WOLF EMR

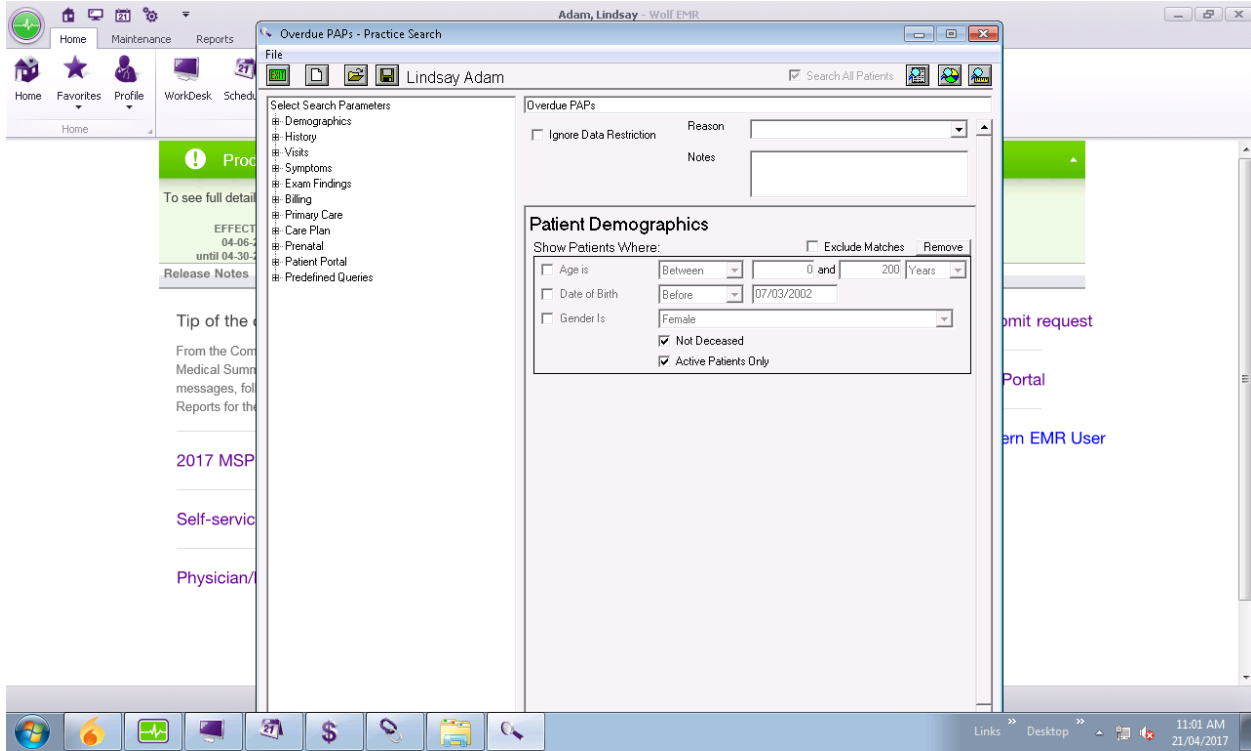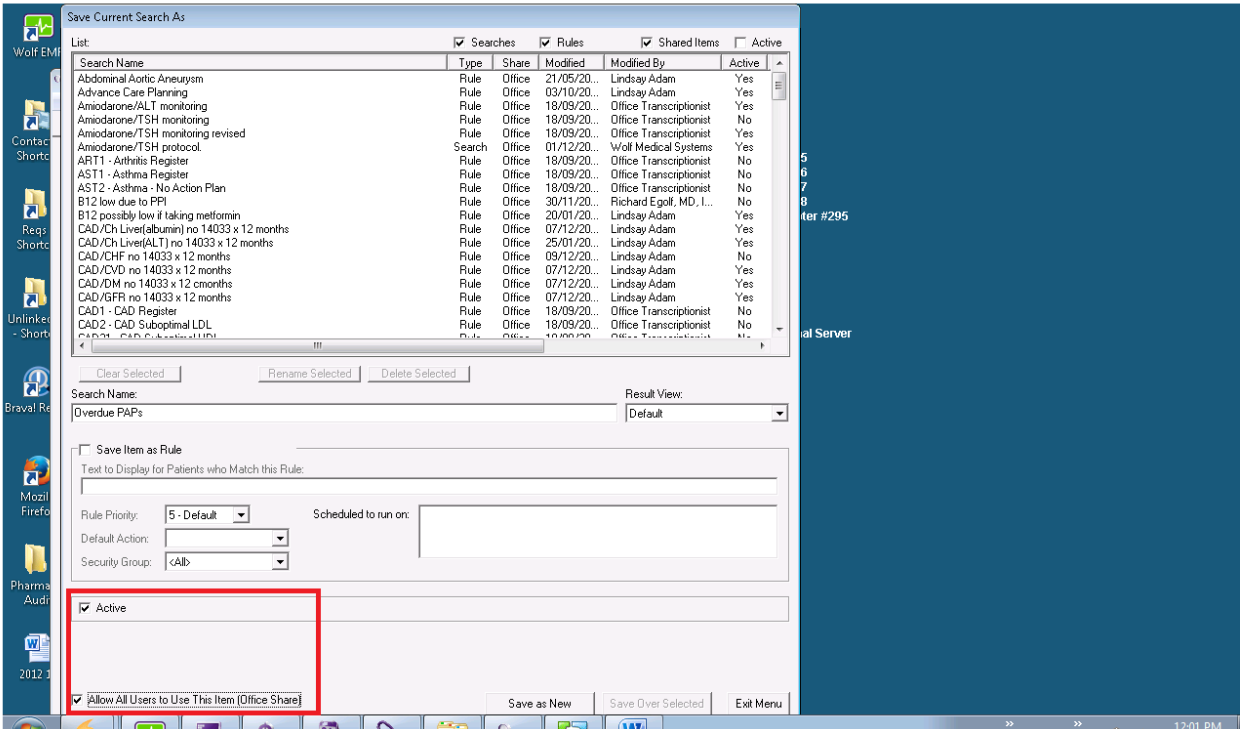## TelusHealth Wolf EMR – PAP Queries

1. Open Patient search from Telus Health Home Page
    a) Name your search where it says Search1 - Overdue Paps within 5 years
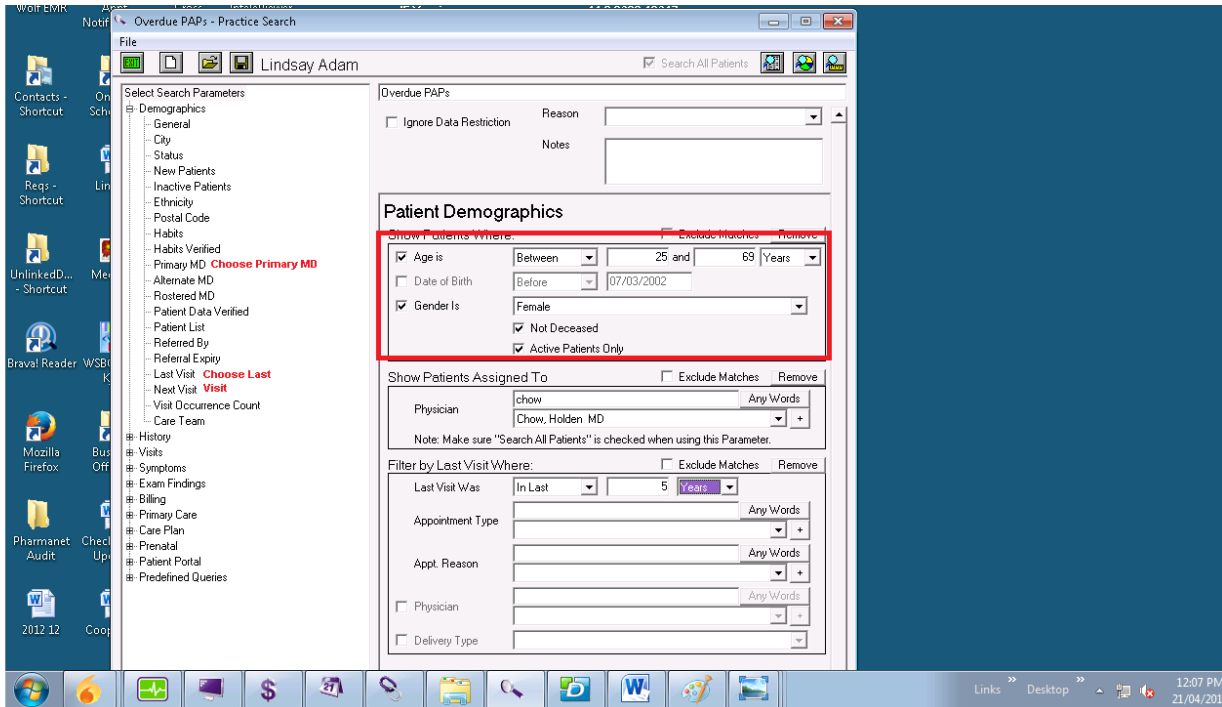

2. Save this Search. Note that you should check the box to make this search Active and accessible to all inclusions in the search
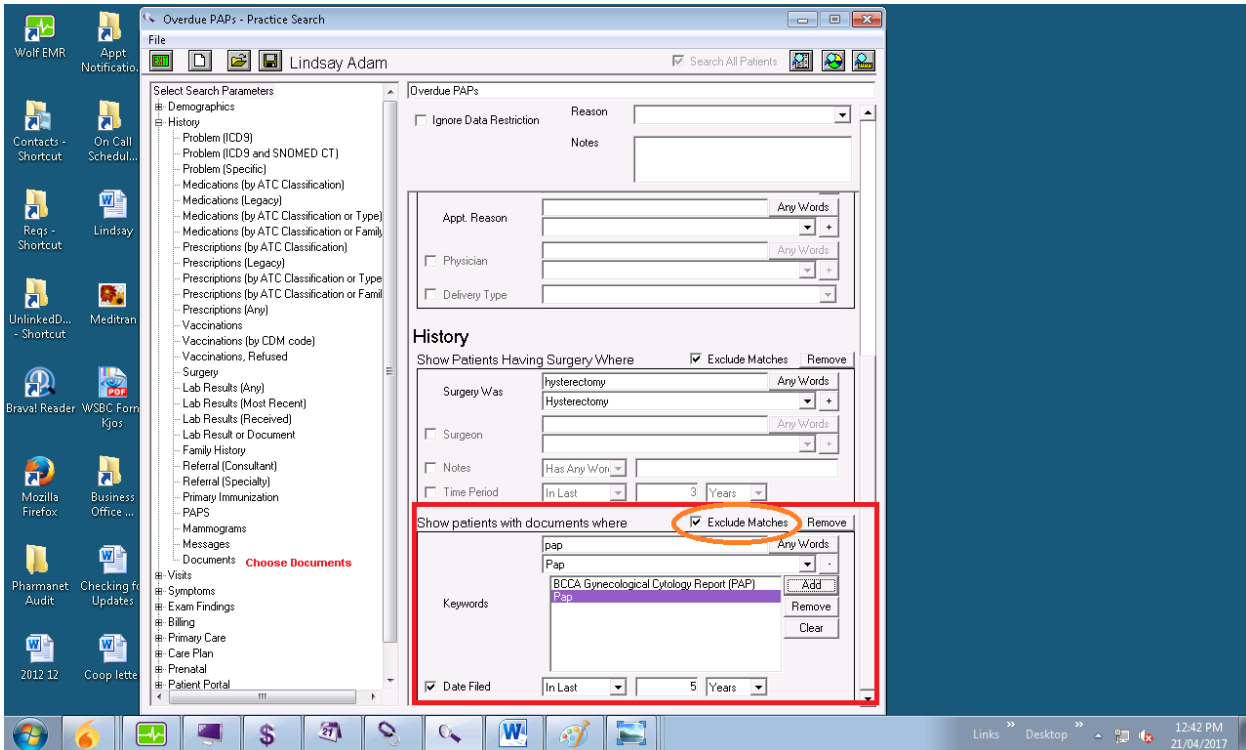
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3. Next, from the search parameters menu (on the left side) click on Demographics for a drop down menu and click on Primary MD and Last Visit
   a) On the right hand side change the Age Is section to between 25-69
   b) Choose your MD. You can also click the small + sign to add more doctors if you choose
   c) Last Visit – In Last 5 Years
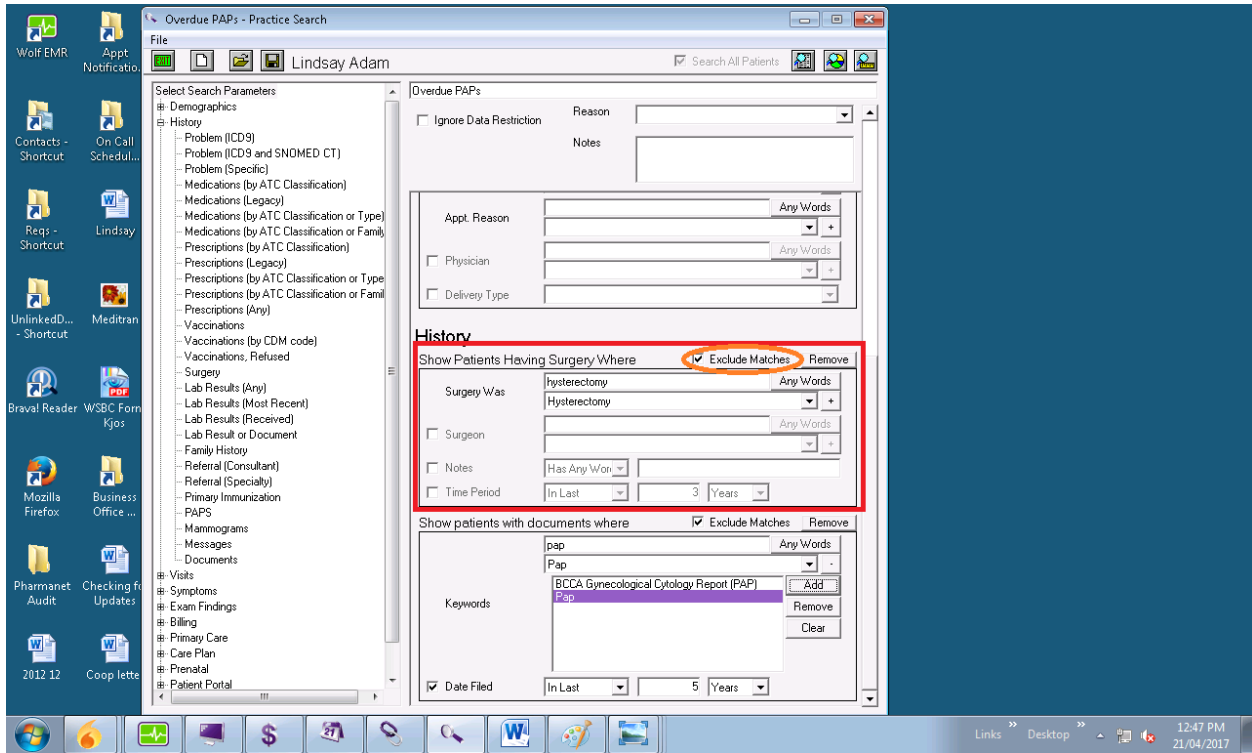   d) Hit save at this point so your work is saved

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 Exlude 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
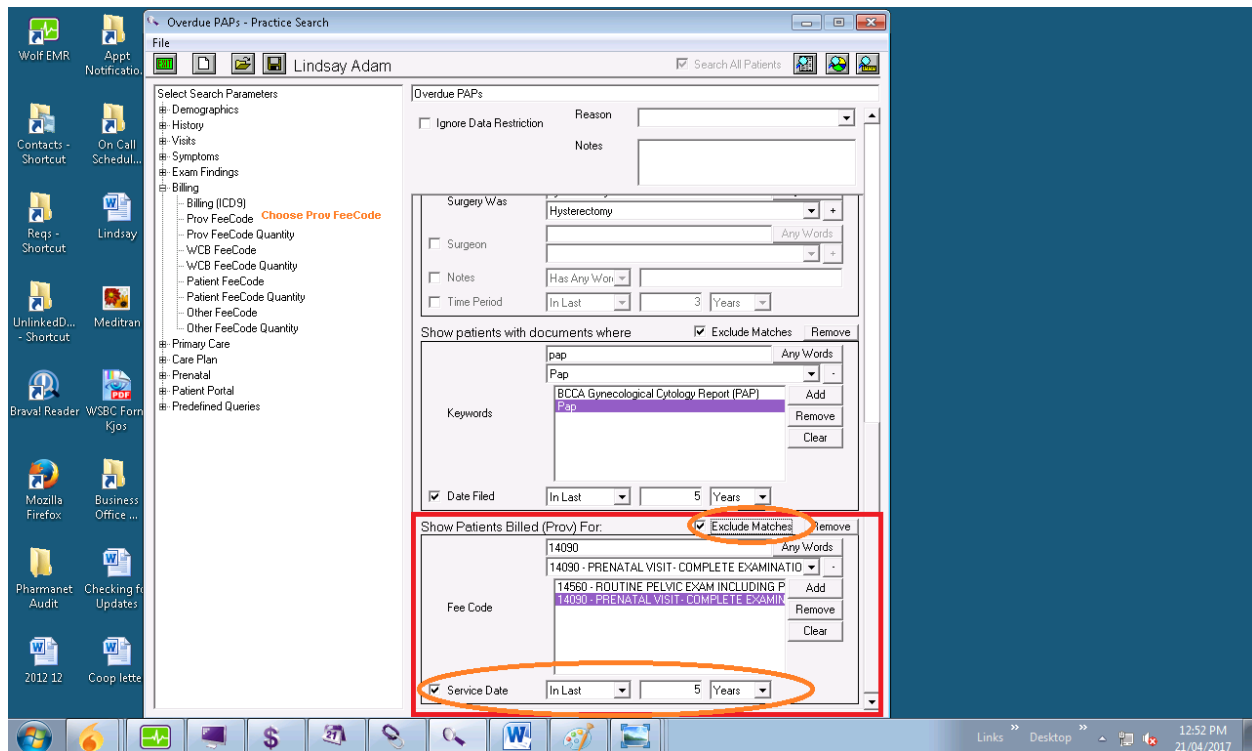   e) Make sure you change the date filed to in the last 5 years

5. Exclude patients that have had a hysterectomy. In the History drop down menu choose Surgery. Make sure you check the box Exclude Matches
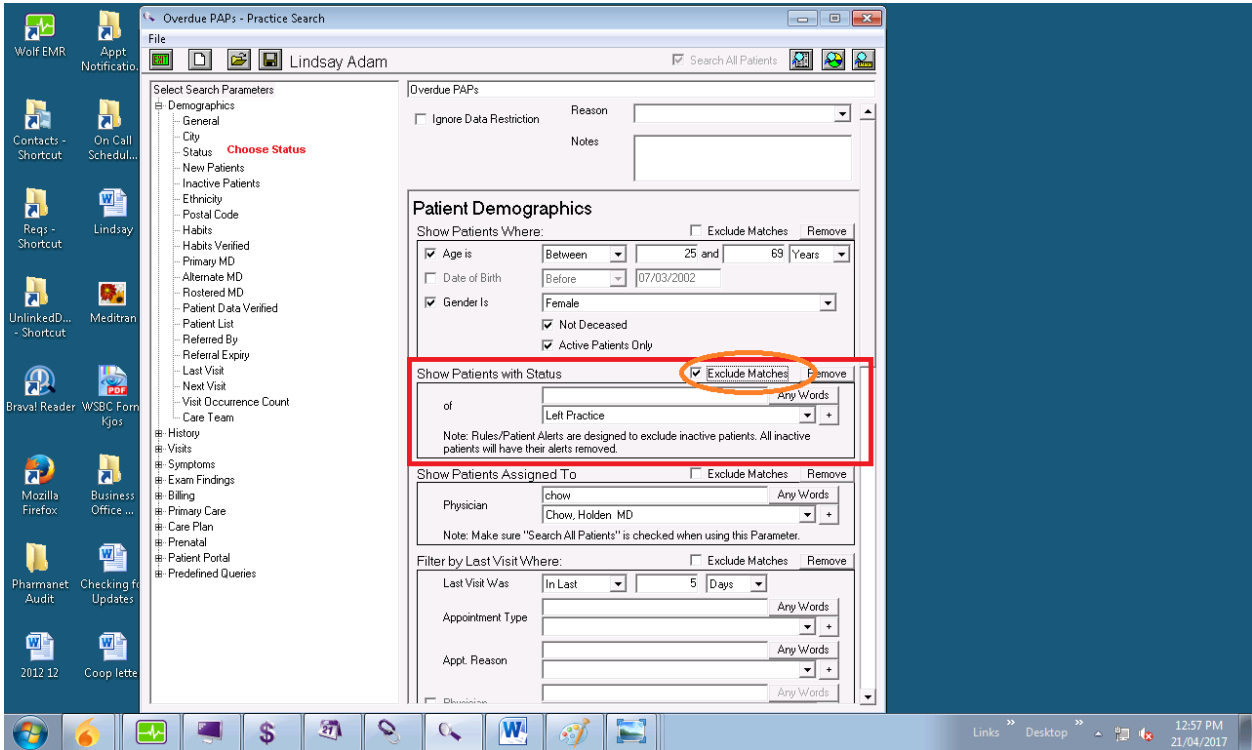

