



Physician Exchange Portal (PEP) System Requirements Checklist

HARDWARE

Minimum

- 1 ghz processor
- 512 mb memory
- Color display
- Network interface

Recommended

- 1.8 ghz or higher processor
- 1 gig Ram memory or more

SOFTWARE

Minimum

- Internet Explorer Browser 5.5 with 128 bit encryption*, prefer IE 6 or better
- Sun Java
- Windows XP Service Pack 2 or better

CONNECTIVITY

- Broadband (DSL or Cable) ISP Service

DISCLAIMER

System requirements are the responsibility of the requestor.

For Customer Support, please contact Virtua Health Information Services at 856-248-6446 or at extension 86446 from within the Virtua Health facilities.

Physician Exchange Portal Tip Sheet (PEP)

- Type this website in your address bar: <http://physician.virtua.org>.
- There are two ways to gain access into the portal. (See highlighted areas below)
Select one by left clicking on it



Physicians Only

- ABOG Reading List
- Announcements
- Contact Medical Affairs
- Information Technology
- Medical Staff Privileges
- New Physician Orientation
- NPI Information
- **Physician Exchange Portal**
- Virtua Physician Articles

PHYSICIANS CENTER [Text Size](#)

Important Announcements ([view all](#))

- Too much to do...lots on your mind? DOC-Line can help! [Details](#)
- Change in Medicare regulations requires co-signature of ALL verbal orders within 48 hours. [Details](#)
- External number for digital dictation at Virtua Memorial changed effective 5/23/2006 [Details](#)
- Computerized Medication Administration Record (MAR) [Details](#)

Welcome to Physicians Only where you will find information to make it easier for you to practice at Virtua Health.

Virtua's Physician Exchange Portal (PEP) provides an online resource where you can access lab results, diagnostic reports and medication lists from Virtua's hospital information system.

If you would like access to the PEP, please call the IS Customer Support Center at 856-248-6333 Monday through Friday from 6 am to 7:30 pm and Saturday from 7 am to 3:30 pm.

For questions and/or assistance, please contact the Virtua Health Information Services Customer Support - Physician Priority Line at 856-248-6446.

Visit **Virtua Digital 411**
Learn how technology is transforming healthcare at Virtua

[Click here to view Coronary CTA](#)

Logon to Physician Portal

Helpful Links

- > [Burlington County Medical Society](#)
- > [NPI Information](#)
- > [Tech Tip Sheets](#)

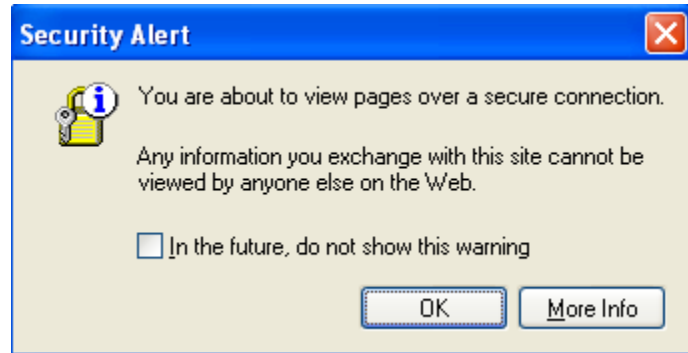
We comply with the **HONcode standard** for health trustworthy information.



[PRINT THIS PAGE](#) [FORWARD TO A FRIEND](#)

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If you receive a Security Alert,
Click OK



- If this is the first time signing into the Physician Exchange Portal, it will be necessary to install two components:

- Adobe Reader
- Microsoft Java

Note: These are necessary to properly view Netilla and are located at the bottom of the login page.

- Click on the links below to begin the installation
- Once installs are complete, sign in by using your network ID.

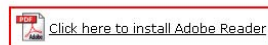


Please enter your user name and password to log in.

User Name
Password
V-Realm

Virtua Health maintains electronic mail system, which is the property of Virtua Health and is to be used for legitimate business purposes.

