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Chapter 1 – Overview

Seattle Children’s Portal replaces Children's Care Gateway as the site that enables us to share patient record and healthcare management applications with you.

Pediatric Health Information Network (PHIN) is one of the first new applications to be made available through the portal.

PHIN allows access to Seattle Children’s patient information, including the following:

- Diagnosis & Problems
- Procedures
- Allergies (as known by Seattle Children’s)
- Medication List (historical and prescribed)
- Immunizations (reported to or administered by Seattle Children’s)
- Documents (final)
- Lab Results (final)
- Diagnostic Studies (radiology and others)
- Encounters (past and future)
- Care Team (Seattle Children’s providers and staff)
- Demographics

PHIN contains data that goes back to January 1, 2014 to present. In PHIN the available patient data displayed is defaulted to 120 days back from the current date with exceptions for documents, labs and meds which are for the last 30 days.
Chapter 2 – Seattle Children’s Portal
The portal is a simplified user gateway that allows you to sign in at a single location to access multiple Children’s applications.

To be able to use Seattle Children’s Portal, you must request access for the applications you need to view and to have your portal account created.

Once your initial portal account has been created, you will need to provide some additional information to complete your account profile and ensure Children’s can help you with information about resetting your password. When your profile is completed, you will be able to sign in and access the applications you have requested.
Chapter 3 – Contacts

For questions regarding the Pediatric Health Information Network, please contact the PHIN Support Line at 206-987-4444 or email gateway@seattlechildrens.org.

For release of information, please contact the Seattle Children’s Health Information Management Department at 206-987-2173.
Chapter 4 – New User Activation Registration

You will receive an email that welcomes you to Seattle Children’s Portal and confirms that a user account has been created for you. This email will contain a hyperlink.

Click the link below to activate your Seattle Children’s Portal (SCP) user account. This link expires in 7 days.

https://seattlechildrens.corp/portal/activate?utm_source=registration&utm_medium=email&utm_campaign=activation

This link expires 7 days from when it was sent

The hyperlink takes you to where you will provide additional information to complete your account profile setup.

The Seattle Children’s Portal sign-in page is:
www.seattlechildrensportal.com

Note: Add the Seattle Children’s Portal web address as a bookmark or favorite for quick access.
Chapter 5 – Seattle Children’s Portal Profile Setup

To obtain access to Seattle Children’s Portal, you need to provide information for all the account profile fields.

1. Enter a new password of your choice.

![Password Input Field]

- Your password must have at least 8 characters, a lowercase letter, an uppercase letter, a number, no parts of your username.
- Repeat new password

2. Select a forgot password question and then type an answer.

![Password Question Input Field]

3. Click the + to type a phone number.
4. Select the country where your phone is registered, type a phone number and then click **Send Code**.

5. You will receive a message with your verification passcode via text.

6. Enter your code, click **Verify** and then click **Done**.
7. This verification message will appear.

8. Selecting a picture is a way you can be certain you are not on a false internet site. If you see the picture you selected, you know you are on a valid Seattle Children's Portal site.
To complete your account profile, click **Create My Account**.
Chapter 6 – Seattle Children’s Forgotten Password

Once you have set up a Forgot Password Text Message option, you will be able to change your password to Seattle Children’s Portal after you successfully enter a reset code that is sent to your mobile phone.

Forgot Password Text Message

Okta can send you a text message with a password reset code. This feature is useful when you don’t have access to your email.

Type your phone number here: [DOMESTIC PHONE NUMBER]

[Edit Phone Number] [Delete Phone Number]
Chapter 7 – Seattle Children’s Portal Sign In
Once your account profile is complete, you should see your previously selected security image where you enter your email address and password and then click **Sign In**.
Chapter 8 – Accessing PHIN through Seattle Children’s Portal

Home Page

Upon signing in to Seattle Children’s Portal, you will see the PHIN button.

Once your account profile is complete, you can click the PHIN button to sign in to Seattle Children's Portal.
# Chapter 9 – PHIN Navigation Tips

The following table shows the icons you will see as you navigate through PHIN.

