



# **HEALTHeLINK Fusion User Training Guide**

**June 4, 2026**

**v2.6**

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## Overview

This guide provides an overview of the functions available to you as a HEALTHeLINK-FUSION user.

## Help/ Support

For more information or training on HEALTHeLINK, please contact the Help Desk.

### **For HEALTHeLINK Support**

**24/7 Help Desk Support**

**877.895.4724**

**Local Help Desk Support**

**716.842.6343**

### **Additional training materials are available at:**

<https://wnyhealthelink.com/for-providers/training-materials/training-videos/>

**Webinars are also available on the first Monday of each month. Click the link below to register:**

<https://wnyhealthelink.com/for-providers/training-materials/webinars/>

## Policies & Procedures

The Statewide Health Information Network for New York (SHIN-NY), pronounced “shiny”, facilitates the secure electronic exchange of patient health information and connects healthcare professionals statewide. In partnership with the New York State Department of Health, NYeC developed and manages the technology platform that connects New York’s Qualified Entities (QEs) and enables the sharing of data statewide, ensuring that the SHIN-NY provides access to a patient’s electronic medical records wherever and whenever they need it.

**The SHIN-NY enables collaboration and coordination of care to improve patient outcomes, reduce unnecessary and avoidable tests and procedures, and lower costs.**

Today, the SHIN-NY connects 100% of the hospitals in New York State, over 100,000 healthcare professionals, and represents millions of people living in or receiving care in New York.

Protecting patient privacy is of the utmost importance to HEALTHeLINK. We have developed privacy and security policies and procedures that consider the patient's rights and concerns. In addition to our current [HEALTHeLINK Privacy and Security Policies and Procedures](#), more information on the SHIN-NY and their Policies and Procedures can be found here: [Statewide Health Information Network for New York \(SHIN-NY\) | NYeC](#).

## Consent Management

For immediate consent management, HEALTHeLINK staff are available as follows:

**Monday through Friday, 7:30AM to 5:00PM EST**

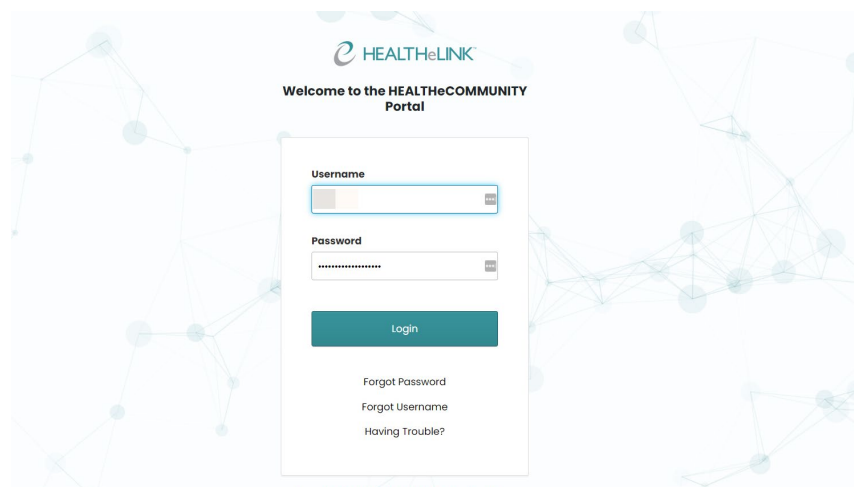
You may fax consents to HEALTHeLINK at 716.206.0996. If the consent is an emergency, you must also call 716.206.0993, option 2.

All executed Consent forms should be sent to HEALTHeLINK within 3 business days to the dedicated consent fax line at (716) 206-0039.

Please see the [Patient Consent Tip Sheet](#) for more consent information.

## Accessing HEALTHeLINK Fusion

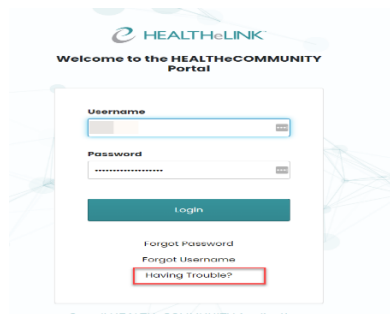
HEALTHeLINK Fusion can be accessed through the HEALTHeCOMMUNITY Portal at [www.wnyhealthelink.com](http://www.wnyhealthelink.com) or [www.wnylink.com](http://www.wnylink.com).



Once you log in, you will see badges for each application and practice (see box 1 in screenshot below). If you have multiple HEALTHeLINK accounts, you must choose the badge that displays the organization you are associated with for the patient you are treating.

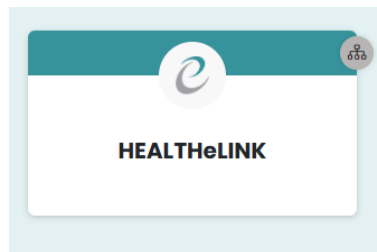
HEALTHeLINK uses the “Messages” section (see box 2 in screenshot below) to communicate important information to users. Please monitor this section for key information on outages, system upgrades and updates.

To access HEALTHeLINK Fusion, or any other application on the HEALTHeCOMMUNITY Portal, you will need to disable pop-up blockers on your browser. If you need assistance disabling pop-up blockers, click on the “Having Trouble” link on the log in page and it will direct you to the instructions. You can also contact the Help Desk at 716.842.6343 for guidance.

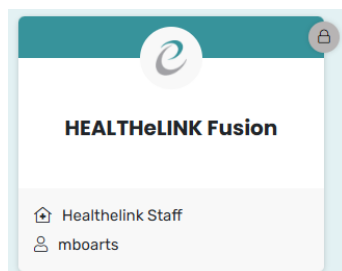


## Logging into HEALTHeLINK Fusion

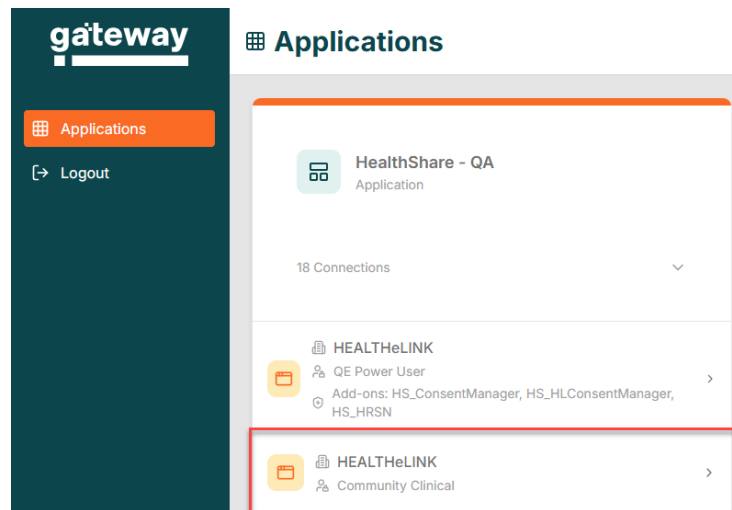
Once you are logged into the HEALTHeCOMMUNITY Portal you will see the applications you have access to including HEALTHeLINK Fusion. To log into HEALTHeLINK Fusion you will select the HEALTHeLINK Badge:



You will then see the badge for HEALTHeLINK Fusion, your badge will have your organization and your username listed below.



Once you select the HEALTHeLINK Fusion Badge you will be brought to the Confidentiality Acknowledgement and then asked to complete your Duo Two-Factor Authentication explained in the following sections. If this is your first time ever logging into HEALTHeLINK you will need to complete the Computer Based Training, also explained in a following section. Once the above is completed you will be brought to the Fusion Gateway where you will click into the HealthShare application. This is HEALTHeLINK Fusion and where you will have the ability to look up patients.



## Confidentiality Acknowledgement

HEALTHeLINK contains PHI, so HEALTHeLINK requires users to accept terms and conditions every login to the HEALTHeCOMMUNITY Portal.

Upon badge click, you will be presented with the Confidentiality Acknowledgement.

You must click [Accept] to follow HIPAA and HEALTHeLINK policy and continue into the system.

