

STEPS TO IMPORT MYADHDPORTAL DOCUMENTS INTO EPIC EMR

1. From myADHD portal, choose “export pdf” and save file in designated drive

The screenshot shows the myADHDportal website interface. The browser title is "Assessment Report - myADHDportal.com - Windows Internet Explorer provided by Nationwide Children's Hospital". The URL is "https://www.myadhdportal.com/securereports/Assessment.aspx?id=3dbe57ac-1ec0-4759-9145-c8ca0ab2ae79". The page displays the patient's name "Demo, Jennifer" and her demographic information: Gender: Female, Date of Birth: 3/1/2000, Age: 10, Grade Level: 4. The report is titled "ADHD Assessment Report" with a date of 12/28/2010. A "Save As" dialog box is open, showing the file being saved to the "Behavioral Health" folder. The file name is "Demo_ADHD_Report_12.28.10.pdf" and the save type is "Adobe Acrobat Document".

myADHDportal

Office Flow Training My Account: baumr1 | Sign out

My Patients Report Card Message Center Forms Information Help

My Patients ▶

Gender Date of Birth Age Grade Level Edit Patient Info

Female 3/1/2000 10 4

PATIENT RECORD **ASSESSMENT REPORT** TREATMENT REPORT

ADHD Assessment Report

Date of Report: 12/28/2010

Print Export

This report is currently not viewable by the patient's parent/guardian. Show this report.

IMPORTANT: This report contains information about your child's behavior problems. It cannot be used in isolation to establish a diagnosis about the child.

DSM-IV ADHD Symptoms Endorsed on the VAS

Inattentive Type		
D. DEMO SCIENCE		
Parent	Teacher	Symptom
x	x	Difficulty sustaining attention
x	x	Difficulty following through on instructions
	x	Not seeming to be listening
x	x	Easily distracted
x	x	Inattention to details/making careless mistakes
	x	Absent-minded or forgetful
x	x	Losing things
x	x	Disorganization
x	x	Avoiding tasks of sustained attention
		Interrupting or intruding on others

2. From Epic, choose “Media Manager” from the Patient Care drop down menu” (Note: May need to get permissions to use this from EPIC tech support at your office)

The screenshot shows the Epic Hyperspace interface for a patient named Rebecca Baum in the Behavioral Medicine and Consultation Clinic. The top navigation bar includes the Epic logo, a 'Change Dept.' button, and a 'Patient Care' dropdown menu. The 'Patient Care' menu is open, displaying a list of options: Chart, Clinical Encounters, Encounter, Addendum, Hospital Chart, Enter/Edit Results, Immunizations/Injections, Telephone Call, Refill Medication, Send Letter, Media Manager (highlighted), and Orders Only. The main content area features a toolbar with icons for Orders, Charting, Orders, SmartSets, Change Prov, Enc Summary, Print AVS, and Open Slots. Below the toolbar is a table with columns: Time, Patient Name, CSN, Reason for Visit, New PT?, Status/Loc, Chart Status, Provider, Dept., Interp?, and Language(s). A single row of data is visible, showing a patient named 'Test For Scm, Fifteen Yr Male' with CSN 603793208, Reason for Visit LETHARGIC, Status/Loc Closed, Chart Status Closed, and Provider Baum, Rebecca, BHAV MD. The interface also includes a calendar for July 2010, a 'Today' button, and a department selection dropdown set to 'BEHAVIORAL MEDICINE'.

3. Click on “import” and choose the appropriate file to import

Hyperspace - 2000271 - REBECCA BAUM - BEHAVIORAL MEDICINE AND CONSULTATION CLINIC - Production

Epic Change Dept. Patient Care Appts Dept Appts Chart Telephone Call myChart Tools Links ERS Feedback

Test For Scm,Fifteen Yr Male Test For Scm,Fifteen Y...

