



## Gateway User Guide

Gateway is a resource for primary care providers to obtain real-time information on their patients who receive services at Children's National. The portal includes physician and nursing documentation, and radiology and lab results. The portal allows all providers within the same group to access their partners' patient information. Patients will still appear on the first screen, however, the **Group Patients** tab contains all the patients assigned to physicians in your group. The search function also will find all patients assigned to physicians in your group.

Children's National must grant secure access to each physician who will log into the system. To access the Portal, you will need a login ID and password. Simply fill out and submit the access request form on the Children's National Gateway homepage ([Childrensnational.org/gateway](http://Childrensnational.org/gateway)). Allow five business days for Children's National to process your request.

A user needs MS Word installed (2003 or higher) in order to view a document.

If you do not see your patient's name when you log in, or have any questions regarding the portal, and you can't find the answers in this User's Guide, immediate assistance is available at **301-572-1123**, Monday-Friday between the hours of 8:30 am and 4:30 pm. Inquiries at other times can be made by filling out a request on the Children's National Gateway homepage. A member of the Children's National team will contact you within 48 hours regarding your request.

### To access the Children's National Community Portal:

1. Open the Children's National website: [Childrensnational.org](http://Childrensnational.org)
2. Select the purple **Healthcare Professionals** tab at the bottom of the screen
3. Click on **Children's National Gateway** in the bottom right-hand corner

Or, you can directly link to Children's National Gateway by visiting [Childrensnational.org/Gateway](http://Childrensnational.org/Gateway)

1. Select **Log Into the Physician Portal** below in the Helpful Links list
2. Enter your username and password and click the **Login** button

*Note – the first time you log on, you will be prompted to change your password.*

### Referring Physician Access Line:

**202-476-4880**

Children's National Health System is committed to timely access and communication.

Username:

Password:

Login

**PATIENT LIST:**

When you have successfully logged in, your **Patient List** will display. Your **default** patient list will display patients where you are listed as the **Primary Provider** and who have been seen at Children’s Main Campus (Sheikh Zayed Campus for Advanced Children’s Medicine) or one of our Outpatient Centers in the last 180 days.

To locate patients seen more than 180 days ago, adjust the **days** field and click the **Get Patient List** button.

*Note – while there is no system limit to how far back you can search, it may take longer if you are searching a large data range.*



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- Group Patients
- Search
- MD Documents
- RN Documents
- Labs
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- Inpatient Summary
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### Patient List

last refresh: 14:35

Facility: Children's National Health System Census Type: My Patients

**Patient Status Filter:** Admitted  in  days

Your default patient list will display any patients (inpatient or outpatient) where you are listed as the primary provider and who have been seen in the last 180 days. To search for your patients seen more than 180 days ago, adjust the days and select Get Patient List.

If you cannot locate a patient under your care, please call 301-572-1123, Monday-Friday between the hours of 8:30 am and 5 pm. Inquiries at other times can be made by [filling out this form](#). A member of the Children's National team will contact you within 48 hours regarding your request.


**2 Patients**

Pat. Name	Dob	MRN	Visit Date <input type="button" value="v"/>	Sex	Pt Type	Attending	Adm. Diagnosis	Last account#
<a href="#">Jones, ED</a>	1/1/2015	123456789	2/1/2015	M	Emergency	CHAMBERLAIN, JAMES M MD		1234567890
<a href="#">Smith, LESLIE</a>	12/13/2009	123456788	1/18/2015	F	Emergency	CHAMBERLAIN, JAMES M MD		1234567899

**GROUP PATIENTS:**

The Group Patients list includes patients for all providers in your group (including you). To locate patients seen more than 60 days ago, adjust the days field and click the Get Patient List button.

*Note – while there is no system limit to how far back you can search, it may take longer if you are searching a large data range.*



January 28, 2015  sign out

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### Patient List in my care team last refresh: 14:50

Facility: Children's National Medical Center Census Type: **ALL Pediatrics**

**Patient Status Filter:** Admitted  in  days


To search for the patients in your group seen more than 200 days ago, adjust the days and click Get Patient List.

If you cannot locate a patient in your group, please call 301-572-1123, Monday-Friday between the hours of 8:30 am and 5 pm. Inquiries at other times can be made by [filling out this form](#). A member of the Children's National team will contact you within 48 hours regarding your request.

**2 Patients**

Pat. Name	Dob	MRN	Visit Date ▼	Sex	Pt Type	Attending	Adm. Diagnosis	Last account#
<a href="#">Jones, ED</a>	1/1/2015	123456789	2/1/2015	M	Emergency	CHAMBERLAIN, JAMES M MD		1234567890
<a href="#">Smith, LESLIE</a>	12/13/2009	123456788	1/18/2015	F	Emergency	CHAMBERLAIN, JAMES M MD		1234567899

SEARCH:



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### Patient Search

Mrn#  SSN#  Last Name:  First Name:

Enter the patient's first and last name or MR# or SSN and click Search.

**Note:** Only patients where you or someone in your group is listed as the primary provider will be displayed.

Patient Name	Sex	Birthdate	Age	MRN
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Use the **Search** screen to look for a patient by name, Children's National Medical Record number, or social security number. Enter the search criteria in the associated field and click the **Search** button. The Search function includes your patients as well as all the patients seen by other providers in your group.



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### Patient Search

Mrn#  SSN#  Last Name:  First Name:

Enter the patient's first and last name or MR# or SSN and click Search.

