

# Partnership HealthPlan of California

PARTNERSHIP



HEALTHPLAN

of CALIFORNIA

## Online Services User Guide *Clinical Modules*

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## Introduction

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This *PHC Online Services User Guide Clinical Modules* supports the August 2016 version of Partnership HealthPlan of California's Online Services for these modules:

- Advice Nurse Reports
- ER Notifications
- Patients in Acute Hospital

The latest version of PHC Online Services is at <https://provider.partnershiphp.org>.

## Audience

The audience for these modules includes primary care providers (PCPs), PCP administrators, clinicians, and emergency room administrators

## Other User Guides

User guides for other PHC Online Services modules are available in separate documents, including the following:

- User Management Module User Guide
- Eligibility Modules User Guide
- Claims Modules User Guide

## System Requirements

PHC Online Services works best with the following browsers:

- Google Chrome
- Mozilla Firefox
- Internet Explorer
- Apple Safari

## Questions or Problems

Support for PHC Online Services is available Monday through Friday, 8 a.m. to 5 p.m. Pacific Time. Contact Us:

- Telephone - **(707) 863-4100**
- Email - [eSystemsSupport@Partnershiphp.org](mailto:eSystemsSupport@Partnershiphp.org)

## About the Clinical Modules User Guide

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The ***Clinical Modules User Guide*** for PHC ONLINE SERVICES supplies information to providers about the following topics:

- Log In and Out of PHC Online Services
- Basics of Working in PHC Online Services
- Advice Nurse Reports Module
- ER Notifications Modules
- Patients In Acute Hospital Module

## Log In and Out of PHC Online Services

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You can log in to PHC ONLINE SERVICES if you have a valid user or eAdmin account.

### Log In

#### ***First Login***

When your eAdmin created your user account, you received an email with your username and a link to the login page.

1. Click the link in the email; it will take you to <https://provider.partnershiphp.org>.
2. On the login page, enter your username and temporary password into the fields.
3. The Reset Password page will open. Enter a new password.
4. Log in using your new password.
5. Read and accept the Terms and Conditions for using PHC ONLINE SERVICES.

#### ***Subsequent Logins***

1. Access PHC ONLINE SERVICES at <https://provider.partnershiphp.org>.
2. Enter your username and password into the fields, and then click the **Login** button.

If you have logged in but perform no action for 20 minutes, PHC ONLINE SERVICES will time-out and close. You will need to log in again to continue your work in PHC ONLINE SERVICES. Your company may have programmed a shorter time-out period.

### Log Out

When you have completed your work in PHC ONLINE SERVICES, you need to log out.

1. Click your name, which you will see in the top right corner of the page.
2. On the drop-down menu, click **Log Out**.

Other options on the drop-down menu are explained in [Basics of Working in PHC Online Services](#) later in this document.

### Retrieve a Forgotten Username or Password

If you forget your username or your password, the system can assist you.

#### ***Retrieve a Forgotten Username***

1. On the login page, click the *Forgot Username* link.

2. On the Forgot Username page, enter your email address.
3. Click the **Request User Name** button.

An email with your registered username will be sent to you.

### ***Retrieve a Forgotten Password***

1. On the login page, click the *Change Password* link.
2. On the Forgot Password page, provide your username and email address.
3. Click the **Send Email** button.
4. In the email that is sent to you, click the link to go to the Password Reset page.
5. Enter a new password, and then enter it again to confirm it.
6. Click the **Submit** button.

You can now log in to PHC ONLINE SERVICES using your new password.

You can also change your password at any time by clicking your name in the top right corner OF PHC ONLINE SERVICES and clicking **Update Profile**.

Your password will expire if you do not log into PHC ONLINE SERVICES for 180 days.

## Basics of Working in PHC Online Services

This section provides information pertinent to working throughout PHC ONLINE SERVICES, and explains how to do the following:

- Understand the Home Page
- View Provider Profiles
- Navigate Between Modules
- Work with Lists

### Understand the Home Page

When you log in, the Home page opens.

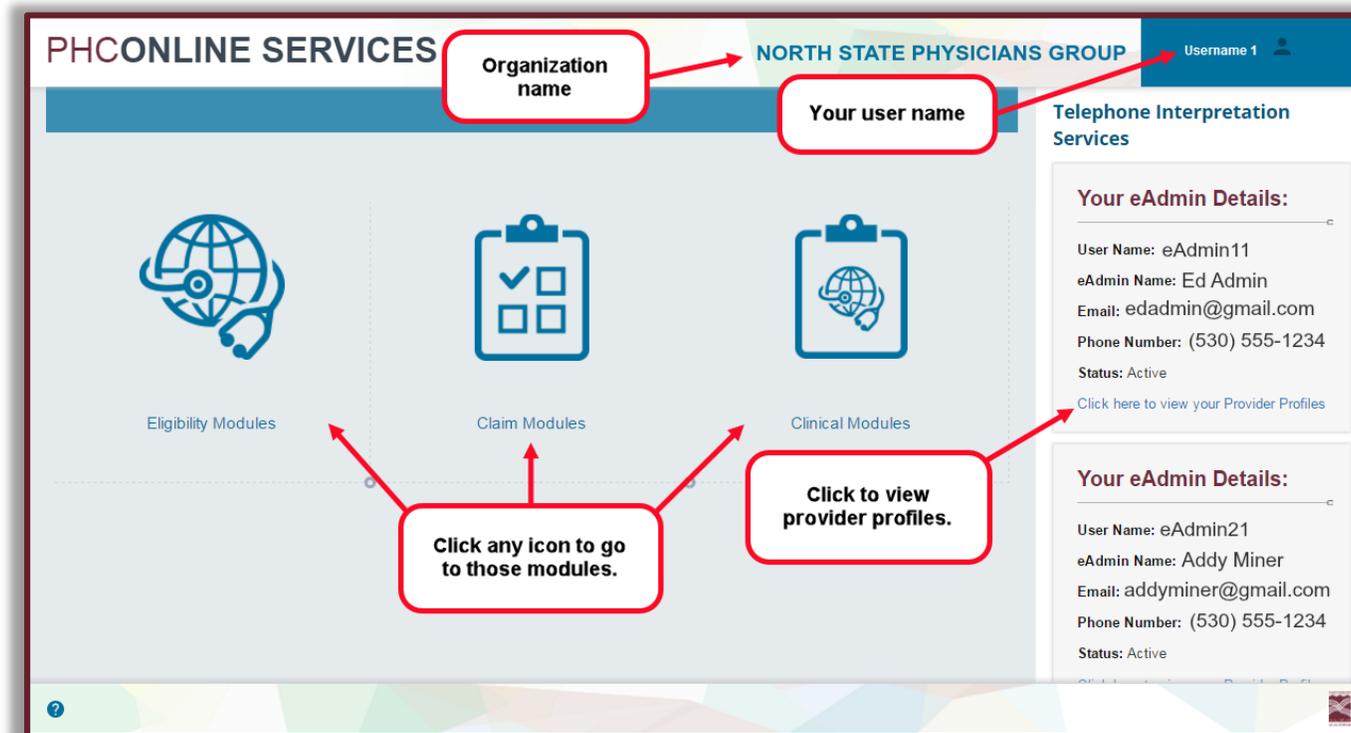


Figure 1. Home Page

The main portion of the Home page shows the icons representing the user modules. The icons that appear depend on the permissions assigned to the current user. At the top right corner of the page is your user name. To the left of it is your organization's name. You can access PHC member data related to your organization's IRS number. Below your user name, you will see

the details for the eAdmins within your organization. Contact them when you have a question about your account.

When you click your username, a menu drops down with the following options:

- Click **Dashboard** to return to the Home page.  
**Note:** This option does not appear when you are on the Home page.
- Click **Update Profile** to open a page on which you can review and update your username, email address, and password.
- Click **Change to eAdmin** to add eAdmin rights. You will require specific information from your organization to do this. Contact an existing eAdmin in your organization for assistance.
- Click **Help** to open the Help page. You can also click the question mark icon in the bottom left corner of the PHC ONLINE SERVICES window.
- **Demo System** will be available soon.
- Click **Log Out** to end your session and exit PHC ONLINE SERVICES.

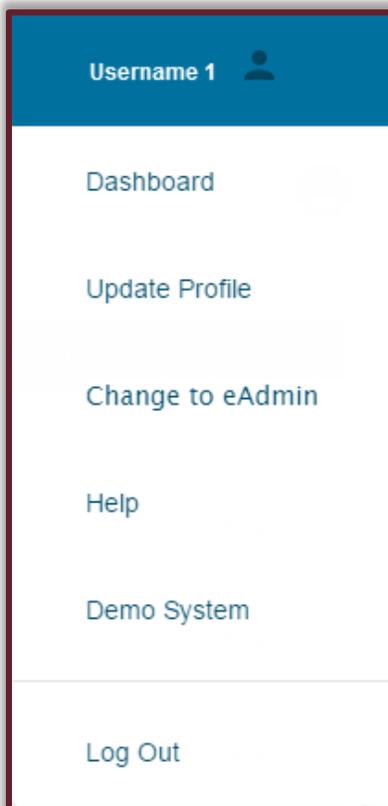


Figure 2. Options under your user name

## View Provider Profiles

Under the contact information for each eAdmin there is a *Click here to view your Provider Profiles* link. See [Figure 1](#). Click the link to view a page with information about the providers associated with your account.

While viewing the provider profile list, you can click the **Print** icon at the top right to print a copy of the list.



**PHCONLINE SERVICES** NORTH STATE PHYSICIANS GROUP Username 1

**View Provider Profiles**

Provider Name	Provider Address	User NPI	IRS# TAX ID	PHC Provider #	Provider Type	payee #
NORTH STATE PHYSICIANS GROUP	3200 MAIN ST CA 95555	TOWNSHIP	19A00001542	101234567	10101 0001	PCP G 001C
NORTH STATE PHYSICIANS GROUP	3200 MAIN ST CA 95555	TOWNSHIP	19A00001542	101234567	10101 0002	PCP G 001C
NORTH STATE PHYSICIANS GROUP	3200 MAIN ST CA 95555	TOWNSHIP	19A00001542	101234567	10101 0003	PCP G 001C
NORTH STATE PHYSICIANS GROUP	3200 MAIN ST CA 95555	TOWNSHIP	19A00001542	101234567	10101 0004	PCP G 001C
NORTH STATE PHYSICIANS GROUP	3200 MAIN ST CA 95555	TOWNSHIP	19A00001542	101234567	10101 0005	PCP G 001C
NORTH STATE PHYSICIANS GROUP	3200 MAIN ST CA 95555	TOWNSHIP	19A00001555	101234567	10101 0006	PCP G 001C
NORTH STATE PHYSICIANS GROUP	3200 MAIN ST SUITE A - CA 95555	TOWNSHIP	19A00001555	101234567	10101 0007	PCP G 001C
NORTH STATE PHYSICIANS GROUP	3200 MAIN ST SUITE B - CA 95555	TOWNSHIP	19A00001555	101234567	10101 0008	PCP G 001C
NORTH STATE PHYSICIANS GROUP	3200 MAIN ST SUITE C - CA 95555	TOWNSHIP	19A00001555	101234567	10101 0008	PCP G 001C

Figure 3. View Provider Profiles

## Navigate Between Modules

This section explains how to move from module to module.

