



Wyoming
Medical
Center

WMC Cerner Millennium Application Portal User guide

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1. Introduction

Welcome to the Wyoming Medical Center Cerner Millennium Application Portal. The portal will allow physicians and medical office staff access to Cerner Millennium Applications.

This guide is designed to assist you in accessing the Cerner Millennium Application Portal and troubleshoot some of the most common issues.

To access the Cerner Millennium Application Portal, please visit

<https://wyomwy.cernerworks.com/Prod/auth/login.aspx>

This link will be activated on October 14, 2012 and will also be found at <http://www.wyomingmedicalcenter.com> under the “For Physicians” heading and then click “Cerner Information”.

2. Minimum System Requirements

The following system requirements are the minimum standard for accessing the Cerner Millennium application Portal. Initial access requires installation of the Citrix Web Plug-in. Please note that users with restricted or limited access to download and install new software on their PCs may not be able to complete the installation of the plug-in. If necessary, please contact your office or computer administrator for assistance with this operation.

- Windows XP/7 Compatible
- Internet Explorer 7 or higher

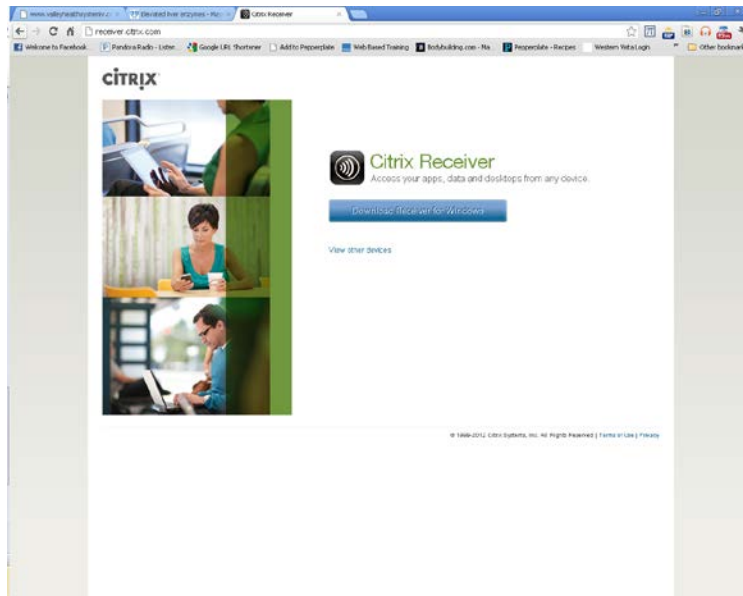
3. Key Points

- Keep patient data secure and do not share user IDs or passwords.
- The portal will time out after three minutes of inactivity.

4. Cerner Millennium application Portal Login Instructions

Each user must have an account to use Cerner Millennium. You will need a user ID and password in order to log in to Cerner Millennium. This can be obtained from WMC’s Information Technology department. For more information, see the link at <http://www.wyomingmedicalcenter.com> under the “For Physicians” heading and then click “Cerner Information”. Once you have that information, please follow the directions below.

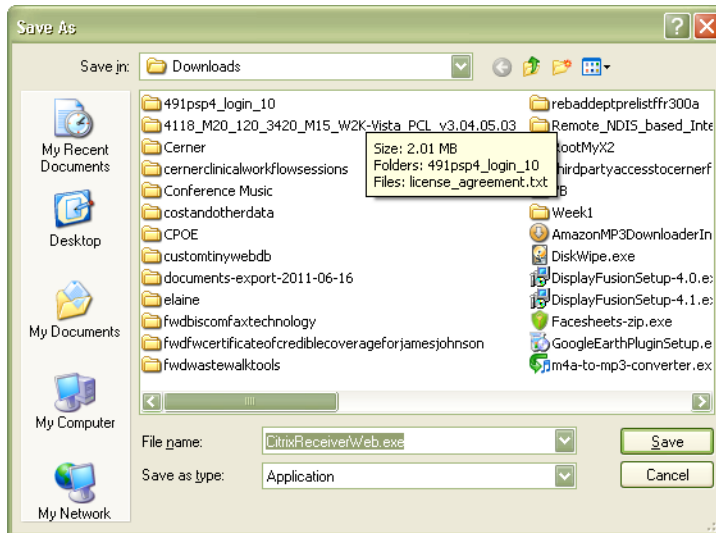
1. Cerner Millennium Application Portal requires Citrix web plug-in software. If your PC or MAC already has the Citrix receiver installed, please continue to step 5.
 - a. Each Computer needs to download Citrix only once.
 - b. Go to <http://receiver.citrix.com>



- c. For Microsoft Windows, click on the “Download Receiver for Windows” button. For other operating systems (i.e. Apple) click on the “Show Other Devices”
 - d. Read and agree to the Citrix License Agreement and click “Continue”



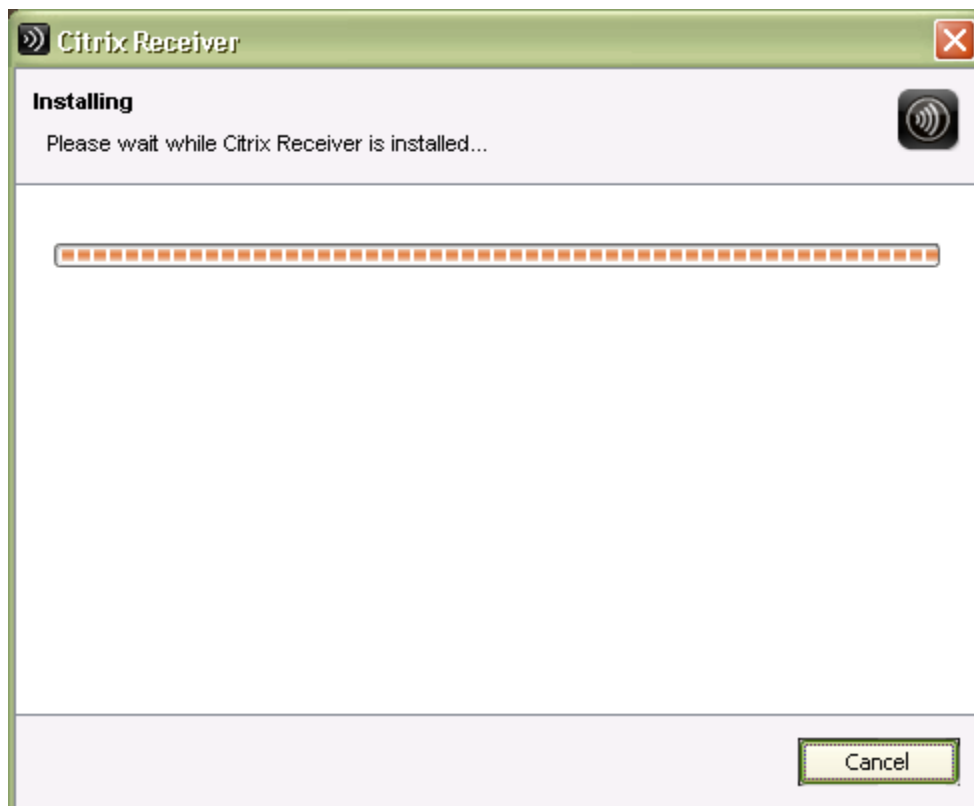
- e. Select a place to save the file so you can run the install.



