

User Guide

Med Access EMR: Patient Registration for Immunization Appointments

Log In and Select the Daysheet

1. Go to the EMR Med Access 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, Deanne

Immunizer

Provider, Immunizer

Room

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

Register a Patient with an Existing EMR Chart

If a patient name or 'Restricted' is seen in the 'Patient' column of the daysheet, this means the patient **has** an existing EMR chart. You are able to import the EMR chart and register the patient, as follows:

1. Click on the **patient's name** or the word **Restricted** in the 'Patient' column of the daysheet. Please note that if the 'Client Registry' window appears, click the **Accept Selected PCR Data** button to continue.
2. If prompted, click the word **Restricted** at the top of the 'Patient Summary' window to generate a 'Consent Form' window.
3. Select **2 Years** from the 'Duration' drop-down list.
4. Enter **flu** in the 'Reason' box. Double click on **flu** to display the reason for consent.
5. Click the **blue arrow** to select the appropriate 'Delegate Consent to Group' option.
6. Click the **Generate Consent for Group** button.

09:15	379541291082	SEYMOUR_TPCHI HALL 08-May-1954 (66) M	 	Immunization
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Back to Search

Accept Selected PCR Data

Patient Summary - Google Chrome

nlchitest.med-access.net/patient/RefreshBasicPatientSummary.do?tab=patient&critera.patientId.value=25

SEYMOUR_TPCHI HALL **RESTRICTED**

66 years 08-May-1954 Male

Phone: (709) 759-5451 Ins#: 379541291082

Referring: N. Lee Provider: R. Adams Family: R. Haynes Secondary: Dadd, Kim

Consent Form - Google Chrome

nlchitest.med-access.net/consent/DisplayConsent.do

SEYMOUR_TPCHI HALL 66 years (709) 759-5451

Consent Form

Duration: **2 Years** Reason: **flu**

Consent Type: **Provider Consent**

Confidential

Delegate Consent to Group: **E. Bonavista Lions C**

Generate Consent for Group Show form?

7. Click the **Demog** heading to display the patient's demographic information.
8. Click the **x** in the top right corner to close the patient chart. Finalize the registration, as detailed below in the **'Finalize Registration and Log Out'** section.

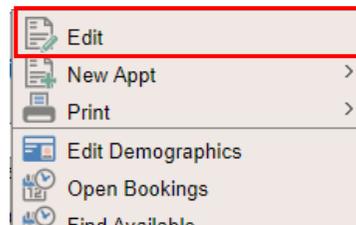


Register a Patient with **no** Existing EMR Chart

If **'New Immunization Patient'** is seen in the 'Patient' column of the daysheet, this means the patient **does not** have an existing EMR chart. You will need to search, add and register the new patient to EMR, as follows:

09:10	New Immunization Patient 01-Jan-1920 (100) U	Immunization
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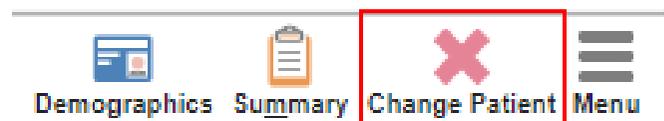
1. Right click on **New Immunization Patient** in the 'Patient' column of the daysheet and select **Edit** from the drop-down list.



2. Note that the patient's name, MCP, gender and DOB will appear in the 'Concern' field. Note the patient's MCP number from the concern field.



3. Click the **Change Patient** icon in the top right corner of the screen. This will open the 'Appointment' window.



4. Search for the patient in the local EMR, as follows:

- a) Enter the patient's MCP number in the 'Insurer #' field and click the **Search** button in the top right corner.

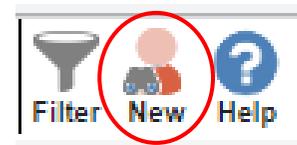


- b) If results are found, select the patient's name, click the **Accept Selected PCR Data** button and proceed to Step 10 below. If results are not found, proceed to Step 5.



5. Search for the patient in the Client Registry, as follows:

a) Click the **New** icon in the top right corner of the 'Patient Search' window.



b) Enter the patient's MCP or 3 demographics (i.e., first name, last name, date of birth or gender) and click the **Search Client Registry** button.

Search Client Registry before attempting to create a new patient.

Provincial Client Registry Patient Search

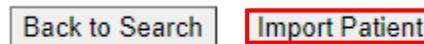
Primary PHN*: Type: NL PHN

Last Name*: First Name*:
 Middle Name: Birth Date:
 Gender:

A valid search must contain either the PHN, or the Last Name, First Name, and (Date of Birth or Gender).

Search Client Registry Cancel Search

c) If the patient is found in Client Registry, select the patient's name and click the **Import Patient** button to create the patient chart in the local EMR. Proceed to Step 7 below.



Or

If the patient is **not** found, you will see 'EHR Warn: no candidates found'. To create a new patient chart, proceed to step 6 below.

EHR Warn: no candidates found.

Full Name	PHN

6. If the patient is **not found in the local EMR or Client Registry** you will need to create a new patient chart, as follows:

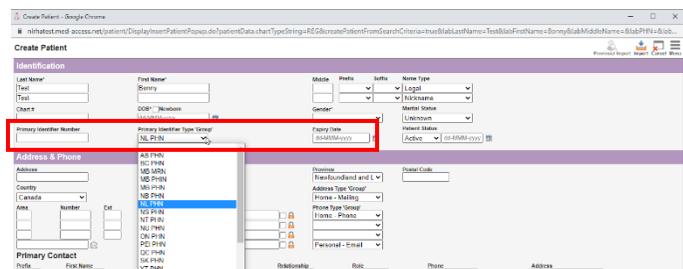
a) Click the **Create New Patient** button.

