Yourhealthsummary.

Secure health information in
one place.

Yourhealthsummary.

User Guide

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1 Introduction

1.1 About YHS

YHS stands for Your Health Summary which is a shared electronic health record. It allows up to date patient demographic and clinical information to be maintained in a secure cloud database. Practices can view this information and pull it into their practice database to automatically create a profile for the patient. In this way, YHS supports fluid sharing of information as a patient moves across services, meaning that the patient will always receive the most fully-informed healthcare treatment.

1.2 About this User Guide

This user guide covers Your Health Summary, including how to access it, how to navigate through the different sections, and how to download a patient to your practice.

2 Accessing YHS

There are two ways to access YHS: from its own log in screen via Chrome Browser, and from indici PMS via a particular patient's file.

2.1 Logging in via Browser

To log in through Chrome browser:

1. Type the URLwww.yhs.nz. It is a good idea to bookmark this URL.
2. On the log in screen enter your username in the top field and your password in the bottom. Your user name is the email address you have signed up with.
3. If you forget your password, click on 'Forgot Password' on the log in page and follow the steps.
4. Click *Log In*:
    4.1. On your initial login we recommend that you reset your password for security purposes.
    4.2. Multi factor authentication will be enabled upon login. You will receive a verification pin on your mobile number, enter this pin and click confirm to login.
    4.3. If you forget your password, please contact the YHS help desk for a password reset link.
    4.4. Upon login, please click the "I am not a robot" box for a reCAPTCHA image selection to appear.
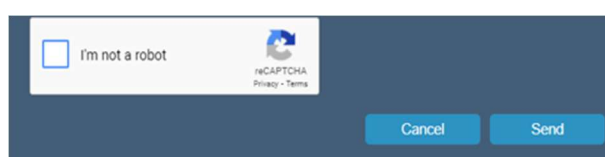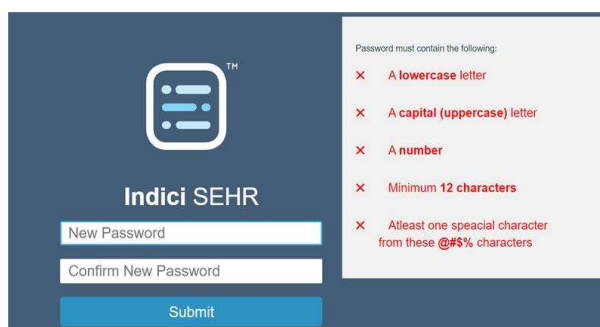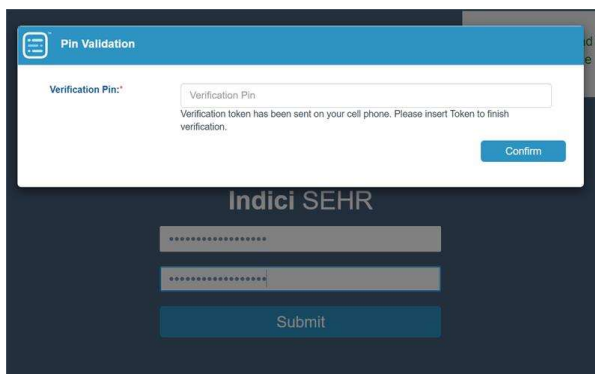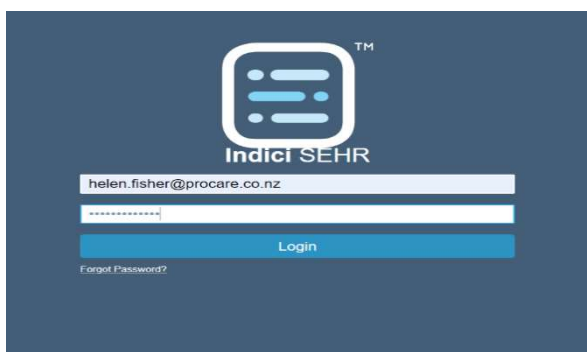
Terms and Conditions

- I understand I am being granted access to the summary health records of people potentially throughout New Zealand,
- I confirm that I will access Your Health Summary (YHS) to provide healthcare for a named patient only when directly involved in their care
- I understand YHS does not represent a complete medical record and should be used in conjunction with other sources
- I understand all access is recorded and subject to audit
- I will ensure the person I am treating is aware that I am accessing their information and seek their (verbal) consent to do so before accessing the information wherever practicable
- I will ensure I observe all the relevant privacy, health and disability and other relevant acts and regulations along with any professional body guidance on best practice in accessing personal health nformation
- I confirm that I will not use Your Health Summary (YHS) or the YHS brand to solicit patients to change their enrolling general practice
- I understand that my use of the system may be audited and if I am found to have misused the information I may
  - have my access to the Your Health Summary revoked,
  - be subject to review and sanction by my professional body and
  - be subject to any other penalties that could be imposed under NZ legislation

Reject   Accept

These Terms and Conditions are also set in the YHS Access Agreement.

