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The intention of this Start Up Guide is to help you as a physician, nurse practitioner, resident or medical student get your day started quickly and easily, even if this is the first time using the MOIS program. Only the essentials are noted here. As you become more comfortable with the program, you may not need to reference this guide again.

WHAT IS MOIS?

- The Medical Office Information System or more simply "MOIS", is an Electronic Medical Record (EMR) designed for managing data and used as a tool to provide quality patient care.
- Key functionality of MOIS includes documentation of patient medical records, scheduling, billing, evidence-based patient review, auditing, clinical calculators, and other reporting.
- Northern Health carefully selected MOIS as the standard EMR to be used in their clinics.
- Each clinic has their own "instance" of MOIS (i.e. the patient list and information in the Masset instance differs from the patient list and information in the Valemount instance).



ACCESSING MOIS FROM YOUR DESKTOP

- Locate the Citrix icon ^(C) on your desktop taskbar. (*Note: You may need to expand what icons are shown on your taskbar.*)
- Select MOIS from your Citrix program list.



Signing in the First Time

• A logon screen will appear.

| MOIS: Logon | x |
|--|---|
| MOIS | CREATED BY: |
| 2.16.23 - Spring 2014 Julia 140905 Applica Internations for Health Society, 2013. Il rights reserved. | Suite 200 - 1110 6th Avenue • Prince George British Columbia • V2L 3M6 • www.AlHS.ca OFFICE: 250.564.2644 • FAX: 250.564.2655 |
| User Name: jokeil Password: | Change Password |
| Ok | Cancel |

- Your **User Name** will auto-populate with your Windows user name (i.e. Northern Health user name).
- Enter your temporary **Password**, you will be prompted to change your password at this time.

| hange Password | |
|-------------------|------------------------------|
| Current User: | JOKEIL |
| Current Password: | |
| New Password: | |
| Confirm Password: | |
| 🔲 User To Choos | e New Password On Next Login |
| Chan | cancel |



- Your **New Password** must fit the following criteria:
 - Minimum 8 characters
 - Contain at least one capital letter
 - Contain at least one number
- Select Change.

Forgot Your Password

- Contact your site manager/site administrator, they can re-set your account and give you a new temporary password.
- You will be prompted to change your password the next time you sign in.

Set Default Desktop Provider

- The Desktop Provider name fills into requisition forms and other areas of the program, it is important to ensure the correct Desktop Provider is displayed when you are logged in.
- If prompted on your initial sign in, **select** your name from the list of providers and choose "**Save as My Default**".
- Note: Medical students should select the provider they are working with.

| Name | Practition No. | Payee No. | Payment Type | Active | Service End | System User Name | - |
|------------------------|----------------|-----------|--------------|--------|-------------|------------------|---|
| ALICE, DR | 00003 | 00001 | | Y | | -, | |
| BILL, DR | 00002 | 00001 | | Y | | | |
| INCOCTOR | 00000 | 00001 | | Y | | | |
| COACH 1 | | 00001 | | Y | | | |
| DR. HOWSER | | | | Y | | | |
| DUNLOP, KRISTA | | | | Y | | | |
| EMERGENCY | | 00001 | | Y | | | |
| FSJ UPC | | 00005 | | Y | | | |
| HARVEY THOMMASEN | 00005 | 00005 | | Y | | | |
| AKES DISTRICT CLINIC | | | | Y | | | |
| MCCOY, LEONARD | NCC1701 | NCC1701 | | Y | | | |
| MOIS, TEST DR. | 00006 | 00001 | | Y | | | |
| PEREIRA, KATHY | | | | Y | | | |
| PRIMARY CARE TEAM 1 PG | | | | Y | | | |
| TEAM MOIS TEST DR | | | | Y | | | |
| TEST RESIDENTS | | | | Y | | | |
| WALK IN | 00004 | 00001 | | Y | | | |
| WORTHINGTON, ROBBIN | | | | Y | | | |
| BELLE, DR | 00005 | 00001 | | Ν | | | |
| SHABAKA, TAWFIK | | | | N | | | |
| TESTER, WORKSPACE | | | | Ν | 2014.11.05 | | |
| | | | | | | \sim | |

• The Desktop Provider can be changed at any time by left-clicking in the "Desktop Provider" field in the top right of the screen – a window will pop-up and you can select a new provider name from that list.

| ecord <u>M</u> odules | Views Action | Utilities Print | Maintenance <u>H</u> elp | Desktop Provider: BILL, DR |) |
|-----------------------|--------------|-----------------|--------------------------|----------------------------|---|
|-----------------------|--------------|-----------------|--------------------------|----------------------------|---|



MOIS MODULES

MOIS contains the following modules to enable increased patient care and manage work flow:

- Patient Chart
- Workspace
- Scheduler
- Billing
- Administration
- Data Exchange
- Reports

Modules are shown on the bottom left of the MOIS screen.

Note: Some modules may not show on your MOIS account. Access to each module is role-dependent.

| MOIS - PRACTICE | | | | | | | | |
|---|---|-------------------|-----------|-----------|---|----------------|--------------------|--------------------|
| <u>R</u> ecord <u>M</u> odules <u>V</u> iews Ac <u>t</u> io | | | | | | Desktop Provi | der: BILL, DR | |
| Patient Chart | Patient S | Summary | | | | | | |
| Patient Summary | New Chart | Delete Chart Save | Undo | Refresh | Search | Previous Chart | | ar Off |
| | Chart No.: Name (F/M/L) Birth Date: | | Gender: | | Current Status: Insurance: ervice Provider: | • | Date: Number: | Dep: 00 |
| Consults | Expand All | Collapse All | | In the la | ist 60 dag | ys Since Last | Required in the ne | xt 90 days |
| | Date | Description | | | Detail | | | Hyperlink |
| Constant Section Scheduler Sche | } | MODULES | | | | | | |
| eady. Go To Chart | | | Task Item | . Me | sq Item: - | User: JOKEIL | Site ID: prac | v02.16.23 b 140905 |
| | | | | | | | | |

General Tips

The ellipses indicates there is a list associated with the field. Click the three-dot symbol or click in the space beside and use F4 to prompt the selection list.

F2 - Save

Ctrl-T – Enters today's date

Calendar – Left click on the date field and use F4 to prompt a month-view calendar. **Ctrl-H** – Prompts a patient-specific Health Maintenance Review

See the appendix for a complete list of Hot Keys.



Scheduler Module

The Scheduler Module allows you to:

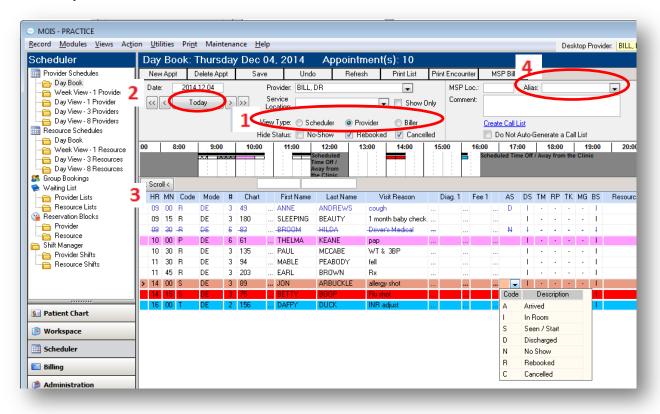
- View your schedule for current, past, and future appointments
- Manage patient appointments
- Track patient appointment status (Arrived, In Room, Seen, Discharged, No Show, Cancelled, or Rebooked)
- Quickly navigate to the patient encounter detail window where you enter your progress note

View Your Schedule

- Click on the Scheduler Module.
- Find your name and select **Open Daybook.**

| <u>R</u> ecord <u>M</u> odules <u>V</u> iews Ac <u>t</u> | ion <u>U</u> tilities Pri <u>n</u> t Mai | ntenance <u>H</u> elp | | | Desktop Provi | der: BILL, DR | | | | | |
|--|--|--|-------------------|-------------------|---------------|---------------|--------------|--|--|--|--|
| Scheduler | Provider Work L | oad | | | | | | | | | |
| Provider Schedules | Work Load Summary | Work Load Summary for Thursday December 04, 2014 | | | | | | | | | |
| 🗕 Week View - 1 Provider | Provider | # of Appoints | # of Group Visits | Total Time (mins) | First Appoint | Last Appoint | \sim | | | | |
| | ALICE, DR | | | - | 0:00 | | Open Daybook | | | | |
| Day View - 8 Providers | BILL, DR | 10 | | 175 | 9:00 | 16:00 | Upen Daybook | | | | |

• Your daybook looks like this:



- 1. The view of your daybook can change toggle between view types: Scheduler, Provider, Biller.
 - The "Provider" view is shown above.
 - The columns will show in a different order (and some don't show at all) in different views.

