



Kentucky Health Information Exchange (KHIE)

ePartnerViewer Enhancements – August 2021: Advisories and Manual Notes

User Guide

August 2021

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Document Control Information

Document Information

Document Name	ePartnerViewer Enhancements - August 2021: Advisories and Manual Notes User Guide
Project Name	KHIE
Client	Kentucky Health Information Exchange
Document Author	Deloitte Consulting
Document Version	2.0
Document Status	Draft
Date Released	08/13/2021

Document Edit History

Version	Date	Additions/Modifications	Prepared/Revised by
1.0	08/09/2021	Initial Draft	Deloitte Consulting
1.1	08/11/2021	Revised Draft	KHIE
1.2	08/11/2021	Revised Draft	Deloitte Consulting
1.3	08/13/2021	Revised Draft	KHIE
2.0	08/13/2021	Revised Draft	Deloitte Consulting
	07/29/2024	Updated KHIE Phone Number	Charlese Blair KHIE

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1 Introduction

As part of KHIE’s ongoing updates and maintenance, additional features and functionality have been developed to enhance the end-user experience and improve upon KHIE’s quick and easy-to-use portal. 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 of the ePartnerViewer.

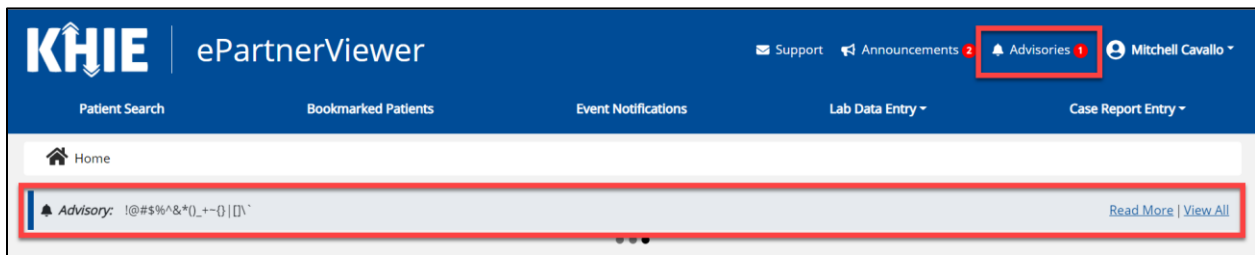
The new features and changes include:

1. **Notes Tab:** Feature that enables KHIE users to manually enter additional health information about a patient. Sharing notes about a patient could be beneficial in filling knowledge gaps in healthcare.
2. **‘Alerts’ Title changed to ‘Advisories’:** The new ‘Alerts’ feature was originally added to the ePartnerViewer in July, 2021. The name has since changed to ‘Advisories’ to distinguish it from Event Notifications that display for specific conditions.

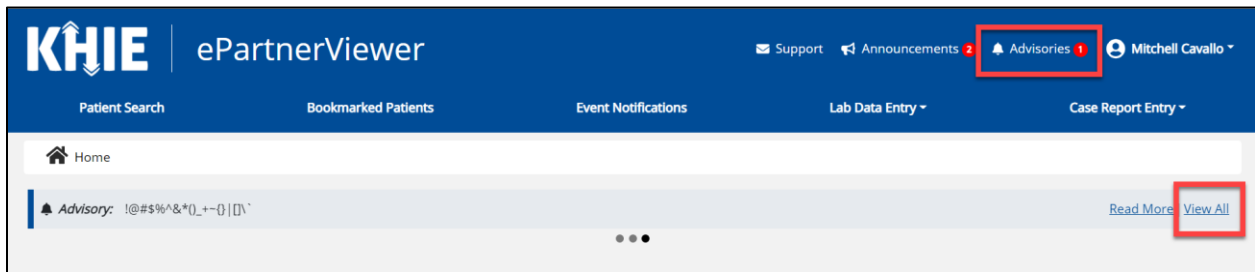
2 Advisories

The **Alerts** feature has been renamed **Advisories**. The main purpose of the **Advisories** feature is to notify ePartnerViewer users of significant public health advisories that are in effect.

