

# Using eCW DIRECT for Electronic Referrals

1. Go to the Treatment section in the Progress Note

**Test, Jimmy (Pt Portal) , 63 Y, M** Info Hub Allergies Billing Alert

1620 I Street, NW  
Washington, DC  
H: 202-552-2309  
DOB: 03/01/1955  
icostello@dcpc.org  
eHX Status:

Wt 08/29/18: 200 lbs.  
Appt(L): 11/29/18(JC)  
PCP: Hollis,  
Language: English  
Translator: No

Ins: AmeriHealth  
Acc Bal: \$516.00  
Guar: Jimmy (Pt  
Gr Bal: \$506.00  
Ren: Hollis,

CLICK TO EDIT patient in wheel chair

Medical Summary | OB Summary | CDSS | Alerts | Labs | DI | Procedures | Growth Chart | Imm/T.In

SF

Progress Notes Scribe Orders Quick Search

Allergies/Intolerance:  
Gyn History:  
OB History:  
Surgical History:  
Hospitalization:  
Family History:  
Social History:  
ROS: ▼

**Objective:**  
Vitals:  
Past Results:  
Examination: ▼  
Physical Examination: ▼

**Assessment:**  
Assessment: ▼

**Plan:**  
Treatment:   
Procedures: ▼  
Immunizations:  
Therapeutic Injections:  
Diagnostic Imaging:  
Lab Reports:  
Procedure Orders:  
Preventive Medicine: ▼

2. Click the Outgoing Referral button to start a referral.

Treatment (Test, Jimmy (Pt Portal) K - 11/29/2018 10:45 AM, AD NEW)

Pt. Info Encounter Physical Hub

Rx Cur Rx Add Remove Education Formulary Pop Up Generate Hx By Id Code Group

Others

Commer	Name	Strength	Formula	Take	Route	Frequency	Duration	Dispe	Refills	Auth	AWP	Stop Dat
--------	------	----------	---------	------	-------	-----------	----------	-------	---------	------	-----	----------

Labs Browse ... Diagnostic Imaging Browse ... Procedures Browse ...

Notes Clinical Notes Browse ... Spell chk Clr Outgoing Referral eClniSense Add Info New Action

Preventive Med Print Orders Send Rx Allergies Interaction CDSS

## Using eCW DIRECT for Electronic Referrals

- Click the eclipse [...] next to the Provider field in the “Ref To” section

**Referral (Outgoing)**

Patient: Test, Jimmy (Pt Portal) K (1800032168) [Sel] [Info] [Hub]

Insurance: AmeriHealth DC Medicaid [Sel] [Pt Ins] POS: 11

Ref From: Costello, Jim [...] Facility From: COH - CHRC Medical [...]

Ref To: Provider: [...] [...] [...] Pref Clear  
Specialty: [...] ☐ Send to eHX

Auth Code: [...] Facility To: [...] Clear

Start Date: 11/29/2018 Auth Type: [...]

Referral Date: 11/29/2018 End Date: 11/29/2019

Open Cases: [...] [...] N Assigned To: Costello, Jim [...]

Appt Date: 11/29/2018 Unit Type: V (VISIT)

Received Date: 11/29/2018 Status: ☒ Open ☐ Consult Pending ☐ Addressed

Priority: Routine

**Diagnosis / Reason** Visit Details Notes Structured Data

**Reason** Add Browse Remove

Sl. No	Description
--------	-------------

**Diagnosis** Previous Dx Add Remove

Code	Name
------	------

**Procedures** Add Remove

Code	Name
------	------

Scan Attachments( 2 ) Logs Save Cancel Send Referral

## Using eCW DIRECT for Electronic Referrals

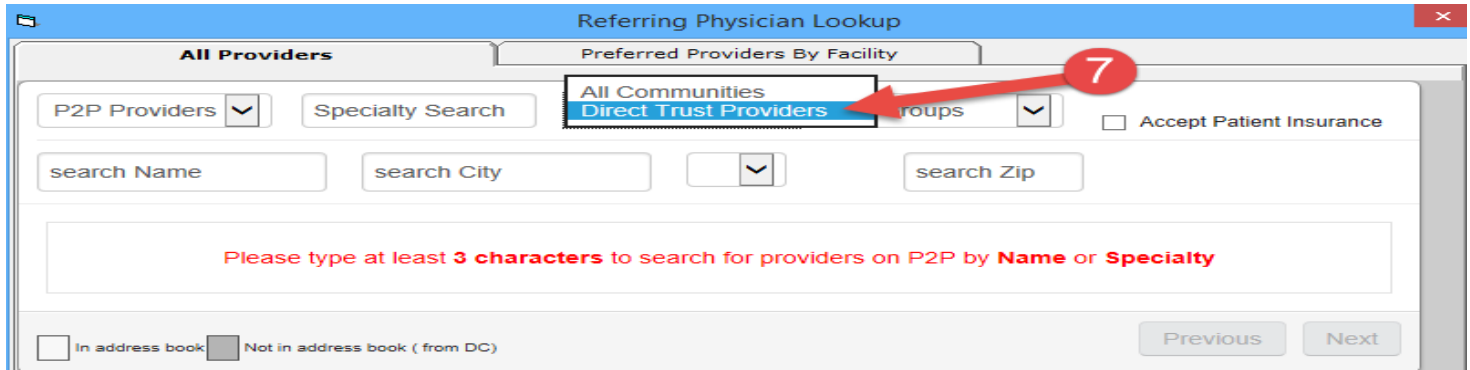
4. Click the down arrow in the All Providers field
5. Select the P2P Providers option. An All Communities field will display.
6. Select the down arrow in the All Communities field
7. Select the Direct Trust Providers

This screenshot shows the 'Referring Physician Lookup' window. The 'All Providers' tab is selected. A red circle with the number '4' points to the dropdown arrow next to 'All Providers'. Below this, there are search fields for 'search Name', 'search City', 'search Zip', and 'search Aff'. A 'Specialty Search' button is also present. A table header is visible at the bottom with columns: Name, Address, Specialty, Contact Details, and Aff. A checkbox for 'Accept Patient Insurance' is on the right.

This screenshot shows the 'Referring Physician Lookup' window after selecting 'P2P Providers'. A red circle with the number '5' points to the 'P2P Providers' option in the dropdown menu. The 'All Communities' dropdown is now visible. Below the search fields, a red message states: 'Please type at least 3 characters to search for providers on P2P by Name or Specialty'. At the bottom, there are checkboxes for 'In address book' and 'Not in address book (from DC)', and 'Previous' and 'Next' buttons.

This screenshot shows the 'Referring Physician Lookup' window with 'P2P Providers' selected. A red circle with the number '6' points to the dropdown arrow next to 'All Communities'. The 'All Groups' dropdown is also visible. The search fields and the red message 'Please type at least 3 characters to search for providers on P2P by Name or Specialty' are still present. The bottom section includes checkboxes for 'In address book' and 'Not in address book (from DC)', and 'Previous' and 'Next' buttons.

