Kentucky Health Information Exchange (KHIE)

Direct Lab Data Entry

User Guide

April 2021

Copyright Notice

Trademarks

"Deloitte," the Deloitte logo, and certain product names that appear in this document (collectively, the "Deloitte Marks"), are trademarks or registered trademarks of entities within the Deloitte Network. The "Deloitte Network" refers to Deloitte Touche Tohmatsu Limited (DTTL), the member firms of DTTL, and their related entities. Except as expressly authorized in writing by the relevant trademark owner, you shall not use any Deloitte Marks either alone or in combination with other words or design elements, including, in any press release, advertisement, or other promotional or marketing material or media, whether in written, oral, electronic, visual, or any other form. Other product names mentioned in this document may be trademarks or registered trademarks of other parties. References to other parties' trademarks in this document are for identification purposes only and do not indicate that such parties have approved this document or any of its contents. This document does not grant you any right to use the trademarks of other parties.

Illustrations

Illustrations contained herein are intended for example purposes only. The patients and providers depicted in these examples are fictitious. Any similarity to actual patients or providers is purely coincidental. Screenshots contained in this document may differ from the current version of the HealthInteractive asset.

Deloitte

Deloitte refers to one or more of Deloitte Touche Tohmatsu Limited, a UK private company limited by guarantee ("DTTL"), its network of member firms, and their related entities. DTTL and each of its member firms are legally separate and independent entities. DTTL (also referred to as "Deloitte Global") does not provide services to clients. In the United States, Deloitte refers to one or more of the US member firms of DTTL, their related entities that operate using the "Deloitte" name in the United States and their respective affiliates. Certain services may not be available to attest clients under the rules and regulations of public accounting. Please see www.deloitte.com/about to learn more about our global network of member firms.

Document Control Information

Document Information

Document Name	Direct Lab Data Entry
Project Name	KHIE
Client	Kentucky Cabinet for Health and Family Services
Document Author	Deloitte Consulting
Document Version	3.0
Document Status	Revised
Date Released	4/20/2021

Document Edit History

Version	Date	Additions/Modifications	Prepared/Revised by
0.1	9/10/2020	Initial Draft	Deloitte Consulting
1.0	9/11/2020	Version 1.0	Deloitte Consulting
1.1	9/29/2020	Version 1.1 accounting for KHIE system updates implemented on 9/18/2020	Deloitte Consulting
1.2	02/03/2021	Revisions to accommodate changes made to the functionality	Charlese Blair
2.0	02/23/2021	Version 1.3 accounting for KHIE system updates implemented on 2/26/2021	Deloitte Consulting
3.0	04/12/2021	Version 3.0 accounting for KHIE system updates implemented on 4/26/2021	Deloitte Consulting
3.1	04/17/2021	Version 3.1	Charlese Blair
3.2	04/20/2021	Version 3.2	Deloitte Consulting

Table of Contents

1   Introduction

Overview

The Kentucky Health Information Exchange (KHIE) utilizes the Kentucky Online Gateway (KOG) to authenticate if an individual is part of an organization that has access to review patient health information in KHIE. To access KHIE, Authorized Users must establish a KOG account.

The purpose of this Direct Lab Data Entry User Guide is to (1) provide an overview of the Kentucky Health Information Exchange's Direct Lab Data Entry functionality within the ePartnerViewer and (2) provide instructions for setting up a KOG account to access the Lab Data Entry functionality.

All examples and screenshots used in this guide are simulated with mock data; no Protected Health Information (PHI) is present.

> **Please Note:** All screenshots shown throughout this document reflect how Users would interact with the ePartnerViewer while using a desktop or tablet device. While core functionality remains the same across multiple devices, interface components may vary in presentation.

Supported Web Browsers

Users must access the ePartnerViewer with a supported web browser. The ePartnerViewer is configured to support the following modern browsers on desktop, tablet, and mobile devices:

Desktop Browser Version	Mobile Browser Version
Microsoft Edge	
Version 44+	Version 40+
Google Chrome	
Version 70+	Version 70+
Mozilla Firefox	
Version 48+	Version 48+
Apple Safari	
Version 9+	iOS 11+

> **Please Note:** The ePartnerViewer does <u>not</u> support Microsoft Internet Explorer. To access the ePartnerViewer, Users must use a modern browser such as Google Chrome, Microsoft Edge, Apple Safari, or Mozilla Firefox.

Mobile Device Considerations

The ePartnerViewer is based on responsive design. This means it renders in the best format based on the user's device size. Responsive design applies to mobile, tablet, and desktop devices. Tablet devices in landscape display mode are considered desktop.
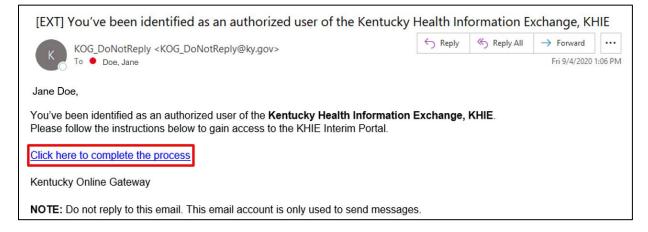
Accessing the ePartnerViewer

To access the ePartnerViewer, users must meet the following specifications:

1. Users must be part of an organization with a signed Participation Agreement with KHIE.
2. Users are required to have a Kentucky Online Gateway (KOG) account.
   - Details on creating a KOG account are in *Section 2 KOG Registration and Login* of this guide.
3. Users are required to complete Multi-Factor Authentication (MFA).
   - Details on MFA are included in the *Multi-Factor Authentication (MFA)* subsection in *Section 2 KOG Registration and Login* of this guide.
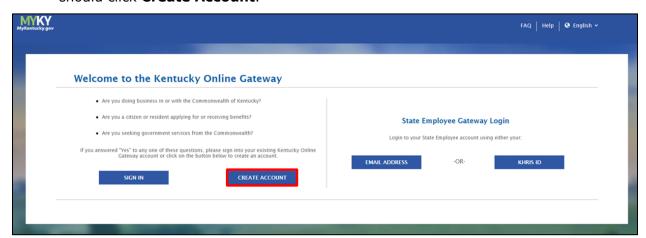
2   KOG Registration and Login

Create a KOG Account

1. When provisioned with the Manual Data Submission Role in the ePartnerViewer, Users will receive an invitation email to register for the Kentucky Online Gateway (KOG).

2. Users click the **Click here to Complete the Process** hyperlink in the Invitation email, to be directed to the **Kentucky Online Gateway Registration Page**.

Please Note: This link is active for seven days. The registration link is only valid for a one-time use. If Users click the link and do not complete the registration process, a new link must be sent. If the link expires, the KHIE Org Admin must send another invitation to create a Kentucky Online Gateway (KOG) account.

3. The **KOG Landing Page** displays. If Users do not have an existing KOG account, Users should click **Create Account**.
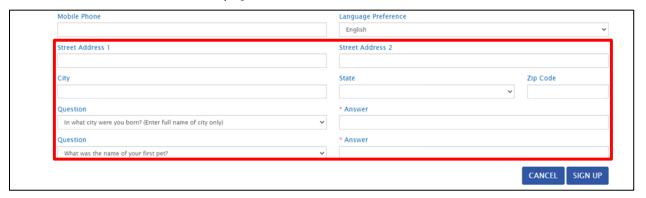

Please Note: If Users already have an existing KOG account <u>with the same email address from which they received the invitation to enroll,</u> they should not create a new account. These Users should log into KOG using their existing credentials.

4. From here, Users will enter their Registration Information. There are mandatory fields that are marked with asterisks (*).

5. Enter **First Name**.

6. Enter **Last Name**.

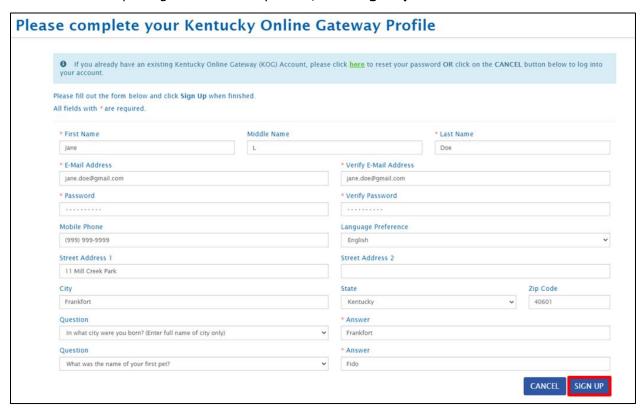7. Enter **Email Address**.

Please Note: Users MUST register using the same email address from which they received the invitation to enroll.

8. Confirm **Email Address**.

9. Enter **Password**.

10. Confirm **Password**.

11. Enter **Street Address**, **City**, **State**, and **Zip Code**.

12. Enter **Answer** to Security *Question* 1.

13. Enter **Answer** to Security *Question* 2.

14. After completing the mandatory fields, click **Sign Up**.

15. After clicking **Sign Up**, users will receive the following message: Your account has been requested and is pending email verification. Please check your email and click on the link provided to verify your account. Users must check their email to complete the KOG Account Validation process.

Please Note: If the verification email is not in the inbox, Users should check the *Junk* and *Spam* folders.

KOG Account Validation

16. Users will receive an email at the email address they provided when creating the account. This email is titled *Account Verification* from KOG_DoNotReply@ky.gov.

