

This quick reference provides instructions on navigating the Clinical Document Viewer (CDV) in Alberta Netcare Portal (ANP).

Net care	HYTHE, CYNTHIA S DATE OF BIRTH 28-Sep-1953 (71y) SEX F			ULI 460442014 🗙 🏠	🕽 0 🚨 One Training 👻 LOGOUT			
- COMMON	PRIMARY PROVIDER Elmer, Sanjuan (2) PATIENT PRI	MARY ADDRESS	PATIENT MAILING ADDRESS	PATIENT HOME 780	55 -1234			
My Details Worklists	E Limited Documents All Documents Dashboa	irds Flowsheets 🛞 Immun	ization History Medications 🖁	🦕 Create Referrals 🛛 🔍 View Referral	📫 CC Provider Portal			
Manage Notifications	Clinical Documents Showing All Mark All As Read	Patient Demo	ographics					
SEARCHES	Group By Category Sort By Date	HY THE, C			(700)555			
▶ EREFERRAL	Read Unread	Date Of Bi	Age 71 years		Home Phone (780)555- 1234			
EREFERRAL REPORTS PATIENT LISTS	Wy Patient Layout	S	Sex F		Work Phone (780)555- 4321			
CLINICAL ETOOLS	R Pharmacy Care Plan BPMH Form - Medication Reconciliation	Eligibility St D	ate		Cell/Alternate Phone 5874440000			
NOTIFICATIONS	 Referrals - In Progress (40 / 50) Referrals - Completed/Cancelled (14 / 20) 		Note: Future-dated and blank elig Person Directory.	pbility start dates should be confirmed in	•			
RESOURCES MESSAGING	Chemistry (156 / 194) Congulation (1 / 1) Congulation (1 / 1)	Address (Prima	AB, CANADA, T5T 1P6		8			
1	 Microbiology (9 / 18) Microbiology (5 / 9) Other (5 / 6) 	AH Addre (Mailir	ng) AB, CANADA, T5T 1P6					
	 Pathology (14/19) Consultations (1) 		Print Data Inquiry More					
	 Diagnostic Imaging (3) ECG/Echocardiograms (MAZ) (6) 	Audit Warnin	g					
	 Emergency Records (1) Operative/Procedure/Investig'n (1) 	patient information within t and audited.	nis system is monitored					
			This warning can be rem	oved using the 'Configure' button at the bottom of the p	ige.			

NOTE

Detailed instructions on printing and viewing the Patient Demographic windowlet are available in the **quick reference** "<u>How to</u> <u>View Patient Demographic Information</u>."

Legend

- 1 Clinical portal menu
- 2 CDV
- 3 Patient demographics
- 4 Audit warning
- 5 Context menu
- 6 Context banner

4. Audits are done routinely and randomly, on the request of the patient or an authorized health care provider.

Clinical Portal Menu

To display the clinical portal menu, click \equiv . To hide it, click \ll .

The clinical portal menu continues to display after you have located and opened your patient's record. It is used to access key functions such as worklists, resources and the patient search function.

Data Availability Table

An up-to-date <u>Data Availability Table</u> containing all available data sources can be viewed in the ANP login page under the Alberta Netcare Information drop-down list.

CDV

The CDV lists all lab results, transcribed reports and other clinical documents available for viewing.

Click to open the desired folder name. then click on the name of the lab result or document you wish to

also be accessed via the **Dashboards tab**.

To learn more, refer to the Patient Quick View guick reference.

Customizing the CDV

You can sort and search for clinical documents by category, date, status and author. You can also filter the documents to display only those you are interested in.

The default CDV structure is by category, with lab results in alphabetical order followed by transcribed reports. Pending labs are always at the bottom.

To change the "view by" structure of the CDV:

In the CDV, click the 💿 1 button, then the Group By drop-down arrow to reveal a list of viewing options.

611 J D		0 ¢
Clinical Documents		00
Show	All	~
Group By	Category	
Sort By	Date Status	
	Author	
Apply	Cancel	

Viewing Option	Description
Category	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). When the CDV is set to "View by Date," the standing orders are listed in the Last 24 hours folder.

