

UC DAVIS PHYSICIANCONNECT

Handbook



PhysicianConnect
PHYSICIAN-TO-PHYSICIAN COMMUNICATION

UCDAVIS
HEALTH SYSTEM

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Welcome to UC Davis PhysicianConnect

UC Davis PhysicianConnect is a tool that provides real-time Web access to patient information. UC Davis PhysicianConnect can be used to access patients' clinical data and communicate with UC Davis Health System to provide quality patient care. It can also be used to quickly refer patients to our organization.

UC Davis PhysicianConnect is comprised of different Web pages or activities corresponding to different tasks. Each activity accomplishes a specific task. For example, use the Results Review activity to see detailed information about a patient's lab results.

This handbook is an introductory tour of UC Davis PhysicianConnect. The first few pages contains information to help you get started, such as browser requirements and how to log in. The remainder of the handbook explains how to use UC Davis PhysicianConnect. Each section includes step by step instructions, along with illustrations, showing you how to accomplish tasks Please note these images may differ slightly from what is seen when using UC Davis PhysicianConnect.

The icons below will aid in quickly finding specific information:




Steps for completing clinical tasks



Steps for messaging or customizing options and views





Quick Tips that help to save time

The UC Davis PhysicianConnect Glossary at the end of the handbook defines terms appearing in **bold** .

Getting Started

Help and contact information

- For help with using an **activity** , click the Help button  on the Web page.
- For log in issues or password reset, please call UC Davis IS Customer Support at (916) 734-HELP (4357).
- For all other technical issues, please contact Technical Support via In Basket message.

UC Davis welcomes ways to improve its documentation and services. Please contact at him@ucdmc.ucdavis.edu with any feedback or suggestions.

Browser, system, and connection requirements

One of the following internet browsers must be used to access UC Davis PhysicianConnect:

- Microsoft® Internet Explorer® 5.5 or higher (for Microsoft Windows® platforms).
- Mozilla Firefox™ 1.5.x or higher (for Microsoft Windows or Mac® OS X 10.2.x or higher platforms).
- Netscape Navigator® 8.0 (for Microsoft Windows platforms).


Note: Netscape Navigator 8.0 must use the Firefox rendering engine.

UC Davis PhysicianConnect requires a minimum screen resolution of 1024x768 pixels. While a dial-up Internet connection can be used to access UC Davis PhysicianConnect, it is strongly recommended that a high-speed Internet connection be used to achieve the best system speed and performance.

Logging In and Out of UC Davis PhysicianConnect

Logging in

To begin, complete the following steps:

1. Open a Web browser and navigate to the following URL: <http://referrals.ucdavis.edu>
2. In the User ID **field** , enter the user ID received while enrolling in UC Davis PhysicianConnect.
3. In the Password field, enter the password received while enrolling in UC Davis PhysicianConnect.
4. Click Log In.
5. As the Terms and Conditions page appears, read the agreement and click Accept to acknowledge agreement with the terms. UC Davis PhysicianConnect is now ready for use.

Logging out

There are two options:

Secure Screen

Click Secure Screen to temporarily lock PhysicianConnect without fully exiting. This allows the user to protect confidential information while momentarily away from the computer. Retype the password to return to the previous activity. This minimizes navigation requirements.

Log Out

Click Log Out to fully close PhysicianConnect. This completely logs users out of the application. At the next log in, the user will be directed to the start page.

Navigating in UC Davis PhysicianConnect

When first logging into UC Davis PhysicianConnect, two sets of navigation tools appear at the top of the page.

- Action Options: These buttons perform basic tasks, such as selecting a patient or logging out.
- Navigation Tabs: These tabs allow navigation to activities.

These tools remain locked in place at the top of the screen so that they can be easily accessed.

The majority of available activities in UC Davis PhysicianConnect are located on the Chart Review tab. After selecting the Chart Review tab, a menu appears along the left side of the page. Use this menu to navigate to several different activities by completing the following steps:

1. Click a menu name, such as Chart Review. The menu expands and activity options appear below the menu name.
2. Click the name of an activity option, such as Chart, to open the activity.

Below is a sample of the main areas on the screen, with the Chart Review tab selected and the Chart activity open.

The screenshot displays the UC Davis PhysicianConnect interface. At the top, there are navigation tabs: Home, In Basket, Pt Lists, and Chart Review (selected). To the right are action options: Patient, UHs, Secure, and Log Out. Below the navigation is the patient information section for Xxtestfetran, Jessica, including Age (49yr), Sex (F), DOB (1/1/1960), MRN (3345508), PCP (MACDONALD, SCOTT), and Access Ends (2/2/2010). The main content area shows the Chart Review tab selected, with a search by dropdown set to Chief Complaint. A table of activities is displayed below.

ACTIVITY	Date	Type	Department	Provider	Description
<input type="checkbox"/>	02/02/2009	Office Visit	TRAIN	Marshall, Sarah	Arrived
<input type="checkbox"/>	02/02/2009	Office Visit	TRAIN	Fein, Jordan	Arrived
<input type="checkbox"/>	01/30/2009	Office Visit	TRAIN	Marshall, Sarah	Arrived
<input type="checkbox"/>	01/30/2009	Office Visit	TRAIN	Marshall, Sarah	Arrived
<input type="checkbox"/>	01/29/2009	Pre, Conf	UCDPRE	MacDonald, Scott	Inpatient
<input type="checkbox"/>	08/25/2008	Appointment	TRAIN	Ucdhutchinson, David, MD.	
<input type="checkbox"/>	08/22/2008	Appointment	ROCINT	Link, Daniel	Arrived

View a List of Patients

Path: Pt Lists tab  Pt Lists

Use the patient list activity to view a list of accessible patients and open a patient chart.



