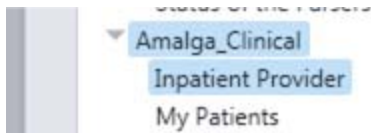


The first time a care provider accesses Amalga via the UAS bridge, Amalga will present “My Patients,” a list of just patients assigned to you. You may want to change your default view to your group’s patient list. The “My Patients” list in the View Manager is system-controlled and the limited changes you make cannot be saved. You can, however, clone the “Inpatient Provider” list into your personal folder, create numerous views, and save your settings.

The screenshot shows the Amalga Clinical (TEST2) interface. At the top, there are navigation tabs for 'Launchpad', 'NetAccess', 'Amalga', and 'Shared\_Drive'. The user is identified as 'User: Reba Petrosky'. Below the navigation, there is a 'Clinical (TEST2)' header with 'Apps' and 'Logout' links. A 'Total' indicator shows '6'. The main area contains a patient list grid with columns: Pt Name, Unit, Room/Bed, Age/Sex, DOB, MRN, Patient Number, LOS, Pt Status, Admit Dt Tm, Attending MD, and Code Status. The 'My Patients' button in the top left is circled in green. Below the grid, there is a list of views: 'Amalga\_Clinical', 'Inpatient Provider', and 'My Patients'.

Pt Name	Unit	Room/Bed	Age/Sex	DOB	MRN	Patient Number	LOS	Pt Status	Admit Dt Tm	Attending MD	Code Status
Amalgaunitfmc, Test	TIC1	0121-99	56Y/F	01/01/1955	1320467	120900311	309	IA	03/15/2010 14:49	FRENCH, WHITNEY J	DNR
Fmctest, Rhobaby Kcmill	ICU1	0251-01	1Y/M	06/02/2009	1320360	120134374	396	IA	12/18/2009 10:30	SIGAL, BARRY W	
Amalga, Jane Train1	ICU1	0252-01	55Y/F	08/23/1955	1320802	122501570	158	IA	08/13/2010 08:56	STINSON, CHARLES S	NOT ADDRESSED
Rankin, Mother	3WT	3109-01	35Y/F	04/22/1975	1320322	120133806	434	IA	11/10/2009 16:30	SIMPSON, EUGENE	DNR-COMFORT MEASURES ONLY
Amalgarx2, Marcelle	CIC1	5160-01	22Y/F	02/04/1988	1320449	120135736	320	IA	03/04/2010 09:43	STINSON, CHARLES S	NOT ADDRESSED
White, Snow	SET	5443-01	51Y/F	09/01/1959	1185783	120097399	1779	IA	03/06/2006 12:18	SIGAL, BARRY W	NOT ADDRESSED



In the View Manager, you will have two options under the shared “Amalga\_Clinical” folder. Your default is a system-controlled “My Patients” view, until you chose another default. We recommend cloning the customizable “Inpatient Provider” into your own folder using the instructions that follow.

## Caveat before you proceed:

You cannot clone a view if it is applied (you can see it on your patient grid as you see “My Patients” circled in green in the picture above). It is easy to accidentally double-click “Inpatient Provider” in View Manager which applies it to your Patient Grid. If that happens, go back into your View Manager and double-click “My Patients” to apply that view. Now, you can go back into your View Manager and clone “Inpatient Provider” by clicking it **once** and clicking “Clone.” Please follow the more detailed directions on the next page.

## Introduction to User Views (selecting patients to view on a regular basis): Using the View Manager to Apply and Clone a View

This Quick Start Guide shows you how to use the View Manager to create and edit a routine view you can apply whenever you open Amalga and how you can quickly switch to a view you have saved in your View Manager. A “view” is the set of fields chosen to view, filters applied to the data, how the rows are sorted, and even color and font choices for the patient grid in that view.

The **View Manager** button displays the name of the view selected (in this example, NICS User View).

### To open the View Manager Window and Apply a different view:

1. Click the View Manager button in the home window. You can see the current view (NICS User View) is highlighted in the View Manager
2. Click a different view RAK you want to apply
3. Click **Apply**.
4. The patient grid now displays the columns and settings defined for the selected view and the label on the View Manager button changes to the name of the applied view.

**NOTE: If you wish to see this user view each time you open Amalga, click the check box by “Apply the selected view when I run this Amalga application.”**

You may want to “clone” a view so you copy it into your personal folder in the View Manager where only you can make changes and save the view just the way you want.

