

USING DYNAMIC DIGITAL SIGNATURE

eDOCSNL
ELECTRONIC MEDICAL RECORD

For prescription writing in the EMR - with eFax

This documentation is based on the EMR user already having full provider and prescription (Rx) signing permissions, such as an MD, NP or Locum. If, after completing these instructions, you have issues with the functionality, please contact info@edocsnl.ca for further assistance.

It is also based on the premise that the EMR is enabled for eFax. (The Dynamic Digital Signature functionality can be used without eFax, but please contact info@edocsnl.ca for further discussion on this scenario).

TO ENABLE DYNAMIC DIGITAL SIGNATURE IN THE EMR:

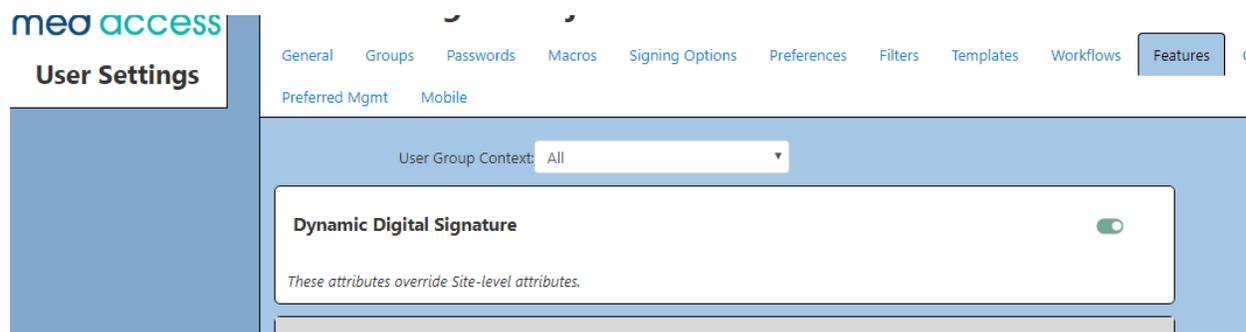
Please note that you will only be able to enable the required Setting for Dynamic Digital Signature if you have access to Site Settings for your EMR. If you do not have access, please contact the appropriate person in your clinic who has this access or contact info@edocsnl.ca for assistance.

1. Site Settings – pull down the Features tab – Optional Features:

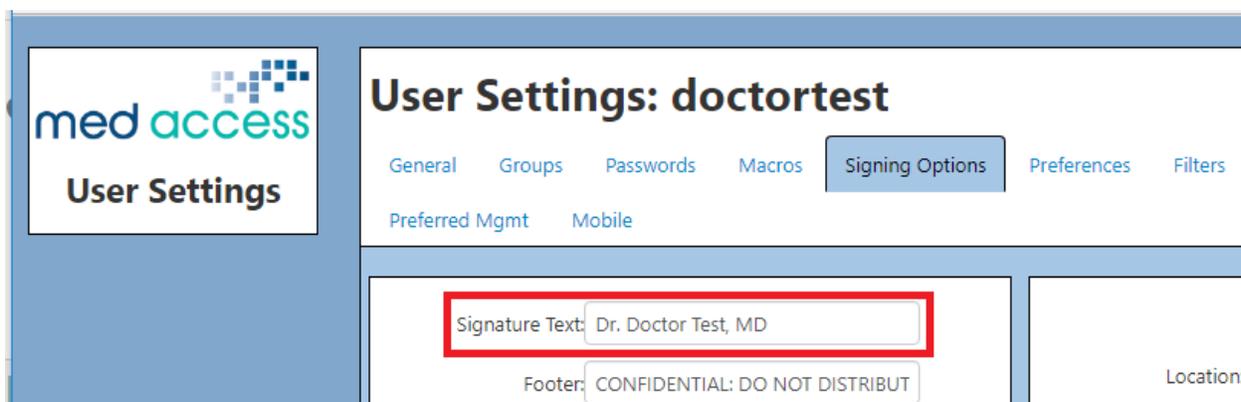
The screenshot shows the 'med access' administration interface. On the left is a navigation menu with 'Administration' selected. The main content area is titled 'Site Settings' and has a dropdown menu with 'Features' selected. Under 'Features', there are three settings: 'Automatic Demographic Referring Provider Update' (enabled), 'CIHI data extraction' (disabled), and 'Dynamic Digital Signature' (disabled). The 'Dynamic Digital Signature' setting is highlighted in grey, and its toggle switch is currently in the 'off' position.

