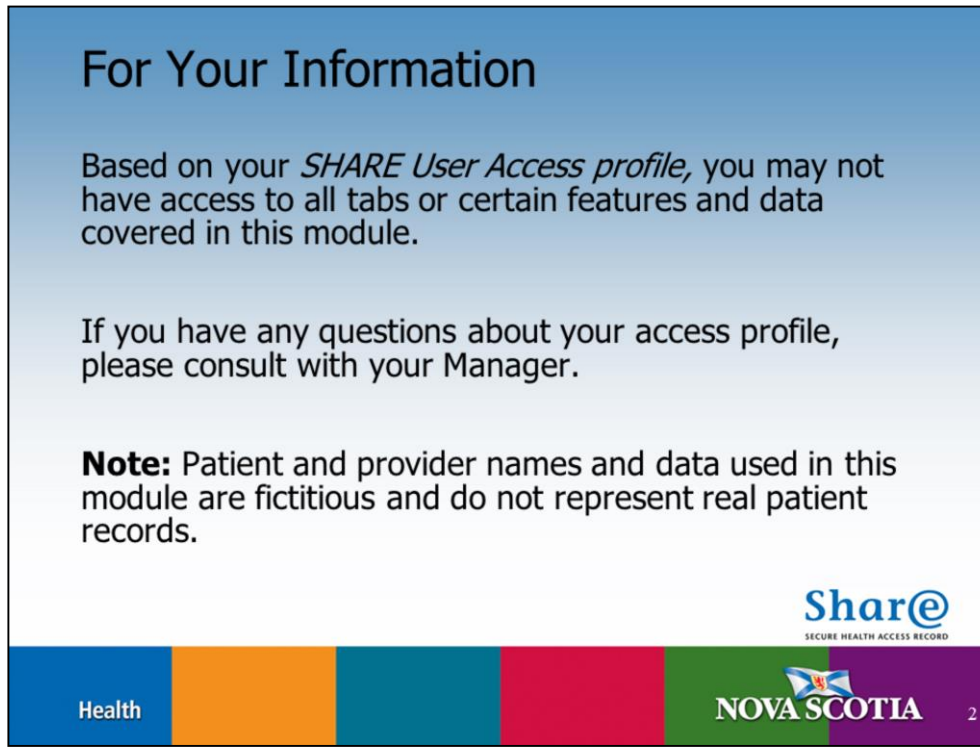
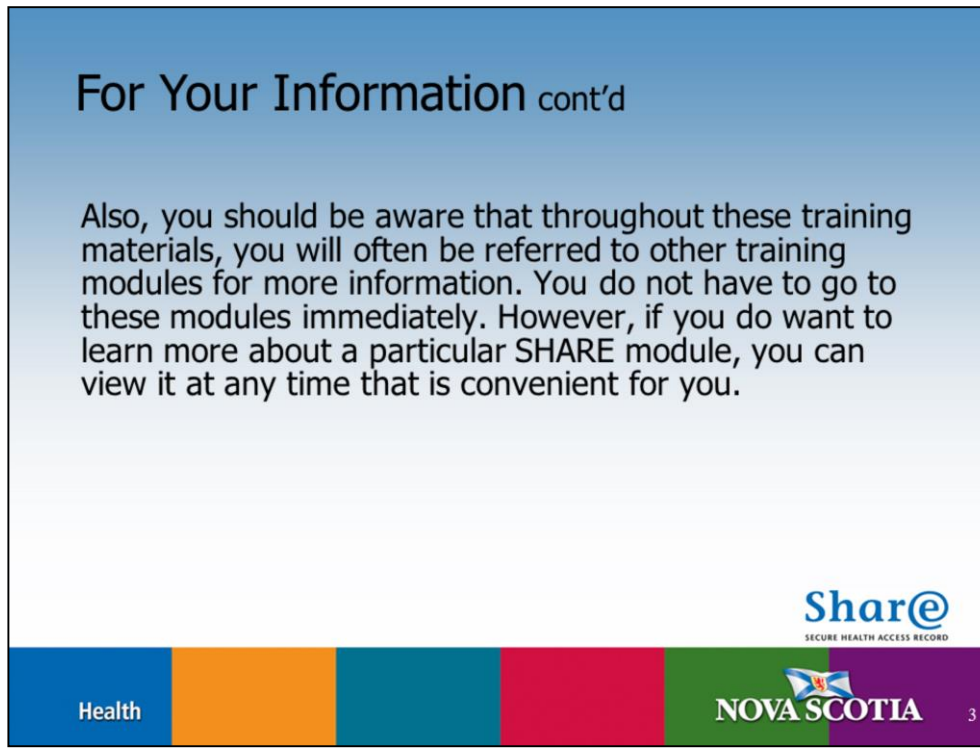
Welcome to the SHARE Clinical Portal Fast Track module



Based on your *SHARE User Access profile,* you may not have access to all tabs nor certain features and data covered in this module.

If you have any questions about your access profile, please consult with your Manager.

Note: Patient and provider names and data used in this module are fictitious and do not represent real patient records.



Also you should be aware that throughout these training materials you will often be referred to other training modules for more information. You do not have to go to these modules immediately. However, if you do want to learn more about a particular SHARE module you can view it at any time that is convenient for you.

Objectives

On completion of the Fast Track Module, the learner will be able to:

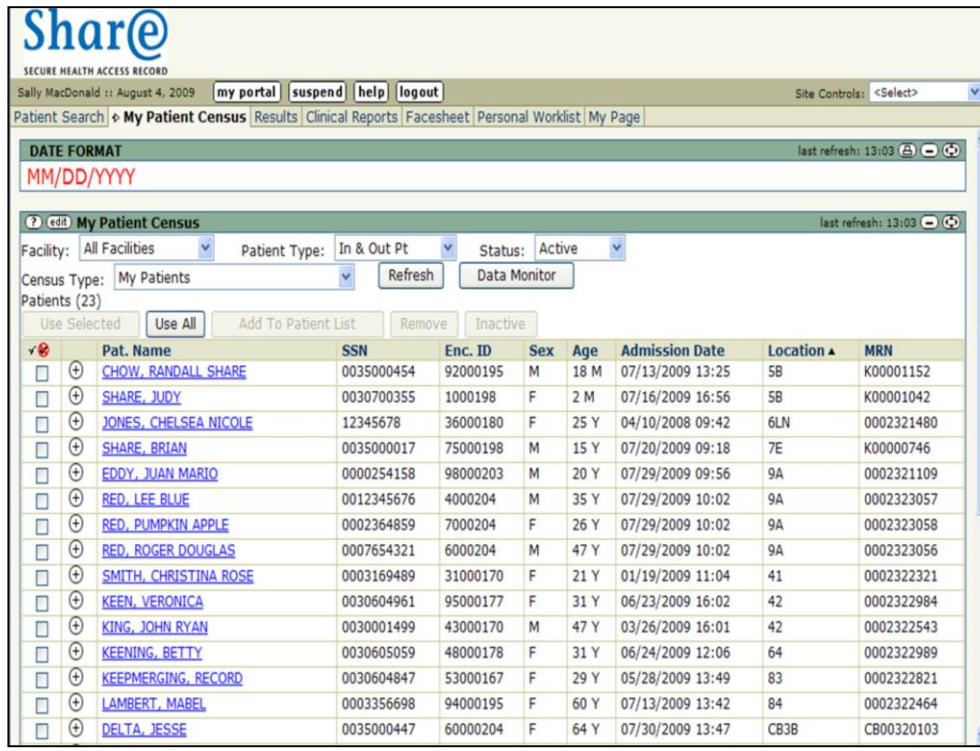
1. Log in to the SHARE Clinical Portal
2. Locate a patient using:
   - My Patient Census
   - Patient Search
   - Personal Worklist
3. Locate test results
4. Locate clinical reports
5. Log out or Suspend from the SHARE Clinical Portal

Share
SECURE HEALTH ACCESS RECORD

Health NOVA SCOTIA 4

Let's Log In by entering your user name (case sensitive) and press <Tab> on your computer keyboard.

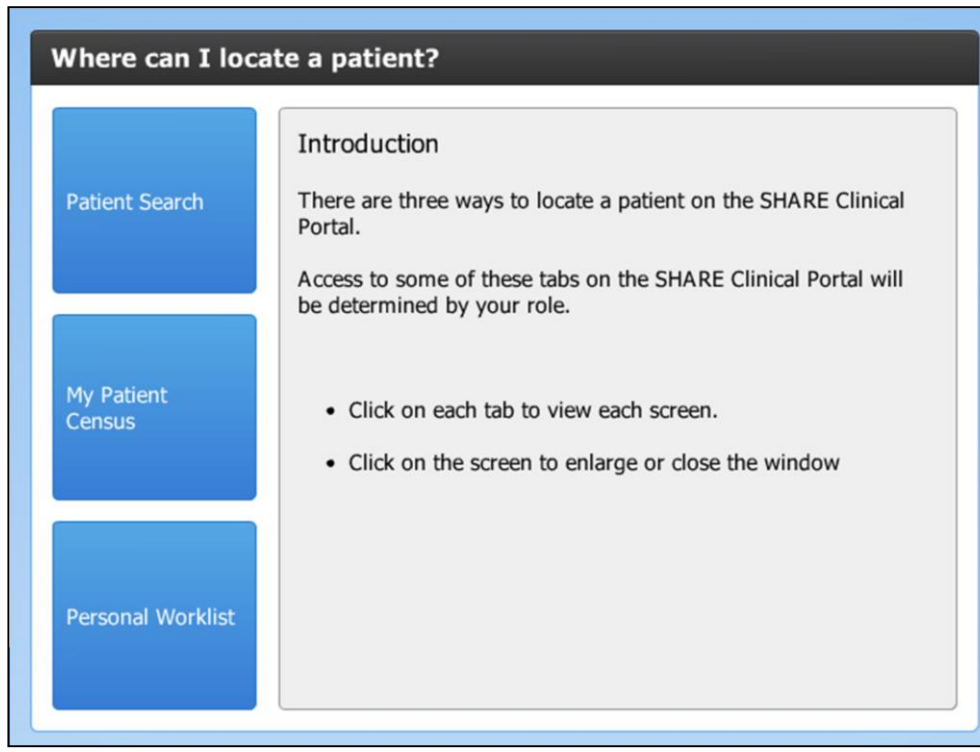
Enter your password (case sensitive) and click the Log In button or press <Enter> on your keyboard.

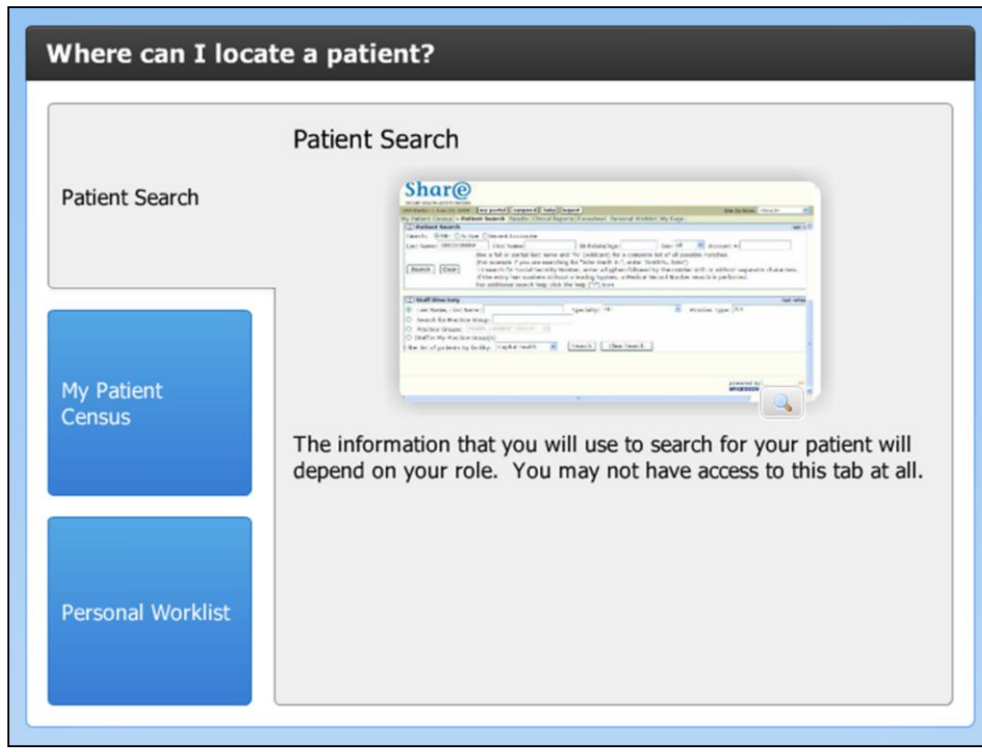


Pat. Name	SSN	Enc. ID	Sex	Age	Admission Date	Location	MRN
CHOW, RANDALL SHARE	0035000454	92000195	M	18 M	07/13/2009 13:25	5B	K00001152
SHARE, JUDY	0030700355	1000198	F	2 M	07/16/2009 16:56	5B	K00001042
JONES, CHELSEA NICOLE	12345678	36000180	F	25 Y	04/10/2008 09:42	6LN	0002321480
SHARE, BRIAN	0035000017	75000198	M	15 Y	07/20/2009 09:18	7E	K00000746
EDDY, JUAN MARIO	0000254158	98000203	M	20 Y	07/29/2009 09:56	9A	0002321109
RED, LEE BLUE	0012345676	4000204	M	35 Y	07/29/2009 10:02	9A	0002323057
RED, PUMPKIN APPLE	0002364859	7000204	F	26 Y	07/29/2009 10:02	9A	0002323058
RED, ROGER DOUGLAS	0007654321	6000204	M	47 Y	07/29/2009 10:02	9A	0002323056
SMITH, CHRISTINA ROSE	0003169489	31000170	F	21 Y	01/19/2009 11:04	41	0002322321
KEEN, VERONICA	0030604961	95000177	F	31 Y	06/23/2009 16:02	42	0002322984
KING, JOHN RYAN	0030001499	43000170	M	47 Y	03/26/2009 16:01	42	0002322543
KEENING, BETTY	0030605059	48000178	F	31 Y	06/24/2009 12:06	64	0002322989
KEEPMERGING, RECORD	0030604847	53000167	F	29 Y	05/28/2009 13:49	83	0002322821
LAMBERT, MABEL	0003356698	94000195	F	60 Y	07/13/2009 13:42	84	0002322464
DELTA, JESSE	0035000447	60000204	F	64 Y	07/30/2009 13:47	CB3B	CB00320103

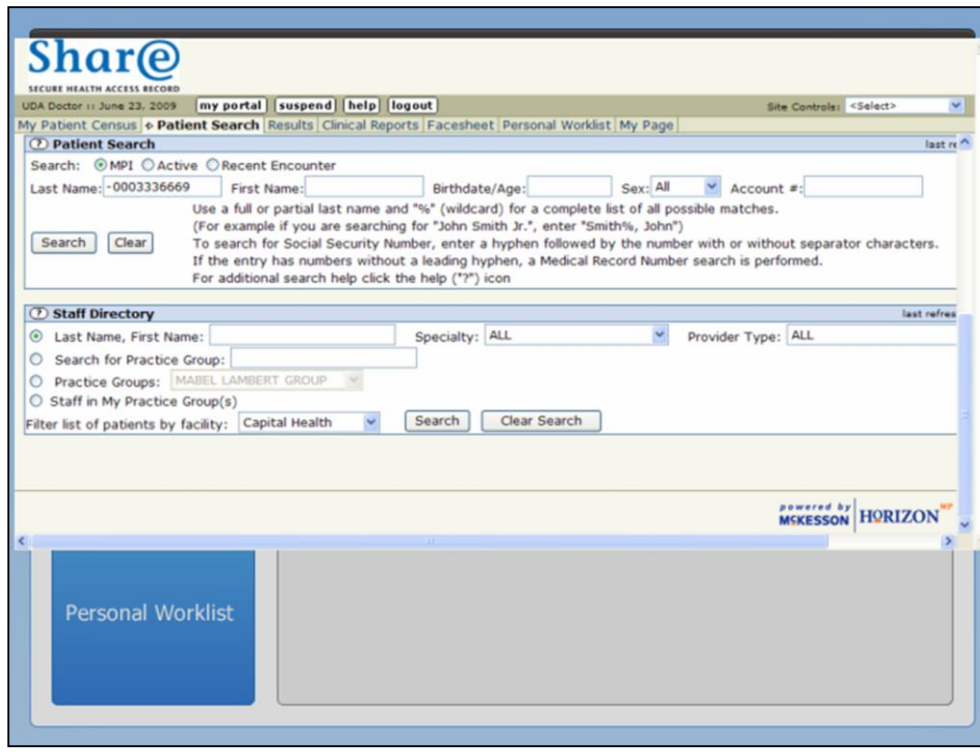
Now that you have logged in, notice that the SHARE system is made up of a series of tabs that include:

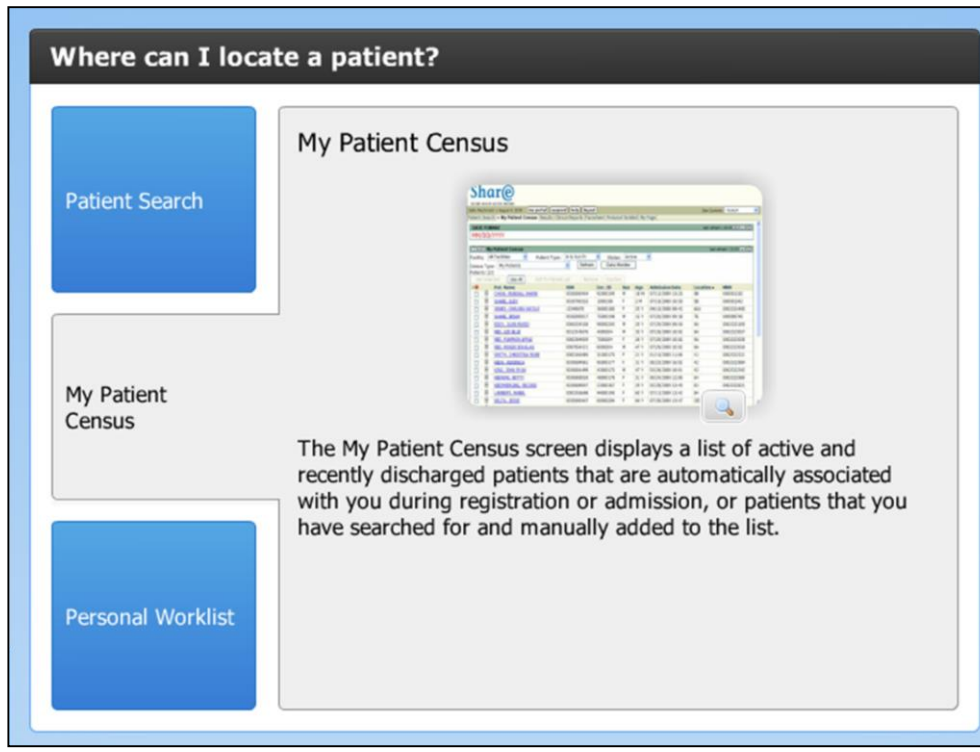
- Patient Search
- My Patient Census
- Results
- Clinical Reports
- Facesheet
- Personal Worklist
- My Page


Where can I locate a patient?
Patient Search
My Patient Census
Personal Worklist
Introduction
There are three ways to locate a patient on the SHARE Clinical Portal.
Access to some of these tabs on the SHARE Clinical Portal will be determined by your role.
Click on each tab to view each screen.
Click on the screen to enlarge or close the window

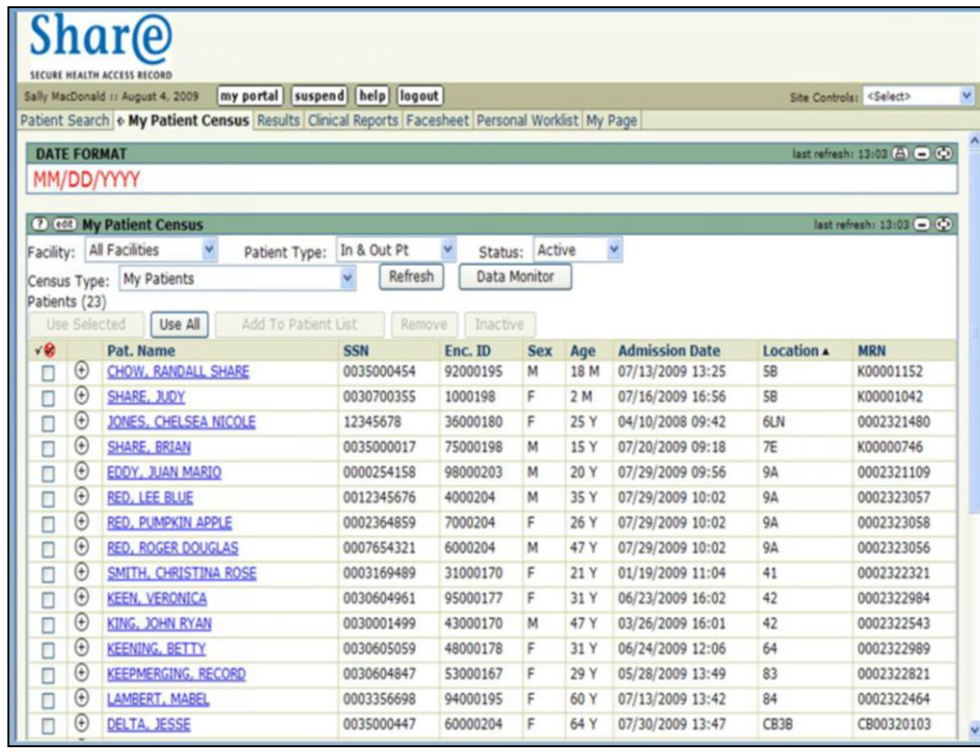


Click on the “magnifying glass” to enlarge the image.

