



Quick Reference

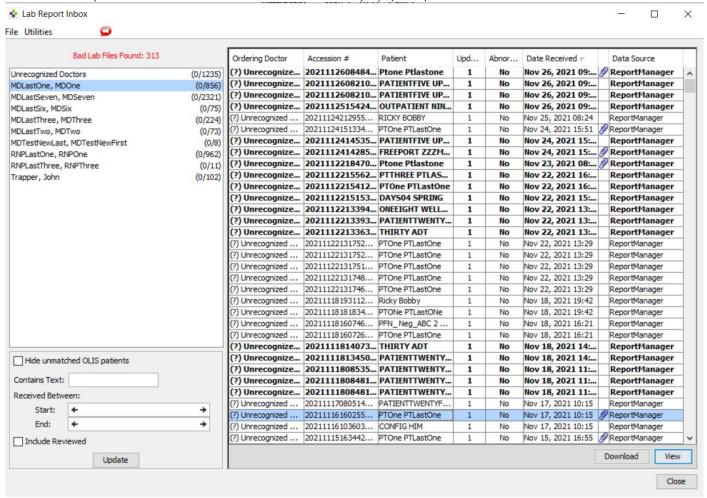
How to Manage PDF Reports through HRM®

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.

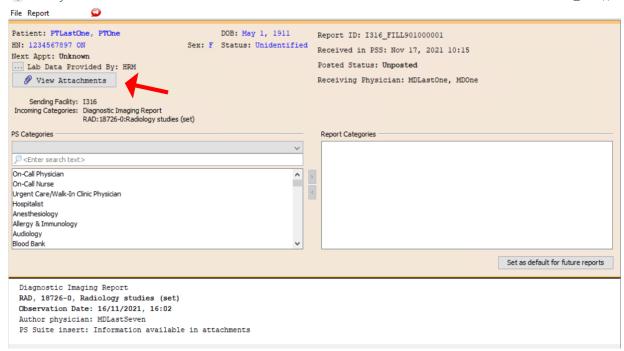
Step-by-Step Instructions for Adding Searchable Notes to PDF Reports for TELUS PS Suite (PSS) EMR Users

- 1. Once you are logged in, open the Lab Report Inbox.
- 2. Click the appropriate provider to see their reports. HRM reports appear as "ReportManager" under the 'Data Source' column. HRM reports that are in a PDF format can be identified by a paper clip in the column beside Data Source.

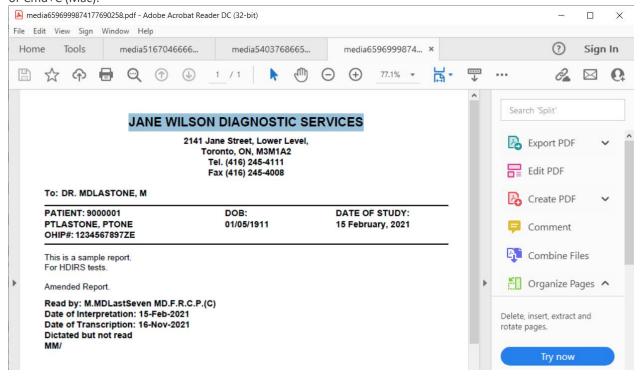








4. The PDF attachment will open in a PDF viewer. To add a description to the PDF HRM report, you can either type a summary as an Annotation (see Step 7) or select and copy the text in the PDF that would best describe this report to find it using a search in the future. To copy the selected text, you can either right click your mouse or press Ctrl+C (Windows) or Cmd+C (Mac).



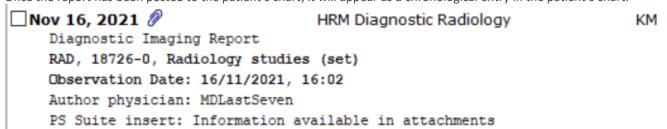




5. Return to the Lab Posting Preview of the HRM report, and you can then select the appropriate PScategor(ies) to label the report. To post the report, you may press the Enter key (if it is unposted) or double click within the report header.



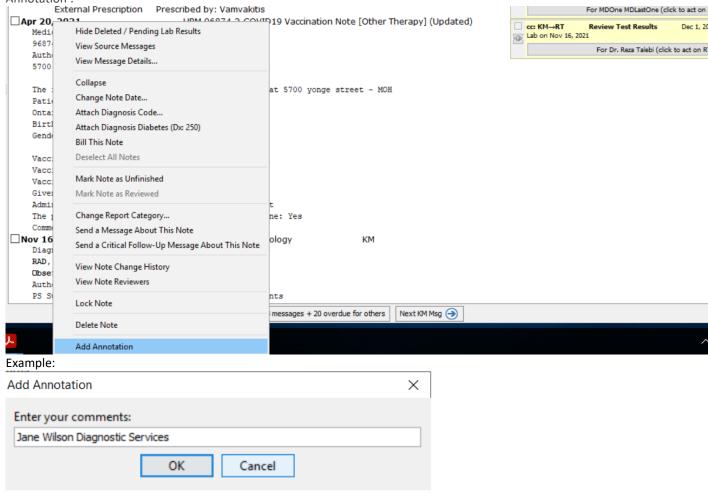
6. Once the report has been posted to the patient's chart, it will appear as a chronological entry in the patient's chart.



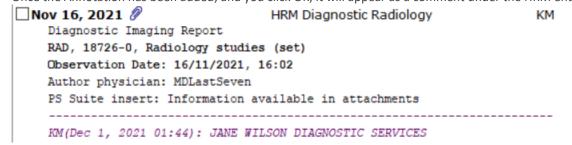




7. From within the patient chart, you can enter in any text that would help to describe the document or paste the selected text from the PDF that was previously saved when reviewing the attachment as an Annotation. To enter in a customized description or add in previously copied text, either double click or right click on the date of the entry and select 'Add Annotation'.



8. Once the Annotation has been added, and you click OK, it will appear as a comment under the HRM entry.



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.