

User Guide

Med Access EMR: Blocking Out 'Unavailable' Time on the Daysheet

Log In and Select the Daysheet

1. Go to the Med Access EMR website and enter your username and password. Click the **Login** button. Please note that if this is the first log in of the day you will be required to enter your two factor authentication.
2. If you work at more than 1 location, you will need to select your location. Right click on the **site name** in the top left corner of the screen to display a drop-down list. Click the location you wish to view.
3. Select the correct room from the **Provider or Resource** drop-down list to view the appropriate daysheet.

User Name:

Password:

Login

EHR E.Bonavista Lions Club

- C.Wareham Church Hall
- E.Bonavista Lions Club**

Small, Ueanne

Immunizer

Provider, Immunizer

Room

- E.Bonavista Lions Club-ROOM**
- Bonivista Lion's Club

Block Out the 'Unavailable' Time

1. Left click on the **Date** in the top left corner of the screen above the daysheet to select a date for the block out period.
2. Identify the desired time for the appointment on the daysheet and right click anywhere in that row to view the drop-down list.
3. Select **New Blocked Time** from the drop-down list to open the 'Appointment' window.

Date: [AM|PM]

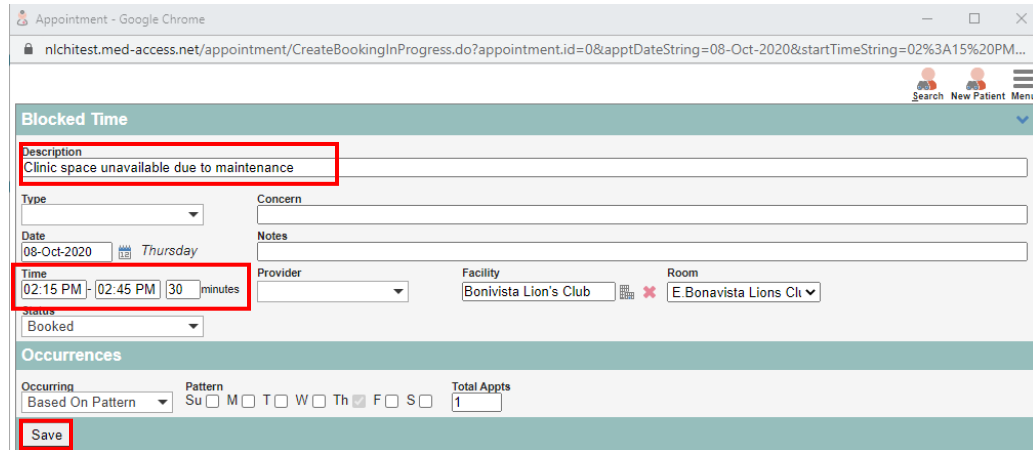
Time	Primary # Chart #	Patient
01:45		
01:50		
01:55		
02:00		
02:05		
02:10		
02:15		
02:20		
02:25		
02:30		
02:35		
02:40		
02:45		
02:50		

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4. Enter the reason that the clinic is unavailable in the 'Description' field (e.g., 'Clinic space is unavailable due to maintenance').

5. Specify the start time and end time of the block out in the appropriate fields.

6. Click the **Save** button.



7. Verify that the blocked time appears as 'unavailable' on the daysheet for the identified day and time slot.

02:05						
02:10						
02:15		Clinic space unavailable due to maintenance			Bonivista Lion's Club	Booked
02:45						

8. When **all** work is completed in Med Access EMR, click the **Logout** icon in the top left corner of the screen to exit the system.