Patient Name	MRN	ID Type	Sex	Birth Date
DS27M,QUITO	3346067	MRN	M	04/15/1970
DS27Z,MARRY	3345972	MRN	F	01/01/1960
TRAINING,ABE	3345611	MRN	M	12/12/1950
XXTESTFETRAN,JESSICA	3345508	MRN	F	01/01/1960
XXTESTMHBC,TREE	3346059	MRN	M	06/17/1982

Patient List



View a list of patients

1. Select the Pt Lists tab.
2. On the patient list, find your patient to access their chart.
3. Use the alphabetical search index at the top of the page to quickly find patients by clicking the first letter of the patient's last name. To browse each page using the alphabetical search index, click the arrow buttons on the left side of the toolbar.
4. Click patient name to open the chart.



Quick Tip

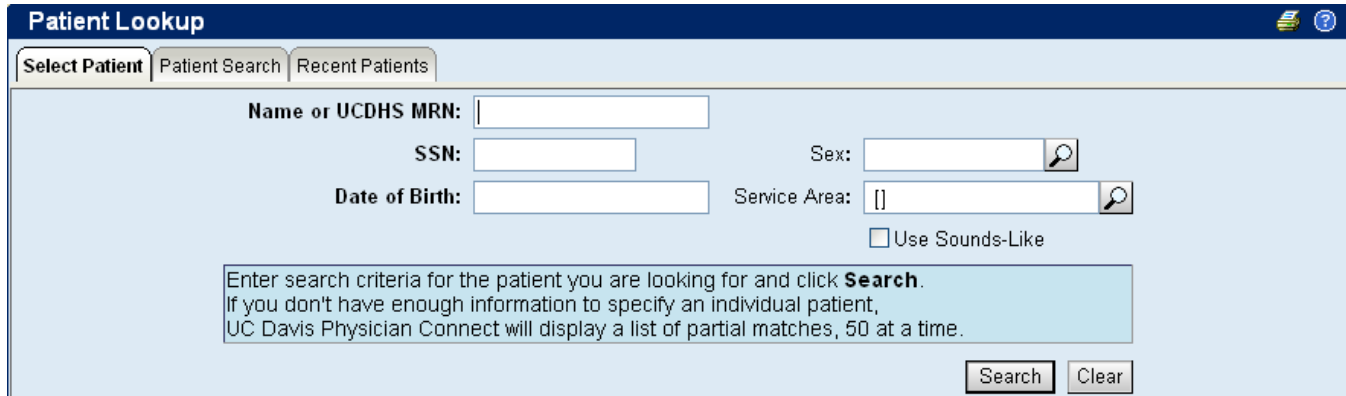
To see only the patients for whom the user is the PCP, click the User is PCP check box at the top of the screen.

**Note that patients flagged as restricted may appear on the patient list. However, UC Davis does not allow access to these charts through this application. Please call Release of Information for copies of their medical records at (916) 734-5205

Search by Patient Name

Path:  Patient button




Patient Lookup can be used to search for a patient. Enter patient specific information (such as name), click the search button, and select the appropriate patient from the list of possible matches. Note that UC Davis does not use the SSN field.



Patient Lookup



Search by patient name

1. Click Patient .
2. Enter identifying information, such as patient name or the UC Davis medical record number, in the appropriate field. **Completion matching**  can be used in the Name **field** . Completion matching allows the user to enter only a portion of the patient's, such as "Joh" for "Johnson." UC Davis PhysicianConnect then intuitively returns all matches based on the entry.
3. Click Search.
4. If the search returns multiple patients, click the name of the patient to open the chart.



Quick Tip

In two clicks, one can quickly open the chart of a patient whose chart was recently open. On the Patient Lookup window, select the Recent Patients tab, and then click the name of the patient.

View a List of New Patients

Path: Chart Review tab > What's New

Use the What's New activity to view a list of patients to whom you have recently been granted access. You can open a patient's chart, view the patient's PCP and view when your access to this patient's chart ends from this page.

What's New			
What's New Since: <input type="text"/>  <input type="button" value="Refresh"/>			
New Patients			
Patient Name	Access Ends ▲	Group	PCP
XXTEST, ALEVE [3343955]	1/1/09	UCDSTREIBER, DESIREE LINKCLINICAL	MAXWELL, KEVIN

What's New



View recently granted patient access

Select the Chart Review tab

1. Click What's New on the menu that appears on the left.
2. In the What's New Since field, specify a date range for which to view patients.
3. View the patients.
4. Click on patient name to open the chart.




Quick Tip

To determine when access to a patient record expires, view the date in the Access Ends column on the What's New page.

Monitoring Patients

Path: Chart Review tab > Event Monitor

The Event Monitor  activities allows user to monitor events such as inpatient admissions or discharges, which may affect patient care.

- Event Viewer – On this page, users can view the events currently being monitored. Use the date to search for events.
- Advanced Search – Use this page to search patient events by date, patient, user, priority, or event type.
- Summary – This page lists patient events in a numeric summary.
- Monitored Patients – On this page, users can view a list of monitored patients and add new patients to the list.

