

## How to Access a Patient's Chart in Hopkins CareLink

Patient access within Hopkins CareLink is limited to patient's you have a previously defined relationship with. This relationship can be PCP, referring physician, admitting physician, attending physician, or a member of the patient's treatment team. These relationships must be defined in Epic prior to access being given. This mechanism of access is called **Managed Access**. Any patient who is made available via Managed Access will be on your list for 90 days. This will reset if there are additional triggers.

If you must access a patient's record that is not on your **Patient List**, then you can use another mechanism, called **First Access**. First Access allows access to the patient's chart for 5 days. You can use this as many times as necessary to review the patient's chart.

### Opening a Patient's Chart via Patient List:

1. From your Home page, select the **Pt. List** tab



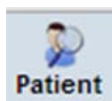
2. Select patient from list
  - a. If you cannot find the patient on this list, use **First Access** (see below) to access the patient's chart
3. Upon selecting the patient's name off of the Patient List, you will be brought to the **Clinicals** tab



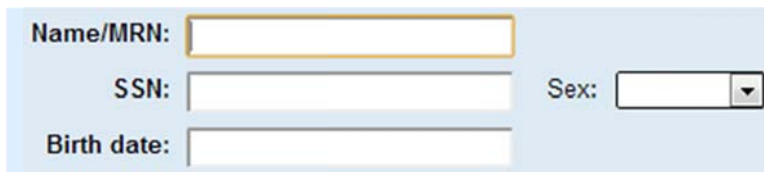
4. From the Clinicals tab, you can review your patient's information
  - a. See **Reviewing a Patient's Chart** tip sheet for more details on reviewing clinical content within Hopkins CareLink.

### Opening a Patient's Chart via Patient Lookup

1. From your Home page, select the **Patient** button (upper right corner)



2. Search for patient's based on Name, Date of Birth, or SSN

A screenshot of a search form for patients. It has four input fields: 'Name/MRN:' (text box), 'SSN:' (text box), 'Birth date:' (text box), and 'Sex:' (dropdown menu).

3. Upon selecting the patient's name off of the Patient List, you will be brought to the **Clinicals** tab



4. From the Clinicals tab, you can review your patient's information
  - a. See **Reviewing a Patient's Chart** tip sheet for more details on reviewing clinical content within Hopkins CareLink.

**Opening a Patient's Chart via First Access**

1. If you are unable to find the patient you are looking for on your Patient List, select the First Access hyperlink available at the bottom of the Patient List or Patient Lookup screen



2. To access a patient's chart via First Access, you must have the patient's name, gender, and date of birth, as well as one of the following: mother's maiden name, patient's address, last four digits of their Social Security Number, or the patient's Hopkins' Medical Record Number (MRN)

<b>Name (Last, First):</b> <input type="text"/>	<b>Sex:</b> <input type="text"/>
<b>Birth date (mm/dd/yyyy):</b> <input type="text"/>	<b>Last 4 digits of SSN:</b> <input type="text"/>
<b>Address:</b> <input type="text"/>	<b>Mother's Maiden Name:</b> <input type="text"/>
<b>MRN:</b> <input type="text"/>	

3. After you have successfully searched for you patient, you are required to select a reason for accessing the patient's chart.
  - a. You can always enter a comment if you so choose

<b>Reason for access:</b> <input type="text"/>	<b>Comment:</b> <input type="text"/>
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Access needed by Patient's PCP  
 Emergency Care  
 Referring Physician  
 Clinic access for hospitalized patient  
 Specialist - Continuity of Care  
 Other (please specify)  
 Charge Audit/Utilization Management Nurse access