

User Guide

Med Access EMR: Submitting Consent and Immunization Forms

Log In and Select the Daysheet

1. 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.
3. Select the correct room from the **Provider or Resource** drop-down list to view the appropriate daysheet.

User Name:

Password:

Login

EHR

E.Bonavista Lions Club

- C. Wareham Church Hall
- E Bonavista Lions Club**

Small, Deanne

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:

1. 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			Immunization			E.Bonavista Lions Club-ROOM	Checked In
08:20								Bonivista Lion's Club	

Time: 08:15 AM - 08:25 AM | 10 minutes

Status: Booked

Save

Provider: Type something to search...

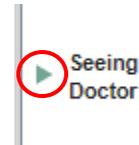
- Sinclair, Lauren
- Providers
- Blake, Barbara
- abbott, lisa
- Halfyard, Sarah
- MacDonald, Rebecca
- Peddie, Elaine
- Sinclair, Lauren**
- Small, Deanne

	Immunization		Lauren Sinclair		Checked In
			Bonivista Lion's Club		

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:

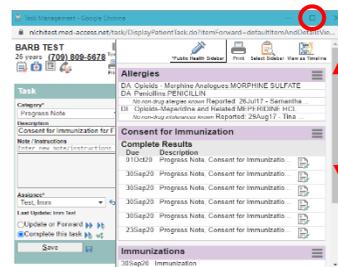
1. Identify the patient's name on the daysheet and click the **green arrow** in the 'Appt Status' column to advance the status from 'Checked In' to 'Seeing Doctor'.



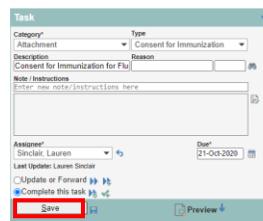
2. Click the **consent paper** icon on the daysheet to open the 'Consent Task' window.



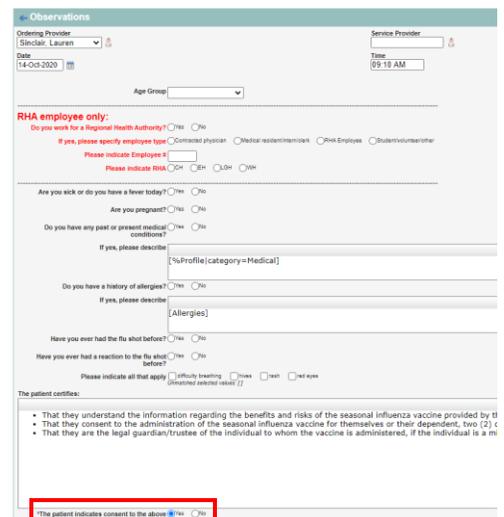
3. Maximize the window view or scroll to optimize the window view.



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.



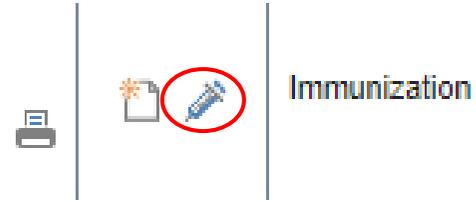
5. Scroll down and tick **The patient indicates consent to the above** checkbox and click the **Save** button to return to the daysheet.



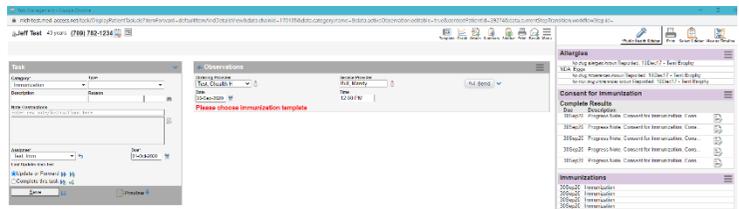
Submit the Immunization Form

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

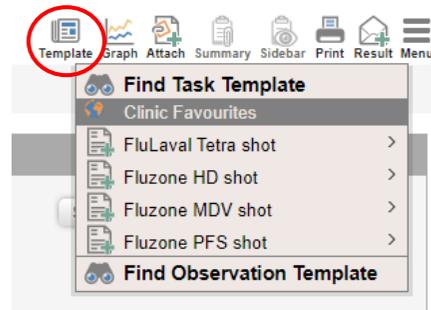
1. Identify the patient's name on the daysheet and click the **needle icon** to open the 'Task Management' window.



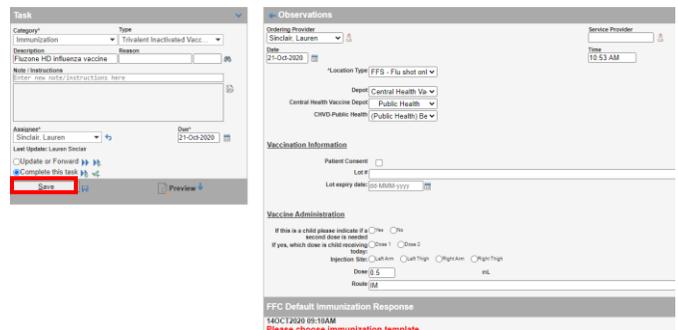
2. Maximize the window or scroll to ensure that you are able to view the entire task bar.



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.



4. Complete the applicable fields of the form using the drop-down options and free text, as required. When complete, click the **Save** button to return to the daysheet.



5. Identify the patient's name on the daysheet and click the **green arrow** in the 'Apt 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.

