

## PCEHR User Guide

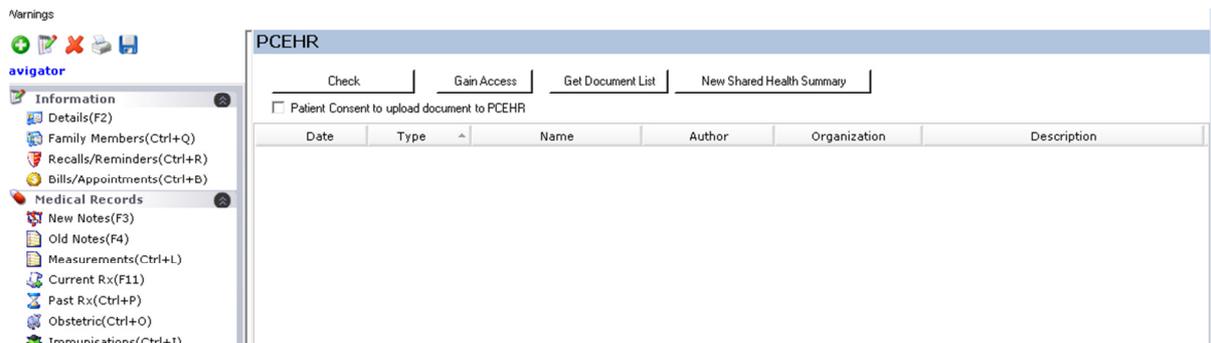
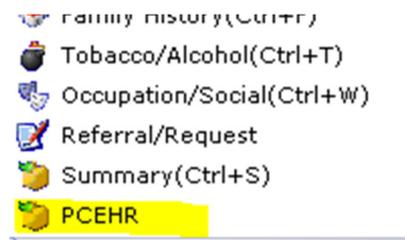
The following functionalities can be performed in the PCEHR

1. Check Status of PCEHR
2. Gain Access to PCEHR
3. Download documents from PCEHR
4. Upload Shared Health Summary

To access the PCEHR

1. The user must have an HPII number in their staff profile
2. The patient must have an IHI number

Gain access to PCEHR by going to the PCEHR tab in the Clinical Profile of the patient.



## The PCEHR Window

### Check

The Check button determines the status of the PCEHR for the patient

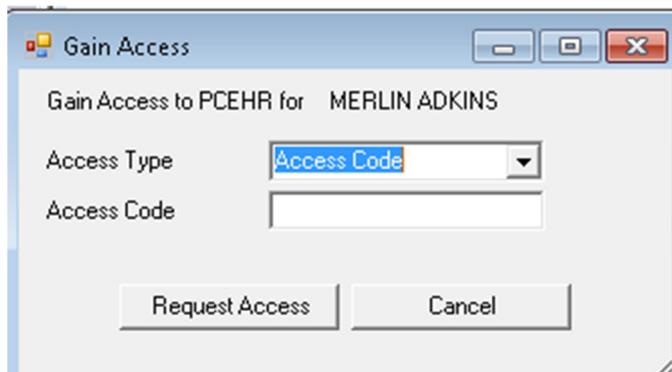
There are four different values for the status of a patient.

- PCEHR does not exist – Patient either does not have the PCEHR or the PCEHR is hidden
- PCEHR exists and is open – Patient has a PCEHR and no password is required to access it.  
If the patient does not require a password the system will automatically try to gain access to the PCEHR of the patient when you click on “Check”

- PCEHR exists with a password
  - Patient has restricted access to PCEHR. If the patient requires a password the user will have to use the “Gain Access” button to provide a password for the PCEHR
- PCEHR Access Granted – The practice has previously been granted access to the PCEHR for the patient

## Gain Access

Clicking on Gain Access will bring up the following screen



The user can select one of the three different access types.

- Access Code – The patient has provided a password to gain access then select access type as Access Code and put the password in the access code
- Emergency – If the patient is not in a state to be able to provide the access code and the doctor needs to access their PCEHR in an emergency use this type
- Without Access Code – use this if there is no password protection on the patient’s PCEHR

## Download documents from PCEHR

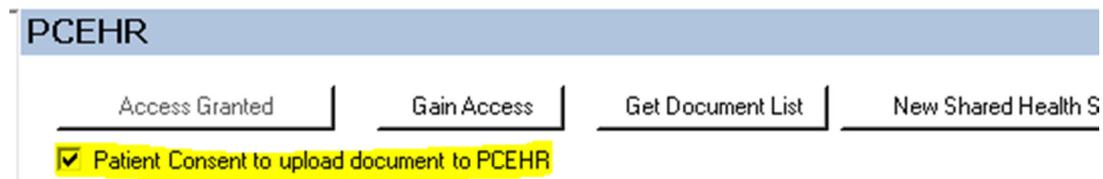
The user can get a list of all documents in the PCEHR for the patient. The user must have been granted access to the patient PCEHR to be able to retrieve the list of documents.

