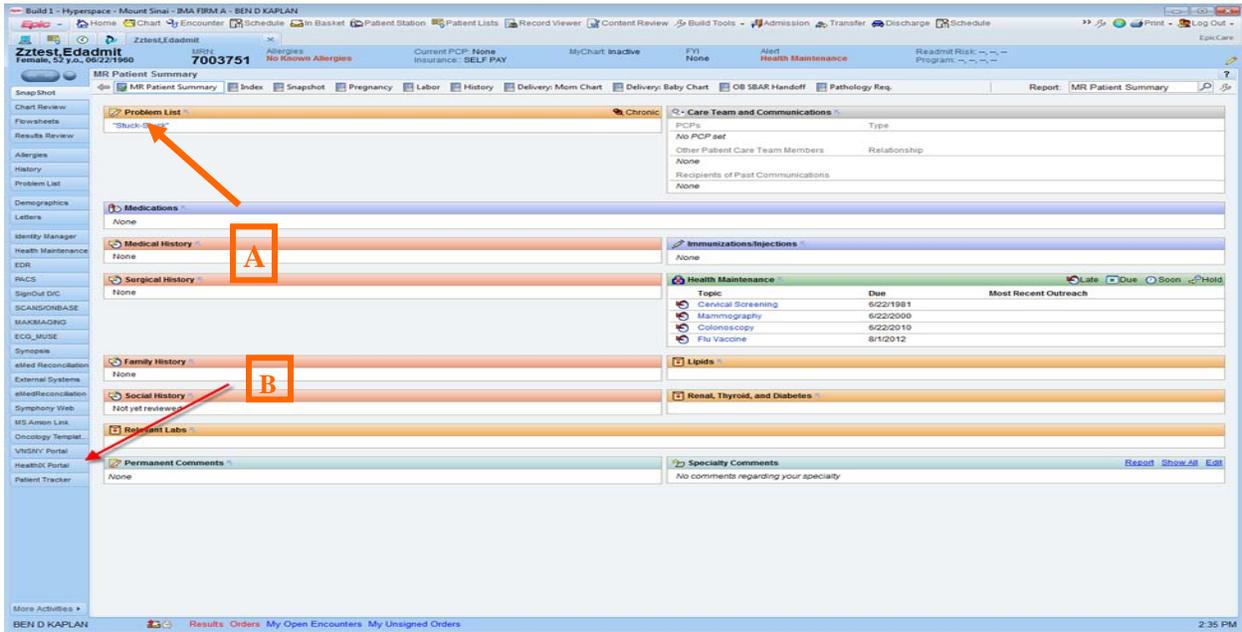


# Healthix Quick Guide

## Accessing the System

In order to access the Healthix system, simply select the desired patient (A), and click the Healthix Portal Button on the left side of the screen (B).

\*Note: The first time you access the Healthix system, you will be asked to complete a short electronic enrollment form in order to register your account (C). Under Requested Services, please only select “Clinical Viewer”. This is what will allow you to access the Healthix system for patient record look up.



"Improving patient care through secure data accessibility"

**Welcome! Please register to use this service.**  
\* indicates a required field

**1 Enrollment Fields**

<p>* Last Name: <input type="text"/></p> <p>* Email: <input type="text"/></p> <p>* Password: <input type="text"/></p> <p style="font-size: small;">6 or more characters with 1 letter AND 1 number or special character</p> <p>* Security Question: <input type="text" value="Choose a security question ..."/></p> <p>* Primary Facility: <input type="text" value="Mount Sinai Medical Center"/></p> <p>* Request Services:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Clinical Viewer</li> <li><input type="checkbox"/> Secure Messaging</li> <li><input type="checkbox"/> CC Transfer</li> <li><input type="checkbox"/> Medication Management System</li> <li><input type="checkbox"/> Patient Gateway</li> <li><input type="checkbox"/> Consent Manager</li> <li><input type="checkbox"/> Admin Enroller</li> <li><input type="checkbox"/> Web Reporting</li> </ul>	<p>* First Name: <input type="text"/></p> <p>* User ID: <input type="text"/></p> <p>* Re-type Password: <input type="text"/></p> <p>* Security Answer: <input type="text"/></p> <p>* Practice Name: <input type="text"/></p>	<p>Middle Initial: <input type="text"/></p> <p style="font-size: small;">Used for verification when calling the help desk</p> <p style="font-size: small;">If not affiliated with a practice enter your name</p>
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# Healthix Quick Guide