## Duo Two-Factor Authentication (TFA)

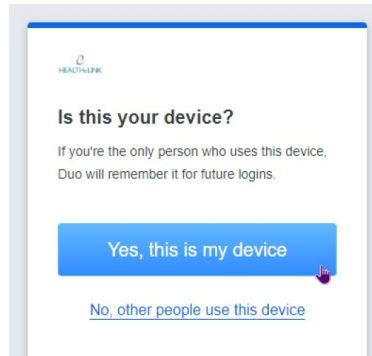
HEALTHeLINK contains PHI, so HEALTHeLINK requires two-factor authentication (TFA), unless your organization is a trusted site. HEALTHeLINK provides TFA through Duo and can be done through three methods:

- Mobile Phone (Duo Push, text, or call)
- Landline (must not include an extension)
- Token

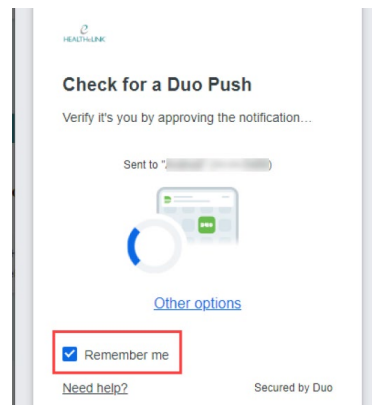
Upon first login, if you have not been provided with a token by HEALTHeLINK, you will be asked to register a device for TFA.

The preferred method of TFA is through Duo Push, which requires the download of the Duo Mobile application on your mobile phone. If you do not want to download the application, select “Other” option instead of iPhone or Android.

You will be prompted to TFA every time you log into HEALTHeLINK or every 12 hours, unless you check the “**Yes, this is my device**” box as shown below, followed by the “Remember me” option:

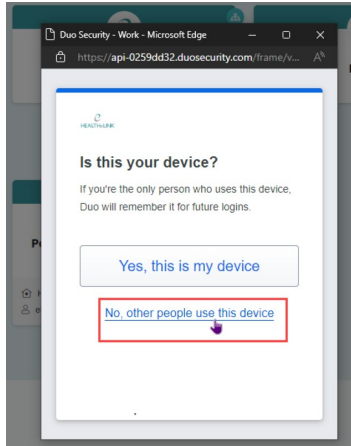


After selecting “Yes, this is my device”, you can then click the “Remember Me” option to avoid having to re-enter your credentials each time at login.



If you are using a shared computer, and DUO was *previously* used by someone who chose “Yes, this is my device”, you will need to reset this feature by clearing your browser cache. This will then allow you to log in using your own personal device.

When sharing computers, you should always select “No, other people use this device”. Please note that if a user selects the “No other people use this device” option, the “Remember me” option will *NOT* display on subsequent Duo attempts.



For step-by-step instructions on TFA and managing devices, please go to the Duo Guide found at <https://guide.duo.com/universal-prompt> for further information.

## Computer Based Training

Before gaining access to patient records, you will first be prompted to complete our Computer Based Training Module.

This Computer Based Training (CBT) Module will go through:

- Who we are
- What we do
- Where our data comes from
- Patient consent
- Compliance training; Your role as a HEALTHeLINK User
- Resources, training materials, and webinars available to you

Once the video has been watched and the quiz completed, you will then be able to gain access to the HEALTHeLINK system.

## Searching for a Patient

When searching for a patient, ***it is IMPERATIVE that you DO NOT access your own records or those of anyone else (relatives, co-workers, friends, celebrities, etc.) unless it is directly related to the provision of care.***

The search box will display upon logging in to HEALTHeLINK Fusion.

To search for a patient:

The screenshot shows a 'Patient Search' window. On the left is a 'Search Criteria' form with the following fields: Last Name, First Name, Date of Birth, Medical Record Number, and Source of Medical Record Number. At the bottom of the form are 'Advanced Search', 'Clear', and 'Search' buttons. On the right is the 'Patient Search Results' area, which currently displays 'No Results Yet'.

Under the Search Criteria box on the left-hand side, you will enter the patient’s information that you want to search for. The last name, first name, and date of birth are required to search for a patient. Once you have the patient’s name entered, click on the black “search’ button.

## Accessing a Patient Record-Consent

### How to know you have access to a Patient’s Record

Once you search for your patient, you will be given a list of patients under the Patient Search Results. From here, you can click on the patient’s name and enter the Clinical Viewer.

The screenshot shows the 'Patient Search' window with search criteria entered: Last Name 'testing', First Name 'Healthlink', and Date of Birth '07/07/1977'. The 'Search' button is highlighted. The 'Patient Search Results' area on the right contains a table with one result. The 'Name' column has a red box around the text 'HEALTHLINK TESTING'. Below the table is a pagination bar showing 'Items per page: 20' and 'Items 1 - 1 of 1'.

Name	Age	Gender	Date of Birth	Address	Master Patient Identifier
> HEALTHLINK TESTING	48y	F	07/07/1977	123 BUFFALO LN, BUFFALO NY 14043	68eeb7f768c3ca1646978978

Depending on patient consent, you may not be able to view the patient’s record. To determine whether you have access to the patient’s chart based on consent, select the carrot next to the patient’s name. If the patient’s data is populated including the Medical Record Number, Assigning Authority, and Info Type you do have access to the patient’s chart.

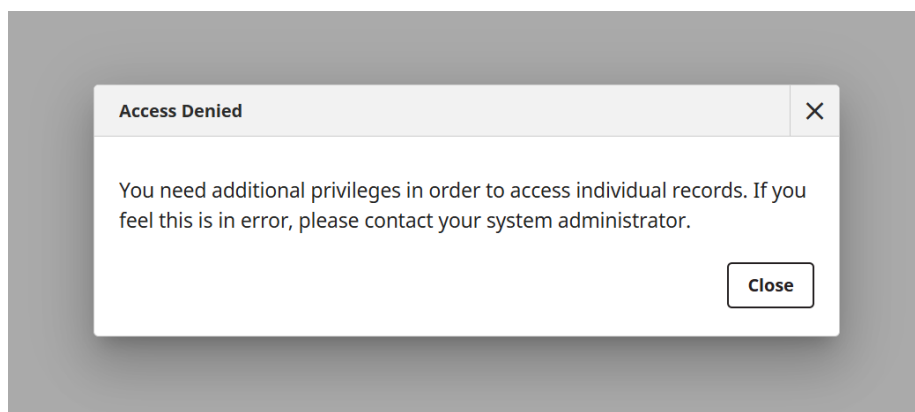
Patient Search Results							
Name	Age	Gender	Date of Birth	Address	Master Patient Identifier		
<input type="checkbox"/> HEALTHELINK, TESTING	48y	F	07/07/1977	123 BUFFALO LN, BUFFALO NY 14043	68eeb7f68c3ca1646978978		
Name	Age	Gender	Date of Birth	Address	Medical Record Number	Assigning Authority	Info Types
<input type="checkbox"/> HEALTHELINK, TESTING	48y	F	07/07/1977	123 BUFFALO LN, BUFFALO NY 14043	healthlink:BROOKS 67890TEST	healthlink:BROOKS	
<input type="checkbox"/> HEALTHELINK, TESTING	48y	F	07/07/1977	123 BUFFALO LN, BUFFALO NY 14043	healthlink:RPCI 567TEST	healthlink:RPCI	
<input type="checkbox"/> HEALTHELINK, TESTING	48y	F	07/07/1977	123 BUFFALO LN, BUFFALO NY 14043	healthlink:QUEST 0ac5ba45a3261ee08fb83de361425152	healthlink:QUEST	
<input type="checkbox"/> HEALTHELINK, TESTING	48y	F	07/07/1977	123 BUFFALO LN, BUFFALO NY 14043	healthlink:NFMCC 3456TEST	healthlink:NFMCC	
<input type="checkbox"/> HEALTHELINK, TESTING	48y	F	07/07/1977	123 BUFFALO LN, BUFFALO NY 14043	healthlink:KHS 2345TEST	healthlink:KHS	
<input type="checkbox"/> HEALTHELINK, TESTING	48y	F	07/07/1977	123 BUFFALO LN, BUFFALO NY 14043	healthlink:BMH 1234TEST	healthlink:CHSEPI	

[View Selected Records](#)

If you do not have access because the patient does not have an affirmative HEALTHeLINK Consent the Medical Record Number, Assigning Authority, and Info Types will be blank as shown below.

