CareSync Exchange

How to locate and filter past hospital visits
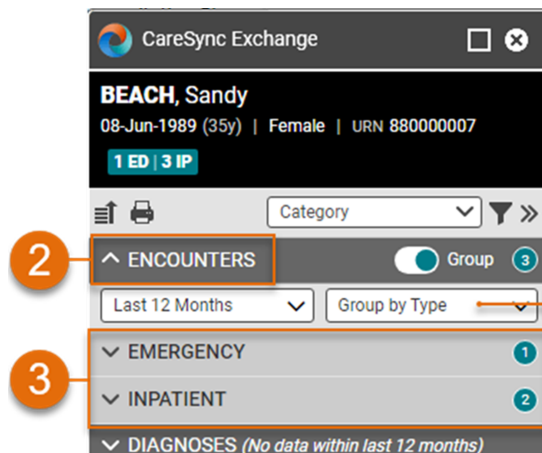
NOTE: Images in this document are a visual representation only. Your system view may appear slightly different.

CareSync Exchange displays hospital visits in various formats. This guide provides the knowledge and understanding for viewing and filtering emergency, inpatient and outpatient information.

- Step 1 Locate hospital visits by Encounter Type
- Step 2 View detailed hospital visit data
- Change date range of data (optional)
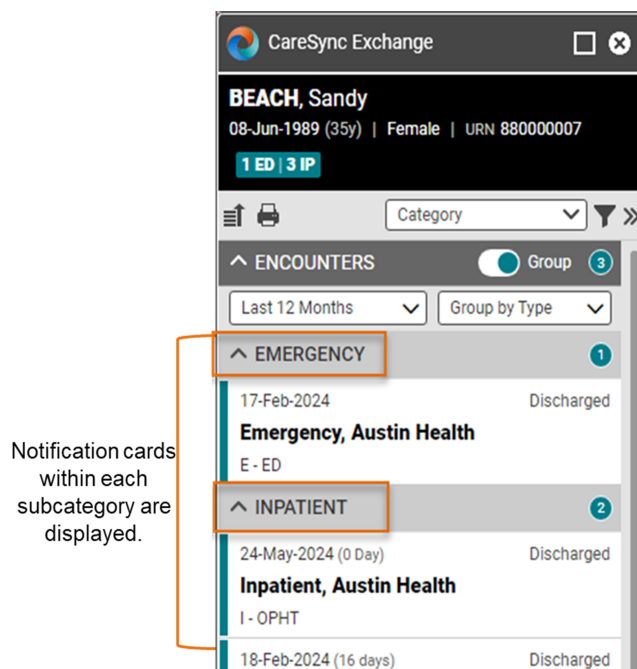- Change how data is grouped (optional)

Step 1 | Locate hospital visits by 'Encounter Type'

1 Launch CareSync Exchange.

2 Locate the Encounters category and expand to view the subcategories.

By default, the subcategories are grouped by Type.

By default, subcategories are grouped by Encounter Type.

3 Expand subcategories to review past hospital visits data.

Notification cards within each subcategory are displayed.

A count of Encounter events will tally at the category and subcategory levels.

