# Help Files

Click on any of the help files listed below for information on that topic.

**New (December 2016):**

**1.** HEALTHe NL has been upgraded to the latest version. The look and feel of the portal has been enhanced.

**2.** The Timeline tab is turned on. Go to Timeline section to learn more about it.

## Clinician Homepage

- Clinician Homepage – overview - **New Update May 2016**
  - e-Therapeutics User Id and Password
- Patient Search
- Messaging Inbox - **New Update May 2016**
- Recent Patients Worklists

## Patient Dynamic Summary

- Patient Dynamic Summary –overview

## The Clinical Document View (CDV) Tree

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- Viewing CDV Tree Reports **New Update September 2016**
  - CDV Tree Report Format
  - CDV Tree Abnormality Indicators
  - CDV Tree Report Status Indicators
  - CDV Tree Read/ Unread Reports Indicator
  - CDV Tree Popover/ Tooltip
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  - Refreshing the CDV Tree
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- Printing
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  - Provider Demographic Search: Searching by Provider's identifier and identifier type.
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# Clinician Homepage

Return to menu

The **Clinician Homepage** ***(Figure 1)*** is your own, personalized view of:

- The patient demographics search;
- Your recent patients; and
- Any worklists you may have set up.

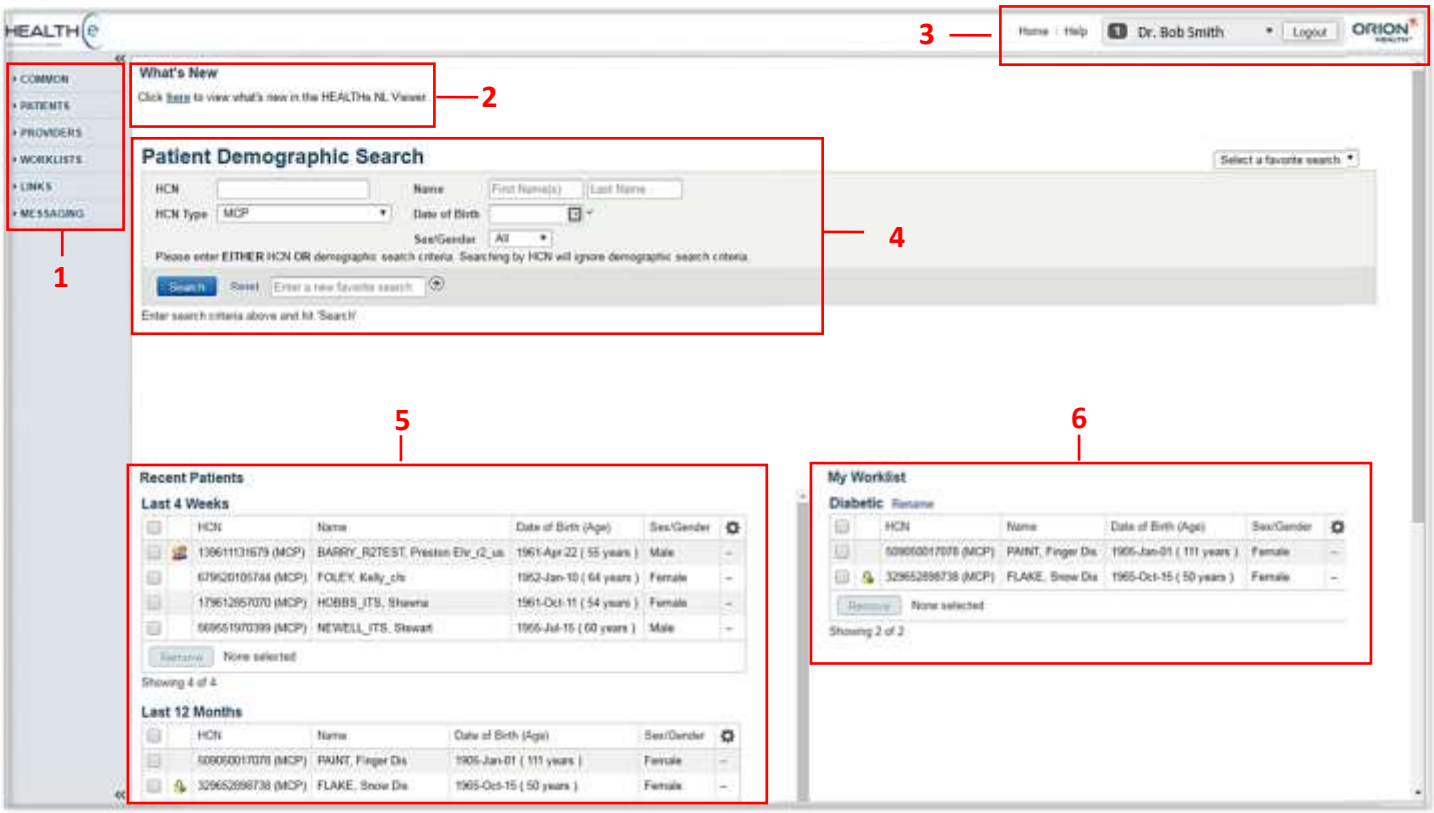
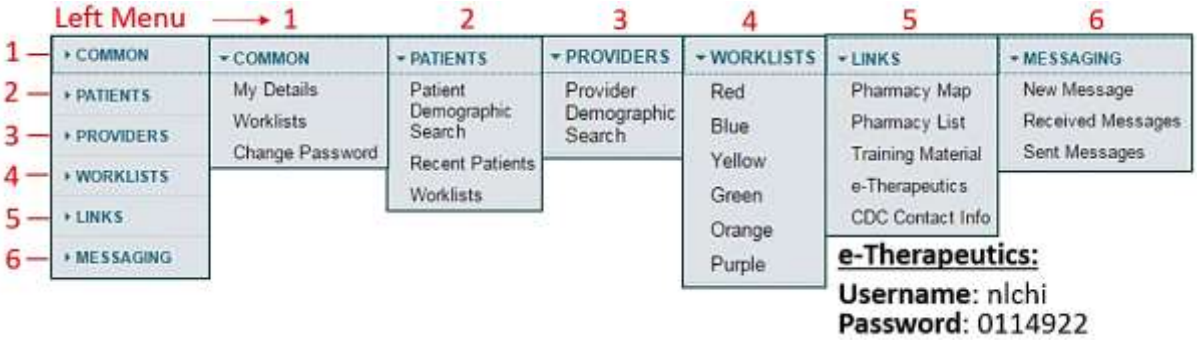


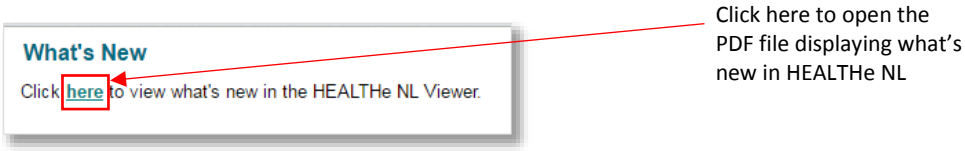

*Figure 1: Clinician Homepage*

1. **Clinical Portal Menu:** Provides access to administrative functionality within HEALTHe NL. This is the menu you will see when you don't have a specific patient in context. Below you can see all the options available in each menu.

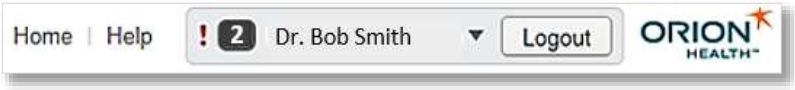



Return to menu

2. **What's New:** Provides a quick reference of changes, enhancements, and other items of note in HEALTHe NL. By clicking on the link "**here**", a PDF file opens in a new window displaying what's new in HEALTHe NL. **(New May 2016)**




3. **Global Menu:** Displays unread message indicator, user's name, and the **Home**, **Help** and **log out** items are available from this menu. Global menu is accessible from any screen within HEALTHe NL. See "Global Menu" section for more details. **(New Update May 2016)**




If one or more of the messages has been identified with High importance, a red exclamation mark **!** will appear next to the left of the message indicator.

4. **Patient Demographic Search**: The Patient Search screen displays search fields enabling the user to search for a patient directly from the Clinician Homepage.
   - **Patient search** results will be displayed after you input search criteria and click "Search"

5. **Recent Patients:** Displays the patient records the user has previously viewed. However, if you have not used HEALTHe NL previously, this list will not be populated yet.
   - Today;
   - The last 7 days;
   - The last 4 weeks;
   - and In the last 12 months (if patient records were viewed during that time frame)

6. **My Worklist:** This area contains lists (by default named red, blue, yellow, green, orange and purple) that you can customize with your own, intuitive names (i.e. "My Diabetic Patients") by clicking on the "Rename" button (next to the worklist name), then enter custom name and click "save". See "Configuring My Worklists: Renaming "My Worklist" section to learn more about this.
   By default all the worklists are displayed in the Clinician Homepage. However you can select one specific worklist to show on your Clinician Homepage. Under COMMON menu (found on the Clinical Portal Menu) click on the "My Details" link, "My Details" page will open. On the "Clinician Homepage" section click the icon, all the available worklist will be displayed, select the worklist to show and then click "Update Preferences". Please note only one favourite worklist can be selected. See "My Details Page: Selecting a Worklist to display in the Clinician Homepage" section to learn more about this.

# Patient Search

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The Patient Search uses the Provincial Client Registry to search for and retrieve patients. The **Patient Demographic Search** can be accessed from the **Clinician Homepage** or from the **PATIENTS** menu on the Clinical Portal Menu ***(Figure 2)***.

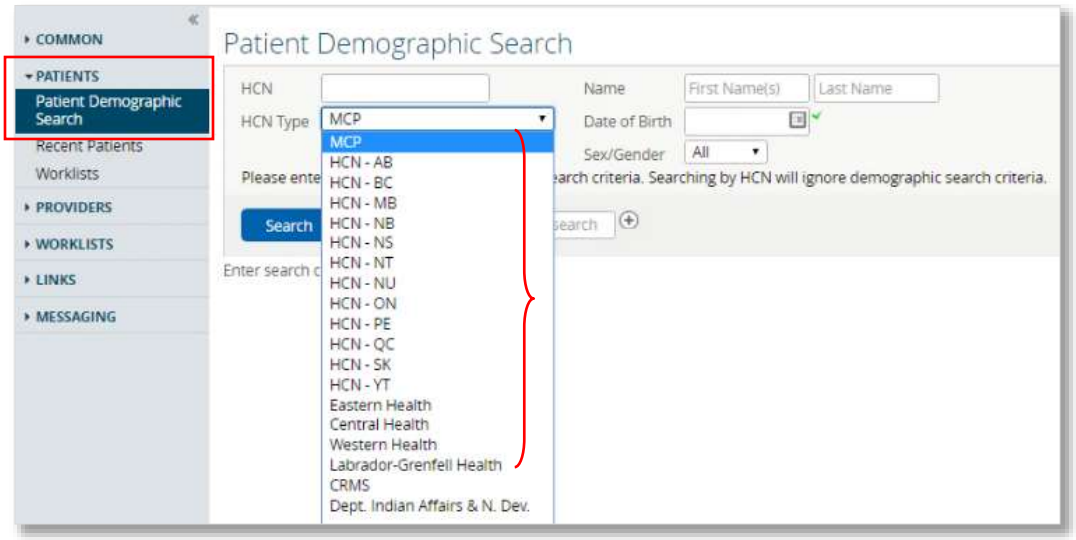
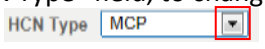



*Figure 2: Patient Demographic Search*

You can search for a patient record by searching by patient's HCN or personal details depending on the role assigned to your user account. Please note only certain users will be able to search by patient's name and last name (i.e. Users in Emergency departments). Most of the users will get "limited search" as part of their role meaning that they will be able to search for a user by HCN only.

HCN search dropdown

- **Searching by HCN:** It is recommended to search a patient by the MCP number. If the patient's MCP number is not available the HEALTHe NL allows the user to search by other HCN. ***Figure 2*** above displays the additional HCN available to select from. By default the MCP number appears on the "HCN Type" field, to change it to a different HCN click on the arrow that appears on the "HCN Type" field 

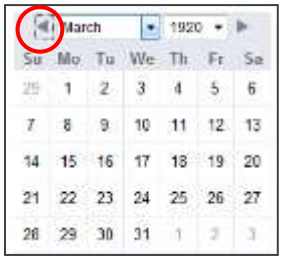
and a dropdown list containing all the available HCN will appear. Select the proper HCN. Then on the HCN field above enter the corresponding HCN number. For the Health Care Numbers per RHA (i.e. Eastern Heath HCN: 000011089999) ensure you to type all the numbers that appear in the number including zeroes and that the corresponding local Region Health Authority is selected, then click search.
- **Searching by patient's personal details:** Users will be able to search by patient's personal details only if their role is set up for that**.** It is recommended to search with complete first and last name, combined with the patient's date of birth and then click Search.
  - Wild cards do no work for patient demographics searches (e.g. % or *).
  - Both first and last name are required when using demographic search.
  - A minimum of two characters are required for both first name and last name. You can use the calendar function (circled in red, below) to choose a Date of Birth, or you can manually enter the date of birth in the format that is displayed (yyyy-mmm-dd), in particular for patients with date of birth before 1924.

Return to menu

- To use the calendar function to select a Date of Birth before 1924 follow the next steps.
  1. Open your calendar by clicking the calendar icon, then select the lowest month/year available from the dropdown list ( January 1924)

  2. Click the month arrow to navigate to the date of birth you are looking for. The year will automatically change to the previous year when you pass on the 12 months of the year. (e.g. March 1920)

Month arrow




- When you have finished entering your search criteria, click "search". Every search returns a maximum of 25 results. Please note if more than 25 results are found you will receive a message asking you to refine your search criteria. Items displayed on every search section after clicking "search" ***(Figure 3)***:
  1. Header of the information (columns: HCN, Name, Date of birth (Age), Gender, and Address): The header appears only in the first screen of results, if there are more results available to see, when you scroll down to see them the header disappears;
  2. Checkbox next to every result found;
  3. "Add checked results to worklist" and "Replace worklist with checked results" ; and
  4. Total number of results found (i.e. Results 1-13); this item and item 3 above will appear at the bottom of the search results. If more than 4 results are found, you will have to scroll down to the bottom to see the total results found and the "Add checked results to worklist" & "Replace worklist with checked results" ***(Figure 4 and Figure 5).***

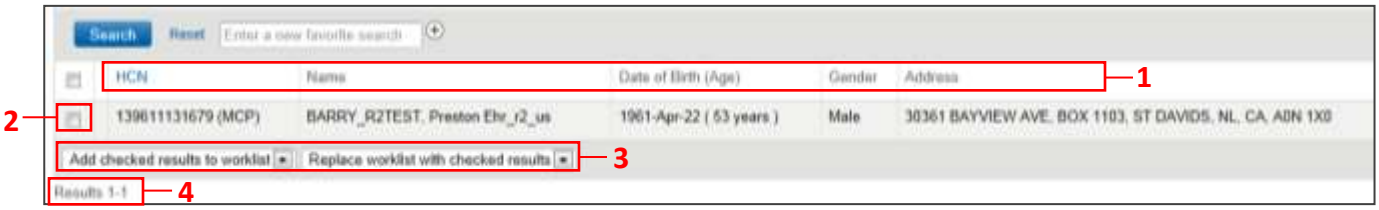



*Figure 3: Search results section displaying 1 result*

Every search returns a maximum of 25 results, if a scroll bar appears in the right side of the search section, as shown in ***Figure 4*** and ***5*** below it means there are more results available to view and you will have to scroll down through the list to see them.

**Figure 4: Search results section with more than 4 results found. (Top section displaying 4 results of 13)**

You will have to scroll down to the bottom of the search section to see the "Add checked results to worklist", "Replace worklist with checked results" and the total number of results found. When you scroll down to see more results, the header disappears. ***(Figure 5)***

**Figure 5: Search results section with more than 4 results found. (Bottom section displaying the last 3 results of 13)**

**Important Note:**

- When a patient is added to a worklist from search results (either by selecting "Add a patient to a Worklist" or "Replace worklist with checked results"), the screen must be refreshed before you will see that the patient has been successfully added to the worklist. To refresh the screen you can click "**F5**", or "**Home**" button found at the top in the global menu.
- The results returned by a search are typically sorted in ascending order by the patient's name. The results can be sorted by any column by clicking its title; click a second time to reverse the sort.
- When search results have been sorted by any column other than the default, that column name is shown in **blue (*Figure 6).***

**Figure 6: Search results sorted by "Address" column.**

Return to menu

# Messaging Inbox

Return to menu

- When there are **messages** to view, the unread messages indicator will appear in the global menu displaying the number of new messages received ***(Figure 7).*** To learn more about "Global Menu" go to Global Menu section. Messages are system generated and typically consist of notifications on system outages, or system upgrades and enhancements.

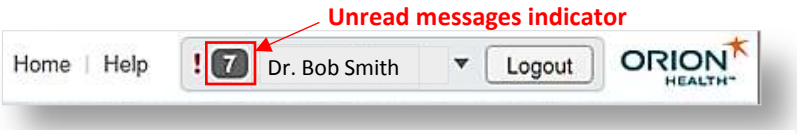



*Figure 7: Global menu showing the unread messages indicator*

- The number of unread messages is displayed on the unread message indicator. You can click the unread message indicator to access your messaging inbox, or from the Clinical Portal Menu click MESSAGING > Received messages, and your messages will be displayed in the screen. Messages are sorted by date in descending order ***(Figure 8).*** **A maximum of 50 messages are displayed per page.**

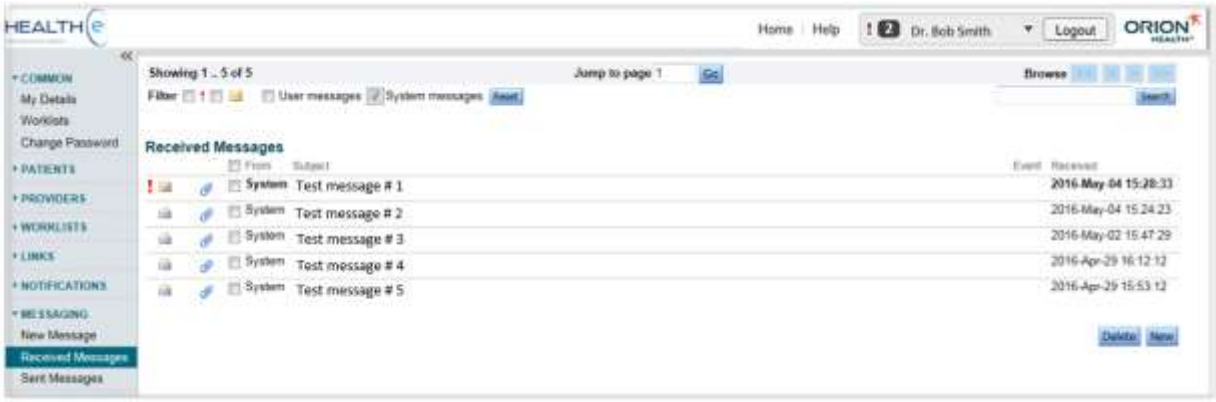



*Figure 8: Messaging Inbox*

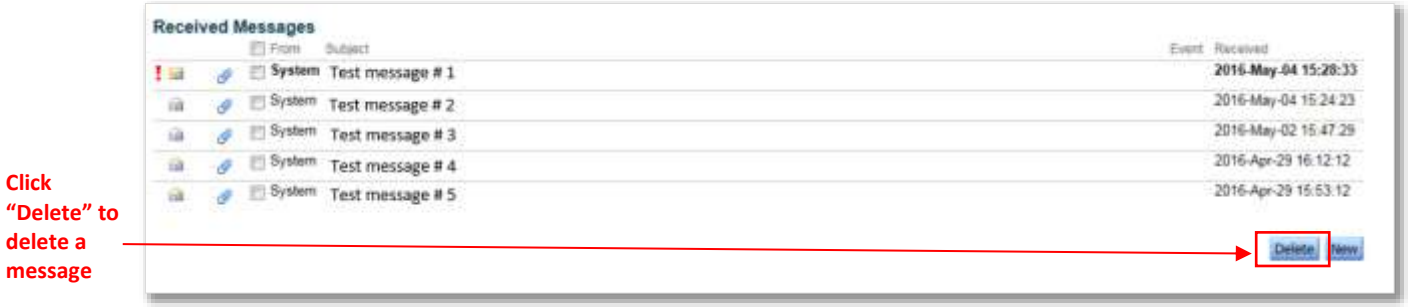
To view a message, click on the message row and the detail will appear in a popup window ***(Figure 9).***

*Figure 9: Test message detail*

Return to menu

Return to menu

- To delete a message, select the Message then click Delete (see screenshot below).
    - **Please note that there is no prompt *to ask if you are sure you want to delete this message*. By clicking "Delete" the message will be immediately deleted.**




- **Messages** can also be accessed through the Clinical Portal Menu by clicking MESSAGING > Received messages ***(Figure 10).***

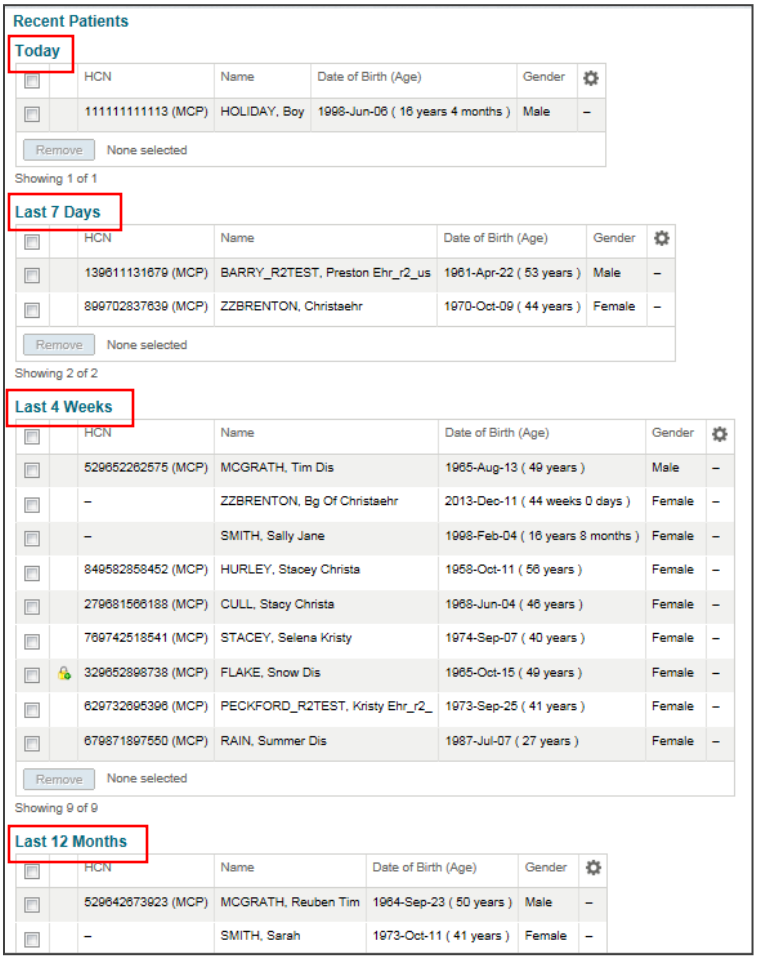
*Figure 10: Clinical Portal Menu*

Return to menu

# Recent Patients Worklist

Return to menu

- The **Recent Patients** worklist displays the names of the patients the user has previously viewed (if any were viewed) classified by the following periods: ***(Figure 11)***



Recent Patients

Today

| HCN | Name | Date of Birth (Age) | Gender |
|---|---|---|---|
| 111111111113 (MCP) | HOLIDAY, Boy | 1998-Jun-06 ( 16 years 4 months ) | Male |

Remove None selected

Showing 1 of 1

Last 7 Days

| HCN | Name | Date of Birth (Age) | Gender |
|---|---|---|---|
| 139611131679 (MCP) | BARRY_R2TEST, Preston Ehr_r2_us | 1961-Apr-22 ( 53 years ) | Male |
| 899702837639 (MCP) | ZZBRENTON, Christaehr | 1970-Oct-09 ( 44 years ) | Female |

Remove None selected

Showing 2 of 2

Last 4 Weeks

| HCN | Name | Date of Birth (Age) | Gender |
|---|---|---|---|
| 529652262575 (MCP) | MCGRATH, Tim Dis | 1965-Aug-13 ( 49 years ) | Male |
| – | ZZBRENTON, Bg Of Christaehr | 2013-Dec-11 ( 44 weeks 0 days ) | Female |
| – | SMITH, Sally Jane | 1998-Feb-04 ( 16 years 8 months ) | Female |
| 849582858452 (MCP) | HURLEY, Stacey Christa | 1958-Oct-11 ( 56 years ) | Female |
| 279681566188 (MCP) | CULL, Stacy Christa | 1968-Jun-04 ( 46 years ) | Female |
| 769742518541 (MCP) | STACEY, Selena Kristy | 1974-Sep-07 ( 40 years ) | Female |
| 329652898738 (MCP) | FLAKE, Snow Dis | 1965-Oct-15 ( 49 years ) | Female |
| 629732695396 (MCP) | PECKFORD_R2TEST, Kristy Ehr_r2_ | 1973-Sep-25 ( 41 years ) | Female |
| 679871897550 (MCP) | RAIN, Summer Dis | 1987-Jul-07 ( 27 years ) | Female |

Remove None selected

Showing 9 of 9

Last 12 Months

| HCN | Name | Date of Birth (Age) | Gender |
|---|---|---|---|
| 529642673923 (MCP) | MCGRATH, Reuben Tim | 1964-Sep-23 ( 50 years ) | Male |
| – | SMITH, Sarah | 1973-Oct-11 ( 41 years ) | Female |

*Figure 11: Recent Patients Worklist*

- The Recent patients are system-managed lists and are automatically populated based on viewing of patient records. If you are a new user, these lists will not be populated, but will fill up over time as you look at patient profiles.
- **Recent patients** worklist can be sorted by the column headings "HCN", "Name", "Date of birth", or "Gender". However when this is done, all patients will appear as one Recent Patients list. This sorting will remain until the user clicks 'Remove Sorting' that appears next to Recent Patients header: when this is clicked the Recent Patients lists return to the original classification.
- Patients can be removed from the **Recent Patients** list by selecting the box to the left of the patient's name and selecting "Remove".
- The maximum amount of patients in a **Recent Patients** Worklist is 50 between all the periods identified (Today, Last 7 days, Last 4 weeks, and Last 12 Months). After this limit is reached, the least frequently access patient will be removed from the list.

Return to menu

# Patient Dynamic Summary

Return to menu

- Once a patient has been selected from a search or a worklist and brought into context, the **Patient Dynamic summary** ***(Figure 12)*** is displayed, consisting of three main parts:
  a) Patient Context Bar.
  b) The Patient Record tabs, displaying the Patient Summary tab by default and next to the right the Timeline, Encounters, Medication Profile, and Immunizations tabs.
  c) The Clinical Document View (CDV) Tree.

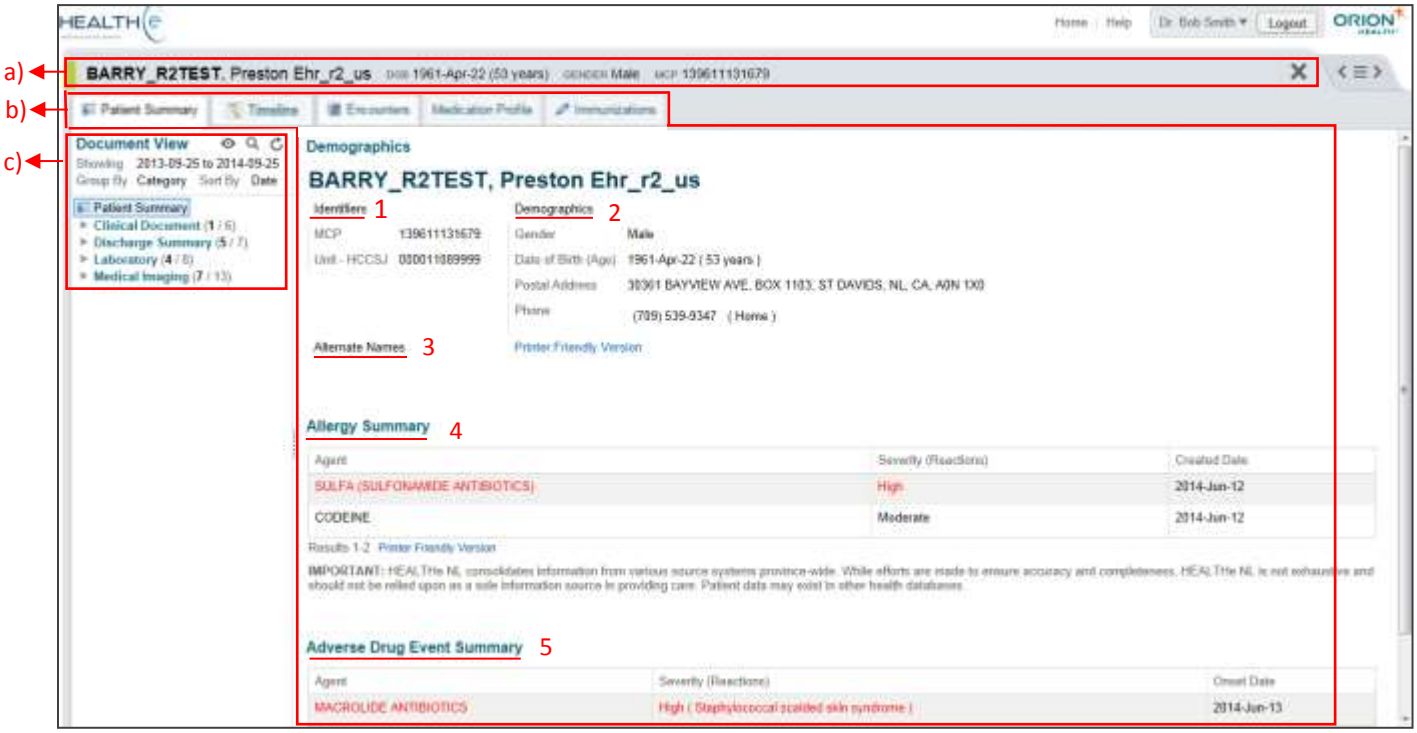



*Figure 12: Patient Dynamic Summary*

**a) The Patient Context Bar** displays a concise summary of information about the current patient. Name, last name, date of birth (DOB), age, gender and MCP number.

**b) The Patient Summary tab** provides the following information (if available) about a patient:

1. **Identifiers:** Displays all available HCNs (Health Care Numbers).
2. **Demographics:** Displays gender, date of birth (Age), address including physical and postal address if provided, and any available phone numbers. If the patient is deceased, it is indicated by the presence of the DECEASED label alongside his or her name.
3. **Alternate Names:** Displays any available alternate name. Please note that it does not display what *type* of alternate name it is (i.e. alias).
4. **Allergy Summary:** Lists the patients recorded allergies in the Pharmacy Network.
5. **Adverse Drug Event Summary:** Lists the patients recorded Adverse Drug Events in the Pharmacy Network.

Return to menu

Return to menu

In addition to the Patient Summary tab mentioned in the previous page, the following Patient Record tabs are available next to the patient Summary tab ***(Figure 13)***. Depending on the role assigned to your user account, you may not have access to all of them.

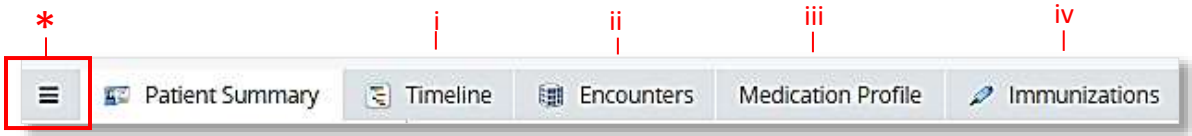



***Figure 13: Patient Record Tabs***

i. **Timeline Tab (New - December 2016):** Gives an overall perspective of a patient's medical history, since the date HEALTHe NL started receiving data (April 2015), using a visual representation of encounters, documents and reports available for that patient.

ii. **Encounters Tab:** Shows all the encounters a patient has had since the date HEALTHe NL started receiving data. The encounters are divided in Emergency, Inpatient, and Outpatient encounters.

iii. **Medication Profile Tab:** Lists the available history of the medications prescribed to a patient in the last 4 months, and the last 2 years. Additionally you can access any existing information about patient's allergies and adverse drug events, prescribed devices, medical conditions and pharmacy notes.

iv. **Immunizations Tab:** It provides patient immunization records and related adverse reaction data sourced from the Provincial Client and Referral Management System (CRMS) for patients born 2003 or after.

* **The Clinical Portal Menu Toggle (New - December 2016):** This icon allows to show/hide the Clinical Portal Menu (found on the left side of your Home page) that you were prior to putting a patient in contest ***(Figure 13a)***.

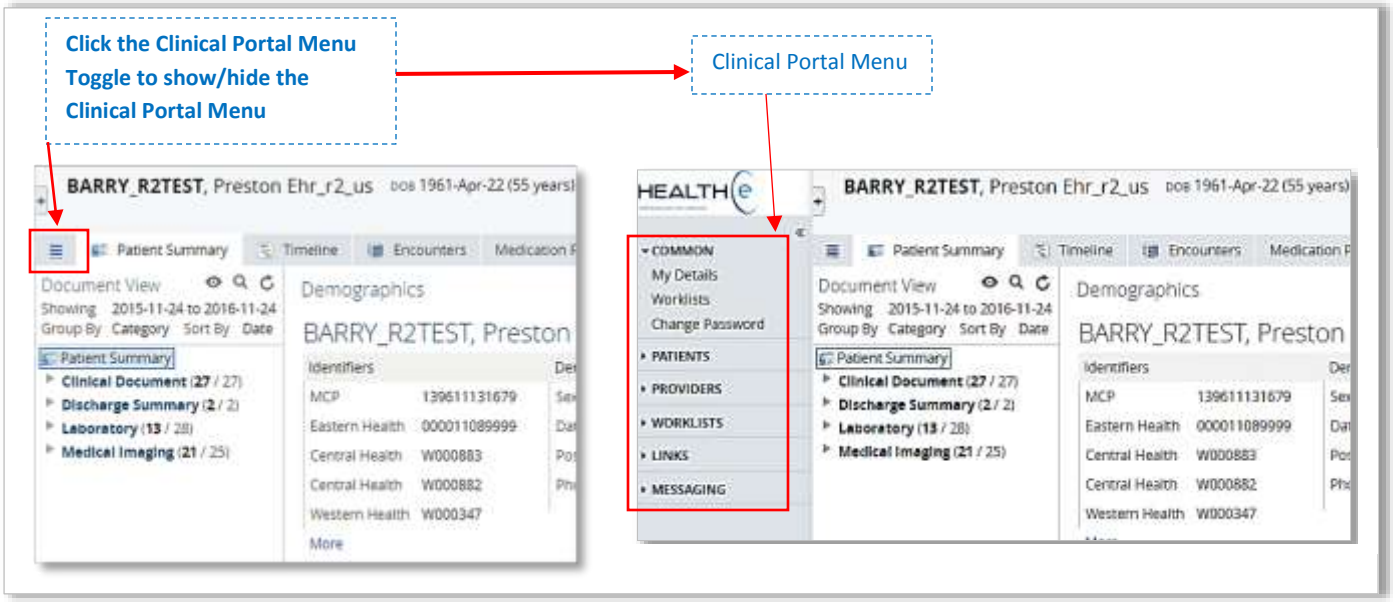



***Figure13a: Screen showing Clinical Portal Menu by clicking the Clinical Portal Menu Toggle***

Return to menu

Return to menu

c) **The Clinical Document View Tree (CDV Tree)** displayed on the left side of the screen, shows all the current reports for the selected patient that fall within the default system-configured time range, which is the past year from the current date, to a maximum limit of 10,000 reports. The CDV tree contains folders that sort's the current patient's reports into groupings. Each folder corresponds to a category and some folders have subcategories. Folders are only visible when there are patient reports available in that category and the user has the appropriate role to view the data. Data may exist for a patient in a particular category but due to user permissions is not shown in the CDV tree; otherwise the folder is not displayed in the CDV tree ***(Figure 14).***

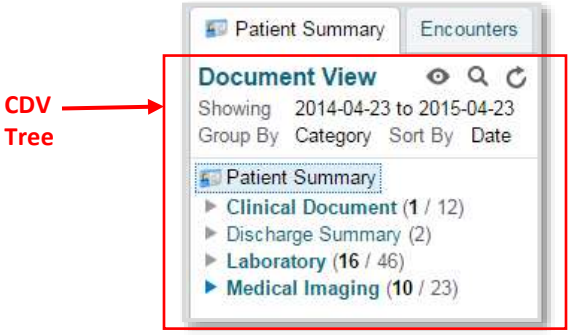



***Figure 14: CDV Tree***

Return to menu

# The Clinical Document View Tree (CDV Tree)

Return to menu

The **Clinical Document View (CDV) tree** displays the current reports for the selected patient that fall within the default system-configured time-range, which is the past year from the current date, to a maximum limit of 10,000 reports for Laboratory Reports and Clinical Documents & Diagnostic Imaging reports, each.

## I. CDV tree Categories and Sub-categories

By default the reports are group by **category** and **sub-category**. The **CDV tree** can display 4 categories: **Clinical Documents**, **Discharge Summaries**, **Laboratory** and **Medical Imaging**. ***(Figure 15)*** The category is only visible when there are patient reports available in that grouping; otherwise the category is not displayed in the CDV tree.

**Laboratory category** can display the following subcategories: Blood Bank, Chemistry, Hematology, Microbiology, and Pathology. Each subcategory corresponds to a Meditech module. ***(Figure 16)***

**Medical Imaging category** can display the following subcategories: Computed Tomography, General Radiology, Interventional, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiographic Fluoroscopy, and Ultrasound. Each subcategory corresponds to the diagnostic imaging modalities' available in the province ***(Figure 16).***

**CDV Tree Categories**

**CDV Tree Sub-categories**

The sub-category is only visible when there are patient reports available in that grouping; otherwise the sub-category is not displayed in the CDV tree.

*Figure 15: Categories in the CDV Tree*

To expand a category and view the reports contained within, click the Expand icon ▶. To collapse a category, click the Collapse icon ▼.

*Figure 16: CDV Tree Categories and Sub-categories*

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## II. Viewing CDV Tree Reports

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Only the latest version of a given report is displayed in the CDV tree ***(Figure 17).***

### CDV Tree Report Format

Each report displayed appears in the following format:
**<Date> <Title> <Author>**
(Date format = YYYY-Mon-DD; E.g., "2013-Oct-21")
Depending on the report type, each of the above elements corresponds to a different item:

| Report Category | Date | Title | Author |
|---|---|---|---|
| Clinical Documents | Service Date | Report Title | Dictating Provider |
| Discharge Summary | Discharge Date (or Dictated Date) | Discharge Summary | Dictating Provider |
| Laboratory | Collected Date | Test Name | Ordering Provider |
| Medical Imaging | Exam Date | Test Name | Ordering Provider |

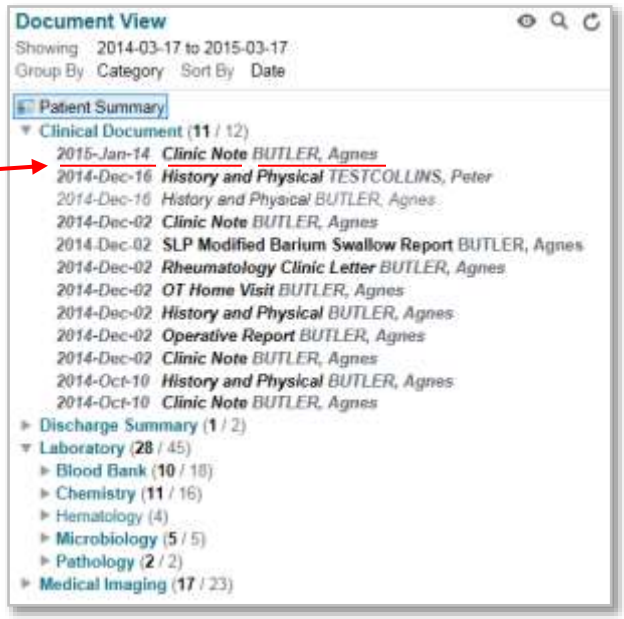


*Figure 17: Viewing CDV Reports*

Please note that for Laboratory category the displayed test name is the Provincial Standardized name applied across all Regional Health Authorities ***(Figure 18).***

*Figure 18: Laboratory category Test name*

### CDV Tree Abnormality Indicators

HEALTHe NL highlights when a result in a lab report contains an abnormally high or low value, based on the result reference or a Medical Imaging Report has critical significant findings. An example of a high or low value in a laboratory report is shown in ***Figure 18.*** The following table summarizes the Abnormality Indicators found on the CDV Tree.

| Category | Report Result containing | Abnormality Indicator | Report's title color |
|---|---|---|---|
| Laboratory | High/ low or Critical high/ low value in the series (Not the most recent result) | No indicator | **Red** |
| Laboratory | High or low value (the most recent result in the series) | * (single asterisk) | **Red** |
| Laboratory | Critical high or low value (the most recent result in the series) | ** (double asterisk) | **Red** |
| Medical Imaging | Critical significant findings | ** (double asterisk) | **Red** |
| Medical Imaging (New Sept. 2016) | High Importance (Report Originated from the Emergency Room department) | ! (exclamation mark) | **Red** |
| All | Values within normal range | No indicator | **Black** |

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Some reports are rolled up in the CDV tree (see section "Rolled Up Reports") In this case, the abnormality indicator represents the abnormality of the latest report in the series. When a rolled up report entry is displayed in the CDV tree with the red colour but no abnormality indicator, this means that some report in the series was abnormal (but not the latest one).

### CDV Tree Report Status Indicators

The status of a report is reflected in the CDV tree through the font styling to give the user visual cues about the status of the report. The table below summarizes the font styling that is shown in each report status.

| Category | Report Status | Description | Displayed in |
|---|---|---|---|
| Clinical Documents, and Discharge Summary | Signed | Report has been signed by clinician. | Normal font |
| | Draft | Report is a draft and not yet signed. | Italicized font |
| | Pending | Report is pending and cannot be viewed. | Italicized font |
| | Cancelled | Report has been cancelled and cannot be viewed. | Strikethrough font |
| | Retracted | Report has been retracted and cannot be viewed. | Gray styling font |
| Laboratory* | Final | Final results; results stored and verified. | Normal Font |
| | Pending | Results pending. Applies to results on panels only. | Italicized font |
| | Cancelled | No results available; Order cancelled. | Strikethrough font |
| | Retracted | Report has been retracted and cannot be viewed. | Gray styling font |
| | Correction in progress | Report is being corrected and cannot be viewed | |
| Medical Imaging | Signed | Report has been signed by clinician. | Normal font |
| | Draft | Report is a draft and not yet signed. | Italicized font |
| | Pending | Report is pending and cannot be viewed. | Italicized font |
| | HAddendum | An addendum is pending in the report. | Italicized font |
| | Cancelled | Report has been cancelled and cannot be viewed. | Strikethrough font |
| | Retracted | Report has been retracted and cannot be viewed. | Gray styling font |

* For a series displayed in cumulative view (Blood Bank, Chemistry and Hematology only) the report status shown on the CDV tree corresponds to the last result of the series shown in the cumulative view.

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## CDV Tree Read/ Unread Reports indicator

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Additionally the CDV tree indicates the number of unread reports in a given category, for the current user as shown below in ***Figure 19***. Unread documents are displayed in **bold text** in the CDV tree until they have been read. They then display in normal text. If the user has previously read a document and it is displayed in bold in the CDV tree, this is an indication that the document has been updated since it was last read.

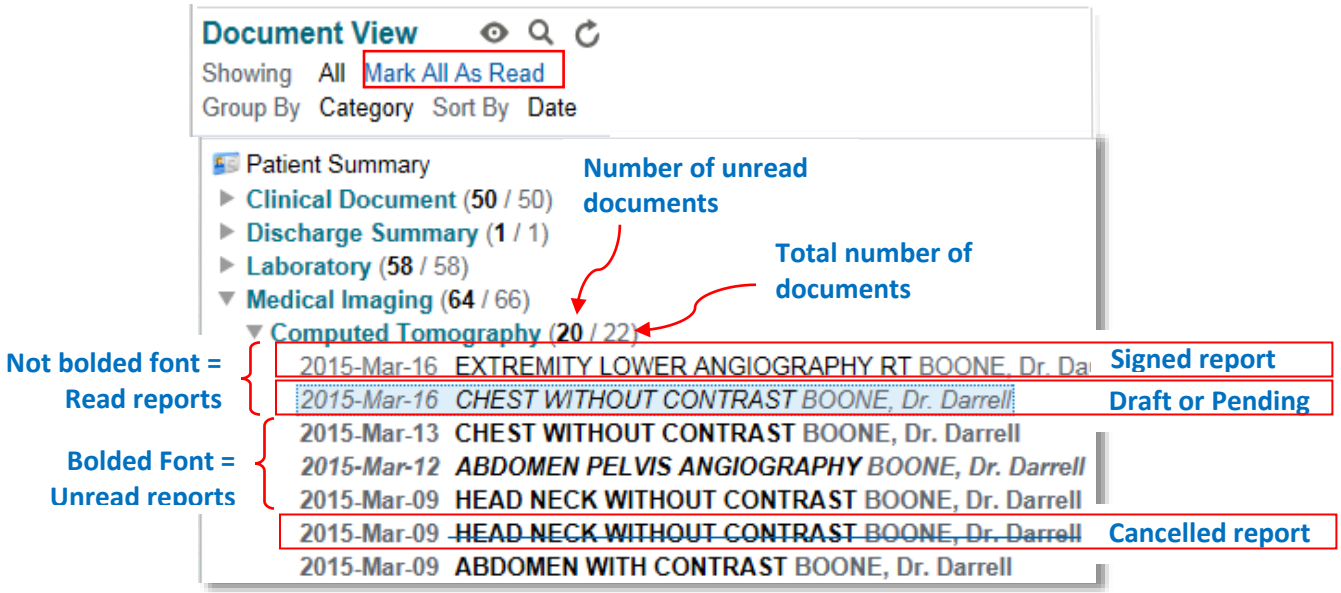


**Figure 19: Examples of Report status Indicators and read/ unread reports**

At the top of the CDV tree there is a link **"Mark All As Read"** that can be used to mark all reports as read for the current user ***(Figure 19).***

Please note that the **"Mark All As Read"** link only shows when the CDV filter is configured to show "All" documents. If you do not see the **"Mark All As Read"** link you have to filter the CDV tree to show "All" documents by clicking on the icon, then in the "Show" box select the "All" option and then click the Apply button ***(Figure 20).***

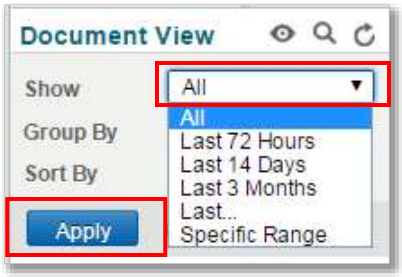


***Figure 20: CDV filter to show All Documents***

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## CDV Tree Popover/Tooltip

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When viewing reports in the CDV tree and hovering the mouse over a report, a popover/tooltip appears providing the user with quick information about the report. The popover for each report in the CDV tree contains the following elements: Title, Source Date, Category, Service, Author, Source and Mark as (***Figure 21).*** See section "CDV Tree Popover/ Tooltip Elements" for details on each of these elements.

The" Mark As" attribute contains links that allow the user to mark this report (or multiple reports/documents if viewing a link for a cumulative report) as Read or Unread, which causes the CDV Tree to reflect the read/unread status visually. See section "CDV Tree Report Status Indicators and Read/ Unread Reports" for more information on the visual display on read and unread reports.

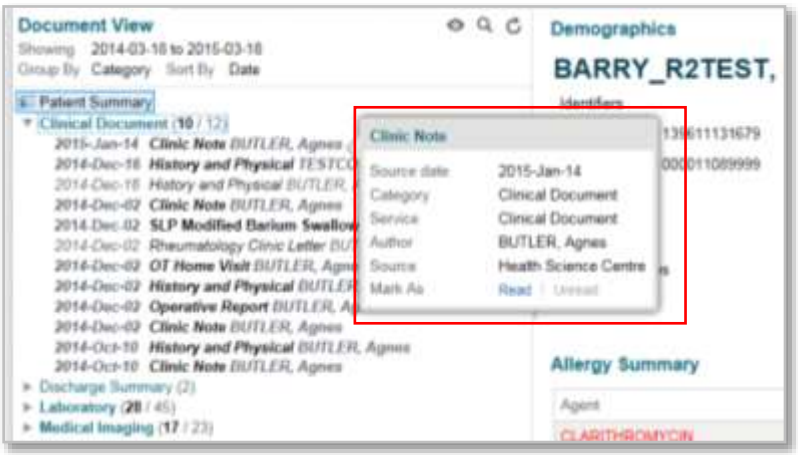


*Figure 21: CVD Tree Popover/ Tooltip*

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## CDV Tree Popover/ Tooltip Elements

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Depending on the report category, each of the popover/ tooltip elements corresponds to a different item, see table below:

| Report Category | 1.Title | 2. Source Date | 3. Category | 4. Service | 5. Author | 6.Source |
|---|---|---|---|---|---|---|
| Clinical Documents | Report Title | Service Date | Clinical Documents | Clinical Documents | Dictating Provider | The site associated with the result. (only Eastern Health facilities) **E.g.** Health Science Centre |
| Discharge Summary | Discharge Summary | Discharge Date (or Dictated Date) | Discharge Summary | Discharge Summary | Dictating Provider | The site associated with the result. (only Eastern Health facilities) **E.g.** Health Science Centre |
| Laboratory | Test Name | Collected Date | Depending on the test:<br>• Blood Bank;<br>• Chemistry;<br>• Hematology;<br>• Microbiology; or<br>• Pathology. | Laboratory | Ordering Provider | The site associated with the result.<br>(Eastern Health and Central Health facilities- NEW Sept 2016)<br>**E.g.** James Paton Memorial Regional Health Centre |
| Medical Imaging | Test Name | Exam Date | Depending on the procedure:<br>• Computed Tomography;<br>• General Radiology;<br>• Interventional;<br>• Magnetic Resonance Imaging;<br>• Mammography;<br>• Nuclear Medicine;<br>• Radiographic Fluoroscopy; or<br>• Ultrasound | Medical Imaging | Ordering Provider | The site associated with the result.<br>(only Eastern Health facilities |

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## Refreshing the CDV Tree

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By default, the reports contained in each category are displayed by date in descending order, beginning with the most recent (within the category). However this order can be changed and the reports can be filtered by date, grouped or sorted by specific attributes. To learn more about filtering, sorting, and grouping see section "CDV Tree Display Options".
After a filtering, sorting or grouping option is applied to refresh and go back to the original/ default CDV Tree view click on the "Patient Summary" tab (***Figure 22***) or **"F5"** on your keyboard.

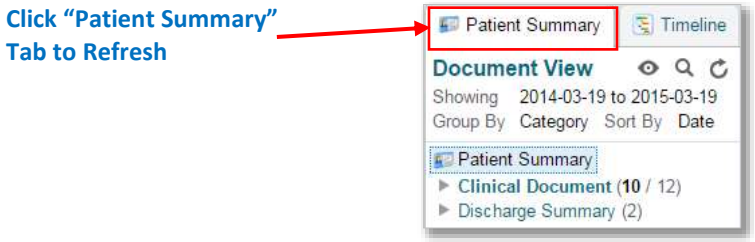


*Figure 22: Refreshing the CDV Tree*

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## CDV Tree Rolled up Reports and Cumulative View

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Similar reports are displayed under one report or title in the CDV tree. For example, three separate CBC test instances may be rolled up into one entry in the CDV tree ***(Figure 23).***

*Figure 23: CDV Tree Rolled up Reports Example*

When reports are rolled up they are displayed in **cumulative view** when selected from the CDV tree. Next to the report's name the word "Cumulative" is displayed. The Cumulative View presents a series of reports of the same type (i.e. having the same report mnemonic code) over time. They are presented in a tabular view, in ascending order by Collected Date and time, with the five newest reports being presented first in the default view. In case of more than 5 reports available, next to the report's name the "<< Show Older" and "Show Newer >>" links are available to navigate through the entire series of reports (***Figure 24).***

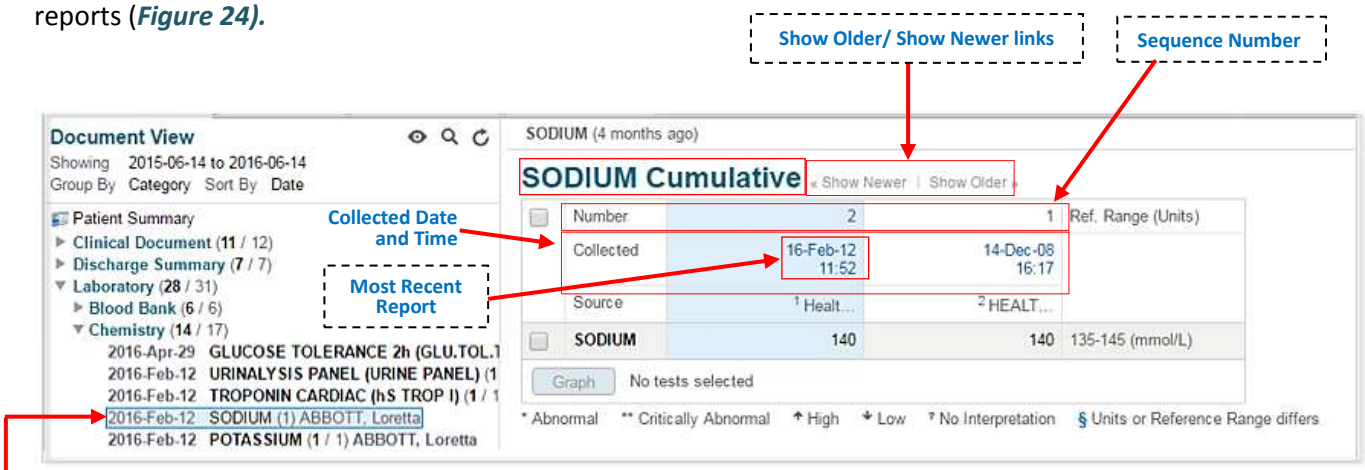


*Figure 24: Rolled up report selected from the CDV Tree*

The date shown for rolled up reports in the CDV tree is the date of the most recent report (highlighted in light blue) in set of rolled up reports ***(Figure 24).***

The read/unread status of rolled up reports is changed by accessing the cumulative view. After three seconds, the individual reports displayed within the cumulative view are marked as read for the user.

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Each report has a sequence number. This is the number assigned to the test in chronological order based on collection date and time. For instance if the collection date is the same for two test the second criteria HEALTHe NL considers to order the test is the time of the test, leaving the most recent report on the far right ***(Figure 25).***

When there is a dash instead of number it means that the results are part of the series but they were ordered individually or as part of another panel.

*Figure 25: Example of cumulative View of Rolled up reports with dash instead of a number*

Please note that this rollup of results is only performed for Blood Bank, Chemistry and Hematology reports.

For instance you may see a cumulative report in the CDV tree that says 4 in brackets ***(Figure 26),*** (meaning that there are 4 results rolled up, and when you open the report you see 4 results with their corresponding number plus one result with dash ***(Figure 25).***

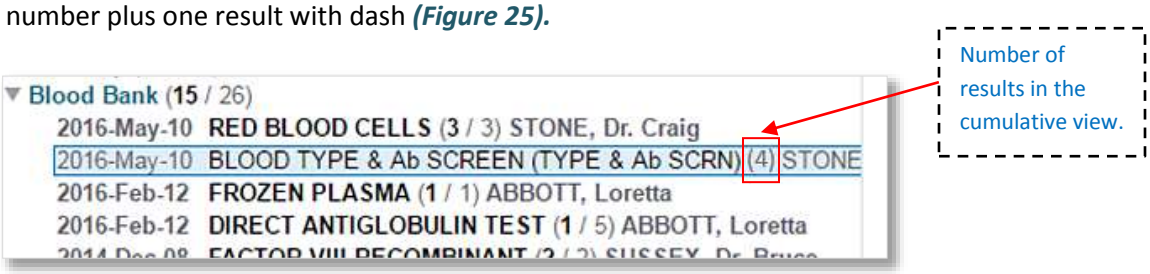


*Figure 26: Example of cumulative view number of results in brackets*

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# III. CDV Tree Display Options

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## CDV Tree Filtering by Date Range

By default, the CDV tree is filtered to display reports for the past year (from the current date). The CDV tree may be filtered to show only reports whose Date attribute falls within a different specified date range. This filtering can be applied by the Last 72 Hours, Last 14 Days, Last 3 Months, or a Specific Range set by the user ***(Figure 27***).

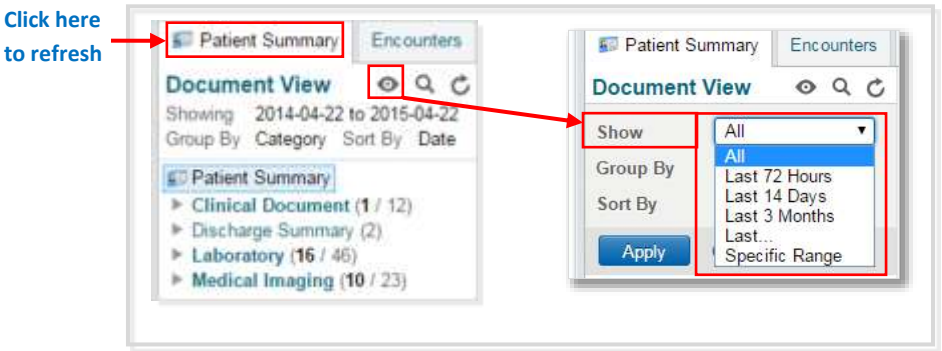


*Figure 27: Filtering the CDV Tree by Date Range*

Selecting the "Document View Control" icon will display the "Show", "Group by" and "Sort by" options to select from. On the "show" option click on the arrow next to the field and select the attribute (Last 72 Hours, Last 14 Days, Last 3 Months, or a Specific Range) you desire to filter by and click "Apply".

To go back to the original CDV Tree view click on the **"Patient Summary"** tab ***(Figure 27),*** or **"F5"** on your keyboard.

## CDV Tree Grouping

By default the reports in the CDV tree are grouped by Category. This can be changed to be grouped by Date, Service, Author, or Source ***(Figure 28).***

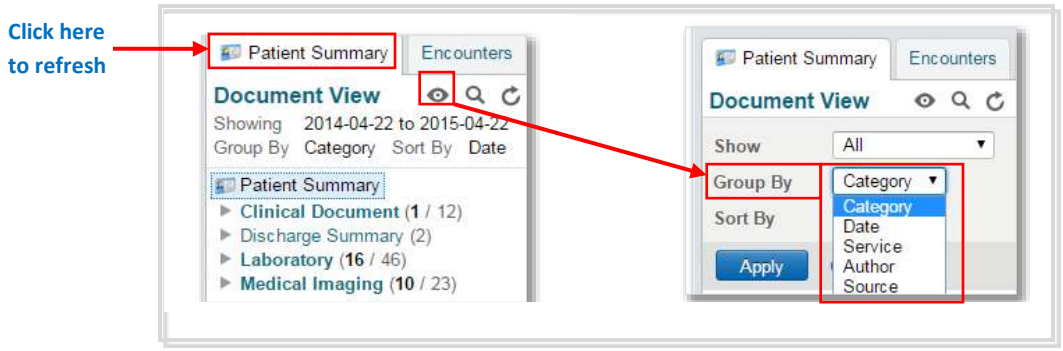


*Figure 28: Grouping the CDV Tree*

Selecting the "Document View Control" icon will display the "Show", "Group by" and "Sort by" options to select from. On the "Group by" option click on the arrow next to the field and select the attribute (Category, Date, Service, Author, or Source) you desire to group by and click "Apply".

This groups the CDV tree reports with folders named after the values of the selected attribute grouping. E.g., when grouping by Author, the folder name is a provider's name, and within the folder all the reports where the named clinician is the provider identified as the author.

To go back to the original CDV Tree view click on the "Patient Summary" tab ***(Figure 28).***

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## CDV Tree Sorting

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By default the reports contained in each category are displayed/ sorted by date in descending order, beginning with the most recent (within that category). However this order can be changed and the reports can be sorted by Date, Title, or Author ***(Figure 29).***

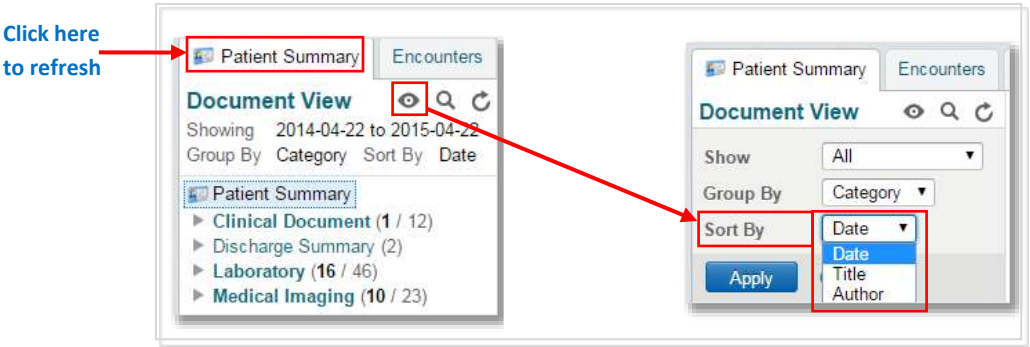


*Figure 29: Sorting Reports in the CDV Tree*

Selecting the "Document View Control" icon will display the "Show", "Group by" and "Sort by" options to select from. On the "sort by" option click on the arrow next to the field and select the attribute (Date, Title, or Author) you desire to sort by and click "Apply".

To go back to the original CDV Tree view click on "Patient Summary" tab ***(Figure 29)*** or **"F5"** on your keyboard.

## CDV Tree Searching

The CDV tree can be searched with free-text to find any reports that have an attribute matching the specified text. This search can be performed by clicking the "Search" icon and typing the desired search text in the text box -case insensitive- ***(Figure 30).***

As the text is typed, the CDV tree dynamically matches the specified search text against the attributes of the available reports in the CDV tree.

*Figure 30: CDV Tree Searching*

This icon is used to show documents that have been marked as important. None of current documents display in HEALTHe NL are marked with importance (only abnormality), thus this icon does not have any functionality for now.

This icon is used to show documents not signed off. Document sign-off is not configured in HEALTHe NL, thus this icon does not have any functionality for now.

The **"Read"** and **"Unread"** toggle buttons may be used to show only Read or Unread reports, respectively, in the CDV tree.

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# Understanding and reading the reports

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## 1. Clinical Documents and Discharge Summaries

Clinical Documents and Discharge summaries are included in the "Clinical Documents" and "Discharge Summary" categories respectively. Discharge summaries are a type of clinical document, but are displayed in separate category of the CDV tree due to a clinical design decision giving faster access to them. They are displayed as links in the CDV tree. The title of each report link in the CDV tree indicates the name of the report, and the results section displays the dictated report.

A Clinical document report contains the following sections ***(Figure 31):***

1) The Report Header Section
2) The Results (textual report) section

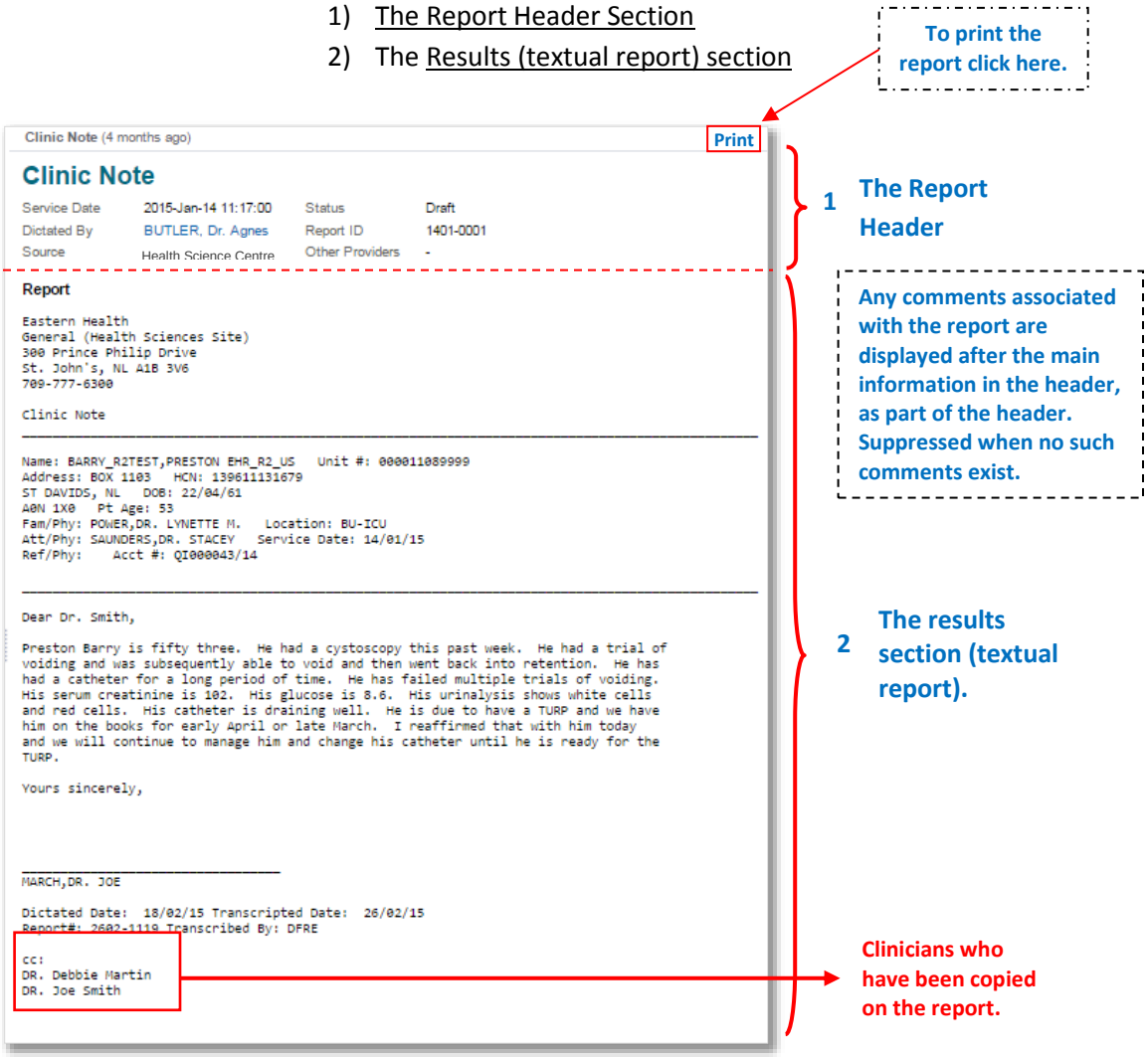


*Figure 31: Clinic Document Example*

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## 1.1 Clinical Documents and Discharge Summaries Header

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A Clinical Document displays the following information in the header section: ***(Figure 32)***

1. **Report Title.** This is the title of the report. **E.g.** Clinic Note
2. **Report Title (Bigger Font and blue).** This is the title of the report. **E.g**. Clinic Note
3. **Service Date:** This is the date and time the patient was seen by the clinician – generally, for outpatient and ER visits, this is the admission date. In case of a Discharge Summary, Date and time the patient was discharged. **E.g.** 2015-Jan-14 11:17:00
4. **Dictated By:** The name of the clinician who dictated the report. E.g. Butler, Agnes
   Please note the Clinician name is a **hyperlink** to allow the user (when clicked) to view details on the provider in a popup window.
5. **Source:** The site associated with the result. **E.g.** Health Science Centre
6. This is the **age of the report**, calculated with the date from the report in the CDV tree. It appears in brackets next to the Report title **E.g.** (2 months ago)
7. **Status:** This is the Report Status. **E.g.** Draft. See "CDV Tree Report Status Indicators and Read/Unread Reports" for details on report Status for Clinical Documents.
8. **Report ID:** The order number associated in the source system. **E.g.** 1401-0001
9. **Other Providers:** The names of providers associated with the report or the patient record, not necessarily the clinicians that were copied in the report. To see the name of the clinicians who have been copied on the report refer to the "CC" section found at the bottom of the results section of the report ***(Figure 27).*** When no Other Providers exist for the report, a dash is displayed instead to indicate no value.
   **E.g**. "-"in the example below no Other Providers exist that is why a dash is indicated.
10. **Comments:** Any comments associated with the report. They are automatically displayed after all other header fields. Suppressed when no such comments exist.

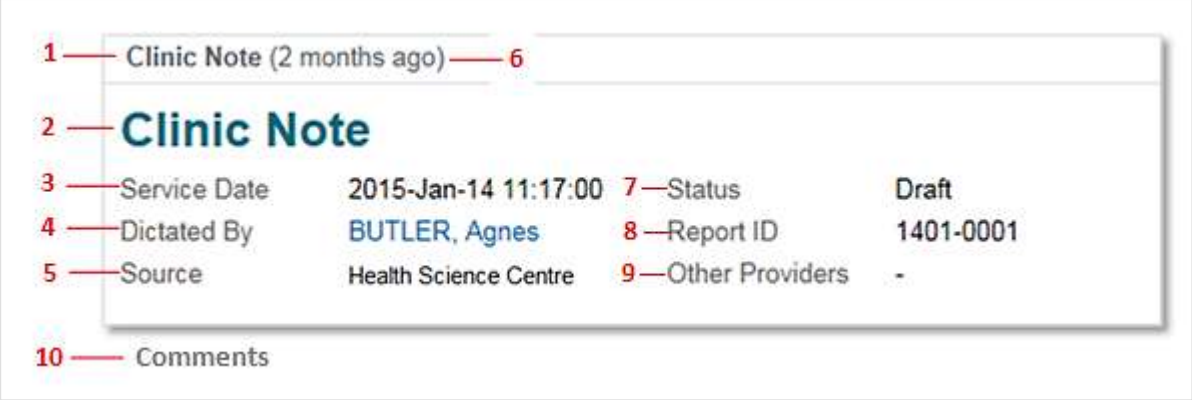


**Figure 32: Clinical Document Report Header Example**

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## 1.2 Clinical Documents and Discharge Summaries Results Section

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The Results Section displays the textual dictated report ***(Figure 31).*** The textual report is displayed as stored. The report text is displayed in a fixed font. It does not include a **result status**. As indicated in the section above, report status is displayed in the header.

In the case that a report has been cancelled, the header of the report is displayed but the textual report is not shown. Instead, the following is displayed:

**Unavailable**
Cancelled. Report is not available.

In the case that a report is pending, the header of the report is displayed but the textual report is not shown. Instead, the following is displayed:

**Unavailable**
Pending report

In the case that a report has been retracted (pull back a report from view), the header of the report is displayed but the textual report is not shown. Instead, the following is displayed:

**Unavailable**
Retracted – please refer to the Meditech source system to view the report.

**IMPORTANT:** HEALTHe NL consolidates information from various source systems province-wide. While efforts are made to ensure accuracy and completeness, HEALTHe NL is not exhaustive and should not be relied upon as a sole information source in providing care. Patient data may exist in other health databases.

Please note that at the bottom of each Clinical Document and Discharge Summary appears the disclosure shown below.

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## 2. Laboratory Reports

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Laboratory reports are displayed as links in the CDV tree. The title of each report link in the CDV tree indicates the name of the report, and the result section contains the test results. Laboratory category contains 5 subcategories: Blood Blank, Chemistry, Hematology, Microbiology and Pathology. Please see section "CDV Tree Categories and Sub-categories" to learn more about Laboratory sub-categories.

Blood Bank, Chemistry and Hematology reports are numeric results displayed in a table or panel format that may contain some textual observations or comments. Microbiology and Pathology are textual reports.

### 2.1 Blood Bank, Chemistry, and Hematology Reports

Blood Bank, Chemistry and Hematology reports are numeric results typically displayed in a table or panel format that may contain some textual observations or comments. Only these reports are "rolled up" in the CDV tree, so multiple reports of the same type have one line entry in the CDV tree. Please see section "CDV Tree Rolled Up Reports".

#### *2.1.1 Opening an Individual Report*

Before a user can see an individual Blood Bank, Chemistry or Hematology report, the cumulative view is opened. To see an individual Blood Bank, Chemistry or Hematology report, the following steps need to be followed ***(Figure 33).***

1. Click the report link on the CDV tree.
2. The Cumulative View is displayed which contains a table of this report's test results over time.
3. Click on its Collected Date (in the Cumulative View) to access an individual report.

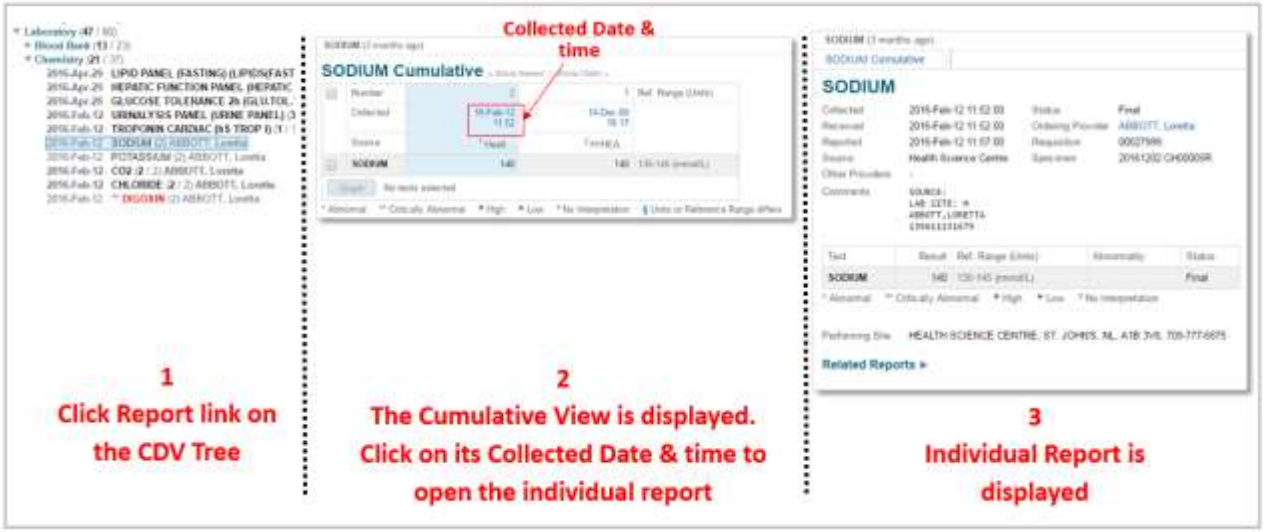


*Figure 33: Example how to open an individual Blood Bank, Chemistry or Hematology Report*

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### 2.1.2 Understanding the Cumulative View

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The Cumulative View presents a series of reports of the same type (i.e., having the same report mnemonic code) over time. They are presented in a tabular view, in ascending order by Collected Date, with the five newest reports being presented first in the default view. The newest report is displayed on the left and highlighted in blue. Next to the report's Name "<< Show Older" and "Show Newer >>" links are available to navigate through the entire series of reports.
Displaying reports in the Cumulative View helps in quickly identifying any trends or patterns that may be present for a series of test results.

When viewing cumulative reports, a table is displayed with the following sections ***(Figure 34):***

i. Cumulative Header
ii. Cumulative Body (Results)

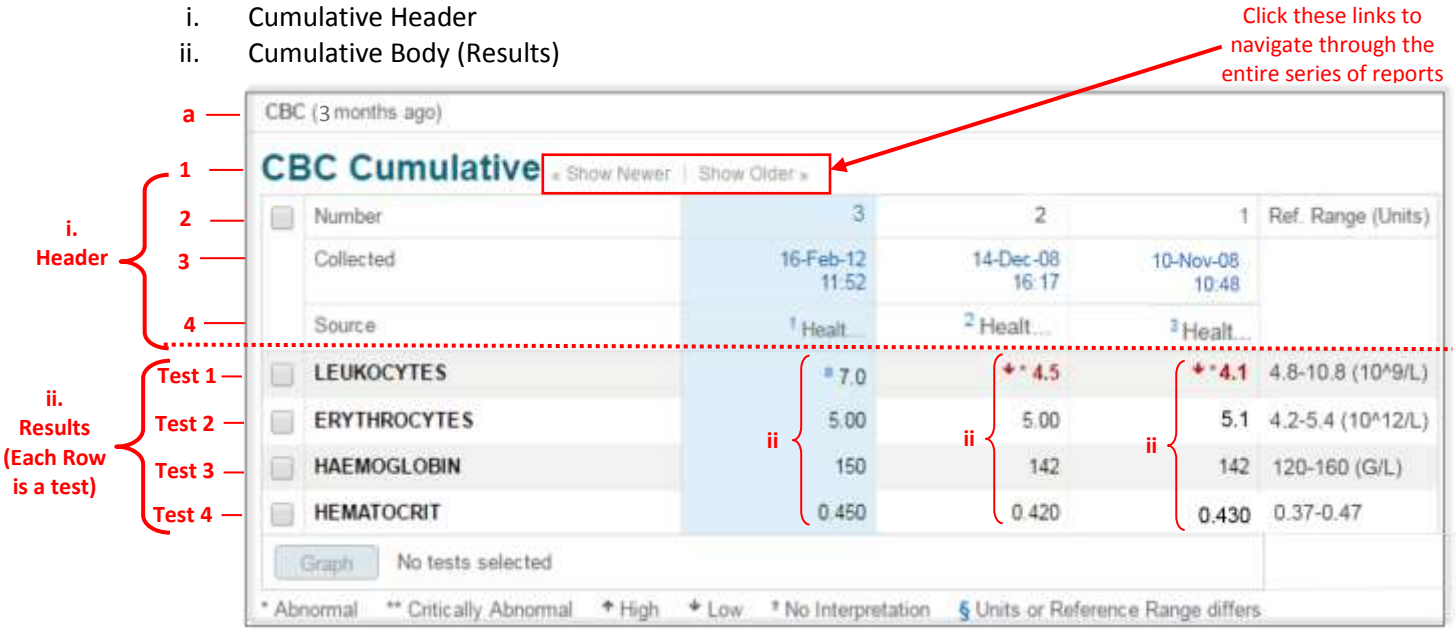


*Figure 34: Cumulative View Example*

The cumulative view displays the following information in the **header rows:** ***(Figure 34)***

**a)** At the top of the header is displayed the **Report Name** and **age of the report.** The age of the report is calculated with the date from the report in the CDV tree. It appears in brackets next to the Report title **E.g.** CBC (2 months ago)

1. **Report Name:** The report title. Appears as a page header. The word **"Cumulative"** is appended to the report title to indicate it is shown in Cumulative View. **E.g. CBC Cumulative**
2. **Number:** This is the number assigned to the test in chronological order based on collection date and time, displaying the most recent result on the left. If the report status is not Final or Corrected, the relevant cell is highlighted in light orange and the number and status code of the report are displayed in dark orange coloured font. If it is displayed a dash "-"instead of a sequence number, it means that the result does not belong to that test but it is part of the series to be displayed in the cumulative view.
   This row contains a checkbox for selecting all the tests to show on the **Graph** panel.
3. **Collected:** The date and time of collection by the laboratory. This header value may be hovered over to view more collection details (see section "Cumulative View: Collection Details Hover "), and may be clicked on to display the individual report in the single-result view.

   **E.g. 15-Feb-11**
   **10:22** (time is displayed in military time)

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4. **Source:** The site/ source associated with the result. The Source description is truncated to display the first five characters, followed by ellipses (…). E.g. [1]Healt... The header can be hovered over to view the complete name (see section "Cumulative View: Collection Details Hover). In addition the source may have a numeric indicator preceding it such as 1, 2, 3... This indicates that a report level comment exists for the report and may be viewed in the hover over the collection details hover ***(Figure 34).***

*Figure 34: Cumulative View Example*

The results table contains the name of each test and its result value for every instance of collection. Each test is displayed in a row. The cumulative view displays the following information in the **results section** for each test ***(Figure 30):***

- **A.** **Test name:** Long Report Name, or if not valued, it will appear the test description. **E.g. LEUKOCYTES**.
  Next to the test name there is a checkbox for selecting the test to show on the **Graph** panel. For more details on working with graphs see section "Cumulative View: Graphing Results"
- **B.** **Result Value:** The test result value. If there is not result value for the test, a dash is displayed. If the test has been cancelled and a test result value exists in the system, the word "**Cancelled**" is displayed and the actual test result value is not shown. **E.g.** ↓* 4.5. See section "Cumulative View: Header and Result Value Formatting" for more details about Result Formatting. The result value may be hovered-over to view additional result information from the Cumulative View. For more details see section "Cumulative View: Result Details Hover.
- **C.** **Reference Range and Units:** The reference range and units combined. The units appear in parentheses. If the tests do not have a reference range or units associated, dashes are displayed instead. **E.g.** 4.8-10.8(10^9/L)

In addition, beneath the cumulative table, a Graph button is displayed that may use to graph results. See section "Cumulative View: Graphing Results" for details on working with graphs.

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### 2.1.3 Cumulative View: Header and Results Section Value Formatting

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When test result values are displayed in the Cumulative View, the following formatting rules are used to indicate extra information about the result to the user. The table below describes the formats used for result values in the cumulative view header and result sections respectively.

| Cumulative View Header & Result Display Format | | |
|---|---|---|
| **Section** | **Display Format** | **Description** |
| **HEADER** | 1 (X)<br>3 (P)<br>2 (Z) | If the report status is not Final or Corrected, the relevant cell is highlighted in dark orange and the sequence number and status code of the report are displayed in dark orange coloured font.<br>An **"X"** in brackets means the report was **cancelled**.<br>A **"P"** in brackets means the report is **pending**.<br>A **"Z"** in brackets means the report was **retracted**. |
| | **-** | If there is a dash **"-"**instead of a sequence number, it means that the result does not belong to that test but it is part of the series to be showed in the cumulative view. |
| | **1**, **2**, **3**... | Displayed in front of the Source to indicate that a **report-level comment** exists for the report. This comment may be viewed in the hover-over of the cumulative header. |
| | | |
| **RESULTS** | **Black** | Normal result; the actual value is within the reference range. |
| | *** Red** | Red font with one asterisk. **Abnormal;** the results are outside the normal range and are of clinical concern. |
| | **** Red** | Red font with two asterisks. **Critically abnormal**; the results are well outside the normal range and are of great clinical concern. |
| | **↑ Red** | Red arrow pointing up ( ↑ ). The result is abnormal or critically abnormal **High** relative to the reference range. It appears next to the abnormal (*) or critically abnormal (**) result value. |
| | **↓ Red** | Red arrow pointing down ( ↓ ). The result is abnormal or critically abnormal **Low** relative to the reference range. It appears next to the abnormal (*) or critically abnormal (**) result value. |
| | **-** | Dash in the results section; the test result is not available (most likely not reported in this instance). |
| | **§** | Displayed in front of the actual value to indicate that its unit or reference range differs across a set of results. If any of the units are null, they are considered to match any other units that are present. Units are case sensitive; for example, mMol/L and MMOL/L would cause **§** to be displayed. |
| | **a**, **b**, **c**... | Displayed in front of the actual value to indicate additional result information is available (such as a result comment). The comment is displayed when the result value is hovered over in the cumulative table, but is displayed inline when viewing the report in the Single Report View. |

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### 2.1.4 Cumulative View: Collection Details Hover

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The collection details hover allows the user to view adc ›n about the report. From the cumulative view hover over the collected date and below this date more collection details will be displayed in a small screen. ***(Figure 35)***

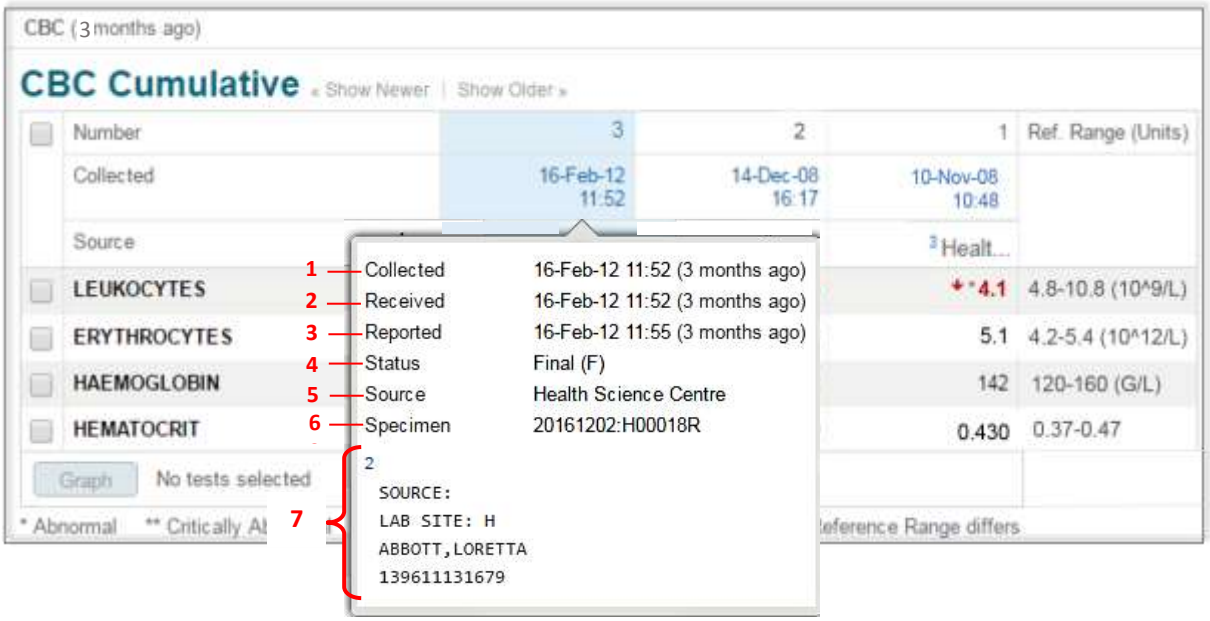


*Figure 35: Cumulative View Collection Details Hover Example*

The Collection Details Hover displays the following information: ***(Figure 31)***

1. **Collected:** The date and time (displayed in military time) of collection by the laboratory. **E.g.** 16-Feb-12 11:52 (3 months ago) - time is displayed in military time -
2. **Received:** The date and time (displayed in military time) the specimen was received by the laboratory. **E.g.** 16-Feb-12 11:52 (3 months ago) - time is displayed in military time -
3. **Reported:** The date and time (displayed in military time) that the results were composed into a report and released. **E.g.** 16-Feb-12 11:55 (3 months ago) - time is displayed in military time -
4. **Status:** The report status description and code. **E.g.** Final (F). See "CDV Tree Report Status Indicators and Read/Unread Reports" for details on report Status for Laboratory reports.
5. **Source:** The site/ source associated with the result. **E.g.** Health Science Centre
6. **Specimen:** The specimen number associated with the report, assigned by the source system. **E.g.** 20161202:H000018R
7. **<Numeric label> <E.g. 2 >:** Report level comments associated with the report. Below each number the comment is displayed.

   **E.g.** SOURCE:
   LAB SITE: H
   ABBOTT, LORETTA
   139611131679

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### 2.1.5 Cumulative View: Result Details Hover

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The results table contains the name of each test and its result value for every instance of collection. To see more details about each result you can hover over each individual result.

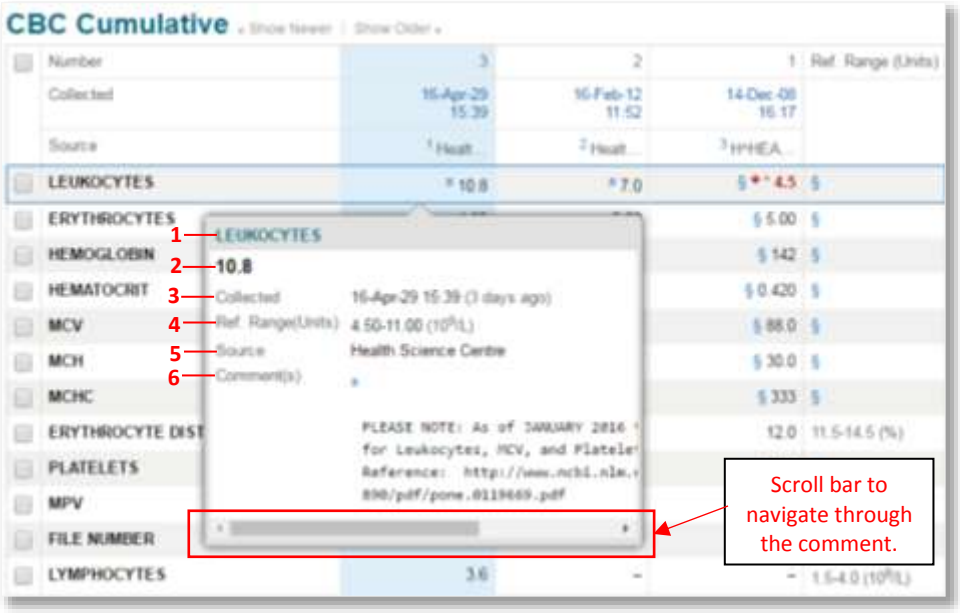


*Figure 36: Result Details Hover Example*

The result details hover displays the following information ***(Figure 36):***

1. **Report Title:** The report title appears as a header at the top of the hover.
   **E.g. LEUKOCYTES**
2. **Result value:** The test result value. The result value is displayed in **red** font if it is flagged as abnormal (*) or critically abnormal (**) and with a red arrow pointing up ↑ or down ↓ depending if it's low or high value. Otherwise it is displayed in normal font.
   **E.g. 10.8**
3. **Collected:** The date and time of collection by the laboratory.
   **E.g.** 16-Apr-29 15:39 (3 days ago) -time is displayed in military time-
4. **Ref. Range (Units):** The reference range and units combined. The units appear in parenthesis. If the tests do not have a reference range or units associated, dashes are displayed instead. **E.g.** 4.5-11 (10^9/L)
5. **Source:** The site/source associated with the result. **E.g.** Health Science Centre
6. **Comments:** Result-level comments associated with the result. Displayed in front of the actual value to indicate additional result information is available. Always indicated as an alphabetical label superscripted in front of the result ([a] **10.8).**
   **E.g.** PLEASE NOTE: As of January 2016, the reference intervals for Leucocytes, MCV, and …
   If the comment does not fit in the result details hover pop up screen, **a scroll bar** may appear to move (right/ left) to the rest of the comment.