Name	Age	Gender	Date of Birth	Address	Medical Record Number	Assigning Authority	Info Types
TESTPATIENT, GINA	69y	F	07/07/1977	123 BUFFALO LN, BUFFALO NY 14043			
TESTPATIENT, GINA	69y	F	07/07/1977	123 BUFFALO LN, BUFFALO NY 14043			
TESTPATIENT, GINA	69y	F	07/07/1977	123 BUFFALO LN, BUFFALO NY 14043			
TESTPATIENT, GINA	69y	F	07/07/1977	123 BUFFALO LN, BUFFALO NY 14043			
PATIENT, GINA	69y	F	07/07/1977	123 BUFFALO LN, BUFFALO NY 14043			
TESTPATIENT, GINA	69y	F	07/07/1977	123 BUFFALO LN, BUFFALO NY 14043			
TESTPATIENT, GINA	69y	F	07/07/1977	123 BUFFALO LN, BUFFALO NY 14043			
TESTPATIENT, GINA	69y	F	07/07/1977	123 BUFFALO LN, BUFFALO NY 14043			
TESTPATIENT, GINA	69y	F	07/07/1977	123 BUFFALO LN, BUFFALO NY 14043			
TESTPATIENT, GINA	69y	F	07/07/1977	123 BUFFALO LN, BUFFALO NY 14043			

In addition to the lack of Medical Record Number and Assigning Authority. If a user does not have access to a patient because of their Consent Status the following message will appear when clicking into the patient's chart:



## HEALTHeLINK Consent

Consent is good for all data within HEALTHeLINK’s system for that patient. To view the HEALTHeLINK consent value, users will need to have access to the Consent Management Application.

When gathering HEALTHeLINK patient consent BOTH PAGES OF THE CONSENT FORM NEED TO BE PRESENTED TO THE PATIENT PRIOR TO SIGNING TO ALLOW THE PATIENT TO GIVE **INFORMED CONSENT** & Our consent form is translated into 11 different languages. If you have a large patient population that speaks a language other than English, we will do our best to accommodate your request.

If a patient requests a copy of the consent form signed at your practice, you are required to provide them with a copy. This includes historical consent forms.

If the patient has previously consented to a Yes and you are able to access HEALTHeLINK records for that patient, simply ask the patient if they wish to change their mind. Unless the patient is declaring a new consent value, DO NOT COLLECT A NEW CONSENT

If the patient requests access to their records, oblige them to the best of your ability. If you are unable to provide them with access to their own data, HEALTHeLINK can assist. The patient can visit <https://wnyhealthelink.com/for-patients/patient-data-access/> for more information.

It is possible to access a minor patient (under the age of 18) records. *It is important to note that this record could contain minor-consented information for services that are protected under New York State law and may not be re-disclosed to the minor’s parent or guardian without the minor’s written consent.* If needed, PCO (Parental Consent Override) is available for access to override the current minor consent. Please contact your Account Manager for additional information.

## Exploring Patient Search Results

The screenshot displays the 'Patient Search' application interface. On the left, the 'Search Criteria' panel includes fields for 'Last Name' (testing), 'First Name' (Healthelink), 'Date of Birth' (07/07/1977), 'Medical Record Number', and 'Source of Medical Record Number'. The 'Patient Search Results' panel on the right shows a table of search results. The first result is highlighted with a red box, showing a dropdown menu for the patient's name. The table columns are Name, Age, Gender, Date of Birth, Address, Medical Record Number, Assigning Authority, and Info Types. The highlighted row shows 'HEALTHeLINK, TESTING' with a dropdown arrow, '48y', 'F', '07/07/1977', '123 BUFFALO LN, BUFFALO NY 14043', 'healthelink:BROOKS 67890TEST', 'healthelink:BROOKS', and an 'Info Types' icon. Below the table is a 'View Selected Records' button and pagination information: 'Items per page: 20', 'Items 1 - 1 of 1', and navigation arrows.

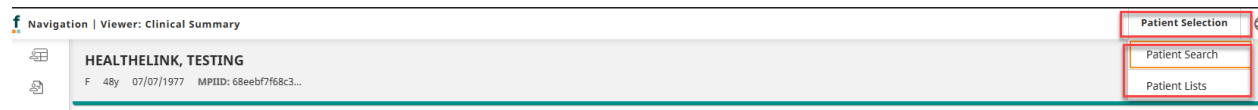
Name	Age	Gender	Date of Birth	Address	Medical Record Number	Assigning Authority	Info Types
HEALTHeLINK, TESTING	48y	F	07/07/1977	123 BUFFALO LN, BUFFALO NY 14043	healthelink:BROOKS 67890TEST	healthelink:BROOKS	Info Types
HEALTHeLINK, TESTING	48y	F	07/07/1977	123 BUFFALO LN, BUFFALO NY 14043	healthelink:RPCI 5677TEST	healthelink:RPCI	Info Types
HEALTHeLINK, TESTING	48y	F	07/07/1977	123 BUFFALO LN, BUFFALO NY 14043	healthelink:QUEST 0ac5ba45a3261ee08fb83de361425152	healthelink:QUEST	Info Types
HEALTHeLINK, TESTING	48y	F	07/07/1977	123 BUFFALO LN, BUFFALO NY 14043	healthelink:NFMCMC 3456TEST	healthelink:NFMCMC	Info Types
HEALTHeLINK, TESTING	48y	F	07/07/1977	123 BUFFALO LN, BUFFALO NY 14043	healthelink:KHS 2345TEST	healthelink:KHS	Info Types
HEALTHeLINK, TESTING	48y	F	07/07/1977	123 BUFFALO LN, BUFFALO NY 14043	healthelink:BMH 1234TEST	healthelink:CHSEPI	Info Types

Once you have searched for your patient, verified they are consented to HEALTHeLINK, you can view the patient’s records based on the source and information type by selecting the carrot next to the patient’s name. This action will show you the ‘Assigning Authority’ and then the ‘Info Type.’

The Info Types are represented by an image. You can hover over the image to see what info types the images represent. In this example there are Documents, Laboratory Results, Radiology Results, and Allergies present in this patient's chart.

Once you have determined which individual results you would like to view select the result and click View Selected Records. You will be brought into the patient's chart, but only to view the selected records.

**To view the entire patient's chart, navigate back to Patient Selection. You can select Patient Search and search your patient again. Or select Patient Lists and select from your recent searches.**

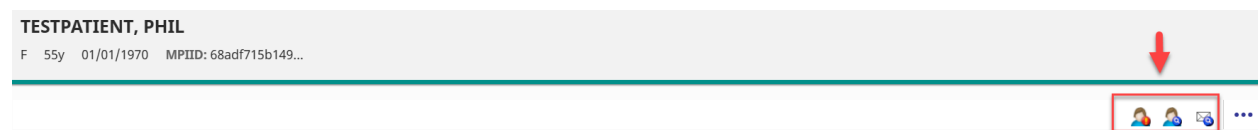


## Viewing and Interacting with a Patient Record

Once you have entered the clinical viewer, you will be brought to the patient's summary screen. This screen will display clinical items arranged by date, data source, and the name of the encounter.

### Patient Chart Flags

At the top of every patient chart, you will see flags or icons that represent different elements found within your patient's chart. You can hover your mouse over the icon to learn what it is alerting and click on the individual icon to navigate to that element within your patient's chart.



### Chartbook

The Chartbook found on the left-hand side is where you will navigate to, to view more details on each individual section of the patient's chart. If the chartbook section is marked with blue on the left side, this means there is data in that section. There is more information within the chartbook than what is shown on the clinical summary page, be sure to check the individual chartbook sections if you do not see what you are looking for on the clinical summary page.

In the example shown below if you select Lab Results from the chartbook, you can see all the individual lab results. All irregular results will be flagged in red on the left-hand side, irregular results may mean high or low.

HEALTHELINK, TESTING  
F 48y 07/07/1977 MPID: 68eeb7f168c3...

