

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 decision. When you arrive in the Healthix Portal, and after you have taken the mandatory Policy Training, you will see Hosted Registration Training Highlighted in Yellow. Click on that training to begin.

Today's training

We will first present the workflow for adding or editing a patient's consent status in the Healthix consent tool, followed by how to register a new patient from the beginning.

Welcome

Healthix Hosted Registration Training



Today's Training

Two Workflows

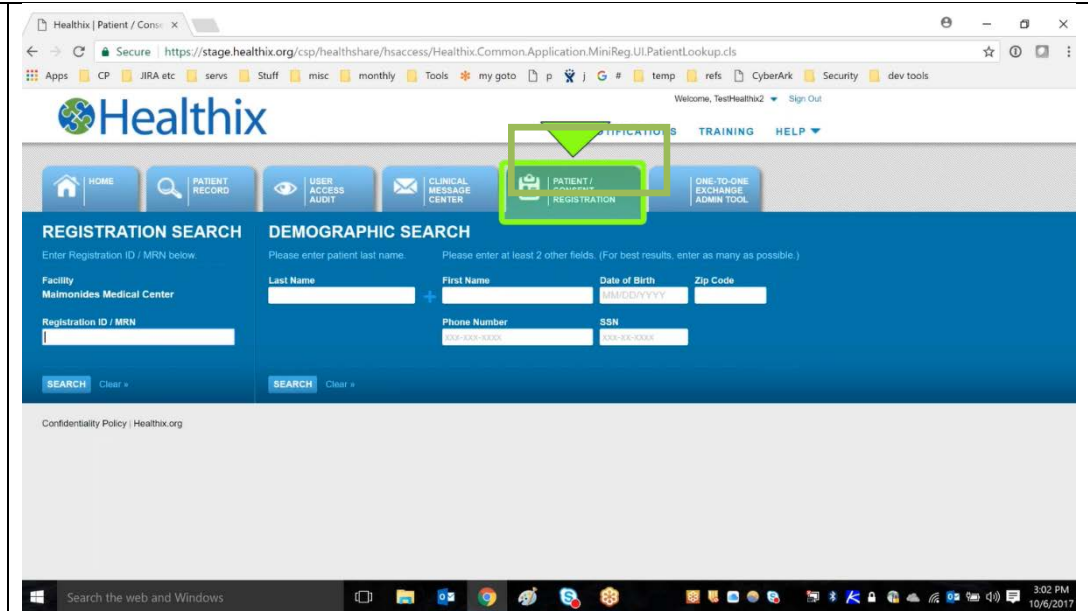
- Adding and Editing Patient Consent Status
- Registering a New Patient and Logging Their Consent Status



The Patient Consent Registration Tab

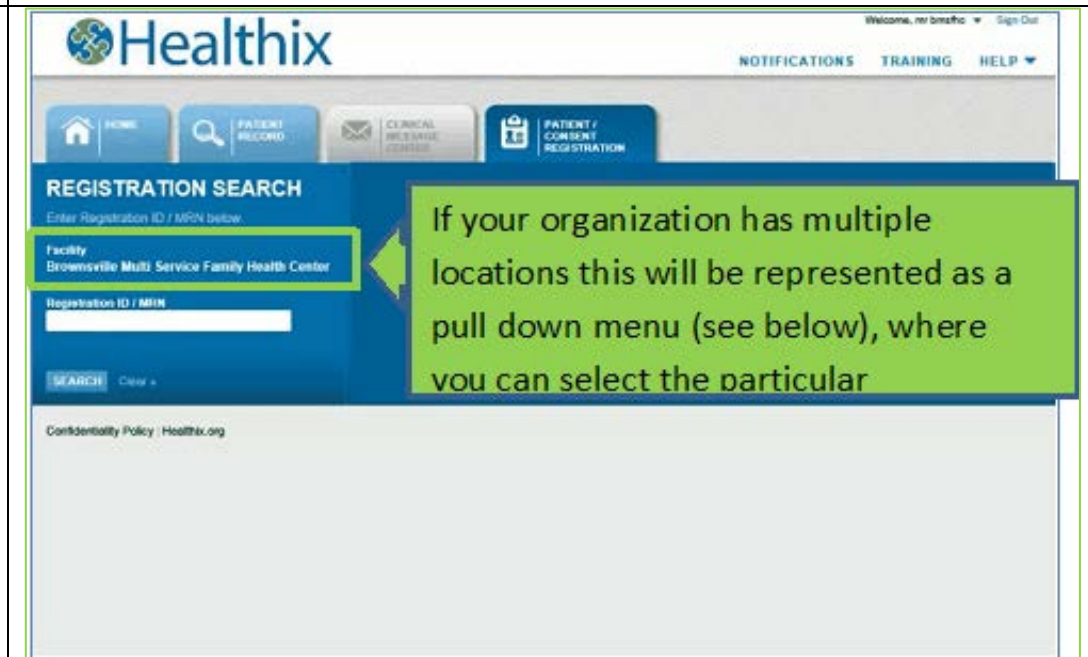
Clicking on the Tab - will bring you to the Patient Search function within the Hosted Registration tool.

