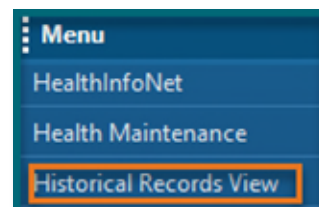**The Harmony Health Data Archiver (HDA) is a tool available to Northern Light Health caregivers. It contains electronic health records from legacy Northern Light systems (those which are no longer in use). New data sources are added to the archives on an ongoing basis. The HDA provides caregivers with a single source of historical health data from multiple systems. This data can then be used to update the patient's current record.**

Navigate to the Harmony Health Data Archiver

For most staff members, data from the Harmony Health Data Archiver can be accessed using two methods. At all Member Organizations except Northern Light Mayo Hospital, the HDA is available in the Historical Records View link in the Cerner Millennium PowerChart and FirstNet menus. The Archiver website can also be accessed directly at all sites, including NL Mayo Hospital.

➢ **Option 1: Historical Records View (excludes NL Mayo Hospital)** Sign into PowerChart or FirstNet, as usual.

- With the patient chart open, find **Historical Records View** in the Menu.

➢ **Harmony Health Data Archiver Website (includes NL Mayo Hospital)**

- Links to the Harmony HDA website are available on Member Organization Intranet Sites, as follows:

- Intranet Homepage Quick Link → Clinical Systems → Harmony Health Data Archiver

- Northern Light Intranet Homepage → Clinical Systems Menu → Harmony Health Data Archiver

- PowerChart Clinical Links Page

- PowerChart Clinical Links
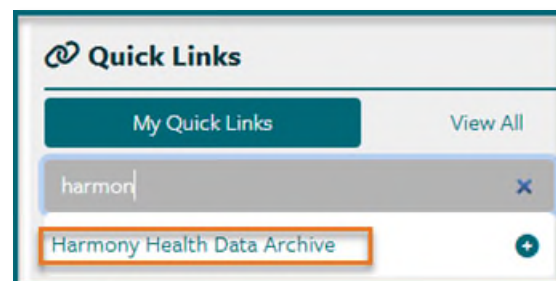
➢ **Alternatively, access the Harmony Health Data Archiver directly at:**
https://northernlighthealth.harmonyhda.com/login.

Access Patient Data Archives

Archive results display automatically in **Historical Records View**; however, only records **with a one-to-one match for first name, last name, and date of birth will appear**. This means that records prior to name changes or hyphenation do not display in PowerChart or FirstNet. To view these records, access the HDA using **Option 2** above.

NOTE: Due to concerns related to potentially viewing wrong patient information within the patient chart view, patient searches are not performed within PowerChart/FirstNet.

When accessing the archives through the Harmony Health Data Archiver website:

- Enter credentials: Use Northern Light network username and password.

- Click to select **Patient Data Archives** in the upper left corner of the landing page.

- Type known demographics into search fields. Results display as a list.
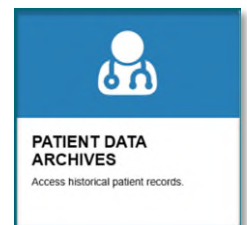
NOTE: If records do not appear in Cerner as expected, access Harmony directly to determine if additional records exist. Spelling errors, name changes, or other data entry mistakes may prevent records from displaying within PowerChart/FirstNet.

Use the Patient Search Results List

Within Historical Records View, this is the default view whenever there are two or more matching records for the selected patient. If there is only one record match, that archived chart opens directly, saving a click.

➢ **The Data Source Name Column (on the far right) displays which Legacy EHR in which the patient has been found.**

- The name of each data source specifies the related Member Organization, the application, the practice name, and the years the EHR was in use.

- Click anywhere on a row to open the selected record.

First Name	Last Name	Date of Birth	SSN	Sex	Data Source Name
anyone		Date Filter ⊡			All Sources
ANYONE	TESTING	12/15/1957	###-##-	Female	Mercy Allscripts EHR All Ambulatory 2010-2018
ANYONE	TESTING	12/15/1957	###-##-	Female	BICS Centricity EMR All Ambulatory 1997-2018

Navigate the Chart

A navigator displays on the left, containing multiple bookmarks.

➢ **Navigator Overview**

- Bookmarks contain related patient data.

- Bookmarks with no information appear gray/dithered.

- Available bookmarks vary, depending on the source EHR.

- Click the double down-carat icon ⌄ to expand a bookmark category.
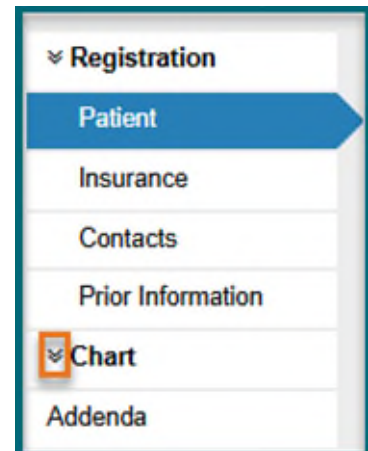
> **NOTE:** There are multiple Data Sources in the archive. Each archive was built to closely match the original, so there may be differences in the number, names , and sequence of bookmarks.

➢ **Available Options for Naviagation**

- **Column Sort**: Click a column header to sort results. Click again to reverse the sort order.

- **Filter**: To narrow results, click the Filter ▼ icon in the field's header. Adjust criteria as needed.

- **Expand View**: Some screens display a condensed view. Click the plus-sign ➕ to see more details.

➢ **Documents/Results**

- **View Results:** Click the **document** 📄 icon to view the original results in a new window.

- **Scanned Documents:**

  - Scanned documents are identified in the **Scan** column.

  - The document icon for a **Scanned** document, in the list view, displays the details for when the document was added to the EHR- not the document itself.

  - Follow these steps to view Scanned Documents:

    STEP 1: Click the **Plus-sign** ➕ icon.

    STEP 2: If needed, scroll down to the Scanned Documents component in the detailed view.

    STEP 3:   Click the **document** 📄 icon within the Scanned Documents component.

Print from Health Data Archiver

To print a document from the Health Data **Archiver for a patient within the practice location and the associated notes for that office**, follow the applicable steps:

➢ **Historical Records View (excludes NL Mayo Hospital)**

STEP 1: Locate the document to be printed.

STEP 2: Click the **Plus-sign** ⊞ icon to open the document

STEP 3: Click the **Printer** icon.

HealthDate Archiver   **Historical Records View**

NOTE: Printing records should be limited to patient and notes for practice location. Requests for complete charts, hospital records, or notes from another practice should be routed to the organization's HIM department.