Affiliate Link: Accessing & Viewing the Patient Chart

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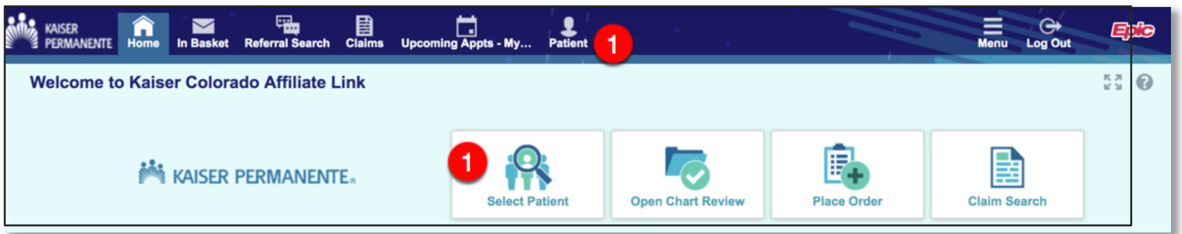
Access the Patient Chart

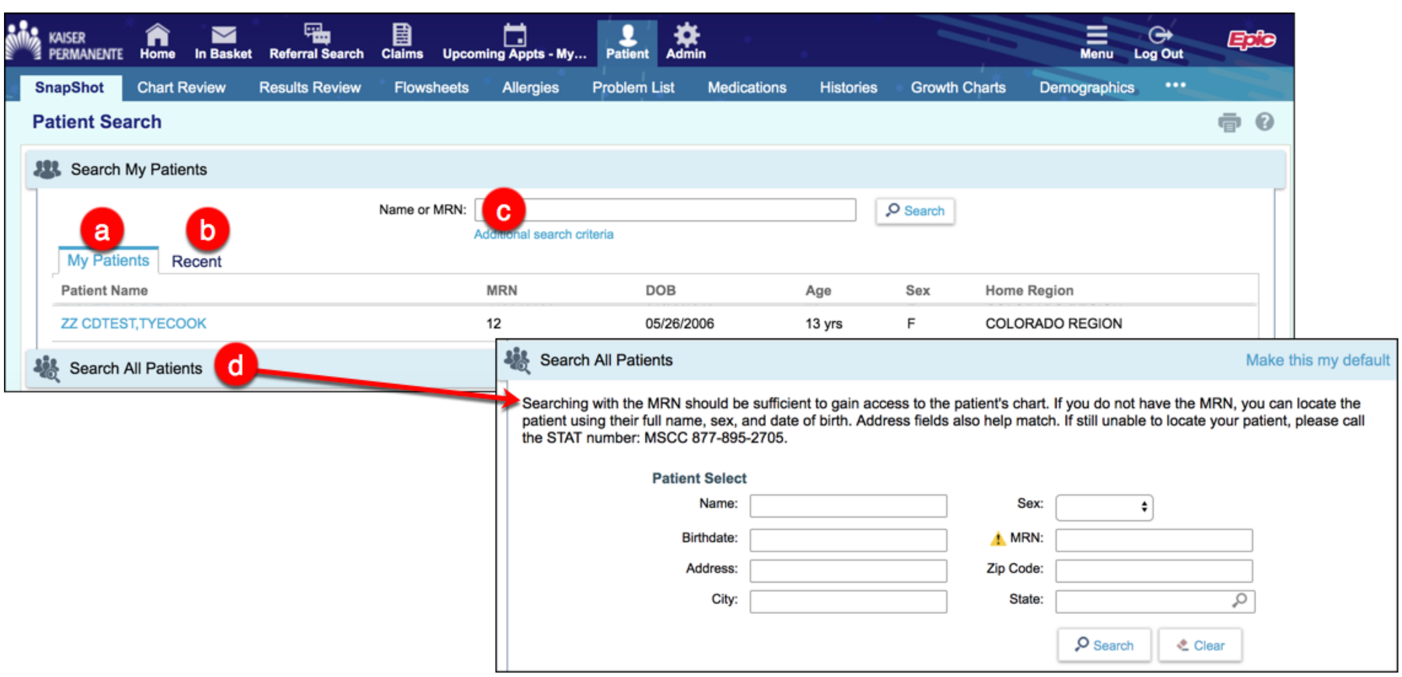
Users may need to access a patient's chart if there is or is not an established relationship with that patient.

