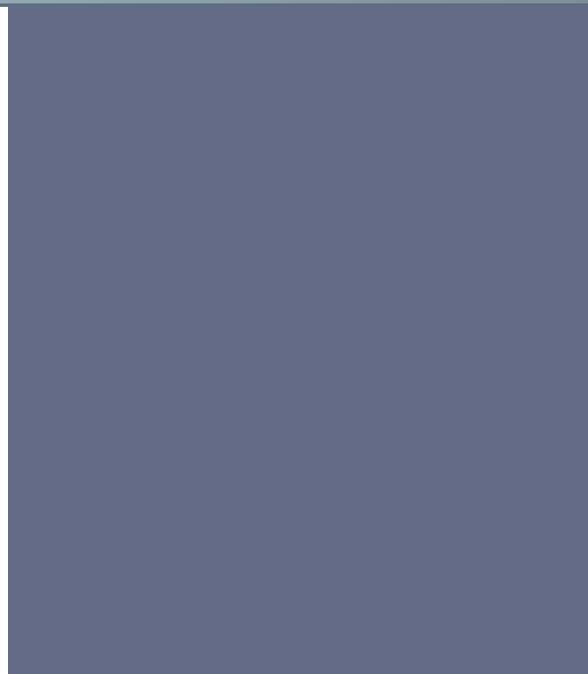




3fivetwo Consultant Portal

User Guide for
Consultants



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Purpose

The purpose of the consultant portal is to improve the communication between 3fivetwo and their consultants particularly in relation to patient details. The portal will reduce the number of emails received by consultants and keep patients details more secure than when emailing documents such as clinic letters and investigation results.

Email accounts are easily hacked and although password protection on documents provides fairly good encryption, these too can be cracked easily by anyone determined enough. The portal provides the same levels of security as online banking and although you are able to view documents they will never leave our server and will remain protected by our firewall at all times.

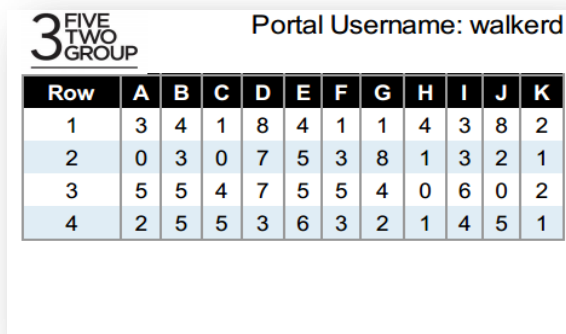
For those of you who are still awake after that last paragraph, here's how to use it.

Login

You will find the portal here: <https://doctorsportal.3fivetwo.com>

Appendix 1 is a step by step guide to creating a shortcut to the portal on your desktop.

You will be provided with a username and password and also a credit card sized matrix as seen in figure 1. Don't worry if you forget your password, this can be recovered (instructions of how to do this are in appendix 2)



Portal Username: walkerd												
Row	A	B	C	D	E	F	G	H	I	J	K	
1	3	4	1	8	4	1	1	4	3	8	2	
2	0	3	0	7	5	3	8	1	3	2	1	
3	5	5	4	7	5	5	4	0	6	0	2	
4	2	5	5	3	6	3	2	1	4	5	1	

Figure 1

Enter your username, password and security code from the matrix into the boxes provided and press the "Login" button as shown in figure 2.



PART OF 3FIVETWO GROUP

Welcome!

Welcome to the 3fivetwo Consultant Portal.

3fivetwo Consultant Portal

Username:

Password:

Code:

A1

Login

Reset Password

Figure 2

The Menu



LET US TAKE CARE OF YOU

LOGOUT HOME

Portal Overview


Upcoming Clinics


Typing Awaiting Approval
(1)


Investigations Awaiting Approval
(1)

Figure 3

You should now see three menu buttons as shown in figure 3. If you are using Internet Explorer you may need to click on the writing to activate the button. Tablet users should be able to push any part of the button.

Below is a brief description of each menu. A full explanation of each menu can be found in the next section.

1. Upcoming Clinics – As you would expect this has details of your upcoming clinics.
2. Typing Awaiting Approval – This is where you can check your clinic typing rather than having it emailed to you.
3. Investigations Awaiting Approval – This is where you will find investigation results that require your attention. Again, this is rather than emailing results.

Upcoming Clinics

When you push this button the portal will connect to our clinic and patient management system and return your upcoming clinics. This may take a few moments. It will automatically show you any clinics or theatre lists coming up in the next month but it can also be filtered to show the next 3 or 6 months as shown in figure 4.

The screenshot shows the 'Upcoming Clinics' page. At the top is the logo 'THE 3fivetwo GROUP' with the tagline 'LET US TAKE CARE OF YOU'. To the right are 'LOGOUT' and 'HOME' buttons. Below the logo is a blue bar. A 'BACK' button is on the left. The 'Filter By:' section has a dropdown menu currently set to '1 Month(s)', with options for '1 Month(s)', '3 Month(s)', and '6 Month(s)'. A 'Filter' button is next to it. A callout box points to the dropdown menu with the text: 'Select 3 or 6 months from the drop down menu and click the filter button.' Below the filter section is a table of upcoming clinics.

Speciality	Room	Start Time & Date	End Time & Date	View
Ophthalmology	KPH Room 2	20/02/2014 13:30:00	20/02/2014 16:00:00	Select
Ophthalmology	KPH Room 2	06/03/2014 13:30:00	06/03/2014 16:00:00	Select

Figure 4

The list shows your upcoming clinics and theatre lists with start and end times. Clicking on the "Select" link shown in figure 4 will display details of the patients booked in to that clinic as shown in figure 5 (I have blocked out the name and part of the number as this is a real person).

The screenshot shows the patient details page for a specific clinic. On the left is a 'BACK' button and a 'Filter By:' section with a dropdown set to '1 Month(s)' and a 'Filter' button. Below this is a table of upcoming clinics. On the right, there is a summary section with 'WLI Number' and 'Name' (both redacted), a 'View' link, and two boxes showing 'Consultations 0' and 'Reviews 1'.

Speciality	Room	Start Time & Date	End Time & Date	View
Ophthalmology	KPH Room 2	20/02/2014 13:30:00	20/02/2014 16:00:00	Select
Ophthalmology	KPH Room 2	06/03/2014 13:30:00	06/03/2014 16:00:00	Select

Figure 5

As shown in figure 5 there is also a count of the number of new and review patients booked into that clinic.

Against the patient's record on our patient management system is a "SharePoint" folder used to store documents. You can view the documents that have been stored against the patient by clicking the "View" link seen on the far right of figure 5. This opens in a new window as shown in figure 6.

