Logging On and Off

Clinical**Viewer**

ConnectingOntario

Log On: Log into your Health Information System (HIS). Click the link for **ConnectingOntario** OR Go to <u>https://portal.connectinggta.ca/pe/p/ql</u> and enter your ONE® ID username and password **Log Off**: Click **Logout** in the header and close all browser windows

Searching for a Patient in the Viewer

- 1. Click Search for a patient in the header
- 2. Select one of the three search methods (a, b, or c)
- 3. Type in patient identifiers
 - If performing an Advanced Search (c), you must enter First and Last Name and at least one of
 - i) date of birth
 - ÔR
 - ii) street address and city
- 4. Click Search
- 5. Click the Patient under "Patient Search Results"
 - For privacy and security reasons, a maximum of 5 results display
- 6. Click View Selected Patient

Viewing Patient Information

- 1. Click the **Patient Care** tab
- 2. To change the timeline (default 30 days): Click **Today**, **7D**, **30D**, **3M**, **6M**, **1Y** or **Custom**
- 3. Click the **double arrow** on the Navigation Bar to expand it
- 4. Click the desired view. Clicking **Summary List View** or a **portlet icon** opens the full-sized portlet, which displays more information columns than are displayed in the **Summary View**

OR

5. Click the Portlet Expander , available in every portlet in Summary View. (Click **Close** to return to Summary View.)

Notes:

- When expanded, the portlet contains a patient banner and timeline
- Column configuration, filtering, printing and refresh functionality are the same as in Summary View
- Preferences changed while in expanded portlet view and overriding of patient consent will apply in the Summary View when the expanded view is closed



Tip: Double-click to select and display a patient from Patient Search Results



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03 May 2019 18:06	8	Triage Note	Final	Menuel, Deidra	North York General Hospital	03 May 2019 14:00	03 May 1	18:00 d0D5hNQRF
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Sorting and Filtering within a Portlet

To sort information chronologically or alphabetically:

1. Click any column title

To filter information in a single column:

- 2. Hover on a column header to display a **down arrow ▼**, click the arrow to display the menu
- 3. Select a displayed filter OR click the text box and begin typing the **Filter Value**

To filter across the entire portlet:

- 1. Click in the portlet header's filter field
- 2. Enter the desired text
 - > The filter is applied as you type
- 3. To add more filters on other visible columns in the portlet, press **Spacebar** and type the entry
 - The results returned will include only those records containing ALL of the filter entries
 - The results will be applied in addition to any columnlevel filters that have been applied
 - To remove the filter, delete the contents of the filter field 18.

Opening Documents in the Document Viewer

Multiple documents/reports can be opened in separate document viewer windows. These can be documents from the same portlet or from different ones <u>for the same patient</u>.

Notes:

- 1. Each document viewer window has a maximize / minimize option
- 2. Each document viewer window can be resized; however there is a minimum allowed size. If the viewer is manually made smaller than that, it will be resized to the minimum
- 3. Depending on how the internet browser is configured, it may be necessary to access multiple document viewer windows from the toolbar