How to find a patient on the list of "My Patients"

1. From the Home page, click the **Patient** button or the **Select a patient** link. A Patient Search screen will appear.

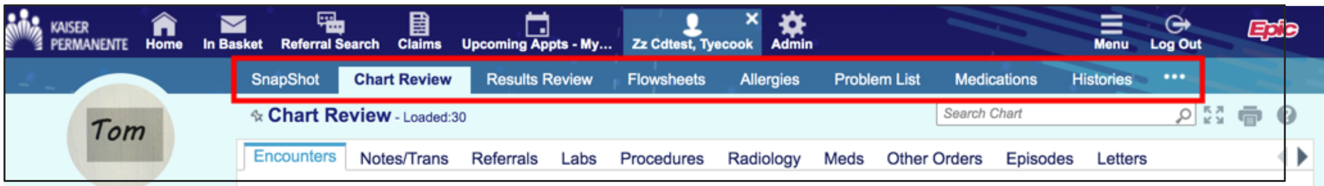


2. Select the search option that fits the situation:
   a. **My Patients**: patients added to the user's list via referral or a recent search
   b. **Recent**: recently viewed patients
   c. **Name or MRN**: Enter the patient's Kaiser Medical Record Number or search by name. When searching by name, it is suggested to follow the 3 x 3 rule - first three letters of last name, first three letters of first name.
   d. **Search All Patients**: Click this field to open, complete as many demographic fields as possible and click **Search**.
      - If found, **Select** the patient or **Cancel** the search and return to the search screen to add additional information.
      - Confirm it is the correct patient and click **Accept**.
      - Using *Search All Patients* will add the patient to the *My Patients* tab for 10 days.
      - Note: this option can be set as a default



Review the Patient Chart

Once a patient is selected, a menu of tabs displays for navigating the patient record. These tabs are covered in more detail below.



SnapShot

The Patient SnapShot provides a high-level overview of the patient medical record including Allergies, the Problem List, Demographics and the Last 4 Visits.

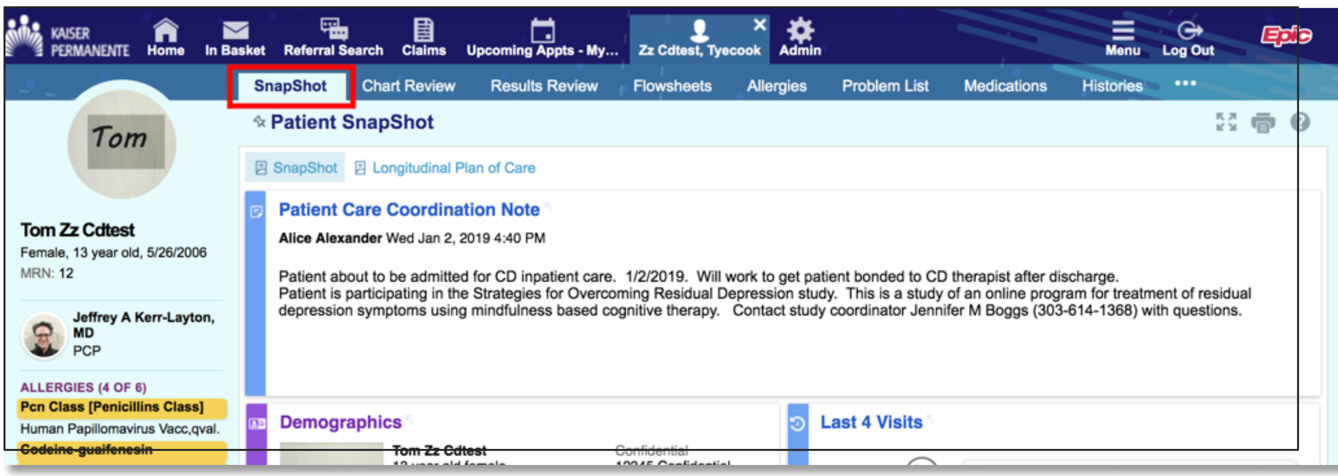
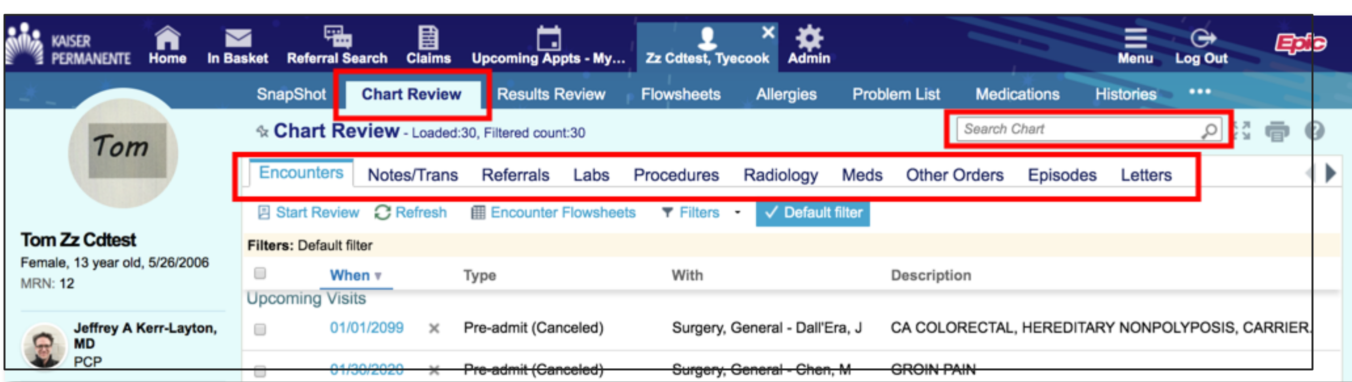