- Access Modules from the Home Page
- Access Modules from the Navigation Pane
- When to use Browser Back Button

### ***Access Modules from the Home Page***

From the Home page, click any module's icon to go to that module.

### ***Access Modules from the Navigation Pane***

When you are in any module, the left side of the page offers navigation to other modules.

- Click the left- or right-facing arrows to expand or collapse the navigation pane.
- Click any of the icons or text to open that module.

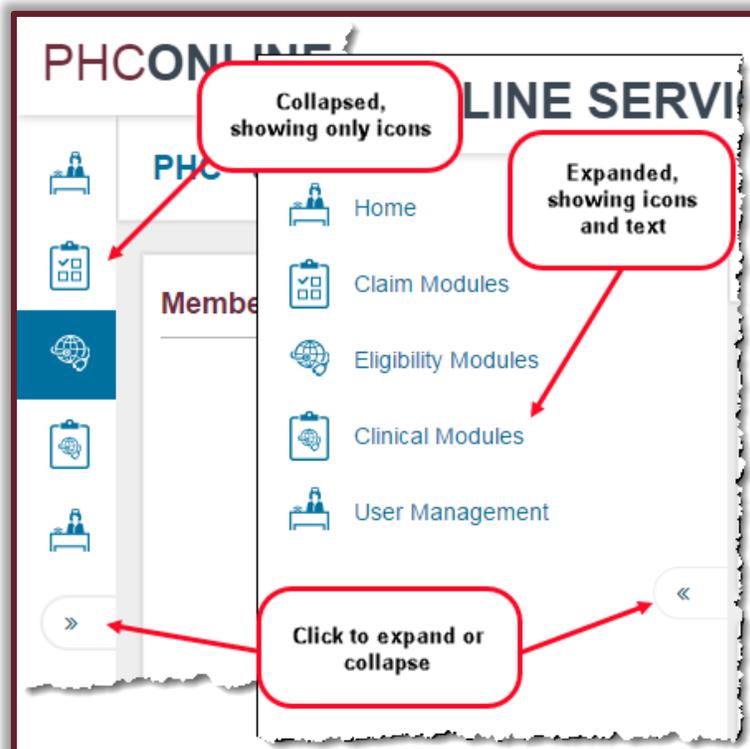


Figure 4. Expand or Collapse the Navigation Pane

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### ***When to use Browser Back Button***

Let's say you have performed a search that returned several members, and you clicked the appropriate button to open a secondary page to view a specific record.

- For most searches, click your browser's **Back** button to return to your search results.
- To wipe out your search results and go to a blank search form, click the module's icon in the navigation section.

### **Work with Lists**

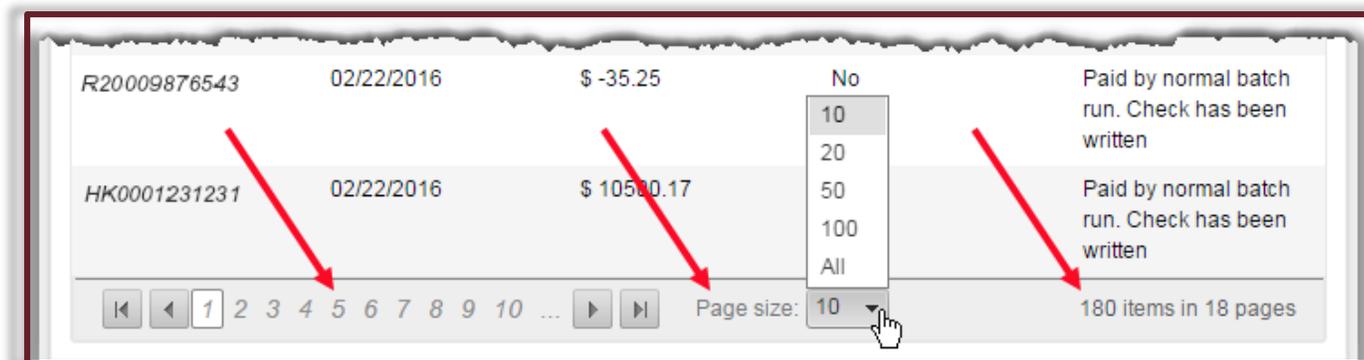
This section explains how to look through the lists you generate within each module.

- [Navigate Lists](#)
- [Download Lists](#)
- [Sort and Filter Lists](#)
- [Print Lists](#)

#### ***Navigate Lists***

At the bottom left of any list, you will see the page numbers. Use the backward and forward arrows to page through the list or click any number to go to that page.

To the right of the page number, you will see the **Page Size** button. Select the number of items to display on one page.



**Figure 5. Navigating Lists**

At the bottom right of any list, you will see the total number of items and pages in the list.

## Download Lists



You can download most lists by clicking the **PDF** or **Excel** icon immediately above the list.

**Note:** Some browsers may give you an incompatibility error message when you download to Excel, indicating that the file format and extension don't match and asking if you want to open the file. Click the **Yes** button.

## Sort and Filter Lists

You can sort lists by clicking on most column headings. For example, to sort by service date:

- Click **Date of Service** to sort the list numerically by calendar date from low to high.
- Click **Date of Service** again to sort the list from high to low.

Claim Number	Claim Type	Member ID	Date Of Service	Affiliation#	Service Provider Name	Date Paid	Billed Amount	Amount Paid	Status
<input type="text"/>	<input type="text"/>								
140000009510	M	00088888100	09/03/2014	10101 0017			4.55	\$157.51	Approved
140000008881	M	00088888100	08/19/2014	10122 0016	NORTH STATE PHYSICIANS GROUP	07/14/2014	\$27,147.73	\$940.43	Approved
140852741963	M	00088888100	08/17/2014	10111 0017	NORTH STATE PHYSICIANS GROUP	07/14/2014	\$17,985.98	\$835.89	Approved
149999990002	M	00088888100	08/10/2014	10221 0018	NORTH STATE PHYSICIANS GROUP	09/02/2014	\$15,080.91	\$318.88	Approved
149876543210	M	00088888100	09/03/2014	10101 0017	NORTH STATE PHYSICIANS GROUP	08/22/2015	\$34,271.85	\$1,048.73	Approved
140001234567	M	00088888100	09/19/2014	10101 0017	NORTH STATE PHYSICIANS GROUP	10/13/2014	\$3,253.80	\$84.48	Approved

Click any column heading to sort list by that category.

Page size: 10 6 items in 1 page

Figure 6. Sorting Lists

In some lists, you can filter by certain columns.

1. Under the column heading, enter the filter criteria in the text box.
2. Click the **Filter** button adjacent to the text box.

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3. Choose the type of filter from the drop-down list.  
Frequently used filters include:
  - *Contains* or *StartsWith* for text and numeric fields.
  - *EqualTo* or *GreaterThan* for date fields.
4. To clear a filter, click the **Filter** button and choose NoFilter.

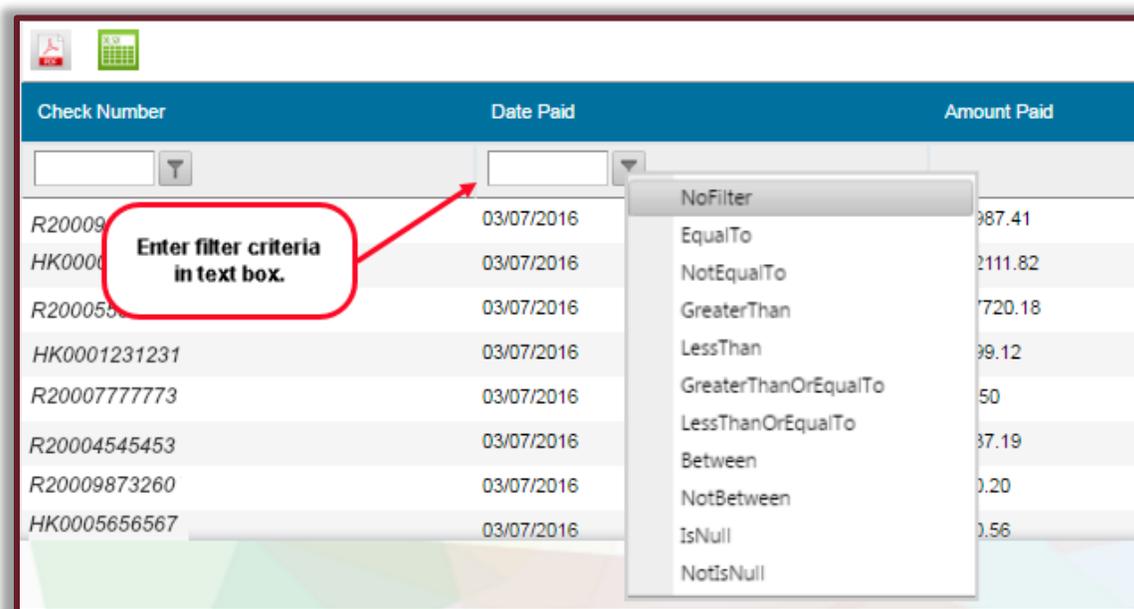


Figure 7. Filtering Lists

### Print Lists

You can print the information on most lists by clicking the **Print** icon  at the top right of the web page.

When you click the **Print** icon, the Print dialog box opens.

Before starting to print, you can change the following:

- Orientation of the page (portrait or landscape).
- Size of paper on which to print.

Different web browsers have different methods for setting printing options. Consult your browser's Help system or user guide.

## Advice Nurse Reports Module

Primary care providers (PCPs) and clinicians can use the Advice Nurse Reports Module to access the Advice Nurse call details for their patients.

