



Microsoft Cloud for Healthcare in a Day

Lab 05: Patient Access & Service Center

Step-by-Step Lab

60 minutes

January 2022

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Overview

Learning Objectives

In this lab, you will learn to do the following:

- Configure and navigate the Patient Access Portal
- Create and configure Agent Scripts to show in the Productivity Pane
- Create and configure Knowledge Articles
- Experience escalation scenario from Patient Portal through Azure Health Bot into Patient Service Center

Prerequisites

- Lab 04 – Azure Health Bot

Patient Access Portal

Provide patients with access to their health data, knowledge articles, and in-person and virtual appointment scheduling. Enable patients to chat with a health bot, communicate with a caregiver, and view their clinical data, all within the portal provided by Patient Access.

Key capabilities for Patient Access include the following:

- **Provide access:** Give patients an easy-to-use portal to access their health information.
- **Direct engagement:** Enable patients to engage through automated chat conversations that hand off to your patient service center.
- **Scheduling and messaging:** Let your patients schedule appointments and send messages to their providers.

Patient Service Center Application

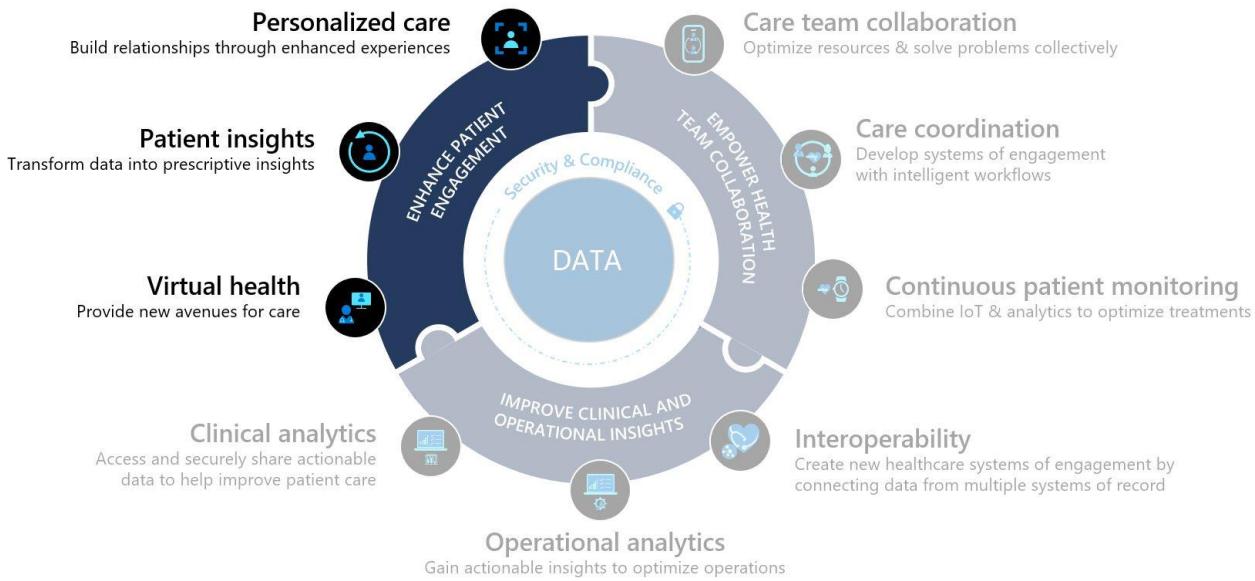
Engage with your patients in the way they want, by using chat, and monitor automatic conversations through the Microsoft Azure Health Bot service. Service agents can help your patients with information and setting up appointments.

Key capabilities for Patient Service Center include the following:

- **Monitor patient conversations:** An ongoing conversations dashboard provides information on the conversations that are handled by the agents and integrated bots.
- **Agent scripts:** Leverage provider-specific agent scripts to address patient issues.
- **Monitor effectiveness:** Conversation intelligence provides insights to service center managers on agent performance.
- **Follow up:** Send follow-up surveys on patient satisfaction, reminders on appointments, and more.
- **Appointment scheduling:** Schedule or reschedule appointments during conversations with patients.

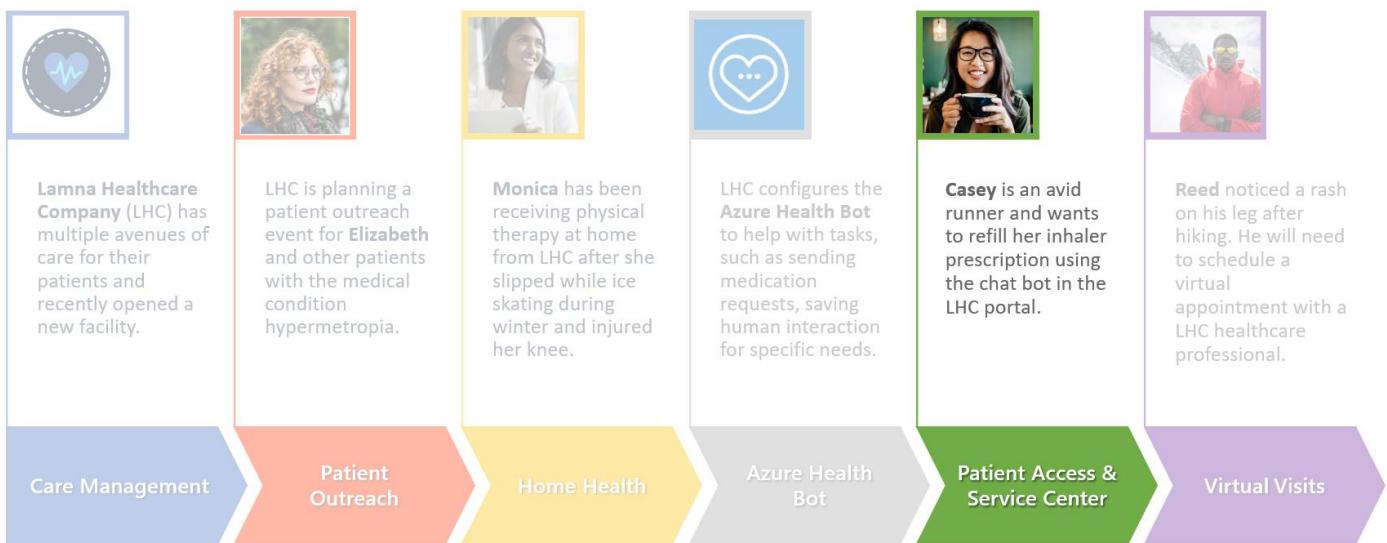
Industry Prioritized Scenarios

The Patient Access Portal and Patient Service Center focus on the **Enhance patient engagement** priority scenario by engaging effectively with patients using pre-built guidance and automated systems.



Healthcare Story

This lab will focus on the healthcare story of Casey Jensen.



Casey is an avid runner but has exercise-induced asthma and requires an albuterol inhaler to help her breathe while running. She realizes her current albuterol inhaler is low on medication and decides it is a good time to get a refill.

In this lab, you will first play the role of a Lamna Healthcare system administrator to configure the Patient Access Portal and various tools in Patient Service Center. You will also play the role of Casey, who will log into the portal, navigate the various options, interact with the Azure Health Bot, and escalate to a live agent in Patient Service Center to refill her medication.

Exercise 1: Configure & Navigate the Patient Access Portal

In this exercise, you will learn how to do the following:

1. Configure an external website to the Healthcare Patient Portal template
2. Create a registration code and invite a patient to create an account for the website
3. Log in as a patient to navigate the features of the healthcare website

The **Healthcare Patient Portal** is a template installed in your environment by the Patient Access module in Microsoft Cloud Solution Center when Microsoft Cloud for Healthcare was deployed.

A **Portal** is an external website that allows for communication between a company and its users. In this case, the Lamna Healthcare Company wants an external website for their patients to access their medical history and communicate effectively with the institution. The Healthcare Patient Portal template tailors the website's user interface for a healthcare company focusing on secure communication, information access, and an overall improved patient experience.

Here's what you should see after configuring and logging into the Healthcare Patient Portal:

The screenshot shows the Contoso Healthcare Patient Access Portal. At the top left is the Contoso Healthcare logo. At the top right is a dropdown menu showing "Reed Flores". The main header says "Welcome Reed Flores". On the left is a vertical navigation menu with links: Home, Find a doctor, Messages (Inbox, Sent), Appointments (Upcoming, Schedule new), Medical records (Medications, Allergies, Conditions, Visit summaries, Care plans, Care team). The main content area has three cards: "Schedule an appointment" (laptop screen), "View messages" (woman on phone), and "Find a doctor" (doctor). Below these are sections for "Unread messages" and "Medications", both of which say "There are no records to display". At the bottom is a "Upcoming appointments" section with columns for Date, Provider, and Location, also stating "There are no records to display". A "Let's Chat! We're Online" button is at the bottom right.

If you'd like to learn more about portals, check out Microsoft Docs: [What is Power Apps portals?](#)

Task 1: Configure the Healthcare Patient Portal

Prior to deploying Microsoft Cloud for Healthcare, we created a portal in your environment using the **Customer Self-Service** template. This was a prerequisite to install the Healthcare Patient Portal as part of the Patient Access module.

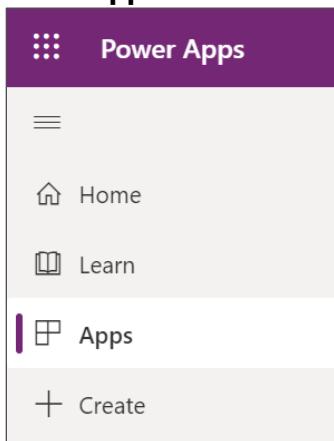
Lamna Healthcare wants to associate the previously installed Customer Self-Service portal with the **Healthcare Patient Portal** template, so the correct website is displayed to the user. The following steps will guide you through how to bind your website to the proper template and restart the portal for changes to apply.

We will first open the Portal to show the Customer Self-Service template currently bound. After the configuration steps in this task, you will see the new Healthcare Patient Portal user interface.

1. Navigate to <https://make.powerapps.com> in an In-Private or Incognito window.
2. Select the correct environment from the upper right **Environment** drop down.



3. Select **Apps** on the left navigation bar.



4. Find the **Lamna Healthcare Patient Portal** app. It should be the only app where the app type is Portal. You may also search for it in the Search bar in the upper right.

A screenshot of the Power Apps 'Apps' screen. The sidebar shows 'Home', 'Learn', 'Apps' (selected), 'Create', 'Dataverse', 'Flows', and 'Chatbots'. The main area has a 'Search' bar at the top. Below it, there's a toolbar with 'Edit', 'Browse', 'Share', 'Settings', 'Delete', and 'Details'. A message says '4 environment variables need to be updated. See environment variables'. A table lists two apps:

Name	Modified
Lamna Healthcare Patient Portal	3 wk ago
Healthcare Administration	3 wk ago

5. Click the app name to **open** the **Lamna Healthcare Patient Portal**. You may also select More Commands (...) > Browse or click Browse on the top command bar to open it.

The screenshot shows the Microsoft App Management portal. At the top, there's a navigation bar with 'Apps' and 'Component libraries (preview)'. Below this, a message says '⚠️ 4 environment variables need to be updated. See environment variables'. The main area is a table with columns 'Name' and 'Modified'. It lists several apps:

Name	Modified
Lamna Healthcare Patient Portal	3 wk ago
Healthcare Administration	
FHIR Sync Agent Administration	
Patient Service Center	
Home Health	
Care Team Member	

A context menu is open over the 'Lamna Healthcare Patient Portal' row, listing options: Edit, Browse, Share, Settings, Delete, and Details.

6. You should see the **Customer Self-Service** template shown in the Lamna Healthcare Patient Portal.

The screenshot shows the Lamna Healthcare Patient Portal website. The header includes 'Contoso, Ltd.' and links for 'Knowledge Base', 'Forums', 'My Support', and 'Sign in'. The main title is 'CONTOSO CUSTOMER SELF - SERVICE'. Below the title is a search bar with 'All' and 'Search' buttons. A 'Most Popular' section is visible, with links for 'Most Popular Articles', 'Most Recent Articles', and 'Top Rated Articles'. A large 'Forums' section is at the bottom.

7. Close the Lamna Healthcare Patient Portal website. Now you will configure it to the Healthcare Patient Portal template.

8. Return to **Apps** section in Power Apps. Select the **Lamna Healthcare Patient Portal** app if it isn't already selected.

The screenshot shows the Power Apps portal interface. On the left, there's a navigation sidebar with options like Home, Learn, Apps (which is selected and highlighted in purple), Create, Dataverse, Flows, and Chatbots. The main area is titled 'Apps' and shows a list of apps. One app, 'Lamna Healthcare Patient Portal', is selected and highlighted with a purple checkmark icon. A message at the top of the list says '4 environment variables need to be updated. See environment variables'. The table below lists the apps with columns for Name, Modified, and three dots for more actions.

Name	Modified
Lamna Healthcare Patient Portal	3 wk ago
Healthcare Administration	3 wk ago

9. Select **More Commands (...)** > **Settings**.

This screenshot shows the 'Settings' option being selected from a context menu. The menu items include Edit, Browse, Share, Settings (which is selected and highlighted in grey), Delete, and Details. The main list of apps remains the same as in the previous screenshot, with 'Lamna Healthcare Patient Portal' selected.

10. This will bring out the **Portal settings** panel on the right.

This screenshot shows the 'Portal settings' panel open on the right side of the Power Apps interface. The panel includes fields for 'Name' (set to 'Lamna Healthcare Patient Portal'), 'Address' (set to 'https://hcinadapatientportal.powerappsport...'), and 'Language' (set to 'English'). It also contains sections for 'Advanced options', 'Authentication settings' (with a note about configuring authentication settings and managing identity providers), and 'Administration' (with a note about seeing additional details and performing advanced portal actions). The main list of apps is visible on the left, with 'Lamna Healthcare Patient Portal' selected.

11. In **Portal settings**, under **Advanced options**, select **Administration**.

The screenshot shows the 'Portal settings' page. At the top, there's a 'Name' field containing 'Lamna Healthcare Patient Portal'. Below it is an 'Address' field with the URL 'https://cloudforhealthcare.powerappsportals....'. Under 'Language', 'English' is selected. A horizontal line separates this from the 'Advanced options' section. The 'Advanced options' section contains three expandable items: 'Authentication settings' (described as configuring authentication settings and managing identity providers), 'Administration' (described as seeing additional details and performing advanced portal actions like updating website address or providing a custom domain name, with a link to 'Learn more'), and 'Site settings' (described as configuring website settings, with a link to 'Learn more'). Each item has a small icon next to its title.

Portal settings

Name *

Lamna Healthcare Patient Portal

Address *

https://cloudforhealthcare.powerappsportals....

Language

English

Advanced options

Authentication settings
Configure authentication settings and manage identity providers for your portal.
[Authentication settings](#)

Administration
See additional details and perform advanced portal actions e.g. Update website address or provide a custom domain name. [Learn more](#)
[Administration](#) ↗

Site settings
Configure website settings. [Learn more](#)
[Site settings](#) ↗

12. Selecting Administration will open a new window, the **Power Apps Portals admin center**, where you can do portal administrative tasks.

You should be first navigated to the **Portal Details** tab of the Power Apps Portals admin center.

Power Apps portals admin center

Portal Details

General Settings

Name *
Lamna Healthcare Patient Portal

Type *
Trial

Your trial portal will expire in 22 day(s). Convert your portal to production to avoid its suspension. [Learn more](#)

Convert

Application ID
ccf9568a-a4d2-40a9-9dcf-6c31d44af2a6

Owner
Allen Contoso

Portal URL

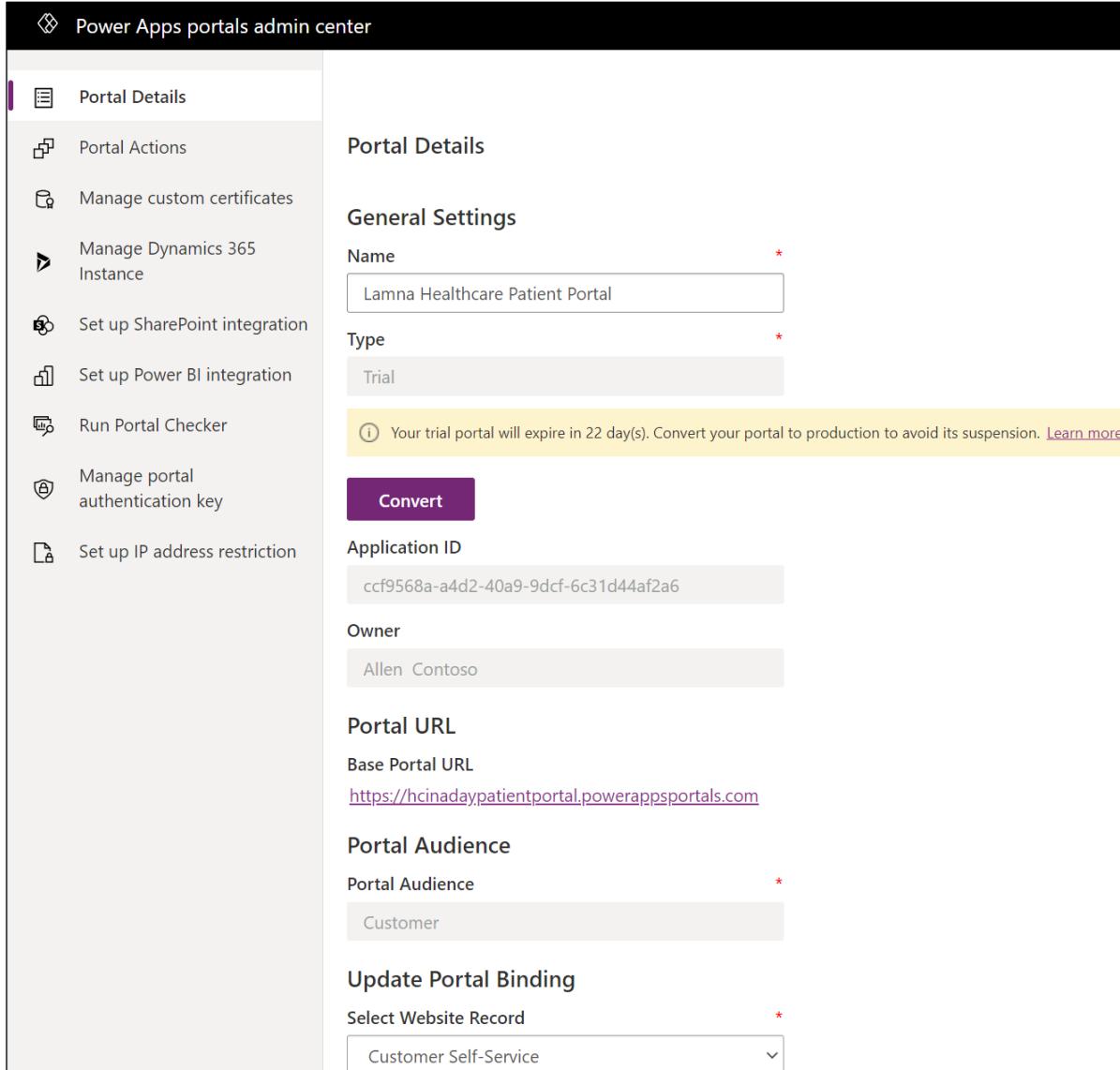
Base Portal URL
<https://hcinadaypatientportal.powerappspartials.com>

Portal Audience

Portal Audience *
Customer

Update Portal Binding

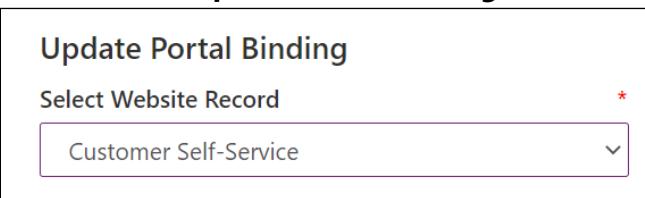
Select Website Record *
Customer Self-Service



13. Scroll down to **Update Portal Binding > Select Website Record**.

Update Portal Binding

Select Website Record *
Customer Self-Service



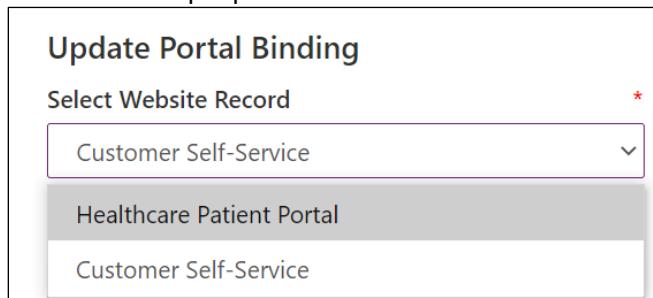
14. Open the **Select Website Record** drop down and change the value from Customer Self-Service to **Healthcare Patient Portal**. This will bind the Healthcare Patient Portal template with this portal URL and show the proper user interface to the user for our healthcare scenario.

