HEALTHe NL HELP PAGES

Clinician Homepage

Newfoundland and Labrador Centre for Health Information

Content

Click on any of the items listed below for information on that topic.

Clinician Homepage

1. Clinician Homepage

The **Clinician Homepage** *(Figure 1)* is your own, personalized view of:

- o The patient demographics search;
- o Your recent patients; and
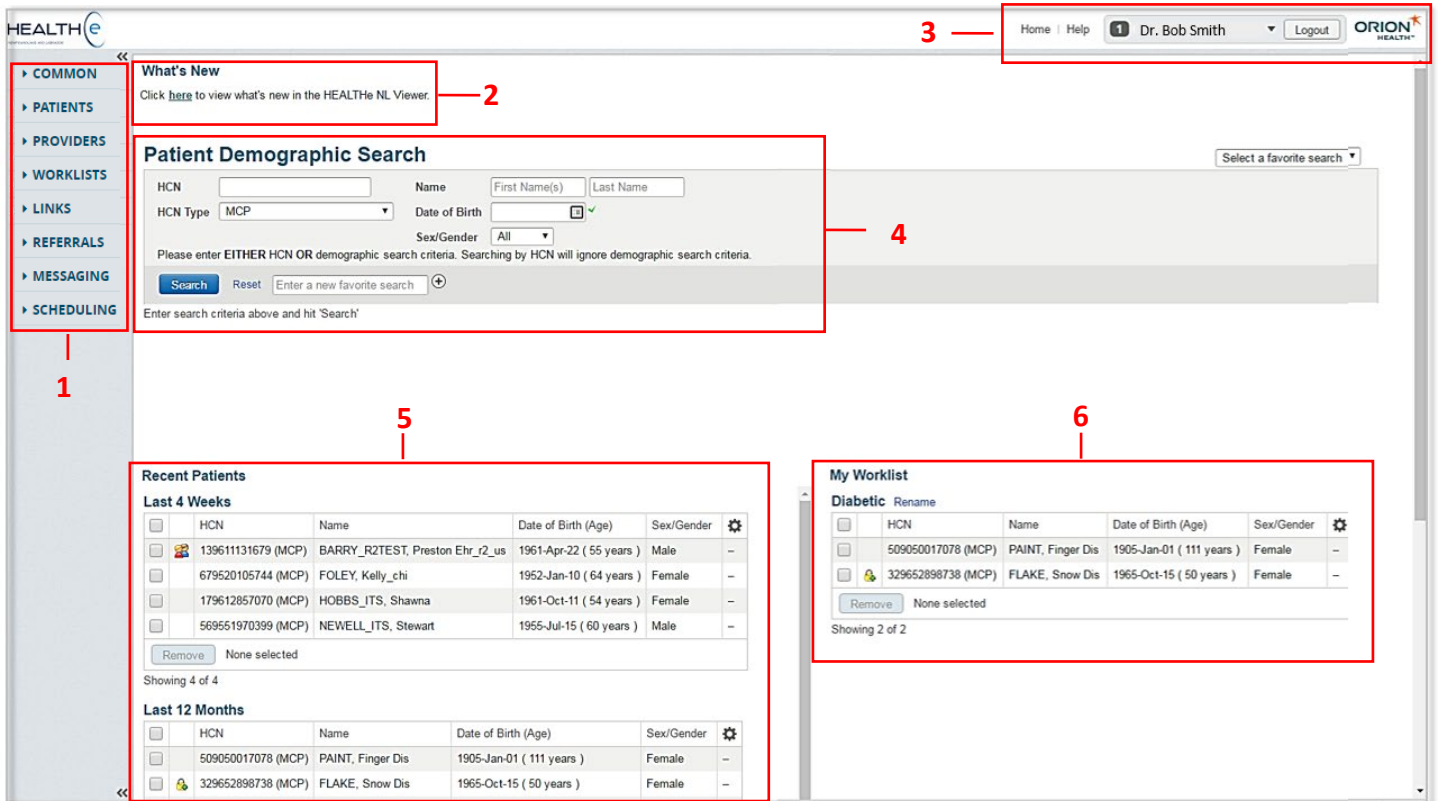- o Any worklists you may have set up.

