



*Log On and Log Off*

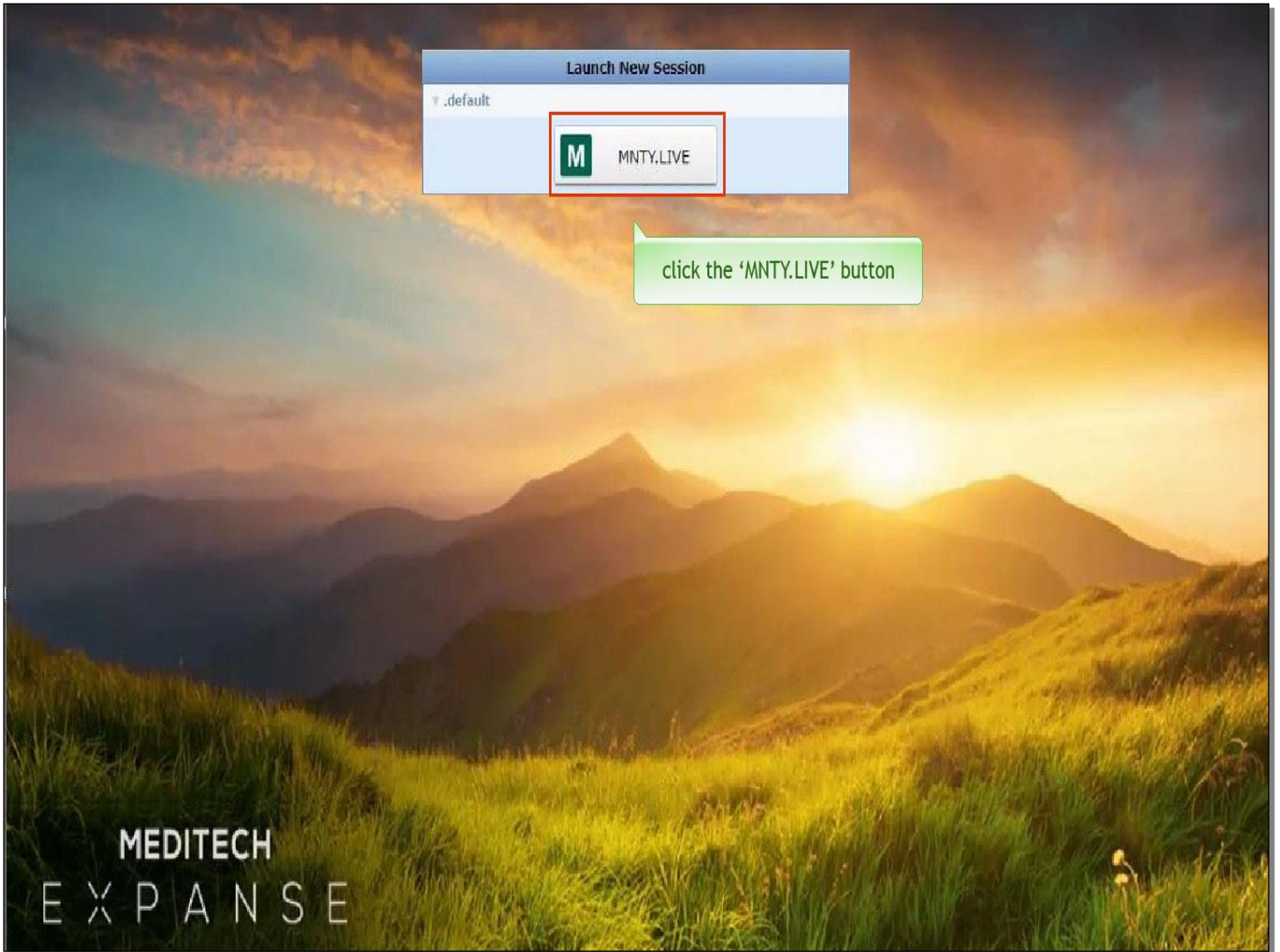
MEDITECH  
E X P A N S E

This course will guide you through an introduction to logging onto Expanse Web Ambulatory and logging off of the system.

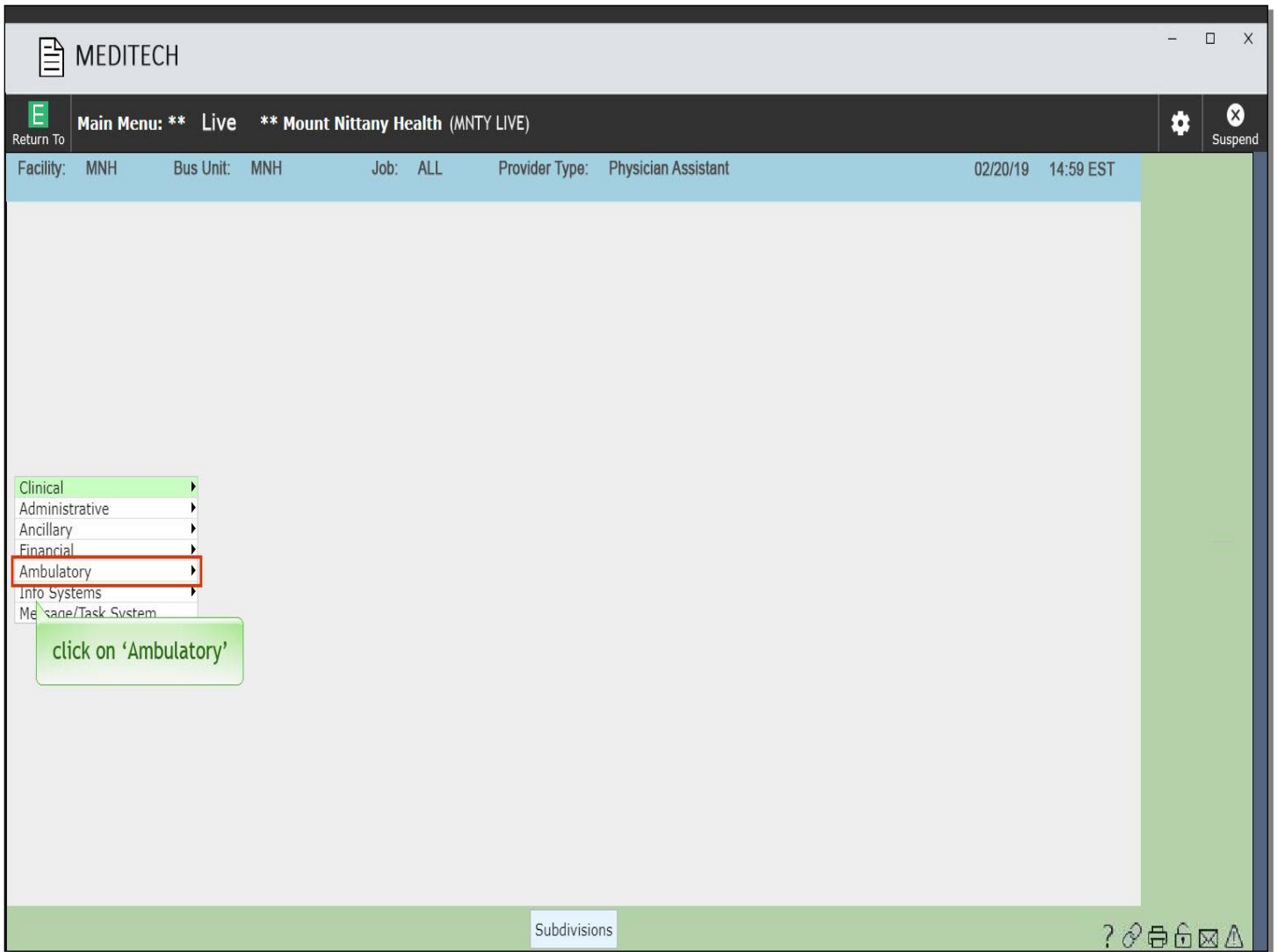
*Subtle on screen elements of the LIVE system may vary from what is shown within this course; however, the functionality is as shown.*



