

Med-Access EMR Introduction Instruction Sheets

EMR Introduction Instruction Sheets for new users.

Startup FAQs

- i. How do I log on?
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- ii. How do I access my schedule?
- iii. How do I get to my patient's chart?
- iv. How do I document a transaction:
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 3. Labs,
 4. Forms
 5. Reference letters
 6. Prescriptions
 7. Billing/coding
- v. How do I access my inbox (assigned transactions/tasks)?
- vi. 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 Med Access 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.

How do I log on?

1. In the office

- i. Open Web-browser and type in Clinic EMR URL (a 6-character label: *****.med-access.net)
- ii. The EMR login window will open



The image shows the Med Access EMR login interface. At the top, there is a header with the Med Access EMR logo on the left and a photograph of a doctor in a white coat with a stethoscope and a purple flower on the right. Below the header, there is a login form. The form includes a label 'Dr.' followed by a text input field. Below this, there are two input fields labeled 'User Name:' and 'Password:'. A green 'Login' button is positioned below the password field. Under the button, there are two links: '2018 BC MSP Billing Calendar' and 'Introducing our new Hardware and Network Support options'. At the bottom of the page, there is a footer with the Telus Health logo on the right and a disclaimer on the left. The disclaimer states: 'Med Access EMR® Software and services are powered by TELUS. Med Access EMR® and TELUS Health® are trademarks of TELUS. TERMS OF USE AND DISCLAIMER. You have accessed a private and restricted system. All usage will be monitored and unauthorized activity may result in prosecution or disciplinary action. Further access to this system constitutes your acknowledgement of these terms of use.'

Dr.

User Name:

Password:

Login

• 2018 BC MSP Billing Calendar
• Introducing our new Hardware and Network Support options

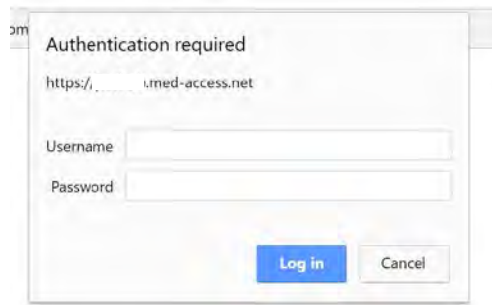
TELUS HEALTH

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Med Access EMR® and TELUS Health® are trademarks of TELUS.
TERMS OF USE AND DISCLAIMER
You have accessed a private and restricted system. All usage will be monitored and unauthorized activity may result in prosecution or disciplinary action. Further access to this system constitutes your acknowledgement of these terms of use.


- iii. Type in the User Name and Password given to you by the office administrator. Login.

2. Remote Log in

- i. Open Web-browser and type in Clinic EMR URL (a 6-character label: *****.med-access.net)
- ii. The EMR login authentication window will open

A small dialog box titled "Authentication required" with a URL "https://*****.med-access.net". It contains two input fields labeled "Username" and "Password". At the bottom are two buttons: "Log in" (blue) and "Cancel" (grey).

- iii. For Username, type in the Clinic EMR 6-character label given to you by the clinic administrator. (same as the 6 characters in the clinic EMR URL)
For Password, type in the 20 alpha-numeric password given to you by the clinic administrator. Log in.
- iv. The EMR login window will open

The main login page for Med Access EMR. It features a header with the "MED ACCESS EMR" logo and a background image of a purple flower. Below the header is a large grey input field for a name, preceded by "Dr.". Underneath are fields for "User Name:" and "Password:", followed by a green "Login" button. There are two links: "2018 BC MSP Billing Calendar" and "Introducing our new Hardware and Network Support options". At the bottom, it states "Med Access EMR® Software and services are powered by TELUS. Med Access EMR® and TELUS Health® are trademarks of TELUS." and includes a "TERMS OF USE AND DISCLAIMER" link. A small disclaimer at the very bottom reads: "You have accessed a private and restricted system. All usage will be monitored and unauthorized activity may result in prosecution or disciplinary action. Further access to this system constitutes your acknowledgement of these terms of use."

- v. Type in the User Name and Password given to you by the office administrator. Login.

How do I access my schedule?

- i. When you log in, you will go to an initial screen that will be set up differently in each clinic but which will have a schedule in the window.
- ii. Other information may be visible in this window, including Tasks. This window is user configurable to show various types of displays.

The screenshot displays the EMR Messenger interface. At the top, there is a navigation bar with icons for Home, CDM Billing, COI, Multi View, ODR - 30 Mos., Search, My Tasks, My Bills, My Apprx, Import, Outcomes, Reports, Med, and Providers. Below this is a banner for "Med Access" and "EMR Messenger" with a "Webinar: Introduction to the Health Myself Patient Portal" link. The main content area is titled "Resident" and shows the date "Wed Feb 28, 2018". It includes a "Date" selector set to "28-Feb-2018" and a "Days" selector set to "1". A "Memo" section is visible on the left. The central part of the screen is a table showing the schedule for the day. The table has columns for Time, Patient, Primary #, Chart #, Type, Concern, Appt Status, Billing Status, Bill, and Diag. The right-hand sidebar contains three sections: "Urgent Tasks" (Nothing found to display), "All exclude Visits" (Nothing found to display), and "Active Abnormal Lab Results" (Nothing found to display).

Time	Patient	Primary #	Chart #	Type	Concern	Appt Status	Billing Status	Bill	Diag
08:30									
08:45				regular	2w follow up (BP please)	Done	Pending	17100	401
09:00				regular	rx (BP please)	Done	Pending	17100	276, 348
09:15				regular	B12 and refills	Done	Pending	15300	728, 2811
09:30				regular	sick 2 weeks (BP please)	Done	Pending	06000	
09:45				Recall Appt	diarrhea	Done	Pending	18100	244, 276
10:15				Recall Appt	3 month follow up on kidney function	Done	Pending	18100	7844, 9853, 72743
10:30				Kati 1st Appt	MTD, school exam form	Done	Edit		
11:00				regular	flu reflux med (weight and height please)	Done	Pending	06000	53081
11:15				Physical w/ Pap Kati	HbWt & Pap *** regisider	Done	Pending	14500	708
12:00				Lunch Break		Template			
12:30				Staff Meeting		Template			

How do I get to my patient's chart?

- vi. From your schedule, click on the patient name of the chart that you want to access.

Memo						
Time	Patient	Primary # Chart #	Type	Concern	Appt Status	Billing Status
08:30	Patient Test 03-Feb-1953 (65) M	book 20 min			Booked	Edit
08:45	Baby Boy Test 17-Mar-2014 (3) M				Booked	Edit
09:00	Billing Test 01-Jan-1956 (62) F				Booked	Edit
09:15	Lynne Test 02-Nov-2011 (6) M				Booked	Edit

- vii. Once the chart is opened, click on the tab name of the section you want to open

Patient Test
65 years 03-Feb-1953 Male
Phone: (604) 485-0136
Chart#: book 20 min

14051 - CHF - has not been billed in last year.
14050 - DM - has not been billed in the last year
HIV Test Not Done in Last 5 Years

Summary Search Family Help

Demog **Visits** Tasks Bills Allg Meds Profile Labs Invest Consults Imm Goals Appt

Visit filter - all visits

Task Start Date: All Start: All End: All Diagnosis: All Obs Template: Summary
Obs Name: Obs Value: Provider: All Status: All

Signed	Date	Provider	Concern	Diagnosis	Disposition
	21Feb18			heart failure* , 428	✓
	16Nov17		physical	obesity/hyperalimnet* , Chronic pain , 278, 338.4	✓
	26Aug16			heart failure* , 428	✓
	27Jul16			heart failure* , 428	✓
	12Apr16			epistaxis , 784.7	RTC as required ✓
	19Mar16			heart failure* , 428	✓
	27Oct15			depressive disorder nec , 311	RTC 2 weeks ✓
	19Oct14				

How do I document a transaction:

i. SOAP note

- i. From the "Visits" tab window, click on the "New" icon in the upper right of the window

Patient Test
65 years 03-Feb-1953 Male
Phone: (604) 485-0136
Chart#: book 20 min

14051 - CHF - has not been billed in last year.
14050 - DM - has not been billed in the last year
HIV Test Not Done in Last 5 Years

Demog Visits Tasks Bills Allg Meds Profile Labs Invest Consults Imm Goals Appt

Visit filter - all visits

Task Start Date: All Start: All End: All Diagnosis: All Obs Template: Summary Filter Print New Help

Obs Name: Obs Value: Provider: All Status: All

Signed	Date	Provider	Concern	Diagnosis	Disposition
	21Feb18			heart failure*, 428	
	16Nov17		physical	obesity/hyperalimnet*, Chronic pain , 278, 338.4	
	26Aug16			heart failure*, 428	
	27Jul16			heart failure*, 428	
	12Apr16			epistaxis , 784.7	RTC as required
	19Mar16			heart failure*, 428	
	27Oct15			depressive disorder nec , 311	RTC 2 weeks
	19Oct14				

- ii. This opens the default SOAP note set for you by the administrator. The default SOAP can be changed to a different SOAP note by the clinic administrator

Patient Test
65 years 03-Feb-1953 Male
Phone: (604) 485-0136
Chart#: book 20 min

14051 - CHF - has not been billed in last year.
14050 - DM - has not been billed in the last year
HIV Test Not Done in Last 5 Years

Demog Visits Tasks Bills Allg Meds Profile Labs Invest Consults Imm Goals Appt

Visit

Subjective

Concern

Assessment

Diagnosis

Billing Item

Plan

Print Care Plan Task Inv Con Lab Imm Med Draw

Workflow Step: Add-Ins

Disposition

Insurer Patient -

Date 28-Feb-2018 06:44 PM

Provider

Bill Provider

Save

Personal Health Record

Observations

Return Template Graph Print Menu

14051 - CHF - has not been billed in last year.
14050 - DM - has not been billed in the last year
HIV Test Not Done in Last 5 Years

Subjective Note

Vital Signs

Weight kg
Pulse /min
Regular? Yes No
BP mm Hg sitting


Exam

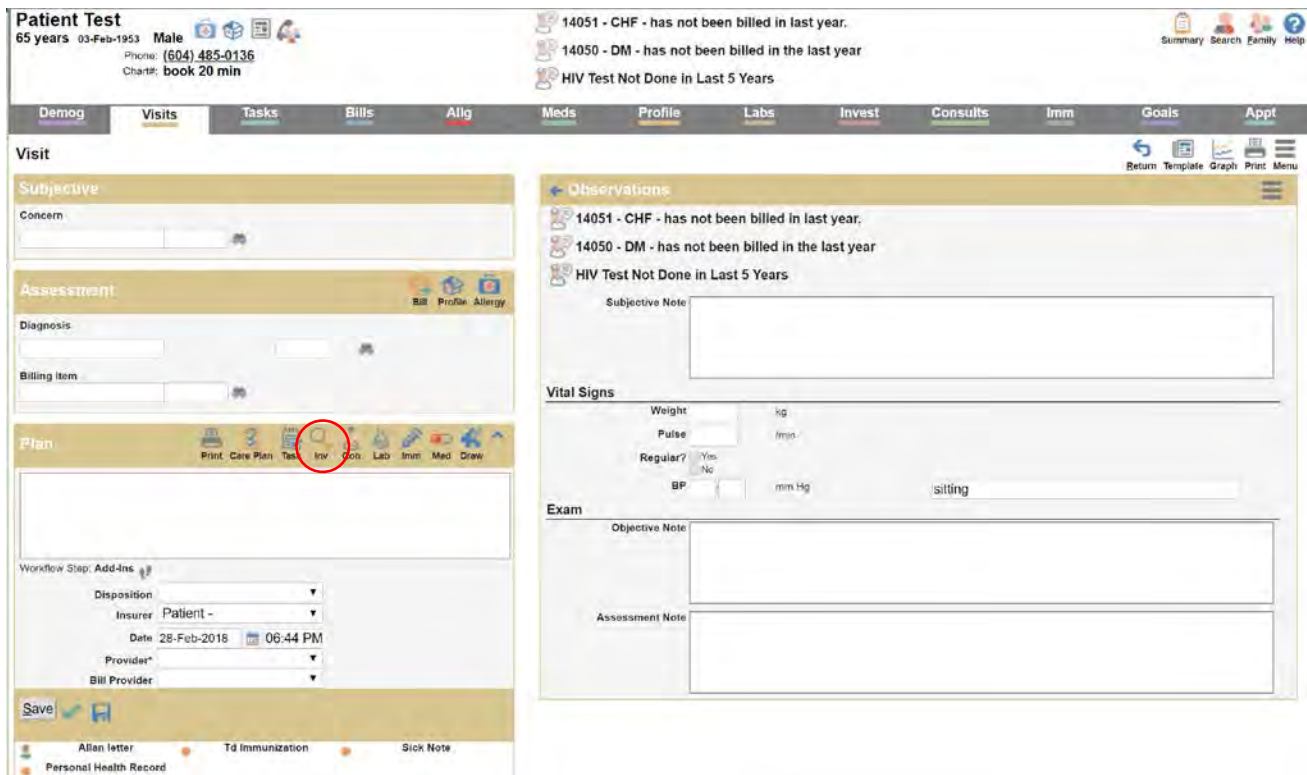
Objective Note

Assessment Note


- iii. Once the notes are typed in, complete and close the visit by clicking on the green check icon in the lower left corner.

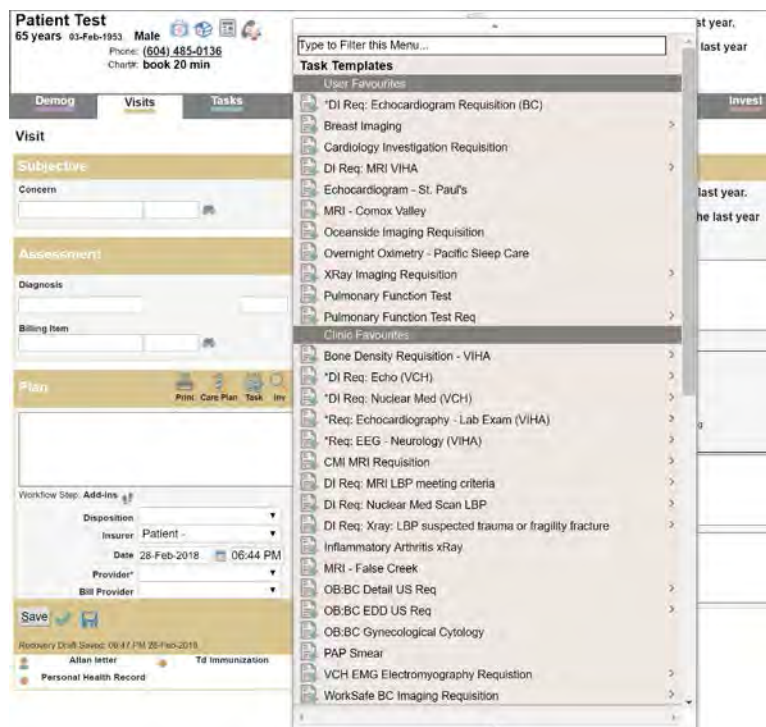
ii. order investigations

- i. When ordering investigations during a patient visit, click on the “Inv” icon  in the visit window.
- ii. This will open the default investigation (often an imaging requisition).