Clinical Documents OC Showing All Mark All As Read Group By Category Sort By Date	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.			
Read Unread My Patient Layout Care Plans (1 / 1)	Author	Groups documents under the last name of the Clinician who originally ordered the test, sorted alphabetically.			
 Blood Gases (2 / 2) Chemistry (111 / 111) Hematology (26 / 26) Microbiology (24 / 24) 	2 Selec	t your viewing option.			
 Point of Gare (6 / 6) Toxicology/Drug Levels (13 / 13) Community Reports (1 / 1) 	To ch CDV:	ange the view of documents in the			
 Consultations (28 / 28) Diagnostic Imaging (6 / 6) 	Selec	t a timeframe from the Show drop down			

Diagnostic Imaging (6 / 6) Discharge/Transfer Summaries

ECG/Electrodiagnostics (7 / 7) Emergency Records (104 / 104)

History (6 / 6) Summary Reports (1 / 1)

In the CDV, do one of the following: 1

menu and click Apply.

a Type the first few letters or complete key word(s) of the document you want (for example, document title, folder title or document author) in the Look For box.

Searching for Specific Clinical Documents



As you type, a filter sorts through possible matches until the one you want is found. Be aware - lab test NOTE names differ, depending on the source. This can influence your "Look For" results.

- **b** Click the **critical c** symbol to limit search to critical results only.
- Read Unread c Click the

buttons to narrow document status search.

d Combine two or more of the above options.

Search results will be displayed

view. Note: The CDV can

Clinical Document Controls

Electrolyte Panel (Na, K, Cl, CO2, Anion Gap) (18 months ago)				Print	Send	Data Inquiry	Dock	
Electrolyte Pan Time Collected 12-May Time Reported 12-May Order Number 385824	el (Na, K, C -2023 21:40 Ti -2023 22:10 Ti -886 ^{Ti}	I, CO2, A ime Received ime ransmitted	nion Ga 12-May-202 12-May-202	O) View Cumulati 3 21:42 3 22:10	ve Results	,		
Re Print	Ser	nd	Dat	ta Inq	uiry		Dock	
	S Ty	pecimen ype/Source	Blood-Blood	/Blood, Venous				_
Report PatientName: BASHAW, ALIX JEFFDemographicsPHN/ULI: 460488014(for verificationDate of Birth: 06-DEC-1979purposes)Sex: M								
Test	Result	Ref. Range (U	nits) /	Abnormality				
Sodium	143	135-145 (mmo	I/L)					
Potassium	4.3	3.5-5.0 (mmol/	L)					
Chloride	103	98-112 (mmol/l	L)					
Carbon Dioxide (CO2)	23	20-32 (mmol/L)					

- a Click **Print** to print the clinical document.
- **b** Click **Send** to email the clinical document to another ANP authorized user. The recipient requires the appropriate Alberta Netcare user role to view the document.

TIP For instructions on using the ANP messaging feature, consult the quick reference "How to Message ANP Users."

- c Click **Data Inquiry** to report suspected data issues. An email with the record you are viewing will be sent to the Person Identity Management (PIM) team.
- d Click **Dock** to open the document in a separate docked windowlet. This functionality enables you to view and compare multiple lab results or other documents side-by-side.

	Docked windowlets can be
Glucose, Random (18 months ago)	minimized, expanded, or closed.
Glucose, Random View Cumulative Results	
Time Collected 12-May-2023 21:40 Time Received 12-May-2023 21:42	
Time Reported 12-May-2023 22:10 Time 12-May-2023 22:10	
Order Number 38582 strange Bander	
Status Final	
Relevant Glucose, Random View Cumulative Results Magnesium View Cumulative Re	esults
Time Collected 12-May-2023 21:40 Time Received 12-May-2023 21:42 Time Collected 12-May-2023 21:40	Time Received 12-May-2023 21:42
Time Reported 12-May-2023 22:10 Time 12-May-2023 22:10 Time Reported 12-May-2023 22:10	Time 12-May-2023 22:10
Comments A rang mmol/ Order Number 385824893 Transmitted Order Number 385824899	Transmitted
for Diz Status Final Ordering NEUPANE, KAREN Status Final	Ordering NEUPANE, KAREN Provider
Report Patient Name Relevant Location PRH PEACE RIVER Relevant Demographics PHN/L Information COMMUNITY HEALTH Information (for verification Date of CENTRE LABORATORY Environment	Location PRH PEACE RIVER COMMUNITY HEALTH CENTRE LABORATORY
purposes) Sex: M Specimen Blood-Blood/Blood, Type/Source Venous	Specimen Blood-Blood/Blood, Type/Source Venous
Test Comments A random glucose concentration of greater than or equal to 11.1 mmol/L plus symptoms of disease meets one of the diagnostic criteria for Diabetes Mellitus. Canadian Diabetes Guidelines. Report Patient Name: BASHAW, ALI) Demographics PHIN/ULI: 460488014 (for verification Date of Birth: 06-DEC Date of Birth: 06-DEC Date of Birth: 06-DEC	X JEFF 4 C-1979
Accession 21PR- Report Patient Name: BASHAW, ALIX JEFF purposes) Sex: M	
Fncounter 40322 (for verification Date of Birth: 06-DEC-1979 Test Result Re	ef. Range (Units) Abnormality
Number purposes) Sex: M Magnesium 0.75 0.7	.70-1.00 (mmol/L)
Patient Location PRH P	
Requesting Glucose Random *13.1 3.3-11.0 (mmol/) High	
Facility Number	
Accession 21PR-132C00063 Encounter 403222189077 Number	
Patient Location PRH PRCH EMERGEN	NCY - PRH PEACE RIVER COMMUNITY HEALTH CENTRE

When you are finished viewing the document, you can click \bigcirc to collapse the CDV or \bigcirc My Patient Layout to return to the default view.

