# **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: This is an independent quick reference guide on getting started with MOIS that has been created by physicians, for physicians, and was not authored by your EMR vendor or issued as part of their official documentation. Your EMR vendor support desk should be the first point of contact if you have questions or need additional workflow guidance with your EMR software, and can also provide you with any official training materials or help files for your system on request.

Should you have any feedback or suggestions for improvement on this quick reference guide, please send 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

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2.22.98 Build 181213 © Applied informat All rights reserved	te Georg V.AIHS.c 564.265	KNORDLI
	nge Password	nge Cancel Change Pa

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?

 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

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ecord Modules Views Activ	on Utilities Print Maintenance	Help			Desktop For:	DR. v	
Scheduler	Provider Work Load						
Provider Schedules	Work Load Summary for Mond	ay March 25, 20	19			-	
Week View - 1 Provider	Provider	# of Appoints	# of Group Visits	Total Time (mins)	First Appoint	Last Appoint	
Day View - 1 Provider Day View - 3 Providers	AADTP	(2)	,	(3)	0:00	÷‡ ÷	Open Daybook
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Patient Chart	HFC NURSE 2 PRG	•	-		12.3	23.5	Open Daybook
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×	PCIPT 1 MHC 1 PRG	Û.	4	(a)	33,3	24.4	Open Daybook

# How do I get to my patient's chart?

	on Utilities Print Mainter	nance Help			I	esktop For:			
Scheduler	Monday Mar 25, 20	)19 /	Appointme	ent(s): 3			-	DR. J F	OURIE
Provider Schedules	New Appt Delete Appt	Save	Undo	Refresh	Print List Prin	t Encounter	MSP Bill		
- Day Book - Day Book - Day Book	Date: 2019.03.25	Daybook Fo	DR.		V Members	MSP Loc.:	Alias:		V
- Day View - 1 Provider	<< < Today	> >> Service Location		~	Show Only	Comment:			
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Week View - 1 Resource Day View - 3 Resources Day View - 8 Resources	00 8:00 9:00	10:00 11	1:00 12:00	) 13:00	14:00 15	:00 16:00	17:00	18:00 19:	00
💈 Group Bookings	< Scroll <			<u>a a t c</u>	1 1 1				> Scroll
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- 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 #.

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

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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.

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Interventions Family History	Name (F/M/L)	SLEEPY			HOLLOW		Location	-			2014.09.23
Allergy / Intolerances	Alias (F/L):				1		Service:	-		1	Invoice Balan
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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.

	465781213		Hone 123		Wor	123.123.1236		5.02.02 M 123.1569	Service Provider: BILL, DR	
ale: tovider er Loc. luit Code luit Besson gel Status flending	2019.03.25 DR J FOURI R		Skitz 4	Time Anived In-Room Sees Doctvarge	1	Health Issues	Services	Nbr. of	General Note	
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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

PHN AB	465781213			3.455.123		Work:	123.123.1236		23 1569	Service Provider BILL_ DR
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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.

	465781213	5	Home: 123.		Wor	23.123.1236		5.02.02 M	Service Provide BILL, DR	at.
Date: Provider: Ser. Loc.: /isit Code: /isit Reason: Appt Status: Appt Status:	2019.03.25 DR. R	0:00	Slots: 4	Arrived: In-Room: Seen: Discharge:		Health Issues		Nbr. of	General Note	
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iii. Once the notes are complete 1) save 2) close the window



# 2. Order Investigations:

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

Nate:     2013.0:       Yovide:     DR. JF       Yovide:     DR. JF       Create Image Requisition Order       ier. Loc:     Create Procedure Requisition Order       Tist Code:     R       Distribute Care Plan       prot Status:       Print Label       Create Recall       Show Recall List       If Coding       Encounter Summary       Encounter Forms	NAME: GILBERT / PHN: AB 465781	Create Referral Note Create Lab Requisition Order	Ctrl+R	.1236	DoB: <b>1945.</b> Cell: <b>123.1</b>	23.1569	Service Pro BILL, DR		с.	
Note 1 of 1         Default Service Code 1         F11         Print Note         New Note         Delete Note           Author:         Default Service Code 2         F12         <          1 of 1           Create Task         Ctrl+K         Create Message         Ctrl+M	Provider: DR. J f Ser. Loc.:	Create Image Requisition Order Create Procedure Requisition Order Create Misc. Requisition Order Distribute Care Plan Print Label	Ctrl+L				General No	ote		
Author: Default Service Code 7 F12 Create Task Ctrl+K Create Message Ctrl+M	Progress Note(s)	Show Recall List		il / Coding	Encount	er Summary	Encount	ter Fo	orms	
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		create message								

