



HEALTHe NL HELP PAGES

Other Features

Newfoundland and Labrador Health Services

Help Files

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Change Password

Users can change their password anytime they need it (i.e. users do not need to wait for the password to expire).

To change password click on the “Change Password” link that appears in the Clinical Portal Menu in the Clinician Home Page and the “Password Change” page will open (**Figure 1**).

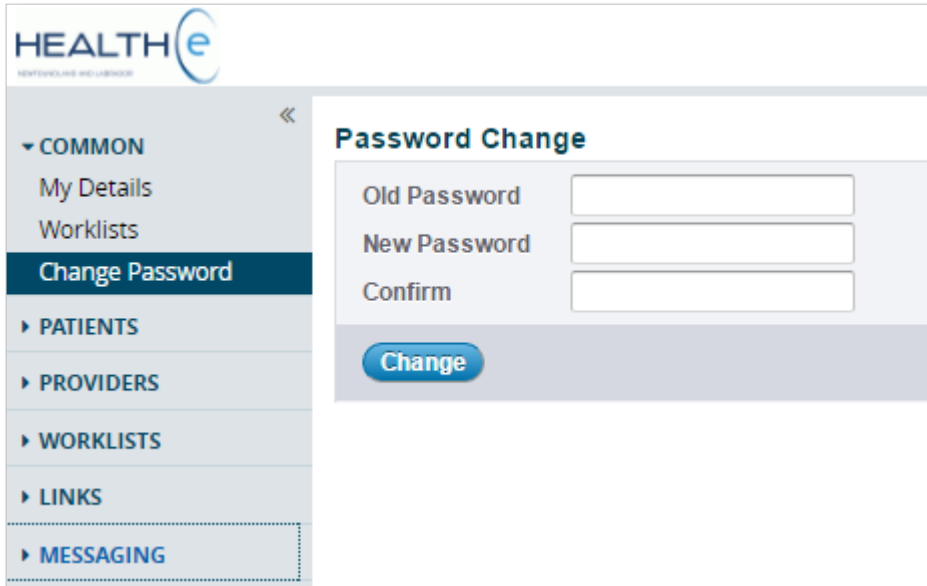



Figure 1: Password Change Page

- The HEALTHe NL collects the Old Password, and then your New Password has to be entered twice (the “confirm” box should *also* contain your new password) (**Figure 1**).
- For your reference password:
 - Must contain numbers, lower and upper cases letters.
 - Must be at least 8 characters and maximum 12 characters.
 - Can contain special characters (i.e. "!#\$%&*()+/-"). No French characters or accents are allowed.
 - User's password can't be the same or reverse as their Username and should not contain the user's name or initials.
 - Password expires every 180 days.

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Merged Patients

Due to activity in the Client Registry, patient identities may be merged or unmerged. When this occurs, the affected patient appearing in a user's patient list (including any worklists, recent patients list, or a patient search result) will be indicated with an icon, called the merged patient indicator  (Figure 2).

Patient Demographic Search

HCN: 139611131679 Name: First Name(s) Last Name
 HCN Type: MCP Date of Birth: [] ✓
 Sex/Gender: All

Please enter EITHER HCN OR demographic search criteria. Searching by HCN will ignore demographic search criteria.

Search **Reset** Enter a new favorite search

HCN	Name	Date of Birth (Age)	Sex/Gender	Address
139611131679 (MCP)	BARRY_R2TEST, Preston Ehr_r2_us	1961-Apr-22 (53 years)	Male	30361 BAYVIEW AVE, BOX 1103, ST DAVIDS, NL, CA, A0N 1X0

Results: 1

Recent Patients
Last 12 Months

HCN	Name	Date of Birth (Age)	Sex/G
519700355984 (MCP)	ZZBLACKMORE, Wendyehr	1970-Feb-04 (45 years)	Femal
899702837639 (MCP)	SMITH, Sarah	1973-Oct-11 (41 years)	Femal
111111111113 (MCP)	ZZBRENTON, Christaehr	1970-Oct-09 (44 years)	Femal
111111111113 (MCP)	HOLIDAY, Boy	1998-Jun-06 (16 years 10 months)	Male
139611131679 (MCP)	BARRY_R2TEST, Preston Ehr_r2_us	1961-Apr-22 (53 years)	Male
529652262575 (MCP)	MCGRATH, Tim Dis	1965-Aug-13 (49 years)	Male

My Worklist
Diabetic



HCN	Name	Date of Birth (Age)	Sex/Gender
139611131679 (MCP)	BARRY_R2TEST, Preston Ehr_r2_us	1961-Apr-22 (53 years)	Male

Showing 1 of 1

New **Rename**

HCN	Name	Date of Birth (Age)	Sex/Gender
No items found			

Figure 2: Patient Search Result, Recent Patients worklist and Diabetic Worklist showing merged patient indicator

When the merged patient indicator is present, the patient may not be brought into context by clicking on the patient record appearing in the patient list. The patient must be manually removed from any user worklist (including the recent patients list), and subsequently the user may search again for the patient. These actions cause the merge indicator for the patient to clear, and the patient may be subsequently re-added to any worklists if desired. See section [“Configuring My Worklists: Adding Patient to my worklist”](#) to learn more about how to add patients to a worklist. Note that the merged patient indicator takes precedence over the privacy indicator, see section [“Patient Privacy and Consent”](#) for details about privacy indicator. If a patient has been merged, the user will see the merged patient indicator . When the merged indicator is cleared, then the user may see the lock icon  if the patient has a privacy/consent directive on their profile.

