



Kentucky Health Information Exchange (KHIE)

Event Notifications: Patient Panel Bulk Uploads in the ePartnerViewer

User Guide

April 2023

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1 Introduction

Overview

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

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

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

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

Accessing the ePartnerViewer

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

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

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

2 Event Notification Overview

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

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

Event Notification Types

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

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

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

3 Event Notification Patient Panel Bulk Upload

Patient Panel Bulk Upload Overview

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

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

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

	A	B	C	D	E	F	G	H	I
	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
1	khie_SIT_TEST_01@mailinator.com	Dectein	Julidec	8/10/1959	F	1201 Man O'War Drive	LEXINGTON	KY	40325
2	khie_SIT_TEST_01@mailinator.com	Jason	Zaiden	8/2/2008	F	1364 MAN O'WAR BVLD	Seneca	KY	40812
3	khie_SIT_TEST_01@mailinator.com	Jane	Danyal	6/21/1985	M	PO Box 131	Danville	KY	40484
4	khie_SIT_TEST_01@mailinator.com	Jackson	Milley	8/17/2016	F	254 WALLER BRANCH RD	LOUISA	KY	41230
5	khie_SIT_TEST_01@mailinator.com	Kraus	Oblix	9/17/2012	M	254 WALLER BRANCH RD	LOUISA	KY	41230
6	khie_SIT_TEST_01@mailinator.com	Kirby	Janis	2/14/1920	F	1364 MAN O'WAR BVLD	Lexington	KY	40812
7									
8									
9									
10									
11									
12									

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									
3									

Bulk Upload Functionality Enhancements

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

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

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

KHIE | ePartnerViewer

Support | Announcements | Advisories | SIT Test_1


Patient Search | Bookmarked Patients | Event Notifications | Lab Data Entry

Home > Notifications

NOTIFICATIONS

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

Upload File

Browse... 

Maximum upload file size should not exceed 5MB
Acceptable File Format is .csv

Add Patients | Delete Patients

Download Template
Event Notification Patient Panel Upload.csv

Select Notifications

☐ HOSPITAL ADMISSION
☐ HOSPITAL DISCHARGE
☐ EMERGENCY DEPARTMENT ADMISSION
☐ EMERGENCY DEPARTMENT DISCHARGE
☐ BEHAVIORAL HEALTH ADMISSION
☐ BEHAVIORAL HEALTH DISCHARGE
☐ HOSPITAL READMISSION (OTHER FACILITY)

☐ SPECIALTY VISIT
☐ RESULTS READY FOR REVIEW
☐ TOXICOLOGY SCREEN
☐ OVERUTILIZATION
☐ POSSIBLE POSITIVE TEST RESULT FOR COVID-19
☐ ABNORMAL A1C

Upload | Cancel

UPLOADED FILES LIST

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

The screenshot shows the 'Upload Patients' screen. The 'Upload File' section includes a 'Browse...' button, a file size limit of 5MB, and a file format of .csv. Below this, there are two radio buttons: 'Add Patients' (selected) and 'Delete Patients'. A 'Download Template' link is also present, with the file name 'Event Notification Patient Panel Upload.csv' highlighted in a red box. The 'Select Notifications' section on the right lists various medical events with checkboxes. At the bottom, there are 'Upload' and 'Cancel' buttons.

- 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.

The screenshot shows the 'Upload Patients' screen. The 'Upload File' section includes a 'Browse...' button, a file size limit of 5MB, and a file format of .csv. Below this, there are two radio buttons: 'Add Patients' (selected) and 'Delete Patients'. A 'Download Template' link is also present, with the file name 'Event Notification Patient Panel Upload.csv'. The 'Select Notifications' section on the right lists various medical events with checkboxes. At the bottom, there are 'Upload' and 'Cancel' buttons.

- 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.

The screenshot shows the ePartnerViewer interface with the 'Event Notifications' tab selected. The 'Upload Patients' section is active, and the 'Select Notifications' panel is highlighted with a red box. This panel contains two columns of checkboxes for selecting event notifications. The 'Add Patients' button in the 'Upload File' section is also highlighted with a red box.

Select Notifications	
<input type="checkbox"/> HOSPITAL ADMISSION	<input type="checkbox"/> SPECIALTY VISIT
<input type="checkbox"/> HOSPITAL DISCHARGE	<input type="checkbox"/> RESULTS READY FOR REVIEW
<input type="checkbox"/> EMERGENCY DEPARTMENT ADMISSION	<input type="checkbox"/> TOXICOLOGY SCREEN
<input type="checkbox"/> EMERGENCY DEPARTMENT DISCHARGE	<input type="checkbox"/> OVERUTILIZATION
<input type="checkbox"/> BEHAVIORAL HEALTH ADMISSION	<input type="checkbox"/> POSSIBLE POSITIVE TEST RESULT FOR COVID-19
<input type="checkbox"/> BEHAVIORAL HEALTH DISCHARGE	<input type="checkbox"/> ABNORMAL A1C
<input type="checkbox"/> HOSPITAL READMISSION (OTHER FACILITY)	

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.

