NET ACCESS

http://netaccess.lsuhsnc-s.edu
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Net Access provides physicians with fast, user-friendly, remote access to selected clinical data via a Web browser. Physicians can view selected INVISION data in an intuitive graphical user interface (GUI) format. This information is available for display only – Patient Management, Resource Scheduling, Orders and LCR.

No data is cached on the workstation. All files are on the web server and are cleaned up by the Webclean service.

Net Access Logon, Logoff and Password Expired (Reset)

Log On

- Launch your Internet browser (Netscape Navigator or Microsoft Internet Explorer).
- Enter the following URL in your browser’s address line [http://netaccess.lsuhsc-s.edu](http://netaccess.lsuhsc-s.edu) and press enter.
- Enter your user ID in the Logon ID field
- Press tab or click in the password field, and enter your password
- Press Enter or select the LOG ON button
- Your browser window will display the text Authenticating User…
  - If your security rights do not allow access, you will receive the message * Not authorized for user access.
  - Contact User Services Clinical Support Help Desk, 55470, option 1
- Once authenticated, your browser will open to display the Navigator Bar with “To Locate By” options and the message in the browser window - “To locate a patient, select any one of the search options on the left.”

Log Off

- To log out of Net Access, select the LOG OFF button located in the upper right corner of each screen.
- You can also log out by selecting your browser’s Back button until you have returned to the Logon screen.

Note: If your Net Access session is inactive for more than 10 minutes, you will be automatically logged off and the message “Your Session has expired.” will display above the LOGON ID field.

Password Expired
If your password has expired (expires every 30 days), you will encounter a message above the Logon ID field **Password has expired. Please verify.**

- Select NEW PASSWORD option located to the right of the LOG ON button to reset/change your password
  - Enter your Logon ID and Press Tab if necessary to move to next field
  - Enter your current password in PASSWORD and Press Tab if necessary to move to next field
  - Enter your new password in NEW PASSWORD and Press Tab if necessary to move to next field
  - Enter your new password in CONFIRM PASSWORD
  - Select LOG ON
- You may reset your password at any time by using the NEW PASSWORD option and following the reset procedures outlined above

## LOCATE PATIENT BY (Main Menu)

You may locate patient(s) by selecting one of the following inquiry methods
- Name
- SSN
- MR Number
- Pt Number
- Unit Census
- Service Census

Bulleted items indicate that there are additional subcategories contained within this option. You may select patients to add to your Care Provider list from the data returned from your selected inquiry.

### Patient Inquiry And Census Options

**Add to My List**

The pad and pencil symbol, 💬, generally located to the left of the patient name, will allow you to add and designate your relationship to the
patient (e.g. attending, other, consulting). You should only update your personal list.

Click on the add symbol to the left of the patient name. Select the relationship to regarding your affiliation with the patient. Select the Add button.

Return to your care provider census display by selecting the Care Prov Census option in Locate Patient By navigator bar.

Click on the Refresh button in the upper right hand corner of your screen to refresh your data and display your current list.

**Name**

Enables you to search by name from the patient index. The search will display the patient’s name (highlighted text), sex, birth date and Medical Record Number. You may select the highlighted name for further processing.

Search by:

**ALL PATIENTS**

You must enter Last Name, First Name and Pt Sex if you search by ALL PATIENTS. If you do not enter all required fields for this search, you will encounter the error message: *E110890 ENTER LAST NAME, FIRST NAME/INITIAL, SEX.*

**PATIENTS IN BED**

You may enter last name only, last name and first name only, or value last and first name and sex when searching for PATIENTS IN BED.

**SSN**

Enables you to search the patient index by social security number and select a patient based on the result of your search. The search will display the patient’s name (highlighted text), sex, birth date and Medical Record Number. You may select the patient by clicking on the highlighted text to access the submenu.

**MR Number**

Enables you to search for a patient by entering the assigned medical record number and retrieves the patient based on the entry. The patient demographic information displays and the name will be highlighted for selection to access the submenu.
Pt Number

Enables you to search for a patient by entering the assigned patient number for a particular visit (case or patient account number) and retrieves the patient based on the entry. The name will be highlighted and the patient demographic information displays. You may select the highlighted name for further processing.

Unit Census

Displays a list of units (nurse stations) and allows you to select a single unit and to display that unit’s census. The unit list will display the patient’s name, unit rm/bed, sex, age, and Medical Record Number and hospital service. You may select a patient from the unit census.

