This quick reference provides guidance on navigating the Alberta Netcare Portal (ANP) homepage.

Legend

1	**Clinical Portal Menu** Use the clinical portal menu to access key functions such as worklists, recent patients, searches, eReferral, messaging, and more.
2	**Search for a Patient's Electronic Health Record (EHR)** Several search methods exist. Use the search windowlet to do the following: 1. Set the identifier type to PHN/ULI in the Identifier box and click **Search**. 2. Search by last and first names (plus a middle initial if necessary). 3. You can also include a phone number, birth date and gender to narrow the search results. 4. Save regular patients as a favourite search and select them from the **favourite search** drop down menu.
3	**Global Menu** Use the global menu to access key functions such as **My Details**, **Help**, the homepage, and the **Logout** function.
4	**Homepage** The homepage can be split into windowlets, each serving a specific function. Scroll to the bottom of the page and click the **Configure Layout** button to view and select, options.

Function	Description
ORION HEALTH	Orion is the EHR viewer service that integrates patient information from various sources into a single record, unique to each patient.
User Name	ANP **User Name**: Displays at the top of the global menu bar.
🏠	**Home** button: Used to return to the Homepage
👤 User Settings	**My Details** button: Used to set up or change your ANP preference.
❓ Help	**Help** button: Used to access online help for the current page
LOGOUT	**Logout** button: Used to logout and terminate your ANP session
▸ COMMON	**Worklists**: Create or manage up to six custom patient lists. **Manage Notifications**: Update your preferences for receiving eReferral Provider Notifications. **My Details**: Access your My Details page
▸ FAVOURITES	**1** View and access **Recent Patients**. **2** View, access and remove patients from **worklists**
▸ SEARCHES	• Search for a patient (by identifier or demographic) • Launch the **Delivery Site Registry** (DSR) within ANP

▸ EREFERRAL ▸ EREFERRAL REPORTS	• **eReferral**: Access My Referrals, triage referrals, My Assigned Referrals, and the Health Services Catalogue (HSC) • **eReferral Reports**: Depending on your role, you may have access to various reports.
▸ PATIENT LISTS	AHS users only: Edmonton users can use patient lists to set up a particular type of list of patients, such as "By physician" or "By care unit." If you are using patient lists, you will also need to update your profile in My Details.
▸ CLINICAL ETOOLS	Access **Bugs & Drugs**
▸ RESOURCES	Access a list of healthcare resource links.
▸ ESIGNATURE	Access provincial eSignature
▸ MESSAGING	Exchange secure electronic messages with other ANP users.

Configuration Essentials

Configure Homepage Windowlets

1 Scroll to the bottom of the page and click

[Configure Layout].

2 Click the drop-down arrow to reveal a list of configuration options. Select the one that you would like to display.

Search for a Patient ⊗
⊕ New Section to the Right
⊕ New Section Below

3 Choose how you want the windowlet displayed on your homepage by selecting **New Section to the Right** or **New Section Below** by clicking the ⊕ button.

4 Click [Update Layout] at the bottom of the page.

TIP	The three most commonly used windowlets are **Search for a Patient, Recent Patients** and **Person Directory.**
NOTE	When you no longer want to see a windowlet, click the ⊗ button on the right of the drop-down list of the windowlet you want removed.