Depending on your role, you may have access to additional tabs in the Clinical viewer, or you may see only this one tab.



To Edit or Add Patient Consent

Click on the patient/consent registration tab and you will see a patient search. Your organization's name will already be pre-populated. If your organization has multiple locations, you will have the option to select a particular site from a pull-down menu.



Two Options to Search a Patient

To find the patient in the Healthix System, you have two options – Search by Medical Record Number (MRN) or by Demographics. If you use a demographic search use the patient's last name and two other demographic characteristics like date of birth, zip code or phone number

The screenshot shows the Healthix Patient Lookup interface. The 'DEMOGRAPHIC SEARCH' form is highlighted with a green box. It includes fields for Last Name, First Name, Date of Birth, Zip Code, Phone Number, and SSN. A yellow arrow points to the 'SEARCH' button. A text overlay on the right reads 'Last Name Plus Two Other Demographics'.

Medical Record Number Search

In this Example we will use the Patient MRN –and click to search

This will bring up the patient name– Click on the Blue Link labeled Select Patient. *(as seen in image to right)*

This takes you to the Patient Consent Screen

The screenshot shows the Healthix Patient Lookup interface. The 'REGISTRATION SEARCH' form has the MRN '8675309' entered. The search results table is displayed below, with a green box highlighting the 'SELECT PATIENT' link in the first row.

NAME	GENDER	DATE OF BIRTH	STREET	CITY/STATE/ZIP	PHONE NUMBER
SELECT PATIENT					
TestPatient, Tommy	M	01/01/45	777 Some GSI Avenue	Brooklyn NY 12345	718-555-1212
TestPatient, Tommy	M	01/01/45	777 Some GSI Avenue	Brooklyn NY 12345	718-555-1212

Patient Consent Registration

Here you can edit any of the demographic fields as well as the consent decisions. For the consent type - **Select from the pull down menu** which shows four consent options:

- Emergency Only
- Yes – Give Consent
- No – Deny Consent
- No Consent Status Given (this is the same as the Undecided status)

After selecting the consent status that the patient has selected on the Healthix Consent Form.

Enter the Date of Consent. (This date must match the date on the consent form and is a mandatory field).

Then Hit Save.