	139611131679 (MCP)	BARRY_R2TEST, Preston Ehr_r2_us	1961-Apr-22 (53 years)	Male	—
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Figure 3: Merged Patient Indicator

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Global Menu

The **Global Menu** refers to the user's account information and the **Home**, and **Help** options at the top right of the screen (*Figure 4*).

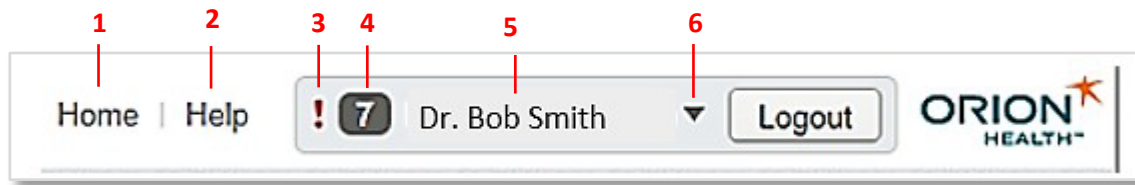
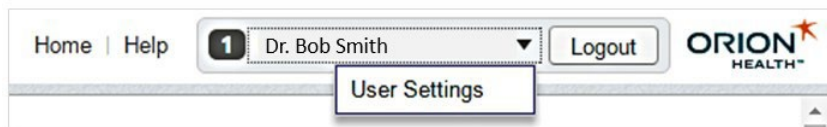


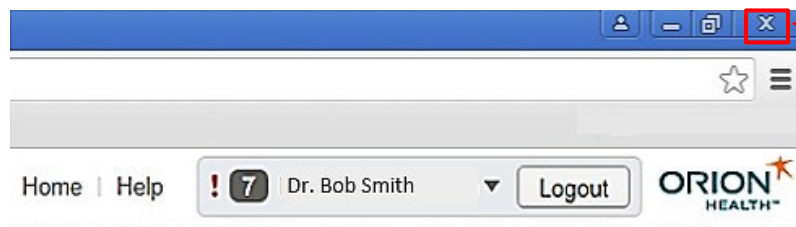
Figure 4: Global Menu

The Global Menu is always accessible from any screen in HEALTHe NL and provides the following functionality (*Figure 4*):

1. **Home:** Displays the Clinician Home Page. If you are already viewing this page, clicking this menu item will refresh the contents of the page. See "[Clinician Home Page](#)" section.
2. **Help:** Displays the online help pages in a pop up window.
3. **!:** If one or more of the results or reports has been identified as critically abnormal (Laboratory Results) or STAT (Diagnostic Imaging Reports) a red exclamation mark **!** will appear next to the left of the Messages indicator.
4. **7 Message Indicator** = Displays the number of new messages received in the messaging Inbox.
5. **Account Information:** Displays the name of the user currently logged in.
6. **▼** Clicking on the **drop-down arrow** next to the user name displays user settings option. By clicking on it you will access "My details" page where you can specify your individual user settings. To learn more about this please see section "[My details](#)".



7. **Logout** - will immediately log you out of the system.



Important Note: Using the X button, in the top right of your browser, will close your window but will not log you out of the system

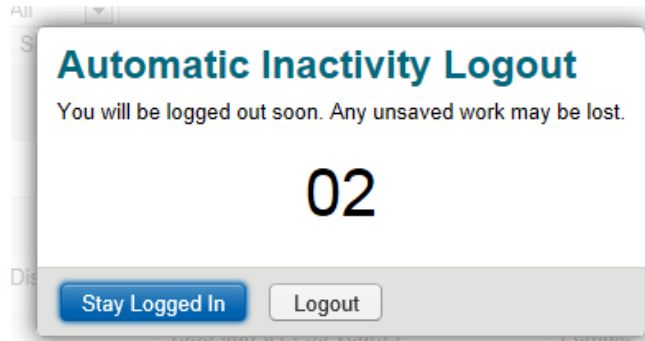
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Inactivity Timeout

HEALTHe NL global inactivity timeout is **35 minutes**. After this time has elapsed, the system will log you out.

- 60 seconds before the user is automatically timed out, a **warning popup appears** and counts down to zero, at which time the user is logged out and returned to the login page. When this appears, you can select to “Stay Logged in” to go back into HEALTHe NL.