#### 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.

Attach Form / Letter Attach File(s)		
Select Form / Letter	Maximum Items in Your Re	cent List: 10
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 7-ITEM 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-ΕΠΜΟΝΤΩΝ ΓΔΒΡΙΩΙ ΩGY CONSULTANTS	MISC	BEFEBBAI

- 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.

ave Charl		ction Print Utilities Close	Ctrl+R	1	DoB: 1945.02.02 M	Service Provider:
PHN: AB		Create Lab Requisition Order		.1236	Cell: 123.123.1569	BILL, DR
) ate: Provider:	2019.0 DR. J F	Create Image Requisition Order		h Issues	Services Nbr. of	General Note
er. Loc.:	011.01	Create Procedure Requisition Order				
sit Code:	R	Create Misc. Requisition Order	2			
sit Reason: opt Status:		Distribute Core Plan				
ending:		Print Label	Ctrl+L			
-		Create Recall		-		
rogress	Note(s)	Show Recall List		il / Coding	Encounter Summary	Encounter Forms
ote 1 of	1	Default Service Code 1	F11		Print Note	New Note Delete Note
uthor:		Default Service Code 2	F12	1		< 1of1
		Create Task	Ctrl+K			
		Create Message	Ctrl+M			
		Attachments				

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

NAME: GILBER		Create Referral Note 2	Ctrl+R			15.02.02 M	Service Provid	er:	
PHN: AB         4657           Date:         201           Provider:         DR.           Ser. Loc.:	9.0	Create Lab Requisition Order Create Image Requisition Order Create Procedure Requisition Order Create Misc. Requisition Order Distribute Care Plan Print Label	Ctri+L	1236 h Issues	Cell: 12: Services	8.123.1569 Nbr. of	BILL, DR General Note		
	-	Create Recall			-				_
Progress Note Note 1 of 1	8J	Show Recall List		il / Coding	Enco	unter Summary Print Note	Encounter New Note	Delete N	ota
Author:	-	Default Service Code 1 Default Service Code 2	F11 F12	-		Contradie	New Note	-	>
		Attachments							



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

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

	6						
PHN ME1234		MIDDLE: HAROLD Home, 250, 566, 988	LAST: MOUSE	-	De8: 2016.02.08 Ce0	н	
Order Informat	ion						0
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- Recent	
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PAP	Village -
REFERRAL LETTER	Transa.
STANDARD REFERRAL LETTTER	(Current Debis)
	Referral for Patient: Name: (Patient full Name) 005: (Patient Date of Such) Sender (Patient Gender)
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	[PatientCoy] Colla [PatientTerSay Phone] [PatientTrevined]
	(Malient Pesial Code)
	Returnal Date: (Record Date) Re: (Record Description)
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	(Record Report Comment)
	(Bindeely)
	D. (Autor Signature) ([Autor Red No])
	Patient Nome. [Patient Full Name) Number of Pages[[Number of Pages]
	2 Select (F2) Cancel Cancel

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.

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Primary Recipie	ent:			Copies To				1100 / 0010
Source: S'	YSTEM	Date: 2019.03.2	6 LOINC !	57133-1 - Referral Not	e	UNSIGNE	D	Add Detail Report
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	Referral for I	Patient:	of saving			[Patient Gender]		General Data Record Data Other
	Referral for I Name:			www OB: [Patient Date of Ige: [Patient Age]	f Birth] Gender:	[Patient Gender] [Patient Primary Phone]		General Data Record Data Other Paste Provider Data Paste Patient Data
	Referral for Name: PHN# Address:	Patient: [Patient Full Name [Patient PHN] [Patient Address 1	4	OB: [Patient Date of	<mark>f Birth]</mark> Gender: Home Tel#: Work Tel #:	[Patient Primary Phone] [Patient Secondary Phone]		General Data Record Data Other Paste Provider Data Paste Patient Data Paste Care Plan
	Referral for Name: PHN#: Address:	Patient: [Patient FullName [Patient PHN] [Patient Address 1 [Patient City]	1	OB: [Patient Date of	<mark>f Birth]</mark> Gender: Home Tel#: Work Tel #:	[Patient Primary Phone]		General Data Record Data Other Paste Provider Data Paste Patient Data
	Referral for Name: PHN#: Address:	Patient: [Patient Full Name [Patient PHN] [Patient Address 1	4	OB: [Patient Date of	<mark>f Birth]</mark> Gender: Home Tel#: Work Tel #:	[Patient Primary Phone] [Patient Secondary Phone]		General Data Record Data Other Paste Provider Data Paste Patient Data Paste Care Plan

