



VITLAccess User Guide

VITLAccess 7.4.3.6

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User Basics



VITLAccess Log In: <https://provider.vitl.net/ProAccess/Login>

Currently Supported Operating System (OS)/Browser Combinations

There are a limited number of OS/browser combinations supported by VITLAccess. For maximum performance, please use one of the following recommended OS/browser combinations:


Windows	Mac
Internet Explorer 11 or Chrome or Firefox	Chrome or Safari

Sorting Records

Any time you see a list in VITL Access, you can sort records. Click column titles to sort (such as LAST NAME) to sort records by that column's data. Arrows next to a column heading indicates records sorted in ascending  or descending  order. Click the column name to change between ascending and descending order.

Printing

Print button is available on the Document, Medications, and Profile & Face Sheet tabs.

1. Click on the tab that contains the information you want to print.
2. At the top of the screen, click **Print** . In the **Print** dialog box, select any printing options and click **OK**.





Expand Information Listed



Click on this symbol to expand the information listed.



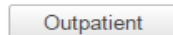
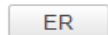
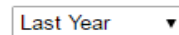
The "View By" 5, 10, 20, 100, All


The **View By** defaults to the last 5 or 20 entries.

1. Click on additional numbers or All to see more entries.
2. Click onto advance screen to the next page.    

Showing

Showing appears in the right hand corner of all sheets except the Document and Profile tab. **All** is the default, to see data by department click on **Inpatient**, **Outpatient** or **ER** tab.

Showing:     



Welcome to the VITLAccess Login Screen



Having a VHIE support issue? Please log in to MyVITL at <http://myvitl.net> and submit a request or call our support line at 1-877-592-4053. For information about how VITL supports VHIE users, go to <http://www.vitl.net/support>.

A username and password are required to log in to VITLAccess. The first time you log in, the system will prompt for a password change, and ask for answers to three security questions. Passwords are valid for 180 days, and the system will not allow re-use of the last three passwords. Starting seven days in advance of a password expiring, a warning will display. Passwords should be kept confidential and not shared with others. Some browsers will ask to save a username and password, but this information should never be saved in a browser.

Enter your **Username** and **Password**, read the access agreement, click on **I Accept and Log In** tab. If you do not remember your password or it expired, click on the **Reset Password?** button and follow the instructions to reset. Read the **Terms of Agreement** and answer the three security questions.

Terms of Agreement, Review and Accept the Agreement

A screenshot of the 'Terms of Agreement' screen within the Vermont Health Information Exchange (VHIE) system. The page has a dark header with 'Vermont Health Information Exchange' and the date 'Today is: Wednesday, Jul 23, 2014'. The main content area is titled 'Terms of Agreement' and contains a scrollable text box with the following text: 'VITLAccess: EULA', 'TERMS & CONDITIONS', and a paragraph stating that provider access to the VHIE is subject to the execution and compliance with the terms of the VHIE Services Agreement and its implementing policies and standards. It also mentions that the provider's organization has received written consent from the patient to access the PHI on the VHIE, and that the PHI is being requested for treatment purposes. Below this, it states that the provider agrees that the PHI it obtains, receives or accesses from the VHIE shall be kept confidential and secure in compliance with the HIPAA Privacy and Security Regulations and all other applicable federal, state and local laws, statutes and regulations as well as the Policies and Standards of the VHIE. All access to the VHIE by Provider may be subjected to compliance audit by the VITL at any time. Below the scrollable text box, there is a section titled 'Review and accept the agreement' with a note: 'Clicking accept means that you agree to the Terms of Agreement'. At the bottom of this section are two buttons: 'Accept' and 'Decline'.

Security Questions

Security questions are for your safety and they are used to verify your identity if you call for assistance. Set a new password and continue.

Vermont Health Information Exchange Today is: Wednesday, Jul 23, 2014

Security Questions

Please take a few moments to set up your security questions. The questions are for your safety. They are used to verify your identity if you call for assistance.

Question	Answer
If you could go anywhere on vacation, where would it be? ▼	<input type="text"/>
In what hospital were you born? ▼	<input type="text"/>
What is your best friend's first name? ▼	<input type="text"/>

Set New Password

- Password must be at least 8 character(s) in length
- Password must contain at least 1 alpha character(s)
- Password must contain at least 1 numeric character(s)
- Password must contain at least 1 special character(s) (symbols)

New Password	Confirm New Password
<input type="password"/>	<input type="password"/>

Powered by Medicity

Search and View Patient Records

Patient Search

After you have logged in you will be directed to the main **Patient Search** screen.

Patient Search

Patient Search, continued

1. In the **Name, MRN, SSN** or **DOB** field, enter one of the following:
 - a. One or more letters of the beginning of the patient's first name and last name. It searches for partial matches, including nicknames and aliases. Ex: a search for "Rob" produces variants such as "Bob."
 - b. One or more digits from the beginning or end of the patient's Medical Record Number. It searches for partial matches. For example, "1234" could be the first or last digits of the MRN.
 - c. The entire Social Security Number or a partial number beginning with the last digits. For example, "1234" will produce matches with the last four digits of the patient's Social Security Number. (Note: if you are using numbers for partial matches, the search will return MRNs and SSNs that contain the string of digits.)
 - d. Date of birth (in MM/DD/YYYY format, including slash marks).
 - e. A combination of name and DOB may also be entered to narrow searches returned.
 - f. The search function is always available on the top left screen.
2. Click **Search**.

Patient Search Results

Additional Records May Be Available							
Click column titles to sort						View By: 20 100 All	
	Patient Name	DOB	Age	MRN	SSN	Facility	Gender
+	ZZDEMO, AL	01/01/1933	83	M000993301	***-**-0001	Northwestern Medical Center	Male
	ZZDEMO, ANTHONY	07/21/1964	51	99274	***-**-7602	VITL Practice 168000	Male
+	ZZDEMO, JOHN	01/01/1974	42	M000837901	***-**-0001	Northwestern Medical Center	Male
	ZZDEMO SR, MR MARVIN M	01/01/1956	60		***-**-1111		MALE
+	ZZDEMO, MICHAEL	05/05/1975	41	M000336601	***-**-0001	Northwestern Medical Center	Male
+	ZZDEMO, NORMAN	06/06/1956	59	993306	***-**-3006	Grace Cottage Hospital	Male

Patient Search Results

Patients that have not opted-out of the VHIE are automatically listed in ascending alphabetic order by patient last name, first name. If your search returns multiple options, you may sort by other criteria such as DOB, Age, MRN. The displayed patient list will not show patients who have made the decision to opt-out. User roles also may determine Search Results.



- * Click on before the patient name to see data from multiple sources.

Patient Search Results, continued

Click column titles to sort View By: 20 100 All

	Patient Name	DOB	Age	MRN	SSN	Facility	Gender
+	ZZDEMO, AL			E7642555	***-**-0001	Dartmouth-Hitchcock Medical Center	Male
+	ZZDEMO, MARY			M000993303	***-**-0003	Northwestern Medical Center	Female
+	ZZDEMO, MICHAEL			M000336601	***-**-0001	Northwestern Medical Center	Male
+	ZZDEMO, NANCY			HS99320001	***-**-1111	Porter Medical Center	Female
-	ZZDEMO, NORMAN			0009933006		Fletcher Allen Healthcare	Male
	ZZDEMO, NORMAN		58	993306	***-**-0006	North Country Hospital	Male
	ZZDEMO, NORMAN M	06/06/1956	58	M993306	***-**-0006	Central Vermont Medical Center	Male
	ZZDEMO, NORMAN	06/06/1956	58	993306	***-**-3006	Grace Cottage Hospital	Male
	ZZDEMO, NORMAN	06/06/1956	58	E7642557	***-**-0006	Dartmouth-Hitchcock Medical Center	Male
	ZZDEMO, NORMAN M	06/06/1956	58	993306	***-**-0006	Mount Ascutney Hospital	Male
+	ZZDEMO, TOM	01/01/1983	31	M000837801	***-**-0001	Northwestern Medical Center	Male

This record has been expanded to show all organizations.

- Selecting a patient name will bring you directly in to the **Patient Summary** screen.
- If a patient does not appear in the search results list the patient may have opted-out of the VHIE or the VHIE does not have records on the patient of interest. **Access Additional Records** can be used for patients in emergencies. See Access Additional records for more detail.

Access Additional Records

Patients in an Opt Out status will not show on the Patient Search screen. In the event of an emergency a provider can view PHI on a patient in an Opt Out status.

- *Click on **Patient is presenting for emergency service** and select reason.
- Click on **Access Additional Records**: patients will appear with a new column RA (restricted access). Any patient selected on the search results screen will show on an audit report as *break glass* emergency access.
- Select patient from the search field and you will be directed to the **Patient Summary** screen.

