



HIE Usage Dashboard Training



HIE Usage Dashboard Introduction

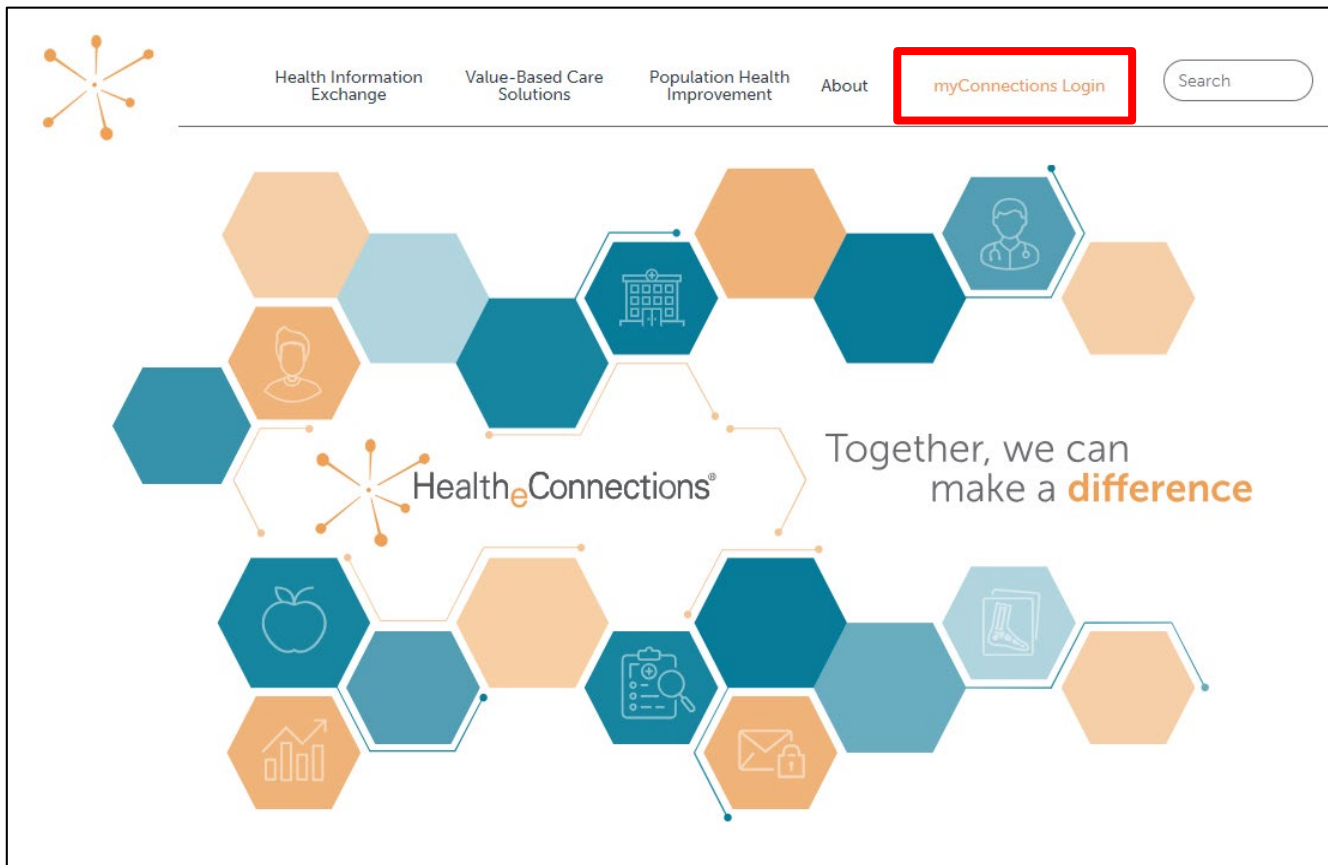


- The HIE Usage Dashboard is a tool available to authorized users who have access to the HealthConnections portal
- Reports will include organization demographic information, consent information, user information, unique patient count accesses, and results delivery
- Reports can be exported from the portal in Excel format and manipulated as needed

Accessing HealthConnections




- Access myConnections portal via any web browser
- Click “myConnections Login” to enter your username and password



Logging In





HealthConnections is a secure system used for exchanging health information. All access to HealthConnections is recorded and subject to audit. Unauthorized access is prohibited. Sharing of usernames and passwords is also prohibited. HealthConnections is not responsible for the completeness or accuracy of information. Users are responsible for independent examination, diagnosis and treatment of a patient.