2. Slide the Dynamic Digital Signature radio button over to the right to enable Dynamic Digital Signature for the instance.

3. Go to the User List and enable Dynamic Digital Signature for each user as applicable, as per the below. Or, this step can be done by the eligible user themselves in their own Profile settings as per Step 4 below.
4. My Profile – User Setting – click on Features tab – Dynamic Digital Signature: slide the radio button over to the right:



5. Ensure that each user who wishes to use Dynamic Digital Signature, has the Signature Text field filled in their User Settings under the Signing Options tab:



6. (Optional) If you want to have the selected Pharmacy information included at the bottom of the faxed prescription (Rx), also check in the “Include Pharmacy on Rx” box in the User Settings – Preferences tab:

User Settings: doctortest

General Groups Passwords Macros Signing Options **Preferences** Filters T

Bills Calendar: Current Month, Future Month ▼

Use imported by "me" by default:

Turn task count on:

Prescription Preferences

Include Pharmacy on Rx:

Include Indication on Rx:

Default Search Only Generic Drugs:

Paper Type: 8.5x11 ▼

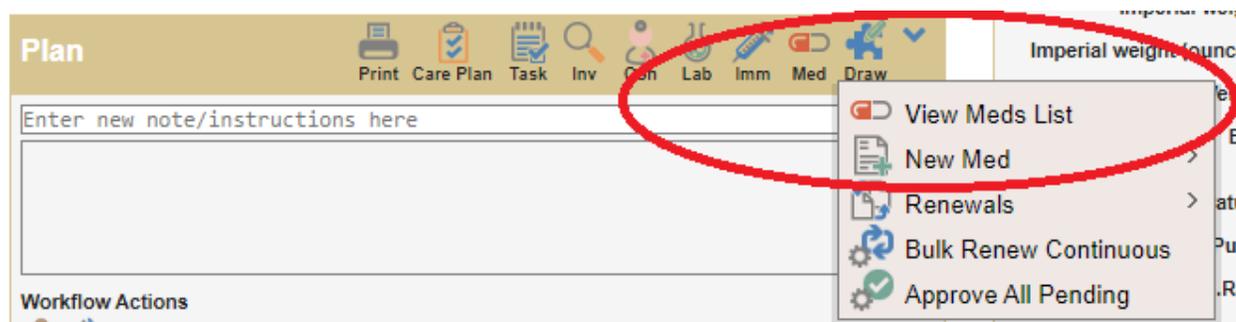
Default Drug Use Type: ▼

Default Drug Monograph: Clinical Monograph ▼

If, after following the above instructions, authorized users do not see the Dynamic Digital Signature box when in the Meds functions, please contact info@edocsnl.ca for further assistance.

USING A DYNAMIC DIGITAL SIGNATURE IN PRESCRIPTIONS:

1. Open the patient's chart as per normal workflow.
2. Initiate an Rx for the patient.
3. Hover over the "pill" icon and select "**View Meds List**" from the menu that appears:



TO SELECT A RECEIVING PHARMACY FOR A PATIENT:

Once in the patient's med list, the receiving Pharmacy information can be set as:

- (i) a default "Preferred Pharmacy" for the patient, and/or
- (ii) as a "one-time" Pharmacy for an specific Rx.

