

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!

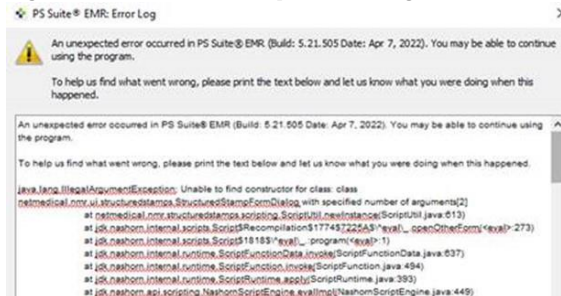
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Notices

Please be advised of the following common events and issues that occur during the tool installation process

1. The tool not opening from the toolbar producing an error log.



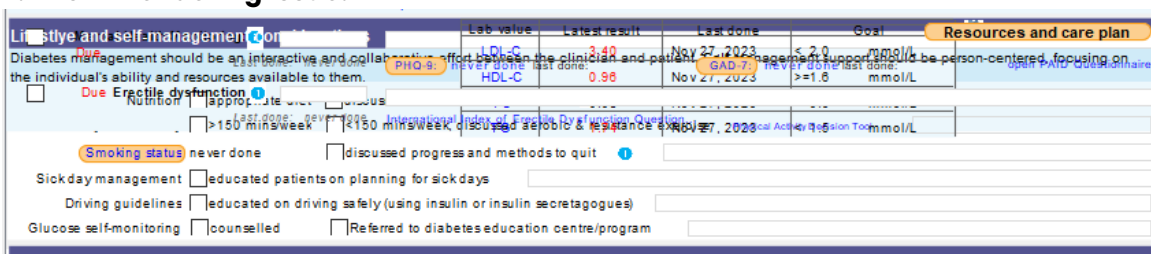
Problem: Some users have found that inserting the "E2P - HF - Main Form Toolkit" custom form directly into the patient chart (instead of viewing the form in its intended pop-up) has resulted in errors when attempting to launch the screening or visit custom forms.

Solution: Since the "E2P - HF - Main Form Toolkit" does not include any data or documentation, it is recommended that all instances of this custom form be deleted from the patient chart. To do this,

1. Search for "E2P - HF - Main Form Toolkit" in the notes section of the patient's chart.
2. Navigate to the line, right-click, and select "Delete".
3. Repeat for all remaining inserts.

For assistance, please reach out to EMRtools@ehealthce.ca and we will be happy to help!

2. Form rendering issue.



Problem: All sites will experience the form overlapping issue on the first opening of the tools after installation/update.

Solution: Unfortunately, this is a known PS Suite error. Once each section of the tool has been opened once: Assessment, Medications, Management, the issue will be resolved.

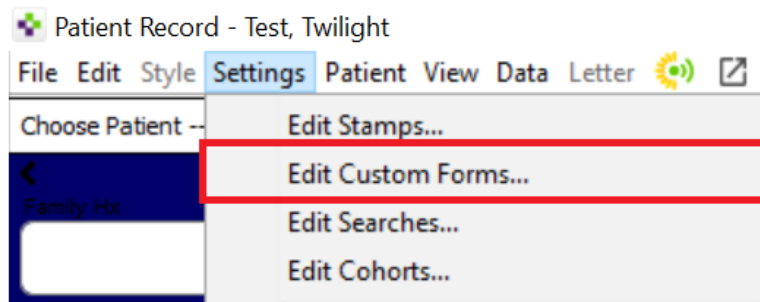
*Please note that this will only happen once, you will not encounter this for each patient.

Evidence2Practice Ontario (E2P) Tool Installation Guide

A. Remove Old E2P Forms

*Please note: For users who have installed previous versions of any E2P tools (ending 1.0.0 or 1.1) and would like to remove the old E2P forms from their EMR, please follow these steps. Otherwise please skip to [Step B](#).