FIRST: MICKEY PHN: ME1234554 32		HAROLD 250.566.9	LAST: MO		DoB: 2016.02.08 M		
Letter Details	Lindia						
	ine) N						
Patient Records							_
Section		cords		Acti	on		nments
		Selected				Available	Selected
IMAGES	7		O Select All	Choose	Choose Records		×
MEASURES	350	-	O Select All	Choose	Choose Records		*
HEALTH ISSUES	24	20	Select All	O Choose	Include Stopped Records	-	*
CONSULT	13	7	O Select All	Choose	Choose Records		
PROCEDURE	4		O Select All	Choose	Choose Records		+
PRESCRIPTIONS	202		O Select All	Choose	Choose Records		1.4.1
LT MEDS	23	10	Select All	O Choose	Include Stopped Records		Χ.
ALLERGIES	8	8	Select All	() Choose		1.1.4	141
ATTACHMENT REVIEW			No Attachments	Available			

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

Save		ate Message Create Task	Distribute Spelling			*	Help?
REFERRAL	NOTE - ANEURYS	M CLIPPING	$\bigcirc$				Add Table of Re
Attending:			Type: REI	FERRAL			Table Source:
Author:	10.000	and the second se	Code: SNI	OMED-CT: 2740240	09		
Responsibl	le Org.:		Diagnosis: ANI	EURYSM CLIPPING			Add Table
Primary Re	cipient:		Copies To:				
Source:	SYSTEM	Date: 2019.03.26	LOINC 57133-1 · Referral Note		U	INSIGNED	Add Detail Rep
Created:	2019.03.26 14:50	And and a second se	Last Modified: 2019.03.26 15:0	0	ENC#	10206891	Data Source:
[Normal]	+	Arial	+ 10 + B I U		90% + 1 = 1 = 1	I II I	
L		11 12	L 1 <sup>3</sup>	And and a second	a standard date	a state of the sta	Add Detail
							External Provid
transfer and a	26.00	orthern health	www.norf	th em health.ca			Desktop Provid General Data
والمراجع المراجع والمراجع	2019-03-26	Um nur (harri mig sij zarinj	www.nor	them health, ca			Desktop Provid General Data
al ere t ere N re ere	-12.1	the number of sorts	www.nor	them health, ca			Desktop Provid General Data Record Data Other
	2019-03-26 Referral for Name:	tin narihara ady of aning Patient: Mouse, Mickey Harold	DOB: 2016-02-08	Gender			Desktop Provi General Data Record Data Other Paste Provider I
	2019-03-26 Referral for Name: PHN#:	the service exp of aning Patient: Mouse, Mickey Harold 1234554		Gender Home Tel#:	250.566.9882		Desktop Provi General Date Record Date Other Paste Provider I Paste Patient D
	2019-03-26 Referral for Name: PHN#:	Patient: Mouse, Mickey Harold 1234555 1440 Fake Ave	DOB: 2016-02-08	Gender	250.566.9882		Desktop Provi General Date Record Date Other Paste Provider I Paste Patient D Paste Care Pli
	2019-03-26 Referral for Name: PHN#:	Patient: Mouse, Mickey Harold 1234556 1440 Fake Ave VALENOUNT BC	DOB: 2016-02-08	Gender Home Tel#: Work Tel #:	250.566.9882		Desktop Provi General Date Record Date Other Paste Provider I Paste Patient D Paste Care Pli
	2019-03-26 Referral for Name: PHN#:	Patient: Mouse, Mickey Harold 1234554 1440 Fake Ave VALEMOUNT	DOB: 2016-02-08	Gender Home Tel#: Work Tel #:	250.566.9882		External Provic Desktop Provic General Data Record Data Other Paste Provider D Paste Provider D Paste Care Pik Paste Progress N Attachments

