

**Summary:** CommonWell is a cloud based nationwide alliance that allows the clinician to request patient information from an outside source and incorporate it into the local EHR. Outside sources may include other hospitals, clinics, and provider offices that belong to the alliance. CommonWell is accessed in PowerChart within the patient’s chart, from the Outside Records section of the Menu.

**Why:** Provides an additional source of clinical patient information. Data may include problems, allergies, medications, and immunizations that can be imported/reconciled into PowerChart. For practices eligible for Medicaid Meaningful Use incentives, use of CommonWell could improve performance on one of the measures related to transition of care.

**When:** CommonWell is currently available.

**Support:** Help Desk at 231-935-6053.

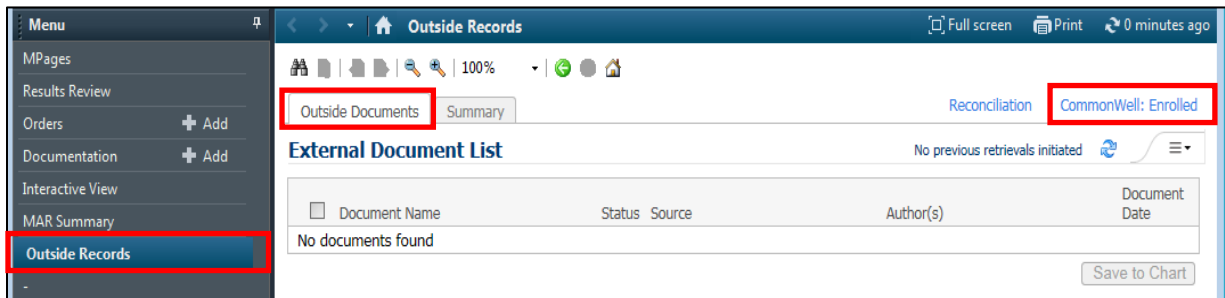
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## Enrollment

### Auto Enrollment

Before accessing data, patients must be enrolled and linked into CommonWell. For patients at Munson HealthCare, once an encounter is created the patient is enrolled/linked. Once a 100% match of patient demographic data occurs records will download.

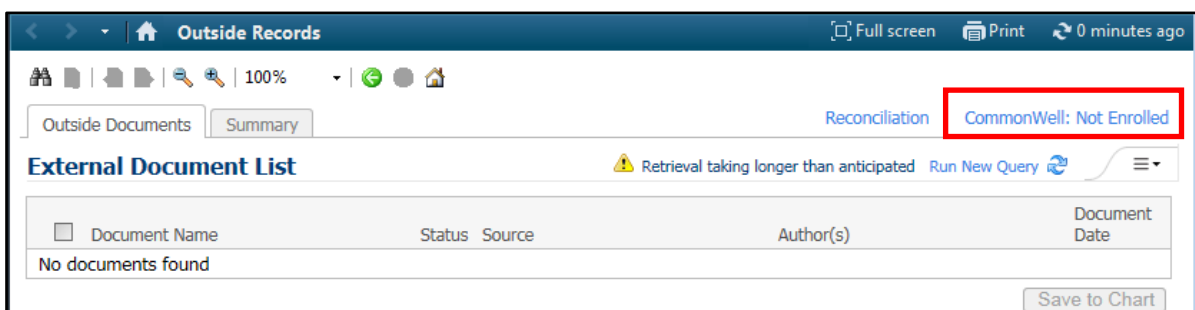


### Manual Enrollment

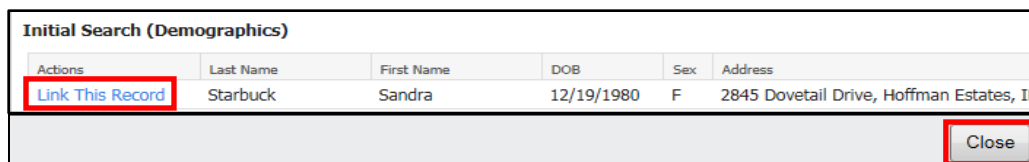
When patient demographics do not match perfectly (Name, date of birth, gender, address, zip code), staff will need to enroll the patient. There are three ways to enroll a patient: use the advanced search, link currently listed demographic data, or create a new CommonWell record.