View Events

View Selected Events | Select Patient | Advanced Search | Summary

From Date: 1/29/2009 To Date: 2/5/2009 Search Show only my events

Search Results: 4 found

<input type="checkbox"/>	Event Date Time	Patient	Event	Pri	Visit Type	Visit Date	User Monitoring	Patient's PCP	Referring
<input type="checkbox"/>	2/2/2009 10:21 AM	Xxtestfetrn,Jessica [3345508]	New Patient Access		Office Visit	2/2/2009	Ucddegraffenreid, Abbey Linkclinical	MACDONALD, SCOTT	JONES, AARON WILSON
<input type="checkbox"/>	2/3/2009 2:57 PM	Xxtestfetrn,Jessica [3345508]	UCD Encounter After Check-In		Office Visit	2/2/2009	Ucddegraffenreid, Abbey Linkclinical	MACDONALD, SCOTT	NGUYEN, HIEN
<input type="checkbox"/>	2/2/2009 10:21 AM	Xxtestfetrn,Jessica [3345508]	UCD Encounter After Schedule		Office Visit	2/2/2009	Ucddegraffenreid, Abbey Linkclinical	MACDONALD, SCOTT	JONES, AARON WILSON
<input type="checkbox"/>	2/2/2009 10:21 AM	Xxtestfetrn,Jessica [3345508]	UCD Encounter After Check-In		Office Visit	2/2/2009	Ucddegraffenreid, Abbey Linkclinical	MACDONALD, SCOTT	JONES, AARON WILSON

Required Item High Priority Low Priority

View Events

View Events ▶ **Advanced Search**

From: 1/29/2009 To: 2/5/2009 The Date fields allow you to search for events within a certain date range. If you choose to leave the fields blank, all dates will be searched.

Dates

Patients

Users

High
 Normal
 Low

Priorities


Events

Required Item

Advanced Search



View patient events

1. Select the Chart Review tab, and then click Event Monitor on the menu.
2. Click Event Viewer from the list of options.
3. Specify dates in the From Date and To Date **fields**  to adjust a search for patient events. Click Search.
4. The Search Results table will list events that have occurred within the specified date range.
5. Remove the checkmark from the Show only my events box to view patient events that all users in the same group are monitoring,
6. Click on the event name in the Event column to view more details about a particular event,
7. To see a single report about several events, select the check boxes next to the events and click View Selected Events.
8. Use the Advanced Search option to narrow lengthy lists by date, patient, user, priority, or event type.
9. To see a numeric summary of events by user, patient, or event type, click Summary.



Quick Tip

Dates are easy to enter: **t** enters today's date, **t+1** enters tomorrow's date, **w+2** enters the date two weeks from today, **m-1** enters the date from a month ago, and so on.



Open patient chart from the Event Viewer

1. To open the chart of a patient for whom an event occurred, select the check box next to an event and click Select Patient.
2. To view events for only the selected patient, select the Show only current patient check box. Otherwise, events for all monitored patients will appear.

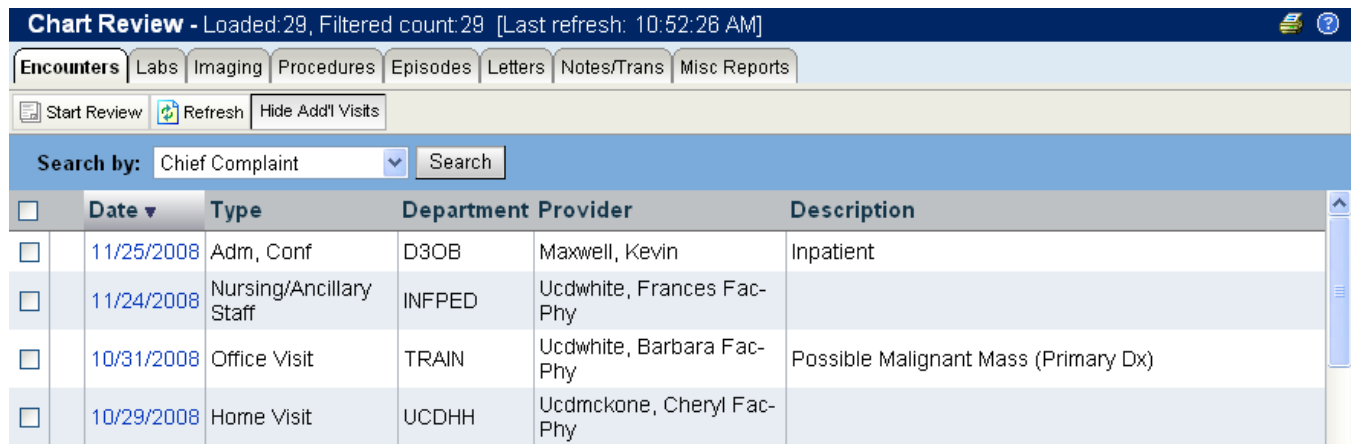
Reviewing a Patient Chart

Path: Chart Review tab > Chart Review > Chart

It may often be necessary to view specific aspects of a patient chart in relation to other data in order to gain a comprehensive view of the patient's health history. When it's necessary to view several different aspects of the patient chart from one place, Chart Review may be used. This activity allows access to all of the clinical information in a patient chart, such as medications, procedures, lab results, x-ray reports, and more, all from one location.

