

Procedure: New Physician Setup

Step 1: Create the Provider

As an administrator or someone who has access to create providers, click the Providers icon on the dashboard.

The screenshot shows the EMR dashboard for 'NLCHI EMR Training' with the user 'Green, Wesley'. The top navigation bar includes icons for Logout, Profile, EHR, Wesley, Search, My Tasks, My Bills, My Appts, Import, Reports, Msg (16), Providers (highlighted with a red arrow), Templates, and Help (10+). Below the navigation bar is an 'EMR Messenger' section with a list of messages. The main content area is titled 'Provider Daysheet (with bills) Thu Dec 29, 2016 - Dr. Wesley Green' and includes a table with columns for Date, Time, Name, Type, Concern, Status, and Billing Status. To the right is an 'Active Tasks' section with a table showing counts for various task categories.

Category	Count
Attachment (Result)	1
Consult (Request)	3
Form (Request)	1
Investigation (Request)	9

Click 'New Provider'

The screenshot shows the 'Search Providers or Facilities' form. It includes input fields for Provider Surname, Given, City, Source, Specialty, Province, Billing #, Gender, Site Reference, Notes, and Provider Status. A 'Search' button is located on the right. A red arrow points to the 'New Provider' button in the top right corner of the form area. Below the form is a 'Favourites' section with a table header including Name, BA No., Specialties, Address, City, Province, Billing #, User, and Clinic.

Enter the Provider information and click 'Create Provider'

Create Provider

Print

Identification

Last Name Doctor	First Name Test	Initials <input type="text"/>	Title Dr	Suffix <input type="text"/>
Location Code <input type="text"/>	Gender <input type="text"/>	Specialty No Known Specialties		
Billing Number <input type="text"/>	BA Number <input type="text"/>	Ordering ID <input type="text"/>	Identifier List	

Address & Phone

Address 123 Fake St	City St.John's	Province Newfoundland	Postal Code A1A 1A1
<input type="text"/>	Country Canada	Phone # 709-123-4567	Fax # <input type="text"/>
Address Type Office			

Notes & Misc.

Notes

Schedule Color

Create Provider

Now we need to edit the provider and add the Billing Number, College of Physicians and Surgeons license number, and all Provider Mnemonics.

To do this, search the newly created Provider and click 'Edit':

Search Providers or Facilities

Reset Facilities New Provider Help

Provider Surname: doctor Given: test Specialty: Province: NL Billing #:

Gender: Site Reference: Provider Status: Active Notes: Source: Local

Name	BA No.	Specialties	Address	City	Province	Billing #	User	Clinic
Doctor, Test			123 Fake St	St.John's	NL	<input type="text"/>		

Export options: Excel | PDF | RTF

Click 'Identifiers'

Update Provider

Register Print Add Address Help

Identification

Last Name Doctor	First Name Test	Initials <input type="text"/>	Title Dr	Suffix <input type="text"/>
Location Code <input type="text"/>	Gender <input type="text"/>	Specialty No Known Specialties		
Billing Number <input type="text"/>	BA Number <input type="text"/>	Ordering ID <input type="text"/>	Identifier List	

Address & Phone

Address 123 Fake St	City St.John's	Province Newfoundland	Postal Code A1A 1A1
<input type="text"/>	Country Canada	Phone # 709-123-4567	Fax # <input type="text"/>
Address Type			

Add the College of Physicians and Surgeons License Number.

IMPORTANT - This is NOT the number from the college website (<https://www.cpsnl.ca>). The website also contains the adjudication portion. The value must be the one used in the Newfoundland Provincial Provider Registry. This can be obtained from NLCHI, doing a provider registry search in EMR (or HEALTHeNL), or by taking only the numeric portion from the college site. It is best to get this from the Provincial Provider Registry.

First click the 'New' option to add the identifier:



Select 'College of Physicians and Surgeons Number', insert the identifier, and click 'Save'

Add the Provider Mnemonics. This will be added as the Ordering Provider Number. All Mnemonics must be added. Each Physician may have a different Mnemonic based on working for each of the Regional Health Authorities. The default Mnemonic must be the one for the RHA which the provider uses the most often for that clinic.

IMPORTANT – the Provider Mnemonic will automatically print on all forms created which require them. It is used by Clerks in downstream systems to add to the Laboratory Information System (LIS). Corresponding Laboratory results, Diagnostic Imaging results, and Clinical Documents will match to the provider based on these Mnemonics.

First click the 'New option to add the identifier:



Select 'Ordering Provider Number' and enter the Primary Provider Mnemonic for the Physician. This can be found by contacting NLCHI, or the RHA provider dictionary. Generally, Providers in an EMR clinic will have a primary stamp with their primary Mnemonic.