•



- 2. Use the "Today" button to look at the schedule for the current date.
 - << moves back 1 week at a time from the date shown
 - < moved back 1 day at a time from the date shown
 - > moves ahead 1 day at a time from the date shown
 - >> moves ahead 1 week at a time from the date shown
- 3. Each column in the daybook has a meaning:
 - HR MN = Hour Minute
 - Code = Visit Code (e.g. "R" usually means it is a Regular visit)
 - Mode = How the visit is carried out (e.g. Direct Encounter with the Patient)
 - # = Length of the visit in blocks (1 = 5 min, 2 = 10 min, etc.)
 - Chart = Chart number of the booked patient
 - First Name, Last Name = Legal name of the booked patient
 - Visit Reason = Why the patient is booked
 - Diag 1 = Diagnostic Code associated with the visit
 - Fee 1 = Fee Code associated with the visit
 - AS = Arrival Status of the patient (See dropdown on above screen shot. E.g. A = Arrived)
 - DS = Document Status (I for Incomplete Progress Note, C for Completed/Saved)
 - TM = Number of templates used in the visit
 - RP = Number of reports made from the visit (e.g. WCB)
 - TK = Number of tasks attached to the visit
 - MG = Number of messages attached to the visit
 - BS = Billing Status (I for Incomplete, B for Billed)
 - Resource = Resources needed for the visit (Site specific)
 - Room = Room number for the visit
 - M = A down arrow will populate if a General Note is added in the Encounter Detail window
 - W = Number of attachments associated with the visit
- 4. Locums choose the name of the provider they are covering for from the dropdown list by "Alias".

Document an Encounter (Progress Notes, etc.)

- **Double click** on a patient name in today's schedule to open their Encounter Window.
- The Encounter Window looks like this:



| | ec en 3086 | | | 0.563.7845 | Work: | | Cell: | | | |
|-------------------------|------------|------------|--------------|-------------------|----------|-------------------|-------|--------------|--------------|-------------|
| | _ | 2.04 10:00 | Slots: E | | | Diagnoses F | ees | Service | General Note | • |
| Provider. | | К | | Arrived: | 09:55 | | | | | |
| Ser. Loc. Visit Code | | | | In-Room: Seen: | 09:59 | | | | | |
| | ·· _ | | | | | | | | | |
| Appt Stat | son: pap | • | | Discharge: | : | | | | | |
| | | <u> </u> | | | | | | | | |
| Progre | ss Note(s) | Measu | urements | Detail / C | Coding | Encounter Summary | Enco | ounter Forms | | |
| Note 1 | of 1 | | | | | | | Print Note | New Note | Delete Note |
| Author: | MOIS, TES | T DR. | . . (| Complete Crea | ated By: | | | L | | < 1of1 > |
| | | | | | | | | | | |

- 1. The patient's demographic information is shown on the top of the Encounter Window **always check** to ensure you are working in the correct patient's chart.
- 2. Date and time of the patient's booked visit.
- 3. Navigation tabs to record information from the visit:
 - Progress Note(s) free text area; templates to start notes are also available by clicking in the blank space and pressing F4.
 - Additional notes for the same visit can be added by selecting "New Note" (e.g. a patient is seen by a student and a physician 2 separate notes for the same encounter).
 - There is a creator and author for each progress note the creator has 7 days to edit and the author has 28 days to edit after the note is created.
 - **Measurements** to enter values from the visit (e.g. BP, weight, smoking status); graphing, calculator and templates also available
 - Detail/Coding to enter billing information
 - Encounter Summary shows a read-only view of all items associated with the visit
 - Encounter Forms access forms for chronic disease management visits, WCB, pain management, and others
- 4. Important Toolbar options:

•

- Save F2 is the Save quick key throughout MOIS
 - Chart Views Drop down allows you to easily navigate to a section of the current patient's chart
 E.g. view previous Encounters, Measures, Health Conditions, Medications, etc.
- Action Create an external service request, create tasks/messages within MOIS, print a patient label
- Utilities Access spell check, Health Maintenance Review

Create a Service Request (Referral)

(Note: This section will need to be edited for CDX EMR to EMR Referrals.)

- Click on the **Scheduler** Module.
- **Double click** on a patient name in today's schedule to open their Encounter Window.
- Select Action from the toolbar, a drop down will appear.



| <u>R</u> ecord <u>M</u> odules <u>V</u> iews A | \c <u>t</u> io | n <u>U</u> tilit | ties Pri <u>n</u> t Maintenanc | e <u>H</u> elp | | Desktop Provider: BILL, DR | |
|--|----------------|------------------|--|--|--------------------|--|------------------|
| Patient Chart | | Enco | ounter | | | ZACKARY ZEHR 52 YF | ROLD M Chart 243 |
| Patient Summary Demographic Concenters Measures Imaging | • | New F FIRS1 | Save Chart Views A FIRST: ZACKARY PHN: BC 788655 | YEAR OLD M chart no.: 243 - encounter no.: 1 <u>Action</u> Print Selected Text Utilities Close Create Order for a Consultation Create Order for Lab Requisition | L0001323 Ctrl+R | DoB: 1962.03.15 M Cell: 000.555.3434 | |
| Consults Procedures Interventions Family History Allergy / Intolerances Reaction Risks | ш | > 201 | Date: 2014.1 Provider: BILL, D Ser. Loc.: Visit Code: R Visit Reason: KNEE F | Create Order for Image Requisition Create Order for Image Requisition Create Order for Procedure Requisition Create Order for Misc. Reguisition Print Label | Ctrl+L | ses Fees Service () </td <td>General Note</td> | General Note |

- Select the type of service request from the list e.g. Create Order for a Consultation.
- An Order Detail window will pop up, fill in the information as appropriate.

| MOIS - PRACTICE <u>Record</u> <u>Modules</u> <u>Views</u> | See Content and the set of the se | 23 |
|---|--|------|
| Patient Chart 🛛 🛛 | Order Detail | :43 |
| Patient Summay Demographic Finounters Finou | Order Learn Color Order Information FIRST: ZACKARY MIDDLE: WILLIAM LAST: ZEHR DoB: 1962.03.15 SEX: M | TK N |

- To navigate to the next screen, select **Print**.
- Here you can choose to include different aspects of the patient chart in the service request.
 - Note: All tabs say (0) until you choose an item from the tab. The number will change to reflect how many items you've added to your letter.



| | | rge, BL VZM | 5.16 | | | | | | | | | |
|---------|-------------------------|-------------|--------------|------------|----------------------------------|------------|------------------------|----|-----------------|------------|------|--------------|
| | ounter (0) edure (0) | | Document (0) |) | Messages (0) Intervention (0) | | Tasks (0) Image (0) | | Othe Consult | | Ad | dmission (0) |
| Measure | | | | · _ | | | | | | (-) | | (-) |
| | Detail | Date | Code | | Description | | Value | Ah | normal | LOINC Code | Att. | |
| | | 2014.11.24 | | HEIGHT | D occupation | | 190 | | | 3137-7 | - | |
| > 🗸 | | 2014.11.24 | 458 | WEIGHT | | | 95 | | | 8350-1 | - | |
| | | 2014.11.24 | 39957 | ALCOHOL DI | RINKS PER WEEK | | 8 | | | | • | |
| | | 2014.11.24 | 34494 | CIGARETTE | SMOKED.CURRENT | (PACK/DAY) | .5 | | | 8663-7 | • | |
| | | 2014.11.24 | 39959 | PHYSICAL A | CTIVITY MINUTES PE | ER WEEK | 30 | | | | • | |
| | | 2014.11.24 | 34683 | OXYGEN SA | TURATION | | 94 | | | 8841-9 | · | |
| | | 2014.11.24 | | HEART RAT | | | 85 | | | 8893-0 | • | |
| | | 2014.11.24 | | | 6SURE (SYSTOLIC/D | IASTOLIC) | 145/85 | | | | · | |
| | | 2014.11.24 | | BODY MASS | | | 26.3 | | Н | | · | |
| | | 2014.11.24 | 35158 | RESPIRATO | RY RATE | | 24 | | | 9279-1 | • | |
| | | | | | | | | | | | | |

- To create the report, select Print.
- The service request is sent this is usually via printing and faxing the final copy.
- The service request remains part of the patient chart it can be accessed via the Orders folder.

