Evidence2Practice
Ontario
Accessible. Actionable. Adaptable.

Updated: April 2025*

This guide is the most recent version of the tool: **Version 2.0**

Disclaimer

Please allocate 30-60 minutes for this installation process and note that it is crucial that **ALL lab results are added** to optimize functionality.

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.

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If you have any questions, please reach out to EMRtools@amplifycare.com and we will be happy to help!

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Introduction

Setting up the tool involves 3 main activities:

1) Downloading the tool
2) Configuring lab values
3) Mapping those values in the form

Creating the lab values is a fairly simple process, oftentimes, you may already have some of these lab values already created so you may be able to skip the steps. Some values are specific to the E2P tool and are intended to support the clinical workflow by enabling the date the tool was last completed to be tracked and pulled to the current visit with the patient.

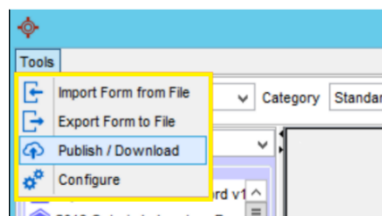## Step 1: Downloading the E2P Tool

You do not need to have administrative privileges to download the tool.

From the Accuro EMR click on the Accuro target menu icon (insert icon).

Select **Tools** followed by **Form Editor** to launch the form editor window.
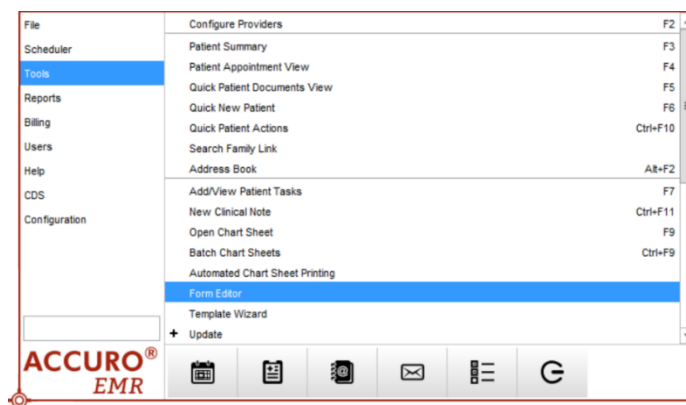
Within the Form Editor, click the top left **Tools** button and select the **Publish/Download** option.

The Form Publisher window will open. To find the tool:
1. Enter "**E2P**" into the search bar, then click the magnifying glass to search.
2. Search and select "**E2P – HF – Heart Failure Tool"** in the list.
3. Finally, click **Download** to import it into your Accuro EMR.
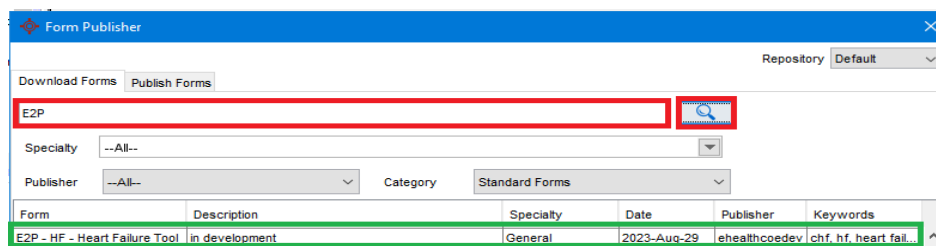
Step 2: Configuring the Lab Results

1. Navigate to the EMR menu option then select **Encounter notes.**
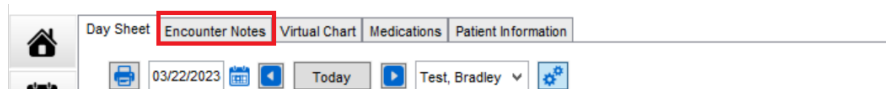
2. Select a test patient, which will reveal the notes, standard forms, and the lab section where the normal labs are listed.
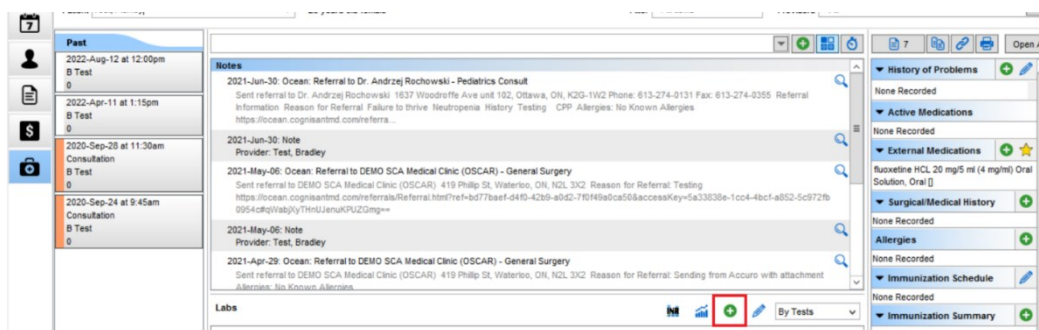
Instructions for users with pre-existing E2P tools

