VITLAccess
Quick Reference Guide

VITLAccess Data for Emergency Medical Services Billing

Information required for EMS billing may be available in the VITLAccess portal in the Demographics, Insurances, Encounters, and Patient Relationships sections. The data can be printed and/or downloaded into a PDF file.

Demographics

VITLAccess contains the most recently contributed and historical demographic data for patients.

- The most recently contributed demographic data overview is displayed in the Patient Banner at the top of the Patient Chart.
- To view the most recently contributed demographic data details, click the blue Demographics button in the Patient Banner. This will open the Demographics window and provide details on:
  - Demographics
  - Contact Information
  - Emergency Contact Information
  - Insurance
- The Demographics window may be printed or downloaded by clicking the Print or Download button in the lower left corner of the window.

Past Demographics

Historical demographic data may be found in the Patient Relationships widget and tab.

- From the Patient Relationships widget and/or tab view, click on the patient's name that is labelled Self in the Relationship column to open the View Patient Relationships window.
- There may be more than one entry and can be differentiated by organization and date contributed.

Insurances

- The Demographics window displays details about the most recently contributed insurance.
- The Insurances widget and Insurance & Insurance History tab include insurances that have been previously shared by contributing organizations.
- Click on an insurance to open the View Insurance window.
- The insurance information contributed may vary by contributing organization.

Encounters

The Encounters widget and tab display a list of patient encounters.

- The Encounter Type is determined by the contributing organization.
- Click on a specific Encounter in the widget or tab to open the View Encounter window.
- The Encounters tab includes filters to locate a specific date, encounter type, facility, and provider.
- To print a list of Encounters from both the widget and tab view, click Print.
- To print specific or selected Encounters, apply the desired filters first, then select Print.