Step 2 | View detailed hospital visit information

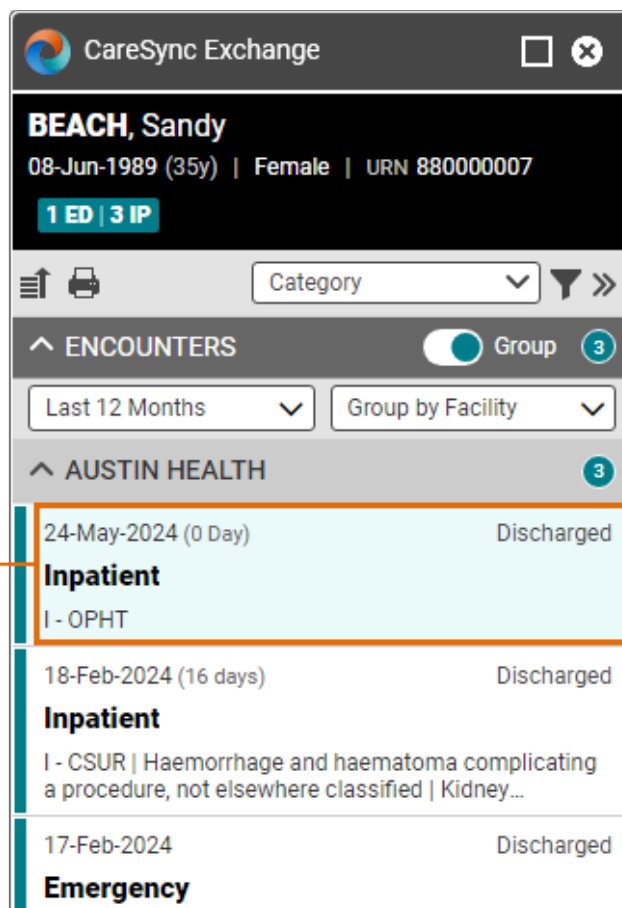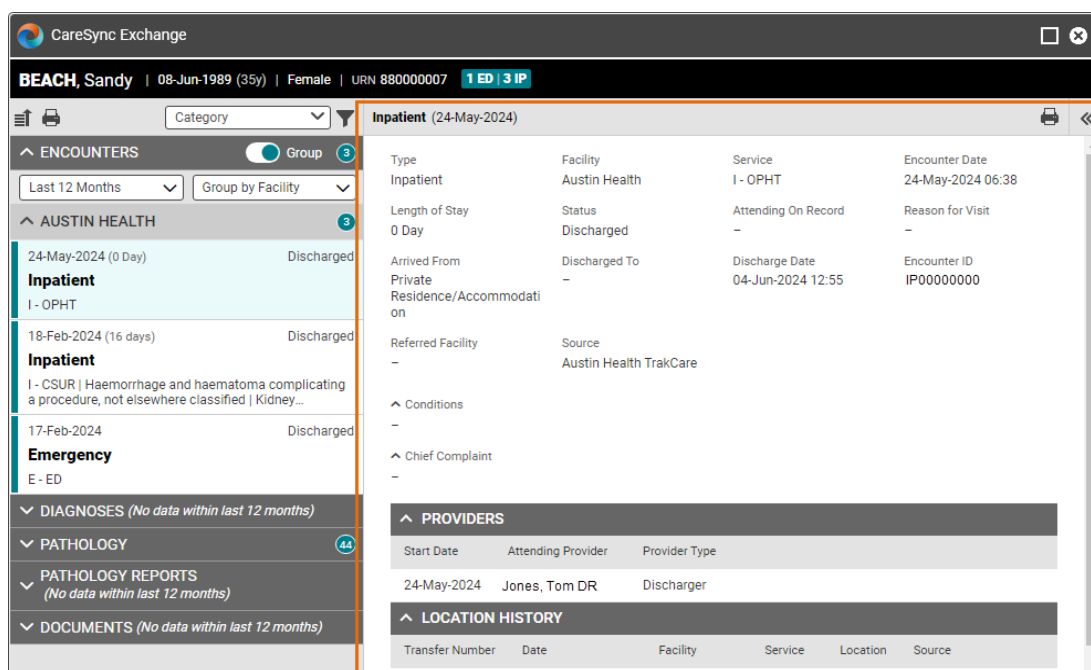**1** Select a card from the notification list.

By default, CareSync Exchange groups the patient data by Type.