4. To select a **Preferred Pharmacy** for the patient:



If not already filled in or if the patient wants to select a different pharmacy:

- Click on the Facility  icon to the far right. (Hovering over the icon gives you the entered contact information for that Pharmacy).
- This opens the current Preferred Pharmacy information for that specific patient:

BARB TEST 25 years Return Add Pharmacy

Preferred Pharmacies							
Name	Address	City	Province	Phone	Fax	Sort	Remove
Shoppers Drug Mart	 250 Lemarchant Road	ST JOHNS	NL	709-739-1300	709-739-1631	↑ ↓	✕

- A. To add a Preferred Pharmacy to the patient's chart, click on the **Add Pharmacy** icon, which will take you to the Pharmacies in the Facilities Provider Registry.
- B. If you don't see the patient's preferred pharmacy in the list:

- Search for it using a number of methods, such as adding at least the first 3 letters of the pharmacy name, a City, or changing the Province (note that selecting “All” for the Province will not return any results!).
 - Any pharmacy that is already in your local facilities list (i.e. rolodex or address book) appears in non-bold text.
 - Any pharmacy that is not in your local facilities list appears in bold.
 - To add a pharmacy to your local facilities list, click on its name.
 - Favorite that pharmacy for the user or clinic, as appropriate.
5. Pharmacies can be removed from a Patient’s list of Preferred Pharmacies or the sort order can be changed so that the most frequently used pharmacy is at the top of the list and defaults into the Preferred Pharmacy on the patient’s Rx.
 6. **“One-time”** Pharmacy information can be entered from within the Rx by clicking on the **Facilities icon** and selecting the destination Pharmacy:

BARB TEST 25 years

Prescription

Prescription Type: Simple Rx Continuous Short Term

Drug Name: ZENHALE 100 MCG-5 MCG INHALER (100-5 M)

Generic Drug Name: mometasone furoate/formoterol fumarate

Dose: 2 Inhalation(s) Frequency: BID - Twc PRN: Duration: 3 Mth30 Site:

Patient Instructions:

Pharmacy Instructions:

Quantity*: 360 Inhalation(s) Refills: Route*: Inhalation

Indication:

Ordering Provider*: Test, Doctor Start Date*: 01-Apr-2020 End Date*: 30-Jun-2020

Pharmacy

Shoppers Drug Mart, Phone: 709-739-1300, Fax: 709-739-1631, 250 Lemarchant Rd

Drug Allergies and Intolerances

Opioids - Morphine Analogues: MORPHINE SULFATE	Mild	Rash - hives, Rash
Penicillins: PENICILLIN	Moderate	Fever, Respiratory Distress
Opioids - Meperidine and Related: MEPERIDINE HCL	Severe	Rash - maculopapular, Res

Observations

Signature

Save Approve Approve & Preview Approve & Fax

TO APPROVE AND eFAX AN Rx WITH DYNAMIC DIGITAL SIGNATURE – MULTIPLE SCENARIOS:

This section includes instructions on the following scenarios:

- A. [To create a new Rx with one medication](#)
- B. [To create a new Rx with more than one medication](#)
- C. [To Renew Medications from the Meds List](#)
- D. [To Renew/Approve Short-Term, Continuous and Non-Drug Meds on the Same Rx](#)

Return to the Meds List and complete medication reconciliation as required.

***TIP:** Keep the meds (short-term, continuous, and/or non-drug) that are to be included on the current Rx as “Pending” until you are ready to Approve them all and eFax together.

A. To create a new Rx with one medication:

After entering the medication and dosage information:

The screenshot shows a medical software interface for a patient named BARB TEST, 25 years old. The main section is titled "Prescription" and contains the following information:

- Prescription Type: Simple Rx (Selected), Continuous (Selected), Short Term (Unselected)
- Drug Name: METFORMIN HCL 500 mg TABLET
- Generic Drug Name: metformin HCl
- Dose: 1 Tablet(s)
- Frequency: TID - Thri
- PRN Duration: 2 Mth30
- Site: (Empty)
- Quantity: 180 Tablet(s)
- Refills: (Empty)
- Route: Oral
- Indication: (Empty)
- Ordering Provider: Test, Doctor
- Start Date: 31-Mar-2020
- End Date: 30-May-2020
- Pharmacy: Rocky Pharmacy, Phone: 709-454-4231, Fax: 709-454-4232, 4293 Pond Rd., Rocky

At the bottom of the form, there are buttons for "Save", "Approve", "Approve & Preview", and "Approve & Fax" (which is checked). A red number "3" is above the "Approve & Fax" button, and a red number "2" is below it.

