**.



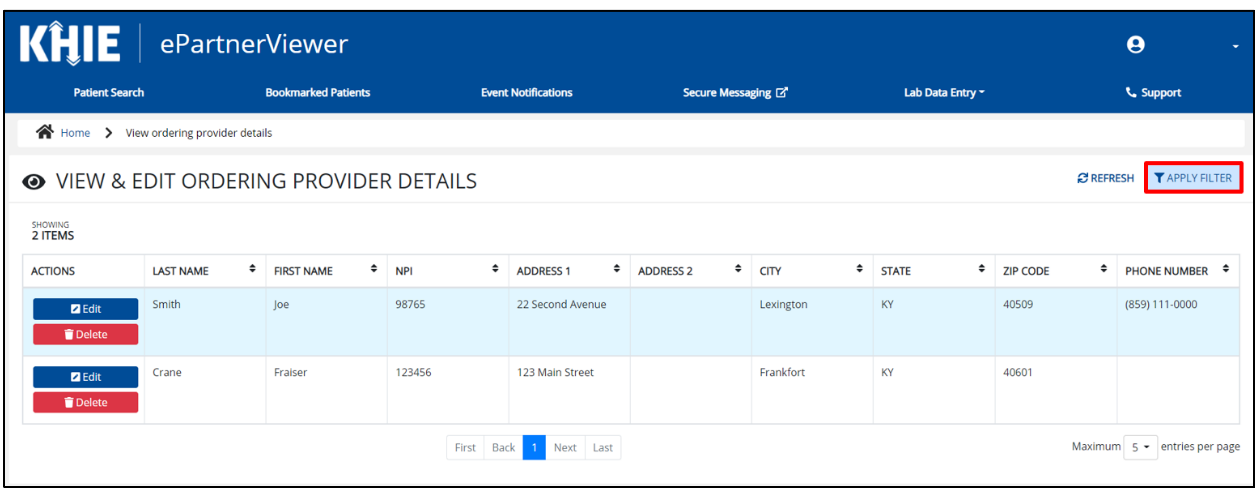
18. To delete an Ordering Provider from the User Preferences, click **Delete** next to the appropriate Ordering Provider.



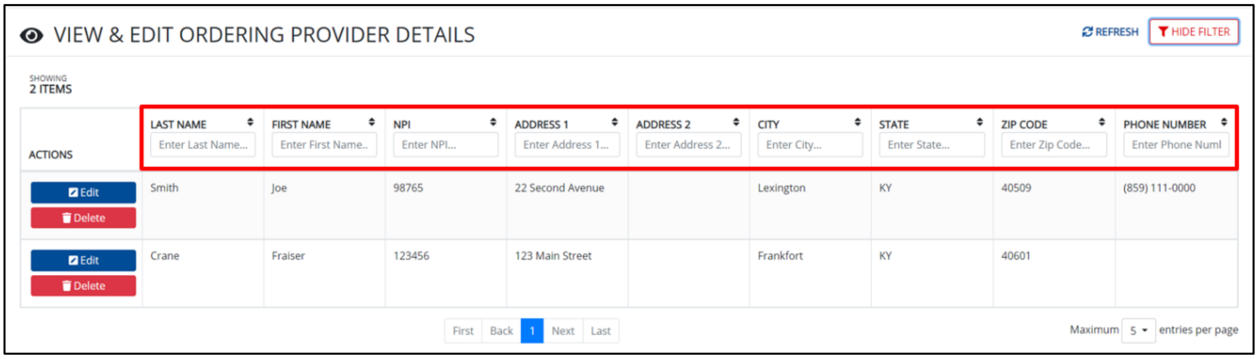
19. The Delete Ordering Provider Details pop-up displays. To delete the Ordering Provider, click **OK**. To cancel deleting the Ordering Provider, click **Cancel**.



20. To search for a specific Ordering Provider in the User Preferences, click **Apply Filter**.

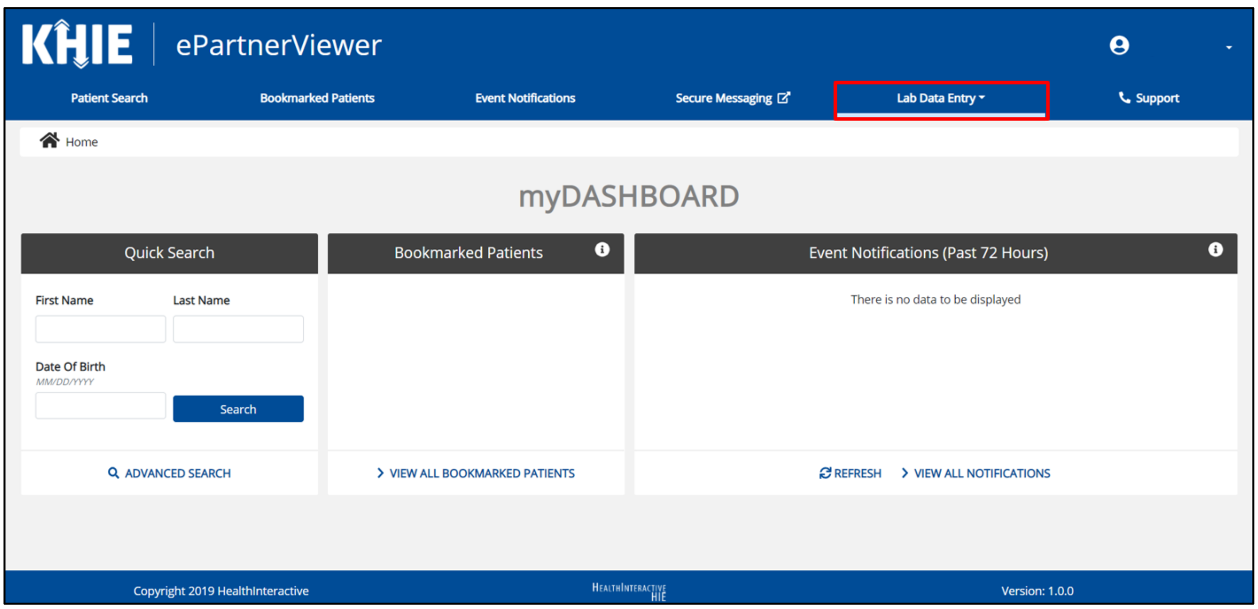


21. The Filter fields display. Users can search by entering the ***Ordering Provider's Last Name***, ***First Name***, ***NPI***, ***Address***, ***City***, ***State***, ***Zip Code***, and/or ***Phone Number*** in the appropriate details in the Filter fields.

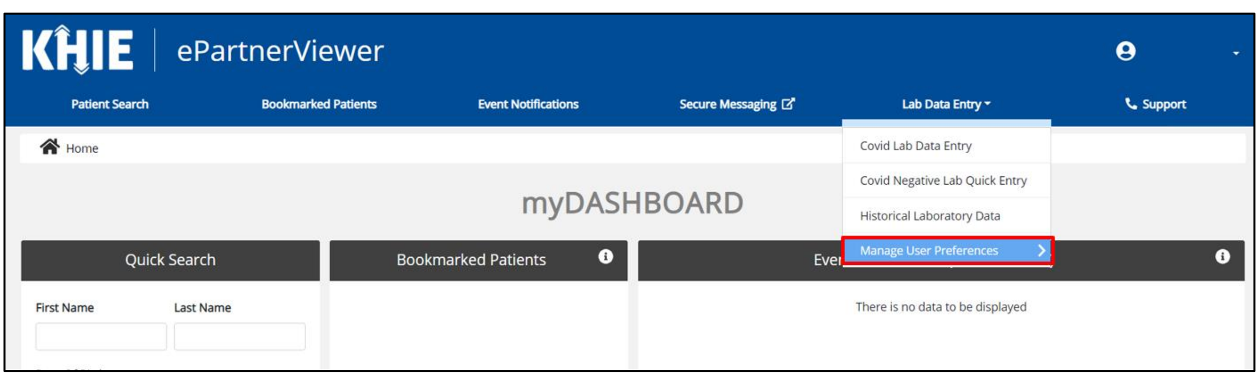


Creating Ordering Facility Details

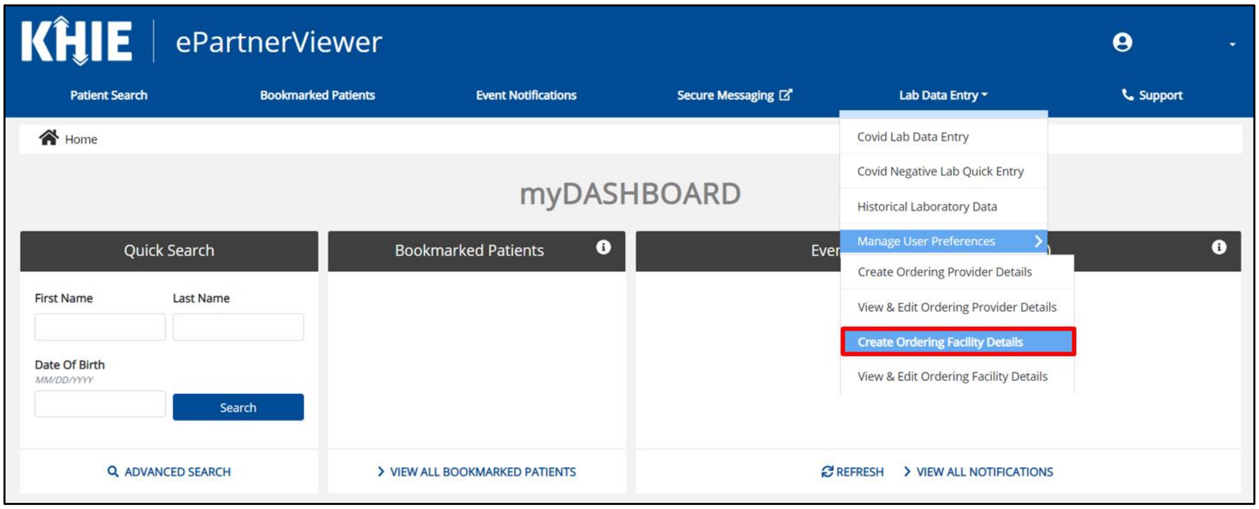
1. When entering the ePartnerViewer, Users must click the **Lab Data Entry** Tab in the blue ribbon at the top of the screen.



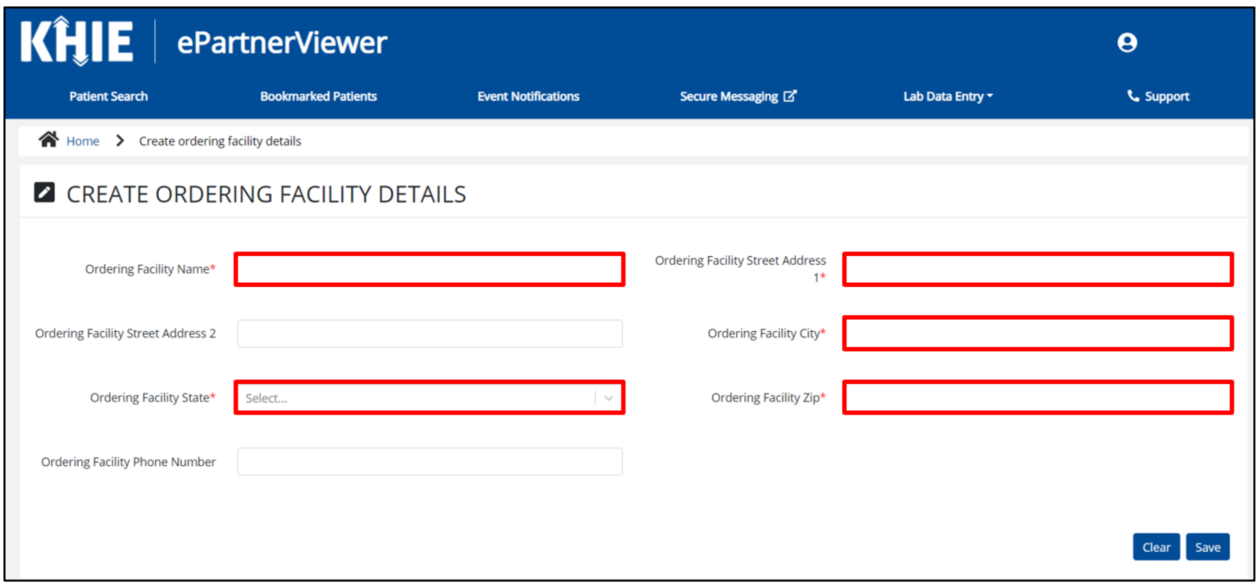
2. Under the **Lab Data Entry** Tab, Users must click **Manage User Preferences**.



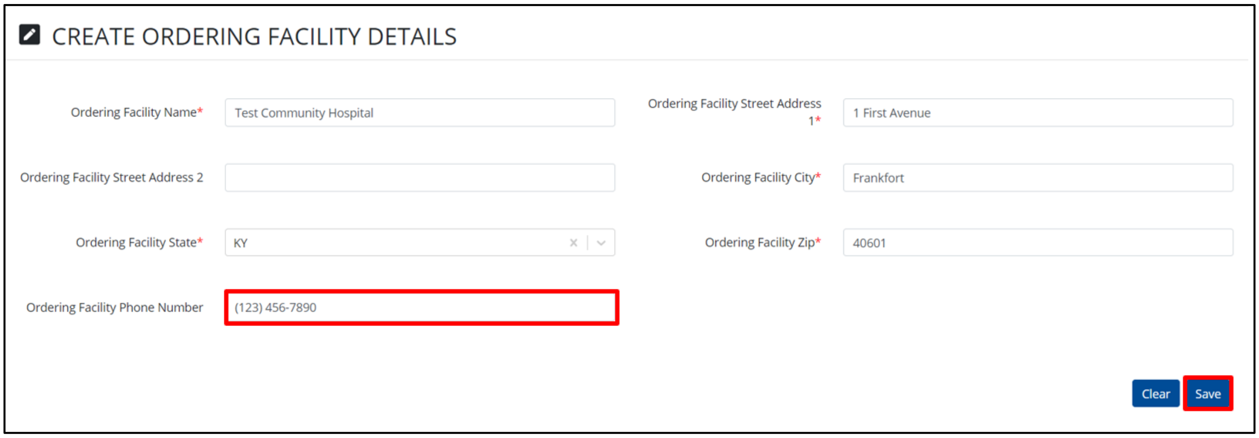
3. To create Ordering Facility details, Users must select **Create Ordering Facility Details** under **Manage User Preferences**.



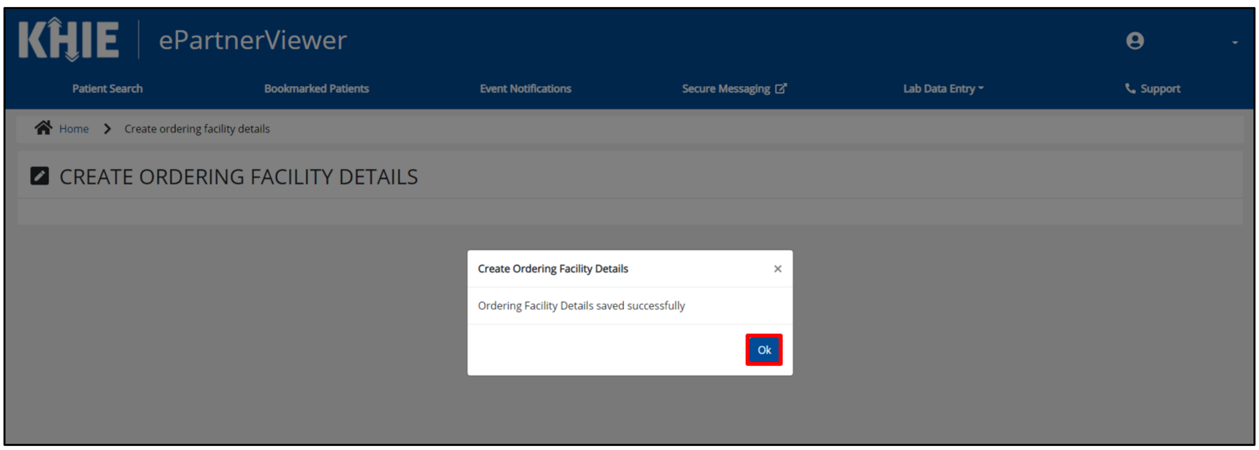
4. The **Create Ordering Facility Details** screen displays. From here, Users must enter the Ordering Facility details. There are mandatory fields that are marked with asterisks (*).
5. Enter the **Ordering Facility Name**, **Street Address**, **City**, **State**, **Zip Code**, and **State**.



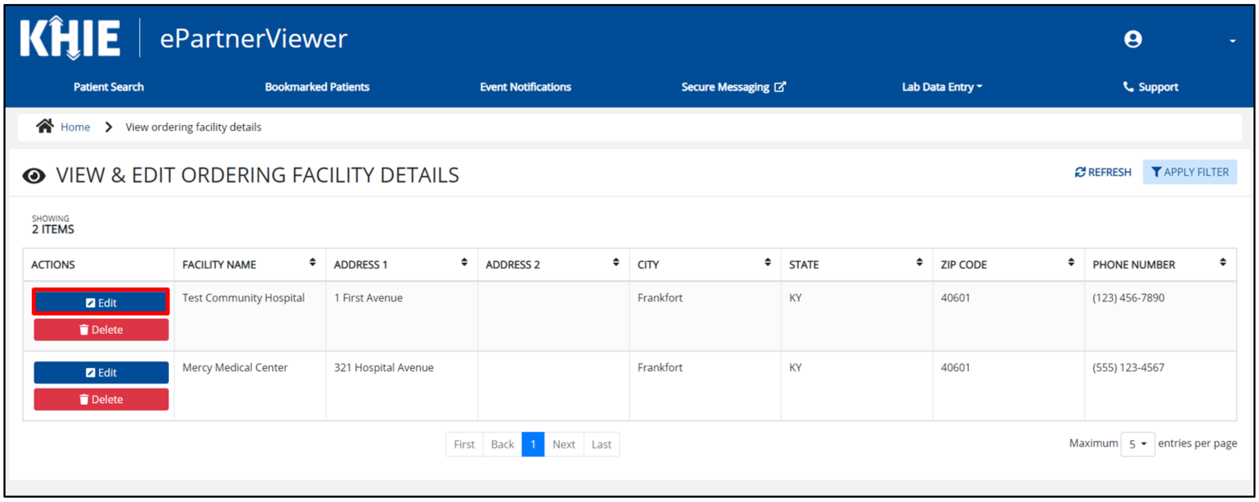
6. If available, enter the **Ordering Facility Phone Number**.
7. After completing the mandatory fields, click **Save**.



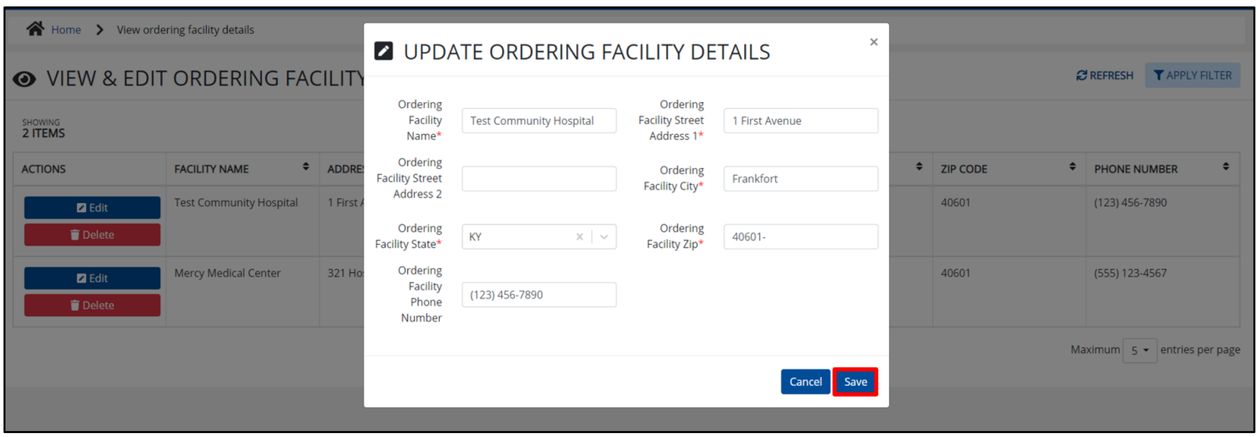
8. The Create Ordering Facility Details pop-up window displays. Click **OK** to proceed to the **View & Edit Ordering Facility Details** screen.



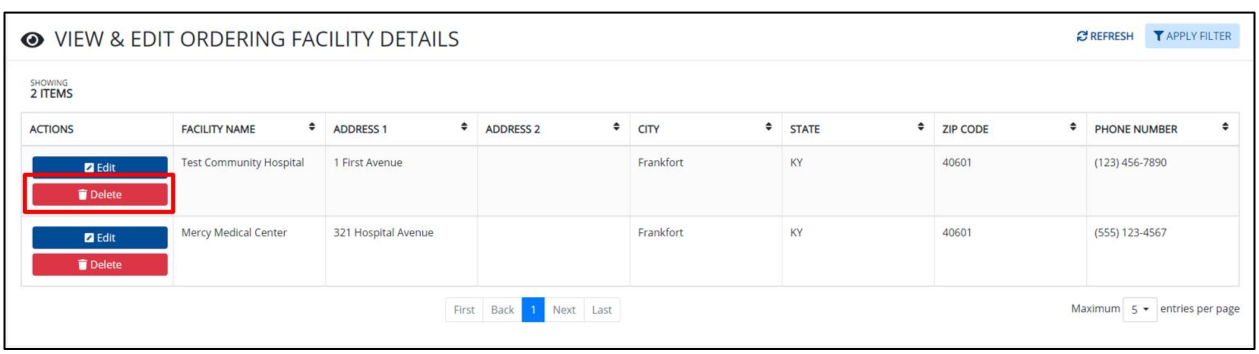
8. The **View & Edit Ordering Provider Details** screen displays. To edit an Ordering Facility's details, click **Edit** next to the appropriate Ordering Facility.



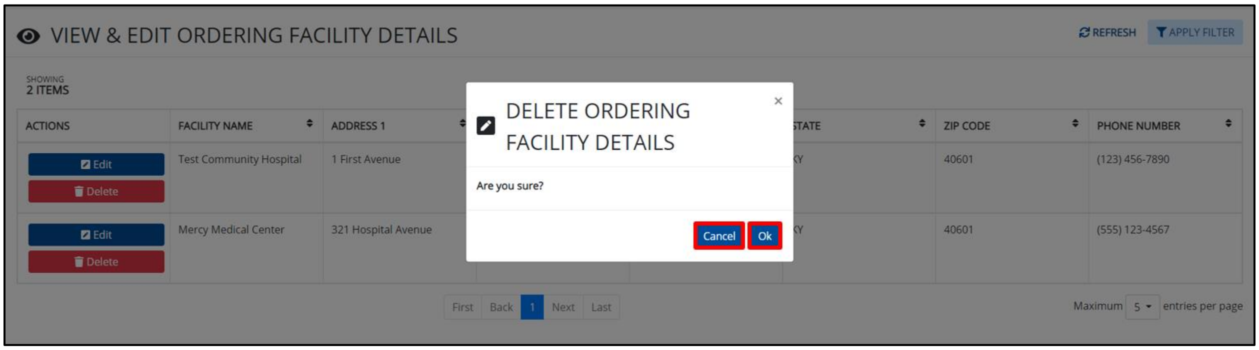
9. The **Update Ordering Facility Details** pop-up displays. Users can edit the appropriate fields as necessary. Once complete, click **Save** to save the updates and close out of the pop-up.



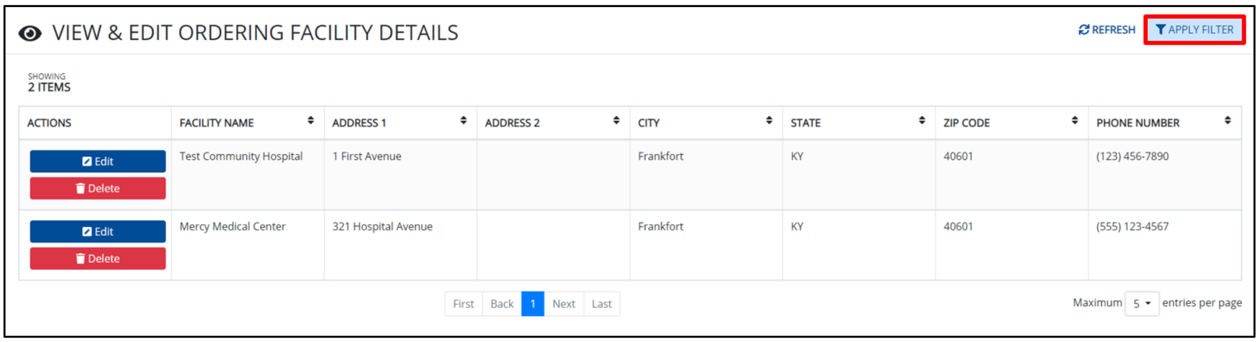
10. To delete an Ordering Facility from the User Preferences, click **Delete** next to the appropriate Ordering Facility.



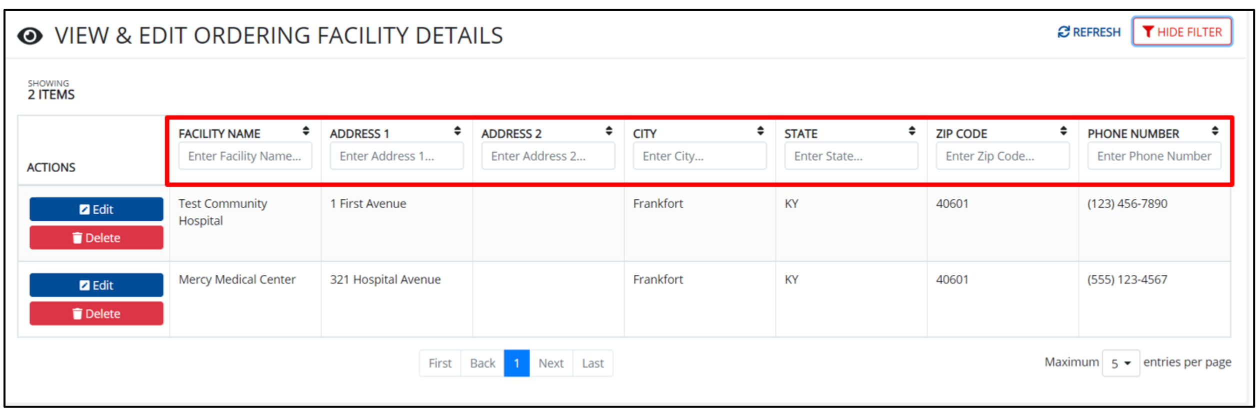
11. The Delete Ordering Provider Details pop-up displays. To delete the Ordering Provider, click **OK**. To cancel deleting the Ordering Provider, click **Cancel**.