This section contains procedures for providers on how to do the following:

- Access Advice Nurse Reports
- Select a Provider Profile
- Search for Members by CIN
- View and Print Advice Nurse Reports
- Mark Advice Nurse Reports as Read

### Access Advice Nurse Reports

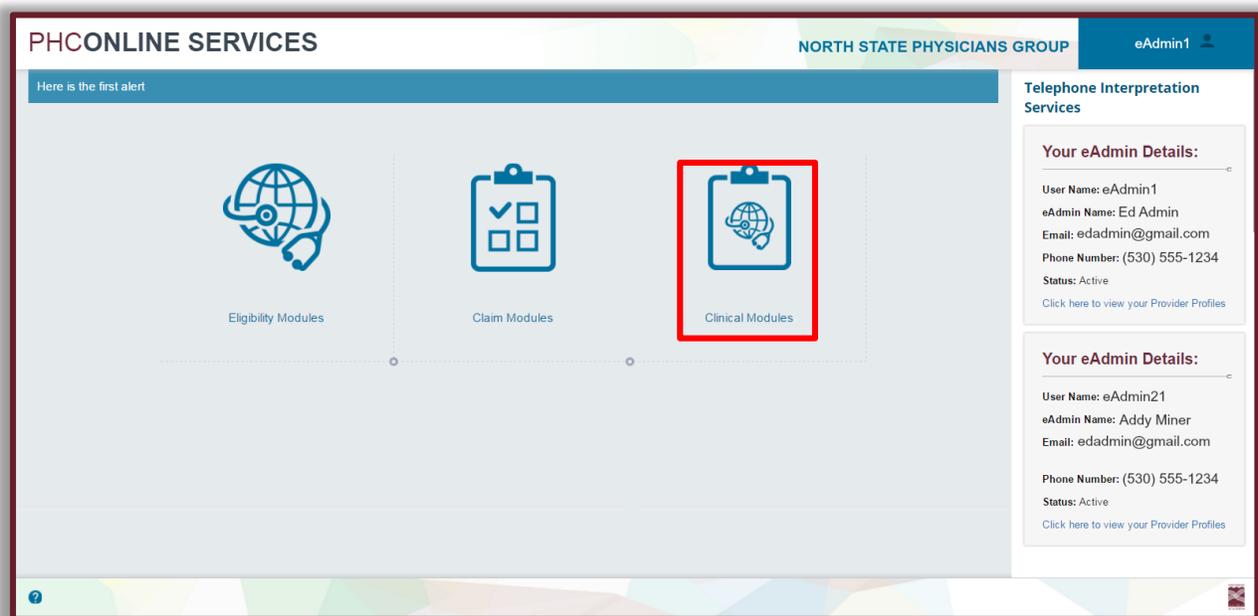


Figure 8. Home page

1. Navigate to the **Home Page**: <https://provider.partnershiphp.org>
2. Click the **Clinical Modules** icon.

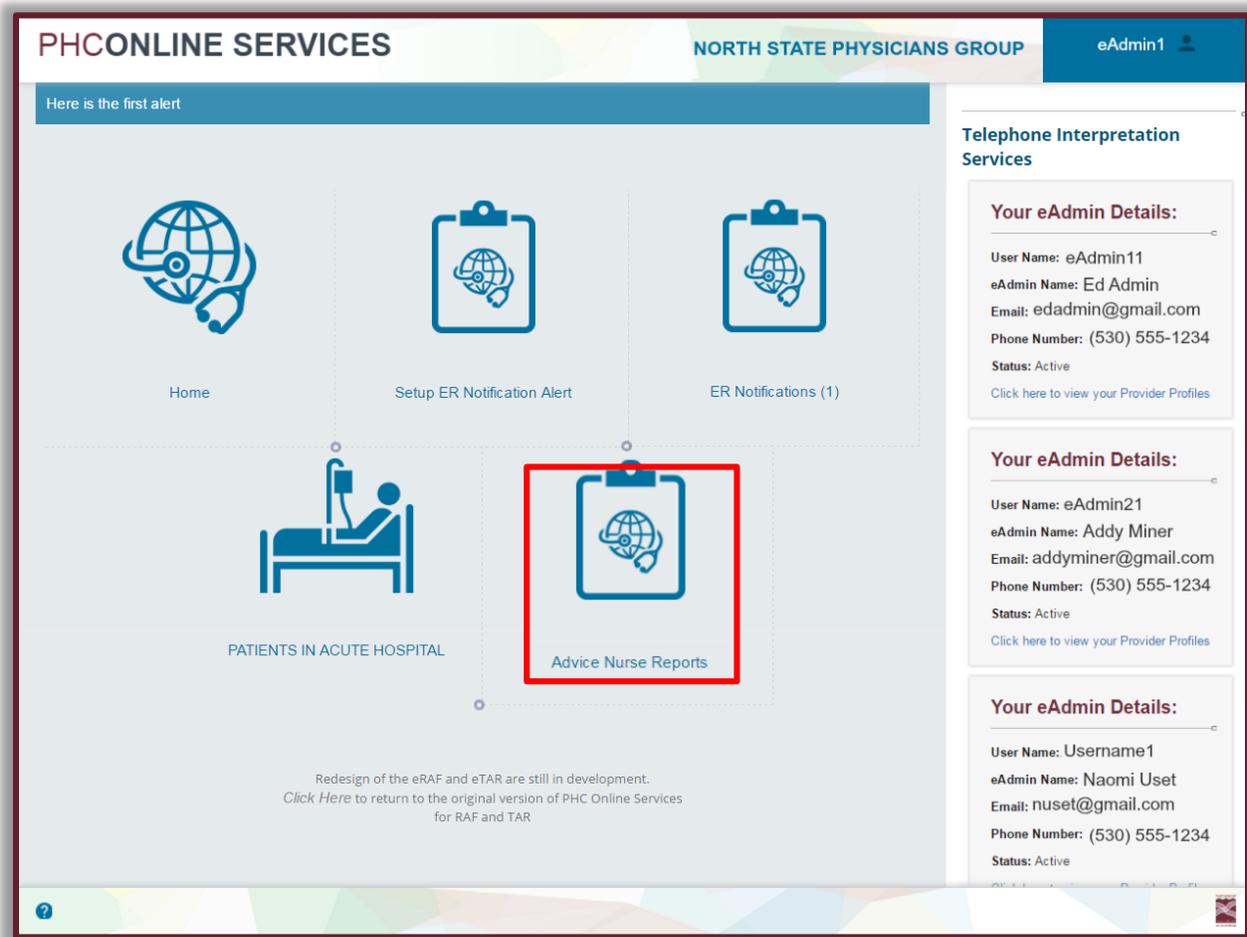


Figure 9. Clinical Modules page

3. On the Clinical Modules page, click the **Advice Nurse Reports** icon.
4. The Advice Nurse Reports screen appears.

**PHCONLINE SERVICES** NORTH STATE PHYSICIANS GROUP eAdmin1

**PHC - Advice Nurse Reports**

All Items checked Select Provider Profiles

CIN :

Patient Name	CIN#	Member#	Start DateTime	End DateTime	PCP Name	PCP Address	Marked As Read By	Marked As Read Date
ROBERT SMITH	98475466C3	00012345600	5/28/2016 9:15:51 PM	5/28/2016 9:29:07 PM	FAMILY MEDICINE	1212 CENTRAL AVE STE E		
ROBERT SMITH	98475466C3	00012345600	5/28/2016 9:23:51 PM	5/28/2016 9:29:04 PM	FAMILY MEDICINE	1212 CENTRAL AVE STE E		
MARY JONES	12365477C6	00098765400	5/28/2016 9:25:20 PM	5/28/2016 9:29:05 PM	FAMILY MEDICINE	1212 CENTRAL AVE STE E		
MARY JONES	12365477C6	00098765400	5/30/2016 12:11:52 PM	5/30/2016 12:17:25 PM	FAMILY MEDICINE	1212 CENTRAL AVE STE E		
ROBERT SMITH	98475466C3	00012345600	6/1/2016 9:59:03 PM	6/1/2016 10:10:26 PM	FAMILY MEDICINE	1212 CENTRAL AVE STE E	eAdmin1	6/10/2016 9:08:14 AM

Figure 10. Advice Nurse Reports screen

This screen displays a list of the provider’s assigned members who have called an Advice Nurse in the last 30 days.

**Functions Available**

- Select a provider profile.
- Search for members by CIN.
- View and print the Advice Nurse Report.
- Mark a report as Read.
- Sort or filter search results. (See [Sort and Filter Lists](#) for more information.)
- Export to Excel or save to PDF. (See [Download Lists](#) for more information.)

## Select a Provider Profile

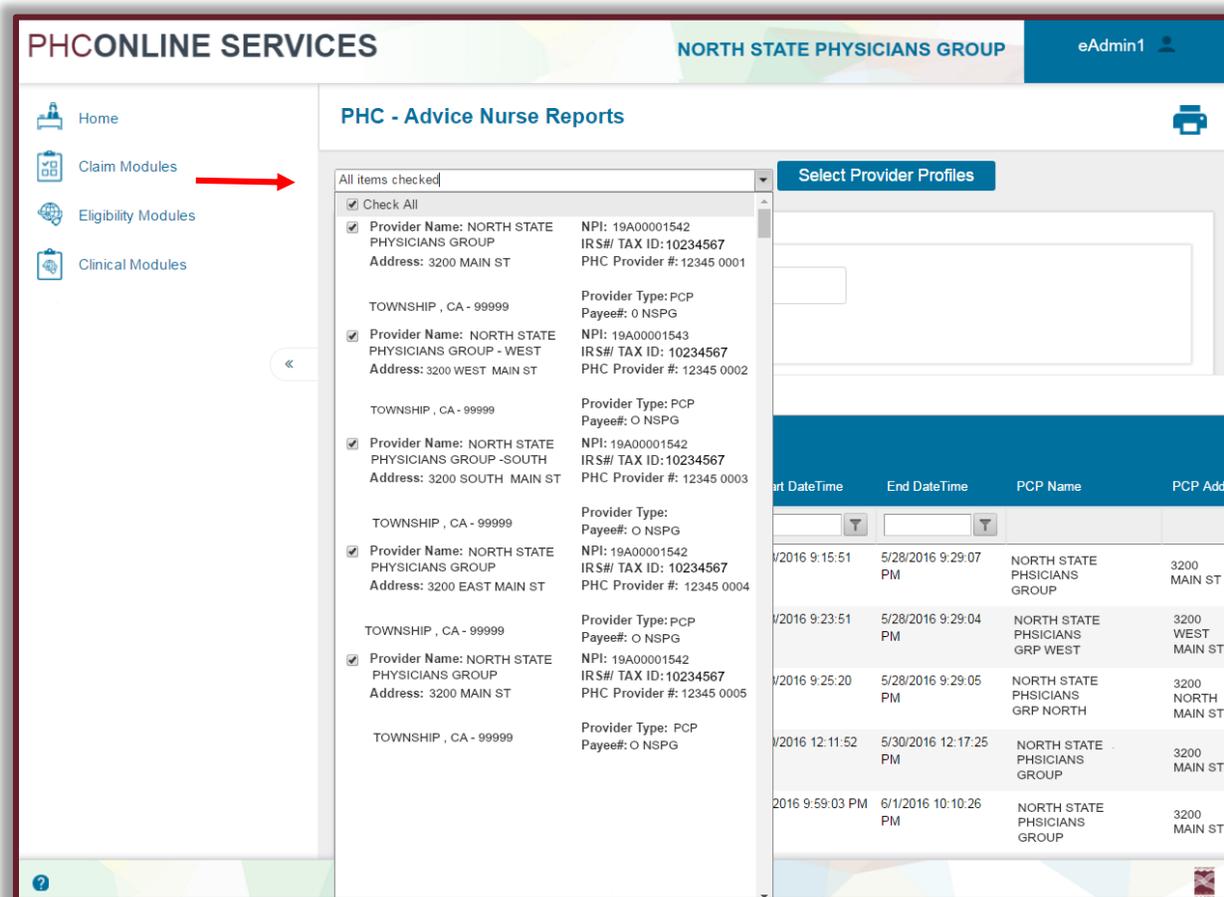


Figure 11. Select Provider Profiles drop-down list

When you open the Advice Nurse Reports screen, the default selects all providers, so the list of members that appears includes all the members (who called the Advice Nurse) for all providers. Use the **Select Provider Profiles** drop-down list to select a provider.