On the right side, there is a "Drug Allergies and Intolerances" section with a table:

Opioids - Morphine Analogues: MORPHINE SULFATE	Mild	Rash - hives, Rash
Penicillins: PENICILLIN	Moderate	Fever, Respiratory Distress
Opioids-Meperidine and Related: MEPERIDINE HCL	Severe	Rash - maculopapular, Respiratory Distress

Below this is an "Observations" section with a "Signature" block. The signature block contains the text "1. Test My" and a digital signature.

1. Sign in the blank Signature block using your mouse or a digital signature input device (stylus tablet, touchscreen monitor, etc.).
 2. Leave the checkbox ticked if you don't want a cover letter page to go with the Rx.
 3. Click on “**Approve & Fax**”.
- Confirm or cancel the Approval and Faxing of the Rx:

nlchitest.med-access.net says

Are you SURE you wish to approve and send fax to 'Rocky Pharmacy at fax #709-454-4232'?

OK

Cancel

B. To create a new Rx with more than one medication:

- After entering the medication and dosage information:

Jeff Test 43 years (709) 782-1234

Prescription

Prescription Type: Simple Rx Continuous Short Term

Drug Name: AMOXICILLIN 500 mg CAPSULE

Generic Drug Name: amoxicillin

Dose: 1 Capsule(s) Frequency: TID - Thru PRN Duration: 1 Week(s) Site:

Patient Instructions:

Pharmacy Instructions:

Quantity*: 21 Capsule(s) Refills: Route*: Oral

Indication:

Ordering Provider*: Test, Doctor Start Date*: 02-Apr-2020 End Date*: 09-Apr-2020

Pharmacy: ✖

Save **Approve** **Approve & Preview**

Drug Allergies and Intolerances

No Drug Allergies Known
No Drug Intolerances Known

Observations

Signature:

- “Save and Add New” Meds until Rx is ready to be Approved and Signed.
- From the Meds List, click on the “Approve” icon:

Jeff Test 43 years 18-Oct-1976 Male Phone: (709) 782-1234 Provider: B. Blake

Next Gen Launch Summary Search HEALthe NL Help

Demog Visits Tasks Allg **Meds** Profile Labs Invest Consults Imm Appt

Clinical Filter Renew **Approve** Discontinue Reprint Graph Print New Help

Drug Allergies and Intolerances

No Drug Allergies Known
No Drug Intolerances Known

Options

Paper Chart Superseded Refuse Prescriber/Deferred Rx
 Suppress Warning Printing Preferred Pharmacy
 Compliance Package

State: Active and Recently A...

Use Type	Name	Dosage Info	Qty	Refills	Route	Start-End Date	Status
Continuous	ACCEL-ALENDRONATE 70 MG TABLET	1 Tablet(s), 1x/week	53	0	Oral	11Dec17-11Dec18	Approved
Continuous	ACT SERTRALINE 50 MG CAPSULE	1 Capsule(s), QD, 2 ... then 2 Capsule(s), Q... then 3 Capsule(s), Q...	126	0	Oral	11Dec17-05Feb18	Approved
Continuous	AMOXICILLIN 500 mg CAPSULE	1 Capsule(s), TID	21	0	Oral	02Apr20-09Apr20	Pending
Continuous	APO-TRAZODONE 50 MG TABLET	0.5-1 Tablet(s), QHS ...	30	0	Oral	11Dec17-10Jan18	Approved
Continuous	IRBESARTAN 300 mg TABLET	1 Tablet(s), QD	30	3	Oral	18Oct17-15Feb18	Approved
Short-Term	sulfamethoxazole/trimethoprim 80 mg-16 mg/mL...	2 mg, QD	2	0	Intravenous	02Apr20-02May20	Pending

Jeff Test 43 years (709) 782-1234 Return

Prescription Approvals

All 1.

