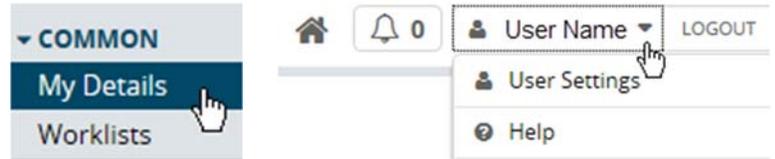


ALBERTA NETCARE PORTAL QUICK REFERENCE:

How to Customize User Preferences

My Details Screen Tour

You can view or change Alberta Netcare Portal (ANP) user preferences by clicking **Common** on the Clinical Portal Menu, and then clicking **My Details**. Or by clicking **User Settings**, which is the My Details link located in the Global Menu drop down selection.



My Details

User ID → Username: John Smith

Change ANP Password → Change Password

ANP User → Roles I perform: Clinical2-CH

Inactivity Timeout: 2 hours (dropdown) → **Change Inactivity Timeout**

Important Messages: Show alert until dismissed, Show alert for 10 seconds (dropdown) → **Change Important Message Display**

Groups I belong to: Users → **Assigned Permission Groups**

Buttons: Update Preferences, Discard Changes

View User Details/Attributes → **Users**

Email Address: john.smith123@gmail.com

Job Role: Clerical Admin

Remedy Identifier: []

Answer: Max

Start Page: Clinician Home Page

Secret Question: What is the name of your first pet?

Change Clinical Document Viewer (CDV) Parameters → **Clinical Documents**

Access Reason Required: FALSE

CDV Group Mode: Category (dropdown)

Default CDV Folder: Dynamic Summary (dropdown)

CDV Limited Records: 100 Records (dropdown)

CDV Limited History Period: 3 Years (dropdown)

Facilities You Work At → **Facilities**

Associated Facilities/Sites: AHS Netcare Test [WDFAG58R]

Select Health Services Catalogue (HSC) Preferred Zone for eReferral → **Health Services Catalogue**

Preferred Zone: North, Central, South (checkboxes)

Edmonton, Calgary (checkboxes)

Change Cumulative Results & Flowsheet Parameters → **Lab**

Results View Mode: single

Cumulative Period (days): 731

Flowsheet Size (columns): 30 (Maximum: 30)

My Details Screen Tour Continued

Change Patient Lists

Patient Lists

Provider Lists

My Provider:

Case Types: Inpatients Emergency Outpatients

Provider Relationships: Attending Referring Family Consulting

Include EGH: Yes No

Default Care Group: Care Group B

Care Group A Name:

Care Group A:

Care Group B Name:

Care Group B:

Care Group C Name:

Care Group C:

Care Group D Name:

Care Group D:

Program Lists

My Program - Inpatients:

My Program - Outpatients:

Default Program List - Inpatients:

Default Program List - Outpatients:

Program List A Name:

Program List A:

Program List B Name:

Program List B:

Care Unit Lists

My Care Unit:

Default Care Unit List:

Care Unit List A Name:

Care Unit List A:

Care Unit List B Name:

Care Unit List B:

Patient Search

Default Patient Identifier:

Change Patient Search Identifier Type

Change Medication Profile and BPMH Default Time Frame

PIN

Medication Profile Default Time Frame:

Medication Profile Default Profile Type:

Medication Reconciliation Default Time Frame:

Synchronize PIN/PD & ANP Password

PIN/PD

PIN/PD User id:

PIN/PD Password:

Set up eReferral Details

Receiving Provider Referrals

Receiving Provider:

Referring Provider Referrals

Referring Provider:

Phone Number:

Fax Number:

Address Line 1:

Address Line 2:

City:

Postal Code:

Province:

Use On Behalf Of: Yes No

Referring Provider On Behalf Of

Referring Provider:

Phone Number:

Fax Number:

Address Line 1:

Address Line 2:

City:

Postal Code:

Province:

Show Recently Updated referrals for:

My Details

View ANP User Role

Your Alberta Netcare Portal user role defines your permission level. If you don't know your user role:

1. Log in to Alberta Netcare Portal.
2. In the Clinical Portal Menu, located on the left side of the screen, click **Common** and then click **My Details**. Or click  **User Settings**, which is the My Details link located in the Global Menu drop down selection.
3. Look in the **Roles I perform** box in the upper left corner to identify your ANP User Role.

Change ANP Password

In **My Details**, click the **Change Password** button below your Username and complete the fields in the pop-up window. Click **Change Password** when done.

You can change your Alberta Netcare Portal password at any time, but you will also be prompted to change it before the 180 day expiry date.

Alberta Health (AH) applications and systems must meet the following AH password standards:

- Minimum length of 8 characters
- Must include a combination of 3 of the following:
 - alpha-upper case (eg: ABCDE)
 - alpha-lower case (eg: fghij)
 - numeric (eg: 12345)
 - special characters (eg: @\$%&)
- Must not contain your user name or full name
- Must expire after 90 days
- Cannot be reused for 24 iterations
- A minimum of 5 invalid logins is allowed before being locked out. Call the Provincial Help Desk at 1-877-931-1638 to reset your password.

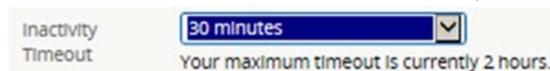
Change Timeout

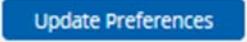
The default ANP Inactivity Timeout setting is thirty minutes.

TO CHANGE THE LENGTH OF THE INACTIVITY TIMEOUT:

- 1 Click **Common** in the Clinical Portal Menu, and then click **My Details**. Or click  **User Settings** which is the My Details link located in the Global Menu drop down selection.

- 2 Locate **Inactivity Timeout** and click the drop-down arrow to reveal a list of minute options.



- 3 Select the appropriate time out duration. Click  to save changes.

Change Important Message Display

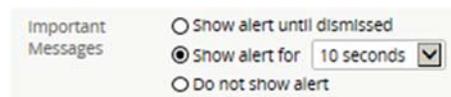
Alberta Netcare Portal has a messaging feature allowing you to e-mail other ANP users.

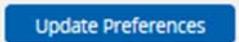
If a new message of High Important is received, the icon will display in red with an exclamation

mark .

TO CHANGE THE IMPORTANT MESSAGE NOTIFICATION:

- 1 Log in to Alberta Netcare Portal.
- 2 Click **Common** in the Clinical Portal Menu, and then click **My Details**. Or click  **User Settings** which is the My Details link located in the Global Menu drop down selection.
- 3 Select the option corresponding to how you wish to display (or not display) the notification.



- 4 Click  to save changes.

Change Clinical Document Viewer (CDV) Parameters

The default structure of the Clinical Document Tree is by category, with lab results in alphabetical order followed by transcribed reports.

You can change the:

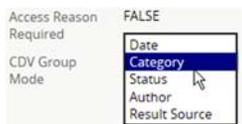
- Structure of the Clinical Document Tree "View By" group mode (default = Category).
- Tree folder that automatically opens (default = Dynamic Summary).
- Number of records displayed in Limited Documents view (default = 100 records).
- Number of years of Limited Documents view records (default = 2 years).

TO CHANGE THE DEFAULT CLINICAL DOCUMENT TREE STRUCTURE:

1 Click **Common** in the Clinical Portal Menu, and then click **My Details**. Or click **User Settings**, which is the My Details link located in the Global Menu drop down selection.

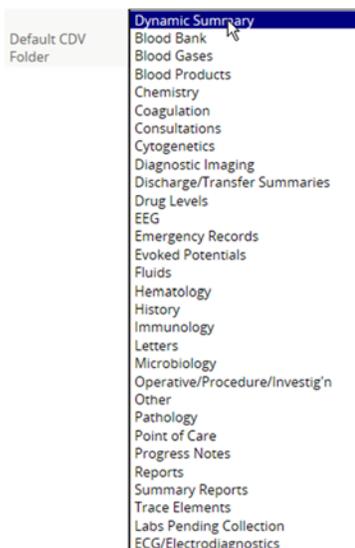
2 You can:

- a Select a different CDV group mode **View By** option.



Viewing Option	Description
Category	This is 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).
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 physician who originally ordered the test, sorted alphabetically.
Result Source	Groups documents in folders by source provider, sorted alphabetically.

- b Using the drop-down list, select the folder that should automatically open.



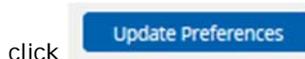
- c Select a different number of records to display in Limited Documents view.



- d Select a different history period from Limited Documents view.



- 3 Scroll down to the bottom of the page and then



click

Change Cumulative Result and Flowsheet Parameters

The default “day” period for cumulative results within Alberta Netcare Portal is 180 days. The default “column” setting for each flowsheet column is 30 test results.

TO CHANGE THE DEFAULT LAB RESULTS DISPLAYED:

- 1 Click **Common** in the Clinical Portal Menu, and then click **My Details**. Or click **User Settings**, which is the My Details link located in the Global Menu drop down selection.
- 2 You can highlight the number currently displayed in the “days” box and type a new number up to 731.



