ALBERTA NETCARE PORTAL QUICK REFERENCE:

How to Easily Access Specific Patients in ANP

Alberta Netcare
ELECTRONIC HEALTH RECORD

There are a variety of ways to search or organize patients within Alberta Netcare Portal (ANP). Three functions in ANP to do this are; using a *Favourite Search*, *Recent Patients* and customized *Worklists*. If you are in the AHS-Edmonton zone, you can also use the pre-populated *Patient Lists* function.
Please refer to the ANP Quick References on Patient Lists in the Alberta Netcare Learning Centre for more information.

Favourite Search

Search for a Patient includes a favourite search function where you can save the name or PHN/ULI of patient records that you access on a regular basis.

TO CREATE A FAVOURITE SEARCH:

1   Ensure you are displaying the *Patient Search* screen.

2   Type in your search criteria (name or identifier).

3   Click in the *Enter a new favourite search* box and type a name for your search.

4   Click ⊕ to add this search name to the *Select a favourite search* drop-down menu.

TO MANAGE FAVOURITE SEARCHES:

1   Ensure you are displaying the patient *Search* screen.

2   To view all records matching a favourite search, select the search name from the *Select a favourite search* drop-down menu. The results are automatically displayed.

3   To remove a favourite search name, select the search name from the *Select a favourite search* drop-down menu and click the *Delete* button. ⊗

Recent Patients

A list of up to 50 of your most recently viewed patients is automatically generated by Alberta Netcare Portal. This list is called Recent Patients.

Patients are sorted by Today, Last 7 Days, Last 4 Weeks and Last 12 Months.

TO SELECT A RECENTLY VIEWED PATIENT'S EHR:

1   Either:
   a   Configure the Homepage with a *Recent Patients* windowlet.
   b   Click *Favourites* in the Clinical Portal Menu, and then click *Recent Patients.*

2   Click anywhere on the line with the patient's name to open the patient's record.

3   To choose another recently viewed patient's EHR, in the Context Menu either:
   a   Click the drop-down folder beside the patient's name in the Context Menu to view a list of patients in Recent Patients list.

   b   Click the grey left or right arrows to move to the next EHR in the list.

Customized Worklists

Alberta Netcare Portal provides six worklists you can customize to store lists of special-interest patients. These lists are accessed from the Clinical Portal Menu.

TO VIEW A WORKLIST:

Either:

a Click *Common* in the Clinical Portal Menu, and then click *Worklists*. All six worklists, and their respective members, are displayed.

b Click *Favourites* in the Clinical Portal Menu, and then click the specific worklist you are interested in. Only that particular worklist, and its members, are displayed.

TO RENAME A WORKLIST:

1 Either:

a Click *Common* in the Clinical Portal Menu, and then click *Worklists*. All six worklists are displayed.

b Click *Favourites* in the Clinical Portal Menu, and then click the specific worklist you are interested in.

2 Click *Rename.*

3 Type a new name in the pop-up box, and then click *Save*.

TO ADD A PATIENT TO A WORKLIST:

1 Log in to the Alberta Netcare Portal, search for your patient and open their EHR.

2 Click the grey square icon + in the Context Menu to display the worklists.

3 Click the worklist you want to add the patient to. The square for the worklist is now highlighted and displayed in the Context Menu.

TO REMOVE ONE OR MORE PATIENTS FROM A WORKLIST WITHOUT OPENING THEIR EHR:

1 View one or all worklists.

2 Either:

a Select the check box next to the patient(s) name and then click *Remove*. The selected patient(s) are removed from the worklist.

b Select the check box underneath the worklist name and then click *Remove*. All patients are removed from the worklist.

TO REMOVE A PATIENT FROM A WORKLIST WITHIN THEIR EHR:

1 Log in to the Alberta Netcare Portal, search for your patient and open their EHR.

2 Click the grey square icon + in the Context Menu to display the worklists.

3 Click the worklist you want to remove the patient from. The square for the worklist is no longer highlighted or displayed in the Context Menu.