1. The Alerts feature on the **myDASHBOARD** screen has been changed to Advisories.

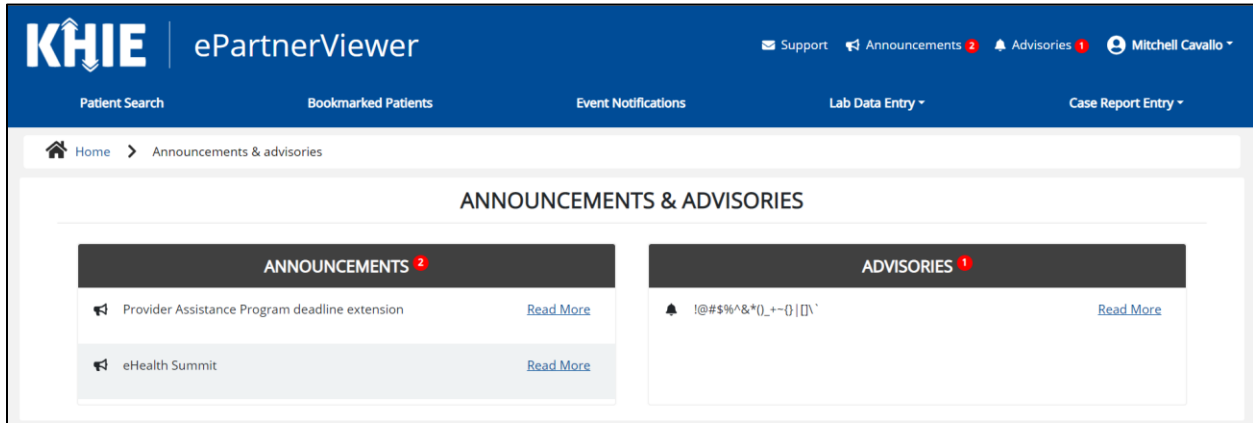


2. There are two options to view the **Advisories**:
 - Click the **Advisories Icon** in the Blue Navigation Bar at the top right.
 - **OR** click **View All** located on the right side of the *Advisory and Announcements* ribbon on the **myDASHBOARD** screen.

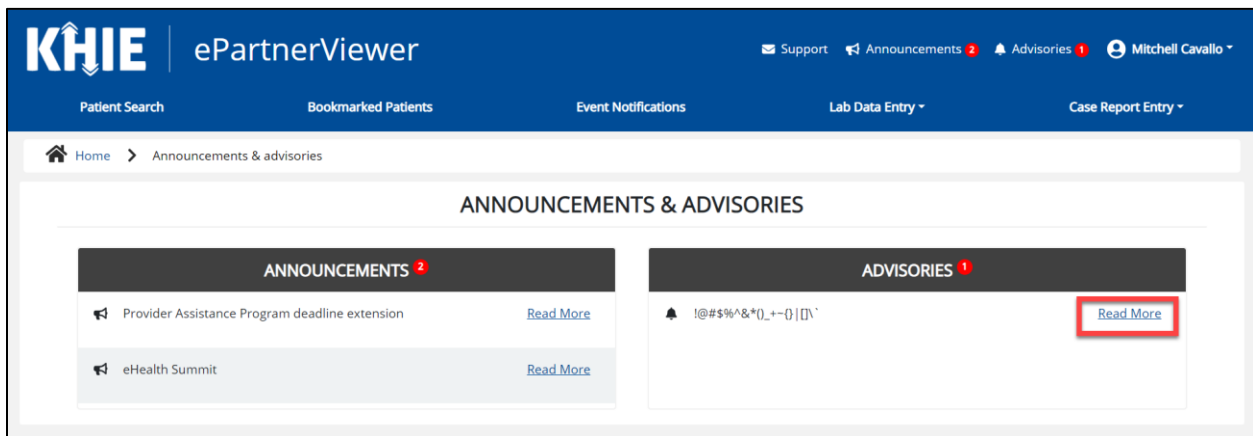


Please Note: The *Advisory and Announcements* ribbon automatically displays a different advisory or announcement every 5 seconds.

