PATIENT ELECTRONIC ACCESS 1

(Core Objective #7)

OBJECTIVE: Provide patients the ability to view online, download and transmit their health information within four business days of the information being available to the EP.

MEASURE 1: More than 50 percent of all unique patients seen by the EP during the EHR reporting period are provided timely (available to the patient within 4 business days after the information is available to the EP) online access to their health information, with the ability to view, download, and transmit to a third party.

EXCLUSION: Any EP who:

(1) Neither orders nor creates any of the information listed for inclusion as part of both measures, except for "Patient name" and "Provider's name and office contact information," may exclude both measures.

(2) Conducts 50 percent or more of his or her patient encounters in a county that does not have 50 percent or more of its housing units with 3Mbps broadband availability according to the latest information available from the FCC on the first day of the EHR reporting period may exclude only the second measure.

NUMERATOR: (Patients Credited)

Number of matching patients, with online access to their health information within 4 business days.

DENOMINATOR: (Patients Considered)

Total number of unique patients seen by the provider in the Reporting Period.

*****NOTE:** You must have the Newcrop-based patient portal set up <u>AND</u> your UserID needs portal messaging permissions set before beginning the steps below. If you have not set this up, please contact Data Tec.

ONE-TIME PORTAL SETUP (FOR EACH PATIENT):

1) You will need to set up each patient's portal from either the Schedule or the Patient's SOAP Notes screen.

From the Schedule (Check In):

When you **check in** the patient, if they haven't been given portal information the "MU Assistant" window will pop up. Then click the "NewCrop Portal Info" button.

From the Schedule (Patient Select):

On the schedule you can also click on a patient's name entry, then select the "Print" button, and then "Patient Portal Info" button.

From a Patient's SOAP Note Screen:

Select the upper-right "MU Central" toolbar, then select the green "Patient's Portal UserID Definition" button.

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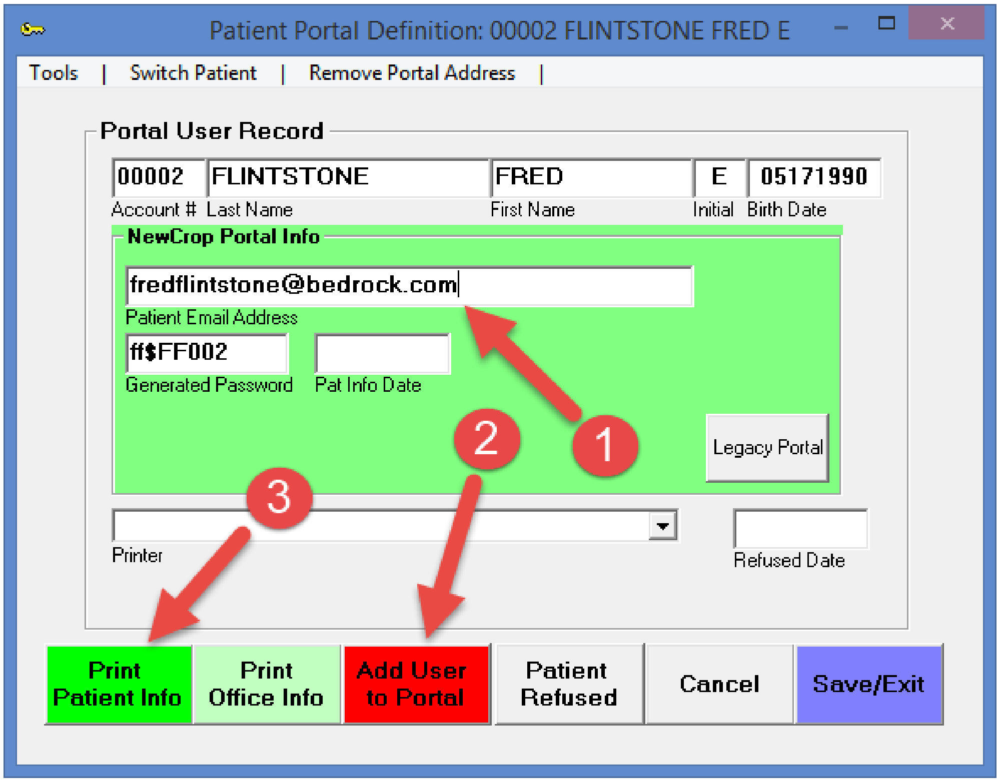
2) On the “Patient Portal Definition” screen fill in the patient’s email address. Next, click the red “Add User to Portal” or if the patient doesn’t want to participate click the grey “Patient Refused” button. If you used the Red button you will be asked to specify a provider for the patient. You should also print the info for the patient and give them the print out.



TO ENTER PATIENT HEALTH INFORMATION ON THE PORTAL (AUTOMATICALLY):

1) One Time Setup:
   - From the “Advanced Utility” screen, select the “Meaningful Use Settings” option.
   - Check the option “Automatically Generate and Store Patient Summary whenever a SOAP Note is Signed”. Patient Summary refers to a Clinical Summary type of CCDA “Consolidated Clinical Document Architecture”.

2) When you **Sign the Patient’s SOAP Note**, the software will automatically upload the CCDA.

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TO ENTER PATIENT HEALTH INFORMATION ON THE PORTAL (MANUALLY):

NOTE: You must have a signed SOAP note to do this.

1) From the SOAP Note, click the top toolbar “MU Central” option.
2) Click the green “CCDA Clinical Summary for EHR” button.
3) If the patient declines getting the information select "Patient Declined" button; you are done.
4) Otherwise, make sure “Automatic Export to Patient Portal” checkbox is checked **AND** the “DoctorID” field is set to the correct doctor; Then click the red "Generate" button.