

As part of the Evidence2Practice Ontario (E2P) program, the <u>eHealth Centre</u> of <u>Excellence</u> 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 <u>EMRtools@ehealthce.ca</u> and we will be happy to help!

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## 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.

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File Home S	Share View	Compressed Folder Tools				
<ul> <li>Documents</li> <li>demos</li> <li>Downloads</li> </ul>	Pictures Sound recordings Documents Extract To	Libraries	Extract all			
$\leftarrow \rightarrow \checkmark \uparrow \blacktriangledown$	> This PC > Do	ownloads				
✓ Aurick access     Name       ✓ Today (1)						
🖊 Downloads	🖈 Osc	car E2P Anxiety Disorder ar	d Depression V1.0.0			

- 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**.

	$\times$
Extract Compressed (Zipped) Folders	
Select a Destination and Extract Files	
Files will be extracted to this folder:	
rineLuangxay\Downloads\Oscar E2P Anxiety Disorder and Depression V1.0.0 Browse	
Show extracted files when complete	
Extract	incel

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**.

Schedule Caseload Search Report Billing Inbox * Msg Consultations ConReport P	references eDoc Tickler K2A Administration					
WELL EMR Group         Search:         Enter Health Card # or Demographic Name	GO					
▲ Tue, 2023-03-21 ➤ Calendar   Schedule   Today   Month HCV HELLO CATHERINE LUANGXAY						
	W DS S O Luangxay, Catherine(0) *					

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

Administration Panel - Google Chrome									
ece-qbic.kai-oscar.c	ece-qbic.kai-oscar.com/oscar/administration/								
Administration Panel									
User Management	>				L L				
Billing	>	Unlock Account	Add a Provider Record	Add a Login Record	Manage eForms	Schedule Setting	Manage Groups		
Labs/Inbox	>								
Forms/eForms	>								
Reports	>	<b>(1</b> )	L.						
eChart	>		Analyz Data Diabés és						
Schedule Management	>	insert à l'emplate	Assign Role/Rights to Object						
System Management	>								

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

) Administration Panel - Google Chrome						
ece-qbic.kai-oscar.co	om/osc	ar/administration/				
Administration Panel		Manage eForms eForm Library eForm Groups Create eForm - Image Library				
User Management	>					
Billing	>	eForm Library View Deleted				
Labs/Inbox	>	Upload Import Download				
Forms/eForms	>	Current Resources in OSCAR				
Reports	>	Search:				
eChart	>	eForm Name 👻 Additional Information 🕴 Modified Date 💠 Modified Time 💠 Role Type 💠 Action 🔶	Send 😧			
Schedule Management	>	D         WW Specialized Geriatric Services         2013         2019-04-26         10:41:24         null         ✔ ▲ 會	C			

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



#### S Administration Panel - Google Chrome

ece-qbic.kai-oscar.com/osc	ece-qbic.kai-oscar.com/oscar/administration/								
Administration Panel		Manage eForms eForm Library eForm Groups Create eForm - Image Library							
User Management	>								
Billing	>								
Labs/Inbox	>	Upload Import Download							
Forms/eForms	>	Imont eForm:							
Reports	>	Choose File No file chosen							
eChart	>	Into: When importing the file format is required to be a zip file.							
Cohodulo Managamant	>								

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

📕   🛃 📕 =			Extract	Oscar E2P Anxiety	Disorder and Depression V1.0.0	
File Home	Share	View	Compressed Folder Too	ls		
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ 👔 > This PC > Downloads > Oscar E2P Anxiety Disorder and Depression V1.0.0						
📌 Quick access		Name		^	Туре	
Desktop	A	📕 Osc	ar E2P Anxiety Disorde	rs and Depression Tool	File folder	
$\begin{array}{c c} - & & \\ \hline & & \\ \hline & & \\ \hline \\ \hline$	Share > This	View C PC > Down	Extract Compressed Folder Tools Iloads > Oscar E2P Anxie	Oscar E2P Anxiety Disorder	rs and Depression Tool	
🛨 Quick accoss		Name	^		Туре	
	*	🔋 E2P AD	D Tool		Compressed (zipped) Folder	
+ Downloads	*	E2P-MI	H-GAD7		Compressed (zipped) Folder	
Documents	*	E2P-MI	H-PHQ9		Compressed (zipped) Folder	
Pictures		Ontaric	o Lab Req		Compressed (zipped) Folder	
l desses	~	S OSCAR	Installation Guide Anxiety	/ Disorders and Depressior	Internet Shortcut	
demos		SCAR	User Guide Anxiety Disor	ders and Depression	Internet Shortcut	