Figure 1: Clinician Homepage

1. **Clinical Portal Menu:** Provides access to administrative functionality within HEALTHe NL. This is the menu you will see when you don't have a specific patient in context. Below you can see all the options available in each menu.
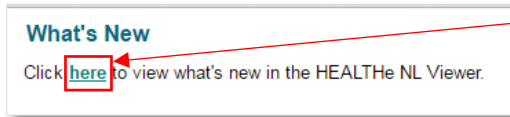
2. **What's New:** Provides a quick reference of changes, enhancements, and other items of note in HEALTHe NL. By clicking on the link "**here**", a PDF file opens in a new window displaying what's new in HEALTHe NL. **(New May 2016)**

What's New

Click here to view what's new in the HEALTHe NL Viewer.

Click here to open the PDF file displaying what's new in HEALTHe NL

3. **Global Menu:** Displays unread message indicator, user's name, and the **Home**, **Help** and **log out** items are available from this menu. Global menu is accessible from any screen within HEALTHe NL. See "Global Menu" section for more details. **(New Update May 2016)**

Home | Help   ! 2 Dr. Bob Smith   ▼ Logout   ORION HEALTH
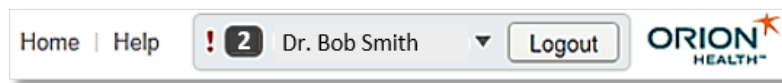
If one or more of the messages has been identified with High importance, a red exclamation mark **!** will appear next to the left of the message indicator.

4. **Patient Demographic Search**: The Patient Search screen displays search fields enabling the user to search for a patient directly from the Clinician Homepage.
   o **Patient search** results will be displayed after you input search criteria and click "Search"

5. **Recent Patients:** Displays the patient records the user has previously viewed. However, if you have not used HEALTHe NL previously, this list will not be populated yet.
   o Today;
   o The last 7 days;
   o The last 4 weeks;
   o and In the last 12 months (if patient records were viewed during that time frame)

6. **My Worklist:** This area contains lists (by default named red, blue, yellow, green, orange and purple) that you can customize with your own, intuitive names (i.e. "My Diabetic Patients") by clicking on the "Rename" button (next to the worklist name), then enter custom name and click "save". To learn more about this, see **Configuring My Worklists: Renaming "My Worklist"** section on the "Other features" training module.
   By default all the worklists are displayed in the Clinician Homepage. However you can select <u>one</u> specific worklist to show on your Clinician Homepage. Under COMMON menu (found on the Clinical Portal Menu) click on the "My Details" link, "My Details" page will open. On the "Clinician Homepage" section click the 🔍 icon, all the available worklist will be displayed, select the worklist to show and then click "Update Preferences". Please note only one favourite worklist can be selected. To learn more about this, see **My Details Page: Selecting a Worklist to display in the Clinician Homepage** section on the "Other features" training module.