The screenshot shows the 'Patient Test' interface for a 65-year-old male patient. The 'Visits' tab is active. In the 'Plan' section, the 'Inv' icon (a magnifying glass with 'Inv' text) is circled in red. The 'Observations' section on the right contains a list of tasks: '14051 - CHF - has not been billed in last year.', '14050 - DM - has not been billed in the last year', and 'HIV Test Not Done in Last 5 Years'. The 'Vital Signs' section shows fields for Weight, Pulse, Regular?, BP, and sitting. The 'Exam' section has fields for Objective Note and Assessment Note. The bottom of the screen shows a 'Save' button and a 'Personal Health Record' link.

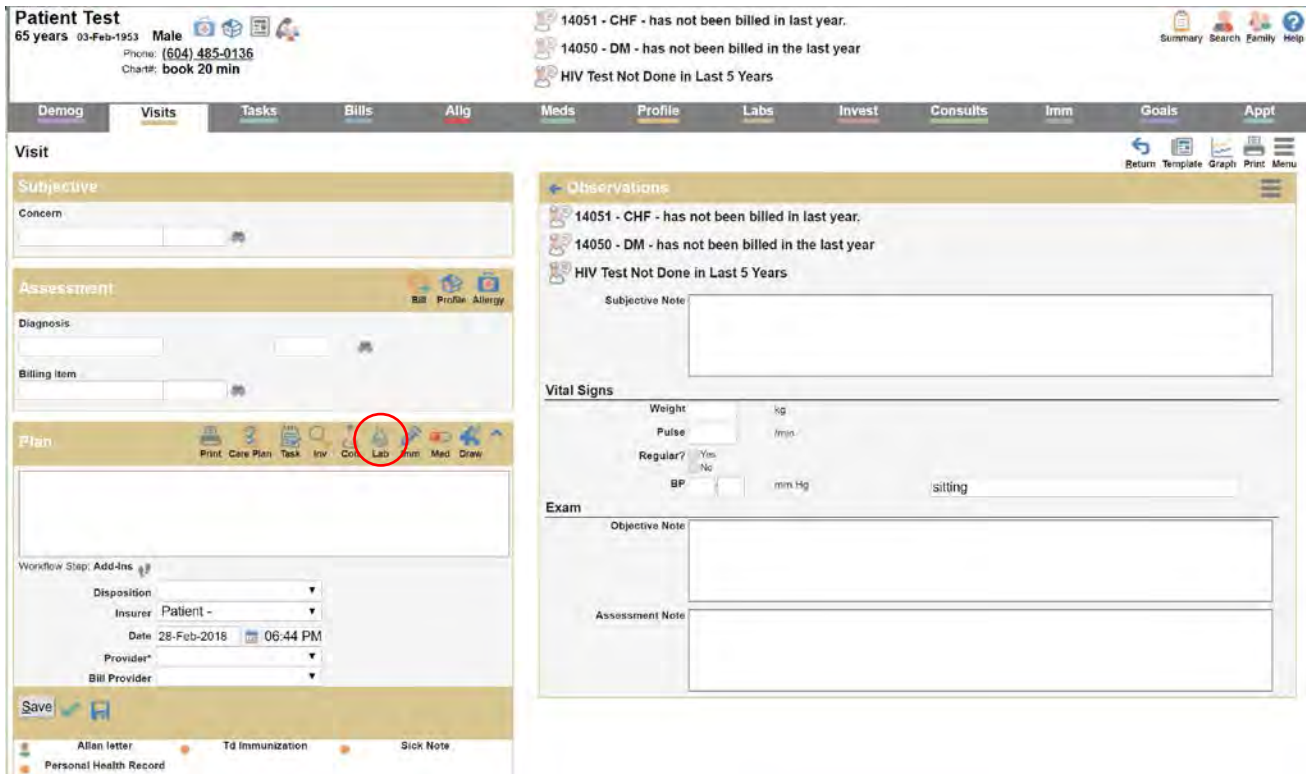
- iii. To see a list of other available investigations, right click on the “Inv” icon . Select the investigation from the dropdown list




The screenshot shows the 'Patient Test' interface with the 'Inv' icon right-clicked, displaying a dropdown menu. The menu is titled 'Type to Filter this Menu...' and lists various investigation options under 'Task Templates' and 'Clinic Favourites'. The 'Task Templates' section includes: 'DI Req: Echocardiogram Requisition (BC)', 'Breast Imaging', 'Cardiology Investigation Requisition', 'DI Req: MRI VIHA', 'Echocardiogram - St. Paul's', 'MRI - Comox Valley', 'Oceanside Imaging Requisition', 'Overnight Oximetry - Pacific Sleep Care', 'XRay Imaging Requisition', 'Pulmonary Function Test', and 'Pulmonary Function Test Req'. The 'Clinic Favourites' section includes: 'Bone Density Requisition - VIHA', 'DI Req: Echo (VCH)', 'DI Req: Nuclear Med (VCH)', 'Req: Echocardiography - Lab Exam (VIHA)', 'Req: EEG - Neurology (VIHA)', 'CMI MRI Requisition', 'DI Req: MRI LBP meeting criteria', 'DI Req: Nuclear Med Scan LBP', 'DI Req: Xray: LBP suspected trauma or fragility fracture', 'Inflammatory Arthritis xRay', 'MRI - False Creek', 'OB-BC Detail US Req', 'OB-BC EDD US Req', 'OB-BC Gynecological Cytology', 'PAP Smear', 'VCH EMG Electromyography Requisition', and 'WorkSafe BC Imaging Requisition'. The dropdown menu is open, showing the list of investigations.

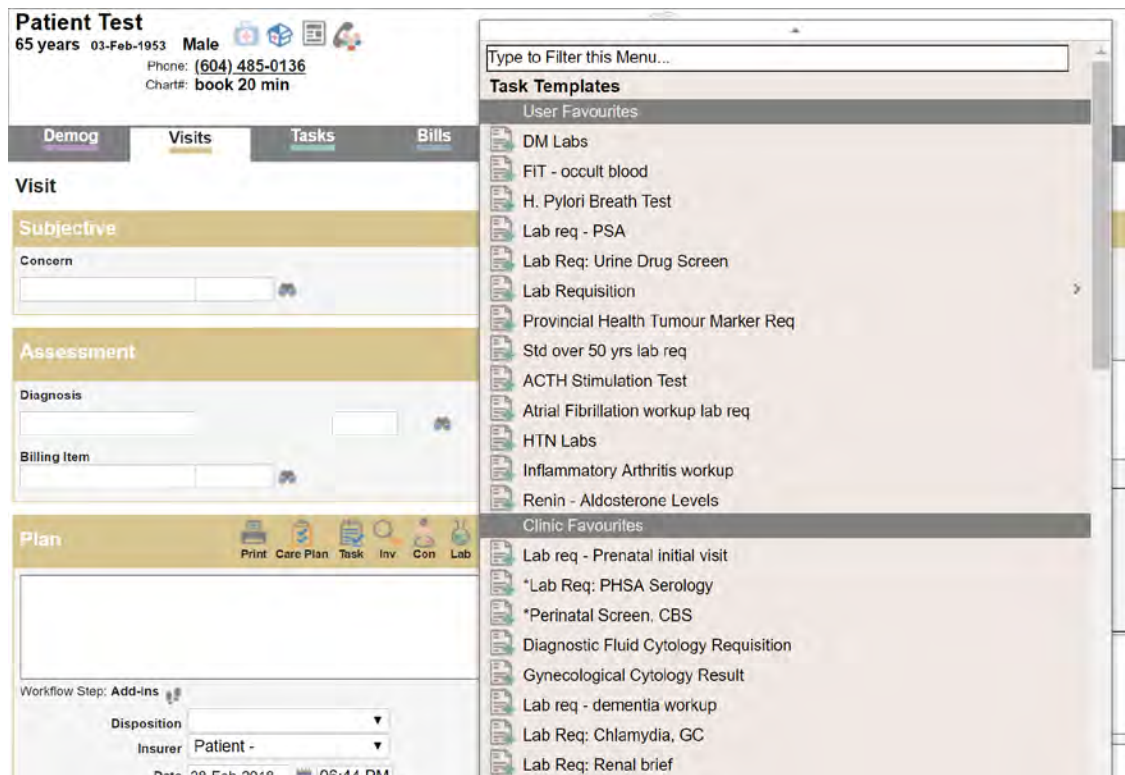
iii. Labs

- i. When ordering labs during a patient visit, click on the “Lab” icon  in the visit window.
- ii. This will open the default lab requisition.




