



HOSPITAL PORTAL

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INTENDED AUDIENCES

- Clients

1. INTRODUCTION

The PrognoCIS Hospital Portal is a secure, web-based platform that enables OBGYN clinics to share patient-specific documentation — such as ACOG forms — with one or more associated hospitals. This User Guide provides step-by-step instructions for configuring, accessing, and using the Hospital Portal effectively.

The portal addresses the need for seamless coordination between clinics and hospitals by digitizing and centralizing the process of sharing prenatal documentation. It eliminates manual handoffs, reduces dependency on intermediaries, and ensures that hospitals always have access to the most up-to-date patient records.

Hospital users are granted controlled, read-only access to critical patient data through a dedicated, unidirectional portal. Only patients with an active pregnancy cycle and relevant completed encounters are visible in the portal, ensuring strict data filtering and compliance with privacy standards.

Key Benefits:

- Controlled access to patient data, ensuring only authorized hospital users can view relevant records.
- Secure authentication mechanisms, including CAPTCHA verification and mandatory password policies.
- Audit tracking of all hospital activities, providing a complete trail of user actions for compliance purposes.
- Simplified workflow for document retrieval and printing, reducing administrative overhead.

Functional Components:

The Hospital Portal solution is divided into two major functional components:

Hospital Master and User Management: A centralized framework for defining hospitals and managing their access credentials. The system supports both shared login credentials for departments and individual credentials for hospital staff. Audit tracking ensures traceability of all user actions.

Hospital Portal Interface: A dedicated web-based portal for hospitals, consisting of a secure login page and a focused landing page. The portal allows hospitals to search for patients with active pregnancy cycles and access the latest ACOG forms from closed encounters, with options to view and print documents directly.

Modules and Browsers Supported

Following is the list of browsers that support this feature:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox
- Safari

Following is the list of modules that support this feature:

- EMR
- Hospital Portal

2. HOSPITAL MASTER CREATION AND MANAGEMENT

Navigations:

- **Roles Master screen**
Prognosis → Settings → Configuration → Admin column → **Roles**
- **User Roles Master screen**
Prognosis → Settings → Configuration → Admin column → **User Roles**
- **Hospital Master screen**
Prognosis → Settings → Configuration → Vendors column → **Hospital**

2.1 ACCESS RIGHTS CONFIGURATION

Before using the **Hospital** Master screen, the appropriate access rights must be assigned to users through the Roles and User Roles master screens.

Access to the **Hospital** Master screen is controlled by Access Rights, which must be assigned to a user via a Role. This enables the **Hospital** link under the **Vendors** column on the **Configuration** screen for the logged-in user. A user can select a role to configure Read, Create, Update, and Delete permissions for the **Hospital** Master screen. The role can then be assigned to the appropriate clinic users via the **User Roles** Master screen.

NEW QPP/PI(MU) updates

Appointments Patient CPOE Messages Reports Settings

Masters									
Groups	Clinic	Users	Vendors	Codes/Drugs	Workflow	Output Templates	Report Design	Admin	
Group Types	Locations	Designation	Lab	ICD	Complaints	Progress Notes	Matrix	Role	
Ins Types	Holidays	Specialty	Radiology	CPT®	Work Flow Event	Forms	Tabular	User Role	
Marital Status	Pref ICD	Providers	Pharmacy	HCPC	Work Flow Definition	Patient Signature	Patient		
Title	Pref CptHcnc	Resource	Insurance	Drug	Expressions	Preprinted	Encounter	Properties	
Illustrations	Pref Dup	Medical Assistant	Employer	Frequency	Guidelines	Letters	Appointment	Import Format	
Classification	Pref LAB	Clinical Staff	Items	Stop Reasons	Complaint Event Guideline	Lab Order	Graph	Data Mapping	
Family Problems	Pref RAD	Office Staff	DMIE	Vaccine	Clinic Protocols	Lab Result	Patient Forms	Login Details	
Family Relations	Enc Types	Ref Doctors	Attorney	E and M	Consults	Radiology Order	Doctor Forms	Import Log	
Medical History	In-House Drug	Billing Staff	Ins Adjuster	Custom Appt Status	Procedure	Radiology Result	QPP/PI(MU)	Reminders	
Environmental	Pref Family History	Org Provider	EDI Codes	OB Master	Diagram Pins	Prescription			
Food	Education	Ref Org	Clinic Codes		Order Set	Encounter			
Surveys	Scheduled Process	Address Book	Business Unit	Drug State DEA Rules	QPP/PI (MU) Settings	Appointment			
Phrases Types	Download Files	Doc Loc Regn		Package Master	Scribbles				Customer Care
Boolean Result Text	Receipts Batch No		Patient PayPlans		Portal Settings	E-Mail			
	Data Portability		TPA		Justification Mapping	Label			
	QRDA1 Import	Care Staff			PreAuth Exception	Fillable Forms			
	NAMCS Export		Hospital		AI Features Settings	Text Reminder			

Input Elements, Tests and Templates

Social Hist	Vitals	HPI	ROS	Physical	Specialty	Clinic Forms	Justify	Chronic Care	Lab	Radiology
Category	System	Category1	Organ Systems	Organ Systems	Category	Category	System	System	Category	Category
Elements	Elements	Elements	Bullets	Bullets	Elements	Elements	Tests	Test	Tests	Tests
Template	Template	Template	Template	Template	Template	Template	Template	Template	Vendor Tests	Vendor Tests
Sequence	Sequence	Sequence	Sequence	Sequence	Sequence	Sequence	Sequence	Sequence	Sequence	Sequence

Figure: Hospital link on the Configuration screen

QPP/PI(MU) updates

Appointments Patient CPOE Messages Reports Settings

Indicates Mandatory Field

Role Name: Doctor No Access Rights Include in Mailing List Include in PP Mailing List Assign To System-Role Cannot Delete

Access Rights Definitions	All				
Name	R	C	U	D	A
Ledger	<input checked="" type="checkbox"/>				
Patient Ageing	<input checked="" type="checkbox"/>				
Insurance Ageing	<input checked="" type="checkbox"/>				
Billing MIS	<input checked="" type="checkbox"/>				
Claim Report	<input checked="" type="checkbox"/>				
Summary Report	<input checked="" type="checkbox"/>				
Billing Custom Reports	<input checked="" type="checkbox"/>				
Review Statements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Configuration Vendors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hospital	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Settings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
My Preferences	<input checked="" type="checkbox"/>				
Processes	<input checked="" type="checkbox"/>				
Configuration	<input checked="" type="checkbox"/>				
Randomization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group Types	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Letter In Category	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal Docs Category	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Appointment Instructions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Link Center Patients	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Legend
 R - Read
 C - Create
 U - Update
 D - Delete
 A - Approve
 Note:
 If 'R' is Unchecked 'C','U','D','A' values will not be Applicable
 Last Modified by Admin Admin On 2026-04-24 03:40:24 PST

save save as... delete reset Users

Figure: Hospital Access Rights on Roles Master screen

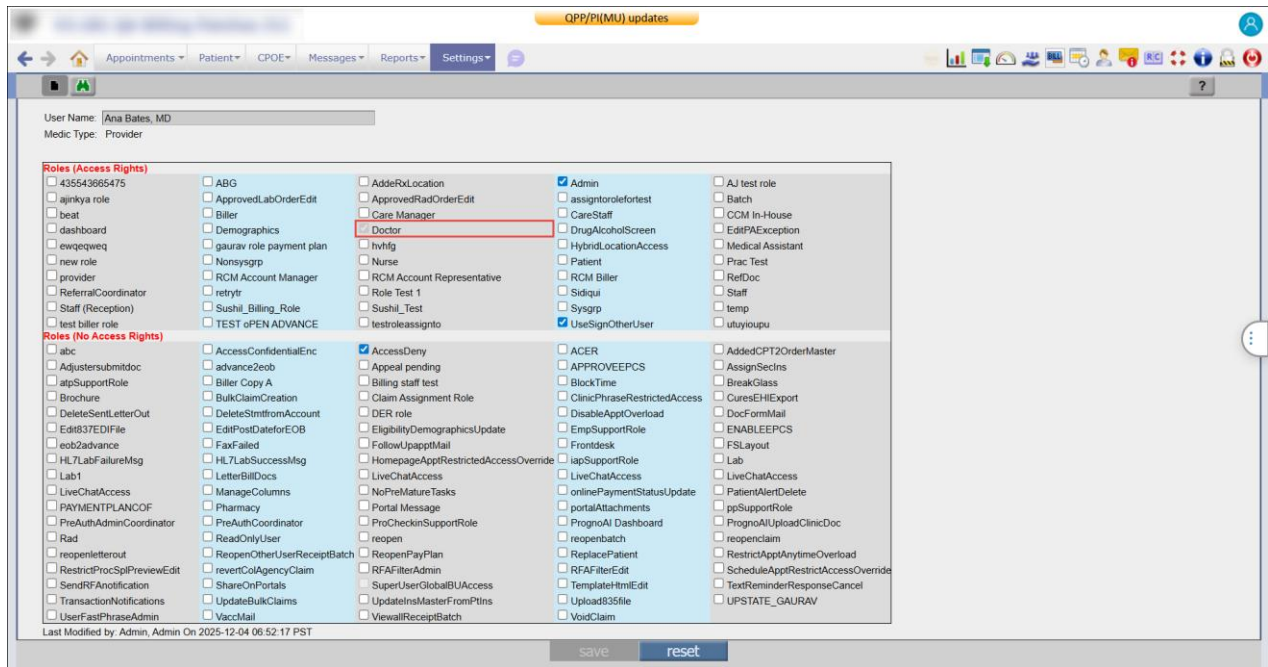


Figure: Doctor role with Hospital Access Rights assigned on User Roles Master screen

