

This quick reference provides instructions on navigating the Clinical Document Viewer (CDV) in Alberta Netcare Portal (ANP).

The screenshot displays the patient record for Cynthia S. Hythe. The left-hand navigation menu (1) lists various clinical tools and reports. The top context banner (6) shows the patient's name and basic information. The top context menu (5) provides quick access to various document and referral functions. The patient demographics windowlet (3) displays detailed personal information, including date of birth, age, sex, and contact details. An audit warning (4) is present at the bottom of the page, indicating that all access to patient information is monitored and audited.

NOTE

Detailed instructions on printing and viewing the Patient Demographic windowlet are available in the **quick reference** "[How to View Patient Demographic Information.](#)"

Legend

- 1** Clinical portal menu
- 2** CDV
- 3** Patient demographics
- 4** Audit warning
- 5** Context menu
- 6** Context banner

TIP

4. Audits are done routinely and randomly, on the request of the patient or an authorized health care provider.

Clinical Portal Menu

To display the clinical portal menu, click .
To hide it, click .

The clinical portal menu continues to display after you have located and opened your patient's record. It is used to access key functions such as worklists, resources and the patient search function.

Data Availability Table

An up-to-date [Data Availability Table](#) containing all available data sources can be viewed in the ANP login page under the Alberta Netcare Information drop-down list.

CDV

The CDV lists all lab results, transcribed reports and other clinical documents available for viewing.

Click to open the desired folder name, then click on the name of the lab result or document you wish to view.

Note: The CDV can also be accessed via the **Dashboards** tab. To learn more, refer to the [Patient Quick View quick reference](#).



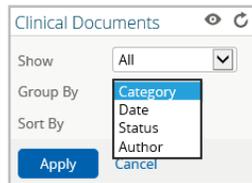
Customizing the CDV

You can sort and search for clinical documents by category, date, status and author. You can also filter the documents to display only those you are interested in.

The default CDV structure is by category, with lab results in alphabetical order followed by transcribed reports. Pending labs are always at the bottom.

To change the “view by” structure of the CDV:

- In the CDV, click the button, then the **Group By** drop-down arrow to reveal a list of viewing options.



| Viewing Option | Description |
|-----------------|---|
| Category | The default sort option. Lab categories display alphabetically followed by the transcribed reports categories. |
| Date | Displays results by date. Documents are grouped by their observation date/time (last 24 hours, last week, last month, last 12 months and all previous). When the CDV is set to “View by Date,” the standing orders are listed in the Last 24 hours folder. |

| | |
|---------------|--|
| Status | Sorts by lab results displaying abnormal or critically abnormal results, followed by all other results. Transcribed reports are grouped by facility and sorted alphabetically following results. |
| Author | Groups documents under the last name of the Clinician who originally ordered the test, sorted alphabetically. |

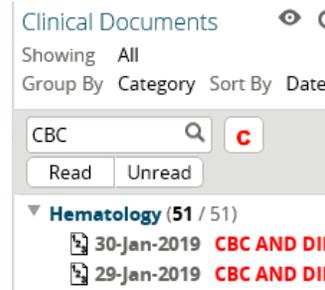
- Select your viewing option.

To change the view of documents in the CDV:

Select a timeframe from the **Show** drop down menu and click **Apply**.

Searching for Specific Clinical Documents

- In the CDV, do one of the following:
 - Type the first few letters or complete key word(s) of the document you want (for example, document title, folder title or document author) in the **Look For** box.



NOTE

As you type, a filter sorts through possible matches until the one you want is found. Be aware – lab test names differ, depending on the source. This can influence your “Look For” results.

