

How to Set Up and eFax the *Visit: Workplace NL Physician's Report Form (NL)

PART A: How to set up the *Visit: Workplace NL Physician's Report Form (NL)

To use the new *Visit: Workplace NL Physician's Report Form (NL) efficiently, some initial setup maybe required. The EMR user doing the setup must have access to the Template library.

- Go to the Template Library in the upper right-hand corner of your dashboard

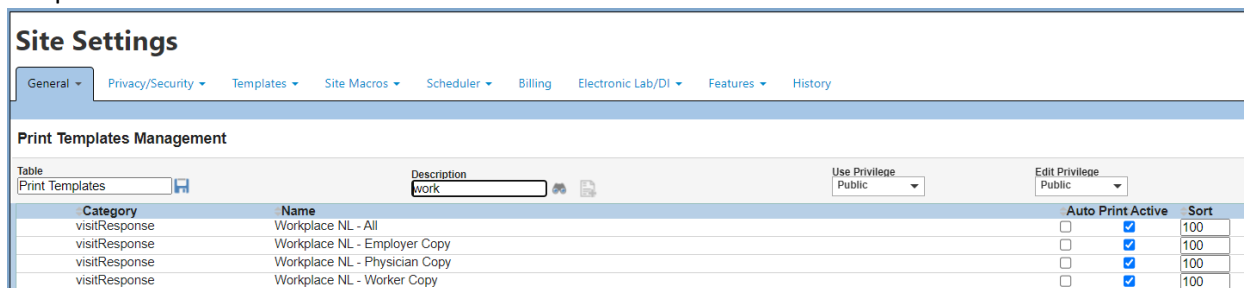


(For users in a NL Health Services Zone, this step has been completed for all users). If you are in a private clinic EMR and need assistance with this step, please send an email to info@edocsnl.ca

- In the Templates library go to the visits tab and type '*work' in the template field. Find the *Workplace NL Physician's Report as shown below. To favorite this for yourself select the first heart located to the right side. If permission allows, you can favorite this for your clinic by selecting the last heart.



- Three new customized Print Types have been created to Print/eFax the Physician, Worker and Employer copies of the Form and they have been activated as part of the configuration for this template.



PART B: “How to Access/Use the *Workplace NL Physician’s Report”

- (1) Select the template “Workplace NL Physician Report” in the visit tab



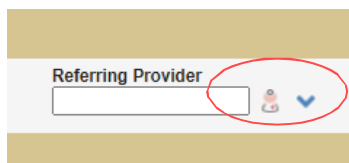
- (2) Complete Visit as per normal, sign off on visit
- (3) From the ‘Tasks’ tab, use your filters to find the completed Visit and open using the edit icon at the Right hand side

Complete	Due	Owner	Description	Diagnosis	Recur
	03Nov23	Young, Wade M	Visit, *Visit: Workplace NL Physician's Report Form (NL)	shoulder injury	none

- (4) Review the print ‘Preview’ in the left side of the window to confirm print type is Physician Report



- (5) From the Right hand side, select the blue chevron to the right side of the ‘Referring Provider’ icon to switch to the Facility Directory:



- (6) Click on the building icon to navigate to the Facility Directory. Type the word “workers” and you should see a facility entry for Workplace NL. **Note:** The facility entry may be labelled differently in your EMR. Check that the Fax number listed is correct. If you do not see an entry, then you may need to enter it in the directory as a contact or contact your local service desk.




- (7) Select the facility and you will now be ready to Fax the Workplace NL form.

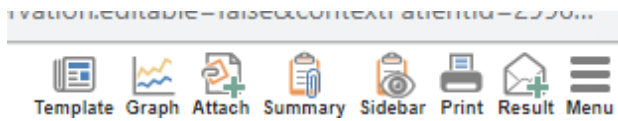
PART C: How to use the Print Types

If you are required to print a copy of the Workplace Visit for an Employer or Patient




- (1) From the 'Tasks' tab, use your filters to find the completed Visit and open using the edit icon at the Right hand side

Complete					
Due	Owner	Description	Diagnosis	Recur	
03Nov23	Young, Wade M	Visit, *Visit: Workplace NL Physician's Report Form (NL)	shoulder injury	none	

- (2) On the Right hand side, Right click on the 'Print' icon



(3) Select the specific Print type required

-  Workplace NL - Employer Copy
-  Workplace NL - Physician Copy
-  Workplace NL - Worker Copy