

## MTO Electronic Forms (eForms) through Your EMR

### April 2023

#### Overview:

eForms is the provincial, scalable electronic solution for health-related forms, and the Ontario Ministry of Transportation (MTO) is the first organization to participate in this service. Clinicians can now seamlessly access 16 electronic forms (eForms) from MTO directly from their EMRs. These 16 eForms are available in both English and French for a total of 32 eForms.

eForms simplifies and streamlines form completion, increasing efficiency through guided navigation, and offers a secure and reliable method of submitting forms. Rather than faxing paper or digitized forms to various organizations, you can simply launch eForms through a button from a patient chart in your EMR. eForms will be pre-populated with select patient and clinician data. Complete the rest of the eForm and then submit it to MTO for processing. The eForm is legible and complete, eliminating the need for MTO to reject the form or seek clarification from the physician, causing delays for the patient.

Accuro® EMR, Avaros EMR, EMR Advantage, YES EMR, and YMS EMR users can access MTO eForms today. Clinicians who use other certified EMRs will also have access to MTO eForms once their EMR vendor completes the required work to integrate the provincial eForms platform to their EMR product. Clinicians can ask their EMR vendor about the timing of the completion of this work.

#### Benefits:

##### For Clinicians:

- Provides direct access from your EMR to 16 MTO digital forms
- Ensures the most up-to-date forms are always used, and eliminates the unnecessary duplication of work that comes with inadvertently using outdated forms
- Simplifies and streamlines form completion, increasing efficiency through guided navigation—no more illegible, incomplete or lost forms requiring the re-entry of data
- Facilitates and speeds form completion, as all MTO forms completed and submitted through eForms do not require a signature
- Allows direct access from your EMR to streamline your workflow, saving time
- If you use Health Report Manager (HRM®), you will receive your completed eForms from HRM to your EMR so you can store eForms conveniently in your patient charts.

**For Patients:**

- Forms are sent to MTO faster to help give patients what they need sooner—e.g., Driver Medical Review (DMR) form to reinstate a driver’s licence for patients who are fit to drive
- Safeguards patient health information through a secure and reliable method of submitting forms
- Can provide an easier and more convenient form submission process for patients (e.g., in some cases, can save the patient/driver the step of mailing or faxing in the form, or for commercial drivers, tendering the form in person at a DriveTest location)

**Frequently Asked Questions:****Q1: What is eForms?**

**A1:** eForms is an EMR-integrated digital platform that enables clinicians using OMD-certified EMRs to submit electronic medical forms seamlessly through their EMRs to designated organizations. Rather than manually completing and faxing health-related paper or digitized forms to various organizations, you can complete and submit them electronically from your EMR. Simply launch eForms through a button located within the patient chart in your EMR. The eForm is pre-populated with some of the patient’s and your data. Complete the rest of the eForm and then submit it to the designated organization (e.g., MTO) for processing. For more details, refer to [Q7: How does eForms work in my EMR?](#)

A collaboration between Ontario Health and OntarioMD (OMD), eForms is the provincial, scalable electronic solution for health-related forms, and MTO is the first organization to offer this service. It provides a more secure, efficient, and trackable way to move personal health information to organizations that require it. The platform simplifies and streamlines form completion, and offers a secure and reliable method of submitting forms.

**Q2: Which forms are available?**

**A2:** There are currently 32 MTO DMR eForms available (16 English and 16 French), with additional forms to be added in the future. View our website for an [updated list of all available eForms](#).

OMD is also seeking opportunities to expand eForms to include forms from other provincial organizations that require medical information.

**Q3: Which EMRs currently offer eForms?**

**A3:** Accuro® EMR, Avaros EMR, EMR Advantage, YES EMR, and YMS EMR users can access eForms today. OMD is working with additional vendors with certified EMRs to offer you access to eForms. You may also check the [Certified EMR Offerings – Integrated Provincial EHR Products and Services table](#) regularly to see whether your EMR vendor has made eForms available.

**Q4: When will eForms be available in my EMR?**

**A4:** If you use Accuro® EMR, Avaros EMR, EMR Advantage, YES EMR, and YMS EMR, you can already access eForms. If you use another certified EMR, please ask your EMR vendor about when you can expect eForms in your EMR or check the [Certified EMR Offerings – Integrated Provincial EHR Products and Services table](#) regularly to see whether your EMR vendor has made eForms available.

You can also contact your OMD Advisor or [support@ontariomd.com](mailto:support@ontariomd.com) at any time to get an update and to express your interest in participating.

**Q5: When will more eForms be available?**

**A5:** MTO eForms is the first available through the platform, and OMD will continue to work with Ontario Health to add more forms in the future. OMD is seeking opportunities to expand eForms to include forms from other provincial organizations that require medical information. For an updated list of the forms available, view the [eForms page](#) of OMD’s website.