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

S Administration Panel - Google Ch	rome	
ece-qbic.kai-oscar.com/osca	ar/administra	tion/
Administration Panel		Manage eForms eForm Library eForm Groups Create eForm - Image Library
User Management	>	
Billing	>	eForm Library View Deleted
Labs/Inbox	>	Upload Import Download
Forms/eForms	>	Import oForm:
Reports	>	Choose File E2P ADD Tool.zip
eChart	>	Info: When importing the file format is required to be a zip file.
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- 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:
  - Go to Administration > System
     Management > Customize
     Measurement.



### b. Click "View All Measurement Types".

9	Administration Panel - Google Chrome					
	ece-qbic.kai-oscar.co	m/osc	ar/administration/			
	Administration Panel		Group Add Measurement Group	Edit Measurement Group		
	User Management	>	Type	<u>Dat Mediatement Group</u>		
	Billing	>	<u>View All Measurement Types</u> Mappings View Mapping	Add Measurement Type	Edit Measurement Type	
	Labs/Inbox	>	Add Measurement Mapping	Remove/Remap Measurement		
	Forms/eForms	>	Measuring Instruction	Mapping		
	Reports	>	Add Measuring Instruction			
	eChart	>	Style Sneets <u>View All Style Sheet</u>	Add Measurement Style Sheet		
	Schedule Management	>				
	System Management	>				



- 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.

0	Display Measurement Types - Google Chrome								
Ĥ	ece-qbic.kai-oscar.com/oscar/oscarEncounter/oscarMeasurements/SetupDisplayMeasurementTypes.do								
		GAD7	GAD7	GAD7	Numeric Value: 0 to 50			٦Г	
		PHQ9	рндэ	рндэ	Numeric Value: 0 to 50				

- 2. Add the Measurement Types to your EMR:
  - a. Click "Add Measurement Type", and a new screen will pop up.

0	S Administration Panel - Google Chrome							
	ece-qbic.kai-oscar.co	m/osc	ar/administration/					
	Administration Panel		Group Add Measurement Group	Edit Measurement Group				
	User Management	>	Type	<u>Dominication choop</u>				
	Billing	>	<u>View All Measurement Types</u> Mappings View Mapping	Add Measurement Type	Edit Measurement Type			
	Labs/Inbox	>	Add Measurement Mapping	Remove/Remap Measurement				
	Forms/eForms	>	Measuring Instruction	Mapping				
	Reports	>	Add Measuring Instruction					
	eChart	>	Style Sheets <u>View All Style Sheet</u>	Add Measurement Style Sheet				
	Schedule Management	>						
	System Management	>						

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

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

Measurements	Add Measureme	nt Type		Measurements	Add Measureme	ent Type	
	Type Type Description Display Name	GAD7 GAD7 GAD7			Type Type Description Display Name	PHQ9 PHQ9 PHQ9	] ] ]
	Measuring Instruction		To configure the measurement under Measurement Instructior For example: - Choose radio blue,orange,yell - Choose radio always,often,sel Note: - "No validations" must be sele		Measuring Instruction		To configure the measurement under Measurement Instructio For example: - Choose radio blue,orange,ye - Choose radio blue,orange,ye - Choose radio always,often,se Note: - "No validations" must be sele
	Validation Close Add	Numeric Value: 0 to 50			Validation Close Add	Numeric Value: 0 to 50	v



### **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.

Import eForm: - Skip Choose File No file	ped form 'E2P Patie e chosen	ent Ca	Care Plan', form already exists					
eForm Library View Deleted								
Upload Import Download								
Current Resources in OSCAR								
				Search: E2P				
eForm Name	Additional Information	0 Mor	fified Date) Modified Time	Role Type Action				
Ontario Lab Requisition - E2P Heart Failure		202	3-09-26 14:51:40	1 ± 8				
E2P Patient Care Plan	E2P Patient Care Plan	202	3-09-20 14:13:45	✓ ± 8				

# **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 <u>privacy@ehealthce.ca</u> or see our <u>privacy statement</u>. If you would like to learn more about our EMR usage analytics program and the benefits of participating, please visit our <u>website</u>.



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.

