



Web Portal Quick Reference Guide

www.healthlinkny.net

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Log In

- Enter <https://www.healthlinkny.net> in your browser's Location/Address bar.
- Enter your User Name and Password.
- Click the **Login** button.
- If you forgot your password. Click on **Forgot your Password?** This will prompt the password reset process.

Change Your Password

- Click the **Tools** button.
- Click the **Manage My Password** link.
- Follow the instructions on the screen.
- Click the **Submit** button.

Search for a Patient

- Click the **Patient Data** button.
- Select **Patient Search** from the list.
- Enter a patient's last name to search by name or enter an identifying number (MRN or EPI) to search by number.
- Narrow search by name results if desired.
- Click the Search button.
- Select the desired patient from the search results.

Use the Statewide Patient Record Lookup Feature

- Click on the **InterExchange Icon** (green arrows and paper icon in the upper-left corner after patient's name and camera icon) • Check the SPRL box and the query reason in the **Purpose of Use** box
- Select the RHIO/QE to view the results from

Access Clinical Information

From Patient Summary

- Click on any heading to access full information.

View Clinical Documents

- Click the **Clinical Snapshot** icon (camera icon in the upper-left corner after patient's name) to view all patient data in clinical document form.

From Patient Summary

- Click the **Clinical Documents** (a header in the Patient Summary) to view a listing of the patient's clinical documents.
- Select filters for document type and age.
- Click the document number to view it.

From Any Patient Data Screen

- Select **Clinical Documents** link beneath the Patient Data button (navigation bar) to view a listing of the patient's clinical documents.
- Select filters for document type and age. Click the document number to view it.

Create a Clinical Document

From Patient Summary

- Click the **Create Clinical Document** button (in the upper-right corner).
- Use check boxes in each section to configure clinical document.
- Use **Preview**, **Cancel** and **Print** buttons to proceed.

View Clinical Results

- Select **Results Viewer** link beneath the Patient Data button (navigation bar).
- Select filters for document type and age.
- Click the result you want to view from the grid on the right to view the result details.
- Click the **Print** button to print the result details if desired.
- Launch image viewer by clicking 'View Detail' on the image report.

Graph Patient Results

From Result Details

- View the result details as described above.
- Click the **Draw Graph** button to graph the results for the selected test results.

- Click the **Print** button to print the graph and chart to your default printer.
- Hover your pointer over a data point to view additional details of the data point.

From the Summary View

- Click the **Graph** button to select tests to graph.
- Select a date range to graph from the **Date Range** drop-down list.
- Select a graph type from the **Graph Type** drop-down list.
- Select the checkbox next to the tests you want to graph.
- Click the **Draw Graph** button to graph the results for the selected test results.
- Click the **Print** button to print the graph and chart to your default printer.
- Hover your pointer over a data point to view additional details of the data point.

ePACS Viewer

- Click on **ePACS**. This will bring up a list of all available studies for the patient
- Select the study or studies you would like to view by checking the box. Once you have selected all the study(ies) click **View Studies**. This will launch the PACS viewer.

Logout

- Click the **Logout** button in the left navigation bar.
- Click **OK** when asked if you are sure you want to log out.

Note: A session times out after 15 minutes of inactivity. If your session times out, you will need to log in again.

For Additional Help

Email: support@healthlinkny.com

Phone: (844) 840-0050

Public Website: www.healthlinkny.com