

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!

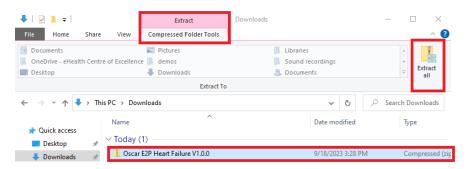
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A. Unzip the E2P Heart Failure Tool File

- 1. In the download or desktop folder, click on the file named: "Oscar E2P Heart Failure Tool V 1.0.0".
- 2. Select "Extract Compressed Folder Tools" at the top then click Extract All.
 - a. This will extract the folder but do not extract the zip files within this original file as OSCAR will require these other files to be zipped.



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

~	Extract Compressed (Zipped) Folders	×
	Select a Destination and Extract Files	
	Files will be extracted to this folder:	
	C\Users\CatherineLuangxay\Downloads\Oscar E2P Heart Failure V1.0.0 Browse	
	Show extracted files when complete	
	Extract Cance	

- 4. You are now ready to import the E2P heart failure tool into OSCAR.
- 5. In Oscar, from the Scheduler view window, choose Administration.

Schedule Caseload Search Report Billing Inbox * Msg Consultations ConReport Pre	ferences eDoc Tickler K2A Administration			
WELL EMR Group Search: Enter Health Card # or Demographic Name	GO			
	W DS S O Luangxay, Catherine(0) *			



6. In the Administration Panel, click the Manage eForms icon.

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Administration Panel					0.0	0.0
User Management >				Γ		
Billing	Unlock Account	Add a Provider Record	Add a Login Record	Manage eForms	Schedule Setting	Manage Groups
Labs/Inbox >				-		
Forms/eForms >						
Reports >	(Ē)	C				

B. Remove Old E2P Images

*Please note: For users who have installed previous versions of any E2P tools, please follow these steps or importing the new tools will not work. Otherwise please skip to <u>Step C</u>.

- 1. If you have already downloaded and installed an E2P tool, you will need to find and delete the tracking file images and upload the new ones in this package.
 - a. Navigate to the **Image Library**.

Manage eForms	eForm Library	eForm Groups	Create eForm -	Image Library

- b. Search for the following files to delete:
 - i. FormTrackingService.js
 - ii. formTrackingToolbar.css
 - iii. formTrackingToolbar.js
- c. Click **Delete** for each one.

formTrackingService.js	Delete
formTrackingToolbar.css	Delete
formTrackingToolbar.js	Delete

- 2. From here, you are now ready to import the new images.
- 3. Select **Choose File**.

Manage eForms	eForm Library	eForm Groups	Create eForm -	Image Library
Image Library				
File name Choose File No file chosen		Upload		



4. Navigate to the Downloads folder and open the folder titled: "Oscar E2P Heart Failure

Tool".			
🕙 Open		×	
$\leftarrow \rightarrow ~ \star ~ \uparrow$	🖊 > This PC > Downloads	✓ Č Search Downloads	
Organize 💌	New folder		
★ Quick acce Desktop	ss 🔨 Name	Date mod	
🐥 Download	ds 🖈 🔋 E2P Heart Failure OSCAR 1.0.0	9/19/2023	

- 5. Open the folder: "Add as images"
 - a. Select the file titled: "formTrackingService"
 - b. Click Open
 - c. Then click the **Upload** button.

	-	•	Name	^			
📌 Quick access			S formTrackingService				
Desktop	*		# formTrackingToolbar				No preview
🕹 Downloads	*		formTrackingToolbar				available.
🗎 Documents	*						
Not the second s	* *	/ <				>	
	File	nan	ne: formTrackingService	~	All Files		~
					Open	C	ancel

- 6. Repeat steps 2-5 for the following zip folders that are also included in the folder:
 - a. formTrackingToolbar
 - b. formTrackingToolbar

C. Import the eForms

*If you just completed Step B. Removing old E2P images please skip the following step #1.

