# Table of Contents

Logging into VIPR .................................................................................................................. 4
  - Option 1 - Logging into through the GLHC Solution Center ......................... 4
    o Accessing VIPR through the Solution Center ........................................... 4
  - Option 2 – Logging into VIPR through EMR Single Sign On ..................... 4
    o Patient Search Results .............................................................................. 5
VIPR User Roles ....................................................................................................................... 5
Searching for a Patient ............................................................................................................ 6
  - Patient Search ............................................................................................................ 6
  - Considerations and Result Restrictions ............................................................... 7
  - Finding Patient Search .......................................................................................... 7
  - Temporary Patient Consolidation ................................................................. 8
  - Info Type Icons ...................................................................................................... 8
Viewing the Patient’s Record ............................................................................................... 8
About the Patient Record ..................................................................................................... 9
Navigation ............................................................................................................................. 9
  - Home ....................................................................................................................... 9
  - Inbox ......................................................................................................................... 9
  - VIPR ........................................................................................................................ 9
  - View Summary ........................................................................................................ 9
  - Org Admins (not pictured) .................................................................................... 10
  - Help .......................................................................................................................... 10
  - Manage Account .................................................................................................... 10
  - Logout ....................................................................................................................... 10
  - Patient Demographics ......................................................................................... 11
  - Alert Icons .............................................................................................................. 12
    o Abnormal Results ............................................................................................... 12
    o Alias Names ......................................................................................................... 12
    o Allergies ............................................................................................................. 12
    o Addresses ........................................................................................................... 12
Patient Information Tabs ....................................................................................................... 13
Summary of Clinical Information ....................................................................................... 13
  - Quick Views ............................................................................................................ 14
Types of information in VIPR ............................................................................................ 14
  - Allergies & Alerts ................................................................................................. 14
• Encounters ........................................................................................................... 15
  o Insurance Information ....................................................................................... 15
• Lab Results ........................................................................................................... 15
  o List View ............................................................................................................. 16
  o Tabular View ....................................................................................................... 16
  o Searching Labs ..................................................................................................... 16
  o Lab Results Icons ............................................................................................... 16
  o Individual Lab Result ........................................................................................... 17
  o Cumulative View ................................................................................................. 17
  o Cumulative Graph ............................................................................................... 18
• Radiology and Other Results ............................................................................... 20
• Documents .......................................................................................................... 20
• Discharge Summaries ......................................................................................... 20
• Advance Care Documents .................................................................................... 20
• CCD (Continuity of Care) .................................................................................... 21
• Diagnoses ............................................................................................................. 21
• Procedures ............................................................................................................ 21
• Programs ............................................................................................................... 22

Additional Information ........................................................................................ 22
• Awaiting Results .................................................................................................. 22
• Printing Results ................................................................................................... 22
• Opt Out .................................................................................................................. 23
• Supported Browsers ............................................................................................. 23
Logging into VIPR

Option 1 – Logging into through the GLHC Solution Center

- Log into the GLHC Solution Center to gain access various GLHC solutions, including VIPR and the Inbox. A valid Username and Password is required.
- If logging in for the first time, contact your Solution Center (Org) Admin for your username. If you do not know whom your Admin is, contact GLHC Support at support@gl-hc.org.
- Depending on how your organization manages security, the first time you log into the Solution Center you may be required to change your password and answer a challenge question.
- For security reasons, GLHC Support is not able to assist users with login or password issues. Users must contact their organization’s Admin for assistance.

Accessing VIPR through the Solution Center

Access the Virtual Integrated Patient Record (VIPR) by clicking on the VIPR button located in the upper left hand corner of the GLHC Solution Center home screen. The solutions you have access to will display in blue, all others will be gray.

Option 2 – Logging into VIPR through EMR Single Sign On

Access to the GLHC Virtual Integrated Patient Record (VIPR) through an Electronic Health/Medical Record (EHR/EMR) system happens through a link or tab in the patient record. Organizations with Single Sign On access to VIPR each set up their access uniquely, according to their specific needs and workflow. Contact your manager or supervisor for more information.

Open the patient record in the EMR/EHR before accessing VIPR. Access to VIPR may be based on your user profile established by your employer. Inquire with your manager or supervisor for more information.
After clicking the VIPR link in your EMR, you may see the following login screen. This screen shows the software automatically logging you into VIPR. **You do not need to take any action.** Once the automatic login is complete, VIPR will take you to the Patient Search Results.

