



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 WELL's OSCAR Pro EMR Users

1. After you've logged in, the HRM documents can be found in the Inbox, which appears highlighted in the main navigation ribbon when new documents have been added that are attached to your profile.

💖 Schedule Ca	seload Resources Search Report Billing Inbox ⁴⁰ * Msg ^{0/1} Consultations ConReport Pr	references eDoc Tickler ¹ K2A Fax Administration Dashboard	📝 Support Help Log Out
THT Tue, 2	2021-11-30 Calendar All Today Month HCV Enter HIN GO	Hello MDOne MDLastOne	Enter Lastname GO Group:default 🗸
		W S MDLastOne, MDOne * 0 DS [not on Schedule]	
08:00			
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Click on the Inbox to see a list of documents. The HRM reports are listed as HRM under the 'Discipline' column. Note: The HRM reports highlighted in orange are not linked to a patient demographic in the EMR. To view the HRM report, click on the patient's name.
 Lab Reports – Mozilla Firefox

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					Pending Docs I Inc	oming Docs <u>Create Lab</u> <u>OLI</u>	5 Search H	HKIM ST
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	Health Number	Patient Name	Result Sex Status	Date of Test	Order Priority Requesting Client	Discipline	Report Status	Vie
		HARMON, ANDREW	м	2021-09-21 09:01:56.0 / 2021-09-21		Annual Health Exam	Final	Y
	7174499959	Diabetes, Diana	м	2021-09-07 08:09:00	Routine MDOne MDLastOn	e GENERAL	Final	Y
		TEST, LILY	F	2021-06-15 13:14:43.0 / 2021-06-15			Final	Y
, HARMON	1213141524	KROY, WENDY	F	2021-06-03 13:20:52.0 / 2021-09-21		Addiction Referral Form	Final	Y
<u>ST (1)</u>		JOHNSON, SALLY	F	2021-06-03 13:20:52.0 / 2021-06-15			Final	Y
el, Mayton	1344071020	Mayton, Nathanael	м	2021-06-03 13:20:51.0 / 2021-09-21		Diabetes Care Form(CV)	Final	Y
OHNSON	7174492911	PTLASTFIVE, PTFIVE	F	2021-06-02 16:46:00.0		HRM	Final	Y
KROY (1)	1234500021	OMPTLastThirteen, OMPThirteen	U	2021-06-02 11:49:00.0		HRM	Final	Y
		CUPIDDEMO, CHARLIE	м	2021-06-01 17:07:00.0		HRM	Final	Y
		INTTESTINGTWO, INTFIVEFOURTHREE	F	2021-06-01 13:45:00.0		HRM	Final	Y
		eCHN, Child1	F	2021-05-31 12:13:00.0		HRM	Final	Y
	5225444757	CWIT, SCOTTCARETHREE	F	2021-05-20 15:49:10.0		HRM	Final	Y
	1234567897	PTLastOne, PTOne	F	2021-05-20 09:28:00.0		HRM	Final	Y
	1000547354	PTLASTTEN, PTTEN	U	2021-05-19 13:23:00.0		HRM	Final	Y
	1234567897	PTLastOne, PTOne	F	2021-05-14 12:31:00.0		HRM	Final	Y
	1000547354	PTLASTTEN, PTTEN	U	2021-05-05 09:18:00.0		HRM	Final	Y
	999999997	JOHNSON, SANDRA	F	2021-04-17 13:59:43.0		HRM	Final	Y
		WORKFLOW, CUPID-LOG	F	2021-04-15 08:14:00.0		HRM	Final	Y
	678912345	PTLASTSIX, PTSIX	м	2021-03-18 15:03:00.0		HRM	Final	Y
	8531697851	CWIT, SCOTTCAREFOURSHG	м	2021-03-10 09:06:00.0		HRM	Final	Y
	8910111213	PTLASTEIGHT, PTEIGHT	м	2021-01-08 13:22:00.0		HRM	Final	Y
	7174492911	PTLASTFIVE, PTFIVE	F	2021-05-04 08:14:57.0		HRM	Final	Y
		CUPID, STATORDER	F	2021-04-29 12:08:00.0		HRM	Final	Y
	1111222233	Surfer, Silver	м	2021-04-29 07:09:36.0		HRM	Final	Y
	1233445346	PARAMEDICS, HEALTHY	м	2021-04-28 14:30:00.0		HRM	Final	Y
	1000547354	PTLASTTEN, PTTEN	U	2021-04-28 12:21:00.0		HRM	Final	Y
	8910111213	PTLASTEIGHT.PTEIGHT	м	2021-04-27 20:02:48.0		HRM	Final	Y
	7174492911	PTLASTFIVE, PTFIVE	F	2021-04-27 20:02:46.0		HRM	Final	Y
	5678903512	RED, ROSES	F	2021-02-19 15:41:00.0		HRM	Final	Y
	6862300859	Toran,Nancie	F			HRM	Final	Y
	7174492911	PTLASTFIVE, PTFIVE	F	2021-01-15 08:58:00.0		HRM	Final	Y
	7174492911	PTLASTFIVE, PTFIVE	F	2021-01-15 08:58:00.0		HRM	Final	Y

