

INTRODUCTION TO THE SHARE CLINICAL PORTAL: PRIVATE HEALTH CARE ORGANIZATION – CLINICIAN ROLE

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

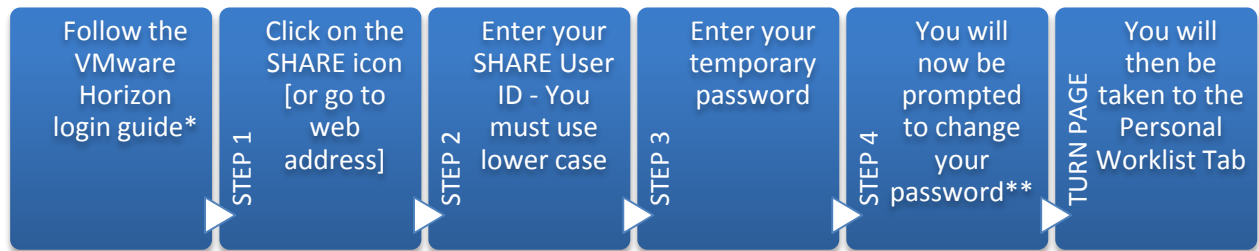
Search for and find a patient

Access the patient's information

NOTE: In order to verify that your SHARE access has been created successfully 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 "Personal Worklist" tabs and provide some general items of note.

LOGGING IN TO 'SHARE'



STEP 1:

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:

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

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

Notices last refresh: 13:19

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:

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.)

'PERSONAL WORKLIST TAB

NOTE: You will only see patient records in your Personal Worklist if you have an Administrative Staff Member with SHARE access to assign patients to your worklist.

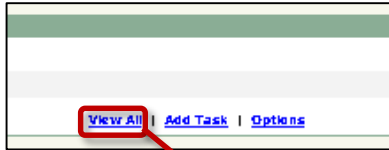
Share
SECURE HEALTH ACCESS RECORD
Task Administrative staff 1: July 23, 2015
my portal suspend help logout
Patient: Search by Facesheet Personal Worklist Abbreviation Guide Helpful Tips Communication My Page
Patient: No patients Encounter: No encounters
Custom Demographics No patient selected. Please select a patient.
DATE FORMAT MM/DD/YYYY
Personal Worklist Administrative staff 1, Test List: LONG TERM CARE FACILITY Add All Patients Add Current Patient
Search by Follow-up Date: Date: Days Forward: From: To:
View List Results
Owner: Administrative staff 1, Test List: LONG TERM CARE FACILITY
Patient Name Follow-Up Date Notes
ADD, HAROLD
DOUBLE, DOUBLE
FIREFIGHTER, SALLY
FIREFIGHTER, SAMANTHA
NEWSHARE123, NUMBER
UPFIFTEEN, ANNA PATRICIA
Task List Portlet
Subject [1 - 1 of 1]
Send addresses for Alex
View All | Add Task | Options

edit Task List Portlet
Subject [1 - 1 of 1]
Send addresses for Alex
View All | Add Task | Options

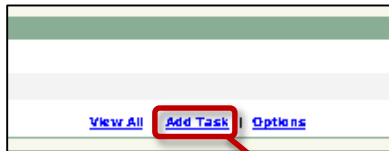
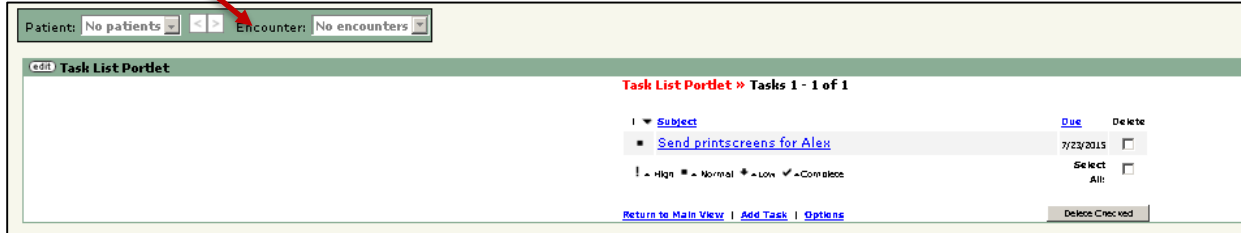
Task List Portlet >> Edit Options
Main View: Display up to 3 tasks.
Full Task List: Display 10 tasks per page.
Update Cancel