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### *2.1.6 Cumulative View: Graphing Results*

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Graphs plot up to 10 individual results which have been selected from the Cumulative View. Please note that **only numeric results** may be shown in the Graph View; textual results are not included and may not be selected for graphing if all the results in the series are textual.

To graph multiple numeric results:

1. From the Cumulative view select the results to include in the graph (up to a maximum of 10) by clicking the checkbox next to the results, or select all results by clicking the checkbox in the Cumulative Header; ***(Figure 37)***
2. Click the "**Graph"** button.
3. The graphed view is displayed. ***(Figure 38)***

*Figure 37: Example selecting results to be graphed*

After clicking the **"Graph"** button, selected tests and their results are shown in the Graph View. The Graph View consists of the following graphs ***(Figure 38)***:

i. Overview Graph.
ii. Individual Graphs.

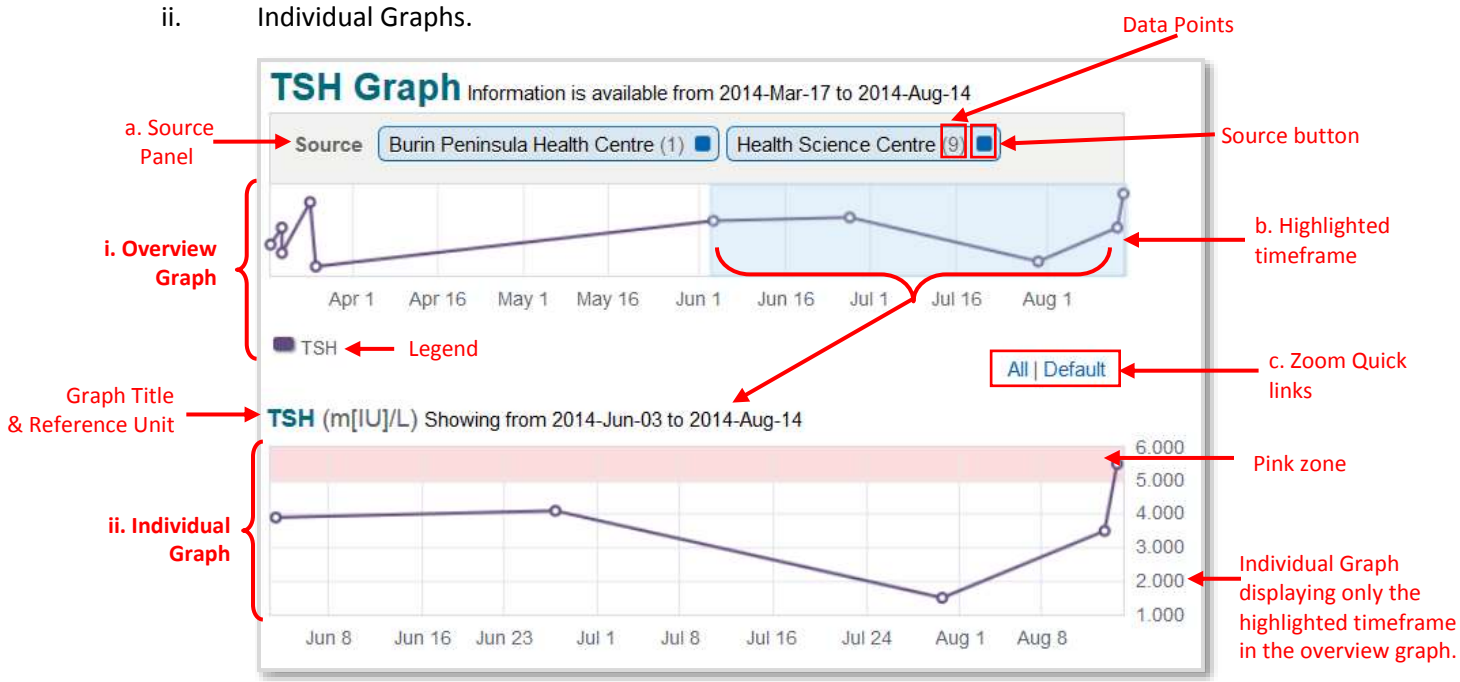


*Figure 38: Graph View*

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2.1.5.1 **The Overview graph** shows the different test results over time on a single graph, where each line represents a particular test. The legend for the line colours are displayed below the graph. It allows the user to zoom into a specific period to be displayed on the individual graphs.

*a.* The **Source panel** displays a separate button for each information source with an indication of how many data points on the graph came from that source. In ***Figure 34***, the Overview graph includes 1 data point sourced from "**Burin Peninsula Health Centre**," and 9 data points from "**Health Science Centre**." By default, the graph displays the results from all sources. To exclude the results provided by one or more sources, click the corresponding source button on the Sources panel. Click the button again to show the data points from that source.

*b.* **Highlighted Timeframe:** The mouse is used to highlight (light blue) a specific area or period on the Overview graph. This action automatically changes the zoom level for the individual graph(s) below. The individual graphs are automatically refreshed to reflect the period specified on the Overview graph.

*c.* **Zoom Quick links:** Are links to pre-configured zoom levels. The zoom quick links are below the over the overview graph displayed as links **All** or **Default.**

- **All** - Zooms all individual graphs to show all test results. There is no selection indicator (pale blue overlay) in the Overview graph.
- **Default** - Zooms all individual graphs to the default range to show the test results selected. The Overview graph shows the selection indicator (pale blue overlay) over the area of these results

2.1.5.2 **Individual Graph:** Each individual graph represents a test involved in the result. The graph title displays the name of the test and its corresponding reference unit E.g. **TSH** (m[IU]/L). The graph shows a data point for each result value.

The pink zone in Individual graphs represents areas outside the corresponding reference range. If any point in the graph has a differing reference range or unit, the § symbol is displayed next to the title of the graph. See section "2.1.3 Cumulative View: Header and Result Section Formatting" for more details about § symbol meaning when displayed in the results section.

Additional information may be viewed for each data point on the graph by hovering the mouse over it ***(Figure 39)***. The hover displays the same information as the Result Details Hover in the Cumulative View. Please see section "2.1.5 Cumulative View: Result Details Hover" for details.

*Figure 39: Individual Graph Result Detail Hover*

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### 2.1.7 Cumulative View: Printing the Graph View

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The Graph View may be printed by selecting the **Print** link in the upper right corner of the Graph View.

*Figure 40: Graph View with Print Link*

When the Print link is clicked, the browser's built-in print dialog is displayed and a preview of the graph(s) is displayed. ***(Figure 41)*** Please note the Graph View printing uses HTML printing (the browser's print functionality), rather than a PDF output.

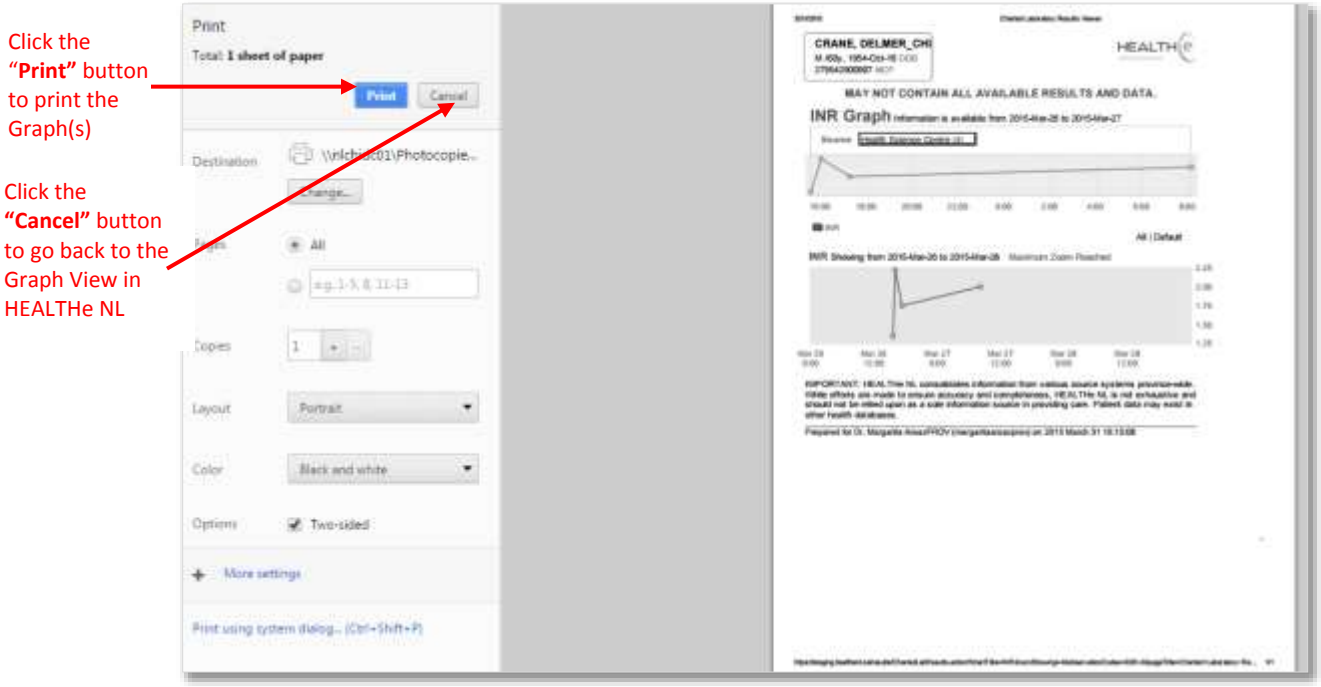


*Figure 41: Browser built-in print dialog displaying a preview of the Graph(s)*

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Depending on the user's modification of the Graph View, not all results may be printed in a single printout. It is therefore recommended to print reports using the single report view. See ***Figure 42*** for an example of a Graph view printed output.

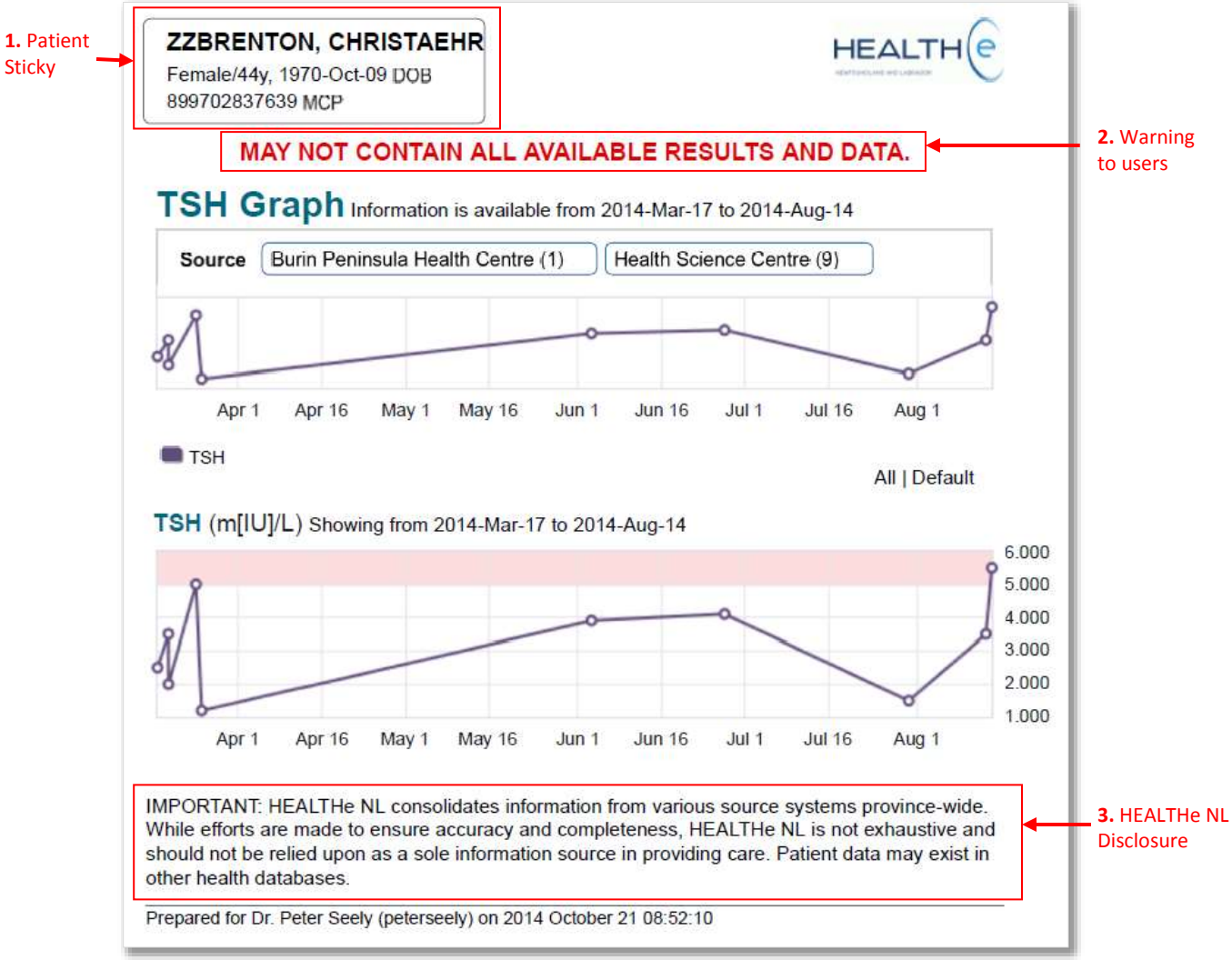


***Figure 42: Graph View printed output***

Things to note about the Graph View printed presentation:

1. **Patient Sticky**: A "patient sticky" is displayed in the upper left with the patient's name, gender, age, date of birth, and MCP number to identify the patient.
2. **Warning to users:** A warning: "**MAY NOT CONTAIN ALL AVAILABLE RESULTS AND DATA**" is displayed on the printed presentation of the Graph View to advice users about the completeness of the data.
3. **HEALTHe NL Disclosure:** THE HEALTHe NL Disclosure is displayed at the bottom of the printed presentation to warn users about the accuracy and completeness of the information.

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**NOTE:** Printing is disabled when accessing the graph from an iPad® due to the limited number of printers supported by iOS®.

**Please note** that on certain browsers (mainly observed in Internet Explorer); certain graph elements may be obscured in the printed version. This is a known issue as of April 2015 and will be resolved in a future product release.

A warning stating "**MAY NOT CONTAIN ALL AVAILABLE RESULTS AND DATA**" is displayed on the printed presentation of the Graph View.

### *2.1.8 Single Report View (Blood Bank, Chemistry or Hematology reports)*

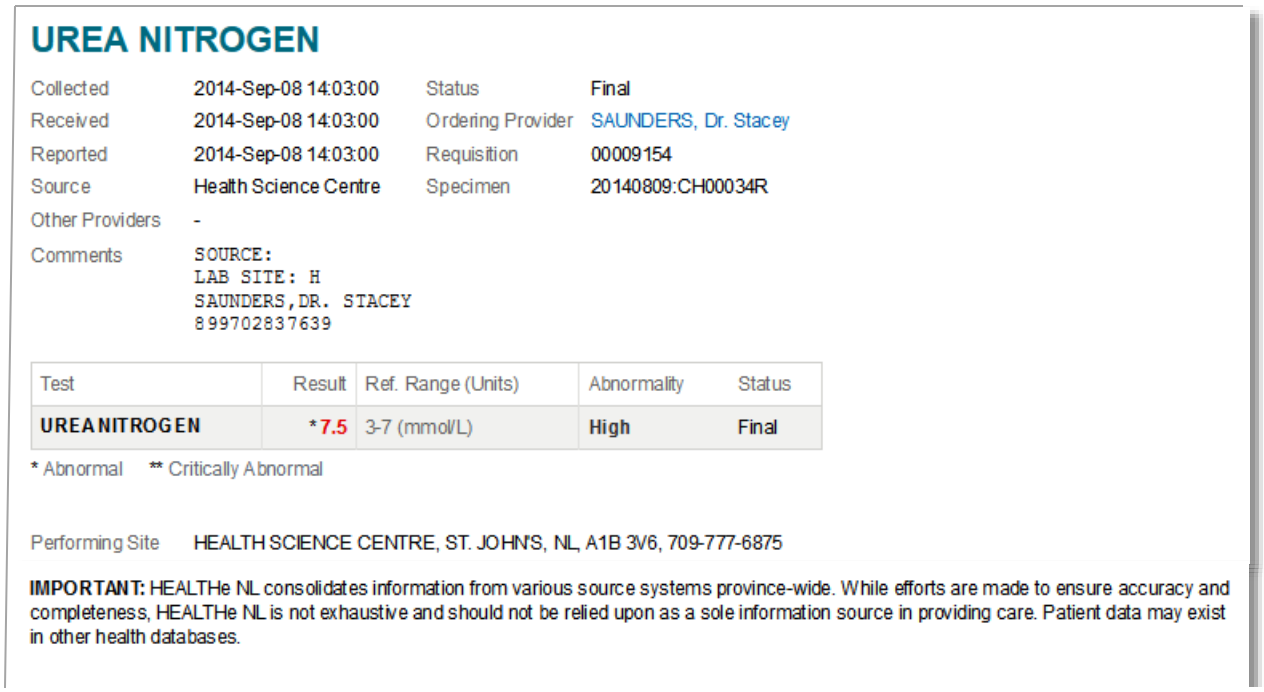
Each individual General Laboratory report from Chemistry, Hematology, or Blood Bank sub-categories contains a 1. Report Header; 2. Results section (test results); and 3. Report Footer. ***(Figure 43)***

For more details on how to open an individual report please see section "Opening an individual report".

1. Report Header

2. Results Section

3. Report Footer



UREA NITROGEN

| | | | |
|---|---|---|---|
| Collected | 2014-Sep-08 14:03:00 | Status | Final |
| Received | 2014-Sep-08 14:03:00 | Ordering Provider | SAUNDERS, Dr. Stacey |
| Reported | 2014-Sep-08 14:03:00 | Requisition | 00009154 |
| Source | Health Science Centre | Specimen | 20140809:CH00034R |
| Other Providers | - | | |
| Comments | SOURCE:<br>LAB SITE: H<br>SAUNDERS,DR. STACEY<br>899702837639 | | |

| Test | Result | Ref. Range (Units) | Abnormality | Status |
|---|---|---|---|---|
| UREA NITROGEN | *7.5 | 3-7 (mmol/L) | High | Final |

* Abnormal ** Critically Abnormal

Performing Site HEALTH SCIENCE CENTRE, ST. JOHN'S, NL, A1B 3V6, 709-777-6875

**IMPORTANT:** HEALTHe NL consolidates information from various source systems province-wide. While efforts are made to ensure accuracy and completeness, HEALTHe NL is not exhaustive and should not be relied upon as a sole information source in providing care. Patient data may exist in other health databases.

*Figure 43: Single Report View – Example (Blood Bank, Chemistry, or Hematology sub-categories)*

These type of reports are typically numeric results displayed in a table format, but may also include textual observations.

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### 2.1.8.1 Single Report View: Report Status and Result Status

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The result status is displayed as the final column of the results table when viewing an individual report.

The **report statuses** below are displayed in the report header section:

| Report Status | Description | CDV Tree Report Display |
|---|---|---|
| Final | Final results; results stored and verified. | Normal font |
| Pending | Results pending (applies to panels only). | Italicized font |
| Cancelled | No results available; Order cancelled. | Strikethrough font |
| Retracted | Report has been retracted and cannot be viewed. | Gray styling font |

The individual test results on reports having a “Cancelled” or “Retracted” status are not displayed.

The **result status** is displayed as the final column of the results table when viewing an individual report.

| Result Status | Description |
|---|---|
| Final | Final results; results stored and verified. |
| Pending | Test result pending (applies to panels only). |
| Cancelled | No results available; Test cancelled. |

The result value for a cancelled test is not displayed in HEALTHe NL.

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### *2.1.8.2 Single Report View: Report Header*

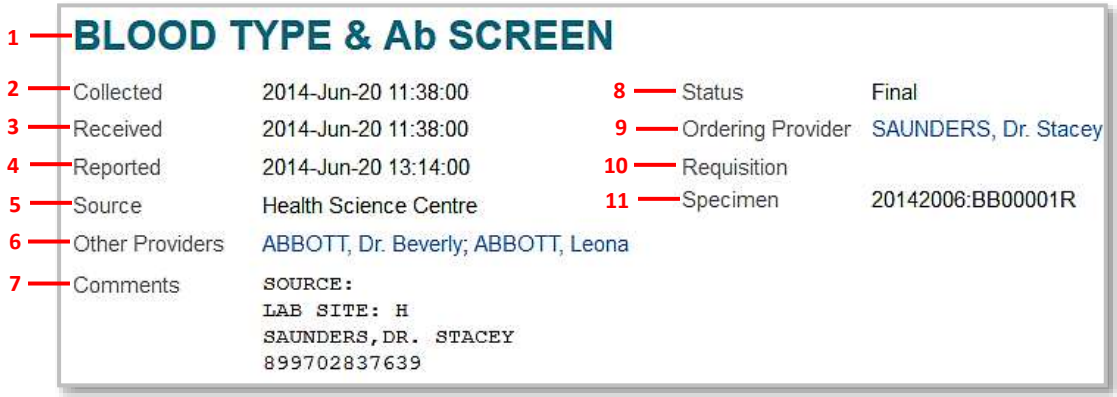


*Figure 44: Report Header Example (Blood Bank, Chemistry, Hematology sub-categories)*

A Blood Bank, Chemistry or Hematology Report displays the following information in the header section ***(Figure 44):***

1. **Report Title:** The report title appears as a page header at the top of the report. **E.g. BLOOD TYPE & Ab SCREEN**
2. **Collected:** The date and time the specimen was collected. **E.g**.2014-Jun-20 11:38:00 - time is displayed in military time-
3. **Received:** The date and time the specimen was received by the laboratory. **E.g**.2014-Jun-20 11:38:00 - time is displayed in military time-
4. **Reported:** The date and time that the results were composed into a report and released. **E.g**.2014-Jun-20 13:14:00 - time is displayed in military time-
5. **Source:** The site/source associated with the result. **E.g.** Health Science Centre
6. **Other Providers:** The names of providers associated with the report. When no Other Providers exist for the report, a dash is displayed instead to indicate no value. Please note the Clinician name is a hyperlink to allow the user to view details on the provider in a popup window when clicked. **E.g. ABBOTT, Dr. Beverly**
7. **Comments:** Comments associated with the specimen or requisition of the report. Suppressed when no comments exist for the report. **E.g.** SOURCE:
   LAB SITE: H
   SAUNDERS, DR. STACEY
   899702837639
8. **Status:** The report status description. **E.g.** Final. See "CDV Tree Report Status Indicators and Read/Unread Reports" for details on report Status for Laboratory reports.
9. **Ordering Provider:** The name of the clinician who ordered the report. Please note the Clinician name is a hyperlink to allow the user to view details on the provider in a popup window when clicked. **E.g. SAUNDERS, Dr. Stacey**
10. **Requisition:** The unique number identifying with the requisition in the source system.
11. **Specimen:** The unique identifier for the specimen in the source system. **E.g.**20142006:BB00001R

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### *2.1.8.3 Single Report View: Results Section*

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The test results for Blood Bank, Chemistry or Hematology reports are displayed in a table ***(Figure 45).***

| | 1 Test | 2 Result | 3 Ref. Range (Units) | 4 Abnormality | 5 Status |
|---|---|---|---|---|---|
| Test 1 | UREA NITROGEN | 4.0 | 3-7 (mmol/L) | | Final |
| Test 2 | SODIUM | 139 | 135-145 (mmol/L) | | Final |
| Test 3 | POTASSIUM | 4.4 | 3.5-5.0 (mmol/L) | | Final |
| Test 4 | CHLORIDE | 102 | 95-110 (mmol/L) | | Final |
| Test 5 | CO2 | *15 | 23-31 (mmol/L) | Low | Final |
| Comment associated to Test 5 (CO2) | | Please Note change in reference ranges since February 1,2014 | | | |
| Test 6 | GLUCOSE | *12.6 | 3.5-7.8 (mmol/L) | High | Final |
| Comment associated to Test 6 (GLUCOSE) | | Casual serum/plasma glucose levels > or = 11.0 mmol/L with symptoms of polydipsia, polyuria, and unexplained weight loss is consistent with diabetes mellitus. Confirmatory laboratory glucose testing ( either by fasting serum/plasma glucose, a casual serum/plasma glucose or a 2h serum/plasma glucose in a 75g OGTT ) must be done on another day in tha absence of unequivocal hyperglycemia accompanied by acute metabolic decompensation | | | |
| Test 7 | CREATININE | *120 | 37.0-91.0 (umol/L) | High | Final |
| Test 8 | ASPARTATE AMINOTRANSFERASE | *350 | 25-300 (U/L) | High | Final |
| Test 9 | ALANINE AMINOTRANSFERASE | 324 | 55-555 (U/L) | | Final |
| Test 10 | ALKALINE PHOSPHATASE | 118 | 40-150 (U/L) | | Final |
| Test 11 | BILIRUBIN;TOTAL | *39 | 3.4-20.5 (umol/L) | High | Final |
| Test 12 | URATE | *505 | 150-350 (umol/L) | High | Final |
| Test 13 | PHOSPHATE | **3.11 | 0.74-1.52 (mmol/L) | Critical high | Final |
| Comment associated to Test 13 (PHOSPHATE) | | *** CRITICAL RESULT, ACTION REQUIRED ***<br>LOCATION CALLED: FLOOR<br>VERBAL REPORT READ BACK BY: DOC<br>TELEPHONED BY: TURDO<br>DATE 290315 TIME: 2155 | | | |
| Test 14 | CALCIUM | *2.00 | 2.15-2.62 (mmol/L) | Low | Final |
| Test 15 | PROTEIN | *59 | 60-85 (g/L) | Low | Final |
| Test 16 | ALBUMIN | *25 | 32-46 (g/L) | Low | Final |

* Abnormal ** Critically Abnormal

*Figure 45: Test results Example (Blood Bank, Hematology or Chemistry reports)*

Each column of the results table displays the following information: ***(Figure 41)***

1. **Test:** The test name in bolded font. Each row corresponds to an individual test. **E.g. UREA NITROGEN**
2. **Result:** The test result value. If the test has been cancelled, the word "Cancelled" is displayed and the actual test result value is not shown. **E.g. 4.0; * 15; **3.11.** See section "2.1.3 Cumulative View: Header and Result Value Formatting" for details on result format descriptions.
3. **Ref.Range(Units):** The tests' reported reference range and units displayed in a combined format, with the units being displayed in parentheses following the reference range. **E.g.** 3-7 (mmol/L)

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4. **Abnormality:** If a result is flagged as abnormal, this field displays a description of the abnormality level, in a bold font. **E.g.** Low, High, etc. See section "CDV Tree Abnormality Indicators" for details on abnormality indicators in a report.
5. **Status:** The report status description. **E.g.** Final. See "CDV Tree Report Status Indicators and Read/Unread Reports" for details on report Status for Laboratory reports.

In addition, any **comments** associated with an individual result are displayed inline, immediately below the result in the result table, in a fixed font. ***(Figure 45)***

### *2.1.8.4 Single Report View: Report Footer*

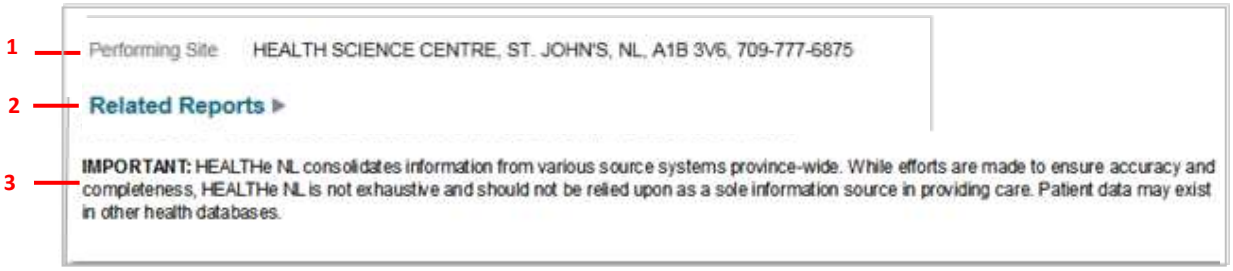


*Figure 46: Report Footer Example (Blood Bank, Chemistry and Hematology reports)*

A Laboratory report displays the following information in the footer section ***(Figure 42):***

1. **Performing Site:** Displays the name, address and telephone number of performing sites for all of the tests displayed**. E.g.** HEALTH SCIENCES CENTRE, ST. JOHN'S, NL, A1B-3V6, 709-777-6875
   If more than one site performed tests in the report, they are all listed here. No indication is given for which site performed which specific test.

2. **Related Reports (New - January 2016):** This link allows you to access other tests completed on the specimen without going back to the CDV Tree. To see these reports click on the arrow next to **Related Reports** name and all tests will be listed, see ***Figure 47***. If the link is not present additional tests were not performed on the specimen. To see an example of a report with Related Reports see ***Figure 48 and 49.***

*Figure 47: Related Reports Link*

3. **HEALTHe NL Disclosure:** THE HEALTHe NL Disclosure is displayed at the bottom of the report to warn users about the accuracy and completeness of the information.

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**SODIUM** (2 weeks ago)

SODIUM Cumulative

## SODIUM

| | | | |
|---|---|---|---|
| Collected | 2016-Jan-14 10:55:00 | Status | Final |
| Received | 2016-Jan-14 10:55:00 | Ordering Provider | TUTTLE, Dr. Peggy |
| Reported | 2016-Jan-14 10:56:00 | Requisition | 00026417 |
| Source | Health Science Centre | Specimen | 20161401:CH00007R |
| Other Providers | - | | |
| Comments | SOURCE:<br>LAB SITE: H<br>TUTTLE,DR. PEGGY F<br>209550674581 | | |

| Test | Result | Ref. Range (Units) | Abnormality | Status |
|---|---|---|---|---|
| **SODIUM** | 140 | 135-145 (mmol/L) | | Final |

* Abnormal ** Critically Abnormal

Performing Site HEALTH SCIENCE CENTRE, ST. JOHN'S, NL, A1B 3V6, 709-777-6875

**Related Reports**

**IMPORTANT:** HEALTHe NL consolidates information from various source systems province-wide. While efforts are made to ensure accuracy and completeness, HEALTHe NL is not exhaustive and should not be relied upon as a sole information source in providing care. Patient data may exist in other health databases.

Click this arrow to expand and see all the tests completed on the specimen.

*Figure 48: Example of a report with Related Reports link*

**SODIUM** (2 weeks ago)

SODIUM Cumulative

## SODIUM

| | | | |
|---|---|---|---|
| Collected | 2016-Jan-14 10:55:00 | Status | Final |
| Received | 2016-Jan-14 10:55:00 | Ordering Provider | TUTTLE, Dr. Peggy |
| Reported | 2016-Jan-14 10:56:00 | Requisition | 00026417 |
| Source | Health Science Centre | Specimen | 20161401:CH00007R |
| Other Providers | - | | |
| Comments | SOURCE:<br>LAB SITE: H<br>TUTTLE,DR. PEGGY F<br>209550674581 | | |

| Test | Result | Ref. Range (Units) | Abnormality | Status |
|---|---|---|---|---|
| **SODIUM** | 140 | 135-145 (mmol/L) | | Final |

* Abnormal ** Critically Abnormal

Performing Site HEALTH SCIENCE CENTRE, ST. JOHN'S, NL, A1B 3V6, 709-777-6875

**Related Reports**

LIPID PANEL (FASTING) (2016-Jan-14 10:55:00)
AMYLASE (2016-Jan-14 10:55:00)
CO2 (2016-Jan-14 10:55:00)
CHLORIDE (2016-Jan-14 10:55:00)
POTASSIUM (2016-Jan-14 10:55:00)

**IMPORTANT:** HEALTHe NL consolidates information from various source systems province-wide. While efforts are made to ensure accuracy and completeness, HEALTHe NL is not exhaustive and should not be relied upon as a sole information source in providing care. Patient data may exist in other health databases.

To access the report, click on any name display.

These are all the reports available for the specimen.

*Figure 49: Example of a report with Related Reports link expanded*

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### *2.1.8.5 Single Report View: Printing*

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A single report is printable via the **Print** link in the upper right of the page when viewing a report ***(Figure 50).***

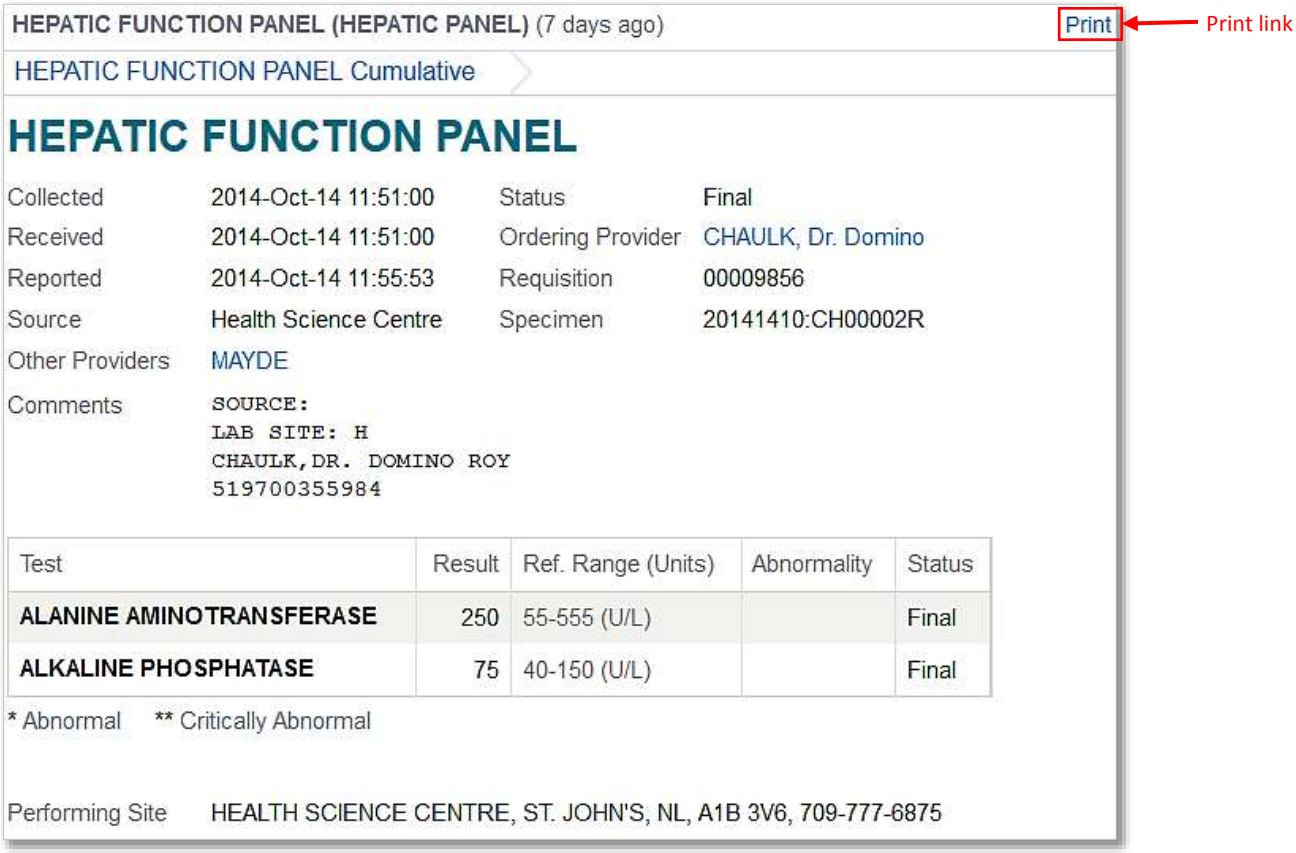


***Figure 50: Single Report with Print link***

When the **Print** link is clicked, a PDF output of the current report is displayed in a new window ***(Figure 51).***

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Return to menu

Report Title

Version description of the report

Source description

The header incorporates **patient identity** with an HCN (if available), Gender, Name, and Date of Birth.

Please note, header and footer are included on every page of the printed output.

Note that the printed output does not include colouring for abnormal or critical results.

Hovering over the print window floats the **PDF popup toolbar** within the window (depending on client PDF plug-in installed).

PDF popup toolbar

The printed output includes the complete data set (i.e. if there is more than one page of results, the output includes all pages, not just the page on screen when launched.

HEALTHe NL Disclosure

Latest Version

**HEPATIC FUNCTION PANEL**

Health Science Centre

| | | | |
|---|---|---|---|
| **HCN** | 519700355984 | **Patient Name** | ZZBLACKMORE, WENDYEHR |
| **Sex** | F | **Date Of Birth** | 1970-Feb-04 |
| **Collected** | 2014-Oct-14 11:51:00 | **Status** | Final |
| **Received** | 2014-Oct-14 11:51:00 | **Ordering Provider** | CHAULK, Dr. Domino |
| **Reported** | 2014-Oct-14 11:55:53 | **Requisition** | 00009856 |
| **Source** | Health Science Centre | **Specimen** | 20141410:CH00002R |
| **Other Providers** | MAYDE | | |

**Comments**

SOURCE:
LAB SITE: H
CHAULK,DR. DOMINO ROY
519700355984

| Test Name | Result | Ref. Range (Units) | Abnormality | Status |
|---|---|---|---|---|
| ALANINE AMINOTRANSFERASE | 250 | 55-555 (U/L) | | Final |
| ALKALINE PHOSPHATASE | 75 | 40-150 (U/L) | | Final |

**Additional Information**

Performing Site HEALTH SCIENCE CENTRE, ST. JOHN'S, NL, A1B 3V6, 709-777-6875

IMPORTANT: HEALTHe NL consolidates information from various source systems province-wide. While efforts are made to ensure accuracy and completeness, HEALTHe NL is not exhaustive and should not be relied upon as a sole information source in providing care. Patient data may exist in other health databases.

Prepared for Dr. Peter Seely (peterseely) on 2014 October 21 11:22:07

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*Figure 51: PDF Output displaying Preview of the Report*

**NOTE**: Printing is disabled when accessing the report from an iPad® due to the limited number of printers supported by iOS®.

Return to menu

## 2.2 Microbiology Reports

Return to menu

Microbiology reports are textual reports. When a user clicks a Microbiology report link in the CDV Tree, the report is displayed in the Report View. ***(Figure 52)***

*Figure 52: Microbiology Report Example*

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### 2.2.1 Microbiology Reports: Report Header

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*Figure 53: Microbiology Report Header – Example*

A Microbiology report displays the following information in the header section ***(Figure 53)***:

1. **Report Title:** The report name appears as a page header at the top of the report. **E.g. URINE;CULTURE**
2. **Collected:** The date and time the specimen was collected. **E.g**.2014-Sep-03 16:15:00 -time is displayed in military time-
3. **Received:** The date and time the specimen was received by the laboratory. **E.g**.2014-Sep-03 16:15:00 - time is displayed in military time-
4. **Reported:** The date and time that the results were composed into a report and released. **E.g**.2014-Sep-03 16:15:00 - time is displayed in military time-
5. **Specimen Source:** The description of the specimen source. **E.g.** URINE; MID-STREAM
6. **Source:** The site associated with the result. **E.g.** Health Science Centre
7. **Comments:** Comments associated with the report. Suppressed when no comments exist for the report. **E.g.** SOURCE:
   LAB SITE: H
   POWER, DR. LYNETTE M.
   139611131679
8. **Status:** The report status description. **E.g.** Final. See "2.2.6 Microbiology Reports: Report Status" for details on report Status for Microbiology reports.
9. **Ordering Provider:** The name of the clinician who ordered the report. Please note the Clinician name is a hyperlink to allow the user to view details on the provider in a popup window when clicked. **E.g. POWER, Dr. Lynette**
10. **Requisition:** The unique number identifying with the requisition in the source system. **E.g.** 00009057
11. **Specimen:** The unique identifier for the specimen in the source system. **E.g.** 2014:B0000723R
12. **Other Providers:** The names of providers associated with the report. Please note the Clinician name is a hyperlink to allow the user to view details on the provider in a popup window when clicked. **E.g. ABBOTT, Dr. Beverly**

When no Other Providers exist for the report, a dash is displayed instead to indicate no value.

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### 2.2.2 Microbiology Reports: Results Section

Return to menu

The Results section displays the report's textual observations. These textual observations may be preceded by section headings in a bold font ***(Figure 54)***. Please note the textual observations are displayed as stored, with the exception of **"GRAM STAIN"** report observations, where certain leading characters are suppressed for display.

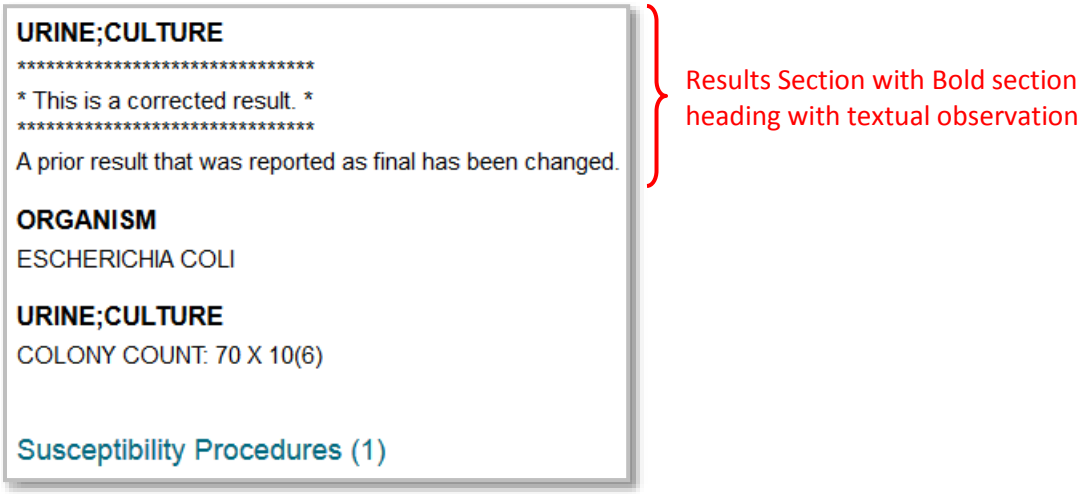
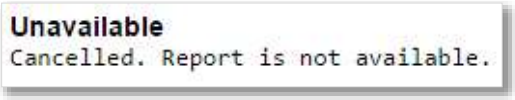



*Figure 54: Microbiology Parent Results Panel*

Individual observation statuses are not displayed on the Microbiology reports.

Following the observations, a heading **"Susceptibility Procedures (n)"** is displayed. This is a count of any child susceptibility reports related to this report, which are displayed in the susceptibility results section. See "Microbiology Reports: Susceptibility Results Section" for details.

In the case that a report has been cancelled, the Microbiology report is not shown. Instead, the following is displayed:




In the case that a report has been retracted (pull back a report from view), the header of the report is displayed but the textual report is not shown. Instead, the following is displayed:

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### 2.2.3 Microbiology Reports: Susceptibility Results Section

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The Susceptibility Result Section is displayed as a panel containing in one column the Drug Name and in other column the textual observation/ result. These textual observations indicate the susceptibility of an organism to a particular drug or drugs ***(Figure 55).***

**Organism Name**

**Updated Date Age**

**Textual observation/ result**

**ESCHERICHIA COLI**

Updated 7 weeks ago

| | |
|---|---|
| NORFLOXACIN | >=16 MIC (Resistant) |
| **AMIKACIN** | **<=16 MIC IV 15 mg/kg IV q24h (Susceptible)** |
| AMOXICILLIN;CLAV ACID | >=32/16 MIC (Resistant) |
| **AMPICILLIN** | **<8 MIC IV Ampicillin 2000 mg IV q6h (Susceptible)** |
| **AMPICILLIN** | **<8 MIC PO Amoxicillin 500 mg PO TID (Susceptible)** |
| **AMPICILLIN;SULBACTAM** | **<=8/4 MIC (Susceptible)** |
| **CEFAZOLIN** | **<2 MIC IV 2 g IV q8h (Susceptible)** |
| **CEFOTAXIME** | **<0.25 MIC IV Ceftriaxone 1 g IV q24h (Susceptible)** |
| **CEFOTAXIME** | **<0.25 MIC IV Cefotaxime 1 g IV q8h (Susceptible)** |
| **CEFTAZIDIME** | **<1 MIC IV 1 g IV q8h (Susceptible)** |
| CEFTRIAXONE | >=16 MIC (Resistant) |
| **CEFUROXIME** | **<4 MIC IV 1.5 g IV q8h (Susceptible)** |
| **CEFUROXIME** | **<4 MIC PO 500 mg PO BID (Susceptible)** |
| **CEPHALOTHIN** | **<=8 MIC PO 500 mg PO QID (Susceptible)** |
| **CHLORAMPHENICOL** | **8 MIC (Susceptible)** |
| **CIPROFLOXACIN** | **<=1 MIC PO 500 mg PO BID (Susceptible)** |
| **GENTAMICIN** | **<1 MIC IV 7 mg/kg IV q24h (Susceptible)** |
| **IMIPENEM** | **<=1 MIC IV 500 mg IV q6h (Susceptible)** |
| **IMIPENEM** | **<=1 MIC IV 1 g IV q8h (Susceptible)** |
| **LEVOFLOXACIN** | **<=2 MIC PO 750 mg PO OD (Susceptible)** |
| **NITROFURANTOIN** | **<=32 MIC PO 100 mg PO BID (Susceptible)** |

**Drug Name** Displayed in bold font if the organism was found to be susceptible to this drug; the table row background is also subtly highlighted. Otherwise, the drug name is displayed in normal font.

**Textual Observation /Result** may be comprised of route, dose and cost information, followed by the susceptibility description in parentheses.

If the organism is susceptible to the drug, the result is **coloured in green bold font**; the table row background is also subtly highlighted. Otherwise, the result and row are displayed in normal font.

*Figure 55: Microbiology Child Results Section (Child observations)*

To view report-level comments on the related report, it must be opened individually using the Related Reports function. See "Microbiology Reports: Related Reports" section for more details on how to view report-level comments.

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### 2.2.4 Microbiology Reports: Report Footer

Return to menu

| | |
|---|---|
| Performing Site | HEALTH SCIENCE CENTRE, ST. JOHN'S, NL, A1B 3V6, 709-777-6875 |

*Figure 56: Microbiology Report Footer*

A Microbiology report displays the following information in the footer section ***(Figure 56):***

2. **Performing Site:** Displays the name, address and telephone number of performing sites for all of the tests displayed**. E.g.** HEALTH SCIENCES CENTRE, ST. JOHN'S, NL, A1B-3V6, 709-777-6875

### 2.2.5 Microbiology Reports: Related Reports

At the bottom on the Microbiology report view, there may be a section titled "**Related Reports**." When viewing a Microbiology report, if there are reports related, this section displays links to view those reports individually. Note that these reports do not appear in the CDV tree as they are "children" or part of the main Microbiology report (which does appear in the CDV tree) ***(Figure 57).***

By default, the Related Reports section is collapsed. To expand the Related Results section and view the reports contained within click the Expand icon▶. To collapse the section click the Collapse icon ▼.

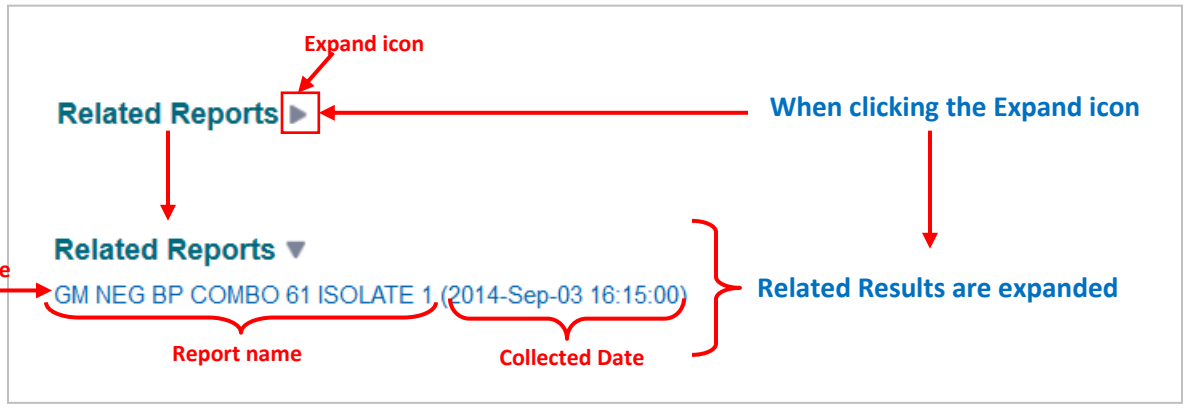


*Figure 57: Related Reports section - Related results expanded and collapsed*

Each entry in the **Related Reports** section is a link to a report. When an entry in the **Related Reports** section is clicked, that report is opened in the standard Microbiology Report View to display the textual report ***(Figure 58)***.

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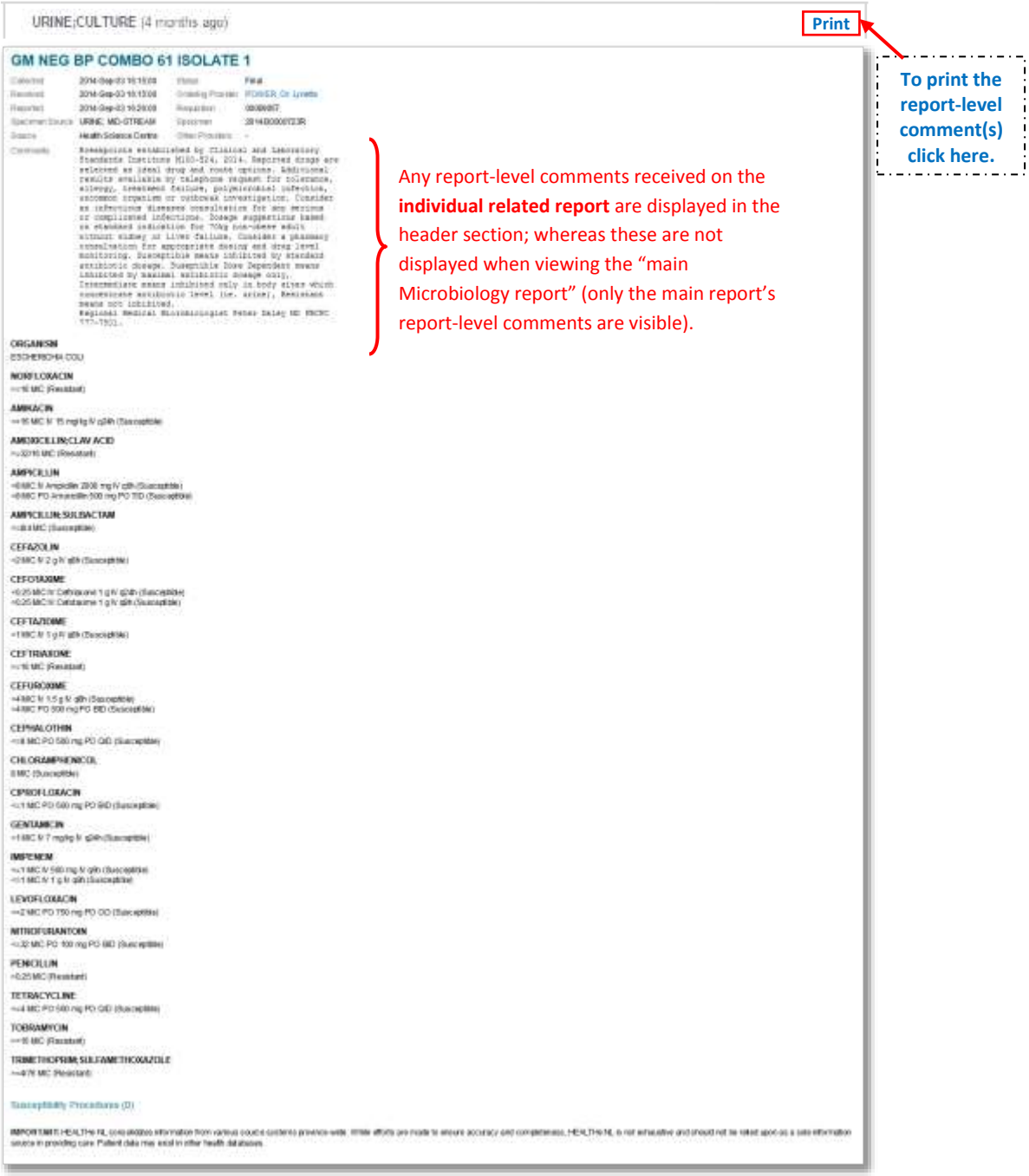


*Figure 58: Microbiology Report - Related reports*

The report sections displayed when viewing an individual related report are identical to when viewing the main Microbiology report (see above sections), except that since this is an individual Related Report view, outside the context of the result section and susceptibility report section being viewed together, the report is displayed textually instead as a panel.

Return to menu

### 2.2.6 Microbiology Reports: Report Status

Return to menu

The following report statuses are valid for a Microbiology report. It is displayed in the report header section.

| Report Status | Description | CDV Tree Report Display |
|---|---|---|
| Final | Final results; results stored and verified. | Normal font |
| Cancelled | No results available; Order cancelled. | Strikethrough font |
| Retracted | Report has been retracted and cannot be viewed. | Gray styling font |

The bodies of the reports with “Cancelled” or “Retracted” status are not displayed.

Individual result statuses are not displayed for Microbiology results.

Return to menu

## 2.3 Pathology Reports

Return to menu

Pathology reports are textual reports. When a user clicks a Pathology report link in the CDV Tree, the report is displayed in the Report View ***(Figure 59).***

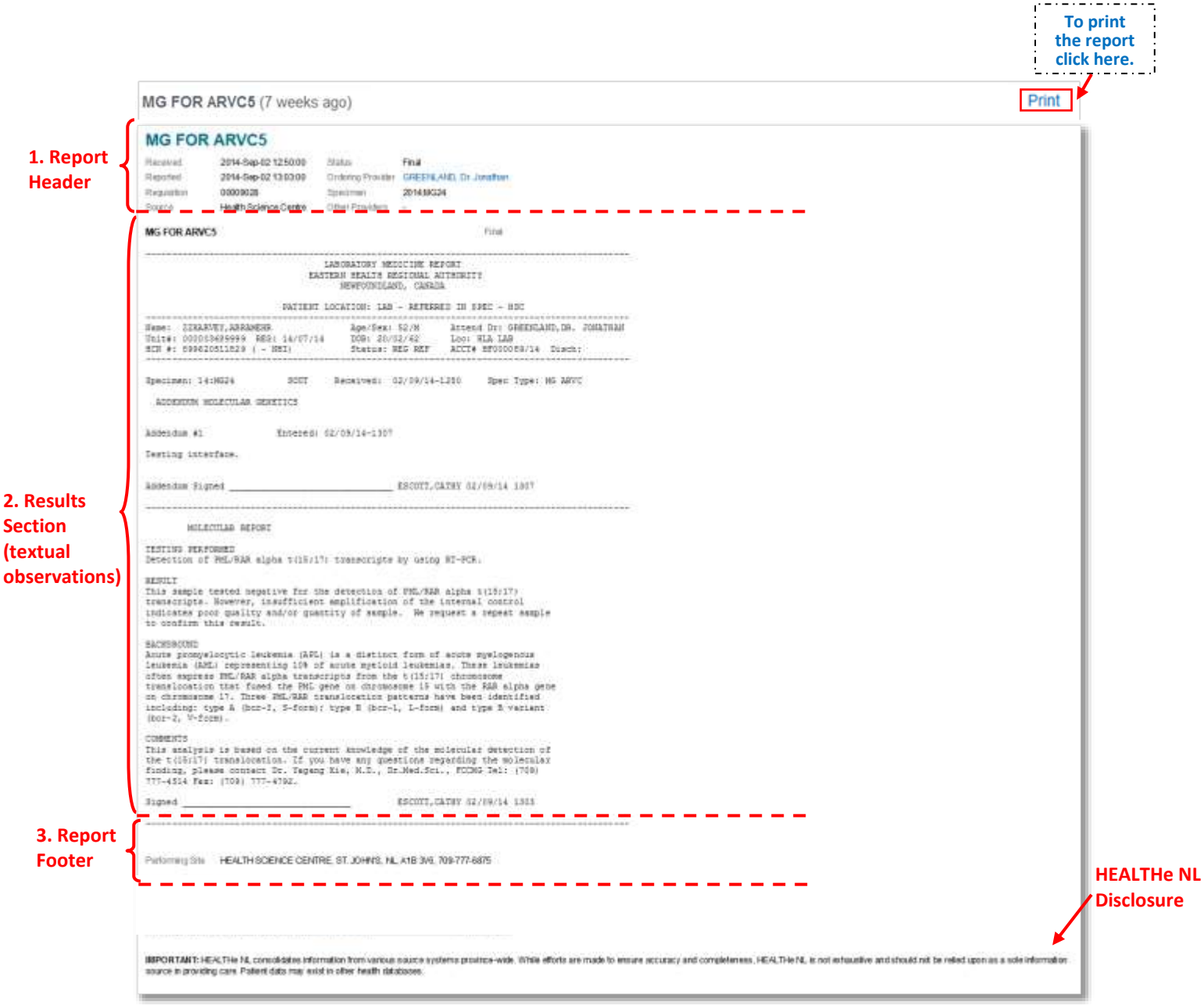


*Figure 59: Pathology Report Example*

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### 2.3.1 Pathology Reports: Report Header

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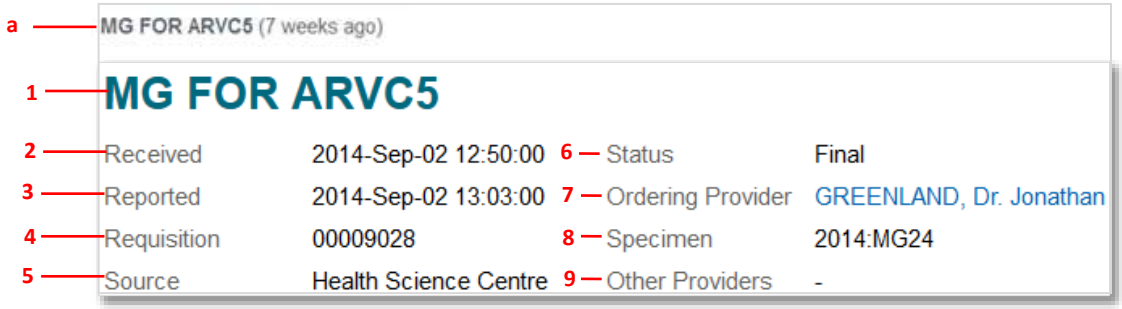


*Figure 60: Pathology Report Header*

A Pathology report displays the following information in the header section ***(Figure 60)***:

**a)** At the top of the header is displayed the **Report Name** and **age of the report.** The age of the report is calculated with the date from the report in the CDV tree. It appears in brackets next to the Report title **E.g. MG FOR ARVC5** (7 weeks ago)

1. **Report Title:** The report name appears as a page header at the top of the report.
   **E.g. MG FOR ARVC5**
2. **Received:** The date and time the specimen was received by the laboratory.
   **E.g.**2014-Sep-02 12:50:00 - time is displayed in military time-
3. **Reported:** The date and time that the results were composed into a report and released.
   **E.g.**2014-Sep-02 13:03:00 - time is displayed in military time-
4. **Requisition:** The unique number identifying with the requisition in the source system.
   **E.g.** 00009028
5. **Source:** The site associated with the result. **E.g.** Health Science Centre
6. **Status:** The report status description.
   **E.g.** Final. See "2.3.4 Pathology Reports: Report Status and Result Status"
7. **Ordering Provider:** The name of the clinician who ordered the report. Please note the Clinician name is a hyperlink to allow the user to view details on the provider in a popup window when clicked.
   **E.g. GREENLAND, Dr. Jonathan**
8. **Specimen:** The unique identifier for the specimen in the source system.
   **E.g.** 2014:MG24
9. **Other Providers:** The names of providers associated with the report. Please note the Clinician name is a hyperlink to allow the user to view details on the provider in a popup window when clicked.
   **E.g. ABBOTT, Dr. Jonathan**
   When no Other Providers exist for the report, a dash "-"is displayed instead to indicate no value.

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### 2.3.2 Pathology Reports: Results Section

Return to menu

The Results section displays the textual report. It includes a result status which is displayed on the top-right of the Results panel ***(Figure 61).***

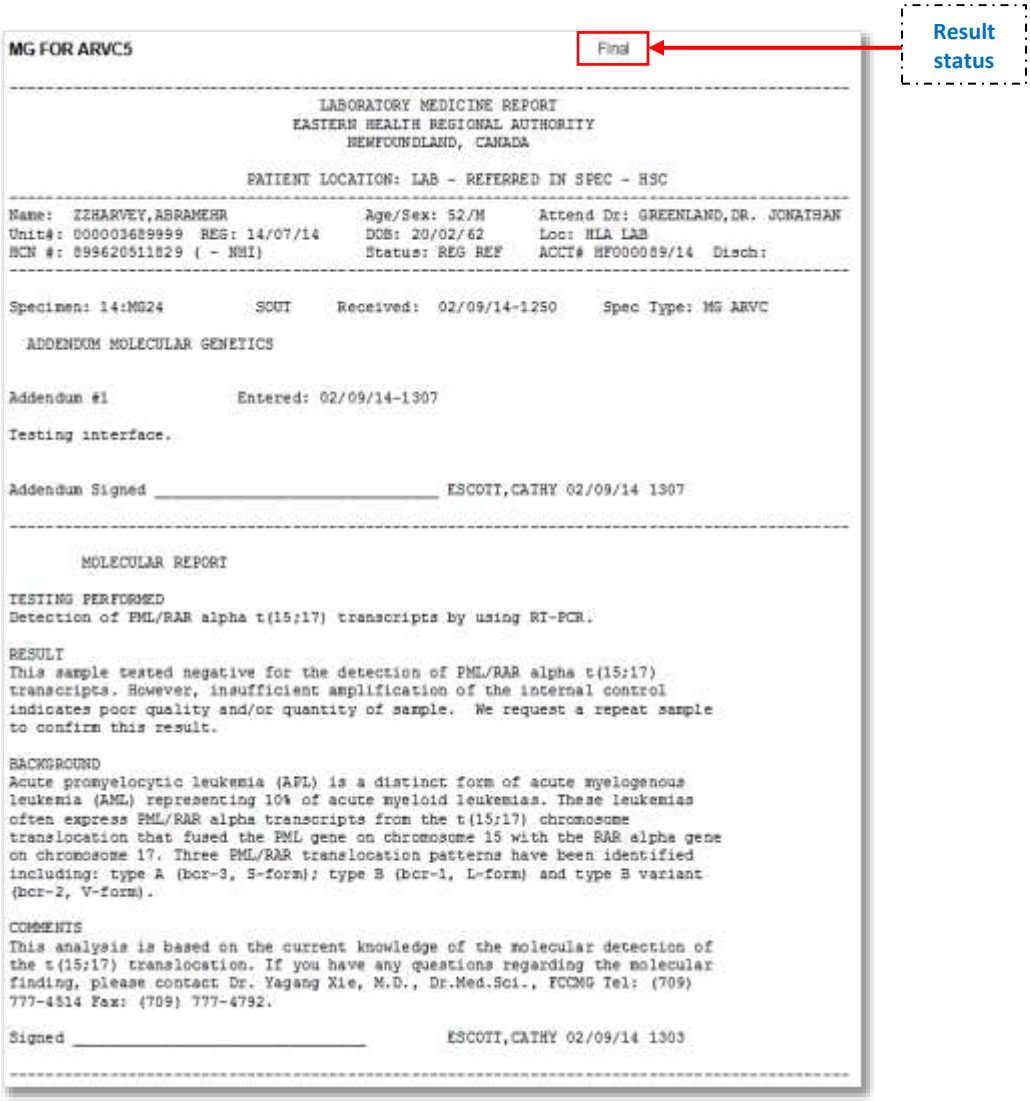


*Figure 61: Pathology Report Results Section*

In the case that a report has been cancelled, the Pathology report is not shown. Instead, the following is displayed:

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Return to menu

In the case that a report has been retracted (pull back a report from view), the header of the report is displayed but the textual report is not shown. Instead, the following is displayed:

**Unavailable**
Retracted – please refer to the Meditech source system to view the report.

In the case that a report is being corrected, the header of the report is displayed but the textual report is not shown. Instead, the following is displayed:

**Unavailable**
Correction in progress - report is not available.

### 2.3.3 Pathology Reports: Report Footer

A Pathology report displays the following information in the footer section ***(Figure 62):***

**Performing Site:** Displays the name, address and telephone number of performing sites for all of the tests displayed**. E.g.** HEALTH SCIENCES CENTRE, ST. JOHN'S, NL, A1B-3V6, 709-777-6875

Performing Site HEALTH SCIENCE CENTRE, ST. JOHN'S, NL, A1B 3V6, 709-777-6875

***Figure 62: Pathology Report Footer***

### 2.3.4 Pathology Reports: Report Status and Result Status

The following are valid **report statuses** for a Pathology Report. The report status is displayed in the report header section.

| Report Status | Description | CDV Tree Report Display |
|---|---|---|
| Final | Final results; results stored and verified. | Normal font |
| Cancelled | No results available; Order cancelled. | Strikethrough font |
| Correction in progress | Report is being corrected and cannot be viewed. | Italicized font |
| Retracted | Report has been retracted and cannot be viewed. | Gray styling font |

The bodies of the reports with Cancelled status are not displayed.
The **result status** is displayed on the top-right of the Results section when viewing a Pathology report.

The following are valid result statuses for Pathology Reports

| Status | Description |
|---|---|
| Final | Final test result; result stored and verified. |

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# 3 Medical Imaging Reports

Return to menu

Medical Imaging Reports are included in the following categories in the CDV Tree: "Computed Tomography", "General Radiology", "Interventional", Magnetic Resonance Imaging", "Mammography", "Nuclear Medicine", "Radiographic Fluoroscopy", and "Ultrasound". Each category contains the report of a Medical Imaging Exam performed. Medical Imaging exams associated with one Requisition Number (Report ID) are displayed using multiple links in the CDV tree (one link for each test). The title of each report link in the CDV tree indicates the name of the individual examination, and the results section displays the same textual report for each of the links.

For example, if a clinician orders x-rays for the head, toe and ankle, and the findings are reported by the radiologist in one textual report, there is one link displayed for each of the x-rays (head, toe and ankle). Each link displays the same textual report because one report contains the findings for each of the tests. Additionally, if one of these procedures is cancelled (e.g., "head" from the previous example), the links to "toe" and "ankle" would remain. Further, each of these is considered distinct for the purposes of read/unread status tracking. See section "CDV Tree Read/Unread Reports indicator" for details on read/unread reports.

## ○ Medical Imaging Report Indicators

If a Medical Imaging Report has critical significant findings ***STAT*** HEALTHe NL highlights the report in the CDV Tree by displaying it in **red font** and **two asterisks **** next to the report name ***(Figure 63).***

**(New September 2016)** For Medical Imaging reports originating from the Emergency Department (ER) reports will have an ***ER Report*** indicator in the report body and will appear with a **red exclamation mark (!)** in the CDV tree within HEALTHe NL to indicate that this report came from an ER visit type and is therefore an important or high priority document ***(Figure 63).***

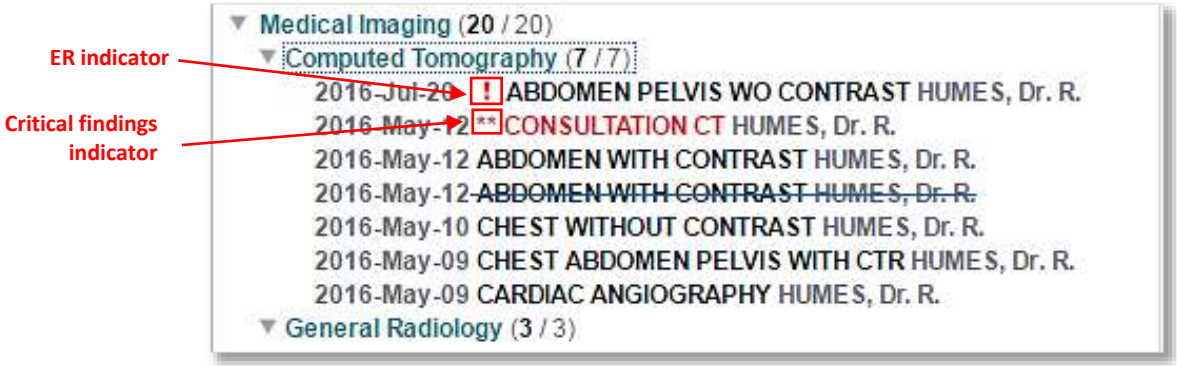


*Figure 63: Medical Imaging Report with critical findings highlighted in the CDV Tree and ER Indicator*

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A **Medical Imaging** report ***(Figure 64)*** contains the following sections:

1. Report Header;
2. Results (textual report);

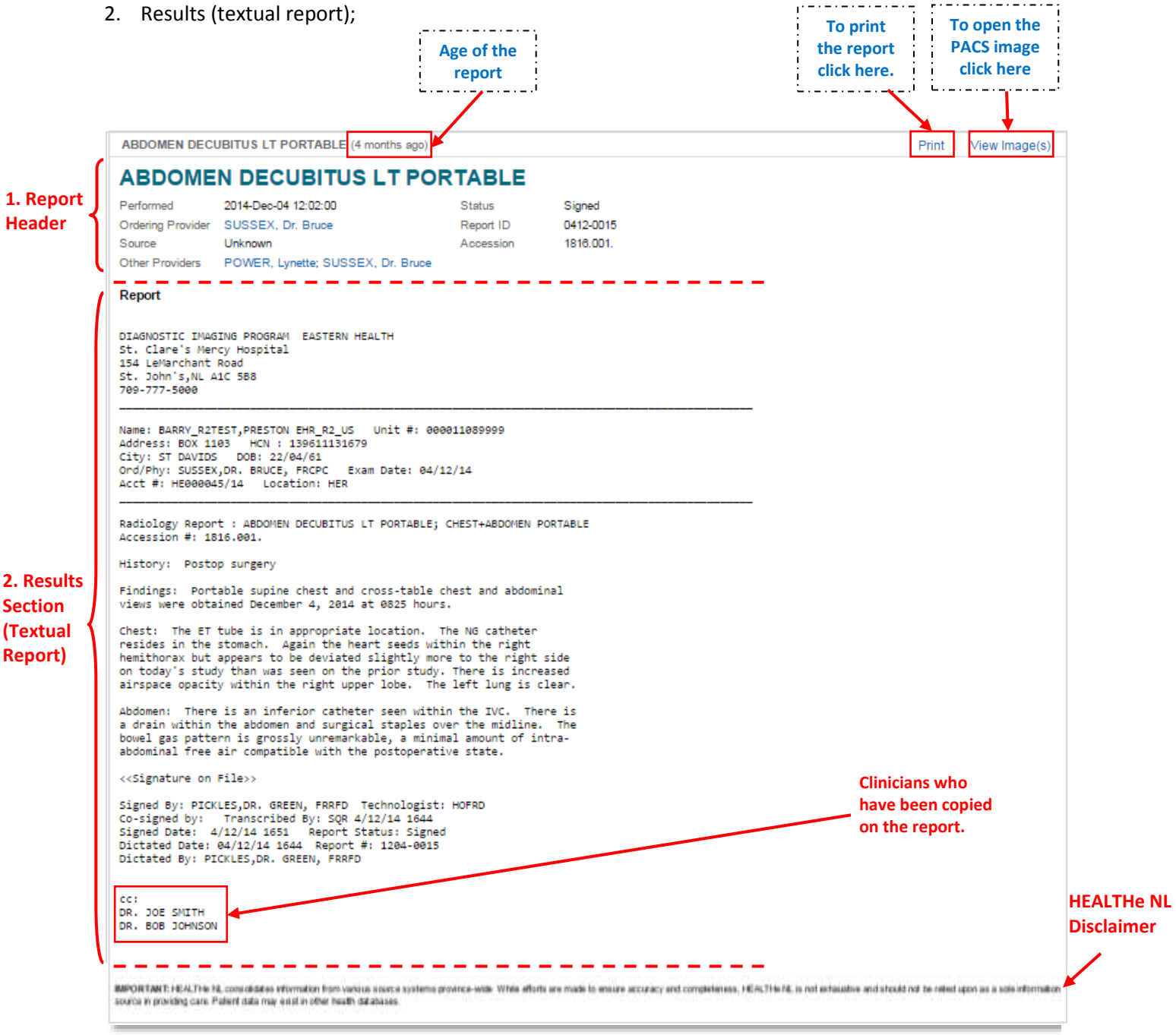


*Figure 64: Medical Imaging Report*

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## 3.1 Medical Imaging Reports: Report Header

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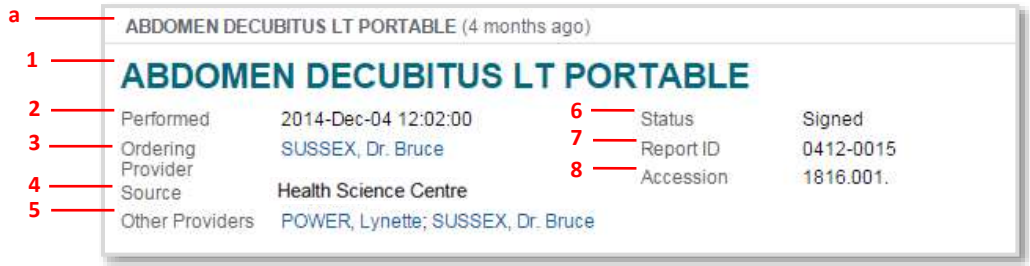


*Figure 65: Medical Imaging Report Header Example*

A Medical Imaging report displays the following information in the header section ***(Figure 65)***:

a) At the top of the header is displayed the **Report Name** and **age of the report.** The age of the report is calculated with the date from the report in the CDV tree. It appears in brackets next to the Report title E.g. **ABDOMEN DECUBITUS LT PORTABLE** (4 months ago)

1. **Report Title:** The report name appears as a page header at the top of the report.
   **E.g. ABDOMEN DECUBITUS LT PORTABLE**
2. **Performed:** The exam date and time.
   **E.g.2014-Dec-04 12:02:00** - time is displayed in military time-
3. **Ordering Provider:** The name of the clinician who ordered the exam. Please note the Clinician name is a hyperlink to allow the user to view details on the provider in a popup window when clicked. **E.g. SUSSEX, Dr. Bruce**
4. **Source:** The site associated with the result. **E.g. Health Science Centre**
5. **Other Providers:** The names of providers associated with the report or the patient record, not necessarily the clinicians that were copied in the report. To see the name of the clinicians who have been copied on the report refer to the "CC" section found at the bottom of the results section of the report **(Figure 65).**
   **E.g. POWER, Lynette; SUSSEX, Dr. Bruce**
   When no Other Providers exist for the report, a dash "-"is displayed instead to indicate no value.
6. **Status:** The report status description. **E.g.** Final. See "3.4 Medical Imaging Reports : Report Status and Result Status"
7. **Report ID:** The order number associated in the source system. **E.g.** 0012-0015
8. **Accession Number:** The accession number uniquely identifying the requisition order placed within the MEDITECH HCIS. **E.g.** 1816.001
9. **Comments:** Any comments associated with the report. They are automatically displayed after all other header fields. Suppressed when no such comments exist.

Return to menu

## 3.2 Medical Imaging Reports: Results Section

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The Results panel displays the findings of the exam, which is the textual body of the report. These findings are entered by the person who analyzed the results of the exam ***(Figure 66).***

It does not include a **result status** as it is not received from the source system. As indicated in the section above, report status is displayed in the header of the report.

**Report**

```
DIAGNOSTIC IMAGING PROGRAM  EASTERN HEALTH
St. Clare's Mercy Hospital
154 LeMarchant Road
St. John's,NL A1C 5B8
709-777-5000
_____________________________________________________________________________

Name: BARRY_R2TEST,PRESTON EHR_R2_US   Unit #: 000011089999
Address: BOX 1103   HCN : 139611131679
City: ST DAVIDS   DOB: 22/04/61
Ord/Phy: SUSSEX,DR. BRUCE, FRCPC   Exam Date: 04/12/14
Acct #: HE000045/14   Location: HER
_____________________________________________________________________________

Radiology Report : ABDOMEN DECUBITUS LT PORTABLE; CHEST+ABDOMEN PORTABLE
Accession #: 1816.001.

History:  Postop surgery

Findings:  Portable supine chest and cross-table chest and abdominal
views were obtained December 4, 2014 at 0825 hours.

Chest:  The ET tube is in appropriate location.  The NG catheter
resides in the stomach.  Again the heart seeds within the right
hemithorax but appears to be deviated slightly more to the right side
on today's study than was seen on the prior study. There is increased
airspace opacity within the right upper lobe.  The left lung is clear.

Abdomen:  There is an inferior catheter seen within the IVC.  There is
a drain within the abdomen and surgical staples over the midline.  The
bowel gas pattern is grossly unremarkable, a minimal amount of intra-
abdominal free air compatible with the postoperative state.

<<Signature on File>>

Signed By: PICKLES,DR. GREEN, FRRFD  Technologist: HOFRD
Co-signed by:   Transcribed By: SQR 4/12/14 1644
Signed Date:  4/12/14 1651   Report Status: Signed
Dictated Date: 04/12/14 1644  Report #: 1204-0015
Dictated By: PICKLES,DR. GREEN, FRRFD


cc:
DR. JOE SMITH
DR. BOB JOHNSON
```

*Figure 66: Medical Imaging Report - Results Section*

In the case that a report has been cancelled, retracted (pull back a report from view), or is pending, the textual report is not shown. Instead, the following is displayed respectively:

**Unavailable**
Cancelled report is not available.

**Unavailable**
Pending report is not available.

**Unavailable**
Retracted – please refer to the Meditech source system to view the report.

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## 3.3 Medical Imaging Reports: Viewing the PACS Image

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Every Medical Imaging report has a **"View Image(s)"** link displayed in the upper-right corner of the page ***(Figure 67).***

*Figure 67: Medical Imaging Report with "View Image(s)" link*

To view the PACS Image associated to the report, click the link **"View Image(s)"** and a new window opens and the image is displayed. ***(Figure 68)***

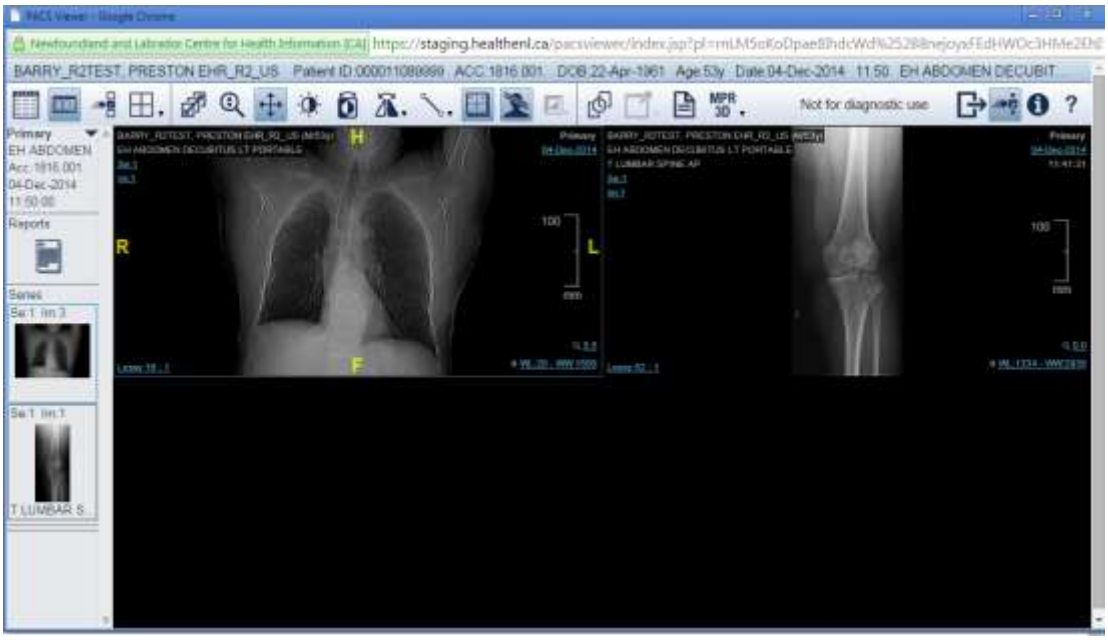


*Figure 68: Centricity Universal Viewer Zero Foot Print client*

The PACS image is rendered through the Centricity Universal Viewer Zero Footprint client (ZFP) which retrieves the image from the provincial PACS database. As such, the controls and behaviour of the data displayed inside this window are not controlled by HEALTHe NL once the window is launched.

Return to menu

Return to menu

The Universal Viewer ZFP has review-only capabilities and provides clinicians with easy access to images and reports, regardless of location. For details on how to work with PACS images in the Universal Viewer ZFP please see the "Universal Viewer Zero Footprint Client Operator Manual (ZFP Operator Manual)" found on the HEALTHe NL Education website.

Please note the PACS image window remains open until dismissed by the user, the patient context is changed, the user navigates back to their Home page, or the user logs out.

### 3.4 Medical Imaging Reports: Report Status and Result Status

The following are valid **report statuses** for a Pathology Report. The report status is displayed in the report header section.

| Status | Description | CDV Tree Report Display |
|---|---|---|
| Cancelled | Report has been cancelled. | Strikethrough font |
| Draft | Report is a draft and not yet signed. | Italicized font |
| HAddendum | An addendum is pending in the report. | Italicized font |
| Pending | Report is pending. | Italicized font |
| Retracted | Report has been retracted and cannot be viewed. | Gray styling font |
| Signed | Report has been signed by clinician. | Normal font |

The bodies of the reports with Cancelled, Addendum, or Pending status are not displayed.

Individual result statuses are not displayed for Microbiology results.

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# Encounters

- ## Encounter Types

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An encounter is an interaction between a patient and a healthcare participant for providing patient services or assessing the health status of a patient. Examples include: Outpatient visit to hospital departments, physical therapy, inpatient hospital stay, emergency room visit, field visit (e.g., traffic accident), physician office visit, occupational therapy, etc.

Patient **Encounters** are a component of the Dynamic Summary in HEALTHe NL and can be accessed by clicking on the "Encounters" tab next to the "Patient Summary" Tab ***(Figure 69).***

*Figure 69: Screen showing "Encounters" tab*

There are three types of patient encounters displayed in HEALTHe NL (Please note **pre-admission encounters** are not displayed in HEALTHe NL):

- **Emergency** EMERGENCY – A patient encounter that takes place at a dedicated healthcare service delivery location where the patient receives immediate evaluation and treatment, provided until the patient can be discharged or responsibility for the patient's care is transferred elsewhere (i.e. the patient could be admitted as an inpatient or transferred to another facility.)
- **Inpatient** INPATIENT – A patient encounter where a patient is admitted by a hospital or equivalent facility, assigned to a location where patients generally stay at least overnight and provided with room, board, and continuous care.
- **Outpatient** AMBULATORY – A comprehensive term for health care provided in a facility or setting that provides diagnostic, therapeutic and health maintenance services for patients not requiring stays that exceed 24 hours (e.g. a practitioner's office, clinic setting, or hospital) on a non-resident and non-emergency basis. The term outpatient usually implies that the patient has come to the location and is not assigned to a bed. Sometimes these encounters are referred as **"Ambulatory"** encounters. Some outpatient visits may also happen on a recurring basis (e.g., for a dialysis patient). Outpatient encounters include **recurring, ambulatory** and **surgical** visits.

Return to menu

- ## Viewing Encounters

Return to menu

When the **Encounters** tab is clicked, a list of the encounters available for the patient is displayed ***(Figure 70)***

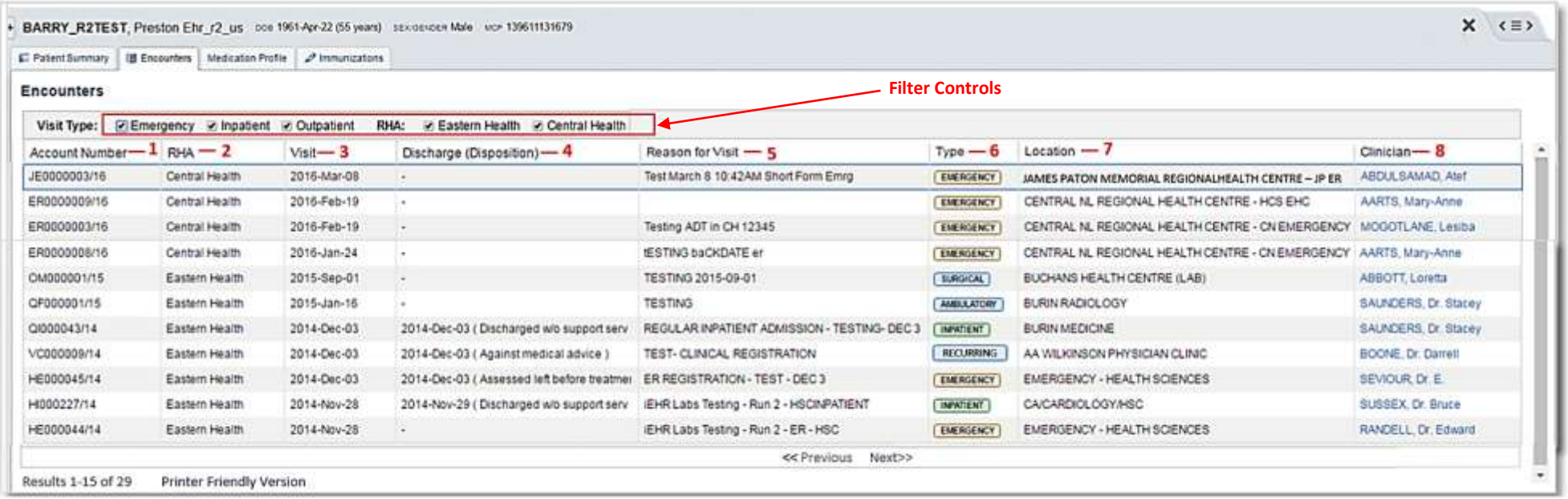


*Figure 70: Encounters tab*

1. **Account Number:** Is the encounter specific number that is assigned for every patient visit to the hospital.
2. **RHA:** Region Health Authority where the encounter was registered. **E.g.** Central Health
3. **Visit:** Is the admission date or date of the visit. **E.g.** 2016-Feb-19
4. **Discharge (Disposition):** Date of the discharge, and the disposition of the patient at the time of discharge, provided this information is available from the source system. **E.g.** 2014-Dec-03 (Assessed left before treatment)
5. **Reason for Visit:** The short description of the reason for patient visit. Please note that this value is a free-texted entry in the source system, representing the patient's presenting complaint. This data may not always be displayed in this field. The length of this field is limited to 50 characters (in the source system).
6. **Type:** Identifies the encounter type/ visit type.
   Three encounter types' available: Emergency EMERGENCY , Inpatient INPATIENT , and Outpatient AMBULATORY (Ambulatory, Recurring or Surgical).
7. **Location:** The description of the location where the encounter occurred. **E.g.** BURIN EMERGENCY
8. **Clinician:** The name of the attending physician. Please note the Clinician name is a hyperlink to allow the user to view details on the provider in a popup window when clicked. **E.g.** **SAUNDERS, Dr. Stacey**

Return to menu

## Encounter Filter Controls

Return to menu

By default when the **Encounters Tab** is accessed it will display all the encounters available for the patient since **Encounters Tab** went live April 2015 for Eastern Health data, September 2016 for Central Health data. However the **filter controls** allows the user to sort by **Visit type/ Encounter type**: Emergency, Inpatient, or Outpatient (includes Ambulatory, Recurring or Surgical visits); and by **RHA**: Eastern Heath or Central Health ***(Figure 71).***

Please note that the **pre-admission encounters** are not displayed in HEALTHe NL.

*Figure 71: Encounter's Filter controls*

The filter field values chosen by the user are retained for the duration of the user's session; when the page is subsequently accessed, the selected parameter values are re-used. For any new session, the parameter values are initially set to the defaults upon access to the **Encounters** page.

At the bottom (left side) of the **Encounter Summary** it is displayed the number of results found. Each window displays a maximum of 15 encounters at a time. If there are more results available to view, a "**Next**" link will appear. To move to the next list of results click **"Next"** link, to go back to the previous results click **"Previous"** ***(Figure 72).*** Next to the number of results found a "**Printer Friendly Version**" link is available. Click this link to print the encounter summary ***(Figure 72).***

*Figure 72: Bottom of the Encounters Summary*

**Number of results:** This means it is displaying result 1 to 15 out of 29

**Click here to print the Encounters summary**

**"Previous"** and **"Next"** link

Return to menu

## Encounters Tab: Sorting

Return to menu

By default, the **Encounters Tab** results are sorted by **"Date"** in descending order. However the user can sort it by: 1. Account Number; 2. RHA; 3. Visit; 4. Discharge (Disposition); 5. Reason for visit; 6. Type; 7. Location; and 8. Clinician ***(Figure 73).*** . To sort by any of these possibilities click on the header name respectively. Please note the first time the user clicks on the header name the column is sorted in alphabetical order A to Z. To sort in reverse alphabetical order Z to A, click again on the header name. Please note the sort is case-sensitive.

