

OSCAR PRO EMR GUIDE FOR CLINICIANS



OSCAR Pro, an acronym for Open Source Clinical Application Resource, is an EMR best suited for use using Google Chrome. Please ensure that you are browsing the program using the latest version of Chrome in order to optimize the use of all of the program's functions.

<https://icha.kai-oscar.com/oscar>

TABLE OF CONTENTS

SCHEDULES and APPOINTMENT BOOKINGS

PAGE 1 -----

- Creating and editing **Appointments**
- Viewing clinic **Schedules**
- Appointment shortcuts **E | B | M | Rx**
- Updating a patient’s appointment status **“Cancelled, No Show”**

MASTER RECORD and UPDATING PATIENT DEMOGRAPHICS

PAGE 2 -----

- Adding Health Insurance information
- **Edit** and add demographic information (HIN, contacts, spoken language, alerts)
- Updating patient status (active, transferred, deceased)
- Shortcuts in the **Master Record**

SEARCHING for PATIENTS and CREATING CHARTS

PAGE 3 -----

- **Search** for patient’s in ICHA’s OSCAR Pro database

PAGE 4 -----

- **Creating new patient charts**
- Adding initial demographic information

PRINTING LABELS and ASSIGNING a SITE

PAGE 5 -----

- Printing lab specimen **labels**
- Printing patient envelopes
- Z ICHA Operations and other site assignment

INBOX, MESSENGER and eDocs

PAGE 6 -----

- Receiving documents in your **Inbox** – acknowledge, comment and file.

PAGE 7 -----

- Receiving and sending secure messages with OSCAR Pro **Messenger**

PAGE 8 -----

- Accessing the curated documents in **eDocs** (Incident Reports, Fax Coversheet)
- Adding your **signature stamp**

TABLE OF CONTENTS

UPLOADING and eFAXING DOCUMENTS

PAGE 9 -----

- Using the Master Record to **upload individual documents** to the patient’s chart

PAGE 10, 11 -----

- **Uploading multiple documents** through Inbox

PAGE 12 -----

- Using the Inbox to **eFax documents** without a physician fax machine on-site

CASE LOAD and ROSTER STATUS

PAGE 13 -----

- Review provider **Caseload**
- Access a site line list
- How to assign patients to your caseload and roster site.

ENCOUNTER NOTES

PAGE 14 -----

- **Writing an encounter note** – how-to publish, time stamp and change dates.
- Edit existing encounter notes
- Creating and using note templates
- Verifying student notes

PAGE 15 -----

- **Faxing and printing encounter notes** from the eChart

OSCAR eCHART

PAGE 16 -----

- Adding to the **CPP** – Social History, Reminders, Ongoing Concerns, Medical History

PAGE 17 -----

- **Preventions** – maintaining and reviewing a list of immunizations and screenings
- Setting reminders for follow-up and boosters

PAGE 18 -----

- **Ticklers** – setting reminders for yourself or another OSCAR Pro user

PAGE 19 -----

- **Forms** – contributing to ongoing flowsheets (growth charts, progress charts)

PAGE 20 -----

- **eForms** – creating and eFaxing referrals, requisitions and consent forms

PAGE 21 -----

- **Lab Results** – reviewing and mapping lab results received from our lab partners

PAGE 22 -----

- **Allergies** – maintaining and reviewing a list of allergies and related information

TABLE OF CONTENTS

- PAGE 23 -----**
 - **Consultations** – making and tracking referrals to specialists
- PAGE 24 -----**
 - **Disease Registry** – maintaining and reviewing a list of diagnosis
- PAGE 24 -----**
 - **Measurements** – keeping track of an ongoing list of measurements and vitals

MEDICATIONS

- PAGE 26 -----**
 - Printing a **medication list**
 - Reviewing active medications and days left until expiry
- PAGE 27 -----**
 - Editing **preferred pharmacy** for prescription eFaxing
- PAGE 28, 29 -----**
 - **Prescribing** medications

OLIS, SHADOW BILLING and CHECKLIST

- PAGE 30 -----**
 - Searching for missing lab results via **OLIS**
- PAGE 31 -----**
 - How-to **Shadow Bill**

SCHEDULES and APPOINTMENT BOOKING

Create and adjust bookings according with access to physician schedules based on site or collaborative groups

Upon logging into OSCAR Pro, you're welcomed with a schedule – either your most commonly used or recently opened. To open and book on the correct schedule, ensure **date**, **site** and **provider** are selected

The screenshot shows the OSCAR Pro interface. At the top, there's a navigation bar with options like 'Schedule', 'Caseload', 'Resources', etc. Below that, a search bar is visible. The main area displays a calendar for 'Fri, 2021-10-29' with a 'Calendar | Schedule | Today' navigation. A 'HELLO ALENA 1017' message is shown. There are dropdown menus for 'Clinic' (set to '---all clinic---') and 'C Group' (set to '.default'). A 'Today' button is highlighted in a yellow box. To the right, there are three green callout boxes with instructions.

DATE: The schedule date can be changed by using the black toggles to scroll day-by-day, or by selecting *Calendar*. Using the *Calendar* window will allow you to select a day weeks out with ease.

“**Today**” will refresh your screen and bring you back to your current schedule.

CLINIC: Select your clinic site name from the drop down menu.

Please note: All OSCAR users are assigned to Z *ICHA Operations* but should not be used for appointment booking

GROUP: This drop down will allow you to select from a list of providers and provider groups that are connected to the site you have selected. *Groups display multiple providers on one schedule.*

BOOKING AN APPOINTMENT

Ensure browser's pop-up blockers are deactivated**

1) Click on a timestamp in your open schedule and an the **EDIT AN APPOINTMENT** window will appear (see image below)

2) Attach patient (Jane Smith) to appointment using this format: **Smi, Jan** and click **Search** You'll know you've successfully added a person to the appointment when the demographic number appears beside Search and demographic info (tel., alerts, apt. history) appear

*** It is important that physician schedules are completed accurately reflecting; length of appointments, **No Shows** and **Cancellations**, correct physician, accurate site, linked demographic and in the correct time slot. This is all credible information necessary for ICHA's ongoing data collection submitted to funders and researchers alike.

The screenshot shows the 'MAKE AN APPOINTMENT (Spa Appt)' form. Fields include Date (2021-10-29), Start Time (09:00am), Duration (15 min), Last Name, Reason, Location (1017, alena), Status (Booked), Type (Select type), Doctor (Search), Notes, Date Time (2021-10-29 12:55:26), and Critical (checkbox). Arrows point from the text on the right to these fields.

3) Manually edit duration/date/time as needed

4) Ensure site location is accurate (this is a common error)

- 5) Update Status as necessary:
- ***Non face-to-face*** - for follow up without patient present
 - **Here** - when patient has arrived
 - **Picked** - when patient has been seen but appt has yet to be billed
 - **Safety Concern** - flagging acute safety or behavioural concerns
 - **No Show** - when patient does not show for scheduled appt
 - **Cancelled** - when scheduled appt is cancelled
 - *Never delete appointments, unless truly a mistake.*

If you are unable to find a patient through the appointment window search, refer to the Toolbar **SEARCH (instructions on pg.3)**

6) Update Type as necessary: **Case Conference, Phone Visit, In-Person Visit, New Patient, etc.**

MASTER RECORD and UPDATING PATIENT DEMOGRAPHICS

To view/edit patient information, you are able to access the Master Record through: scheduled appointments, Search or in the eChart. During each appointment, take a look through the existing record and confirm demographic information is current and accurate.

08:00	
08:15	
08:30	
08:45	
09:00	Test,Annett E2 E In B Rx
09:15	
09:30	
09:45	

Patient Search

Name: test, ann Search In

Results based on keyword(s) : test, ann

Demographic No.	Module	Name	Chai No.
52762	E B Rx	Test, Annette	

MRP DR. NEHA BHUPTANI TEST, ANNETTE

Preventions	Social History
Flu ... 08-Feb-2018	
HepA ... 08-Feb-2018	
HIV ... 08-Feb-2018	
MAM ... 08-Feb-2018	
H1N1 ... 05-Jan-2018	
Tickler	Ongoing Conco
Disease Registry	

Master Record

Appointment

Appointment History

Waiting List

Billing

Billing History

Create Invoice

Flu Billing

Hospital Billing

Add Batch

Billing

Add INR

Bill INR

Outside Use

Clinical Modules

Consultations

Prescriptions

E-Chart +

Preventions

Tickler

Send a Message

Add Patient Set

Resources

Documents

Add Document

Current eForms

Add eForm

TEST, ANTON M 4 years Next Appointment:

PATIENT 52762 | ABOUT

Name: 52762 | EDIT

DEMOGRAPHIC

Last Name: Test
 First Name: Anton
 Preferred Name:
 Title:
 Sex: M
 Age: 4 (DOB: 2017-05-09) (yyyy-mm-dd)
 SIN:
 Language: English
 Patient Discovered Clinic VIA:

OTHER CONTACTS: MANAGE CONTACTS

Relationship Name Preferred Contact

CLINIC STATUS (ENROLLMENT HISTORY)

Enrollment Status:
 Date Enrolled:
 Termination Date:
 Patient Status: AC
 Patient Status Date: 2021-05-11
 Chart Number:
 Cytology #:
 Date Joined: 2021-05-11
 End Date:
 PHU:

PATIENT TYPE

Termination Date:
 Patient Status: AC
 Patient Status Date: 2017-11-29

ALERT

pick up ODSP package!!

Rx INTERACTION WARNING LEVEL

PHONE #s: Update this information at EVERY appointment. Can include case mgr, shelter, or alternate contacts.

Phone Comment: A note must be provided if the patient has acknowledged consent re: leaving vm msgs, speaking with relative or sharing information with support workers.

Email: If preferred, upload consent to eChart

Address: Put NFA if no permanent address is available.

Health Ins. #: This will autofill on all of the patient's referrals, requisitions and consultation requests. Include all OHIP/non-Ontario/IFH documentation and scan copies to upload into the patient's Documents.

Adjust Patient Status: from Active (AC) to acknowledge transfers (T) and deaths (D)

Update ALERT to appear in appointment window as needed

Use Alt. Provider 1: dropdown menu to indicate the ICHA clinician or mobile team (most) involved in a patient's care.

Use Enrollment Status: dropdown menu to indicate which ICHA clinic site a patient is (most) associated with.

Document anyone patient has consented to contact in Other Contacts: through "Manage Contacts".

SHORT CUTS, DOCUMENTS and APPOINTMENT HISTORY

Access patient Documents and upload scanned records

---Add Document +Add Link +Add HTML

Select Type: Add New Enter Title Old Date (yyyy/mm/dd): 2018/05/07

Browse: No file selected.

Report Class: Select Class Report SubClass: Restrict to current program

Add Cancel

Document Description	Content	Type	Creator	Responsible	Date	Reviewer	View Status	Published
test		png photo	OSCARDOC, DOCTOR		2018-01-17			T

View patient's Appointment History

History Results for Demographic: TEST,ANNETTE(52762)

APPT DATE	FROM	TO	Status	Type	REASON	PROVIDER	COMMENTS	Location
2018-03-20	09:00:00	09:14:00	To Do			Test,Ann	To Do	SMHA
2018-02-08	09:00:00	09:14:00	To Do			Zikman,Sharon	To Do	Hope Clinic
2018-01-03	08:00:00	08:14:00	To Do			Ravestein,Alena	To Do	agncourt Community
2018-01-02	10:00:00	10:29:00	To Do			Ravestein,Alena	To Do	East-03
2017-11-20	10:00:00	10:14:00	To Do			Chopra,Sabeena	To Do	Sistering

SEARCHING for EXISTING ICHA PATIENTS

ICHA's EMR database houses the records of 4000+ patients.

