

e-Documents & e-Forms



The wisdom of the world... In your world.



eDocuments ~ Adding

There are two places where you can add documents into OSCAR.

1. Upload a document via the eDoc tab. These will be files for your personal use or documents such as contact lists that the whole office can use.
2. The second area is to attach files to the patient's electronic medical file

This valuable tool can be used to attach scanned documents, typed referral letters or patient handouts you want to attach to a patient's electronic medical file. There is also a storage holding area for eDocs that you can use for your favorite patient handouts, keep your current contact list or the latest ON-CALL schedule.

ADD A DOCUMENT TO THE eDocs TAB

- Click on the 'eDoc tab' and click 'ADD DOCUMENT' in right corner
- Document Type: select the type of file you are going to upload
- **NOTE:** If you put 'SHARE' everyone in your office will have access to this file. This option is great for contact lists and schedules. If you select any of the other types of documents, the program will sort the documents into either resource, desktop, handout or forms in your eDoc tab. These documents will only be accessible when you log into OSCAR and not for the general office. Others will not see these documents in the eDoc tab when they log in.
- Document Description: Type a short descriptive name for the file (users will see this name in your eDoc window)
- Create Date: is put in automatically
- Creator: is put in automatically
- Click the 'Browse' button to search for your file on your hard drive
- Click on 'Upload' once you have selected your file
- When you are back at the "Add Document" screen click on "SUBMIT" to add the file

MANAGEMENT TIPS

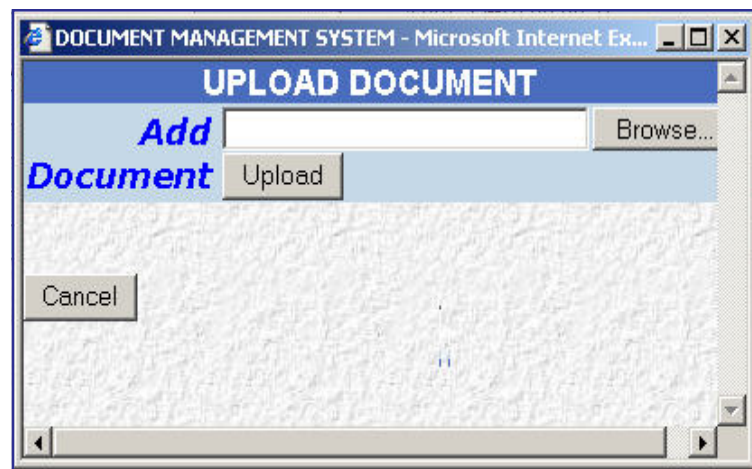
For documents that need to be scanned: scan documents first into a local folder with a short name. Then upload each scanned document giving more explanatory names in the 'Display Name'.

