

Welcome to the Healthix Hosted Registration Training

This PDF is intended to guide you through the process of registering and or editing a patient's consent status. When you arrive in the Healthix Portal, and after you have taken the mandatory Policy Training, you will see a landing page. Here you will have access to the Patient Registration tab.



The Patient Consent Registration Tab



- **Clicking on the Tab** - will bring you to the Patient Search function within the Hosted Registration tool.
- **Note:** Depending on your role you may have access to other tabs in the Clinical viewer, or you may only have access to this one tab.

Healthix

Welcome, mr bmsfbc Sign Out

NOTIFICATIONS TRAINING HELP

HOME PATIENT RECORD CLINICAL MESSAGE CENTER PATIENT / CONSENT REGISTRATION

REGISTRATION SEARCH

Enter Registration ID / MRN below.

Facility
Brownsville Multi Service Family Health Center

Registration ID / MRN

SEARCH Clear >

Confidentiality Policy | Healthix.org

If your organization has multiple locations this will be represented as a pull down menu (see below), where you can select the particular organization

The Patient Consent Registration Patient Search

- **Registration /Search** - When you arrive at the page your organization's name will already be pre-populated in the field.

NOTE: *If you are with an organization that has multiple locations you will have the option to select a particular site from a pull down menu.*

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HOME PATIENT RECORD CLINICAL MESSAGE CENTER PATIENT / CONSENT REGISTRATION

REGISTRATION SEARCH

Enter Registration ID / MRN below.

Please enter both fields.

Facility
NYP Cornell - NYPHEAST

Registration ID / MRN

SEARCH Clear >

Confidentiality Policy | Healthix.org

- **Enter the Patient MRN** – All you need to do is enter in the Patient Medical Record and click
- **Search** – The Search button will bring up the patient name

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Welcome, mr bmsfhc Sign Out

NOTIFICATIONS TRAINING HELP

HOME PATIENT RECORD CLINICAL BMSFHC CENTER PATIENT / CONSENT REGISTRATION

REGISTRATION SEARCH

Enter Registration ID / MRN below.

Facility
Brownsville Multi Service Family Health Cent

Registration ID / MRN
BMSFHC1000055

SEARCH

Displaying 10 results

	GENDER	DATE OF BIRTH	STREET	CITY/STATE/ZIP	PHONE NUMBER
SELECT PATIENT Connor, Mary	F	1974-05-30	555 Main Street	New York NY 10011	212-555-1212
Connor, Mary	F	1974-05-30	555 Main Street	New York NY 10011	212-555-1212
Connor, Mary	F	1974-05-30	555 Main Street	New York NY 10011	212-555-1212

Search Results

- Patient Name Appears -
When the patient names appears
- Click on the Blue Select Patient-
This link will bring you to the Patient Consent Screen

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Welcome, Nathan Hardesty-Dyck

NOTIFICATIONS TRAINING HEL

HOME PATIENT / CONSENT REGISTRATION

Patient / Consent Registration

Step 1: Demographics

Prefix:

First Name: *

Last Name: *

Middle Name:

Suffix:

Gender: *

Date of Birth: *

Address:

City: *

State: *

Zip: *

Phone Number:

SSN:

Step 2: Consent

Facility: NYP Cornell

Consent: *

Date of Signature: *

Note: Electronic consent must be consistent with a paper consent form.

Possible consent values include:

- Emergency Only - Give consent to access in emergency situations only
- Yes - Give Consent
- No - Deny Consent
- Undecided/No Consent Chosen - Patient does not specify any consent decision

* indicates required field

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Arrived on Patient Consent Registration Page

- **Choose Consent Type** – Here you are able to change and select the consent types. Choose one of four options:
 - Yes – Give Consent
 - No – Deny Consent
 - Emergency Only
 - Undecided
- **Enter the Date of Consent** – This is the date on which consent was given, and will be reflected on the consent form (*this is a mandatory field*)
- **Hit Save** - After selecting consent, enter date, hit save and you will see a pop-up that asks for verification.

NOTE: A copy of the patient consent form either scanned or in paper form must be kept for auditing purposes. It must have the patient's consent choice, their birth date, date of the consent and their signature.

Healthix

Welcome, Nathan Hardesty-Dyck

NOTIFICATIONS TRAINING HEL

HOME PATIENT / CONSENT REGISTRATION

Patient / Consent Registration

Step 1: Demographics

Prefix:

First Name: *

Last Name: *

Middle Name:

Suffix:

Gender: *

Date of Birth: *

Address:

City: *

State: *

Zip: *

Phone Number:

SSN:

Step 2: Consent

Facility: NYP Cornell

Consent: *

Date of Signature: *

Note: Electronic consent must be consistent with a paper consent form.

Possible consent values include:

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* indicates required field

Confidentiality Policy | Healthix.org

Authorized Users: Have Ability to Create/Edit profile

Creating a New User –

When creating a new user one must fill in the following mandatory fields:

- First Name
- Last Name
- Gender
- Date of Birth
- City, State and Zip Code

When You Hit Save -

The system will generate a medical record number for this new patient

NOTE: Some users may have the ability to edit demographic information and/or to create a new patient record in the Hosted Registration System. **Functionality is determined based on your organization and your role.**

The screenshot shows the Healthix interface. At the top left is the Healthix logo. To the right, it says 'Welcome, mr brischo' and 'Sign Out'. Below this are links for 'NOTIFICATIONS', 'TRAINING', and 'HELP'. A navigation bar contains buttons for 'HOME', 'PATIENT RECORD', 'CLINICAL MESSAGE CENTER', and 'PATIENT / CONSENT REGISTRATION'. The main heading is 'Patient / Consent Registration'. A green-bordered box contains the following text: 'Your patient registration for Mary Connor is complete', 'Facility: Brownsville Multi Service Family Health Center', 'Registration ID: BMSFHC1000055', and 'Registration ID can be used to search for and update the patient in Healthix.'. Below this is a blue box with the text 'Update the demographics and consent for another patient.' and a white button labeled 'Update Registration'. At the bottom left, there is a link for 'Confidentiality Policy | Healthix.org'.

Finish Screen

- **After Hitting Save-** You will be brought to this screen, that allows you to go back in and repeat the process
- **If Authorized -** If you are authorized to view the patient's information this screen would provide a second option to view the patient record.

This screenshot is similar to the first one but includes an additional option. It shows the same completion message and 'Update Registration' button. Below the message box, there are two blue boxes. The left one says 'View patient in the Healthix Portal.' with a 'View Patient' button. The right one says 'Update the demographics and consent for another patient.' with an 'Update Registration' button. The footer also includes the 'Confidentiality Policy | Healthix.org' link.

Need Support

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Healthix staff are available
should you questions

Call: **1-877-695-4749** or
Email: **support@healthix.org**

To download a list of current
Healthix Participants who
contribute data to Healthix:
<http://healthix.org/participants>

Healthix Policies are located at:
www.healthix.org

Need Support

Should you require any
assistance technically or
otherwise please note the
Healthix contact information:

Healthix staff are available
should you questions
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