<table>
<thead>
<tr>
<th>Icon/Link</th>
<th>Where Found</th>
<th>Clickable</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document or Result Description</strong></td>
<td>Documents and Results Tabs</td>
<td>Yes</td>
<td>Hyperlink</td>
</tr>
<tr>
<td><strong>Text or Results in Red</strong></td>
<td>Lab Results</td>
<td>No</td>
<td>Abnormal Test Results</td>
</tr>
<tr>
<td>is deceased.</td>
<td>Banner (banner is yellow rather than blue)</td>
<td>No</td>
<td>Patient is Deceased</td>
</tr>
<tr>
<td><strong>More than 5 Allergies</strong></td>
<td>Banner</td>
<td>No</td>
<td>More than 5 Allergies</td>
</tr>
<tr>
<td><img src="Close.png" alt="Close" /></td>
<td>Details pop-up window</td>
<td>Yes</td>
<td>Close Details Window</td>
</tr>
<tr>
<td><img src="Print.png" alt="Print" /></td>
<td>Details pop-up window</td>
<td>Yes</td>
<td>Print Window or Document</td>
</tr>
</tbody>
</table>
Chapter 10 – PHIN Home Page

From the home page of PHIN you can access the My List and Patient Search tabs.

To return to the home page from the patient chart, press the PHIN icon.
Chapter 11 – PHIN My List

My List displays the last 30 clinically updated patients. My List is based on your relationship to a patient: if you are the Primary Care Provider or Referring provider on record for a visit to Children’s. You will also be able to view patients treated at your practice.
Chapter 12 – PHIN Recent

Recent is located under the Patient Search tab and will display up to the last 10 patient charts you have viewed. Click the patient’s name to open a patient’s chart.
Chapter 13 – PHIN Patient Search

If My List does not display a patient you are looking for, try Patient Search.

You can search through all the patients associated to the practice by First and Last Name, Date of Birth, Seattle Children’s MRN, and the telephone number.
Chapter 14 – PHIN My Filters

If you need to see data further back than the default display, click the My Filters link. A box will appear where you can change the date range that displays. Select or enter the From Date and To Date and then click Confirm.

Note: The entered dates will only be in effect for the duration of your session.
Chapter 15 – PHIN Patient Search - Override Consent Policy

If you search for a patient and Seattle Children’s has no record of your relationship with the patient, you will see: *NOTE: Some records may be filtered due to CONSENT - No matches found!

If you need to access a patient's chart for which Seattle Children’s has no record of a Primary, Referring, or Practice relationship to you, use the Override Consent Policy.

Click on the up arrow next to Search and select Search & Override Consent Policy.

An Override Consent Policy box will appear. Complete the Reason and Authorized By fields.

- Reason – Select PCP, Referring or other. Other reasons for overriding the consent policy include new patient, or continuation of care.
- Authorized by Or by other – Select the Patient or Other. If Other enter the name or role of the person authorized to override consent policy. (Examples of people who are authorized are parent or legal guardian.)

Note: Override Consent Policy fields are logged for security, privacy and auditing reasons and must be populated. When you override the consent policy you will be
searching the entire patient population of Seattle Children’s Hospital. This should only be done in compliance with HIPAA standards.

Click **Continue** and then select the patient chart you want to view from the Patient Search Results. You can add the patient to your custom relationship in **My List** by clicking the star icon under **My List** in the **Patient Search** window.
Chapter 16 – PHIN Log Out

To log out, click the Logout link at the top of the page. The below message will display.

The Logout link is available from any page in PHIN.

PHIN – Auto Log Out

Seattle’s Children’s Portal has a time limit of 30 minutes of no activity. You will receive a Session Timeout Warning on Seattle Children’s Portal. To extend your session, click Keep me signed in.

PHIN will log you out after 15 minutes of no user activity. PHIN does not provide a warning.
Chapter 17 – PHIN Patient Banner

When you select a patient’s name, the Patient Banner displays at the top of the page as you navigate through the patient’s chart.

The Patient Banner displays the Name, Gender, DOB, and Age. If a patient is deceased or has more than 5 allergies, you will see an indicator in the banner as well.