Select	Pending	Name	Dosage Info	Qty	Route	Refills	Start-End Date	Authority	Status	Update
<input checked="" type="checkbox"/>	Continuous	AMOXICILLIN 500 mg CAPSULE	1 Capsule(s), TID	21	Oral	0	02Apr20-09Apr20	paper	Pending	
<input checked="" type="checkbox"/>	Short-Term	Manage sulfamethoxazole/trimethoprim 80 mg-16 mg/mL...	2 mg, QD	2	Intravenous	0	02Apr20-02May20	paper	Pending	

Ordering Provider: Test, Doctor Compliance Package

Pharmacy Shoppers Drug Mart, Phone: 709-739-1300, Fax: 709-739-1631, 250 Lemarchant Road, ST JOHNS 2.

Signature

Approve Approve & Preview Preview Approve & Fax 4.

1. Select the meds that you want to have on this Rx.
2. Verify/select patient's pharmacy (**TIP:** the Approve & eFax button does not appear until a Pharmacy is added).
3. Sign.
4. Approve and eFax (unselect check box if you do want a cover page to go with the Rx).

nlchitest.med-access.net says

Are you SURE you wish to approve and send fax to 'Shoppers Drug Mart at fax #709-739-1631'?

5. Click "OK" to send by eFax.

C. To Renew Medications from the Meds List:

After clicking on **Renew** icon:

Clinical (BARB TEST)

Drug Allergies and Intolerances		
Opioids - Morphine Analogues.MORPHINE SULFATE	Mild	Rash - hives, Rash
Penicillins.PENICILLIN	Moderate	Fever, Respiratory Distress
Opioids-Meperidine and Related.MEPERIDINE HCL	Severe	Rash - maculopapular, Respiratory Distress

Options

Paper Chart Refuse PrescribeIT Deferred Rx

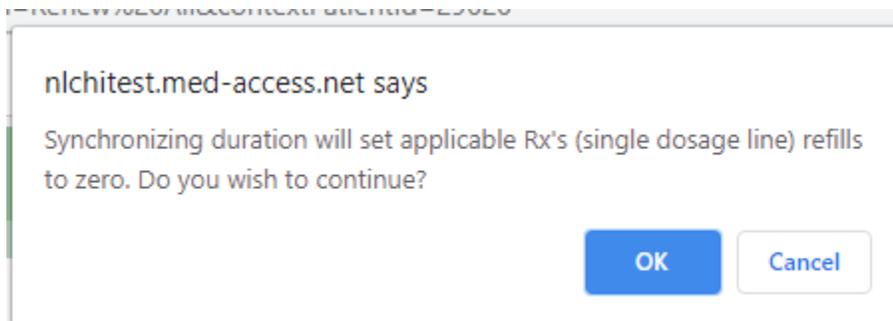
Superseded Preferred Pharmacy

Suppress Warning

Filter Renew Approve Discontinue Reprint Graph Print New Help

1. Select specific medications to be renewed.
2. Synchronize the "**Days Remaining**" to "0" by clicking on blue refresh icon.

3. Enter the desired length of the renewal by pulling down “**Sync Duration of Therapy**”. If there were remaining days or refills outstanding on those specific meds, you will get the following message. Click “OK”:



4. Select the patient’s **Pharmacy (Preferred or One-Time)**, if not already indicated.
5. Sign.
6. “**Renew, Approve and Fax**”.

BARB TEST 25 years

Prescription Renewals

All 1.