Information in the Chart activity is organized by tabs, corresponding to categories of patient information, such as Labs. These tabs group data in the patient chart into manageable sections. On each tab, the information is then divided by date.

Note: Chart Review provides a comprehensive view of the patient chart. For example, the SnapShot activity offers an at-a-glance picture of the entire patient chart, the Allergies activity focuses on the patient's allergies, and the Problem List contains details regarding the patient's currently documented problems.




The screenshot shows the 'Chart Review' interface. At the top, it displays 'Chart Review - Loaded: 29, Filtered count: 29 [Last refresh: 10:52:26 AM]'. Below this are several tabs: 'Encounters', 'Labs', 'Imaging', 'Procedures', 'Episodes', 'Letters', 'Notes/Trans', and 'Misc Reports'. The 'Encounters' tab is selected. Below the tabs are buttons for 'Start Review', 'Refresh', and 'Hide Add'l Visits'. A search bar is present with the text 'Search by: Chief Complaint' and a 'Search' button. The main area contains a table with the following data:

<input type="checkbox"/>	Date ▼	Type	Department	Provider	Description
<input type="checkbox"/>	11/25/2008	Adm, Conf	D3OB	Maxwell, Kevin	Inpatient
<input type="checkbox"/>	11/24/2008	Nursing/Ancillary Staff	INFPED	Ucdwhite, Frances Fac-Phy	
<input type="checkbox"/>	10/31/2008	Office Visit	TRAIN	Ucdwhite, Barbara Fac-Phy	Possible Malignant Mass (Primary Dx)
<input type="checkbox"/>	10/29/2008	Home Visit	UCDHH	Ucdmckone, Cheryl Fac-Phy	

Chart Review




View a Patient Chart


1. Select the Chart Review tab.
2. On the menu that appears, click Chart Review and then click Chart.
3. At the top of the page, click the Chart Review tab that contains the information to be viewed. For example, to view information about patient visits, click the Encounters tab.
4. To view more details on a row of information, such as a specific patient visit, click the **hyperlink**  that appears in the row. To view details on several rows at once, click the check boxes in those rows and then click Start Review.
5. To send a message to any of the providers involved in an encounter, such as the patient's attending provider, encounter provider, PCP, or Specialty Provider, click the Ask Question hyperlink at the top of the encounter report. Complete the message form and then click Send Message.



Quick Tip

Click the top check box on the page to quickly select all of the rows on the page. 20 reports may be viewed at a time; however, this much information may take some time to load.

Encounters ▶ **Report Viewer** 

Communicate  **Ask Question**

Initial Prenatal **April Xxtest (MRN 3343779)**


Selected Appointment

	Provider	Department
10/17/2008 8:00 AM	Cheryl Fac-Phy Ucdmckone	Dav Fam Prac/Int Med

Reason for Visit




Filter the data to be viewed

1. Click on the Chart Review tab that contains the information to be viewed. For example, click Encounters.
2. In the Search by menu, select the type of information to be used to filter the data. For example, if the Encounters tab is selected, it is possible to search for visits associated with certain **providers**  by selecting Provider from this menu.
3. Select the check box next to the values to select for search criteria. For example, choose a specific provider to view their visit information.
4. Click Select. The data from the search will appear.
5. To remove the search criteria and view all of the data on the tab again, click the Clear All Filters button.

Viewing Patient Results

Path: Chart Review tab > Chart Review > Results Review

Results Review allows users to view patient results over time. In this activity, users may view patient results labs, radiology, and more. Users can also sort data on the screen in a variety of ways to filter out non-relevant information. Use the **time mark**  option to mark the date and time results were last viewed. This allows the user to view only new results each time.

Results Review

Hide Tree Show Ref Rng Load All Load More Time Mark Refresh Legend Options

View: Extended View Hide data prior to: 6/17/2008 Use Date Range Wizard

Select a component:

Expand All Collapse All

- ALL TOPICS
- LABORATORY
 - BODY FLUIDS & CSF
 - BLOOD BANK
 - BLOOD GAS HISTORICAL
 - BLOOD GAS AND SPECIA
 - CHEMISTRY
 - HEMATOLOGY
 - IMMUNOLOGY
 - MICRO & INFECTIOUS DIS
 - PAP
 - POINT OF CARE TESTING
 - SURGICAL PATHOLOGY
 - TOXICOLOGY
 - URINE

	5 11/24/08 0800	4 11/24/08 0800	3 12/03/08 0847	2 12/03/08 0947	1 12/03/08 1047
CHEMISTRY PANELS					
SODIUM			135		
GLUCOSE TOLERAN...			NOTE: *		
GLUCOSE,1 HOUR				120 *	
GLUCOSE,2 HOUR					70 *
VIROLOGY					
RESPIRATORY VIR...					



View patient results

1. Select the Chart Review tab.
2. On the menu that appears, click Chart Review and then click Results Review.
3. The Date Range Wizard appears. Select the date range for the results data to be viewed and then click Accept. The patient results will appear.
4. To view a specific result component type, such as Hematology, or a specific result component, such as Hemoglobin, expand the tree on the left side of the page and then click on the name of the component or component type to view. Only those results will appear in the table.
5. To view more columns of results, click Load More. To view all columns of patient results for the time range selected, click Load All.