### Patient Search Results
VIPR uses the information about the patient in view within the EMR/EHR to search for that patient in VIPR. The results of the search with some additional information display on the Patient Search Results page.

1. **Identifiers** - The Master Patient ID (MPI) generated by GLHC (Patients are automatically listed in ascending order by their ID)
2. **Name** - The patient’s name (Last Name, First Name)
3. **Gender**
4. **DOB (Date of Birth)**
5. **Address**
6. **Info Types** - Displays icons for data types present in the patient’s record.

### VIPR User Roles
There are four VIPR user roles. The Organization Administrator(s) for the organization/employer selects the role for each user. Each user should have only one VIPR role.

1. **Clinical** - User will be able to view all data in VIPR.
2. **Clerical** - User will only see patient demographic, encounter, and insurance information.
3. **ACD** - User will only see Advance Care Directive (ACD) documents, patient demographics, and Patient Care Documents. No other result data will be available for view.
4. **Support** - This role is the most restrictive. This role allows the user to ONLY view patient information in VIPR that their own organization has contributed.
Searching for a Patient

Patient Search

Searching for patients is only available after a successful login. The page is titled “Patient Search”. The search form appears on the left hand side of the page.

1. To search for a patient, enter information about the patient in the appropriate fields and click the Search button. GLHC recommends adding as much information as possible.
   - **Medical Record Number (MRN)** - Enter one or more digits from the beginning or end of the Medical Record Number. VIPR searches for partial matches. For example, “1234” could be from the beginning, middle, or end of the string of numbers.
   - **Name (Last, First, Middle)** - One or more letters of the beginning of the patient’s last name, first name, or middle name.
   - **Gender** - Select an option from the dropdown list.
   - **Date of Birth** - Use the following format, MM-DD-YYYY.
   - **Address** - Street, City, State, Zip
   - **Phone** - Phone number

2. The results of the search will display with the best match listed first. The following information will display for each match.
   1. **Identifiers** - The Master Patient ID (MPI) generated by GLHC
   2. **Name** - The patient’s name (Last Name, First Name)
   3. **Gender**
   4. **DOB** - Date of Birth
   5. **Address**
   6. **Info Types** - Displays icons for data types present in the patient’s record.
3. Click the **plus sign** to the left of the Identifiers to see the sources of information, other identifiers, alias names, and other addresses for the patient.

![View Selected Patient Records](image)

### Considerations and Result Restrictions

The following items may influence search results:

- If the search returns numerous matching results, add other patient demographic information to the search form, this will to reduce the number of matches.
- Information will not display for patients who have made the decision to opt-out of sharing their information with GLHC and healthcare providers in this way.
- A message will display if the user role limits the available records.

\* NOTE: Some records have been filtered due to Role Restriction.\*

### Finding Patient Search

The **Patient Search** form minimizes when viewing search results. To view the **Patient Search** form click the arrow on the left hand side of the search results.

If a patient has not been selected, the most recent search criteria will display in the search form. To begin a new search, click the **Clear** button at the bottom of the search area.

![Finding Patient Search](image)
Temporary Patient Consolidation

In the event that a search returns multiple records for the same patient that have not been matched, VIPR 2019 allows the user to temporarily consolidate the records into one view. This feature does not permanently merge or combine the records. The consolidated view will be removed when a user begins a new patient search or logs out.

To temporarily consolidate a patient’s record:

1. Search for a patient. On the search results page, click the boxes to the left of the patient’s identifiers.

2. Click the **View Selected Patient Records** button.

3. A warning will display. If you are certain the records belong to the same patient, click **OK**.

Info Type Icons

Icons will only display if there is related data in a patient’s record. Each icon represents a different type of data. Hover over an icon to see what data type it represents.

Viewing the Patient’s Record

To view a patient’s record, click on the patient’s name. This will take you to the **Patient Summary** page of the patient’s record.
About the Patient Record

The **Patient Summary** page is comprised of four sections. To return to patient search, click on the VIPR button.

1. **Navigation**
2. **Patient Information + Icons**
3. **Patient Information Tabs**
4. **Summary of clinical information**

**Navigation**

The buttons will help you navigate to different GLHC solutions within the Solution Center and take action related to your account.

**Home**

The Home button will take you back to the Solution Center page. This page has important messages from GLHC and GLHC contact information.

**Inbox**

The Inbox is a different GLHC solution. Access to this solution is based on user role. GLHC delivers ADT and test results to the Inbox for organizations that do not want an EMR interface.

**VIPR**

Use this button to begin a new patient search.

Questions or issues with VIPR, contact GLHC at (844) 454-2443 or support@gl-hc.org.

Revised December 2019
**View Summary**

The **View Summary** button provides a compilation of the patient’s Laboratory or Radiology results. Select a **Report** type using the dropdown menu.

- **Patient Lab Results**: Displays a combined view of all available lab results.
- **Patient Rad Results**: Displays a combined view of all radiology results.

A report will only display available information. If there are no available labs or radiology results, the report will be blank.

To print reports, hover your mouse over the report and click the print icon in the upper right hand corner of the screen.

To print specific reports, open each report separately in the **Lab Results** tab and select **Export PDF**.

Click **Back to Viewer** in the upper left hand corner of the screen to return to the patient’s record.

**Org Admins (not pictured)**

This button is only accessible for Administrators. This is where admins manage users.

**Help**

This button will take you to the VIPR resources page on the GLHC website.

**Manage Account**

This button will help you make changes to your name, email, password, or Challenge Question/Answer. Make all changes in the Account tab. Do not make any changes in the Preferences tab.

**Logout**

It is important to log out of VIPR each time you have completed your immediate necessary tasks. Exiting the application by using the “x” on the URL within your web browser will not log you out of the tool. To log out, click Logout button.
Patient Information + Icons

The patient name, sex, date of birth, and age will always display at the top of the page. Icons will display on the right for alerts, demographics, and other pieces of information.

Patient Demographics

To view a patient’s demographic information, click the Patient Demographics icon located in the upper right hand corner of the page.

The information displayed on this page from the most recent healthcare organization in which the patient received care.

Some fields may be blank (i.e. Business Phone, Email, Blood Type, etc.). This is because the healthcare organization in which the patient most recently received care did not provide the information to GLHC.

Click the MRN or Patient Contacts buttons to view that information.

To close the Patient Demographic pages, click the “x” in the right hand corner of the pop-out window.
Alert Icons

The Alert Icons help users identify if a patient has any of the following: Abnormal Results, Alias Names, Allergies, or additional Addresses. Click on the icons to view additional information.

![Alert Icons](image)

**Abnormal Results**

If there are any abnormal lab results, the icon will display. Hover over the icon to show the alert information. Select the Lab Results tab to view the abnormal results.

![Abnormal Results](image)

**Alias Names**

The Alias Names icon will display if the patient has other names in their record. This could include a maiden name, surnames, middle names, combined last names, or true alias names. Click on the icon to view other names.

![Alias Names](image)

**Allergies**

If the patient has information related to allergies, the person icon with a red and orange exclamation point will display. Click on the icon to view information or click on the “Allergies & Alerts” tab in the left hand navigation. Allergy information could include the statement of “No Known Allergies”.

![Allergies](image)

**Addresses**

If the patient has more than one address in their record, an envelope icon with a blue circle and magnifying glass will display. Click on the icon to view all addresses. There may be slight differences in the addresses, such as the additional four numbers in the zip code.
Patient Information Tabs

VIPR categorizes patient information into 10 data types. Each data type has a corresponding tab on the left-hand side of the page. A red bar next to the tab indicates the patient has information within that data type. In the example below, the patient has encounter information, lab results, and documents:

Summary of Clinical Information

The Summary tab page provides high-level information about Allergies, Diagnoses, Laboratory Results, Radiology & Other Results, and Documents.
Quick Views

Various places within VIPR will have a blue circle icon indicating more information is available.

Click on the circle to see the information. The information will display on the right-hand side of the screen in a panel. To close the panel, click on the large black “X” at the top right-hand corner of the panel.

Types of information in VIPR

Allergies & Alerts

Information about allergies and adverse reactions is available within the Allergies & Alerts tab.

<table>
<thead>
<tr>
<th>Allergies and Adverse Reactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>DRUG</td>
</tr>
<tr>
<td>DRUG</td>
</tr>
<tr>
<td>DRUG</td>
</tr>
<tr>
<td>DRUG</td>
</tr>
<tr>
<td>DRUG</td>
</tr>
<tr>
<td>NA (NA)</td>
</tr>
</tbody>
</table>

The following information is available for each allergy:

- **Category** - The allergy type (DA = Drug Allergy, FA = Food Allergy)
- **Allergen** - The name of the drug, food, or other entity that causes reaction
- **Nature of Reaction** - The patient’s response to the allergen
- **Severity** - The severity of the reaction to the allergen
- **Onset Date and Description** - The date the allergen was first identified
- **Status** - The current status of the listed allergen
- **Last Updated** - The last healthcare organization to update the allergy status

Questions or issues with VIPR, contact GLHC at (844) 454-2443 or support@gl-hc.org.

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Encounters

The Encounters tab displays the date and time of all interactions with a healthcare organization.

The following information is available for each encounter:

- **Date of Encounter** - Calendar date and time displayed in military time
- **Type** - The type of encounter, options: Outpatient, Inpatient, Emergency
- **Facility** - The facility where the encounter occurred
- **Department** - The department where the encounter occurred
- **Patient Location** - The location of the patient at the time of the encounter
- **Care Provider** - The provider caring for the patient during the encounter
- **Encounter Number**
- **End of Encounter** - The date and time the encounter ended
- **Insurance** - The insurance information documented at the time of the encounter
- **Admit Reason** - The reason/diagnosis associated with the encounter
- **Local MRN** - The MRN within the facility sending the encounter information

Insurance Information

To view detailed insurance information, click on the **Quick View** icon in the Insurance column.

Additional insurance information may include Payer Code, Company Name, Plan ID, Policy Number, Effective Dates and Subscriber Name. To view information about a specific insurance plan, click the **Company Name**.

Lab Results

The Lab Results tab has two options for displaying results: **List View** and **Tabular View**. Regardless of the view, all labs with a result outside of the normal range will display in **red bold text**.
**List View**

This view lists Lab Results chronologically and includes Facility at a glance. Click on the Quick View icon to open an additional window to display the details of the lab.

<table>
<thead>
<tr>
<th>Description</th>
<th>Accession Number</th>
<th>Details</th>
<th>Collection Date</th>
<th>Status</th>
<th>Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peanut sigl Reflex to Components</td>
<td></td>
<td></td>
<td>06/01/2018 13:04</td>
<td>Final</td>
<td>Hayes Green Beach Memorial Hospital</td>
</tr>
<tr>
<td>Flow cytometry hematolymphoid neoplasm</td>
<td></td>
<td></td>
<td>06/28/2018 15:04</td>
<td>Final</td>
<td>Hayes Green Beach Memorial Hospital</td>
</tr>
<tr>
<td>Creatine Kinase (CK)</td>
<td></td>
<td></td>
<td>09/25/2018 22:24</td>
<td>Final</td>
<td>Hayes Green Beach Memorial Hospital</td>
</tr>
<tr>
<td>Aspartate Aminotransferase (AST)</td>
<td></td>
<td></td>
<td>05/25/2018 22:24</td>
<td>Final</td>
<td>Hayes Green Beach Memorial Hospital</td>
</tr>
<tr>
<td>Alanine Aminotransferase (ALT)</td>
<td></td>
<td></td>
<td>05/25/2018 22:24</td>
<td>Final</td>
<td>Hayes Green Beach Memorial Hospital</td>
</tr>
<tr>
<td>Free Fatty Acids, Serum Total</td>
<td></td>
<td></td>
<td>05/17/2018 15:32</td>
<td>Corrected</td>
<td>Hayes Green Beach Memorial Hospital</td>
</tr>
<tr>
<td>Histamine, Urine 24 Hr</td>
<td></td>
<td></td>
<td>05/17/2018 15:32</td>
<td>Final</td>
<td>Hayes Green Beach Memorial Hospital</td>
</tr>
<tr>
<td>Methoximide Metabolite</td>
<td></td>
<td></td>
<td>05/17/2018 15:32</td>
<td>Final</td>
<td>Hayes Green Beach Memorial Hospital</td>
</tr>
<tr>
<td>Deoxymetadione</td>
<td></td>
<td></td>
<td>05/17/2018 15:32</td>
<td>Final</td>
<td>Hayes Green Beach Memorial Hospital</td>
</tr>
<tr>
<td>Porphobilinogen, Urine 24 Hr</td>
<td>568802922</td>
<td></td>
<td>01/26/2018 20:04</td>
<td>Final</td>
<td>Hayes Green Beach Memorial Hospital</td>
</tr>
<tr>
<td>CD4 Absolute Count</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Tabular View**

This is the default view when selecting Lab Result tab. Each result has its own line and then the dates that the lab were performed are listed to the right.

Click on the date/time information to open an additional window to display the details of the result.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cumulative</th>
<th>Result 1</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Peanut sigl Reflex to Components</td>
<td></td>
<td></td>
<td>06/01/2018 13:04</td>
<td></td>
</tr>
<tr>
<td>Flow cytometry hematolymphoid neoplasm</td>
<td></td>
<td></td>
<td>06/28/2018 15:04</td>
<td></td>
</tr>
<tr>
<td>Alanine Aminotransferase (ALT)</td>
<td></td>
<td></td>
<td>09/25/2018 22:24</td>
<td></td>
</tr>
<tr>
<td>Creatine Kinase (CK)</td>
<td></td>
<td></td>
<td>05/25/2018 22:24</td>
<td></td>
</tr>
<tr>
<td>Aspartate Aminotransferase (AST)</td>
<td></td>
<td></td>
<td>05/25/2018 22:24</td>
<td></td>
</tr>
<tr>
<td>Free Fatty Acids, Serum Total</td>
<td></td>
<td></td>
<td>05/17/2018 15:32</td>
<td></td>
</tr>
<tr>
<td>Histamine, Urine 24 Hr</td>
<td></td>
<td></td>
<td>05/17/2018 15:32</td>
<td></td>
</tr>
<tr>
<td>Methoximide Metabolite</td>
<td></td>
<td></td>
<td>05/17/2018 15:32</td>
<td></td>
</tr>
<tr>
<td>Deoxymetadione</td>
<td></td>
<td></td>
<td>05/17/2018 15:32</td>
<td></td>
</tr>
<tr>
<td>Porphobilinogen, Urine 24 Hr</td>
<td>568802922</td>
<td></td>
<td>01/26/2018 20:04</td>
<td></td>
</tr>
<tr>
<td>CD4 Absolute Count</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Searching Labs**

The search bar at the top of each view operate independently. The search function is limited to the description, Accession Number, and Facility. After typing in a search term, click the Search button or click Enter on your keyboard.

**Lab Results Icons**

Three icons may display next to the date of the result.

-  = Final
-  = Corrected
-  = Pending

Questions or issues with VIPR, contact GLHC at (844) 454-2443 or support@gl-hc.org.

Revised December 2019
Individual Lab Result

The Individual Lab Result page shows more information about the lab result. Use the buttons at the top of the window to navigate to other results, to see the order details, to export, and to see the cumulative results (if available).

Cumulative View

If there are cumulative results, a boxed capital C icon will display in the Cumulative column for the result. Not all multiple results can be viewed cumulatively. Click on the icon to display the results cumulatively.
Cumulative Graph

Cumulative lab results with LOINC codes are also available in a graph (trending) format. To view the graph, click on **Cumulative Graph** text.

![Laboratory Results - Cumulative View](image)

**Note:** The graph is for viewing only, do not print.

The graph will display all available **Selected Items** for the lab.

![Graph Display](image)

To modify the **Selected Items** in the graph, click on the desired item.
There are two ways to select multiple items in the list:

1) Click and hold the SHIFT key on your keyboard, click the first desired item in the list, then click the last desired item. All the values between those items will become highlighted. Release the SHIFT key.

![Select Items](image1)

2) Click and hold down the CTRL key on your keyboard and then select one by one the desired items. Release the CTRL key.

![Select Items](image2)

One all desired values are highlighted, click the **Refresh Graph** button.

![Refresh Graph](image3)

The graph will update to display the selected results.

![Graph](image4)
Radiology and Other Results

The Radiology Results tab displays radiology and some cardiology results a patient has had performed. Some cardiology results may also display in the Documents tab. The following information is available for each radiology result:

<table>
<thead>
<tr>
<th>Radiology &amp; Other Results</th>
<th>Filler Number</th>
<th>Details</th>
<th>Order Start Date</th>
<th>Facility</th>
<th>Status</th>
<th>Export PDF</th>
</tr>
</thead>
<tbody>
<tr>
<td>2D ECHO (THORACIC) IN DOPPLER</td>
<td>05/29/2018 20:52</td>
<td>Hayes Green Beach Memorial Hospital</td>
<td>Final</td>
<td>PDF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STRESS ECHO</td>
<td>05/20/2018 20:53</td>
<td>Hayes Green Beach Memorial Hospital</td>
<td>Final</td>
<td>PDF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOBUTAMINE (PHARMACOLOGIC) ECHOCARDIOGRAM</td>
<td>05/20/2018 19:37</td>
<td>Hayes Green Beach Memorial Hospital</td>
<td>Final</td>
<td>PDF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STRESS ECHO - GP</td>
<td>05/29/2018 20:52</td>
<td>Hayes Green Beach Memorial Hospital</td>
<td>Final</td>
<td>PDF</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on the blue circle to open an additional window that displays the details of the radiology result.

Use the search bar to locate specific results. This search is limited to the description, number, and facility.

Documents

The Documents tab contains a list of transcription result documents. These include, but are not limited to, Action Plans, Cardiology Results, History and Physical, Telemedicine visits, etc. The following information is available for each document:

<table>
<thead>
<tr>
<th>Documents</th>
<th>Search Documents ...</th>
<th>Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document</td>
<td>Doc Type</td>
<td>Document Number</td>
</tr>
<tr>
<td>Addendum Note</td>
<td>TRANS</td>
<td></td>
</tr>
<tr>
<td>Progress Notes</td>
<td>TRANS</td>
<td></td>
</tr>
<tr>
<td>Addendum Note</td>
<td>TRANS</td>
<td></td>
</tr>
<tr>
<td>Urology Encounter Summary</td>
<td>TRANS</td>
<td></td>
</tr>
<tr>
<td>Progress Notes</td>
<td>TRANS</td>
<td></td>
</tr>
</tbody>
</table>

Click on the Document name to view additional details.

Use the search bar to locate specific documents. This search is limited to the description, number, and facility.

Discharge Summaries

The Discharge Summaries tab only includes summaries related to Emergency or Inpatient discharges. All columns are in the same format as the Documents tab. Some Discharge Summaries may also display in the Documents tab.

Advance Care Documents

The Advance Care Documents (ACD) tab includes various types of documents related to a patient’s wishes regarding their treatment and care. Large sized ACDs may not display a star in the patient search results. Therefore, it is important to check if the ACD tab has the red bar to confirm whether the patient has an ACD in VIPR.
These types of documents include (but are not limited to) the following:

- Designation of Patient Advocate
- Designation of Patient Advocate – NO BLOOD
- Do Not Resuscitate
- Durable Power of Attorney – Finance Only
- Durable Power of Attorney for Healthcare
- Guardianship
- Living Will – Treatment Preferences
- Mental Health Power of Attorney
- Organ Donation
- Physician Orders for Life-Sustaining Treatment (POLST)
- Statement of Treatment Preferences (SOTP)

**CCD (Continuity of Care)**

Continuity of Care documents, generated from a facility or organization’s EMR, will display in this tab.

**Diagnoses**

The Diagnoses tab lists the patient problems and associated information.

<table>
<thead>
<tr>
<th>Diagnosis Type</th>
<th>Description</th>
<th>ICD Code</th>
<th>Status</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
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<td>Active</td>
<td>St. Joseph Mercy - Ann Arbor</td>
</tr>
</tbody>
</table>

- **Diagnosis Type:**
  - A = Admitting
  - W = Working
  - F = Final
- **Description** - The description of the diagnosis (Ex. Hypertension, Hyperlipidemia, etc.)
- **ICD Code** - The ICD code associated with the diagnosis
- **Status** - Displays whether the condition is active or not
- **Last Updated** - Facility information that the diagnosis was updated from.

**Procedures**

This tab displays procedures that a patient may have at a facility. Not every facility sends this information to GLHC. Therefore, it is advisable to check the other tabs for this information. The Procedures tab includes the name of the procedure (listed as Operation), the Procedure Date, the Care Provider (if available), the Operation Code and the date and time the information was Last Updated.
Programs

Great Lakes Health Connect added the Patient Programs tab into the Virtual Integrated Patient Record (VIPR) in August 2019. This new feature is only possible because of the vast amount of patient information and data that healthcare organizations across Michigan and the Midwest contribute in real time, every day. The Programs functionality will help healthcare and community organization work together to provide patients with tailored services and improved outcomes.

Copy and paste the link in the descriptions column into your web browser to find out more information about a program.

Additional Information

Awaiting Results

Due to the significant amount of data that is available in VIPR for some patients, there may be times where new data is not immediately viewable. If the following alert displays, select the Refresh button to update the patient’s information.

Printing Results

Print individual Laboratory or Radiology results by clicking the “Export PDF” button or clicking the link in the Export PDF column.
Opt Out

Great Lakes Health Connect honors the choice that patients have in removing their information from view within VIPR. Patients in an Opt Out status will not show in the results of the Patient Search Screen, nor will it state that they have opted out.

For more information about Opt Out, visit the GLHC website: www.gl-hc.org/opt-in-or-opt-out.

Supported Browsers

GLHC recommends that your organization always apply the latest security updates for your internet browser and operating system.

The following browsers support VIPR:

- Google Chrome
- Microsoft Internet Explorer 11
- Microsoft Edge
- Mozilla Firefox
- Apple Safari