

SWIM – Access to Care


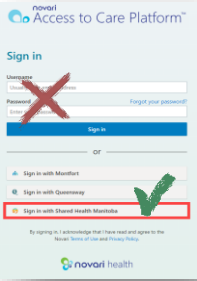


Getting Started on Day One

Quick Reference Guide

Steps to complete when accessing the application for the first time.

When navigating in the ATC application, use the menu list and dropdown lists. Using the browser back button causes instability in the application and may result in errors.

Working in the ATC application


<p>1. Create a bookmark in your web browser</p>	<ul style="list-style-type: none"> Open your web browser and copy this link into the address bar: https://mb-waitlist.ca.novarihealth.net Click Enter Reference: Creating a Browser Bookmark QRG to create your bookmark <div style="border: 1px solid green; padding: 5px; margin-top: 10px;">  <p>Creating a bookmark is a two-step process. The web browser automatically changes the original link; which if used, will result in an error. After creating a bookmark, you must edit the bookmark to match the above link.</p> </div>
<p>2. Login to SWIM ATC</p>	<ul style="list-style-type: none"> On the Novari ATC homepage, click Sign in with Shared Health Manitoba <div style="text-align: center; margin: 10px 0;">  </div> <div style="border: 1px solid green; padding: 5px; margin: 10px 0;">  <p>Private offices Only: Enter Multi-factor Authentication code</p> </div> <ul style="list-style-type: none"> Accept Shared Health MB Terms of Use <div style="text-align: center; margin: 10px 0;">  </div>

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	<ul style="list-style-type: none"> • Enter your username and password <ul style="list-style-type: none"> ○ Shared Health Managed Device: Enter your network username and password, this is the same username and password used to login to your managed workstation ○ Private (community) Office: Enter the username and password provided. You will receive an error. <ul style="list-style-type: none"> ▪ Open a new browser window and go to https://webmail.manitoba-ehealth.ca/owa Follow on-screen prompts to update/change your password <p>Reference: Log in and Change Password QRG</p>										
<p>3. Download TWAIN driver (Private offices only)</p>	<p>After login the application will automatically check for the TWAIN Driver. If it is not installed on the workstation a pop-up will appear.</p> <ul style="list-style-type: none"> • Click Download button • Once downloading is complete, double-click the downloaded file and follow the on-screen prompts to install the driver. <p>Reference: TWAIN Driver Installation QRG for detailed instructions</p> <div style="border: 1px solid green; padding: 5px;">  If you change workstations, you may be prompted to install the TWAIN driver on the new workstation. </div>										
<p>4. Update User Preferences</p>	<ul style="list-style-type: none"> • From the main screen, select User Preferences module <p>Update the following User Preferences:</p> <table border="1" data-bbox="527 1367 1477 1839"> <thead> <tr> <th>Setting</th> <th>User Preference</th> </tr> </thead> <tbody> <tr> <td>Default Care Venue</td> <td>select from the dropdown list the site you will be backloading</td> </tr> <tr> <td>Default PSS Venue</td> <td>select the corresponding PSS care venue. <small>This setting must be updated even though you do not have access to the PSS module.</small></td> </tr> <tr> <td>Review PSS Info on Patient Add?</td> <td>Select No</td> </tr> <tr> <td>Display Notes Column on List View</td> <td>Select Yes</td> </tr> </tbody> </table>	Setting	User Preference	Default Care Venue	select from the dropdown list the site you will be backloading	Default PSS Venue	select the corresponding PSS care venue. <small>This setting must be updated even though you do not have access to the PSS module.</small>	Review PSS Info on Patient Add?	Select No	Display Notes Column on List View	Select Yes
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	Display Service Time on List View	Select Yes
	Quickscreen field to show on list view	From the drop-down, select Surgical Oncology and select Intent of Surgery
	Default Responsibility for Payment Selection	Select Manitoba Health Coverage (if desired)
	Empty or Not Submitted OR Block Warning	From the drop down, select 21 days . Change option to send warning to email to “No”
	Update	Click Update to save changes
<div style="border: 1px solid green; padding: 5px;">  All other settings have been defaulted to the recommended configuration; do not update </div> <p>Reference: User Preferences QRG</p>		
5. Add a case	<ul style="list-style-type: none"> Select the Provider Office module to begin building your waitlist <p>Reference: Create a Case QRG for detailed instructions</p> <p>Reference: Working with QuickPicks QRG</p>	
<p>If you require support during your activation period Hours 800-1700</p>		
 <p>Phone Support Contact Project Team member directly 204-926-7699</p>		 <p>Email <i>Send questions, comments and suggestions</i> SWIM@sharedhealthmb.ca</p>
<p>For passwords issues: please contact the Service Desk at servicedesk@sharedhealthmb.ca or call 204-940-8500 #3</p>		