

Table of Contents

Logging into KD*Hub Reach	2
Landing Page	2
How to Search for a Patient	3
Navigating the Patient Screen.....	4
Printing (from Create Report – recommended way of printing)	6
Printing (from Documents section).....	8
Common Printing Issues	9

Logging into KD*Hub Reach

- Open a webpage and navigate to:
https://kdhdcaea.cernerworks.com/mp_mobile/p607.kdhd_ca.cernerasp.com/mp_reach/
- You will find this logon screen where you will enter the username/password you were assigned

KD*Hub Reach

Username

Password

Domain

Your access to Protected Health Information is being monitored. Access to confidential information is permitted on a need-to-know basis and limited to the information necessary to accomplish the intended business purpose of the use, disclosure, or request. Violations constitute grounds for indefinite loss of information system security access, and/or loss of contractual or affiliation rights. Unauthorized use or release of confidential information may also subject you and your employer to personal, civil, and/or criminal liability and legal penalties.

Landing Page

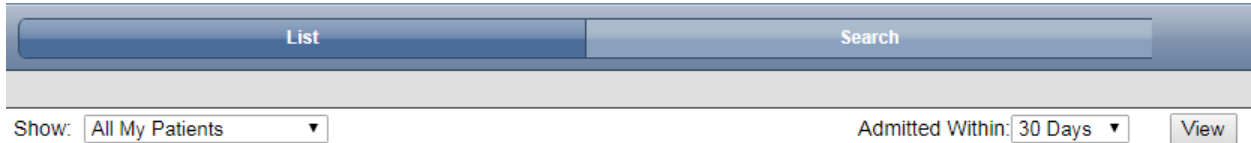
- The first page that you come up looks like the follow picture

Name-	Encounter / FIN	Location	Arrival Date	Discharge Date	My Relationship
ZZKhub, PrinterTesting Male DOB: 02/02/1960 MRN: 005003900	Cancelled Encounter 0975019983	KD Medical Center/KD Med Cntr/KDMC IO/01	05/02/2018	05/02/2018	Database Coordinator

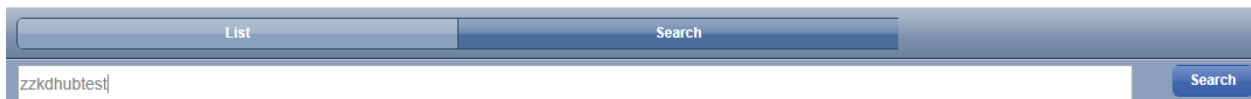
- All of your recently viewed patients will be listed on this landing page

How to Search for a Patient

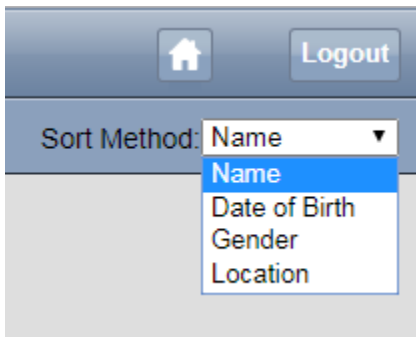
- Click on the “Search” button



- You can search for a patient



- You can change the search from Name to Date of Birth, Gender, or even Location by using the drop down option on the top right hand side of the screen



- Once you typed in the search bar what you are searching for, click on the “Search” button to the right of the search bar. You will see the results listed below the search bar. You can click on your patient to select it

The screenshot shows the search results table with the following data:

Search	Search
zzkdhubtest	Search
ZZKDHUBTEST, CHILD DOB:01/01/2015	Male KDMC Lab
ZZKDHUBTEST, LABCORPFIVE DOB:05/01/1962	Male KDMC 2N 08 A
ZZKDHUBTEST, LABCORPFOUR DOB:05/01/1985	Female --
ZZKDHUBTEST, LABCORPSEVEN DOB:05/01/1981	Male KDMC LT 08 A
ZZKDHUBTEST, LABCORPSIX DOB:05/01/1983	Female KD RHC Exeter Family Medicine
ZZKDHUBTEST, LABCORPTEN DOB:05/01/1990	Female KDMC 2N 10 A
ZZKDHUBTEST, LABCORPTHREE DOB:05/01/1980	Male --
ZZKDHUBTEST, LABCORPTWO DOB:05/01/1949	Female --


Navigating the Patient Screen

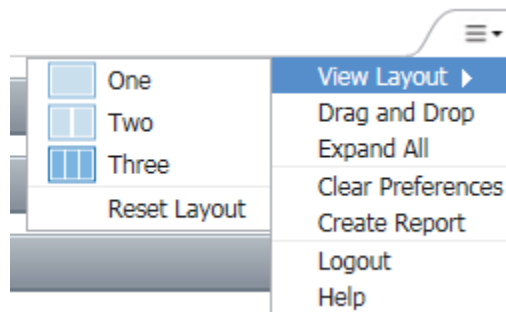
- Once you have selected your patient, you will be brought to this view

