



For Office Staff and Allied Health Professional Support
How to access St. Johns Hospital & Meditech
(Home or Office)
As of 6/7/2016

1. Open an Internet Explorer web browser and enter following address: <http://saintsmid.com>

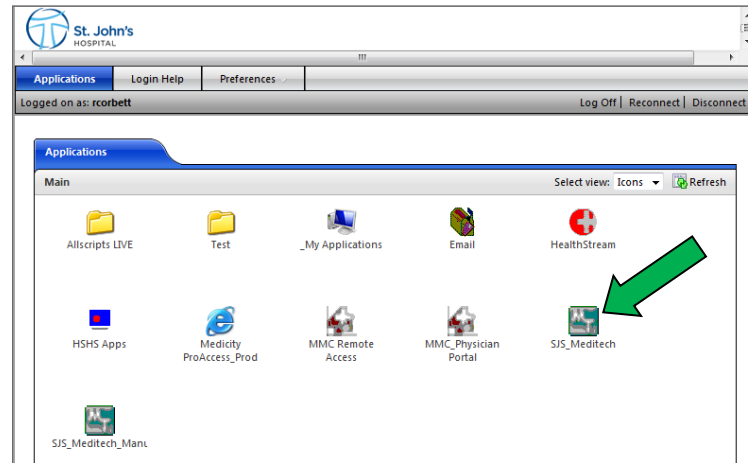
Enter your assigned Username, Password, Make sure Domain is "IL", click the "Login" button.

- **EXAMPLE** –Username: **jane m smith = jmsmith**

Click on **MEDITECH, CHARTVIEW, PROACCESS, STENTOR, ETC.**



First Time – will need to download the Citrix ICA Client, then **restart** your computer before signing in.

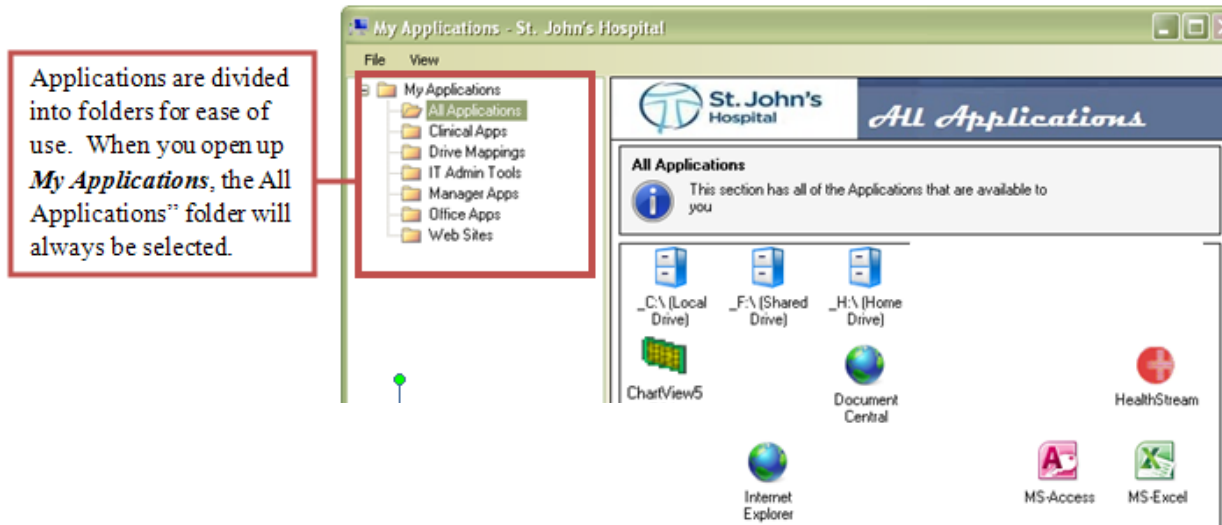


Your password is required to be at least **eight characters or more**. Passwords are **case sensitive**. **Password has to include at least 3 of the 4 options below:** Uppercase, lowercase number, letter or special character.

Per HIPAA regulations: We use eight character passwords that expire every 6 months (180 days) from the time of first use. This is a standard at St. John's Hospital.

Physician Informatics Lab
217-544-6464 x67455
Monday – Friday 8am - 4pm
After hours, weekends, holidays call x44980

You will now be presented with your personal portal settings:



Technical Requirements:

- A high speed internet connection, such as DSL or Cable modem.
- Windows 2000 or XP (or above). St. John's Hospital does NOT support Apple/Macintosh, Unix or Linux based systems.
- Internet Explorer 5.5 or above (recommend IE 6.x)
- The quality of your computer may have a direct impact on your web portal experience.
- For Stentor Radiology Imaging Product, a video card and monitor capable of displaying 1024 x 768 resolution and 24 or 32 bit color display and a wheel mouse.

** St. John's is not responsible for performance issues with non-hospital computers. While every attempt will be made to troubleshoot problems over the telephone, you may be required to have a third party computer vendor address needs with your computer systems. St. John's technical staff will be available during regular working hours to consult with third party vendors.*

For help with these or any other issues concerning access to St. John's Patient , please contact the Information Systems Help Desk at ext. 217-544-6464 ex. 44980 or Physician Informatics Lab 217-744-7455.