## Using eCW DIRECT for Electronic Referrals



Referring Physician Lookup

**All Providers** | Preferred Providers By Facility

P2P Providers ▼ Specialty Search **All Communities** ▼ **Direct Trust Providers** ▼ Accept Patient Insurance ☐

search Name search City search Zip

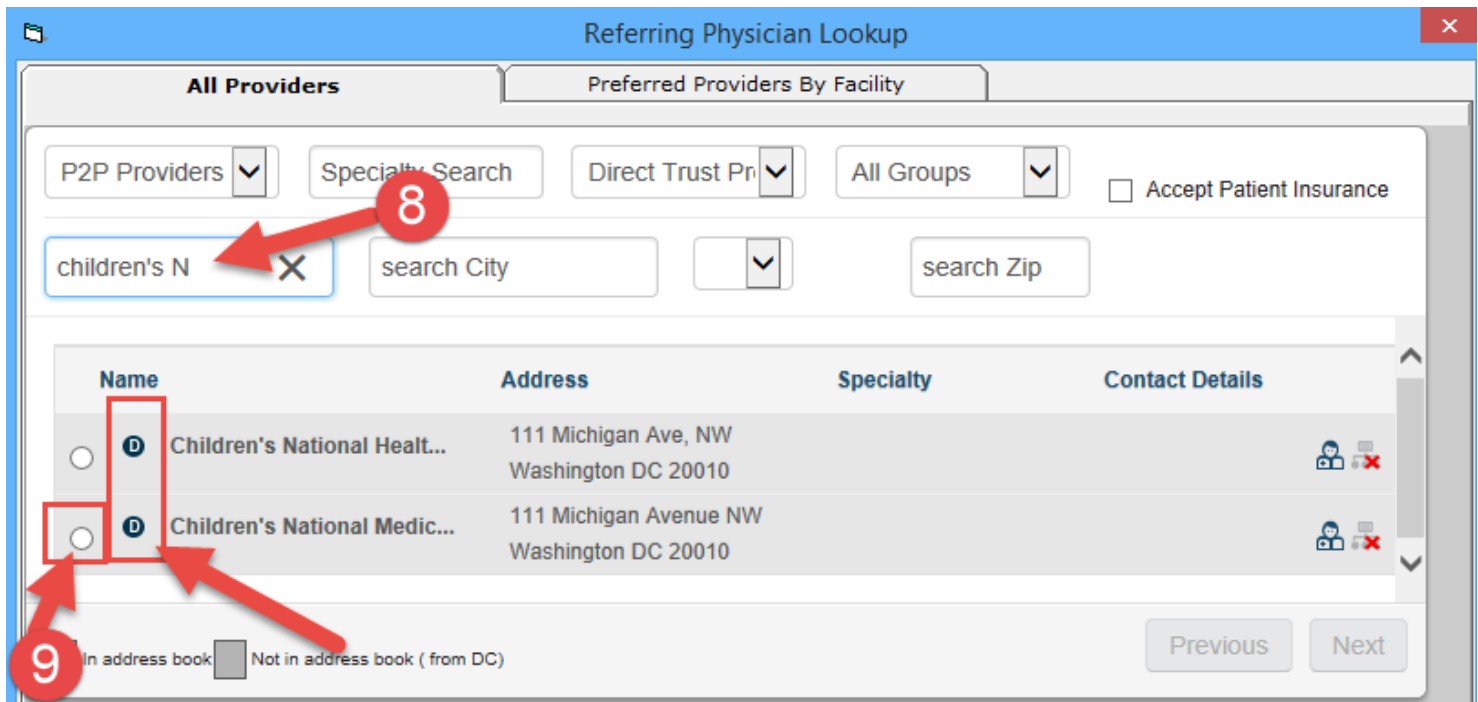
Please type at least 3 characters to search for providers on P2P by Name or Specialty

☐ In address book ☐ Not in address book ( from DC) Previous Next

8. Enter organization name or individual's name to find their Direct address.

Providers with a Direct Address will have a "D" icon next to their name. If you hover over the "D" icon it will display the Direct address for the provider/organization. NOTE: the Direct address may be different than the provider or organization name. Some organizations have a single DIRECT address where all referrals are received in a centralized department and then distributed to the appropriate provider.

9. Click the radio button next to the organization/provider name. This will close the window and return to the outgoing referral window.







Referring Physician Lookup

**All Providers** | Preferred Providers By Facility

P2P Providers ▼ Specialty Search Direct Trust Pr ▼ All Groups ▼ Accept Patient Insurance ☐

children's N search City search Zip

Name	Address	Specialty	Contact Details
<input type="radio"/> <b>D</b> Children's National Healt...	111 Michigan Ave, NW Washington DC 20010		 
<input type="radio"/> <b>D</b> Children's National Medic...	111 Michigan Avenue NW Washington DC 20010		 

☐ In address book ☐ Not in address book ( from DC) Previous Next

## Using eCW DIRECT for Electronic Referrals

10. Enter/select Specialty for this referral

11. Enter reason for referral.

It is recommended to include the Specialty in the reason since the Specialty entered in the "Ref To" field doesn't transmit if it is not included in the Direct Address for the provider/organization.

It is also recommended to include the primary language of the patient, if not English, in the reason field since this may get overlooked in the demographics section.

12. Enter patient diagnosis for this referral

13. Click the Send Referral button

The screenshot shows the 'Referral (Outgoing)' form in the eCW DIRECT system. The form is divided into several sections: Patient/Insurance, Ref From/Facility, Ref To (Provider/Specialty), and various date and status fields. Below these are tabs for 'Diagnosis / Reason', 'Visit Details', 'Notes', and 'Structured Data'. The 'Diagnosis / Reason' tab is active, showing a table with two rows: 'Dermatology Evaluation' and 'Primary Language = Spanish'. Below this is a 'Diagnosis' section with a table containing 'L30.9' and 'Dermatitis'. To the right of the 'Diagnosis' section is a 'Procedures' section with an empty table. At the bottom right, there is a 'Send Referral' button with a green arrow icon. Red callout boxes with numbers 10, 11, 12, and 13 point to the 'Specialty' field, the 'Reason' table, the 'Diagnosis' table, and the 'Send Referral' button, respectively.

**Referral (Outgoing)**

Patient: Test, Jimmy (Pt Portal) K (1800032168) [Sel] [Info] [Hub]

Insurance: AmeriHealth DC Medicaid [Sel] [Pt Ins] POS: 11

Ref From: Costello, Jim [...]

Facility From: COH - CHRC Medical [...]

Auth Code: [...]

Start Date: 11/29/2018 [v]

Referral Date: 11/29/2018 [v]

Open Cases: [v] [N]

Appt Date: 11/29/2018 [v]

Received Date: 11/29/2018 [v]

Priority: Routine [v]

Ref To:

Provider: Children's National Medical Ce [Pref] [Clear]

Specialty: Dermatology [10]

Facility To: [Clear]

Auth Type: [v]

End Date: 11/29/2019 [v]

Assigned To: Costello, Jim [v]

Unit Type: V (VISIT) [v]

Status: ☒ Open ☐ Consult Pending ☐ Addressed

**Diagnosis / Reason** [Visit Details] [Notes] [Structured Data]

**Reason** [Add] [Browse] [Remove]

Sl. No	Description
1	Dermatology Evaluation [11]
2	Primary Language = Spanish

**Diagnosis** [Previous Dx] [Add] [Remove]

Code	Name
L30.9	Dermatitis [12]

**Procedures** [Add] [Remove]

Code	Name
------	------

[Scan] [Attachments (3)] [Logs] [Save] [Cancel] [Send Referral] [13]

## Using eCW DIRECT for Electronic Referrals

14. Check the box next to Send Reminder Fax to also fax the referral as well as send it electronically. If no reminder fax is needed just uncheck the box
15. When sending reminder fax, need to enter the fax number. Note: you could fax this referral to the patient for them to have as their copy.
16. Click the Send button to send the referral electronically. This satisfies the Meaningful Use Electronic Transition of Care measure.

