

Kentucky Health Information Exchange (KHIE)

Image Exchange in the ePartnerViewer

User Guide

April 2021





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Document Control Information

Document Information

Document Name	Image Exchange User Guide
Project Name	KHIE
Client	Kentucky Cabinet for Health and Family Services
Document Author	Deloitte Consulting
Document Version	0.9
Document Status	Final
Date Released	04/30/2021

Document Edit History

Version	Date	Additions/Modifications	Prepared/Revised by
0.1	02/02/2021	Initial Draft	Philips
0.2	02/08/2021	Version 0.2	Deloitte Consulting
0.3	02/15/2021	Version 0.3	Deloitte Consulting
0.4	02/18/2021	Version 0.4	Deloitte Consulting
0.5	02/22/2021	Version 0.5	Deloitte Consulting
0.6	03/09/2021	Version 0.6	Deloitte Consulting
0.7	03/10/2021	Version 0.7	Deloitte Consulting
0.8	03/12/2021	Version 0.8	Deloitte Consulting
0.9	04/30/2021	Version 0.9	Deloitte Consulting





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PHILIPS



1 Introduction

Overview

This training manual will cover KHIE's Image Exchange functionality in the ePartnerViewer. Users with *Clinical Roles* will have the ability to view images and authorized *Clinical Users* with the *PACS Administrator* role will be able to export the images to a destination Picture Archiving and Communication System (PACS) of their choosing. The *PACS Administrator* role will be discussed in Section 5 of this guide.

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 Internet Explorer	
Not supported	Not supported
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 <u>not</u> 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 must be provisioned with a *Clinical Role* in the ePartnerViewer.
- 3. Users are required to have a Kentucky Online Gateway (KOG) account.
 - Details on creating a KOG account are in *Section 2 KOG Registration and Login* of this guide.
- 4. Users are required to complete Multi-Factor Authentication (MFA).
 - 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 PACS Administrator Role in the ePartnerViewer, Users will receive an invitation email to register for the Kentucky Online Gateway (KOG).
- 2. Users must click the hyperlink named *Click here to Complete the Process* that's located in the Invitation email.

[EXT] You've been identified as an authorized user of the Kentucky	Health Information	Exchange, Kł	HIE	
KOG_DoNotReply <kog_donotreply@ky.gov></kog_donotreply@ky.gov>	S Reply Keply All	→ Forward	1.06 PM	
Jane Doe, You've been identified as an authorized user of the Kentucky Health Information Please follow the instructions below to gain access to the KHIE Interim Portal. Click here to complete the process Kentucky Online Gateway	Exchange, KHIE.	F11 9/4/2020	100 PW	
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 I Users click the link and do not complete the registration proces expires, the KHIE Org Admin must send another invitation to creat account.	ink is only valid for s, a new link must l ate a Kentucky Onlir	a one-time be sent. If th he Gateway	use. lf ne link (KOG)	





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

Mytemucky gov	FAQ Help 🏵 English ~
Welcome to the Kentucky Online Gateway	
Are you doing business in or with the Commonwealth of Kentucky? Are you a citizen or resident applying for or receiving benefits? Are you seeking government services from the Commonwealth? If you answered "Yes" to any one of these questions, please sign into your existing Kentucky Online Gateway account or click on the button below to create an account. SIGN IN CREATE ACCOUNT	State Employee Gateway Login Login to your State Employee account using either your: EMAIL ADDRESS -OR-
Station	
Please Note: If Users already have an existing from which they received the invitation to experience the Users should log into KOG using their structure that the the transformed the transformation of tr	ing KOG account with the same email address enroll, they should not create a new account. existing credentials.
 From here, Users will enter their Registrat with asterisks (*). 	ion Information. Mandatory fields are marked
5. Enter First Name.	
6. Enter Last Name.	
7. Enter Email Address .	
Please Note: Users MUST register using received the invitation to enroll.	the same email address from which they
8. Confirm Email Address.	
9. Enter Password .	
10. Confirm Password .	
11. Enter Street Address, City, State, and Z	ip Code.
12. Enter Answer to Security <i>Question</i> 1.	





