

Create a STHL Web Portal desktop icon:

- Launch the web portal: <https://www.sthlny.net>
- Left click the icon in the URL window and drag onto the desktop

Recommended Internet Explorer Settings:

- Select **Tools** drop down menu from an open IE browser, choose **Internet Options**, go to the **Security** tab
- Click **Trusted Sites** (green check) and click the **Sites** box
- Uncheck '**Require server verification for all sites in this zone**' box
- Add ***.sthlny.net** to trusted sites; trusted site will show 'Medium' setting
- Under 'Security level for this zone' box, click the **Custom Level** box
- Under **Downloads** section, under 'Automatic prompting for file downloads', click the enable radio button.
- Click OK, accept the changes and click OK again to exit Internet Options.

Enable Pop-Ups

- Log into <https://www.sthlny.net> using username and password (you will be given this directly from the Southern Tier HealthLink).
 - o You will be prompted to change your password on your first log in.
- Expand the Patient Data menu on the left hand navigation menu
- Select the Patient Search link
 - o Search for test patient: Five Zzinvision
 - o Select the patient record
- Select Always Allow Pop Ups from our site
- You will be prompted to log back in.

To install the McKesson PACS viewer:

- Search again for Five Zzinvision. Select the patient record.
 - o Select Emergency from drop down menu
- From the Patient Summary screen, select a diagnostic image ('See Report' link) under the Diagnostic Imaging web part.
- On pop up window, select the 'View Detail' link.
- From here, the McKesson viewer will launch and for first time user it will load for approx 5 min.
- It will fail the first time you will have to add the add-on "setup.cab" which will appear in the ActiveX bar
- It will run again after "setup.cab" has been installed ,for approx another 5 min
- The McKesson Install will pop-up to Install McKesson
 - o Select 'Next', 'Next', 'Install'
 - It will then again take several minutes to install
- You will be presented back at the McKesson main screen and click the link 'here'

To install the Emageon PACS viewer:

- Search for test patient Test Cernerer. Select the patient record
 - o Check Minor and Emergency access boxes
 - o Select Consent Obtained option from drop down menu
- From the Patient Summary screen, select a diagnostic image ('See Report' link) under the Diagnostic Imaging web part.
- On pop up window, select the 'View Detail' link.
- On the main portal screen in the Active X bar you will have to download the file for first time use
 - o This will save Emageon to your desktop and it must remain there
- It will log you out
 - o Sign in and repeat steps, when 'View Detail' is selected
- From here, Java Web Start will launch
 - o Note: If it does not open you must install Java at www.java.com
 - Proceed to downloads, click and follow directions for: Agree and Start Free Download button
- On the next Pop-Up after 'View Detail' is clicked
 - o Click 'Always allow content from this publisher' and select Run



Southern Tier HealthLink Web Portal IT Configuration

- Note: application is not optimized for the Vista operating system you will be asked to click 'Ok' and 'Continue'

To install the ITL PACS viewer:

- Outside the web portal, navigate to www.southerntierimaging.com.
- Select the Webviewer link and install viewer.
- You do not need a username and password to install.

Other Test patients:

- ZZReal, Not (UHS Lab Results)

Upon completion of the IT configuration, it is your responsibility to notify Southern Tier HealthLink to deactivate your user account. Contact us at 607-651-9150