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Log In

1. Enter **epiclink.cchmc.org** in the address line of your internet browser.
2. Enter your **User ID** and **Password**
3. Click Log In.
4. If you use Epic at the hospital, you are considered a Hyperspace user and the department screen will default to **CCM Lab Processing**. **Do not** change the department.

powered by **Epic**

 Cincinnati
Children's™

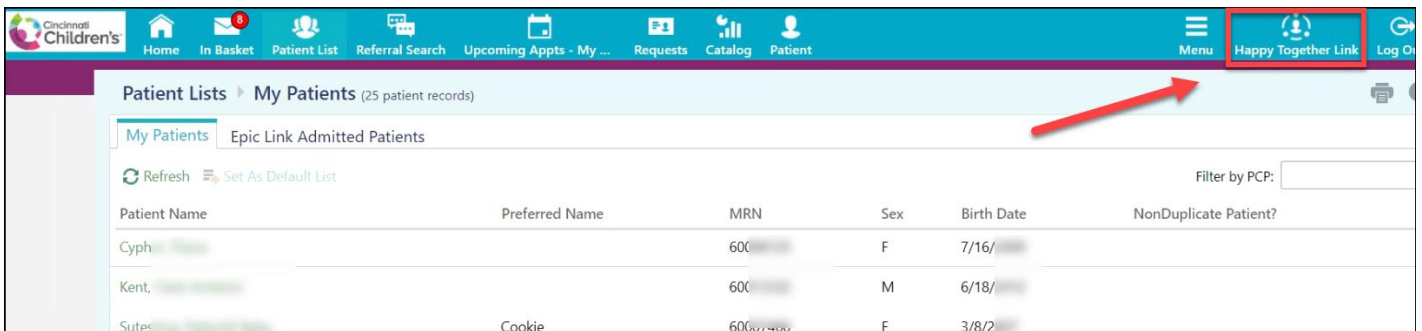
Password

LOG IN

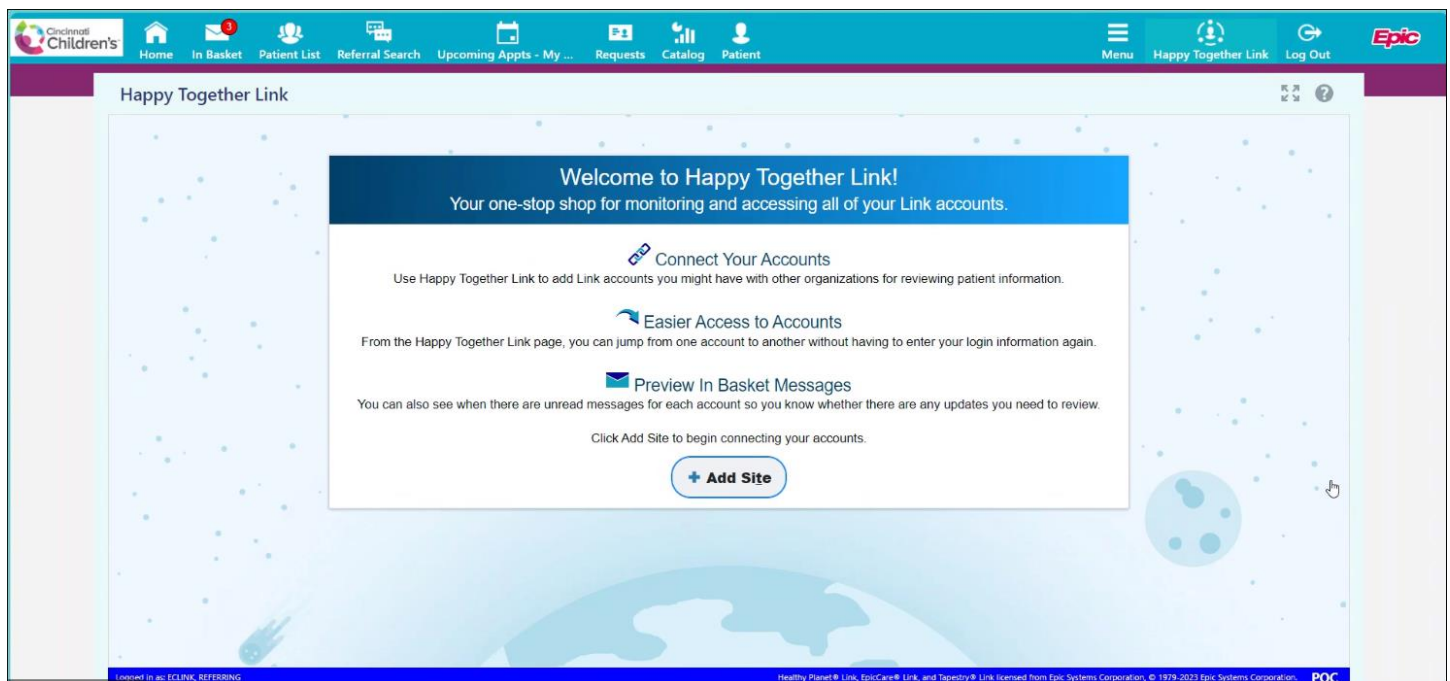
Happy Together Link

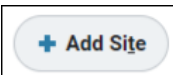
First time using HT

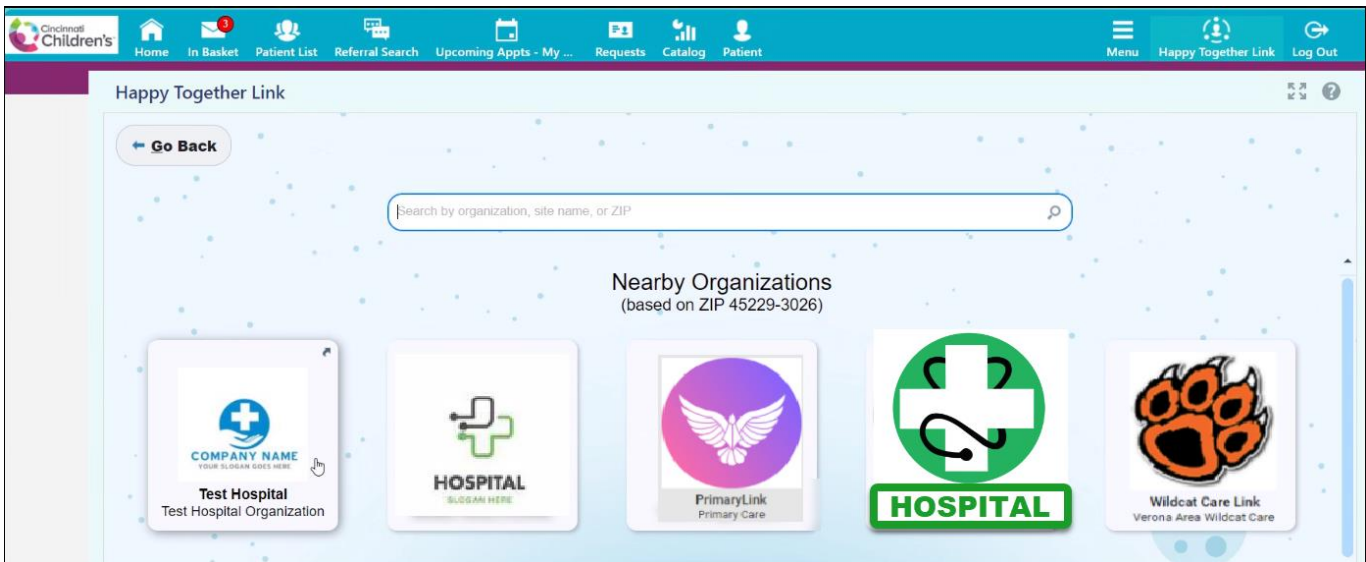