13. Enter **Answer** to Security *Question* 2.

If you already have an existing your account.	Kentucky Online Gateway (KOG) Account, please	click here to reset your password OR	click on the CANCEL button below to log i
lease fill out the form below and clic All fields with * are required.	:k Sign Up when finished.		
• First Name	Middle Name	* Last	Name
* E-Mail Address		• Verify E-Mail Address	
* Password		* Verify Password	
Mobile Phone		Language Preference	
		English	
Street Address 1		Street Address 2	
City		State	Zip Code
Question		* Answer	
In what city were you born? (Enter full	i name of city only) 🗸		
Question		* Answer	





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

If you already have an existing your account.	Kentucky Online Gateway (KOG) Accou	int, please (click <u>here</u> to reset your passw	ord OR click on the CANCEL	button below to log i
Please fill out the form below and clic	k Sian Un when finished				
All fields with * are required.	k sign op men moned.				
• First Name	Middle Name			• Last Name	
Jane	L			Doe	
* E-Mail Address			* Verify E-Mail Address		
jane.doe@gmail.com			jane.doe@gmail.com		
* Password			* Verify Password		
Mobile Phone			Language Preference		
(999) 999-9999			English		
Street Address 1			Street Address 2		
11 Mill Creek Park					
City			State		Zip Code
Frankfort			Kentucky	~	40601
Question			* Answer		
In what city were you born? (Enter full	name of city only)	~	Frankfort		
Question			* Answer		
Question					

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.

16. Users must check their email to complete the KOG Account Validation process.

	FAQ Help 🛛 Er	nglish 🔻
		-
F	Please complete your Kentucky Online Gateway Profile	
	YOU HAVE 4 HOURS TO COMPLETE THE PROCESS	
	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 in your inbox, please check your spam or junk folder. If no email was received <u>click here.</u>	
	If you have already verified your account by clicking the link provided in the email, please click on SIGN IN button to continue.	
_		_
Please N and Span	Note: If the verification email is not in the inbox, Users should check the n folders.	Junk



please destroy all copies.



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 <u>KOG_DoNotReply@ky.gov</u>.
- 18. Click the **link** in the email to proceed.

From: KOG_DoNotReply < <u>KOG_DoNotReply@ky.gov</u> >
To: jane.doe@gmail.com
Subject: Account Verification
Reply-To: < <u>KOG_DoNotReply@ky.gov</u> >
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,

19. Clicking the **link** navigates you to the **KOG Login Page**.

Citizen (or) Business Pa	way Account.	WARNING This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site or any information accessed through this site. For
Email Address		ts intended purpose Unauthorized access or disclosure of personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this
Enter Email Address		website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows
Password	Forgot/Reset Password?	applicable federal and state guidelines to protect the information from misuse or unauthorized access
Enter Password		mondation non mode of smathematics access.
Resend Account Verification Email	SIGN IN	Don't already have a Kentucky Online Gateway Citizen Account? Create An Account
		Click here to select user account



KHIE Image Exchange User Guide



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

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

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

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

22. Users must click **Sign In**.

FAQ Help 🍳 English 🗸
WARNING This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site, or any information accessed through this site, for its intended purpose. Unauthorized access or disclosure of
personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows applicable federal and state guidelines to protect the information from misuse or unauthorized access
Don't already have a Kentucky Online Gateway Citizen Account?
Create An Account <u>Click here to select user account ty</u>





