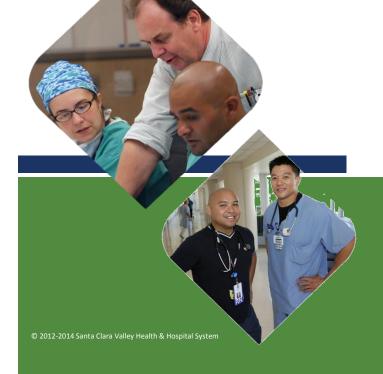


myHealth Online
User Guide

June 2017

Reviewed J.C.







myHealth Online User Support Guide

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Overview

Santa Clara Valley Medical Center's (SCVMC) myHealth Online (MHO) makes managing your health easier than ever with secure access, anytime, anywhere.

This guide is intended to walk you through the many features of your online medical record.

Before you begin

You'll need to know a few things before you begin using our website



- 1. Forgot Username
- 2. Forgot Password
- 3. FAQ
- 4. Access site in Spanish
- 5. "Learn More" links connect you to another website called MedLine plus to learn more about the terms and information you see in your chart. Medline plus is published by the National Institute for Health; however, please be sure to ask your provider for any clarifications regarding your individual health.

Features

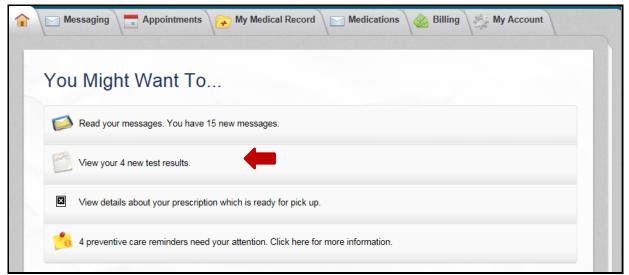
This guide will provide details on the following website pages:

- Homepage
- Messages
- Appointments
- Medical Records
- Medications
- Billing
- My Account

Homepage

You Might Want To... displays when there is new information for you in your account.

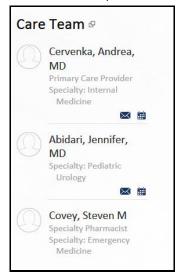
1. Go directly to new information you haven't seen yet by clicking on an individual alert



Use the Quick Links icons to be brought directly to the areas of information pictured.



Care Team displays the providers you have seen at SCVMC. Icons link you directly to messaging and appointment features for those individual providers. If there are no icons next to a provider it means they cannot be reached by those methods.



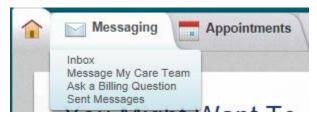


The Santa Clara Valley Medical Center Facebook widget links you to the Facebook page highlighting the events and stories shared on social media.



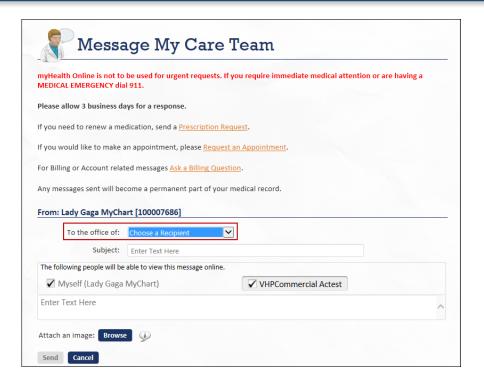
Messaging

Messaging allows you to communicate directly with a provider you have seen and the professional business office for billing.