Create a Service Request (Order/Lab Requisition)

- Click on the **Scheduler** Module.
- Double click on a patient name in today's schedule to open their Encounter Window.
- Select **Action** from the toolbar, a drop down will appear.

| S ZACKAR | Y ZEHR 5 | 2 YEAR OLD M chart no.: 243 - encounter no.: | 10001458 | | | | |
|--------------------|-------------------|--|----------|------|---------------|-------------------------|--------------|
| Save Chart | t <u>V</u> iews | Action Print Selected Text Utilities Close | | | | | |
| FIRST: ZAC | | Create Order for a Consultation | Ctrl+R | | | | м |
| PHN: BC | | Create Order for Lab Requisition | | | Cell: Fees | 000.555.3434 Service | General Note |
| Date: Provider: | 2015.0 BILL, D | Create Order for Image Requisition | | ises | rees | Jervice | |
| Ser. Loc.: | | Create Order for Procedure Requisition | | | | · | |
| Visit Code: | R | Create Order for Misc. Reguisition | | | | | |
| Visit Reason: | SORE : | Print Label | Ctrl+L | | | · | |

- Select the type of service request from the list e.g. Create Order for Lab Requisition.
- An Add Attachment window will pop up.
- **Double-click** the form name to select the desired requisition form from the list.



| Attach Form / Letter Attach File | | |
|---|-------------------------|----------------|
| Select Form / Letter | Maximum Items in Your F | Recent List: 4 |
| | | |
| E RECENT | | - |
| 2 MILLS MEMORIAL HOSPITAL NUCLEAR MEDICINE IMAGING REQUISITION (FORM) | NH | REQ-IMG |
| TESTING 123(LETTER) | | |
| OUTPATIENT DIETICIAN REFERRAL (FORM) | NH | REFERRAL |
| > TEST 1 STANDARD OUT-PATIENT LAB REQUISITION (WRINCH) (FORM) | NH | REQ-LAB |
| □ FORMS | | |
| 1 MILLS MEMORIAL HOSPITAL CT | NH | REQ-LAB |
| 2 MILLS MEMORIAL HOSPITAL NUCLEAR MEDICINE IMAGING REQUISITION | NH | REQ-IMG |

• The form will pop up, pre-filled with the patient's demographics, the Desktop Provider's name and MSP practitioner number.

| <u>Edit View D</u> ocument <u>C</u> omments | | | | | | |
|---|---------------------|---------------------------------------|----------------|----------------|------------------------------|--|
| 🍛 🍙 🔹 😋 🕤 🖕 💱 🖫 🖕 🛚 🔍 Za | oom In 👻 🔝 🔂 | 125% 🔹 🥥 💦 | 😋 📮 🕅 🗞 | | - 🗞 🤣 😼 - | |
| | | | | | | |
| SIA | NDARD OUT | -PATIENT LAB | RATORY RE | QUISITIO | N | |
| to northern health | | | | | | |
| the northern way of caring | | | | | | |
| Wrinch Memorial Hospital | | | | | | |
| 2510 Highway 62, Hazelton, B.C., | V0J 1Y0 | | | | | |
| | 50-842-4629 | | | | | |
| Hour: Monday – Friday 9:00AM – | 4:00PM | | LAB USE ONLY | | | |
| BILLABLE TO: | | | | CIAN & MSP PRA | CTITIONER NUMBER | |
| MSP WorkSafeBC Patient PERSONAL HEALTH NUMBER | Other: | DOB (YYYY/MM/DD) | BILL, DR | | | |
| 7886554213 | 1 | 962/03/15 | 00002 | | | |
| SURNAME OF PATIENT | FIRST NAME | 302/00/10 | _ | | | |
| ZEHR | ZACKARY | | | | RACTIONER NUMBER | |
| ADDRESS | CITY/TOWN | | Dr. Mark Jon | | RACHONER NOMBER | |
| 123 TREE ST | PRINCE GEO | DRGE | COPY RESULTS | | ISP NUMBER | |
| TELEPHONE # (INCLUDE AREA CODE) | | | Elisabeth S | Smith | | |
| 000.111.2222 | | | | | | |
| GENDER: M F PREGNANT? | 0 | | рс | | | |
| DIAGNOSIS / CURRENT MEDICATIONS, DA | TE AND TIME OF LAST | DOSE | DATE OF COLLE | CTION | TIME OF COLLECTION | |
| | | | | | | |
| | | | | | | |
| NOTE: PROV | INCIAL GUIDELINE | S / PROTOCOLS SHOUL www.BCGuidelin | | FOR TESTS IN | ITALICS | |
| HEMATOLOGY | | URINALYSIS/URINE | | н | EPATITIS SEROLOGY | |
| K Hematology profile | | oscopic 🔶 microscopic if di | stick positivo | | hepatitis undefined etiology | |

- Type directly onto this form, boxes can be selected using a left-click.
- Important:
 - LOCUMS: In order for results to be distributed electronically to the correct EMR, be sure to enter the name of the provider you are covering for in the "Locum For" section.
 - Additional provider names (and in some cases the clinic name) can be added in the "Copy Results To" section.
- Print & Save the form.



Workspace Module

The Workspace Module allows you to:

- View and acknowledge patient results that are downloaded through CIX, CDX, or manually entered
- Manage your task list
- Manage your messages
- Share your workspace and access the workspace of the provider(s) you are covering
- Manage your favourite medications list (user specific)

View Your Workspace

- Click on the **Workspace** Module.
- Click on "My Basket" to see a summary of items that need to be Acknowledged or Reviewed.
- Note: the name associated with the Current Workspace is displayed on the top right.

| cord <u>M</u> odules <u>V</u> iews Ac <u>t</u> | ion <u>U</u> tilities Pri <u>n</u> t Maint | tenance <u>H</u> elp | | Desktop Provider, BILL, DR |
|---|--|----------------------|--------------|------------------------------|
| /orkspace | In Basket List | | | Current Workspace: KEIL, JOY |
| Workspace Summary | Basket Summary KEIL, | JOA | | |
| Measures | Item | To Acknowledge | To Review | |
| Consults | Measures | 7 | 7 | |
| Procedures | Imaging | 1 | 2 | |
| - 🛅 Facility Admissions | Consults | 1 | 1 | |
| Progress Note | Documents | 3 | | |
| 🖃 🗍 Task List | Procedures | | 2 | |
| My Task List | | 12 | 12 | |
| A Message Board Inbox Inbox Sent Items Share My Workspace Favourites Adications | | | | |

- Select any of the folders under "My Basket" to view the items in the current workspace.
- Details associated with the highlighted results are shown at the bottom of the screen.

| ecord <u>M</u> odules <u>V</u> iews Ac | ion | <u>U</u> tilities | Pri <u>n</u> t Maintena | ance <u>H</u> elp | | | | Desktop Provid | er: BILL, | DR | | |
|--|-----|-------------------|-------------------------|-------------------|----------------------|---------------------------------|--------------------|----------------|-------------|---------|--------------|----------|
| /orkspace | A | cknowl | ledge - Mez | Sares | | | | | Cu | rrent \ | Vorkspace: | KEIL, JO |
| Workspace Summary | | Save | Refresh | Change W/S | 0 en Chart | Create Task | Create Message F | Reassign Items | Prir | nt | Close Window | |
| 🖃 🛃 My Basket | SI | how: Ack | nowledgements | | e Records: | All Records | Not Checked | 🔘 Checke | d | Checl | ked Since: | - |
| 👝 Imaging | | Created | Patier | nt Age | Collected | Tes | t Name | Value | Units | Flag | Status Check | IR M |
| - 👝 Consults | | FOR AC | KNOWLEDGEM | ENT | | | | | | | | |
| - Procedures | | 15.01.29 | ANDREWS, ANN | VE 64 | 15.01.29 | BLOOD PRESSUR | RE (SYSTOLIC/DIAS) | FI 118/76 | mm Hg | | V | |
| | | 15.01.29 | BELFRY, BATSO | IN D 74 | 15.01.26 | ECG | | normal | | | | |
| - Cocuments | | | | | | URIOUT | | 175 | Cms | | | |
| - 🛅 Facility Admissions | > | 15.01.29 | BOOP, BETTY | 85 | 15.01.29 | HEIGHT | | | | | | |
| Facility Admissions | > | | | 85 54 | 15.01.29 15.01.29 | | | 79 | Kg | | | |
| Facility Admissions | > | 15.01.29 | | | 15.01.29 | WEIGHT | RE (SYSTOLIC/DIAS) | 79 | Kg mm Hg | | | |

