

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

Net car	e 🗘				*	↓ 0	User Nam	e LOGOU	
COMMON My Detail Worklists Manage 1 FAVOURI Recent P; My Critica List 2 List 3 List 4 List 5 SEARCHE: EREFERRA PATIENT 1 NOTIFICA CLINICAL RESOURC ESIGNATU	As Search for a Patient 2 Select a favourite se Notifications Identifier PHN / ULI Type atients al Patients I dentifier PHN / ULI Type Last Name Date Of Day - Month - Y Year Birth Birth First Name Sex All Female Male Number Search Tip : An identifier search is recommended. For name search, pin Middle Phone Number Search Tip : An identifier search is recommended. For name search, pin the complete last name, comp first name and date of birth. Search Tip : An identifier search is recommended. For name search, pin Enter search criteria above and click 'Search' Enter search criteria above and click 'Search'	earch	My Cri My Cr	tical Patient: tical Patient Identifier 11241-7014 51385-7114 49241-7014 None g 3 of 3 4	S Rename Print Name PRESLEY, Elvis Aaron OLD MILLMCK CB16 GL, Helix Fmc Ip OLD MARSHALL, Jaden Jose Antonio M selected	iguel	Sex Age F 48 yr M 39 yr M 48 yr		
Leg	end	Fun	ction	De	escription				
1	Clinical Portal Menu Use the clinical portal menu to access key functions such as worklists, recent patients, searches, eReferral, messaging, and more.	or	RION	Ori inte sou pat	Orion is the EHR viewer service that integrates patient information from various sources into a single record, unique to each patient.			us ach	
	Search for a Patient's Electronic Health Record (EHR) Several search methods exist. Use the search windowlet to do the following:	Use	er Name	AN glo Ho	ANP User Name : Displays at the top of the global menu bar. Home button: Used to return to the				
	 Set the identifier type to PHN/ULI in the Identifier box and click Search. Search by last and first names (plus) 		1	Homepage My Details button: Used to set up or change your ANP proference					
2	 a middle initial if necessary). You can also include a phone number, bith date and gender to parrow the 	 ▲ 0: Ø 	er Setting Help	s you He the	Help button: Used to access online help for the current page				
	 Save regular patients as a favourite search advant them from the 	LC	GOUT	terr	Logout button: Used to logout and terminate your ANP session				
	favourite search drop down menu.			Worklists: Create or manage up to six custom patient lists. Manage Notifications: Update your p			to six our pre	ferences	
3	Use the global menu to access key functions such as My Details , Help , the homepage, and the Logout function.	→ COM	for receiving eReferral Provider Notificatio My Details: Access your My Details page			ons. e			
А	Homepage The homepage can be split into windowlets, each sorving a specific function. Scroll to the bettern of		DURITES	1 2	2 View, access and remove patients from worklists				
7	the page and click the Configure Layout button to view and select, options.	► SEAR	CHES	• s c • L (Search for a patient (by i lemographic) .aunch the Delivery Sit e DSR) within ANP	dentifie e Regis	er or Stry		



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



- 4 Click Update Layout at the bottom of the page.



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.

Settings				
Q	Search settings			
8	Profiles			
Ċ	Privacy, search, and services			
0	Appearance			
	Sidebar			
	Start, home, and new tabs			
Ŕ	Share, copy and paste			
G,	Cookies and site permissions			
٦	Default browser			
$\underline{\downarrow}$				
	Downloads			
쯍	Downloads Family safety			
왕 쇼	Downloads Family safety Languages			
89 A1 (0	Downloads Family safety Languages Printers			
* A† 0	Downloads Family safety Languages Printers System and performance			
8 A 0 0 0	Downloads Family safety Languages Printers System and performance Reset settings			
	Downloads Family safety Languages Printers System and performance Reset settings Accessibility			

4 Click **Pop-ups and re-directs**.

3	JavaScript Allowed	>
Ø	Images Show all	>
Ø	Pop-ups and redirects. Allowed	>
۵	Intrusive ads Blocked	>
Φ	Background sync Allow recently closed sites to finish sending and receiving data	>

5 Click Add in the Allow section.

Settings		← si	te permissions / Pop-ups and redirects	
Q	Search settings			
0	Profiles		Blocked (recommended)	•
٥	Privacy, search, and services			
0	Appearance		Block	Add
	Sidebar			
	Start, home, and new tabs		NO INEL ADDRD	
e	Share, copy and paste			
5	Cookies and site permissions		Allow	Add
6	Default browser		https://access.albertanetcare.ca	
\downarrow	Downloads		Pt http://percipio.com/80	
쭝	Family safety		-	
A	Languages		https://cdn2.percipio.com:443	
Θ	Printers		http://skillport.com/80	
	System and performance		http://skillsoftcompliance.com:80	
Ð	Reset settings		Pt http://skillana.com/80	
Ŕ	Accessibility		Indet/secondary	
0	About Microsoft Edge			

6 Enter the Alberta Netcare web address: access.albertanetcare.ca

Add a site	×			
https://access.albertanetcare.ca				
Add	Cancel			

7 Click the Add button.

Allow		Add
ß	https://access.albertanetcare.ca	
۵	http://percipio.com:80	
D	https://cdn2.percipio.com:443	
ß	http://skillport.com:80	
ß	http://skillsoftcompliance.com:80	
۵	http://skillwsa.com:80	

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**.