- 3 Scroll down to the bottom of the page and then



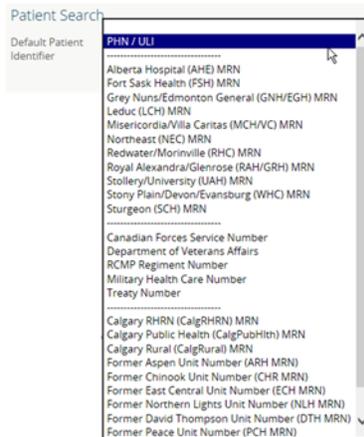
click

Change Patient Search Identifier Type

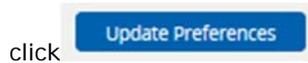
You can search for a patient using either an identifier and/or demographic data. You can change the default setting for the type of identifier that ANP uses.

TO CHANGE THE DEFAULT CLINICAL SETTING FOR PATIENT IDENTIFIER TYPE:

- 1 Click **Common** in the Clinical Portal Menu, and then click **My Details**. Or click  **User Settings**, which is the My Details link located in the Global Menu drop down selection.
- 2 Under Patient Search, select the default identifier option from the drop-down menu.



- 3 Scroll down to the bottom of the page and then



click

Change the Medication Profile Time Frame and Profile Type

- a. To change the Medication Profile default time frame setting, select the preferred historical data time line.



- b. To change the Medication Profile default profile type, select either the **Summary Report** option or the **Detailed Report** option. Summary Report includes last dispense only. Detailed report includes all dispense.

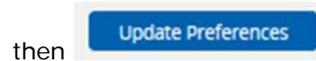


Change BPMH Form - Medication Reconciliation Default Time Frame

- a. To change the BPMH Form - Medication Reconciliation default time frame setting, select the preferred time frame, for example select "2 months" for the Med Rec form.



- b. Scroll down to the bottom of the page and



then

Please note:

Once the default time frame set as per above, the BPMH Form will defaulted to the selected month; However, this can be changed directly from the individual patient by select the "Month" options inside the BPMH Form screen, then click "Search"



The BPMH Form – Medication Reconciliation report will refreshed based on the month selected for that particular patient.

Synchronize PIN/PD and Alberta Netcare Portal Passwords

Depending on your user role, you may also have access to PIN and/or Person Directory (PD) applications from within Alberta Netcare Portal (ANP).

Synchronize your PIN / PD passwords to ensure that you can access PIN and/or PD without having to log in each time to these EHR applications.

Your PIN/ PD password expires every 90 days and your Alberta Netcare Portal password expires every 180 days. When your password expires and you are prompted to change your PIN/ PD password, return to the My Details page and enter your new PIN/ PD password into the PIN/ PD Password field so that your new password is synchronized.

Still having trouble? For detailed instructions on how to synchronize your passwords view the *Quick Reference document, Synchronizing Alberta Netcare Portal and PIN/ PD Passwords*. This document can be found under Access > Passwords.

NOTE: The "PIN/ PD User Id" is also referred to as the "Netcare EHR User Id".

eReferral Settings

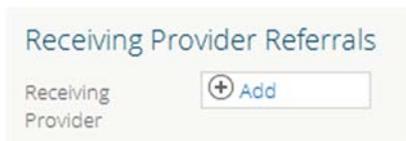
There are five sections related to eReferral:

- Receiving Provider Referrals
- Receiving Provider Referrals On Behalf Of
- Referring Provider Referrals
- Referring Provider Referrals On Behalf Of
- Triage Referrals

Note: Complete all sections to gain access to eReferral.

Referring Provider Referrals

- Click on the magnifying glass to bring up a Provincial Provider Registry (PPR) search.



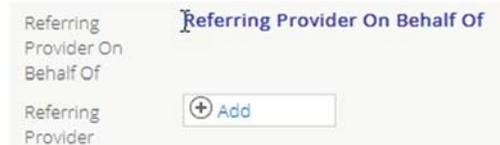
- Enter the "First Name" and "Last Name", then click Search. The search returns the following options: Name, Provider Type, City and Status.
- Select one of the returned selections (as a referring provider, this is your own name) and this information populates the Referring Provider field.

Note: If you submit referrals on behalf of another provider, check Yes for the **User On Behalf Of** and complete the fields in this section.

Referring Provider Referrals On Behalf Of

This section allows to designate one or more providers who can create referrals on behalf of.

- Click on the magnifying glass to bring up a Provincial Provider Registry (PPR) search.



- Enter the "First Name" and "Last Name" then, click Search. The search returns selections that include: Name, Provider Type, City and Status.
- Select one of the returned selections (as a User on Behalf of, this the physician's name) and this information populates the Referring Provider field.

Health Services Catalogue (HSC) Settings

HSC contains information about available Providers, Specialties, Sub-Specialties, and Reasons for Referral or Facilities within provincial zones. Your Referral Zone filter default is based on the "Preferred Zone" set in My Details.