Patient Search Results

Additional Records May Be Available

You are trying to access patient information for which you have not received patient consent to view. Permitted uses of the information are for treatment, payment and operations purposes only. You can establish this relationship for one time access by choosing the appropriate option below. ACCESS TO ALL PATIENT RECORDS IS TRACKED THROUGH AN AUDIT PROCESS. INAPPROPRIATE ACCESS IS A CRIMINAL OFFENSE THAT IS PUNISHABLE BY IMPRISONMENT, FINES AND PENALTIES FOR EACH OFFENSE AND IMMEDIATE TERMINATION OF SYSTEM ACCESS.

* **Patient is presenting for emergency services** Access Additional Records

Click column titles to sort View By: 20 100 All

	Patient Name	DOB	Age	MRN	SSN	Facility	Gender	RA
	ALLSCRIPTS, ALVIN	01/25/1950	65	21049409	***-**-1111	PCHP	Male	Y
	ALLSCRIPTS1, ALVIN	01/25/1950	65	21049409	***-**-1111	PCHP	Male	

Patient Summary Screen

The patient banner is displayed on the top of the **Patient Summary** Screen. This banner containing name, gender, DOB, MRN will allow the user to create a care summary or view patient profiles and face sheets, and will be available on the top of every screen.

The **Patient Summary** screen is intended to provide summary information about patient health, current problems, results, allergies, procedures, demographics, reports and care summaries. The patient summary screen defaults to ALL encounters. Click the buttons in the right-hand corner to filter and view the data by department, ALL, Inpatient, Outpatient, ER. **Each section lists the last three transactions.** To rearrange the sections, use the **Configure** button.

Vermont Health Information Exchange

zzdemo

Help CVMC TestCPv

Home > Search Results > Patient Summary

Patient Banner

ZZDEMO, AL
Male Age 81 DOB 1/1/1933
MRN M000993301

Create Care Summary
Profile & Face Sheets

Patient Summary

Showing: All Inpatient Outpatient ER

Additional Records May Be Available

You are trying to access patient information for which you have not received patient consent to view. Permitted uses of the information are for treatment, payment and operations purposes only. You can establish this relationship for one time access by choosing the appropriate option below. ACCESS TO ALL PATIENT RECORDS IS TRACKED THROUGH AN AUDIT PROCESS. INAPPROPRIATE ACCESS IS A CRIMINAL OFFENSE THAT IS PUNISHABLE BY IMPRISONMENT, FINES AND PENALTIES FOR EACH OFFENSE AND IMMEDIATE TERMINATION OF SYSTEM ACCESS.

Select your reason

Access Additional Records

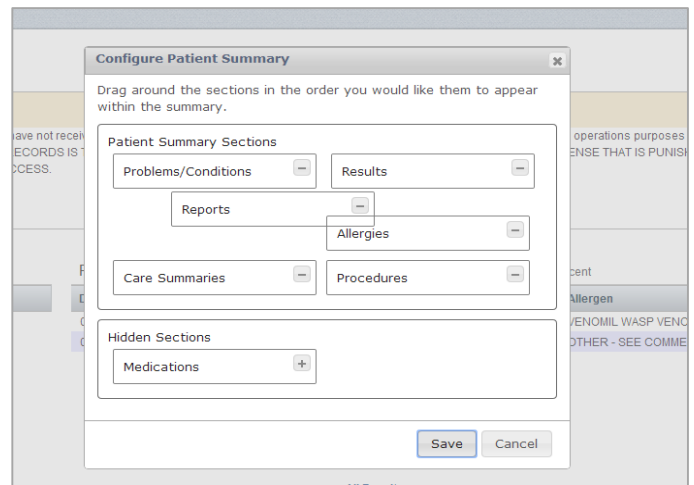
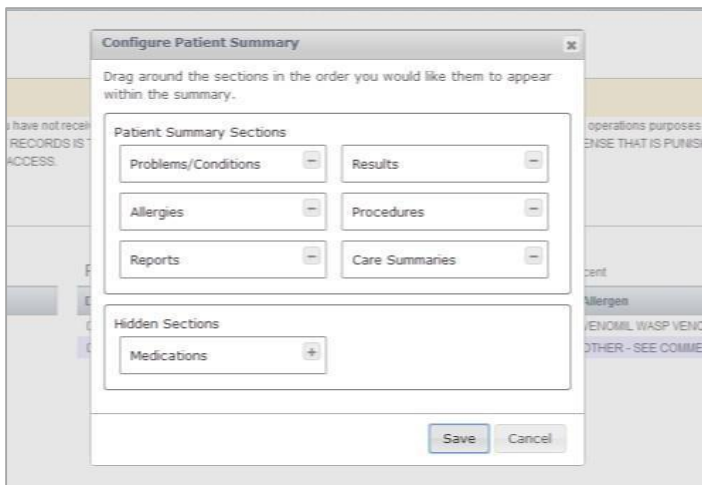
Configure