- To change workspaces, select Change W/S.
- A prompt listing the available workspaces pops up, click on the correct name and choose **Selected User** to switch to their workspace. (Workspaces must be shared in order to show on this list.)
- Results can now be acknowledged from their workspace (your username is associated with the acknowledgement, even if results are checked in another user's workspace).



| User's Workspace Note PAICE BAILEY, DARCI STEPHENS, TAMARA PEARS, DORI | vailable User Accounts | |
|--|------------------------|------|
| STEPHENS, TAMARA | User's Workspace | Note |
| | PAICE-BAILEY, DARCI | |
| ▶ PEARS, DORI | STEPHENS, TAMARA | |
| | PEARS, DORI | |
| | | |
| | | |

| A | cknowl | edge - Mea | asures | | | | | | Current | Work | (space: PE | ARS, I | DOI |
|----|----------|---------------|--------|--------|------------|-----------------|-------------------|----------------|----------|------|--------------|--------|-----|
| | Save | Refresh | Change | W/S | Open Chart | Create Task | Create Message | Reassign Items | : Frim | - | Close Window | | |
| SI | how: Ack | nowledgements | • | Includ | e Records: | O All Records | Not Checked | l 💿 Check | ed | Chec | ked Since: | | |
| | Created | Patie | nt | Age | Collected | Tes | t Name | Value | Units | Flag | Status Check | IR M | |
| | FOR AC | NOWLEDGEM | ENT | | | | | | | | | | |
| > | 15.01.29 | BEAN, JIM | | 15 | 15.01.29 | UREA NIT DIAFP- | MCNC | 10 | | | | | |
| | 15.01.29 | BEAN, JIM | | 15 | 15.01.29 | RBC # BLD AUTO | | 5 | X10^12/I | | | | |
| | 15.01.29 | BEAN, JIM | | 15 | 15.01.29 | WBC | | 13 | | | | | |
| | 15.01.29 | BOND, JAMES R | OBERT | 75 | 15.01.25 | BLOOD PRESSUR | RE (SYSTOLIC/DIAS | TI 135/86 | mm Hg | | | | |
| | 15.01.29 | KEANE, DOLLY | | 10 | 15.01.29 | HEIGHT | | 145 | Cms | | | | |

Share Your Workspace

- Click on the **Workspace** Module.
- Click on "Share My Workspace" to open your User Account Workspace Management settings.
- Under "Sharing Workspace With", select **New** to add a new line.
- Use the dropdown under "User Account" to find the name of the person who needs to share your workspace OR whose workspace you need to share (i.e. the person you are covering for).
- Select Apply Changes.
- Note: Workspaces must be shared both ways (i.e. Joe shares with Bill, Bill must also share with Joe).
- **Note:** If a provider did not share their workspace prior to leaving, an administrator can share their workspace with you.



| serName: JO UserSettir | KEIL | | Full Name: KEIL, JOY | | | | |
|----------------------------------|--------------------------------------|--|---|--|---|---|--|
| User Settin | | | FUILNAME: KEIL, JUT | | | | |
| | ngs | Workspace Management | Prompt Windows | | | | |
| nbox Forwardii | ng | | | | | | |
| Start | Stop | Forward to User | Acknowledge Mine | | | Note | |
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| Sharing ₩orks | pace With | | | New Delete | Worksnace | es Shared V | with KEI |
| Start | Stop | User Account | Note | | | | |
| 2014.11.24 | | PEARS. DORI | | | Start | Stop | Use |
| 2015.01.29 | | | •) | | 2014.11.24 | - | PEA |
| | | | | | 2014.10.21 | | PAIC |
| | | | | | 2014.10.21 | | STE |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | Apply Changes | Cancel | | | |
| | Sharing Works Start 2014.11.24 | Sharing Workspace With Start Stop 2014.11.24 | Sharing Workspace With Start Stop User Account 2014.11.24 PEARS. DORI | Sharing Workspace With Start Stop User Account Note 2014.11.24 PEARS. DORI Image: Content of the second of the | Sharing Workspace With Start Stop User Account Note 2014.11.24 PEARS. DORI 2015.01.29 Image: Content of the second of the | Sharing Workspace With Start Stop User Account Note Start 2014.11.24 PEARS. DOBI Image: Comparison of the start 2014.11.24 2015.01.29 Image: Comparison of the start 2014.10.21 2014.10.21 2014.10.21 | Sharing Workspace With Start Stop User Account Note Start Stop 2014.11.24 PEARS.DORI Image: Control of the stop 2014.11.24 - 2014.11.24 - 2014.11.24 - 2014.11.24 - 2014.11.24 - 2014.11.24 - 2014.11.24 - 2014.10.21 - |

Patient Chart Module

The Patient Chart Module allows you to:

- Navigate the different folders of the patient's chart
- View previous encounters, lab results, medications, diagnoses, patient-specific care plan, consults, etc. and add to these folders as needed.
- For examples of what is found in each section of the patient chart, see the Consistent Data Entry
 document in the appendix a Provider Reference version should be posted in the exam rooms in the
 clinic.

Finding a Patient

- Click on the **Patient Chart** Module.
- In either **Patient Summary** or **Demographic** folder, click on the ellipses by "Chart No" or click in any "Name" space and press F4 a master patient list pops up.
- In the white search boxes, you can search by Last Name, First Name, Middle Name, Date of Birth, Home Phone Number, Chart Number, Insurance Number (PHN), short note or Chart Location to find exact matches.
- You can also type directly in the list (e.g. typing "Mouse,M" and hitting enter takes you to the area of master patient list by Mickey Mouse. It will show all names above and below the search characters.)
- Best practice is to search first by PHN, then DOB, followed by Name.



| | | | [| 1 | 1 | 7 | | 1 | 1 | 1 |
|-----------|------------|-------------|------------|--------------|----------|-------|-------------|----|----------------|------------|
| | | | | I | | | | | | |
| Last Name | First Name | Middle Name | DoB | Home | Chart No | Alias | Insurance | Ву | Note | Chart Loc. |
| ADAMS | DILBERT | | 1970.05.01 | 250.569.4589 | 59 | | 9029596344 | BC | this is a test | |
| ADAMS | GILBERT | | 1945.02.02 | 250.555.6666 | 146 | BERT | 90564561231 | BC | SANDSPIT | |
| ANDBEWS | ANNE | | 1950.06.23 | 250-555-5555 | 49 | | 9046212878 | BC | Cathy's mother | |

• Alternatively, you can click on **Go To Chart** from any module in MOIS. It prompts the same master patient list, which can be searched as above.

| Reports | |
|---------|-------------|
| | » |
| Ready. | Go To Chart |
| | |

Long Term Meds & Prescriptions

There are two folders for recording and managing patient medications – "Long Term Meds" and "Prescriptions".

Most medications should be entered in the Long Term Medications folder. It is a "best possible medication history" that documents regular medications and natural health products that are expected to be taken over a mid to long term. In some cases, it should be used even for, what some would consider a short term medication - e.g. a prescription for antibiotics to be taken with a COPD exacerbation plan.

About Long Term Medications:

- They will print on the clinical summary and referrals.
- The list has the "Reviewed" functionality. (i.e. users check "Review"; this updates the date beside the folder name, indicating when the most recent medication review occurred.)
- Both current and discontinued items are listed.
 - End dates should be added for items that are no longer required; items should not be deleted.
- When entering Long Term Medications for the first time, they must be renewed first before printing.