2. Patient Search

The Patient Search uses the Provincial Client Registry to search for and retrieve patients. The **Patient Demographic Search** can be accessed from the **Clinician Homepage** or from the **PATIENTS** menu on the Clinical Portal Menu *(Figure 2)*.
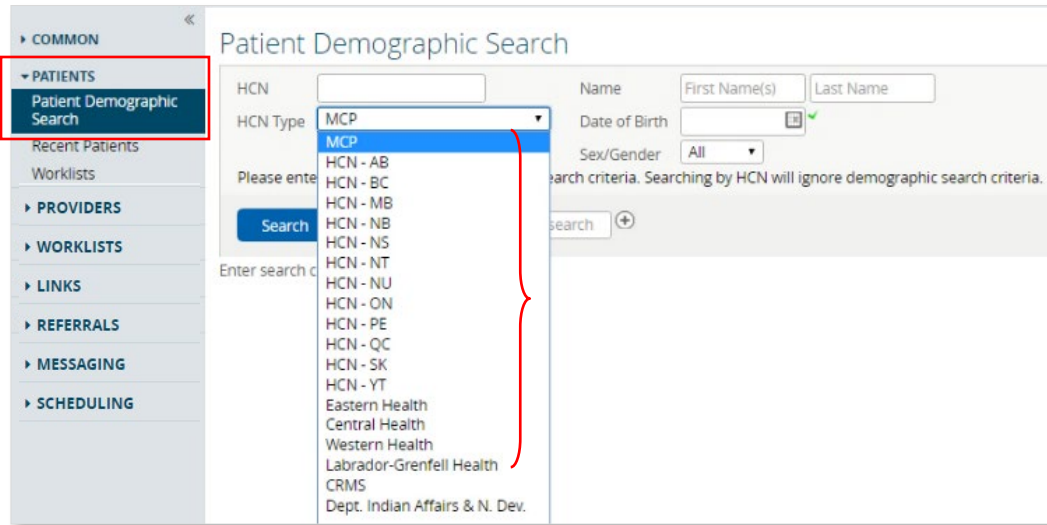
Figure 2: Patient Demographic Search

You can search for a patient record by searching by patient's HCN or personal details depending on the role assigned to your user account. Please note only certain users will be able to search by patient's name and last name (i.e. Users in Emergency departments). Most of the users will get "limited search" as part of their role meaning that they will be able to search for a user by HCN only.

- **Searching by HCN:** It is recommended to search a patient by the MCP number. If the patient's MCP number is not available the HEALTHe NL allows the user to search by other HCN. *Figure 2* above displays the additional HCN available to select from. By default the MCP number appears on the "HCN Type" field, to change it to a different HCN click on the arrow that appears on the "HCN Type" field ![HCN Type MCP dropdown] and a dropdown list containing all the available HCN will appear. Select the proper HCN. Then on the HCN field above enter the corresponding HCN number. For the Health Care Numbers per RHA (i.e. Eastern Heath HCN: 000011089999) ensure you to type all the numbers that appear in the number including zeroes and that the corresponding local Region Health Authority is selected, then click search.

- **Searching by patient's personal details:** Users will be able to search by patient's personal details only if their role is set up for that**.** Only users working in the Emergency room are able to search by patient's personal details**.** It is recommended to search with complete first and last name, combined with the patient's date of birth and then click Search.
    - Wild cards do no work for patient demographics searches (e.g. % or *).
    - Both first and last name are required when using demographic search.
    - A minimum of two characters are required for both first name and last name. You can use the calendar function (circled in red, below) to choose a Date of Birth, or you can manually enter the date of birth in the format that is displayed (yyyy-mmm-dd), in particular for patients with date of birth before 1924.
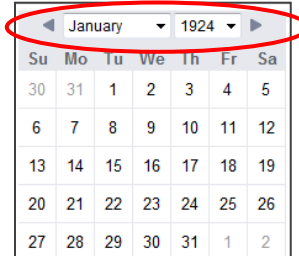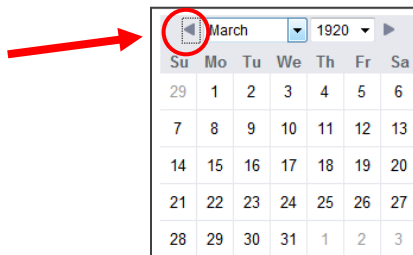
o To use the calendar function to select a Date of Birth before 1924 follow the next steps.