Customize the options

1. Click the Options button that appears at the top of the Results Review page.

Results Review



Quick Tip

The Date Range Wizard allows the selection of a date range from which the patient's results can be viewed




Quick Tip

Quickly view only the results that have not previously been seen for a patient using **Time Mark**. If New Results View is selected from the View options, only the new results will appear.

2. To make the most recent results appear from left to right by default, select the Trend Dates in reverse chronological order check box.
3. Set the other default preferences, such as the default number of columns to show, using the other options.
4. Click Save.



Change the view

1. In the View at the top of the page, select Extended View to see all of the patient results that have been recorded in the system since the selected date.
2. To see only the results that have been entered since **Time Mark**  was clicked last, select New Results View.
3. To view the newest abnormal results, select Condensed View.
4. To view the most recent results that have been entered for the patient, select Latest Data View.

Viewing Patient Demographics

Path: Chart Review tab > Patient Profile > Demographics

Use the Demographics activity to view a patient's non-clinical information can be viewed, including address, phone number, and emergency contacts.

Patient demographics are divided into sections on the page, such as Basic Demographics and Emergency Contact, to help the user easily locate pertinent information.

Patient Demographics					
Basic Demographics		Emergency Contact			
Full Name	Patient IDs		Person/Place	Relationship	
ALEVE XXTEST	E1927600-EPI 3343955-MRN		XXTEST,SCOTT	HOSPITAL ADMINISTRATOR	
Date of Birth	Sex	Marital	Home Phone	Work Phone	
09/04/1967	Female	SINGLE	916-165-1554	(not on file)	
Street Address				Employment Info	
123 MIAN CIRLE				Work Phone	
				916-555-1213	
City	State/Prov	ZIP/PC	Employer		
SACRAMENTO	CA	95823	(not on file)		
Home Phone				Occupation	
916-555-1212				(not on file)	
Email Address				Pharmacy Preferences	
(not on file)				UCD EMR TEST LAB PHARMACY ASB BUILDING SACTO 95817 [73984] HappygoluckyalwaysopenservesallRx 12345 Mountain Road Alexandria VA [86323] UCD CYPRESS OUTPATIENT PHARMACY 2221 STOCKTON BLVD, ROOM 1130 SACRAMENTO 95817 [71024]	
Ethnic Group	Patient Status			Administrative	
Caucasian	Alive			Power of Attorney	Advance Directives
Permanent Comments					
Patient Type		Aliases			
(not on file)		(not on file)			


Patient Demographics



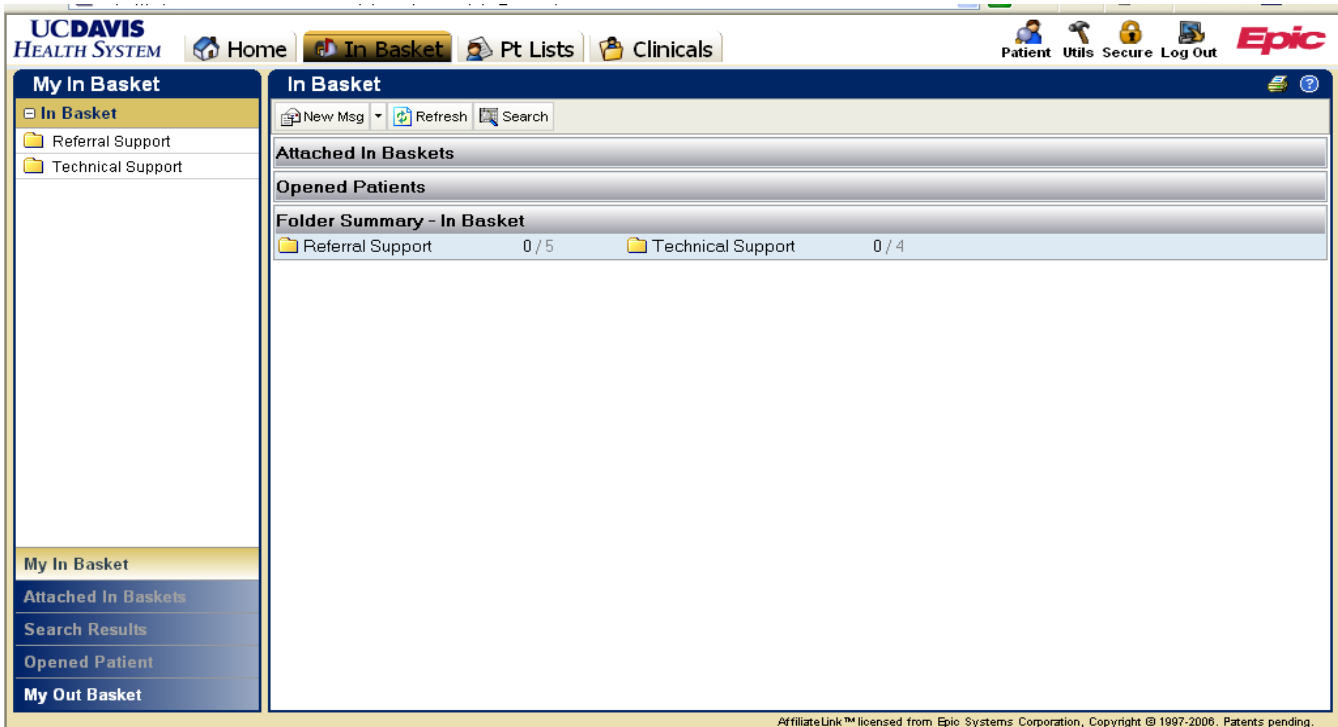
View patient demographic information

1. Select the Chart Review tab.
2. Click Patient Profile on the menu and then click Demographics on the list of options that appears below.
3. View the patient demographics information.

