The eChart tab is available to clinical EPR users

eChart Manitoba users who have access to clinical information (other than the demographic view) can access eChart directly through the Clinical EPR, Ambulatory EPR and EDIS modules.

If you are viewing this guide electronically, click on the topics below to learn more about using the eChart tab.

User accounts Using the eChart tab Changing your eChart password Searching for Patients Troubleshooting eChart FAQ

Note: eChart users with **Demographic View** will not be able to access eChart via the tab in the EPR. Please continue to use the eChart web application at https://echart.manitoba-ehealth.ca/Manitoba

EDIS

User accounts

Speak to your manager if you do not have an eChart account and require one.

Clinical or Ambulatory EPR

Using the eChart tab

1. Select a patient from the patient list or the status board in EDIS, and click on the **eChart tab**.

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 For authentication purposes, when you click on the eChart tab for the first time after logging into the EPR, you will need to enter your eChart username and password. You will not have to repeat this as long you do not log out of the EPR or your session does not time out. If your current EPR session ends, you will be prompted to log into eChart tab when you log back into the EPR.

🖳 eChart Us	er Credentials
User:	echart username
Password:	
	OK Cancel

Your eChart Manitoba username and password may be different from your EPR username and password. If you do not remember your eChart password, please contact the Service Desk at 204-940-8500.

services.manitoba-ehealth.ca/echart.html

For more information, questions or concerns regarding eChart Manitoba, please contact the Manitoba eHealth Service Desk, available 24 hours a day, seven days a week.



3. Once the password is entered, if you have never logged into eChart before (or following the addition of new information sources to eChart), you will be prompted to read and accept the eChart Terms of Use. You can also reference the Terms of Use at: services.manitoba-ehealth.ca/files/echartFrmTOU.pdf

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	1.1 I will restrict my access to and use of eChart Manitol	ba to:		
	(a) information about individuals with whom I am in a ca the provision of health care or for arranging the provision	re relationship and whose information is necessary for n of health care; or		
	(b) information that I require to fulfill my administrative re provision of health care and/or performing a clinical valio contained in eChart Manitoba for any other purpose or v	tation role; and I will not access or use information		
	 In order to maintain a user account with eChart Man keep up-to-date certain business contact information ab Manitoba eHealth. 			
	1.3 I understand that each of mv Authorizing Organization	on(s) may have its own rules, requirements and	•	
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4. If login is successful, the eChart message board appears. The board displays the privacy reminder for eChart and notifications related to the application. Click the "Continue" button

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	Privacy Reminder			
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	Unauthorized access can result in	disciplinary action up to and including dismissal and	d/or, where applicable, a report to your health profession	on regulatory body as well as sanctions
	or fines.			
				Continue
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5. The eChart Summary Page will then display for the selected patient. You can access the various eChart clinical views as you normally would.

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Changing your eChart password

You will need to access the eChart web application (<u>https://echart.manitoba-ehealth.ca/Manitoba</u>) to change your eChart password. Click the "Change my Password" button on the eChart login screen.

- 1. Enter your username and current (old) password on this screen and click "Change my Password" (fig. 1).
- 2. Enter your current (old) password and your new password twice and click Submit (fig. 2).
- 3. After you have successfully changed your password, close Internet Explorer.
- 4. Re-launch eChart Manitoba and log in using your new password.

Note: Changing your password in eChart Manitoba will also update your password for other provincial applications that use the same user ID (e.g. PACs, Panorama, etc.) and for logging into certain Manitoba eHealth managed workstations.

fig.	. 1 fig. 2
eChart	If you do not want to change your password, please close this browser window.
MANITOBA	Change Password
User name: Please enter your username	Your Password must follow the eHealth Password Standard of Minimum 8 characters. Cannot use any of your 5 previously used passwords. Password is case sensitive. Require at least 3 of the billowing 4 character types: upper case letters, lower case letters, numbers, special characters.
Password:	User name:
	Old password:
Log On	New password:
	Confirm new password:
	Submit Reload
Change my password	

Searching for patients

When using the eChart Tab, always use the EPR patient functions to search for patients in order to keep your selected patient in context with eChart.

Remember: All activity performed in eChart is logged and subject to an audit. Only enter the eChart tab if you need to know the information contained in eChart to support your patient's care. The information in eChart is an adjunct to the information already available to you in the EPR. Using the Next/Previous Arrows in the EPR while you are logged into the eChart tab to move between patients will not log you out of eChart.



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If at any time you see the eChart Patient Search page, do not use it.



Troubleshooting

Unable to log into eChart tab in EPR

Call the Manitoba eHealth Service Desk at 204-940-8500 if you experience any login issues.

Example 1: If your eChart password has expired, you will be prompted to change it. If you have any issue updating your password, please call the Service Desk. Note that, this password change will also update your password for some other provincial applications that use the same user ID (e.g. PACS, PHIMS, etc.)

	echart MANITOBA
User name:	Please enter your username
Password:	
	Log On
	Change my password

Example 2: If you continue to receive the log in prompt below, you may have entered an incorrect username and/or password. Please verify the username and password you have entered for eChart. If the issue continues to occur, please call the Service Desk.

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Login failed, please try again. If you require any assistance, please phone the eHealth Service De	sk at 940-8500 or toll-free at 1-866-999-9698.			
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	User: echart username			
	Password:			
	Your eChart username and/or password is incorrect. Please re-enter your eChart credentials.			
	OK Cancel			
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Searching for lab results in eChart

If you receive this error message when accessing the Laboratory views in eChart, click either Yes or No to continue and the message will disappear.

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Test History	C Last	6 Viits Month					
Search:	* *	Lab Results History					
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	3	A netro has occurred in the script on this page. Line: 320 Dive: 9 Enc: ShowEncocaler's null or not an object Code: 0 URL: https://colorid.adi.nambobine URL: https://co					

EPR session time-out

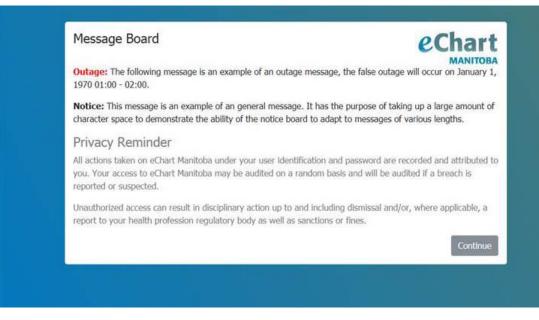
If your EPR session goes into suspend mode while you are in the eChart tab, you will need to log into both applications again. Once prompted, enter your EPR password to resume the EPR session and your eChart password to resume your eChart session.

	eChart User Credentials
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	Return to main menu



Unable to connect to eChart

If eChart services are down, the message board will display and you will not be able to access the application.



Try to connect again and if this re-occurs, contact the Manitoba eHealth Service Desk at 204-940-8500 or 1-866-999-9698 (toll free).

eChart FAQ

You can access Frequently Asked Questions (FAQ) for eChart by clicking on the Manitoba eHealth FAQ icon in the eChart tab. This will direct you to the eChart FAQ section on the Manitoba eHealth intranet where you will find answers to common questions related to eChart.

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