How do I gain access to the Physician Portal?

Access to the St.Vincent Physician Portal is based upon membership in Active Directory groups. All credentialed St.Vincent physicians and clinicians are automatically granted access to the appropriate group, with the exception of those physicians and clinicians located at Anderson and Williamsport.

Physicians credentialed at Anderson Regional Hospital and Williamsport Hospital are manually added to the group by the local Medical Affairs department. If you are a credentialed physician or clinician but cannot access the Physician Portal after following these instructions, please contact your local Medical Affairs department to have them add you to the correct Active Directory group.
Getting Started

The Physician Portal has been developed for use with Internet Explorer version 6 or higher. As a result, it is recommended that you use Internet Explorer for the best results. Use of the Physician Portal with other browsers is unsupported.

When connecting to the Physician Portal for the first time OR if you have recently installed a newer version of Internet Explorer, you will need to follow the following steps to help ensure programs function as expected.

Add “Trusted Sites”

1. Open Internet Explorer
2. Click the “Tools” menu on the IE toolbar as shown in Figure 1 below
3. From the drop-down menu, click “Internet Options”
4. The “Internet Options” window will be displayed

![Figure 1](image-url)
5. Click the “Security” tab as illustrated in Figure 2 below
6. Select the “Trusted Sites” check mark
7. Click the “Sites” button
8. The “Trusted Sites” window will now be displayed
9. In the “Add website to this zone” field enter the following text: *.stvincent.org
10. Click the “Add” button to the left of the field
11. Ensure the “Require server verification...” selection box is NOT selected
12. Click the “Close” button

![Figure 3](image3.png)

13. Click on the Privacy tab
14. Click the Sites button as indicated in Figure 4 below

![Figure 4](image4.png)
15. If "stvincent.org" is not visible within the "Managed Websites" listing, enter this information into the "Address of Website" field as shown
16. Click the Allow button

![Per Site Privacy Actions](image)

*Figure 5*

17. stvincent.org should now be listed and set to "Always Allow."

![Managed websites](image)

*Figure 6*
18. Click the OK button on the “Per Site Privacy Actions” window
19. You will be returned to the “Internet Options” window (Figure 2)
20. Click the “Apply” button
21. Click the “OK” button to close the Internet Options dialog
22. Close all open Internet Explorer windows and re-launch Internet Explorer

How do I get connected?

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-modem, etc.) or
   - Connected directly to the St.Vincent network

   * If the web address displayed is http://portal.stvincent.org you have been redirected to the St.Vincent Associate Portal. You will need to change the address to http://physicianportal.stvincent.org.

   **When creating shortcuts and/or desktop icons please be sure to use the link exactly as it appears above. Be certain to delete any other links to the Physician Portal as they may inadvertently direct you to the St.Vincent Associate Portal.**

2. The Physician Portal log-on screen will be displayed:

   ![St. Vincent Health Physician Portal](image-url)
3. Enter your St.Vincent network user ID and password as indicated then click the “Log in” button. Do not preface your user ID with ININD or IND1

4. For your convenience, a link to the “Self-Service Password website” is provided on the log-in page, as indicated in red within Figure 4 above

   If you are uncertain of your password it may be reset by visiting this site. It is important to note that it may take up to 15-minutes for password synchronization to occur. As a result, users are advised to wait at least 15-minutes before attempting to log-into the portal after resetting their password

   If you feel your account has been locked due to failed log-ins, please contact the IS Service Desk at (317) 583-4357 to have your account unlocked

5. 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’, click within the box to avoid seeing the pop-up in the future
   - For more information and detailed instructions regarding these pop-ups, please refer to the Security Warning Pop-ups: Instructions article

6. You should now be successfully connected to the Physician Portal
What is on the Physician Portal?

The Physician Portal strives to provide practitioners with all of the information they need, in a clean and concise manner. There is quite a bit of information available without being overwhelming.

As shown in Figure 5:

- **News**: As indicated by the red arrow, News articles are posted to keep you up to date on important information.
- **Quick Links**: As indicated by the green arrow, this section provides you with quick access to Library Articles, Order Sets, Physician Forms and more.
- **Application Launcher**: The Application Launcher indicated by the gold notation, provides practitioners with off network access to applications such as QUEST, PACS and Sovera.

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**A closer look at the Application Launcher…**

There are three distinct tabs available on the Application Launcher:

1. Clinical Applications provides access to the applications shown below. These applications are used by all physicians regardless of specialty.
2. The second tab provides users with access to Specialty Applications. Typically these applications are utilized by ‘specialty’ groups, however there are exceptions such as:

- Access to your personal F-drive
- Access to your G-drive
- Link to open the Outlook Web Interface for email

![Clinical Applications, Specialty Applications, Clinical Resources](image)

**Figure 10**

⚠️ Access to the Physician Portal does not guarantee users the ability to gain access to applications. If you do not have a User ID and password for the applications listed above, you will need to work with your immediate supervisor to gain access to the systems desired.

3. The third tab provides links to Clinical Resources such as Micromedex, StatRef!, CareNotes and more!

![Clinical Applications, Specialty Applications, Clinical Resources](image)

**Figure 11**
What is on the Physician Portal? Cont...

**Figure 12**

- **Important Information and Alerts**: Indicated by the *green arrow* in *Figure 9*, this area typically provides users with important information regarding the function of the Physician Portal. Check this area each time you log onto the Physician Portal to ensure you have the most up-to-date technical information possible.

- **Upcoming Events**: Indicated by the *purple arrow* in *Figure 9*, this section provides users with dates and times of upcoming events. Be sure to transfer this information to your personal calendar so you don’t miss a thing!
The St. Vincent Health Facilities listing provides you with access to information about your specific health ministry.
Quick Launch/Left Navigation: The left navigation area provides you with access to:

- Publications and other important documents
- Physician Education links such as SEED, Distance Education, etc.
- Doc2Doc Mentoring and the Physician Outreach Network
- Other informational links
Figure 15

- **Top Navigation/Tabs:** The top navigation/tabs shown in Figure 12, provide access to:
  - Discussions
  - Calendar
  - FAQ’s
  - Consent Forms
  - Census Lists
  - Order Sets

**How do I log out of the Portal?**

To log off of the Physician Portal;

1. Point to and click on the Welcome message drop-down in the top right corner of your screen
2. Within the window, click on the Sign-Out link as shown in Figure 13
3. You may now close your browser window
Security Warning Pop-ups: Instructions

Physician Portal | July 13, 2008 | Jason Barkes

When using the applications and resources provided through the Physician Portal, you may encounter security-related popup warnings and messages. These pop-ups are not actual security problems and the root cause is being investigated, but in the interim, please follow the instructions provided in this article to ensure that you can safely and successfully access and use the systems.

Although the pop-ups will appear similar to these instructions, they may vary visually depending on your computer's configuration and the version of operating system it uses (Windows XP, Windows 8, etc). The following are examples of the types of popup warning and installation warnings that you may receive:

1. Select the application or resource that you wish to launch by clicking the item's icon.
2. If a warning or security alert window or popup is displayed, click Yes or Continue.
3. If you presented with an option to 'always accept' or 'always ignore', then enable it.

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