Accessing the Clinical Summary in PSYCKES

❶ Once PSYCKES consent is signed, log into PSYCKES at www.psyckes.org

❷ Click on Recipient Search **in the purple navigation bar at the top of the screen**

- On the Recipient Search page, look up the patient using one of their Recipient Identifiers, such as:
    - Medicaid ID
    - Social Security Number
    - Full name with date of birth
- Select the "Full Database" option
- After entering patient information, select "Search" on the top right of the page

Recipient Search

Limit results to [50 ▾] [Search] [Reset]

Recipient Identifiers | Search in: ● Full Database ○ ABC Hospital Medical Center, Inc.

Medicaid ID	SSN	First Name	Last Name	DOB
AB00000A				MM/DD/YYYY

❸ Enable Access

- You should see your patient listed on the results page – confirm client match and select "Enable Access"

Name (Gender - Age)	Unique Identifiers	DOB	Address	Medicaid Quality Flags	Medicaid Managed Care Plan	Current PHI Access	
DOE JOHN M - 64	Medicaid ID: ABCD12345	01/01/1960	123 Main Street, New York, NY 10000	2+ ER-BH, 2+ ER-MH, 4+ Inpt/ER-BH, 4+ Inpt/ER-MH, Adher-AP (DOH), Cloz Candidate, HHPlus No HHPlus Service > 12 mos, HHPlus No HHPlus Service > 3 mos, HHPlus Not Entered in MAPP > 3 mos, MH Plcmt Consid, POP Cloz Candidate, POP High User	MetroPlus Health Plan	No Access	Enable Access 🔒

Having trouble logging in? Please contact the OMH Helpdesk at 518-474-5554 opt 2 or healthhelp@its.ny.gov.

❹ You will be asked to identify why you are allowed to view the client's data:

Signed Consent OR Clinical Emergency

- If you have a signed consent, click the "Client signed a PSYCKES Consent" checkbox and select Next
- The patient's clinical summary will be available for **3 years** (renews automatically with billed service)

The client signed consent

- ☑ Client signed a PSYCKES Consent
- ☐ Client signed a BHCC Patient Information Sharing Consent
- ☐ Client signed a DOH Health Home Patient Information Sharing Consent

- If there is a clinical emergency per your organization's policy, click the "This is a clinical emergency" checkbox and select Next
- The patient's clinical summary will be available for **only 72 hours**

Provider attests to other reason for access

- ☐ Client gave Verbal PSYCKES Consent
- ☑ This is a clinical emergency

❺ Confirm the Client's Identity

- You can attest to the patient's identity or select "Client provided 1 photo ID or 2 forms of non-photo ID"
- Then click "Enable and View Clinical Summary"

Confirm this is the correct individual before enabling

Unique Identifiers: Medicaid ID: ABCD12345
Date Of Birth: 01/01/1960
Address: 123 Main Street, New York, NY 10000

How do you know this is the correct person?

○ Provider attests to client identity

○ Client provided 1 photo ID or 2 forms of non-photo ID

Identification 1   select
Identification 2   select

ABC Hospital Medical Center, Inc. will be given access to all available data for 3 years (renews automatically with billed service).

Previous   Cancel   Enable   Enable and View Clinical Summary

❻ Access the Clinical Summary

- You should now be able to access the patient's Clinical Summary – from here you can review up to five years of service data and can also save or print the information