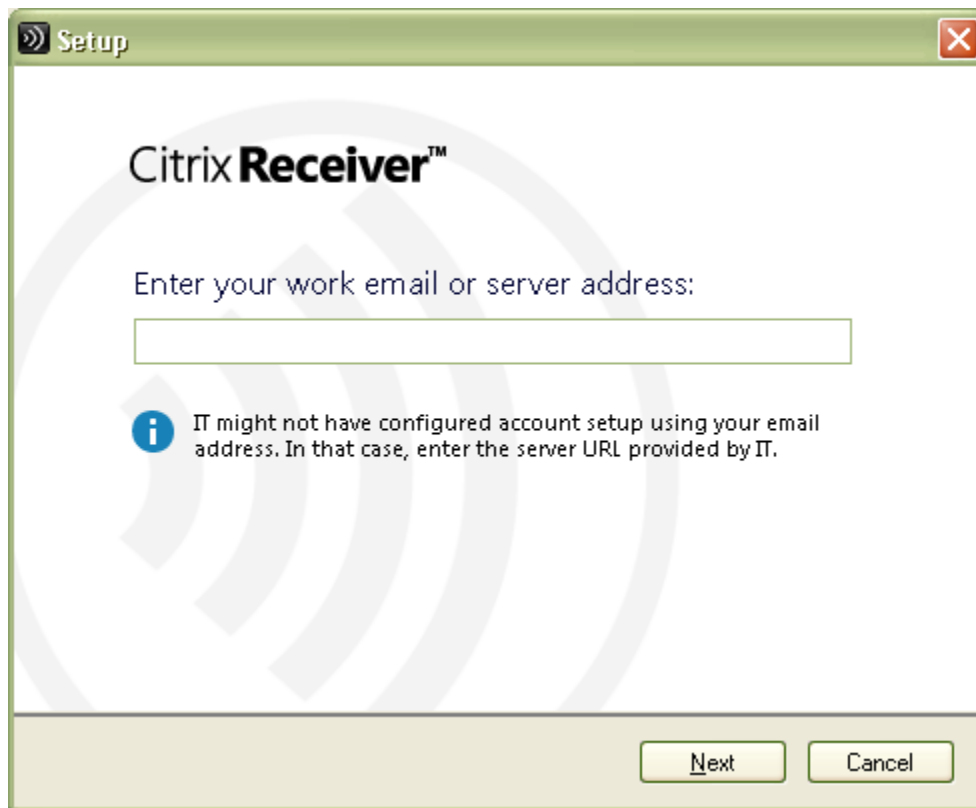
- f. Select "Run" from the Security Warning box.



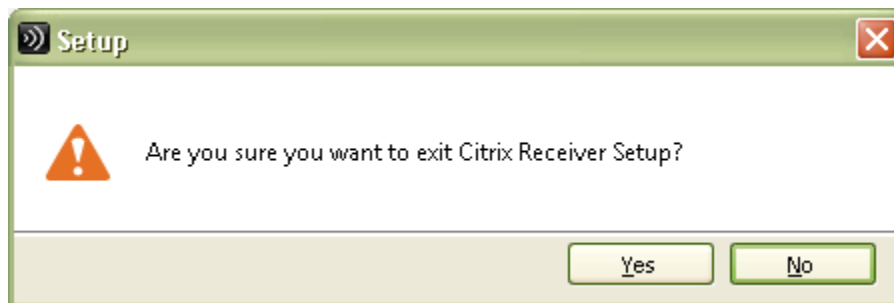
- g. Wait as the Citrix Receiver is installed.



- h. Click “Cancel” on the window shown below.



- i. Click “Yes”



This will complete the install of the Citrix Receiver.

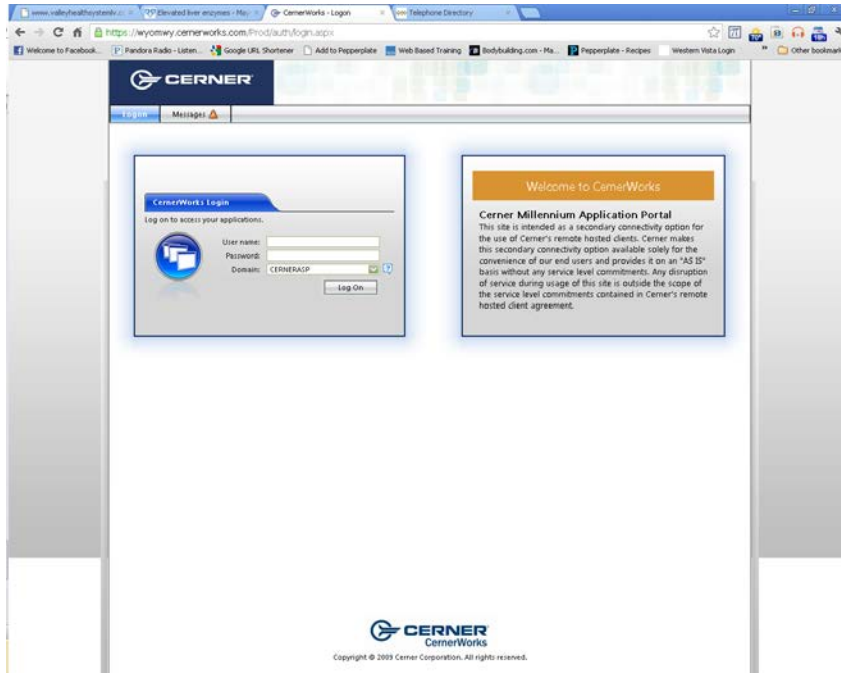
5. To Log in to the Wyoming Medical Center Cerner Millennium Application Portal

Open a web browser to the WMC Cerner Millennium Portal using this web address:

<https://wyomwy.cernerworks.com/prod/auth/login.aspx> (this link will be activated on October 14, 2012)

This page is commonly referred to as Cernerworks which is Cerner's front page to access the Cerner Millennium solutions.

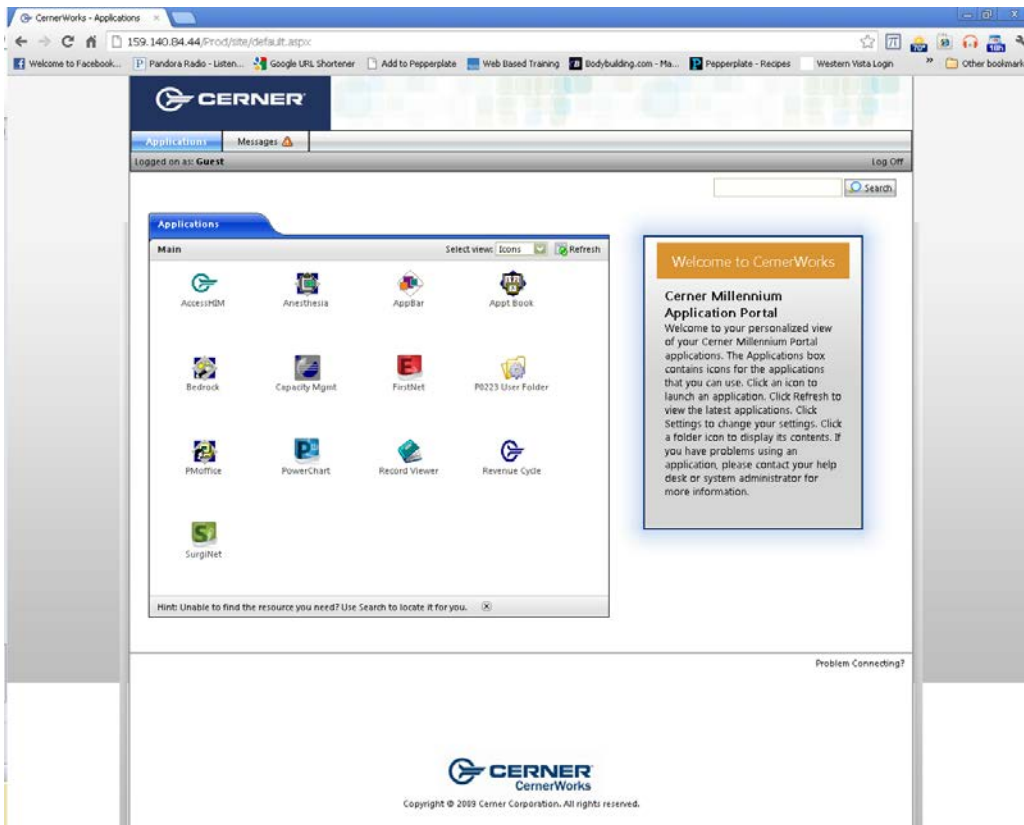
Enter your user name and password and click **Log on**



Cernerworks Password

The Information Services team at WMC will provide you with your password to log in to the Cernerworks site. Please see the instructions by going to <http://www.wyomingmedicalcenter.com>, clicking on the "For Physicians" heading, and then clicking on the "Cerner Information" link for information on requesting access to Cerner Millennium.

After a successful login to the Cernerworks site, you will see various Cerner Millennium Application icons



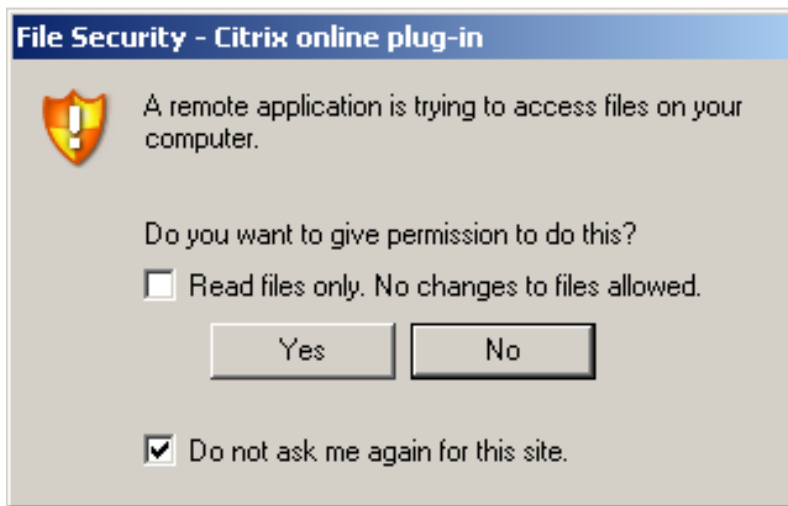
Click on a Cerner Millennium Application (e.g. Powerchart)



The first time you click on an application you will get the following Citrix Client File Security pop up window.

Internet Explorer 8

Select the checkbox **“Do not ask me again for this site”** and click **“Yes”**.