1. **Preferred enrollment method:** when available, use potential person matches with demographic data. From **Outside Records**

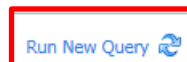
- a. Click **CommonWell: Not Enrolled**.



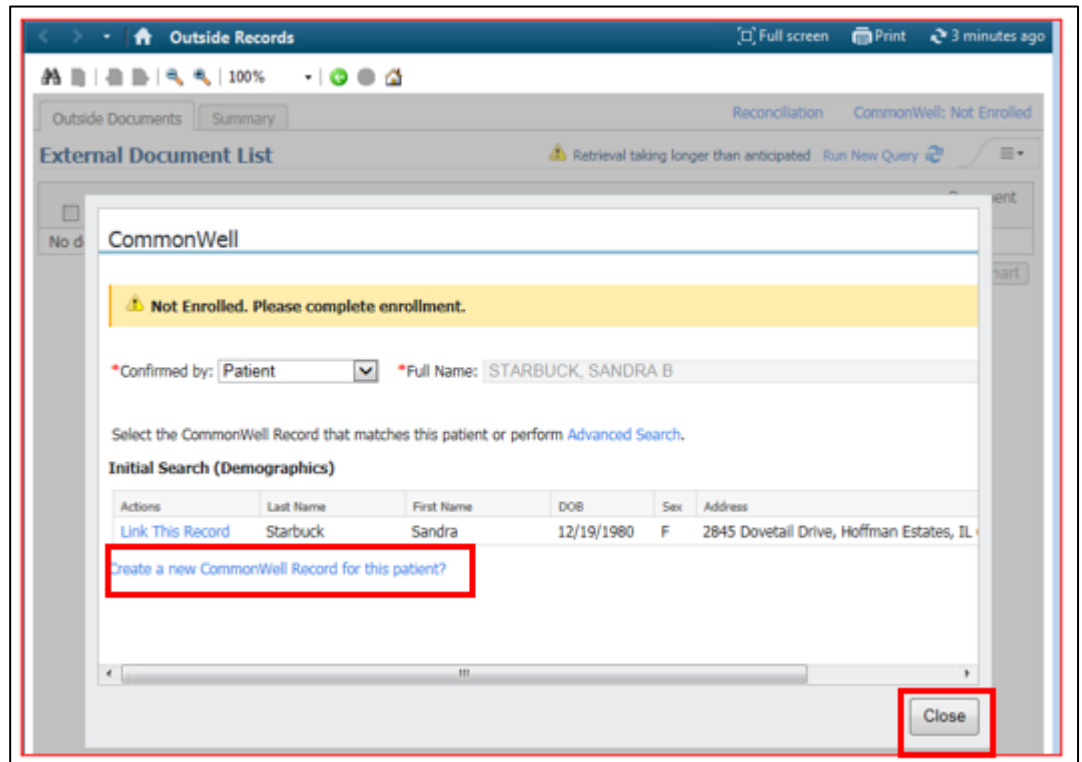
- b. Verify with the patient the demographic data, then click **Link this Record, Close and Refresh**.



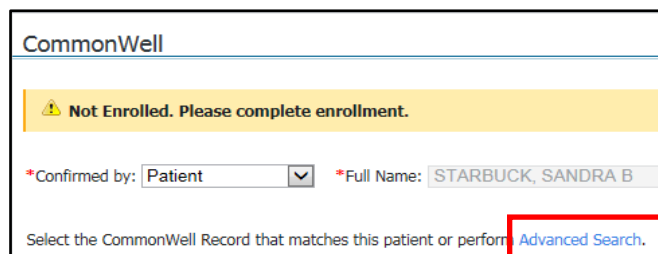
- c. Return to Outside Documents and click **Run New Query**.