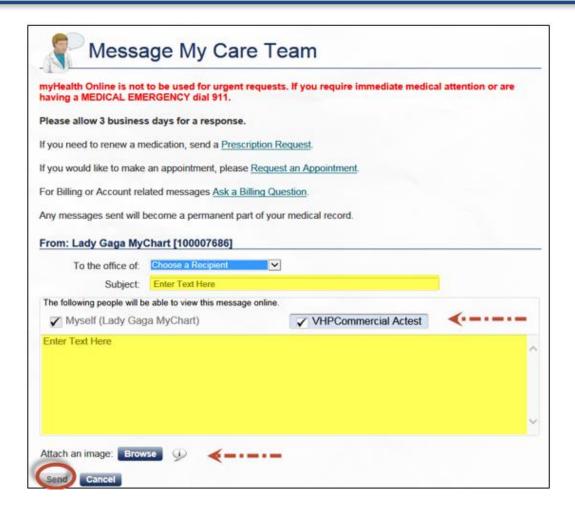
- To navigate to your messages, either select the alert from the Home Page or select Inbox from the Messaging tab.
- The **Inbox** contains new messages regarding information made readily available to you. You may not delete messages until they have been opened.
- To send a message to any provider you have seen within the last 12 months, click **Message My Care Team** from the Messaging tab.
- Use the **To the office of**: drop-down list to select a Primary Care Provider (PCP). If your PCP is not a SCVMC or VHC provider, they will not display in your MHO account. Examples of community clinic providers who are <u>not</u> participating in myHealth Online are those from: Indian Health Clinic, Gardner, and Planned Parenthood.





- Enter a general **Subject** in the field provided.
- If you have authorized sharing of your medical record to a Proxy, they will automatically receive copies of your messages. To prevent your message from being sent to a Proxy, de-select the Proxy in the section below before sending.



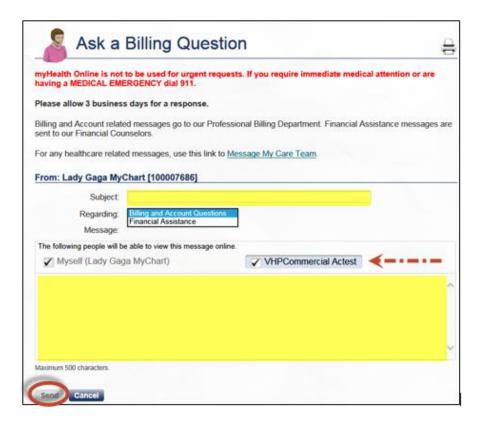


- Write a detailed message to your Primary Care Provider in the area provided.
- You may also include attachments for your provider to review by selecting the Browse button and uploading.
- When ready to message your provider, click the Send button.



Ask Billing Question

- To send a message to the Billing team, click on Ask a Billing Question from the Messaging tab.
- Enter a **Subject** of your choice in the field provided.
- Your questions will be directed to the appropriate department based on your selection in the field "Regarding:"



- If you have authorized sharing of your medical record to a Proxy, they will automatically receive copies of your
 messages. To prevent your message from being sent to a Proxy, de-select the Proxy in the section below before
 sending.
- Write a detailed message to the Billing department.
- When ready to message the Billing department, click the **Send** button.

Sent Messages

To view your previous correspondences, click **Sent Messages** from the Messaging tab.

Appointments

You may schedule, request, or cancel an appointment, and review visit and admission summaries from within the Appointments tab.

From Home Page, click Appointments tab.





Upcoming Appointment

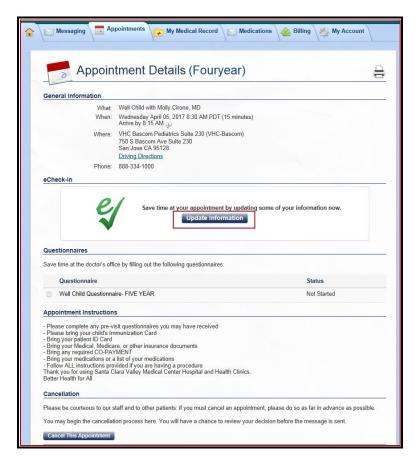
Within this section, you can review your appointment details by double clicking on an appointment. You may find links to complete such as pre-visit questionnaires, and/or eCheck-In 48 hours prior to your appointments.

• For eCheck-In, select the appointment with the 🗳 icon next to it.



Through the eCheck-In workflow, you will be able to update or confirm your demographics, allergies, and answer any previsit questionnaires expediting the registration process once you arrive at your clinic. These steps outline the process:

- Select appointment by double clicking on the date/time for which you want to perform eCheck-In.
- The Appointment Details page will open. You can select **Update Information** in the eCheck-In section.





- Within Demographics, confirm the details are correct by checking the box next to "This information is correct", or click Edit Demographics button to make any changes to the current information.
- Click **Continue** when finished.