About **Prescriptions**:

- Record any short term, one-time, trial/sample medications and natural health products prescribed.
- Includes documentation of every product ordered.
- Items prescribed as a short term or trial will be recorded here.
- Items renewed from long term meds will also be recorded here.
- Medications recorded in this folder can be duplicated but not renewed. (note: duplicated is copied exactly to a new line with the current date)
- Items in Prescriptions will not be sent with referral letters nor listed on the clinical summary.
- Items in the Prescription folder can easily be added to the Long Term Medication list.
- From the **Patient Chart** Module, navigate to the correct patient chart as above.
- Or from the **Encounter Note** window, select **Chart View** from the toolbar.
- Select the Long Term Meds folder.
- Complete the desired action using the **Action** drop-down or the action buttons under the folder name.



| ecord <u>M</u> odules <u>V</u> iews | Actio | | ri <u>n</u> t Maintena n Medicati | | 5.02.10) | | | | rovider: BILL, D | | | Che | rt 2 |
|-------------------------------------|-------|--------------|--------------------------------------|----------|------------|--------------------|-----------|--------------------|------------------|------------|---------|--------|------|
| Patient Summary | - | | Delete Record | ` | Undo | Refresh | Duplicate | Renew | Attachment | Print R | | Review | |
| Demographic Encounters | | FIRST: EARL | | MIDDLE: | | LAST: Brown | | DoB: 1960.0 | 18.11 Activ | ve ENC#: N | IO ENCO | DUNTE | R . |
| | | | | | | | | | | | | | |
| | | Start | End | CDIC | | Medica | tion | | Dose / Frequer | псу | Indic. | N | 1 () |
| | | | | 02123274 | COVERSYL · | | | | | | | | • |
| - 🛅 Interventions | | > 2015.02.10 | | 02162822 | METFORMIN | | | LET 1C | AP ORAL DAILY | | | | - |
| Allergy / Intolerances | ш | 2010.01.01 | | 02344041 | WARFARIN S | ODIUM 2.5MG T | ABLET | | | | 42731 | | • |
| Long Term Meds | | | | | | | | | | | | | |

- Select the **Prescriptions** folder.
- Complete the desired action using the **Action** drop-down or the action buttons under the folder name. *Note: the choices in Prescriptions are slightly different than in Long Term Meds.*

| MOIS - PRACTICE | _ | ~~ | | | | | | | | | - 0 % |
|--|-------|-------------------------|----------------------|-------------------|----------------|------------|------|-----------------------|----------------|--------------|-------------|
| <u>R</u> ecord <u>M</u> odules <u>V</u> iews | Actio | n <u>U</u> tilities Pri | i <u>n</u> t Mainten | ance <u>H</u> elp | | | | Desktop Prov | ider: BILL, DR | | |
| Patient Chart | | Rx - Presc | ription | | | | | EAR | L BROWN | 54 YR OLD I | A Chart 203 |
| 🔙 Patient Summary | ^ | New Record | Rx Wizard | Rx Favorite | Delete Record | Save | Undo | Refresh | Duplicate | Attachment | Print Rx |
| | | FIRST: EARL | | MIDDLE: | l | AST: BROWN | | DoB: 1960.08 . | 11 Active | ENC#: NO ENO | COUNTER 🛄 |
| Measures | | | | | | | | | | | |
| | | Order | CDIC | | М | edication | | Dose / F | requency | Amount | МÛ |
| | | 2015.02.10 | 00865567 | AMOXICILL | IN 250 MG CAPS | ULE | | 1 CAP ORAL | TID | 10 DAY | - |
| - A Interventions | | > 2015.02.10 | | | | | | | | | • |
| - 🛅 Family History | Ξ | | | | | | | | | | |
| 🗎 🛅 Allergy / Intolerances | | | | | | | | | | | |
| - 🛅 Reaction Risks | | | | | | | | | | | |
| Events | | | | | | | | | | | |
| | | | | | | | | | | | |
| Social History | | | | | | | | | | | |

- In either folder, search for medications by:
 - Using the white "search" boxes to show only items that match the text, add an (*) to indicate any letter combination can follow the text. (Otherwise, items with the text anywhere in word will be shown.)
 - Put any character in the "F" field to pull only formulary items.
 - Search by Generic or Brand Name.

| CD | CDIC Medications / Drug List | | | | Row Count = 5 | |
|----|---|-------------------------------|----------|-------------|---------------|-----|
| | f AMO* | | | | | |
| 1 | F Generic Name | Brand Name | ATC Code | ATC Name | Cost | LCA |
| Ì | * AMOXICILLIN (AMOXICILLIN TRIHYDRATE) 250 MG CAPSU | E AMOXICILLIN CAPSULES 250 MG | J01CA04 | AMOXICILLIN | 0.11 | |
| | * AMOXICILLIN (AMOXICILLIN) 125 MG/5 ML SUSPENSION | NU-AMOXI SUS 125/5ML | J01CA04 | AMOXICILLIN | 0.04 | |
| | * AMOXICILLIN (AMOXICILLIN) 250 MG/5 ML SUSPENSION | NU-AMOXI SUS 250MG/5ML | J01CA04 | AMOXICILLIN | 0.06 | |
| | * AMOXICILLIN 250 MG CAPSULE | NU-AMOXI CAP 250MG | J01CA04 | AMOXICILLIN | 0.19 | |

• The searchable list source can be changed between All, CDIC only, or NP only.



| Home PgUp | | Ok Cancel | PgDwn End |
|-----------------------|---------------|-----------|-----------|
| Source: ALL Code List | Save on Close | | |
| ALL | | | |
| CDIC | | | |
| NP | | | |

- Select the item to be prescribed/added to the Long Term Med list.
- Fill in the **Dose/Frequency** by clicking on the ellipses. A new window will pop up.

| Extended: Medication Dose | MIDDLE: | LAST: BROWN | DoB: 1960.08.11 | SEX: M |
|--|----------------------------------|---|------------------------|-----------|
| | MIDDLE: | LAST: BHUWN | | |
| CDIC (DIN): 00865567 Brand Name: AMOXICILLIN Generic Name: AMOXICILLIN | 250 MG CAPSULE 250 MG CAPSULE | | Order Date: 2 | 015.02.10 |
| Multi-step Dose | Instructions: | Do Not Substitute Note: Do Not Adapt | | |
| Reset Dose | PRN: Repeat: | (when necessary) | | |
| Dose(s) Dose Dose Ur | its Route | e Frequency | | |
| 1 CAP | ORAL | TID V | New Delete |] |
| Amount 10 DA | (| This part only Prescriptions | | |
| | | | | |
| | | | | |
| | | | | |
| | Save | 2 / Close Cancel | | |

- Select Save/Close.
- Select **Print Rx** to print the prescription.
- The patient's allergies will pop-up. (If no allergies are listed, the patient may have allergies that are not entered correctly into their chart.)

| Current Patient | | | | | |
|-------------------|--------------|------------|--------------------------------------|-------------------------|--|
| Chart: 203 | Patient: EAF | RL BROWN | DoB: 1960.08.11 Sex: M | Insurance: BC 123456789 | |
| Most Recent Me | asures | | Allergies / Adverse Reactions | | |
| HEIGHT | 165 Cms | 2014.08.20 | Substance | Reactions | |
| WEIGHT | 79 Kg | 2015.01.29 | NO KNOWN DRUG ALLERGY | | |
| GFR | No record | | | | |

• Select **X** to close the "Pharmacokinetics and Allergies" pop-up.