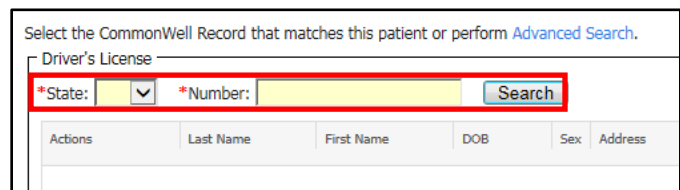
2. When demographic data is not listed, click **Create a New CommonWell Record for this patient, Close and Refresh.**



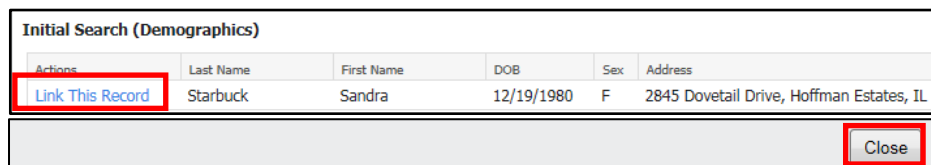
3. A third option is to select **Advanced Search.**



- a. Enter the patient's **Driver's License State and Number** and click **Search.**



- b. Click **Link This Record, Close and Refresh.**



4. CommonWell: Enrolled CommonWell: Enrolled indicates the patient is enrolled and there are no new sources at this time.

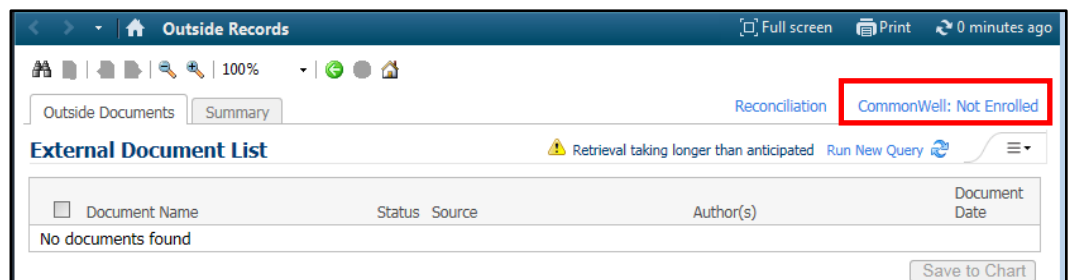
*Note: Following the enrollment process return to the Outside Records tab and click Run New Query.*

Run New Query

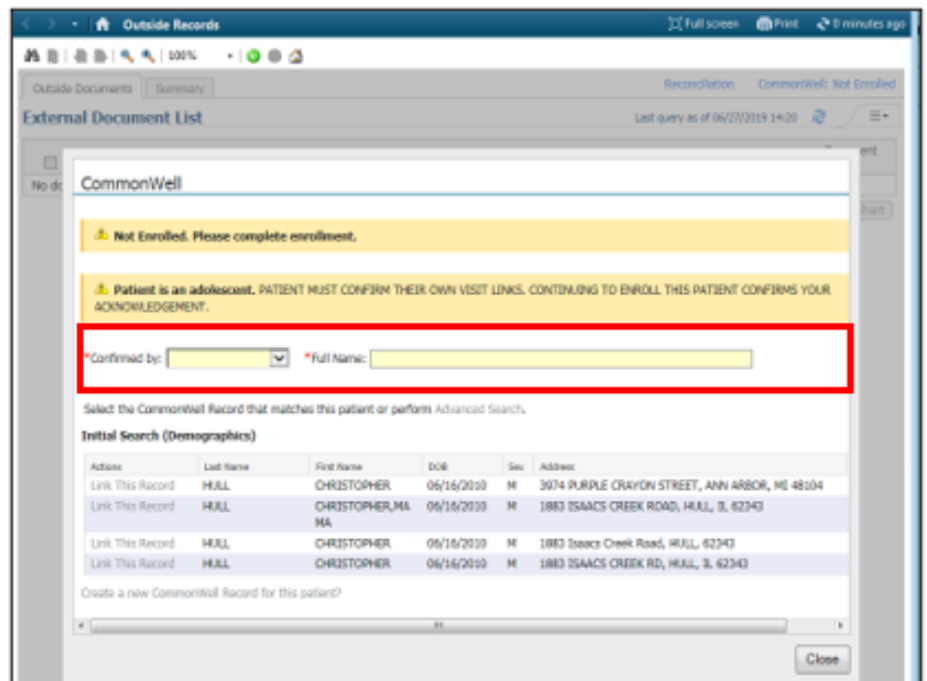
*If the CommonWell: Enrolled does not display following Refreshing, then close the patient's chart and reopen.*

### Enrolling Patients Under the age of 18 years

1. From **Outside Records**:
  - a. Click **CommonWell: Not Enrolled**.



2. Enter the **name of the person confirming** and their **relationship to the patient**.

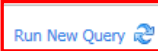


3. Verify with the patient the demographic data, then click **Link this Record, Close and Refresh.**

Initial Search (Demographics)					
Actions	Last Name	First Name	DOB	Sex	Address
<a href="#">Link This Record</a>	Starbuck	Sandra	12/19/1980	F	2845 Dovetail Drive, Hoffman Estates, IL

[Close](#)

4. Return to Outside Documents and click **Run New Query.**

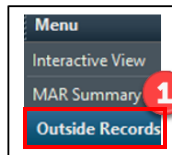


### Confirming New Sources

• Confirm sources with the patient to verify that they have received care at the listed locations.

• **Instructions:**

1. Go to **Outside Records** in the patient chart.
2. Click on **CommonWell New Sources**.
3. Confirm document/visit with patient.
4. **Click Confirm** (Remove if patient denies).
5. Click **Close**.
6. View Confirmed Sources tab displays.



Click here for New Sources 2

External Document List

Sources To Confirm (1) View Confirmed Sources (41)

Document Name	Document Date
Summary of Episode Note	08/24/2020
Emergency department Note	08/11/2020

Actions	Last Visit	Source
<a href="#">Confirm</a> <a href="#">Remove</a>	--	Cerner Health Clinic

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Sources To Confirm (0) View Confirmed Sources (42)

Actions	Last Visit	Source
<a href="#">Remove</a>	--	Cerner Health Clinic
<a href="#">Remove</a>	--	Mission Health Systems
<a href="#">Remove</a>	--	Fresenius Kidney Care
<a href="#">Remove</a>	--	Tiger Institute Health Alliance

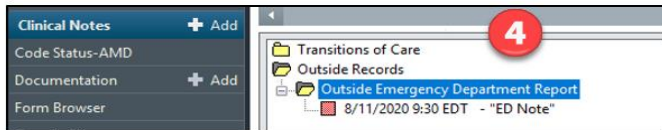
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### View and Save Documents

- Providers and clinical staff can view outside records from the **External Document List**.
- When data is clinically significant, providers can save outside information to the chart.
- **Instructions to Save to Chart:**

Document Name	Status	Source	Author(s)	Document Date
Emergency department Note	New	McLeod Regional Medical Center	Frank Mathies	08/11/2020
Summarization of episode note	New	McLaren Oakland Waterford Medical Associates	Cerner Corporation - Millennium Clinical Document Generator	06/26/2020
Summarization of episode note	New	McLaren Central Weidman Clinic	Cerner Corporation - Millennium Clinical Document Generator	06/25/2020
Summarization of episode note	New	H. Lee Moffitt	Cerner Corporation - Millennium Clinical Document Generator	05/15/2020
Summarization of episode note	New	H. Lee Moffitt	Cerner Corporation - Millennium Clinical Document Generator	05/14/2020
Summarization of episode note	New	H. Lee Moffitt	Cerner Corporation - Millennium Clinical Document Generator	05/07/2020
Summarization of episode note	New	Virginia Mason Downtown Medical Center	Cerner Corporation - Millennium Clinical Document Generator	03/14/2020