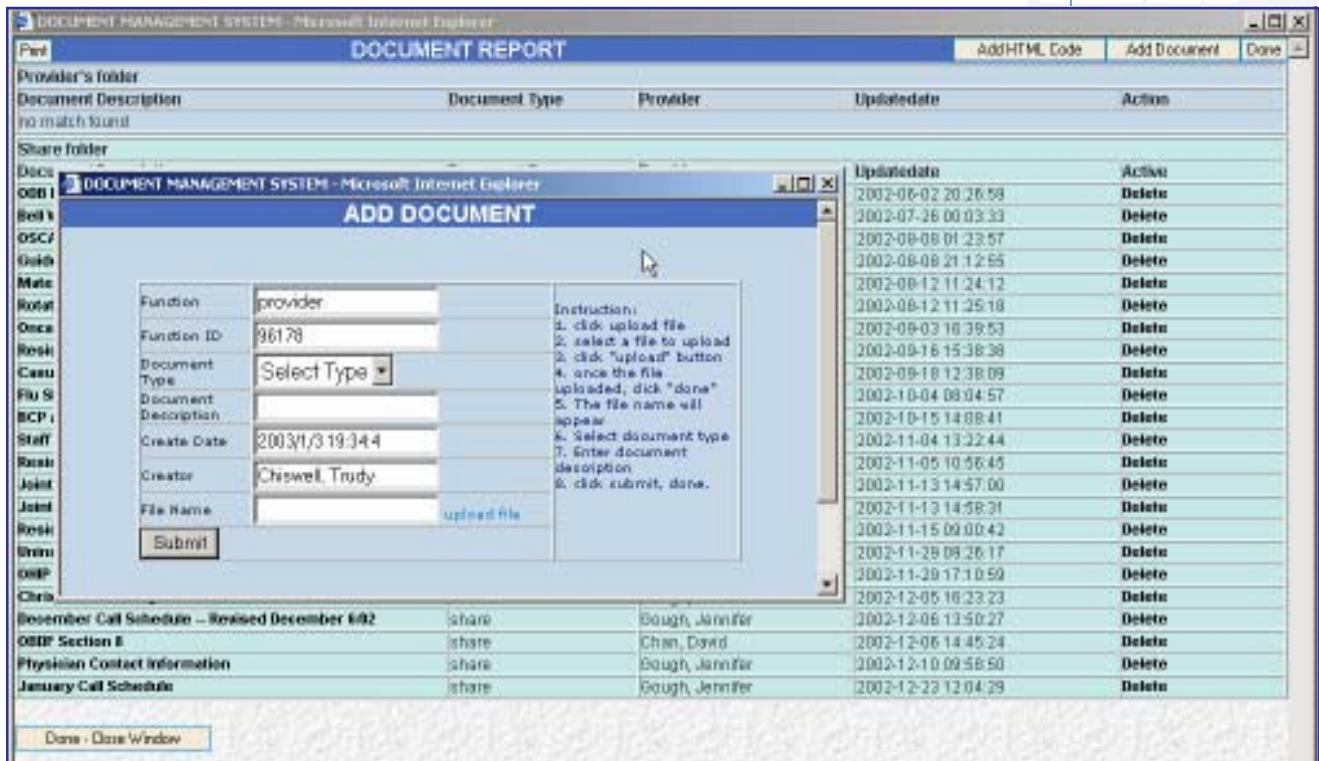
Best text files to add:

PDF = Acrobat file
RTF = Rich Text Format or...
html file

Best type of picture file

JPG - GIF - BMP - PNG or TIF





MIGRATION TO ELECTRONIC FORMS & NOTES

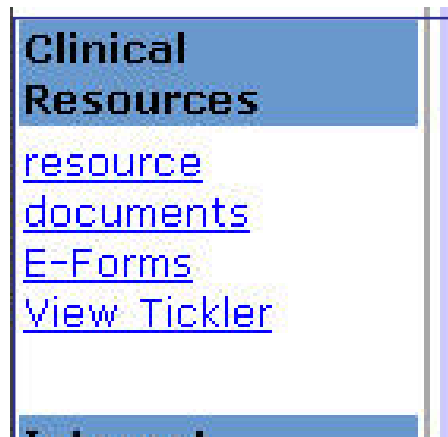
Doctors wanting to start migrating towards a paperless office have used the summer time, when lower cost staffing is possible with students to scan their paper charts into PDF files and upload them into the patient's electronic medical records.

- Small handwritten records on scraps of paper in the file, like home visits or nursing home visits, are typed in as an encounter note, date of the note entered and then "Sign, Save & Exit".
- The "Reason" field, which will automatically come up as 'Tel-Progress Note' should be changed to the type of document required (e.g. ER visit on 2001/10/2).
- The actual encounter note will simply be a short summary (e.g. otitis media, Rx Amoxil 250 TID / 10 days)
- File the papers with the scanned documents in an archived box, in chronological order and keep for legal purposes for the required 10 years. DONE!

This is actually more readable than even scanning in and appears directly on the progress note section for easy reading. You will find that less paper needs to be scanned in, and reading the chart is much faster.

ADD A DOCUMENT TO A PATIENT's e-Chart

- Click on the 'documents' link on the bottom left side of the e-Chart screen
- click 'ADD DOCUMENT' in the upper right corner
- Document Type: select the type of file you are going to upload
- Document Description: Type a short descriptive name for the file (users will see this name in your eDoc window)
- Create Date: is put in automatically
- Creator: is put in automatically
- Click the 'Browse' button to search for your file on your HD
- Click on 'Upload' once you have selected your file
- When you are back at the "Add Document" screen click on "SUBMIT" to add the file



eForms ~ Adding

- Click on the 'e-Forms' link on the bottom left side of the e-Chart screen
- Click 'ADD E-Form' in the upper right corner
- This will show you a list of the forms that are available at your unit (Chart Summary - Letterhead - Invoice)
- Fill in the the form or write the letter needed
- Add an appropriate subject in the Subject box at the bottom of the form
- Click on the 'SUBMIT' or 'PRINT' button when finished completing the form
- These forms will now be a part of the patient's electronic medical records

A screenshot of a web browser window titled "My FORM". The browser address bar shows "MyForm - Microsoft Internet Explorer". The page content includes a "Form Library" table with the following data:

Form Name	Subject	File	Form Date	Form Time
Chart Summary	chart summary	ChartSummary.html	2002-04-14	22:44:00
Letterhead	Stonechurch Letter Head	slhForm.html	2002-07-29	13:03:00
SFHC Invoice	SFHC Invoice	form.html	2002-11-06	14:25:00



Stonechurch Family Health Centre
549 Stonechurch Road East
Hamilton, ON L8W 3L2

CHISWELL, TEST PT2
1009-21 Rendale Crt.
Hamilton, ON, L9C 2T8
Home: 9053877088
25/09/1963 (F)
23424234

INVOICE

Date:

Provider:

CHARGE SUMMARY: [\(Guide to Uninsured Services\)](#) AMOUNT

Item 1: \$

Item 2: \$

Item 3: \$

TOTAL FEES \$

PAYMENT DETAILS:

(Payment date, amount, paid by)

Subject:

E-Forms: Creating Your Own

INTENT

Let Non-OSCAR programmers to design a simple form to input/output data for a patient. Use some HTML design tools to generate a form page. And modify it based on some simple rules provided by OSCAR. Then upload the form file to OSCAR. It is ready to use.

MOTIVATION

There are so many forms in use at clinics. OSCAR cannot include all the forms (is not responsible for it). It is better to provide a tool for users to design forms by themselves. E-Form is the tool by which users are able to design their own forms and integrate into OSCAR with only some knowledge of HTML. It is easy to use.

HOW TO DO IT

The following list shows you how to use E-Form.

1. Design HTML form – Be familiar with the rules (see the next section) and design the HTML page. It is easier/quick to use Dreamweaver or FrontPage to do the work.
2. Upload the form – Log in as admin and go to 'E-Form' topic.
3. Upload images if required – see above
4. Test – Log in as provider and go to a patient's Master page.

RULES

The following tags are designed for users to use on requirements when designing a HTML form. Copy the following tags directly in the HTML file for the wanted items.

Item ----- Tag

Patient Info ----- `<textarea rows="6" name="label" cols="50" oscarDB=Label></textarea>`

Form Date ----- `<input type="text" name="date" size="20" oscarDB=Today>`

Patient Name ----- `<input type="text" name="name" size="20" oscarDB=patient_name>`