This screenshot shows the same ePartnerViewer interface, but the 'Delete Patients' button in the 'Upload File' section is highlighted with a red box. The 'Select Notifications' panel is now grayed out, indicating that no notifications can be selected after clicking 'Delete Patients'.

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.

The screenshot shows the KHIE ePartnerViewer dashboard. The navigation bar at the top has tabs for Patient Search, Bookmarked Patients, **Event Notifications** (highlighted with a red box), Lab Data Entry, and Case Report Entry. Below the navigation bar, there's a 'myDASHBOARD' section with a 'QUICK SEARCH' form and a table of 'BOOKMARKED PATIENTS'. The 'EVENT NOTIFICATIONS (PAST 72 HOURS)' table is also visible, showing 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.BOBBOY	51 years	KHIE1 Prescriber (KHIE1.Prescriber@keups.net)

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

The screenshot shows the KHIE ePartnerViewer dashboard with the 'Event Notifications' tab selected. The 'NOTIFICATIONS' section is active, showing a table of recent notifications. The 'UPLOAD PATIENTS' button is highlighted with a red box. 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
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)
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)
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)

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

NOTIFICATIONS

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

Upload File

Browse...

Maximum upload file size should not exceed 5MB
Acceptable File Format is .csv

☒ Add Patients ☐ Delete Patients

Download Template

Event Notification Patient Panel Upload.csv

Select Notifications

☐ HOSPITAL ADMISSION
☐ HOSPITAL DISCHARGE
☐ EMERGENCY DEPARTMENT ADMISSION
☐ EMERGENCY DEPARTMENT DISCHARGE
☐ BEHAVIORAL HEALTH ADMISSION
☐ BEHAVIORAL HEALTH DISCHARGE
☐ HOSPITAL READMISSION (OTHER FACILITY)

☐ SPECIALTY VISIT
☐ RESULTS READY FOR REVIEW
☐ TOXICOLOGY SCREEN
☐ OVERUTILIZATION
☐ POSSIBLE POSITIVE TEST RESULT FOR COVID-19
☐ ABNORMAL A1C

UPLOADED FILES LIST

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	03/14/2022 08:17	Hospital Admission, Hospital Discharge, Emergency Department Admission, Specialty Visit	Partially Successful		SIT Test_1 (khie_SIT_TEST_01@mailinator.com)
Delete Patients	Clinical Notification Patient List Upload Defect 473960.csv	03/14/2022 08:06	03/14/2022 08:07		Partially Successful		SIT Test_1 (khie_SIT_TEST_01@mailinator.com)
Add Patients	Clinical Notification Patient List Upload Template (4).csv	03/14/2022 08:03	03/14/2022 08:07	Emergency Department Admission, Emergency Department Discharge, Results Ready for Review	Partially Successful		SIT Test_1 (khie_SIT_TEST_01@mailinator.com)
Add Patients	Clinical Notification Patient List Upload Template.csv	03/03/2022 01:58	03/03/2022 01:59	Behavioral Health Admission, Behavioral Health Discharge, Hospital Readmission (Other Facility)	Partially Successful		SIT Test_1 (khie_SIT_TEST_01@mailinator.com)

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

NOTIFICATIONS

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

Upload File

Browse...

Maximum upload file size should not exceed 5MB
Acceptable File Format is .csv

☒ Add Patients ☐ Delete Patients

Download Template

Event Notification Patient Panel Upload.csv

Select Notifications

☐ HOSPITAL ADMISSION
☐ HOSPITAL DISCHARGE
☐ EMERGENCY DEPARTMENT ADMISSION
☐ EMERGENCY DEPARTMENT DISCHARGE
☐ BEHAVIORAL HEALTH ADMISSION
☐ BEHAVIORAL HEALTH DISCHARGE
☐ HOSPITAL READMISSION (OTHER FACILITY)

☐ SPECIALTY VISIT
☐ RESULTS READY FOR REVIEW
☐ TOXICOLOGY SCREEN
☐ OVERUTILIZATION
☐ POSSIBLE POSITIVE TEST RESULT FOR COVID-19
☐ ABNORMAL A1C

UPLOADED FILES LIST

There is no data to be displayed

Event Notification...csv

Complete the Event Notification Patient Panel Upload File

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

	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 O'WAR BLVD	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 O'WAR BLVD	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 patients. Your IT Point of Contact should use these criteria to pull the information from your organization's EMR/EHR system. Once the list of patients has been retrieved and is in the required format, it can be uploaded to the KHIE system.

Enter Demographic Details for Each Patient

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

	A	B	C	D	E	F	G	H	I
	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

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

	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
2		Jackson	Milley					
3								
4								
5								

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

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

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

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

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

C	D	E	F	G	H	I
Patient First Name	Patient DOB(MM/DD/YYYY)	Patient Sex	Patient Street Address	Patient City	Patient State	Patient Zipcode
Milley	8/17/2016	F	254 WALLER BRANCH RD	LOUISA	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 allows 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	I
1	Email address used to access ePartnerViewer	Patient Last Name	Patient First Name	Patient DOB(MM/DD/YYYY)	Patient Sex	Patient Street Address	Patient City	Patient State	Patient Zipcode
	User_01@mailinator.com	Jackson	Miley	8/17/2016	F	254 WALLER BRANCH RD	LOUISA	KY	41230
2	Enter the email address of the User who is assigned to start receiving event notifications OR to stop receiving event notifications for the patient listed in the same row.					Box 131	Danville	KY	40484
3									

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

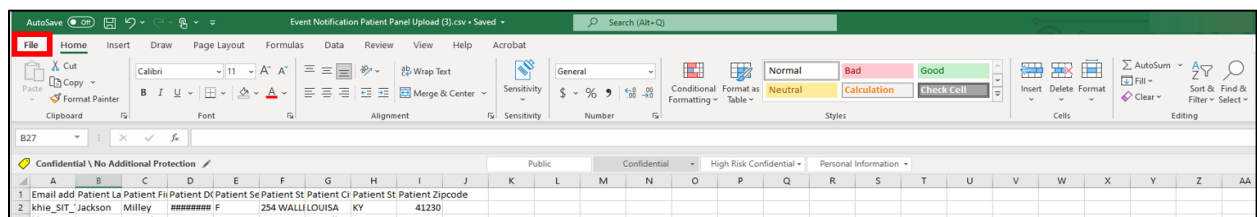
12. Repeat the process of entering the appropriate **email address of the *Clinical User*** assigned to each patient on the Event Notification Patient Panel Upload file.

	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
	User_01@mailinator.com	Doe	Jane						
2									
	User_02@mailinator.com	Smith	John						
3									

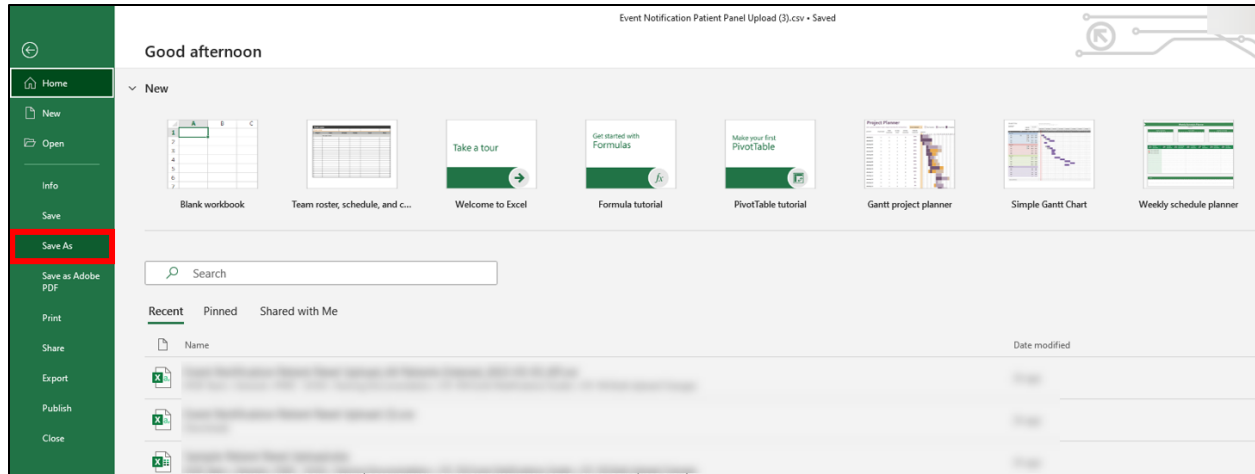
Upload the Event Notification Patient Panel File

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

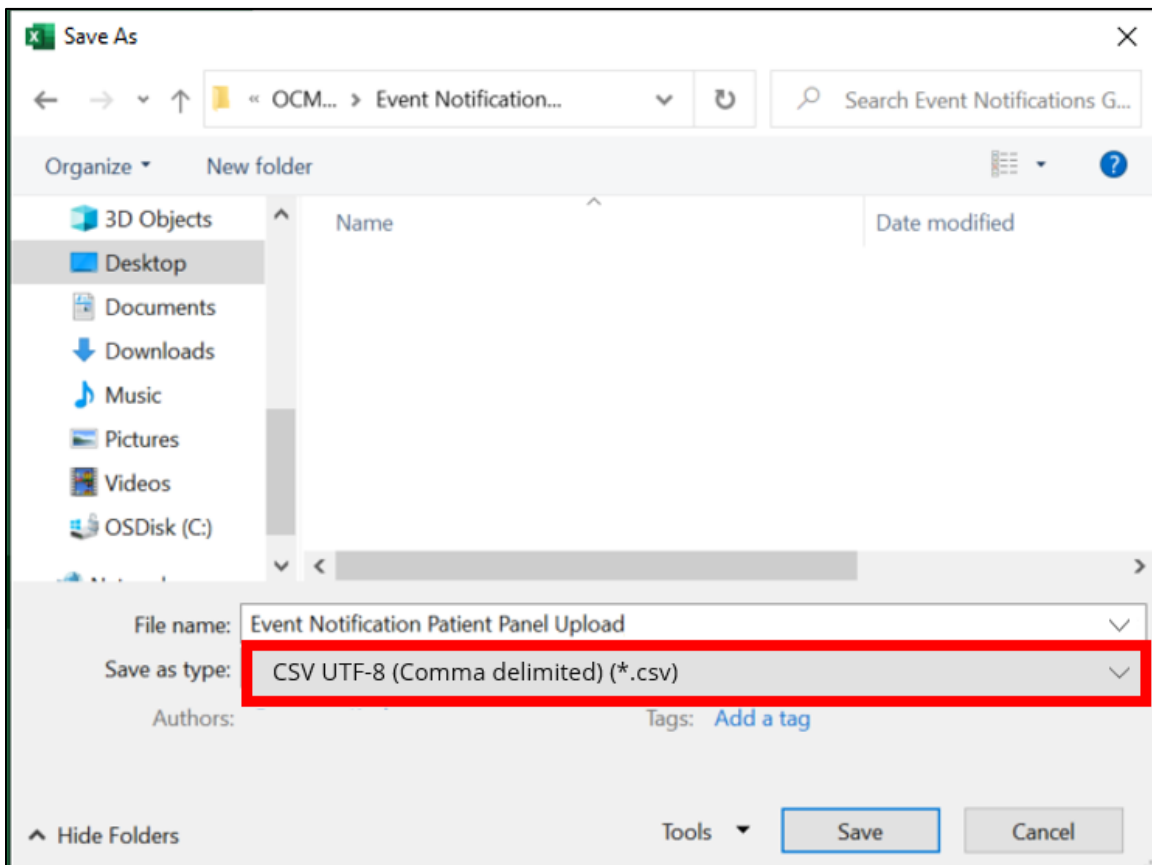
13. When the appropriate fields have been completed and all patients have an assigned user, click **File**, located at the top left of the Event Notification Patient Panel Upload file.