To select provider(s), do the following:

1. Click the **All Items Checked** drop-down and unselect **Check All**.
2. Scroll down the list and **check** the provider(s) that you want to review.
3. Only the members for the provider you select will be displayed.

## Search for Members by CIN

The screenshot shows the PHCONLINE SERVICES interface. The header includes 'PHCONLINE SERVICES' and 'NORTH STATE PHYSICIANS GROUP'. The user is logged in as 'eAdmin1'. The main content area is titled 'PHC - Advice Nurse Reports'. There is a search form with a 'CIN #' input field, a 'Search' button, and a 'Clear' button. A red box highlights the search input field, labeled 'Search Box' with an arrow. Below the search form is a table with the following data:

Patient Name	CIN#	Member#	Start DateTime	End DateTime	PCP Name	PCP Address	Marked As Read By	Marked As Read Date
MARY JONES	12365477C6	00012345600	6/1/2016 9:59:03 PM	6/1/2016 10:10:26 PM	NORTH STATE PHYSICIANS GROUP	3200 MAIN ST.		6/10/2016 9:08:14 AM
MARY JONES	12365477C6	00012345600	5/5/2016 9:59:03 PM	5/5/2016 10:10:26 PM	NORTH STATE PHYSICIANS GROUP	3200 MAIN ST.		6/10/2016 9:08:14 AM

Figure 12. Searching by CIN

1. Enter the patient **CIN number** in the CIN box.
2. Click the **Search** button to search for reports.
3. Click the **Clear** button to clear the search results.

## View and Print Advice Nurse Reports

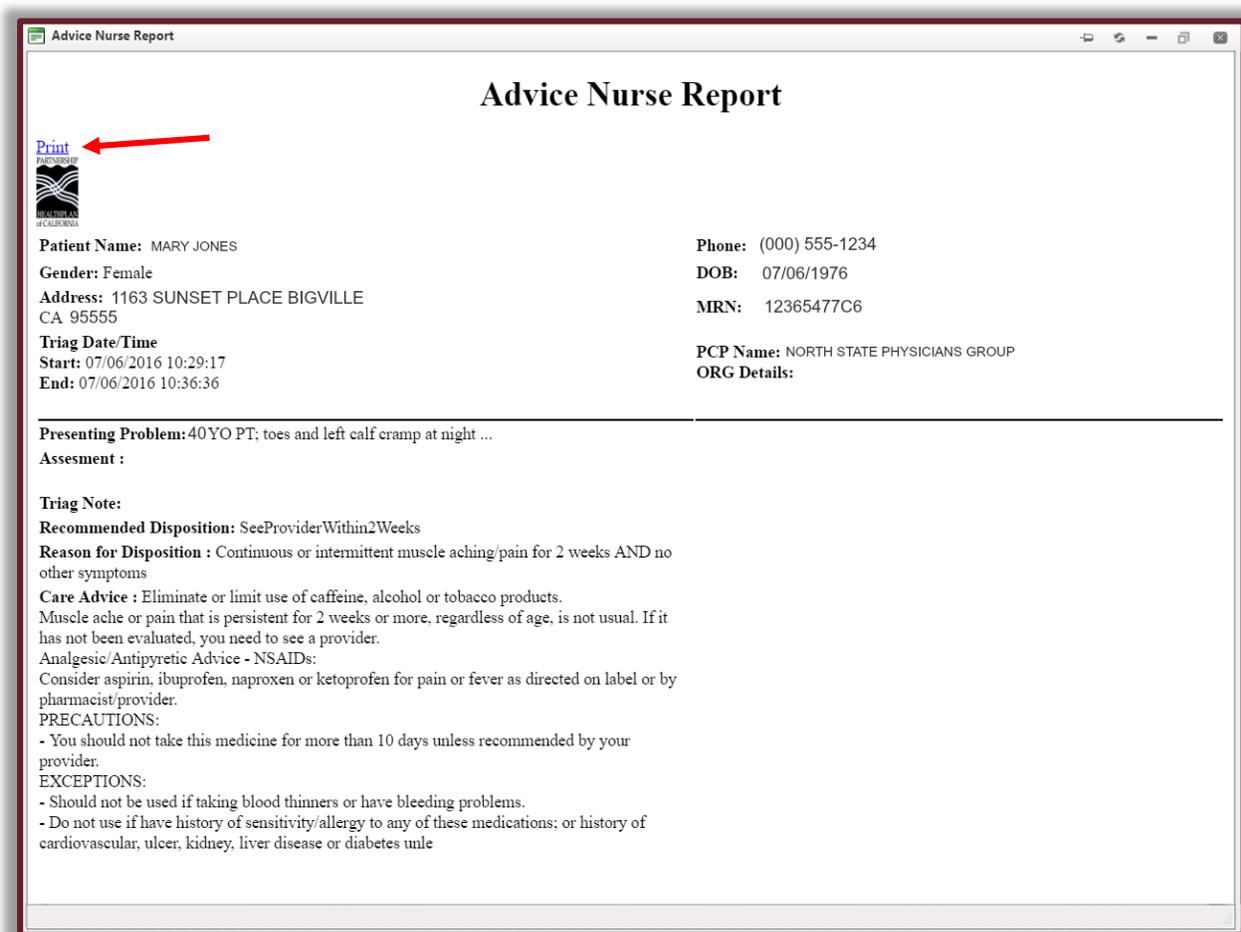


Figure 13. Advice Nurse Report

1. When you find the member you want, click the **Patient Name**.
2. The Advice Nurse Report appears in a separate window.
3. Review the patient details
4. Click the **Print** link to print the report.
5. Click the **X** button to close the report and return to the previous screen.

## Mark Advice Nurse Reports as Read

Patient Name	CIN#	Member#	Start DateTime	End DateTime	PCP Name	PCP Address	Marked As Read By	Marked As Read Date
ROBERT SMITH	98475466C3	00012345600	5/28/2016 9:15:51 PM	5/28/2016 9:29:07 PM	FAMILY MEDICINE	1212 CENTRAL AVE STE E		

Figure 14. Mark As Read button

1. Click the **Mark As Read** button next to a patient's name to mark the item as read.
2. A dialog box appears with the following confirmation message: **Patient was successfully marked as read.** Click the **OK** button.
3. Your name appears in the **Marked As Read By** column, and the date and time appear in the **Marked As Read Date**.

## **ER Notifications Modules**

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The ER Notifications Module supports secure email exchanges between emergency room providers and PCPs, clinicians, and PCP office staff.

If your access is:

- For hospital emergency rooms, click the **Eligibility Modules** icon, then the **eEligibility** icon.
- For PCP offices, click the **Clinical Module** icon, then the **ER Notifications** icon.
- For PCP Administrators, click the **Clinical Module** icon, then the **Setup ER Notification Alert** icon.

This section contains procedures for hospital emergency rooms, providers, and provider staff on how to do the following:

- [Submit ER Notifications from Hospital Emergency Rooms](#)
- [Set Up ER Notification Alerts for PCPs](#)
- [Edit an ER Alert](#)
- [Email Notification Alerts to the PCP](#)
- [View ER Notifications](#)
- [Mark ER Notifications as Read](#)

## Submit ER Notifications from Hospital Emergency Rooms

Hospital employees use ER Notifications to inform PCPs when their members visit emergency rooms. Emergency room staff send patient and visit information to the member's assigned PCP to ensure continuity of care.

### *Verify Member Eligibility*

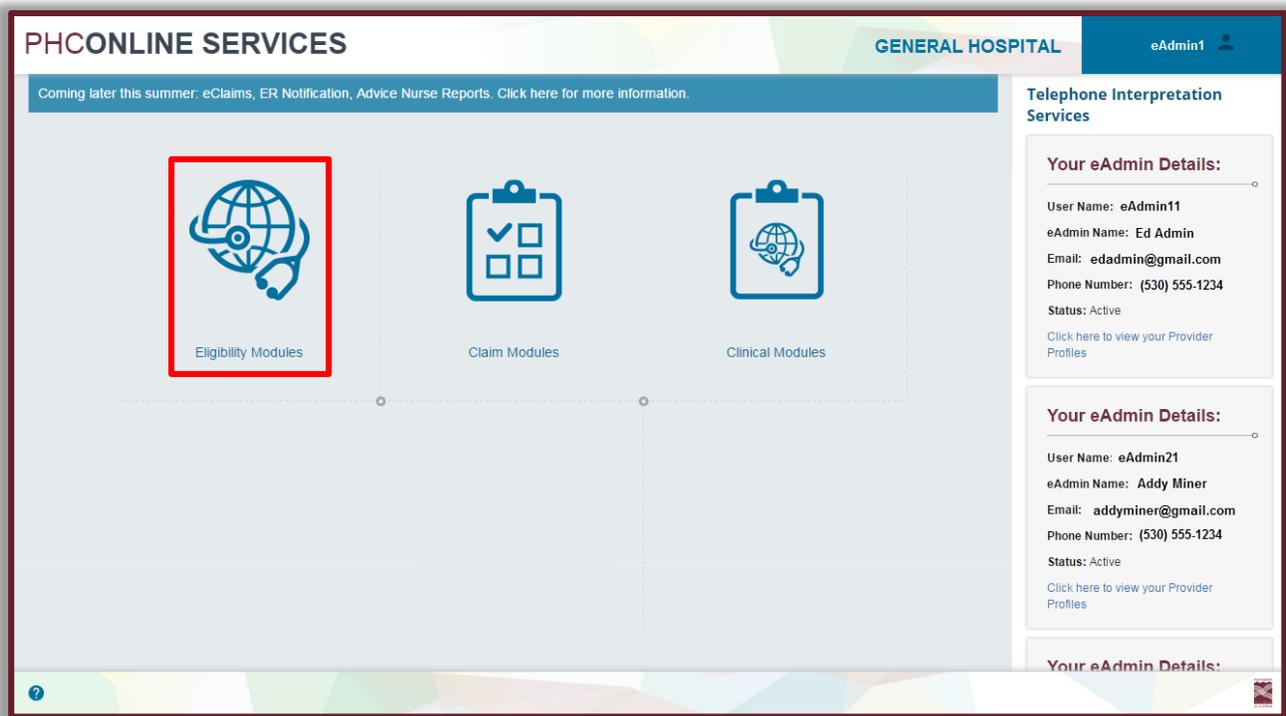


Figure 15. Home page

1. Navigate to the **Home** page.
2. Click the **Eligibility Modules** icon.  
The Eligibility Modules page appears.

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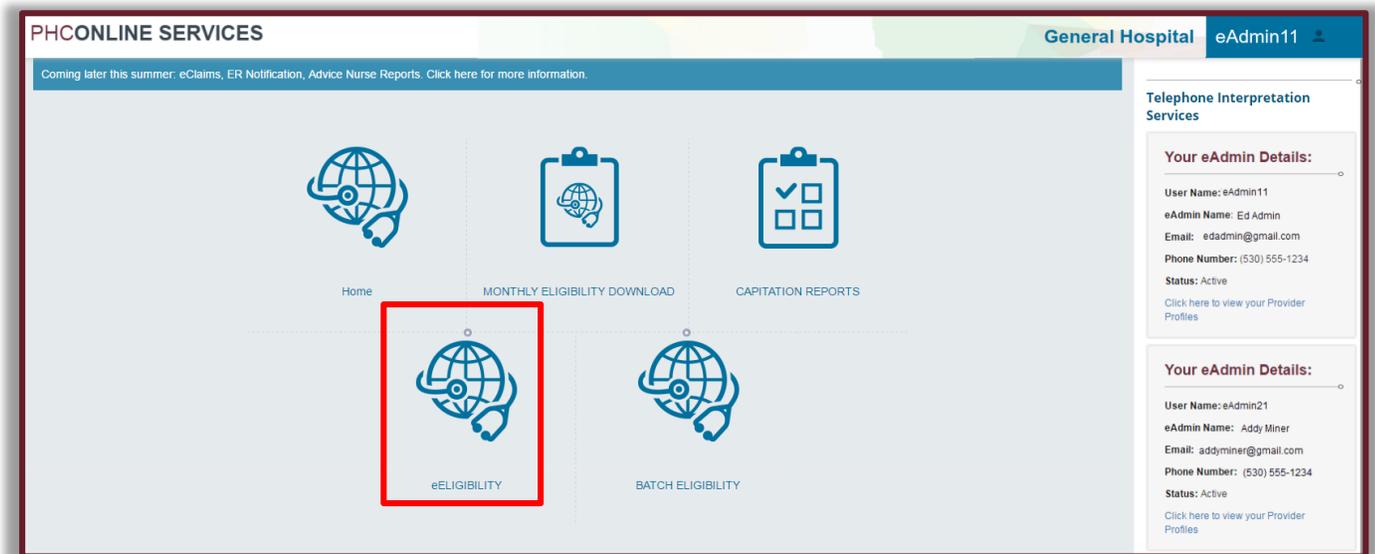


Figure 16. Eligibility Modules page

3. Click the **eEligibility** icon.  
The PHC eEligibility Member Search screen appears.

**PHCONLINE SERVICES** General Hospital eAdmin11

Home eEligibility Batch Eligibility

**PHC - eEligibility**

**Member Search**

Date of Service: 06/01/2016

Social Security Number:

CIN or Healthy Kids #:

Last Name: Smith

First Name: Robert

Date of Birth:

**Search Member** **Clear**

**Search Help!**

Below is the search Criteria with the Date of Service

- 1.SSN (for e.g.: 999999999)
- 2.CIN (for e.g.: 999999999)
- 3.Last Name AND First Name
- 4.Last Name AND DOB ( for e.g. DOB: 01/01/2015)

Member Identifier/ CIN	Last Name	First Name	Gender	Date of Birth	Program	Actions
98475466C3	SMITH	ROBERT	Male	01/13/2013	Medi-Cal	Select
98989888A4	SMITH	ROBERT	Male	08/18/1978	Medi-Cal	Select

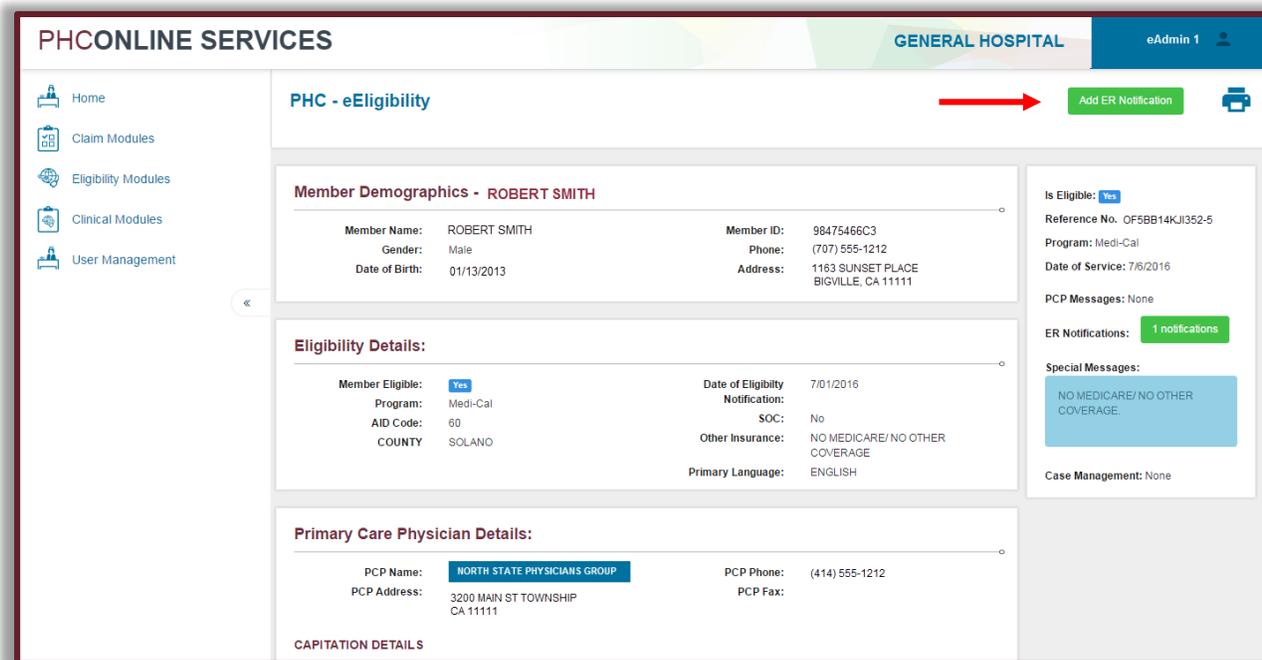
Figure 17. Search for a member

4. Enter the **Date Of Service**.
5. Enter one of the following search criteria options:
  - Social Security Number
  - CIN or Healthy Kids #
  - Last name AND first name
  - Last name AND Date of Birth
6. Click the **Search Member** button.
7. Click the **Select** button in the **Action** column at the end of the line for the member that matches your search criteria.
8. The **Member Eligibility** screen appears.  
Use it to check the member's eligibility. You can also select the **Cancel** button to clear the form and start a new search.

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### Create ER Notification

Create the ER Notification from the Member Eligibility screen.



**Figure 18. Add ER Notification button**

1. Click the **Add ER Notification** button at the top of the Member Eligibility screen.
2. The **PHC – ER Notification to PCP** dialog opens in a separate window.

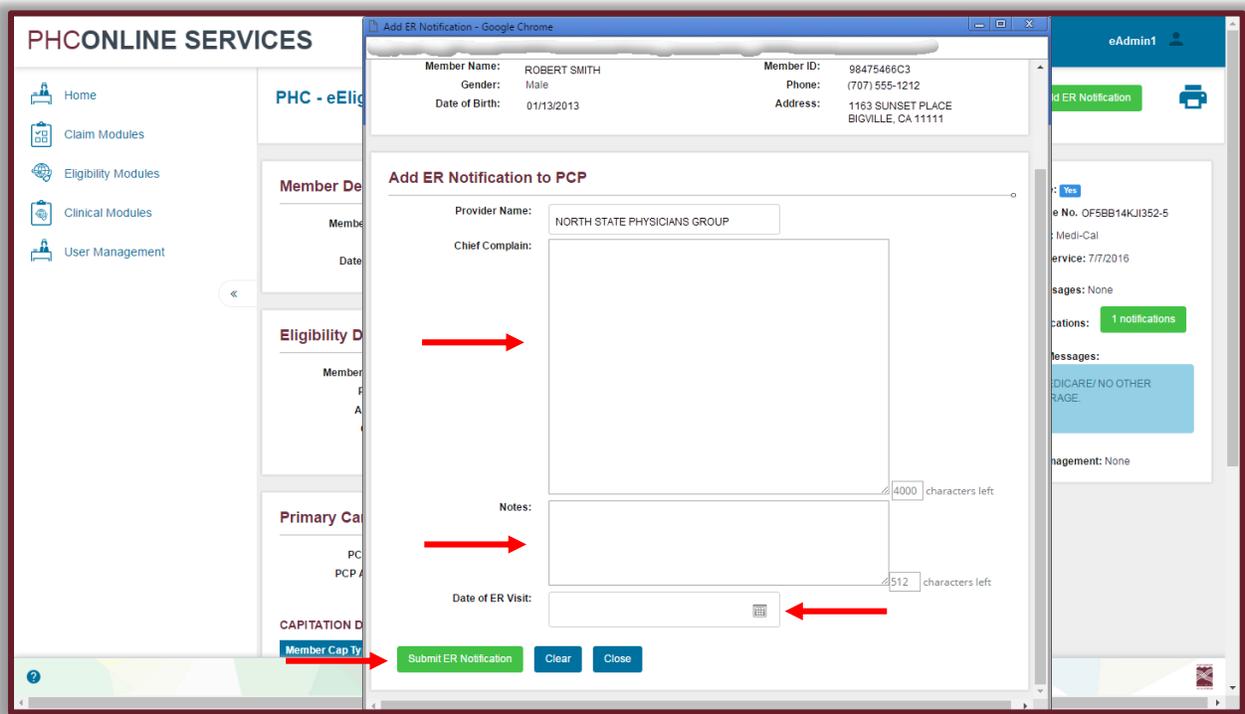


Figure 19. Add ER Notification to PCP screen

3. The member information, including demographics and the name of the assigned PCP, is displayed.
4. In the **Chief Complain** box, enter the reason for the ER visit. Maximum entry is 4,000 characters.
5. Input additional information in the **Notes** box. Maximum entry is 512 characters.
6. Click the calendar icon next to the **Date of ER Visit**, and select the current date. If you select a date in the future, an error message is displayed. Click the **OK** button to dismiss the message and correct the date.
7. Choose one of the following three options:
  - a) Click the **Submit ER Notification** button to email the notification to the PCP. A success confirmation message is displayed. Click the **OK** button to dismiss the message.
  - b) Click the **Clear** button to clear the data you entered.

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- c) Click the **Close** button to cancel the ER Notification. If you choose **Close**, a message appears asking if you are sure you want to close the window.
- Click the **OK** button to close the window, canceling the notification.
  - Click the **Cancel** button to return to the notification and submit it.

## Set Up ER Notification Alerts for PCPs

PCP offices use Notification Alerts to designate employees to receive a secure email message when an assigned PHC member visits the emergency room.

To enable Notification Alerts from hospital emergency rooms, eAdmins give designated users access to ER Notifications and Notification Alerts.

For information about how to set up or edit eAdmin privileges for setting up ER Notification Alerts or to assign ER Notifications through the User Management module, please see the **Online Services User Guide User Management Module**.

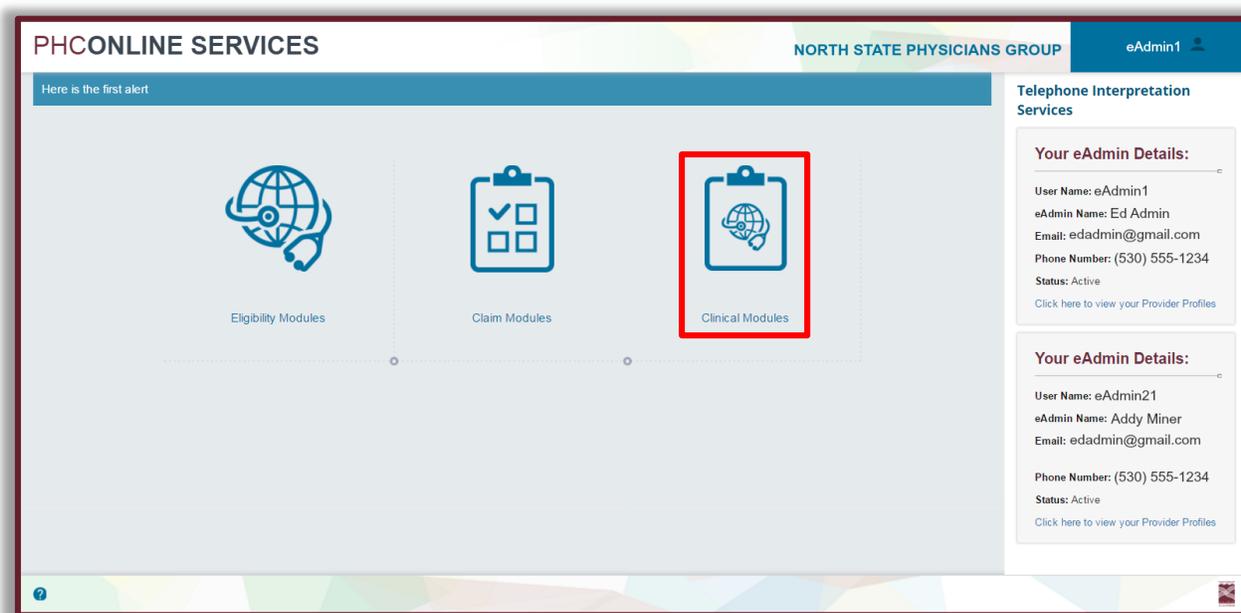


Figure 20. Home page

1. Navigate to your **Home** page.
2. Click the **Clinical Modules** icon.  
The **Clinical Modules** screen appears.

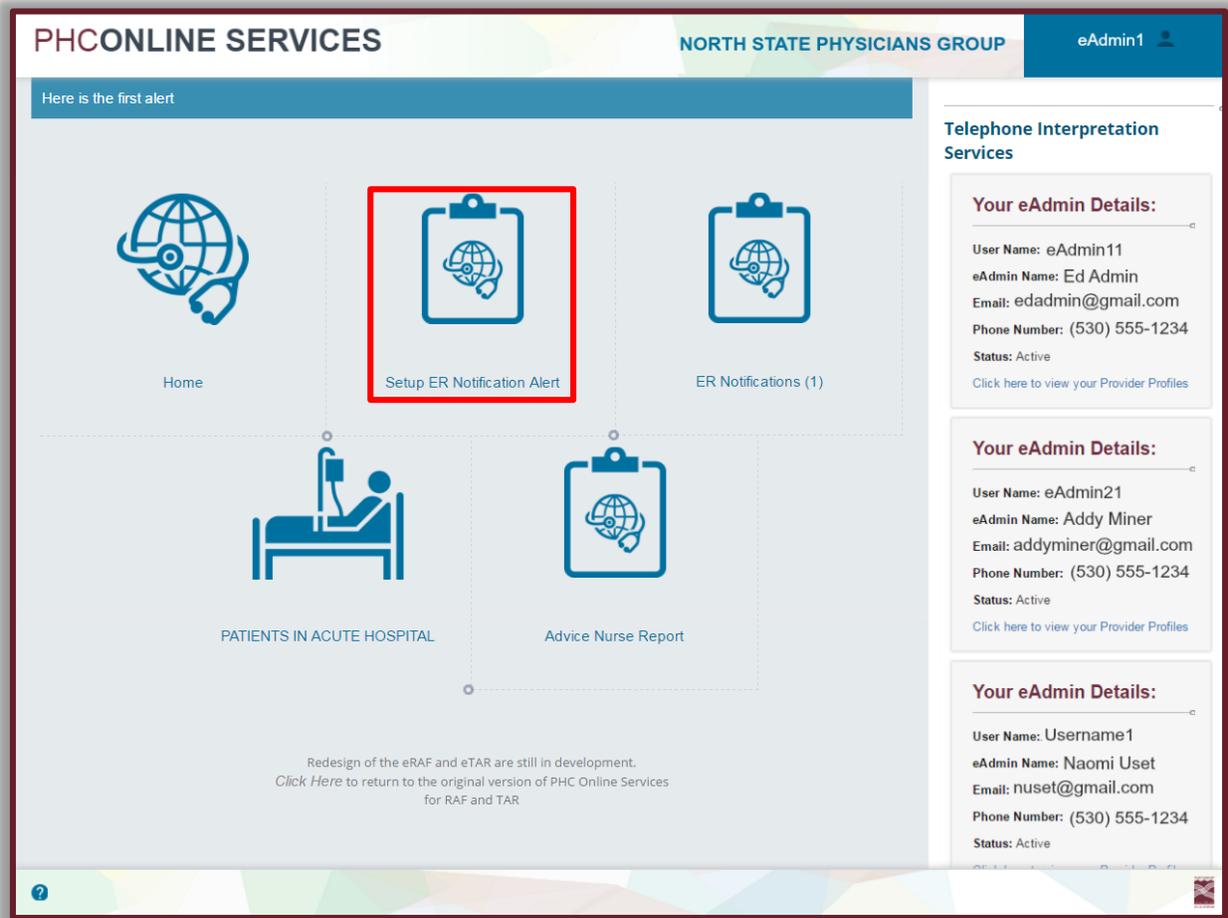


Figure 21. Clinical Modules page

3. Click the **Setup ER Notification Alert** icon.  
The **eAdmin – ER Notification Alerts** screen opens.

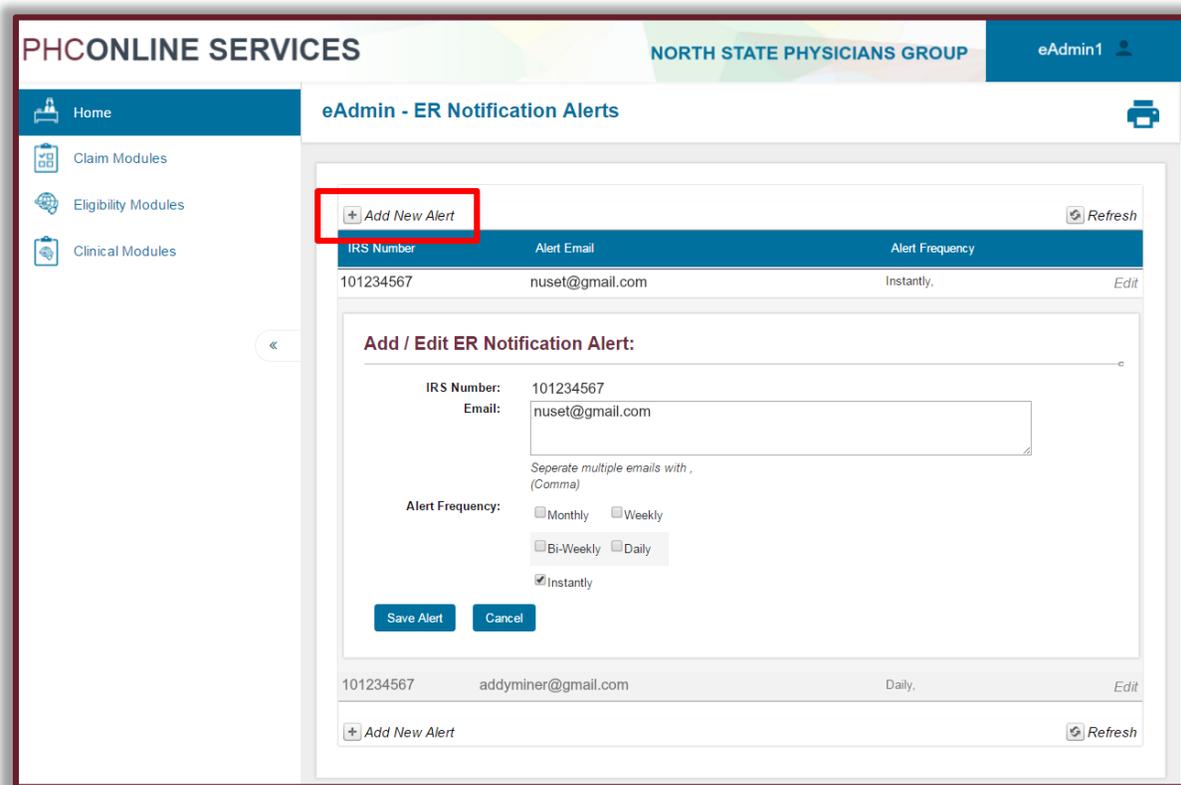


Figure 22. eAdmin – ER Notification Alerts screen, Add New Alert link

4. Click the **Add New Alert** button
5. Enter your **email address** in the **Email** field.  
If you have multiple email recipients, separate the email addresses with commas.
6. Under **Alert Frequency**, choose how often you want to receive alerts:
  - Monthly
  - Weekly
  - Bi-Weekly (every other week)
  - Daily
  - Instantly (right away)
7. Click the **Add New Alert** button.  
A success confirmation message is displayed. Click the **OK** button to dismiss the message.

The **eAdmin – ER Notification Alerts** screen remains open. You can edit alerts that you have entered from this screen.

## Edit an ER Alert

1. Navigate to the **eAdmin – ER Notification Alerts** screen.

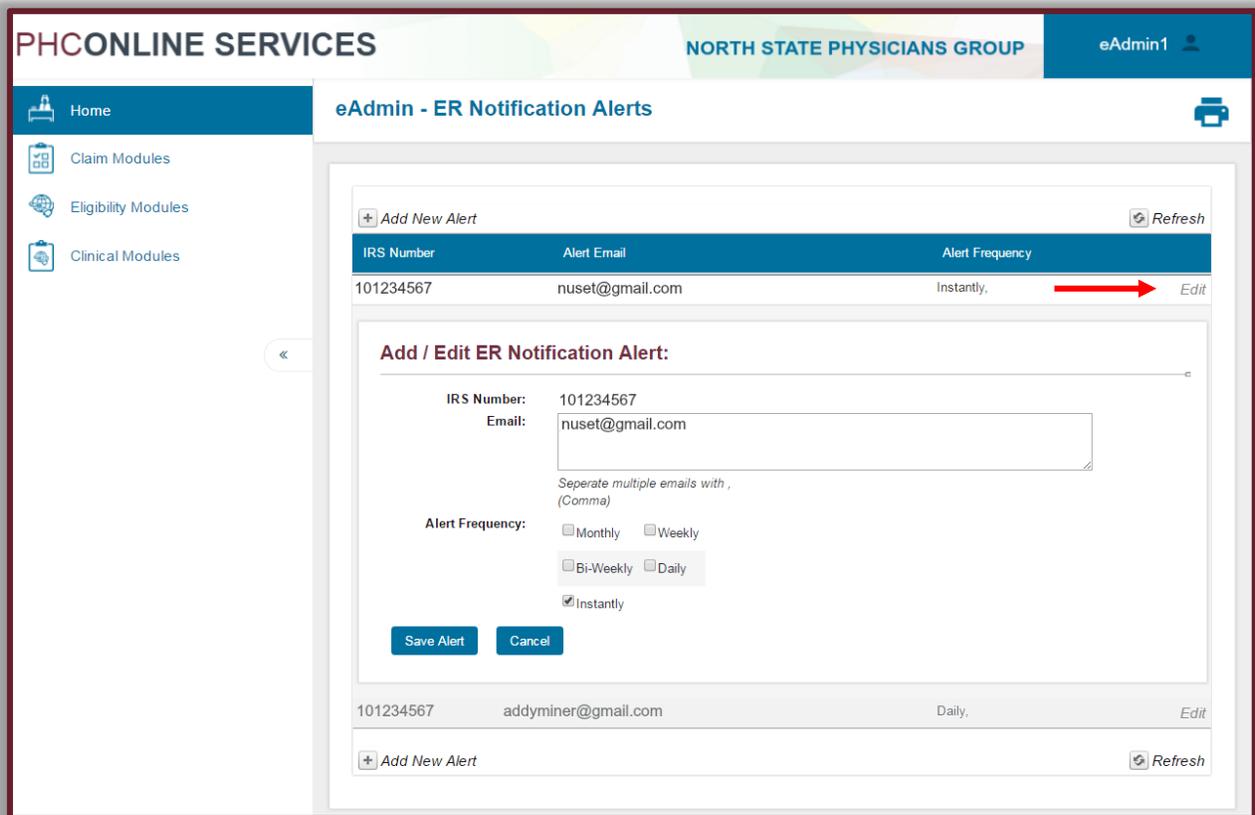


Figure 23. Edit link for existing alert

2. Navigate to the alert that you want to edit.
3. Click the **Edit** link to the right of the alert.
4. Enter your changes.
5. Click the **Save Alert** button to save your changes.

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### Email Notification Alerts to the PCP

Use the ER Notification Alert to PCP to send secure email alerts to notify PCP office staff when their patients visit an emergency room. After the alert has been saved, the designated employee receives an email notification that an assigned PHC member visited the emergency room.

1. Open the email.

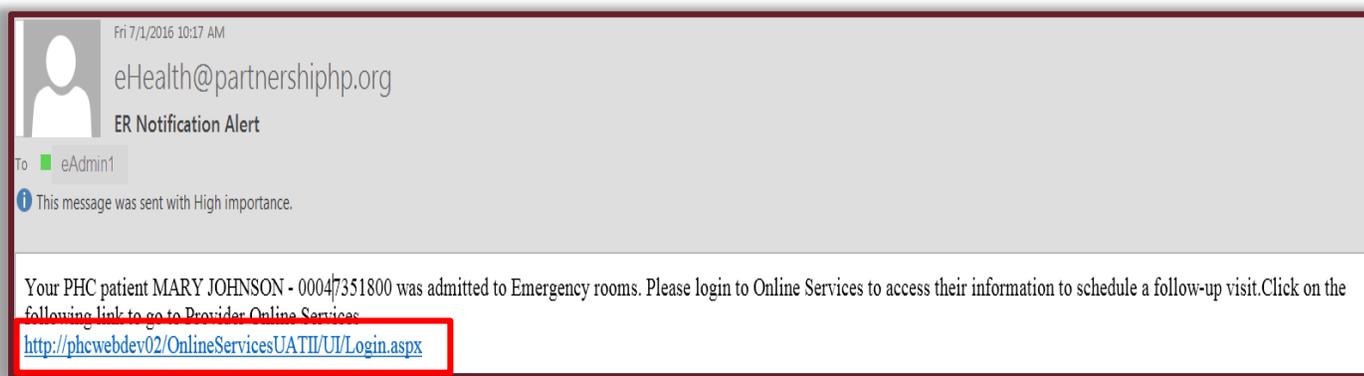


Figure 24. ER Notification Alert email to PCP

2. The email contains a message similar to the following:  
*Your PHC patient [name – member ID] was admitted to an emergency room.... Click the following link to go to Provider Online Services.*
3. Click the link in the email to log in to PHC Online Services to review the patient's information and schedule a follow-up visit.

## View ER Notifications

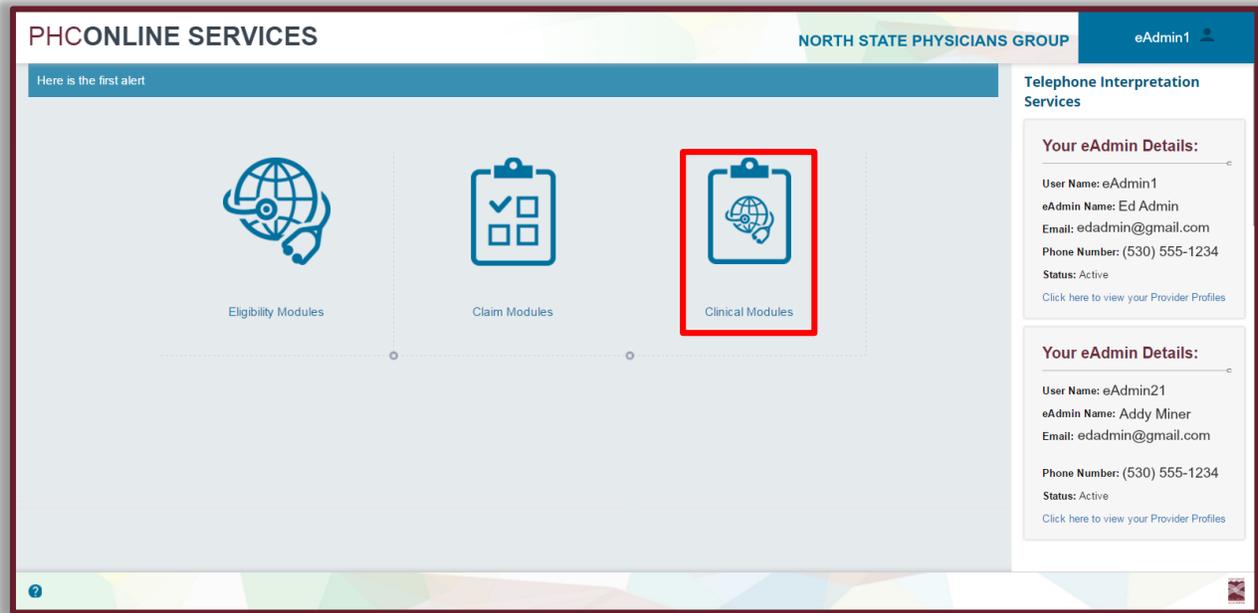


Figure 25. Home page

1. To view ER Notifications, navigate to the PHCONLINE SERVICES Home page.
2. Click the **Clinical Modules** icon.  
The Clinical Modules page is displayed.

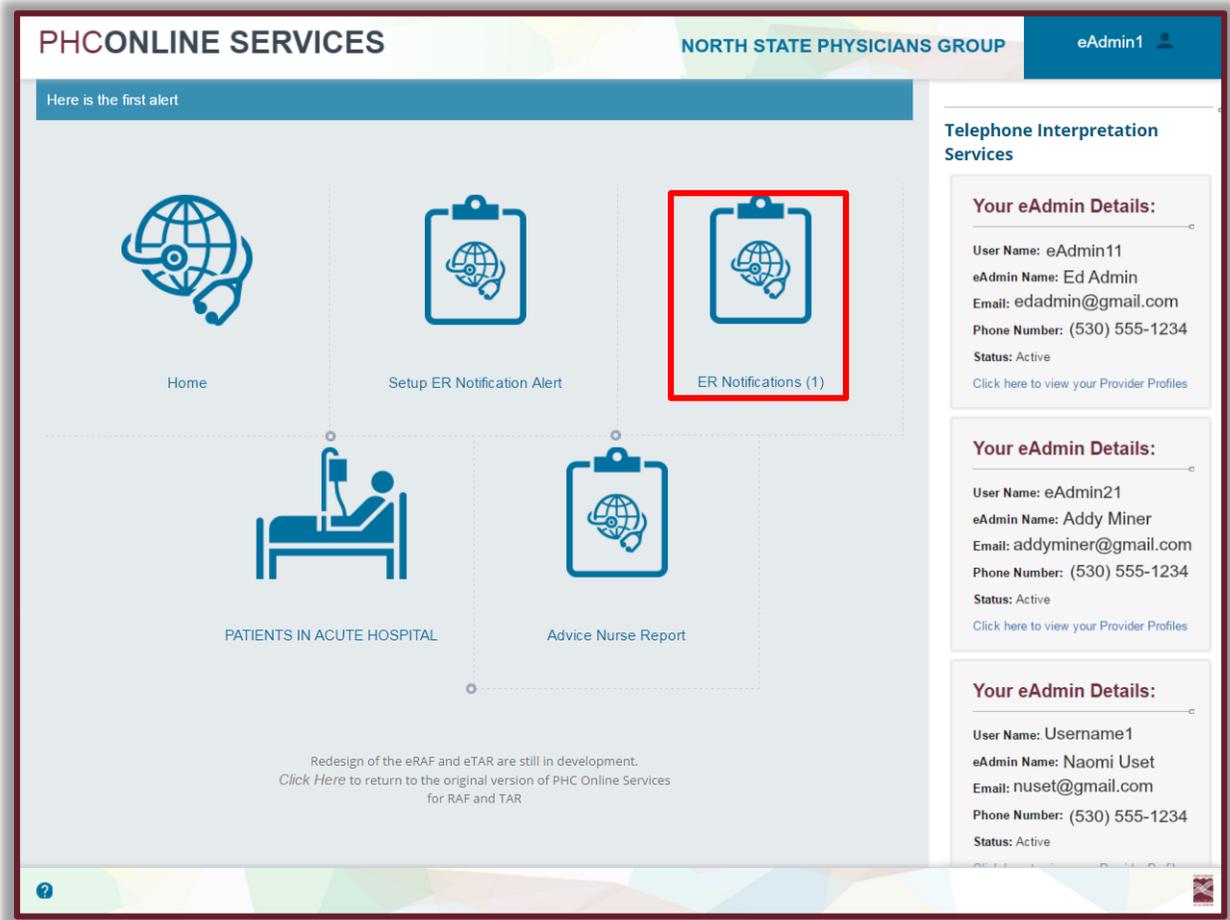


Figure 26. Clinical Modules page

3. If you have ER notifications, a number in parentheses ( ) is displayed next to the **ER Notifications** icon.
4. Click the icon to display a list of your ER notifications for the last thirty days.

List of ER Notifications in Last 30 Days

PHCONLINE SERVICES NORTH STATE PHYSICIANS GROUP eAdmin1

Home  
Claim Modules  
Eligibility Modules  
Clinical Modules

List of ER Notifications in Last 30 Days

Member Cin	First Name	Last Name	DOB	Submitted By - Provider Name	Date Visited ER	Chief Complain	Notes	Read By	Read Date
98475466C3	Robert	Smith	01/13/2013	username-GENERAL HOSPITAL	6/5/2016 1:58:00 PM	Severe headaches, fever, chills	Patient has had severe headache X 2 days.	eAdmin1	6/22/2016 10:52:04 AM
12365477C6	Mary	Jones	07/06/1976	username1-GENERAL HOSPITAL	6/20/2016 3:16:00 PM	Chest pain, lower left foot pain	Patient complaining of chest pain, moderate to severe <a href="#">more info</a>	eAdmin1	6/20/2016 3:20:21 PM
98475466C3	Robert	Smith	01/13/2013	username1-GENERAL HOSPITAL	6/22/2016 10:56:00 AM	Broken Leg	The leg is broken.		<a href="#">Mark As Read</a>

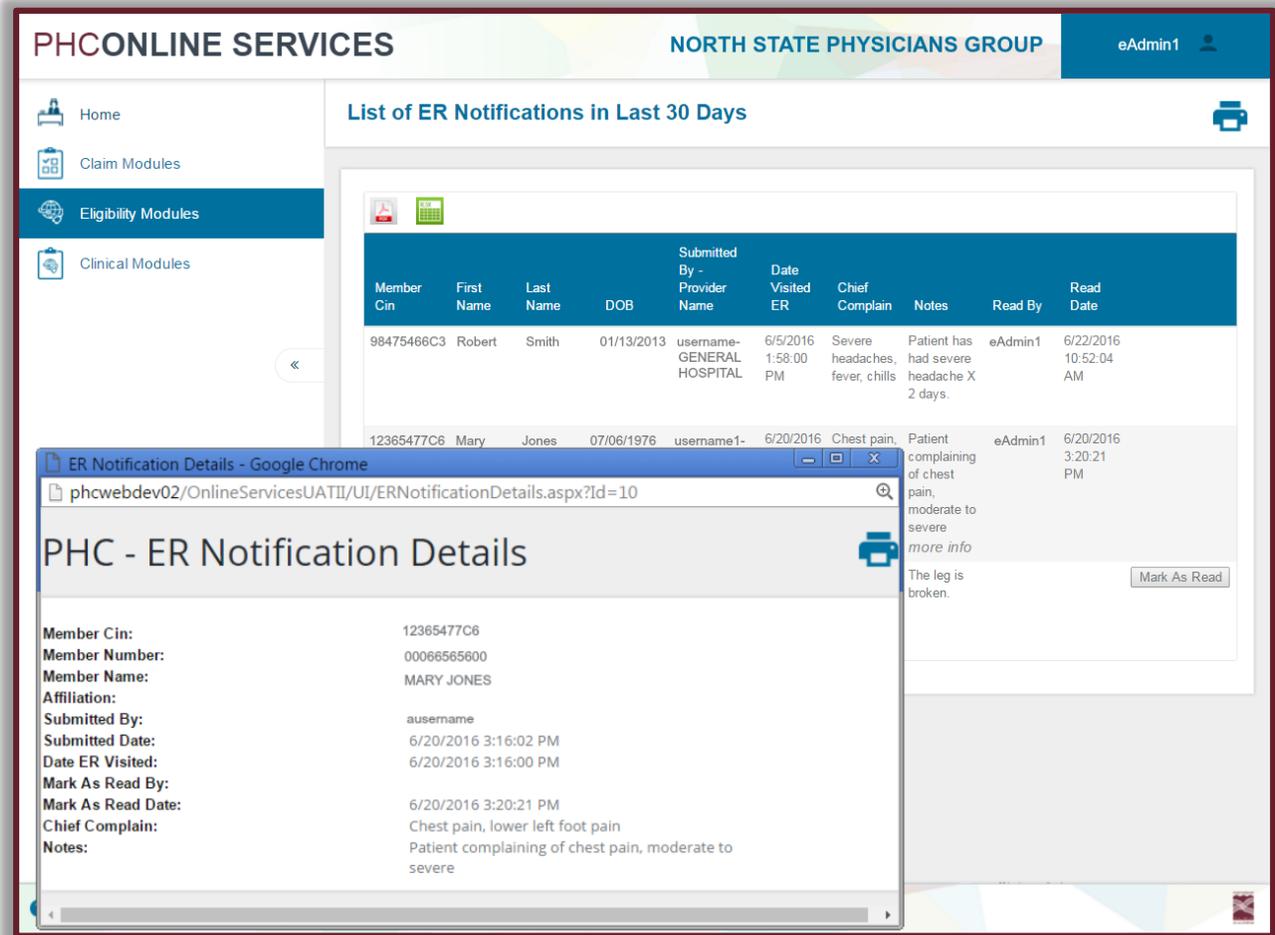
Figure 27. List of ER Notifications

- You can download the list as a PDF or Excel file or print the list. (See [Download Lists](#) or [Print Lists](#) for more information.)
- If the text in the Chief Complaint or Notes column for a specific member exceeds the space allotted, click the **More Info** link directly under the text to view the

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remaining information. On the ER Notification Details screen, you can do the following:

- Click the **Print** icon to print the remaining details.
- Click the **X** button to close the ER Notification Details screen.



**Figure 28. PHC – ER Notification Details screen**

## Mark ER Notifications as Read

The screenshot shows the 'PHCONLINE SERVICES' interface for 'NORTH STATE PHYSICIANS GROUP'. The user is logged in as 'eAdmin1'. The main content area is titled 'List of ER Notifications in Last 30 Days'. It contains a table with the following data:

Member Cin	First Name	Last Name	DOB	Submitted By - Provider Name	Date Visited ER	Chief Complain	Notes	Read By	Read Date
98475466C3	Robert	Smith	01/13/2013	username1-GENERAL HOSPITAL	6/5/2016 1:58:00 PM	Severe headaches, fever, chills	Patient has had severe headache X 2 days.	eAdmin1	6/22/2016 10:52:04 AM
12365477C6	Mary	Jones	07/06/1976	username1-GENERAL HOSPITAL	6/20/2016 3:16:00 PM	Chest pain, lower left foot pain	Patient complaining of chest pain, moderate to severe <a href="#">more info</a>	eAdmin1	6/20/2016 3:20:21 PM
98475466C3	Robert	Smith	01/13/2013	username1-GENERAL HOSPITAL	6/22/2016 10:56:00 AM	Broken Leg	The leg is broken.	<input type="button" value="Mark As Read"/>	

Figure 29. Mark As Read button

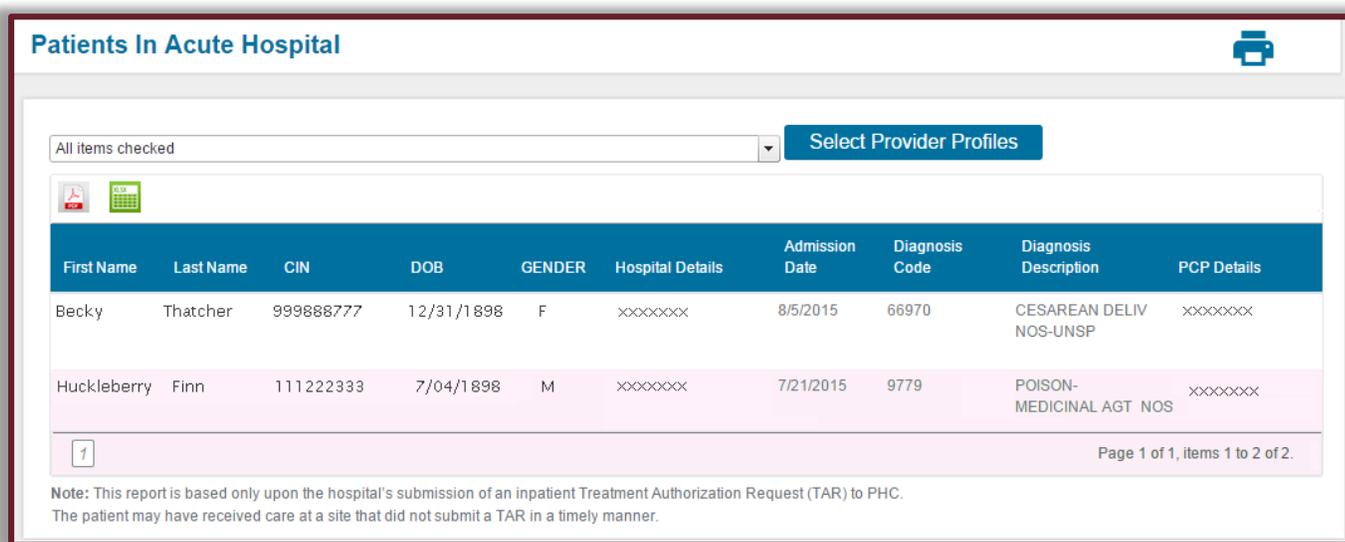
1. On the List of ER Notifications in Last 30 Days screen, click the **Mark As Read** button at the end of a line to mark the item as read.
2. A message dialog appears. Click the **OK** button to confirm your selection.
3. Your name appears in the **Read By** column, and the date and time appear in the **Read Date**.

## Patients In Acute Hospital Module

Providers can review a list of their patients admitted to an acute care hospital. Access the Patients In Acute Hospital module from the Clinical Modules page.

1. Select the provider or providers from the drop-down list, then click the **Select Provider Profiles** button.

For the providers you selected, the search will list assigned PHC members admitted to an acute care hospital, provided that the hospital has submitted notification of inpatient admission to PHC.



**Patients In Acute Hospital**

All items checked Select Provider Profiles

First Name	Last Name	CIN	DOB	GENDER	Hospital Details	Admission Date	Diagnosis Code	Diagnosis Description	PCP Details
Becky	Thatcher	999888777	12/31/1898	F	xxxxxxx	8/5/2015	66970	CESAREAN DELIV NOS-UNSP	xxxxxxx
Huckleberry	Finn	111222333	7/04/1898	M	xxxxxxx	7/21/2015	9779	POISON-MEDICINAL AGT NOS	xxxxxxx

Page 1 of 1, items 1 to 2 of 2.

**Note:** This report is based only upon the hospital's submission of an inpatient Treatment Authorization Request (TAR) to PHC. The patient may have received care at a site that did not submit a TAR in a timely manner.

**Figure 30. List of Patients In Acute Hospitals**

2. Download this list by clicking either the PDF icon or the Excel icon, which are above the first name column.

**Note:** Hospitals must submit an inpatient Treatment Authorization Request (TAR) to PHC before the information will appear in this list. Member information is removed from this list after PHC closes the TAR.