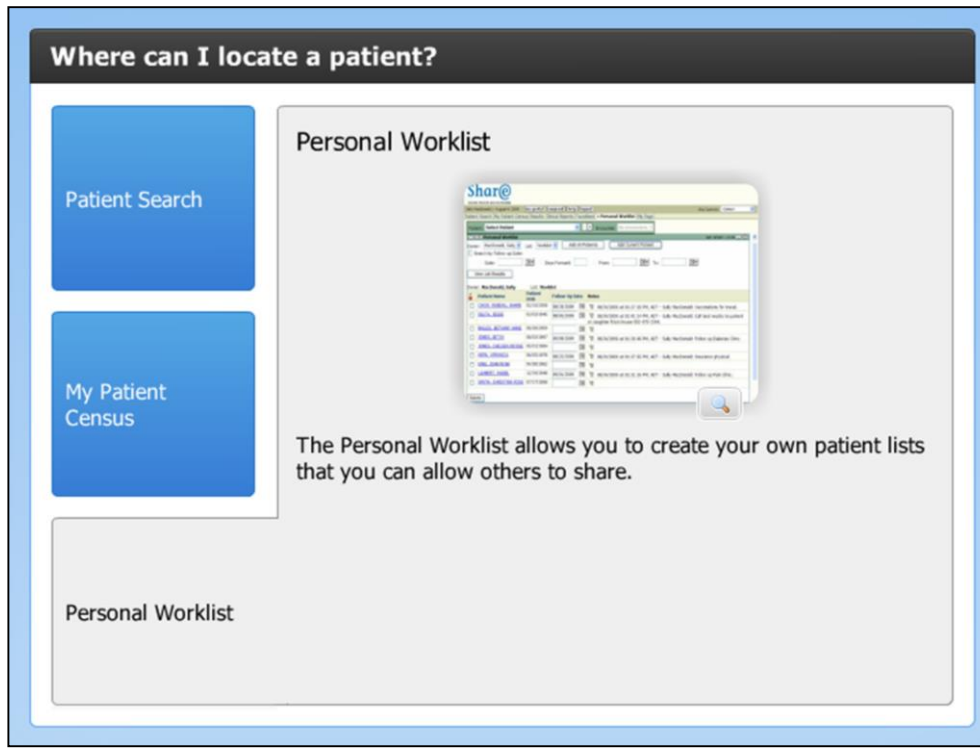

Share
SECURE HEALTH ACCESS RECORD
UDA Doctor II June 23, 2009
my portal
suspend
help
logout
Site Controls: <Select>
My Patient Census
Patient Search
Results
Clinical Reports
Facesheet
Personal Worklist
My Page
Patient Search
Search: MPI Active Recent Encounter
Last Name: -0003336669
First Name:
Birthdate/Age:
Sex: All
Account #:
Use a full or partial last name and "%" (wildcard) for a complete list of all possible matches.
(For example if you are searching for "John Smith Jr.", enter "Smith%, John")
Search
Clear
To search for Social Security Number, enter a hyphen followed by the number with or without separator characters.
If the entry has numbers without a leading hyphen, a Medical Record Number search is performed.
For additional search help click the help ("?") icon
Staff Directory
Last Name, First Name:
Specialty: ALL
Provider Type: ALL
Search for Practice Group:
Practice Groups: MABEL LAMBERT GROUP
Staff in My Practice Group(s)
Filter list of patients by facility: Capital Health
Search
Clear Search
powered by MCKESSON HORIZON
Personal Worklist



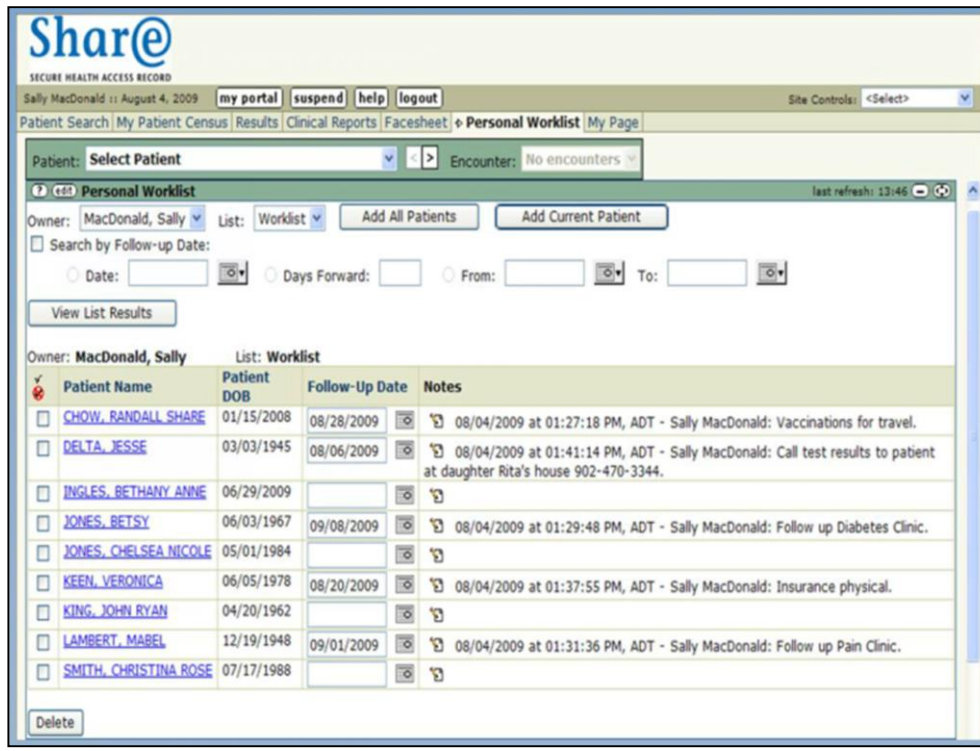
Click on the “magnifying glass” to enlarge the image.

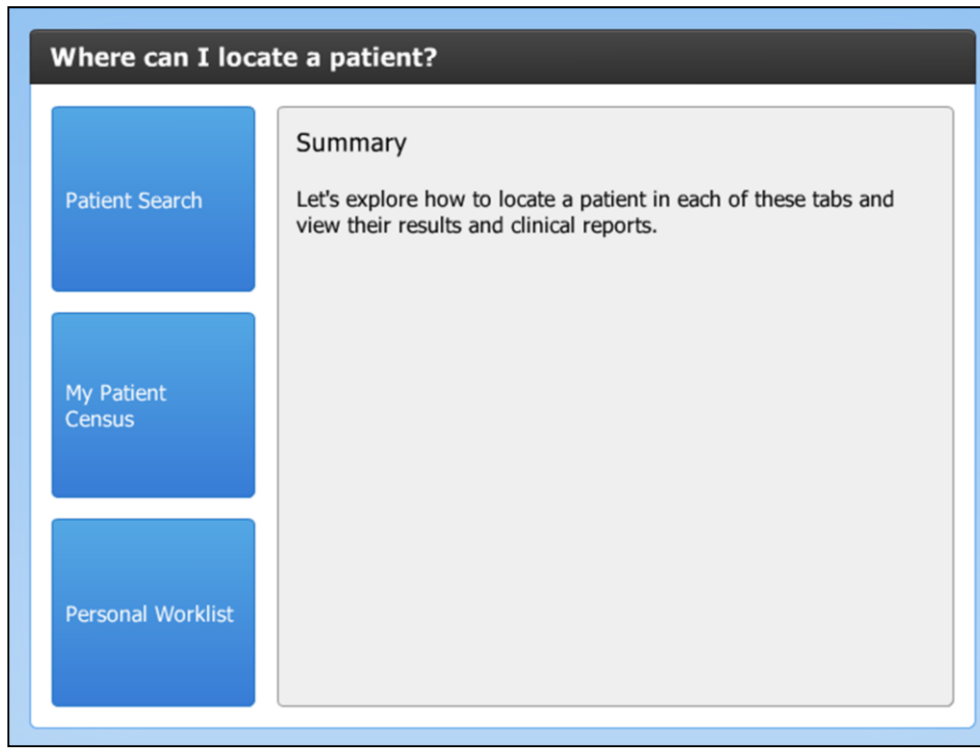


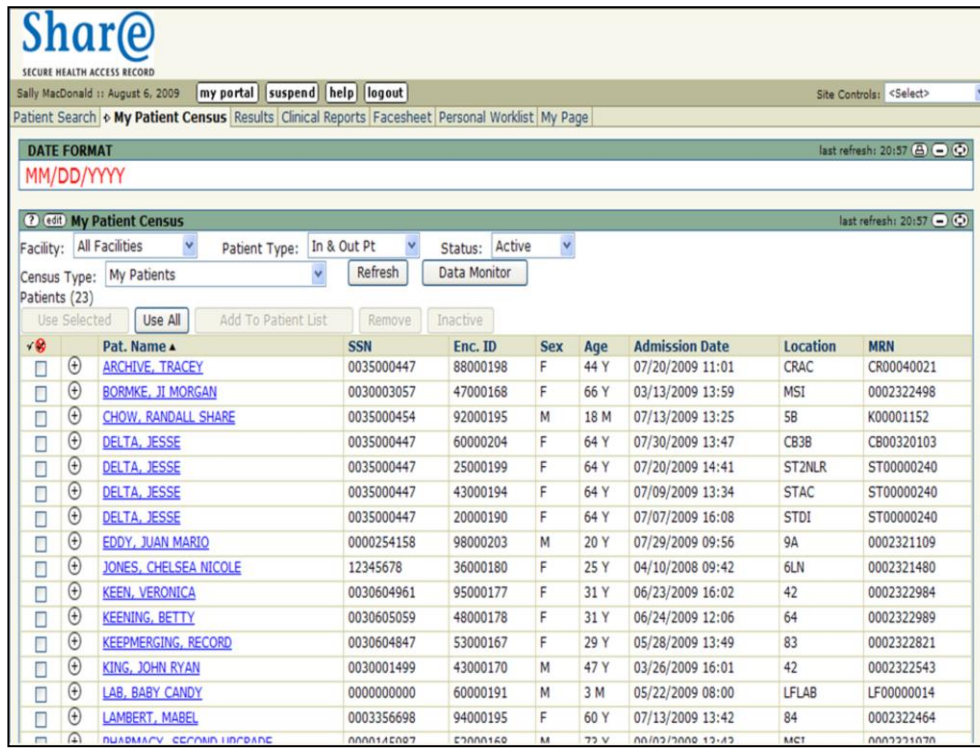
Pat. Name	SSN	Enc. ID	Sex	Age	Admission Date	Location	MRN
CHOW, RANDALL SHARE	0035000454	92000195	M	18 M	07/13/2009 13:25	5B	K00001152
SHARE, JUDY	0030700355	1000198	F	2 M	07/16/2009 16:56	5B	K00001042
JONES, CHELSEA NICOLE	12345678	36000180	F	25 Y	04/10/2008 09:42	6LN	0002321480
SHARE, BRIAN	0035000017	75000198	M	15 Y	07/20/2009 09:18	7E	K00000746
EDDY, JUAN MARIO	0000254158	98000203	M	20 Y	07/29/2009 09:56	9A	0002321109
RED, LEE BLUE	0012345676	4000204	M	35 Y	07/29/2009 10:02	9A	0002323057
RED, PUMPKIN APPLE	0002364859	7000204	F	26 Y	07/29/2009 10:02	9A	0002323058
RED, ROGER DOUGLAS	0007654321	6000204	M	47 Y	07/29/2009 10:02	9A	0002323056
SMITH, CHRISTINA ROSE	0003169489	31000170	F	21 Y	01/19/2009 11:04	41	0002322321
KEEN, VERONICA	0030604961	95000177	F	31 Y	06/23/2009 16:02	42	0002322984
KING, JOHN RYAN	0030001499	43000170	M	47 Y	03/26/2009 16:01	42	0002322543
KEENING, BETTY	0030605059	48000178	F	31 Y	06/24/2009 12:06	64	0002322989
KEEPMERGING, RECORD	0030604847	53000167	F	29 Y	05/28/2009 13:49	83	0002322821
LAMBERT, MABEL	0003356698	94000195	F	60 Y	07/13/2009 13:42	84	0002322464
DELTA, JESSE	0035000447	60000204	F	64 Y	07/30/2009 13:47	CB3B	CB00320103



Click on the “magnifying glass” to enlarge the image.


Share
SECURE HEALTH ACCESS RECORD
Sally MacDonald :: August 4, 2009
my portal
suspend
help
logout
Site Controls: <Select>
Patient Search
My Patient Census
Results
Clinical Reports
Facesheet
Personal Worklist
My Page
Patient: Select Patient
Encounter: No encounters
Personal Worklist
last refresh: 13:46
Owner: MacDonald, Sally
List: Worklist
Add All Patients
Add Current Patient
Search by Follow-up Date:
Date:
Days Forward:
From:
To:
View List Results
Owner: MacDonald, Sally
List: Worklist
Patient Name
Patient DOB
Follow-Up Date
Notes
CHOW, RANDALL SHARE
01/15/2008
08/28/2009
08/04/2009 at 01:27:18 PM, ADT - Sally MacDonald: Vaccinations for travel.
DELTA, JESSE
03/03/1945
08/06/2009
08/04/2009 at 01:41:14 PM, ADT - Sally MacDonald: Call test results to patient at daughter Rita's house 902-470-3344.
INGLES, BETHANY ANNE
06/29/2009
JONES, BETSY
06/03/1967
09/08/2009
08/04/2009 at 01:29:48 PM, ADT - Sally MacDonald: Follow up Diabetes Clinic.
JONES, CHELSEA NICOLE
05/01/1984
KEEN, VERONICA
06/05/1978
08/20/2009
08/04/2009 at 01:37:55 PM, ADT - Sally MacDonald: Insurance physical.
KING, JOHN RYAN
04/20/1962
LAMBERT, MABEL
12/19/1948
09/01/2009
08/04/2009 at 01:31:36 PM, ADT - Sally MacDonald: Follow up Pain Clinic.
SMITH, CHRISTINA ROSE
07/17/1988
Delete


Where can I locate a patient?
Patient Search
My Patient Census
Personal Worklist
Summary
Let's explore how to locate a patient in each of these tabs and view their results and clinical reports.



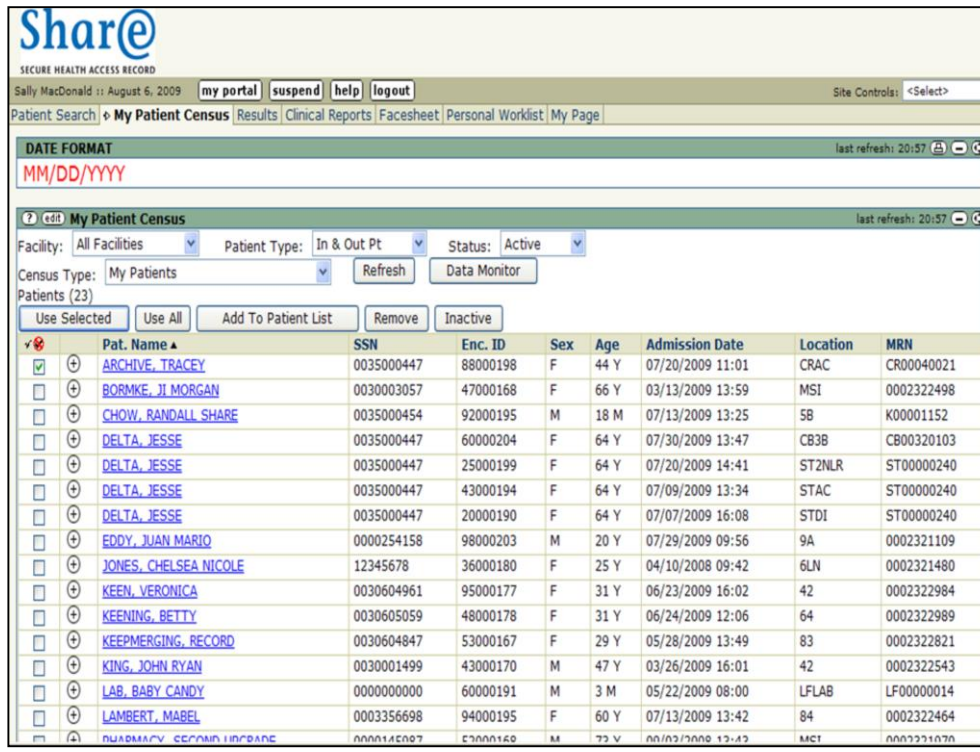
Pat. Name	SSN	Enc. ID	Sex	Age	Admission Date	Location	MRN
ARCHIVE, TRACEY	0035000447	88000198	F	44 Y	07/20/2009 11:01	CRAC	CR00040021
BORMKE, JI MORGAN	0030003057	47000168	F	66 Y	03/13/2009 13:59	MSI	0002322498
CHOW, RANDALL SHARE	0035000454	92000195	M	18 M	07/13/2009 13:25	5B	K00001152
DELTA, JESSE	0035000447	60000204	F	64 Y	07/30/2009 13:47	CB3B	CB00320103
DELTA, JESSE	0035000447	25000199	F	64 Y	07/20/2009 14:41	ST2NLR	ST00000240
DELTA, JESSE	0035000447	43000194	F	64 Y	07/09/2009 13:34	STAC	ST00000240
DELTA, JESSE	0035000447	20000190	F	64 Y	07/07/2009 16:08	STDI	ST00000240
EDDY, JUAN MARIO	0000254158	98000203	M	20 Y	07/29/2009 09:56	9A	0002321109
JONES, CHELSEA NICOLE	12345678	36000180	F	25 Y	04/10/2008 09:42	6LN	0002321480
KEEN, VERONICA	0030604961	95000177	F	31 Y	06/23/2009 16:02	42	0002322984
KEENING, BETTY	0030605059	48000178	F	31 Y	06/24/2009 12:06	64	0002322989
KEEPMERGING, RECORD	0030604847	53000167	F	29 Y	05/28/2009 13:49	83	0002322821
KING, JOHN RYAN	0030001499	43000170	M	47 Y	03/26/2009 16:01	42	0002322543
LAB, BABY CANDY	0000000000	60000191	M	3 M	05/22/2009 08:00	LFLAB	LF00000014
LAMBERT, MABEL	0003356698	94000195	F	60 Y	07/13/2009 13:42	84	0002322464

Let's start with My Patient Census.