#### 5. Prescriptions

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

Date: 2019:03:25 0::00 Slot: 4 Times Health Issues Services Nbt. of General Note Provider: DR. FDURIE Anived: 2		BERT ADAI 465781213		Home: 123.		BERT Work:	123.123.1236		5.02.02 M 123.1569	Service Provider: BILL, DR
Note 1 of 1 Print Note New Note Delete No Author: Complete Created By: { 1 of 1	Date: Provider: Ser. Loc.: Visit Code: Visit Reason: Appt Status: Attending:	DR. J FOUF		¥	Arrived: In-Room: Seen:					General Note
Author: Complete Created By:	Progress I	Note(s)	Measure	ements	Service	e(s)	Detail / Coding	Encour	nter Summary	Encounter Forms
	Station of the local distance in the									
5 0 A P		1							Print Note	1
	Note 1 of <sup>2</sup> Author: S O A P	1		Cor	nplete Crea	ited By:			Print Note	1

- 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								_		$\times$
Record Modules View	ws Actio	n Utilities	Print Mair	ntenance Help				Desktop For:	PCA			
Patient Chart		Rx - Pre	criptior	i (read only)				MICKEY MOU	JSE 3 YR 1	MTH OLD M	Chart 5	850
💵 Patient Summary	^	New Record	🖌 🛛 Rx Wiza	ard Rx Favorite	Delete Record	Save	Undo	Refresh	Duplicate	Attachment	Print Bx	
- 🛅 Demographic - 🛅 Encounters	1	FIRST: MIC	KEY	MIDDLE: H	AROLD	AST: MOUSE		DoB: 2016.02	.08 Active	ENC#: NO EN	COUNTER	
- 🧰 Measures		Search For:		2							~	
- 🛅 Imaging - 🦰 Consults		Order	Cod		м	edication		Dose /	Frequency	Amoun	М 🥡	) ^
Procedures		> 2019.03.3	28	( )								
Interventions		2019.02.	023083	71 AMIPRIL	1.25MG CAPSULI	E		1 tablet once	e 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 S	Service											×	
Medications / Drug	List												
F		Generic Name			Brand	Name		ATC Code	A.	FC Name	Cost	LCA	
>				- CHON B 15	00 CHONDROITIN	SULFATE						-	
				4 OCI OCK IN	ΜΠΝΕ ΕΓΗΙΝΔΟ	F							
MOIS - VALEMOUNT HE	ALTH	CENTRE									-		$\times$
Record Modules Views	Actio	n Utilities Pr	int Maintena	nce Help				Des	ktop For:	PCA			
Patient Chart		Rx - Preso	ription (re	ad only)				MICKE	Y MOUSE	E 3 YR 1 I	MTH OLD M	Char	15850
Patient Summary	^	New Record	Rx Wizard	Rx Favorite	Delete Record	Save	Undo	Ref	fresh	Duplicate	Attachment	Print	Rx
Demographic     Encounters		FIRST: MICKE	Y	MIDDLE: H	AROLD	LAST: MOUSE		DoB: 2	016.02.08	Active	ENC#: NO ENG	COUNTE	R
🛗 Measures		Search For:											v
- Canading		Order	Code		h	1edication			Dose / Fp	quency	Amount	м	0 ^
Consults		2019.03.28							_	. /	-		•
		> 2019.04.02	02238903	BENZTRO	PINE OMEGA					(	)		
						-			·· ·				

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

Extended: Medication Dose Wi	zard			>
FIRST: MICKEY	MIDDLE: HAROLD	LAST: MOUSE	DoB: 2016.02.08	SEX: M
Multi-step Dose		Do Not Substitute Nol Do Not Adapt	te:	
Reset Dose	PRN: 🗌 Repeat: 🗌	(when necessary) X		
Dose(s)				
Dose Dose Units		Frequency		
Dispense:	~	~	V New Delete	
Save (F2)	Save / (	Close Cancel		