Update Portal Binding

Select Website Record *
Customer Self-Service

Healthcare Patient Portal

Customer Self-Service



15. Select **Update**.

Update Portal Binding

Select Website Record *

Healthcare Patient Portal

Change Portal State

Portal State *

On

Enable portal for early upgrade

If you are a Global Administrator, click [here](#) to provide consent to your Dynamics 365 portals.

Update

16. Select **Portal Actions** section on the left navigation. Then click the first option, **Restart**.

Power Apps portals admin center

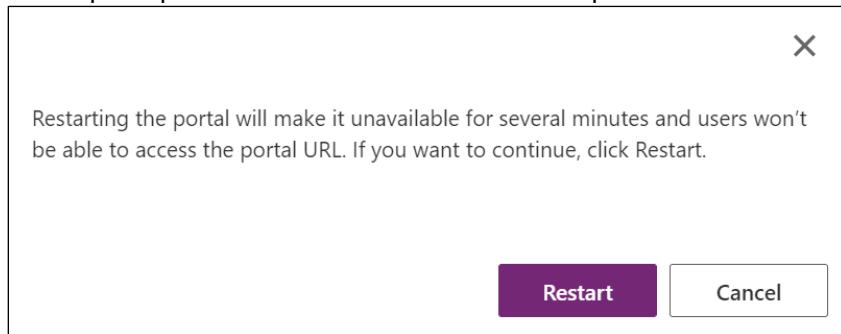
Portal Details

Portal Actions

Your trial portal will expire in 5 day(s). Convert your portal to production to avoid its suspension. [Learn more](#) **Convert**

Restart Restart this portal.	Update Dynamics 365 URL Update your Dynamics 365 URL if it has changed after provisioning.	Install Project Service Automation extension Install the Project Service Automation extension for Partner portals
Install Field Service extension Install the Field Service extension for Partner portals	Get Public Key Click to get the public key of the Portal.	Get latest metadata translations Click to get latest metadata translations

17. When prompted, confirm the **Restart** for the portal. This will allow the change to take effect.



18. Wait 1-5 minutes for the portal to restart. (Feel free to refill water or stretch your legs!)

After a few minutes, open the **Lamna Healthcare Patient Portal** in Power Apps.

The screenshot shows the Microsoft Power Apps portal interface. On the left, there's a navigation sidebar with options like Home, Learn, Apps (which is selected and highlighted in purple), Create, Dataverse, Flows, and Chatbots. The main area is titled "Apps" and shows a list of apps. One app is selected: "Lamna Healthcare Patient Portal". A red warning banner at the top of the list says "4 environment variables need to be updated. See environment variables". The table below lists the app details:

Name	Modified
Lamna Healthcare Patient Portal	3 wk ago
Healthcare Administration	3 wk ago

19. If you see **HTTP Error 503: The service is unavailable**, the portal is still restarting.

A screenshot of a web browser displaying an error page. The title of the page is "Service Unavailable". The main content of the page is "HTTP Error 503. The service is unavailable.".

20. Once the Portal is opened and running properly, it should look like the following:

A screenshot of a web browser displaying the "Contoso Healthcare" patient portal. The page features a background image of a pregnant woman holding a baby. A central modal window is open, titled "Secure sign in", with a "Sign in" button. In the bottom right corner of the page, there's a blue circular icon with white text that says "Let's Chat! We're Online".

Congratulations! You completed the post deployment steps to configure the Healthcare Patient Portal template deployed from Patient Access. After updating the bindings and restarting the portal, the website now shows as Healthcare Patient Portal template rather than Customer Self-Service.

Task 2: Modify Company Name in Patient Portal

In this task, we will edit the Patient Portal website to align the name with Lamna Healthcare Company since the template uses a generic company name.

1. Navigate to **Apps** in <https://make.powerapps.com>.
2. Select the **Healthcare Patient Portal** app and click **More Commands (...)** > **Edit**.

The screenshot shows the 'Apps' screen in the Power Apps maker environment. At the top, there are tabs for 'Apps' and 'Component libraries (preview)'. A red banner at the top indicates '10 environment variables need to be updated. See environment variables'. Below this, a table lists several apps:

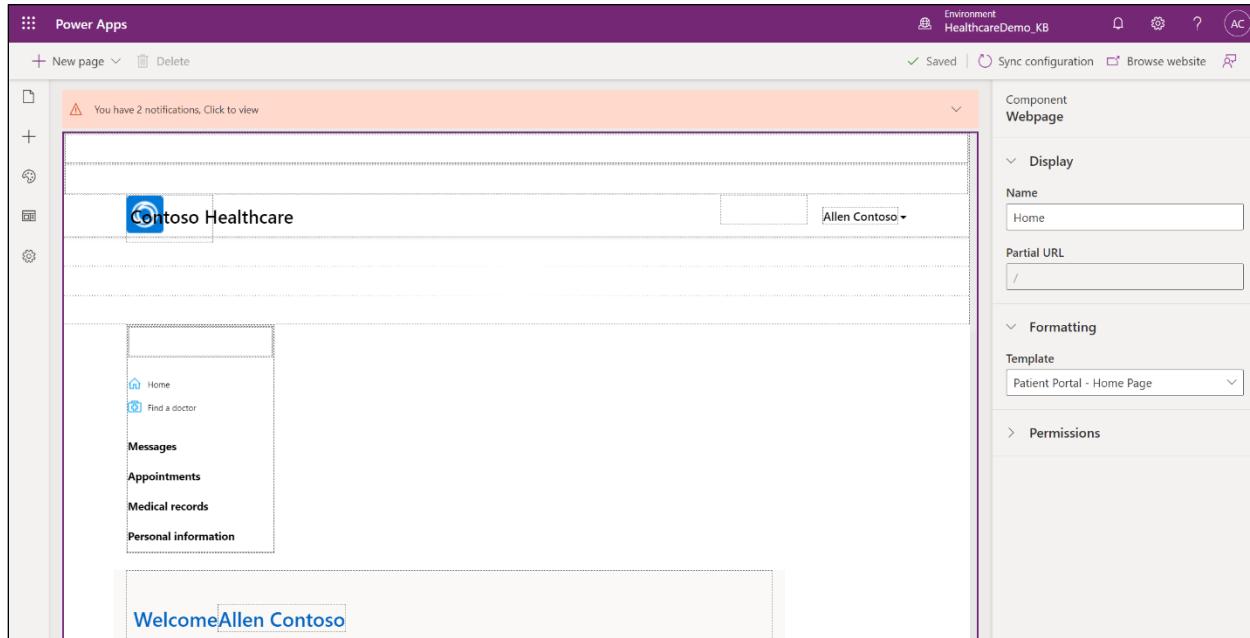
Name	Modified
Customer Service Hub	1 d ago
Healthcare Patient Portal (selected)	4 d ago
Patient Service Center	
Healthcare Administration	
Care Management	
Home Health	
Care Team Member	

A context menu is open for the selected 'Healthcare Patient Portal' row, listing options: Edit, Browse, Share, Settings, Delete, and Details.

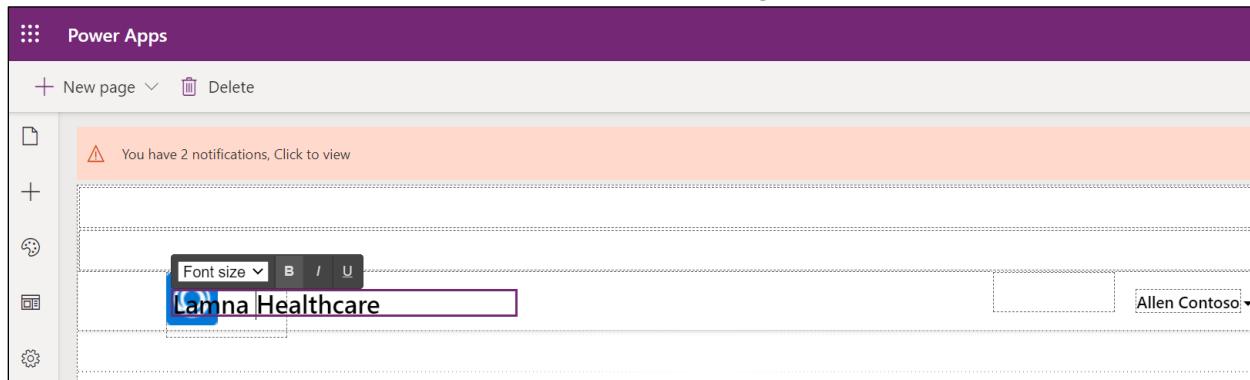
3. The Patient Portal designer will load after getting thing ready.

The screenshot shows the 'Getting things ready' screen in the Power Apps maker environment. The interface includes a left sidebar with icons for Home, New page, Delete, and other settings. The main area displays a placeholder image with the text 'Getting things ready' and a progress bar at the bottom. The top navigation bar shows the environment name 'HealthcareDemo_KB' and various status indicators.

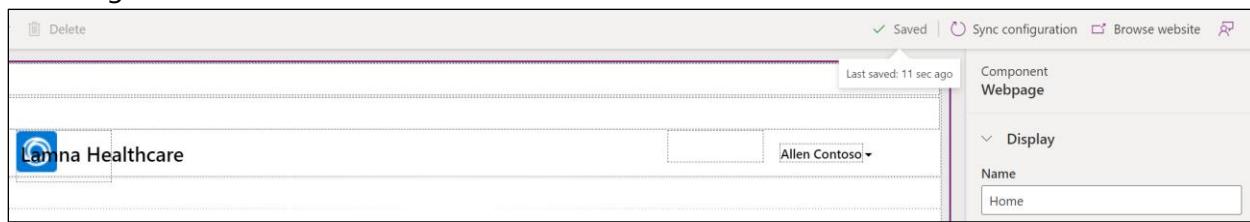
4. Once loaded, you should see **Contoso Healthcare** in the upper left of the design screen. The name may be overlapping the logo but will display properly on the website.



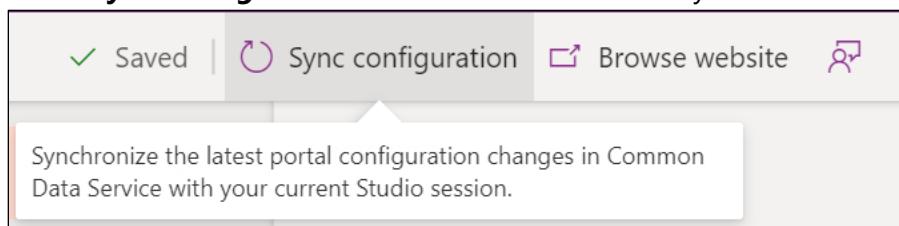
5. Click the text box that reads Contoso Healthcare and change it to **Lamna Healthcare**.



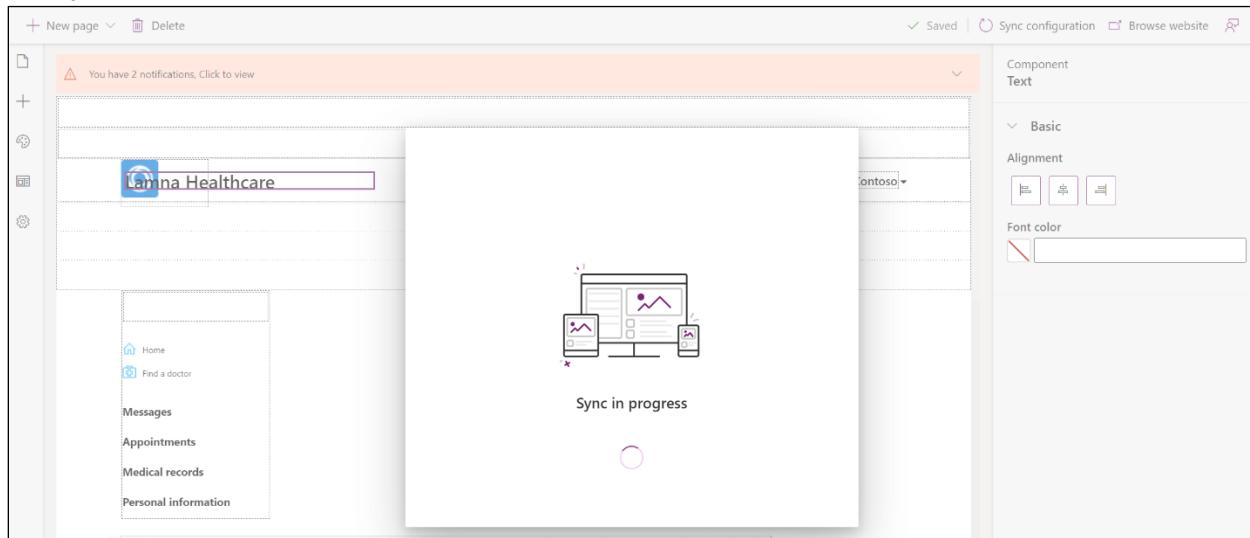
6. The page should automatically save the changes. You can verify in the command bar that it says **Saved**, has the green check mark, and on hover shows the correct saved time.



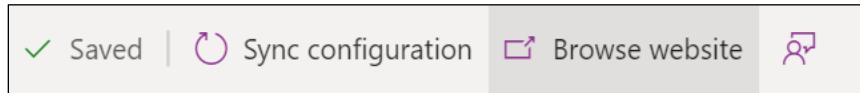
7. Select **Sync Configurations** in the command bar to sync data to CDS.



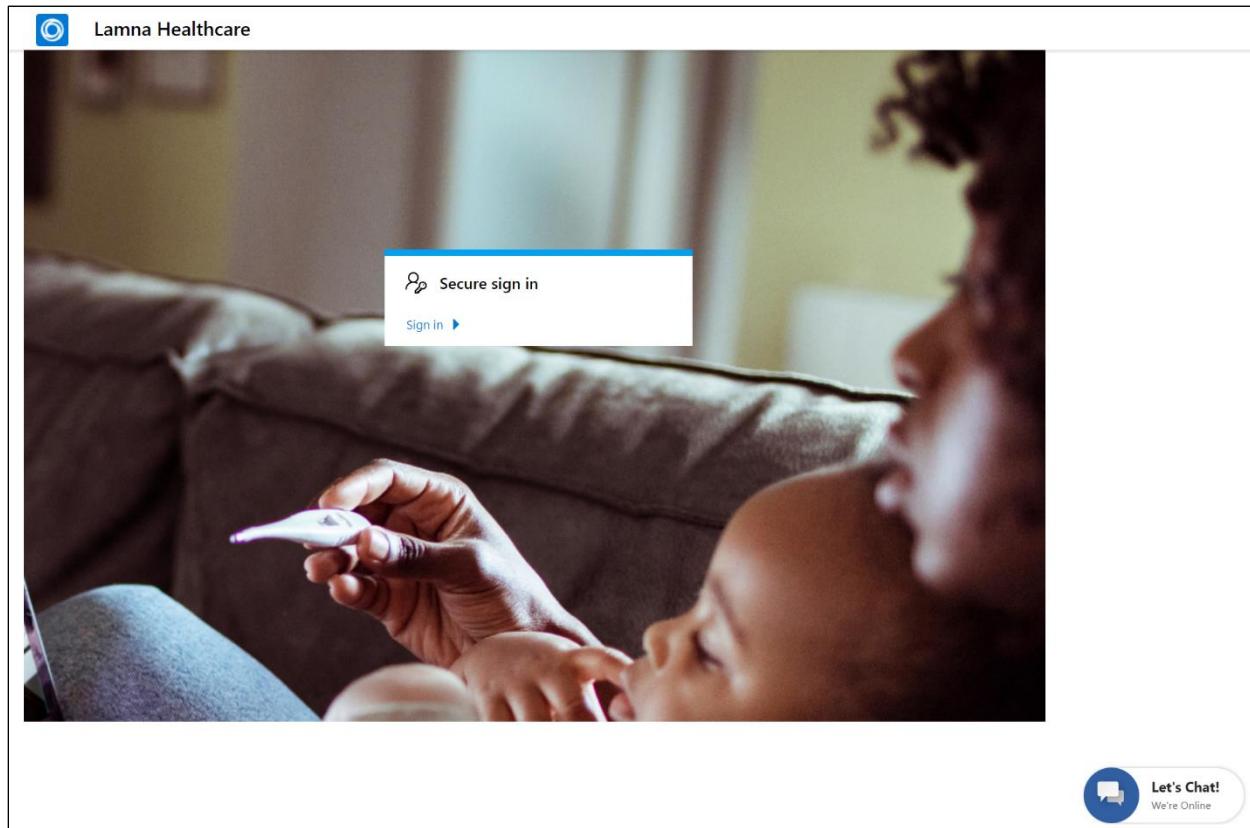
8. It may take a moment to load the preview.