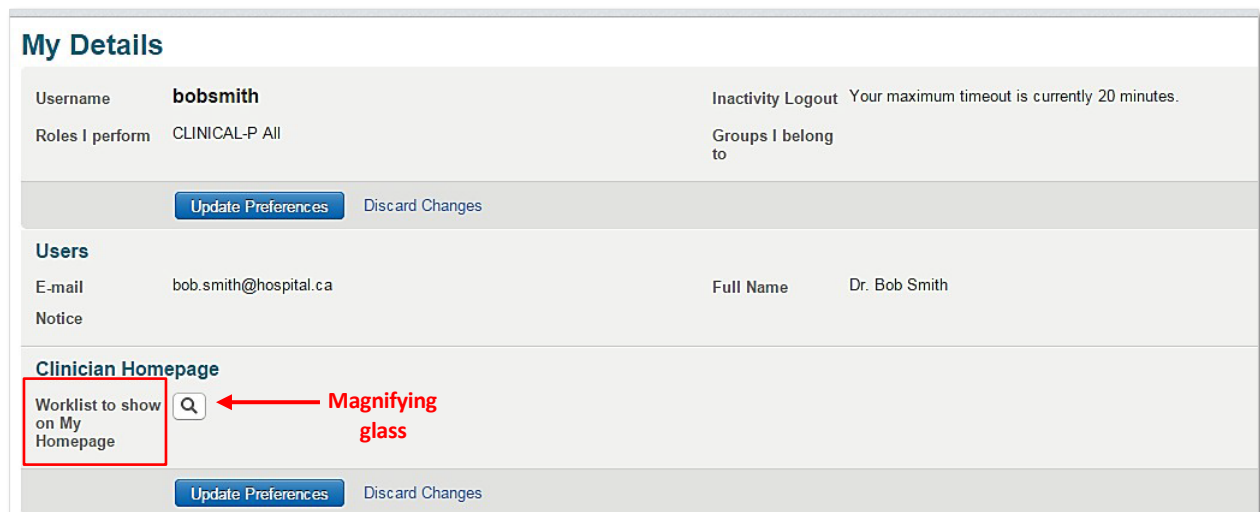
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My Details Page

The “My Details” page enables you to view basic information about the current user (you): Username, Role I perform (role set up in HEALTHe NL), Inactivity Logout information, and Groups I belong to (Group set up for the user in HEALTHe NL) (**Figure 5**).

Below the **Users** section, it will be displayed the user’s email (If the user provided an email when registering for HEALTHe NL), and Full name will be displayed (**Figure 5**).

In the **Clinician Homepage** section, the user can also select and manage worklists (**Figure 5**). See section [“My Details Page: Selecting a Worklist to display in the Clinician Homepage”](#) to learn more about this.



My Details


Username	bobsmith	Inactivity Logout	Your maximum timeout is currently 20 minutes.
Roles I perform	CLINICAL-P All	Groups I belong to	

[Update Preferences](#) [Discard Changes](#)

Users

E-mail	bob.smith@hospital.ca	Full Name	Dr. Bob Smith
Notice			

Clinician Homepage

Worklist to show on My Homepage  **Magnifying glass**

[Update Preferences](#) [Discard Changes](#)

Figure 5: My Details page

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○ **My Details Page: Selecting a Worklist to display in the Clinician Homepage**

The user can select and manage worklists from “My Details” Page (**Figure 5**).

At present, only one “favourite” worklist can be selected to display on the Clinician Homepage. Otherwise, all worklists will be displayed by default.

To select a favourite worklist:

- Under **Clinician Homepage section**, on “Worklist to show on My Homepage” area, click the magnifying glass icon next to this (**Figure 5**).
- A pop up window will displayed all the worklists available (**Figure 6**). Select the one you want to display on the Clinician Homepage by clicking on it.

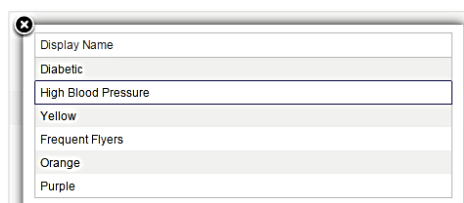


Figure 6: Worklists available

- The pop up window will close and the selected worklist will appear next to the magnifying glass (**Figure 7**).
- Click the “Update Preferences” button. If you forget to click this button the changes won’t be processed.
- Go to Clinician Homepage and only the worklist selected should be displayed.
- **To remove the Worklist** selected and display again all the worklists in the Clinician Homepage, go to “My Details” page and on “Worklist to show on My Homepage” click on the “x” that appears next to the selected worklist name and then click the “Update Preference” button.

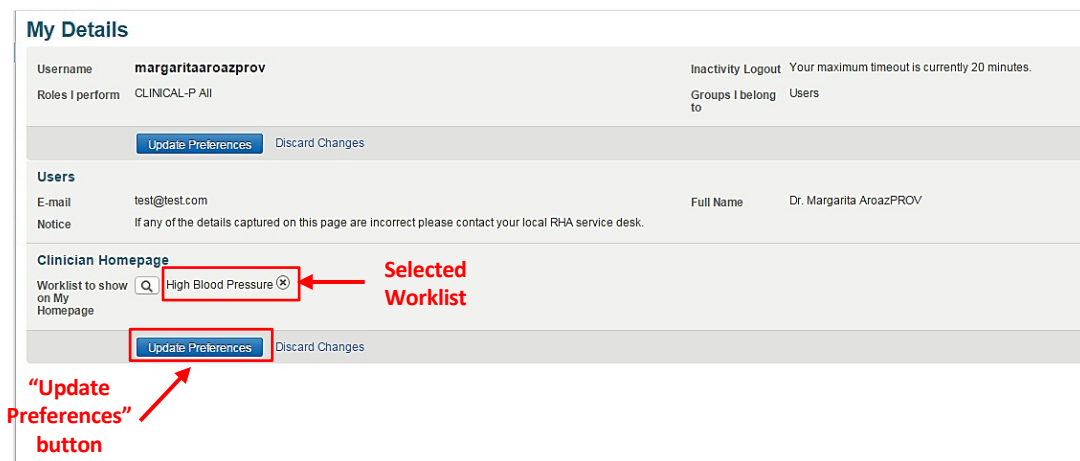


Figure 7: My Details Page displaying the preferred Worklist to be displayed in the Clinician Homepage