# vi. Choose 1) Print RX

MOIS - VALEMOUNT HE	EALTH	CENTRE								_		$\times$
Record Modules Views	Actio	on Utilities P	rint Maintena	ance Help				Desktop For:	PCA			
Patient Chart		Rx - Pres	cription (re	ead only)			M	ICKEY MOU	ISE 3 YR 1	MTH OLD M	Chart	5850
💵 Patient Summary	^	New Record	Rx Wizard	Rx Favorite	Delete Record	Save	Undo	Refresh	Duplicate	Attachment (	Print B	ix)
Demographic 		FIRST: MICK	EY	MIDDLE: H.	AROLD L	AST: MOUSE		DoB: 2016.02	.08 Active	ENC#: NO ENC	COUNTER	R
Measures		Search For:										v
		Order	Code		м	edication		Dose /	Frequency	Amount	м	Û
		2019.03.28	1									•
- 🛅 Interventions		> 2019.04.02	02238903	BENZTRO	PINE OMEGA			2 CAP Oral B	ID	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.

Current Patient					
Chart: <b>5850</b>	Patient: MOI	JSE, MICKEY HAROLD	DoB: 2016.02.08 Sex: M	nsurance: MB 1234554	
Most Recent Mea	asures		Allergies / Adverse Reactions		
HEIGHT	171 Cms	2019.03.11	Substance	Reactions	
WEIGHT	69 kg	2019.01.28	ACALYPHA INDICA 1 X TABLET		
GFR	No record		DEMARAL	CHOCKING AND DIEING	
			nkda		
			NKDA	RESTING TREMOR	
			PENICILLIN		
			ROSUVASTATIN (ROSUVASTATIN CALCIUM) 10 MG	BASH AND ITCH	

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

Current F	Patient												
Chart	5850	Patient: MO	USE, MICKEY HAROLD DoB: 2016.02.08 Sex: M Insurance: I	4B 1234554									
Prescript	tion List												
Include	e Order	CDIC	Medication	Dose / Frequency	Amount								
> 🗌	2019.04.02	02238903	BENZTROPINE OMEGA	2 CAP Oral BID	30 DAY								
	2019,48.28												
	2019 204	02308371	RAMIPRIL 1.25MG CAPSULE	1 tablet once daily	30 x 3								
	2019.02.04	02308371	RAMIPRIL 1.25MG CAPSULE	1 tablet once daily	30 x 3								
	2019.01.07	02352737	AMOXICILLIN (AMOXICILLIN TRIHYDRATE) 250 MG TABLET (CHEWABLE)	2 tabs TID	7 days								
	2019.01.07	02275821	FENTANYL 50MCG PATCH	1 PATCH Cutaneous EOD	30 DAY								
	2019.01.07	02374846	RAMIPRIL	5MG bid	30×3								
	2018.11.05	00885932	TRIMETHOPRIM 160MG SULFAMETHOXAZOLE 800MG TABLET	IMETHOPRIM 160MG SULFAMETHOXAZOLE 800MG TABLET 100 MG ORAL BID 5									
	2018.10.29	02374846	RAMIPRIL	MIPRIL 5MG bid									
	2018.10.29	00885932	TRIMETHOPRIM 160MG SULFAMETHOXAZOLE 800MG TABLET	100 MG ORAL BID	5 DAY								
	2018.10.01	02449943	METFORMIN HYDROCHLORIDE 1000MG Dapagliflozin (Dapagliflozin propanediol monohydr	250 MG Oral BID	25 DAY								
	2018.09.04	02449943	METFORMIN HYDROCHLORIDE 1000MG Dapagliflozin (Dapagliflozin propanediol monohydr	250 MG Oral BID	25 DAY								
	2018.08.09												
	2018.08.09	80025342	4 OCLOCK IMMUNE ECHINACEE	1 TAB Oral TID	3 DAY								
	2018.08.08	80050447	BELPHOS TABLET										
	2018.08.07												
	2018.08.07	02251515	RAMIPRIL 1.25MG CAPSULE										
	2018.05.23	00885932	TRIMETHOPRIM 160MG SULFAMETHOXAZOLE 800MG TABLET	100 MG ORAL BID	5 DAY								
Generic I		OPINE MESYL	ATE 1MG LIQUID Instructions: Do Not Subs Do Not Adap PRN: (when neces	2.0 CAP Oral BI									
			Repeat: X										
month, th	atient age is less t	d measure is se	Print GFR  ph or Weight measures occurred within the past ph or Weight measures occurred within the past ph or Weight measures occurred within the past ph of the ph		Change								
			Print (F2) Cancel										

