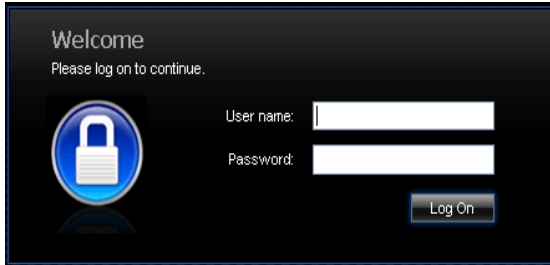


STEP 4

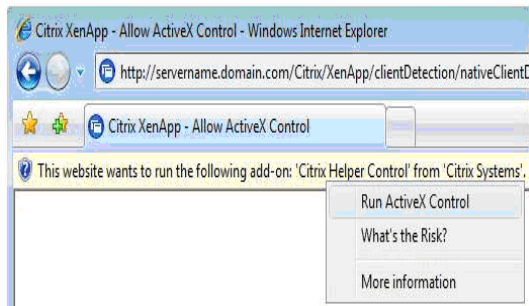
Click on the blue LOGIN TO PORTAL button and you will be taken to a black login screen similar to this:



Enter your Saint Vincent network username and password and click on the LOG ON button. It will take a moment for the connection to be established. Then you will be prompted to download the client software. Please check the confirmation box and click on the DOWNLOAD button. At the next prompt, please click on the RUN button. (Depending on your browser you may be prompted twice here, if so, click on the RUN button again.) When the Citrix XenApp Web Plug-in software installation is complete, click on the CLOSE button.

STEP 5

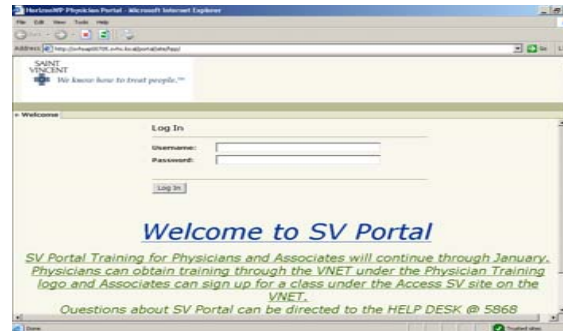
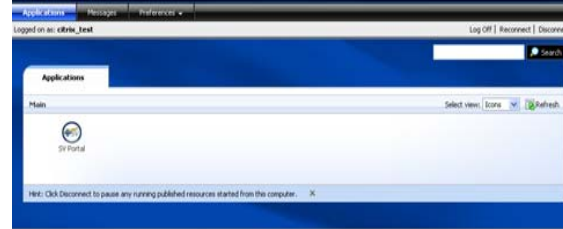
Depending on your web browser vendor and version, you may be prompted to run the ActiveX control used by the portal (see below). To enable this control, click on the information bar and click once on the option to RUN ACTIVEX CONTROL.



Once this step is complete, you will be able to see the APPLICATION menu and the SV PORTAL icon.

STEP 6

To access the McKesson Portal, click once on the SV PORTAL icon. You will be presented with the "Welcome to SV Portal" screen that you are used to seeing within the hospital.



Login and use the McKesson Portal as you normally would. When you have completed your work, logout of the portal. The window will close and you will be back at the APPLICATION menu (below).

To exit the portal, click on the LOG OFF button in the top right-hand side of the window. This will close the APPLICATION window and log you off. You may close any open browser windows.

NOTE ABOUT WEB BROWSERS & OPERATING SYSTEMS

These instructions are based on Microsoft Internet Explorer version 6. The web portal is compatible with IE 6 or greater. Firefox is not supported. Needs to be Windows XP SP3, Vista, or Windows 7 (Macs not compatible).

If you find that you cannot find an equivalent setting or you are unable to access the portal for any reason, please do not hesitate to contact our Help Desk at 452-5868.



How to access the McKesson Portal remotely from your home or office PC

If you need assistance please call the Help Desk

452-5868

Getting Started

Before you will be able to access the Saint Vincent Web Portal with your existing network login account, you need to contact the Help Desk to request access. If you have already done this then please continue, if not, please call 452-5868 and tell them that you would like to request **remote access** to the McKesson portal.

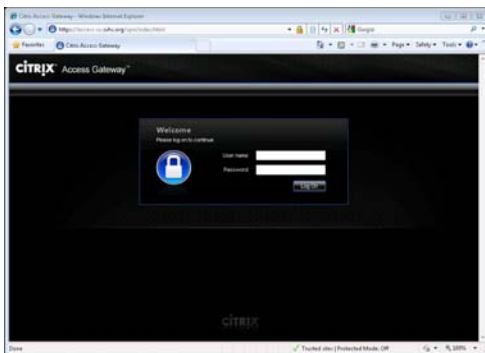
STEP 1

Note: Compatible with IE 6 or higher and Windows XP SP3, Vista, or Windows 7. See page 6 for additional information.

From your home or office PC, open a web browser and type in the following web address:

http://www.access-sv.com

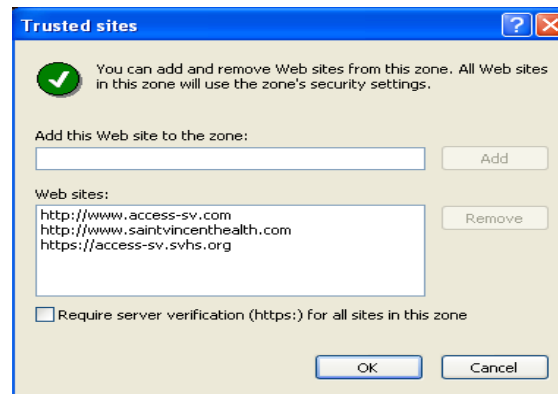
You will see a screen similar to the one pictured below.



You may want to add this site to your favorites list for easy access in the future.

STEP 2

Go to the Internet Explorer TOOLS menu and choose INTERNET OPTIONS. Click on the SECURITY tab. Click on the green TRUSTED SITES icon and follow that by clicking on the SITES button. Make sure the REQUIRE SERVER VERIFICATION box is un-checked and then add the addresses shown below under the WEB SITES: list by typing them in and clicking on the ADD button.



When you have added these addresses, click on the OK button to exit. Click OK again to close the INTERNET OPTIONS window.

STEP 3

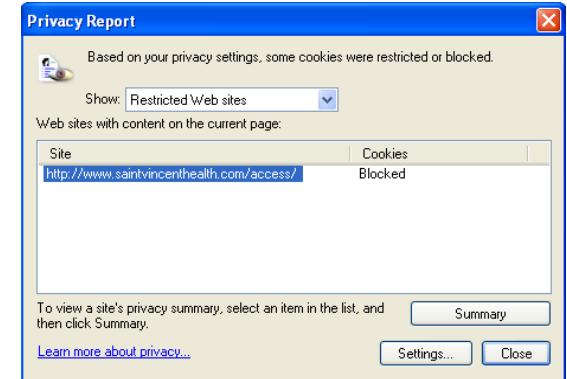
If you are using Internet Explorer as your web browser you may see an icon near the bottom right-hand corner of your screen that includes an eye and a red “do not enter” symbol, like this:



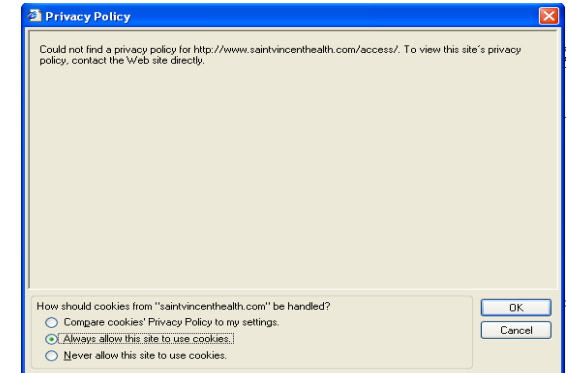
If you don't see this icon please close and re-open your web browser and repeat STEP 1. Then, move to STEP 4.

STEP 3 (Continued)

Double-click on the “eye” icon and you will see a window similar to the one below.



Click once on the web address shown under the SITE heading and then click on the SUMMARY button. You will see a window similar to this:



Select the “Always allow” option and click on the OK button. Click on the CLOSE button to exit the PRIVACY REPORT window.

Please close your web browser and re-open it. Then, either type in the web address shown in STEP 1 or choose the link in your favorites menu to return to the Saint Vincent Web Portal site.

SAINT VINCENT HEALTH SYSTEM
User Access Agreement
Non-SVHS Employed Physician Office Practice Sites

This agreement is in response to _____'s request for me to have access to electronic system(s) of Saint Vincent Health System (SVHS). This agreement is in effect while I am accessing electronic system(s) at any SVHS location as well as at my practice site(s) during my employment with _____.

In agreeing to receive access to SVHS system(s) and the issuance to me of unique user access code(s), I understand I will be subject to the terms and conditions outlined as follows:

TERMS AND CONDITIONS:

1. Upon receiving access to electronic systems of SVHS I acknowledge and agree that:
 - a. SVHS owns and reserves the right to monitor all user access accounts
 - b. My unique user access code(s) is the legal equivalent to my signature and therefore I shall not share or divulge my access code(s) with any other person at any time, except upon written request of the Information Security Officer.
 - c. My access code(s) is intended for my use ONLY
 - d. I shall be held responsible and accountable for any and all use(s) of my access code(s) for any purpose
 - e. I shall access only that information that constitutes the minimum necessary to perform my job function. Any unapproved access to or misuse of system information, including access to my own information or information of a friend, relative or co-worker shall be viewed as abuse of my user access code(s) and a violation of this Agreement.
 - f. I shall complete appropriate system training before my user access code(s) will be issued and shall also complete any refresher training required by SVHS
 - g. User access code abuse includes, but is not limited to, breach of patient confidentiality, breach of Health System confidentiality, disclosure of my user access code(s) to an unauthorized person, inappropriate access or use of my access code(s), or fraudulent use of the code(s) for financial or other purposes.
 - h. Alleged access abuses or violations involving my access code(s) will be handled in accordance with my practice site's SVHS Practice Site Master Access Agreement.

2. I intend to be legally bound by the terms and conditions of this agreement for the duration of time I have access to SVHS systems.

_____ [User Name – Print Name]	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;"> Coder / Biller </td> <td style="text-align: center; border: none;"> Clinical Staff </td> <td style="text-align: center; border: none;"> Physician </td> <td style="text-align: center; border: none;"> Office Mgr. </td> </tr> <tr> <td colspan="4" style="text-align: center; border: none;"> [Job Function -- Please circle one] </td> </tr> </table> _____ [User Name - Signature]	Coder / Biller	Clinical Staff	Physician	Office Mgr.	[Job Function -- Please circle one]			
Coder / Biller	Clinical Staff	Physician	Office Mgr.						
[Job Function -- Please circle one]									
_____ [E-mail Address]	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;"> MD, DO, PA, NP, CRNA, CRNP, Other </td> </tr> <tr> <td style="text-align: center; border: none;"> [Credentials -- Please circle one] </td> </tr> </table> _____ Date	MD, DO, PA, NP, CRNA, CRNP, Other	[Credentials -- Please circle one]						
MD, DO, PA, NP, CRNA, CRNP, Other									
[Credentials -- Please circle one]									
Your e-mail address will be used to notify you of important updates and scheduled maintenance									