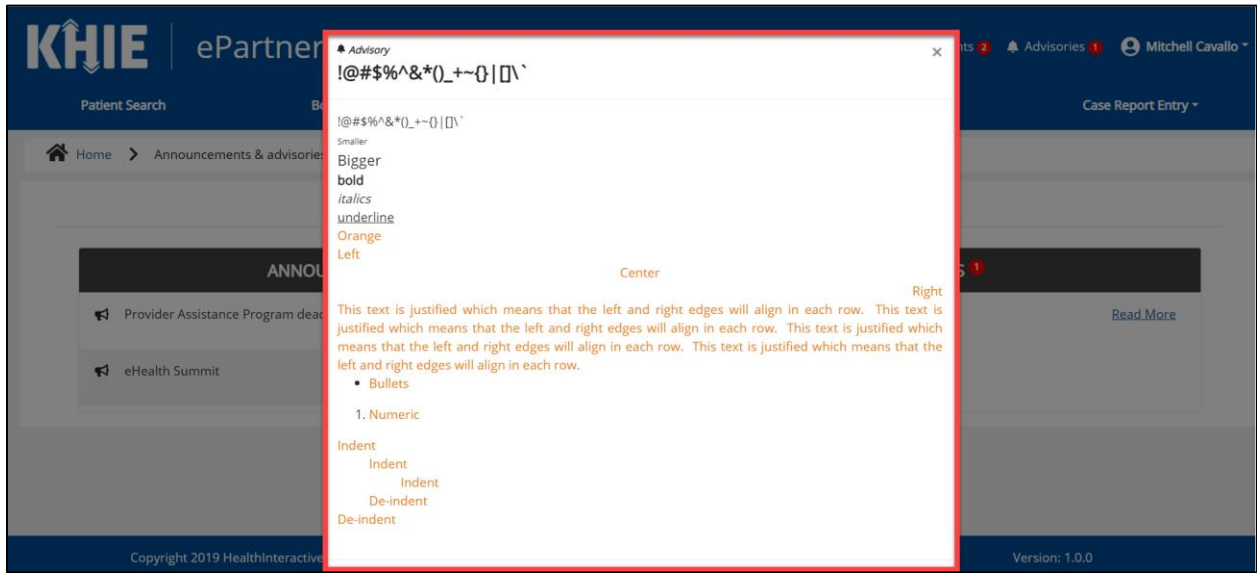
3. The **Announcements & Advisories** page displays.



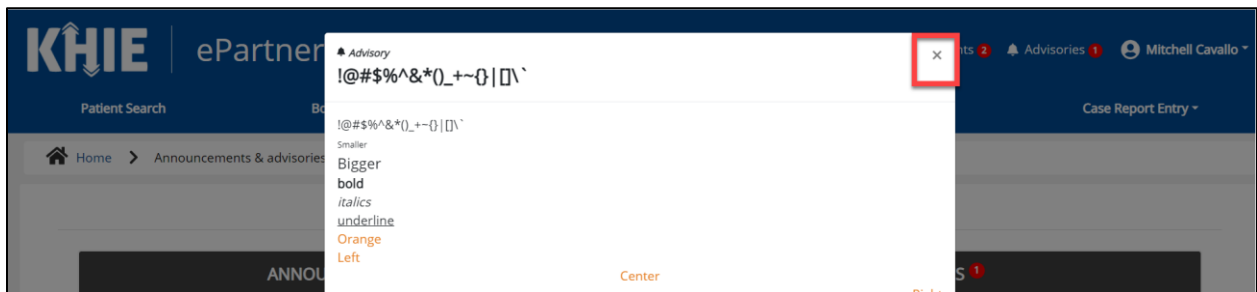
4. To view the details of an Advisory, click **Read More** to the right of the *Advisory*.



