

The Connie Portal allows authorized users to access applications and services including patient records for HIPAA permitted purposes. This guide provides step-by-step information on how to access the basic functions of the Connie Portal.

Additional User Guides are available for specific applications and features that can be accessed within the Portal.

CONNIE CUSTOMER SUPPORT

P: 866.987.5514

E: help@conniect.org



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User Stories



I'm the medical assistant for a busy primary care provider. I log in to Connie every day to check for information on patients who are coming in for their appointments. Using Connie, I can see if our patients have had a hospital visit or a visit with another provider, and even see lab or radiology results that I might not have in our EHR.



I'm a physician who needs to check my patients' Narx reports through the Connecticut PMP. I can log in to Connie, check on any clinical data for my patient and view their Narx report before prescribing controlled substances.



I wear multiple hats as a medical assistant and office manager for the doctor's office where I work. I can log in to the Connie portal, manage my office's authorized portal users, and check clinical information for our patients.



Before I meet with my patient during a visit, I can use the Snapshot feature to identify potential issues that I need to be aware of and discuss with my patient. I can quickly see their care team, and any healthcare encounters they had in the past year. This provides me with a quick orientation before digging into my patient's details in preparation for our appointment.



As an orthopedic surgeon, I have the ability to view patient images on my local archive, which are imperative to complete a consultation with my patient.

Sources of Data

Connie receives data from participating healthcare organizations per Connecticut state statute.

Data types include:

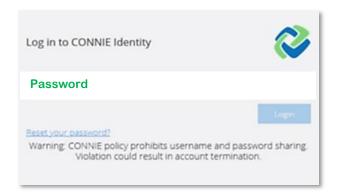
- Admit, discharge, or transfer information, which can include patient demographic, diagnostic, and insurance information
- Patient-specific clinical summary documents, called Continuity of Care Documents (CCDs)
- Radiology images and reports
- Laboratory results
- List of an organization's patients
- Other clinical that include discharge summaries, care notes, and care alerts

For a current list of the organizations sharing data, and the type of data they are sharing, visit https://conniect.org/connected-organizations/. Data also available, but not listed on the website, includes Continuity of Care Documents through National Networks.

Accessing the Portal

- 1. Navigate to portal.conniect.org
- 2. Login with email and password





Don't Have a Login? Contact Connie Customer Support at help@conniect.org or 866.987.5514 to request access. Resetting a Password - Click on the "Reset your password?" link and follow the onscreen instructions.

Two-Factor Authentication

To keep patient data confidential and secure, Connie requires that you set up Two-Factor Authentication (2FA) for your portal account. For more information about setting up 2FA, see **Connie Portal Two-Factor Authentication Guide**.

Connie Landing Page

The Connie Landing Page consists of a Patient Search section and a Dashboard.



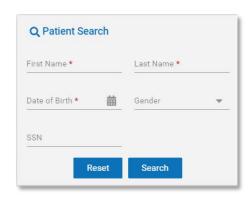
On launch, general applications will appear in the Dashboard beneath 'Patient Search'.

For patient-specific applications, you will need to first search for a patient.

Patient Search

To conduct a patient search, users must provide at the minimum:





*Gender and SSN can be added to Patient Search to refine results. Data entered is not case-sensitive, and dates do not need forward slashes separating the month data and year. Entering 050281 will result in 05/02/1981.

Patient Results

The results of Patient Search will appear in order of most likely to least likely matches.

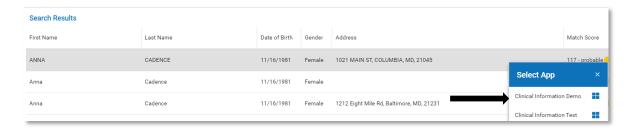




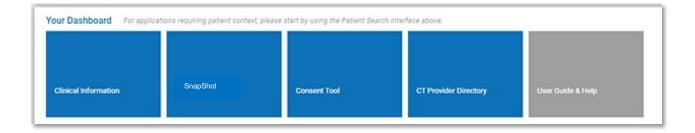
- The 'Patient List' displays all possible matches based on the patient information your EHR has sent to Connie.
- Each patient will have a 'Match Score' which will tell you how closely the patient matches the information sent to Connie. A patient can receive a match score that indicates 'Certain', 'Probable' or 'Possible' matches. The more data provided in the search, the better the match score.
- Only patients matched using the required fields plus gender and social security number (SSN) will display
 as 'Certain'.

Launching Applications

Once a patient has been selected, you may select the app you would like to launch.

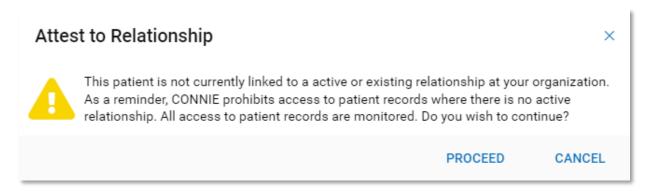


Alternatively, on patient selection, the Dashboard will be updated to include patient-specific apps.



Attest to a Relationship

If you try to access Connie for patients for whom we don't have a record of your relationship, you will get a pop-up warning:



Selecting 'cancel' will return you to 'Patient Search'.

To proceed, you will be asked to enter a reason for accessing that patient's record in Connie.



Please note, certain users do not have this functionality available to them. If you think this is in error, please contact your HIE Admin.

Also, please be aware that all instances of breaking glass are recorded and audited.

Navigation

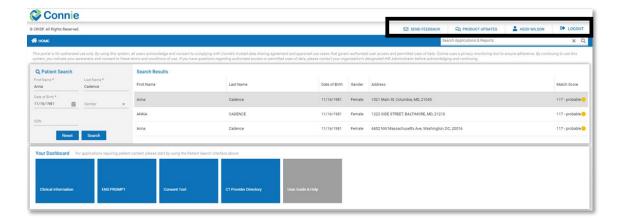
Application Features

All applications are displayed within the Portal.

'Home' takes you back to the dashboard view with applications displayed as tiles, allowing you to conduct a new patient search.

