A large, stylized graphic of a hand with fingers spread, rendered in a light orange color, centered on the page. The hand is composed of rounded rectangular shapes for the fingers and palm.

***User Guide***

***Getting Started in  
Alberta Netcare Portal***

Published on Oct 2013

Version 5.1



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## Welcome

The purpose of this self-directed User Guide is to provide you with practice in accessing a patient's Electronic Health Record (EHR) via the Alberta Netcare Portal (ANP) Training Environment. The learning activities require between 20-30 minutes of your time.

### Instructions

1. From the ANP Training Environment login page, click on the Learning Centre link in the centre panel on the page. The Learning Centre can remain open while you work in the Training Environment. This will allow you to access the information in the Learning Centre at any time for additional information.
2. Start with Activity 1. The Learning Environment is available 24/7, so you may complete these activities at your own pace.
3. If you have trouble accessing the Training Environment, or have a question about any of the learning activities, call the Provincial Help Desk at 1-977-931-1638 or contact your Alberta Netcare Transition Coordinator.
4. Read the following Security and Confidentiality information before you begin.

### What is the difference between the “Training Environment” and the “Learning Centre”?

The **Training Environment**, allows you to practice tasks before actually working in the LIVE production environment.

The **Learning Centre** contains information (such as Quick Reference documents, FAQs, e-Demos, Learn by Role, etc.) on how to use different applications that are accessed through Alberta Netcare:

- ◆ Alberta Netcare Portal (ANP)
- ◆ Person Directory (PD)
- ◆ Pharmaceutical Information Network (PIN)
- ◆ Delivery Site Registry (DSR)

To use the Learning Centre information, always open the Training Environment prior to logging in to the LIVE Alberta Netcare Portal. You will have access to the information as work in Alberta Netcare Portal.

### Security and Confidentiality

Only authorized users may access a person's medical and demographic data. EHR access is based on your user role and profession. Access permissions and other security credentials are set up to ensure you have enough information available for you to do your job, and that information is accessed only on a need to know basis. Be aware that Alberta Netcare Portal access is routinely monitored, and audited on a regular basis, as well as, at the request of a patient, physician or manager.

By accessing Alberta Netcare, you agree to be bound by the Terms of Use and Disclaimer as noted on the Alberta Netcare Portal Login page, and to comply with all application laws.

### Best Practices

1. Never share your Alberta Netcare Portal User ID and/or password. You are responsible for all access under your security credentials.
2. Only access health information necessary fulfill your job responsibilities, and keep this information confidential.

**Never** access information for yourself, family, friends, neighbours or co-workers! Call the Health Information Act (HIA) Helpdesk with any questions. 780-427-8089 or toll free 310-0000+780-427-8089

3. When you have finished using Alberta Netcare Portal, be sure to click the Logout button at the top left of the Menu Bar.
4. When printing information from a patient's EHR, follow the policy at your work site in the use and storage of these print-outs.

### Tips for using Alberta Netcare Portal

- ◆ *Single-click* everything – menus, buttons and icons.
- ◆ Let pages *fully load* before trying to select a patient or complete other tasks.
- ◆ Look for a progress bar at the bottom of the screen. This shows you an indication of when the results will be displayed.
- ◆ Do not use the Backward and Forward buttons on the Internet Task bar. Always use the back button inside of Alberta Netcare Portal.
- ◆ Do not exit Alberta Netcare Portal using the exit button (X) on the Internet task bar.

## Navigating the Portal Login Page



# Alberta Netcare Portal

The screenshot shows the login page with the following elements highlighted by numbered callouts:

- 1:** Login button
- 2:** Need Help? section with links for 'Forgot Password?' and 'Terms of Use and Disclaimer'
- 3:** CAUTION section with a warning about results displayed in RED, BLACK, normal, or abnormal
- 4:** Alberta Netcare Portal News section with news items about a scheduled partial outage and diagnostic imaging report delays
- 5:** Need Practice? section with a link to the Training Environment
- 6:** Alberta Netcare Information link in the top navigation bar
- 7:** Alberta Netcare Forms link in the top navigation bar

<p><b>Terms of Use and Disclaimer</b></p>	<p><b>1</b></p>	<p>Review Terms of Use and disclaimer. <i>By accessing Alberta Netcare you agree to be bound by the Terms of Use and Disclaimer and to comply with all applicable legislation.</i></p>
<p><b>Security &amp; Confidentiality</b></p>		<p>Only authorized users can access a person's medical and demographic data. EHR access is based on your user role and profession. Access permissions and other security credentials are set up to ensure you have enough information available for you to do your job, and that information is accessed only on a need to know basis.</p>
<p><b>Need Help?</b></p>	<p><b>2</b></p>	<p>Find numbers to Help Desks and access the Learning Centre.</p>

<b>Caution</b>	③	Review the content in the Caution box as it is relevant to your use of Alberta Netcare Portal and can change without notice.
<b>Portal News</b>	④	Used to communicate outages, release notes and announcements. It is important to check this area frequently for the latest updates.
<b>Training Resources</b>	⑤	<p><i>What is the different between the Training Environment and Learning Centre.</i></p> <ul style="list-style-type: none"><li>• Learning Centre is a library of current learning materials. Open the Learning Centre first. It will remain open as you work either in the Live Environment or Training Environment.</li><li>• The Training Environment is a place to practice with simulated patient data.</li></ul>
<b>DATA Availability Table</b>	⑥	Location of the most current Data Availability Table.
<b>Administration Forms</b>	⑦	Show where forms are located: User Request Form, Administrator Access Requests and to apply/ rescind patient masks.



## Learning Activities

### Activity 1: Log in to the Alberta Netcare Portal Training Environment

**Assumption:** Setup and configuration activities have already taken place. Please refer to the **Setup Guide** for either a Community user or an Alberta Health Services (AHS) user for step by step directions for these activities.

The Alberta Netcare Portal Training Environment looks and functions like the “real” Alberta Netcare Portal. The only difference is that you are working with fictitious data. It provides a safe and secure environment for you to learn and practice viewing or updating Electronic Health Record data.

These learning activities are designed around fictitious patients. Any representation to a living person is purely coincidental.

For ease in preparing these instructions, this User Guide will demonstrate all activities using the fictitious patient “George Simpson”.

1. Access the Alberta Netcare Portal Login Page
  - ◆ From the Alberta Netcare Portal login page, click the **Training Environment** link. It opens a new web page to the Training Environment.
2. Log in to the Alberta Netcare Portal Training Environment
  - ◆ Choose your Permission level and User ID to simulate the view and functionality you will have in the Alberta Netcare Portal Live environment.
  - ◆ Type your selected **User ID** in the User ID field (all lowercase and no spaces)
  - ◆ Type **Training4321** in the Password field (all lowercase and no spaces).
  - ◆ Click **Login**. (Facility Selection)<sup>3</sup>.
  - ◆ The Alberta Netcare Portal **Homepage** opens. **Note** that this page has been configured for patient searching.

---

<sup>3</sup> You will see a **Facility Selection** dialog box if you are registered for Alberta Netcare Portal access from more than one facility. Select the facility that you are currently working at. If you only work at one facility, you will not see the Facility Selection box.

## Activity 2: Search, Open and View Electronic Health Records

### Search

Practice searching for George Simpson, Edward Black or Jim Heart

1. Search using a PHN/ULI identifier

**Note:** The (Best Practice) search is by PHN/ULI. This will likely results in a “Hit” or “Best match.”

- ◆ Type the **PHN** in the **Identifier** field. You do not need to include a hyphen “-”
  - ◆ **George Simpson: 425346114**
  - ◆ **Edward Black: 101249034**
  - ◆ **Jim Heart: 100068677**
- ◆ Click **Search** or hit your enter button to display the Search Results
- ◆ Click **Clear** to try another method to search
- ◆ An **Alternate ID** can also be used, if the person has accessed the Alberta Health Care system with an Alternate ID. Alberta Netcare Portal does not access the person’s home province to retrieve information.

