Alberta Netcare Portal Quick Reference
How to Configure and Navigate the Homepage

Alberta Netcare — ELECTRONIC HEALTH RECORD

Menu Bar Key Functions

ORION HEALTH	Represents an EHR viewer called Orion that integrates patient information from various sources into a single record, unique to each patient.
training01	Your Alberta Netcare Portal (ANP) *User ID* displays at the top of the Menu Bar.
🏠	*Home* link – used to return to the Homepage.
⚙	*My Details* link – used to set up or change your ANP preferences.
❓	*Help* link – used to access online help for the current page.
⏻ Logout	*Logout* button – used to log out and terminate your ANP session.
▸ Common	• *My Details* – used to set up or change your ANP preferences. • *Worklists* – create or manage up to six custom patient lists.
▸ Favourites	• View and access *Recent Patients*. • View, access and remove patients from Worklists.
▸ Searches	• Search for a patient (by identifier or demographic search). • Launch the Delivery Site Registry (DSR) within Alberta Netcare Portal.
▸ eReferral ▸ eReferral Reports	• *eReferral* – Access *My Referrals* or the *Health Services Catalogue* (HSC). • *eReferral Reports* – Access *Referring Providers On Behalf of Report*.
▸ PatientLists	ONLY AHS - Edmonton users can use *Patient Lists* to set up a particular type of list of patients, such as "By Physician" or "By Care Unit". If you are using Patient Lists, you will also need to update your profile in *My Details*.
▸ Resources	Access a list of health care resources links.
▸ Enhancement	Request an enhancement or provide feedback for ANP.
▸ Messaging	Exchange secure electronic messages with other ANP users.

1 Menu Bar

Use the Menu Bar to access key functions such as: Help, the Homepage, Logout, Recent Patients, Worklists and Patient Lists, patient searches, the Delivery Site Registry (DSR), web resources, messaging, etc.

2 Homepage

The Homepage can be split into a number of windowlets — each serving a specific function. Click the Configure Layout button located at the bottom left of the page to view and select options.

3 Search for a Patient's EHR

Several different search methods exist. Use the Search windowlet above to:

A - Type the PHN/ULI in the Identifier box and click Search.

B - Type the Last and First names, plus Middle Initial if necessary, and click Search. You can include Phone Number, Birth Date and Gender to narrow the search results.

You can also locate your patient using the Menu Bar:

**C** - Click Favourites, and then click Recent Patients.

D - Click Searches, and then click Search for a Patient.

CONFIGURATION ESSENTIALS:

Configure Homepage Windowlets

1. Scroll down to the bottom of the page and click **Configure Layout**.

2. Click the drop-down arrow to reveal a list of configuration options. Select the one that you would like to display.

   Search for a Patient ⊖
   ⊕ New Section to the Right
   ⊕ New Section Below
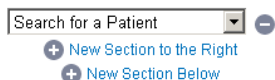
3. Choose how you want the widowlet displayed on your homepage by selecting *New Section to the Right* or *New Section Below* by clicking the ⊕ button.

4. Click **Configure Layout** at the bottom of the page.

TIP: *The three most commonly used windowlets are: Search for a patient, Recent Patients and Person Directory.*
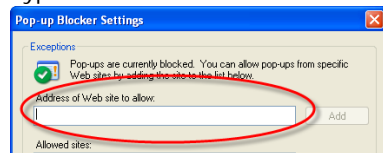
NOTE: *When you no longer want to see a windowlet, click the ⊖ button located on the right of the drop-down list of the windowlet you want removed.*

Add ANP as an Allowed Site within the Pop-Up Blocker Settings

1. Within your internet browser, go to *Tools* > *Pop-up Blocker* > *Pop-up Blocker Settings.*

   Tools | Help
   Mail and News ▶
   Pop-up Blocker ▶ | Turn Off Pop-up Blocker
   Manage Add-ons… | Pop-up Blocker Settings…

2. Type the *ANP URL* in the field.

   Pop-up Blocker Settings
   Exceptions
   Pop-ups are currently blocked. You can allow pop-ups from specific Web sites by adding the site to the list below.
   Address of Web site to allow:
   [   ] Add
   Allowed sites:

3. Click the **Add** button.

4. Click the **Close** button.

Add ANP as a Trusted Site

1. Go *Tools* > *Internet Options*.

2. Click the **Security** tab > **Sites**.

3. Type **.albertanetcare.ca* in the "Add this Web site…" box.

4. Ensure the *Require server verification…* check box is **NOT** selected.

5. Click **Add**. Click **OK** and click **OK** again.

Synchronize Your PIN/PD and ANP Passwords

1. Click **Common** in the Menu Bar, and then click **My Details**.

2. Scroll to the bottom of the page until you see the **PIN/ PD User Id** field. Type your PIN/ PD User Id in the field.

3. Click **Update Password** and type your PIN/ PD password.

4. Scroll to the bottom of the page and click **Update Preferences**.

5. Scroll up to the top of the page under My Details and click **Change Password**.

6. Type your old ANP password in the **Old Password** field.

7. Type your new password (the same as your new PIN/PD password) in the **New Password** field, then type it again in the **Confirm Password** field.

8. Click the **Change Password** button.

Your ANP password is now synchronized with your PIN/ PD password.

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.

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

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.*

PRIVACY & SECURITY:

- Anything accessed under *YOUR* user name and password is your responsibility. Remember that it is important to *ONLY* access the patient data you need to complete your job; you should not access your family, friends, neighbours, coworkers or even your own data.

- When you do access patient data, keep this information confidential. Breach of privacy policies will result in disciplinary action up to and including termination of staff and/ or large fines. You may print documents, however refer to the Health Record Policy within your Alberta Health Services zone for guidance on the usage of print-outs.

- Data in the Alberta Netcare Electronic Health Record is to be accessed only for direct patient care.

- Have a security & privacy question? Contact the Health Information Act (HIA) Help Desk at 780-427-8089 or toll free at 310-0000+780-427-8089.