Name	Dosage Info	Duration	Qty	Route	Refills 2.	Days Remaining
<input checked="" type="checkbox"/> METFORMIN HCL 500 mg TABLET metformin HCl	1 Tablet(s), BID	3 Mth30	180	Oral	0	0
<input type="checkbox"/> TUDORZA GENUAIR 400MCG INHALER acitidinium bromide	1 Inhalation(s), BID	3 Mth30	180	Inhalation	0	0
<input type="checkbox"/> ZENHALE 100 MCG-5 MCG INHALER (100-5 MCG) mometasone furoate/formoterol fumarate	2 Inhalation(s), BID	3 Mth30	360	Inhalation	0	0
<input checked="" type="checkbox"/> acetaminophen 325 mg CAPSULE acetaminophen	1 Capsule(s), TID	3 Mth30	270	Oral	0	0 3.

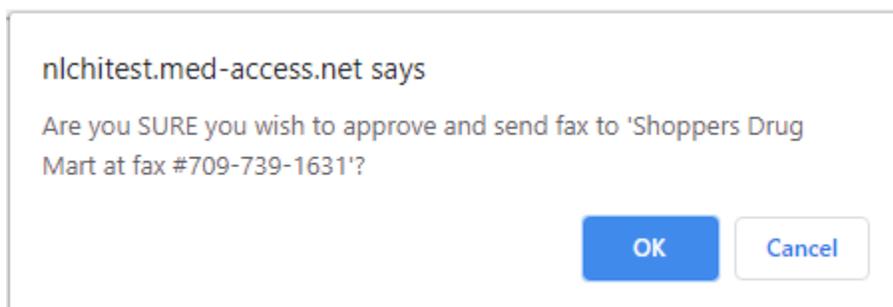
Sync Duration of Therapy 3 Mth30

Pharmacy Shoppers Drug Mart, Phone: 709-739-1300, Fax: 709-739-1631, 250 Lemarchant Road, ST JOHNS 4.

Signature

Renew Renew & Approve Renew, Approve & Preview Renew, Approve & Fax 6.

7. Click “OK”:



D. To Renew/Approve Short-Term, Continuous and Non-Drug Meds on the Same Rx:

***TIP:** Renew as applicable first and keep the meds (short-term, continuous, and/or non-drug) that are to be included on the current Rx as “Pending” until you are ready to Approve them all and eFax together.

- Click on **Approve** icon:

Jeff Test
43 years 18-Oct-1976 Male
Phone: (709) 782-1234
Provider: B. Blake

Next Gen Launch Summary Search HEALTHe NL Help

Demog Visits Tasks Allg **Meds** Profile Labs Invest Consults Imm Appt

Clinical

Drug Allergies and Intolerances
No Drug Allergies Known
No Drug Intolerances Known

Options
 Paper Chart Superseded
 Suppress Warning Printing
 Compliance Package
 Refuse Prescriber/Deferred Rx
Preferred Pharmacy

State: Active and Recently A...

Use Type	Name	Dosage Info	Qty	Refills	Route	Start-End Date	Status
Continuous	ACCEL-ALENDRONATE 70 MG TABLET	1 Tablet(s), 1x/week	53	0	Oral	02Apr20-02Apr21	Pending
Continuous	ACCEL-ALENDRONATE 70 MG TABLET	1 Tablet(s), 1x/week	53	0	Oral	11Dec17-11Dec18	Approved
Continuous	ACT SERTRALINE 50 MG CAPSULE	1 Capsule(s), QD, 2 ... then 2 Capsule(s), Q... then 3 Capsule(s), Q...	126	0	Oral	11Dec17-05Feb18	Approved
Short-Term	AMOXICILLIN 500 mg CAPSULE	1 Capsule(s), TID	21	0	Oral	02Apr20-09Apr20	Pending
Continuous	APO-TRAZODONE 50 MG TABLET	0.5-1 Tablet(s), QHS ...	30	0	Oral	11Dec17-10Jan18	Approved
Continuous	IRBESARTAN 300 mg TABLET	1 Tablet(s), QD	30	3	Oral	18Oct17-15Feb18	Approved

Use Type	Name	Dosage Info	Qty	Refills	Route	Start-End Date	Status
Non-drug	Compression Stockings	Compression Stockin...	1	0		02Apr20-02Apr21	Pending

Jeff Test 43 years (709) 782-1234

Return

Prescription Approvals
All 1.