# 7.Billing/coding

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: Ml	alias: MIKE] MICKEY MOUSE 3 YEAR OLD M chart no.: 5850 - encounter no.: 10217126												_		×
Save Chart	Views Act	ion Prin	nt Utilitie	s Close											
NAME: MICK	EY MOUS	E		A	LIAS: M	IKE			DoB: 2	016.02	.08 N	ł	Service Provid	er:	
PHN: MB 1	234554	32	<u>Home:</u> 25	50.566.9882	2	Work:		1	Cell:	2					
Date:	2019.04.02	0:00	Slots:	3	Times			Health Issues	Service	s 🖌	Nbr. of	f	General Note		
Provider:	PCA			Arrived:		:	9	l ()		()	-				
Ser. Loc.:				🧹 🛛 In-Roor	n:	: [	9				-	]			
Visit Code:	R			Seen:		: [	9				-				
Visit Reason:				Dischar	rge:	: [	9				-				
Appt Status:	$\sim$														
Attending:															
													_		
Progress N	ote(s)	Measur	ements	Ser	vice(s)			Detail / Coding	End	counter 9	Summary	у	Encounter	Forms	
Note 1 of 1										Pr	int Note	)	New Note	Delete	Note
Author:			$\sim$	Complete (	Created I	Зу:							<	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.

Select from Code System(s) <u>All</u> <u>Clear</u>	Filter to Reference Set(s) <u>All</u> <u>Clear</u>	Parameters			
☑ ICD-9	HEALTH CONCERNS	Code is			
MSP-DIAGCODE	HEALTH CONCERNS (BC)	Category is like			
SNOMED-CT		Status is  Active	◯ Inactive	◯ Either	
		Limit 200			
Search For:				<b>~</b>	Search
Term		Category	Code	Code System	^
IST 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 - PF	ACTICE						x
ecord Modules Views Act	tion Utilities	Print Ma	aintenance	Help				Desktop Fo	or: DR.	J FOURIE		-
Vorkspace	Task Ir	ibox				5					Your Works	spac
🔁 Workspace Summary	New Delete Save				Undo	Refresh	Change W/S	Open Chart	View: View 1	Y		
- 🔰 Basket - 🦰 Measures	Search For:	Search For						¥ A	cknowledged	All 🗸	Completed: All	¥
🛅 Imaging	P (	Due	Patient			Task			ck. Comp.	Created	Created By	y
Consults	× 201	64218 JTU	TTLE JAMES		HELK TIRE FR	LE LURE DEESSING ASAP				2017.03.2	4 MUSHUMANSK	
Documents Facility Admissions Drders Drders Drders Profess Note Drders Comparison Message Board Inbox Sent Messages												
My Settings	De Assigned Chart:	etail To: User: 114	Follow Up NHA, USE	R021	BETTY	AND / OR	l User Gr	oup:			V	
Patient Chart	Priority:	O Low	Medium	m OF	ligh OV.I	fiah						
Workspace	Due:	2018.07										
Scheduler	Status:	Acknow Comple	wledged 2019 eted 2019	9.02.13 9.02.13	NHA, USER02 NHA, USER02		Created	3 By: NHA, US 2018.07.	ER023 25 - Wedness	lay		
Billing	Task:	CHECK TIP	RE PRESSUR	RE								
Administration	Detail:											
Data Exchange												
Reports												
	411											

### 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.

1 [č	alias: BERT	GILBE	RT ADA	MS	74 YEAR O	LD M	chart no.: 146 -	encoun	nter n	io.: 1000	8290	-		x
Save Chart NAME: GIL PHN: AB				Close ALIAS: 155.1234		k: <b>123.123.1236</b>	a del ra		2.02 M 3.1569	Service Pro BILL, DR				
Date:	2019.03.25	0:00	Slots:	4	Time	5	Health Issues	Services		Nbr. of	General No	te		
Provider:	DR. J FOUR	E			Arrived:	1								
Ser. Loc.:				V	In-Room:	:				-	1			
Visit Code:	Visit Code: R			-	Seen:	15								
Visit Reason:					Discharge:									
Appt Status; Attending:	(MD) FOURIE	JACO												
Progress I	Progress Note(s) Measurements				Service(s	;)	Detail / Coding	Enc	ounter	Summary	Encounter Form:			1
Note 1 of	1 [Read-On	ly]							F	Print Note	New Note	0	Delete	Note
Author: (M	Aلہ D) FOURIE	СО	~ •	Com	nplete Create	d By: N	IHA, USER025					<	1of 1	1 >