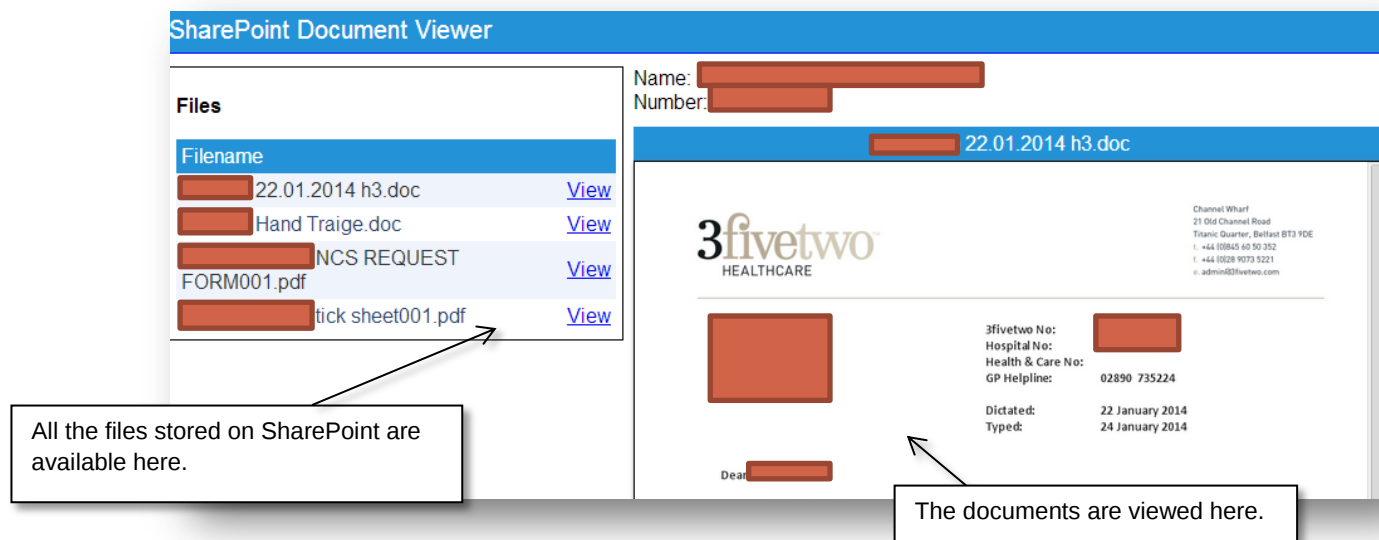


Figure 6

Typing Awaiting Approval

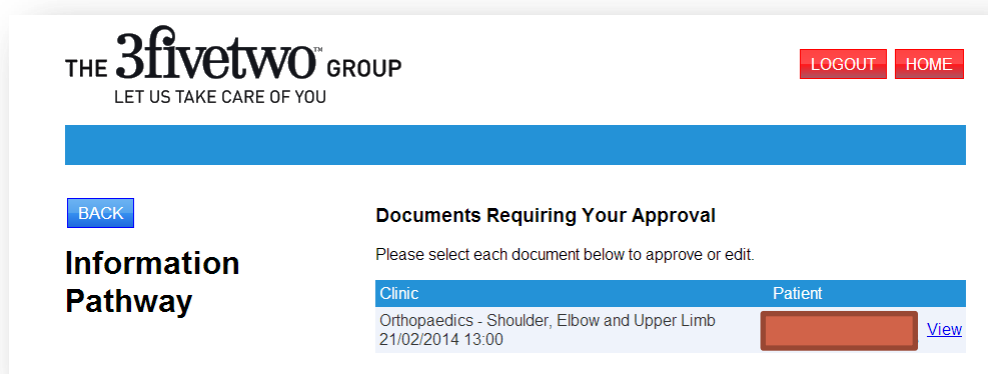


Figure 7

In this menu you will see a list of your clinic letters that need to be approved before they are sent to the recipient. Click the "view" link shown on the right hand side of figure 7 to open the letter.

If you are happy with the letter click the approve button if changes are required click the decline button and enter your notes into the box provided and click submit. This will then be edited by our admin team. See figures 8 & 9.

Preoperatively he was consented and a copy of the consent was given to him.

The procedure went well. The neurovascular bundle was protected. I achieved almost full correction but the skin was tight in full extension of the finger, hence closure was done in tight flexion.

I would be grateful if you could reduce the bandages in about 48 to 72 hours and inspect his wound and remove the sutures in two weeks.

I will review him in about eight to 12 weeks. In the meantime I will arrange for him to have a splint by the hand therapist.

Yours sincerely,

Consultant Orthopaedic Surgeon

PRSM

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Approve Decline

Figure 8

Approve Decline

If you decline a letter, enter comments here and click the submit button.

Submit

Figure 9

Investigations Awaiting Approval

In this menu you will see a list of “Cases” that need your attention. These will be results of diagnostic test that need to be reviewed. When you open a case you will be presented with a screen like the one shown in figure 10.

The screenshot shows a web application interface for reviewing diagnostic cases. It includes a 'Case Information' section with file uploads, a 'Your Assessment' section with radio buttons and a dropdown, and a large text area for clinical details. Annotations with arrows point to specific elements:

- Each file to be viewed is listed here. When you click select it will load in the viewing window.** Points to the file list in the 'Case Information' section.
- Sharepoint documents are viewable in the same way as in Upcoming Clinics.** Points to the 'SharePoint Documents' link.
- Notes from the admin team** Points to the 'Notes to Clinician (if applicable)' text area.
- Your instructions to the admin team here.** Points to the 'Notes' text area in the 'Your Assessment' section.

Case Information

BACK

Channel Wharf
21 Old Channel Road
Titanic Quarter, Belfast BT3 9DE
t: +44 (0)28 40 50 352
f: +44 (0)28 9073 5221
e: admin@3five2.com

File Name
CT.doc Select
MRI[1].pdf Select
[SharePoint Documents](#)
Notes to Clinician (if applicable)
This is a test case for [redacted]

Your Assessment

☐ Red Flag ☐ Urgent ☐ Routine

Next Step:
Please Select Next Step

Notes:
[Text Area]
Submit

Channel Wharf
21 Old Channel Road
Titanic Quarter, Belfast BT3 9DE
Hospital No: [redacted]
Health & Care No: [redacted]
GP Helpline: 02890 735224
Dictated: 10 February 2014
Typed: 11 February 2014

RE: [redacted]

CT Scan of chest, abdomen and pelvis
Date of examination 10/02/2014

Clinical details: Intradural lesion causing possible cauda equina ? metastasis.

CT scan of chest, abdomen and pelvis for search for primary.

Findings: The MRI report has been noted.

An unenhanced CT scan of the chest, abdomen and pelvis was performed. Oral contrast was given, but intravenous contrast could not be given in view of impaired renal function.