Chart Review

Chart Review is read-only, so several users can simultaneously view information for the same patient using the activity. Chart Review allows users to view a vast amount of information about a patient, from reports about past encounters to prescribed medications. The Chart Review tabs are populated with data entered into KPHC.

Click the tab with the type of information you'd like to review (for example, Encounters, Meds, or Radiology) or enter a search term in **Chart Search** to quickly find information in a patient's chart.



Using Filters in Chart Review:

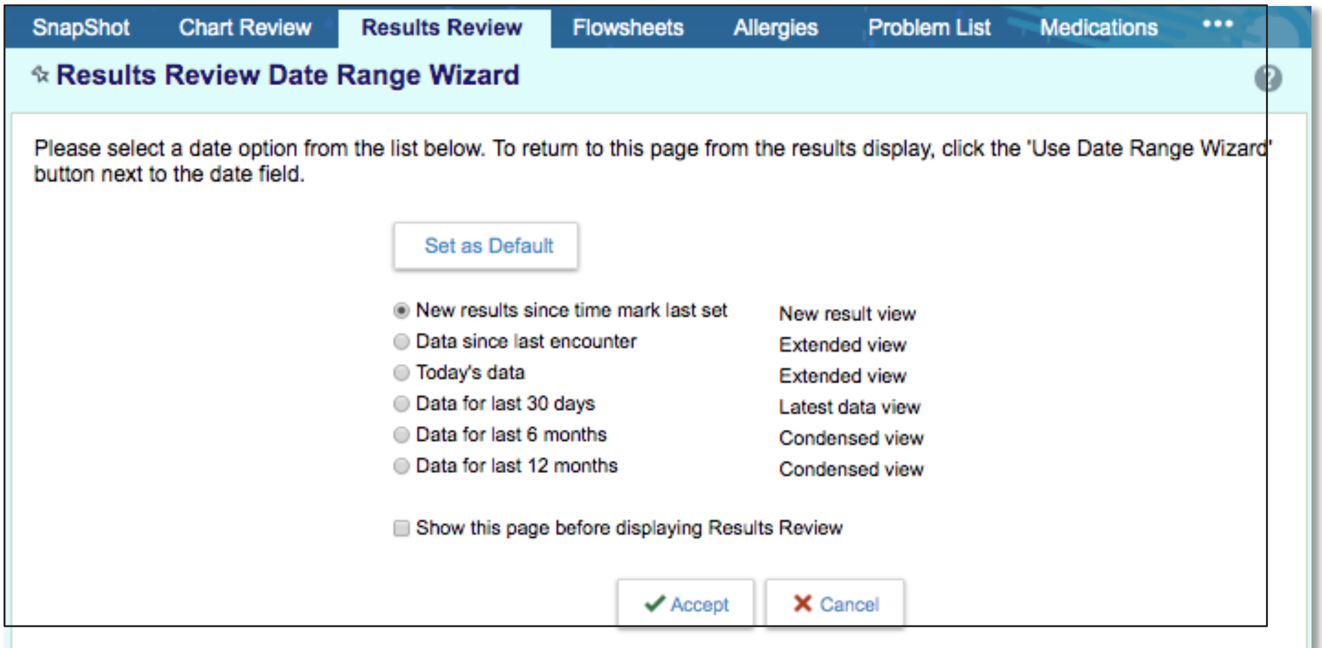
For patients with large charts, use filters to narrow down the list of visits, labs, medications, or other information in Chart Review. For example, on the **Encounters** tab, you can filter the list so you see only the visits associated with certain providers.

