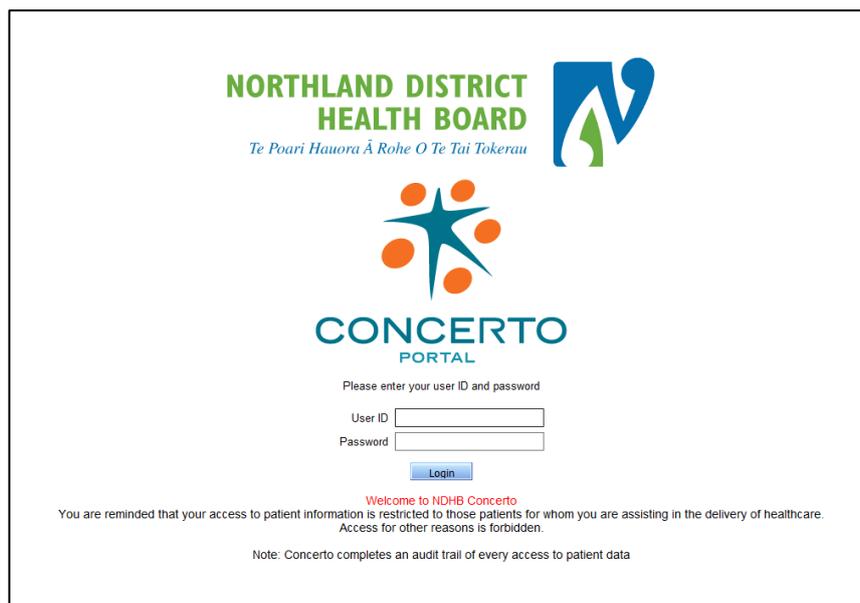


Concerto Access

1. Once you have logged into the Northland DHB network via Citrix select the Concerto icon



2. You should have the following login page



NORTHLAND DISTRICT HEALTH BOARD
Te Poari Hauora Ā Rohe O Te Tai Tokerau

CONCERTO PORTAL

Please enter your user ID and password

User ID

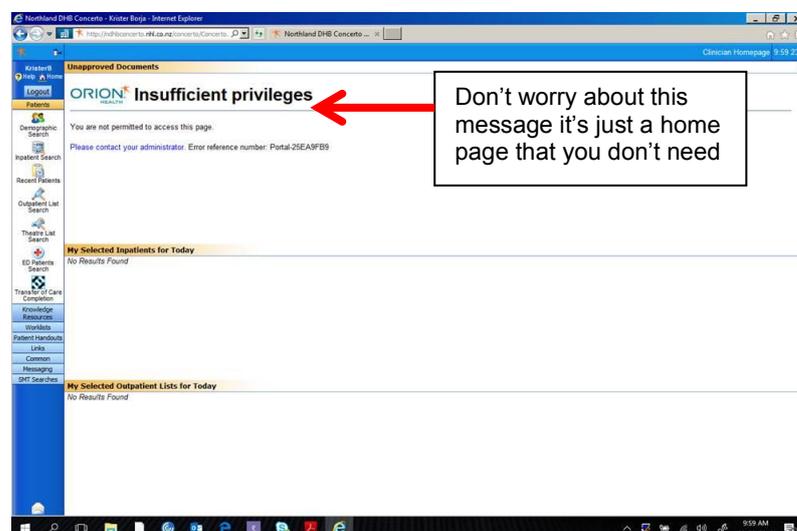
Password

Login

Welcome to NDHB Concerto
You are reminded that your access to patient information is restricted to those patients for whom you are assisting in the delivery of healthcare. Access for other reasons is forbidden.

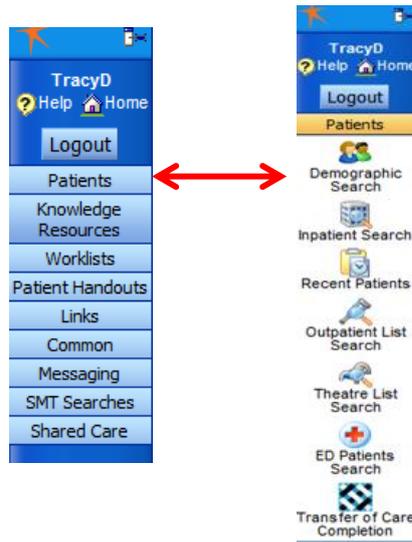
Note: Concerto completes an audit trail of every access to patient data

