

Reference Guide: Whitelisted Notifications

Whitelisted Notifications via CMC

Adding and Removing Patients from Subscription

Step 1: Login to your Hixny Provider Portal Account



Step 2: Click on the "WhiteList" Tab

Patient Search		Hy Account Show Connection Deta	ila				Support: (518) 640-0021 Ext. 2 support@hixny.org Online Help	Hixny
HealthShare Administration Portal	Portal Registration	PHR Data Block	Messages (41)	Relationships	WhiteList	Legout		
Search by Damagraphics								



Step 3: Select from the drop-down your associated relationship.

Clinician Portal	1	My A Sho	ccount w Connection Details				Support: (518) 640-0021 Ext. 2 support@hixny.org Online Help	Hixny
HealthShare Management	Administration Portal	Patient Search	Portal Registration	Messages (502)	Relationships	Logout		
Relationships								
Relationship:								

Step 4a: For **adding** patients, click on the green icon button.

Patient Search Messages (21) Relationships Relationships	Logout
Relationships	
Relationship: SunnyViewRehab Program	
Name DOB Age Gender Consent Status LocalMRN Address	9
FAKEPATIENT, KIM 12/27/77 38 Female Granted NE3333 17 STREET RD, SOGLENS	5FALLS NY 12803
HIXNY, TEST 01/04/85 31 Female EmergencyOnly None 5555 RIVER RD, Canton :	13617 🗈 🗙
Jas, Singh 05/05/63 53 Female EmergencyOnly None Brevator St, Albany NY 1	2206 🗈 🔀
MOUSE, MICKEY 11/18/28 87 Male EmergencyOnly None 123 MAIN STREET; WALT	DISNEY WORLD, ORLANDO FL 32830 🛛 🗎 🗙
PAPER, NEW 07/28/65 51 Male EmergencyOnly None NLH HOSPITAL PATIENT,	Gloversville NY 12078 🗈 🔀
Test, Test 05/01/50 66 Female Denied None Nowhere, GlensFalls NY 1	2801 🗈 🔀

A new pop-up window will open where you can search for a particular patient to add to your Whitelist. Please enter as much demographic information as possible, then click "Search". Then, please select the correct patient.

MRN		Se	ect a patient by	clicking the	patient name.				
Assigned By			Identifiers	Name	Gender/DOB	Address		Rank	
Last Name	man		1 365	MAN, IRON	M 1988-08-26	Stark Tower, NEWYORK NY 12	2888-1234	63	
First Name	iron		· · · · · · · · · · · · · · · · · · ·			80			
Middle Name									
Gender									
Date of Birth									
	(yyyy-mm-dd)								
Street									
City									
State									
Zip									
Phone									
SSN									
I lentifier Type									
ID Number									
Assigned By									
nooigned by									
Relationship	•								
Program	•								
Restrict Facility									
-									
Recent 💌	Search Clear								



You can now see that the	patient has successfully	v been added to the	WhiteList.
Tou call now see that the	patient nas successium	y been added to the	vvincelise.

Clinician Portal					Sh	ow Connection This is a Development System	Support: (518) 640 support@hixny.org	Online Help	Hix
Patient Sear	<u>rch</u>		Mes	sages (21)		Relationships Logout			
Relationships									
Relationship: Sunn	vViewRehab	Progra	am	•					
Name	DOB	Age	Gender	Consent Status	LocalMRN	Address		0	
FAKEPATIENT, KIM	12/27/77	38	Female	Granted	NE3333	17 STREET RD, SOGLENSFALLS NY 12803		Ba 🗙	
HIXNY, TEST	01/04/85	31	Female	EmergencyOnly	None	5555 RIVER RD, Canton 13617		De 🗙	
Jas, Singh	05/05/63	53	Female	EmergencyOnly	None	Brevator St, Albany NY 12206		la 🗙	
MAN, IRON	08/26/88	28	Male	Granted	CBells001	Stark Tower, NEWYORK NY 12888-1234		Ba 🗙	
MOUSE, MICKEY	11/18/28	87	Male	EmergencyOnly	None	123 MAIN STREET; WALT DISNEY WORLD, ORL	ANDO FL 32830	Ba 🗙	
PAPER, NEW	07/28/65	51	Male	EmergencyOnly	None	NLH HOSPITAL PATIENT, Gloversville NY 12078			
Toct Toct	05/01/50	66	Female	Denied	None	Nowhere GlensFalls NY 12801		Ba 🗙	

**Consent is required for the notifications and reports to flow. For example, "Iron Man" has granted consent. However, you will not receive any notifications for folks set to "Emergency Only" or "Denied". Once consent becomes "Granted", you will receive notifications for that particular patient for any encounters moving forward.