23. After logging in, users 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.

Register as a Kentucky Organ	Donor		
With the passing of KY SB77 a created the below form for Ke please fill out the required fie information on what it means	nd in partnership with Donat ntuckians to join the Kentuck ids below, select the consent to be an organ donor, please	te Life Kentucky, the Kentucky Online Gatew ky Organ Donor Registry. If you'd like to join .checkbox, and click the "Register" button. I e visit https://donatelifeky.org/why-donate/	ay has the KYDR, For more
* First Name	Jane		
* Last Name	Doe		
Register as a Kentucky Orga	an Donor		×
Would you like to r With the passing o has created an o	egister as an organ donor? If KY S877 and in partnership v nline portal for Kentuckians t at it means to be an organ dom	with Donate Life Kentucky, the Kentucky Onlin to Join the Kentucky Organ Donor Registry or plasse with Entro: //foostellfabi.org.htm.df	e Gateway For more
Would you like to r With the passing o has created an o information on wh Yes, Regist	egister as an organ donor? If KY SB77 and in partnership v nline portal for Kentuckians t at it means to be an organ don ter Now	with Donate Life Kentucky, the Kentucky Onlin to join the Kentucky Organ Donor Registry, or, please visit ettos://donatelifeky.org/why-do Remind me later	e Gateway For more onate/
Would you like to r With the passing o has created an o information on wh Yes, Regist By submitting this registration information entered herein is focument of gift as outlined in sefore death, is considered le, ander 18 years of age, I under time of donation.	egister as an organ donor? of KY S877 and in partnership on nline portal for Kentuckians to at it means to be an organ donor ter Now i affirm that I am the applica true and correct to the best of the Uniform Anatomical Gif gal authorization for donation stand that consent must be of	with Donate Life Kentucky, the Kentucky Onlin to Join the Kentucky Organ Donor Registry. or, please visit <u>Retros://donatelifeky.org/why-do</u> Remind me later ant described on this application and that th of my knowledge. This form will serve as do ft Act. A document of gift, not revoked by th n and does not require the consent of anoth obtained from my parents or legal guardian	e Gateway For more inate/
Would you like to r With the passing of has created an of information on wh Yes, Regist y submitting this registration nformation entered herein is document of gift as outlined in sefore death, is considered leg there of donation.	egister as an organ donor? of KY 5877 and in partnership vi- nline portal for Kentuckians to at it means to be an organ done ter Now I affirm that I am the applica- true and correct to the best of the Uniform Anatomical Gif gal authorization for donation stand that consent must be of agree to the above terms and co	with Donate Life Kentucky, the Kentucky Onlin to Join the Kentucky Organ Donor Registry. or, please visit <u>Ettos://donatelifeky.org/why-do</u> Remind me later ant described on this application and that th of my knowledge. This form will serve as do it Act. A document of gift, not revoked by th n and does not require the consent of anoth obtained from my parents or legal guardian conditions	e Gateway For more inate/ e nor ie donor her. If I am at the

Multi-Factor Authentication

After logging in, Users are asked to complete Multi-Factor Authentication or MFA. Users have the option to receive an 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**.

Ke ^{Onlin}	ntucky ne Gateway	My Account	Sign Out	Help	English	1 🗸
	Multi-Factor Authentication					
	 MFA by Email Verification MFA by Phone Verification Click here to register your Mobile number Send Passcode 					





2. Users must open an email titled *Passcode for MFA* from <u>KOG DoNotReply@ky.gov.</u> Users must open this email in a separate tab.

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 applic	ation you are trying to access requires Multi-Factor Authentication.
Please us MFA proc	e the following verification code within the next 5 minutes to complete the ess: 97526380
lf you nee HelpDesk	d any assistance further, please contact the Kentucky Online Gateway
Kentucky Kentucky	Online Gateway Online Gateway HelpDesk
NOTE: Do	o not reply to this email. This email account is only used to send messages.
Privacy N may conta send this i to get this	otice: This email message is only for the person it was addressed to. It in restricted and private information. You are forbidden to use, tell, show, or nformation without permission. If you are not the person who was supposed 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.

