



## **Veteran's Administration Connection**

### ***VA Search Button User Guide***

**HealthInfoNet** has partnered with the **Maine Veteran's Administration Healthcare System** to provide access to the **continuity of care documents (CCD)** generated by VA healthcare providers. This first-in-the-nation tool facilitates access for healthcare providers across the state to be able to view CCD data through the clinical portal.

The goal of the VA Search Button is to allow seamless recall of the most recent CCD information from the Maine **Veteran's Lifetime Electronic Record (VLER)**. This user guide will show you how to look to see if there is a current CCD on file, use the **VA Search Button** to import a CCD, and how to view the CCD once it is integrated into the clinical portal.

#### **Quick Start Instructions**

1. Open the patient's chart in the portal
2. Check the document tree for VA Documents. If present, the most recent CCD that has been imported will be located there along with the date the last CCD was retrieved.
3. If the CCD isn't there or to retrieve the most recent CCD from the VA, click on the **VA Search Button** in the upper right corner
4. Click **Retrieve Document** button
5. You can monitor the progress with the status bar at the top of the screen.
6. When the search is complete, you will automatically see the document.
7. After you view the document, it will be available in the VA Documents Folder.

If there is no record found, please call Togus at 207-623-8411 extension 5232 to inquire if the patient has consented to VLER.


If the veteran has not opted in, you can find an informational flyer and the VLER consent form at [www.hinfonyet.org/programs/va](http://www.hinfonyet.org/programs/va)

If you are having technical problems, contact HealthInfoNet by emailing customer care at [customer care@hinfonyet.org](mailto:customer care@hinfonyet.org)

# Consent

Veterans need to Opt-In to VLER before their information will be available in the Clinical Portal. VA encourages non-VA providers to advocate that patients opt-in. Resources can be found at the sites below with links to a flyer and the opt-in form.

VLER website at [www.va.gov/VLER](http://www.va.gov/VLER) and HIN Website [www.hinfont.org/programs/va/](http://www.hinfont.org/programs/va/)



**Welcome to the Virtual Lifetime Electronic Record (VLER)**  
**Health Information Exchange Program also known as VHIE**

**What is VLER/VHIE?** VLER is a secure, private network that "Connects Your Docs" by sharing specific parts of a Veterans Health Record with other VA, DOD, and participating non-VA community healthcare providers.

**How does VLER benefit Veterans?** Many Veterans receive a portion of their care from community care providers. Sharing certain parts of Electronic Health Records (EHR) will increase their safety by providing a more in-depth medical record. For example a list of medications, allergies, procedures, reports, vitals, and more. In an emergency, having immediate access to a Veterans health record could save their life.


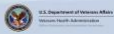
**How to sign-up for VLER:** Signing up is simple and free. Use any of these methods:

- **Online:** For more info and instructions on how to sign-up electronically, visit [www.va.gov/VLER](http://www.va.gov/VLER).
- **Mail or Fax:** To print and fill out the (VA Form 10-0485) go to [www.va.gov/VLER](http://www.va.gov/VLER) and click the "By Mail" icon. Download and print the authorization form (VA Form 10-0485). Complete the form and mail or fax.

**Mail the form to the following address:**  
 Joshua Masse (VLER Coordinator)  
 Togus VA Medical Center Release of Information Office 1 VA Center  
 Augusta, ME 04330  
 or Fax: 207-621-4896

- **In Person:** Veterans can ask for an authorization form (VA Form 10-0485) at any information station, check-in desk, or the Release of Information (ROI) Office. Just tell a representative  
**"I want to Connect My Docs!"**

This program is free and voluntary for Veterans. A signed authorization form (VA Form 10-0485) is required before the VA can share Veteran information with non-VA community healthcare providers through VLER Health Exchange. Veterans may opt out of the program at any time by filling out and signing a revocation form (VA Form 10-0484).