If you have installed version 1.0 of the HF tool, you will not need to add this lab value to the E2P_MGMT lab test.
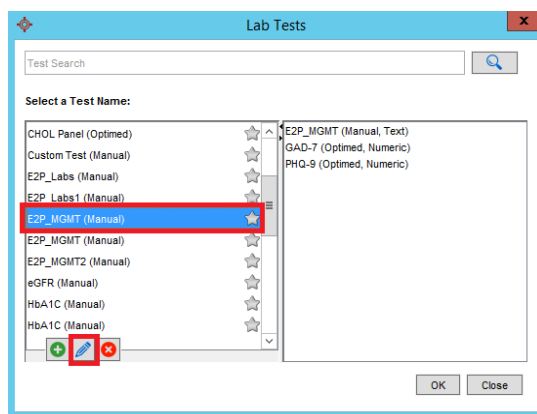
For users who have already installed other E2P tools, the lab test E2P_MGMT may have been previously created.

Adding to Lab Test #1 E2P_MGMT

1. To manage Lab Tests, click on the **green plus button.**

2. Search for "**E2P_MGMT**" in the lab tests list on the left.
3. Click the pencil icon to edit the lab test.

4. The following are the values you will need to be added for the E2P Heart Failure Tool:

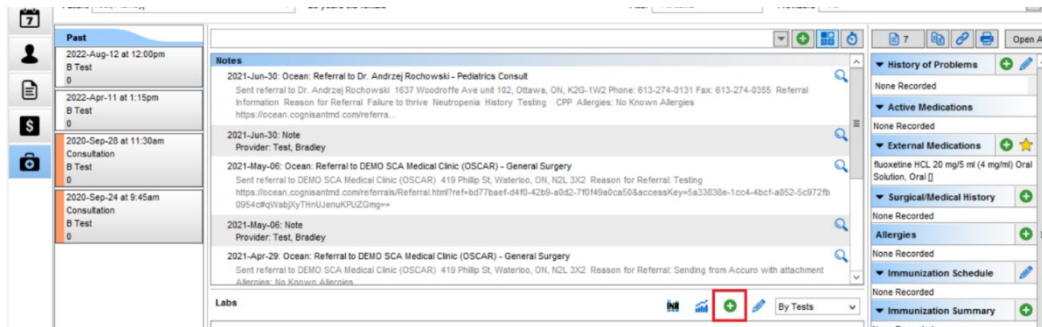| Lab Test: E2P_MGMT	
Lab Value Name	Result Criteria
E2P_HF	Source: **Manual**
	Data Type: **Text**

5. Click the **green plus sign** to add the Lab Value.
    a. Click New and title it "E2P_HF".
    b. The Edit the Result window should open, enter the details from the table above.
    c. Then click **"OK".**
    d. Select the "E2P_HF" line and click "OK".

Instructions for users new to E2P tools

Users who do not yet have E2P tools in their EMR must create the following lab tests:

- E2P_MGMT – This lab test will house the last done date values for the all E2P tools
- HF (E2P) – This lab test will house the lab investigation/assessment values for the HF tool

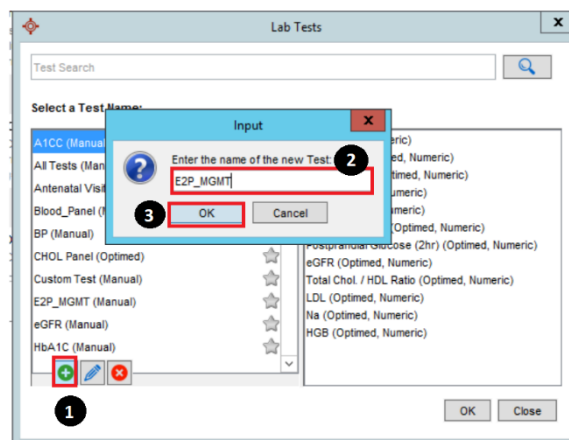1. To create Lab Tests, click the **green plus button**.

