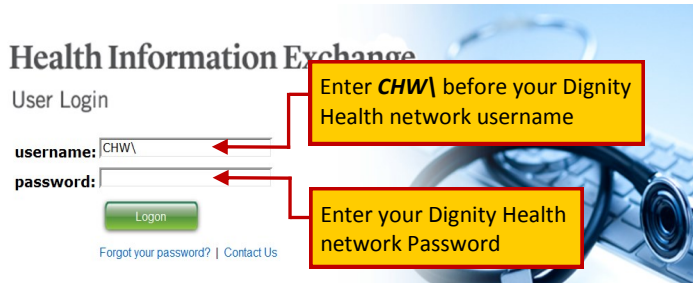


Downtime Access

Login

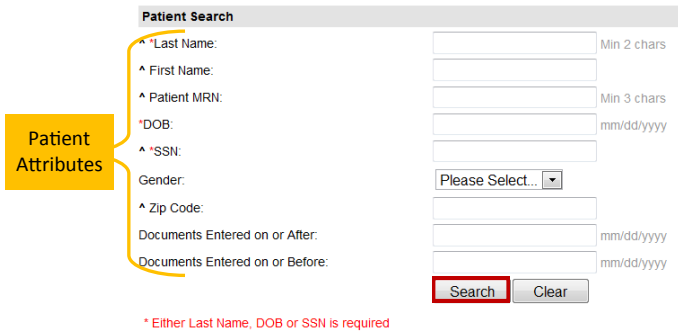
1. Go To: <https://hie.dignityhealthmember.org>
2. Select the **region website link**.
3. Enter your Dignity Health **network username and password**.
 - Your Dignity Health network username **must** be entered with **"CHW\"** preceding your username.
 - The password is your **CHW network password**.



4. Select **Logon** to continue. Screen will default to the Patient Archive Search.

Patient Search

1. Enter **patient attributes** into the open search fields.
 - * User can search on a full or partial patient name, i.e., 'Smith' or 'Smi'
 - * User may use the % symbol to execute wildcard search, i.e., '%John' will return all results including 'John'



2. Select **Search or hit Enter** to execute query. Screen will default to query results.

Patient Summary

1. From the search results displayed on the Patient Archive screen, identify the intended patient and select the **Patient Summary** icon. Screen will display the Patient Summary.
2. The Patient Summary provides **Patient Demographics, MRNs, Visit History, Face Sheets, Continuity of Care, Allergies, Current Medications and Last Dose Administered, Vitals, Height/Weight, Intake/Output, and Med History**.

3. In the **Visit** section of the screen, the associated **Face Sheet** for the visit can be viewed by selecting the **Face Sheet** icon.
4. The **Face Sheet** contains patient demographics, guarantor, insurance information and more.
5. Scroll down the page to view the patient's **Medications**.

Status	Drug	Dose	Frequency / Rate	Route	Last Dose	Administered
Active	prochlorperazine 5 mg/mL 2 mL Inj	10 mg (1 Each)	q4hr	IM	10 mg	4/4/2013 11:12:46 PM
Ordered As: Compazine						
DC	digoxin 0.25 mg/mL 2mL Inj	0.125 mg (1 Each)	x1	IV Push	0 mg	4/4/2013 11:05:11 PM
Ordered As: digoxin • Heart Rate 82 bpm 50-120						

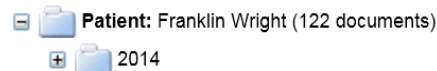
6. Select **Print, Go Back** to return to Patient Summary or **Close** to return to Patient Archive.
7. Select **Print** to print the Patient Summary.
8. Select **Close** to exit.

Document Tree

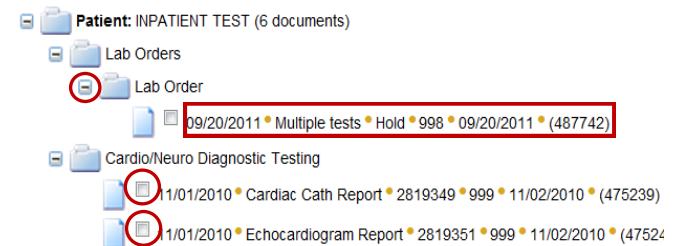
1. Select the **intended patient** and click the **Document Tree** icon to view patient documents.

Document Tree	Last Name	First Name	Middle Name	DOB	SSN
	Wright	Franklin		10/13/1946	XXX-XX-8550

2. The Doc Tree default is to display documents in a **Category View**. Select the dropdown arrow next to Category and then select **Date**.



3. Select the **Plus/Minus box** to expand folders.
4. Click the **document name** to view a single document. The documents selected will display the result on the left panel window.
5. OR select one or more of the **check boxes** at the beginning of the item row to view multiple documents. The documents selected will display the result on the left panel window.



6. Select the **Print icon, Print, or CTRL+P** to print documents.
7. Select the **X** in the right hand corner or select **Close** to exit the screen.
8. Select **Patient Archive** from the menu or **Return to Search** to search for another patient.