

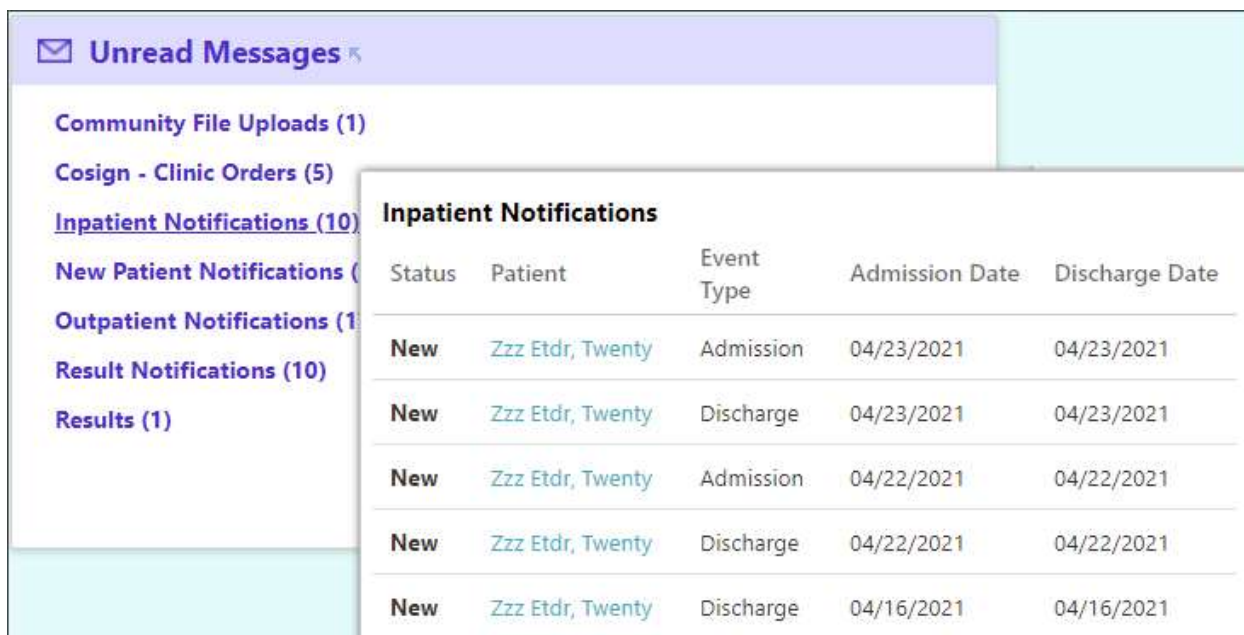
How to Use the Event Monitor in CareLink

The Event Monitor allows you to monitor events that occur for your patients. The Event Monitor sends an In Basket message to all users monitoring a patient notifying those users when an event they monitor, such as an inpatient admission, occurs. You can select which events you want to receive notifications of. You can also select which patients you want to monitor, based on the patients' relationships to you and to other providers you work with.

We recommend reading the **How to Review your Messages** tip sheet before proceeding.

Event Monitor

You can see the Event Monitor on your CareLink Home page:



The screenshot shows the CareLink interface. At the top, there is a purple header with an envelope icon and the text "Unread Messages". Below this, a list of notification categories is shown on the left: "Community File Uploads (1)", "Cosign - Clinic Orders (5)", "Inpatient Notifications (10)", "New Patient Notifications (1)", "Outpatient Notifications (1)", "Result Notifications (10)", and "Results (1)". The "Inpatient Notifications (10)" category is selected, and a table of notifications is displayed on the right. The table has columns for Status, Patient, Event Type, Admission Date, and Discharge Date. The notifications listed are:

Status	Patient	Event Type	Admission Date	Discharge Date
New	Zzz Etdr, Twenty	Admission	04/23/2021	04/23/2021
New	Zzz Etdr, Twenty	Discharge	04/23/2021	04/23/2021
New	Zzz Etdr, Twenty	Admission	04/22/2021	04/22/2021
New	Zzz Etdr, Twenty	Discharge	04/22/2021	04/22/2021
New	Zzz Etdr, Twenty	Discharge	04/16/2021	04/16/2021

Each item on this list corresponds to a message in your In Basket. You can view this item by clicking on the item in the Event Monitor or by navigating to the In Basket using the tab at the top.



Navigating your In Basket

You will be able to see the events in the relevant folder of your In Basket. You can click on these in basket messages to see the details for each event.

Note: If you have e-mail reminders enabled, Inpatient Event messages will trigger a reminder e-mail if they are unread for a period of time.

My In Basket
My Messages ▸ Inpatient Notifications

- My Messages
- Community File Uploads (1)
- Cosign - Clinic Orders (5)
- eConsult
- Inpatient Notifications (6)
- My Open Charts
- New Patient Notifications (3)
- Outpatient Notifications (17)
- Result Notifications (10)
- Results (1)
- Staff Message

New Msg
Refresh
Done
Print Selected
Select Patient
Event Monitor Settings
Search
Sort
Properties

