

## Article I. Manage ACRS

### Section 1.01 - Definition & Location

- (a) Active Care Relationship Service (ACRS) associates a patient with a provider.
  - i. Allows healthcare workers to receive statewide notifications & view history on their patients.
- (b) Once in the UPHIE MIGateway Portal, use the 'Care Coordination' drop-down.
- (c) Select 'Manage ACRS' from the drop-down (Figure 1).

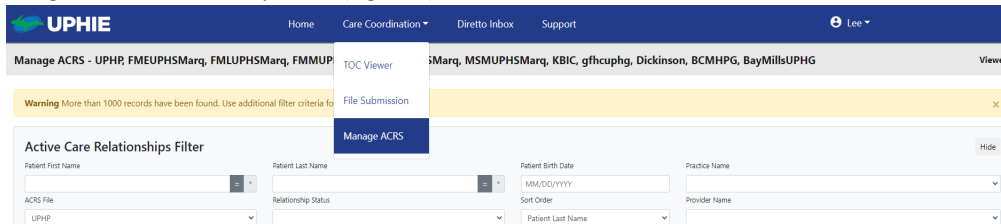


Figure 1. Manage ACRS Location

### Section 1.02 - Using Manage ACRS

- (d) Allows the viewing of patient populations using filters (Figure 2).

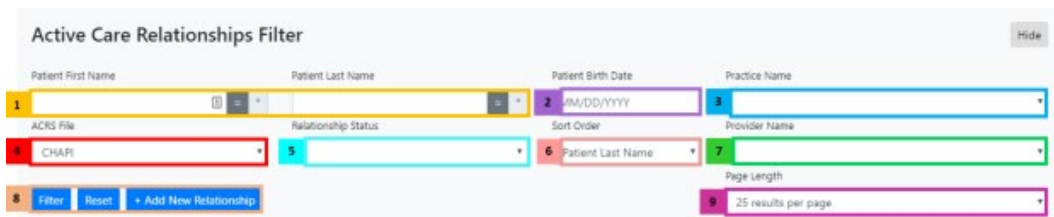


Figure 2. Manage ACRS Filters

- i. **Personal Information**
  - a) Filter by Patient First/Last Name ●
  - b) Filter by Patient Birth Date (MM/DD/YYYY) ●
- ii. **Specific Practice**
  - a) Filter by Practice Name using drop-down list. ●
- iii. **Specific Provider**
  - a) Filter by Provider Name using drop-down list. ●
- iv. **ACRS File**
  - a) If organization submits multiple ACRS files, filter by ACRS file. ●
- v. **Relationship Status**
  - a) Filter by Declared, Confirmed, Requested or Challenged statuses. ●
- vi. **Sort Order**
  - a) Sort results based on elements such as Patient/Provider Last Name or Practice Name ●
- vii. **Page Length**
  - a) Adjust results shown per page (25, 50, 100, or 200). ●
- viii. **Filter/Reset/+Add New Relationship** ●
  - a) Press 'Filter' button to renew results with selected filters.
  - b) Press 'Reset' button to reset all filters to default.
  - c) Press '+ Add New Relationship' button to add new patient to ACRS file on the fly.
 

*Note: This is essential for adding new patients in any setting, along with the ED and Urgent Care settings.*
- (e) **Viewing statewide patient information in the VIPR longitudinal record**
  - i. Click on patient name (blue) to show Patient Viewer, then select 'View' next to VIPR (Virtual Integrated Patient Record) button. *Note: this will give you more than 90 days of health information on your patients.*

## Article II. TOC Viewer

### Section 2.01 - Definition

- (a) Transition of Care Viewer (TOC Viewer) allows users to view the latest and greatest 90 days of statewide admission, discharge, and transfer (ADT) messages, C-CDA discharge summaries, and the ability to access the longitudinal record for historical health information on patients for care coordination & management.
  - i. **Admission, Discharge, Transfer (ADT) Notifications**
    - a) Improves quality of care by providing rapid updates on a patient’s healthcare status.
  - ii. **Consolidated-Clinical Document Architecture (C-CDA) Discharge Summary**
    - a) Statewide electronic discharge summaries or summaries of care on your patients in near real-time.
    - b) Select ‘TOC Viewer’ from the ‘Care Coordination’ drop-down (Figure 3).

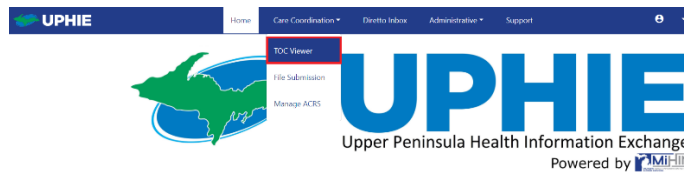
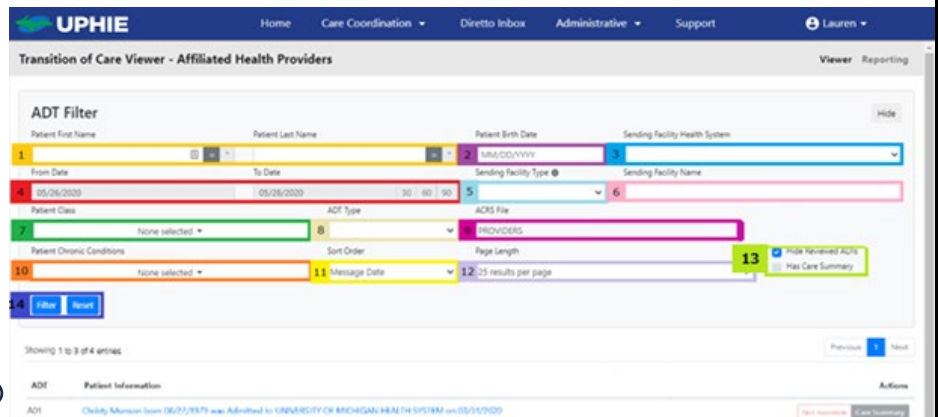


Figure 3. TOC Viewer Location

### Section 2.02 - Using TOC Viewer

- (b) **Features**
  - i. **View readable ADT Notifications (Figure 4).**



- ii. **Filter received messages**
  - a) ADT Filter (Figure 4).
    - i) Patient First/Last Name
    - ii) From/To Date
    - iii) Sending Facility Type
    - iv) Sending Facility Name
    - v) Patient Class
    - vi) ADT Type
    - vii) ACRS File
    - viii) Hide Reviewed ADTs/Has Care Summary

Figure 4. ADT Filters

Note: To only view C-CDA discharge summaries, select the ‘Has Care Summary’ checkbox.

- iii. **View longitudinal patient records > 90 days in Virtual Integrated Patient Record (VIPR) (Figure 5).**



Figure 5. View Admit Reason & VIPR Button