Change the number of days and/or Tasks to display by using the drop-down menus

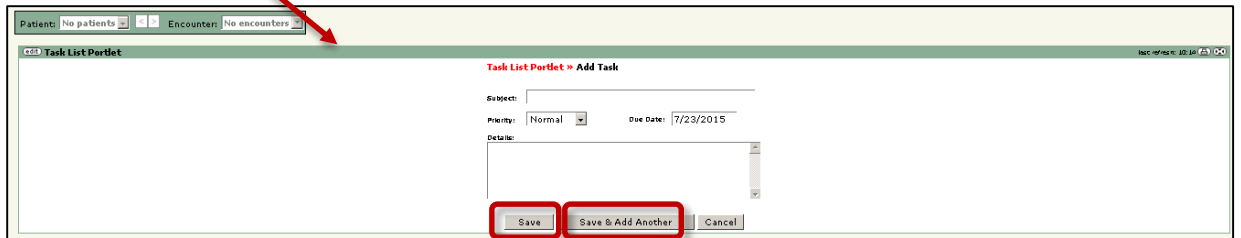
When you've finished select "Update" and this will bring you back to the "Personal Worklist" Tab (Selecting "Cancel" will also bring you back to the "Personal Worklist" tab)



Selecting the “View All” option at the bottom of the “Task Portlet” section of the Personal Worklist will open the page below which allows you to review and update all of the tasks assigned to you.



Selecting the “Add Task” button will open the page below. This will allow you to create tasks.



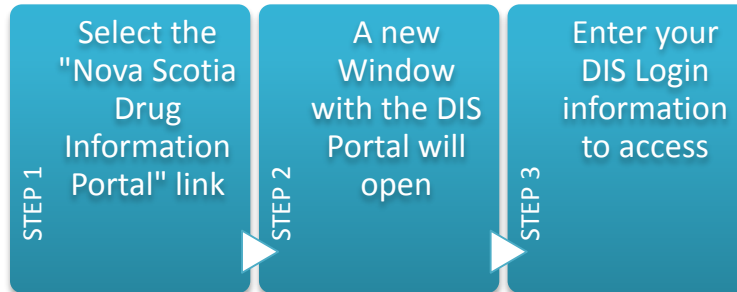
When you’ve finished select “Save” and this will bring you back to the “Personal Worklist” Tab (Selecting “Cancel” will also bring you back to the “Personal Worklist” Tab)

Selecting “Save & Add Another” will save your task and refresh this page to allow you to create another task

'COMMUNITY MED PROFILE' TAB

How to Access the Drug Information System from SHARE

The "Community Med Profile" Tab links directly to the Drug Information System (DIS) – in order to access this information you will need to have a DIS login:



The top screenshot shows the 'Community Med Profile' page. The patient information is 'DOUBLE, DOUBLE ; K07002982' and the encounter is '04/14/2014; 03/09/2015; ORLIK, HERBERT'. A red box highlights the link 'Nova Scotia Drug Information Portal' with an arrow pointing to it labeled 'STEP 1'. The page is powered by MCKESSON HORIZON WP.

The bottom screenshot shows the 'Drug Information System Portal' login page. The date and time are 'June 30, 2015, 12:14 PM' and the user is 'guest (en)'. A red box highlights the login fields (Username, Password, Location) with an arrow pointing to it labeled 'STEPS 2-3'. The page features the NOVA SCOTIA logo and a sidebar with 'My Portal', 'News', and 'Site Help' sections.

Follow the "Community Med Tab – DIS Getting Started" guide to use the DIS Portal.

Do NOT navigate in the SHARE Portal with the browsers' "Back" and "Forward" buttons. You will be taken out of the portal.

CONFIRM YOUR ACCOUNT SETUP

If you have been able to log in, have been taken to the personal worklist and community med profile tabs 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.

Facility: Cape Breton Healthcare Complex
Report for LAST NAME, FIRST (MRN)

NAME	: LAST NAME, FIRST	ADM DATE/TIME	: 03/20/2015 11:43
ADDRESS #1	: ADDRESS	SERVICE	: PT TYPE
ADDRESS #2		PT TYPE	: Emergency
CITY		DIS DATE/TIME	: 03/23/2015 00:00
PROV/POSTAL		LOS	: 4 D
COUNTRY		DISCHG DISPOS	
PHONE (H)	: (XXX) XXX-XXXX	MRN #	: XX0000000
PHONE (W)		ACCOUNT #	: C89999999/99
OPT OUT	: N/A	HC #	: 999999999
FIN CLASS		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).



