SHARE Clinical Portal Information Sheet for Clinical Staff

The Drug Information System (DIS) is a part of Nova Scotia's electronic health record (EHR) system called SHARE (Secure Health Access Record).

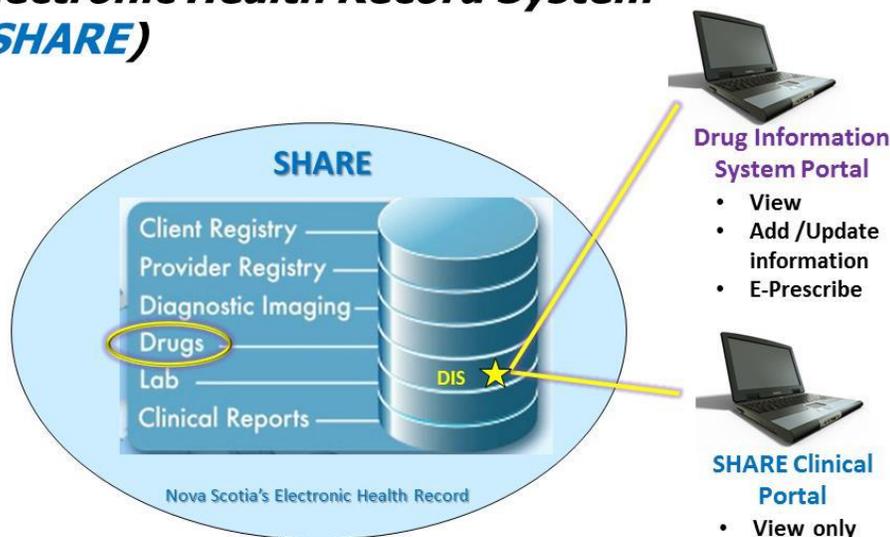**What is an Electronic Health Record?**

An electronic health record (EHR) is a secure and private lifetime record of an individual's health and care history, available electronically to authorized healthcare providers. It provides an integrated view of a person's medical records from all systems linked to it, creating a more comprehensive view of a patient's medical history.

In Canada provincial EHR systems are funded, in part, by Canada Health Infoway and must include the following clinical information: Lab, Diagnostic Imaging (images and reports), Clinical Reports (e.g., discharge summary), and Drug – DIS fulfills the Drug component of Nova Scotia's EHR.

EHRs must also include a Client Registry (repository of patient demographic information) and a Provider Registry (repository of identifying healthcare provider information such as license number and office address).

The following diagram depicts the structure of Nova Scotia's EHR, SHARE, which includes DIS and the mechanisms available to Private Healthcare Organizations for access to the DIS.

DIS...a part of Nova Scotia's Provincial Electronic Health Record System (SHARE)

SHARE

- Client Registry
- Provider Registry
- Diagnostic Imaging
- Drugs
- Lab
- Clinical Reports

DIS

Nova Scotia's Electronic Health Record

Drug Information System Portal
- View
- Add /Update information
- E-Prescribe

SHARE Clinical Portal
- View only

SHARE…access to patient health information where and when needed, no matter where care was provided…

NOVA SCOTIA

…continued…

SHARE (www.novascotia.ca/dhw/share **)**

SHARE brings together patient health information from many sources into one electronic health record for every Nova Scotian and others receiving care here, making the information available to authorized healthcare providers in hospital and in the community. Currently, the Hospital Information Systems in the province, the provincial Picture Archiving and Communications System (PACS), and the Drug Information System are the sources of information for SHARE.

With SHARE, authorized health care providers in Nova Scotia can access patient health information where and when they need it, no matter where in the province that care was provided; this results in better care, faster treatment, and improved access to information and services.

DIS (www.novascotia.ca/dhw/dis **)**

The DIS is a provincial repository of information that contains a medication profile for everyone who has a prescription filled in a community pharmacy connected to the DIS. All pharmacies will be connected to the DIS by June 30, 2016. The medication profile includes information about prescriptions filled as well as important medication-related information, such as allergies, adverse reactions and medical conditions, added to the DIS by community pharmacies or other authorized healthcare providers in hospital or in the community.

