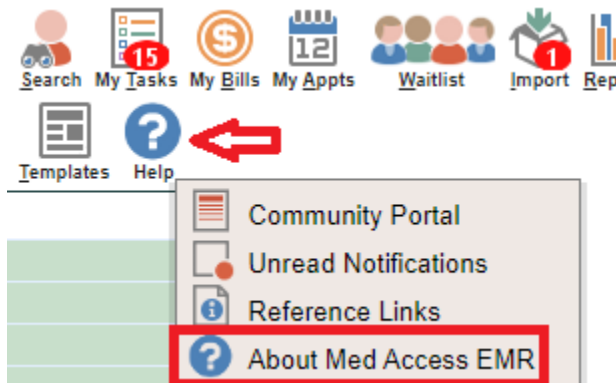


# HOW TO IMPORT AN IMMUNIZATION TEMPLATE INTO YOUR EMR

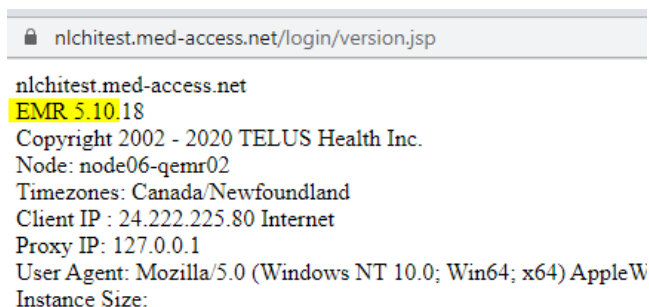
Please note that you will only be able to access these routines if Template Admin and Application Admin are set to “Allow” in your Profile – Permissions – General tab and you can see the **Template icon** as per below. If you do not have access, please contact the appropriate person in your clinic who has ADMIN access.

These instructions can be used to import any Template that has been shared with you in a \*.zip file format, either from the eDOCSNL website or from another Med Access user through an email attachment.

Also note that Importing Templates from another source will only work when both EMRs are on the same main version number, i.e. v5.10, which can be found by right-clicking on the Help icon at the top right-hand corner of your dashboard:



The software version number of your EMR can be found on the next screen (the additional two digits “18” are the release number and are not relevant for importing):



## TO IMPORT A TEMPLATE INTO YOUR EMR (i.e. from a \*.zip file):

1. Go to the Resource Centre section of the eDOCSNL website at: <https://edocsnl.ca/resources/>. Look for the section on this page called **Templates for Download and Import into Your EMR**.
2. There is one (1) file pertaining to the Provincial Fall 2020 Immunization Campaign, which contains all of the necessary Templates:

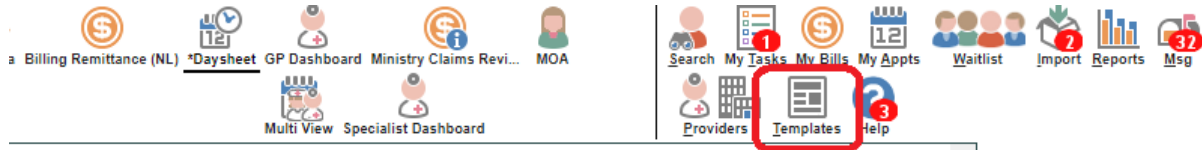
### “Flu Vaccine and Consent templates (2020)”

3. Click on the link to the Template file above.
4. As soon as you click on the link, the file downloads to your computer. Don't click on (open) the .zip file from the bottom of your screen!
5. The downloaded template file will be saved in your Downloads folder on your computer. You can verify that it is there but you don't need to open it:

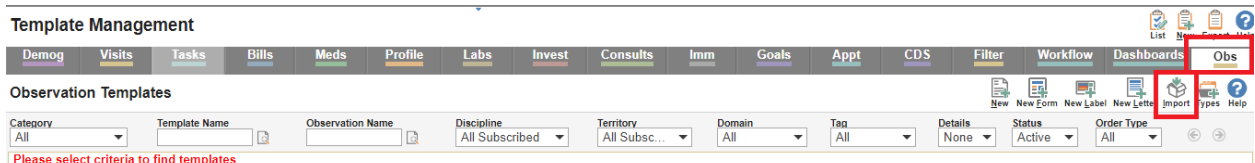


Log into your EMR:

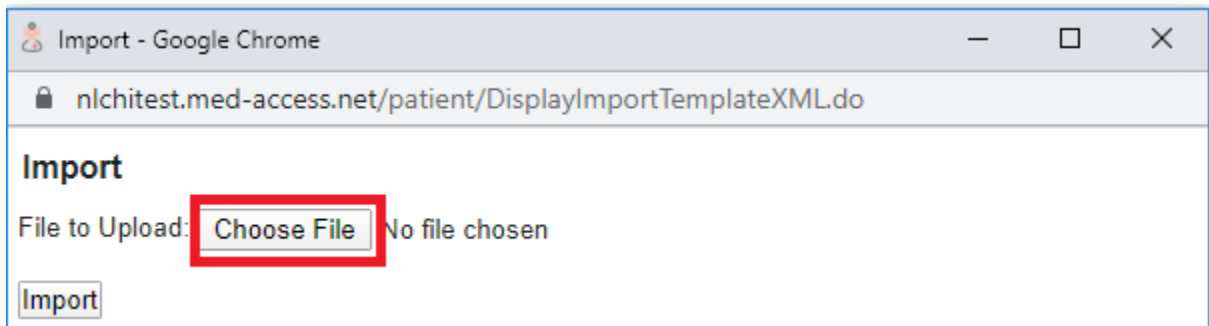
Click on the **Templates** icon at the top right-hand corner of the Dashboard:



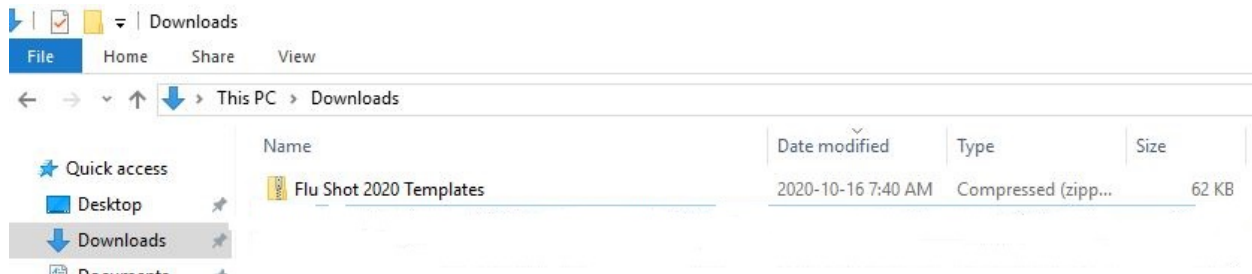
6. Click on the **Obs Tab** and then on the **Import** icon:



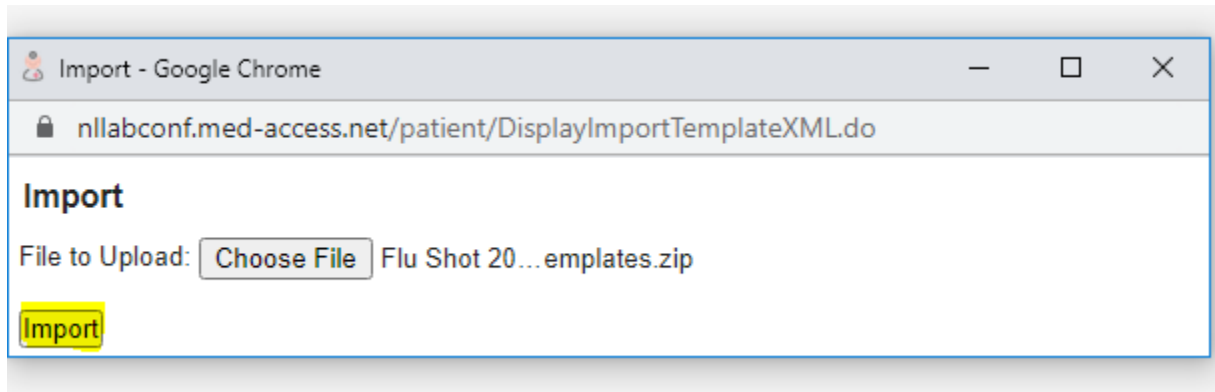
7. The below Import dialogue box opens up. Click on “Choose File”:



A. Go to your Downloads folder on your computer and double-click on the file icon of the **Flu Shot 2020 Templates.zip** file:



B. Click on this file and click on the “Import” button:

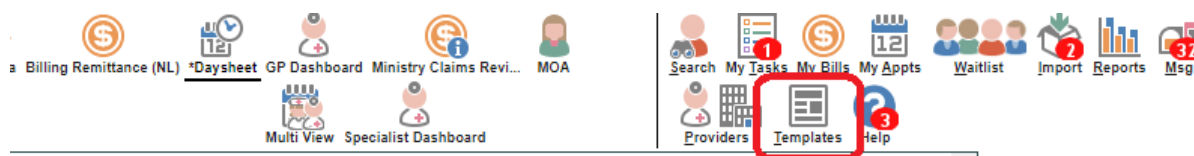


**The Templates are now in your EMR.**

**To Find, Enable and Favorite the Templates, proceed to the next section.**

## TO FIND, ENABLE AND FAVORITE THE IMPORTED TEMPLATES:

8. In Med Access, click on the **Templates** button in the upper right corner of your dashboard:



9. Click on the **Tasks** tab.

10. Pull down the Category field and tick in the Applicable Category as listed for each Template (below the image):

**Template Management**

Demog Visits **Tasks** Meds Profile Labs Invest Consults

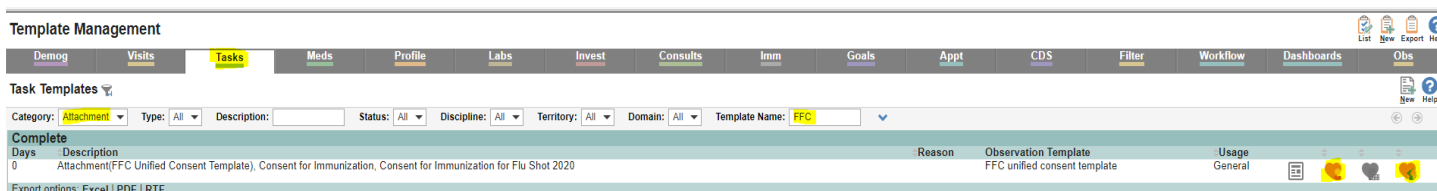
Task Templates

Category: [Type something to search...] Status: All Discipline: All Territ

Active	Category	Template Name
<input type="checkbox"/>	3rd party communication	Initial Screening Tool
<input type="checkbox"/>	Attachment	Assessment Tool
<input type="checkbox"/>	Attention!	
<input type="checkbox"/>	Billing - ABS	
<input type="checkbox"/>	Billing Message	
<input type="checkbox"/>	Billing Payment Summary	
<input type="checkbox"/>	Care coordination	
<input type="checkbox"/>	Consult	
<input type="checkbox"/>	Flag patient	
<input type="checkbox"/>	Form	
<input type="checkbox"/>	Immunization	
<input type="checkbox"/>	Imported Hx	
<input type="checkbox"/>	Investigation	
<input type="checkbox"/>	Lab	
<input type="checkbox"/>	Meds	
<input type="checkbox"/>	Message Copy	
<input type="checkbox"/>	Monitoring	
<input type="checkbox"/>	Observation	
<input type="checkbox"/>	Patient followup	
<input type="checkbox"/>	Patient instruction	
<input type="checkbox"/>	Procedure	

- (i) **Consent for Immunization for Flu Shot 2020**  
Task Template, Category of **Attachment**  
Type in "FFC" in Template Name

As you locate each template click on the **heart** farthest to the right on this template. It is now a “clinic favorite” and will be available to all applicable users in your EMR. Clicking on the first heart will make it your own “user favorite”:



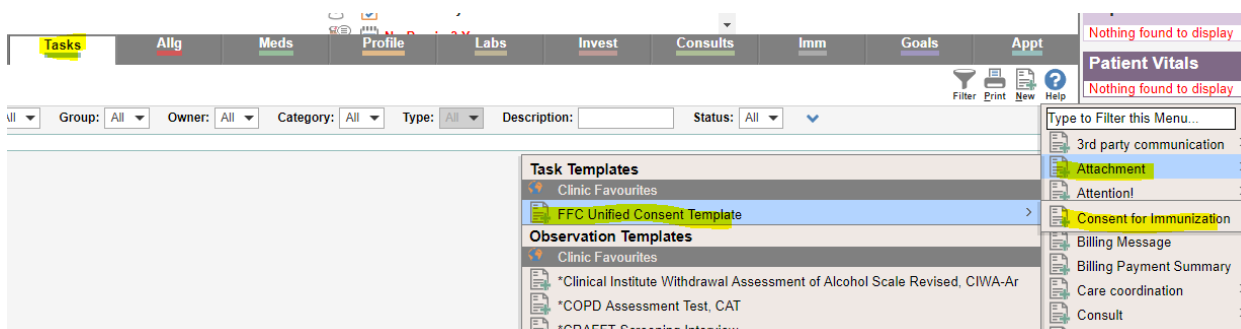
Continue with the remaining Task Templates:

- (ii) **FluLaval Tetra influenza vaccine**  
Task Template, Category of **Immunization**  
Type in “Tetra” in Template Name
- (iii) **Fluzone MDV influenza vaccine**  
Task Template, Category of **Immunization**  
Type in “MDV” in Template Name
- (iv) **Fluzone PFS influenza vaccine**  
Task Template, Category of **Immunization**  
Type in “PFS” in Template Name
- (v) **Fluzone HD influenza vaccine**  
Task Template, Category of **Immunization**  
Type in “HD” in the Template Name

11. Return to your main Dashboard by closing the Template screen.

12. Within a patient chart, that specific Task Template should now be visible as a favorite when right-clicking and searching in the applicable Category.

Consent for Immunization **Attachment** Task Template:



**Task**

Category\* Attachment Type Consent for Immunization

Description  Reason Consent for Immunization for Flu

Note / Instructions  
Enter new note/instructions here

Progress Indicators

Workflow Actions  
INR Management  
Send to PCA for Follow-Up  
Send to GP (Primary Provide...)  
Send to Reconcile User

Assignee\* Molgaard Blake, Bar... Start 15-Oct-2020 Due\* 15-Oct-2020

Urgency Normal  
Recurrence None

Save Preview

Recovery Draft Saved: 03:53 PM 15-Oct-2020

Molgaard Blake, Bar... Date 15-Oct-2020 Time 08:22 PM

Age Group

**RHA employee only:**  
Do you work for a Regional Health Authority?  Yes  No  
If yes, please specify employee type:  
 Contracted physician  
 Medical resident/Intern/ clerk  
 RHA Employee  
 Student/volunteer/other

Please indicate Employee #  
Please indicate RHA:  
 CH  
 EH  
 LCH  
 WH

Are you sick or do you have a fever today?  Yes  No

Do you have any past or present medical conditions?  Yes  No  
If yes, please describe: [%Profile]category=Medical

Do you have a history of allergies?  Yes  No  
If yes, please describe:

Example of the Fluzone MDV Immunization Task Template:

Profile Labs Invest Consults **Imm** Goals Appt

Filter Care Plan Print Requisition Result Help

Task Templates  
Clinic Favourites  
Quadrivalent Inactivated Vaccine  
Fluzone MDV shot  
Fluzone PFS shot

**Task**

Category\* Immunization Type Quadrivalent Inactivated ...

Description  Reason Fluzone MDV influenza vaccine

Note / Instructions  
Enter new note/instructions here

Progress Indicators

Workflow Actions  
INR Management  
Send to PCA for Follow-Up  
Send to GP (Primary Provide...)  
Send to Reconcile User

Assignee\* Molgaard Blake, Bar... Start 15-Oct-2020 Due\* 15-Oct-2020

Urgency Normal  
Recurrence None

Save Preview

**Observations**

Ordering Provider Molgaard Blake, Bar... Service Provider  
Date 15-Oct-2020 Time 08:53 PM

\*Location Type  
Depot

**Vaccination Information**  
Patient Consent   
Lot #  
Lot expiry date: dd-MMM-yyyy

**Vaccine Administration**  
If this is a child please indicate if a second dose is needed  Yes  No  
If yes, which dose is child receiving today?  Dose 1  Dose 2  
Injection Site:  Left Arm  Left Thigh  Right Arm  Right Thigh  
Dose 0.5 mL  
Route IM

If you require assistance with any of the above steps, please contact [info@edocsnl.ca](mailto:info@edocsnl.ca)