- The next step is to confirm or update your allergy information. You may check the box next to "This information is correct "or make changes. Please remove all allergies that no longer apply by pressing the icon next to a current allergy, or report new allergies by pressing the icon.
- Click **Continue** when ready.





• The final step is to complete any pre-visit questionnaires you may have received. If you have been sent one, it will display below **Questionnaire**. The title of the questionnaire(s) will display with an **Answer** button to the right.

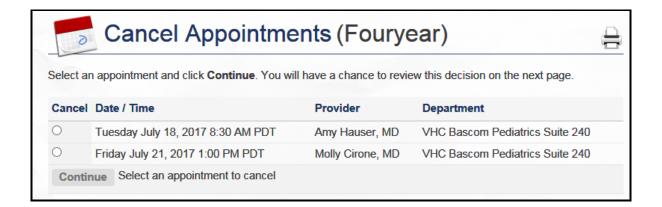


Once the eCheck-in workflow is complete, the upcoming appointment will display a green checkmark next to it.



Cancel Appointments

Within the Cancel Appointments section, you can cancel most appointments online. If the appointment cannot be cancelled, a message will display providing you with further information. While appointments can be cancelled up to a minute before your appointment, please cancel as soon as you know you cannot keep the appointment so we may offer the time to someone else in need.



Request Appointments

The Request Appointments is used for all appointments other than a Follow-Up with the same provider for an existing issue, or a Well-Child exam. You can request an appointment with any Provider you have seen in the last 12 months.



- Select the provider of your choice for the field "Want to See:"
- Select an option in the "Would see:" field.
- Enter a free text for Reason for visit.
- Choose your **Preferred dates** in the **From** and **To** fields.
- If you have setup preferences in your My Account, you can select Use my preference for "Limit times to:"
- If you have authorized sharing your medical record with a Proxy, they will automatically receive copies of your messages. To prevent a message from being sent to a Proxy, de-select the Proxy in the section "The following people will be able to view this message online" before sending.
- Add comments you feel are important regarding your appointment to help us best serve your needs.
- Click **Send** when ready.
- *If you are not sure if you need an appointment use the Message your Care Team link to go to the Messaging activity.



Schedule Appointments

You may schedule a non-Urgent Follow-Up, or Well-Child visit with your Primary Care Provider (PCP) or another provider you have seen for that issue in the past 18 months. Follow-Up visits should not be used for initial visits with your PCP, physical exams, new issues, or yearly preventative visits. Well-Child exams are also not to be used for sick visits or any other purpose than routine developmental exams. If you need a new patient visit or wish to discuss a new issue or alternative exam, please send an **Appointment Request** so our schedulers can make sure you get the appropriate visit type and length for your needs.

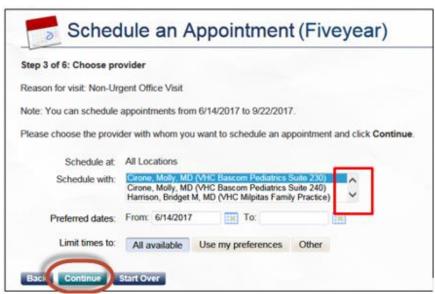
• Select the visit type you need by clicking on the options provided.



 Choose the location you would like to schedule. Be sure to use the arrows to scroll up or down to see all your options.



 Chose the specific provider you wish see by using the arrows up & down to select from entire list of available providers.



• Click the **Continue** button.



• Choose the date and time you prefer from the options provided. You may view additional future dates, or go back to previous options before selecting.



- Click Continue when ready.
- Preview your choice and add additional comments before selecting Make Appointment.



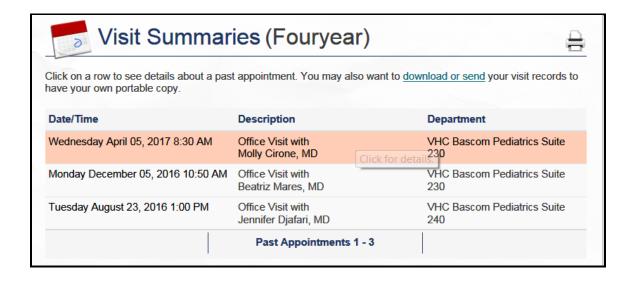


 The appointment that has been scheduled will display. You may use the **Driving Directions** link to get directions from Google Maps to your appointment. The directions link remains in your upcoming appointment details pages for later use.



