HOW TO USE SHARED CARE IN INTELLECHART PRO

The purpose of this training is to outline the steps necessary to make use of the Shared Care feature of IntelleChartPRO. This includes creating shares, receiving shares, viewing shared information, and reversing/deleting shared encounters. encounters. This feature is only available between Intellechart providers, and requires that both the sending and receiving provider are participants in this program.

Required Tools for This Training: Staff members authorized to create Shared Care accounts. The Practice must register with support and provide necessary information to activate this feature.

Permissions: No special permissions are required for this task

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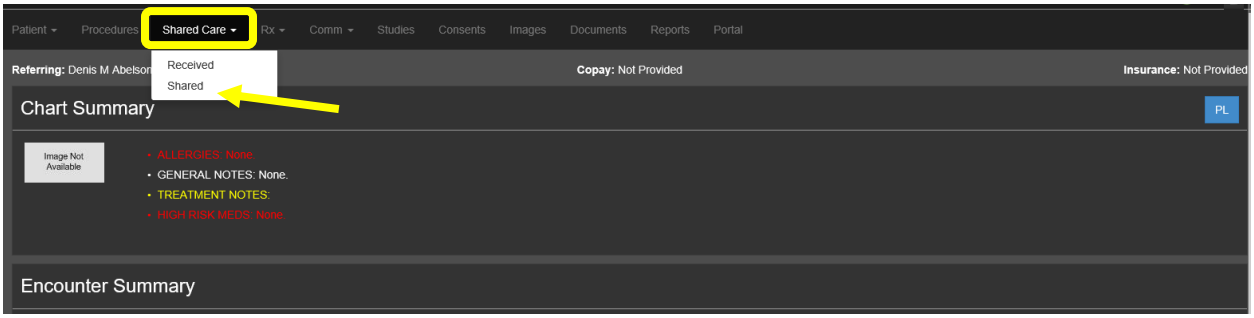
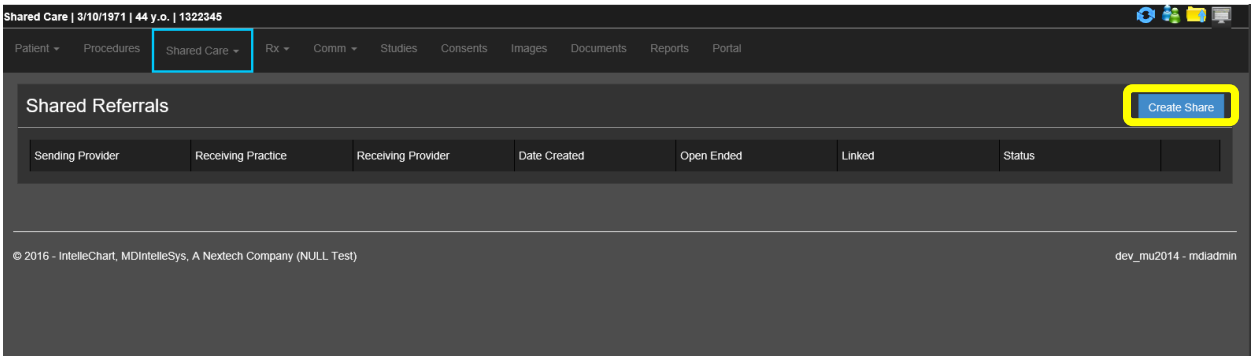
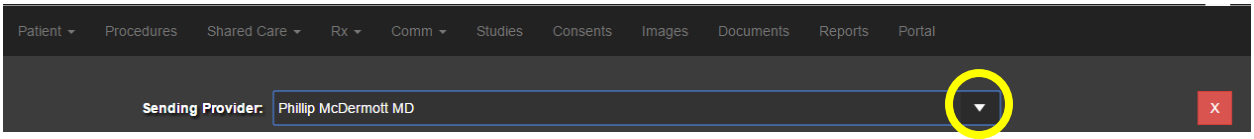
Shared care is an easy way to share clinical information with other Shared Care providers in your community or across the country. Click on the “Shared Care” tab, and click on “Shared” in order to start the sharing process.



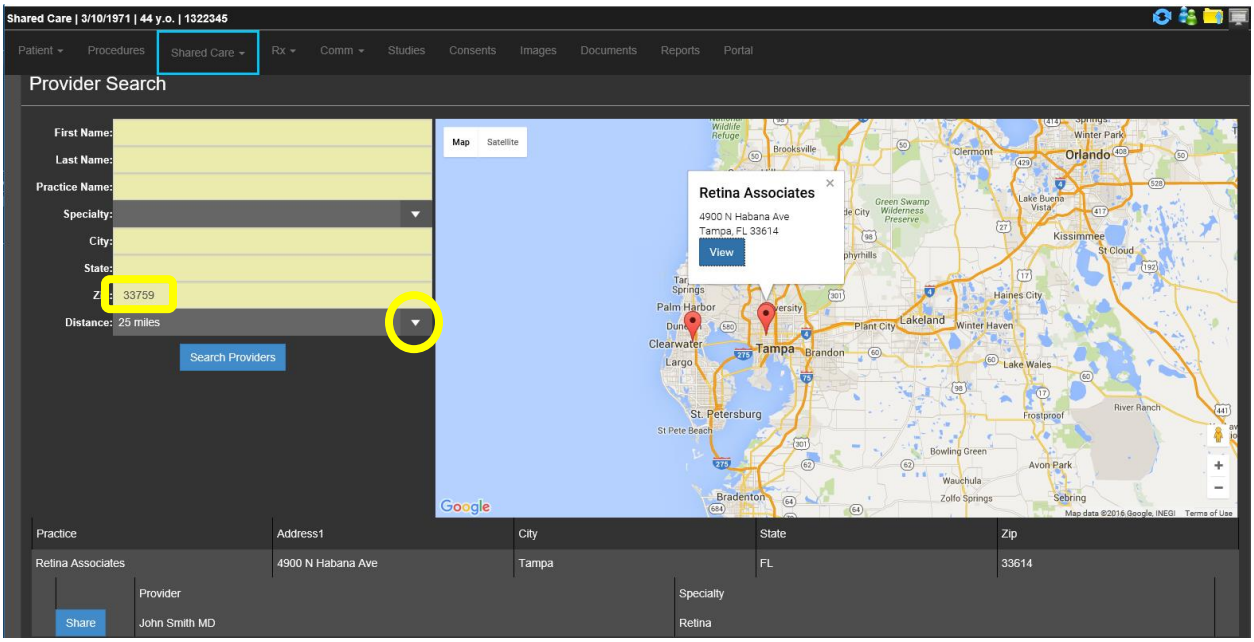
Select “Create Share”



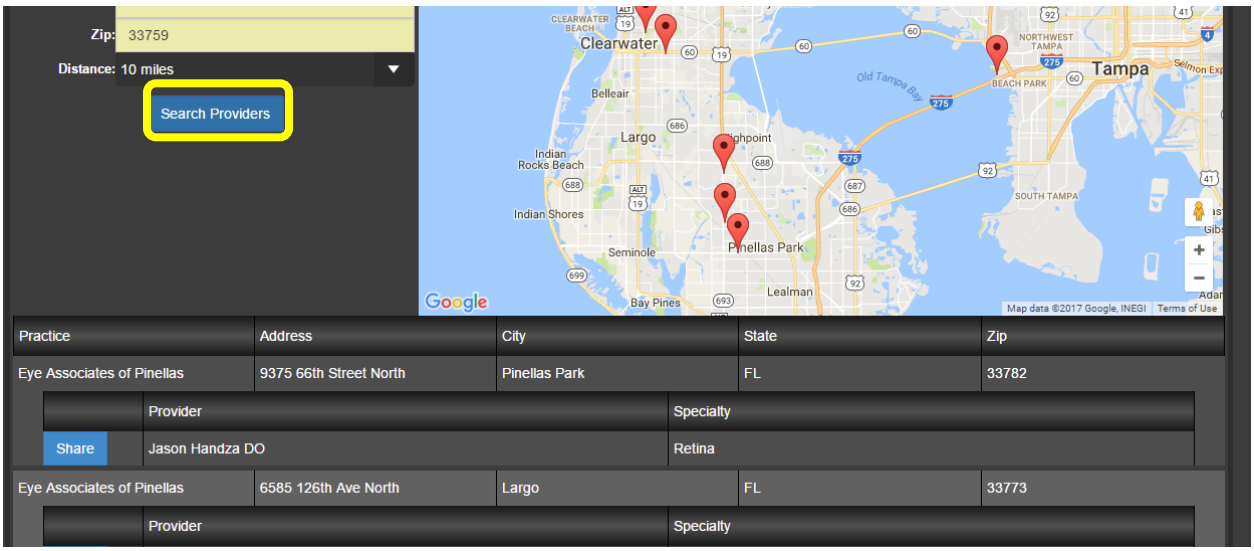
Select the physician who wishes to share the information from the drop-down. This is the “Sending Physician” for this share.



To search for the physician with whom the information is to be shared, indicate the zip code for that provider, and narrow the search area by using the “Distance” drop down.

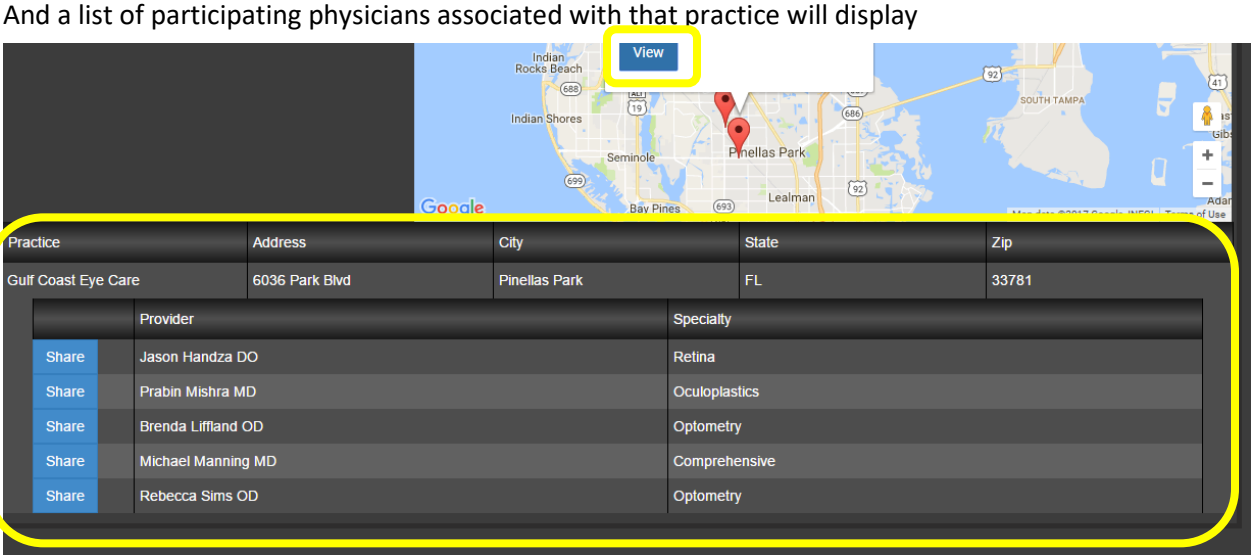


Clicking “Search Providers” will bring up a map of the providers in the area indicated, with a list of practice and physician names below.



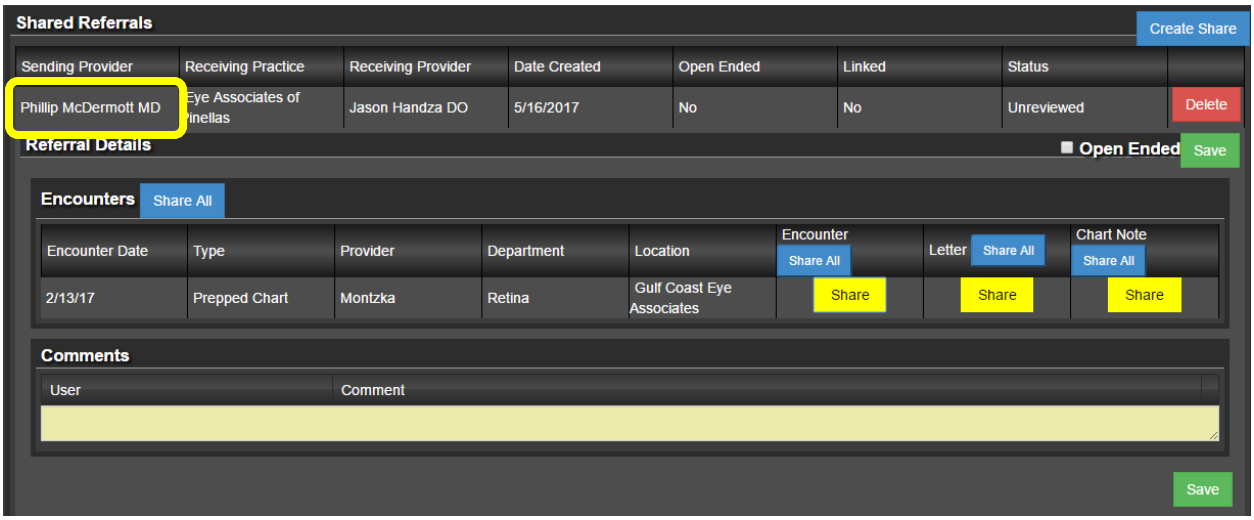
Hover over one of the locations on the map, and practice name and address will display. Click on “View”,

And a list of participating physicians associated with that practice will display

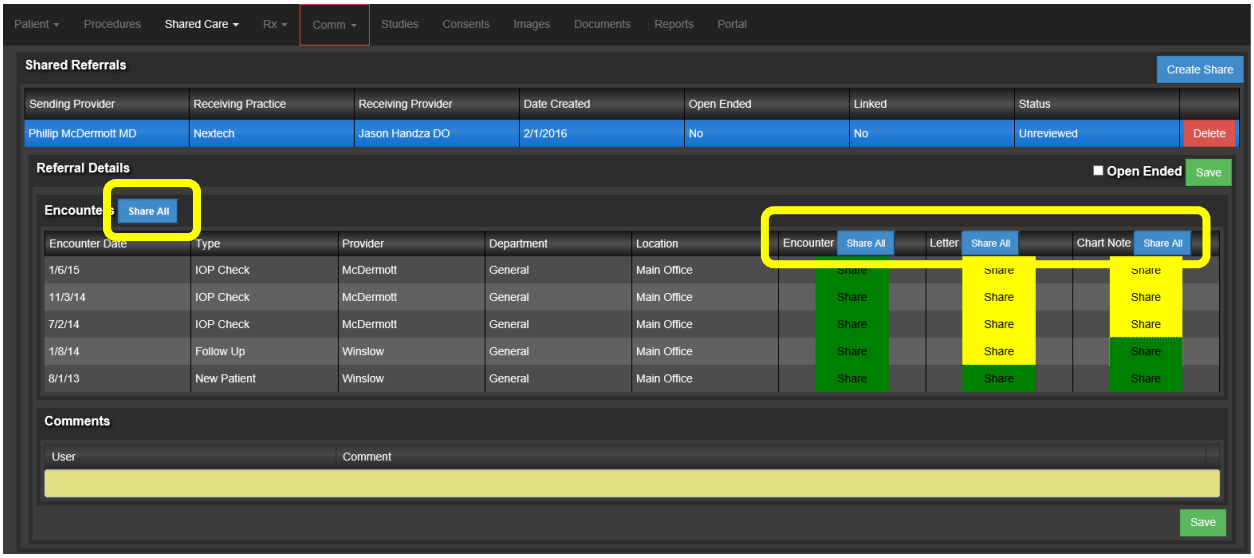


Choose the physician with whom information is to be shared, and select the “Share” next to that physician’s name.

Click on the name of the sending provider, and the information available to share will be displayed. All of the “Share” boxes will be yellow until the information that is to be shared is selected.

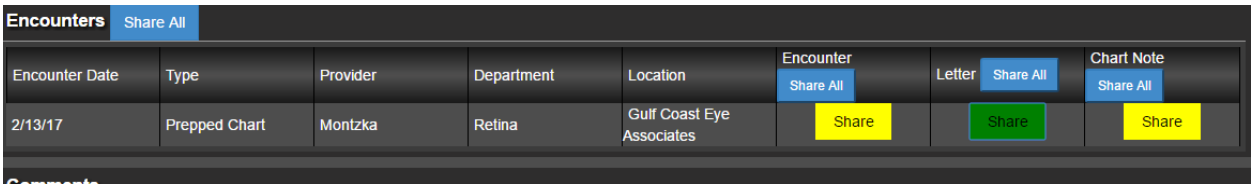


To share all of the encounters, select “Share All.” All of the “Share” boxes will turn green, indicating that all of these elements will be shared. To de-select any element, click on the “Share” box for that element, and the box will turn yellow, indicating that that information is not to be shared. The “Share” box at the top of each column will share all of the elements in that column if selected. Clicking again will de-select all of the elements in that column.

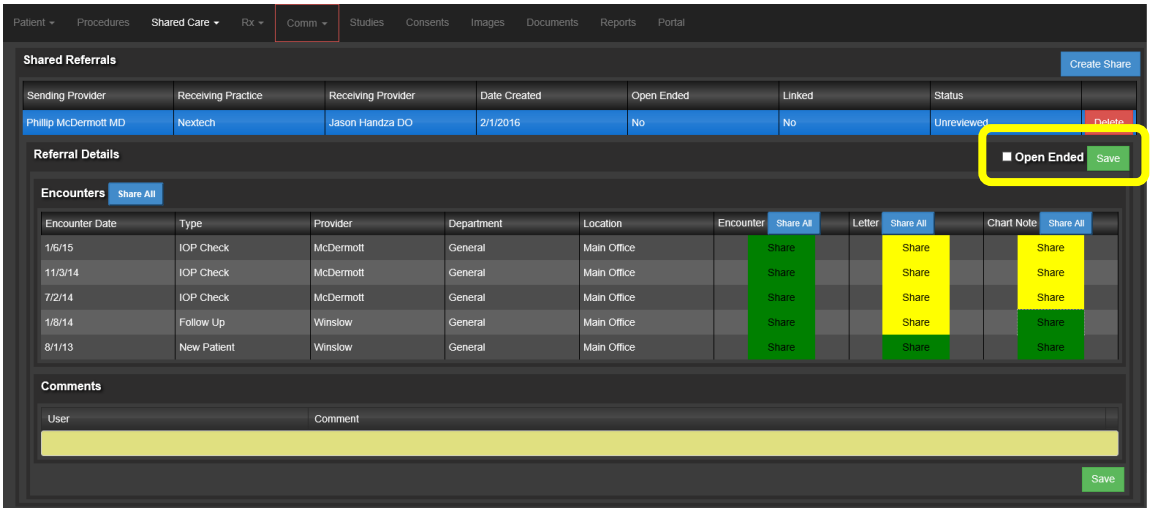


Any comments can be free-typed in the yellow text box.

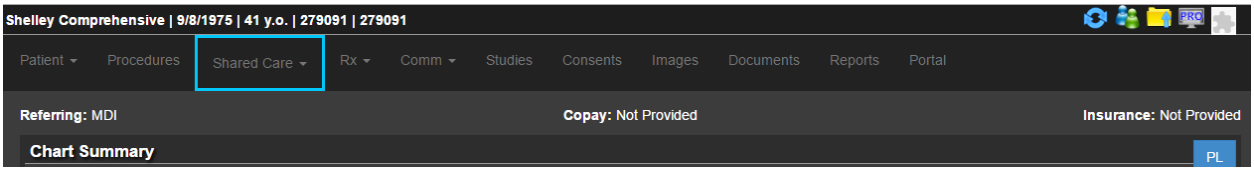
To share only selected elements, click on the yellow “Share” box for each element that is to be shared. The boxes will turn Green, indicating that those elements will be shared.



If the sharing of information is to be on-going, check the “Open Ended” box. SAVE, and exit to the workflow by clicking the “X” at the upper right of the screen.



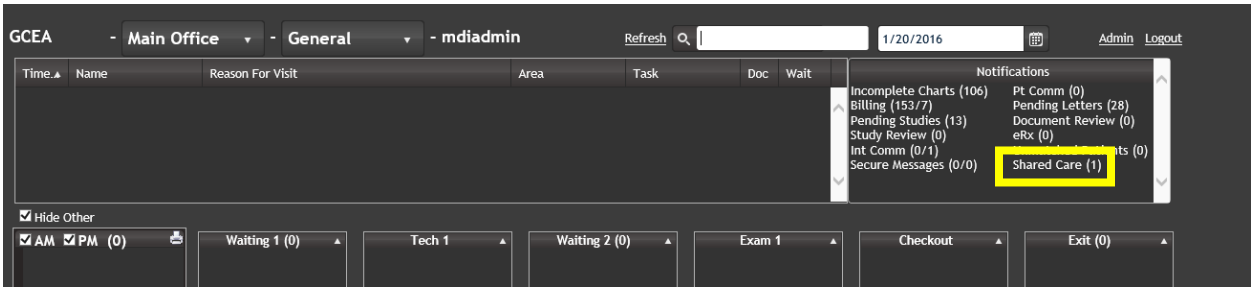
Once a Share has been created, the “Shared Care” tab in the Patient Summary page will be highlighted.



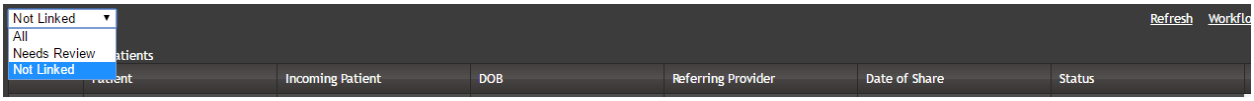
The recipient of a Shared Care must take steps to see that the information is correctly linked to the proper patient and displays correctly in that patient chart. This needs to be done once for each patient, for each provider that transmits a share for that patient.

When a share is received by a practice, the notification will appear in the “Notifications” section of the Workflow. Click on the “Shared Care.”

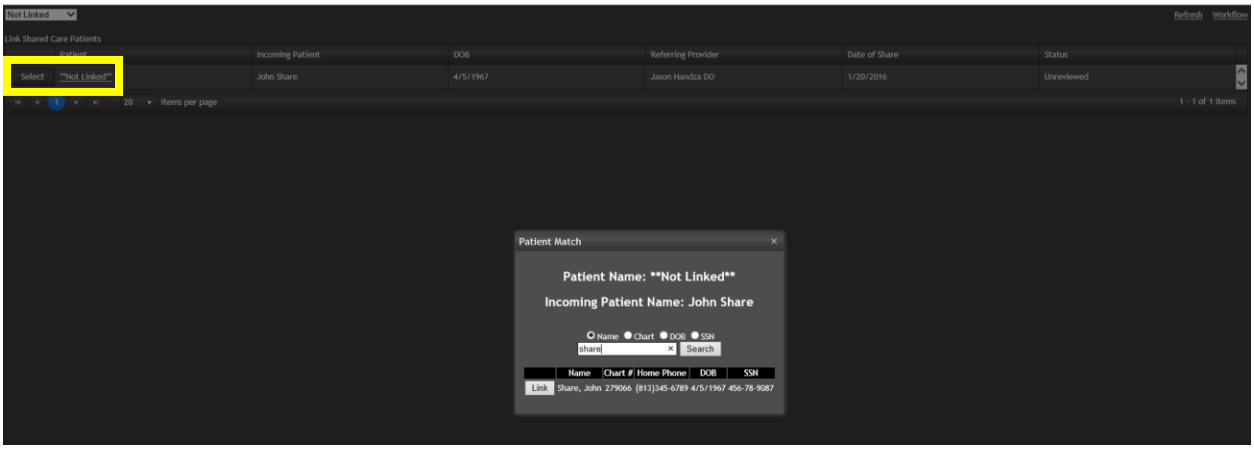
If “Shared Care” does not appear in the Notifications window, it can be filtered over from the Admin area> Practice Settings>Notifications. For Assistance, call support.



Click on the drop-down at the upper left of the screen and select “Not Linked” to display the records that need to be attached.



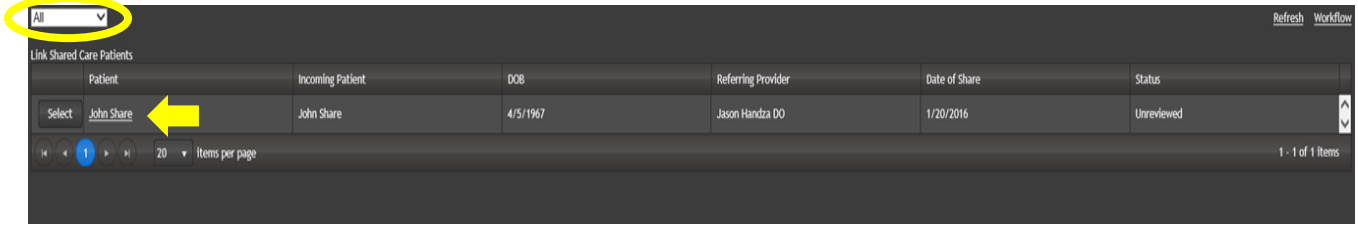
Select a patient from the list.



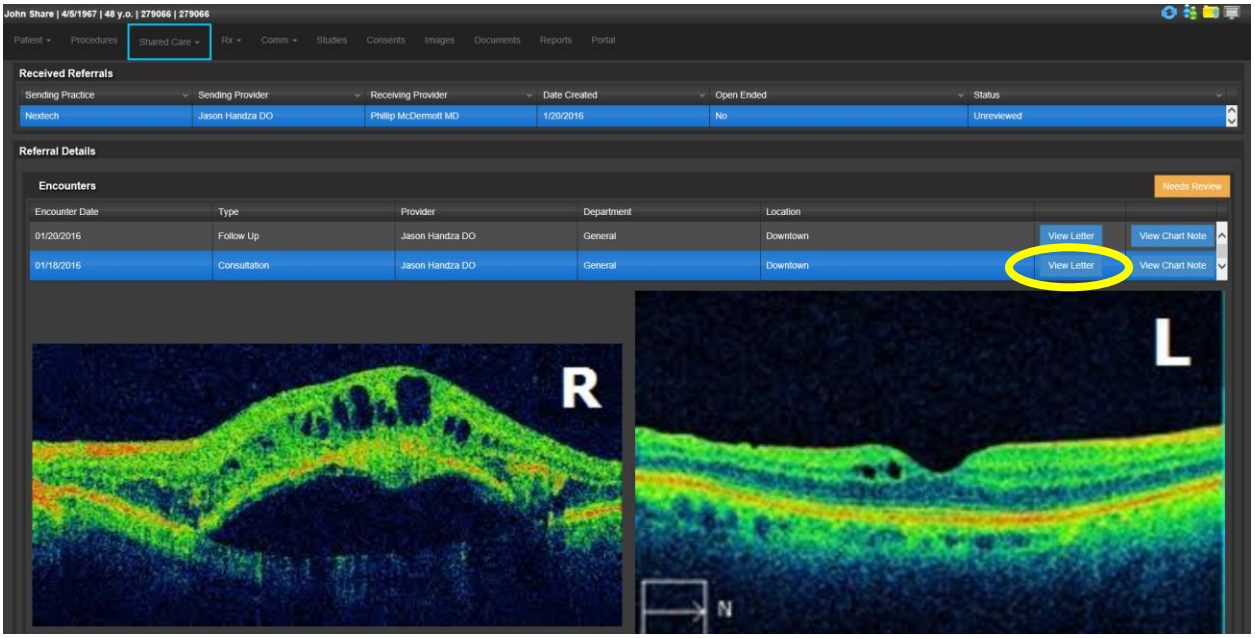
In the “Patient Match” box, type the patient name, chart #, DOB, or SSN and “Search.”

Select the correct patient from the list. If several patients appear on list, match corresponding DOB or other identifying information. Click “Link” next to the patient for whom the information has been shared.

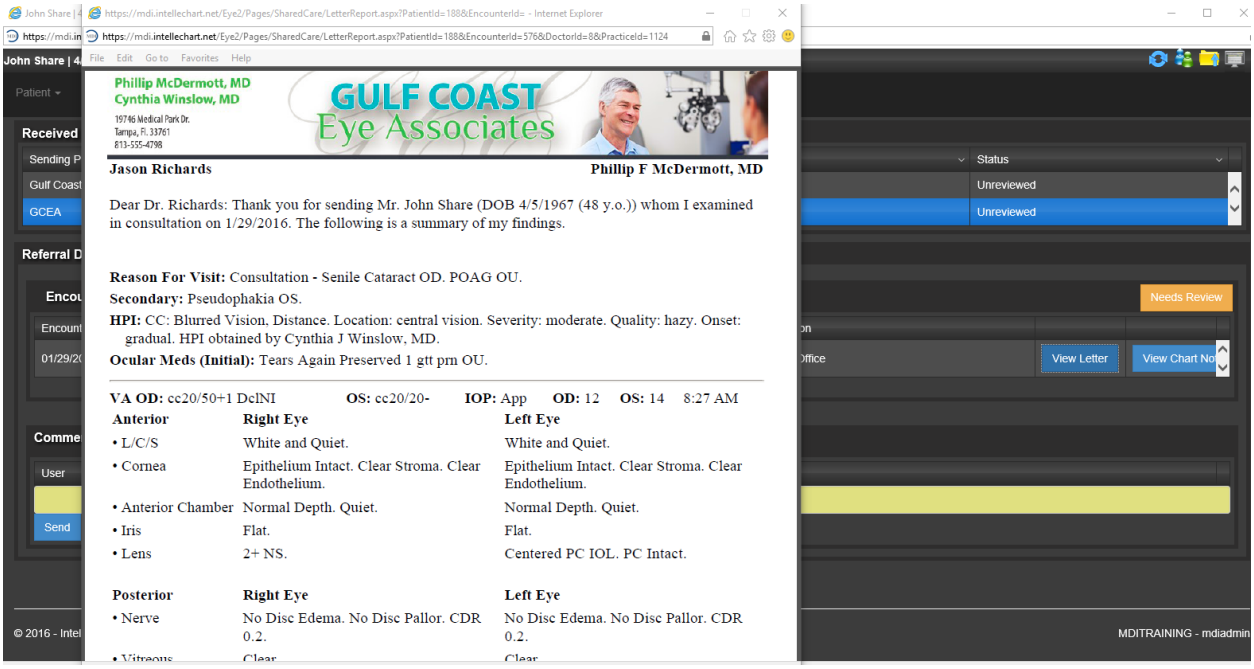
Once the patient has been linked, click the drop-down in the upper left, and select “All.” Click on the Patient Name. If an encounter is in status “Unreviewed, ” highlighting that encounter will offer the option to mark the encounter as reviewed by clicking on the “Needs Review” ; the button will turn green, and read “reviewed.” This will update the status in both the sharing and receiving practices.



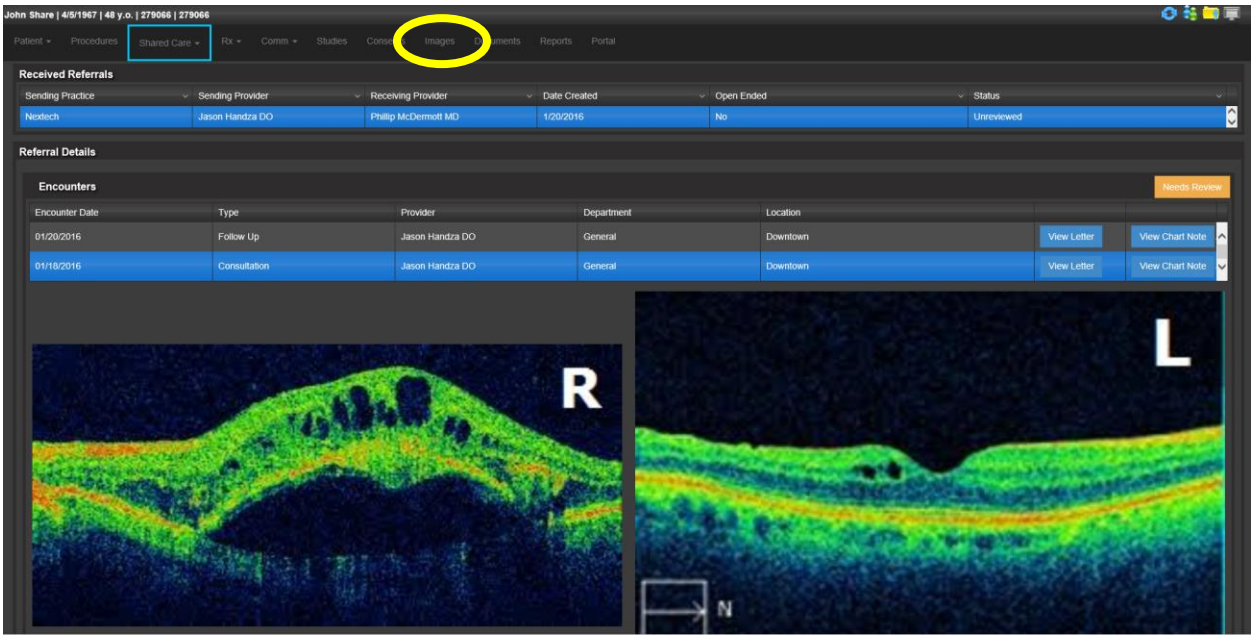
Shared information will now be accessible. Highlight an encounter, and select the information to be viewed, in this case the letter. This information can also be reviewed within the Patient Summary page.



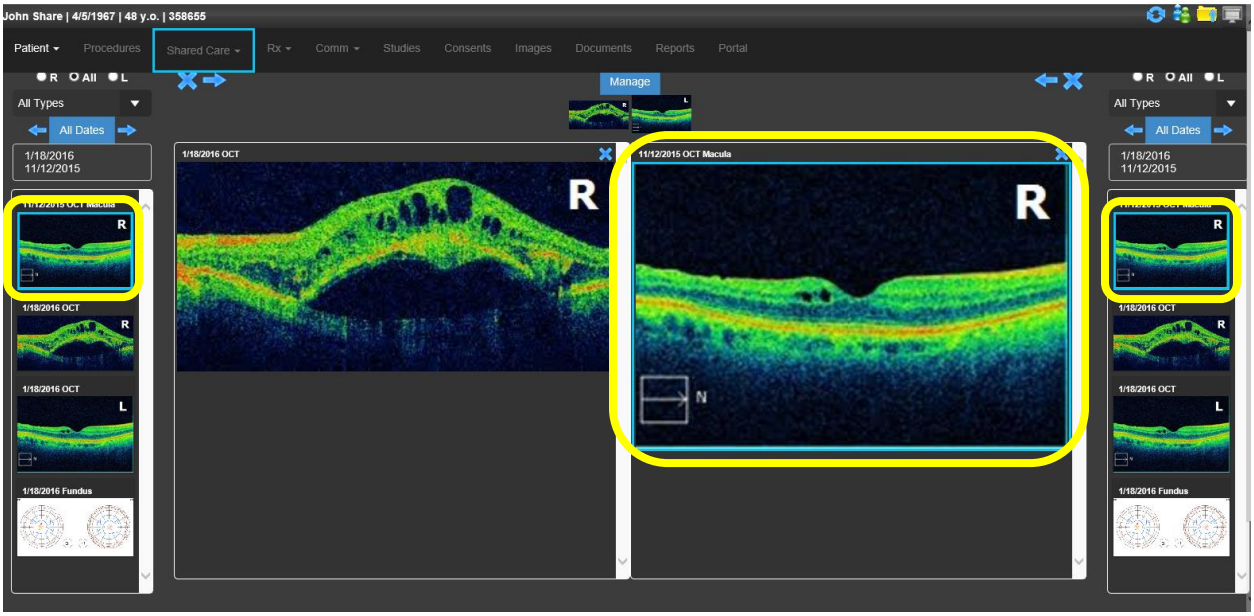
The selected information will display.



Images that have been imported with the encounter can be viewed in the “Images” tab, and viewed in the same manner as any other diagnostic image.

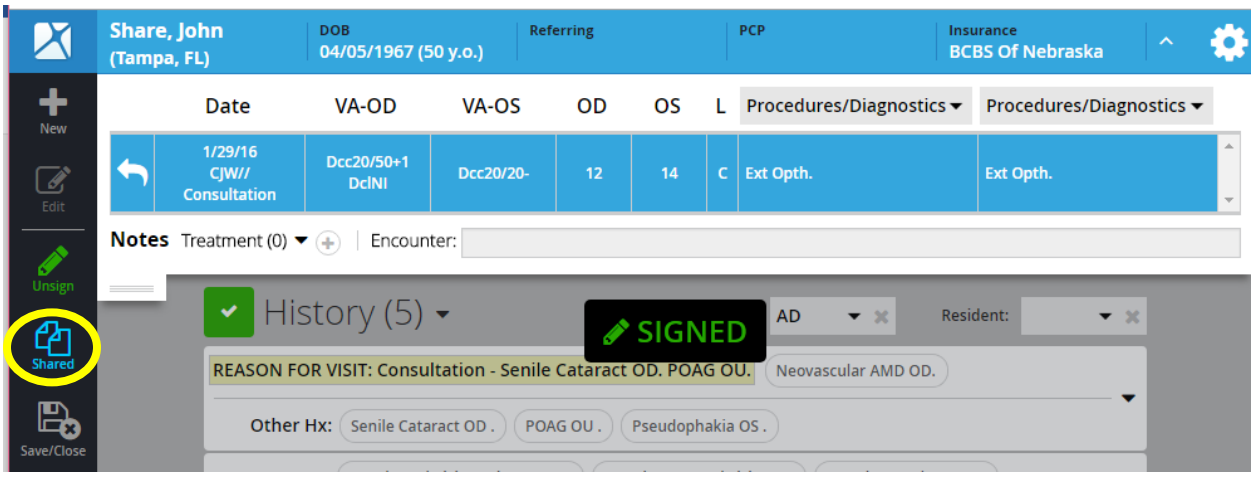


The incoming shared images will display with a Blue border, in both the thumbnails and the viewing area to indicate that these are shared images, and not diagnostic tests performed by the practice.

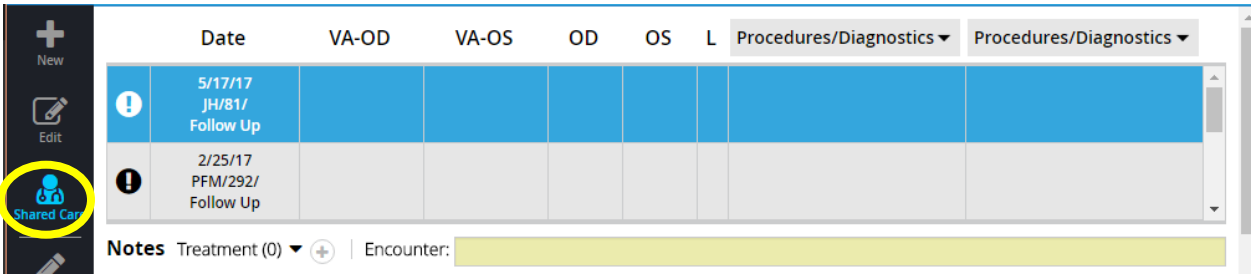


When a chart is opened, if there are shared encounters available, the “Shared” icon will appear in the black bar on the left of the screen.

If the practice has shared documents out to another provider, the “Shared” icon will appear.

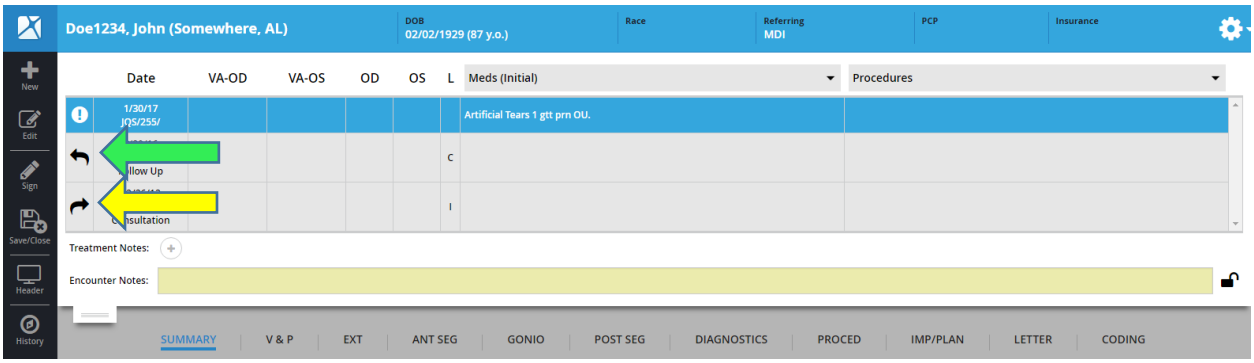


If there are encounters that have been shared with the practice by another provider, the Shared Care icon will appear.

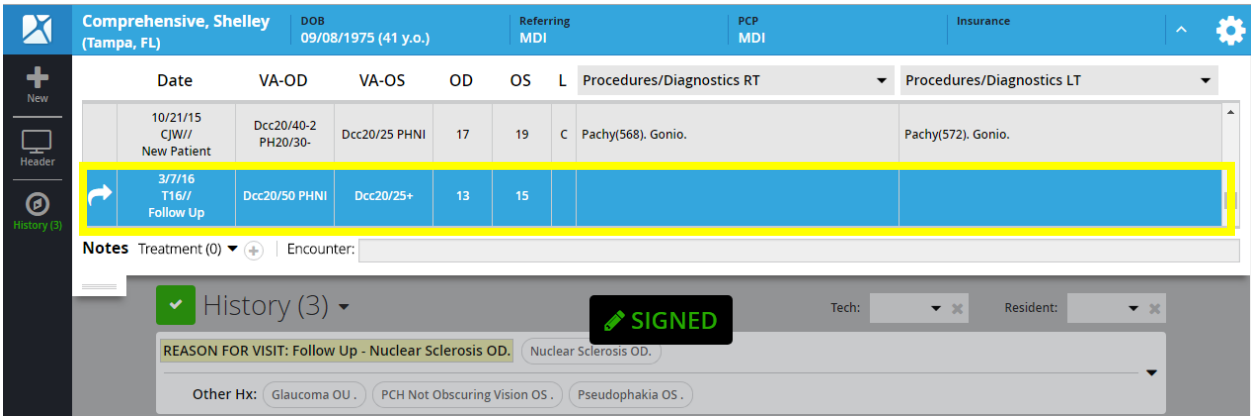


Shared encounters will not be displayed unless this is clicked.

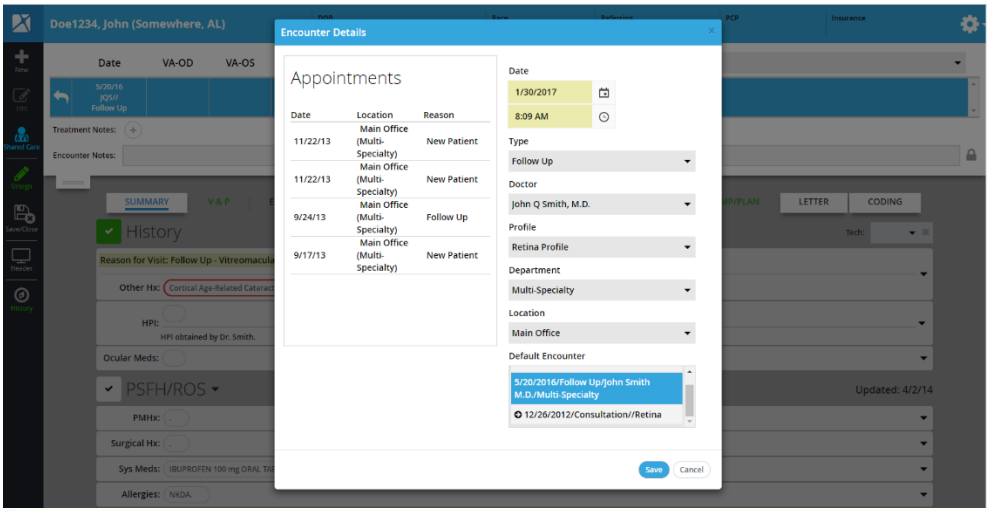
Once clicked, this Icon will disappear, and the shared encounters will display along with the other encounters in the Header. Encounters that have been shared will be indicated by arrows to show whether the encounter has been shared by the practice <, or received from another practice >.



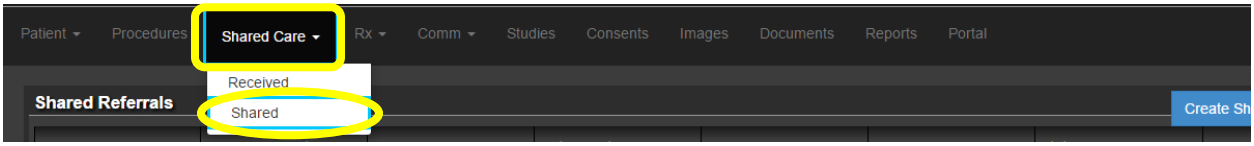
To view a shared encounter, select that encounter in the summary. The visit will display as a signed/locked encounter, and the edit function will be disabled. To exit this encounter, select a different encounter from the header.



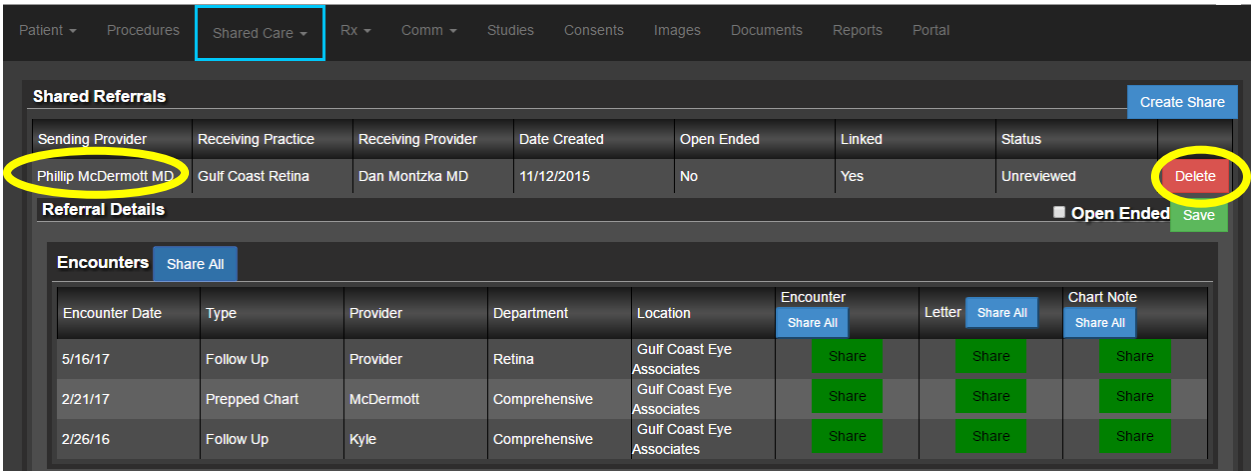
If the findings from an incoming share are to be populated in a new encounter, select that shared encounter as the "Default Encounter" when the new encounter is created. This will populate today's exam with the findings and discussions from that encounter. The imported information will include the Reason for Visit (the problem list), PSFH, Ocular Meds, and Discussions from the shared encounter.