The screenshot shows a 'Send Referral' dialog box. At the top, it says 'This referral is ready to be sent electronically.' Below this, there is a checkbox labeled 'Send Reminder fax to at' which is checked. A red circle with the number 14 points to this checkbox. Below the checkbox is a text input field containing the fax number '202-638-4557'. A red circle with the number 15 points to this input field. At the bottom of the dialog box, there are two buttons: 'Send' (a green button) and 'Cancel' (a grey button). A red circle with the number 16 points to the 'Send' button.

## Using eCW DIRECT for Electronic Referrals

17. Once a referral is sent electronically the “Send Referral” button will turn Green.

**Referral (Outgoing)**

Patient: Test, Jimmy (Pt Portal) K (1800032168) [Sel] [Info] [Hub]

Insurance: AmeriHealth DC Medicaid [Sel] [Pt Ins] POS: 11

Ref From: Costello, Jim [...]

Facility From: COH - CHRC Medical [...]

Auth Code: [...]

Start Date: 11/29/2018 [v]

Referral Date: 11/29/2018 [v]

Open Cases: [v] [N]

Appt Date: 11/29/2018 [v]

Received Date: 11/29/2018 [v]

Priority: Routine [v]

Ref To: Provider: Children's National Medical Ce [Pref] [Clear]

Specialty: [v] ☐ Send to eHX

Facility To: [v] [Clear]

Auth Type: [v]

End Date: 11/29/2019 [v]

Assigned To: Costello, Jim [v]

Unit Type: V (VISIT) [v]

Status: ☒ Open ☐ Consult Pending ☐ Addressed

**Diagnosis / Reason** [Visit Details] [Notes] [Structured Data]

**Reason** [Add] [Browse] [Remove]

Sl. No	Description
1	Dermatology Evaluation
2	Primary language = Spanish

**Diagnosis** [Previous Dx] [Add] [Remove]

Code	Name
L30.9	Dermatitis

**Procedures** [Add] [Remove]

Code	Name
------	------

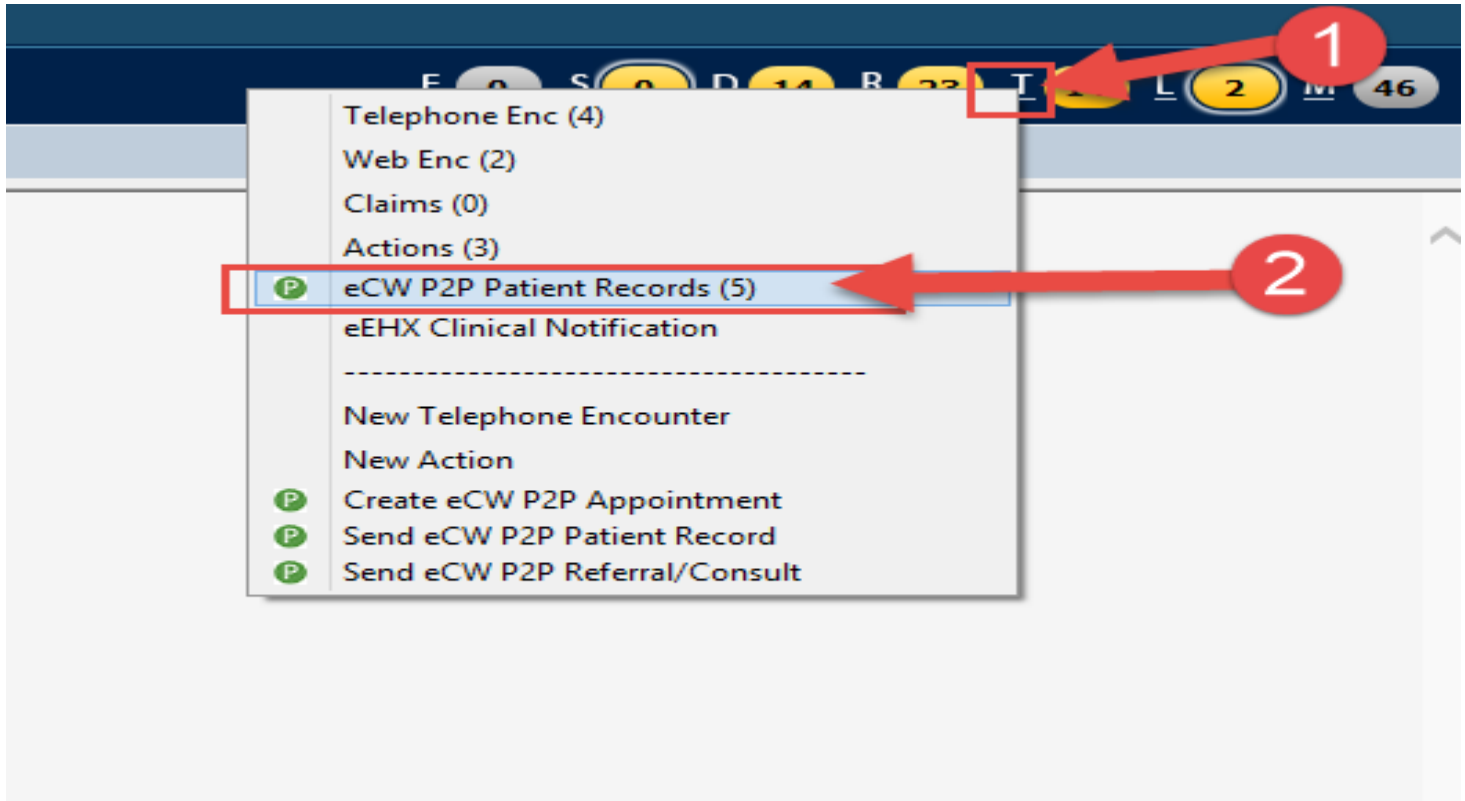
17

[Scan] [Attachments (2)] [Logs] [OK] [Cancel] [Send Referral] [v]

## Using eCW DIRECT for Electronic Referrals

### Receiving the Consult Note Electronically.

1. Select the “T” jellybean to access electronic consult notes coming back to the practice/provider.
2. Select the eCW P2P Patient Records option to view the consult notes for your patients.



3. Click the “Inbox” radio button to view electronic consult notes coming to you. Select the “Outbox” radio button to view patient records that were sent out electronically.

