

## Access CareConnect and Excelleris (2 possibilities)

Select “Application Secure Access” on the desktop



### “CareConnect Clinical Environment” Icon



1. View will open in the Electronic Health Record (EHR) screen
2. Click on the Excelleris/PharmaNet tab located at the top of the screen.
3. The Excelleris Launchpad menu will now open without you being prompted to re-enter your network ID or password.

OR

### “CareConnect Excelleris” Icon



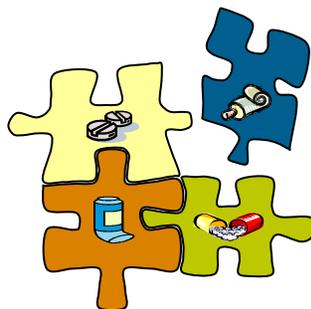
- The Excelleris Launchpad menu will now open and you will have to enter your username and password

## Search for a Patient

1. On the left hand side of the screen, **PharmaNet** will automatically be selected
2. **Select Physician:** Select the name of the appropriate Physician from the drop down list
3. **Select Reason:** Select the appropriate reason for the patient’s visit from the drop down list
4. Click **Patient Keyword**, if applicable.
5. Enter patient’s keyword
6. **PHN:** Enter in the patient’s PHN in the text box
7. Click on **Search** or press **Enter**
8. The Patient Name with basic demographics will display on the center of the screen (PHN, name, address, phone number, DOB)

## View the PharmaNet Profile

1. Ensure the correct patient is selected. If you have selected the incorrect patient, re-enter the correct PHN.
2. Click on the **PharmaNet** button on bottom right of the screen
3. Click **PharmaNet Profile**
  - a. If the following message appears, **“TRP: 0 Operation successful.”**
    - ♦ Click **OK**
    - ♦ Proceed to step #4
  - b. If the following message appears: **“Keyword TRP 17-Field Keyword contains invalid value”**, click **Close** on the top right hand corner.
    - ♦ Ask the patient for their keyword
    - ♦ Enter it into the Patient Keyword field
    - ♦ Resume to step #1
4. **The report will now display on the screen**  
You will now be able to select the parameters for the report. The default for the report is the PharmaNet Standard Profile and all data for the previous 14 months.



## Print the PharmaNet Profile or Medication Reconciliation Form

Ensure that print margin preferences are set to **Wide for 3-hole binding**

- ♦ Click on **Options** on the top right-hand side
- ♦ Select **Wide for 3-hole binding**
- ♦ Click **Save**

### To Print:

1. Click on the **Print** button located in the center-right of the screen.
  2. For a standard PharmaNet profile, select **Print Profile**
  3. For a Medication Reconciliation form, select **Print Medication Reconciliation**
  4. For the Peri-operative Medication Reconciliation form, adjust your printer settings:
    - ♦ On the top right side, click **Options > Printer Setup**
    - ♦ Select **Landscape** in the orientation section
    - ♦ Select the **printer** you want to print to from the drop down
    - ♦ Click **OK**
- Click on the **Print** button located in the center-right of the screen.
  - Click **Medication Reconciliation Peri-operative**

**Medication Reconciliation**  
*It's about the conversation.*

## Logging Off



When exiting the Excelleris Launchpad, be sure to **click on the Logoff button in the top left hand corner.**

***This is to ensure that no one else can access a patient's results using your unique log on.***

You are responsible for all accesses with your username & password.

## Who to Call for Help



For assistance with Excelleris "Launchpad" (PharmaNet) passwords or other difficulties encountered in using Excelleris "Launchpad" please call the **Excelleris Help Desk**:

Excelleris Help Desk	
Toll-Free	1-866-728-4777
Email	support@excelleris.com



For questions about **CareConnect** or technical support please contact your local health Authority service desk:

VCH Help Desk	
Help Desk	servicedesk@vch.ca
Phone	604-875-4334
PHC Help Desk	
Help Desk	helpdeskphc.imis@providencehealth.bc.ca
Phone	604-806-9333

## Quick Reference Guide

### PharmaNet Access



How you want to be treated.



The CareConnect project has partnered with Excelleris to provide access to lab results and PharmaNet to authorized users.