

Quick Tips for using MedAccess EMR

Important Things to Remember!

This guide highlights common errors identified in the workflow and documentation processes for immunizations. To ensure all information is captured accurately, always incorporate the following tips into your workflow.

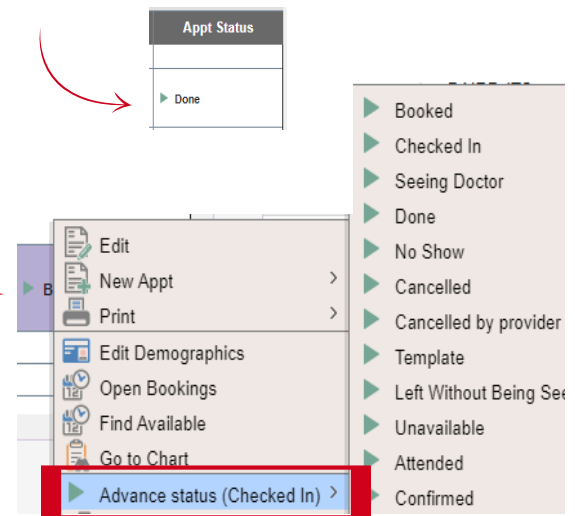
Appointment Status

Ensuring the appointment status is updated accurately on the daysheet will guarantee clear communication, proper workflow in the EMR, and accuracy of critical data. Simply left click the **green arrow** to move from one status to the next.

If you accidentally advance too far, right click on the status, hover over 'Advance Status', and select the correct status from the list.

Tip

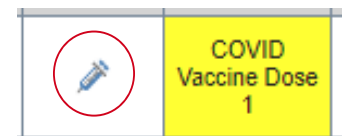
At the end of your shift, confirm all of your appointments on your daysheet have the appropriate status.



Daysheet

Clicking on the **Needle** Icon from the daysheet will open a new Consent/Immunization Form each time, and will generate a new task. To avoid duplication of tasks:

- if a form is slow opening, please wait for it to open instead of re-clicking
- if you wish to edit or view a patient's Consent or Immunization record, please follow these steps:



1. Left click on the patient's name from the daysheet. This will open the patient's chart.

Time	Primary # Chart #	Patient
08:25		
08:30	123456789111	KEITH URBAN 01-Jan-1970 (51) M

2. Select the **Imm** (Immunizations) tab along the top of the chart.



3. Correctly identify your task from the task list, click the **Edit** icon to open the form, document your changes, and click the **Save** button to update the documentation.



Immunization Tallies

For reporting purposes, it is critical that users consistently document all specific Vaccine Information, even fields not marked as required.

- Statistics about the vaccine administration are captured via the series of questions on the Immunization Form, starting with the field **Depot**.

The screenshot shows the 'Vaccine Information' section of a form. The '*Depot*' dropdown menu is open, displaying a list of locations including Central Health Vaccine Depot, Clarenville Depot, Curtis Memorial Hospital Depot, Department of Health and Community Services Government Depot, Holyrood Depot, Labrador Health Centre Depot, Labrador West Health Centre Depot, Marystown Depot, Mount Pearl Square Depot, and Western Health Vaccine Depot. The dropdown is highlighted with a red box.

- Once the **Depot** is selected you must also select the **Program** within that depot.

***Note** - While this is not a system mandatory field, it is a mandatory documentation field for your program.

The screenshot shows the 'Vaccine Information' section of a form. The '*Depot*' dropdown is set to 'Mount Pearl Squa'. The 'Program - Mount Pearl Square Depot' dropdown is open, displaying a list of programs including Acute Care, Long Term Care, MH&A and Justice, Occupational Health, Pharmacy - Acute, Pharmacy - External, Physicians/Clinics, Primary Health Care, and Public Health. The dropdown is highlighted with a red box.

- Once the **Program** is selected, you must also select the **Site** where the vaccine is housed.

***Note** - While this is not a system mandatory field, it is a mandatory documentation field for your program.

The screenshot shows the 'Vaccine Information' section of a form. The '*Depot*' dropdown is set to 'Mount Pearl Squa' and the 'Program - Mount Pearl Square Depot' dropdown is set to 'Public Health'. The 'Site - MPS-Public Health' dropdown is open, displaying a list of sites including ANC, Bay Bulls, Bell Island, Buckmaster Circle, CBS, CDC Clinic (Mount Pearl Square), Charles R. Bell, Cordage Place, CRRT - Cordage, Ferryland, Flu Team (Mount Pearl Square), Froude Avenue, Health Sciences Centre - Faculty of Medicine, Macmorran, Major's Path, Mount Pearl Square (site), Mount Pearl Square COVID Vaccine Site (COVID only), Portugal Cove, and Public Service Commission COVID Vaccine Site (COVID only). The dropdown is highlighted with a red box.

Tip

Before saving the Immunization Form, always ensure all fields are answered according to your particular location.

The screenshot shows the 'Vaccine Information' section of a form. The '*Depot*' dropdown is set to 'Mount Pearl Squa', the 'Program - Mount Pearl Square Depot' dropdown is set to 'Public Health', and the 'Site - MPS-Public Health' dropdown is set to 'Health Sciences C'. Red arrows point to each of these three dropdown menus.