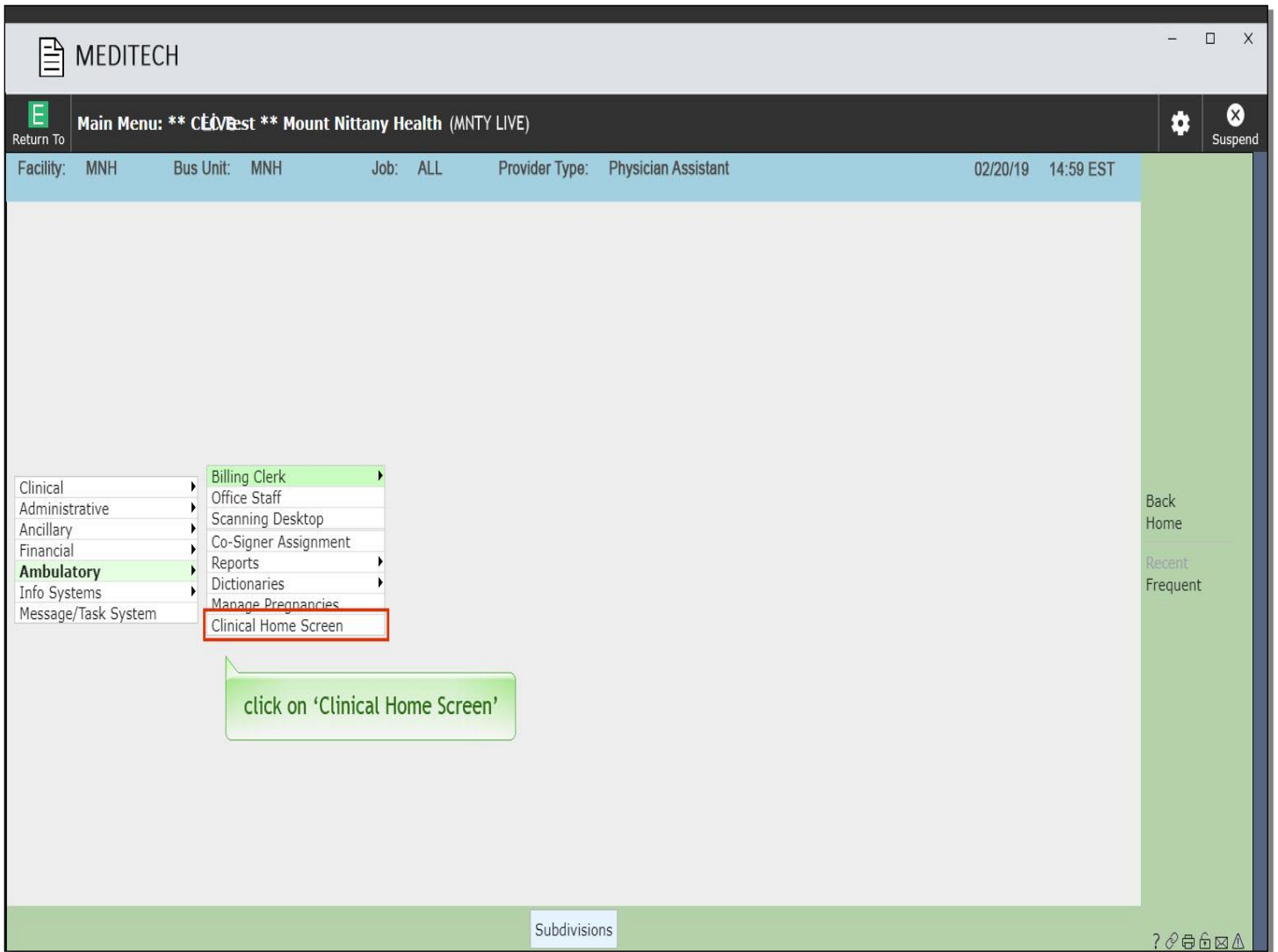
To access from a Mount Nittany Health facility computer, double-click on the Chrome Icon labeled 'Exppanse Web Live' on your desktop.



To launch a new session, click the button labeled 'MNTY.LIVE'.



The main menu appears. Depending on your role or access, the menu selections may vary. Click on 'Ambulatory'.



From the second menu, click on 'Clinical Home Screen'.

Clinical Home Screen - MEDITEC x +

https://webacute.mountnittany.org/cectest/s0004900035746529/

Return To Home Workload Sign Compose More Suspend

Tracy Sheehan, MD Find Patient

Schedule Wed March 27, 2019 2:17p

Mar 2019 Sun Mon Tue Wed Thu Fri Sat

24 25 26 27 28 29 30 Today More

Sheehan, Tracy Provider\*

Time	Patient Name	DOB	Gender	Diagnosis	Physician	Status	Notes
9:45	GRIFFITH-WILLIAMSON, PAMELA	05/11/1964	54 F	MORBID OBESITY	Alexander Szymanski, M.D.	Booked	
10:30	JAMES, ROBERT	06/30/1941	77 M	1YR FOLLOW UP	Alexander Szymanski, M.D.	Booked	
10:05	T-TEST, BATMAN	12/12/2017	1y 3m M	FATIGUE AND WEAKNESS	Alexander, C. MD	Booked	
12:00	T-TEST, MARYBETH	08/15/1958	60 F	6M F/U *ttp w/ change 3/18 JC	Alexander, C. MD	Booked	
10:00	T-TEST, ANTHONY	09/30/2016	2y 5m M	Enlarged lymph nodes	Hester, C. MD	Booked	Pending
9:00	T-TEST, OSTER	12/16/1960	58 M	COLD	Shannon, D. MD	Arrived	Draft
10:15	T-TEST, KOLONICH	08/24/1962	56 F	Walk In Cough	Shannon, D. MD	Departed	Draft
11:00	T-test, ad	01/15/2013	6 M	cold	Shannon, D. MD	Booked	

