

As part of the Evidence2Practice Ontario (E2P) program, <u>Amplify</u> <u>Care</u> (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 <u>EMRtools@amplifycare.com</u> and we will be happy to help!

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# A. Unzip the E2P COPD Management Tool file

- 1. In the download or desktop folder, click on the file named: "E2P COPD Tool OSCAR 1.0.0".
- 2. Then click Extract All.

↓ Downloads	×	+		-	
$\leftrightarrow$ $\rightarrow$ $\wedge$ C	; □ >	Downloads >		Search Downloads	Q
🕀 New - 🔏 🖸	<b>9</b> îi	A) 🖻 🗊	$\uparrow$ Sort $\cdot$ $\equiv$ View $\cdot$	Co Extract all	Preview
A Home	Name			Date modified	Ţ
🔁 Gallery	Today	fool OSCAR 1.0.0		10/30/2024 5:22 PM	C

You will be prompted to select the destination folder to extract the files
 \*Please note the location you select. For this example, we will select the Downloads folder,
 ensuring the checkbox shows the extracted files when complete is selected, then click
 Extract.

$\leftarrow$	🚂 Extract Compressed (Zipped) Folders
	Select a Destination and Extract Files
	Files will be extracted to this folder:
	C:\Users\CatherineLuangxay\Downloads\E2P COPD Tool OSCAR 1.0.0 Browse

You are now ready to import the E2P COPD tool.

4. In Oscar, from the Scheduler view window, choose Administration.



#### 5. In the Administration Panel, click the Manage eForms icon.

Administration Panel - Google Chrome							
ece-qbic.kai-oscar.	com/oscar/a	administration/					
Administration Panel					_		
User Management	>				L L		
Billing	>	Unlock Account	Add a Provider Record	Add a Login Record	Manage eForms	Schedule Setting	Manage Groups
Labs/Inbox	>						
Forms/eForms	>					•	



### **B. Existing E2P Tool Workflow**

\*Please note: For users who **have** existing E2P tools, please follow these steps, or importing the new tools will not work. Users who **do not** have any of the E2P Tools, please skip to <u>Step C.</u>

1. If you have already downloaded and installed an E2P tool: Navigate to **eForm Library.** 

		Man	age eForn	1S eForm L	ibrary e	Form Groups	Create eForm	<ul> <li>Image Lib</li> </ul>	orary	
		a. Se	earch for th	e following f	iles to c	lelete:				
			i. "E2P F	atient Care	Plan"					
	eForm Na	me	Additional Inform	ation 🍦 Modi	fied Date	Modified Time	🝦 Role Type	Action	🝦 Send 😧	A.
D	E2P Patier	nt Care Plan	E2P Patient Care F	Plan 2024-	10-30	17:36:49	null	N 📩 💼	Ċ	
		b. Ne	ext, navigat	e to the <b>Imc</b>	ıge Libr	ary.				
		Mana	age eForm	s eForm Li	brary e	Form Groups	Create eForm	✓ Image Li	brary	
		c. Se	earch for th i. Form <sup>-</sup>	e following f FrackingServ	iles, and /ice.js	d click <b>Delet</b>	<b>e</b> for each c	one:		
			ii. formT	rackingTool	bar.css					
			iii. formT	rackingTool	bar.js					
		formTracking	gService.js					D	elete	
		form I racking	g loolbar.css					D	elete	
		iomirackinę	g toolbal.jS					D	elete	

From here, you will need to import the new images.

2. Select Choose File.

# Image Library



3. Navigate to the Downloads folder and open the folder titled:

#### "E2P COPD Tool OSCAR 1.0.0".

- a. Open the folder: "Add as images", then select the file titled:
  - "formTrackingService", then click Open

E2P COPD Tool OSCAR 1.0.0 × +	Name	
$\begin{array}{c c c c c c c c c c c c c c c c c c c $	Quick access     Desktop     Downloads     Downloads     Documents	N ₹
Ame Date modified	► Pictures x v <	>
Sallery         → Catherine - eHec:           Catherine - eHec:         E2P COPD Tool OSCAR 1.0.0	File name: form TrackingService   All Files  Open	Can



- b. Then click the **Upload** button.
- 4. Repeat steps 2 & 3 (steps above) for the following zip folders that are also included in the folder.

#### C. Import the eForms

1. In OSCAR, from the Scheduler view window, choose Administration.

Ø	Schedule	Caseload	Search	Report I	Billing	Inbox *	Msg	Consultations	ConReport	Prefe	rences	eDoc	Tickler	K2A	Administration	
•	WELL	EMR Gro	up	Search:	Enter	Health C	Card #	or Demographic	c Name		GO	]				

- 2. In the Administration Panel, click the Manage eForms icon
- 3. In the eForm Library Window, click **Import**.
- 4. Select Choose File, then Navigate to the Downloads folder and open the folder titled: "E2P COPD Tool OSCAR 1.0.0".
  \*Note: When importing the file format is required to be a zip file



- 5. Opening the folder titled: "Add as eforms".
  - a. Select the zip file titled: "E2PPatientCarePlan".

