## "LOG IN" Process:

1. Launch the eHealthOntario portal at www.ehealthontario.ca

2. Click on **LOG IN** in the upper right hand corner

3. Type in your User Name and Password & click log in:

| Your User Name: | test.user@hospital.ca |
|---|---|
| Your Password: | ●●●●●●●●● |

**LOG IN**

**NOTE: If this is your first time logging on, follow the step by step instructions in the eHealth Ontario Registrant Reference Guide (available on the DPV Website.)**

1. Launch Drug Profile Viewer by clicking on <Drug Profile Viewer> from menu on the left.

2. Read the Terms of Use and Disclaimer, then click the <I understand and agree> button to access the DPV System. If <I do not agree> is selected the DPV System will close (the e-Health Portal page will remain open)

3. The Terms of Use/ Disclaimer page will appear once every 60 days.

## "LOG OUT" Process:

1. Close DPV System Window(s) by clicking on the red **"X"** button in the upper right hand corner of window.

2. Portal page will remain open.

3. Click on **LOG OUT** in the upper right hand corner

## Passwords:

**Must be** at least 8 characters: at least one uppercase letter, one lowercase letter and one number (e.g. Mypassword1)

**Password Changes** every 90 days:

1. Launch eHealthOntario portal and log in

2. Click on **Password Maintenance** in upper right corner of window

3. Select <Change Password>

4. Enter current password

5. Enter and confirm new password

**NOTE:  If you have not used the system within the past 90 days, your password will be expired.**

**Forgotten or Expired Passwords:**

1. Follow "LOG IN" Processes 1 & 2

2. Click Reset your password by clicking **here**

3. Enter User Name & Date of Birth

4. Answer 2 shared secrets

5. Enter current password (if expired)

6. Enter and confirm new password

## Search ODB Recipients:

**Primary Search:**

1. Select Primary Search (default)

2. Enter 10 digit Health Card Number **[No version codes or dashes]**

3. Click on <Search>

**Alternate Search:**

1. Select Alternate Search

2. Enter Last Name, Date of Birth, and Sex [First name or first initial may also be entered.]

3. Click on <Search>

**Select correct patient** name from list of ODB recipients matching search criteria (only one in Primary Search).

## Drug History Search:

Upon selecting correct patient's name the following views are available:

**SUMMARY REPORT (Default):** is comprised of all the ODB recipient's drug claims history for the past 100 days grouped by generic drug name and strength in chronological order by dispense date.

➢ Click on the **Detail Report** tab:

**DETAIL VIEW:** All prescriptions dispensed during the selected timeframe will be displayed.

➢ Click on the **generic drug name** :

**GENERIC DRUG VIEW:** Drug History of a specific Generic Drug will be viewed in chronological order.

**ALTERNATE VIEWS**: Click on radio button for 30 days, 100 days, 180 days or 365 days View.

**PRINTING REPORTS: Click t**he <Print Report> button to **print** the ODB Recipient's Drug Claims History from the Summary View, Detail View, or Generic Drug View. **Do not use** browser print button.

**Additional Info Icons**

 **Therapeutic Classification/Sub Classification**

 **Provider Information**

## Consent:

An ODB recipient has the right to withdraw consent to the disclosure by the ministry of his/her full or partial ODB Drug Claims History

### Temporary Consent Reinstatement

➤ An ODB recipient may choose to temporarily reinstate his/her consent to disclose his/her ODB Drug Claims History for that visit only to the hospital.

➤ If the recipient is unable to communicate and is accompanied by a Substitute Decision Maker (SDM), the SDM may also temporarily reinstate consent to disclosure on behalf of the recipient.

➤ This feature is only available using a **Primary Search.**

REMEMBER: **ODB recipients whose consent is reinstated at point of care will receive notice of access to their drug claims histories.**



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## Drug History Screen:



**#** - Sequential Record number for the claims that have been made by the ODB Recipient

**Dispense Date** – Transaction date on which the prescription is provided

**Generic Name** – Non-proprietary name or generic name of the drug dispensed

**Strength** – Amount of active ingredient in the prescription drug dispensed

**Dosage Form** – Pharmaceutical dosage form of the prescription drug dispensed (e.g. tablet, capsule, injection etc.)

**Brand Name** – Brand name of the dispensed drug

**Quantity** – Quantity of medication dispensed

**Est. Days Supply** – Estimated number of days of treatment based on the directions for use on the prescription and the pharmacist's judgement on usage.

**Claims** – Number of prescription drug claims for a specific generic drug

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# Drug Profile Viewer Quick Reference

**DPV System Coordinator:**

Name:

Phone:

Email:

**Local Help Desk:**
(1st point of contact if issues with DPV)

Name:

Phone:

Email:

**eHealth Ontario Service Desk:**

Phone:  1-866-250-1554

**Drug Profile Viewer info website:**

www.ehealthontario.ca

Left menu: DPV Information

**DPV login:**
www.ehealthontario.ca

Ontario