Chartbook << Lab Results

Clinical Summary

Conditions

Allergies

Medications

Documents

Immunizations

Vital Signs

**Lab Results**

Diagnostic Studies

Procedures

Histories

Encounters

Appointments

Care Team

Cohorts

Claims

Demographics

Insurance

Reprints

Lab Results Table

Lab Test	Result	Units	Flag	Reference Range	Status	Trend	Order	Facility	Collection Date	Details
INSULIN	9.2	uIU/mL	Normal		Final		INSULIN	QUEST Labs	09/25/2025 07:35	
Baso Abs	0.0	x10e9/L	Normal	<=0.1	Final		CBC Diff	Kaleida Health System	09/25/2025 01:49	
Basoqblis	0.4	%	Normal	<=3.0	Final		CBC Diff	Kaleida Health System	09/25/2025 01:49	
Differential Choice	Automated		Normal		Final		CBC Diff	Kaleida Health System	09/25/2025 01:49	
Eos	0.4	%	Normal	<=6.0	Final		CBC Diff	Kaleida Health System	09/25/2025 01:49	
Eos Abs	0.0	x10e9/L	Normal	<=0.7	Final		CBC Diff	Kaleida Health System	09/25/2025 01:49	
Hct	42.6	%	Normal	42.0 - 52.0	Final		CBC Diff	Kaleida Health System	09/25/2025 01:49	
Hgb	13.9	g/dL	Low	14.0 - 18.0	Final		CBC Diff	Kaleida Health System	09/25/2025 01:49	
Immuniran	0.2	%	Normal	<=0.4	Final		CBC Diff	Kaleida Health System	09/25/2025 01:49	

## Searching and Sorting Results

In both the Clinical Summary page and in each Chartbook you have the option to filter and sort results. However, in an individual Chartbook you will also have an option to search for specific results.

Lab Results

Lab Results Table

Search

Lab Test	Result	Units	Flag	Reference Range	Status	Trend	Order	Facility	Collection Date	Details
----------	--------	-------	------	-----------------	--------	-------	-------	----------	-----------------	---------

To sort and filter the results, select the three blue bars on the right-hand side found at the top of both the Clinical Summary page and the individual chartbook pages. In the example below, to sort Lab Results, you can filter by date and then select a primary sort and a secondary sort if desired. You will utilize the arrows to determine if the sort will be ascending vs. descending.

**Filter**

Date From 08/01/2025

Date To 09/23/2025

**Sort**

Primary Sort

Collection Date

Lab Test

Secondary Sort

Collection Date

Reset Apply

To sort by Collection Date and result name without filtering to a specific date range select the arrows next to the headers on the top of each section and chartbook.

Lab Results

Lab Test	Result	Units	Flag	Reference Range	Status	Trend	Order	Facility	Collection Date
<a href="#">INSULIN</a>	9.2	uIU/mL	Normal		Final		<a href="#">INSULIN</a>	QUEST Labs	09/25/2025 07:35
<a href="#">Baso Abs</a>	0.0	x10e9/L	Normal	<=0.1	Final		<a href="#">CBC Diff</a>	Kaleida Health System	09/25/2025 01:49

## Accessing Advanced Care Planning Documents

Advance Care Planning documents can be viewed in the “Advanced Care Plans” Chartbook in the patient’s clinical summary page. These documents include:

- Health Care Proxy
- Living Wills
- MOLST Form
- DNR
- 5 Wishes
- Any other documents outlining patient wishes

1. In the Clinical Summary, if Advanced Care Planning documents exist, there will be a highlight to the left of the “Advanced Care Plans” chartbook depicting that results are available

Navigation | Viewer: Clinical Summary

Patient Selection

ZZTEST, KAYLA  
F 36y 11/25/1989 MPIID: 688e0e0110c2...

HRSNDATALAKE: Awaiting Data [Refresh](#)

**Chartbook**

- Clinical Summary
- Conditions
- Allergies
- Medications
- Documents
- Advanced Care Plans**
- Immunizations
- Vital Signs
- Lab Results
- Diagnostic Studies
- Procedures
- Histories

**Diagnoses**

Diagnosis	Diagnosis Type	Last Updated
-----------	----------------	--------------

**Allergies**

Allergen	Reaction	Source	Category	Last Updated
----------	----------	--------	----------	--------------

**Medications**

Medication	Dose	Start Date	Details
------------	------	------------	---------

**Lab Results**

Order	Results	Collection Date
-------	---------	-----------------

**Diagnostic Studies**

Study	Document Link	Ordering Clinician
-------	---------------	--------------------

**Documents**

Document Facility

> **Advanced Care Plans**

Advanced Care Plans

**Documents**

The available documents may not reflect the latest version available in Fusion.

Signed Date Document

2. Once you click on the “Advanced Care Plans” chartbook from the left column, this chartbook will open and all available Advanced Care Planning documents will be displayed.

Navigation | Viewer: Advanced Care Plans

Patient Selection English (US) ktran:hea:986948b2-e6

**ZZTEST, KAYLA**  
F 36y 11/25/1989 MPIID: 688e0e0110c2...

Chartbook << >> Advanced Care Plans

- Clinical Summary
- Conditions
- Allergies
- Medications
- Documents
- Advanced Care Plans**
- Immunizations
- Vital Signs
- Lab Results
- Diagnostic Studies
- Procedures
- Histories
- Encounters
- Appointments
- Care Team

Advanced Care Plans Documents

The available documents may not reflect the latest version, and the latest version may not be available in Fusion.

Signed Date	Document	Facility	Details
04/15/2026	<a href="#">ADVANCED CARE PLANNING</a>	healthlink:INVISI	
20:00			

- Click on the hyperlink of the document that you would like to review, and a pdf document will then open in a separate window for your review and a pdf preview will appear that you can download by clicking on the download arrow symbol.

Navigation | Viewer: Advanced Care Plans

Patient Selection English (US) ktran:hea:986948b2-e6

**ZZTEST, KAYLA**  
F 36y 11/25/1989 MPIID: 688e0e0110c2...

Back to: Chart >

Part1img4212NET75N-P\_3b869851-26cf-455b-9efb-e7882c3e0fbf.pdf 1 / 1 - 90% +

INVISION HEALTH  
400 International Dr  
Williamsville, NY 14221-5760 Phone: 716-631-3555  
Fax: 716-631-9525

**ADVANCED CARE PLANNING**  
April 15, 2026

Ref: Kayla zzTEST  
400 International Drive  
Buffalo, NY 14221  
11/25/1989

A face to face discussion took place with the (Discussion) counseled and the different advance directive documents were explained including Health Care Proxy, Durable Power of Attorney for Health Care, Living Will, and Medical Orders for Life-Sustaining Treatment (MOLST). (Counseled)

It was explained that an advance directive document allows the patient to appoint an agent and/or record their wishes pertaining to their emical treatment at a future time if they lack decisional capacity at that time. A good understanding was verbalized.

Sincerely,

**\*Please note that HEALTHeLINK can only display results that have been sent by the data source. HEALTHeLINK does not change or modify any documents in any capacity. Therefore, it is the sole responsibility of the treating provider to verify with the patient that the results in HEALTHeLINK are the most current and up-to-date forms\***

## Viewing, Downloading, and Printing Results

To download and print results from HEALTHeLINK Fusion, this procedure will be different based on whether the result is an embedded PDF or is in a text format.

### Printing and Downloading PDFs from the Documents Chartbook

If a result is loaded into HEALTHeLINK Fusion as a PDF, specifically found in Documents, you will be able to print and/or download. Once you click on the report you want to print and/or download, the PDF report will open. Please click on the download or printer icon. The availability of PDFs is determined by the data source and document type.

HEALTHeLINK, TESTING  
F 48y 07/07/1977 MPIID: 68eeb7f68c3...

HRSNDATALAKE: Awaiting Data Refresh

Chartbook Documents

Warning: Downloading documents may present security and privacy risks. Downloaded documents should be removed from the local device after use.

Document	Source	Facility	Event Date	Details
ED EKG	JASON BARKER	healthlink:BROOKS	09/26/2025 14:50	

> Progress Note - Specialties/Departments  
> Radiation Medicine (RTH) Follow-up- Telephone

Back to Chart

Microsoft Word - Document1

1 / 1 100%

HEALTHeLINK

Med Rec Nbr: [REDACTED] UI Nbr: [REDACTED]  
Financial Nbr: [REDACTED] Patient Name: [REDACTED]  
Client Med Rec Nbr: [REDACTED] Organization: [REDACTED]  
DOB: [REDACTED] Patient Location: [REDACTED]  
Sex: [REDACTED] Physician: [REDACTED]  
Addr: [REDACTED] Dept: [REDACTED]

**Progress Notes**

SERVICE DATE/TIME:  
RESULT STATUS:  
PERFORM INFORMATION:  
SIGN INFORMATION:

DOWNLOAD PRINT

### Printing and Downloading a Text Formatted Document

If a result is loaded into HEALTHeLINK Fusion in a **text format**, specifically found in Documents, you will need to navigate to the Patient Report Summary page to print/download the document. Here is an example of a texted formatted document.