Ke ^{Onl}	e ntucky ine Gateway			Welcome Mitch Cavallo M	My Account	Sign Out Help	English 🗸
	Multi-Factor	Authentication					
	A one-time pass below.	scode has been sent to th	he email address associated with t	his account. Please enter the passo	ode in the b	хох	
	E-Mail Address	jane.doe@gmail.com	Resend Passcode?				
	Enter Passcode	97526380	Authenticate				
	Didn't get your passco	de? Sometimes it can tal	ke up to 5 minutes. If it's been long	ger than that, press "Resend passco	de" button	above.	





4. Users must click **Authenticate** to proceed.

Ke On	entucky Iline Gateway			Welcome Mitch Cavallo My /	Account Sign Out Help	English 🗸
	Multi-Factor	Authentication				
	A one-time pass below.	scode has been sent to t	he email address associated with thi	is account. Please enter the passcode	e in the box	
	E-Mail Address	jane.doe@gmail.com	Resend Passcode?			
	Enter Passcode	97526380	Authenticate			
	Didn't get your passco	de? Sometimes it can ta	ke up to 5 minutes. If it's been longe	er than that, press "Resend passcode	" button above.	





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**.

Kentuck Online Gates	K y way	Welcome Jane Doe	My Account Sign Out	Help	English 🗸
	Multi-Factor Authentication				
	 MFA by Email Verification MFA by Phone Verification Click here to register your Mobile number 				
	Send Passcode				

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**.

ucky we iateway	elcome Jane Doe	My Account	Sign Out	Help	English	~
Multi-Factor Authentication						
Register Your Mobile Number						
Enter Mobile Phone (999) 999-9999 ex: Send Passcode (555) 555-5555						
Disclaimer : • Standard text messaging and data rates may apply. • The Kentucky Online Gateway will never provide your information to outside entities or s	sell it to mark	eting				
	Multi-Factor Authentication Register Your Mobile Number Enter Mobile Phone (999) 999-9999 EX: Send Passcode Disclaimer : Standard text messaging and data rates may apply. The Kentucky Online Gateway will never provide your information to outside entities or	Welcome Jane Doe Multi-Factor Authentication Register Your Mobile Number Enter Mobile Phone (999) 999-9999 ex: Send Passcode Disclaimer : • Standard text messaging and data rates may apply. • The Kentucky Online Gateway will never provide your information to outside entities or sell it to market	Welcome Jane Doe My Account Multi-Factor Authentication Register Your Mobile Number Enter Mobile Phone (999) 999-9999 (555) 555-5555 Send Passcode Disclaimer : • Standard text messaging and data rates may apply. • The Kentucky Online Gateway will never provide your information to outside entities or sell it to marketing	Welcome Jane Doe My Account Sign Out Multi-Factor Authentication Register Your Mobile Number Enter Mobile Phone (999) 999-9999 Exc Send Passcode Disclaimer : • Standard text messaging and data rates may apply. • The Kentucky Online Gateway will never provide your information to outside entities or sell it to marketing	Welcome Jane Doe My Account Sign Out Help Multi-Factor Authentication Register Your Mobile Number Enter Mobile Phone (999) 999-9999 ex: Send Passcode Usclaimer : • Standard text messaging and data rates may apply. • The Kentucky Online Gateway will never provide your information to outside entities or sell it to marketing	Multi-Factor Authentication Register Your Mobile Number Enter Mobile Phone (1999) 999-9999 EX: Send Passcode (555) 555-5555 Disclaimer : • Standard text messaging and data rates may apply. • The Kentucky Online Gateway will never provide your information to outside entities or sell it to marketing

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.



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 proceed.