12. To search for a specific Ordering Facility in the User Preferences, click **Apply Filter**.



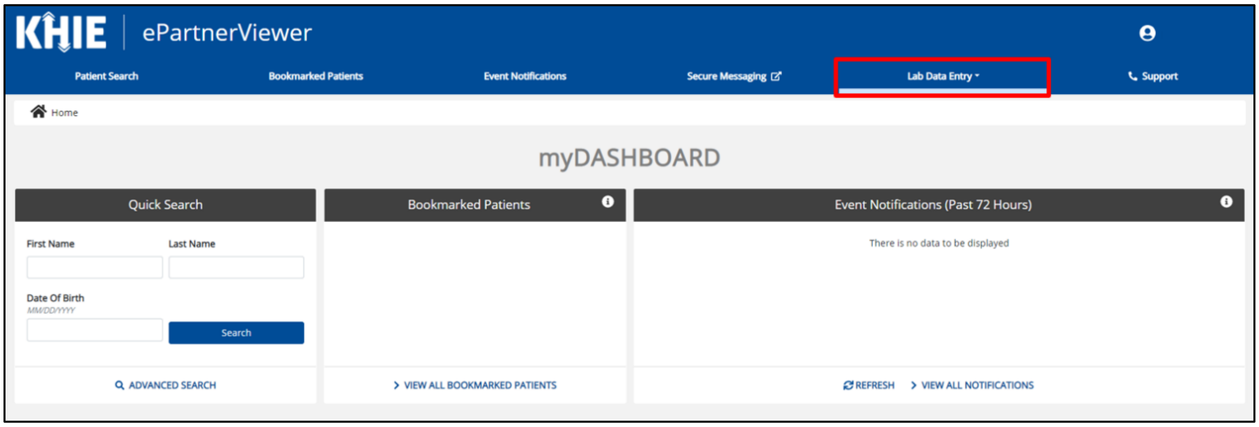
13. The Filter fields display. Users can search by entering the ***Ordering Facility Name***, ***Address***, ***City***, ***State***, ***Zip Code***, and/or ***Phone Number*** in the appropriate details in the Filter fields.



5 Lab Data Entry

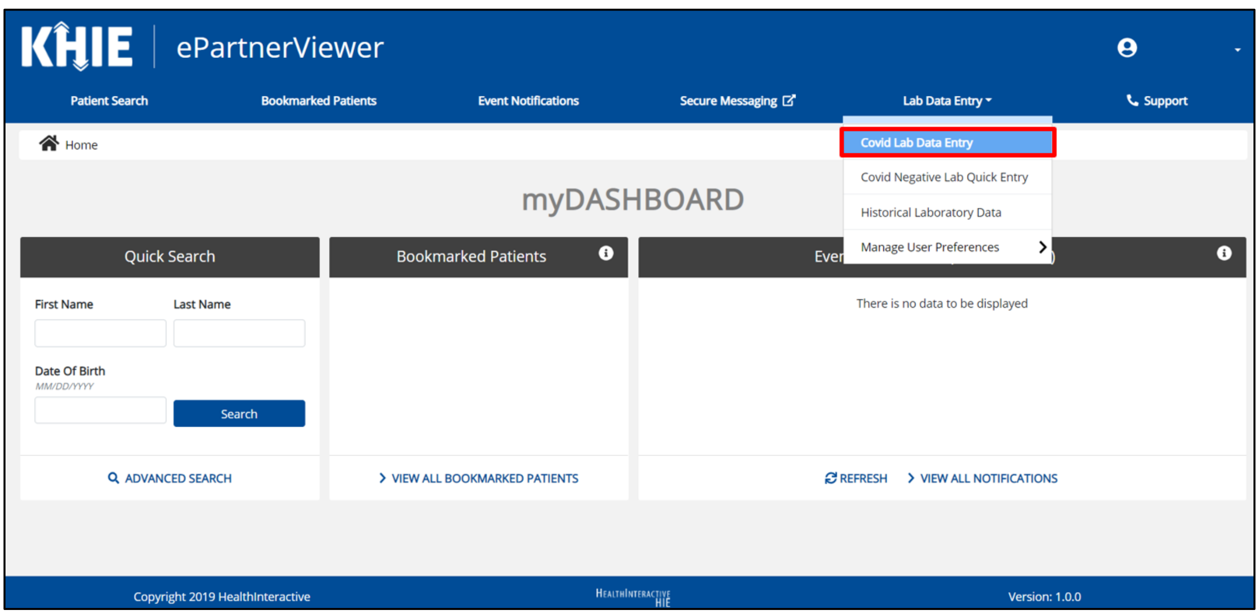
Covid Lab Data Entry

1. When entering the ePartnerViewer, Users must click the **Lab Data Entry** Tab in the blue ribbon at the top of the screen.



Please Note: Users who have additional access to clinical information will see other tabs displayed in addition to the **Lab Data Entry** Tab.

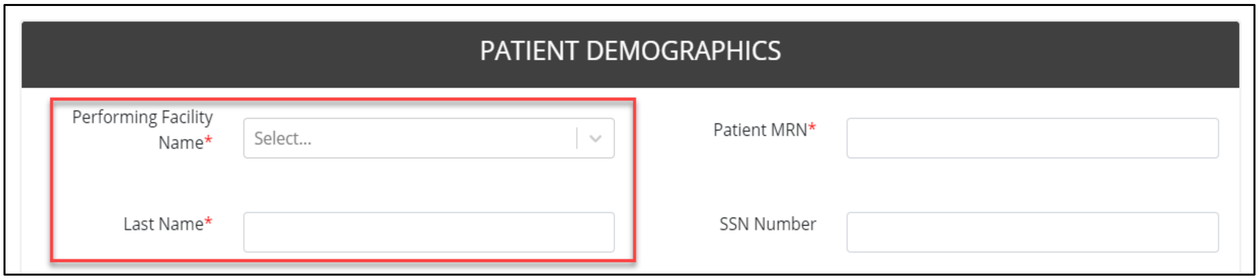
2. To begin the Covid Lab Data Entry process, Users must select **Covid Lab Data Entry** under the **Lab Data Entry** Tab.



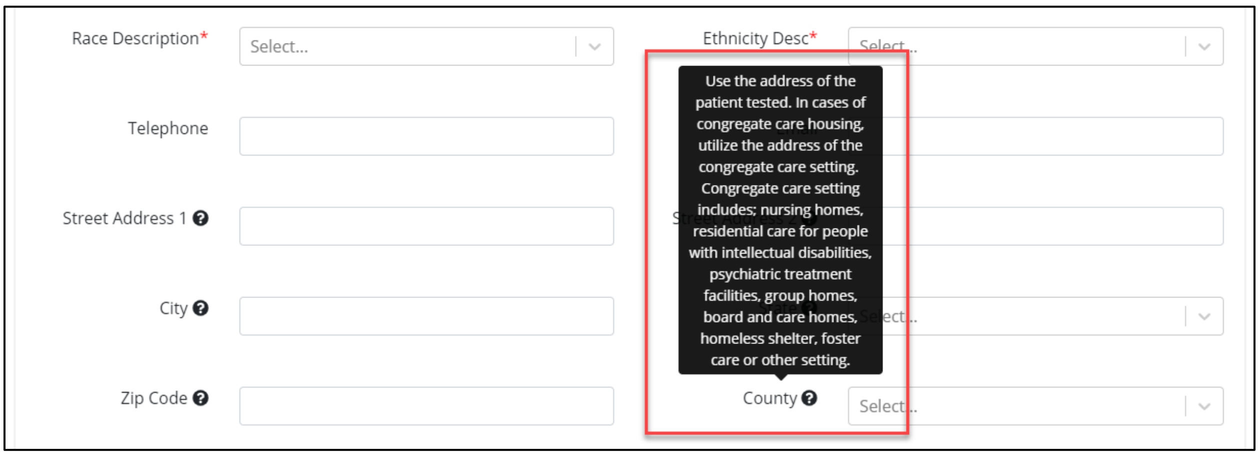
6 Before entering your lab results, please review these tips for Manually Entering Lab Data

Please keep in mind several key notes when entering patient data:

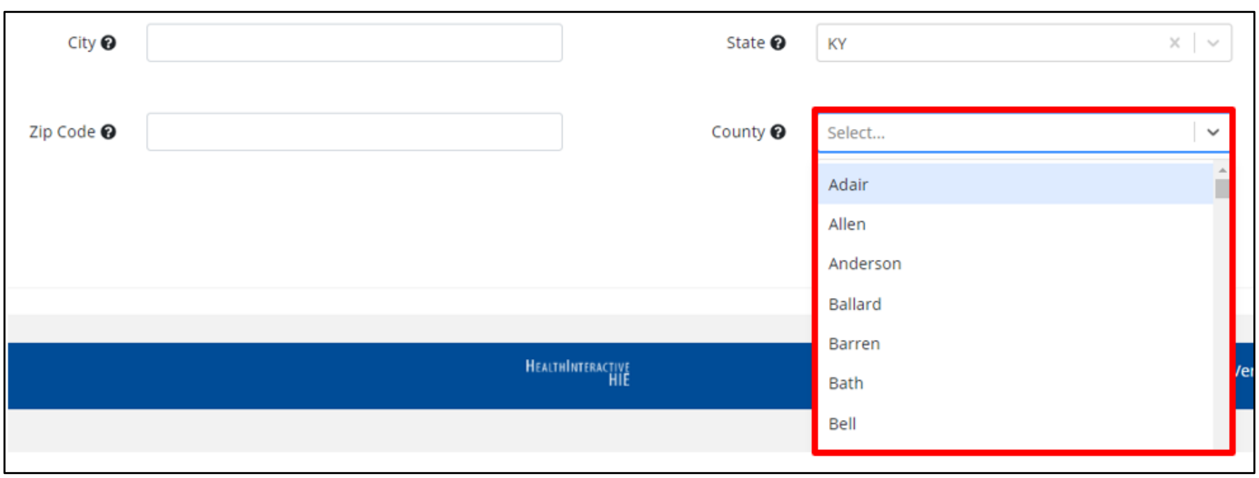
- There are **mandatory** fields marked with **red asterisks** (*). These fields must be completed in order to proceed. In addition to completing the mandatory fields, Users are encouraged to enter as much information as possible.



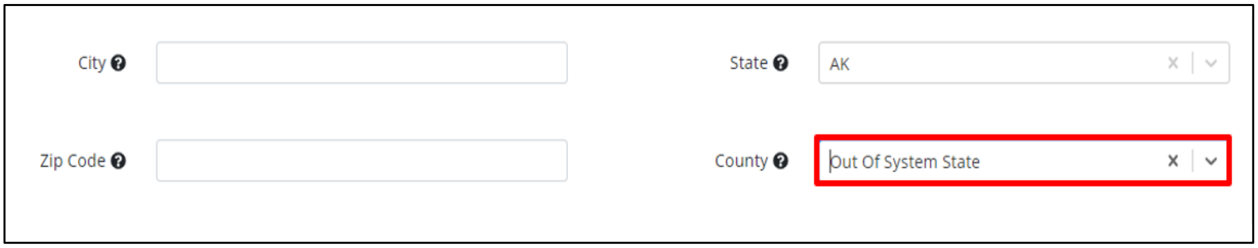
- *Help Icons* are available to guide Users while entering data in the fields.



  - For entering address information, all States are available for selection in the *State* field drop-down. When Users select the **state of Kentucky**, all Kentucky counties are available for selection in the *County* drop-down.



- However, when Users select **any state other than Kentucky**, the system will display the message *Out of System State* and will not display counties in the *County* drop-down.

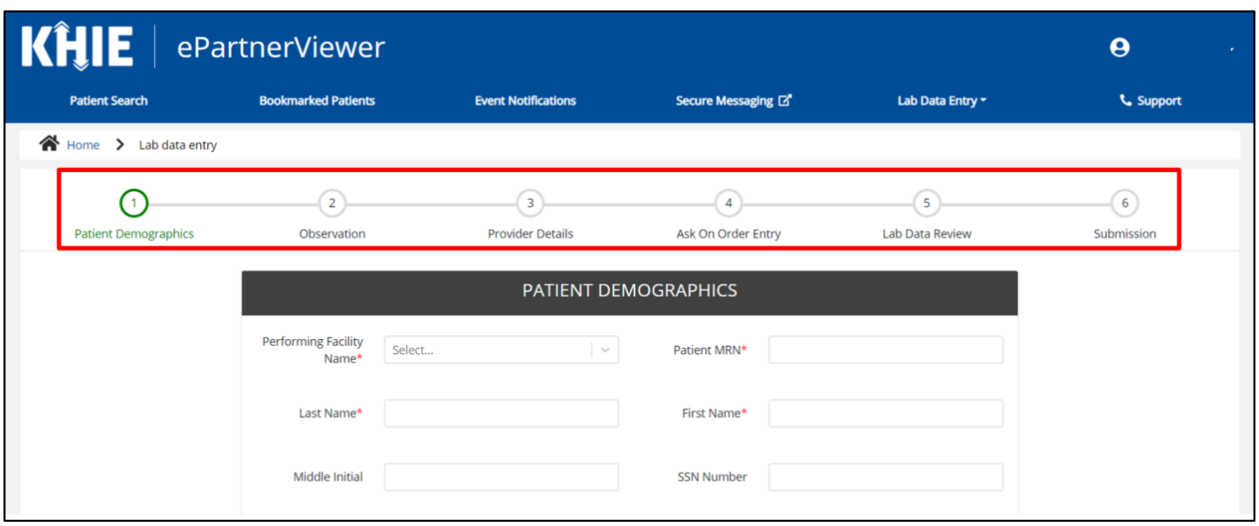


Please Note: The Kentucky Department for Public Health does not report test results to other states. If you are required to report results to other states, you will be responsible to do so.

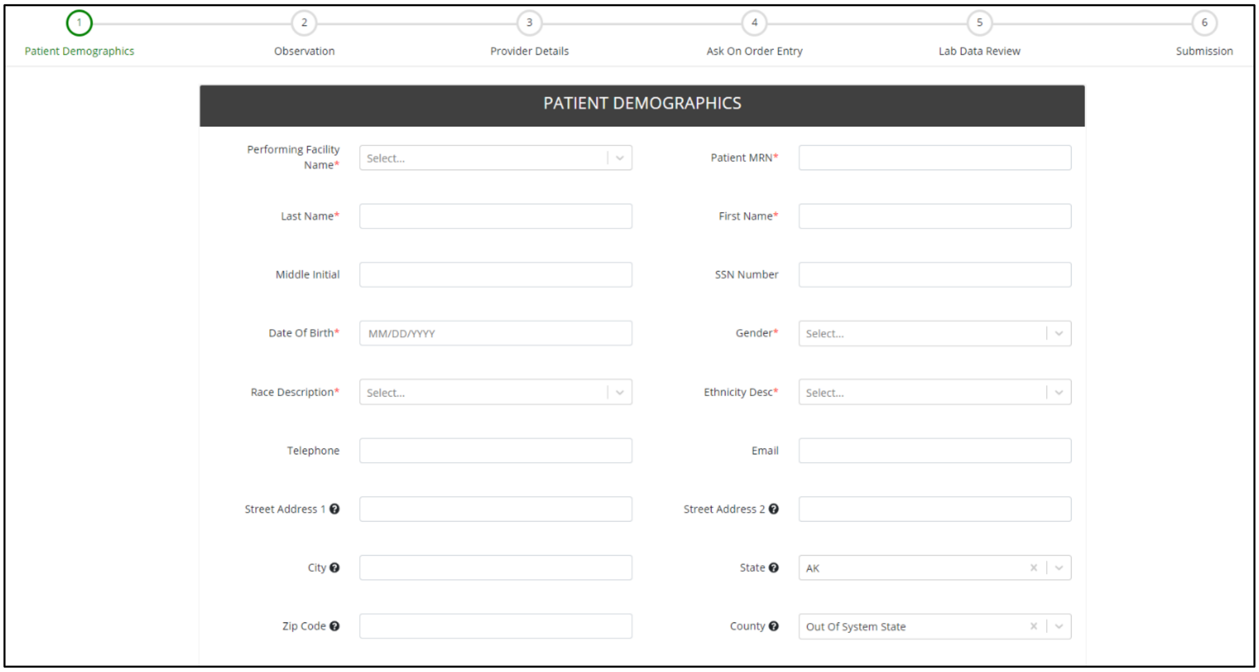
Let's Get Started with Covid Lab Data Entry!

7 Patient Demographics

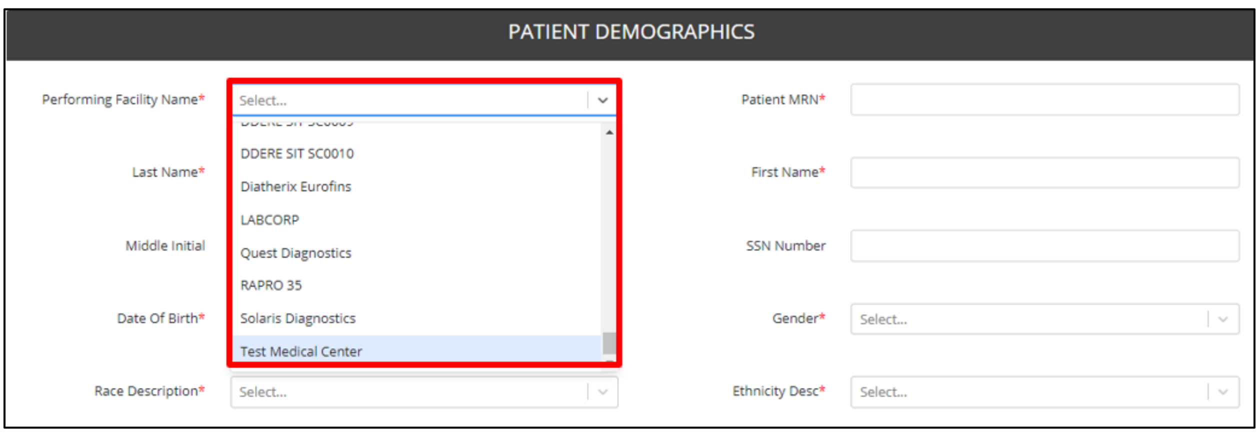
Covid Lab Data Entry is a six-step process where Users enter Patient Demographics, Observation Results, Provider Details, and answers to specific questions asked on Order Entry. Users must review the entered information on the **Lab Data Review** screen prior to Covid Lab Data Entry submission.



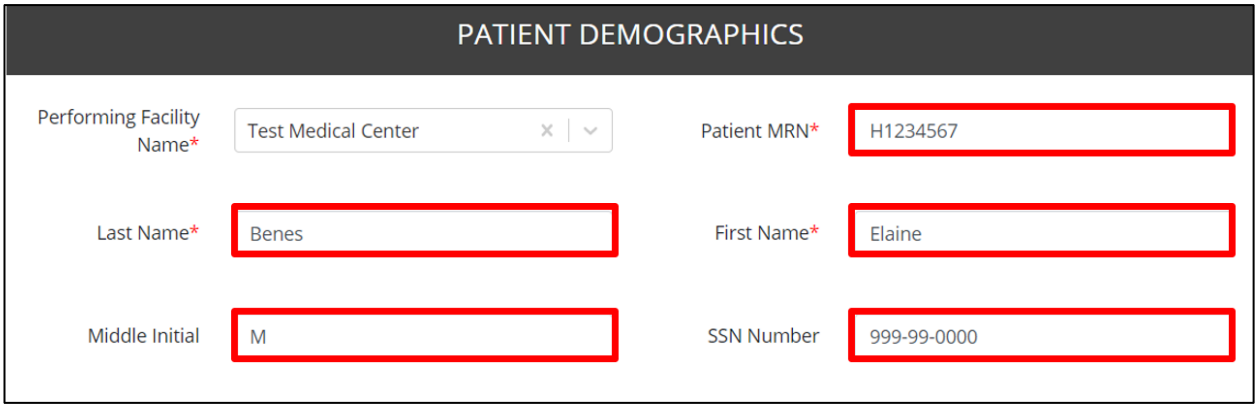
1. To start the Covid Lab Data Entry, Users must complete the **Patient Demographics** section.



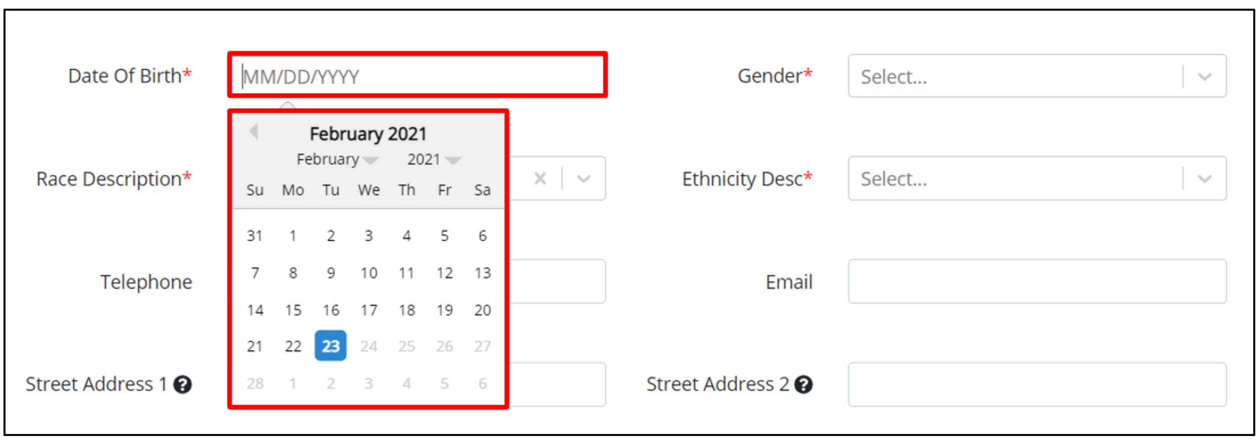
2. Users select the **Performing Facility Name** from the drop-down. This will be the name of the organization that resulted the lab for which you are entering results; this is usually the name of the organization with whom you are associated.



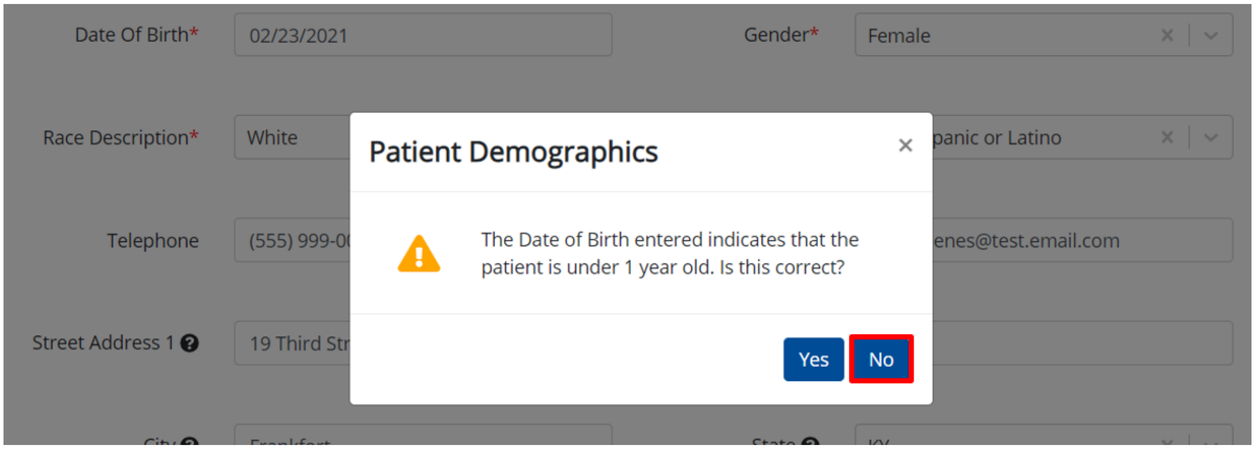
3. Users must enter the patient's **Medical Record Number** (**MRN**). An MRN is an organization specific, unique identification number assigned to a patient by a healthcare facility. If your organization does not use an MRN, you **MUST** create a way to uniquely identify your patient so that the patient can be registered in the KHIE system.
4. Users must enter the patient's **Last Name**, **First Name**, and **Middle Initial**.
5. Next, Users should enter the patient's **Social Security Number** (**SSN**).



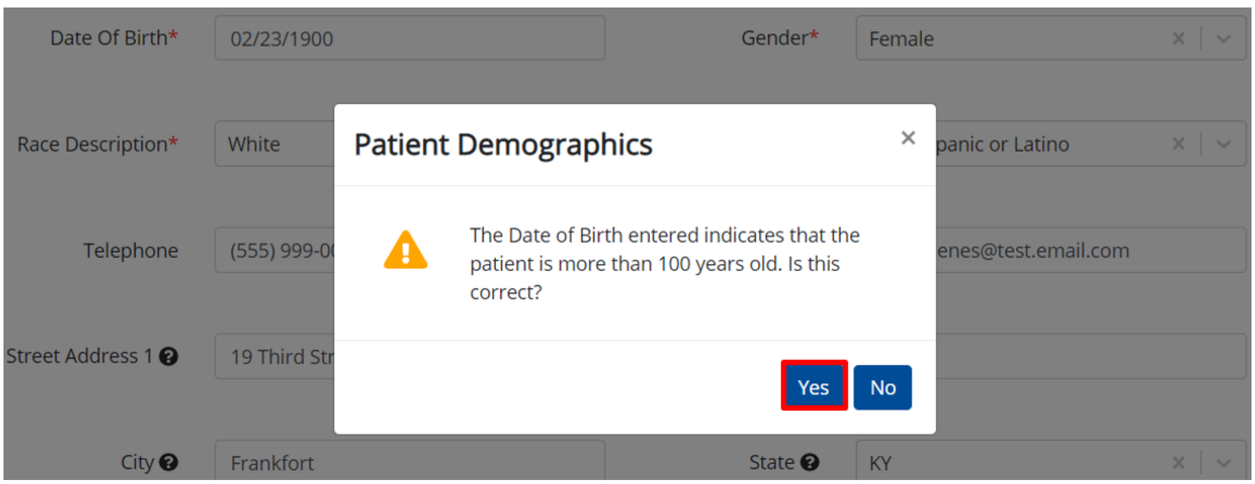
6. Then, Users must enter the patient's **Date of Birth** by entering 2 digits for the month, 2 digits for the day, and 4 digits for the year.
   - Users may also click the *Date of Birth* field to bring up a calendar.
   - Users can click a **date on the calendar** or use the field drop-downs to select the month and the year.
      i. Users **should ensure** they are selecting the correct year when using the calendar function.



- If patient's age is either under one year old or more than 100 years old, a notification pop-up will display to confirm the correct birth year has been entered or selected.

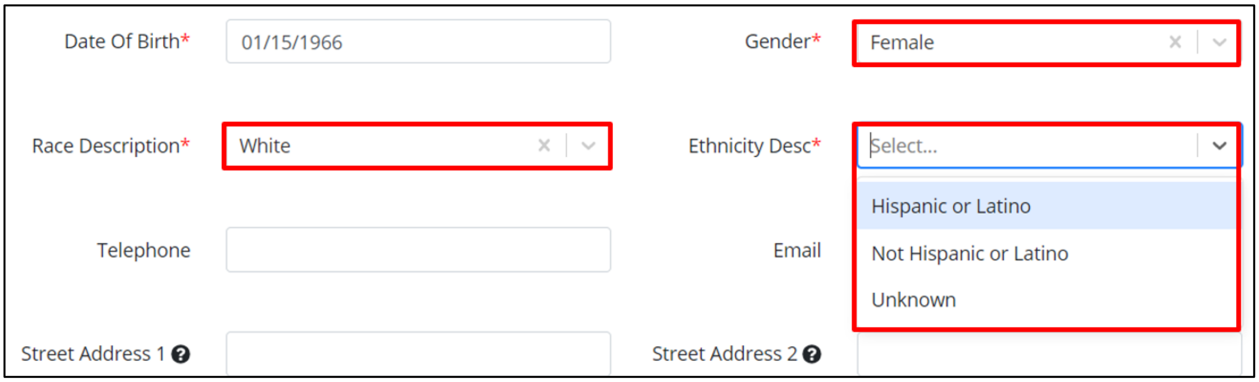


Please Note: If the date of birth is incorrect, User should click **No** to enter the correct date of birth for the patient.



