DHIN Community Health Record
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.

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 CHR, open an Internet browser (Chrome, Firefox, Safari, IE **1**) and type: https://chr.dhin.net. In the login window, enter your Screen Name and Password and click Sign In. If you do not know your password, click on the Forgot Password button on the login screen for assistance. Once you have signed in, you will land on the home page.

Home Page

The home page contains a patient search field, a Quick Launch module displaying the applications you have access to (for example: Clinical Inbox, DELVAX), and an Announcements module displaying notices and security updates. You can access and modify your account settings at any time by clicking your name, found in the upper right side of the screen. When you are finished with your session, click the three dots in the upper right corner of the screen to log out.

Patient Search

The Patient Search field will appear automatically when you log into the Community Health Record (CHR). You can navigate back to the Patient Search field at any time during your session by clicking the three line menu button on the upper left side of the screen and selecting Home, or by clicking the DHIN logo at the top left of the screen.

To search for a patient:
1. In the Patient Search field, enter the patient's Last Name, First Name, and Date of Birth (optional).

- There are additional advanced search options available by clicking the Advanced Options arrow below the search fields. Examples of advanced search options include gender, address, and phone number.

2. After you have entered your search information, click the Search button or press Enter. Patients matching your search criteria will be displayed below in the Search Results module.

- The Search Results module shows the patient's name (LAST, First), DOB, gender, address, phone number, EID, and Match Score (the match score will be: very likely, likely or potential).

3. Click on the name of the patient you wish to view. This will direct you to the Patient Summary page; if this is the first time accessing the patient's chart you will be directed to the break glass window.

Break Glass

The first time a user accesses a patient chart, the user will be prompted to Break Glass.

1. Notice The **Confidentiality Alert** dialog displayed.
2. In the **Reason** list, indicate why you must access the patient's record.
3. Click Proceed.
4. Breaking Glass establishes a relationship between the user and the patient for two years.

Summary Page

The Summary Page contains multiple widgets each displaying a different type of patient data. The Summary Page contains the following widgets:

Problems and Diagnoses

The Problems & Diagnoses widget displays a historical list of the patient's clinical problems/diagnoses. It contains: the type of problem, the date the problem was recorded, a description of the problem, and a diagnosis code.

Encounters

The Encounters widget contains information about the patient's past encounters with the healthcare system. The widget displays the date of the encounter, the facility at which the encounter took place, the reason for the encounter, and the type/status of the encounter. The encounter type is displayed in bold in the last column, while the status is capitalized below. To view or print a PDF version of the encounter face sheet directly from the Patient Summary page, click the check box to the left of the encounter, then click "print". A PDF preview will appear as a pop-up or in a new tab (depending on your browser). From the preview window you can choose to either print or download the facesheet.

Medication History

The Medication History widget displays a list of the patient's medication, the date the medication was written, the quantity of the medication dispensed, and the prescriber name. If your current subscription does not give you access to view all medications, you will see a blue alert box below the search field instructing you to contact your administrator.

Clinical documents

The Clinical Documents widget displays clinical documents pertaining to the patient, and contains a description of the document, the date it was created, the document status, and the document source. This is where Care Summaries can be found for the patient.

Searching Results

The Search field at the top of each module allows you to search for specific data elements within the listed results. Users can search by any of the data elements listed (for example in the Encounters module, you can search by date, facility, or reason). To search, enter your search criteria into the Search field, and the system will automatically remove all results that do not match your search criteria.

Patient Banner

The Patient Banner at the top of the patient summary page dis-plays demographic data for the searched patient including name, gender, date of birth, and EID. For more detailed demographic information including address and phone number, click the Details arrow on the right side of the module.

Navigation Bar

The Navigation Bar allows you to navigate between pages to view different information. Click the Summary icon to navigate to the patient summary page and click the All Results icon to navigate to the results page.

All Results Page

To view the patient's clinical results data, click the All Results (clipboard) icon located in the Navigation Bar. The All Results Page gives the user the option to select a date range for the displayed results. Click the Date Range drop-down to change

the date range of your results- the default range is one year, but you have the option to select other pre-set time frames. Below the Date Range drop-down there are buttons (All Results, Laboratory, Radiology, Cardiology, Reports) the user can click to filter results by type.

The Results Viewer shows a preview of the patient's results in the left panel which contains the Date Issued, a Description/Category for the result, and the Facility/Provider. To view more detail about a result, click the Result of interest from the left panel to view an in-depth report which will open on the right of the screen. This detailed view contains administrative informa- tion about the report (including admitting provider, order date, and priority) as well as an observational report including value/ reference range, interpretation, and status.

To print a result:

Check the box to the left of the result of interest within the left preview panel. Then click the Print icon located on the right side of the Results Viewer module. To print multiple results, select the Check boxes of all results of interest and click the Print but- ton to the right side of the Results Viewer module.

Technical Assistance

Technical assistance is available Monday to Friday 8:00AM - 1:00AM EST by calling DHIN's ServiceDesk at 302-480-1770 or emailing servicedesk@dhin.org.