- To get started with the Happy Together Link, click the icon.



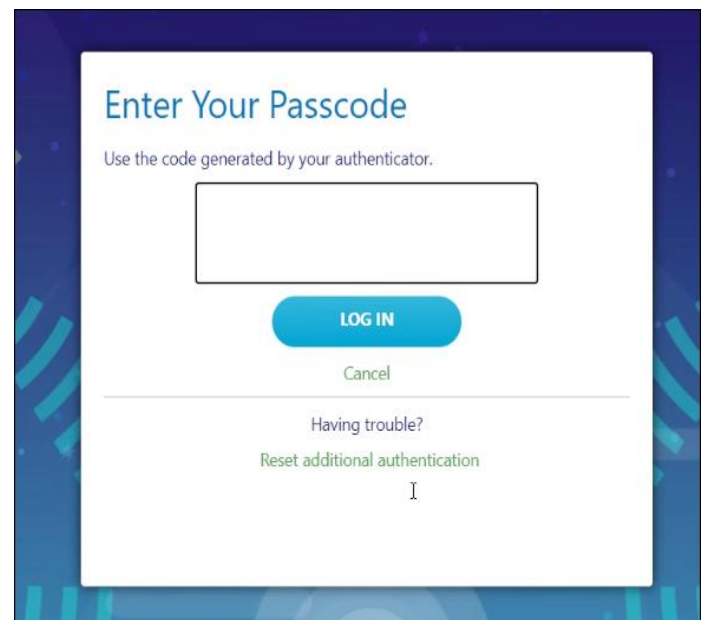
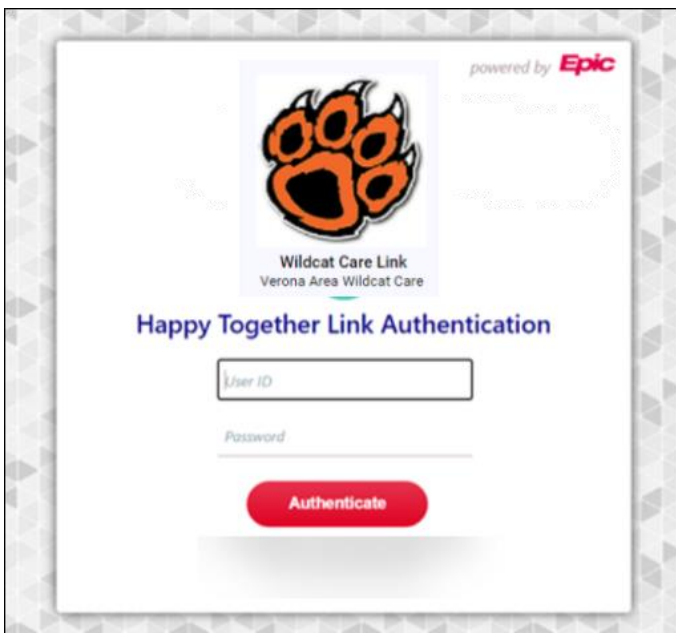
- When you open the activity for the first time, you see a **welcome message** with information about how to use Happy Together Link.



- To add a Link account to Happy Together Link, Click 
 - Community users can **search for the organization** name, website name, or postal code of the organization that hosts the website.

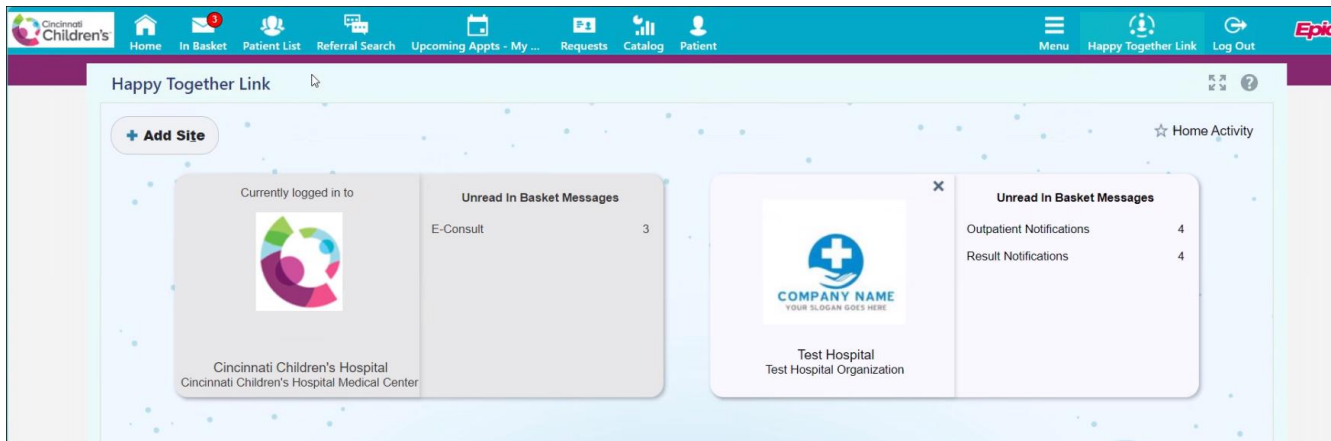


- From the search results, users **click the account to open a separate window** where they're prompted to enter their **account credentials** for that website & then their Passcode.

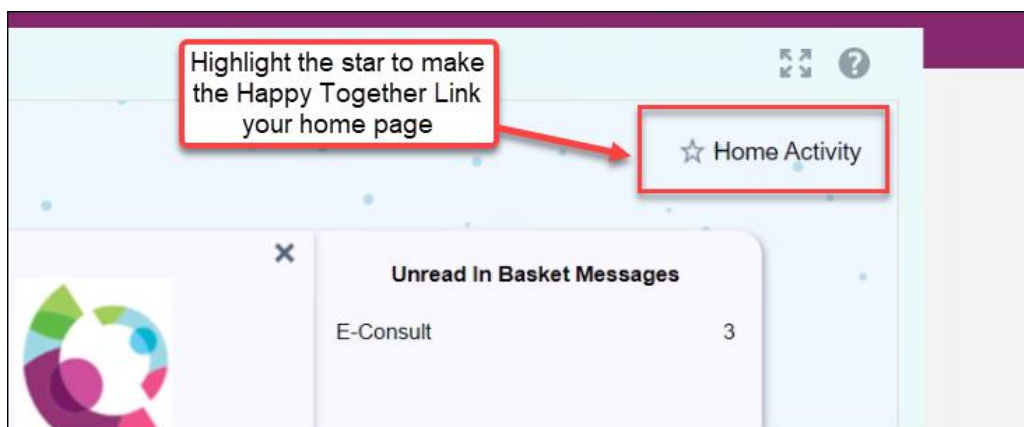


You have successfully connected this site to your Happy Together Link network. You may now close this window or wait for it to close itself.

- After they log in to the website & verify their credentials, the account is added to the Happy Together Link activity.
- Users can then quickly access the account going forward from within any of their other accounts linked to Happy Together Link **without needing to enter their credentials again.**



- After adding a site, users can make Happy Together Link their default activity so the **activity appears right away the next time they log in.**
- To do so, a user clicks the start icon in the top right corner of the activity.



Patient Lists – Seeing Your Patients and the Patients for Your Practice

Viewing Admitted Patients

1. When you first log into Epic Link, click on the **Patients** button.
2. Click the **Epic Link Admitted Patients**. These are the patients who are currently admitted from your practice.
3. The list shows the unit name, the patient name, age/sex, bed, and room.
4. Reports show under the list of patients. Click on the report buttons to view your default reports.
5. Click the folder icon to open the patient’s chart.

Patient Lists ▶ **Epic Link Admitted Patients** (as of 1323)

My Patients **Epic Link Admitted Patients**

Refresh Set As Default List Filter by provi

Unit	Patient Name	Age/Gender	Bed
A5N1	Rx, Red POCUPG "Preferred Name"	8 y.o. / M	A501A1
A5N1	Zztest, Amb Jude "Daphne"	18 y.o. / F	A509A1
A6N	Zztest, Amb Michelle A	18 y.o. / F	A606A1

Overview Calendar Physician Ch... Report: Overview

Day to Day Communications - Not Retained as Part of the Legal Medical Record

Zztest, Amb Michelle A #40030092 (CSN:400411835) (18 y.o. F) (Adm: 01/31/19)

Viewing My Patients

1. Click on the **My Patients** tab next to the Epic Link Admitted Patients tab. This list displays all patients for your practice.
2. Next to the Filter by PCP: click the dropdown menu and select your name to see only your patients.
3. Click on the patient’s name to open the chart. The chart will open to a SnapShot report on the Clinicals tab.

Patient Lists **My Patients** (17 patient records)

My Patients Epic Link Admitted Patients

Refresh Set As Default List

Patient Name	Preferred Name	MRN	Sex	Birth Date	NonDuplicate Patient
Asap, Lauren		40009549	F	1/1/2010	
Canto, Kid B		40401773	F	5/5/2005	

Filter by PCP: ECLINK, PHYSICIAN ECLINK, REFERRING ECLINK, REFERRING WOFA

Clinical Tab – Reviewing the Patient’s Chart

Patient Header

1. After opening the patient’s cart, the patient header shows on the left-hand side of your screen. It displays the patient’s age, sex, date of birth, MRN and PCP.
2. As long as you are the patient’s PCP, your access to the patient’s chart will never expire.
3. Click the **X** next to the patient’s name to close the patient’s record when you are finished reviewing it.

Amb R. Zztest
Male, 20 y.o., 11/20/1998
MRN: 40006623

Eclink, Physician, M.D.
PCP

ALLERGIES
Monkey-derived Products
Imodium A-d

ACCESS ENDS
(Never)

Demographics
Amb Roger Zztest
20 year old male
11/20/1998
Works at CCHMC

1313 Mockingbird Ln
Mockingbird Heights FC
00000
513-636-0001 (W)
513-636-0000 (H)
513-636-0002 (M)

Guardians:
Zztest, Father (Father) - 513-636-0000 [Spoken:
English]

Problem List
Neurologic, Pain, & Sedation
Headache associated with sexual activity

Allergies
Monkey-derived Products Flatulence
Imodium A-d Constipation

Medications
amoxicillin (AMOXIL) 500 MG tablet

Preferred Pharmacies
None

Immunizations/Injections

SnapShot

You can see an overview of the patient’s current medical information from the SnapShot activity, which appears when you open a patient’s cart. This includes medications, allergies, and the problem list. You have access to additional reports from the SnapShot activity.

1. Click the buttons on the report toolbar to quickly access common reports. These reports include: SnapShot, Patient Overview, Inpatient SnapShot, Facesheet and Longitudinal Plan of Care (LPOC).

Patient SnapShot

SnapShot Patient Overview Inpatient SnapShot Facesheet Longitudinal Plan of Care

Demographics
Amb Roger Zztest
20 year old male
11/20/1998
Works at CCHMC

1313 Mockingbird Ln
Mockingbird Heights FC
00000
513-636-0001 (W)
513-636-0000 (H)
513-636-0002 (M)

Guardians:
Zztest, Father (Father) - 513-636-0000 [Spoken:
English]

Problem List
Neurologic, Pain, & Sedation
Headache associated with sexual activity

Allergies
Monkey-derived Products Flatulence
Imodium A-d Constipation

Medications
amoxicillin (AMOXIL) 500 MG tablet

Preferred Pharmacies
None

Immunizations/Injections

Results Review

Results Review – Date Range Wizard

1. From within the patient's chart, click **Results Review**.
2. Select **Data from the last 6 Months** or the timeframe you deem appropriate from the Date Range Wizard.
3. Uncheck the **"Show this page before displaying Results Review"** which prevents the Date Range Wizard from appearing each time you view results.
4. Click **Accept** and the results will appear.

The screenshot shows the 'Results Review Date Range Wizard' interface. At the top, there is a navigation bar with tabs for 'SnapShot', 'Chart Review', 'Results Review' (highlighted), 'Energies', 'Problem List', 'Growth Charts', 'Order Entry', and 'Order Review'. Below the navigation bar is the title 'Results Review Date Range Wizard' and a help icon. The main content area contains the following elements:

- A 'Set as Default' button.
- A list of date range options, each with a radio button and a description of the view type. The 'Data for Last 6 Months' option is selected. A red circle with the number '2' is next to this option.
- A checkbox for 'Start with date range filter enabled'.
- A checkbox for 'Show this page before displaying Results Review' which is checked. A red circle with the number '3' is next to this checkbox.
- At the bottom, there are 'Accept' and 'Cancel' buttons. A red circle with the number '4' is next to the 'Accept' button.

Reviewing Results

1. The results tree on the left organizes the results. All results will display for your selected timeframe.
2. Click on the heading in the results tree on the left to see its unique results.
 - Click on the plus signs to expand the data in the results tree. Click on the minus signs to collapse the results.
 - Hover over the numbered results to see the corresponding reference range or click on the **Show Ref Rng** button.
3. To print these results, select the results you want to print (you may use the CTRL key to select multiple results) and click the print icon in the upper right-hand corner of Results Review. The patient's first and last name should print in the header.
4. Click the ? icon to view additional help information for this page.

Results Review

Hide Tree Show Ref Rng Load All Load More Time Mark Refresh Legend Options

View: New Results View New results (No time mark set) Use Date Range Wizard

Select a component:

Expand Collapse

ALL TOPICS

- Results
 - LABORATORY RESULTS
 - CHEMISTRY
 - TOXICOLOGY/DRUG LEVELS
 - ENDOCRINE STUDIES
 - HEMATOLOGY
 - IMMUNOLOGY
 - LABORATORY TESTING
 - OTHERS

	5 8/8/2016	4 10/31/2016	3 12/17/2016	2 2/21/2017	1 2/21/2017
GENERAL CHEMISTRY					
CREATININE LEVEL	0.74	0.67	0.69		
ALBUMIN LEVEL	3.6	4.2	3.9		
ALT	12	17	15		
AST	5	7	12		
HEMATOLOGY MISC					
SED RATE	6	6	6		
GENERAL IMMUNOLOGY					
CRP ULTRASENSITIVE...				12	
CRP	<0.29	<0.29	<0.29		
CRP EXT				55 *	
RHEUM FACTOR EXT					111
LABORATORY TESTING					
PERFORMING LAB IN ...				Yes	Yes

Allergies

1. Click **Allergies** from the toolbar.
2. Review the list of drug, product and food allergies for the patient. Documentation for allergies include the agent, reactions, severity, type and date noted.
3. For more information about an allergy, select the allergy and click **View History**.
 - **Note:** Environmental allergies are listed on the Problem List in the SnapShot.

SnapShot Chart Review Results Review **Allergies** Problem List Growth Charts Order Entry Order Review

Allergies/Contraindications - Last reviewed by Physician, Outpatient, M.D. on 12/27/2018 at 11:15 AM: Fully Reviewed (View review history)

Agent	Reactions	Severity	Reaction Type	Noted
Peanut Oil	Hives/Swelling	Medium	Verified by testing	11/1/2017

Growth Charts

1. Click on **Growth Charts** from the toolbar.
2. Select which Growth Chart you want to view; the Weight chart is selected in this example.
3. A default **Reference dataset** will be selected. You can click the drop down to select a different dataset.
4. Hover your cursor over the **Patient data points** to view additional details.



Monitoring Your Patients – Event Monitor

Event monitor allows you to monitor events that occur in your patients' care, such as Inpatient admissions or discharges, completion of Outpatient visits, or new results. You can view these events on the Welcome page in the Event Dashboard or in your In Basket.

Target Your Event Notifications

To focus on the medical events that matter most to you, use event and relationship filters in Event Monitor. With these tools, you can tailor which types of events you're notified of.

1. To access the Event Settings page, click **Menu**.
2. Click **Settings**.
3. Click **Event Settings**.

The screenshot displays the Epic EMR interface. At the top, a navigation bar includes icons for Home, In Basket (with a notification badge of 14), Patient, Referral, Upcoming, Requests, Patient, Menu (with a notification badge of 1), and Log Out. The Epic logo is on the right. Below the navigation bar, the 'Settings' page is open. On the left, under 'User Settings', the 'Change Password' section lists requirements: at least 8 characters, including 3 of 4 criteria (uppercase, lowercase, special, and number), different from the last 10 passwords, changed every 90 days, and not containing any part of the user's name. Below this is the 'Set Default Page' section. On the right, a sidebar menu lists various patient-related functions: SnapShot, Chart Review, Results Review, Allergies, Problem List, Medications, Growth Charts, Order Entry, Order Review, Demographics, Referral by Member, and Upcoming Appointments. A red circle with the number '2' highlights the 'Settings' gear icon in the top right corner of the sidebar. At the bottom left of the settings page, under 'Event Monitor Settings', the 'Event Settings' link is highlighted with a red circle and the number '3'. The description for Event Settings is 'Manage your Event Monitor settings.'

- Choose which types of events you'll receive notifications for by selecting the buttons in the Event Filter section, there are 14 options to select from.

- Due to Cincinnati Children's configuration, we recommend keeping the Relationship Filtering on **All Events for patients in my group**.
- Click **Accept**.

View a Patient's Recent Events

1. From the Home screen, the Event Monitor Dashboard appears on the left-hand side, showing your recent notifications that you have received.
2. You can hover over one of the notifications to see the names on the patients within that Event Monitor notification.
3. If necessary, you can view more information about the event by clicking the **name of the patient** in the Patient column. This will take you to In Basket where you can view additional information about the event and mark it as Done if you are finished reviewing it.

The screenshot shows the Event Monitor dashboard. On the left, a sidebar lists notification categories: ED Notifications (2), Inpatient Notifications (3), Outpatient Notifications (3), Result Notifications (2), New Patient Notifications (16), and Referral Notifications (7). A red circle with the number '1' is next to the 'Event Monitor' header. A red arrow points from the 'ED Notifications (2)' category to a detailed view of the 'ED Notifications' table. This table has columns for Status, Patient, Event Type, Arrival Date, and Discharge Date. The table contains three rows: 'New' for 'Zztest, Amb Michelle A' (ED Arrival, 01/31/2019), 'New' for 'Asap, Lauren' (ED Arrival, 01/25/2019, 01/25/2019), and 'Pend' for 'Zztest, Amb Roger' (ED Arrival, 01/25/2019, 01/25/2019). A red circle with the number '2' is next to the 'ED Notifications' header, and a red circle with the number '3' is next to the patient name 'Zztest, Amb Roger'. A 'Quick Links' section is visible on the right.

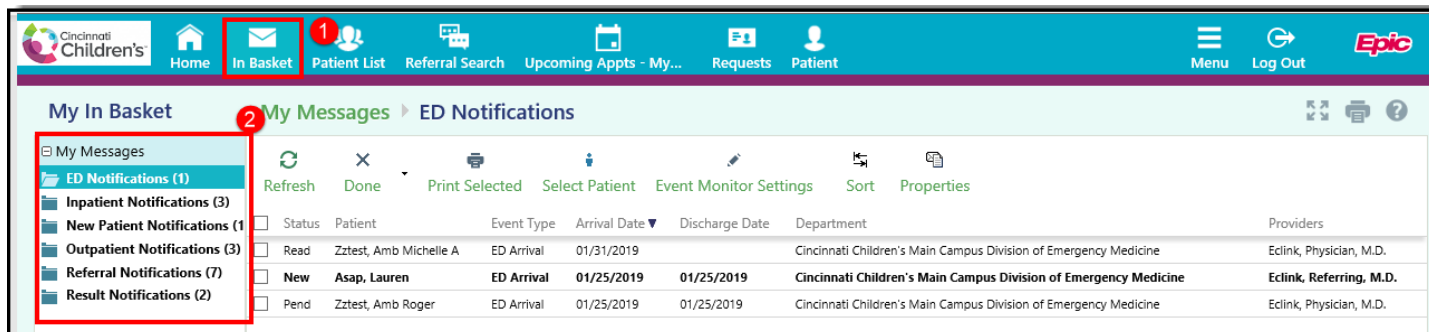
Status	Patient	Event Type	Arrival Date	Discharge Date
New	Zztest, Amb Michelle A	ED Arrival	01/31/2019	
New	Asap, Lauren	ED Arrival	01/25/2019	01/25/2019
Pend	Zztest, Amb Roger	ED Arrival	01/25/2019	01/25/2019

4. If you decide you would like to opt into additional notifications or opt out of notifications that are not useful to you, click the **wrench** icon to return to the **Event Settings** page.

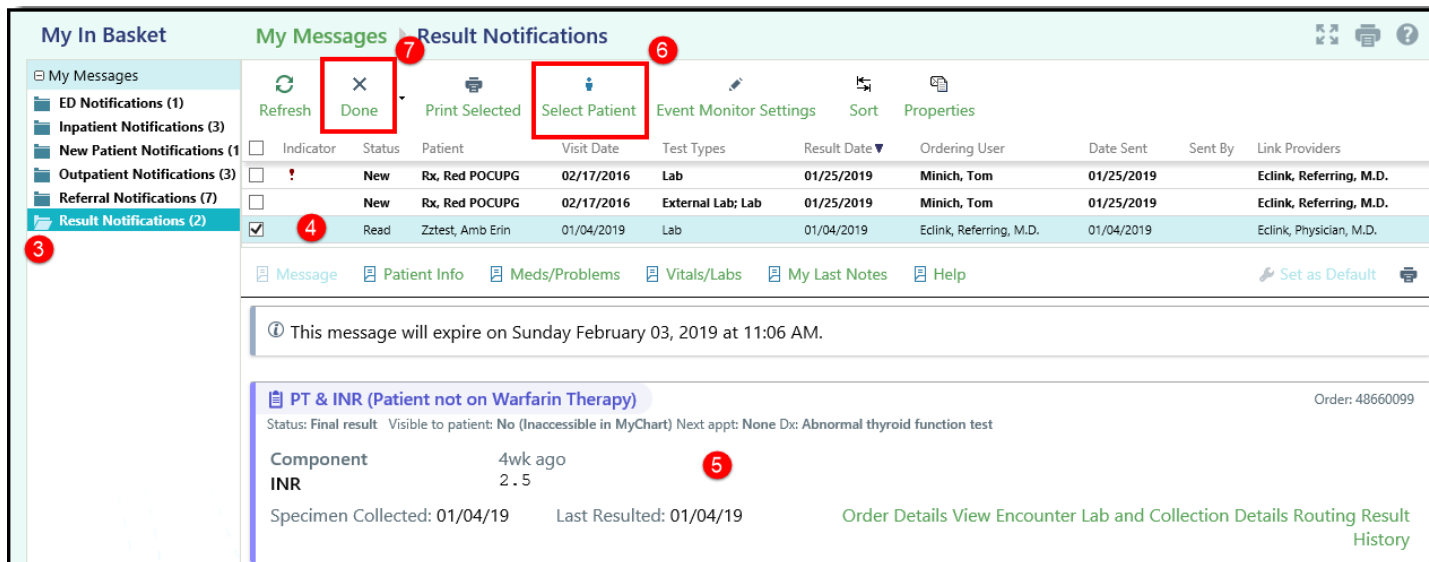
A close-up of the Event Monitor header. It shows the 'Event Monitor' title with a dropdown arrow, a red circle with the number '5', and a wrench icon in a red square, which is used to access the Event Settings page.