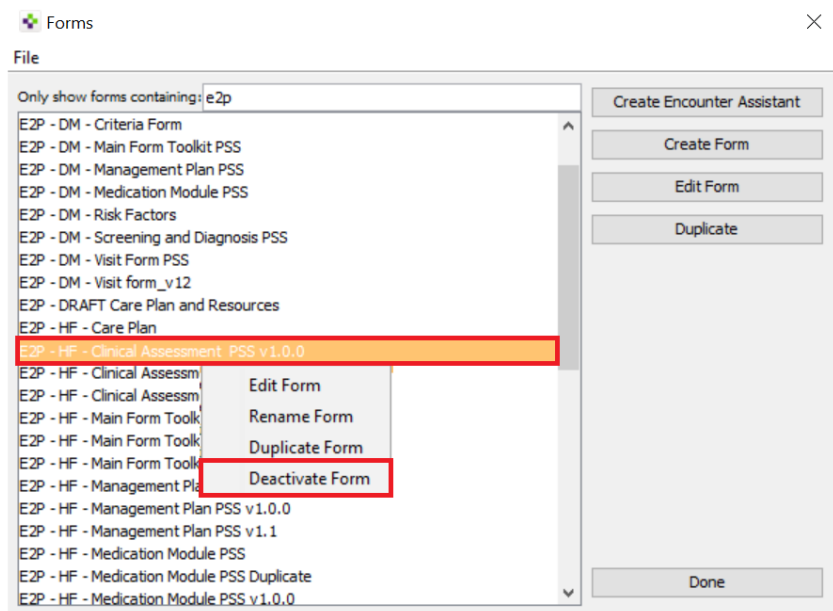
1. In PS Suite EMR, from the **Records** window, choose **Settings** > **Edit Custom Forms**.