1. Open your calendar by clicking the ☑✓ calendar icon, then select the lowest month/year available from the dropdown list (January 1924)

◄	January	▼	1924	▼	►
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

2. Click the month arrow to navigate to the date of birth you are looking for. The year will automatically change to the previous year when you pass on the 12 months of the year. (e.g. March 1920)
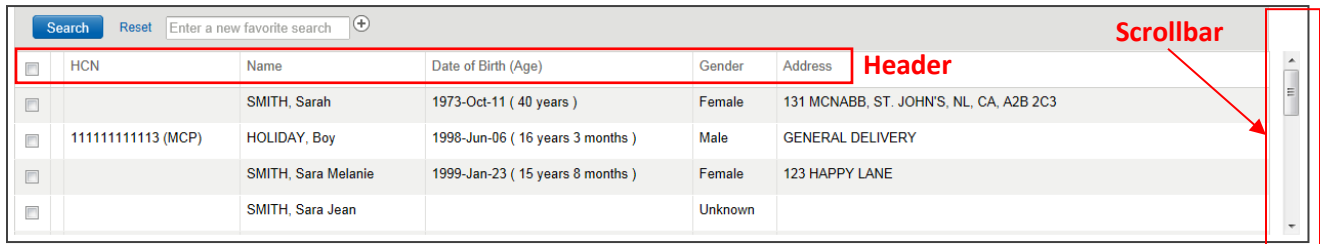
Month arrow →

◄	March	▼	1920	▼	►
Su	Mo	Tu	We	Th	Fr	Sa
29	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

- When you have finished entering your search criteria, click "search". Every search returns a maximum of 25 results. Please note if more than 25 results are found you will receive a message asking you to refine your search criteria. Items displayed on every search section after clicking "search" *(Figure 3)*:
    1. Header of the information (columns: HCN, Name, Date of birth (Age), Gender, and Address): The header appears only in the first screen of results, if there are more results available to see, when you scroll down to see them the header disappears;
    2. Checkbox next to every result found;
    3. "Add checked results to worklist" and "Replace worklist with checked results" ; and
    4. Total number of results found (i.e. Results 1-13); this item and item 3 above will appear at the bottom of the search results. If more than 4 results are found, you will have to scroll down to the bottom to see the total results found and the "Add checked results to worklist" & "Replace worklist with checked results" *(Figure 4 and Figure 5).*

	HCN	Name	Date of Birth (Age)	Gender	Address	
☐						—1
☐	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	

2— ☐

Add checked results to worklist ▼ | Replace worklist with checked results ▼ —3

Results 1-1 —4
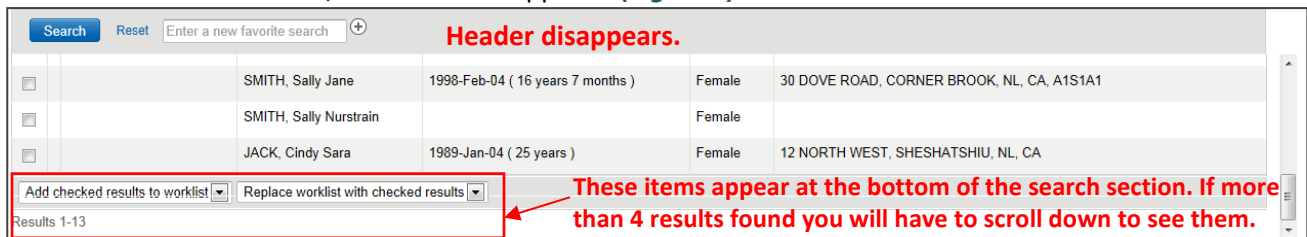
Figure 3: Search results section displaying 1 result

Every search returns a maximum of 25 results, if a scroll bar appears in the right side of the search section, as shown in *Figure 4* and *5* below it means there are more results available to view and you will have to scroll down through the list to see them.