17. Users must click the **link** in the email to proceed.

18. Clicking the **link** in the email takes you to the **KOG Login Page**.

19. When Users choose to register their phone numbers, they will have the option to receive a passcode via text.

- To register a phone number, the User should enter a phone number and click **Send Passcode**.

- When Users do not want to register a phone number, Users should click **Skip and Continue** to proceed.

20. Users must click **Continue to Sign in** to navigate to the **KOG Login Page** and complete the account creation process.
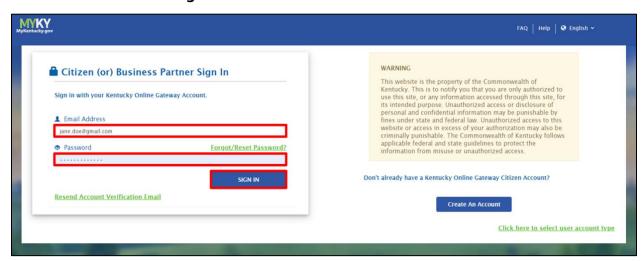

21. On the **KOG Login Page**, Users must enter their **Email Address**.

Please Note: Users must enter the email address provided when creating their KOG account.
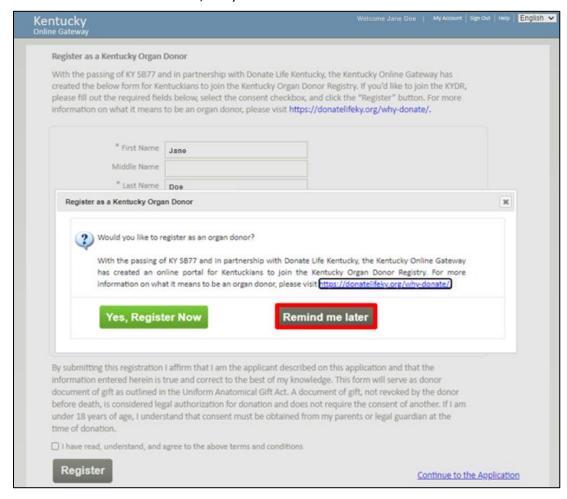
22. Users must then enter their **Password**.

Please Note: A User's password is the password provided when creating their KOG account.

23. Users must click **Sign In** to access the ePartnerViewer.

24. After Users login, they have the option to register as an organ donor.

- To register as an organ donor, Users should click **Yes, Register Now**.
- When Users do not want to register as an organ donor but want to proceed to the ePartnerViewer, they should click **Remind me later**.
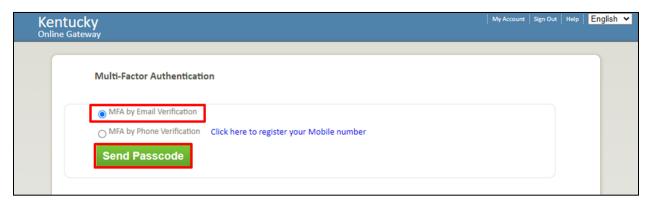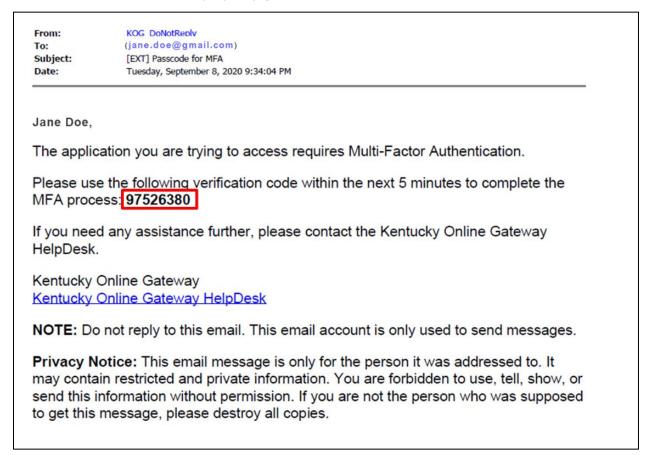
Multi-Factor Authentication

After Users login, they are asked to complete Multi-Factor Authentication or MFA. Users have the option to receive their MFA passcode by Email or Text.
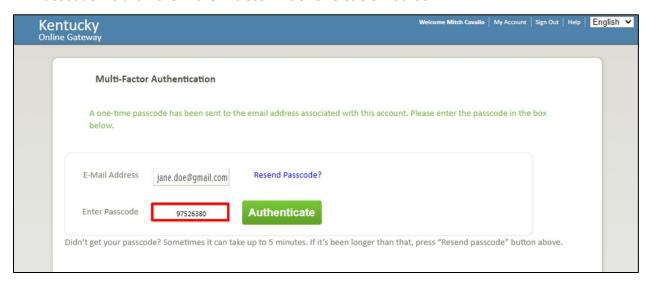
MFA by Email Verification

1. To receive the MFA passcode by email, select the **MFA by Email Verification** button and click **Send Passcode**.
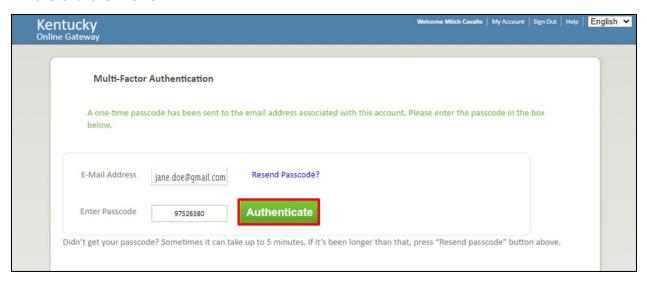

2. Users must open their email in a separate tab and open an email titled *Passcode for MFA* from KOG_DoNotReplay@ky.gov.

3. Users must enter the **8-digit code** that is in the body of the email into the *Enter Passcode* field on the **Multi-Factor Authentication** screen.
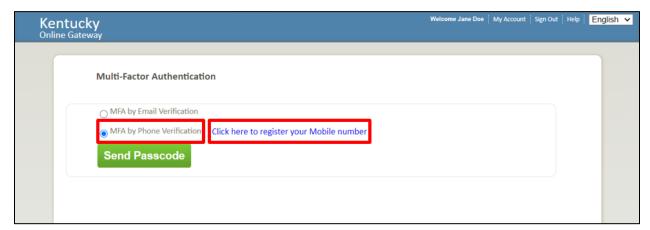

4. Users must click **Authenticate** to be directed to the **Terms and Conditions** page in the ePartnerViewer.
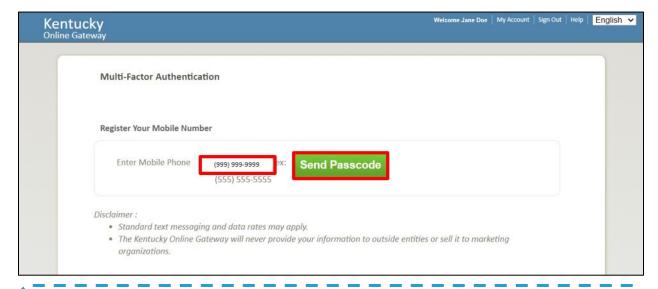
MFA by Phone Verification

1. To receive the MFA passcode by text, click the **MFA by Phone Verification** button.

2. Users who have not registered their phone number should select **Click here to register your Mobile number**.

3. The **Register Your Mobile Number** screen displays for Users who have not registered their phone number. Users must enter their **mobile phone number** and click **Send Passcode**.
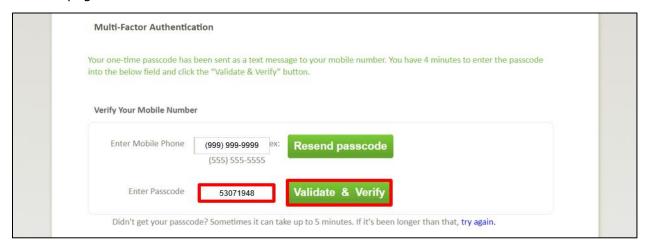

Please Note: The **Register Your Mobile Number** screen does not display for Users who have already registered their phone number. Instead, these Users will be prompted to enter the passcode to validate and verify identify on the **Multi-Factor Authentication** screen.

4. Users will receive a text message from the Kentucky Online Gateway that will include a passcode that will be used for verification purposes.

Please Note: It may take up to 5 minutes to receive the passcode via text message. Users should click **Resend passcode** if they do not receive the text message within 5 minutes.

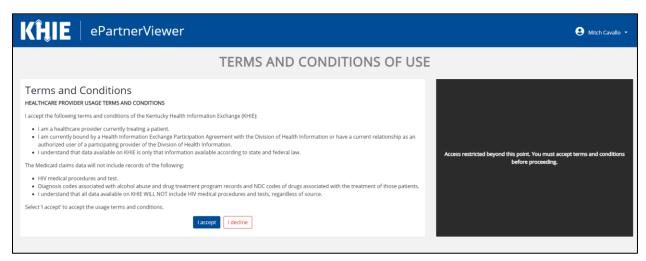5. To verify the mobile number, Users must enter the **8-digit code** from the text message into the *Enter Passcode* field on the **Multi-Factor Authentication** screen.

6. Users must click **Validate & Verify** to be directed to the **Terms and Conditions of Use** page in the ePartnerViewer.