5. The **Pop-Up** displays.



6. Click the **X** at the top right to close the pop-up.



3 Manual Notes

A new feature has been added that allows ePartnerViewer users to manually enter notes in a patient's record.

Adding a Note for a Patient

These steps cover how to add and view notes for a patient in the ePartnerViewer.

1. Open a Patient Record.

51 years old
BRADY, BOBBY
DOB Jul 12 1970
Sex M
Address 1234 TEST ST LEXINGTON KY 40137

DATE SELECTION: 3 months, 6 months, 9 months, 12 months (selected), Custom. Retrieve

Showing Data for Aug 05 2020 to Aug 04 2021

ALERT: COVID-19 Positive Patient

DATE	NAME	START DATE	DIAGNOSIS	COMPLETED DATE	NAME	COMPLETED DATE	NAME
08/04/2021	KHIE Summary CCD	08/04/2021	Pecked by Chicken	08/03/2021	SARS-CoV-2 (COVID...	02/27/2021	RadTesting Imagin...
08/04/2021	KHIE Medicaid CCD	08/04/2021	Pecked by Chicken	12/04/2020	SARS coronavirus 2...	12/04/2020	XRAY CHEST 2 VIEW

2. Click the **Notes** tab.

3. The **Notes** screen displays.

DATE SELECTION: 3 months, 6 months, 9 months, 12 months (selected), Custom. Retrieve

Showing Data for Aug 05 2020 to Aug 04 2021

ALERT: COVID-19 Positive Patient

Navigation: Patient Summary, Medications & Allergies, Clinical Documents, Laboratory & Pathology, Reports, Encounters, Immunizations, Uncategorized, Patient Demographics, **Notes**

Add Note*

View

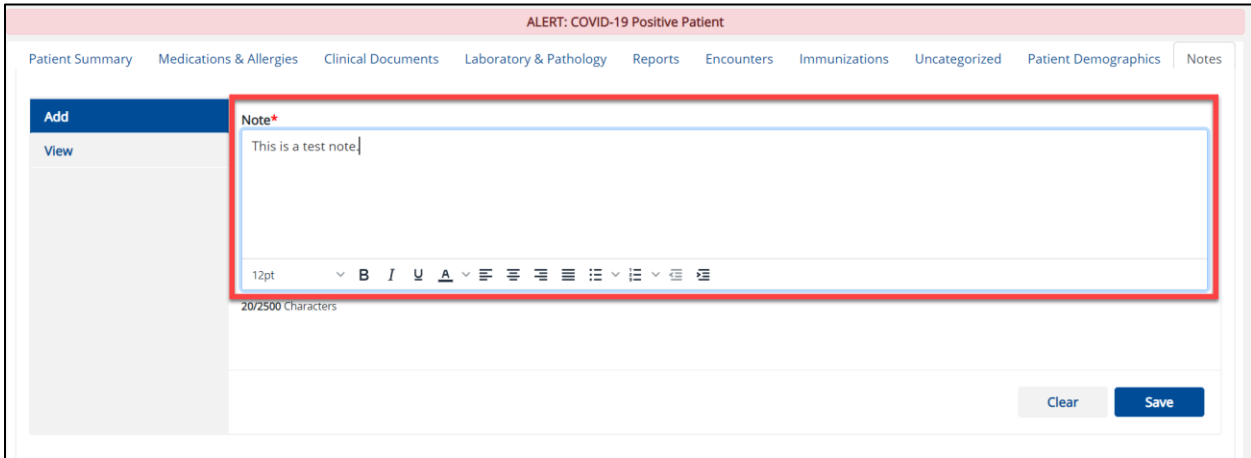
12pt | B I U A | [List Icons]

0/2500 Characters

Clear Save

Please Note: The *Notes* screen automatically opens in the **Add** functionality. The **Add** notes and **View** notes options are visible on the left navigation bar.

4. Enter health **information about a patient** in the *Notes* field. The Notes functionality is intended to capture various health information ranging from documentation of care to determinants of health information. Users should understand that subjective information may be contributed in the Notes Section.