Figure 4: Search results section with more than 4 results found. (Top section displaying 4 results of 13)

You will have to scroll down to the bottom of the search section to see the "Add checked results to worklist", "Replace worklist with checked results" and the total number of results found. When you scroll down to see more results, the header disappears. *(Figure 5)*

Figure 5: Search results section with more than 4 results found. (Bottom section displaying the last 3 results of 13)

Important Note:
- When a patient is added to a worklist from search results (either by selecting "Add a patient to a Worklist" or "Replace worklist with checked results"), the screen must be refreshed before you will see that the patient has been successfully added to the worklist. To refresh the screen you can click "**F5**", or "**Home**" button found at the top in the global menu.
- The results returned by a search are typically sorted in ascending order by the patient's name. The results can be sorted by any column by clicking its title; click a second time to reverse the sort.
- When search results have been sorted by any column other than the default, that column name is shown in **blue** (*Figure 6).*

**Figure 6: Search results sorted by "Address" column.**

3. Messaging Inbox

- When there are **messages** to view, the unread messages indicator will appear in the global menu displaying the number of new messages received *(Figure 7).* To learn more about "Global Menu" go to Global Menu section. Messages are system generated and typically consist of notifications on system outages, or system upgrades and enhancements.


Figure 7: Global menu showing the unread messages indicator

- The number of unread messages is displayed on the unread message indicator. You can click the unread message indicator to access your messaging inbox, or from the Clinical Portal Menu click MESSAGING > Received messages, and your messages will be displayed in the screen. Messages are sorted by date in descending order *(Figure 8).* **A maximum of 50 messages are displayed per page.**
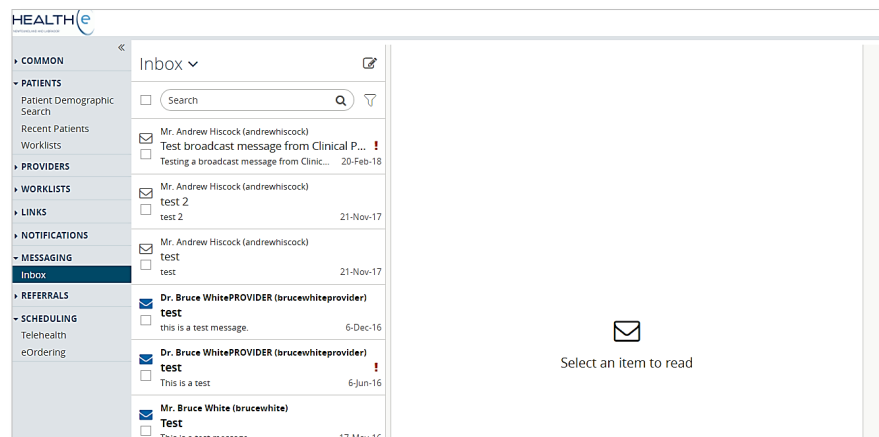
Figure 8: Messaging Inbox

To view a message, click on the message row and the detail will appear on the right side *(Figure 9).*
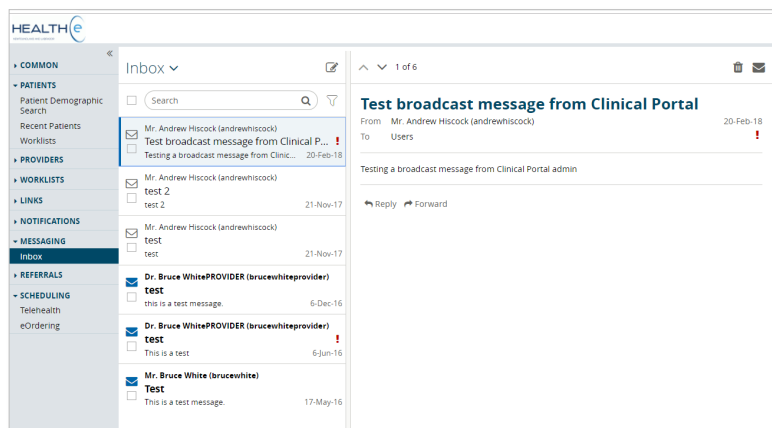
Figure 9: Test message detail