**LOUIS TEST** male, born 24 Oct 2005, aged 10 years is deceased.

**ANN TEST** female, born 11 Jul 2014, aged 2 years has more than 5 allergies!
Chapter 18 – PHIN Tabs

Click the tabs on the left side of the screen to enter that part of the patient’s chart.

- If the box to the left of a tab is dark blue, it indicates there is data to review in that part of the patient’s chart.
- If the box to the left of a tab is light blue, it indicates there is no data to review in that part of patient’s chart.
- When you select a tab, the whole tab becomes dark blue.

**Note:** If a tab is light blue and you know data should be there but may be older than 30 days, check your My Filters settings.
Chapter 19 – PHIN Patient Summary

When you select a patient’s chart, you will see the Patient Summary tab and it displays the following:

- Last 5 Allergies
- Last 10 Active and Historical Medications
- Last 5 Diagnoses
- Last 5 Documents
- Last 5 Laboratory Results
- Last 5 Radiology & Other Results

Note: Each of the sections on the Patient Summary is represented on a tab.

To access more information or documents, click the links. All documents that display in PHIN are final.

<table>
<thead>
<tr>
<th>Description</th>
<th>Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benign neonatal seizures</td>
<td>2015-12-21</td>
</tr>
</tbody>
</table>

**Diagnoses (Last 5)**

**ROD ZTEST male, born 22 Sep 2005, aged 11 years**
Chapter 20 – PHIN Diagnosis & Problems

Click the Diagnosis & Problems tab to see sections for active Diagnoses, Problems, and Resolved Problems.

### Diagnoses

<table>
<thead>
<tr>
<th>Description</th>
<th>ICD</th>
<th>Status</th>
<th>Updated</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benign neonatal sepsis</td>
<td>P50</td>
<td>Active</td>
<td>2015-12-21 08:55 by Test, MDXXX</td>
<td>SCH</td>
</tr>
</tbody>
</table>

### Problems

<table>
<thead>
<tr>
<th>Description</th>
<th>Onset</th>
<th>Status</th>
<th>Updated</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ketogenic diet</td>
<td></td>
<td>Active</td>
<td>2014-04-19 16:36 by null</td>
<td>SCH</td>
</tr>
<tr>
<td>Benign neonatal sepsis</td>
<td></td>
<td>Active</td>
<td>2014-04-19 16:38 by null</td>
<td>SCH</td>
</tr>
<tr>
<td>Septic shock</td>
<td></td>
<td>Active</td>
<td>2014-04-19 13:31 by null</td>
<td>SCH</td>
</tr>
<tr>
<td>Spine at risk</td>
<td></td>
<td>Active</td>
<td>2014-03-11 12:37 by SYSTEM, SYSTEM</td>
<td>SCH</td>
</tr>
</tbody>
</table>

### Resolved Problems

<table>
<thead>
<tr>
<th>Description</th>
<th>Onset</th>
<th>Status</th>
<th>Updated</th>
<th>Source</th>
</tr>
</thead>
</table>

No results found; be sure to check your document filter settings if you need data from over a month ago.
Chapter 21 – PHIN Procedures

Click the Procedures tab to see Procedure History and Operative Notes. The Procedure History lists the Procedure/Operation, Procedure Date, and Care Provider.

Under Operative Notes, click the name of the document to see only final documentation. You can also find Operative Notes on the Documents tab.

<table>
<thead>
<tr>
<th>Procedure / Operation</th>
<th>Date</th>
<th>Provider</th>
<th>Updated</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gastraplasty</td>
<td>2016-08-23</td>
<td>Javid, Patrick J, MD</td>
<td>2016-08-23 07:31 by Test, Clinic</td>
<td>SCH</td>
</tr>
<tr>
<td>Cricopharyngeal Palsy</td>
<td>2016-04-30</td>
<td>Ojemann, Jeffrey G, MD</td>
<td>2016-04-30 09:00 by SYSTEM, SYSTEM</td>
<td>SCH</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document</th>
<th>Clinician</th>
<th>Type</th>
<th>Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Surgical Vascular Access Profile</td>
<td>RODRIGO MD TARABO</td>
<td>OR and Procedure</td>
<td>2016-07-27 09:10</td>
</tr>
</tbody>
</table>
Chapter 22 – PHIN Allergies

Click the Allergies tab to see the Allergen, Nature of the Reaction, and the Severity.

