



Provider Quick Start Guide

Accessing a Patient Record with First Access

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1. Use your credentials to log into the VHP Access portal.
2. Select the '**Patient**' activity in the top toolbar.
3. From the **Demographics** tab, select the '**Search All Patients**' activity.
4. Enter in all required information (Patient Name, Birth Date, Zip Code, Sex, and Member ID) and select **search**.
5. If all information has been entered correctly, the patient you are searching for will appear.
6. Select the reason you are accessing this patient.
7. Select the **Provider group** in which the Member should be a part of (multiple groups will appear if the User searching for the member is associated with multiple groups).

The screenshot displays the 'Patient Search' interface within the VHP Access portal. The top navigation bar includes 'Epic', 'Home', 'In Bas...', 'CRM', 'Patien...', 'Referr...', 'Claims', 'Explan...', 'Catalog', 'Patient', 'Menu', and 'Log Out'. Below this, a secondary menu shows 'Coverages & Benefits', 'Demographics', 'Provider Search', 'New Referral', and 'Referral by Member'. The main content area is titled 'Patient Search' and features two tabs: 'Search My Patients' and 'Search All Patients'. A message states: 'Fill out the required fields to gain access to a patient/member. Enter additional information for a more accurate match.' Under the heading 'Search for Patient', there are several input fields: 'Name' (required), 'Sex' (required), 'Birth Date' (required), 'SSN Last 4' (warning), 'MRN' (warning), 'Member ID' (required), 'ZIP Code' (required), and 'Medicare Beneficiary Identifier' (warning). 'Search' and 'Clear' buttons are located at the bottom right of the form.


Patient Search





 Search My Patients


 Search All Patients 

Confirm Patient Selection

Click Select to add this patient/member to your list.


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Reason 

Comment

Select the groups to which you want to add the patient:

- EHS Link Group 
- Tapestry Link Patients

 Select