Visit Summaries

You can review details of your office visits by clicking on the date/time of the visit you would like to see.





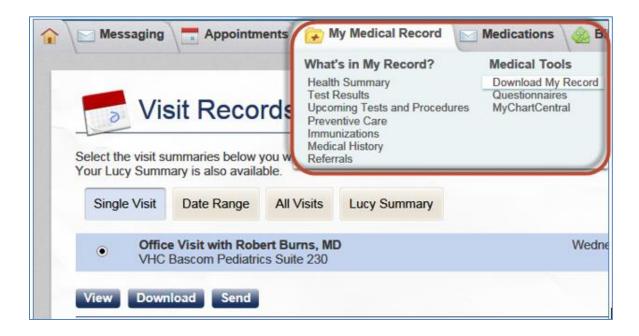
Admission Summaries

You can review details of hospital admission and discharge instructions by double clicking on the **Admit Date** you want to see.



My Medical Record

The My Medical Record tab contains your Health Summary, Test Results, Upcoming Tests and Procedures, Preventive Care, Immunizations, Medical History, Referrals, Questionnaires, access to download your visit or admission summaries, your Comprehensive Care Document named "Lucy", and links to MyChart Central.

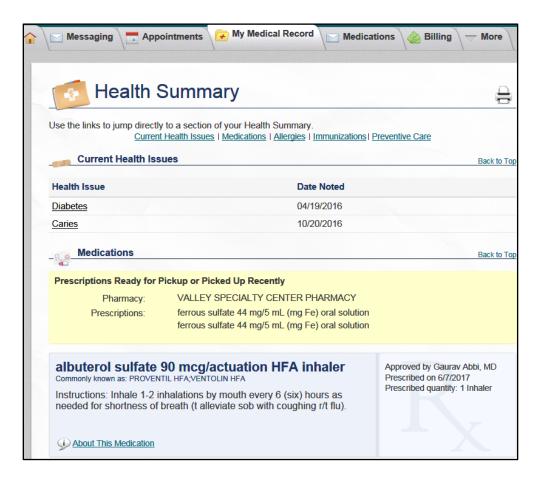




Health Summary

Your records on file at SCVMC are displayed on one page.

- From the **My Medical Records** tab, click **Health History** then click on the underlined section to jump to that portion of your record.
- Current Health Issues this is your problem list or diagnoses. The underlined Health Issues are links to Medline Plus.
- Medications these are your active medications on record at SCVMC.
- Allergies all allergies you have reported are listed here.
- Immunizations all immunizations you have received or have reported to your SCVMC care providers will show here.



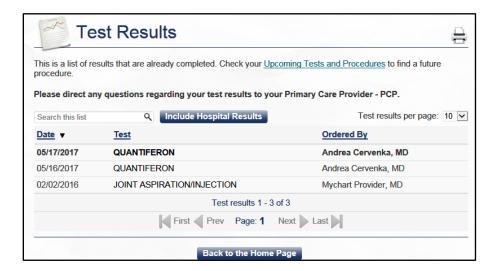
Test Results

Within myHealth Online, you can view the results of certain tests. Some lab tests may not show here because they are either legally restricted from automatic release by California law, or are required to be released by the provider to MHO.

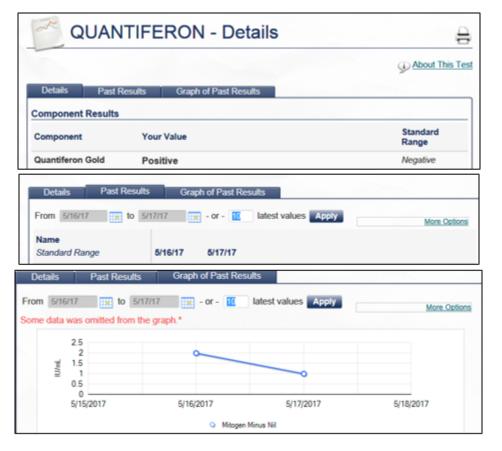
- From the My Medical Records tab, click Test Results.
- Unrestricted outpatient type lab tests will be released three (3) business days after the final result has been made available to the provider. Depending on the length of time to reach a result, some test results may seem delayed.
 - o Both abnormal and normal results will be released.
- Hospital inpatient and Emergency Department visit results will be released upon discharge, if finalized.
- Pathology and cytology results must always be manually released by the provider for viewing in myHealth Online.



