



DHIN Community Health Record 7.4

Quick Reference User Guide

Before You Log In to DHIN

DHIN logs all system activity; activities performed using DHIN will be monitored on a routine basis to identify and protect against misuse.

Misuse of DHIN includes accessing or viewing information on a relative or acquaintance with whom no clinical relationship or need-to-know relationship exists; i.e. parent, sibling, child (even under 18 years of age), spouse, significant other, co-worker, neighbor, etc.

Evidence of misuse will be provided to law enforcement officials and may be subject to criminal prosecution by the State of Delaware as a Class D Felony punishable by up to eight (8) years imprisonment, fines and penalties for each offense, and result in immediate termination of DHIN access.

Log In to DHIN

To enter the DHIN clinical web-based network, open an Internet browser and type: <https://five.dhin.net>.

In the login window, enter your **Username** and **Password** and click **Login**. The patient search field appears automatically.

Access Patient Charts Using Patient Search

Patient Search occurs throughout the Community Health Record (CHR), it will be the first thing you come to after logging in and it will also be available on the top left side of your screen as you navigate through the site.

1. In the **Patient Search** field enter the patient's **Name, MRN, SSN** or **DOB** using the following format:
 - One or more letters of the beginning of the patient's last name. The CHR searches for partial matches.
 - One or more letters of the beginning of the patient's first name and last name. The CHR searches for partial matches, including nicknames and aliases. For example, a search for "Rob" produces variants such as "Bob."
 - One or more digits from the beginning or end of the patient's Medical Record Number. The CHR searches for partial matches. For example, "1234" could be the first or last digits of the MRN.
 - The entire Social Security Number or a partial number beginning with the last digits. For example, "1234" will produce matches with the last four digits of the patient's Social Security Number.
 - Date of birth (in MM/DD/YYYY format, including slash marks).
2. Click **Search** or press **Enter**. The **Search Results** list displays.
3. Click on the patient that you want. The **Patient Chart** opens to the **Patient Summary** tab.

Accessing Additional Records

If security settings prevent you from accessing a patient, and your user rights allow for it, you can use the Access Additional Records feature to provide expanded viewing: first during **Patient Search Results**; or second from **Patient Chart** tabs.

When doing a search, if a patient does not appear in the **Search Results** list, but you believe they are in the system, go to the **Access Additional Records** box above the search results area.

1. Notice The **Additional Records May Be Available** dialog displayed.
2. Select the appropriate patient access option (if available):
 - Remember my association with the patient
3. Select the appropriate **Healthcare Provider** (if available) from the list and in the **Reason Dropdown** list, indicate why you must access the patient's record. Then click on **Access Additional Records**. Patients you were previously blocked from seeing may now appear in the Search Results list with a "Y" flag displayed in the RA column.
4. Click on the patient record that you want to view. The detail view of the record opens to the **Patient Summary** tab. You can view patient records to the level that your Access Additional Records settings allow, until the relationship you have created with the patient has been removed.

You can also Access Additional Records once in **Patient Chart** tabs. You will be required to enter a **Reason** for accessing the patient's chart, then click **Access Additional Records**.

Access Patient Charts from the Clinical Inbox

1. Click a result to display it in the previewer on the bottom of the page.
2. Click **View Results in Patient Record** to display the entire **Patient Chart View** as determined by user access rights.
3. To narrow down your inbox results use the **Filter/Search** bar on the top left of the screen; you may enter a patient name, date of birth, provider name, facility, result type, or a partial description to filter/search for results in your inbox.

Identifying Out-of-Range Results

If a result is higher or lower than the reference range, you can use the alerts column to quickly identify critical results.

Remove Results from the Clinical Inbox

Note: CHR will remove old items automatically (over time) according to your CHR user settings.

1. Select by each record that you want to remove.
2. Click **Remove from list**. Records are removed only from your **Inbox**. The records can still be accessed by users with proper access rights in the **Patient Chart**.

Sorting Records

Any time you see a list, you can sort records. Click a column name (such as LAST NAME) to sort records by that column's data. Arrows next to a column name indicates records sorted in ascending  or descending  order. Click the column name to change between ascending and descending order.

Printing

You can print individual results from many locations, including all of the **Clinical Inbox** and **Patient Chart** tabs.

1. Select the record that you want to print.
 2. At the top of the screen, click **Print** .
- In the **Print** dialog box, select your printing options and **Print**.

Patient Header

The **Patient Header** identifies which patient is in focus in CHR. From this header a user can access demographics and face sheets for the patient. The **Patient Header** displays the patient's name, gender, and age. If a patient has been readmitted within 30 days of their last encounter, the CHR will indicate this in the Patient Header.

Patient Chart Tab Menu

You can use the tab menu on the left side of the workspace to drill into specific areas of the Patient Chart.

Profile & Face Sheets

Clicking **Profile & Face Sheets** within the **Patient Header** will take you to the patient's demographics page. This page provides an administrative overview of a patient. The page will display the patient's emergency contact, patient demographics, and insurance information. From here you can access the patient's face sheet tab.

The **Face Sheets** page provides care details including the admit and discharge dates, the care team, and problems and procedures.

Patient Summary Tab

The **Patient Summary** provides CHR users a way to quickly view a patient's recent clinical history. It contains up to six of the following sections:

- Problems/Conditions
- Medications
- Results
- Allergies
- Procedures
- Reports
- Care Summaries

CHR users can customize which of these categories they would like to view on their patient summary tab and in which order by clicking the configure button on the top right of the patient summary tab. Each section will display the three most recent entries for that particular section. You can, however, drill-down in each section to view the record in greater detail.

Encounters Tab

The **Encounters** tab provides an overview of a patient visit from a clinical perspective. The encounters tab contains two work areas. The top panel provides a clinical overview of patient problems.

The second panel displays a history of all encounters; you can select a specific encounter to take a closer look. Once you select an encounter, you can see more details, such as admission, discharge, and any reports associated with the encounter.

Results Tab

The **Results** tab displays clinical results data. Here you will find patient lab, radiology, transcription, pathology, cardiology and other clinical results. You can use the status and type filters to narrow down the list while looking for specific items. You can also use the search bar, which will provide a live search, to help narrow your results.

After selecting a result, you have the ability to print it by clicking the print button located in the top-right corner of the result tab. After clicking the print button, CHR displays a preview of the result in a new window. From this window you can choose to save as a PDF or print.

Medications Tab

The **Medications** tab contains patient Allergies, Medication Alerts, and Medication History (subscription required). Here you can view medication fill history. Clinicians could use this feature to identify and deter prescription drug abuse. The medications tab contains a twelve month prescription fill history for each patient.

The Allergies panel displays known medication allergens for a patient as well as the patient's reaction and severity to the medication.

Medication Alerts identifies potential noncompliance, drug interaction, and duplication alerts.

Documents Tab

The **Documents** tab displays Continuity of Care Documents (CCDs) that have been created. CCDs are patient health summaries created to provide health care organizations with a standardized format for sharing patient records. This tab will display all CCD documents that have been contributed to the DHIN community. There is also an option to search for CCD documents by clicking **Find External Documents** if additional documents are available.

Once you have opened the CCD that you wish to view, you have the ability to print or download the CCD by clicking print or download on the top right corner of the Documents tab.

Technical Assistance

Technical assistance is available 24/7 by calling DHIN's HelpDesk at 302-480-1770 or emailing helpdesk@dhin.org.