Tag 'text' ----- `<input type="text" name="name_xxx" value="">`

Tag 'textarea' ----- `<textarea name="name_xxx" rows="6" cols="50"></textarea>`

Tag 'checkbox' ----- `<input type="checkbox" name="name_xxx" value="checked">`

Button 'Submit' ----- `<input type="submit" value="Submit" name="B1">`

Button 'Reset' ----- `<input type="reset" value="Reset" name="B2">`

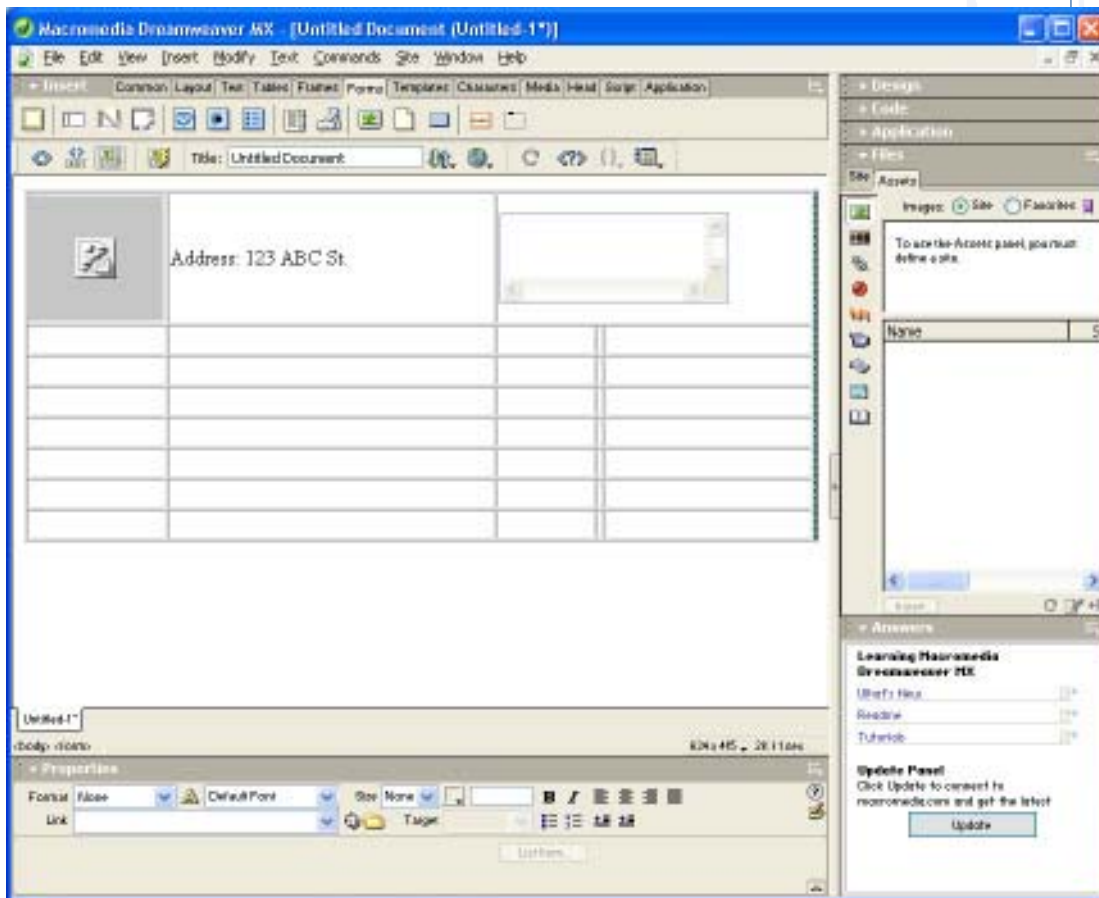
Button 'Print' ----- `<input type="button" value="Print" onclick="javascript:window.print()">`

NOTES:

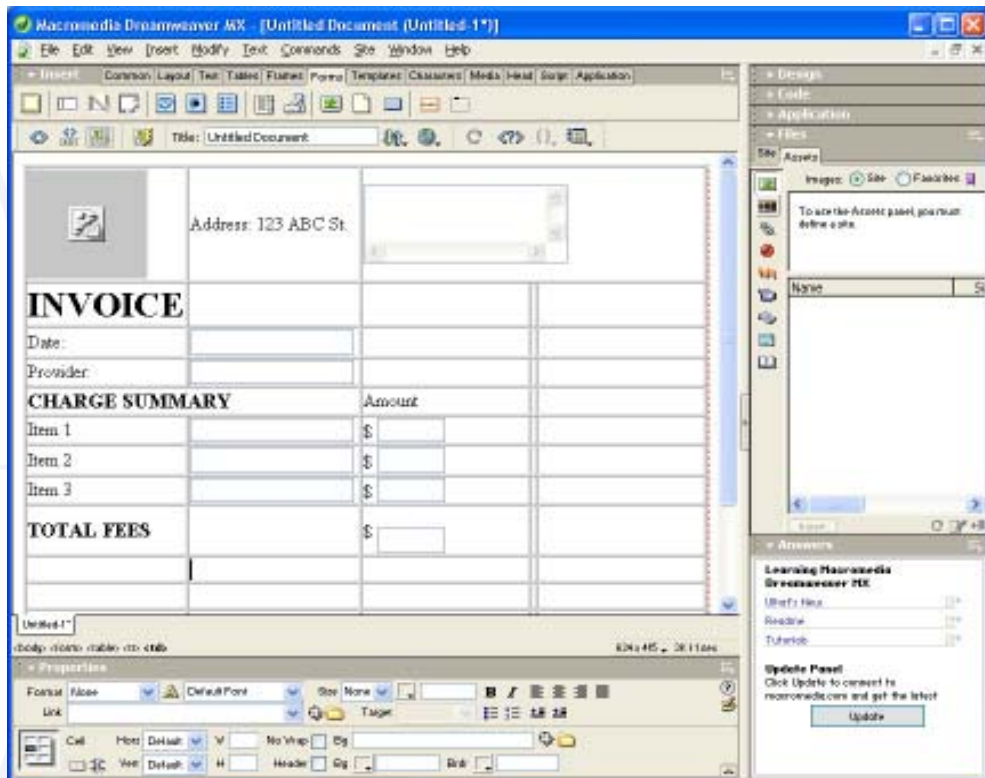
1. The name of the tag should start with "name_". The name looks like "name_yourDefinedName".
2. The path of an image should be ".././OscarDocument/yourProjectName/eform/images/"

CREATE TEST INVOICE IN HTML FILE

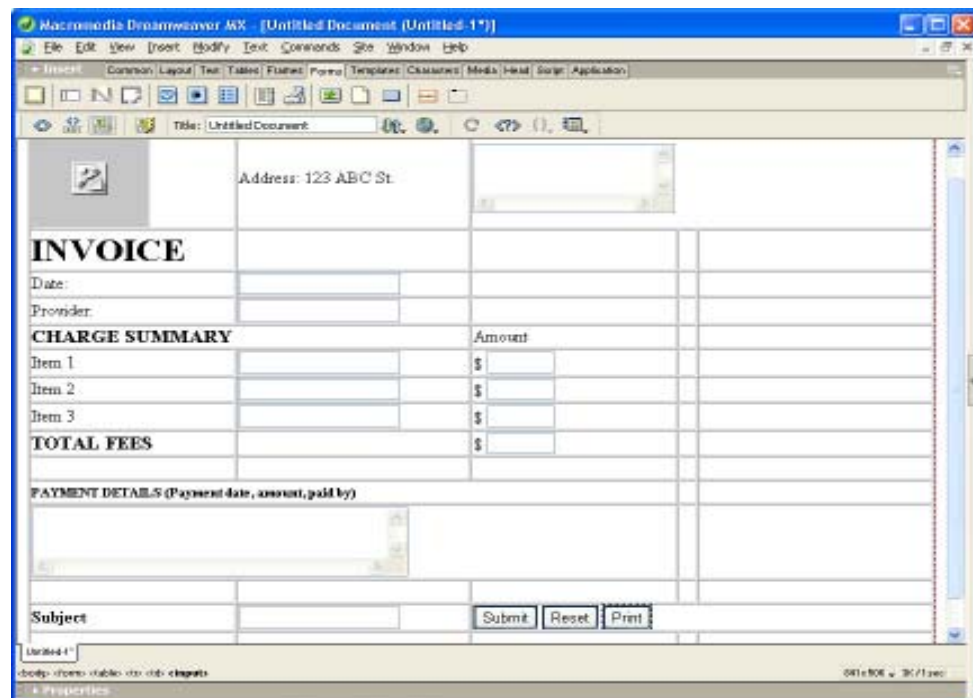
1. Creating a invoice form using Macromedia Dreamweaver MX
2. Create a new file by click on File > New... > Basic Page > Create
3. Go to Forms tab and create a form Layer
4. Insert table 15 rows by 5 columns inside the form area for Invoice Layout
5. Type the Clinic Address in the 2nd table slot.
6. Insert the clinic logo by clicking Image Icon, and change the image path to "../../../../OscarDocument/oscar_mcmaster/eform/images/"
7. Insert a patient's information header by adding Text Area from Form Tab ,Patient's Info is a OSCAR DB Utilities, we can add oscarDB=Patient Info on the html source to make the form smarter to pick up the invoice date



8. Type a title INVOICE, highlight it and change format to Heading 1.
9. Create a date field that states Today's date and Current Provider Name, Today's data is a OSCAR DB Utilities, we can add oscarDB=Today on the html source to make the form smarter to pick up the invoice date.
10. Create a Charge Summary Area for Item's breakdown.