The information accessed through HealthConnections is confidential and may contain sensitive patient information. By logging in and accessing patient records in the health information exchange, you may be viewing patient records that contain HIV/AIDS protected under Article 27-F of NY Public Health Law or patient records from facilities licensed or operated by the NYS Office of Mental Health for the NYS Office for People With Developmental Disabilities which may not be re-disclosed except as permitted by the NYS Mental Hygiene Law.

[Sign in to myConnections](#)

Username

Password

Remember me

[Sign In](#)

[Need help signing in?](#)

Please use your HIE Username and Password to log into myConnections.

If you need help or require a log in for this application, contact the HealthConnections help desk at [\(315\) 671-2241](tel:3156712241) option 5 or email support@healthconnections.org.

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v2.0.1

- Enter your username and password
- Click “Sign In”
- If you forgot your password, click “Need help signing in?”. You’ll receive an email from noreply@okta.com, which may go to your Junk folder. If it is not in your Junk folder, contact our Support team at support@healthconnections.org

Accessing HIE Usage Dashboard



- Once logged in, click on “Reports” in the horizontal navigation.

The screenshot shows the HealthConnections myConnections dashboard. At the top, there is a horizontal navigation bar with the following items: "Training", "Reports" (highlighted with a red box), "Marketing", and "Contact Us". Below the navigation bar, the dashboard is divided into several sections. On the left, there is a "Welcome back," section with links for "MY ACCOUNT" and "LOG OUT". Below this are several application tiles: "Admin Console", "Direct Mail", "Direct Provider Directory", "myData (Demo)", and "myData (STAGE - Demo)". A "Reorder Applications" button is also present. Below the application tiles is a section titled "MEET OUR NEW HIE PARTICIPANTS" with a sub-section for "Bindhamton Eve Associates". On the right side of the dashboard, there are two large tiles: "Participant Map" (with a map icon) and "Data Contributors" (with a cross and arrows icon). Below these tiles is a "NOTICES" section containing a list of announcements with icons: a warning icon for "OCT 29 DATA AND IMAGING CURRENTLY UNAVAILABLE FROM SEVERAL SOURCES", an exclamation mark icon for "SEP 15 INTERMITTENT IMAGING ISSUES FROM CLAXTON-HEPBURN HOSPITAL", and information icons for "SEP 2 CORTLAND HOSPITAL AND REGIONAL MEDICAL PRACTICE UNDER GUTHRIE", "SEP 2 UHS DELAWARE VALLEY HOSPITAL UNDER UHS HEALTH SYSTEM", "SEP 2 COVID-19 CONSENT REMINDERS", "SEP 2 WAIVER OF SHIN-NY WRITTEN CONSENT DURING COVID-19 OUTBREAK FOR TELEHEALTH", and "SEP 2 STATEWIDE SURVEY LAUNCHES SEPT 15TH!". At the bottom of the dashboard, there is a section titled "We've been working on some big changes...." with a sub-section for "As you can see, we've made some changes to the portal".

Accessing HIE Usage Dashboard



A screenshot of the HealthConnections myConnections dashboard. The top navigation bar includes the logo, "Training", "Reports", and "Market" links. The main content area is divided into two columns. The left column contains a "Welcome back" message and "MY ACCOUNT" and "LOG OUT" links. The right column is titled "Reports" and lists three items: "COVID-19 Results", "HIE Usage Dashboard" (which is highlighted with a red rectangular box), and "COVID-19 (+) Patient Hospitalizations".