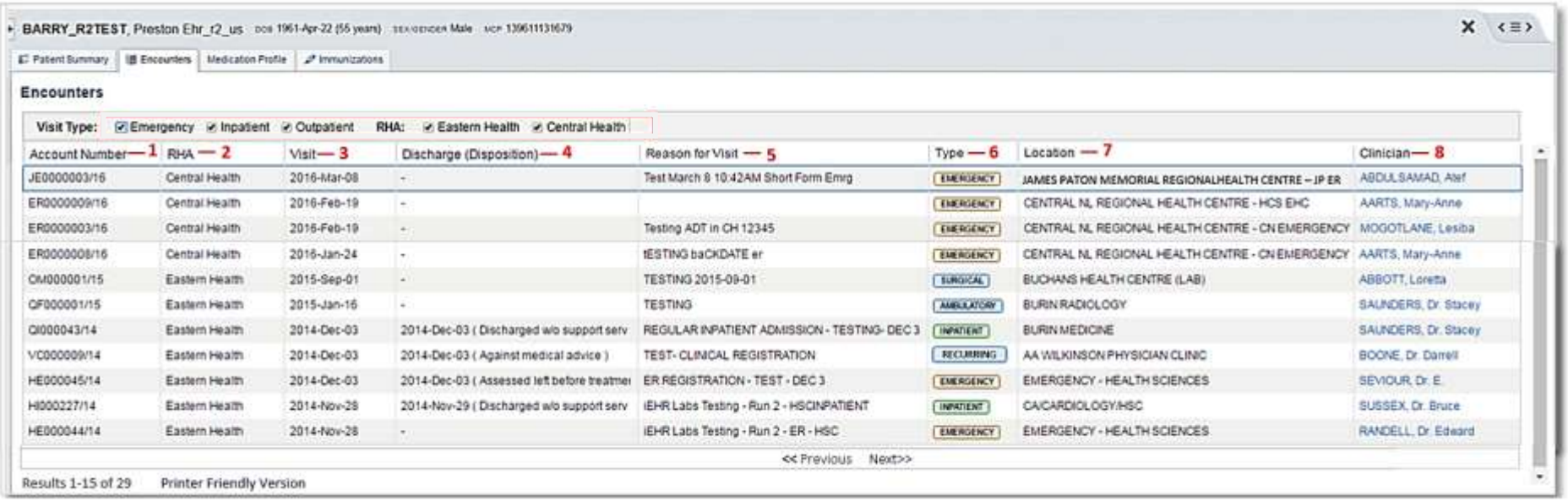


*Figure 73: Encounters Tab: Sorting*

Return to menu

# Timeline

- ## Timeline

Return to menu

**The Timeline** is a component of the Patient Dynamic Summary in HEALTHe NL and can be accessed by selecting the **"Timeline"** tab next to the "Patient Summary" Tab ***(Figure i).***

The **Timeline Tab** gives you an overall perspective of a patient's medical history using a visual representation of encounters and documents available for that patient.

The Timeline includes the following sections:

*a.* **Master Timeline:** Provides constant view of the time range over which data is displayed. Below the Master Timeline is displayed the timeframe from when the data is shown.

*b.* **Sub-timelines:** Encounters and Patient Summary

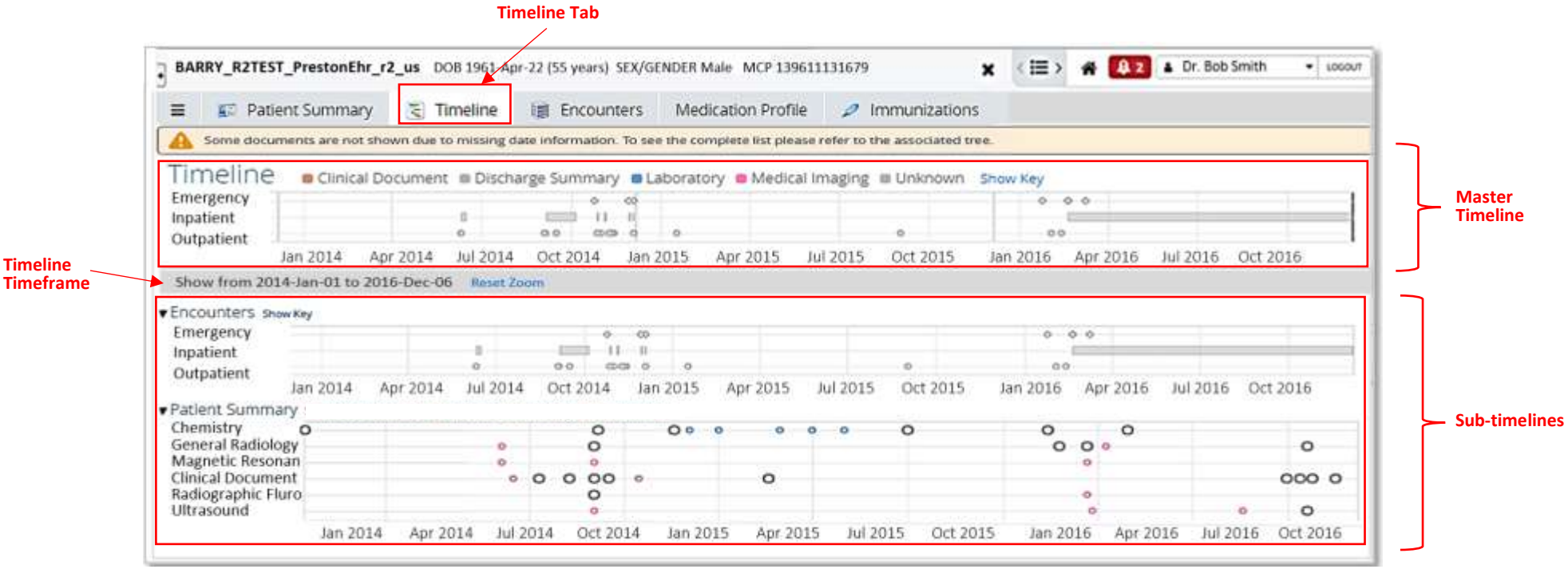


*Figure i: Timeline Tab*

Return to menu

- **Displaying Patient Information in the Timeline**

Return to menu

After searching for a Patient, click on the **Timeline tab** next to the patient Summary Tab**.** The Timeline for the patient is displayed. Hover the mouse over a relevant node and the details for that specific item are displayed **(*Figure ii*).**

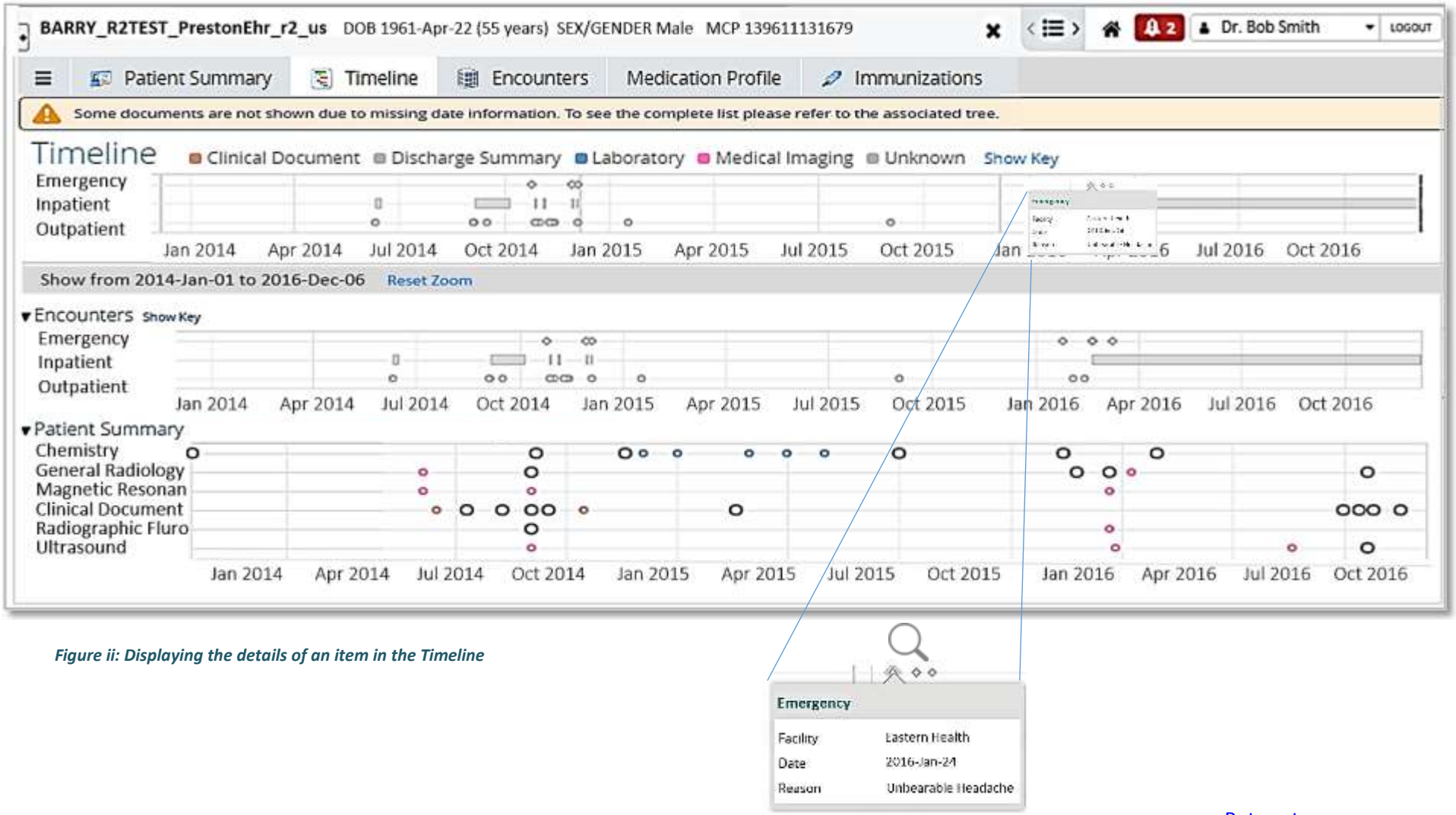


*Figure ii: Displaying the details of an item in the Timeline*

Return to menu

- **Timeline Markers**

Return to menu

Each section (Master Timeline and Sub-timelines) of the timeline has a **Show Key** link available. Click on each **Show Key** link of a specific section to display the key for that section as shown in ***Figure iii***.

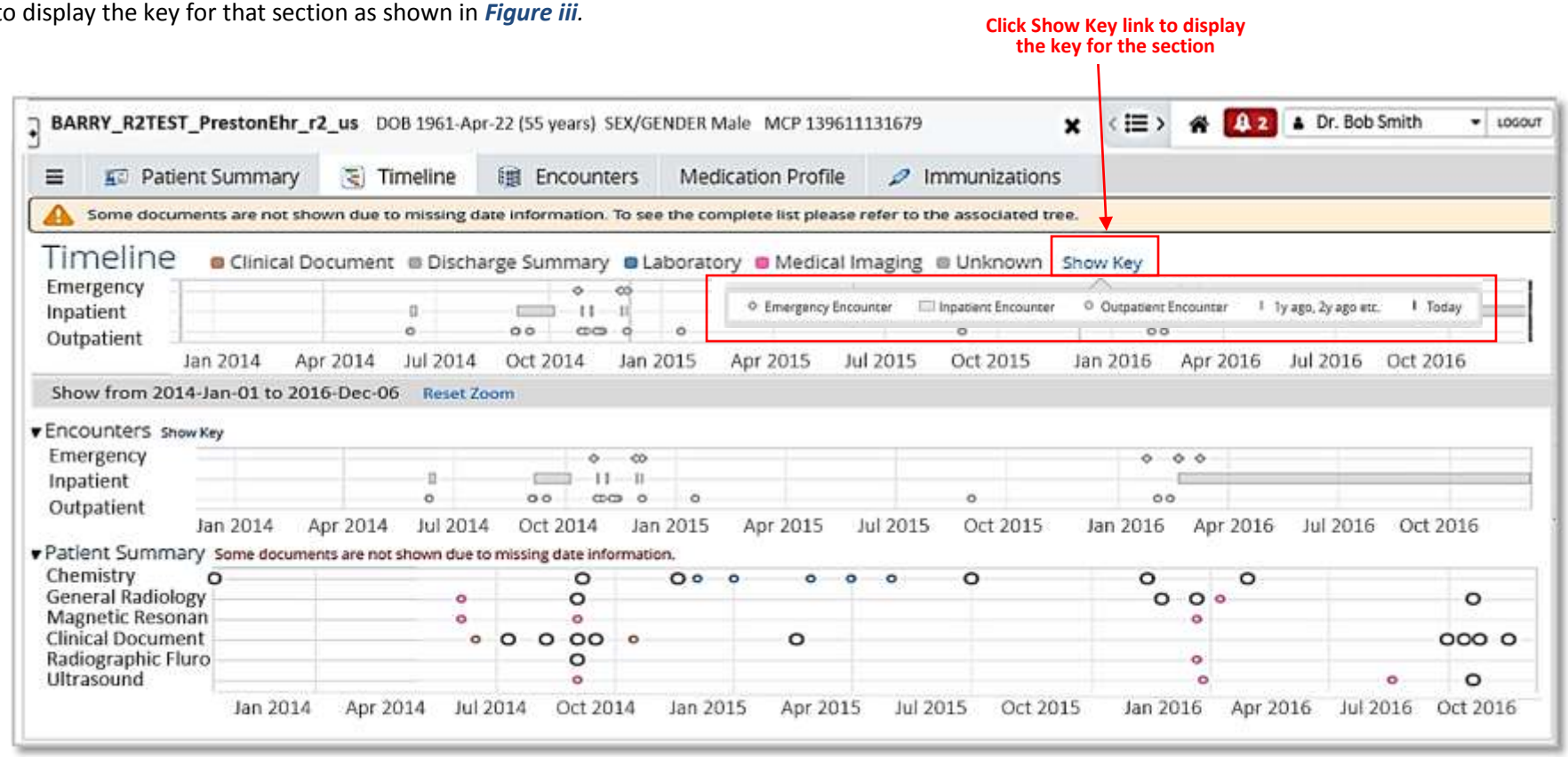


*Figure iii: Timeline displaying the Show Key of the Master Timeline section*

Return to menu

- ## Timeline Markers Summary Table

Return to menu

Below is shown a table displaying all the Markers available in the Timeline. Next page displays ***Figure iv*** identifying an example of each of the markers.

| Marker | Description |
|---|---|
| | Denotes and Emergency Encounter. |
| | Denotes and Inpatient Encounter. |
| | Denotes and Outpatient Encounter. |
| | 1 year ago, 2 years ago, etc. |
| | Today |

Return to menu

- **Timeline Markers (Continue)**

Return to menu

***Figure iv*** shows an example of the markers used in the Timeline.

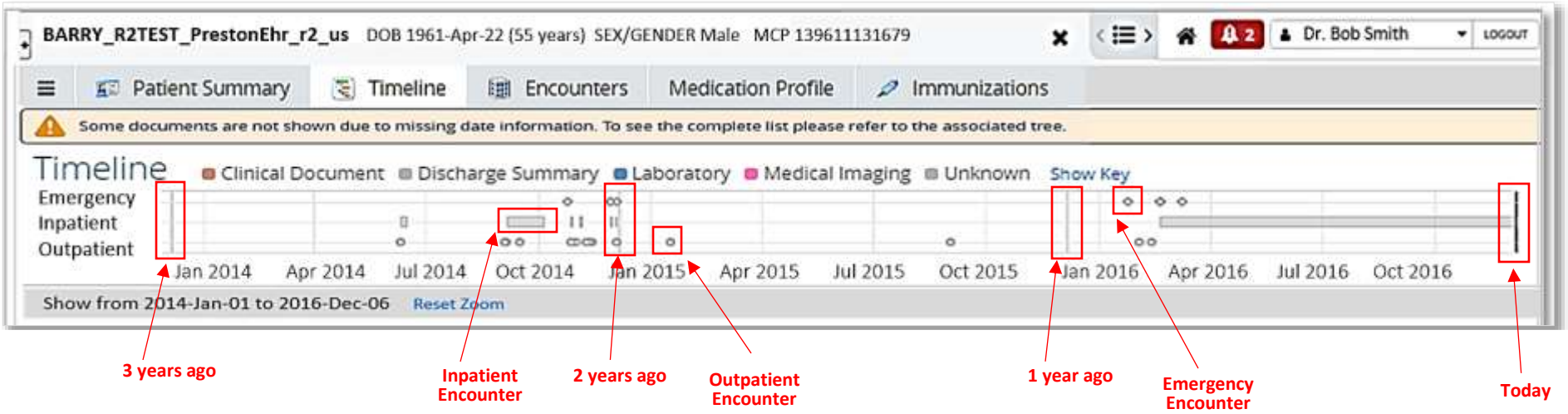


*Figure iv: Timeline displaying the Show Key of the Master Timeline section*

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- **Zoom in on a Selected Timeframe of the Timeline**

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To zoom in on a specific time frame, select a time frame in any panel of the Master Timeline or the Sub-timelines and the timeframe selected will be displayed in the corresponding sub-timelines. Below the Master Timeline the timeframe zoomed in will be displayed. ***Figure v*** shows from November 23, 2014 to December 22, 2014. The Master Time line always shows the complete Timeline for the patient in context, however the Master time line shows highlighted in blue the time frame zoomed in on the Encounters tab and Patient Summary Tabs. To go back to the original Timeline View, click on the **Reset Zoom** link found below the Master Timeline.

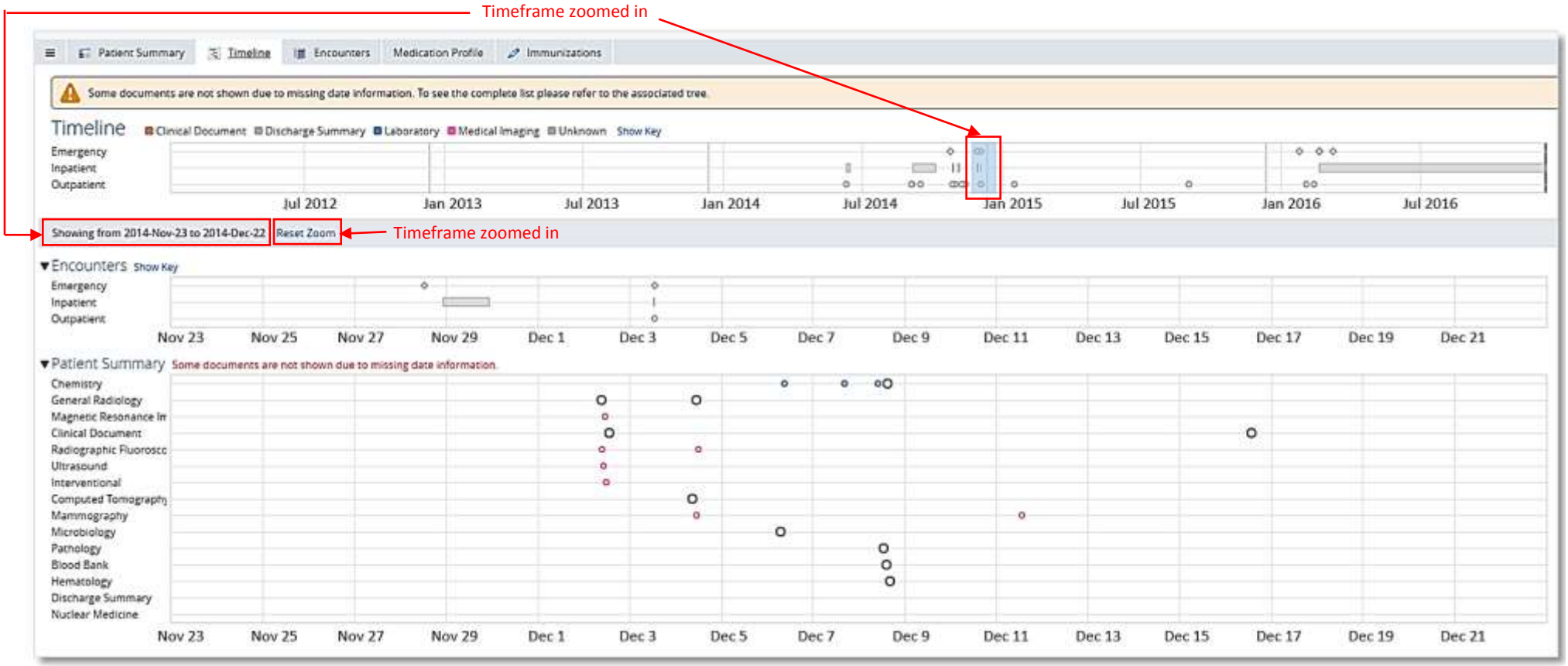



*Figure v: Zoom in of the Timeline showing from November 23, 2014 to December 22, 2014*

Return to menu

- ## Opening a Report from the Timeline

Return to menu

To open a report hover the mouse over the relevant node. The details for that item are displayed, and an **Open Document** link is available at the bottom ***(Figure vi)***. If more items are available in one node ***(Figure vii)*** click on the name of each item to open the report. The report will be displayed in the screen, to go back to the Timeline, click the Timeline link that appears at the top of the report's name ***(Figure viii).*** Nodes on the Timeline are colour coded based on the specialty they correspond to (for example Medical Imaging Reports are shown in pink, etc.). The colour legend is shown above the Master Timeline.

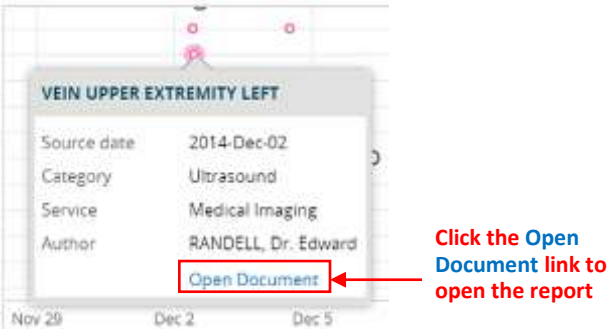



*Figure vi: Open Document link*

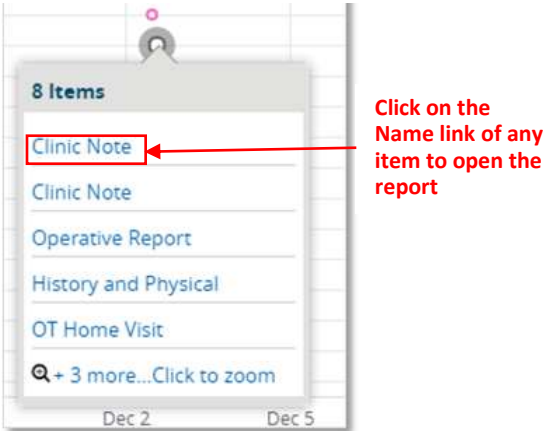



*Figure vii: Open Document using the Name link*

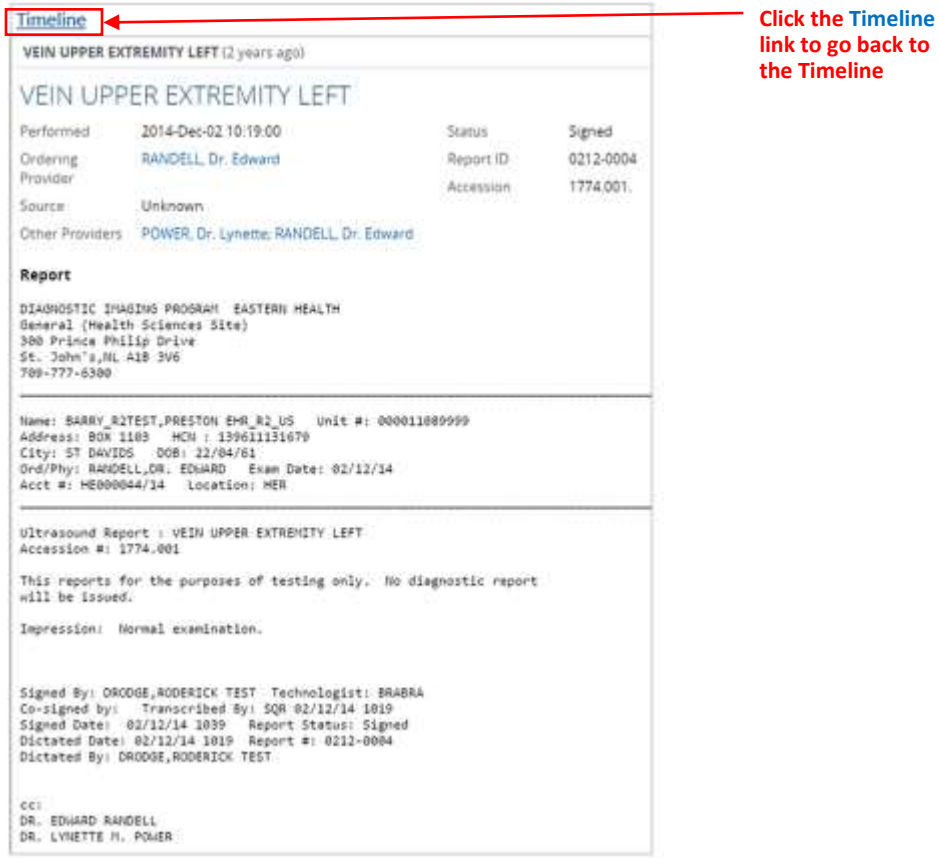



*Figure viii: report opened from the Timeline*

Return to menu

# Medication Profile

Return to menu

**Medication Profile** is a component of the Patient Dynamic Summary in HEALTHe NL and can be accessed by selecting the **"Medication Profile"** tab next to the "Encounters" Tab ***(Figure 74).***

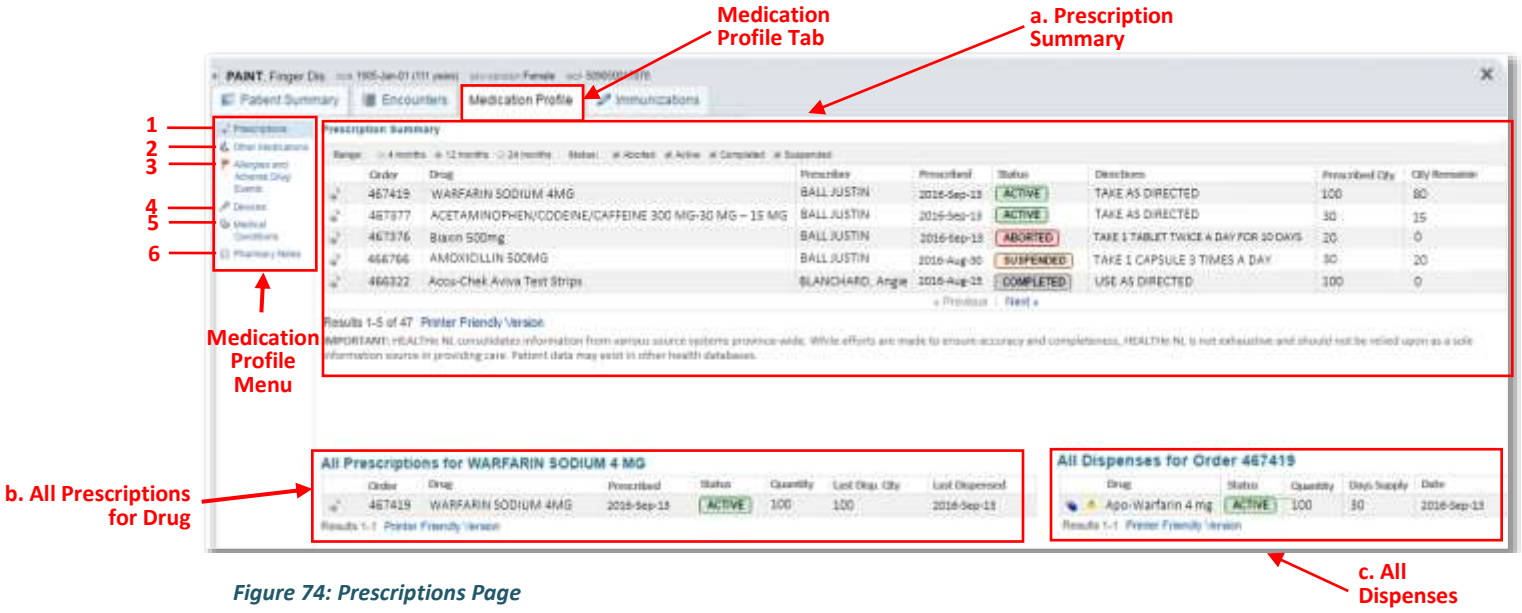



*Figure 74: Prescriptions Page*

When the **Medication Profile** tab is selected, the **Prescriptions** page is opened displaying the most recent prescribed drugs and dispenses (if available) for the patient in context. The **Prescriptions** page displays 3 windowlets ***(Figure 74)***:

**a. Prescription Summary:** A summary listing the most Recent Prescription for each drug);

**b. All Prescriptions for Drug:** All prescriptions for a drug selected from the "Prescriptions Summary";

**c. All Dispenses:** All dispenses for a selected prescription from "Al Prescriptions".

On the left side of the **Prescription Summary** is the **Medication Profile Menu** displaying a list of links to additional information (pages) that are part of the patient's Medication Profile. This menu contains the following options ***(Figure 74):***

1. **Prescriptions:** It displays the patient's most recent prescribed drugs, all prescriptions and dispenses (if any) history ***(Figure 74)***.
2. **Other Medications:** It displays a list of the patient-reported non-prescribed drugs.
3. **Allergies and Adverse Drug Events:** The **Allergy Summary** displays patient's active allergies. This includes drug, environmental and food allergy information. The **Adverse Drug Event (ADE)** displays the patient's adverse drug events.
4. **Devices:** It displays the patient's most recent prescribed devices and prescription and dispenses history (if any).
5. **Medical Conditions:** It displays the patient's reported Medical Conditions.
6. **Pharmacy Notes:** It displays the patient's Pharmacy Notes recorded in The Pharmacy Network.

Please note all Medication Profile information is sourced from The Pharmacy Network (The Provincial Drug Information System).