<table>
<thead>
<tr>
<th>Allergen</th>
<th>Reaction</th>
<th>Severity</th>
<th>Onset</th>
<th>Status</th>
<th>Comments</th>
<th>Updated</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pencilmic</td>
<td>Mild/Moderate</td>
<td>Active</td>
<td></td>
<td>2016-07-09 18:15 by Physician</td>
<td>SCH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aspirin pseudoephrine</td>
<td>Mild/Moderate</td>
<td>Active</td>
<td></td>
<td>2016-07-15 13:12 by Parent</td>
<td>SCH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>acetaminophen</td>
<td>Mild/Moderate</td>
<td>Active</td>
<td></td>
<td>2016-07-15 13:04 by Family</td>
<td>SCH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>citricin chase</td>
<td>Mild/Moderate</td>
<td>Active</td>
<td></td>
<td>2016-07-15 13:10 had two for</td>
<td>2016-07-15 12:10 by Parent</td>
<td>SCH</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Mild/Moderate</td>
<td>Active</td>
<td></td>
<td>2016-11-30 13:15</td>
<td></td>
<td>2016-11-30 13:15 by Parent</td>
<td>SCH</td>
</tr>
</tbody>
</table>

**Note:** Only the allergies known to Seattle Children’s will be displayed in PHIN.
Chapter 23 – PHIN Medication List

Click the **Medication List** tab to see Inpatient/In Clinic Medications, Rx Medications, Hx Medications and Other Reports. Each section displays the order name, status, dose, route, frequency and ordering provider. For more information, under Details click the blue icon that will open the details window.

**Note:** Depending on your system’s screen resolution, you may need to scroll left or right to see more information.
Chapter 24 – PHIN Immunizations

Click the **Immunizations** tab to see the immunizations administered at Seattle Children’s or reported to Seattle Children’s by the parent or guardian.

**Note:** The immunization section is not connected to the State Registry.

For more information, click the order name.

<table>
<thead>
<tr>
<th>Immunizations</th>
<th>Route</th>
<th>Status</th>
<th>Facility</th>
<th>By</th>
<th>Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>mumps vaccine</td>
<td>IM</td>
<td>Verified</td>
<td>SCH</td>
<td>Graham, Gary W</td>
<td>2015-06-03</td>
</tr>
<tr>
<td>mumps-rubella virus vaccine</td>
<td>IM</td>
<td>Verified</td>
<td>SCH</td>
<td>Graham, Gary W</td>
<td>2015-06-03</td>
</tr>
</tbody>
</table>
Chapter 25 – PHIN Documents

Click the Documents tab to find H&P / Interim / Discharge Summaries, Consults, Clinic Notes, Specialty Care Notes, ED Notes, and Other Documents.

Note: The Documents tab will not show documents that are confidential or scanned.

A document’s name is a hyperlink. Click the hyperlink to open the document.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>H &amp; P / Interim / Discharge Summaries</td>
<td>2016-08-23 to 2016-12-31</td>
</tr>
<tr>
<td>Consults</td>
<td>2016-08-23 to 2016-12-31</td>
</tr>
<tr>
<td>Clinic Notes</td>
<td>2016-08-23 to 2016-12-31</td>
</tr>
<tr>
<td>Specialty Care Notes</td>
<td>2016-08-23 to 2016-12-31</td>
</tr>
<tr>
<td>ED Notes</td>
<td>2016-08-23 to 2016-12-31</td>
</tr>
<tr>
<td>Other Documents</td>
<td>2016-08-23 to 2016-12-31</td>
</tr>
</tbody>
</table>

Some documents may not display due to privacy reasons or because they were scanned.

<table>
<thead>
<tr>
<th>Document</th>
<th>Clinician</th>
<th>Type</th>
<th>Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinic Note</td>
<td>Ho, Agnes</td>
<td>Clinic Notes</td>
<td>2016-08-29 16:10</td>
</tr>
<tr>
<td>Physical/Occupational</td>
<td>Ho, Agnes</td>
<td>Therapy Services</td>
<td>2016-08-29 16:20</td>
</tr>
</tbody>
</table>
Chapter 26 – PHIN Lab Results

Click the **Lab Results** tab to see the 20 most recent lab results displayed in Collection Date order. Click the **Next** button to review the next 20 lab results.

