This guideline outlines the process for using the Little Company of Mary Hospitals Electronic Patient Record Portal. The information contained in this document is confidential and should not be distributed.

All information accessed or viewed through this portal should be considered confidential and subject to HIPAA Confidentiality and Privacy rules along with Little Company of Mary Hospital Confidentiality and Privacy rules. Any and all violations will be reported to the appropriate authorities.

1) Open a new web browser window.

2) From the LCMH web site, www.lcmh.org, go to the Careers & Benefits tab. Select Employees option. Select Remote Access Login on left of screen.

3) The system will detect if you have the Citrix Presentation Server Client installed. If you do not, the message outlined in RED will appear and provide you with a link to install it. If this message does not appear, please proceed to the next step; otherwise, click the link to download the Citrix Presentation Server Client. After you install the Citrix Presentation Server Client you will need to close your web browser and reopen it.
4) Enter your assigned Citrix User name and Password, then select Log In to continue. IMPORTANT…User name and Password should be ALL IN LOWER CASE!!

5) When you see the window below, you are now logged into the LCMH Electronic Patient Record Portal. Under the Applications window you will see icons for the applications that you have access to remotely. Select the icon you wish to use and proceed as you would normally. When you have exited the application, you will be returned to this screen. When your remote session is completed, select Log Off to exit the portal. You can then either re-login, or exit the browser.