Please Note: Users must enter the passcode within 5 minutes of receiving the text message.
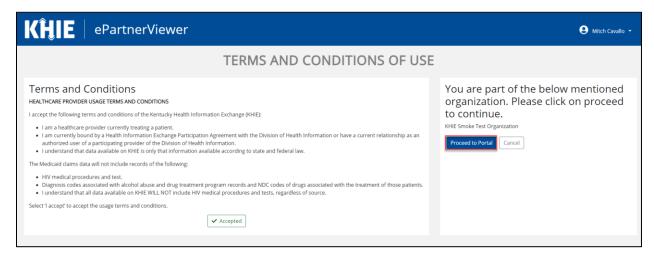
---

3 Terms of Use and Logging In

After logging into the Kentucky Online Gateway and completing Multi-Factor Authentication, the **Terms of Conditions and Use** page displays. Privacy and security obligations are outlined here.

<table>
<tr><td>

Please Note: The right side of the Portal is grayed out and displays a message that states:

Access is restricted beyond this point. You must accept the terms and conditions before proceeding.

</td></tr>
</table>

1. Once Users click **I Accept**, the grayed out section becomes visible. A message appears that indicates the User is associated with a particular *Organization*. This is the name of the User's organization.

2. Users must select **Proceed to Portal** to access the ePartnerViewer.

> **Please Note:** Users who select **Cancel** will see a pop-up notification that indicates the User is *about to be logged out*. *Use of the ePartnerViewer portal is subject to the acceptance of KHIE's Terms of Use*. Users must select either **Logout Now** or **Cancel** to proceed to the ePartnerViewer.

4   Understanding the Lab Data Entry Drop-down Menu

The **Lab Data Entry** tab drop-down menu includes the following items:

1. **COVID Lab Data Entry**:

   - Designed for Users to enter positive lab test results. However, Users may enter both positive and negative lab results here.

   - Allows Users to enter multiple test results at the same time for the *same* patient

2. **Quick Entry for Negative COVID-19 Test Results**:

   - Designed for Users to enter negative test results more efficiently.

   - Allows Users to enter up to 10 negative test results for *multiple patients* at the same time, as long as the same details apply to all patients (i.e. the same Performing Facility, Ordering Facility/Provider, Specimen Type, Test Type, Test Name, Specimen Collection Date, and Observation Result Date).

3. **Lab Data Entry User Report**:

   - Designed to provide a quick and easy way for Users to view lab results entered during a given time frame.

4. **Manage User Preferences**:

   - Designed as an efficient method for Users to enter repetitive data.

   - Allows Users to enter the Ordering Provider and Ordering Facility details in their User Preferences which enables Users to quickly select an Ordering Provider or Ordering Facility from the drop-down options.
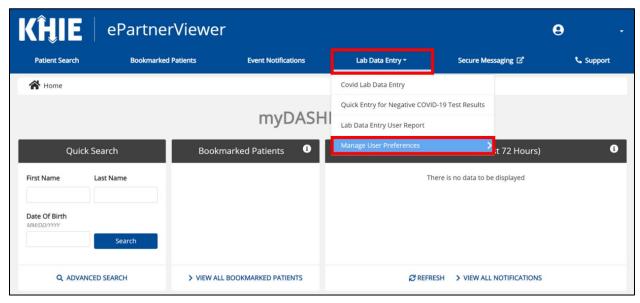
5 Manage User Preferences

These are your User Preferences. Prior to entering your lab results, you are required to enter information about your Ordering Provider and Ordering Facility on the **Manage User Preferences** screen. By entering the Ordering Provider and Ordering Facility details here in your user preferences, you will be able to quickly select an Ordering Provider or Ordering Facility from the drop-down options. These drop-downs are located on the **Provider Details** screen for COVID Lab Data Entry and also on the **Observation** screen for Negative Lab Quick Entry.
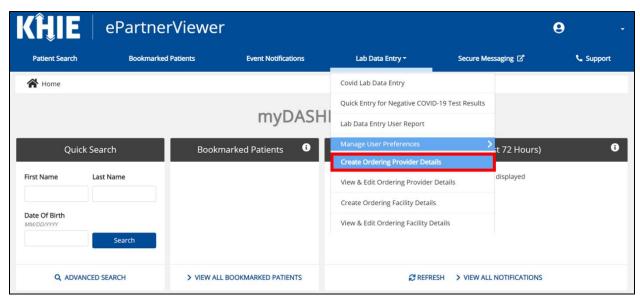
> **Please Note:** Users are no longer required to enter Ordering Provider and/or Ordering Facility details for each COVID-19 Lab Data Entry.
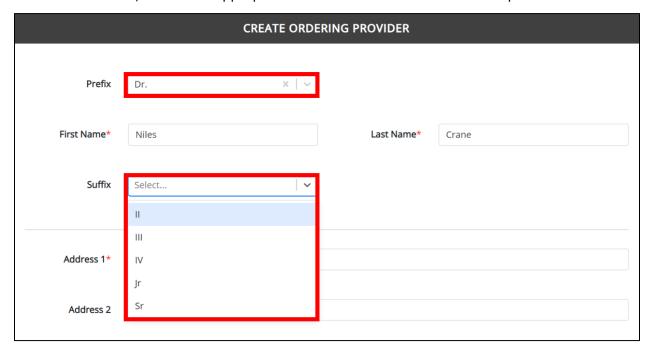
Create Ordering Provider Details

1. When entering the ePartnerViewer, Users must click the **Lab Data Entry** Tab located in the blue ribbon Navigation Bar at the top of the screen.

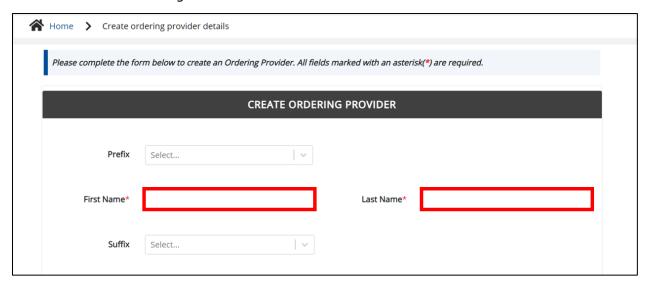2. From the **Lab Data Entry** Tab drop-down menu, select **Manage User Preferences**.

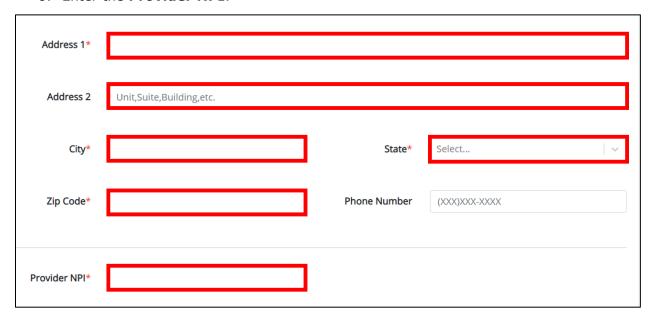3. To create Ordering Provider details, Users must select **Create Ordering Provider Details**.

4. The Create Ordering Provider screen displays. From here, Users must enter the Ordering Provider Details. Mandatory fields are marked with asterisks (*).

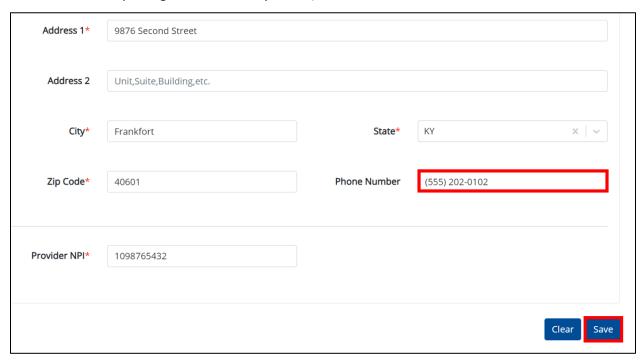5. If available, select the appropriate **Prefix** and **Suffix** from the drop-downs.

6. Enter the Ordering Provider's **First Name** and **Last Name**.

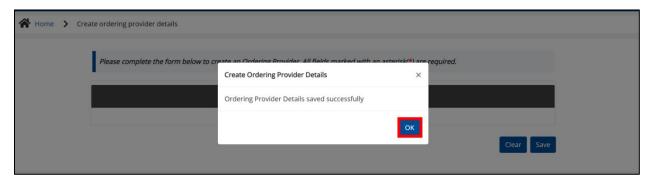7. Enter the Ordering Provider's **Address**, **City**, **State**, **Zip Code**, and **State**.

8. Enter the **Provider NPI**.

9. If available, enter the Ordering Provider's **Phone Number**.

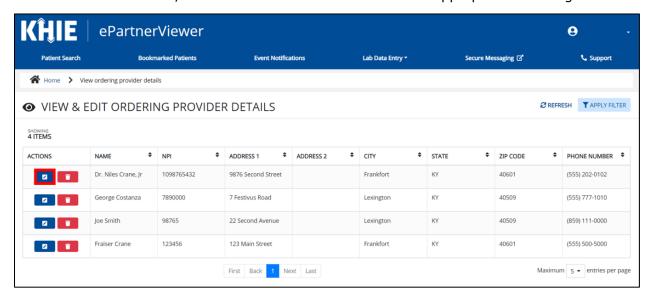10. After completing the mandatory fields, click **Save**.

11. The Create Ordering Provider Details pop-up window displays. Click **OK** to proceed to the **View & Edit Ordering Provider Details** screen.