- Full laboratory reports do not display. Your provider can add comments when releasing the results, and discuss the findings with you in person, or over the phone.
- Some test results can be graphed or viewed in a table for chronological viewing and comparison.
- *If you do not see the results you are looking for, ask your Provider.
- Click on the test you wish to view.



Details includes the results. Use Past Results and Graph tabs to see your values individually, or over time.



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Upcoming Tests and Procedures

Within the Upcoming Tests and Procedures section, you can see orders that have been ordered for you, which you still need to complete.

- From the **My Medical Records** tab, clicks **Upcoming Tests and Procedures** option. Your Office Visits and Hospital Admission Summaries will be shown.
 - o Past Visit Summary: Once your visit documentation is completed by the clinic staff, the full After Visit Summary (AVS) will be available to view, downloaded, or send. Until the office visit encounter is closed in the electronic medical record, only registration data will show.
 - o Hospital Admission Summaries: Once discharged, the Discharge Summary and Discharge Instructions will be available to view, download, or send.

^{*}Progress Notes from office visits or hospital stays are not released.



Preventive Care

Within this page, you can see the procedures or exams which are recommended for you. Preventive Care exams are usually done on a routine basis. The list shows what our records at SCVMC contain for Status and the Last Done date for these procedures or exams. If you had the tests performed at another institution, please share the information with your SCVMC provider.

- From the My Medical Records tab, click Preventative Care option.
- Use the "Message Your Care Team" to discuss these items and scheduling with your Primary Care Provider (PCP).





Immunization

This page displays immunizations you have received or have reported to your SCVMC care providers.

- From the My Medical Records tab, click Immunizations option.
- The underlined Immunizations are links to Medline Plus.



Medical History

This page displays sections of your medical history on file with SCVMC.

- From the My Medical Records tab, click Medical History option.
- *Always discuss your medical information, updates, or corrections with your PCP.

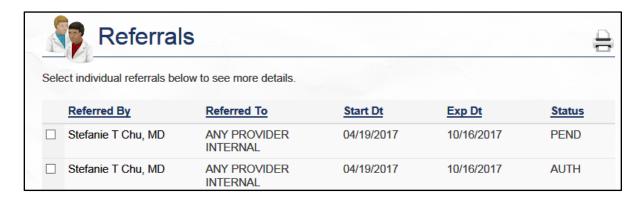




Referrals

Within the Referrals page, you can view your current Referrals, the referring provider, duration, and the status of the referral. You will also receive a notice in the mail once it has been approved with additional contact information.

• From the My Medical Records tab, click Referrals option.





Download My Record

You can download individual visit summaries, or see who has accessed your records as a Proxy. Proxy is the term for people who have been granted access to your medical information.

From the My Medical Records tab, click Download my Record, then click Visit Records.



- The visit summaries become available to view, download or send to another care provider or personal recipient of your choice.
- To view or download, select the desired visit, click **View** or **Download** options.



Below is an example of the view of a visit record.