**Q6: Is eForms available in EMRs that are not OMD-certified, or available through a provincial clinical viewer?**

**A6:** eForms is a provincial service available through OMD-certified EMRs only.

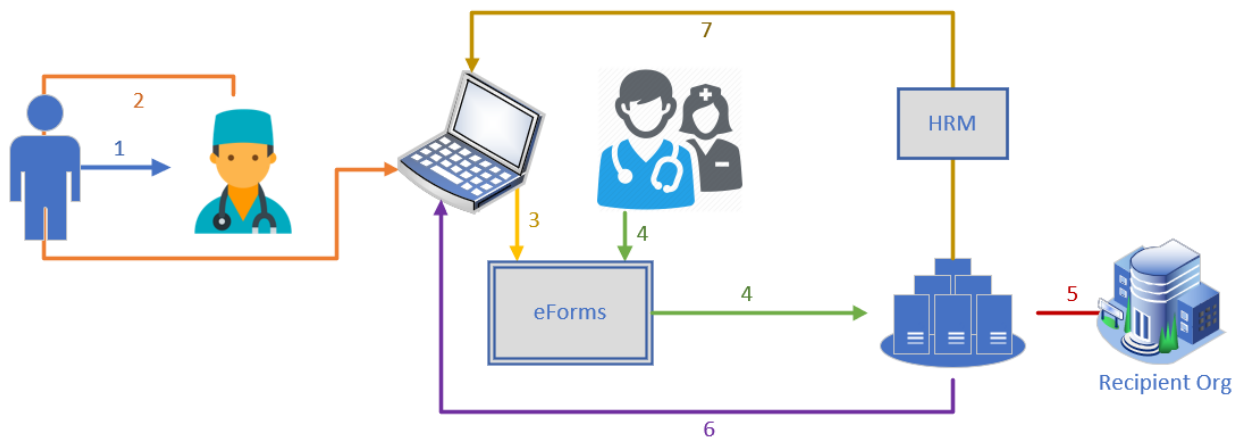
**Q7: How does eForms work in my EMR?**

**A7:** eForms is a provincial service that is launched by clinicians from their EMRs, through selecting a button directly from within a patient’s chart. After eForms is launched, the clinician selects the receiving organization (form recipient)—in this case, MTO—then chooses the desired form. The selected form is pre-populated with some of the patient’s and clinician’s relevant data. When the clinician completes the form, discrete data (i.e., not a fax) is made available for the receiving organization (i.e., MTO) to retrieve and process.

eForms offers an option to save the completed form as a PDF file for later deposit into the patient chart by administrative staff. A copy of the completed form will be returned to all clinicians who use Health Report Manager (HRM®) to be saved to the patient chart. If you currently don’t have HRM to receive reports electronically from hospitals and specialty clinics, and would like to request it, please contact [support@ontariomd.com](mailto:support@ontariomd.com).

Through completing forms digitally and the ability for the receiving organization (MTO) to retrieve discrete data, eForms ensures the most up-to-date form is always used, forms are complete, and repeated data entry to correct the form is avoided. This results in increased efficiency through reducing incomplete or illegible forms and the need to seek clarification from clinicians and/or their patients.

## How eForms works:



- 1** Patient presents to a Clinician for medical care.
- 2** Clinician attends to patient (updating EMR), and during patient encounter, it is determined that a form is required.
- 3** eForms is launched pre-populated with select patient and clinician data.
- 4** Clinician completes and electronically submits the form.
- 5** Provincial Organization retrieves the form data for processing and feeds it into the target provincial org system.
- 6** For non-HRM Clinicians: user can manually attach completed form to patient chart.
- 7** For HRM Clinicians: completed form returns to EMR via HRM.

Please refer to User Guide for additional Workflow details

**Q8: If I use HRM, how long will it take for the completed form to arrive in my EMR?**

**A8:** eForms will typically arrive within 30 minutes to one hour in your EMR.

**Q9: How does eForms manage the MTO DMR forms that required a signature (i.e., from a patient, clinician, non-clinician, etc.)?**

**A9:** All MTO forms completed and submitted through eForms do not require a signature.

**Q10: Can my staff access eForms and complete the forms on my behalf?**

**A10:** Yes, eForms can be completed by a clinician or their staff on behalf of the clinician (i.e., administrative staff, nurse, etc.).

**Q11: Is eForms replacing faxing and mail for MTO forms?**

**A11:** eForms is the preferred channel for submitting health-related forms due to the platform's enhanced efficiency, reliability, and security benefits. However, MTO will continue to accept forms via fax and mail.

**Q12: If my practice already has digitized forms built into my EMR, do I still need eForms?**

**A12:** When a clinician gains access to an eForms version of a specific form (e.g., MTO eForms), it is highly encouraged that the clinician only use the eForms version, and cease using the digitized form version within their EMR.

**DID YOU KNOW? Sending digitized forms through your EMR is the same as sending a fax.**

The digitized forms you're currently using within your EMR are converted to faxes and faxed to recipients. It feels integrated, but it really isn't. An eForm is not a fax and is more secure. It allows you to send completed forms as data, bypassing the fax and ensuring accuracy.

**Q13: How can I get access to eForms? Where can I get more information?**

**A13:** For more information on accessing MTO eForms from your EMR, please contact [support@ontariomd.com](mailto:support@ontariomd.com), or your local OMD Advisor.

If you have any questions about certified EMRs and/or other digital health tools available to you, please email OMD at [support@ontariomd.com](mailto:support@ontariomd.com), contact your local OMD Advisor, or visit [OntarioMD.ca](http://OntarioMD.ca).