

# INTRODUCTION TO THE SHARE CLINICAL PORTAL

A Step-by-step guide to logging into SHARE for the first time and verifying your access. This tool can also be used as a reference guide to each of the tabs available to you in the SHARE Clinical Portal.



Province of Nova Scotia  
Department of Health  
and Wellness

**Version 1.0 (June 11, 2015)**

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# Introduction to the SHARE Clinical Portal

Now that you have completed the SHARE training and received your '**SHARE User ID**', follow these step-by-step instructions to:

Log on to SHARE for the first time

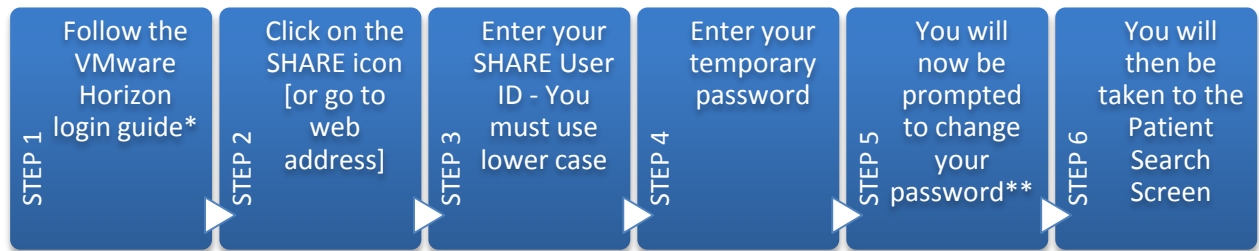
Search for and find a patient

Access the patient's lab results

**NOTE:** In order to verify that you can access Lab values in SHARE you will need to have one or two Health Card Numbers of patients with whom you have a care relationship who has recently had lab work completed.

This introduction will also describe the tabs you have access to in addition to the "Patient Search" and "Results" tabs and provide some general items of note.

## LOGGING IN TO 'SHARE'



### STEP 2:

After you login through VMWare – this link will be on the External Desktop

Share Clinical Portal

Shar@  
SECURE HEALTH ACCESS RECORD

Welcome

Welcome to the SHARE Clinical Portal.

Log In

Username:

Password:

Log In

[SHARE Online Training \(LMS\) Site](#)

For Workstation Requirements to run SHARE click [HERE](#).

Notices

February 2015 Update: All NSES ECG waveforms are available in SHARE for DHAs 1-8, IWK and Capital DHA (in addition to already existing textual reports) on the Results tab. This includes the waveform images for Electrocardiograms, Stress Tests and Holter Monitors.

Please call the help desk (1-866-224-2555) if you receive this error: mckntauth.ocx - Unknown Publisher

Weekly downtime: SHARE is unavailable every Monday AM from 0200 to 0205 due to System Maintenance.

Change Your Password

You must change your password before proceeding.

New Password:

Confirm New Password:

Update Cancel

Password Tips

1. Password must consist of only alphanumeric characters
2. Password must start with a letter
3. Minimum password length is 8 characters

Click "update" to continue

\*Follow the VMware Horizon Login instructions provided in the following document: **3.9 VMware Login Instructions (SHARE)**

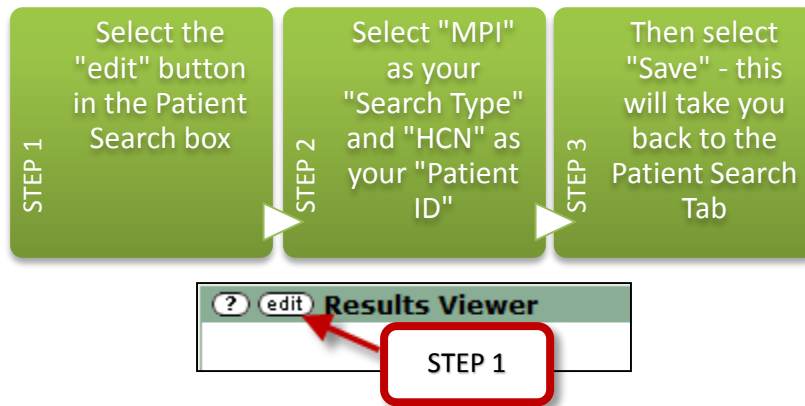
\*\*Your new password must be at LEAST 8 characters long and cannot use symbols (!\*\$@, etc.)