In Basket: Viewing Messages

1. Click on the **In Basket** tab to access your messages.
2. Folders that group types of messages appear in the left pane. For example, you might see **ED Notifications** or **Inpatient Notifications** folders depending on the type of messages you opted into.
 - If you have new messages, the folder title will appear in bold, and the number of new messages appears in parentheses next to the folder name.



3. Select the folder for the type of message you want to view (for example, **Result Notifications**). The messages in that folder appear in a list to the right.
4. Select the message.
5. Read its contents in the bottom pane.
6. Click **Select Patient** to access the patient's chart.
7. You can mark the messages as **Done** after you have reviewed them. They will disappear automatically after 30 days.



View Upcoming Appointments

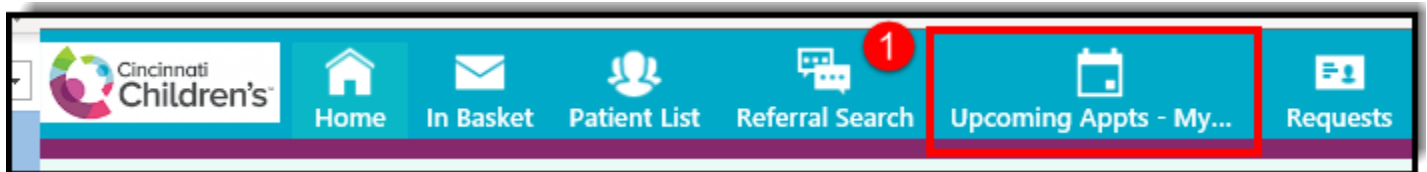
In the Upcoming Appointments activities, you can view upcoming appointments for a specific patient or for all the patients you have access to.

The reports sort appointments by patients in a particular patient group, if applicable, and then by date and time. You can collapse or expand the sections by date to avoid printing or viewing the entire report.

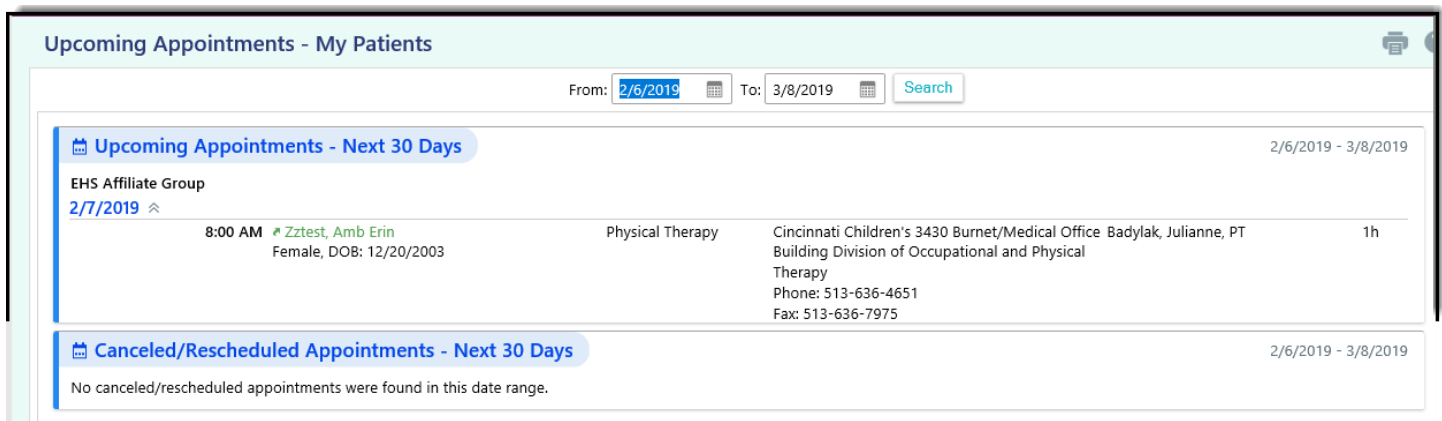
Canceled or rescheduled appointments appear at the bottom of the report with the time in strikethrough font.

View Upcoming Appointments for All your Patients

1. Click on the **Upcoming Appts – My Patients** button from the toolbar.



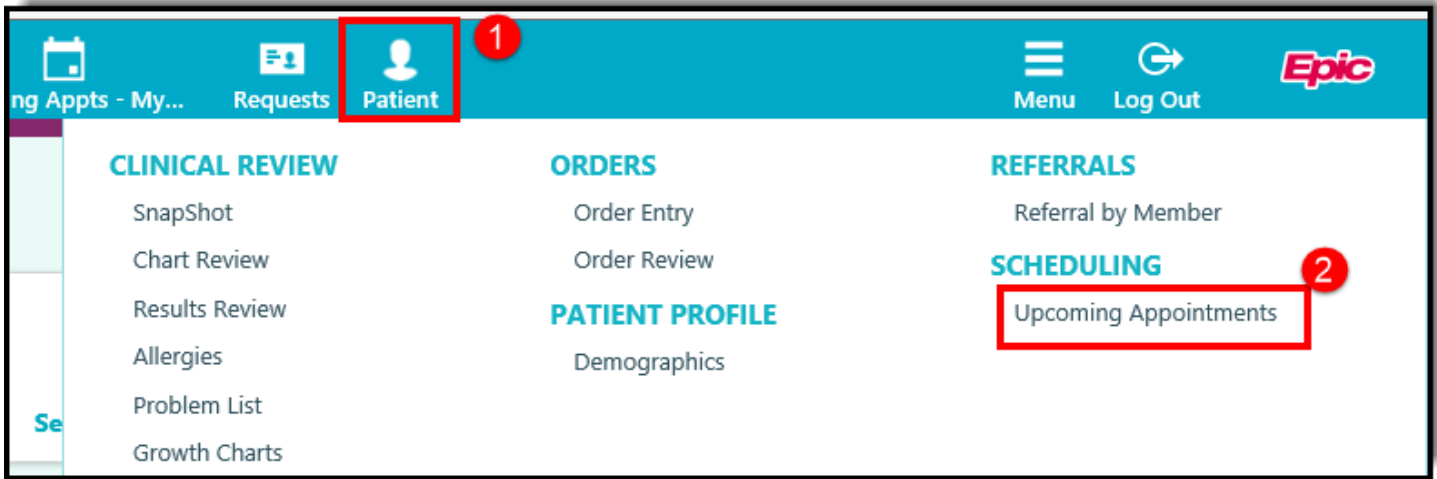
2. View your patient's upcoming appointments for the next 30 days and their canceled/rescheduled appointments for the next 30 days.
 - **Note:** If your patient list contains more than 2,500 patients, then you must go to the Upcoming Appts for a particular patient to see their appointments.