To see a specific Category of lab results, type it in or select it from the drop-down menu. To filter multiple results in a category, select from the drop-down menu or type a minimum of three characters of the result name. Abnormal results are indicated in red.
For more information, click the hyperlink to open the details window. In the details window, you can trend lab results by clicking the trend graph.

To view the fishbone diagram, click on the fishbone icon next to the title of the lab result.
Click the **Diagnostic Studies** tab to see a list of available Radiology Reports, Other Diagnostics and Other Reports. To view images, click on the images icon.

<table>
<thead>
<tr>
<th>Description</th>
<th>Images</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Intracranial Doppler Coned</td>
<td><img src="image1" alt="Image" /></td>
<td>Corrected</td>
<td>2016-09-25 11:14</td>
</tr>
<tr>
<td>US Abdomen Intrasusp.</td>
<td><img src="image2" alt="Image" /></td>
<td>Corrected</td>
<td>2016-09-25 11:14</td>
</tr>
<tr>
<td>IR Aortogram</td>
<td><img src="image3" alt="Image" /></td>
<td>Final</td>
<td>2016-09-25 09:24</td>
</tr>
<tr>
<td>DX Femur TV Bilat</td>
<td><img src="image4" alt="Image" /></td>
<td>Final</td>
<td>2016-09-25 09:22</td>
</tr>
<tr>
<td>DX Abdomen TV</td>
<td><img src="image5" alt="Image" /></td>
<td>Final</td>
<td>2016-09-25 09:23</td>
</tr>
<tr>
<td>DX Chest + Abd 2V Baby</td>
<td><img src="image6" alt="Image" /></td>
<td>Final</td>
<td>2016-09-25 10:08</td>
</tr>
<tr>
<td>CT Spine Cerv-Thor Lum w/Cont</td>
<td><img src="image7" alt="Image" /></td>
<td>Final</td>
<td>2016-09-05 12:00</td>
</tr>
<tr>
<td>CT Spine Cerv-Thor Lum w/Cont</td>
<td><img src="image8" alt="Image" /></td>
<td>Final</td>
<td>2016-08-19 13:50</td>
</tr>
<tr>
<td>CT Head Limited</td>
<td><img src="image9" alt="Image" /></td>
<td>Final</td>
<td>2016-08-10 13:00</td>
</tr>
<tr>
<td>MR Angiog Est Upper Bilat with Contrast</td>
<td><img src="image10" alt="Image" /></td>
<td>Final</td>
<td>2016-07-22 10:58</td>
</tr>
<tr>
<td>MR Spine Total w/Contrast Ltd</td>
<td><img src="image11" alt="Image" /></td>
<td>Final</td>
<td>2016-07-22 10:30</td>
</tr>
<tr>
<td>CT Head Limited</td>
<td><img src="image12" alt="Image" /></td>
<td>Final</td>
<td>2016-07-22 10:27</td>
</tr>
<tr>
<td>DX Abdomen TV</td>
<td><img src="image13" alt="Image" /></td>
<td>Final</td>
<td>2016-07-22 10:16</td>
</tr>
<tr>
<td>DX Chest 2V AP/LAT</td>
<td><img src="image14" alt="Image" /></td>
<td>Final</td>
<td>2016-07-22 10:16</td>
</tr>
<tr>
<td>DX Chest 3V Oblique</td>
<td><img src="image15" alt="Image" /></td>
<td>Final</td>
<td>2016-07-22 00:02</td>
</tr>
<tr>
<td>CT Abdomen w/o Cont</td>
<td><img src="image16" alt="Image" /></td>
<td>Final</td>
<td>2016-07-15 00:45</td>
</tr>
<tr>
<td>MR Spine Canival Limited</td>
<td><img src="image17" alt="Image" /></td>
<td>Final</td>
<td>2016-07-14 54</td>
</tr>
<tr>
<td>MR Brain Limited</td>
<td><img src="image18" alt="Image" /></td>
<td>Final</td>
<td>2016-07-14 54</td>
</tr>
<tr>
<td>DX Chest + Abd TV Baby</td>
<td><img src="image19" alt="Image" /></td>
<td>Final</td>
<td>2016-07-14 55</td>
</tr>
<tr>
<td>CT Head Limited</td>
<td><img src="image20" alt="Image" /></td>
<td>Final</td>
<td>2016-07-14 56</td>
</tr>
</tbody>
</table>
Chapter 28 – PHIN Encounters

Click the **Encounters** tab to view a list of Encounters and Future Appointments that shows the Expected Admit or Appointment Dates, Admission and Discharge Dates, Type of Encounter, Care Provider, Visit Status and the Reason For Visit.

<table>
<thead>
<tr>
<th>Type</th>
<th>Facility</th>
<th>Department</th>
<th>Location</th>
<th>Provider</th>
<th>Reason</th>
<th>Status</th>
<th>Expected</th>
<th>Admitted</th>
<th>Discharged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outpatient</td>
<td>CHRMC</td>
<td>CHRMC</td>
<td>ADQ</td>
<td>ADO</td>
<td>NoShow</td>
<td></td>
<td>2015-01-05 00:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outpatient</td>
<td>CHRMC</td>
<td>CHRMC</td>
<td>BCG</td>
<td>BCG</td>
<td>NoShow</td>
<td></td>
<td>2015-02-05 00:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Chapter 29 – PHIN Care Team

Click the [Care Team] tab to see the names and information of any Care Provider who has seen or worked with the patient at Seattle Children’s.

<table>
<thead>
<tr>
<th>Provider</th>
<th>Relationship</th>
<th>Phone</th>
<th>Pager</th>
<th>Email</th>
<th>Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>BALLY PEDIATRIC CLINIC</td>
<td>Ballard Pediatric Clinic</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catlin, Brian</td>
<td>Primary Care Provider</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Chapter 30 – PHIN Demographics

Click the Demographics tab to access patient demographic data. It contains Patient, Address, PCP and Clinical details. You can also click blue hyperlinks for MRN and Patient Contacts details.
Chapter 31 – PHIN Printing

From PHIN you can print pages or details windows by clicking on the print icons.
Chapter 32 – Example User Scenarios

Follow Up on Patient with Recent Children’s Urgent Care Visit

Scenario: You want to review the details of an Urgent Care visit from your patient.

1. Sign in to PHIN.
2. In Clinician Portal, choose one of the following tabs to find your patient:
   a. My List (use the drop-down menu in Relationship to filter your Relationship if necessary)
   b. Recent
   c. Patient Search (minimum of 4 characters of a last name)
3. To open the patient’s chart, click the patient’s name.
4. On the Patient Summary tab, click the Documents tab.
5. Under ED Notes, view Urgent Care Notes.
6. To review more information from the encounter, click other tabs.

Covering for Practice Partner - Patient Shows for ED Follow-Up

Scenario: You’re covering for a practice partner who ordered a prescription during a Children’s ED visit that the family is unable to fill.

1. Sign in to PHIN.
2. In Clinician Portal from My List, in the Relationship field click the drop-down and change to Practice Name.
3. To filter results, type a minimum of 4 characters of the patient’s last name.
4. To open the patient’s chart, click the patient’s name.
5. If the ED Note is one of the last 5 documents, it will display on the Patient Summary tab. If not, you will find it on the Documents tab under ED Notes.
6. To review prescribed medication, click the Medication List tab, find the order name under Rx Medication and then click the blue icon under Details.
New or Historical Patient Presents with Recent Visit to Children’s

Scenario: You have a patient who is not currently active within your clinic or when Children’s doesn’t have a relationship between you and the patient on record.

1. Sign in to PHIN.

2. In Clinician Portal from My List the patient is not listed for the practice relationship.

3. Click the Patient Search button.

4. Enter a minimum of 4 characters in the Last Name field and any other patient-specific identifiers.

5. Fill out the override consent fields

6. Click Search.

7. A nurse can select the correct patient from the patient list, review the patient chart and make a note that doctor will have to Override Consent Policy when looking up the patient.