14. Click **Save As**.

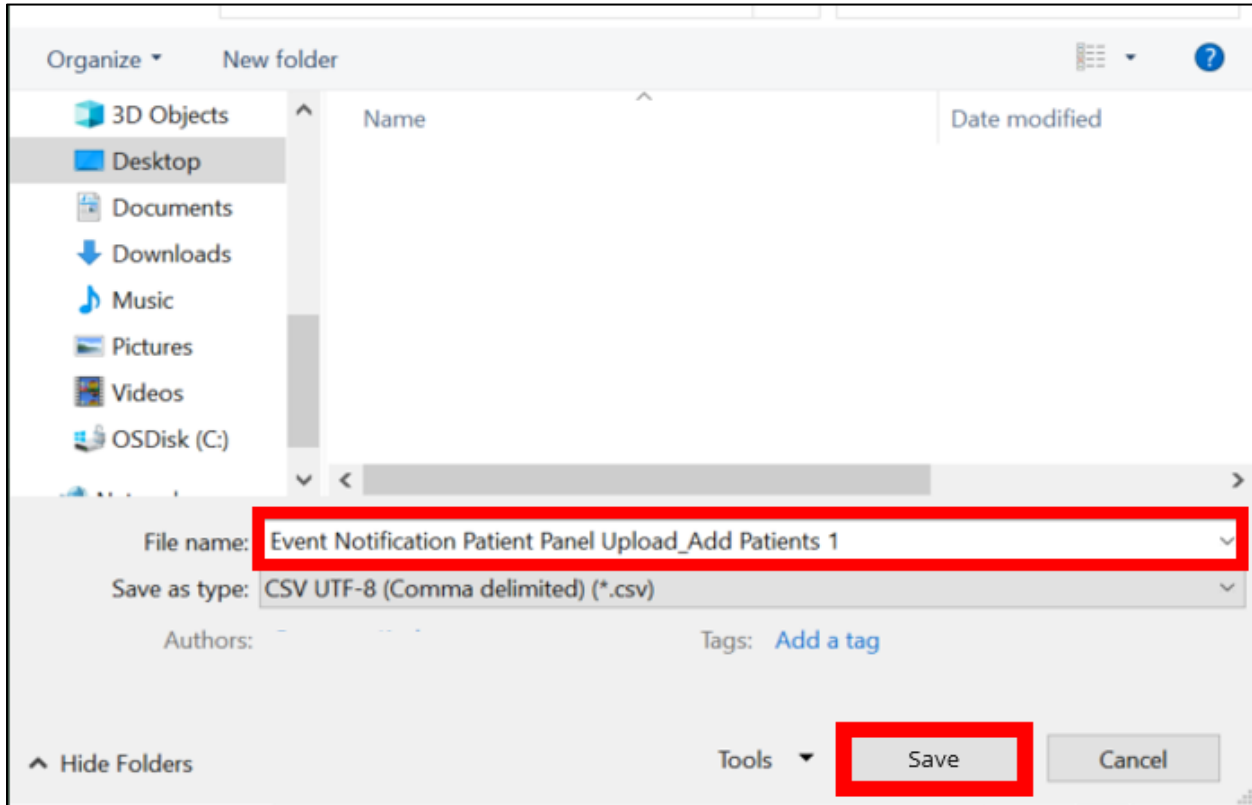


15. The *Save As* pop-up displays. To save the Event Notification Patient Panel Upload file, **Select CSV UTF-8 (Comma delimited)(*.csv)** from the dropdown.

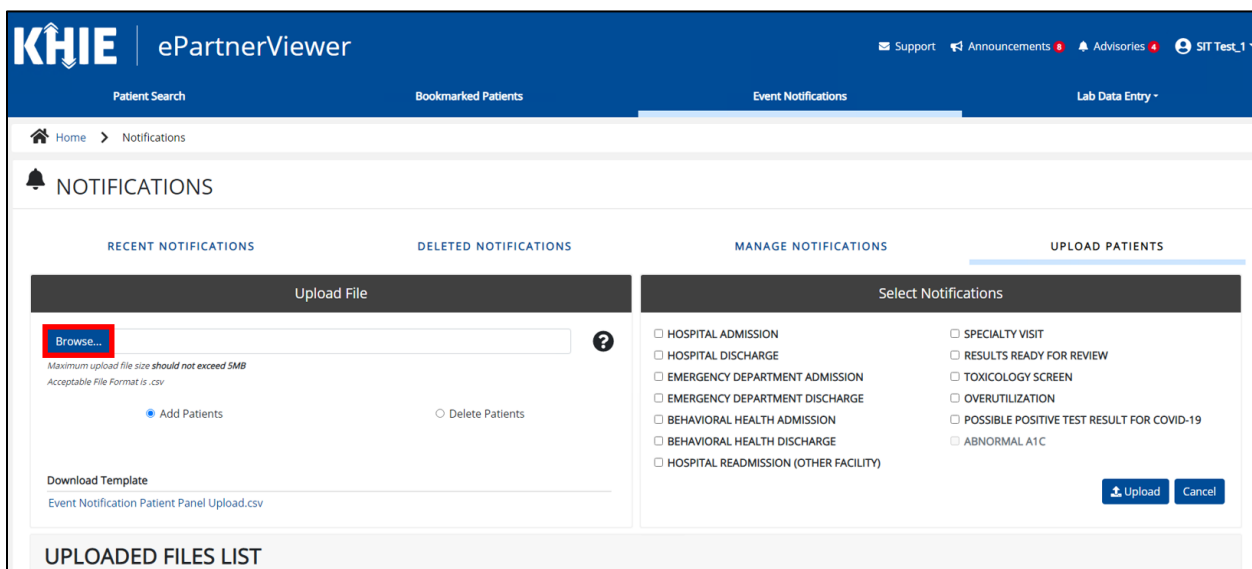


Please Note: The Event Notification Patient Panel Upload file must be a .csv file type to be uploaded to the ePartnerViewer.

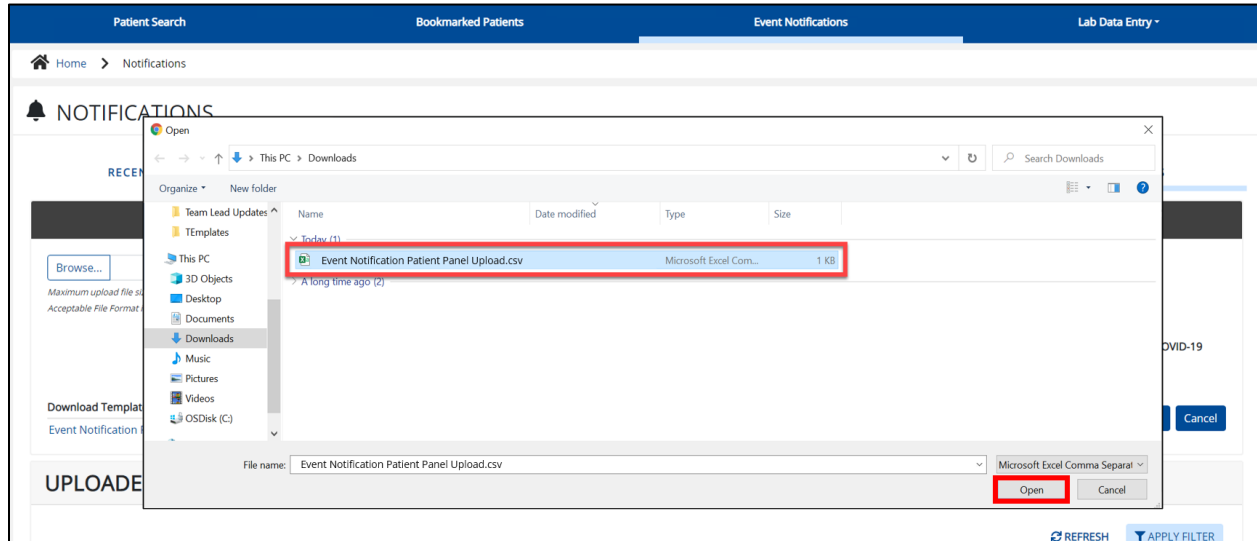
16. You have the option to change the file name of the Event Notification Patient Panel Upload file in the *File Name* field. For example, the file name could be: **User 1 Patient Panel – Add_04-01-2023**
17. To save the **Event Notification Patient Panel Upload.csv** on your computer, click **Save**.