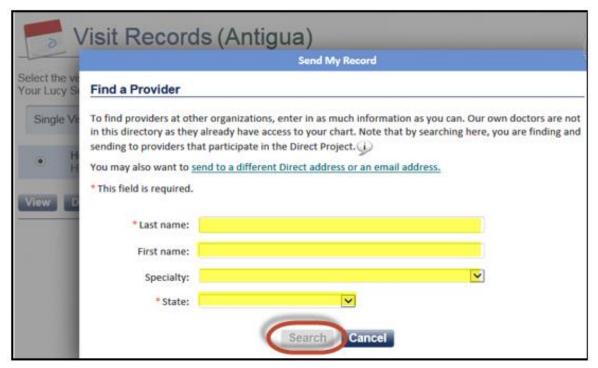




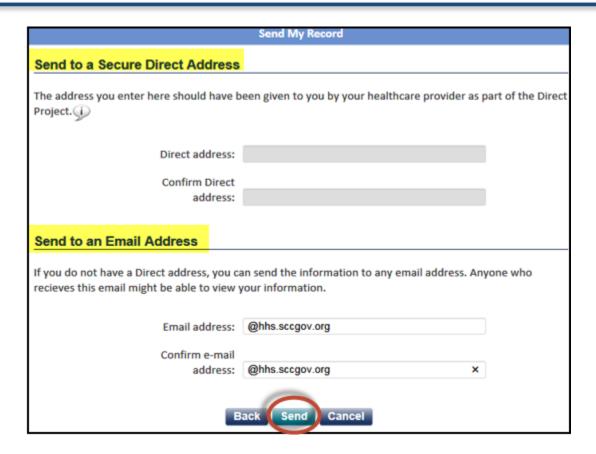
• To send your individual visit records from myHealth Online to another care Provider, or personal recipient of your choice, select the desired visit summary, then click the **Send** option.



• To find a provider address at SCVMC, enter their information in the **Find a Provider** directory, click **Search**.



- You may want to use the link send to a different Direct address or an email address to:
 - o send to another healthcare provider outside of SCVMC, enter the **Direct address** provided to you in the **Send to a Secure Direct Address** section
 - o send to any other recipient, enter their email address in the **Send to an Email Address** section.
- When ready, click Send.



Lucy Summary

Lucy is a current summary of your medical information and includes details from your most recent visits. It can be helpful to download and share with non-SCVMC Providers, or to keep with you when travelling.

- From within **Visit Records**, click the **Lucy Summary** tab.
- Select the **Download** option.



- Select whether to download with password protection or not, then select the **Download** button.
- Follow the downloading and saving a file method based on your device or to an external storage device. You can require a password to be entered prior to viewing your document. The choice is yours.







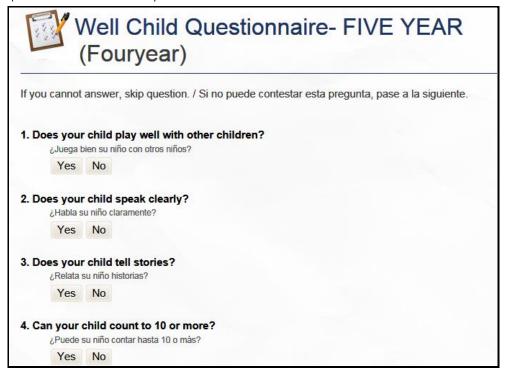
Questionnaires

If you have received a pre-visit or other type of questionnaire it will be displayed here. You can answer the questions and submit them online, providing easy sharing of information with your clinic.

- From the My Medical Records tab, click the Questionnaires option. Any available questionnaires will be listed.
- Select the desired Questionnaire.



• A list of questions are shown for you to answer.

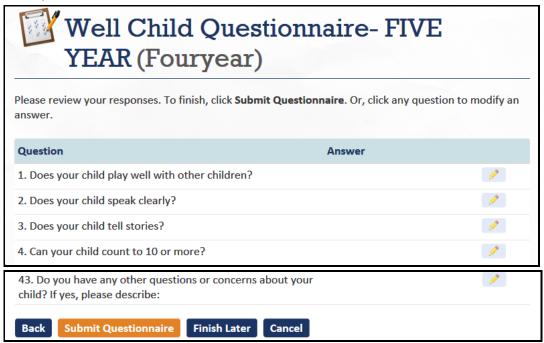


• After answering the last question, select **Continue** to review your answers and edit if needed.

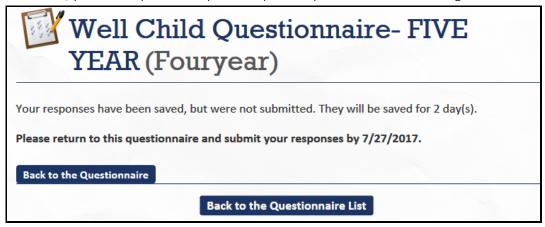




- You can edit your answers by clicking on the pencil icon to the right of the individual questions.
- When you are satisfied with your repsonses, select **Submit**. Your answers will be made available to your provider for review before your visit.



*If you choose Finish Later, you will only have 2 days to complete or your answers will no longer be saved.



MyChartCentral

MyChart Central provides patients that receive care at multiple organizations and have multiple MyChart accounts a central access point using a single username and password. Once you connect your charts online, you can just log into your myHealth Online account and access your online records from other organizations.

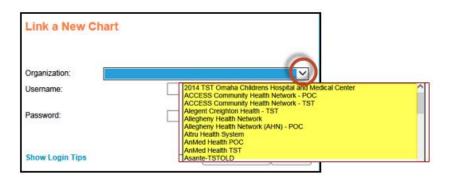
- *You must have already signed up MyChart accounts at each organization to link them together.
 - After selecting MyChartCentral from the My Medical Record tab, select the Link Me Up with Lucy and MyChartCentral option.



- When adding a new healthcare organization you can link any MyChart accounts you have with your SCVMC account, thereby viewing all your accounts in one location.
- Select the Add a New Healthcare Organization button.



• From the **Organization** drop down menu, select the non-SCVMC hospital organization, then enter the **Username** and **Password** that was setup when creating the MyChart account with that organization.



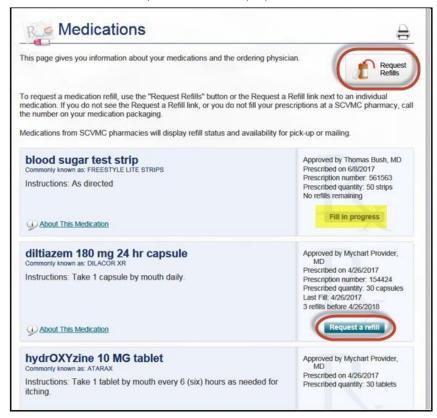


Medications

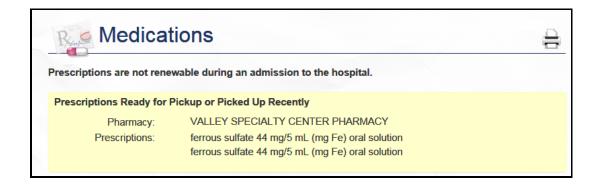
My Medications

Your current medications are displayed within the **Medications** tab with the option to request a medication refill from a VMC Pharmacy.

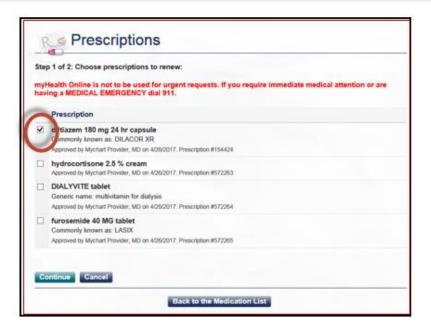
- Select the **Request Refills** button at the top, or next to the specific Medication.
- Once requested, the status and details of your refill will display next to the medication.



*Online Prescription Refill is not available if you are currently admitted in the hospital. The following message will display:



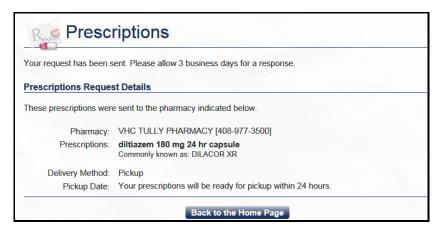
- After selecting the Request Refill button, medications can be refilled at any SCVMC pharmacy.
- From the list of medication available, check-off the medication to request a refill and click continue.



- You can only select from your preferred pharmacies previously verified by clinic staff during past visits. You cannot request mail order for the "first time" online.
- Choose the Pharmacy location and pickup date and time you prefer, click Submit Request.



• The request is summarized along with response time details.





Billing

Billing and Account Summary

When selecting the Billing tab from the myHealth Online home page, you can see account details and your billing statements.

- Click See Account Detail hyperlink to view billing information.
- Outstanding balances, guarantor information, outstanding accounts, statements, and previous payment history are made available







Insurance Summary

From the **Billing** tab, select **Insurance Summary** to review the insurance information that we have on file for you at SCVMC. If you have changed insurance, please be sure to notify the clinic staff, or call Valley Connection at 1-888-334-1000 to update your registration information.

