

## Creating Patient Lists by Underlying Condition with eClinicalWorks Registry

New Yorkers with certain underlying conditions are eligible for COVID-19 vaccination. Organizations that administer the vaccine and those that refer patients for vaccination should use their electronic health record to identify patients with underlying conditions that make them at higher risk of severe COVID-19 and proactively inform them about the vaccine.

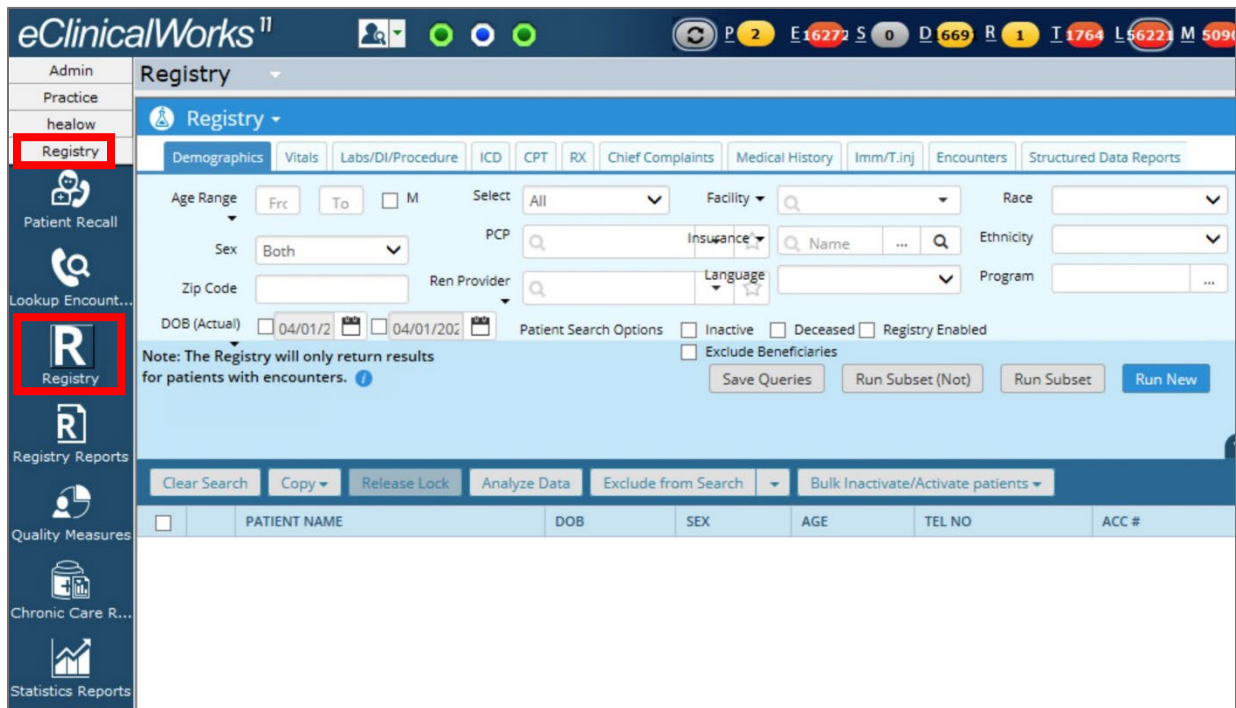
Follow this guide to generate a list of patients with underlying conditions using the eClinicalWorks (eCW) Registry and send messages to those patients through eCW. This guide shows the steps to generating a list of patients with hypertension as an example. To see the current groups eligible in New York State for the COVID-19 vaccine click [here](#).

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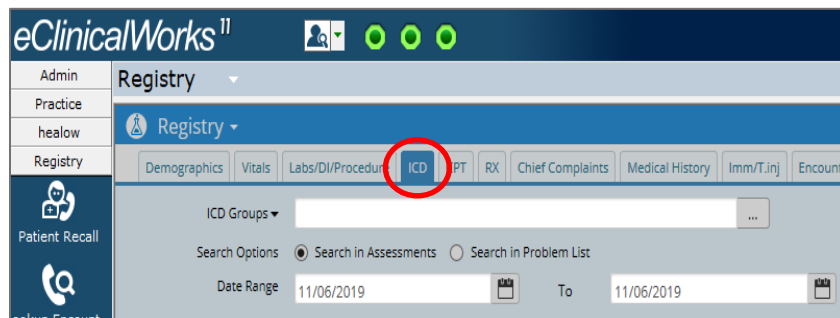
## Running a Registry Report

Note: the screenshots in this section are from the eCW v11. Your version may look slightly different, but the steps will be the same.

1. **Open the eCW Registry.** Click on the Registry band on the left and then the Registry button.



2. **Generate list of all patients with hypertension.** Click the ICD tab.



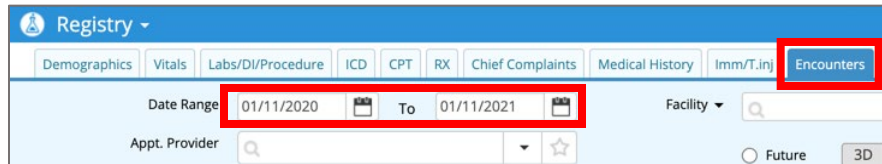
## Select filters:

- a. Select ICD Groups in drop down menu
- b. Click Sel
- c. Select ICD10 group for Hypertension and click Close. If you are creating a list of patients with another underlying condition, select the other condition here.
- d. Select Date Range
- e. Click the Run New button on the right side of the screen

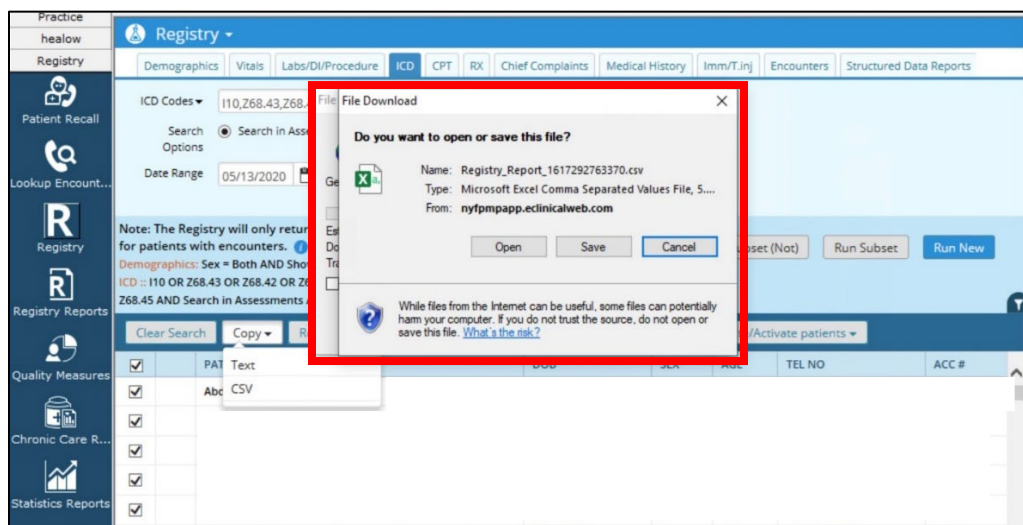
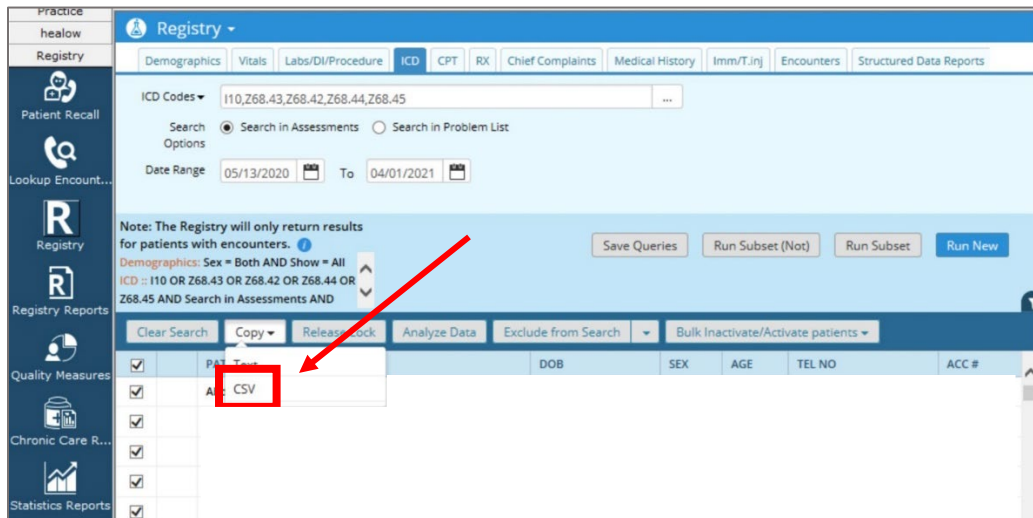
The screenshot displays the Registry application interface. At the top, there is a navigation bar with tabs for Demographics, Vitals, Labs/DI/Procedure, ICD, CPT, RX, Chief Complaints, Medical History, Imm/T.Inj, Encounters, Structured Data Reports, Saved Reports, Referrals, Reports, and Allergies. The ICD tab is currently selected. Below the navigation bar, there is a search area with a dropdown menu labeled 'a' containing 'ICD Groups'. To the right of this dropdown is a button labeled 'b'. Below the search area, there is a date range selector with 'Date Range' set to '11/06/2019' and a 'To' field set to '11/06/2019', with a calendar icon and a button labeled 'd'. On the right side of the interface, there are buttons for 'Save Queries', 'Run Subset (Not)', 'Run Subset', and 'Run New', with the 'Run New' button circled in red and labeled 'e'. A modal window titled 'ICD Groups' is open in the center, showing a table of ICD groups. The table has two columns: 'Group Name' and 'Group Description'. The 'HTN' group is highlighted with a red box and labeled 'c'. The 'Run New' button is also circled in red and labeled 'e'.

Group Name	Group Description
Asthma	ICD9 Group incorporating all asthma ICD9 codes
DM	ICD9 Group incorporating all the diabetes mellitus ICD9s including optical and pregnancy
DM ICD-10	ICD-10 codes for Diabetes
DM2	dm
HTN	ICD9 Group incorporating all primary HTN ICD9s
Hyperlipidemia	ICD9 Group incorporating all hypercholesterolemia ICD9 codes
IVD	ICD9 Group incorporating Ischemic Vascular Dz ICD9s
NYC rep. dis.	ICD9 Group of all New York State Reportable Diseases
NY5 PCMH 2019	ICD10
Prediabetes	Prediabetes

3. **Narrow down the list to only active patients.** The list you just ran will include all patients with hypertension, even if they have not visited your practice in many years. Narrow down the list to patients who have visited in the past one year or two years, depending on your preference.
  - a. In the Encounters tab, enter a date range (start date on the left, end date on the right) to narrow the list down to patients who visited during that time.



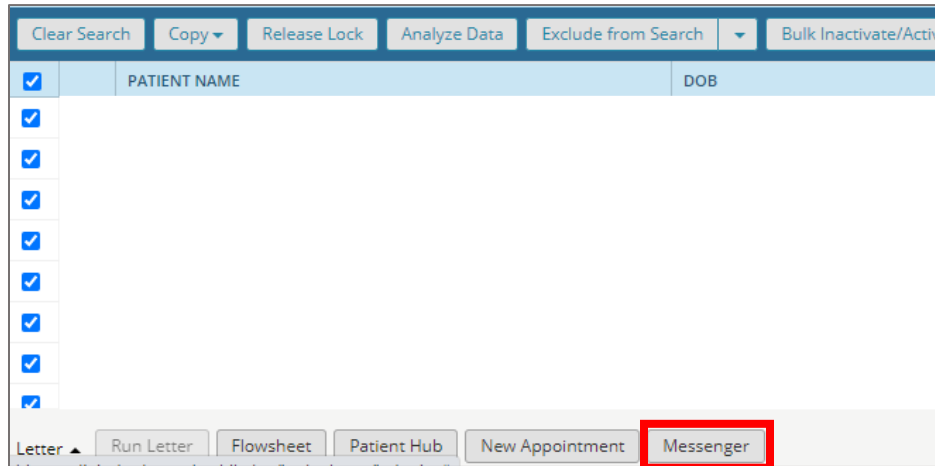
4. **Export the list.** Export this list from eCW to Excel to print, analyze, and track outreach. Select the Copy drop-down menu and click CSV. If you are using the web version of eCW, you will see the report downloading at the bottom left corner of the browser. Click on the file to open.



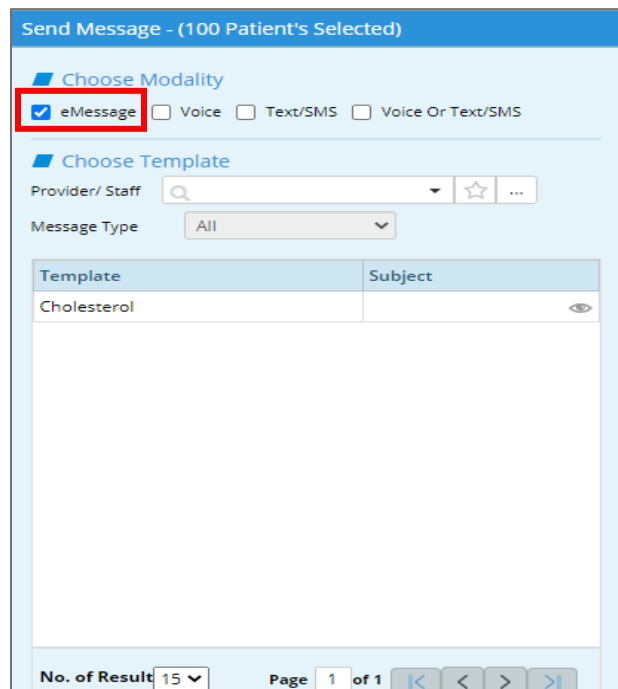
## Sending a Patient Message

If your practice has a patient portal (for eMessages) or eClinicalMessenger (for Text/SMS and Voice messages), you can send one message to all the patients on the Registry list you created. Follow the steps below to send an eMessage, which is a message through the patient portal. The steps for voice or text/SMS messages are similar.

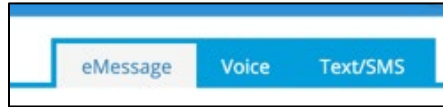
1. **Open Messenger.** After running your report, select Messenger at the bottom of the screen.



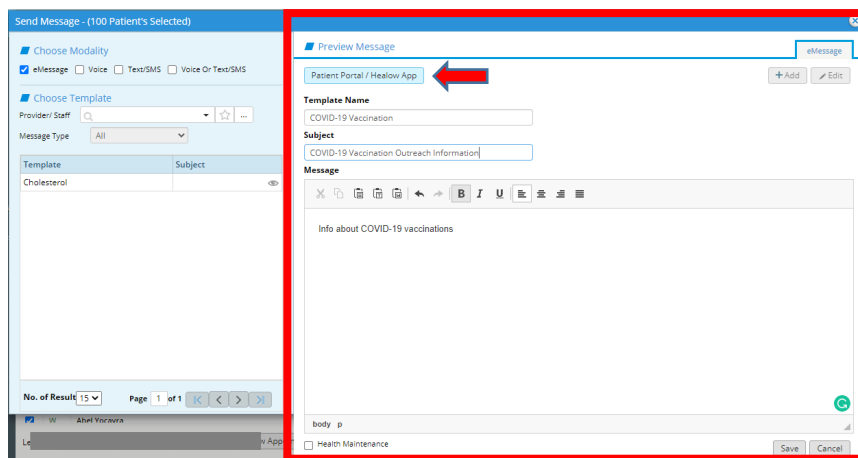
2. **Select Modality.** In the pop-up window, choose eMessage as your modality to send a patient portal message. Note that this will only be sent to those patients who are web-enabled. You may also select Voice or Text/SMS to reach patients through those modalities.



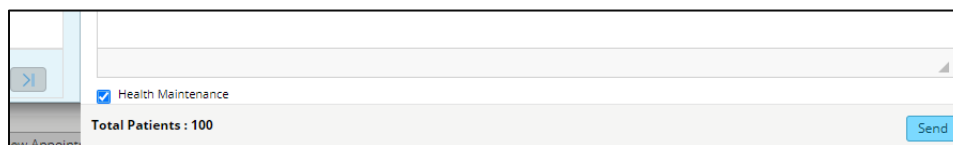
- Create Message.** On the right half of the Messenger screen, type the message you want to send. You will need to enter a message for each modality (eMessage/Voice/Text). If you are sending more than one kind of message, type out or copy and paste the same message in each of the tabs.



- If sending an eMessage to the patient portal, click the Patient Portal/Healow App button on the eMessage tab.
- Type your message subject (for example: *COVID-19 Vaccination Outreach Information*) into the *Subject* field and type your message into the *Message* field.
- To save this message as a template to use in the future, click Add, name the template, and click Save. You will be able to use this template for future patient lists.



- Send the message.** Once the message is ready, check Health Maintenance in the bottom left corner, and then press Send.



To access a saved message template in the future, check the left-hand side of the eMessage window.