2.2 CREATING A HOSPITAL RECORD

Prognosis CIS supports the creation of hospital records with the following mandatory fields:

- Hospital Name
- Address

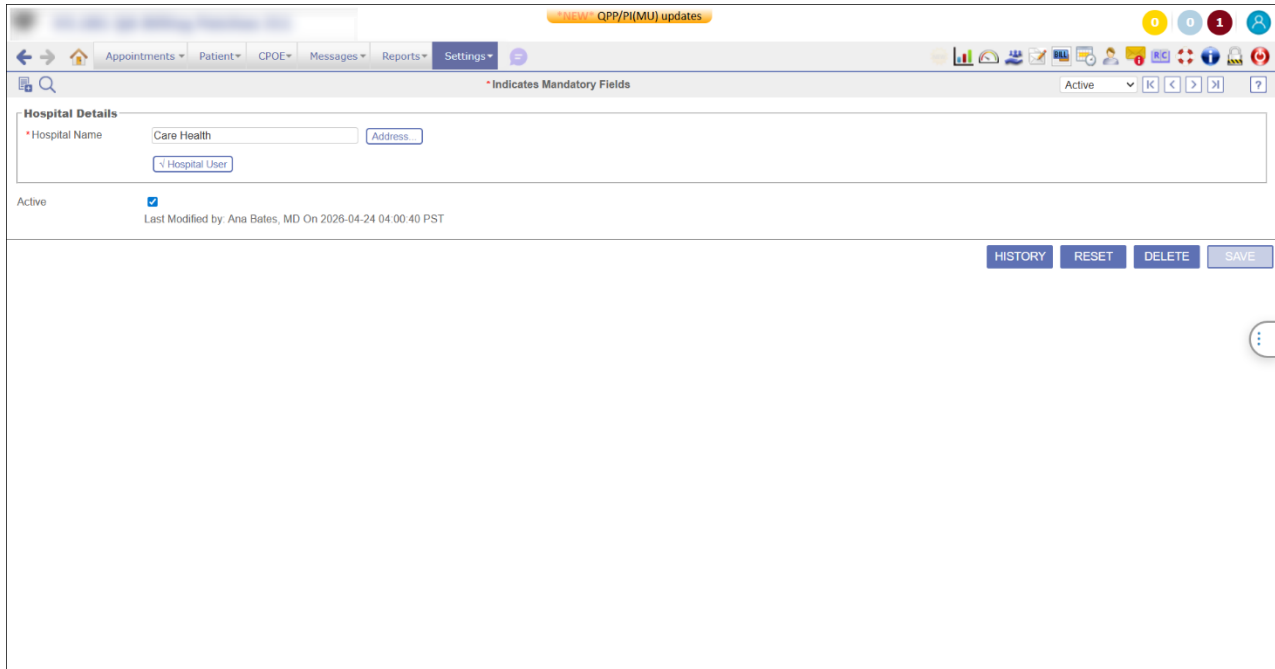


Figure: Hospital Master screen

The **Address** popup, invoked using the **Address...** [Address...](#) button, includes an email capture field, which serves as the primary identifier for login credential generation. The layout is structured similarly to the Employer Master screen, ensuring familiarity and ease of use.

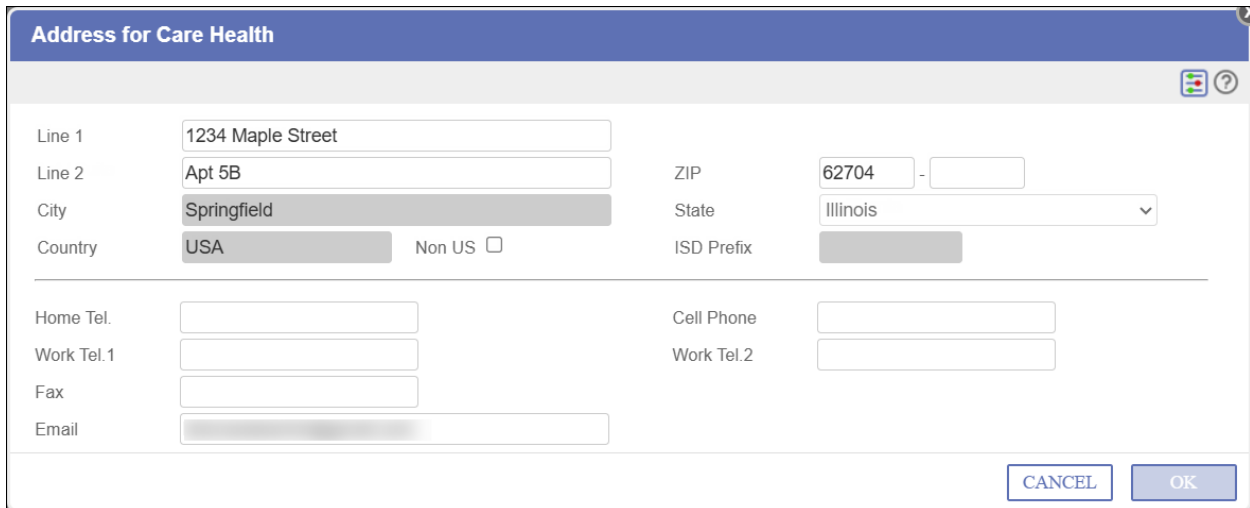


Figure: Address popup

2.3 SEARCH AND NAVIGATION

The **Hospital Search** popup provides robust search capabilities to help users quickly locate hospital records. The following search fields are available:

- Hospital Name
- Address
- Email

Advanced search features include the following:

- A "Starting With" filter for prefix-based searching.
- "Wrap" functionality for improved readability of long text entries.
- Pagination controls (First, Previous, Next, Last) with descriptive tooltips.
- Column-based sorting with dynamic ascending and descending icon indicators.

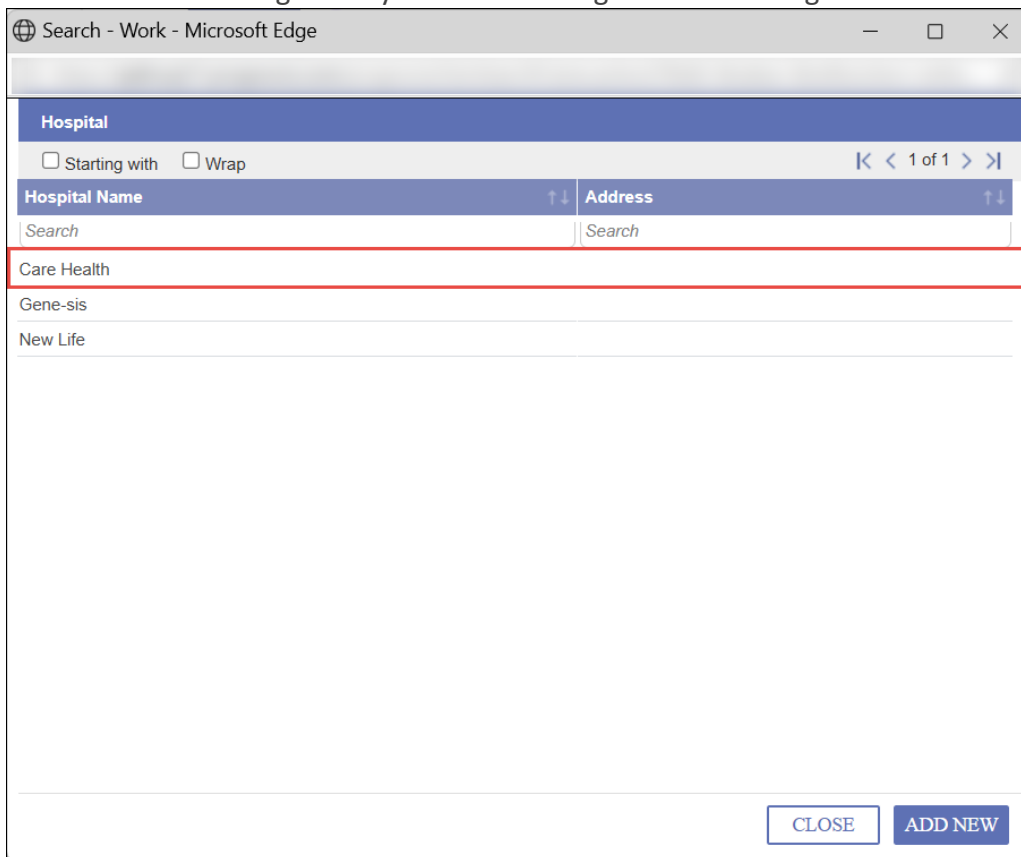


Figure: Hospital Search popup

By default, hospital records are displayed alphabetically to ensure a consistent browsing experience.

2.3 STATUS AND LIFECYCLE MANAGEMENT

Hospitals are assigned an Active status by default upon creation. The system supports toggling between Active, Inactive, and All records using a dropdown filter. Inactive hospitals are restricted from accessing the portal while retaining their historical data for audit purposes.

2.4 AUDIT AND HISTORY TRACKING

A comprehensive audit mechanism has been implemented to track the following actions:

- Patient record searches performed by hospital users.
- Viewing of ACOG forms.
- Printing actions taken on documents.

The **Hospital History** popup, invoked using the **HISTORY** button on the **Hospital** Master screen, captures all modifications made to hospital records, including timestamps and the details of the user who made the change.

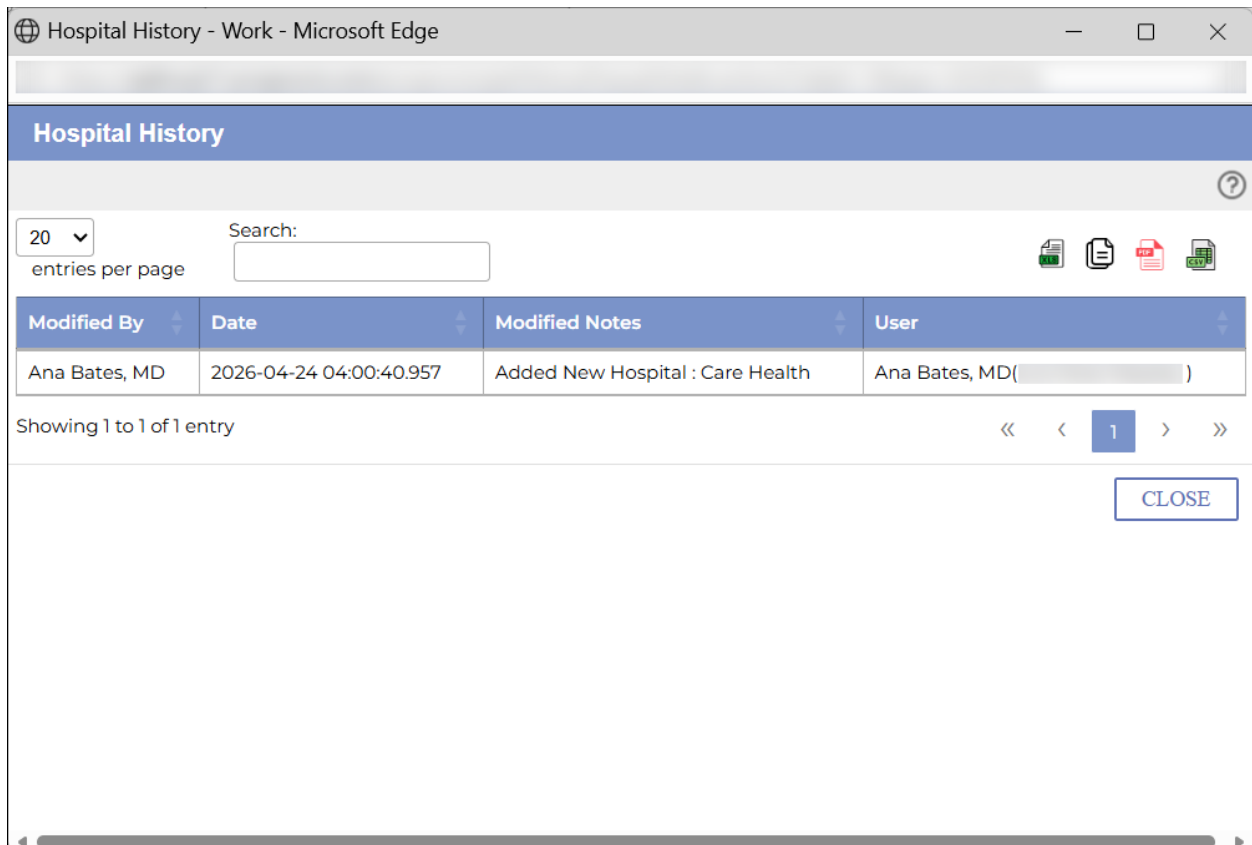


Figure: Hospital History popup

2.5 HOSPITAL USERS MANAGEMENT

The Hospital Users feature allows multiple users to be associated with a single hospital. A dedicated popup, invoked via the **Hospital User** Hospital User button, enables the creation and management of individual hospital users.

Hospital Users for Care Health

First Name	Last Name	Email ID	History	Inactive	
<input type="text" value="Aaron"/>	<input type="text" value="King"/>	<input type="text" value="Aaron.King5445@gmail.co"/>	<input type="button" value="History"/>	<input type="checkbox"/>	<input type="button" value="🗑"/>
<input type="text" value="James"/>	<input type="text" value="Joseph"/>	<input type="text" value="James.Joseph897@gmail."/>	<input type="button" value="History"/>	<input type="checkbox"/>	<input type="button" value="🗑"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="History"/>	<input type="checkbox"/>	<input type="button" value="🗑"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="History"/>	<input type="checkbox"/>	<input type="button" value="🗑"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="History"/>	<input type="checkbox"/>	<input type="button" value="🗑"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="History"/>	<input type="checkbox"/>	<input type="button" value="🗑"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="History"/>	<input type="checkbox"/>	<input type="button" value="🗑"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="History"/>	<input type="checkbox"/>	<input type="button" value="🗑"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="History"/>	<input type="checkbox"/>	<input type="button" value="🗑"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="History"/>	<input type="checkbox"/>	<input type="button" value="🗑"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="History"/>	<input type="checkbox"/>	<input type="button" value="🗑"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="History"/>	<input type="checkbox"/>	<input type="button" value="🗑"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="History"/>	<input type="checkbox"/>	<input type="button" value="🗑"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="History"/>	<input type="checkbox"/>	<input type="button" value="🗑"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="History"/>	<input type="checkbox"/>	<input type="button" value="🗑"/>

Figure: Hospital Users popup

The following rules apply when managing hospital users:

- Email ID is used as the login credential when the property, **hospital.login.email.mandatory** is enabled. Otherwise, login credentials are generated based on the hospital user's name.
- Mandatory fields include **First Name**, **Last Name**, and **Email ID**. These are marked with an asterisk (*) to indicate that they are required.
- The system prevents duplication of email IDs across users, ensuring uniqueness.
- When the same Email ID is used for another Hospital User, the system does not block the entry. Instead, login credentials are auto-generated using a combination of the user's First Name and Last Name as the User ID.

2.6 VALIDATION AND ERROR HANDLING

The system enforces the following validation rules to ensure data integrity:


- Mandatory field validations ensure that all required information is entered before saving a record.
- Email format validation ensures the correctness of login credentials before they are saved.
- Restrictions are enforced on modifying email IDs once they have been assigned, as they serve as User IDs for portal login.

The following validation messages may be displayed:

- ***"Please enter a valid e-mail address. For example: abc@company.com"*** — shown when an invalid Email ID is entered.

2.7 USER LIFECYCLE AND SECURITY

Hospital users can be managed through the following actions:

- Deleted using the ***delete***  icon. A confirmation message asking ***"Are you sure you want to delete this user?"*** will appear with ***OK*** and ***Cancel*** buttons. Selecting ***OK*** proceeds with the deletion, while selecting ***Cancel*** cancels the action.
- Marked as Inactive by checking the Inactive checkbox. Inactive users are automatically restricted from accessing the Hospital Portal.

A detailed history log captures all changes to user records, including email updates and status changes, accessible via the ***Hospital User History*** popup.

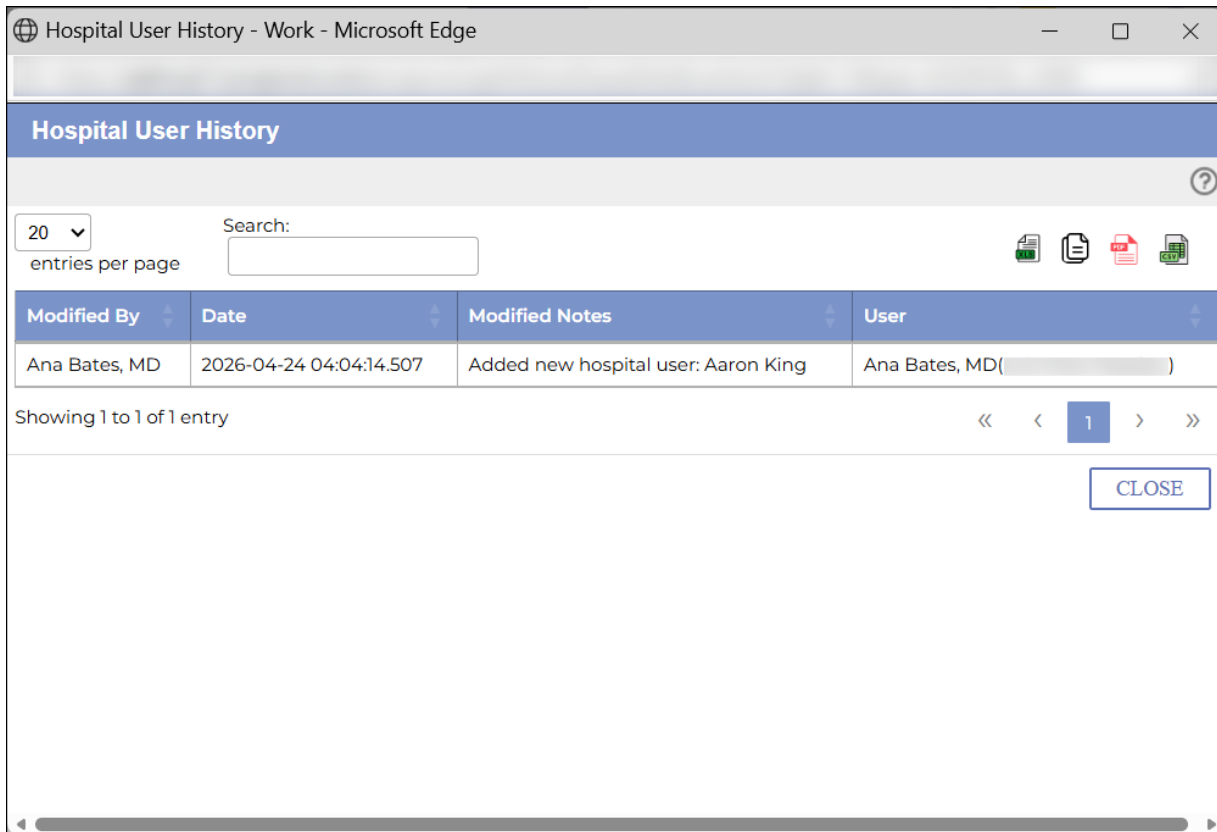



Figure: *Hospital User History popup*

A checkmark appears on the **Hospital User**  button to indicate that user details have been added to the **Hospital Users** popup.

2. HOSPITAL PORTAL SETTINGS

Navigation:

- Portal Settings Master screen**
 Prognosis → Settings → Configuration → Workflow column → Portal Settings
 → **Hospital Portal**

The **Hospital Portal Settings** Master screen allows administrators to configure the Hospital Portal prior to enabling the system-level flag. This means that all configuration can be completed before the Hospital Portal is activated for use.

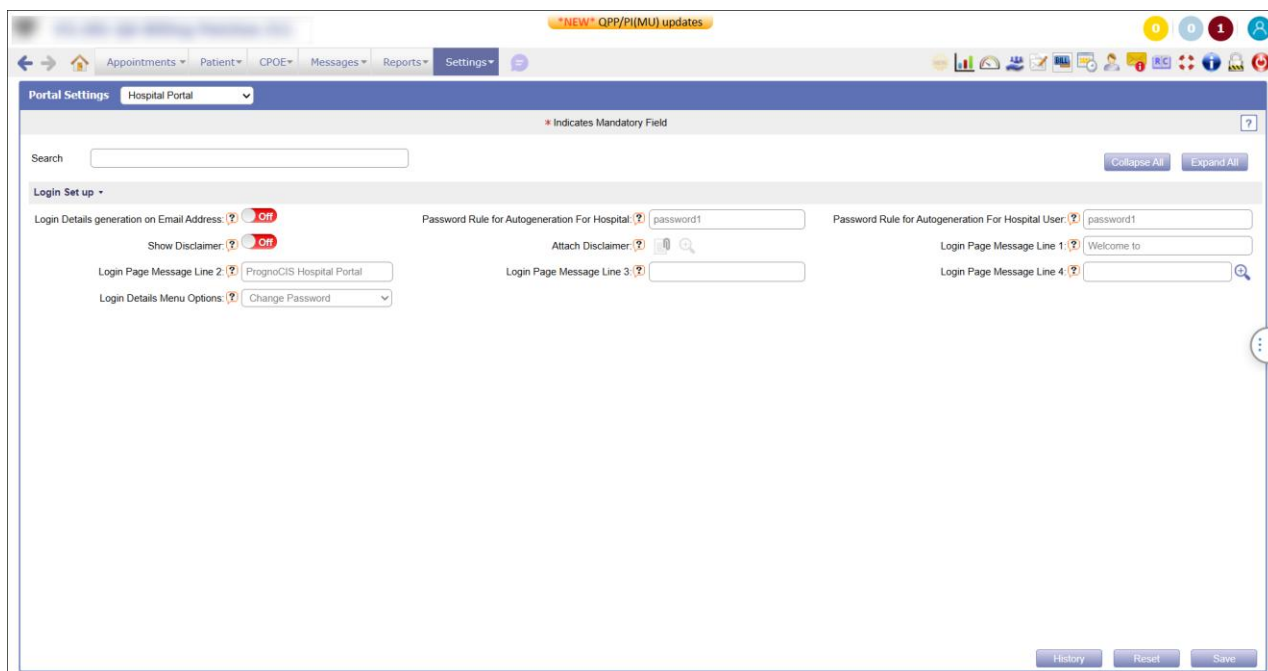



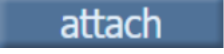


Figure: Hospital Portal Master screen

Login Set up:

This section controls how hospital users log in and how credentials are managed.

- Login Details generation on Email Address ([hospital.login.email.mandatory](#)):** If this property is **On**, Hospital Portal logins use email addresses as User IDs for both Hospitals and Hospital Users. When **Off**, logins instead use the Hospital name or Hospital User name as the User ID. This property is **Off** by default.
- Password Rule for Autogeneration For Hospital ([hospital.login.password.rule](#)):** Sets the value to be used as the auto-generated password for Hospital Portal logins when creating credentials from the Login Details screen for a Hospital. For example, if the property is set to “password1”, the same value will be assigned as the password and emailed to the respective Hospital. If the property is left blank, the system defaults to “password1”.
- Password Rule for Autogeneration For Hospital User ([hospitaluser.login.password.rule](#)):** Sets the value to be used as the auto-generated password for Hospital Portal logins when creating credentials from the **Login Details** screen for Hospital Users. For example, if the property is set to “password1”, the same value will be assigned as the password and emailed to all Hospital Users for whom the password is auto-generated. If the property is left blank, the system defaults to “password1”.
- Show Disclaimer ([hospital.disclaimer.mandatory](#)):** Enables the display of a disclaimer pop-up on the first login to the Hospital Portal when the property is turned **On**; when turned **Off**, the popup is not shown. The content of the disclaimer is sourced from an

HTML file uploaded via the **Hospital Portal Settings** Master screen. If no HTML file is uploaded, a default disclaimer template is shown. The default value is **Off**.

- **Attach Disclaimer** (*hospital.attach.disclaimer*): Enables the user to Attach Disclaimer File. Click the **Attach Disclaimer**  icon to invoke the popup, which allows you to select a file from the local folder using the **Choose File** button and make attachments using the **attach**  button. The **View Disclaimer**  icon invokes the preview of the attached file.
- **Login Page Message Line 1**: Determines the welcome message displayed on the Hospital Portal login page. By default, this is set to “Welcome to”. The field has a maximum character limit of 16 characters.
- **Login Page Message Line 2**: Determines the text displayed below the “Welcome to” message on the Hospital Portal login page. By default, this is set to “Prognosis Hospital Portal.” The field has a maximum character limit of 21 characters.
- **Login Page Message Line 3**: Displays a line of text below the second message on the Hospital Portal login page. This field can be used to add a single-line message about the clinic or practice. The field has a maximum character limit of 31 characters and is blank by default.
- **Login Page Message Line 4** (*hospital.loginpage.message*): Displays text below the third line of the message on the Hospital Portal login page. This field is intended to provide a brief introduction to the portal. Users can use HTML
 tags to format the displayed content. The field has a maximum character limit of 196 characters and is blank by default. Clicking the **Zoom**  icon invokes the **Notes** popup displaying the notes added to the field.
- **Login Details Menu Options** (*hospital.login.details.option*): Determines the login detail options available on the Hospital Portal based on the selected property value. Selecting “P (Password)” enables the Change Password option, while selecting “N (None)” disables all password modification options. The default value is “Change Password”.

3. LOGIN DETAILS FOR HOSPITAL AND HOSPITAL USER

Navigation:

- **Login Details popup**
Prognosis → Settings → Configuration → Admin column → **Login Details**

The **User Login Details** popup provides administrators with the tools needed to generate and manage login credentials for both Hospitals and Hospital Users. The following capabilities are available:

- Automated workflows generate and send login credentials via email upon the creation of a new hospital or hospital user record.
- Email validation is enforced to ensure successful credential delivery.
- System-generated confirmation messages provide feedback to administrators upon successful credential sharing.
- Credential reset functionality is integrated into the Login Details screen, enabling administrators to reset passwords and regenerate credentials as needed.