٦

CDV Legend

Context Banner and Menu Legend

Folder	Description	lcon	Description		
 My Patient Layout Medication Profile Ry Pharmacy Care Plan BPMH Form - Medication Reconciliation Referrals - In Progress (22 / 39) Referrals - Completed/Cancelled (7 / 8) 	If a folder name is bold , you have <i>not</i> viewed one or more documents in the folder. Under Chemistry, " 165/171 " refers to the number of unread documents/total number of documents in the	< ☷ >	Click arrows to view previous or next patient in the list you are viewing.		
 Chemistry (14) Hematology (2) Microbiology (2) Community Reports (1) ECG/Echocardiograms (MAZ) (3) Emergency Reports (1) 		=	If you have selected your current patient from a list (worklist or patient list), click to view list of additional patients on the same list in context.		
	folder. For example, you	OLD MARSHALL, Jaden Jos Antonio DATE OF BIRTH 08-JUN-1971 (47y) SEX M	o Miguel uu 492417014 🗙 < 🧮		
	have <i>not</i> read 165 out of 171 results. You have read 6 chemistry results	PRIMARY ADDRESS Prisonal Health Number (PHN)/Unique Lifetime Identifier (ULI), patient name, gender, age, date of birth.			
		+	Opens to display a drop-down list to add or remove a patient from a specific customized worklist (each worklist is colour coded).		
V Hematology (\$0 / 50) № 01-0ct-2014 CBC № 21-Jul-2014 CBC № 17-Dec-2013 ? CBC №	Description If the document name is bolded , you have <i>not</i> viewed this document.	<u> </u>	Limited Documents Displays a limited number of patient records (default is 100 records/folder OR last 2 years of data – whichever is less).		
 № 05-jul-2013 ? CBC № 02-jul-2013 ? CBC № 02-jul-2013 CBC C № 30-Apr-2013 COMPLETE BLOOD COUNT № 30-Apr-2013 COMPLETE BLOOD COUNT C № 30-Apr-2013 COMPLETE BLOOD COUNT 	A Red document name indicates that one or more numerical results fall outside		All Documents Displays all available patient records, including historical ones.		
29-Apr-2013 MANUAL DIFFERENTIAL C 29-Apr-2013 COMPLETE BLOOD COUNT C 29 19-Apr-2013 COMPLETE BLOOD COUNT	normal range. A <mark>C</mark> indicates that one or		Acute Lab Flowsheet-Provincial Displays all numeric lab results, over a period of time and in table format.		
C 🔄 19-Apr-2013 MANUAL DIFFERENTIAL	more numerical results fall		Patient Event History		
C 19-Apr-2013 MANUAL DIFFERENTIAL	critically outside normal range		Lists encounters with an AHS facility.		
C 🔄 19-Apr-2013 COMPLETE BLOOD COUNT	A struckthrough name means the test is cancelled/retracted. An <i>italic</i> name means only an interim or pending test result is available. A ? means the date of birth and/or gender on the test result(s) <i>do not match</i> the patient's demographic data in the ANP record	۲	Immunization History		
C 🔄 18-Apr-2013 COMPLETE BLOOD COUNT C 🔄 16-Apr-2013 COMPLETE BLOOD COUNT		<u> </u>	Pharmaceutical Information		
C 🔄 15-Apr-2013 COMPLETE BLOOD COUNT C 🔄 15-Apr-2013 COMPLETE BLOOD COUNT			Network (PIN)		
C 13 15-Apr-2013 COMPLETE BLOOD COUNT			dispense and allergy/intolerance information.		
		2	Create Referrals Displays the Request for Service		
			View Referral Displays all referrals; drafts, in progress and completed/cancelled/declined.		
	A ! means there is a suspected identity mismatch based on the results.	🗳 CC Provider Portal	Connect Care Gives you access to information about treatments and care your patient received from AHS or Covenant Health.		
Document Icon	Description				
2	Numeric result(s), such as a lab result.				
È	Text result(s), consultation report, discharge summary.				