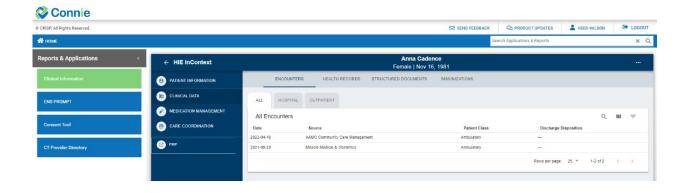
The upper right area allows you to:

- Send feedback to Connie if you are having difficulty or want to suggest improvements.
- Review product updates on any changes to features within Connie.
- Select your name to log out or change your password.
- Quickly log out.



Menu

Once you have selected your initial application, your Connie Apps will appear on the left side under 'Reports & Applications'. Use this left menu to navigate to the other Connie tools. This menu collapses once you minimize your screen size.



Enlarge the Screen

To collapse the Application menu to view the app in a larger screen, click the < sign next to 'Reports and Applications'.

Viewing Tables in the Apps

Tables can be searched and filtered using the table navigation buttons.



Clicking on the field name in a table in any app will sort the field alphabetically. Use the tools on the right side to (a) search any terms on the page, (b) customize the columns available to view, and (c) filter results.

Icons

- Search: Search allows you to search through the data in any of the columns displayed on the screen to find specific information. The field is a dynamic search. As you type, Connie will narrow down the documents available to you to match your search criteria. To clear your search criteria, click on the 'X' next to your search box.
- **Columns:** View Columns allows you to add or remove columns from your view. Editing the columns viewable on the data table only affects the currently viewed table.
- Filters: Filters allows you to set filter criteria to filter the data displayed. Filters vary by area of the Clinical Data section but always include date and source filters.
- Camera: The camera icon means that a radiology report has a corresponding image for you to view. Click on the icon to open an image viewer.
- **Orange Flags:** Orange flags next to an individual record indicate a value that is abnormal (per the sending organization).
- **Down Arrow:** An arrow at the column header indicates the direction the column is sorted. All columns in the four areas of the 'Clinical Information' section can be sorted. Simply click on the column header to toggle between ascending and descending order.
- Imaging: Imaging worklist allows you to view and compare multiple images for your patient.
- **Download PDF:** 'Download PDF' enables you to download the PDF version of the patient health record you are viewing so that you can print it or upload it to your own medical record.
- **Download Attachment:** 'Download Attachment' enables you to download the PDF attachment the organization has included in the health record they sent over.
- (i) Blue Information Icon: The blue information icon tells you that there is more information about this row of data (typically you'll see the blue information icon in the 'Care Team' section). Hover over the icon to see contact information.
- Orange Information Icon: The orange information icon means that there is an alert or more information. Hovering over the icon will give you additional information about the item in question.

Navigation Bars: At the bottom of most of the screens in the 'Clinical Information' section, you'll be able to easily navigate through pages and rows of data. You can set the default number of rows of data you want returned (10, 25, 50, 100) and you can use the right and left arrows to navigate through pages when your patient has multiple pages of data to be displayed. Changing the number of rows of data on one table will not persist across other tables.

Note: Any changes you make to your preferences will not persist the next time you log into the system.

Connie Apps

The following tools are currently available in the Connie Portal for all clinical users:

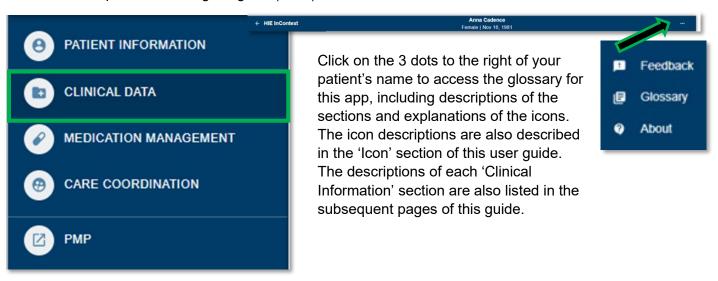
- User Guide
- Clinical Information
 - Patient Information
 - Clinical Data
 - Care Coordination
 - Medication Management
- Patient Snapshot
- Provider Directory
- Snapshot

Additional tools are also available for select users.

- **Prescription Drug Program (PMP):** Available only to licensed providers register with the Connecticut Prescription Monitoring and Reporting System.
- **HIE Admin Tool**: Available only to participating organizations' designated HIE Admin(s).
- Panel Processor: Available only to participating organizations' designated HIE Admin(s).
- Consent Tool: Available only to licensed providers.

Clinical Information App

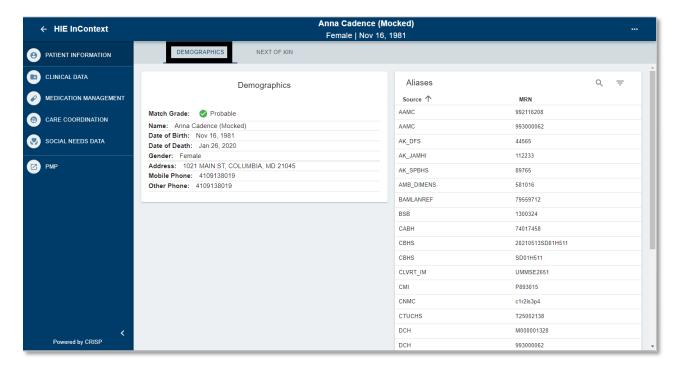
The 'Clinical Information' app defaults to your patient's Encounters in the 'Clinical Data' view, but provides access to patient demographic information, the care team under 'Care Coordination', 'Medication Management' and the Prescription Monitoring Program (PMP).





Patient Information Section

The 'Demographics' area of the 'Patient Information' section aggregates the demographic information we have in the 'Master Patient Index (MPI)' for your patient. Data in the MPI is pulled from multiple sources and organizations for your patient. Additionally, in the 'Aliases' table, you can see all the sources of data for this patient (in other words, other organizations and providers who are also in an active care relationship with your patient and have provided us data) and the medical record number (MRN) for your patient in their system. You can sort or filter the 'Aliases' table by either column.



