HealtheConnections Reports User Guide

Reports are available based on approved authorized user access and may include:

- **Organization-specific reports** for RHIO Administrators and Audit Contacts to support administrative and audit activities (e.g., Active User Lists, Break the Glass).
- **Patient-specific reports** (formerly myData) that provide insights into patient profiles based on attribution lists to help identify gaps in care and performance in quality measures (e.g., Skilled Nursing Facility, Hypertension).
- **Public Health reports** that support local health departments in surveillance efforts (e.g., Perinatal Syphilis Report, Opioid Overdose Report).

Important: Some reports may not be available at this time. HealtheConnections will notify authorized users with approved access as they become available. For assistance, contact support@healtheconnections.org.

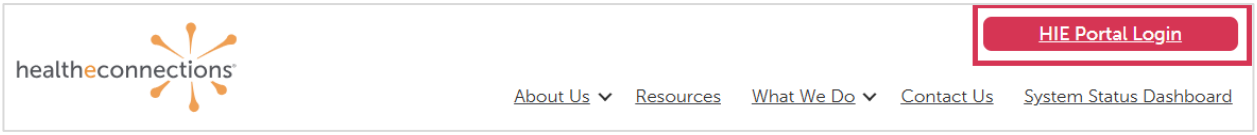
The quick links below allow users to jump directly to the sections most relevant to their needs.

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HealtheConnections HIE Login

Access the HealtheConnections HIE portal at https://www.healtheconnections.org/, click the HIE Portal Login button in the top right corner.

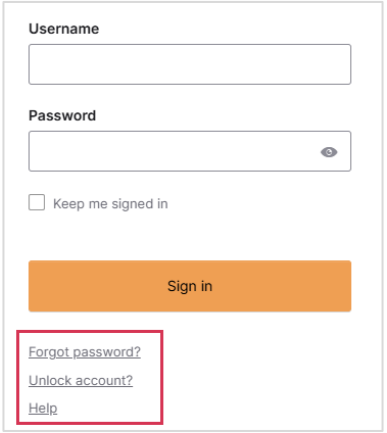


A new window will open to https://portal.prod.healtheconnections.org. At the HIE portal login screen, enter the assigned HealtheConnections Username and Password (the same credentials used to access myConnections). Click Sign In, then complete the standard Okta Multi-Factor Authentication (MFA) process.



Password Reset/Account Unlock

To reset a password or unlock an account, utilize the self-help options located below the Sign in button. Select the appropriate link (Forgot password or Unlock Account) and follow the on-screen prompts. Once completed, an email will be sent from noreply@okta.com with instructions. The email may be delivered to a Junk or Spam folder. If the email is not received, contact the HealtheConnections Support team at support@healtheconnections.org or 315.671.2241 extension 5 for assistance.



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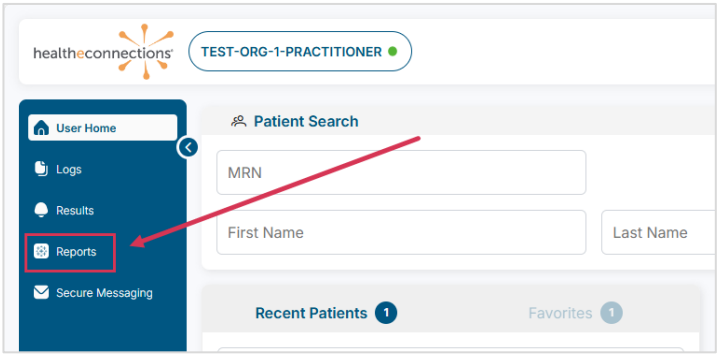
Reports Navigation

Authorized User Access

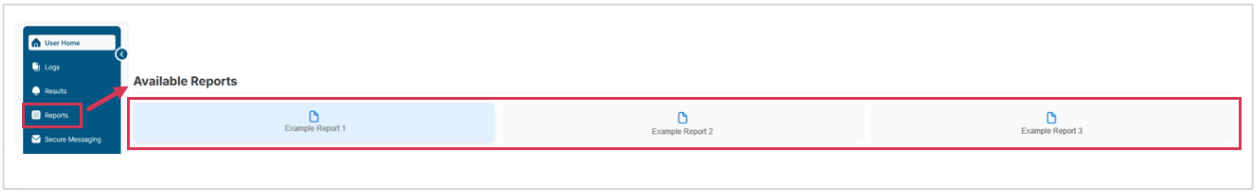
Report access is determined by account provisioning from the user's organization. To modify or terminate access, submit the HealtheConnections Authorized User Account Modification & Termination Form.

