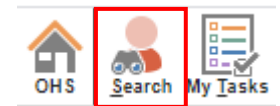## Log In and Search for the Patient

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. Right click on the **Search** icon in the top right corner of the screen to open the 'Patient Search' window.

   OHS   Search   My Tasks

3. Enter the patient's MCP number in the 'Ins #' field and press the **Enter** button on your keyboard to search for the patient.

   Ins #: 379683506800
   s Id: [ ]

Register a Patient with an Existing EMR Chart

If the patient's name appears, this means that the patient **has** an existing EMR chart. Please proceed to the steps below:

1. Verify that it is the correct patient and click on the **patient's name** in the 'Name' column below the patient search. Please note that if the 'Client Registry' window appears, click the **Accept Selected PCR Data** button to continue.

   Basic Patient Search
   Last: [ ]
   Phone #: [ ]   D
   Name
   Haley, Leigh_tpchi

   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.

   Leigh_tpchi Haley   🔒 RESTRICTED
   51 years 15-Dec-1968 Female
   Phone: (709) 976-1978   Ins#: 379683506800

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.

   Consent Form - Google Chrome
   🔒 nlchitest.med-access.net/consent/DisplayConsent.do

   Leigh_tpchi Haley 51 years (709) 976-1978
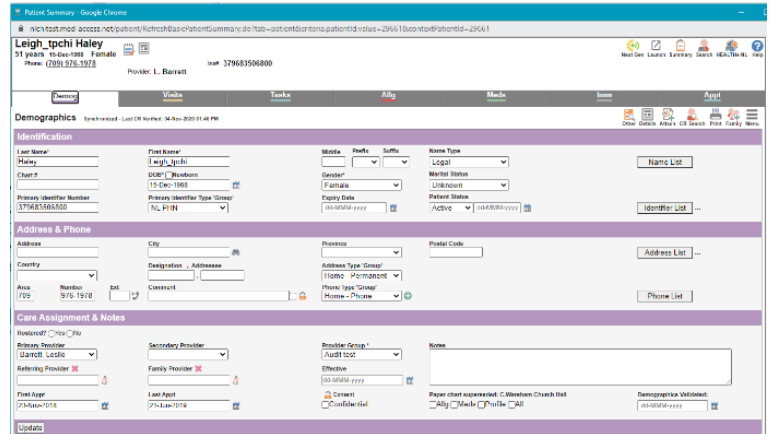
   Consent Form
   Duration   Reason
   2 Years   flu
   Consent Type
   Provider Consent
   ☐ Confidential

   Delegate Consent to Group
   IMM.OHS

5. Click the **blue arrow** to select the appropriate 'Delegate Consent to Group' option.

6. Click the **Generate Consent for Group** button.

   Generate Consent for Group   ☐ Show form?

7. You will then see the patient summary opened on the Demographics tab. Please note: DO NOT change the provider group in an existing chart.

Submit the Consent Form

1. Left click the **Imm** heading and then left click on the **Result** icon to open the 'Task Management' window.

2. Left click the **Template** icon to display a drop-down list. Hover over **FFC Unified Consent Template** in the drop down list and then click **Consent for Immunization** to open the consent form.

3. Maximize the window or scroll down 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 **Yes** for the 'The patient indicates consent to the above' and then click the **Save** button.
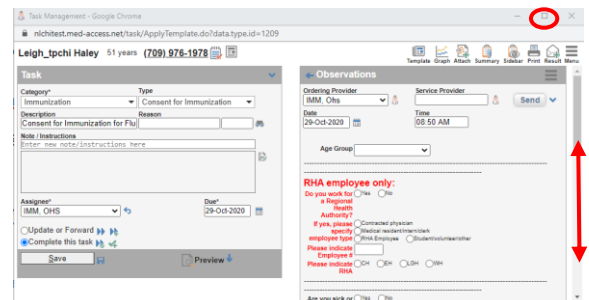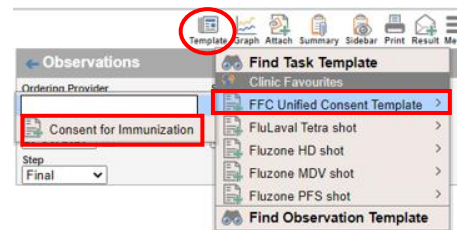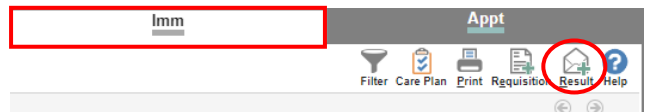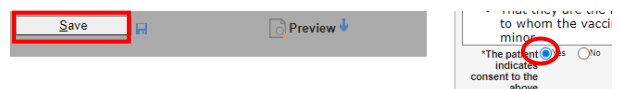

Submit the Immunization Form

1. Left click on the **Result** icon to open the 'Task Management' window.
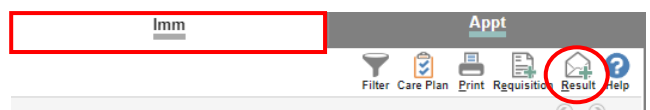
2. Click the **Template** icon to open a drop-down list and select the applicable template associated with the immunization from the drop-down list.

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

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

5. Finally, click the **x** in the top right corner of the 'Patient Summary' window to exit the patient's chart.