Multi-Factor Authentica	tion	
Your one-time passcode has into the below field and click	been sent as a text me the "Validate & Verify'	ssage to your mobile number. You have 4 minutes to enter the passcode " button.
Verify Your Mobile Numbe	r	
Enter Mobile Phone	(999) 999-9999 ex	Resend passcode
	(555) 555-5555	
Enter Passcode	53071948	Validate & Verify
Didn't get your passco	de? Sometimes it can t	ake up to 5 minutes. If it's been longer than that, try again.
Please Note: Users message.	must enter th	e passcode within 5 minutes of receiving the text



3 Logging into ePartnerViewer

1. To navigate to the ePartnerViewer, click **Launch** on the KHIE ePartnerViewer application tile located on the **KOG Dashboard** screen.



- 2. **Multi-Factor Authentication**. After logging in, users are asked to complete Multi-Factor Authentication or MFA. Users have the option to receive an MFA passcode by Email or Text.
 - To complete Multi-Factor Authentication by Email, Users must complete steps 1 through 4 in sub-section *MFA by Email Verification*.
 - To complete Multi-Factor Authentication by Text, Users must complete steps 1 through 6 in sub-section *MFA by Phone Verification*.

Kentucky Online Gateway	Welcome	My Account	Sign Out H	elp Englis
Multi-Factor Authentication				
MFA by Email Verification MFA by Phone Verification Send Passcode				





Terms and Conditions of Use and Logging In

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

KHIE ePartnerViewer	9 Mitch Cavallo -
TERMS AND CONDITIONS OF USE	:
 EXERTING PROVIDER USAGE TERMS AND CONDITIONS EXECTING THE VOIDER USAGE TERMS AND CONDITIONS Larcept the following terms and conditions of the Kentucky Health Information Exchange (KHIE): I am a healthcare provider currently treating a patient. I am a healthcare provider currently treating appatent. I am currently bound by a Health Information Exchange Participation Agreement with the Division of Health Information or have a current relationship as an authorized user of a participating provider of the Division of Health Information. I understand that data available on KHIE is only that Information available according to state and federal law. The Medicaid claims data will not include records of the following: I Wir medical procedures and test. Diagnosis codes associated with alcoholabuse and drug treatment program records and NDC codes of drugs associated with the treatment of those patients. I understand that all data available on KHIE WILL NOT include HIV medical procedures and tests, regardless of source. Select 1 accept the usage terms and conditions. 	Access restricted beyond this point. You must accept terms and conditions before proceeding.

3. Users must click **I Accept** every time before accessing a patient record in the ePartnerViewer.

KHIE ePartnerViewer	9 Mitch Cavallo •
TERMS AND CONDITIONS OF USE	
 Horms and conditions Horms and conditions of the Kentucky Health Information Exchange (KHIE): I am a healthcare provider currently treating a patient. I am currently bound by a Health Information Exchange Participation Agreement with the Division of Health Information or have a current relationship as an autored user of a participating provider of the Division of Health Information or Health Information exchange (KHIE): I understand that data available on KHIE is only that Information available according to state and federal law. HV medical procedures and test. Diagnosis codes associated with alcohol abuse and drug treatment program records and NDC codes of drugs associated with the treatment of those patients. I blagnosis codes associated with AUELINDT include HV medical procedures and tests, regardless of source. Beter 1 accept to accept the usage terms and conditions. 	Access restricted beyond this point. You must accept terms and conditions before proceeding.
Copyright 2019 Healthinteractive Hisksheltss.copy Hit	Version: 1.0.0
Please Note: The right side of the Portal is grayed out a states: Access is restricted beyond this point. You must accept the proceeding.	and displays a message that terms and conditions before





- 4. Once Users click **I Accept**, the grayed-out section becomes visible. A message appears that indicates the User is associated with an *Organization*. (This is the name of the User's organization.)
- 5. Users must click **Proceed to Portal** to continue.

