

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

- Once you are logged in, open the Lab Report Inbox.
- 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.

Lab Report Inbox

File Utilities

Bad Lab Files Found: 313

Ordering Doctor	Accession #	Patient	Upd...	Abnor...	Date Received	Data Source
Unrecognized Doctors (0/1235)	(?) Unrecognize... 2021112608484...	PtOne Ptlastone	1	No	Nov 26, 2021 09:...	ReportManager
MDLastOne, MDOne (0/856)	(?) Unrecognize... 2021112608210...	PATIENTFIVE UP...	1	No	Nov 26, 2021 09:...	ReportManager
MDLastSeven, MDSeven (0/2321)	(?) Unrecognize... 2021112608210...	PATIENTFIVE UP...	1	No	Nov 26, 2021 09:...	ReportManager
MDLastSix, MDSix (0/75)	(?) Unrecognize... 2021112515424...	OUTPATIENT NIN...	1	No	Nov 26, 2021 09:...	ReportManager
MDLastThree, MDThree (0/224)	(?) Unrecognized ... 20211124212955...	RICKY BOBBY	1	No	Nov 25, 2021 08:24	ReportManager
MDLastTwo, MDTwo (0/73)	(?) Unrecognized ... 20211124151334...	PTOne PTLastOne	1	No	Nov 24, 2021 15:51	ReportManager
MDTestNewLast, MDTestNewFirst (0/8)	(?) Unrecognize... 2021112414535...	PATIENTFIVE UP...	1	No	Nov 24, 2021 15:...	ReportManager
RNPLastOne, RNPOne (0/962)	(?) Unrecognize... 2021112414285...	FREEPOR ZZZM...	1	No	Nov 24, 2021 15:...	ReportManager
RNPLastThree, RNPTThree (0/11)	(?) Unrecognize... 2021112218470...	PtOne Ptlastone	1	No	Nov 23, 2021 08:...	ReportManager
Trapper, John (0/102)	(?) Unrecognize... 2021112215562...	PTTHREE PTLAS...	1	No	Nov 22, 2021 16:...	ReportManager
	(?) Unrecognize... 2021112215412...	PTOne PTLastOne	1	No	Nov 22, 2021 16:...	ReportManager
	(?) Unrecognize... 2021112215153...	DAYS04 SPRING	1	No	Nov 22, 2021 15:...	ReportManager
	(?) Unrecognize... 2021112213394...	ONEEIGHT WELL...	1	No	Nov 22, 2021 13:...	ReportManager
	(?) Unrecognize... 2021112213393...	PATIENTTWENTY...	1	No	Nov 22, 2021 13:...	ReportManager
	(?) Unrecognize... 2021112213363...	THIRTY ADT	1	No	Nov 22, 2021 13:...	ReportManager
	(?) Unrecognized ... 20211122131752...	PTOne PTLastOne	1	No	Nov 22, 2021 13:29	ReportManager
	(?) Unrecognized ... 20211122131752...	PTOne PTLastOne	1	No	Nov 22, 2021 13:29	ReportManager
	(?) Unrecognized ... 20211122131751...	PTOne PTLastOne	1	No	Nov 22, 2021 13:29	ReportManager
	(?) Unrecognized ... 20211122131748...	PTOne PTLastOne	1	No	Nov 22, 2021 13:29	ReportManager
	(?) Unrecognized ... 20211122131746...	PTOne PTLastOne	1	No	Nov 22, 2021 13:29	ReportManager
	(?) Unrecognized ... 20211118193112...	Ricky Bobby	1	No	Nov 18, 2021 19:42	ReportManager
	(?) Unrecognized ... 20211118181834...	PTOne PTLastOne	1	No	Nov 18, 2021 19:42	ReportManager
	(?) Unrecognized ... 20211118160746...	PFN_Neg_ABC 2 ...	1	No	Nov 18, 2021 16:21	ReportManager
	(?) Unrecognized ... 20211118160726...	PTOne PTLastOne	1	No	Nov 18, 2021 16:21	ReportManager
	(?) Unrecognize... 2021111814073...	THIRTY ADT	1	No	Nov 18, 2021 14:...	ReportManager
	(?) Unrecognize... 2021111813450...	PATIENTTWENTY...	1	No	Nov 18, 2021 14:...	ReportManager
	(?) Unrecognize... 2021111808535...	PATIENTTWENTY...	1	No	Nov 18, 2021 11:...	ReportManager
	(?) Unrecognize... 2021111808481...	PATIENTTWENTY...	1	No	Nov 18, 2021 11:...	ReportManager
	(?) Unrecognize... 2021111808481...	PATIENTTWENTY...	1	No	Nov 18, 2021 11:...	ReportManager
	(?) Unrecognized ... 20211117080514...	PATIENTTWENTYF...	1	No	Nov 17, 2021 10:15	ReportManager
	(?) Unrecognized ... 20211116160255...	PTOne PTLastOne	1	No	Nov 17, 2021 10:15	ReportManager
	(?) Unrecognized ... 20211116103603...	CONFIG HIM	1	No	Nov 17, 2021 10:15	ReportManager
	(?) Unrecognized ... 20211115163442...	PTOne PTLastOne	1	No	Nov 15, 2021 16:55	ReportManager

Hide unmatched OLIS patients
 Contains Text:
 Received Between:
 Start:
 End:
 Include Reviewed



- 3. To open the selected HRM attachment, double click on the highlighted report. To open the PDF attachment, select the View Attachments button on the left-hand side to open the HRM report to view the content of the PDF attachment.

Lab Posting Preview

File Report

Patient: PLastOne, POne DOB: May 1, 1911 Report ID: I316_FILL901000001
 HN: 1234567897 ON Sex: F Status: Unidentified Received in PSS: Nov 17, 2021 10:15
 Next Appt: Unknown Posted Status: Unposted
 Lab Data Provided By: HRM Receiving Physician: MDLastOne, MDOne

View Attachments

Sending Facility: I316
 Incoming Categories: Diagnostic Imaging Report
 RAD:18726-0:Radiology studies (set)

PS Categories:
 On-Call Physician
 On-Call Nurse
 Urgent Care/Walk-In Clinic Physician
 Hospitalist
 Anesthesiology
 Allergy & Immunology
 Audiology
 Blood Bank

Report Categories:

Set as default for future reports

Diagnostic Imaging Report
 RAD, 18726-0, Radiology studies (set)
 Observation Date: 16/11/2021, 16:02
 Author physician: MDLastSeven
 PS Suite insert: Information available in attachments

- 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).

media6596999874177690258.pdf - Adobe Acrobat Reader DC (32-bit)

File Edit View Sign Window Help

Home Tools media5167046666... media5403768665... media6596999874... x Sign In

1 / 1 77.1%

JANE WILSON DIAGNOSTIC SERVICES
 2141 Jane Street, Lower Level,
 Toronto, ON, M3M1A2
 Tel. (416) 245-4111
 Fax (416) 245-4008

To: DR. MDLASTONE, M

PATIENT: 9000001 PTLASTONE, PTONE OHIP#: 1234567897ZE	DOB: 01/05/1911	DATE OF STUDY: 15 February, 2021
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This is a sample report.
For HDIRS tests.

Amended Report.

Read by: M.MDLastSeven MD.F.R.C.P.(C)
 Date of Interpretation: 15-Feb-2021
 Date of Transcription: 16-Nov-2021
 Dictated but not read
 MM/

Search 'Split'

- Export PDF
- Edit PDF
- Create PDF
- Comment
- Combine Files
- Organize Pages

Delete, insert, extract and rotate pages.

Try now



- 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.

Lab Posting Preview

File Report

Patient: **PTLastOne, PTOne** DOB: **May 1, 1911** Report ID: **I316_FILL901000001**
 HN: **1234567897 ON** Sex: **F** Status: **Unidentified** Received in PSS: **Nov 17, 2021 10:15**
 Next Appt: **Unknown** Posted Status: **Unposted**
 Diagnostic Radiology Provided By: **HRM** Receiving Physician: **MDCastOne, MDOne**
 View Attachments

Sending Facility: **I316**
 Incoming Categories: **Diagnostic Imaging Report**
RAD:18726-0:Radiology studies (set)

PS Categories

radi

Therapeutic Radiology/Radiation Oncology

test [Therapeutic Radiology/Radiation Oncology]

Report Categories

Diagnostic Radiology

Set as default for future reports

Diagnostic Imaging Report
 RAD, 18726-0, Radiology studies (set)
 Observation Date: 16/11/2021, 16:02
 Author physician: MDCastSeven
 PS Suite insert: Information available in attachments

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

Nov 16, 2021 **HRM Diagnostic Radiology** **KM**

Diagnostic Imaging Report
 RAD, 18726-0, Radiology studies (set)
 Observation Date: 16/11/2021, 16:02
 Author physician: MDCastSeven
 PS Suite insert: Information available in attachments



- 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'.

Example:

- 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.