Excessive use of Virtua Health Systems for the conduct of personal business is prohibited. Virtua Health reserves the right to access, review and disclose information obtained through Virtua Health Systems without advance notice to and/or without the employee's consent. Employees are required to notify their supervisor, their Human Resources Director or the Information Services Department if they become aware of any misuse of Virtua Health Systems. By utilizing Virtua Health Systems, I confirm that I have read this Employee Acknowledgment and agree to abide by the terms of Virtua Health's policies and to keep the Virtua Health proprietary and patient information confidential.



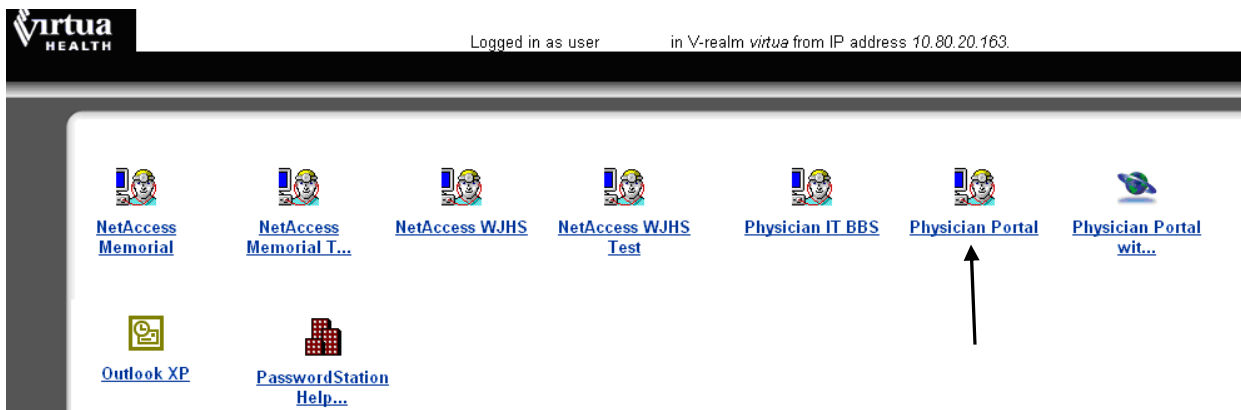
Please enter your user name and password to log in.

User Name

Password

V-Realm ▼

- Type in your User Name and Password.
- Click the Log In button.



The Virtua Physician “Desktop” appears which includes icons for Outlook email and the Physician Portal (which hosts the Net Access HIS System)

- Click once on the Physician Portal icon to launch the application.

Note: The Physician Exchange Portal will open automatically with the Net Access Clinical System to the right of the screen. This is exactly the same look as if you were accessing the clinical system from within Virtua. (For printing information, see “Printing in Physician Exchange Portal” Tip Sheet on <http://physician.virtua.org> site.)

