

User Guide

Med Access: Back Entry of Immunizations

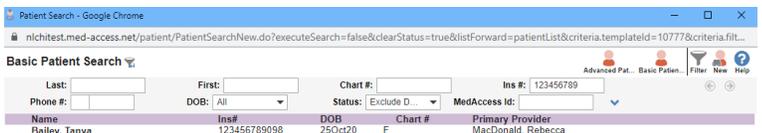
To enter an immunization in EMR, you will first need to open the patient's chart. If the patient does not have an existing chart, you will need to create a patient chart using the steps below. It is essential that you first search for an existing chart to ensure you do not create a duplicate chart for the patient.

Searching for a Patient with an Existing EMR Chart

Search for the patient in the local EMR, as follows:

1. Click on the Search icon in the top right-hand corner of the dashboard.
2. Enter the patient's MCP number in the 'Insurer #' field and hit enter.
3. If results are found, select the patient's name to open the patient chart. Please note that if this is the first time this chart has been accessed on that day, you will need to click the **Accept Selected PCR Data** button.

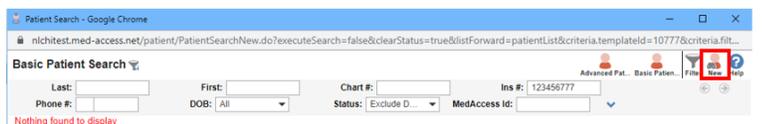
If results are not found, search by first and last name before searching for the patient in Client Registry.



Searching for a Patient without an Existing EMR Chart

Search for the patient in the Client Registry, as follows:

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



2. Enter the patient's MCP or 3 demographics (i.e., first name, last name, date of birth or gender) and click the **Search Client Registry** button.

Search Client Registry before attempting to create a new patient.

Provincial Client Registry Patient Search

Primary PHN: Type: NL PHN

Last Name: First Name:
 Middle Name: Birth Date:
 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

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.

Or

If the patient is not found, you will see 'EHR Warn: no candidates found'. In this case you will need to create a new patient chart in EMR.

Back to Search **Import Patient**

EHR Warn: no candidates found.

Full Name	PHN

Creating a New Patient

1. 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.

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.

- 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.

Create Patient - Google Chrome

mi.christ.med.access.net/patient/DisplayNewPatientPopup.do?patientData:chartTypeString=REG&createPatientFromSearchCriteria=true&idLastname=&idabFirstname=&idabMiddleName=&idabPHN=&idabBirthDateString=...

Create Patient

Identification

Last Name: First Name: Middle: Prefix: Suffix: Name Type:

Chart # DOB: Gender: Marital Status:

Primary Identifier Number: Primary Identifier Type Group: Expiry Date: Patient Status:

Address & Phone

Address: Country: Postal Code:

Phone: Address Type Group:

Phone Type Group:

Personal - Email:

Primary Contact

- c) When complete, click the Create Patient button. Click the x in the top right corner to exit the 'Patient Summary' window.

Care Assignment & Notes

Rostered? Yes No

Primary Provider:

Secondary Provider:

Referring Provider:

Family Provider:

First Appt:

Last Appt:

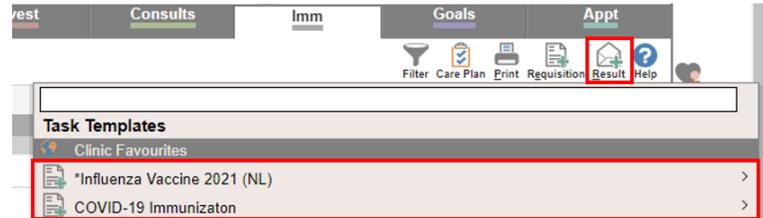
Create Patient

Completing the Consent and Immunization Form

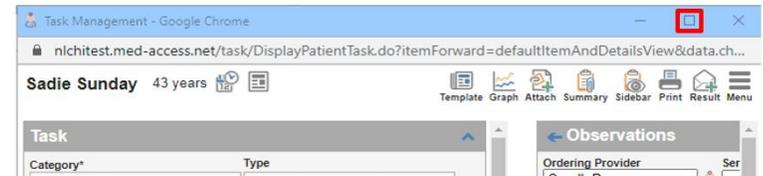
1. With the patient chart open, click on the Imm tab.



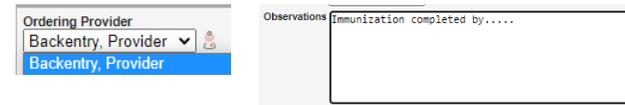
2. Right click on the **Result** icon to select the appropriate Task Template.



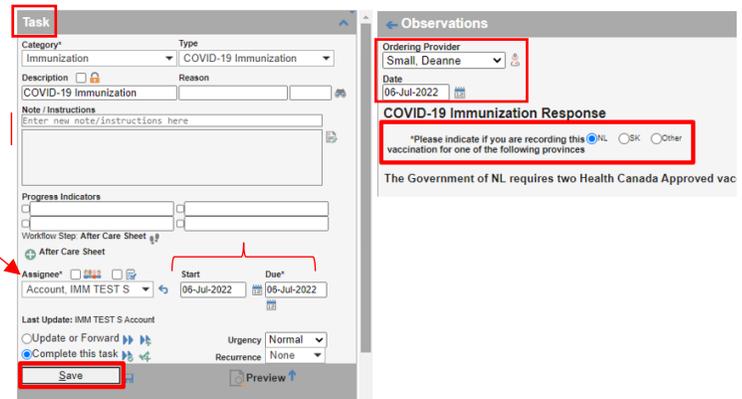
3. Maximize the window to optimize the task view.



4. Select the Immunizer's name from the **Ordering Provider** dropdown list. If the Immunizer's name is not listed or is not known, please select **Backentry, Provider**. Make a note of the immunizer's name in the observation text field, as necessary. Change the **Date** field under **Ordering Provider** to the date the vaccine was given (i.e., date of administration), by using the dropdown calendar.



5. In the **Task** window, the **Assignee** field will auto-populate to whomever is documenting the consent. The **Start** and **Due** dates will also auto-populate. There is no need to alter those data fields.



6. If this is a COVID immunization, ensure you select NL as the recording province. Complete the applicable fields of the Consent and Vaccine form using the drop-down options and free text, as required. As you fill out the template you will notice new fields appear as you make your selections. Please ensure all fields and sections are completed as required. Click **Save** when done. See the [Consent and Immunization Documentation](#) guide.