2. In the **Forms** window, enter "E2P" into the search bar.

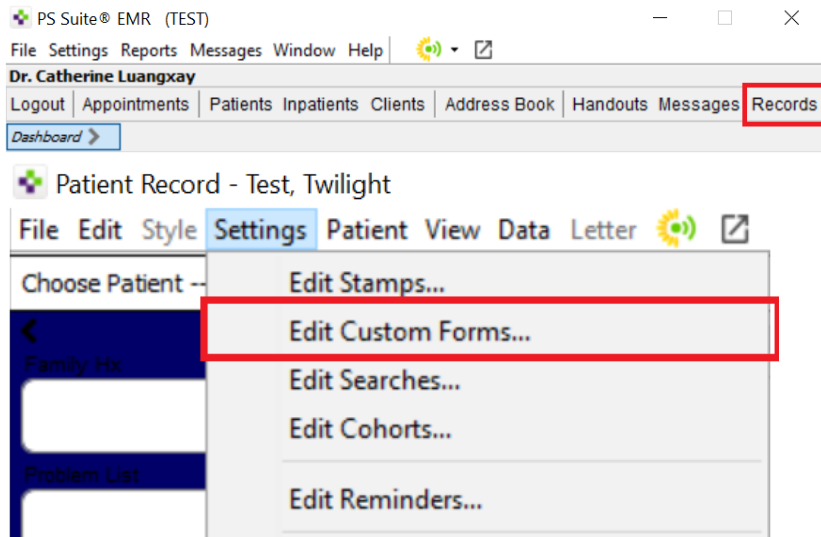


3. Click on the **form line** you would like to deactivate, then right-click and select **Deactivate Form**.

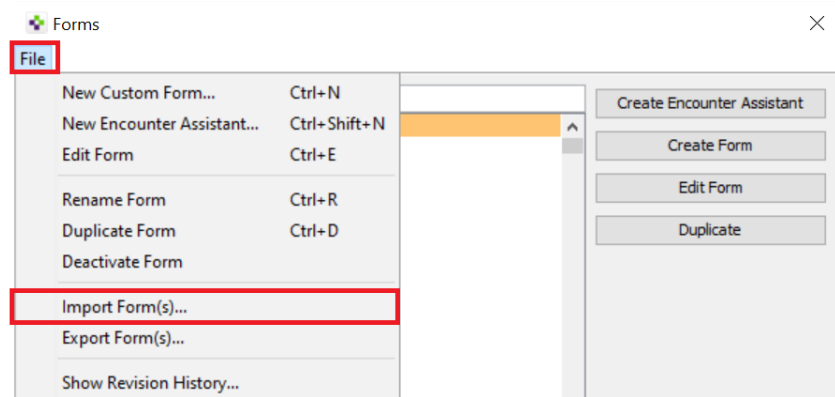


B. Import the Custom Forms

1. In PS Suite EMR, from the **Records** window, choose **Settings** > **Edit Custom Forms**.



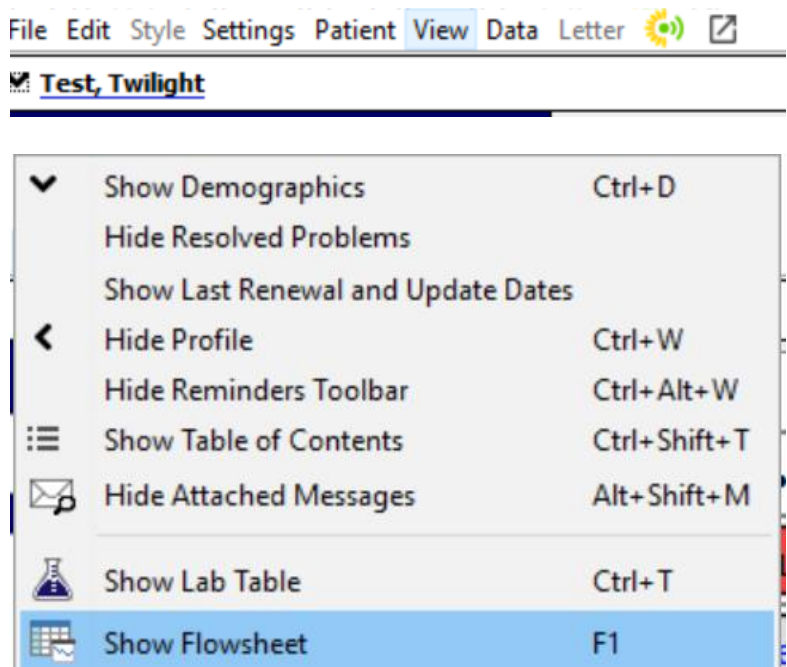
2. In the **Forms** window, from the **File** menu, choose **Import Form(s)**.



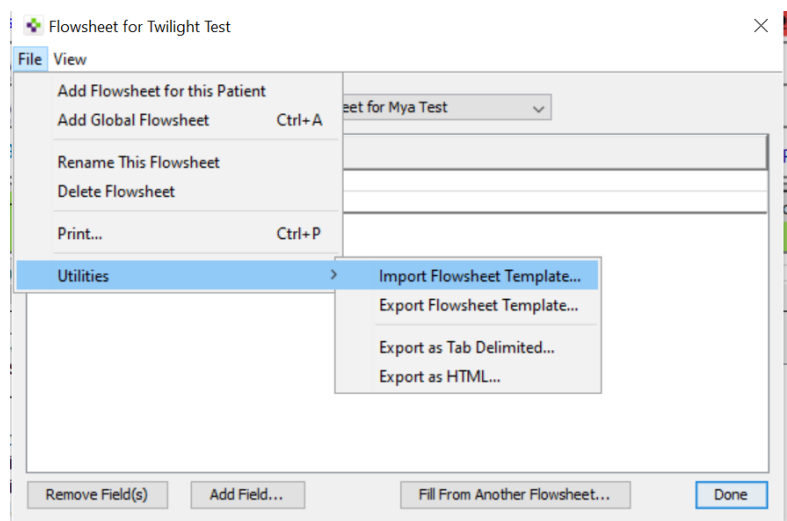
3. Navigate to your **computer's desktop** and double-click the folder that contains the custom form files.
4. Click the **custom form(s)** in the list that you want to import.
5. Click the **Choose** button. If you are importing multiple forms at once, and depending on the speed of your computer, the import may take 30 seconds or more. A message will prompt you when the import is successful.

