

High Importance



Login

- Go to: https://healthenl.ca
- If you are accessing through the internet you have to register a token in order to access HEALTHe NL. See the "Accessing HEALTHe NL from the internet" QRG to learn how to register a token.
- Enter your user ID and Password and click Log In.

Clinician Homepage

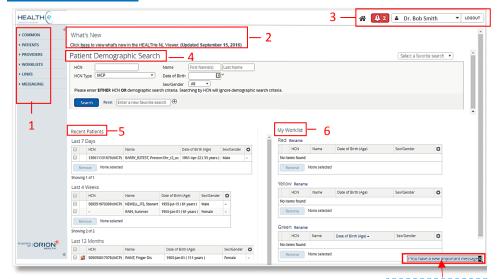
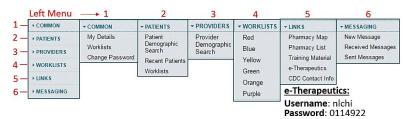


Figure 1: Clinician Homepage

The clinician homepage (shown above) is a personalized view of:

- Your recent patients;
- The patient demographics search; and
- Any worklists you may have set up.
- 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. Click the arrow to view functionality under each menu item.



- 2. What's New: Provides users 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
- **3. Global Menu:** Refers to your account information and the **Home**, **Help** and **log out** options at the top right of the screen. It is always accessible from any screen within the HEALTHe NL Viewer.



- The Home icon returns the user to the Clinician Homepage and refreshes the contents of the page.
- The Message Indicator displays the number of unread messages. It appears in red if one or more of the messages has been identified with High importance, containing an exclamation mark! inside the bell. Besides an indicator appears at the bottom rigth corner. If no messages is urgent, the message indicator appears in blue 2.
- By clicking this arrow the 'User settings' and the 'Help' link appears . Click 'User settings' to go to "My details" page. Click 'Help' to launch the built-in help files.

Logout – Will immediately log you out of the system. Timeout is **35 minutes** of inactivity (**30 minutes** if you accessed HEALTHe NL through the internet), after which time the system will log you out. Using the **X** button, in the top right of your browser, will close your window but will not log you out of HEALTHe NL.

- **4. Patient Demographic Search**: Displays search fields enabling the user to search for a patient directly from the Clinician Homepage.
 - o Access via the clinician homepage or the left menu.
 - Recommended search via MCP, search by other patient's identifiers is available (e.g. Account number, Out of Province HCN, etc.).
 - If patient has masked his/her profile it will appear a lock icon next to his/ her name.
 - If a patient has been merged, the user will see the merged patient indicator next to the patient's name. The patient's record can't be opened until the patient is manually removed from any user worklist, (including the 'Recent Patients' worklist) the patient may appear.



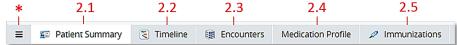


- **5. Recent Patients:** Displays the patient records the user has previously viewed classified by the following periods.
 - Today;
 The last 7 days;
 The last 4 weeks;
 The last 12 months;
- **6. My Worklist:** This area contains 6 lists (by default named with colors red, blue, yellow, green, orange, purple) that you can customize by clicking Rename button next to the worklist name.

Patient Dynamic Summary

Once a patient has been selected from a search or a worklist, the <u>Patient Dynamic Summary</u> is displayed, consisting of three parts:

- 1. Patient Context Bar.
- 2. Patient Record tabs:
 - 2.1 The Patient Summary tab (displayed by default);
 - 2.2 The Timeline tab;
 - 2.3 The Encounters tab;
 - 2.4 The Medication Profile tabs; and
 - 2.5 The Immunizations tab.
 - * The Clinical Portal Menu Toggle allows to show/hide the Clinical Portal Menu from any page the user is in.



3. The Clinical Document View (CDV) Tree.

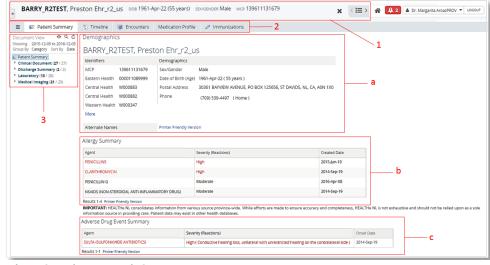


Figure 2: Patient Dynamic Summary

- 1. Patient Context Bar: Displays patient's information (name, date of birth -DOB-, gender, and MCP). If the patient is deceased, a DECEASED label appears next to the MCP number.
 - In the Patient Context Bar, clicking the **Context Lists** icon displays the list of patient search results or worklists 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.

Clicking the x icon next to the Context Lists icon closes the Patient Dynamic Summary and returns to the previous page the user was using before the patient was brought into context.

Clicking the plus + icon next to the patient's name (left corner) displays the available worklists. You can add the current patient to a specific worklist by selecting it. Once you select a worklist the plus + icon changes to a coloured icon. 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).

2. Patient Record Tabs

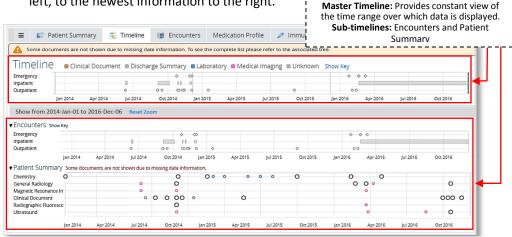
- **2.1** The Patient Summary tab: It is the first screen you see when a patient's name is selected from a worklist or the results of a search. The patient's information is displayed in 3 sections.
 - a. <u>Demographics</u>: Lists the patient's personal and contact details. If the patient is deceased, this is indicated by the presence of the <u>DECEASED</u> label alongside his or her name. The information displayed is shown below: *Identifiers*: All available identifiers are displayed (E.g. MCP, Unit #, Out of Province HCN, RCMP number, etc.), *Demographics* including gender date of birth, age, address, available phone numbers and Alternate names (E.g. alias).
 - b. Allergy Summary: Lists the patient's recorded allergies. The information displayed includes the Agent, Severity (Reactions), and Created date. Red font denotes Severity of the Allergy "High".
 - c. Adverse Drug Event Summary: Lists the patient's recorded adverse drug event. The information displayed includes the Agent, Severity (Reactions), and Created date. Red font denotes Severity of the Adverse Drug Event "High"



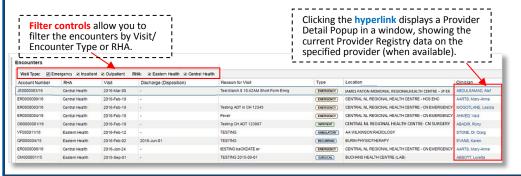


2.2 <u>Timeline tab</u>: Provides the user with an overall perspective of a patient's medical history using a visual representation of encounters and documents available for that patient. It shows the information for a patient presented according to when that information was generated or received, with the oldest information to the left, to the newest information to the right.

| Master Timeline: Provides constant view of the provides constant view of the



- To see the details of an item on the Timeline, hover the mouse over the selected node. To open the document, click "Open document". Click the "Timeline" link to go back to the timeline.
- To zoom in on a specific timeframe, select a time frame in any section of the Master Timeline and the sub-timelines will displayed only the specified timeframe. Click the "Reset Zoom" link to redisplay the full timeline.
- To see what the markers mean, click the "Show Key" link above each section of the timeline.
- To hide the section of the timeline, click the Collapse ▼ icon to the left of a timeline.
- **2.3** Encounters Tab: Displays a list of the patient encounter's history (pre-admissions are not included), there are 3 types of encounters HEALTHe NL displays: Emergency, Inpatient and Outpatient (includes Ambulatory. Recurring and Surgical)



2.4 The Medication Profile Tab: When the Medication Profile tab is selected the "Prescriptions" page is opened displaying the most recent prescriptions for the patient in context and dispenses (if any) history.

Medication Profile Menu (Links)	Description
Prescriptions	Displays patient's most recent prescribed drugs and prescription and dispense history (Figure 1).
Other Medications	Displays patient's reported non-prescribed drugs.
Allergy and Adverse Drug Event	Displays patient's active allergies and adverse drug events.
Devices	Displays the patient's most recent prescribed devices and prescription and dispense history.
Medical Conditions	Displays patient's reported Medical Conditions.
Pharmacy Notes	Displays pharmacy notes recorded on the patient.

To the left of the Prescriptions page is the Medication Profile Menu displaying links to additional information (pages)

From the "Prescriptions", "Other Medications" and "Devices" pages the user may use the filter controls to organize the data returned in the result set by Range (timeframe) and by Status (prescription status).



The following table summarizes a list of icons and links found n Med Profile Tab.

