



Quick Reference

How to Manage PDF Reports through HRM®

Health Report Manager (HRM) supports delivery of both text-based and PDF reports. Each sending facility will determine the format of reports sent through HRM. Text-based reports allow you to search for specific information about your patients (e.g., patients with diabetes). The content of PDF reports cannot be searched within your EMR, however there are ways to quickly identify the contents of a HRM report with a PDF attachment.

When you receive a PDF report, you can type a summary or paste selected text from the PDF of the report in the notes section of your EMR to make the information searchable.

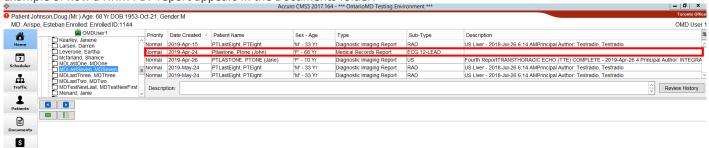
Step-by-Step Instructions for Adding Searchable Notes to PDF Reports for QHR Accuro® EMR Users

 Once you are logged in, the main Home dashboard displays HRM reports in both the Labs and Documents folders associated with each provider. The HRM reports are listed as "Medical Records Report" or "Diagnostic Imaging Report" that can also have a Sub-Type specified.

Example of how a HRM PDF report appears in the Lab > Lab Documents folder.

\$			P	Accuro CMS5 2017.164 - *** Ontar	rioMD Testing Env	/ironment ***				
Patient:Pt	Patient:Ptlastone,Ptone (John),(Ms.) Age: 68 Yr DOB:1953-May-01, Gender:F									
MD:, Enr	rolled: Not Enrolled ID:1142							(OMD User 1	
ð	Mcfarland, Shanice	Priority	Date Created /	Patient Name	Sex - Age	Туре	Sub-Type	Description	CQ.	
Home	MDLastOne, MDOne	Normal	2019-Apr-15	PTLastFight_PTFight	'M' - 33 Yr	Diagnostic Imaging Report	RAD	US Liver - 2018-Jul-26 6:14 AM	Principal A	
ونساع	MDLastSeven, MDSeven	Normal	2019-Apr-24	Ptlastone, Ptone (John)	'F' - 68 Yr	Medical Records Report	ECG 12-LEAD			
7	- Hospital Report	Normal	2019-Apr-26	PTLASTONE, PTONE (Jane)	'F' - 10 Yr	Diagnostic Imaging Report	US	Fourth ReportTRANSTHORAC	C ECHO (
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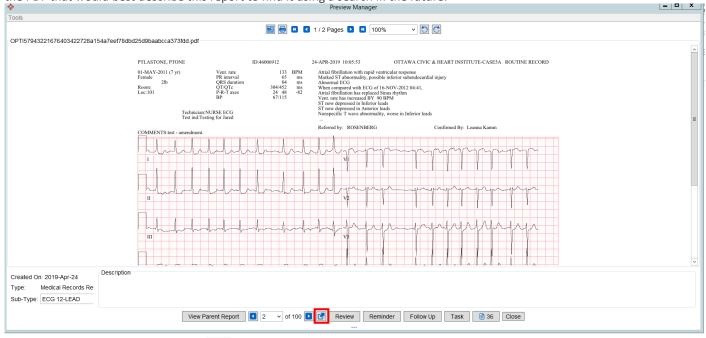
Example of how a HRM PDF report appears in the Documents folder.





2. To add a Description, double click on the HRM report to open it in the Accuro Preview Manager in a new window. To add a description to the PDF HRM report, you can either type a summary in the Description box or select and copy the text in the PDF that would best describe this report to find it using a search in the future.

OntarioMD



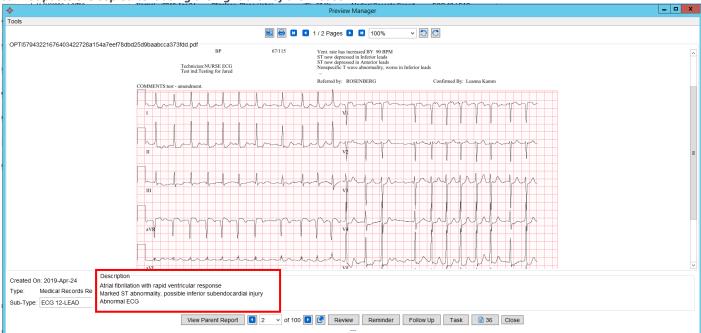
- 3. To open the PDF HRM report, select in the bottom ribbon, next to the Review button.
- 4. When viewing the PDF HRM report, you will be able to select the text that would best describe the report to find it using a search in the future. Copy the selected text by right clicking or using the keyboard shortcut of Ctrl+C (Windows) or Cmd+C (Mac).