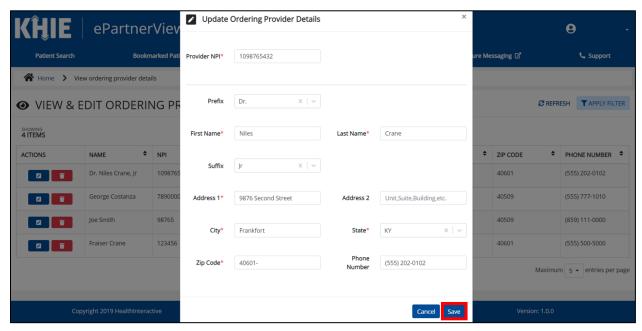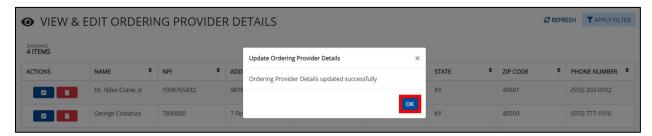**View & Edit Ordering Provider Details**

12. The **View & Edit Ordering Provider Details** screen displays. To edit an Ordering Provider's details, click the **Edit** icon located next to the appropriate Ordering Provider.

13. The **Update Ordering Provider Details** pop-up displays. Users may edit the appropriate fields. Once complete, click **Save** to save the updates and close out of the pop-up.

14. Once the update is successfully saved, a pop-up message displays. To proceed, click **OK**.

Delete Ordering Provider Details

15. To delete an Ordering Provider from the User Preferences, click the **Trash Bin Icon** located next to the appropriate Ordering Provider.

16. The Delete Ordering Provider Details pop-up displays. To delete the Ordering Provider, click **OK**. Click **Cancel if you don't want to delete the Ordering Provider**.

17. To search for a specific Ordering Provider in the User Preferences, click **Apply Filter**.

18. The Filter fields display. Users may search by entering the **Ordering Provider's Name**, **NPI**, **Address**, **City**, **State**, **Zip Code**, and/or **Phone Number** in the corresponding Filter fields.

Create Ordering Facility Details

1. When entering the ePartnerViewer, Users must click the **Lab Data Entry** Tab located in the blue ribbon Navigation Bar at the top of the screen.

2. From the **Lab Data Entry** Tab drop-down menu, select **Manage User Preferences**.

3. From Manage User Preferences, select **Create Ordering Facility Details**.

4. The **Create Ordering Facility Details** screen displays. From here, Users must enter the Ordering Facility details. Mandatory fields are marked with asterisks (*).

5. Enter the **Facility Name**, **Address**, **City**, **State**, **Zip Code**, and **State**.

🏠 Home ❯ Create ordering facility details

Please complete the form below to create an Ordering Facility. All fields marked with an asterisk(*) are required.

CREATE ORDERING FACILITY

Facility Name*

Address 1*

Address 2   Unit,Suite,Building,etc.

City*   State*   Select...   ⌄

Zip Code*   Phone Number   (XXX)XXX-XXXX

Clear   Save

6. If available, enter the Ordering Facility's **Phone Number**.

7. After completing the mandatory fields, click **Save**.

8. The Create Ordering Facility Details pop-up window displays. Click **OK** to proceed to the **View & Edit Ordering Facility Details** screen.

View & Edit Ordering Facility Details

9. The **View & Edit Ordering Facility Details** screen displays. To edit an Ordering Facility's details, click the **Edit icon** located next to the appropriate Ordering Facility.

10. The **Update Ordering Facility Details** pop-up displays. Users may edit the appropriate fields. Once complete, click **Save** to save the updates.

11. Once the update is successfully saved, a pop up message displays. To proceed, click **OK.**

Delete Ordering Facility Details

12. To delete an Ordering Facility from the User Preferences, click the **Trash Bin Icon** located next to the appropriate Ordering Facility.

13. The Delete Ordering Provider Details pop-up displays. To delete the Ordering Facility, click **OK**. Click **Cancel** if you don't want to delete the Ordering Facility.

14. To search for a specific Ordering Facility in the User Preferences, click **Apply Filter**.

15. The Filter fields display. Users may search by entering the ***Facility Name***, ***Address***, ***City***, ***State***, ***Zip Code***, and/or ***Phone Number*** in the corresponding Filter fields.

6 Tips for Manually Entering Lab Data

Become familiar with these tips prior to entering lab results. Please keep in mind several key notes when entering patient data:

- There are **mandatory** fields marked with **red asterisks** (*****). These fields must be completed in order to proceed. In addition to completing the mandatory fields, Users are encouraged to enter as much information as possible.

- *Help Icons* are available to guide Users while entering data in the fields.

- For entering address information, all States are available for selection in the *State* field drop-down. When Users select the **state of Kentucky**, all Kentucky counties are available for selection in the *County* drop-down.

- However, when Users select **any state other than Kentucky**, the system will display the message *Out of System State* and will <u>not</u> display counties in the *County* drop-down.

Please Note: The Kentucky Department for Public Health does not report test results to other states. If you are required to report results to other states, you will be responsible to do so.

Let's Get Started with COVID-19 Lab Data Entry!

7 Lab Data Entry

COVID Lab Data Entry

1. To enter positive COVID-19 test results, Users must click the **Lab Data Entry** Tab in the blue ribbon Navigation Bar at the top of the screen.

2. Users must select **COVID Lab Data Entry** from the drop-down menu.

Please Note: Users who have access to clinical information will see other tabs displayed in addition to the **Lab Data Entry** Tab.

8 Patient Information

COVID Lab Data Entry is a six-step process where Users enter (1) Patient Information, (2) Observation Results, (3) Provider Details, and answers to specific questions (4) Asked on Order Entry. The (5) **Lab Data Review** screen is where users must review the information they've entered. The final step is (6) Submitting the COVID-19 Lab Data Entry.

1. To start the COVID-19 Lab Data Entry, Users must complete the **Patient Information** section.

2. Users select the **Performing Facility Name** from the drop-down. This will be the name of the organization that resulted the lab for which you are entering results; this is usually the name of the organization with whom you are associated.

3. Users must enter the patient's **Medical Record Number** (**MRN**). An MRN is an organization specific, unique identification number assigned to a patient by a healthcare organization. If your organization does not use an MRN, you **MUST** create a way to uniquely identify your patient so that the patient is registered in the KHIE system.

4. Users must enter the patient's **First Name** and **Last Name**.

5. If available, enter the patient's **Middle Initial**.

6. Next, Users should enter the patient's **Social Security Number** (**SSN**).

PATIENT INFORMATION

Performing Facility Name*	Test Medical Center	Patient MRN* ❷	
First Name*		Middle Initial	
Last Name*		SSN Number	

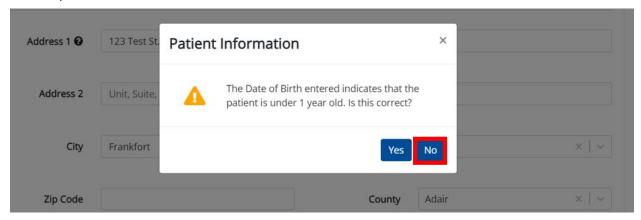7. Then, Users must enter the patient's **Date of Birth** by entering 2 digits for the month, 2 digits for the day, and 4 digits for the year.

   - Users may also click the *Date of Birth* field to bring up a calendar.

   - Users may click a **date on the calendar** or use the field drop-downs to select the month and the year.

     - Users **should ensure** they are selecting the correct year when using the calendar function.

Performing Facility Name*	**April 2021** ◄	Patient MRN* ❷ DM1234567
	April ⌄ 2021 ⌄	
	Su Mo Tu We Th Fr Sa	
First Name*	28 29 30 31 1 2 3	Middle Initial L
	4 5 **6** 7 8 9 10	
	11 12 13 14 15 16 17	
Last Name*	18 19 20 21 22 23 24	SSN Number 444-32-1234
	25 26 27 28 29 30 1	
Date Of Birth*	MM/DD/YYYY 📅	Patient Sex* Select... ⌄

- If the patient is either under one year old or more than 100 years old, a notification pop-up will display to confirm the correct birth year has been entered or selected. Users may not proceed to the next page until updating or confirming the patient's birth year.

Please Note: If the date of birth is incorrect, Users should click **No** to enter the correct date of birth for the patient.
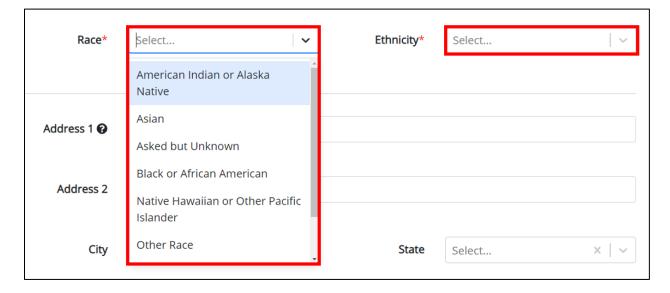

Please Note: If the date of birth is correct, Users may proceed by selecting **Yes** to confirm that the patient is either under one year old or more than 100 years old.

8. Users must select the **Patient Sex** from the drop-down.

9. Users must select the patient's **Race** and **Ethnicity** from the appropriate field drop-downs.

10. Users should enter the patient's **Street Address**, **City**, **State**, **Zip Code**, and **County**.

- Users should enter the patient's home address. However, in cases of congregate care, Users should enter the address of the nursing home, group home, or similar congregate care facility.
- Users may hover over the Help Icon to assist with entering the correct address information for the patient tested.

