

Quick Reference

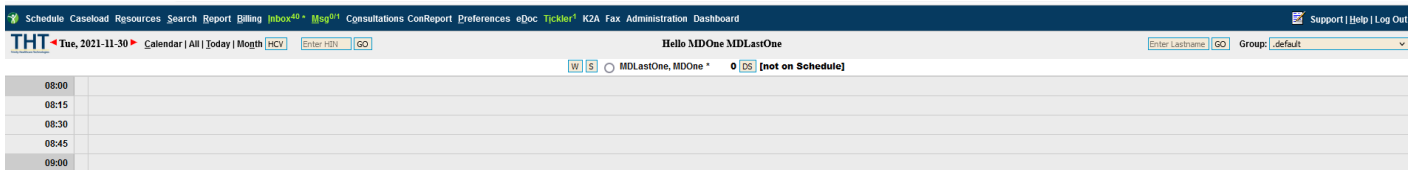
How to Manage PDF Reports through HRM®

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.



2. 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

https://omd.oscargoo.com:12323/oscar/dms/inboxManage.do?method=prepareForIndexPage&providerNo=1

Health Number	Patient Name	Sex	Result Status	Date of Test	Order Priority	Requesting Client	Discipline	Report Status	Viewed	Ack #
<input type="checkbox"/>	HARMON, ANDREW	M		2021-09-21 09:01:56.0 / 2021-09-21	----		Annual Health Exam	Final	Y	0
<input type="checkbox"/>	Diabetes, Diana	M		2021-09-07 08:09:00		Routine	MDOne MDLastOne GENERAL	Final	Y	0
<input type="checkbox"/>	TEST, LILY	F		2021-06-15 13:14:43.0 / 2021-06-15	----		Addiction Referral Form	Final	Y	0
<input type="checkbox"/>	KROY, WENDY	F		2021-06-03 13:20:52.0 / 2021-09-21	----			Final	Y	0
<input type="checkbox"/>	JOHNSON, SALLY	F		2021-06-03 13:20:52.0 / 2021-06-15	----			Final	Y	0
<input type="checkbox"/>	Mayton, Nathanael	M		2021-06-03 13:20:51.0 / 2021-09-21	----		Diabetes Care Form(CV)	Final	Y	0
<input type="checkbox"/>	PTLASTFIVE,PTEIVE	F		2021-06-02 16:46:00.0	----		HRM	Final	Y	0
<input type="checkbox"/>	OMPTLastThirteen, OMPThirteen	U		2021-06-02 11:49:00.0	----		HRM	Final	Y	0
<input type="checkbox"/>	CUPIDDEMO, CHARLIE	M		2021-06-01 17:07:00.0	----		HRM	Final	Y	0
<input type="checkbox"/>	INTRESTINGTWO, INTEIVEFOURTHREE	F		2021-06-01 13:45:00.0	----		HRM	Final	Y	0
<input type="checkbox"/>	sCHN, Child1	F		2021-05-31 12:13:00.0	----		HRM	Final	Y	0
<input type="checkbox"/>	CWIT, SCOTTCARETHREE	F		2021-05-20 15:49:10.0	----		HRM	Final	Y	0
<input type="checkbox"/>	PTLastOne,PTOne	F		2021-05-20 09:28:00.0	----		HRM	Final	Y	0
<input type="checkbox"/>	PTLASTTEN,PTTEN	F		2021-05-19 13:23:00.0	----		HRM	Final	Y	0
<input type="checkbox"/>	PTLastOne,PTOne	F		2021-05-14 12:31:00.0	----		HRM	Final	Y	0
<input type="checkbox"/>	PTLASTTEN,PTTEN	U		2021-05-05 09:18:00.0	----		HRM	Final	Y	0
<input type="checkbox"/>	JOHNSON,SANDRA	F		2021-04-17 13:59:43.0	----		HRM	Final	Y	0
<input type="checkbox"/>	WORKELOW, CUPID-LOG	F		2021-04-15 08:14:00.0	----		HRM	Final	Y	0
<input type="checkbox"/>	PTLASTSIX,PTSIX	M		2021-03-18 15:03:00.0	----		HRM	Final	Y	0
<input type="checkbox"/>	CWIT, SCOTTCAREFOURSHG	M		2021-03-10 09:06:00.0	----		HRM	Final	Y	0
<input type="checkbox"/>	PTLASTEIGHT,PTEIGHT	M		2021-01-08 13:22:00.0	----		HRM	Final	Y	0
<input type="checkbox"/>	PTLASTEIVE,PTEIVE	F		2021-05-04 08:14:57.0	----		HRM	Final	Y	0
<input type="checkbox"/>	CUPID, STATORDER	F		2021-04-29 12:08:00.0	----		HRM	Final	Y	0
<input type="checkbox"/>	Surfer, Silver	M		2021-04-29 07:09:36.0	----		HRM	Final	Y	0
<input type="checkbox"/>	PARAMEDICS, HEALTHY	M		2021-04-28 14:30:00.0	----		HRM	Final	Y	0
<input type="checkbox"/>	PTLASTTEN,PTTEN	U		2021-04-28 12:21:00.0	----		HRM	Final	Y	0
<input type="checkbox"/>	PTLASTEIGHT,PTEIGHT	M		2021-04-27 20:02:49.0	----		HRM	Final	Y	0
<input checked="" type="checkbox"/>	PTLASTEIVE,PTEIVE	F		2021-04-27 20:02:46.0	----		HRM	Final	Y	0
<input type="checkbox"/>	RED, ROSES	F		2021-02-19 15:41:00.0	----		HRM	Final	Y	0
<input type="checkbox"/>	Toran,Nancie	F		2021-02-16 19:47:00.0	----		HRM	Final	Y	0
<input type="checkbox"/>	PTLASTEIVE,PTEIVE	F		2021-01-15 08:58:00.0	----		HRM	Final	Y	0
<input type="checkbox"/>	PTLASTEIVE,PTEIVE	F		2021-01-15 08:58:00.0	----		HRM	Final	Y	0
<input type="checkbox"/>	PTLastOne,PTOne	F		2021-04-23 13:36:00.0	----		HRM	Final	Y	0



