Changing the Subdivision (Navigating Between WEB AMB & PCS Status Board)

Note: It is important to change your subdivision when navigating between WEB Amb and PCS Status Board. It's recommended that if you will be navigating between WEB Amb and PCS Status Board frequently during your shift to have both running in the background.
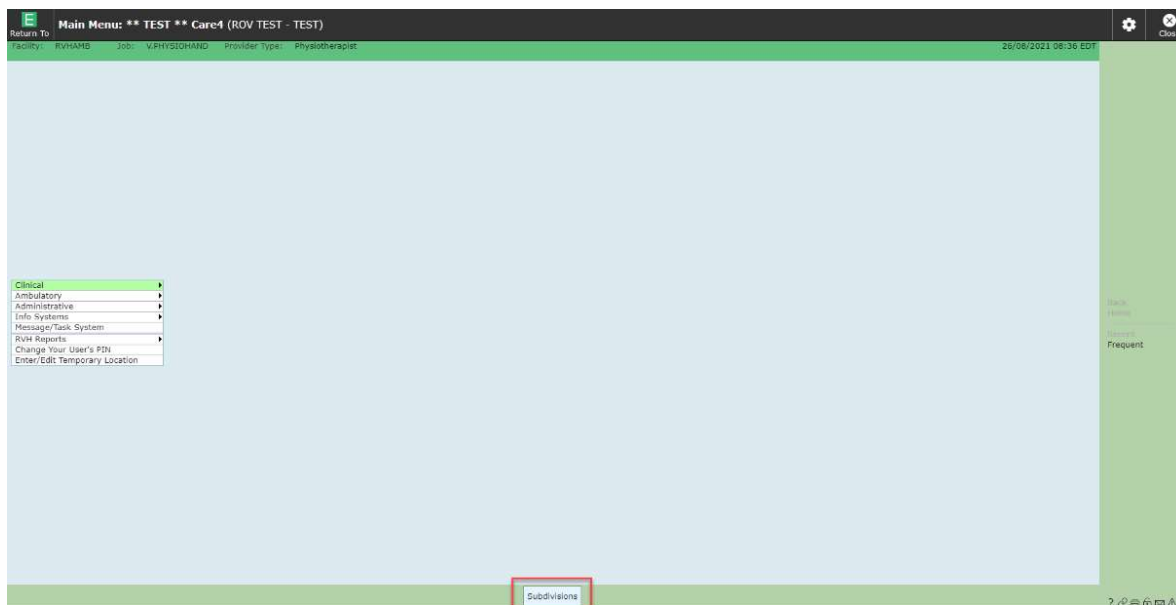
IDENTIFYING YOUR DEFAULT FACILITY
*** Once you know your default setting you can skip this step in the future ***
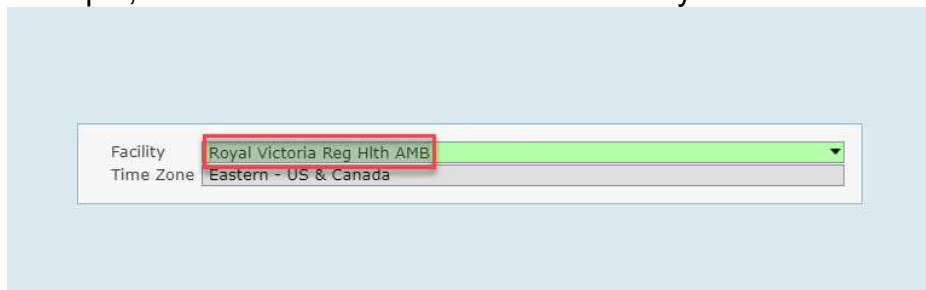
Depending on your access you will be pre-defaulted to either the WEB Amb facility or the Acute facility.

Once you have log into Expanse you will see your main menu screen
Determining which facility you are defaulted to by clicking the subdivisions button at the bottom of the screen.
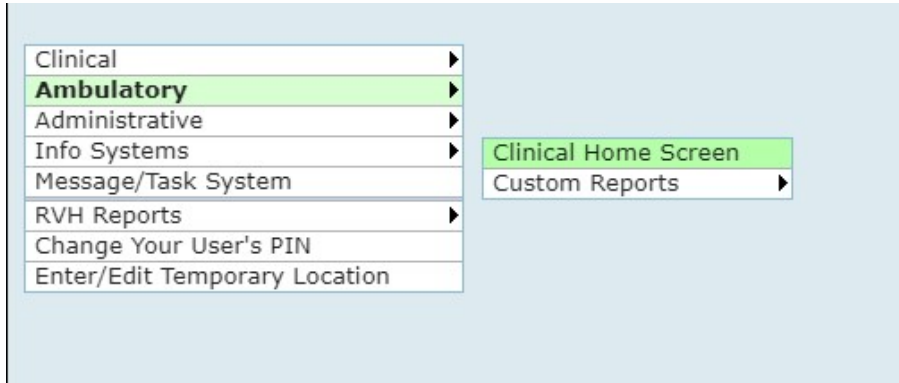

