

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.

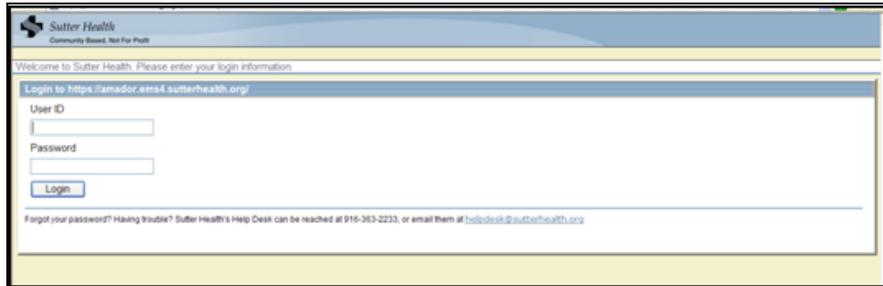


Figure 1 - Network Login

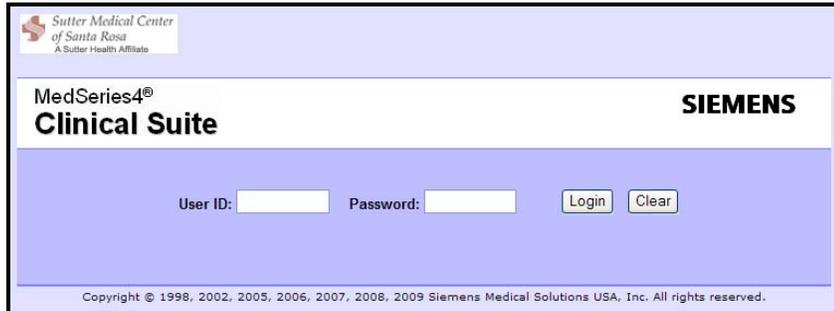
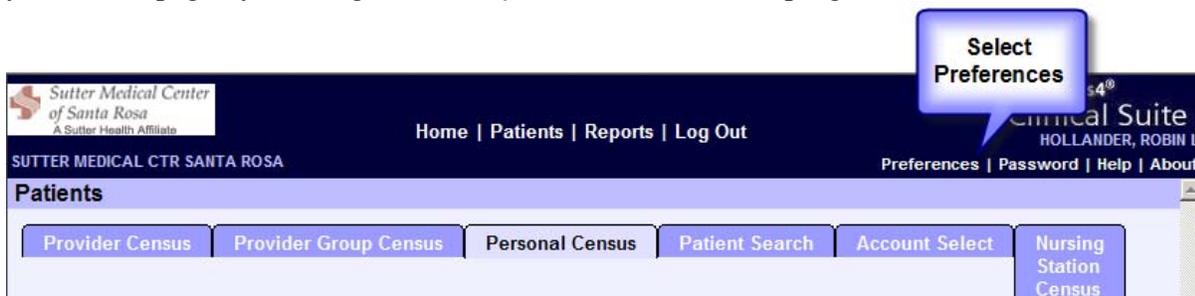


Figure 2 - Web Connect Log In

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.