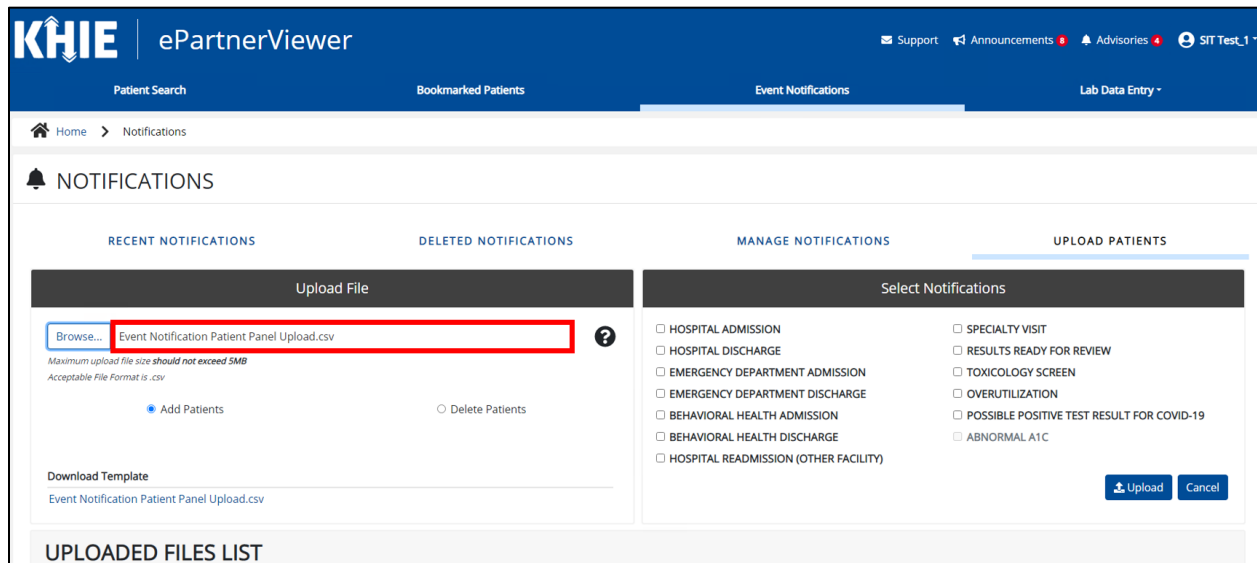
18. On the **Upload Patients** screen, click **Browse** within the *Upload File* section to find and upload the completed Patient Panel.



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



21. Your 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.

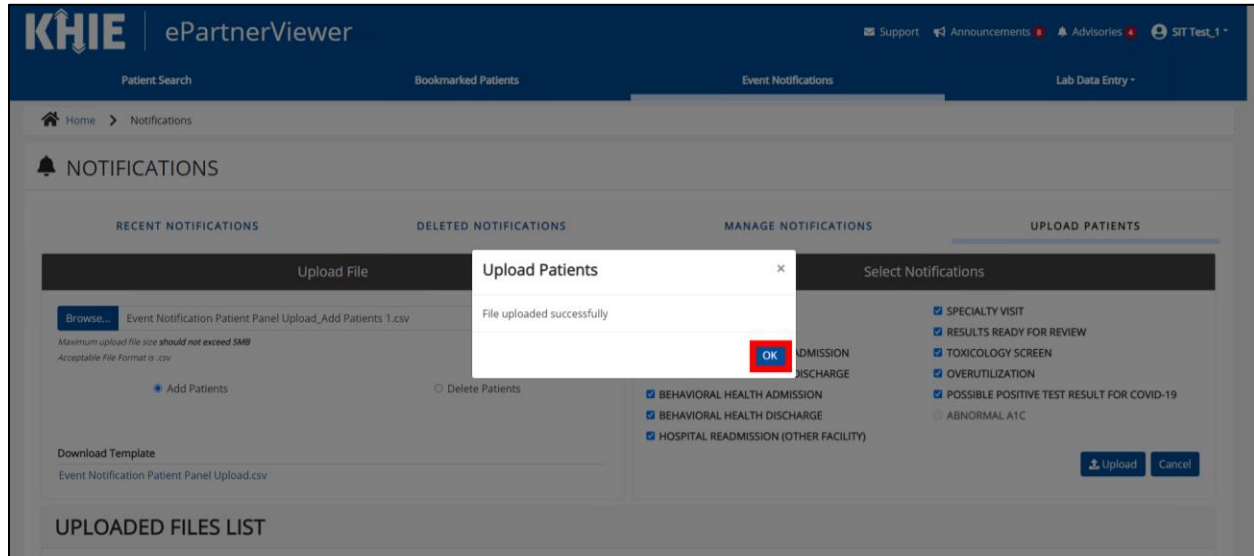
The screenshot shows the 'Event Notifications' page in the ePartnerViewer. The 'Upload File' section on the left has a file upload area with a red box around the 'Add Patients' radio button. The 'Select Notifications' section on the right has a red box around the entire list of checkboxes, which include: 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, and ABNORMAL A1C.

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.

The screenshot shows the 'Event Notifications' page with the 'Upload' button in the 'Select Notifications' section highlighted in red. The 'Add Patients' radio button is also selected. The 'UPLOADED FILES LIST' section is visible at the bottom.

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.

