

SSOFI User Set Up and Navigation

Quick Steps

Configuring SSOFI for Initial Use

SSOFI stands For “**Single Sign on Fusion Integrator**”, an application designed to integrate or “Fuse” the current automated clinical systems into one seamless system. SSOFI will be remotely installed via automated systems or by an AMO representative using and installation CD.

STEP 1: First Log In To SSOFI:



Ssofi.Ink

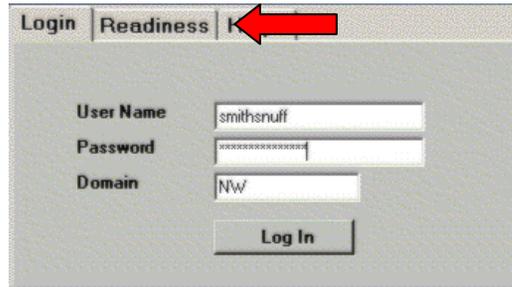
Click on the SSOFI “Fusion” Icon,

This will bring the user to the log in Screen.



STEP 2: Enter your PC user name and password just as you would when you log into the network, including your assigned domain. **DO NOT CLICK LOG IN THE FIRST TIME USING SSOFI!**

It is necessary to enter the necessary passwords for all the clinical systems before SSOFI will be completely functional.

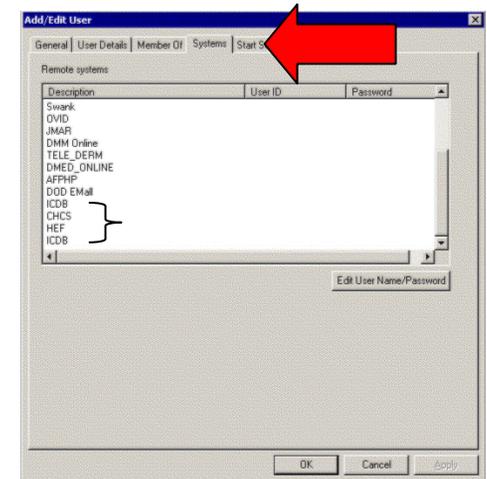


STEP 3: Click on the Tab marked “Readiness”, (shown above) this will log you into the MedBase application where your various usernames and passwords will be stored.



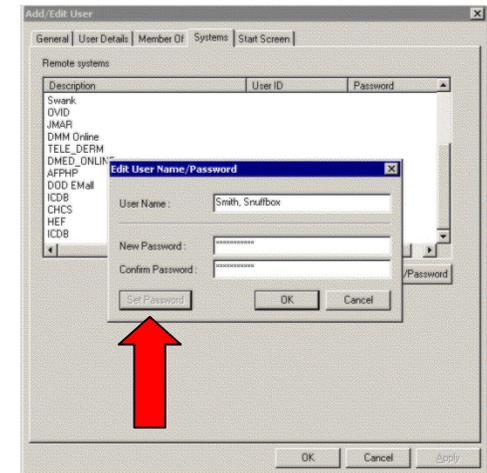
STEP 4: Once Logged into MedBase, go to the toolbar at the top of the screen as shown above. Click on the ICON in the toolbar marked “My Info” as shown below.

STEP 5: Clicking on “My Info” opens a menu in MedBase that will allow the user to enter their usernames and passwords for all the applications that they have access to:



CLICK ON THE SYSTEMS TAB AND CONTINUE:

STEP 6: Select ICDB and CHCS, one at a time, click on “Edit Username and Password” and enter your username and password for each. All selections will appear the same, just are used for the different applications.



CLICK ON SET PASSWORD TO ENTER AND CONFIRM YOUR PASSWORD FOR EACH SYSTEM YOU HAVE ACCESS TO

STEP 7: When you have entered your username and password for all systems you will use, click “OK”.

STEP 8: Close the SSOFI Application.

STEP 9: For all Future SSOFI Sessions:

STEP 1: Click on the SSOFI “Fusion” Icon,



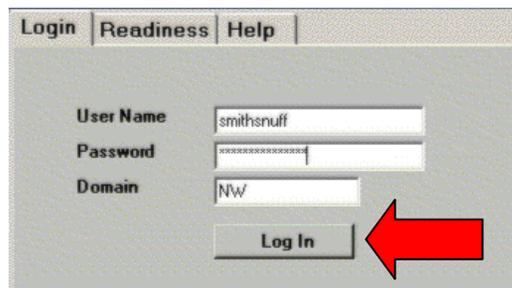
Ssofi.lnk

Basic SSOFI Navigation

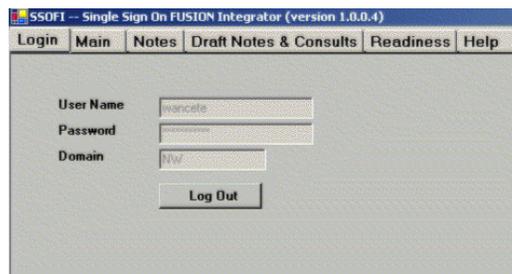
This will bring the user to the log in Screen.



STEP 2: Enter your PC user name and password just as you would when you log into the network, including your assigned domain. CLICK LOG IN! If you are logged into the network on the PC you are accessing SSOFI, your USERNAME and DOMAIN should auto-populate when SSOFI opens.



Provided you have entered the correct user names and passwords in MedBase you should be presented with a display that shows a tab for each application you have entered passwords for.



At a minimum you will be presented with the following functions:

1. Login Screen – Standard log in screen, used to enter the SSOFI portal and gain access to the various applications available. **IMPORTANT NOTE: Your SSOFI credentials are stored on a central server meaning you will be recognized and granted access at ANY PC in the hospital as long as the basic SSOFI client has been installed on the PC you are currently using.**
2. Main – ICDB/HeF for all the lab results, admissions and basic patient data that is presently shown in ICDB.
3. Notes – A direct access tab for the creation of clinical notes.

4. Draft Notes & Consults – Every clinical note you have created on any patient but not yet saved as a “Final” note. A single point of access to find, complete and electronically sign all clinical notes created.
5. Readiness – MedBase, for basic patient data for active duty patients.
6. CHCS – CHCS Access
7. Help – An improved documentation and training portal for EVERY ELECTRONIC CLINICAL APPLICATION in use here at Madigan Army Medical Center.

These steps are for basic configuration and navigation only, detailed information on SSOFI configuration and use of the various systems is contained in the various user guides available through the HELP tab in SSOFI.