2. Preferred search method using a Last / First name, DOB and Gender

**Note:** If a person has masked their Electronic Health Record, an Alberta Netcare Masking icon appears to the left of the person’s name. To unmask the record, click anywhere on the record and follow the directions provided.

- ◆ Type [**Simpson**] in the Last Name field and [**George**] in the First Name field,
- ◆ Type Date of Birth [**22-Jun-1930**].

You do not need to use Initial Caps, but you **must** include both names. When a ULI is not available; First name, Last name and Date of Birth will most likely result in a match.

- ◆ Choose Sex [**Male**].
- ◆ Click **Search** to display the Search Results.

*Basic demographic information is displayed for each record found.*

- ◆ If the search results returned a patient you were not searching for, click **Clear** to search again.
- ◆ If the correct George has been found, you can click anywhere on the row to open his Electronic Health Record (EHR).

### Open

3. Open the EHR file

- ◆ Open [**George Simpson’s**] EHR file.

## View

When you open a patient's EHR, it navigates to the Clinical Document Viewer (CDV). The default view consists of:

4. Open the EHR file
  1. The **Menu Bar** on the far left (My Details, Favourites, Searches, Patient Lists, Help, Messaging, etc).
  2. The **Clinical Document Tree** includes all available clinical documents including lab results, diagnostic imaging, images and other transcribed documents. You click on the drop-down list on folders to view additional information for each type of document item.
  3. **Dynamic Patient Summary** on the far right side (Patient Demographics and Audit Warning windowlets display by default).
  4. **Context Menu** includes:
    - A. **Patient Identification:** Patient name, PHN and navigational Arrows.
    - B. **Icons** provide access to other areas of the EHR (Refer to Icon chart on Page 6).
    - C. **View by/ Look For/ Critical/ Status:** provides different methods of filtering the reports.

## Audit Warning windowlet

Alberta Netcare Portal access is routinely monitored and audited on a regular basis as well as at the request of a patient/physician/manager.

**1. Menu Bar**

**2. Clinical Document Tree**

**3. Dynamic Patient Summary**

**4. Context Menu**

**Patient Demographics**

**BLACK, Edward**

Date Of Birth	16-Jan-1912	Home Phone	(780)555-1234
Age	101 years	Work Phone	(780)555-4321
Sex	M	Cell/Alternate Phone	
Eligibility Start Date	16-Mar-2013		
Note: Future-dated and blank eligibility start dates should be confirmed in Person Directory.			
Address (Primary)	9326-108 Avenue, Edmonton, AB, Can, T5H 0Z9		
AH Address (Mailing)	9326-108 Avenue, Edmonton, AB, Can, T5H 0Z9		

**Audit Warning**

Please be aware that all access to patient information within this system is monitored and audited.

### Icon Chart

	<b>Limited Documents</b> — Displays a limited number of patient records (default is 100 records per category OR last 2 years – whichever is less).		<b>AHS-Rural Flows</b> — Displays lab data from AHS-South, AHS-Central and AHS-North.
	<b>All Documents</b> — Displays all patient records.		<b>Patient Event History</b> — Lists encounters with AHS-Edmonton facilities.
	<b>AHS-Edm Flows</b> — Displays all numeric lab results, over a period of time and in table format, from AHS-Edmonton.		<b>Immunization History</b> — Lists immunization history from AHS-Edmonton's Community Health System.
	<b>AHS-Edm Acute Care Flows</b> — Displays 39 predefined numeric lab results, over a period of time and in table format, from AHS-Edmonton.		<b>Pharmaceutical Information Network (PIN)</b> — Displays prescription, dispense and allergy/intolerance information on patients throughout Alberta.
	<b>AHS-Cal Flows</b> — Displays lab data from AHS-Calgary.		

## Patient Demographics

The Patient Demographics windowlet displays First and Last Name, age, address and phone numbers.

1. A person's eligibility for Alberta Health Care Insurance Plan (AHCIP) coverage is identified by the Eligibility Start Date.
  - ♦ If you want to view the person's eligibility history, you will need to access this information through Person Directory. Refer to **Activity 11** for instructions on using Person Directory.
2. Address (Primary) – The demographic information displayed in Alberta Netcare Portal is accessed from the AHS Client Registry.
3. Address currently on file with Alberta Health (AH).

### Patient Demographics

#### SIMPSON, George

Date Of Birth	22-Jun-1930	Home Phone	403 555-5454
Age	83 years	Work Phone	
Sex	M	Cell/Alternate Phone	
Eligibility Start Date	01-Nov-2011 <b>1</b>		
	<i>Note: Future-dated and blank eligibility start dates should be confirmed in Person Directory.</i>		
Address (Primary)	<b>2</b>		
AH Address (Mailing)	5600 30 Street Sw Calgary AB, Can <b>3</b>		

Print

Data Inquiry

More...

### Printing / Data Inquiry / More

**Note:** It is **critical** to keep the demographic data information current. Verifications against the demographic data are constantly being performed, allowing the patient's test results to be viewable in Alberta Netcare Portal.

- ♦ Click **Print** to view a hardcopy.
- ♦ Click **Data Inquiry** to send a suspected inaccurate demographic record for review.
- ♦ Click **More** to view data not available in the basic Patient Demographic windowlet.
- ♦ Follow the **Policies, Procedures and Guidelines** set out for your worksite when you print any patient-related documentation.

## Activity 3: View the Medication Profile

The Medication Profile will provide information (for viewing only), on a patient's allergies, intolerances, medications and dispenses. The Medication Profile can be opened by authorized users without needing to configure a PIN user ID and password in My Details.

**Note:** Configuration of the PIN user ID and passwords is still necessary to access the full functionality of the PIN application from the context menu bar. This includes the entry of allergy and intolerances and the ability to prescribe within the PIN application.

Showing all documents
View By Category Look For   Status All Clear

Mark selected document as unread

Mark all documents as read

Date	Title	Author
Dynamic Patient Summary		
	<b>Medication Profile</b>	
	Blood Bank (21/21)	
	Chemistry (86/100)	
	Coagulation (86/86)	
	Drug Levels (10/10)	
	Fluids (6/6)	
	Hematology (66/66)	
	Microbiology (85/85)	
	Other (6/6)	
	Pathology (2/2)	
	Point of Care (100/100)	
	Diagnostic Imaging (85/96)	
	ECG/Electrodiagnostics (1/1)	
	Summary Reports (1/1)	

### Medication Profile Search

**Include prescriptions created or dispensed in the past:**

1 month 
  6 months 
  12 months 
  From Date

From Date  (dd-MMM-yyyy)

Please note that performance may be affected if the patient has a large number of medication dispenses.