## 'PATIENT SEARCH' TAB

**NOTE:** Please make sure that you have the patient Health Card Number(s) ready at this point.

### ***Before you start...***

Change your default Search Settings to search the Master Patient Index (MPI) by Health Card Number (HCN) – this allows you to search all patients with records in SHARE using their HCN – the most reliable patient identifier.



Shar@  
SECURE HEALTH ACCESS RECORD

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Patient Search | Results | Facesheet | Abbreviation Guide | Helpful Tips | Communication | My Page

Personalize Custom CM Patient Search Portlet JSR168 Module  
Module Support Name: CM Patient Search Module (Version: HPP 13.2 Code: 72008554)  
(Currently Saved User Preferences)

Patient Search Selection Parameters

Default Search Type:  MPI  Active  Recent Encounter

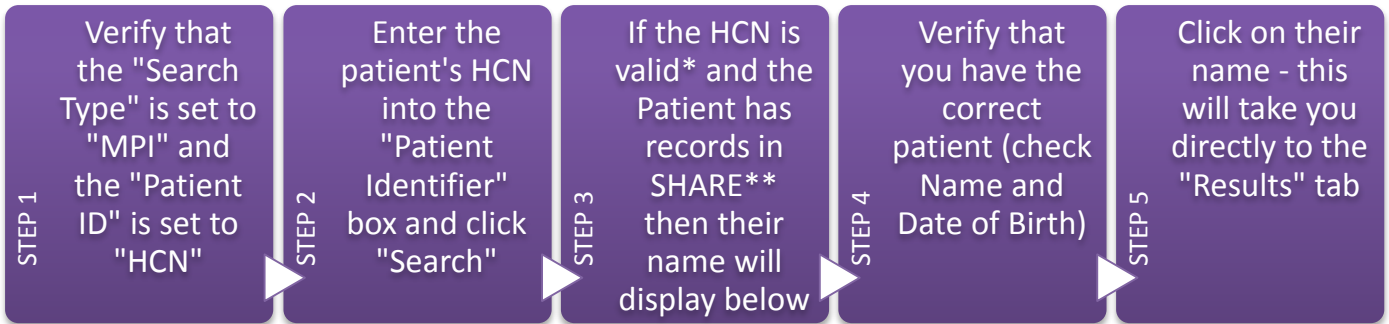
Default patient ID number to search by:  Medical Record Number  Encounter Number  Health Card Number  Other Number

Redirect Target: Results

Redirect Module: Results Viewer

Save Reset Cancel

powered by MCKESSON HORIZON



## Search for a Patient

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DATE FORMAT: MM/DD/YYYY | last refresh: 8:14

Definitions: last refresh: 8:14

Search Types:  
 MPI: (Master Patient Index), ALL patient registrations.  
 Active: Patients currently registered/admitted (NOT discharged).  
 Recent Encounter: Active and recently discharged patients (discharged within 4 days).

Search Options (4):  
 Medical Record Number (MRN): Include ALL leading zeros and uppercase letters.  
 Encounter (Account) Number: Select Recent or Active search type. Include ALL leading zeros and capital letters.  
 Health Card Number (HCN): NS numbers only. Use complete 10 digit number.  
 Other Number: Secondary Insurance Numbers (i.e. CF, WCB, Out of Province #).

Custom Search by Number(4) | last refresh: 8:14

Search:  MPI  Active  Recent Encounter  
 Choose the patient ID number to search by:  Medical Record Number  Encounter Number  Health Card Number  Other Number

Enter the patient identifier and click 'Search':

Search | Clear

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Patient Search | Results | Facesheet | Abbreviation Guide | Helpful Tips | Communication | My Page

Medical Record Number (MRN): Include ALL leading zeros and uppercase letters.  
 Encounter (Account) Number: Select Recent or Active search type. Include ALL leading zeros and capital letters.  
 Health Card Number (HCN): NS numbers only. Use complete 10 digit number.  
 Other Number: Secondary Insurance Numbers (i.e. CF, WCB, Out of Province #).