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

							MOIS - PRA	ACTICE					Ľ	X
<u>Record M</u> odules <u>V</u> iews Ac <u>t</u> ic	on Utilities F	Print	Mai	intena	nce <u>H</u>	elp	1			Desktop	For: C	R.		
Patient Chart	Encounte	ər	)							GILI	BERT AD	AMS 74 1	ROLD	M Chart 14
Patient Summary	New Record	De	ete R	ecord	Sa	ve	Undo	Refresh	Print	Attachme	nt			
Demographic     Demographic     Demographic	FIRST: GILB	ERT			MIDI	DLE:	1	AST: ADAMS		DoB: 1945	.02.02			
Measures				_	1		-			1 1	1.0			1
- 🔁 Imaging	Date	110	1 AM	Calle	Mode	#	Provider	Visit Bei		Health Issue	Services	Pavor	Room	6 2 1
	2019.03.25		MIN 00	R	DF		Provider	VISICHE	ason	Health Issue	Services	Payor	HOOM	Service Lo
- 🖰 Procedures					12/21	4								
Interventions	2019.01.18		00	R	DE		ICMT NURSE 1 TE							
	2019.01.09		00	R	DE	4	ICMT MHC 1 TER	MHA ASSESSM	ENT					
🖻 音 Allergy / Intolerances	2018.11.16			R	DE	4	Party and				A047A			FAMILY PRACT
👝 Reaction Risks	2018.11.06				DE	4	WARKENTIN, LISA	FORMS						DAWSON CREE
Events	> 2018.10.31	11	00	LA	DE	12	COAST MHC 1 PRI							
Cong Term Meds	2018.10.30	13	09	R	DE	4	COAST MHC 1 PRI							
Prescriptions     MAR	2018.10.30	11	00	R	DE	4	-	ABNORMAL BE	HAVIOR	232049001 .	. 17100			
	2018.10.30	11	00	R	DE	4	And in case			232049001	17100			
	2018.10.25	00	00	B	DE	4	COAST MHC 1 PR							
Cocuments	2018.10.23		00	R	DE		CLINIC, FSJMC	Follow up						
	2018.07.13			W	DE	3		i onorr up						
Risks for Conditions	2010.07.13				DE	1.0	POPT 1 MHC 1 PE		DAL.			***		
Needs for Care	2010.06.27	10	00	n	DE	2	FUELIMETER	ADDOMINAL FA	sust			***		
E 👝 Care Plan	During	-												
Preferences	Report		Disti	ribution										
- 🔂 Goals 🛛 🗸													A Time	Stamping
													= An	ived: :
Patient Chart														: : :
														ieen: :
Workspace													Disch	
Scheduler													0.000	r Items
														sures:
🔛 Billing														RXs: •
Administration													0	rders: -
💮 Data Exchange													1000	orms: •
Reports														B Rp: -
»													V Mess	ages: •

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

MOIS - VALEMOUNT HEALTH Record Modules Views Acti		Print Maintenand	e Help			-	Desktop For:	-	-		×
Scheduler	Wednesd	day Apr 24, 2	2019	Appoin	tment(s): 0	1		1	-	FOOT	CARE
Provider Schedules Day Book Week View - 1 Provider Day View - 1 Provider Day View - 3 Providers	New Appt	Delete Appt	Save	Undo	Refresh		nt Encounter	MSP Bill	AF		_
	Date: 2	2019.04.24 Today > >		FOOT CARE		Members	MSP Loc.: Comment:		Alias:		
Bay View - 8 Providers Resource Schedules				O Scheduler	O Provider	<ul> <li>Biller</li> <li>Cancelled</li> </ul>		Create Call I	<u>list</u> Auto-Generate	a Call List	