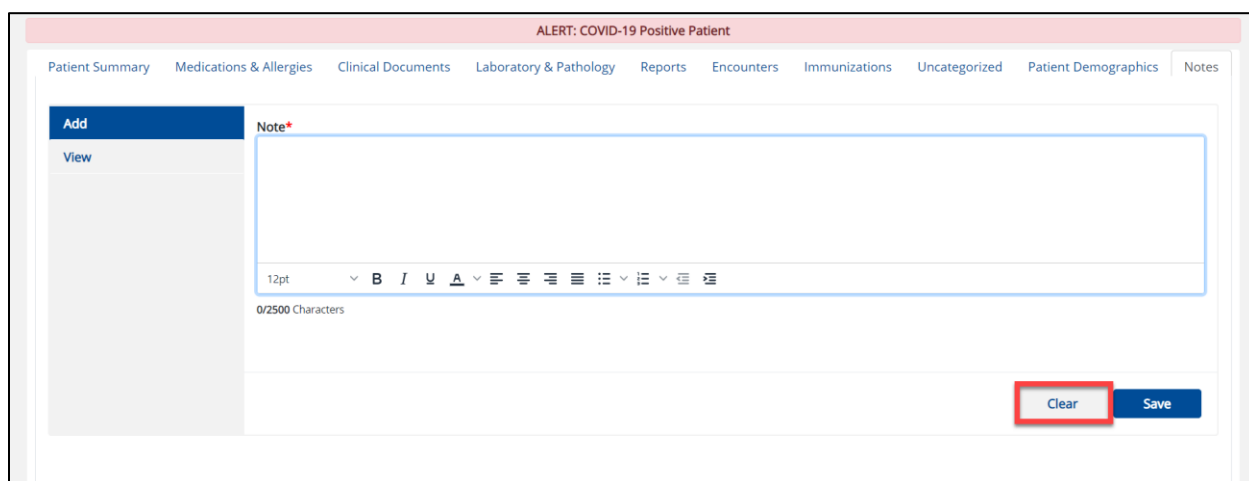


Please Note: The *Notes* field has a limit of 2,500 characters. Spaces and punctuation marks are included in the character limit. Basic text editing and formatting functions are available in the *Notes* field.

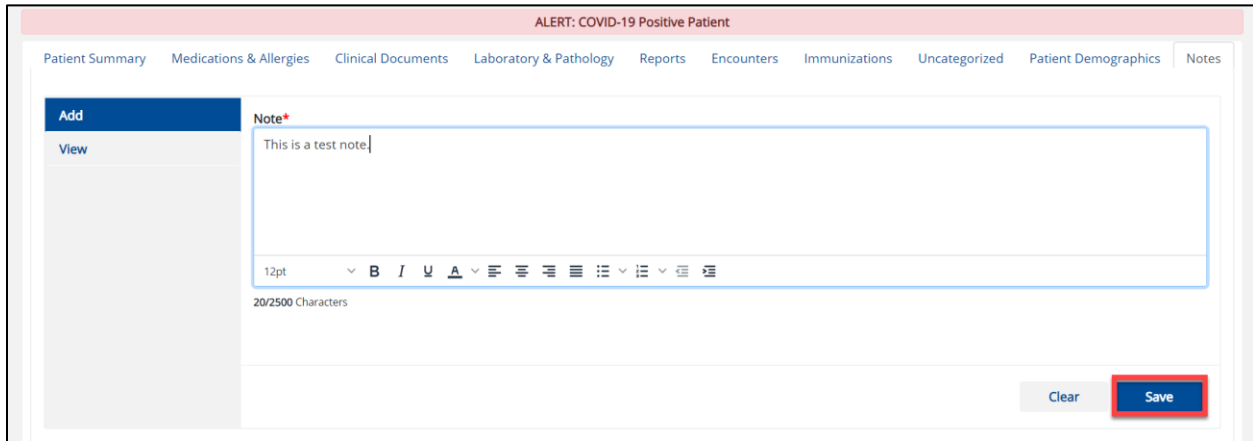
5. You should include your **User details** at the bottom of the *Notes* field after you've entered notes:
 - Date and Time
 - User Name
 - Organization Name
 - Role at Organization