- Then Click on “HIE Usage Dashboard”.

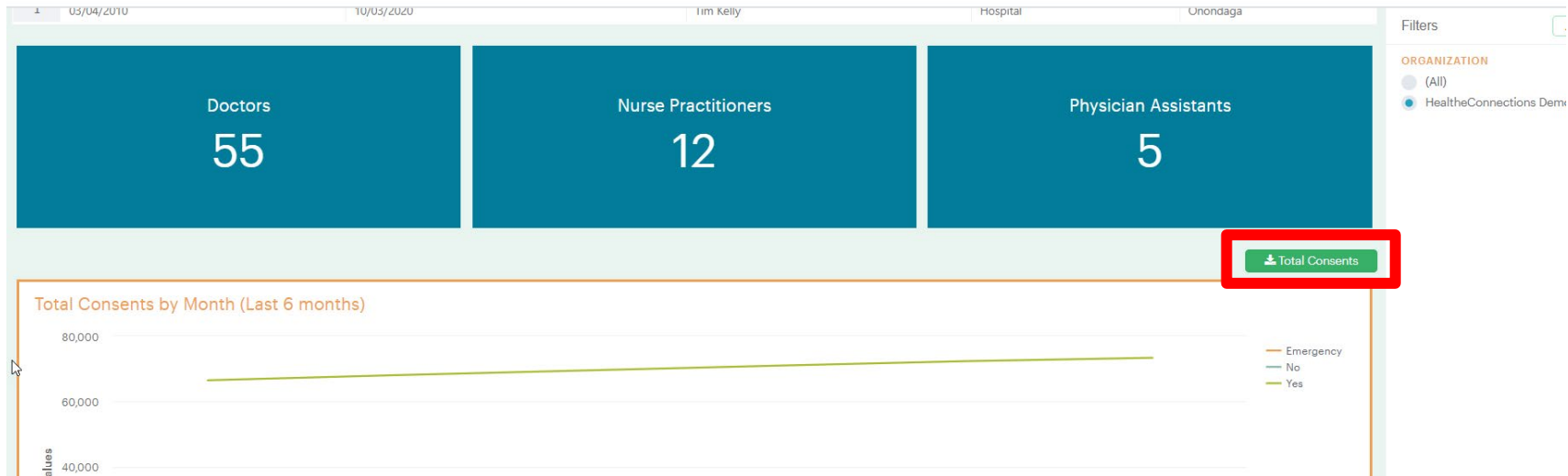
Viewing HIE Usage Dashboard



- The HIE Usage Dashboard will display a list of available reports and your organization's demographics
- On the right, filters are available for users to select the various organizations that they are affiliated with for reporting purposes
- You can select a different organization by changing the filters and clicking "Apply"

