Newfoundland & Labrador
Centre for Health Information

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

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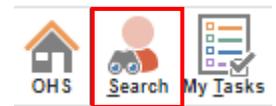
3. Enter the patient's MCP number in the 'Ins #' field and press the **Enter** button on your keyboard to search for the patient.

   Advanced Pat..
   Ins #: 379683506800
   Id:

Register a Patient with **no** Existing EMR Chart

If the patient's name appears, this means that the patient as an existing EMR Chart. In this case, proceed to complete the patient consent and immunization forms.

If the patient's name **does not** appear and you will see 'Nothing found to display', this means that the patient **does not have** an existing EMR chart. You will need to proceed to search for the patient in Client Registry, as follows:

1. Left click the **New** icon in the top right corner of the 'Patient Search' window.

2. Enter the patient's MCP or 3 demographics: First Name, Last Name and (Date of Birth or Gender) then click the **Search Client Registry** button.

3. If the patient is found in Client registry, select the patient's name and click the **Import Patient** button to create the patient chart in the local EMR. Proceed to the **'Submit the Consent Form'** section below for further instruction.

   OR

   If the patient is **not** found you will see 'EHR Warn: no candidates found'. To create a new patient chart, proceed to Step 4 below.

Nothing found to display

Filter   New   Help

Full Search - Google Chrome
🔒 nlchitest.med-access.net/patient/SearchNewPPHIAction.do?patientSearchMessage=&criteriaLegacy.name.givenName=...
Provincial Client Registry Patient Search
Primary PHN*: 599663133362   Type: NL PHN

Last Name*: [ ]   First Name*: [ ]
Middle Name: [ ]   Birth Date: dd-MMM-yyyy
Gender: [ ]
A valid search must contain either the PHN, or the Last Name, First Name, and (Date of Birth or Gender).
[Search Client Registry] [Cancel Search]

[Back to Search]   [Import Patient]

EHR Warn: no candidates found.
Full Name   **PHN**

4. If the patient is **not found in the local EMR or Client Registry** you will need to create a new patient chart, as follows:

    a) Click the **Create New Patient** button.

    b) Proceed to enter the patient's demographic information in the 'Create Patient' window. **Please note that the 'Primary Identifier Number', 'Primary Identifier Type Group' and 'Expiry Date' fields will need to be completed if the patient is from out of province.**

    c) Select IMM.External from the 'Provider Group' drop-down list in the 'Patient Summary' window.

    d) When complete, scroll down and click the **Create Patient** button.

If you cannot find an exact match in this list, please search again with more information such as birth date or phone number.

Back to Search   Create New Patient   Cancel Search
Only create a new patient if no suitable match was found above.

Create Patient

Identification

Last Name*	First Name*	Middle	Prefix	Suffix
Thursday	Paula			
Thursday				

| Chart # | DOB* ☐ Newborn | Gender* |
| | dd-MMM-yyyy | Female |

| Primary Identifier Number | Primary Identifier Type 'Group' | Expiry Date |
| | NL PHN | dd-MMM-yyyy |

Care Assignment & Notes

Rostered? ○ Yes ○ No

| Primary Provider | Secondary Provider | Provider Group * |
| | | IMM.External |

| Referring Provider ✖ | Family Provider ✖ | Effective |
| | | dd-MMM-yyyy |

| First Appt | Last Appt |
| dd-MMM-yyyy | dd-MMM-yyyy |

Create Patient

Submit the Consent Form

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

Imm   Appt
Filter Care Plan Print Requisition Result Help

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.

Template Graph Attach Summary Sidebar Print Result Me

← Observations
Ordering Provider

Find Task Template
Clinic Favourites
FFC Unified Consent Template
Consent for Immunization
FluLaval Tetra shot
Fluzone HD shot
Fluzone MDV shot
Step
Final
Fluzone PFS shot
Find Observation Template

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. Erase the content in the Medical Conditions and Allergy fields and type any 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.

Save   Preview
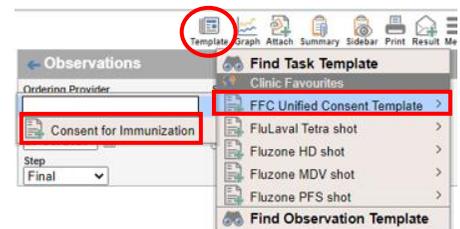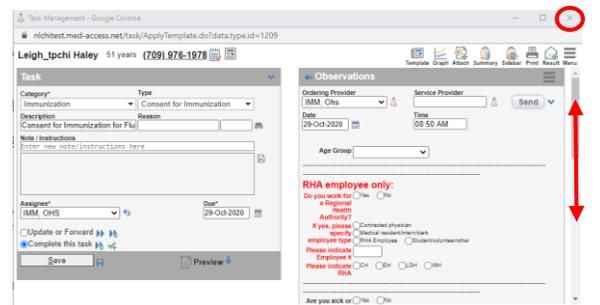
*The patient indicates consent to the above   ● Yes   ○ No

Submit the Immunization Form

1. Left click on the **Result** icon to open the 'Task Management' window.

2. Left click the **Template** icon to open a drop-down list and select the applicable template associated with the immunization from the drop-down list.
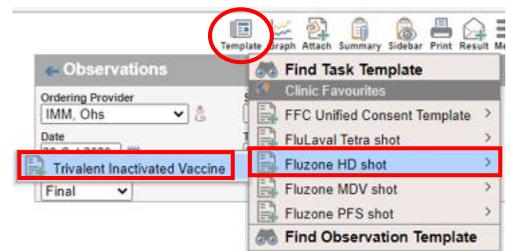
3. Maximize the window or scroll down to optimize the window view.

4. Complete the applicable fields of the form using drop-down options and free text, as required. When complete, click the **Save** button.
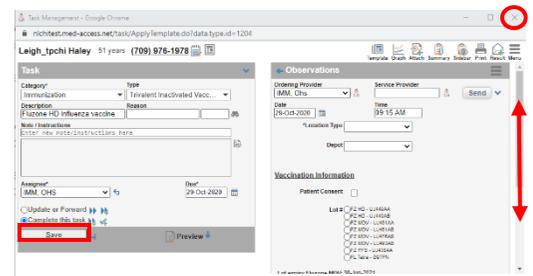
5. Finally, click the **x** in the top right corner of the 'Patient Summary' window to exit the patient's chart.