1. In Oscar, from the Scheduler view window, choose Administration.

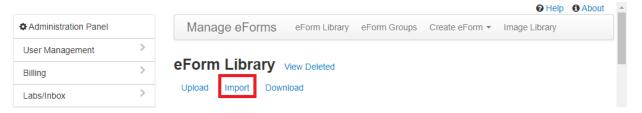
Schedule Caseload Search Report	Billing Inbox * Msg Consultations ConReport Preferen	nces eDoc Tickler K2A Administration
WELL EMR Group Search:	Enter Health Card # or Demographic Name	60
Tue, 2022-05-24 🔉 Calendar Sch	dule Today Month HCV	HELLO



2. In the Administration Panel, click the Manage eForms icon.

Administration Panel					
User Management	>				
Billing	>	Unlock Account	Add a Provider Record	Add a Login Record	
Labs/Inbox	>				
Forms/eForms	>				
Reports	>	F A			
eChart	>				
Schedule Management	>	Manage eForms	Schedule Setting	Manage Groups	
System Management	>				
Emails	>		C		
Faxes	>		Care and the second sec		
System Reports	>	Insert a Template	Assign Role/Rights to Object		
Integration	>		Object		

3. In the eForm Library Window, choose Import.



4. Select **Choose File**, then Navigate to the Downloads folder and open the folder titled: **"Oscar E2P Heart Failure Tool"**.

	Help About
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 eForm:
Reports	Choose File No file chosen
eChart	> Info: When importing the file format is required to be a zip file.



5. Open the folder: "Add as eforms".

a. Then select the zip file titled: "E2P Heart Failure Tool".

← → ∽ ↑ 🖡 ≪ E2P Heart Failure OSCAR 1.0.0 → Add as eforms	~	Ō	,⊂ Se	arch Add as eforms
Organize 🔻 New folder				::: - :: ?
 Quick access Desktop Downloads Documents Pictures demos E2P Diabetes Toc Libraries OneDrive - eHealt This PC 			>	Select a file to preview.
File name:		~	All Files Op	

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

Administration Panel		Manage eForms eForm Library eForm Groups Create eForm - Image Library
User Management	>	
Billing	>	
Labs/Inbox	>	Upload Import Download
Forms/eForms	>	Import eForm:
Reports	>	Choose File E2P-Heart Failure Tool.zip
eChart	>	Info: When importing the file format is required to be a zip file.

7. Repeat steps 4-7 for the following zip folders that are also included in the folder: *If you already have the form listed below, please skip this step, and do not import the respective zip folders. *

- a. E2P-Substitute Decision Maker Form
- b. Ontario Lab Requisition E2P Heart Failure



D. Import the Images

*If you have already completed step B. Removing the old E2P images, please skip this step. If you have never installed an E2P Tool, proceed to step #1. *

- 1. After importing the forms, stay in the manage eForms window but navigate to the **Image Library**.
- 2. Select Choose File.



3. Navigate to the Downloads folder and open the folder titled: **"Oscar E2P Heart Failure Tool"**.

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File Home	Share View			
Pin to Quick Copy access	Paste Cut Paste Paste shortcut	Move Copy to Copy	New folder	Properties
c	lipboard	Organize	New	Ope
$\leftarrow \rightarrow \cdot \cdot \uparrow$	📕 > This PC > Download	ds > E2P Heart Failure OSCAR 1.0.0	~	∕ Ö Sear
★ Quick access		^ eart Failure V1.0		

- 4. Open the folder: "Add as images"
 - a. Select the file titled: "formTrackingService".
 - b. Click Open
 - c. Then click the Upload button.

 Quick access Desktop Downloads Documents 		Name S formTrackingService formTrackingToolbar formTrackingToolbar	^			No preview available.
Pictures	* *	<			>	
	File n	ame: formTrackingService	~	All Files Open	С	~ ancel

- 5. Repeat steps #2-4 (steps above) for the following zip folders that are also included in the folder:
 - a. formTrackingToolbar (css)
 - b. formTrackingToolbar (js)