Viewing Dashboard Reports

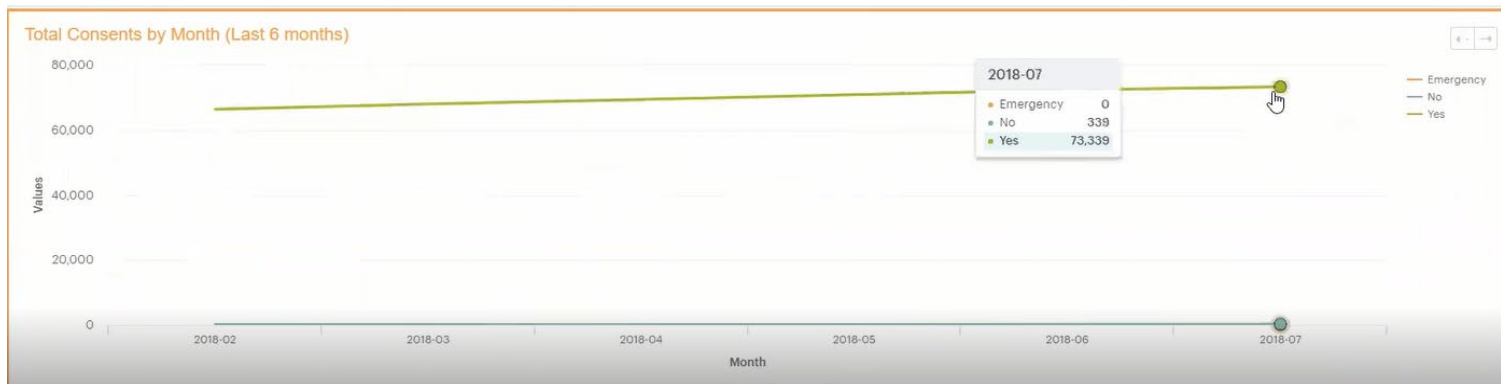
HIE Usage Dashboard



- Reports can be viewed by using the scroll bar on the far right
- Click on the green button with the download icon to download reports as excel files

HIE Usage Dashboard – Consent Reports

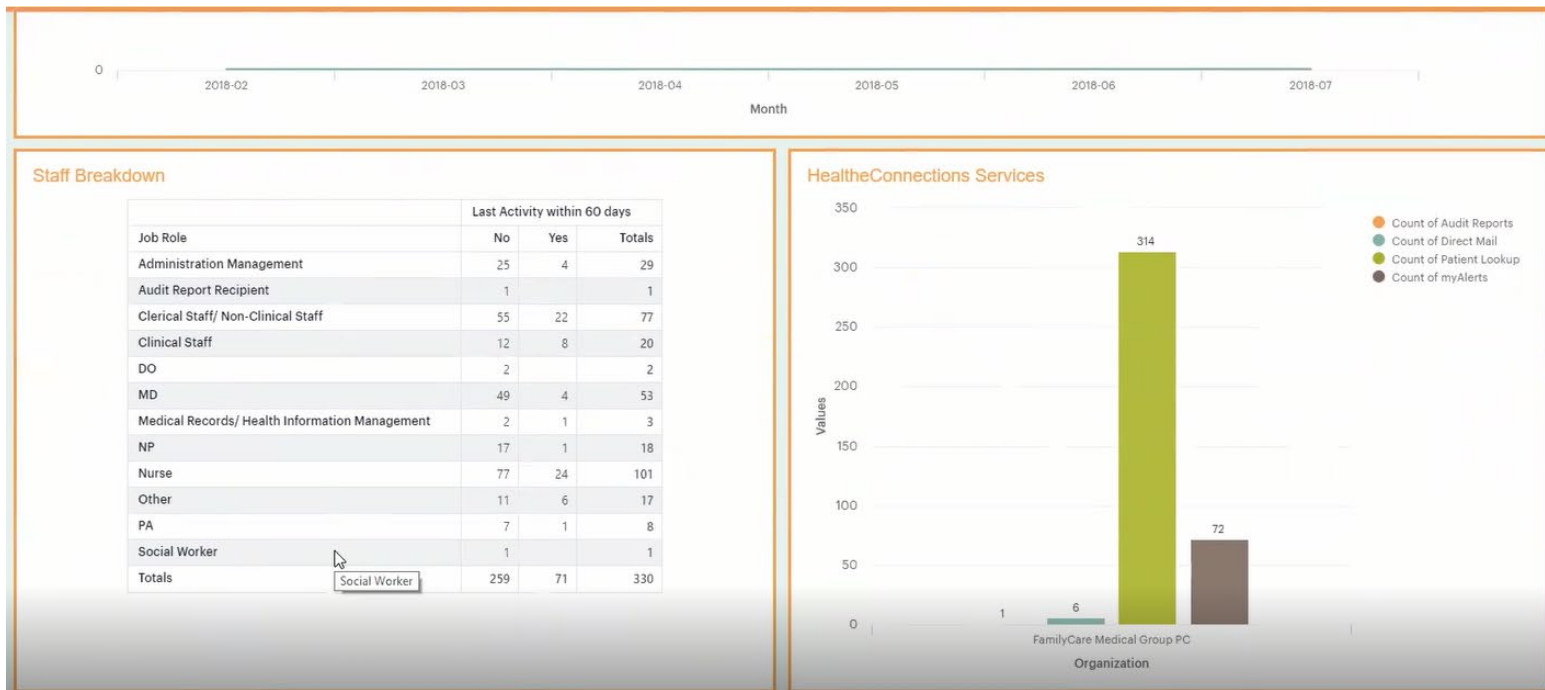
- After viewing demographic reports, additional reports are available by scrolling down
- The monthly consent report shows the number of patient consent values
- The most recent 6 months of consent information (Yes, No, and Emergency Only) will be displayed



