EMR Vendor Reporting

Monthly Reporting Instructions



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# EMR Vendor Monthly Report: Instructions

## Reporting Process

Following the end of each month you will receive the attached template where you **will enter your updates in columns AC, AD, AE and AF only**.  This is required to be completed no later than the fifth business day of the month and submitted to OntarioMD at [emr@ontariomd.com](mailto:emr@ontariomd.com).

Attached is your monthly reporting template.  This report contains a snapshot of your clients in the Monthly Reporting Tool to date.  New clients will be added into the monthly reporting template at the end of each month.

The content in the monthly reporting template is protected with the exception of the last four columns where you can enter the monthly updates for new installations and upgrades.  For your convenience, the **Category** and the **Reason** fields are combined into one called **Event Type & Reason**.

The following options are available for selection:

1. Scheduled Date:

Select if the physician has a date scheduled to complete their upgrade.

1. Refusal:

Select if the physician is unresponsive, has told you they refuse to upgrade or they are no longer your client.

1. Complete Date:

Select when all of your internal requirements/paperwork are complete and the physician is upgraded to the most recent Spec version.

## Instructions

Using the attached template provided by OntarioMD, follow the steps below:

1.      Find the client by searching in the **Group** or the **Physician Name** field.

2.      Scroll to the right to see the last three highlighted columns.

3.      In the first highlighted column AC, select the **Event Type & Reason** associated with the event being reported.

4.      Use the mouse or the arrow key to move to the next highlighted column. (Note that the Tab key might be blocked because the spreadsheet is protected)

5.      In column AD, enter the **Event Date** for the event being reported (DD/MM/YYYY). (Note that the date is **mandatory** for every event you are reporting)

6.      In column AE, enter the **Event Comment** related to the event being reported. (The comment field is optional and can be used for additional clarification)

7.      In column AF, select the Offering Version the physician is using i.e. being upgraded to from the drop-down menu. (Note that the version is **mandatory** for every upgrade you are reporting)

8.      When complete, resave the file (no need to rename the file) and email the report to [emr@ontariomd.com](mailto:emr@ontariomd.com)

For more information regarding the manual monthly reporting process, email [emr@ontariomd.com](mailto:emr@ontariomd.com).