

## Physician Portal Access Instructions

Please follow the instructions provided below to access the Physician Portal:

1. Connect to <http://physicianportal.stvincent.org> through Internet Explorer, version 6 or higher, from any computer that is either
  - Connected to the Internet via broadband (DSL, cable, etc) or
  - Connected directly to the St.Vincent network.
2. You **DO NOT** need to use a SecurID Token to login. Enter your current St.Vincent network '**Username**' and '**Password**'. If you do not know your username and password, please contact the St.Vincent Help Desk at (317) 338-8345.

A screenshot of a web browser window titled "St. Vincent Physician Portal - Windows Internet Explorer". The address bar shows "http://physicianportal.stvincent.org". The page content includes the St. Vincent Health logo at the top left, a group photo of healthcare professionals on the left, and a login form on the right. The login form has fields for "Username:" and "Password:" with a "Log In" button. Below the form, there is a link to a "Self-Service Password Reset website" and contact information for the St. Vincent Help Desk. At the bottom, there is a "NOTICE" section and a copyright notice for 2005-2008 St. Vincent Health.

St. Vincent Physician Portal - Windows Internet Explorer

http://physicianportal.stvincent.org

St. Vincent HEALTH

St. Vincent HEALTH  
PHYSICIAN PORTAL

Username:

Password:

Log In

If you require assistance with your signon and/or password, please access our [Self-Service Password Reset website](#).

If you require further assistance, please contact the St.Vincent Help Desk at (317) 338-8345.

NOTICE: This system and any information accessible via this site is intended solely for users authorized by the system owner. Any unauthorized access is prohibited and may result in legal action. Authorized users are subject to system owner policies. All activity on this system may be monitored and recorded.

- Copyright © 2005 - 2008 St.Vincent Health

3. If you encounter any security-related popup warnings or messages, please click the '**Yes**' or '**Continue**' button.
  - If the popup gives you the option to '**Always Trust**', then enable it.

- For more information and detailed instructions regarding these popups, please review the [Security Warning Popups](#) article.

## Physician Portal Usage Instructions

The guiding principle behind the new Physician Portal is to provide a single location for all of the applications and resources physicians need. The primary design goals for the new Physician Portal are accessibility, simplicity, and overall usefulness. As such, we have chosen a clean and simple user interface that is organized to provide rapid and intuitive access.

### The Physician Portal Home Page

The Physician Portal now provides a convenient collection of applications and resources that are organized within a new feature named the **'Launch Pad'**.

- If you attempt to launch an application per the instructions below and are presented with a **'File Download'** window asking if you want to save a file named **'launch.ica'**, you will need to [download](#) and install a small Citrix client application.
- For more information and detailed instructions regarding this client, please review the [Application Launching Issues](#) article.

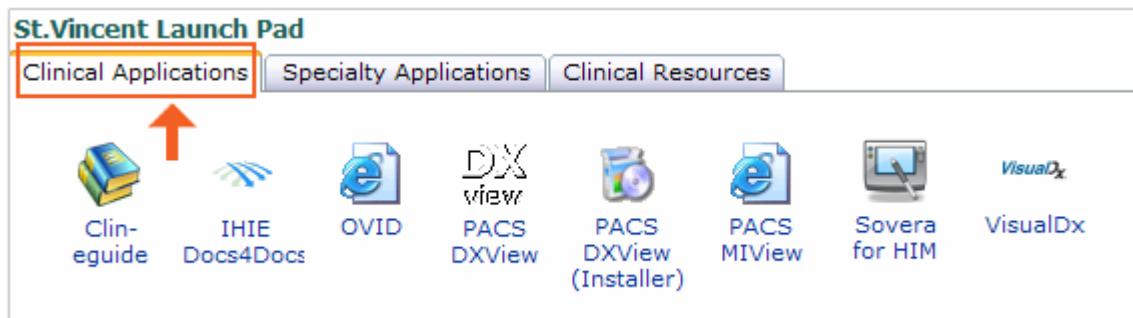
The screenshot shows the St. Vincent Physician Portal interface. At the top, there is a header with the St. Vincent Health logo and the text 'Physician Portal'. Below the header is a navigation menu with 'Physician Portal', 'Documents', 'Discussions', 'Calendar', and 'FAQs'. The main content area is divided into several sections:

- St. Vincent Physician Portal Announcements:** A notice dated 10/3/2008 1:32 PM by Alan D. Snell, MD, Chief Medical Informaticist, stating that the new Physician Portal is now live on a production site. It includes a link to 'Add new announcement'.
- Clinical Applications:** A section with tabs for 'Clinical Applications', 'Specialty Applications', and 'Clinical Resources'. It contains icons for various applications: Clin-eguide, IHIE Docs4Docs, OVID, PACS DXView, PACS DXView (Installer), PACS MIVIEW, Sovera for HIM, and VisualDx.
- Important Information and Alerts:** A section with a date of 9/28/2008 8:52 PM by Jason A. Barkes, containing a welcome message and instructions. Below it, there are two alerts:
  - Application Launching Issues?** Dated 7/25/2008 3:36 AM by Jason A. Barkes, with a warning icon and text: 'The first time you launch an application, you may be prompted to save a file named launch.ica. If so, please review the information and detailed instructions in this article.'
  - Popup Warning Instructions** Dated 7/13/2008 3:22 AM by Jason A. Barkes, with a warning icon and text: 'When you encounter popup warnings accessing applications or resource links, please select Yes or Continue. You can get more information and detailed instructions in this article.'
- Quick Links:** A list of links including 'Find a Physician', 'Post Comment or Suggestion', 'Contact Us', and 'FAQs', with an 'Add new link' button.
- St. Vincent Health Facilities:** A list of facilities including St. Vincent Indianapolis, St. Vincent Women's, St. Vincent Stress Center, Peyton Manning Children's Hospital, St. Vincent Medical Center NE, St. Vincent Carmel, St. Vincent Clay, St. Vincent Frankfort, St. Vincent Heart Center, St. Vincent Jennings, St. Vincent Mercy, St. Vincent Randolph, St. Vincent Seton Specialty Hospital, St. Vincent Williamsport, St. Joseph Hospital - Kokomo, and Saint John's Health System - Anderson, with an 'Add new link' button.

At the bottom of the page, there is a footer with 'Copyright © 2008 St. Vincent Health' and 'Copyright Policy | Privacy Policy | Terms of Service'.

### To launch a Clinical Application

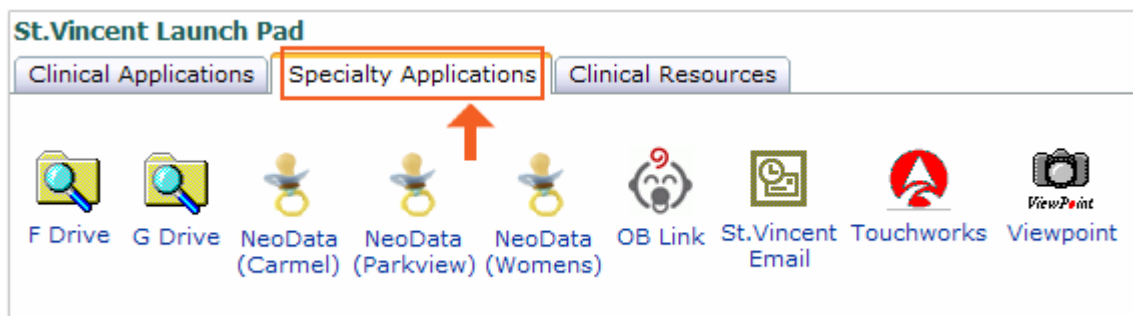
1. In the '**Launch Pad**', select the '**Clinical Applications**' tab to display the icons and names of the systems that you normally use (such as PACS for images, Sovera for record eSignature, etc) and click the icon of the application that you want to launch.
  - Please note that as new applications become available, they will automatically appear for selection.



### To launch a Specialty Application

The applications provided in this area include NEODATA, OB Link, and Allscripts and typically require special authorization for certain physician groups.

1. In the '**Launch Pad**', select the '**Specialty Applications**' tab to display the icons and names of the available systems and click the application that you want to launch.
  - Until the Citrix upgrade is complete and Single Sign-on is available, you will be required to login to the application after it is launched with the same username and password that you currently use.



## To access a Clinical Resource

Quick access to a variety of commonly used clinical resources is provided. There are currently two calculator links, but we are actively seeking suggestions for others that our physicians like to use.

1. In the '**Launch Pad**', select the '**Clinical Resources**' tab to display the list of available systems and click the resource that you want to view.



The screenshot displays the 'St. Vincent Launch Pad' interface. At the top, there are three tabs: 'Clinical Applications', 'Specialty Applications', and 'Clinical Resources'. The 'Clinical Resources' tab is highlighted with an orange border and a red arrow pointing to it from the right. Below the tabs, the content is organized into two columns of expandable categories, each indicated by a downward-pointing triangle icon.

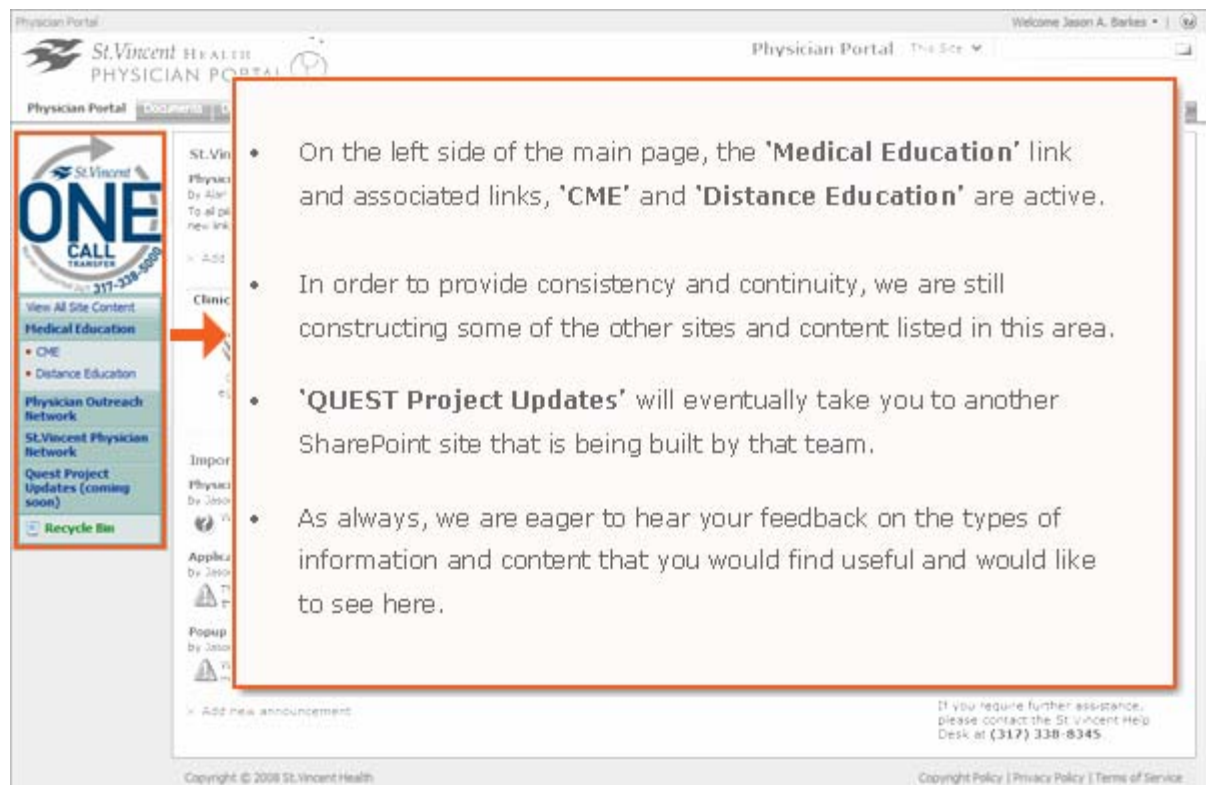
- Drug Info**
  - ▷ Daily Med
  - ▷ Facts and Comparisons
  - ▷ Medications in Mother's Milk
  - ▷ Micromedex
  - ▷ Natural Med Database
  - ▷ Toxnet
- Point-of-Care**
  - ▷ Clinical Reference
- Clinical Calculators**
  - ▷ Clinician's Ultimate Reference
  - ▷ MDCalc
- Electronic Books**
  - ▷ StatRef!
  - ▷ Rittenhouse
- Journal Databases**
  - ▷ Inspire
  - ▷ Pubmed
- Clinical News**
  - ▷ HealthDay
  - ▷ NEJM
- Patient Handouts**
  - ▷ CareNotes
  - ▷ CEG Patient Handouts

## Home Page Navigational Highlights

Although the Physician Portal contains several features that we encourage you to explore (many are self-explanatory), the following are the current key areas that we felt are worth highlighting and are seeking your feedback and comments.

### Quick Launch (on the left side)

This area contains content, primarily links to either internal or external sites, which will be displayed on subsequent pages in the Physician Portal for quick navigation to those sites.

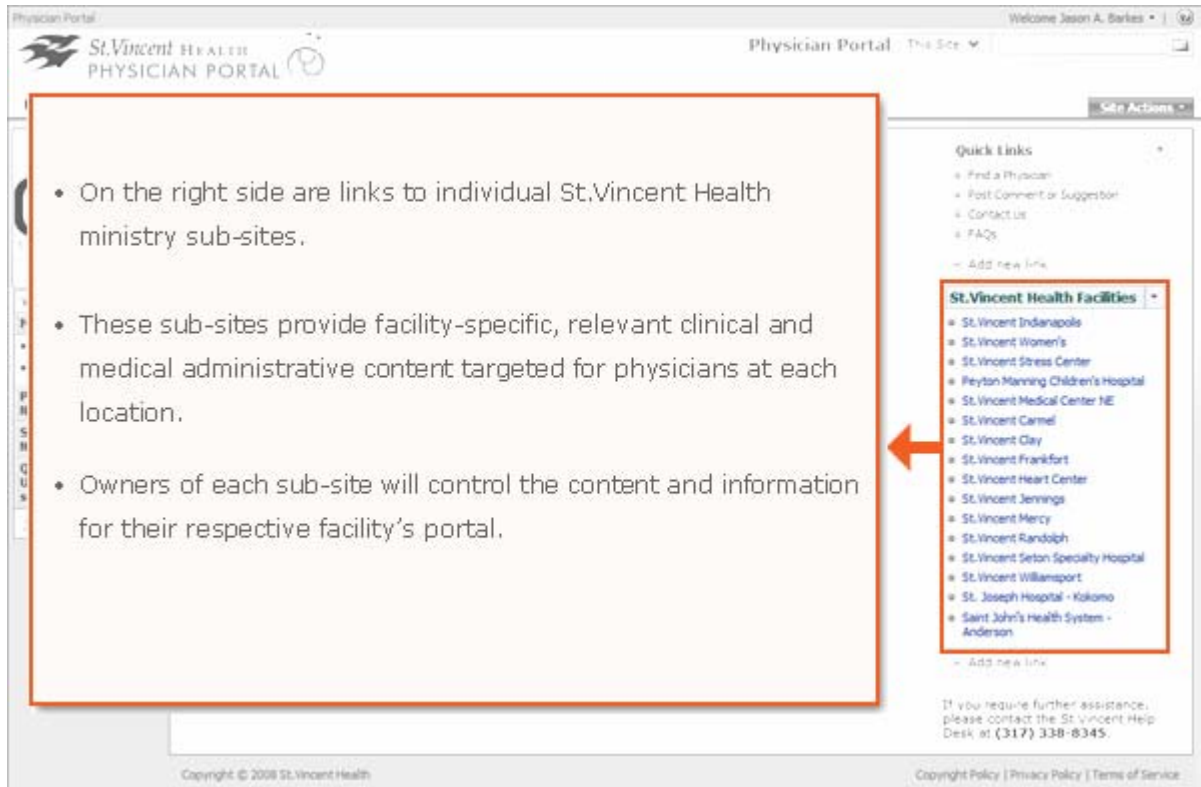


The screenshot shows the St. Vincent Physician Portal home page. A red box highlights the left sidebar, which contains the following links: 'ONE CALL TRANSFER' (with phone number 317-338-8000), 'View All Site Content', 'Medical Education' (with sub-links for 'CME' and 'Distance Education'), 'Physician Outreach Network', 'St. Vincent Physician Network', 'Quest Project Updates (coming soon)', and 'Recycle Bin'. A red arrow points from the 'Medical Education' link to a text box on the right. The text box contains the following bullet points:

- On the left side of the main page, the **'Medical Education'** link and associated links, **'CME'** and **'Distance Education'** are active.
- In order to provide consistency and continuity, we are still constructing some of the other sites and content listed in this area.
- **'QUEST Project Updates'** will eventually take you to another SharePoint site that is being built by that team.
- As always, we are eager to hear your feedback on the types of information and content that you would find useful and would like to see here.

At the bottom of the page, there is a copyright notice: 'Copyright © 2008 St. Vincent Health' and a footer with links for 'Copyright Policy | Privacy Policy | Terms of Service'. A help desk contact number is also provided: 'If you require further assistance, please contact the St. Vincent Help Desk at (317) 338-8345'.

## St.Vincent Health Facilities (on the right side)



The screenshot displays the St. Vincent Health Physician Portal. A large orange-bordered box on the left contains three bullet points explaining the sub-sites. On the right, a 'Quick Links' section includes a 'St. Vincent Health Facilities' dropdown menu, which is also highlighted with an orange border and an arrow pointing to it from the text box. The list of facilities includes St. Vincent Indianapolis, St. Vincent Women's, St. Vincent Stress Center, Peyton Manning Children's Hospital, St. Vincent Medical Center NE, St. Vincent Carmel, St. Vincent Clay, St. Vincent Frankfort, St. Vincent Heart Center, St. Vincent Jennings, St. Vincent Mercy, St. Vincent Randolph, St. Vincent Seton Specialty Hospital, St. Vincent Williamsport, St. Joseph Hospital - Kokomo, and Saint John's Health System - Anderson.

- On the right side are links to individual St.Vincent Health ministry sub-sites.
- These sub-sites provide facility-specific, relevant clinical and medical administrative content targeted for physicians at each location.
- Owners of each sub-site will control the content and information for their respective facility's portal.

**St. Vincent Health Facilities**

- St. Vincent Indianapolis
- St. Vincent Women's
- St. Vincent Stress Center
- Peyton Manning Children's Hospital
- St. Vincent Medical Center NE
- St. Vincent Carmel
- St. Vincent Clay
- St. Vincent Frankfort
- St. Vincent Heart Center
- St. Vincent Jennings
- St. Vincent Mercy
- St. Vincent Randolph
- St. Vincent Seton Specialty Hospital
- St. Vincent Williamsport
- St. Joseph Hospital - Kokomo
- Saint John's Health System - Anderson

If you require further assistance, please contact the St. Vincent Help Desk at (317) 338-8345.

Copyright © 2008 St. Vincent Health

Copyright Policy | Privacy Policy | Terms of Service

### IMPORTANT

If you need any technical assistance using the Physician Portal, please contact the St.Vincent Help Desk at **(317) 338-8345**.