Epic Care Everywhere - View Outside Records

Audience: This job aid is intended for users Viewing Outside Records through Epic Care Everywhere.

Purpose: Provides instructions for viewing outside records through Epic Care Everywhere.

What is Care Everywhere?

Care Everywhere is used within the Epic Hyperspace patient record, to exchange electronic health records with outside organizations. It provides access, at the point of care, to a patient's medical records from other organizations. This gives clinicians access to information that may be critical for patient treatment, but which otherwise might not have been seen.

View Records in Care Everywhere

You can view a patient's information from outside organizations using the Epic Care Everywhere Outside Records activity. This information consists of a clinical summary, encounter summaries, lab results and other results.

1. Open the patient's chart.
2. Click on the Care Everywhere section of your navigator.
3. The outside records will open to the Home tab.
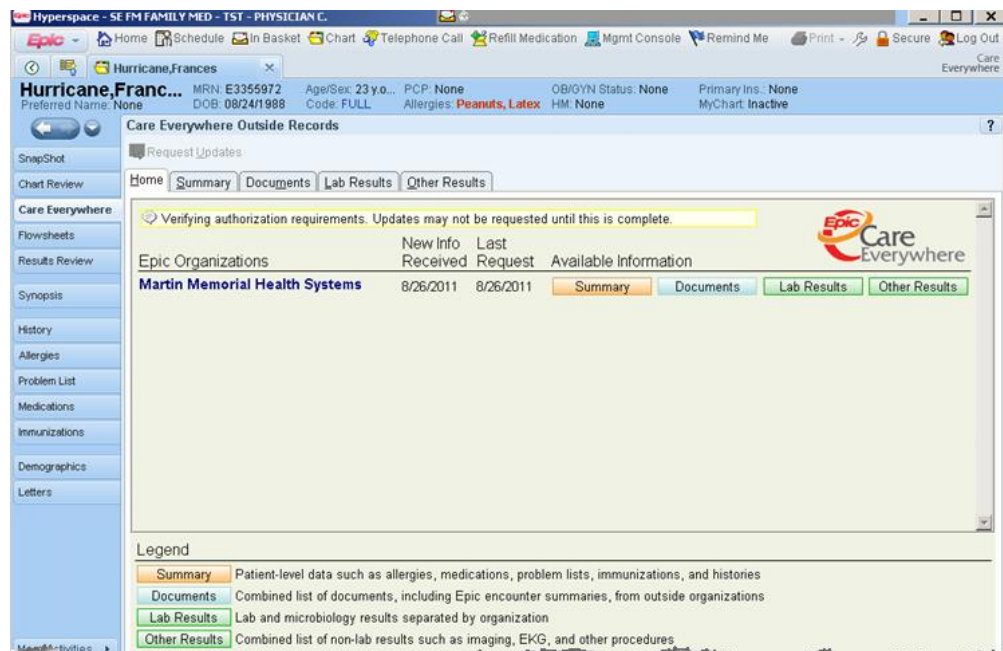
4. Click the **Summary** tab to view a **Clinical Summary Report**. Scroll down to view the report, or use the hyperlinks to access sections of the report.

5. Click the Documents tab to view an encounter summary.

6. Double click to view a specific encounter summary. If the document is already available (indicated with a green dot), it will open. If the document has not yet been requested, the Request Status window opens when you double-click. A request Status window will appear indicating that it is downloading. The document's status changes to Received when it's available and a green dot will appear next to that encounter.

7. Click **Lab Results** tab to view all available lab results for a patient. From the Lab Results tab, you can locate a specific item by clicking the category or the component for the result listed on the left side of the activity. Click the date header to view a summary for an encounter in which a lab result was filed.   You can click a result to expand a section.

8. Click the **Other Results** tab to view all non-lab results, such as results for procedures or imaging.
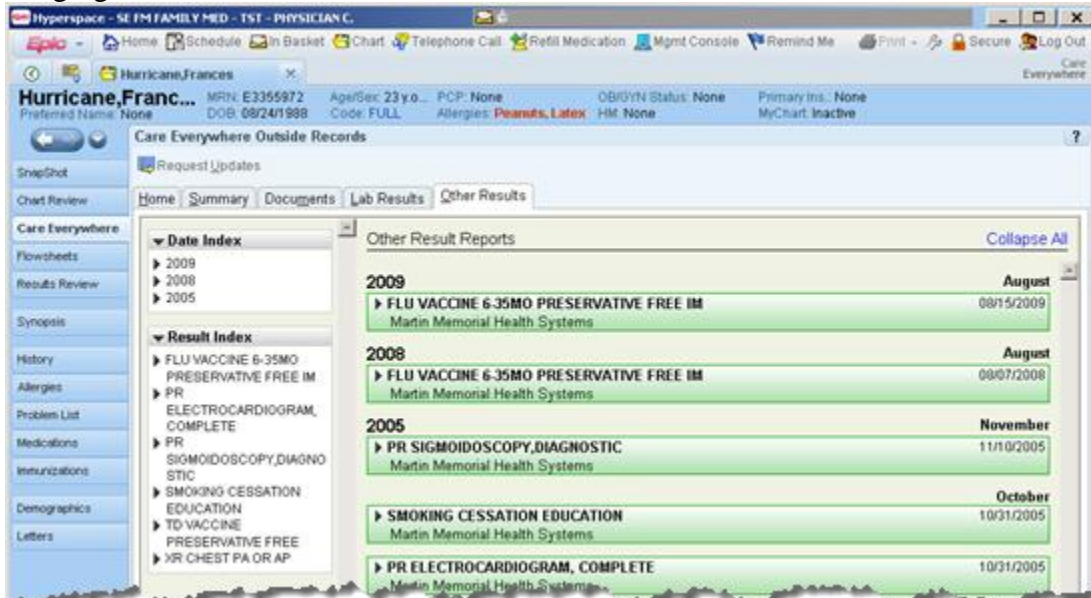
Request Updated Information

Once the initial Request for Records has been completed, it is possible to request updated information.

1. Click Request Updates button on the activity toolbar.