**Medication Profile**

3

Simpson, George

Date of Birth 1930-Jun-22 Printed 2013-Nov-19 09:16:37  
 5600 50 Street SW  
 Calgary, Alberta  
 Phone (403) 555-5454

PROVIDER MUST VERIFY THE ACCURACY AND COMPLETENESS OF THIS PATIENT'S INFORMATION PRIOR TO TREATMENT DECISIONS

#### DRUG ALLERGY LIST

Acebutolol HCL - Drug Ingredient	Severe	Confirmed	TEST, EHR PAEAN (MD)
Amoxicillin - Drug Ingredient	Severe	Confirmed	Clinical3b, test
Clindamycin - Drug Ingredient	Severe	Confirmed	TEST, EHR PAEAN (MD)
Penicillins - Allergen Group	Severe	Confirmed	Clinical3f, test
Metformin HCL - Drug Ingredient	Mild	Confirmed	TEST, EHR PAEAN (MD)
Fluticasone Propionate - Drug Ingredient	Severe	Suspected	Clinical3a, test
Salbutamol Sulfate - Drug Ingredient	Severe	Suspected	TEST, EHR PAEAN (MD)
Salmeterol Xinafoate - Drug Ingredient	Severe	Suspected	Clinical3a, test
Sildenafil Citrate - Drug Ingredient	Severe	Suspected	Clinical3c, test
Sulfa(Sulfonamide Antibiotics) - Allergen Group	Severe	Suspected	TEST, EHR PAEAN (MD)
Levothyroxine Sodium - Drug Ingredient	Moderate	Suspected	Clinical3b, test
Beta-Adrenergic Agents - Allergen Group	Mild	Suspected	TEST, EHR PAEAN (MD)
Clarithromycin - Drug Ingredient	Mild	Suspected	Clinical3b, test
Donepezil HCL - Drug Ingredient	Mild	Suspected	TEST1, EHR (MD)
Opioids-Morphine & Related - Allergen Group	Mild	Suspected	TEST, EHR PAEAN (MD)
Butyrophenones - Allergen Group	Severe	Reclassified	TEST, EHR PAEAN (MD)
Cyclobenzaprine - Drug Ingredient	Moderate	Reclassified	TEST, EHR PAEAN (MD)
Acetaminophen - Drug Ingredient	Severe	Refuted	TEST, EHR PAEAN (MD)
Cephalosporins - Allergen Group	Severe	Refuted	TEST, EHR PAEAN (MD)
Penicillin G - Drug Ingredient	Severe	Refuted	TEST, EHR PAEAN (MD)

#### NON DRUG ALLERGY LIST

carrots	Severe	Confirmed	TEST, EHR PAEAN (MD)
fish	Severe	Confirmed	TEST, EHR PAEAN (MD)
humans	Severe	Confirmed	Clinical3c, test
Mokeys	Severe	Confirmed	Clinical3a, test
Mother in-law	Severe	Confirmed	TEST1, EHR (MD)
work	Severe	Confirmed	TEST, EHR PAEAN (MD)
honey	Moderate	Confirmed	Clinical3h, test

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*Never* access information for yourself, family, friends, neighbors or co-workers.  
 (Call HIA Helpdesk with any questions at 780-427-8089 or Toll Free at 310-0000+780-427-8089)

Alberta  
**Netcare**  
ELECTRONIC HEALTH RECORD

## Viewing a Medication Profile

1. Click the **Medication Profile** icon on the **Clinical Document Tree**.
2. **Search Criteria** automatically defaults to a 1 month Summary Report. This can be manually set to another date range. The Detailed Report type may also be selected.

If the patient has more than one Unique Lifetime Identifier (ULI), the list of ULIs will be displayed in the Search Criteria section so that a ULI can be selected prior to running the Medication Profile report request.

If the Medication Profile for a patient without a ULI is accessed, the following error message will be displayed:

As this patient does not have a ULI, no medication information can be retrieved from PIN.

The following warning message is displayed in the search criteria screen:

Please note that performance may be affected if the patient has a large number of medication dispenses.

3. **Search Results** display the **Medication Profile** based on Search Criteria. This includes:
  - Header contains patient demographics and the provider warning.
  - Allergy information that displays drug/ non-drug, allergy and intolerance information.
  - Chronological view of prescriptions and dispenses.

## Activity 4a: Locate, view and print a single lab result

### Locate, View and Print

#### Visual Cues Description:

A **Bold** document name indicated you have NOT viewed this document.

A **red document name** indicates that one or more numerical results fall outside the normal range.

A **red C** indicates that one or more numerical results fall **critically** outside the normal range.

A test result with a ~~strikethrough~~ format means that a result has been removed from view, either by the data source (cancelled) or by the Data Integrity Unit (mismatch).

An *italic name* means only an interim or pending test result is available.




A **question mark (?)** means the date of birth and/or gender on the test results DO NOT MATCH the patient's demographic data in the EHR.

### Worksite Print Policies

Follow the **Policies, Procedures and Guidelines** set out at the site you work at when you print any documents.

Locate, view and print a **Creatinine lab result** by scrolling in the **Clinical Document Tree**.

- Click the **Clinical Documents** (All) icon in the **Context Menu** at the top of the Alberta Netcare Portal window to list all available patient records.
- Each drop-down list has a name (Chemistry, Blood Bank, etc.) If the folder name is **Bold** you have NOT viewed one or more documents in the folder. The following icon indicates the type of result in each folder.

	Numeric Result
	Text Result
	Diagnostic Imaging

- Click the **Chemistry** folder in the **Clinical Document Tree**.
- Locate the **17-Jan-10 Creatinine** lab result. The latest or most recent results are at the top of the listing, so you may need to scroll down. The result shows:
  - It was ordered by Dr. Poinin
  - The test was done at the UAH including Date/Time Collected and Reported
  - Mr. Simpson's result is **\*167** (the **\*** identified it is **abnormal**; if it is was **critically abnormal** it would be preceded by an **red C** in the tree and would have two **\*\*** next to the result).
  - The range of Normal is between **45 – 125 umol/L**
  - Abnormality: **High**
- Click **Print** at the top right of the screen to print the selected result.



Showing all documents   View By Category Look For   **C** Status All

Mark selected document as unread  
Mark all documents as read

**Creatinine**

**Creatinine**  
View Cumulative Results

Time Collected 17-Jan-2010 00:00 Time Received 17-Jan-2010 00:00  
Time Reported Time Transmitted 17-Jan-2010 00:00  
Order Number T72734 Ordering Provider POININ,DR.CHRIS  
Status Final Location DKM

Relevant Information

Report Patient Name: SIMPSON, GEORGE  
Demographics PHN/UJI: 425346114  
(for verification purposes) Date of Birth: 22-JUN-1930  
Sex: M

Test	Result	Ref. Range (Units)	Abnormality
Creatinine	* 167	45-125 (umol/L)	High

select test

**Send:** Used to attached this result to an internal email system to another person who accesses Alberta Netcare Portal. Ensure that the recipient has the correct permission level to view the record.

**Data Inquiry:** Used to send a message to the Data Integrity Team, alerting them that there is misinformation on a particular result. An email text box will appear, allow you to type a message.

## Activity 4b: View and Print a Cumulative Result

Only results from the same single data source (point of origin) of the selected test result are displayed.

### View and Print Trending Series

From the Lab Result screen, click the **View Cumulative Results** link to view the trend for these Creatinine levels.

The **highlighted** column indicates the lab result that was originally selected.

Note that each column is numbered. These are the number of results in the patient's EHR.

The number of columns defaults to 5 columns of test results.

**Note: The Show Older and Show Newer buttons will only be functional if there is more historical or recent results.**

1. Use the blue **Show Older** or **Show Newer** links to view historical or more recent results.
2. Click **Print** to print the selected result.