9. Once configurations are completed syncing, select **Browse website** on the command bar.



10. The Healthcare Patient Portal should open, and you should see the **Lamina Healthcare** company name in the upper left corner.



Congratulations! You completed modifying the Healthcare Patient Portal to display the correct company name.

Task 3: Invite a Patient to the Portal

Now that the Patient Portal is ready to go, we need to allow Lamna Healthcare patients to create accounts.

In this task, you will learn how to **create an invitation code** for patients to sign up and use the Lamna Healthcare Patient Portal. Since **Casey Jensen** will be accessing the patient portal to fill her medication in this lab, we will create an account for her.

1. Open the **Healthcare Administration** app in [Power Apps](#).

The screenshot shows the 'Apps' screen in Power Apps. At the top, there are tabs for 'Apps' (which is selected) and 'Component libraries (preview)'. A red warning bar at the top indicates '10 environment variables need to be updated. See environment variables'. Below the bar is a table with columns 'Name' and 'Modified'. The table contains five rows:

Name	Modified
Lamna Healthcare Patient Portal	2 h ago
FHIR Sync Agent Administration	5 d ago
Healthcare Administration	5 d ago
Care Team Member	5 d ago

2. In the Administration section of the sitemap, select **People**, if not already selected. You will see the **Active Patients** grid view. Open the **Casey Jensen** patient record so we can obtain an invitation code for her to use.

The screenshot shows the 'Active Patients' grid view in the 'Healthcare Administration' application. The left sidebar shows the 'Administration' section with 'People' selected. The main area displays a table with columns: Date of Birth, Full Name, and Gender. There are three rows of data:

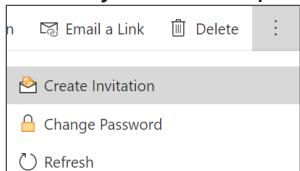
Date of Birth	Full Name	Gender
11/15/1965	Amber Rodriguez	Male
8/18/2004	Casey Jensen	Female
1/29/2001	Elizabeth Moore	Female

The row for **Casey Jensen** is highlighted with a blue background.

3. On Casey Jensen patient record, select **Create Invitation** from the top command bar. It should be near the right side.

The screenshot shows the Microsoft Dynamics 365 interface for a patient record. The top navigation bar includes icons for back, forward, save, new, lists and segments, connect, assign, email a link, delete, and create invitation. The main area displays patient details: Casey Jensen (Saved), Contact - Patient, Date of Birth: 8/18/2004, Mobile Phone: 555-555-0100, Email: Casey.Jensen@contoso.com, and Owner: [redacted]. Below the details are tabs for Summary (which is selected), Clinical Timeline, Care Team, Care Plan, and Related.

4. You may have to expand additional options to see this command in the drop down.



5. A New Invitation form will appear. You don't need to make any changes. Click **Save**. Once saved, an invitation code will be created for the patient. Let's go retrieve it.

The screenshot shows the 'New Invitation' form. The top navigation bar includes back, forward, save, save & close, new, and flow. The main area has tabs for General (selected), Advanced, Activities & Notes. The General tab contains fields: Name (Casey Jensen), Type (Single), Owner/Sender (Allen Contoso), and Invited Patient (Casey Jensen).

6. Go to the **Advanced** tab on the Invitation record. Copy and store the **Invitation Code** for accessing the Patient Portal in the next task.

The screenshot shows the 'Casey Jensen' invitation record. The top navigation bar includes back, forward, save, new, lists and segments, connect, assign, email a link, delete, and create invitation. The main area has tabs for General, Advanced (selected), Activities & Notes, and Related. The Advanced tab displays the Invitation Code: ULZAD-RhDpYlmqLPtB6tkypyeoEOLiSc-V5VGMEEsKu0zfPMp...

Congratulations! You have successfully created an invitation code for **Casey** to register an account in the Patient Portal.

Task 4: Redeem Invitation Code and Sign into Patient Portal

In this task, you will **transition personas** and act as **Casey Jensen**, who just received an invitation code to Lamna Healthcare's Patient Portal and is excited to register and navigate its features.

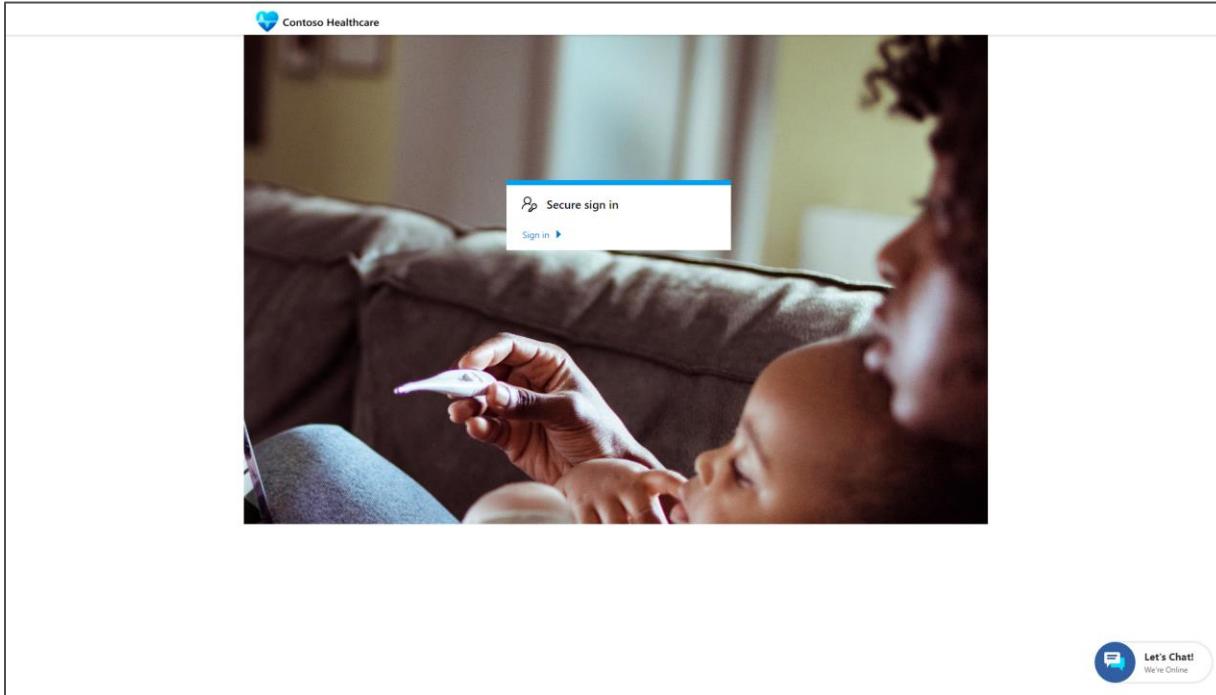
1. Open the Lamna Healthcare Patient Portal in [Power Apps](#).

The screenshot shows the Microsoft Power Apps portal interface. On the left, there's a navigation sidebar with options like Home, Learn, Apps (which is selected and highlighted in purple), Create, Dataverse, Flows, and Chatbots. The main area is titled 'Apps' and shows two items in a table:

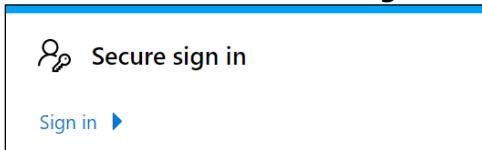
Name	Modified
Lamna Healthcare Patient Portal	3 wk ago
Healthcare Administration	3 wk ago

A red warning bar at the top states: '⚠ 4 environment variables need to be updated. See environment variables'.

2. In the first task, we configured the portal to the Healthcare Patient Portal template. Now that it's been restarted, your Patient Portal should open and look like the following:



3. If you still see the Customer Self-Service template, make sure you've completed Exercise 1, Task 1 to change the template to the Healthcare Patient Portal.
4. In the Patient Portal, select **Sign in**.



5. After the sign in page loads, select the **Redeem invitation** tab.

The screenshot shows the Lamna Healthcare sign-in page. At the top, there are three tabs: "Sign in" (highlighted in blue), "Register", and "Redeem invitation". Below the tabs, there are two sections: "Sign in with a local account" and "Sign in with an external account". The "Sign in with a local account" section contains fields for "Username" and "Password", a "Remember me?" checkbox, and "Sign in" and "Forgot your password?" buttons. The "Sign in with an external account" section contains a single button labeled "Azure AD".

6. Paste the **Invitation code** you stored for Casey Jensen. Click **Register**.

The screenshot shows the Lamna Healthcare sign-up page. At the top, there are three tabs: "Sign in", "Register" (highlighted in blue), and "Redeem invitation". Below the tabs, there is a section titled "Sign up with an invitation code" which contains a field for "Invitation code" containing the value "1uDO45Q3I4lUbVy2OMUKNCg7nTjk8c3w4XDvNv3ShmLORLxr7fieh-3DPhILf3akcTupjs-ongdApZ6ZalhEqkSXnbZiM7VifBqJ-XbwKgNwFIRbK4--vZicKrjy". There is also a "I have an existing account" checkbox and a "Register" button.

7. Register a new local account for Casey Jensen with the following recommended details:

- Email:** Casey.Jensen@contoso.com (should auto-fill)
- Username:** CaseyJensen
- Password:** Make up your own. Please note the password to use for sign in later.

The screenshot shows the Lamna Healthcare register page. At the top, there are three tabs: "Sign in", "Register" (highlighted in blue), and "Redeem invitation". A message box at the top states "Redeeming code: 1uDO45Q3I4lUbVy2OMUKNCg7nTjk8c3w4XDvNv3ShmLORLxr7fieh-3DPhILf3akcTupjs-ongdApZ6ZalhEqkSXnbZiM7VifBqJ-XbwKgNwFIRbK4--vZicKrjyVA2CX2Rzox-fHXVTYuM7xrk50IBqRSdOCIfSxXa0BUYQY-". Below the tabs, there are two sections: "Register for a new local account" and "Register using an external account". The "Register for a new local account" section contains fields for "Email" (Casey.Jensen@contoso.com), "Username" (CaseyJensen), "Password" (*****), "Confirm password" (*****), and a "Register" button. The "Register using an external account" section contains a "Azure AD" button.

8. Click **Register**. After selecting Register, you should be signed into the Patient Portal.

Congratulations! You have successfully redeemed an invitation to register an account for Casey and signed in.

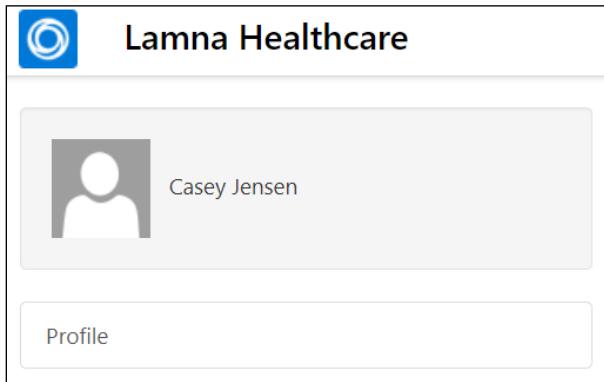
Task 5: Navigate the Patient Access Portal

In this task, you will continue as **Casey** and navigate the features of the Patient Portal.

- After registering for an account in the **Patient Access Portal**, you should be welcomed by the portal Homepage or profile page if your account requires action, such as email confirmation required. You can ignore the email confirmation warning if displayed.

The screenshot shows the 'Your Information' section of the patient portal. On the left, there's a sidebar with 'Profile' and 'Security' sections. The main area has fields for 'First Name' (Casey), 'Last Name' (Jensen), 'Home Phone 2' (Provide a telephone number), 'E-mail' (Casey.Jensen@contoso.com), and 'Home Phone' (555-555-0100). Below these is a section titled 'How may we contact you? Select all that apply.' with checkboxes for Email, Fax, Phone, and Mail, all of which are checked. A blue 'Update' button is at the bottom. In the bottom right corner, there's a 'Let's Chat!' button with a speech bubble icon and the text 'We're Online'.

- Select **Lamna Healthcare** in the upper left to go back to the Homepage.



- You will be navigated to the Patient Portal **Homepage**.

Welcome Casey Jensen

Unread messages

From	Subject	Received
Jasmine Miller	Schedule an A1C Test Today!	11/2/2021 6:31 PM
Logan Edwards	Improve your mental health today with these exercises	11/2/2021 6:31 PM

Medications

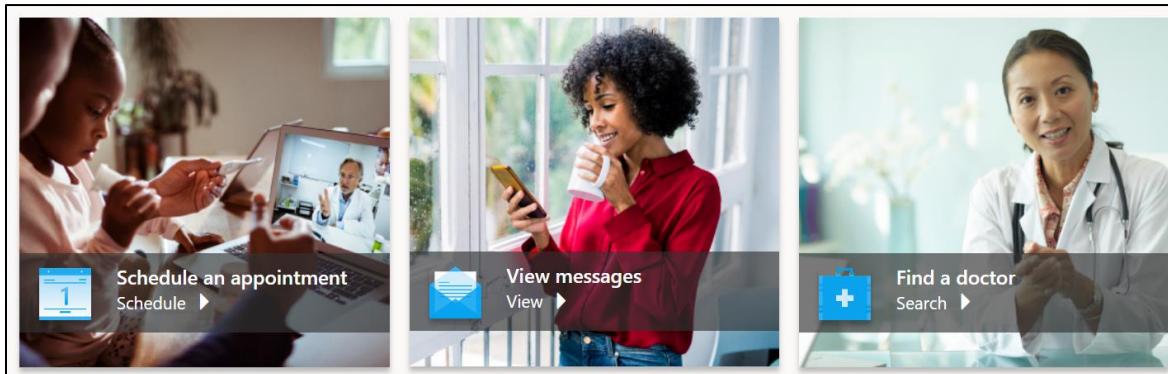
Medication	Ordered by	Date started	Refills
Anksterail	Riley Ramirez	11/19/2020 3:27 AM	1

Upcoming appointments

Date ↑	Provider	Location
There are no records to display.		

Let's Chat!
We're Online

- In the center of the homepage, you will see **shortcuts** to schedule an appointment, view messages, or find a doctor.



- Below the shortcuts, you will see **current patient information** including unread messages, upcoming appointments, and current medications.

Unread messages

From	Subject	Received
Jasmine Miller	Schedule an A1C Test Today!	11/2/2021 6:31 PM
Logan Edwards	Improve your mental health today with these exercises	11/2/2021 6:31 PM

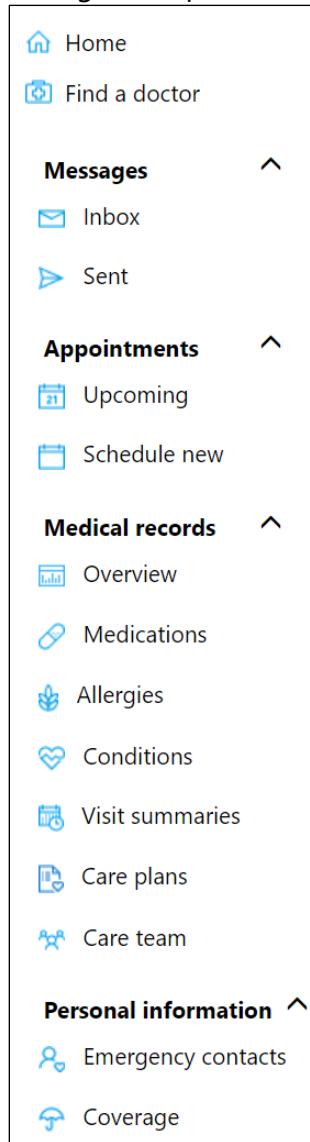
Medications

Medication	Ordered by	Date started	Refills
Anksterail	Riley Ramirez	11/19/2020 3:27 AM	1

Upcoming appointments

Date ↑	Provider	Location
There are no records to display.		

6. In the left navigation bar, you will see all available options for navigation in the Patient Portal. Click through the options to see what's available and each associated screen.



7. **Home** command will direct you to the homepage.
8. **Find a doctor** shows a list of practitioners with associated information.

Find a doctor

					Search	🔍
Physician	City	State	Primary Language	Secondary Language		
Riley Ramirez	Prairie City	OR				
Alex Johnson	North Chili	NY				
Abigail Jackson	Stoneboro	PA				
Adrian King	Madera	PA				
Tyler Stein	Fredericksburg	PA				
Logan Edwards	North Port	FL				
Jamie Evans	Homewood	IL				
Jasmine Miller	Church Creek	MD				

9. **Messages** allows a secure method to send and receive messages to healthcare professionals. Expand Messages on the navigation bar to see both the **Inbox** and **Sent** messages.

Inbox

				New message
From	Subject	Received	Status	
Jasmine Miller	Schedule an A1C Test Today!	11/2/2021 6:31 PM	Read	
Logan Edwards	Improve your mental health today with these exercises	11/2/2021 6:31 PM	Read	

10. Expand **Appointments** to check **upcoming** and **schedule new** appointments. Scheduling new appointments allows for **clinic** or **virtual** appointments, which also includes instant virtual appointments. The Virtual Visit Lab will go through the process of booking an instant virtual appointment.

Schedule a new appointment

Schedule as soon as possible



Instant virtual appointment

A video conference call with the next available provider. You must have a smartphone or computer with camera and microphone.

Or schedule for a specific day and time



Virtual appointment

A video conference call. You must have a smartphone or computer with camera and microphone.



Clinic appointment

An in-person clinic visit.

11. Check **Medical records** including **medications**, **allergies**, **conditions**, **visit summaries**, **care plans**, and **care team**. You can see a full overview and filter by date and type.

Overview

Jump to week		Filter by
Thu November 11 2021		All selected (7) ▾
Types	Nov 11, 2021 - Nov 17, 2021	
Allergy Intolerance		
Appointment (EMR)		
Care Plan		
Condition		
Medication Request		
Procedure		
Referral Request		

12. Lastly, there is **Personal information**, including **emergency contacts** and insurance **coverages**.

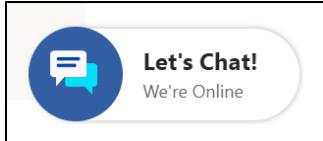
Emergency contacts

				Add emergency contact
Name ↑	Consent Access	Consented Access On	Revoked Access On	
Ana Bowman	No			
Jordan Mitchell	No			
Kai Carter	No			

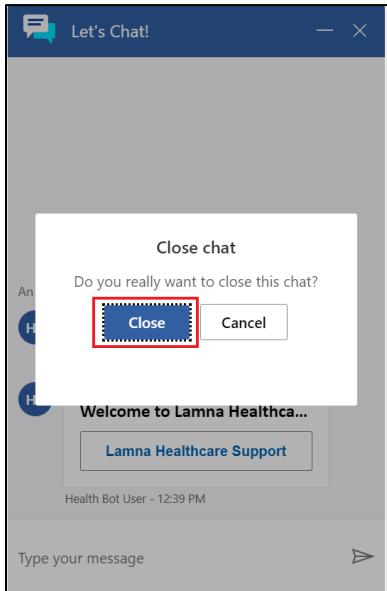
Coverage

Name ↑	Subscriber ID	Policy Holder (Patient)	Coverage End Date	Group Plan
Coverage Casey Jensen - for MRN8714-3180		Casey Jensen	12/31/2024	Healthcare Plan

13. The Azure Health Bot icon shows at the lower right-hand corner of the screen. You may start a conversation by clicking **Let's Chat** button to open the virtual assistant.



