

Lincoln Surgical Hospital Patient Portal User Handbook

Part 2 – Health Record

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Introduction

The Lincoln Surgical Hospital Patient Portal offers secure electronic access as a service to patients who wish to view a summary of their medical record. This interactive web portal will empower patients and their families to take a more active role in their care by providing easy, secure access to their health information and online communication with Lincoln Surgical Hospital staff.

Lincoln Surgical Hospital gives patients instant access to their health information, including laboratory results, medications, allergies, demographic information, visit history, discharge/aftercare information, and more. Patients can also access their billing statements and outstanding balances and link to Online Bill Pay. In addition to handling their own care, parents and health care proxies with authorized consent will appreciate the ability to access the records of those individuals for whom they manage care.

Lincoln Surgical Hospital encourages all of their patients to enroll in the Patient Portal, as it presents a valuable opportunity for patients and their families to actively participate in their care, which contributes to better health.

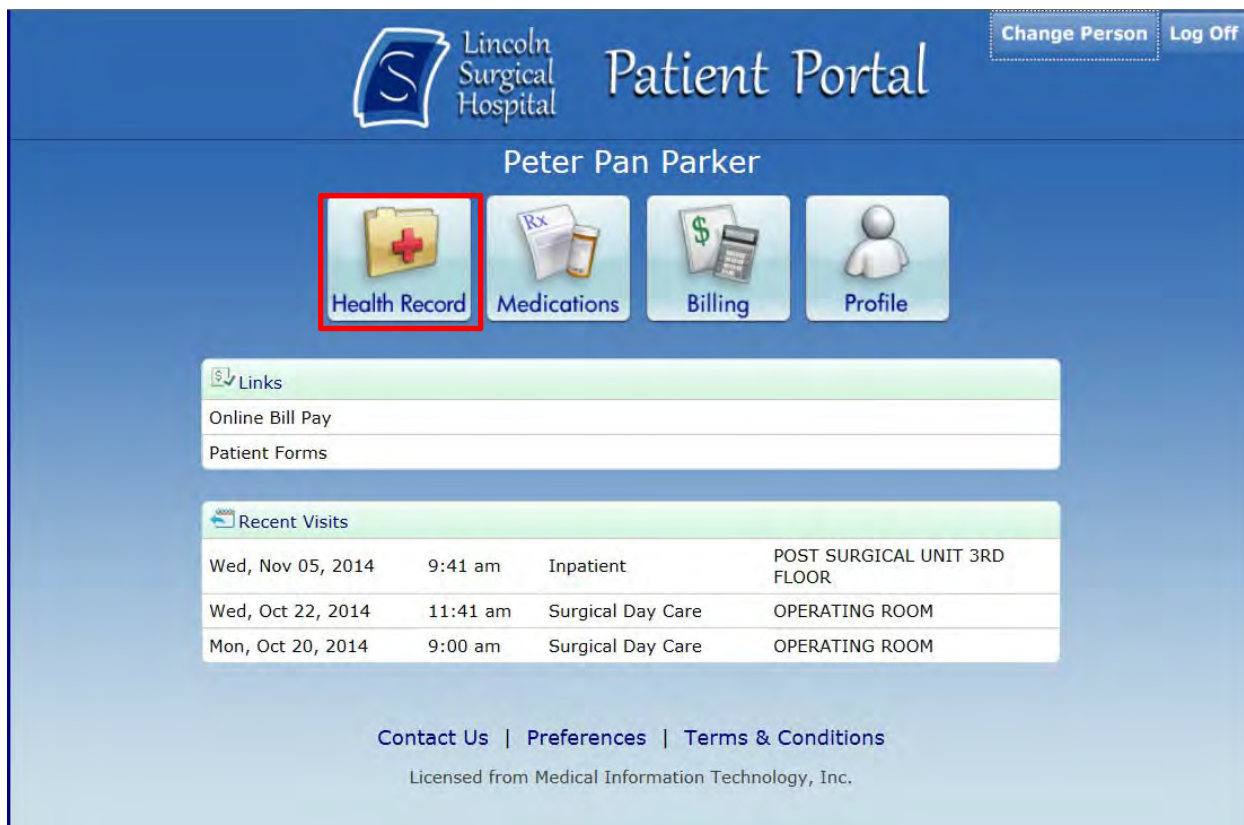
Navigation of Patient Portal

- Use buttons and hyperlinks on portal pages to move forward and backward within portal.
- Do not use browser back arrow to move backwards within portal.
- Use Log Off button in upper right corner when ready to exit the portal.

How to Use the Patient Portal

Health Record

The Health Record presents patients with a quick snapshot of pertinent information regarding their health.



The screenshot shows the Lincoln Surgical Hospital Patient Portal interface for user Peter Pan Parker. At the top, there are links for 'Change Person' and 'Log Off'. Below the user name, there are four main navigation buttons: 'Health Record' (highlighted with a red box), 'Medications', 'Billing', and 'Profile'. Below these buttons are two sections: 'Links' and 'Recent Visits'.

Links

- Online Bill Pay
- Patient Forms

Recent Visits

Wed, Nov 05, 2014	9:41 am	Inpatient	POST SURGICAL UNIT 3RD FLOOR
Wed, Oct 22, 2014	11:41 am	Surgical Day Care	OPERATING ROOM
Mon, Oct 20, 2014	9:00 am	Surgical Day Care	OPERATING ROOM

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For example, users will have access to the following:

- The Health Summary section provides the user with the ability to view, download, and transmit their Health Summary.
- The Allergies and Conditions section includes the patient's current allergies, and active medical problems from the Lincoln Surgical Hospital Information System's problem list.
- The Results section includes laboratory tests and microbiology procedures.
- The Medications section is identical to the Medications button available on the homepage. This feature provides patients with a view of their active home medications from the Lincoln Surgical Hospital Information System.
- The Visit History area allows patients to review their visit history information, and view summaries of each visit from the Lincoln Surgical Hospital Information System.

Health Record Main Page

The main page of the Health Record provides a summary of the patient's record. The table summary provides shortcuts to the details of each item presented. The order in which the table displays is as follows:

The screenshot shows the 'Health Record' main page for Peter Pan Parker. The page has a blue header with the Lincoln Surgical Hospital logo and 'Patient Portal' text. Navigation buttons for 'Home' and 'Log Off' are in the top right. The main title 'Peter Pan Parker's Health Record' is prominently displayed. Below the title, a yellow box contains instructions: 'Select an item below or a button to the right to view more details. Select Health Summary to view, download or print a summary of your care. [Learn More](#)'. The page is divided into two main columns. The left column contains two tables: 'Allergies' and 'Medications'. The 'Allergies' table lists 'peanut' and 'Cephalexin'. The 'Medications' table lists: Oxycodone Hcl/Acetaminophen, Naproxen, Alprazolam, Celecoxib, Loratadine, Acetaminophen, Tramadol Hcl, Lisinopril, Atorvastatin Calcium, Triamterene/Hydrochlorothiazid, Ibuprofen, Ibuprofen, and Aspirin. The right column contains a 'Conditions' table listing: Arthritic-like pain, Hashimoto's disease, Mania (monopolar) single episode or unspecified, and Hypertension. On the far right, there is a vertical sidebar with five blue buttons: 'Health Summary', 'Allergies & Conditions', 'Results', 'Medications', and 'Visit History'. At the bottom center of the page, there is a 'Contact Us' link.

Allergies	Conditions
peanut	Arthritic-like pain
Cephalexin	Hashimoto's disease
	Mania (monopolar) single episode or unspecified
	Hypertension

Medications
Oxycodone Hcl/Acetaminophen
Naproxen
Alprazolam
Celecoxib
Loratadine
Acetaminophen
Tramadol Hcl
Lisinopril
Atorvastatin Calcium
Triamterene/Hydrochlorothiazid
Ibuprofen
Ibuprofen
Aspirin

If there is no data for a particular item, it will indicate that there is no information available.

The Health Summary is a patient level summary that is accessible within the Health Record main page. The Health Summary area of the Patient Portal is where Portal users have the ability to view and download the Health Summary.

An additional document called the Inpatient Summary is a visit level Health Summary. You will be able to find more information on the visit level Health Summary within the Visit History page.

Health Summary Main Page

Lincoln Surgical Hospital | Patient Portal

Home Log Off

Peter Pan Parker's
Health Record

Select an item below or a button to the right to view more details. Select Health Summary to view, download or print a summary of your care. [Learn More](#)

Allergies	Conditions
peanut	Arthritic-like pain
Cephalexin	Hashimoto's disease
	Mania (monopolar) single episode or unspecified
	Hypertension

Medications
Oxycodone Hcl/Acetaminophen
Naproxen
Alprazolam
Celecoxib
Loratadine
Acetaminophen
Tramadol Hcl
Lisinopril
Atorvastatin Calcium
Triamterene/Hydrochlorothiazid
Ibuprofen
Ibuprofen
Aspirin

Contact Us

Health Summary

Allergies & Conditions

Results

Medications

Visit History

If there is no Health Summary on file the Patient, a request will be sent to compile a new Health Summary. Once the Health Summary is created, the header will display the following:

- Patient Name
- Sex
- Date of Birth
- External Reference #
- Date of Health Summary creation



PETER PAN PARKER'S Health Summary

The following document includes portions of your Medical Record including allergies, conditions, recent results, medications and visits. This document can be updated every 24 hours. [Learn More](#)

Last generated on December 23, 2014

Patient Health Summary

Patient Name: PARKER,PETER PAN
Address: 7001 S 42ND ST
LINCOLN, NE 68516
Home Phone Number: (402)310-8753

Med Rec #: M000001229
Date of Birth: 10/07/1994
Sex: M
Marital Status: M
Pregnancy Status:
Race: HAWAIIAN/PACIFIC ISLANDER
Ethnicity:
Language Spoken:
Religious Affiliation:

Next of Kin

[Contact Us](#)



[Back to Health Record](#)



[Download Health Summary](#)



[Print](#)

Health Summary Activity

The Health Summary Activity button is located on the main Health Summary page. The health Summary activity will give Portal Users a log of activity within the Health Summary section of the Patient Portal.



Health Summary Activity Detail page

The Health Summary Activity Detail page will display the following:

- Date and Time user accessed the Health Summary
- User
- Action (View, Download, Send)
- Description of page that was viewed

Create New Health Summary

The Portal User can only compile a new Health Summary once a day.



Requesting a New Health Summary

Once a Portal User clicks to create a new Health Summary, a message will display the following:

- We have submitted your request to create a new health summary. Please check back at a later time to view your health summary.

A new Health Summary will be generated for the Portal User within ten minutes. The time it takes to generate a new Health Summary is based on the amount of information that needs to be pulled into the Health Summary.

New Health Summary

Once a new Health Summary is created, the Create New Health Summary button will no longer be displayed on the Health Summary main page. The button will reappear the following day.

Download Health Summary

Portal Users will be able to download their Health Summary through the Download Health Summary button on the Health Summary main page.

Lincoln Surgical Hospital | Patient Portal

Home Log Off

PETER PAN PARKER'S Health Summary

The following document includes portions of your Medical Record including allergies, conditions, recent results, medications and visits. This document can be updated every 24 hours. [Learn More](#)

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Patient Health Summary

Patient Name: PARKER,PETER PAN
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Date of Birth: 10/07/1994
Sex: M
Marital Status: M
Pregnancy Status:
Race: HAWAIIAN/PACIFIC ISLANDER
Ethnicity:
Language Spoken:
Religious Affiliation:

Next of Kin

Contact Us

Back to Health Record

Download Health Summary

Print

Download Health Summary Detail Page

Upon accessing the Download Health Summary page, the Portal User will be presented a list of instructions on how to download and then open the zip files. In order to generate the download of the zip files, the Portal User must enter in a password that is between 8 and 32 characters long. The Portal User will need to re-enter in the password before viewing their downloaded Health Summary.

Note: In order to extract the Health Summary, the Portal User will need to use software that supports extracting password protected zip files.

The screenshot shows a web page with a blue header. The header contains the Lincoln Surgical Hospital logo and 'Patient Portal' on the left, and 'Home' and 'Log Off' links on the right. Below the header, the page title reads 'PETER PAN PARKER'S Health Summary'. The main content area has a yellow background and is titled 'Download Health Summary'. It contains a paragraph of introductory text, a list of five numbered steps for downloading and viewing the summary, and a form with two password input fields labeled 'Enter Password' and 'Re-Enter Password', and a 'Download' button. A 'Return to Health Summary' button is located on the right side of the page.

Lincoln Surgical Hospital | Patient Portal

Home Log Off

PETER PAN PARKER'S Health Summary

Download Health Summary

You may download your Health Summary to a folder on your personal computer. Your Health Summary contains sensitive information. If you download your Health Summary, you are responsible for protecting and deciding with whom to share this information.

Follow these steps:

- 1.To protect your health information, enter a password that will be used by you to access your Health Summary on your computer. Password must be at least eight characters.
- 2.Select the Download button and save the health record summary files to a folder on your computer.
- 3.Right click on the Health Summary zip folder you have downloaded and extract the files for viewing. Please note that not all computer operating systems support extracting password protected (encrypted) zip files. Software packages such as 7-Zip (<http://www.7-zip.org/download.html>) may be used to extract your files if your operating system does not extract this zip file properly.
- 4.Enter the password you have defined.
- 5.To view your Health Summary, select the HealthSummary.html file. This file is no longer protected and must be deleted after use to protect your information.

Enter Password

Re-Enter Password

Download

Return to Health Summary

Download Health Summary Zip File

Once a Portal User enters their password and clicks download, the download process is initiated. The file name will default to "HealthSummaryMMDDYY."

Lincoln Surgical Hospital | Patient Portal Home Log Off

PETER PAN PARKER'S
Health Summary

Download Health Summary

You may download your Health Summary to a folder on your personal computer. Your Health Summary contains sensitive information. If you download your Health Summary, you are responsible for protecting and deciding with whom to share this information.

Follow these steps:

1. To protect your health information, enter a password that will be used by you to access your Health Summary on your computer. Password must be at least eight characters.
2. Select the Download button and save the health record summary files to a folder on your computer.
3. Right click on the Health Summary zip folder you have downloaded and extract the files for viewing. Please note that not all computer operating systems support extracting password protected (encrypted) zip files. Software packages such as 7-Zip (<http://www.7-zip.org/download.html>) may be used to extract your files if your operating system does not extract this zip file properly.
4. Enter the password you have defined.
5. To view your Health Summary, select the HealthSummary.html file. This file is no longer protected and must be deleted after use to protect your information.

Enter Password

Re-Enter Password

Download

Return to Health Summary

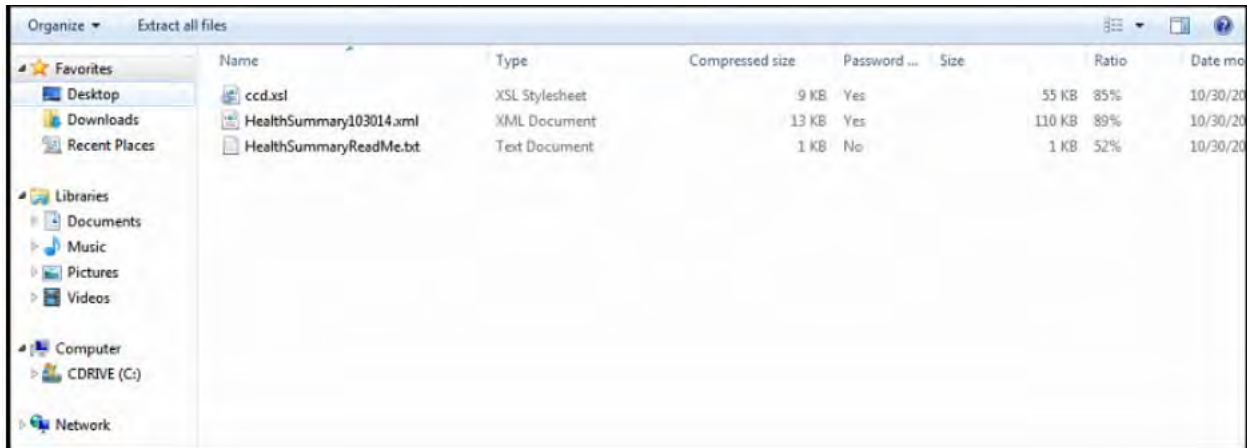
Do you want to open or save **HealthSummary122314.zip** (4.72 KB) from **lis-web-ws01**?

Extracted Health Summary Files

Once the files are extracted, using Advanced Encryption Standard Software the folder will contain the following:

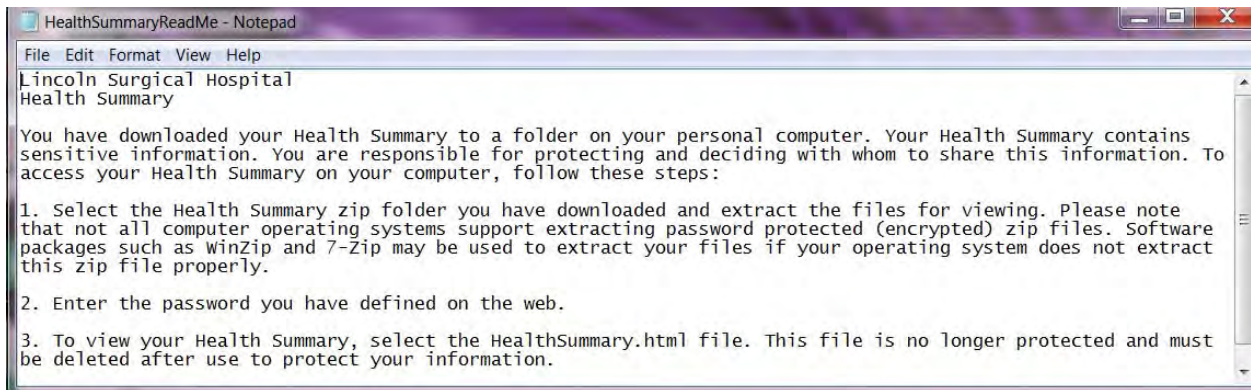
- ccd.xml
- HealthSummaryMMDDYY.xml
- HealthSummaryReadMe.txt

Note: The ccd.xml will contain the raw data that allows the HealthSummaryMMDDYY.xml to be readable.



Health Summary Read Me Text

The Health Summary Read Me text is a document that gives instructions on how to view the downloaded Health Summary.



Health Summary xml File

The Health Summary xml file will open into a Portal Users default Web browser. It will contain the same information that can be found in the Patient Portal, as well as confidential Laboratory results that have been restricted from Patient Portal view.

Patient Health Summary

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 Address: 7001 S 42ND ST
 LINCOLN, NE 68516
 Home Phone Number: (402)310-8753

Med Rec #: M000001229
 Date of Birth: 10/07/1994
 Sex: M
 Marital Status: M
 Pregnancy Status:
 Race: HAWAIIAN/PACIFIC ISLANDER
 Ethnicity:
 Language Spoken:
 Religious Affiliation:

Next of Kin

Next of Kin	Relationship	Address	Phone Number
WATSON,MARYJANE	FRIEND	2319 SW 19th Street	(402)310-8753

Providers
[no providers recorded]

Visit Care Team
[no visit care team recorded]

Insurance Providers

Payer Name:	Blue Cross Blue Shield
Address:	PO BOX 3248
	OMAHA
	NE
	68180
Phone:	800-642-8516
Subscriber Name:	Parker,Peter Pan
Date of Birth:	10/07/1994
Policy Number:	SDJKL005S12
Group Number:	

Print Health Summary

Portal Users will be able to print their Health Summary by accessing the Print button found on the Health Summary main page.

Lincoln Surgical Hospital | Patient Portal

Home Log Off

PETER PAN PARKER'S Health Summary

The following document includes portions of your Medical Record including allergies, conditions, recent results, medications and visits. This document can be updated every 24 hours. [Learn More](#)

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Marital Status: M
Pregnancy Status:
Race: HAWAIIAN/PACIFIC ISLANDER
Ethnicity:
Language Spoken:
Religious Affiliation:

Next of Kin

Contact Us

Back to Health Record

Download Health Summary

Print

Print Health Summary Detail Page

The Print button will open to print friendly screen. The Portal User will then need to print the Health Summary through their browser.

[Return to Health Summary](#)



1710 S. 70th Street
Lincoln, NE 68506
402-484-9090
lincolnsurgery.com

*This was printed from the patient portal system

12/23/14

PETER PAN PARKER's Patient Health Summary

Patient Health Summary

Patient Name: PARKER,PETER PAN
Address: 7001 S 42ND ST
LINCOLN, NE 68516
Home Phone Number: (402)310-8753

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Sex: M
Marital Status: M
Pregnancy Status:
Race: HAWAIIAN/PACIFIC ISLANDER
Ethnicity:
Language Spoken:
Religious Affiliation:

Next of Kin

Next of Kin	Relationship	Address	Phone Number
WATSON,MARYJANE	FRIEND	2319 SW 19th Street	(402)310-8753

Providers

[no providers recorded]

[Click to return to Table of Contents](#)