**Creatinine**
Print Send Data Inquiry

### Creatinine Cumulative

« Show Older Show Newer »

<input type="checkbox"/>	Test Number	46	47	<b>1</b> 48	49	50	Ref. Range (units)
	Collected	06-Dec 2009 00:00	09-Dec 2009 00:00	<b>1</b> 12-Dec 2009 00:00	12-Dec 2009 00:00	17-Jan 2010 00:00	
	Location	UAH	UAH	UAH	UAH	DKM	
<input type="checkbox"/>	<b>Creatinine</b>	* 143	* 215	* 178	* 146	* 167	45-125 (umol/L)

Graph No tests selected

\* Abnormal \*\* Critically Abnormal § Units or Reference Range differs  
 ? Demographic Mismatch ! Suspected Identity Mismatch

**Important:** Note that the data in this cumulative comes from the AHS-Edmonton laboratory repository only

## Activity 4c: Locate and Graph Lab Results

### View and Print a Chart

1. Select the Check box beside the **Creatinine** lab result.
2. Click the **Graph** button.

**Creatinine** Print Send Data Inquiry

**Creatinine Cumulative** « Show Older Show Newer »

<input type="checkbox"/>	Test Number	46	47	48	49	50	Ref. Range (Units)
	Collected	06-Dec 2009 00:00	09-Dec 2009 00:00	11-Dec 2009 00:00	12-Dec 2009 00:00	17-Jan 2010 00:00	
	Location	UAH	UAH	UAH	UAH	DKM	
<input checked="" type="checkbox"/>	<b>Creatinine</b>	* 143	* 215	* 178	* 146	* 167	45-125 (umol/L)

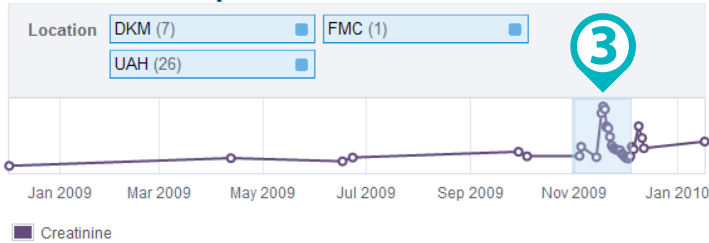
**Graph** 1 test selected

\* Abnormal **!** Clinically Abnormal § Units or Reference Range differs  
 ? Demographic Mismatch ! Suspected Identity Mismatch

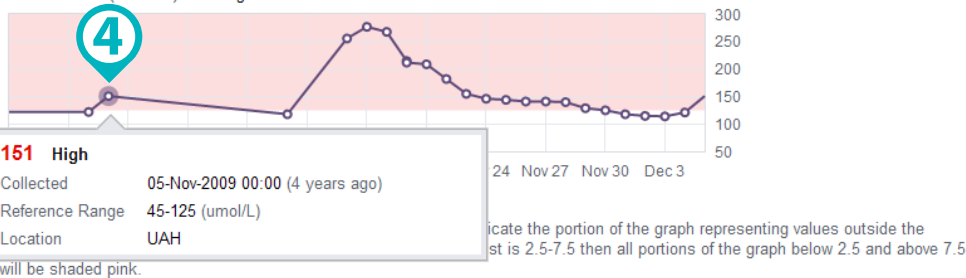
**Important:** Note that the data in this cumulative comes from the AHS-Edmonton laboratory repository only

### Creatinine Graph

Information is available from 02-Dec-2008 to 17-Jan-2010



### Creatinine (umol/L) Showing from 31-Oct-2009 to 04-Dec-2009



3. To change the **time range** to narrow or widen the result window, click and drag your mouse to highlight the time period or results desired on the top graph. The graph will automatically update.
4. Hover your mouse over each plotted point to view the lab information.

Click another item from the Clinical Document Tree or the test result link at the top of the graph page to return to the Cumulative Results screen.

## Activity 5: Locate, View and Print a Diagnostic Image (DI) Result

### View and Print a DI Result

1. Click the **Diagnostic Imaging** folder in the Clinical Document Tree.
2. Click the **11-Jan-10 Chest Supine AP – UAH** result.

Note the following information:

- A. Ordering Provider
  - B. Test was performed at University of Alberta Hospital.
  - C. The dictating radiologist is named at the bottom of the report with the dictation date (when available).
3. Click **Print** to print the report.

Mark selected document as unread  
Mark all documents as read

Coagulation (86/86)  
Drug Levels (10/10)  
Fluids (6/6)  
Hematology (66/66)  
Microbiology (85/85)  
Other (6/6)  
Pathology (2/2)  
Point of Care (100/100)  
Diagnostic Imaging (85/96)

10-May-10 ADULT ECHOCAR  
09-Apr-10 SPINE WITH OBLIQUES - 1:  
09-Apr-10 PELVIS AND ONE HIP - 124  
12-Jan-10 Chest Erect AP - UAH  
11-Jan-10 Chest Supine AP - UAH  
10-Jan-10 Chest Supine AP - UAH  
09-Jan-10 Chest Supine AP - UAH  
08-Jan-10 Knee Left + Skyline Vie  
08-Jan-10 CT Chest With + Withou  
06-Jan-10 Chest Erect AP - UAH  
06-Jan-10 Chest Erect AP + Latera  
03-Jan-10 Chest Supine AP - UAH  
02-Jan-10 Abdomen, 1 Projection - UA  
01-Jan-10 CT Abd + Pelvis Augmente  
01-Jan-10 Chest Erect PA - UAH  
01-Jan-10 Abdomen 2 projections

Chest Supine AP - UAH

Print Send Data Inquiry

### Diagnostic Imaging-CHEST SUPINE AP

Responsible Doctor POININ, CHRIS Observation Date 11-Jan-2010 00:00

Document Status PRELIMINARY

Location UAH-University of Alberta Hospital

Report Patient Name: SIMPSON, GEORGE  
Demographics PHN/ULI: 425346114  
(for verification Date of Birth: 22-JUN-1930  
purposes) Sex: M

THIS REPORT HAS BEEN DICTATED BUT NOT VERIFIED BY A RADIOLOGIST ELECTRONICALLY

CHEST SUPINE AP (10JAN06) 1435 HOURS  
CHEST SUPINE AP (11JAN06) 0725 HOURS

The patient has been intubated since the previous examination dated 09 January 2006 at 0925 hours. The ET and NG tubes are in

## Activity 6: Searching for Specific Results

In this example you will see ways to look for specific results by using the filtering tools.

### Using Filters to Search for Specific Results

#### A. Filters:

1. Click the **View By** dropdown arrow to review a list of viewing options. Leave **View by** as **Category**.
2. Leave the **Look For** field blank.
3. Select the **Critical** check box to limit the search to critical results only.
4. Click **Status** dropdown to review addition document statuses. Leave the **Status** as **All**.
5. **Filter Results** : As you select filter criteria, the display in the Dynamic Patient Summary will show a limited list of results that meet the criteria.

The screenshot displays the patient summary for George Simpson (M/83 years). The interface includes a search bar with the following filters: 'View By' set to 'Category', 'Look For' (empty), 'Status' set to 'All', and a checked 'Critical' checkbox. The search results list shows five 'Full Panel - Blood Gas' tests from November 2009, all marked with a red 'C' icon, indicating they are critical results.

Date	Title	Author
26-Nov-09	Full Panel - Blood Gas	
26-Nov-09	Full Panel - Blood Gas	
26-Nov-09	Full Panel - Blood Gas	
23-Nov-09	Full Panel - Blood Gas	
23-Nov-09	Full Panel - Blood Gas	
22-Nov-09	Full Panel - Blood Gas	

## Activity 7: Locate and View a Flowsheet

Flowsheet functions are available in AHS-Edmonton Lab Flowsheet, AHS-Edmonton Acute Care Flow Sheet, AHS-Calgary Lab Flowsheet and AHS-Rural Lab Flowsheet found within the Menu Bar.

The three AHS Lab Flowsheets display a history of all numeric lab results carried out for the patient in that AHS Zone, from a specific data source.

The AHS-Edmonton Acute Care Flowsheet is a set of 39 pre-determined tests displayed over a selected period of time. This type of flowsheet does NOT organize test results into Categories.

### Locate and View a Flowsheet

Hover your mouse over each flowsheet icon. A tooltip indicates which AHS flowsheet it belongs to. Refer to Chart Icons on page 6.

Click the **Flowsheet** icon that represents **AHS-Edmonton Lab Flowsheet** in the **Context Menu**.

To view results, either:

1. Use the **scroll bar** on the right side to scroll up and down.
2. Collapse or expand groups by clicking on the **grey arrow**.
3. Print this group of data by clicking on the **Print** button at the top of the screen.
4. To create a graph, select one or more of the **Test Result** checkboxes.
5. Scroll down to the bottom of the page and click **Graph**.