3. Once the HRM report has been selected, a new window will open with an embedded PDF viewer.

HRM Report — Mozilla Firefox

https://omd.oscargoo.com:12323/oscar/hospitalReportManager/Display.do?id=14245&segmentId=...

Msg Tickler E-Chart Master Appt History

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]  
[Make Independent](#)

[PTLASTFIVE-PTFIVE-Diagnostic\\_Imaging\\_Report.pdf](#)

EGD  
**PTLastFive, PTFive HRM**  
Memo: 01733770; Legal Issue: Female, G/G, U/S/S, Inpatient; Accession #: 0703052323

**Preprocedure Diagnosis**  
None

**Postprocedure Diagnosis**  
HRM TEST 2021PT

**Impression**  
Overall Impression:

**Recommendation**  
There is no recommendation following for this procedure.

**Medications**

Isosulfina HCl (PTV1024) endotracheal spray	1 spray
LDKasogon (PTV1024) tablet	0.5 mg
Propofol 2% - 0.5% in sodium chloride intravenous solution	Not documented*

\*Total volume has not been documented. Also see administration to see the amount administered.  
(Note for administrations occurring from 1/22 to 1/24 on 18/06/21)

**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 consciousness, oxygen and respiratory were monitored throughout the procedure. The scope was advanced to the stomach. The patient experienced no blood loss. The procedure was not difficult. The patient tolerated the procedure well. There were no apparent complications.

**Events**

Procedure Event	Event Time
Event	Event Time

SHM - E-Entravault Enterprise  
2300 E-Entravault St. Scarborough, ON M1V 0Y1, 416-499-0100      PTFive HRM PTFive (HRM-C1733770) EGD  
Page 1 of 3

**Findings**  
- All observed locations appeared normal.

Client: 303.3816746;Accession: 0703052323;Mn: 04/29/2021 15:54

**Report Date** Tue Apr 27 20:02:46 EDT 2021

**Demographic Info** PTLASTFIVE, PTFIVE  
5 FIFTH AVENUE

LONDON

**Linked with** PTLASTFIVE, PTFIVE F  
**Demographic** 66 years ([remove](#))  
**Assigned MD** One MDLastOne  
**Providers** ([remove](#))

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**Report Class** Diagnostic Imaging  
**Report**

**Accompanying From the Report**  
**Subclass** (G12), EGD

**Stored in Database**  
(G12), EGD

**Categorization**

[Print](#) [Sign-Off](#)

Set description to this report:

[Set Description](#)