Even if it is your first interaction with the client, it is more than likely that a chart already exists within OSCAR Pro. To prevent the spreading of essential information across multiple charts, we rely on a thorough **Search** prior to creating a new patient record.



Schedule Caseload Resources **Search** Report Billing Inbox * Msg Consultations ConRep

Search is found in the top tool bar of OSCAR's main schedule page (the screen that opens upon login)

Name Search Inactive **All** Help | About

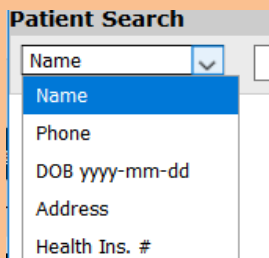
Results based on keyword(s) : tes, ann

Demographic No.	Module	Name	Chart No.	Sex	DOB yyyy-mm-dd	Doctor	Roster Status	Patient Status	Phone	Site
52762	E B Rx	Test, Annette		F	1989-12-13 _			AC	905-	
982	E B Rx	Test, Annie		F	1990-09-01 _		RO	AC	905-345-2351	Inner City Family Health Team

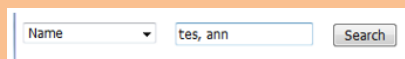
*Sorts by demographic number
¹Sorts by last name

[Create Demographic](#)

1) Using the Search dropdown select from an identifier.



2) Enter **Name** (las,fir), **DOB**, **OHIP** or **Phone** etc. into corresponding text box depending on the identifier that has been selected.



Click **Search**

3) Exhaust all identifier options. Still No results? Click **All** to include inactive clients.

4) If the patient is still not found –



Refer to instructions on **pg. 4** to learn how to enter pertinent demographic information on a new Master Record.

CREATING A PATIENT CHART

If a patient seems unfamiliar or has told you that they have never been to your clinic site before, this may be accurate but ICHA provides servicethroughout the city. It is important to thoroughly *Search* (pg.3) prior to creating new patient records. Please take note of the steps and guidelines below:

Although not necessary to access ICHA's services, ask patient to please provide ID/documents to ensure spelling and insurance details are accurate. Upload these documents to the chart (see pg. 2 and 9-11 for uploading instructions)

DEMOGRAPHIC
 Last Name: Test
 First Name: Anton
 Preferred Name:
 Title:
 Sex: M
 Age: 4 (DOB: 2017-05-09) (yyyy-mm-dd)
 SIN:
 Language: English
 Patient Discovered Clinic VIA:

OTHER CONTACTS: MANAGE CONTACTS
 Relationship Name Preferred Contact Responsibility Notes

CLINIC STATUS (ENROLLMENT HISTORY)
 Enrollment Status:
 Date Enrolled:
 Termination Date:
 Patient Status: SCOUT
 Patient Status Date: 2021-05-11
 Chart Number:
 Cytology #:
 Date Joined: 2021-05-11
 End Date:
 PHU:

PATIENT TYPE
 Patient Type:
 External ID:

DEMOGRAPHIC GROUP

ALERTS
 Booking Alert: test alert
 Chart Alert: test alerts

MINIMUM REQUIRED INTERACTION WITH PATIENT

PAPER CHART
 Archived:
 Archive Date:
 Program which Archived:

CONTACT INFORMATION
 Phone(H)(History): 905-
 Phone(W)(History):
 Cell Phone(History):
 Phone Comment:
 Residential Address(History):
 City: Toronto
 Province: ON
 Postal:
 Email:
 Show email on Consults: no
 Newsletter: Unknown

HEALTH INSURANCE
 Health Ins. #:
 Health Card Type: ON
 Effective Date:
 Renew Date:

INTERNAL PROVIDERS
 MRP:
 Alt. Provider 1: SUB HUB, Te
 Alt. Provider 2: SCOUT, ACTIVE

PATIENT CLINIC STATUS
 MRP:
 Alt. Provider 1: SUB HUB, Team
 Alt. Provider 2: SCOUT, ACTIVE
 Alt. Provider 3:
 Referral Doctor:
 Referral Doctor Phone #:
 Referral Doctor Fax #:
 Referral Doctor Private Phone #:
 Referral Doctor Address:

ADD NEW CONTACT
 Personal Professional Internal
 Last Name: First Name:
 Role: Administrative Staff
 Consent to Contact: Consent No Consent
 Main
 Cell Work Ext. Email
 Status: Active
 Secondary Decision Maker: Not Set
 Emergency Contact: Not Set
 Notes:

Enrollment Status: LOFT TAY
Insurance No: HF Willowdale
Patient Type: HF Kennedy
External ID: Ode'l Min Waabanong Robertson House
Archived Paper Chart: FCJ
Date Joined: The Gateway St. Felix
Status #: Eva's Place
Ethnicity: Evangeline Junction Place
Waiting List: CCVT Evergreen

ALERTS
 Booking Alert: test alert
 Chart Alert: test alerts

Add legal name to first/last sections to prevent barriers when accessing OHIP

Communicating via Email will require a signed consent (available in eDocs)

ALWAYS ask for up-to-date contact information at every appointment and provide phone comments. Examples:
 "Ok to leave voicemail"
 "Give appt info to Mom"
 "Caseworker: 555-5555"

Enter insurance information (OHIP, UCI for IFH, out-of-province) and select type.

Enter Expiry and Effective dates for UCI/Refugee Claimant Information. Upload IFH documentation to the chart.

- NFA
- Shelter
- Clinic Site
- Personal
- Mailing

Document key contacts and supports in "Other Contacts:" by clicking "Manage Contacts". A new window will pop up. Click "Add", input relevant info including, importantly, the presence or absence of consent, and "Save".

Alt. Provider 1: SUB HUB, Team
 Patient Status Date: Roy, Sylvain
 Alt. Provider 3: Saeed, Humaira
 Referral Doctor #: SCOUT, ACTIVE
 Family Doctor #: SCOUT, DISCHARGE
 Sediqzadah, Saadia
 Shani, Ravi
 Shanks, Leslie
 Shiyamalan, Sayanthen
 Shoush, Suzanne
 Silva, Claudia

PDF Label PDF Address Label PDF Chart Label
 Print Label Client Lab Label

Assign patients to providers and mobile teams by selecting them from the Alt Provider 1: dropdown menu.

Add as much information as possible. Things like Spoken Language, Country of Origin etc. can all be used to gather crucial data for improving tools and services available to our partners.

Assign patients to sites by selecting the site from the Enrollment Status: dropdown menu. This provides clarity when searching, performing privacy audits and for caseload reasons.

Add text to appear in the appointment window using the Alert: section of the Master Record to communicate with your team.

Alert: need new phone #
 MAKE AN APPOINTMENT (Alena Ravestein)
 Date (Mon): 2018-04-09
 Start Time: 09:00
 Duration: 15

PRINTING LABELS and ASSIGNING a SITE

Also in the Master Record, OSCAR Pro users will need to assign records to the site they are connected with.

There is also a label printing function available that can be used when collecting specimens at your clinic site.

08:00	
08:15	
08:30	
08:45	
09:00	Test,Annett E2 E In B Rx
09:15	
09:30	
09:45	

Patient Search

Name Search

Results based on keyword(s) : test, ann

Demographic No.	Module	Name	Cha No.
5276	E B Rx	Test, Annette	

MRP DR. NEHA BHUPTANI TEST, ANNETTE

Preventions	Social History
Td ... 08-Feb-2018	
HepA ... 08-Feb-2018	
HIV ... 08-Feb-2018	
MAM ... 08-Feb-2018	
H1N1 ... 05-Jan-2018	
Tickler	Ongoing Conco
Disease Registry	

TEST, ANTON M 4 years Next Appointment:

PATIENT SEARCH

ABOUT

Name Search

(217) Exit

<p>DEMOGRAPHIC</p> <p>Last Name: Test First Name: Anton Preferred Name: Title: Sex: M Age: 4 (DOB: 2017-05-09) (yyyy-mm-dd) SII: Language: English Patient Discovered Clinic VIA: OTHER CONTACTS: MANAGE CONTACTS Relationship Name Preferred Contact Responsibility Notes < ></p> <p>CLINIC STATUS (ENROLLMENT HISTORY)</p> <p>Enrollment Status: Date Enrolled: Termination Date: Patient Status: AC Patient Status Date: 2021-05-11 Chart Number: Cytology #: Date Joined: 2021-05-11 End Date: PHU:</p> <p>PATIENT TYPE</p> <p>Patient Type: External Id:</p> <p>DEMOGRAPHIC GROUP</p> <p>ALERTS</p> <p>Booking Alert: test alert Chart Alert: test alerts</p> <p>MINIMUM RX INTERACTION WARNING LEVEL</p> <p>PAPER CHART</p> <p>Archived: Archive Date: Program which Archived:</p> <p>Export this Demographic Exit Master Record</p>	<p>CONTACT INFORMATION</p> <p>Phone(H)(History): 905- Phone(W)(History): Cell Phone(History): Phone Comment: Residential Address(History): City: Toronto Province: ON Postal: Email: Show email on Consults: no Newsletter: Unknown</p> <p>HEALTH INSURANCE</p> <p>Health Ins. #: Health Card Type: ON Effective Date: Renew Date:</p> <p>PATIENT CLINIC STATUS</p> <p>Physician/MRP: Ashton, Ashton Nurse: Midwife: Resident: Referral Doctor: Referral Doctor Phone #: Referral Doctor Fax #: Referral Doctor Private Phone #: Referral Doctor Address: Family Doctor: Family Doctor Phone #: Family Doctor Fax #: Family Doctor #:</p> <p>NOTES</p> <p>SITES ASSIGNED</p>
--	--

PDF Envelope PDF Label PDF Address Label
PDF Chart Label Print Label Client Lab Label

All patients will need to be assigned to the sites they have visited in the *Sites Assigned*: section. This can be found at the very bottom of the Master Record.

In a traditional clinical setting, patient information would be siloed based on the site they are affiliated with. In our case, ICHA patients may transition from one site to another; all depending on where they are staying or accessing services on that particular day. To create seamless access to charts, **Z ICHA Operations** site assignment connects all ICHA patients under one unified site.

Ensure each patient you encounter is attached to the site you're assigned to along with the **Z ICHA Operations** site option.

Laboratory specimen labels are available to OSCAR Pro users in the bottom right corner of a patient's Master Record.

will produce a label with the patient's name, OHIP and contacts all auto-populated. When printing, select your site's label maker from printer options or print as usual and secure to specimen.