(Note: All patient records received at the practice will need to be manually verified and matched with the patient in your eCW. eCW will make an initial attempt to match the patient based on Last Name, First Name and DOB. When it does find a possible match, it will display the patient name in the record. When eCW is unable to make the initial match to a patient in your eCW, it will populate the Patient Name field with “Unknown Patient”. The most common reason for no match is difference in the spelling or format of the patient name in both systems. In both cases, a manual match of the patient needs to be completed.



## Using eCW DIRECT for Electronic Referrals

eCW P2P Encounters

eCW P2P Patient Records

Open Addressed All All Open(All Dates)

Assigned to: All

☒ Inbox ☐ Outbox

RE	P	Date	Patient Name	Phone	From
		02/19/2019 3:25 AM			ExpressScripts,
		02/12/2019 9:28 PM	Unknown, Patient		N/A, visitsummary@direct.childrensnational.org
		02/12/2019 9:28 PM			N/A, visitsummary@direct.childrensnational.org

### MATCHING eCW P2P PATIENT RECORDS ( SCENARIO 1)

In this scenario there will be an exact match with the patient demographics coming in on the P2P Record and the patient demographics in eCW.

1. Click on the patient's name that is displayed in the P2P record to select it.

eCW P2P Encounters

eCW P2P Patient Records

Open Addressed All All Open(All Dates)

Assigned to: All

☒ Inbox ☐ Outbox

RE	P	Date	Patient Name	Phone	From	To
		03/07/2019 3:17 PM	Unknown, Patient		N/A, visitsummary@direct.childrensnational.org	
		03/07/2019 3:17 PM			N/A, visitsummary@direct.childrensnational.org	
		03/07/2019 10:14 AM			N/A, visitsummary@direct.childrensnational.org	
		03/07/2019 10:14 AM	Unknown, Patient		N/A, visitsummary@direct.childrensnational.org	
		02/12/2019 9:28 PM			N/A, visitsummary@direct.childrensnational.org	

2. The eCW Patient Record will open. Click the "Select Patient" button to open up the patient lookup window to match this patient in your eCW database.

eCW P2P Patient Record

Patient:  **Select Patient**

DOB:  Age: 2Y 1M Sex: M  
Tel:   
Subject: Otolaryngology Visit Summary from MICHELLE POLLACK

From: N/A, visitsummary@direct.childrensnational.org  
To:   
Date: 03/07/2019 10:14 AM  
Status: ☒ Open ☐ Addressed  
Assigned To:

Message

Please see the attached clinic note & visit summary from MICHELLE POLLACK regarding the patient below. Patient:   
Service: Otolaryngology DOS: 03-04-2019 This email and the files transmitted with it are confidential and intended solely for the use of the individual to which they are addressed. If you are not the named addressee, please delete this email from your system and do not disseminate, distribute, or copy this information. If you are not the intended recipient, you are notified that any disclosure of this email and its contents are strictly prohibited.

Attachments (1)

OK Cancel

## Using eCW DIRECT for Electronic Referrals

3. A message will display indicating this patient was found in your eCW database. The patient's name will also display in the patient lookup window.
4. Click the "OK" button to match this patient.

**Patient Lookup**

☒ Patient Picture

**We found [patient name] in the system.**  
(matched using Last Name, First Name).

**Name:**  
**DOB:** 01/28/2017  
**Gender:** Male  
**Phone:**

**Register**

**Reason for appointment**

**Search Patient** ☐ Include Appointment Facility **New (Copy)** **New** **Delete**

by  &  by   
All  by  ☒ All Facilities ☒ RTS

Pri	W	EH	Name	DOB	Phone	Account No.	Last Appt Dt	Previous Name
1			[patient name]				02/04/2019	

< Prev Next > **Patient Info**

**Results found in the eEHX portal database** **Search eEHX** **Pt Info at eEHX** **Import Patient** **Link Patient**

Name	Sex	DOB	Phone	Address	Opt-In Practice	Hit Rate
------	-----	-----	-------	---------	-----------------	----------

< Prev Next > **OK** **Cancel**

5. The eCW P2P Patient Record window display again. Click the "OK" button to close this window.

**eCW P2P Patient Record**

**Patient:**  **Select Patient**

**DOB:**  **Age:**  **Sex:** M  
**Tel:**   
**Subject:** Otolaryngology Visit Summary from MICHELLE POLLACK

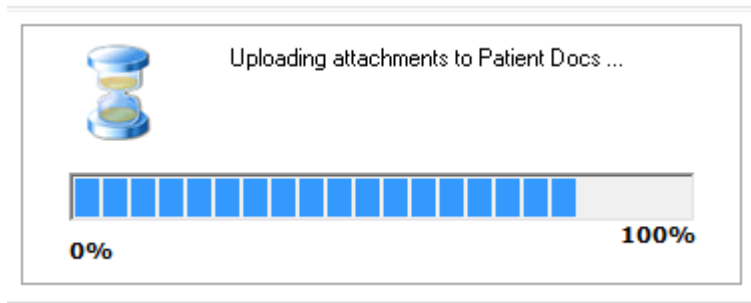
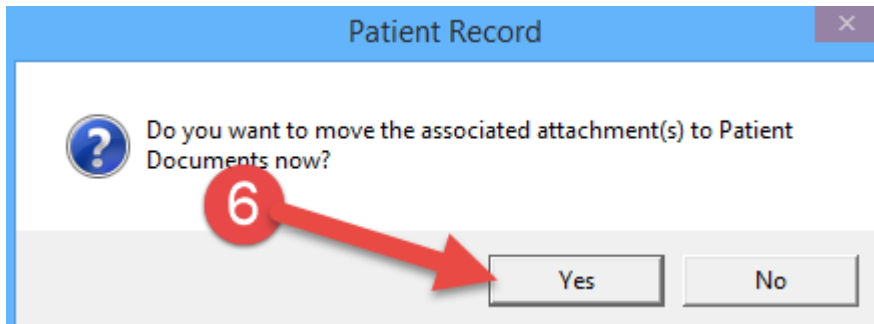
**From:** N/A, visitsummary@direct.childrensnational.org  
**To:**   
**Date:** 03/07/2019 10:14 AM  
**Status:** ☒ Open ☐ Addressed  
**Assigned To:**

**Message**  
Please see the attached clinic note & visit summary from MICHELLE POLLACK regarding the patient below. Patient:   
Service: Otolaryngology DOS: 03-04-2019 This email and the files transmitted with it are confidential and intended solely for the use of the individual to which they are addressed. If you are not the named addressee, please delete this email from your system and do not disseminate, distribute, or copy this information. If you are not the intended recipient, you are notified that any disclosure of this email and its contents are strictly prohibited.