Identifier

Identifier: Identifier Type 'Group':

Effective Date: Expiration Date: End Reason: Qualifier: Sequence Number:

Add a secondary Mnemonic if applicable. This time, ensure the Sequence Number is higher than the previous one:

Identifier

Identifier: Identifier Type 'Group':

Effective Date: Expiration Date: End Reason: Qualifier: Sequence Number:

After you click 'Save' you will notice that the Primary Provider Mnemonic is bold. This is important as this is the one that is required on forms.

Provider Identifier List



Identifier List

Identifier	Authority	Type	Facility	Effective	Expires
GREWES		[Ordering Provider Number]		29Dec2016	
22222		[College of Physicians and Surgeons Number]		29Dec2016	
GREWES2		[Ordering Provider Number]		29Dec2016	

Add the Billing Number (if provider bills to MCP). Note that this number can be obtained from the physician directly. They may need to reach out to MCP to have one created. This is required for MCP billing (Fee For Service only).

Enter the number on the main Provider screen and click 'Update Provider'

Update Provider



Identification

Last Name: First Name: Initials: Title: Suffix:

Location Code: Gender:

Billing Number: BA Number: Specialty: Ordering ID:

Address & Phone

Address: City: Province: Postal Code:

Country: Phone #: Fax #:

Address Type:

Step 2: Create the User

As an administrator, create the user under the 'Profile' section. User will be created with the 'MD' role. Link the user to the provider previously created.

New User

General Groups Passwords Macros Signing Options Preferences Filters Templates Workflows Features Permissions ▾

History ▾ Mobile

General

Role: MD   linked to Doctor, Test

Username:

Secondary Role:

Display Role:

First Name:

Initials:

Last Name:

Email: 

Notes:

Click 'Save'.

Click the 'Passwords' tab. This document assuming 2-Factor has been enabled for the site AND EHR integration options are enabled.

New User

General Groups **Passwords** Macros Signing Options Preferences Filters Templates Workflows Features Permissions ▾

History ▾ Mobile

Change Password

New Password:

Confirm New Password:

Save

Reset

Two Factor Authentication

No device linked.

External Services

External User Data: 

BCC Profile ID:

Save

Reset

Click the 'External User Data' option and ensure the following options are set:

External User Data

 Return

Type Key Value 

Type	Key	Value	Revision Timestamp	
NL_EHR	USE_EHR	True	2016-12-29T09:21:44.464	
NL_EHR	USE_EHR_VIEWER	True	2016-12-29T09:21:50.139	

Note that 'USE_EHR_VIEWER' is only available for release 5.0+. This will allow you access to Client Registry and HealtheNL.

Go to the 'Signing Options' tab and check the box 'Others Work for Me':

New User

General Groups Passwords Macros **Signing Options** Preferences Filters Templates Workflows Features Permissions ▾
History ▾ Mobile

Signature Text:

Report Headings:

Footer:

Others Work For Me:

Usually Works For:

Lock Works For:

User Delegated To:

Delegate Expiry:



Click 'Save'. Then click the 'General' tab and then back to the 'Signing Options' tab (required to refresh the 'Usually Works For' list).

Select the same provider under 'Usually Works For'. This is very important as it is required for EHR integration. You cannot select 'Use Patient Provider' or you will get an error when trying to send HL7v3 messages to the Newfoundland and Labrador HIAL.

Footer:

Others Work For Me:

Usually Works For:

Lock Works For:

User Delegated To:



Click 'Save'. You are done creating the provider!

Procedure: New Nurse Practitioner Setup

Step 1 Create the Provider

Create the provider as in the previous section. When adding the identifiers you must select TYPE **'Association of Registered Nurses Number'** and ensure they have to correct lic#:

Provider Identifier List						Return	New	Help
Identifier List								
Identifier	Authority	Type	Facility	Effective	Expires			
NPTEST		[Ordering Provider Number]		23Oct2018				
12345		[Association of Registered Nurses Number]		23Oct2018				
867532		[Payee Number]						

Procedure: New MOA Setup

Step 1: Create the User

Create the user as you would in Step 2 of the new Physician setup, except choose the MOA role:

New User

General | Groups | Passwords | Macros | Signing Options | Preferences | Filters | Templates | Workflows | Features | Permissions ▾

History ▾ | Mobile

General

Role: MOA 

Username: tmoa

Secondary Role:

Display Role:

First Name: Test

Initials:

Last Name: MOA

Email: 

Notes:

Set the same options under the 'Passwords' tab, External Identifiers:

External User Data  Return

Type Key Value True 

Type	Key	Value	Revision Timestamp	
NL_EHR	USE_EHR	True	2016-12-29T09:37:17.830	
NL_EHR	USE_EHR_VIEWER	True	2016-12-29T09:37:21.822	

Finally, go to the 'Signing Options' tab and select a 'Usually Works for' provider.

New User

General Groups Passwords Macros **Signing Options** Preferences Filters Templates Workflows Features Permissions ▾

History ▾ Mobile

Signature Text:

Report Headings:

Footer: CONFIDENTIAL: DO NOT DISTRIBUT

Others Work For Me:

Usually Works For: ▾



User Images			
Image Type	Filename	Preview	Actions
Header	n/a	None provided	<input type="button" value="+ Choose File"/>
Signature	n/a	None provided	<input type="button" value="+ Choose File"/>

Important – Do NOT use 'Patient's Provider' for this option. If you do, you will only be able to use the EHR if you select a Provider already configured for EHR use on the main dashboard. Choosing use Patient's Provider will result in a provider error when sending messages to the Newfoundland and Labrador HIAL.

Procedure: Locum and Resident Setup

Step 1: Create the Provider

Create the provider the same as you would in Step 1 of the Physician setup. Ensure that provider's identifiers are added to the identifiers list:

The screenshot shows two overlapping browser windows. The background window is titled 'Update Provider' and contains a form with the following fields:

- Identification:** Last Name (Locum), First Name (Test), Initials, Title, Suffix, Location Code, Billing Number.
- Address & Phone:** Address (123 Fake St), Address Type (Office).
- Notes & Misc.:** Notes.

The foreground window is titled 'Provider Identifier List' and displays a table:

Identifier	Authority	Type	Facility	Effective	Expires
LOCMT		[Ordering Provider Number]		29Dec2016	
11111		[College of Physicians and Surgeons Number]		29Dec2016	

Step 2: Create the User

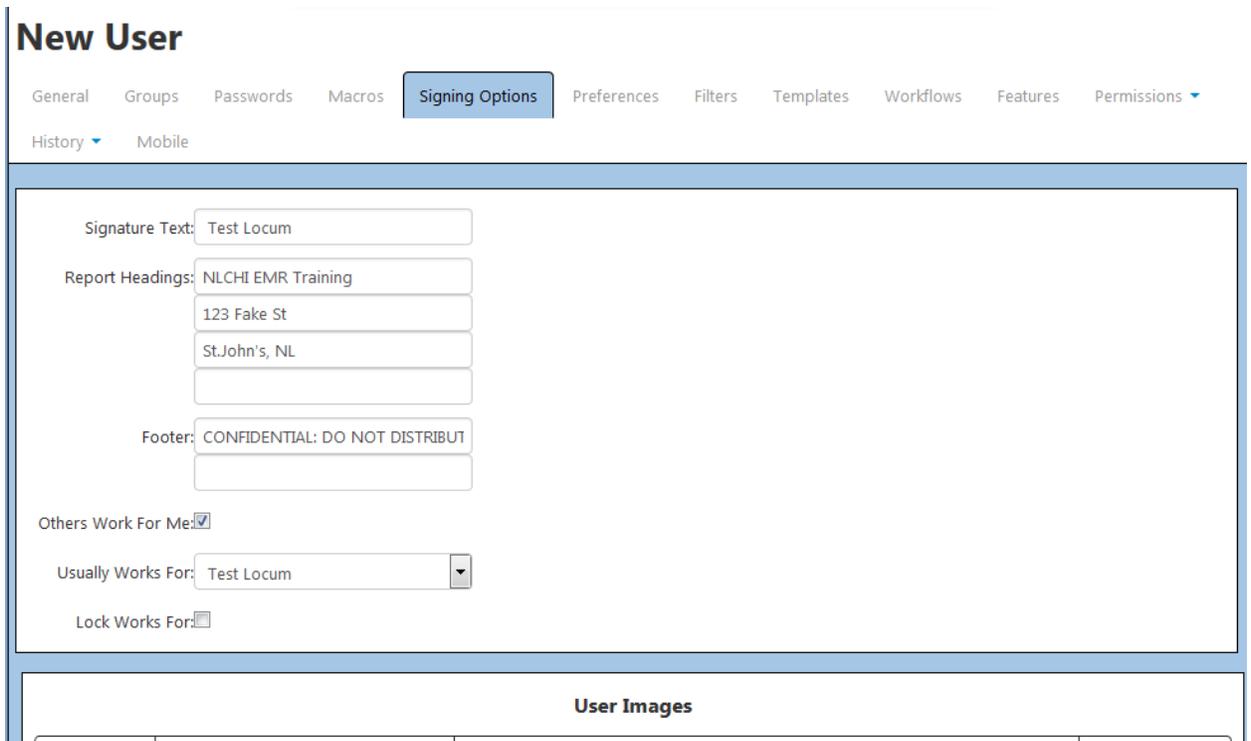
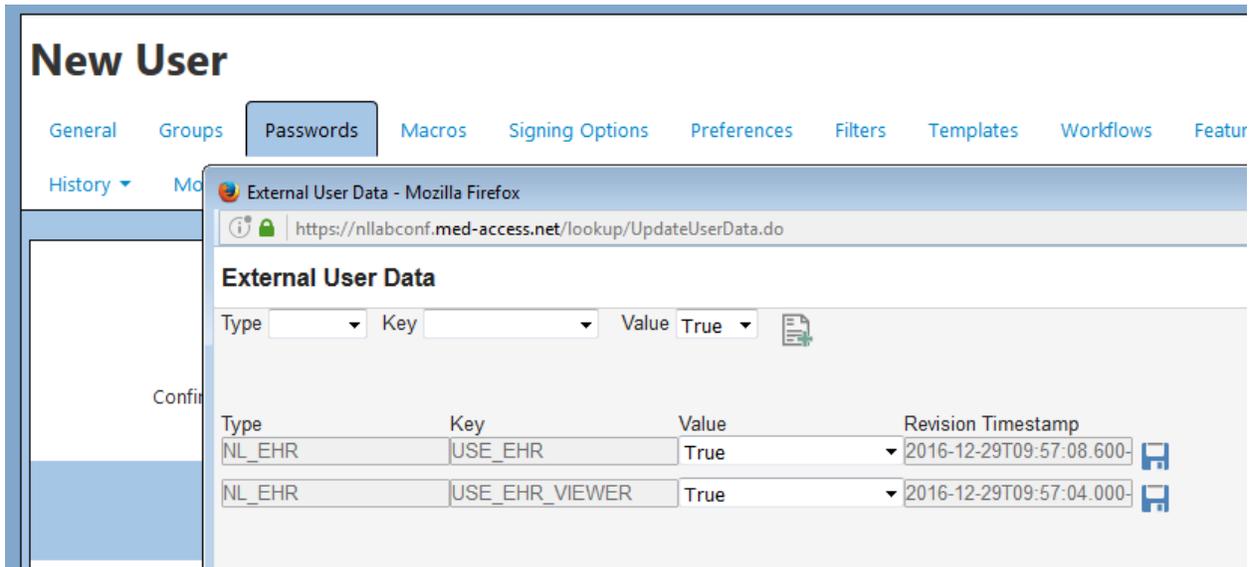
Create the user with all the same setting in 'Step 2' of create the physician (including the Passwords/External Identifiers section and the Signing Options).

The screenshot shows the 'New User' form with the 'General' tab selected. The form contains the following fields:

- Role:** LOCUM (dropdown menu)
- Username:** tlocum
- Secondary Role:** (empty dropdown menu)
- Display Role:** (empty text field)
- First Name:** Test
- Initials:** (empty text field)
- Last Name:** Locum

There are also icons for a person and a person with a red 'X' next to the Role field, with the text 'linked to Locum, Test'.

Provider access to Client Registry and HealthNL viewer – set both to TRUE



Step 3: Delegate the License from an existing provider

Go to the provider the Locum is covering, and select the 'Signing Options' tab, and change the 'User Delegated To' to the Locum, and Set the Delegate Expiry for when the scheduled Locum period is over.

User Settings: tdoctor

General Groups Passwords Macros **Signing Options** Preferences Filters Templates Workflows Features Permissions ▾

History ▾ Mobile

Signature Text:

Report Headings:

Footer:

Others Work For Me:

Usually Works For: ▾

Lock Works For:

User Delegated To: ▾

Delegate Expiry: 



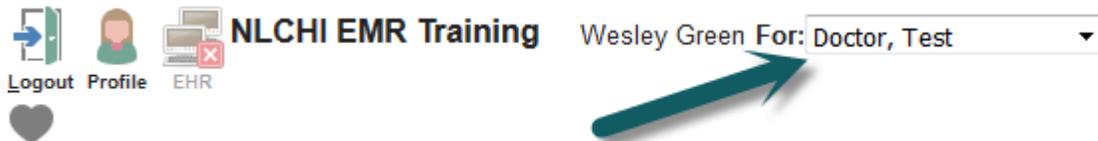
Important Notes

Some other important notes, outside those already mentioned above, when connecting to the NL EHR:

- ✓ When you first set up EHR access, the EHR mode is 'Offline'. You can either right click the option and select 'Online', or log out and log back in:



- ✓ If you change the working for provider and the provider is not set up for EHR use, then the status will automatically go offline.



- ✓ If you change to a provider who is not configured correctly (such as an incorrect license number), you will show online, but will receive an error when sending messages. If you receive this error, you will need to check all settings and configurations. One first place to check is the Provider's College of Physicians and Surgeons number and ensure it is only the numeric portion and does not include the adjudication portion (ie: it is NOT the number for the college site).
- ✓ If you wish to reference the Provider Mnemonic on a form manually, you must choose the Ordering Provider Ordering ID (useful in Forms):