Add a comment to this report:

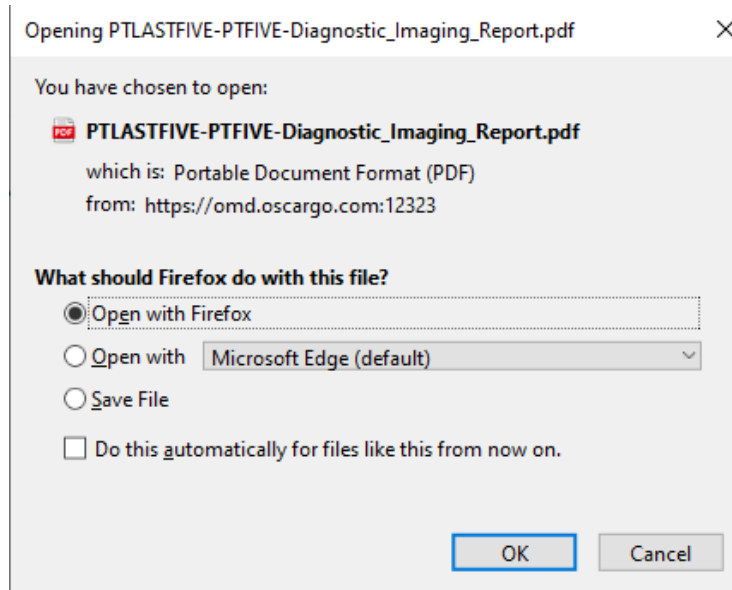
[Add Comment](#)

Displaying 0 comments

Message Unique ID 20210427202801956\*33431403.2500.1\*4841\*D\*100285110\*202104272002\*T\*\*F\*20173753\*1  
 Sending Facility ID 4841



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



- 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.



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.**

HRM Report — Mozilla Firefox

https://omd.oscargov.com:12323/oscar/hospitalReportManager/Display.do?id=14245&segmentID=14245&providerNo=1&search

LORAZEPAM (ATIVAN) tablet 0.5 mg  
 dextrose 5 % - 0.45 % sodium chloride intravenous solution Not documented\*

\*Total volume has not been documented. View each administration to see the amount administered.  
 (Totals for administrations occurring from 1458 to 1504 on 19/02/21)

**Preprocedure**  
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**Events**  
 Procedure Events

Event	Event Time

SHN - Birchmount Endoscopy 3030 Birchmount Rd Scarborough ON M1W 2W2 416-495-2600  
 PTFive HRM PTLastFive (MRN:G1752070) EGD Page 1 of 2

**Findings**

- All observed locations appeared normal.

Set description to this report:

Add a comment to this report:

Displaying 0 comments

**Message Unique ID** 20210427202601956\*33431403.2500.1\*4841\*DI\*100285110\*202104272002\*TM\*F\*20173753\*1  
**Sending Facility ID** 4841  
**Sending Facility Report No.** 100285110  
**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



7. Click Set Description or Add Comment to save the description copied from the PDF HRM report.

HRM Report — Mozilla Firefox

https://omd.oscargoo.com:12323/oscar/hospitalReportManager/Display.do?id=14245&segmentID=14245&

LORazepam (ALIVIAN) tablet      U/S mg  
 dextrose 5 % - 0.45 % sodium chloride intravenous solution      Not documented\*

\*Total volume has not been documented. View each administration to see the amount administered.  
 (Totals for administrations occurring from 1458 to 1504 on 19/02/21)

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**Events**

Procedure Events	Event	Event Time

SHN - Birchmount Endoscopy      PTFive HRM PTFive (MIRN/G1752070) EGD  
 2030 Birchmount Rd Scarborough ON M1W 2W1 416-495-2600      Page 1 of 2

**Findings**  
 • All observed locations appeared normal.

Set description to this report:  
 EGD Postprocedure Diagnosis HRM Test Script  
 Set Description Success

MDOne MDLastOne on 2021-12-02 11:05:18 wrote...  
 EGD Postprocedure Diagnosis HRM Test Script  
[\(Delete this comment\)](#)

Add a comment to this report:  
 EGD Postprocedure Diagnosis HRM Test Script

Add Comment Success

Displaying 0 comment

Message Unique ID 20210427202601956^33431403.2500.1^4841^DI^100285110^202104272002^T^MF^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](mailto:support@ontariomd.com).