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Once the HRM report has been selected, a new window will open with an embedded PDF viewer.
 HRM Report — Mozilla Firefox

🗘 🗛 🔤 https://omd.oscargo.com:12323/oscar/hospitalReportManager/Display.do?id=14245&segmentII Msg Tickler E-Chart Master Appt History Report Date Tue Apr 27 20:02:48 EDT 2021 This report was received from the Hospital Report Manager (HRM) at 2021-04-29 09:24:30.0. OSCAR has detected that this is similar to the following reports: [14245] Demographic Info PTLASTFIVE, PTFIVE Make Independent 5 FIFTH AVENUE LONDON PTLASTFIVE-PTFIVE-Diagnostic_Imaging_Report.pdf Linked with PTLASTFIVE, PTFIVE F Demographic 66 years (remove) 1 of 2 - + Automatic Zoom* » Assigned MDOne MDLastOne Providers (remove) SHN EGD PTLastFive, PTFive HRM Report Class Diagnostic Imaging Report Accompanying From the Report Subclass (GI2) EGD cedure Diagnosis Nama Stored in Database Postprocedure Diagno HRM TEST SCRIPT (GI2) EGD Categorization Print Sign-Off Impression Overall Impression: commendation relans recommended failers-up for this procedure edications acaina HCI (KVLOCAINE) andatracheal syray Internet Her private Help and attaches (\$15) 1 (\$15) 10Rategen (\$17/11); tablet 65 mg dectate 5 % - 0.45 % codum chloride intersecue Net decu solution "Total valume has not been documented. View sock administr (Tatals for administrations accurving from 1459 to 1504 on 18/08/01) Proprocedure A littery and polytal has been performed, and partert medication alongles have been reviewed. The patients talenance of provides anathetics has been reviewed. The fields and benefits of the generative and the calarise eightest and risks reve descence with the partiest. If the celebra review and anothet all thermal extension existings. of the Procedure Details of the Procedure In system subserverseral another, which was administened by an another a prefectional. The patient blood execute, have man, load of another sector copyer and explorations over eventhemic throughest the presedure. The scope nas advanced to the scenaris. The patient experience has blood less. The presedure was not efficient. The patient advanced by expected well. These over no apparent complications. ne Events Event Three PTRoy HEM OTLANSFOR (HEM C1762070) HCD Days 1 of 2 eri Dalamayy 4 Di Xariwangi Oli MWI DVX 410-600-2400 - Jil eko orvad locations appeared normal Set description to this report: Set Description Add a comment to this report: Add Comment Displaying 0 comments Message Unique ID 20210427202601956*33431403.2500.1*4841*DI*100285110*202104272002*T**F*20173753*1 Sending Facility ID 4841



4. You can choose to use the embedded PDF viewer or click on the document name to open the PDF HRM report in another application.

HEALTH

REPORT MANAGER

Opening PTLASTFIVE-PTFIVE-Diagnostic_Imaging_Report.pdf	×
You have chosen to open:	
PTLASTFIVE-PTFIVE-Diagnostic_Imaging_Report.pdf	
which is: Portable Document Format (PDF)	
from: https://omd.oscargo.com:12323	
What should Firefox do with this file? Op <u>e</u> n with Firefox	
Open with Microsoft Edge (default)	e
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OK Cancel	

5. To add a description to identify the document, you can enter custom text or paste copied text from the PDF report into the 'Description' or 'Comment' text boxes. If you are leveraging the embedded PDF viewer, you can copy the text by either right clicking or using the Ctrl+C (Windows) or Cmd+C (Mac) keyboard shortcuts.