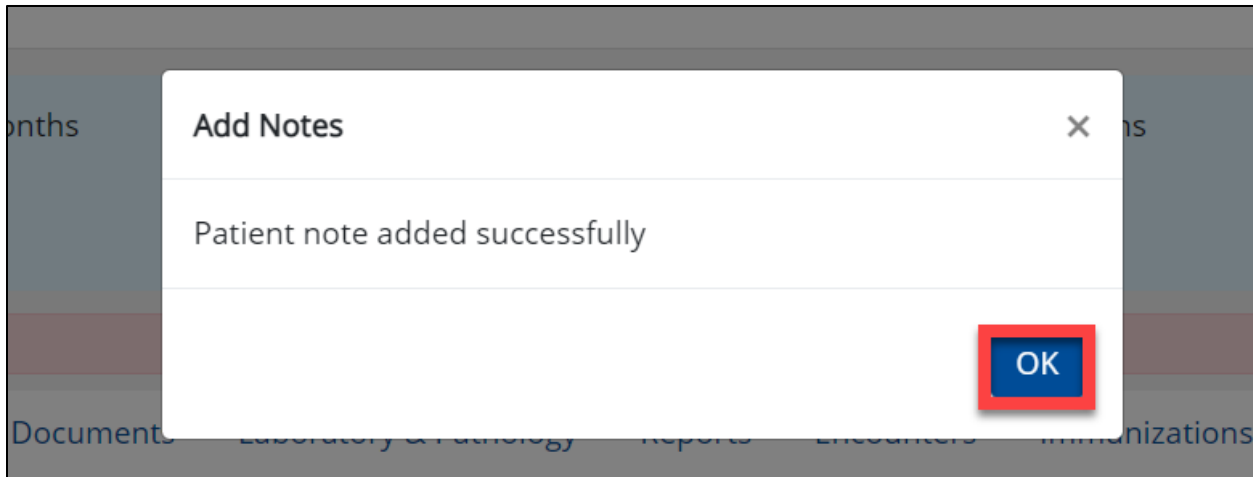
6. Click **Clear** to remove all text from the *Notes* field.



7. Click **Save** to save your Notes.



8. A **pop-up** displays. Click **OK** to close the pop-up.



Viewing a Note for a Patient

In addition to adding notes for a patient, you can review the notes that other ePartnerViewer users have included in the patient chart.

1. Click **View** to see all the Notes entered for a patient.

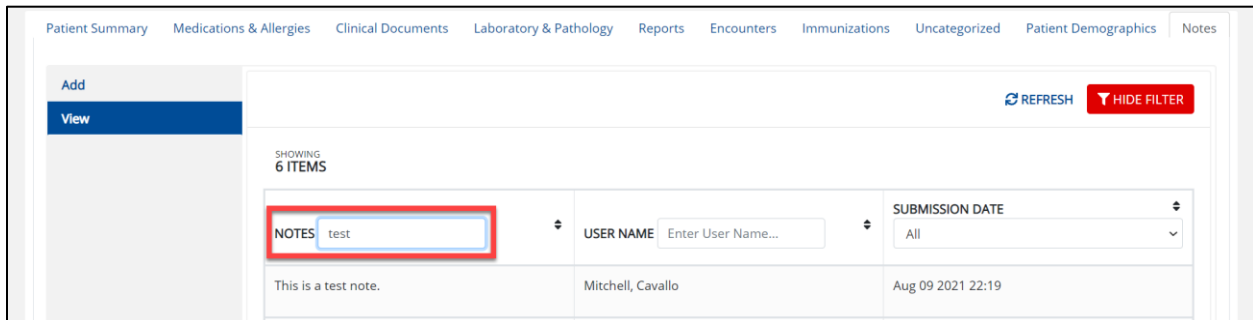


Please Note: The Notes functionality is intended to capture various health information ranging from documentation of care to determinants of health information. Users should understand that subjective information may be contributed in the Notes section.

