



UHN

Toronto General
Toronto Western
Princess Margaret
Toronto Rehab
Michener Institute

CHART REVIEW - TIP SHEET

- **Need Help?** For assistance with computer issues, Contact **HelpDesk, ext. 4357 (HELP)** or Email: **Help@uhn.ca**
- **Account Access:** Your personal EPR account will be available within 48hrs following training. Contact Helpdesk, ext. 4357, prompt 1 for Clinical Systems, prompt 1 for EPR Support

LOGGING IN TO THE EPR



1. Double-click on EPR Icon
2. Enter ID and password
3. Click "OK" button to proceed

PATIENT SEARCH OPTIONS










- Last name, First name → **Super, Cilia**
- Last name → **Rehab**
- MRN → **2003085**
- OHIP → **o987654339**
- Visit → **v40734000004**
- Wildcard (use the dash "-") → **Re-, J-**



VIEWING PATIENT INFORMATION

1. Click **Patient Search** Icon and type in patient search criteria.
2. Select the **correct patient** by double clicking over their name
3. Double click over the **correct visit** and click **Yes** to the **Audit Trail Warning**
4. Click **View Scanned Documents** (to view

PATIENT DASHBOARD ICONS

Description	Icon	Detail
Allergies/Adverse Reactions		Displays the yellow warning icon if the allergies are documented for the patient on the current admission/visit
		Displays greyed-out icon if allergies for the patient are documented as “ No Known” allergies
		Displays the blue mandatory action icon if allergies have not been documented on current admission/visit
Height and Weight		Displays the blue mandatory action icon if historical data is present but not documented on the current admission/visit
		Displays the white supplementary icon if height and weight has been documented on the current admission/visit
Preferred Language		Displays the white supplementary icon if preferred language is not English. Displays no icon if preferred language is English
Behaviour Safety Alert		Displays the yellow warning icon if Behaviour Safety Alert is documented.
Advanced Care Planning		Displays the white supplementary icon with a checkmark if patient has Power of Attorney (POA) and document is photocopied and put in chart.
		Displays the white supplementary icon with an empty square if patient has Power of Attorney (POA) but did not bring hard copy of document.

VIEW SCANNED DOCUMENTS

Scanned Documents:

- ◆ Available through View Scanned Documents link in Electronic Patient Record (EPR)
- ◆ Available on all visits that have scanned documents
- ◆ After pick up of Patient Charts, electronic images are available to view within 24 hours
- ◆ For more information http://intranet.uhn.ca/departments/sims/health_records/scanning

Medical Document Viewer

1	All My Documents: Allows you to view all the different document categories available
2	Document Type: Allows sorting and viewing document list by admit details, encounter number and document type
3	Patient Type: Note that patient type (Inpatient, Clinic, Outpatient) is displayed in document list
4	Patient Demographic/Visit Information: Populated with patient information from EPR
5	Document Viewer: Main viewer of patient documents
6	Navigating Arrows: To navigate within document if multiple pages exist
7	Search: Allows for keyword search within PDF documents (only PDF documents with solid blue dots are searchable)
8	Advanced Filter: Custom filter for user defined criteria . User can create a custom filter to search criteria and display specific document


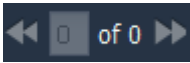







Navigating in Scanned Documents

1. Open Scanned Document from Patient Care tab in EPR
2. **Click** on the dropdown box from the Documents tab to Select Document Type or Encounter # (**same as Visit #**)
3. **Click** on the to Expand /Compress view
4. Document will be displayed in the **Document Viewer**
5. **Click** on scrollbar within the document if necessary for viewing

****For TRI Documents only ****

Click the "All My Documents _ TRI " dropdown to make selection then follow **steps 2– 5** from above.

VIEW SCANNED DOCUMENTS ICON DESCRIPTION

<u>Icon</u>	<u>Description</u>
	<ul style="list-style-type: none"> Information icon displays additional information on patient demographic and visit
	<ul style="list-style-type: none"> Allow user to navigate in document containing multiple pages
	<ul style="list-style-type: none"> Navigates to previous and next document
	<ul style="list-style-type: none"> Print to default local printer
	<p>Clicking this magnifying glass displays the following 4 navigation options:</p>
	<div>  <ul style="list-style-type: none"> Zoom Fit-to-Width To expand width of document for full view of document </div> <div>  <ul style="list-style-type: none"> Zoom Fit-to-Height To expand height of document for full view of document </div> <div>  <ul style="list-style-type: none"> Rotating Document Rotate right or left depending on the position of document </div> <div>  <ul style="list-style-type: none"> Zoom In and Out on Document Allows for magnification or expansion of document </div>