**Connect Your Docs**  
 For more information about VLER?  
 Contact Joshua Masse at 207-623-8411 ext. 2420  
[joshua.masse@va.gov](mailto:joshua.masse@va.gov)  
[www.va.gov/VLER](http://www.va.gov/VLER) 

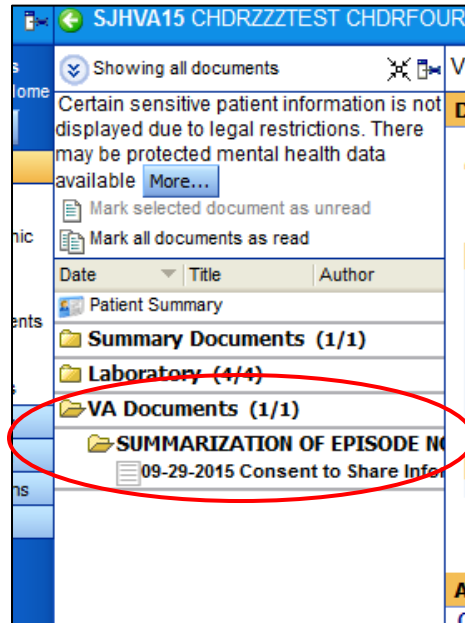
VA Department of Veterans Affairs		
REQUEST FOR AND AUTHORIZATION TO RELEASE PROTECTED HEALTH INFORMATION TO HEALTH INFORMATION EXCHANGES		
<p>Privacy Act Information: The execution of this form does not authorize the release of information other than that specifically described below. The information requested on this form is solicited under Title 38, U.S.C. The form authorizes release of information in accordance with The Health Insurance Portability and Accountability Act, (HIPAA) 45 CFR Parts 160 and 164, 5 U.S.C. 552a, and 38 U.S.C. 5701 and 7332 that you specify. Your disclosure of the information requested on this form is voluntary. However if the information containing the Social Security Number (SSN) (the SSN will be used to locate records for release) is not furnished completely and accurately, eHealth Exchange will be unable to comply with the request. The Veterans Health Administration may not condition treatment, payment, enrollment or eligibility on signing the authorization. VA may disclose the information that you put on the form as permitted by law. VA may make a "routine use" disclosure of the information as outlined in the Privacy Act systems of records notices identified as 24VA10P2 ("Patient Medical Record- VA", and 08VA10P2 "Virtual Lifetime Electronic Record (VLER)", and in accordance with the VHA Notice of Privacy Practices. You do not have to provide the information to VA, but if you do not, the eHealth Exchange will be unable to process your request and serve your medical needs. Failure to furnish the information will not have any effect on any other benefits to which you may be entitled. VA may also use this information on this form to identify Veterans and persons claiming or receiving VA benefits and their records, and for other purposes authorized or required by law.</p>		
<b>Patient Full Name</b>	<b>First:</b>	<b>Middle:</b>
<b>Last:</b> (print)		
<b>Birth Date</b> (mm/dd/yyyy):	<b>SSN:</b>	<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Requestor Name:</b> VA Approved eHealth Exchange and VLER Direct Participants and other Health Information Exchanges with whom VA has an agreement.		
<b>Information Requested:</b> Pertinent health information from electronic health record.		
<p>I request and authorize my VA health care facility to release my protected health information (PHI) for treatment purposes only to the communities that are participating in the eHealth Exchange, VLER Direct and other Health Information Exchanges with whom VA has an agreement. This information may consist of the diagnosis of Sickle Cell Anemia, the treatment of or referral for Drug Abuse, treatment of or referral for Alcohol Abuse or the treatment of or testing for infection with Human Immunodeficiency Virus. This authorization covers the diagnoses that I may have upon signing of the authorization and the diagnoses that I may acquire in the future including those protected by 38 U.S.C. 7332.</p>		
<p>This authorization will remain in effect for the period of ten years. I may revoke this authorization, in writing, at any time except to the extent that action has already been taken to comply with it. Written revocation is effective upon receipt by the Release of Information Unit at my VA health care facility. Redisclosure of my electronic health records by those receiving the above authorized information may be accomplished without my further written authorization and may no longer be protected.</p>		
<p><b>AUTHORIZATION:</b> I certify that this request has been made freely, voluntarily and without coercion and that the information given above is accurate and complete to the best of my knowledge.</p>		
<b>Signature of Patient</b>		<b>Date</b>
<small>VA FORM 10-0485 Dec 2016</small>		

**Contact:** For Opt-In Assistance, contact Joshua Masse at 207-623-8411 ext. 2420 or [Joshua.masse@va.gov](mailto:Joshua.masse@va.gov)

# How to Use the VA Button in HealthInfoNet

## 1. Check for a current VA CCD

Check the **document tree** for the VA Documents folder. If present, the most recent CCD will be located there along with the date it was retrieved.