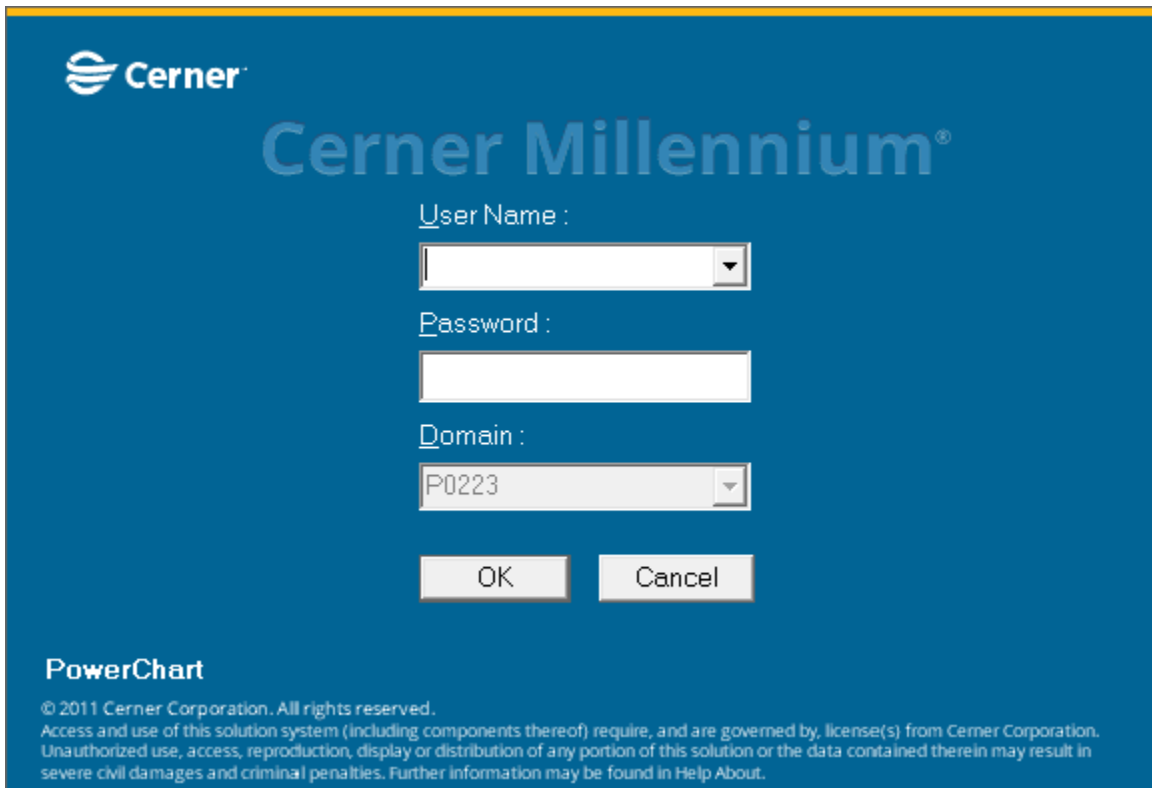


Internet Explorer 7

Please select **“Full Access”** and **“Never Ask Me Again”**

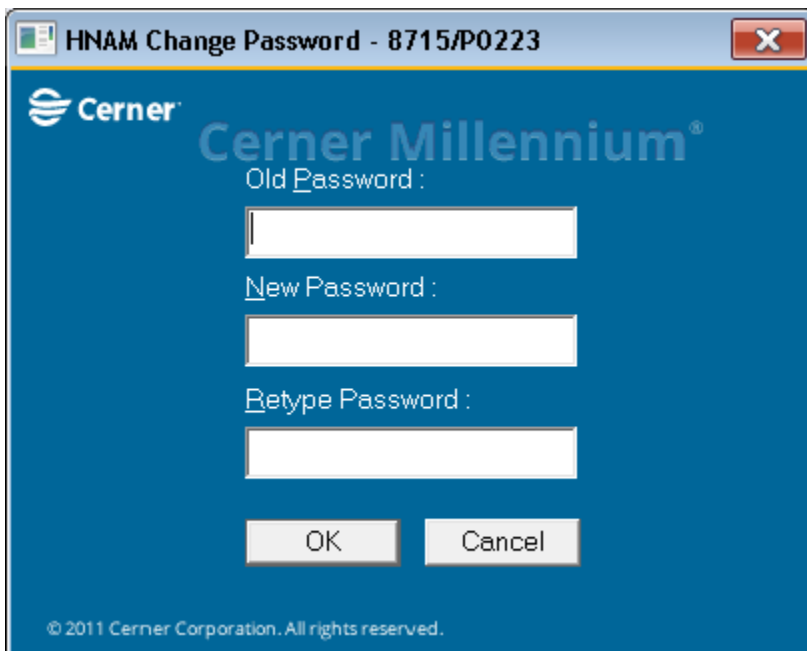


The Cerner Millennium login screen will open. This user name will be the number assigned to you by WMC. For the first login your password will be the same as your user name.



The image shows the Cerner Millennium login screen. It has a blue background with the Cerner logo in the top left. The text "Cerner Millennium®" is prominently displayed in the center. Below this, there are three input fields: "User Name :" with a dropdown menu, "Password :" with a text box, and "Domain :" with a dropdown menu showing "P0223". At the bottom of these fields are two buttons: "OK" and "Cancel". Below the login fields, the text "PowerChart" is visible, followed by a copyright notice: "© 2011 Cerner Corporation. All rights reserved. Access and use of this solution system (including components thereof) require, and are governed by, license(s) from Cerner Corporation. Unauthorized use, access, reproduction, display or distribution of any portion of this solution or the data contained therein may result in severe civil damages and criminal penalties. Further information may be found in Help About."

You will be prompted to change your password. The old password is the number assigned to you by WMC. Your new password must be at least 6 characters long. There are no other requirements (e.g. uppercase letter).



The image shows a Windows-style dialog box titled "HNAM Change Password - 8715/P0223". It has a blue background with the Cerner logo in the top left. The text "Cerner Millennium®" is prominently displayed in the center. Below this, there are three input fields: "Old Password :", "New Password :", and "Retype Password :". At the bottom of these fields are two buttons: "OK" and "Cancel". Below the login fields, the text "© 2011 Cerner Corporation. All rights reserved." is visible.

The Cerner Millennium Application will open.

PowerChart Organizer for Johnson, James E

Task Edit View Patient Chart Links Notifications Schedule Help

Home Message Center Schedule Lexi Comp Google Tear Off Attach Change Charges Eye Calculator Message Sender AdHoc Medication Administration Depart

Quits application Recent Name

Home Print 1 minutes ago

Inbox Proxies Pools

Display: Last 30 Days

Inbox Items (0)

Orders Documents Results FYI Results Messages

Work Items (0)

Saved Documents Documents to Dictate Reminders

Notifications

Sent Items Trash Notify Receipts

Date: 09/19/2012 Recent Resource:

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P0223 8715 September 19, 2012 2:20 PM MDT