

# Results Inbox

## Community Health Record (CHR) Quick Reference

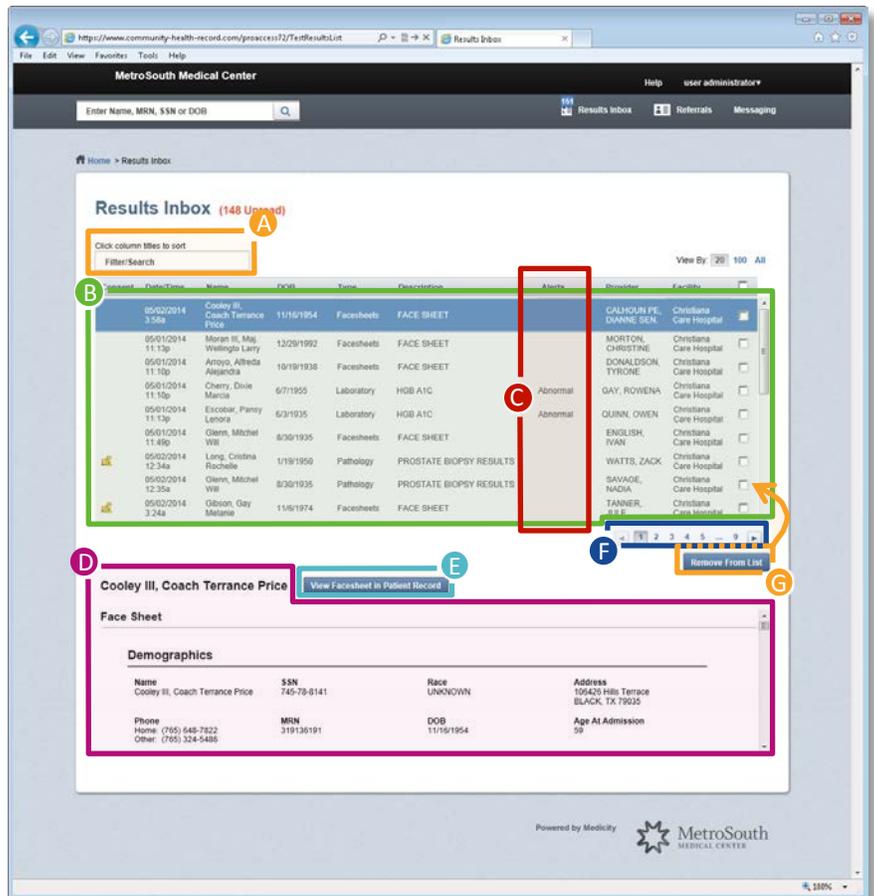


### Introduction

Community Health Record (CHR) provides clinicians and their staff with multiple ways to view patient records. One tool is the Results Inbox. CHR displays face sheets and results in your Results Inbox as these items become available. Because of this, the Results Inbox serves as an excellent resource for identifying recent patient activity.

You can configure the Results Inbox to display only the patient results that you want to see. In addition, you can configure your inbox to display face sheets, laboratory results, radiology results, transcribed reports and other clinical documents.

Item and Description	
<b>A</b>	<b>Filter/Search</b> Filter or narrow your inbox results. You may enter a patient name or date of birth, a provider name, or a facility as well as the type of result or a partial description.
<b>B</b>	<b>Results Inbox List</b> Click a result to display it in the Previewer.
<b>C</b>	<b>Alerts</b> Quickly identify critical results.
<b>D</b>	<b>Previewer</b> Displays selected Inbox items (face sheets, labs, etc.).
<b>E</b>	<b>View Results</b> View the patient result or face sheet on the corresponding results, demographics, or face sheet tab of the patient chart.
<b>E</b>	<b>Pagination Controls</b> Scroll through Inbox contents.
<b>G</b>	<b>Remove From List</b> Delete a result from your Inbox list.



### Viewing Results Inbox Items

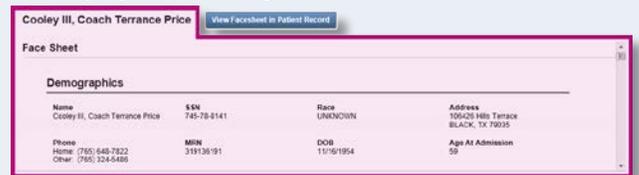
In the Results Inbox List panel (see **B**), CHR displays delivered face sheets and results. When you select an item from the inbox list, CHR displays the item in the Previewer panel (see **D**).

