Surrey-North Delta
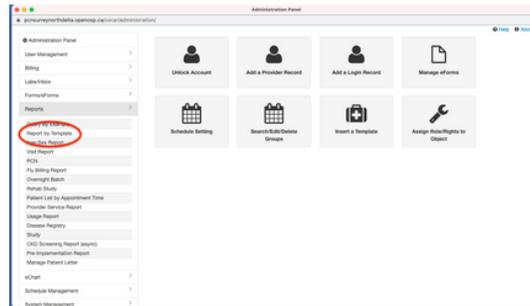Primary Care Network

PCN Attachment Reporting

OSCAR

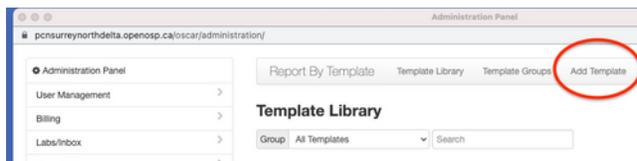### Saving Report Files

▶ *Watch a quick video walkthrough*

1 Download **THIS .TXT** file onto your desktop

2 Log in to your OSCAR EMR account using your credentials

3 Navigate to 'Administration' and then to the 'Reports' section

4

Click on 'Report by Template'

5

Click on 'Add Template'

6 A new window or page should open. Click on 'Choose File' and search for the file you saved on your desktop. Once selected click on 'Upload & Add'

7 After successfully uploading the files, you can close the 'Administration' window

Surrey-North Delta Primary Care Network

PCN Attachment Reporting

OSCAR

Creating a *New Attached Patients* Summary Report
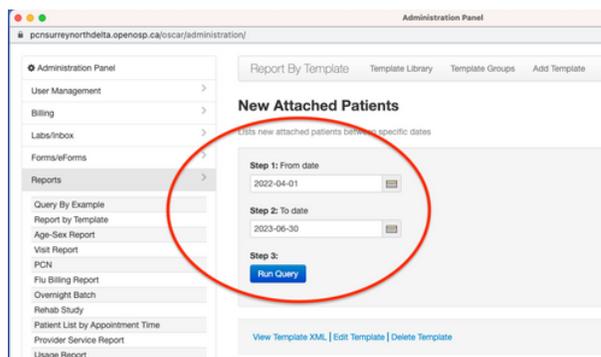
1 Log in to your OSCAR EMR account using your credentials.

2 Navigate to 'Administration' and then to the 'Reports' section

3 Click on 'Report by Template'

4 From your template list search and select "New Attached Patients Summary"

5 Select the provider number from the drop down list

6

Enter 'from' and 'to' dates (Note: for the first report, select the dates from April 1, 2024 to March 31, 2025)

7 Run query

8 Enter your results using the following link:

https://forms.monday.com/forms/772659c129b4e9978ec7f7853de46180?r=use1

Need support? Contact Nadia Shoukat at nadia.shoukat@snddivision.ca