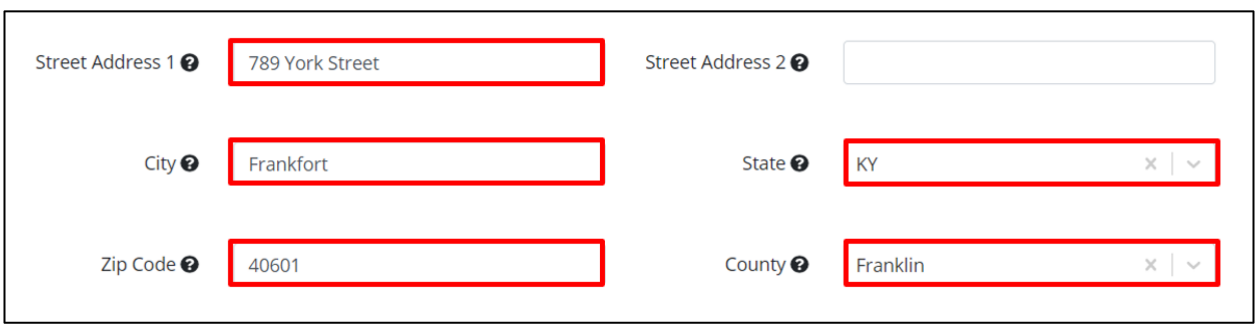
Please Note: If the date of birth is correct, Users can proceed by selecting **Yes** to confirm that the patient is either under one year old or more than 100 years old.

7. Users must select the **Race Description**, **Gender**, and **Ethnicity Descriptions** from the appropriate field drop-downs.



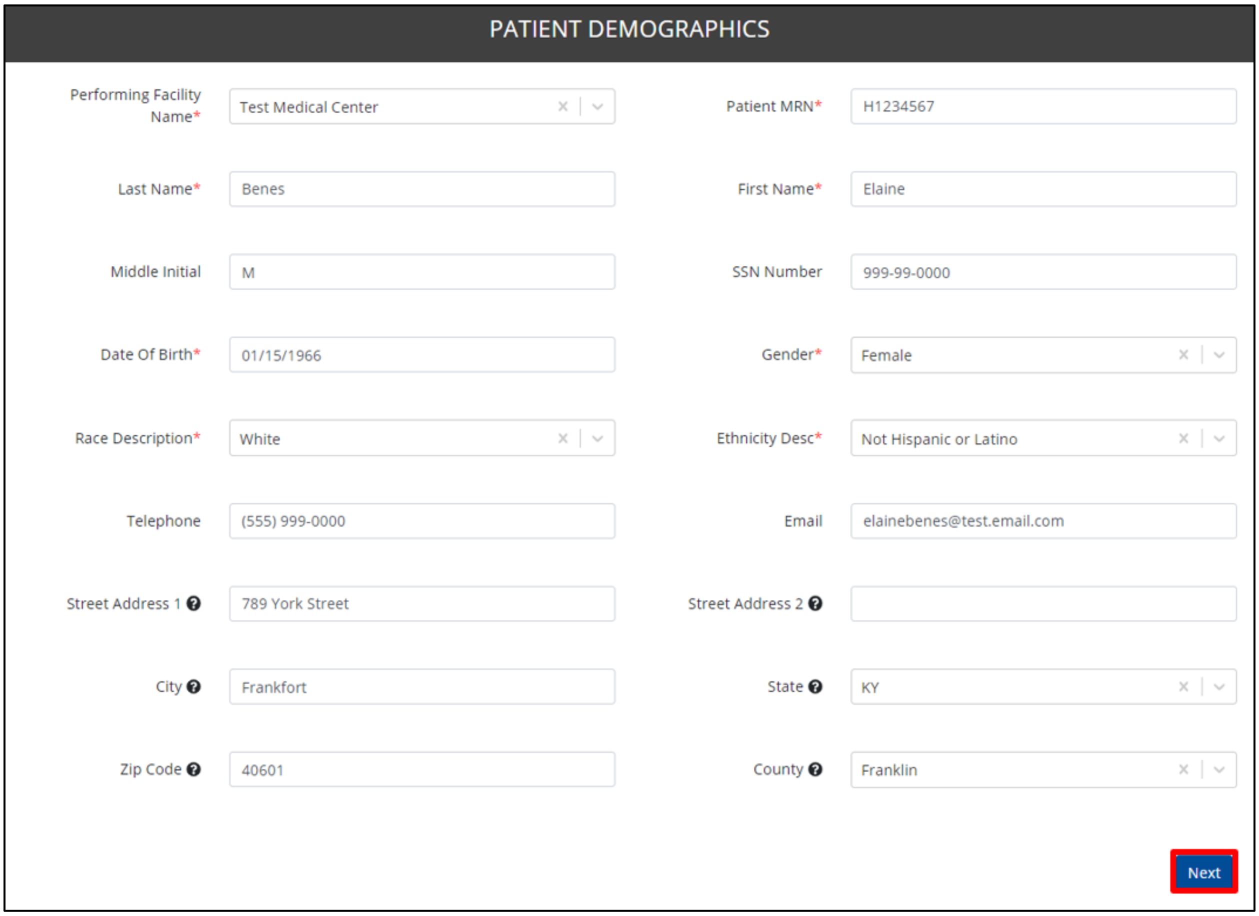
8. Users should enter the patient's **nine-digit telephone number** in the *Telephone* field.
9. Users should enter the patient's **email address** in the *Email* field.
    - If either the telephone number or email address is not in the appropriate format, a notification prevents you from proceeding to the next page until the format error is fixed.

10. Users should enter the patient's **Street Address**, **City**, **State**, **Zip Code**, and **County**.
    - Users should enter the patient's home address. However, in cases of congregate care, Users should enter the address of the nursing home, group home, or similar congregate care facility.
    - Users can hover over the Help Icon to assist with entering the correct address information for the patient tested.



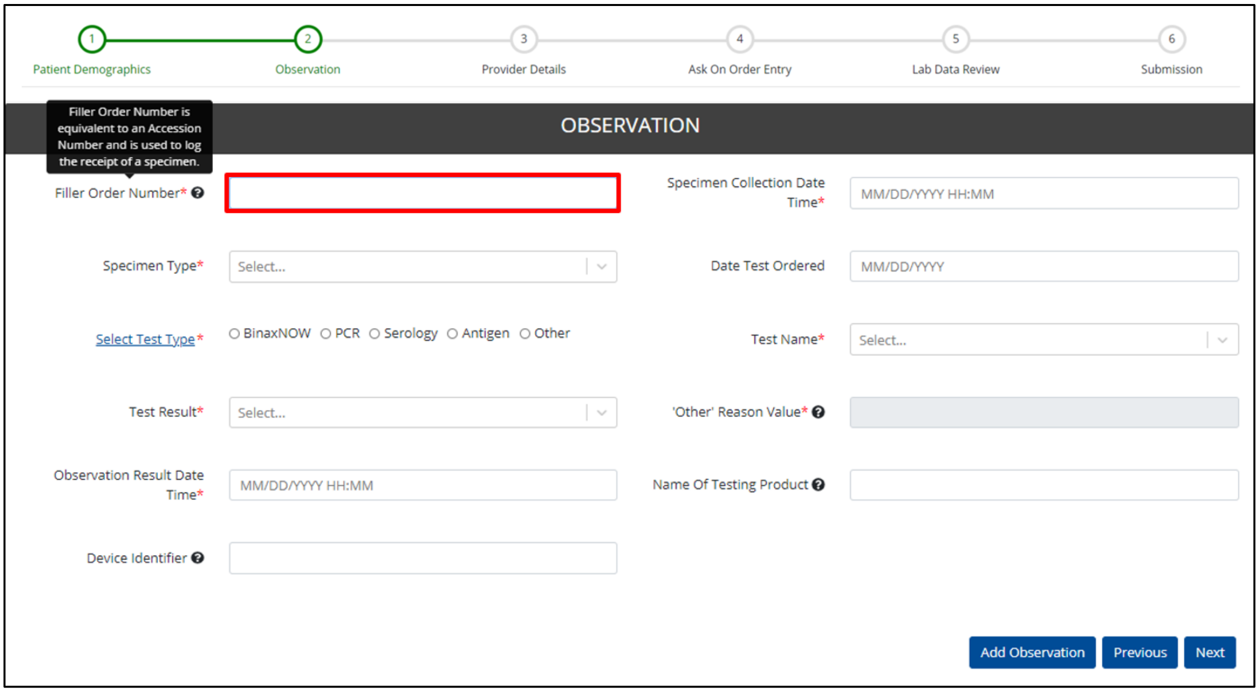
Please Note: When entering the test results of facility employees, please enter the **home address** not the work address.

11. When the **Patient Demographics** section has been completed, Users must click **Next** to proceed to the **Observation** page.



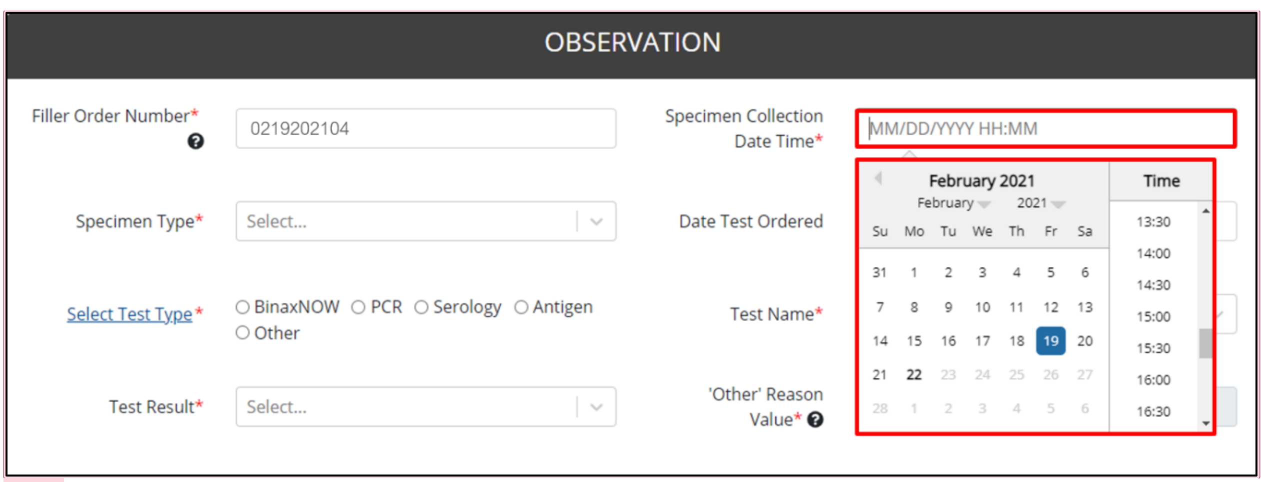
8 Observation

1. On the **Observation** page, Users start by entering the **Filler Order Number** or **Lab Accession Number**.



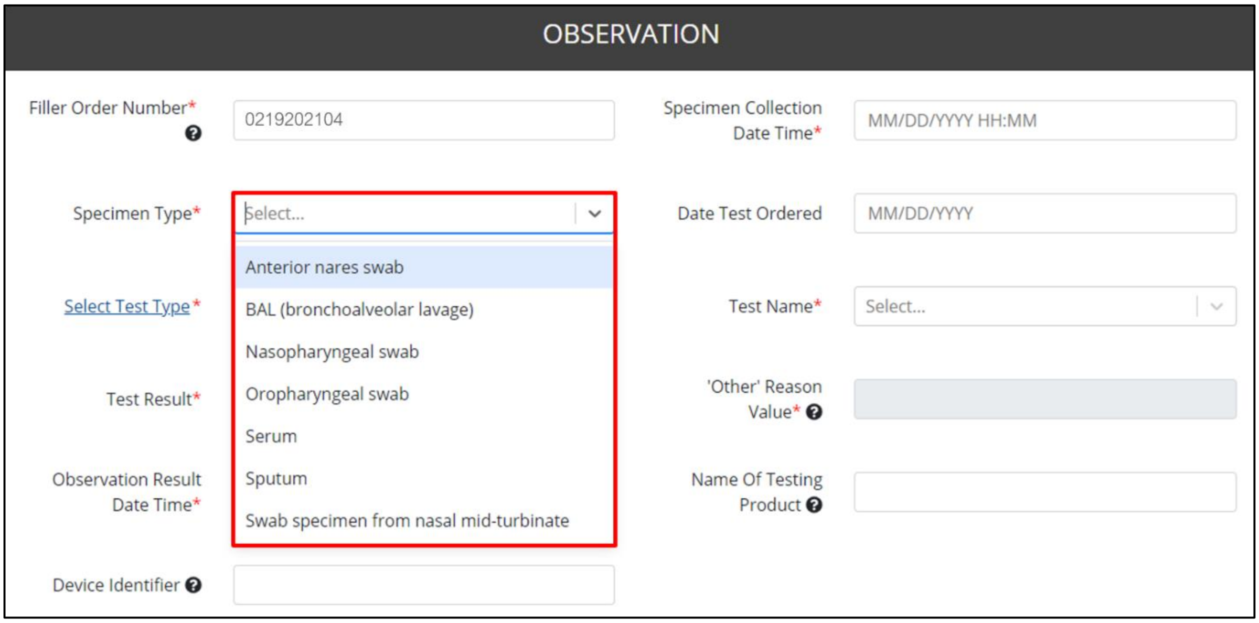
Please Note: The Filler Order Number or Lab Accession Number is typically utilized by laboratories and generally refers to the number assigned to a lab sample when it is checked in. If your organization does not log the receipt of specimens, you should create a system to uniquely track the specimen when you check it in.

2. Users must then enter the **Specimen Collection Date Time**. To enter the time, Users must scroll down to select the approximate time the specimen was collected.



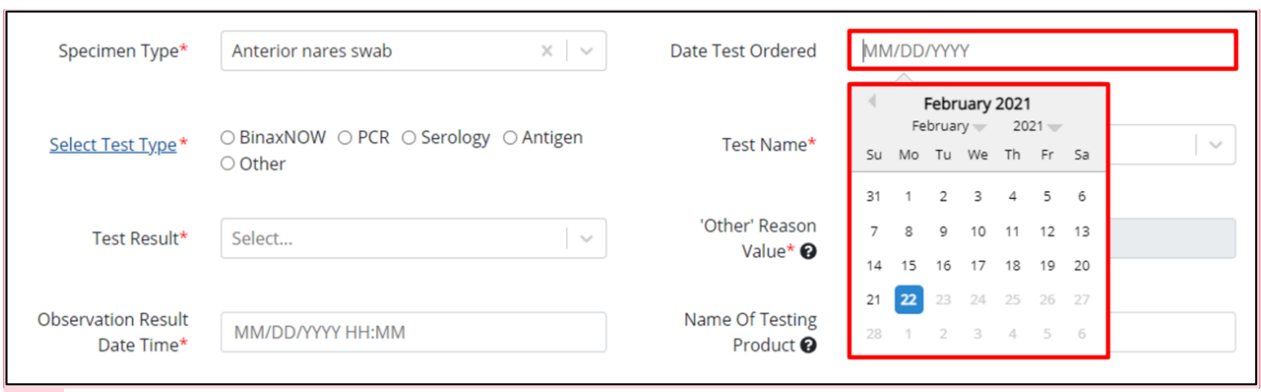
[PK1]

3. Users must select a **Specimen Type** from the drop-down. The Specimen Type describes the method by which the sample was obtained.



Please Note: If you administered the BinaxNow Covid Test, please select **Anterior Nares Swab** as the *Specimen Type*.

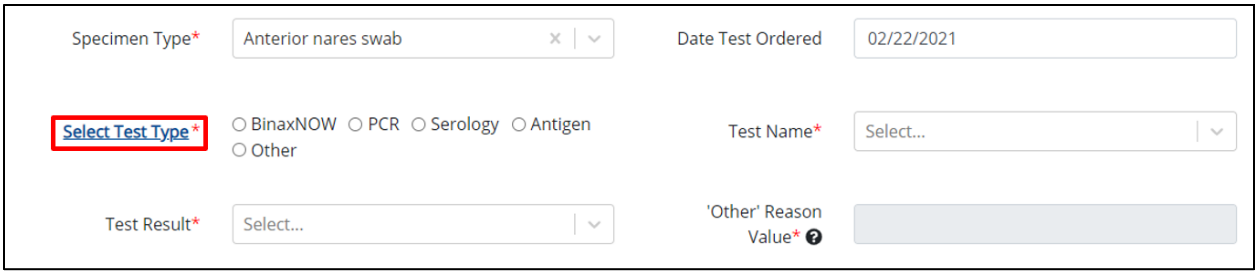
4. Users must enter the **Date Test Ordered**.



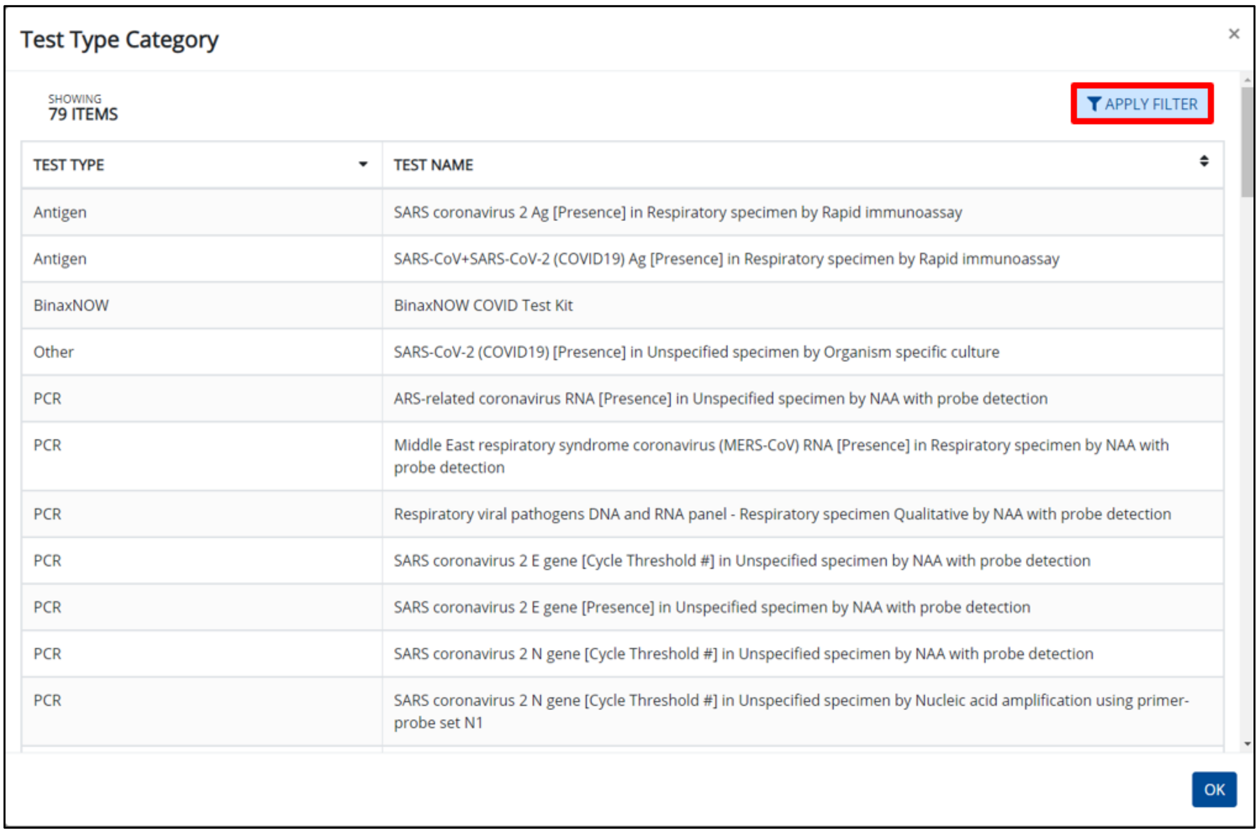
[PK2]

Test Type

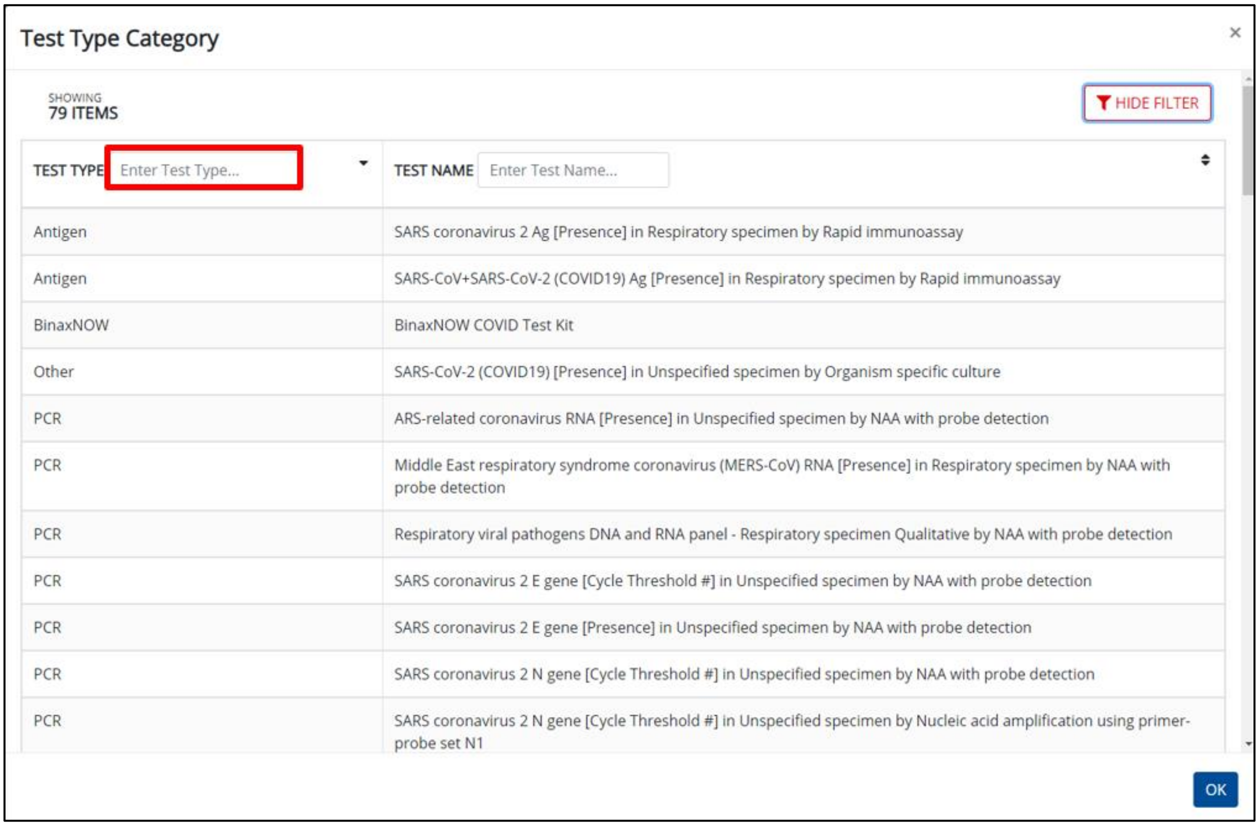
5. Users must select the appropriate test type. To assist with selecting the appropriate test type, Users should click the **Select Test Type hyperlink** to view a categorized list of test types and test names.



6. When Users click the **Select Test Type hyperlink**, the **Test Type Category** pop-up displays with a categorized list of test types and test names. To filter the list, click **Apply Filter**.



7. Enter the appropriate **Test Type** in the field to refine the test name results.



8. Upon entering the test type, only the associated test names display. To further refine the results to a specific test name, enter the appropriate **Test Name** in the search field.
9. Click **OK** to close the pop-up.

Please Note: If you are unable to identify the name of the test administered, please contact the Kentucky Department for Public Health at COVIDKYLAB@ky.gov

10. Select the appropriate **Test Type** via the radio button options.

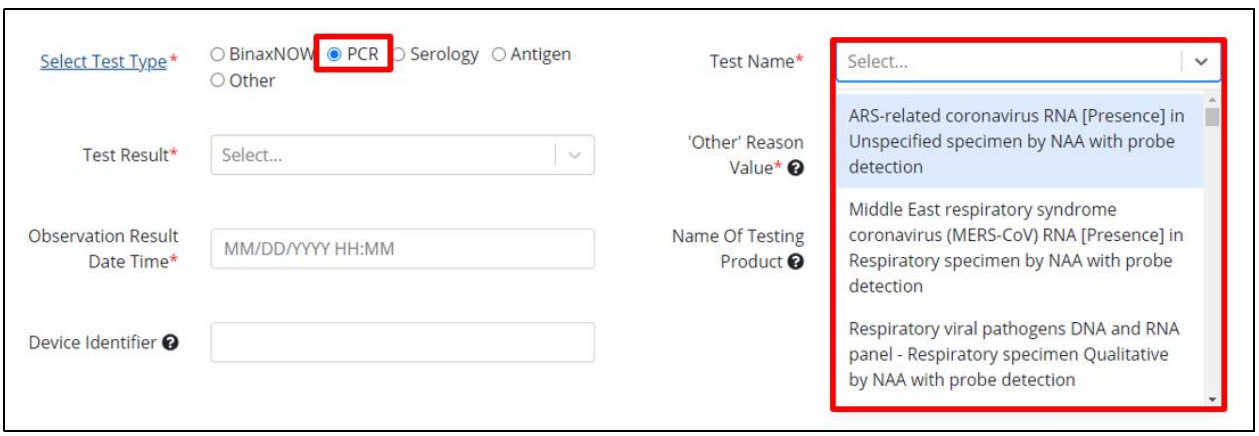
Test Name

Based on the selected **Test Type**, the *Test Name* drop-down will only display test name options that fall within the selected test type.

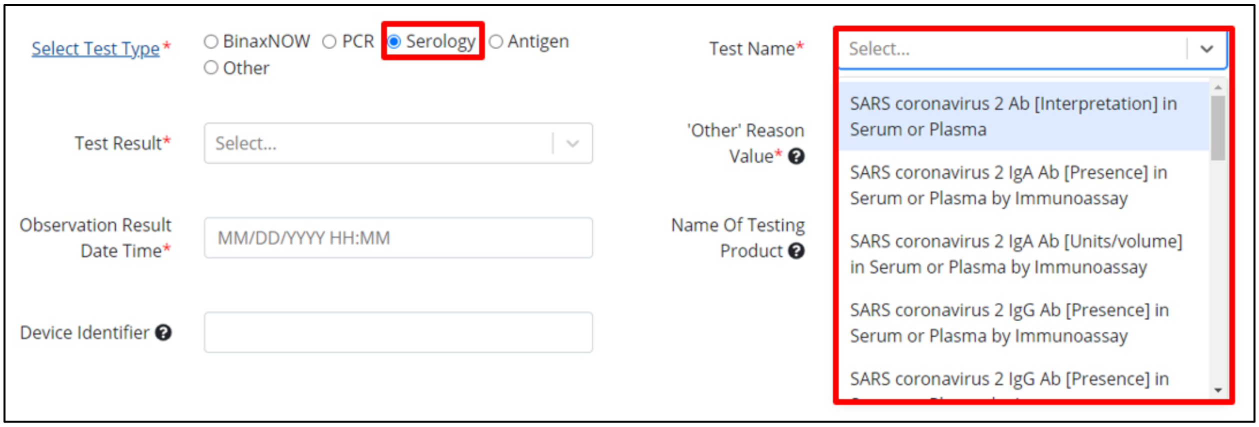
11. Users must select the appropriate **Test Name** from the drop-down, if applicable.

