**SASH IT Systems- Access and Support**

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| **System** | **Access** | **Support** |
| **EPR**  Electronic Patient Records | Access with Smart card(activated by completing the EPR e-learning)  Access from icon on desktop in the Trust or  <https://sash.premierit.host/login> | EPR Support Team on ext 4135  EPRTrainingTeam@sash.nhs.uk  If you do not have a Smart Card, contact Medical Staffing on ext. 6860 |
| **PTS**Patient Tracking System | Tracking medically expected patient    Accessible by typing ‘pts’ into intranet search bar.   (username and password required, issued by IT ext 1717) |  |
| **PACS**  Images on PACS can be viewed directly from PowerChart and FirstNet | Use your smartcard to launch SASH EPR and open Powerchart or FirstNet  Or use the PVweb software, accessed in the ‘Favourites’ on Intranet Explorer. Log in with your PACS username and password.  *Please note- PV Web is really only for use if we have a downtime in FirstNet or PowerChart, it can only be used for viewing X-rays and there is no access to other applications.* | For support and guidance, contact the PACS Office on ext 2721 |
| **Dictate**  Digital dictation software to transcribe and distribute outpatient clinic letters | To request access and a username and password-    How to’ video on Trust Intranet page-<https://www.sashnet.sash.nhs.uk/workspaces/dictate-it>  OR  [\\esh13\Data\_B\IT\_E-Learning\Dictate a letter using Dictate IT\Dictate a letter using digital dictation.htm](file:///\\esh13\Data_B\IT_E-Learning\Dictate%20a%20letter%20using%20Dictate%20IT\Dictate%20a%20letter%20using%20digital%20dictation.htm)  [\\esh13\Data\_B\IT\_E-Learning\E-approve letters\Dictate IT E-approve.htm](file:///\\esh13\Data_B\IT_E-Learning\E-approve%20letters\Dictate%20IT%20E-approve.htm)  YouTube video tutorial links:  Dictation capture speech mike  <https://youtu.be/8J_mtWeIY58>  e-Approve  <https://youtu.be/jsrV5wbra4I>  Web approve  <https://youtu.be/mHUNccvyDUU>  Notes to secretary workflow  <https://youtu.be/DfOrbjd-oQ0> | For support and guidance, e-mail: [support@dictate.it](mailto:support@dictate.it)  Tel: 0203 307 1501 8 am – 6 pm Monday to Friday  Managed Services team lead  Chloe Gates ext 2836  Dictate IT Service Manager (SASH)  Sharon Bailey ext 6783 Room AD 22 Trust HQ  ‘Medical Secretaries and super user contacts    Access to approve letters electronically off site via a secure portal [www.dictate.co.uk](http://www.dictate.co.uk) enter via the sash portal, same username and password. |
| **Network username & password** | To request a network username and password, complete the following forn and return to  Room AD29, Trust HQ, East Surrey Hospital | Call ext 1717 within the Trust for all IT support |
| **Blood Gas**  **Machine** | Access can only be granted after completing a training session. To arrange a session, please email: [David.seeruthun1@nhs.net](mailto:David.seeruthun1@nhs.net)  or call: Ex 2965 | All point of care support:  email: [David.seeruthun1@nhs.net](mailto:David.seeruthun1@nhs.net) |