In Basket: Viewing Messages

Path: In Basket tab 

When interacting with other medical professionals, it is important to have a streamlined system of communication. The In Basket can quickly and easily facilitate professional communication. It allows viewing and sorting messages, searching for messages based on a number of criteria, and responding to messages in a variety of ways. On the left side of the screen, a list of different types of messages that are in the In Basket appears. If there are new messages, the folder title appears in bold, and the number of new messages appears in parentheses next to the folder name. If there is a new, high priority message, the folder appears with an exclamation point. If the folder is clicked, a list of messages in that folder appears in the upper-right pane. From this list, a message can be viewed in the lower-right pane by clicking on it.



In Basket



View a message

1. Select the In Basket tab.
2. In the upper left pane, click the folder of the type of message to be viewed.
3. In the upper right pane, all of the messages of that type appear.
4. Click on the message to be viewed. Once clicked, the message appears in the lower right pane.
5. When done reading a message, mark it as read by clicking on the row of a message and then clicking Done.



Act on a message: reply or forward

1. Click on the row to select one of the messages.
2. To reply to a message, click Reply.
3. To forward a message, click Forward. Note: The Reply and Forward options are not available for all message types.
4. Complete each of the fields on the form that appears and then click Accept.



Search for a message

1. Click the Search button in the toolbar.
2. Enter as many search criteria as desired. Perform a search by patient, In Basket, Message Type, Status, Recipient, Priority, Date, or any combination of these.
3. Click Search.
4. The search results will appear in the left pane. To return to the normal In Basket view, click My In Basket at the bottom of the left pane.

In Basket: Sending a Message

Path: In Basket tab 

The In Basket is the communication center in UC Davis PhysicianConnect. Send or receive messages, and much more from the In Basket. The In Basket functions like other e-mail accounts, yet provides secure messaging capabilities. With just a few keystrokes, it's possible to send a message to the Physician Referral Center, or to Technical Support.

Send an In Basket message

1. Select the In Basket tab.
2. Click the arrow next to the New Msg button in the toolbar.
3. Click on the type of message to be sent. Choose Referral Support for all referral related inquiries, Technical Support to request access to a patient's chart or when having technical difficulties.
4. Type the message in the Note field.
5. When finished, click Send Message.

**Note that In Basket Messages are for non-urgent matters. Please follow the instructions above the Note field for urgent matters.

View messages sent

1. Select the In Basket tab and click My Out Basket.
2. The folders and messages in the Out Basket appear in the same panes as those in the In Basket.
3. Select a message type in the folder pane, and then select a particular message in the upper right pane.
4. To return to the In Basket, click My In Basket in the lower left corner.

Release of Information



Records not found in UC Davis PhysicianConnect

1. If you need access to a patient's records **for continuing care**, send an **Access to Patient Chart** message from your In Basket and include the patient's name, DOB, and medical record number, if available. You may also email UC Davis Release of Information at roi@ucdmc.ucdavis.edu.
2. If you need access to a patient's records **for purposes other than continuing care**, fax a valid Authorization for Release of Information to (916) 734-2126. Indicate in the authorization that you wish to receive access to the patient's records from UC Davis PhysicianConnect.

Please visit the following website for the UC Davis HIPAA-compliant authorization:

<http://www.ucdmc.ucdavis.edu/compliance/guidance/privacy/>

In certain cases, copies of the medical record will be mailed to the requester's address. This applies to requests for the following types of records:

- Records older than 2004
- X-Ray films
- Electrocardiograms
- Vascular Studies
- Other reports not part of UC Davis Electronic Medical Record
- Records of a restricted patient (Restricted patients may appear on the patient look up or patient list but their charts cannot be viewed from UC Davis PhysicianConnect.)

