

October 15, 2009

### **Accessing Mother's Data at SCH CIS**

- 1) For prenatal maternal consults at SCH, for example, pediatric cardiology, and pediatric surgery, look in the SCH Clinical Information System (CIS)
- 2) Open Remote Application Portal for Seattle Children's Hospital at <https://remote.seattlechildrens.org>, log in with your SCH username and password
- 3) Open CIS and log in again with your SCH username and password
- 4) Click "Find Patient" icon on upper left
- 1) Obtain the mother's name and SCH Medical Record Number from the Forecasting Tool
- 5) Enter the SCH Medical Record Number (or Last name, First name)
- 6) Click on "Documents" tab
- 7) Right-click on the blue bar with the date at top of window
- 8) Click on "Change Search Criteria" and change document count to 1000 to reveal old documents
- 9) Click on folder icons on left to open appropriate folder
- 10) Find appropriate notes by author and data, double-click on notes to open and review

## Accessing Mother's Data at UWMC ORCA

- 1) For prenatal consults from obstetrics, perinatology, or neonatology look in Mindscape at UWMC
- 2) You don't know your account information at UW (your UW NetID).
  - a) Call UW Technology Service Center at 206-221-5000 to get help determining your UW NetID, or
  - b) Go to: <http://uwnetid.washington.edu>
    - i) Click on "Need UW NetID" or "Forget your password?" as needed
    - ii) Follow prompts
- 3) You have a UW NetID, but don't have a your UW Medicine Account
  - a) Go to: <http://myuw.washington.edu> and login with your UW NetID.
  - b) On the upper right side of the page click on "Change your UW Medicine Password" link under UW Medicine Computing Services.
  - c) Follow the prompts to get a new password, **be sure to write down your temporary password**
  - d) Your user name for UW Medicine is the same as your UW NetID, but you may have different passwords
- 4) You have a UW Medicine Account
  - a) Open ORCA
    - i) From SCH remote application portal (<https://remote.seattlechildrens.org>) click on UWMC ORCA icon
    - ii) Or go to ORCA Powerchart Web: <https://orca.medical.washington.edu>, click on "[ORCA Powerchart users can bypass this login web page by clicking here](#)", click on ORCA Powerchart Web icon
  - b) Log in to your UW Medicine Account
  - c) Obtain the mother's name and UWMC Medical Record Number from the Forecasting Tool
  - d) Click on "Patient", then "Search" on the menu bar at top of screen
  - e) Enter the UWMC Medical Record Number (include the "U", e.g. U1234567, or Last name, First name
  - f) Double-click on Patient name on list
  - g) On the Patient's window click on "Clinical Notes" on left side
    - i) Click on sort type at bottom left of screen under list of folders and notes, and choose "By type"
      - (1) For notes from SCH Prenatal visits click on "Outside Clinical Records", then "Outside Childrens Hospital", scroll list of notes to find appropriate notes
      - (2) For notes from UWMC Prenatal visits click on "OB & Birth Records", scroll through folders and notes to find appropriate notes
      - (3) For notes and records from outside UWMC and SCH look under "Outside Record General" and "Outside Letters"
      - (4) Alternatively, click on sort type at bottom left of screen under list of folders and notes, and choose "Performed by", then scroll through list of providers and open appropriate folder, e.g. Edith Cheng for most UWMC Prenatal Clinic Notes, David Woodrum for most UWMC Neonatology Prenatal Consults
      - (5) For Care Plan double-click on "Alerts", on far left of screen, scroll through to find "Patient Care Plan"