	🚱 Open				
C E2P COPD Tool OSCAR 1.0.0	$\leftrightarrow$ $\rightarrow$ $\checkmark$	* E2P COPD Tool OSCAR 1.0.0 > E2P COPD Tool O	SCAR 1.0.0 > Add as eForms	∨ C Search	Add as eForm
	Organize * New folde	r			=
U (A) ⊮ (I) I↓ Sort ∨	> 🌰 Catherine - eHea	Name	Date modified	Type S	ize
		∼ Tod#y			
Name L	🗖 Desktop 🛷	🚟 E2PPatientCarePlan	10/30/2024 5:54 PM	Compressed (zipped)	34 KB
~ Today	Downloads	🚟 E2PPatientProfile	10/30/2024 5:54 PM	Compressed (zipped)	29 KB
		See E2PAECOPDForm	10/30/2024 5:54 PM	Compressed (zipped)	5 KB
🐏 readme 1	Documents *	See E2PCOPDAssessmentTest(CAT)	10/30/2024 5:54 PM	Compressed (zipped)	6 KB
Add as eForms	Pictures 🖈	🔚 E2PCOPDManagementTool	10/30/2024 5:54 PM	Compressed (zipped)	199 KB
	😚 Music 🛛 🖈 📲	🚟 E2PLabReqForm	10/30/2024 5:54 PM	Compressed (zipped)	231 KB
Add as images	🛂 Videos 🛛 🖈	🚟 E2PMedicalResearchCouncil(mMRC)	10/30/2024 5:54 PM	Compressed (zipped)	6 KB
-	Screenshots	🚝 E2P-MH-GAD-7	10/30/2024 5:54 PM	Compressed (zipped)	4 KB
	COPD	😸 E2P-MH-PatientHealthQuestionnaire(PHQ-9)	10/30/2024 5:54 PM	Compressed (zipped)	6 KB
	File nar	me: E2PPatientCarePlan		~ All Fit	5
					)pen
6. Then click the <b>Import</b> button.	eForm L	ibrary View Deleted			
	Import oFor				

a. A message will let you know if the eForm was successfully imported and is now ready to be used.

Choose File E2PPatientCarePlan.zip 
Import
Info: When importing the file format is required to be

Repeat steps 4-6 for the following zip folders that are also included in the folder:
 \*If you already have any forms from previous tools, please skip importing them. \*



#### D. Import the Images

\*If you have already completed Step B. Removing the old E2P images, please skip this step (Step D. Import the Images). If you have never installed an E2P Tool, please continue.

1. After importing the forms, stay in the manage eForms window but navigate to the **Image Library**. Then, select **Choose File**.



- 2. Navigate to the Downloads folder and open the folder titled: "E2P COPD Tool OSCAR
  - **1.0.0″**.

S Open						×
$\leftrightarrow$ $\rightarrow$ $\checkmark$ $\uparrow$	> Downloads > E2P COPD Tool OSCAR 1.0.	0	~ C	Search E2P COPD 1	fool OSC	Q
Organize * New folder				=	•	3
> Catherine - eHea	Name ~ Today	Date modified	Туре	Size		
Desktop 🖈	E2P COPD Tool OSCAR 1.0.0	10/30/2024 5:54 PM	File folder	]		
File nam	e:		~	All Files		~
				Open	Cancel	

- 3. Open the folder: "Add as images".
  - b. Select the file titled: "formTrackingService". Click Open
  - c. Then click the **Upload** button.

✓ Today	<ul> <li>✓ Quick access</li> <li>Desktop</li> <li>Downloads</li> <li>Documents</li> <li>Pictures</li> </ul>	Name  S formTrackingService M formTrackingToolbar S formTrackingToolbar		No preview available.
		File name: formTrackingService	✓ All Files           Open         C	V Cancel

- 4. Repeat steps 2-4 for the following zip folders that are also included in the folder:
  - a. formTrackingToolbar (css)
  - b. formTrackingToolbar (js)



#### E. 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".

Administration Panel		Group Add Measurement Group	Edit Measurement Group	
User Management	>	Type	<u>Dat interstement broop</u>	
Billing	>	View All Measurement Types	Add Measurement Type	<u>Edit Measurement Type</u>

#### c. Scroll down and search for:

• BNP	• ECG	• PHQ9
• CAT	• ECHO	PAID
• MMRC	• CXR	• WHO5
• LLN	• GAD7	

i. If they **do** exist, then confirm if they match the criteria listed in the image below. If they all match, then you are done!

- Please note for the lab ECG, the validation Yes/No will also work.
- i. If they **do not** exist/match, then proceed to the next steps (2a).