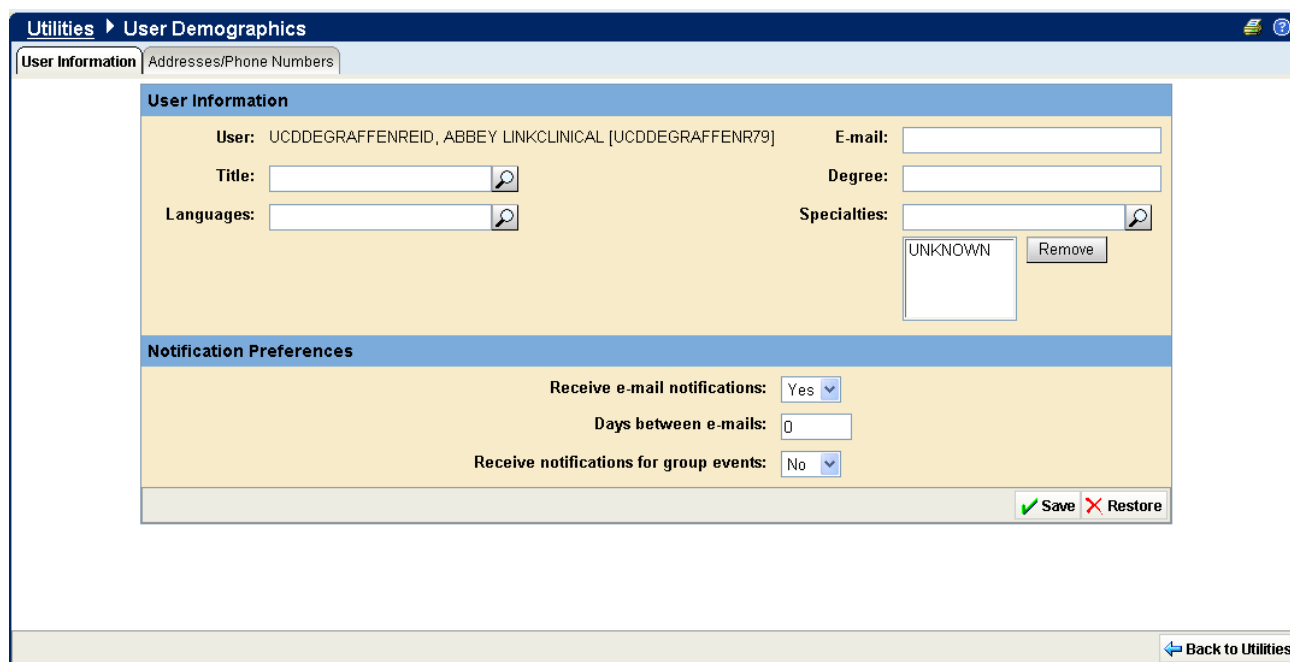
Using Program Utilities

Path:  Utils button

The UC Davis PhysicianConnect utility options can be used to carry out a variety of account maintenance tasks, including setting the page that appears when first logging in. In addition, when granted access to a patient, users can choose to receive e-mail notifications regarding this information at an external e-mail address. Specify notification preferences including email address by using the utility options.


Setting Up E-mail Notifications and Demographics

The User Demographics tool allows the preferences to be specified for e-mail notifications regarding new patients. In addition, this page can be viewed to validate the e-mail address to which the electronic notifications regarding new patients are sent. If an address change is needed, please contact Technical Support via an In Basket Message.



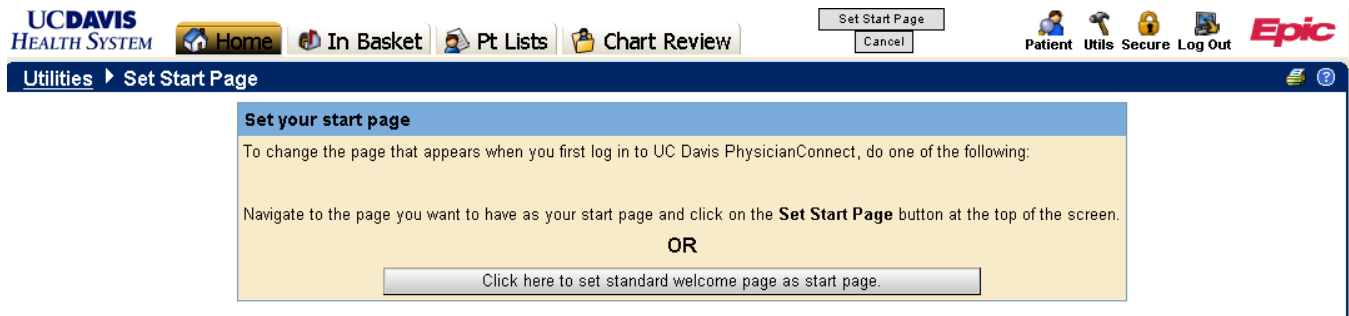
User Demographics

Set up e-mail notifications and demographics

1. Click , and then click the User Demographics hyperlink.
2. In the User Information section, validate all information.
3. In the Notification Preferences field, indicate the notification preferences by using the Receive e-mail notifications menu. If **No** is selected, user will not receive any e-mail notifications. If **Yes** is selected, e-mail notifications will be sent to the listed e-mail address.
4. In the **Days** between e-mails field, enter the number of days between which e-mail notifications should be sent.
5. In the **Receive notifications for group events** field, enter **Yes** to receive e-mail notifications regarding all patient events for a group. Enter **No** to only receive e-mail notifications regarding patients. Click Save.
6. Select the Addresses/Phone Numbers tab and validate the information.
7. Click Accept.
8. Contact Technical Support for any changes needed in the address/Phone Numbers information.


Setting the Start Page

A user can use the Set Start Page tool to determine which page is seen immediately after logging into UC Davis PhysicianConnect. For example, if a user prefers to review the In Basket messages at each log in, they can save by setting the start page to In Basket.



Set Start Page

Changing the Start Page

1. Click **Utils** , and then click the Set Start Page hyperlink.
2. Navigate to the desired start page. To set one of the pages on the Chart Review tab as the start page, use the menu to navigate to the activity.
3. Once on the desired start page, click the Set Start Page button at the top of the page to set the current page as the start page.