Custom Search by Number(4) | last refresh: 8:17

Search:  MPI  Active  Recent Encounter  
 Choose the patient ID number to search by:  Medical Record Number  Encounter Number  Health Card Number  Other Number

Enter the patient identifier and click 'Search':

Search | Clear

2 Patients | Add To Patient List

Visits	Patient Name ▲	MRN	Facility	Sex	Birthdate	Age
	LAST NAME, FIRST	XXXXXXXXXXXX	Cape Breton Health (CBH)	F	MM/DD/YYYY	40 Y
		XXXXXXXXXXXX	IWK Health Centre (IWK)			
		XXXXXXXXXXXX	Capital District (Q)			
		XXXXXXXXXXXX	Aberdeen Regional (ARH)			
		XXXXXXXXXXXX	Colchester Region. (CRH)			

\*If the patient's name does not appear, verify that you have typed their HCN correctly.

\*\*Not all patients have records in SHARE. If their HCN has been entered correctly but nothing comes up it is possible that they have not had any lab results entered into SHARE. If you know that they have had lab work done recently which should be in SHARE but results do not appear, attempt the second HCN. If that also does not work, call the Service Desk to verify that your access is correct.

## 'RESULTS' TAB

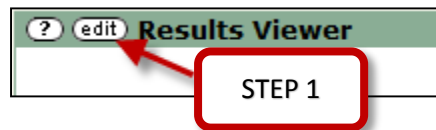
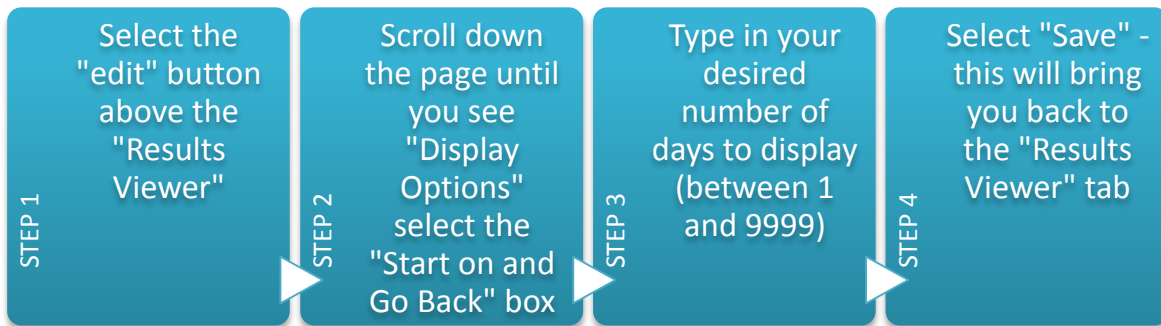
### Change Results Settings

The "Results" tab will default to show results from the last 30 days; if you would like to change this to show more or less:

Enter the amount of days you wish to view results for (from today's date, "go back" 1-9999 days) then click "Refresh"

RstLvl	Collected	Links	Images	Item (Order Number)	Status	History	Accession
<input type="checkbox"/>	10/23/13 12:13			<a href="#">SODIUM</a>	Final		IWK20132310:C00007R
<input type="checkbox"/>	10/23/13 12:13			<a href="#">POTASSIUM</a>	Final		IWK20132310:C00007R

You can also change the default settings (for example: if you know you will always want to view at least 90 days of history you can set SHARE to automatically show that):



**STEP 2-3**

**STEP 4**

Default Date Range: If `Encounter Date Range` is chosen, then data for the selected encounter is displayed. If `Start On and Go Back # Days` is chosen, then data within the past # days from the Start On date is displayed, regardless of encounter.

Display New Result Orders Default:

Display Today's Result Orders Default:

Sort Results by Test Date or Test Class:

Test classes to display:

Encounter Date Range

Start On and Go Back: 365 Days

Display All Results

Display All Results

Sort Results By Test Date

All test classes  Edit Preference (as defined below)

Save Reset Cancel



## Viewing Lab Results/Results

After you select the patient record you will be directed to the 'Results' tab (See below).

The screenshot shows the 'Results' tab in the Share Clinical Portal. A red box labeled 'Results Tab' points to the 'Results' link in the top navigation bar. Another red box labeled 'The Patient's Information will display at the top of the page' points to the patient information fields at the top of the results page. A third red box labeled 'If you changed the date range the correct number will display here' points to the 'Start On' date field, which is set to 04/21/2015. The main content is a table of lab results with columns for RsltLvl, Collected, Links, Images, Item (Order Number), Status, History, and Accession.