1. Click Filters or use the dropdown arrow next to the Filters button to view filter choices.
2. Select a filter type and then check corresponding boxes next to the values to be viewed. For example, select Encounter Type and then select the Dx/Impressions.

3. Select the criteria to search for in the category you selected in step #2.
4. Click **Apply** to see the results.

Results Review

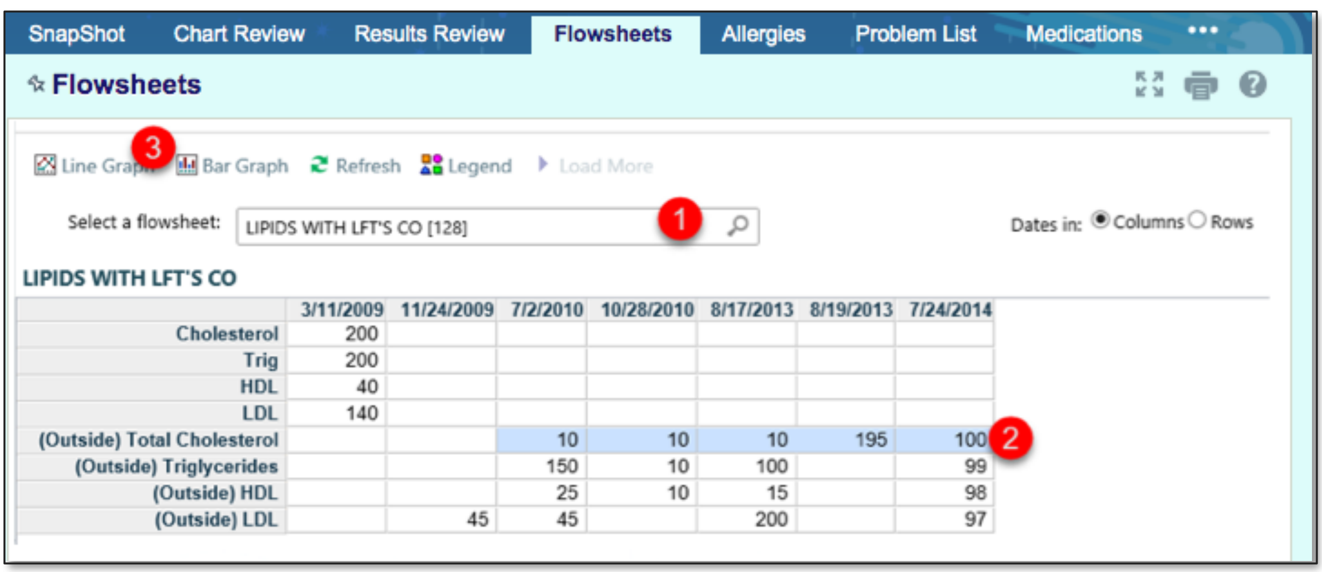
Review Results for a Specific Time frame using the Results Review Date Range Wizard.



