

MOIS Introduction Instruction for new users.

1. How do I log on?
 - a. In the office
 - b. Remotely
2. How do I access my schedule?
3. How do I get to my patient's chart?
4. How do I document a transaction?
 - a. SOAP note,
 - b. Order investigations,
 - c. Order labs,
 - d. Create referral letters,
 - e. Prescribe medications,
 - f. Billing/coding visits
5. How do I access my InBox (assigned transactions/tasks)?
 - a. Messaging (internal eMail)
 - b. Tasks / Inbox (scheduled messages)
6. How do I access historical information?

Click on question to take you to page in document

Disclaimer: Please be advised that the following materials were created by physician peer mentors and have not been endorsed or quality assured by MOIS. In order to ensure they remain relevant with any technical upgrades, they will be reviewed by physicians on an annual basis. Please send any feedback or suggestions for improvement to RandRCommittee@doctorsofbc.ca.

MOIS EMR Introduction Instruction Sheets

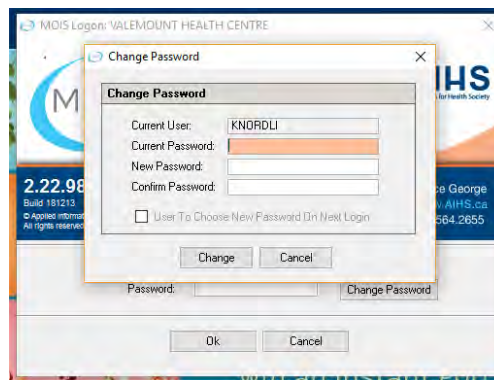
EMR Introduction Instruction Sheets for new users.

Startup FAQs

i. How do I log on?

1. In the office

- i. Double click on the MOIS icon on your desktop
- ii. The EMR login window will open



- iii. Type in the User Name and Current Password given to you

2. Remotely

- i. Choose MOIS icon on desktop that say MOIS Remote

How do I access my schedule?

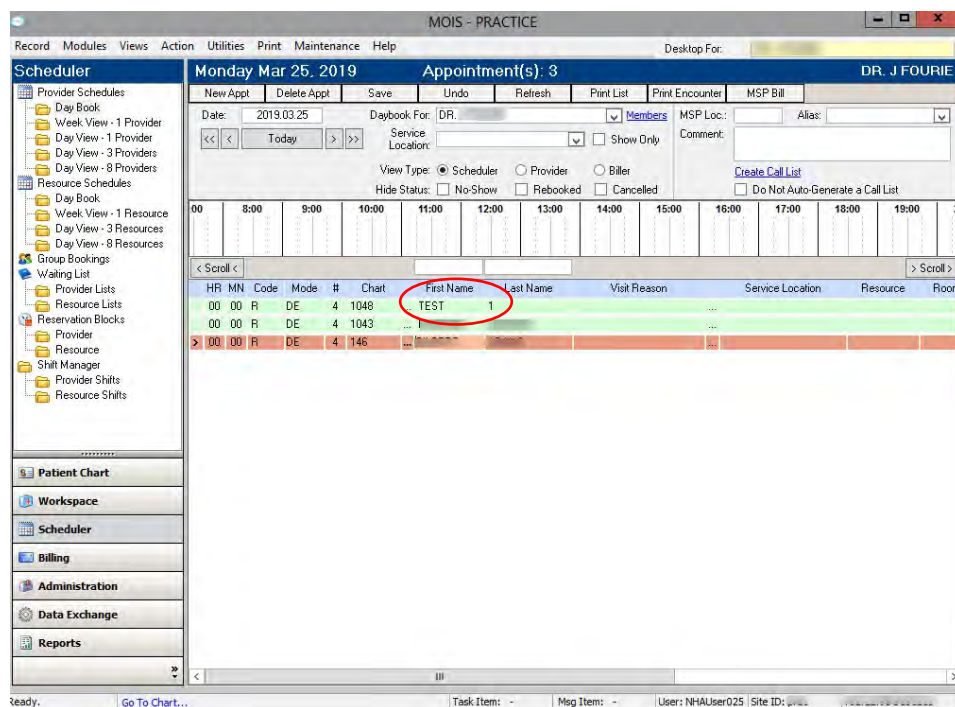
- i. When you log in, you will go to 1) an initial Provider Work Load screen, this is located in Scheduler to the left. Then find your 2) daybook and double click on Open Daybook

1

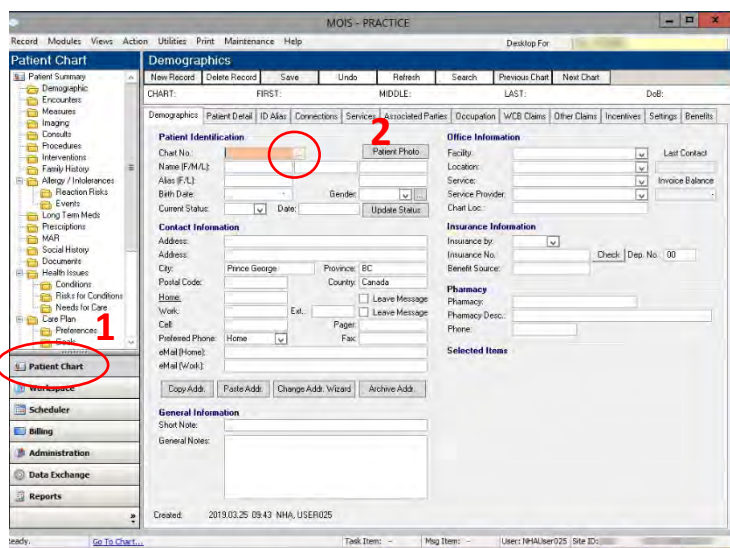
The screenshot displays the MOIS - PRACTICE software interface. On the left, the 'Scheduler' menu is visible, with 'Scheduler' highlighted by a red circle and the number '1'. The main window shows the 'Provider Work Load' section for Monday, March 25, 2019. This section contains a table with columns for Provider, # of Appoints, # of Group Visits, Total Time (mins), First Appoint, and Last Appoint. Each row represents a provider and includes an 'Open Daybook' button. A red circle and the number '2' highlight one of these buttons. The interface also includes a top menu bar with options like Record, Modules, Views, Action, Utilities, Print, Maintenance, and Help. At the bottom, there is a status bar with fields for Task Item, Msg Item, User, and Site ID.