<input type="checkbox"/>	Status	Patient	Event Type	Admission Date	Discharge Date	Department
<input checked="" type="checkbox"/>	Read	Zzz Etdr, Twenty	Admission	04/23/2021	04/23/2021	JHBMC Specialty Hospital
<input type="checkbox"/>	New	Zzz Etdr, Twenty	Discharge	04/23/2021	04/23/2021	JHBMC Specialty Hospital
<input type="checkbox"/>	New	Zzz Etdr, Twenty	Discharge	04/22/2021	04/22/2021	Sibley Memorial Hospital 5B
<input type="checkbox"/>	New	Zzz Etdr, Twenty	Admission	04/22/2021	04/22/2021	Sibley Memorial Hospital 5B
<input type="checkbox"/>	New	Zzz Etdr, Twenty	Discharge	04/16/2021	04/16/2021	JHH BLOOMBERG 4N
<input type="checkbox"/>	New	Zzz Etdr, Twenty	Admission	04/08/2021	04/08/2021	JHBMC Specialty Hospital
<input type="checkbox"/>	New	Zzz Etdr, Twenty	Discharge	04/08/2021	04/08/2021	JHBMC Specialty Hospital

Message
More Info
Patient Info
Meds/Problems
Vitals/Labs
My Last Note
Help

Twenty Zzz Etdr

Unknown, 150 y.o., 1/1/1871
MRN: BV01883116
Phone: 999-999-9999 (H)
Preferred Language: Unknown

Admission

Twenty Zzz Etdr | MRN: BV01883116

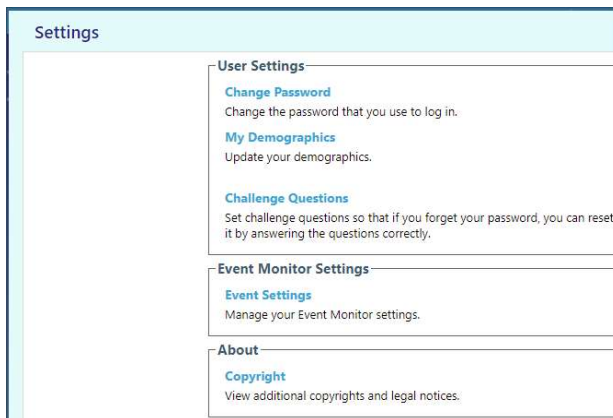
[Discharge/Readmit Summary to SNF or Psych](#)

[Discharge/Readmit Summary to SNF or Psych](#)

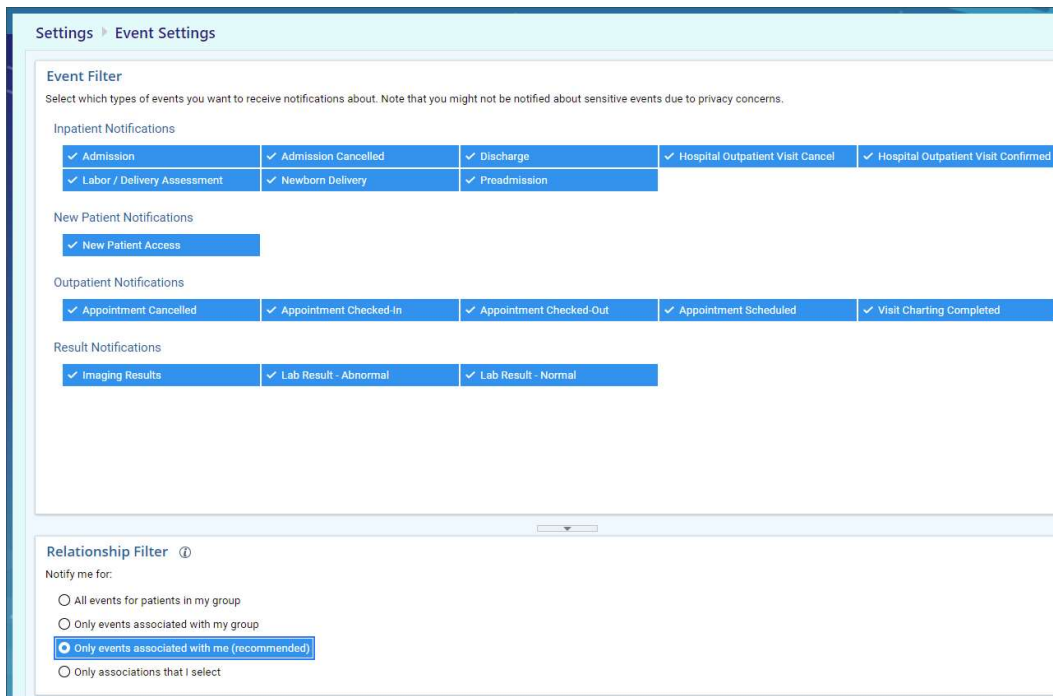
[ED Chart Summary](#)

Configuring the Event Monitor

To navigate to the Event Monitor Settings screen, click on Menu in the top right corner of the application, then on Settings. Event Monitor Settings are on the Settings screen.



Click on the Event Settings hyperlink.



In the Event Filter section, select which events you would like to receive notifications for. Note that Inpatient Admissions and Discharges include events for both the Hospital and ED.

In the Relationship Filtering section, select one of the options to determine how your events are filtered:

- Select "All events for patients in my group" to be notified of events for all patients in your group, regardless of whether they have a defined relationship with any of your group's providers.

- Select "Only events associated with my group" to be notified of events for patients who are associated with one of your group's providers.
- Select "Only events associated with me (recommended)" to be notified only of events for your own patients.
- Select "Only associations that I select" to be notified only of events for patients linked to the providers you specify. When you select this option, a list of providers appears so that you can select the providers whose patients you want to monitor.

A patient is linked to a provider when:

- The provider refers the patient to another provider or organization.
- The provider admits the patient to a care facility.
- The provider is the patient's attending physician.
- The provider is the patient's PCP.
- The provider is on the patient's treatment team.
- The provider is on the patient's care team.

When you have selected the option you want, click Accept at the bottom right corner.