Report Access

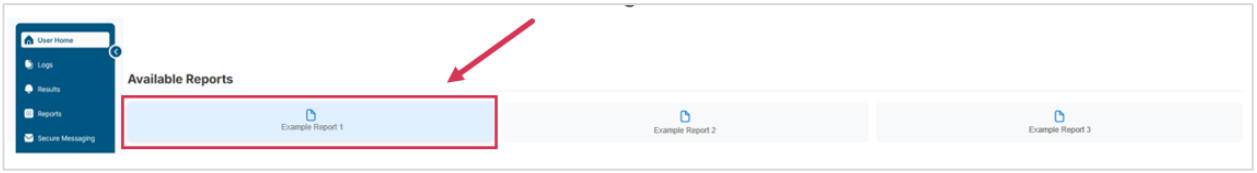
After logging into the Portal, authorized users with access to Reports are directed to the User Dashboard. Reports can be accessed by selecting Reports from the Navigation Panel.



When the Reports link is selected, all available reports for the authorized user will display.



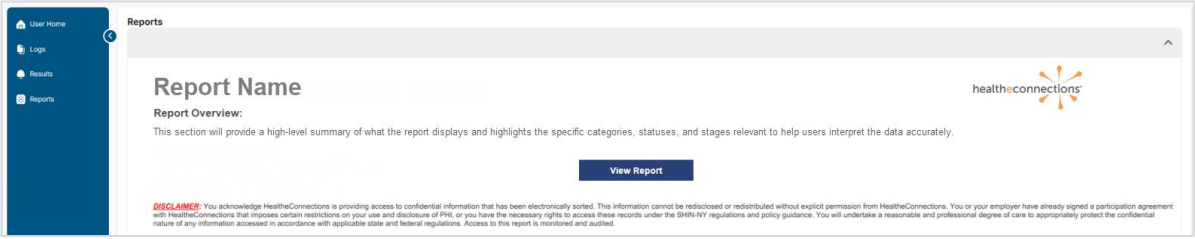
From the list of available reports displayed on the screen, select the report name to access its cover page.



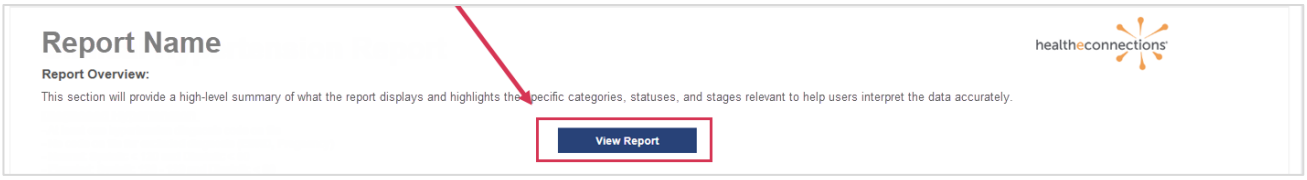
The report cover page may include:

- **Report Name** – The title of the report
- **Purpose** – A high-level summary and specific categories, statuses, and stages of the report
- **Filters** – Outlines and defines filter options available for that specific report
- **Considerations** – Notes and reminders to be aware of when accessing and viewing the report
- **Frequency** – Displays how often the report is updated
- **Resources** – Helpful reference documents specific to the report
- **Disclaimer** – Policies and procedures governing access to the report, including additional requirements if the report contains Protected Health Information (PHI)
- **View Report** – Button to access the report

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After reviewing the cover page, select View Report to display the report data.



Each report is unique in design and may include filtering options, interactive visualizations, tables, and data displays, as well as features that support exporting or downloading report data. If you have questions about how to use a report, please contact support@healtheconnections.org.



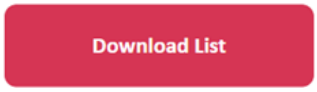
Additional Features

While not all features are outlined in this guide, the following are commonly available:

- Hovering over data points to display additional details and, when available, download associated table.



- Buttons that allow:
  - Downloading report data (e.g., Download List, Download Table)



  - Returning to a previous section or the cover page (e.g., Report Overview, Back to Cover Page)

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Report Overview

Resources and Support

HealtheConnections provides support and resources to assist users.

- Resource Center – Access to forms, user guides, FAQs, and additional materials
- Contact Us – For questions related to reports or access, email support@healtheconnections.org or call 315-671-2241 ex. 5.

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