Provider	# of Appoints	# of Group Visits	Total Time (mins)	First Appoint	Last Appoint	Open Daybook
AADTP				0 : 00		Open Daybook
AADTP NURSE 1 PRG						Open Daybook
						Open Daybook
						Open Daybook
MHC 1 PRG						Open Daybook
MHC 1 PRG						Open Daybook
COM ONC NURSE DAW						Open Daybook
						Open Daybook
						Open Daybook
ELDERLY SERVICES NURSE 1						Open Daybook
FRC NURSE 1 PRG						Open Daybook
						Open Daybook
HFC NURSE 1 PRG						Open Daybook
HFC NURSE 2 PRG						Open Daybook
ICMT MHC 1 TER						Open Daybook
ICMT NURSE 1 TER						Open Daybook
KIDNEY CARE PRG						Open Daybook
PCIPT 1 MHAC 1 DAW						Open Daybook
PCIPT 1 MHAC 1 PRG						Open Daybook
PCIPT 1 MHAC 2 PRG						Open Daybook
PCIPT 1 MHAC 3 PRG						Open Daybook
PCIPT 1 MHC 1 PRG						Open Daybook

How do I get to my patient's chart?



- i. From your day schedule, double click on the patient name of the chart that you want to access.
- ii. To access a file not in schedule, choose 1) Patient Chart on the left and 2) click on three dots next to chart #.



- iii. Type in 1) last name or 2) PHN in appropriate row and then click OK at bottom of search box.

MOIS - PRACTICE

Record Modules View Action Utilities Print Maintenance Help Desktop For DR

Advanced Lookup Service

Patient Chart

State	Last Name	First Name	Middle Name	DOB	Phone	Chart No	Alias	PHN	By	Note	Chart Loc.
DE	HYG	DENTAL		2016.01.01	250.123.4567	813	DEN	123456789	BC		
A	ICE	BABY BOY	ICE	2016.12.07		598	SLIM SHADY		BC	Not sure what short note is	
A	IMMUNIZATIONS	TODDLER		2011.06.02	250.123.1234	133	BABY				
A	INTERVENTIONS	CRISIS		1998.01.01		851		000000000			
A	INVADER	ZIM		2001.01.01		128					
A	IPT	FEMALE		1958.12.01	250.111.1111	573				VERIFY PHONE NUMBER	
A	IPT	MALE		2016.10.05	250.111.1111	526					
A						540					
A						504					
A						814					
A						978			BC	ok to leave message with si	
A						176			BC		
TR						258			BC		
A	JANET	TEST	T			443			BC		
A						262			BC		
A						938	CHRIS		BC		
TR						1079					
A	JETSON	GEORGE		1997.10.10	250.698.7812	360	WALT		BC	CREATED FOR CDM - DO	
A	JILL	LAST		2006.02.02	250.456.9076	373			BC		
A	JO	NAME		2015.07.06	250.789.5359	318					

ALL Patient charts.

Home PgUp PgDown End

Ok Cancel

Created: 2015.03.25 09:43 NHA User025

Ready: Go To Chart... Task Item: Mag Item: User: NHAUser025 Site ID:

- iv. Once chart is open, the default view is the demographic page. Choose which area of the chart you want to view and click on it on the options from the left.

MOIS - PRACTICE

Record Modules View Action Utilities Print Maintenance Help Desktop For DR

Demographics

Patient Chart

Workspace

Scheduler

Billing

Administration

Data Exchange

Reports

Chart 212

NEW RECORD Delete Record Save Undo Refresh Search Previous Chart Next Chart

CHART: 212 FIRST: SLEEPY MIDDLE: LAST: HOLLOW DOB: 1985/05/05

Demographics Patient Detail ID Alias Connections Services Associated Parties Occupation WCB Claims Other Claims Incentives Settings Benefits

Patient Identification

Chart No.: 212 Patient Photo

Name (F/M/L): SLEEPY HOLLOW

Alias (F/L):

Birth Date: 1985.05.05 (33) Gender: F

Current Status: MV Date: 2014.09.23 Update Status

Office Information

Facility: 0 Last Contact: 2014.09.23

Location:

Service: Invoice Balance

Service Provider:

Chart Loc.:

Insurance Information

Insurance by:

Insurance No.: 258 976 542 Check Dep. No.: 00

Benefit Source:

Pharmacy

Pharmacy Desc.:

Phone:

Selected Items

EMERGENCY CONTACT: SLEEPING BEAUTY 258.963.1236

NEXT OF KIN: HEATHER HOLLOW 250.876.1234

NORTHERN HEALTH NUMBER: 65783997575

NORTHERN HEALTH NUMBER: 1234569875

PRIMARY: ABELSON, William Henry

PRIMARY: ASQUITH, Philip Raymond

TETANUS VACCINE: ALLOW

General Information

Short Note: check phn

General Notes:

Created: 2014.09.16 15:32 STEPHEN, KAYLEE Last Modified: 2014.09.23 13:32 STEPHEN, KAYLEE

Ready: Go To Chart... Task Item: Mag Item: User: NHAUser025 Site ID:

How do I document a transaction?

