

### Logging In

Outside of the Sutter network, you will have two login prompts: The first one uses 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 page.

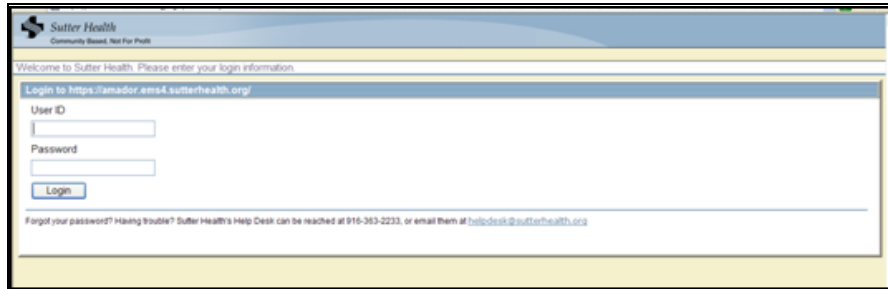


Figure 1 - Network Login

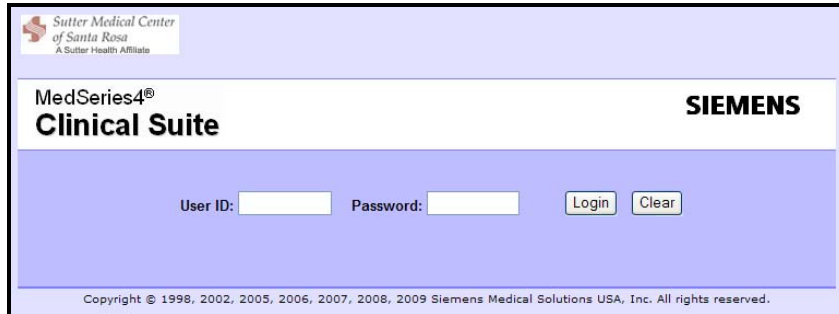
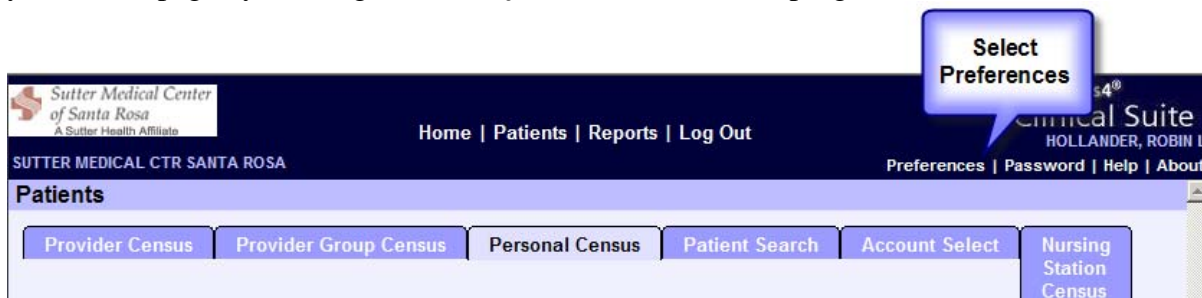


Figure 2 - Web Connect Log In

From a Sutter site, you will only see the MS4 WebConnect 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.



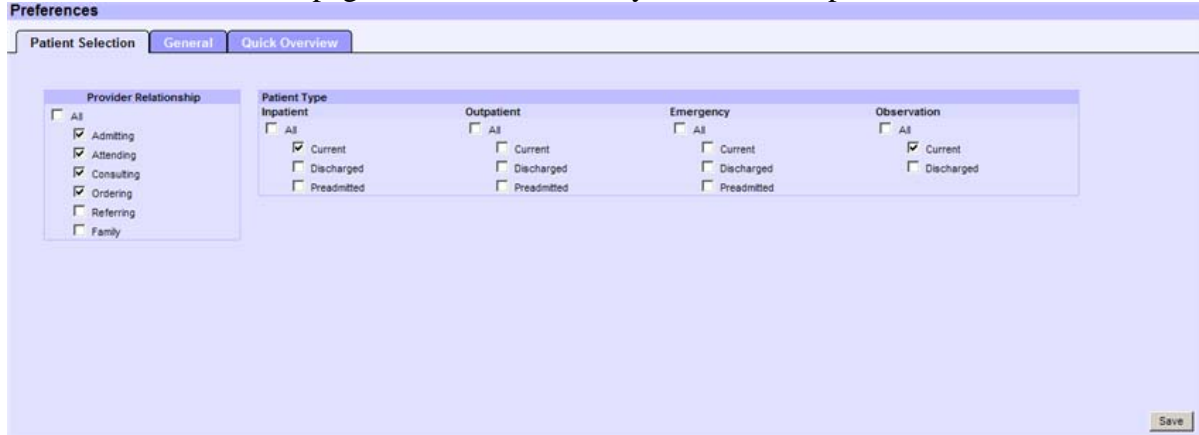
Note:

**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.

## Preferences (continued)

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 several sections with checkboxes for selection:

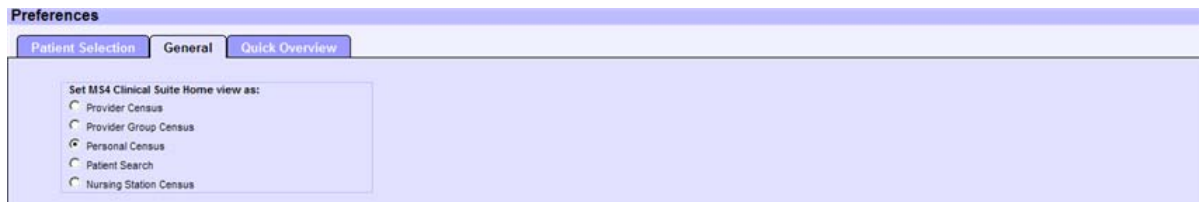
- Provider Relationship:**
  - All
  - Admitting
  - Attending
  - Consulting
  - Ordering
  - Referring
  - Family
- Patient Type:**
  - All
  - Current
  - Discharged
  - Preadmitted
- Outpatient:**
  - All
  - Current
  - Discharged
  - Preadmitted
- Emergency:**
  - All
  - Current
  - Discharged
  - Preadmitted
- Observation:**
  - All
  - Current
  - Discharged

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

Figure 4 - Patient Selection Tab

**The General Tab** [see Figure 5 below] allows you to select which page to set as your Home page. *There are five options:*

1. **Provider Census** - patients based upon the criteria you set in *Figure 4*. You can set the criteria to include Inpatients, Outpatients, Emergency, and Observation patients.
2. **Provider Group Census** - all of the active hospital patients within your medical group.
3. **Personal Census** - You can pick and choose which patients you would like to view. This page is especially helpful when you are trying to closely follow a patient. To add a patient to your Personal Census page, just click on the **ADD** link to the far right of the patient from any of the other search pages. When a patient is discharged, they do not automatically drop off your personal census. You must select **REMOVE** at the end of the row. By not automatically discharging, this allows you to see laboratory and radiology reports that may finalize after the patient has been discharged.
4. **Patient Search** - See Patient Search below.
5. **Nursing Station Census**



The screenshot shows the 'General' tab in the 'Preferences' window. It contains a section titled 'Set MS4 Clinical Suite Home view as:' with five radio button options:

- Provider Census
- Provider Group Census
- Personal Census
- Patient Search
- Nursing Station Census

Figure 5 – General Tab

The **Quick Overview tab** allows you to set up how you view results.