The screenshot shows the 'Patient Test' interface for a 65-year-old male patient. The top navigation bar includes tabs for Demog, Visits, Tasks, Bills, Allg, Meds, Profile, Labs, Invest, Consults, Imm, Goals, and Appt. The 'Visits' tab is active. On the left, the 'Visit' section has three main areas: 'Subjective' (Concern), 'Assessment' (Diagnosis, Billing Item), and 'Plan'. The 'Plan' section contains a toolbar with icons for Print, Care Plan, Task, Inv, Con, Lab, Imm, Med, and Draw. The 'Lab' icon is circled in red. Below the toolbar, there are workflow steps and a dropdown menu for 'Add-ins' with options for Disposition, Insurer, Date, Provider, and Bill Provider. On the right, the 'Observations' section lists medical conditions: 14051 - CHF - has not been billed in last year, 14050 - DM - has not been billed in the last year, and HIV Test Not Done in Last 5 Years. Below this are sections for 'Vital Signs' (Weight, Pulse, Regular?, BP) and 'Exam' (Objective Note, Assessment Note).

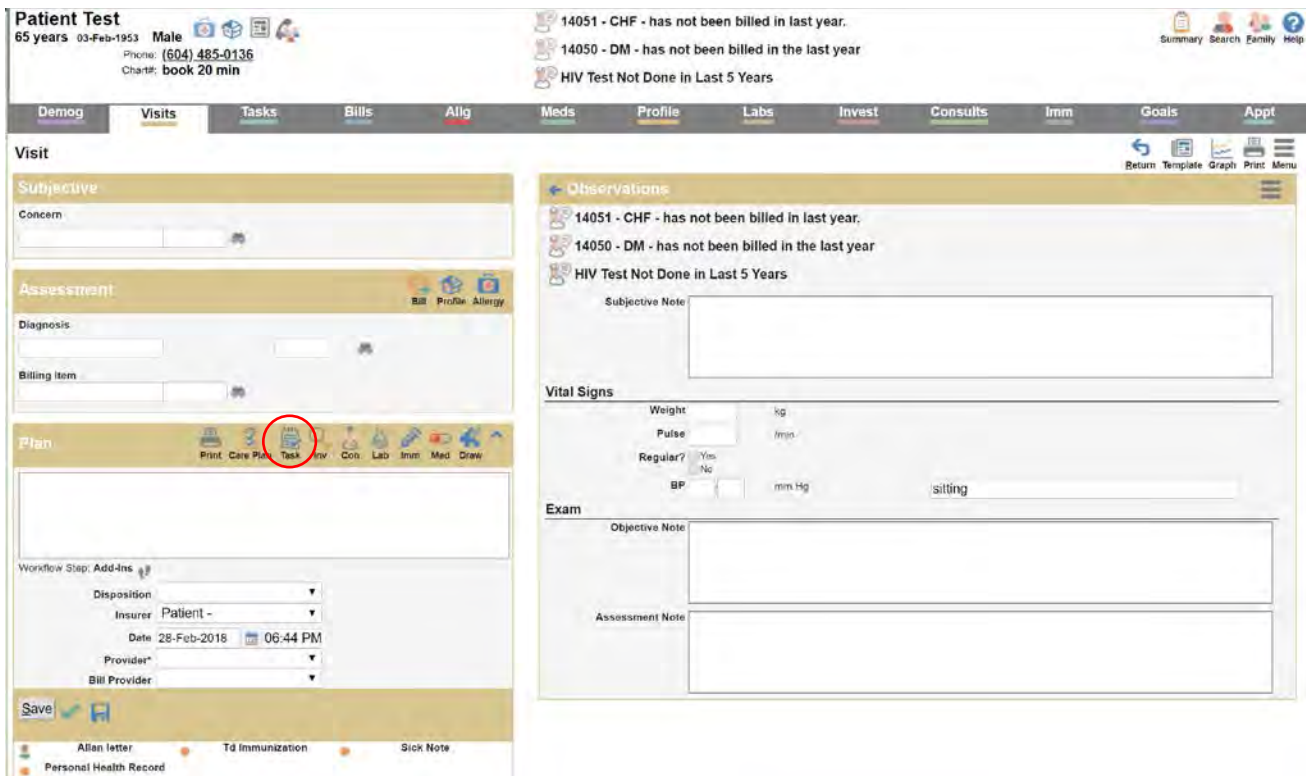
- iii. To see a list of other available lab requisitions, right click on the “Lab” icon . Select the Lab requisition you want from the dropdown list



This screenshot shows the same 'Patient Test' interface as the previous one, but with the 'Lab' icon in the 'Plan' section right-clicked. A dropdown menu is open, titled 'Task Templates'. It has a search bar at the top that says 'Type to Filter this Menu...'. The menu is divided into two sections: 'User Favourites' and 'Clinic Favourites'. Under 'User Favourites', there is a list of lab requisitions including DM Labs, FIT - occult blood, H. Pylori Breath Test, Lab req - PSA, Lab Req: Urine Drug Screen, Lab Requisition, Provincial Health Tumour Marker Req, Std over 50 yrs lab req, ACTH Stimulation Test, Atrial Fibrillation workup lab req, HTN Labs, Inflammatory Arthritis workup, Renin - Aldosterone Levels, and Lab req - Prenatal initial visit. Under 'Clinic Favourites', there is a list of lab requisitions including Lab Req: PHSA Serology, *Perinatal Screen, CBS, Diagnostic Fluid Cytology Requisition, Gynecological Cytology Result, Lab req - dementia workup, Lab Req: Chlamydia, GC, and Lab Req: Renal brief.

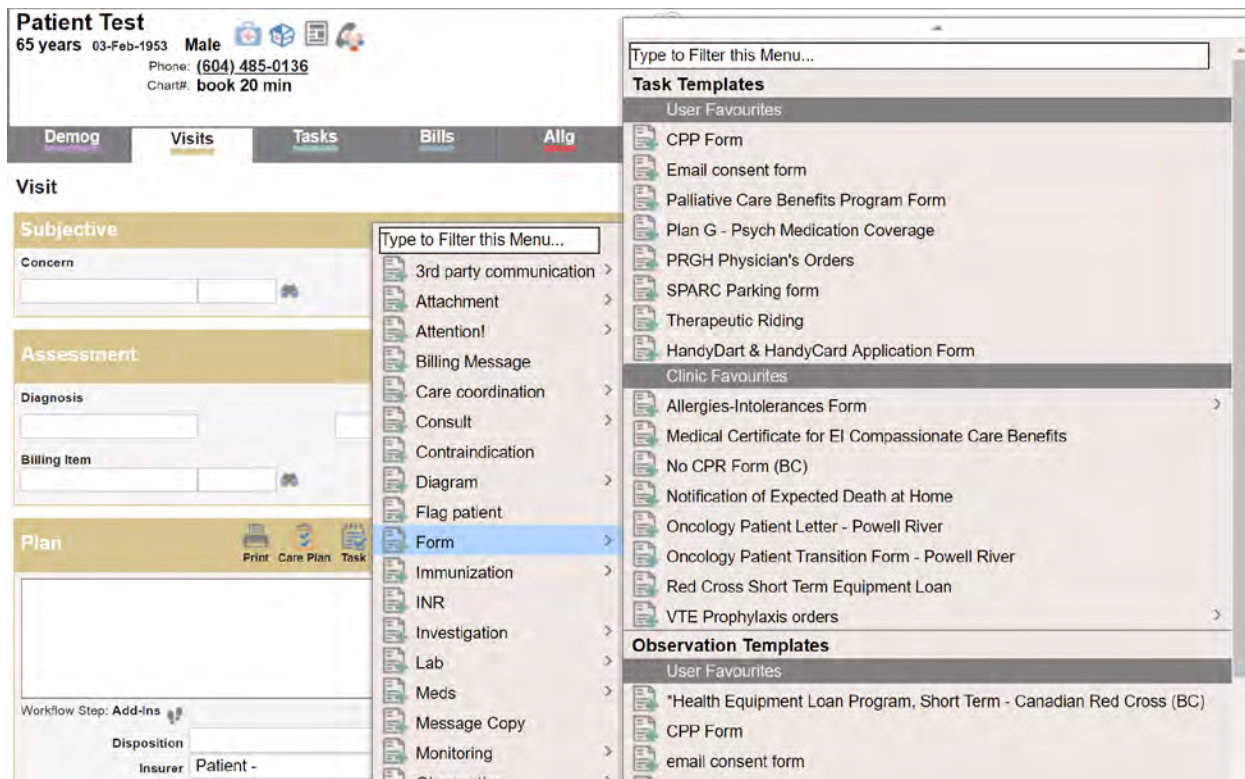
iv. forms

- i. When wanting a form during a patient visit, right click on the “Task” icon  in the visit window.



The screenshot shows the 'Patient Test' form for a 65-year-old male. The 'Visits' tab is active. The 'Plan' section at the bottom has a toolbar with icons for Print, Care Plan, Task (circled in red), and others. The 'Observations' section on the right contains a list of tasks: 14051 - CHF - has not been billed in last year, 14050 - DM - has not been billed in the last year, and HIV Test Not Done in Last 5 Years. The 'Vital Signs' and 'Exam' sections are also visible.


- ii. Slide the mouse pointer over “Form” on the dropdown list, this will open another dropdown list to select the Form you want from that dropdown list

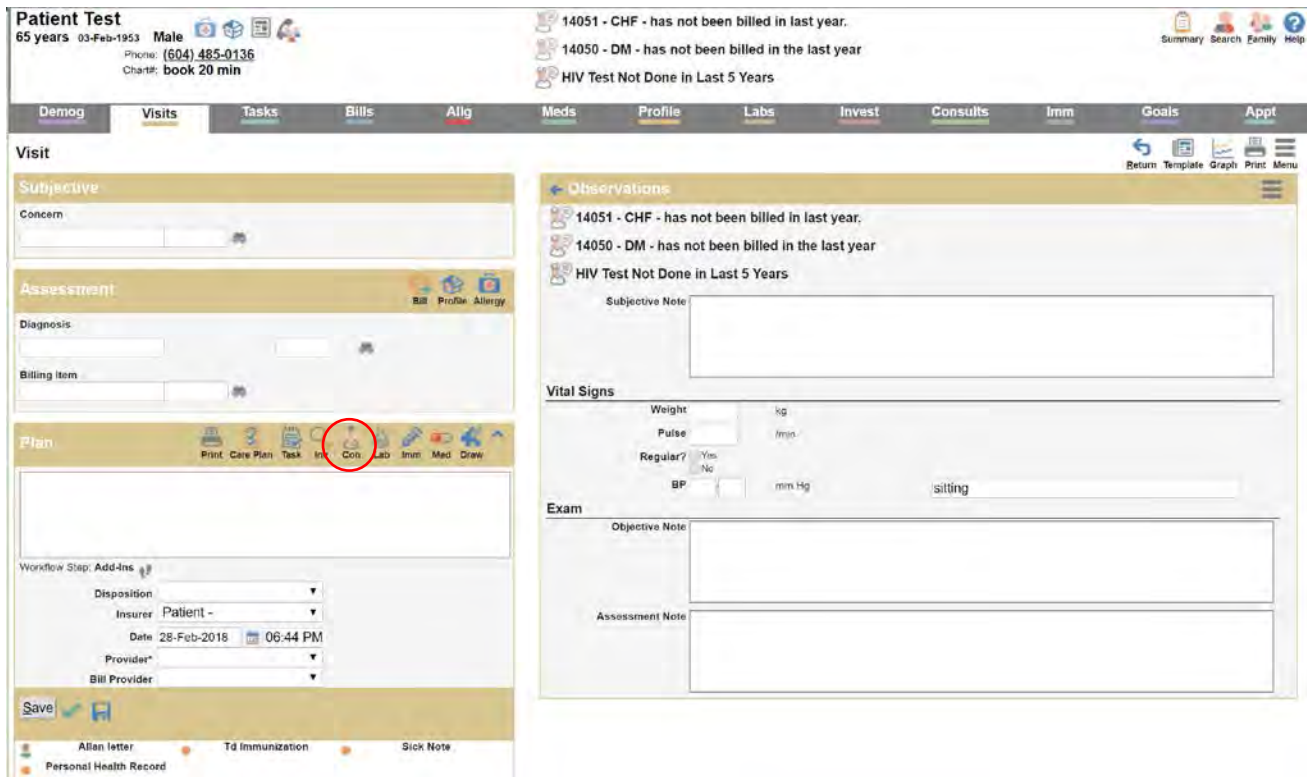


The screenshot shows the 'Patient Test' form with the 'Task' dropdown menu open. The menu is titled 'Type to Filter this Menu...' and lists various task templates. The 'Form' option is highlighted. The list includes:


- Task Templates
 - User Favourites
 - CPP Form
 - Email consent form
 - Palliative Care Benefits Program Form
 - Plan G - Psych Medication Coverage
 - PRGH Physician's Orders
 - SPARC Parking form
 - Therapeutic Riding
 - HandyDart & HandyCard Application Form
 - Clinic Favourites
 - Allergies-Intolerances Form
 - Medical Certificate for EI Compassionate Care Benefits
 - No CPR Form (BC)
 - Notification of Expected Death at Home
 - Oncology Patient Letter - Powell River
 - Oncology Patient Transition Form - Powell River
 - Red Cross Short Term Equipment Loan
 - VTE Prophylaxis orders
 - Observation Templates
 - User Favourites
 - *Health Equipment Loan Program, Short Term - Canadian Red Cross (BC)
 - CPP Form
 - email consent form

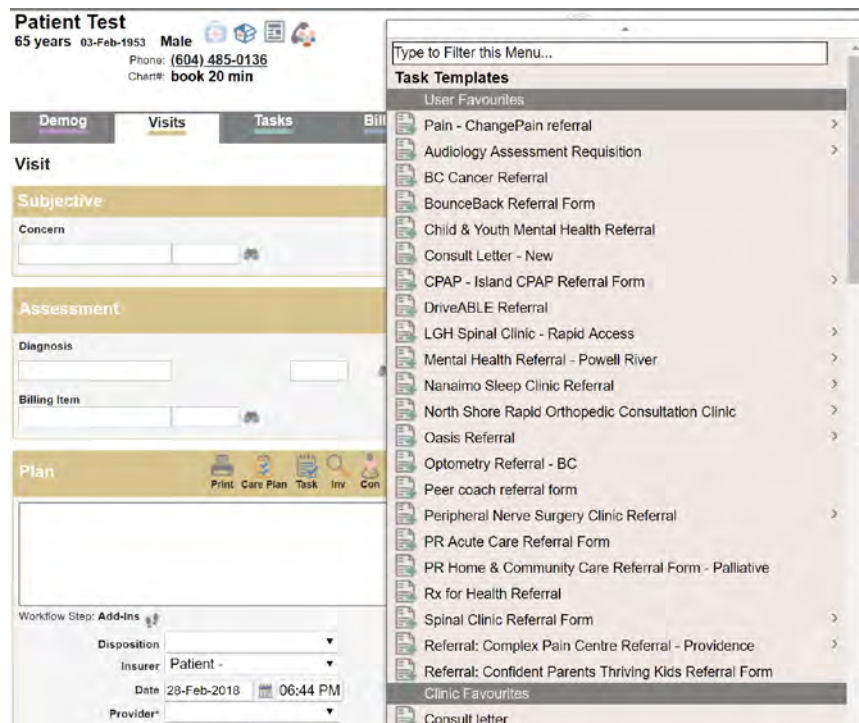
v. referral letters

- i. When writing a consult request during a patient visit, click on the “Con” icon  in the visit window.
- ii. This will open the default consult template




The screenshot shows the 'Patient Test' interface for a 65-year-old male patient. The 'Visit' window is active, displaying fields for Subjective, Assessment, and Plan. The 'Plan' section includes a toolbar with icons for Print, Care Plan, Task, Int, Con (circled in red), Lab, Imm, Med, and Draw. Below the toolbar, there are dropdown menus for Disposition, Insurer, Date, and Provider, along with a 'Save' button and a 'Personal Health Record' link.

- iii. To see a list of other available consult requests, right click on the “Lab” icon . Select the consult request you want from the dropdown list



The screenshot shows the 'Patient Test' interface with the 'Lab' icon right-clicked, opening a dropdown menu. The menu is titled 'Task Templates' and lists various consult request templates, including 'Pain - ChangePain referral', 'Audiology Assessment Requisition', 'BC Cancer Referral', 'BounceBack Referral Form', 'Child & Youth Mental Health Referral', 'Consult Letter - New', 'CPAP - Island CPAP Referral Form', 'DriveABLE Referral', 'LGH Spinal Clinic - Rapid Access', 'Mental Health Referral - Powell River', 'Nanaimo Sleep Clinic Referral', 'North Shore Rapid Orthopedic Consultation Clinic', 'Oasis Referral', 'Optometry Referral - BC', 'Peer coach referral form', 'Peripheral Nerve Surgery Clinic Referral', 'PR Acute Care Referral Form', 'PR Home & Community Care Referral Form - Palliative', 'Rx for Health Referral', 'Spinal Clinic Referral Form', 'Referral: Complex Pain Centre Referral - Providence', and 'Referral: Confident Parents Thriving Kids Referral Form'. The menu also includes a 'Clinic Favourites' section with a 'Consult letter' option.

vi. Prescriptions

- i. When writing a prescription during a patient visit, click on the “Med” icon  in the visit window.

Patient Test
65 years 03-Feb-1953 Male
Phone: (604) 485-0136
Chart#: book 20 min

14051 - CHF - has not been billed in last year.
14050 - DM - has not been billed in last year
HIV Test Not Done in Last 5 Years

Summary Search Family Help

Demog Visits Tasks Bills Allg Meds Profile Labs Invest Consults Imm Goals Appt

Visit

Subjective
Concern

Assessment
Diagnosis
Billing Item

Plan
Print Care Plan Task Inv Cob Lab Imm **Med** Draw

Workflow Step: Add-Ins
Disposition
Insurer Patient -
Date 28-Feb-2018 06:44 PM
Provider*
Bill Provider

Save

Allen letter Td Immunization Sick Note
Personal Health Record

Observations
14051 - CHF - has not been billed in last year.
14050 - DM - has not been billed in last year
HIV Test Not Done in Last 5 Years

Subjective Note

Vital Signs
Weight kg
Pulse /min
Regular? Yes No
BP mm Hg
sitting

Exam
Objective Note
Assessment Note

- ii. This will open the prescription writing window.

- iii. Type in the first few characters of the medication name and click enter to show a list of medications to choose from.

Patient Test book 20 min 65 years

Secure | <https://pwlhob.med-access.net/drug/RefreshDrugSearch.do?fromRx=true&showFavourites=true&hideGenericDrug=true&drugQuery.name=amox&dr>

Prescription

Prescription Type Simple Rx
Drug Name* amox
Dose
Patient Instructions
Pharmacy Instructions
Quantity*
Ordering Provider*
Save Approve

Drug Search

Search Text amox Name Search

Fav	Id	Code	Sys	Name	Route	Form	Strength
	2245623	DIN	GF	APO-AMOXI CLAV 875MG-125MG TAB (APOTEX INC)	Oral	TABLET	875-125 MG
	24668	GF		AMOXICILLIN/POTASSIUM CLAVULANATE 875 mg-125 mg TABLET			
				Sinusitis - co-morbidities - amox/Clav; AMOXICILLIN TRIHYDRATE/POTASSIUM CLAVULANATE 875 mg-125 mg TABLET (875-125MG); 1 Tablet(s), BID, 14 Day(s); acute sinusitis*			
	2036347	DIN	GF	NOVAMOXIN 125 MG TABLET CHEW (TEVA CANADA LIM)	Oral	TABLET, CHEWABLE	125 MG
	9000	GF		AMOXICILLIN 125 mg TABLET, CHEWABLE			
	2036355	DIN	GF	NOVAMOXIN 250 MG TABLET CHEW (TEVA CANADA LIM)	Oral	TABLET, CHEWABLE	250 MG
	9001	GF		AMOXICILLIN 250 mg TABLET, CHEWABLE			
	2244647	DIN	GF	ACLAVULANA 250 MG-62.5 MG/5 ML (TEVA CANADA LIM)	Oral	SUSPENSION, RECONSTITUTED, ORAL	250-62.5/5
	8990	GF		AMOXICILLIN/POTASSIUM CLAVULANATE 250 mg-62.5 mg/5 mL SUSPENSION, RECONSTITUTED, ORAL (ML)			
	885886	DIN	GF	AMOX 250 MG CAPSULE (JAAPHARM CANADA)	Oral	CAPSULE (HARD, SOFT, ETC.)	250 MG
	8995	GF		AMOXICILLIN 250 mg CAPSULE			
	885894	DIN	GF	AMOX 500 MG CAPSULE (JAAPHARM CANADA)	Oral	CAPSULE (HARD, SOFT, ETC.)	500 MG
	8996	GF		AMOXICILLIN 500 mg CAPSULE			
				UTI - Amoxil 5 day; AMOXICILLIN 500 mg CAPSULE (HARD, SOFT, ETC.); 1 Capsule(s), TID, 5 Day(s); cystitis* UTI - Amoxil single dose; AMOXICILLIN TRIHYDRATE 500 mg CAPSULE (HARD, SOFT, ETC.); 4 Capsule(s), ONCE, 1 Day(s); cystitis* Sinusitis 1 - amoxil; AMOXICILLIN TRIHYDRATE 500 mg CAPSULE (HARD, SOFT, ETC.); 1 Capsule(s), TID, 10 Day(s); acute sinusitis*, acute sinusitis* gastritis and duodenitis - H Pylori - Amoxil; AMOXICILLIN TRIHYDRATE 500 mg CAPSULE (HARD, SOFT, ETC.); 2 Capsule(s), BID, 14 Day(s); gastritis and duodenitis*, gastritis and duodenitis* Bronchitis - amoxicillin; AMOXICILLIN TRIHYDRATE 500 mg CAPSULE (HARD, SOFT, ETC.); 1 Capsule(s), TID, 7 Day(s); ac bronchitis/bronchiol*			
	885908	DIN	GF	AMOX S 125 MG/5 ML SUSPENSION (JAAPHARM CANADA)	Oral	SUSPENSION, RECONSTITUTED, ORAL	125 MG/5ML
	8997	GF		AMOXICILLIN 125 mg/5 mL SUSPENSION, RECONSTITUTED, ORAL (ML)			
	885916	DIN	GF	AMOX S 250 MG/5 ML SUSPENSION (JAAPHARM CANADA)	Oral	SUSPENSION, RECONSTITUTED, ORAL	250 MG/5ML
	8998	GF		AMOXICILLIN 250 mg/5 mL SUSPENSION, RECONSTITUTED, ORAL (ML)			

- i. Select the medication that you want and then fill in the rest of the prescription template with the appropriate instructions.

Patient Test book 20 min 65 years (604) 485-0136

Prescription

Prescription Type: Simple Rx
Continuous
Short Term

Drug Name*: AMOXICILLIN 250 mg CAPSULE
Generic Drug Name: AMOXICILLIN

Dose: 1 Capsule(s)
Frequency: TID - Thre
PRN:
Duration: 5 Day(s)

Patient Instructions

Pharmacy Instructions

Quantity*: 15 Capsule(s)
Refills:
Route*: Oral

Ordering Provider*:
Start Date*: 28-Feb-2018
End Date*: 05-Mar-2018

Save
Approve
Approve & Preview

Warnings

Type

Drug-Allergy/Intolerance Interaction

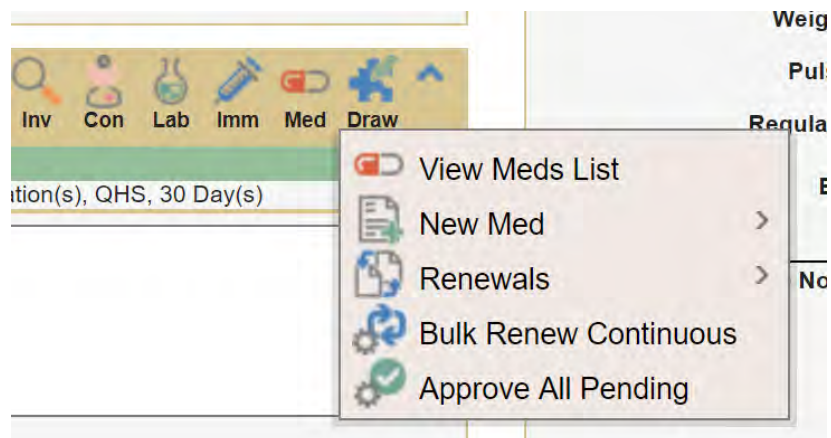
Drug Allergies and Intolerance

penicillin
Penicillins: PENICILLIN V POTAS
Ace Inhibitors: RAMIPRIL 10 mg

Observations

Signature

- ii. To print, click on “Approve and Preview”. Then click on the blue “Print” button of the window that opens.
- iii. Note the prescription warning on the right to indicate that the patient has a penicillin allergy. The prescriber would have to manually over-ride the warning in order to print the prescription.
- iv. To see a list of other prescription tasks (like renew), right click on the “Med” icon. Select the task (like “Renewals” or “View Meds List”) you want from the dropdown list



vii. Billing/coding

- i. Entering a billing and diagnostic code can be done from within patient visit

The screenshot shows the 'Patient Test' interface for a 65-year-old male. The top navigation bar includes tabs for Demog, Visits, Tasks, Bills, Allg, Meds, Profile, Labs, Invest, Consults, Imm, Goals, and Appt. The 'Assessment' section is highlighted with a red circle, containing fields for 'Diagnosis' and 'Billing Item'. To the right, the 'Observations' section lists three items: '14051 - CHF - has not been billed in last year.', '14050 - DM - has not been billed in the last year', and 'HIV Test Not Done in Last 5 Years'. Below this, there are sections for 'Vital Signs' (Weight, Pulse, BP, sitting) and 'Exam' (Objective Note, Assessment Note). At the bottom, there are fields for 'Disposition', 'Insurer', 'Date', 'Provider', and 'Bill Provider', along with a 'Save' button and a 'Personal Health Record' link.

- ii. Enter either text (e.g. "Hypertension") or ICD9 code (e.g. "401") in the "Diagnosis" box to display a list of available diagnostic descriptions or codes. Select the appropriate diagnostic code or description from the list displayed.

- iii. In the "Billing Item" type in the last 3 numbers of the billing code for 100 or 120 series and hit "enter" key, the first two numbers relating to the patient age will automatically enter. Use the full 5-digit diagnostic code for other billing codes (e.g. 14053, 14066, etc.).

This screenshot shows the 'Assessment' section of the Patient Test interface. The 'Diagnosis' field is populated with 'essential hypertension*' and the 'Billing Item' field is populated with '100'. Below the 'Assessment' section, the 'Plan' section is visible, showing a medication entry: 'DIFFERIN 0.1% CREAM' with a frequency of '1 Application(s), QHS, 30 Day(s)' and a status of 'New'. The top navigation bar and other interface elements are consistent with the previous screenshot.

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

- viii. On the schedule window, click on the “My Tasks” icon in the upper right

The screenshot shows the EMR Messenger interface for Dr. Katayoun Bahadori on Wednesday, February 28, 2018. The top navigation bar includes icons for Home, COM Billing, CQI, Multi View, ODR - 30 Mos., My Tasks (circled in red), My Bills, My Appointments, Import, Outcomes, Reports, Med, and Providers. Below the navigation bar, the main window displays a patient schedule for February 28, 2018. The schedule table lists appointments with columns for Time, Patient, Primary #, Type, Concern, Appt Status, Billing Status, Bill, and Diag. To the right of the schedule, there are three panels: 'Urgent Tasks' (Nothing found to display), 'All exclude Visits' (Nothing found to display), and 'Active Abnormal Lab Results' (Nothing found to display).

- ix. The new window that opens has a list of all unfinished tasks, including new labs, electronic documents (e.g. referral consult responses, etc.), tasks from MOAs (e.g. phone messages, etc.), scanned results attached to a message task (e.g. investigation results)

The screenshot shows the 'My Tasks' window. The top section includes filters for Start, End, Group, Owner, Category, Type, Description, and Status. Below the filters is a table of tasks with columns for Due, Patient, Description, Reason, and Recur. A red circle highlights the task description 'Lab, TSH' for a patient named 'rly'. Other tasks listed include 'Investigation, Ultrasound, US thyroid t/u, done 2016, needs 2019', 'Lab, General Information, Blood Gases Cord Arterial, General Information, Blood Gases Cord Venous, General Information, Bilirubin, General Information, Bilirubin, General Information, Bilirubin', 'Visit, ROUTINE PELVIC EXAM INCLUDING PAP, 14560, Female adult physical', 'Lab, PCCA Gynecological Cytology Report (PAP), PAP result', 'Investigation, X-Ray, chest- normal limits', 'Billing Message, Payee Payment Summary', 'Visit, VISIT IN OFFICE (AGE 50-59), 15300, SOAP with WT/HR/BP', 'Lab, Occult Blood Fecal', and 'Lab, Occult Blood Fecal'.

- x. Click on any description to open the task on that line. The task can be completed from the within the window that opens.

How do I access historical information?

- xi. To access any historical items from the patient's chart, click on the appropriate tab (e.g. visits, Tasks, Bills, Allg, Meds, Profile, Labs, Invest, Consults, Imm, Goals).

Patient Test
65 years 03-Feb-1953 Male
Phone: (604) 485-0136
Chart#: book 20 min

14051 - CHF - has not been billed in last year.
14050 - DM - has not been billed in last year
HIV Test Not Done in Last 5 Years

Demog Visits Tasks Bills Allg Meds **Profile** Labs Invest Consults Imm Goals Appt

Visit filter - all visits

Task Start Date: All Start: All End: All Diagnosis: All Obs Template: Summary Filter Print New Help

Obs Name: Obs Value: Provider: All Status: All

Signed	Date	Provider	Concern	Diagnosis	Disposition
	21Feb18			heart failure*, 428	
	16Nov17		physical	obesity/hyperalimnet*, Chronic pain, 278, 338.4	
	26Aug16			heart failure*, 428	
	27Jul16			heart failure*, 428	
	12Apr16			epistaxis, 784.7	RTC as required
	19Mar16			heart failure*, 428	
	27Oct15			depressive disorder nec, 311	RTC 2 weeks
	19Oct14				

- xii. This opens the historical items in this category. Any one line item can be opened by clicking on the observation.

Patient Test
65 years 03-Feb-1953 Male
Phone: (604) 485-0136
Chart#: book 20 min

14051 - CHF - has not been billed in last year.
14050 - DM - has not been billed in last year
HIV Test Not Done in Last 5 Years

Demog Visits Tasks Bills Allg Meds **Profile** Labs Invest Consults Imm

All Labs

Complete Results

Date	Test Group Name	Observations
09Feb18 12:04 PM	Renal function	Creatinine 84 umol/l 64-100 Estimated GFR 72 ml/min 60-90 Urine ACR (Albumin/Creatinine Ratio) 1.7 mg/mmol m: <2.0, f: <2.8
01Feb18 12:05 PM Final		TSH 3.1 mU/L 0.34-4.82
18Jul16 09:02 AM	PAP result	
15Feb16 12:05 PM Final		Hemoglobin A1c 7.2 % H < 7.0
30Jul14 01:03 PM	*Lab Results: OB (BC)	Hemoglobin (3rd TM) 123 g/L 110 - 150 Maternal prenatal screening SIPs reassuring GBS Screen positive Copy to hospital
31May14 09:00 AM	INR Follow-up	Pattern for dose 1 2 days/wk Pattern dose 1 5 mg Pattern dose 2 8 mg Recurrence 1/12 Warfarin general guidelines
05Apr13 03:38 PM Final	Joint Fluid Culture	Patient: Test, Patient 03FEB1943 M [Lab] Patient: PP Opted Out Test, Patient 03FEB1953 M [EMR] Specimen Source Right elbow joint Aspirate Gram Stain 3+ Polymorphonuclear cells No organisms seen Report broadcast to: SMHEMG01 Date: 05/04/13 Time: 1916 Culture Staphylococcus epidermidis Isolated from broth culture only. ***** Updated Result ***** A prior result that was reported as final has been changed. Please note: Organism has been further identified. Susceptibilities have been added to this report. PLEASE NOTE THE ADDITION OF DAPTOMYCIN SUSCEPTIBILITY TO FINAL REPORT. MIC of DAPTOMYCIN is 0.5 mg/L. Interpretation: SUSCEPTIBLE Penicillin R Ampicillin R Cloxacillin R Cefazolin R Clindamycin S Vancomycin S

A. How do I log on?

1. In the office

- i. Open Web-browser and type in Clinic EMR URL (a 6-character label: *****.med-access.net)
- ii. The EMR login window will open
- iii. Type in the User Name and Password given to you by the office administrator. Login.

2. Remote Log in

- i. Open Web-browser and type in Clinic EMR URL (a 6-character label: *****.med-access.net)
- ii. The EMR login authentication window will open
- iii. For Username, type in the Clinic EMR 6-character label given to you by the clinic administrator. (same as the 6 characters in the clinic EMR URL)
For Password, type in the 20 alpha-numeric password given to you by the clinic administrator.
Log in.
- iv. The EMR login window will open
- v. Type in the User Name and Password given to you by the office administrator. Login.

3. How do I access my schedule?


- i. When you log in, you will go to an initial screen that will be set up differently in each clinic but which will have a schedule in the window.
- ii. Other information may be visible in this window, including Tasks. This window is user configurable to show diverse types of displays.

4. How do I get to my patient's chart?



- i. From your schedule, click on the patient name of the chart that you want to access.
- ii. Once the chart is opened, click on the tab name of the section you want to open

5. How do I document a transaction:



i. SOAP note

- i. From the "Visits" tab window, click on the "New" icon in the upper right of the window
- ii. This opens the default SOAP note set for you by the administrator. The default SOAP can be changed to a different SOAP note by the clinic administrator
- iii. Once the notes are typed in, complete and close the visit by clicking on the green check  icon in the lower left corner.


ii. order investigations

- i. When ordering investigations during a patient visit, click on the "Inv" icon  in the visit window.
- ii. This will open the default investigation (often an imaging requisition).
- iii. To see a list of other available investigations, **right** click on the "Inv" icon . Select the investigation from the dropdown list

iii. Labs



- i. When ordering labs during a patient visit, click on the "Lab" icon  in the visit window.
- ii. This will open the default lab requisition.
- iii. To see a list of other available lab requisitions, **right** click on the "Lab" icon . Select the Lab requisition you want from the dropdown list

iv. forms



- i. When wanting a form during a patient visit, **right** click on the "Task" icon  in the visit window.

- ii. Slide the mouse pointer over “Form” on the dropdown list, this will open another dropdown list to select the Form you want from that dropdown list

v. referral letters

- i. When writing a consult request during a patient visit, click on the “Con” icon  in the visit window.
- ii. This will open the default consult template
- iii. To see a list of other available consult requests, **right** click on the “Lab” icon . Select the consult request you want from the dropdown list

vi. Prescriptions

- i. When writing a prescription during a patient visit, click on the “Med” icon  in the visit window.
- ii. This will open the prescription writing window.
- iii. Type in the first few characters of the medication name and click enter to show a list of medications to choose from.
- iv. Select the medication that you want and then fill in the rest of the prescription template with the appropriate instructions.
- v. To print, click on “Approve and Preview”. Then click on the blue “Print” button of the window that opens.
- vi. Note the prescription warning on the right to indicate that the patient has a penicillin allergy. The prescriber would have to manually over-ride the warning in order to print the prescription.
- vii. To see a list of other prescription tasks (like renew), **right** click on the “Med” icon . Select the task (like “Renewals” or “View Meds List”) you want from the dropdown list

vii. Billing/coding

- i. Entering a billing and diagnostic code can be done from within patient visit
- ii. Enter either text (e.g. “Hypertension”) or ICD9 code (e.g. “401”) in the “Diagnosis” box to display a list of available diagnostic descriptions or codes. Select the appropriate diagnostic code or description from the list displayed.
- iii. In the “Billing Item” type in the last 3 numbers of the billing code for 100 or 120 series and hit “enter” key, the first two numbers relating to the patient age will automatically enter. Use the full 5-digit diagnostic code for other billing codes (e.g. 14053, 14066, etc.).

B. How do I access my inbox (assigned transactions/tasks/lab work)?

1. On the schedule window, click on the “My Tasks” icon in the upper right
2. The new window that opens has a list of all unfinished tasks, including new labs, electronic documents (e.g. referral consult responses, etc.), tasks from MOAs (e.g. phone messages, etc.), scanned results attached to a message task (e.g. investigation results)
3. Click on any description to open the task on that line. The task can be completed from the within the window that opens.

C. How do I access historical information?

1. To access any historical items from the patient’s chart, click on the appropriate tab (e.g. visits, Tasks, Bills, Allergies, Meds, Profile, Labs, Invest, Consults, Immunizations, Goals).
2. This opens the historical items in this category. Any one-line item can be opened by clicking on the observation.