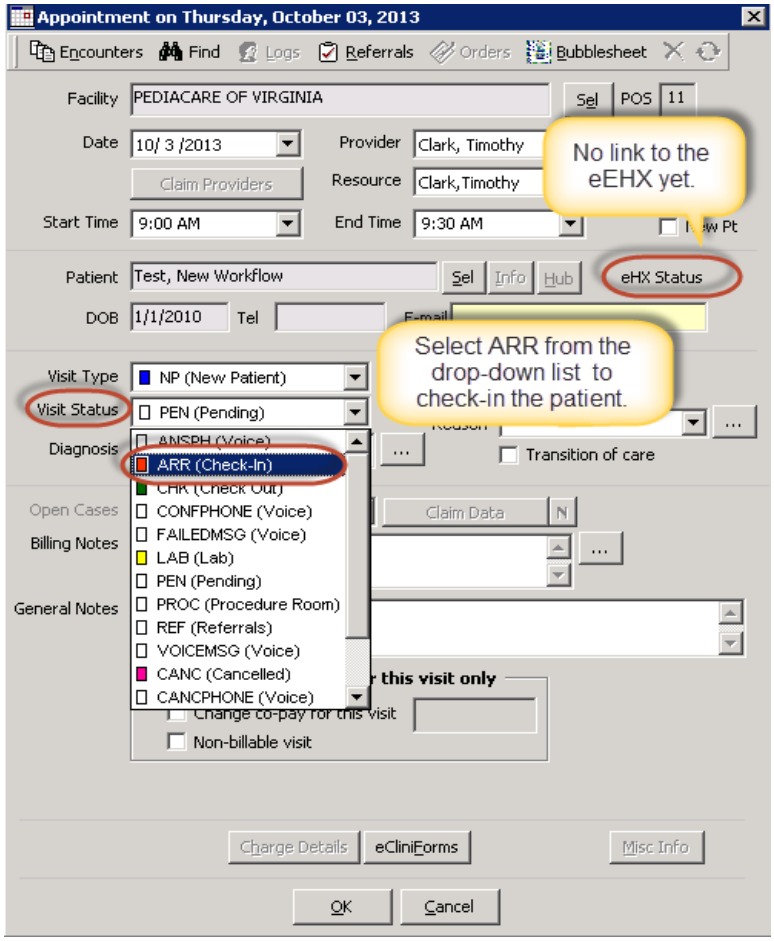
Children's National
Children's IQ Network
Part of the Children's National Health System

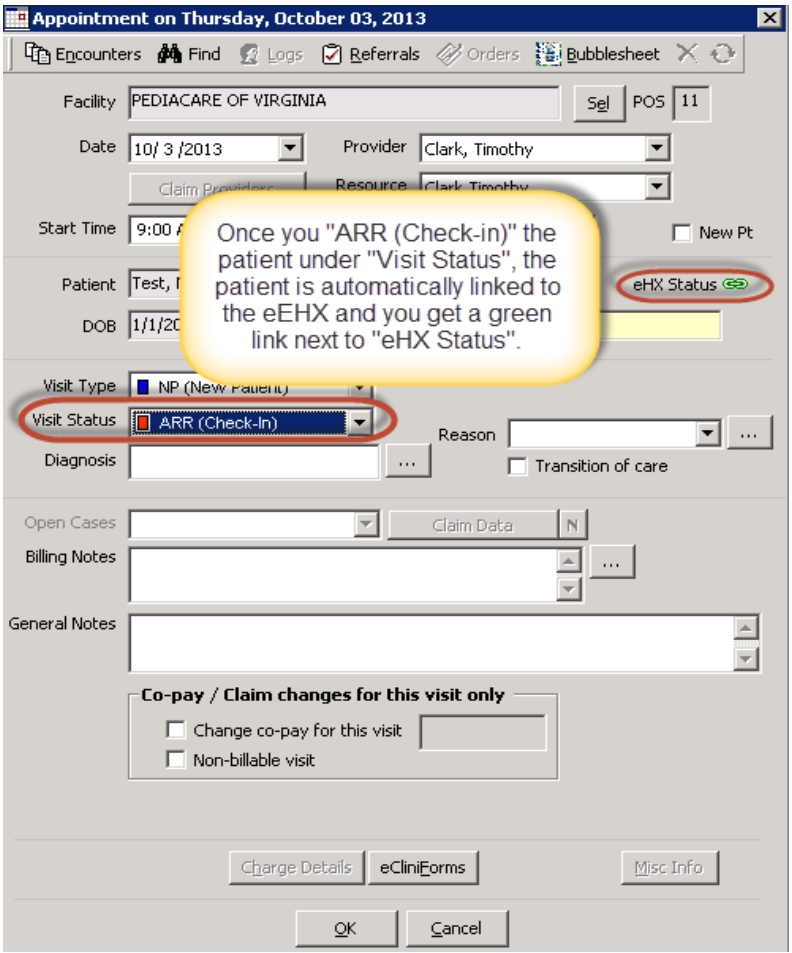
Easier Workflow for Opting-in/Opting-out Patients to the eEHX

We have minimized the number of screens to go through when enabling a patient to the eEHX from the **Appointment** window:

1. When there is no icon next to **eEHX Status** on the **Appointment** window, it means the patient is not enabled to the eEHX.
2. When the patient is checked-in for appointment and **ARR (Check-In)** or **ARR Late** is selected from the **Visit Status** drop-down list, the system automatically checks if the patient is enabled on the eEHX.



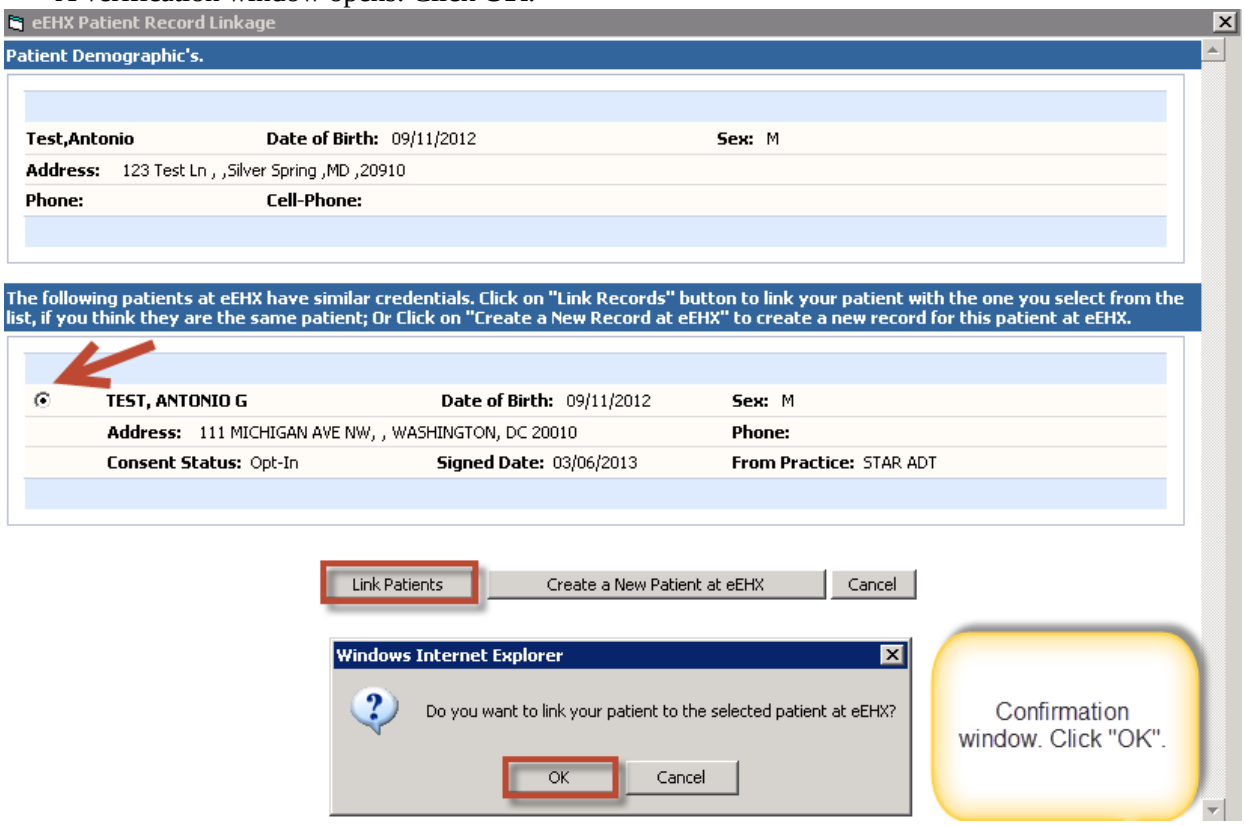
a. <u>If the patient is not in the eEHX and no possible matches are found for this patient</u>, the system will automatically opt-in your patient to the eEHX (with today's date and your practice name) and the **eEHX Status** will now display a green link icon on the **Appointment** window.