Please Note: Upon selecting **BinaxNOW** as the test type, the *Test Name* field is disabled and pre-populated with BinaxNOW COVID Test Kit.

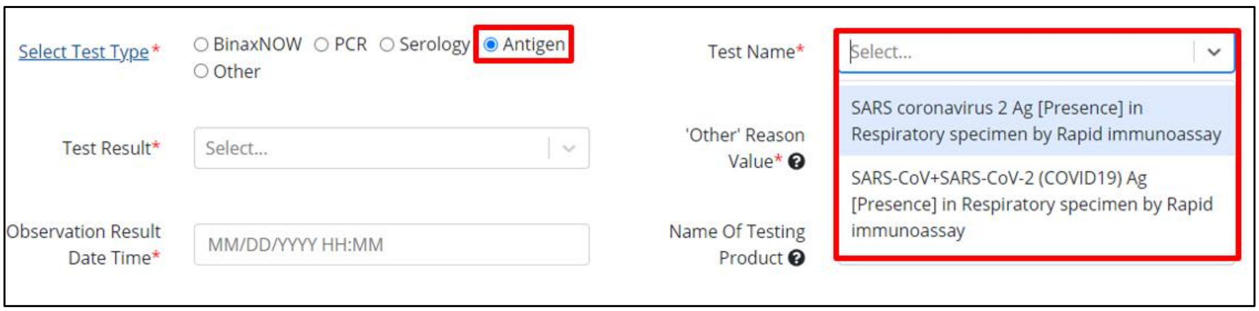
- Upon selecting **PCR** as the test type, the *Test Name* field displays PCR tests. Select the appropriate **Test Name** from the drop-down.



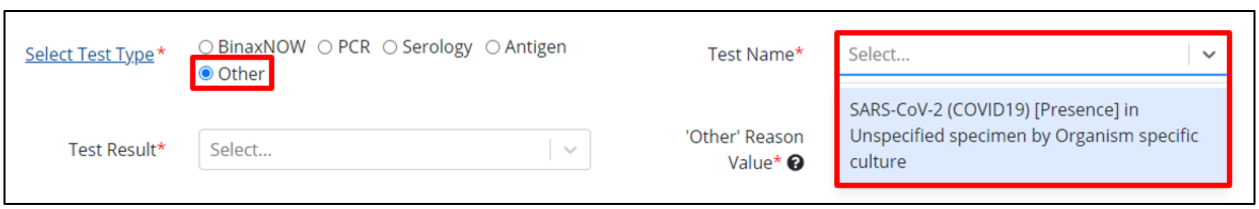
- Upon selecting **Serology** as the test type, the *Test Name* field displays Serology tests. Select the appropriate **Test Name** from the drop-down.



- Upon selecting **Antigen** as the test type, the *Test Name* field displays Antigen tests. Select the appropriate **Test Name** from the drop-down.

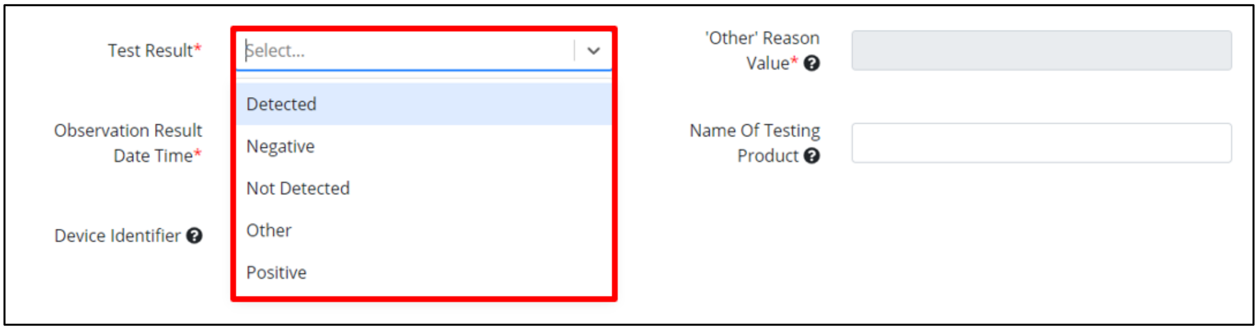


- Upon selecting **Other** as the test type, the *Test Name* field displays only one option. Select **SARS-CoV-2 (COVID19) [Presence]** from the *Test Name* drop-down.



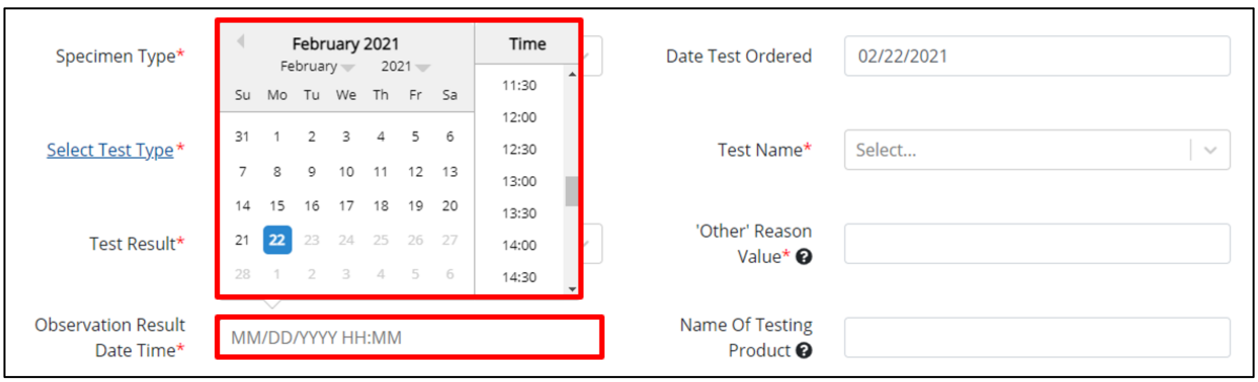
12. Users must enter the **Test Result** from the drop-down.

- The *Test Result* drop-down options include: ***Detected, Negative, Not Detected***, ***Other***, and ***Positive***.



Please Note: Users who select ***Other*** from the *Test Result* drop-down must enter the **reason** in the *Other Reason Value* field. An example could be a test result description that is not listed in the drop-down, such as 'Undetected'. Users would select ***Other*** and enter the test result as 'Undetected'.

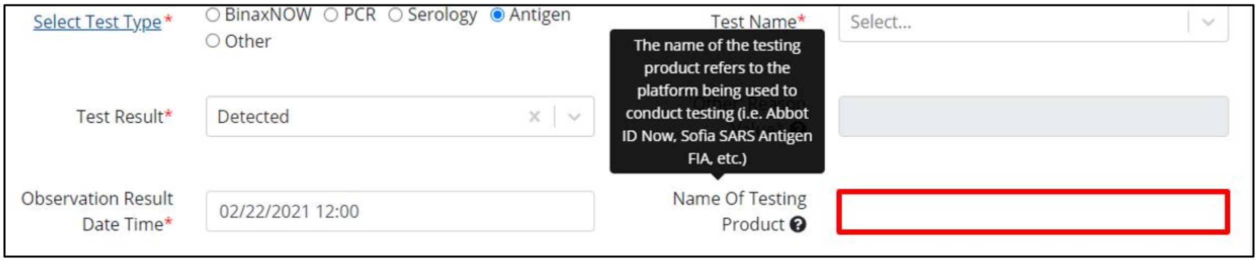
13. Next, Users must enter the **Observation Result Date Time**.



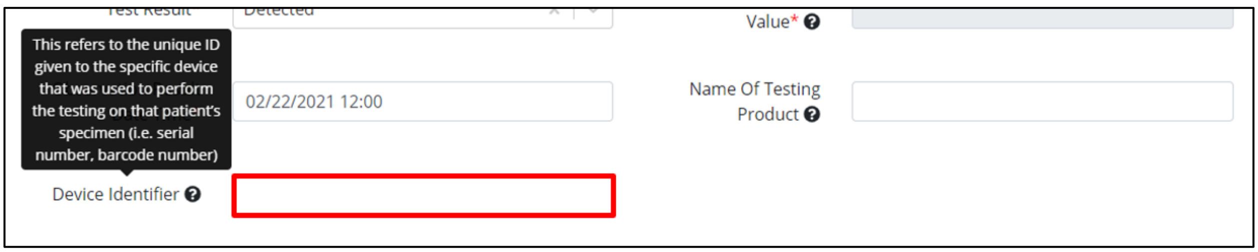
Please Note: The *Observation Result Date Time* has the same functionality as the *Specimen Collection Date Time*.

14. Users should enter the **Name of the Testing Product**.

- Hovering over the *Help Icon* will explain that the name of the testing product refers to the platform used to perform the testing.

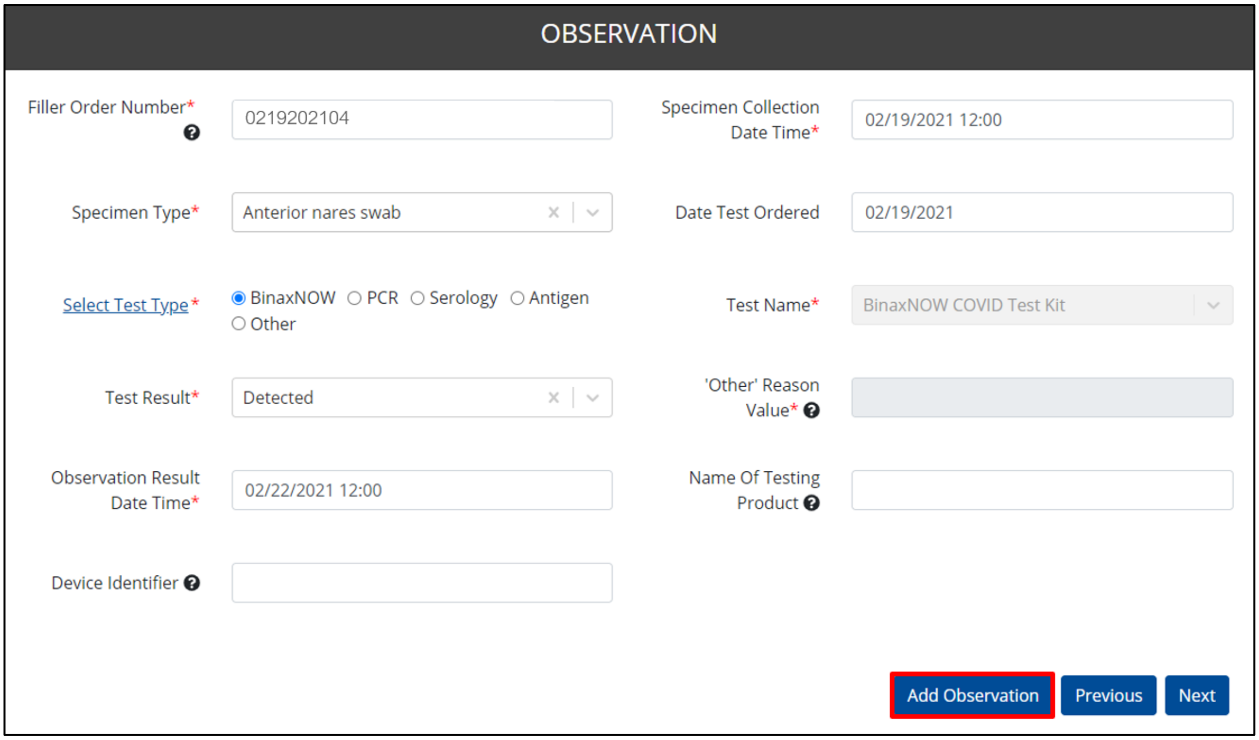


15. Users should enter the **Device Identifier**.
    - The *Help Icon* explains that the Device Identifier is a unique ID given to the specific device that used to perform the testing. For example, the device's serial number or barcode number can be listed here.

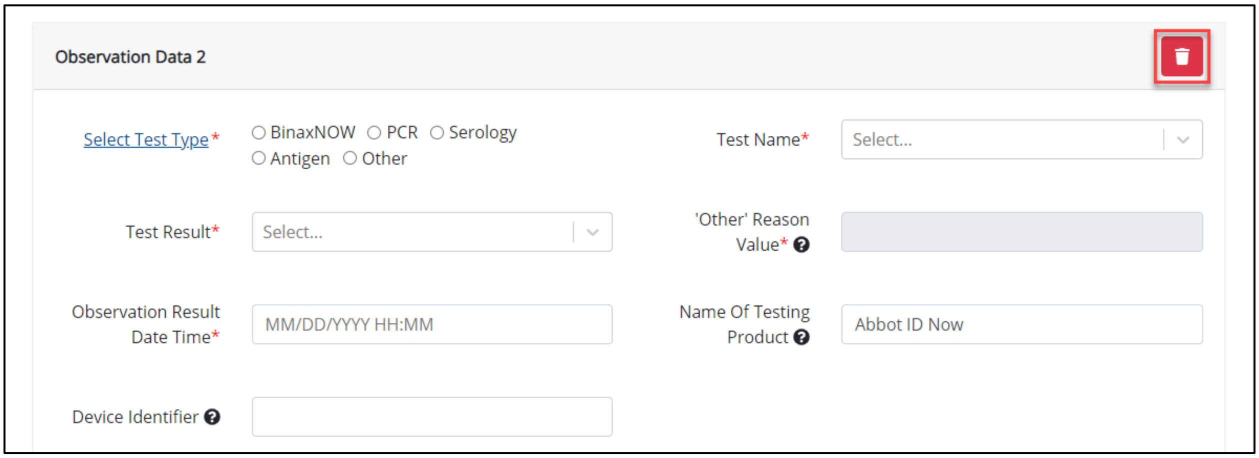


Adding Multiple Observations for DDE

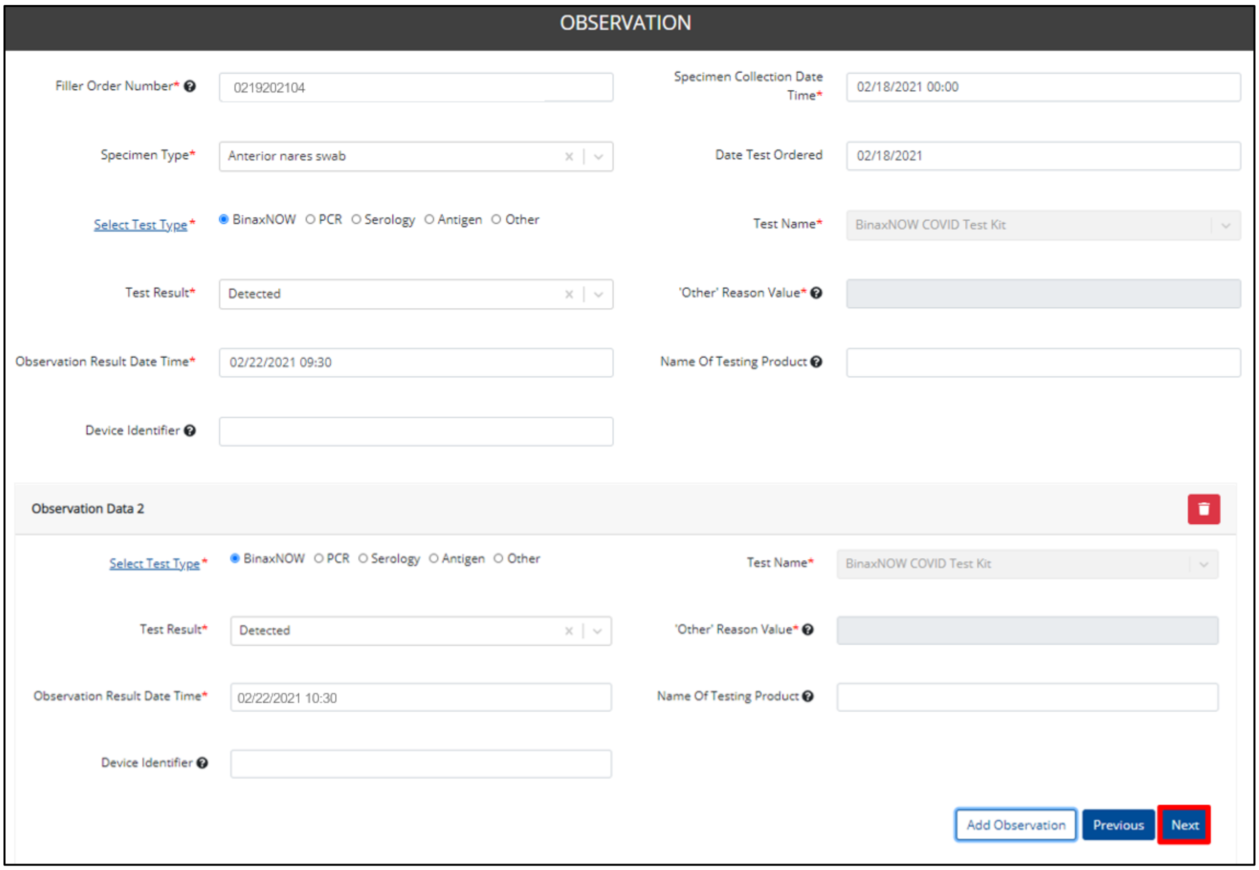
16. Users can also click **Add Observation** to log the details for multiple observations. That means that you can easily enter additional test results on the same patient.



- The name of the testing product entry on the first observation will be auto-populated in the subsequent observations; however, Users can edit, as necessary.
- To delete an observation, users can click the **Trash Bin Icon** at the top right.

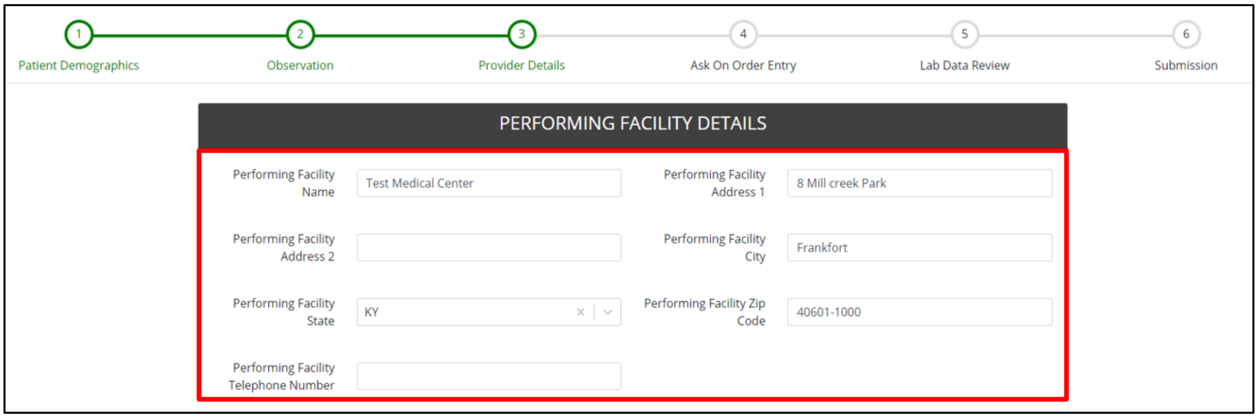


17. Users must click **Next** to proceed to the **Provider Details** page.



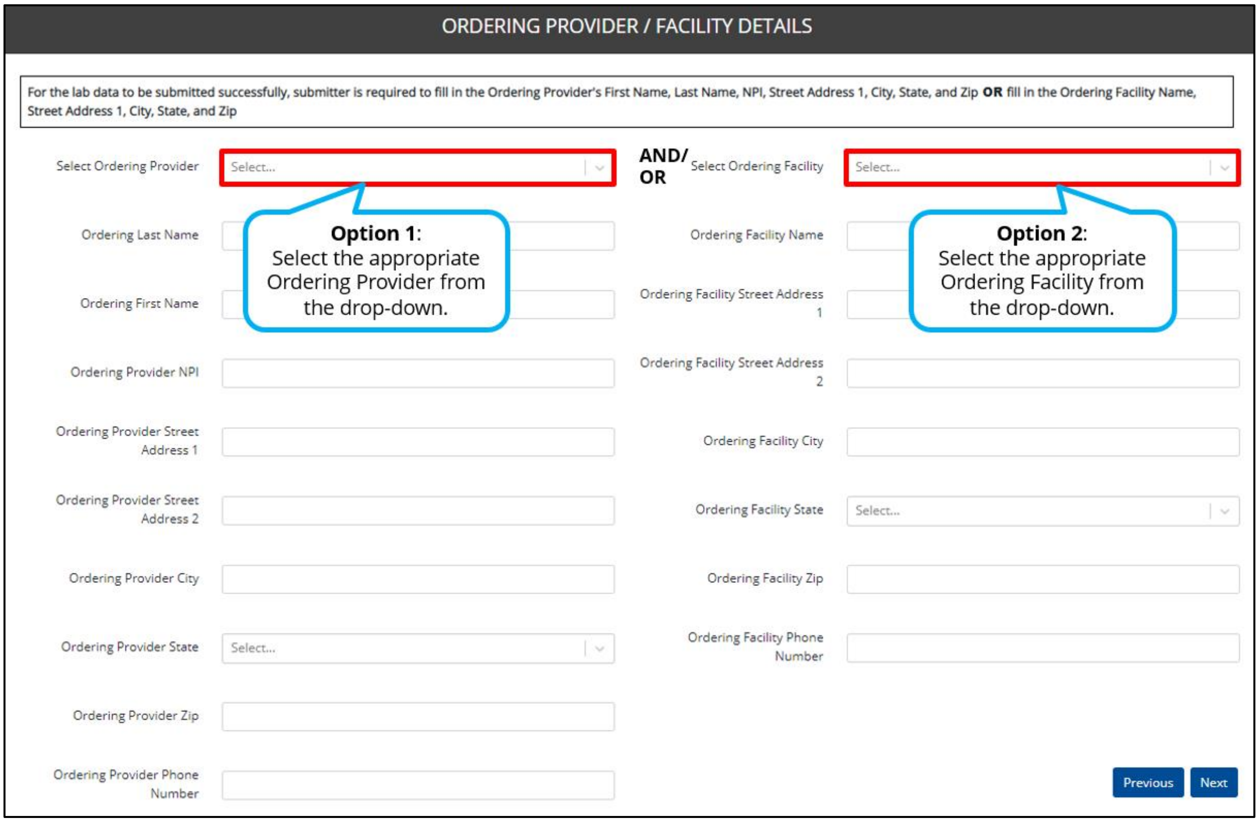
9 Provider Details

The Performing Facility Details have been pre-filled, based on the Performing Facility Name selected from the drop-down on the **Patient Demographics** page.



Ordering Provider / Facility Details

Users must enter the required information for **EITHER** the Ordering Provider **OR** the Ordering Facility. While it is not required to select an Ordering Provider and an Ordering Facility, Users who have the information are encouraged to select an option for both sections on this screen. The drop-down options display Ordering Provider and Ordering Facility details configured by the User on the **Manage User Preferences** screen.

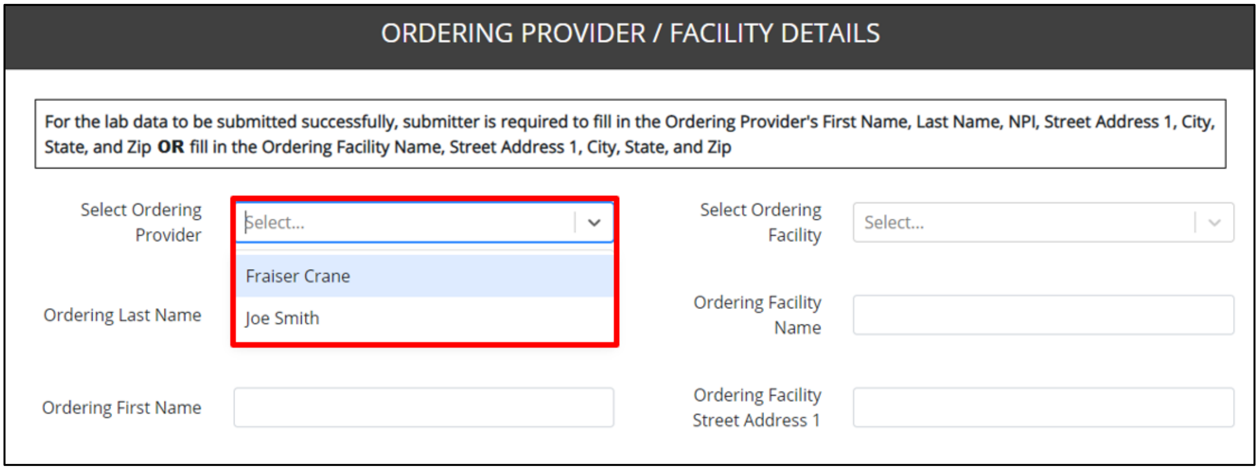


Please Note: The subsequent fields will populate based on the selected Ordering Provider and/or Ordering Facility.