Problems/Conditions		Results		Allergies	
Date	Description	Date	Description	Date	Allergen
04/20/2014	DIAGNOSIS NOT AVAILABLE	05/11/2014	ESR	03/01/2014	Lisinopril
04/19/2014	INFECT & INFLAM REAC DUE INDWEL URI; INFECT & INFLAM REAC DUE INDWEL URI; ABN REACT-URINARY CATH	04/20/2014	CBC W/ DIFFERENTIAL	03/01/2014	Losartan
04/15/2014	DYSURIA	04/15/2014	TEST NOT PERFORMED	03/01/2014	Atorvastatin

- To view *all* allergies or results click the **All Results** or **All Allergies** button.
- You can personalize how you view the information on the summary screen by clicking on the **Configure** icon. Double click on (minus) sign and it hides the section.

Configure Patient Summary

- The **Configure Patient Summary** window allows the user to arrange the order in which patient summary sections appear or to hide sections.
- Clicking the sign will hide this section from the Patient Summary main page.
- To return hidden sections to view, click on the .
- Select a section and drag to preferred order.
- Click **Save**.
- The new configuration will be saved.



To maneuver through the patient's record, use the tabs on the left side of the screen. Each tab will give detailed information related to the accompanying topic. The **Encounters** tab will display information about a patient's problem list as well as the encounters from all contributing health care organizations. In the center of the page is a compilation of the three most recent health care activities in several categories. If you wish to see all data under the title **Problems/Conditions**, select **All Encounters**.

Patient Profile (Demographics)

The **Patient Profile** tab shows basic personal information which includes **Emergency Contact, Demographics and Insurance** Information. Demographics are displayed by Health Care Organizations. Additionally, at the bottom of the page it will show the **Patient Consent Status**.

Drop down menu to select information from multiple organizations if available.

Select Profile and Face Sheets to access Demographics.

Demographics

Additional Records May Be Available

Select Current Patient Profile at:

- Northwestern Medical Center - MRN: M000993301
- Brattleboro Memorial Hospital - MRN: 99-33-01
- Copley Hospital - MRN: 993301
- Dartmouth-Hitchcock Medical Center - MRN: E7642555
- Northwestern Medical Center - MRN: M000993301
- Porter Medical Center - MRN: H599330001
- Springfield Hospital - MRN: 993301

Demographics	
Name	ZZDEMO, AL
SSN	***-**-0001
Race	
Address	993301 MAIN STREET CHESTER, VT 099330001
Phone	(802) 899-3301
Home	MRN: M000993301
DOB	1/1/1933
Gender	Male
Marital Status	Married
Religion	
Ethnicity	
Language	PCP

Insurance Information

Guarantor

Name	PL Relation	Address	Phone

Patient Consent

Status	Effective Date	Expiration Date
Opt In	5/19/2014 12:48:49 PM	Indefinite

1. To view the patient demographics and face sheet select the **Profile and Face Sheet** button in the patient banner.
2. Click **Print** in the right hand corner to print demographics or face sheets.
3. Click drop down arrow to display demographics by health care organization.
4. Click **To Patient Summary** to return to Patient Summary Screen.

Face Sheets

The **Face Sheets** tab displays data according to a patient's in-person visits at a health care organization. This data includes hospital admissions, visit summaries, care team, problems and procedures, and basic personal information.

The screenshot shows the 'Face Sheets' tab for a patient named ZZDEMO, AL. At the top, there is a patient header with a profile icon, name, age (81), DOB (1/1/1933), and MRN (M000993301). Buttons for 'Create Care Summary' and 'Profile & Face Sheets' are visible. Below the header, there are tabs for 'Demographics' and 'Face Sheets', with 'Face Sheets' being the active tab. A 'Print' button is also present. The main content area is titled 'Face Sheets' and includes a 'To Patient Summary' link. A yellow banner states 'Additional Records May Be Available'. Below this is a table with columns: Facility/Location, Acct #, Pt. Class, Admit Service, Admit Diagnosis, Admit/Discharge, and Admitting. The table lists three admissions: Copley Hospital (4/20/2014), Springfield Hospital (4/19/2014), and Porter Medical Center (4/15/2014). Below the table, a 'Demographics' section displays patient information in a grid format.