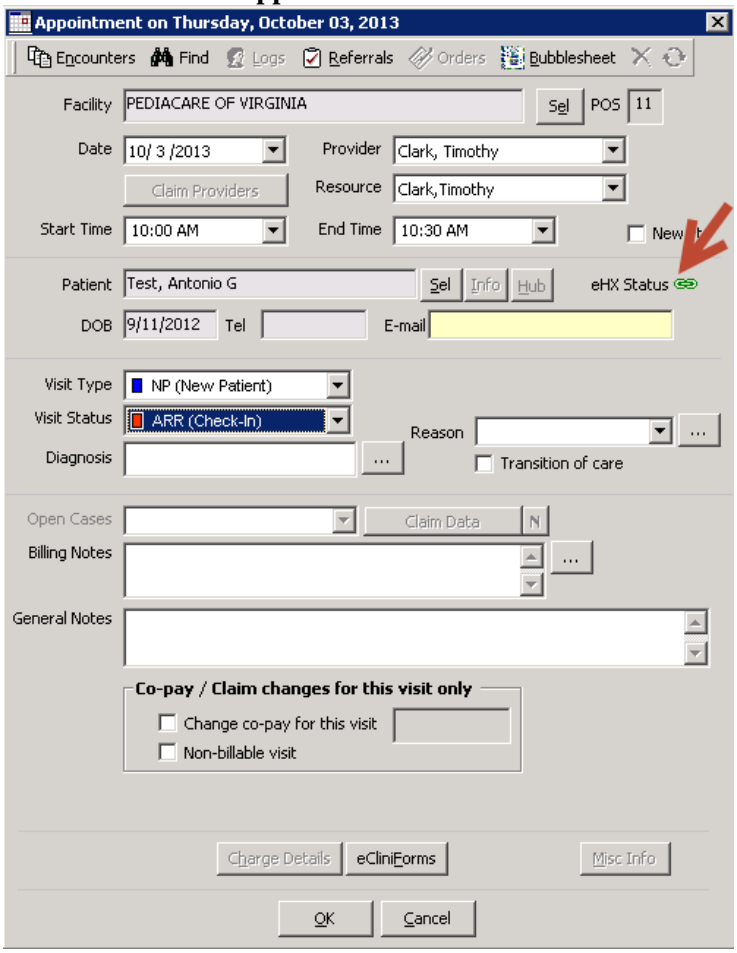
b. <u>If a similar patient match is found in the eEHX</u>, the **eEHX Patient Record Linkage** window opens.

i. If there is a match in last name, first name and DOB and you have ensured this is the same patient, check the radio button next to the patient match and click the **Link Patients** button.