1. SOAP note, once you have double clicked on the patient in the scheduler the default open is to the encounter area of chart to dictate your 1) SOAP or transcribe. Once note is complete use 2) save button at top of chart or hot key F2 once saved it will 3) auto populate you as the author.

The screenshot shows the medical software interface for patient BERTI GILBERT ADAMS. The 'Save' button is circled in red with a red '2' next to it. The 'Note 1 of 1' tab is selected, and the 'Author' field is circled in red with a red '3' next to it. A large red '1' is centered in the main text area.

- i. Please do not type your measurements in the SOAP field. 1) Choose Measurements 2) New Record 3) click on the three dots to search for title of measure, once you have chosen measure 4) text value in the Value field. F2 or Save

The screenshot shows the medical software interface for patient BERTI GILBERT ADAMS. The 'Measurements' tab is circled in red with a red '1' next to it. The 'New Record' button is circled in red with a red '2' next to it. The 'Test Name' field is circled in red with a red '3' next to it. The 'Value' field is circled in red with a red '4' next to it.

- ii. In the 1) Health Issue field enter diagnosis, search the ICD9 code with three dots, this will populate the appropriate diagnosis in the billing to MSP 2) in the services field enter the billing code searching for code with three dots.

The screenshot shows a medical software window for patient BERT GILBERT ADAMS. The window has a menu bar (Save, Chart Views, Action, Print, Utilities, Close) and a header section with patient information: NAME: GILBERT ADAMS, ALIAS: BERT, DoB: 1945.02.02, Service Provider: BILL, DR. Below this is a section for visit details: Date: 2019.03.25, Time: 0:00, Slots: 4, Times: 1, Health Issues: 1, Services: 2, Nbr. of: 1, General Note: 1. The 'Health Issues' and 'Services' fields are highlighted with red circles and numbers 1 and 2 respectively. The 'General Note' section is empty. The window also has a 'Progress Note(s)' section with a 'Note 1 of 1' tab and a 'Print Note' button. The bottom status bar shows 'Created: 2019.03.25 09:39 NHA, USER025' and 'Last Modified:'.

- iii. Once the notes are complete 1) save 2) close the window

This screenshot shows the same medical software window as the previous one, but with the 'Save' and 'Close' buttons highlighted with red circles and numbers 1 and 2 respectively. The 'Health Issues' and 'Services' fields are still highlighted with red circles and numbers 1 and 2 respectively. The 'General Note' section is empty. The window also has a 'Progress Note(s)' section with a 'Note 1 of 1' tab and a 'Print Note' button. The bottom status bar shows 'Created: 2019.03.25 09:39 NHA, USER025' and 'Last Modified:'.

2. Order Investigations:

- i. Choose Action from the options at the top of the encounter page choose your order

[alias: BERT] GILBERT ADAMS 74 YEAR OLD M chart no.: 146 - encounter no.: 10008290

Save Chart Views **Action** Print Utilities Close

NAME: GILBERT A
PHN: AB 465781

Date: 2019.03
Provider: DR. J F
Ser. Loc.:
Visit Code: R
Visit Reason:
Appt Status:
Attending:

DoB: 1945.02.02 M Service Provider:
Cell: 123.123.1569 BILL, DR

h Issues Services Nbr. of General Note

Create Referral Note Ctrl+R
Create Lab Requisition Order
Create Image Requisition Order
Create Procedure Requisition Order
Create Misc. Requisition Order
Distribute Care Plan
Print Label Ctrl+L
Create Recall
Show Recall List
Default Service Code 1 F11
Default Service Code 2 F12
Create Task Ctrl+K
Create Message Ctrl+M
Attachments

Progress Note(s)
Note 1 of 1
Author:

Print Note New Note Delete Note
< 1 of 1 >

Created: 2019.03.25 09:39 NHA, USER025 Last Modified:

3.Labs and x-ray:

- i. Once you have chosen lab or x-rays under Forms as your order click on the appropriate form and it auto populates patient info. Valemount/PG standard forms are at the top of the list and are labelled with 001 prior to form name. Print and give patient form.

The screenshot shows a software window titled "Add Attachment" with a close button (X) in the top right corner. It has two tabs: "Attach Form / Letter" (selected) and "Attach File(s)". Below the tabs is a search bar and a "Maximum Items in Your Recent List: 10" indicator. The main area is divided into two sections: "RECENT" and "FORMS". The "FORMS" section contains a list of forms with three columns: form name, category, and type. The form "001-STANDARD OUT PATIENT LABORATORY REQUISITION" is highlighted with a red circle. At the bottom, there is a dropdown menu for "After Attaching:", a "Save Choice" checkbox, and "Ok" and "Cancel" buttons.

