

Health Data Archive for Ambulatory Providers, Clinical and Clerical Staff – all locations

Cerner Ambulatory JOB AID

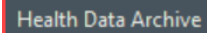
Summary: The Health Data Archive tool is utilized when previous data from NextGen needs to be reviewed. The tool lives inside PowerChart and can be used by a provider, clinical or clerical staff member.

When: Sept. 22, 2020

Support: Ambulatory Informatics at 231-392-0229.



Accessing Health Data Archive

- From a patient's chart, **Select** Health Data Archive from the left menu.
- The HealthData Archiver launches.



- To view historical NextGen data, in the HealthData Archiver, select the appropriate row from the NextGen practice listed.

HEALTHDATA ARCHIVER									
MRN	CMRN	Account #	Last Name	Middle Initial	First Name	Sex	Date of Birth	SSN	Data Source Name
000000									0008 NextGen - Munson Family Practice
000000									0014 NextGen - Traverse Heart And Vascular

- The archived chart opens.
 - From the left menu, you'll see various areas of the chart.
 - Click** on item to view data.
- To view detailed information within each category:
 - Select** 
- To return to the Health Data Archive main menu:
 - Click**  in the right corner.
 - Select** another location if applicable.
- Upon completion, choose a different left menu tab in PowerChart or close the patient's chart.

Demographics
Documents
Alerts
Allergies
CPT Codes/Billing
Family History
Medications
Past Medical History
Problems
Social History
Vitals



NOTE: Data displays for any NextGen practice the patient had belonged to which you have rights to view.

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Viewing Office Notes:

1. Within the Health Data Archive tool:

a. **Select Documents.**

2. **Click Office/Clinic Notes.**

3. Locate document desired.

a. **Click to view.**

Document Type	Document Category	Document Name	Document Description	Create Date	Create Time	Date Of Service	
SysGen	Abstraction	Abstraction Clinical Summary		11/12/2018	1:10AM		
SysGen	Office Notes	Preventive Medicine		08/24/2018	9:15AM		Click to view
SysGen	Office Notes	Preventive Medicine		10/03/2017	3:15PM		
SysGen	Office Notes	Office Visit		08/02/2016	8:20AM		

4. To return to the Health Data Archive main menu:

a. **Click** in the right corner.
 b. **Select** another location if applicable.

5. When finished with the archive tool:

a. Choose another menu item from the left navigation, or
 b. **Select**

With a document open, tools available are:

Save, Print, Zoom In/Out, or open Adobe.

For NextGen Documents that contain a patient electronic signature:

- The document is available in the Health Data Archive.
- At this time the full electronic patient signature is only available in NextGen.
- If the signed document is needed, please open a Help Desk ticket, or call 231-935-6053 to request a copy of the NextGen original.

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NextGen to Health Data Archive Document Category Mapping

NextGen Document Category	Health Data Archive Document Sub-Bookmark
Abstraction	Office/Clinic Notes
Administrative	Administrative and Legal Documents
Anticoagulation	Laboratory Documents
Behavioral Health	Office/Clinic Notes
Cardiac Studies	Cardiovascular Studies
Clinical Consents	Administrative and Legal Documents
Consults	Consultation Notes
Correspondence	Correspondence
Diagnostic Studies	Procedures/Studies
ER/Urgent Care Reports	Emergency/Urgent Care Documentation
HIE Documents	Transfer Documents
HIE Documents (Sent)	Transfer Documents
Home Health	Office/Clinic Notes
Hospital Records	Hospital Records
Lab/Pathology	Laboratory Documents
Long Term Care	Long Term Care
Office Notes	Office/Clinic Notes
Op Notes/OutPt Procedures	Operative/Procedure Documentation
Patient Communication	Correspondence
Questionnaires	Correspondence
Radiology	Radiology
Therapy	Therapy
Transferred Records	Transfer Documents
Transition of Care - Referral	Transfer Documents
Transition of Care - Referral (Sent)	Transfer Documents
Vascular Studies	Cardiovascular Studies
Documents not assigned to a category in NextGen	Uncategorized (Misc)