• Select the items to include.

| Current Pa | atient | | | | | | |
|------------|------------|--------------|----------------------------|--------------------------|------------------|------------------|-------------|
| Chart: 2 | 03 | Patient: EAI | RL BROWN | DoB: 1960.08.11 S | ex: M Insurance: | BC 123456789 | |
| Prescripti | on List | | | | | | |
| Include | Order | CDIC | | Medication | | Dose / Frequency | Amount |
| V | 2015.02.10 | 00865567 | AMOXICILLIN 250 MG CAPSULE | | | 1 CAP ORAL TID | 10 DAY |
| | 2015.02.10 | 02123274 | COVERSYL - 2MG TAB | | | | 1 tab daily |
| V | 2015.02.10 | 02162822 | METFORMIN HYDROCHLORIDE | 500 MG TABLET | | 1 CAP ORAL DAILY | 1 MONTH |
| > 🔽 | 2015.02.10 | 02344041 | WARFARIN SODIUM 2.5MG TAB | LET | | | 1 tab daily |

• "Drug Interaction Results" will pop-up, if applicable.

| | tient | | | | | | | |
|-------------------------------|--|--|--|---|--|--|--|---|
| Chart: 20 | 1 3 F | Patient: EARL B | ROWN | DoB: 1960.08.11 | Sex: M | Insurance: | BC 123456789 | |
| | | Show: | All Interactions | Drug Interactions | Reaction Risk | s | | |
| Interaction | 2 | | | | | | | |
| here are 2 | results. | | | | | | | ^ |
| Drugs: | 02344041 | warfarin | | | | | | 1 |
| | 00865567 | amoxicillin | | | | | | |
| Reaction: 1 of 2 | Moderate Dr | ug Interaction | | | | | | |
| | only two medica acenocoumarol. | tions to significan In that study, 30 | tly increase the risk of | icillin-clavulanate. In fact, a case overanticoagulation in previously herlands anticoagulant clinic who | stable outpatients | treated with phenp | procoumon or | |
| | changes in the of amoxicillin-cla | use of 87 potentia vulanate increase | d with 302 randomly se lly interacting drugs or d the risk of overantic | elected matched controls with INI drug classes in the four weeks p oagulation even after adjustment | R values within the rior to the index day for potential confo | target range (med were identified ar unding factors, pa | ian value 3.2), and nd analysed. A course rticularly in patients | |
| Drugs: | changes in the of amoxicillin-cla | use of 87 potentia vulanate increase | d with 302 randomly se lly interacting drugs or d the risk of overantic | elected matched controls with INI drug classes in the four weeks p oagulation even after adjustment | R values within the rior to the index day for potential confo | target range (med were identified ar unding factors, pa | ian value 3.2), and nd analysed. A course rticularly in patients | |
| - | changes in the i | use of 87 potentia vulanate increase | d with 302 randomly se lly interacting drugs or d the risk of overantic | elected matched controls with INI drug classes in the four weeks p oagulation even after adjustment | R values within the rior to the index day for potential confo | target range (med were identified ar unding factors, pa | ian value 3.2), and nd analysed. A course rticularly in patients | |
| Drugs: Reaction: 2 of 2 | changes in the of amoxicillin-cla 02162822 02123274 Moderate Dr | use of 87 potentia vulanate increase metFORMIN perindopril ug Interaction | d with 302 randomly se ly interacting drugs or d the risk of overantic | elected matched controls with INI drug classes in the four weeks p ogulation even after adjustment ogulation even after adjustment | R values within the rior to the index day for potential confo | target range (med were identified ar unding factors, pa | ian value 3.2), and nd analysed. A course ticularly in patients | |
| Reaction: | changes in the t of amoxicillin-cla 02162822 02123274 Moderate Dr MONITOR: Lim mechanism is ur MANAGEMENT particularly in pa should be appris | use of 87 potentia vulanete increase metFORMIN perindopril ug Interaction ited data suggest iknown. Symptor : Close monitorin tients with advan ed of the signs a tions), how to tre | d with 302 randomly st ly interacting drugs or d the risk of overantic that ACE inhibitors me natic and sometimes s g for the development ced age and/or renal i | elected matched controls with INI drug classes in the four weeks p oagulation even after adjustment | R values within the index day of the | target range (med were identified ar unding factors, pa abetic drugs, inclu are coadministered an interaction is su | ian value 3 2), and nd analysed. A course tricularly in patients tricularly in patients ding metformin. The d with metformin, spected. Patients or, weakness, | |

- Select Print Anyway to print the prescription or Cancel Print to change your selection.
- Or if no interactions, simply select **Print (F2)** to print the prescription.

MAR (Medication Administration Record)

Information regarding this folder will be added when it is available.

Health Maintenance Review (Ctrl-H)

The Health Maintenance Review, commonly referred to as the "Ctrl-H", is patient, age, sex, and conditionspecific summary, as of the details in their chart at that moment. Common measures and interventions are shown along with their most recent date/value, the normal range (if applicable), and the patientspecific goals for each measure (if applicable and added to their Care Plan).



The Ctrl-H looks like this:

| Patient: EARL BROWN Alias: SMITH | DoB: Gender: | 1960.08.11 M | Insurance: B Chart: 2 | C 123456789 03 | Elow Sheet | <u>P</u> rint |
|--|-----------------|-----------------------------------|--|-------------------|--------------|---------------|
| ge = 54 SEX = MAL | .E | | | | | |
| GENERAL AND AGE/SEX | | SCREENING | | | | |
| SCREENING CHOLESTEROL Not SCREENING CHOL/HDL RATIO | | | | | | |
| SCREENING FASTING GLUCOSE | | | | | | |
| OCCULT BLD STL IMM-MCNC | | - 2014.08.29 - | 50 | [N/A] | | = |
| COLONOSCOPY Was Done 201 | 4.05.06 | | | | | _ |
| PHYSICAL ACTIVITY MINUTES | PER WEEK - | - 2014.09.10 - | 30 | [150 to 1500 |)] | |
| ALCOHOLIC DRINKS PER DRIN | KING DAY - | - 2014.08.20 - | 1 | [0 to 2] | | |
| ALCOHOLIC DRINKS PER DRIN CIGARETTES SMOKED.CURRENT WAIST CIRCUMFERENCE BODY MASS INDEX | (PACK/DAY - | - 2014.08.28 - | 110 | [0 to 0] | | |
| BODY MASS INDEX | - | - 2014.09.10 - | 27.5 H | 18.5 to 25 |] GOAL: < 20 | |
| VACCINATION - TETANUS/DIP | 'HTHERIA - | - 2010.08.20 | | | | |
| BLOOD PRESSURE (SYSTOLIC/ | DIASTOLIC) - | - 2015.01.29 - | 128/80 | [N/A] GOAL: | : < 150/90 | |
| EX-SMOKER For 3 Year(s) HIV 1+0+2 AB SERPL QL | | | | | | |
| HIV 1+0+2 AB SERPL QL | - | - 2014.12.30 - | NONREACTI | VE [N/A] | | |
| INCENTIVE CLAIM HIST | ORY | | | | | |
| 14050 250 INCENTIVE FOR F | | - NOT COMPLETED |) | | | |
| 14033 R250 ANNUAL COMPLEX | CARE MANA - | NOT COMPLETED |) | | | |
| | | | | | | |
| ANTICOAGULANT THERAP INR PPP | | - 2015.01.30 - | | | | |

- From anywhere in the Patient Chart Module
- Hold the **Ctrl key** and type **H**, the Health Maintenance Review for the open patient chart will pop-up.
- The Health Maintenance Review can also be accessed from most folders by going to **Utilities** and selecting Health Maintenance Review from the drop-down.

| tch User kt | | Befre |
|----------------|--------|---------------------|
| ĸt | | Refre: |
| | | Tienes |
| ance Review | Ctrl+H | T: BRO |
| ew | | |
| s to Clipboard | | in By |
| | w | w s to Clipboard |

APPENDIX

Hot Keys

Hot Keys are shortcut keys either to navigate to areas of the chart or to quickly complete a task. The full list is given below. Please note that some hot keys might change depending on what module is active.