Select Form / Letter		
RECENT		
001-STANDARD OUT PATIENT LABORATORY REQUISITION (FORM)	NH	DAIGNOSTIC
005-ANTENATAL RECORD (PART 1 & 2) (FORM)	GOVT-BC	MISC
STANDARD REFERRAL LETTTER (LETTER)		
001-WOUND ASSESSMENT & TREATMENT FLOW SHEET (FORM)	MISC	COMM-CARE
005-ROURKE BABY RECORD (FORM)	MISC	MISC
001-VALEMOUNT- GENERAL X-RAY/NUCLEAR MEDICINE/ULTRASOUND REQ (FORM)	NH	DAIGNOSTIC
001-PALLIATIVE CARE COMMUNITY CLIENTS PACKAGE (FORM)	NH	APPLICATIO..
005-HOME RISK ASSESSMENT-HCC (FORM)	NH	MISC
005-GENERALIZED ANXIETY DISORDER 74TEM SCALE (FORM)	MISC	MISC
FORMS		
001-ADULT PALLIATIVE CARE CRISIS EVENT ORDERS	NH	MISC
001-MATERNITY-STANDARD OUT-PATIENT LABORATORY REQUISITION	GOVT-BC	DIAGNOSTIC
001-PALLIATIVE CARE COMMUNITY CLIENTS PACKAGE	NH	APPLICATIO..
001-STANDARD OUT PATIENT LABORATORY REQUISITION	NH	DAIGNOSTIC
001-VALEMOUNT- GENERAL X-RAY/NUCLEAR MEDICINE/ULTRASOUND REQ	NH	DAIGNOSTIC
001-WOUND ASSESSMENT & TREATMENT FLOW SHEET	MISC	COMM-CARE
002- HINTON ULTRASOUND (GUARDIAN)	MISC	DAIGNOSTIC
002-AHS CARDIAC SERVICES REQUISITION	AHS	DAIGNOSTIC
002-AHS CT	MISC	DAIGNOSTIC
002-AHS CT LUMBAR SPINE IMAGING SCREENING RECORD	MISC	REQ-IMG
002-AHS MRI REQUEST	MISC	MISC
002-AHS NUCLEAR MEDICINE REQUEST	AHS	REQ-IMG
002-AHS ULTRASOUND REQUEST	AHS	DAIGNOSTIC
002-AHS X-RAY REQUEST - USE FOR FLUORO EXAMS	MISC	DAIGNOSTIC
002-DIABETIC NEPHROPATHY PREVENTION CLINICS PATIENT REFERRAL FRM	MISC	REFERRAL
002-EDMONTON CARDIOLOGY CONSULTANTS	MISC	REFERRAL

After Attaching: ...
☐ Save Choice
Ok Cancel

3. Forms:

- i. Go to 1) Actions at top of patient chart. Choose 2) Misc. Requisition Order and all forms that are available will populate and you choose the one you want.

The screenshot shows a patient chart for GILBERT ADAMS, 74 years old male, with chart number 146 and encounter number 10008290. The 'Action' menu is open, listing various options. The option 'Create Misc. Requisition Order' is circled in red and labeled with a red '2'. The 'Action' menu is labeled with a red '1'.

1

2

Save Chart Views Action Print Utilities Close

NAME: GILBERT ADAMS PHN: AB 465781

Date: 2019.03.25 Provider: DR. J. F. Ser. Loc.: Visit Code: R Visit Reason: Appt Status: Attending:

Progress Note(s)

Note 1 of 1

Author:

Create Referral Note Ctrl+R

Create Lab Requisition Order

Create Image Requisition Order

Create Procedure Requisition Order

Create Misc. Requisition Order

Distribute Care Plan

Print Label Ctrl+L

Create Recall

Show Recall List

Default Service Code 1 F11

Default Service Code 2 F12

Create Task Ctrl+K

Create Message Ctrl+M

Attachments

DoB: 1945.02.02 M Service Provider: BILL, DR

Cell: 123.123.1569

h Issues Services Nbr. of General Note

/ Coding Encounter Summary Encounter Forms

Print Note New Note Delete Note

< 1 of 1 >

Created: 2019.03.25 09:39 NHA, USER025 Last Modified:

4. Referral letters:

- i. Go to 1) Actions at top of chart and then 2) Create Referral Note.

1

[alias: BERT] GILBERT ADAMS 74 YEAR OLD M chart no.: 146 - encounter no.: 10008290

Save Chart Views **Action** Print Utilities Close

NAME: GILBERT ADAMS PHN: AB 465781 DoB: 1945.02.02 M Service Provider: BILL, DR

Date: 2019.03.25 Cell: 123.123.1569

Provider: DR. J. F. []

Ser. Loc.: []

Visit Code: R

Visit Reason: []

Appt Status: []

Attending: []

Progress Note(s)

Note 1 of 1

Author: []

Create Referral Note Ctrl+R

Create Lab Requisition Order

Create Image Requisition Order

Create Procedure Requisition Order

Create Misc. Requisition Order

Distribute Care Plan

Print Label Ctrl+L

Create Recall

Show Recall List

Default Service Code 1 F11

Default Service Code 2 F12

Create Task Ctrl+K

Create Message Ctrl+M

Attachments

h Issues Services Nbr. of General Note

Print Note New Note Delete Note

1 of 1

Created: 2019.03.25 09:39 NHA, USER025 Last Modified:

- ii. Once Create Referral Note window is open, choose Create New Order

Date	Order Type	Referred To	Code	Description
> 2019.03.26	CONSULTATION			

Buttons: Create New Order, Open Selected Order, Cancel / Return to Encounter

- iii. Click on the three dots under 1) Description to find diagnosis 2) Go to Referred To click on three dots to find provider. 3) Type text of letter or copy in Referral Note area or cut and paste from encounter note. Once transcription is complete choose 4) Create Referral Note on the bottom of the referral

Order Information

FIRST: MICKEY MIDDLE: HAROLD LAST: MOUSE DOB: 2016.02.08 M

Phn: 1234567 32 Home: 250.565.9882 Work: Call

Order Information

Order Date: 2019.03.26 Description: IN PROCESS

Attending: DU TOIT, STEFANUS Priority: ROUTINE

Order By: Type: CONSULTATION

Responsible Org: Assigned To:

Detail Information

Referred To: Facility: Facility Ref: Facility Loc: Payor:

Copies In: Transcribed:

Referral Note

Source: SYSTEM Sent Date: 2019.03.26

Created: 2019.03.26 14:23 NORDLI, KIM

Buttons: Save (F2), Save / Close, Cancel, Create Referral Note, Quick Print

- iv. Then choose 1) Standard Referral Letter from “Letter” list 2) Select

The screenshot shows the 'Select Letter Template' dialog box. On the left, under the 'Letter' category, the 'REFERRAL LETTER' option is circled in red with a red '1' next to it. Below it, the 'Standard Referral Letter' template is selected. At the bottom of the dialog, the 'Select (F2)' button is circled in red with a red '2' next to it. The right side of the dialog shows a preview of the letter template, which includes fields for patient information, referral details, and a signature line.