Icons/ Links	Information Displayed
	To view prescription detail.
<u> </u>	To view a Drug Utilization Report detail.
•	To view Drug Dispense detail.
<i>₽</i>	To view Device Dispense detail.
Next/ Prev	To scroll through a returned results set.
Print Friendly Version	To create a printed document of a returned result set.

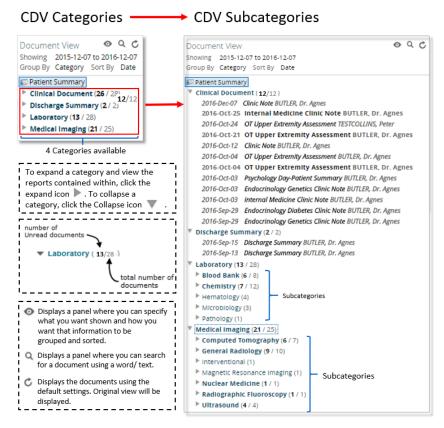
2.5 The Immunizations Tab: It provides patient immunization records and related adverse reaction data sourced from the Provincial Client and Referral Management System (CRMS) for patients born 2003 or after. Immunization records for patients born before 2003 may exist in the Communicable disease Control office in your Regional Health Authority. The contact numbers may be found on the Clinician Homepage under LINKS > CDC Contact info links (To see how to get to LINKS see page 1, Left menu section).





3. <u>CDV Tree:</u> Displays all the current reports for the selected patient. By default the reports are grouped by category and subcategory. The category is only visible when there are patient reports available in that grouping; otherwise the category is not displayed.

Report Categories: All reports are displayed as links in the CDV Tree and have been classified in 4 categories.



Each report displayed appears in the following format:
 <Date> <Title> <Author> (Date format = YYYY-Mon-DD; E.g., "2013-Oct-21")
 Depending on the report type, each of the above elements corresponds to:

Report Category	Date	Title	Author
Clinical Documents	Service Date	Report Title	Dictating Provider
Discharge Summary	Service Date	Report Title	Dictating Provider
Laboratory	Collected Date	Report Title	Ordering Provider
Medical Imaging	Exam Date	Report Title	Ordering Provider

Abnormality indicators: Some reports are rolled up in the CDV tree. In
this case, the abnormality indicator represents the abnormality of the
latest report in the series. When a rolled up report entry is displayed in
the CDV tree with the red color but no abnormality indicator, this
means that some report in the series was abnormal (but not the latest one).

Category	Report Result containing	Abnormality Indicator	Report's title color
Laboratory	High/ low or Critical high/ low value in the series (Not the most recent result)	No indicator	Red
Laboratory	High or low value (the most recent result in the series)	* (single asterisk)	Red
Laboratory	Critical high or low value (the most recent result in the series)	** (double asterisk)	Red
Medical Imaging	Critical significant findings	** (double asterisk)	Red
Medical Imaging	Report Originated from the Emergency Room department	!_ (exclamation mark)	Red
All	Values within normal range	No indicator	Black

Report Status:

Report Status	Description	Displayed in
Signed	Report has been signed by clinician.	Normalfont
Draft	Report is a draft and not yet signed.	Italicized font
Pending	Report is pending and cannot be viewed.	Italicized font
Cancelled	Report has been cancelled and cannot be viewed.	Strikethrough font
Correction in progress	Report is being corrected and cannot be viewed. (Pathology only)	Italicized font
HAddendum	An addendum is pending in the report. (Medical Imaging only)	Italicized font
Retracted	Report has been retracted and cannot be viewed.	Gray styling font

- <u>Read/Unread</u>: The CDV tree indicates the number of read/ unread reports (in brackets) in a given category, for the current user.
- <u>Popover/ Tooltip:</u> When viewing reports in the CDV tree and hovering the mouse over a report, a popover/tooltip appears, providing the user with information about the report. The popover for each report contains the following attributes: Title, Source Date, Category, Service, Author and Source. (Only displayed if present in the CDR). The popover contains links that allow the user to mark the document (or multiple documents if viewing a link for a cumulative report) as Read or Unread.





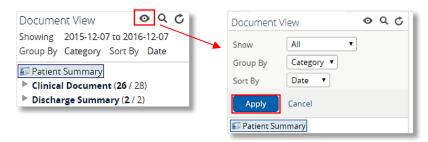
3. CDV Tree (continue)

Date Range Filtering, Grouping and Sorting

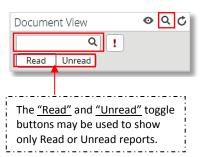
By default, the reports contained in each folder are displayed by date in descending order, beginning with the most recent (within the folder). However this order can be changed and the reports can be filtered by date, group or sort.

Description	Options
Show	All, Last 72 hours, Last 3 months, Last N days/ weeks/
(Filtered by date)	months, or Specific date range specified by the user.
Group by	Category, Date, Service, Author, and Source.
Sort by	Date, Title, or Author

Selecting the "Document View Control" icon will display the Show, Group by, and Sort by options to select. Choose the option you desire and click "Apply"



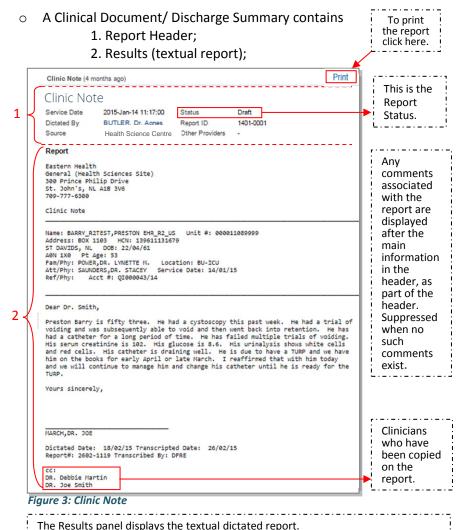
<u>Searching:</u> The CDV tree can be searched with free-text to find any reports that have an attribute matching the specified text. To perform a search click the "Search" icon, the search option is display, then type the desired search text in the text box.



This icon is used to show documents not signed off. Document sign-off is not configured in the HEALTHE NL Viewer, thus this icon does not have any functionality for now.

This icon is used to show documents that have been marked as important. None of current documents display in the HEALTHE NL Viewers are marked with importance (only abnormality), thus this icon does not have any functionality for now.

 <u>Clinical Document & Discharge Summary:</u> Clinical Documents and Discharge summaries are included in the "Clinical Documents" and "Discharge Summary" categories respectively. The title of each report link in the CDV tree indicates the name of the report, and the results section displays the dictated report.



In the case of cancelled or pending reports, the textual report is not shown and

In the case that a report has been retracted a message saying: "Unavailable

retracted – please refer to the Meditech source system to view the report."

the following message is displayed instead:

"Unavailable Cancelled/ Pending report is not available"



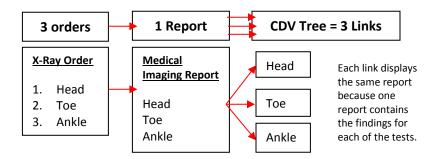


CDV Tree - Report Categories/ Types: Clinical Document (continue)

Clinical Document Report Statuses

	Clinical Documents Report Statuses	
Report Status	Description	Displayed in
Signed	Report has been signed by clinician.	Normal font
Draft	Report is a draft and not yet signed.	Italicized font
Pending	Report is pending and cannot be viewed.	Italicized font
Cancelled	Report has been cancelled and cannot be viewed.	Strikethrough font
Retracted	Report has been retracted and cannot be viewed.	Gray styling font

Medical Imaging Reports: Includes the "Medical Imaging" category/
folder. Medical Imaging reports are associated with one Requisition
Number (Report ID). They are displayed using multiple links in the CDV
tree (one link for each test). The title of each report link in the CDV tree
indicates the name of the individual examination, and the results
section displays the same textual report for each of the links.



Each of the links/ reports is considered distinct for the purposes of read/unread status tracking.

- A Medical Imaging Report contains
 - 1. Report Header;
 - 2. Results (textual report);

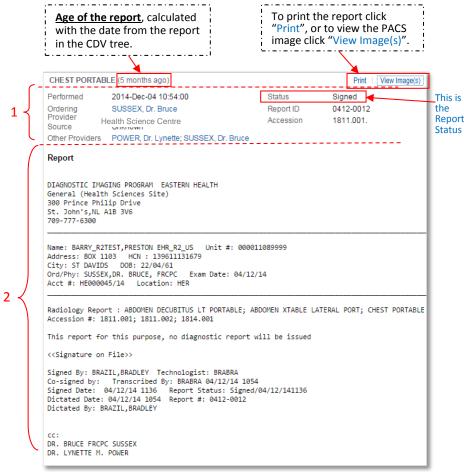


Figure 4: Medical Imaging Report

Any comments associated with the report are automatically displayed after all other header fields. Suppressed when no such comments exist.