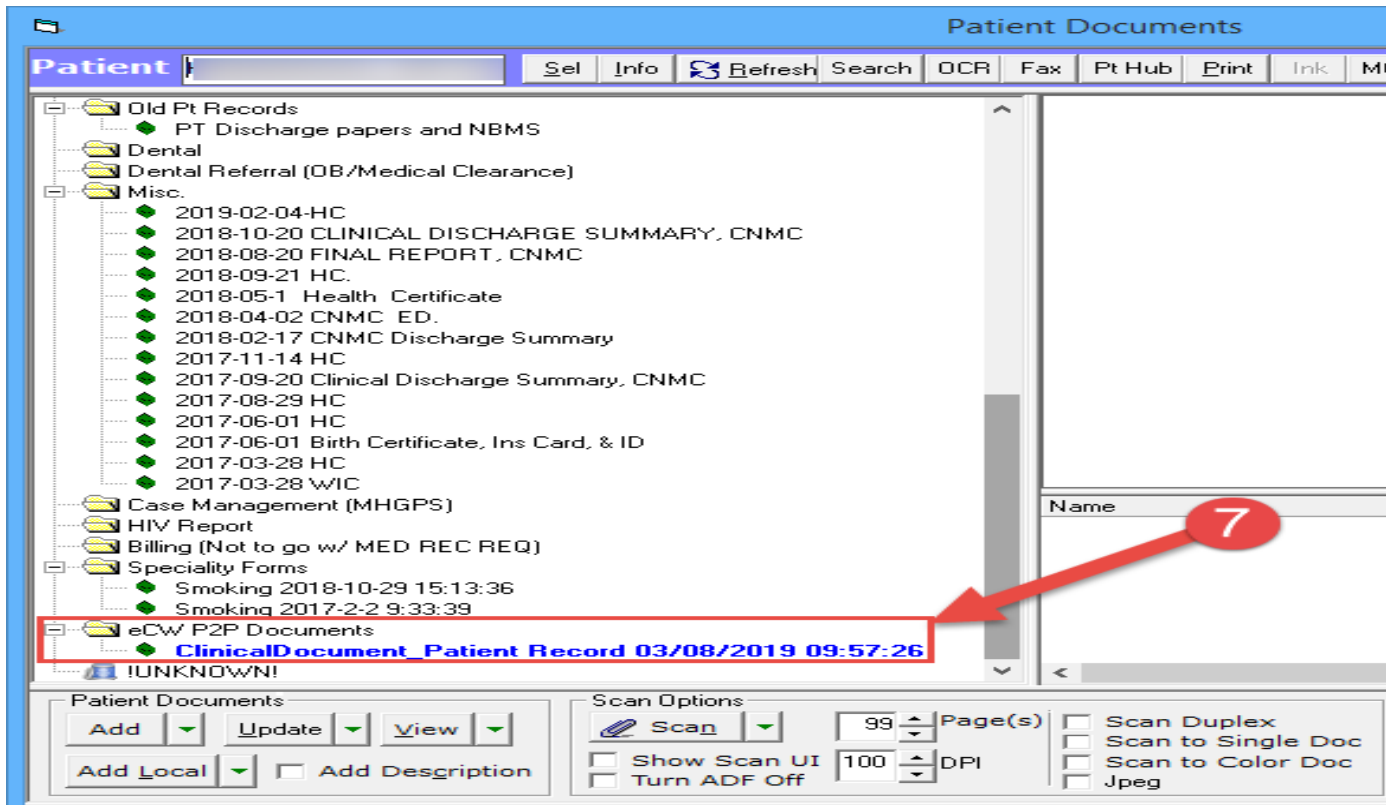
**Attachments (1)** **OK** **Cancel**

## Using eCW DIRECT for Electronic Referrals

6. The system will prompt you to attach the incoming P2P record to the patient in your eCW and file the P2P record into the Patient Documents “eCW P2P Documents” folder



7. To view the P2P Record, go to the Patient Documents “eCW P2P Documents” folder. Documents in this folder can be renamed and moved to another folder as necessary.



## Using eCW DIRECT for Electronic Referrals

### MATCHING eCW P2P PATIENT RECORDS (Scenario 2)

In this scenario there is a difference in the demographics coming on the P2P Record and the patient demographics in eCW. (e.g., missing hyphen or space in last name)

1. Click on the patient's name that is displayed in the P2P record to select it.

eCW P2P Encounters

eCW P2P Patient Records

Open Addressed All All Open(All Dates)

Assigned to: All

Inbox Outbox

RE	P	Date	Patient Name	Phone	From	To
	<input type="checkbox"/>	03/07/2019 3:17 PM	Unknown, Patient		N/A, visitsummary@direct.childrensnational.org	
	<input type="checkbox"/>	03/07/2019 3:17 PM			N/A, visitsummary@direct.childrensnational.org	
	<input type="checkbox"/>	03/07/2019 10:14 AM			N/A, visitsummary@direct.childrensnational.org	
	<input type="checkbox"/>	03/07/2019 10:14 AM	Unknown, Patient		N/A, visitsummary@direct.childrensnational.org	
	<input type="checkbox"/>	02/12/2019 9:28 PM			N/A, visitsummary@direct.childrensnational.org	

2. The eCW Patient Record will open. Click the "Select Patient" button to open up the patient lookup window to match this patient in your eCW database.

eCW P2P Patient Record

Patient: [Redacted]

DOB: [Redacted] Age: 13 Y Sex: M

Tel: [Redacted]

Subject: Allergy & Immunology Visit Summary from SUZI CHUNG

From: N/A, visitsummary@direct.childrensnational.org

To: [Redacted]

Date: 03/07/2019 3:17 PM

Status: ☒ Open ☐ Addressed

Assigned To: [Redacted]

Message

Please see the attached clinic note & visit summary from SUZI CHUNG regarding the patient below. Patient: [Redacted]

Service: Allergy & Immunology DOS: 03-04-2019 This email and the files transmitted with it are confidential and intended solely for the use of the individual to which they are addressed. If you are not the named addressee, please delete this email from your system and do not disseminate, distribute, or copy this information. If you are not the intended recipient, you are notified that any disclosure of this email and its contents are strictly prohibited.

Attachments (1)

OK Cancel

## Using eCW DIRECT for Electronic Referrals

3. A message will display indicating this patient was **NOT** found in your eCW database using the first name, last name, DOB, and gender. The P2P Patient record name will display in the patient lookup window with no patients found in eCW.
4. In the Search Patient field, modify the patient's name to find them in eCW.
5. Once the correct patient is found, Click the "OK" button to match this patient to the P2P record.

The screenshot shows the 'Patient Lookup' window. On the left, a message box states: 'We were unable to find in your system. What do you want to do with the record?' with a 'Register' button. Below this are fields for 'Insurance:' and 'Subscriber No:', and a 'Reason for appointment' section. The main area has a 'Search Patient' section with a red box around the search field and a red arrow labeled '3' pointing to it. The search criteria are set to 'by Name & by All' with 'All Facilities' and 'RTS' checked. Below the search field is a table with columns: Pri, We, VM, eH, Name, DOB, Phone, Account No., Last Appt Dt, Previous Name. The table is empty. Below the table is a message: 'Please click on Search eEHX button below'. At the bottom are '< Prev', 'Next >', 'Patient Info', and 'OK' and 'Cancel' buttons.

The screenshot shows the 'Patient Lookup' window. On the left, a message box states: 'We were unable to find in your system. What do you want to do with the record?' with a 'Register' button. Below this are fields for 'Insurance:' and 'Subscriber No:', and a 'Reason for appointment' section. The main area has a 'Search Patient' section with a red box around the search field and a red arrow labeled '4' pointing to it. The search criteria are set to 'by Name & by All' with 'All Facilities' and 'RTS' checked. Below the search field is a table with columns: Pri, We, VM, eH, Name, DOB, Phone, Account No., Last Appt Dt, Previous Name. The table contains one row with the following data: 1, W, G, S, [redacted], 11/29/2018, [redacted]. Below the table is a message: 'Results found in the eEHX portal database'. At the bottom are '< Prev', 'Next >', 'Patient Info', and 'OK' and 'Cancel' buttons. A red arrow labeled '5' points to the 'OK' button.

## Using eCW DIRECT for Electronic Referrals

- The eCW P2P Record will display again. Click the “OK” button to close this window. (Note: the patient’s name will still display the incoming P2P Patient Record name even though we already matched this patient in the previous window in our eCW.)

**eCW P2P Patient Record**

**Patient:** [Redacted] **Select Patient**

**DOB:** [Redacted] **Age:** 13 Y **Sex:** M

**Tel:** [Redacted]

**Subject:** Allergy & Immunology Visit Summary from SUZI CHUNG

**From:** N/A, visitsummary@direct.childrensnational.org

**To:** [Redacted]

**Date:** 03/07/2019 3:17 PM

**Status:** ☒ Open ☐ Addressed

**Assigned To:** [Redacted] **...**

**Message**

[Redacted], Please see the attached clinic note & visit summary from SUZI CHUNG regarding the patient below. Patient: [Redacted]  
Service: Allergy & Immunology DOS: 03-04-2019 This email and the files transmitted with it are confidential and intended solely for the use of the individual to which they are addressed. If you are not the named addressee, please delete this email from your system and do not disseminate, distribute, or copy this information. If you are not the intended recipient, you are notified that any disclosure of this email and its contents are strictly prohibited.

**Attachments (1)**

**OK** **Cancel**

- The system will prompt you to attach the incoming P2P record to the patient in your eCW and file the P2P record into the Patient Documents “eCW P2P Documents” folder

**Patient Record**

**?** Do you want to move the associated attachment(s) to Patient Documents now?

**Yes** **No**

**Uploading attachments to Patient Docs ...**

**0%** **100%**

## Using eCW DIRECT for Electronic Referrals

8. To view the P2P Record, go to the Patient Documents “eCW P2P Documents” folder. Documents in this folder can be renamed and moved to another folder as necessary.

**Patient** [Search Bar] Sel Info Refresh Search OCR Fax Pt Hub Print Ink MC

- 2015-01-30 Authorization for Medication Administration Form
- 2014-10-08 MR Request
- 2014-07-16 HSCSN CCP
- 2014-05-12 CNMC ER Discharge Summary
- 2013-12-04 Medication Administration Form
- 2013-12-04 anaphylaxis action plan
- 2013-12-04 HC
- 2013-06-24 CNMC ER Discharge Summary
- 2012-09-21 Authorization for Medication Administration
- 2012-09-21 Action Plan for Anaphylaxis
- 2012-6-12 Life Enhancement Services
- 2012-6-12 Special Education Letter
- 2012-6-6 Health Certificate
- 2012-05-09 CFS complete
- 2012-03-09 CFS
- 2011-11-21 CNMC ER
- Case Management (MHGPS)
- HIV Report
- Billing (Not to go w/ MED REC REQ)
- Speciality Forms
  - Alcohol 2018-11-30 8:28:31
  - PHQ-2 In last two weeks have you been bothered by 2018-11-30 8:26:6
  - PHQ9 2018-11-29 9:54:32
  - Smoking 2018-6-23 13:39:47
- eCW P2P Documents**
  - ClinicalDocument\_Patient Record 03/08/2019 09:53:57**
- !UNKNOWN!

**Patient Documents**

Add Update View

Add Local Add Description

**Scan Options**

Scan 99 Page(s) 100 DPI

Show Scan UI Turn ADF Off

Scan Duplex Scan to Single Doc Scan to Color Doc Jpeg



## Using eCW DIRECT for Electronic Referrals

### MATCHING eCW P2P “UNKNOWN PATIENT” RECORD (Scenario 3)

In this scenario there is a significant difference in the demographics coming in on the P2P Record and the patient demographics in eCW that there is no potential match to display. (e.g., last name and first names are reversed, etc.,)

1. Select the “Unknown Patient” record that you want to process.

eCW P2P Encounters						
eCW P2P Patient Records						
Assigned to: All						
<input checked="" type="radio"/> Inbox <input type="radio"/> Outbox						
RE	P		Date	Patient Name	Phone	From
	P		03/08/2019 5:08 PM	Unknown, Patient		N/A, visitsummary@direct.childrensnational.org
	P		03/08/2019 5:08 PM			N/A, visitsummary@direct.childrensnational.org
	P		03/08/2019 4:58 PM	Unknown, Patient		N/A, visitsummary@direct.childrensnational.org
	P		03/08/2019 4:58 PM			N/A, visitsummary@direct.childrensnational.org
	P		03/08/2019 3:05 PM			N/A, visitsummary@direct.childrensnational.org
	P		03/08/2019 3:05 PM	Unknown, Patient		N/A, visitsummary@direct.childrensnational.org
	P		02/12/2019 9:28 PM			N/A, visitsummary@direct.childrensnational.org

2. After the eCW P2P Patient Record window displays, search the message section for a patient name regarding this P2P record. Use variations of this name to search in eCW for this patient.
3. Click the “Select Patient” button to begin searching eCW.

**Patient: Unknown, Patient**

Select Patient

DOB: Age: Sex:  
Tel:  
Subject: Cardiology Visit Summary from JOHN BERGER

**From:** N/A, visitsummary@direct.childrensnational.org  
**To:**   
**Date:** 03/08/2019 4:58 PM  
**Status:** ☒ Open ☐ Addressed  
**Assigned To:**

**Message**  
AMANDA RHOADS, Please see the attached **Card note & visit summary from JOHN BERGER** regarding the patient below. Patient Service: Cardiology DOS: 03-07-2019 This email and the files transmitted with it are confidential and intended solely for the use of the individual to which they are addressed. If you are not the named addressee, please delete this email from your system and do not disseminate, distribute, or copy this information. If you are not the intended recipient, you are notified that any disclosure of this email and its contents are strictly prohibited.

Attachments (1)

OK Cancel



## Using eCW DIRECT for Electronic Referrals

- The Patient Lookup window displays with “Unknown Patient” found in eCW. Using the name found in the Message section of the P2P Record, search for multiple variations of this name until the correct patient is found.
- Once the correct patient is found, click the patient row to select the patient and then click “OK” button. If multiple patients are found, highlight the row of the correct patient.

**Patient Lookup**

**Search Patient** ☐ Include Appointment Facility New (Copy) New Delete

Unknown, Patient by Name & by All ☒ All Facilities ☒ RTS

P	V	M	E	H	Name	DOB	Phone	Account No.	Last Appt Dt	Previous Name
1					Unknown, Patient	03/01/1955	202-552-2308	1800045029		

< Prev Next > Patient Info

**Results found in the eEHX portal database** Search eEHX Pt Info at eEHX Import Patient Link Patient

Name	Sex	DOB	Phone	Address	Opt-In Practice	Hit Rate
------	-----	-----	-------	---------	-----------------	----------

< Prev Next > OK Cancel

- The eCW P2P Record window will display again. Click the “OK” button to close this window. (Note: the Unknown patient’s name will still display the incoming P2P Patient Record name even though we already found and matched this patient in the previous window in our eCW.)

**eCW P2P Patient Record**

**Patient: Unknown, Patient** Select Patient

DOB: Age: Sex:  
Tel:  
**Subject:** Cardiology Visit Summary from JOHN BERGER

**From:** N/A, visitsummary@direct.childrensnational.org  
**To:**   
**Date:** 03/08/2019 4:58 PM  
**Status:** ☒ Open ☐ Addressed  
**Assigned To:** ...

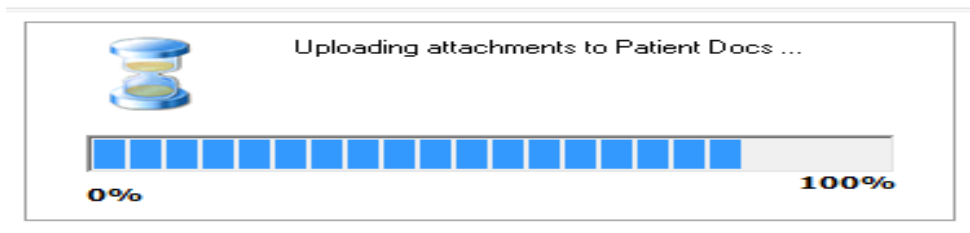
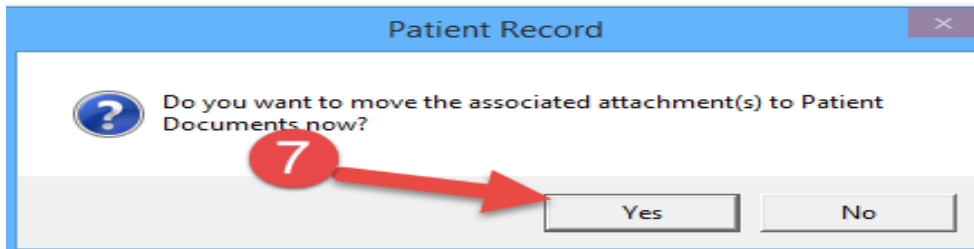
**Message**

Please see the attached clinic note & visit summary from JOHN BERGER regarding the patient below. Patient:  
Service: Cardiology DOS: 03-07-2019 This email and the files transmitted with it are confidential and intended solely for the use of the individual to which they are addressed. If you are not the named addressee, please delete this email from your system and do not disseminate, distribute, or copy this information. If you are not the intended recipient, you are notified that any disclosure of this email and its contents are strictly prohibited.

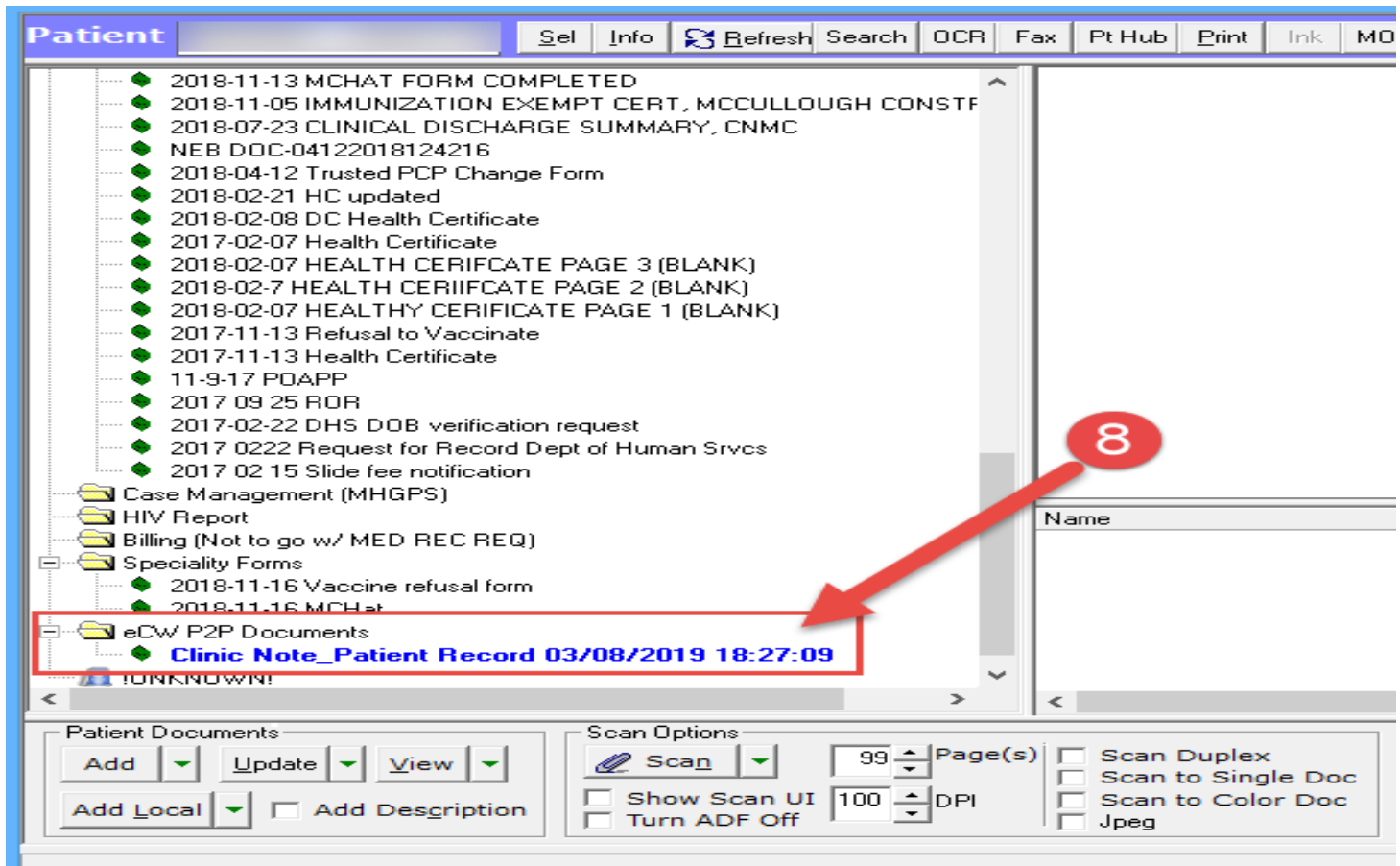
**Attachments (1)** OK Cancel

## Using eCW DIRECT for Electronic Referrals

- The system will prompt you to attach the incoming P2P record to the patient in your eCW and file the P2P record into the Patient Documents “eCW P2P Documents” folder



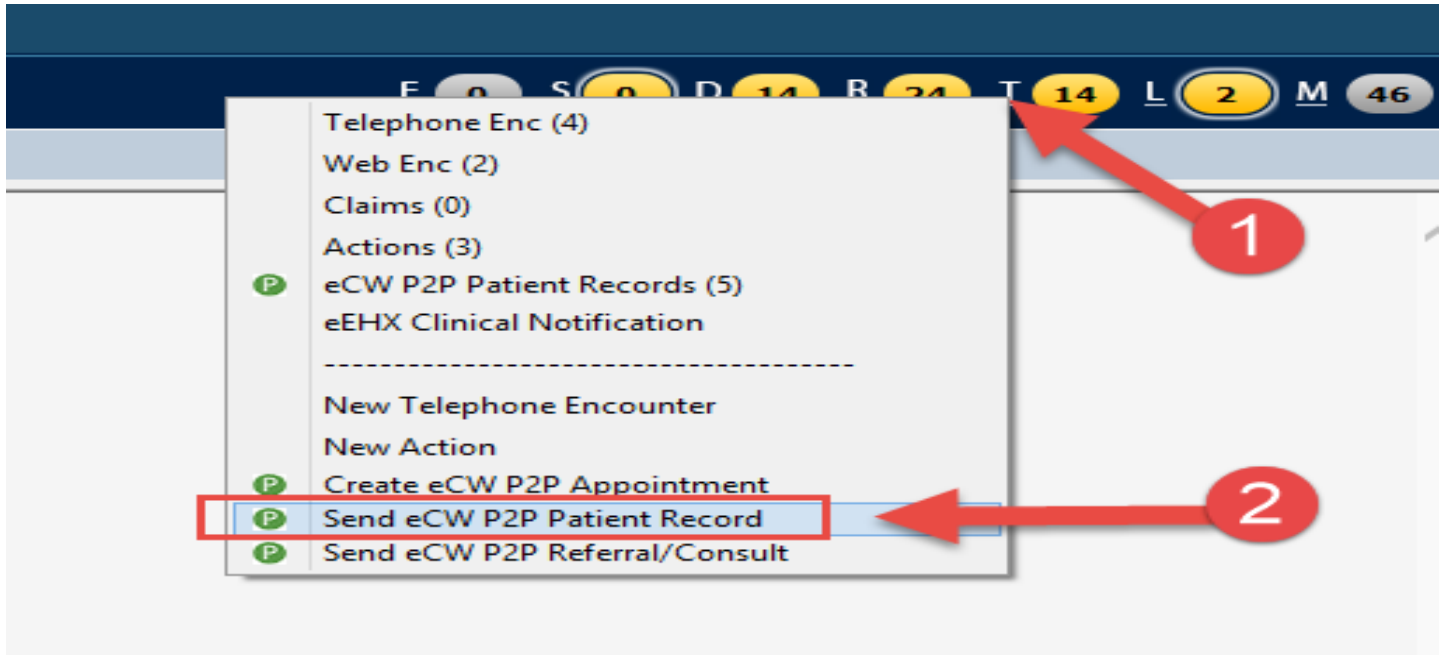
- To view the P2P Record, go to the Patient Documents “eCW P2P Documents” folder. Documents in this folder can be renamed and moved to another folder as necessary.



# Using eCW DIRECT for Electronic Referrals

## Sending Patient Records Electronically without a Referral

1. Select the "T" jellybean
2. Select the "Send eCW P2P Patient Record"



3. Select the patient whose record is to be sent electronically
4. Click the ellipse [...] next to the "To" field to select the provider/organization

The screenshot shows the 'Send eCW P2P Patient Record' form. The form has several fields: 'Patient:', 'From:', 'To:', 'CC:', 'Subject:', and 'Message:'. The 'Patient:' field contains the text 'Test,Jimmy (Pt Portal) K'. A red arrow labeled '3' points to the ellipse [...] next to the 'Patient:' field. The 'To:' field is empty, and a red arrow labeled '4' points to the ellipse [...] next to it. At the bottom of the form, there are three buttons: 'Attachments', 'Send', and 'Cancel'.

## Using eCW DIRECT for Electronic Referrals

5. Select the radio button next to "All"
6. Click the down arrow on the Community line
7. Select "Direct Trust Providers" option

☐ My Favorites ☒ All **5** ☐ In address book ☐ Not in address book (DC)

**6**

All Community

**7**

Direct Trust Providers

Name	Address	Specialty	Contact Details
<input type="radio"/> A, Unity	P.O. Box 43564 Washington DC 20009	Federally Qualified ...	(202) 715 7900 (202) 544 3783
<input type="radio"/> Abbott, Stephen E	1525 14th Street, NW Washington DC 20005	Infectious Disease, ...	202-745-7000 202-332-2049
<input type="radio"/> Abdallah, Ali	PO Box 43564 Washington DC 20009		
<input type="radio"/> Abdelaziz, Abubakr	128 M ST NW WASHINGTON DC 20011	Student in an Organi...	
<input type="radio"/> Aboderin, Funlola	1150 Varnum St NE Washington DC 20001	Specialist	

**Ok** **Cancel**

8. Search for provider or organization
9. Click radio button to select provider/organization

☐ My Favorites ☒ All ☐ In address book ☐ Not in address book (DC)

Direct Trust Providers

child  City  DC  Zip Code  Specialty or Classific:

Name	Address	Specialty	Contact Details
<input type="radio"/> Children's National Health Sys... (Available)	111 Michigan Ave, NW Washington DC 20010		
<input checked="" type="radio"/> Children's National Medical Ce... (Available)	111 Michigan Avenue NW Washington DC 20010		
<input type="radio"/> Childrens National, Score Clin... (Available)	111 Michigan Ave NW Washington DC 20010		(202) 476 2429 (202) 476 2208
<input type="radio"/> Childrens National Health...			
<input type="radio"/> Childrens National, Washington... (Available)	111 Michigan Ave NW Washington DC 20010	Children, General Ac...	(888) 884 2327
<input type="radio"/> Childrens National Health...			

**Ok** **Cancel**

## Using eCW DIRECT for Electronic Referrals

10. Complete remaining fields as necessary
11. Click "Attachments" button
12. Check the box next to both "Attach Medical Summary" AND "Attach CCR/CCD". Attach other documents as necessary.
13. Click OK

Send eCW P2P Patient Record

**Patient:** Test,Jimmy (Pt Portal) K

**From:** Costello,Jim

**To:** Children's National Medical Center

**CC:**

**Subject:** Consult

**Message:** Please evaluate and recommend course of treatment.

Attachments Send Cancel

Attachments

☒ Attach Medical Summary ☒ Attach CCR/CCD  
(CCR/CCD available only when sending via eCW P2P)

274.03 KB / 2 MB

Progress Notes Attach Remove

<input type="checkbox"/> Date	Reason
-------------------------------	--------

Lab Reports Attach Remove

<input type="checkbox"/> Name	Reason	Result
-------------------------------	--------	--------

X-Rays Attach Remove

<input type="checkbox"/> Name	Reason	Result
-------------------------------	--------	--------

Patient Documents Attach Remove

<input type="checkbox"/> Name	Description
-------------------------------	-------------

OK Cancel

## Using eCW DIRECT for Electronic Referrals

14. Click "Send" button to send the patient records electronically. This satisfies the Meaningful Use Electronic Transition of Care measure.

**Send eCW P2P Patient Record**

**Patient:** Test,Jimmy (Pt Portal) K

**From:** Costello,Jim

**To:** Children's National Medical Center

**CC:**

**Subject:** Consult

**Message:** Please evaluate and recommend course of treatment.

**Attachments (2)** **Send** **Cancel**