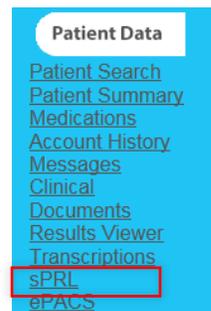


Statewide Patient Record Lookup (SPRL) Quick Guide

Users of the HealthlinkNY Web Portal are now able access the Statewide Patient Record Lookup (sPRL). This allows Web Portal Users to use the Statewide Health Information Network of New York (SHIN-NY) to search for their patient’s medical information from participating providers in other Qualified Entities (QEs) (formerly called RHIOs) across New York State.

Step 1:

To use the sPRL function, users will first click on **sPRL** button on the left menu **or** the sPRL icon at the top of the Web Portal to right of the patient’s name.



Step 2:

Next, the user will need to specify the query settings by checking the SPRL box in the “Select Organization” box. Users will also need to select the appropriate reason for the query by using the dropdown menu in the “Purpose of Use” box. There is also an option to specify a time period for each query in the “Document Query Settings Box”.

Step 3:

A list of the query results for all of the participating RHIOs/QEs in the SHIN-NY will display on the screen. The user will then need to select the result they want to view. If you are unsure of which RHIO/QE to select, please reference [this map](#).

To view the result: Click on the link under the “Document Class” column. The patient record will then open as a document in a new window.

To save the result: The user also will have the option to save the document directly into your patient’s Health Information Exchange (HIE) record to be available for future viewing purposes. To do this, simply click in the “Action” column and hit “Save.”

The user will be notified that the save was successful. Once saved, any user can view the document they saved by clicking on the “Clinical Documents” section of the patient’s record. Make sure to select the “sPRL” tab at the top of the screen. All sPRL queries that have been saved for the patient will display on this screen.

For additional training and help documentation please contact us, by phone (844) 840-0050 or e-mail at support@healthlinkny.com.