## 2. Searching and Retrieving a New VA CCD

If the CCD isn't there or to retrieve the most recent CCD from the VA, click on the **VA Search Button** in the upper right corner.



### 3. Retrieve and Monitor the progress

Click the **Retrieve Document** button and monitor the progress with the status bar at the top of the screen.

**VA Records Search** [Return to Patient Summary](#)

1 Demographics <1 sec Initialized  
 2 Patient Discovery 5 sec  
 3 Document Query  
 4 Document Retrieve  
 5 Document Register

**VA Records Search Instructions:**

1. Click 'Retrieve Document' button
2. You can monitor the progress with the status bar at the top of the screen.
3. When the search is complete, you will automatically see the document.
4. After you view the document, it will be available in the VA Documents Folder.
5. If there is no record found, please call Togus at (207) 623-8411, ext. 5232 to ask if the Veteran's record is available in HIN.
6. Click [here](#) for information and forms for VLER.
7. If you experience any technical problems, contact [customer-care@hinfonet.org](mailto:customer-care@hinfonet.org)

**Retrieve Document**

### 4. View the document

When the search is complete, you will automatically see the document.

**Document Retrieved and imported!** [Return to Patient Summary](#)

Department of Veterans Affairs Summarization of Episode Note  
 Created On: September 29, 2015

**CHDRZZTEST, CHDRFOUR**  
 Male/52y, 3-Mar-1963 (DOB)  
 1017237242V259173 (2.16.840.1.113883.4.349)  
 1234 HOWARD ST  
 APT 22  
 BUILDING 7  
 LA JOLLA, CA, 92038  
 tel: +1-760-333-4444

Electronically generated by Department of Veterans Affairs on September 29, 2015

**Allergies**

Allergy	Coded Allergy	Verification Date	Event Type	Reaction	Severity	Source
CHEDDAR CHEESE	Coded Allergy Name Not Available	20100826112251	Propensity to adverse reactions to food	RASH		EAST ORANGE-VA NEW JERSEY HCS
SULFA DRUGS	Coded Allergy Name Not Available	20100614091334	Propensity to adverse reactions to drug	CELLULITIS		HAMPTON (VAMC)
EGGS	Coded Allergy Name Not Available	20100614091441	Propensity to adverse reactions to substance	DIARRHEA		HAMPTON (VAMC)
FUROSEMIDE	Coded Allergy Name Not Available	2013011121630	Propensity to adverse reactions to drug	DRY MOUTH RASH		HAMPTON (VAMC)
MOTRIN	Coded Allergy Name Not Available	20090925152037	Propensity to adverse reactions to drug	NAUSEA AND VOMITING		SAN DIEGO HCS
PEANUTS	Coded Allergy Name Not Available	20090925152107	Propensity to adverse reactions to substance	ANAPHYLAXIS COUGH		SAN DIEGO HCS
PENICILLIN	Coded Allergy Name Not Available	20090925161526	Propensity to adverse reactions to drug	ANAPHYLAXIS	SEVERE	SAN DIEGO HCS
FLUOXETINE	Coded Allergy Name Not Available		Propensity to adverse reactions to drug	ANGIOEDEMA		EL PASO VA HCS
ERYTHROMYCIN	Coded Allergy Name Not Available	20060713115708	Propensity to adverse reactions to drug			EL PASO VA HCS
EGGS	Coded Allergy Name Not Available	20090414145441	Propensity to adverse reactions to substance	PRURITUS		EL PASO VA HCS

**Problems/Conditions**

**\* If there is no record found, please call Togus at 207-623-8411 extension 5232 to inquire if the patient has consented to VLER.**

## 5. Printing the VA VLER CCD

Once you have imported the CCD, it will be available in the document tree. You can print by **right-clicking and selecting print**.

Note: This document can be many pages long

## Support

**Opt-In Assistance:** Contact Joshua Masse, 207-623-8411 ext. 2420  
[Joshua.masse@va.gov](mailto:Joshua.masse@va.gov)

**Checking if a Veteran has Opted-In:** Call Togus at 207-623-8411 extension 5232

**VLER Flyer and Consent Form:** [www.hinfonet.org/programs/va](http://www.hinfonet.org/programs/va)

**Technical Problems:** Emailing HIN Customer Care at [customercare@hinfonet.org](mailto:customercare@hinfonet.org)