

User Guide

Med Access EMR: Submitting Consent and Immunization Forms

Log In and Select the Daysheet

- Go to the Med Access EMR 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.
- Select the correct room from the Provider or Resource drop-down list to view the appropriate daysheet.

User Name:	
Password:	
	Login



Small, Ueanne Immunizer Provider, Immunizer Room E.Bonavista Lions Club-ROOM Bonivista Lion's Club

Assign an Immunizer

Before submitting the consent or immunization forms you will first need to assign an immunizer, as follows:

- Identify the patient's name on the daysheet and click on the Checked In status in the 'Appt Status' column to open the 'Appointment' window.
- 2. Select the appropriate immunizer from the 'Provider' drop-down list and click the Save button.
- 3. The immunizer's name will now appear on the daysheet.

08:10					
08:15	Sadie Sunday 13-Oct-1978 (41) F	11 /	Immunization	E.Bonavista Lions Club-ROOM Benvinta Lions Club	Checked In
08:20					

Time	TIOTIGGI	ounone stop
08:15 AM - 08:25 AM 10 minutes	Type something to search	0
Status	Sinclair, Lauren	
Booked 🔻		
Sava	Providers	
Save	Blake, Barbara	
	abbott, lisa	
	Halfyard, Sarah	
	MacDonald, Rebecca	
	Peddle, Elaine	
	Sinclair, Lauren	
	Small Deanne	





Submit the Consent Form

If the patient or the patient's legal guardian provides consent for the immunization you will need to submit the consent form in EMR, as follows:

- 1. Identify the patient's name on the daysheet and click the green arrow in the 'Appt Status' column to advance the status from 'Checked In' to 'Seeing Doctor'.
- Click the consent paper icon on the daysheet to open the 'Consent Task' window.
- 3. Maximize the window view or scroll to optimize the window view.
- 4. Complete the applicable fields of the form using the drop-down options and free text, as required. Double click on the text in the text boxes to pull information from the patient chart or type the information in the free text space, as needed.
- Scroll down and tick The patient indicates consent to the above checkbox and click the Save button to return to the daysheet.









Immunization

BARB TEST	Tuble halts bieber
	Allergies
Task	DA Opields - Morphine Analogues MORPHINE SULFATE DA Penicillins PENICILLIN
Category* Progress Note	No non-drug allegies known Reported: 26Jul17 - Samantha DI: Opiolds-Meperidine and Related MEPERDINE HCL No non-drug intakinances known Reported: 25Aug17 - Tina
Consent for Immunization for F	Consent for Immunization =
Note/Instructions Inter new note/instructions	Complete Results Due Description
	01Oct20 Progress Note, Consent for Immunizatio
	30Sep20 Progress Note, Consent for Immunizatio
tesioned	30Sep20 Progress Note, Consent for Immunizatio
Test, Imm 💌 🗧	30Sep20 Progress Note, Consent for Immunizatio
Last Update: Imm Text	30Sep20 Progress Note, Consent for Immunizatio
Complete this task by vc	23Sep20 Progress Note, Consent for Immunizatio.
Save 🔛	Immunizations =
	_



Submit the Immunization Form

Once the consent is complete, you will need to submit the immunization information form, as follows:

 Identify the patient's name on the daysheet and click the needle icon to open the 'Task Management' window.



- 2. Maximize the window or scroll to ensure that you are able to view the entire task bar.
- 3. Click on the **Template** icon to open a drop-down list and select the applicable template associated with the immunization from the drop-down list.



E 52.9. 832

Lana 🖶 🔍 💐

rest med access net hack/DisplayPatient be field 43 years (709) 782-1234 🚆 🗐

> Cate Im Dee Flu Note

> Assi Si Last OU @C



	~	Observations	
gory Type munization Trivalent Inactivated Vacc • Instance HD Influenza vaccine d	0	Online Taxoder	
/INstructions in new note//instructions here clate, Lauren fg clate, Lauren fg	8	Standin Type (FFS - Fu your out v → Dermit Constraints) (FFS - Fu your out v → Dermit Standin street) (Final - Link - v → CRIND Palate Intel® (Final - V → CRIND Palate Intel® (Final - V → CRIND Palate Intel® (Final - V → Dermit Standing)) (Final - Final - V → Dermit Standing)) (Final - Final - V → CRIND Palate Intel® (Final - V → Dermit Standing)) (Final - Final - V → CRIND Palate Intel® (Final - V → CRIND Final - V	
pdate or Forward)		Patient Consent	
Save		Lot expiry date: G5 MUM-19997	
		<u>Vaccine Administration</u> If this is a shift plays shade of a	
		FFC Default Immunization Response	
		Please choose immunization template	

free text, as required. When complete, click the Save button to return to the daysheet.

4. Complete the applicable fields of the

form using the drop-down options and

5. Identify the patient's name on the daysheet and click the green arrow in the 'Appt Status' column to advance the status from 'Seeing Doctor' to 'Done'.





6. 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.