

JPOCSC Physician Orientation Checklist

Welcome to the Jim Pattison Outpatient Care and Surgery Centre! Following you will find information to assist you with your orientation of the Centre and the IM/IT in use at the facility. Should you have any questions regarding the information contained within this document or the Centre generally, please contact Catherine Burnham, Medical Administration Assistant, by telephone at 604-582-4550 ext. 763817, or by email at Catherine.Burnham@fraserhealth.ca.

Privileges

- You must have separate privileges to work at the JPOCSC. A form requesting the change may be obtained from the FH Credentials Office. Contact - Credentials.Office@fraserhealth.ca.

General Site Orientation

- For a general orientation of the JPOCSC, contact Catherine Burnham who can facilitate this for you.
- Update your photo ID if it is not prox card enabled. Contact - PID@fraserhealth.ca.
- Ensure building access is added to your photo ID. This is automatically added for JPOCSC physicians; however, if you experience difficulties, please contact PID@fraserhealth.ca.
- Parking - apply for a full day, four (4) hour, or staff rate hanger by contacting Parking Administration by telephone at 604-587-3968 or by email at parking@fraserhealth.ca.
- Review the services available at the JPOCSC. Information may be found in the Service Overview located at:
http://fhpulse/education_and_professional_development/site_education_orientation/Jim_Pattison_Outpatient_Care_and_Surgery_Centre/Documents/JPOCSC%20Service%20Overview%2003%2029%202012.pdf

Network Access

- Ensure your network logon works or request an FHA network account by contacting the Service Desk at 604-585-5544.
- Request VPN access in order to access Meditech EMR and PACS from offsite.
- Computer access and remote access instructions may be found at:
http://fhpulse/computers_and_technology/online_resources/Pages/VPNRemoteAccess.aspx

Simplified Sign On - Thin Client

- Obtain your SmartCard by contacting the Service Desk at 604-585-5544.
- Unblock your SmartCard – instructions may be found at:
http://fhpulse/computers_and_technology/online_resources/SmartCards_and_Thin%20Clients/Pages/default.aspx.
- Review Pack and Go handout to make sure you can access your PC documents on Thin Clients.

Profile

- Request user access by completing a Profile User Setup Form located at:
http://fhpulse/clinical_resources/profile_resources/Pages/Default.aspx.
- Instructions on how to request the Profile icon to be loaded onto any PC or Thin Client are also contained at the above URL.

Workplace Health

- Complete documentation for Workplace Health requirements – <http://www.surveymonkey.com/s/D75SBQT>
- Review workplace health and safety policies which may be found at: http://fhpulse/workplace_health_safety/safety_and_prevention/Pages/Default.aspx
- Signup for N95 fit testing session - contact the Workplace Health Site Safety representative, Robin Kilty, by email at Robin.Kilty@fraserhealth.ca.

Responder5 and Code Blue

- Review Responder5 orientation materials which may be found at: http://fhpulse/hospitals_buildings_offices/hospitals_directory/Jim_Pattison_Outpatient_Care_and_Surgery_Centre/pages/responder5.aspx.
- Contact specific clinic managers for workflow questions (or phone assignment if needed).
- Review Code Blue procedures which may be found at: http://fhpulse/security_and_emergency_management/emergency_code_and_response_manuals/Acute%20Code%20Manuals/Jim%20Pattison%20Outpatient%20Care%20and%20Surgery%20Centre/JPOCSC%20Code%20Blue.pdf

Enterprise Medical Records (EMR)

- Request Meditech training and access by contacting HealthInformatics-CIS@fraserhealth.ca.
Information may also be found at: http://fhpulse/clinical_resources/meditech_for_physicians/pages/default.aspx.

PACS

- Request PACS training and access by emailing fhpacsriscordinators@fraserhealth.ca.
Alternatively, call the Service Desk at 604-585-5544.

Dictation / Transcription

- Review Dictation User Manual for Physicians at: http://fhpulse/clinical_support_services/transcription_services/pages/physicianinformation.aspx.
- Sign up for faxed reports – note that you must complete a Confidentiality Acknowledgement. Contact Leader, Health Information Management, Transcription Services JPOCSC/East Hub by phone at: 604-806-9696; or by fax at: 604-806-8257. Currently, the Coordinators are Debbie Baxmann and Leslie Lawin.

Excelleris

- Excelleris provides access to most outpatient lab results and Pharmanet. To apply for Global Access to Excelleris, speak with the person delegated to support Excelleris access in your clinic.

OR Training (All physicians using the 4th floor ORs)

- OR Orientation and Olympus Integration, Booms and Lights - contact Manager, OR/PACU by phone at: 604-582-4550 x 764286.