The screenshot shows a patient's medical record interface. At the top, there is a header with patient information: ZZKdhub, PrinterTesting, DOB: 02/02/1960, MRN: 005003900, Sex: Male, FIN: 0975019963, and Location: KDMC JO ISS Test Unit 01; A. Below the header are several expandable sections: Patient Information, Allergies (6), Diagnoses (1), Problems (8), Visits (2), Labs (147), Medications, Vital Signs, Imaging (2), Pathology (0), and Microbiology (0). The Labs section is expanded, showing a table of test results for WBC, RBC, Hgb, Hct, MCV, MCH, MCHC, Platelets, and MPV. The Allergies section is also expanded, listing allergies such as Grass, itching, ibuprofen, nausea, morphine, Hives, Peanuts, Swelling of neck, shellfish, and Sulfabenzamide/Sulfacetamide/Sulfathiazole.

- Notice all the different sections in this view. You can expand or collapse a section by clicking on the little arrow to the right of each section



- You can arrange your view a few different ways. The  button on the top right corner of the screen gives you options to choose a layout, drag and drop sections to re-arrange them, and also to expand or collapse all of the sections



- You can hover your mouse over items in these sections to see more information on them, like shown below:

Lab Results:

Protein Total	↓ *5.5	*TNP	*TNP
AST	*TNP		
Glucose Fast	↑ *98		

Diagnosis:

- Neoplasm of uncertain behavior (D48.9)
- Test anxiety (F41.8)
- Problems (1)
- Visits (1)

Protein Total: 5.5 g/dL

Date/Time: 04/18/2018 12:50
 Normal Low: 6
 Normal High: 8.5
 Critical Low:
 Critical High:
 Status: Auth (Verified)

Neoplasm of uncertain behavior (D48.9)

Diagnosis Name: Neoplasm of uncertain behavior, unspecified
 Annotated Display: Neoplasm of uncertain behavior
 Diagnosis Type: Discharge
 Diagnosis Date: 04/24/2018
 Responsible Provider: Billys, Meda M
 Comments:

- You can also click on an item to open it up – the item must be in the blue link as shown below

Annotations:

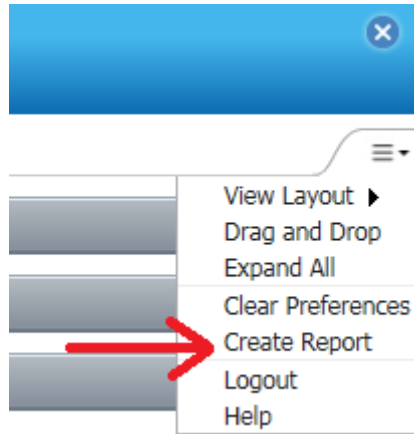
- Sodium Level**: Blue link - will open up for more information
- Procedure Note**: Blue link - will open up for more information
- Acne (L70.1)**: Unable to open this item - not a blue link

- To exit out of the Patient's Page, click the X located at the top right corner of the page



Printing (from Create Report – recommended way of printing)

- To be able to print anything on your patient, click on the Menu icon located on the top right corner of the and select “Create Report”



- For the “Reason for Printing” section, just select your reason for printing. If just for a patient office visit, you can select “Patient/Personal”. Then select your “Report Template”

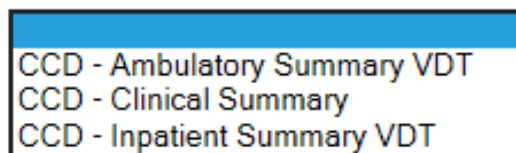
Create Report

* Reason for printing

* Report template

- The other options for Report Template include:
 - “Ambulatory” - office visits at Kaweah outpatient clinics
 - “Inpatient Summary” - items from the Patient’s inpatient stay
 - “Clinical Summary” -

* Report template



- *You may not have all of these options available*

- The next section, click on the black arrow to expand the list. Once it expands, you check either leave all items checked to print everything, OR you can Click on the box next to “Include all sections” so that it Unchecks all the items. Then select the individual items you want to print