HIE Usage Dashboard – Users / Services

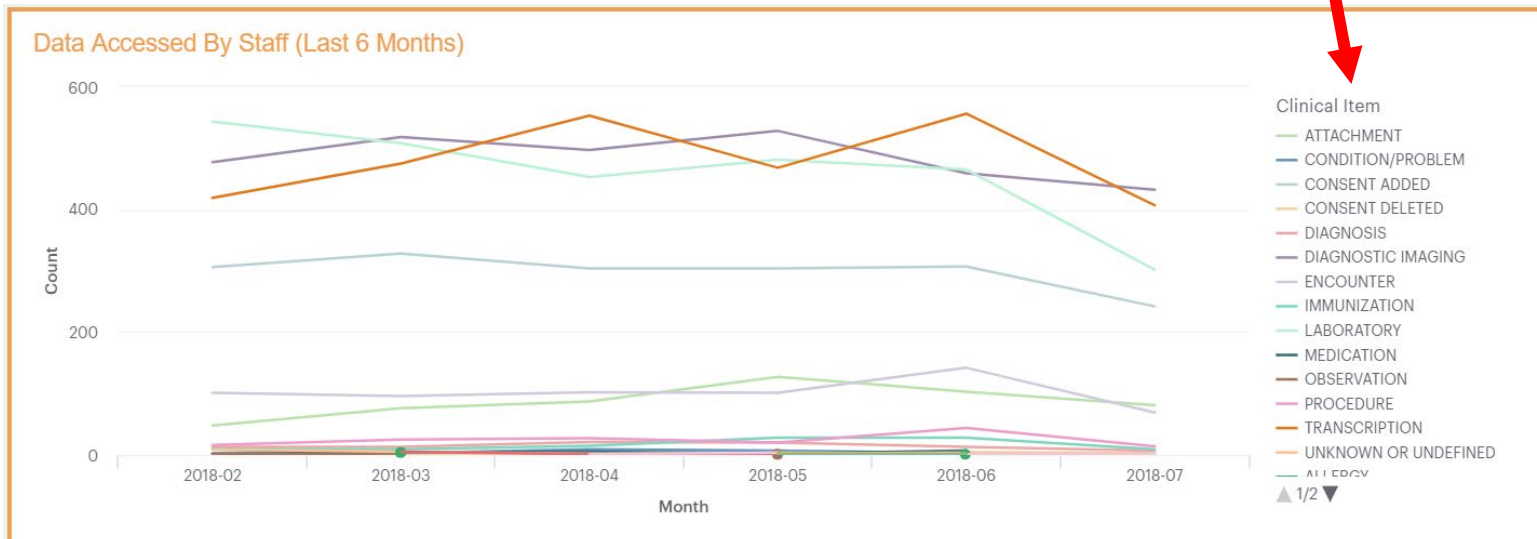


- The next report is a breakdown of authorized users within an organization and usage of HealthConnections services
- CSV reports will generate a list of all staff members who have access



HIE Usage Dashboard – Data Accessed

- The next report will display what sections of a patient record were accessed by authorized users within an organization
- The line graph can be manipulated to display clinical items highlighted within the legend on the right