KHIE ePartnerViewer	😫 Mitch Cavallo 👻
TERMS AND CONDITIONS OF USE	
 HORDER DATAGE PROVIDER USAGE TERMS AND CONDITIONS Laccept the following terms and conditions of the Kentucky Health Information Exchange (KHIE): a ma healthcare provider currently treating a patient. a ma healthcare provider currently treating a patient. a urently bound by a Health Information Exchange Participation Agreement with the Division of Health Information or have a current relationship as an authorized user of a participation of the Division of Health Information or have a current relationship as an authorized user of a participation of the Division of Health Information. b Inderstand that data available on KHIE is only that Information available according to state and federal law. HIV medical procedures and test. HIV medical procedures and test. Junderstand that all data available on KHIE WILL NOT include HIV medical procedures and tests, regardless of source. Select 1 accept to accept the usage terms and conditions. 	You are part of the below mentioned organization. Please click on proceed to continue. KHE Smoke Test Organization Proceed to Portal Cancel
Please Note: Users who click Cancel will see a pop-up no User is about to be logged out. Use of the ePartnerView acceptance of KHIE's Terms of Use. Users must click either proceed to the ePartnerViewer.	otification that indicates the er portal is subject to the Logout Now or Cancel to





4 Viewing Images in the ePartnerViewer

Users with a *Clinical User* Role are authorized to view scaled-down diagnostic images in the ePartnerViewer.

1. Upon logging in, the ePartnerViewer opens in myDASHBOARD where Users can quickly search for a patient by entering the patient's **First Name**, **Last Name**, and **Date of Birth**.

KHIE ePartnerView	wer				θ	
Patient Search Bi	ookmarked Patients	Event Notifications	Secure Messaging [2*	Lab Data Entry *	📞 Support	
😭 Home						
		myDASH	BOARD			
Quick Search	Bookma	arked Patients 🔹		Event Notifications (Past 72 Hours)		6
First Name Last Name	-			There is no data to be displayed		
Date Of Birth MM/DOYYYY Search	-					
Q ADVANCED SEARCH	> VIEW ALL E	BOOKMARKED PATIENTS				

Please Note: Users should enter the patient's Date of Birth to narrow down the Patient Match results in case there are multiple patients with the same first and last names.

If the patient's Date of Birth is unknown, Users should click **Advanced Search** to enter the patient's **Age Range**.

If the patient's Sex is known, Users should select the **Patient Sex**.

2. Click Search.

KĤIE	ePartnerViewer				9
Patient Sei	arch Bookmari	ked Patients Event Notifications	Secure Messaging [2"	Lab Data Entry •	📞 Support
Home					
		myDA	SHBOARD		
	Quick Search	Bookmarked Patients)	Event Notifications (Past 72 Hours)	0
First Name	Last Name			There is no data to be displayed	
Demoone	Radpat				
Date Of Birth					
08/01/1983	Search				
c	ADVANCED SEARCH	> VIEW ALL BOOKMARKED PATIENTS		₽ REFRESH > VIEW ALL NOTIFICATIONS	





- 3. The Patient Search results display. Select the appropriate Patient Match.
- 4. Click **View** to open the patient record. It will open in the **Patient Summary**.

KĤIE ePartn	erViewer					9
Patient Search	Bookmarked Patients		Event Notifications	Secure Messaging [2"	Lab Data Entry -	📞 Support
Home > Patient search						
PATIENT	SEARCH			1 PATIENT	MATCH FOUND	
First Name Demoone			37 years old	RADPAT, DEMOONE	Address 121 MAN OWAR DR QUAKERTOWN	VIEW
Radpat				Sex M	LEXINGTON KY 40802	
Sex	Unspecified Male		Q VIEW 0 SIMIL	AR RESULT		•
Date Of Birth MM/DD/YYYY	O Female					
08/01/1983						
Age Range						
° 0-1	15 1	15				
SEA	ксн					
Clea	r All					

