Netsmart

EHI Export: myHealthPointe Documentation
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Overview

This documentation describes the myHealthPointe reporting abilities for exporting messages as of 11/27/2023 at 4:00 PM EDT in the current released version. The documentation reflects the most current information at the time it was produced. Documentation from a specific organization might differ based on the organization's version of myHealthPointe, custom development, or definition of EHI data.

Report Generation

Organizations are able to export messages shared between clients and providers or care teams through the myHealthPointe Reports applet. The following steps can be taken for users who are provision to view organizational reports.

Requesting Report:

1. Reports Applet
2. Select Report> Subject Messages Report
3. Institution: Defaults to organization name
4. Department: Defaults to organization name
5. Sent From:
    a. Leave blank to export messages sent from all dates
    b. Enter date to select a defined date range
6. Sent Through:
    a. Leave blank to export messages sent through all dates
    b. Enter date to select a defined date range
7. Region: Defaults to Any to export all messages
    a. Export can be refined by a defined region(s)
8. Location: Defaults to Any to export all messages
    a. Export can be refined by a defined location(s)
9. Pool: Defaults to Any to export all messages
    a. Export can be refined by a defined pool(s)
10. Other: Defaults to Any to export all messages
    a. Export can be refined by a defined other category
11. Team: Defaults to Any to export all messages
    a. Export can be refined by a defined team(s)
12. Priority: Export can be refined by the message type or select all
    a. Normal
    b. Critical
    c. Announcement
13. Include Subject Responses: Export to include responses to messages
    a. No
    b. Yes
14. MRN: Defaults to blank for all clients messages to be included. A MRN can be used to filter the export based on an individual client.
15. Report Type: Export can be in PDF or excel

16. Tap Request to Download

Report Viewer: Glossary of Terms

In order to assist organizations in interpreting the information here, Netsmart is providing a glossary of terms for the commonly used field descriptions.

Field Name	Description
To	Client Name
From	Provider Portal User
Sent	Date and time message sent
Read	If message was read
Priority	Message type
Message Content	Body of the message
Response	Response from client
Response Date	Date of response from client