

This quick reference provides instructions for accessing specific patients in Alberta Netcare Portal (ANP).

There are three shortcuts for patient searches in ANP:

- 1 Use a “Favourite Search.”
- 2 Select from a “Recent Patients” list.
- 3 Create a customized “Worklist.”

If you work in the Alberta Health Services (AHS) - Edmonton zone, you can also use the pre-populated “**Patient Lists**” function. For more information, consult the [patient lists quick references](#) on the Alberta Netcare Learning Centre.

Favourite Search

With the Favourite Search function, you can save the name or Personal Health Number (PHN)/ Unique Lifetime Identifier (ULI) of patients that you access regularly.

Create a Favourite Search

- 1 In Patient Search, type the patient search criteria (name or identifier).

- 2 In the “**Enter a new favourite search**” field, type a label and click the + symbol to save it to your search list.

- 3 Locate the “**Select a favourite search**” drop-down on the top-right to view your saved search results.

Deleting Favourite Searches

To remove a patient from your favourites list, select their name in the “**Select a favourite search**” drop-down and click “x.”

Recent Patients

A list of 50 of your most recently viewed patients is automatically saved in Alberta Netcare.

Recently viewed patients are sorted by the following timeframes: today, last 7 days, last 4 weeks and last 12 months.

Select a Recently Viewed Patient Record

- 1 You can,
 - a Configure the homepage with a “**Recent Patient**” windowlet, or
 - b Click “**Favourites**” in the Clinical Portal Menu, then “Recently Viewed Patients.”



- 2 Click anywhere on the line with the patient’s name to open their record.
- 3 Click the grey left or right arrows to move to the next patient in the list

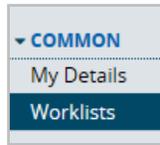
Customized Worklists

ANP provides six worklists you can customize to store lists of special-interest patients. These lists are accessed from the clinical portal menu.

Viewing Worklists

You can,

- a Click **“Common”** in the clinical portal menu, then **“Worklists.”** All six worklists and their respective members are displayed,



Or

- b Click **“Favourites”** in the clinical portal menu, then the worklist you would like to view. Only that worklist and its members are displayed.

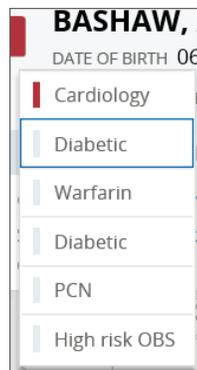


Renaming Worklists

- 1 You can,
 - a Click **“Common”** in the clinical portal menu, then **“Worklists,”**
 - Or
 - b Click **“Favourites”** in the clinical portal menu, then the worklist you are interested in.
- 2 Select **“Rename.”**
- 3 Type a new name in the pop-up box, then click **“Save.”**

Adding Patients to Worklists

- 1 Log into ANP, search for the patient and open their record.
- 2 Click the **“+”** icon in the in the Context Menu (top left of the page), to display the worklists.
- 3 Click the worklist to which you want to add the patient. The worklist will be indicated in the Context Menu by the colour of the rectangle.



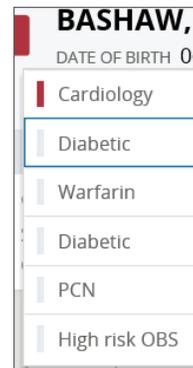
Removing Patients from Worklists from the Clinical Portal Menu

- 1 Open a worklist from the clinical portal menu.
- 2 Click the checkbox next to the name of the patient(s) you want to remove and click **“Remove.”**



Removing Patients from Worklists from Within the Patient Record

- 1 Open the patient record.
- 2 Click the coloured rectangle (top-left) in the context menu to display the worklists.



- 3 Click the worklist from which you want to remove the patient.

Removing Patients From Worklists

You can remove patients from worklists from within their ANP record or from the clinical portal menu.