For easier work flow and to narrow your census list, you can use the following filters:

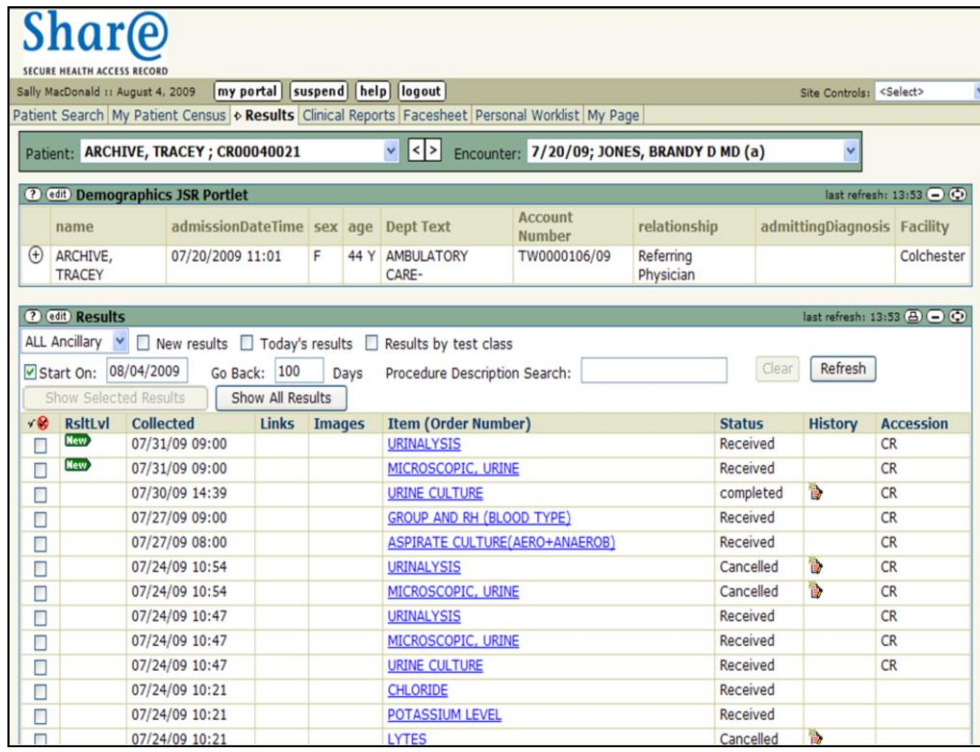
- Facility
- Patient Type
- Status
- Census Type

You can learn more details in the My Patient Census Module.



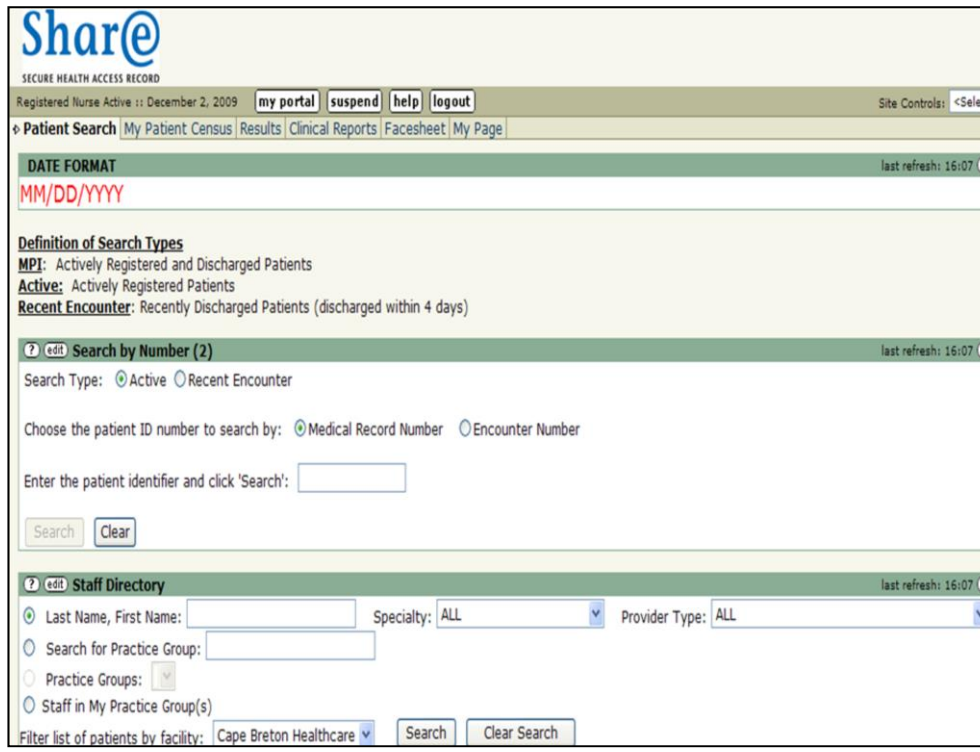
Pat. Name	SSN	Enc. ID	Sex	Age	Admission Date	Location	MRN
ARCHIVE, TRACEY	0035000447	88000198	F	44 Y	07/20/2009 11:01	CRAC	CR00040021
BORMKE, JI MORGAN	0030003057	47000168	F	66 Y	03/13/2009 13:59	MSI	0002322498
CHOW, RANDALL SHARE	0035000454	92000195	M	18 M	07/13/2009 13:25	5B	K00001152
DELTA, JESSE	0035000447	60000204	F	64 Y	07/30/2009 13:47	CB3B	CB00320103
DELTA, JESSE	0035000447	25000199	F	64 Y	07/20/2009 14:41	ST2NLR	ST00000240
DELTA, JESSE	0035000447	43000194	F	64 Y	07/09/2009 13:34	STAC	ST00000240
DELTA, JESSE	0035000447	20000190	F	64 Y	07/07/2009 16:08	STDI	ST00000240
EDDY, JUAN MARIO	0000254158	98000203	M	20 Y	07/29/2009 09:56	9A	0002321109
JONES, CHELSEA NICOLE	12345678	36000180	F	25 Y	04/10/2008 09:42	6LN	0002321480
KEEN, VERONICA	0030604961	95000177	F	31 Y	06/23/2009 16:02	42	0002322984
KEENING, BETTY	0030605059	48000178	F	31 Y	06/24/2009 12:06	64	0002322989
KEEPMERGING, RECORD	0030604847	53000167	F	29 Y	05/28/2009 13:49	83	0002322821
KING, JOHN RYAN	0030001499	43000170	M	47 Y	03/26/2009 16:01	42	0002322543
LAB, BABY CANDY	0000000000	60000191	M	3 M	05/22/2009 08:00	LFLAB	LF00000014
LAMBERT, MABEL	0003356698	94000195	F	60 Y	07/13/2009 13:42	84	0002322464

Once you have found your patient on the census list, click on the patient name to get their results.



You will then be taken to the Results tab.

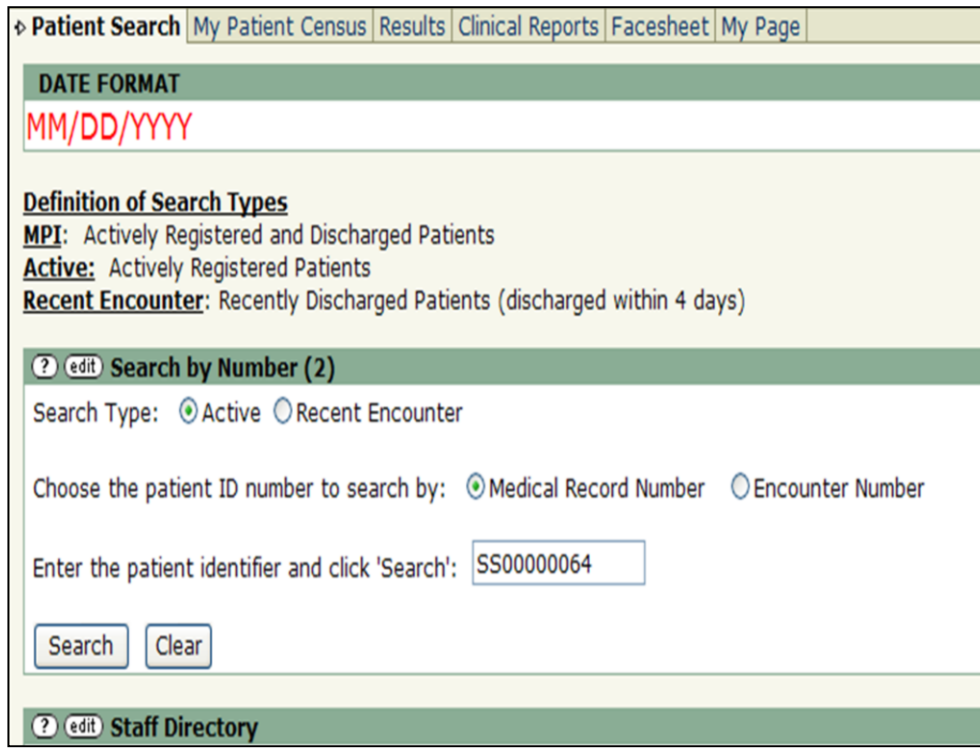
Another way to locate a patient is to click the **Patient Search** tab at the top of your screen.



On opening the Patient Search tab, you will be presented with a screen appropriate to your role.

This is an example of a **Search by Number (2)** screen that uses a patient's Medical Record Number (MRN) or their Encounter Number to find the patient.

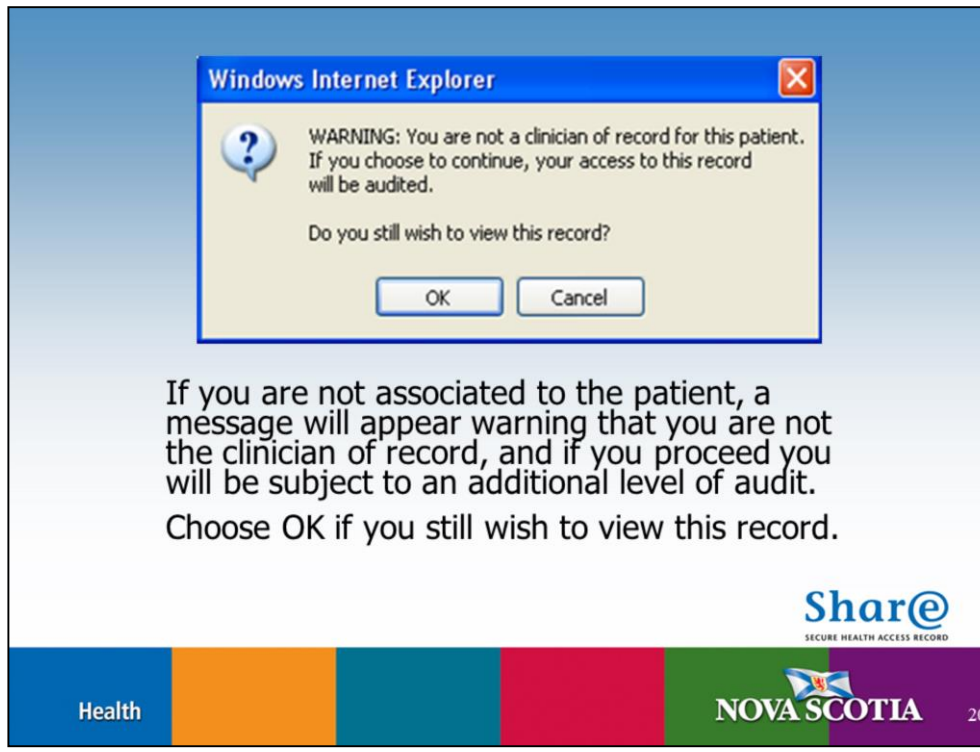
You will learn more about this in the Patient Search module, but for now understand that the search screen you use will depend on your role. It is possible that you may not have access to this tab at all.



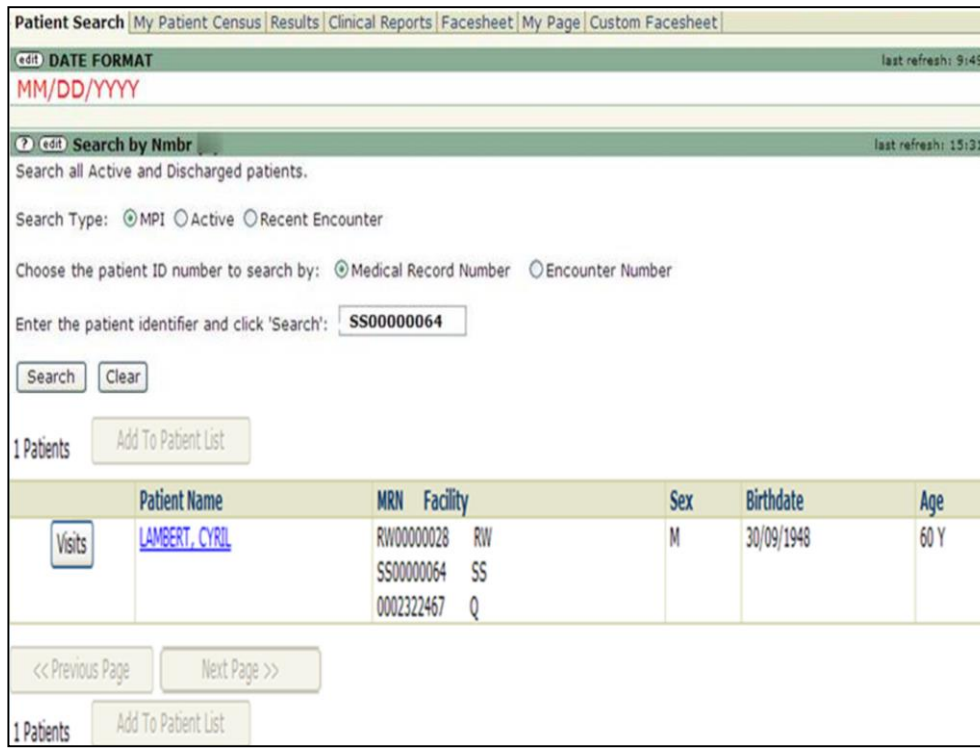
For this demonstration, we will perform a **Master Patient Index (MPI)** search which searches both active and discharged patients.

You can choose which patient ID number to use by clicking on either the **Medical Record Number (MRN)** button or the **Encounter Number** button.

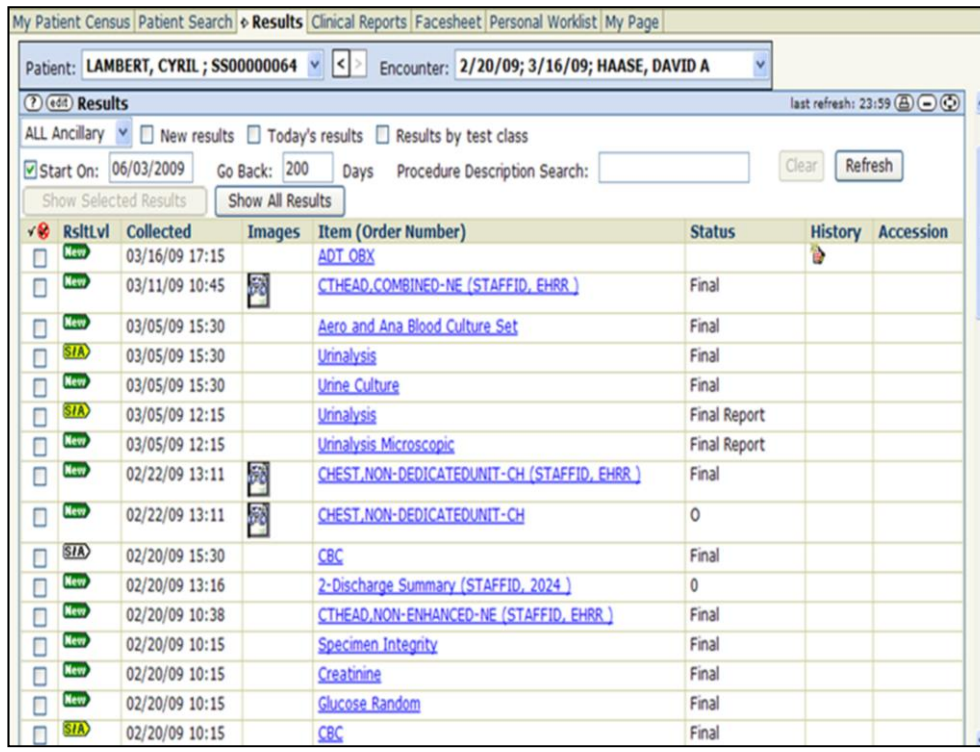
- We will search by entering the patient's **MRN** in the Search identifier field and then clicking on the **Search** button.