3. Enter the same username and password as you were given to login to the NDHB network
4. When you login you should get the following page displayed



Information on how to change the home page is located at the bottom of this guideline

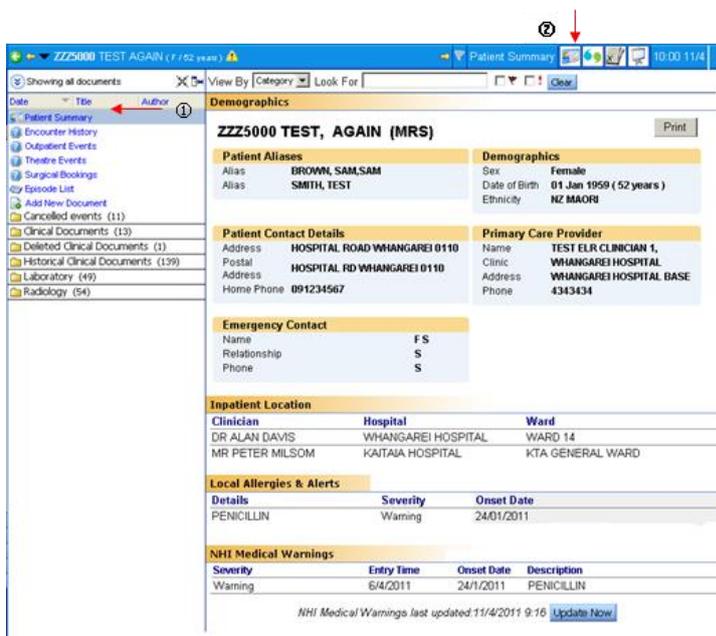
- On the left hand side you will see a menu list displayed – click on **'Patients'** then onto **'Demographic search'**



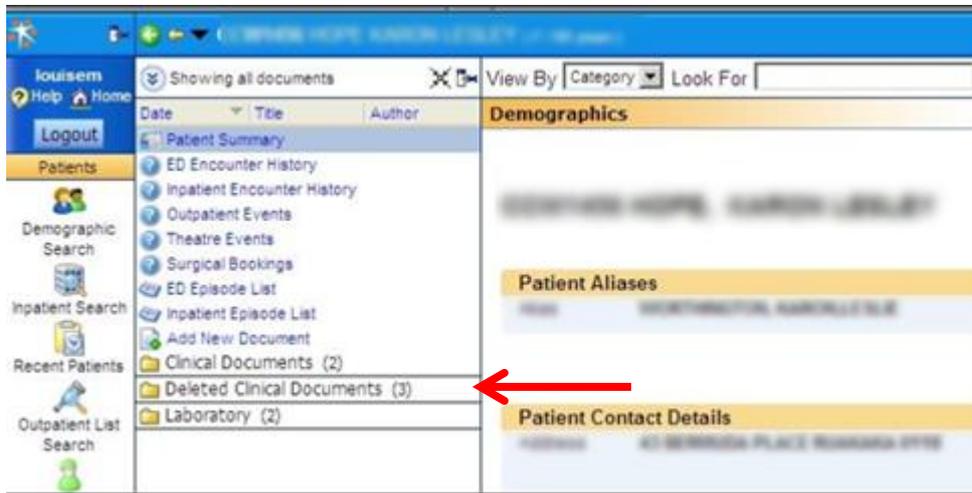
- This will open up the search page – enter the NHI number of your resident and select search