- **Please be sure to log out when finished.**



Welcome to the Physician Exchange Portal

Good morning
Monday, March 10, 2008

Outlook Email

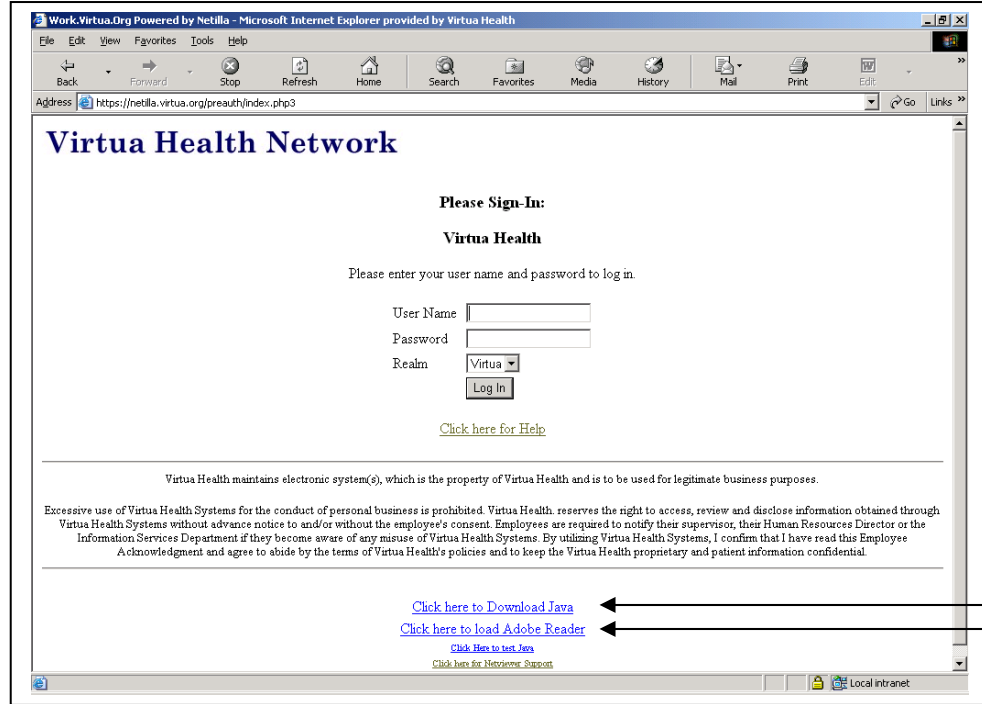
| From | Subject | Received |
|-----------------------------------|---|------------------------|
| Morales, Karen | RE: missing from PRODC | Tue 1/24/2006 11:47 AM |
| Johnson, Ruthann | Minutes | Tue 1/24/2006 11:14 AM |
| Schultz, Kathryn | Physician Orientation | Tue 1/24/2006 10:48 AM |
| Vielehr, Donna | missing from PRODC | Tue 1/24/2006 10:00 AM |
| Coyne, Frank | Change management Calendar | Tue 1/24/2006 9:59 AM |
| IS Customer Support Ctr. | Magic Notification | Tue 1/24/2006 9:41 AM |
| Morales, Karen | RE: Net Access brochures | Tue 1/24/2006 9:33 AM |
| DelGozzo, Vincent | RE: | Tue 1/24/2006 9:30 AM |
| Morales, Karen | RE: Net Access brochures | Tue 1/24/2006 9:30 AM |
| IS Customer Support Center | Daily IS Statistics (01-23-06) | Tue 1/24/2006 9:20 AM |
| Green, Debra R. (Medical Affairs) | RE: for Physician Orientation | Tue 1/24/2006 9:20 AM |
| Gellura, Christina | RE: new physician computer pocket guide | Tue 1/24/2006 9:19 AM |
| DelGozzo, Vincent | FW: | Tue 1/24/2006 8:40 AM |
| Morales, Karen | Net Access brochures | Tue 1/24/2006 8:19 AM |

To Create and Send an Email Message

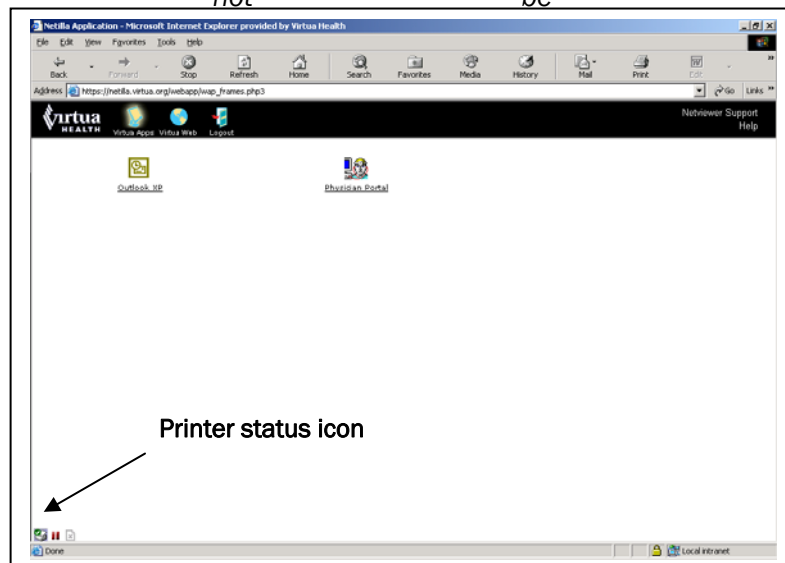
1. Click Inbox folder
2. Click the "New Mail Message" icon (white envelope/letter icon far left on toolbar).
3. Click "To" button to access Virtua address book and double click the name of your recipient; click OK.
4. Click in Subject box and type the subject of your email.
5. Click in large white text box and compose your email.
6. Click "Send" button (white envelope icon far left on toolbar) to send email message to your recipient(s).