Address 1 ❔	
Address 2	Unit, Suite, Building, etc.
City	State Select... ⌄
Zip Code	County Select... ⌄

Please Note: When entering the test results of facility employees, please enter the **home address** not the work address.

11. Users should enter the patient's **nine-digit telephone number** in the *Telephone* field.

12. Users should enter the patient's **email address** in the *Email* field.

- If either the telephone number or email address is not in the appropriate format, a pop up notification prevents you from proceeding to the next page until the format error is fixed.

Phone Number		Email Address	

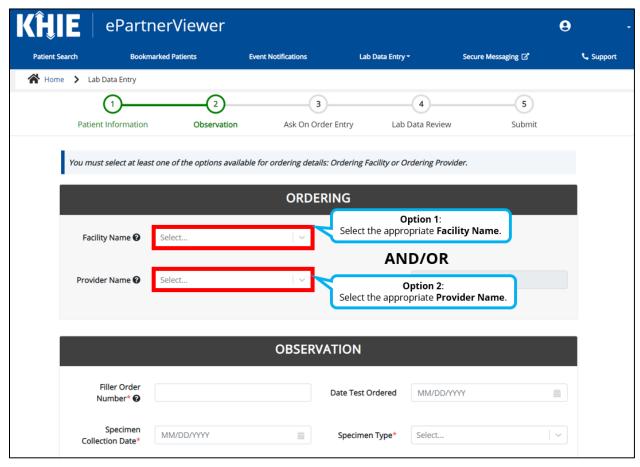13. When the **Patient Information** section has been completed, Users must click **Next** to proceed to the **Observation** page.

9   Observation

Ordering Section

On the **Observation** page, Users must select <u>at least one</u> of the options available for ordering details: **EITHER** the Ordering Facility **OR** the Ordering Provider. While it is not required to select an Ordering Provider **and** an Ordering Facility, Users who have the information are encouraged to select an option for both sections. The drop-down options display the Ordering Provider and Ordering Facility details entered by the User on the **Manage User Preferences** screen.

1. On the **Observation** page, Users start by selecting <u>at least one</u> of the options available in the *Ordering* section: **Facility Name** or **Provider Name**.

   - If applicable, select the appropriate **Facility Name** from the drop-down.

   - If applicable, select appropriate **Provider Name** from the drop-down.

   - Upon selecting the **Provider Name** from the drop-down, the *Provider NPI* field automatically populates.

Please Note: If the User clicks **Next** but did <u>not</u> select **at least one** Provider or Facility, a banner displays with a message that states:
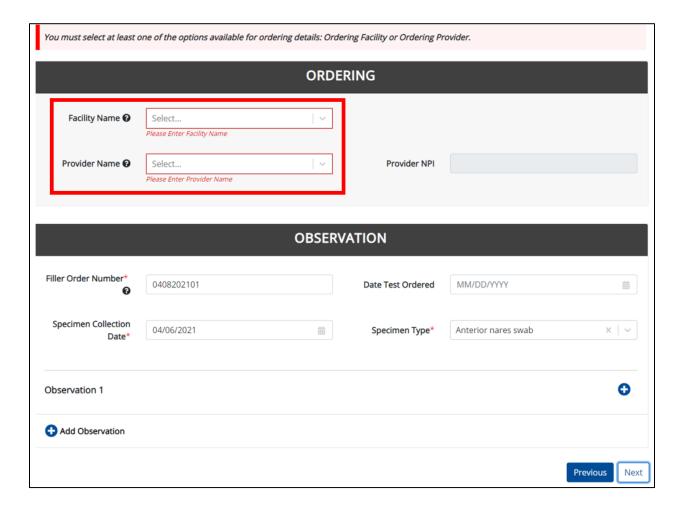
You must select at least one of the options available for ordering details: Ordering Facility or Ordering Provider.

The User must select a **Facility Name** and/or **Provider Name** from the appropriate drop-down in order to add observations or proceed to the **Ask on Order Entry** page.

You must select at least one of the options available for ordering details: Ordering Facility or Ordering Provider.

ORDERING

Facility Name ❓	Select... ⌄		
	Please Enter Facility Name		
Provider Name ❓	Select... ⌄	Provider NPI	
	Please Enter Provider Name		

OBSERVATION

Filler Order Number* ❓	0408202101	Date Test Ordered	MM/DD/YYYY 📅
Specimen Collection Date*	04/06/2021 📅	Specimen Type*	Anterior nares swab ✕ ⌄

Observation 1 ➕

➕ Add Observation

Previous | Next

Observation Section

After completing the *Ordering* section, Users may enter observation results in the *Observation* section.
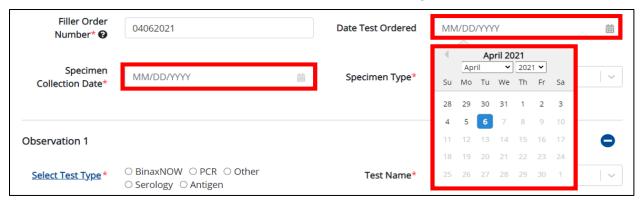
2. Users must enter the **Filler Order Number** or **Lab Accession Number**.
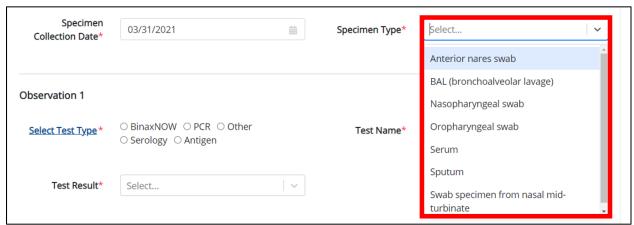

Please Note: The Filler Order Number or Lab Accession Number is typically utilized by laboratories and generally refers to the number assigned to a lab sample when it is checked in. If your organization does not log the receipt of specimens, you should create a system to uniquely track the specimen when you check it in.

---

3. Users must then enter the **Date Test Ordered** and the **Specimen Collection Date**.

4. Users must select a **Specimen Type** from the drop-down. The Specimen Type describes the method by which the sample was obtained.
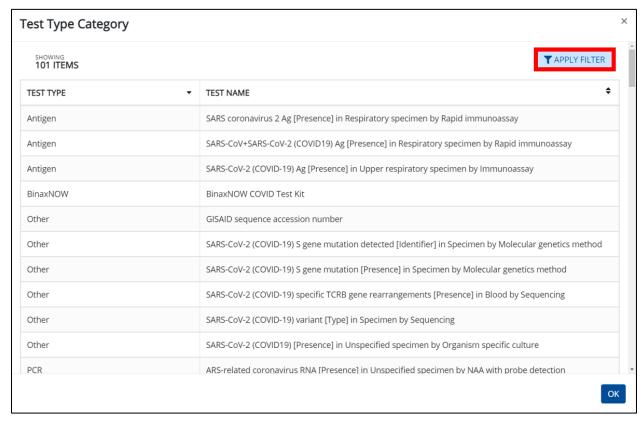

Please Note: If you administered the BinaxNOW COVID-19 Test, please select **Anterior Nares Swab** as the *Specimen Type*.

Test Type

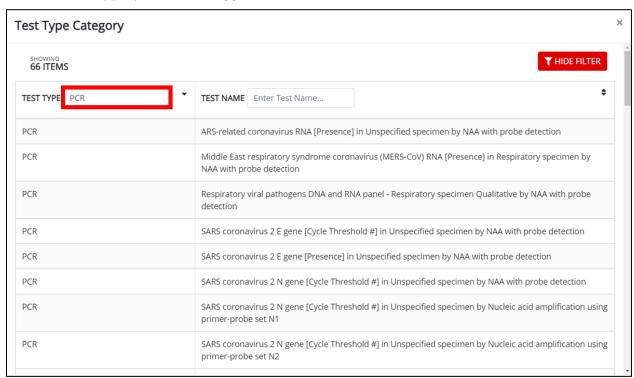5. Users must select the appropriate **Test Type**. To assist with selecting the appropriate test type, Users should click the **Select Test Type** hyperlink to view a categorized list of test types and test names.
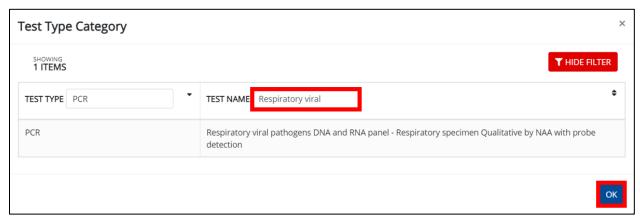

6. When Users click the **Select Test Type** hyperlink, the **Test Type Category** pop-up displays a categorized list of test types and test names. To filter the list, click **Apply Filter**.

7. Enter the appropriate **Test Type** in the field to refine the test name results.

8. Upon entering the test type, only the associated test names display. To further refine the results to a specific test name, enter the appropriate **Test Name** in the search field.

9. Click **OK** to close the pop-up.

Please Note: If you are unable to identify the name of the test administered, please contact the Kentucky Department for Public Health at COVIDKYLAB@ky.gov

10. Select the appropriate **Test Type** by clicking one of the radio button options.

Test Name

The **Test Name** drop-down will only display test name options that correspond with the selected *Test Type.*

11. Users must select the appropriate **Test Name** from the drop-down, if applicable.

Please Note: When **BinaxNOW** is selected as the test type, the *Test Name* field is disabled and auto-populated with BinaxNOW COVID-19 Test Kit.