Creating Lab Test #1: E2P_MGMT

To create the first lab test,
Click the **green plus
button**.

Then enter the name for
the new Lab Test:
E2P_MGMT.

Then click **OK**.

This should open the Edit Lab Test Window.

Click the **green plus sign** to add the Lab Value.

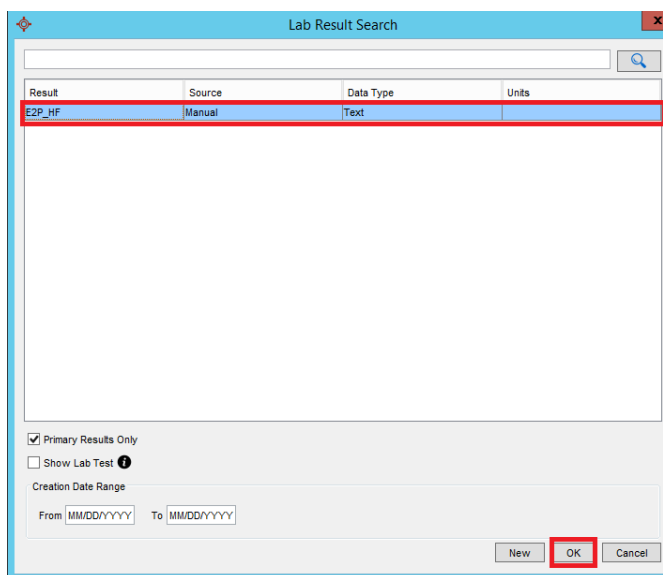**Creating the Lab Value: E2P_HF**

From here click **New** Title it: **E2P_HF**.

Edit the Result window will open. Enter the following:

- Source: **Manual**
- Data Type: **Text**

Then click **OK**

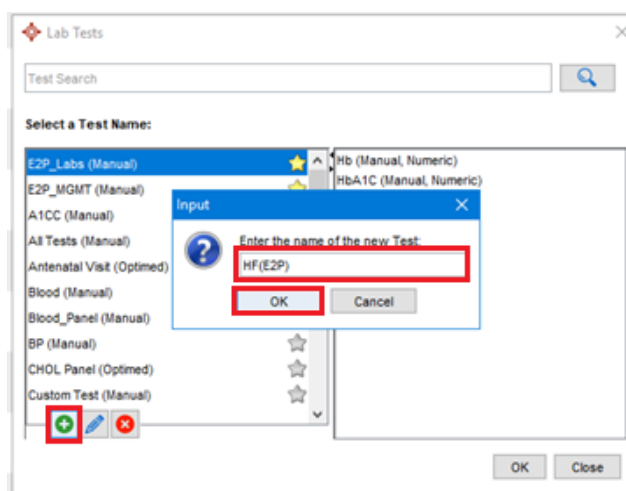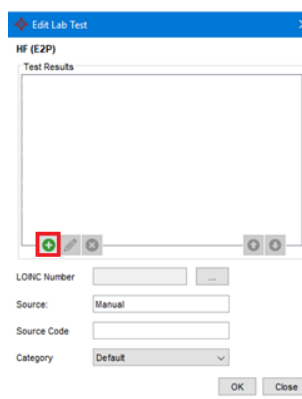Then **Click** on the E2P_HF result line and click **OK** to add it to the Lab Test.

Creating Lab Test #2: HF (E2P)

To create the first lab test, Click the **green plus button**.

Then enter the name for the new Lab Test: **HF (E2P).**

Then click **OK**.

This should open the Edit Lab Test Window.

Click the **green plus sign** to add the Lab Value.

The following are the values you will need to be added to the HF (E2P) lab test:

Lab Value Name	Result Criteria
1. NYHA	Source: **Manual**

	Data Type: **Numeric** Units: **Score**
2. LVEF	Source: **Manual** Data Type: **Numeric** Units: **%**
3. dxStatusHF	Source: **Manual** Data Type: **Text**

Creating Lab Result NYHA

From here click **New**
Enter the name: **NYHA**.

