

## Review clinical records from outside organizations

The **Care Everywhere** activity provides access to any outside records sent to your organization.

### How to Access Outside Records

→ **From the patient chart:** Select the **Care Everywhere** activity tab.

**OR**


→ **From the Rooming tab:** Scroll to the **Additional Tools**. In the **Request Outside Records** section, click **View Outside Records**.

When the activity opens, select a tab to review the information you need, such as the patient's encounters or lab results.

### Check currency and request updates

The **New Info Received** section on the **Home** tab displays the date of the last received update.



If it is not current, click  **Request Updates** on the toolbar to download new information, if any, from outside. The section updates with the current date when complete.

### Review a summary of records

Click the **Summary** tab to see an overview of outside information that has been shared for this patient, including encounters, diagnoses, medications, and outstanding orders.

## Review and request encounter summaries

To view individual encounter summaries, select the **Documents** tab.

### Review encounter list

The encounter list includes details, such as **Date** and **Department/Specialty**, and icons to indicate clinical actions for each encounter.

Date	Type	Dept. Specialty	M	L	I	P
9/13/2015	Clinical Summary		-	-	-	
9/13/2015	Continuity of C...	General ...	-	-	-	
1/11/2015	Office Visit	Pediatrics				
9/17/2013	Well Child	Pediatrics				
12/16/2012	Consult	Pulmonol...				
12/12/2011	Office Visit	General ...				
12/9/2011	Hospital Encou...	Pediatrics				

Medication changes.

Lab orders.

Imaging or EKG orders.

### Open an encounter summary

Double-click any encounter with a green check icon to open it. This opens the encounter summary, which you can close by clicking the **X** icon.

### Request an encounter summary

If an encounter summary is not yet available for review (no green checkmark), you can request it by double clicking the entry. This opens the **Request Status** window and sends your request to the originating organization.

When the **Request Status** window shows **Received**, click the document link in the window to open it.

## Review lab results

On the **Lab Results** tab, use the **Category Index** on the left to navigate to a lab category and select a lab order.

Care Everywhere Outside Records

Request Updates

Home Summary Documents **Lab Results** Other Results

Organizations

River Hills Health System

▼ Category Index

HEMATOLOGY  
Newborn genetic screening prior to discharge

▼ Labs Index

- ▶ Hematocrit
- ▶ Hemoglobin
- ▶ Leukocytes
- ▶ Newborn genetic screening prior to discharge
- ▶ RBC's

Lab Results from River Hills Health System

▼ HEMATOLOGY

Component Name	12/9/201	7/15/2008
Hemoglobin	14.2	15.2
Hematocrit	36 (A)	
RBC's	2.6 (A)	
MCV	88	
Leukocytes	9.8	

▼ Newborn genetic screening prior to discharge

Component Name	7/10/2005
Newborn genetic screening prior to discharge	

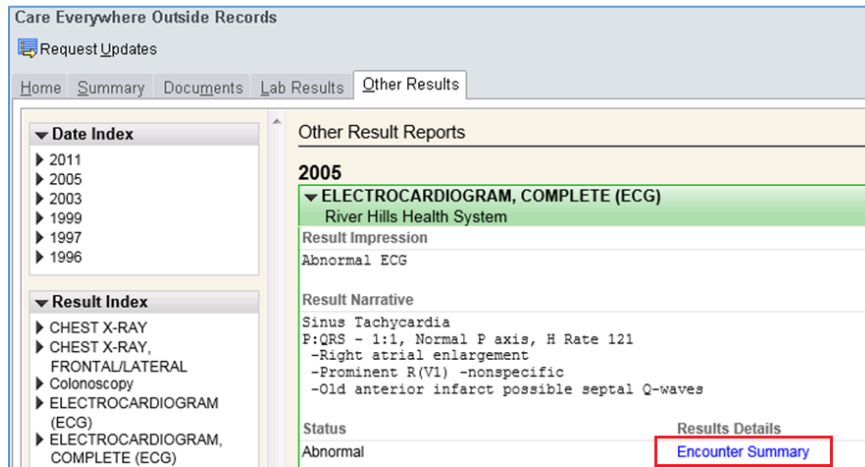
The **Labs Index** displays the labs in your selected order and the **Lab Results** on the right. This includes the most recent available and historic values for each test.

- To see the **reference range**, hover your mouse pointer over a result name. A pop-up displays the range.
- To review **encounter summary** information for lab result, click the column header for the result's date.

If available, click the **Additional Information** icon to review materials like comments, impressions, transcription, or microbiology result.

## Review other results

On the **Other Results** tab, use the **Date Index** or **Result Index** on the left to locate specific information.



Click the **Encounter Summary** link within a given result to review available visit information.