A screenshot of the 'Upcoming Appointments - My Patients' interface. The title bar is light green and contains the text 'Upcoming Appointments - My Patients' and a printer icon. Below the title bar, there is a search area with 'From: 2/6/2019' and 'To: 3/8/2019' and a 'Search' button. The main content area is divided into two sections. The first section is titled 'Upcoming Appointments - Next 30 Days' and shows a list of appointments. The second section is titled 'Canceled/Rescheduled Appointments - Next 30 Days' and shows a message: 'No canceled/rescheduled appointments were found in this date range.'

Upcoming Appointments - Next 30 Days		2/6/2019 - 3/8/2019	
EHS Affiliate Group			
2/7/2019			
8:00 AM	Zztest, Amb Erin Female, DOB: 12/20/2003	Physical Therapy	Cincinnati Children's 3430 Burnet/Medical Office Badylak, Julianne, PT Building Division of Occupational and Physical Therapy Phone: 513-636-4651 Fax: 513-636-7975
			1h

View Upcoming Appointments for One Patient

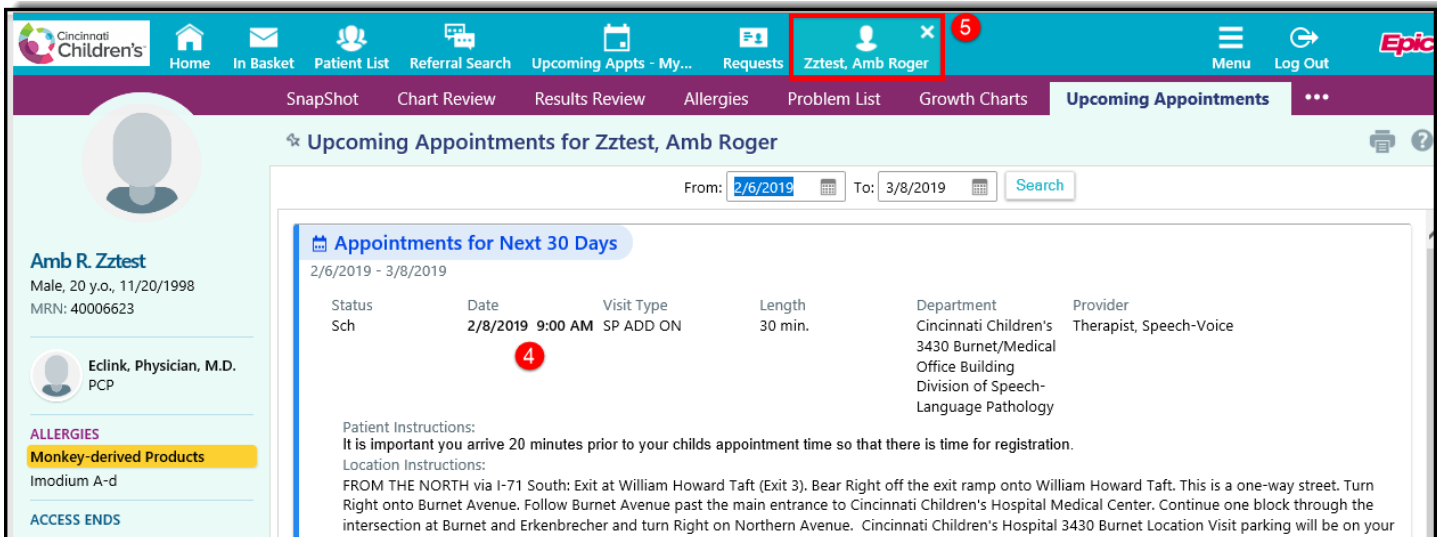
1. Hover over the **Patient** button on the toolbar.
2. Select **Upcoming Appointments**.



3. Select your patient from the list.

Zztest, Amb Michelle	40030092	F	10/10/2000
Zztest, Amb Roger	40006623	M	11/20/1998

4. View the patient's appointments for the next 30 days.
 - Each upcoming appointment will contain instructions for the appointment and directions to the appointment.
5. Click the X to close out of the patient's record.