C. Import Flowsheet

1. In PS Suite EMR, from the **Records** window, choose **View > Show Flowsheet**.



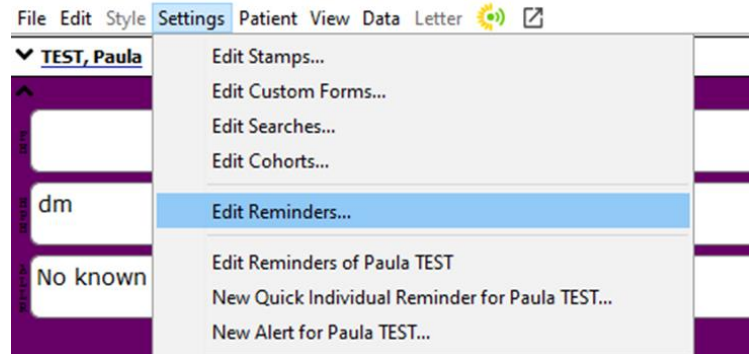
2. Click **File > Utilities > Import Flowsheet Template**.



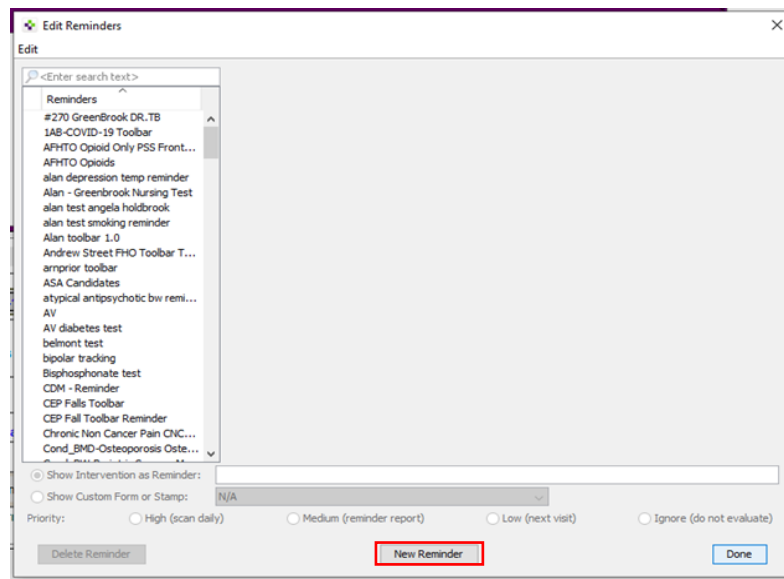
3. Navigate to your **computer's desktop** and double-click the folder that contains the flowsheet files.
4. Click the **flowsheet(s)** in the list that you want to import. The flowsheets will be **".flowsheet"** files.
5. Click the **Choose** button. The import may take 30 seconds or more. A message will prompt you when the import is successful.

D. Set Up Reminders

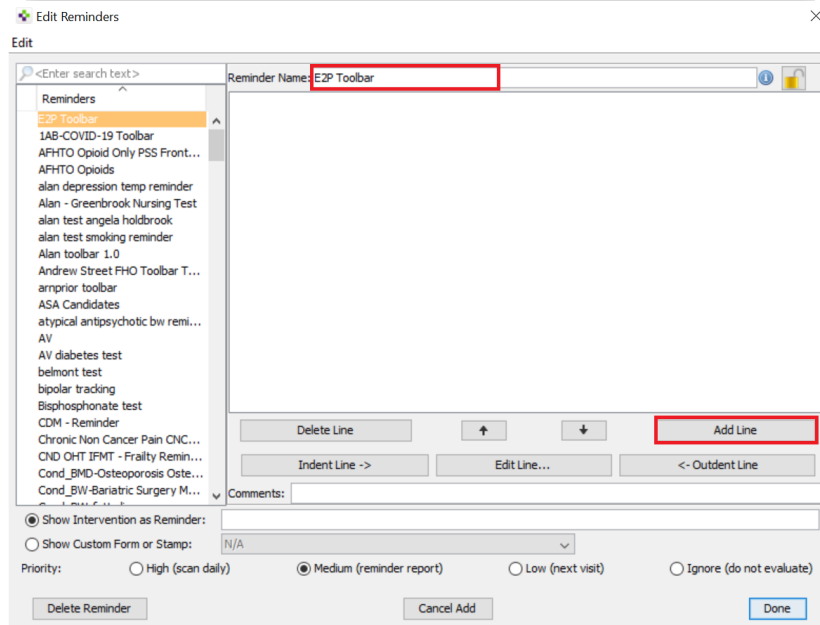
1. In PS Suite EMR, click **Settings** > **Edit Reminders**.



