UK Provider Portal 2.0
ED Provider and Staff Manual

http://ukhealthcare.uky.edu/providerportal

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Welcome to the UK Provider Portal 2.0! The provider portal is a secure internet-based service designed for providers who refer patients to UK HealthCare.

In this new portal, you will now be able to view real-time outpatient clinic notes, inpatient provider notes and orders, results, reports, encounters, immunizations, medications, and problems regarding patients you have referred to UK HealthCare.

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Activating your Account

By activating your account, you agree to all HIPAA and confidentiality guidelines and all information on the forms you completed and signed requesting access to the UK Provider Portal 2.0.

Go to:  http://ukhealthcare.uky.edu/providerportal

First, click Account Setup
Then, click Account Manager

Activate your account here. To start, enter your LinkBlue (user) ID and temporary password (u$xxxxxxblue). You will create a new password during this process.

Please note: passwords expire every 90 days. To reset your password use the “Forgot Password” link.
Log In

Once account setup has been completed, go to 
http://ukhealthcare.uky.edu/providerportal

Click here to launch the portal sign in page. 

Please note you must use Internet Explorer 7 or higher. Microsoft Silverlight must be installed for all IE versions. For Internet Explorer 10 or higher, compatibility mode must be on.

Enter User ID we provided and your newly created password when activating your account.
How To Search for Patients

To manually search for patients please use the “Manage My Patients” button located next to “Action”. Note: After you have reviewed the patient’s medical record you will need to Remove the Patient from your Working List - see page 14.

Then, select “My Working List 1” on the far left. To launch the patient’s medical record, highlight their name in the top half of the screen. Then, select their name in bold in the bottom half of the screen.
**UK Clinical Viewer**

UK Clinical Viewer provides you with a Clinical Summary, Encounters, Vitals, Problems, Allergies, Medications, Labs, Imaging Results, Immunizations and Clinical Documents for your patient.  
*Please Note: Events will only date back to May 22, 2016.*

Once the viewer is open, you can access additional information regarding this patient from the tabs at the top of the viewer.

**Summary** provides you with a quick overview of the patient’s medical history.

- **Summary** – Overview of Allergies, Medications, Encounters, Labs, Problems
- **Demographics** – Name, Identifiers (MRN), Contacts, Providers, Insurance
- **Annual Review** – Calendar view of Encounters, Labs, Imaging
- **Clinical Summary Selected Items** – Allows you to checkmark items from Encounters, Problems, Allergies, Medications, Immunizations, and Labs to build a customized summary report.

Please note: Imaging and Clinical Documents cannot be combined into the Clinical Summary Selected Items Report.

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<table>
<thead>
<tr>
<th>Allergies</th>
<th>More Data Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Allergy To</td>
</tr>
<tr>
<td>4/11/2018</td>
<td>ARTICHOKE</td>
</tr>
<tr>
<td>9/22/2015</td>
<td>Aspin</td>
</tr>
<tr>
<td>N/A</td>
<td>honeybee venom</td>
</tr>
<tr>
<td>N/A</td>
<td>Aminoglycoside</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Encounters</th>
<th>More Data Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Date</td>
<td>Type</td>
</tr>
<tr>
<td>2/20/2015 09:00</td>
<td>Inpatient encounter</td>
</tr>
<tr>
<td>2/19/2015 10:15</td>
<td>Ambulatory</td>
</tr>
<tr>
<td>2/19/2015 16:00</td>
<td>Ambulatory</td>
</tr>
<tr>
<td>2/19/2015 14:00</td>
<td>Ambulatory</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Problems</th>
<th>More Data Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Category</td>
</tr>
<tr>
<td>N/A</td>
<td>Problem</td>
</tr>
<tr>
<td>N/A</td>
<td>Problem</td>
</tr>
</tbody>
</table>
Encounters provides details regarding visits your patient has had a UKHC.

Please Note: Encounters will date back to November 2014

Adjust your dates using either option, then select “Show”

Click on each date to view Encounter Details

Click to quickly open the Clinical Document
**Problems** provides a list of problems the patient has been treated for at UKHC.

Use the drop down menu to view Problems in a list by selecting “Ungrouped”

**Allergies** provides a list of allergies UKHC has been notified of. Including: medications, dietary and environmental.
**Medications** provides a listing of medications prescribed by UKHC. Including medication name, form, duration, prescriber, end date, status, # dispensed, and # refills.

