ALBERTA NETCARE PORTAL
Inpatient and Outpatient Program Patient Lists Quick Reference

Alberta Netcare
ELECTRONIC HEALTH RECORD

Inpatient and Outpatient Program Patient Lists

The Program Inpatient and Outpatient patient lists display patients that are associated with a specific site program.

PATIENT LIST - PROGRAM - INPATIENT AND PROGRAM - OUTPATIENT

This list returns all patients for a specified site program. The list you select will remain available, on the left navigation bar under Patient Lists, Program - Inpatients, or Program - Outpatients, for the duration of your Alberta Netcare Portal session.
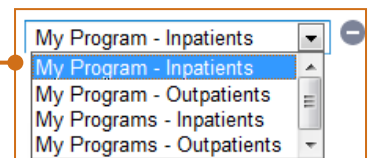
1. Select **Patient Lists, Program - Inpatients** or **Program - Outpatients** from the left navigation bar. The first time the program patient list is selected, a Program Popup Search window opens.

2. In the **Program Popup Search** enter the Site and Program Name (optional) and click **Search**. The search is not case sensitive and is more accurate when both names are specified.

    Note: If you do not know the Program Name, leave this field blank and click Search.

    A list of all Program Names for the Site appears from which you can make your selection.

Edit the list to show a different program by clicking the magnify glass.

Tip: Printer Friendly Version: At the bottom of every patient list is an option to print the information. Click the Printer hyperlink to print the list.

Tip: After My Program, inpatient and outpatient program Lists have been entered under My Details, the home page can be *configured* to display this information. Click **Configure Layout** on the bottom left corner of the homepage and select the appropriate windowlet. Selecting the windowlet *My Program* will display the selection for My Program in My Details.

PATIENT LIST - By Program List - Inpatient and By Program List - Outpatient

A *By Prorgam List* can be created if the same site program, or multiple programs, needs to be accessed on a regular basis. For Example, a nurse that works on two different programs could create a list to view all the patients in their care. The By Program List needs to be edited in *My Details* before being able to view patients in this list.

2. Scroll down to the *Program Lists* section. Click the magnify glass to search for the program to be added.

3. In the *Program Popup Search* enter the Site and Program Name (optional) and click Search. The search is not case sensitive and is more accurate when both names are specified.

   Note: If you do not know the Program Name, leave this field blank and click Search. A list of all Program Names for the Site appears from which you can make your selection.

1. Select *Common, My Details* from the left navigation bar.

4. Select *Program* List A from the Default Program List.

5. Enter a *name* for the Program List A.

6. Click *Add* and search for the site and program to be added to the list. When the program name is clicked, the pop up box will disappear. More names can be added by clicking *Add* again.

7. When the Program List is complete, scroll to the bottom of the My Details page and click *Update Preferences.*

8. Repeat steps 2-6 to add Program List B if required.

9. To display your program lists, Select *Patient Lists, By Program List-Inpatients / Outpatients*.

10. Select the Program List from the *drop down* list to be viewed and click *Search*.

Tip: Printer Friendly Version: At the bottom of every patient list is an option to print the information. Click the Printer hyperlink to print the list.

Tip: After My Program, inpatient and outpatient program Lists have been entered under My Details, the home page can be configured to display this information. Click *Configure Layout* on the bottom left corner of the homepage and select the appropriate windowlet. Selecting *My Programs* will display the selection added to List A and List B in My Details.