6. Close History Drop Down Menu and select Billing. From that menu Select Prov FeeCode. You want to exclude billing codes 14560 and 14090.
   a) This may seem redundant because you have already excluded Pap results, but what if a pap result is labelled incorrectly? This will just help catch anything that may have fallen through the cracks.
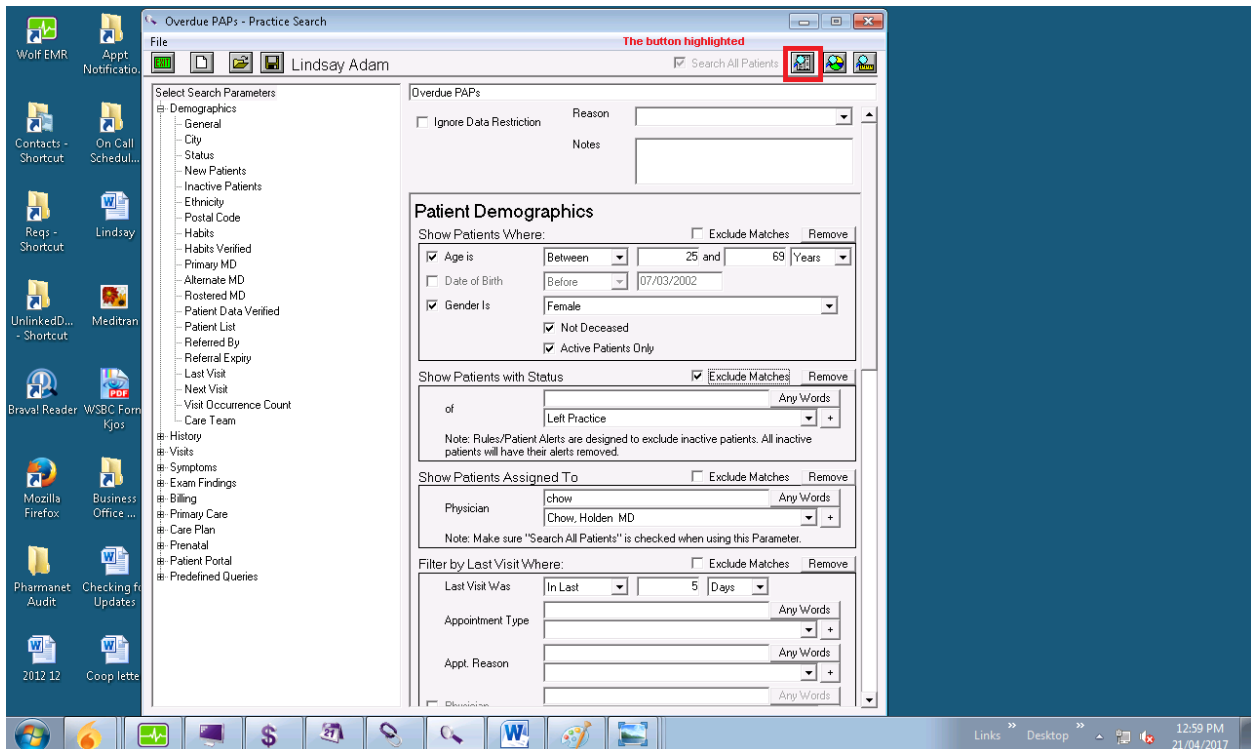
7. You may choose to exclude anyone that has left the practice. You will find this in the Demographics drop down menu under Status
   a) Save your work at this point

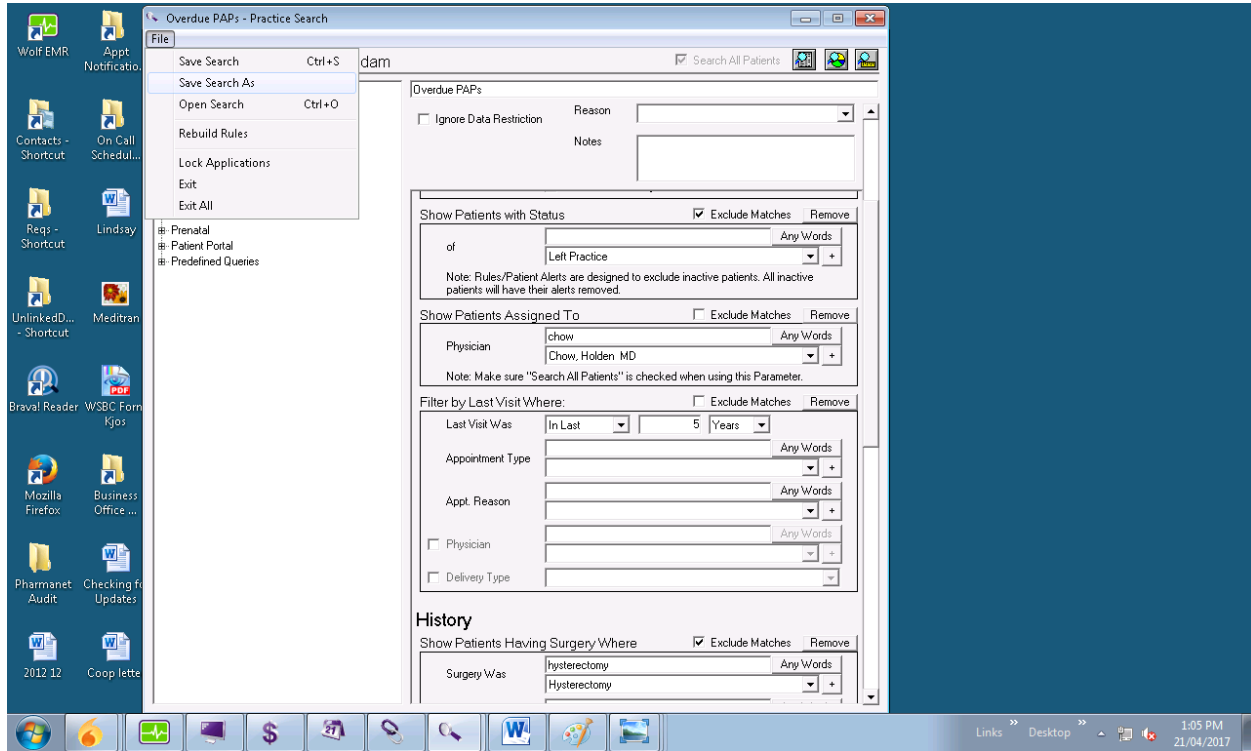8. Now to look at your results. Select Search Results
   a) A new screen will appear with the list of names of patients that are overdue. You can print the list to work from. For the more advanced user you can select all and send them to Follow Ups. Just beware this will put a lot of calls in your Patients 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 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.

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