The most up-to-date copies will state August 2014 on the bottom left.

| | H U | | SIOW | MOIS Hot Keys | | M | MOIS |
|--|--------------|---|--------------|---------------------------------|--------------|--|-------------|
| Commonly Used Hot Keys | Hot Keys | Navigation Keys | /s | | Screen S | Screen Specific Keys | |
| Save | F2 | Patient Summary | ALTH | Patient Chart | | Billing - Unsent | |
| Prompt | F4 | Demographics | ALT 1 | Swipe ID Card | F12 | Prompt Sent to MSP | ALT F1 |
| Clear This Screen/Refresh | 5 | Encounters | ALT 2 | Audit Report | CTRL SHIFT R | Prompt Unsent by Patient Name | ALT F2 |
| skip to Next Section | F6 | Measures | ALT 3 | Prescriptions | | Prompt Unsent by Provider | CTRL F4 |
| Search Backwards | F7 | Imaging | ALT 4 | Duplicate Rx or LTM | CTRL D | Prompt Unsent by Service Date | CTRL F5 |
| Search Forwards | 5 | Consults | ALT 5 | Print Prescription | CTRL P | Fee Code Option 1 | F11 |
| Find | 19 | Procedures | ALT 6 | Add to Long Term Medications | CTRL U | Fee Code Option 2 | F12 |
| Toolbar | F10 | Family History | ALT 7 | Select from Favorite Medication | SHIFT F4 | Duplicate Claim - DOS | ALT F3 |
| Suberning | | Allergies/Intolerances (Reaction Risks) | ALIA | Long Lenni Medicadons | | publicate claim on Provider | CIRLES |
| Superfind Next | SHIFT F8 | Prescriptions | ALTS | Patient Chart - Measures | | Set as Pay Patient (PP) Claim | CTRL P |
| Account Summary ¹ | ALTE | Social History/Risk | ALTO | Graph | | Duplicate Claim - NOS | 8 |
| Close Active Window | ALT F4 | Documents | ALT K | Filter | | Change Claim Provider | CTRL D |
| Open Chart | ALT F9 | Health Issues (Conditions) | ALT P | Patient Chart - Orders | | | |
| Change Desktop Provider | ALT D | Orders | ALT F | Create Referral Report | CTRL R | Billing - Sent | |
| Free Text/Zoom (Voice Dictation) | ALT Z | Daybook | ALT 8 | Encounters | | Prompt Sent by Recon Code | ALT F2 |
| Bill MSP ² | CTRL B | Unsent to MSP | ALT 9 | Encounter Detail Window | CTRL Z | Prompt Sent for Chart | ALT F1 |
| Copy | CTRLC | Sent to MSP | ALT O | Text Zoom Window | ALTZ | Resubmit Claim | F2 |
| Private Invoice | ALTI | Tab 1 ⁷ | CTRL 1 | Flow Sheet (Encounter Form) | ALTE | Debit Claim | CTRL F2 |
| Health Maintenance Review ³ | CTRLH | | | Create Order for a Consultation | CTRL R | Duplicate Claim | J |
| Create Task ⁴ | CTRL K | Printing | | Close Encounter Detail Window | CTRL W / Esc | Toggle - Approve/Adjust | CTRL A |
| Print Labels | CTRLL | Patient Chart | | | | Toggle - Write Off | CTRL W |
| Create Messages ⁵ | CTRL M | Print Demographics | CTRL D | Workspace | | Toggle - Mark for Delete | SHIFT F2 |
| New Line | CTRLN | Encounter Care Form | CTRLO | Mark for Review | CTRL R | Detail Expl. Code | CTRLE |
| | OT N L | Billing Invoicer | | Daubook | | A rest of the second se | |
| out Highlighted Text | CTRLX | Print Statement | CTRL A | Daybook Bar - Multi | ALT F2 | Billing - Invoice | |
| Family Summary ⁶ | CTRL F | Print Receipt | CTRL R | Daybook Bar - Single | ALT F3 | Prompt by Recon Code | ALT F1 |
| Undo | CTRL Z | | | Copy/Move Daybook Items | CTRL O | Prompt by Payor Code | ALT F2 |
| skip to Next Field | TAB | Letter Writer | | Bill MSP ALL (All Encounters) | CTRLI | Prompt by Invoice # | ALT F3 |
| Skip to Previous Field | SHIFT TAB | | CTRL P | Find Prescription | | Pay Balance | CTRL P |
| Check off a Box | Space Bar | Print To (Word Processor) | CTRL SHIFT P | Copy Encounter Data | | W/O Balance | CTRL W |
| spen crista | | Italice | | Default Eee Code C | | Data Evchange- Manual En | the Eoldore |
| Print a Note/Print Select Text | CTRL SHIFT N | Delete | Del | Default Fee Code 3 | F12 | Link to Order CTRLO | CTRLO |
| Open Drop-Down List | ALT | Bold | CTRL B | Mark Appointment as Arrived | Þ | Save and Duplicate | 3 |
| | CHIET ED | Underline | CTRLU | | | | |

 Create Task: Opens the 'Create New Task' window. This option is available from the Patient Chart module.
 Create Messages: Opens the 'Create New Message' window. This option is available from most MOIS screens.
 Available in the Patient Chart module - Demographics folder only.
 When a MOIS screen has multiple horizontal tabs, use CTRL + the number of the tab to navigate to that tab wit Revised August 2014 number of the tab to navigate to that tab without using the mouse (i.e. Patient Detail in Demographics is the second tab for hotkey CTRL 2).



Consistent Data Entry

The **Consistent Data Entry Guidelines** for data entry help to ensure that information is entered into the correct location in the electronic system so that those using the system can quickly and easily find the correct information when it is needed. Being able to rely on an electronic medical record for accurate data means better, safer patient care – a goal that is always at the forefront of our work. Copies of this document should be posted in the clinic you are working in for easy reference. These guidelines include the most up-to-date placement for CDX documents, as well as CIX and Excelleris results that are downloaded directly into the patient chart. These interfaces rely on accurate patient data to ensure information is matched to the correct patient chart.

The most up-to-date copies will state Version2 on the bottom left.