- v. A) Referral letter with letter head and provider address is present with the text of the letter. You see this screen for a moment and then B) the list of options to add to the letter. Everything with a black dot is defaulted but you can pick and choose what you want to attach.

A)

The screenshot shows the 'MOIS - Letter Writer (v2)' application. The main window displays the 'REFERRAL NOTE - ANEURYSM CLIPPING' form. The form includes fields for patient information (Name, PHN, Address, City, Province, Postal Code), referral details (Referral Date, Re: [Record Description]), and a signature line ([Author Signature], ([Author Pract No.])). The 'northern health' logo is visible at the top left. The 'Add Table of Records' and 'Add Detail Report' buttons are visible on the right side. The bottom status bar shows 'Section 1/1', 'Page 2/2', 'Line 26', 'Col 0', and 'NUM'.

B)

Letter Setup

FIRST: MICKEY MIDDLE: HAROLD LAST: MOUSE DoB: 2016.02.08 M
PHN: ME 1234554 32 Home: 250.566.9882 Work: Cell:

Letter Details
Author: [Redacted]
Primary Recipient: [Redacted]

Patient Records

Section	Records		Action	Attachments	
	Available	Selected		Available	Selected
IMAGES	7	-	<input type="radio"/> Select All <input checked="" type="radio"/> Choose Choose Records	-	-
MEASURES	350	-	<input type="radio"/> Select All <input checked="" type="radio"/> Choose Choose Records	-	-
HEALTH ISSUES	24	20	<input checked="" type="radio"/> Select All <input type="radio"/> Choose <input type="checkbox"/> Include Stopped Records Choose Records	-	-
CONSULT	13	-	<input type="radio"/> Select All <input checked="" type="radio"/> Choose Choose Records	-	-
PROCEDURE	4	-	<input type="radio"/> Select All <input checked="" type="radio"/> Choose Choose Records	-	-
PRESCRIPTIONS	202	-	<input type="radio"/> Select All <input checked="" type="radio"/> Choose Choose Records	-	-
LT MEDS	23	10	<input checked="" type="radio"/> Select All <input type="radio"/> Choose <input type="checkbox"/> Include Stopped Records Choose Records	-	-
ALLERGIES	9	8	<input checked="" type="radio"/> Select All <input type="radio"/> Choose Choose Records	-	-
ATTACHMENT REVIEW	-	-	No Attachments Available	-	-

Continue (F2) Cancel

vi. 1) Save letter 2) Create a task to MOA or distribute via CDX or fax

MOIS - Letter Writer (v2)

File Edit View Insert Format Table Action

Save Link to Order Create Message Create Task Distribute... Spelling...

REFERRAL NOTE - ANEURYSM CLIPPING

Attending: [Redacted] Type: REFERRAL
Author: [Redacted] Code: SNOMED-CT: 274024003
Responsible Org.: [Redacted] Diagnosis: ANEURYSM CLIPPING
Primary Recipient: [Redacted] Copies To: [Redacted]

Source: SYSTEM Date: 2019.03.26 LDINC 57133-1 Referral Note UNSIGNED
Created: 2019.03.26 14:50 Last Modified: 2019.03.26 15:00 ENCH# 10206891

[Normal] Arial 10 B I U 90%

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The northern way of caring
www.northernhealth.ca

2019-03-26

Referral for Patient:

Name: Mouse, Mickey Harold	DOB: 2016-02-08	Gender: Male
PHN#: 1234554	Age: 3 YR 1 MTH OLD	Home Tel #: 250.566.9882
Address: 1440 Fake Ave.		Work Tel #:
VALEMOUNT		Cell #:
BC		
V0E 220		

Referral Date: 2019/03/26
Re: ANEURYSM CLIPPING
OTHER HEALTH AUTHORITY.

Section1/1 Page1/3 Line6 Col4 NUM 90%

Help?

Add Table of Records
Table Source: [Dropdown]
Add Table

Add Detail Report
Data Source: [Dropdown]
Add Detail

Re-populate Fields
Patient Data
Internal Provider
External Provider
Desktop Provider
General Data
Record Data

Other
Paste Provider Data
Paste Patient Data
Paste Care Plan
Paste Progress Note
Attachments

5. Prescriptions

- i. Go to 1) Chart Views then prescription or use hot keys ALT S

1

Chart Views

NAME: GILBERT ADAMS ALIAS: BERT DoB: 1945.02.02 M Service Provider: BILL, DR
PHN: AB 465781213 Home: 123.455.1234 Work: 123.123.1236 Cell: 123.123.1569

Date: 2019.03.26 0:00 Slots: 4 Times Health Issues Services Nbr. of General Note
Provider: DR. J FOURIE Arrived: : : : :
Ser. Loc.: In-Room: : : : :
Visit Code: R Seen: : : : :
Visit Reason: Discharge: : : : :
Appt Status: : : : :
Attending: : : : :

Progress Note(s) Measurements Service(s) Detail / Coding Encounter Summary Encounter Forms

Note 1 of 1 Print Note New Note Delete Note

Author: Complete Created By: 1 of 1

SOAP

Created: 2019.03.25 09:39 NHA, USER025 Last Modified:

- ii. Choose 1) New record 2) search for medication using 3 dots
- iii. Type in medication name and once you find what medication you want to select click on OK at bottom of page. Once selected then choose 1) Dose/Frequency

MOIS - VALEMOUNT HEALTH CENTRE

Record Modules Views Action Utilities Print Maintenance Help Desktop For: PCA

Patient Chart Rx - Prescription (read only) MICKEY MOUSE 3 YR 1 MTH OLD M Chart 5850

1 New Record Rx Wizard Rx Favorite Delete Record Save Undo Refresh Duplicate Attachment Print Rx

FIRST: MICKEY MIDDLE: HAROLD LAST: MOUSE DoB: 2016.02.08 Active ENC#: NO ENCOUNTER

Search For: 2

Order	Code	Medication	Dose / Frequency	Amount	M
2019.03.28
2019.02.04	02308371	AMIPRIL 1.25MG CAPSULE	1 tablet once daily	... 30 x 3	...