Date	Type	Name	Author
- Type: .zip			
13/04/2013...	.zip	Shared Health Summary	Black Ely
14/04/2013...	.zip	Shared Health Summary	Black Ely
- Type: Discharge Summary - Conformance Level 2			
09/08/2012...	Discharge Su...	Discharge Summarization...	KERR NICHOLAS
- Type: eReferral - Conformance 1A			
04/12/2012...	eReferral - Co	e-Referral	Adams Matthew
04/12/2012...	eRe	View	Adams Matthew
05/12/2012...	eRe	Remove from PCEHR	Adams Matthew
- Type: eReferral - Co			
25/01/2013...	eRe	See Change History	Lennon George
- Type: Event Summar...			
05/12/2012...	Event Summar...	Event Summary	Adams Matthew
12/12/2012...	Event Summar...	Event Summary	Jones Anna
18/12/2012	Event Summar	Event Summary	Jones Anna

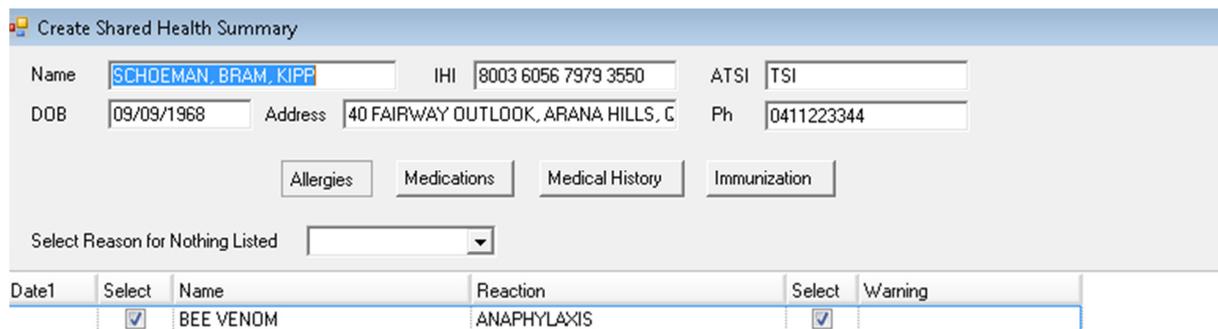
Once the user has the list of documents they can right click a document and click on View to see the document. They can also remove the document from PCEHR if they are the author of the document. The See Change History button will show if there is any previous versions of the document.

## Upload Shared Health Summary

To upload the shared health summary of the patient click on the New Shared Health Summary button. The doctor must also get consent from the patient and indicate this by selecting the tick box in the PCEHR tab



The screenshot shows a blue header bar with the text "PCEHR". Below the header are four buttons: "Access Granted", "Gain Access", "Get Document List", and "New Shared Health S". Below these buttons is a yellow highlighted checkbox with the text "Patient Consent to upload document to PCEHR".



The screenshot shows a form titled "Create Shared Health Summary". The form contains the following fields:

- Name: SCHOEMAN, BRAM, KIPP
- IHI: 8003 6056 7979 3550
- ATSI: TSI
- DOB: 09/09/1968
- Address: 40 FAIRWAY OUTLOOK, ARANA HILLS, G
- Ph: 0411223344

Below the form are four tabs: "Allergies", "Medications", "Medical History", and "Immunization". Below the tabs is a dropdown menu labeled "Select Reason for Nothing Listed".

Date1	Select	Name	Reaction	Select	Warning
	<input checked="" type="checkbox"/>	BEE VENOM	ANAPHYLAXIS	<input checked="" type="checkbox"/>	

The shared health summary has four tabs

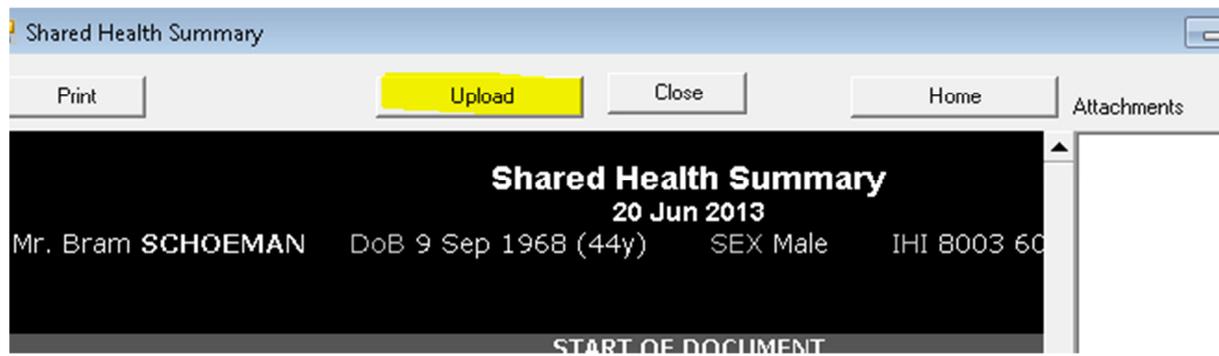
1. Allergies
2. Medications
3. Medical History
4. Immunization

All the data will be derived from the patient's records. The doctor can select which items to include in the summary. Medical History can be classified as Diagnostic, Procedure or Other by selecting the drop down under History Type column.

If the health summary does not have any item in any of the sections, Allergy, Medication, Diagnostic, Procedure or Immunization then the user must select a reason for not having any item.

After the selections are made the user can click on the Preview button at the bottom of the screen to view the final document.

Once the user is satisfied with the document they can then click on Upload in the preview screen to upload the document to the patient PCEHR



Any document uploaded to PCEHR will have a copy stored in the patient's Correspondence