Edit the Result window will open.
Enter the following:
- Data Type: **Numeric**
- Units: **Score**

Then click **OK**

Then **select** the **NYHA** result line and click **OK** to add it to the Lab Test.

Click the **green plus sign** to add the next Lab Value.

Creating Lab Result LVEF

From here click **New**
Enter the name: **LVEF**.

Edit the Result window will open.

Enter the following:
- Data Type: **Numeric**
- Units: **%**

Then click **OK**

Then **select** the **LVEF** result line and click **OK** to add it to the Lab Test.

Click the **green plus sign** to add the next Lab Value.

Creating Lab Result dxStatusHF

From here click **New**
Enter the name:
dxStatusHF.

Edit the Result window will open.
Enter the following:
- Data Type: **Text**
Then click **OK**

Then **select** the **dxStatusHF** result line and click **OK** to add it to the Lab Test.

Finally, click **OK.**
Close the lab test windows.

Step 3: Mapping Form Elements

Choose **Tools** then **Form Editor**.	
Look for the **E2P Heart Failure Management Tool** in the **Standard Forms list**. **Click** on the tool name line to select the tool. Wait for the tool to appear.	

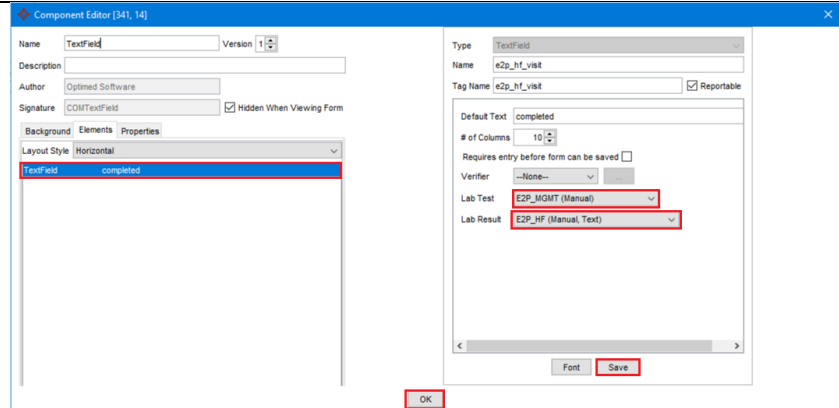|	
Follow the red highlighted textboxes with an arrow directing to where to right-click on the mouse. On page 1 • Select **completed** • Right-click and click **Edit**.	
On the left panel, select: **TextField - completed** On the right panel, Click Lab Test and select "**E2P_MGMT**". Click Lab Result and select "**E2P_HF (Manual, Text)**". **Important*** Click **Save** and then click **OK**.	
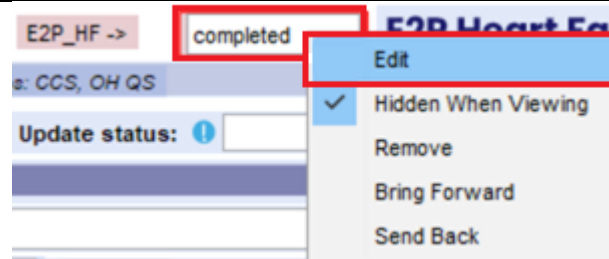
Following the red highlighted area, click: **"Visit form last completed:"** Right-click and select **Edit**.
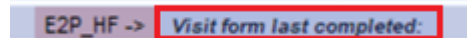
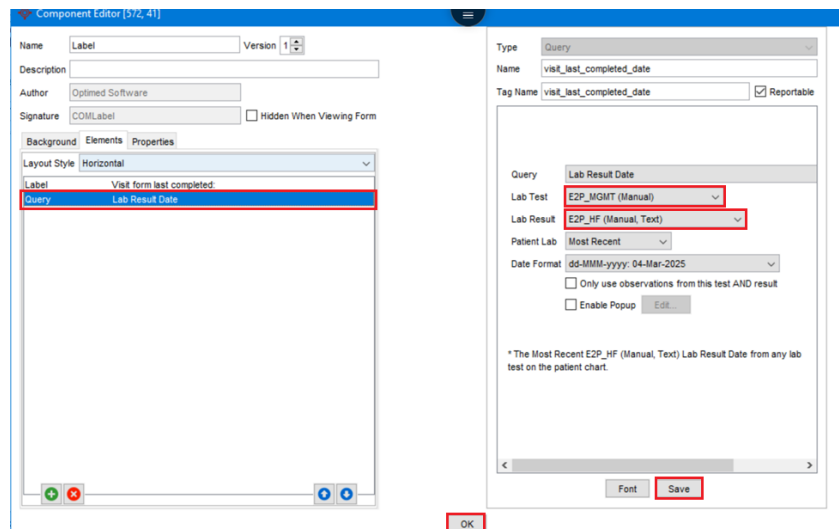|	
On the left panel, select: **Query - Lab Result Date** On the right panel, Click Lab Test and select "**E2P_MGMT**". Click Lab Result and select "**E2P_HF (Manual, Text)**". **Important*** Click **Save** and then click **OK**.	