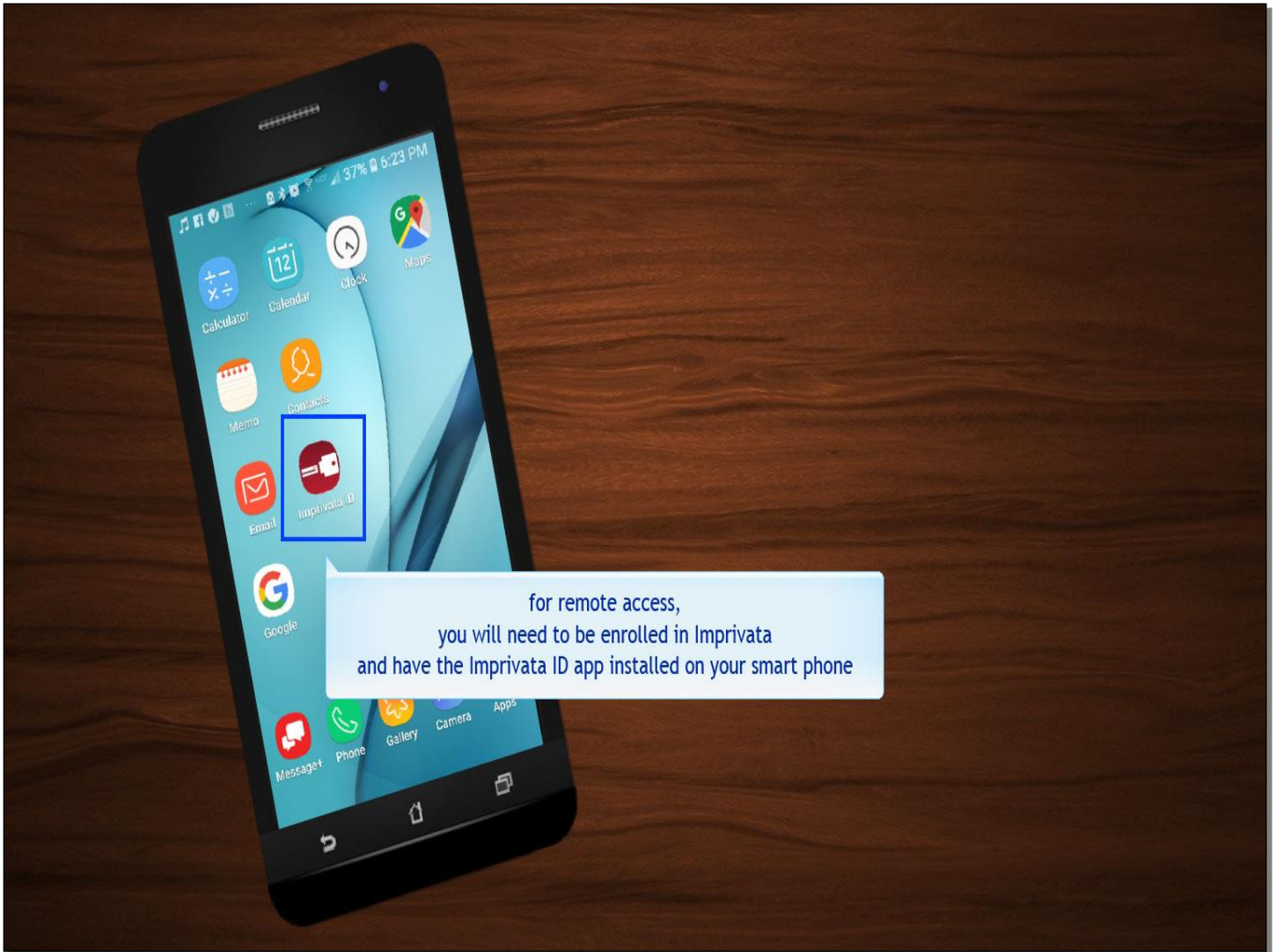
Workload

Recently Accessed

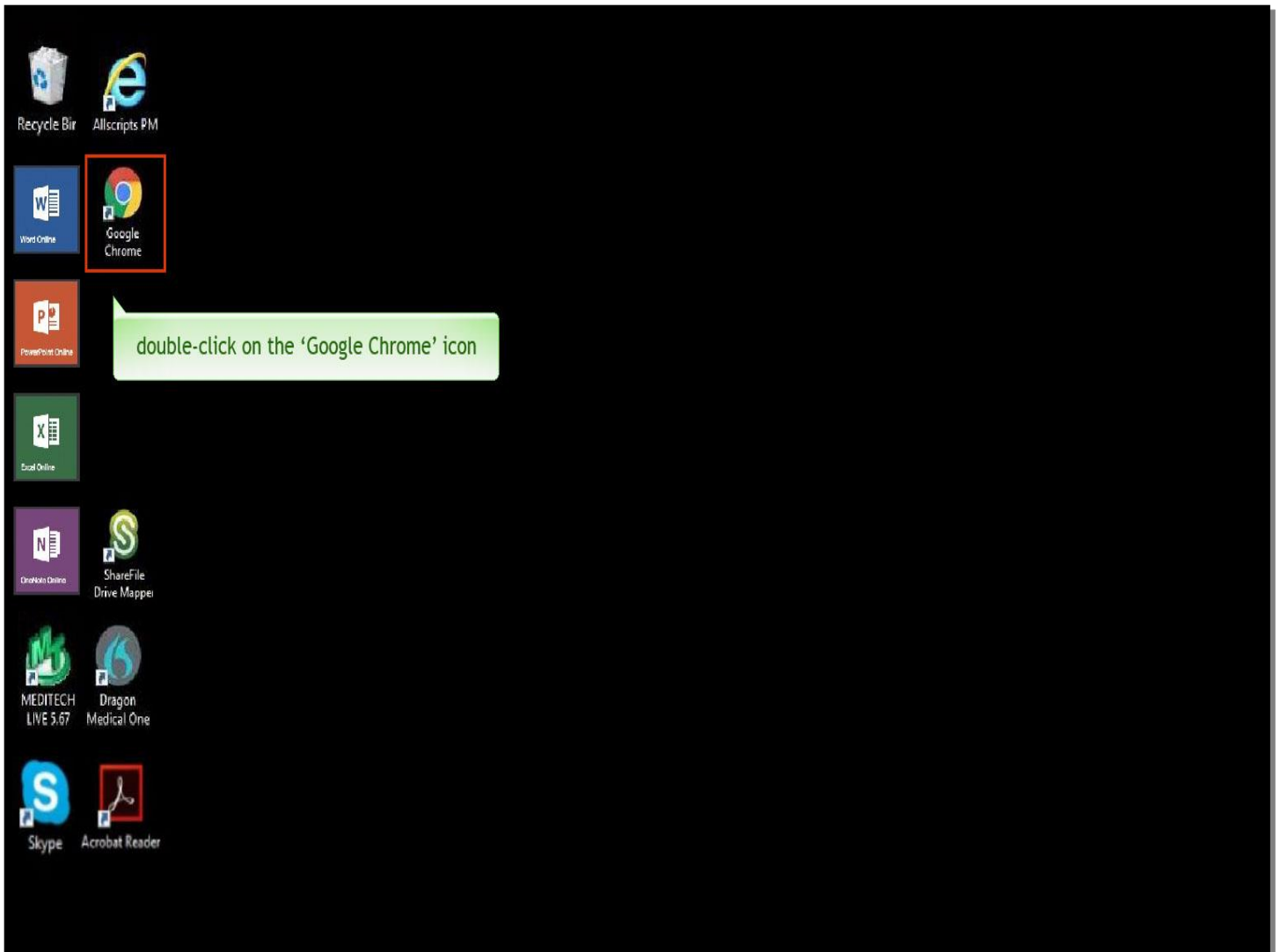
Name	Visit Date	Close Chart

You have now successfully logged on to Mount Nittany Meditech Expance. To further learn how to navigate through Web Ambulatory, please see the course titled 'Navigating the Patient Chart'.



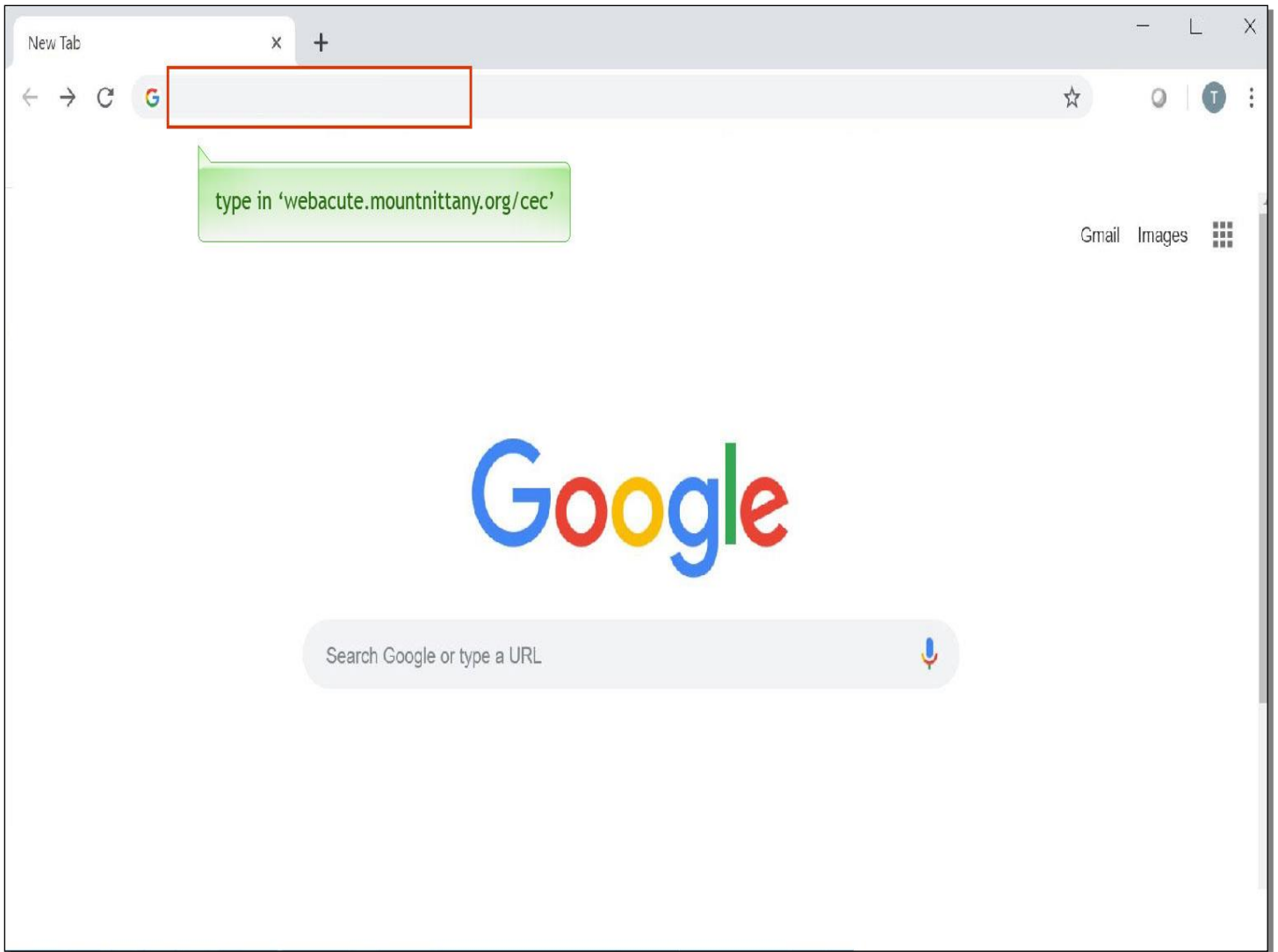


We will now demonstrate how to access MEDITECH remotely. For remote access, you will need to be enrolled in Imprivata and have the Imprivata ID app installed on your smart phone. The Imprivata ID app may be downloaded from the App Store or from Google Play.

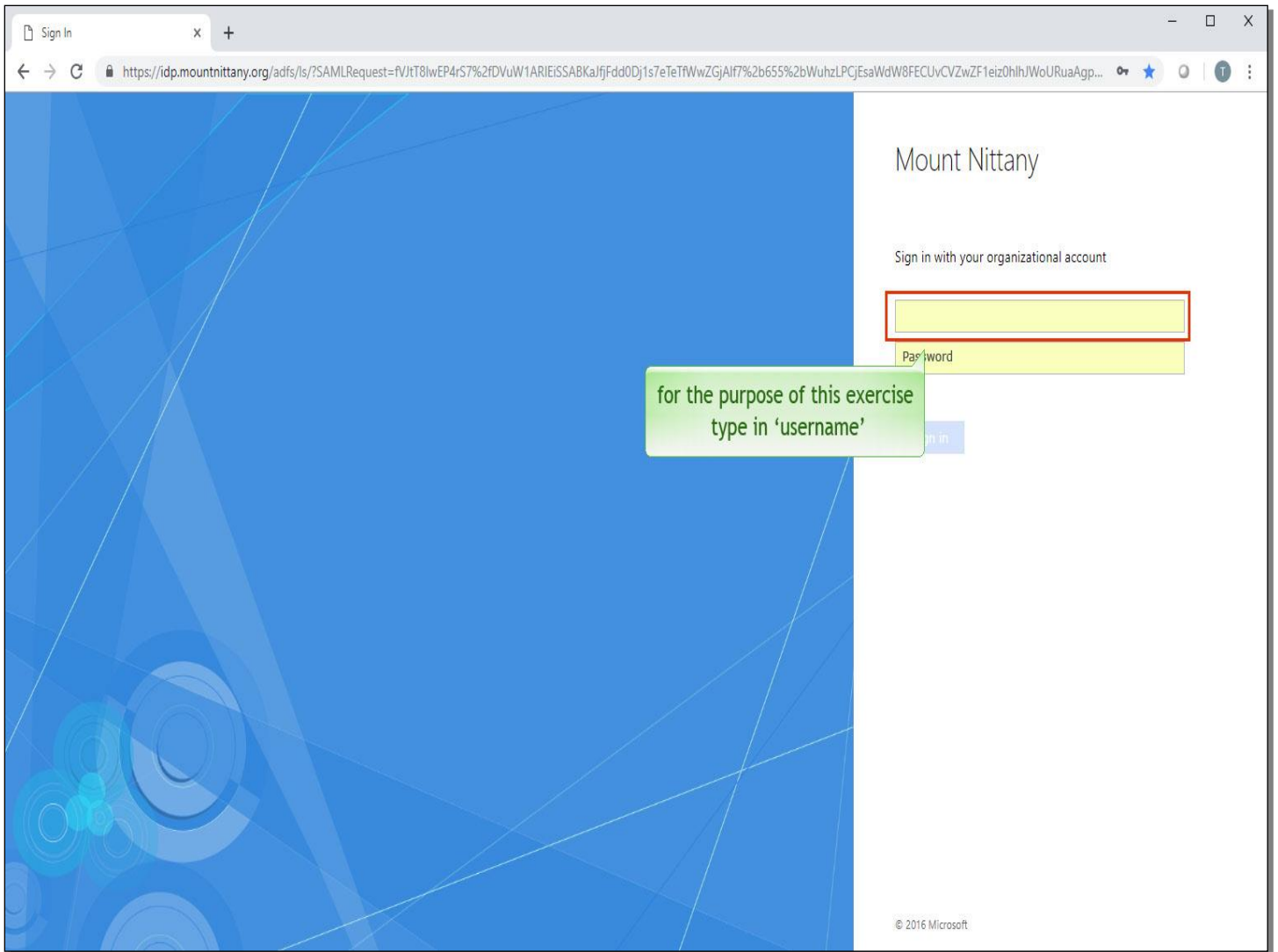


When using a remote computer, begin by opening a browser window. This can be done from any browser, but for this example we'll use Google Chrome. Double-click on the 'Google Chrome' Icon.