Select	Pending	Name	Dosage Info	Qty	Route	Refills	Start-End Date	Authority	Status	Update
<input checked="" type="checkbox"/>	Continuous	ACCEL-ALENDRONATE 70 MG TABLET	1 Tablet(s), 1x/week	53	Oral	0	02Apr20-02Apr21	paper	Pending	
<input checked="" type="checkbox"/>	Short-Term	AMOXICILLIN 500 mg CAPSULE	1 Capsule(s), TID	21	Oral	0	02Apr20-09Apr20	paper	Pending	
<input checked="" type="checkbox"/>	Non-drug	Compression Stockings	Compression Stockin...	1		0	02Apr20-02Apr21	paper	Pending	

Ordering Provider* Test_Doctor Compliance Package

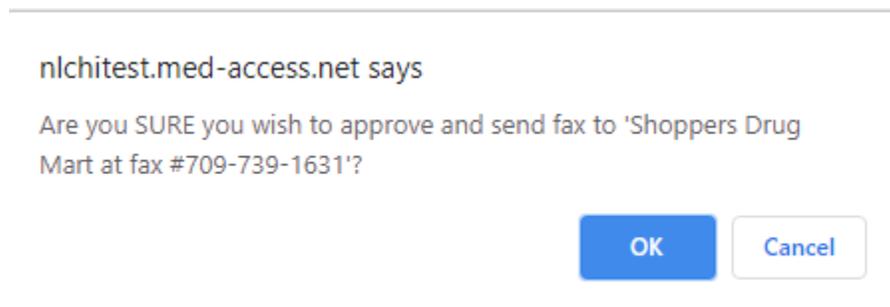
Pharmacy X
Shoppers Drug Mart, Phone: 709-739-1300, Fax: 709-739-1631, 250 Lemarchant Road, ST JOHNS 2.

Signature
Doctor Test 3.

Approve Approve & Preview Preview Approve & Fax 4.

- Select the meds that you want to have Approved and on this Rx.
- Verify/select patient's pharmacy (**TIP:** the Approve & eFax button does not appear until a Pharmacy is added).

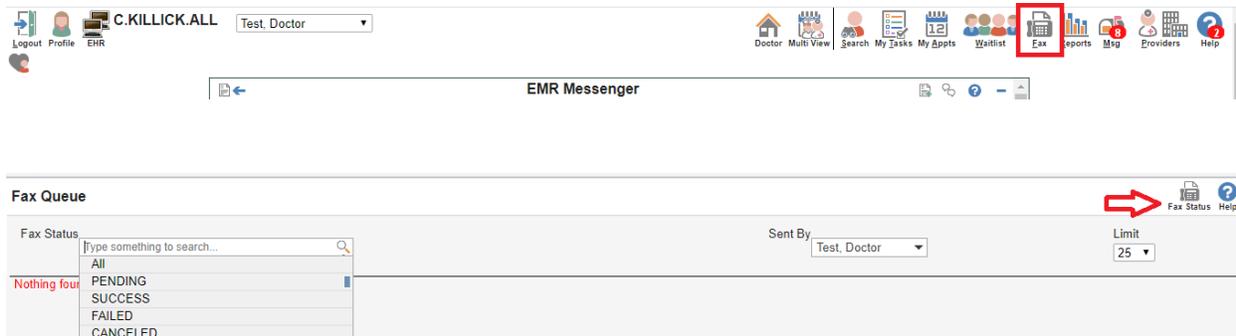
3. Sign.
4. Approve and eFax (unselect check box if you do want a cover page to go with the Rx).



5. Click "OK" to send by eFax.

E. Checking the Fax Queue:

At any time, users can check the status of faxes sent/received through eFax by clicking on the Fax icon on the main Dashboard:



- Pull down the **Fax Status**, if required.
- Change the **Sort By**, if required, to see faxes sent by different users.
- Hovering over the **Fax Status icon** will show you the status of your fax machine (ie. Online) and the number of Inbound/Outbound faxes and a total page count for the month.