Once you are in, you will need to search for the patient. You can search by First Name, Family Name, DOB and NHI. Simply enter the value in the respective field(s) and click *Search*:

Matching results will be returned in the grid below. You will see:

- The patient's name
- The patient's date of birth
- The patient's NHI number
- The patient's gender

In the last column on the right, you can click *View Practices* and a pop up window will show you which practices the patient is enrolled with:

When you have found the patient you want, click on their name to open their record:

When you click on the patient's name, there will be a break-glass to remind you about asking for the patient's consent to access their records.

3 The Patient's Record on YHS

Once you have selected a patient and opened their file, you will see that there are a number of different sections you can access:
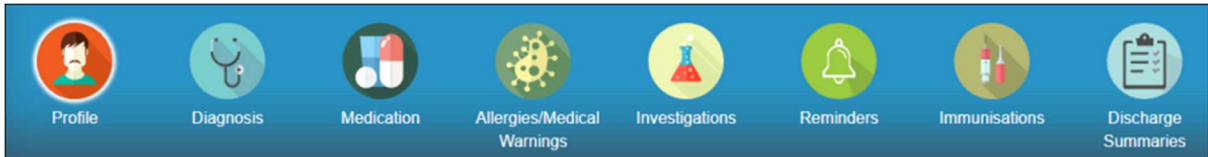
Simply click on the relevant section to open it up.
If you see a number next to the section icon, it indicates that there is an equivalent number of records within that section:
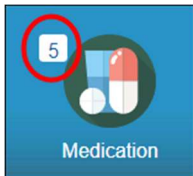
3.1 Profile

Click on the *Profile* icon to see the patient's profile:
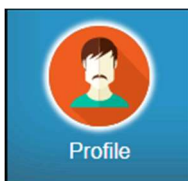
Here you can see the patient's demographic information as well as details for the practice(s) they are enrolled with:

3.2 Diagnosis

Click on the *Diagnosis* icon to see the patient's diagnoses:
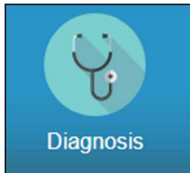
In the *Diagnosis* section you can choose to view the patient's long term diagnoses or all of their diagnoses by clicking on the respective tab:

You can also use the *Start Date* and *End Date* fields to set a date range. Then if you click *Search* the system will show diagnoses recorded during that date range. Likewise, if you type a diagnosis name into the *Diagnosis Name* field and click *Search* the system will show matching results:

You can click any of the diagnosis names to see more details in the right hand panel:

Any diagnoses that were highlighted in their indici record will be displayed here in red font.

3.3 Medications

Click on the *Medications* icon to see the patient's medications:

In the *Medications* section you can choose to view the patient's long term medications or all of their medications by clicking on the respective tab:

You can also use the *Start Date* and *End Date* fields to set a date range. Then if you click *Search* the system will show medications prescribed during that date range. Likewise, if you type a medication into the *Medication Name* field and click *Search* the system will show matching results.

You can click any of the medication names to see more details in the right hand panel:

If a medication has been stopped, it will be crossed out:

3.4 Allergies/Medical Warnings

Click on the *Allergies/Medical Warnings* icon to see all allergies and/or medical warnings recorded for this patient:

3.5 Investigations

Click on the *Investigations* icon to see all lab and radiology test results for this patient:
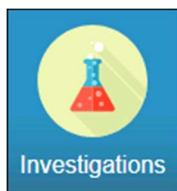
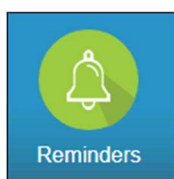You can click on any of the tests to open a pop up window which will show you the results in detail:

3.6 Reminders

Click on the *Reminders* icon to see all recalls/reminders for this patient:

	Reminders			
Description	Notes	Cycle	Due Date
CV Risk %	bestpractice		07/07/2017

Any overdue reminders will be displayed in red font.

3.7 Immunisations

Click on the *Immunisations* icon to see all imms records for this patient, whether they were administered, declined, etc:

You can click on an immunisation record to see it in more detail:

3.8 Discharge Summaries

Click on the *Discharge Summaries* icon to see all discharge summaries recorded for this patient:
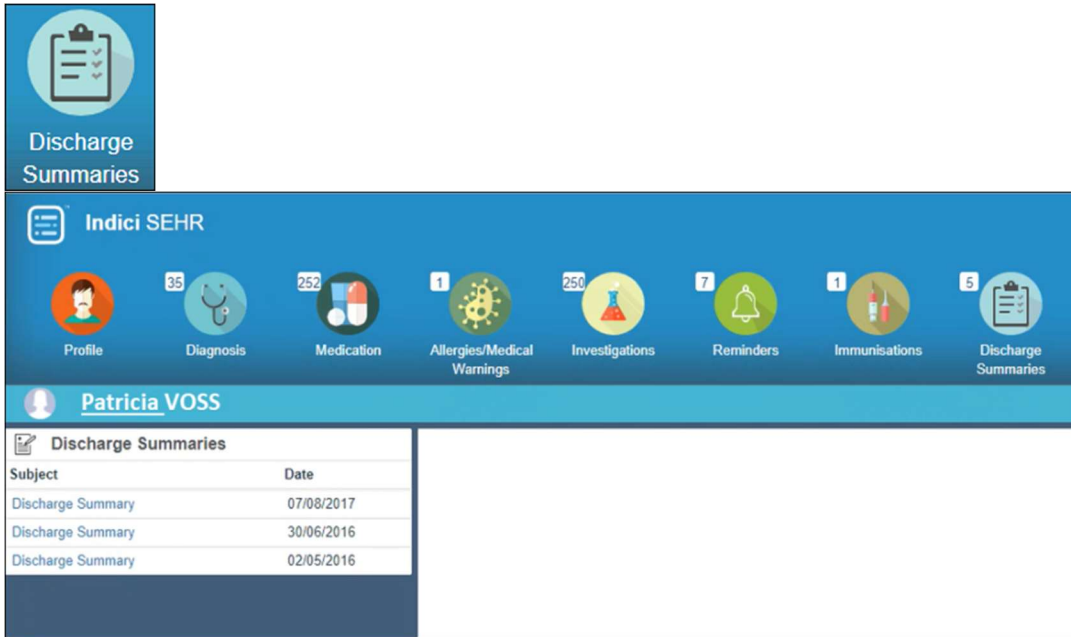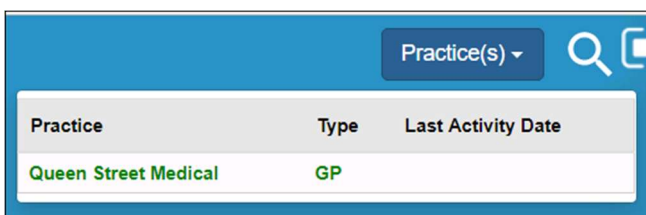
You can click on any of the Discharge Summaries and then click *Open* to download the PDF:
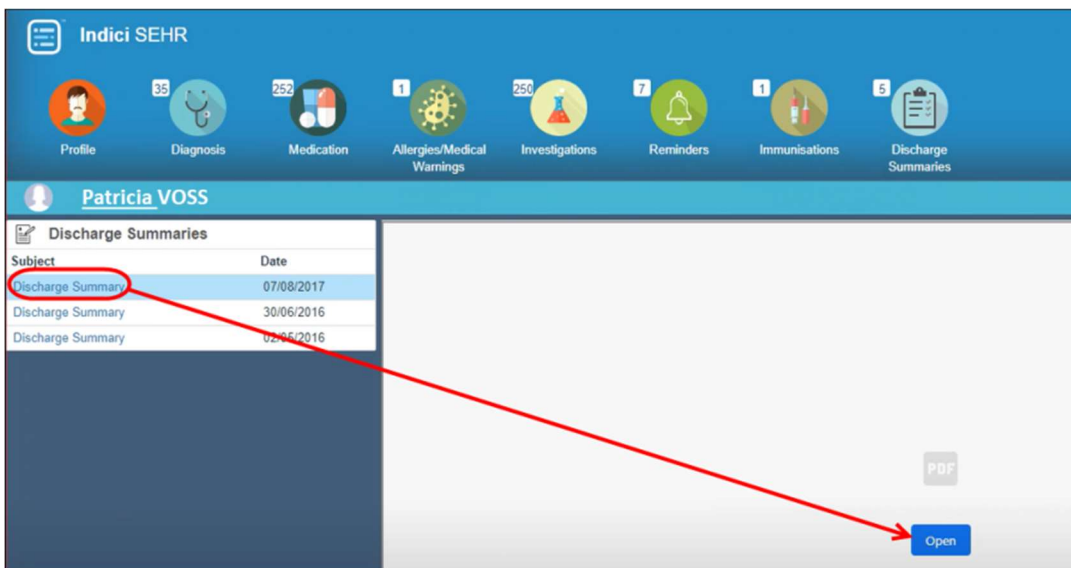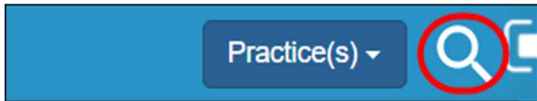

3.9 Additional Functionality

When you have a patient's record open, you can also see all the practices they are enrolled with, whether fully or casually. Green font indicates a casual enrolment:

You can also return to the *Search* screen at any point by clicking the *Search* icon:

To log out, click the *Log Out* icon in the top right corner: