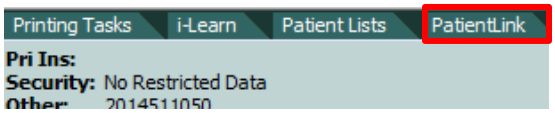
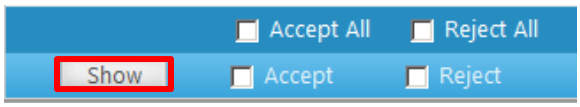
Accepting Patient History Data into AEHR - Clinical Staff Job Aid

1. **Once information has been scanned into the chart, select the "PatientLink" tab on the Horizontal toolbar.** The PatientLink data page displays.

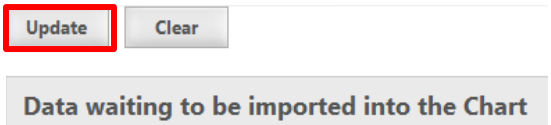


2. **To view the data details, click on the "Show" link.** The date the data was scanned into PatientLink will display on the line next to the Show button. *(At this point, the data is not yet in the patient's chart.)*



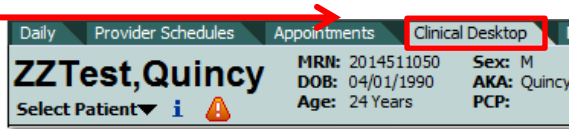
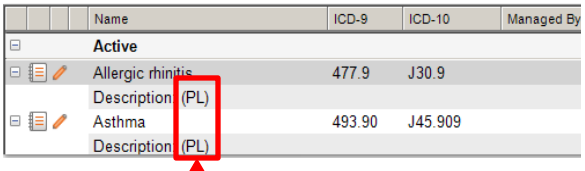
3. **You can accept or reject the data globally by using either "Accept All/Reject All" or "Accept /Reject." Data can also be accepted or rejected individually by using the "Accept" or "Reject" checkboxes.**

4. **Once the information has been reviewed and confirmed with the patient, click on the "Update" button to add the information into the patient's chart.**



5. **A message will display indicating the "PatientLink data was successfully processed". Select "OK".**

6. **Select the Clinical Desktop tab**. (The system will automatically refresh after 30 seconds and the accepted information will appear in the chart and can be viewed and/or edited)



NOTE: Once information has been scanned into the chart and has been accepted and Updated, it will then become a permanent part of the patient's chart. It will be stored in the appropriate component area of the chart on the Clinical Desktop tab. Information that has been added through PatientLink displays a "PL" in the data field.