

# LKArchive: View Patient Records

Last Modified on 04/27/2021 1:37 pm EDT

Version 20.13

**Path: Clinical or Practice Management tab > Document Mgmt button**

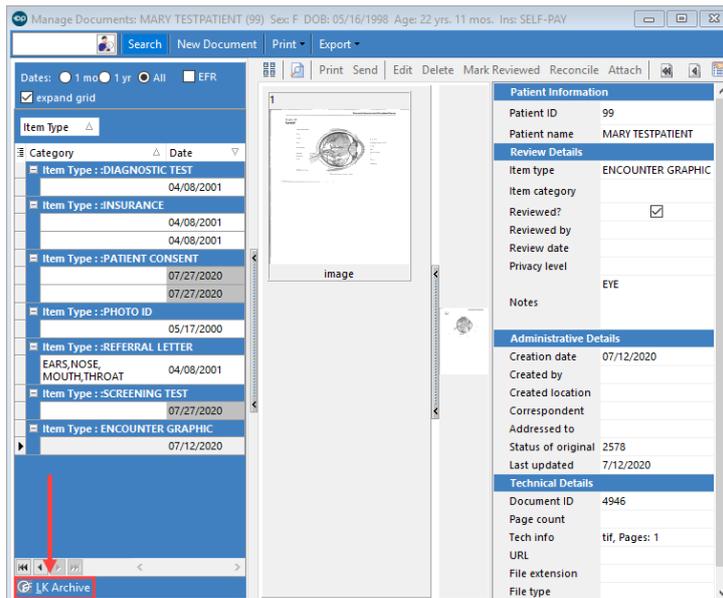
**Path: Patient Chart button > Documents**

## About

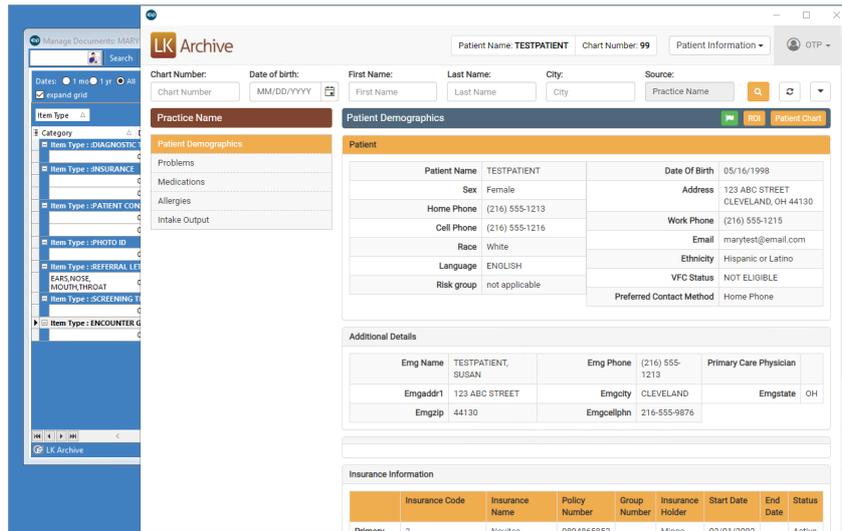
Ellkey archive Single Sign On functionality (LKArchive) allows practices that are migrating to OP to store records from their legacy system and be able to view directly from OP in patient context without need to login. Once LKArchive has been set up for your practice by OP's Implementation team, all users in your practice will have access to a LKArchive button within Document Management.

## Accessing LKArchive

1. Navigate to Document Management following one of the paths above.
2. Confirm the patient you want is selected or search for a patient.
3. Select the **LKArchive** button.



4. The LKArchive window opens and displays the selected patient's records.



The screenshot shows the LK Archive software interface. At the top, it displays 'Patient Name: TESTPATIENT' and 'Chart Number: 99'. Below this, there are search fields for 'Chart Number', 'Date of birth', 'First Name', 'Last Name', and 'City'. The main content area is divided into several sections: 'Patient Demographics', 'Additional Details', and 'Insurance Information'. The 'Patient Demographics' section includes fields for Patient Name, Sex, Date of Birth, Address, Home Phone, Cell Phone, Race, Language, and Risk group. The 'Additional Details' section includes fields for Emergency Name, Address, City, State, and Zip. The 'Insurance Information' section includes fields for Insurance Code, Insurance Name, Policy Number, Group Number, Insurance Holder, Start Date, End Date, and Status.

| Patient Demographics |                |                          |                    |          |         |            |                                    |
|----------------------|----------------|--------------------------|--------------------|----------|---------|------------|------------------------------------|
| Patient Name         | TESTPATIENT    | Date Of Birth            | 05/16/1998         | Sex      | Female  | Address    | 123 ABC STREET CLEVELAND, OH 44130 |
| Home Phone           | (216) 555-1213 | Work Phone               | (216) 555-1215     | Race     | White   | Email      | marytest@email.com                 |
| Cell Phone           | (216) 555-1216 | Ethnicity                | Hispanic or Latino | Language | ENGLISH | VFC Status | NOT ELIGIBLE                       |
| Risk group           | not applicable | Preferred Contact Method | Home Phone         |          |         |            |                                    |

| Additional Details |                    |           |                |
|--------------------|--------------------|-----------|----------------|
| Emg Name           | TESTPATIENT, SUSAN | Emg Phone | (216) 555-1213 |
| Emgaddr1           | 123 ABC STREET     | Emgcity   | CLEVELAND      |
| Emgzip             | 44130              | Emgstate  | OH             |

| Insurance Information |                |               |              |                  |            |          |        |
|-----------------------|----------------|---------------|--------------|------------------|------------|----------|--------|
| Insurance Code        | Insurance Name | Policy Number | Group Number | Insurance Holder | Start Date | End Date | Status |
| Primary               | Novitas        | 8884665852    |              | Mina             | 03/01/2002 |          | Active |

 **Note:** In the LKArchive window, you can search for another patient if necessary.