# HOW TO IMPORT THE LUNG SCREENING PILOT FORM INTO YOUR EMR

eDOCSNL
ELECTRONIC MEDICAL RECORD

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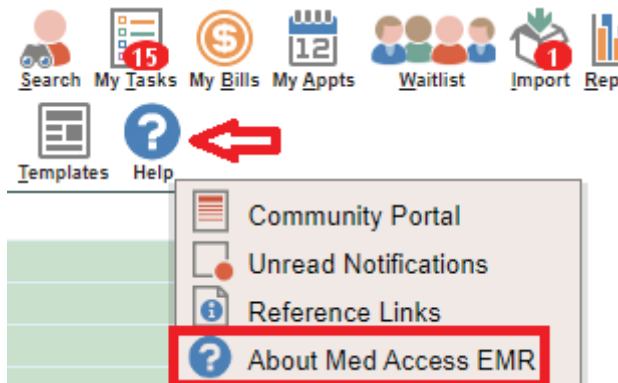
The software version number of your EMR can be found on the next screen (the additional two digits "18" are the release number and are not relevant for importing):

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/. Click "Community Providers" in the sidebar and
   look for the section on this page called **Forms and Templates**

2. The file you need will be named after the form or template you are intending to
   use. For example: "Lung Screening Pilot Form"

PAY CAREFUL ATTENTION TO THE BELOW

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 <u>don't</u> need to open it

|	Name	Date modified	Type	Size
⭐ Quick access				
🔷 Desktop 📌	⌄ Today (2)			
📁 Policies_Processes 📌	📕 eDOCSNLGuide-to-Importing-Templa...	2024-04-24 4:39 PM	Adobe Acrobat Docu...	729 KB
⬇ Downloads 📌	Lung_Screening_Pilot_Form	2024-04-24 4:54 PM	Compressed (zipped)...	176 KB

Log into your EMR:

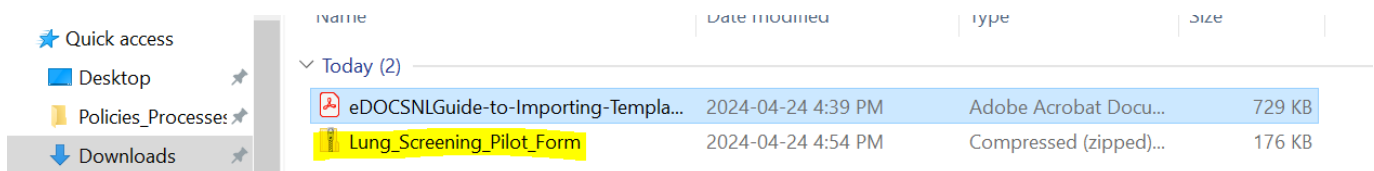Click on the **Templates** icon at the top right-hand corner of the Dashboard:
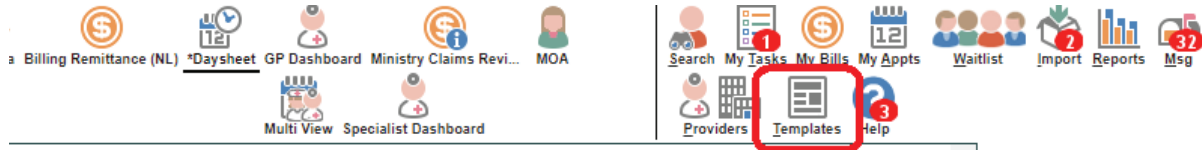
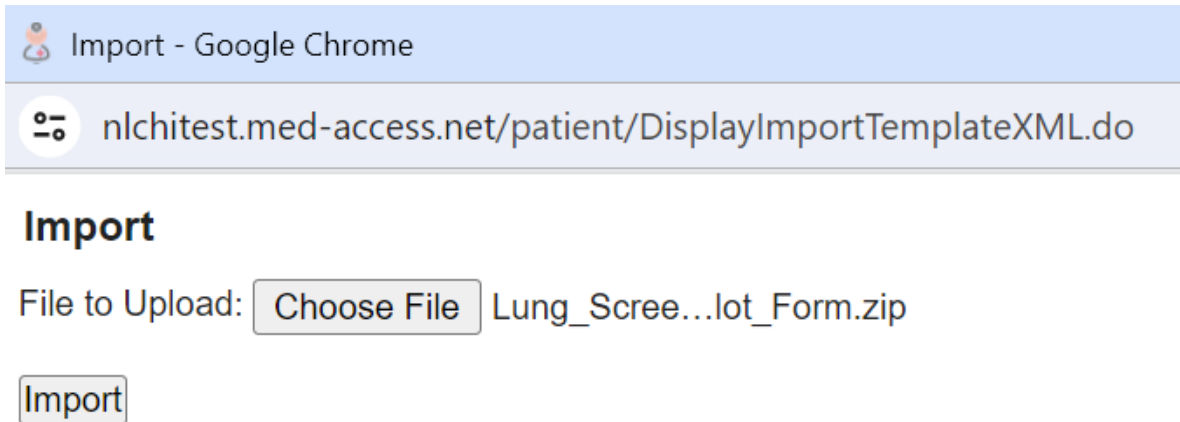6. Click on the **Obs Tab** and then on the **Import** icon:
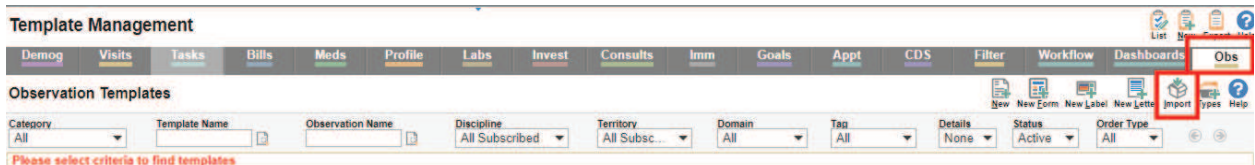
7. The below Import dialogue box opens up. Click on "Choose File":
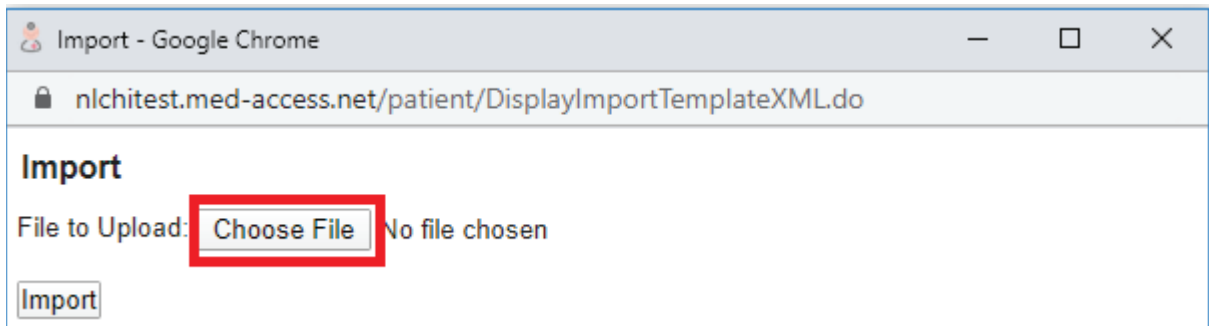
A. Go to your Downloads folder on your computer and double-click on the file icon of the appropriate file (in the screenshot below the flu shot template is an example):

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

Import - Google Chrome

nlchitest.med-access.net/patient/DisplayImportTemplateXML.do

Import

File to Upload: [Choose File] Lung_Scree…lot_Form.zip

[Import]

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:
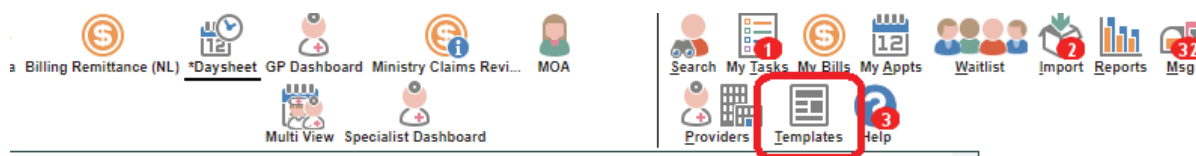
9. Click on the **Obs** tab on the far right.

10. Search under Template Name for a keyword found in the template you imported (in the example below, the keyword "lung" was used:

As you locate each template click on the **heart** to favorite it. The heart farthest to the right will make it 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":

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

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

If you require assistance with any of the above steps, please contact info@edocsnl.ca