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 a 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 or button to review the information you need, such as the patient's outside clinical summary or lab results.

Check currency and request updates

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

[Redacted screenshot of Home tab screen.]

If it is not current, click 🖼 **Request Updates** on the activity toolbar to download new information, if any, from outside. The section udpates with a current timestamp when complete.

Review a summary of outside 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 an encounter summary, select the **Documents** tab.

This list includes encounter details, such as Date and Specialty, and icons to indicate clinical actions for each encounter.

= Medication changes.

= Lab orders.

= Imaging or EKG orders.

Open an encounter summary

Double-click any encounter with a green check icon to open it.

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:

1. Use the **Category Index** on the left to navigate to a lab category.

2. Select a lab order to view its **Lab Results** on the right. This includes test values, as well as any historic values for each test.

    −   To see the reference range, hover your mouse pointer over a result. A pop-up displays the range.

    −   To review encounter summary information a lab result, click the date column header.

3. If present, 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.

−   Use the **Encounter Summary** link within a given result to review related visit information.

Care Everywhere Outside Records

📧 Request Updates

Home | **Summary** | **Documents** | **Lab Results** | **Other Results**

▼ Date Index
- ▶ 2011 ①
- ▶ 2005
- ▶ 2003
- ▶ 1999
- ▶ 1997
- ▶ 1996

▼ Result Index
- ▶ CHEST X-RAY
- ▶ CHEST X-RAY, FRONTAL/LATERAL
- ▶ Colonoscopy
- ▶ ELECTROCARDIOGRAM (ECG)
- ▶ ELECTROCARDIOGRAM, COMPLETE (ECG)

Other Result Reports

2005

▼ ELECTROCARDIOGRAM, COMPLETE (ECG)
River Hills Health System

Result Impression

Abnormal ECG

Result Narrative

Sinus Tachycardia
P:QRS - 1:1, Normal P axis, H Rate 121
 -Right atrial enlargement
 -Prominent R(V1) -nonspecific
 -Old anterior infarct possible septal Q-waves

Status	Results Details
Abnormal	② Encounter Summary