**AHS-Edmonton Lab Flowsheet** < Show Older Show Newer > Print

Collected	11-Dec 2009 00:00	11-Dec 2009 05:26	12-Dec 2009 00:00	12-Dec 2009 05:26	13-Dec 2009 05:26	14-Dec 2009 05:26	15-Dec 2009 05:26	16-Dec 2009 05:26	17-Jan 2010 00:00	08-Jan 2011 00:00	Ref. Range (Units)
	4 years ago	4 years ago	4 years ago	4 years ago	4 years ago	4 years ago	4 years ago	4 years ago	4 years ago	3 years ago	
<b>Blood Gases</b>											
<b>Chemistry</b>											
<input checked="" type="checkbox"/> Creatinine	* 178	-	* 146	-	-	-	-	-	* 167	-	45-125 (umol/L)
<input type="checkbox"/> Magnesium	0.91	§ 0.84	0.85	§ 0.81	§ 0.85	§ 0.85	§ 0.81	0.83	-	-	§
<input type="checkbox"/> Phosphorus	1.32	-	1.27	-	-	-	-	-	-	-	0.80-1.45 (mmol/L)
<input type="checkbox"/> Prealbumin	-	-	-	-	-	-	-	-	-	-	0.100-0.400 (g/L)
<input type="checkbox"/> Urea	* 21.2	-	* 17.9	-	-	-	-	-	-	-	2.5-8.0 (mmol/L)
<input type="checkbox"/> Lactate	0.7	-	-	-	-	-	-	-	-	-	0.5-2.2 (mmol/L)
<input checked="" type="checkbox"/> Sodium	-	140	-	140	139	139	139	140	§ 139	-	§
<input type="checkbox"/> Potassium	-	3.8	-	3.6	3.7	3.7	3.7	3.6	4.4	-	§
<input type="checkbox"/> Chloride	-	104	-	104	105	105	105	104	§ 104	-	§
<input type="checkbox"/> Potassium, conc. (urine)	-	-	-	-	-	-	-	-	-	-	(mmol/L)
<input type="checkbox"/> Chloride, conc. (urine)	-	-	-	-	-	-	-	-	-	-	(mmol/L)
<input type="checkbox"/> Anion Gap, Urine	-	-	-	-	-	-	-	-	-	-	(mmol/L)
<input type="checkbox"/> Osmolality, Urine	-	-	-	-	-	-	-	-	-	-	250-900 (mmol/kg)
<input type="checkbox"/> Albumin	-	-	* 22	-	-	-	-	-	-	-	35-50 (g/L)
<b>Coagulation</b>											
<b>Hematology</b>											
<b>Levels</b>											
<b>As</b>											
Graph 2 tests selected											

18 tests have been excluded because they cannot be displayed cumulatively.  
 \* Abnormal \*\* Critically Abnormal § Units or Reference Range differs  
 ? Demographic Mismatch ! Suspected Identity Mismatch  
 Important: Note that the data in this flowsheet comes from the AHS-Edmonton laboratory repository only

A **“blank” column or row** indicates that there may be a textual result, not a numeric result for that specific column date.

A **Units or Reference Range Differs** warns you when the results displayed as a flowsheet have been processed by different facilities using different reference ranges.

## Activity 8: View Event History

The **Patient Event History** summarizes a patient’s contact with an AHS zone’s health facilities. The availability of these histories depends on the AHS zone. An up-to-date Data Availability Table can be viewed on Alberta Netcare Portal’s Login page.

### Viewing a Patient’s Event History

**42534-6114 SIMPSON, GEORGE Sex: M DOB: 1930-Jun-22** [Print](#) [Data Inquiry](#)

Current Inpatient Location: Site: Centennial Centre Ponoka, Ponoka Unit: DAHPCHIN Room: DAHPE199 Bed: 1  
 Family Physician: TUSZ, DELWORTH

Site	Case Type	Program	Provider	Admission	Discharge	Presenting Complaint / Most Responsible ICD-10-CA Diagnosis	Emergency Contact
Centennial Centre Ponoka, Ponoka	Outpt	Central Services	Johnston, D. William C. (Effective: 01-Nov-1998)	28-Dec-2001 12:44	28-Dec-2001 23:59	T.U.R.P.	Not Available
Centennial Centre Ponoka, Ponoka	Inpt	Senior'S Mental Health Program	Taylor, Dylan A. (Effective: 30-Jun-1998)	12-Apr-2001 09:48	19-Apr-2001 13:58	Urodynamics	Not Available
Centennial Centre Ponoka, Ponoka	Outpt	Central Services	Burton, Jeffrey R. (Effective: 10-May-1998)	18-Jan-2001 11:08	16-Aug-2002 14:54	Stroke Followup	Not Available
Centennial Centre Ponoka, Ponoka	Outpt	Central Services	Metcalf, James B. (Effective: 30-Nov-1998)	30-Nov-2000 11:35	21-Dec-2000 07:40	Stroke	Not Available
EAST EDMONTON HEALTH CENTRE, Edmonton	Outpt	Eehc Family Medicine Clinic	Pawluk, Lawrence K. (Effective: 18-Aug-1998)	29-Nov-2000 14:25		Stroke	Not Available
Centennial Centre Ponoka, Ponoka	Outpt	Eeg Lab	Mackie, William James (Effective: 14-Jun-1998)	17-Nov-2000 12:55	30-Nov-2000 11:15	Carotid Stenosis	Stetson, Judy (780)555-4321
Brooks Health Centre, Brooks	Emerg	Emergency	O'Keefe, Grant (Effective: 25-Nov-1998)	17-Nov-2000 11:35	09-Feb-2005 12:18	Seating	Not Available
Beaverlodge Municipal Hospital, Beaverlodge	Outpt	Clinical Nutrition	Aaron, Stephen Louis (Effective: 03-Apr-1998)	17-Nov-2000 00:05		Cerebral Angiogram	Stetson, Judy (780)555-4321

Click the **Patient Event History** icon on the **Context Menu**.

The results displayed summarizes a patient’s contact with an AHS zone’s health facilities.

Click **Print** to print the event history.

Click **Data Inquiry** to report suspected problems with the data being viewed. An e-mail with the attached record is sent to the Data Integrity Team.

## Activity 9: View Immunization History

The **Immunization History** summarizes a patient's immunization history. Only those immunization records with an attached Provincial Health Number (PHN) are displayed. An up-to-date Data Availability Table can be viewed on Alberta Netcare Portal's login page.

### Viewing a patient's Event History

Click the **Immunization History** icon on the **Context Menu**.

The results displayed are for the immunization history from the AHS-Edmonton Community Health system. Note: this is for Public Health only – not clinics.

Click **Print** to print the event history.

**Data Inquiry** is used to report suspected problems with the data being viewed. An e-mail with the attached record is sent to the Data Integrity Team.

[Print](#) [Data Inquiry](#)

Immunization patient demographics (for verification purposes)

**Name:** SIMPSON , GEORGE  
**PHN/ULI:** 425346114  
**Birthdate:** 22-Jun-1906  
**Sex:** M

**Note:** Data on the list below may be incomplete as it may only display the most recent immunizations administered at a AHS-Edmonton Public Health Centre.

Immunization Date	Vaccine Description	Dose Number	Adverse Reaction
08-Nov-1995	Tetanus/Diphtheria	6	No

If the immunization was performed when the patient was a child, it is highlighted in **blue**.

If the immunization was performed when the patient was an adult, it is highlighted in **green**.



## Activity 10: Locate, View and Print Medication and Dispensing Information

PIN provides access to a patient’s active and historical medications, as well as community pharmacy dispense information. Medication information is either generated directly within PIN by a prescriber by batch file, or made available from the System to System environment with a Physician Office or Community Pharmacy.

### Search for Edward Black’s PHN

In Alberta Netcare Portal, perform a search for PHN **10124-9034**.







### Review Demographic and Allergy Information

Click the **PIN** icon on the **Context Menu**.

Provider must verify the accuracy of this patient’s information prior to treatment decisions.