TEST,ANNETTE CHART#:
HIN:12345678910 UCI SEX:U DOB:13/12/1989
123 Jane Lane Toronto,ON
HOME: 905-555-5555 CELL: 647-555-5555

<p>MINIMUM RX INTERACTION WARNING LEVEL</p> <p>PAPER CHART</p> <p>Archived: Archive Date: Program which Archived:</p> <p>Export this Demographic Exit Master Record</p>	<p>SITES ASSIGNED</p> <p><input checked="" type="checkbox"/> Eva's Place <input type="checkbox"/> Covenant House <input checked="" type="checkbox"/> Virtual Office <input type="checkbox"/> CMHA <input type="checkbox"/> Journey Home Hospice</p>
---	--

PDF Envelope PDF Label PDF Address Label PDF Chart Label
Print Label Client Lab Label

USING the OSCAR PRO INBOX

The OSCAR Pro Inbox is where you will be forwarded documents from the Virtual Office pertaining to the care of ICHA patients

The screenshot shows the top toolbar with buttons for Schedule, Caseload, Resources, Search, Report, Billing, and **Inbox⁷⁹**. A callout points to the Inbox button: "Select Inbox in OSCAR Pro top toolbar found above the clinic schedule." Below the toolbar, the inbox window is open, showing a list of documents with columns for Priority, Ack#, IEN, Patient Name, Sex, Result Status, Date of Test, and Date Received. A callout points to the inbox window: "The Inbox window will then open and you'll be able to view the contents." Another callout points to a document in the list: "Most items will be attached to patient and their chart. If there is a document marked Not, Assigned – Open the item, enter correct demographic and then click **Save**."

The screenshot shows the document window with a "Provider:" dropdown menu. A callout points to the dropdown: "Once you click on an item in your inbox, it will open the document in a separate window." Below the dropdown, there are buttons for Comment, Message, Task, and Print. A callout points to these buttons: "Review linked providers, Flag Provider if you want to add someone to the dialogue." At the bottom, there are three large green buttons: ACKNOWLEDGE, FILE, and NEXT. A callout points to the ACKNOWLEDGE button: "Review ongoing dialogue of comments created by linked providers. EXAMPLES: 'patient aware', 'booked f/u', 'updated OHIP', 'msg'd caseworker'".

Use the shortcuts found near the bottom of the document window to perform the actions listed below:

The screenshot shows the document window with a row of shortcuts at the bottom: APPT HISTORY, MASTER FILE, eCHART, RX, and PREVENTIONS. Below these are the ACKNOWLEDGE, FILE, and NEXT buttons.

- File** – Remove item from your Inbox
- Comment** – Add a comment to document dialogue
- Acknowledge** – Both leave a comment and file
- Message** – Send a message linked to the patient's chart
- Print** – Print the document (i.e., an appointment notification)
- Task** – Create a tickler associated with this patient
- eChart** – Open the attached patient's eChart
- Master File** – Open the patient's Master Record
- Appt History** – See which sites/providers they are affiliated with
- Rx** – Open the Medications section of the attached pt's eChart
- Preventions** – Open Preventions in the attached pt's eChart

USING OSCAR PRO MESSENGER

Messenger is a secure, internal IM service that allows ICHA OSCAR Pro users to communicate with each other.

The screenshot shows the top navigation bar with tabs: Schedule, Caseload, Resources, Search, Report, Billing, Inbox, **Msg**, Consultations, and ConRep. Below this is a search bar for "WELL EMP Group" with the text "Search: Enter Health Card # or Demographic Name". The Messenger interface includes buttons for "Compose Message", "Manage Folders", and "Exit Messenger". A "SEARCH MESSAGES" button is highlighted. Below that, an "archive" button and "ARCHIVE MESSAGES" text are highlighted. A table of messages is shown with columns: Status, From, Subject, Date, and Patient. A callout box on the left says "ACCESS ARCHIVED and SENT MESSAGES" with an arrow pointing to the "Sent" and "Deleted" links in the left sidebar.

Status	From	Subject	Date	Patient
read	Alena Ravestein	Re:Re:Re:ICHA -ACSA clinic supplies request	2018-04-09 12:57:12	
read	Stefan Baral	Re:Re:Re:Re:CT/Xray?	2018-04-09 11:30:07	
read	Michael Bartucci	Re:Re:Referral to peds hematology	2018-04-09 10:12:30	

COMPOSING and SENDING an OSCAR PRO MSG

Click **Compose Message**

- 1 Enter *Subject* and body text
- 2 Select recipients from list of ICHA Sites and OSCAR users. Select site to send to all or individual recipients

The screenshot shows two columns of user selection. The left column has checkboxes for "Virtual Office", "Bond, Andrew", "Hill, RPN, Sasha", "Hirsch, Shannon", and "Ravestein, Alena". The right column has checkboxes for "Virtual Office", "Bond, Andrew", "Hill, RPN, Sasha", "Hirsch, Shannon", and "Ravestein, Alena". The "Virtual Office" checkbox in the right column is checked.

- 3 If necessary, link message to a patient demographic by entering name (last, first) and clicking *Search Demographic*. This is quite useful because all messages attached to a demographic will appear in their eChart here:

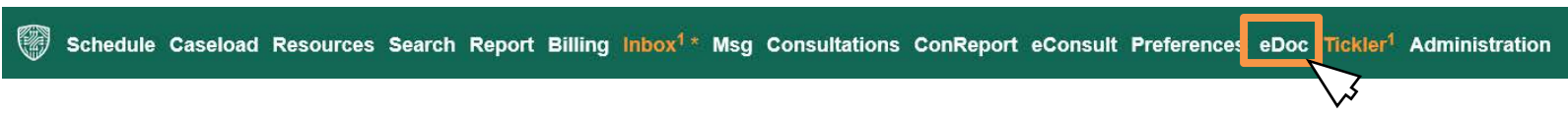
The screenshot shows an eChart with several tabs: "Lab result", "Messenger", "Re:Test ... 05-Jul-2019", "Test ... 05-Jul-2019", and "Measurements". The "Messenger" tab is active, showing a message titled "Re:Test" and "Test" with a date of "05-Jul-2019".

- 4 Click *Send Message* to send message and receive a copy in your inbox or, *Send & Archive* to send and archive the copy.

The screenshot shows the "Create a Message" form. It has buttons for "Back To Inbox", "Clear New Message", and "Exit Messenger". The form is divided into "Recipients" and "Message" sections. The "Recipients" section has a list of sites and users with checkboxes. The "Message" section has a "Subject" field and a large text area. A "Link this message to ..." section at the bottom has a text input field with "test, annette", a "Search Demographic" button, and a "Selected Demographic" field with "none". Buttons for "Clear Selected Demographic" and "Attach Demographic" are also present. Numbered callouts 1-4 point to the Subject field, the Recipients list, the Search Demographic button, and the Send Message/Archive buttons respectively.

ACCESSING DOCUMENTS in eDocs

eDocs is a curated catalogue of handouts, consent forms, internal referrals and more that have been uploaded by ICHA users.



Your *Private Documents* are only visible to you.

eDocs Documents

+Add Document +Add Link +Add HTML

-- RAVESTEIN, ALENA's Private Documents							View: All	View Status	Published
Document Description	Content	Type	Creator	Responsible	Date	Reviewer			
eSignature	jpeg	signature	RAVESTEIN, ALENA		2018-03-20	---			T

-- Public Documents							View: All		
Document Description	Content	Type	Creator	Responsible	Date	Reviewer			
Sistering Psychiatry Referral	resource	ICHA	RAVESTEIN,		2019-10-30	---			T
Application for Accessible Pa Permit	handout				2019-09-11	---			T
ICHA Release of Information	forms				2019-07-22	---			T
Seaton House LTC Referral F eFillable PDF	others				2019-05-24	---			T
HOPE Release of Information	photo				2019-05-21	---			T
ICFHT Memory Clinic Referra	signature				2019-05-17	---			T
ICHA Referral for Dr. Amand eFillable PDF	Referral form				2019-04-24	---			T
FREE Psychotherapy Assessment for Refugees	Consent Form	form	ALENA		2019-04-22	---			T
Referral form - SMH Centre for Diabetes & Endocrinology	ICHA Admin	pdf	HIRSCH, SHANNON		2019-02-28	---			T
The Monthly - Free Period Products	ICHA Referrals	pdf			2019-02-22	---			T
Tufts University Sleep Hygeine					2019-01-23	---			T
ICHA Referral for Dr. Ty Turner - eFillable PDF					2019-01-11	---			T
On Board Referral Form - eFillable PDF		Referral form	RAVESTEIN, ALENA						T
Framingham vs Reynolds Risk Calculator (link)		resource	SVOBODA, TOMISLAV						T
Framingham Risk Calculator / Cholesterol Treatment (link)		resource	SVOBODA, TOMISLAV						T
Free and Low Cost Food Options			SVOBODA,						T

View Dropdown: The **View:** dropdown will allow you to narrow down the catalogue to find what you need. For example, if you're looking for a **Release of Information** or **Consent to use Email Communication** forms, you would select the **Consent Form** category. For ICHA's **Fax Coversheet** or **Incident Reporting Form** you would select **ICHA Admin**.

Document Interaction: Simply by clicking on the document name, you will open the item either in a web browser (html link) or a PDF Viewer (pdf)

Document Actions: The trash can icon will allow you to delete your uploaded document. The pen and paper pad will allow you to make edits (title, type etc.)

Adding your Signature Stamp:



Set Signature Stamp (Rx/Consult)

You do not have a Signature set. Please upload your Signature file and press **Choose File**. No file chosen.

Choose File Update Remove Signature

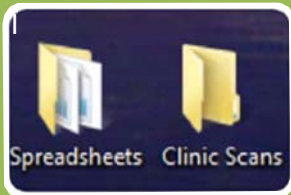
You do not have a Signature set. Please upload your Signature file and press **Choose File**. test_sig.png

Test Sig

Update Remove Signature

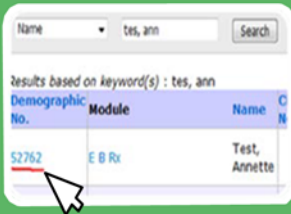
UPLOADING DOCUMENTS via the MASTER RECORD

There are times when an ICHA patient may come to an appointment with documentation (i.e. refugee claimant document, records from previous care etc.) or have documentation created during an appointment with a provider (i.e. requisitions, ODSP forms etc.).



Create a Clinic Scans Folder

- Add a "Clinic Scans" folder to your computer desktop
- Clear folder and empty recycle bin daily



Find Client on OSCAR

- Login to OSCAR and open *Search*
- Open the client's *Master Record* by clicking on the client's *Demographic No.*



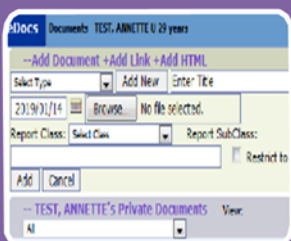
The Master Record

- It is essential to our partnership that the information here is accurate and up to date including;
 - * * Caseworker contacts, phone numbers and OHIP/IFH/UCI information



Add Documents

- Select *Add Documents* from the left-hand side (list of blue shortcuts - under *Resources*)
- Or, *Documents* to view items that have already been uploaded



Upload Document

- Select Type (legal, letter, Patient Info etc.)
- Enter Title (i.e. Letter of Support Signed by Dr. Tam, Refugee Claimant Document etc.)
- Click *Browse*, select file from Clinic Scans folder and click *Add*

All items that have been faxed during on behalf of ICHA clinic activity will need to be uploaded to a patient's chart. Reason being, if there are any discrepancies with the faxed document or transmission issues, ICHA's Virtual Office team will be able to support and rectify as needed. Once a document has been uploaded, you have three options:

- 1) Safely discard into locked, secure shred bin
- 2) Return to patient (if it's part of their personal record, ie. Refugee Claimant Document)
- 3) Provide to patient (printed lab requisition, referral) *Stamp "Patient Copy"

UPLOADING MULTIPLE DOCUMENTS to the INBOX

You can upload multiple documents to be added to patient charts and use the eFax mechanism through the OSCAR Pro Inbox.