Add ANP as an Allowed Site Within Pop-Up Blocker Settings in Microsoft Edge

1 Click the **Settings and More** ••• button on the upper-right corner of your browser window.
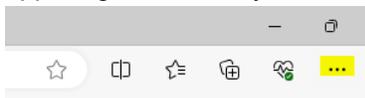
2 Click **Settings**.
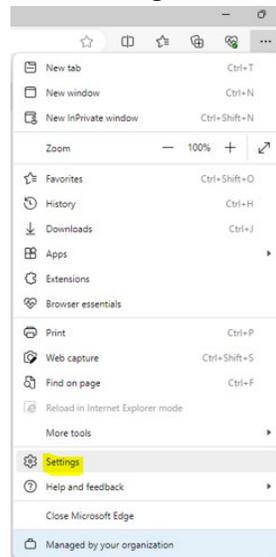
3 Click **Cookies and Site Permissions.**
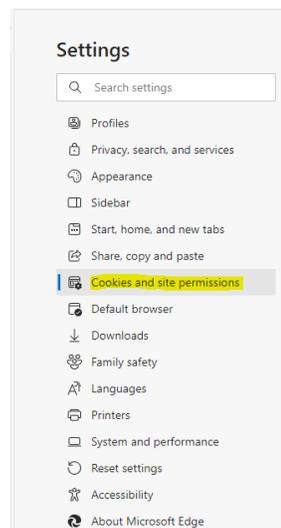
4 Click **Pop-ups and re-directs.**
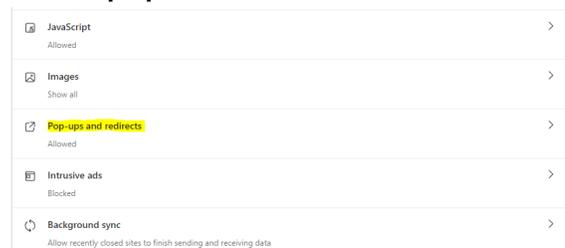
5 Click **Add** in the **Allow** section.
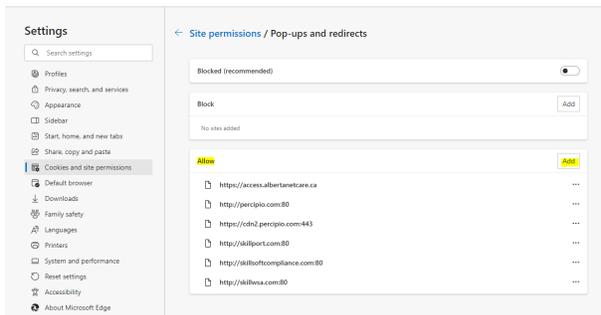
6 Enter the Alberta Netcare web address:
access.albertanetcare.ca

7 Click the **Add** button.
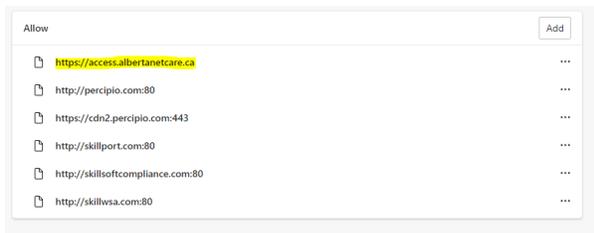
8 Close and relaunch the browser (MS Edge).

Add ANP as a Trusted Site in Microsoft Edge

1 Click the **Settings and More** ••• button on the upper-right side of the browser.
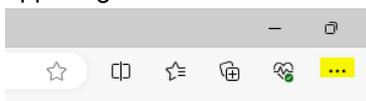
2 Click **More Tools** > **Internet Options**.

3 Type **https://*.albertanetcare.ca** in the "Add this website…" box.
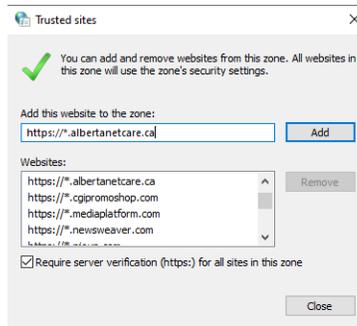
4 Ensure the "Require server verification…" check box is not selected.

5 Click **Add**, **Close**, then **OK**.

Privacy & Security

- Anything accessed under your ANP user ID and password is your responsibility. Thus, it is essential to **only** access the patient data you need to complete your job. You should not access your family's, friends', neighbours', coworkers' nor your own data.

- When you access patient data, keep it confidential. Breaching privacy policies will result in disciplinary action up to and including termination and/or large fines. You may print documents but refer to the health record policy within your Alberta Health Services (AHS) zone or your facility's policy for guidance on the usage of printouts.

- Data in ANP is to be accessed only for direct patient care.

Have a privacy and security question? Contact the *Health Information Act* (HIA) Help Desk at **780-427-8089** or (toll free in Alberta) **310-0000**.