- Click the **critical** symbol to limit search to critical results only.
- Click the **Read** **Unread** buttons to narrow document status search.
- Combine two or more of the above options. Search results will be displayed

Clinical Document Controls

Electrolyte Panel (Na, K, Cl, CO₂, Anion Gap) (18 months ago) Print | Send | Data Inquiry | Dock

Electrolyte Panel (Na, K, Cl, CO₂, Anion Gap) [View Cumulative Results](#)

Time Collected 12-May-2023 21:40 Time Received 12-May-2023 21:42
 Time Reported 12-May-2023 22:10 Time Transmitted 12-May-2023 22:10
 Order Number 385824886

Specimen Type/Source Blood-Blood/Blood, Venous

Report Patient Name: BASHAW, ALIX JEFF
 Demographics PHN/ULI: 460488014
 (for verification purposes) Date of Birth: 06-DEC-1979
 Sex: M

| Test | Result | Ref. Range (Units) | Abnormality |
|-----------------------------------|--------|--------------------|-------------|
| Sodium | 143 | 135-145 (mmol/L) | |
| Potassium | 4.3 | 3.5-5.0 (mmol/L) | |
| Chloride | 103 | 98-112 (mmol/L) | |
| Carbon Dioxide (CO ₂) | 23 | 20-32 (mmol/L) | |

- Click **Print** to print the clinical document.
- Click **Send** to email the clinical document to another ANP authorized user. The recipient requires the appropriate Alberta Netcare user role to view the document.

TIP For instructions on using the ANP messaging feature, consult the quick reference "[How to Message ANP Users.](#)"

- Click **Data Inquiry** to report suspected data issues. An email with the record you are viewing will be sent to the Person Identity Management (PIM) team.
- Click **Dock** to open the document in a separate docked windowlet. This functionality enables you to view and compare multiple lab results or other documents side-by-side.

Glucose, Random (18 months ago) Print | Send | Data Inquiry | Dock

Glucose, Random [View Cumulative Results](#)

Time Collected 12-May-2023 21:40 Time Received 12-May-2023 21:42
 Time Reported 12-May-2023 22:10 Time Transmitted 12-May-2023 22:10
 Order Number 385824886

Specimen Type/Source Blood-Blood/Blood, Venous

Report Patient Name: BASHAW, ALIX JEFF
 Demographics PHN/ULI: 460488014
 (for verification purposes) Date of Birth: 06-DEC-1979
 Sex: M

| Test | Result | Ref. Range (Units) | Abnormality |
|-----------------|--------|--------------------|-------------|
| Glucose, Random | 13.1 | 3.3-11.0 (mmol/L) | High |

Comments: A random glucose concentration of greater than or equal to 11.1 mmol/L plus symptoms of disease meets one of the diagnostic criteria for Diabetes Mellitus. Canadian Diabetes Guidelines.

Accession Number 21PR-132C00063
 Encountered Number 403222189077

Magnesium (18 months ago) Print | Send | Data Inquiry | Dock

Magnesium [View Cumulative Results](#)

Time Collected 12-May-2023 21:40 Time Received 12-May-2023 21:42
 Time Reported 12-May-2023 22:10 Time Transmitted 12-May-2023 22:10
 Order Number 385824889

Specimen Type/Source Blood-Blood/Blood, Venous

Report Patient Name: BASHAW, ALIX JEFF
 Demographics PHN/ULI: 460488014
 (for verification purposes) Date of Birth: 06-DEC-1979
 Sex: M

| Test | Result | Ref. Range (Units) | Abnormality |
|-----------|--------|--------------------|-------------|
| Magnesium | 0.75 | 0.70-1.00 (mmol/L) | |

Accession Number 21PR-132C00063
 Encountered Number 403222189077

Patient Location PRH PRCH EMERGENCY - PRH PEACE RIVER COMMUNITY HEALTH CENTRE LABORATORY

Docked windowlets can be minimized, expanded, or closed.

When you are finished viewing the document, you can click to collapse the CDV or My Patient Layout to return to the default view.