RsltLvl	Collected	Links	Images	Item (Order Number)	Status	History	Accession
	10/23/13 12:13			<a href="#">SODIUM</a>	Final		IWK20132310:C00007R
	10/23/13 12:13			<a href="#">POTASSIUM</a>	Final		IWK20132310:C00007R
	10/23/13 12:13			<a href="#">CALCIUM TOTAL</a>	Final		IWK20132310:C00007R
	10/23/13 12:13			<a href="#">PHOSPHATE</a>	Final		IWK20132310:C00007R
	10/23/13 12:13			<a href="#">MAGNESIUM</a>	Final		IWK20132310:C00007R
	10/23/13 12:13			<a href="#">LDH</a>	Final		IWK20132310:C00007R
	10/01/13 14:54			<a href="#">ALPHA FETOPROTEIN</a>	Final		IWK20130110:CE00001R
	10/01/13 14:54			<a href="#">CORTISOL</a>	Cancelled		IWK20130110:CE00001R
	10/01/13 14:54			<a href="#">ESTRADIOL</a>	Final		IWK20130110:CE00001R
	10/01/13 14:54			<a href="#">FREE T4</a>	Cancelled		IWK20130110:CE00001R
	10/01/13 14:54			<a href="#">FOLLICLE STIM. HORMONE</a>	Final		IWK20130110:CE00001R
	09/26/13 14:07			<a href="#">Electrolytes</a>	Final		Q

To the left of each result in the "Results Viewer" section you may see coloured flags – each flag's meaning is explained below:

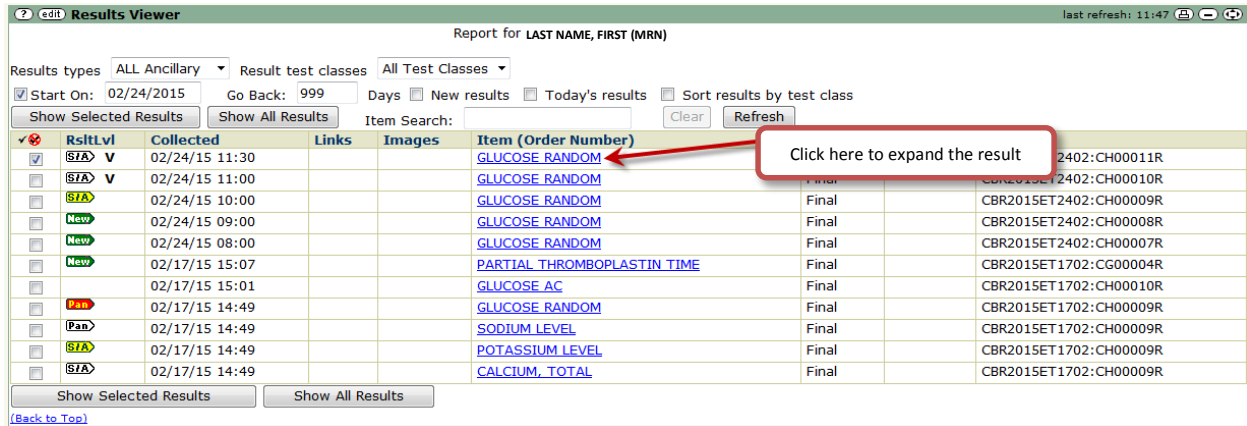
The screenshot shows the 'Results Viewer' section with a table of results and a legend. The table has columns for RsltLvl, Collected, and Link. The legend explains the meaning of various flags: V (viewed), New (not viewed), STA (significant/abnormal, not viewed), STA (significant/abnormal, viewed), Pan (panic-status, not viewed), and Pan (panic-status, viewed).