- iv. Type in medication name and once you find what medication you want to select click on OK at bottom of page. Once selected then choose 1) Dose/Frequency

Advanced Lookup Service

Medications / Drug List

F	Generic Name	Brand Name	ATC Code	ATC Name	Cost	LCA
>
	CHON B 1500	CHONDROITIN SULFATE				
	4000 000	IMMINE FCHIN&PFF				

MOIS - VALEMOUNT HEALTH CENTRE

Record Modules Views Action Utilities Print Maintenance Help Desktop For: PCA

Patient Chart Rx - Prescription (read only) MICKEY MOUSE 3 YR 1 MTH OLD M Chart 5850

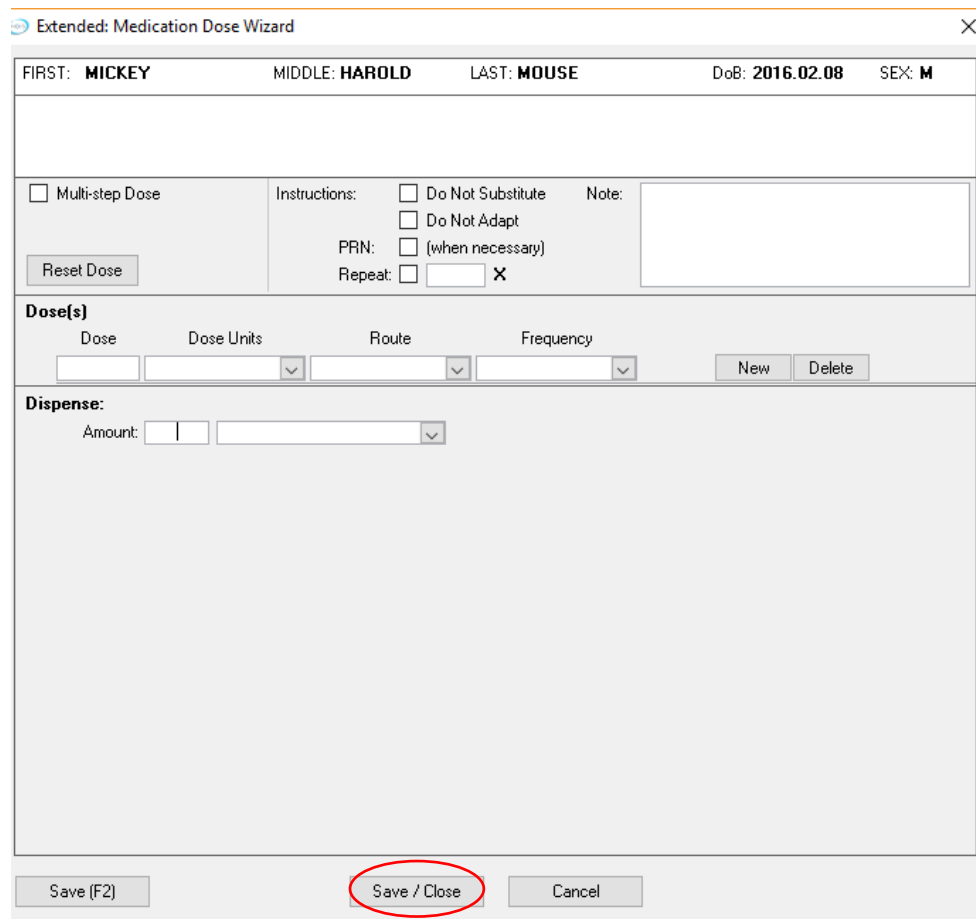
New Record Rx Wizard Rx Favorite Delete Record Save Undo Refresh Duplicate Attachment Print Rx

FIRST: MICKEY MIDDLE: HAROLD LAST: MOUSE DoB: 2016.02.08 Active ENC#: NO ENCOUNTER

Search For:

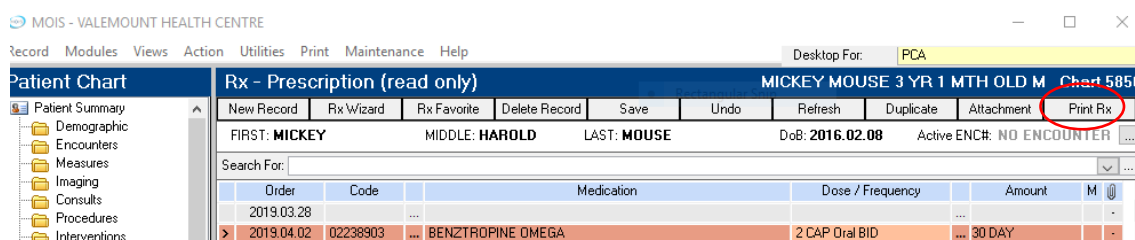
Order	Code	Medication	Dose / Frequency	Amount	M
2019.03.28
2019.04.02	02238903	BENZTROPINE OMEGA

- v. Once this window opens fill in dose etc. and then select Save/Close



The window is titled "Extended: Medication Dose Wizard". It contains patient information: FIRST: MICKEY, MIDDLE: HAROLD, LAST: MOUSE, DoB: 2016.02.08, SEX: M. Below this is a section for "Multi-step Dose" with a checkbox and a "Reset Dose" button. To the right are "Instructions" with checkboxes for "Do Not Substitute", "Do Not Adapt", and "PRN: (when necessary)", and a "Repeat" checkbox with a text input and an "X" button. A "Note" text area is also present. The "Dose(s)" section has fields for "Dose", "Dose Units", "Route", and "Frequency", along with "New" and "Delete" buttons. The "Dispense:" section has an "Amount" field. At the bottom are "Save (F2)", "Save / Close" (circled in red), and "Cancel" buttons.