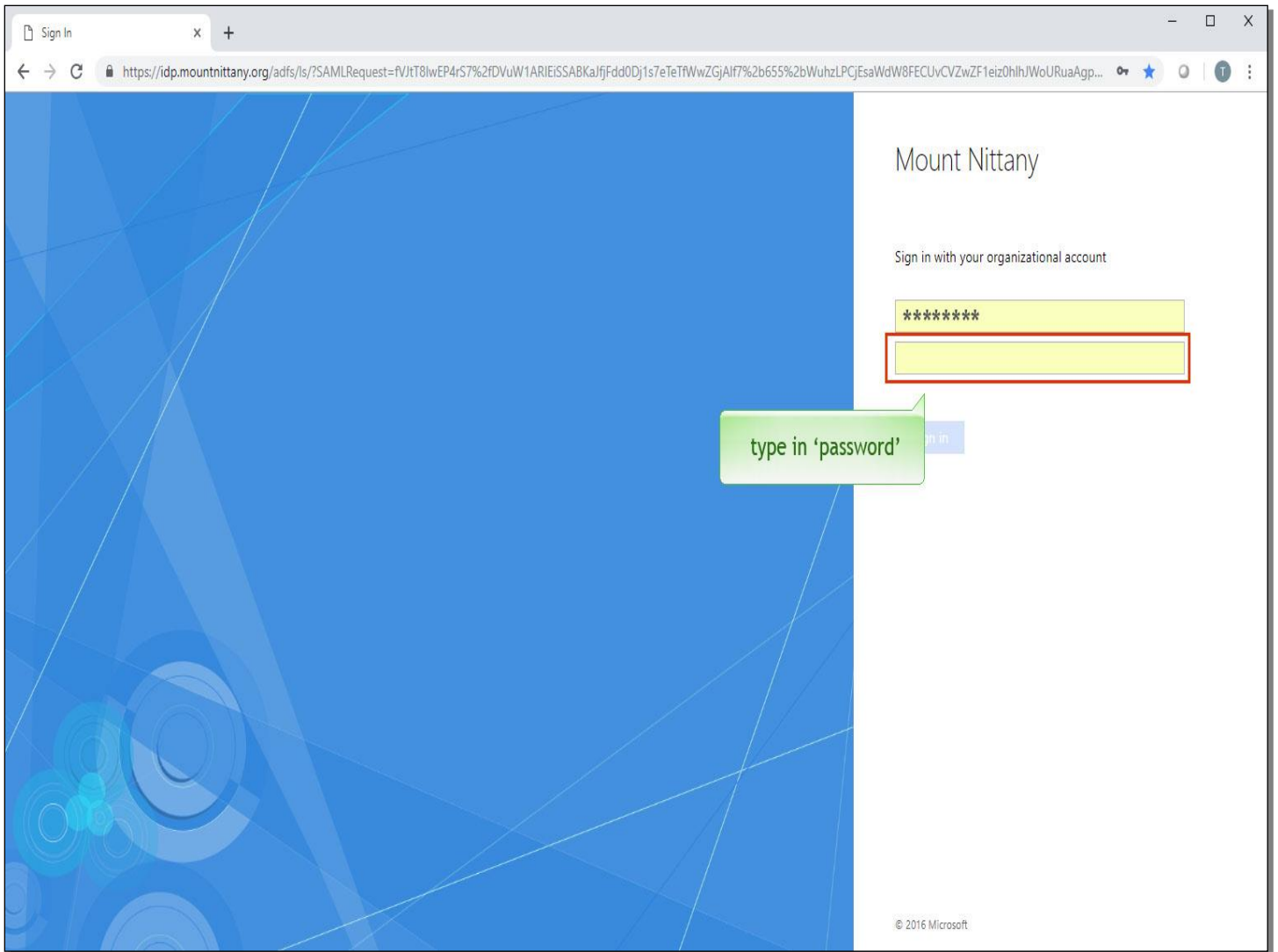


To access your Mount Nittany sign in screen, type in 'webacute.mountnittany.org/cec'.

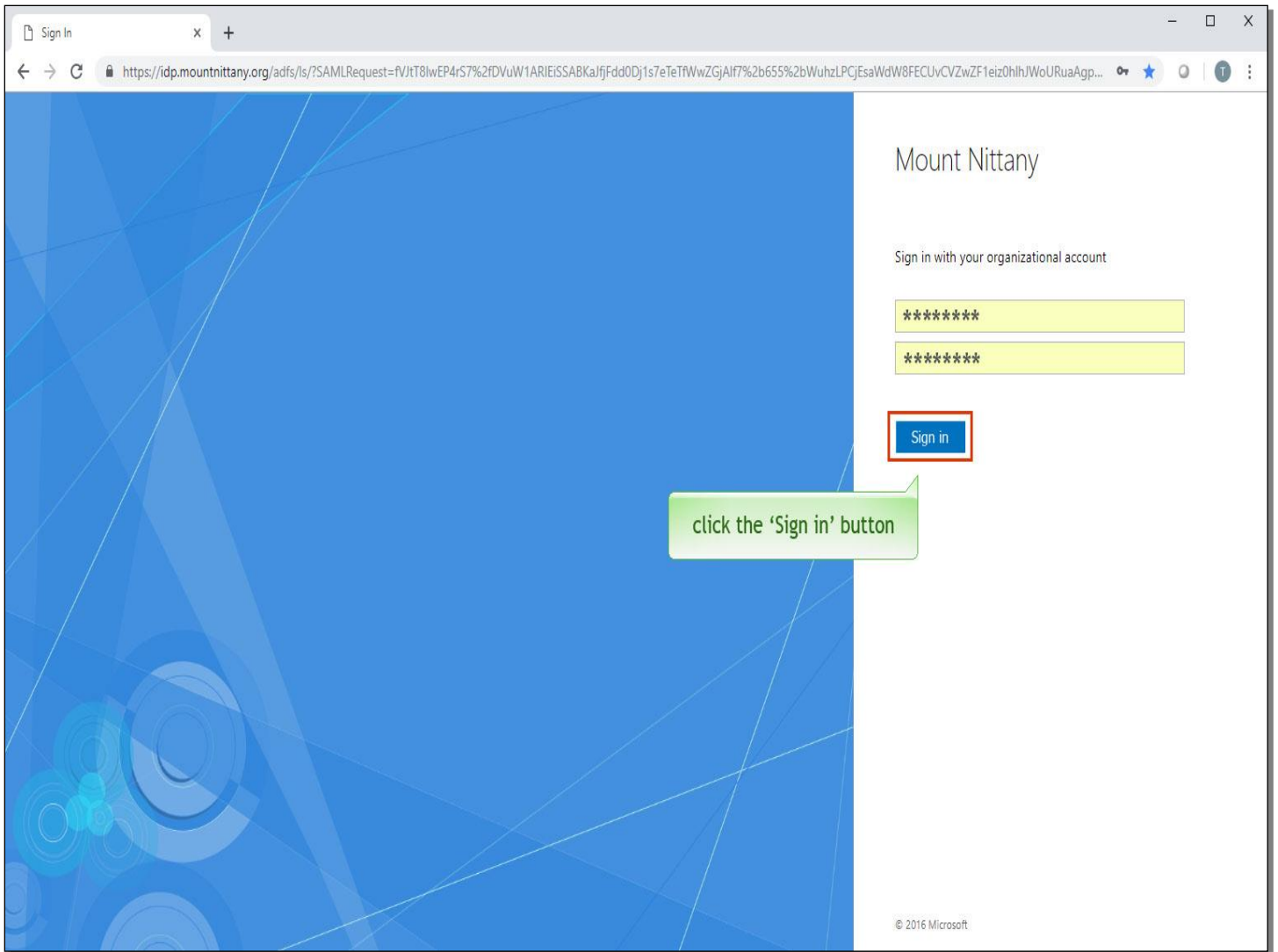


Here you would enter your network credentials that you use when signing in to a Mount Nittany Health computer, beginning with your username.

