As part of the Evidence2Practice Ontario (E2P) program, Amplify Care (formerly the eHealth Centre of Excellence) is providing change management at no cost to support clinicians with the implementation and optimal use of E2P tools.
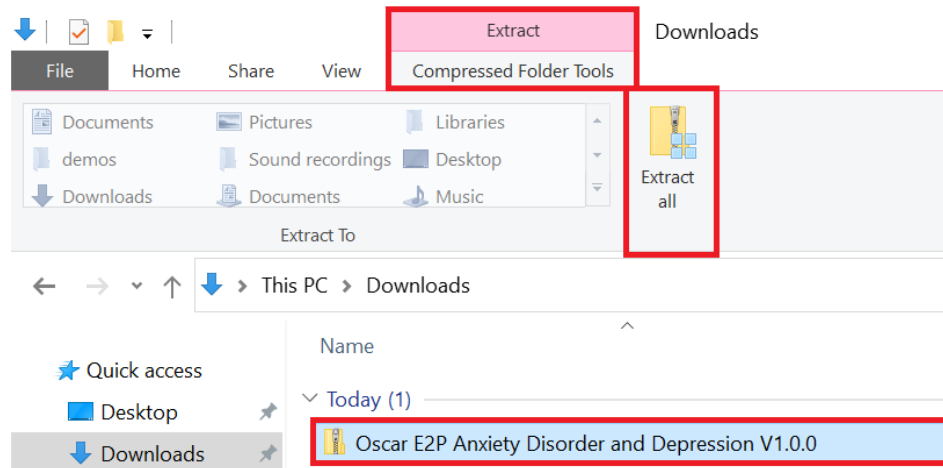
If you have any questions, please reach out to EMRtools@amplifycare.com and we will be happy to help!

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A. Unzip the E2P Anxiety Disorder & Depression Tool file
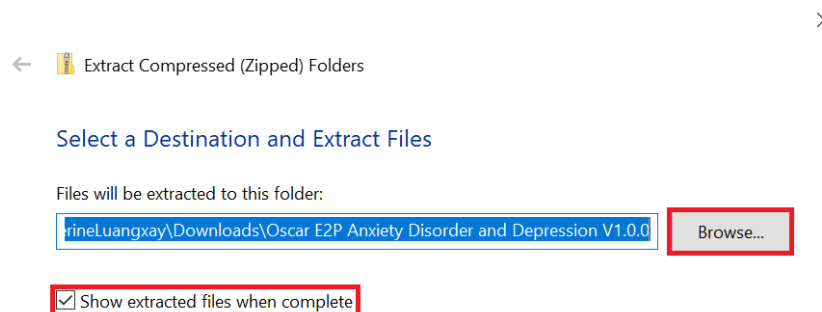
1. In the download or desktop folder, click on the file named: **"Oscar E2P Anxiety Disorders and Depression Tool V1.0.0."**.

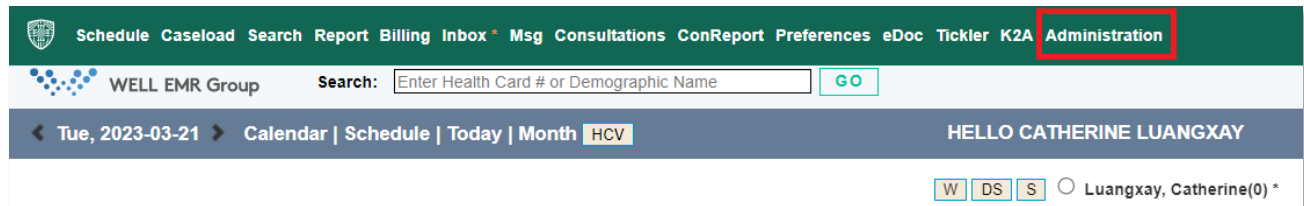2. Select "Extract Compressed Folder Tools" at the top then click **Extract All**.

3. You will be prompted to **select the destination folder** to extract the files
   *Please note the location you select.