The Results panel displays the textual dictated report.

In the case of **cancelled or pending** reports, the textual report is not shown and an "**Unavailable** Cancelled/ Pending report is not available" message is displayed instead.

In the case that a report has been **retracted** a message saying:

"Unavailable retracted – please refer to the Meditech source system to view the report."





CDV Tree - Report Types: Medical Imaging Reports (continue)

Medical Imaging Report Statuses

Medical Imaging Report Status		
Report Status	Description	Displayed in CDV Tree
Signed	Report has been signed by clinician.	Normal font
Draft	Report is a draft and not yet signed.	Italicized font
Pending	Report is pending and cannot be viewed.	Italicized font
HAddendum	An addendum is pending in the report.	Italicized font
Cancelled	Report has been cancelled and cannot be viewed.	Strikethrough font
Retracted	Report has been retracted and cannot be viewed.	Gray styling font

<u>Laboratory Reports:</u> Laboratory category contains 5 subcategories: Blood Blank, Chemistry, Hematology, Microbiology and Pathology. This section describes the functionality common to viewing reports in the Blood Bank, Chemistry, and Hematology subcategories. Microbiology and Pathology are not included in this section since they are textual reports.

- Blood Bank, Chemistry, and Hematology reports are typically numeric results displayed in a table or panel format, but may also include textual observations or comments. Only these reports are "rolled up" in the CDV tree, so multiple reports of the same type have one line entry in the CDV tree.
 - When reports are rolled up, they are displayed in <u>cumulative view</u> when selected from the CDV tree. The date and abnormality indicator (if any) shown for rolled up reports in the CDV tree is the date of the most recent report in the set of rolled up reports.
- o <u>Cumulative View:</u> Presents a series of reports of the same type (E.g. Same report mnemonic code) over time. It helps in quickly identifying any trends or patterns that may be present for a series of test results. They are presented in a tabular view, in ascending order by Collected Date, with the five newest reports being presented first in the default view.

When viewing cumulative reports, a table is displayed with the following sections (*Figure 5*):

- i. Cumulative Header;
- ii. Cumulative Body (results)

- 9. Checkbox for selecting all the tests to show on the **Graph** panel.

 1. Age of the report. Calculated with the date from the report in the CDV tree.
 - Age of the cort. Calculated h the date from report in the
- 3. << Show Newer and Show Older >> links are available to navigate through the entire series of reports.



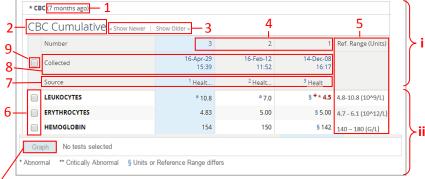


Figure 5: Cumulative View

selecting individual	1 .	4. The number assigned to the test in chronological order based on collection date.

The **Source** may have an indicator preceding it such as **1, 2, 3...** This indicates that a report-level comment exists for the report, which may be viewed in the <u>collection details hover-</u>over of the cumulative header.

The <u>collection details hover</u> allows the user to view additional information about the report. From the cumulative view hover over the collected date and below this date more collection details will be displayed in a small screen.

Information displayed in the collection details hover		
Label Name	Description	
Collected	The date and time of collection by the laboratory.	
Received	The date and time the specimen was received by the laboratory.	
Reported	The date and time that the results were composed into a report and released.	
Source	The site/source associated with the result.	
Specimen	The specimen number associated with the report, assigned by the source system.	
	Report-level comments associated with the report.	
E.g., 1		





CDV Tree: Laboratory Reports - Cumulative View (continue)

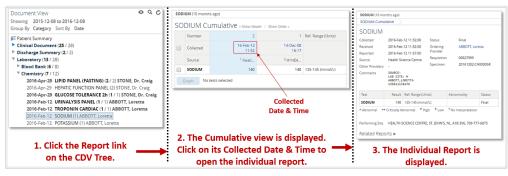
The <u>result details hover</u> allows the user to view additional information about the result. The results table contains the name of each test and its result value for every instance of collection. To see more details about each result you can hover over each individual result.