The 'Next of Kin' area of the 'Patient Information' section aggregates any next of kin information we've received from participating organizations on your patient.

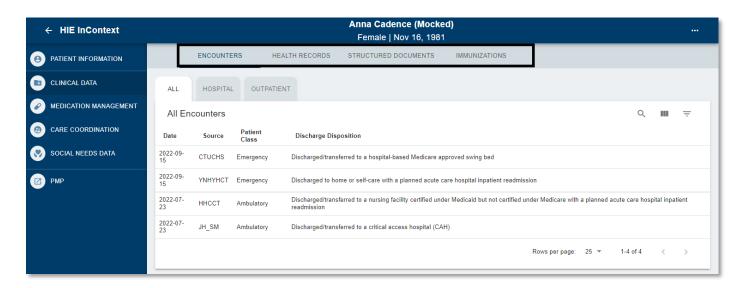


Clinical Data Section

There are four areas of the 'Clinical Data' section, and each area may have one or more sub-tabs of data for you to see on your patient.

The four areas are:

- Encounters
- Health Records
- Structured Documents
- Immunizations



Clinical Data Section: Encounters Tab

'Encounters' displays information regarding your patient's previous inpatient or outpatient encounters, identified through ADT data.

This includes date, source, patient class, and discharge disposition on the 'All Encounters' sub-tab.

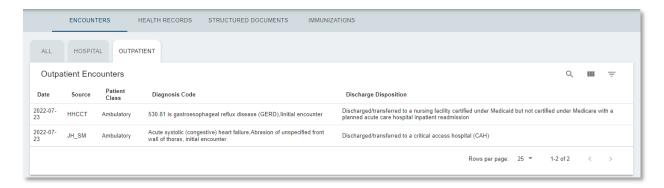
Using the 'View Columns' icon, you can also add 'location' to the table.

When you click on the 'Hospital Encounters' sub-tab, Connie filters out encounters to only show you encounters associated with a hospital visit. The table columns update to now include discharge diagnosis, admit reason, status, and length of stay.

Using the 'View Columns' icon, you can also add 'Location' to the table.



When you click on the 'Outpatient' sub-tab, Connie filters encounters to only show you encounters associated with outpatient visits. This table includes the diagnosis code associated with the visit. Using the 'View Columns' icon, you can also add 'Location' to the table.



Clinical Data Section: Health Records Tab

'Health Records' displays your patient's radiology reports, laboratory reports, and clinical notes received from Connie participants.



The table view includes date, source, description, and provider. Clicking on any row in this table will open a pop-up window that will provide you the detailed text of the report. Depending on the type of document you open, you will find additional options to download an attachment, open the image viewer (for radiology reports with an image), download a PDF of the document, or close the popped-up dialog box.

The default display is to show you all health records for your patient sorted in descending order by date. Toggling on any of the document types at the top of the screen functions as a preset filter. For example, by clicking on the laboratory document type, the table will filter results to only show you lab results. If you click on 'Radiology', radiology results will be added to the laboratory results in the table. You need to click on the document type again to "deselect" it from your filtered view. Using 'View Columns' you can also add 'Category' (e.g., 'Laboratory', 'Radiology', 'Clinical Notes') to the table view which would enable you to sort the table by category in ascending or descending alphabetical order.



Image Share: 'Radiology Reports' with a camera icon indicate an image is available to view. Clicking on the camera icon will enable you to view the image. Images viewed in the last 90 days will display within seconds. Select the 'Image Worklist' icon for a list of all the images available for your patient, compare up to four images, and, if you have been approved by your PACS Administrator, transfer images to your organization's PACS.

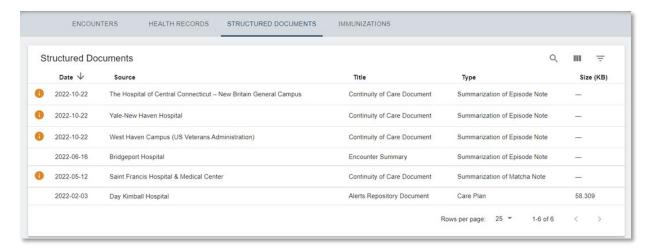
For more information about the full list of features available through Connie's Image Share service, see Image Share in the Appendix.

Clinical Data Section: Structured Documents Tab

The 'Structured Documents' area displays any 'Continuity of Care Documents' (CCDs) for your patient from Connie participants including participants from outside the state through Connie's participation on eHealth Exchange Hub and Carequality. A CCD is a generic name for an electronically generated document that summarizes either an episode of care for a patient or contains a longitudinal summary of care for that patient.

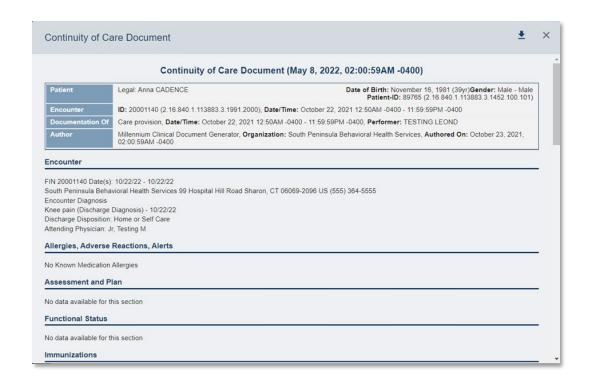


The 'Structured Documents' table displays the document date, source, title, type, and size (a proxy to assist you in estimating the amount of content in the document and the time it might take to display).



Clicking on any row will open a dialog box with the selected document. Larger documents may take longer to display on screen. Please note that most of the documents will be long and you may have to scroll to see all the data.

You can download the PDF to be able to use the document in your own system or to give to your patient.



