

2018 – 2019
RESIDENT/FELLOW
ORIENTATION
PATHOLOGY INFORMATION SERVICES (PATHIS)

UAB Department of Pathology

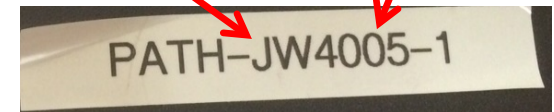
WHAT IS PATHOLOGY INFORMATION SERVICES “PATHIS”?

- PathIS acts as your IT “Hub” for all other IT Departments on UAB Campus including Central IT (AskIT) and Hospital System Information Services (HSIS)
- PathIS is here to provide conformity in computing with regards to development, design, documentation, control of software and systems provided for the Department of Pathology.
- PathIS assists you in all types of UAB related 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!

WHAT PATHIS SUPPORTS & PROVIDES

- Computer hardware purchasing, repairs and upgrades of specific Dell branded computers in North Pavilion, HSB, Highlands and MEB (aka Russell)
- Dell and HP Printers.
- Repair and installation of legally purchased and free (approved) business applications.
- Software applications like MS Office, Adobe Acrobat, Endnote, etc.
- IronKey deployments and assignments.
- Maintenance and backups of file storage servers for the department.
- Maintenance and backups of file storage servers for the department.
- Data recovery from Pathology network drives.
- Assistance with VPN requests for Cerner remote access.
- How do you identify the computer name you are using?
 - Each computer and printer have a skinny label with its unique network name.
 - Computer NAMES are made of: PATH-{BuildingInitials + Room#}
 - Each computer has a support label like this:



YOUR IT STAFF & CONTACT INFO

- Israel Ponce-Rodriguez – Manager
- Tim Awtrey – Systems Analyst II
- Cody Palmer – Computer Technician

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

- Find us on the web:
<http://isp.path.uab.edu>
- HELP DESK PHONE NUMBER: 4-6610 (205-934-6610)
- Physical Address: 500 22nd Street South, John N Whitaker Bldg (aka Whitaker Clinic), Suite 404
- Working Hours: 8am to 5pm, Monday – Friday, except holidays.
- **No support is given for users at home or personal PCs or personal computer equipment.**

STANDARD WINDOWS SOFTWARE

- Windows 10 Enterprise, 64-bit
- Microsoft Office 2016 Pro (Outlook, Word, PowerPoint, Excel and Access)
- Endnote
- Adobe Acrobat DC (yes, the writer one), Internet Explorer, Chrome, Firefox & Adobe Photoshop Elements.
- Citrix Client (Cerner) & Dragon (HSIS dictation system)
- Windows Media Player, Adobe Flash Player, Java.
- Microsoft System Center Endpoint Protection (Antivirus)

UAB MEDICINE EMAIL

- Uses your Health System Active Directory account
- Web URL: <https://webmail.uabmc.edu>
- Authenticating using a PC client (Outlook) requires “ad\” in front of username
 - i.e. ad\username
- Offers the following:
 - Unlimited mailbox size
 - Ability to send/receive encrypted email
 - Secure access through SmartPhone devices using MaaS360:
 - 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
- Secured access from outside UAB using Firefox, Edge and Chrome:
(<https://webmail.uabmc.edu>)

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.

WHERE SHOULD I NOT SAVE MY DOCUMENTS?

- In the Cloud. This method is not allowed by UAB Medicine Security folks.
- **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.

A MOBILE STORAGE SOLUTION - 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)

REMOTE CERNER ACCESS

- UABHS VPN token is needed.
- VPN Application:
<http://www.oneuabmedicine.org/web/hsis/technical-support/remote-access-request>
- Website to access Cerner: <https://citrix.hs.uab.edu>
- Contact pathis@uab.edu for more information.

DRAGON MEDICAL ONE ACCESS

- Application is supported by HSIS to Dictate cases through Cerner.
- To apply for a license and schedule training:
<https://www.oneuabmedicine.org/web/hsis/technical-support/dragon-medical-360-request>
- After your training is completed, you can use your email login and password to access it.
- Two Applications:
 - Dragon 360 for folks that need to go to the Gross Room. Dragon 360 is installed on all the computers in North Pavilion.
 - Dragon Medical One for folks that do not need to use dictation in the Gross Room. Uses SMARTPHONE as microphone for dictation.

IMMUNOQUERY & EXPERTPATH SUBSCRIPTIONS

- Passwords will be sent to your @uabmc email during your first week (July 2nd)
- Available to all active Residents in Pathology (only).
- ImmunoQuery login: <https://app.immunoquery.com/>
- ExpertPath login: <https://app.expertpath.com/>

USEFUL LINKS (MAYBE?)

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

<http://isp.path.uab.edu> → Pathology Information Services (this presentation will be there too)

<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)

<https://www.oneuabmedicine.org/web/hsis/technical-support/dragon-medical-360-request> → Dragon Training

QUESTIONS?