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5. Return to the Preview Manager and either paste the copied text keyboard shortcut of Ctrl+V (Windows) or Cmd+V (Mac)or add in custom text that would help to describe the document or utilizing the Description text box. Note: You cannot paste the copied text using the right click of the mouse.



6. Continue to Review or Close the Preview Manager. The Description will save and update in the Description field of the Dashboard view as well as the Notes field in the associated patient's Virtual Chart.

¢				Acc	uro CMS5 2017.16	54 - *** OntarioMD Testing Env	rironment ***	
Patient:Ptla	astone,Ptone (John),(Ms.) Age: 68 Yr DC	B:1953-N	lay-01, Gender:F					Toronto Office
MD:, Enro	olled: Not Enrolled ID:1142							OMD User 1
8	MDUser1	Priority	Date Created /	Patient Name	Sex - Age	Туре	Sub-Type	Description
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Leverone, Eartha	Normal	2019-Apr-24	Ptlastone, Ptone (John)	'F' - 68 Yr	Medical Records Report	ECG 12-LEAD	Atrial fibrillation with rapid ventricular response Marked ST abnormality, possible inferior subendocard	
	Mcfarland, Shanice		2019-Apr-26	PTLASTONE, PTONE (Jane)	'F' - 10 Yr	Diagnostic Imaging Report	US	Fourth ReportTRANSTHORACIC ECHO (TTE) COMPLETE - 2019-Apr-26 4: Principal Author: INTEGRA
Scheduler	MDLastSeven, MDSeven	Normal	2019-May-24	PTLastEight, PTEight	'M' - 33 Yr	Diagnostic Imaging Report	RAD	US Liver - 2018-Jul-26 6:14 AMPrincipal Author: Testradio, Testradio
ф.	MDLastThree, MDThree	Normal	2019-May-24	PTLastEight, PTEight	'M' - 33 Yr	Diagnostic Imaging Report	RAD	US Liver - 2018-Jul-26 6:14 AMPrincipal Author: Testradio, Testradio
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ome	Patient Ptlastone, Ptone (John)	 68 years old female 	Letters/Forms	☐ Tasks ✓ Labs	Search Patient Chart			
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fic	Clinical Notes	2019-Apr-29	2019-Apr-29	§ [Diagnostic Imaging Report	RAD	US Pelvis - 2018-Sep-28 8:10 AM Principal Auth2	.2020-May-06
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its	Documents Generated Letters	2019-Apr-26	2019-Apr-26	<u>s</u>	Diagnostic Imaging Report	US	TRANSTHORACIC ECHO (TTE) COMPLETE - 2 2	2019-Aug-27
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ents	Medication Reconciliation	2019-Apr-26	2019-Apr-26	(S) N	Medical Records Report	A report	Principal Author: MORRISON, KIMBERLEY: Test 2	2019-May-21
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	i 🕅	2019-Jan-30	2019-Jan-30	S N	MEDICAL RECORDS	Testing H-Consult	Principal Author: MYATT, MATTHEW: No Note 2	2019-Mar-08
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	(F	2019-Jan-15	2019-Jan-15	(S) [Diagnostic Imaging Coxwell Ultrasound	Jay's team	US Abd Aorta, Principal Author: MDLASTSEVEN2	2019-May-16
J	1 V	2019-Jan-11	2019-Jan-11	(S) [Diagnostic Imaging Report	Test	XR Chest 1 View-C, Principal Author: Thain, Lis 2	2019-Jan-17
		2019-Jan-10	2019-May-08	© D	Diagnostic Imaging Report	RAD	RAD Acute Abdomen Chest 1 view, Principal Aut2	.2020-May-06

For additional training on report management in your EMR, please contact your EMR vendor.

For additional questions related to HRM, please contact OntarioMD at support@ontariomd.com.