- When **PCR** is selected as the test type, the *Test Name* field displays PCR tests. Select the appropriate **Test Name** from the drop-down.

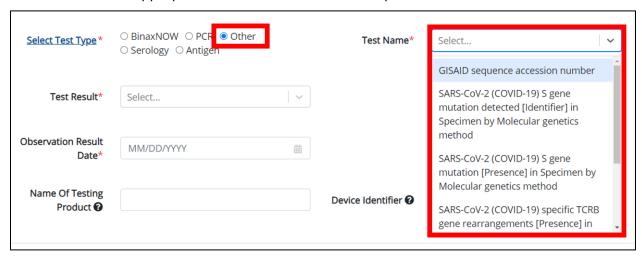- When **Other** is selected as the test type, the *Test Name* field displays other tests. Select the appropriate **Test Name** from the drop-down.

- When **Serology** is selected as the test type, the *Test Name* field displays Serology tests. Select the appropriate **Test Name** from the drop-down.
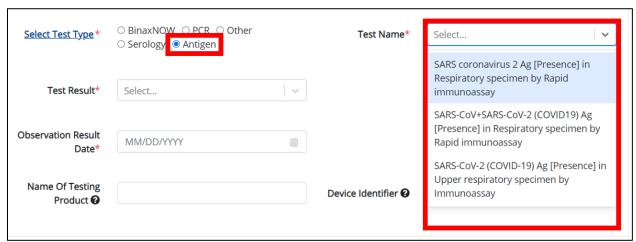

- When **Antigen** is selected as the test type, the *Test Name* field displays Antigen tests. Select the appropriate **Test Name** from the drop-down.

Test Result

12. Users must select the **Test Result** from the drop-down.

- The *Test Result* drop-down options include: ***Detected, Negative, Not Detected***, ***Other***, and ***Positive***.

Please Note: Users who select ***Other*** from the *Test Result* drop-down must enter the **reason** in the *Other Reason Value* field. An example could be a test result description that is not listed in the drop-down, such as 'Undetected'. Users would select ***Other*** and enter the test result as 'Undetected'.

13. Next, Users must enter the **Observation Result Date**.

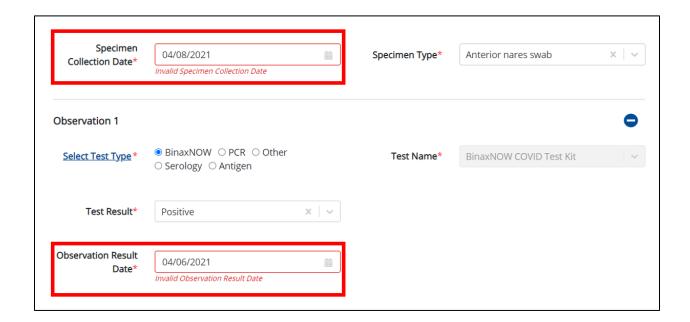**Please Note:** The Specimen Collection Date **cannot** occur *after* the Observation Result Date. The Specimen Collection Date must occur on the **same date** or any date **BEFORE** the Observation Result Date. If the User enters a Specimen Collection Date that occurs after the Observation Result Date, then both fields are marked as invalid. If the User clicks **Next**, the Observation screen is grayed out and displays a message that states:

Specimen date cannot be later than the Observation date, please provide valid Specimen date.

To proceed, the User must enter a valid Specimen Collection Date that occurs **on** or **before** the Observation Result Date.

14. Users should enter the **Name of the Testing Product**.

- Hovering over the *Help Icon* will explain that the name of the testing product refers to the platform used to perform the testing.
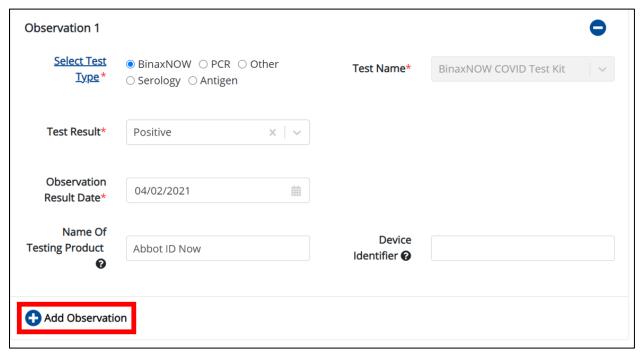

15. Users should enter the **Device Identifier**.
- The *Help Icon* explains that the Device Identifier is a unique ID given to the specific device that was used to perform the testing. For example, the device's serial number or barcode number may be listed here.

Adding Multiple Observations for DDE

16. Users may also click **Add Observation** to log the details for multiple observations. This means that Users may easily enter additional test results on the **same** patient.

- The name of the testing product entry on the first observation auto-populates in the subsequent observations; however, Users may edit, as necessary.

- To delete an observation, users may click the **Trash Bin Icon** located at the top left.

- Users may click the **Minus Icon** or any of the Observations to hide or display the details for that observation.

- Users may display hidden observations by clicking the **Plus Icon**.

17. Users must click **Next** to proceed to the **Ask on Order Entry** page.

OBSERVATION

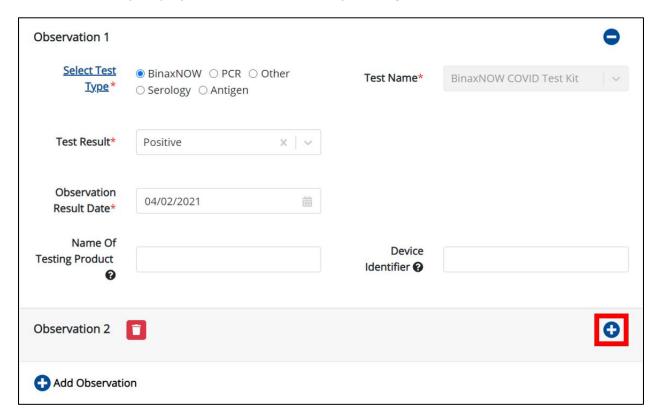|			
Filler Order Number* ❷	04062021	Date Test Ordered	03/28/2021 🗓
Specimen Collection Date*	03/31/2021 🗓	Specimen Type*	Anterior nares swab ✕ | ⌄

Observation 1 ⊖

Select Test Type*	◉ BinaxNOW ○ PCR ○ Other ○ Serology ○ Antigen
Test Name*	BinaxNOW COVID Test Kit ⌄
Test Result*	Positive ✕ | ⌄
Observation Result Date*	04/02/2021 🗓
Name Of Testing Product ❷	
Device Identifier ❷	

Observation 2 🗑 ⊕

➕ Add Observation

[Previous] [**Next**]

10 Ask on Order Entry

There are a series of questions that healthcare providers may ask patients regarding COVID-19 testing. Users will enter the answers to those questions on the **Ask on Order Entry** page.
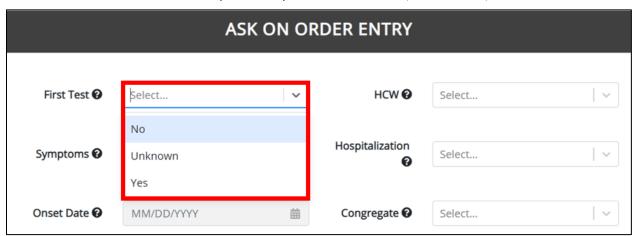

1. Users should select the **appropriate answer** from the *First Test* drop-down to report whether this is the first time the patient has ever been tested for COVID-19. The objective is to find out whether the patient has ever been tested _anywhere_ not just at your organization.

   - The *First Test* drop-down options include: **No**, **Unknown**, or **Yes**.

2. Users should select the **appropriate answer** from the *Symptoms* drop-down. Hovering over the *Help Icon* provides guidance used to report whether the patient has symptoms.

- When Users select **Yes**, they must enter the **Date of Onset** by entering the month, day, and year when symptoms began.
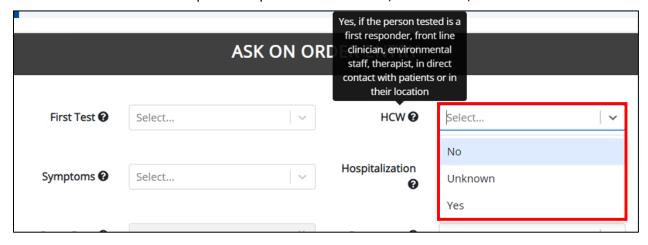

- When Users select **No**, the *Onset Date* field is grayed out and disabled.

3. To report whether the patient has been admitted or transferred to the ICU or Intensive Care Unit, Users should select the **appropriate answer** from the *ICU* drop-down. Hovering over the *Help Icon* provides additional reporting guidance.

- The *ICU* drop-down options include: ***No***, ***Unknown***, *or* ***Yes***.

4. To report whether the Patient is a Health Care Worker (HCW), Users should select the **appropriate answer** from the *HCW* drop-down.

- The *HCW* drop-down options include: ***No***, ***Unknown***, *or* ***Yes***.

5. For the *Hospitalization* drop-down, Users should select the **appropriate option** to report whether the patient has been hospitalized or not. Hovering over the *Help Icon* provides additional guidance.

