GUIDE TO ELECTRONIC MEDICAL RECORDS

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**HANDOUTS SECTION - BRAND NEW!**

In our ongoing effort to help improve the functionality of the WRHA Community EMR, a new section will soon be launched called patient handouts. The first batch of forms will include handouts from CancerCare Manitoba explaining screening recommendations for patients and the Manitoba Health Vaccine Information that is commonly given to patients.

These handouts can be found in the forms drawer along with requisitions and referrals, but have a few interesting features that users may find handy: in any case where counselling is part of the Primary Care Indicator tool (formerly PIN), simply opening and saving one of these patient handouts will mark the counselling for that activity as completed.

By making these handouts accessible in EMR, it is hoped that users will find them easier to locate and distribute to patients. If you would like to see particular handouts included, please email your suggestions to eHealth Service Desk at servicedesk@manitoba-ehealth.ca and we’ll try to get them in the system for you.

**USING THE PRIMARY CARE INDICATOR TOOL**

In the medical bands (right-hand side of the EMR section in Accuro), there is a set of tools that can help with your patient care. They were originally derived from the Physician Integrated Network (PIN) project, which sought to capture information from primary care EMRs to evaluate quality care indicators. The data points have been derived from research and recommendations developed by the Canadian Institute for Health Information (CIHI).

The tool in the current version of the WRHA Community EMR can be used to help remind clinicians of the necessary tasks to be accomplished during a busy visit. The most common option that patients will have active is the prevention worksheet. Patients with hypertension, diabetes, coronary artery disease, asthma, and COPD will also have available worksheets populate if those problems are placed in the history of problems. Anything that has a discrete entry in the EMR (e.g., lab tests, weight, blood pressure) should automatically populate the worksheet.

Items for which data is not available will turn red if they are overdue. Remember, items will turn red based on a quality indicator, not the recommended guidelines for care, so clinical judgement is still required when planning follow-up care. A request has been made to the vendor to allow users to alter the next required date and this should be available in the future.

The Primary Care Indicator Tool is a great option for helping to remember screening and chronic disease management manoeuvres during a busy visit or PHE.

**TIP:** Review and update the PC Indicator Tool during PHE or scheduled visits for the chronic disease in question (e.g., diabetes). Manitoba Health will soon be extracting data to review these indicators for all EMR enabled practices. The next step will be practice reflection to capture those patients who may have some but not all of the required care provided.
TOP TEN EMR TIPS FOR PRECEPTORS

1. ALT + LEFT SIDE BUTTON

This allows you to open a second window for the patient currently selected. Great for keeping a window with the scheduler open, reviewing with a resident and not losing your place in the chart you are currently working on, and adding items to the problem bands when reviewing documents or labs.
TOP TEN EMR TIPS FOR PRECEPTORS

2. F3

This opens the virtual chart in a new window. Great for finding that lab or consult you want to refer to.
TOP TEN EMR TIPS FOR PRECEPTORS

3. DESCRIPTION BOX IN DOCUMENT REVIEW

Keep in mind that the first word you type will sort if you alphabetize the virtual chart column. Never lead with the word normal! Use a description of what the document is to make it easier to find in the future. If residents are reviewing your documents first, make sure they indicate what was done to manage the result (e.g., called for follow-up) to make reviewing your documents more efficient.

4. FREE TEXT SEARCH IN THE VIRTUAL CHART (F3)

Located in the top right-hand corner, this will search all entries in the virtual chart with the word(s) in question.
5. **F7**

If there is a red exclamation point in the bottom bar that means there is an outstanding task. Check F7 if you see it. If you want to add a task, message, user message, global message, or check outstanding requisitions, this is a quick way to do so.

6. **TRACKING TOOL**

Easily activated and found in the lower left corner, this allows for a quick scan of outstanding tasks and requisitions.
7. MEDICATION MANAGEMENT

Use auto-expire to help keep medication lists clean. Accuro has recently changed how the functionality works so keep auto-expire on all of the time. If prescribing short-term medications with auto-expire on, they will be removed from the Active Medication list once they are overdue.

Medications labelled “continuous” will turn red when they expire if auto-expire is on or off.

Also in the medications tab view, there is now the option to “Collapse Medications”. This will group renewed and expired prescriptions in one line and allows for a simpler view. If you want to see all of the prescriptions, simply click on the box and open the full list.
TOP TEN EMR TIPS FOR PRECEPTORS

8. **CTRL + F11**

Allows you to open a note from wherever you are in the EMR. Great for adding note to chart when reviewing documents.
9. EDIT BAR IN FORMS

Make sure to edit away the forms that aren’t relevant to your clinic. Generally the best way to find a form is by using the search bar at the bottom rather than scrolling through.

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**10. ALLERGIES**

Be sure to add the allergy group rather than the user entered allergies (custom), which often populate as “non-drug”. If you pick a drug from the formulary, Accuro will automatically assign the allergy group, so don’t worry that it displays the dosage. We are working with the vendor to clean up this area; because allergies can be risky, it is worth being extra careful. If you choose a reaction, the EMR will automatically assign the severity (e.g., anaphylaxis = severe).