



TelusHealth Wolf EMR – PAP Queries

1. Open Practice Search from Telus Health Home Page
 - a. Name your search - Overdue Paps within 5 years
2. Save this Search. Note that you should check the box to make this search Active and accessible to all inclusions in the search
3. Next, from the search parameters menu (on the left side) click on Demographics for a drop down menu and click on Primary MD and Last Visit. **Note:** From this point on once you choose from the menu on the left you have then choose your search criteria in the boxes that appear on the right (Follow the diagrams if you are not familiar)
 - a. On the right hand side change the Age Is section to between 25-69
 - b. Choose your MD. You can also click the small + sign to add more doctors if you choose
 - c. Last Visit – In Last 5 Years
 - d. Hit save at this point so your work is saved

Exclusions – We want to exclude some patients so the data is clean and reduces redundant work.

4. On the left hand side drop down menu choose History and then select Documents
 - a. Choose BCCA Gynecological Cytology Reports (PAP) from the drop down menu and then select the plus sign.
 - b. Please note you want to check the box Exclude Matches (it is circled on the screen shot)
 - c. Now search for Paps (or whatever you labelled your pap results prior to Excelleris providing the reports electronically). Click ADD.
 - d. Note: If you labelled your scanned pap results as PAPS you can do and exclusion of the past 5 years. PAPS is located just above the Documents option
 - e. Make sure you change the date filed to in the last 5 years
5. Exclude patients that have had a hysterectomy. In the History drop down menu choose Surgery. Then type in Hysterectomy and choose from the drop down menu (see diagram). Make sure you check the box Exclude Matches
6. Close History Drop Down Menu and select Billing. From that menu Select Prov FeeCode. You want to exclude billing codes 14560 and 14090. You will use the + and add features just like you did when excluding the Pap and BCCA documents in step 4.
 - a. This may seem redundant because you have already excluded Pap results, but what if a pap result is labelled incorrectly? This will just help catch anything that may have fallen through the cracks.
7. You may choose to exclude anyone that has left the practice. You will find this in the Demographics drop down menu under Status
 - a. Save your work at this point.
8. Now to look at your results. Select Search Results, which is the first icon in top right hand corner. See diagram or hover over icon to make sure you select the correct one.
 - a. A new screen will appear with the list of names of patients that are overdue. You can print the list to work from. For the more advanced user you can select all and send them to Follow Ups. Just beware this will put a lot of calls in your Patients to Notify area.
 - b. To go the extra mile you can save this search as a Rule. Rules run every night and show up in the patient banner to alert the physician there is something to look at regarding a particular patient.
9. Save your search as a rule by going to File Save Search As
10. Type in Search Name (Overdue for PAP), check off Save Item as Rule and type out text you would like to display and then select Active. Once you have done that you can hit Save as New.
 - a. If you have taken this step then the next day this rule will show up on patient banners in red.



TelusHealth Wolf EMR – PAP Recalls

You can find all the PAP results that have been uploaded from Excelleris in the documents in folder.
1. From MOA workdesk choose Documents

The screenshot shows the 'Medical Summary' tab with several sections:

- Referrals:** Includes 'New Referral', 'Notification History', 'Referral calls to complete' (205 referral appointments to be made, 3 referral notifications), 'Referral letters' (No letters to transcribe, No letters to print), 'Incoming Referrals/Consults' (No Incoming Consults, No Declined eReferrals), and 'No Incoming Referrals'.
- Data Entry:** Includes 'Vitals Entry', 'New Manual Result', 'Vaccination', and 'Group Vaccination'.
- Clinic Tasks:** Includes 'Incoming Results' (59 Investigations, 73 Documents - highlighted with an orange box), 'Clinical Queues' (25 patients to notify, 7 Rule Matches (level 5) found in last 7 days. Total rule matches = 1691, 3 Incomplete WCB Reports), 'No charts to pull', 'No OR Bookings to be made', and '6 patients overdue for PAP/Mammograms procedures outside guidelines'.

2. Select All Documents and then choose Cytopathology on the document type drop down list.
- This will show you all the pap results and the overdue pap letters as well as the notifications informing you to change a patient's follow up to 3 years to match the new guidelines
 - You can then enter the information in so that the patient is automatically part of the recall system. You can print to enter or just jot down the pertinent info you need on a scrap piece of paper so you don't waste paper.
 - At our office we like to add ENTERED in the Review notes so we all know that pap result is in our recall information

The screenshot shows the 'Investigation/Document In Basket' window with the following settings:

- Search Keys:** Electronic Investigation, Documents, Incoming Consults, Incoming Referrals, Declined eReferrals
- Practitioner:** << ALL >>
- Search Keywords:** [Empty field] AND
- Document Type:** Cytopathology
- View Document Properties:** [Button]

Date	Status	Document Type	Ordered By	Keyword One	Keyword Two	Keyword Three	Content Type	Review Note	Patient
21-Apr-2017	Reviewed	Cytopathology	CHOW, J HOLDEN	BCCA Gynecologi	07/04/17		pdf	entered	Sovic, Sanc
28-Apr-2017	Reviewed	Cytopathology	CHING, JODY	BCCA Gynecologi	06/04/2017		pdf	entered	Litt, Raman
28-Apr-2017	Reviewed	Cytopathology	NYVALL, JENESSA	BCCA Gynecologi	05/04/2017		pdf	entered	Holland, Ja
19-Apr-2017	Reviewed	Cytopathology	CHOW, J HOLDEN	BCCA Gynecologi	Final		pdf	entered	Vitug, Anto
19-Apr-2017	Reviewed	Cytopathology	NYVALL, JENESSA	BCCA Gynecologi	Final		pdf	entered	Van Meer, I
19-Apr-2017	Reviewed	Cytopathology	NYVALL, JENESSA	BCCA Gynecologi	05/04/2017		pdf	WARNING! THIS REPORT	Van Meer, I
19-Apr-2017	Reviewed	Cytopathology	CHOW, J HOLDEN	BCCA Gynecologi	05/04/2017		pdf	WARNING! THIS REPORT	Vitug, Anto
19-Apr-2017	Reviewed	Cytopathology	POON, JASON	BCCA Gynecologi	Final		pdf	entered	Dahl, Alisa
19-Apr-2017	Reviewed	Cytopathology	NEILPOVITZ, CATHY	BCCA Gynecologi	Final		pdf	entered	Vanderme
19-Apr-2017	Reviewed	Cytopathology	NEILPOVITZ, CATHY	BCCA Gynecologi	Final		pdf	entered	Janzen, Ras
19-Apr-2017	Reviewed	Cytopathology	CHOW, J HOLDEN	BCCA Gynecologi	Final		pdf	entered	Murray, Jar
19-Apr-2017	Reviewed	Cytopathology	NEILPOVITZ, CATHY	BCCA Gynecologi	Final		pdf	entered	Lind, Aman
19-Apr-2017	Reviewed	Cytopathology	NEILPOVITZ, CATHY	BCCA Gynecologi	Final		pdf	entered	Manning, K
19-Apr-2017	Reviewed	Cytopathology	NYVALL, JENESSA	BCCA Gynecologi	Final		pdf	entered	Murphy, Ok
19-Apr-2017	Reviewed	Cytopathology	NYVALL, JENESSA	BCCA Gynecologi	10/04/2017		pdf	entered	Baerg, Bett
28-Apr-2017	Reviewed	Cytopathology	NYVALL, JENESSA	BCCA Gynecologi	Final		pdf	WARNING! THIS REPORT	Baerg, Bett
27-Apr-2017	Reviewed	Cytopathology	POON, JASON	BCCA Gynecologi	07/04/2017		pdf	WARNING! THIS REPORT	Dahl, Alisa
27-Apr-2017	Reviewed	Cytopathology	NEILPOVITZ, CATHY	BCCA Gynecologi	0/04/2017		pdf	WARNING! THIS REPORT	Janzen, Ras
27-Apr-2017	Reviewed	Cytopathology	NEILPOVITZ, CATHY	BCCA Gynecologi	04/04/2017		pdf	WARNING! THIS REPORT	Lind, Aman
19-Apr-2017	Reviewed	Cytopathology	NEILPOVITZ, CATHY	BCCA Gynecologi	04/04/2017		pdf	WARNING! THIS REPORT	Manning, K
19-Apr-2017	Reviewed	Cytopathology	NYVALL, JENESSA	BCCA Gynecologi	03/04/2017		pdf	WARNING! THIS REPORT	Murphy, Ok
19-Apr-2017	Reviewed	Cytopathology	CHOW, J HOLDEN	BCCA Gynecologi	04/04/2017		pdf	WARNING! THIS REPORT	Murray, Jar
19-Apr-2017	Reviewed	Cytopathology	NEILPOVITZ, CATHY	BCCA Gynecologi	04/04/2017		pdf	WARNING! THIS REPORT	Vanderme