**HEALTHELINK, TESTING**  
F 48y 07/07/1977 MPIID: 68eebf7f68c3...

[Back to: Chart](#)

**Documents and Notes**

Clinician: PMHNP-BC JOHN COPAS  
 Document Type: Progress Note - Specialties/Departments  
 Document: Progress Note - Specialties/Departments  
 Status: Available for patient care  
 Note: Niagara Falls Memorial Medical Center Name HEALTHELINK, TESTING  
 PROGRESS NOTE  
 DOB 07/07/1977  
 MR 3456TEST Account 34567890  
 RM BHJ Involuntary 277 Admit 09/25/2025  
 Attending JOHN COPAS  
 PCP CHANTAL OGLE RK / MEDQ  
 D: 09/25/2025 17:25:34  
 T: 09/26/2025 13:21:12  
 #345925 SUBJECTIVE: The patient is seen this a.m. Chart reviewed. Case discussed with staff. Tolerating medication without any complications. He was on level 4 due to disorganized confused behavior, had come though initially, was walking around naked in

From the Clinical Summary page, navigate to the three dots on the right-hand side of the page and click on them.

**HEALTHELINK, TESTING**  
F 48y 07/07/1977 MPIID: 68eebf7f68c3...

[Back to: Chart](#)

**Chartbook**

- Clinical Summary
- Conditions
- Allergies
- Medications
- Documents
- Advanced Care Plans
- Immunizations

**Diagnoses** Sorted by Last Updated

Diagnosis	Diagnosis Type	Last Updated
Sprain of unspecified ligament of right ankle, initial encounter	Working	09/25/2025 13:25

**Lab Results**

Order	Results	Collection Date	Details
INSULIN	<a href="#">Results</a>	09/25/2025 07:35	
CBC Diff	<a href="#">Results</a>	09/25/2025 01:49	
CBC WITH AUTODIFF	<a href="#">Results</a>	09/24/2025 16:11	
LIPASE	<a href="#">Results</a>	09/24/2025	

Click on the link that says, "Patient Reports"

**HEALTHELINK, TESTING**  
F 48y 07/07/1977 MPIID: 68eebf7f68c3...

**Chartbook**

- Clinical Summary
- Conditions
- Allergies
- Medications
- Documents
- Advanced Care Plans

**Diagnoses** Sorted by Last Updated

Diagnosis	Diagnosis Type	Last Updated
Sprain of unspecified ligament of right ankle, initial encounter	Working	09/25/2025 13:25

**Lab Results**

Order	Results	Collection Date	Details
INSULIN	<a href="#">Results</a>	09/25/2025 07:35	
CBC Diff	<a href="#">Results</a>	09/25/2025 01:49	
CBC WITH AUTODIFF	<a href="#">Results</a>	09/24/2025 16:11	

**HEALTHELINK TESTING**

[Patient Reports](#)

Surname: HEALTHELINK  
 Given Name: TESTING  
 Gender: Female  
 Age: 48 Yrs  
 Date of Birth:

You will be brought to the Patient Summary Report Page. Click on the link that says, "Download Summary".

**HEALTHELINK, TESTING**  
F 48y 07/07/1977 MPIID: 68eebf7f68c3...

[Back to: Chart](#)

[Download Summary](#) View As: [Patient Summary (HTML)] Report: Patient Summary Report [View](#) [Send](#)

Awaiting results from: HRSNDATALAKE [Refresh](#)

**Patient Summary Report for TESTING HEALTHELINK, F 1977-07-07**

**Patient Demographics**

Name	Date Of Birth	Gender	Identification Number	Phone	Address
TESTING HEALTHELINK	1977-07-07	F	MRN 67890TEST MRN 567TEST MRN 0ac5ba45aa3261ee088b83de361426152 MRN 3456TEST MRN 2345TEST MRN 1234TEST MRN healthelink.BROOKS 67890TEST	(716)555-1234	123 BUFFALO LN BUFFALO NY 14043

Another window will open to filter the documents. Click on the Filter button.

Download Summary Report - Google Chrome

fusion.techbd.org/vie/csp/healthshare/HSVIEWER/web/csp/HS.UI.Push.DownloadSummary.cls?\$ZEN\_POPUP=1&CPSHARE=1&mode=S&contentType=&report=

**Download Summary for Patient:**

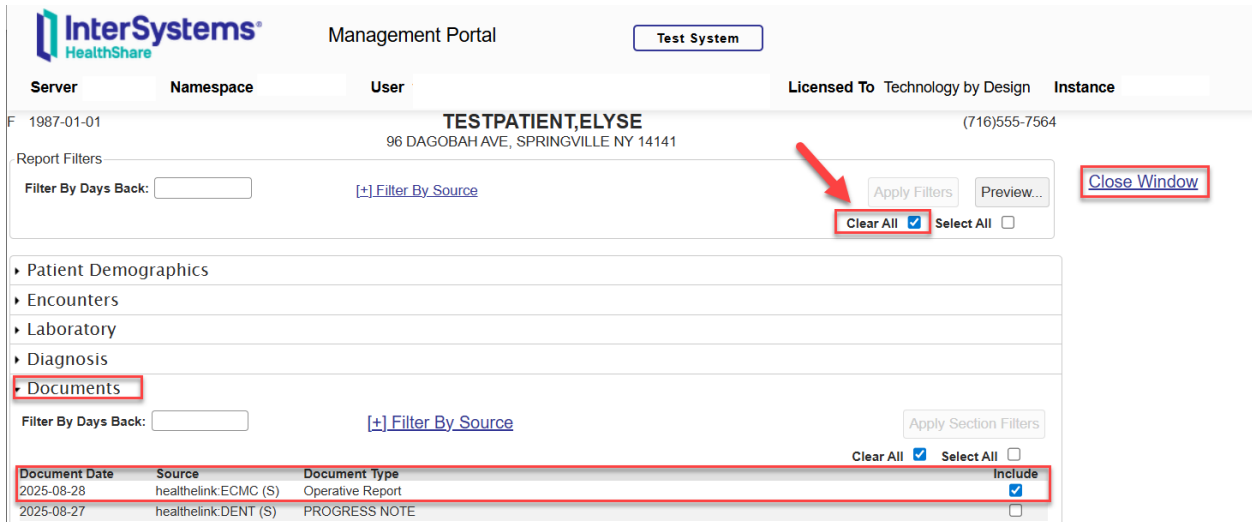
HEALTHELINK,TESTING

Select Summary: Patient Summary Report Select Format: HTML

Filter... ncounter: [All]

Download Close

Navigate to the Documents section and choose the document that you want to print or download. Be sure to click the “Clear All” box to unselect the reports you do not want to print or download. Click the “Close Window” link.



InterSystems HealthShare Management Portal

Test System

Server: 1987-01-01 | Namespace: TESTPATIENT,ELYSE | User: 96 DAGOBDAH AVE, SPRINGVILLE NY 14141 | Licensed To: (716)555-7564

Report Filters: Filter By Days Back: [ ] | Filter By Source: [ + ]

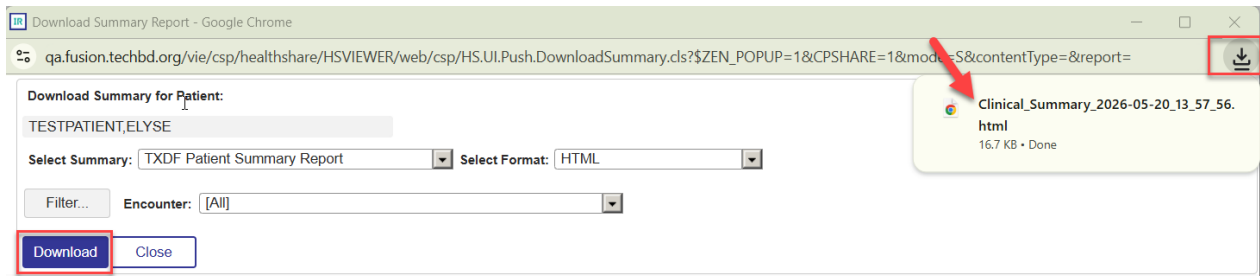
Apply Filters | Preview... | Close Window

Clear All  Select All

Documents

Document Date	Source	Document Type	Include
2025-08-28	healthlink:ECMC (S)	Operative Report	<input checked="" type="checkbox"/>
2025-08-27	healthlink:DENT (S)	PROGRESS NOTE	<input type="checkbox"/>

Click the “Download” button, and the report will be downloaded to print. You may need to check the download section of your computer to open it.