4. For this example, we will select the Downloads folder, ensuring the **checkbox to show the extracted files when complete is selected**, then click **Extract**.
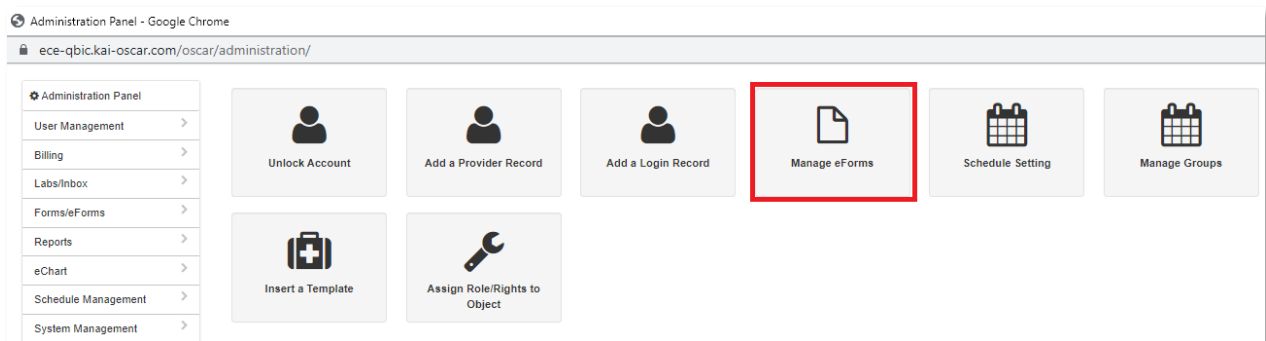
5. You are now ready to import the Oscar E2P anxiety disorders & depression tool.
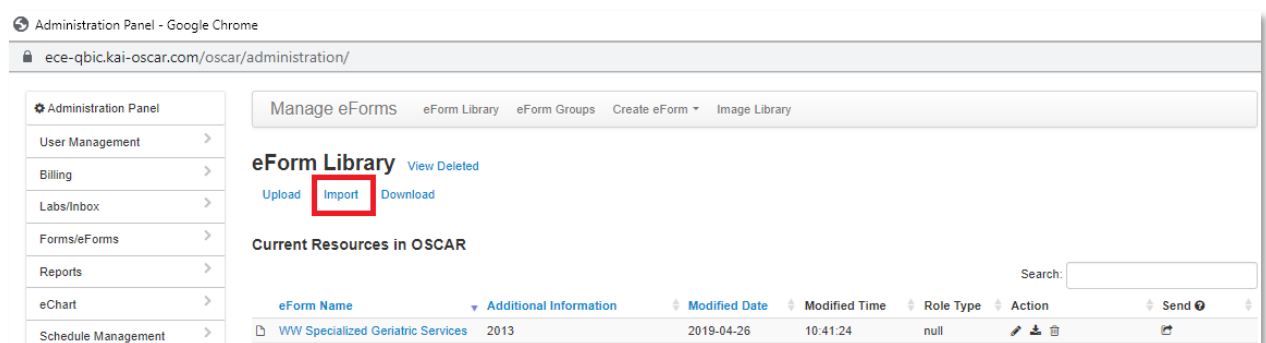
B. Import the eForms

1. Confirm if you have Administrator Access – if the "Administration" Tab appears then you are all set.

2. In Oscar, from the Scheduler view window, choose **Administration**.

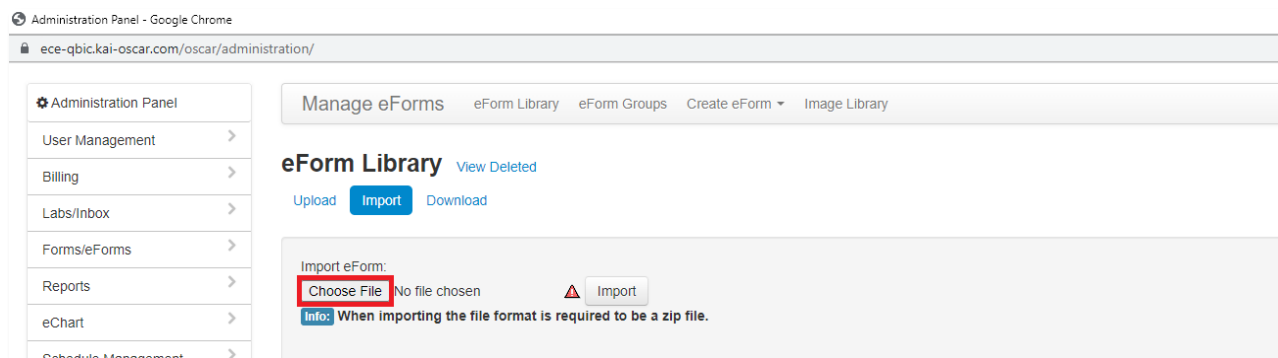3. In the Administration Panel, click the **Manage eForms** icon.

