


Children's Care Gateway CIS View

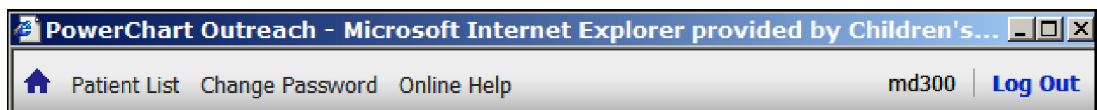
Getting Started

1. Before you use CIS View, ensure your computer support team has reviewed the enclosed System Requirements document and modified your browser and monitor settings as necessary.
2. You must have a valid username and password to access patient information. Contact your office manager if you have not received this information.
3. To log on to CIS View, go to <http://gateway.seattlechildrens.org>. Click **CIS View Logon**. Enter your username and temporary password then click **Login**. Reminder: Passwords are case sensitive
4. The first time you log on, you need to change your password before proceeding:
 - a) Enter your temporary password in the old password field.
 - b) Create a new password that is at least 6 characters long. We recommend that you use a combination of uppercase and lowercase letters and numbers.
 - c) Re-enter your new password then click **OK**.
5. Click the **Online Help** link in the menu bar in CIS View. Review the chapter called **Using CIS View**.
6. Always log out of the application before leaving the computer by clicking the **Log Out** link in the upper-right corner of the screen. Be sure to also close your Internet browser. 

Navigation

CIS View is a user-friendly read-only application. Viewing a patient's chart is as easy as clicking on buttons, tabs or links. The major sections of a patient's chart include the Menu Bar, Patient Banner and Navigation Menu:

Menu Bar:



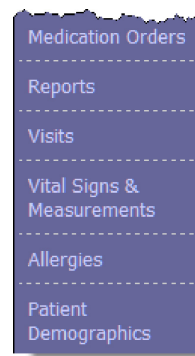
Patient Banner:

PCOR, MONKEY Female 8 Y 9 M ALLERGIES: amoxicillin DOB: 5/1/1998 MRN: 911976 ATTMD: McDonald, Ruth A, MD FIN#: 70192810-00002412

Navigation Menu:



top section of menu



bottom section of menu

Helpful Hints

Always use the **Log Out** button in the upper-right corner of the screen when you leave CIS View then click  to close your browser.

For security reasons, you will be locked out of the system after five incorrect attempts at logging on to the system. To unlock your user ID, contact the Help Desk at Children's Hospital at (206) 987-1111.

If you have tried to open CIS View and see a blank page, verify that pop-ups are allowed on your computer. You may also need to enable pop-ups in a customized toolbar (such as Yahoo! or Google) or disable the customized toolbar completely.

Once you open a patient's chart, you can open another chart by clicking the **Patient List** link in the menu bar or click the **Home** icon. If you are unable to find your patient, review the Frequently Asked Questions at gateway.seattlechildrens.org.

Each section of the chart has a predetermined default view. To change the order in which patient information displays, click the column header. Only those columns with bright blue headers are sortable. An arrow after the column name indicates the sorting criteria. If the arrow is pointing up, the column data displays in ascending order. To sort in descending order, click the column name again - a down arrow appears indicating the new sort order.

To print results/reports from CIS View, click the name of the report you want to view. Adobe Acrobat opens and displays the selected report. Click the **Print** button on the toolbar then click **OK**.

Abnormal test results are displayed in **bold red** text with the normalcy value shown in parentheses.

System Requirements

Browser	Microsoft Internet Explorer 6.0 or higher with security service packs installed or Mozilla Firefox 1.0
Adobe Acrobat Reader	Adobe Reader 6.0 or higher
Screen Resolution	1024 by 768 or higher



Note: For each computer using CIS View, there are browser and monitor settings that need to be checked. Refer to the enclosed System Requirements document for more information.

For additional assistance contact:

Service Desk

Children's Hospital and Regional Medical Center

Phone: (206) 987-1111

E-mail: helpdesk@seattlechildrens.org

Monday – Friday 6 a.m. to 7 p.m.

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