<table>
<thead>
<tr>
<th>Date</th>
<th>Form</th>
<th>Medication</th>
<th>SIG</th>
<th>Duration</th>
<th>Prescriber</th>
<th>End Date</th>
<th>Status</th>
<th>Type</th>
<th>Facility</th>
<th>Dispense</th>
<th>Refill</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/11/2016</td>
<td>Tablets</td>
<td>Warfarin Sodium 1 MG Oral Tablet</td>
<td>TAKE 1 TABLET DAILY</td>
<td>Provider 1 UK</td>
<td>Active</td>
<td>Prescribed</td>
<td>UK Health Care Clinics</td>
<td>30</td>
<td>0</td>
<td>UK AMBULATORY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/12/2016</td>
<td>Tablets</td>
<td>FLOxetine 40 MG Oral Capsule</td>
<td>TAKE 2 CAPSULES DAILY</td>
<td>Lisa Beard</td>
<td>Active</td>
<td>Prescribed</td>
<td>UK Health Care Clinics</td>
<td>60</td>
<td>0</td>
<td>UK AMBULATORY</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Use the print icon to pull Medication List into a PDF report.
**Test** provides you with **Labs** (a chronological view of labs ordered), **Lab Results History** (a table view of lab results), **Imaging** and **Pathology** results (pathology results are located under the Imaging tab).

*Please Note: Tests will only date back to May 22, 2016*

**Labs** will generate a chronological view of labs ordered.

Hover over **Test** to bring up the additional tabs.

Click the magnify glass to pull the report into a PDF to print.

Click the date to view the Lab Results like the image below.
**Lab Results History** will generate a categorized version of the labs ordered within the last 6 weeks.

<table>
<thead>
<tr>
<th>Test</th>
<th>Date</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hematology, CBC</td>
<td>2/16/2017</td>
<td>5.6 k/uL</td>
</tr>
<tr>
<td>Leukocytes, #/uL, Blood, Automated count</td>
<td>2/16/2017</td>
<td>18.0 k/uL</td>
</tr>
<tr>
<td>Erythrocyte mean corpuscular vol, Entitic vol, Automated count</td>
<td></td>
<td>89 fl</td>
</tr>
<tr>
<td>Erythrocyte mean corpuscular hemoglobin, Entitic mass, Automated count</td>
<td></td>
<td>29.4 pg</td>
</tr>
<tr>
<td>Erythrocyte mean corpuscular hemoglobin concentration, Automated count</td>
<td></td>
<td>33.2 g/dL</td>
</tr>
<tr>
<td>Erythrocyte distribution width, Ratio, Automated count</td>
<td></td>
<td>16.0 %</td>
</tr>
<tr>
<td>Platelet mean vol, Entitic vol, Blood, Automated count</td>
<td></td>
<td>10.6 fl</td>
</tr>
<tr>
<td>Neutrophils/100 leukocytes, Blood, Automated count</td>
<td></td>
<td>77.4</td>
</tr>
<tr>
<td>Lymphocytes/100 leukocytes, Blood, Automated count</td>
<td></td>
<td>11.8</td>
</tr>
<tr>
<td>Monocytes/100 leukocytes, Blood, Automated count</td>
<td></td>
<td>11.8</td>
</tr>
</tbody>
</table>

Select or deselect results

Expand all items OR Click the + icon to expand individual items

See a line graph of lab results

Use drop down menu to view by Orders, Collection Date or Latest Results
**Imaging** will show you folders for different tests including: **Pathology**, **Radiology** (angiography, CT/MRI, general/fluroscopy, mammography, nuclear medicine, POL diagnostic imaging, ultrasound) and **Special Diagnostics** (cardiology, ECG, Echo, Endoscopy, Interventional Radiology, Neuroscience, Pulmonary, Vascular Lab).

*Please note: Some tests will be under the Other folder. At this time actual images (X-Rays, EKG’s ECG’s will not be available), only the report will be available.*

**Immunizations** provides a listing of immunizations completed at UKHC with date, location and comments.
Clinical Documents will show you folders for all clinical documents including: Communication, Consultation, Discharge Summary, History and Physical, Procedure Notes, Progress Notes (Outpatient Clinic Notes), Other.

Please Note: Clinical Documents will date back to November 2014

Any documents with a paper clip icon will not show a preview on the right hand side, they will automatically launch into a PDF.
Removing Patients from Working List

After you have reviewed the patient’s medical record you will need to **Remove the Patient** from your **Working List**.

From your **Working List**, check mark the patients you wish to remove. Hover above **Action**, click on **Remove Selected Patients From This List**, then, click **Remove**.