### To Clone a view

1. Open the View Manager as above.
5. Click on the view you want to clone.
6. Click **Clone**. The Edit Window opens
7. Change the name to whatever you want to call your view.
8. Be sure to save it in the folder with your Novant User ID. (Should be the default.)
9. Click OK to save and return to the View Manager

## Introduction to Cohorts

### (selecting patients to view by physician, physician group, or nursing unit)

This Quick Start Guide will walk you through Cohort Filtering. A cohort filter finds patients who belong to a cohort.

For the purpose of getting you started, we will focus on finding and cohorting your own physician group.

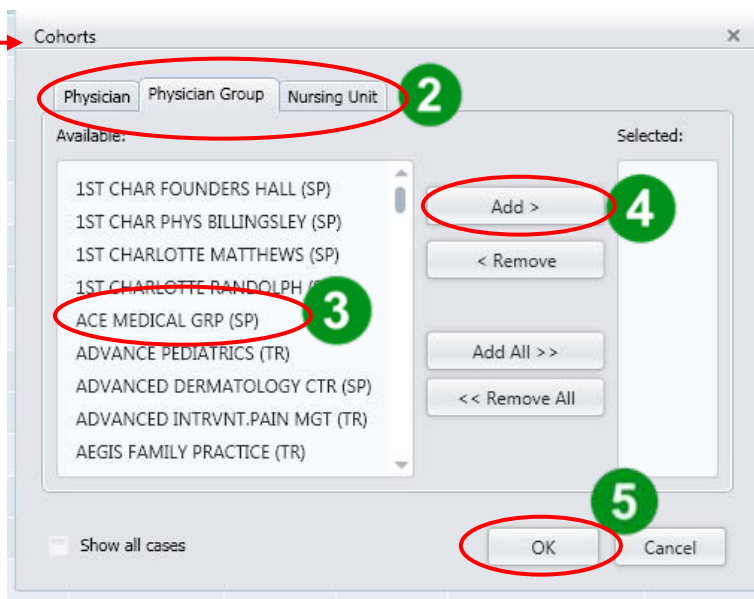
Facility	Pt Name	Unit	Room/Bed	Patient Number	MRN	CI #	Admit Dt Tm	Attending M
FMC	Amalgafmc, Otoa Sit			122500903	1320766	54701487	07/27/2010 07:00	MURPHY, DANIEL W
FMC	Amalgafmc, Oallac Sit			122500861	1320762	54701483	07/27/2010 10:01	STINSON, CHARLES S
FMC	Amalgafmcst2, Merge1			122501158	1320780	54701521	07/30/2010 14:44	STINSON, CHARLES S
FMC	Amalgafmc, Oa Sit			122500853	1320761	54701482	07/27/2010 09:49	MURPHY, DANIEL W
FMC	Amalgafmc, Ireg Sit			122500820	1320758	54701479	07/27/2010 09:33	STINSON, CHARLES S
FMC	Amalgafmc, Opoa Sit			122500887	1320764	54701485	07/29/2010 15:19	MARK, RICHARD S
FMC	Amalgafmc, Baby2			122501059	1320777	54701518	08/05/2010 10:00	RAINEY, DAVID Y
FMC	Amalgafmc, Oa Sit			122500937	1320769	54701490	07/28/2010 09:22	ABBOTT, THOMAS D
FMC	Amalgafmc, Iacoa Sit			122500812	1320757	54701478	07/27/2010 06:00	STEPHENS, W. CHAD
FMC	Amalgafmc, Oar Sit			122500879	1320763	54701484	07/27/2010 06:00	MOOSE, BEVERLY DA

### Cohort filter on the Home Window Grid

1. On the Amalga Toolbar, click the “All Rows” button to show the Cohort dialog box.

Now in the Cohort dialog box, add an available cohort to your currently selected cohort filter:

2. Select a tab with cohorts by which you wish to filter.
3. Click on a cohort (or multiple cohorts) in the “Available” box.
4. Click **Add**. Selected Items will appear in the “Selected” box.
5. Click **OK**.



The Home Window Grid reloads with patient visit rows filtered by both the cohort you just constructed and the range of dates you previously selected.

6. If you want to make this a permanent part of your cloned view in your personal folder which was applied before choosing the cohort, go into the **View Manager**, and click **Save Settings**.