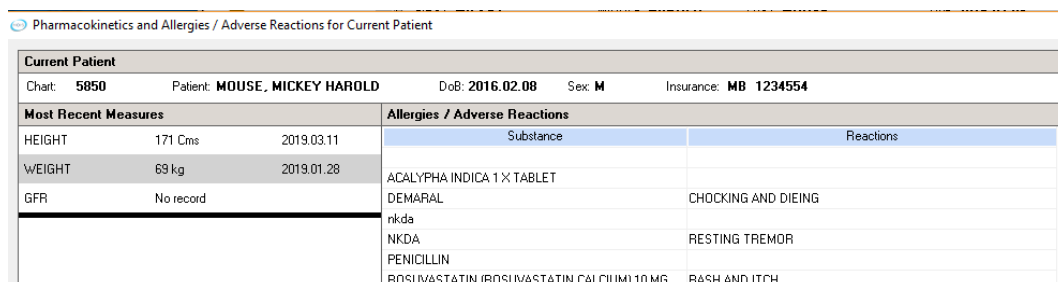
- vi. Choose 1) Print RX



The window is titled "MOIS - VALEMOUNT HEALTH CENTRE". It shows a "Patient Chart" for MICKEY MOUSE 3 YR 1 MTH OLD M, Chart 5850. The "Rx - Prescription (read only)" section is active. The "Print Rx" button is circled in red. Below the patient information is a table of prescriptions:

Order	Code	Medication	Dose / Frequency	Amount	M
2019.03.28					
2019.04.02	02238903	BENZTROPINE OMEGA	2 CAP Oral BID	30 DAY	

- vii. A window then opens with Pharmacokinetics and Allergies/Adverse Reactions for Current Patient. You can close this window with the close button at the bottom of the page.



The window is titled "Pharmacokinetics and Allergies / Adverse Reactions for Current Patient". It shows patient information: Chart: 5850, Patient: MOUSE, MICKEY HAROLD, DoB: 2016.02.08, Sex: M, Insurance: MB 1234554. Below this is a table of "Most Recent Measures" and a table of "Allergies / Adverse Reactions".

Measure	Value	Date
HEIGHT	171 Cms	2019.03.11
WEIGHT	69 kg	2019.01.28
GFR	No record	

Substance	Reactions
ACALYPHA INDICA 1 X TABLET	
DEMARAL	CHOCKING AND DIEING
nkda	
NKDA	RESTING TREMOR
PENICILLIN	
ROSUVASTATIN (ROSUVASTATIN CALCIUM) 10 MG	RASH AND ITCH

- viii. Once the print window is open 1) click in the box the prescription you wish to print. Then click 2) Print

Select Medications to Print

Current Patient
Chart: 5850 Patient: MOUSE, MICKEY HAROLD DoB: 2016.02.08 Sex: M Insurance: MB 1234554

Prescription List

Include	Order	CDIC	Medication	Dose / Frequency	Amount
<input checked="" type="checkbox"/>	2019.04.02	02238903	BENZTROPINE OMEGA	2 CAP Oral BID	30 DAY
<input type="checkbox"/>	2019.03.28				
<input type="checkbox"/>	2019.02.04	02308371	RAMIPRIL 1.25MG CAPSULE	1 tablet once daily	30 x 3
<input type="checkbox"/>	2019.02.04	02308371	RAMIPRIL 1.25MG CAPSULE	1 tablet once daily	30 x 3
<input type="checkbox"/>	2019.01.07	02352737	AMOXICILLIN (AMOXICILLIN TRIHYDRATE) 250 MG TABLET (CHEWABLE)	2 tabs TID	7 days
<input type="checkbox"/>	2019.01.07	02275821	FENTANYL 50MCG PATCH	1 PATCH Cutaneous EOD	30 DAY
<input type="checkbox"/>	2019.01.07	02374846	RAMIPRIL	5MG bid	30 X 3
<input type="checkbox"/>	2018.11.05	00885932	TRIMETHOPRIM 160MG SULFAMETHOXAZOLE 800MG TABLET	100 MG ORAL BID	5 DAY
<input type="checkbox"/>	2018.10.29	02374846	RAMIPRIL	5MG bid	30 X 3
<input type="checkbox"/>	2018.10.29	00885932	TRIMETHOPRIM 160MG SULFAMETHOXAZOLE 800MG TABLET	100 MG ORAL BID	5 DAY
<input type="checkbox"/>	2018.10.01	02449943	METFORMIN HYDROCHLORIDE 1000MG Dapagliflozin (Dapagliflozin propanediol monohydrate) 250 MG Oral BID	250 MG Oral BID	25 DAY
<input type="checkbox"/>	2018.09.04	02449943	METFORMIN HYDROCHLORIDE 1000MG Dapagliflozin (Dapagliflozin propanediol monohydrate) 250 MG Oral BID	250 MG Oral BID	25 DAY
<input type="checkbox"/>	2018.08.09	80025342	4 OCLOCK IMMUNE ECHINACEE	1 TAB Oral TID	3 DAY
<input type="checkbox"/>	2018.08.08	80050447	BELPHOS TABLET		
<input type="checkbox"/>	2018.08.07				
<input type="checkbox"/>	2018.08.07	02251515	RAMIPRIL 1.25MG CAPSULE		
<input type="checkbox"/>	2018.05.23	00885932	TRIMETHOPRIM 160MG SULFAMETHOXAZOLE 800MG TABLET	100 MG ORAL BID	5 DAY

Generic Name: BENZTROPINE MESYLATE 1MG LIQUID Instructions: ☐ Do Not Substitute ☐ Do Not Adapt ☐ PRN: ☐ (when necessary) Repeat: ☐ X

Comment:

DISPENSE: 30.0 DAY
2.0 CAP Oral BID

Print Height ☐ Print Weight ☐ Print GFR ☐ Printer: VMT001-P001

When patient age is less than 12 and Height or Weight measures occurred within the past month, then the associated measure is selected for printing by default. GFR selected by default for all patients if value is less than 60.