**Note:** Only patients where you or someone in your group is listed as the primary provider will be displayed.

Patient Name	Sex	Birthdate	Age	MRN
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## MD DOCUMENTS:

When you select a patient from your patient lists or the patient search screen you will be directed to the MD Documents tab. This window will display Physician documentation for the patients such as:

- > Emergency Room discharge summary
- > Inpatient history and physical
- > Consultant notes
- > Inpatient progress notes
- > Inpatient discharge summary

**Children's National Health System**

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### Patient Demographics

Pat. Name	Birth Date	Sex	Primary Care	MRN	Address	Age	Contact	Home Phone
Jones, ED	1/1/2015	Male	DESAI, BIJAL MD	123456789	123 OAK LN LAUREL, MD 20765	1 mo		(301)123-4567

last refresh: 12:52

### Document selection

Filter Result By Date Range: From: Jan / 28 / 2009 To: Jan / 31 / 2015

Enter or select the desired date range and click Get Results to expand the search for Physician Documents.

- ED Patient Depart Summary
  - 7/28/2014 1:28 PM EDT "ED Patient Depart Summary" -Result Status: **Auth (Verified)**
- ED Clinical Depart Summary
  - 7/28/2014 1:28 PM EDT "ED Clinical Depart Summary" -Result Status: **Auth (Verified)**

last refresh: 12:52

Documents will be sorted by type in folders. Click on the **document name** or **yellow folder** to display a list of documents of that type by date.

Click on the **document** from the list to open and view the document.

You also can change the **date range** for documents selection. Use the date filters and click **Get Results** to change the date range.

*Note – documents are available for admissions from May of 2008 forward. You must have MS Word installed on the device you are using in order to open the documents.*

### Document selection

Filter Result By Date Range: From: Jan / 28 / 2009 To: Jan / 31 / 2015

Enter or select the desired date range and click Get Results to expand the search for Physician Documents.

- ED Patient Depart Summary
  - 7/28/2014 1:28 PM EDT "ED Patient Depart Summary" -Result Status: **Auth (Verified)**
- ED Clinical Depart Summary
  - 7/28/2014 1:28 PM EDT "ED Clinical Depart Summary" -Result Status: **Auth (Verified)**

## **RN DOCUMENTS:**

The RN Documents tab will display Nursing documentation such as inpatient and ED Progress Notes for the selected patient and data range.

You also can change the **date range** for documents to display. Use the date filters and click **Get Results** to change the date range. Documents will be sorted in folders by type. Click on the **document name** or **yellow folder** to display a **list** of documents in the folder.

Click on the **document** from the list to open and view the text document.

*Note – documents are available for admissions from May of 2008 forward. You must have MS Word installed on the device you are using in order to open the documents.*

## **LABS:**

The Labs tab will display the last 60 days of Lab results for the patient starting from the most current result. Adjust the date range and click the **Get Results** button to search for Laboratory results from more than 60 days.

*Note – while there is no system limit to how far back you can search, it may take longer if you are searching a large date range.*

## **RAD:**


The Rad tab will display the last 60 days of radiology reports for the patient by default. Use the date range fields to search for radiology reports from more than 60 days ago. Adjust the date(s) and click the **Get Results** button to view additional results.

If there are radiology reports for the selected patient and date range, a yellow Radiology folder will display.

1. Click on the folder to display the types of available radiology reports.
2. Open the folder to display a list of individual reports that includes the test date, type, and status.
3. Click on the desired report to view the text report. When you are done viewing the report, close the viewer window.

**INPATIENT SUMMARY:**

The Inpatient Summary will display information on the patient in a consolidated view. The summary information includes information such as attending physician, service, allergies, problems, admitting diagnoses, recent vital signs, I & Os, the last 36 hours of lab results and more.



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**Patient Demographics** last refresh: 13:57

Pat. Name	Birth Date	Sex	Primary Care	MRN	Address	Age	Contact	Home Phone
Jones, ED	1/1/2015	Male	DESAI, BIJAL MD	123456789	123 OAK LN LAUREL, MD 20765	1 mo		(301)123-4567

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**Rounds Report**

<b>Attending:</b>	CHAMBERLAIN, JAMES M MD, Contact: Home: (202)259-8184 Fax Business: (202)476-3573 Business: (202)476-4177 Home: (301)869-6613 Business: (202)884-4177 Pager Bus: ePrescribing Phone: 2024765000 ePrescribing Fax: 2024765000
<b>Service:</b>	Emergency Room
<b>Allergies:</b>	No Known Allergies
<b>Problems:</b>	None Specified
<b>Reason for Admission:</b>	None Specified

**Medication**

<b>Active Inpt Meds:</b> None
<b>Active PRN Meds:</b> None
<b>One Time Meds:</b> None
<b>Active IV Meds:</b> None

**36 hour labs**

- Latest Result -	- Previous Results -

## LINKS:

The Links tab displays helpful links to Children's and other medical websites.

<b>AAP –</b>	Links to the American Academy of Pediatrics website
<b>Pub Med –</b>	Links to the Pub Med website
<b>Children's Website Grand Rounds –</b>	Links to the Children's Grand Rounds site for a listing of Grand Round events, recordings, and handouts
<b>Medication Formulary –</b>	Links to the Children's Medication Formulary
<b>Find a Provider –</b>	Links to the Children's Provider tool
<b>AAP Pediatric Care –</b>	Link to the AAP Pediatric Care online website
<b>AAP Patient Education –</b>	Link to the AAP Patient Education online website

## SIGNING OUT:

When you are done using the Community Portal, click the Sign Out button in the upper right side of the screen.

*Note: It is your responsibility to protect patient privacy by exiting the system when you are done.*

## FOR ISSUES:

For problems with your patient list (such as, patients do not appear on your list):

- Monday through Friday, 8:30 am to 4:30 pm, call 301-572-1123
- Any other times, complete the inquiry form on the Children's National Gateway website and a member of the Children's National team will get back to you within 24 – 48 hours