Service Census

Displays a list of hospital services and allows you to select a single service to display a list of inpatients registered to that service. The header will display the service selected and the associated list will display the patient’s name, unit rm/bed, sex, age, and Medical Record Number. You may select a patient from the service’s list.

Resource Appointments

Selection of this option will display a list of resource group descriptions. After selecting the resource group, the list of associated resources will display along with the resource type code, contact telephone number and the resource group affiliation.

Selection of a resource will display patients appointed for the current date. The appointment display includes the appointment time, duration, activity type, patient name, sex, appointment status and resource description.

The system message *E4765 NO APPOINTMENTS HAVE BEEN SCHEDULED ON THIS DATE* indicates that this resource does not have current date appointments.

You may use the calendar features by clicking on:

**Today**

To see all schedule data (for the individual resource) for the current date. This is the default selection.

**Calendar Day**

To see all schedule data for that calendar day

**Forward Arrow**
To extend the search to the same day for the next month

*Back Arrow*
To extend the search to the same day in the previous month

*Scan Button*
To search for schedule data within the next 30 days

The system issues message based on the return data from the requested search.

## Care Provider List

### Care Provider Census
Inpatient and outpatient census will display for a care provider based on a relationship established in the system for a provider to a specific patient: Attending, Other or Ordering. The default display is inpatient census; however you can select Outpatient Care Provider Census display option.

A care provider census is based on a valid Care Provider Number (doctor number). You must enter the specific care provider number and the user logged on may only add/delete from a personal list associated with the care provider number linked to the user logon id.

### Add Entry To List
Select the Add icon located to the left of the displayed patient name.
- Add Patient window displays
- Value Relationship by selecting a Relationship – ATN (i.e. faculty attending physician) or OTHER (i.e. resident)
- Select ADD
- Confirmation message displays

### Remove Entry From List
The checkbox with an X inside, , indicates that you may remove a patient from your personal list:

- Select the patient from your list to be removed by clicking on the delete symbol to the left of the patient name.
- A screen displays showing the present relationship to the patient. Select the relationship and then select Remove.
- Click on the Refresh button in the upper right hand corner of your screen to refresh your data to determine if your removal was processed.
PATIENT INDEX (Submenu)

Selection of an individual patient provides options for displaying clinical results, demographic information, physician orders, case review and rounds reports.

Navigator Indicators and Printing:
- Bulleted options indicate that subcategories are included with this option.
- Subcategory labels that appear in color indicate that information is available; grayed labels indicate that information is not available.
- A red arrow by the subcategory label indicates the current selection.
- Multiple clinical results are printed per page.

Rounds Report

Displays the following information:
- Patient case information: Name, Sex, Race, Birth Date, Rm/Bed, Patient Number, Medical Record Number, Admit date, Attending Doctor name.
- Orders placed within the last 24 hours in categories of orders approaching expiration and orders currently active.
- Results reported during the last 24 hours.

You may print a rounds report by
- clicking in the data well of results
- or by selecting File and Print

Each printed page is numbered in a sequence of Page 1 of ___.

Patient Appointments

This view will allow you to view the selected patient’s appointment history – previous appointments during the last 13 months and or pending appointments during the next 12 month period.

You may enter a date/date range or press ENTER (assumes today as the default ‘Start’ date) on the patient appointment display options screen to view the appointment history or pending appointments, including the appointment status:

Active - Appt Date Current or Future: Awaiting Registration
Active - Appt Date Not Current or Future – Will be marked as ‘No Show’
Attended – Patient Registered
Cancel – Appt Was Canceled
No Show – Patient Was Not Registered
Resched – Rescheduled for Another Date
Walk-in – Patient Did Not Have a Scheduled Appt – Patient Walked into Clinic

The individual appointment can be selected to display appointment details (i.e. date created, resource, chief complaint).

**Lifetime Clinical Record**

**Laboratory 24 hrs/Lifetime Results**
Displays the following results:
- Biochemical Genetics Testing
- Blood Bank
- Blood Gas
- Chemistry
- Hematology
- Pathology
- Reference Tests
- Serology
- Toxicology
- Urinalysis
- Chromosome Analysis

**Laboratory Last 50 Occurrences**
Displays results for the last 50 test occurrences. This option is beneficial in retrieving results if the display is very large and the following error message is encountered: **LCR10020 Program OI3270 did not have enough memory allocated to finish processing. Please call your MIS representative.**

If you receive this error, you may access the entire LCR result display by logging into Invision.