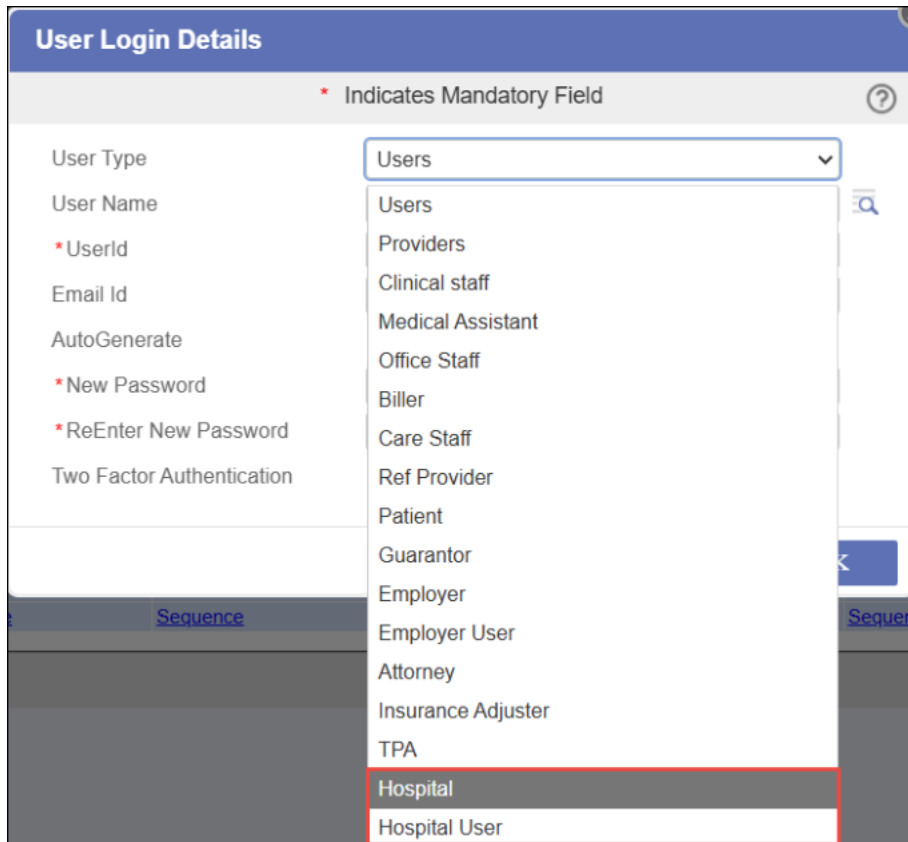


Figure: User Login Details popup with User Types Hospital and Hospital User

4. USING THE HOSPITAL PORTAL

Navigations:

- **Login page**
Hospital Portal → **Login**
- **Clinic Shared Documents**

Hospital Portal → Login → *Clinic Shared Documents*

4.1 ACCESSING HOSPITAL PORTAL

The Hospital Portal can be accessed in the following ways:

- The Hospital Portal URL is automatically shared via email when login credentials are generated.
- Clinic users can also retrieve the portal link from the Info section within Prognosis EMR.



Figure: Hospital Portal link on the Info popup

- A streamlined workflow allows easy copying and sharing of the portal URL directly from within the system.



Figure: Popup with Hospital Portal URL that can be copied

4.2 LOGIN PAGE

The Hospital Portal login page features a modern, responsive user interface aligned with TPA Portal design standards. The page supports multiple screen resolutions for optimal display across devices.

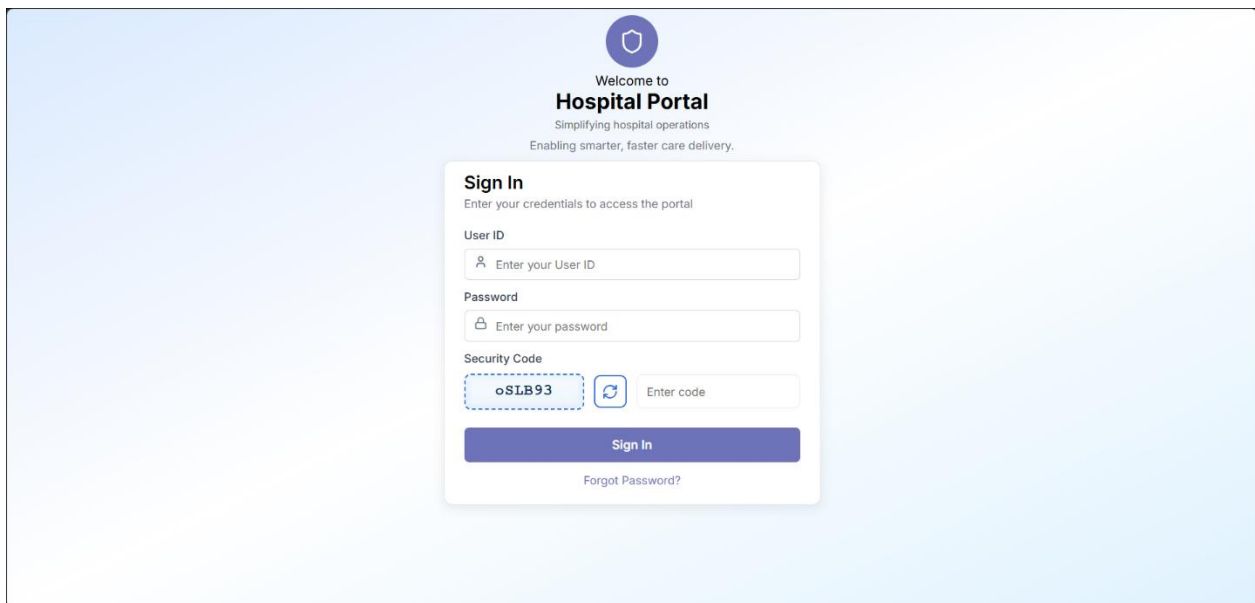


Figure: Hospital Portal Login page

4.2.1 Security and Validation

The following security measures are in place on the login page:

- CAPTCHA validation is required to prevent unauthorized access.
- Comprehensive error handling provides clear feedback for the following scenarios:
 - Missing credentials
 - Invalid login attempts
 - Incorrect CAPTCHA entries
 - Access attempts by inactive users

4.2.2 Forgot Password

If a hospital user forgets their password, they can initiate a secure password reset using email verification and CAPTCHA. The system sends a system-generated email containing temporary credentials and clear instructions for regaining portal access.

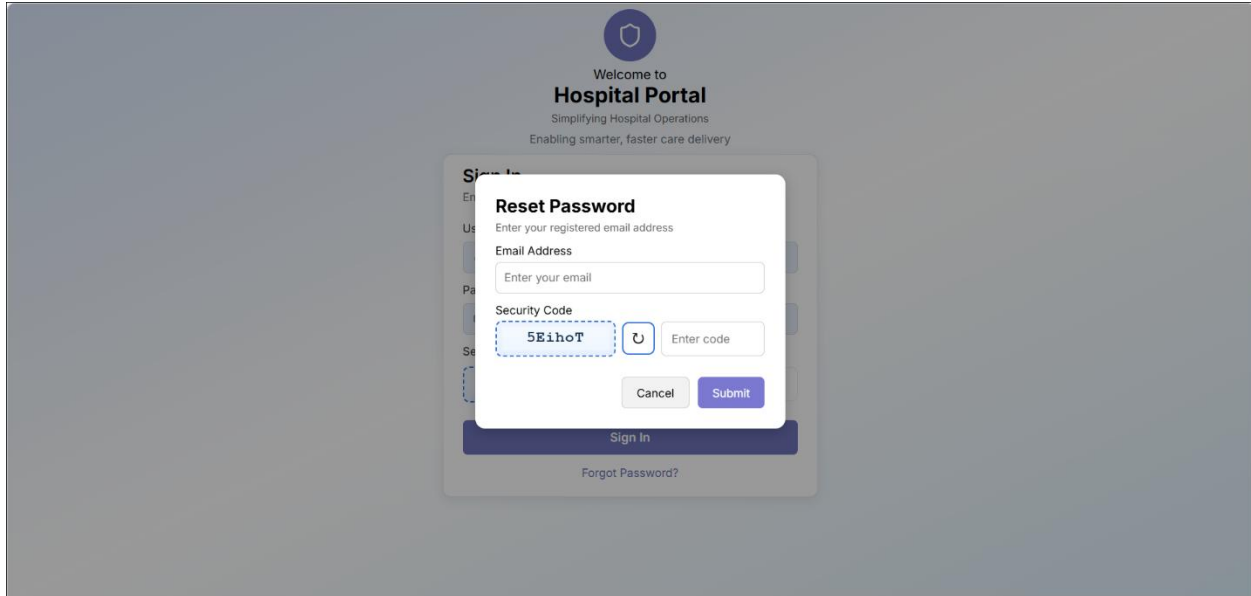


Figure: *Reset Password popup shown on clicking Forgot Password?*

4.2.3 Change Password

A mandatory password change is enforced on first login and after any password reset. Password validation rules ensure compliance with security standards, including minimum length and alphanumeric requirements. An email notification is sent to confirm successful password updates.