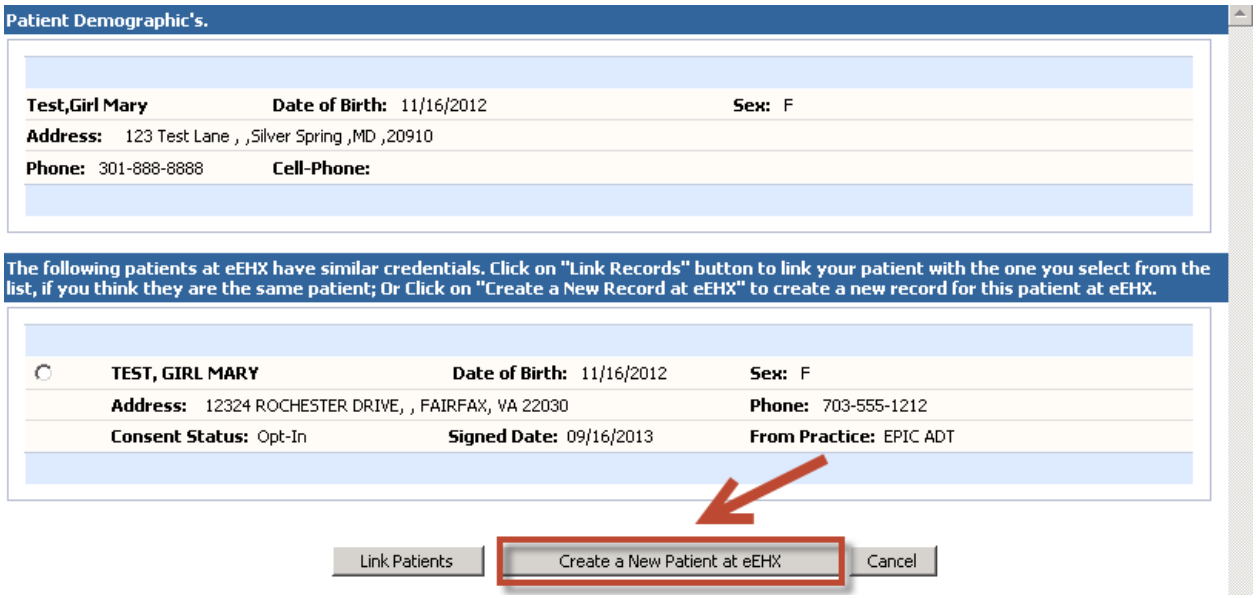
- A verification window opens. Click **OK**.



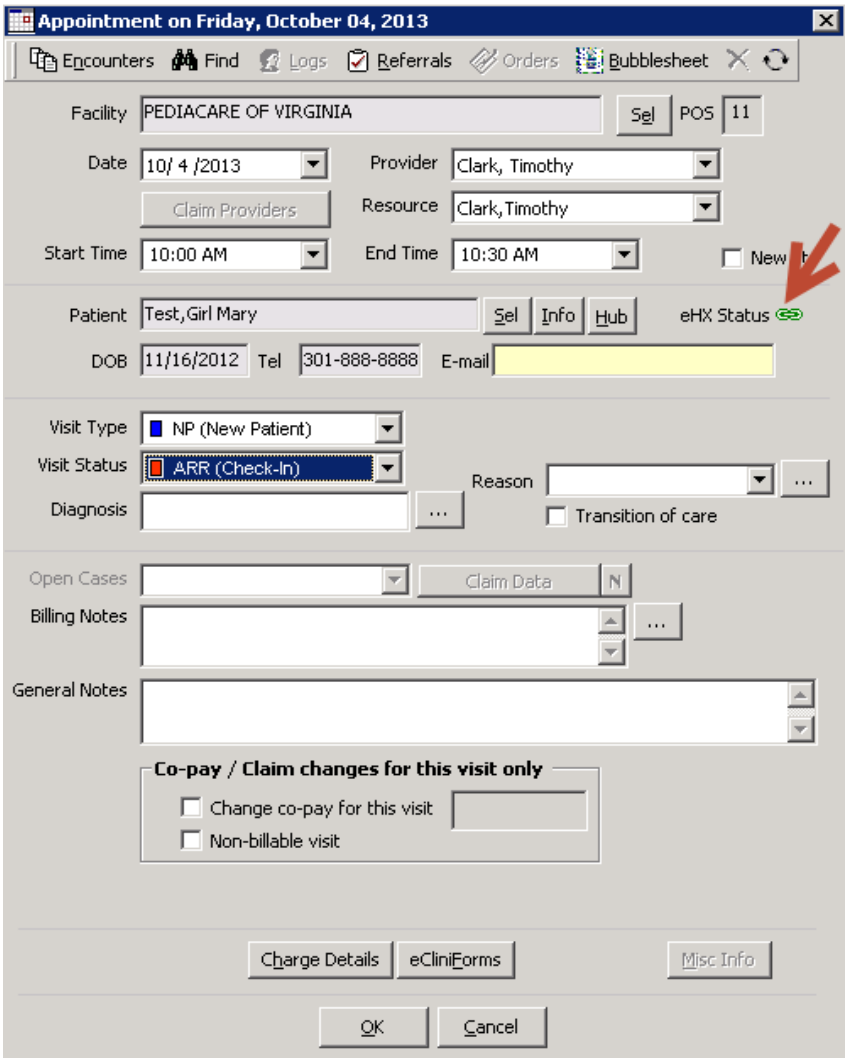
- Your patient is now linked to the existing patient on the eEHX and a green link icon will now display next to **eEHX Status** on the **Appointment** window.