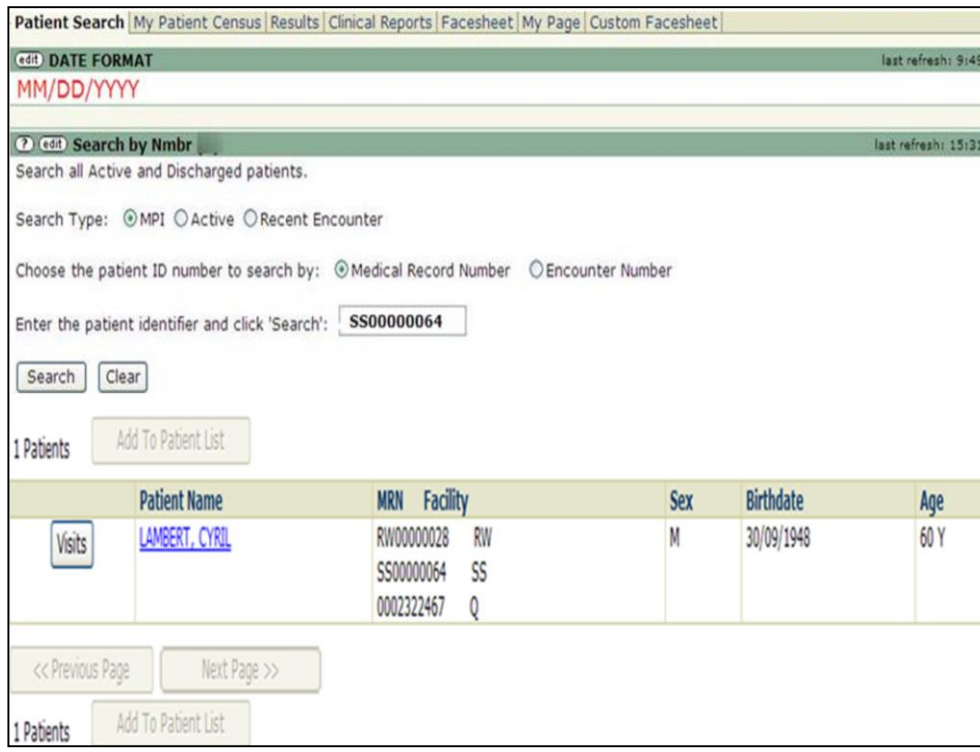
If you are not associated to the patient, a message will appear warning that you will be audited. Choose if you wish to view this record.



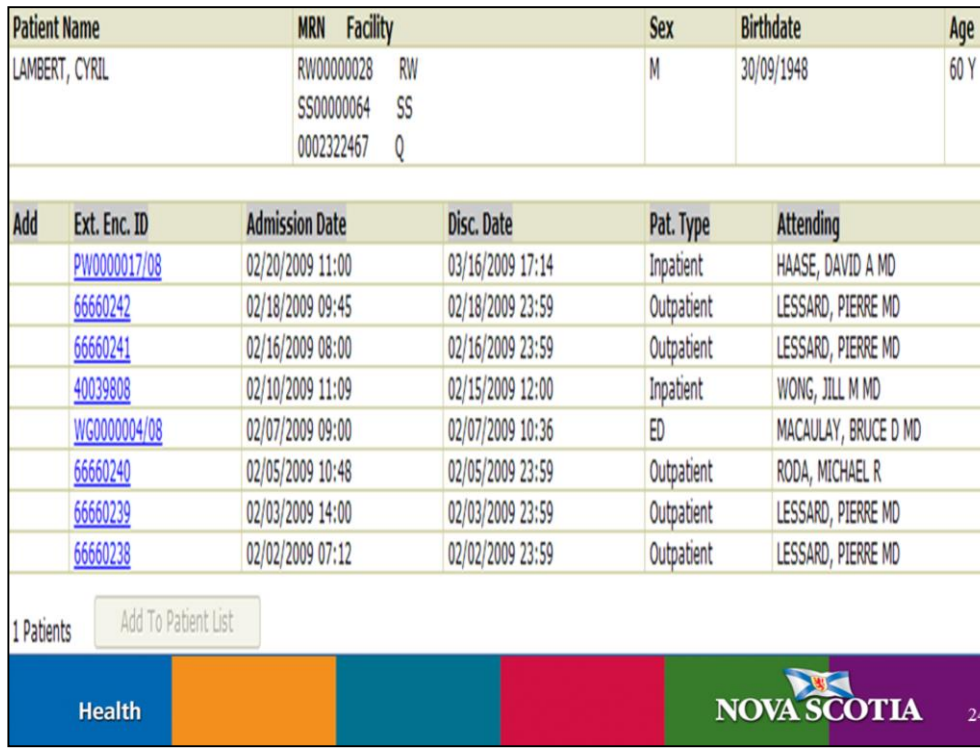
You will now see a **Visits** box and the patient's name highlighted in blue. If you click on the patient's name…



You will be taken to the **Results** tab and will see the patient's results.



To find results for a specific encounter, click the **Visits** button.



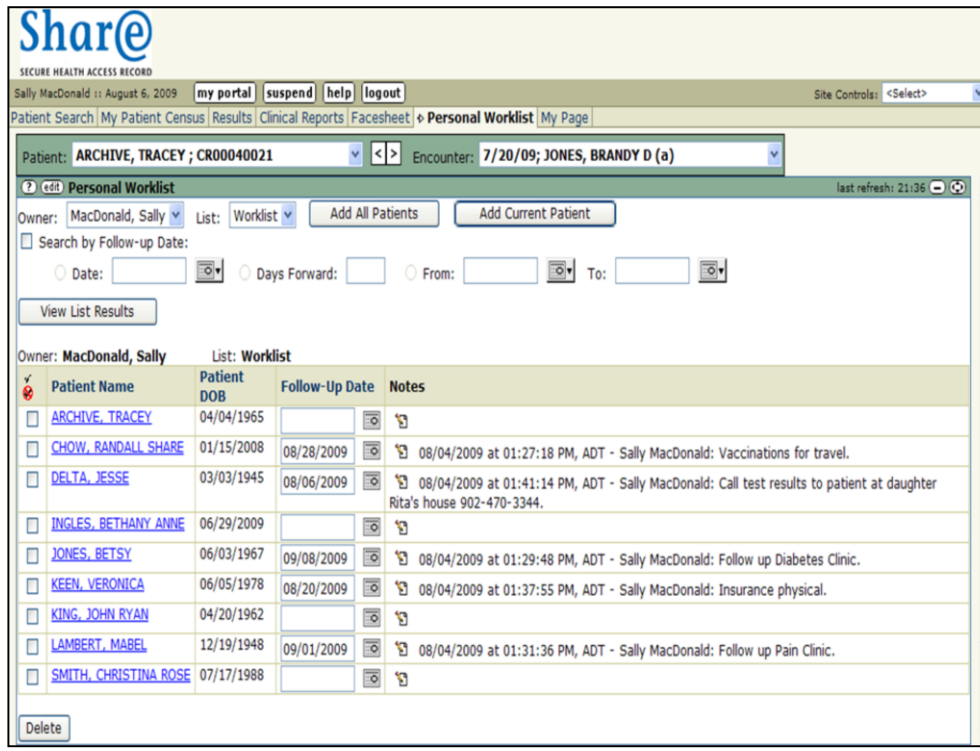
Patient Name	MRN Facility	Sex	Birthdate	Age
LAMBERT, CYRIL	RW00000028 RW SS00000064 SS 0002322467 Q	M	30/09/1948	60 Y

Add	Ext. Enc. ID	Admission Date	Disc. Date	Pat. Type	Attending
	PW0000017/08	02/20/2009 11:00	03/16/2009 17:14	Inpatient	HAASE, DAVID A MD
	66660242	02/18/2009 09:45	02/18/2009 23:59	Outpatient	LESSARD, PIERRE MD
	66660241	02/16/2009 08:00	02/16/2009 23:59	Outpatient	LESSARD, PIERRE MD
	40039808	02/10/2009 11:09	02/15/2009 12:00	Inpatient	WONG, JILL M MD
	WG0000004/08	02/07/2009 09:00	02/07/2009 10:36	ED	MACAULAY, BRUCE D MD
	66660240	02/05/2009 10:48	02/05/2009 23:59	Outpatient	RODA, MICHAEL R
	66660239	02/03/2009 14:00	02/03/2009 23:59	Outpatient	LESSARD, PIERRE MD
	66660238	02/02/2009 07:12	02/02/2009 23:59	Outpatient	LESSARD, PIERRE MD

1 Patients Add To Patient List

You will see a list of the patient's encounters in chronological order.

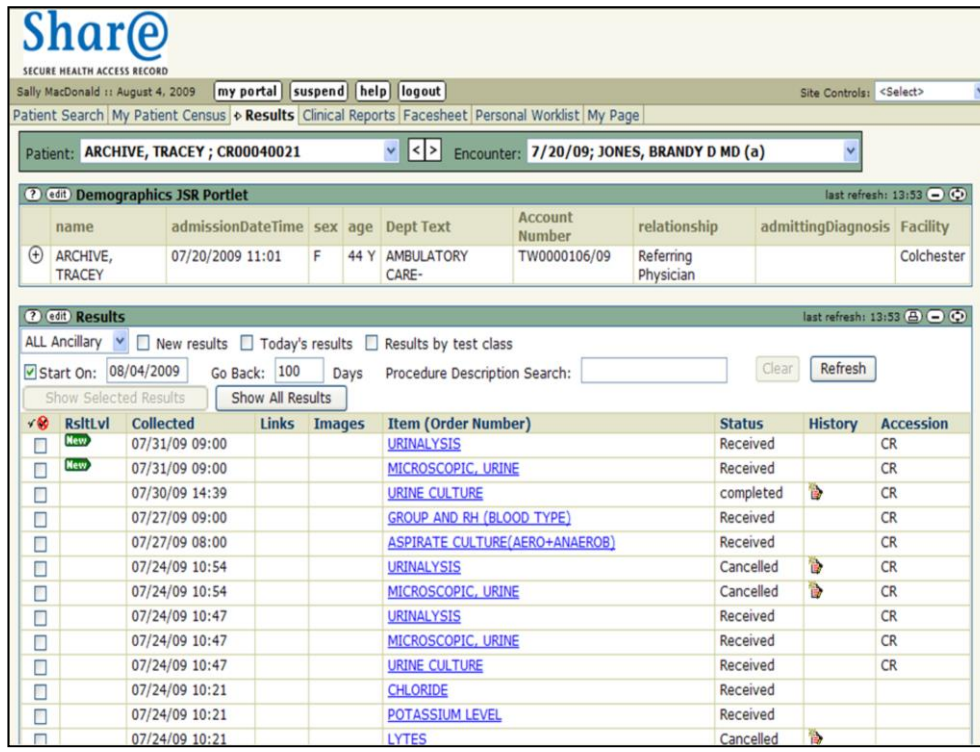
Just click on the encounter (highlighted in blue) you want to view and you will see the results of that encounter.



The third way to locate your patient is through Personal Worklist. Personal Worklist allows you to create your own patient lists that you can use and that you can share with others. As with My Patient Census and Patient Search, you may or may not have access to this tab.

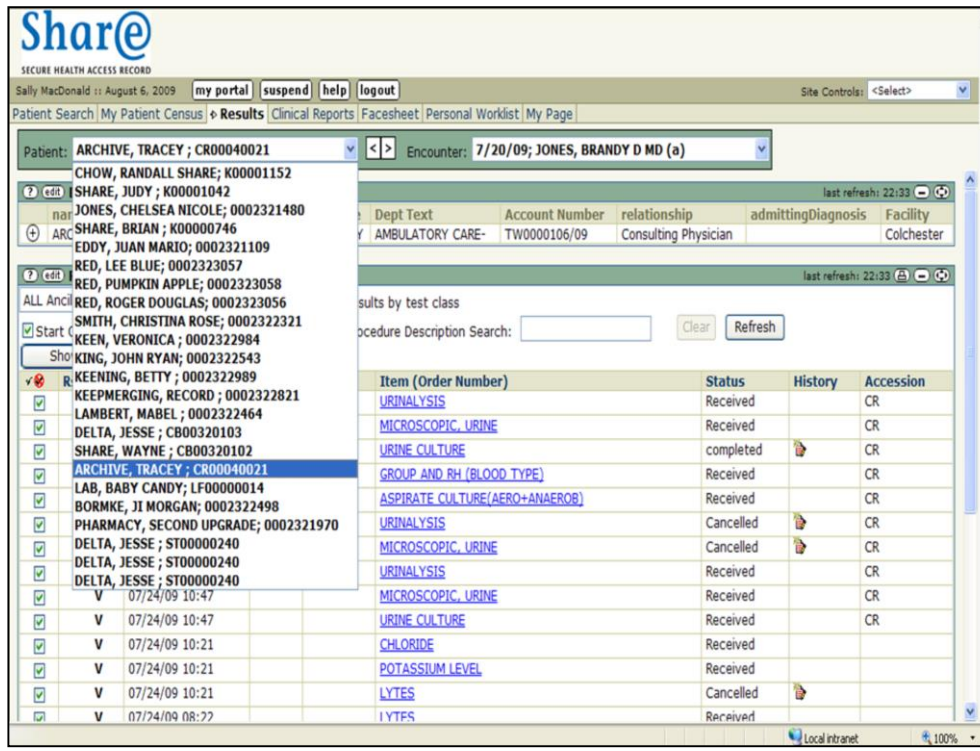
If you have set it as the default using the Edit function of this screen, clicking on the patient's name (highlighted in blue) will take you to the **Results tab** to see the patient's results.

See the Personal Worklist module for more information on how to use the Edit function and to add patients to your worklist.



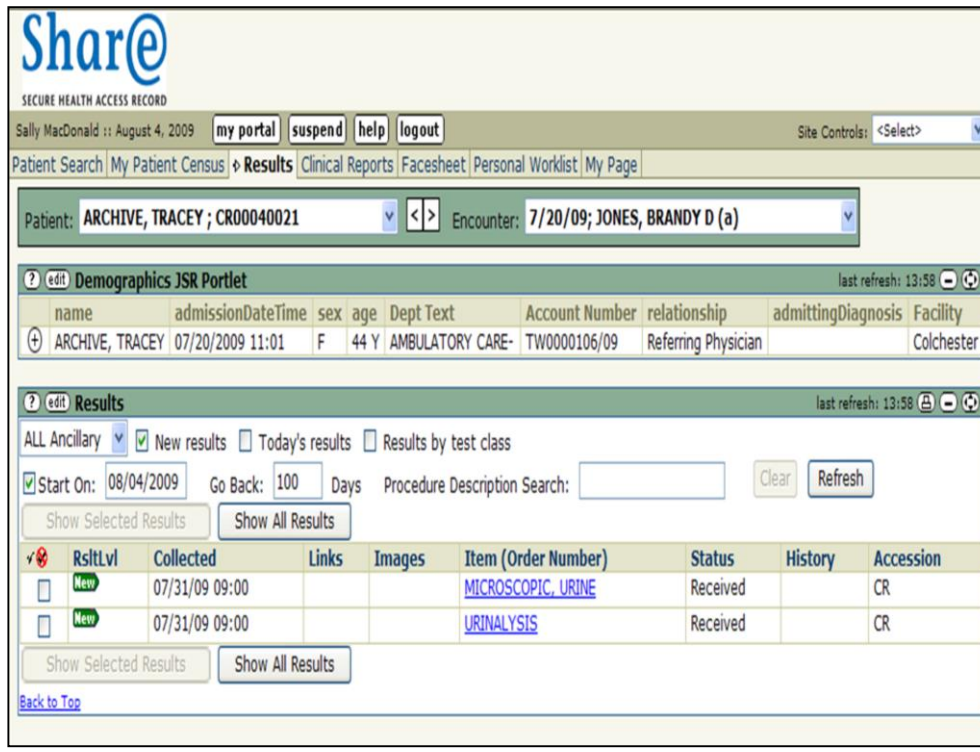
Now that we have seen the three ways to locate a patient and get their results, let's explore the Results tab further.

Refer to the Results and Clinical Reports module for more detailed information



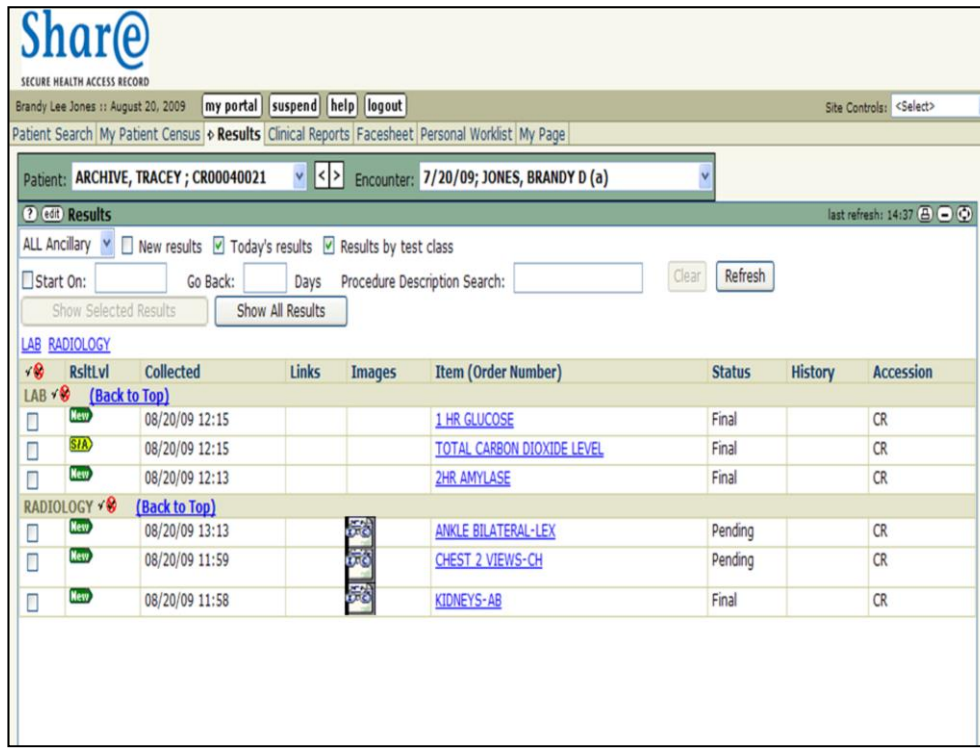
Or you can look at another patient's results by clicking on that patient's name in the patient dropdown list.

To learn more about what patients will be displayed in the patient dropdown list, refer to the My Patient Census module.

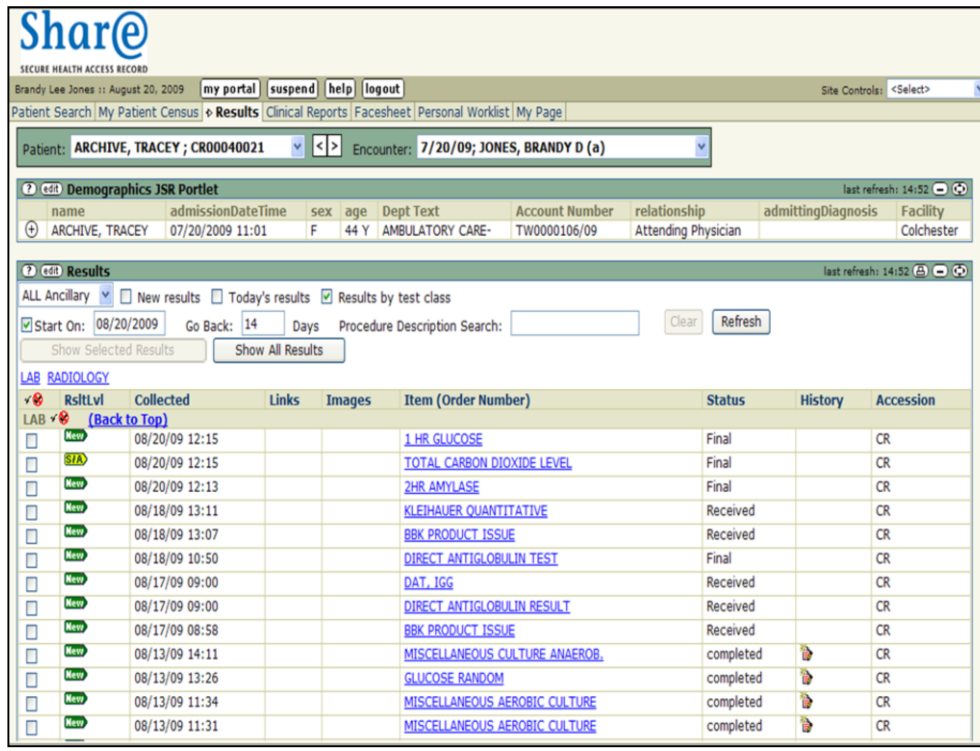


The Results screen provides you with several filters you can use to find specific results quickly and easily.