Accessing DIS

As depicted in the diagram on the previous page, there are two ways for Private Healthcare Organizations to access patient medication profiles in the DIS:
1. DIS Portal
2. SHARE Clinical Portal

1. DIS Portal

This portal will be used primarily by prescribers – physicians, nurse practitioners, dentists, optometrists, midwives and dental hygienists. It will allow these users to see medication profiles in the system, to add information to or update existing information in patient profiles, to print three pre-defined patient-specific reports, and to create prescriptions electronically, or e-Prescribe.

Select Registered Nurses (RN) may also be granted access to the DIS portal - an organization/clinic would request this access only if an RN is required to add or update information in patient medication profiles. RNs will not have the ability to e-Prescribe through the DIS Portal.

2. SHARE Clinical Portal   **[You will use the SHARE Clinical Portal to access the DIS]**

This portal is 'view-only' and will be used primarily by other clinical and administrative staff. It will allow these users to see patient medication profiles and to print pre-defined patient-specific reports; they will not be able to add or update information or e-Prescribe. The DIS information is displayed on the 'Community Med Profile' tab in this portal.

What do I need to do to get access to the Drug Information System?

1. Complete a NS Health Network Services User Access Request Form

You will be required to use a software product called VMware Horizon to access the DIS through the SHARE Clinical Portal; VMware Horizon will be installed on the computers in your clinic. This form is required to obtain a NSHealth User ID which you will use as your logon ID for VMware Horizon.

Please follow the NS Health Network Services User Access Request Form - Completion Instructions to complete the form.

Once completed and signed, return it to your Organization/Clinic Sponsor.

2. Complete a SHARE User Access Request Form

This form is required to obtain your SHARE User ID.

If the form hasn't been completed by your Organization/Clinic Sponsor, you will need to complete it; please follow the SHARE User Access Request Form - Completion Instructions to complete the form.

You are also required to read the **SHARE Remote Access/Terms of Use Agreement** section of the form (p. 3) and sign as the User.

Once completed and signed, return it to your Organization/Clinic Sponsor.

3. Complete and sign a Challenge and Response Form

This form is used to help the Service Desk confirm your identity when required.

You will need to complete, sign and prevent the information from being seen by others in your organization/clinic; please follow the Challenge and Response Form – Completion Instructions to complete the form.

Once completed and signed, return it to your Organization/Clinic Sponsor. You will be asked to fax the form to the Department of Health and Wellness once the form has been signed by your organization's/clinic's legal authority (i.e., your Organization/Clinic Sponsor).

4. Complete the DIS Education Module

You must complete Module 3 – Privacy and Access. This module provides Privacy and Access information about using the DIS.

The module is available on the Nova Scotia Drug Information System Website: http://novascotia.ca/dhw/ehealth/dis/

5. Complete the SHARE Training

Note: You will be provided with the location of the online Training Module. You will be required to submit an electronic form indicating that you have completed the modules (the form is located with the Training Modules). SHARE User IDs will <u>not</u> be distributed until this form is received by the Department of Health and Wellness.

You must complete the following online training modules prior to receiving your SHARE User ID. It will take approximately 30 minutes to complete both modules.

- Privacy Zone – contains important information regarding the privacy of personal health information
- Fast Track – contains 'the basics' for using SHARE, including a functionality overview and basic patient search and system navigation information

6. Review the Community Med Tab – DIS Getting Started Guide

You must review the Community Med Tab – DIS Getting Started Guide prior to accessing the DIS. This guide provides key information about using the Drug Information System Portal including logging on, how to get help, navigation, and key functions. This should be reviewed just before accessing the DIS.

7. Review the VMware Horizon Login Instructions (SHARE)

You will be required to use a software product called VMware Horizon to access DIS information through the SHARE Clinical Portal.

These instructions will walk you through the steps required to get you to the SHARE Clinical Portal login screen.

8. Confirm your access to DIS – complete the Introduction to the SHARE Clinical Portal

Note: You will find your patients on the clinic work list.

Once you have received your **SHARE User ID**' you will follow this step-by-step introduction to log in to the SHARE Clinical Portal for the first time. The introduction will help you to ensure that you are able to find the worklist, select a patient, and access the patient's Client Profile in the DIS.

Once you've confirmed that you can do the above, **let your Organization/Clinic Sponsor know**. This confirmation will be communicated back to the Department of Health and Wellness.

If you have any issues logging in, call the **HITS-NS Service Desk at 1-866-224-2555**; tell them that you are calling about the **SHARE Clinical Portal**.