RsltLvl	Collected	Link
<b>New</b>	02/17/15 15:07	
	02/17/15 15:01	
<b>STA</b> <b>V</b>	02/17/15 14:49	
<b>Pan</b>	02/17/15 14:49	
<b>STA</b>	02/17/15 14:49	
<b>Pan</b>	02/17/15 14:49	

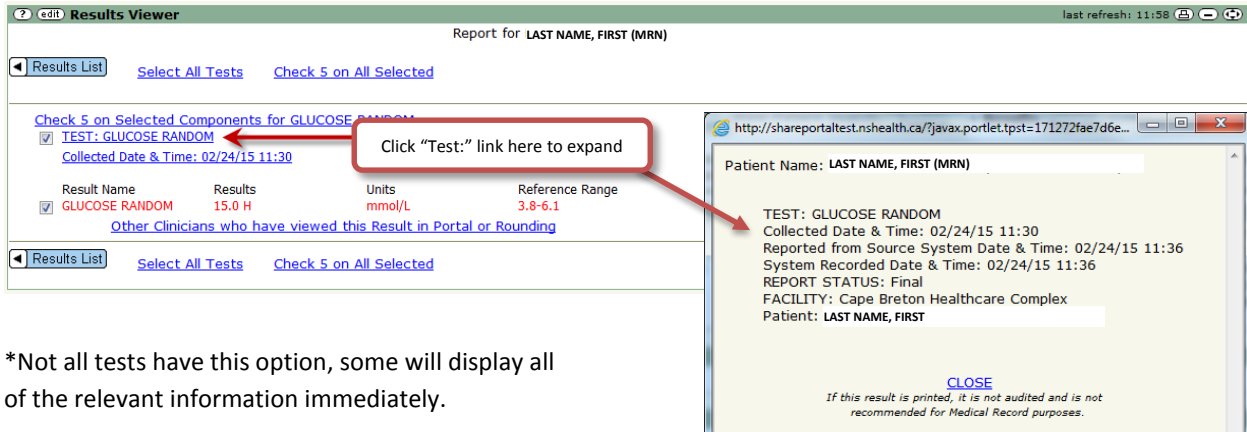
Indicates if you have viewed the result:

- V** You have viewed the result.
- New** New result that you have not yet viewed; after you have viewed the result, the icon is removed.
- STA** Significant or Abnormal result that you have not yet viewed.
- STA** Significant or Abnormal result that you have viewed.
- Pan** Panic-status result that you have not yet viewed.
- Pan** Panic-status result that you have viewed.

To view a specific result simply click on the hyperlink (blue underlined) title in the “Item” column.



You will be redirected to the Lab result (see below). If you would like further details, select the “Test” link\* and a separate window will open to give you more details about the test result.



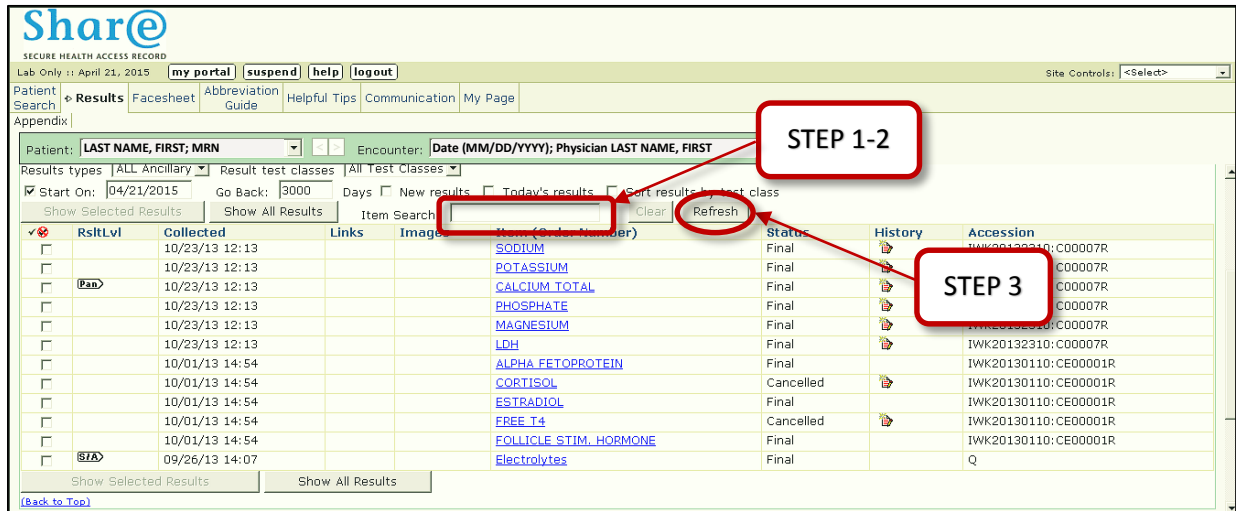
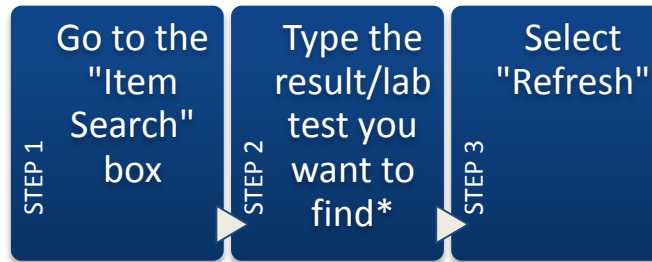
\*Not all tests have this option, some will display all of the relevant information immediately.