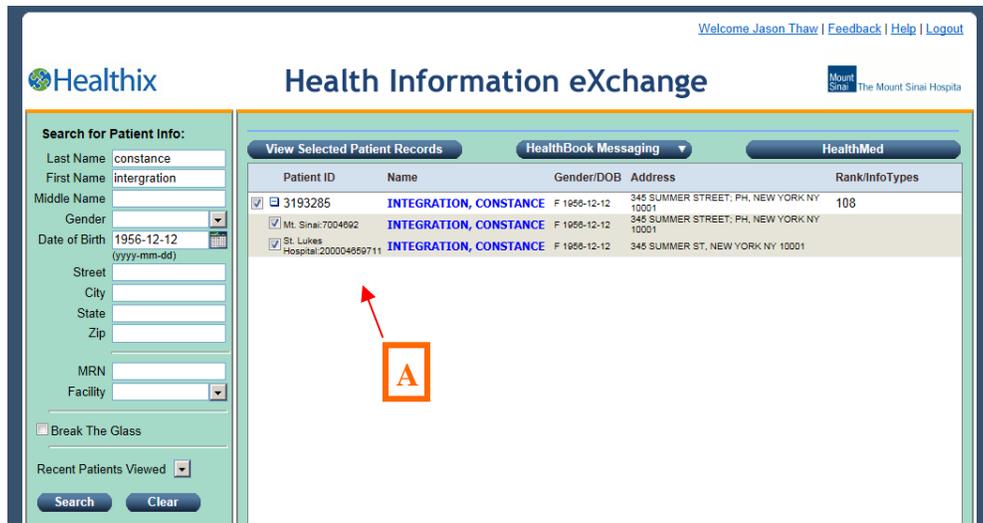
## Searching for a Patient

Once you enter the search page, patient demographic information will be automatically entered into the search fields and the search will run. The search engine will find the records that most closely match the criteria that have been specified and will list them in descending order with the closest matches toward the top of the list.

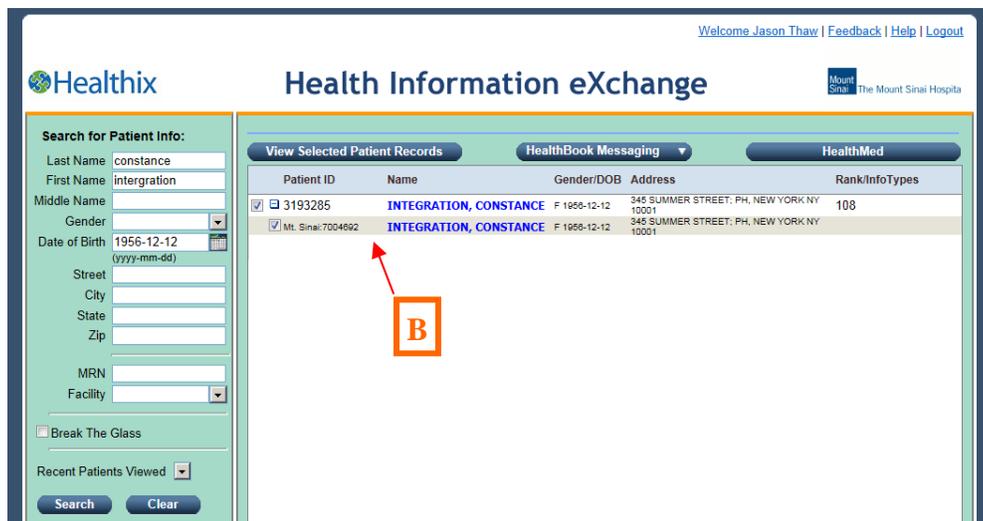
**\*Your search may return results that do not match the exact DOB. This is to allow for instances in which a user may enter an incorrect DOB as part of the registration process.**

## Search Results

If the patient has given an affirmative consent, you will see records from Mt. Sinai, as well as any other facility that is connected to the Healthix system **(A)**.



If the patient has denied consent, you will only be able to see records from Mt. Sinai, and not any other facility that is connected to the Healthix system **(B)**.