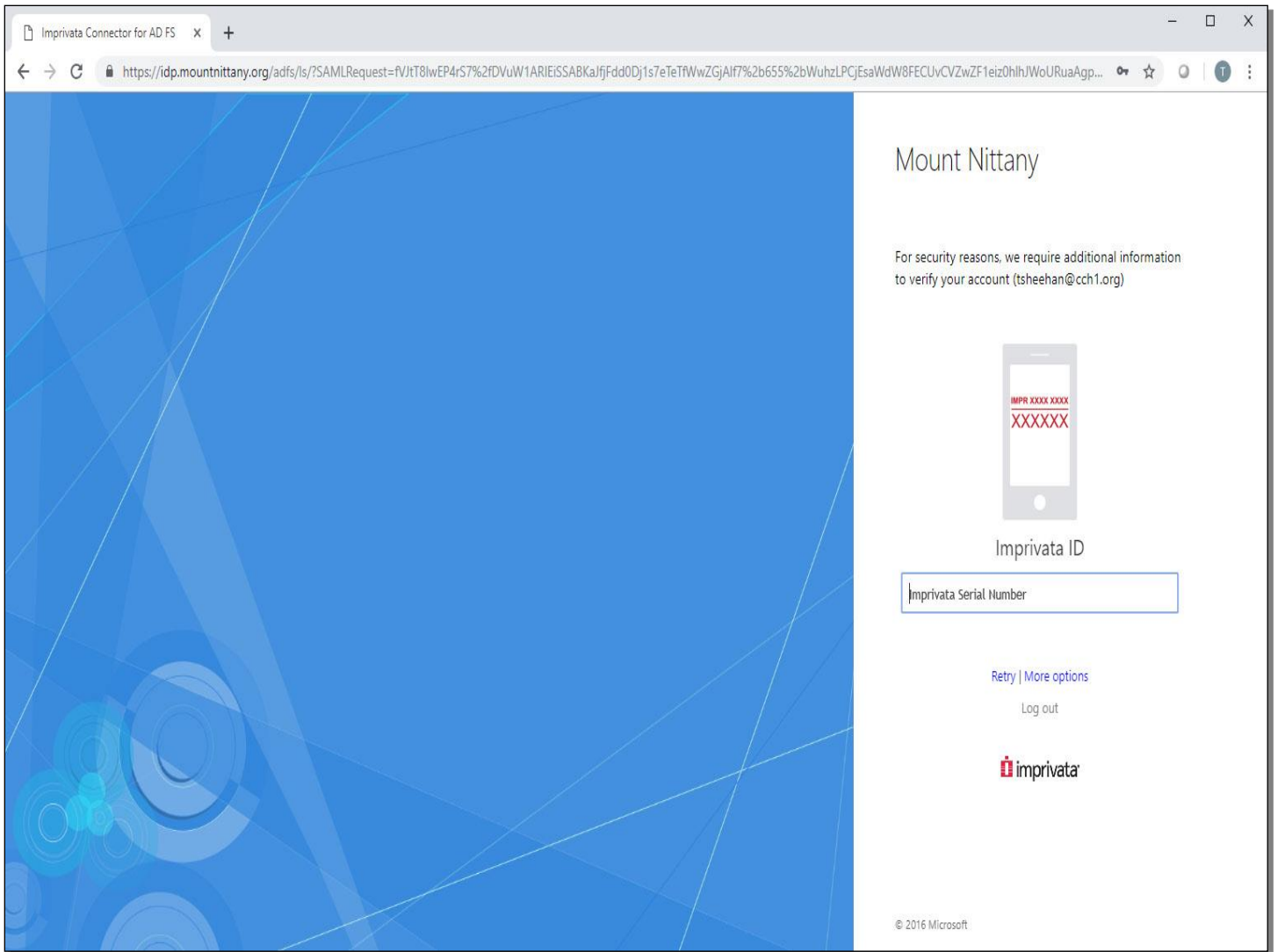
For the purpose of this exercise, type in the word 'username'.



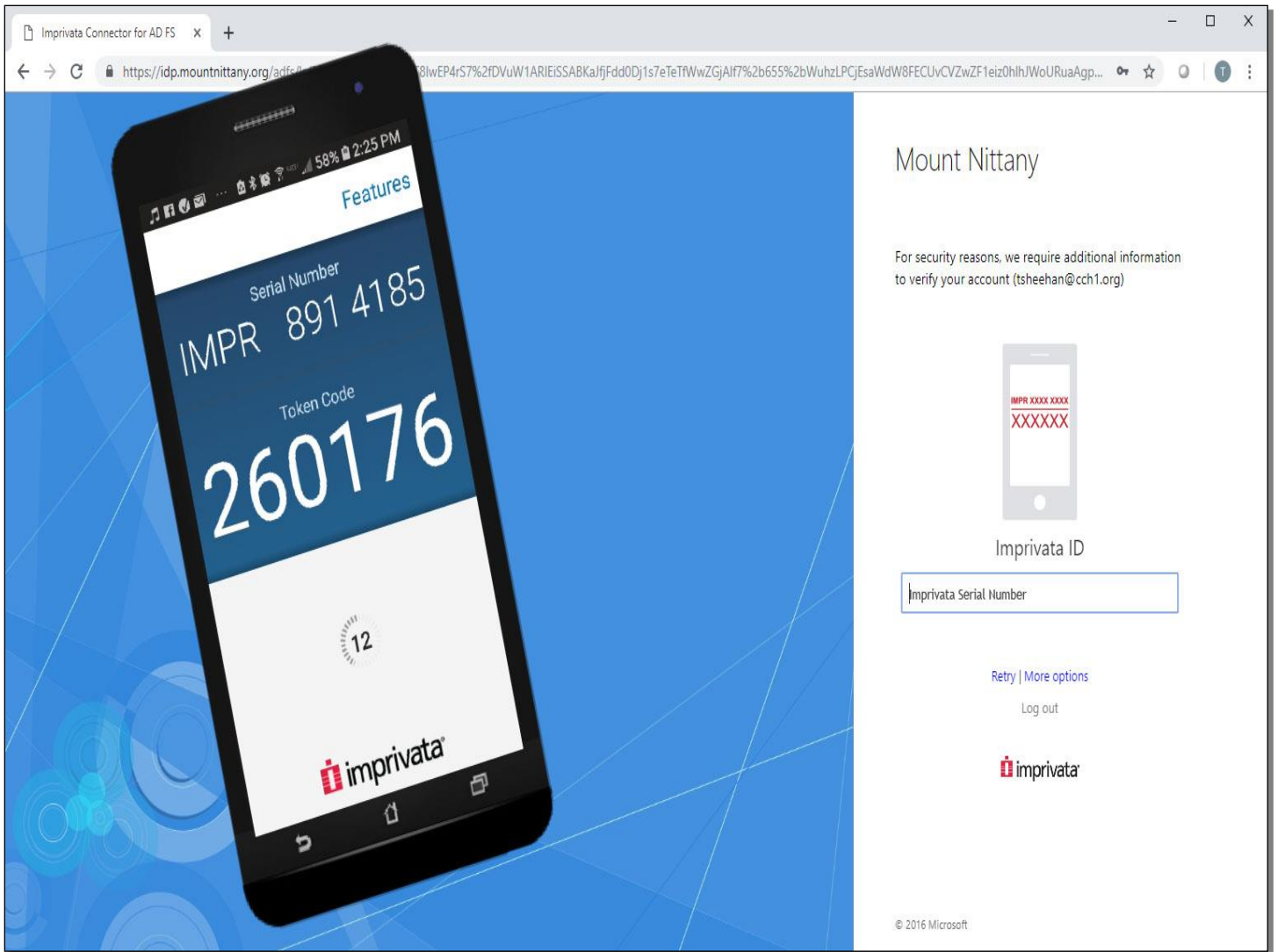
Next, type in the word 'password'.



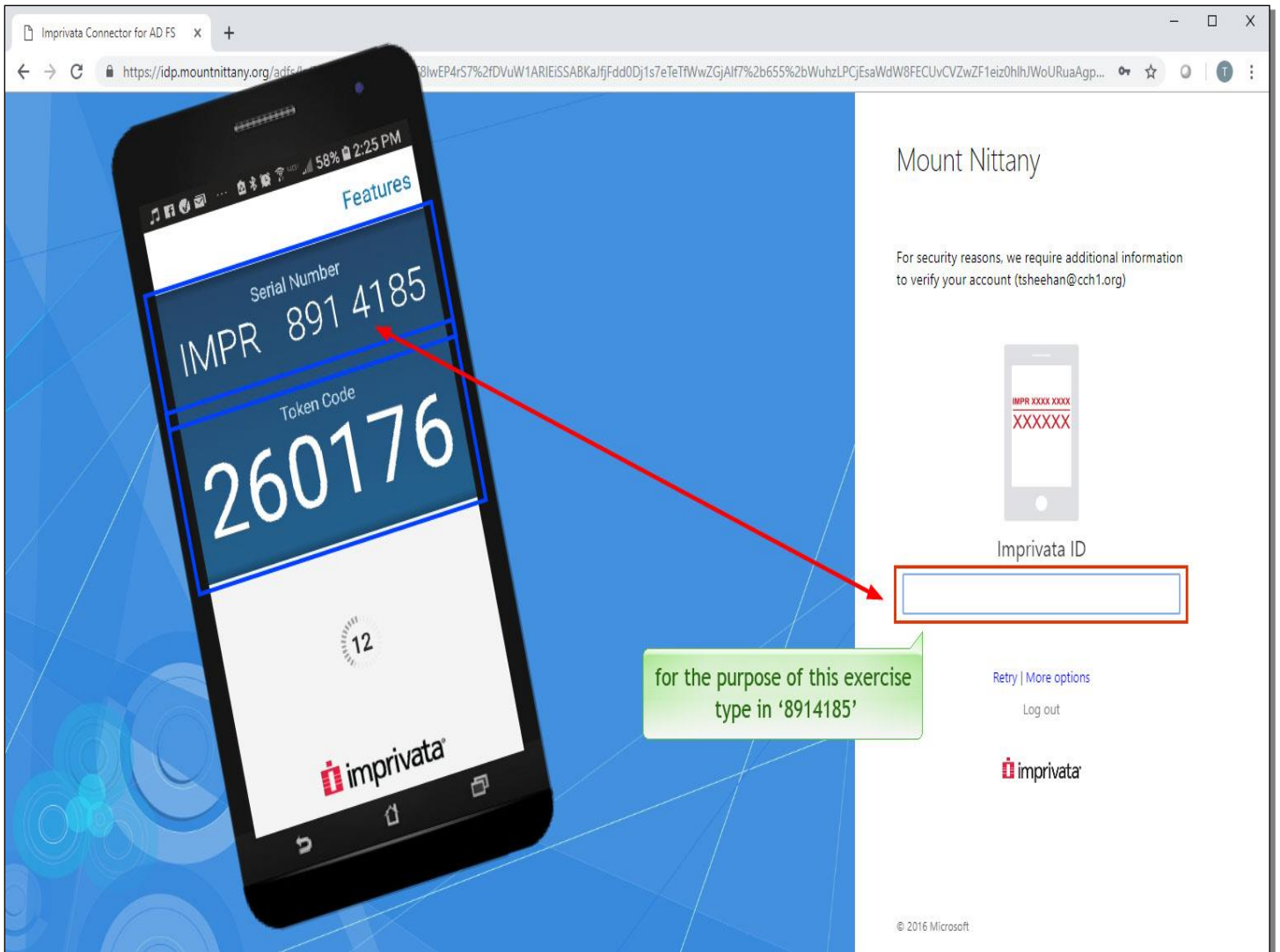
Click the 'Sign in' button.



You will be prompted for additional information to verify the account.



Now let's look at your phone to see how the session on your computer and the Imprivata ID app on your phone work together to provide you with secure two factor authentication.



If this is your first time logging on remotely, you will need to open your Imprivata ID app on your smart phone and type in the Serial Number and the Token Code. For the purpose of this exercise, type in the Serial Number as shown here.



Imprivata Connector for AD FS x +

https://idp.mountnittany.org/adfs/...8lwEP4rS7%2FDVvW1ARIEiSSABKaJfJfdd0Dj1s7eTeTfWwZGjAlf7%2b655%2bWuhzLPCjEsaWdW8FEUCVzWZF1eiz0hIhJWoURuaAgp...

### Mount Nittany

For security reasons, we require additional information to verify your account (tsheehan@cch1.org)

Imprivata ID

Confirm your identity

[Retry](#) | [More options](#)

[Log out](#)

imprivata

© 2016 Microsoft

Serial Number  
IMPR 891 4185

Token Code  
260176

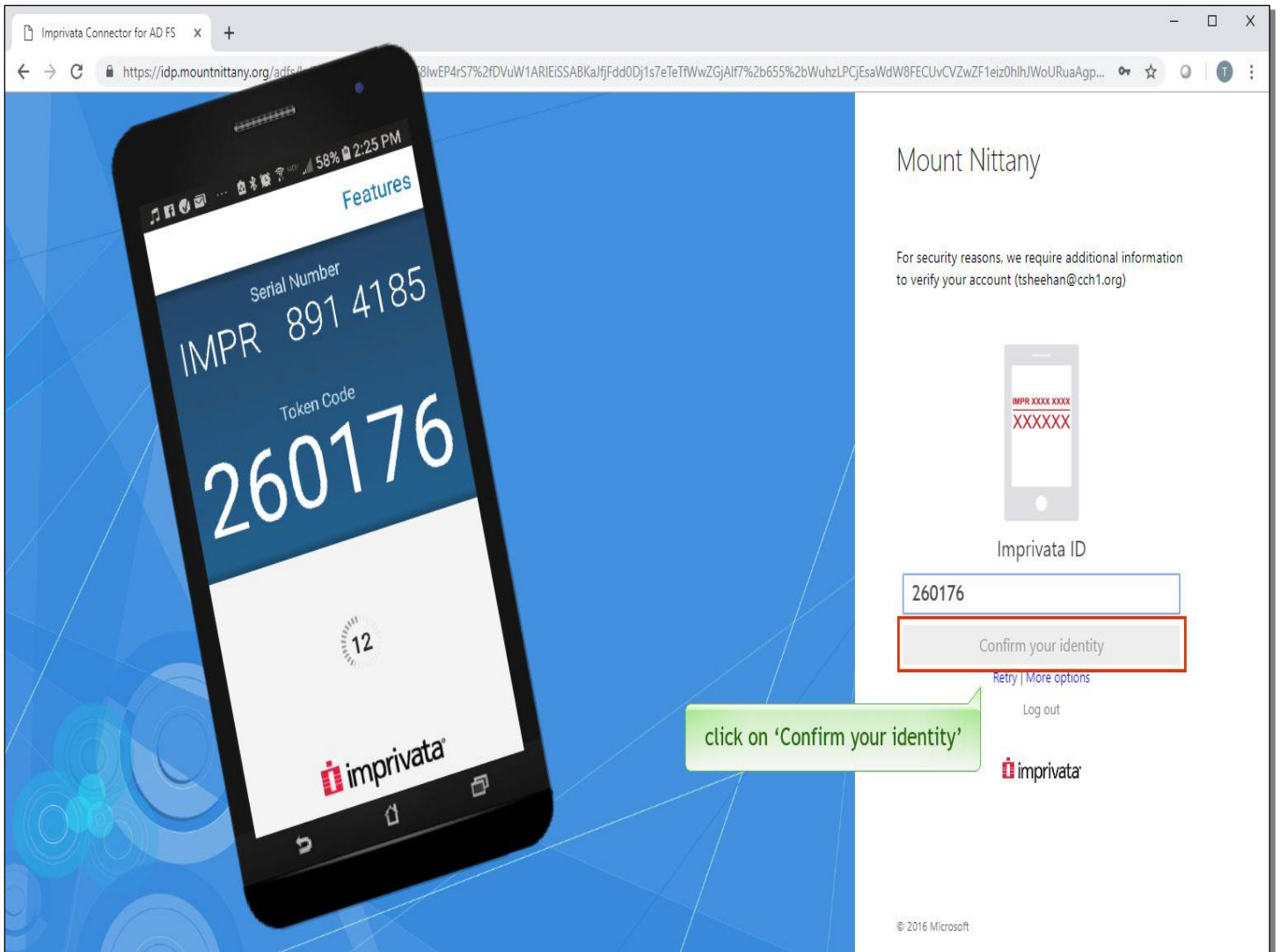
12

privata

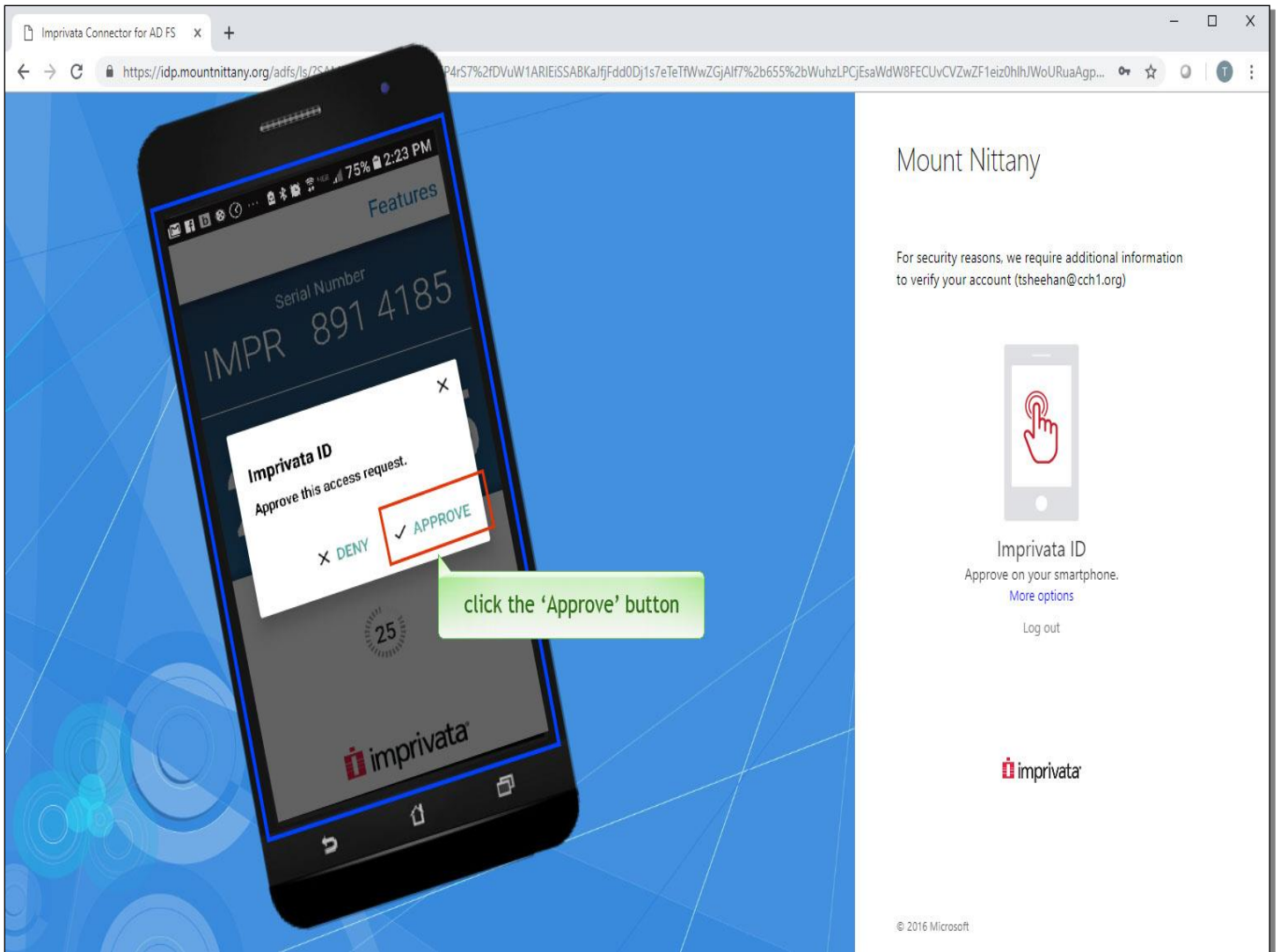
please note that the token code changes every 30 seconds so you must act quickly once you open your app to enter this information into the browser

for the purpose of this exercise type in '260176'