Once you click the Subdivisions button the Subdivision screen displays. For this example, the user is defaulted to the Ambulatory Subdivision.
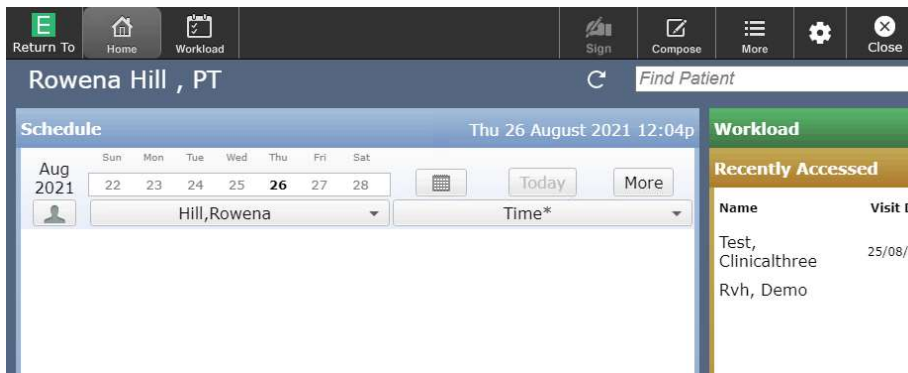
Click Cancel to return to the main menu.

SETTING UP YOUR PCS STATUS BOARD AND CLINICAL HOME SCREEN

Using the example above, if your default is set to the Ambulatory facility, from the Main Menu select Ambulatory and Clinical Home Screen.

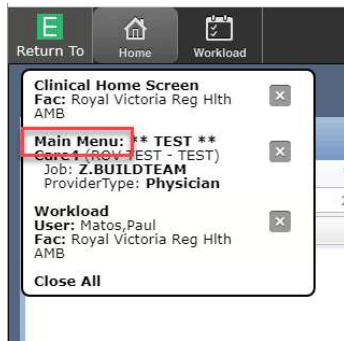You are now in the Clinical Home Screen

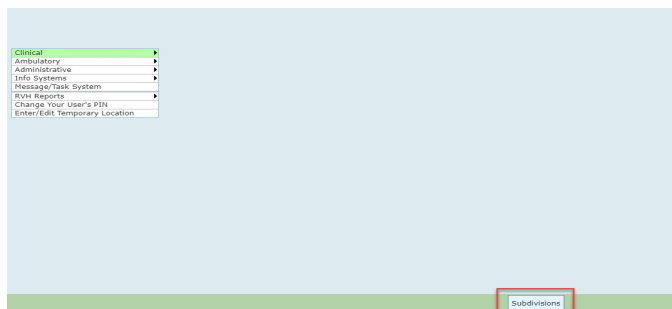## CHANGING THE SUBDIVISION AND OPENING THE PCS STATUS BOARD

From the Clinical Home Screen select the Return To button on the navigation bar.

Select Main Menu

Change the subdivision to the Acute Facility, select the Subdivision button at the bottom of the screen.
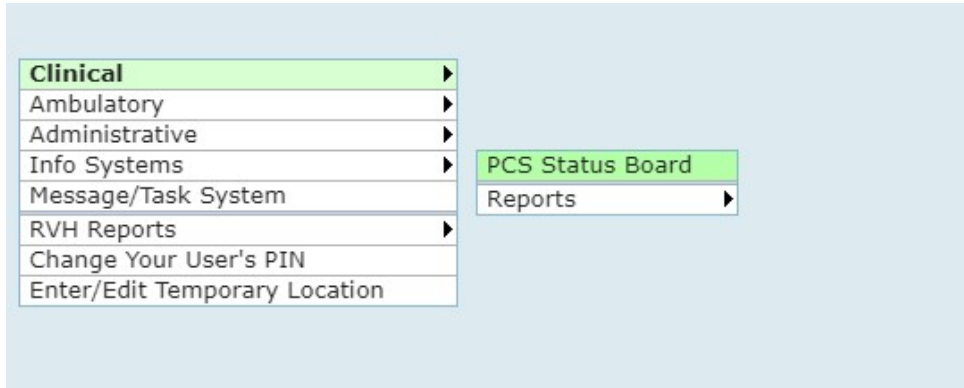