# Healthix Quick Guide

## Search Results

If the patient has not yet provided a consent, but there is data available from another facility, you will see a message indicating “PATIENT RECORDS FROM OTHER FACILITIES ARE AVAILABLE” **(A)**



If this is the case, we recommend that you discuss with your patient the value of the Healthix system and try to obtain their consent. You can have the patient fill out the consent form available from the BA and then have the BA enter the appropriate consent selection in your registration system.

If the patient does not have capacity to give consent, you may utilize the “Break the Glass” feature on the left side of the screen **(B)**.



**Search for Patient Info:**

Last Name

First Name

Middle Name

Gender

Date of Birth  (yyyy-mm-dd)

Street

City

State

Zip

MRN

Facility

Break The Glass

**(C)** Reason \*

Authorized by \*  **(D)**

\* indicates a required field.

Recent Patients Viewed

This will prompt the appearance of two mandatory fields in which you must enter the following:

1. Reason **(C)** - Reason for overriding the patient consent policy
2. Authorized By **(D)** - Who other than the patient authorized the “Break the Glass” (i.e. provider name.)

Once you utilize the “Break the Glass” feature, you will be able to view the additional records that had been withheld.

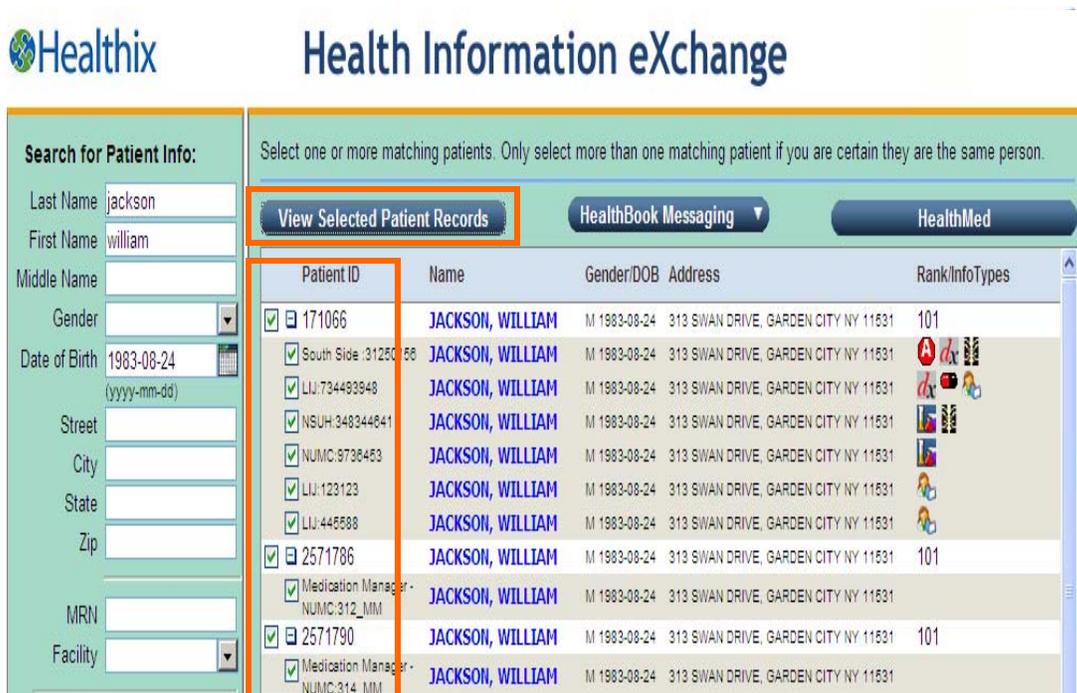
\*Note: All searches are audited and it must be an emergency situation where consent can not be acquired in order to utilize “Break the Glass”.

