



# HIETexas PULSE COVID Quick Start Guide for End User





#### Table Of Contents for Quick Start Guide

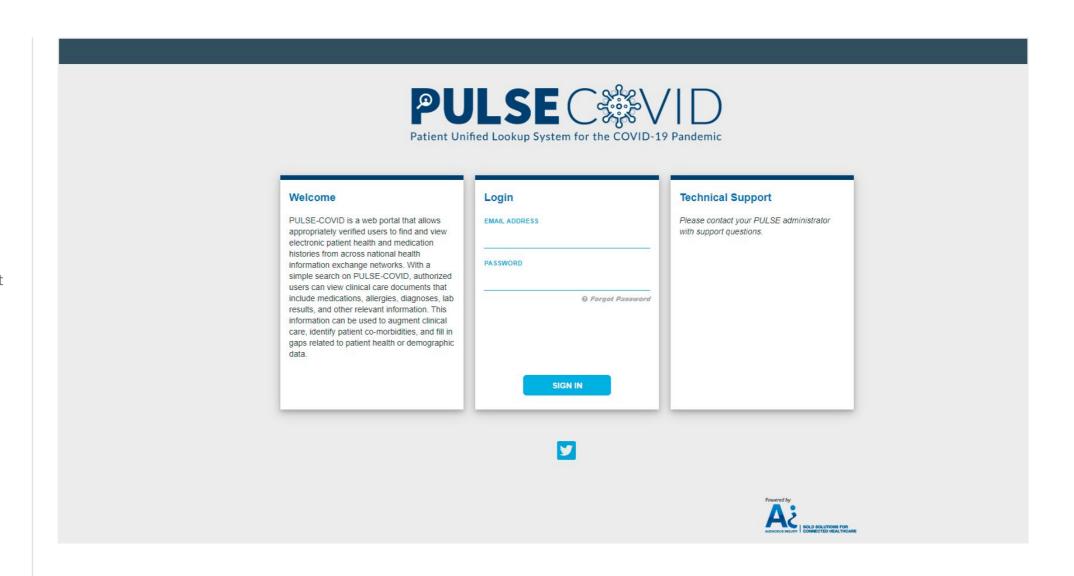
<b>Login</b>	Search for Patient
Password and Text Verification 4	Search Results by Organization
Reset Password5	Viewing Documents withing an Organization

## HIETexas PULSE COVID - ACCOUNT SETUP



#### Login Screen

- 1. Your Administrator must provision your account. You will receive an email titled "PULSE COVID" with a link to the login page. Select the link.
- 2. Select the "Forgot Password" button.
- 3. Enter your email address and text verification. Then, select "Next."
- 4. You will receive a follow-up email with a unique hyperlink. Click the link to navigate to the "Reset Password" page.

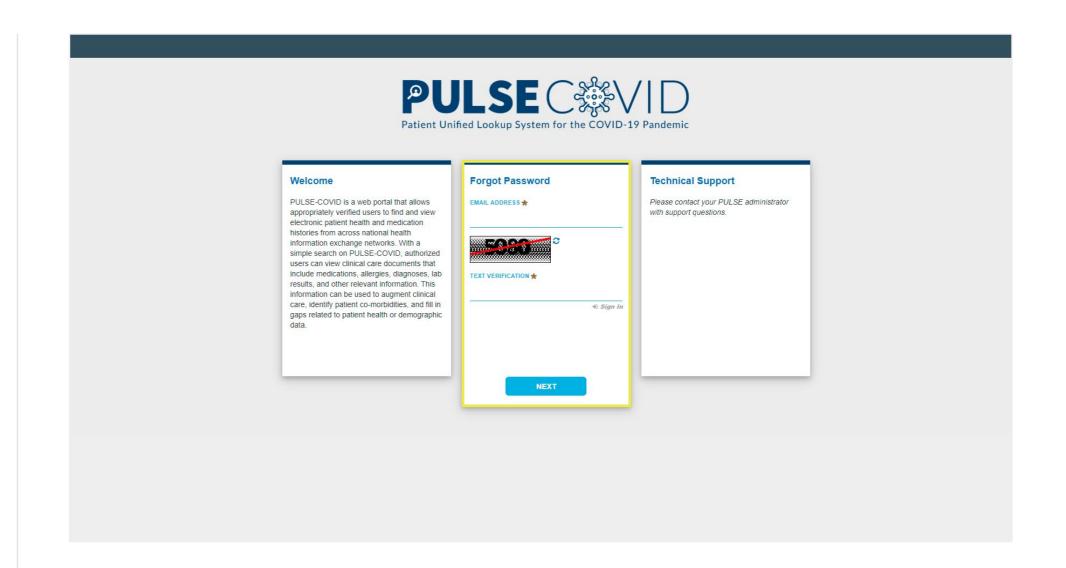


## HIETexas PULSE COVID - ACCOUNT SETUP



#### Password and Text Verification Screen

- 1. Enter your new password, and re-enter for verification. Then, select "Next".
- 2. The following screen will prompt you to select four security questions. Once you have selected your four questions and answers, select "Next".
- 3. This will direct you to the End User Terms of Use. Select "I Agree" to accept the terms and enter the system.

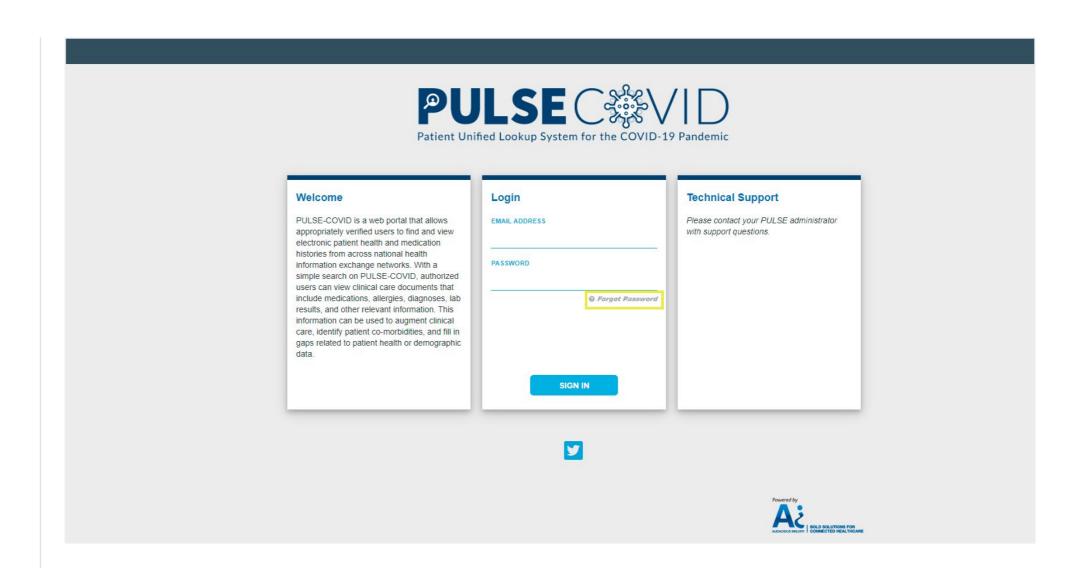


## HIETexas PULSE COVID - ACCOUNT SETUP



#### Resetting A Password

- 1. If you forget your password, select "Forgot Password" on the login page.
- 2. Enter your email address and text verification where prompted and click "Next".
- 3. You will then be prompted to answer one of your security questions. When finished, select "Send Password Reset Link".
- 4. You will receive an email with a hyperlink to reset your password. Once your password has been reset, you can login to PULSE COVID

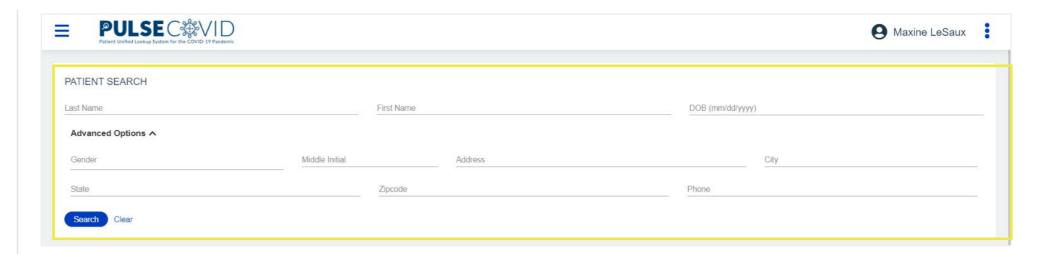


# HIETexas PULSE COVID - USING THE PORTAL



#### Search for a Patient

- 1. Enter, at minimum, the Last Name, First Name, DOB, and Gender of the patient.
- 2. To enter additional demographic information, click the "Advanced Options" drop-down. Then, select "Search".
- 3. Search results may take up to one minute. You will see a blue bar that says "Working" while the search runs.



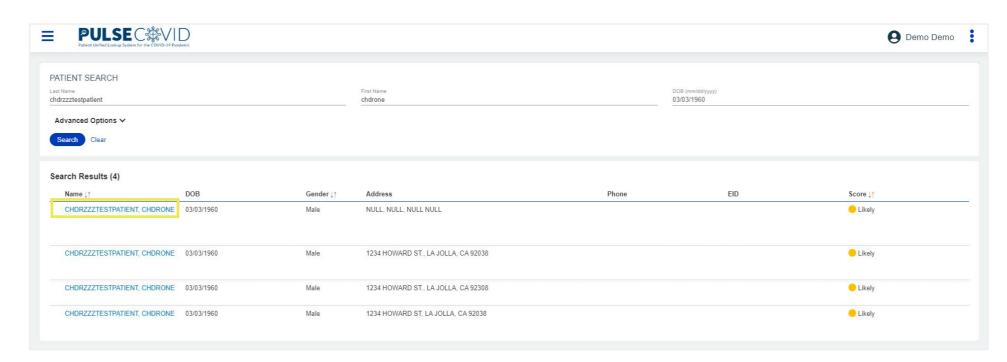
Patient Search Portal

# HIETexas PULSE COVID - USING THE PORTAL



# Search Results by Organization

- Search results will be displayed below the search pane.
   Each row of results corresponds to a different organization with patient records.
- 2. Click the patient's name to view the records available from the organization.



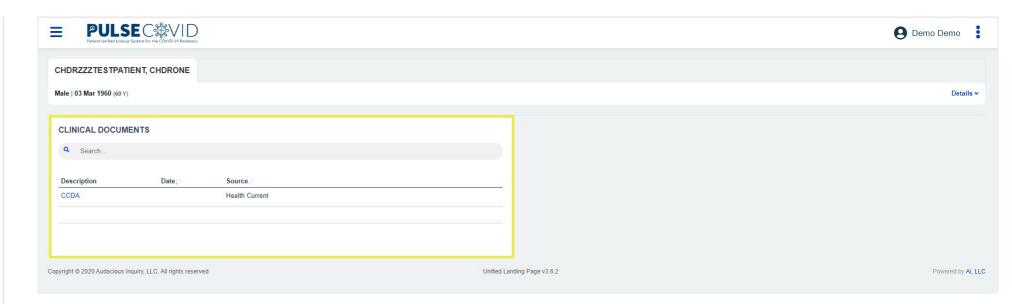
Patient Search Results by Organization

# HIETexas PULSE COVID - USING THE PORTAL



# Viewing Documents within an Organization

- 1. Within the organization, select the document name to view the clinical document.
- 2. We recommend viewing two to three documents to obtain a full view of the patient's history.
- 3. When finished, select "Close".
- 4. To search for another patient, navigate to the Menu button in your upper-left hand corner and select "Home" from the drop-down.



Patient Search Results by Document