1. Click on the document name to view the document.
2. Click **Save to Chart**.
3. An icon appears in the far right-hand column to indicate **Saved** documents.
  - o Please note: when a document is saved to the patient’s chart, it is releasable with a full chart release request. Unsaved documents are not technically a part of the clinical record. The information is still available in the Outside records Menu tab for providers to view.
4. To view: go to **Clinical Notes/Documentation**; Outside Records folder to open the specific note type, i.e. “ED Note”.



### View Summary Content

- The summary view provides an aggregate of patient data received from external CommonWell sources.

Use filters as desired.

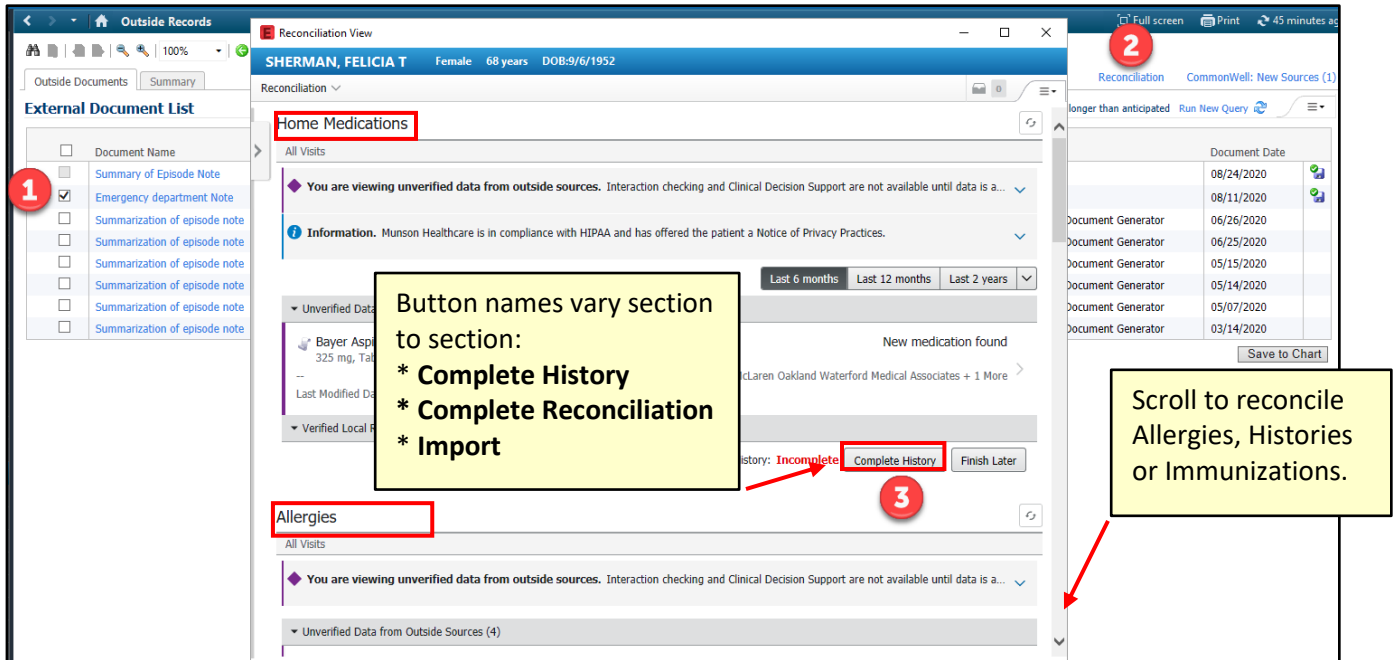
Allergy	Status	Source
acetaminophen	Active	IC
amoxicillin	Active	HH
aspirin	Active	HH

Report Name	Date Completed	Source
Sex Assigned At Birth	08/21/2018	MHAC
Social History	08/20/2018	MMC-NI
Sex Assigned At Birth	06/23/2018	IM

## Reconcile Outside Data (Home Meds, Allergies, Histories, and Immunizations)

- Certain data elements such as Home Meds, Allergies, Histories and Immunizations information can be reconciled or pulled into the patient medical record and viewed along with similar data in the patient’s Cerner medical record.
- Instructions for Reconciliation:**

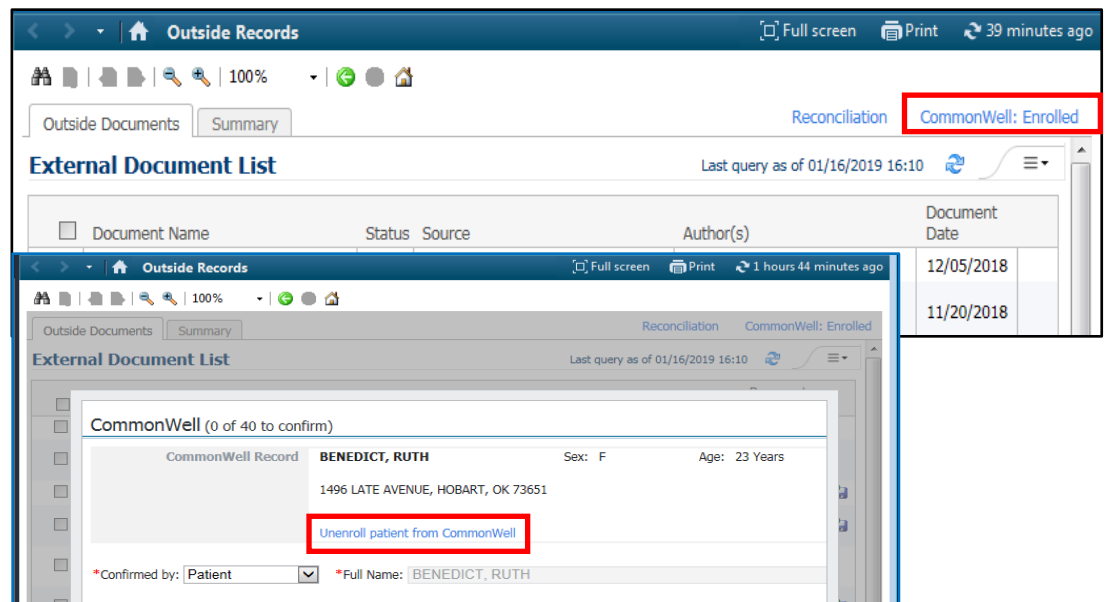
1. Check the document box.
2. Select Reconciliation.



3. Click **Complete History**, **Complete Reconciliation**, or **Import** to reconcile outside data for each section.
  - o Scroll to each section in the Reconciliation View window; each section is reconciled separately.

