Newfoundland & Labrador
Centre for Health Information

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.

User Name:
Password:
Login

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.

E.Bonavista Lions Club

C.Wareham Church Hall
E.Bonavista Lions Club

3. Select the correct room from the **Provider or Resource** drop-down list to view the appropriate daysheet.

Small, Deanne
Immunizer
Provider, Immunizer
Room
E.Bonavista Lions Club-ROOM
Bonivista 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:

| 09:15 | 379541291082 | SEYMOUR_TPCHI HALL 08-May-1954 (66) M | | Immunization |

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.

Back to Search   Accept Selected PCR Data

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

Patient Summary - Google Chrome
nlchitest.med-access.net/patient/RefreshBasicPatientSummary.do?tab=patient&criteria.patientId.value=29

SEYMOUR_TPCHI HALL
66 years 08-May-1954 Male
Phone: (709) 759-5451   Ins#: 379541291082
Provider: R. Adams
Referring: N. Lee   Family: R. Haynes   Secondary: Dadd, Kim

RESTRICTED

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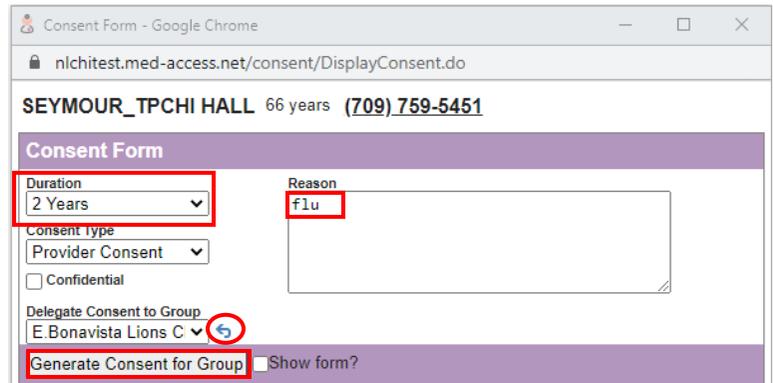
7. Click the **Demog** heading to display the patient's demographic information.

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.
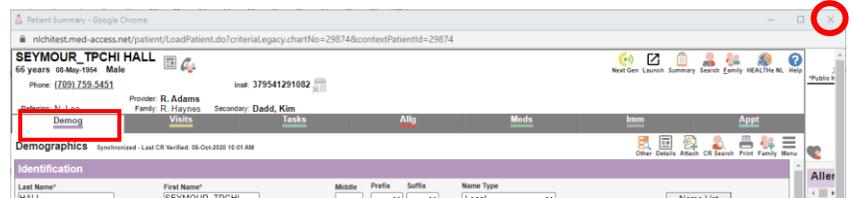
Finalize the Registration and Log Out

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.