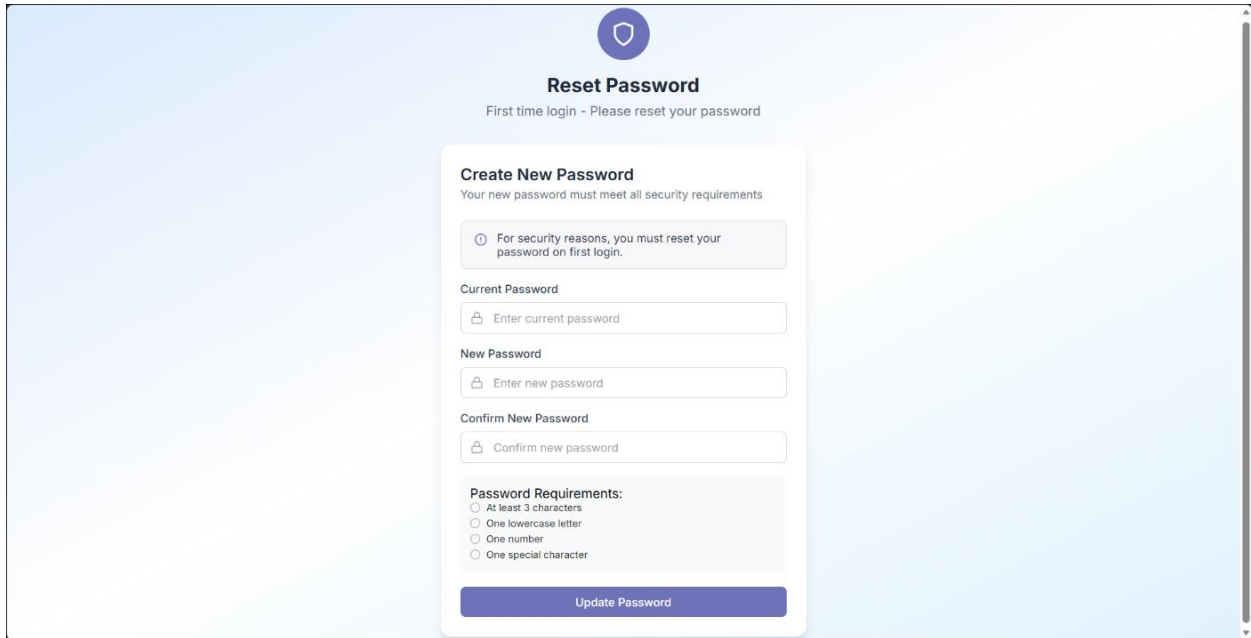


Figure: Reset Password page on the Hospital Portal

4.3 DISCLAIMER

If the Show Disclaimer setting is enabled, users must explicitly accept the disclaimer terms before accessing the portal. This acceptance is required only once, on the first login. The disclaimer content is defined by the clinic through the Hospital Portal Settings. A default disclaimer template is displayed if no custom file has been uploaded.

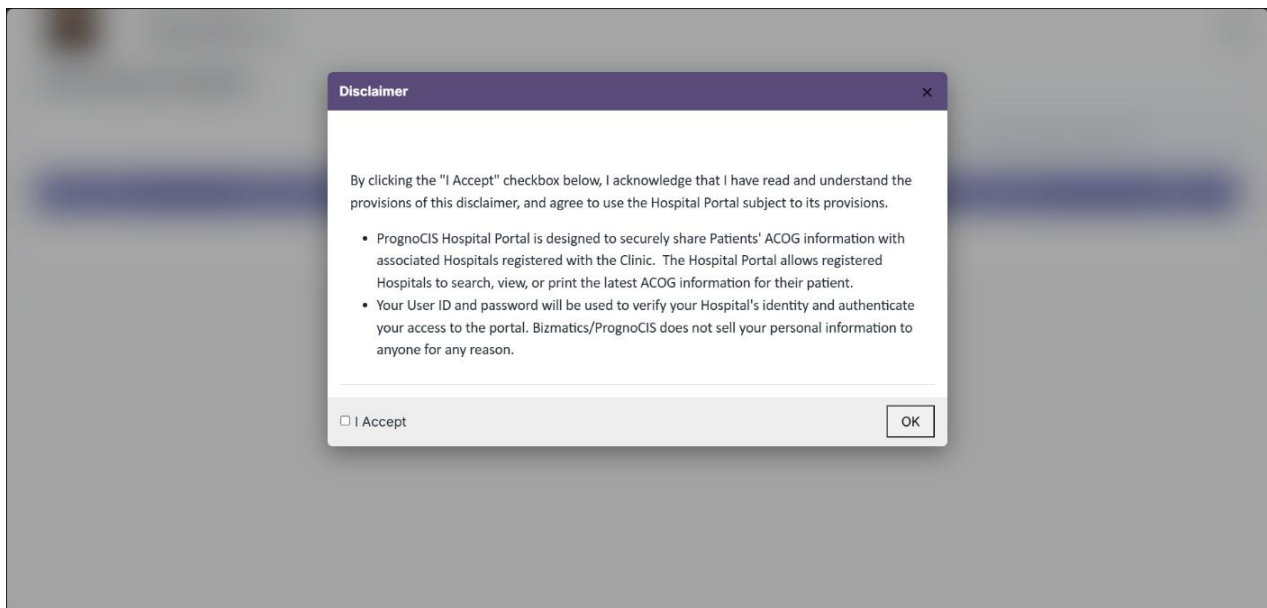


Figure: Disclaimer popup on the Hospital Portal

4.4 HOSPITAL PORTAL LANDING PAGE

After logging in, hospital users are presented with the portal landing page, which provides a focused patient search interface.

4.4.1 Patient Search

The landing page requires hospital users to search for patients using the following three fields:

- First Name
- Last Name
- Date of Birth (DOB)

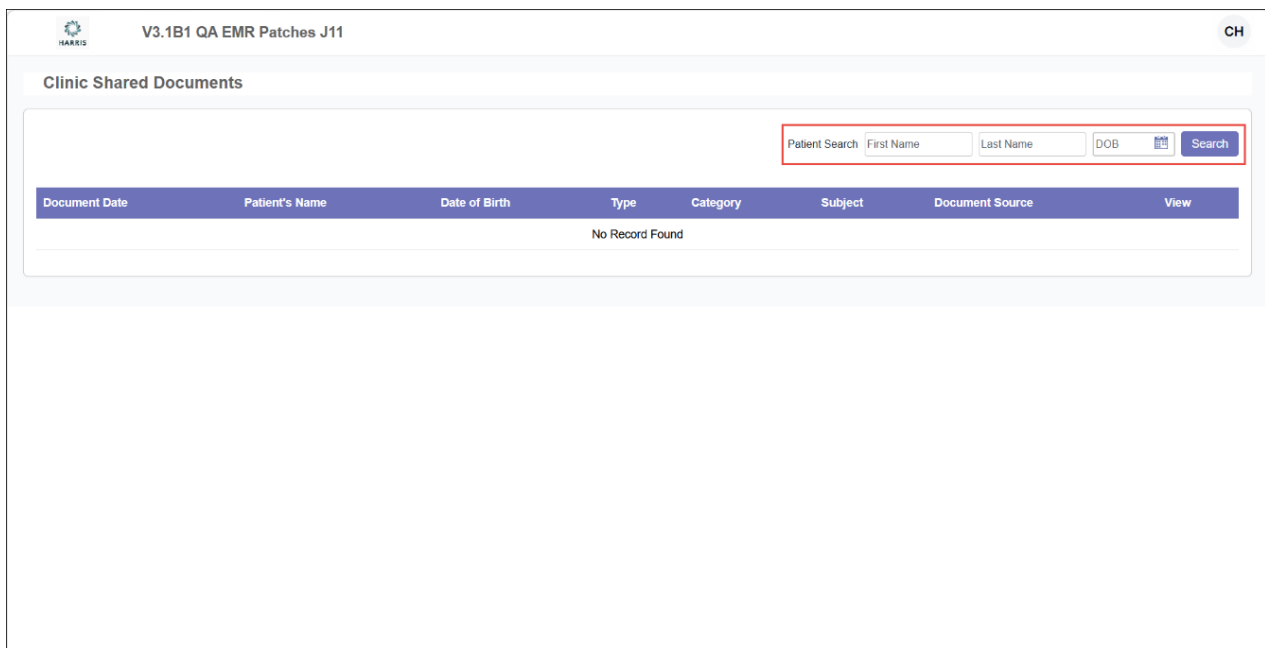


Figure: *Patient Search fields on the Hospital Portal*

A search result is returned only when all of the following conditions are satisfied simultaneously:

Exact Field Match: The First Name, Last Name, and Date of Birth entered must each exactly match a registered patient record in the Clinic's EMR.

Patient Eligibility Criteria: In addition to an exact field match, the following conditions must also be met:

- The patient's gender is Female.
- The patient has an open pregnancy cycle.
- The patient's latest closed encounter contains an ACOG form.

4.4.2 Validation Messages

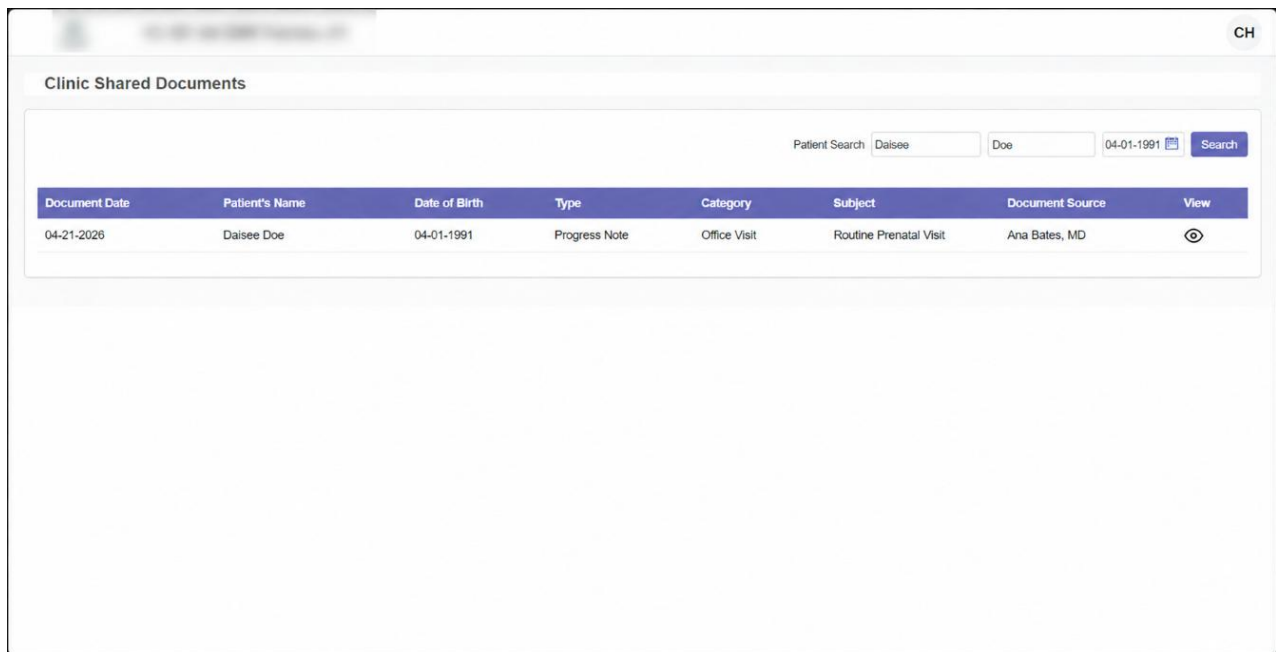
The following validation messages may be displayed based on the outcome of a patient search:

"Patient not found with given search details." Displayed when the patient details entered do not match any record in the EMR (e.g., incorrect name or date of birth), or when the patient record does not exist in the EMR.

"No document record found for this patient." Displayed when the patient details match a record, but the patient does not have an ACOG form available. This occurs when the pregnancy is closed or the pregnancy is open but the encounter has not yet been closed.

4.4.3 Search Results

When a search is successful, results are displayed in a structured grid with the following columns:




The screenshot shows a web interface titled "Clinic Shared Documents" with a search bar containing "Daisee", "Doe", and "04-01-1991". Below the search bar is a table with the following data:

Document Date	Patient's Name	Date of Birth	Type	Category	Subject	Document Source	View
04-21-2026	Daisee Doe	04-01-1991	Progress Note	Office Visit	Routine Prenatal Visit	Ana Bates, MD	

Figure: Search Results on Hospital Portal

- **Document Date:** The encounter date from which the patient's latest ACOG form was retrieved, displayed in MM-DD-YYYY format.
- **Patient Name:** The name of the patient as recorded in the Patient Registration screen.
- **Date of Birth:** The patient's date of birth in MM-DD-YYYY format, obtained from the Patient Registration screen.
- **Type:** Indicates the type of shared document (e.g., Progress Notes).
- **Category:** Displays the encounter type for the patient encounter from which the ACOG form is retrieved.
- **Subject:** Displays the patient encounter reason from which the ACOG form is retrieved.
- **Document Source:** Displays the name of the Attending Provider for the patient encounter.

- **View:** Contains a **View**  icon. Clicking this icon displays the patient's ACOG form directly on the page below the search results, with a vertical scroll and buttons to **Print** and **Close** the document.

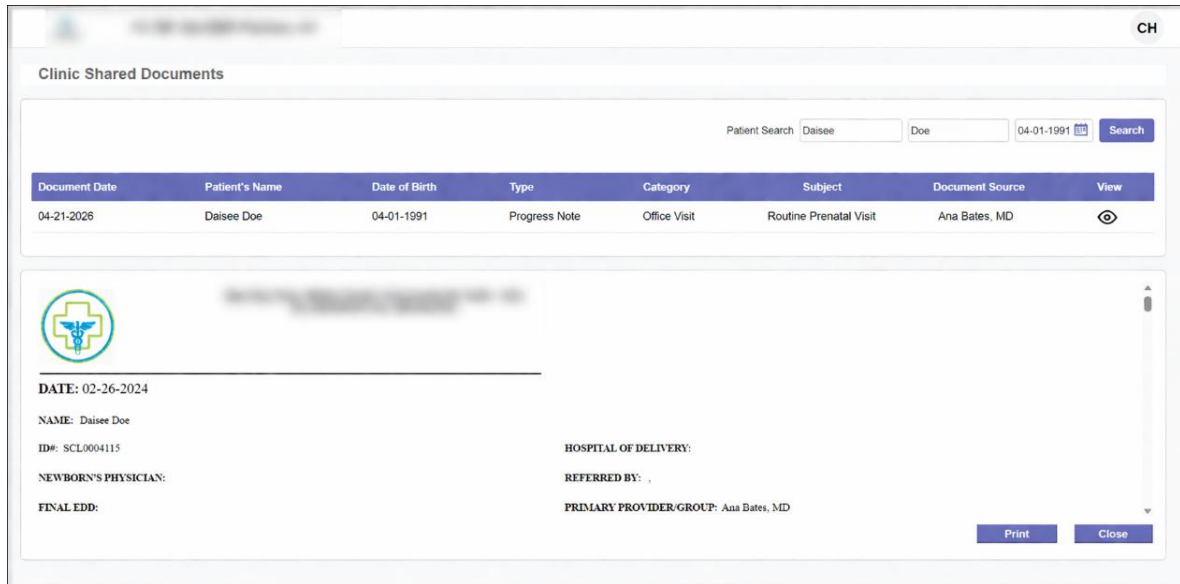


Figure: Preview displayed on the Hospital Portal

4.4.4 Document Access

ACOG forms can be viewed inline on the portal page without navigating to a separate page. The following actions are available when viewing a document:

- **Print:** Clicking the **Print** button opens the print dialog, allowing the user to print the ACOG form.



Figure: Print popup on clicking the Print button on Hospital Portal

- **Close:** Clicking the **Close** button closes the viewed ACOG form and returns the user to the search results.

4.4.5 User Interface Features

The portal header includes clinic branding and user profile details.

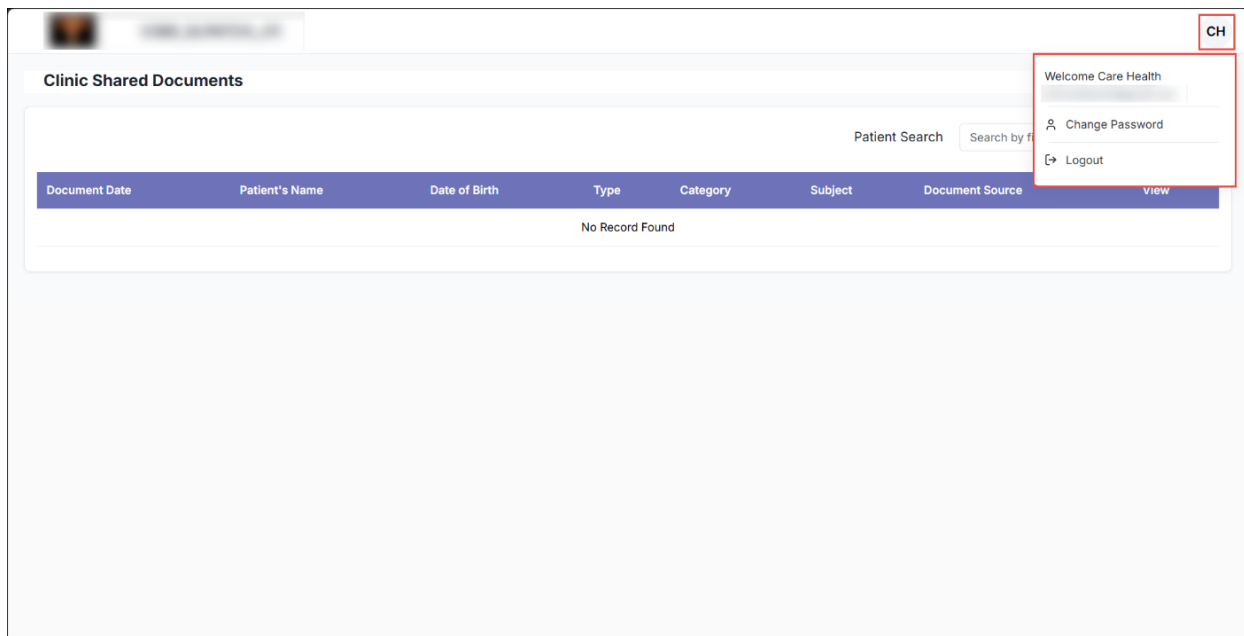


Figure: Header and Profile dropdown on the Hospital Portal Landing page

The profile dropdown provides the following options:

- **Change Password:** Allows the user to change their current password.

- **Logout:** Allows the user to securely log out of the Hospital Portal.

