

# MX Access Quick Start Guide



## Privacy Officer/Front Desk

MX Access makes it easy for a privacy officer/front desk to search for a patient and view their demographic information.

The screenshot shows the MX Access search interface. At the top left is the Manifest MEDEX logo. On the right, there are links for 'Help', 'Jason Provider', and 'Log out'. A navigation sidebar on the left includes 'Home' and 'Access' buttons. The main search area contains fields for 'First Name' (Terry), 'Middle Name', 'Last Name' (Burke), 'Gender', and 'DOB (MM/DD/YYYY)'. Below these are fields for 'MRN' and 'Facility'. A 'Search' button and a 'Clear' button are on the right. A 'More Search Options' dropdown is also present. Below the search fields, a message states: 'Select one or more matching patients. Only select more than one matching patient if you are certain they are the same person.' Below this is a 'Search Results' section with a 'View Selected Patient Records' link. A table displays search results with columns for Identifiers, Name, Gender, DOB, Address, Info Types, and Consent. The table contains six rows of patient data.

2	Identifiers	Name	Gender	DOB	Address	Info Types	Consent
<input type="checkbox"/>	1000101004 ...0001	Burke, Terry	F	10/06/1997	135 Main Street, Anytown CA 95814		Opted-in
<input type="checkbox"/>	BTCH_CA_BTCH_H:B006022140859	Burke, Terry	F	10/06/1997	135 Main Street, Anytown CA 95814		
<input type="checkbox"/>	DignityHealth-EHX:12345	Burke, Terry	F	10/06/1997	135 Main Street, Anytown CA 95814		
<input type="checkbox"/>	ARR:M0031417	Burke, Terry	F	10/06/1997	135 Main St., Anytown CA 95814		
<input type="checkbox"/>	1000103001	Baker, Terry	M	11/23/1964	37 Oak Court, Ukiah ND 45955		Opted-Out
<input type="checkbox"/>	1000103000	Baker, Usha Terry	F	05/03/1998	6862 Madison Blvd, St Louis AL 25612		Opted-in

Function	Action
1. Patient Search	Search for patients by using their <b>demographics</b> or <b>MRN/Facility</b> .
<ul style="list-style-type: none"> <li>Demographics</li> </ul>	The minimum search criteria for demographics is patient's <b>First Name</b> (at least 2 characters) and <b>Last Name</b> (at least 2 characters).
<ul style="list-style-type: none"> <li>MRN/Facility</li> </ul>	Searching for a patient using <b>MRN</b> requires selecting the associated <b>Facility</b> from the dropdown list.
2. Patient Search Results	Up to 50 patients are returned by a demographic patient search (searching by <b>MRN/Facility</b> will display exact match only). For more accurate results, enter as much patient data as possible.
3. a. Select the Data Source	To see a list of the patient's data sources (MRN/facility), select the expand/minimize button  .
b. View Selected Patient Records	To view data from a specific facility, click on the checkbox next to the data source of interest and click <b>View Selected Patient Records</b> .
4. Recent Patients	A list of 20 of your most recently viewed patient records, listed in reverse chronological order. Once the maximum number of patients is listed, the oldest viewed patient record (listed at the bottom) is dropped from the list.
5. Account Details	Click on your username in the upper right-hand corner to access your account profile. You can change your password and view your account profile.