You can sort and filter your results in the Results Viewer by clicking on the title of any of the columns. A small black arrow will appear beside the name – if it is pointing up then your list has been sorted in Ascending Order by the contents of that column; if it is pointing down it has been sorted in Descending Order.

To go back to your “Results Viewer” list either click on the “Results List” button at the top left hand side of the lab result or click on the “Results” tab at the top of the page.

**Do NOT navigate in the SHARE Portal with the browsers’ “Back” and “Forward” buttons.** You will be taken out of the portal.

If you would like to search for a specific type of lab result:



\*Sometimes SHARE test result names are not specific or the same as what you would expect. You may have to make your search vague or scroll through to see how that test is named before filtering by item. Any Item Search in SHARE brings up any result with the text you have typed in the result title (e.g., if you type “GLU” into the Item Search you will see results for anything with “GLU” in the name – “GLUCOSE”, etc)

## CONFIRM YOUR ACCOUNT SETUP

If you have been able to search for and find your patient, have been taken to the results tab, and if your SHARE Desktop looks the same as the image above let your Pharmacy Owner/Manager know so they can confirm your account setup with the Department of Health and Wellness.

The information provided after this point is for your reference.

## OTHER TABS

### Facesheet

This section hosts the demographic information for your patient from every visit recorded in SHARE – displaying the most recent visit initially or the current visit you are viewing.

This section is helpful, for example, if you are having a hard time contacting your patient and want to verify that their phone number is correct in your records.

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Patient Search Results Facesheet Abbreviation Guide Helpful Tips Communication My Page

Patient: LAST NAME, FIRST; MRN Encounter: Date (MM/DD/YYYY); Physician LAST NAME, FIRST

Custom CM Facesheet Facility: Cape Breton Healthcare Complex Report for LAST NAME, FIRST (MRN) last refresh: 7:56

NAME	: LAST NAME, FIRST	ADM DATE/TIME	: 03/20/2015 11:43
ADDRESS #1	: ADDRESS	SERVICE	
ADDRESS #2		PT TYPE	: Emergency
CITY		DIS DATE/TIME	: 03/23/2015 00:00
PROV/POSTAL		LOS	: 4 D
COUNTY		DISCHG DISPOS	
PHONE (H)	: (XXX) XXX-XXXX	MRN #	: XXX0000000
PHONE (W)		ACCOUNT #	: C8999999/99
OPT OUT		HC #	: 999999999
FIN CLASS	: N/A	BIRTHDATE	: MM/DD/YYYY
ACCIDENT		SEX	: Female
ACCIDENT DT		ETHNIC ORIGIN	
ARRIVAL MODE		MARITAL STAT	: unknown
ADMIT MD		CONSULT MD #1	:
ATTEND MD		CONSULT MD #2	:
PRI CARE MD		CONSULT MD #3	:
REFER MD		CONSULT MD #4	:
ER MD		CONSULT MD #5	:
SHARED MD			

### Abbreviation Guide

The “Abbreviation Guide” tab lists all of the abbreviations in SHARE results and lists and what they stand for (e.g., site, hospital, health district codes).