**Allergy information** is entered manually and directly into PIN.

### PIN Icons

	Blue Cross
	Cancer Board
	Contraindication
	Other Medications that are entered directly into PIN.
	Pharmacy Batch
	Triplicate
	Other Medications entered by Pharmacy Batch

### Categories

Prescriptions designated as **Continuous** or **Short-Term** display if a physician or pharmacist has used PIN to prescribe the specific medication, or if the medications have been received from System to System.

The category **Other Medications** displays information received from community pharmacies, informational prescriptions as well as non-prescription information. The default view will display the chronological list of associated dispenses.

**Recently Active Prescriptions** represent the prescriptions that have expired and are removed from the Continuous, Short Term Categories and Other categories.

**All Rx** tab lists prescriptions in the three sort orders: Chronological Order, Alphabetical Order and by Inactive Date.

**View medication and dispensing information in PIN**

Prescription information is displayed in the details panel on the bottom right.

EHR TEST1 @ Electronic Health Record Test Physi... REFERENCE TOOLS HELP

**BLACK, Edward Joseph**  
 PHN: 10124-9034 Gender: Male  
 Age: 100 Year(s) | 1912-Jan-16  
 Home: 7805551234  
 Work: 7805554321

**DRUG ALLERGIES (D)**  
 SV - Cephalospo...  
 SV - Morphine  
 SV - Oxycodone?

**NON-DRUG ALLERGIES (ND)**  
 SV - cats  
 UN - chocolate  
 MI - Micropore ...

**INTOLERANCES**  
 SV - Latex Dams  
 MI - Acetylsal...?  
 MI - Blue Grass?

ACTIVE Rx ALL Rx ALLERGIES NOTES SERVICES

Rx DETAILS DISPENSING HISTORY STATUS HISTORY Rx NOTES

PRINT PROFILE MULTIPLE Rx OPTIONS

**Continuous**

- ALLOPURINOL 300 MG TABLET 1 TAB QD
- Furosemide 40 mg Oral Tablet Various
- Garlic And Parsley Tablet Oral... 1 EA QD
- MESTINON SR 180 MG TABLET SA 1 TAB BID
- PROZAC 10 MG CAPSULE 12 CAP BID
- RAMIPRIL 1.25 MG CAPSULE Various
- VIAGRA 100 MG TABLET 100 TAB QD
- Warfarin Sodium 1 mg Oral Tablet

**Short-Term**

- C# 10% diclofenac in PLO 1 APPLN QID
- C# Glucose Test Strips Various

**Other Medications** UPDATE

- Rx ALLOPURINOL 300 MG TABLET Filled
- Rx **ASPIRIN 81 MG TABLET EC** Filled
- Rx AVANDIA 4 MG TABLET Filled
- Ginkgo Biloba Capsule Oral (Ce... pt take 2 caps daily
- Rx KAYEXALATE POWDER Filled
- Rx METFORMIN 500MG TABLET Filled
- Rx METOPROLOL TART 5 MG/5 ML VIAL Filled
- Rx RAMIPRIL 5 MG CAPSULE Filled

Recently Active Prescriptions

DRUG | DOSE | FREQ |

CHECK ALL PROFILE WARNINGS

CHRONOLOGICAL BY PHARMACY

**DRUG** **ASPIRIN 81 MG TABLET EC** MONOGRAPH

GENERIC FORM Acetylsalicylic Acid 81 mg Oral Tablet, Delayed Release (Enteric Coated)

INDICATION

DISPENSED DRUG	DAYS SUPPLY	FILL QTY	FILL DATE
Rx ASPIRIN 81 MG TABLET EC	90	90 TAB	2012-Sep-14
Rx ASPIRIN 81 MG TABLET EC	90	90 TAB	2012-Jun-15
Rx ASPIRIN 81 MG TABLET EC	90	90 TAB	2012-Mar-15

All Rx

Click the **All Rx** tab to view prescriptions by Chronological, Alphabetical or Inactive Date order.

DRUG	Rx DATE	DISPENSED	INACTIVE
Rx COUMADIN 5 M...	2012-Jun-15	2012-Sep-14	2012-Oct-06
Rx FUROSEMIDE 2...	2012-Jun-15	2012-Sep-14	2012-Sep-26
Rx ALLOPURINOL ...	2012-Jun-15	2012-Sep-14	
Rx KAYEXALATE P...	2012-Mar-15	2012-Sep-14	
▼ Rx ASPIRIN 81 M...	2012-Mar-15	2012-Sep-14	
▼ Rx RAMIPRIL 5 M...	2011-Nov-16	2012-Sep-14	
Rx METOPROLOL T...	2011-Nov-16	2012-Sep-14	
Rx METFORMIN 50...	2011-Nov-16	2012-Sep-14	
▼ Rx APO-INDOMETH...	2011-Nov-16	2012-Sep-14	2012-Oct-19
Rx AVANDIA 4 MG...	2011-Aug-16	2012-Sep-14	
▼ Clarithromyc...	2012-Jun-05		2012-Jun-20
Zizyphus For...	2012-Apr-26		2012-Jun-25
Garlic And P...	2012-Apr-26		
▼ Tadalafil 20...	2012-Apr-25		2012-Jul-29
▼ VIAGRA 100 M...	2012-Apr-25		
C# Glucose T...	2012-Mar-19		
C# 10% diclo...	2012-Mar-19		
▼ Warfarin Sod...	2012-Mar-19		
▼ Furosemide 4...	2012-Mar-19		

Screen 1 activity

Hover over the **Aspirin 81 MG Tablet** prescription to view its tool-tip.

Click the **Aspirin 81 MG Tablet** prescription to view its Rx Details and dispensing information (See Screen 2 Activity)

DRUG	Rx DATE	DISPENSED	INACTIVE
Rx FUROSEMIDE 2...	2012-Jun-15	2012-Sep-14	2012-Sep-26
Rx ALLOPURINOL ...	2012-Jun-15	2012-Sep-14	
Rx KAYEXALATE P...	2012-Mar-15	2012-Sep-14	
▼ Rx ASPIRIN 81 M...	2012-Mar-15	2012-Sep-14	
▼ Rx RAMIPRIL 5 M...	2011-Nov-16	2012-Sep-14	
Rx METOPROLOL T...	2011-Nov-16	2012-Sep-14	
Rx METFORMIN 50...	2011-Nov-16	2012-Sep-14	
▼ Rx APO-INDOMETH...	2011-Nov-16	2012-Sep-14	2012-Oct-19
Rx AVANDIA 4 MG...	2011-Aug-16	2012-Sep-14	
▼ Clarithromyc...	2012-Jun-05		2012-Jun-20
Zizyphus For...	2012-Apr-26		2012-Jun-25
Garlic And P...	2012-Apr-26		
▼ Tadalafil 20...	2012-Apr-25		2012-Jul-29
▼ VIAGRA 100 M...	2012-Apr-25		
C# Glucose T...	2012-Mar-19		
C# 10% diclo...	2012-Mar-19		
▼ Warfarin Sod...	2012-Mar-19		
▼ Furosemide 4...	2012-Mar-19		
Rx COUMADIN 5 M...	2011-Nov-16	2012-Mar-15	2012-Mar-19
Rx FUROSEMIDE 2...	2011-Nov-16	2012-Mar-15	2012-Mar-19

### Screen 2 activity

**ASPIRIN 81 MG TABLET EC**

**GENERIC FORM** Acetylsalicylic Acid 81 mg Oral Tablet, Delayed Release (Enteric Coated)

**INDICATION**

**DIRECTIONS** Take ONE tablet daily

**ADDITIONAL INSTRUCTIONS** The source of this information is PHARMACY BATCH. The information received may not be complete. See the dispense details for more information.