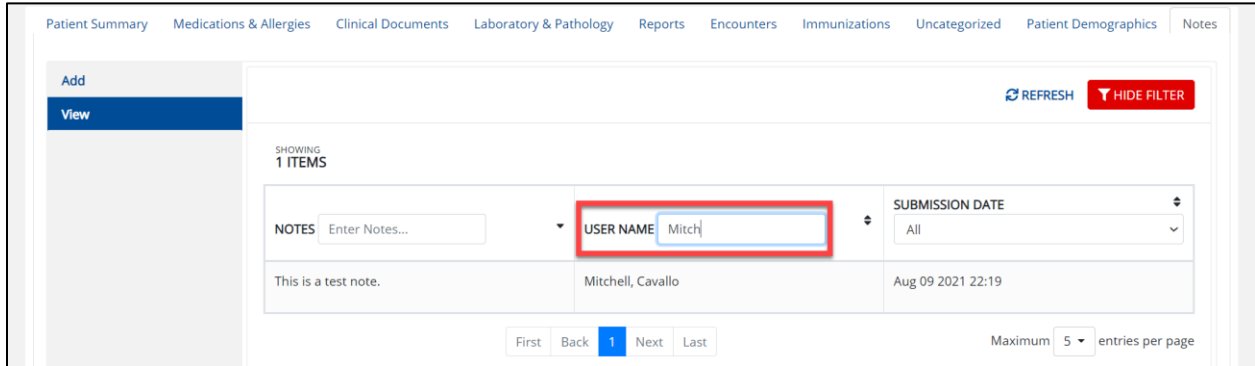
2. Click **Apply Filter** to display filters.



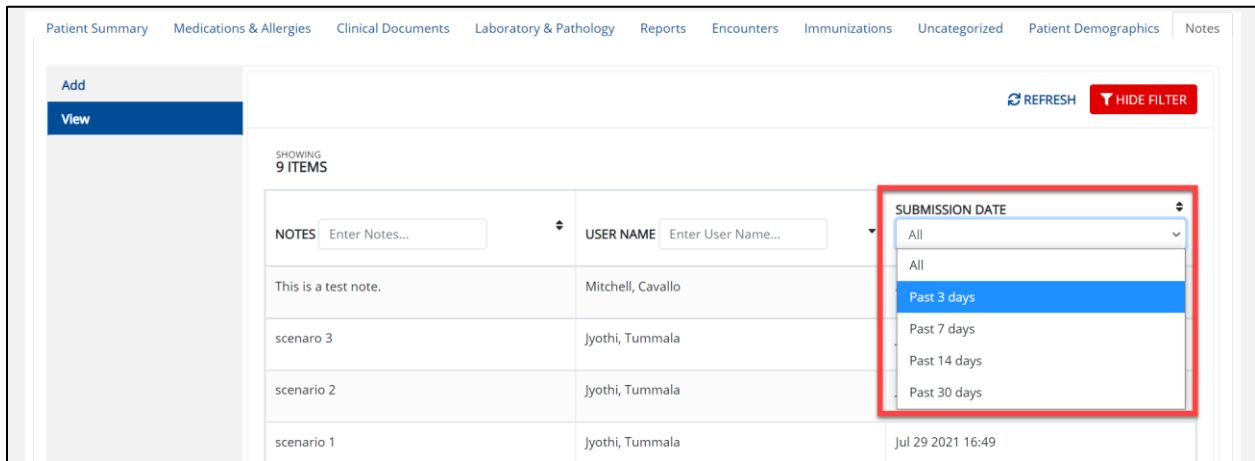
3. Enter **Keywords** in the *Notes* field to refine the search.



4. Enter a **Name** in the *User Name* field to filter for a specific user.



5. Select a **Date Range** from the *Submission Date Drop-down*.



4 Technical Support

Toll-Free Telephone Support

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

Email Support

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