SHOWING 10 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	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

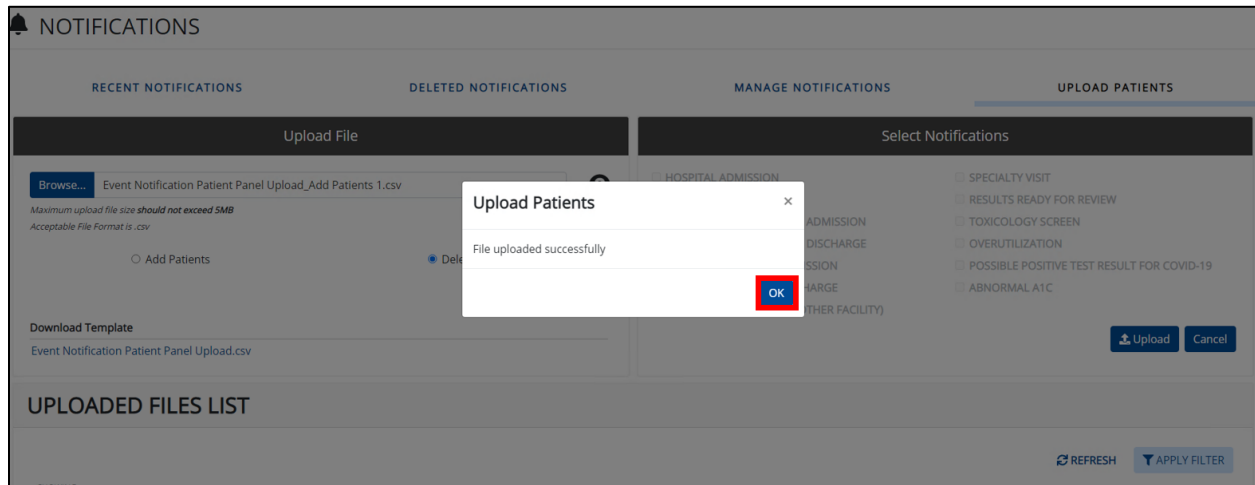
Using the bulk upload template to delete existing patient(s) from a *Clinical User's* patient panel in the ePartnerViewer, *Administrators* must complete the following steps when uploading the Event Notification Patient Panel file:

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.

SHOWING 11 ITEMS								
REFRESH APPLY FILTER								
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

Browse...

Event Notification Patient Panel Upload.csv

Maximum upload file size should not exceed 5MB

Acceptable File Format is .csv

Download Template

Event Notification Patient Panel Upload.csv

Add Patients

Delete Patients

Select Notifications

HOSPITAL ADMISSION

HOSPITAL DISCHARGE

EMERGENCY DEPARTMENT ADMISSION

EMERGENCY DEPARTMENT DISCHARGE

BEHAVIORAL HEALTH ADMISSION

BEHAVIORAL HEALTH DISCHARGE

HOSPITAL READMISSION (OTHER FACILITY)

SPECIALTY VISIT

RESULTS READY FOR REVIEW

TOXICOLOGY SCREEN

OVERUTILIZATION

POSSIBLE POSITIVE TEST RESULT FOR COVID-19

ABNORMAL A1C

Upload

Cancel

UPLOADED FILES LIST

SHOWING 10 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	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		SIT Test_1 (khie_SIT_TEST_01@mailinator.com)

4 Review Uploaded Event Notification Patient Panel Files

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

The screenshot shows the 'Event Notifications' section of the KHIE ePartnerViewer. The 'UPLOADED FILES LIST' is displayed, showing a table of uploaded files. The table has the following columns: ACTION, FILE NAME, DATE UPLOADED, DATE PROCESSED, EVENT NOTIFICATIONS, STATUS, DOWNLOAD RESPONSE, and USER. The table contains five rows of data, with the first row highlighted in red.

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)

At the bottom of the table, there is a pagination bar showing 'First', 'Back', '1', '2', '3', 'Next', and 'Last'. The '1' is highlighted. To the right of the pagination bar, it says 'Maximum 5 entries per page'.

Uploaded Files List Enhancements

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

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

UPLOADED FILES LIST								
SHOWING 11 ITEMS		REFRESH APPLY FILTER						
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)	

2. 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								
SHOWING 8 ITEMS		REFRESH APPLY FILTER						
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)	

SHOWING 11 ITEMS

ACTION	FILE
Delete Patients	Event Notification Patient Panel Upload_Defect 473960 1.csv
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv

Upload Patients

PROCESSING STATUS	PROCESS STATUS DESCRIPTION
Successful	The Patient Panel List was successfully processed. • Event notifications will be generated for patient(s) included on this Patient Panel List.
Partially Successful	Not all patients on this Patient Panel List were processed successfully. Some of the patient records were not processed successfully. Event notifications will be generated only for the patient records that were processed successfully. • Event notifications will not be generated for the patient record(s) that were not processed completely.
Pending	The Patient Panel List has not yet been fully processed. • Event notifications will not be generated for the patients on this Patient Panel List until the file has been processed successfully.
Unsuccessful	The Patient Panel List does not meet the defined file structure or contains errors and could not be processed successfully. This means that none of the patient records on the Patient Panel List were processed successfully. • Event notifications will not be generated for any patients on this Patient Panel List.