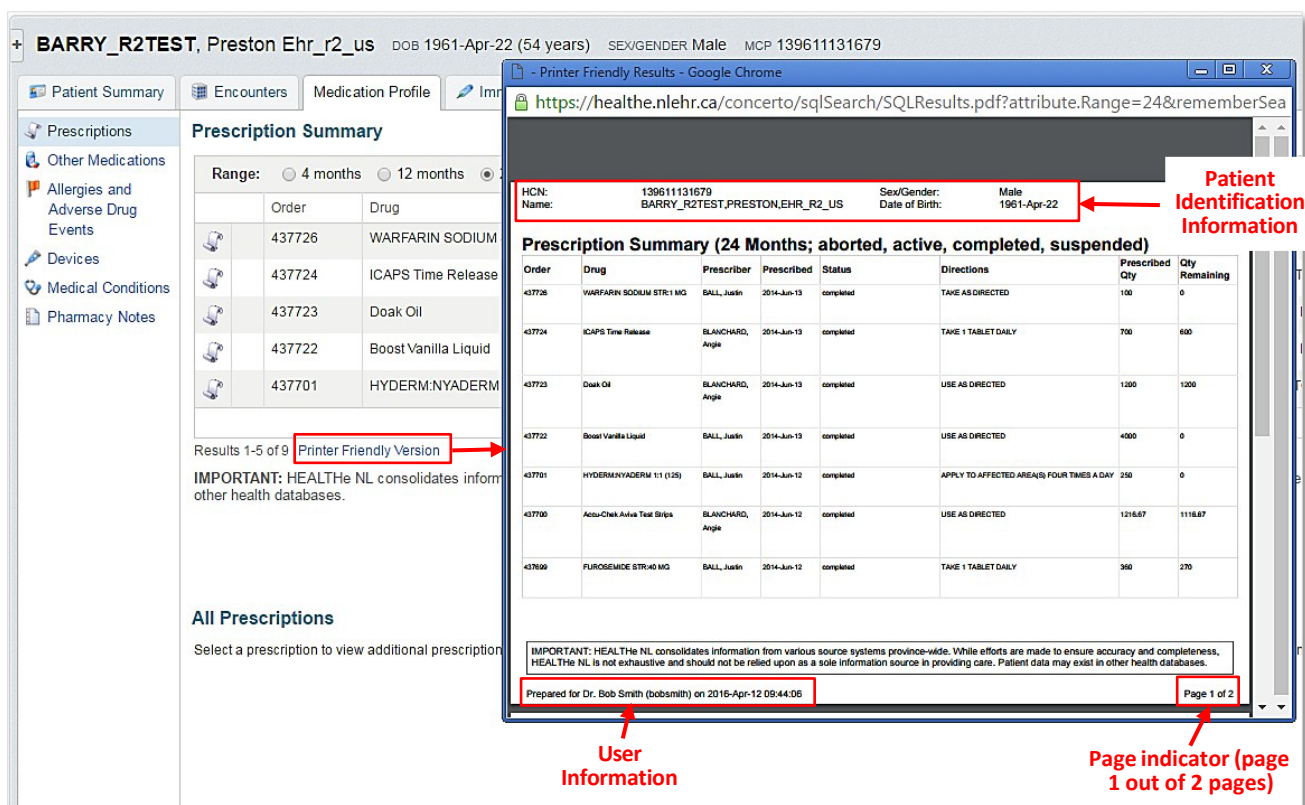
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Printing

On all clinical information HEALThe NL viewer pages, you will find a [“Printer Friendly Version”](#) link that allows you to print data as needed. The print job will render to a PDF file, which can then be sent to a printer of your choosing (**Figure 8**).

Please note that clicking on the [“Printer Friendly Version”](#) link will not only print the data shown on the screen, but will also provide a print-out of the complete set of data available in the relevant table (i.e. if there is more than one page of results, the Printer Friendly output includes all pages, not just the page on screen when launched).

The print out will also include header and footer information that includes patient identification information (header) and user information (footer) (**Figure 8**).



Patient Identification Information

HCN: 139611131679
 Name: BARRY_R2TEST,PRESTON,EHR_R2_US
 Sex/Gender: Male
 Date of Birth: 1961-Apr-22

Prescription Summary (24 Months; aborted, active, completed, suspended)

Order	Drug	Prescriber	Prescribed	Status	Directions	Prescribed Qty	Qty Remaining
437726	WARFARIN SODIUM	BALL, Justin	2014-Jun-13	completed	TAKE AS DIRECTED	100	0
437724	ICAPS Time Release	BLANCHARD, Angie	2014-Jun-13	completed	TAKE 1 TABLET DAILY	700	600
437723	Doak Oil	BLANCHARD, Angie	2014-Jun-13	completed	USE AS DIRECTED	1200	1200
437722	Boost Vanilla Liquid	BALL, Justin	2014-Jun-13	completed	USE AS DIRECTED	4500	0
437701	HYDERM:NYADERM 1:1 (125)	BALL, Justin	2014-Jun-12	completed	APPLY TO AFFECTED AREA(S) FOUR TIMES A DAY	250	0
437700	Accu-Chek Aviva Test Strips	BLANCHARD, Angie	2014-Jun-12	completed	USE AS DIRECTED	1216.67	1116.67
437699	FLUROSEMIDE STR:40 MG	BALL, Justin	2014-Jun-12	completed	TAKE 1 TABLET DAILY	360	270

User Information

Prepared for Dr. Bob Smith (bobsmith) on 2016-Apr-12 09:44:06

Page indicator (page 1 out of 2 pages)

Page 1 of 2

Figure 8: Printer Friendly Version - Medication Summary Printout Preview

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Provider Demographic Search

The Provider Demographic search allows the user to search for a healthcare provider using their identifier, and identifier type or demographic information (First & last name, and Provider Type). The Provider Demographic search is available from the Clinical Portal Menu (*Figure 9*).