Facility/Location	Acct #	Pt. Class	Admit Service	Admit Diagnosis	Admit/Discharge	Admitting
Copley Hospital	Z9933001	Ambulatory	LAB NONP		4/20/2014 2:18 PM Disc:4/20/2014 2:18 PM	No Provider
Springfield Hospital 061 Room ER03	Z9933001	E		INFECT & INFLAM REAC DUE INDWEL URI	4/19/2014 3:23 AM	No Provider
Porter Medical Center ED	V00099330001	Emergency			4/15/2014 11:10 AM	No Provider
Springfield Hospital 061 Room ER03	Z9933002	E		ABDOMINAL PAIN, EPIGASTRIC	4/14/2014 3:23 AM	No Provider

Demographics

Name ZZDEMO, AL	SSN ***-**-0001	Race	Address 993301 MAIN STREET CHESTER, VT 099330001
Phone Home: (802) 899-3301	MRN 993301	DOB 1/1/1933	Age At Admission 81

EncountersTab

The **Encounters** tab displays a patient problem list and encounter history. If no records are displayed change the default from **Last Year** to **All Records**.

1. Click title columns to sort encounters by date, patient class, problems and provider.
2. Click **View Face Sheet** for detailed information regarding each encounter.
3. The **Last Year** of records is the default. If the screen is blank filter by **All Records**.

The screenshot shows the 'Encounters' tab. On the left is a sidebar with 'Patient Summary', 'Encounters' (active), 'Results', and 'Medications'. The main area is titled 'Encounters' and has a 'Showing:' filter with buttons for 'All', 'Inpatient', 'Outpatient', and 'ER'. A dropdown menu is open, showing options: 'Last 30 Days', 'Last 3 Months' (highlighted), 'Last 6 Months', 'Last Year', and 'All Records'. Below the filter is a yellow banner that says 'Additional Records May Be Available - Emergency Override'. At the bottom, the 'Problems' section is partially visible.

Results Tab

The **Results** tab displays all diagnostic results by department. Results can be filtered by date range, months, year or **All Records**. Filtering is available to limit the type and/or status of the results you wish to display. Click on the radio buttons to include or exclude values from the filter.

Type - displays only the results type the patient has available to view. The patient below only has laboratory and radiology results. Clicking the header will sort the patients by descending order. All header columns have the same functionality. In each title field an arrow facing up indicates data is sorted in an ascending order, and the arrow facing down indicates descending order.

1. Single click on a results to open, view and print.
2. Abnormal results are shown in **red** under the **Alerts** column.
3. Click title columns to sort results by date, type, description etc.
4. Results displayed shows the last one year of history. To see additional results change the filter to All Records.

The screenshot shows the 'Results' tab interface. At the top, there's a 'Showing:' section with buttons for 'All', 'Inpatient', 'Outpatient', 'ER', and a dropdown for 'All Records'. Below this is a yellow banner that says 'Additional Records May Be Available' with a '+' icon. The 'Filter Results' section includes 'Status' (All, Final), 'Type' (All, Lab, Rad), and a 'Search Text' field. A red arrow points to the 'All Records' dropdown with the text 'Date Range Filter by months, year or all records.' Another red arrow points to the 'Search Text' field with the text 'Quick search, start typing result name.' Below the filter section is a table with columns: Date, Type, Description, Alerts, Ordering, Facility, and Status. The table contains several rows of data, with some 'Abnormal' alerts highlighted in red.

Date	Type	Description	Alerts	Ordering	Facility	Status
7/18/2014 7:03 AM	LAB	Hemogram	Abnormal	WRIGHT, CHERYL	Fletcher Allen Healthcare	Final
7/15/2014 9:00 AM	RAD	MR EXTREMITY WRIST WO CONTRAST		WRIGHT, CHERYL	Fletcher Allen Healthcare	Final
7/15/2014 8:03 AM	RAD	MR EXTREMITY ELBOW WO CONTRAST		WRIGHT, CHERYL	Fletcher Allen Healthcare	Final
7/1/2014 4:32 PM	LAB	Urinalysis - POCT	Abnormal	POINT, OF CARE	Fletcher Allen Healthcare	Final
6/30/2014 9:54 AM	LAB	Hemoglobin	Abnormal	Martin, Theodore	Brattleboro Memorial Hospital	Final
6/25/2014 1:05 PM	LAB	Sed. Rate Westergren		WRIGHT, CHERYL	Fletcher Allen Healthcare	Final

Quick Search (Filter Results text box)

This functionality allows authorized users to begin typing search criteria in the **Search/Filter** field on the **Test Results** screen. The records in the results list are filtered as each additional character is typed into the field. The search criteria are applied to all columns in the list. If no matching records are found, an appropriate message is displayed in the results list. Results that have an abnormal value will be highlighted by **red** text.