OK

Processing Status of Uploaded Event Notification Patient Panel Files

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

SHOWING 11 ITEMS							
ACTION	FILE NAME	DATE UPLOADED	DATE PROCESSED	EVENT NOTIFICATIONS	STATUS	DOWNLOAD RESPONSE	USER
Delete Patients	Event Notification Patient Panel Upload_Defect 473960 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
Successful	<p>The Patient Panel List was successfully processed.</p> <ul style="list-style-type: none"> Event notifications will be generated for patient(s) included on this Patient Panel List.
Partially Successful	<p>Not all patients on this Patient Panel List were processed successfully. Some of the patient records were not processed successfully. Event notifications will be generated only for the patient records that were processed successfully.</p> <ul style="list-style-type: none"> Event notifications will not be generated for the patient record(s) that were not processed completely.
Pending	<p>The Patient Panel List has not yet been fully processed.</p> <ul style="list-style-type: none"> Event notifications will not be generated for the patients on this Patient Panel List until the file has been processed successfully.
Unsuccessful	<p>The Patient Panel List does not meet the defined file structure or contains errors and could not be processed successfully. This means that none of the patient records on the Patient Panel List were processed successfully.</p> <ul style="list-style-type: none"> Event notifications will not be generated for any patients on this Patient Panel List.

- 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								
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		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								
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)	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

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
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:

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.

PATIENT NAME	USER NAME	HOSPITAL ADMISSION	HOSPITAL DISCHARGE	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 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 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 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- 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								
<div> REFRESH APPLY FILTER </div>								
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)	

- 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.

UPLOADED FILES LIST								
<div> REFRESH APPLY FILTER </div>								
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)	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							
<div> <div>SHOWING 11 ITEMS</div> <div>REFRESH</div> <div>APPLY FILTER</div> </div>							
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							
<div> <div>SHOWING 11 ITEMS</div> <div>REFRESH</div> <div>HIDE FILTER</div> </div>							
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 you to 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		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		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:

- Navigate to the *Uploaded Files List* section on the **Upload Patients** screen.
- 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							
<div> <div>SHOWING 11 ITEMS</div> <div>REFRESH</div> <div>HIDE FILTER</div> </div>							
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, Results Ready for Review, Toxicology Screen, Overutilization, Possible Positive Test Result for COVID-19	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.

KHIE

ePartnerViewer

Support

Announcements

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SIT Test_1

Patient Search

Bookmarked Patients

Event Notifications

Lab Data Entry

Home > Notifications

NOTIFICATIONS

RECENT NOTIFICATIONS

DELETED NOTIFICATIONS

MANAGE NOTIFICATIONS

UPLOAD PATIENTS

Upload File

Browse...

Maximum upload file size should not exceed 5MB

Acceptable File Format is .csv

Add Patients

Delete Patients

Download Template

Event Notification Patient Panel Upload.csv

Select Notifications

☐ HOSPITAL ADMISSION
☐ HOSPITAL DISCHARGE
☐ EMERGENCY DEPARTMENT ADMISSION
☐ EMERGENCY DEPARTMENT DISCHARGE
☐ BEHAVIORAL HEALTH ADMISSION
☐ BEHAVIORAL HEALTH DISCHARGE
☐ HOSPITAL READMISSION (OTHER FACILITY)

☐ SPECIALTY VISIT
☐ RESULTS READY FOR REVIEW
☐ TOXICOLOGY SCREEN
☐ OVERUTILIZATION
☐ POSSIBLE POSITIVE TEST RESULT FOR COVID-19
☐ ABNORMAL A1C

Upload


Cancel

UPLOADED FILES LIST


SHOWING 11 ITEMS

REFRESH

APPLY FILTER


ACTION	FILE NAME	DATE UPLOADED	DATE PROCESSED	EVENT NOTIFICATIONS	STATUS	DOWNLOAD	USER
	10000000#20230...csv						

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

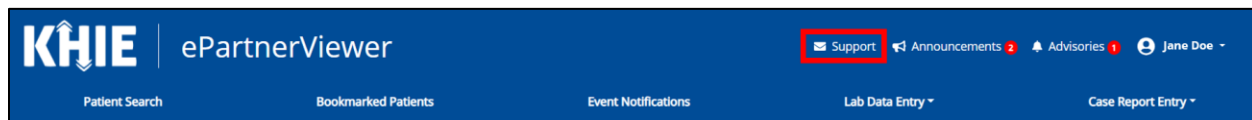
ACTION	FILE NAME	DATE UPLOADED	DATE PROCESSED	EVENT NOTIFICATIONS	STATUS	DOWNLOAD RESPONSE	USER
Add Patients	Event Notification Patient Panel Upload_Add Patients 1.csv	04/04/2023 14:58	04/04/2023 15:00	Hospital Admission, Hospital Discharge, Emergency Department Admission, Emergency Department Discharge, Behavioral Health Admission, Behavioral Health Discharge, Hospital Readmission (other facility)	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 Technical Support

ePartnerViewer Support Tab

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



Toll-Free Telephone Support

For questions and assistance regarding the ePartnerViewer, please call 1 (800) 633-6283.

Email Support

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