5. Click the **Reports** tab to view the images.

KĤIE eP	artnerViewer							9
Patient Search	Bookmarked P	latients	Event Notifications	Secure Me	ssaging 🛛	Lab Data	a Entry +	نې Support
Home > Patient search	h > DEMOONE RADPAT							
37 years old	RADPAT, DEMOONE DOB 1983/08/01	Sex M	Address 121 MAN	OWAR DR QUAKERTOWN	I LEXINGTON KY 40802		🗍 Bookmark	View More
DATE SELECTION Showing Data for 2020/02/19 to	O 3 months	O 6 months	O 9 months		12 months	O Custom	E	C Retrieve
Patient Summary	Medications & Allergies	Clinical Documents	Laboratory & Pathology	Reports	Encounters	Immunizations	Uncategorized	Patient Demographics
🔮 CLINICAL DOCUME	NTS			LABORATO	RY		L RADIOLOGY	
DATE 🗸	NAME	There is no dat	ta to be displayed	There	e is no data to be display	yed	COMPLETED DATE 👻	NAME
02/18/2021	KHIE Summary CCD						12/05/2020	RadTesting UAT Imaging
01/22/2021	IMAGE_US_MCCH_MCCH40 821							
01/12/2021	IMAGE_CT_MCCH_MMM202 0							
01/11/2021	IMAGE_CT_MCCH_20210111 411							
01/07/2021	IMAGE_RTRECORD_MCCH_K LM90							
> VIEW ALL CLIN	VICAL DOCUMENTS						> VIEW ALL	RADIOLOGY





6. Click the **Images** tab.

KÎLE ePa	artnerViewer					Θ
Patient Search	Bookmarked Pat	lents	Event Notifications	Secure Messaging [2"	Lab Data Entry *	📞 Support
Home > Patient search	> DEMOONE RADPAT					
37 years old	RADPAT, DEMOONE DOB 1983/08/01	Sex M	Address 121 MAN O	WAR DR QUAKERTOWN LEXINGTON KY 40802		Bookmark View More
DATE SELECTION Showing Data for 2020/02/19 to 20	O 3 months	O 6 months	O 9 months	12 months	O Custom	C Retrieve
Patient Summary	Medications & Allergies	Clinical Documents	Laboratory & Pathology OTHER T	Reports Encounters	Immunizations Uncat	Patient Demographics
AVAILABLE [Organize Docum	DOCUMENTS	Can't find what y A submitted rep also appear her > View Unc	you're looking for? ort that has not been designated e. categorized Data	as a particular type of result will be included in L	Uncategorized data. Laboratory. Patho	logy, Transcription and Radiology reports may
12/05/2020 RadTesting UAT 12/05/2020 RadTesting UAT	r Imaging 6:39:38 am	CRADTESTING	UAT IMAGING	OBSERVATION DAITE 2020/12/05	TIME OBTAINED 06:39	T APPLY FILTER

7. Select the **desired document** from the list of Available Documents located on the left side of the screen.

KHIE eParte	nerViewer						Mitchell Cavallo -
Patient Search		Bookmarked Patients	Event Notification	IS	Secure Messaging 🛛		📞 Support
Home > Patient search >	DEMOONE RADPAT						
37 years old	RADPAT, DEMOONE DOB Aug 01 1983	Sex M	Address 121 MAN	OWAR DR QUAKERTOWN LEXINGTON KY 4080	2	💭 Bookmark	View More
DATE SELECTION	O 3 months	O 6 months	O 9 months	12 months	O Custom	C Retriev	6
Showing Data for Feb 23 2020 to Feb 22	2021						
Patient Summary	Medications & Allergies	Clinical Documents	Laboratory & Pathology R	eports Encounters	Immunizations	Uncategorized	Patient Demographics
	RADIOLOGY REPORTS		OTHER TRANSC	RIBED REPORTS		IMAGES	
AVAILABLE Organize docu Organize docu FILTER DOCUMENTS Sauch by name or tota O12220201 IMAGE_US_MCCH_MM O17172021 IMAGE_CT_MCCH_MM O17172021 IMAGE_CT_MCCH_MM O17072021 IMAGE_CT_MCCH_20 I272372020 IMAGE_US_MCCH_20	DOCUMENTS M mett 20 K K CC440021 12:03:18 am MI3020 7:37 37 am 20111411 7:45:00 am CC4_KLM90 22:652 pm 2038704N 7:41:00 am V						
Сор	yright 2019 HealthInteractive		HEALTHÖNTERACING HIE			Version: 1.0.0	