	Appt History		
	the Hospital Report Manager (HRM) at 2 is is similar to the following reports: [142		Report Date Tue Apr 27 20:02:46 EDT 2021 Demographic Info PTLASTFIVE, PTFIVE 5 FIFTH AVENUE
TLASTFIVE-PTFIVE-Diagno	stic Imaging Report.odf	om‡ >>	LONDON Linked with PTLASTFIVE, PTFIVE F 66 Demographic years (remove) Assigned Providers MDOne MDLastOne (remove)
EGD PTLastFive, PTFive HH MNRk (1752070 Logal See Frem Accession #: 070065352 Preprocedure Diagnosi Nora	ele, 5/5/2005, Inpatient	SHN	Report Class Diagnostic Imaging Report Accompanying From the Report Subclass (Gl2) EGD Stored in Database
	ie .		(GI2) EGD Categorization
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6. To paste it into either the Description or the Comment text boxes, you can right click or press Ctrl+V (Windows) or Cmd+V (Mac). Note: If you choose to update the Description of the PDF HRM report, this renames the report in the HRM Documents list in the patient's E-Chart. Setting the Description of the PDF HRM report may make it easier to find the report in the future.

OntarioMD

🍅 HRM Report — Mozilla Firefox

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			LUKazepam (XTVKM) tablet US mg dextrose 5 % - 0.45 % sodium chloride intraveous Not documented* solution *Total valume has not been documented. View each administration to see the amount administered. (Totals for administrations accurring from 1458 to 1504 on 19/02/21)
			Preprocedure A history and physical has been performed, and patient medication allergies have been reviewed. The patient's tolerance of previous anesthesia has been reviewed. The risks and benefits of the procedure and the sedation options and risks were discussed with the patient. All questions were answered and informed consent obtained.
			Details of the Procedure The patient underwent general anesthesia, which was administered by an anesthesia professional. The patient's blood pressure, heart rate, level of conscioueness, oxygen and respirations were monitored throughout the procedure. The scope was advanced to the stomach. The patient procedure was not difficult. The patient tolerated the procedure well. There were no apparent complications.
			Events Procedure Event E
			SHIN - Strokmount Endestopy PTFIve HIGH PTLastRive (MRN:G1TS2070) 5ED 2030 Brichmount Rd Sandorough ON M1W SW3 418-423-2600 Page 1 of 2
			Findings • All observed locations appeared normal.
E	EGD	Pos	ption to this report: procedure Diagnosis HRM Test Script ription
			iment to this report: procedure Diagnosis HRM Test Script

Message Unique ID 20210427202601956^33431403.2500.1^4841^DI^100285110^202104272002^T^F^20173753^1 Sending Facility ID 4841

Sending Facility Report No. 100285110

Add Comment

Displaying 0 comments

Date and Time of Report Tue Apr 27 20:02:46 EDT 2021

Result Status Signed by the responsible author and Released by health records





Click Set Description or Add Comment to save the description copied from the PDF HRM report.
 HRM Report — Mozilla Firefox

		LOKazepam (ATIVAN) tablet dextrose 5 % - 0.45 % sodium chloride intraveous	uts mg Not documented*			
		solution *Total volume has not been documented. View	each administration to see the amount (administered.		
		(Totals for administrations occurring from 1458 to 150-	(on 19/02/21)			
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		Preprocedure A history and physical has been performed, and patie	nt medication allergies have been review	wed. The patient's tolerance		
		of previous anesthesia has been reviewed. The risks an discussed with the patient. All questions were answer	nd benefits of the procedure and the sec			
		Details of the Procedure				
		The patient underwent general anesthesia, which was				
		pressure, heart rate, level of consciousness, oxygen ar was advanced to the stomach. The patient experience	d no blood loss. The procedure was not			
		tolerated the procedure well. There were no apparent	complications.			
		Events				
		Procedure Events Event	Event Time			
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		 All observed locations appeared normal. 				
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Message Unique ID 20210427202601956^33431403.2500.1^4841^DI^100285110^202104272002^T^^F^20173753^1 Sending Facility ID 4841 Sending Facility Report No. 100285110





The new Comment will appear above the Comment text box with the provider name and date. *Note: If you choose to update the Description of the PDF HRM report, this renames the report in the HRM Documents list in the patient's E-Chart. Setting the Description of the PDF HRM report may make it easier to find the report in the future.*

HRM Documents EGD Postprocedure Diagnosis HRM Test Script

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.