Media Manager

Filters Clear All Filters Import Scan New E-Sig Form Camera Edit View/Play E-Sign Delete Find Patient Ext Result

Import files for Test For Scm,Fifteen Yr Male

Look in: Behavioral Health

- Recent
- Desktop
- My Documents
- My Computer
- My Network Places

- BMCC
- CDC
- DDC

File name: Open

Files of type: All supported types Cancel

te	Import Date	Import Time	Import User	Import Dept.
	12/28/2010	8:18 AM	Baum, Rebecca	Behavioral Medi
	6/30/2010	11:13 AM	Wadiwala, Mohe	Cardiology Clinic
	6/21/2010	11:36 AM	Wadiwala, Mohe	Cardiology Clinic
	6/21/2010	11:35 AM	Wadiwala, Mohe	Cardiology Clinic
	6/17/2010	3:06 PM	Knox, Rebecca [?	Psychology Mair
	4/30/2010	10:24 AM	Henderson, Gayl	Cardiology Clinic
	4/30/2010	10:18 AM	Henderson, Gayl	Cardiology Clinic
	4/27/2010	3:38 PM	Knox, Rebecca [?	Psychology Mair
	4/19/2010	1:47 PM	Melvin, David [70	Med/Surg Login
	4/19/2010	1:39 PM	Melvin, David [70	Med/Surg Login
	4/19/2010	1:36 PM	Melvin, David [70	Med/Surg Login

4. Click on the appropriate encounter to attach the file

Epic Hyperspace - 2000271 - REBECCA BAUM - BEHAVIORAL MEDICINE AND CONSULTATION CLINIC - Production

Change Dept. Patient Care Appts Dept Appts Chart Telephone Call myChart Tools Links ERS Feedback

Test For Scm, Fifteen Y...

Media Manager

Filters Clear All Filters Import Scan New E-Sig Form Camera Edit View/Play E-Sign Delete Find Patient Ext Result

Test For Scm Edit File Information

New files will be a

Description	Document Type	File Attached to	Import User	Import Date	Import
Demo_ADHD_Report_12.28.10.pdf		History on 8/9/2010 with B	Baum, Rebe	12/28/2010 8:16 A	Behav

Attach File To

Patient Enc... Order... Ext Ord...

Patient: Attach the file to an encounter Encounter: History on 8/9/2010 with Baum, Rebecca, MD

Document Information

Description: Demo_ADHD_Report_12.28.10.p
 Doc type: [Red Warning Icon]
 Effective: [Calendar Icon]
 Expires: [Calendar Icon]
 Serviced on: [Calendar Icon]
 More >>

Send Import Notification To

Recipient	Modifier	Add PCP
		Add Recipio

Image Preview

You must use the View/Play button or double-click in the grid at

5. See below for a snapshot of how the link appears in the note

Hyperspace - 2000271 - REBECCA BAUM - BEHAVIORAL MEDICINE AND CONSULTATION CLINIC - Production

Epic Change Dept. Patient Care Appts Dept Appts Chart Telephone Call myChart Tools Links ERS Feedback

Test For Scm,Fifteen Y...

Test For Scm, Fifteen * MRN: 2045463 Weight: 15.422 kg Allergies: Tacrine Hcl PCP: RICH, DAVID H Code St: None
 15 yrs/M (DOB: 1/1/95) CSN: Height: 45 cm BMI: Ins: AETNA myChart: Inactive

Report Viewer

Report History 1 View Pane 1 2 View Pane 2 Split Up/Down Split Left/Right Detach Window

1 07/30/2010 603793208

Back

Document on 7/30/2010 by Baum, Rebecca, MD : Demo_ADHD_Report_12.28.10.pdf

Letters

Letter Information	Status
FRANCIS, SENITA on 7/30/2010	Open
BAUM, REBECCA on 8/4/2010	Open
FRANCIS, SENITA on 8/5/2010	Open
BAUM, REBECCA on 10/6/2010	Open

Problem List

Problem List	Noted	Resolved
Abdominal Pain, Unspecified Site	7/2/2010 by Anthony Alioto, PHD	No
Enuresis	6/30/2010 by Lori Tharp	No

Problem List Last Reviewed by:
FRANCIS, SENITA Jul 30, 2010 2:08 PM EST