If you cannot find an exact match in this list, please search again with more information such as birth date or phone number.

Back to Search **Create New Patient** **Cancel Search**

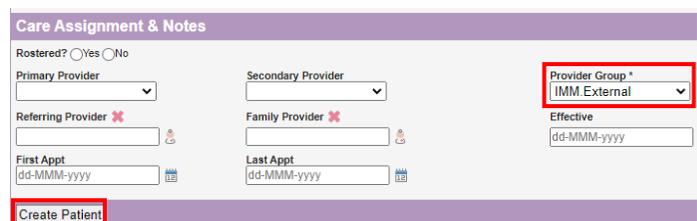
Only create a new patient if no suitable match was found above.

b) Proceed to enter the patient's demographic information in the 'Create Patient' window. **Please note that the 'Primary Identifier Number', 'Primary Identifier Type Group' and 'Expiry Date' fields will need to be completed if the patient is from out of province.**



c) Select **IMM.External** from the 'Provider Group' drop-down list in the 'Patient Summary' window.

d) When complete, click the **Create Patient** button. Click the **x** in the top right corner to exit the 'Patient Summary' window.



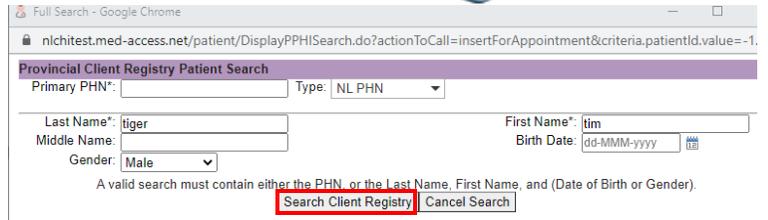
e) Return to the 'PPI Search' window and click the **Back to Search** button.

If you cannot find an exact match in this list, please search again with more information such as birth date or phone number.

Back to Search **Create New Patient** **Cancel Search**

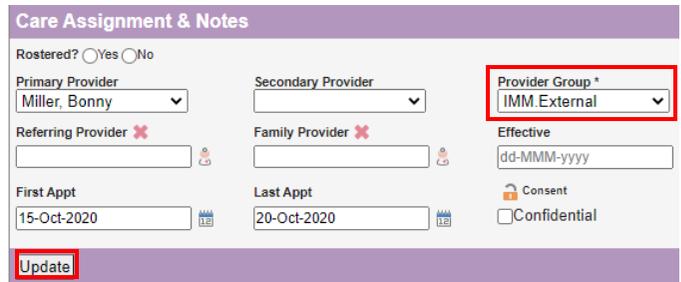
Only create a new patient if no suitable match was found above.

f) Enter the patient's MCP or 3 demographics and click the **Search Client Registry** button. If prompted, select the patient's name from the list and click the **Import Patient** button. Proceed to the **'Finalize the Registration and Log Out'** section below for further instruction.



7. Left click on the **patient's name** on the daysheet.

8. In the 'Care Assignment & Notes' section, select **IMM.External** from the 'Provider Group' drop-down list and click the **Update** button.



9. Click the **x** in the top right corner to close the patient chart and proceed to Step 10.

10. If prompted, click the word **Restricted** at the top of the 'Patient Summary' window to generate a 'Consent Form' window.

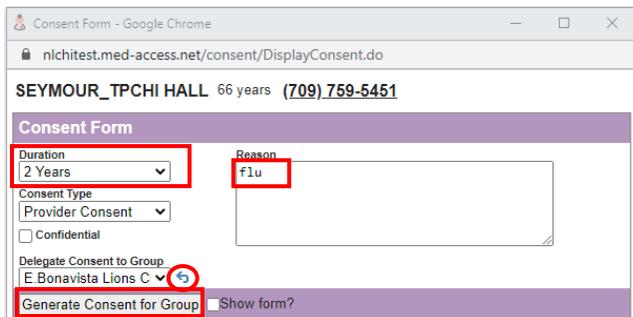


11. Select **2 Years** from the 'Duration' drop-down list.

12. Enter **flu** in the 'Reason' box. Double click on **flu** to display the reason for consent.

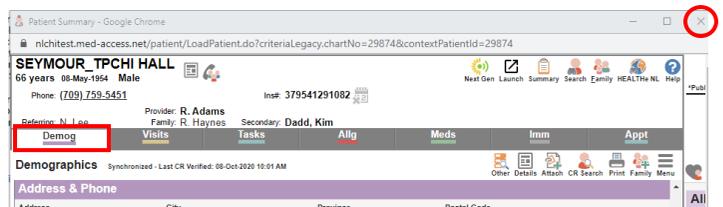
13. Click the **blue arrow** to select the appropriate 'Delegate Consent to Group' option.

14. Click the **Generate Consent for Group** button.



15. Click the **Demog** heading to display the patient's demographic information.

16. Click the **x** in the top right corner to close the patient chart. Finalize the registration, as detailed below in the **'Finalize Registration and Log Out'** section.



Finalize the Registration and Log Out

1. Identify the patient's name on the daysheet list and click the **green arrow** in the 'Appt Status' column to advance the appointment status from 'Booked' to 'Checked In'.

2. At the end of the clinic day, click the **Logout** icon in the top left corner of the screen to log out of Med Access EMR.