BNP	BNP	BNP		No Validations	
CAT	CAT	COPD Assessment Test		Numeric Value: 0 to 100	
MMRC	mMRC	Modified Medical Research Council		Numeric Value: 0 to 10	C
<u>LLN</u>	LLN	lower limit of normal		Numeric Value: 0 to 1	C
ECG	ECG	ECG	Yes/No	Yes/No/NA	
<u>ECHO</u>	ECHO	ECHO		Yes/No	
CXRY	Chest X Ray	Chest X Ray		Yes/No	
GAD7	GAD7	GAD7		Numeric Value: 0 to 50	
PHQ9	PHQ9	PHQ9		Numeric Value: 0 to 50	
PAID	PAID	PAID		Numeric Value: 0 to 100	
WHO5	Who5	Who5		Numeric Value: 0 to 100	Г



#### 2. Add the Measurement Types to your EMR:

a. Click "Add Measurement Type".

Administration Panel		Group Add Measurement Group	Edit Measurement Group	
User Management	>	Туре	<u> 2011 III III III III III III III III III </u>	I
Billing	>	<u>View All Measurement Types</u> Mannings View Manning	Add Measurement Type	<u>Edit Measurement Type</u>
		wappings view wapping		

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

Туре	<b>Type Description</b>	Display Name	Validation
BNP	BNP		No Validations
CAT	CAT	COPD Assessment Test	Numeric Value: 0 to 100
MMRC	MMRC	mMRC Modified Medical	Numeric Value: 0 to 10
		Research Council	
LLN	LLN	Lower Limit of Normal	Numeric Value: 0 to 1
ECG	ECG	ECG	Yes/No/NA
ECHO	ECHO	ECHO	Yes/No
CXR	Chest X-Ray	Chest X-Ray	Yes/No
GAD7	GAD7	GAD7	Numeric Value: 0 to 50
PHQ9	PHQ9	PHQ9	Numeric Value: 0 to 50
PAID	PAID	PAID	Numeric Value: 0 to 100
WHO5	Who5	Who5	Numeric Value: 0 to 100

Add Measureme	nt Type	
Type Type Description Display Name	BNP BNP BNP	
Measuring Instruction	[	To conf under 1 For exa - Choos - Choos - Choos Note: - "No v
Validation	No Validations	
Close	1	
Add Measurem	ent Type	
Type Type Descriptior Display Name Measuring Instruction	LLN LLN Lower Limit of Normal	To c undi - Ch - Ch - Ch - Ch - NN
Validation Close Ad	Numeric Value: 0 to 1 d	- 10

Add Measuremer	nt Type	
Type Type Description	CAT	
Display Name	COPD Assessment Test	
Measuring Instruction		To cor under For ex - Choo - Choo - Choo Note: - "No
Validation	Numeric Value: 0 to 100	
Close Add		
Туре	ECG	
Type Description	ECG	
Display Name	ECG	
Measuring Instruction		To un Fo - C - C - C No "
Validation	Yes/No/NA	
Close	d	

Туре	MMRC	
Type Description	MMRC	
Display Name	mMRC Modified Medical Re	
Measuring Instruction		To conf under I For exa - Choo - Choo - Choo Note: - "No v
Validation	Numeric Value: 0 to 10	
Close Add	t	
Add Measuren	nent Type	
_	5010	_
Tuno		
туре	ECHO	
Type Descriptio	ECHO	
Type Descriptio Display		Ę
Type Type Descriptio Display Name	ECHO ECHO ECHO	
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Type Type Descriptio Display Name Measuring	ECHO ECHO	To un Fo
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Type Type Descriptio Display Name Measuring Instructio	ECHO ECHO ECHO	To un Foi - C - C - C No - "
Type Type Descriptio Display Name Measuring Instructio		To un Fo - C - C No - "



Add Measurement Type	Add Measurement Type		Add Measurement Type
Type CXRY Type Chest X Ray	Type PHQ9 Type PHQ9 Description Display PHQ9 Name		Type GAD7 Type GAD7 Description Display GAD7 Name GAD7
Measuring	Te Measuring ui Instruction -	To configure the meas under Measurement Ir For example: - Choose radio blue,or - Choose radio yes,no - Choose radio always, Note: - "No validations" mus	To configure under Mea For examp - Choose r Instruction - Choose r - Choose r - Note: - "No valid
Validation Yes/No Close Add	Validation Numeric Value: 0 to Close Add	o 50 ✓	Validation Numeric Value: 0 to 50
Add Measurement Type	A	dd Measurement Type	
TypePAIDTypePAIDDescriptionPAIDDisplayPAIDNamePAID	To configure the mea:	Type WHO5 Type Who5 Description Who5 Display Who5 Name	To configure the me
Measuring Instruction	under Measurement I For example: - Choose radio blue,o - Choose radio aves,nt - Choose radio always Note: - "No validations" mu	Measuring	under Measurement For example: - Choose radio blue - Choose radio yes, - Choose radio alwa Note: - "No validations" m
Validation         Numeric Value:           Close         Add	0 to 100 🗸	Validation Numeric Val	ue: 0 to 100 🗸

### **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 eHealth Centre of Excellence's Community Portal.
- 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.

E2P brings together multi-disciplinary, cross-sector expertise under the joint leadership of the <u>Centre for</u> <u>Effective Practice</u>, <u>Amplify Care</u>, and <u>North York General Hospital</u>. Funding and strategic guidance for E2P is provided by Ontario Health in support of Ontario's Digital First for Health Strategy.