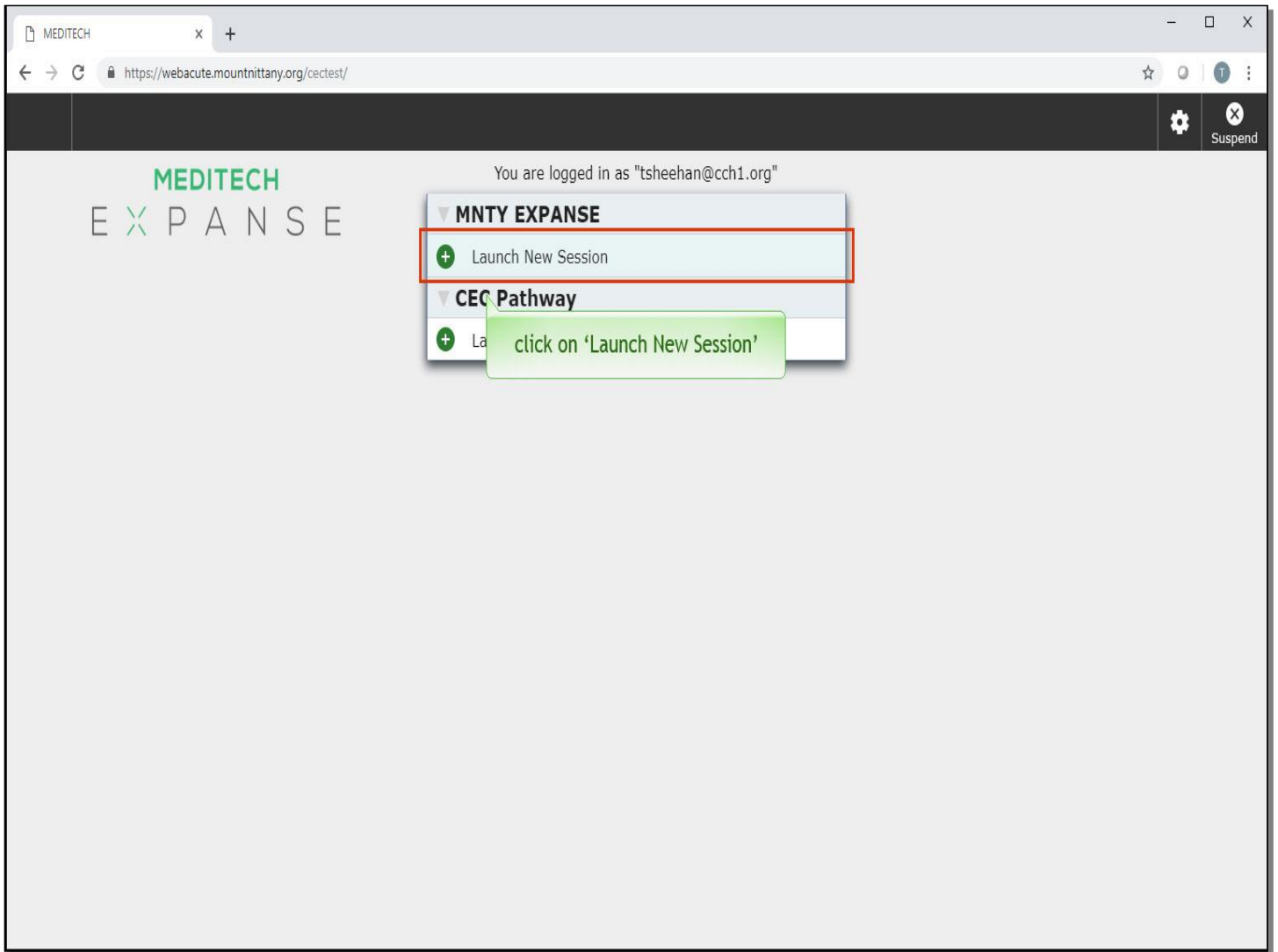
Please note that the Token Code changes every 30 seconds, so you must act quickly once you open your app to enter this information into the browser. For the purpose of this exercise, type in the Token Code as shown here.



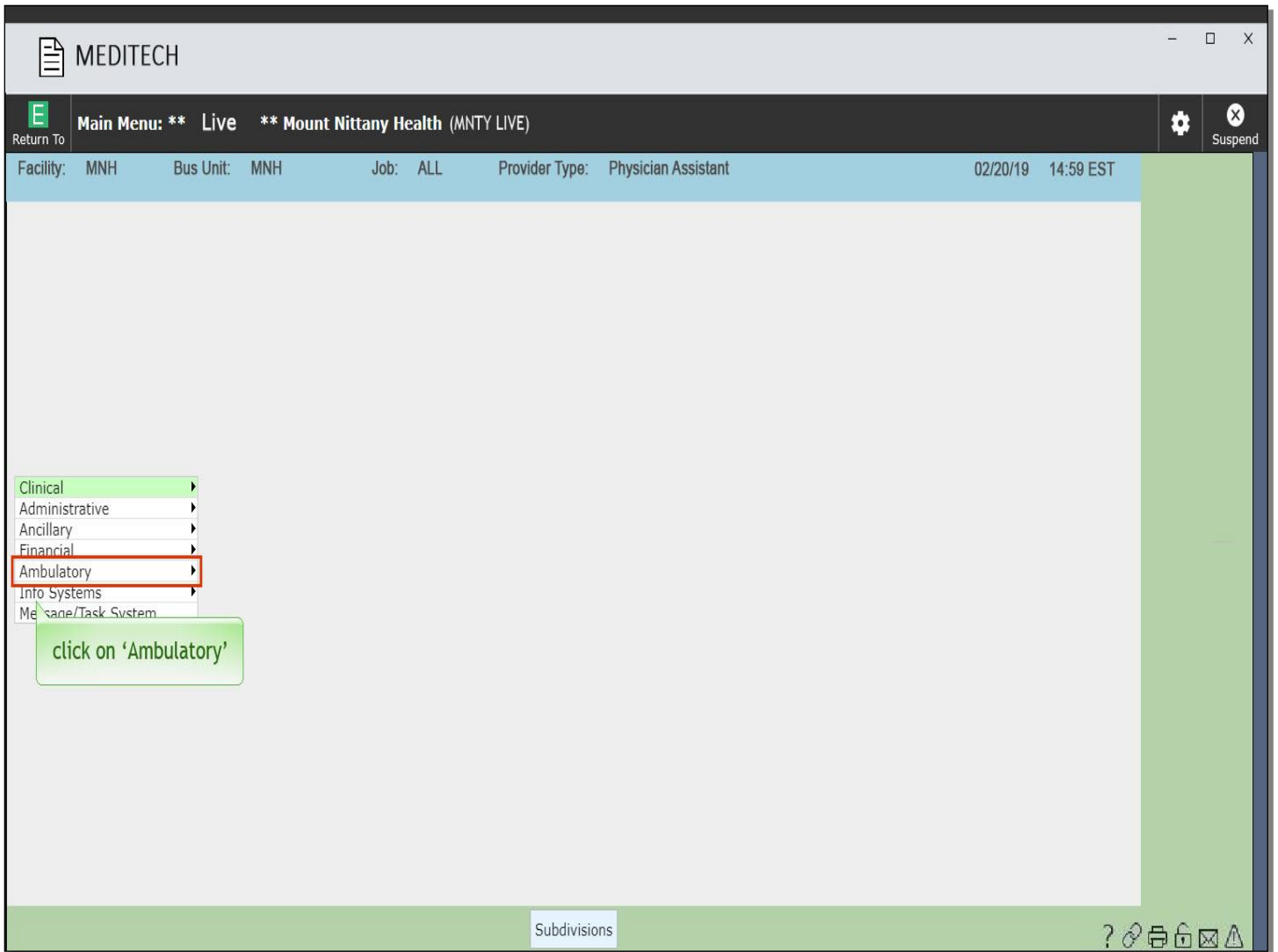
Once you enter those numbers, you will select 'Confirm your identity'.



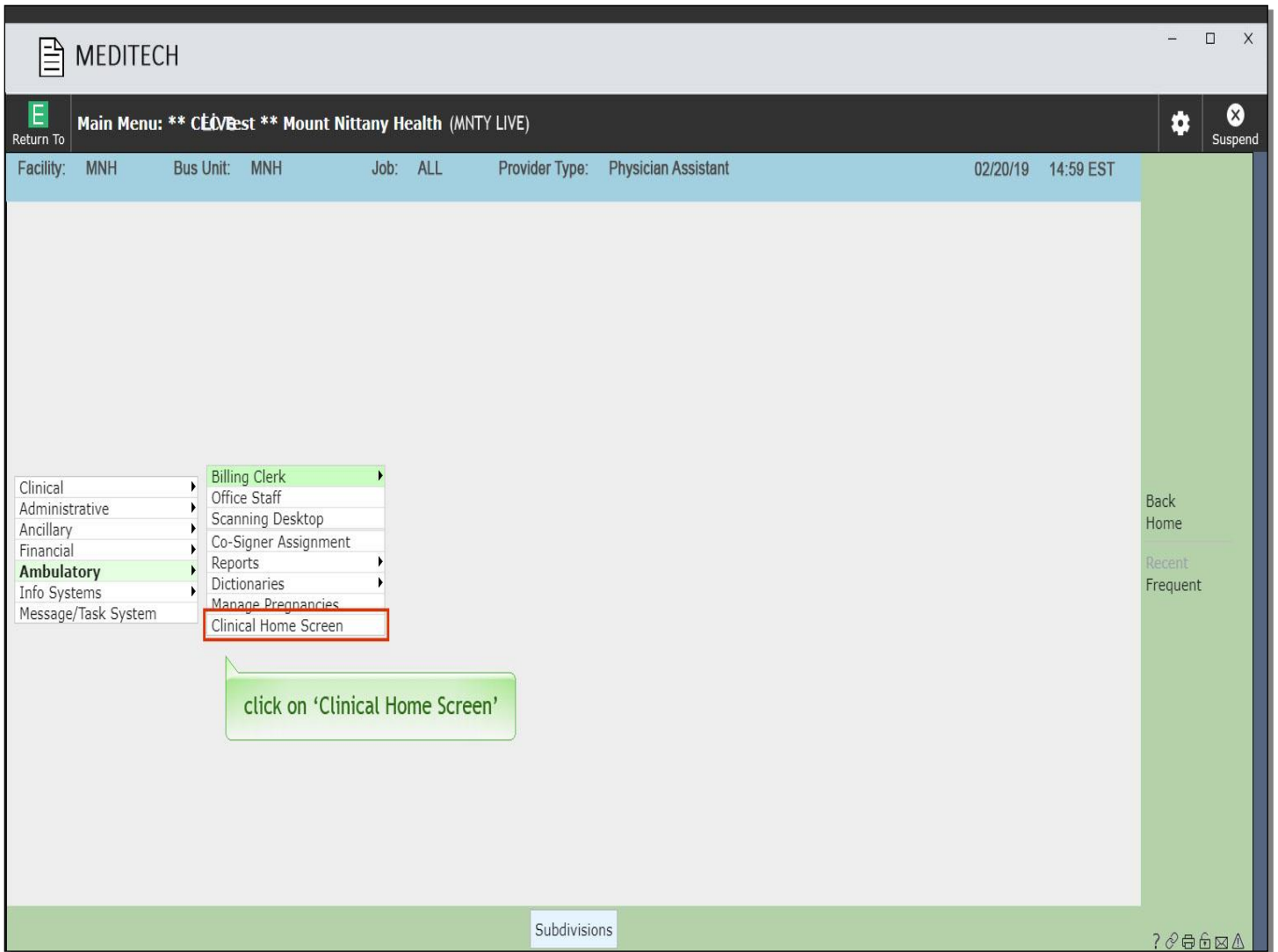
Note that upon subsequent remote access sessions, your screen will look like the one presented. You will need to select 'Approve' from the Imprivata ID app on your smart phone in order to advance to the Log On screen. On the smart phone, click the 'Approve' button.