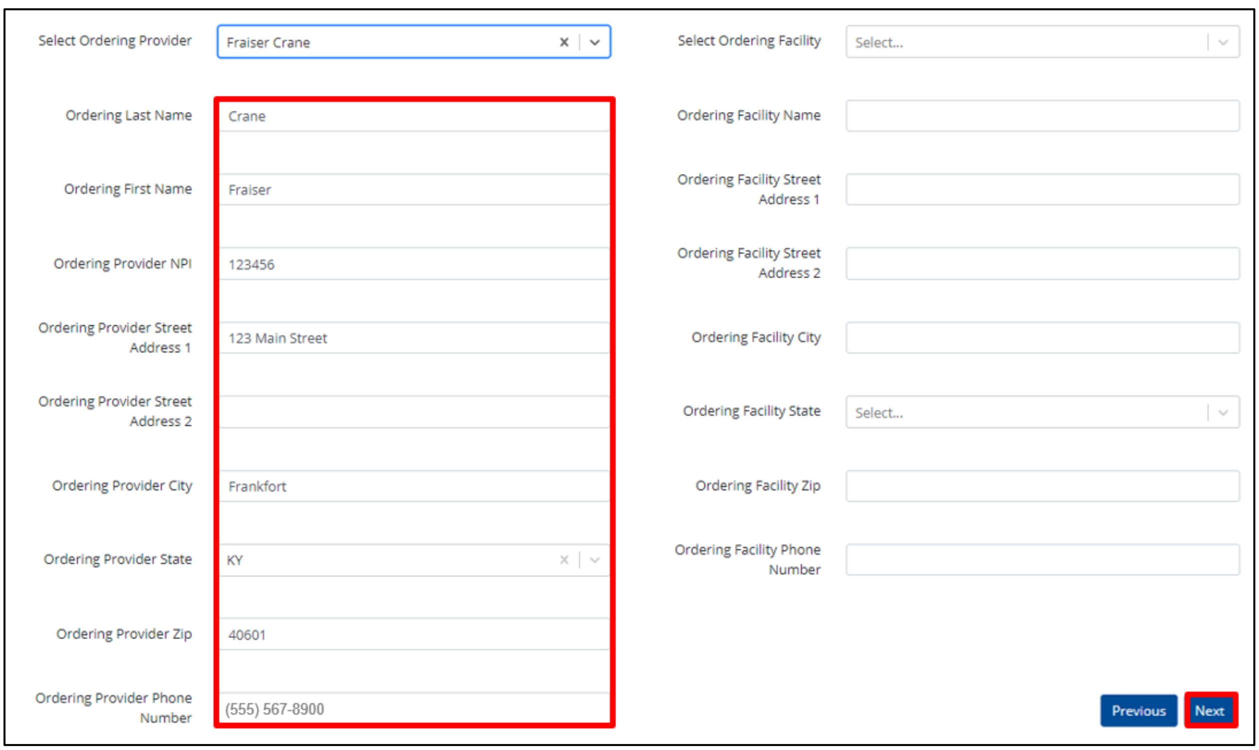
Ordering Provider Details

To complete the Ordering Provider Details (Left side of screen)

1. Users must select the **appropriate Ordering Provider** from the drop-down.



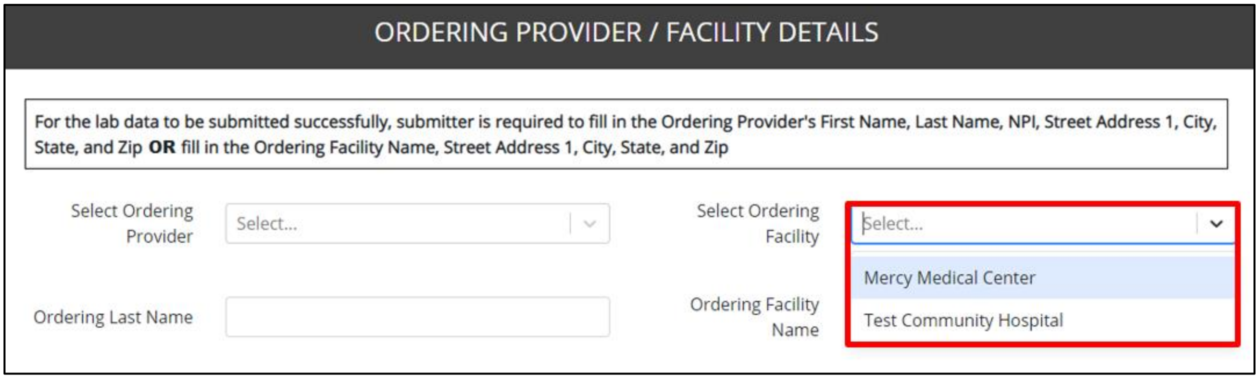
2. Upon selecting the Ordering Provider from the drop-down, the Ordering Provider's details populate. Users must click **Next** to proceed to the **Ask on Order Entry** page.



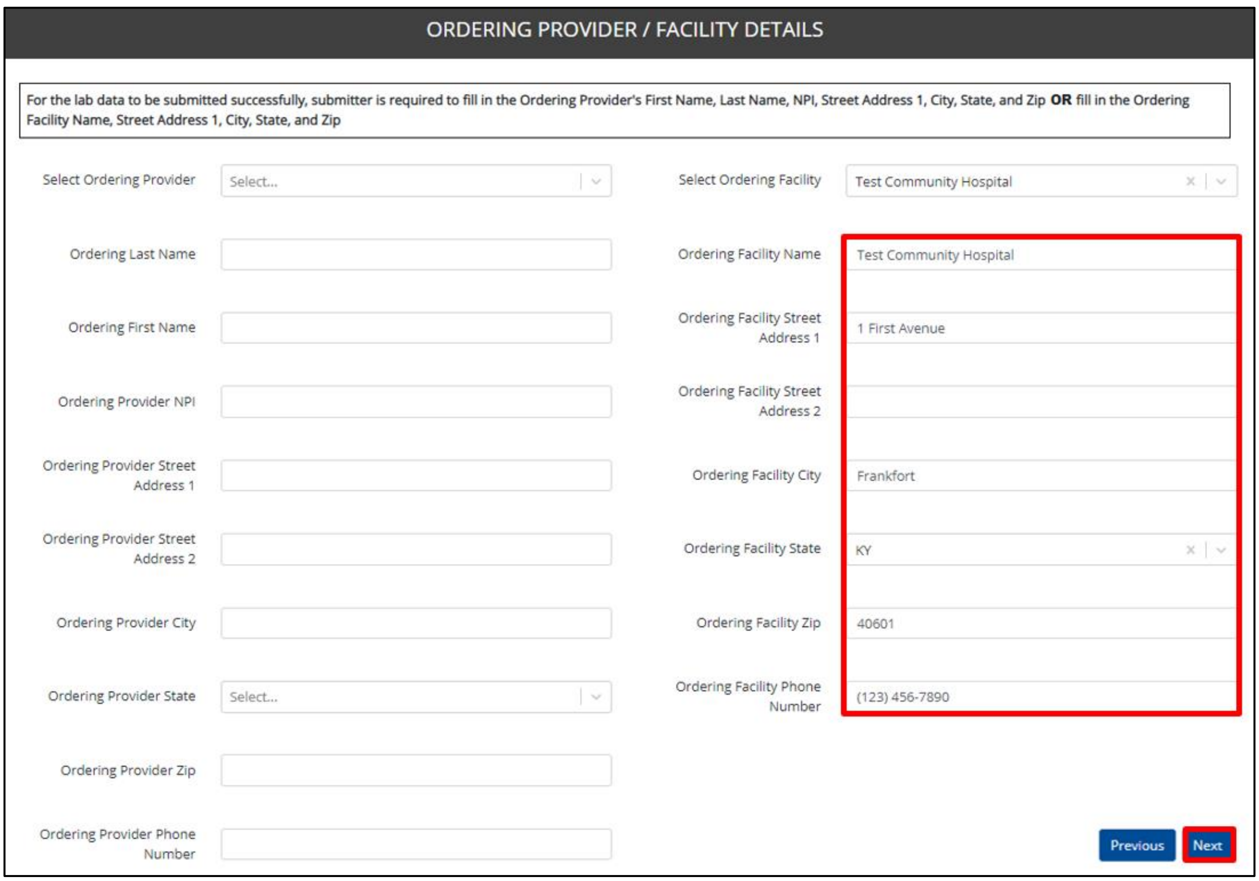
Ordering Facility Details

To complete the Ordering Facility Details (Right side of screen)

1. Users must select the **appropriate Ordering Facility** from the drop-down.



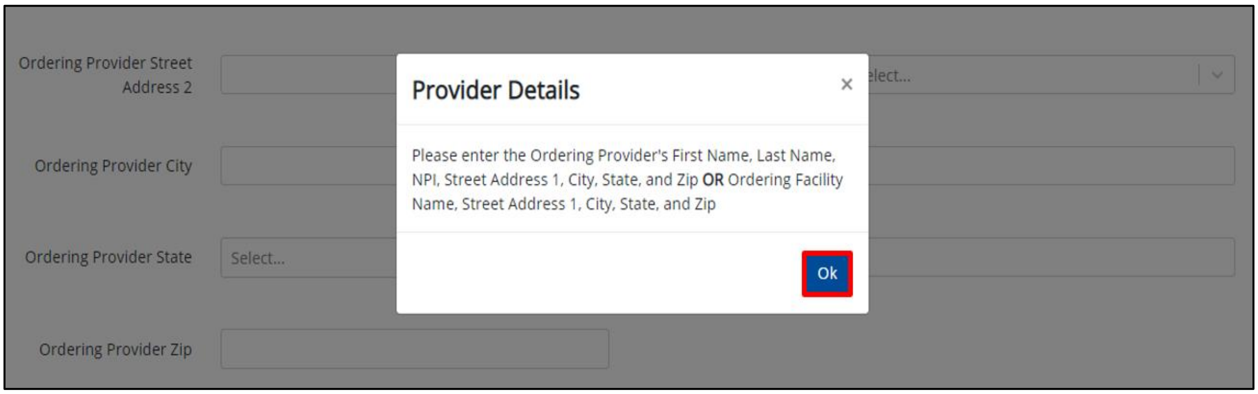
2. Upon selecting the Ordering Facility from the drop-down, the Ordering Facility's details populate. Users must click **Next** to proceed to the **Ask on Order Entry** page.



Please Note: If the User does not select **at least one** Ordering Provider or Ordering Facility, the **Provider Details** screen is grayed out and displays a message that states:

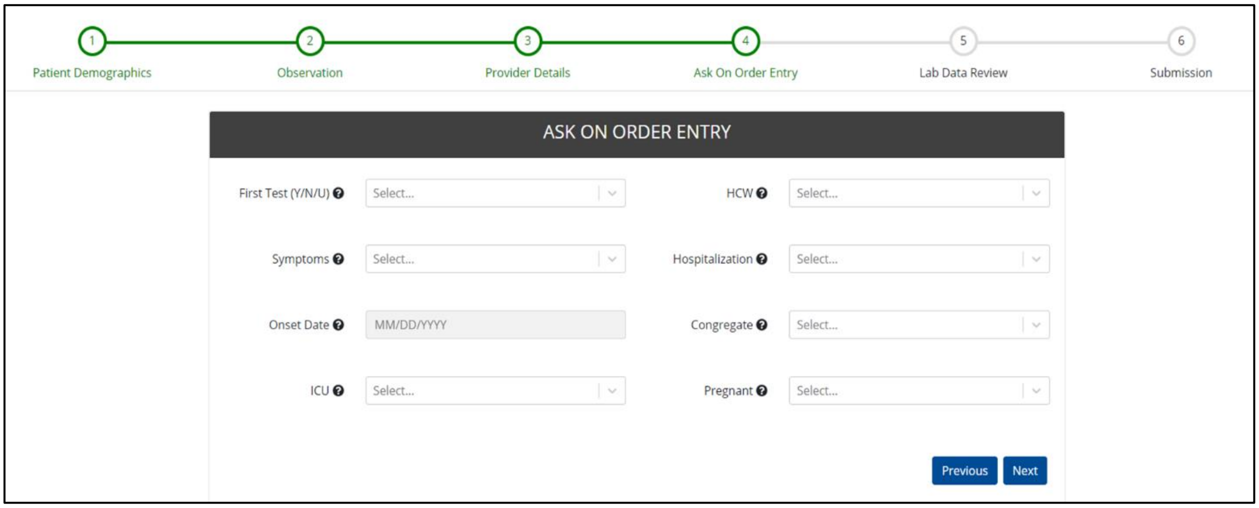
*Please enter the Ordering Provider's First Name, Last Name, NPI, Street Address 1, City, State, and Zip **OR** Ordering Facility Name, Street Address 1, City, State, and Zip.*

Users must click **OK** then select an Ordering Provider and/or Ordering Facility to proceed to the **Ask on Order Entry** page.

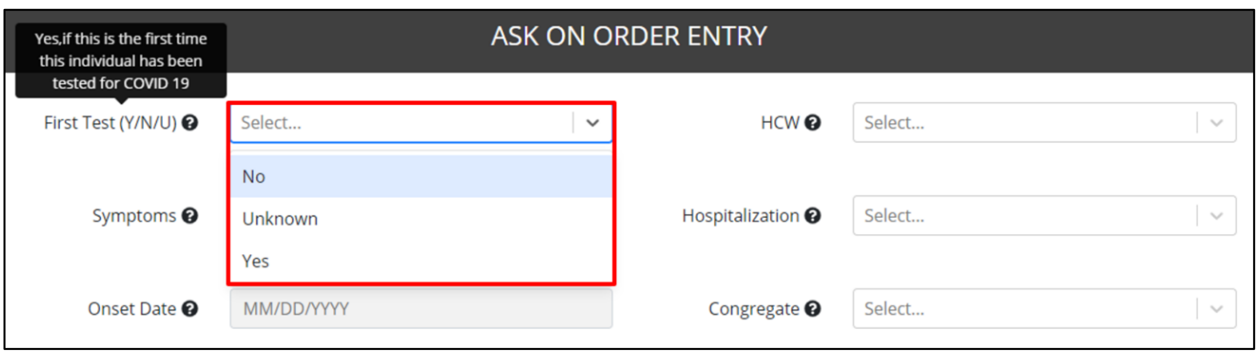


10 Ask on Order Entry

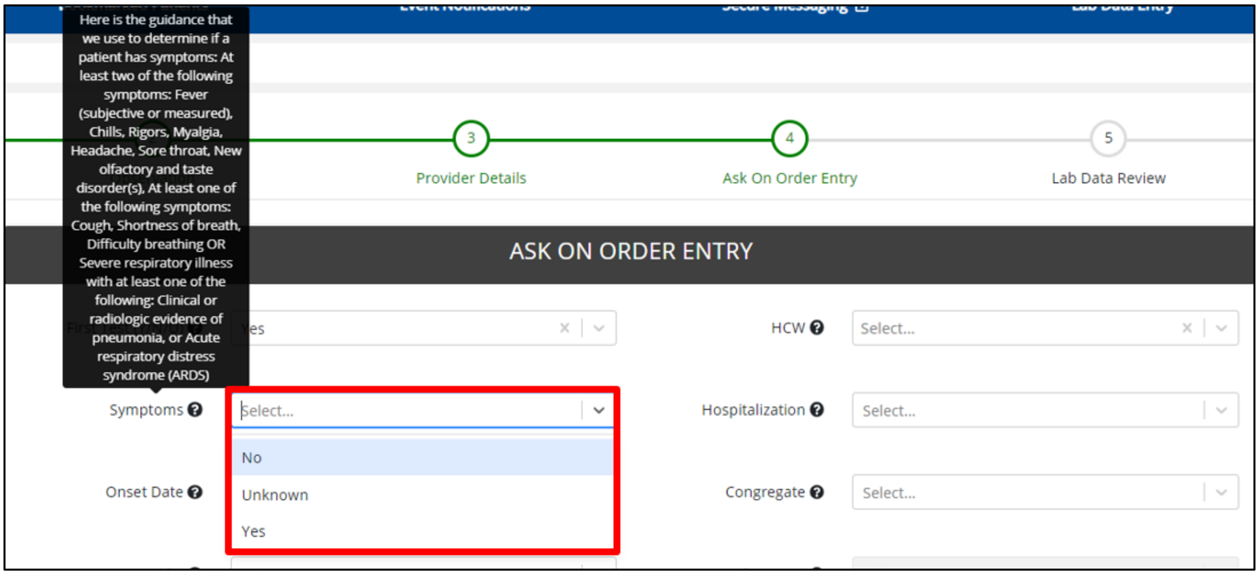
There are a series of questions that healthcare providers may ask patients regarding COVID testing. Users will enter the answers to those questions on the **Ask on Order Entry** page.



1. Users should select the **appropriate answer** from the *First Test* drop-down to report whether this is the first time the patient has ever been tested for COVID-19. The objective is to find out whether the patient has ever been tested *anywhere* not just at your organization.
    - The *First Test* drop-down options include: ***No***, ***Unknown***, *or* ***Yes.***

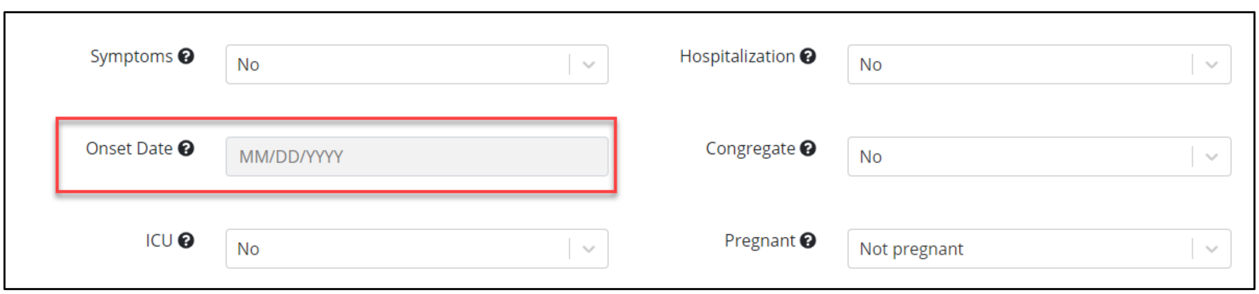


2. Users should select the **appropriate answer** from the *Symptoms* drop-down. Hovering over the *Help Icon* provides guidance used to report whether the patient has symptoms.

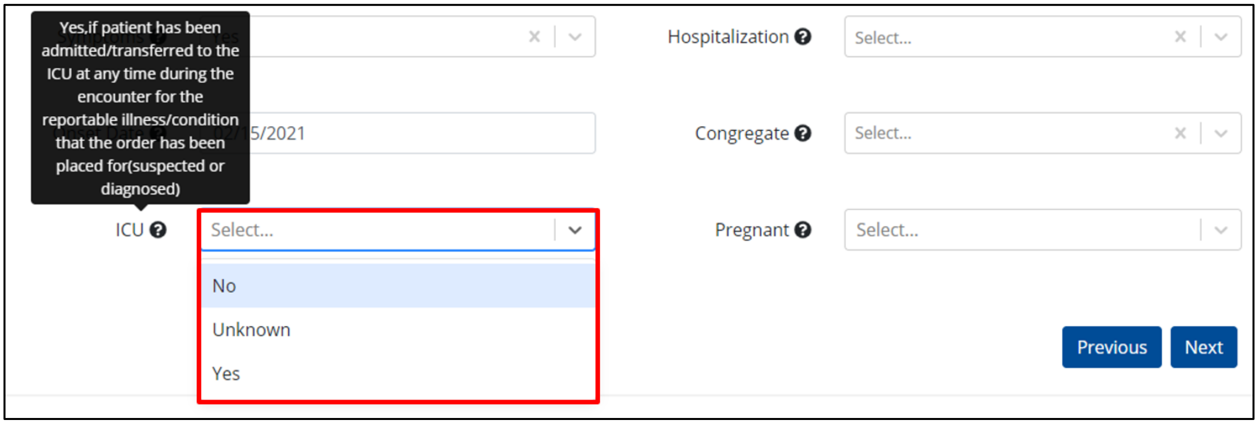


- When Users select ***Yes***, they must enter the **Date of Onset** by entering the month, day, and year when symptoms began.

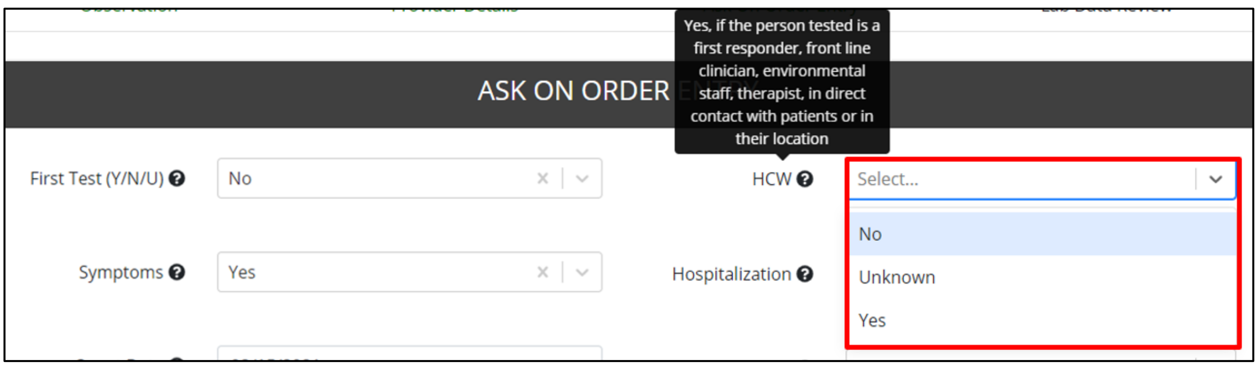
- When Users select ***No***, the *Onset Date* field is grayed out and disabled.



3. To report whether the patient has been admitted or transferred to the ICU or Intensive Care Unit, Users should select the **appropriate answer** from the *ICU* drop-down. Hovering over the *Help Icon* provides additional reporting guidance.
    - The *ICU* drop-down options include: ***Yes***, ***No***, or ***Unknown.***



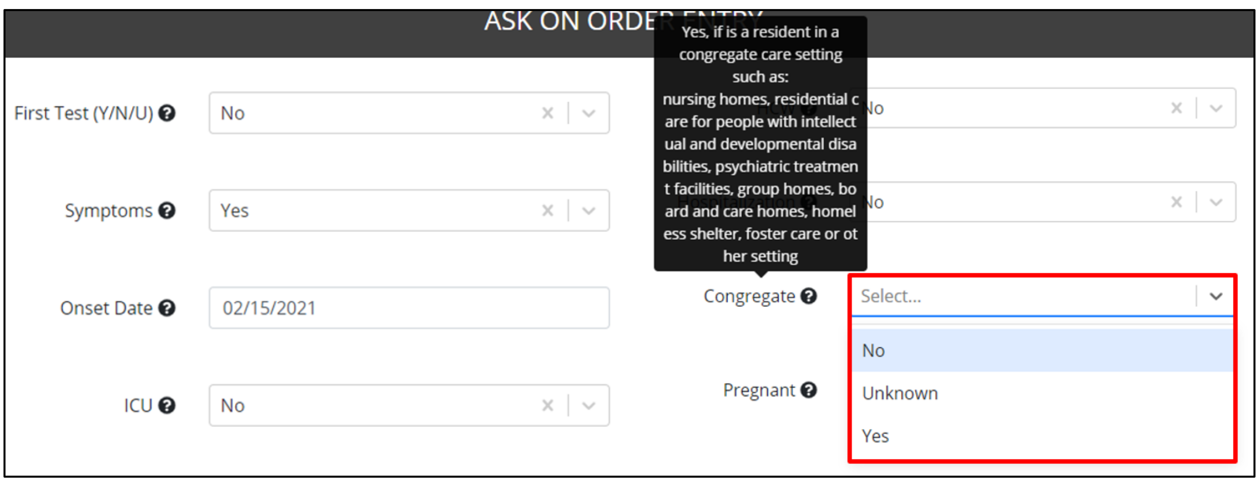
4. To report whether the Patient is a Health Care Worker (HCW), Users should select the **appropriate answer** from the *HCW* drop-down.
    - The *HCW* drop-down options include: ***Yes***, ***No***, or ***Unknown.***



5. For the *Hospitalization* drop-down, Users should select the **appropriate option** to report whether the patient has been hospitalized or not. Hovering over the *Help Icon* provides additional guidance.
    - The *Hospitalization* drop-down options include: ***Yes***, ***No***, or ***Unknown***.

Please Note: Users should select ***No*** from the *Hospitalization* drop-down if this test was ordered during an ER visit.

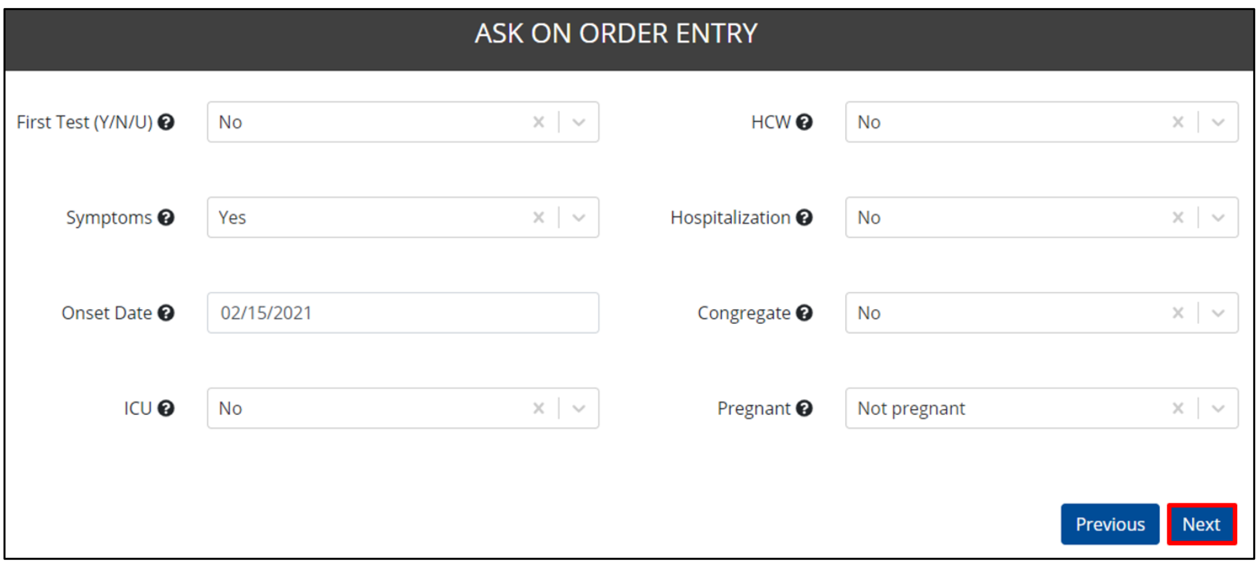
6. To report whether the patient is a resident in a congregate care setting, Users should select the **appropriate answer** from the *Congregate* drop-down. Hovering over the *Help Icon* provides guidance to identify congregate care settings and assist with answering this question.
    - The *Congregate* drop-down options include: ***Yes***, ***No***, or ***Unknown***.



7. To report the status of pregnancy, Users should select the **appropriate answer** from the *Pregnant* drop-down.
    - The *Pregnant* drop-down options include: ***Possible pregnancy***, ***Not pregnant, Patient currently pregnant***, or ***Unknown***.

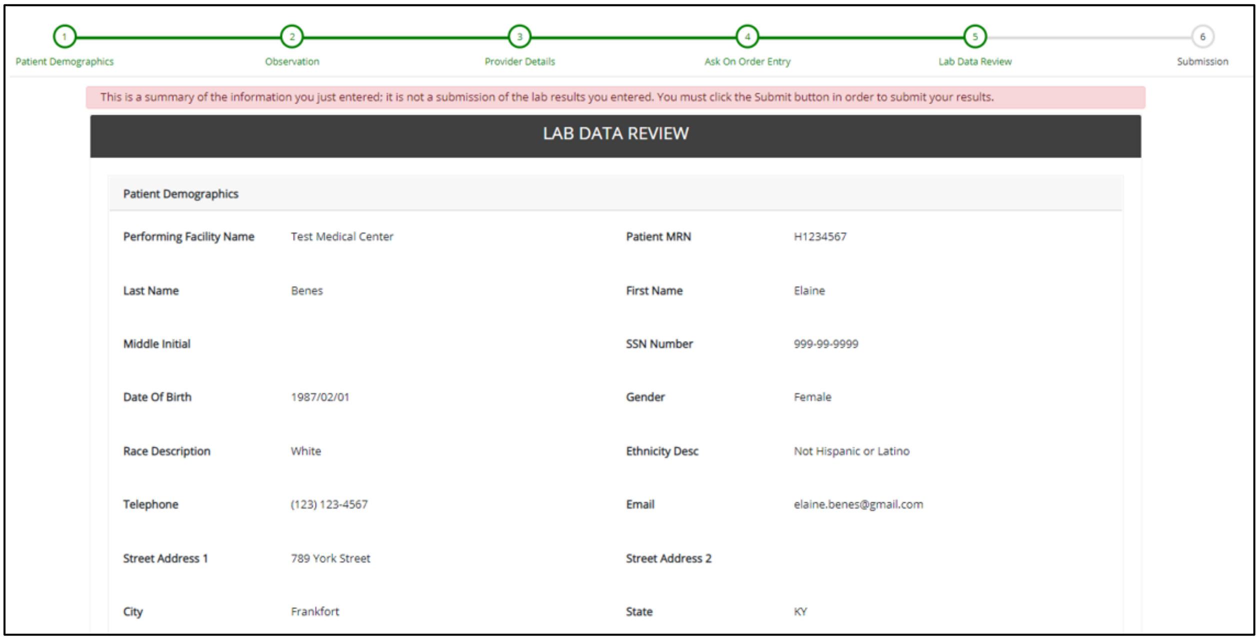
Please Note: The *Pregnancy* field is only enabled when the User selects ***Female*** from the *Gender* drop-down on the **Patient Demographics** page.

8. Users must click **Next** to proceed to the **Lab Data Review** screen.

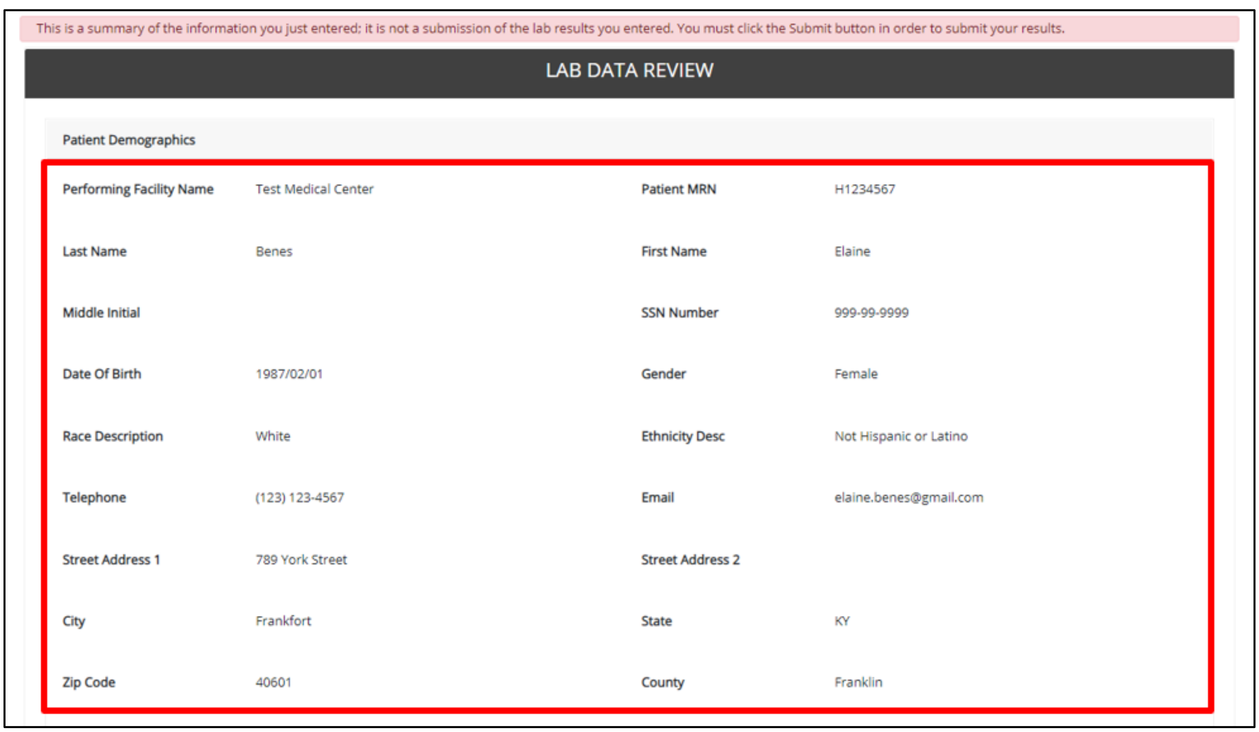


11 Lab Data Review

The **Lab Data Review** screen displays a summary of the information entered by the User. The **Lab Data Review** screen is not a submission of the lab results entered. Users should review this screen to verify the information prior to submitting the lab results. Users must click **Submit** in order to submit the lab results.



1. Users should review the *Patient Demographics* section.



2. Users should review the *Observation* section.

Observation Data 1

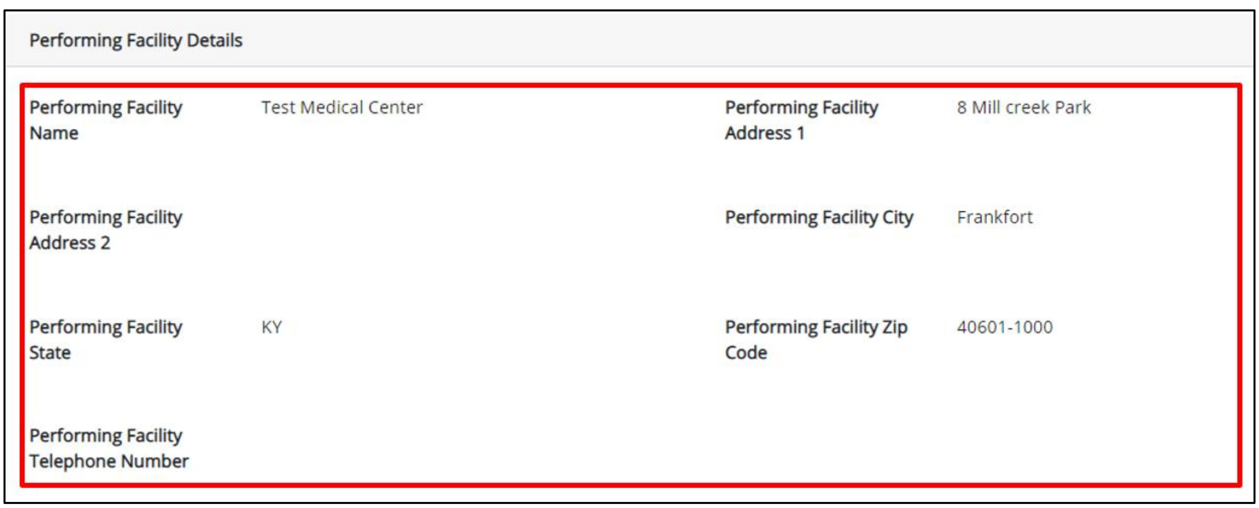
Filler Order Number	0219202104	Specimen Collection Date Time	2021/02/18 00:00
Specimen Type	Anterior nares swab	Date Test Ordered	2021/02/18
Test Name	BinaxNOW COVID Test Kit	Test Result	Detected
'Other' Reason Value		Observation Result Date Time	2021/02/22 09:30
Name Of Testing Product		Device Identifier	

Observation Data 2

Test Name	BinaxNOW COVID Test Kit	Test Result	Detected
'Other' Reason Value		Observation Result Date Time	2021/02/22 11:00
Name Of Testing Product		Device Identifier	

Please Note: If multiple Observations are added, the **Lab Data Review** screen will display all Observations in numbered order.

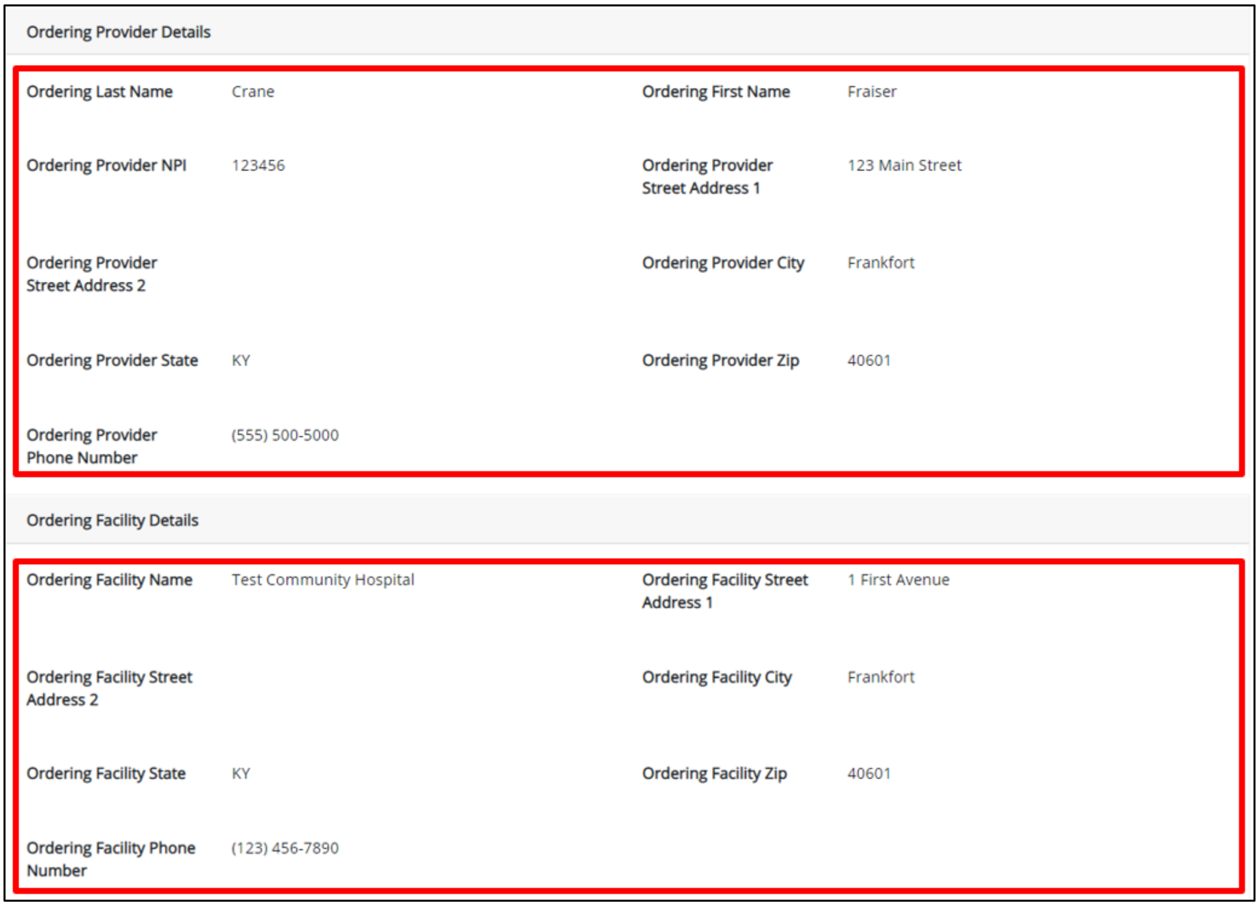
3. Users should review the *Performing Facility Details* section.



Performing Facility Details

Performing Facility Name	Test Medical Center	Performing Facility Address 1	8 Mill creek Park
Performing Facility Address 2		Performing Facility City	Frankfort
Performing Facility State	KY	Performing Facility Zip Code	40601-1000
Performing Facility Telephone Number			

4. Users should review the *Ordering Provider Details* section and/or the *Ordering Facility Details* section.



Ordering Provider Details

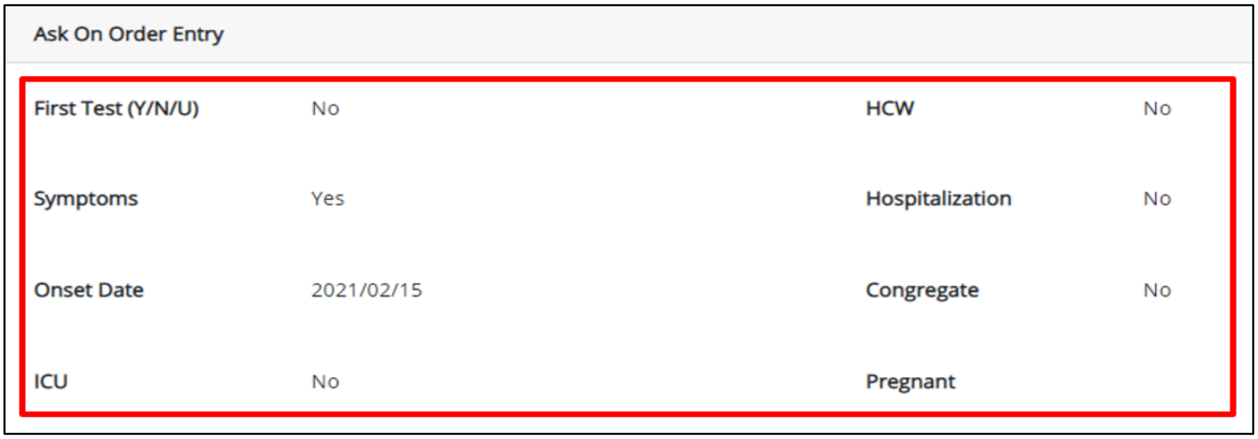
Ordering Last Name	Crane	Ordering First Name	Fraiser
Ordering Provider NPI	123456	Ordering Provider Street Address 1	123 Main Street
Ordering Provider Street Address 2		Ordering Provider City	Frankfort
Ordering Provider State	KY	Ordering Provider Zip	40601
Ordering Provider Phone Number	(555) 500-5000		

Ordering Facility Details

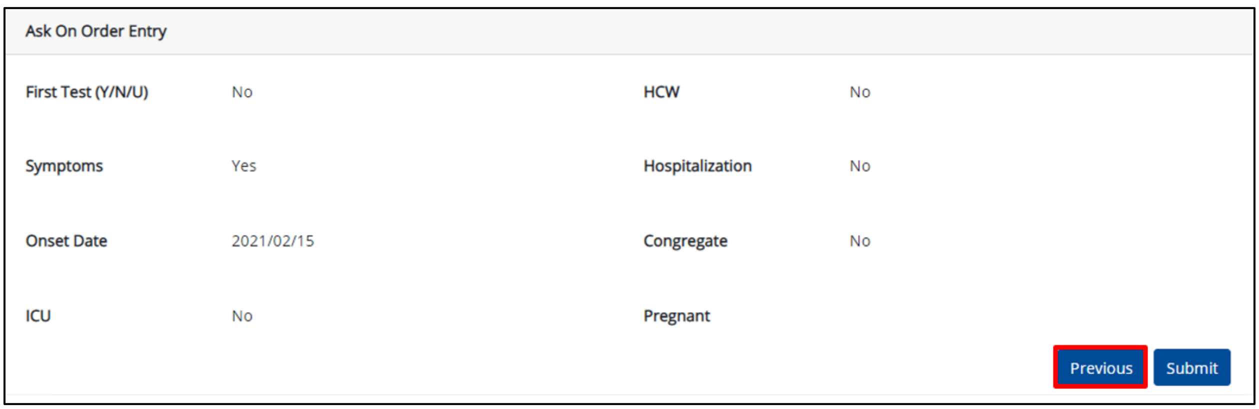
Ordering Facility Name	Test Community Hospital	Ordering Facility Street Address 1	1 First Avenue
Ordering Facility Street Address 2		Ordering Facility City	Frankfort
Ordering Facility State	KY	Ordering Facility Zip	40601
Ordering Facility Phone Number	(123) 456-7890		

Please Note: If both an Ordering Provider and an Ordering Facility are entered, the **Lab Data Review** screen will display details for the Ordering Provider and the Ordering Facility.

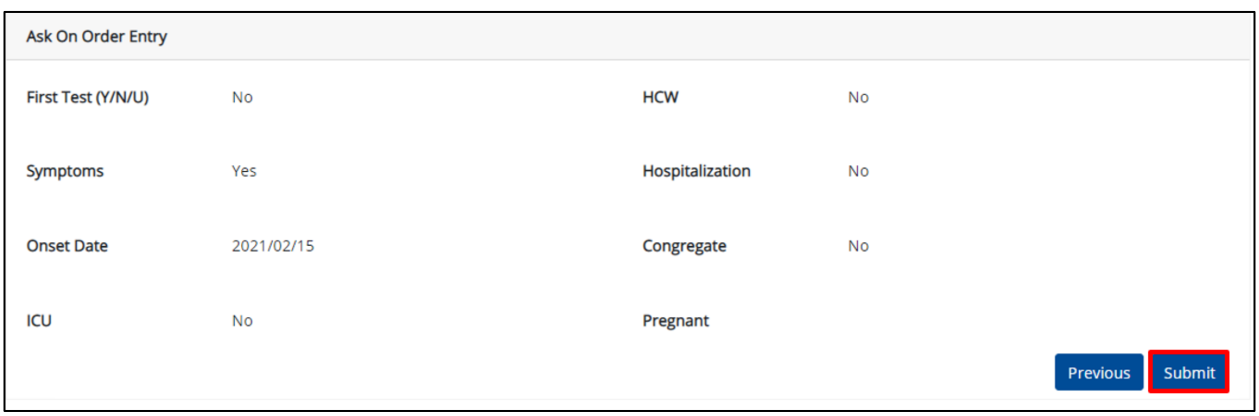
5. Users should review the *Ask On Order Entry* section.



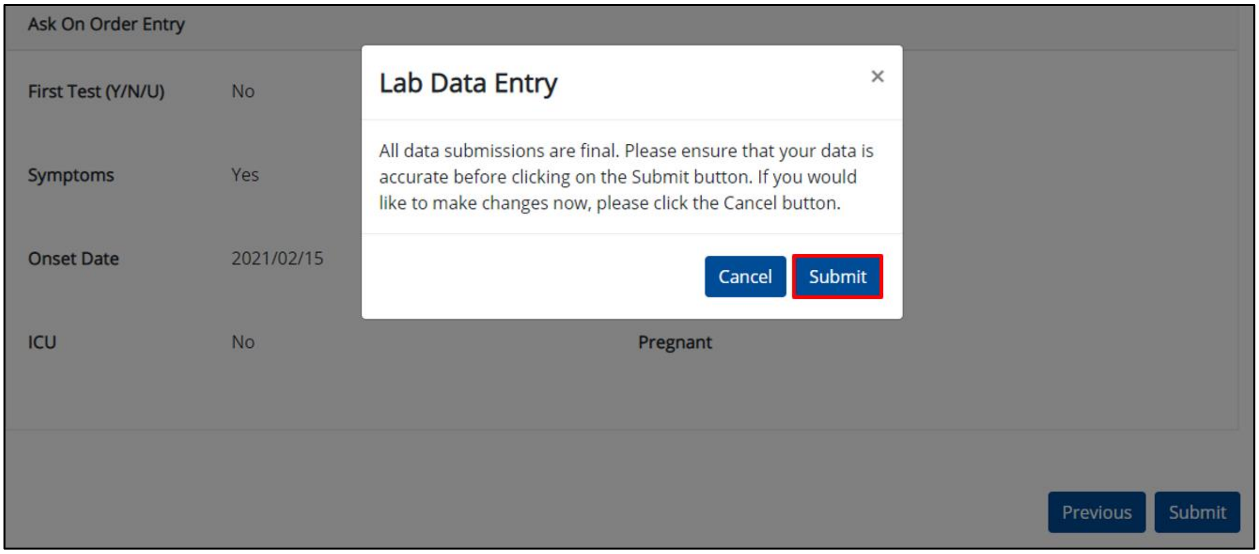
6. If after reviewing, changes are required, Users should click **Previous** until they navigate to the appropriate screen to edit the information.



7. After verifying the information is accurate and/or the appropriate changes have been made, Users must click **Submit** to submit the Lab Data Entry.

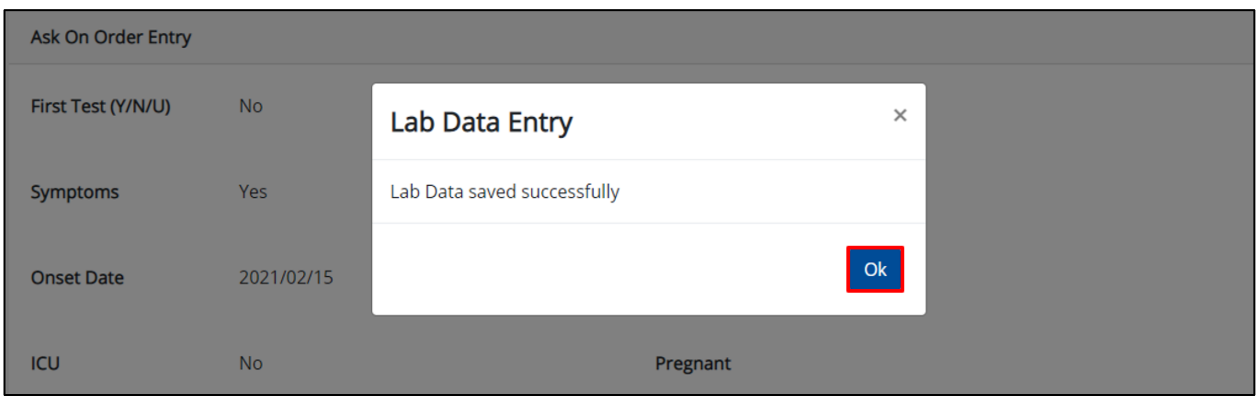


- All data submissions are final. Users have one more opportunity to select ***Cancel*** to continue reviewing the Lab Data Entry or ***Submit*** to finalize the Lab Data Entry.



Please Note: Once a lab data entry has been submitted, it is final. Should you later discover that you have entered inaccurate information, please reach out to the Kentucky Department for Public Health at COVID19DR@ky.gov to determine options for correcting the entry.

8. Users should click **OK** when the lab data entry has been submitted successfully.

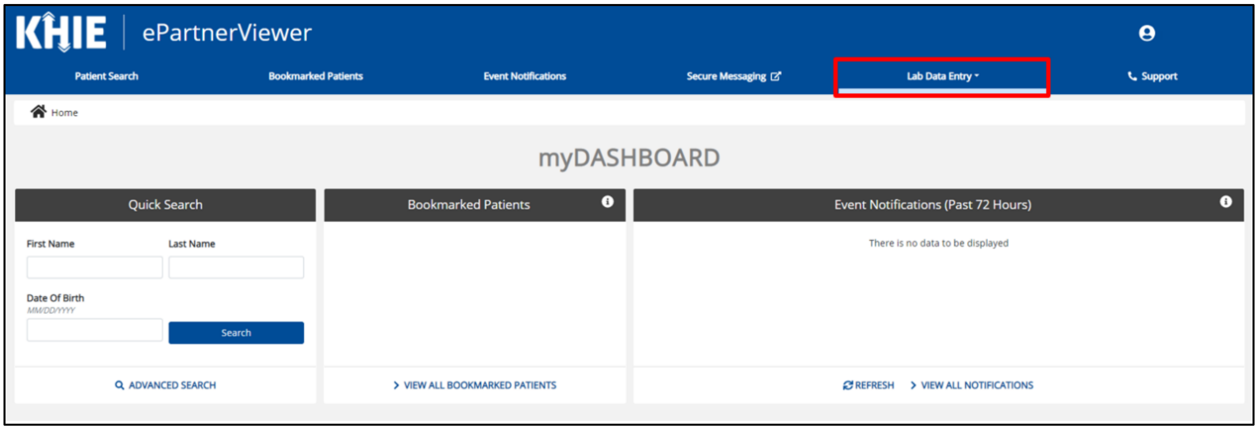


Congratulations! You have submitted a Manual Lab Data Entry using KHIE's Direct Lab Data Entry Functionality.

12 Negative Lab Quick Entry

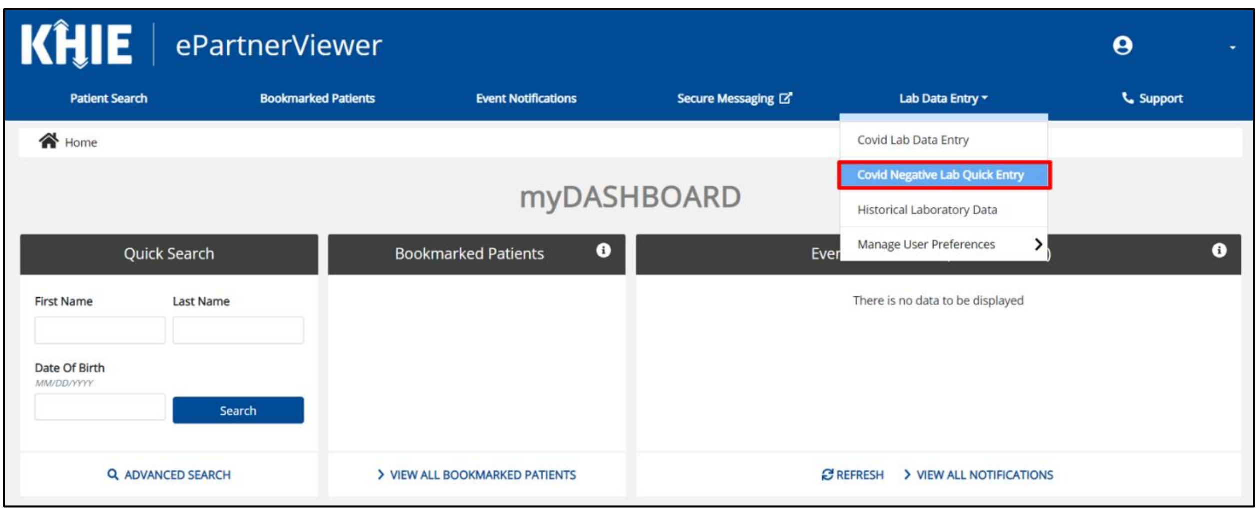
In addition to Direct Lab Data Entry, Users now have the option to quickly and easily enter negative Covid-19 lab results using the ePartnerViewer's Covid Negative Lab Quick Entry workflow.

1. To submit a **Covid Negative Lab Quick Entry**, Users must click the **Lab Data Entry** Tab in the blue ribbon at the top of the screen.



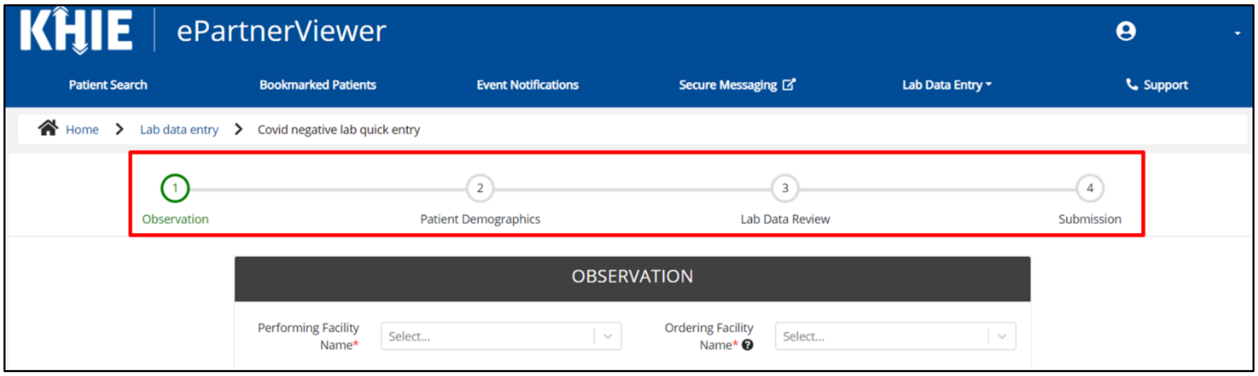
Please Note: Users who have additional access to clinical information will see other tabs displayed in addition to the **Lab Data Entry** Tab.

2. Under the **Lab Data Entry** Tab, select **Covid Negative Lab Quick Entry**.

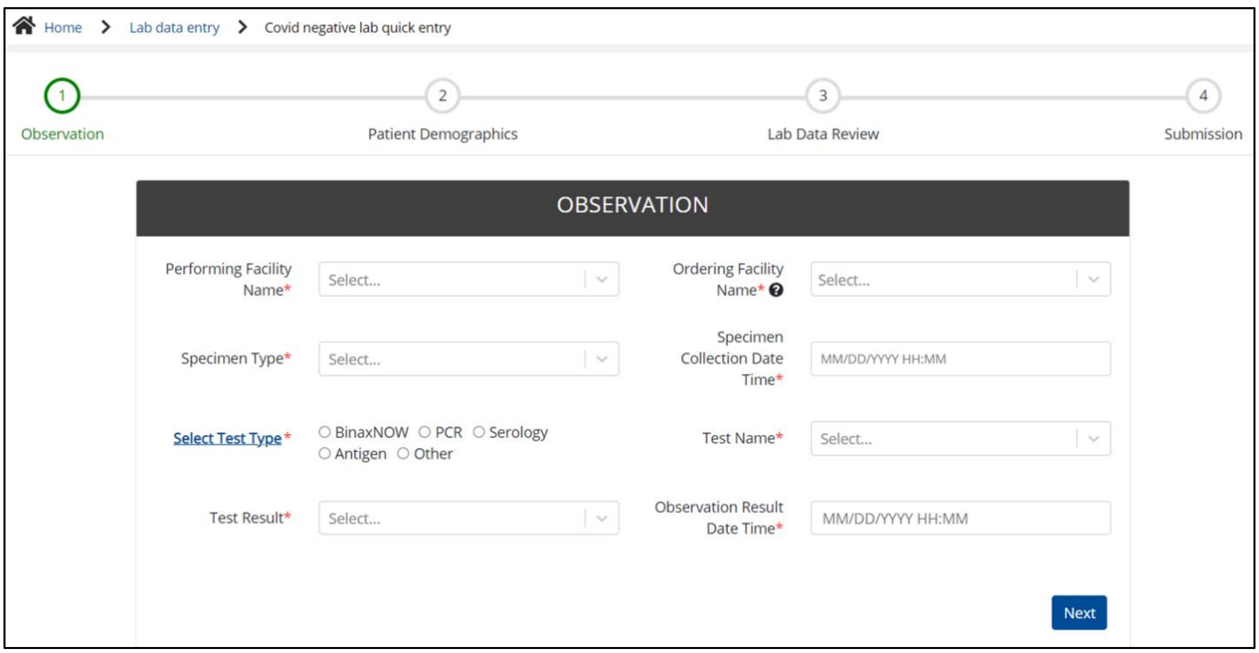


Observation for Negative Lab Entry

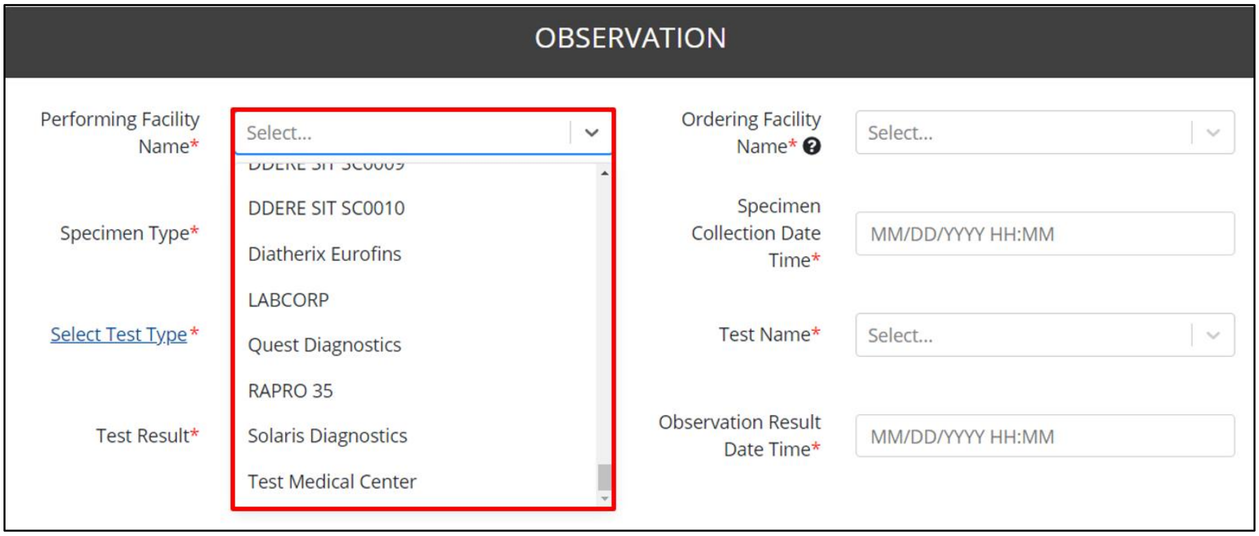
Covid Negative Lab Quick Entry is a four-step process where Users enter Observation Results, Provider Details, and Patient Demographics. Prior to submitting the lab results, Users must review the information entered on the **Lab Data Review** screen.



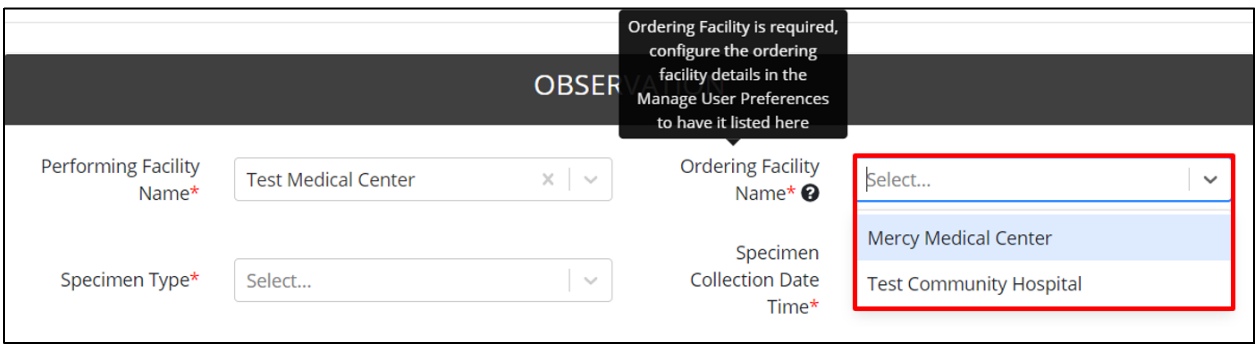
1. To start the Covid Negative Lab Quick Entry, Users must complete the **Observation** section.



2. Users must select the **Performing Facility Name** from the drop-down. This will be the name of the organization that resulted the lab for which you are entering results; this is usually the name of the organization with whom you are associated.

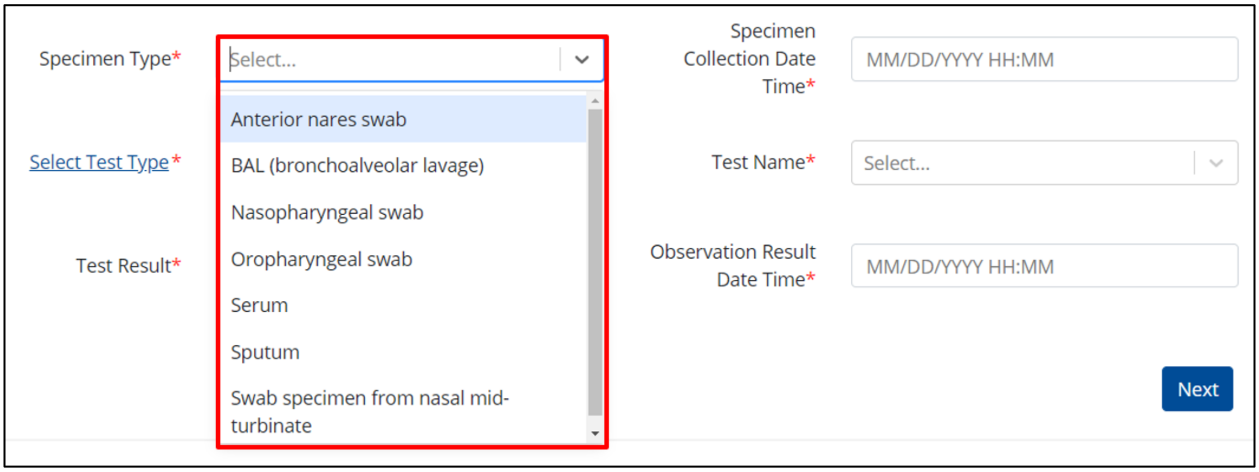


3. Users must select the **appropriate Ordering Provider** from the drop-down.



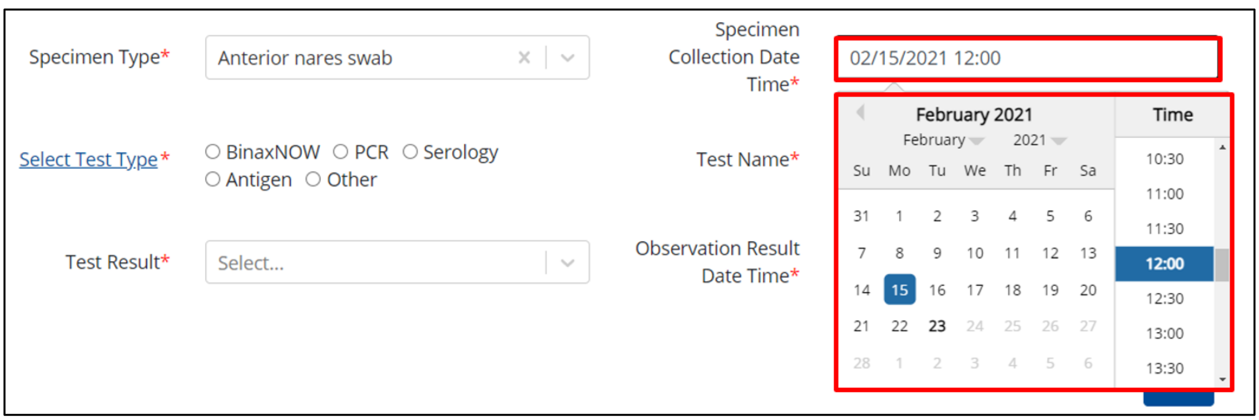
Please Note: The drop-down options display Ordering Facility Names configured by the User on the **Manage User Preferences** screen. Prior to entering lab results, Users are encouraged to configure Ordering Provider and Ordering Facility details on the **Manager User Preferences** screens.

4. Users must select the **appropriate Specimen Type** from the drop-down.



Please Note: If you administered the BinaxNow Covid Test, please select **Anterior Nares Swab** as the *Specimen Type*.

5. Users must then enter the **Specimen Collection Date Time**. To enter the time, Users must scroll down to select the approximate time the specimen was collected.



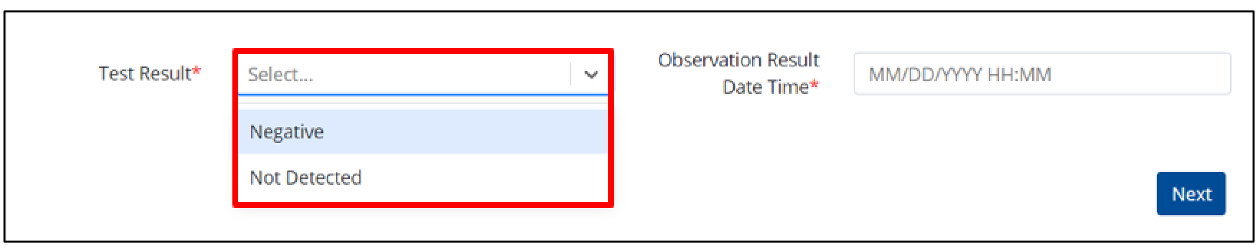
6. Users must select the **appropriate Test Type**.
    - To view a categorized list of test types and test names to assist with selecting the appropriate test type, Users should click the **Select Test Type hyperlink** and follow the steps listed in sub-section *Test Type*.

Please Note: Based on the selected **Test Type**, the *Test Name* drop-down will only display test name options that fall within the selected test type.

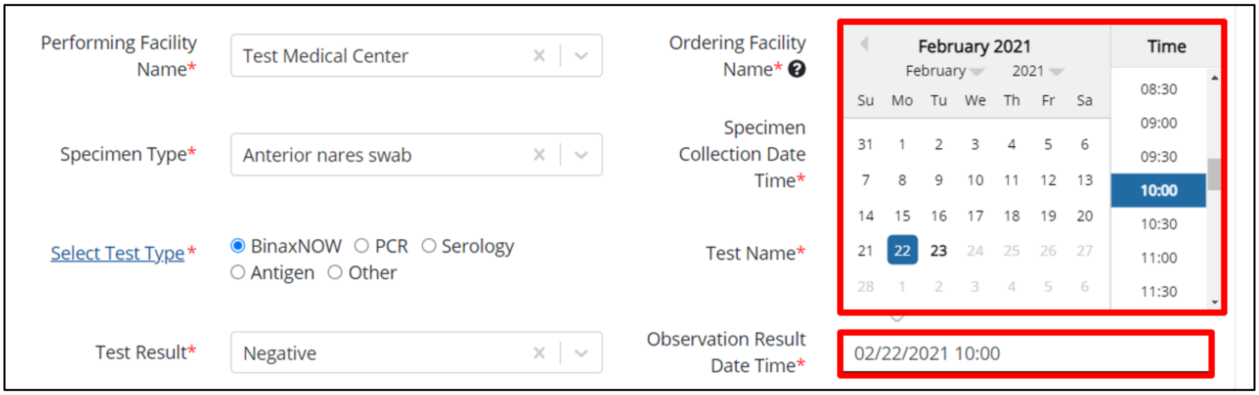
7. Users must select the **appropriate Test Name** from the drop-down when applicable.

Please Note: Upon selecting **BinaxNOW** as the test type, the *Test Name* field is disabled and auto-populates with BinaxNOW COVID Test Kit.

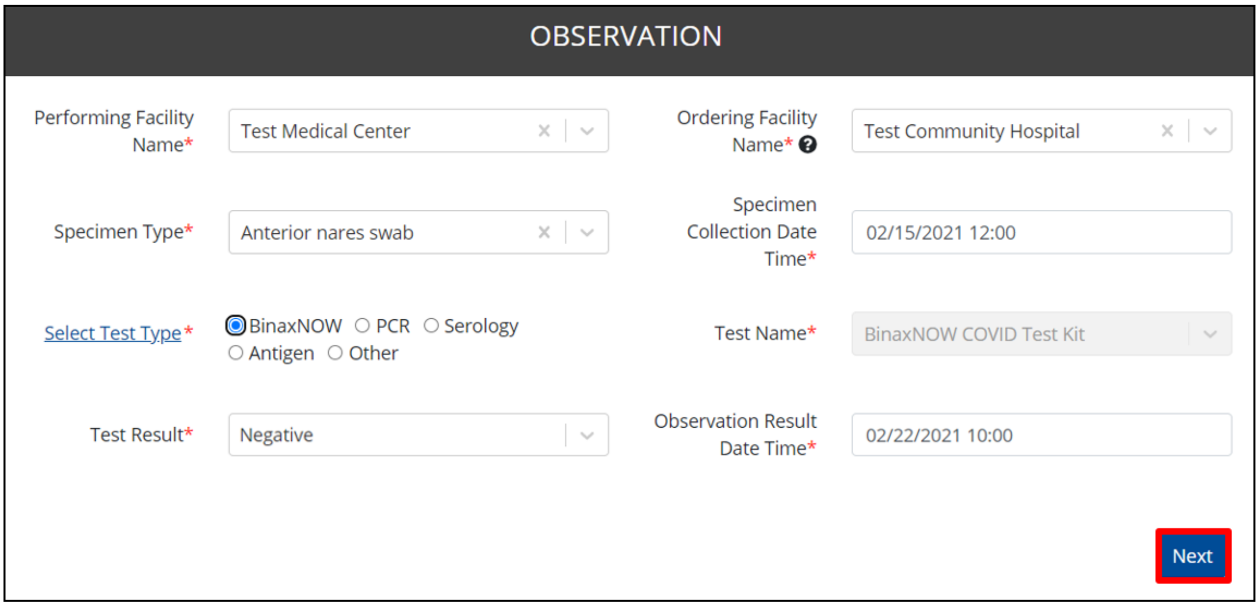
8. Users must enter the **Test Result** from the drop-down.
    - The *Test Result* drop-down options include: ***Negative*** and ***Not Detected***.



9. Users must enter the **Observation Result Date Time**.

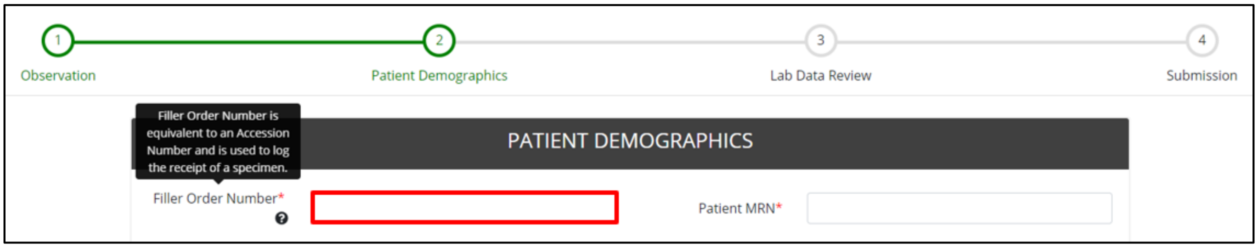


10. Once complete, Users must click **Next** to proceed to the next page.



Patient Demographics for Negative Lab Entry

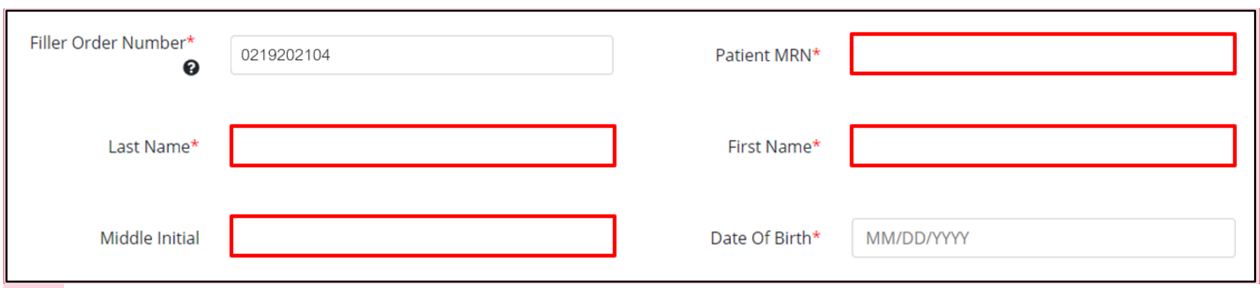
11. On the **Patient Demographics** page, Users must enter the **Filler Order Number** or **Lab Accession Number**.



Please Note: The Filler Order Number or Lab Accession Number is typically utilized by laboratories and generally refers to the number assigned to a lab sample when it is checked in. If your organization does not log the receipt of specimens, you should create a system to uniquely track the specimen when you check it in.

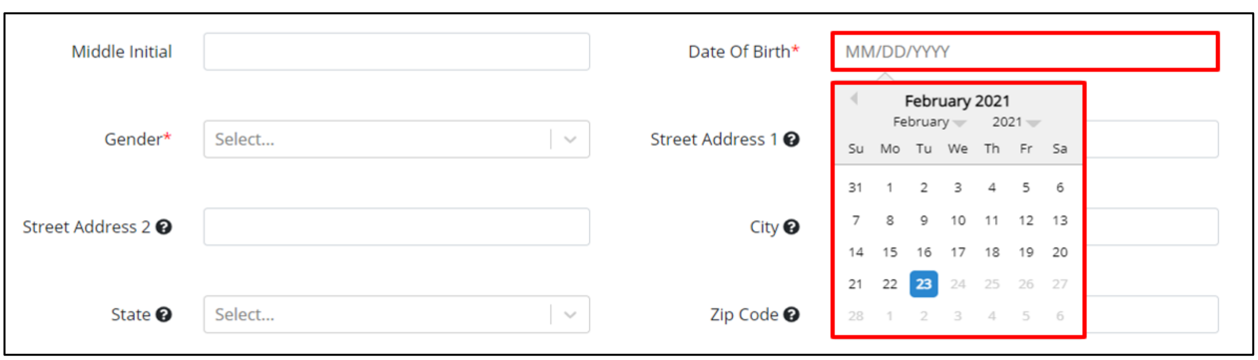
12. Users must enter the patient's **Medical Record Number** (**MRN**). An MRN is an organization specific, unique identification number assigned to a patient by a healthcare organization. If your organization does not use an MRN, you MUST create a way to uniquely identify your patient so that the patient can be registered in the KHIE system.

13. Users must enter the patient's **Last Name** and **First Name**. If available, enter the patient's **Middle Initial**.



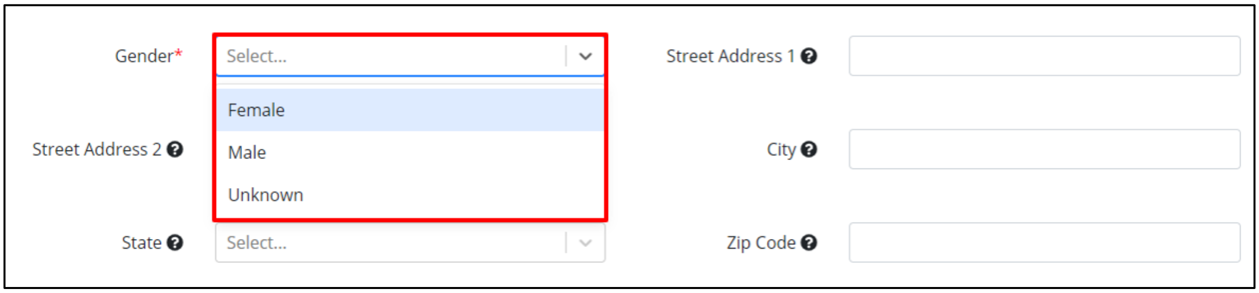
[PK3]

14. Then, Users must enter the patient's **Date of Birth**.



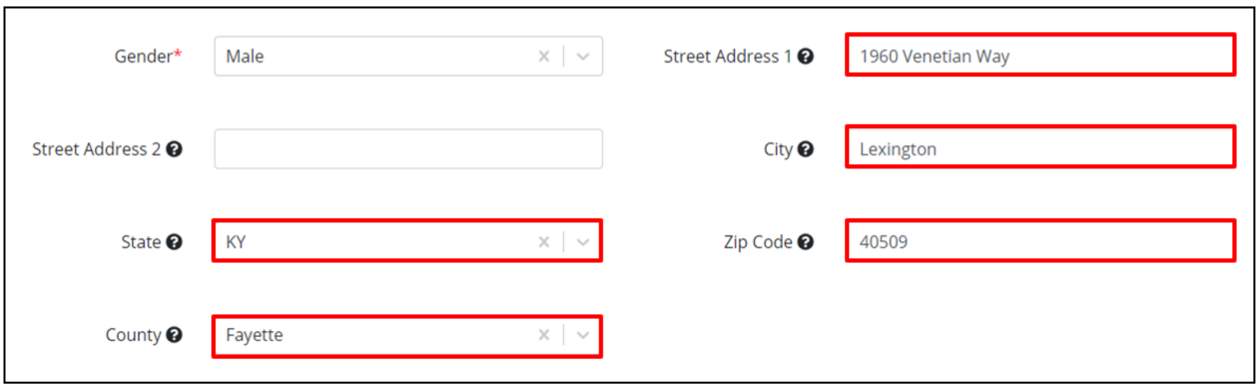
Please Note: If patient's age is either under one year old or more than 100 years old, a notification pop-up will display to confirm the correct birth year has been entered or selected.

15. Users must select the patient's **Gender** from the drop-down.



16. Users should enter the patient's **Street Address**, **City**, **State**, **Zip Code**, and **County**.

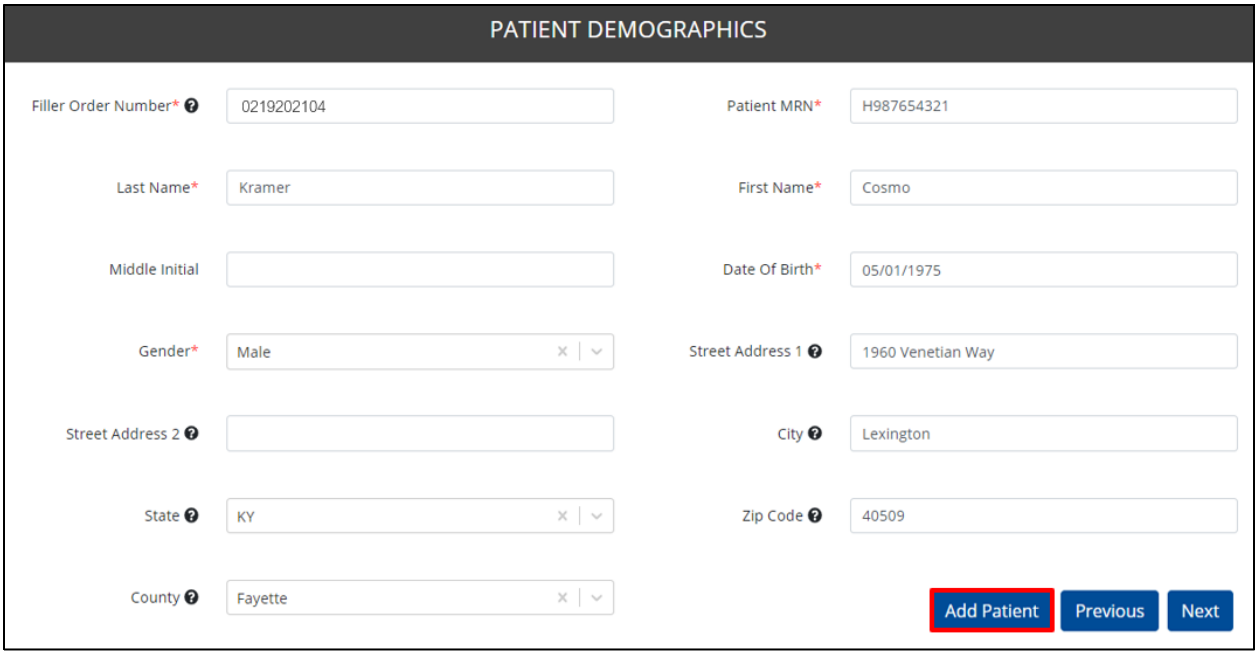
- Users should enter the patient's home address. However, in cases of congregate care, Users should enter the address of the nursing home, group home, or similar congregate care facility.
- Users can hover over the Help Icon to assist with entering the correct address information for the patient tested.



Please Note: When entering the test results of facility employees, please enter the **home address** (not the work address).