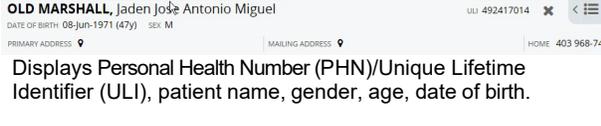
CDV Legend

| Folder | Description |
|---|---|
| <ul style="list-style-type: none"> My Patient Layout Medication Profile Pharmacy Care Plan BPMH Form - Medication Reconciliation Referrals - In Progress (22 / 39) Referrals - Completed/Cancelled (7 / 8) Chemistry (14) Hematology (2) Microbiology (2) Community Reports (1) ECG/Echocardiograms (MAZ) (3) Emergency Records (1) | <p>If a folder name is bold, you have <i>not</i> viewed one or more documents in the folder.</p> <p>Under Chemistry, "165/171" refers to the number of unread documents/total number of documents in the folder. For example, you have <i>not</i> read 165 out of 171 results. You have read 6 chemistry results.</p> |

| Document | Description |
|--|---|
| <p>Hematology (50 / 50)</p> <ul style="list-style-type: none"> 01-Oct-2014 CBC 21-Jul-2014 CBC 17-Dec-2013 ? CBC 05-Jul-2013 ? CBC 02-Jul-2013 ? CBC 30-Apr-2013 MANUAL DIFFERENTIAL 30-Apr-2013 COMPLETE BLOOD COUNT 30-Apr-2013 COMPLETE BLOOD COUNT 30-Apr-2013 COMPLETE BLOOD COUNT 29-Apr-2013 MANUAL DIFFERENTIAL 29-Apr-2013 COMPLETE BLOOD COUNT 19-Apr-2013 COMPLETE BLOOD COUNT 19-Apr-2013 MANUAL DIFFERENTIAL 19-Apr-2013 COMPLETE BLOOD COUNT 19-Apr-2013 MANUAL DIFFERENTIAL 19-Apr-2013 COMPLETE BLOOD COUNT 19-Apr-2013 COMPLETE BLOOD COUNT 19-Apr-2013 COMPLETE BLOOD COUNT 18-Apr-2013 MANUAL DIFFERENTIAL 18-Apr-2013 COMPLETE BLOOD COUNT 16-Apr-2013 COMPLETE BLOOD COUNT 15-Apr-2013 COMPLETE BLOOD COUNT 15-Apr-2013 COMPLETE BLOOD COUNT 15-Apr-2013 COMPLETE BLOOD COUNT 28-Mar-2013 COMPLETE BLOOD COUNT 05-Jun-2013 ? COMPLETE BLOOD COUNT | <p>If the document name is bolded, you have <i>not</i> viewed this document.</p> <p>A Red document name indicates that one or more numerical results fall outside normal range.</p> <p>A C indicates that one or more numerical results fall critically outside normal range.</p> <p>A struck through name means the test is cancelled/retracted.</p> <p>An <i>italic</i> name means only an interim or pending test result is available.</p> <p>A ? means the date of birth and/or gender on the test result(s) <i>do not match</i> the patient's demographic data in the ANP record.</p> <p>A ! means there is a suspected identity mismatch based on the results.</p> |

| Document Icon | Description |
|---|---|
|  | Numeric result(s), such as a lab result. |
|  | Text result(s), consultation report, discharge summary. |

Context Banner and Menu Legend

| Icon | Description |
|---|--|
|  | Click arrows to view previous or next patient in the list you are viewing. |
|  | If you have selected your current patient from a list (worklist or patient list), click to view list of additional patients on the same list in context. |
|  | Displays Personal Health Number (PHN)/Unique Lifetime Identifier (ULI), patient name, gender, age, date of birth. |
|  | Opens to display a drop-down list to add or remove a patient from a specific customized worklist (each worklist is colour coded). |
|  | Limited Documents Displays a limited number of patient records (default is 100 records/folder OR last 2 years of data – whichever is less). |
|  | All Documents Displays all available patient records, including historical ones. |
|  | Acute Lab Flowsheet-Provincial Displays all numeric lab results, over a period of time and in table format. |
|  | Patient Event History Lists encounters with an AHS facility. |
|  | Immunization History Lists immunization history. |
|  | Pharmaceutical Information Network (PIN) Accesses PIN to display prescription, dispense and allergy/intolerance information. |
|  | Create Referrals Displays the Request for Service screen to create a referral. |
|  | View Referral Displays all referrals; drafts, in progress and completed/cancelled/declined. |
|  | Connect Care Gives you access to information about treatments and care your patient received from AHS or Covenant Health. |