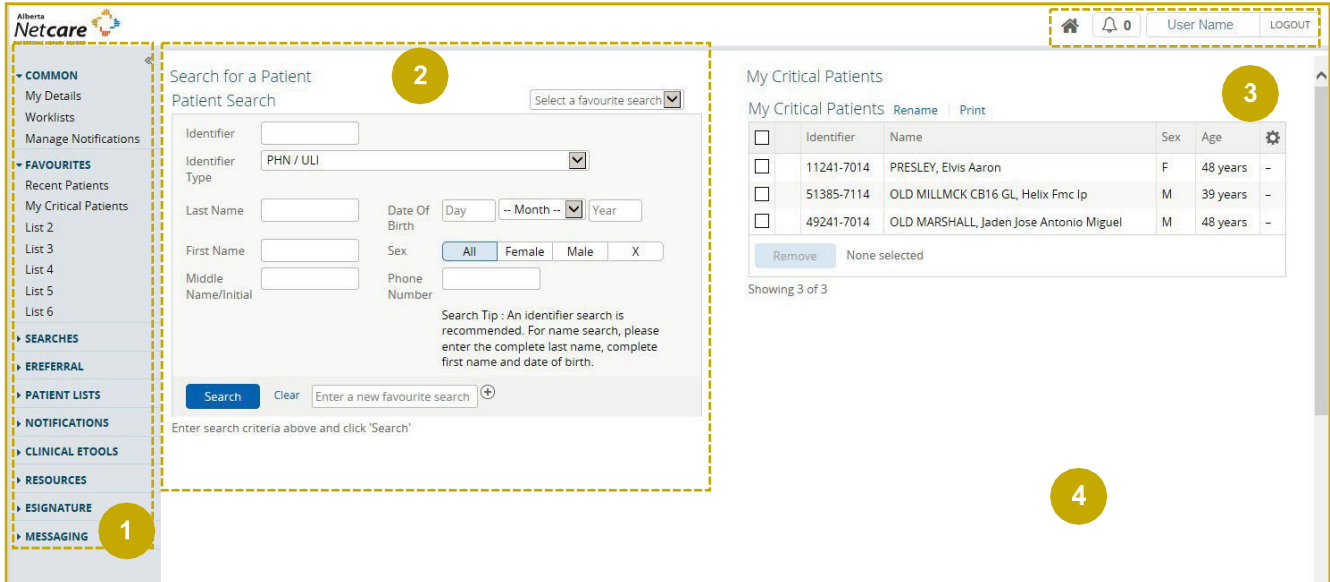


This quick reference provides instructions for navigating the Alberta Netcare Portal (ANP) homepage.



Legend	
1	<p>Clinical Portal Menu Use the clinical portal menu to access key functions such as worklists, recent patients, searches, eReferral, messaging, and more.</p>
2	<p>Patient Search Windowlet Search tips:</p> <ul style="list-style-type: none"> Set the identifier type to PHN/ULI in the identifier box and click Search. Or search by first and last name (plus a middle initial if necessary). Include a phone number, birth date and gender to narrow the search results, if necessary. Save regular patients as favorites and easily access them from the Favorite Searches drop-down menu.
3	<p>Global Menu Use the global menu to access key functions such as My Details, Help, the homepage, and the Logout function.</p>
4	<p>Homepage The homepage can be split into windowlets, each serving a specific function. Scroll to the bottom of the page and click the Configure Layout button to view and select options.</p>

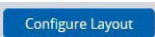
Function	Description
	ANP user name: Displays at the top of the global menu bar
	Home button: Click to return to the homepage
	My Details button: Set up or change your ANP preference
	Help button: Access online help for the page you are on
	Logout button: Log out and terminate your ANP session
	<p>Worklists: Create or manage up to six custom patient lists</p> <p>Manage Notifications: Update your preferences for receiving eReferral provider notifications</p> <p>My Details: Access your My Details page</p>
	<ul style="list-style-type: none"> View and access recent patients View, access and remove patients from worklists
	<ul style="list-style-type: none"> Search for a patient (by identifier or demographic). Launch the Delivery Site Registry (DSR) within ANP.

<ul style="list-style-type: none"> ▶ REFERRAL ▶ REFERRAL REPORTS 	<ul style="list-style-type: none"> • eReferral: Access My Referrals, triage referrals, My Assigned Referrals, and the Health Services Catalogue (HSC) • eReferral Reports: Depending on your role, you may have access to various reports.
▶ PATIENT LISTS	AHS users only: 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.
▶ CLINICAL ETOOLS	Access Bugs & Drugs
▶ RESOURCES	Access a list of healthcare resource links
▶ ESIGNATURE	Access provincial eSignature
▶ MESSAGING	Exchange secure electronic messages with other ANP users

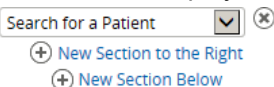
Configuration Essentials

Configure Homepage Windowlets

- 1 Scroll to the bottom of the page and click



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



- 3 Choose how you want the windowlet displayed on your homepage by selecting **New Section to the Right** or **New Section Below** by clicking the **+** button.

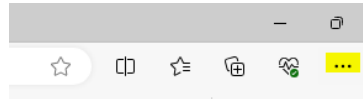
- 4 Click **Update Layout** at the bottom of the page.