To View a Results Inbox Item:

1. In the CHR Header, click **149 Results Inbox**.  
*CHR displays the Results Inbox.*



2. Select any record in the **Results Inbox List**.  
*CHR displays the details for the record in the Previewer.*



# Results Inbox



## Sorting Records

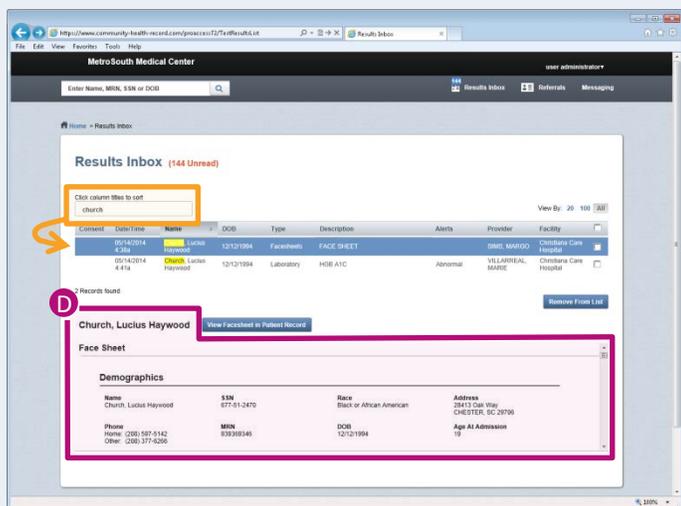
Click a column header (such as **NAME**) to sort the Results Inbox List using the column selected. Community Health Record (CHR) sorts the list in ascending order the first time you click the heading. Click the heading a second time to re-sort the list in descending order.

Figure 1: Results Inbox List Sorted by Name

Consent	Date/Time	Name	DOB	Type	Description	Alerts	Provider	Facility
	05/14/2014 4:38a	Adams, Josephine Freda	8/4/2003	Faceshets	FACE SHEET		SALINAS, BESSIE	Christiana Care Hospital
	05/14/2014 4:41a	Adams, Josephine Freda	8/4/2003	Laboratory	HGB A1C	Abnormal	MEYER, TIMOTHY	Christiana Care Hospital
	05/14/2014 4:59a	Agular, Laila Isabel	5/25/1996	Faceshets	FACE SHEET		VALENCIA, THORNTON	Christiana Care Hospital
	05/14/2014 4:42a	Agular, Laila Isabel	5/25/1996	Laboratory	HGB A1C	Abnormal	HARMON, HORACE	Christiana Care Hospital
	05/14/2014 4:59a	Aguirre, Francine Anselmisa	8/3/1983	Faceshets	FACE SHEET		HOOVER ESQ., HOLLE SEN	Christiana Care Hospital

## Filter Records to Narrow Results

Enter your desired search string in the  field. CHR updates the Results Inbox List results using the search values.



## Deleting a Results Inbox Item

After viewing a result in the Previewer, you can delete the item from your Results Inbox List.

Note: CHR will remove old items automatically (over time) according to your CHR user settings.

To delete a Results Inbox item:

1. In the Results Inbox List, select ( ) the result or results that you want to delete.
2. Click the [Remove From List](#) button.

CHR removes the result from your Results Inbox List.

Note: Even after deleting an item from your inbox list, you may still access the record from the Patient Summary page (depending on your security settings).

## Accessing the Patient Record

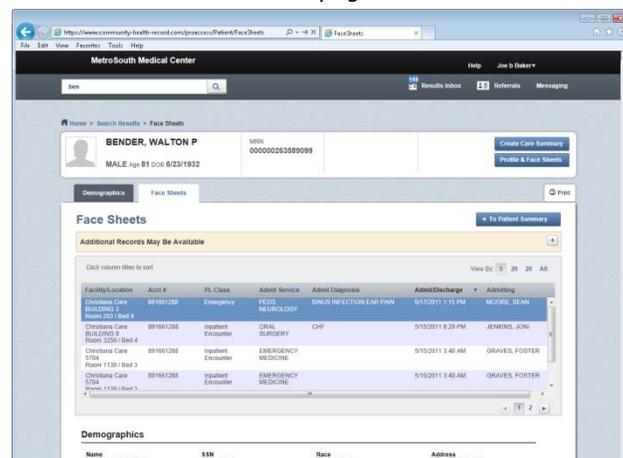
If desired, you can view a more comprehensive community health record for any patient whose face sheets or results were delivered to your Results Inbox.

Note: CHR displays the (Consent Alert) icon to indicate when a patient is in a default state or has explicitly opted out of participation in the community health record system (see **B**). And CHR users will not be allowed to access the patient chart for patients who have explicitly opted-out. Access to default state patients will depend on the users' security level.

To Access the Patient Record:

1. If you have not already displayed the result in the Previewer (see **D**), do this first. For more information regarding this action, see *Viewing Results Inbox Items*.
2. Click [View Facesheet in Patient Record](#) or [View Results in Patient Record](#) to view the face sheet or result.

CHR displays the face sheet or result on the corresponding *Face Sheets or Result Details* page.



Note: CHR displays a Consent Alert dialog box if you attempt to access a patient record that is not available for viewing.