14. In the final exercise, we will have a full conversation with the bot, but for now we will close and continue.



15. You may access the patient Profile page at any time by selecting the patient's name in the upper right drop-down and selecting **Profile**.



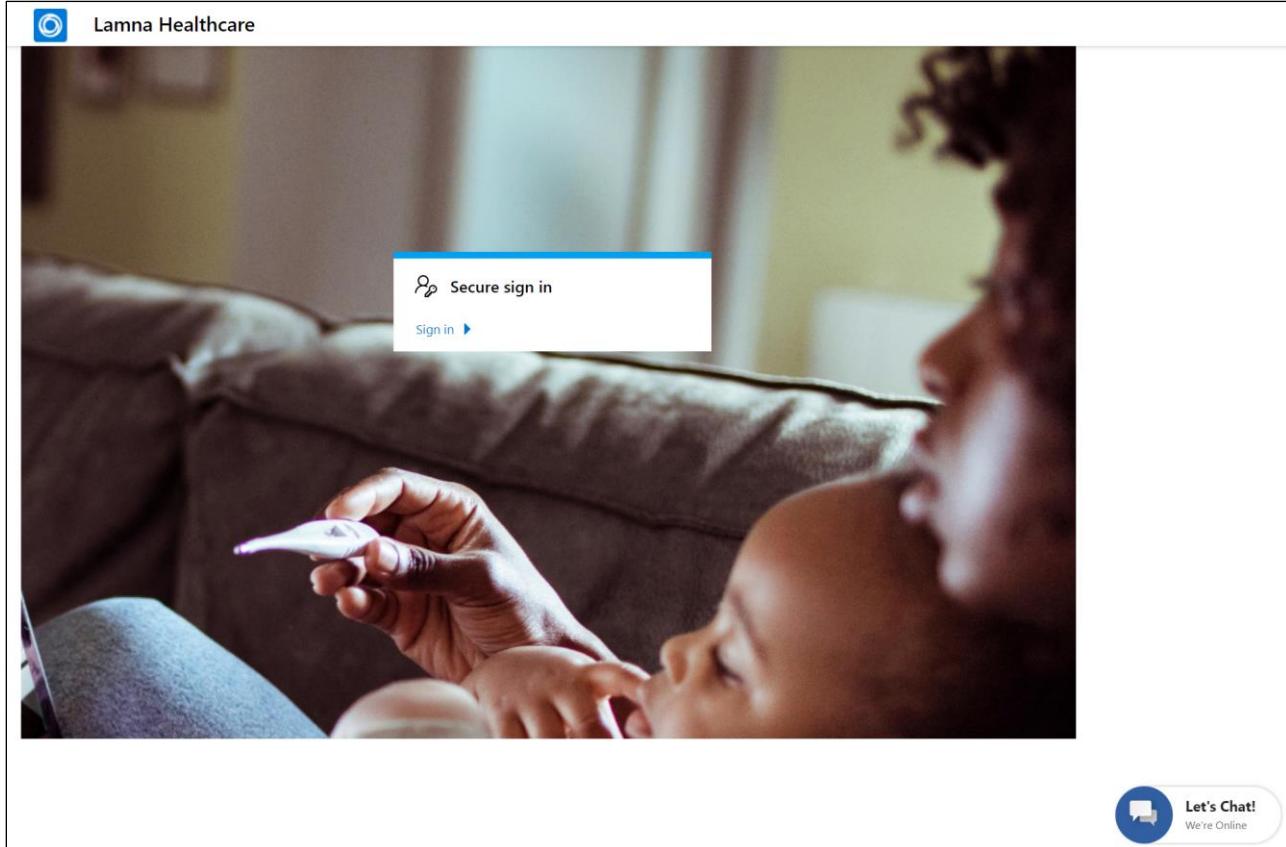
16. Here you can customize the patient profile as needed. For now, we will keep it the same.

The screenshot shows the 'Your Information' section of the patient profile. On the left, there's a sidebar with links for 'Profile', 'Security' (which includes 'Change Password', 'Change Email', and 'Manage External Authentication'), and a general 'Help' section. The main form has fields for 'First Name *' (Casey), 'Last Name *' (Jensen), 'Home Phone 2' (a placeholder for a telephone number), 'E-mail' (Casey.Jensen@contoso.com), 'Home Phone' (555-555-0100), and a section for 'How may we contact you? Select all that apply.' with checkboxes for 'Email', 'Fax', 'Phone', and 'Mail'. A blue 'Update' button is at the bottom.

17. You may log out of the Patient Portal by selecting the patient's name in the upper right drop-down and selecting **Sign Out**.



18. You should be redirected back to the sign in page.



Congratulations! You have navigated the Patient Portal to see what information and communication is available to the Patient.

In this exercise, you learned how to configure the Patient Access Portal to display as the Healthcare Patient Portal, modify the portal to display the company name, invite patients to register to the website, and navigate the website features.

Exercise 2: Configure Agent Scripts

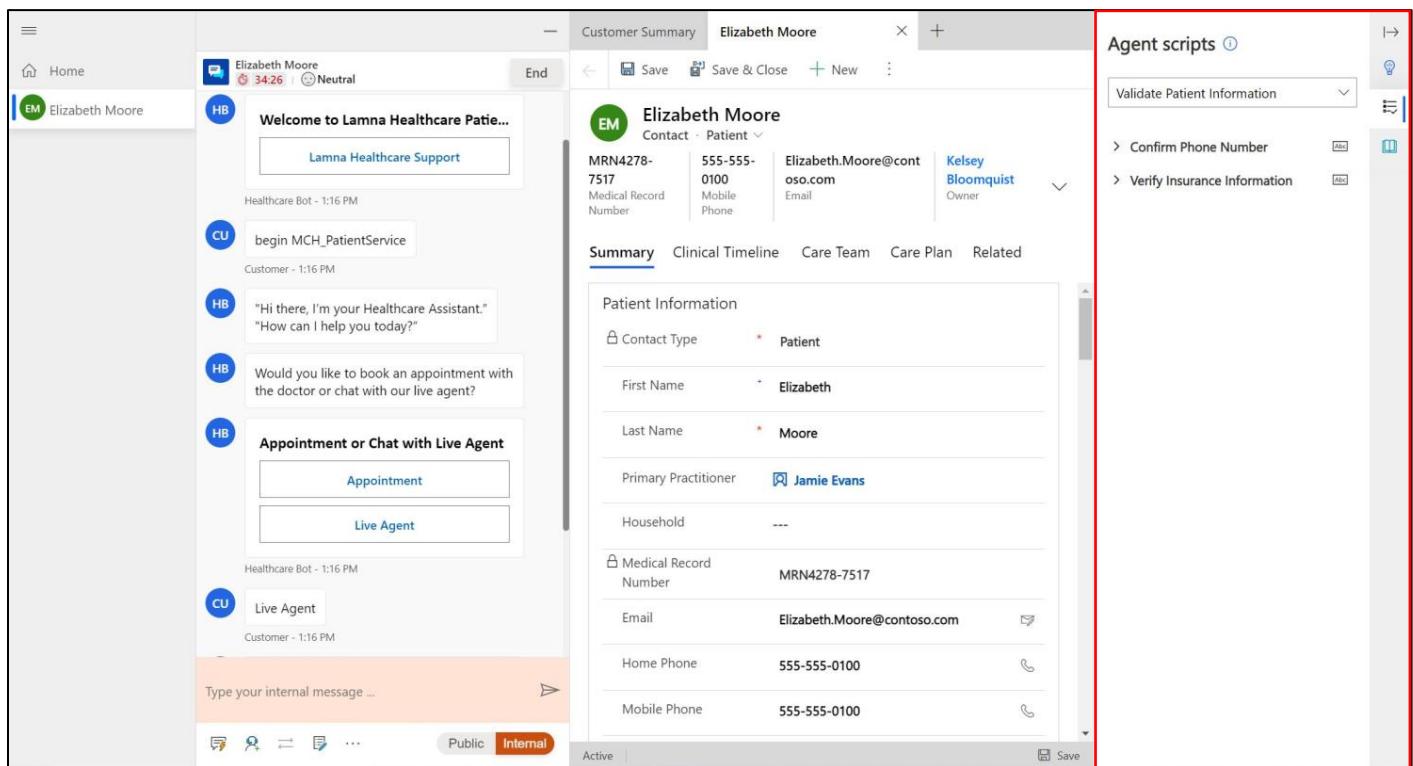
Lamna Healthcare Company wants to ensure they have proper tools in place to provide the best service and guidance during patient interactions.

Patient Service Center has a **productivity pane** which is an auxiliary work area which contains tools that support or expedite an agent's tasks when engaging with patients. During a patient engagement, it will be embedded directly on the screen next to patient information and can be collapsed or expanded as needed.

See the following documentation to learn more about the productivity pane: [Productivity pane overview](#)

Agent Scripts are one of the tools in the productivity pane that agents can use to help with patient care. Agent Scripts provide guidance for a specific situation and help organizations be unified, accurate, and effective while also being faster and more efficient with patients. The scripts ensure that only accurate, company-endorsed information is being shared and help reduce error and improve customer satisfaction.

In this exercise, you will create an agent script to appear in the productivity pane in Patient Service Center. The following screen shows the productivity pane on the right-hand side with the Agent Scripts tab showing. The agent script selected is Validate Patient Information and there are two steps shown. You will not see this below output until the final exercise in this lab while testing escalation, however, you will be creating the components needed to display in the productivity pane later.



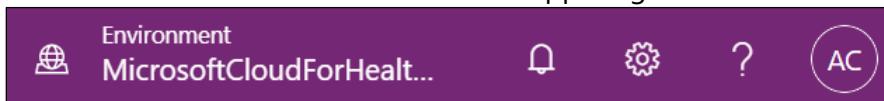
Task 1: Assign Productivity Tools Administrator Role

In this task, you will assign the necessary roles to your user to create and use agent scripts. Specifically, you will be adding the **Productivity tools administrator** and **Productivity tools user** roles. The Productivity tools administrator can do any action (create/read/write/append/delete) on the agent script, while the Productivity tools user only has read capabilities. Since we are creating them, we need the administrator role.

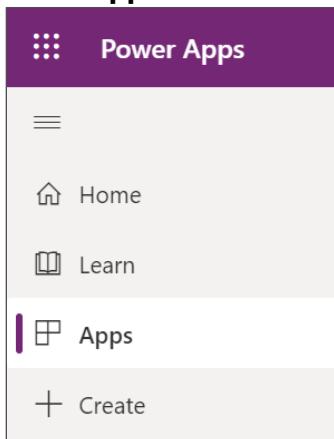
See the following documentation to learn more about these roles: [Assign roles and enable users for Omnichannel for Customer Service](#)

21. Using an In-Private or Incognito window, navigate to [Power Apps](#).

22. Select the correct environment from the upper right **Environment** drop down.



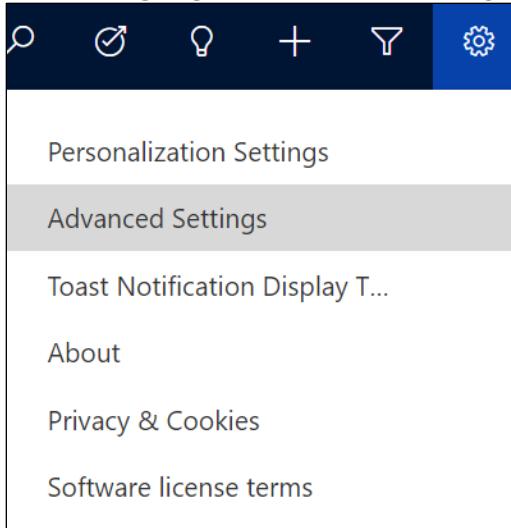
23. Select **Apps** on the left navigation bar.



1. Open the **Omnichannel Administration** app.

A screenshot of the "Omnichannel Administration" app. At the top, it says "Apps" and "Component libraries (preview)". A red banner at the bottom of the screen says "⚠️ 4 environment variables need to be updated. See environment variables". Below this, there is a table with columns "Name" and "Modified". Two items are listed: "Omnichannel admin center" (modified 3 wk ago) and "Omnichannel Administration" (modified 3 wk ago). The "Omnichannel Administration" row is currently selected, indicated by a grey background.

2. Select the **gauge icon** in the upper right corner and navigate to **Advanced Settings**.



3. A new window should open and navigate to Dynamics 365. It may take a while to load. If it's been longer than a minute, stop and reload the page. It should then load faster.

4. In **Dynamics 365**, select **Settings > Security**.

A screenshot of the Dynamics 365 Settings page. The top navigation bar shows 'Dynamics 365' and 'Business Management'. Below the navigation is a red banner with a gear icon and the word 'Settings'. The main content area is divided into three columns: 'Business', 'Customization', and 'System'. Under 'System', the 'Security' option is highlighted with a grey background. Other options in the 'System' column include Administration, Data Management, System Jobs, Document Management, and Auditing. The other columns contain links for Business Management, Templates, Product Catalog, Service Management, Sync Error, Customizations, Solutions, Microsoft AppSource, Plug-In Trace Log, and Solutions History.

5. Under Security, select **Users**.

A screenshot of the Security page under the Users section. The title 'Security' is at the top. Below it is a heading 'Which feature would you like to work with?'. A 'Users' card is visible, featuring a user icon, the word 'Users', and a description: 'Add new users. Edit information about users and deactivate user records. Manage the teams, roles, and licenses assigned to users.'.

6. Switch the view drop down from Omnichannel Users to **Enabled Users** for the grid view so that your user will show in the list.

The screenshot shows a dropdown menu titled 'Omnichannel Users'. Under the heading 'System Views', there is a list of user categories. The 'Enabled Users' option is highlighted with a light blue background. Other options include '@Me', 'Access Mode Interactive Users', 'Administrative Access Users', 'Administrators', 'Agents', 'All', 'Application Users', 'Associated Record Team Members', 'Bot agents', 'Bot Users', 'By Me', 'Disabled Users', 'Disabled users consuming licenses', 'Enabled Users' (which is selected), and 'Full Access Users'.

7. While in the Enabled User list, scroll down to **find your user** or use the **Search** bar.

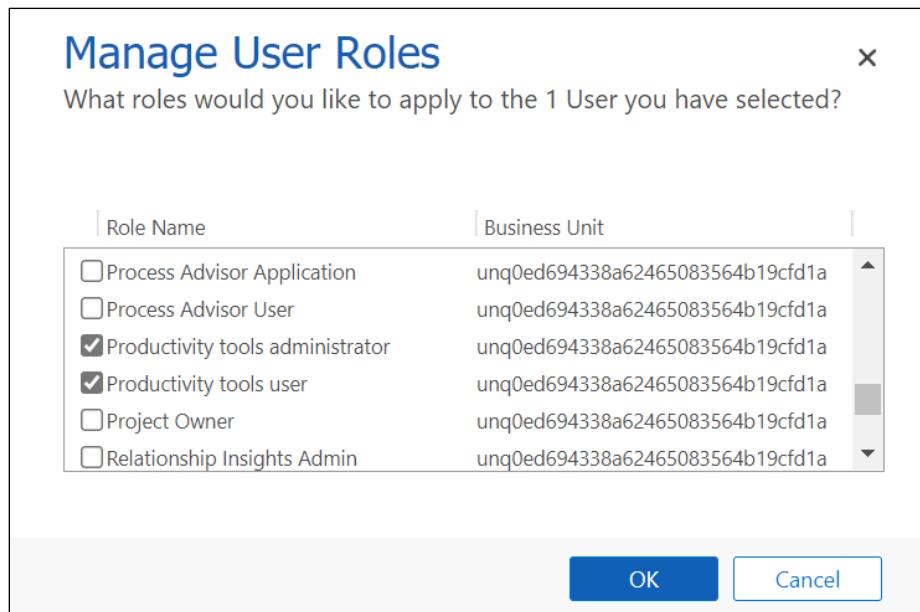
The screenshot shows a search results grid with a single entry. The search bar at the top contains the text 'iad'. The grid has columns for 'Full Name ↑', 'Position', 'Main Phone', 'Business Unit', 'Site', 'Title', and 'Primary Email'. The entry 'IAD User 01' is listed under 'Full Name' with the primary email 'IADUser01@PowerPlatformOp...'.

8. Select your user for the training and select **Manage Roles** on the top command bar.

The screenshot shows a user list grid with a single entry selected. The top navigation bar includes 'Dynamics 365', 'Settings', 'Security', and a 'Sandbox' indicator. The command bar below the navigation bar includes buttons for '+ NEW', 'EDIT', 'APPROVE EMAIL', 'REJECT EMAIL', 'PROMOTE TO ADMIN', 'MANAGE ROLES' (which is highlighted), and 'CHANGE BUSINESS UNIT'. The selected user in the grid is 'IAD User 01'.

9. Scroll down and select the following two roles to your user and select **OK**.

- a. **Productivity tools administrator**
- b. **Productivity tools user**



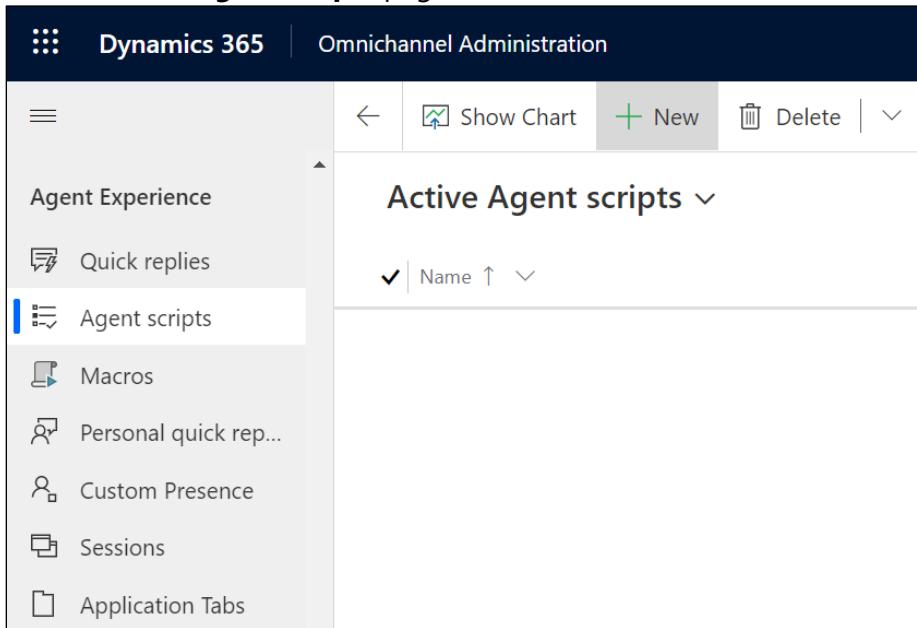
Note: You will assign more roles in this lab. It is recommended to leave the User screen open.