ii. <u>If none of the eEHX patients displayed match your patient</u>, click the **Create a New Patient at eEHX** button to add your patient to the eEHX.



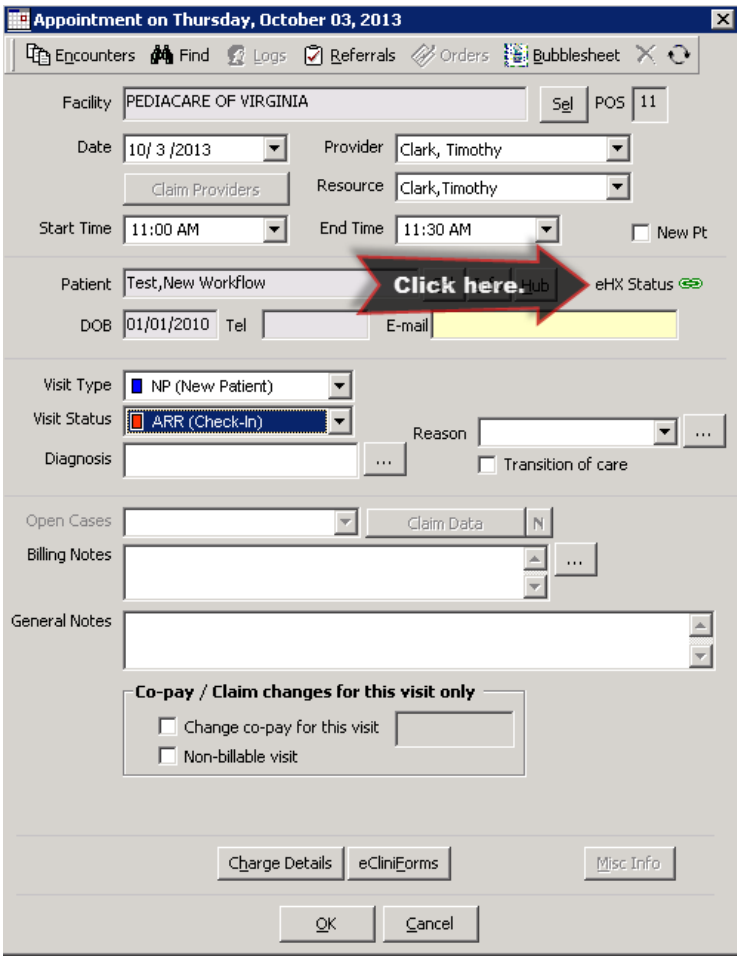
- A green link icon will now display next to **eEHX Status** on the **Appointment** window.