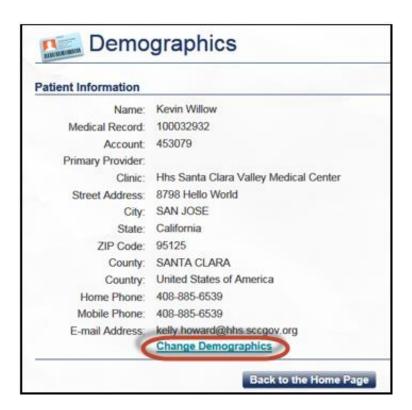


My Account

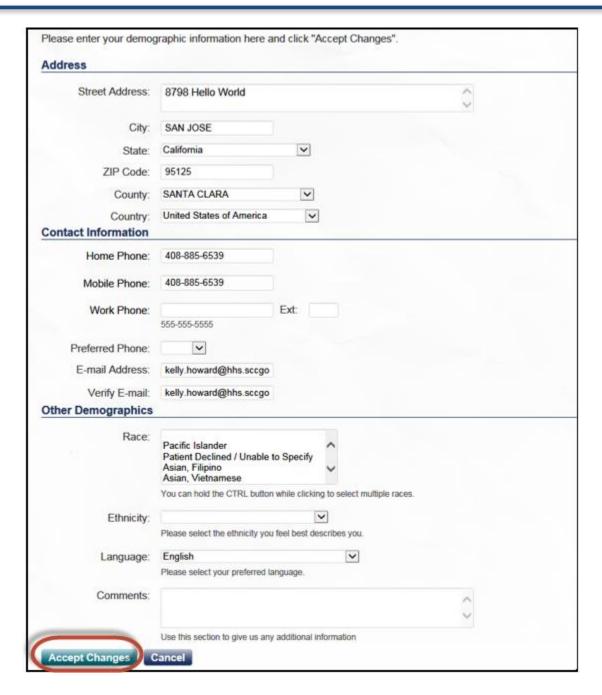
Demographics

From the My Account tab select Demographics to review and update your contact information as need.

• Select the <u>Change Demographics</u> hyperlink to make edits.



• Make the necessary changes, click the **Accept Changes** button.

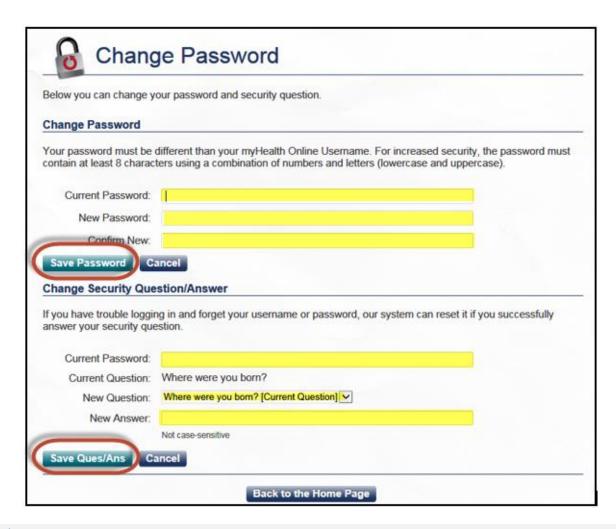




Change Password

From the My Account tab select Change Password to change your password and/or security question and answer:

- Enter your current password and then enter your new password and confirm your new password.
 - o Password must be 8 characters and is case sensitive.
- Select a New Question and enter the New Answer
- When finished, click the save button based on the changes made.



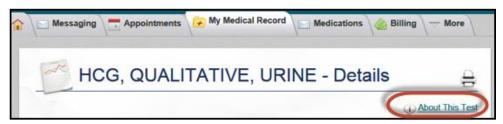
Additional Features

MedLine Plus

Throughout the website, keywords or "learn more" links connect you to MedLine plus, to learn more about the terms and information you see in your chart. MedLine Plus is a health information website provided by the National Institutes for Health, U.S. National Library of Medicine (NIH). SCVMC is pleased to provide seamless content linking throughout myHealth Online to up-to-date health and medical information from NIH.



Within the test results click the About This Test to view details on diagnoses, medications, allergies, and test resulted.



* A new MedLine Plus Search Results internet tab or window will open. Your myHealth Online session is still active in the original tab or window. You can click back on to your MHO tab and keep MedLine Plus open, or close MedLine Plus by pressing the X within the tab.



- Some pages allow you to perform your own searches within Medline Plus.
 - o Enter the name of what you want to search in the field provided and select the **Go** button.