Congratulations! You have successfully assigned the necessary **Productivity tools** user roles to set up and use agent scripts.

Task 2: Create an Agent Script

In this task, you will create an agent script in the Omnichannel Administration app. This script will guide the agent to **validate patient information** when a conversation is initiated between a patient and an agent in Patient Service Center. The script will have two steps, one to **confirm phone information** and another to **verify insurance information**. This task will guide you through creation of this agent script and its steps.

1. Navigate to **Omnichannel Administration** application which you opened in the first task.
2. In the left navigation bar, under **Agent Experience**, select **Agent Scripts**.
3. On the **Active Agent scripts** page, select **+New**.



4. For the **New Agent script** record, specify the following:
 - a. **Name:** Validate Patient Information
 - b. **Unique Name:** msdyn_ValidatePatientInformation

New Agent script

General

Name	* Validate Patient Information
Unique Name	* msdyn_ValidatePatientInfor...
Owner	* Allen Contoso
Language	* English (United States)
Description	---

5. Click **Save**. The **Agent script steps** should appear on the right

Validate Patient Information
Agent script

General Related

Name	* Validate Patient Information
Unique Name	* msdyn_ValidatePatientInfor...
Owner	* Allen Contoso
Language	* English (United States)
Description	---

Agent script steps

Name	Order ↑	Action type	Modified On
No data available.			

6. In the **Agent script steps** section, select **+New Agent script step**.

Agent script steps

Name	Order ↑	Action type	Modified On
No data available.			

7. Quick Create form for the **Agent script step** appears. Specify the following fields:

- a. **Name:** Confirm Phone Number
- b. **Unique Name:** msdyn_ConfirmPhone
- c. **Order:** 1
- d. **Action type:** Text
- e. **Text instructions:** Ask patient to confirm phone number.

Quick Create: Agent script step

Name	* Confirm Phone Number
Unique Name	* msdyn_ConfirmPhone
Owner	*  Allen Contoso
Agent script	 Validate Patient Information
Order	* 1
Action type	* Text
Text instructions	* Ask patient to confirm phone number.

8. Click **Save and Close**. Now let's add another step.
9. In the **Agent script steps** section, select **+New Agent script step** again.

Agent script steps			
		+ New Agent script step	
<input checked="" type="checkbox"/>	Name	Order ↑	Action type
	✓	9/13/2021 3:19 PM	Modified On
	Confirm Phone Number	1	Text

10. Another **Quick Create** form for the **Agent script step** appears. Specify the following fields:
 - a. **Name:** Verify Insurance Information
 - b. **Unique Name:** msdyn_VerifyInsuranceInformation
 - c. **Order:** 2
 - d. **Action type:** Text
 - e. **Text instructions:** Ask Patient for Insurance Provider and ID #. Verify their response matches insurance information on file.

Quick Create: Agent script step

Name	* Verify Insurance Information
Unique Name	* msdyn_VerifyInsuranceInformation
Owner	* Allen Contoso
Agent script	Validate Patient Information
Order	* 2
Action type	* Text
Text instructions	* Ask Patient for Insurance Provider and ID #. Verify their response matches

11. Select **Save and Close**. Both steps should now be in the **Agent script steps** table.

Agent script steps			
	+ New Agent script step	:	
✓ Name	Order ↑	Action type	Modified On
Confirm Phone Number	1	Text	9/13/2021 3:19 PM
Verify Insurance Information	2	Text	9/13/2021 3:23 PM

12. The agent script is now complete. Select **Save & Close**.

Validate Patient Information

Agent script

General	Related												
Name * Validate Patient Information <input type="checkbox"/> Unique Name * msdyn_ValidatePatientInfor... Owner * Allen Contoso Language * English (United States) Description ---	Agent script steps <table border="1"> <thead> <tr> <th>✓ Name</th> <th>Order ↑</th> <th>Action type</th> <th>Modified On</th> </tr> </thead> <tbody> <tr> <td>Confirm Phone Number</td> <td>1</td> <td>Text</td> <td>9/13/2021 3:19 PM</td> </tr> <tr> <td>Verify Insurance Information</td> <td>2</td> <td>Text</td> <td>9/13/2021 3:23 PM</td> </tr> </tbody> </table>	✓ Name	Order ↑	Action type	Modified On	Confirm Phone Number	1	Text	9/13/2021 3:19 PM	Verify Insurance Information	2	Text	9/13/2021 3:23 PM
✓ Name	Order ↑	Action type	Modified On										
Confirm Phone Number	1	Text	9/13/2021 3:19 PM										
Verify Insurance Information	2	Text	9/13/2021 3:23 PM										

Congratulations! You have completed creating an agent script with two steps to validate patient information, including phone number and insurance information.

Task 3: Associate the Agent Script with a Session Template

In this task, you will associate the agent script with a session template so it will load for agents based on the type of session they've opened. We will be associating the agent script we just created with the **Default chat session**. This is the default chat session that opens during an escalation to an agent in Patient Service Center.

1. Open the **Omnichannel Administration** app in Power Apps if you aren't already in it.

The screenshot shows the 'Apps' screen of the Omnidirectional Administration app. At the top, there are two tabs: 'Apps' (which is selected) and 'Component libraries (preview)'. Below the tabs, a red banner displays a warning: '⚠️ 4 environment variables need to be updated. See environment variables'. The main area is a table with columns 'Name' and 'Modified'. It lists two apps: 'Omnichannel admin center' and 'Omnichannel Administration'. The 'Omnichannel Administration' app is selected, indicated by a checkmark icon next to its name.

Name	Modified
Omnichannel admin center	... 3 wk ago
Omnichannel Administration	... 3 wk ago

2. In the left navigation bar, under **Agent Experience**, select **Sessions**.

The screenshot shows the 'Agent Experience' navigation bar. The 'Sessions' option is highlighted with a blue vertical bar on its left, indicating it is the active section.

- Quick replies
- Agent scripts
- Macros
- Personal quick rep...
- Custom Presence
- Sessions**
- Application Tabs
- Notifications

3. Select the **Chat session – default** session template. We will associate this session with the agent script.

The screenshot shows the 'Active Session Templates' list. The 'Chat session - default' template is selected, highlighted with a blue background. Other templates listed are 'Case entity session - default template' and 'Entity records session - default'.

Active Session Templates
✓ Name ↑ ↴
Case entity session - default template
✓ Chat session - default
Entity records session - default

4. Double click or select Edit on the command bar to open the **Chat session – default** record.

Chat session - default
Session Template

General Agent scripts Related

Name	* Chat session - default
Unique Name	* msdyn_chat_session
Type	* Generic
Title	{customerName}
Communication panel mode	* Docked
Description	This is the default session template for Chat channel

5. Select the **Agent scripts** tab. In the **Agent scripts** section, select **Add Existing Agent script**.

Chat session - default
Session Template

General Agent scripts Related

Agent scripts

Add Existing Agent scr... :

Name	Created On
No data available.	

6. The **Lookup Records** pane should appear on the right.

Lookup Records X

Select record

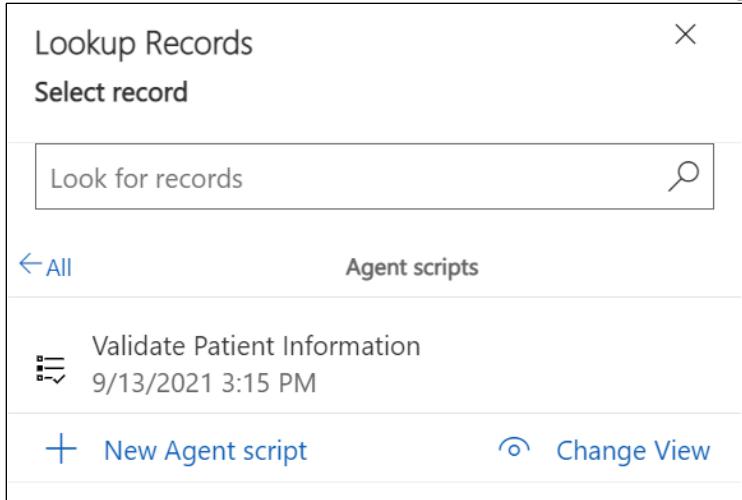
Look for Records 🔍

Recent records All records

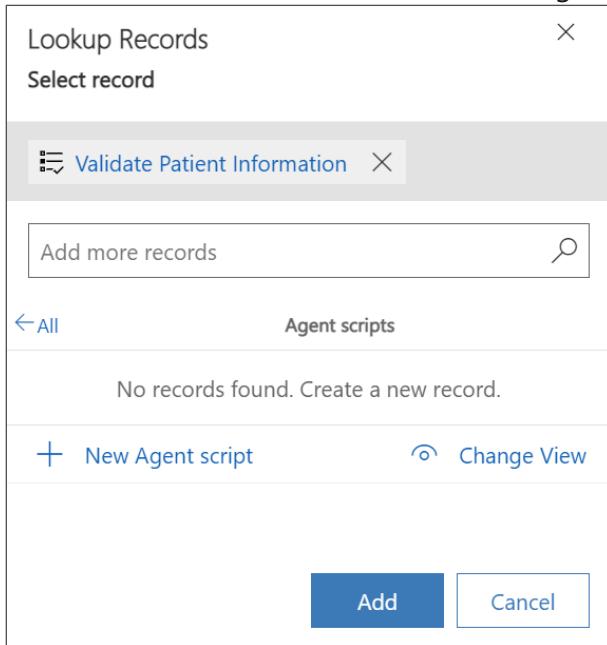
🕒 Validate Patient Information

+ New Record

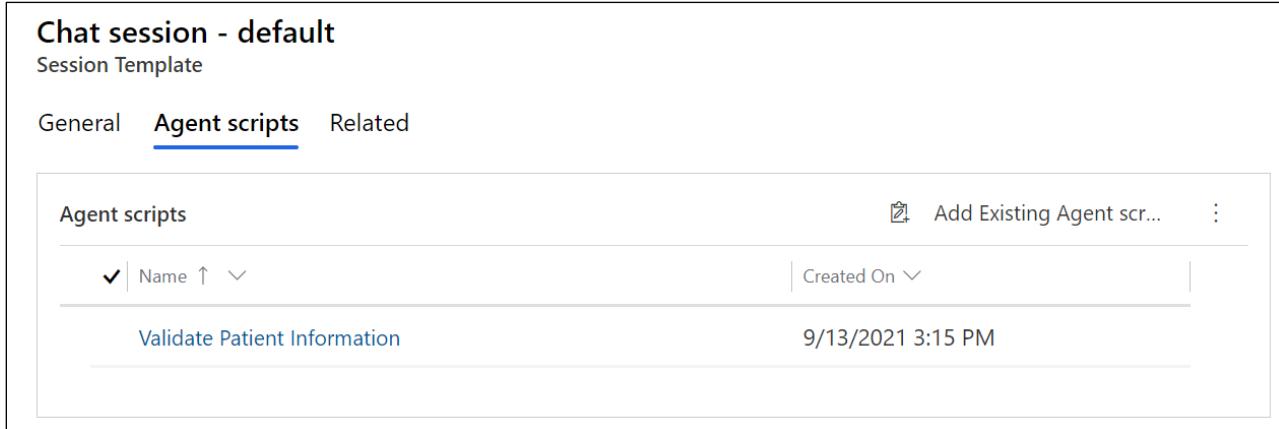
7. In the **Look for Records** box, select the **search icon** (magnifying glass).



8. Select the **Validate Patient Information** agent script from the list and click **Add**.



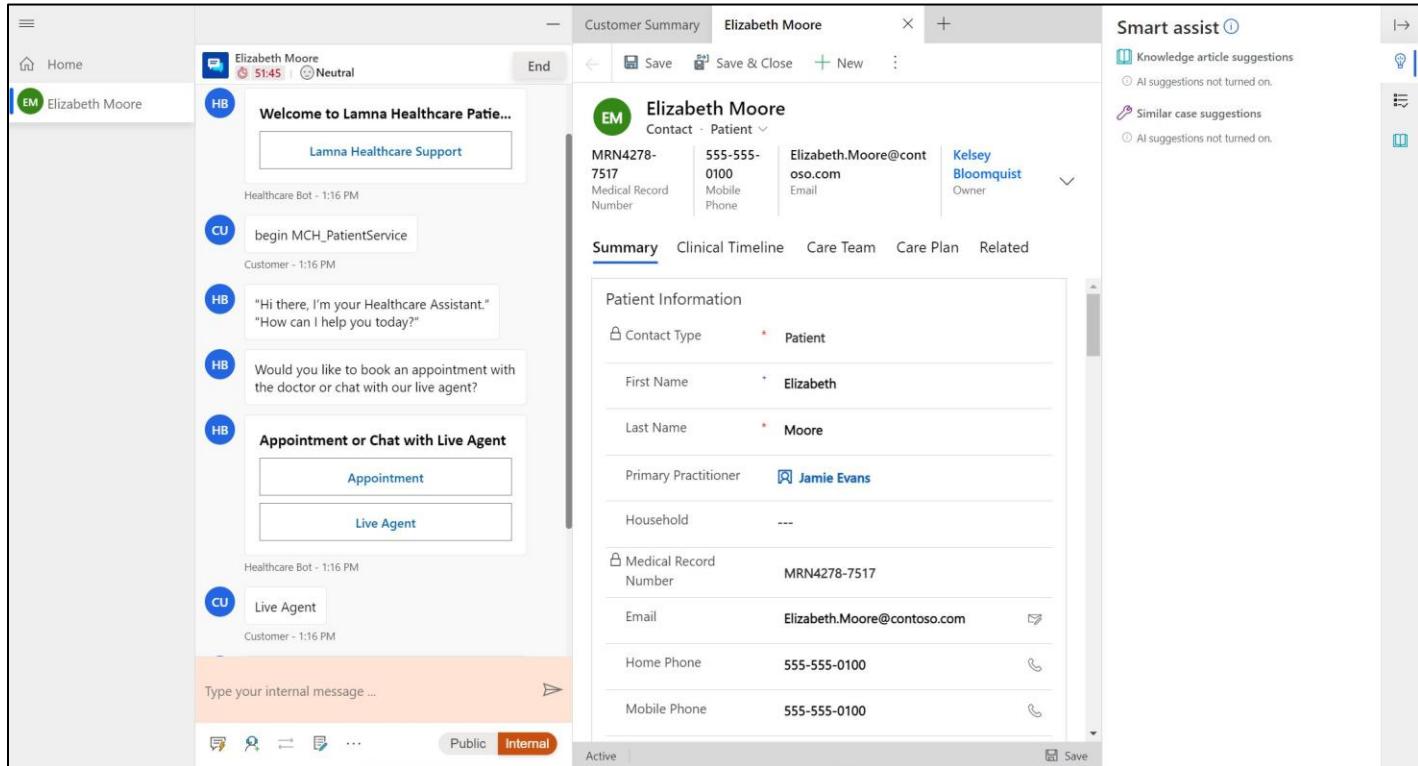
9. **Chat session – default** Session Template should have the **Validate Patient Information** Agent script.



Congratulations! You have successfully created an agent script with two steps and associated the agent script with the default chat session. Now your agents can use this script during a default chat session with a patient.

Exercise 3: Configure Knowledge Articles

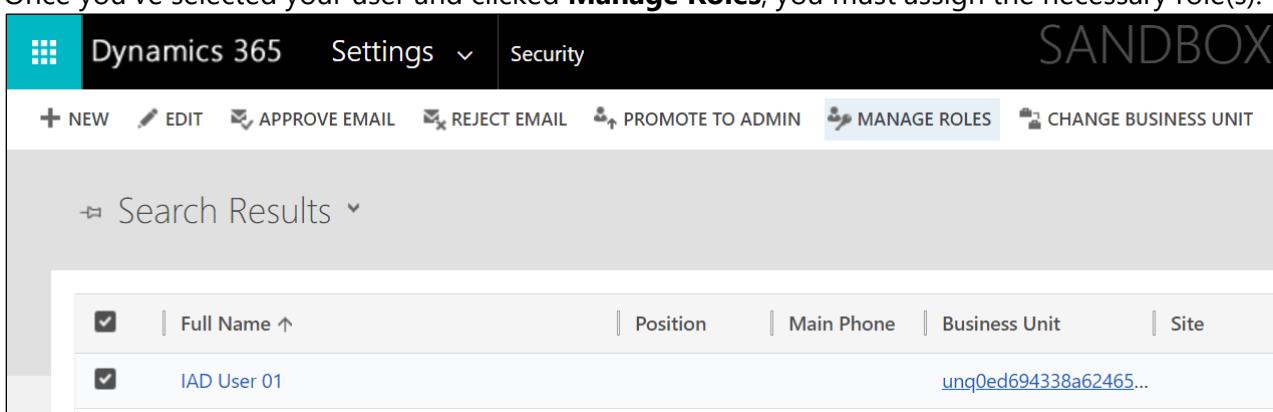
In this exercise, you will learn how to create and manage **Knowledge Articles** that can address any number of issues your customers would like to discuss during the patient service center conversation. These knowledge articles will appear in the productivity pane in Patient Service Center through AI-enabled suggestions.



Task 1: Assign Knowledge Manager User Role

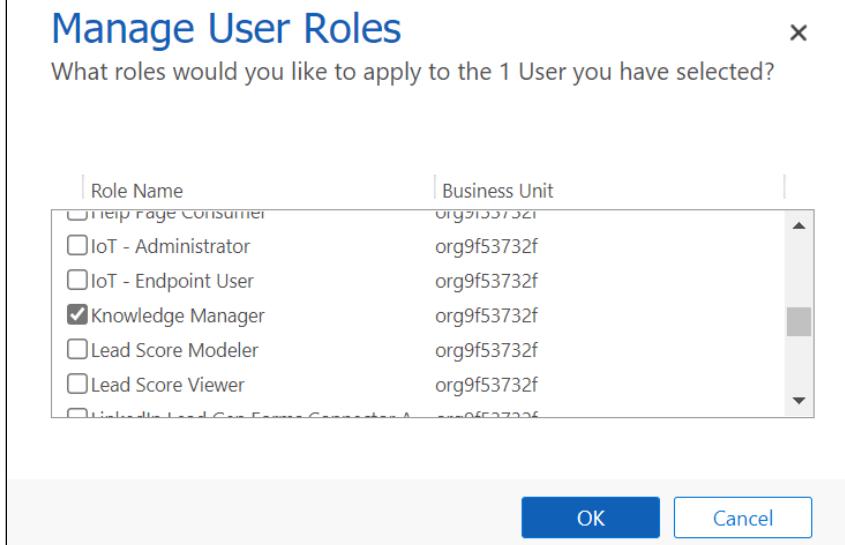
In this task, we will assign the necessary user role to create and view knowledge articles.