| | | | | Downloaded through CIX, Excelleris, CDX (Clinical Document Exchange) | Downloaded through CIX, Excell |
|--|--|--|--|--|--|
| the northern way of caring | | | what the patient "brings to the table" | | |
| | | | Patient Resources: Personal resources/ | | |
| . northern health | ノー | | | E.g. Socioeconomic deprivation | |
| | 6 | | "Transportation to Appointments" | addressed by care | ATrauma Report |
| | | | E.g. "English as a Second Language", | Needs for Care: Needs that can be | Assault Report |
| | | AReferral Note | These usually spin off of Needs. | | APhysician Initial Assessment Note |
| | | E.g. Referral letters | patient from getting necessary care. | Exposure" | electronic) |
| | | and other items sent | Barriers to Care: Obstacles preventing a | E.g. "Lung Cancer due to Asbestos | Previous Charts (scanned from paper or |
| | pop-up; entries have start and end dates | interventions, labs, procedures, images | | currently have | Care Benefits Application) |
| messages between providers/staff | Private alerts that never show up as a | All service requests for consultations, | Planned Actions: Actions to achieve goals | the person is at risk for, but does not | Letters of Entitlement (e.g. BC Palliative |
| providers/staff or patient-related | Alerts | Olders (All-F) | or birokinet Soara | Risks for Conditions: Contains conditions | Letters from clients |
| Tasks/Messages: Patient specific tasks for | Alaute | Output (Alt F) | 8 annuidar anala | | AGeneral Letter |
| | Off-site Walk-In Clinic Reports | | Gook: Qualitative or quantitative natient | previous smoker only) | Acardiac Arrest Note |
| Immunization | ATransfer Note | | Contracts (e.g. Long Term Opiate) | Smoking status (for current smoker or | Birth Records |
| • E.e. for CDM. Complex Care. Pap. | cmergency bepartment note | | | miscarriage, etc | Band Letters |
| Recalls: Notices for follow-up, coded | Chief Series Annual Construction Protocol | •E.g. Encounter Forms – CHF | | dependence, cancer, pregnancy, | SUCH as: |
| Autor visiti (room out) | Emergency Visits (attach ED reports) | •E.g. Insurance Forms – WCB Report | of Treatment) | E.g. Diabetes, depression, tobacco | All documents not attached elsewhere, |
| Order Against (Inclis Only) | nsuchistric care) | Encounter Documentation Forms | MOST form (Medical Orders for score) | start and the dates must be listed | |
| E.g. Risk of Violence or Restraining | ADischarge Summary (including | Enounter Fortunation Forms | Refusal of all immunizations | Othe control of per entry/line | docalitetto. |
| Reminders | discilar Se summaries | | preferences for care (including refusals) | All should be coded entries | viewabie liefe, (opdoli to liitei out diese |
| populo mien ni88erea) | discharge summaries | | Preferences: Includes consent | | viouship have fontion to filter out there |
| Patient-specific notifications (snow as | All facility stays, including emergency visits and other facility admission and | Repository of Paper Forms, Dynamic | consolidated view of shared patient data | conditions: All past and present health | All documents including forms and letters |
| Modifications | | | | | |
| Notifications | Eacility Admissions (Alt-V-Y) | Forms | Care Plan | Health Issues (Alt-P) | Documents (Alt-K) |
| | | yremmus | | events | - now in care Plan – Prejerences |
| | | Not sent with referral letters, not on | (add an end date as needed) | Contraindications due to adverse | Long Term Upiate) |
| not appear in referrals | medications | will be recorded here | Current and discontinued are listed | to Immunizations | DINK/LEVEL OF INTERVENTION & CONTracts (e.g. |
| As needed, mark as sensitive so they do | E.g. Antipsychotics, Plan B, Rhogam, STI | Items renewed from long term meds | "Reviewed" functionality | Redcululi Risks, all auverse events reidted | Previously contained: |
| | Medications provided at point of care | product ordered | Shows on Patient Summary | events: Adverse events linked to related | |
| Sleep information | Immunizations (including historical) | Includes documentation of every | reterrals | | Some Vaccinations (MOIS only) |
| Family issues | and cancelled | Include all dispensed samples | Will print on clinical summary & | Risks | Exercise, Drug & Alcohol) |
| Diet information | have been given, omitted, withheld, | prescribed | taken over the middle to long term | Drug, food or Environmental Reaction | Counselling (e.g. Tobacco Cessation, |
| social Determinants of Health | Documentation of all medications that | medications and natural nealth products | natural nearth products expected to be | tood (include No known brug Allergy) | Allergy Desensitization Summary |
| Socioeconomic details (not diagnoses), | Medication Administration Record | Short term, one-time, trial/sample | Current list of regular medications and | Reaction Risks: Allergy status to drug or | Non-operative interventions |
| Social History (Alt-U) | MAK (IT available) | Prescriptions (Alt-S) | Long Term Meds (Alt-C) | Allergy/Intolerance (Alt-A) | Interventions (Alt-V-I) |
| Social History (Alt O) | MAR (if available) | Drecorintions (Alt S) | Long Term Mede (Alt C) | Allermy/Intolerance / Alt Al | Interventions / Alt V/IV |
| | Aspecialist Reports WCB Consults | | | | |
| | Prenatal Notes (from other providers) | | | | |
| resection) | Pharmacy Notes | | | | |
| excision biopsy, vasectomy, wedge | AOutpatient Consult Note | | Exercise stress test | | or without linking charts) |
| Significant In-onlice biocedures (e.g. | Opnthalmology Reports | | | Ambulatory Care Reports - now in Consults | ramily nistory pertinent to care (with |
| Configuration office according to a | Collogical Collignity Flogless Note | | - cos a cos (normal or appointed) | now in Facility Admissions | Indexed within the more instance |
| Nerve block | Acong Lerm Care Progress Note | • x-lay | Calified Risk Assessment or "abnormal" | Visits to Emergency & Walk-In Clinic Reports | Linked family relationships – for those indexed within the source instance |
| Manue Block | | Y row | Cardiar Dick Assessment | Previously contained: | |
| ALabour & Delivery Summary | Off-site Multidisciplinary Team Note | • Ultrasound | overnight oximetry | | Family History (Alt-7) |
| Guided Biopsv | Alinnatient Consult/Progress Note | M | Pulmonary function test snirometry | WCB Reports & Encounter Forms | |
| ^Endoscopy Note | A History & Physical Note | •MIBI | PHQ-9, CSHA Frailty score | On-site shared care provider notes | |
| Day Surgery Report | AFmergency Department Consult | Mammoeram (Screening & Diagnostic) | Tobacco/alcohol use. activity level | calculators, measurements from visit | Connections (with allied services) |
| Angiogram, biopsy, colonoscopy | Diabetes Education | CT (Computed Tomography) | Pap smears | status (e.g. arrived, no show), forms, | Next of kin, emergency contacts |
| procedures | Audiology Reports | Bone Densitometry | Height, weight, BMI, BP | Progress notes include appointment | Chart status (e.g. Active, Inactive) |
| out of clinic/office); not minor office | Ambulatory Care Progress Note | contain image attachments) | measurements (including at point of care) | booked in the MOIS instance | Legal name and contact information |
| All medical and surgical procedures (in or | All consultation letters received | All Adiagnostic imaging reports (may | All Alab results and manually entered | All patient interactions/appointments | Patient identification details |
| Procedures (Alt-6) | Consults (Alt-5) | Imaging (Alt-4) | Measures (Alt-3) | Encounters (Alt-2) | Demographics (Alt-1) |
| | | | | | |

Northern Health MOIS/ICCIS Summary Guidelines for Consistent Data Entry – PROVIDER REFERENCE

19Dec2014 SummaryVersion2

MOIS/ICCIS HOW TO: Physician/Locum - Start Up Guide



Where to go for Help

• From any Module in MOIS, select **Help** from the toolbar. Find the User Manual here.

| ecord <u>M</u> odules <u>V</u> iews | Actio | n <u>U</u> tilities Pri <u>n</u> | <u>n</u> t Maintenance | | | Desktop Provi | ider: BILL, DR | | |
|-------------------------------------|-------|----------------------------------|------------------------|---|-------------|----------------|----------------|---------------|----------|
| Patient Chart | | Patient Su | mmary 🛛 | User <u>M</u> anual | | | | | |
| 🔙 Patient Summary | ~ | New Chart | Delete Chart | | Search | Previous Chart | Next Chart | Tear Off | |
| Demographic | | Chart No.: | | Summer Strengthere | ent Status: | | Date: | | |
| Encounters | | Name (F/M/L): | | Concession of the American | nsurance: | | Number: | | Dep: 00 |
| - Califications | | Birth Date: | | | e Provider: | | | - | |
| Consults | | Expand All Col | llapse All | The second se | 60 day | s Since Last | Required in | n the next 90 | days |
| Procedures | | Date De | escription | | Detail | | | Н | yperlink |

- Online, the site on OurNH is currently being updated. NH-specific documentation will be found here.
 Information regarding this website will be added when it is available.
- For technical issues, contact ITS Service Desk
 - by email: servicedesk@northernhealth.ca
 - by phone: 1-888-558-4357

PRINT & POST – PROVIDER START UP QUICK REFERENCE

The following reference sheet is a quick reminder for the main items mentioned in this manual. Print & Post as needed.



| E | PROVIDER START UP | | | | | | |
|---------------|---|---|--|--|--|--|--|
| For: | Physician (new or locum), Nurse | Practitioner, Resident, Medical Student | | | | | |
| Accounts | | MOIS Username: jsmith Password: aaaaaaaa for MOIS does not correspond to your NH password (i.e. change your MOIS password and vice versa) | | | | | |
| General Tips | click in the space beside and use F4 to F2 – Save Ctrl-T – Enters today's date Calendar – Left click on the date field and us Ctrl-H – Prompts a patient-specific Health Ma | e F4 to prompt a month-view calendar. | | | | | |
| Scheduler | Scheduler – View patients booked for the day. Enter a Progress Note – Double-click the patient's name to open the Encounter Window & type a progress note. Create a Service Request (Consult/Referral/Lab or X-ray Requisition) – Open the Encounter Window, select "Action" from the Toolbar, select "Create Order for". View a patient's previous encounters – Open the Encounter Window, select "Chart Views" from the Toolbar, select "Encounters" or other chart area. Create a Prescription – Open the Encounter Window, select "Chart Views" from the Toolbar, select "Prescriptions" or "Long Term Meds". | | | | | | |
| Patient Chart | space and press F4 – always search using Pl MOIS without first searching by each of these Or Select "Go To Chart" on the bottom left corne | | | | | | |
| Workspace | messages. Note: The user's "Current Worksp Change Workspaces – Select the Measures from the Toolbar, click on the correct name fro their workspace. | results (labs, consults, etc.); manage tasks and ace" is shown on the right above the toolbar. folder under "My Basket", select "Change W/S" om the pop-up and choose "Selected User" to view space by selecting "Change W/S" from the Toolbar, | | | | | |