TIP The three most commonly used windowlets are **Search for a Patient**, **Recent Patients** and **Person Directory**.

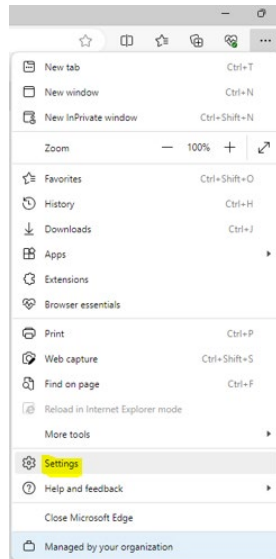
NOTE To remove a windowlet, click the **✕** button to the right of the windowlet's drop-down menu.

Add ANP as an Allowed Site in Microsoft Edge Pop-Up Blocker Settings

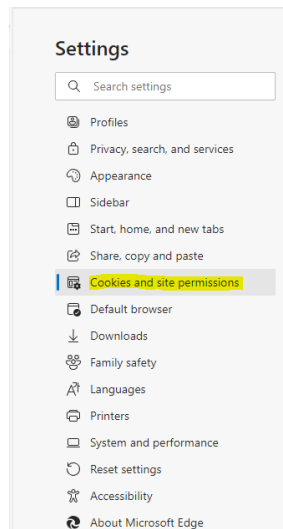
- 1 Click the **Settings and More** **⋮** button in the upper-right corner of your browser window.



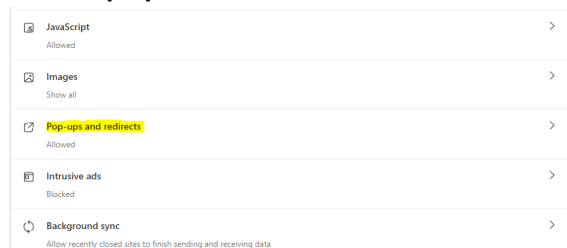
- 2 Click **Settings**.



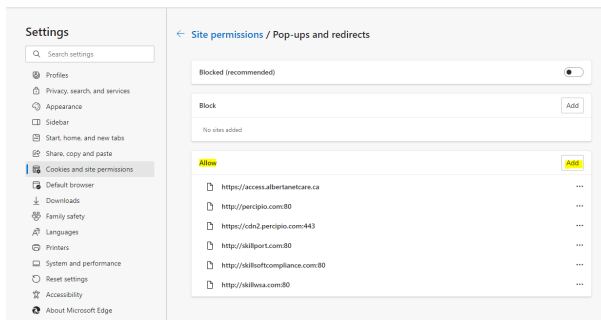
- 3 Click **Cookies and Site Permissions**.



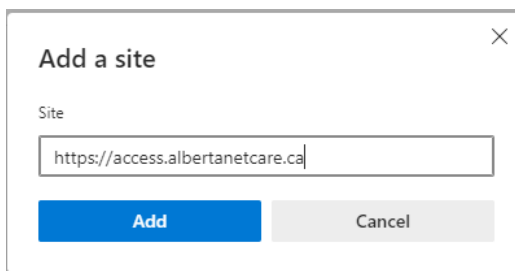
- 4 Click **Pop-ups and re-directs**.



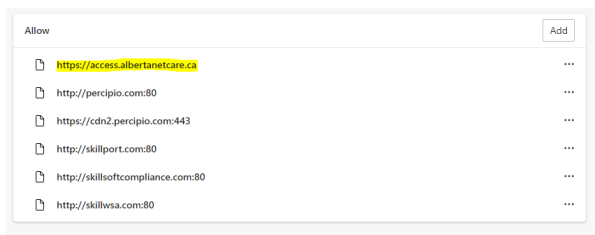
5 Click **Add** in the **Allow** section.



6 Enter the Alberta Netcare web address: access.albertanetcare.ca



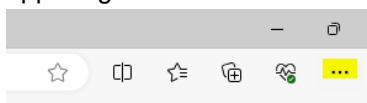
7 Click the **Add** button.



8 Close and relaunch the browser (MS Edge).

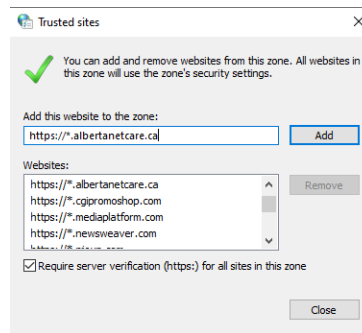
Add ANP as a Trusted Site in Microsoft Edge

1 Click the **Settings and More** **⋮** button on the upper-right side of the browser.



2 Click **More Tools** > **Internet Options**.

3 Type **https://*.albertanetcare.ca** in the “Add this website...” box.



4 Ensure the “Require server verification...” check box is *not* selected.

5 Click **Add**, **Close**, then **OK**.

Privacy & Security

- Anything accessed under your ANP user ID and password is your responsibility. It is essential to **only** access the patient data you need to complete your job. Do not access data belonging to your family, friends, neighbors, coworkers, or even your own.
- When you access patient data, keep it confidential. Breaching privacy policies will result in disciplinary action up to and including termination and/or large fines. You may print documents but refer to the health record policy within your Alberta Health Services (AHS) zone or your facility’s policy for guidance on printout usage.
- ANP data should only be accessed for the purpose of direct patient care.

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