# Healthix Quick Guide

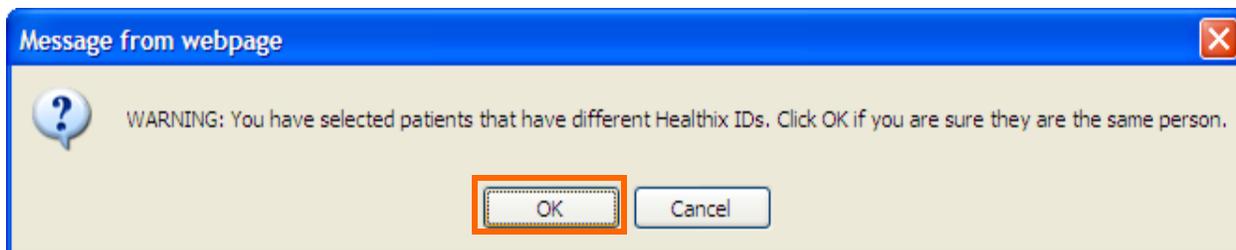
## Record Selection

After the list of patients matching the criteria has been retrieved, the desired records may be selected by placing a check mark in the appropriate checkbox. Placing a check in the checkbox adjacent to the Healthix Patient ID will allow you to view all encounters associated with that ID number irrespective of facility or location. Selecting the checkbox next to the individual visit will return only that encounter.

It is possible that the same patient may have multiple Healthix Patient ID's. In this event, select all that apply. After you have made your selection, click on "View Selected Patient Records".



If you have selected records from more than one matching patient, you will receive the following confirmatory pop up message. If you have verified that the selections are indeed the same patient, click "OK".



# Healthix Quick Guide

## Icons

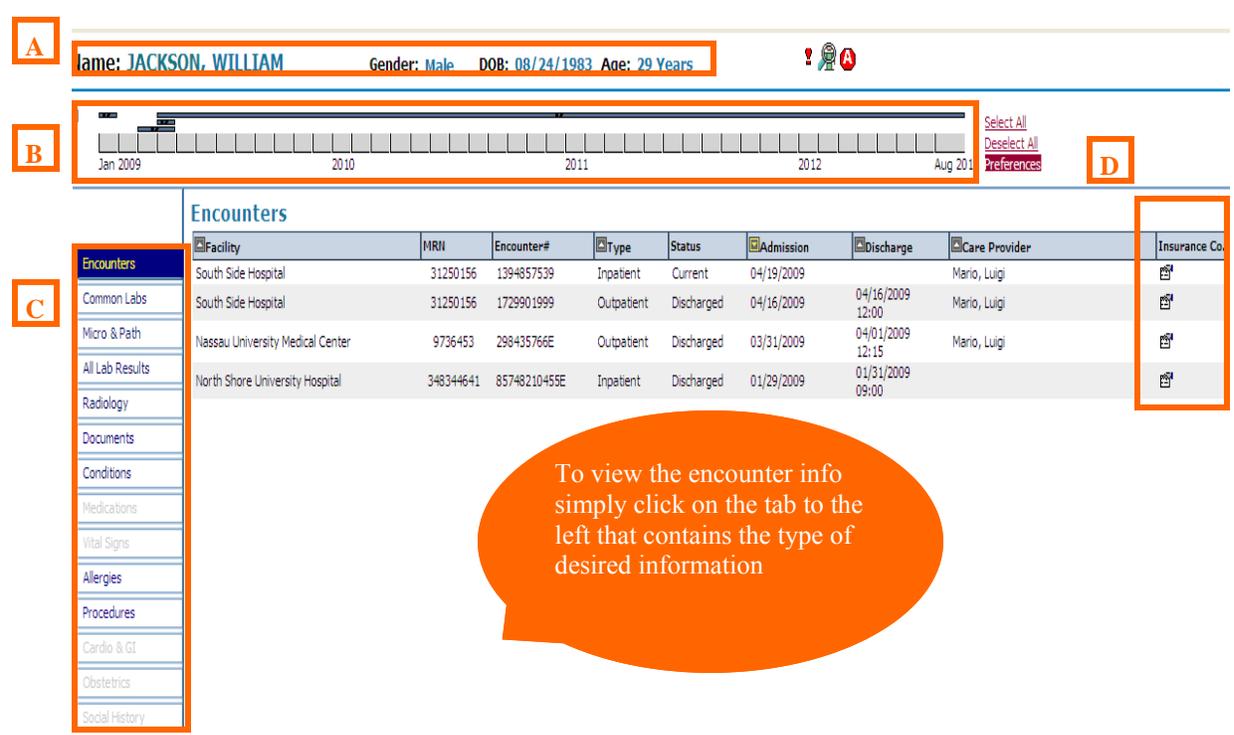
Throughout the database icons are used to indicate the type(s) of information that is found in each record. The icons and their meanings are as follows:

-  Allergies
-  Observation
-  Diagnosis
-  Abnormal Results Available
-  Radiology
-  Patient Demographic
-  Labs
-  Insurance Information
-  Medication
-  Cumulative Reports

## Records Display

The figure below displays how a typical set of patient records would be displayed. The patient's name, gender, DOB and age will display across the top of the screen (A). Directly underneath is a visual timeline of the chronological orientation of the displayed visits. The timeline is displayed in years that are each segmented by 12 sections representing months (B).

