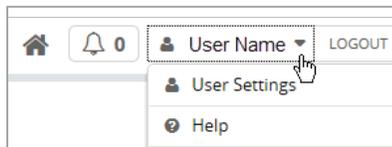


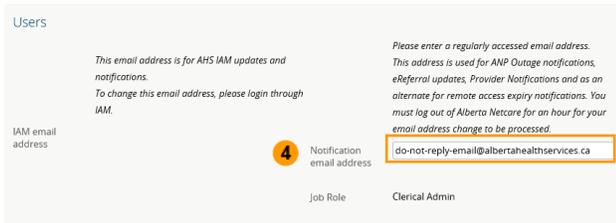
This quick reference provides instructions on customizing user preferences in Alberta Netcare Portal (ANP).

Updating Settings in My Details

Access My Details via the clinical portal menu or **User Settings** in the global menu drop-down



Basic Settings



1 Change Your ANP Password

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

Click **Update Preferences** to save changes.

For detailed instructions on how to change your ANP password, view the quick reference [“Synchronize/Update Your Alberta Netcare and PIN/PD passwords.”](#)

2 View Alberta Netcare User Role

Your Alberta Netcare user role defines your permission level. View the **Roles I perform** box in the upper-left corner to identify your ANP user role.

3 Update Length of Inactivity Timeout

The default ANP inactivity timeout setting is thirty minutes.

- Locate “Inactivity Timeout” to the right of your username, and click the drop-down arrow to reveal the list of options.
- Select the desired timeout duration. Scroll to the bottom of the page, then click **Update Preferences** to save changes.

4 Update Notification Email Address

Enter a regularly accessed email address to receive important ANP notifications.

Click **Update Preferences** to save changes.

Clinical Documents



1 Change Clinical Document Viewer (CDV) Mode

Select a different **CDV Group Mode** option using the drop-down list. (Default is “Category”)



Viewing Option	Description
Category	This is the default sort option. Lab categories display alphabetically followed by the transcribed report 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	Alphabetically groups documents under the last name of the physician who originally ordered the test.

2 Change CDV Tooltip

Set tooltip preference by adjusting the following:

On: Displays the full tooltip (default setting)

Off: CDV toolbox will not be present. The ability to mark as unread is also turned off with this option.

Minimum fields: Displays title, date, and enables the read/unread functionality

TIP

If you wish to see the authoring provider or facility in Consultation folder reports, leave tooltips on.

3 Change Default CDV Folder

Set using the drop-down list. Select the folder that should automatically open. (Default = Dynamic Summary)

Default CDV Folder	Dynamic Summary
	Blood Bank
	Blood Gases
	Blood Products
	Chemistry
	Coagulation

4 Change CDV Limited Records

Set using the drop-down list, select a different number of records to display in Limited Documents view. (Default is 100 records)

5 Change CDV Limited History Period

NOTE

Tooltips on graphs will always display regardless of setting.

Set using the drop-down list, select a different history period from Limited Documents view. (Default is 2 years)

CDV Limited History Period	6 Months
	1 Year
	2 Years
	3 Years
	5 Years

Scroll to the bottom of the page, then click **Update Preferences** to save changes.

Health Services Catalogue (HSC)

Health Services Catalogue	
Preferred Zone	North <input type="checkbox"/>
	Edmonton <input type="checkbox"/>
	Central <input type="checkbox"/>
	Calgary <input type="checkbox"/>
	South <input type="checkbox"/>

Change Preferred Zone: The 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.

Scroll to the bottom of the page, then click **“Update Preferences”** to save changes.

Lab

Lab	Results View Mode: single	2 Flowsheet Size (columns): 30
	Cumulative Period (days): 731	The Flowsheet Size for the "AHS-Cal Flows" and "AHS-Rural Flows" can be increased to a maximum of 60 columns; however, the higher the number of columns requested, the longer it will take for the flowsheet to display.
	Flowsheet and Cumulative Tooltip: On <input type="checkbox"/> Off <input type="checkbox"/>	3 Provincial Flowsheet Size (days): 731
		The Flowsheet Size for the "Lab Flowsheet-Provincial" can be increased to a maximum of 731 days back from the current date; however, the higher the number of days requested, the longer it will take for the flowsheet to display.

1 Change Cumulative Result

The default period for cumulative results within ANP is 180 days.