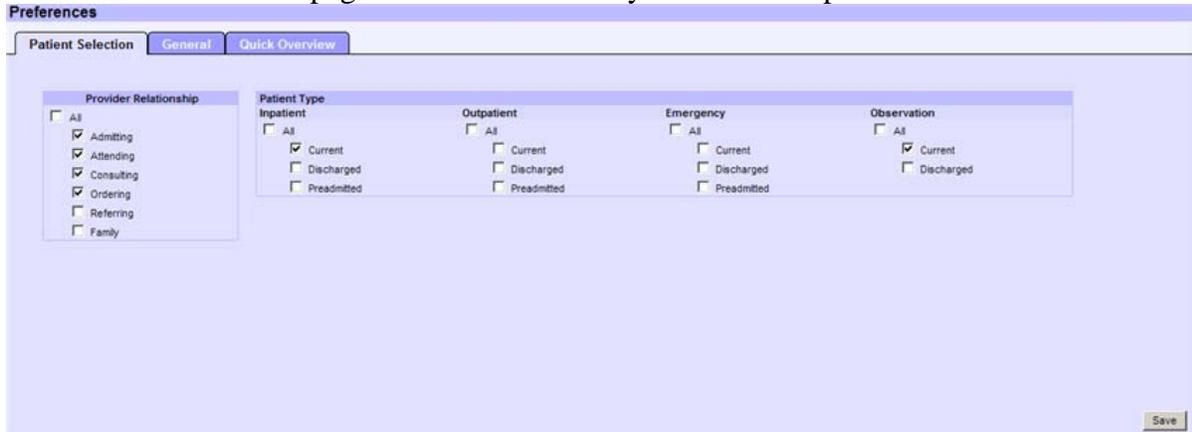


Figure 4 - Patient Selection Tab

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**

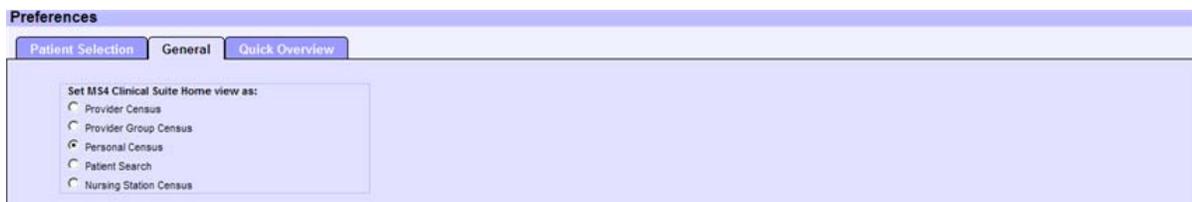


Figure 5 – General Tab

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

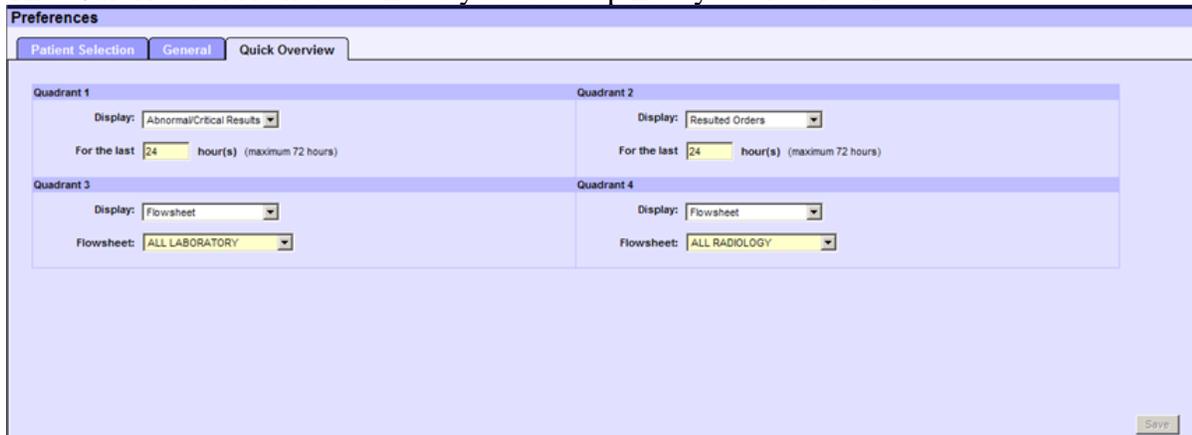


Figure 6 - Quick Overview tab

[**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.

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

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 PHIL	FR	2010-05-19 17:22
COMPLETE BLOOD COUNT (W/AUTO DIFF)	FR	2010-05-19 17:40

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

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.

MedSeries4 Clinical Suite
COATS, CLAUDIA MS4

Home | Patients | Reports | Log Out

SUTTER MEDICAL CTR SANTA ROSA

ZZTESTEICU, SANTAROSA
Loc: ICN 482-B Pt Typ: II DOB: 1961-04-30(048Y) Sex: F Admit: 2010-03-09 MR#: 077-31-08
Acct: 22083208 ⚠ Allergies: None active on record

Order Profile
Insurance Information
Quick Overview
Account Information
All Assessments
Allergies
ALL RADIOLOGY AND LAB
ALL LABORATORY
ALL RADIOLOGY
LAB - POINT OF CARE

Flowsheet View Report
From date: 2010-03-06 To date: 2010-03-09
From time: 00:00:00 To time: 16:00:00
Charted date/time: Forward | Back
Show Report

Description 2010-03-09 16:00:00
163-DUMONT

COLLAGEN/WADP	82	
COLLAGEN/EPINEPHRINE	L 58	
GGT	25	

Return to Previous Screen

Page created: 2010-03-12 21:07:02 for COATS, CLAUDIA MS4

Flowsheet View Report
SUTTER MEDICAL CT SANTA ROSA
ZZTESTEICU, SANTAROSA
Loc: ICN 482-B
Acct: 22083208
Adm: 2010-03-09
Age: 48 Y
Sex: F
DOB: 1961-04-30
LOR: 3 days

ALL RADIOLOGY AND LAB
For 3/9/2010 00:00 to 3/9/2010 16:00 for all observations

COLLAGEN/WADP	Normal ID-100	REGULMENT
COLLAGEN/EPINEPHRINE	Normal ID-100	REGULMENT
GGT	Normal ID-100	REGULMENT
GGT	Normal ID-100	REGULMENT

Figure 8 - View Report

Patient Search

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

Patients

Provider Census | Provider Group Census | Personal Census | Patient Search | Account Select | Nursing Station Census

You are authorized to search all patients.

Can search by Patient Name or Account or Med Record number

Search by Name
Last name: zztest
Major pt type: [dropdown]
Service: [dropdown]
Discharge less than: 5 days
Search Clear

Select by Account or MRN
Account number: [input]
Medical record number: [input]
Search Clear

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.

Provider Census | Provider Group Census | Personal Census | Patient Search | Account Select | Nursing Station Census

You are authorized to search all patients.

Search by Name
Last name: ZZTEST
Major pt type: [dropdown]
Service: [dropdown]
Discharge less than: 5 days
Search Clear

Select by Account or MRN
Account number: [input]
Medical record number: [input]
Search Clear

Patient Search Results

Name	Location	Age	MRN	DOB	Admit	Sex	Account	Att Doctor	Svc	Sts	Action
ZZTESTEICU, SANTAROSA	ICN 482-B	048Y	077-31-08	1961-04-30	2010-03-09	F	000022083208	ABBOTT, DOUGLAS D	MED	IC	Add
ZZTESTEICU, SANTA ROSA	ICN 482-A	027Y	077-31-00	1982-05-15	2010-03-08	F	000022083026	FARD-MOAYER, MEHRAN	MED	IC	Add

Figure 2 – Selection Page - Result of Patient Name Search

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