

POLICY STATEMENT

The eDOCSNL Program is responsible for approving all public forms included in MedAccess and that all forms approvals are at the discretion of eDOCSNL staff.

INTENT

The intent of this policy is to communicate what forms eDOCSNL is responsible for including in MedAccess and the process associated with requesting inclusion.

POLICY SPECIFICS

Public Forms

The eDOCSNL Program facilitates publishing of public forms to the vendor.

eDOCSNL accepts responsibility to create and prepare all public forms to be provided to the vendor for system wide use and to create in house public forms for specific RHA sites.

EDOCSNL has implemented processes to ensure all forms are up to date with its Regional Health Authority (RHA) counterparts, comply with NLCHI, eDOCSNL and TELUS Quality Assurance criteria and have also engaged the RHAs to mitigate any discrepancies and ensure patient safety.

Private Forms

EDOCSNL is not responsible to create or prepare private forms and the requesting party will be referred to the vendor.

Private forms may be built by the eDOCSNL Program and loaded locally into a particular instance of MedAccess EMR if deemed necessary by the eDOCSNL Practice Advisors or other program staff.

Inter-Departmental Forms

eDOCSNL is not responsible to create or prepare departmental forms and the requesting party will be referred to the vendor.

Inter-Departmental forms may be built by the eDOCSNL Program and loaded locally into a particular instance of MedAccess EMR if deemed necessary by the eDOCSNL Practice Advisors or other program staff.

PROCEDURE

All forms to be included in MedAccess by eDOCSNL must be submitted to the eDOCSNL Program for approval.

All requests should be sent to request.qaforms@eDOCSNL.ca.

The eDOCSNL Program will evaluate the request and inform the requesting party whether or not the request is approved, as well as associated costs.

eDOCSNL has a limited annual budget allocated to cover the cost associated with public forms. Costs of private forms are the responsibility of the requesting party and are paid directly to the vendor unless deemed necessary by an eDOCSNL team member.

Edits may be submitted annually to accommodate updated versions of the public forms.

BACKGROUND

Public Form: a form that is used by a Regional Health Authority (RHA), a clinic of a RHA or other government organization (i.e. Newfoundland and Labrador Prescription Drug Program). These types of forms are used across the health care system by RHAs. The eDOCSNL Program facilitates publishing of public forms to the vendor. Edits may be submitted annually to accommodate updated versions of the public forms.

Private Form: a form that is used by a non-RHA clinic or private business. These types of forms are not used across the health care system by RHAs and are therefore not considered the responsibility of the eDOCSNL Program. Any costs associated with a private form will be the responsibility of the requesting clinic unless deemed necessary by an eDOCSNL Practice Advisor.

Inter-Departmental Form: a form that is used at the departmental level of an RHA but is not used across the healthcare system.

APPROVAL

Approved by: eDOCSNL Management Committee

Revision History:

Initially Approved: June 19th 2020

Revised: