

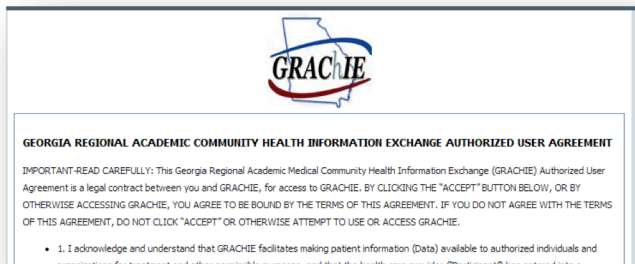


GRACHIE Portal User Guide

Logging in to the Web Portal

To access GRACHIE outside of the EHR, you can use the web portal view. To access this view from a hospital workstation, simply click on the GRACHIE Web icon in Citrix. To access it from your iPhone or iPad, simply visit gru.edu/grachie from your mobile browser.

To log in, read the user agreement and enter your username and password in the appropriate fields. Afterwards, click "I have read and understand the GRACHIE User Agreement" to agree to the user agreement and proceed into the GRACHIE portal.

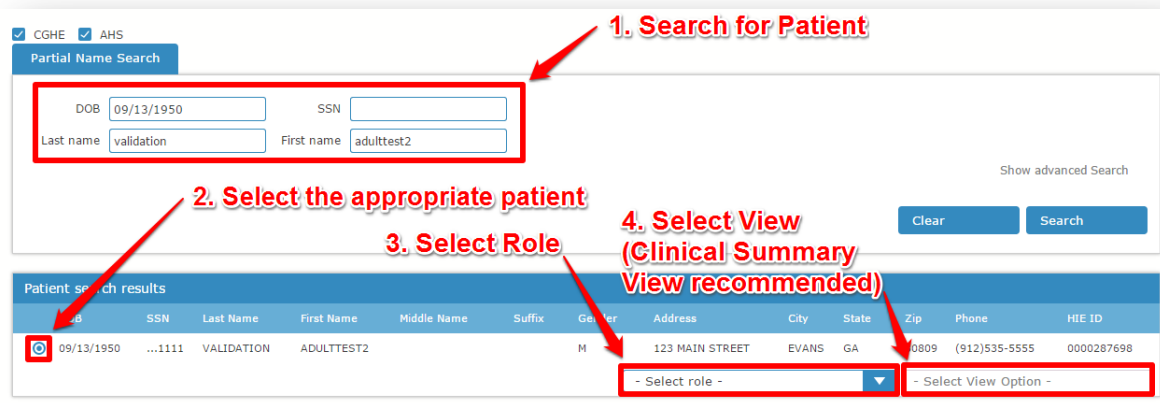


User Agreement and Log-in:

Searching for Patient Data

The entire patient's First and Last name is required, in addition to the Date of Birth. Additionally, the search will return a maximum of two patients. If too little information is provided by the user in the search fields, the result will be an error and no search results returned.

Accessing Patient Data:





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Date View Options Available

In the View Option drop down menu there are multiple display options for the patient data. These options include the “Combined Clinical Summary View” and the “Combined Source Document List.”

- **Combined Clinical Summary View:** This is often referred to as the patients aggregated CCD. This will display all data that is available to GRACHIE on the patient in one consolidated view.
- **Combined Source Document List:** This will present a list to the user of all the individual documents that GRACHIE has available on the patient. These individual documents together are what would make up the Combined Clinical Summary View. However in this option the user can view them independently from one another.

The user should select the View Option desired.

Combined Clinical Summary View Overview

Upon logging in to this view, take note of the following disclaimer which is seen above the patient’s aggregated record. All users should understand this disclaimer while utilizing GRACHIE for patient care.

Disclaimer: This record is an aggregate summary of medical information obtained from multiple participating healthcare providers. This clinical summary is intended to support optimal patient care. It is not intended to replace the patient’s medical record nor is it guaranteed to encompass all historical information on this patient. It is provided to you in conformation with the patient privacy requirements.

Combined Clinical Summary View:

The screenshot shows the GRACHIE portal interface with several key features highlighted by red arrows and text boxes:

- Patient Demographic Info:** Located at the top right, showing patient details like Validation, Gender, DOB, Age, Source MRNs, HIE ID, and Phone.
- Search page for specific results:** A search bar at the top left.
- Filter by Timeframe:** A dropdown menu for selecting timeframes.
- Select sections to print:** A print icon at the top right.
- View Local and/or External records:** A dropdown menu for selecting record sources.
- Medications (18):** A table listing various medications with columns for Name, Date, and Source.
- Allergies (7):** A table listing allergies with columns for Name and Source.
- Vital signs (54):** A table listing vital signs with columns for Name, Date, and Source.
- Discharge Summary (0) History & Physical (1):** A section for viewing specific reports.
- Encounters (27):** A table listing patient encounters with columns for Location, ADM Date, and Source.
- Microbiology (0):** A table listing microbiology reports with columns for Report Name, Performed by, Date Completed, and Source.
- Annotations:**
 - Collapse View / Expand View:** Arrows pointing to expand/collapse icons.
 - Change between Summary and Detail View:** Arrows pointing to view toggle buttons.
 - Change Page Numbers:** Arrows pointing to pagination controls.
 - Change number of columns:** Arrows pointing to column selection controls.
 - Access Multiple Tabs where available:** Arrows pointing to tab navigation controls.