### Unenroll a Patient

1. From Outside Records:
  - a. Click **CommonWell: Enrolled**.
2. Click **Unenroll patient from CommonWell**.



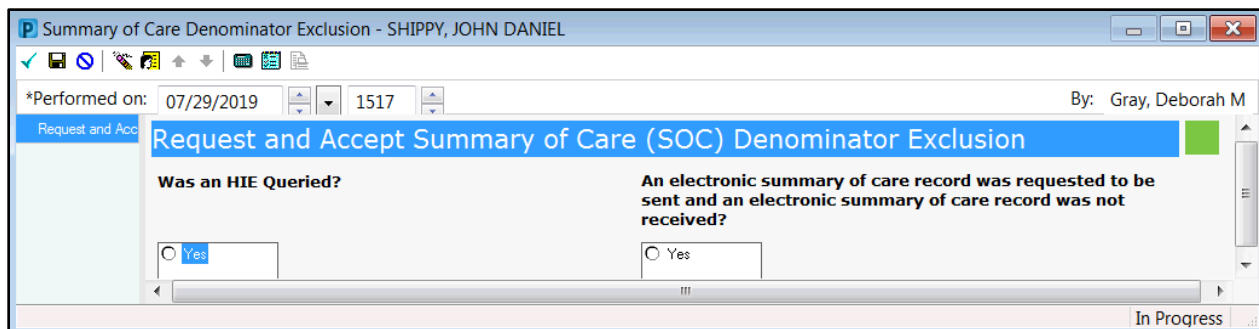
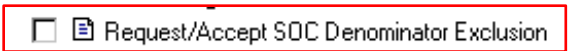
3. Contact the **Privacy Officer** to finish the process.

**When No Outside Sources Exist (Ambulatory Sites Only)**

When there are no sources, for example:

- No outside records or CCDs that display in Outside Documents and/or
- No CCD via Direct Trust email has been sent by referring provider do the following:

1. From within the patient’s chart, go to Ad Hoc.
2. Open/chart the Request/Accept SOC Denominator Exclusion form.



The Request and Accept Summary of Care (SOC) Denominator Exclusion form will be located in the following Ad Hoc folders:

- Ambulatory home folder
- Provider Ambulatory Care
- Behavioral Health Ambulatory Care

This action will remove the patient from the Meaningful Use denominator.

**FAQs**

**What is CommonWell?** CommonWell is an association that facilitates the sharing of health data. CommonWell is vendor agnostic and so we can access documents from other participating organization and clinics who are on a platform outside of Cerner.

**What is a CCD?** A CCD is a Continuity of Care Document. CMS requires that certain data be included on a CCD in a structured format that enables data sharing.

**Does CommonWell Health Alliance maintain a central copy of people’s clinical records?** No. CommonWell acts as more of a broker. Data is retrieved from the provider system where it was created.



**How far into the past are documents received from CommonWell?** The first time we query, there is a 180 day look back. Subsequent queries look back 30 days prior to the last query to allow for some overlap.

**Can the provider link the patient and confirm sources?** Yes, but there should be a conversation with the patient or responsible family member as a part of this process.

**How does the Summary Tab work?** The Summary tab provides a view only page of aggregated patient data received from external sources. The Summary is intended to support optimal patient care. It is not intended to replace the patient's medical record, nor is it guaranteed to encompass all historical information on patients. There is hover functionality so users can see the source of outside data without added clicks. There is also search functionality if users are looking for a specific topic.

**How long do documents stay on the Outside Documents tab?** Documents do not fall off the Outside Documents tab.

**Does the Continuity of Care document (CCD) need to be saved to the chart before the problems, allergies, medication and immunizations can be added to the local record?** No. All structured data from the CCD is available to be reconciled by the nurse regardless of if the document is saved to the chart.

**Who decides if a document should be saved to the chart?** This is a provider decision.

**Do I need to save every document I look at to the chart?** No. The recommendation is that if a document is used in clinical decision making, it should be saved to the chart.

**Do saved outside documents print with the legal medical record?** Anything added from outside documents is included in the chart and in medical record printing except the CCD.

**If I save a document to the chart, does it show face up that I am the person who saved it?** No. The document is tagged with the name of the original author and appears chronologically according to the date it was authored.

**Is every document from outside organizations available through CommonWell?** Each organization decides what documents will be accessible through CommonWell so the documents received may vary from organization to organization.

**Are all documents created in MHC available to others through CommonWell?** At discharge, every patient from an inpatient unit will have a CCD created which is available through CommonWell. At this time, the Hospital Summary, Consultation Notes, Operative Notes, ER Reports, and H&Ps are the only other documents MHC will make available through CommonWell.