HIE Usage Dashboard – Unique Patient Counts

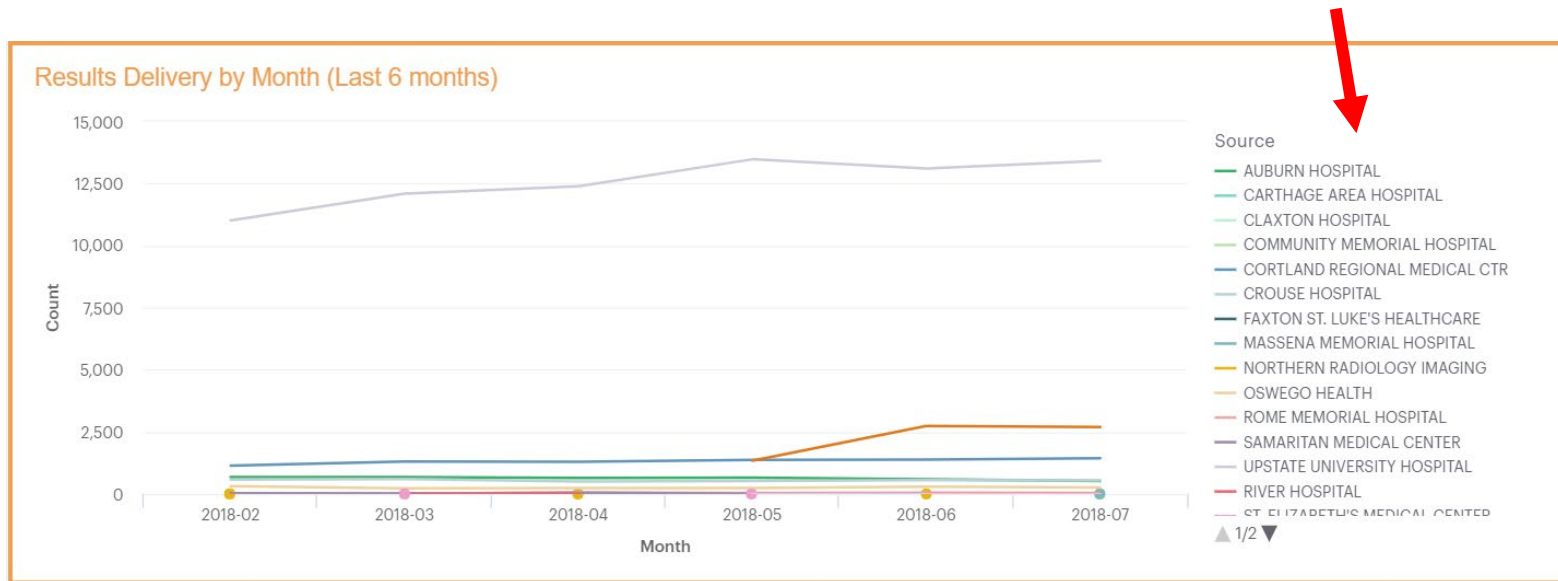
- This is a monthly report showing the number of unique patient records that have been accessed by authorized users at the organization



HIE Usage Dashboard – Results Delivery



- This is a monthly report showing volume, document type, and contributing source of data received by HealthConnections and delivered into the organization's EHR
- The line graph can be manipulated to display data sources highlighted within the legend on the right



Logging Out

- Once you have reviewed a report and need to review another, scroll down to view another report
- Once your review is complete, you can exit HealthConnections by clicking on “Log Out”



Welcome back,

MY ACCOUNT 

LOG OUT 

Important Information



HealthConnections Support:

- Email: support@healthconnections.org
- Direct email: support@hiemail.healthconnections.org
- Phone: 315-671-2241 ext. 5

Training Materials:

- Additional materials and forms are available on our webpage <https://www.healthconnections.org/training/>

myConnections:

- On the myConnections login page, click “Need help signing in?”. You’ll receive an email from noreply@okta.com, which may go to your Junk folder. If it is not in your Junk folder, contact our Support team at support@healthconnections.org



Thank you!

healthconnections.org
info@healthconnections.org