A significant mediastinal or lung parenchymal lesion is not seen.

Liver contour is normal. A focal lesion is not identified.

The spleen is unremarkable.

There is a low density soft tissue abnormality in the tail of the pancreas. This has previously been investigated and comparison with previous studies on NIPAC suggest that this is unchanged in size and therefore likely irrelevant.

The kidneys are atrophic, but not hydronephrotic. No renal lesion is seen.

There is diverticular change in the sigmoid colon with associated mural thickening.

Most of the lower pelvis is obscured by dense bilateral total hip replacement.

Degenerative change is present in thoracic and lumbar spine. A destructive lesion is not identified.

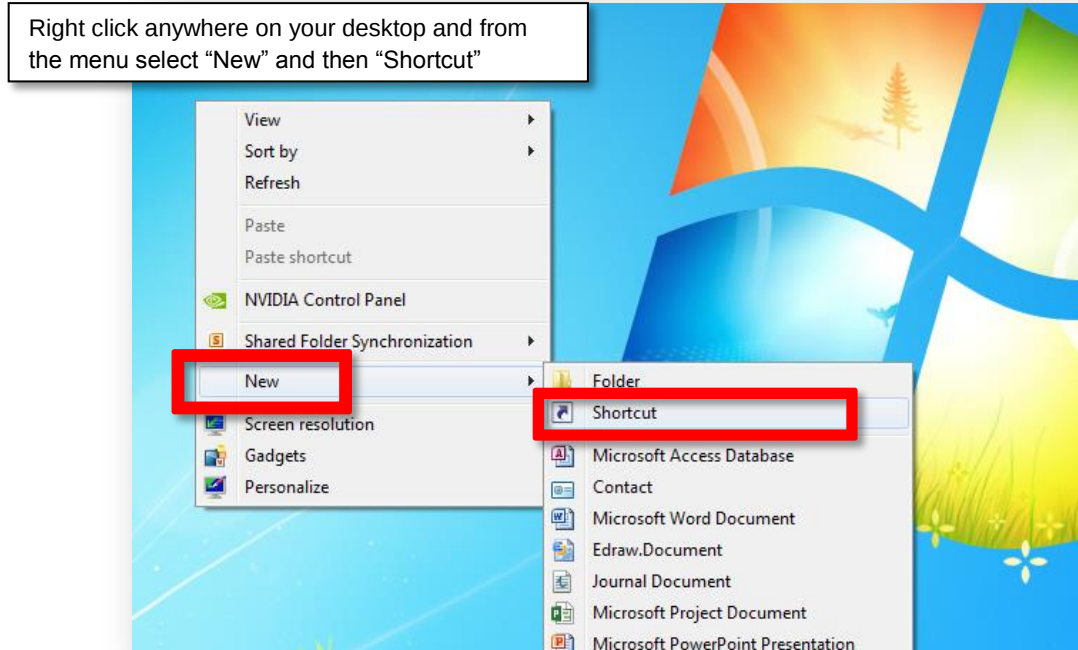
Conclusion:

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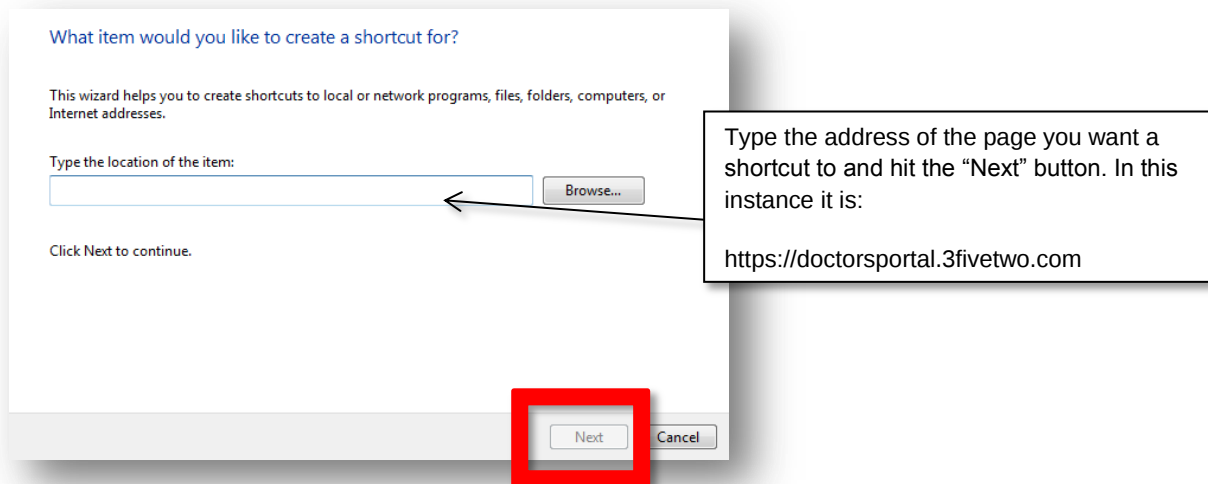
Figure 10