**Radiology 24 hrs/Lifetime Results**
Displays the following results:
- Breast Imaging
- CT Scan
- General Radiology
- MRI
- Nuclear Medicine
- Pediatric
- Rad Oncology
- Special Procedures
- Ultrasound
**Radiology Last 50 Occurrences**

Displays results for the last 50 test occurrences. This option is beneficial in retrieving results if the display is very large and the following error message is encountered: **LCR10020 Program OI3270 did not have enough memory allocated to finish processing. Please call your MIS representative.**

If you receive this error, you may access the entire LCR result display by logging into Invision.

**Microbiology**

Displays specimens processed with the collection date, specimen number, specimen type, and result. You can click on specimen number for more details and select the paper sheet symbol to see results.

**Patient Diagnosis/Procedures**

Diagnoses are displayed with columns identifying the ICD9 code, first and last occurrence and the number of the occurrences that this code was recorded between the indicated dates.

**Medical Records Transcription**

Displays results based on the following subcategories:

- Outpatient Clinic Visit
- Discharge Summary
- Operative Report (up to 99 latest results)
- Other Reports – select ALL and then click on the paper symbol to display the report information.

**Clinic Reports**

Displays the following options for viewing clinic based reports:

- Clinic Reports
- GE-EMR Reports
- FWCC Reports

**Viewing Results and Graphing Results**

**Viewing Results**

You can view results that are sent back to Invision. Selecting a category will in most instances expand showing a detailed list of subdepartments. The subdepartment containing the first set of results will open automatically. If the subdepartment is grayed and not bolded, then results do not exist for this area for this patient at this time.

- Selection of the paper symbol, will allow the user to see text and details associated with the test.
• Selection of ALL will display a table format of all available reports for the selected category.
• Selection of a particular test within a category and then selecting ALL will display a table format for just that test.

**Graphing**
You may graph numerical results by:
• Selecting GRAPH to display successive graphs of all available tests within that category of tests (i.e. Blood Chemistry). You may use the >> button to display each result’s graph.
• Selecting individual tests by clicking on the checkbox (✓ SODIUM) for each desired test. You may use the >> button to display each successive graph.
• H (high) or L (low) results are indicated in red.
• You also have the option to Save, Print, Email an Image or Open My Pictures Folders.

**Graphing Options**
The graphing OPTIONS will allow you to graph by selecting one of the following:
• Number of occurrences: (enter the number of occurrences for that test(s) – default is 30)
• Number of days: (enter the number of days – default is 30)
• All Results
• Date Range (if selected the cursor is placed in the FROM date range field. Or you may select the date from the calendars displayed in the FROM and TO options).

**Display Options**
The display options available are:
• Reverse Chronological Order
• Chronological Order
• Single observation per graph
• All observations on same graph
• Same Unit of Measure per graph
• Display all graphs in data well

**Graphing Error**
• If you select a result that cannot be graphed, you will receive an error ‘no data qualified for graph’.
• A web program error may be encountered: WebBuildGraph returned an error displaying graph
output errcode’4’. This is a software issue currently researched by Siemens.

- To bypass this error, click on the Date Range and enter the desired dates and click on Display Graph. Your graph should appear.

### Display Orders
Displays orders for the selected patient with the system generated order number, order description, order status, start date, department code, stop date and stop time.

- Orders approaching expiration will have the symbol located to the left of the order
- All orders are entered with the initial status as verified. Orders may be marked with status codes such as Complete or Cancelled.
An order may be selected to display details regarding the individual order (i.e. Entry date and time, user id that entered the order, ordering party).

### Cases/Visits
Displays the visit, patient case or account number, adm/reg date, discharge date, attending doctor number, hospital service, patient type and patient status for that case.

### Demographics
Displays patient information entered during the registration of the selected case. If the cases have been purged, demographics will not display.

### MAK Vital Signs
Clinical data can be entered by nursing when charting medications. This data may include f/u effectiveness, blood sugar values, pulse, respirations, blood pressure and or pain score/pain location. The collected data will also display in the medication details.

### Medication Administration Check (MAK)
MAK is an electronic charting application for medication administration. Charting functions include:
- Administered Meds
- Not Administered Meds
- Follow Up Effectiveness
- Vitals or Miscellaneous Charting Data (Pain Scale, Pain Location, etc.)
This application replaces a manual paper MAR. To use this option, you may select from the initial display either the med name (vertical), the display date (horizontal) to display charting information. You may also change the display date range by scrolling to the bottom of the initial view and selecting CALENDAR.

Initial view and detailed views of charting data provide a legend of the charting symbols. Detailed views: red X – not administered (reason and user id indicated in the view) or not electronically charted (no user id or reason charted in the view); green √ administered. A blank charting time also may indicate not charted.

The medication charting that takes place during a patient’s stay may be manual or electronic. Manual charting occurs when the electronic application is not available (downtime or emergent situations – codes, etc.) or has not been introduced as an application for that area or unit.

**Medication Administration Record**

**Display characteristics**

Initial View is current date plus the past 6 dates. You may elect to change the date range viewed by selecting the CALENDAR button located at the bottom of the screen. The display for the selected date range offers the following:

**Dates displayed horizontally**

If you select a specific date from the display, the medication administrations record for that date will display

- Additional charting data may be available (i.e. P – Pulse, HR – Heart Rate, BS – Blood Sugar).
- The user id of the person performing the chart function.
- Administration site, comments, etc.
- Start/stop date/time of the medication order
- Ordering Party

**Medication List displayed vertically**

Displays complete list of medications for the visit/case

- If you select a specific medication from the display, the medication administrations record for the current date range will display

**Administration Status Icons**

**Green Checkmark (✓)**

- Defined by the view you select to review:
  - Initial View – all meds administrations for that med for that date given (ADMIN)
Specific Date or Med Selected – the specific time of administration was given (ADMIN)

Red X

- Defined by the view you select to review
  - Initial View - all administrations for that med for that date were not given (NOT ADMIN)
- Specific Date or Med Selected – the specific time for administration was not given and may be related to the following circumstances:
  - NOT ADMIN – attempt to give the med but was charted as not given – this entry would have the fields valued: Reason, Admin By
  - NOT GIVEN – med was not electronically charted as ADMIN or NOT ADMIN (nursing should be consulted on this occurrence)

- Initial View
  - NOT APPLICABLE - no administrations for that med were scheduled for that date

Calendar

MAR displays include a CALENDAR button. Allows user to change the display dates for medications and view the associated administration details with the new date range.

Alternate Views

MAR Primary (Brand Name)
View MAR by
- Alpha – sorted alphabetically
- Route – sorted by route
- Therapeutic – sorted by therapeutic category

MAR Alternate (Generic Name)
View MAR by
- Alpha – sorted alphabetically
- Route – sorted by route
- Therapeutic – sorted by therapeutic category

Medication Reconciliation

Medication Reconciliation Report Content
- Transfer from and Transfer to (must be manually entered)
- Report date and time
• Patient/Patient visit information
• Medication Information
  o Active Orders
    ▪ Orders that are not included:
      ✓ One time and or discontinued/expired orders
      ✓ Physician Order Entry orders that are not validated by Pharmacy
  o Order information:
    ▪ Order number and description
    ▪ Medication dose, route, frequency, start/stop date, and as applicable PRN Reason
    ▪ Last Admin Date and Time (must be manually entered)

Reminder: Printed Document is only routed to an Invision configured printer.

**Printing**

Where allowable, you may print from the web browser via FILE, PRINT. The document generated will be printed from the screen information and sent to the networked printer.

**Special Messages**

*Opening Second Browser*

Net Access is designed to maintain information on a single patient selected for viewing in a single browser window. Microsoft offers the option of opening a second browser window in Internet Explorer (CNTRL + N or File, New, Window). However, if you open a second browser window, you will receive the following message.

![Microsoft Internet Explorer](image)

A new browser window cannot be opened within Net Access. If you want to create another instance of Net Access, open another browser and logon a second time.

**Close this window in order to avoid unpredictable results.**

Opening a **second browser** in Net Access will present clinically incorrect information for the patient viewed in the first browser
window. This also applies when opening a second browser window by accessing Net Access from a hyperlink. The user, upon returning to the first browser window, will observe the first patient's name in the Net Access header but the results will be those of the patient that was viewed in the second browser window.

The example below demonstrates the patient's name viewed originally and the results displays from the patient viewed in the second browser: