

As part of the Evidence2Practice Ontario (E2P) program, the [eHealth Centre of Excellence](#) is providing change management at no cost to support clinicians with the implementation and optimal use of E2P tools.



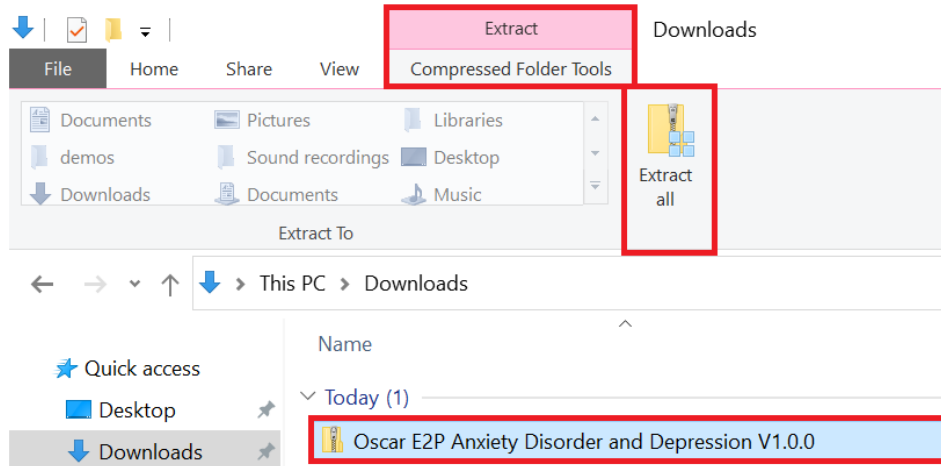
If you have any questions, please reach out to EMRtools@ehealthce.ca and we will be happy to help!

Table of Contents

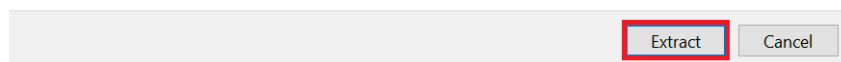
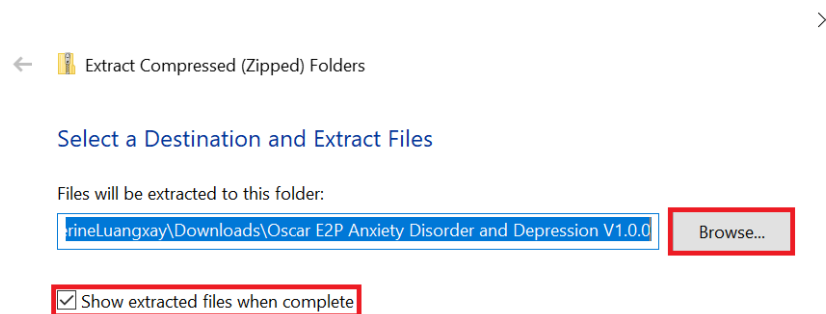
A. Unzip the E2P Anxiety Disorder & Depression Tool file.....	2
B. Import the eForms	3
C. Add new Measurement Types.....	5
New Tool Version Process	7
Overview of Form Tracking Solution.....	7

A. Unzip the E2P Anxiety Disorder & Depression Tool file

1. In the download or desktop folder, click on the file named: **“Oscar E2P Anxiety Disorders and Depression Tool V1.0.0.”**
2. Select **“Extract Compressed Folder Tools”** at the top then click **Extract All**.



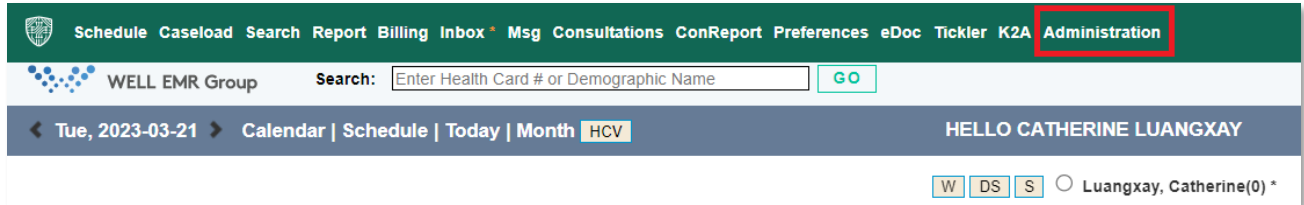
3. You will be prompted to **select the destination folder** to extract the files
*Please note the location you select.
4. For this example, we will select the Downloads folder, ensuring the **checkbox to show the extracted files when complete is selected**, then click **Extract**.



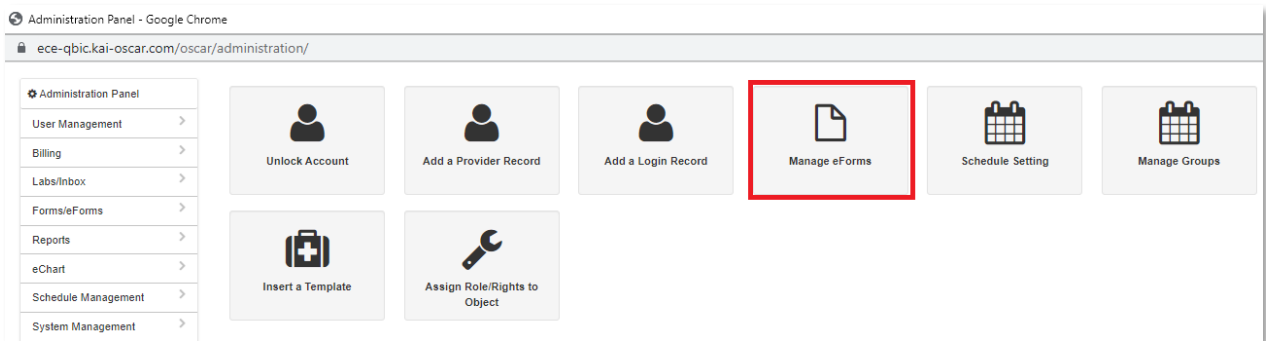
5. You are now ready to import the Oscar E2P anxiety disorders & depression tool.

B. Import the eForms

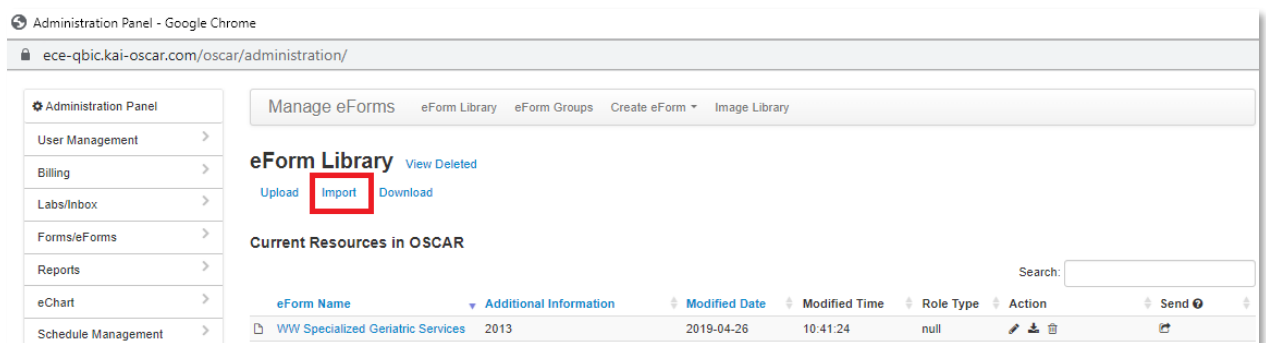
1. Confirm if you have Administrator Access – if the “Administration” Tab appears then you are all set.
2. In Oscar, from the Scheduler view window, choose **Administration**.



3. In the Administration Panel, click the **Manage eForms** icon.

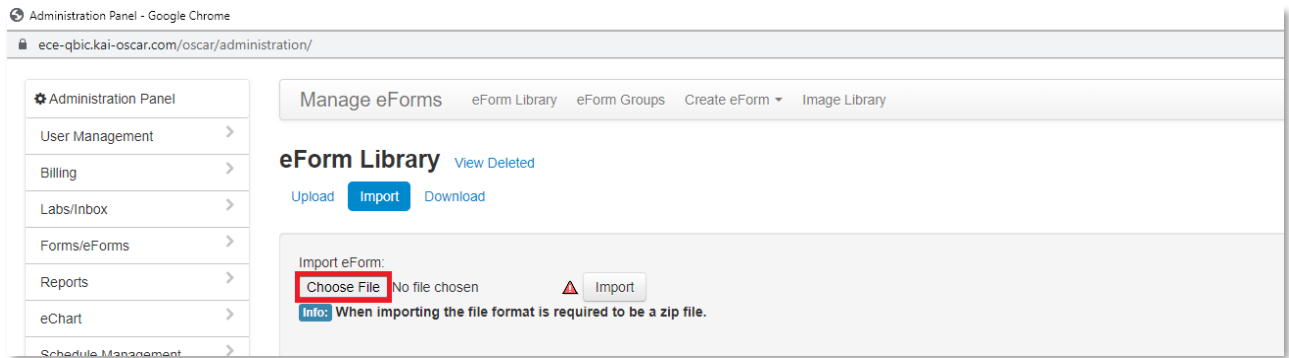


4. In the eForm Library Window, choose **Import**.

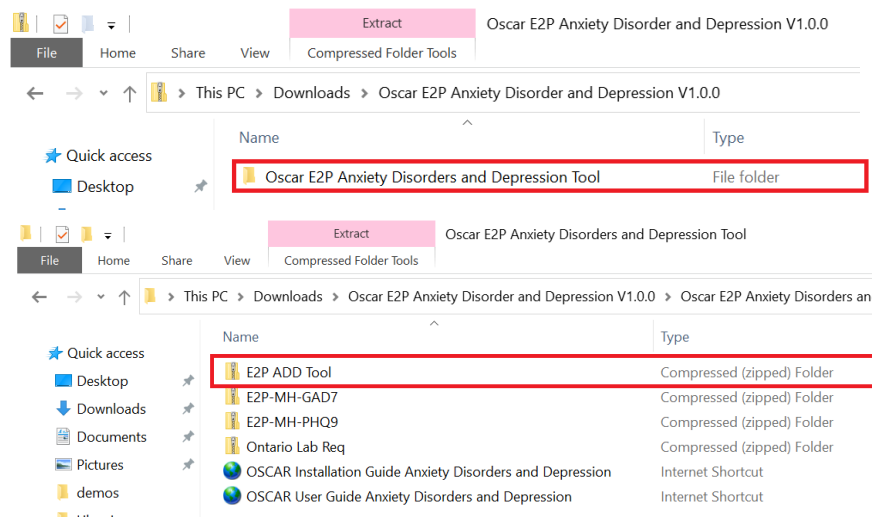


5. Select **Choose File**, then Navigate to your computer’s download folder and double-click the folder that contains the eForm files.

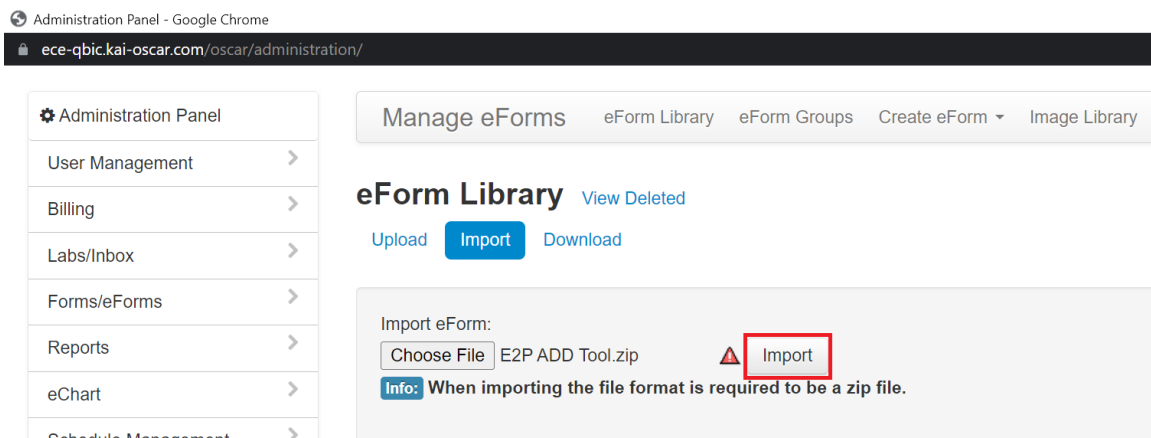
***Note: When importing the file format is required to be a zip file**



- Opening the folder titled: "Oscar E2P Anxiety Disorders & Depression Tool", select the zip file titled: "**E2P Anxiety Disorders & Depression Tool**".



- Navigate back to the Oscar Administration Panel then click the **Import** button.
- A message will pop up to let you know if the eForm was successfully imported and is now ready to be used.

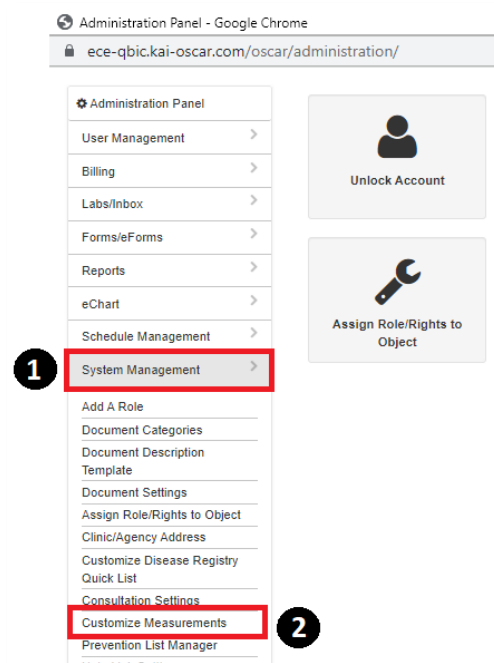


9. Repeat steps 4-7 for the following zip folders that are also included in the folder:
 - a. **E2P-MH-GAD7**
 - b. **E2P-MH-PHQ9**
 - c. **Ontario Lab Req**

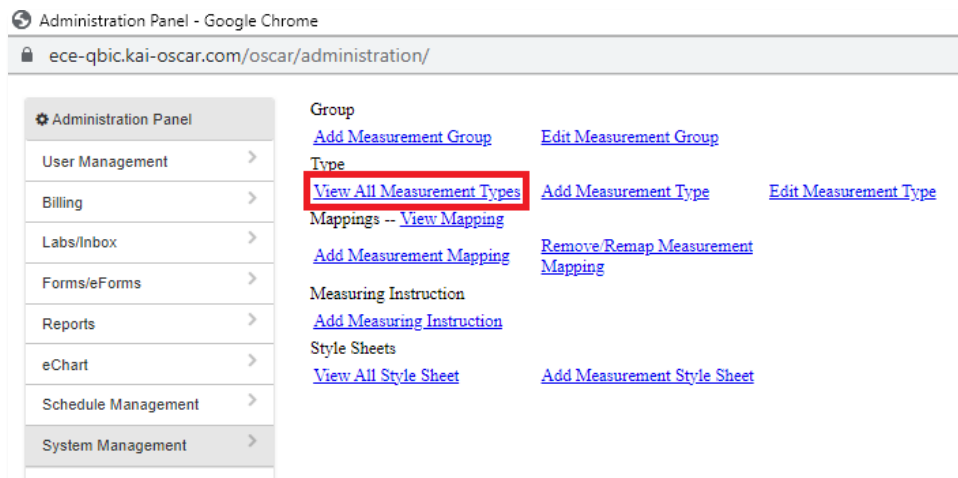
If you already have the forms listed above, please skip this step

C. Add new Measurement Types

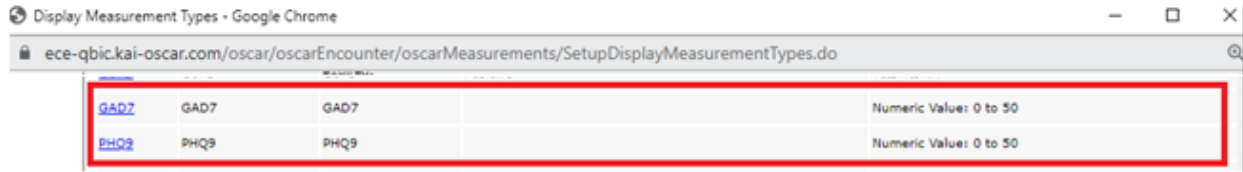
1. Check if the Measurement Types already exist in your EMR:
 - a. Go to Administration > **System Management** > **Customize Measurement**.



- b. Click **“View All Measurement Types”**.

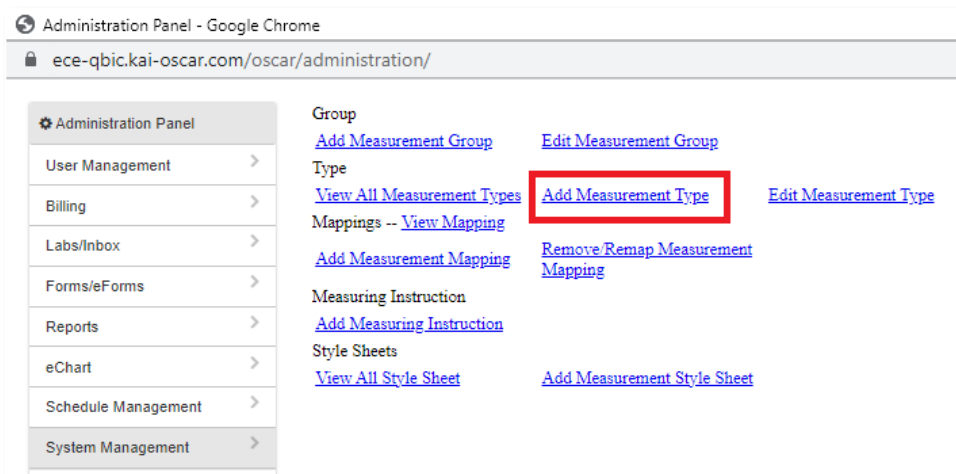


- c. Scroll down and search for GAD-7 and PHQ-9.
 - i. If they **do** exist, then nothing else is required for you to set up and you are ready to use the tool.
 - ii. If they **do not** exist, then proceed to the next steps.



2. Add the Measurement Types to your EMR:

- a. Click **"Add Measurement Type"**, and a new screen will pop up.



- b. Input the following, click **[Add]** for each type.

Type	Type Description	Display Name	Validation
PHQ9	PHQ9	PHQ9	Numeric Value: 0 to 50
GAD7	GAD7	GAD7	Numeric Value: 0 to 50

Measurements Add Measurement Type

Type:

Type Description:

Display Name:

Measuring Instruction:

Validation:

To configure the measurement under Measurement Instruction For example:
 - Choose radio blue,orange,yell
 - Choose radio yes,no
 - Choose radio always,often,sel
 Note:
 - "No validations" must be sele

Measurements Add Measurement Type

Type:

Type Description:

Display Name:

Measuring Instruction:

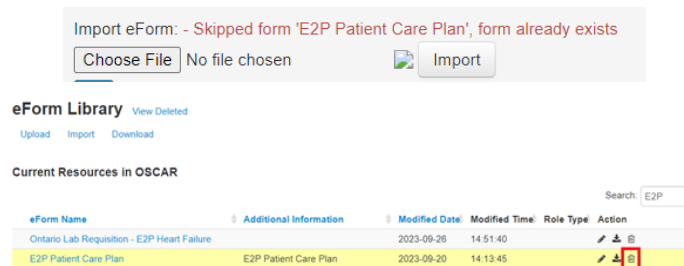
Validation:

To configure the measurement under Measurement Instruction For example:
 - Choose radio blue,orange,ye
 - Choose radio yes,no
 - Choose radio always,often,se
 Note:
 - "No validations" must be sel

New Tool Version Process

You might have been notified that a new version of the E2P tool is available via the tool or email. Once a new tool version has been released, please follow these steps to update the tool in your EMR.

1. Download the tool file package on the eHealth Centre of Excellence's Community Portal.
2. Follow this guide to [import the tool into the EMR](#).
 - a. If you receive this error message, you will need to delete the E2P Patient Care Plan form from your EMR.



Overview of Form Tracking Solution

The eHealth Centre of Excellence tracks usage to understand the extent to which our tools are being used. We are committed to protecting the data we are collecting and sharing. With our EMR usage analytics program, we collect general information about your usage (e.g., clinic name, name of tool used, date of usage, clinician type, anonymized clinician ID, and anonymized patient ID). **There is absolutely no Personal Health Information (PHI) collected by usage analytics**, and no assessment of clinical knowledge or expertise is made. Information collected by usage analytics may be shared with external organizations, such as funding bodies and evaluators, to support program evaluation, sustainability, and future funding opportunities.

Participation in usage analytics is optional and you may withdraw your participation at any time. However, your participation ensures that E2P tools are meeting the needs of frontline clinicians. You would be supporting the meaningful adoption of clinical guidelines, as well as the development of future tools and updates. It's an easy method of supporting quality improvement - you don't have to do anything!

For more information, please contact privacy@ehealthce.ca or see our [privacy statement](#). If you would like to learn more about our EMR usage analytics program and the benefits of participating, please visit our [website](#).

E2P brings together multi-disciplinary, cross-sector expertise under the joint leadership of the Centre for Effective Practice, eHealth Centre of Excellence, and North York General Hospital. Funding and strategic guidance for E2P is provided by Ontario Health in support of Ontario's Digital First for Health Strategy.