1. If you kept the User Settings page up from the previous exercise, navigate to that page. If you didn't keep it open, follow all the steps in Exercise 2, Task 1 and then return here to assign the proper role.
2. Once you've selected your user and clicked **Manage Roles**, you must assign the necessary role(s).

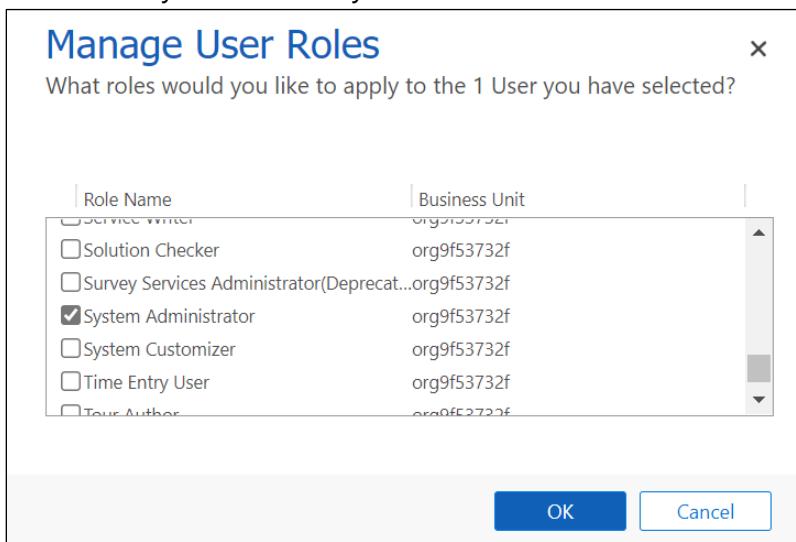


3. There are three roles you can choose with [create/read permissions for Knowledge Articles](#).
 - i. Knowledge Manager
 - ii. Customer Service Manager
 - iii. Customer Service Representative

4. For this lab, select the **Knowledge Manager** role.



5. Also ensure you have the System Administrator role. Official training users have it assigned.



6. Select **OK** to close the Manage User Roles window and accept changes.

Congratulations! You have assigned the proper roles to create and read knowledge articles.

Task 2: Set up Knowledge Management Settings

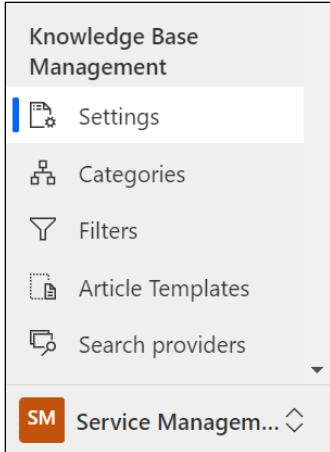
1. In [Power Apps](#), open the **Customer Service Hub** app.

The screenshot shows the Power Apps portal interface. On the left, there's a navigation bar with Home, Learn, Apps (selected), Create, Dataverse, Flows, and Chatbots. The main area is titled 'Apps' and shows two entries: 'Customer Service workspace' and 'Customer Service Hub'. A message at the top right says '10 environment variables need to be updated. See environment variables'. The 'Customer Service Hub' entry has a modified date of '3 wk ago'.

1. In Customer Service Hub, on the left navigation bar, go to the bottom left corner where there's a drop down that says **Service**. Select it and change the area to **Service Management**.

The screenshot shows the left navigation bar of the Customer Service Hub. It includes sections for Home, Recent, Pinned, My Work (with Dashboards and Activities), Customers (Accounts, Contacts, Social Profiles), Service (Cases, Queues), Knowledge (Knowledge Articles), and a 'Change area' dropdown. The 'Change area' dropdown is open, showing options: Service (checked), Service Management (selected), Scheduling, Help and Support, and Service (button). The 'Service' button at the bottom is highlighted.

2. Once in the Service Management area, scroll down to **Knowledge Base Management** section and select **Settings** in the left navigation.



3. **Record Types** allows you to configure the record types you want to turn on for knowledge management.
- The list will include all entities that are available for an N:N relationship.
 - Knowledge management is enabled for **Case** table by default. Because our scenario will also use the Case table, **we don't need to add any additional tables at this time.**

The screenshot shows the 'Record Types' configuration screen. It has two lists: 'Available' on the left and 'Selected' on the right. In the 'Available' list, 'Account' is highlighted with a blue selection bar. Other items in the list include Bookable Resource, Bookable Resource Booking, Bookable Resource Booking Header, Bookable Resource Category, Bookable Resource Category Assn, Bookable Resource Characteristic, Bookable Resource Group, and Booking Status. Between the two lists are four buttons: '>', '>>', '<<', and '<'. The 'Selected' list on the right contains 'Case' and 'Contact', both of which are highlighted with red boxes.

4. For Support Portal Connection, this allows you to integrate an external portal for publishing knowledge articles.
- Selecting Yes would share the knowledge article as a link in the email sent to the customer.
 - Selecting No would share the article content inserted in the email body.
 - Keep as **No** as we will not be integrating an external portal connection

The screenshot shows the 'Support portal connection' settings. It includes a note: 'To share knowledge article as URLs, you'll need to first set up an external portal and turn on the setting below.' Below this is a section titled 'Use an external portal' with a toggle switch. The switch is currently set to 'No' (indicated by a grey circle) and is highlighted with a blue border.

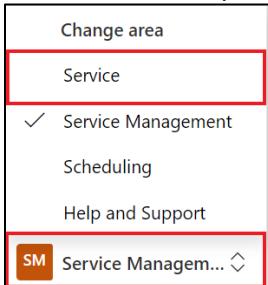
5. In the **Knowledge Articles Feedback** section, set **Enable users to provide feedback on knowledge articles from search control** to **Yes**. This will allow users to provide feedback on knowledge articles opened from knowledge search control.

The screenshot shows the 'Knowledge articles feedback' settings. It includes a note: 'Enable users to provide feedback on knowledge articles from search control.' Below this is a section titled 'Enable feedback' with a toggle switch. The switch is currently set to 'Yes' (indicated by a blue circle) and is highlighted with a blue border.

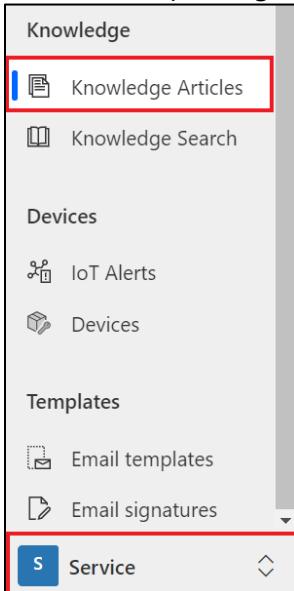
Task 3: Create Knowledge Article

In this task, you will create a new knowledge article about Asthma for agents to access during patient conversations.

1. In **Customer Service Hub**, on the left navigation bar, go to the bottom left corner where you previously modified the drop down. Change it back from Service Management to **Service**.



2. In the sitemap, navigate to **Service > Knowledge Articles**.



3. Select **New on the command bar**.

SANDBOX

My Active Articles

No data available.

New Knowledge Article

New Process

Author (< 1 Min)

Review

Publish

Content

Summary

Analytics

ARTICLE CONTENT

Title: Shortness of Breath

Description: Uncomfortable sensation or awareness of breathing or needing to breathe.

Keywords: Asthma, shortness of breath, trouble breathing

4. You should be on the **Content** tab of a new knowledge article.

New Knowledge Article

New Process

Active for less than one mi...

Author (< 1 Min)

Review

Publish

Content

Summary

Analytics

ARTICLE CONTENT

Title: Shortness of Breath

Description: Uncomfortable sensation or awareness of breathing or needing to breathe.

Keywords: Asthma, shortness of breath, trouble breathing

5. On the **Article Content section** tab of the new knowledge article, specify the following details:

- Title:** Shortness of Breath
- Keywords:** Asthma, shortness of breath, trouble breathing, inhaler, albuterol
- Description:** Uncomfortable sensation or awareness of breathing or needing to breathe.

New Knowledge Article

New Process

Active for less than one mi...

Author (< 1 Min)

Review

Publish

Content

Summary

Analytics

ARTICLE CONTENT

Title: Shortness of Breath

Description: Uncomfortable sensation or awareness of breathing or needing to breathe.

Keywords: Asthma, shortness of breath, trouble breathing

d. In the **Content** section, copy and paste the content for your knowledge article.

Common causes

Shortness of breath is not always related to an underlying condition. It may be caused by:

- Aerobic exercise
- Intense physical activity
- High altitude with lower oxygen levels
- Poor cardiovascular fitness
- Anxiety
- Being obese
- General weakness

Treatment

Self-treatment: Self- care steps that may be helpful in some less- serious cases:

- Stop smoking
- Avoid exposure to pollutants, allergens and environmental toxins
- Lose weight if overweight
- Avoid exertion at elevations
- Take slow even breaths
- When you breathe out, put your lips together, like slowly blowing out a candle (Pursed Lip Breathing)

See a doctor if you notice:

- Chest pain or pressure
- Inability to function

See a doctor immediately if you notice:

- Fever or a change in the amount, color, or thickness of sputum
- Breathlessness does not go away after resting for 30 minutes
- Swelling in the feet and ankles
- Trouble breathing when you lie flat
- High fever, chills, and cough
- Wheezing
- Worsening of pre-existing shortness of breath

6. Select Save.

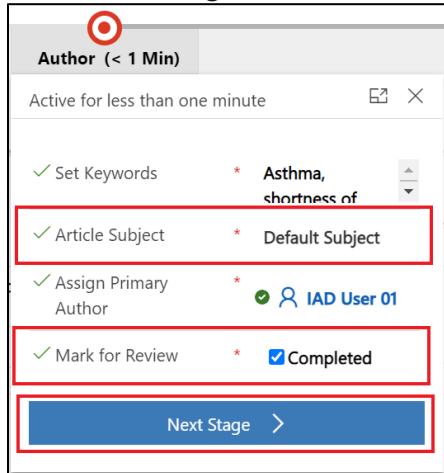
The screenshot shows the 'New Knowledge Article' form. At the top, there is a 'Business Process' bar with four stages: 'New Process' (Active for less than one minute), 'Author (< 1 Min)', 'Review', and 'Publish'. The 'Save' button is highlighted with a red box. Below the process bar, the article content is being entered. The 'Content' tab is selected. In the 'ARTICLE CONTENT' section, the title is 'Shortness of Breath' and the keywords are 'Asthma, shortness of breath, trouble breathing'. In the 'CONTENT' section, there is a rich text editor with a toolbar. A heading 'Common causes' is present, followed by a list of causes: Aerobic exercise, Intense physical activity, High altitude with lower oxygen levels, Poor cardiovascular fitness, and Anxiety.

The Business Process flow bar at the top of the form helps you to drive the article towards completeness. You have the option to customize the stages in the Business Process flow to suit your requirements. We will now complete the author stage so it can move into review.

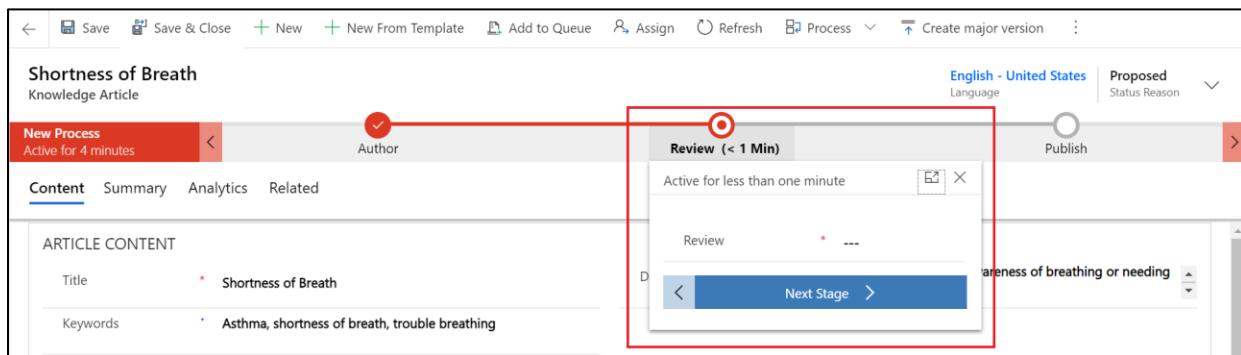
7. On the Business process bar, select Author. The business step options should pop out below.

The screenshot shows the 'Shortness of Breath' Knowledge Article form. The 'Business Process' bar at the top has the 'Author (2 Min)' stage selected, which is highlighted with a red box. A modal window titled 'Active for 2 minutes' appears, listing several options: 'Set Keywords' (marked with a green checkmark), 'Article Subject' (marked with a red asterisk), 'Assign Primary Author' (marked with a green checkmark), and 'Mark for Review' (marked with a red asterisk). At the bottom of this modal is a blue 'Next Stage >' button. The rest of the form is visible, including the 'ARTICLE CONTENT' section with the title 'Shortness of Breath' and the 'CONTENT' section with the 'Common causes' list.

1. Add the **Article Subject**: Default Subject. This is the subject of the article to help with searches.
2. Check the box for **Mark for Review** as Mark Complete.
3. In the **Assign Primary Author** drop-down list, you may choose a person who is responsible for maintaining the article content. By default, the user who creates the article is the primary author. For this training, we will keep it as our IAD user.
4. Select **Next Stage** to mark the article complete and ready for review.



5. The knowledge article is now in the review stage of the business process flow and is ready for review.

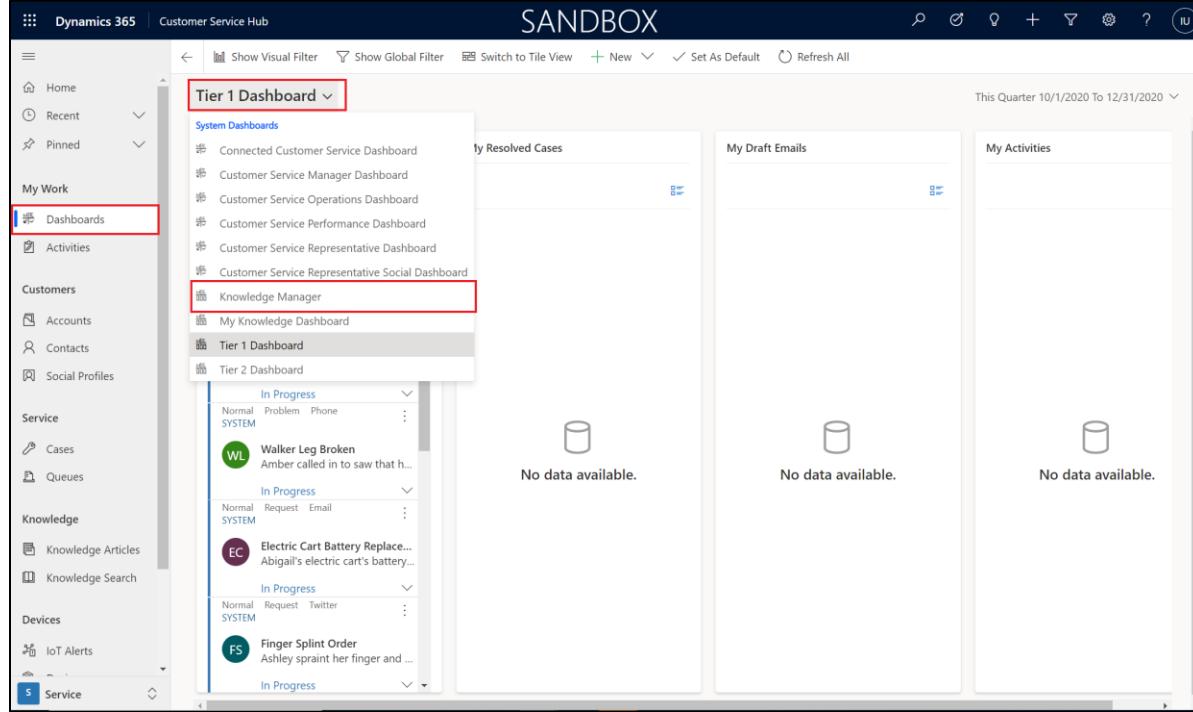


Congratulations! You have successfully created a knowledge article for Shortness of Breath and marked it for review.

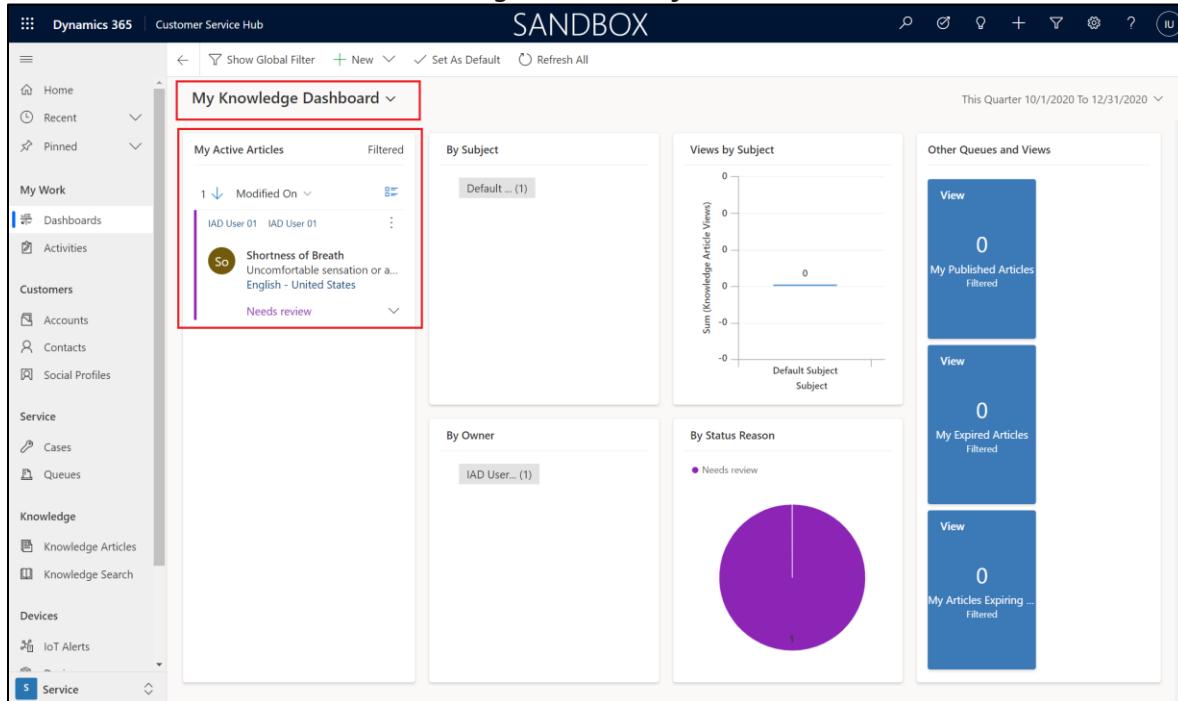
Task 4: Review and Publish Knowledge Article

To ensure accuracy of the knowledge article, typically someone else would review and approve it. For this training exercise, you will mark the article reviewed and approved yourself. Quick note that this task also requires the Knowledge Manager role or another that can approve knowledge articles.