2 The details window will launch to the right providing:

- General information
- Providers
- Location History

The Providers and Location History sections can be collapsed, and a vertical scroll bar is available to navigate through the details presented.
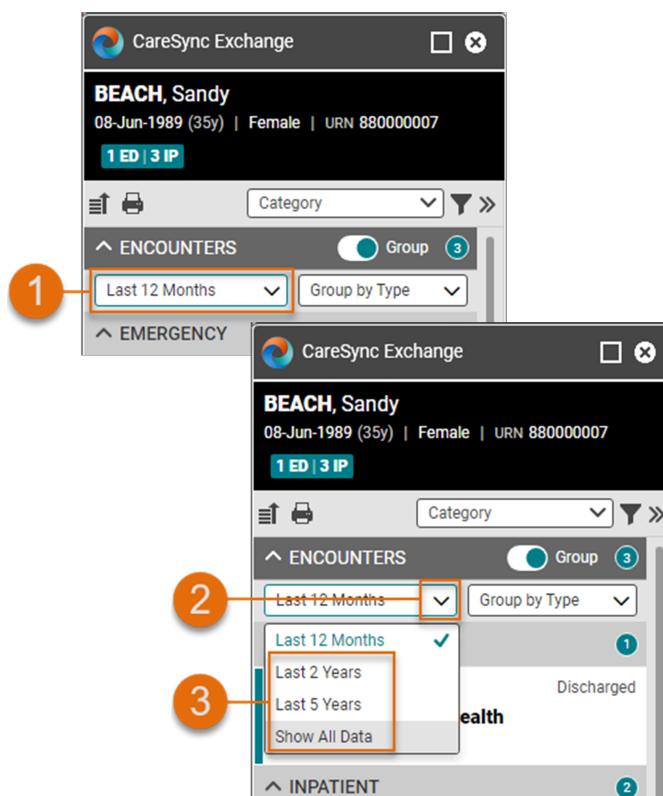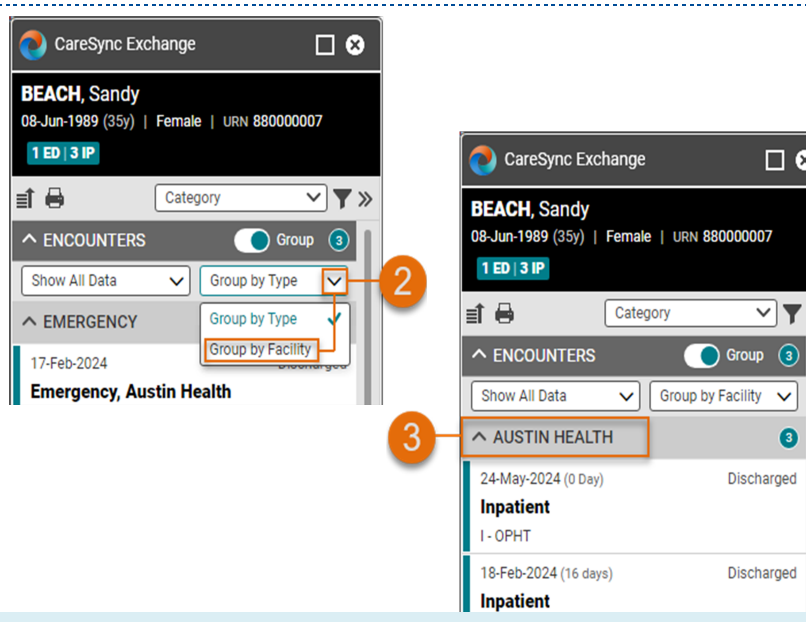
CareSync Exchange

Optional | Change date range of data

1. By default, CareSync Exchange will provide data for the last 12 months.

2. To change the date range, click the chevron and a dropdown list will appear.

3. Select from the list provided:
   - Last 2 years
   - Last 5 Years
   - Show All Data

Optional | Change how data is grouped

1. By default, CareSync Exchange groups the patient data by **Type**.

2. To change the grouping to Facility, click the chevron and select **Facility**.

3. Subcategory will now be grouped by Facility vs Type.

Grouping is 'sticky' at the user level, for all future sessions, even when changing patient records.