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

Healthix

NOTIFICATIONS TRAINING HELP

HOME PATIENT RECORD USER ACCESS AUDIT CLINICAL MESSAGE CENTER PATIENT / CONSENT REGISTRATION ONE-TO-ONE EXCHANGE ADMIN TOOL

Patient / Consent Registration

Step 1: Demographics

Prefix:

First Name: Tommy

Last Name: TestPatient

Middle Name:

Suffix:

Gender: Male

Date of Birth: 01/01/1945

Address: 777 Some GSI Avenue

City: Brooklyn

State: NY

Zip: 12345

Phone Number: 718-555-1212

SSN: ###-##-####

Step 2: Consent

Facility: Maimonides Medical Center

Consent Type: Facility

Consent: Yes
Emergency Only
No
No Consent Value

Date of Signature: Yes
No
No Consent Value

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 to Community / Facility
- No - Deny Consent to Community / Facility
- No Consent Value - Patient does not specify any consent decision

Healthix

NOTIFICATIONS TRAINING HELP

HOME PATIENT RECORD USER ACCESS AUDIT CLINICAL MESSAGE CENTER PATIENT / CONSENT REGISTRATION ONE-TO-ONE EXCHANGE ADMIN TOOL

Patient / Consent Registration

Step 1: Demographics

Prefix:

First Name: Tommy

Last Name: TestPatient

Middle Name:

Suffix:

Gender: Male

Date of Birth: 01/01/1945

Address: 777 Some GSI Avenue

City: Brooklyn

State: NY

Zip: 12345

Phone Number: 718-555-1212

SSN: ###-##-####

Step 2: Consent

Facility: Maimonides Medical Center

Consent Type: Facility

Consent: No

Date of Signature: 07/28/2017

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 to Community / Facility
- No - Deny Consent to Community / Facility
- No Consent Value - Patient does not specify any consent decision

Hit Save

The date is a mandatory field and must match the date of consent on the Healthix Consent Form

Select Patient's Consent Decision

Once you have finished the demographic information you will select the patient's Consent decision. Some organizations may have the option of selecting Facility based consent or Community Based Consent.

Again you will enter the consent status, then the date of consent and Hit Save.

https://stage.healthix.org/csp/healthshare/hsaccess/Healthix.Common.Application.MiniReg.UI.AddUpdatePatient.cls?UpdateMode=0

Healthix

NOTIFICATIONS TRAINING HELP

HOME PATIENT RECORD USER ACCESS AUDIT CLINICAL MESSAGE CENTER PATIENT / CONSENT REGISTRATION ONE-TO-ONE EXCHANGE ADMIN TOOL

Patient / Consent Registration

Step 1: Demographics

Prefix:

First Name: TestUser

Last Name: TestLastName

Middle Name: asdf

Suffix:

Gender: Female

Date of Birth: 01/01/2011

Address:

City: City

State: NY

Zip: 12345

Phone Number: 123-123-1234

SSN: XXX-XX-XXXX

Step 2: Consent

Facility: Maimonides Medical Center

Consent Type:

Consent: Community

Facility

Date of Signature: MM/DD/YYYY

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 to Community / Facility
- No - Deny Consent to Community / Facility
- No Consent Value - Patient does not specify any consent decision

Healthix Registration ID

This time the system will generate a Healthix Registration ID for this new patient. You can use this in the future to update any future changes in consent.

https://stage.healthix.org/csp/healthshare/hsaccess/Healthix.Common.Application.MiniReg.UI.AddUpdatePatientSuccess.cls?SavedMRN=MMC100048&Sav...

Healthix

NOTIFICATIONS TRAINING HELP

HOME PATIENT RECORD USER ACCESS AUDIT CLINICAL MESSAGE CENTER PATIENT / CONSENT REGISTRATION ONE-TO-ONE EXCHANGE ADMIN TOOL

Patient / Consent Registration

Your patient registration for TestUser TestLastName is complete.

Facility: Maimonides Medical Center

Registration ID: MMC100048

Registration ID can be used to search for and update the patient in Healthix.

View patient in the Healthix Portal.

View Patient

Update the demographics and consent for another patient.

Update Registration

For More Information



If you have questions
contact us at
info@healthix.org
877.695.4749



If you'd like to refresh your understanding of the Healthix patient consent policy, you may refer to the Healthix policy training available on the Healthix Portal.

Remember, with patient consent, providers can access vital information in Healthix that can improve patient care!