Person Directory Quick Reference
How to Set Up Access to PD

Alberta Netcare Portal (ANP) provides electronic access to patients' health information. Through ANP, you are able to access several applications that comprise the information available about each patient. Two of these applications are Pharmaceutical Information Network (PIN) and Person Directory (PD).

Because PIN and PD are separate applications that are accessible through ANP, they have their own userID and password. This userID/password combination is entered in the My Details section of the ANP user interface, allowing users with appropriate permissions to open PIN and PD from ANP without having to login in separately.

PIN/PD passwords expire every 90 days. ANP passwords expire every 180 days. When either your PIN/PD or ANP password expires, you will get a message asking you to change your password.

If you change your PIN/PD password, it will be different from your ANP password, and vice versa. It is therefore recommended that you change both passwords at the same time, so the two passwords are the same (synchronized) and easier to remember.

Who may Access PD

Only authorized health care providers with appropriate permission may access PD.

VIEW PD

Permission Levels required are:
- Admin 1, Admin 2, Admin 3, Admin 4 and Admin 6.
- Clinical 1, Clinical 2, Clinical 3, Clinical 4 Clinical 8, Clinical 9 and Clinical 10.
- Pharmacy 2, Pharmacy 4 and Pharmacy 5.

UPDATE PD

Permission Levels required are:
- Admin 1 and Admin 2.
- Clinical 8 and Clinical 10.

VIEW NEWBORN

Permission Levels required are:
- Admin 1 and Admin 4.

UPDATE NEWBORN

Permission Level required is:
- Admin 1.

PD Access Setup

PD is accessed by configuring the Homepage.

There are two ways to set up access to PD:
1. Add a PD Open button to your Homepage. *
2. Automatically launch PD every time you access your Homepage. *

   * You must set your browser to allow pop-ups from Alberta Netcare Portal. Check PD FAQs to learn how to allow pop-ups.

The way in which you set up your PD access is entirely up to you. If you are a frequent user of PD, you may want to set up the Autoload feature, otherwise you may prefer to use the Open button feature.

HOW TO SETUP PD AUTOLOAD

1. Log in to Alberta Netcare Portal.
2. Scroll down to the bottom the Homepage.
3. Click the *Configure Layout* button.

4. From the drop down list, select *Person Directory Autoload*.
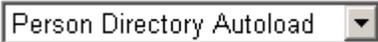
5. Add PD Autoload to the homepage by selecting *New Section to the Right* or *New Section Below* by clicking the *Add (+)* button.

6. Click the *Update Layout* button on the bottom of the page.

7. Person Directory will now automatically open when you log into Alberta Netcare Portal.

Person Directory Autoload
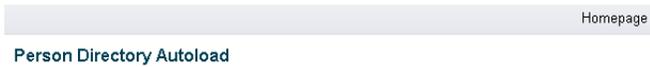
HOW TO SETUP AN OPEN BUTTON

1. Log in to Alberta Netcare Portal.
2. Scroll down to the bottom the Homepage.
3. Click the *Configure Layout* button.

4. From the drop down list, select *Person Directory*.
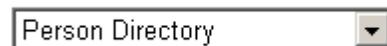
5. Add the PD open button to the homepage by selecting *New Section to the Right* or *New Section Below* by clicking the *Add (+)* button.

1. Click the *Update Layout* button at the bottom of the screen.

2. An open button for Person Directory is now displayed on the Homepage.

Person Directory
Open

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

How to Synchronize PIN/PD and Alberta Netcare Portal Passwords

Depending on your user role, you may also have access to PIN and/or Person Directory (PD) applications from within Alberta Netcare Portal (ANP).

Synchronize your PIN / PD passwords to ensure that you can access PIN and/or PD without having to log in each time to these EHR applications.

TO SYNCHRONIZE PIN/PD AND ANP PASSWORDS:

1 Click *Common* in the Menu Bar, and then click *My Details*.

2 Scroll to the bottom of the page until you see the *PIN/ PD User Id* field. Type your PIN/ PD User Id in the field.

3 Click *Update Password* and type your PIN/ PD password.

4 Scroll to the bottom of the page and click *Update Preferences*.

5 Scroll up to the top of the page under My Details and click *Change Password*.

6 Type your old ANP password in the *Old Password* field.

7 Type your new password (the same as your new PIN/PD password) in the *New Password* field, then type it again in the *Confirm Password* field.

8 Click the *Change Password* button.

9 Your ANP password is now synchronized with your PIN/ PD password.

Your PIN/ PD password expires every 90 days and your Alberta Netcare Portal password expires every 180 days. When your password expires and you are prompted to change your PIN/ PD password, return to the My Details page and enter your new PIN/ PD password into the PIN/ PD Password field so that your new password is synchronized.

Still having trouble? *For detailed instructions on how to synchronize your passwords view the Quick Reference document,* Synchronizing Alberta Netcare Portal and PIN/ PD Passwords.

NOTE: *The "PIN/ PD User Id" is also referred to as the "Netcare EHR User Id".*