Select the Acute facility e.g., Royal Victoria Regional Health. (**Note:** You will only see facilities applicable to you).
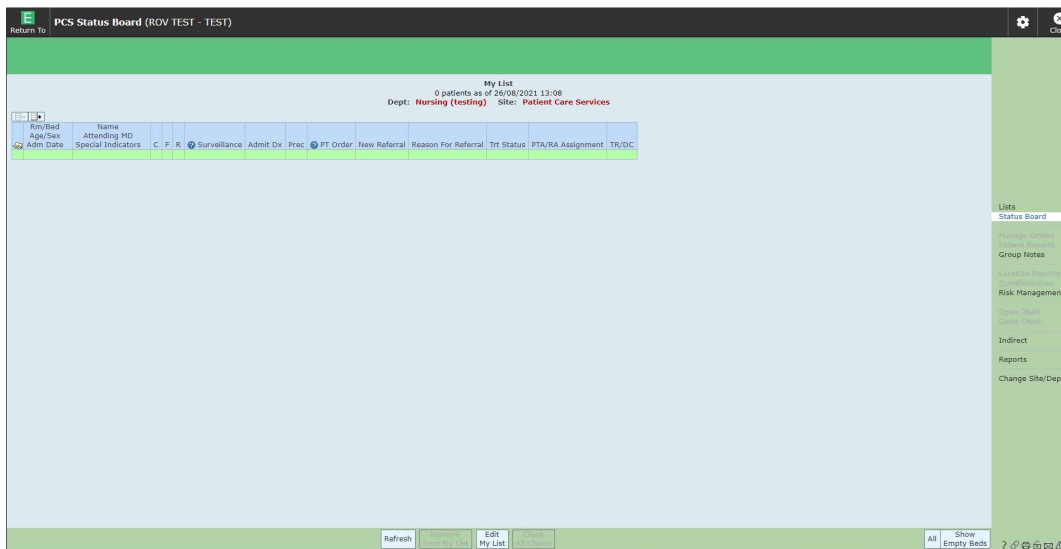
MIS Facility Lookup

Search [   ]

Name	Mnemonic	HIM Dept	Acct # Prefix
BBK Unit/Donor Facility	BBKUNIT	LAB	XB
Collingwood General Hosp AMB	CGHAMB	CGH	MP
Collingwood General Hospital	CGH	CGH	M
Georgian Bay General Hosp AMB	GBHAMB	GBH	GP
Georgian Bay General Hospital	GBH	GBH	H
Headwaters Health Care Centre	HHC	HHC	HW
Headwaters Health Care Ctr AMB	HHCAMB	HHC	OP
LAB Census	LAB	LAB	C
Lab Referred In Facility	LREF	LAB	LR
Penetang Gen Hospital HIST	PGH	GBH	N
PTH Historical	PATH	LAB	XP
Royal Victoria Reg Hlth AMB	RVHAMB	RVH	VP
Royal Victoria Regional Health	RVH	RVH	V

ACCESSING THE PCS STATUS BOARD

From your main menu access the PCS Status Board
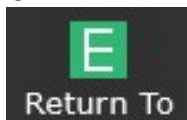Main menu → Clinical → PCS Status Board
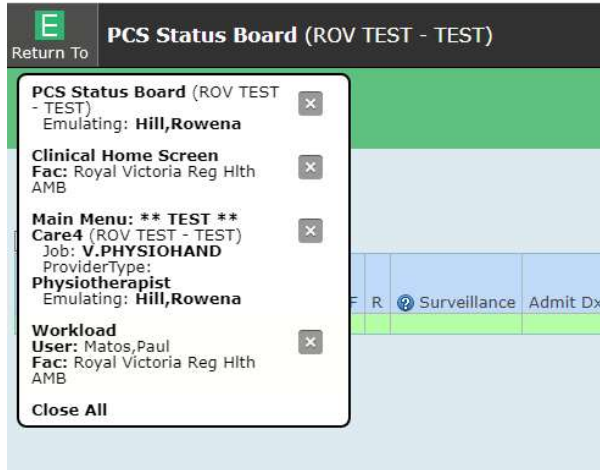

You now have the PCS Status bar open

NAVIGATING BETWEEN THE PCS STATUS BOARD & AMB CLINICAL HOME SCREEN

Use the Return To button to navigate between the PCS Status Board and the AMB Clinical Home Screen

Select the screen you would like to navigate to from the drop down menu

NOTE: If your default is set to the Acute facility start by opening your PCS Status Board and then change your subdivision to the Ambulatory facility to open the Clinical Home Screen.

Do not close these screens by clicking the X on the Return to drop down list. If you close the screen you will have to repeat the above process.