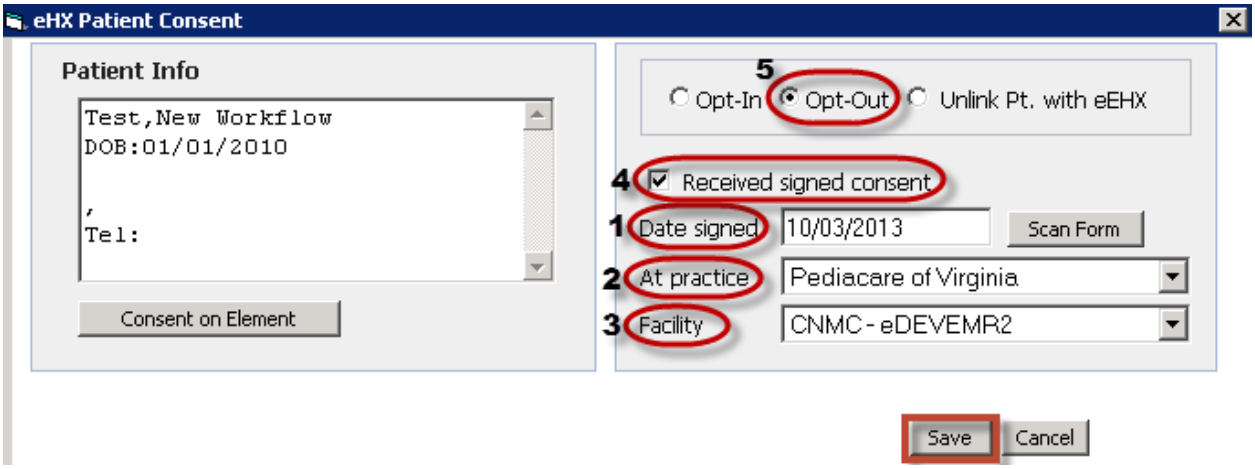
How do you "opt-out" a patient from the Appointment window?

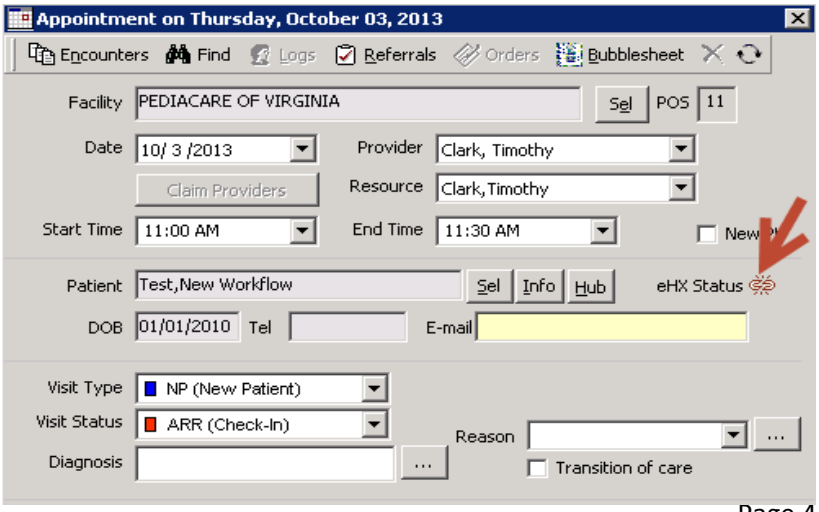
You can easily "opt-out" a patient from the **Appointment** window after the automatic linkage to the eEHX:

1. Click the **eHX Status** on the **Appointment** window to open the **eEHX Patient Consent** window.



2. <u>First</u> select the **Date Signed**, your **Practice and Facility** from the drop-down lists.
3. <u>Last</u> ensure the box next to **Received Signed Consent** is checked and check the **Opt-Out** radio button.
4. Click **Save**.



5. An orange broken link icon will now display next to **eEHX Status** on the **Appointment** window.

   ** If the patient did not sign the CIQN "opt-in" or "opt-out" consent form or if you erroneously linked your patient to an existing patient on the eEHX, you can unlink the patient instead of opting-out, from the **eEHX Patient Consent** window above, by checking the **Unlink Pt. with eEHX** radio button and following the same steps.*