8. The images display as thumbnail images. To view a larger version, click on the desired **thumbnail image**.



9. A larger version of the image displays.



Please Note: The images viewed in the ePartnerViewer are low resolution images and are not intended for diagnostic purposes. To view high resolution images, Users with the *PACS Administrator* role must export images to their local Picture Archiving and Communications System (PACS).

KHIE Image Exchange User Guide



5 Exporting Images

To view high-resolution images, Users must export images to their local Picture Archiving and Communications System (PACS) using DICOM or XCA-i. Only authorized *Clinical Users* with the additional *PACS Administrator* role have the option to export images to a local PACS system.

Please Note: Prerequisite: Users must have *Clinical User* role and *PACS Administrator* role to export images. In order to **view** images, Users must have a *Clinical User* role. In order to **export** images, Users must have a *Clinical User* role to view the images **PLUS** the *PACS Administrator* role to export the images.

1. Click Actions. Under the Actions drop-down, click Export.





2. An Export Images Pop-up Menu displays. Select the **appropriate target PACS system** from the *Destination* field drop-down.

Series Desc 1 (3)		Not for diagnostic use - Series 4, Image 1 / 1
	- Export Images of 'IMAGE_US_MCCH_20203870HN'	⊲ 2 - 3
* Series Desc 2 (2)	Destination PACS1 V Image: Normal pacest Image: Select series Overanit PACS2 Image: Select pacest Image: Select pacest Image: Vision pacest Image: Vision pacest Image: Vision pacest Image: Vision pacest	- 4 - 5 - 6
<i>(1</i>)	Comments	⊲ 7 - 8 - 9
• Series Desc 3 (2)		- 10 - 11 - 12
	- FR: 31,, Tl(5): - Mt -	- 13

3. Select the **appropriate series** for exporting the image.

Destination PACS1	Select series
No manual modifications	☑ Select all
O Overwrite values	US Series Desc 1 (3)
 Select from worklist 	US Series Desc 2 (2)
	US Series Desc 3 (2)
	US Series Desc 4 (1)
	▲ Only the selected series will be exported.
	Cancel





- 4. If desired, enter **additional details** about the image in the *Comments* field.
- 5. Once complete, click **OK**.

Destination PACS1 V No manual modifications Overwrite values Select from worklist	Select series Select all US Series Desc 1 (3) US Series Desc 2 (2) US Series Desc 3 (2) US Series Desc 4 (1) Only the selected series will be exported. Number of series to be exported: 5
Comments Test 👠 Please don't use sensitive information in your comment.	

6. The **Exports** screen displays the status and details of the image export. The green checkmark indicates that the image was successfully exported.

₽ filter						
Date 🔻	Patient ID	Target	Priority	State	Total	Comments
Feb 18, 2021, 3:10:18 PM	6009f6babe4e57294228e12 4 (UPID)	PACS1		 ✓ 	8	
Feb 18, 2021, 11:53:36 AM	6009f6babe4e57294228e12 4 (UPID)	PACS1		✓	5	Test





7. Click the **Green Checkmark** to view additional details of the image export.

ρ fiter
Date Patient ID Target Priority State Total Comments
Feb 18, 2021, 3:10:18 PM 6009f6babe4e57294228e12 PACS1
Feb 18, 2021, 11:53:36 AM 6009/65ab64457294228e12 PACS1 5 Test
Export Details
Stored 5
Pouna U Failed 0
Failure

6 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 <u>KHIESupport@ky.gov</u>.