Clinical Data Section: Immunizations Tab

When immunization data becomes available, the 'Immunizations' tab displays any immunization records Connie has on your patient. The table displays the immunization administered date, vaccine name, location where patient received the immunization, data source, and the vaccine expiration date. Connie is not receiving data to populate the immunizations tab at this time, but anticipates this data should be available to participating organizations in 2023. Currently, immunization information is available in the CCDs located under the 'Structured Documents' tab (see previous section).



Medication Management Section

The Medication Management section is a compilation of medication data from various sources including Continuity of Care Documents (CCDs) contributed to Connie to facilitate medication reconciliation and deprescribing, support collaborative care, reduce medication costs and errors, and improve clinical outcomes. The medication management section may not reflect a patient's complete medication history.

Medication management can augment the data within a provider's electronic health record (EHR) to facilitate a medication reconciliation processes that typically takes place within their EHR and utilizing EHR tools for drugdrug / drug-allergy interactions.

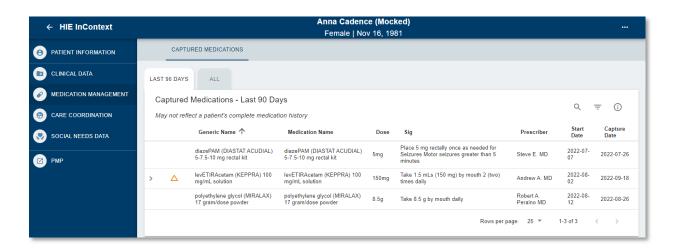
This section uses a deduplication algorithm to streamline viewing for an easily digestible overview of a patient's most recent medications, while enabling the provider access to the underlying data if needed.

Display

When displayed in full view, 'Medication Management' will provide only one tab — Medications — and two subtabs — 'Last 90 Days' and 'All'— with 'Last 90 Days' as the default view.

Both sub-tab views display the medications table with the following columns: generic name, medication name, dose, sig, prescriber, start date, and capture date.

Data on the table is arranged alphabetically by generic name. 'Start date' represents the prescription start date as of the latest CCD received by Connie. The 'capture' date refers to the date of the latest CCD that the medication was shown on.



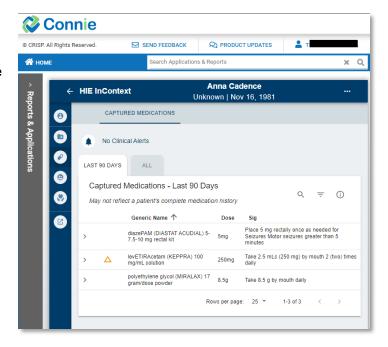
Data Display Algorithm

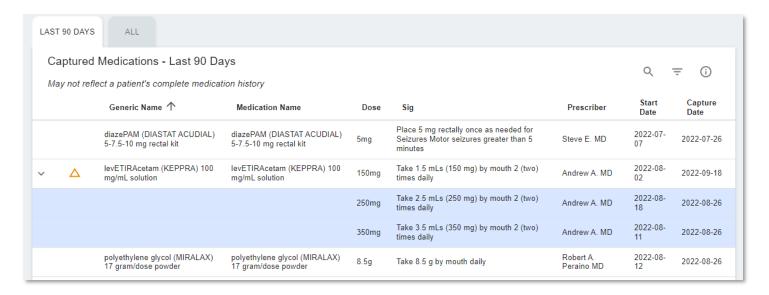
Data displayed on the table is listed so that:

- 1. A single data row represents that the generic name was found only on one CCD.
- A data row with an
 ✓ expand/collapse button represents that the generic name was found on more than one CCD but there were no changes in the dose or prescriber data.
- 3. A data row with an expand/collapse button and the 'Change in Meds History' flag represents that the generic name △ was on more than one CCD with either a change in dose or prescriber information.

Mobile View

In mobile view, the table collapses such that both table tabs will always display generic name, dose, and sig. You can find the other columns - medication name, prescriber, start date, and capture date - by expanding each data row on the table. In mobile view, the expand/collapse button and the 'Change in Meds History' flag will only display the most recent data; and the 'Change in Meds History' flag will still be displayed if applicable to that data row.

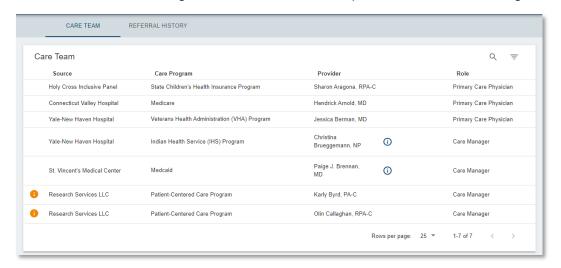




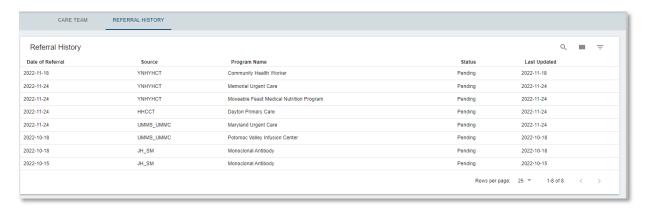
Care Coordination Section

The 'Care Coordination' section displays two tabs: the 'Care Team' tab and 'Referral History'. Care Team lists the organizations and providers that have a relationship with your patient. This can include your patient's care program and care manager.

Hover over the blue information icon to get contact information for providers and care managers.



Referral History includes a list of referrals providers have made for the patient through Connie. Each entry includes the referral date, source of the referral, what service (program) the patient was referred to, and whether the referral status is pending or complete. Select a referral entry for details.



Prescription Monitoring Program Section

The Prescription Monitoring Program (PMP) can be accessed under the Clinical Information menu, or the Applications & Reports menu in the far-left navigation.

The PMP collects prescription data for Schedule II through Schedule V drugs into a centralized database, the Connecticut Prescription Monitoring and Reporting System (CPMRS), which can then be used by healthcare providers and pharmacists in the active treatment of their patients.

The purpose of the CPMRS is to present a complete picture of a patient's controlled substance use, including prescriptions by other providers. The CPMRS is used to improve quality of patient care and to reduce prescription abuse, addiction, and overdose. Integrating the PMP into the Connie portal allows authorized users to access the CPMRS NARX Report directly within the Connie portal.

Registration with CPMRS is required prior to accessing PMP through Connie. Per state statute, all prescribers in possession of a Connecticut Controlled Substance Registration issued by the State of Connecticut, Department of Consumer Protection, are required to register as a user with the Connecticut Prescription Monitoring and Reporting System (CPMRS) at https://connecticut.pmpaware.net.

Contact your organization's HIE Admin if you would like to have access to PMP through the Connie Portal.

Features



Connie

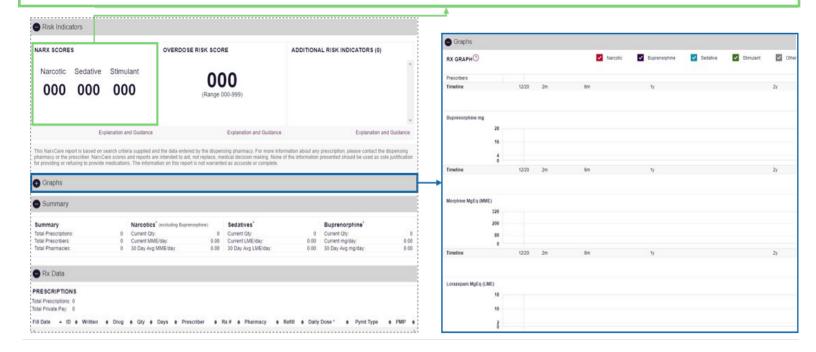
Narx Scores are not abuse scores. It is true that at very high scores patients are likely to exhibit some form of misuse in their PMP record, but a score alone cannot be used to determine appropriateness or misuse.

The Narcotic and Sedative score overlap in that narcotics contributes to the sedative score and vice versa. As a result, a patient may have a low narcotic score even though they haven't been prescribed a narcotic.

Overlapping prescriptions are heavily weighted in the scoring algorithm. The key requirement is that two different prescribers prescribe the same type of medication for use on the same day.

Narx Scores and the NarxCare report are intended to aid, not replace medical decision-making. The information presented in the report should not be used as the sole justification or refusing to provide medications.

The PMP AWARxE Help Desk is unable to advise on prescription decision making.

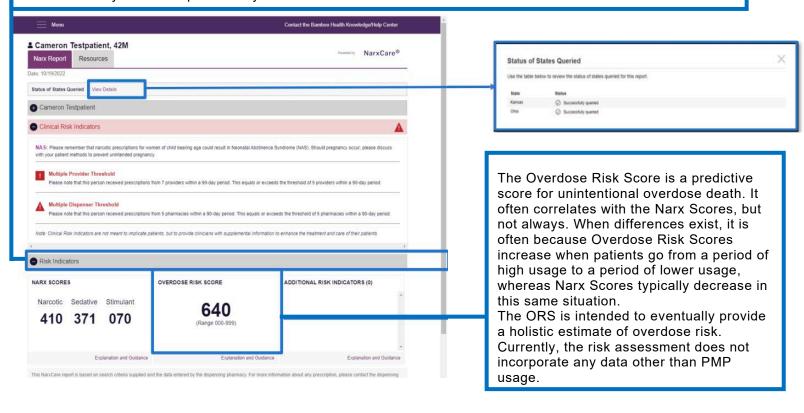


Risk Indicators

Risk Indicators identifiers within PMP data have shown to be predictors of adverse outcomes, specifically unintentional overdose death. This section of the report is also the location where non-PMP data will be displayed if available. There are currently three PMP based "red flags".

Each flag, if available, will be listed as:

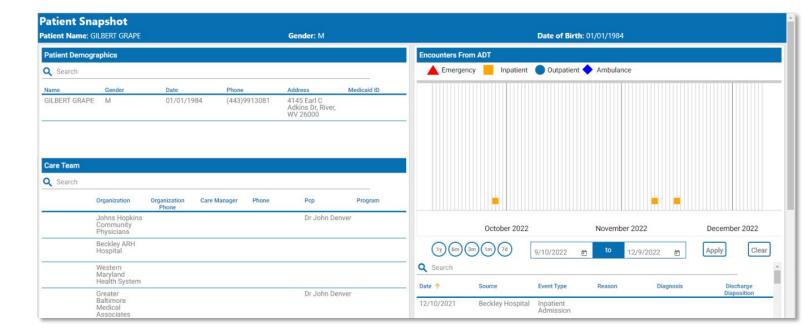
- More than 4 pharmacies in any 90-day period
- More than 5 providers in any year (365 days)
- More than 40 morphine milligram equivalents per day (40 MME) average and more than 100 MME total at any time in the previous 2 years



Snapshot App

Snapshot includes four quick-view features:

- **Patient Demographics**: Patient name, gender, DOB, phone number, address, and (if applicable) Medicaid ID.
- **Encounters from ADT:** The patient's emergency, inpatient, outpatient, and/or ambulance encounters displayed as a histogram by encounter type across a flexible date range.
- Next of Kin: Provides a list of closest living relatives to the patient on file from different sources.
- **Care Team:** List of practices providing care, associated primary care provider, and (if available) a care manager or a care program within which they are enrolled.



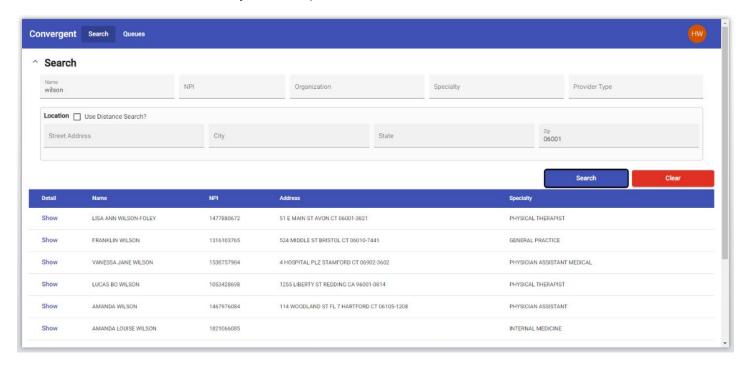
Hover over an encounter for more information or change the encounter timeframe display using the quick pick range or a custom range.

Provider Directory App

The Provider Directory is a quick and easy-to-use search tool used by providers to search and find other providers. The directory listings are a composite of hundreds of national and regional provider datasets to ensure a robust database of provider information using the Convergent platform.

You can search providers using the following fields:

- Name
- NPI
- Organization
- Specialty
- Provider Type
- Location: Street Address, City, State, Zip

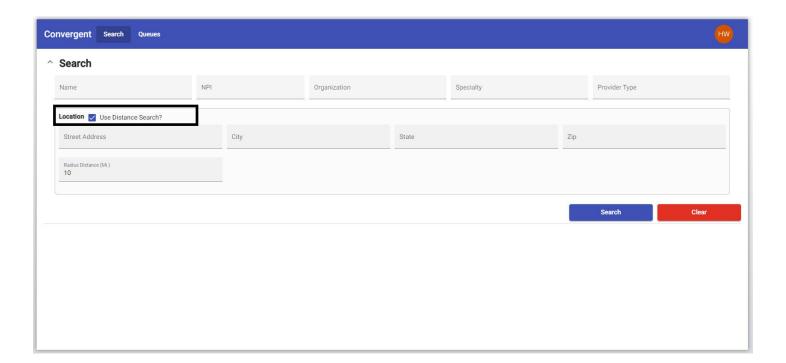


When you conduct a search with more than two fields, it will behave as an "AND" search. For example, searching on name "John" with state "CT" will return all the providers with name "John" AND from the state "CT."

Once you include any of the search parameters in the search fields, you will notice the 'Search' button becomes accessible. Connie Provider Directory allows for a name misspelled, partial names and either first name or last name to be added to the search field.

To use the distance search option, you will need to include either a full address or a zip code.

Activate the distance search by clicking the "Use Distance Search" checkbox. You must include the radius distance in miles in the search field.



To see more detailed information about a particular provider, select "Show" under the "Detail" column in the results.

The Provider Details screen will show more information about the selected provider.



If you conduct a search which yields many results, you can use the page navigation tools to:

- Show more items per page.
- Navigate forwards or backwards.
- Or jump to the first or last page in the search results.

If at any point, you want to clear your search results and begin a new search, simply select the 'Clear' button to begin a new search, which will bring you back to a new search page.

Consent Tool App

The consent tool includes forms that enable Connie users to provide written notices about their patients to Connie. In 2023, there will be two forms available:

- Prevention of Harm Block Patient Access Form. The Prevention of Harm Form enables providers to submit written notice to Connie that the patient's electronic health information (EHI) should not be shared with that patient or his/her/their authorized representative because access or disclosure of EHI is reasonably likely to cause substantial harm to or endanger the life or physical safety of (a) the patient; and/or (b) another person.
- Patient Consent to Disclose Substance Use Disorder Information Form (Available Fall 2023) The SUD Consent Form enables substance use disorder (SUD) providers who have executed a qualified service agreement (QSOA) to share data protected by 42 CFR Part 2 through Connie upon patient consent. This tool aims to improve care coordination between SUD providers and other health care providers, strengthen continuity of care for patients throughout SUD treatment levels, and ease workflow burden when obtaining consent and disclosing information.

Consent Types

When there are multiple forms available, the Consent Tool App defaults to the Consent Types section of the tool. This section lists the forms available. Currently, only the Prevention of Harm - Block Patient Access form is available for Connie Users and launching the Consent Tool App will open the Prevention of Harm form directly.

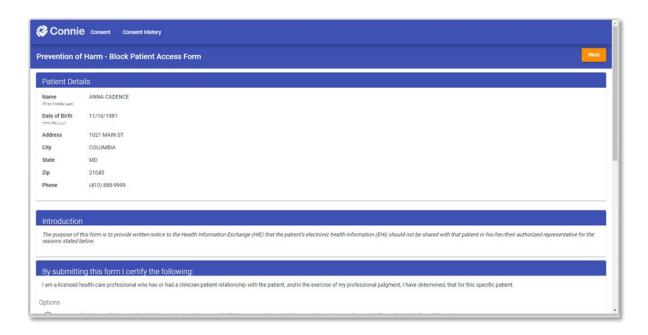
Consent Tool: Prevention of Harm Form

The Prevention of Harm Form was developed in anticipation of Connie enabling patient access to their EHI available in Connie. Enabling patient access (a) aligns with federal and state information blocking and interoperability rules, and (b) supports Connie's efforts to attain the Patient Access goals of the State-wide Health Information Exchange as described in Connecticut State Statute Sec. 17b-59d.

Prevention of Harm is one of the few exemptions to the federal information blocking rule. If you have questions about when to apply the Prevention of Harm exemption for your patients, please contact your legal representative.

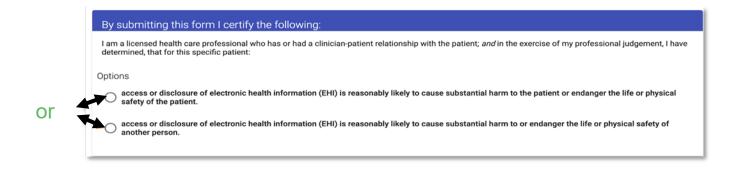
Submitting the Form

The patient demographic data will pre-populate the fields at the beginning of the form.



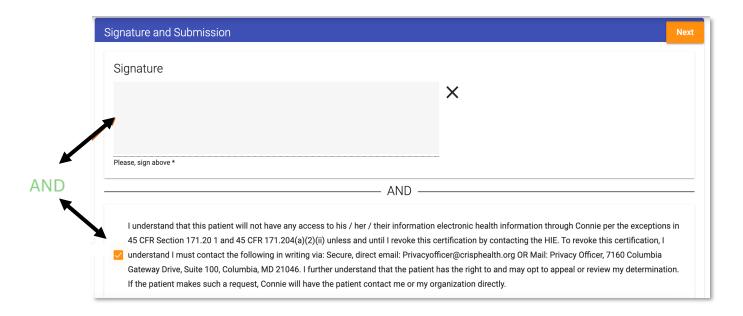
Step 1: Certify the nature of the harm being prevented

The form requires you to certify that you are a licensed health care professional with a treatment relationship with the patient. Further, in exercising your professional judgement, that you feel that disclosing EHI with that patient — or their authorized representative — is reasonably likely to cause substantial harm to or endanger the life or physical safety of (a) the patient; or (b) another person. You will be required to select either harm to the patient or harm to another person using the radio button next to appropriate option.



Step 2: Sign the form

You can sign the form using your mouse, mouse pad, or touch screen to drawn in your signature.



Step 3: Attest to blocking the patient's access to their EHI.

To submit the form, you must check the box next to the text under the signature box that confirms your understanding that submitting this form means that the patient named on the form will not have access to their EHI through Connie unless you revoke the certification.

Step 4: Add your name and license number



Type your name and provider license number on the one line provided, separated by a space, and select "submit" to complete the process. This information is required for the Privacy and Security Officer to reverse the flag when provided written notification subsequently.

What Happens Next

Once the form is submitted, the patient's record will be flagged. The Prevention of Harm flag blocks the patient from seeing any of their EHI directly from Connie while continuing to allow their providers to view the data within Connie's portal. If a patient with a Prevention of Harm flag on their record tries to access the Connie data through the 3rd party apps connected to Connie's Patient Access APIs, the patient will be notified that they are unable to access their data at this time. The patient will then be directed to contact their providers directly if they would like copies of their EHI. The patient will also have the option to contact Connie's Customer Support to provide support and answer questions about why they are unable to see their data and, if it is because of a prevention of harm block, how they can appeal the prevention of harm block with their provider.

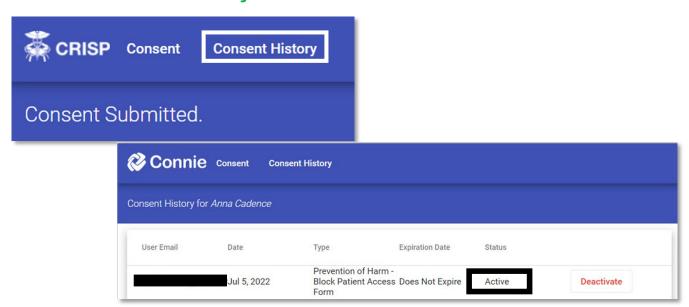
Revoking Prevention of Harm

To reverse this decision, contact the following in writing via:

Email: Privacyofficer@crisphealth.org (please remember to use encryption or Direct email to protect PII) OR

Mail: Privacy Officer, 7160 Columbia Gateway Drive, Suite 100, Columbia, MD 21046

Consent Tool: Consent History Tab



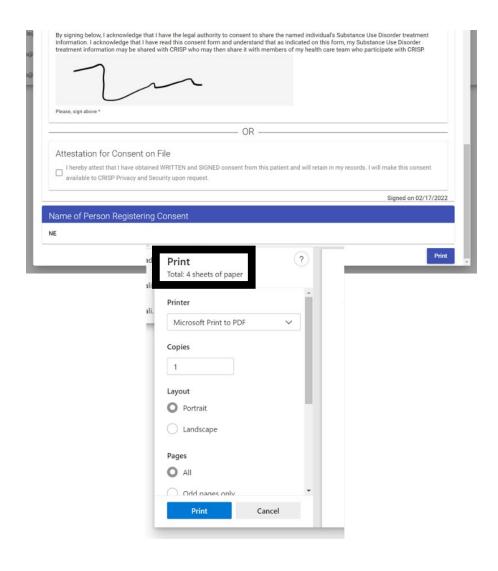
Upon patient request to revoke consent, providers can "deactivate" patient consents prior to any expiration date through the Consent History page. Deactivating a consent will change the status of the consent to inactive".

Note: Using the Deactivation feature for the Prevention of Harm Tool will not lift the flag and enable a patient to access their records. Only contacting the CRISP Shared Services Privacy Officer in writing either by Secure, direct email: Privacyofficer@crisphealth.org OR mailing Privacy Officer, 7160 Columbia Gateway Drive, Suite 100, Columbia, MD 21046 will lift the Prevention of Harm flag.



Printing Consent Form on File

Providers can review, print to PDF, or save the form as a file. From the Consent History tab, select the form on file you wish to print. Scroll to the bottom of the form and select the "Print" button. Use the dialogue box to specify how you would like to print and save the document.



Appendix: Image Share

Imaging provides access to patient images in full diagnostic quality at point of care. Images and reports are available directly in the Connie portal and InContext app within minutes of the exam being performed, thus enhancing both speed and quality of care.

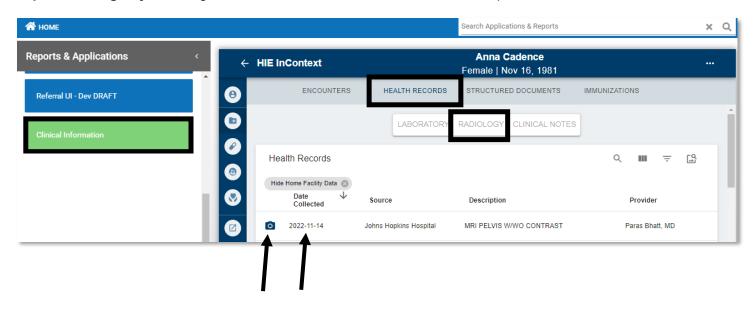
Image Functionality

- Report-Level: View an image and the corresponding Radiology or Cardiology report.
- Imaging Worklist: Compare images from all organizations that contribute images to Connie. Images
 taken within the last 90 days are made available to all authorized Connie users within seconds of
 collection.
- Transfer to PACS: Download external images from the Imaging Worklist to your local PACS.
 Note: not all users will have access to this functionality. Access is determined by facility PACS administrator.

Report-Level View

Accessing Images

Once on the Clinical Information tab, navigate to the Radiology sub tab within Health Records. **Open an image by:** Clicking on the camera icon to the left of the listed report.



Opening a report - click on the row that has the report—and click on the image icon.

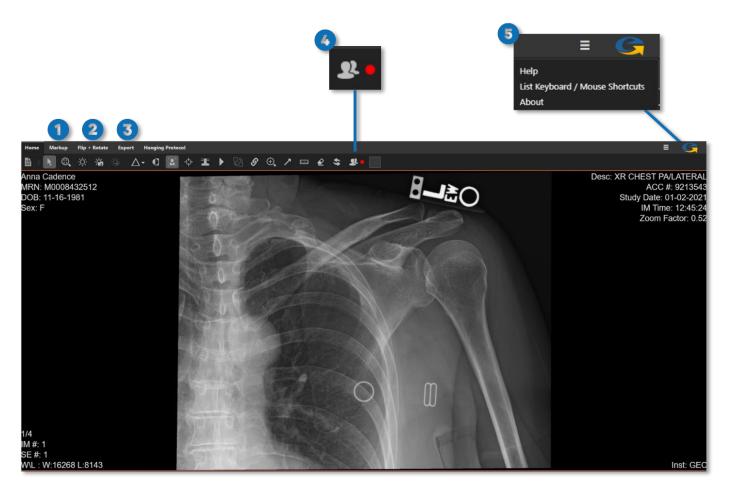


eHealth Viewer Features

Images accessed within the last 90 days are cached, enabling full diagnostic quality images to open within seconds. Launching the image from the camera icon opens the eHealth Viewer.

From here, you can:

- 1. Mark up the image: There are a number of tools to measure, annotate, and/or outline areas on the image. Hover over any of the tool icons for information about the tools' function. Select the erase tool and then click on any markings you added to erase them.
- Flip + rotate the image: A new tool bar emerges with five options for ways to change your view of the image.
- 3. Export: You can either print or download the image as a JPEG or PNG file. You can vary the quality of the image, however the output is not diagnostic quality.
- 4. Collaborate with colleagues in real time: Select the collaboration button to turn on real time collaboration. The icon turns green when the image is available for joint viewing. Any other user that opens the same image and turns on the collaboration button will be able to see that you are reviewing the image as well. Any mark-ups you or your colleague does to the image will be viewed by both of you.
- 5. Access the menu: The three bars on the upper right of the screen provide access to Help, a list of mouse and keyboard shortcuts, and more about the tool. The Help screen links to a more in-depth user guide developed by the eHealth Viewer vendor, eHealth Technologies.



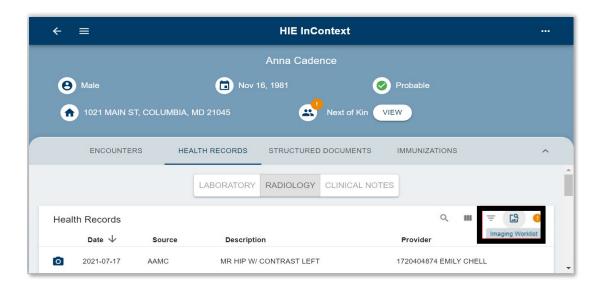
1) Mark up the image 2) Flip + rotate the image 3) Export 4) Collaborate in real time 5) Access

eHealth Viewer Icons

Select the **Help** icon in the upper right corner for additional information and assistance. Not all functions depicted in the help screens will be available on the eHealthViewer user interface.

Imaging Worklist

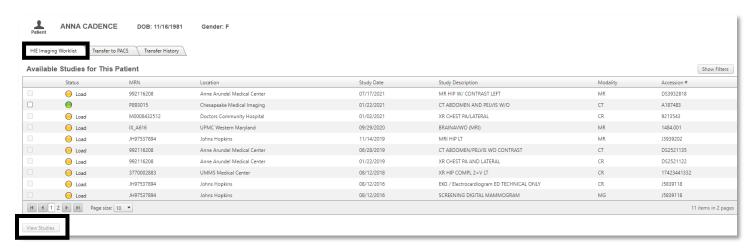
To view a patient's prior images, and compare up to four images simultaneously, click on 'Imaging Worklist.'



Worklist Features

You can select up to four images in the Imaging Worklist to view at the same time for a single patient. Providers often utilize this feature to view and compare studies.

Select images to compare and click on 'View Studies' to launch the comparison view.





Green identifies images available immediately.

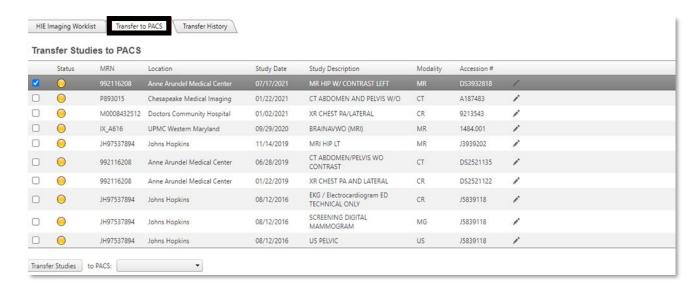
Yellow indicates the image may be older.

Click on "load" and wait for image to render. It will take seconds to minutes depending on size.

Transfer-to-PACS

Transfer-to-PACS Access

From the Worklist, users that are approved by their PACS administrators will also have access to the Transfer-To-PACS (TTP) tab.



TTP Features

TTP allows authorized users to download images directly into their PACS. Once selected images are transferred, the MRN will automatically change to match that of the organization prior to download.

This user guide will be updated as new tools are added to Connie's Portal.

If you are having difficulties accessing the Portal or tools are not displaying as described above, please contact help@conniect.org and a member of our Customer Support will respond.

Connie is powered by CRISP technology through our partnership with CRISP Shared Services.