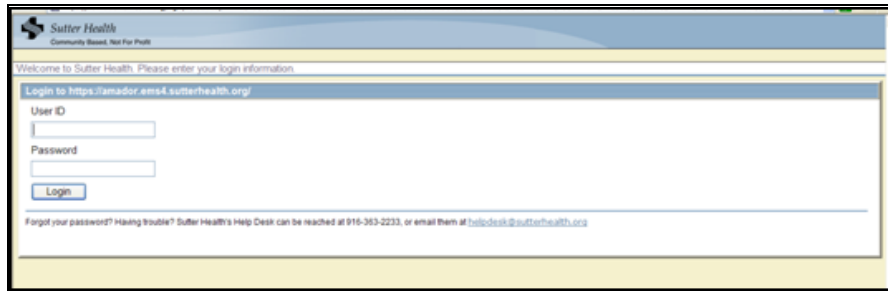
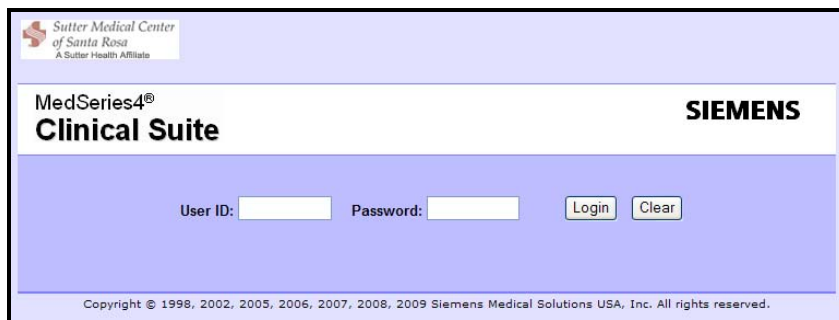


### Logging In



**Figure 1 - Network Login**

Outside of the Sutter Health network, you will have two login prompts: The first one will use your **Sutter Network password** and the second one provides access to WebConnect using your **MS4 WebConnect password**. To exit WebConnect, click Log Out at the top of the web page.



**Figure 2 - Web Connect Log In**

### Setting Up Preferences - One time setup

The first time logging in, you should be prompted to change your password. Next, set up your *Home* page by clicking on the **Preferences** link at the top right of the screen.



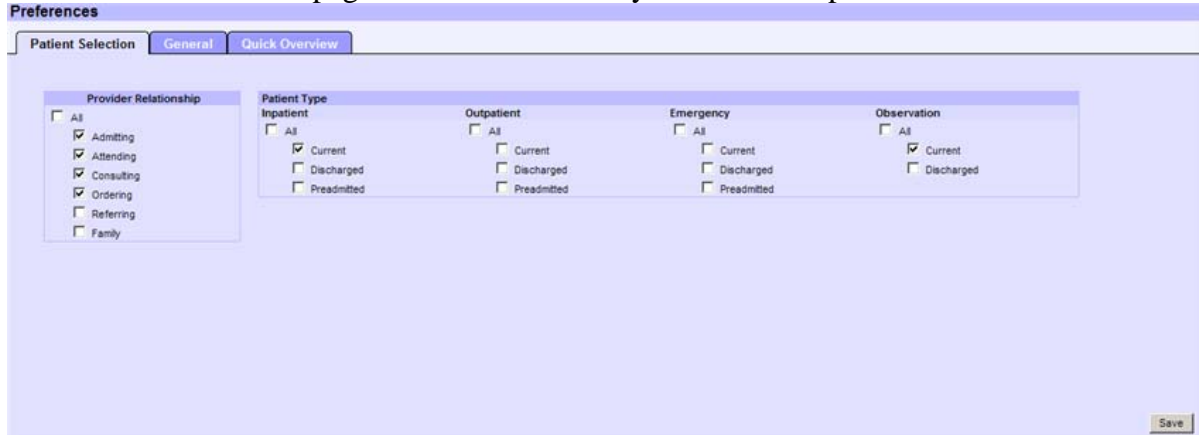
**Figure 3 – One time Setup**

## Preferences (continued)

Note: **Be sure to Save all changed settings**, by clicking on the *Save* button, and you will not be prompted to set these up again. However, if you decide to make changes later; simply click on the **Preferences** link at the upper right corner of the webpage to return to this section.

There are three tabs under *Preferences*: **Patient Selection**, **General**, and **Quick Overview**.

The **Patient Selection Tab** allows you to determine which patients you would like to see on the Provider Census page. You can choose any or all of the options.



The screenshot shows the 'Patient Selection' tab in the 'Preferences' window. It features four main sections for selection:

- Provider Relationship:** Includes checkboxes for All, Admitting, Attending, Consulting, Ordering, Referring, and Family. 'Admitting', 'Attending', 'Consulting', and 'Ordering' are checked.
- Patient Type:** Divided into four categories:
  - Inpatient:** All, Current (checked), Discharged, Preadmitted.
  - Outpatient:** All, Current, Discharged, Preadmitted.
  - Emergency:** All, Current, Discharged, Preadmitted.
  - Observation:** All, Current (checked), Discharged.

A 'Save' button is located in the bottom right corner of the form area.

Figure 4 - Patient Selection Tab



The screenshot shows the 'General' tab in the 'Preferences' window. It contains a single section for setting the home view:

- Set MS4 Clinical Suite Home view as:** Includes radio buttons for Provider Census, Provider Group Census, and Patient Search. 'Patient Search' is selected.

A 'Save' button is located in the bottom right corner of the form area.

Figure 5 – General Tab

**The General Tab** allows you to select which page to set as your Home page. *There are three options:*

- 1. Provider Census** - This page provides you with patients based upon the criteria you set in *Figure 4*.
- 2. Provider Group Census** - If you are part of a medical group, you can click on this tab and view all of the active hospital patients within your medical group.
- 3. Patient Search** - See Patient Search below.  
You can change Preference settings at anytime.

## Patient Search

Type in part of a patient's name and press the *Search* button.

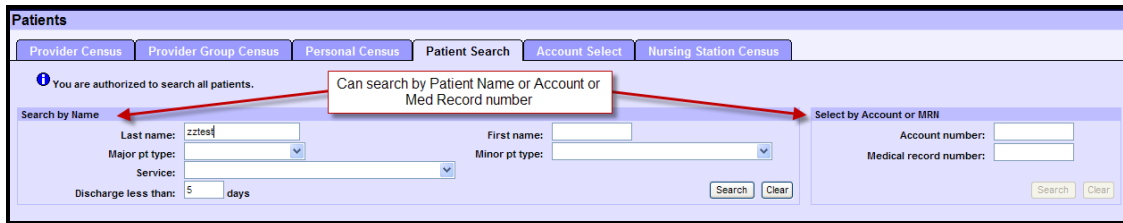
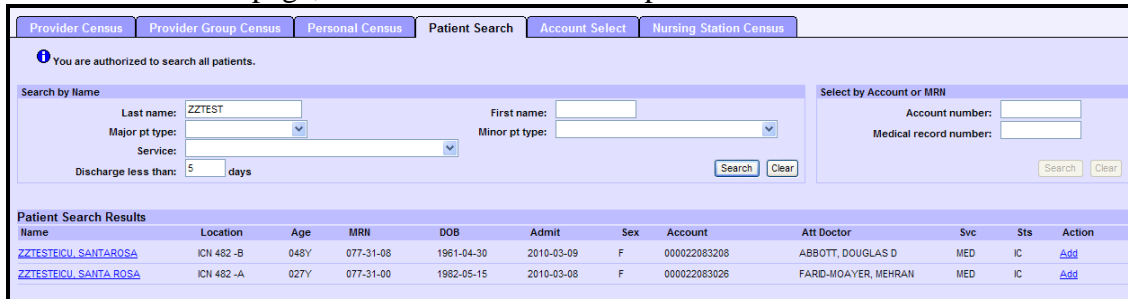


Figure 6 - Searching for a Patient

From the selection page, click on the name of the patient.



Name	Location	Age	MRN	DOB	Admit	Sex	Account	Att Doctor	Svc	Sts	Action
<a href="#">ZZTESTICU_SANTAROSA</a>	ICN 482 -B	045Y	077-31-08	1961-04-30	2010-03-09	F	000022083208	ABBOTT, DOUGLAS D	MED	IC	<a href="#">Add</a>
<a href="#">ZZTESTICU_SANTA ROSA</a>	ICN 482 -A	027Y	077-31-00	1982-05-15	2010-03-08	F	000022083026	FARD-MOAYER, MEHRAN	MED	IC	<a href="#">Add</a>

Figure 7 – Selection Page - Result of Patient Name Search

## Patient Information

Click on a patient name from your *Census* page or the *Patient Search* page. The **Account Information** page displays Patient Demographics.



Figure 8 – Account Information (only top 1/3 shown)

The **Task bar** is located on the left hand side of the page and it allows you to select any additional patient information you would like to access.

## Patient Test Results

To print out a **Flowsheet**, select **ALL LABORATORY** from the **Task Bar** and click on **Flowsheet View Report**, select the date parameters, and then click on the **Show Report** button. A printable report will appear in a new window and will print on the Windows-based printer for the workstation.

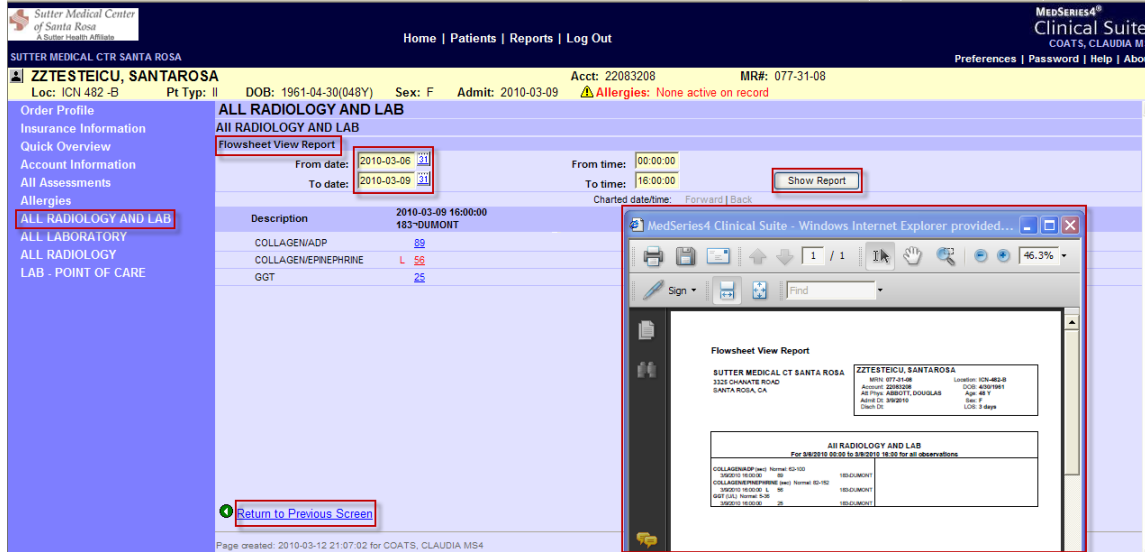


Figure 9 - View Report

To print out a **Radiology Result**, select **ALL RADIOLOGY** from the **Task Bar** and click on the yellow note to display the result. Click on the **Show Report** button. A printable report will appear in a new window.

**If you need assistance, please contact the Sutter Help Desk at (707) 576-4695.**