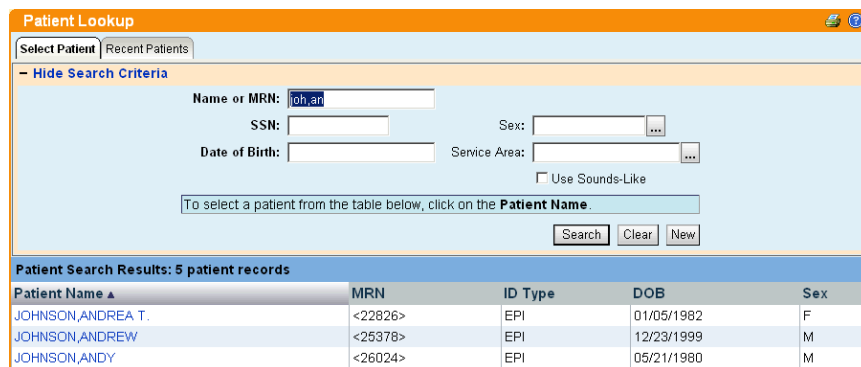
 **Quick Tip**
To reset the start page to the standard Welcome page, use the button labeled "Click here to set standard welcome page as start page."

UC Davis PhysicianConnect Glossary

Activity

Web pages corresponding to a specific task, such as selecting a patient, reviewing patient results, or creating a referral. There are several different activities in UC Davis PhysicianConnect depending on the tasks to be completed. Each activity has a name in UC Davis PhysicianConnect, such as Results Review, that helps to determine the activity's purpose.

Completion Matching



The screenshot shows the 'Patient Lookup' window with search criteria: Name or MRN: joh,an; SSN: <25378>; Sex: <...>; Date of Birth: <...>; Service Area: <...>. Below the search criteria is a table of results:

Patient Name	MRN	ID Type	DOB	Sex
JOHNSON,ANDREA T.	<22826>	EPI	01/05/1982	F
JOHNSON,ANDREW	<25378>	EPI	12/23/1999	M
JOHNSON,ANDY	<26024>	EPI	05/21/1980	M

Enter a partial name in a field instead of an entire name to reduce the amount of time typing. For example, entering "Joh,An" instead of **Johnson, Anne Marie** and then pressing Enter shows all of the patients whose last name begins with Joh and whose first name begins with An. Since it is likely that few patients have names that start with these letter combinations, it is easy to find the patient without typing the whole name. This shortcut can be used for any information that is stored in the database, such as patient names, medications, procedures, and other providers' names. Pictured above is an example of completion matching on the Patient Lookup search results page.

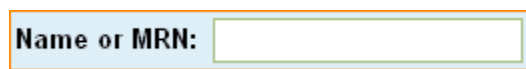
Encounter

One visit to a provider. This may include a visit type such as an inpatient stay, an office visit, or a telephone call from a patient. Encounters appear in Chart Review. Selecting an encounter, displays the information associated with that specific visit, including patient vitals, progress notes, procedures and medications ordered during the visit, and more. Encounters are classified by date, type, and provider.

Event

A clinically relevant business event that occurs for a patient. Events are recorded in Epic at several points in a patient flow. For example, events are triggered when a patient schedules an appointment, is admitted to the hospital, cancels an appointment, receives new results, etc. The urgency of events may vary; for example, a scheduled appointment for a physical may not be as urgent as an admission to the hospital.

Field



Name or MRN:

Any place in UC Davis PhysicianConnect where information can be entered. Each field has a prompt to indicate the type of information to enter, such as "Name or MRN." An example of a field on the Patient Lookup page appears above.

Hyperlink

[08/23/2006](#)

Text that can be clicked to access a different Web page. Hyperlinks appear in several places in UC Davis PhysicianConnect. When the mouse pointer moves over a hyperlink, the mouse pointer typically changes to a hand icon and the text becomes underlined. An example of a hyperlink appears above.

Provider

Any person involved in patient care, such as a nurse, the patient's primary care physician, or a referring provider. Patient information in UC Davis PhysicianConnect is often associated with a specific provider. For example, medication and procedure orders are associated with the provider who made the order.

Recommended Field

Information that is recommended. A yellow exclamation point appears next to recommended fields. It is possible to continue to save or submit information if the recommended fields have not been completed.

Required Field

Information that is required. A red exclamation point appears next to required fields. The form cannot be saved or submitted until all required fields are completed.

Secure Screen

A method for securely hiding patient information when needed to temporarily stop current work in UC Davis PhysicianConnect. This option is available by clicking the Secure button in the upper right corner of the screen. When the Secure button is clicked, it returns the web browser to the login page for the application. When ready to continue work, retype the password and click Resume, this returns the same page that was being used before securing the screen. This way, it is not necessary to navigate back to the page on that was previously being worked on.

Selection Button

The button that is used to view the possible choices that are available when entering information in a field. The choices that appear depend on the field in which the button appears. For example, if the Selection Button next to the Provider field on the New Referral page is clicked, a list of providers to choose will appear. Select by clicking the appropriate name or option on the page.

Time Mark

The button to click in the Results Review activity to indicate the time when the patient's new results have been viewed. When Time Mark is clicked, the results are no longer considered new. The next time Results Review is accessed for the patient, select the New Results View from the View menu. This shows the results that have been entered since Time Mark was clicked. New results appear in italic font, and all other results previously seen via the Time Mark button appear in normal font.

Contacts

UC Davis Health System

2315 Stockton blvd

Sacramento CA, 95817

Physician Referral Center

Phone: 1-800-4UC-Davis

Phone: 1-800-482-32847

<http://referrals.ucdavis.edu>

Technical Support / Help Desk

Phone: 1-916-734-help

Phone: 1-916-734-4357

him@ucdmc.ucdavis.edu

Urgent Requests for Hard Copy Medical Records

Phone: 1-916-734-5205

Fax: 1-916-734-2126