- The *Hospitalization* drop-down options include: **No**, **Unknown**, or **Yes**.

Please Note: Users should select **No** from the *Hospitalization* drop-down if this test was ordered during an ER visit.

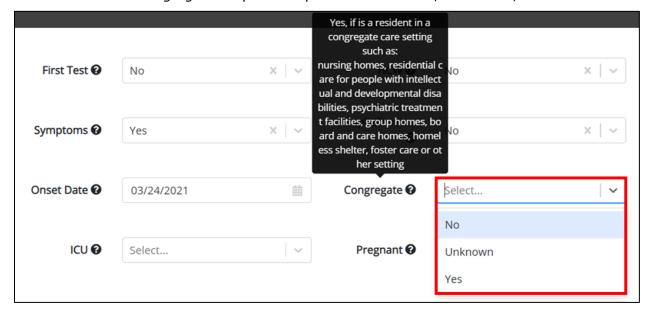6. To report whether the patient is a resident in a congregate care setting, Users should select the **appropriate answer** from the *Congregate* drop-down. Hovering over the *Help Icon* provides guidance to identify congregate care settings and assist with answering this question.

- The *Congregate* drop-down options include: **No**, **Unknown**, or **Yes**.

7. To report the status of pregnancy, Users should select the **appropriate answer** from the *Pregnant* drop-down.

- The *Pregnant* drop-down options include: **Possible pregnancy**, **Not pregnant, Patient currently pregnant**, or **Unknown**.

Please Note: The *Pregnant* field is only enabled when the User selects **Female** from the *Gender* drop-down on the **Patient Information** screen.

8. Users must click **Next** to proceed to the **Lab Data Review** screen.

11 Lab Data Review

The **Lab Data Review** screen displays a summary of the information entered by the User. The **Lab Data Review** screen is not a submission of the lab results entered. Users should review this screen to verify the information prior to submitting the lab results. Users must click **Submit** in order to submit the lab results.

1. Users should review the *Patient Information* section.

- Users may click the **header** of any section to hide or display the details for that section.

2. Users should review the *Ordering* section.

Please Note: If both an Ordering Facility and an Ordering Provider are selected, the **Lab Data Review** screen will display the details for the Ordering Facility and the Ordering Provider.

3. Users should review the *Observation* section.

Please Note: If multiple Observations are added, the **Lab Data Review** screen will display all Observations in numbered order.

4. Users should review the *Ask on Order Entry* section.

Click Hyperlinks to Edit

5. If after reviewing, changes are required, Users should click the **corresponding** hyperlink to navigate to the appropriate screen or section to edit the information.
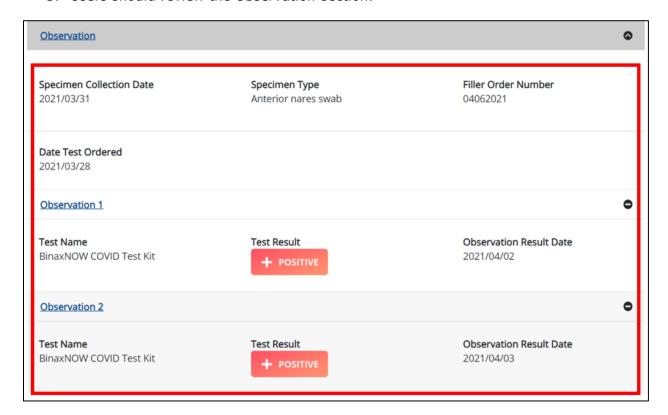
- Users may click the **Section header** hyperlink to navigate to the appropriate page. For example, upon clicking the **Ask on Order Entry** section header hyperlink in the section header, the User will be navigated to the **Ask on Order Entry** screen.

- If multiple observations are entered, Users may click the appropriate **numbered Observation** hyperlink to navigate directly to the specific Observation. For example, upon clicking the **Observation 2** hyperlink, the User will be navigated directly to the *Observation 2* section.

Observation

Specimen Collection Date	Specimen Type	Filler Order Number
2021/03/31	Anterior nares swab	04062021

Date Test Ordered
2021/03/28

Observation 1

Test Name	Test Result	Observation Result Date
BinaxNOW COVID Test Kit	**+ POSITIVE**	2021/04/02

Observation 2

Test Name	Test Result	Observation Result Date
BinaxNOW COVID Test Kit	**+ POSITIVE**	2021/04/03

6. Once the appropriate edits are completed, Users should click **Next** until they get back to the **Lab Data Review** screen.

7. On the **Lab Data Review** screen, Users should review their edits.

8. After verifying the information is accurate and/or the appropriate changes have been made, Users must click **Submit** to submit the Lab Data Entry.

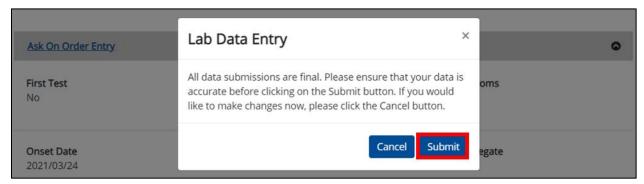- All data submissions are final. Users have one more opportunity to select ***Cancel*** to continue reviewing the Lab Data Entry or ***Submit*** to finalize the Lab Data Entry.

Please Note: Once a lab data entry has been submitted, it is final. Should you later discover that you have entered inaccurate information, please reach out to the Kentucky Department for Public Health at COVID19DR@ky.gov to determine options for correcting the entry.

9. Users should click **OK** when the lab data entry has been submitted successfully.

Congratulations! You have submitted a Manual Lab Data Entry using KHIE's Direct Lab Data Entry Functionality.

12 Quick Entry for Negative COVID-19 Test Results

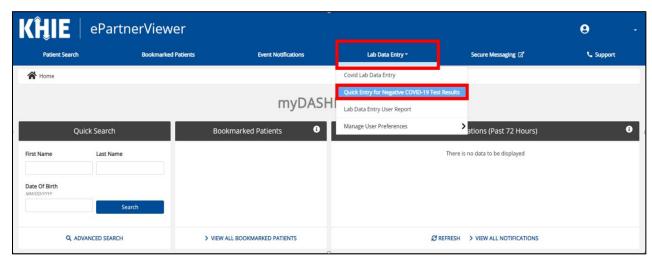In addition to Direct Lab Data Entry, Users now have the option to quickly and easily enter **negative** COVID-19 lab results using the ePartnerViewer's Quick Entry for Negative COVID-19 Test Results.

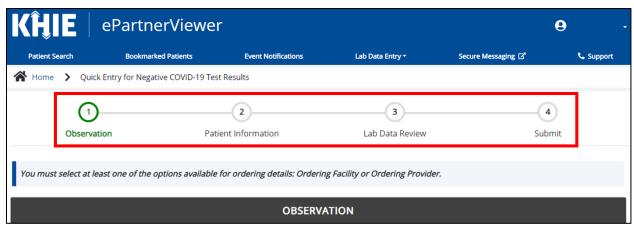1. To submit a **Quick Entry for Negative COVID-19 Test Results**, Users must click the **Lab Data Entry** Tab in the blue ribbon Navigation Bar at the top of the screen.

2. From the **Lab Data Entry** Tab menu, select **Quick Entry for Negative COVID-19 Test Results**.

Please Note: Users who have access to clinical information will see other tabs displayed in addition to the **Lab Data Entry** Tab.

Observation for Negative COVID-19 Test Results

Quick Entry for Negative COVID-19 Test Results is a four-step process where Users enter (1) Observation Results and Provider Details, and (2) Patient Information. Prior to submitting the lab results, Users must review the information they've entered; it's presented on the (3) **Lab Data Review** screen. The final step is (4) Submitting the Negative Covid-19 Test Results.

1. To start the COVID-19 Negative Lab Quick Entry, Users must complete the **Observation** section.

2. Users must select the **Performing Facility Name** from the drop-down. This will be the name of the organization that resulted the lab for which you are entering results; this is usually the name of the organization with whom you are associated.

3. Users must select <u>at least one</u> of the options available in the *Ordering* section: **Ordering Facility** or **Ordering Provider**.

- If applicable, select the appropriate **Ordering Facility** from the drop-down.

- If applicable, select the appropriate **Ordering Provider** from the drop-down. Upon selecting the **Ordering Provider** from the drop-down, the *Ordering Provider NPI* field automatically populates.

Please Note: Prior to entering lab results, Users are required to enter information about their Ordering Provider and Ordering Facility on the **Manage User Preferences** screen. By entering the Ordering Provider and Ordering Facility details in their User Preferences, Users will be able to quickly select an Ordering Provider or Ordering Facility from the drop-down options.

3. Users must select the **appropriate Specimen Type** from the drop-down.

Please Note: If you administered the BinaxNow COVID-19 Test, please select **Anterior Nares Swab** as the *Specimen Type*.

4. Users must then enter the **Specimen Collection Date**.

5. Users must select the **appropriate Test Type**.

    - To view a categorized list of test types and test names to assist with selecting the appropriate test type, Users should click the **Select Test Type** hyperlink and follow the steps listed in sub-section *Test Type*.

Please Note: Based on the selected **Test Type**, the *Test Name* drop-down will only display test name options that correspond with the selected test type.

6. Users must select the **appropriate Test Name** from the drop-down.

Please Note: When **BinaxNOW** is selected as the test type, the *Test Name* field is disabled and auto-populated with BinaxNOW COVID-19 Test Kit.