2 Change Flowsheet Size

The default **column** setting for each flowsheet column is 30 test results.

3 Change Flowsheet and Cumulative Tooltip

Set **tooltip** preference by adjusting the following:

On: Displays tooltip (default setting)

Off: Tooltip will not be present

NOTE

Tooltips on graphs will always display regardless of setting.

4 Change the Default Lab Results Displayed

You can highlight the number currently displayed in the **Provincial Flowsheet Size (days)** box and type a new number up to 731.

Scroll to the bottom of the page, then click **Update Preferences** to save changes.

Patient Search

Change Default Patient Identifier Type

Set using the drop-down list, select the preferred default patient identifier.

Scroll to the bottom of the page, then click **Update Preferences** to save changes.

PIN

1 Change the Medication Profile Default Time Frame and Profile Type

- a Select the preferred historical data timeline. (Default = 6 months)
- b Choose **Summary Report** or **Detailed Report**. Summary Report includes last dispense only (default setting). Detailed report includes all dispenses.

- c Scroll to the bottom of the page, then click **Update Preferences** to save changes.

2 Change BPMH Form Medication Reconciliation Default Time Frame

Select the preferred time frame for the Med Rec form. (Default Setting = 6 months)

Scroll to the bottom of the page, then click **Update Preferences** to save changes.

NOTE

Once the default time frame is set as detailed above, the Medication Profile and BPMH Form will default to the selected month.

However, this can be changed directly from the individual patient profile as a one-off by selecting the "Month" options and clicking "Search."

PIN/PD

Synchronize PIN/PD and ANP Passwords -

Depending on your user role, you may also have access to the Pharmaceutical Information Network (PIN) and/or Person Directory (PD) applications from within ANP.

For detailed instructions on how to synchronize your passwords, view the quick reference, [Synchronize ANP and PIN/PD Passwords](#).

NOTE

The PIN/PD user ID is also referred to as the "ANP user ID."

eReferral Settings

If you have access to the eReferral menu and My Referrals menu items, you can create/submit eReferral requests. Before you submit a request, your provider information must be completed in My Details.

For detailed instructions on updating "Referring Provider Referrals/Referring Provider On Behalf Of," view the quick reference [Referring/Referring On Behalf: How to Update My Details to Submit a Referral](#).

My Patient Layout Configurations

My Patient Layout serves as the landing page when accessing a patient's record. By default, it provides a snapshot of the patient's demographic information.

- a To update the layout to suit your workflow, click **Configure Layout**.

The screenshot shows the Netcare interface for a patient record. On the left, a sidebar menu lists various windowlets, with 'My Patient Layout' highlighted. On the right, the 'Patient Demographics' windowlet is displayed for 'BASHAW, Alix Jeff'. The windowlet contains a table with patient information:

Date Of Birth	06-Dec-1979	Home Phone	(780)555-1234
Age	44 years	Work Phone	(780)555-4321
Sex	M	Cell/Alternate Phone	5874440000
Eligibility Start Date	Note: Future-dated and blank eligibility start dates should be confirmed in Person Directory.		
Address (Primary)	11129 92 Street, Grande Prairie, AB, CANADA, T8S 1P6		
AH Address (Mailing)	16108 78a Ave, Grande Prairie, AB, CANADA, T8R 3G3		

At the bottom of the interface, a 'Configure Layout' button is highlighted with a red box.

- b Select from the list to add the desired windowlet.

The screenshot shows a dropdown menu titled 'Default Homepage'. The menu is open, displaying a list of windowlets that can be added to the patient layout. The 'Patient Event History' windowlet is currently selected and highlighted.

- Audit Warning
- Book Appointment List
- CDT Follow up List
- Chart Deficiencies
- Default Homepage
- Disease Management Worklist
- Dynamic Patient Summary Welcome
- Patient Event History**
- Immunization History
- Cardiology
- Diabetic
- Warfarin
- Diabetic
- Medication Profile
- BPMH Form - Medication Reconciliation
- My Care Group
- My Care Unit
- My Care Units
- My Patients

- c Add additional windowlets by clicking **New Section to the Right** or **New Section Below**. To remove a windowlet click 'x'.

The screenshot shows the 'Default Homepage' dropdown menu with a red box highlighting the 'New Section to the Right' and 'New Section Below' buttons. The 'x' button is also visible next to the dropdown menu.

NOTE These changes will apply to all patient records.