Print (F2) Cancel

7. Billing/coding

- i. In the 1) Health Issue field enter diagnosis, search the ICD9 code with three dots, this will populate the appropriate diagnosis in the billing to MSP 2) in the services field enter the billing code searching for code with three dots.

[alias: MIKE] MICKEY MOUSE 3 YEAR OLD M chart no.: 5850 - encounter no.: 10217126

Save Chart Views Action Print Utilities Close

NAME: MICKEY MOUSE ALIAS: MIKE DoB: 2016.02.08 M Service Provider:
PHN: MB 1234554 32 Home: 250.566.9882 Work: Cell:

Date: 2019.04.02 0:00 Slots: 3 Times Health Issues Services Nbr. of General Note

Provider: PCA Arrived: : In-Room: : Seen: : Discharge: :

Visit Code: R

Visit Reason:

Appt Status:

Attending:

Progress Note(s) Measurements Service(s) Detail / Coding Encounter Summary Encounter Forms

Note 1 of 1

Author: Complete Created By: 1 of 1

- ii. This search box then opens to 1) search for diagnosis/service, once selected click on OK button at the bottom of the page.

MOIS - Universal Search Window

Select from Code System(s) [All](#) [Clear](#)

☒ ICD-9
☒ MSP-DIAGCODE
☐ SNOMED-CT

Filter to Reference Set(s) [All](#) [Clear](#)

☐ HEALTH CONCERNS
☐ HEALTH CONCERNS (BC)

Parameters

Code is

Category is like

Status is ☒ Active ☐ Inactive ☐ Either

Limit

Search For:

Search

Term	Category	Code	Code System
1ST DEG BURN SHOULDER	DIAGNOSIS	94315	ICD-9
2ND DEG BURN TRUNK NOS	DIAGNOSIS	94220	ICD-9
AB NOS W COMPL NEC-UNSP	DIAGNOSIS	63770	ICD-9

8.How do I access my inbox (assigned transactions/tasks)?

MOIS - PRACTICE

Record Modules Views Action Utilities Print Maintenance Help

Desktop For: DR. J FOURIE

Workspace

- Workspace Summary
- Basket
- Measures
- Imaging
- Consults
- Procedures
- Documents
- Facility Admissions
- Progress Note
- Orders
- Task List
- Inbox**
- Sent Tasks
- Message Board
- Inbox
- Sent Messages
- My Settings
- Workspace

Task Inbox

New Delete Save Undo Refresh Change W/S Open Chart Close Window View: View 1

Search For:

Acknowledged: All Completed: All

P	Due	Patient	Task	Assignee	Ack.	Comp.	Created	Created By
>			CHECK TIRE PRESSURE		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2018.07.25	MUSHUMANSKI, KA
W	2018.12.18	TUTTLE, JAMES COLIN	LTC AX FOR PROCESSING ASAP	LUN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2017.03.24	

Detail Follow Up Notes (0)

Assigned To: User: NHA, USER021 AND / OR User Group:

Chart: T14 DELANEY, BETTY

Priority: ☐ Low ☒ Medium ☐ High ☐ V. High

Due: 2018.07.25 Group:

Status: ☒ Acknowledged 2019.02.13 NHA, USER021 Created By: NHA, USER023
☒ Completed 2019.02.13 NHA, USER021 2018.07.25 - Wednesday

Task: CHECK TIRE PRESSURE

Detail:

Created: 2018.07.25 15:39 NHA, USER023 Last Modified: 2019.02.13 12:03 NHA, USER021

Ready. Go To Chart... Task Item: - Msg Item: - User: NHAUser021 Site ID: prac v02.22.98 b 181213

9. How do I access historical information?

- i. You can access all historical information from the various areas of the chart at the top of the encounter note page click on 1) Chart Views.

The screenshot shows a patient encounter form for GILBERT ADAMS, 74 years old male. The top menu bar includes 'Save', 'Chart Views' (circled in red), 'Action', 'Print', 'Utilities', and 'Close'. Below the menu, patient information is displayed: NAME: GILBERT ADAMS, ALIAS: BERT, DoB: 1945.02.02, Service Provider: BILL, DR. The form includes fields for Date, Time, Slots, Provider, Ser. Loc., Visit Code, Visit Reason, Appt Status, and Attending. A table at the bottom shows 'Progress Note(s)' with columns for Measurements, Service(s), Detail / Coding, Encounter Summary, and Encounter Forms. The 'Note 1 of 1 [Read-Only]' section is visible, showing the author as (MD) FOURIE, JACO and the status as Complete.

- ii. From 1) Patient Chart area you can choose where you want to find historical data under a specific folder such as 2) Long Term Med List

The screenshot shows the 'Patient Chart' area in the MOIS - PRACTICE system. The 'Encounter' folder is circled in red. The 'Long Term Meds' folder is highlighted in the left sidebar. The main area displays a list of encounters for GILBERT ADAMS, 74 years old male. The table includes columns for Date, HR, MN, Code, Mode, #, Provider, Visit Reason, Health Issue, Services, Payor, Room, and Service Loc. The table shows several encounters, with the most recent one dated 2018.10.31. The 'Long Term Meds' folder is highlighted in the left sidebar, indicating it is the selected view.

For more detailed information, please go to Help then User Manual