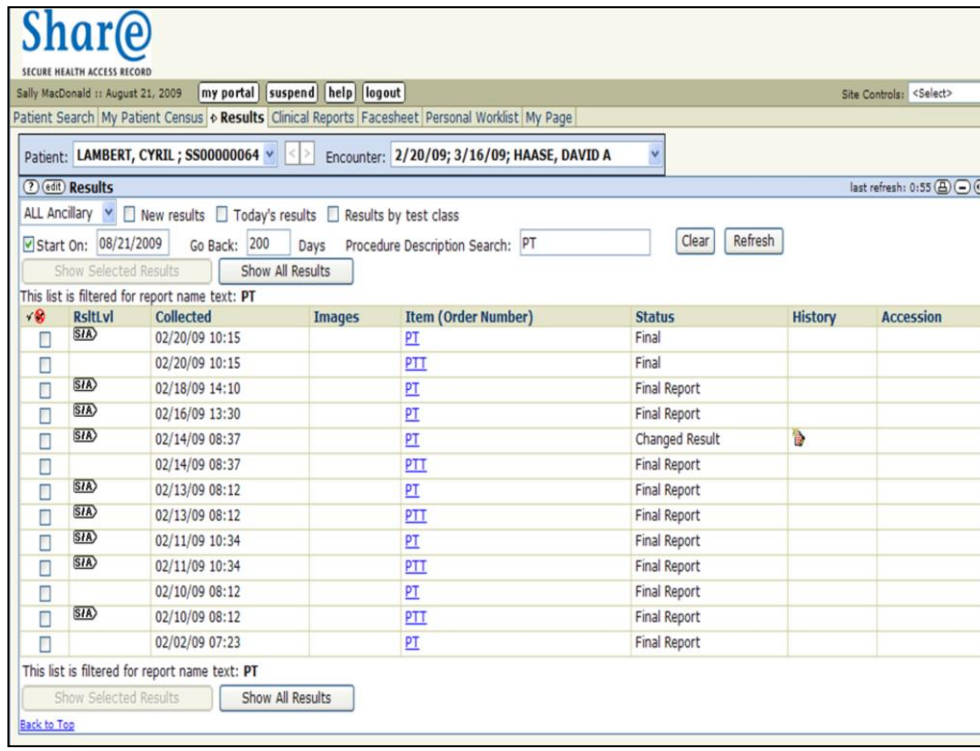
Click on the box next to **New results**, **Today's results**,



Or **Results by test class**, which groups together lab and radiology results as shown here.



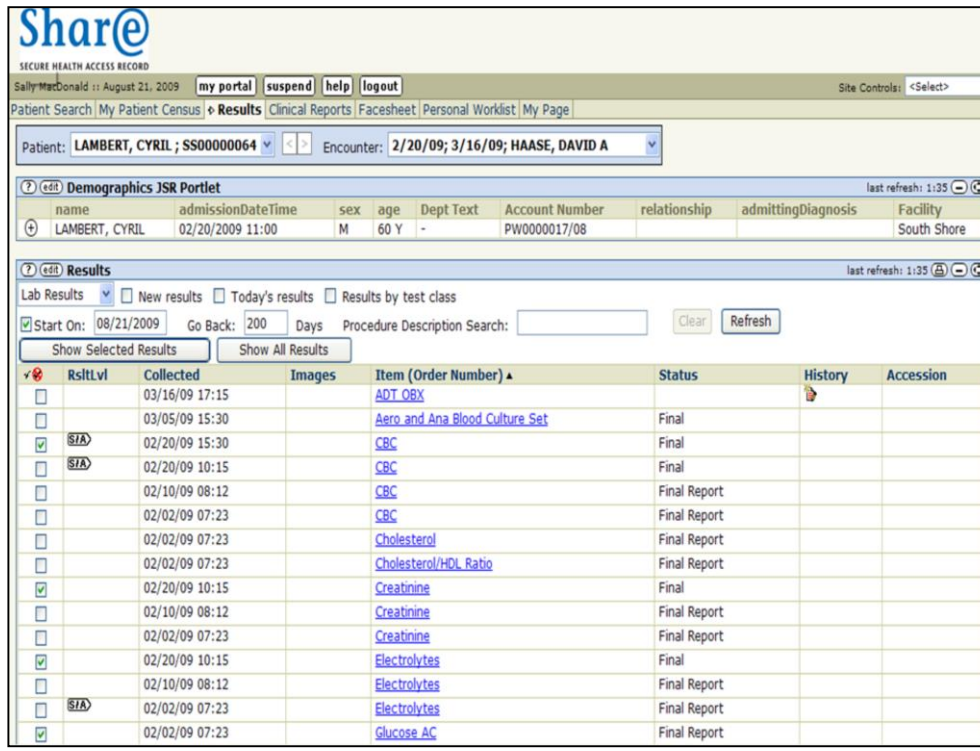
You can also filter results for a certain period of time starting on a specific date going back a number of days. Today's date is the default **Start On** date.



In addition, you can search for specific test results by entering the test name or a portion of the name in the **Procedure Description Search** box.

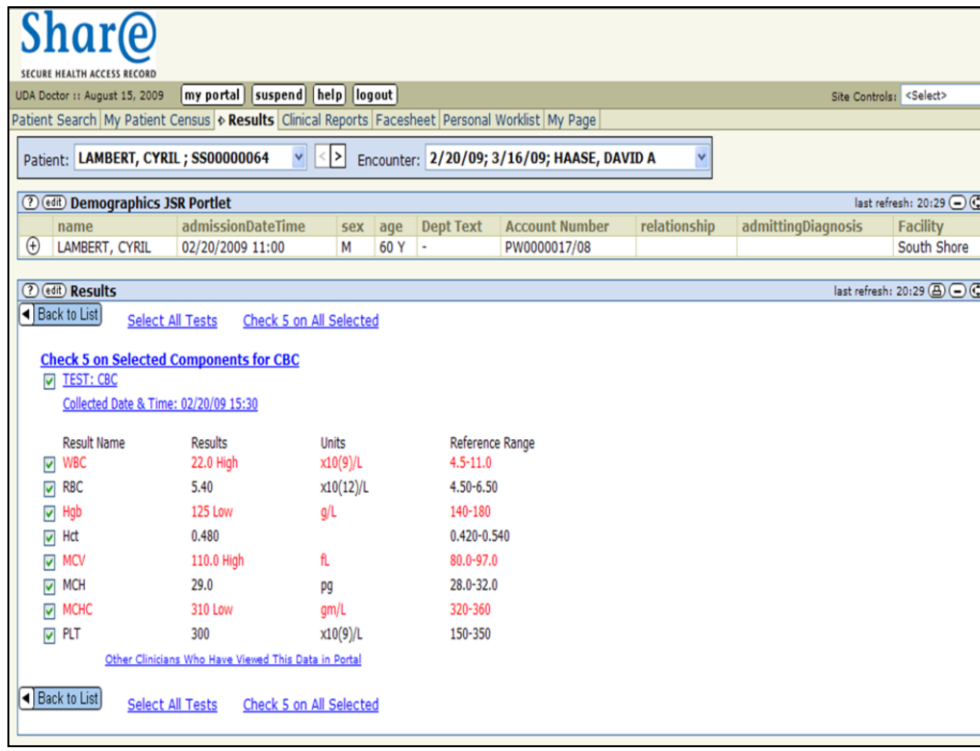
Then click **Refresh** or press **Enter** on your keyboard.

In this demonstration, Protime (PT) was entered and all of the PT results are shown. Note that the PTT results also displayed as PTT had similar letters to the PT.



To see a result, click on the result name in the **Item (Order Number)** column.

To view multiple results, click on the check boxes to the left of the **RsltLvl** column.



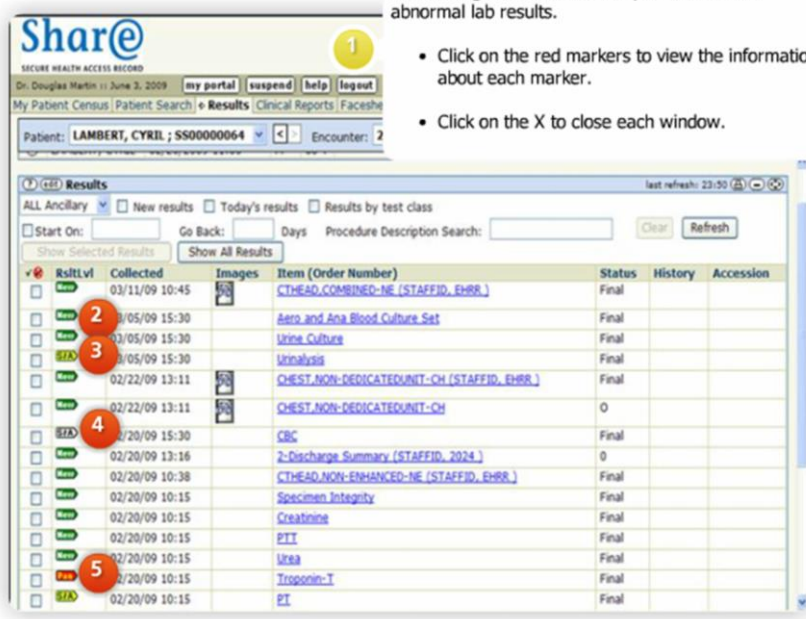
Note that abnormal lab values are highlighted in red.

Results Flags

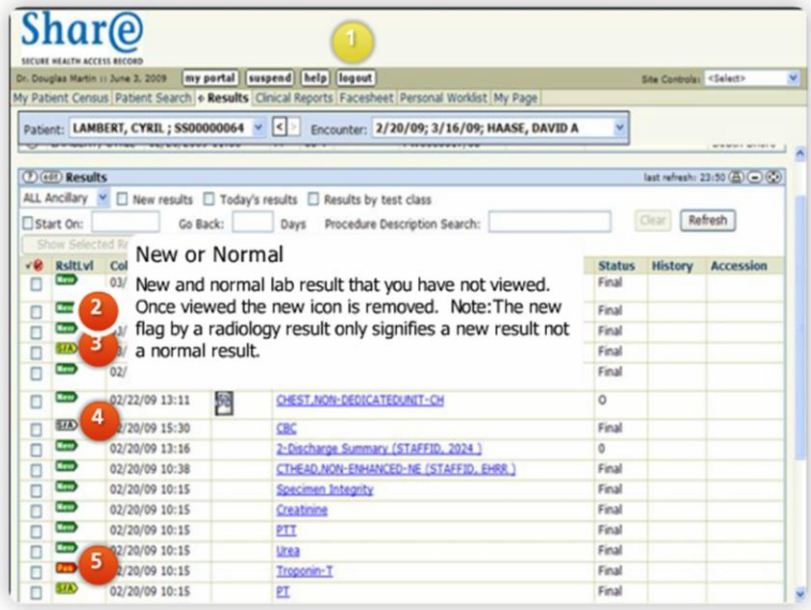
Result Flags - Introduction

Results flags are used to alert you to new and abnormal lab results.

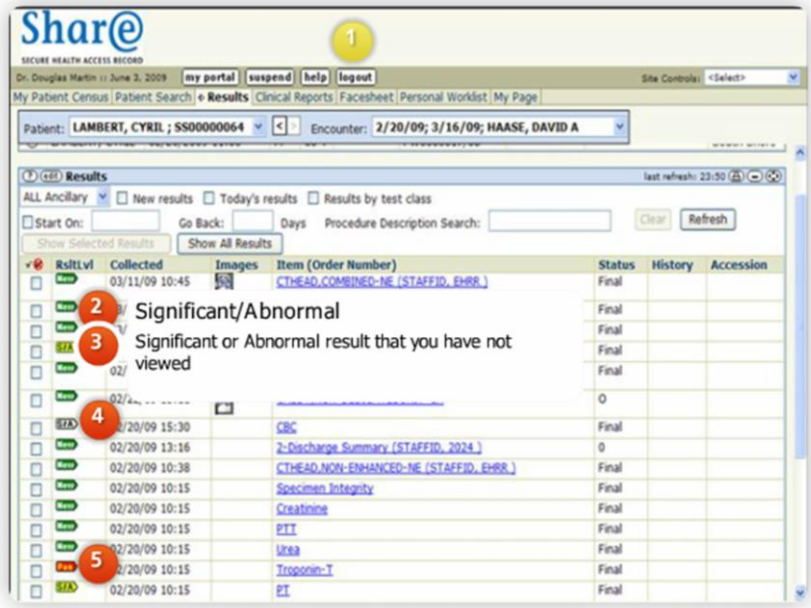
- Click on the red markers to view the information about each marker.
- Click on the X to close each window.