The screenshot shows the OSCAR Pro Inbox interface. At the top, there is a navigation bar with options: Schedule, Caseload, Resources, Search, Report, Billing, Inbox, and Ms. A callout points to the 'Inbox' link, stating: "Select Inbox in OSCAR top toolbar found above the clinic schedule." Below the navigation bar, there is a search field with the placeholder text "Enter Health Card # or Demographic Name".

The main content area is titled "Inbox (1)" and shows a table with columns: Priority, Ack#, HIN, Patient Name, Sex, Result Status, and Dr. A callout points to a green button labeled "UPLOAD NEW DOC" in the top right corner, stating: "The Inbox window will then open and you'll be able to view the contents. Click Upload New Doc in the top right corner."

Below the inbox table is the "Upload New Document" section. It asks "What type of document you want to upload?" and has three buttons: Documents, Labs, and HRM. A callout points to the "Documents" button, stating: "Select the type of document you want to upload."

Below the "Upload New Document" section is the "Upload Document Files" section. It has a dropdown menu for "Destination" set to "Pending Docs" and a "SUBMIT" button. A callout points to the "Upload Document Files..." link, stating: "Click **Upload Document Files...** and select files from your computer's Clinic Scans folder. A Clinic Scans folder should be created on your desktop to separate document scans containing PHI from other documents on your computer."

Overlaid on the "Upload Document Files" section is a Windows File Upload dialog box. The dialog shows the "Documents" folder with a list of files. The file "ICHA OSCAR Pro (EMR Guide)" is selected. A callout points to the "Open" button, stating: "Once you have selected all of the files you would like to upload, click **Open**".

Below the "Upload Document Files" section is another "Upload Document Files" section. It has three dropdown menus: "Destination" (Pending Docs), "Queue" (Default), and "Provider" (None). A callout points to the "Provider" dropdown, stating: "Select your name in the **Provider: None** dropdown."

At the bottom of the "Upload Document Files" section is a "SUBMIT" button. A callout points to the button, stating: "Click **Submit** to begin upload of the selected scans to your inbox."

Inbox (5)

UPLOAD NEW DOC

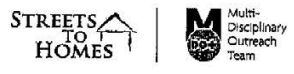
Documents: 5 Labs: 0 HRMs: 0

<input type="checkbox"/>	Priority	Ack#	HIN	Patient Name	Sex	Result Status	Date of Test	Report Status
	—	0					2021-11-02	New
	—	0					2021-11-02	New
	—	0					2021-11-02	New
	—	0					2021-11-02	New
	—	0					2021-11-01	New

When upload is complete, reopen your Inbox. You will see all of the documents uploaded as not assigned with orange hazard signs. Click on your first document.

ROTATE 90° ROTATE 180° SPLIT DELETE COVER

1 of 3



Referrals should be faxed to Streets to Homes: 416-397-5036
ATTENTION: MDOT INTAKE
 For Additional Information about MDOT you may contact 647-777-0130

MDOT Program Overview

The Multi-Disciplinary Outreach Team (MDOT) is a program funded through the City of Toronto Streets to Homes and works in partnership with: Toronto North Support Services, Fred Victor, CAMH.

Assign the uploaded document to a patient's chart by completing the following fields:

Document Type: Select from dropdown. (i.e. lab, prescription, referral, requisition etc.)

Document Description: Enter descriptive title. (i.e. Release of Information FAXED to CAMH, Lab Requisition FAXED to SMH, Completed ODSP)

Observation Date: Change if necessary.

Demographic: Enter in patient's last,first. Attach correctly** use DOB as confirmation.

Flag Provider: This will forward document to provider's inbox. Use as needed.

Title: Test 1 Type: abnormal result
 Observation Date: 2021-11-02 Flag as Abnormal

A1, TEST | Remove

Date	Start Time	Provider	Comments
2021-02-25	10:15 AM	I2, test	
2021-02-24	11:30 AM	I2, test	Notes
2021-02-24	9:10 AM	I1, test	

APPT. HISTORY MASTER FILE ECHART RX PREVENTIONS

Provider:
 1017, alena

Comment Message Task Print

Click **File or Next** to move on to the next not assigned document in your *Inbox*. **This will only appear once you've attached a demographic.

ACKNOWLEDGE FILE NEXT

Inbox (4)

UPLOAD NEW DOC

Documents: 4 Labs: 0 HRMs: 0

<input type="checkbox"/>	Priority	Ack#	HIN	Patient Name	Sex	Result Status	Date of Test	Date Received	Req. Physician	Discipline	Report Status
<input type="checkbox"/>	—	0		AMANDA TEST	F		2021-11-02	2021-11-02		abnormal r...	New
<input type="checkbox"/>	—	0		DEMO AUG	F		2021-11-02	2021-11-02		consult	New
<input type="checkbox"/>	—	0	9089642222	BETTY	F		2021-11-02	2021-11-02		MRI	New

After assigning all documents to their corresponding demographic, refresh/reopen your inbox. They have now been successfully attached to a patient's chart.

eFAXING DOCUMENTS via INBOX

You are able to fax documents using ICHA's efax system through the OSCAR Pro Inbox.



Schedule Caseload Resources Search Report Billing **Inbox *** Msg Consultations ConRep

WFLI FMR Group

Search: Enter Health Card # or De

Select **Inbox** in OSCAR top toolbar found above the clinic schedule.

Inbox (4)

UPLOAD NEW DOC

Documents: 4 Labs: 0 HRMs: 0

<input type="checkbox"/>	Priority	Ack#	HIN	Patient Name	Sex	Result Status	Date of Test	Date Received	Req. Physician	Discipline	Report Status
<input type="checkbox"/>	—	0		AMANDA TEST	F		2021-11-02	2021-11-02		abnormal r...	New
<input type="checkbox"/>	—						2021-11-02			consult	New
<input type="checkbox"/>	—	0	9089642222	BETTY	F		2021-11-02	2021-11-02		MRI	New

Click on the document in your **Inbox** you're wanting to fax.

Faxing

Specialist:

Fax No: Enter Fax No. and hit Enter

FAX

Scroll to the bottom of the document once opened.

Faxing

Smith, Tracey 416-333-5555

Smith, Andrew 905-444-2222

Smith, Mark 905-222-1111

Smith, Mary 905-555-2222

Smith, Paul 416-222-5555

Smith, Frank 416-222-3333

Smith, Mary 416-333-2222

Select from **Specialist:** dropdown (i.e. SMH CT, SJHC PHFT etc.) to attach corresponding fax number.

- OR -

Faxing

Specialist:

Fax No: Enter Fax No. and hit Enter

FAX

Enter fax number manually into the **Fax No.** field and press Enter.

Faxing

Specialist:

Fax No: Enter Fax No. and hit Enter

Review fax numbers added (recipients of your document) and remove any should not be receiving this document.

Click **Fax** when ready to send.

Smith, Mary 905-555-2222

Joe, Heart 905-555-1234

Test, CorCare (4162223

FAX

CASELOAD and ENROLLMENT STATUS

Caseload allows you to view your patient and site line lists along with pertinent details like recent vitals and upcoming appts.

Schedule **Caseload** Resources Search Report Billing Inbox³* Msg Consultations ConReport eConsult Preferences eDoc Tickler¹ Administration

Schedule Caseload Resources Search Report Billing Inbox³* Msg Consultations ConReport eConsult Preferences eDoc Tickler¹ Administration Help | Log Out

WELL EMR Group Search: [Enter Health Card # or Demographic Name] GO APPS HELP PORTAL TEAMVIEWER

Notes: [Search] Program: All Programs Provider: All Providers Rostered: TEST DxReg: [Search]

Demographic Δ		Age	Sex	Last Appt	Next Appt	APPTS LYTD	Lab	Doc	Tickler	Msg	BMI	BP	WT	SMK	A1C	ACR	LD
[REDACTED]	E In B BHx M Rx T Msg	[REDACTED]	M	2020-04-22		4						125/89					
[REDACTED]	E In B BHx M Rx T Msg	[REDACTED]	F	2020-04-22		4											
[REDACTED]	E In B BHx M Rx T Msg	[REDACTED]	M	2020-04-25		4											
[REDACTED]	E In B BHx M Rx T Msg	[REDACTED]	M	2020-04-22		1											

Select from the dropdowns a combination of an individual provider with no roster site (view your own caseload) or all providers and an individual roster site (view a site's line list)

Example:
Provider: All Providers
Rostered: TEST
 Caseload view = all patients currently receiving care at TEST site.

Use the shortcuts to access areas of the patient's chart (*Master Record, eChart, Medications and Msg*)

To have a patient appear in a site caseload, they will need to be appropriately rostered/enrolled by editing their *Master Record*.

Enrollment Physician: [Dropdown] Same as MRP
 Enrollment Status: [Dropdown] Add New
 Date Enrolled: yyyy-mm-dd [Calendar]

To have a patient appear in your provider caseload (selecting your name in the **Provider:** dropdown). You will need to assign yourself as MRP or Alt Provider 1 in the patient's *Master Record*.

Health Card Type: ON-Ontario
 Country Of Origin: -Not Set-
 SIN: [Text]
 Physician/MRP: Ashton,Ashton
 Patient Status: AC - Active Add New
 Midwife: [Dropdown]
 Referral Doctor: [Text] Search Name
 Family Doctor: [Text] Search Name
 Enrollment Physician: [Dropdown] Same as MRP
 Enrollment Status: [Dropdown] Add New
 Renew Date: yyyy-mm-dd [Calendar]
 Cytology #: [Text]
 Nurse: [Dropdown]
 Patient Status Date: 2021-05-11 [Calendar]
 Resident: [Dropdown]
 Referral Doctor #: [Text] Search #
 Family Doctor #: [Text] Search #
 Date Enrolled: yyyy-mm-dd [Calendar]

WRITING ENCOUNTER NOTES

It is very important that encounters with ICHA patients are documented in a timely manner to chart accuracy.

1 Click on *New Note* icon in bottom right corner of eChart

2 Select a Template from the dropdown list, if so desired. This will open a clipboard that will allow you to copy and paste into your new note.

Click on *New/Edit Template* to create a new option or edit an existing to make it your own. This can be timesaving if you find you're regularly writing the same note structure.

3 Type your documentation into the note field, either filling in your template blanks or creating a note from scratch.

4 Publish your note to the chart and make it is visible to other providers by clicking the *Sign, Save and Exit* icon

NOTE: Clicking *Save* (floppy disk icon) will only save the note as a draft and it will only be visible to you.

The *Sign, Save and Bill* icon will perform the same functions as *Sign, Save and Exit* but will open the billing window as a convenience.

To edit an existing note rather than writing a new one, simply click *Edit* in the top right corner of the existing note that you wish to add or make changes to.

Source of Income:
Current professional supports:
Referral source and reason:
Chief Complaint:
History of Presenting Concern:

Encounter Date: 01-Oct-2019 13:58 Rev 1

Sign, Save and Exit

FAXING or PRINTING from the ENCOUNTER NOTES

There are times when an encounter note will need to be shared with either the patient or another healthcare provider.

Enter PCP-related information into the *Medical History* area of the chart. Valid contact information can be copied and pasted from a physician's CPSO Listing. This can later be used to input a fax destination for encounter notes that are to be efaxed to a patient's external providers.

***Opportunity to note verbal consent to share information with other**

PCP: Dixon, Heather Lynn
 (CPSO#: 71071)
 The Centre for Family Medicine
 10B Victoria Street South
 Kitchener ON N2G 1C5
 Phone: (519) 783-0022
 Fax: (519) 783-0032
 Verbal consent received to fax all current, past and future notes to PCP noted above.

FAXING AND PRINTING

Once a note has been faxed, please ensure this action and consent to do so is adequately documented in the patient's chart.

EXAMPLES:

*Faxed writer's 2019-09-27 Encounter Note to patient's PCP Dr. Heather Lynn Dixon
 CC: Dr. Heather Lynn Dixon
 Note printed and provided to patient*

1 Click on Printer Icon in bottom right corner of eChart

2

SELECT NOTES: Click the printer icon in the top-right corner of the note(s) to fax/print

Click **Selected** and then appropriate printer icons, if any need to be attached (i.e. labs, Rx), to green.

3

ENTIRE RECORD: Select **All** then click **all** of the printer icons to green.

****Entire record printing/faxing should only be performed by ICHA HIC sites that have approval (ICFHT, and Covenant House). All other sites must forward these requests to ICHA's Virtual Office.****

PRINT: Click **Print** button and *Open with* a PDF viewer (i.e Adobe) to avoid saving PHI to your computer. Check computer's downloads folder and remove item if downloaded to avoid a potential breach. **Always stamp PATIENT COPY****

FAX: Click **Fax** button instead of Print in the **Print Dialog** pop-up (see above)

- 1) Select Provider(s) if found in registry and click **add** **Add Provider**
- 2) If provider is not found*, **ignore ADD PROVIDER** button** enter **OTHER FAX NUMBER** and click **Add Other Fax Recipient**
- 3) Select site from dropdown
- 4) click **FAX**

Always double-check fax number is correct

15

CONTRIBUTING to the CPP

A Cumulative Patient Profile is used during chart auditing, quick reference to social status and resources along with identify patient supports.

+ Social History	
v-2019	o Living on own Jan 2014
il-2015	o ODSP approved Sept 2014--MNSB and SD done
g-2014	o Has son (born 2011) and wife in Montenegro--v close
	o Has worked extensively as a builder in past
	o Incarcerated for 6 mos 2013 (assault)
+ Ongoing Concerns	
y-2017	o Diabetes Flow
	- A1c 6.8 (Apr 2019) 6.7 (Jul 2018)
il-2015	- Cr 72, eGFR 93 (Apr 2019) Cr 78, eGFR 91 (Jul 2018)
ir-2014	- Lipids, on statin
	- Eye Exam May 2018 N
ir-2014	- Foot Exam May 2019 early neuropathy

SOCIAL HISTORY

This should sum up their access to funds (ODSP, OW), status in Canada, legal/family/professional contacts, income, employment, housing, education, substance use, etc.

Please consider using the Social History template in OSCAR Pro to make sure all of the key items are included in this section of the CPP

MEDICAL/PAST SURGICAL HISTORY

Document any findings that relate to the patient's clinical history. Include names and contacts of other providers that are involved in the patient's care (PCP, Psychiatry etc.). This will assist other ICHA providers when a patient transitions from site to site.

+ Medical/Past Surgical History	
	o Cholecystectomy (June 2016)
	o CO poisoning April/15
	o Post-herpetic Neuralgia (Herpes Zoster Aug 2014)
	o Major Depression (with ?psychotic symptoms)--assmt Dr. Ro...
	o Type 2 DM (Feb 2014): bilateral peripheral neuropathy of f

+ Ongoing Concerns	
y-2017	o Diabetes Flow
	- A1c 6.8 (Apr 2019) 6.7 (Jul 2018)
il-2015	- Cr 72, eGFR 93 (Apr 2019) Cr 78, eGFR 91 (Jul 2018)
ir-2014	- Lipids, on statin
	- Eye Exam May 2018 N
ir-2014	- Foot Exam May 2019 early neuropathy

ONGOING CONCERNS

For the same reasons as Medical/Past Surgical History, documenting ongoing concerns related to the patient's care. This provides an overview and flags urgency.

REMINDERS

This section is used by ICHA's Virtual Office team and support staff to document their administrative follow-up upcoming external appointments
i.e June 14 @1:30pm – Gastroenterology SMH

+ Reminders	
	o Gastroenterology Dr Leber June 7 2019 @130p
	o Cardiology Tues June 11 2019 @ 9am SMH w/ Dr. Graham
	o Cardolite Myocardial Perfusion June 03 2019 @ 10:30am ...
	o Holter Monitor Wed May 15 2019 @ 1:40pm SMH

+ Ongoing Concerns	
	o Living on own Jan 2014

+ Reminders	
	o Gastroenterology Dr Leber June 7 2019 @130p

Resolution Date: (YYYY-MM-DD)

Insert Position

Editors: Social History as part of cpp

Encounter Date: rev

Click on the "+" to add info

Click on entry detailed viewer

Click on box title to view archive

- Copy entry to current note
- Save/Publish to CPP
- Exit Viewer
- Add an annotation
- Archive item – archived items can be accessed by clicking on CPP box title.

PREVENTIONS

The Preventions section of the eChart will allow you to keep track of a patient's investigations, immunizations and reminders for follow-up.

From the eChart view, review a quick list of the already documented preventions that are dated at time of entry.

Click **Preventions** or **+** to open the module for more details or to add a prevention to this list.

Select an item from the list on the left-hand side. Either from the Immunizations, Screens, or Others

All of the preventions that have been attached to the patient will be displayed here with corresponding legend.

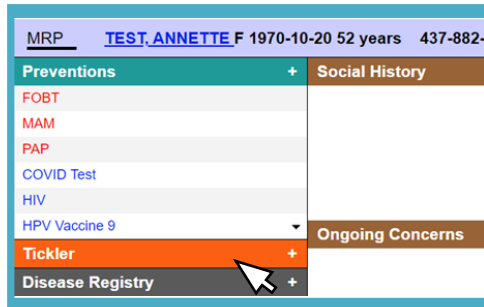
Select status, date received and responsible provider.

Complete text fields as needed including; dose, lot, manufacturer. If ever recalled, ICHA can pull lot and manufacturer data from the OSCAR Pro EMR to properly notify affected patients.

Set next date to set a reminder for follow-up or boosters.

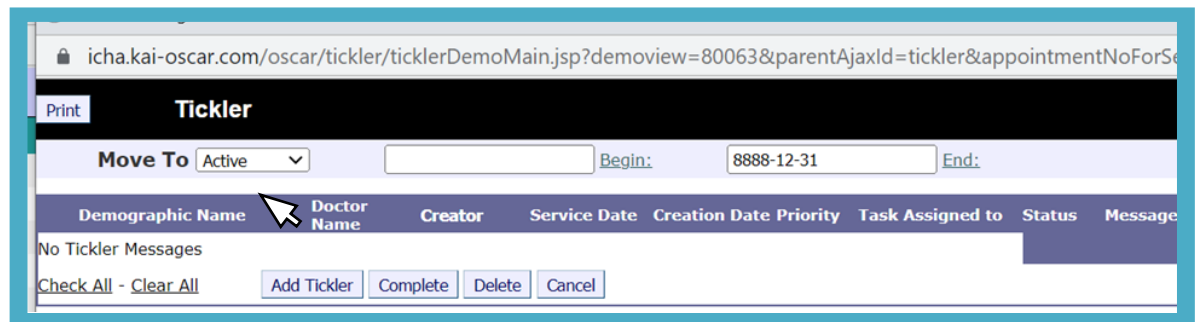
TICKLERS

The Tickler feature of the eChart will allow you to create "ticklers" or timed reminders for yourself or another OSCAR Pro user.

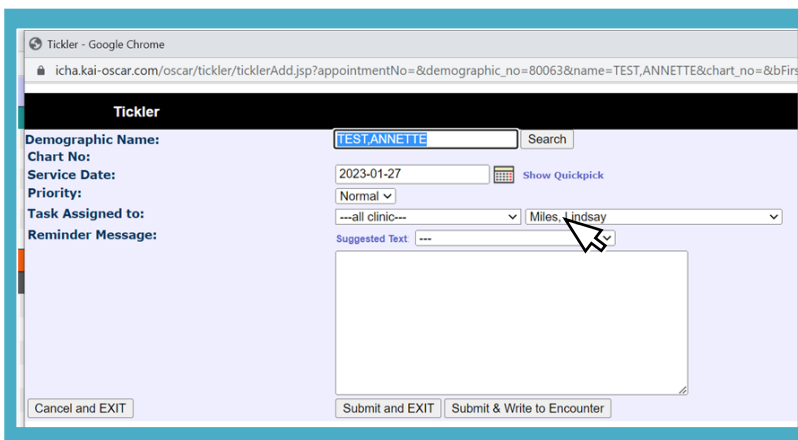


Click **Tickler** to open the module for a list of past and current ticklers associated with this eChart or + to create a new tickler associated with this eChart.

Click **Edit** beside a specific tickler to revise or update a tickler. Click on the **little notebook and pencil** to add a note. You can also add, complete, delete or cancel a tickler from this window.



View all ticklers associated with this eChart or filter by time frame or status (*Active, Completed or Deleted*).



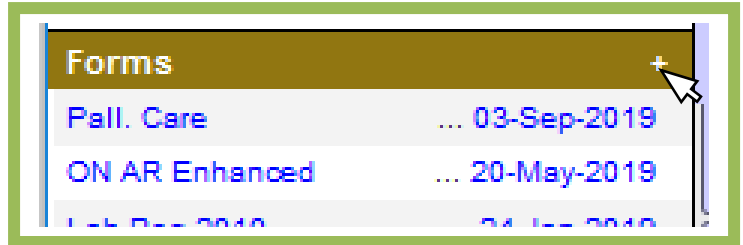
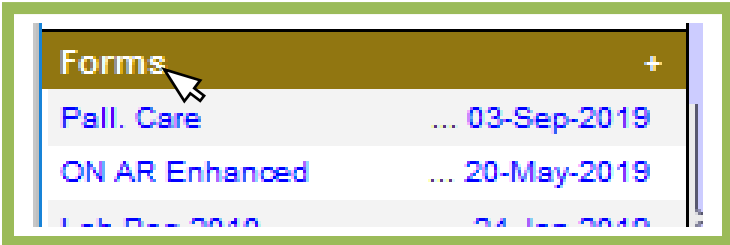
Select the **service date, priority status** and **who the task is assigned to**.

Type a **Reminder Message**. Feel free to select from the drop down menu of Suggested Text.

Submit and EXIT to save the tickler or **Submit & Write to Encounter** to save the tickler and stamp in a new encounter note.

FORMS

The Forms section of the eChart will allow you to keep track of ongoing measurements and statuses using flowsheets and measurement tools.

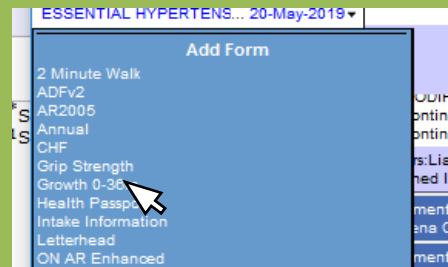


From the eChart view, review a quick list of forms that have already been entered that are dated at time of last update.

Click **Forms** to open, view and add to an existing Form

FORM HISTORY		
Form Name	Created Time	Edited Time
Growth 0-36m	18/10/05	18/10/05 15:53:58
		18/10/05

Or, Click + to add a new Form



Save Save and Exit Exit

GIRLS: Birth to 24 Months
WHO GROWTH CHARTS *(Rourke will graph input here to 19 years)

Name ANNETTE TEST Record #

Mother's Stature Gestational Age: weeks

Father's Stature Expected Date of Confinement:

Date	Age	Weight (kg)	Length (cm)	Head Circ. (cm)	Comment	Date	Age	Weight (kg)	Length (cm)	Head Circ. (cm)	Comment

Print Growth Head Circ(1) Head Circ(2) Print Growth Head Circ(1) Head Circ(2)

Save Save and Exit Exit

Enter information into text fields. Return to an existing Form to record progress and/or changes. Select corresponding date for context and accuracy.

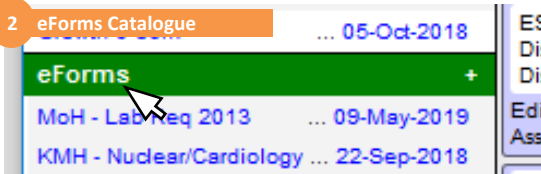
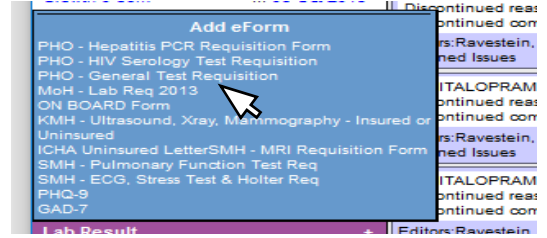
Click Save to publish your recordings for ongoing review.

CREATING an OSCAR Pro eFORM

eForms is an OSCAR Pro encounter module that allows you to create, print and efax from ICHA's array of efillable requisition forms.



1
Open *eForms* favourites menu of commonly used forms by clicking +



2
If you're looking for an *eForm* that doesn't appear in the above Favourites Menu, click *eForms* instead of + to access the *eForms* Catalogue



Click *Add eForm* to access the alphabetical list or view the curated *View Group*: list that is categorized based on services and hospitals

Current eForms are forms that have been previously created for the patient during previous encounters

In your opened *eForm*, the patient's socio-demographic information listed in their Master Record will auto populate (HIN, DOB, Name, MRP etc.). From there, complete/edit the information in the efillable fields.

Submit – saves *eForm* to the chart

Submit & PDF* – saves to chart and opens the document as a PDF

PDF – does not save to chart but opens the document as a PDF (sometimes an easier way to print depending on your computer settings)

Reset – clear form

Clear – Clear signature (not available if using an *eForm* with a signature stamp)

Print & Submit* – Saves to the chart and prints form

Print – Print form (used when printing a duplicate of an already saved form)

*Clicking a *Submit* button creates a copy of your form in the chart

For eFaxing –

- 1) Select the appropriate provider from the *Providers*: dropdown *If the provider is not found in the dropdown, add fax number to *Other Fax Number*; click *Add Other Fax Recipient* and skip step 2)*
- 2) Click *Add Provider* and double-check that the *Fax No*: is accurate by referring to the instructions on the form.
- 3) Click *Submit & Fax*. **Voila!** Your *eForm* is now off to its destination.

LAB RESULTS

Electronic Lab Results that are received directly from the laboratory by our EMR offer an interactive experience.

ICHA has an agreement with Dynacare, Lifelabs and Alpha Labs to receive electronic results directly to our EMR. Results that are not received electronically will be uploaded to the patient's *Documents*. From the eChart view, review a quick list of lab results that are dated at time of entry.

View next appointment, use short cuts to access other parts of the patients chart, forward to another provider or leave a comment.

Check version, report status or change the result's label.

Review details and acknowledgement from linked providers

Lab Results will also appear in your OSCAR Pro Inbox above your schedule.

HEMATOLOGY I

Test Name(s)	Result	Abn	Reference Range	Units	Date/Time Completed	Status	Annotation
WBC info	5.8		4.0 - 11.0	x E9/L	2019-04-30 17:02:00	Final	
RBC info			4.50 - 6.00	x E12/L	2019-04-30 17:02:00	Final	
HEMOGLOBIN info		LO	135 - 175	g/L	2019-04-30 17:02:00	Final	
HEMATOCRIT info		LO	0.400 - 0.500	L/L	2019-04-30 17:02:00	Final	
MCV info	74	LO	80 - 100	fL	2019-04-30 17:02:00	Final	
MCH info	23.8	LO	27.5 - 33.0	pg	2019-04-30 17:02:00	Final	
MCHC info	322		305 - 360	g/L	2019-04-30 17:02:00	Final	
RDW info	17.3	HI	11.5 - 14.5	%	2019-04-30 17:02:00	Final	

Click on [info](#) to open online reference

Click on test to open a detailed result.

Click **Plot** to graph results with rx



ALLERGIES

The Allergies section of the eChart will allow you to keep track of a patient's allergies and reminders for follow-up.

Allergies +

- ADALAT - CAP 10MG ... 19-Apr-2020
- ACT METFORMIN 500MG ... 14-Apr-2020
- ASPIRIN 81MG ... 04-Dec-2019

From the eChart view, review a quick list of the already documented allergies that are dated at time of entry. Click *Preventions* or **+** to open the module for more details or to add an allergy to this list.

Allergies TEST, ANNETTE sex F age 30

All of the allergies are documented with related information like severity, reaction and entry date.

ASPIRIN 81MG
METFORMI...
ACT METF...
ADALAT -...
PENICILLINS

MEDICAL HISTORY
Appendix removed in 2009

FAVORITES COPY EDIT

ADDERALL XR 25MG MIX...
 ADDERALL XR 25MG MIX...

Prescribe

Edit Allergy Profile View: Active All Inactive

Legend: Mild Moderate Severe

Status	Entry Date	Description	Allergy Type	Severity	Onset of Reaction	Reaction	Start Date	Life Stage	Action
Active	2020-04-14	ACT METFORMIN 500MG	Brand Name	Unknown	Unknown			Not Set	Inactivate Modify
Active	2020-04-19	ADALAT - CAP 10MG	Brand Name	Unknown	Unknown			Not Set	Inactivate Modify
Active	2018-07-18	PENICILLINS	AHFS Class	Unknown	Unknown			Not Set	Inactivate Modify
Active	2019-07-29	METFORMIN HYDROCHLORIDE 500MG	Generic Name	Severe	Unknown	Anaphylaxis		Not Set	Inactivate Modify
Active	2019-12-04	ASPIRIN 81MG	Brand Name	Mild	Unknown			Not Set	Inactivate Modify

Legend: Mild Moderate Severe

Select from a *Favorites* list to prescribe something related to the patient's listed allergies.

Add an Allergy

NKDA Penicillin Sulfa

Drug Classes Ingredients Generic Names Brand Names All

Custom Allergy

To Add an Allergy enter your search in the text field and click *Search*

Add an Allergy

NKDA Penicillin Sulfa

Adding Allergy: WASP VENOM PROTEIN 1000UNIT

Comment:

Start Date: (yyyy-mm-dd OR yyyy-mm OR yyyy)

Age Of Onset:

Life Stage:

Severity Of Reaction:

Onset Of Reaction:

Complete text fields as needed including; start date, age of onset, severity and additional comments. All allergies will auto-populate on referrals and prescriptions.

CONSULTATIONS

Consultations is used to create a consultation request to a specialist or specialty program.

Consultations
+

Cardiology	... 29-Jul-2019
Chiropractic	... 20-May-2019

From the eChart view, review a quick list of the existing requests that are dated at time of entry. Click **Consultations** or **+** to open the module for more details or to create a new consultation request.

1 Select Service and Consultant (info will autofill)

Submit and Fax

5

2

Update Status:

Pending Specialist Callback

Attach File to Consultation

Currently Attached Files:

2018-07-12 ICHA Uninsured Letter

Legend

Blue - Documents

Purple - Labs

Red - Hrm

Green - EForm

CONSULTATION TEST, ANNETTE U 28

Created by: Submit Consultation Request
Submit Consultation Request & Print Preview
Submit Consultation Request & Send Electronically

Status: Submit And Fax
Submit And Fax

Nothing: Submit, Print, & Fax

Pending Specialist Callback: Service: Ear Nose and Throat, Consultant: Anderson, Jennifer SMH

Pending Patient Callback: Referrer Instructions: ENT Clinic (Ear, Nose, Throat and Voice)

Completed: Urgency: Non-Urgent

Patient: TEST, ANNETTE

Address: 123 Jane Lane, Toronto, ON

Tel.No.: 905-555-5555

Work No.:

Cell No.: 647-555-5555

Email: annettelest@gmail.com

Birthdate: 1989-12-13

Sex: U

Health Card No.: 12345678910 (IFH) OT

Send to: --- Teams ---

Appointment Notes:

Last Follow Up Date:

Date: 2018/7/12

Phone: (416) 864-5278

Fax: 4168645367

Address: St Michael's Hospital 18-129 Cardinal Carter 30

Patient Will Book:

Appointment Date:

Appointment Time: AM

Referring Site: FC Refugee Centre

Letterhead Name: Alena Ravestein

Letterhead Address: 59 Adelaide St East 2nd Floor, Toronto, ON M5C 1K6

Letterhead Phone: 416-591-4411

3

Documents for TEST, ANNETTE

Available Documents

2018-06-27 PHQ-9

2018-06-11 Bramley X-ray & Ultrasound

2018-01-17 Patent ID

Attached Documents

2018-07-12 ICHA Uninsured Letter

Attach relevant documentation (ie. uninsured letter, labs)

4

Pertinent clinical information:

Family History
Medical/Past Surgical H

Other Meds
Reminders
Social Hist

Complete and Sign. Selecting from the above prompts will autofill existing information from the chart.

Please sign in the box above this message.

Additional Fax Recipients:

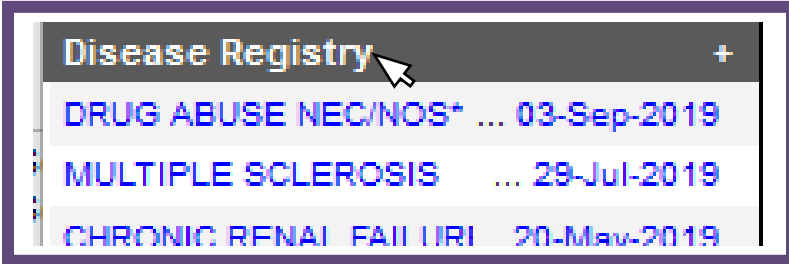
Providers: Select additional fax recipients

Other Fax Number: (x-xxx-xxx-xxxx)

Submit Consultation Request | Submit Consultation Request & Print | Submit And Fax | Submit, Print, & Fax

DISEASE REGISTRY

The Disease Registry section of the eChart will allow you to keep track of a patient's diagnoses.



From the eChart view, review a quick list of the already documented diagnoses that are dated at time of entry. Click **Disease Registry** or **+** to open the module for more details or to add a diagnosis to this list.

Disease Registry

TEST, ANNETTE U 30 years

Coding System: icd9

Search for a familiar code or related text like "asthma" or "housing" and click **Add**.

Code Search **Add**

Quick List

default

ADV EFF ANTICOAGULANTS

ALCOHOL

ANXIETY

ASTHMA*

ATTENTIO

BACK DIS

BIPOLAR

CHR AIR

CHR ISCH

CHR LIVE

CHRONIC

CONGEST

CVA

DEMENTIA IN OTH DISEASES*

Code	Diagnosis	First Visit	Last Visit	Action
3059	DRUG ABUSE NEC/NOS*	2019-09-03	2019-09-03 11:29:26.0	Resolve Delete Update
340	MULTIPLE SCLEROSIS	2019-07-29	2019-07-29 15:23:45.0	Resolve Delete Update
585	CHRONIC RENAL FAILURE	2019-05-20	2019-05-20 19:18:28.0	Resolve Delete Update
401	ESSENTIAL HYPERTENSION*	2019-05-20	2019-05-20 19:18:19.0	Resolve Delete Update
250	DIABETES MELLITUS*	2018-06-27	2018-06-27 10:16:32.0	Resolve Delete Update
493	ASTHMA*	2018-06-11	2019-02-19 11:47:46.0	Resolve Delete Update
301	PERSONALITY DISORDERS*	2018-02-26	2018-02-26 11:09:08.0	Resolve Delete Update
V600	LACK OF HOUSING	2018-02-08	2018-02-26 11:08:39.0	Resolve Delete Update

This list will be populated with what was entered manually and the diagnoses that were inputted during the billing of your encounters.

You are able to edit this list by using the **Resolve, Delete** and **Update**

V600	LACK OF HOUSING	2019-12-16	2019-12-16 15:04:47.0	Resolve Delete
------	-----------------	------------	-----------------------	------------------

Update - will update last visit to today's date.
Delete - will remove the item from the Disease Registry list for this patient.

MEASUREMENTS

The Measurements section of the eChart will allow you to keep track of ongoing measurements and vitals.



From the eChart view, review a quick list of measurements and flow sheets that have already been entered that are dated at time of last update.

Click **Measurements** to open, view and graph existing measures.

Old Measurements Index

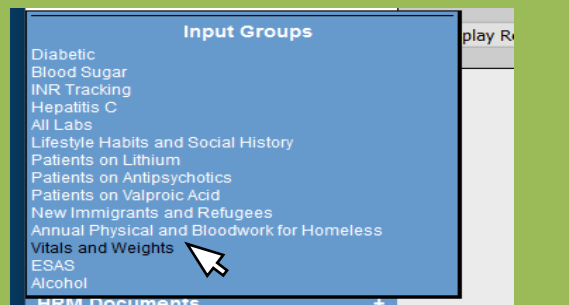
Type	Type Description	
A1C	A1C	more
AHGM	Anit-hypoglycemic Medication	more...
AORA	ACE-I OR ARB	more...

Test, Annie F 29 years

Type	Provider	Measuring Instruction	Data	Comments	Obse Date
A1C	Noam Lapid		9.8		2016-11-

List Old Measurements Index Print Close Delete Graph

Or, Click + to enter in a new Measurement



Vitals and Weights

Test, Annie F 29 years

Type	Measuring Instruction	Value	Obs Date (mm-dd)
BP	<input type="radio"/> sitting position <input checked="" type="radio"/> Sitting Position (nnn/nnn) Target:<130/80		2020-

Self Monitoring Blood Glucose Yes No Clear X No; 2016-11-18

of Hypoglycemic Episodes

Hypoglycemic Management Reviewed Yes No Clear

Diabetes Type type 2; 2016-11-18

Add

Cardiovascular	Value	Comments	Most Recent	Previous
BP	<input type="text"/>	<input type="text"/>	120/80; 2017-10-06 120/80	120/88, 2017-05-26 120/88, 2017-05-26 120/88, 2017-05-19
Heart Rate	<input type="text"/>	<input type="text"/>		
ACE-I OR ARB	<input type="radio"/> Yes <input type="radio"/> No Clear <input type="text"/>	<input checked="" type="checkbox"/>	Yes; 2016-11-18	
Weight	<input type="text"/> kg	<input type="text"/>	50; 2017-05-26	50, 2017-05-26 50, 2017-05-19 78, 2016-11-18
Height	<input type="text"/>	<input type="text"/>	59; 2017-02-14	156, 2016-11-18
BMI	<input type="text"/>	<input type="text"/>	32.1; 2016-11-18	
Waist Circ	<input type="text"/> cm	<input type="text"/>		
TEMP	<input type="text"/> C	<input type="text"/>		
O2 Stats	<input type="text"/>	<input type="text"/>		
LDL	<input type="text"/>	<input type="text"/>	2.34; 2016-11-18	

Enter new measurements.

Review previews and graph results

Results received electronically (directly submitted into our EMR) will appear in Measurements automatically.

VIEW and EDIT MEDICATIONS

To view and edit a patient's medication list, you can access *Medications* through: scheduled appointments, *Search* or in the eChart.

08:00	
08:15	
08:30	
08:45	
09:00	Test,Annett E2 E In B M Rx
09:15	
09:30	
09:45	

Patient Search

Name: test, ann Search In

Results based on keyword(s) : test, ann

Demographic No.	Module	Name	Cha No.
52762	E B Rx	Test, Annette	

STRAWBERRY 180MG

Medications

ACT RAMIPRIL 10MG Take 1 tab po once a day

APO ACETAMINOPHEN TAB 325MG 1 tab po q 4h

Other Meds

Risk Factors

TEST, ANNETTE
 DOB: 1989-12-13 (32 y) Gender: U Registered: new Dr.

Use this category to navigate the patient's Medications List

Select the recipient of your eFaxed Rx from the patient's Preferred Pharmacy dropdown list.

Click on **Managed Pharmacy** to edit this list.

Drug Name: Search < Enter Drug Name

Current Drugs:

Medication	Start Date	Days to Expiry	ReRx	Discon.	Delete	Long Term
ACT METFORMIN 500MG 1 tablet BID by mouth for 30 days Qty:60 Repeats:5	2022-02-22	117				<input checked="" type="checkbox"/>
KEFLEX 500MG 1 tab po q 6-hr Qty:40 tabs Repeats:0	2022-02-15	0				<input checked="" type="checkbox"/>
ADVL 200 MG TABLET Qty:0 Repeats:0	2022-02-15	0				<input type="checkbox"/>
ADVL ARTHRITIS PAIN 400 MG CP Qty:1 Repeats:0	2022-02-15	0				<input type="checkbox"/>
TOBRADIX 0.3%/0.1% Apply 1 (one) drop to						

Allergies Manage

ACT METFORMIN 500MG

ADALAT - CAP 10MG

APO DIAZEPAM TAB 10MG

ASPIRIN 81MG

FISH

METFORMIN HYDROCHLORIDE 500MG

PENICILLINS

SULFONAMIDES

View start date and use **Days to Expiry** information to forecast incoming Rx authorization requests.

Re-prescribe (**ReRx**), delete individual Rx (**Delete**) or discontinue this Rx (**Discon.**). Keep this Rx List current.

Add Rx to Longterm Med List by clicking on box under **Long Term**.

Active Allergies and Medical History are populated from what has been entered in the chart. The **Favourites** list allows you to quickly prescribe. Use **Manage** to revise this list.

Medi-span disclaimers will be visible in the Medications window when a medication or a combination of prescribed medications warrants a notice. The disclaimers are intended to supplement the knowledge of physicians, pharmacists, and other healthcare professionals regarding drug therapy and patient counseling.

Grapefruit juice consumption may increase the plasma concentrations and anti-platelet effects of ticagrelor. The clinical significance of this interaction is unknown.

Hide

EDIT PREFERRED PHARMACY

A patient may be linked to several preferred pharmacies in their medications profile. To edit a patient's preferred pharmacy or add another to their dropdown options, follow the directions below.

1 Review **Preferred Pharmacy** list

TEST, ANNETTE
DOB: 1989-12-13 (32 y.) Gender: U Registered: new Dr.
Manage Prescriptions

Drug Name: Search or Enter Drug Name

Manage Pharmacy

- Preferred Pharmacy: ICHA test fax
- ICHA test fax
- shoppers drugmart
- Recall

2 Search for desired pharmacy using key terms like store name, street etc.

Preferred Pharmacies

Manage Pharmacies

shoppers

Pharmacy Name	Address	City	Postal Code	Phone	Fax	Actions
2 ★ shoppers drugmart	759 Mount Pleasant Road	Toronto	M4S 2N4	416-482-7100	416-482-2707	

Other Pharmacies

Pharmacy Name	Address	City	Postal Code	Phone	Fax	Actions
★ Jane-Trethewey Shoppers Drug Mart	1533 Jane St.	Toronto	M9N2R2	416-248-5424	416-248-4978	
★ SDM Brampton	1 Kennedy Rd S	Brampton		905-454-4464	(905)-454-8471	

3 Scroll through "Other Pharmacies" based on your search and click on the black star beside the desired pharmacy to turn it yellow and add to patient's preferred pharmacies.

4 Click on the yellow star beside the specified pharmacy turn it black and remove it from preferred pharmacy list.

Pharmacy Name	Address	City	Postal Code	Phone	Fax	Actions
2 ★ shoppers drugmart	759 Mount Pleasant Road	Toronto	M4S 2N4	416-482-7100	416-482-2707	
5 ★ Jane-Trethewey Shoppers Drug Mart	1533 Jane St.	Toronto	M9N2R2	416-248-5424	416-248-4978	

Other Pharmacies

Pharmacy Name	Address	City	Postal Code	Phone	Fax	Actions
★ College Square Shoppers	725 College Street	Toronto		416-534-2375	(416)-534-2649	

*** If you need a new Pharmacy added to the registry, contact ICHA's Virtual Office Team. *** 27

PRESCRIBE MEDICATIONS

Prescriptions can be eFaxed directly to a pharmacy or printed and provided to a patient. Entering and pasting your Rx correctly will keep a patient's OSCAR Pro Medications list accurate for other providers to easily review. Follow the steps below:

1 Enter name of Rx in **Drug Name:** Field or click **ReRx** if it's a repeat prescription.

Medication	Start Date	Days to Expiry	ReRx	Discon.	Delete	Long Term
ACT METFORMIN 500MG 1 tablet BID by mouth for 30 days Qty:60 Repeats:5	2022-02-22	116	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
KEFLEX 500MG 1 tab po q 6 w Qty:40 tabs Repeats:0	2022-02-15	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ADVIL 200 MG TABLET Qty:0 Repeats:0	2022-02-15	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 Enter instructions with **Parse Instructions - Enabled** or in Dosage Instructions as one block of text.

The general structure of the prescription instructions would be:
Method Route Frequency Number Duration
E.g., Take 1 tablet PO Once daily for 3 months

3 Based on your instructions, many of the fields will autofill. Correct and fill as needed and enter **Repeats:**.

Long Term No Subs Fill When Patient Arrives Consult Required For Renewal Non-Authoritative
 Prescribed by Outside Provider



Valid From: 2022-04-26 Written Date: 2022-04-26

Add to Favourites

4 Click **Save and Print** to save medication to chart and open Rx window. Or, continue prescribing by entering another **Drug Name:**. If a *controlled substance*, enter available patient identification information.

Patient Identification Type: Please Choose Patient Identification Number: 12345678910
Practitioner Number:

5 Review your prescription including assigned pharmacy. If an edit is required, click the "x" in the top right corner to return to the Medications list.

	Lindsay Miles, Virtual Office Coordinator - ICHA Four Points Hotel ESSP c/o Inner City Health Associate - 59 Adelaide St. E, 2nd Floor Toronto ON M5C1K6 Pract. No.: Tel: 416-591-4411 Fax: 416 640 2072 May 2, 2022
ANNETTE TEST	Written Date: May 02, 2022
NFA Toronto, ON M3J0C4 905-555-5555 DOB: 1989-12-13 Health Ins.# 12345678910	
ACT METFORMIN 500MG 1 tablet BID by mouth for 30 days Qty:60 Repeats:5	
Signature: 	
Requesting: Lindsay Miles, Virtual Office Coordinator@ICHA	

Actions



Location: Four Points Hotel ESSP

Destination Pharmacy: ICHA test fax

Page Size: A4 Fax Config: fax

Comment:

6 Write signature* and click **Sign**

	Lindsay Miles, Virtual Office Coordinator - ICHA Four Points Hotel ESSP c/o Inner City Health Associate - 59 Adelaide St. E, 2nd Floor Toronto ON M5C1K6 Pract. No.: Tel: 416-591-4411 Fax: 416 640 2072 May 2, 2022
ANNETTE TEST	Written Date: May 02, 2022
NFA Toronto, ON M3J0C4 905-555-5555 DOB: 1989-12-13 Health Ins.# 12345678910	
ACT METFORMIN 500MG 1 tablet BID by mouth for 30 days Qty:60 Repeats:5	
Signature: 	
Requesting: Lindsay Miles, Virtual Office Coordinator@ICHA	

Actions

*This will auto-populate if you have added a signature stamp in Preferences.

7 Adjust **Destination Pharmacy** and **Location** dropdown selection as needed. Enter **Comment:** as required (LU Codes, note to pharmacist). Click **Fax** to eFax to assigned pharmacy or **Print PDF** to print a paper copy.

Signature: 
Requesting: Lindsay Miles, Virtual Office Coordinator@ICHA

Destination Pharmacy: ICHA test fax

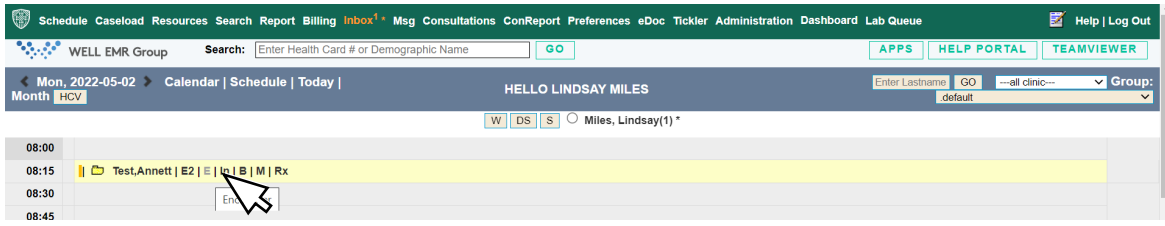
Page Size: A4 Fax Config: fax

Comment:

Drug Information:
ACT METFORMIN 500MG 1 tablet BID by mouth for 30 days
Qty:60 Repeats:5

SEARCHING WITH OLIS

Ontario Laboratory Information System (OLIS) is available in our ICHA EMR. OLIS is a central database that can explore patient results from three community laboratories and twenty-three hospital sites by using the search function in your OSCAR Pro Inbox. This can be incredibly helpful when avoiding repetitive, time-consuming testing. The resource can be found at the top of any patient's eChart.



MRP **TEST, ANNETTE (MARY) U 1989-12-13 32 years 905-555-5555** Next Appt: **OLIS Search** OU

Preventions + **Social History** + **Medical History** +

DTaP-IPV ... 13-Dec-2019 ... April 27, 2021 Room # 617. Level #4 Shelter, Sector House ... Appendix removed in 2010

Z01 - Retrieve Laboratory Information for Patient

Search

Date & Time Period to Search (yyyy-mm-dd) 2018-05-01 to 2018-08-01

Observation Date & Time Period (yyyy-mm-dd) to

Quantity Limit? Quantity

Consent to View Blocked Information? (none) Authorized by: Patient

Enable Patient Consent Block-All Indicator?

Specimen Collector

Performing Laboratory

Exclude Performing Laboratory

Reporting Laboratory

Exclude Reporting Laboratory

Patient Doe, Jane

Requesting HIC [149] Thompson, Judy

Ordering Practitioner

Copied-to Practitioner

Attending Practitioner

Admitting Practitioner

Test Request Placer

Test Request Status (max. 15) Order Received No results Preliminary

Test Result Code (max. 200) Acyclovir Alimicillin Alimicillin Alimicillin

Test Request Code (max. 100) 11-Deoxycortisol Acetylcholinesterase Acid Phosphatase Acid Phosphatase Prostatic

Search

1 Provide dates that span from 1 day to 4 months. An error message will appear if your timeframe extends the 4 month maximum.

2 Input patient name (Last, First)
*an error message will appear if the client's master record does not have an OHIP #

3 Add Requesting HIC (ICHA MD) from alphabetical dropdown list

4 Click Search

Your results will appear and you have the opportunity to view, file, acknowledge or move a lab to your inbox

OLIS Results Help

Showing 28 result(s)

Filter by patient name: All Patients Filter by reporting laboratory: All Labs

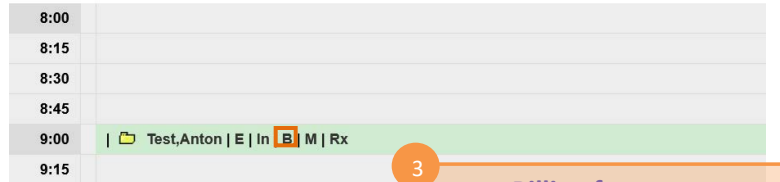
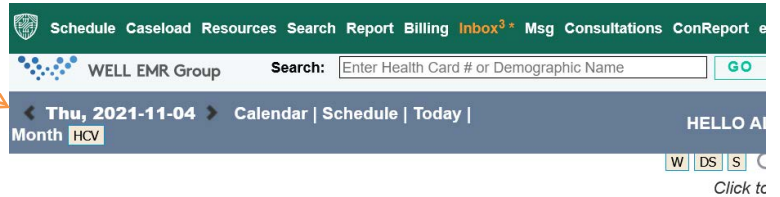
	Health Number	Patient Name	Sex	Date of Test	Discipline	Tests	Status	Ordering Practitioner		
Add to Inbox	Preview	Save/File	Acknowledge	[REDACTED]	[REDACTED]	F	2018-07-25 11:04:03 EDT	Chlamydia trachomatis NAAT / Neisseria gonorrhoeae NAAT	Final	ERIN ELIZABETH ROGERS
Add to Inbox	Preview	Save/File	Acknowledge	[REDACTED]	[REDACTED]	F	2018-07-24 17:45:00 EDT	Chlamydia and Neisseria Detection / Urine Culture	Final	DR. ERIN ELIZABETH ROGERS
Add to Inbox	Preview	Save/File	Acknowledge	[REDACTED]	[REDACTED]	F	2018-07-11 00:00:00 EDT	Drug Screen Broad Spectrum	Final	DR. JUDITH ANNE THOMPSON
Add to Inbox	Preview	Save/File	Acknowledge	[REDACTED]	[REDACTED]	F	2018-06-15 00:00:00 EDT	Drug Screen Broad Spectrum	Final	DR. VANESSA JANE REDDITT
Add to Inbox	Preview	Save/File	Acknowledge	[REDACTED]	[REDACTED]	F	2018-06-14 20:36:00 EDT	Bilirubin Glucuronidated	Final	JOHN RAMSAY FOOTE

HOW TO BILL USING OSCAR PRO

Submit shadow billings to contribute to ICHA's patient-focused funding

1 Open your schedule, selecting appropriate date and site (see pg. 1 for detailed instruction) and select the "B" from the appointment shortcuts found on the day's schedule.

2 Ensure the correcting billing site (your site) and billing provider (you) is selected. Ensure the Billing Type is "Bill OHIP" for OHIP patients, "IFH" for IFH patients and "Do Not Bill" for non-insured.



Service Date: 2022-09-26
 Billing Site: MATCH
 Billing Type: Bill OHIP
 Visit Type: 00 | Clin

Billing Provider: Select a Provider

TEST, ANNETTE
 (Validate) DOB: 1970-10-20 (51 y.) Gender: F Enrollment: PH - Staff Encounter MRP:

Referring Practitioner: Search by #, Name, Specialty

Choose Dx: Dx: 303 Dx1: Dx2:

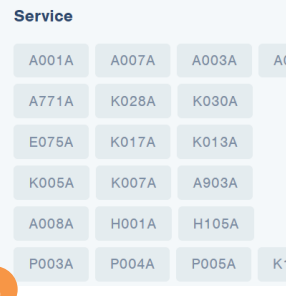
Service Code Super Codes
 Manage Super Codes

Start by adding an item from the Service Code/Super Code above or short codes on the right

3 Click **Billing form**: to select the appropriate billing form (PSYCHIATRIST, PRIMARY CARE PHYSICIAN, etc.). To auto-select your preferred form, billing site and billing provider, change your settings in *Preferences* (see pg. 8).



4 Select from billing codes, clicking on those which apply. Recently used codes will appear near the top.



6 Review selections and edit as needed. Confirm by clicking **Save & Close**.

Assessment

K055A Special Diet Form \$ 20.70 x 1 x % = \$20.70

Billing Notes

Total: \$97.90

Cancel Save & Close

5 Select **Dx Code** from the drop-down menu or by clicking **Choose Dx**.

Choose Dx Dx: 300 - Anxiety neurosis, hysteria, neurasthenia, obsessive compulsive neurosis, reactive depression

Service Code 301 - Personality disorders, e.g. paranoid personality, schizoid personality, obsessive compulsive persona

There is also a Billing Shortcut featured in eChart Encounter writing palette. For convenience, write your clinical note and select the to Sign, Save and open the Billing window