<b>PRESCRIBED QTY</b>	90 TAB	<b>PRESCRIBER</b>	Testninth, Ninth (MD)
<b>REFILLS</b>	0	<b>PHONE(S)</b>	780488-9285
<b>ROUTE</b>	Oral	<b>TRIAL RX</b>	Not Allowed
<b>DRUG USE</b>	Short term	<b>COMPLIANCE PKG</b>	Not Required
<b>SUBSTITUTION</b>	Allowed	<b>DISP INTERVAL</b>	N/A
<b>RX EFFECTIVE</b>	2012-Mar-15	<b>RX EXPIRY</b>	2013-Sep-15
<b>PIN RX NUMBER</b>	0000-2M33	<b>STATUS</b>	Filled
<b>LAST FILLED AT</b>	CALGARY CO-OP PHARMACY #13	<b>LAST FILL QTY</b>	90 TAB
<b>PHONE</b>	0 (403) 299-5350	<b>LAST DISPENSED</b>	2012-Sep-14

The **Rx Details** view provides the prescriber entered information:

- Drug name, dose, form and route.
- Administration instructions (directions and additional instructions).
- Name of prescribing physician and their phone number.
- Pharmacy where the prescription was last filled.

### Screen 3 activity

**ACTIVE RX** | ALL RX | ALLERGIES | NOTES | SERVICES

**Continuous**

- ALLOPURINOL 300 MG TABLET 1 TAB QD
- Furosemide 40 mg Oral Tablet Various
- Garlic And Parsley Tablet Oral... 1 EA QD
- MESTINON SR 180 MG TABLET SA 1 TAB BID
- PROZAC 10 MG CAPSULE 12 CAP BID
- RAMIPRIL 1.25 MG CAPSULE Various
- VIAGRA 100 MG TABLET 100 TAB QD
- Warfarin Sodium 1 mg Oral Tablet

**Short-Term**

- C# 10% diclofenac in PLO 1 APPLN QID
- C# Glucose Test Strips Various

**Other Medications**

- ALLOPURINOL 300 MG TABLET Filled
- ASPIRIN 81 MG TABLET EC Filled
- AVANDIA 4 MG TABLET Filled
- Ginkgo Biloba Capsule Oral (Ce... pt take 2 caps daily
- KAYEXALATE POWDER Filled
- METFORMIN 500MG TABLET Filled
- METOPROLOL TART 5 MG/5 ML VIAL Filled
- RAMIPRIL 5 MG CAPSULE Filled

**Recently Active Prescriptions**

DRUG	DOSE	FREQ
[CHECK ALL PROFILE WARNINGS]		

**ALLOPURINOL 300 MG TABLET**

**GENERIC FORM** Allopurinol 300 mg Oral Tablet

**INDICATION**

DISPENSED DRUG	DAYS SUPPLY	FILL QTY	FILL DATE
ALLOPURINOL 300 MG TABLET	90	90 TAB	2012-Sep-14
ALLOPURINOL 300 MG TABLET	90	90 TAB	2012-Jun-15

1. **Other Medications.** The Rx Details view represents the first dispense information along with the most recent dispense information.
2. The **Dispensing History** view represents the most recent dispensing information. The default view is chronological. You can also view by Pharmacy.
  - A. Click **Dispensing History** – defaults to Chronological View.
  - B. Click on any medication in the **Other Medication** category or on **Filled** on the **Active Rx** tab, to go to the default Chronological Dispensing History view.

Note: If medication is dispensed at a new dose, it will be displayed as a separate event.

## Print a PIN Profile

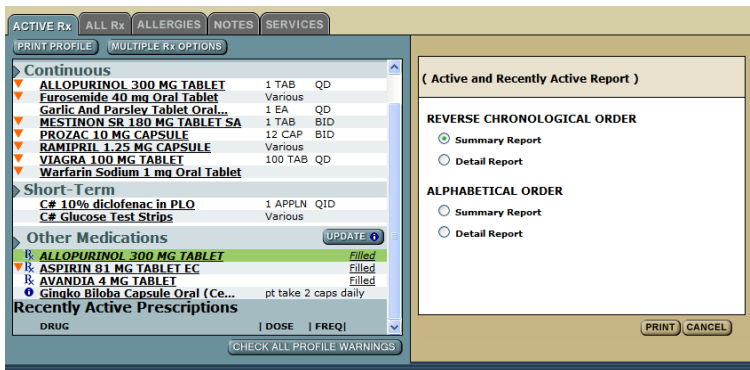


Locate the **Print Profile** button on the left side of the screen.

If the screen resolution is 1024 x 768, you will see both buttons.

If your screen resolution is 800x600, you will only see the Print Profile button.

Click the **Print Profile** button.



1. Choose your printing parameters:

### A. Reverse Chronological Order

o Summary Report

o Detail Report

### B. Alphabetical Order

o Summary Report

o Detail Report

2. Click **Print**.

This option is only available for prescriptions that have not been filled.

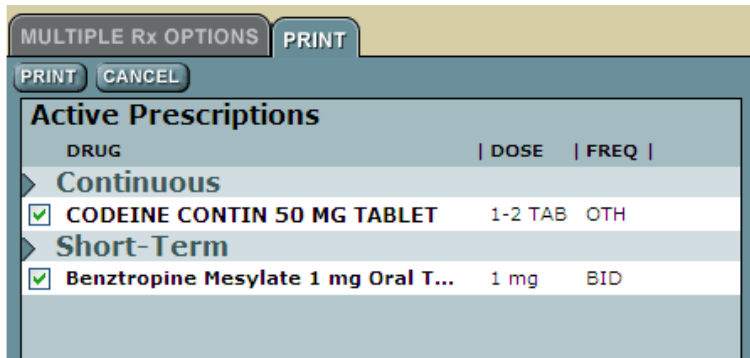
1. Click **Multiple Rx Options** tab.

2. Click on **Print** tab.

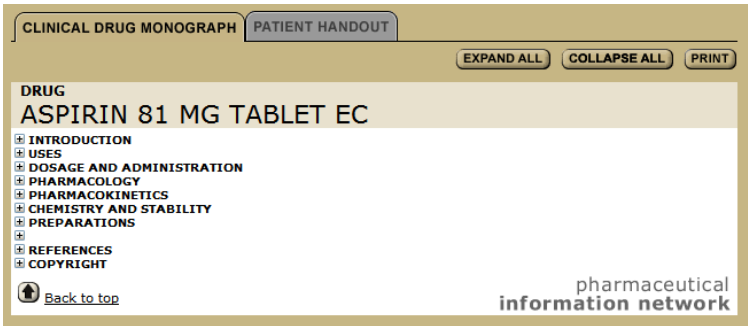
3. **Check** the prescriptions to print.

4. Click **Print** button.

## Print Multiple Rx Options

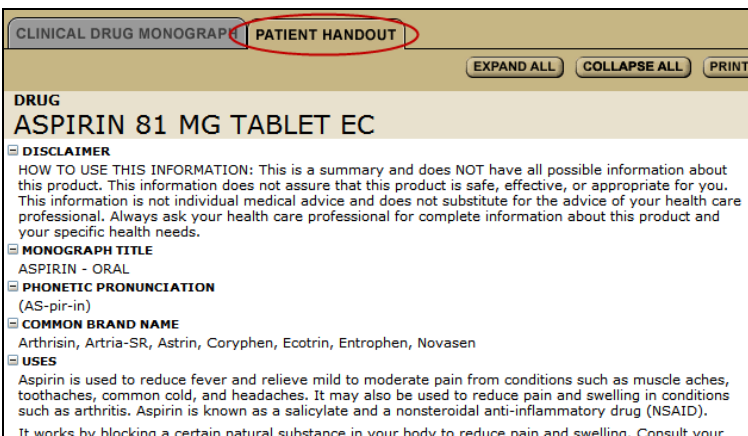


## View or Print Clinical Drug Monograph



1. Select a prescription.
2. Click the Monograph button from the Rx Details page.
3. Click **Expand All** or click on the **Item** you want to view such as Dosage and Administration.
4. Click **Print**.