Download Summary Report - Google Chrome

qa.fusion.techbd.org/vie/csp/healthshare/HSVIEWER/web/csp/HS.UI.Push.DownloadSummary.cls?\$ZEN\_POPUP=1&CP SHARE=1&mode=S&contentType=&report=

Download Summary for Patient: TESTPATIENT,ELYSE

Select Summary: TXDF Patient Summary Report | Select Format: HTML

Filter... | Encounter: [All]

Download | Close

Clinical\_Summary\_2026-05-20\_13\_57\_56.html  
16.7 KB · Done

The report will be downloaded and ready to print. Depending on your computer printer set up, you may need to “right click” to print.

Patient Summary Report for ELYSE TESTPATIENT, F 1987-01-01

Report Generated: 2026-05-20 02:57:55PM

Some data has been filtered by the sending clinician.

Patient Demographics

Name	Date Of Birth	Gender	Identification Number	Phone	Address
ELYSE TESTPATIENT	1987-01-01	F	MPIID: 68ace59cddcc1950c141e80c MRN: M001TEST22345 healthlink ECMC MRN: 123456 healthlink WELBE MRN: 1234TEST111 healthlink UGMD MRN: M0012TEST456 healthlink ECMC MRN: 6TEST1119 healthlink BRTRND MRN: 1000TEST87 healthlink KHS MRN: 11TEST8766 healthlink ALEDAD MRN: KTEST00019 healthlink BROOKS MRN: M001312574 healthlink ECMC MRN: 5874TEST541564 healthlink RPCI MRN: LMTEST1111 healthlink LKM MRN: M0012TEST456 healthlink ECMC2PART2 MRN: 48TEST healthlink DENT MRN: H000TEST22 healthlink OGH MRN: E1TEST5636 healthlink JONES MRN: healthlink ECMC.M001TEST22345 HRSNDATALAKE DL: 123456789 NY SSN: XXX-XX-6150	(716)555-7564	96 DAGOBAH AVE SPRINGVILLE NY 14141  96 DAGOBAH SPRINGVILLE NY 14141  96 DAGOBAH ST SPRINGVILLE NY 14141  96 DAGOBAH AVE SPRINGVILLE NY 14141-7564

42 CFR Part 2 Re-disclosure Warning

Notice

Re-Disclosure Warning If You Access Records of Federally-Assisted Alcohol or Drug Abuse Programs Regulated Under 4 2 CFR Part 2. This information has been disclosed to you from records protected by Federal confidentiality rules (42 CFR Part 2). The Federal rules prohibit you from making any further disclosure of information in this record that identifies a patient as having or having had a substance abuse disorder either directly, by reference to publicly available information, or through verification of such identification by another person, unless further disclosure is expressly permitted by the written consent of the individual whose information is being disclosed or as otherwise permitted by 4 2 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose (see 2.31). The Federal rules restrict any use of the information to investigate or prosecute with regard to a crime any patient with a substance use disorder, except as provided at 2.12(c)(5) and 2.65.

Documents

Clinician	Document Type	Date	Performing Facility	Status	Notes
POLICHEMI, ALEXANDRA	Operative Report	2025-08-29	healthlink ECMC	Available for patient care	<p>ERIE COUNTY MEDICAL CENTER CORPORATION OR-Attending Operative Report 482 Grider St, Buffalo, NY 14215 (716) 888-3000</p> <hr/> <p>Patient's Name COMPEAU, STEVEN MR#: M0012TEST456/Account #: XXXXXX</p> <p>Report# 0828-TEST Age/Sex: 38/F Date of Birth: 01/01/1987 Admission Date/Time: 08/18/25 1345 Attending Physician: ELAMIN MAHMOUD G MBBS Admitting Service: APOGEE GROUP Dictating Provider: POLICHEMI, ALEXANDRA MD, (RES) Dictating Date/Time: 08/28/25 1649 Primary Provider: HEIM, JACQUELINE M MD, (RF)</p> <hr/> <p>Attending Operative Report Date of Surgery: Aug 28, 2025 Pre-Operative Diagnosis: Left foot infected gangrene status post open foot level amputation Post-Operative Diagnosis: same Procedure(s) Left below-knee amputation with transection of tibia and fibula in the upper one third Attending Surgeon: KHAN, SIKANDAR Z MBBS Assistant Surgeon(s) Alexandra Polichemi, MD Anesthesia: General Complications: none Estimated Blood Loss: 100 ml Specimen(s) removed: Left leg Drains or Implants: None Operative Details</p> <p>Indications for Procedure: Patient presented with left lower extremity ischemia with infection. Underwent attempted limb salvage with endovascular revascularization/thrombolysis. Subsequently underwent left foot level amputation for source control. Amputation site is necrotic. Offered below-knee amputation to which he agreed. All risks were discussed in detail including but not limited to infection, bleeding, hematoma, non-healing, requirement for additional intervention including above-knee amputation, stroke, PE, DVT, myocardial infarction, cardiac arrhythmias, cardiac arrest and death before proceeding.</p> <hr/> <p>Procedure Details: After informed consent was obtained, patient was brought to the operating room and placed supine on the table. Timeout procedure performed. Patient prepped and draped in the usual sterile fashion. An incision was made in the upper calf and dissection was carried down to the tibia and fibula. Once the bones were circumferentially dissected, they were transected. Anterior tibial, posterior tibial and peroneal vessels were controlled and ligated. The wound was then copiously irrigated. Hemostasis obtained. The anterior/posterior flaps were then brought together without tension using 0 Vicryl for fascia, 2-0 Prolene for the skin. Sterile compressive dressing was applied. Patient was extubated and transferred to recovery in stable condition. Dr. Khan was present for the procedure.</p> <p>Attending Statement (Surgey) Attending Statement Attending statement: I was present during the operation</p> <p>DRAGON DISCLAIMER: Dragon voice-recognition software may have been used to prepare this typewritten note. Although each note is personally scanned for syntactic or grammatical errors, unintended but conspicuous translational errors can occur. Please contact ECMC if there are any questions about the contents of this note.</p> <p>POLICHEMI, ALEXANDRA MD, (RES) Aug 28, 2025 16 49 KHAN, SIKANDAR Z MBBS Aug 29, 2025 14 58</p> <p>Attn Physician: ELAMIN, MAHMOUD G MBBS &lt;Electronically signed by SIKANDAR Z KHAN MBBS&gt;, 08/29/25 1502 &lt;Electronically signed by SIKANDAR Z KHAN MBBS&gt; 08/29/25 1502</p> <p>PC Physician: HEIM, JACQUELINE M MD, (RF) Ref Physician: Copies To:</p>

You will be able to choose other documents such as labs and radiology reports to print and download. Click on the “Clear All” box to clear out all the documents. If this step is not completed, all the documents will be downloaded and printed. Click on the arrow next to the category listed below and choose what document you want to print and/or download. **All the documents will be pre-selected.**

The screenshot shows the 'Patient Summary Filters' interface in a Google Chrome browser. The URL is 'qa.fusion.techbd.org/vie/csp/healthshare/HSVIEWER/web/csp/HS.UI.Reports.FilterSummary.cls?\$ZEN\_POPUP=1&FORMAT=HTML&REASON='. The page header includes the InterSystems HealthShare logo, 'Management Portal', and a 'Test System' button. Below the header, patient information is displayed: 'Server: 1987-01-01', 'Namespace: TESTPATIENT,ELYSE', 'User: 96 DAGOBDAH AVE., SPRINGVILLE NY 14141', 'Licensed To: (716)555-7564', 'Technology by Design', and 'Instance'. A 'Report Filters' section contains a 'Filter By Days Back' input field, a '+ Filter By Source' link, and buttons for 'Apply Filters', 'Preview...', 'Clear All', and 'Select All'. A red arrow points to the 'Clear All' button. Below the filters is a list of document categories, each with a dropdown arrow: Patient Demographics, Encounters, Laboratory, Diagnosis, Documents, Radiology, Allergy, and Medication. A red box highlights this list.

## Printing the Patient Summary Report

Users have the capability to print the Patient Summary Report from the Clinical viewer.

Click on the three dots on the right-hand side of the clinical viewer.