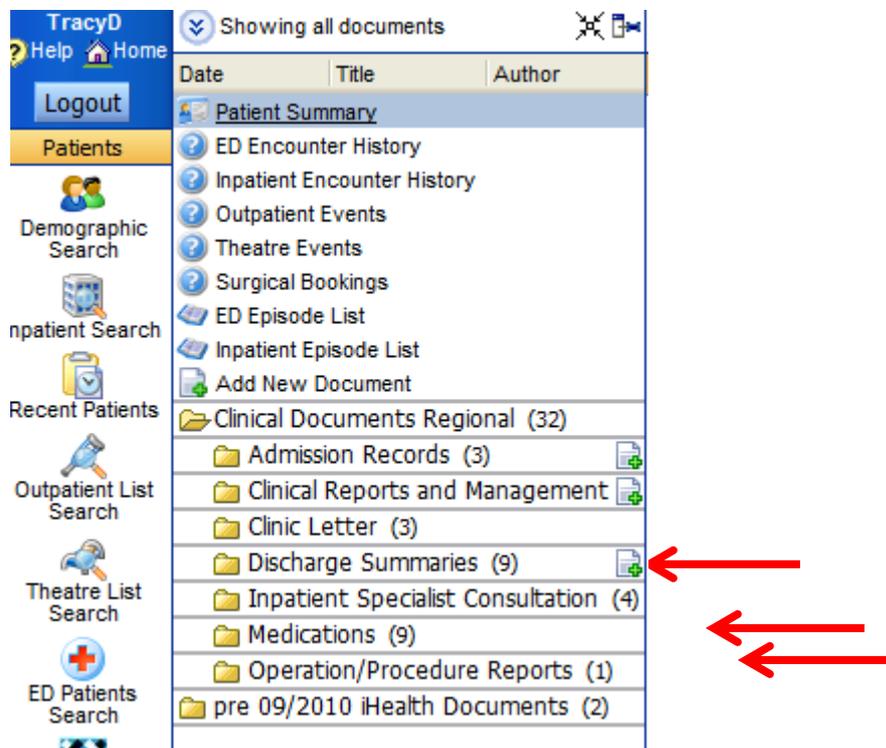
- The patient Summary page opens displaying all the demographic information



- To the left of the demographic information there is the patient history and document folders
- Select the '**Clinical Documents**' or '**Clinical Documents Regional**' folder



- Displayed are the document folders – the number in () is the number of documents that the folder contains. If a folder is not displayed it means there are no documents available.



**** Documents displayed in green italics are still in draft format**

8. Located at the top of the screen to the left hand side is a row of icons



This will take you back to the patient summary page

Select this icon to access Lab & x-ray results. Pharmacy dispensing

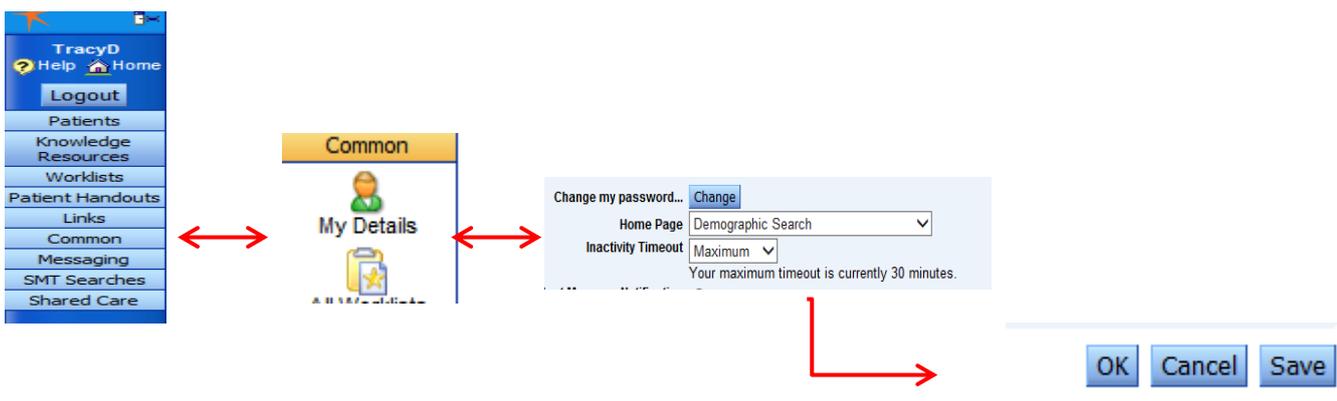
Once you have been granted access and provided training this icon will take you to Whanau Tahi records for the selected patient

9. Please select '**Logout**' when you have finished & before shutting down. It will take you back to the Concerto Login page



10. To change the home page displayed at login – Select the following

- Common / My Details / Home Page – Select '**Demographic Search**' from the dropdown box / and **Save** (located on the right side in this section)



Note: You will only need to do this once - At your next login it will take you directly to the demographic search page as shown in number 6

If you have any further questions please email either Tracy or Andrea and we will try to assist you.

Tracy.donker@northlanddhb.org.nz OR Andrea.taylor@northlanddhb.org.nz