Step 4b: For **removing** patients, click on the red "X" button to delete a patient from the Whitelist.

Clinician Portal					sł	how Connection	This is a Develo	pment System	Support: (518) 640 support@hixny.org	0-0021 Ext. 2 Online Help	Hixr
Patient Sea	rch		Me	ssages (21)		Relationships		Logout			
Relationships											
Relationship: Sunn	yViewRehab	Prog	ram	T							
Name	DOB	Age	Gender	Consent Status	LocalMRN	Address				0	
FAKEPATIENT, KIM	12/27/77	38	Female	Granted	NE3333	17 STREET R	D, SOGLENSFALLS	NY 12803		le 🗙	
HIXNY, TEST	01/04/85	31	Female	EmergencyOnly	None	5555 RIVER F	RD, Canton 13617			Do 🗙	
Jas, Singh	05/05/63	53	Female	EmergencyOnly	None	Brevator St, A	Albany NY 12206			Ba 🗙	
MAN, IRON	08/26/88	28	Male	Granted	CBells001	Stark Tower,	NEWYORK NY 128	88-1234		Ba 🗙	
MOUSE, MICKEY	11/18/28	87	Male	EmergencyOnly	None	123 MAIN ST	REET; WALT DISN	EY WORLD, ORL	ANDO FL 32830	Ba 💥	
PAPER, NEW	07/28/65	51	Male	EmergencyOnly	None	NLH HOSPITA	AL PATIENT, Glover	sville NY 12078			
Test, Test	05/01/50	66	Female	Denied	None	Nowhere, Gle	ensFalls NY 12801			De 🗙	

You can now see that "Kim Fakepatient" has been deleted from the WhiteList. As a result you will no longer receive alerts/notifications for that particular patient.

Clinician Port					м	y Account	This is a	Development System	Support: (518) 640	-0021 Ext. 2
Chinician Por	.ai			(24)		now Connection			support@hixny.org	Online Help
Patient	earcn	_	M	essages (21)		Relationships		Logout		
Relationships										
Relationship: Su	innyViewReh	ab Pro	gram	-	1					
Name	DOB	Age	Gender	Consent Status	LocalMRN	Address				0
HIXNY, TEST	01/04/85	31	Female	EmergencyOnly	None	5555 RIVER R	D, Canton 1	13617		Da 🗙
Jas, Singh	05/05/63	53	Female	EmergencyOnly	None	Brevator St, A	bany NY 12	2206		
MAN, IRON	08/26/88	28	Male	Granted	CBells001	Stark Tower, N	EWYORK N	Y 12888-1234		De 🗙
MOUSE, MICKEY	11/18/28	87	Male	EmergencyOnly	None	123 MAIN STR	EET; WALT	DISNEY WORLD, ORLA	NDO FL 32830	lb 🗙
PAPER, NEW	07/28/65	51	Male	EmergencyOnly	None	NLH HOSPITAL	PATIENT,	Gloversville NY 12078		Da 🗙
Test, Test	05/01/50	66	Female	Denied	None	Nowhere, Glen	sFalls NY 1	2801		lb 🗙



Reviewing and Receiving Alerts via CMC

Step 1: You will see an alert email sent to your email address notifying you to check your Messages' Inbox in your Hixny Provider Portal Account

*The email address that these alerts will be sent is the one associated with your Hixny Provider Portal Account



Step 2: Click on "Click Here" where it will direct you to the Hixny Provider Portal Login Screen. Please login with your credentials.