The column to the left contains clinical info tabs that represent various types of data that may be found in the selected records (C). A grayed out selection indicates that there is no data of that specific type. Clicking on the insurance icon (D) to the right allows you to view the insurance information associated with that encounter.



**A** Name: JACKSON, WILLIAM    Gender: Male    DOB: 08/24/1983    Age: 29 Years

**B** Timeline: Jan 2009 to Aug 2012

**C** Navigation Menu: Encounters, Common Labs, Micro & Path, All Lab Results, Radiology, Documents, Conditions, Medications, Vital Signs, Allergies, Procedures, Cardio & GI, Obstetrics, Social History

**D** Insurance Co. icon

Facility	MRN	Encounter#	Type	Status	Admission	Discharge	Care Provider	Insurance Co.
South Side Hospital	31250156	1394857539	Inpatient	Current	04/19/2009		Mario, Luigi	
South Side Hospital	31250156	1729901999	Outpatient	Discharged	04/16/2009	04/16/2009 12:00	Mario, Luigi	
Nassau University Medical Center	9736453	298435766E	Outpatient	Discharged	03/31/2009	04/01/2009 12:15	Mario, Luigi	
North Shore University Hospital	348344641	85748210455E	Inpatient	Discharged	01/29/2009	01/31/2009 09:00		

To view the encounter info simply click on the tab to the left that contains the type of desired information



# Healthix Quick Guide

## Encounter Summaries

Encounter summaries are accessed via the clinical info tab labeled “Documents”. Click on the word “Results”. A new window will be launched that contains the Encounter Summaries for the selected visits.

**Name: JACKSON, WILLIAM**      **Gender: Male**      **DOB: 08/24/1983**      **Age: 29 Years**

---

Encounters

Common Labs

Micro & Path

All Lab Results

Radiology

Documents

Conditions

Description	Collection Date	Results	Encounter	DateCreated	TimeCreated
SouthSide Hospital ER Encounter Summary	04/21/2009 13:52	<a href="#">Results</a>	1729901999	04/21/2009	14:35

**Encounter Summaries**

Doc Type	Document

Click on “Results” to launch the window

The following is an example of an Encounter Summary:

**Name: JACKSON, WILLIAM**      **Gender: Male**      **DOB: 08/24/1983**      **Age: 29 Years**

[Previous Result](#)   [Next Result](#)

**Name of Test:** SouthSide Hospital ER Encounter Summary

**Ordering Clinician:** Levine D.O., Heidi

**Order Start Date & Time:** 12/11/2009 17:30

**Collection/Test Date & Time:** 04/21/2009 13:52

**Result Date & Time:** 04/21/2009 14:35

**Age at Time of Test:** 26 Years

**Specimen:**

**HL7 Section**

SOUTHSIDE HOSPITAL  
EMERGENCY DEPARTMENT RECORD

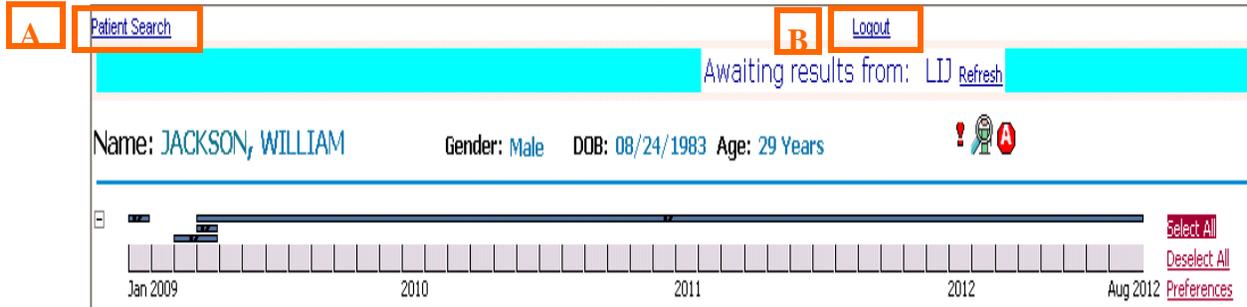
KNOWN ALLERGIES  
No known drug allergies (nkda).