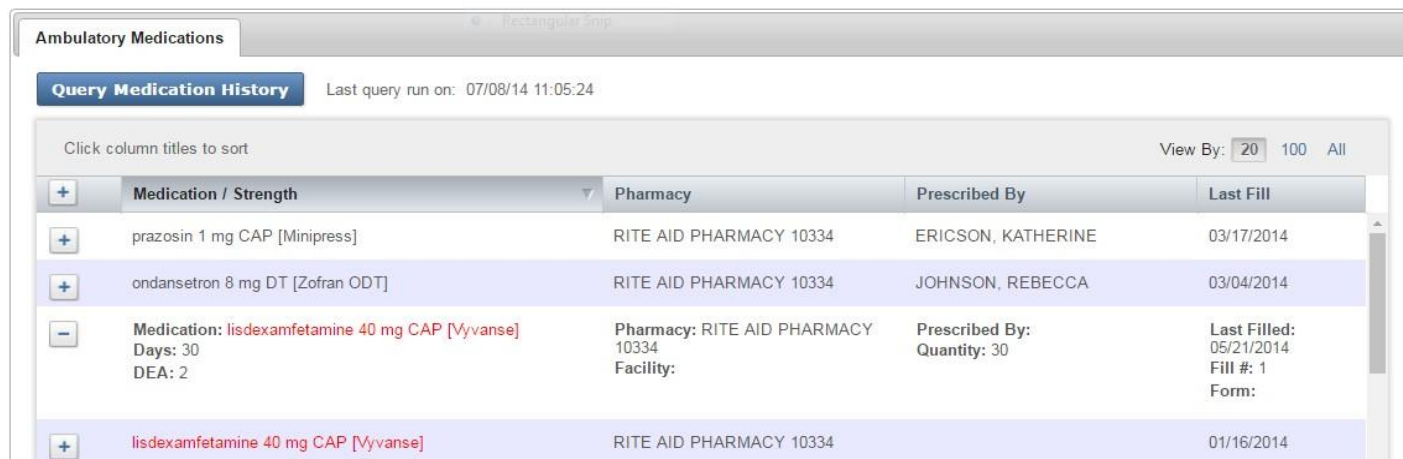
The screenshot shows the 'Results' tab interface with a quick search performed. The 'Search Text' field contains 'cb'. The table below shows the filtered results, which are all 'CBC WITH AUTODIFF' tests. The 'Alerts' column shows 'Abnormal' for all three results.

Date	Type	Description	Alerts	Ordering	Facility	Status
5/7/2014 10:00 PM	LAB	CBC WITH AUTODIFF	Abnormal	Scott, Thomas	Central Vermont Medical Center	Final
5/7/2014 8:37 AM	LAB	CBC WITH AUTODIFF	Abnormal	Scott, Thomas	Central Vermont Medical Center	Final
3/31/2014 9:00 PM	LAB	CBC WITH AUTODIFF	Abnormal	Spock, Leonard	Central Vermont Medical Center	Final

MedicationsTab

The **Medications** tab displays **Allergies**, **Medication Alerts** and **Medication History**. Alerts and controlled substances will also be displayed on the medication main page and will include drug-drug interactions as well as potential non-compliance.

Medication History



The screenshot shows the 'Ambulatory Medications' tab with a 'Query Medication History' button. Below the button, it says 'Last query run on: 07/08/14 11:05:24'. A table displays medication history with columns: Medication / Strength, Pharmacy, Prescribed By, and Last Fill. The table contains three rows of medication data, with the third row expanded to show details like 'Days: 30', 'DEA: 2', 'Pharmacy: RITE AID PHARMACY 10334', 'Prescribed By: Quantity: 30', and 'Last Filled: 05/21/2014'.

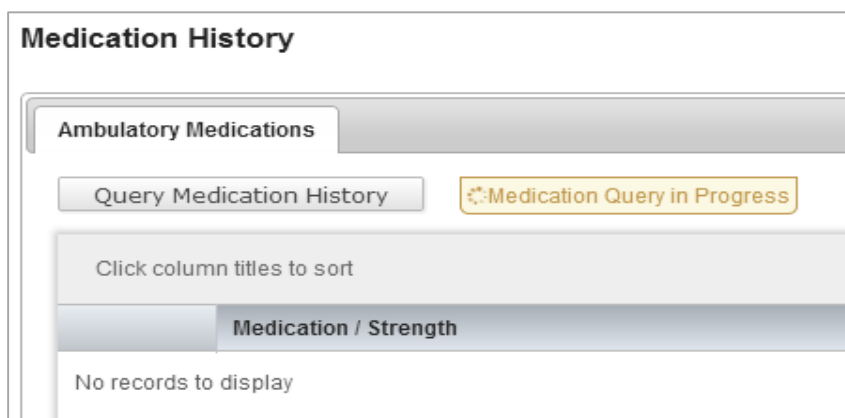
Medication / Strength	Pharmacy	Prescribed By	Last Fill
prazosin 1 mg CAP [Minipress]	RITE AID PHARMACY 10334	ERICSON, KATHERINE	03/17/2014
ondansetron 8 mg DT [Zofran ODT]	RITE AID PHARMACY 10334	JOHNSON, REBECCA	03/04/2014
Medication: lisdexamfetamine 40 mg CAP [Vyvanse] Days: 30 DEA: 2	Pharmacy: RITE AID PHARMACY 10334 Facility:	Prescribed By: Quantity: 30	Last Filled: 05/21/2014 Fill #: 1 Form:
lisdexamfetamine 40 mg CAP [Vyvanse]	RITE AID PHARMACY 10334		01/16/2014

In order to obtain the most up-to-date medication history, a query may need to be performed. A medication query may only be done once a day even if a patient is seen at different facilities on the same day. The Medication History tab displays the medication, pharmacy, prescribing provider, and the last fill date. This function should be used as an additional resource not a complete medication history.

1. To display the medication details (strength, days, DEA) click the + button.
2. Controlled Substances display in **red**.

To execute a query:

Click the **Query Medication History** button to refresh the medication list. A medication query in progress will show until the list has been refreshed. Medication Query is available for the last 12 months of records.



Documents – Continuity of Care Documents (CCDs) and Care Summaries

Care Summary documents can be created, viewed or accessed from the **Documents** tab of the patient chart.

There are three types of Care Summaries within VITLAccess:

- **Static CCDs** – Care summaries received from contributing health care organizations. Each is a point in time document that does not change and shows a summary of care at the time the document was contributed to the VHIE by an organization. You may see multiple CCDs from the same organization, they are dated so you can see when the CCD was provided.
- **Dynamic CCDs** – Care summaries available using the **Find External Documents** button in the Documents Screen. These CCDs are dynamic because they are generated from the system being queried at the time the information is requested. These documents can be downloaded, printed, or viewed however they are not stored in the VHIE.
- **VITLAccess Care Summaries** – Care summaries that can be generated using the **Create Care Summary** button in the Patient Banner at the top of the patient record. This care summary is a summary report of the information that can be viewed in the VITLAccess screens, it does not include static CCDs contributed by other organizations, information contained in a Dynamic CCD or medication information viewed using the Medication Query function. These documents can be downloaded, printed, or viewed however they are not stored in the VHIE.


VITLAccess Care Summary

The screenshot shows the VITLAccess patient banner for a patient named ZZDEMO, AL. The banner includes a search bar at the top left with the text 'zzdemo'. Below the search bar, the patient's name 'ZZDEMO, AL' is displayed next to a profile icon. To the right of the name, the patient's gender 'Male', age '81', and date of birth 'DOB 1/1/1933' are shown. Further right, the MRN 'M000993301' is displayed. On the far right of the banner, there are two buttons: 'Create Care Summary' and 'Profile & Race Sheets'. The 'Create Care Summary' button is circled in red. Below the banner, there is a section titled 'Create A Care Summary' with a sidebar on the left containing links for 'Patient Summary', 'Encounters', 'Results', 'Medications', and 'Documents'. The 'Documents' link is highlighted. The main content area of this section has a heading 'Create A Care Summary' and a subheading 'Select the type of document you want create, complete the required items, then Preview:'. Below this, there are two columns: 'Document Type' and 'Additional Information'. Under 'Document Type', there is a radio button labeled 'All data in the CHR'. Under 'Additional Information', there are two radio buttons: 'Patient ID Choice' (selected) and 'SSN'. A 'Preview' button is located to the right of the 'Additional Information' column.

To Create a VITLAccess Care Summary:

1. Click the **Create Care Summary** tab to generate a care summary document.
2. Click **Preview** to view document details.
3. Click **Download** to save the document (to hard drive).
4. Click **Print** to print the document.
5. The document will be saved to your C: drive in the **Downloads** folder. VITL recommends deleting the document per your organization's policy regarding PHI stored on common drives.

To View a Care Summary:

1. Open a patient chart in VITLAccess.
2. Click on the **Documents** tab.
3. Click on the desired date.
4. Click the expand icon  to show all of the care summaries available for each date listed.
5. Click on the care summary to view.
6. You can also **Print** or **Save** the care summary.

Patient Consent Module

Health care organizations are not required or expected to process consent requests on behalf of their patients. Patients who have questions or wish to register a consent decision (opt out, opt-back-in, etc.) may be referred to VITL. The VITL consent hotline is 1-888-980-1243 and is available from 8 a.m. – 5 p.m. Monday – Friday. Patients can also find more information and online and printable consent forms at vthealthinfo.com.

If your organization still chooses to process consent decisions in house, you may follow the following directions:

A patient's consent status can be verified and set through the **Patient Consent** module, located in the upper right hand corner using the drop-down arrow near your username.

Once selected the Patient Consent Search screen is displayed. Similar to Patient Search screen enter in the patient of interest and select Search. This will display patients regardless of their consent status. Select the patient of interest to be brought to the Patient Consent Screen to change consent. Note: only change consent status if you have a consent form for the patient. All patient consent forms must be kept indefinitely.

Home > Patient Consent

Patient Consent Search

Click column titles to sort

Patient Name	DOB	Age	MRN	SSN	Facility	Gender
No records to display						

Patient Consent Screen

The **Patient Consent** screen allows the user to set the patient consent flag. The patient has the option to Opt In or Opt Out of providing access to the patient record. VITLAccess consent status for a patient that has not provided consent default is default Opt In.

1. On the **Patient Consent** screen, select the desired patient consent status option. Opt In or Opt Out
2. Click **Submit**, if you do want to change consent status to the selected option.
3. Click **Close**, if you do not want to change consent status.

Patient Consent

Patient Status: Opt Out - Expires: 12/31/9999
Default: Normal Opt In, Confidential Opt In

Patient Name	DOB	Age	MRN	SSN	Facility	Gender
CONSENT, PATIENTOPTOUT	06/12/2000	19	XM999999B		Southwestern Vermont Medical Center	Female

Options:

☒ Opt In
☐ Opt Out

The following examples represent the three states of patient consent status:

1. **Opt In (default)** - The **Patient Status** displays **Opt In(Default)** - Expires: **Unknown**, the patient has not signed a written consent form for medical personnel to view or not view data from any health care organization. In this case, authorized personnel may view this patient's record.

Patient Consent



Patient Status: Opt In(Default) - Expires: Unknown
Default: Normal Opt In, Confidential Opt In

Submit Close

Patient Name	DOB	Age	MRN	SSN	Facility	Gender
CONSENT, PATIENTDEFAULTOPTOUT	06/12/2000	19	XM999999C		Southwestern Vermont Medical Center	Female

Options

☒ Opt In
☐ Opt Out

2. **Patient Opt In - Patient Status: Opt In - Expires: 12/31/9999**, this indicates the patient has provided an explicit consent decision to opt in. In this case, authorized personnel may view this patient's record. Note the expiration date for the status, if a patient is a minor then the expiration date will be their 18th birthday. When minor consent expires the patient records will revert to default opt in.

Patient Consent



Patient Status: Opt In - Expires: 12/31/9999
Default: Normal Opt In, Confidential Opt In

Submit Close

Patient Name	DOB	Age	MRN	SSN	Facility	Gender
CONSENT, PATIENTOPTIN	06/12/1999	20	XM999999A		Southwestern Vermont Medical Center	Female

Options

☒ Opt In
☐ Opt Out

3. **Patient Opt Out - Patient Status: Opt Out - Expires: 12/31/9999**, this indicates the patient has provided an explicit consent decision to opt out. In this case, authorized personnel may NOT view this patient's record, except in an emergency. Note the expiration date for the status, if a patient is a minor then the expiration date will be their 18th birthday. When minor consent expires the patient records will revert to default opt in.

Patient Consent

Patient Status: Opt Out - Expires: 12/31/9999
Default: Normal Opt In, Confidential Opt In

Submit Close

Patient Name	DOB	Age	MRN	SSN	Facility	Gender
CONSENT, PATIENTOPTOUT	06/12/2000	19	XM999999B		Southwestern Vermont Medical Center	Female

Options

☐ Opt In
☒ Opt Out