1. In Customer Service Hub, navigate to **Service > Dashboards** and use the drop-down to choose the **My Knowledge Dashboard**.

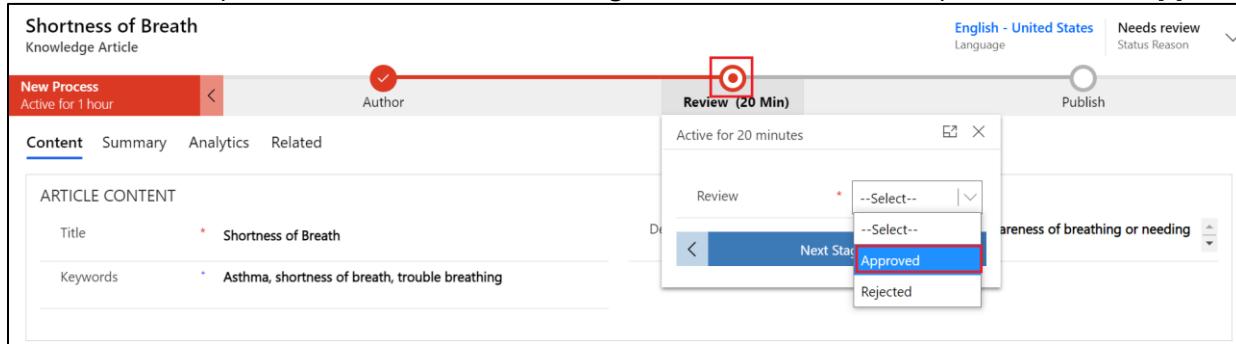


2. Note the **Shortness of Breath** knowledge article in **My Active Articles** stream.

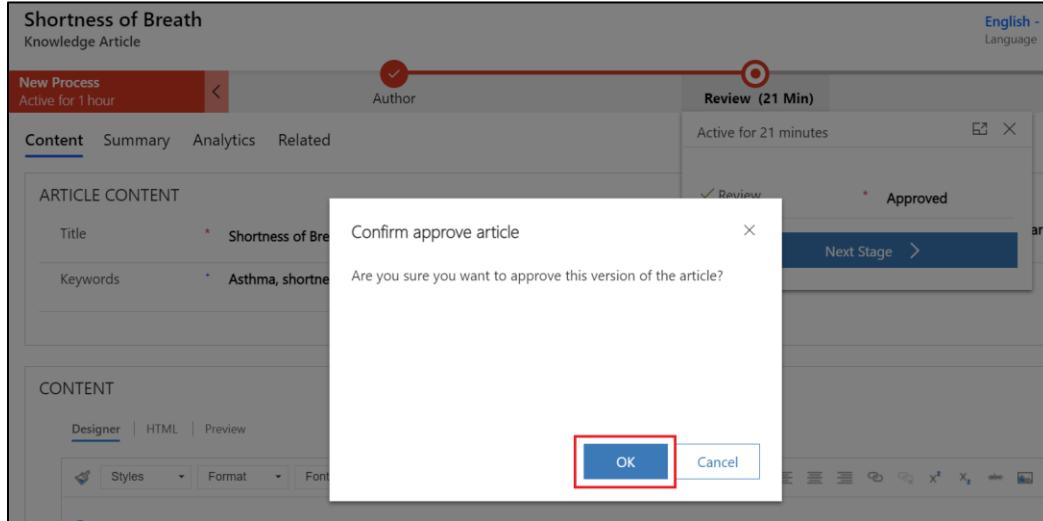


3. Select the **Shortness of Breath** knowledge article.

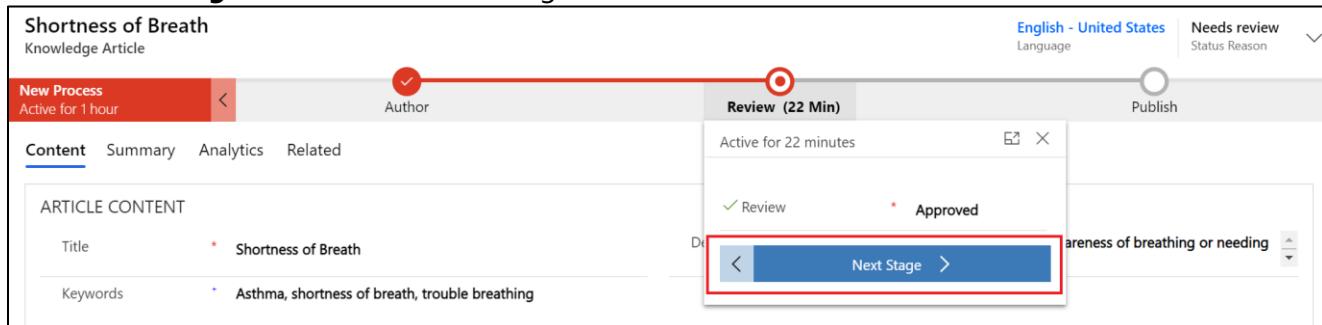
4. On the Business process bar, in the **Review** stage and in the **Review** drop-down, select **Approve**.



5. Click **OK** when prompted to **Confirm approve article**.



6. Select **Next Stage** to move to Publish stage.



7. You should now be in the **Publish** stage and **Status Reason** should have changed to **Approved**.



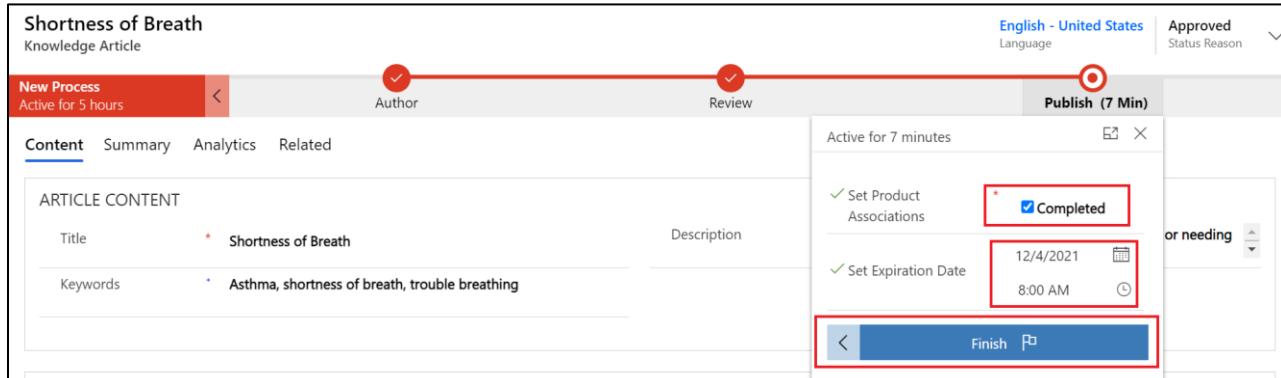
Congratulations! You have successfully reviewed and approved the knowledge article. We will show you how to publish the Knowledge Articles to be available during patient service center calls.

Task 5: Publish your Knowledge Article

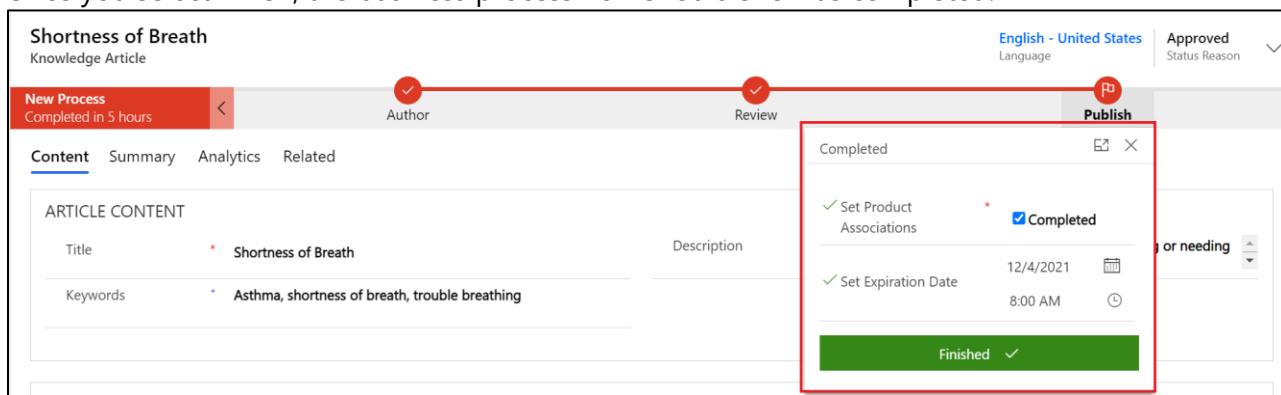
In this task, you will learn how to publish the knowledge article so it's live and ready to be used.

1. In your **Shortness of Breath** Knowledge Article, Select the **Publish** stage.

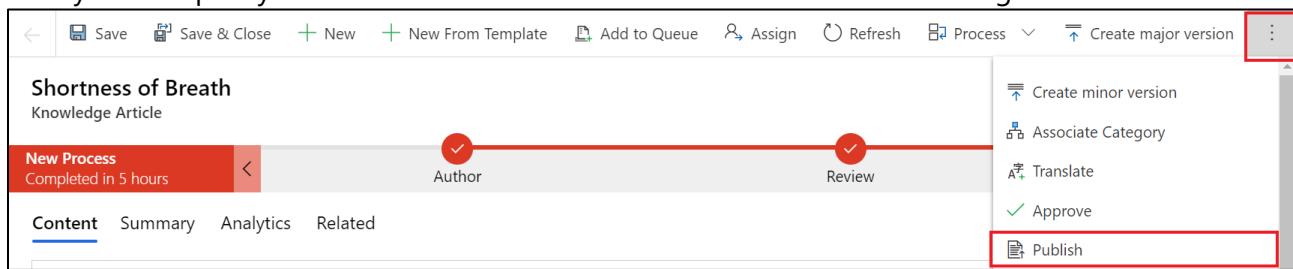
- a. For **Set Product Associated** check the box **Completed**.
- b. Add an **Expiration Date** for one year from now.
- c. Select **Finish**



2. Once you select Finish, the business process flow should show as completed.



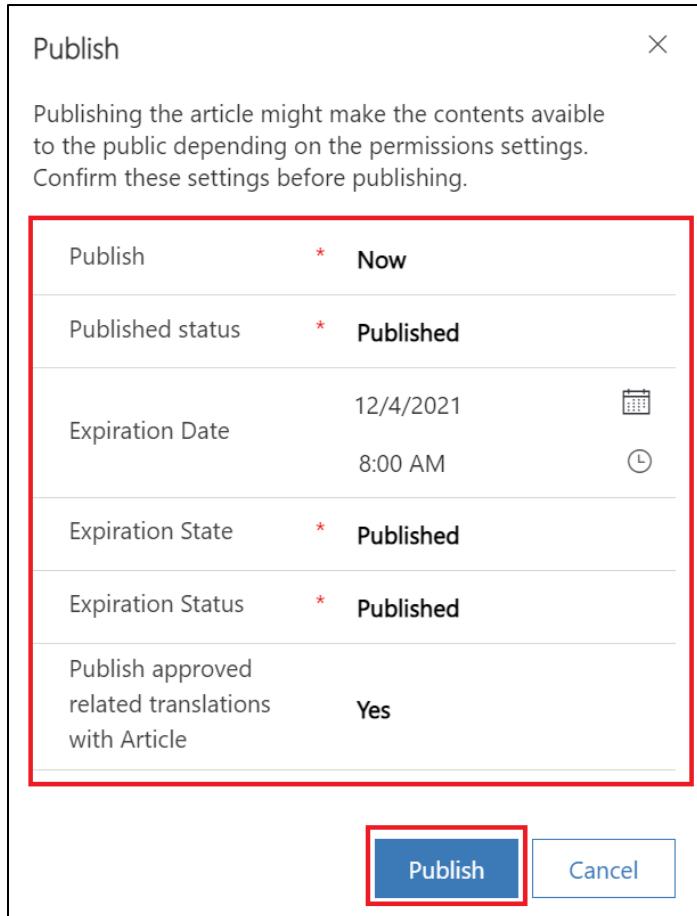
3. Now you can specify the additional Publish details. On the command bar to go **More > Publish**.



4. Specify the following details (see screenshot below):

- a. **Publish:** Now
- b. **Published Status:** Published
- c. **Expiration State:** Published
- d. **Expiration Status:** Published
- e. **Publish approved related translations with Article**, choose Yes.

5. Select **Publish**

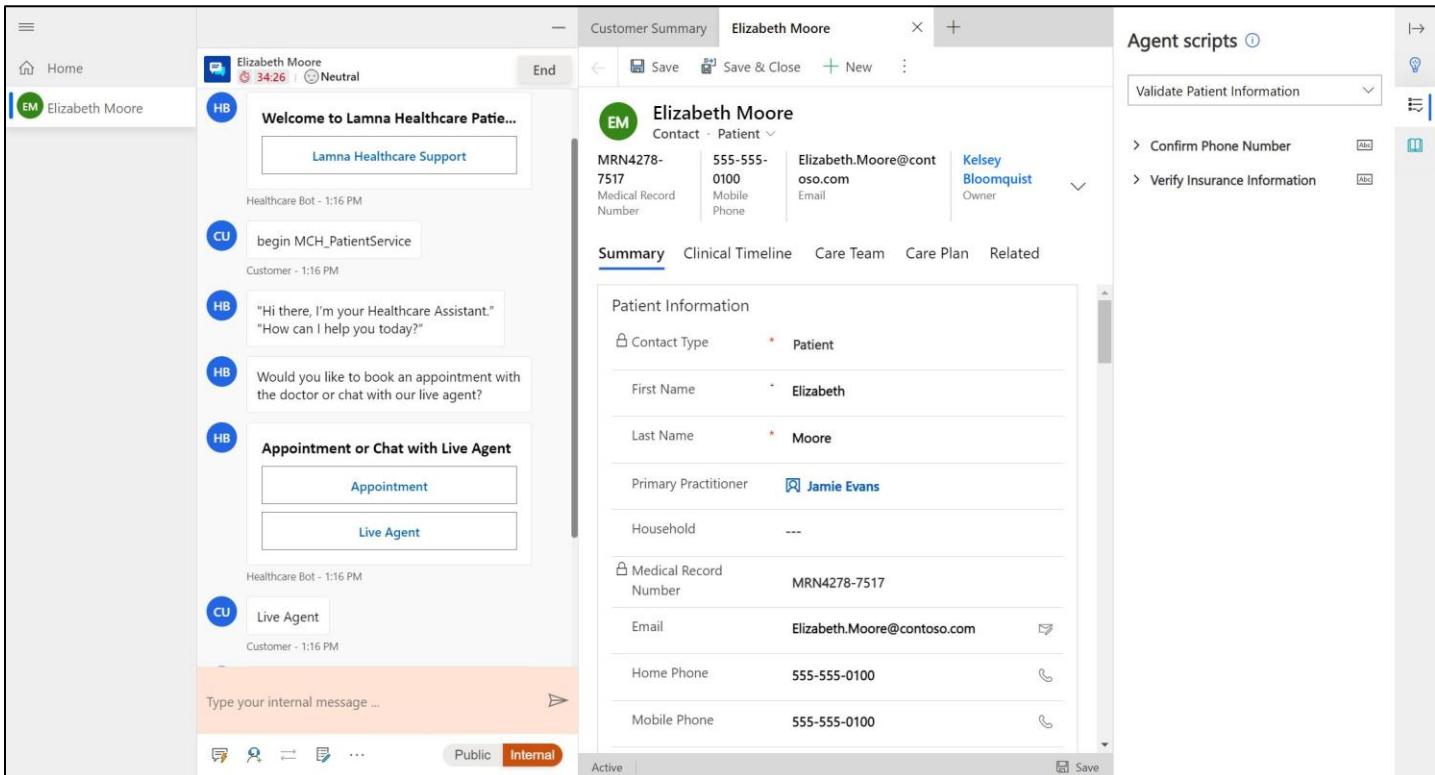


Congratulations! You have successfully reviewed and published the knowledge article. We will see these knowledge articles highlighted in Patient Service Center when testing the final escalation.

Exercise 4: Experience Escalation & Smart Assist Features

In this exercise, you will utilize the Smart Assist features and test the full experience you configured for the patient and patient service center agent. Starting from when the patient logs into the portal website, continuing with a health bot conversation, and ending with an escalation to a human agent who can provide proper care in Dynamics 365 with Agent Scripts and Knowledge Articles.

The following screen shows Patient Service Center after a patient has been escalated to a call agent. This lab will conclude by bringing together all the components we've set up in previous exercises and show how the call agent can give personalized experiences with proposed insights directly in the application.



Task 1: Patient Logs into Access Portal & Agent logs into Patient Service Center

1. Navigate to Power Apps and open the **Lamna Healthcare Patient Portal** app.
2. Sign into the Patient Portal as Casey Jensen, using the credentials you created in Exercise 1, Task 2 when you registered Casey for the patient portal.

The screenshot shows the sign-in page for the 'Contoso Healthcare' Patient Portal. It features two main sections: 'Sign in with a local account' and 'Sign in with an external account'. The local account section includes fields for 'Username' (AutumnAtkins) and 'Password', with a 'Remember me?' checkbox and 'Sign in' and 'Forgot your password?' buttons. The external account section includes a 'Azure AD' button. Navigation links for 'Sign in', 'Register', and 'Redeem invitation' are at the top.

3. You should be directed to the profile if your email requires confirmation. Click **Contoso Healthcare** in the upper left to go to the portal Homepage.