Adding Multiple Patients for Negative Lab Entry

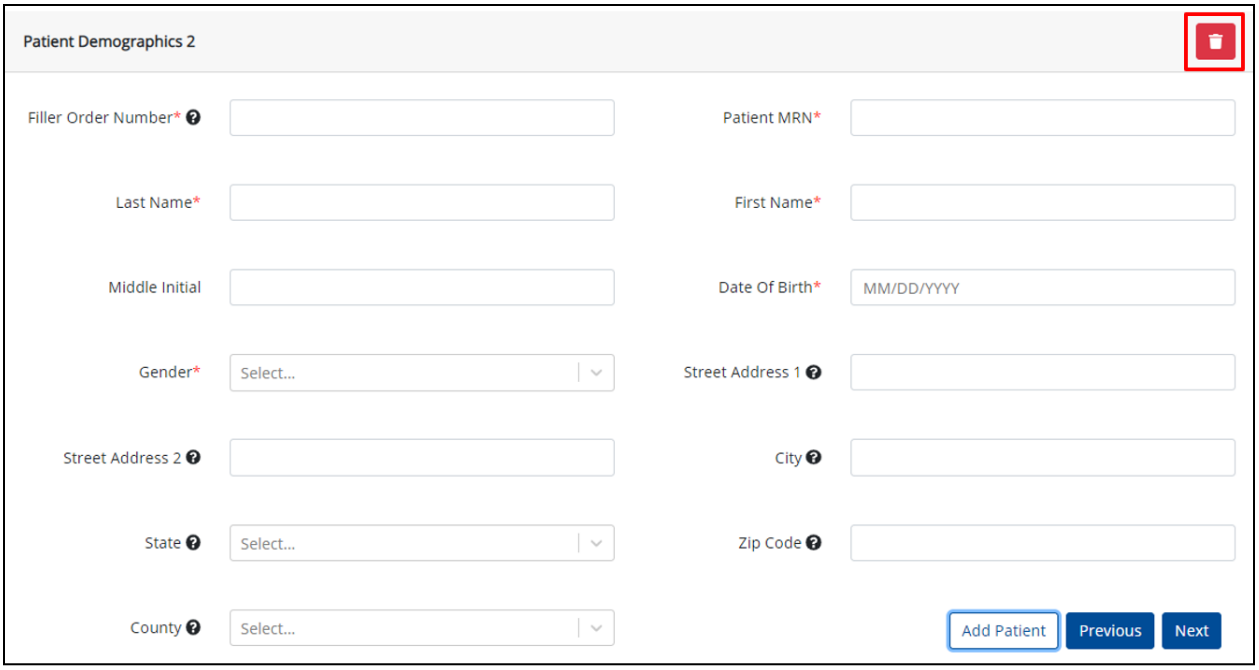
17. Users can also click **Add Patient** to enter the negative results for multiple patients. This means Users can easily enter additional patients with negative lab results.



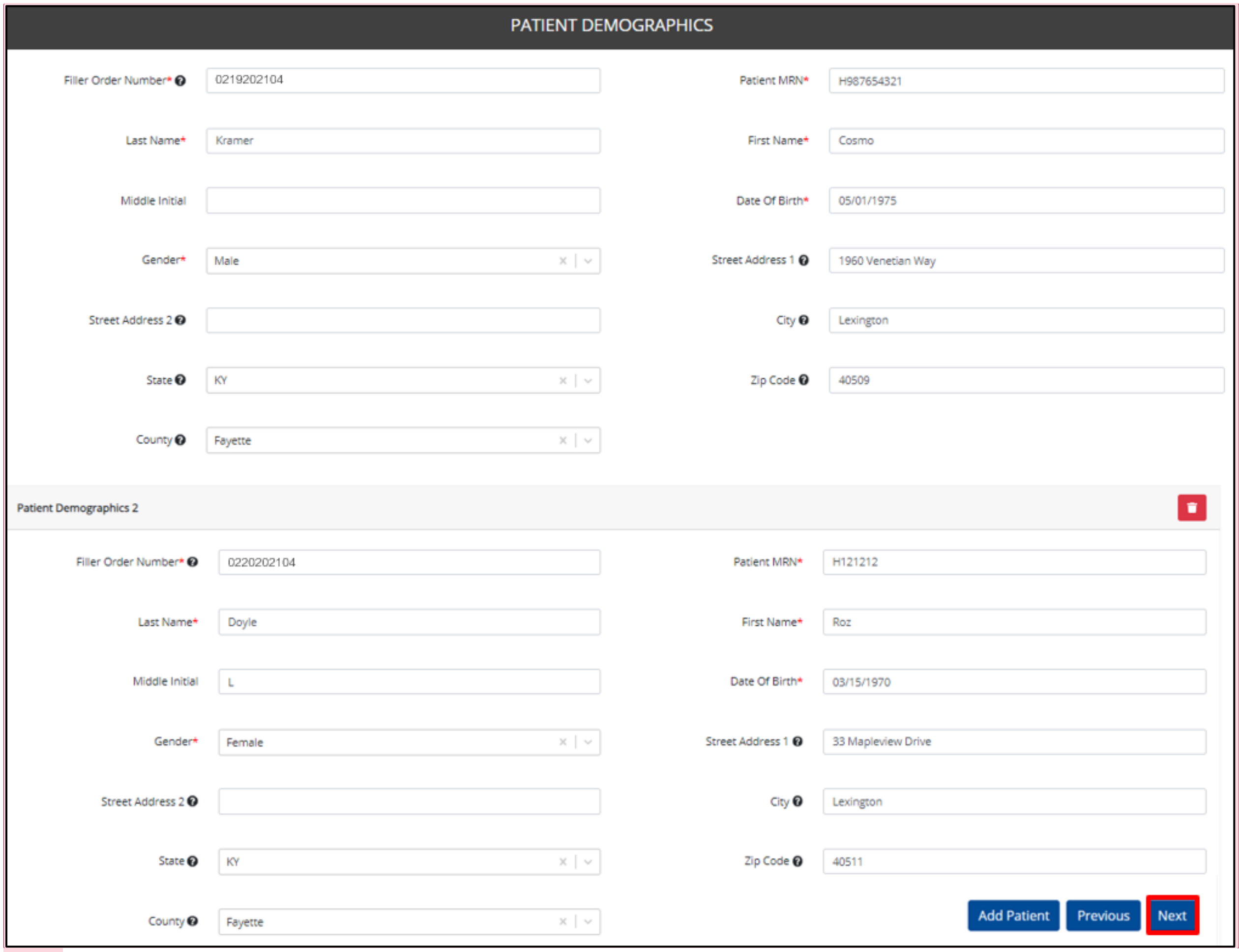
- To add another patient, Users can click **Add Patient** at the bottom.

Please Note: Currently, Users can enter up to 10 patients with negative lab results at a time.

- To delete a patient, Users can click the **Trash Bin Icon** at the top right.



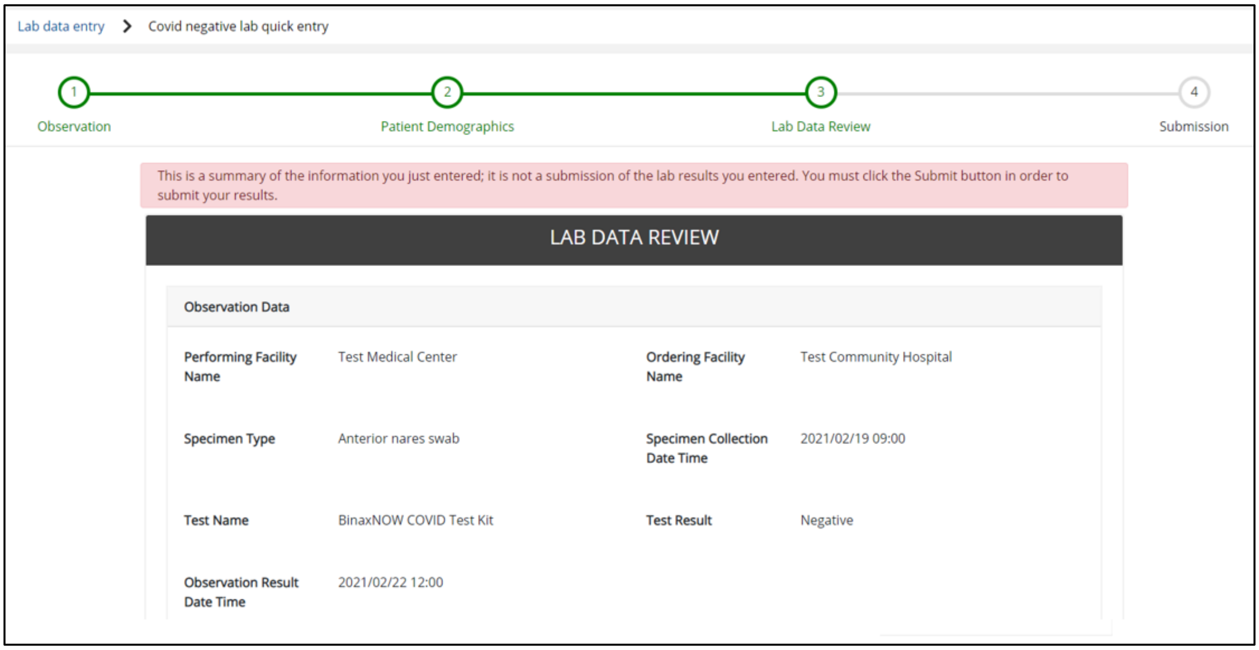
18. Once complete, Users must click **Next** to proceed to the next screen.



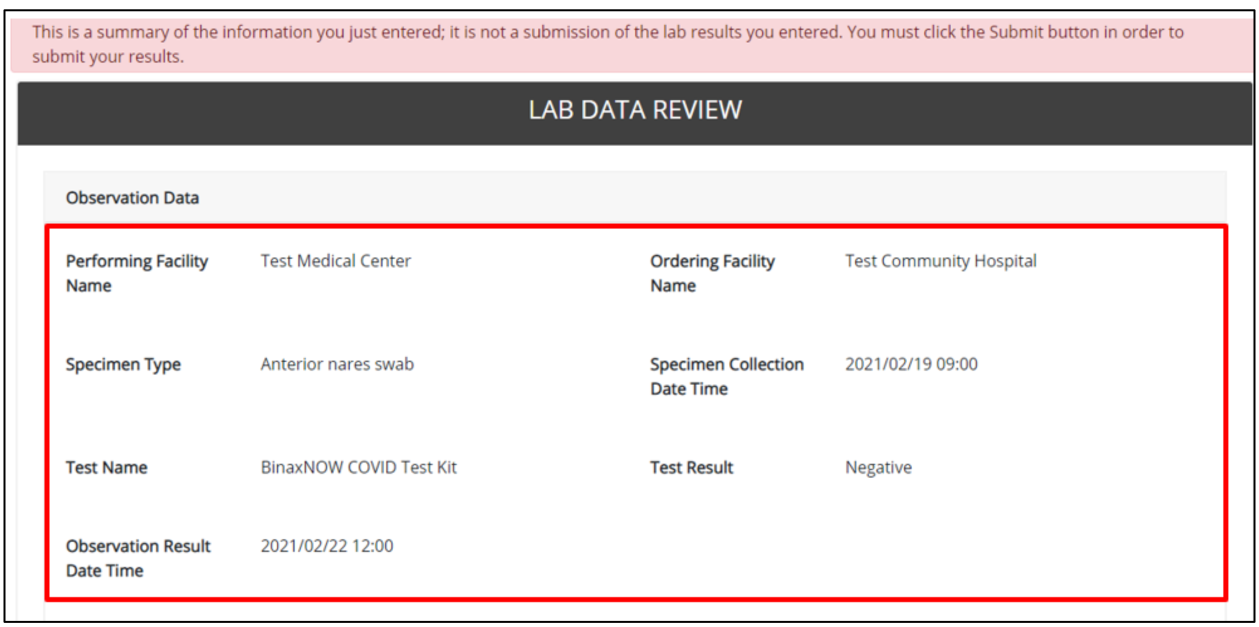
[PK4]

Lab Data Review for Negative Lab Entry

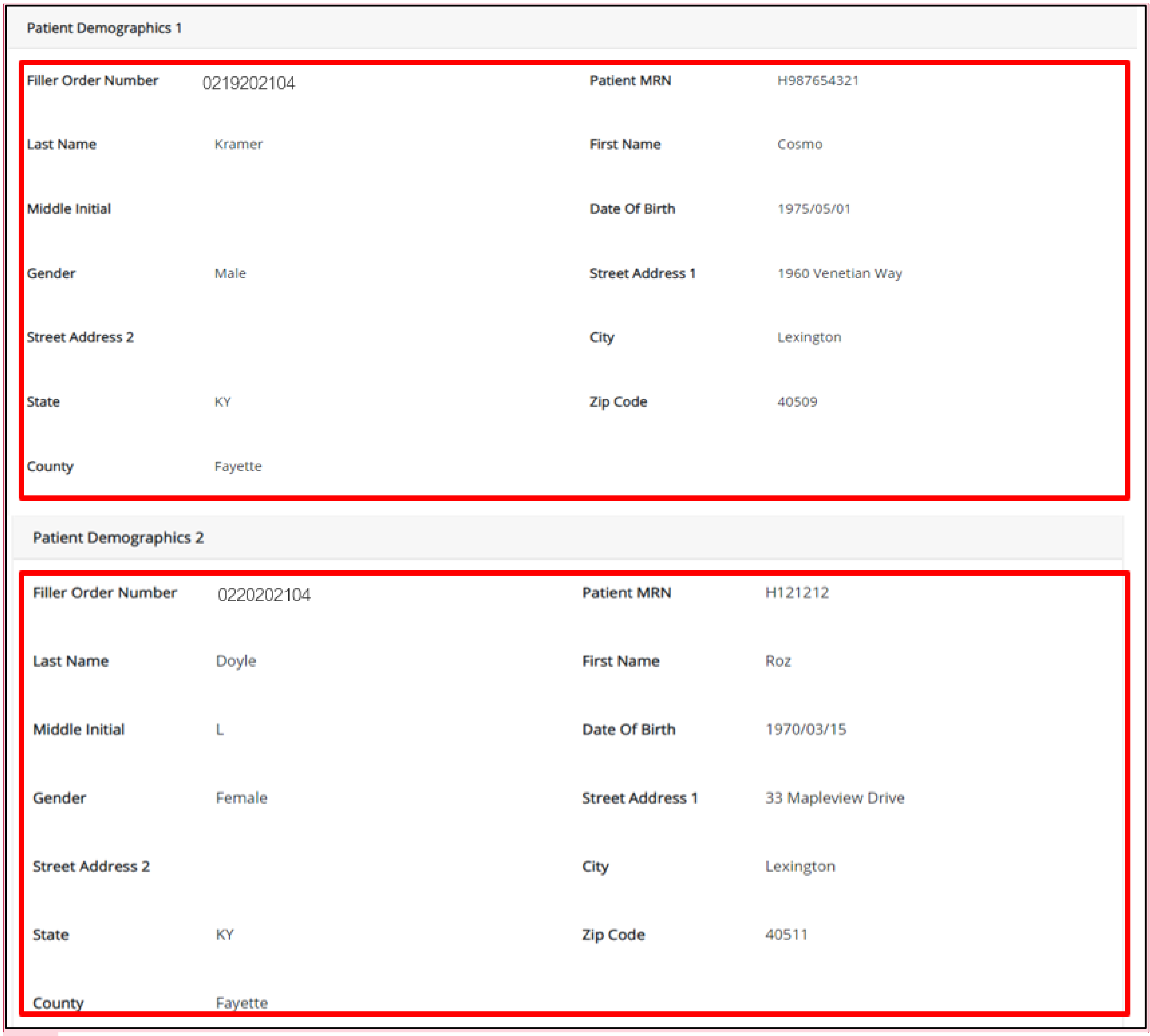
The **Lab Data Review** screen displays a summary of the information entered by the User. The **Lab Data Review** screen is not a submission of the lab results entered. Users should review this screen to verify the information prior to submitting the lab results. Users must click **Submit** in order to submit the lab results.



19. Users should review the *Observation Data* section.



20. Then, Users should review the *Patient Demographics* section.



Patient Demographics 1

Filler Order Number	0219202104	Patient MRN	H987654321
Last Name	Kramer	First Name	Cosmo
Middle Initial		Date Of Birth	1975/05/01
Gender	Male	Street Address 1	1960 Venetian Way
Street Address 2		City	Lexington
State	KY	Zip Code	40509
County	Fayette		

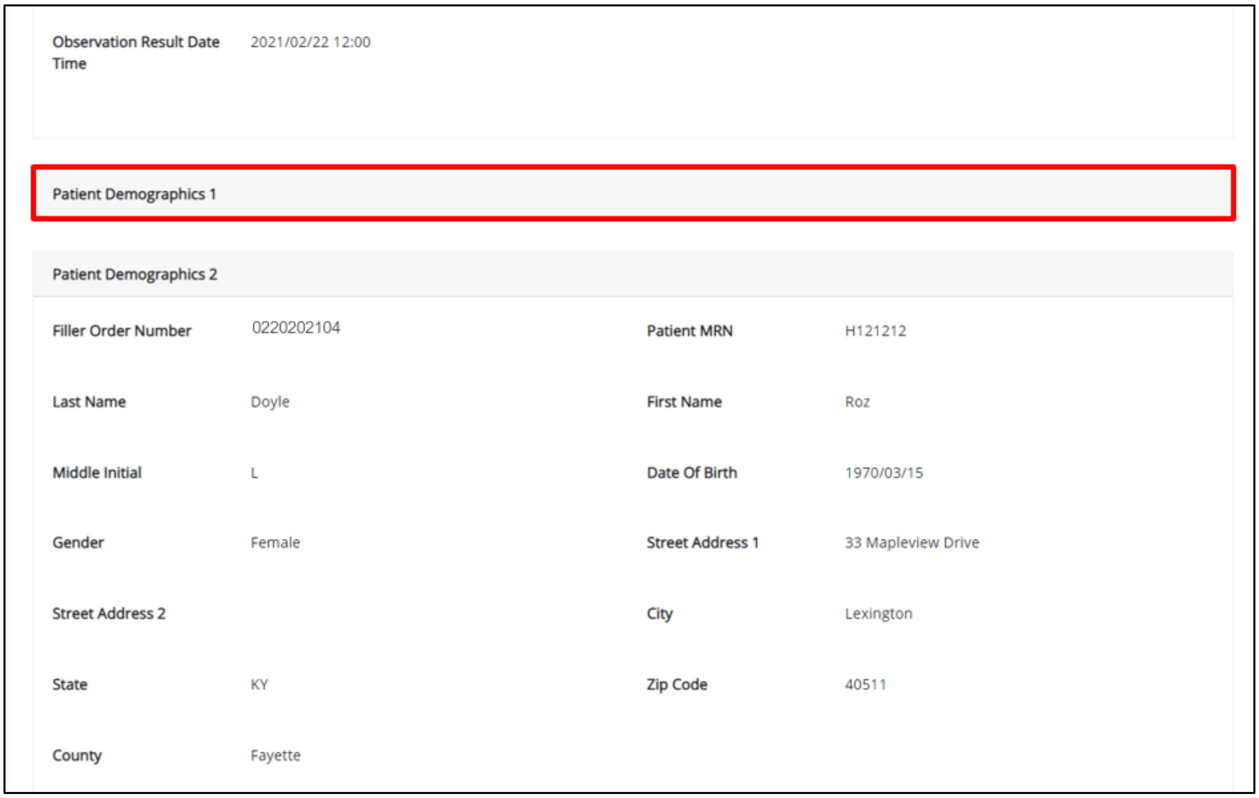
Patient Demographics 2

Filler Order Number	0220202104	Patient MRN	H121212
Last Name	Doyle	First Name	Roz
Middle Initial	L	Date Of Birth	1970/03/15
Gender	Female	Street Address 1	33 Mapleview Drive
Street Address 2		City	Lexington
State	KY	Zip Code	40511
County	Fayette		

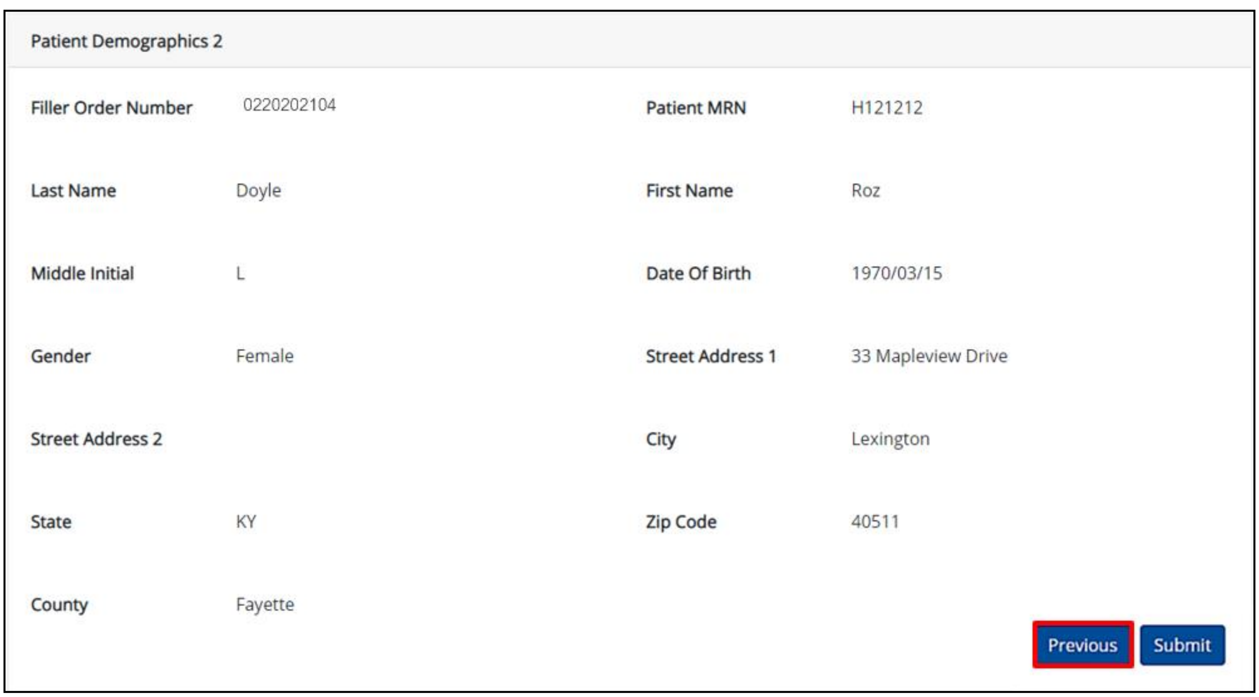
[PK5]

Please Note: If multiple patients have been added, the **Lab Data Review** screen will display all patients in numbered order.

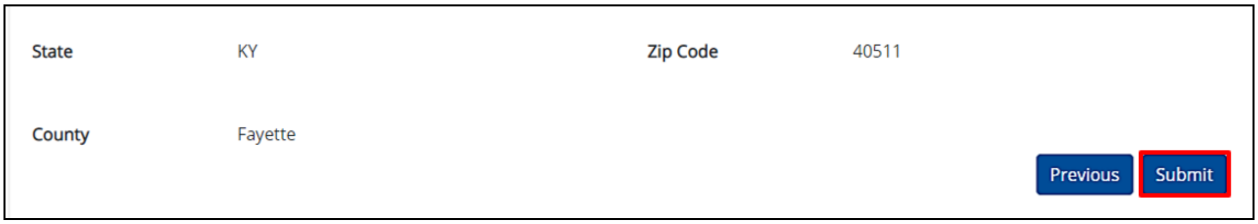
- Users can click the **Observation Data header** or any of the **Patient Demographics headers** to hide or display the details for that section.



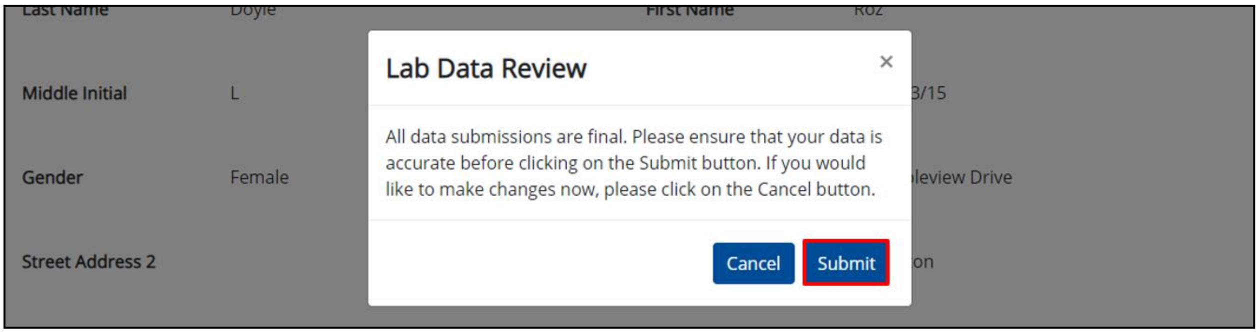
21. If after reviewing, changes are required, Users should click **Previous** until they navigate to the appropriate screen to edit the information.



22. After verifying the information is accurate and/or the appropriate changes have been made, Users must click **Submit** to submit the Negative Lab Entries.

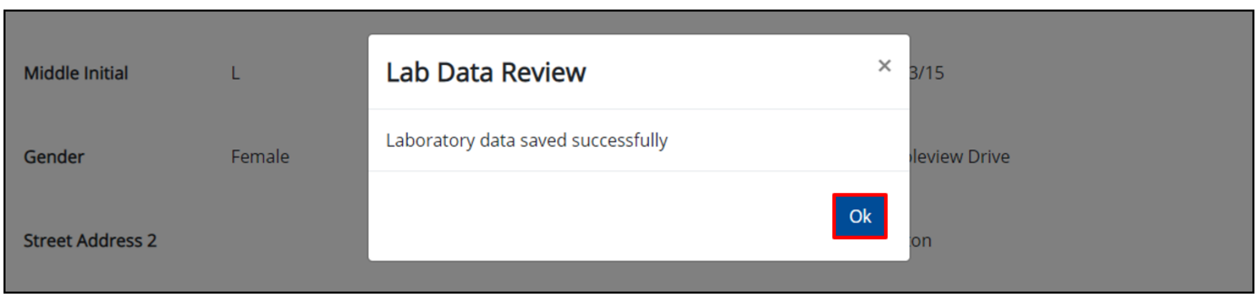


- All data submissions are final. Users have one more opportunity to select ***Cancel*** to continue reviewing the Negative Lab Entries or ***Submit*** to finalize the Negative Lab Entries.



Please Note: Once a negative lab entry has been submitted, it is final. Should you later discover that you have entered inaccurate information, please reach out to the Kentucky Department for Public Health at COVID19DR@ky.gov to determine options for correcting the entry.

23. Users should click **OK** when the Negative Lab Entries have been submitted successfully.



Congratulations! You have submitted the Negative Lab Entries using KHIE's Direct Lab Data Entry Functionality.

Please visit the KHIE website at https://khie.ky.gov/Pages/index.aspx to access additional training resources and find information on reporting requirements from the Kentucky Department for Public Health.

13 Technical Support

Toll-Free Telephone Support

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

Email Support

To submit questions electronically or request support regarding the ePartnerViewer, please email KHIESupport@ky.gov.