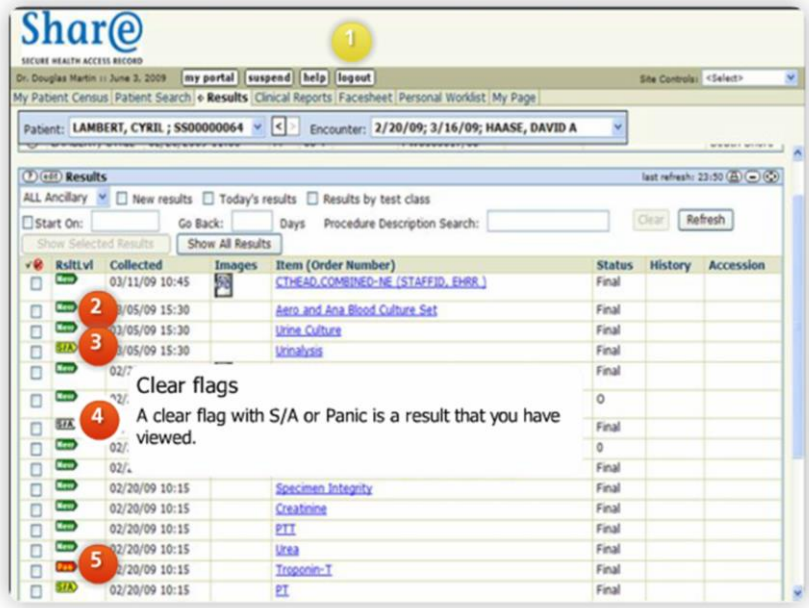
Results Flags



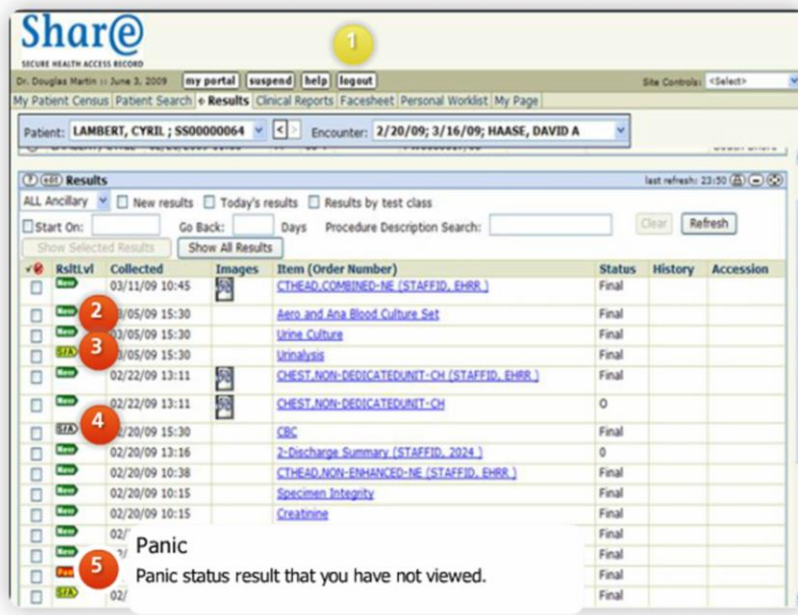
Results Flags

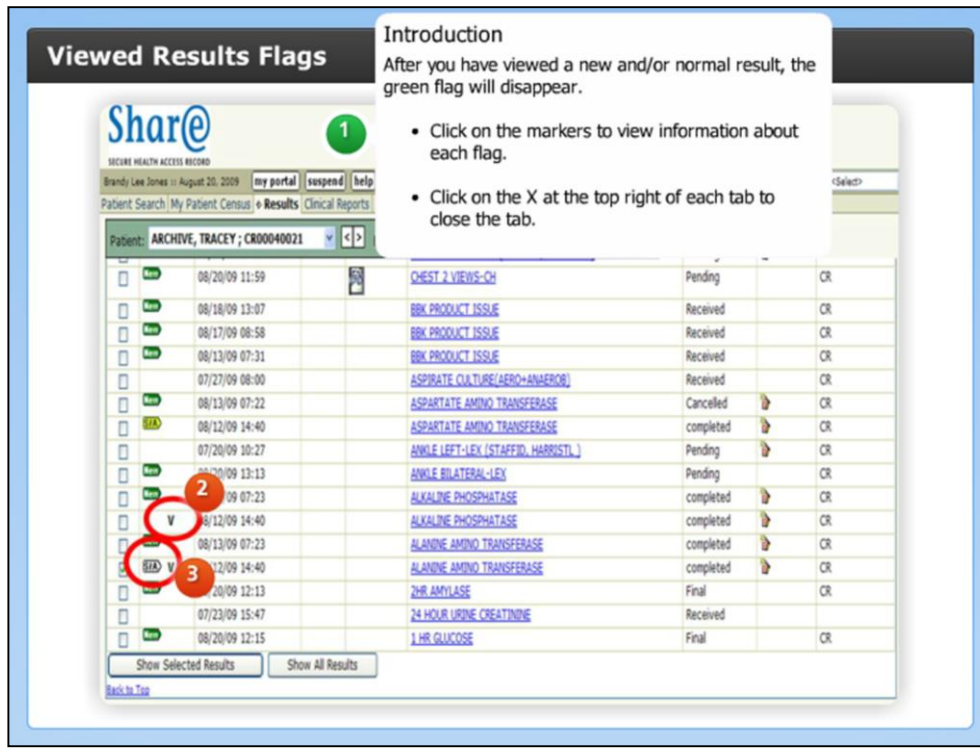


Results Flags

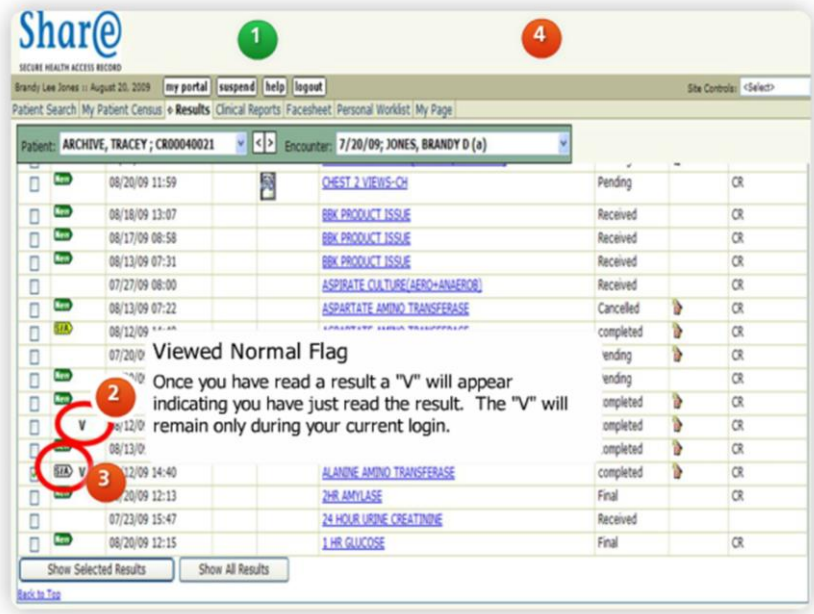


Results Flags

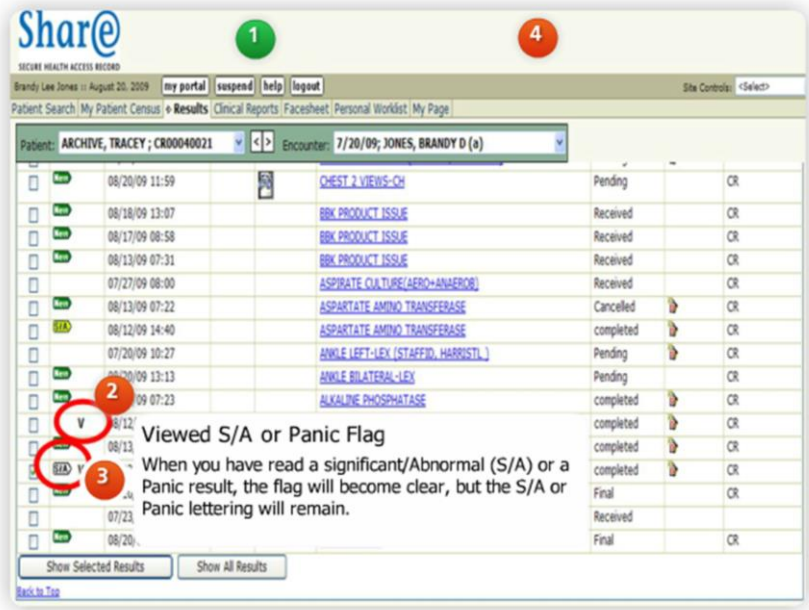



Viewed Results Flags
Introduction
After you have viewed a new and/or normal result, the green flag will disappear.
• Click on the markers to view information about each flag.
• Click on the X at the top right of each tab to close the tab.
Share
SECURE HEALTH ACCESS RECORD
Brandy Lee Jones :: August 20, 2009
my portal
suspend
help
Patient Search
My Patient Census
Results
Clinical Reports
Patient: ARCHIVE, TRACEY ; CR00040021
08/20/09 11:59 CHEST 2 VIEWS-CH Pending CR
08/18/09 13:07 RBK PRODUCT ISSUE Received CR
08/17/09 08:58 RBK PRODUCT ISSUE Received CR
08/13/09 07:31 RBK PRODUCT ISSUE Received CR
07/27/09 08:00 ASPIRATE CULTURE[AERO+ANAEROB] Received CR
08/13/09 07:22 ASPARTATE AMINO TRANSFERASE Cancelled CR
08/12/09 14:40 ASPARTATE AMINO TRANSFERASE completed CR
07/20/09 10:27 ANKLE LEFT-LEX [STAFFID, HARRISTL] Pending CR
ANKLE BILATERAL-LEX Pending CR
ALKALINE PHOSPHATASE completed CR
08/12/09 14:40 ALKALINE PHOSPHATASE completed CR
08/13/09 07:23 ALANINE AMINO TRANSFERASE completed CR
ALANINE AMINO TRANSFERASE completed CR
2HR AMYLASE Final CR
07/23/09 15:47 24 HOUR URINE CREATININE Received
08/20/09 12:15 1 HR GLUCOSE Final CR
Show Selected Results
Show All Results
Back to Top
1
2
3

Viewed Results Flags



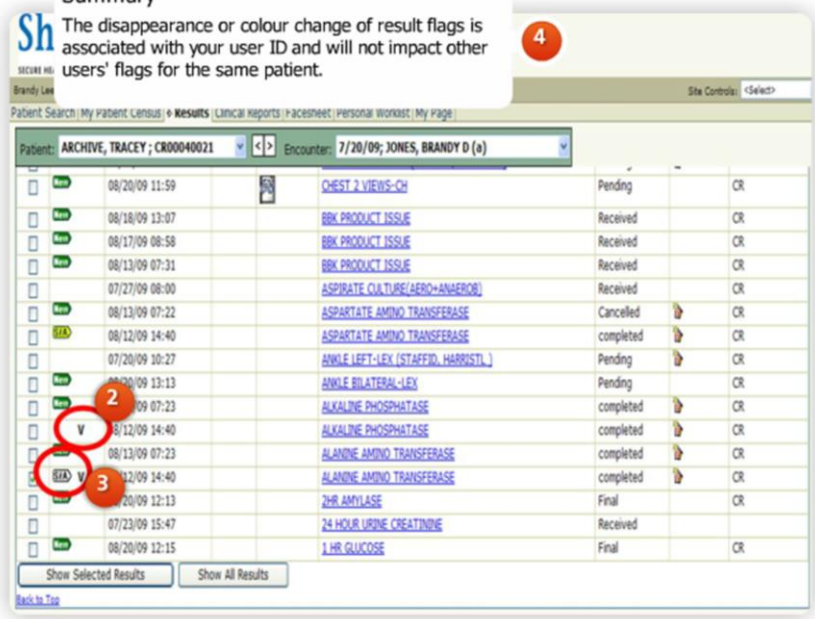
Viewed Results Flags

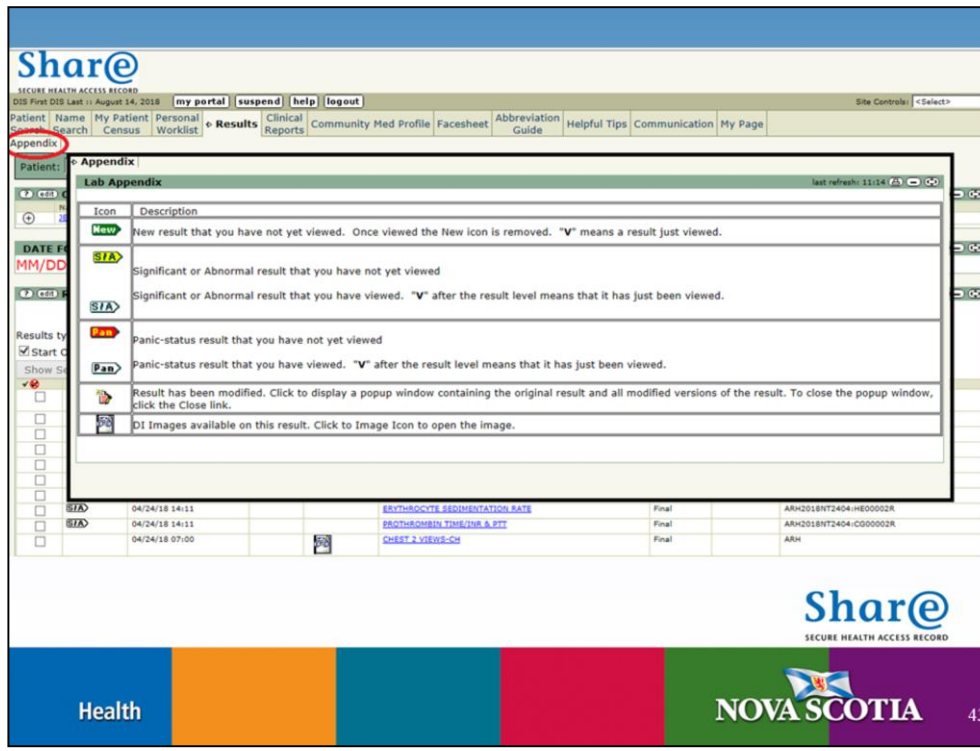


Viewed Results Flags

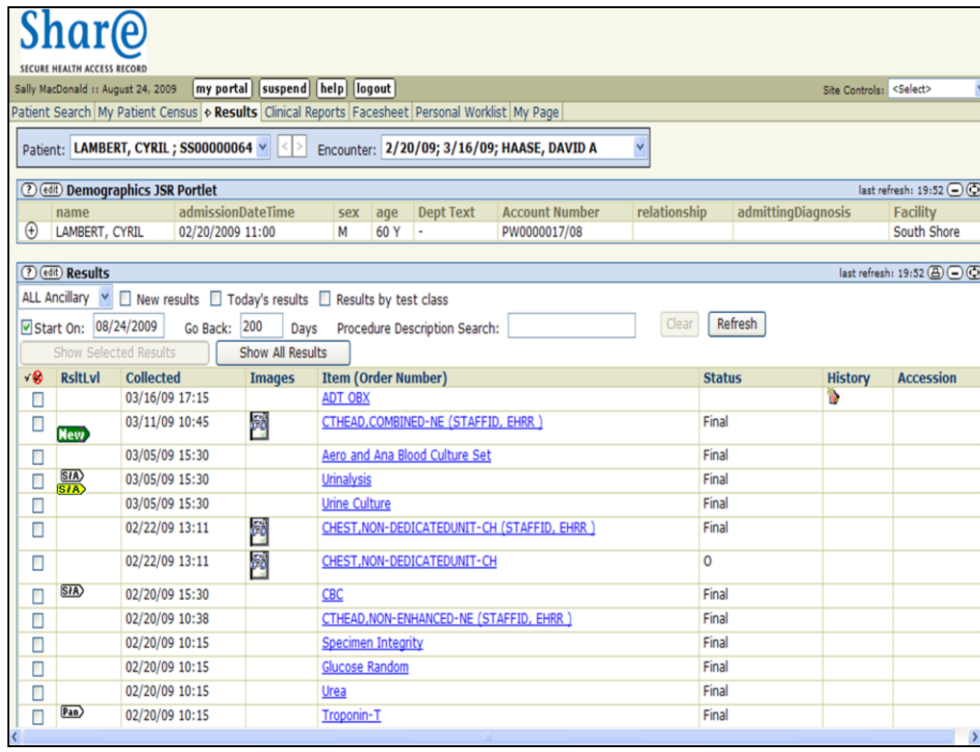
Summary

The disappearance or colour change of result flags is associated with your user ID and will not impact other users' flags for the same patient.





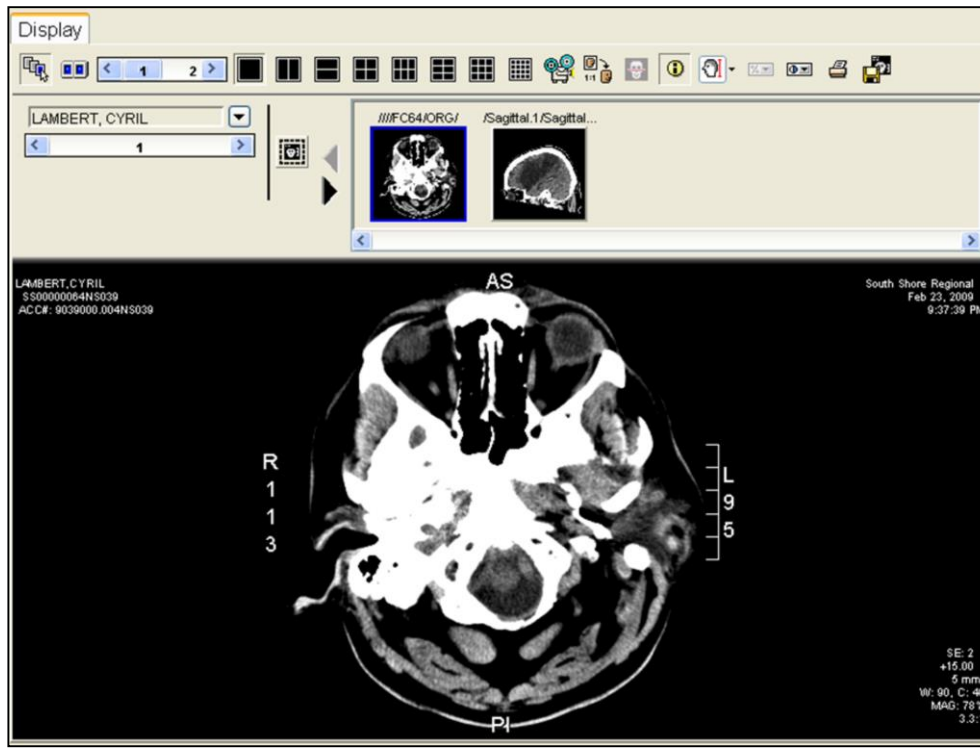
Click on **Appendix** in the upper right hand corner of the **Results** tab to open the **Lab Appendix** information discussed in the previous slides.



When you see an icon in the **Images** column, this means there is a diagnostic image available for viewing.

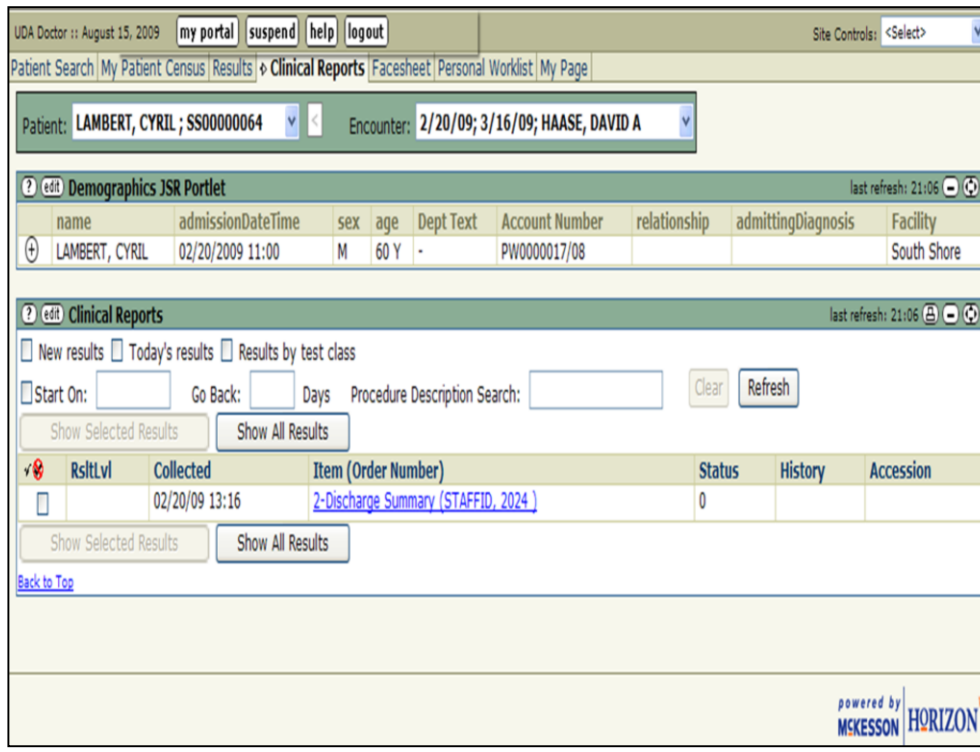
Click on the icon and the image will open for you to view.

Note: For Radiology results, the green flag in the **RsltsLvl** column does not signify that the result is normal only that it is a new result.

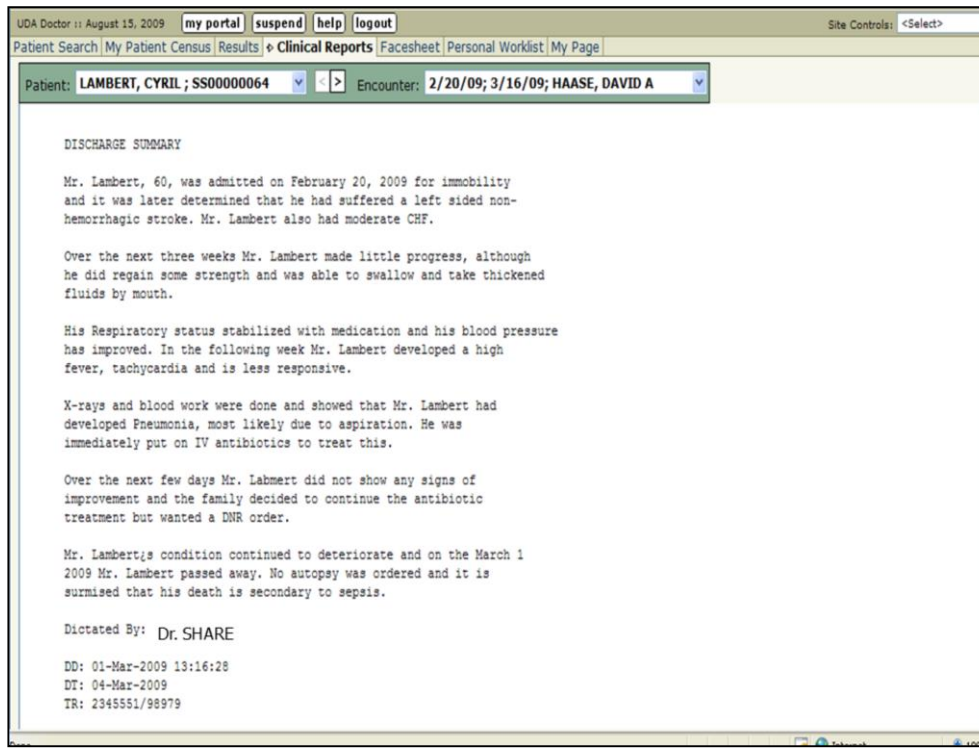


This is an example of a Web 1000 view of a CT of the head.

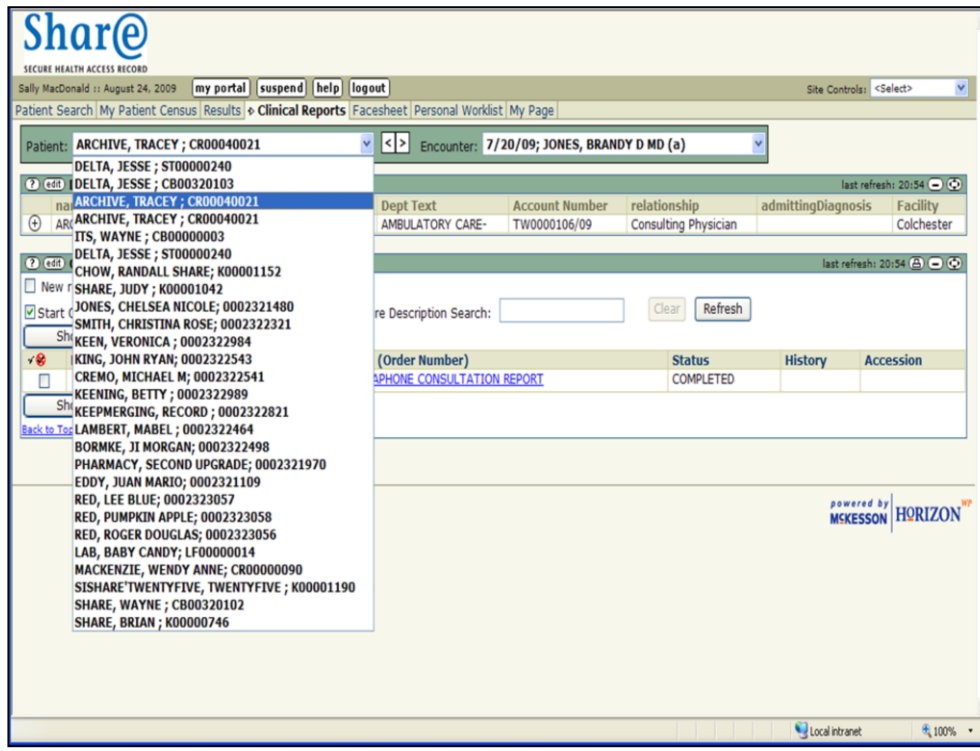
Now let's locate Clinical Reports for a patient.



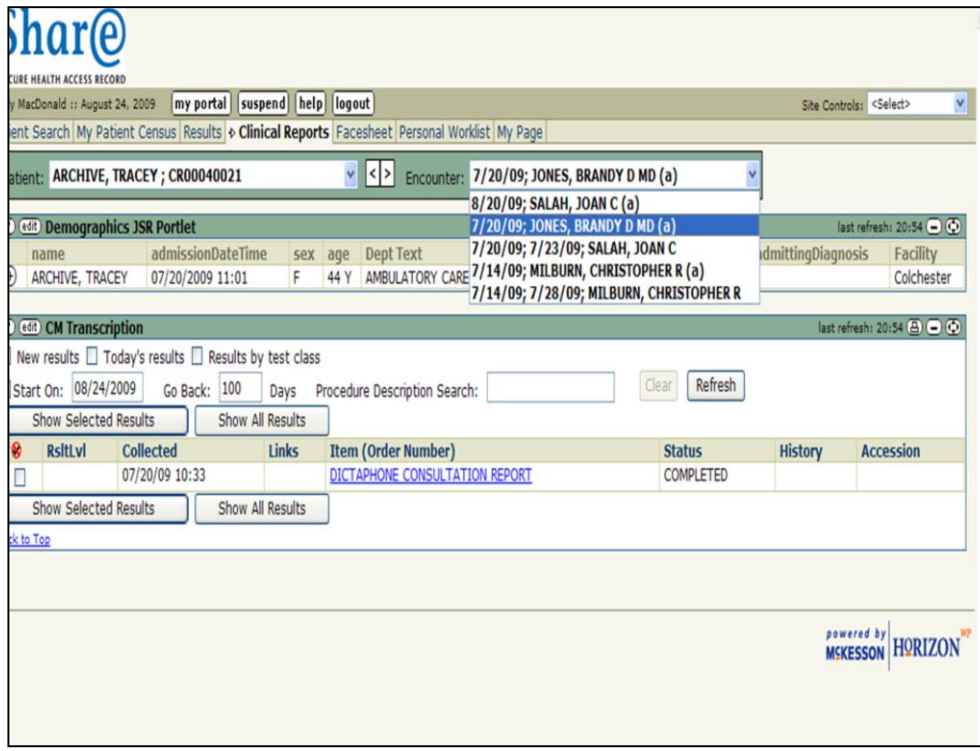
The Clinical Reports screen looks similar to the Results screen. It is where you will view clinical reports such as operative reports, consult notes, and discharge summaries that are available in the SHARE Clinical Portal.



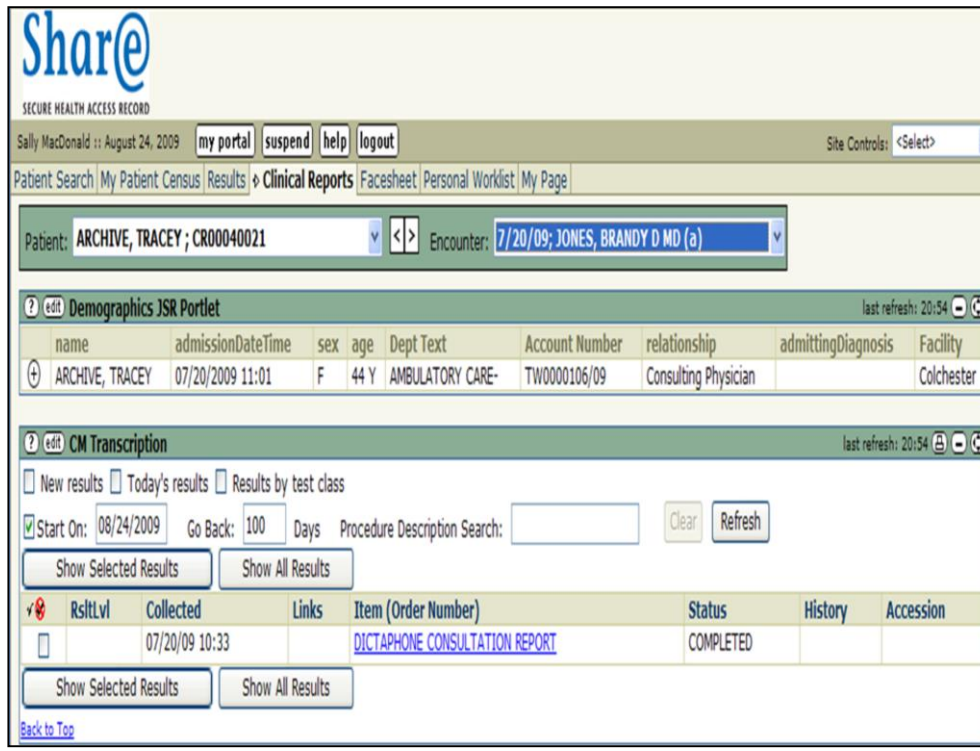
This is an example of a discharge summary viewed by clicking the report name in the Item (Order Number) column.



In the Clinical Reports screen, you can change the patient or encounter using either the patient drop down list…



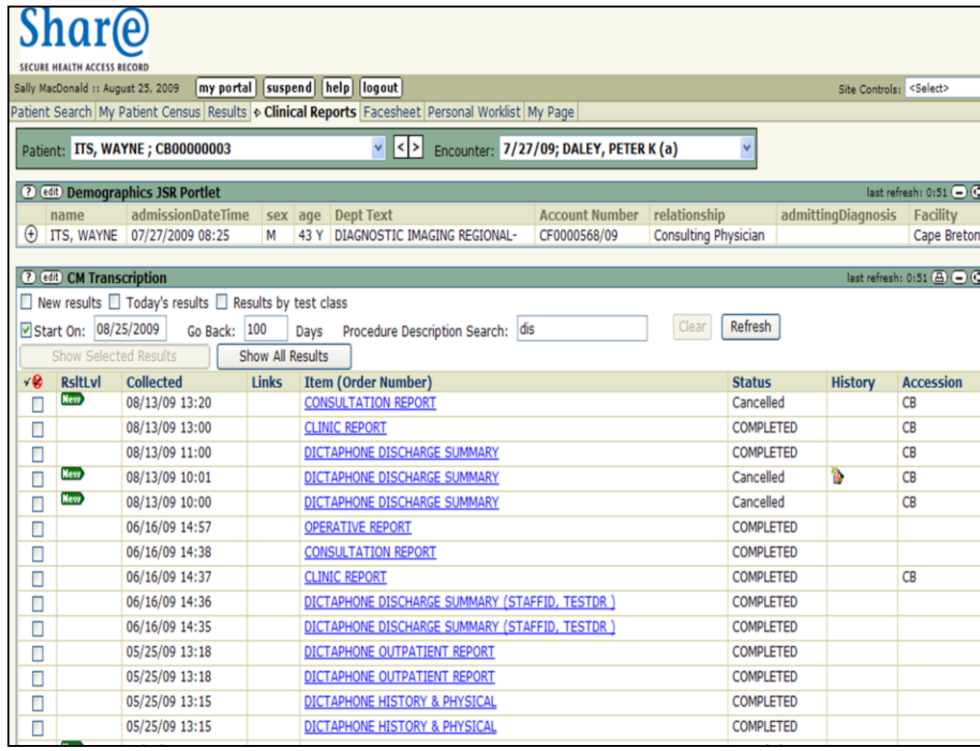
or the encounter drop down list at the top of the screen.



To find information quickly and easily, you can filter and search for reports the same way as you would for test results.

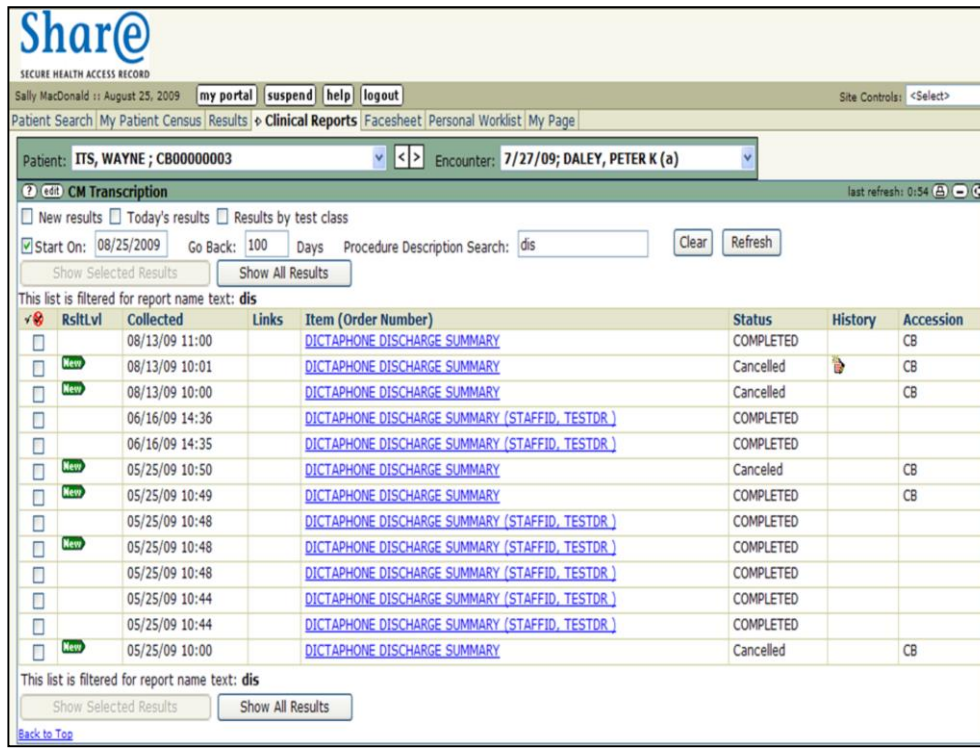
You can filter reports by **New results**, **Today's results**, **Results by test class**, and by **Date** ranges.

You can also find specific types of reports using the **Procedure Description Search** box.



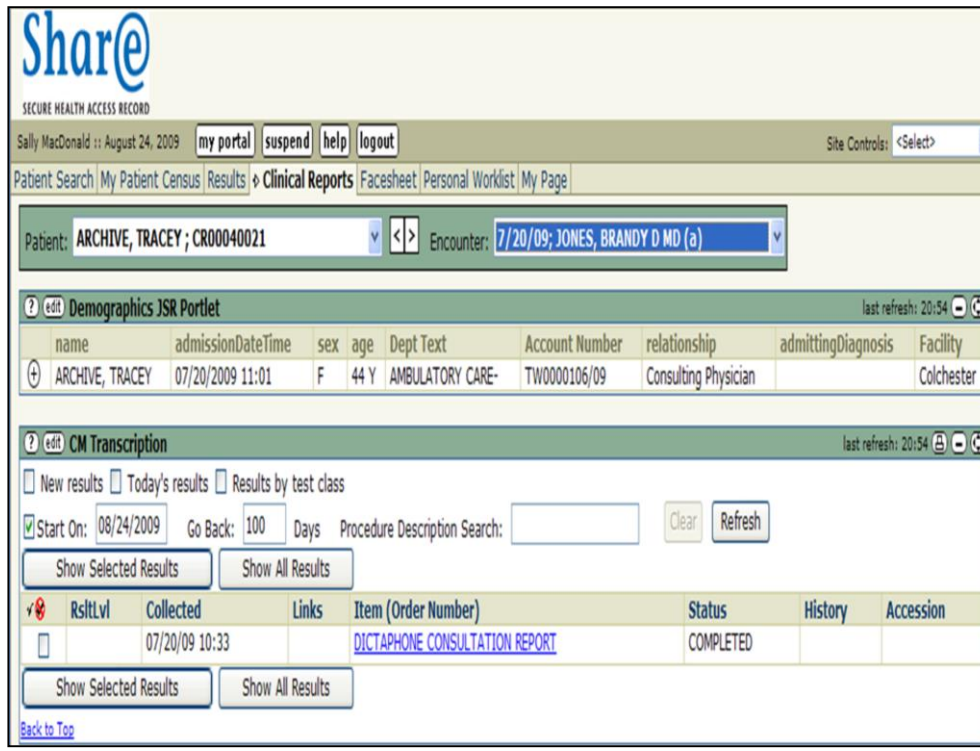
Type any part of the report name in the box, and click **Refresh** or press **Enter** on your computer keyboard.

For example, type "dis" and click **Refresh** or press **Enter.**



And all of the Discharge Summaries displayed.

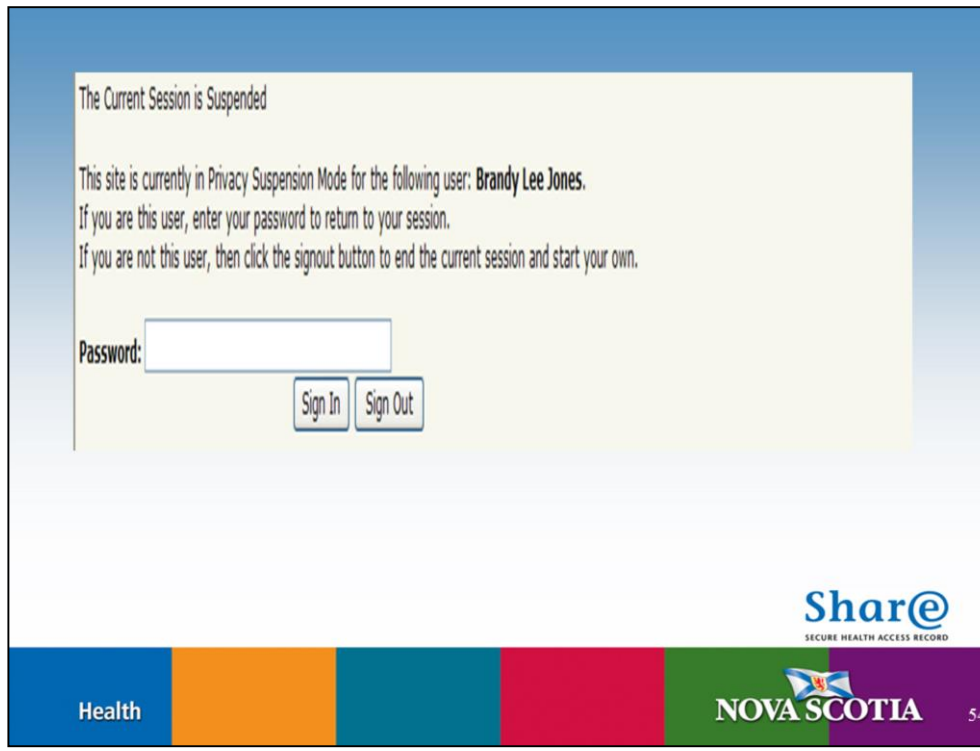
In this example the discharge summaries for the past 100 days are displayed because the **Start On/Go Back to** feature was activated by the use.



Now that you know how to find test results and clinical reports, let's look at the **Suspend** and **Log Out** features of the SHARE Clinical Portal.

Suspend means you are still logged in, but you are locking your view or session of SHARE from other users.

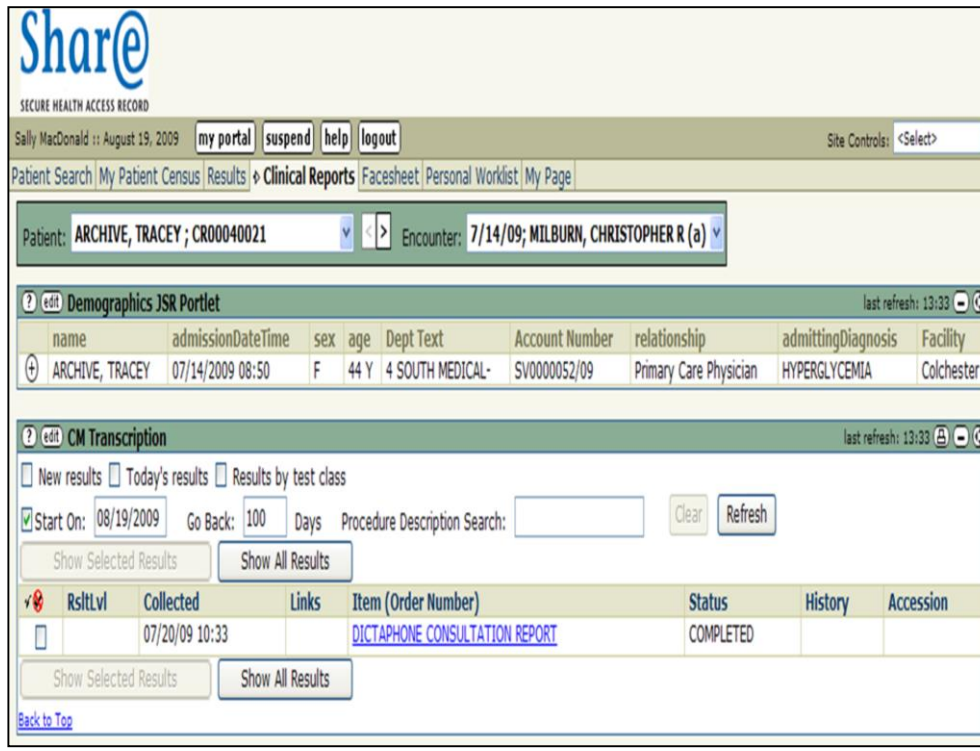
You can manually suspend the screen by clicking the **Suspend** button at the top of your screen or the screen will lock automatically after 15 minutes of inactivity.



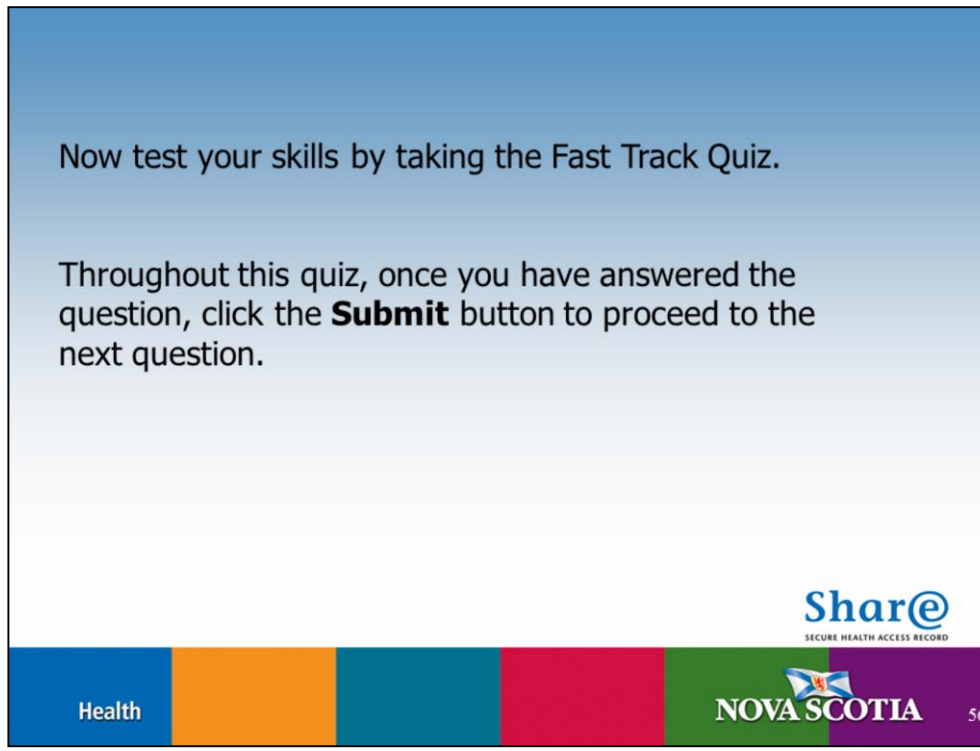
When the **Current Session is Suspended** screen appears, you will need to enter your password within 15 minutes to return to your session. If you don't, you will automatically be logged out of the SHARE Clinical Portal and a new Log In screen will appear.

You can also Sign Out of the Portal from this screen by clicking the **Sign Out** button.

If you are not this user, then click the Sign Out button to end the current session and start your own.

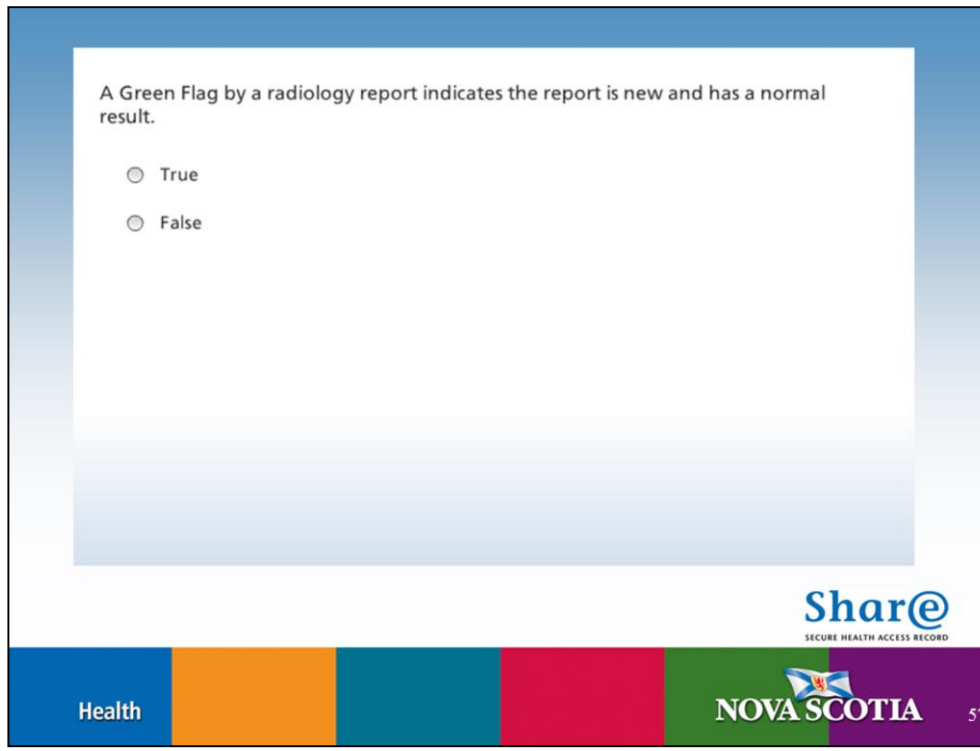


To protect patient privacy and the confidentiality of their information; once you have found the information you need it is recommended that you Log Out by clicking on the **Log Out** button at the top of the screen. This, rather than **Suspend**, is the preferred method of exiting the SHARE Clinical Portal.

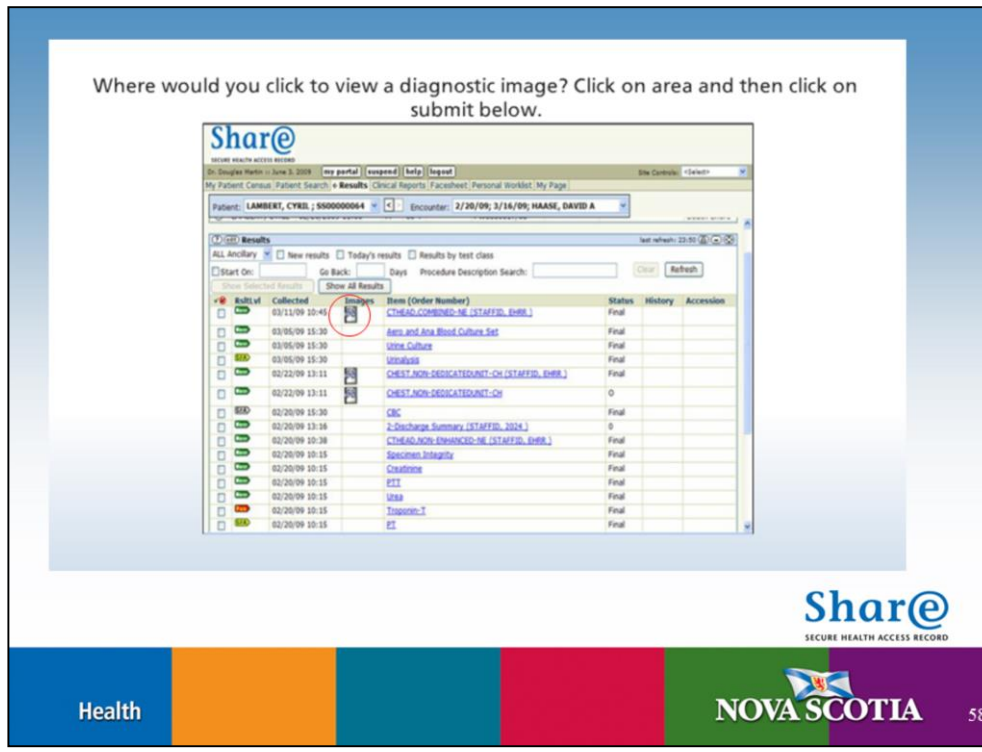


Now test your skills by taking the Fast Track Quiz.

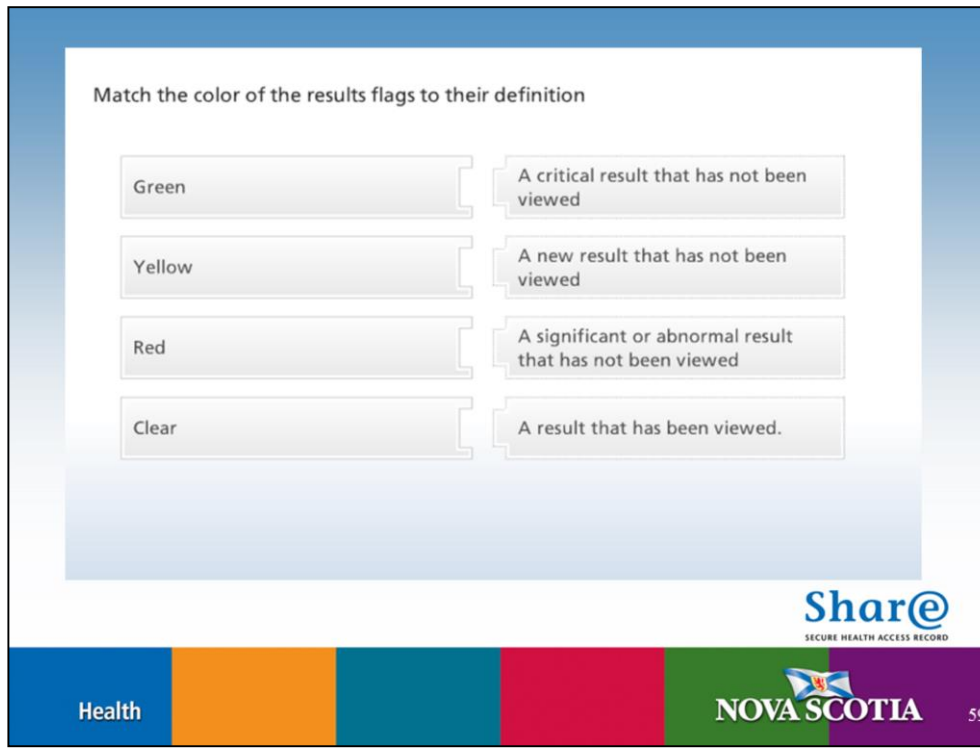
Throughout this quiz, once you have answered the question, click the **Submit** button to proceed to the next question.



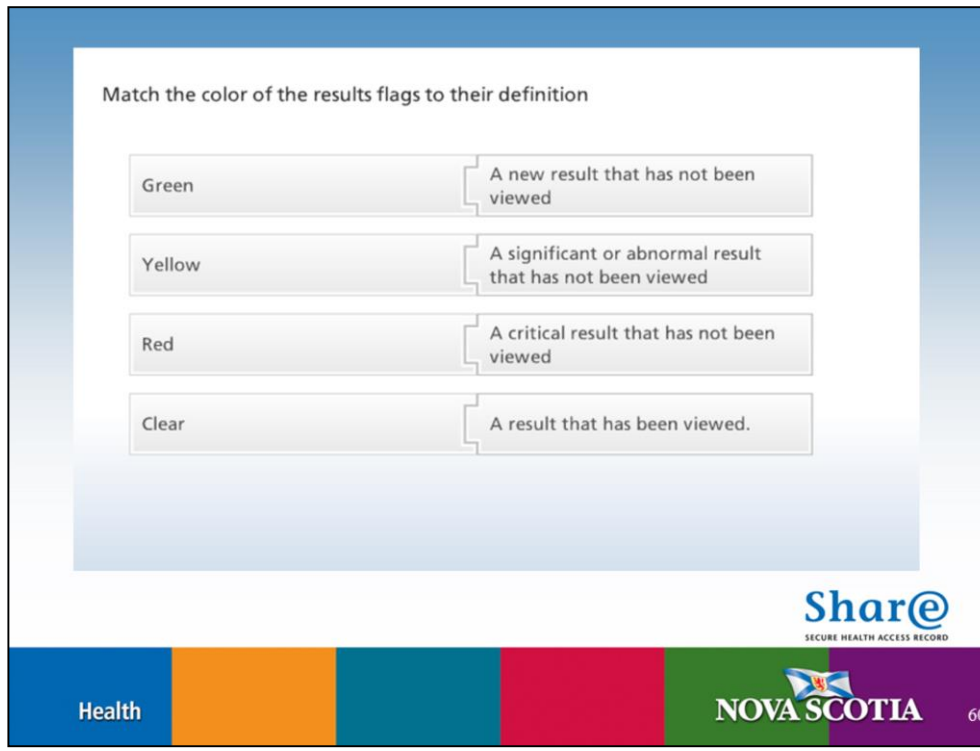
Answer: False.



Answer: Click on the icon in the *Images* column., circled in red above.



See next slide for correct answers

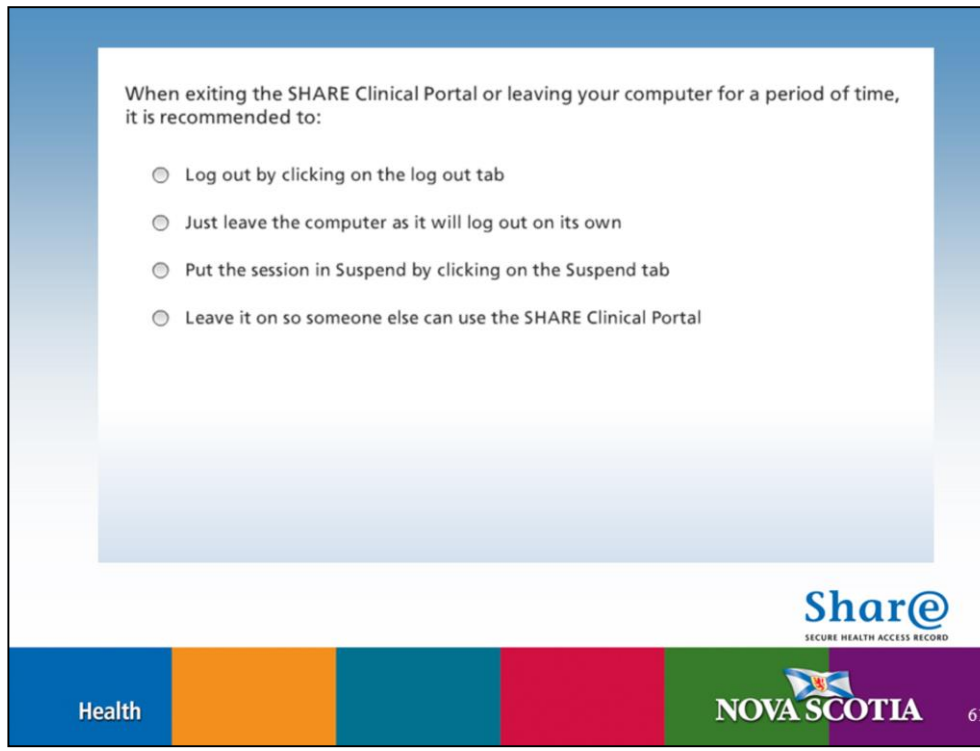


Green – A new result that has not been viewed

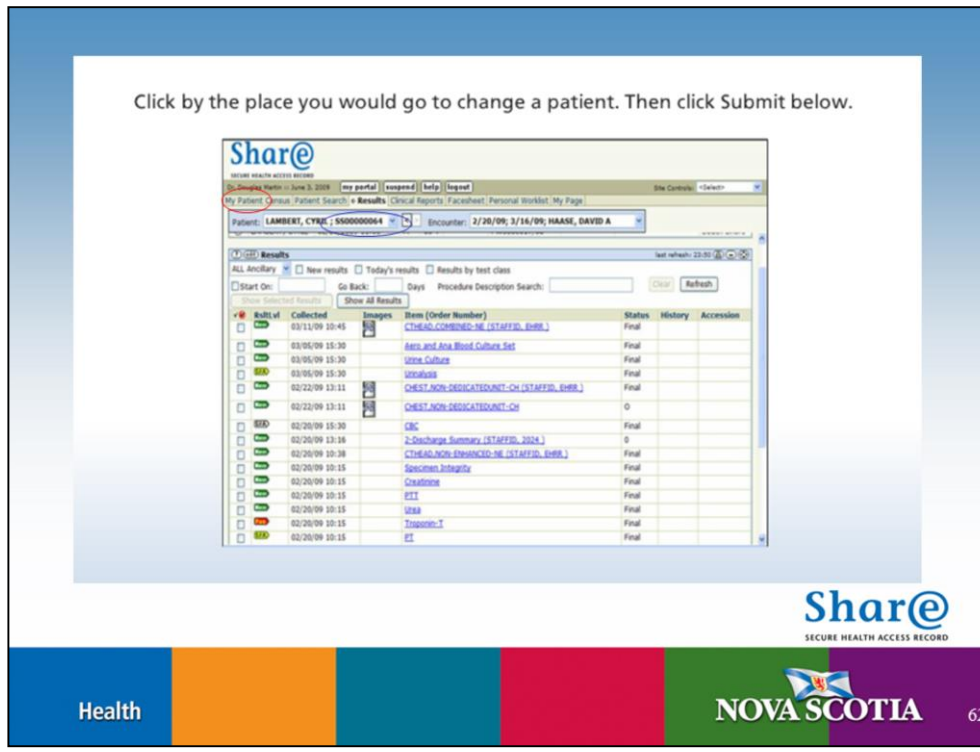
Yellow – A significant or abnormal result that has not been viewed

Red – A critical result that has not been viewed

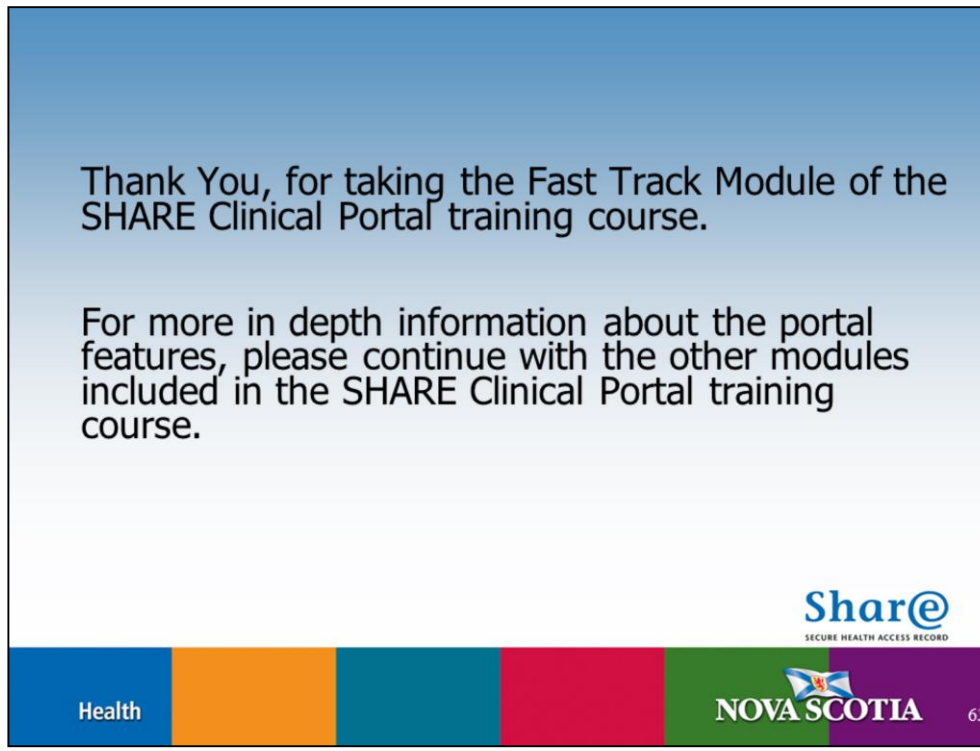
Clear – A result that has been viewed



Answer: Log out by clicking on the log out tab



Answer: Click on **Patient Search** (circled in red) to search for the next patient, or on the **Patient** drop down box (circled in blue) under the Patient Search tab to choose a new patient from your Patient Census list. How you search or switch patients will be dependent upon your role and level of access.



Thank You, for taking the Fast Track module of the SHARE Clinical Portal training course.

For more in depth information about the portal features, please continue with the other modules included in the SHARE Clinical Portal training course.

SHARE Clinical Portal Fast Track Module
Version 1: November 2009

This learning module was developed and reviewed by:
The SHARE Program and HITS-NS

To exit this module please click the **X** in the top right corner of the screen.

Share
SECURE HEALTH ACCESS RECORD

Health

NOVA SCOTIA

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