2. Click **New Reminder** at the bottom.



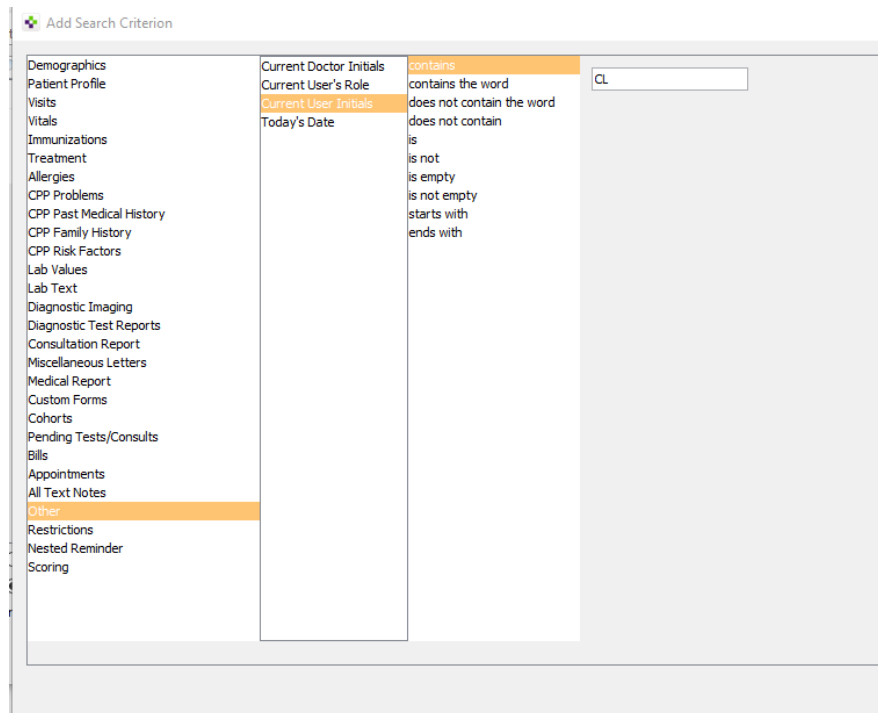
3. Enter **"E2P Toolbar"** as the name for the reminder. Then click **Add Line**.



Option 1: To enable the toolbar to only show for ONE user:
follow step 4a, then proceed to step 5.

4a. Click **Other** >
Current User
Initials > **contains**
> enter PSS initials.

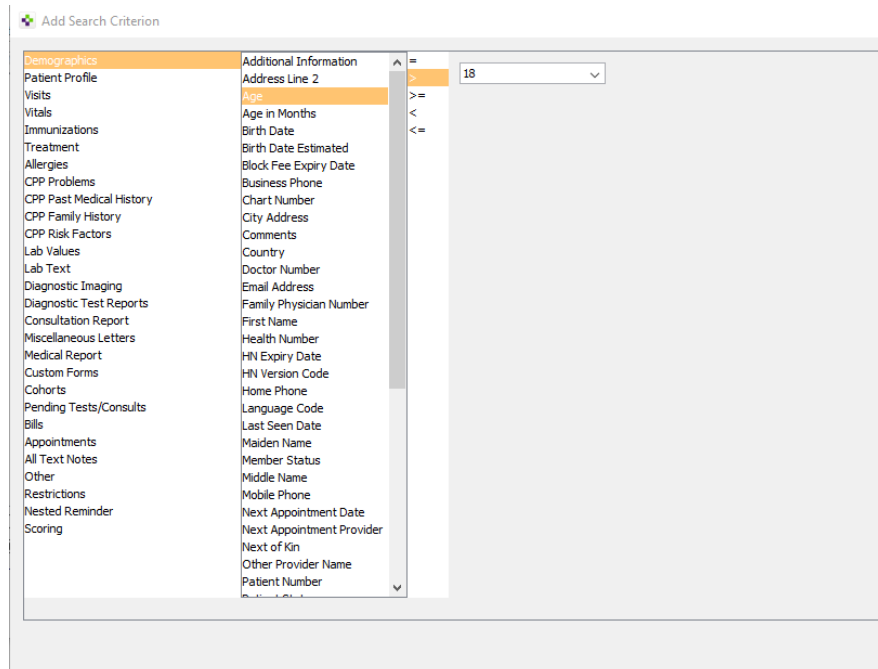
Then click **"OK"**.