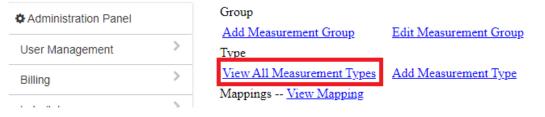


E. Add new Measurement Types

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

Administration Panel	
User Management	>
Billing	>
Labs/Inbox	>
Forms/eForms	>
Reports	>
eChart	>
Schedule Management	>
Custom Management	>
System Management	<u>́</u>
Add A Role	~
	-
Add A Role	
Add A Role Document Categories Document Description	
Add A Role Document Categories Document Description Template	
Add A Role Document Categories Document Description Template Document Settings	
Add A Role Document Categories Document Description Template Document Settings Assign Role/Rights to Object	
Add A Role Document Categories Document Description Template Document Settings Assign Role/Rights to Object Clinic/Agency Address Customize Disease Registry	
Add A Role Document Categories Document Description Template Document Settings Assign Role/Rights to Object Clinic/Agency Address Customize Disease Registry Quick List	

b. Click "View All Measurement Types".





- c. Scroll down and search for LVEF, NYHA, JVP, and NTproBNP.
 - i. If any of the above do exist, then confirm if they match the criteria in the table below **(step #2b)**.
 - ii. If they match, then nothing is required for you to set up and you are ready to use the tool.
 - iii. If they do not exist or do not match, then proceed to the next steps.

<u>IVP</u>	JVP	Jugular venous pressure	cm H2O	Numeric Value: 0 to 100
LVEF	LVEF	Left Ventricular Ejection Fraction	percentage	Numeric Value: 0 to 100
NYHA	NVHA Functional Capacity Classification	NVHA Functional Capacity Classification	Class 1-4	Integer: 1 to 4
NTPROBNP	NtProBNP	NT pro BNP	pg/mL	Numeric Value: 0 to 2500

*Please note: JVP may already exist with the validation being Yes/No/NA, <u>this is not</u> <u>compatible</u> with the E2P tool, proceed with the following steps with adding in a new JVP measurement.

JVPE	JPV Elevation	JPV Elevation	Yes/No	Yes/No/NA

2. Add the Measurement Types to your EMR

a. Click "Add Measurement Type"; a new screen will pop up.

Administration Panel		Group <u>Add Measurement Group</u>	Edit Measurement Group
User Management	>	Type	Dur Medsarement Group
Billing	>	<u>View All Measurement Types</u> Mappings <u>View Mapping</u>	Add Measurement Type
	5	wappings <u>view wapping</u>	

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

Туре	Type Description	Display Name	Validation
LVEF	Left Ventricular Ejection	LVEF	Numeric Value: 0 to 100
	Fraction		
NYHA	NYHA Functional	NYHA Functional	Integer Value: 1 to 4
	Capacity Classification	Capacity	
		Classification	
JVP	Jugular venous pressure	JVP	Numeric Value: 0 to 1000
NTproBNP	NTproBNP	NTproBNP	Numeric Value: 0 to 2500



Installation Guide OSCAR Pro EMR

Measurements Add Measurement Type	Measurements Add Measurement Type
Type LVEF Type Left Ventricular Ejection Fra Display LVEF	Type NYHA Type NYHA Functional Capacity · Description Display Name NYHA Functional Capacity ·
Measuring Instruction Note: - Choose radio D - Choose radio D	ent Ins under Measurement For example: isono Instruction - Choose radio blue, or Instruction - Choose radio alway Note: - "No validations" mi
Validation Numeric Value: 0 to 100 Close Add	Validation Integer: 1 to 4
Measurements Add Measurement Type	Measurements Edit Measurement Type
Type JVP Type Jugular venous pressure Description JVP Name JVP	Type NTPROBNP Type NT pro BNP Description Display Name NtProBNP
Measuring under Measurem For example: Instruction - Choose radio bi - Choose radio bi - Choose radio ai Note: - "No validations"	ent Ins ue,orai as,no ways,o To configure the me under under Measuring Instruction To configure the me under Measuring - Choose radio yes, - Choose radio yes, - Choose radio yes, - Choose radio alwa
Validation Numeric Value: 0 to 100 V Close Add	

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. Please note that if you already have the E2P Diabetes tool, you will need to delete the care plan tool file from your EMR or you will receive an error message.





Overview of Usage Analytics

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.