Click the area to the left of the red highlighted box titled: **"dxStatusHF (3)"**.

Right-click on the blue area/textbox and select **Edit**.

dxStatusHF Step 1/3:
On the left panel, select:
Query – Lab Result

On the right panel,
Click Lab Test and select
"**HF(E2P)"**.

Click Lab Result and select
"**dxStatusHF (Manual, Text)"**.

Important*
Click **Save** but **do not click OK.**
Proceed to **dxStatusHF Step 2/3.**

dxStatusHF Step 2/3:
On the left panel, select:
Query – Lab Result Date

On the right panel,
Click Lab Test and select
"**HF(E2P)"**.

Click Lab Result and select
"**dxStatusHF (Manual, Text)"**.

Important*
Click **Save** but **do not click OK.**
Proceed to **dxStatusHF Step 3/3.**

dxStatusHF Step 3/3:
On the left panel, select:
TextField

On the right panel,
Click Lab Test and select
"**HF(E2P)**".

Click Lab Result and select
"**dxStatusHF (Manual, Text)**".

Important* Click **Save** and
then click **OK**.

Click the area to the left of the red highlighted box titled: **"LVEF"**.

Right-click on the blue area/textbox and select **Edit**.

On the left panel, select:
LabComboBox

On the right panel,
Click Lab Test and
select "**HF (E2P)**".

Click Lab Result and select
"**LVEF (Manual, Text)**".

Important* Click **Save** and
then click **OK**.

Click the area to the left of the red highlighted box titled: **"NYHA"**.

Right-click on the blue area/textbox and select **Edit**.

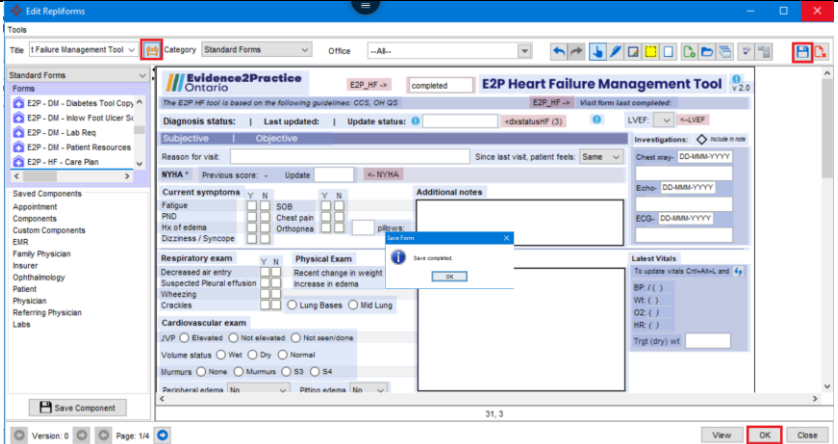|	
NYHA Step 1/3: On the left panel, select: **Query – Lab Result** On the right panel, Click Lab Test and select "**HF(E2P)**". Click Lab Result and select "**NYHA (Manual, Numeric)**". **Important*** Click **Save** but **do not click OK.** Proceed to **NYHA Step 2/3.**	
NYHA Step 2/3: On the left panel, select: **Query – Lab Result Date** On the right panel, Click Lab Test and select "**HF(E2P)**". Click Lab Result and select "**NYHA (Manual, Numeric)**". **Important*** Click **Save** but **do not click OK.** Proceed to **NYHA Step 3/3.**	
NYHA Step 3/3: On the left panel, select: **TextField** On the right panel, Click Lab Test and select "**HF(E2P)**". Click Lab Result and select "**NYHA (Manual, Numeric)**". **Important*** Click **Save** and then click **OK**.	

