STAR NAVIGATOR/STAR SYSTEMS ACCESS

In order to use CLINSTAR, you must "sign on". Signing on with your unique ID number and secret password identifies you as an authorized CLINSTAR user and tells the computer what securities you have. This feature allows you to access only the functions that are required for your job, and protects confidential patient information. Do not share your ID number and secret password with anyone. **ALL CLINSTAR transactions carry the initials of the person who has signed on.** Note: You may sign-on to any PC and get your menu - you are not restricted to the PC in your department.

STEPS FOR LOGGING INTO STAR CLINICALS

1. Confirm the Number Lock is on and the Alpha Lock is off.
2. Double-click the STAR Navigator Icon on the desktop.
3. Select Clinicals.
4. Key Login - press enter
5. Key Password – press enter

Note: You can also access the Star System through the Physician Portal.

PATIENT CARE PHYSICIANS MENU

1. Name Inquiry: Displays patient's name, location, patient type and admission date. (On active patients only)
2. Order Inquiry: Displays all active orders on a patient. Results can also be viewed from this screen.
3. Census: Can be displayed or printed. Includes station census, physician census, service census.
4. Send Message: Can be used to send a message to any defined printer on the clinical system.
5. Revise Patient: Allows physician to enter themselves as consulting physician on patients.
6. MPI Inquiry: Allows physician to review patient demographic and visit history information.
8. Lab Result Inquiry: Allows access to the lab system to review current results.
9. Radiology Patient Inquiry: Allows access to the radiology system to review current results.
10. Pharmacy Functions: Allows access to the pharmacy system to review drug interactions, meds, etc.
12. Change Your Secret Code: Option used to change password.

CHANGING YOUR SECRET CODE

2. Press enter/new line to activate the process.
3. The system will prompt you to enter the following information:
   - Old password
   - New Password (Don't forget - your new password must conform to the UNIX Rules
4. You will be prompted to confirm your new password.
5. If you change your password and then forget it, you must call ITS at 4-4443 or 4-4386 to have it reset.