

Accessing Clinical Workstation (CWS) via the Web Portal D01C

Introduction: Clinical Workstation (CWS) is available for GPs to help assist them in the care of their patients. GPs **MUST** obtain patient consent before accessing patient information within CWS. Verbal consent is acceptable.

Technical requirements:

- The GP practice systems must be able to run Microsoft Internet Explorer version 11 in compatibility mode. Other internet browsers might not display the information in CWS correctly which might affect the patient safety.
- The practice must confirm the IP address is 'whitelisted' by Waikato DHB.

Accessing CWS:

1. Click on the following URL for the Web Portal.
https://cws.waikatodhb.health.nz/clinicalintranet/ci_start.asp

Note: It is a good idea to save this URL within the browser Favourites, or as a shortcut onto the desktop for future usage.

2. Enter the designated Health Professional Identifier (HPI) in the **User Name** field and appropriate **Password** to log in to CWS. Click the **Log In** button or press the **Enter** key on the keyboard.

Note: It may take up to two minutes to open CWS. Once CWS is open, the session can remain open for up to 120 minutes.

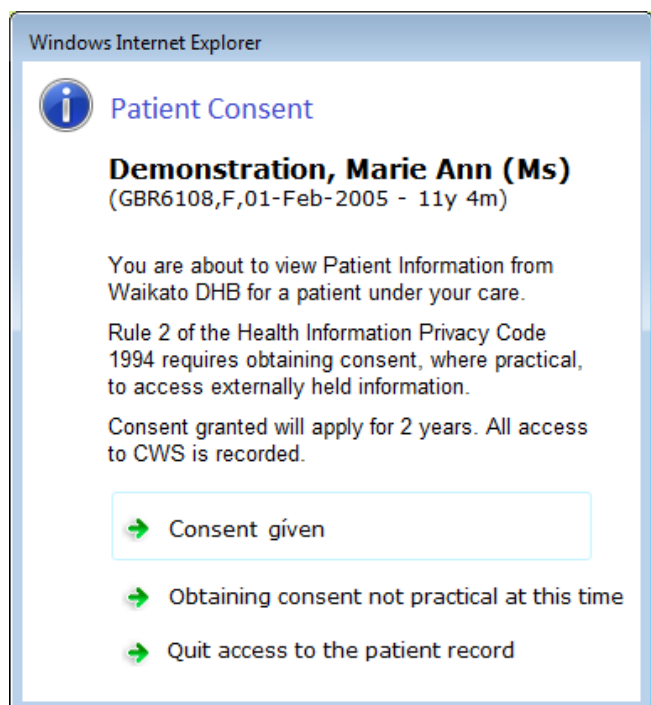
3. After logging in, the CWS Home window will appear.



Patient Consent

When accessing a patient record within CWS you will be prompted to obtain patient consent before you access the patient clinical record. If you have already obtained consent for this patient you will go directly to the patient record. There are three options to choose when confirming consent:

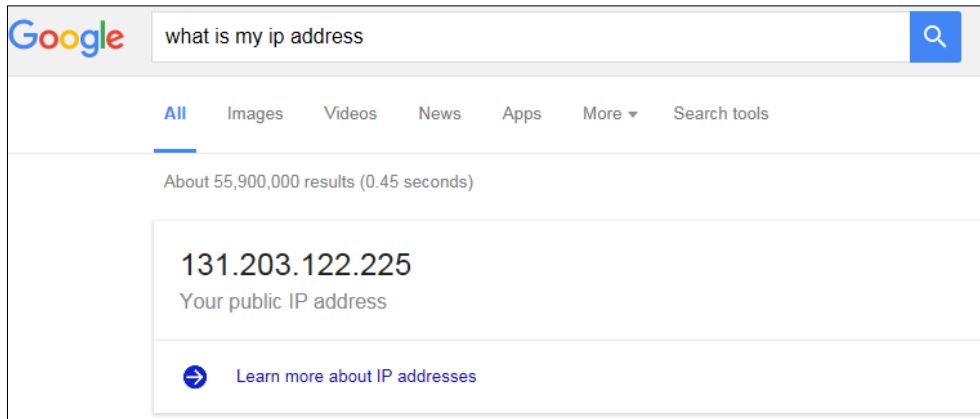
- Consent Given** by the patient. This applies for two years.
- Obtaining consent not practical at this time.** If selected this provides four hours access.
- Quit access to the patient record.**



Security settings:

GP practices will need to confirm the external facing tcp/ip address for the practice.

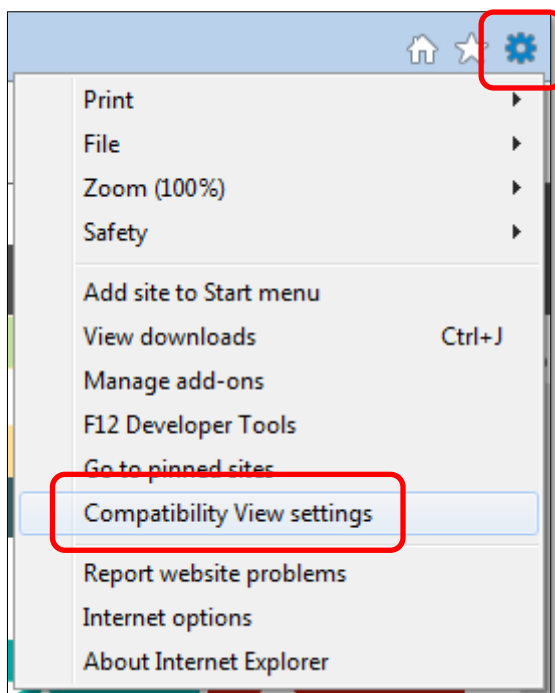
- This can be obtained by typing **what is my ip address** into Google:



The listed IP address: **131.203.122.225** is the address to be confirmed. For security reasons this address is whitelisted in the Waikato DHB.

Setting the compatibility mode for the website:

1. Open the browser and click on the **Tools** (cog) icon and select **Compatibility View settings**.



2. The **Compatibility View Settings** window will open. In the **Add this website** field type: waikatodhb.health.nz. Click the **Add** button then click the **Close** button.