1. In the top left corner, click the **orange construction sign** to make it available; it will then turn blue.

2. Click on the top right **file button** to save.

3. The Safe Form window will open, click **"OK"** to save.

You are now ready to use the tool!

New Tool Version Process

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

From the Accuro EMR click on the Accuro target menu icon (insert icon).

Select **Tools** followed by **Form Editor** to launch the form editor window.
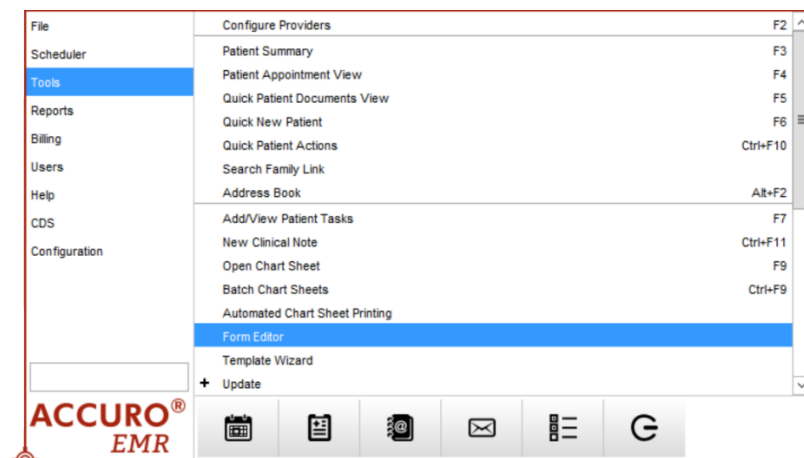
Within the Form Editor, click the top left **Tools** button and select the **Publish/Download** option.
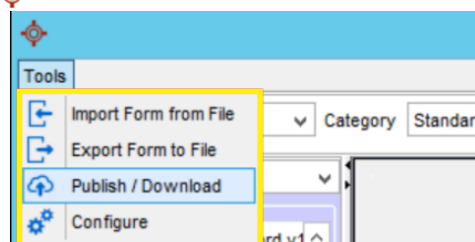
The Form Publisher window will open.

To find the tool:

1. In **Red**, you enter "**E2P**" into the search bar.
2. Select "**E2P – HF – Heart Failure Tool"** in the list.
3. Finally, click **Download** to import it into your Accuro EMR.

*Note that downloading this will replace the current version that is already in your EMR so you will not need to **recreate** the lab test or lab results you created initially but you will need to **map** the labs to the new version of the tool. To map the lab results, go to this section: Mapping Form Elements.

Feedback

Included in the tool is a link to provide feedback which allows users to submit their thoughts and communicate any issues they've encountered or any areas they wish to see added to the tool. This section allows you to submit feedback anonymously or allows you to add your email address and name if you wish to be contacted.

Please click here to provide feedback on this tool

Contact

If you have any questions or need support, please reach out to EMRtools@amplifycare.com!

Appendix

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How to change the size of a text box

1. From the Accuro EMR, click on the Accuro target menu icon. Then select **Tools** followed by **Form Editor** to launch the form editor window.
2. Double click on the E2P tool to open the form.
3. Right click on the text box you want to adjust the size of then choose Edit.
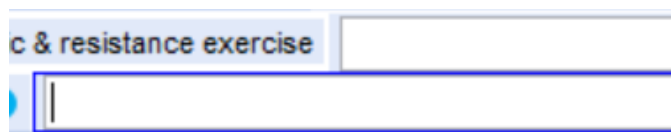

4. Options for editing the # of columns and # of rows which will change the size of the box are listed on the right of the screen.
   a. We suggest noting the original dimensions of the areas you are editing in case you want to revert.
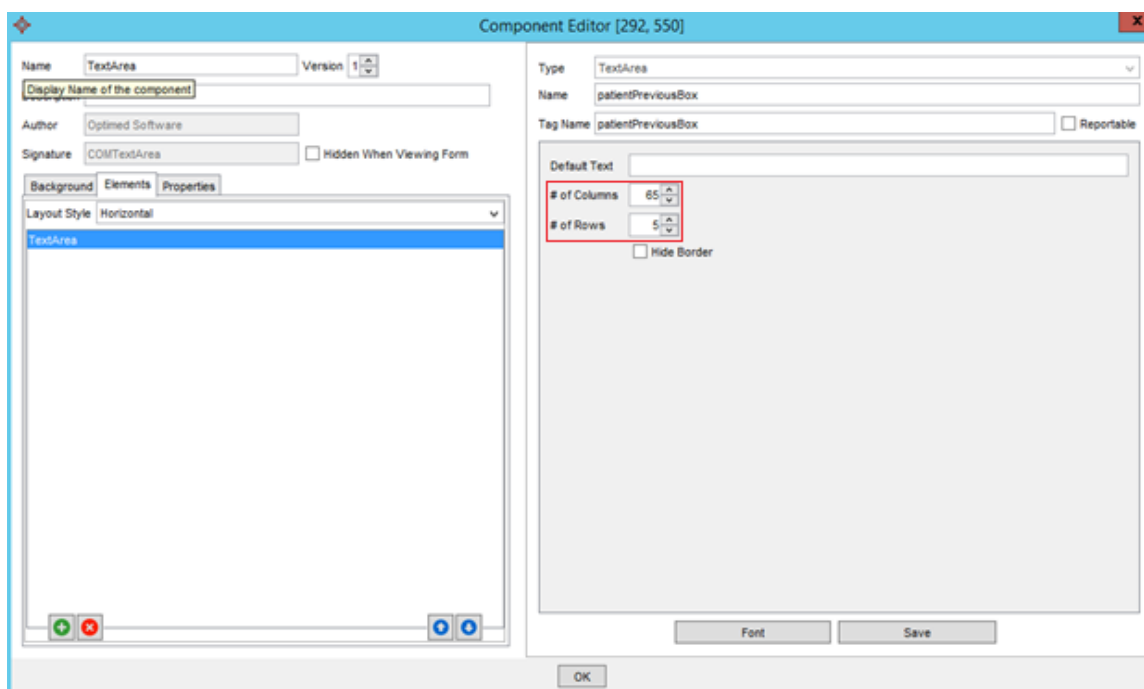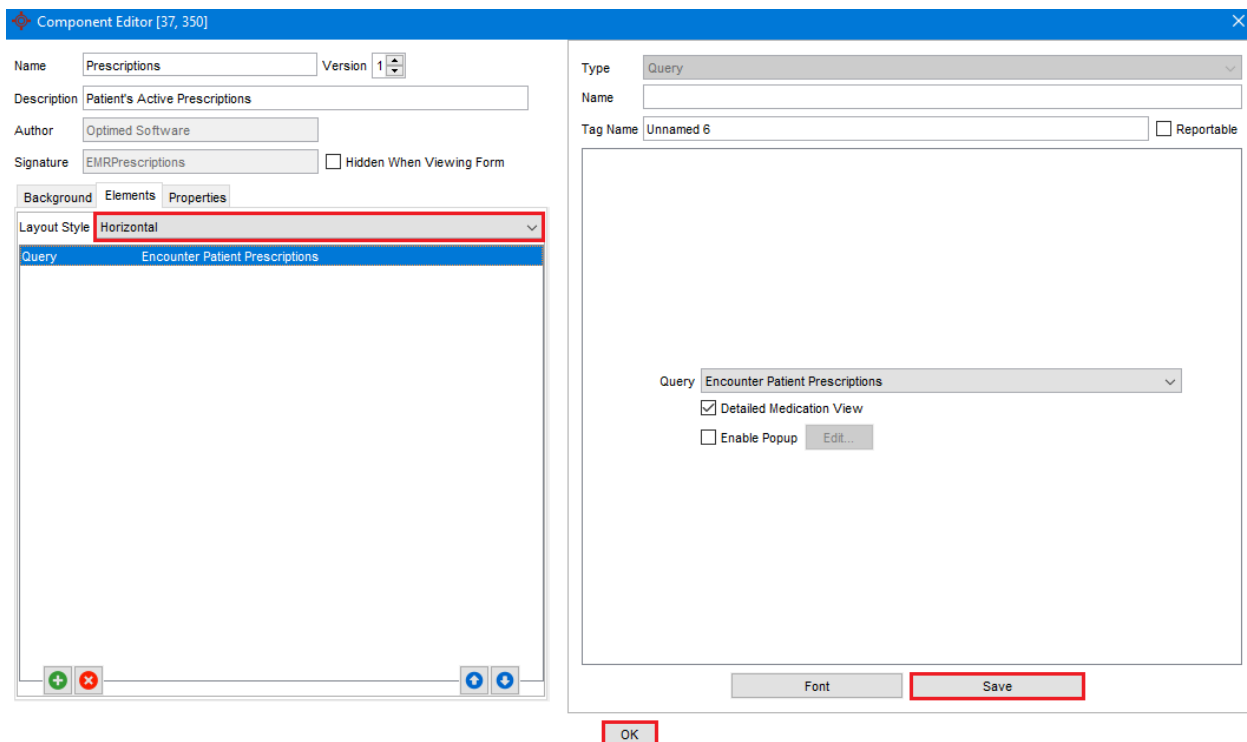

5. Once you are happy with the new dimensions, click **Save**, then **OK**.

How to change the orientation of the active or external medication list

1. To edit the medication History box right click on **Active Medications** and choose **Edit**.
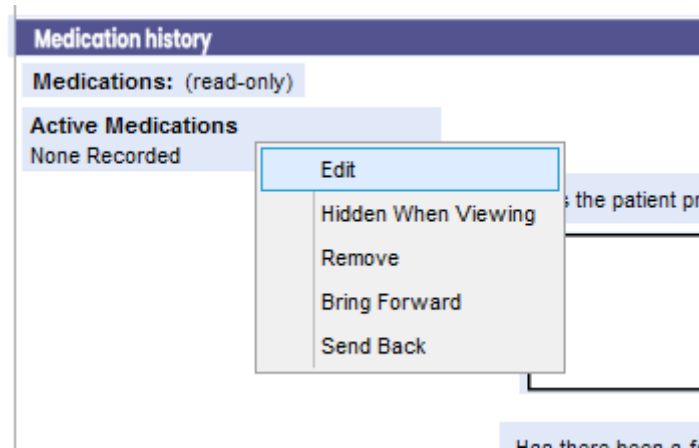

2. The default setting for the medication section is vertical. Horizontal and custom options are also available where the columns can be adjusted as needed.

3. Once you are happy with the new layout, click **Save**, then **OK**.

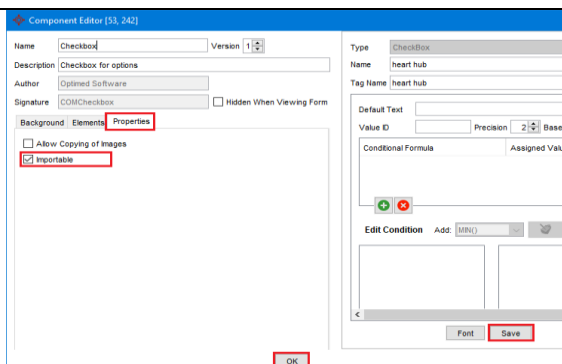## How fix the checkboxes in the patient resources page:

1. Navigate to the **Form Editor**.
2. Search for **E2P – HF – Patient Resources**, and double-click to open.
3. Navigate to the checkbox titled: "**Medication Management (The Heart Hub)**", right-click and select **"Edit"**.
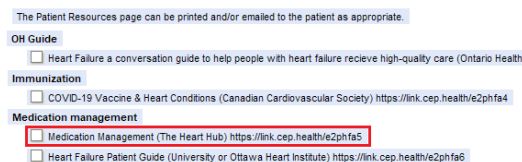
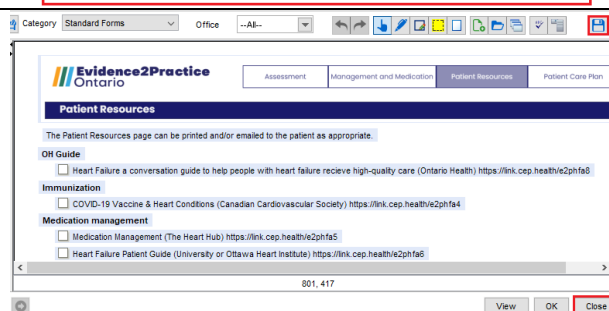|	
On the Left-hand side, click on **"Properties"**. Check the checkbox titled **"Importable"**. Click **Save,** then **OK.**	
4. Repeat for the remaining checkboxes.	
5. Once finished, click the **save icon** on the top right corner of the window. 6. Then click **closed**.	