By default, the Provider Demographic Search returns only “Active” providers. To include “Inactive” providers in your search, uncheck the “Active Only” tick box next to Status (*Figure 9*). By un-checking the box, *both* Active and Inactive providers will be returned.

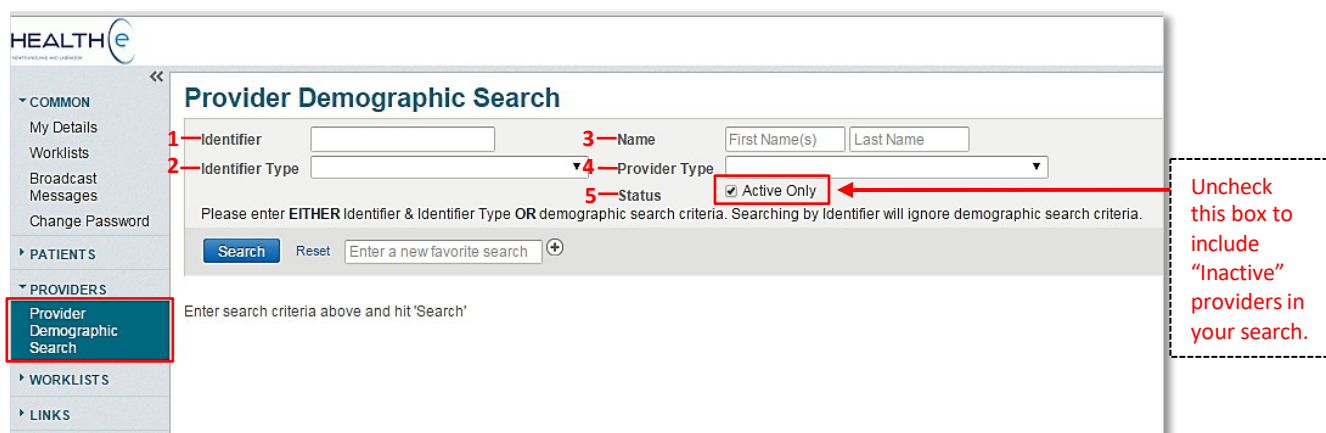


Figure 9: Provider Demographic Search Page

○ Provider Demographic Search: Searching by provider’s Identifier and Identifier Type

1. **Identifier:** It refers to the provider’s license number.
2. **Identifier type:** It denotes which type of provider you are seeking. A dropdown list to select from is displayed when clicking on the arrow next to the identifier Type box (*Figure 10*).

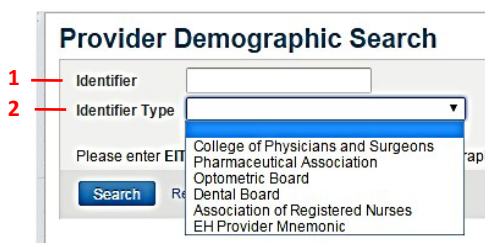


Figure 10: Identifier Type drop down list

When the identifier and Identifier type are entered, click the Search button.

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- **Provider Demographic Search: Searching by provider's demographic information**
- 3. **Name:** It refers to the provider's First and last name. *(Figure 11).*
- 4. **Provider Type:** It refers to the provider type. A dropdown list to select from is displayed when clicking on the arrow next to the Provider Type box *(Figure 11).*
- 5. **Status:** Refers to the status of the provider, "Active" or "Inactive" *(Figure 11).*

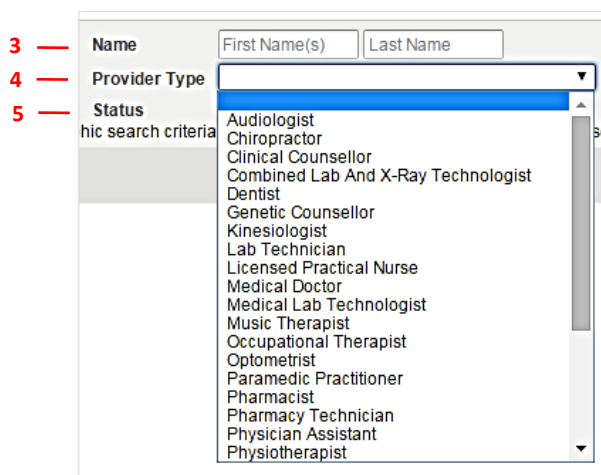


Figure 11: Provider Type dropdown list

Wildcards can also be used to search for a provider (% or *). To use wildcards, you must have a minimum of one character and a wildcard. As well, characters in *both* the first and last name fields are required. For instance to search for a provider with a hyphenated name (i.e. Gail Dicks-O'Keefe) you have to use wild card *(Figure 12).*

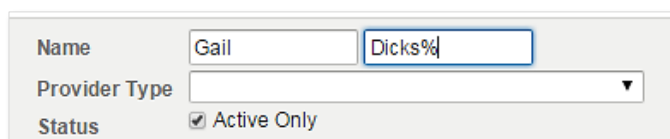


Figure 12: Searching a provider with hyphenated name

Please note:

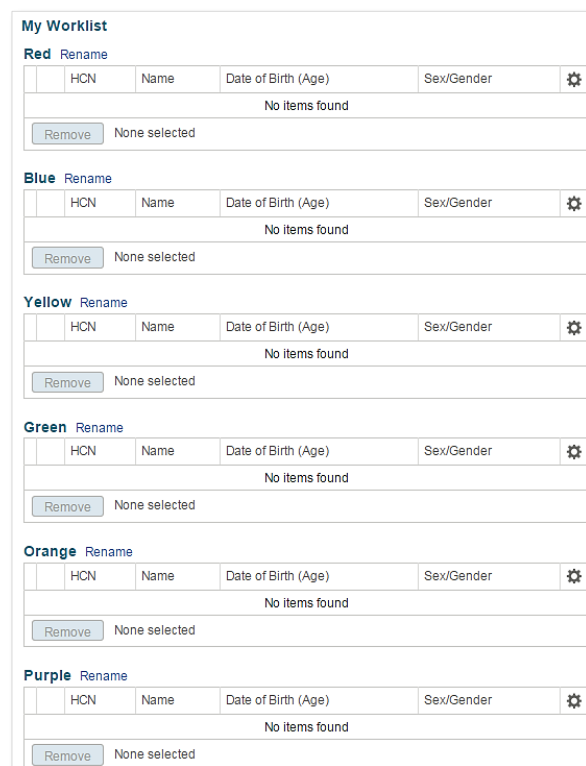
- A maximum of **100** search results are returned.
- An RN (Registered Nurse) search can occasionally return 2 records for one person as sometimes an RN is also an RNP (Registered Nurse Practitioner) and are registered with two colleges). Therefore, if a user enters a RN/RNP license number for a provider demographic search, they may see two records returned if that provider is a nurse practitioner.
- When searching by provider demographics, the user must:
 - Enter *both* the first and last name; OR
 - Enter both the last name and provider type.

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My Worklists

HEALTHe NL provides six worklists which can be used to store quick links to patients which are of interest to the user. If a user knows they need to regularly access the same patient, they can manually add them to a worklist. See section “[My Worklist: Adding patients to My worklist](#)” section to learn more about this.

By default these worklists are named Red, Blue, Yellow, Green, Orange and Purple, but can be renamed to something more meaningful by each user (i.e. My Diabetic Patients, High Blood Pressure, etc.) (**Figure 13**). The maximum number of patient records that can be added to each worklists is 100. Once the limit for each worklist is reached, the user will get a message requesting to move a patient in order to add a new one (**Figure 14**).



My Worklist

Red Rename

HCN	Name	Date of Birth (Age)	Sex/Gender
No items found			

Remove None selected

Blue Rename

HCN	Name	Date of Birth (Age)	Sex/Gender
No items found			

Remove None selected

Yellow Rename

HCN	Name	Date of Birth (Age)	Sex/Gender
No items found			

Remove None selected

Green Rename

HCN	Name	Date of Birth (Age)	Sex/Gender
No items found			

Remove None selected

Orange Rename

HCN	Name	Date of Birth (Age)	Sex/Gender
No items found			

Remove None selected

Purple Rename

HCN	Name	Date of Birth (Age)	Sex/Gender
No items found			

Remove None selected

Figure 13: My Worklist

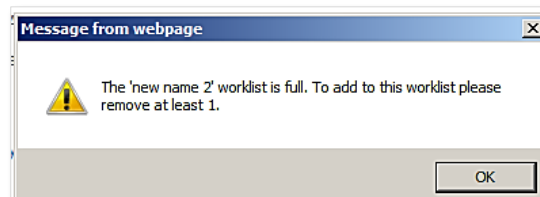


Figure 14: Worklist full message

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○ My Worklists: Configuring My worklists

You can configure your worklists by accessing the “Worklists” link via the Clinical Portal Menu on the left-side navigation pane or through the “My Worklist” display on the Clinician Homepage (**Figure 15**).

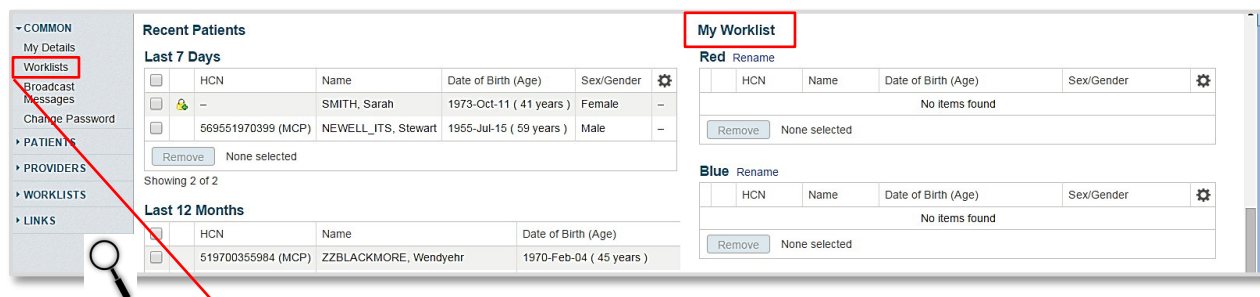
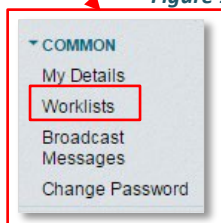


Figure 15: My Worklist displayed in the Clinician Homepage



– Configuring My Worklists: Renaming “My worklist”

“My Worklists” can be renamed by the user based on desired function (i.e. “My Diabetic Patients”). To change a worklist name, click on the “Rename” link (**Figure 16**). Once you have clicked on the rename link – you can rename the worklist by typing in a new name in the area where the worklist’s name appears, then click the “Save” link (**Figure 17**).



Figure 16: Rename link - Renaming a Worklist

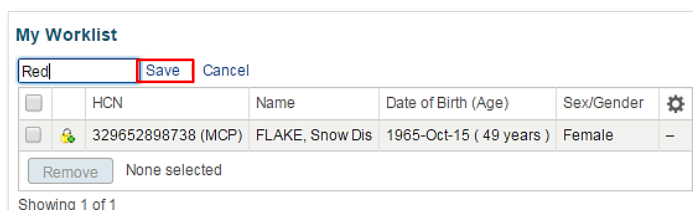


Figure 17: Save link - Renaming a Worklist

Please note that when renaming a worklist; the name shown on the worklist link, on the Clinical Portal Menu, will not be updated until the next sign in, or upon refresh of the page.

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– Adding or removing columns from “My worklist”

The patient records contained on each worklist by default are displayed in the following format (*Figure 18*):


1. Health Care Number (**HCN**)
2. Person’s Name (**Name**)
3. **Date of Birth (Age)**
4. **Sex/Gender** (available values: Male, Female, Unknown)

1	2	3	4	
HCN	Name	Date of Birth (Age)	Sex/Gender	
139611131679 (MCP)	BARRY_R2TEST, Preston Ehr_r2_us	1961-Apr-22 (53 years)	Male	–

Remove None selected

Showing 1 of 1

Figure 18: Worklist Format

The worklist format can be adjusted by a user via the Settings icon in the top left corner of the worklist. Upon clicking the Settings icon , a popup allows the user to add or remove data elements from the worklist format that have been configured as “optional” by the Clinical Portal administrator. As shown below in *figure 19*, “HCN” and “Name” are not able to be removed from the Worklist Format, whereas “Date of Birth (Age)” and “Gender” are optional.

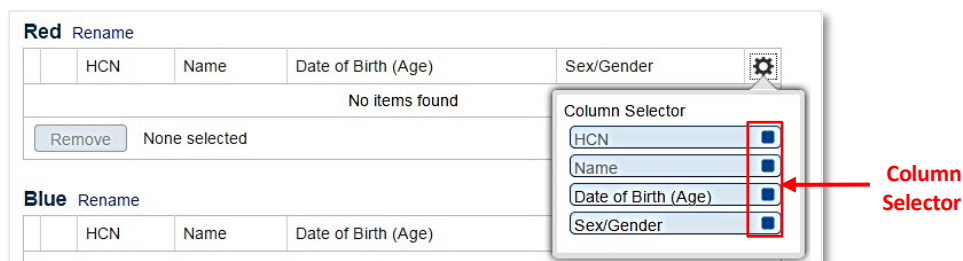



Figure 19: Popup showing configurable data elements in a Worklist

Use the column selector  to add or remove columns from your worklists. Please note that each worklist is unique. If you wish to add or remove columns, you will need to adjust each worklist individually.

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– Configuring My Worklists: Adding patients to My Worklists

There are two ways to add a patient to a worklist:

1. **From a Patient Search:** From the results of a patient search select the checkbox next to the patient's identifier you want to add. Then select the worklist option from either of the two drop-down lists ("Add checked results to worklist", or "Replace worklist with checked results") located at the bottom of the "search" section. Please note that if you can't see the drop down lists you may need to scroll down to the bottom of the "Search" section. There are 6 worklists available to select from: Red, blue, yellow, green, orange, and purple.
 - **Add checked results to worklist:** Add the selected patient names to the top of the worklist without affecting the names which are already on the list. If the results of this action increase the list past the maximum number of 100, you will get a message requesting to move a patient in order to add a new one (*Figure 20*).

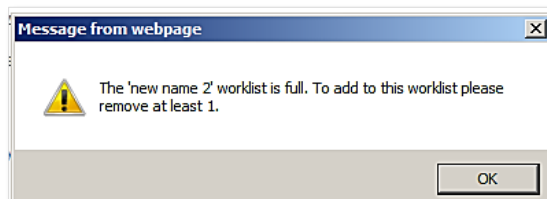



Figure 20: "Worklist Full" message

- **Replace worklist with checked results:** Replaces all patient names in the worklist with the names selected from the patient search.
2. **From the Patient Context Bar:** The patient context bar (see patient Dynamic Summary Section) displayed for a selected patient includes a **Worklist**  icon next to the left side of the patient's MCP number which can be used to manage the user's worklist memberships. To add a patient to a worklist click on the worklist icon, the available worklists will appear, select the box next to the worklist(s) you want to add the patient to. If the patient is currently on a worklist, the flag's background colour will match the colour of the flag associated with that worklist. If the patient is on two or more worklists, the background colour will match the first worklist the patient has been added to, based on the order displayed in the drop down list (red, blue, yellow, green, orange and purple).