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- To delete a message, select the Message then click the trash icon 🗑 *(Figure 10).*
  - **Please note that there is no prompt** *to ask if you are sure you want to delete this message*. **By clicking "Delete" the message will be immediately deleted.**
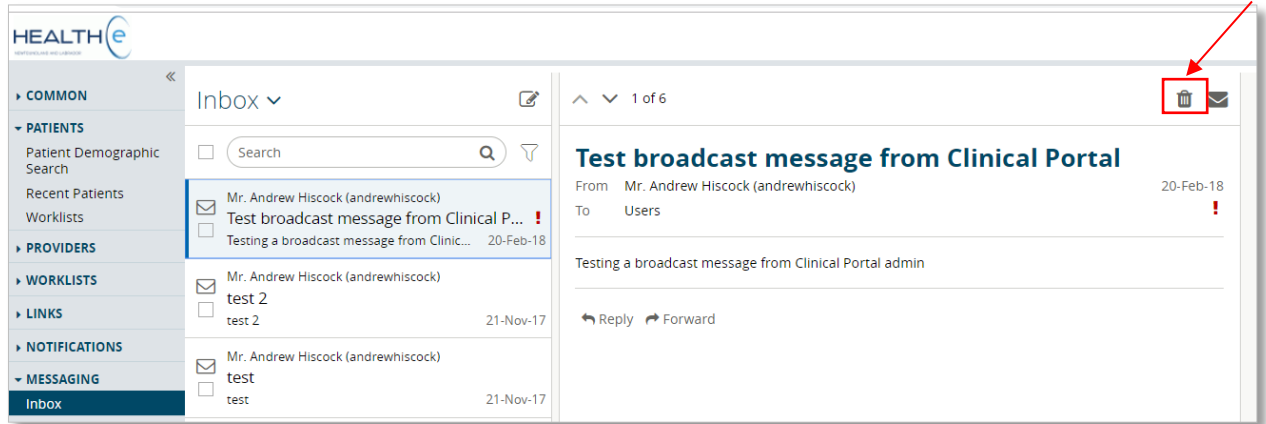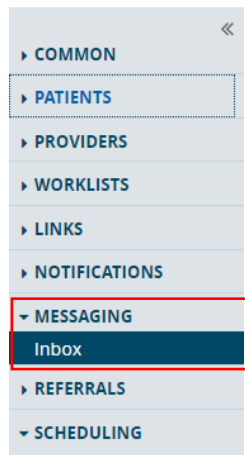
Click the trash icon to delete a message

Figure 10: Deleting a Message

- **Messages** can also be accessed through the Clinical Portal Menu by clicking MESSAGING > Inbox *(Figure 11).*

Click "Inbox" to open your Messaging Inbox

Figure 11: Clinical Portal Menu

4. Recent Patients Worklist

- The **Recent Patients** worklist displays the names of the patients the user has previously viewed (if any were viewed) classified by the following periods: *(Figure 12)*

Figure 12: Recent Patients Worklist

- The Recent patients are system-managed lists and are automatically populated based on viewing of patient records. If you are a new user, these lists will not be populated, but will fill up over time as you look at patient profiles.
- **Recent patients** worklist can be sorted by the column headings "HCN", "Name", "Date of birth", or "Gender". However when this is done, all patients will appear as one Recent Patients list. This sorting will remain until the user clicks 'Remove Sorting' that appears next to Recent Patients header: when this is clicked the Recent Patients lists return to the original classification.
- Patients can be removed from the **Recent Patients** list by selecting the box to the left of the patient's name and selecting "Remove".
- The maximum amount of patients in a **Recent Patients** Worklist is 50 between all the periods identified (Today, Last 7 days, Last 4 weeks, and Last 12 Months). After this limit is reached, the least frequently access patient will be removed from the list.