## Print Patient Handout



1. Click **Expand All**.
2. Click **Print**.

## Prescribing within PIN or within a S2S environment

If you are prescribing within PIN or within a S2S environment, please contact your Transition Coordinator or the Provincial Help Desk for assistance with setting up your User Preferences.

Provincial Help Desk: 780-412-6778  
or toll free at 1-877-931-1638

## Activity 11: Viewing Eligibility in Person Directory (PD)

PD is the source of truth for: Alberta Health Care Insurance Plan (AHCIP) Eligibility, First Name, Last Name, Date of Birth, Gender and Personal Health Number (PHN).

### Open PD from the Homepage and search for a patient

Click the **Home** button on the Menu Bar at the left side of your screen to return to your Homepage.

#### Person Directory



In the Person Directory windowlet click the **Open** button.

To configure your Homepage to display the Person Directory Open button, consult the Person Directory Quick Reference, How to Set Up Access to Person Directory.

A screenshot of the "Person Search Criteria" form in the Person Directory window. The form has several fields: PHN/ULI (1), Last Name (Butler) (2), Date of Birth (1962-May-25) (3), First Name (Red) (4), and an Alternate ID field. A red asterisk and note at the bottom state: "\* One of these fields must be filled in". There are "Search", "Clear", and "Back" buttons at the bottom.

The **Person Search Criteria** screen is displayed. When ready to exit PD, click the Quit link (top right corner of the screen).

The primary search fields are:

1. Type **Butler** in the **Last Name** field.
2. Type **Red** in the **First Name** field.
3. Type **1962-May-25** in **Date of Birth** field.
4. Click **Search**.

A screenshot of the "Search Results" screen showing a table with one row of results. The table has columns for "Validated", "Full Name", "Age", "City", "Date of Birth", and "Gender". The "Full Name" column contains "Butler, B" with a mouse cursor pointing at it. Below the table are "New Search" and "Refine Search" buttons.

Click the **name of the person** you want to view on the **Search Results** screen.

## View Demographic Information, AHCIP Eligibility and Additional Information

1. **Name and Person Details:** Click **View** (on the right of the Name and Person Details title).
2. **All Names:** Click **View all names** to view preferred, alias, legal and maiden names.
3. **Address and Phone Numbers:** Click **View all addresses and phone numbers** to view additional residential and business addresses. Address **history** can also be viewed.
4. **Eligibility:** Click **View eligibility** to view current eligibility information for the Alberta Health Care Insurance Plan (AHCIP). Eligibility history is also shown. Current eligibility Start Date is the most recent date that the person became eligible for coverage.
5. **Additional Information:** includes Alberta Personal Health Card requests. Only those with Update Permission Levels may request a PHN Card.  
**Merge Potential Duplicates:** Used when one person has two PHN/ULIs. Once verified, the two records will become linked. Additional links may be Registration Validation, Residency and Secondary ULIs.

Help | Quit  
Person Directory

Butler, Red Validated  
PHN/ULI:64083-5114

**View Person**

**Name and Person Details:** [ view... ]  
Preferred Name: Butler, Red  
Gender: Male  
Date of Birth: 1962-May-25  
Added in Error: No  
[ view all names... ]

**Address and Phone Numbers:**  
Residential/Mailing: Apt 33-123 Royal Oak Terr Nw Edmonton, Alberta Canada T5M 0C6 As of: 2011-Jun-30  
Residential/Telephone: (780) 555-1212 As of: 2011-Jun-30  
[ view all addresses and phone numbers... ]

**Eligibility:**  
Not Currently Eligible [ view eligibility... ]

**Additional Information:**

- [Alberta Personal Health Card Requests](#)
- [Merge Potential Duplicates](#)
- [Registration Validation](#)
- [Residency](#)
- [Secondary ULIs](#)

Back New Search

Government of Alberta



## Activity 12: Log out of the Alberta Netcare Portal Training Environment

### Log Out

Click **Logout**.


You will be returned to the Training Environment Homepage.

## Appendices

### Appendix A – Service Desk Contact Information

HELP DESK	PHONE NUMBER
Alberta Netcare Help Desk (Provincial)	780-412-6778 (local) 877-931-1638 (toll-free)
Addictions & Mental Health	780-422-2336
Alberta Mental Health Board	780-735-4357
Alberta Cancer Board	780-432-8885 (Edmonton) 403-521-3087 (Calgary) 877-280-8380 (after hours)
AHS North Zone – Ft. McMurray (Northern Lights)	780-791-6140
AHS North Zone – Grande Prairie (Peace Country)	780-538-7569
AHS North Zone – Westlock (Aspen)	866-967-5068
AHS Edmonton Zone (Capital)	780-735-4357
AHS Central Zone – Camrose (East Central)	780-608-2282
AHS Central Zone – Red Deer (David Thompson)	403-343-4815
AHS Calgary Zone	403-310-3111 (local) 866-513-3671 (toll-free)
AHS South Zone – Lethbridge (Chinook)	403-388-6235
AHS South Zone – Medicine Hat (Palliser)	403-529-8952
Health Information Act (HIA)	780-427-8089
Shared Data Centre (SDC)	403-343-4815

## Appendix B – Types of Available Data

Types of Available Data	
	<p>An up-to-date Data Availability Table can be viewed on Alberta Netcare Portal's Login page under the section General Information. It provides a listing of all currently available data sources.</p> <p>As Alberta Netcare Portal evolves, more and more data will be available for viewing in the patient's EHR.</p> <p>To include your site's data in the Alberta Netcare Portal, call the Provincial Help Desk at 1-877-931-1638 to initiate this process.</p>

Viewing Option	Description
<b>Anatomic Pathology</b>	Cytology reports excluding bone marrow, peripheral smears and cytogenetic reports
<b>Blood Bank</b>	Blood bank results excluding 'allocated unit' result
<b>Blood Gas</b>	Full panel blood gas results
<b>Blood Products</b>	'Allocated unit' reports
<b>Chemistry</b>	Chemistry, special chemistry, special investigations and trace elements excluding fluids or toxicology
<b>Coagulation</b>	All coagulation reports
<b>Cytogenetics</b>	Cytogenetic results from Anatomic Pathology
<b>Drug Levels</b>	Toxicology reports from Chemistry
<b>Fluids</b>	Fluids results from Chemistry
<b>Hematology</b>	Hematology, bone marrow and peripheral smears from Anatomic Pathology
<b>Immunology</b>	Histocompatibility lab, immunology and serology
<b>Microbiology</b>	Microbiology, microbiology miscellaneous, provincial lab and community health TB data
<b>Other</b>	Collection sites, environmental toxicology, miscellaneous and send-outs
<b>Point of Care</b>	Point of Care glucose results
<b>Trace Elements</b>	Trace Element results
<b>Consultations</b>	Consultation reports

Viewing Option	Description
<b>Diagnostic Imaging</b>	Diagnostic Imaging reports
<b>Discharge/ Transfer Summaries</b>	Discharge and transfer summaries
<b>ECG</b>	Scanned ECG tracings
<b>EEG</b>	Electroencephalogram results
<b>Emergency Records</b>	Scanned Emergency Department records
<b>Evoked Potentials</b>	Evoked response results
<b>History</b>	History reports
<b>Letters</b>	Various letters
<b>Operative/ Procedures</b>	Operative and procedure reports
<b>Progress Notes</b>	Physician progression notes
<b>Reports</b>	Reports that do not belong under the above categories
<b>Summary Reports</b>	Most recent Community Care Profile information generated from the Community Care/Home Care system
<b>Labs Pending Collection</b>	Future dated (standing) orders. Always located at the bottom of the CDV tree.
<b>Last 24 hours</b>	When the Clinical Document Tree is set to "View by Date", the standing orders are listed in the "Last 24 hours" folder.