11. Insert a "Payment Details" text box for user to enter payment date, amount, paid by. Etc.
12. Insert a "Subject" Line to describe what services the patients used.

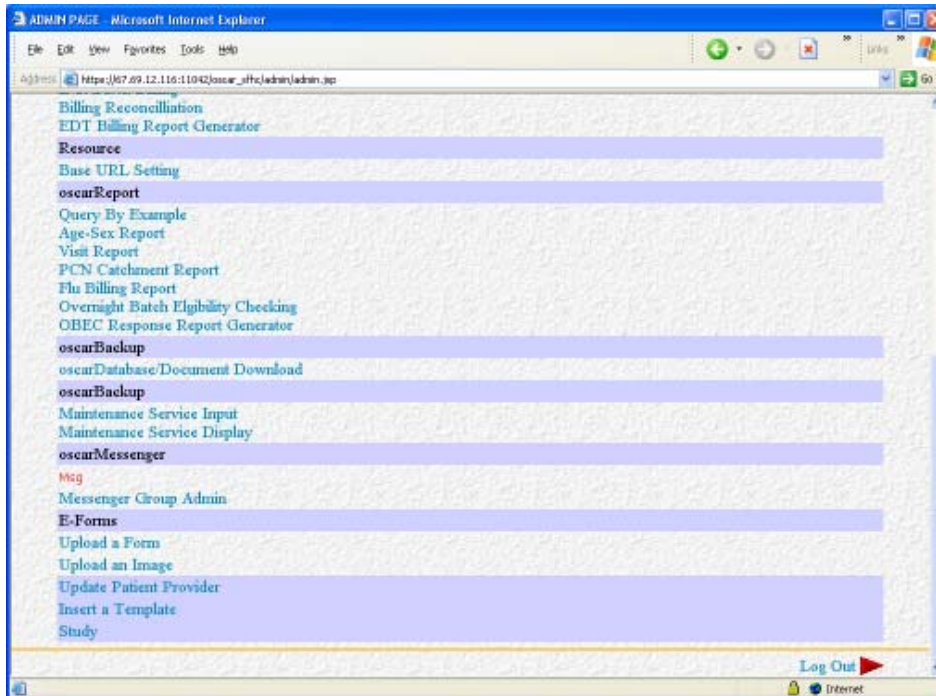


13. Finally, insert Submit button, Reset, and Print button, for print job put a line of javascript over the Print Button html source.

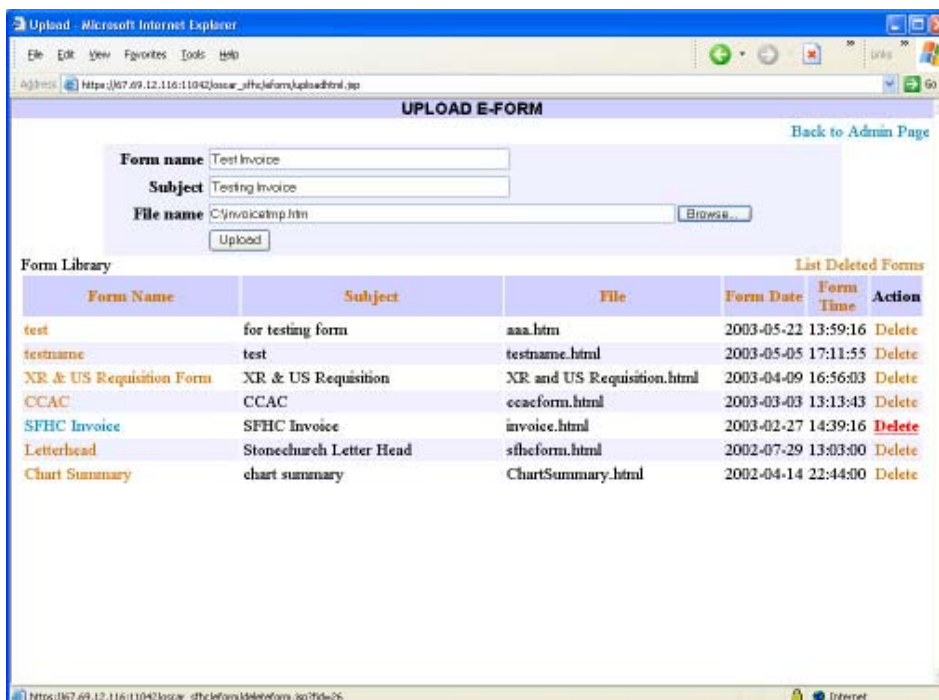

```
<input type="button" name="Submit3" value="Print" onclick="javascript:window.print()">
```
14. Once the form is created, save it as invoice.html
15. We can go back to OSCAR for e-Form upload.

UPLOADING E-FORM

Once the Invoice is created on Dreamweaver. We can logon to OSCAR for uploading an E-form.

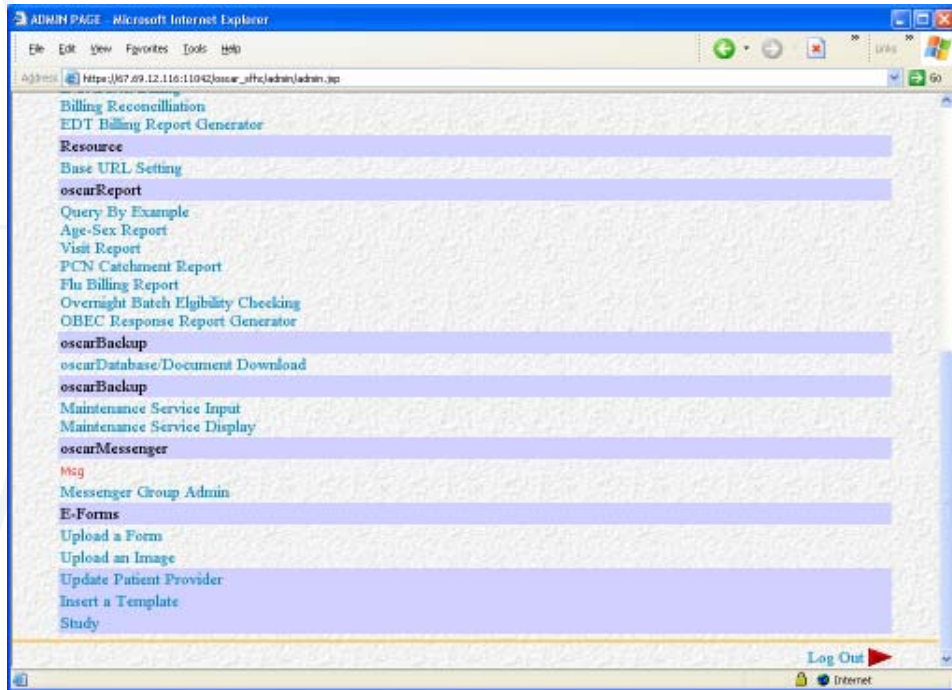


1. Go to Admin Area, Check on E-form Upload a form
2. Select the Invoice Html from your working folder, and input the Form description and Form Subject.
3. Once the form is added, we can click on the link to see the form is uploaded nicely. One thing you might notice the image cannot be displayed because it hasn't stored onto OSCAR Server. Next step, we are going to upload the image.



UPLOADING IMAGE

As we recall on the Dreamweaver, the image has been turned into Links. In order to display the image properly on the E-Form, we have to upload the image to E-Form Image Container.



1. Go to Admin Area, Check on E-form Upload images
1. Select an image to Upload onto E-Form Image
2. Click on the image link and you can see the image is uploaded properly.
3. Once the image and form have been uploaded. You can use the form for every patient in Doctor/Receptionist screen.