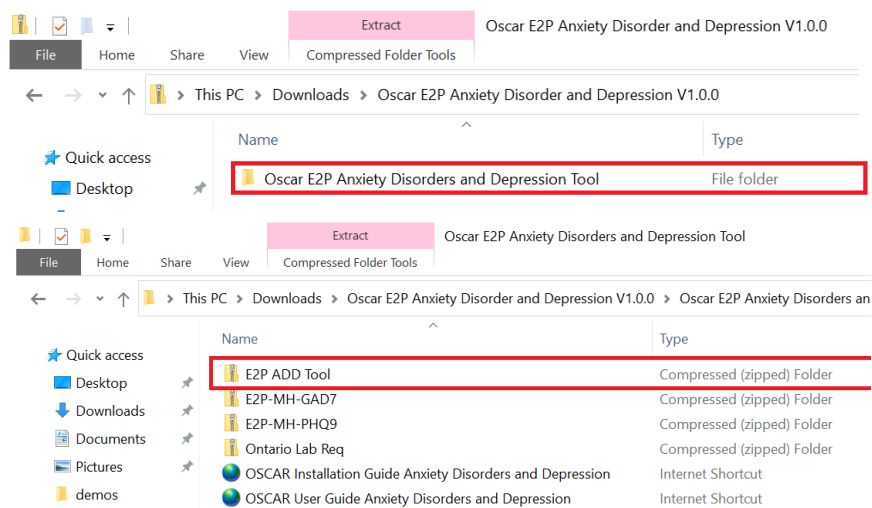4. In the eForm Library Window, choose **Import.**

5. Select **Choose File,** then Navigate to your computer's download folder and double-click the folder that contains the eForm files.
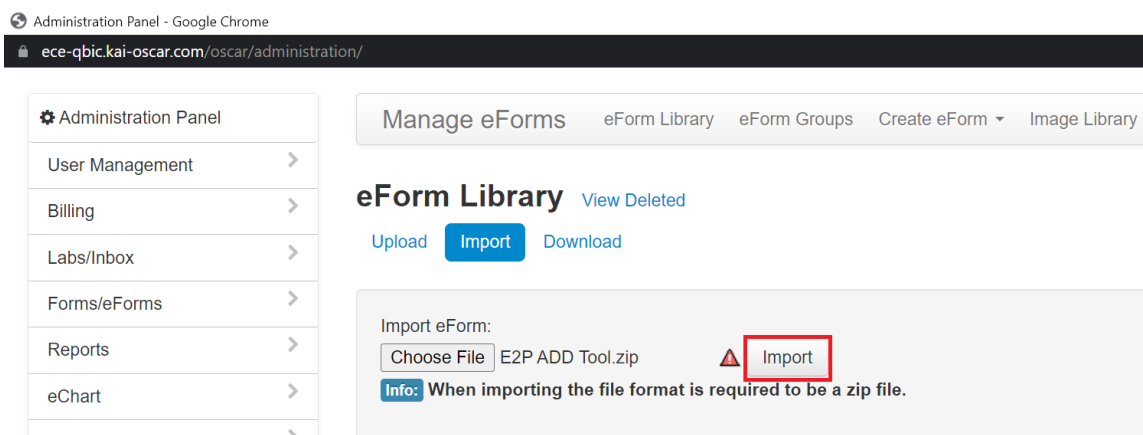   ***Note: When importing the file format is required to be a zip file**

6. Opening the folder titled: "Oscar E2P Anxiety Disorders & Depression Tool", select the zip file titled: **"E2P Anxiety Disorders & Depression Tool"**.

7. Navigate back to the Oscar Administration Panel then click the **Import** button.
8. A message will pop up to let you know if the eForm was successfully imported and is now ready to be used.

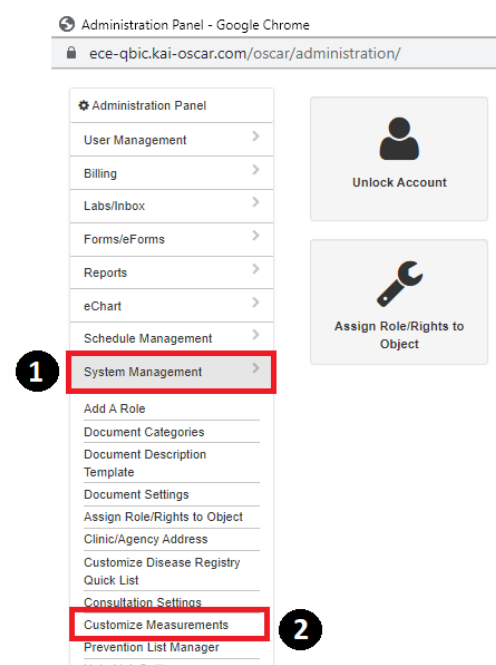9. Repeat steps 4-7 for the following zip folders that are also included in the folder:
    a. **E2P-MH-GAD7**
    b. **E2P-MH-PHQ9**
    c. **Ontario Lab Req**

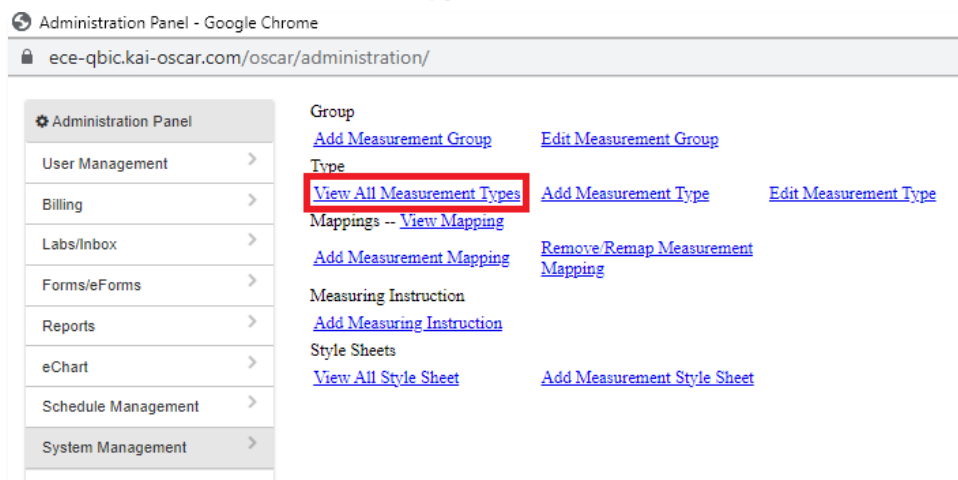   *If you already have the forms listed above, please skip this step*

C. Add new Measurement Types

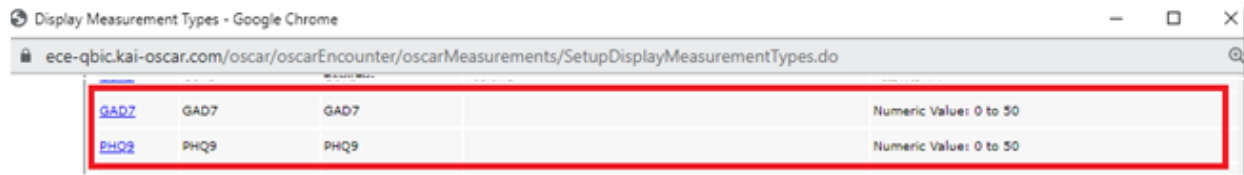1. Check if the Measurement Types already exist in your EMR:
    a. Go to Administration > **System Management** > **Customize Measurement**.
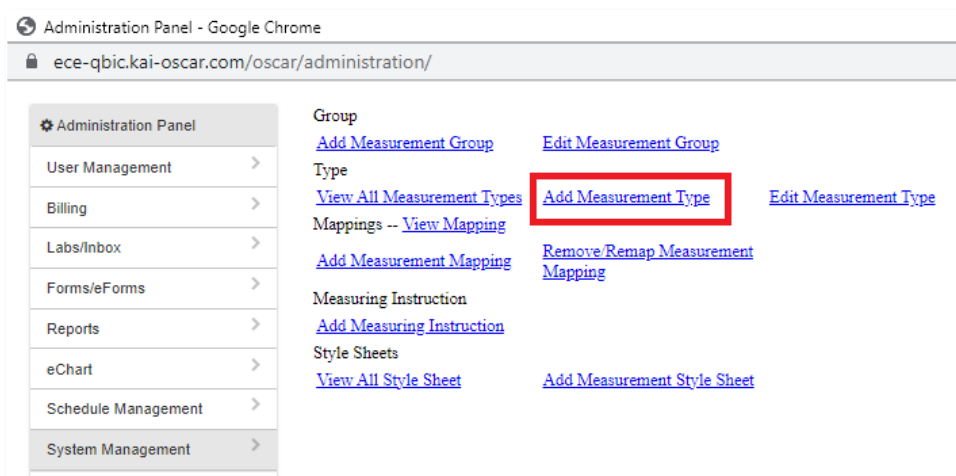
    b. Click **"View All Measurement Types"**.

c. Scroll down and search for GAD-7 and PHQ-9.

　　i. If they **do** exist, then nothing else is required for you to set up and you are
　　　ready to use the tool.

　　ii. If they **do not** exist, then proceed to the next steps.

2. Add the Measurement Types to your EMR:
   a. Click **"Add Measurement Type"**, and a new screen will pop up.

   b. Input the following, click **[Add]** for each type.

Type	Type Description	Display Name	Validation
PHQ9	PHQ9	PHQ9	Numeric Value: 0 to 50
GAD7	GAD7	GAD7	Numeric Value: 0 to 50

New Tool Version Process

You might have been notified that a new version of the E2P tool is available via the tool or email. Once a new tool version has been released, please follow these steps to update the tool in your EMR.

1. Download the tool file package on the Amplify Care website.
2. Follow this guide to import the tool into the EMR.
   a. If you receive this error message, you will need to delete the E2P Patient Care Plan form from your EMR.

Overview of Form Tracking Solution

Please visit our website to review our overview of usage analytics.