Flowsheets

The Flowsheets activity allows the user to view a customizable collection of data (such as vital signs or lab results) that can be compared numerically or graphed to help determine trends over time.

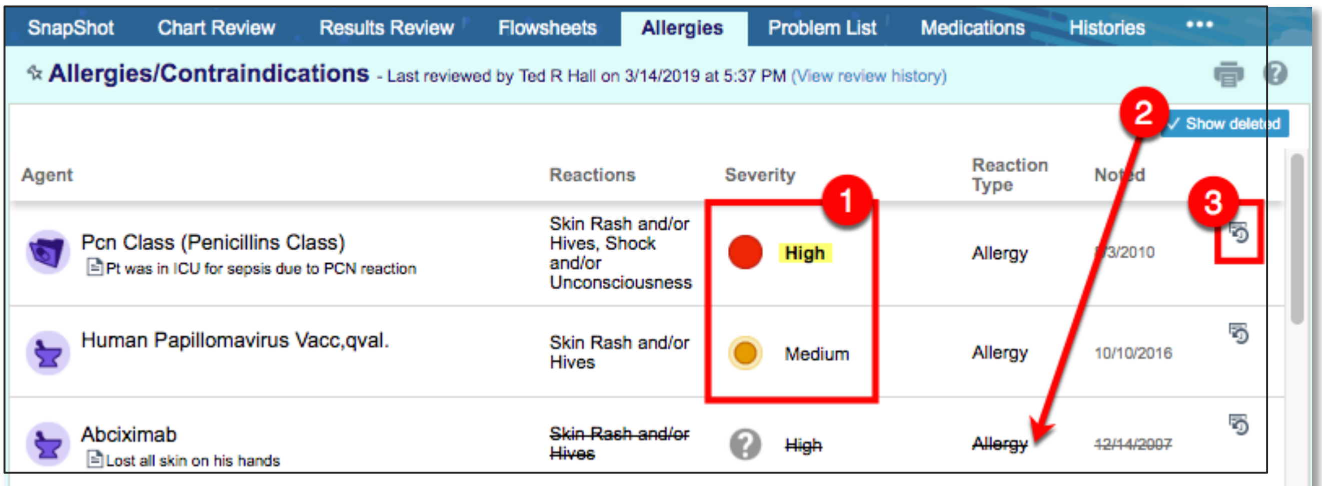
1. Select a flowsheet from the search field or use completion matching to find the desired result to graph.
2. Select the range of data to be displayed
3. Select the type of graph to display results (Line Graph or Bar Graph)



Allergies

When verifying a patient's allergies, review the **Allergies/Contraindications** activity. After allergies are entered, they appear in the patient header. When ordering medications or supplies that interact with a documented allergy, the user is notified with a medication interaction warning. Note the following in the Allergies activity:

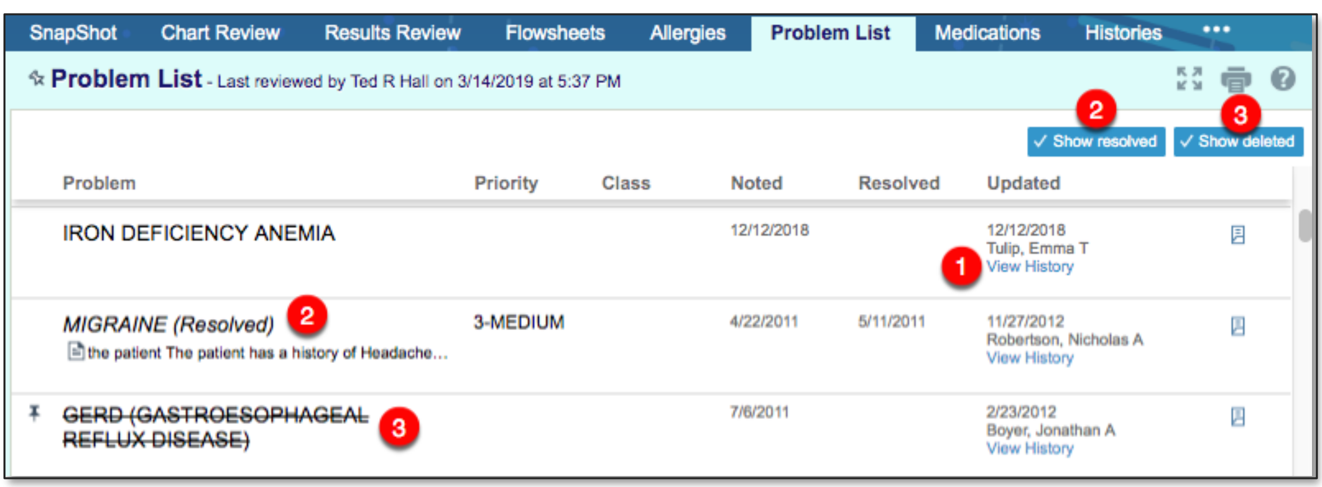
1. High-severity allergies appear highlighted in yellow with a red dot. Medium severity allergies appear with a yellow dot.
2. To view deleted allergies, click **Show deleted**. Deleted allergies appear with strikethrough text.
3. Some patients' allergies change over time. Click **View History** for an audit trail of changes to allergy documentation. This can provide a more complete picture of the patient's allergy over time.



Problem List

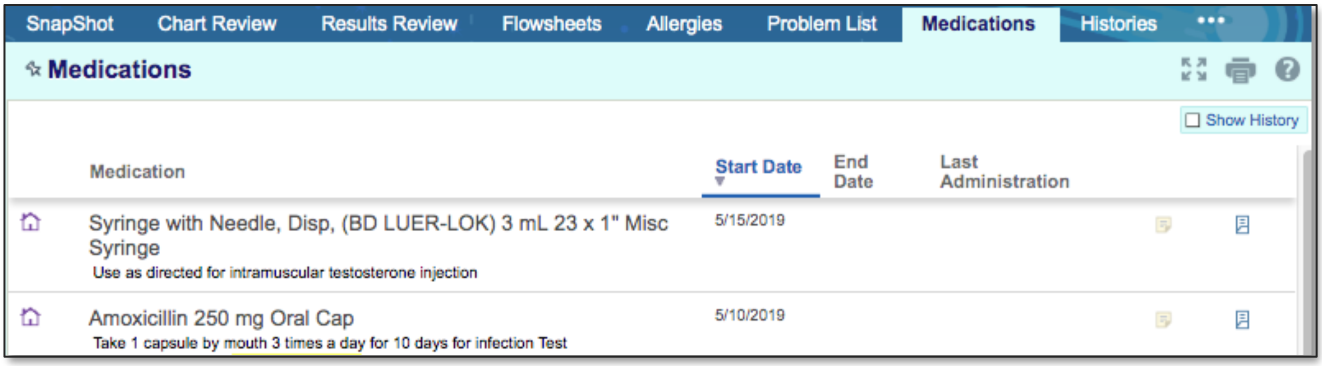
Use the Problem List activity to manage a patient's ongoing medical problems. Use the list to track the progress and treatment of those conditions from initial onset to present day. The problem list is designed to be a complete list of the major health issues a patient is dealing with and is used to manage these issues over the long term. It is normally maintained by the patient's primary care physician but also updated by each member of the patient's care team. Note the following in the Problem List activity (refer to image on following page):

1. Click **View History** to review past updates for a particular problem.
2. Click **Show resolved** to view resolved problems at the bottom of the Problem List. Resolved problems appear in italics.
3. Click **Show deleted** to view problems that were added to the problem list and then deleted. Deleted problems appear at the bottom on the list with strikethrough text.



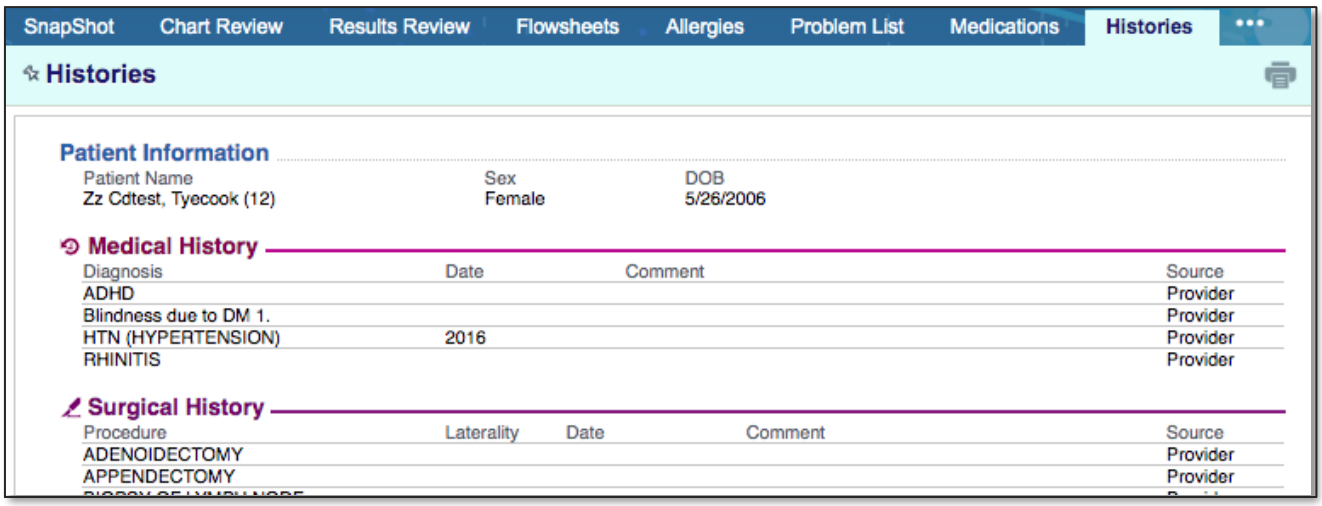
Medications

The Medications activity provides a complete list of the medications a patient is currently taking and the entire history of medications that have been entered into the system. Columns can be sorted by clicking a column name.



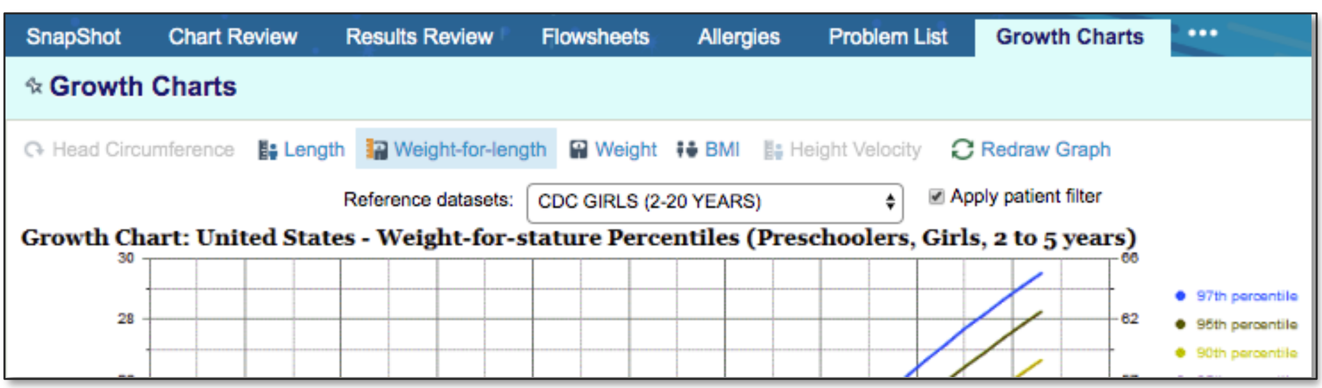
Histories

The Histories report displays the information entered in the History Doc activity. The report includes information about the patient's medical history.



Growth Charts

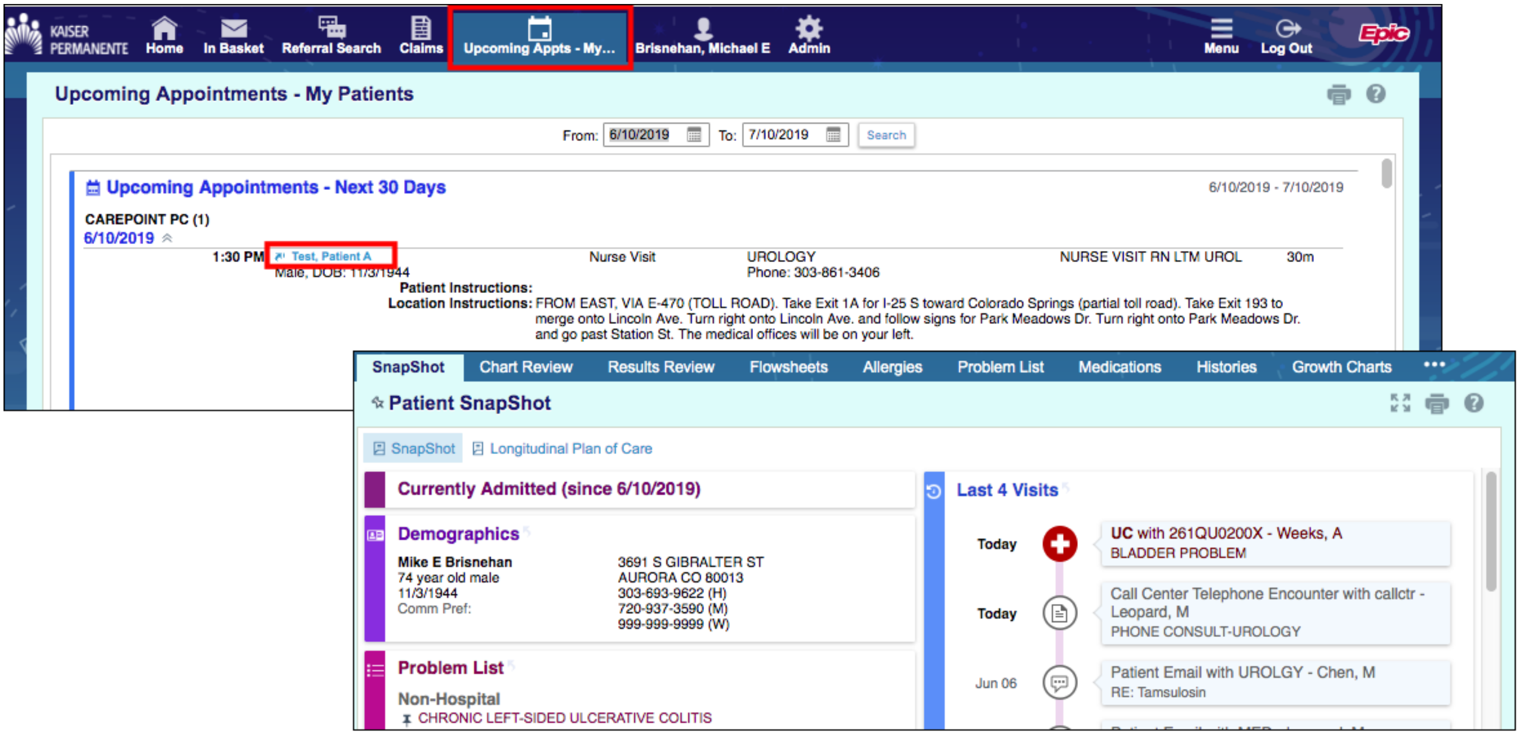
When working with pediatric patients, there may be a need to view their growth statistics mapped out on a growth chart curve. View the patient's growth in the Growth Chart activity. Several growth chart datasets and corresponding curves are available in the Growth Chart activity depending on your patient's age, sex, and problems.



Upcoming Appointments

Open a patient's chart directly from **Upcoming Appointments** to quickly view his/her information.

1. Click the **Upcoming Appointments** button on the top toolbar.
2. Click the patient link to open the patient's chart.



Help and Contact Information

For help using an activity, click the question mark  on the upper right of the webpage.

For help with passwords or unable to log in, contact the Provider Relations Department at **1-866-866-3951.**