



Access to EPR



A completed Electronic Patient Record Access Request form needs to be submitted to Data Security. Your EPR ID and password will be provided to you when you call the Helpdesk (x4357) within 24-48 hours after the

successful completion of all requirements. You must correctly answer all four ID verification questions to be provided with your EPR ID and password by the Helpdesk. This password will expire 24 hours after issuance.

Patient Search

There are different ways to search for patients in EPR. The preferred search method to use is the patient's Medical Record Number (MRN) or OHIP Number because it is a patient-specific number. i.e:

1. MRN (Medical Record Number: 12345678
2. OHIP Number (always put the letter "o" before the OHIP number): o1234567890
3. Last name *comma* First name: Super, Kathy
4. Last name: Super
5. Wild card search: Sup-, K- (use a hyphen)
6. Visit Number (always put a letter "v" before the visit number): v9800813

Privacy is Important!

By law, you are prohibited from accessing any patient's information that is not within your circle of care. Unauthorized access is considered a privacy violation and may result in termination of employment, prosecution by a court of law and fines of up to \$50,000 for individuals and \$250,000.00 for organizations.

System Navigation

Read the Transaction Line!

- Select:** There are options available above the transaction line for you to select
- Enter:** Type your own text into the transaction line
- Choose:** There are buttons below the transaction line for you to choose from
- OK:** Proceed to the next step
- Back:** Go back to previous field/screen
- Cancel:** Terminates your active task
- Keep:** Not used in Read Only Access
- GoTo:** Not used in Read Only Access
- Accept:** Not used in Read Only Access

Scanned Documents

Electronic versions of documents are available 24 hours after being received by the secure facility and can be viewed directly from a link in EPR.

1. Under the Patient Care tab, click View Scanned Documents
2. Click on the dropdown to filter by Document category (For TR Specific Documents: select_All Documents (TRI))
3. From the Documents tab, select the Document Type or Encounter # (same as Visit #)
4. Click on the Expand/ Compress view

Documents are displayed in the Document Viewer. Use the navigation buttons to zoom in and out of the document or to move forward or backward within the document viewer.

Chart Review

Chart Review Navigation:

Black text:

- Will immediately provide a detailed list of all events for that category

Blue text:

- Contains a sub-menu with additional options

Grayed out area:

- No information is currently available under this category for this patient

Review data:

Use the Graph, Ranges or Trend buttons (when visible) to see results in that format.

Searching by Procedures:

If you know the naming convention for procedures in EPR, choose the Procedures button to search. Type in the Procedure name. You may use the dash (-) wildcard to search by partial words.

Clinical Research

Under the Patient Care tab on the patient's desktop, click View Clinical Research Studies. If the patient was enrolled in a research study, click the study title to review that information.

Older TW or TR Visits

From EPR's Main Desktop, select the Old Visits icon. Select either TW Visits or TR Visits. Enter the patient search criteria to find that patient's older visits.
Note: used for visits prior to the database merger on September 28, 2019.

Reports

From the Print Functions tab on the Main Desktop click on the report that you want to generate (e.g., Alpha Census) and fill in the report parameters (e.g., Visit Type, Start Date, etc.).

Shortcuts

Date and time:

Full Date = ddmmyy (i.e. 230515=May 23 2015)
Time = 24 hour clock (i.e. 1400 is 2:00 p.m)
Date + time = ddmmyy + 24 hour clock (i.e. 230515 1400 is May 23, 2015 at 2:00 p.m.)
n = (now) current day & time
n-5 = 5 minutes from ago
n+5 = 5 minutes from now
n-1h = 1 hour ago
t = (today) current day
t-1 = yesterday
t+1 = tomorrow

Visit Types

IP= Inpatient **OP**= Outpatient
EP= Emergency Patient **SP**= Same Day Patient
CP= Clinic Patient **HH**= Home Health
RP= Referred Visit

We Are Here to Help



Click the question mark icon, near the top left corner of EPR (formerly the EPR eManual), to review the EPR eLearning videos.

Call H-E-L-P (4357) internally or (416)340-4800x 4357 to reach the Helpdesk 24 hours a day, 7 days a week.