Information displayed in the results details hover		
Label Name	Description	
	The report title. Appears as a header at the top of the hover.	
	The test result value. The result value is displayed in red font if it is flagged as abnormal or critical. Otherwise it is displayed in normal font.	
Reported	The date and time that the results were composed into a report and released.	
Source	The site/source associated with the result (V-10.2.12).	
Specimen	The specimen number associated with the report, assigned by the source system.	
 E.g., 1	Report-level comments associated with the report.	

o Cumulative View: Opening an Individual Report

Before a user can see an individual Blood Bank, Chemistry or Hematology report, the cumulative view is opened. To see an individual Blood Bank, Chemistry or Hematology report, the following steps need to be followed.

- 1. Click the report link on the CDV tree.
- **2.** The Cumulative View is displayed which contains a table of this report's test results over.
- **3.** Click on its Collected Date (In the Cumulative View) to access the individual report.



Opening an Individual Report from the Cumulative View

o Single Report View- Header and Results Section Value Formatting: When test result values are displayed in the Cumulative View, the following formatting rules are used to indicate extra information about the result. The table below describes the formats used for result values in the cumulative view header and result sections respectively.

	Cumulative View Header & Result Display Format		
Section	Display Description		
	Format		
- LEADER		If the report status is not Final or Corrected, the relevant cell is highlighted in dark orange and the sequence number and status code of the report are displayed in dark orange colored font. An "X" in brackets means the report was cancelled. A "P" in brackets means the report is pending. A "Z" in brackets means the report was retracted.	
HEA	-	If there is a dash "-" instead of a sequence number, it means that the result does not belong to that test but it is part of the series to be showed in the cumulative view.	
	1, 2, 3	Displayed in front of the Source to indicate that a report-level comment exists for the report. This comment may be viewed in the hover-over of the cumulative header.	
	Black	Normal result; the actual value is within the reference range.	
		Red font with one asterisk. Abnormal; the results are outside the normal range and are of clinical concern.	
		Red font with two asterisks. Critically High/Low; the results are well outside the normal range and are of great clinical concern.	
LTS		Red arrow pointing up (↑). The result is abnormal or critically abnormal High relative to the reference range. It appears next to the abnormal (*) or critically abnormal (**) result value.	
RESULTS	▼ Keu	Red arrow pointing down (↓). The result is abnormal or critically abnormal Low relative to the reference range. It appears next to the abnormal (*) or critically abnormal (**) result value.	
		Dash in the results section; the test result is not available (most likely not reported in this instance).	
		Displayed in front of the actual value to indicate that its unit or reference range differs across a set of results. If any of the units are null, they are considered to match any other units that are present. Units are case sensitive; for example, mMol/L and MMOL/L would cause § to be displayed.	

 Single Report View-Report Footer: In the footer of the report you may find the Related Reports link. It allows you to access other tests completed on the specimen without going back to the CDV Tree.



Related Reports link



Print link



<u>Laboratory Reports - Cumulative View: Graphing Results (continue)</u>

<u>Cumulative View: Graphing Results:</u> Graphs plot up to 10 individual results which have been selected from the Cumulative View. Note that only numeric results may be shown in the Graph View; textual results are not included and may not be selected for graphing if all the results in the series are textual.

To view multiple numeric results in a graph:

- 1. Select the report from the CDV tree. The results are displayed in the Cumulative View.
- 2. Select the results to include in the graph (up to a maximum of 10) by clicking the checkbox next to the results, or select all results by clicking the checkbox in the Cumulative Header;
- 3. Click the **Graph** button. The graphed view is displayed.

The Graph View consists of the following graphs:

- Overview Graph
- Individual Graphs

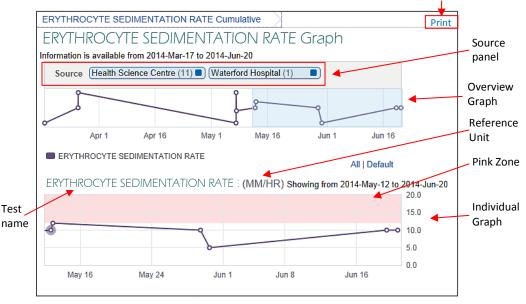


Figure 6: Cumulative View Graph

Each **Individual graph** represents a test involved in the result. The graph shows a data point for each result value.

The Overview graph shows the different test results over time on a single graph, where each line represents a particular test. The legend for the line colors are displayed below the graph.