7. Users must enter the **Test Result** from the drop-down.

    - The *Test Result* drop-down options include: **Negative** and **Not Detected**.

8. Users must enter the **Observation Result Date**.

Please Note: The Specimen Collection Date **cannot** occur *after* the Observation Result Date. The Specimen Collection Date must occur on the **same date** or any date **BEFORE** the Observation Result Date. If the User enters a Specimen Collection Date that occurs after the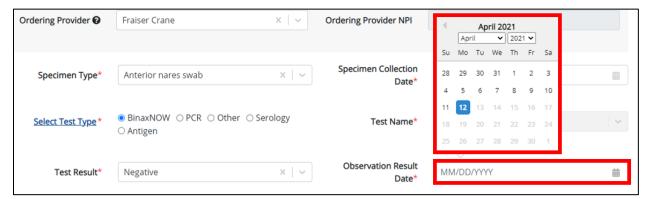 Observation Result Date, then both fields are marked as invalid. If the User clicks **Next**, then the Observation screen is grayed out and displays a message that states:

Specimen date cannot be later than the Observation date, please provide valid Specimen date.

To proceed, the User must enter a valid Specimen Collection Date that occurs **on** or **before** the Observation Result Date.

9. Once complete, Users must click **Next** to proceed to the next screen.

Patient Information for Negative COVID-19 Test Results

11. On the **Patient Information** page, Users must enter the **Filler Order Number** or **Lab Accession Number**.

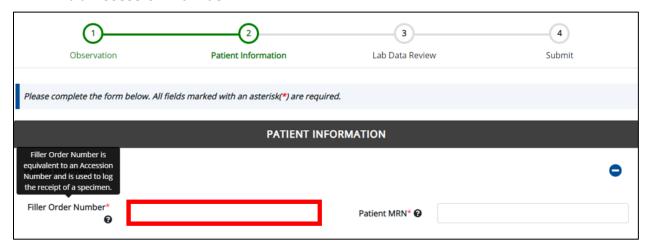**Please Note:** The Filler Order Number or Lab Accession Number is typically utilized by laboratories and generally refers to the number assigned to a lab sample when it is checked in. If your organization does not log the receipt of specimens, you should create a system to uniquely track the specimen when you check it in.

12. Users must enter the patient's **Medical Record Number** (**MRN**). An MRN is an organization specific, unique identification number assigned to a patient by a healthcare organization. If your organization does not use an MRN, you MUST create a way to uniquely identify your patient so that the patient is registered in the KHIE system.

13. Users must enter the patient's **Last Name** and **First Name**. If available, enter the patient's **Middle Initial**.

14. Then, Users must enter the patient's **Date of Birth**.

> **Please Note**: If patient's age is either under one year old or more than 100 years old, a notification pop-up will display to confirm the correct birth year has been entered or selected.

15. Users must select the patient's **Patient Sex** from the drop-down.

16. Users should enter the patient's **Street Address**, **City**, **State**, **Zip Code**, and **County**.

- Users should enter the patient's home address. However, in cases of congregate care, Users should enter the address of the nursing home, group home, or similar congregate care facility.
- Users may hover over the Help Icon to assist with entering the correct address information for the patient tested.

> **Please Note:** When entering the test results of facility employees, please enter the **home address** (<u>not</u> the work address).

Adding Multiple Patients for Negative COVID-19 Test Results

17. Users may also click **Add Patient** to enter the negative results for multiple patients who had the same test type. This means Users may easily enter additional patients with negative lab results.

- To add another patient, Users may click **Add Patient** at the bottom.

> **Please Note:** Currently, Users may enter up to 10 patients with negative lab results at a time.

- To delete a patient, Users may click the **Trash Bin Icon** at the top left.

- Users may click the **Minus Icon** or click any of the numbered Patients or Patient Information hyperlinks to hide or display the details for that patient.

- Users may display hidden Patients by clicking the **Plus Icon**.

18. Once complete, Users must click **Next** to proceed to the next screen.

Lab Data Review for Negative COVID-19 Test Results

The **Lab Data Review** screen displays a summary of the information entered by the User. The **Lab Data Review** screen is not a submission of the lab results entered. Users should review this screen to verify the accuracy of the information prior to submitting the lab results. Users must click **Submit** in order to submit the lab results.

19. Users should review the *Observation* section.

20. Then, Users should review the *Patient Information* section.

Sno	Patient Name	Date of Birth	Gender
1	Marty Crane	02/15/1942	Male
2	Susan Ross	04/01/1970	Female
3	John Peterman	08/19/1961	Male

Previous   Submit

Please Note: If multiple patients have been added, the **Lab Data Review** screen will display all patients in numbered order.

Click Hyperlinks to Edit Negative COVID-19 Test Results

21. If after reviewing, changes are required, Users should click the **appropriate hyperlink** to navigate to the appropriate screen or section to edit the information.

- Users may click the **Observation section header hyperlink** to navigate to the **Observation** page.

1 — Observation   2 — Patient Information   3 — Lab Data Review   4 — Submit

Please confirm Lab data entries are accurate. To edit the information, click the appropriate Patient Name hyperlink.

LAB DATA REVIEW

Observation

Performing Facility Name	Specimen Collection Date	Specimen Type
Test Medical Center	2021/04/05	Anterior nares swab

Observation Result Date	Test Name	Test Result
2021/04/07	BinaxNOW COVID Test Kit	— NEGATIVE

- If multiple patients are entered, Users may click the appropriate **Patient Name** hyperlink to navigate directly to the specific Observation. For example, upon clicking the **Patient Name 3** hyperlink, the User will be directed specifically to that Patient's Information.

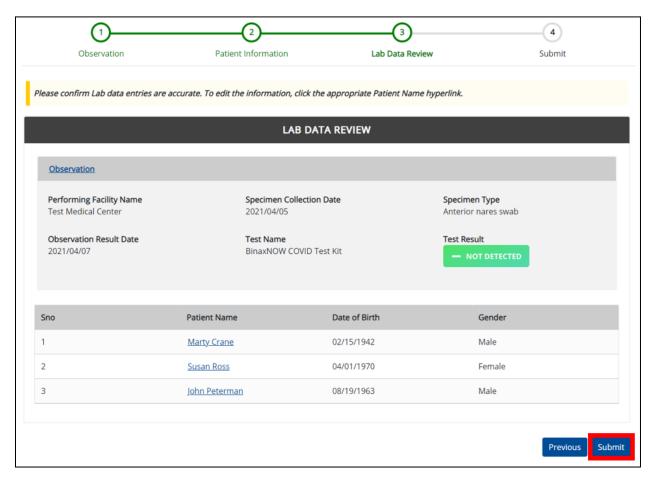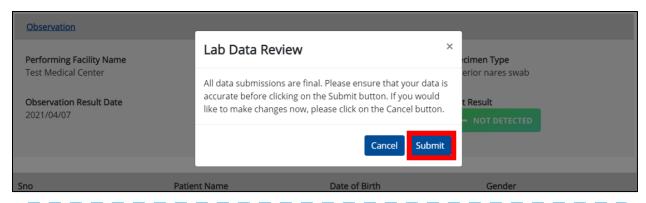| Sno	Patient Name	Date of Birth	Gender
1	Marty Crane	02/15/1942	Male
2	Susan Ross	04/01/1970	Female
3	John Peterman	08/19/1961	Male

22. Once the appropriate edits are completed, Users should click **Next** until they navigate back to the **Lab Data Review** screen.

Patient Information 3

Filler Order Number*	0410202103
First Name*	John
Last Name*	Peterman
Date Of Birth*	08/19/1963

Patient MRN*	JP08191961
Middle Initial	
Patient Sex*	Male

August 1963

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Address 1

Address 2

City: Lexington   State: KY

Zip Code: 40511-   County: Anderson

Add Patient   Previous   Next

23. After verifying the information is accurate and/or the appropriate changes have been made, Users must click **Submit** to submit the Negative Lab Entries.
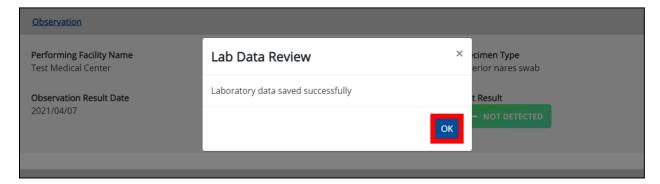

- All data submissions are final. Users have one more opportunity to select *Cancel* to continue reviewing the Negative Lab Entries or *Submit* to finalize the Negative Lab Entries.

Please Note: Once a negative lab entry has been submitted, it is final. If you later discover that you have entered inaccurate information, please reach out to the Kentucky Department for Public Health at COVID19DR@ky.gov to determine options for correcting the entry.

24. Users should click **OK** when the Negative Lab Entries have been submitted successfully.

Congratulations! You have submitted the Quick Entry for Negative COVID-19 Test Results using KHIE's Direct Lab Data Entry Functionality.

Please visit the KHIE website at https://khie.ky.gov/Pages/index.aspx to access additional training resources and find information on reporting requirements from the Kentucky Department for Public Health.

13 Technical Support

Toll-Free Telephone Support

For questions and assistance regarding the ePartnerViewer, please call 1 (877) 651-2505.

Email Support

To submit questions electronically or request support regarding the ePartnerViewer, please email KHIESupport@ky.gov.