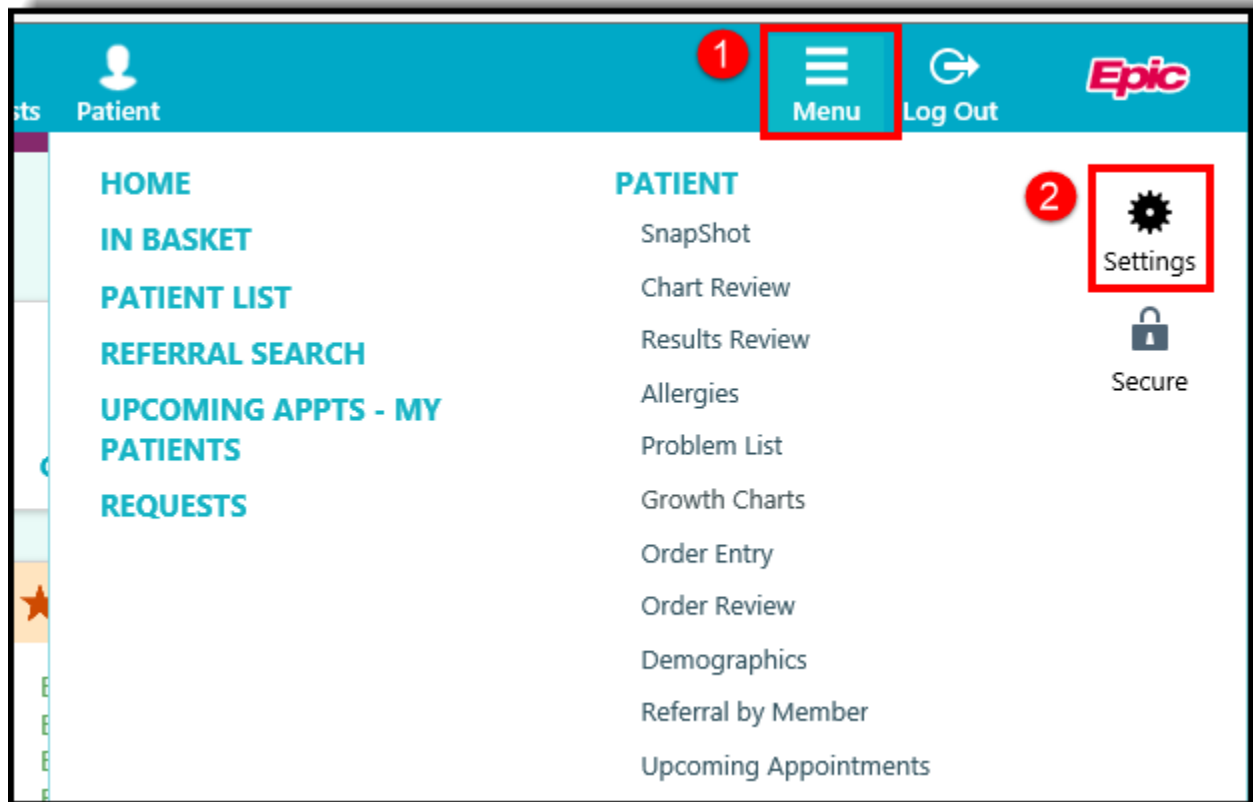


Using Program Utilities

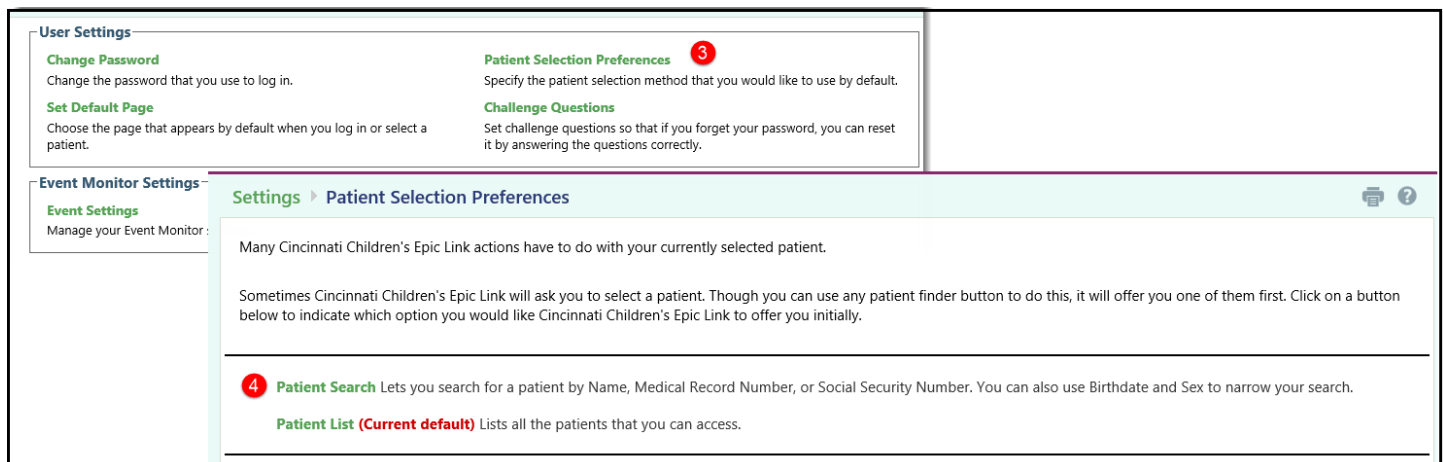
Change Your Patient Selection Preferences

Use the Patient Selection Preferences to specify the patient selection method that you would like to use by default.

1. Click on the **Menu** button in the top right-hand corner of your screen.
2. Click on the **Settings** option.



3. Click on the Patient Selection Preferences
4. For example, click on the Patient Search to make that your default screen, or click on Patient List to make your patient list your default screen.
 - **Note:** “Current Default” shows to indicate your current setting.



Change Your Default Start Page

Use the Set Default Page utility to determine which page you see first when you log into Epic Link. For example, if you prefer to review your In Basket message each time you log in, you can save time by setting your login page to In Basket.

1. From the Setting page, click on **Set Default Page**.
2. Navigate to the page that you want to set as your default page.
3. Click **Set Default Page** at the top of the application to set the current page as your default page.
 - **Note:** To reset your start page to the system default, go to the Set Default Page utility and click **Clear here to clear your default page and use the system settings instead**.

The screenshot displays the 'User Settings' interface. On the left, under 'User Settings', the 'Set Default Page' option is highlighted with a red circle and the number 1. Below this, a navigation bar contains icons for Home, In Basket, Patient List, Referral Search, Upcoming Appts - My..., Requests, and Patient. The 'Set Default Page' button in the top right of this bar is also highlighted with a red circle and the number 3. Below the navigation bar, the 'Settings > Set Default Page' page is shown, with a red circle and the number 2 next to the title. The page content includes the heading 'Set your default page', a paragraph explaining the utility, and instructions on how to set the default page. At the bottom, there is a link: 'Click here to clear your default page and use the system settings instead'.