

Pathology Information Services (PathIS)

2016 – 2017 Resident/Fellow Orientation



UAB MEDICINE

Knowledge that will change your world

UAB Department of Pathology

Who is Pathology Information Services “PathIS”?

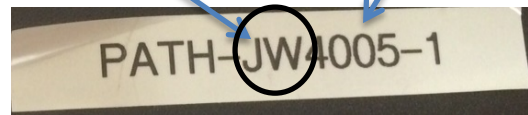
- We act as your IT “Hub” for all other IT Departments on UAB Campus including Central IT (AskIT) and Hospital System Information Services (HSIS)
- We are here to provide conformity in computing with regards to development, design, documentation, control of software and systems provided for the Department of Pathology.
- We assist you in all types of computer support and provide you with resources to accomplish your job here in the department. If you need something you can't find, we'll be happy to point you in the right direction.

Please ask us for assistance when you need it!

UAB Department of Pathology

Computers PathIS supports

- Dell computers in North Pavilion 3532, 3534 and 3537
- Dell computers in HSB (multiple places)
- Dell computers in MEB 292, 296
- Computer NAMES: PATH-
{BuildingInitials Room#}
- Each computer has a support label like this:



UAB Department of Pathology

Services Provided by PathIS

- UAB Path owned computer hardware purchasing, repairs and upgrades.
- Repair and installation of legally purchased and free (approved) business applications.
- Maintenance and backups of file storage servers for the department.
- Data recovery from network drives.
- Assistance with VPN requests and token configurations.
- IronKey deployments and assignments.

UAB Department of Pathology

Your IT staff

Israel Ponce-Rodriguez – Manager

Tim Awtrey – Systems Analyst II

Kerry Heaton – Information Systems Specialist I

Marcus Woodard – Computer Technician

Our Contact Information:

E-MAIL ADDRESS: pathis@uab.edu (Work Order System)

Find us on the web: <http://www.path.uab.edu> under ***About the Department / Information Systems***

HELP DESK PHONE NUMBER: 4-6610 (205-934-6610)

Physical Address: 500 22nd Street South, John N Whitaker Bldg.

UAB Department of Pathology

Emergency and Urgent Issues after hours

For Emergency and Urgent issues after business hours, weekends or holidays, please contact PATHIS by dialing 4-6610 (934-6610). If no one answers, you will be prompted to leave a message. Please leave your name, UAB number and a brief message explaining the nature of the emergency. The on-call technician will contact you within 30 minutes to assess the situation.

No support is given for users at home or personal PCs or personal computer equipment.

UAB Department of Pathology

Standard Windows Software

- Windows 7 Enterprise, 64-bit
- Microsoft Office 2010 Enterprise (Outlook, Word, PowerPoint, Excel and Access).
- Endnote X7
- Adobe Acrobat Reader XI, Internet Explorer, Chrome, Firefox
- Citrix Client (Cerner)
- QuickTime Player, Windows Media Player, Adobe Flash Player, Java.
- Microsoft System Center Endpoint Protection (Antivirus)

*** Some computers, in each room at least will have Adobe Photoshop Elements.



UAB Medicine Email

- Uses your Health System Active Directory account
- Web URL: <https://webmail.uabmc.edu>
- Authenticating using a PC client requires “ad\” in front of username
 - i.e. ad\username
- Offers the following:
 - Unlimited mailbox size
 - Ability to send/receive encrypted email
 - Participation in the UAB Medicine Mobile Device Strategy:
 - secure delivery of email to mobile devices
 - ability to connect devices to the Health System data network
 - secure text messaging
 - ability to utilize mobile applications as developed
 - Auto-archiving of mail after 15 days:
 - Mail continues to remain in Outlook after archive allowing the owner to determine when to remove the mail item
 - Easy access to archive using browser or outlook client
 - Quick and easy search feature

UAB Department of Pathology

Where Can I Save my Documents?

ALWAYS Save Your Documents to the Departmental Servers

H-Drive. It is your personal share space on the Pathology server.

K- Drive. This is your resident and AP faculty share drive. Here you can put any information you wish to share with other residents (in AP rotation and your AP Faculty).

L-Drive. This is your resident share drive. Here you can store any business documents that you wish to share with other residents and fellows.

These network drives are the most reliable drives to save your documents because they are backed up every day. Make it a habit to save a copy of everything you work on to this space.

UAB Department of Pathology

UNSECURED STORAGE LOCATIONS:

P – Drive. This network drive is used for sharing information on a temporary basis. It is very useful location to share information outside your group (residents and AP/CP Faculty) but **IT IS NOT SAFE for PERMANENT STORAGE and IT IS NOT FOR HIPAA OR OTHER PROTECTED INFORMATION.**

C – Drive. It is against UAB, Hospital and the Department of Pathology policy to save any documents to the C Drive. The C drive and its contents are not backed up at all. In the event of a hard drive or computer failure, virus infection, theft or any unforeseen problem related with the computer, your data could be lost completely or fall under the wrong hands. Any data found on this location will be deleted randomly when it is found.

UAB Department of Pathology

USB Encrypted Flash Drives – IRONKEY

- An IronKey is an ALWAYS-ON hardware encryption FLASH DRIVE. It is centrally managed by PathIS so we can reset your password or destroy your flash drive remotely in case of loss.
- As a resident or fellow, you will be provided with a 2GB Enterprise IronKey if you need it. This will be provided for the duration of your stay at the Department of Pathology. If you need one, please e-mail us at pathis@uab.edu. You will be contacted as soon as the flash drives are ready for you to pickup from Karen Lewis.
- Even though your data is secured on an IronKey, please use it only as temporary storage. Your originals and working documents should always be stored on the drives above (H, K, L & M)

UAB Department of Pathology

Remote CERNER Access

- UABHS VPN token is needed.
- VPN Application:
<http://www.oneuabmedicine.org/web/hsis/technical-support/remote-access-request>
- Website (outside Hospital only):
<https://citrix.hs.uab.edu>

UAB Department of Pathology

Useful Links

<http://www.path.uab.edu> → Department Website

<http://www.uab.edu/humanresources/home/hr-programs/perks> → Employee
“PERKS”

<http://uab.onthehub.com/> → Software for PERSONAL owned computers.

<https://citrix.hs.uab.edu/> → Cerner Remote Site (VPN needed)

QUESTIONS?

UAB Department of Pathology