H	lixny [.]
	HealthyView
	Username:
	Password:
	Login HelpDesk
	HIXNY Acknowledgement:
By logging in to the Healthcare Information Xchange of NY (HIXNY), I am acknowledging the followi	ing:
HIXNY is a secure, web-based system to be used for the purpose of exchanging health information a sensitive patient information. All access to HIXNY is recorded and subject to audit. Unauthorized acc	among hospitals and providers in Northern New York. The information contained within the HIXNY system is confidential and may contain cess is prohibited. Sharing of user names and passwords is also prohibited.
It is understood that the receipt and review of information found in HIXIVY will not substitute for ind decisions made based on information obtained from the system.	lependent examination, diagnosis, and treatment of the patient. HIXIVY will not be responsible in whole or in part for any judgments or
HIV/AIDS. The information in this document may contain HIV/AIDS, which is protected under the you must comply.	Article 27-F of the NY Public Health Law. Re-disclosure of this information is subject NY State and other laws and regulations, with which
Mental Health/Developmental Disabilities. The information in this document may contain infor Developmental Disabilities. Re-disclosure of this information is subject NY State Mental Hygiene and	mation from facilities licensed or operated by the New York State Office of Mental Health or the New York State Office for People With I other laws and regulations, with which you must comply.



Step 3: Next, click on the "Messages" Tab.

*You will notice that it will show you a number count of unread messages in your inbox

Patient Search		My Account Show Connection De	caila				Support: (518) 640-0021 Ext. 2 support@hixny.org Online Help	Hixny
HealthShare Management Administration Portal	Portal Registration	PHR Data Block	Messages (41)	Relationships	WhiteList	Legeut		
Search by Demographics: "Last Name "Gender Date of Birth Phone Or Search by 1959 and Facility "Facility Recent Search Clear								

This will direct you to your Clinical Message Center (CMC) Inbox where you are able to retrieve alerts for this subscription.

Patient Search	Subscri	ptions	Rela	ation	ships											
		Delet	e Mar	k as		Move to										
Compose					ADT/Demo	graphics	2016-02-1	5 11:02:28	UHM Cons	ented CF	PH IP Event Aler	t CPH	1	Joh	n D	2222222222
Inbox			0		ADT/Demo	graphics	2016-02-1	5 09:58:06	UHM Cons	ented CR	PH ED Event Ale	rt CPH	1	Sall	ly R	3333333333
Sent			0		ADT/Demo	graphics	2016-02-1	4 16:40:50	UHM Cons	ented CR	PH IP Event Aler	t CPH		Gre	gory P	444444444
Deleted			0		ADT/Demo	graphics	2016-02-1	4 14:12:15	UHM Cons	ented CR	PH ED Event Ale	rt CPH		Jas	on L	5555555555
Drafts					ADT/Demo	graphics	2016-02-1	2 13:13:13	UHM Const	ented CR	PH IP Event Aler	t CPH		Dor	nna B	6666666666
		- 2			ADT/Demo	graphics	2016-02-1	2 11:12:09	UHM Cons	ented CF	PH IP Event Aler	t CPH		Ma	rie S	1111111111
Open					ADT/Demo	graphics	2016-02-1	2 11:12:08	UHM Cons	ented CR	PH ED Event Ale	rt CPH	1	Nat	than V	7777777777
		Sum	mary												2	🖄 🦨 <u>Viev</u>
		Patient Summary Report for Marie S Patient Demographics														
		Nam	e			Date Of B	lirth	Gender	Identificati	on Num	iber	Phone			Address	
		Ma	rie S			1975-0	4-05	F	MRN: 111	11111	11	123-45	5-7891		1234 Abco Albany, NY	Lane 12345
		Alle	rgies								Medica	ations				
		On (non	et Date e)	•	Inactive Da	ite Al	llergen (Category	Last Updat	ed At	Date (none)	Medicatio	n Fo	rm	Strength [Duration Source
		Enc	ounter	5							Diagnoses					
		Sta Dat	rt E e D	ind ate	Type Fac	ility Rea	son	Clinic	an Admiss Type	ion	Date (none)	Description		Cod	le Type	Source
		201 02-	6- 07		1	OVE TRA	RDOSE OF ZADONE	Doc	tor							

*The Subject Column will call out what type of Alert you've received.