Please note that the default sorting in all worklist is by MCP #. However it is possible to sort by "Name", "Date of Birth (Age)", and "Gender" by clicking on the corresponding title.


To see the patient added/ removed to your worklist it has to be refreshed (F5)

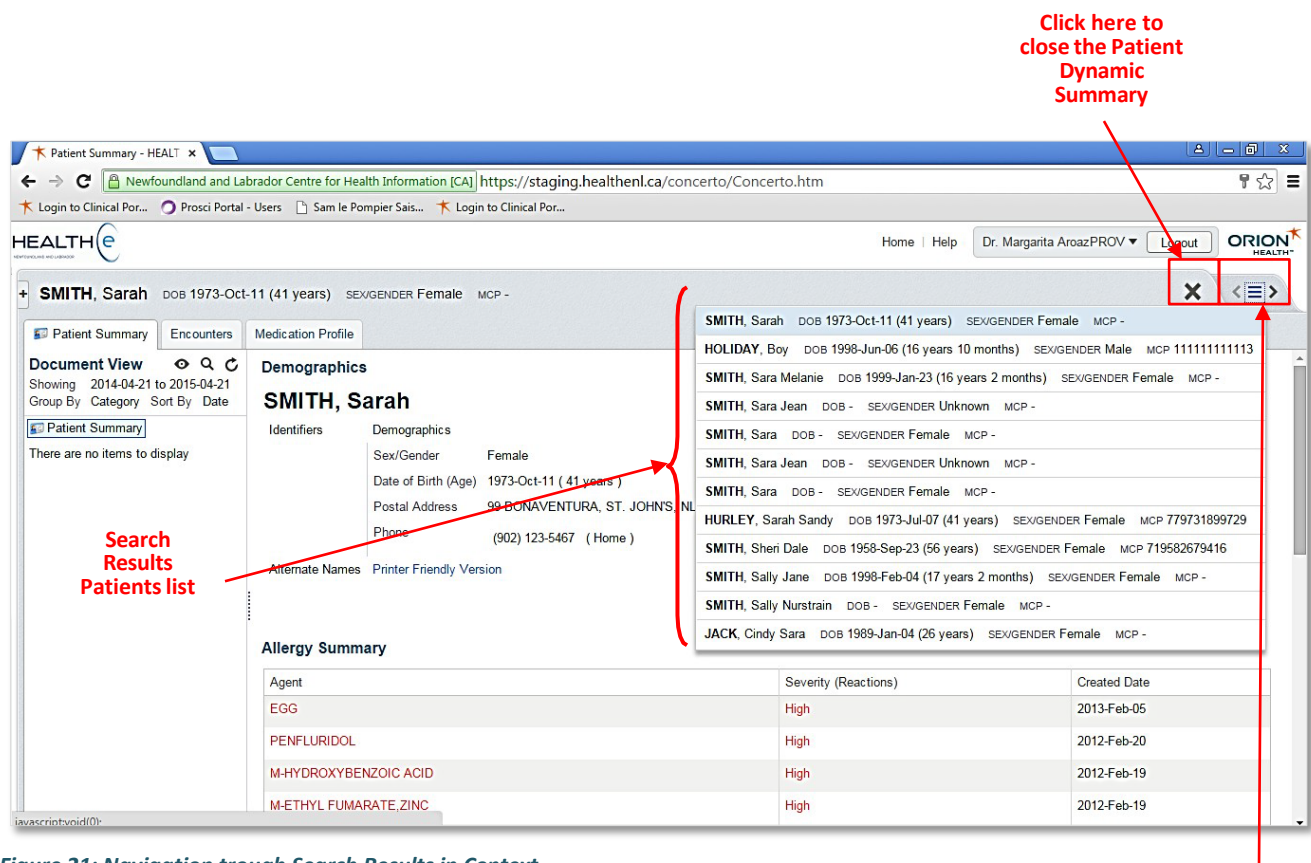
- To **remove** a patient from a worklist, check the box to the left of the applicable row and click the "remove" button.

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Navigation to other Patient Search Results

Only if your HEALTHe NL role is set up to search for a patient by First Name and Last Name you will be able to navigate through other patient search results. When a patient is put into context from the Patient Search Results, the records that were returned in the Patient Search Results remain in memory. In the Patient Context Bar, on the right corner clicking the  icon redisplay the list of patient search results or worklist entries, allowing a different patient to be selected. Additionally, the  and  icons can be used to change the patient in context to the previous or next patient in the list, respectively. (Figure 21).

Clicking the  next to the contexts icon (on the left) closes the Patient Dynamic Summary and it goes back to the previous page the user was using before the patient was brought into context. (Figure 21).



Click here to close the Patient Dynamic Summary

Search Results Patients list

Icons to navigate through search results

Agent	Severity (Reactions)	Created Date
EGG	High	2013-Feb-05
PENFLURIDOL	High	2012-Feb-20
M-HYDROXYBENZOIC ACID	High	2012-Feb-19
M-ETHYL FUMARATE,ZINC	High	2012-Feb-19

Figure 21: Navigation through Search Results in Context

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