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Patient Search Results Facesheet Abbreviation Guide Helpful Tips Communication My Page

### Helpful Tips

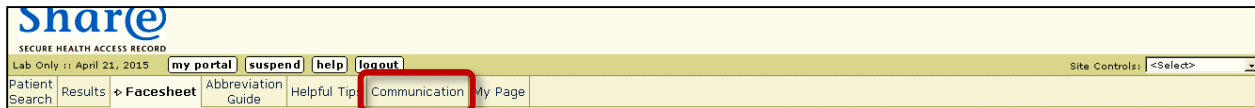
This section holds the data scope, outlining how far back the results in SHARE will go – 2010 for Halifax and IWK, 2012 for all other areas of Nova Scotia.

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Patient Search Results Facesheet Abbreviation Guide Helpful Tips Communication My Page

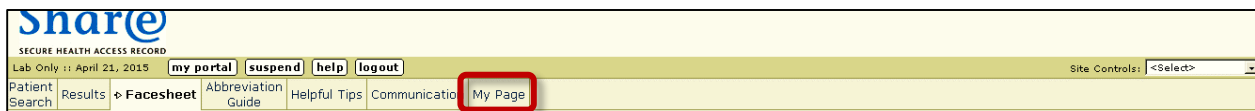
## Communication

In this section you will see updates and information from the SHARE technical and project teams regarding the SHARE Clinical Portal. This could include information about new features, updates on major issues or resolutions, etc.



## My Page

This is a customizable page to use as a resource for yourself in SHARE.

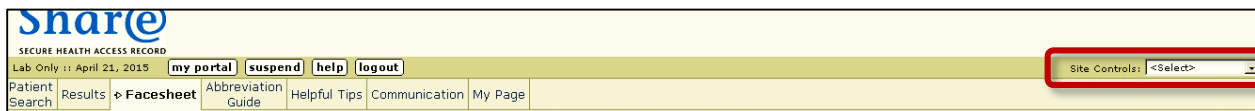


It includes a “Favourites” section to save useful links directly in SHARE to avoid closing out or minimizing SHARE while performing a search.

There is also a comments box in this tab – comments or suggestions entered here go directly to the technical team and can be made anonymous (select the “anonymous” box below the text box).

## Site Controls

This section allows to you navigate around the SHARE Portal and change certain settings including your Password.



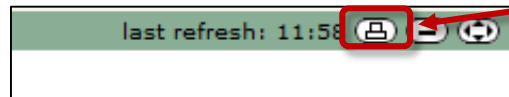
## PRINTING IN 'SHARE'

**NOTE:** Because information is continually being added to SHARE, anything you print is a snapshot of a “point-in-time”.

You are encouraged **not to print** from SHARE, but if you do you will see a “SHARE” watermark.

Anything you print is **NOT to be shared** – with patients or other clinicians – **or filed**; it is to be used for **reference only and shredded immediately after use**.

The Print option is at the top of every “box” or section in SHARE. To print a result or a section within SHARE for reference simply open that result (or scroll to the section you want) and scroll to the top\* of that section – the green bar with the title – and select the “print” icon.



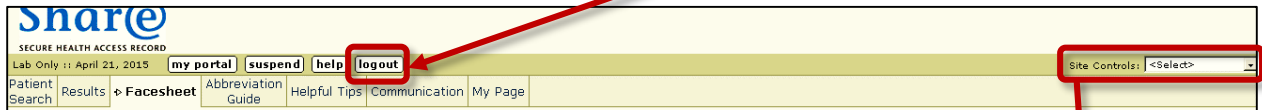
A printer properties window will open. Verify that the correct printer is selected and print the section.

\*The print option will print everything in the section below the icon on the screen. Make sure that you select the correct print icon.

## END SESSION (LOG OUT and CLOSE 'SHARE')

To protect patient privacy and avoid unauthorized persons accessing the information available in SHARE you must log out whenever you are finished with SHARE.

To close your session in SHARE all you have to do is select the “log out” button at the top of your page.



**NOTE:** Do not select “suspend” or close your browser window to exit.

In order to avoid leaving your session logged in accidentally, you can go to the “Site Controls” and select “My Preferences” to change the settings to automatically log-out if you have been inactive or away from your computer for 5 or 10 minutes.

## RESOURCES and TROUBLESHOOTING

If you are experiencing issues with SHARE or your access (i.e., forgot password, or have been locked out) contact the **Service Desk** at **1-866-224-2555**.

There are also resources available through SHARE directly on the “My Page” tab. Select “SHARE FAQs” document.