Your Information

First Name * Autumn

Last Name * Atkins

Home Phone 2 Provide a telephone number

E-mail Autumn.Atkins@contoso.com

Home Phone 425-555-0199

How may we contact you? Select all that apply.

Email
 Fax
 Phone
 Mail

Update

Let's Chat! We're Online

4. Your patient is all set in the Patient Portal. Now we need to make sure an agent is available for them when the Health Bot needs to escalate.

Welcome Autumn Atkins

Schedule an appointment

View messages

Find a doctor

Unread messages

From Subject Received

There are no records to display.

Medications

Medication Ordered by Date started Refills

Asthma Inhaler Jamie Evans 5/3/2021 12:00 AM 3

Upcoming appointments

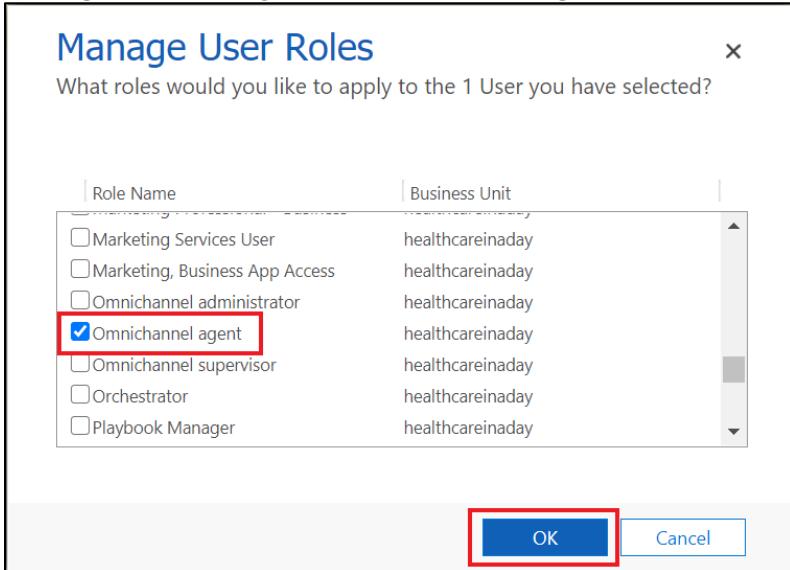
Date ↑ Provider Location

There are no records to display.

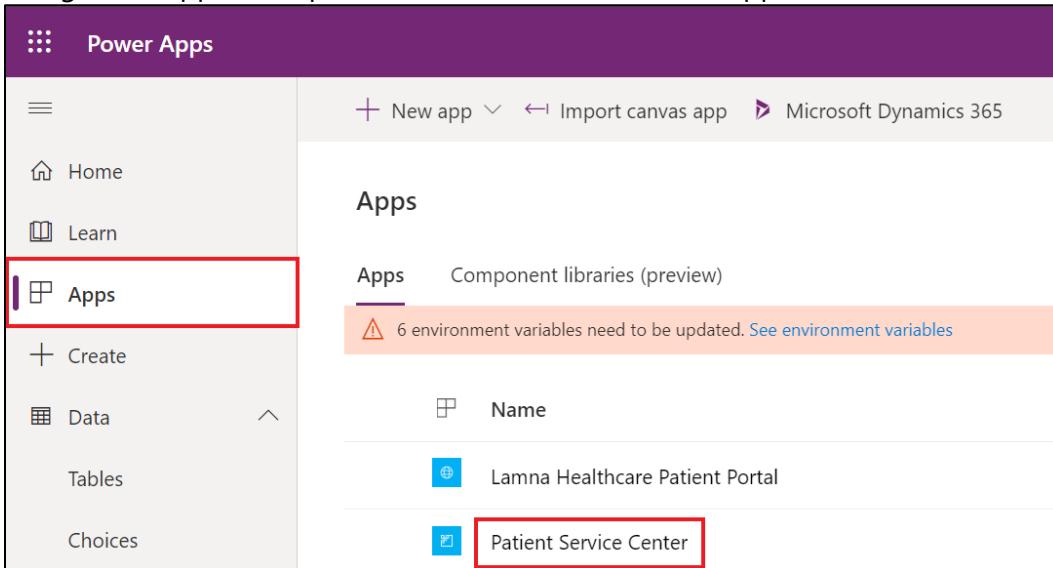
Let's Chat! We're Online

Note: Before opening Patient Service Center, make sure you have completed adding the Omnichannel agent role to your user in Lab 04.

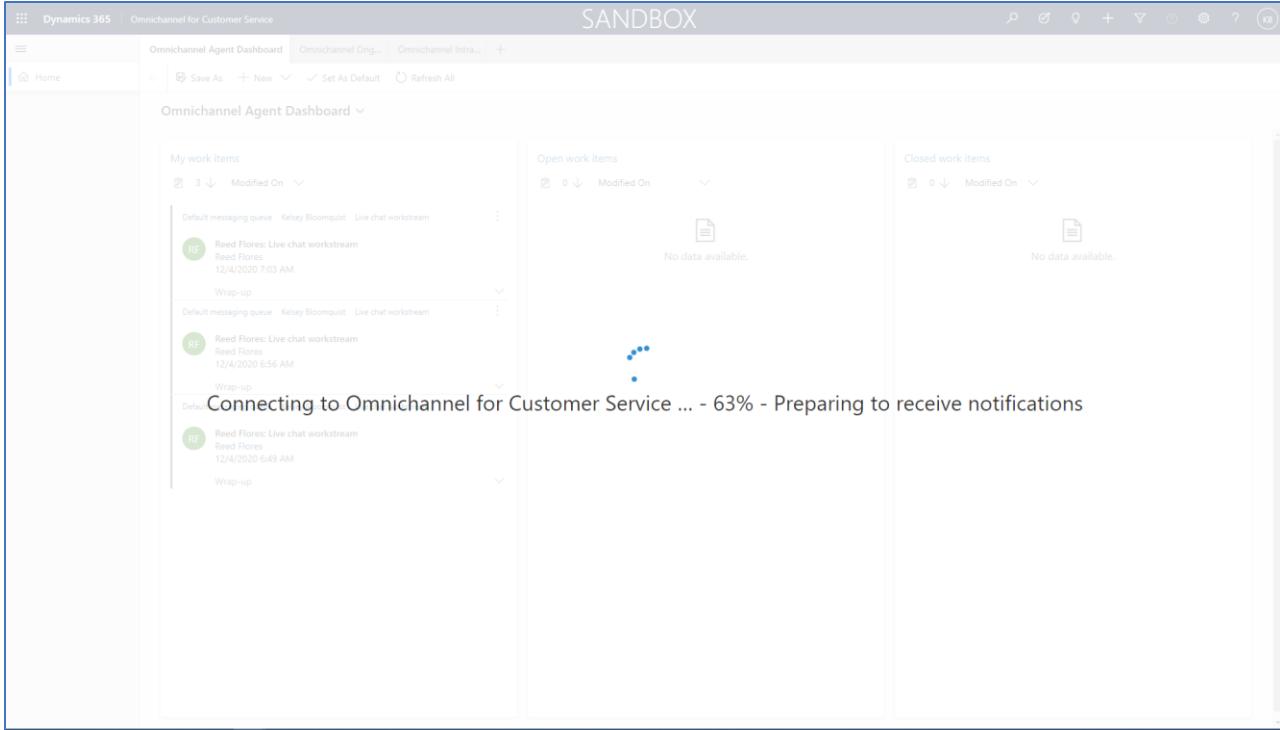
5. If you didn't assign the Omnichannel agent role in Lab 04, assign the proper role by following the steps in Exercise 2, Task 1 – Assign Productivity User Roles. Once you've selected your user and clicked **Manage Roles**, assign the **Omnichannel agent** role and click **OK**.



6. Navigate to Apps and open the **Patient Service Center** app.



7. In the **Patient Service Center**, you should see a "Loading..." splash screen that goes through percentages. This ensures the live agent status is captured properly.

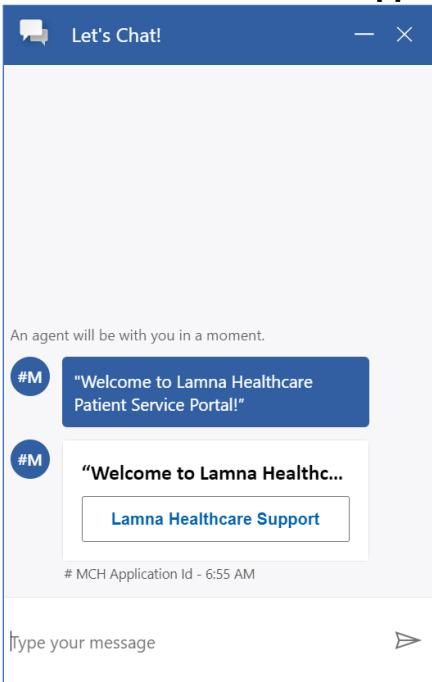


- a. If you don't see the splash screen and the presence indicator is grayed out, escalation into the app from the health bot won't work properly.
 - b. Refresh again or close and reopen Patient Service Center until the splash screen appears. You may need to close all other apps or close incognito altogether and sign back in.
 - c. If you just assigned the Omnichannel agent role, it may take up to 15 minutes to apply and for the presence to show for your user.
8. Once your presence indicator is green, you are ready to accept patient escalations.

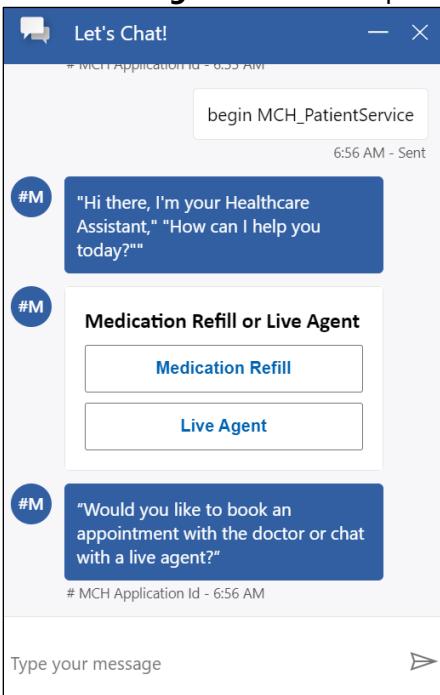
Congratulations! You have successfully logged in as both the patient and the live agent. Now it's time to start the Health Bot conversation.

Task 2: Patient Escalates through Healthcare Bot

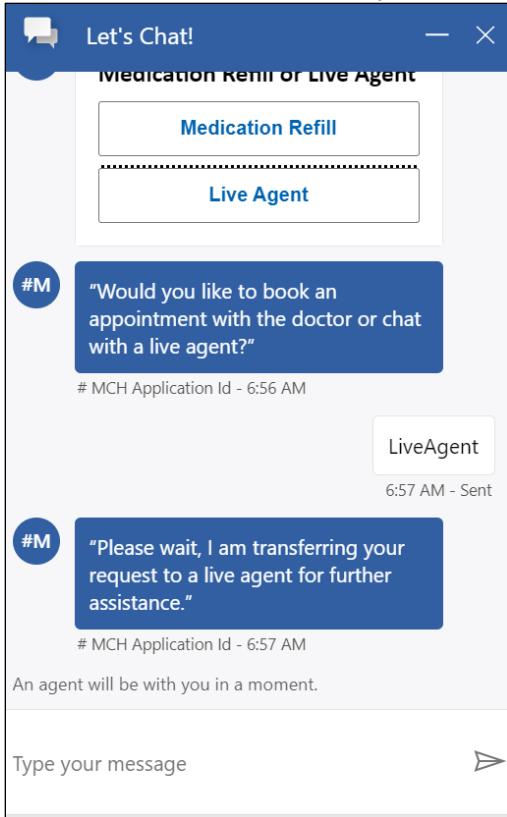
1. Select the **Let's Chat** Health Bot chat widget in the bottom right corner of the portal.
2. The Health Bot should go through the same conversation you created in Lab 04.
 - a. Make sure you set the Welcome message in the Health Bot lab
 - b. If the welcome message doesn't show, check the settings you did in Lab 04 (Teams and Human handoff enabled). Also make sure you added the widget snippet to the Patient Healthcare chat widget.
3. Select **Lamna Healthcare Support** to start a support conversation.



4. Select **Live Agent** in the next prompt to escalate to an agent.



5. You will see the chat notifies you -- **An agent will be with you in a moment.**



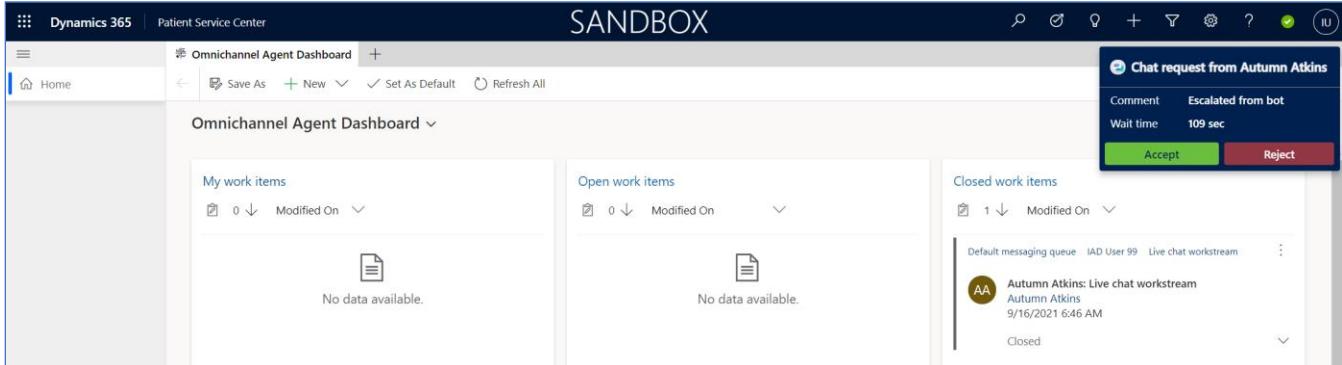
6. Now let's switch over to the **Patient Service Center** app so you can accept the escalation as an agent.

Congratulations! You have successfully configured and started a conversation with the Health Bot in the Healthcare Patient Portal and asked to escalate to an agent in Patient Service Center.

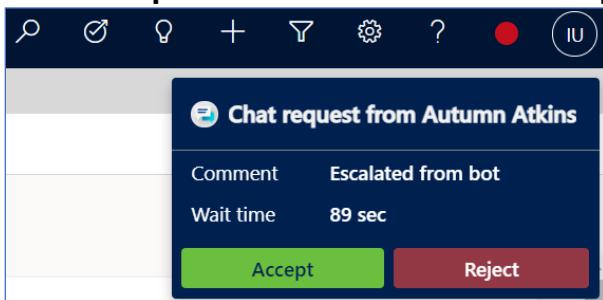
Task 3: Agent Provides Personalized Care in Patient Service Center with the Productivity Pane

In this task, you will act as the Patient Service Center Agent, accept the escalation from the healthbot and assist the patient with their issue by using the productivity pane.

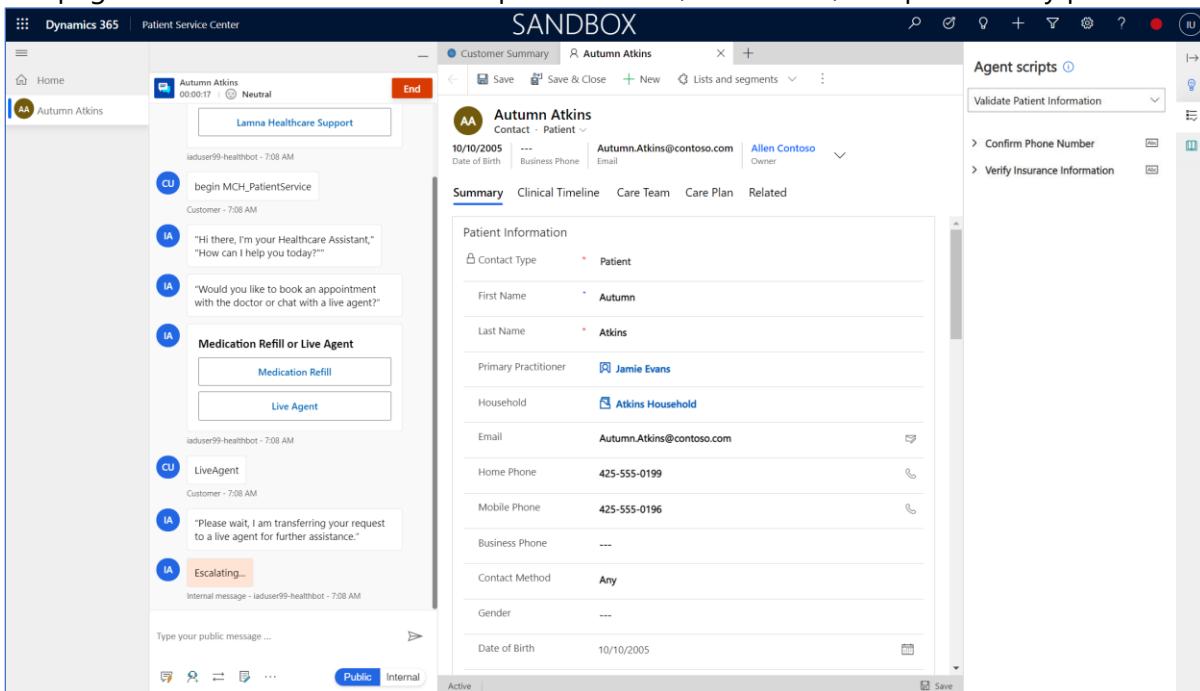
1. Navigate back to the **Patient Service Center** app. You should be signed in as your IAD User.
2. Notice in the upper right corner there is a **Chat request** from your user.



3. Select **Accept** to start a conversation with the patient.



4. The page should reload and show the patient record, active chat, and productivity pane as seen below.



5. See the chat directly embedded on the left-hand side. Try out the command bar below it to see various options such as **auto-replies** and **surveys**.
6. Navigate the **productivity pane**. Go through the **agent script** and check off ones you complete asking the patient.
7. Go to **Knowledge Article** tab and **search** for "Breath" or "Inhaler". Notice your Knowledge Article appear.

Congratulations! You completed the full experience from logging in as a patient to the portal, conversing with the health bot, and escalating into Patient Service Center to navigate the features for the agent.

Summary

Nice work! You have completed **Lab 05 – Patient Access & Service Center**.

In this lab, you learned how to do the following:

- Configure and navigate the Patient Access Portal with the Healthcare template
- Configure Agent Scripts to show in the Productivity Pane
- Configure Knowledge Articles to show in the Productivity Pane
- Experience full escalation scenario between Patient, Health Bot, and Live Agent to show the various tools lit up in Patient Service Center during a conversation.