The **Source panel** displays a separate button for each information source with an indication of how many data points on the graph came from that source. In the sample screenshot, the Overview graph includes 11 data points sourced from "**Health Science Centre**." and 1 data point from "**Waterford Hospital**." By default, the graph displays the results from all sources. To exclude the results provided by one or more sources, click the corresponding button on the Sources panel. Click the button again to show the data points from that source.

The Overview graph allows the user to zoom into a specific period to be displayed on the individual graphs. The mouse is used to highlight a specific area or period on the Overview graph. This action automatically changes the zoom level for the individual graphs below. The individual graphs are automatically refreshed to reflect the period specified on the Overview graph.

The **pink zone** in Individual graphs represents areas outside the corresponding reference range. If any point in the graph has a differing reference range or unit, the § symbol is displayed next to the title of the graph.

Additional information may be viewed for each data point on the graph by hovering the mouse over it. The hover displays the same information as the Result Details Hover in the Cumulative View. Please see "Result Details Hover" for details (page 8 – left side).

Cumulative View: Printing Graphs

- The Graph View may be printed by selecting the Print link in the upper right corner of the Graph View page.
- Depending on the user's modification of the Graph View, not all results may be printed in a single printout. It is therefore recommended to print reports using the single report view.
- A warning: "MAY NOT CONTAIN ALL AVAILABLE RESULTS AND DATA" is displayed on the printed presentation of the Graph View to advice users about the completeness of the data.
- A "patient sticky" is displayed in the upper left with the patient's name, gender, age, date of birth, and MCP number to identify the patient.
- The HEALTHe NL Disclosure is displayed at the bottom of the printed presentation to warn users about the accuracy and completeness of the information.





 Microbiology reports are textual reports. When a user clicks a Microbiology Report link in the CDV Tree the report is displayed.

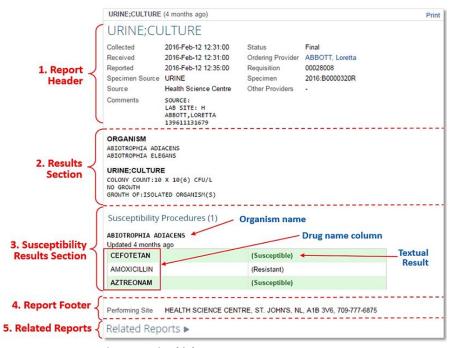


Figure 7: Microbiology Report

Microbiology Reports: Susceptibility Results Section

- Susceptibility Procedures (n) is a count (number in parenthesis) of any child susceptibility reports related to this report, which are displayed in the susceptibility Results Section.
- The Drug Name will be displayed in bold if the organism was found to be susceptible to this drug. The table row background is also subtly highlighted in light green. Otherwise, the drug name is displayed in normal font.
- **Textual result** may be comprised of route, dose, and cost information.
- Textual Result is followed by the susceptibility description in parentheses. If
 the organism is susceptible to the drug, the result is coloured in green bold
 font; the table row background is also subtly highlighted. Otherwise, the
 result and row are displayed in normal font.
- By default, the **Related Reports** section is collapsed. To expand this section and view the reports contained within click the Expand icon . To collapse the section click the Collapse icon .

 <u>Pathology reports</u> are textual reports. When a user clicks a Pathology Report link in the CDV Tree the report is displayed.

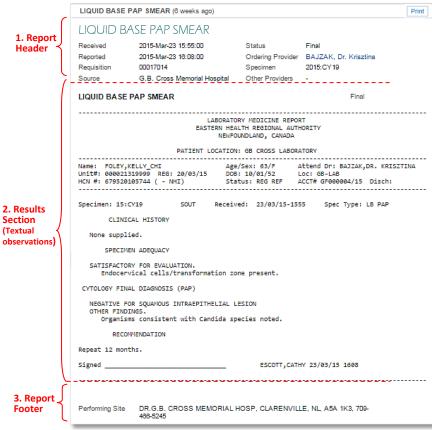


Figure 8: Pathology Report

Laboratory Reports Statuses

Laboratory Reports Statuses		
Report Status	Description	Displayed in
Final	Final results; results stored and verified.	Normal Font
Pending	Results pending. Applies to results on panels only.	Italicized font
Correction in progress	Report is being corrected and cannot be viewed. Applies to Pathology reports only .	Italicized font
Retracted	Report has been retracted and cannot be viewed.	Gray styling font
Cancelled	No results available; Order cancelled.	Strikethrough font