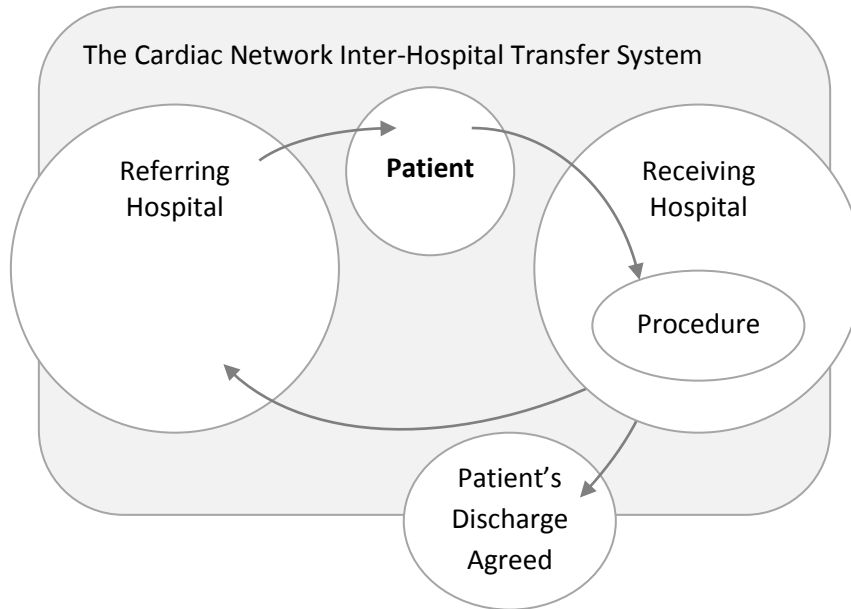


Getting Started

1.1 Purpose

To electronically Refer, Receive and Manage inpatient transfers between hospitals until patient discharge.



1.2 To Use the System...

The Cardiac Inter-Hospital Transfer System is a web-based system for which the following are required:

- **A user account and password:** Each user requires unique logon details that local administrators will provide.
- **Internet Explorer** version 7.0+ and access to the hospital network
- **The Web address:** Provided by the Receiving Hospital system administrators

1.3 Inter-Hospital Transfer Homepage

Accessing the System

- Select one of the links [1] to proceed to the IHT login page



Option: For quicker access to the system in the future add the address to favourites in Internet Explorer or drag the URL from the address bar in IE to the desktop to create a shortcut.

1.4 Logon

Referring and Receiving Hospital login use the same form. Mandatory fields are marked '★'

- Click **Logon** to Proceed to the selected hospital's Transfer Lists

Selecting a 'Procedure Type' will filter the displayed list of transfer records. This can also be selected and amended when viewing the list.

Note: On subsequent visits to this page the Hospital and Procedure Types fields will be pre-completed with the last selected. The system stores this information by PC used rather than by the user logging in.

1.4.1 Account Password Updates

- Passwords supplied by system administrators are only able to be used once
- All passwords expire after two months and must be updated

These forced changes help ensure that a password remains known only to the user.

In both the above cases a popup prompts the user to change their account password.

- Clicking **OK** on the popup will display the Change Password form.

1.4.2 Changing a Password

A user may change their password at any time by clicking **Change Password** on the Logon form:

1. Enter existing Username and Password
2. Enter a new password that meets the minimum requirements:
 - 8 characters
 - Have at least 1 letter in uppercase, 1 letter in lowercase and 1 number
3. Confirm the new password.
4. Click **Update** to submit the change.

If the new password does not meet the minimum requirements a popup is displayed and the change password form redisplayed.

On a successful password change a confirmation popup is displayed. Clicking **OK** on this displays the logon page.

1.4.3 Usernames

- Usernames cannot be changed in the same way as passwords can as an amendment could cause system errors for the user.
- If there is an issue with the supplied username the system administrator should be contacted as soon as possible.
- Any change in the username will require a new account to be created and the user accesses the system as a new user.