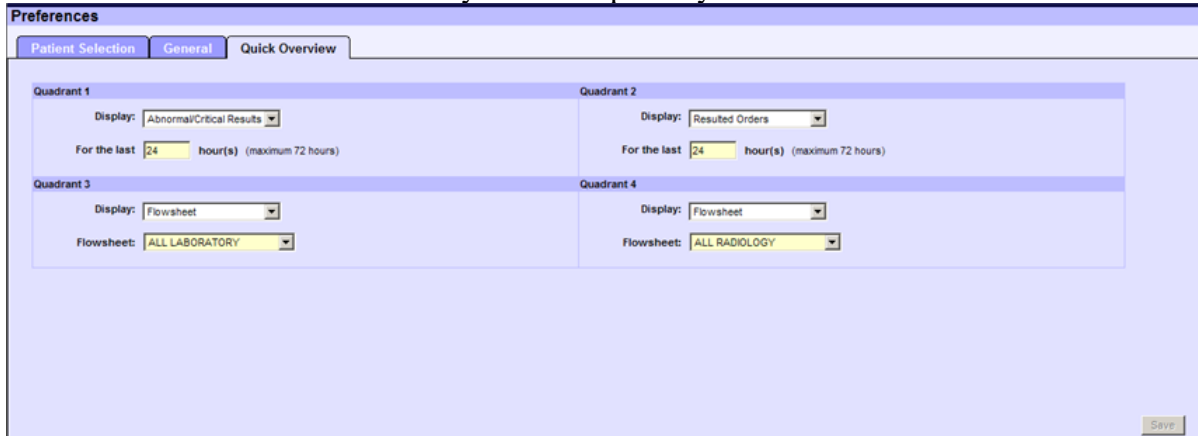


Figure 6 - Quick Overview tab

[**Recommendation:** Set the 2 lower quadrants to **Flowsheet**, with “**ALL LABORATORY**” in quadrant 3 and “**ALL RADIOLOGY**” in quadrant 4.] You can change the settings at anytime.  
**End Preferences – end of One time setup**

## Patient Information

Click on a patient name from your Census page, The **Quick Overview** page displays.



| Abnormal/Critical Results for the last 24 hours as of 11:19 |                  |        |  |
|---|------------------|--------|--|
| Description   | Date & Time      | Result |  |
| WBC Count   | 2010-05-19 17:30 | H 12.1 |  |
| LYMPHOCYTES   | 2010-05-19 17:30 | L 15   |  |
| NEUTROPHIL  | 2010-05-19 17:30 | H 81   |  |
| RED BLOOD CELL  | 2010-05-19 17:30 | H 5.88 |  |
| MCV   | 2010-05-19 17:30 | L 77   |  |
| MCH   | 2010-05-19 17:30 | L 24.2 |  |
| Abs. Neutrop...   | 2010-05-19 17:30 | H 9.8  |  |

| Resulted Orders for the last 24 hours as of 11:19 |        |                   |  |
|---|--------|-------------------|--|
| Description                                       | Status | Order Date & Time |  |
| LUMBAR SPINE COMPLETE 72110                       | PR     | 2010-05-19 18:48  |  |
| MR SPINE LUMB W/O W CONI                          | FR     | 2010-05-19 17:43  |  |
| SEDIMENTATION RATE                                | FR     | 2010-05-19 17:39  |  |
| COMP METABOLIC PHL                                | FR     | 2010-05-19 17:22  |  |
| COMPLETE BLOOD COUNT (W/AUTO DIFF)                | FR     | 2010-05-19 17:40  |  |

| ALL LABORATORY       |             |
|----------------------|-------------|
| Description          | 05-19 17:30 |
| CHEMISTRY DEPARTMENT |             |
| ALBUMIN              | 3.6         |
| ALKALINE PHO...      | 130         |
| ALT                  | 38          |
| AST                  | 21          |
| BILIRUBIN, T...      | 0.2         |
| BUN                  | 15          |
| CALCIUM              | 9.2         |

| ALL RADIOLOGY    |             |
|------------------|-------------|
| Description      | 05-19 21:12 |
| X-RAY DEPARTMENT |             |
| LSC              |             |

Figure 7 - example of Quick Overview Results Display

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..

To print out a **Flowsheet**, select **ALL LABORATORY** (from the **Task Bar** or the **Quick Overview**) 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 8 - View Report**

## Patient Search

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

**Figure 1 - Searching for a Patient**

From the selection page, if you would like this patient added to your **Personal Census**, select **Add** from the right of the screen. To view a patient only once, click on the name of the patient.

| Name                                   | Location   | Age  | MRN       | DOB        | Admit      | Sex | Account      | Att Doctor          | Svc | Sts | Action              |
|--|------------|------|-----------|------------|------------|-----|--------------|---------------------|-----|-----|---------------------|
| <a href="#">ZZTESTEICU, SANTAROSA</a>  | ICN 482 -B | 048Y | 077-31-08 | 1961-04-30 | 2010-03-09 | F   | 000022083208 | ABBOTT, DOUGLAS D   | MED | IC  | <a href="#">Add</a> |
| <a href="#">ZZTESTEICU, 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 2 – Selection Page - Result of Patient Name Search**

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