5. STANDARDIZED EMAIL TEMPLATES

Navigation:

- **E-Mail Master screen**
 Prognosis → Settings → Configuration → Output Templates → *E-Mail*

Standardized email templates have been implemented to ensure consistent, secure, and professional communication between the system and hospital users across all key credential-related workflows.

Dedicated templates for **Login Email for Hospital / Hospital User** are triggered automatically when a new hospital or hospital user is registered in the system. These emails include essential login details, portal access information, and any instructions required for first-time access.

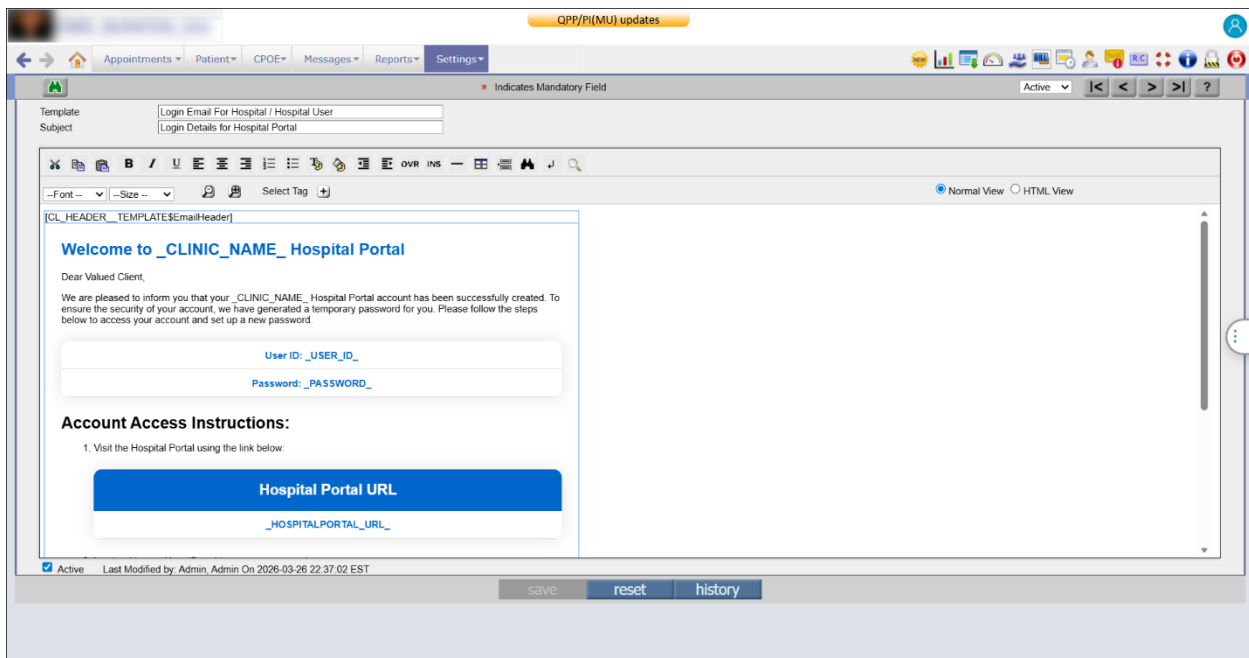


Figure: E-Mail Template, Login Email for Hospital and Login Email for Hospital User

The **Forgot Password from Hospital Portal** template is used when a user initiates a password recovery request. This email includes secure reset instructions to help the user regain access to the portal while maintaining system security protocols.

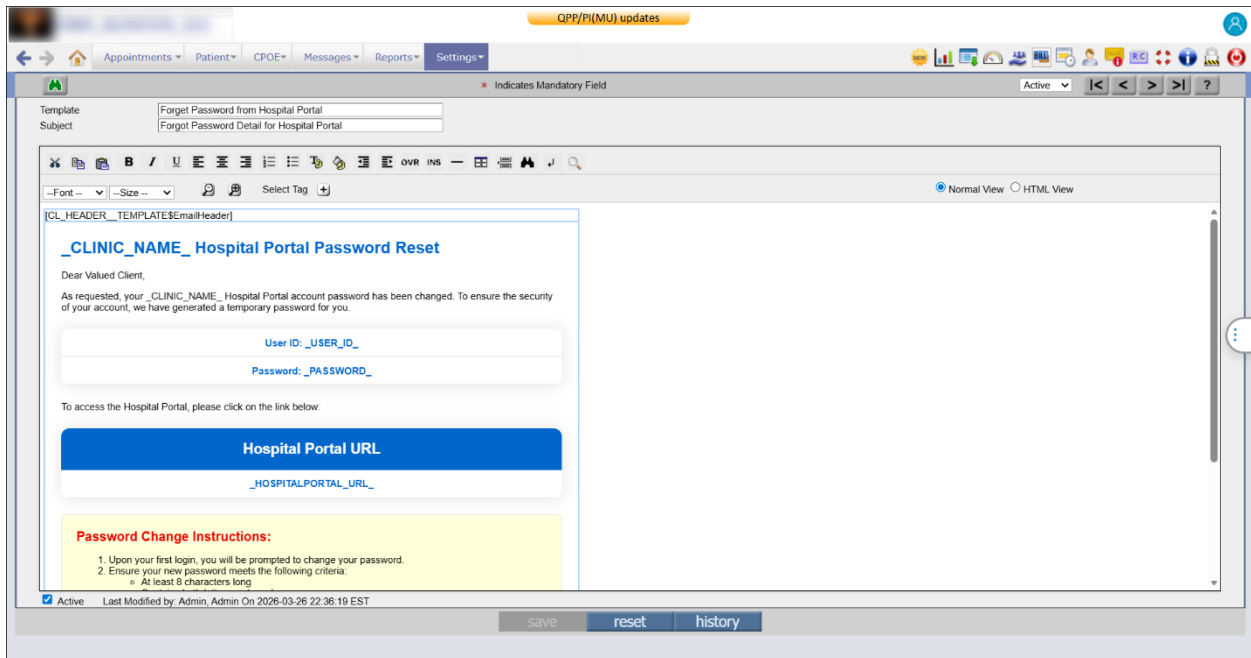


Figure: E-Mail Template, Forgot Password from Hospital Portal

The **Change Password Email for Hospital** template ensures that users are notified whenever their password is updated. This enhances transparency and adds an additional layer of security by alerting users to any credential changes.

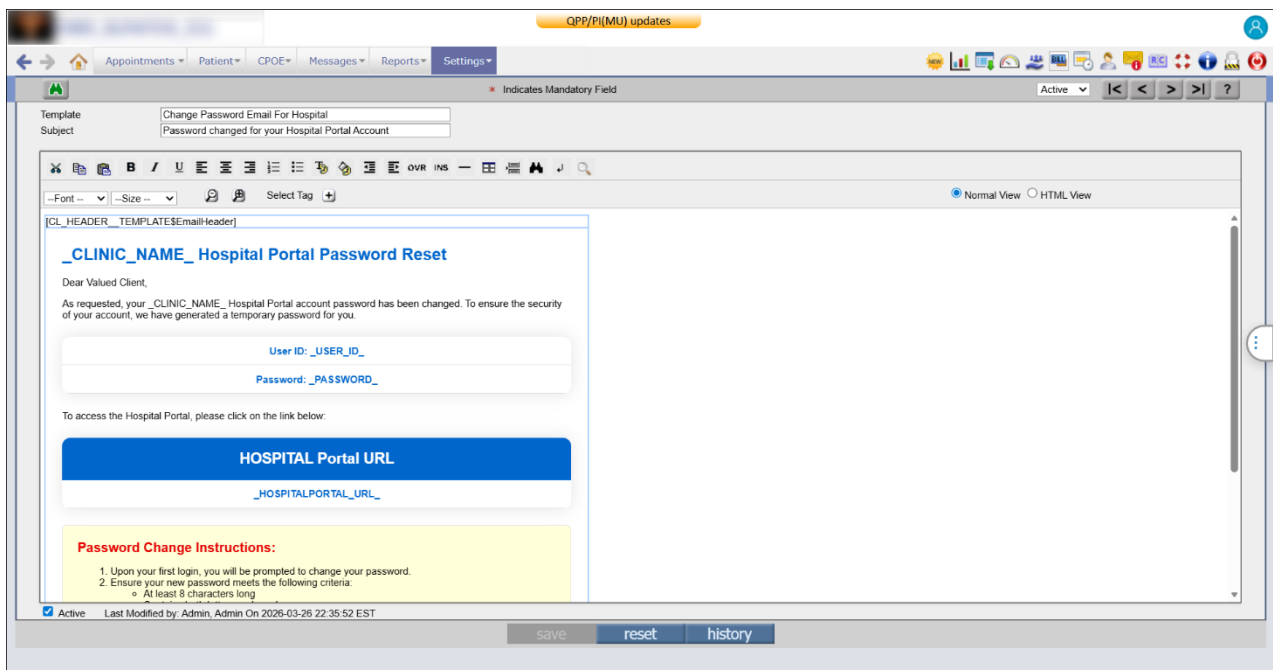


Figure: E-Mail Template, Change Password Email for Hospital

All email templates are fully customizable and can be managed through the ***Output Templates*** column. Administrators can modify the content, formatting, and messaging of each template based on organizational requirements or branding guidelines. This flexibility ensures that all communications align with clinic-specific standards while maintaining a consistent and professional appearance.