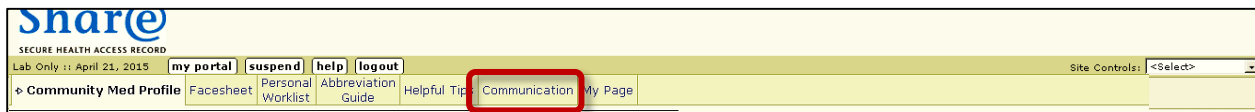
Helpful Tips

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.



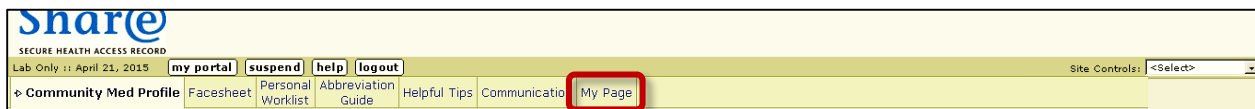
Communication

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.



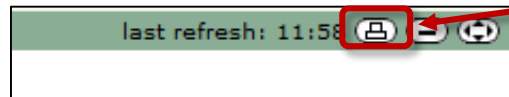
PRINTING IN 'SHARE'

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

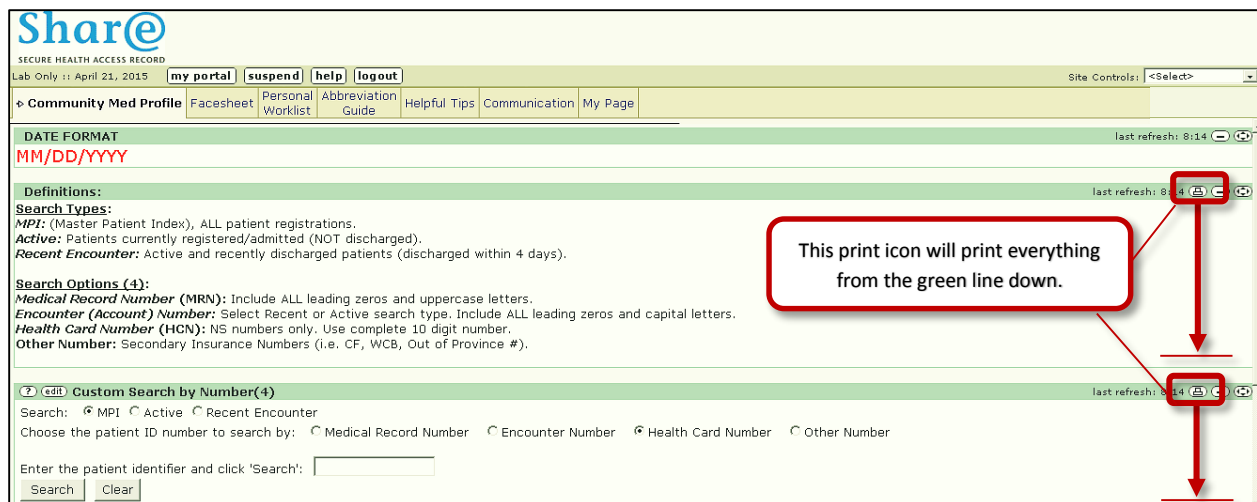
You are encouraged **not to print** from SHARE, but if you do you will see a “SHARE” watermark.

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.

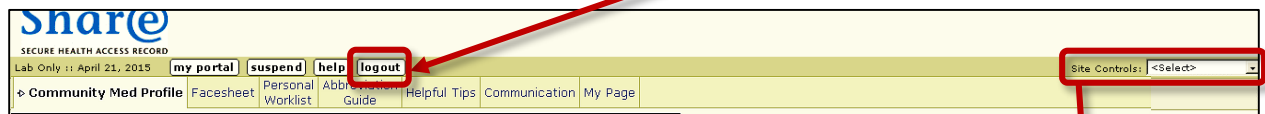


*The print option will print everything in the section below the icon on the screen. Make sure that you select the correct print icon.

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 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.