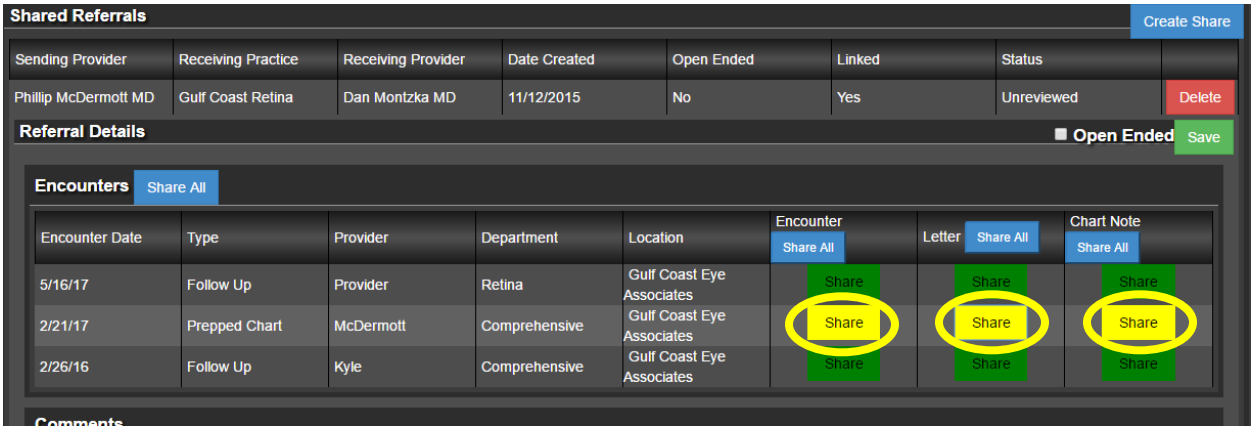
A sharing practice can reverse/delete shared information. From the patient Summary, Select the “SharedCare” tab, and select “Shared”



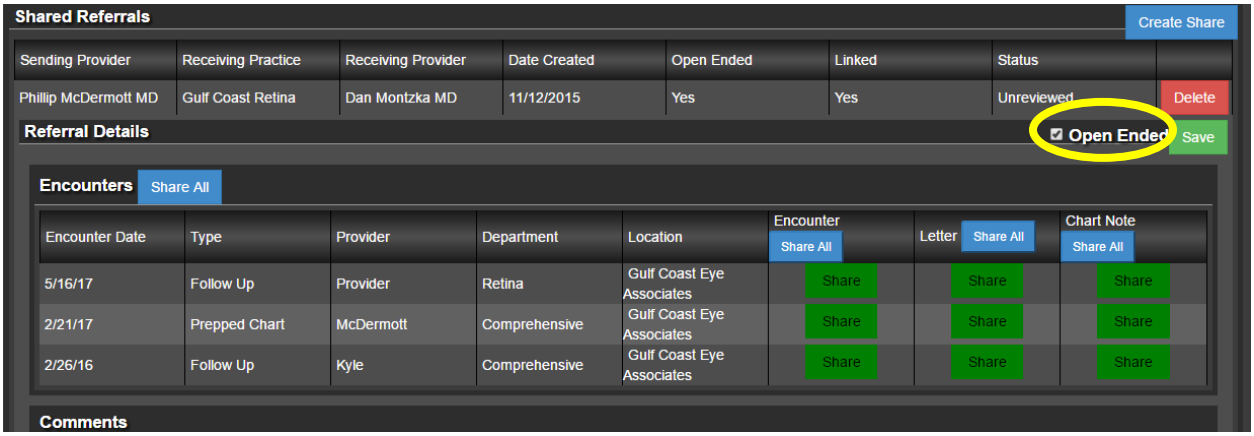
Click on the provider for which shares need to be edited. The Shared encounters will display, and individual elements shared will be green. To completely reverse/delete the information shared with a given provider, click “Delete.”



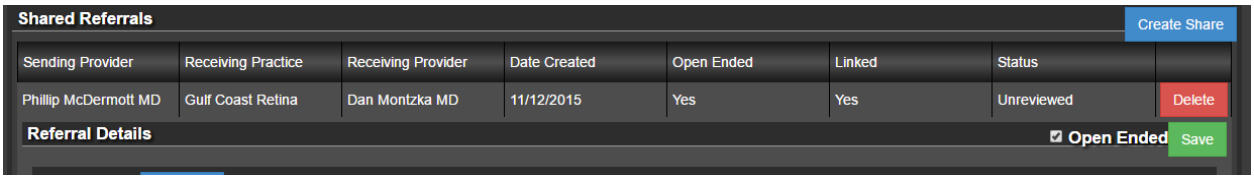
To reverse the share for just certain information, click on each element that is no longer to be shared. The element box will turn yellow, indicating that the information is no longer shared.



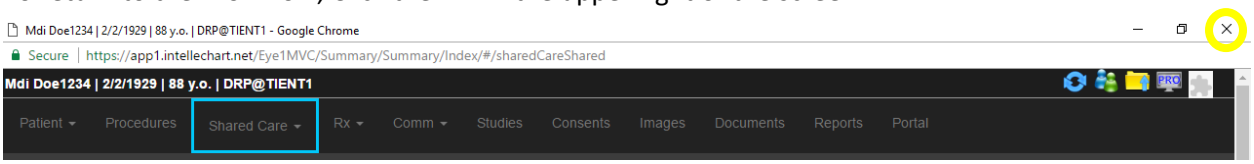
To stop an open ended share, so no additional information will be shared, un-check the “Open Ended” box.



When the necessary changes have been completed, SAVE.



To return to the Workflow, Click the “X” in the upper right of the screen.



For additional questions please contact support at 1-813-435-9200, option 1 then 2