Option 2: To enable the toolbar to show for ALL users:
follow step 4b, then proceed to step 5.

4b. Click
Demographics >
Age > greater than
symbol ">", then
enter **"18"**.

Then click **"OK"**.



5. Click **Show Custom Form or Stamps** and select **"E2P – Toolbar"**.

6. Ensure the Priority is set to **"Medium"**.

Then click **Done** to save your work.

Edit Reminders

Reminder Name: E2P Toolbar

Current User Initials contains CL

Delete Line ↑ ↓ Add Line

Indent Line -> Edit Line... <- Outdent Line

Comments:

Show Intervention as Reminder:

Show Custom Form or Stamp: E2P - Toolbar

Priority: High (scan daily) Medium (reminder report) Low (next visit) Ignore (do not evaluate)

Delete Reminder Cancel Add Done

Appendix

E2P Custom Vitals

Tool	Custom Vital Name	Purpose
Heart Failure	@Hfdiagnosis <ul style="list-style-type: none"> • Suspect • Reduced • Midrange • Preserved • Recovered • Riskreviewed 	Gives the tool the ability to track the diagnosis progression.
	@LVEF	Records the left ventricular ejection fraction.
	@NYHA	Records the New York Heart Association score dyspnea.
Anxiety Disorders & Depression	@SPIN	Records the rating for social anxiety disorder or social phobia via Social Phobia Inventory Test.
	@PDSS	Records the severity of panic attacks and panic disorder symptoms via Panic Disorder Severity Scale.
	@SpecificPhobia	Records the severity of specific phobia.
Anxiety Disorders & Depression + Diabetes	@PHQ-9	Records the severity of depression via Patient Health Questionnaire-9.
	@GAD-7	Records the severity of anxiety via Generalized anxiety disorder-7 assessment.
COPD	@COPDDX <ul style="list-style-type: none"> • Suspect • Confirmed • Unconfirmed 	Records the COPD Diagnosis Status. Also gives the tool the ability to track the diagnosis progression.
	@AECOPD	Records number of acute COPD exacerbations.
	@DyspneaScale	Records the mMRC Dyspnea Scale Score.
	@CAT	Records the COPD Assessment Tool Score.
	@FEV1	Records the FEV1 (Spirometry Result).
	@FEVIFVC	Records the Absolute FEV1/FVC ratio (Spirometry).
@LLN	Records the lower limit of normal value for spirometry.s	

Tool Feedback


We would love to hear your feedback! Using the newly embedded feedback link, you are welcome to share your thoughts and opinions regarding the tool. We've also included the ability to share your input anonymously or you have the option to include your email address if you would like to be contacted in the future.

*Links can be found at the footer of each tool next to the usage analytics link



New

Feedback for:
E2P - HF - Main Form Toolkit PSS



Submit feedback anonymously

Not satisfied ★★★★★★★★★★ Very satisfied

Comments:

Ratings
Average **8.38**

I am willing to be contacted in the future to provide feedback on this tool.

**Tool
Version
Process**

You 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](#).

Please note that you will not need to delete the old tool file from your EMR, but you are free to do so if you would like to keep your EMR clean and avoid any confusion.

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. 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 way to support 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.

