

Scope

Enabling the ability to Create CCD's in the DHIN Community Health Record.

Purpose

The purpose of this document is to provide the details steps to enable the Practice Administrators to enable the ability for the Organization and Users to have the ability to Create CCD's from the DHIN Community Health Record.

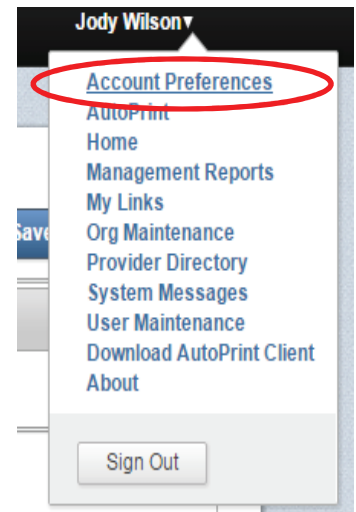
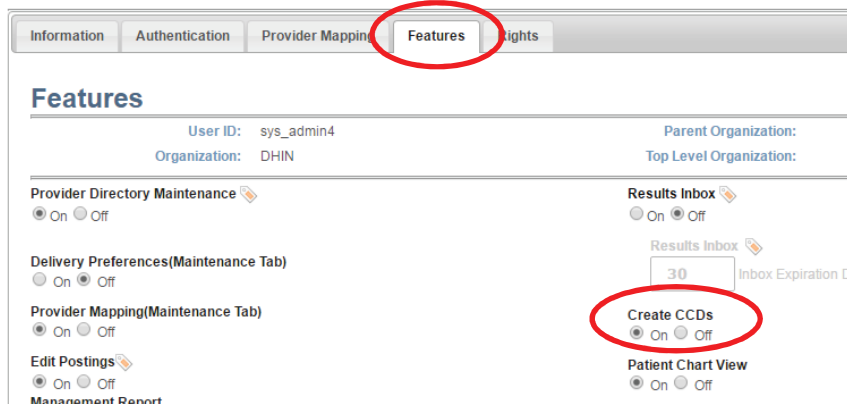
Revision History

| <u>Name</u> | <u>Date</u> | <u>Reason</u> |
|-------------|-------------|--|
| Jody Wilson | 8/24/2016 | Date Created in parallel with enabling Create CCD Functionality for DHIN Parent Org in the CHR |
| | | |

Process

Enable Permission / Feature for DHIN User to Create CCD's or Encounter Summaries from within the DHIN Community Health Record:

1. Login to the DHIN CHR
2. Click the User Toolbox Dropdown and select Account Preferences ----->
3. Change to the Features Tab and turn the Create CCDs feature on by moving the burger dot to On:



4. Click on Save and Exit which will return you to the Patient Search Screen.
5. Repeat for each user under the DHIN Practice / Org that requires the ability to Create CCD's within the DHIN CHR