This takes us to the Expanse Log On page. Click on 'Launch New Session'.



You are now on the main menu. From here, click on 'Ambulatory'.



From the second menu, select 'Clinical Home Screen'

Tracy Sheehan , MD

Wed March 27, 2019 2:17p

click on the 'Return To' icon

Time	Patient Name	Age	Gender	Diagnosis	Physician	Status	Notes
9:45	GRIFFITH-WILLIAMSON, PAMELA	05/11/1964	54 F	MORBID OBESITY	Alexander Szymanski, M.D.	Booked	
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10:05	T-TEST, BATMAN	12/12/2017	1y 3m M	FATIGUE AND WEAKNESS	Alexander, C. MD	Booked	
12:00	T-TEST, MARYBETH	08/15/1958	60 F	6M F/U *ttp w/ change 3/18 JC	Alexander, C. MD	Booked	
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9:00	T-TEST, OSTER	12/16/1960	58 M	COLD	Shannon, D. MD	Arrived	Draft
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11:00	T-test, ad	01/15/2013	6 M	cold	Shannon, D. MD	Booked	

Workload

Recently Accessed

Name	Visit Date	Close Chart

You have successfully logged on to Meditech Expense. When you are ready to Log Off, it may seem natural to click on the ' x ' in the top right of the Web browser; however, doing this will not properly close your charts or the session. There are two ways to properly Log Off - one using the 'Return To' icon on the left, and the other using the gear icon on the right. Either of these two methods will effectively close all open charts and log you OFF from your session. First, click on the 'Return To' icon on the left side of the navigation bar.



The screenshot shows a web browser window with the URL <https://webacute.mountrnity.org/cectest/s0004900035746529/>. The interface includes a navigation bar at the top with icons for 'Return To', 'Home', 'Workload', 'Sign', 'Compose', 'More', 'Settings' (gear icon), and 'Suspend'. A dropdown menu is open on the left, displaying user information and a 'Close All' button. The main area shows a patient list with columns for Name, Visit Date, and Close Chart. A green callout bubble points to the gear icon in the navigation bar with the text 'click on the "gear" icon'.

Name	Visit Date	Close Chart
MASON,	05/11/1964 54 F	Booked
MORBID OBESITY	Alexander Szymanski, M.D.	
JAMES, ROBERT 1YR FOLLOW UP	06/30/1941 77 M	Booked
	Alexander Szymanski, M.D.	
T-TEST, BATMAN FATIGUE AND WEAKNESS	12/12/2017 1y 3m M	Booked
	Alexander, C. MD	
T-TEST, MARYBETH 6M F/U *ttp w/ change 3/18 JC	08/15/1958 60 F	Booked
	Alexander, C. MD	
T-TEST, ANTHONY Enlarged lymph nodes	09/30/2016 2y 5m M	Booked
	Hester, C. MD	Pending
T-TEST, OSTER COLD	12/16/1960 58 M	Arrived
	Shannon, D. MD	Draft
T-TEST, KOLONICH Walk In Cough	08/24/1962 56 F	Departed
	Shannon, D. MD	Draft
T-test, ad cold	01/15/2013 6 M	Booked
	Shannon, D. MD	

A drop down appears. From this list, selecting 'Close All' will close your session and log you off. Alternatively, click on the gear icon on the right side of the navigation bar.

Clinical Home Screen - MEDITEC x +

https://webacute.mountrnity.org/cectest/s0004900035746529/

Return To Home Workload Sign Compose More Suspend

Tracy Sheehan, MD

Find Patient Report an Issue Help Utilities Log Off

Schedule Wed March 27, 2019 2:17p

Mar 2019 Sun Mon Tue Wed 27 Thu Fri Sat Today More

Sheehan, Tracy Provider\*

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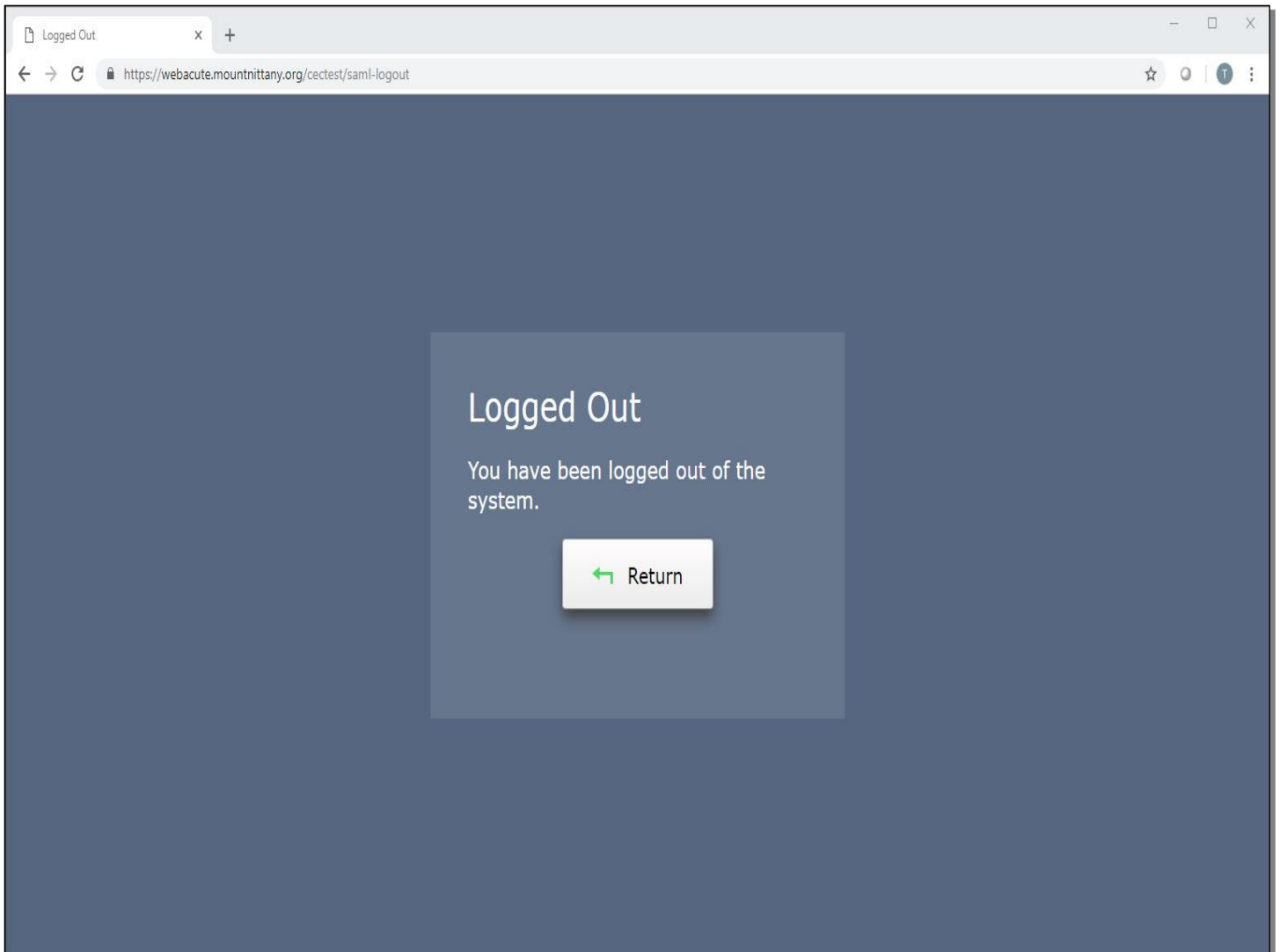
Workload

Recently Accessed

Name Visit Date Close Chart

click on 'Log Off'

Then, click on 'Log Off'.



All of your charts have been properly closed and you have been logged out of the system. This concludes our lesson on Logging On and Logging Off.

In this lesson, we demonstrated how to:

- Log On to Expanse from a Mount Nittany Health computer, as well as remotely
- Log Off of a session in Expanse

MEDITECH best practice guidelines have been integrated into this lesson.

Please refer to your facility-specific workflows for process questions not covered in this course.