TRIAGE (Tue Apr 21, 2009 13:52 VRD)  
PREVIOUS VISIT ALLERGIES: No known drug allergies (nkda).  
PATIENT: NAME: William Jackson, AGE: 25, GENDER: male, DOB: Sat Aug 24, 1983, LANGUAGE: English, RACE: WHITE, Arrival Mode: \*Ambulatory/Carried, Smoking Education: Smoker, Cessation info given, Pain Scale Education: Pt Understands; pain rated 6, Safety Screening: No Fall Risk or Cognitive Problem, ZIP CODE: 11706, PHONE: , MEDICAL RECORD NUMBER:, PMD: rubin.  
ADMISSION: URGENCY: 4-BLUE Urgent FT OK, DEPT: Emergency, BED: WAITING

# Healthix Quick Guide

## Wrapping up

To return to the Patient Search Screen and launch a new search click on the “Patient Search link” **(A)**. To complete your viewing session click on “Logout” **(B)** at the top of the screen.



## Participating Facilities

\*As of 11/1/2012 the following facilities are contributing data to the Healthix system. Please note that there may be cases where data exists at one of the facilities below, but is not viewable in Healthix due to the data not being linked to the patient record (we accept some false negatives at the expense of having virtually no false positives). Also please remember, if the facility is not in the list below, you will not be able to view their data in Healthix

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Allen Hospital</li> <li>Beth Israel Kings Highway</li> <li>Beth Israel Medical Center/Petrie Campus</li> <li>Broadlawn Manor Nursing &amp; Rehab Center</li> <li>Brookhaven Memorial Hospital Medical Center</li> <li>Center for Emergency Medical Services</li> <li>Central Nassau Guidance and Counseling Services</li> <li>Cold Spring Hills Nursing and Rehabilitation</li> <li>Columbia University Medical Center</li> <li>Forest Hills Hospital</li> <li>Franklin Hospital</li> <li>Glen Cove Hospital</li> <li>Good Samaritan Hospital</li> <li>Gramercy MRI and Diagnostic Radiology, PC</li> <li>Gurwin Jewish Home Care</li> <li>Huntington Hills Center of Health &amp; Rehabilitation</li> <li>Huntington Hospital</li> <li>Institute for Family Health</li> <li>John T. Mather Memorial Hospital</li> <li>Lake Success / New Hyde Park Medical Office,</li> <li>Lenox Hill Radiology and Medical Imaging Associates, PC</li> <li>Long Island Jewish Medical Center</li> <li>MDI - Metropolitan Diagnostic Imaging</li> <li>Mercy Medical Center</li> <li>Mount Sinai Hospital</li> </ul> | <ul style="list-style-type: none"> <li>New York Hospital Medical Center of Queens</li> <li>North Shore University Hospital</li> <li>NRAD</li> <li>NSLIJ Core Lab</li> <li>NSLIJ Home Care</li> <li>NSLIJ Physician and Ambulatory Network Services</li> <li>NYU Hospital for Joint Diseases</li> <li>NYU Rusk Institute of Rehabilitation Medicine</li> <li>NYU Tisch Hospital</li> <li>Parker Jewish Institute for Health Care and Rehabilitation</li> <li>Plainview Hospital</li> <li>Queens Long Island Medical Group</li> <li>Queens Medical Imaging, PC</li> <li>Silvercrest Center for Nursing &amp; Rehabilitation</li> <li>South Nassau Communities Hospital</li> <li>Southside Hospital</li> <li>St Lukes Roosevelt Hospital - Roosevelt Hospital Division</li> <li>St Lukes Roosevelt Hospital - St Lukes Hospital Division</li> <li>St. Catherine of Siena Medical Center</li> <li>St. Charles Hospital</li> <li>St. Francis Hospital – The Heart Center</li> <li>St. Joseph Hospital (formally New Island Hospital)</li> <li>Staten Island University Hospital - North Site</li> <li>Staten Island University Hospital - South Site</li> <li>Visiting Nurse Service of New York</li> <li>Weill Cornell Medical Center</li> </ul> |
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