Create Report

* Reason for printing
 ▼

* Report template
 ▼

▶ Include all sections

<p>* Report template <input type="text" value="CCD - Clinical Sum"/> ▼</p> <p>▶ <input checked="" type="checkbox"/> Include all sections</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> CCD - Allergies <input checked="" type="checkbox"/> CCD - Immunizations <input checked="" type="checkbox"/> CCD - Laboratory <input checked="" type="checkbox"/> CCD - Microbiology <input checked="" type="checkbox"/> CCD - Vital Signs <input checked="" type="checkbox"/> CCD - Orders Diagnostic Tests Pending <input checked="" type="checkbox"/> CCD - Assessment and Plan <input checked="" type="checkbox"/> CCD - Future Appointments <input checked="" type="checkbox"/> CCD - Follow Up Instructions <input checked="" type="checkbox"/> CCD - Social History Smoking Status <input checked="" type="checkbox"/> CCD - Orders Referral <input checked="" type="checkbox"/> CCD - Patient Discharge Instructions <p>(Title Only)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> CCD - Problems <input checked="" type="checkbox"/> CCD - Procedures <input checked="" type="checkbox"/> CCD - Order Medications for Visit <p>Summary</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> CCD - Medication Administration 	<p>* Report template <input type="text" value="CCD - Clinical Sum"/> ▼</p> <p>▶ <input type="checkbox"/> Include all sections</p> <ul style="list-style-type: none"> <input type="checkbox"/> CCD - Allergies <input type="checkbox"/> CCD - Immunizations <input checked="" type="checkbox"/> CCD - Laboratory <input checked="" type="checkbox"/> CCD - Microbiology <input type="checkbox"/> CCD - Vital Signs <input type="checkbox"/> CCD - Orders Diagnostic Tests Pending <input type="checkbox"/> CCD - Assessment and Plan <input type="checkbox"/> CCD - Future Appointments <input type="checkbox"/> CCD - Follow Up Instructions <input type="checkbox"/> CCD - Social History Smoking Status <input type="checkbox"/> CCD - Orders Referral <input type="checkbox"/> CCD - Patient Discharge Instructions <p>(Title Only)</p> <ul style="list-style-type: none"> <input type="checkbox"/> CCD - Problems <input type="checkbox"/> CCD - Procedures <input type="checkbox"/> CCD - Order Medications for Visit <p>Summary</p> <ul style="list-style-type: none"> <input type="checkbox"/> CCD - Medication Administration
---	--

- For the “Encounter Selection” you can leave this as is. For the Date Range, you can either leave it on “All Dates” and it will print all of the dates for the items you checked to print. OR you can select specific dates if you only want specific dates of the items you checked to print out

<p>* Encounter Selection</p> <p><input checked="" type="radio"/> Selected encounter <input type="radio"/> All encounters</p> <p>* Date Range</p> <p><input checked="" type="radio"/> All dates <input type="radio"/></p> <p>From: <input type="text"/> To: <input type="text"/></p>	<p>* Encounter Selection</p> <p><input checked="" type="radio"/> Selected encounter <input type="radio"/> All encounters</p> <p>* Date Range</p> <p><input type="radio"/> All dates <input checked="" type="radio"/></p> <p>From: <input type="text" value="05/02/2018"/> To: <input type="text" value="05/02/2018"/></p>
---	---

Create Report
Cancel

- Lastly, you will click on “Generate Report” button this will generate the report you are wanting to print. From that report you can click on the Print option which will either be located at the top or the bottom of the screen, depending on your computer setup.

Printing (from Documents section)

- In the “Documents” section you can click on an item you want to view/print

Documents (37)		
All Visits ▼		
<input type="checkbox"/> My Documents		
Note Type	Author	Date/Time
Facesheet	Unknown	05/09/18 17:55
Facesheet▲	Unknown	05/08/18 19:58
Facesheet▲	Unknown	05/03/18 03:12
Procedure Note	Romero, Isaac R	05/02/18 12:01
ED Patient Education Note▲	Rodriguez, Michael	05/01/18 12:14
ED Patient Summary	Rodriguez, Michael	05/01/18 12:14
ED Clinical Summary	Rodriguez, Michael	05/01/18 12:14
ED Note Physician	Seng, Sakona V	05/01/18 04:53
ED Note Physician	Seng, Sakona V	04/30/18 21:42
Facesheet▲	Unknown	04/30/18 21:19
PreOperative Note	Brown (Cerner) Bryan	04/30/18 16:38

- The item will open in a new window. You can click on the printer icon to print

Document Viewer ⌵

Result type: ED Patient Education Note Result date: 05/01/2018 12:14 [Show Details](#)

ED Patient Education Note

Patient Education Instructions


Name: ZZKdhub, PrinterTesting Current Date: 05/01/18 12:14:02
 MRN: 005003900 FIN: 0975016166

The following sheet(s) are the Patient Education Leaflets for ZZKdhub, PrinterTesting

Cardiovascular

Nonspecific Chest Pain

Chest pain can be caused by many different conditions. There is always a chance that your pain could be related to something serious, such as a heart attack or a blood clot in your lungs. Chest pain can also be caused by conditions that are not life-threatening. If you have chest pain, it is very important to follow up with your health care provider.



Common Printing Issues

Below are items that would interfere with the Reach application from properly printing:

- Popup Blocker is turned on
 - When you are Creating Report to print items, you may get a notice at the bottom or top of your window asking if you want to allow this to open. You can select “Always Allow” to always allow the Reach application to open these items in another window
- Adobe Reader is not installed on your computer
 - Adobe Reader is a free application you can download from their website <https://get.adobe.com/reader/>