Appendix 1 – Create a shortcut



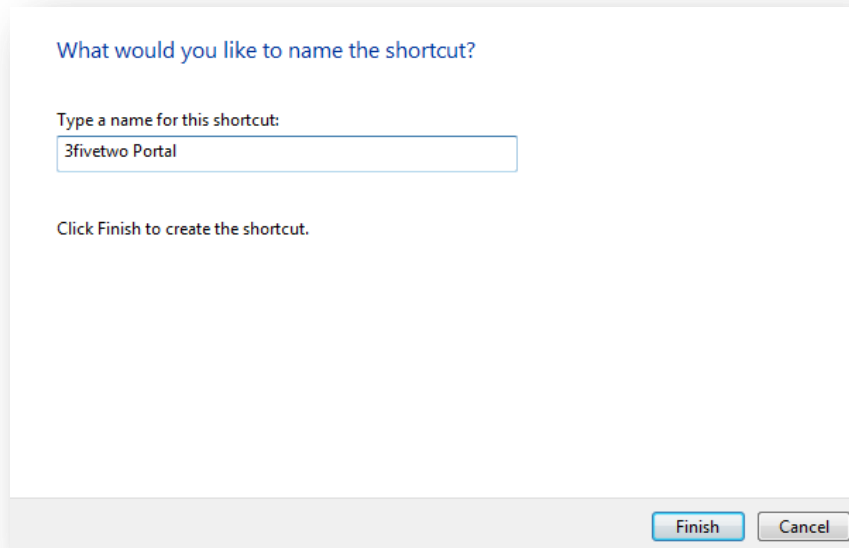
App 1 Figure 1

You will then see this dialog box:



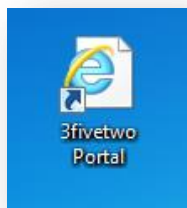
App 1 Figure 2

Now you need to name the shortcut so you know what it is a shortcut to. This can be done on the next screen.



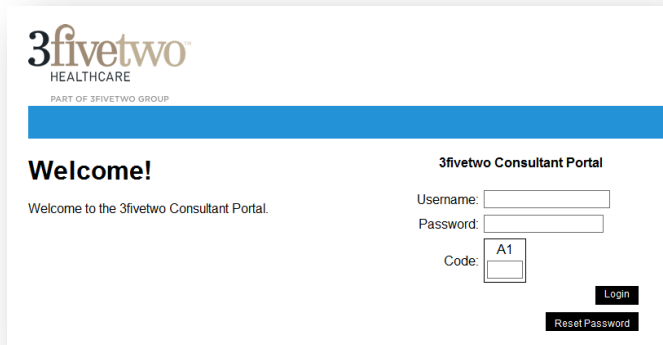
App 1 Figure 3

You now have a shortcut! Double click it and internet explorer will take you straight there.



App 1 Figure 4

Appendix 2 – Recovering your password



App 2 Figure 1

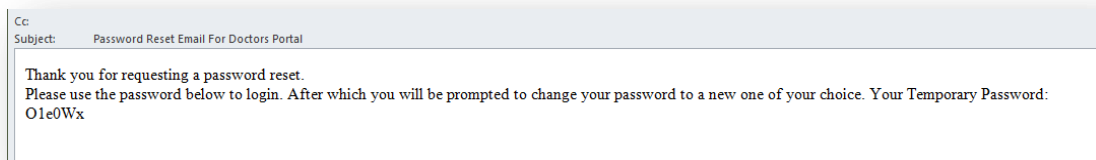
There is a button on the login page called “Reset Password” pressing this will take you to a page as shown in figure 2



App 2 Figure 2

Enter the email address that is registered against your account (you may occasionally be asked to confirm your email address at login. If you wish to change your registered email address contact portalsupport@3fivetwo.com)

You will then receive an email like the one in figure 3



App 2 Figure 3

Use the temporary password to sign in. You will then be prompted to change the password. Once you have done this you will see a red bar at the top of the screen saying your login is incorrect (because it wants your new password) change the password to your new one and it will sign you in.