PRINTING FROM WITHIN THE VIRTUA PHYSICIAN EXCHANGE PORTAL

1. After clicking the Physician Exchange Portal link from PEP home page, you will receive this log on screen to the Virtua Network.



1. If it's your first time to this site, you need to **install** both the Microsoft Java and Adobe Acrobat Reader for access and printing capabilities.
2. Once these two are installed on your PC, you can log into the network with your ID and password.
3. After logging on, the "desktop" screen loads
4. Verify you see a green check box on the printer icon lower left-hand corner -this means your default printer is ready to use
5. The middle button is used for pausing a print job and the "X" will cancel the print job (*should not be used*).



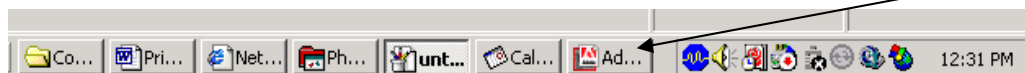
6.

You can print one of two ways: *Anything you see on your Internet screen, you can print.*

- a. Using the “Print this page” hyperlink, which is located on most net access screens at the upper-right hand corner? This will format the print in a table format using page numbers. Once you click on the hyperlink, a print preview box will open to show you how your printout will look. Then click print. You will then see Adobe Reader automatically open at the bottom of your task bar. When initially using this hyperlink you must accept the initial popups in order to have this hyperlink to work properly in the future. If you do not accept the initial popups you will never get prompted again and the “Print this page” hyperlink will not function on this PC ever.
- b. By doing a right click with your mouse and then selecting “print” from the sub menu. You will then see a print dialogue box appear showing “Universal” printer. Click print. You will then see Adobe Reader automatically open at the bottom of your task bar. **Tip:** *If you want to print an individual frame such as the demographics page only and not the navigator on the left, click on the area you want to print and then do a right click with the mouse; then select print, print frame only as your option.*

| RTs info? | Patient Name | Sex | Age | Rm/Bed | MR # | Attending Dr. Name | Admit Date | Sts | Svc | Cons |
|--------------|-------------------------|-----|-----|--------|---------|----------------------|------------|-----|-----|------|
| | Walter | M | 77 | A210 P | 5038265 | SHAH ,SHILPA | 09/01/2004 | IA | MED | X |
| | M | F | 66 | A212 P | 4600875 | PASCUAL, RODOLFO | 09/02/2004 | IA | SUR | X |
| | Louis | M | 75 | A214 P | 4581479 | BOYNTON, CHRISTOPHER | 08/30/2004 | IA | SUR | X |
| | Helen | F | 84 | A216 P | 5039995 | BROSS, ROBERT | 08/29/2004 | IA | MED | X |
| | Marie | F | 83 | A220 P | 4962902 | PASCUAL, RODOLFO | 09/02/2004 | IA | SUR | X |
| | Ludmila | F | 69 | A221 P | 4616504 | DELACY ,LEE | 09/02/2004 | IA | MED | X |

Print this
page
hyperlink



Printing **will not** occur if the Adobe Reader does not open. You should then reboot your PC and verify that Adobe Reader is installed on your PC and try to print again. Please call the Virtua Information Services Priority Line at 856-248-6446 if you are still having problems.

System Generated Documents – There are two functions on the physician view that can produce system generated documents, please note you can only print these while WITHIN Virtua.

Print Census Function provides ability to print My Patient List or Group Census List, single or triple spaced while at a Virtua facility. *(through PEP, you can print your census using either print function listed above in #7)*

Print Facesheet Function provides the ability to print the patient's facesheet while at a Virtua facility. *(Through PEP, you can print out the demographic information under the Patient Information query.)*

All other printing while at Virtua is performed through your web browser..