The screenshot shows the 'HEALTHLINK, TESTING' clinical viewer interface. The patient information at the top is 'F 48y 07/07/1977 MPIID: 68eebf7f68c3...'. A red arrow points to a three-dot menu icon in the top right corner. The main content area is divided into three sections: 'Chartbook' on the left, 'Diagnoses' in the center, and 'Lab Results' on the right. The 'Chartbook' section includes 'Clinical Summary', 'Conditions', 'Allergies', 'Medications', 'Documents', 'Advanced Care Plans', and 'Immunizations'. The 'Diagnoses' section is sorted by 'Last Updated' and shows a diagnosis: 'Sprain of unspecified ligament of right ankle, initial encounter' with a 'Working' status and a 'Last Updated' date of '09/25/2025' at '13:25'. The 'Lab Results' section shows a table with columns for 'Order', 'Results', 'Collection Date', and 'Details'. The table contains three rows: 'INSULIN' (Results: Results, Collection Date: 09/25/2025, 07:35), 'CBC Diff' (Results: Results, Collection Date: 09/25/2025, 01:49), and 'CBC WITH AUTODIFF' (Results: Results, Collection Date: 09/24/2025, 16:11). A fourth row, 'LIPASE', is partially visible at the bottom.

Click on "Patient Reports".

HEALTHELINK, TESTING  
F 48y 07/07/1977 MPIID: 68eeb7f68c3...

Chartbook << >> Diagnoses Sorted by Last Updated Lab Results

Clinical Summary Conditions Allergies Medications Documents Advanced Care Plans

Diagnosis ↓ Diagnosis Type Last Updated

Sprain of unspecified ligament of right ankle, initial encounter	Working	09/25/2025
		13:25

Order ↓

INSULIN
CBC Diff
CBC WITH AUT

HEALTHELINK TESTING

Patient Reports

Surname HEALTHELINK

Given Name TESTING

Gender Female

Age 48 Yrs

Date of Birth

Click on "Download Summary" at the top left-hand side of the summary.

HEALTHELINK, TESTING  
F 48y 07/07/1977 MPIID: 68eeb7f68c3...

Back to Chart >

Download Summary View As: Patient Summary (HTML) Report: Patient Summary Report View Send...

Awaiting results from: HRSNDATALAKE Refresh

Patient Summary Report for TESTING HEALTHELINK, F 1977-07-07

Patient Demographics

Name	Date Of Birth	Gender	Identification Number	Phone	Address
TESTING HEALTHELINK	1977-07-07	F	MRN: 67890TEST MRN: 567TEST MRN: 0ac5ba45a3261ee08fb83de361425152 MRN: 3456TEST MRN: 2345TEST MRN: 1234TEST MRN: healthlink-BROOKS.67890TEST	(716)555-1234	123 BUFFALO LN BUFFALO NY 14043

Click "Download". The report will be downloaded to your computer to print.

Download Summary Report - Google Chrome

fusion.techbd.org/vie/csp/healthshare/HSVIEWER/web/csp/HS.UI.Push.DownloadSummary.cls?\$ZEN\_POPUP=1&CP SHARE=1&mode=S&contentType=&report=

Download Summary for Patient:

HEALTHELINK, TESTING

Select Summary: Patient Summary Report Select Format: HTML

Filter... Encounter: [All]

Download Close

# This is what the Patient Summary Report will look like to download and print.

## Patient Summary Report for TESTING HEALTHELINK, F 1977-07-07

### Patient Demographics

Name	Date Of Birth	Gender	Identification Number	Phone	Address
TESTING HEALTHELINK	1977-07-07	F	MRN: 07890TEST MRN: 567TEST MRN: 0ac5ba45a3261ee08b83de361425152 MRN: 3456TEST MRN: 2345TEST MRN: 1234TEST MRN: healthlink.BROOKS.07890TEST	(716)555-1234	123 BUFFALO LN BUFFALO NY 14043

### Allergies

Onset Date	Inactive Date	Allergen	Category	Last Updated At
(none)				

### Medications

Date	Medication	Form	Strength	Duration	Source
(none)					

### Encounters

Start Date	End Date	Type	Facility	Reason	Clinician	Admission Type
2025-09-25		I	healthlink.KHS	SBO	MELITON SILVA	1

### Diagnoses

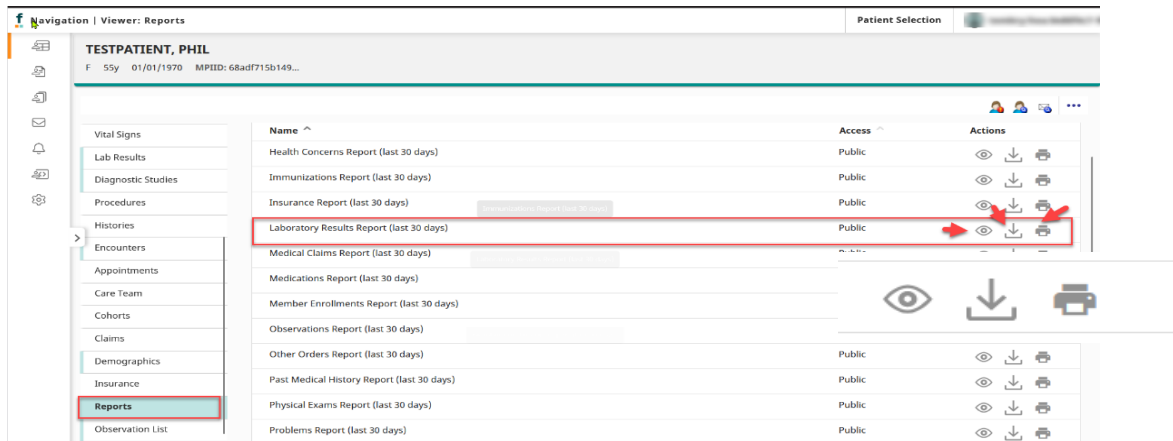
Date	Description	Code	Type	Source
2025-09-25	Sprain of unspecified ligament of right ankle, initial encounter	S93.401A	W	healthlink.BMH

### Laboratory Results

Test	Date	Result	Source																																																																																																																																																
INSULIN	2025-09-26	<table border="1"> <thead> <tr> <th>Test Item</th> <th>Value</th> <th>Units</th> <th>Reference Range</th> <th>Flag</th> <th>Message Flag</th> </tr> </thead> <tbody> <tr> <td>INSULIN</td> <td>9.2</td> <td>uIU/mL</td> <td></td> <td></td> <td>Normal</td> </tr> </tbody> </table>	Test Item	Value	Units	Reference Range	Flag	Message Flag	INSULIN	9.2	uIU/mL			Normal																																																																																																																																					
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MCV	91.8	fL	78.0-100.0	Normal	Normal																																																																																																																																														
MCH	30.0	pg	28.0-34.0	Normal	Normal																																																																																																																																														
MCHC	32.6	g/dL	32.0-36.0	Normal	Normal																																																																																																																																														
RDW	12.5	%	11.5-14.0	Normal	Normal																																																																																																																																														
Platelet	236	x10e9/L	150-450	Normal	Normal																																																																																																																																														
MPV	9.6	fL	9.0-12.0	Normal	Normal																																																																																																																																														
Neut Abs	7.9	x10e9/L	1.5-6.6	High	High																																																																																																																																														
Lymp Abs	2.0	x10e9/L	1.5-3.5	Normal	Normal																																																																																																																																														
Mono Abs	0.6	x10e9/L	<=1.0	Normal	Normal																																																																																																																																														
Eos Abs	0.0	x10e9/L	<=0.7	Normal	Normal																																																																																																																																														
Baso Abs	0.0	x10e9/L	<=0.1	Normal	Normal																																																																																																																																														
ImmGran Abs	0.02	x10e9/L	<=0.04	Normal	Normal																																																																																																																																														
Differential Choice	Automated				Normal																																																																																																																																														
Neutrophils	74.7	%	38.0-77.0	Normal	Normal																																																																																																																																														
Lymph	18.8	%	20.0-48.0	Low	Low																																																																																																																																														
Mono	5.5	%	<=12.0	Normal	Normal																																																																																																																																														
Eos	0.4	%	<=6.0	Normal	Normal																																																																																																																																														
Basophils	0.4	%	<=3.0	Normal	Normal																																																																																																																																														
ImmGran	0.2	%	<=0.4	Normal	Normal																																																																																																																																														
CBC WITH AUTODIFF	2025-09-24	<table border="1"> <thead> <tr> <th>Test Item</th> <th>Value</th> <th>Units</th> <th>Reference Range</th> <th>Flag</th> <th>Message Flag</th> </tr> </thead> <tbody> <tr> <td>WBC (White Blood Cell) Count</td> <td>13.3</td> <td>10<sup>3</sup>/uL</td> <td>4.5-11.0</td> <td>High</td> <td>High</td> </tr> <tr> <td>RBC</td> <td>4.61</td> <td>10<sup>6</sup>/uL</td> <td>4.10-5.60</td> <td>Normal</td> <td></td> </tr> <tr> <td>Hemoglobin</td> <td>13.0</td> <td>g/dL</td> <td>12.0-16.0</td> <td>Normal</td> <td></td> </tr> <tr> <td>Hematocrit</td> <td>40.2</td> <td>%</td> <td>36.0-47.0</td> <td>Normal</td> <td></td> </tr> <tr> <td>MCV</td> <td>87.2</td> <td>fL</td> <td>81.0-99.0</td> <td>Normal</td> <td></td> </tr> <tr> <td>MCH</td> <td>28.2</td> <td>pg</td> <td>26.0-34.0</td> <td>Normal</td> <td></td> </tr> </tbody> </table>	Test Item	Value	Units	Reference Range	Flag	Message Flag	WBC (White Blood Cell) Count	13.3	10 <sup>3</sup> /uL	4.5-11.0	High	High	RBC	4.61	10 <sup>6</sup> /uL	4.10-5.60	Normal		Hemoglobin	13.0	g/dL	12.0-16.0	Normal		Hematocrit	40.2	%	36.0-47.0	Normal		MCV	87.2	fL	81.0-99.0	Normal		MCH	28.2	pg	26.0-34.0	Normal																																																																																																								
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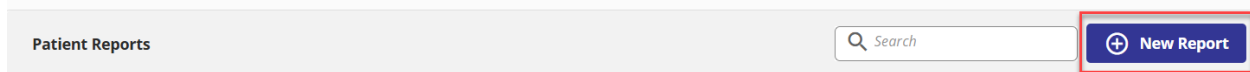
## Generating Existing Reports

To print reports, under the chartbook, scroll down to reports, then click on the clinical section that you would like to print. In this screenshot example, the “Laboratory Results Report” is being printed. This report is also defaulted to the last 30 days. On the right-hand side, there is an option to view, download, or print the report.

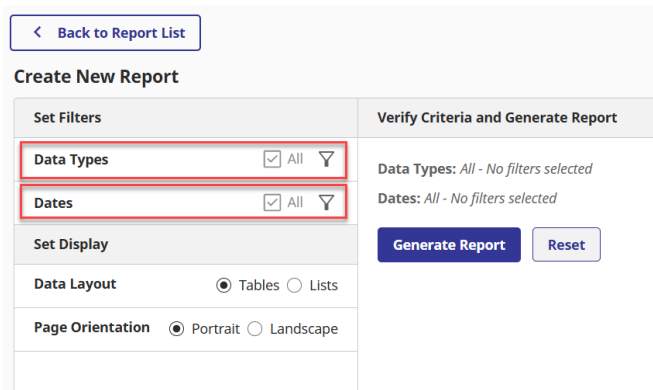


## Generating and Saving a New Report

To create reports that are not already available you can create a new report by selecting the blue button in the top right-hand corner of the screen that says, New Report.



Once you have selected New Report, you will have the option to select which Data Type and Date are included in the report.



By clicking on Data Type, you will have a list of data types to select to include in the report. To change what data elements are included within a data type, select the pencil icon on the right.

**Set Criteria for Data Types**

Select data types to include in report. To change what data elements are included within a data type, select the pencil icon.

<input type="checkbox"/> Goals	✎
<input type="checkbox"/> Health Concerns	✎
<input type="checkbox"/> Immunizations	✎
<input type="checkbox"/> Insurance	✎
<input checked="" type="checkbox"/> Laboratory Results	✎
<input type="checkbox"/> Medical Claims	✎

In the example, Laboratory Results have 43 elements to select to include in your report. Such as, Result Date, Collection Date, Flag, Results, Notes, Facility, etc.

**Edit Laboratory Results**

Select elements of Laboratory Results to include in report. Default elements are indicated with an asterisk.

<input type="checkbox"/> Data Element	Technical Description
<input checked="" type="checkbox"/> Collection Date*	SpecimenCollectedTime
<input type="checkbox"/> Received Date	SpecimenReceivedTime
<input type="checkbox"/> Result Date	FromTime
<input type="checkbox"/> Last Updated	UpdatedOn

To then filter the selected data types by date, select dates from the Create New Report screen. You will then have the option to either filter by a date range or select one of the available options.

[Back to Report List](#)

**Create New Report**

**Set Filters**

Data Types  All ▾

**Dates**  All ▾

**Set Display**

Data Layout  Tables  Lists

Page Orientation  Portrait  Landscape

**Verify Criteria and Generate Report**

Data Types: All - No filters selected

Dates: All - No filters selected

**Set Criteria for Dates**

If no date is populated, all data will be included.

**Start Date**

MM/DD/YYYY

**End Date**

MM/DD/YYYY

or

**Days Back**

Last 7 Days

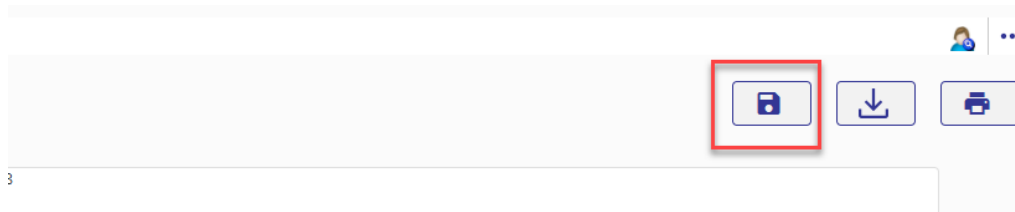
Last 30 Days

Last 365 Days

Other

Once you select the Data Types, Data Elements, and Date range you can generate the report to view, download, print, and save.

To save your generated report, select the save option at the top of the generated report screen. A new screen will appear “Save a New Report,” to name the new report, and provide a description of the report. By doing so, this new report will appear on the listed available reports to access the new report at any point in the future.



## Save as a New Report

By saving a report, the report definition will be available in your Report List across all patients.

### Name\*

Report name must be unique across all users who have access.

**This field is required.**

### Description\*

Documents, Laboratory Results data from the last 7 days, from {{startdate}} to {{enddate}}.

{{startdate}} and {{enddate}} will be replaced with calculated dates relative to when the report is viewed according to report criteria.

Cancel

Reset

Save Criteria

## HEALTHeLINK Audit Overview

HEALTHeLINK takes the issue of patient confidentiality very seriously and *continually monitors user accounts for inappropriate access*. Please contact us if you have any questions.

HEALTHeLINK performs regular and ad-hoc audits as part of the effort to comply with state, federal, and HIPAA regulations. The list of audits is extensive. Some examples of audits performed regularly are:

- **Same Name Access Audit:** A user that accesses a person with the same last name.
- **Break the Glass:** Access made to a patient's record for emergency care by an emergency room physician using the "break the glass" function.
- **Patient Data Access:** A report listing all users who have accessed a specific patient in a given timeframe.
- **Access by a specific user:** A report of all accesses made by a specific user in a given time frame.

To assure compliance with HEALTHeLINK policies and various state and federal privacy regulations, including HIPAA:

- Only access information that is necessary for you to perform your job duties.

- **Do not access your own records** or those of anyone else (**relatives, co-workers, celebrities, etc.**) *unless it is directly related to the provision of care.*
- Only change the consent status in HEALTHeLINK with a valid, signed consent form from the patient.
- Do not share your username or password or other authentication information with anyone.
- Remember to log out of HEALTHeCOMMUNITY Portal after each use so that others may not use your identification to access information through your account.

This is by no means an exhaustive list of allowed or prohibited activities and *should not be relied upon as a complete list of policy or regulatory compliance topics.*

**It is the responsibility of each covered entity to seek its own counsel and develop its own policies, workforce training, communication topics and methods to maintain compliance with State and Federal laws and regulations, including HIPAA.**