Return to menu

## ○ Prescription Summary

Return to menu

The **Prescription Summary** windowlet displays the prescribed medications limited to the most recent prescription for the patient in context. It displays a maximum of 5 records at a time. By default it will display the last 12 months however the user can change it to the last 4 months, or the last 24 months (See: Prescription Summary-Filter Controls section). Each row in the **Prescription Summary** presents an aggregate of data about the drug prescription **("All Prescriptions for Drug")** and each associated dispense, if any **("All Dispenses...")** ***Figure 75.***

By default, the **Prescription Summary** results are sorted by **"Prescribed"** date in descending order. Although the user can sort the results by "Order", "Drug", "Prescriber", "Prescribed" date, "Status", or "Qty Remaining". To sort by any of these possibilities click on the header name respectively. Please note the first time you click on the header name the column is sorted in alphabetical order A to Z. To sort in reverse alphabetical order Z to A, click again on the header name. Please note the sort is case-sensitive.

**1. Order:** The prescriptions order #
**2. Drug:** Displays the drug name, combined with the drug strength and drug form.
**3. Prescriber:** The name of the prescriber.

**4. Prescribed:** The date the prescription was written.
**5. Status:** The prescription status.

**6. Directions:** The prescription directions. (Only the first 50 characters are displayed, **to see the full "directions"** Hover over the directions and a tooltip with the complete directions will appear. See example below.

Without Hovering → ** BATCH 2015-09-03 ** TAKE 1 1/2 (ONE AND ONE-...

Hovering → Directions: ** BATCH 2015-09-03 ** TAKE 1 1/2 (ONE AND ONE-HALF) TABLETS TWICE DAILY

**7. Prescribed Quantity:** Total quantity prescribed.
**8. Quantity Remaining:** The quantity of medication remaining for a prescription.

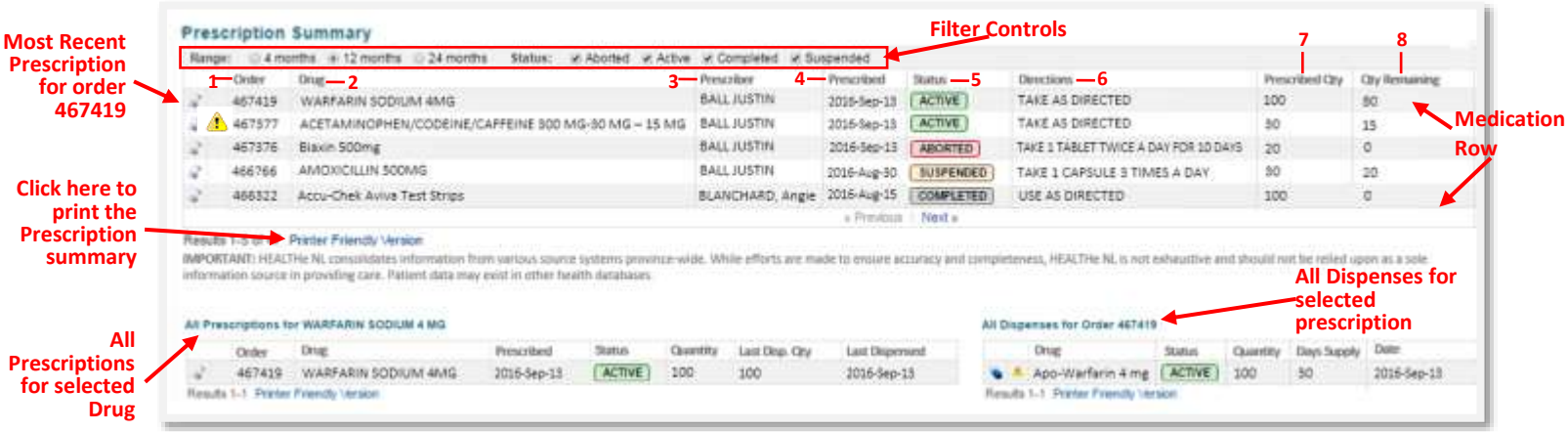



*Figure 75: Prescription Summary, All Prescriptions for Drug, and All Dispenses for Prescription windowlets*

To see the **prescription details** click on this icon.

The ⚠ icon indicates a **Drug Utilization Review (DUR)** issue was identified for the medication. Click this icon to see DUR details.

To see all Prescriptions associated to a drug, click on any of the fields in the Prescription Summary row. All the prescriptions associated to that drug will be displayed below in the **"All Prescription for selected Drug"** windowlet.

To see the **dispense details** of a dispense, click on the icon found in the **"All Dispenses"** windowlet.

The status displayed in the **"All Dispenses"** section is the dispense status.

Return to menu

## ○ Prescription Summary: Generic Code Number (GCN) Issue

Return to menu

In Canada each drug is assigned with a unique Generic Code Number that is used to identify the generic formulation (combination of ingredient, strength, form, and route) of a drug. Currently there are some medications that are the same drug, but have different GCNs. The reason is because these drugs are **'Therapeutic equivalent'**[1] but not **'Chemical equivalent'**[2]. When there is a difference in the chemical structure of a drug, even though they are **'therapeutic equivalent'**, Health Canada assigns different GCNs to each.

Within HEALTHe NL each drug prescribed is displayed in the **Prescription Summary** windowlet limited to the most recent prescription. However the medications mentioned above, that are same drug but since have a different GCN assigned will be displayed in a different row (as different prescriptions) and sometimes in a different page, you may have to use the **"Next"** and **"Prev"** links to scroll through, or you using the sorting functionality by "Drug" will help you to locate these medication.

**Example:** Enalapril ***(Figure 76)*.** Different brands of this medication have different GCNs because the salt in the chemical structure is different, even though it is the exact same medication. HEALTHe NL displays these medications in different rows as if they were different prescriptions in the **Prescription Summary** windowlet. Then they are grouped by GCN in the **All Prescriptions for this drug** windowlet. In cases where the GCN differs, it won't bring all of the prescriptions back in a group.

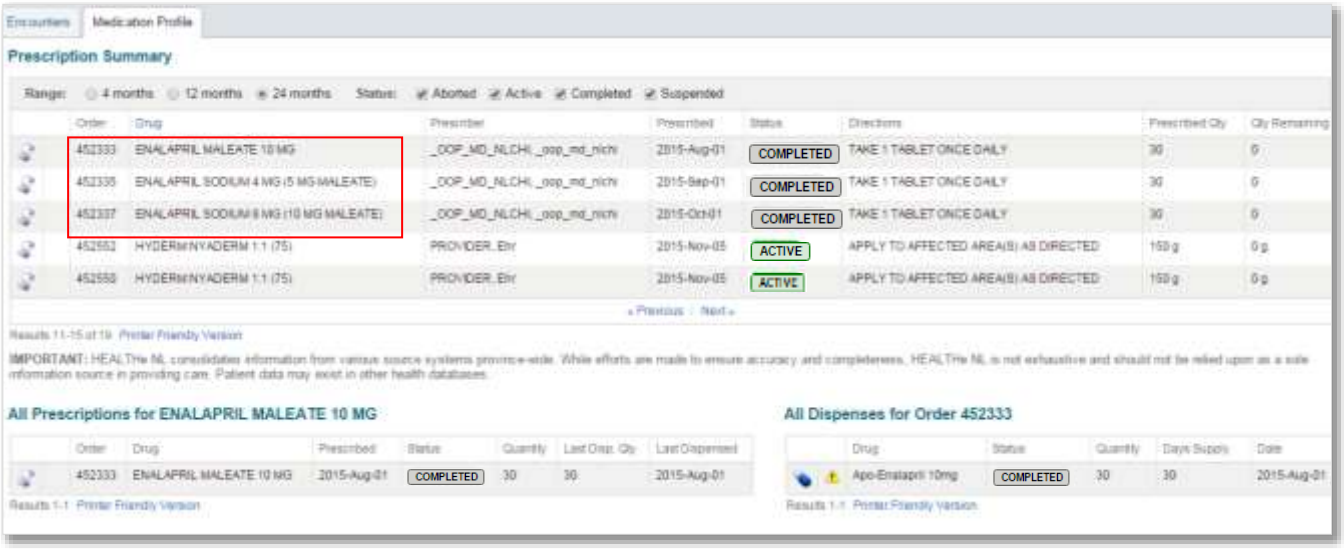



*Figure 76: Prescription Summary and, All Prescriptions for Drug windowlets showing Generic Code Number issue*

Return to menu

[1] **Therapeutic Equivalents**: Drug products are considered to be **therapeutic equivalents** only if they are pharmaceutical **equivalents** and if they can be expected to have the same clinical effect and safety profile when administered to patients under the conditions specified in the labeling.

[2] **Chemical Equivalent:** Those multiple-source drug products which contain essentially identical amounts of the identical active ingredients, in identical dosage forms, and which meet existing physicochemical standards in the official compendia.

## Prescription Summary: Generic Code Number (GCN) Issue

Return to menu

For your reference, below is a list of the medications that are same drug but have different GCN's. Please note this is not an exhaustive list and is updated as **December 1st, 2015**.

Different Generic brands of:

- Enalapril
- Atorvastatin
- Acetaminophen/ Caffeine / Codeine including **Atasol 30/ Tylenol 3 and Atasol 15/ Tylenol 2** (these bolded drugs typically will not have refills but will likely have a new prescription each time)

Please be aware that some devices have the same issue. HEALTHe NL groups them based on their Product Identification Number (PIN). However, some products have different PINs based on pack size (for insurance companies) but they are the same device. For example, **Accu Chek Aviv**a test strips ***(Figure 77)*** come in a 50 size (PIN 97799814) and a 100 size (PIN 97799815). Healthe NL separates these prescriptions even though is the same device.

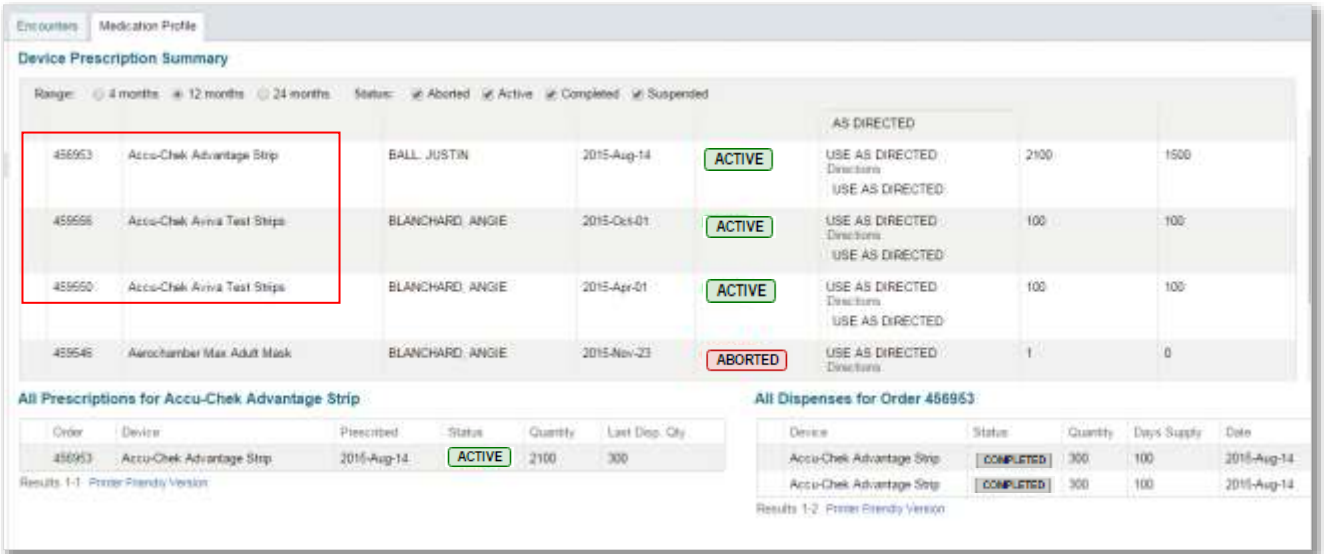



*Figure 77: Device Prescription Summary displaying same devices in different rows (as different prescriptions)*

Please note that any drug substitution is done in accordance to The Newfoundland and Labrador Interchangeable Drug Products Formulary (NIDPF). The NIDPF is a list of commonly used drugs which have therapeutic equivalence to a reference product, and is published twice a year.

Return to menu

## Prescription Summary: Filter Controls

Return to menu

By default when accessed the **Prescription Summary** will display the last 12 months and all the prescription status. However the **filter controls** allows the user to sort by **Range** (time frame): 4 months, 12 months or 24 months; and **Status** (Prescription Status): Aborted, Active, Completed, or Suspended ***(Figure 78).***

*Figure 78: Filter controls*

The filter field values chosen by the user are retained for the duration of the user's session; when the page is subsequently accessed, the selected parameter values are re-used. For any new session, the parameter values are initially set to the defaults (**Range**: 12 months; **Statuses:** Aborted, Active, Completed, and Suspended) upon access to the **Medication Profile** page.

When a "**No results found**" message is returned, Patient data may still exist in the local pharmacy database. Information entered prior to a pharmacy joining the Pharmacy Network and now sharing data with the Drug Information System (DIS) may not be available in the EHR.

- A four (4) or twelve (12) month view of the medication summary may occasionally provide data for up to 16 months (all dates are displayed).
- Currently, prescriptions/dispenses beyond the four month/two year date range may be returned. Prescriptions or dispenses that had an active status (i.e. patient is currently taking the medication or there are refills remaining) *at any point* within the previous four months/two years will be returned. Additionally, any prescription or dispense that has had an amendment, such as having a note added within the date filter will also be returned.
- For example: Four month medication profile request executed on July 8, 2013 (going back four months to March 8, 2013)A prescription that was last filled on March 1, 2012 and has available refills would also be returned to the end user because it had a status of 'active' within the four month date range requested.
- **Note:** within NL, all prescriptions become inactive one year from the date of first fill even if there are refills remaining. In the example above, the prescription would be 'active' until March 8, 2013.

At the bottom of the **Prescription Summary**, **All Prescriptions for Drug**, and **All Dispenses for Prescription** windowlets is displayed the number of results found. Each windowlet displays a maximum of 5 prescriptions or dispenses at a time. If there are more results available to view, a "Next" link will appear. To move to the next list of results click **"Next"** link, to go back to the previous results click **"Previous"** ***(Figure 79).***

This means that the Prescription summary is displaying **5 results** out of **20 results** found. To see the rest of the results click the **"Next"** link.

**"Previous"** and **"Next"** link.

*Figure 79: Bottom of the Prescription Summary – (20 Results Found showing "Previous "and "Next" links)*

Return to menu

## All Prescriptions for Drug

Return to menu

The **All Prescriptions for Drug** windowlet is accessed via row selection on the **Prescription Summary**. It displays all prescriptions for a selected drug for the past 24 months for the patient in context, showing 5 results at a time. Each record presents an aggregate of data about the prescription and its last dispense, if any ***(Figure 80)***.

**1. Order:** The prescriptions order # associated with the prescription.

**2. Drug:** Displays the drug name, combined with the drug strength and drug form.

**3. Prescribed:** The date the prescription was written.

**4. Status:** The prescription status.

**5. Quantity:** Total quantity prescribed.

**6. Last Disp. Qty:** The quantity of medication last dispensed. (Available if a dispensed record exists)

**All Prescriptions for CEFUROXIME AXETIL 250 MG**

| 1 Order | 2 Drug | 3 Prescribed | 4 Status | 5 Quantity | 6 Last Disp. Qty | 7 Last Dispensed |
|---|---|---|---|---|---|---|
| 438533 | CEFUROXIME AXETIL 250 MG | 2015-Aug-05 | COMPLETED | 1.8 | 1.8 | 2015-Aug-05 |
| 438531 | CEFUROXIME AXETIL 250 MG | 2015-Jun-05 | COMPLETED | 3.6 | 1.8 | 2015-Jul-05 |
| 438527 | CEFUROXIME AXETIL 250 MG | 2015-Jan-05 | COMPLETED | 9 | 1.8 | 2015-May-05 |

Results 1-3 | Printer Friendly Version

This means that the "All Prescriptions" section for the medication selected is displaying result 1 to 3 out of 3 results (prescriptions) found.

Click here to print all prescriptions for the selected drug

*Figure 80: All Prescriptions for Drug windowlet*

To see the **prescription details** click on this icon.

The icon indicates a **Drug Utilization Review (DUR)** issue that was managed for the medication. Click this icon to see DUR details.

**7. Last Dispensed:** The date the medication was last dispensed. (Available if a dispensed record exists)

By default **All Prescriptions for Drug** results are sorted by **"Prescribed"** date in descending order. However the user can sort the results by "Order", "Drug", "Prescriber", "Prescribed" date, "Status", or "Last Dispensed". To sort by any of these possibilities click on the header name respectively. Please note the first time you click on the header name the column is sorted in alphabetical order A to Z. To sort in reverse alphabetical order Z to A, click again on the header name. Please note the sort is case-sensitive.

From **All Prescriptions for Drug** windowlet the user may select a row to view dispenses associated with a chosen prescription (see section "All Dispenses for Prescription"). Additionally, you may view more details of each prescription (see section "Prescription Detail").

Return to menu

## ○ Prescription Detail

Return to menu

The **Prescription detail** is accessed by clicking on the prescription icon from either the **Prescription Summary** or **All Prescriptions for Drug** windowlets. The **Prescription Detail** displays the detailed record information for a given prescription ***(Figure 81).***

Please note that the Prescribed Drug Name that is displayed in the **Prescription detail** may not be the same name to the actual dispensed drug.

*Figure 81: Prescription Detail*

The **Prescription Detail** contains the Prescribed Drug Name as a heading. The Prescribed Drug Name that is displayed may not be the same name to the actual dispensed medication.

Return to menu

## ○ All Dispenses for Prescription

Return to menu

The **All Dispenses for Prescription** windowlet is accessed by clicking a result row on either the **Prescription Summary** or **All Prescriptions for Drug**. It displays a summary listing of dispenses for the selected prescription identified with their order number, for the past 24 months, showing 5 results at a time ***(Figure 79).***

By default, the **All Dispense for Prescription** results are sorted by **"Date"** in descending order. However the user can sort it by "Drug", "Status", or "Date". To sort by any of these possibilities click on the header name respectively. Please note the first time the user click on the header name the column is sorted in alphabetical order A to Z. To sort in reverse alphabetical order Z to A, click again on the header name. Please note the sort is case-sensitive.

**1. Order:** The prescriptions order # associated with the prescription.

**2. Drug:** Displays the drug name, combined with the drug strength and drug form.

**3. Status:** The dispense status.

**4. Quantity:** The quantity of medication dispensed.

**5. Days Supply:** The days supply of medication dispensed.

**6. Date:** The date of the dispense.

This means that the "All Dispenses" Summary for the drug selected is displaying result 1 to 2 out of 2 results/ dispenses found.

All Dispenses for Order 456894 — 1

| | Drug — 2 | Status — 3 | Quantity (4) | Days Supply (5) | Date (6) |
|---|---|---|---|---|---|
| | CO-CLOMIPRAMINE 25MG | COMPLETED | 300 | 30 | 2015-Aug-11 |
| | CO-CLOMIPRAMINE 25MG | COMPLETED | 30 | 12 | 2015-Aug-11 |

Results 1-2 | Printer Friendly Version

Click here to print all dispenses for the selected prescription/ order

**Figure 82: All Dispenses for prescription windowlet**

The icon indicates a **Drug Utilization Review (DUR)** issue that was managed for the medication. Click this icon to see DUR details.

To see the **dispense details** of the prescription, click on the icon.

The heading of **All Dispenses for Prescription** windowlet includes the order number of the drug selected, as shown above; e.g., **"All Dispenses for Order 456894" (Figure 82).** When the user clicks on a different prescription in the **Prescription Summary** or **All Prescriptions for Drug** windowlets, the heading of the **All Dispenses for Prescription** windowlet will change to reflect the selected prescription's order number.

Return to menu

## All Dispenses for Prescription (continue)

Return to menu

When **All Dispenses for Prescription** is displayed on a page and no prescription has been selected, the heading of the **All Dispenses for Prescription** windowlet simply displays **"All Dispenses"** and a message stating "Select a prescription to view its dispenses" will be displayed below ***(Figure 83).***

*Figure 83: All Dispenses for Prescription windowlet displaying "All Dispenses" as a heading*

If there are no dispenses associated with the prescription, the following message appears below **All Dispenses for Prescription** ***(Figure 84)***.

*Figure 84: All Dispenses for Prescription windowlet - No dispenses found*

Return to menu

## ○ Dispense Detail

Return to menu

The **Dispense Detail** is accessed by clicking on the icon from **All Dispenses for Prescription** windowlet, after clicking the icon the **Dispense Detail** is displayed in a popup window ***(Figure 85).*** The **Dispense Detail** displays the detailed record information for a given dispense of a prescription.

The **Dispense Detail** contains the Dispensed Drug Name as a heading that may not be the same name to the Prescribed Drug.

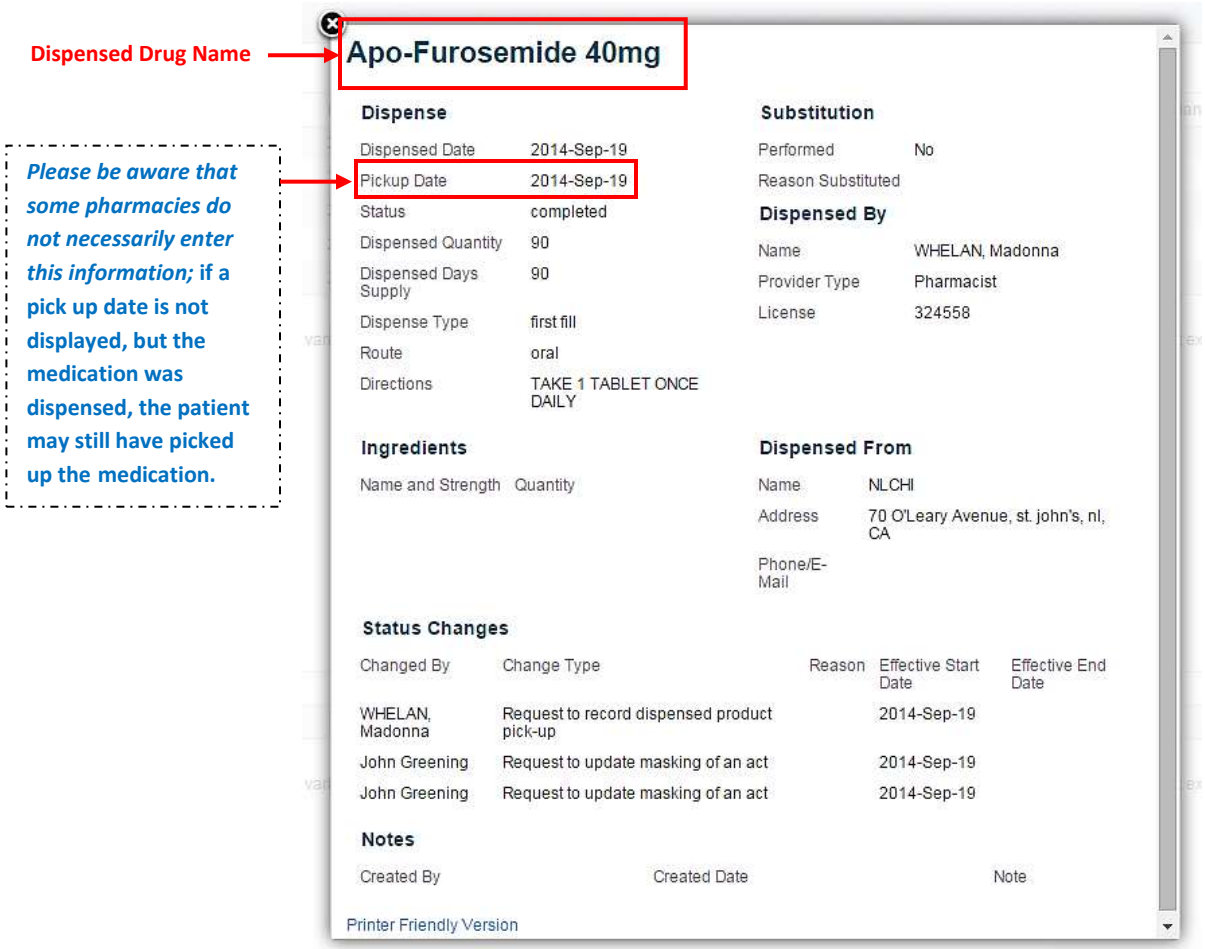



*Figure 85: Drug Dispense Detail popup window*

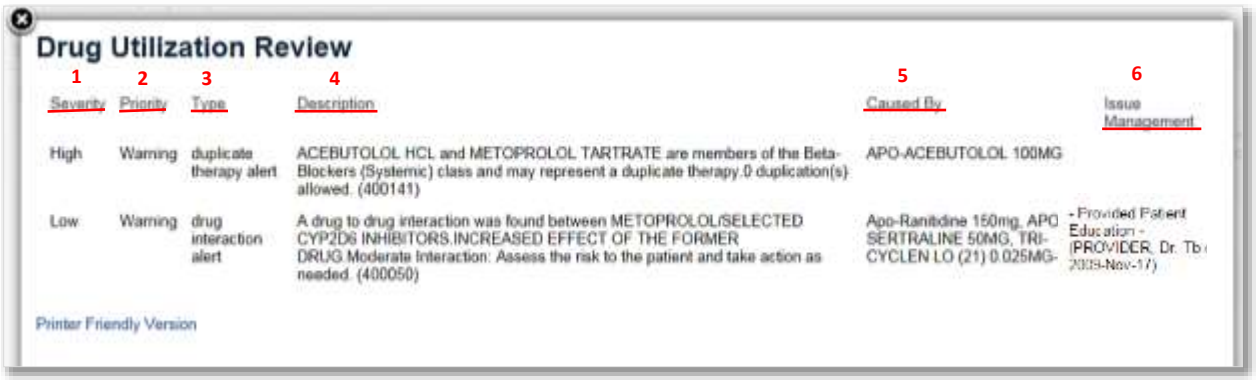
Return to menu

## ○ Drug Utilization Review (DUR)

Return to menu

In some cases, a **DUR** indication is present in the Medication Profile. The **DUR** is accessed by clicking on the icon either from the **Prescription Summary**, the **All Prescriptions for Drug,** the **All Dispenses for Prescription,** or the **Other Medication Summary.** The icon will not appear if there were no issues with the drug. Clicking on this icon displays the DUR information in a popup window ***(Figure 86).***

The **DUR** displays contraindication warnings related to one of the patient's medications. The **DUR** is based on other potential drug interactions, allergies, intolerances, etc.



Drug Utilization Review

| 1 Severity | 2 Priority | 3 Type | 4 Description | 5 Caused By | 6 Issue Management |
|---|---|---|---|---|---|
| High | Warning | duplicate therapy alert | ACEBUTOLOL HCL and METOPROLOL TARTRATE are members of the Beta-Blockers (Systemic) class and may represent a duplicate therapy.0 duplication(s) allowed. (400141) | APO-ACEBUTOLOL 100MG | |
| Low | Warning | drug interaction alert | A drug to drug interaction was found between METOPROLOL/SELECTED CYP2D6 INHIBITORS.INCREASED EFFECT OF THE FORMER DRUG.Moderate Interaction: Assess the risk to the patient and take action as needed. (400050) | Apo-Ranitidine 150mg, APO SERTRALINE 50MG, TRI-CYCLEN LO (21) 0.025MG- | - Provided Patient Education - (PROVIDER, Dr. Tb 2009-Nov-17) |

Printer Friendly Version

*Figure 86: Drug Utilization Review Detail popup window*

The **DUR** Detail displays the following information:

1. **Severity:** The Issue severity (High, Moderate, Low)
2. **Priority:** The Issue priority (Error, Warning, Information)
3. **Type:** Type of issue
4. **Description:** The issue text.
5. **Caused By:** The agent causing this issue.
6. **Issue Management:** The issue management text, followed by the creator of the issue management information and the date the issue management record was created.

The **DUR** checks all prescribed drugs against each other for issues and interactions. DUR information is available from pharmacies. If there is more than one issue managed within the DUR, these are separated and listed as shown in ***Figure 86.***

Return to menu

## ○ Prescription and Dispense Statuses

Return to menu

The **prescription status** will be displayed in the **Prescription Summary (Figure 76),** and **All Prescriptions for Drug** status field ***(Figure 87)***.

*Figure 87: All Prescriptions for Drug and All Dispenses for Order/ Prescription windowlets*

The table below lists all the **prescription status** available to display:

| Prescription Status | Format | Description |
|---|---|---|
| Aborted | ABORTED | The prescription is no longer active. |
| Active | ACTIVE | The prescription is dispensable. |
| Completed | COMPLETED | The total prescription has been depleted and is no longer dispensable. |
| Suspended | SUSPENDED | No further action can be taken in the prescription until it has been released. |

The **dispense status** (if available) will be displayed in the **All Dispenses for Order/ Prescription** status field ***(Figure 87).***

The table below lists all the **dispense status** available to display:

| Dispense Status | Format | Description |
|---|---|---|
| Aborted | ABORTED | A dispense has been reversed. |
| Active | ACTIVE | A dispense has taken place, but not marked as picked up. |
| Completed | COMPLETED | A dispense has been marked as picked up. |
| Suspended | SUSPENDED | No further action can be taken in the dispense until it has been released. |

Return to menu

## ○ Other Medication Summary

Return to menu

To access the **Other Medication Summary** page the user clicks **"Other Medications"** link from the Medication Profile Menu. The **Other Medication Summary** displays patient-reported non-prescribed medications. These are only populated if the patient asks the pharmacist to add over-the-counter medications and supplements to their record. It displays a maximum of 15 records at a time per page. The number of records returned is indicated beneath the summary listing (E.g., "Results 1-12") ***(Figure 88).***

By default the **Other Medication Summary** results are sorted by **"Reported Start Date"** in descending order. However the user can sort the results by "Drug", or "Reported Start Date". To sort by any of these possibilities click on the header name respectively. Please note the first time you click on the header name the column is sorted in alphabetical order A to Z. To sort in reverse alphabetical order Z to A, click again on the header name. Please note the sort is case-sensitive.

The **Other Medication Summary** displays the following information:

1. **"Drug":** The drug name used combined with the strength and form. This information is already contained in the drug name as received from the source system ***(Figure 88).***
2. **"Reported Start date":** The date the patient *reported* that they use the medication, and the pharmacist recorded the information ***(Figure 88).***

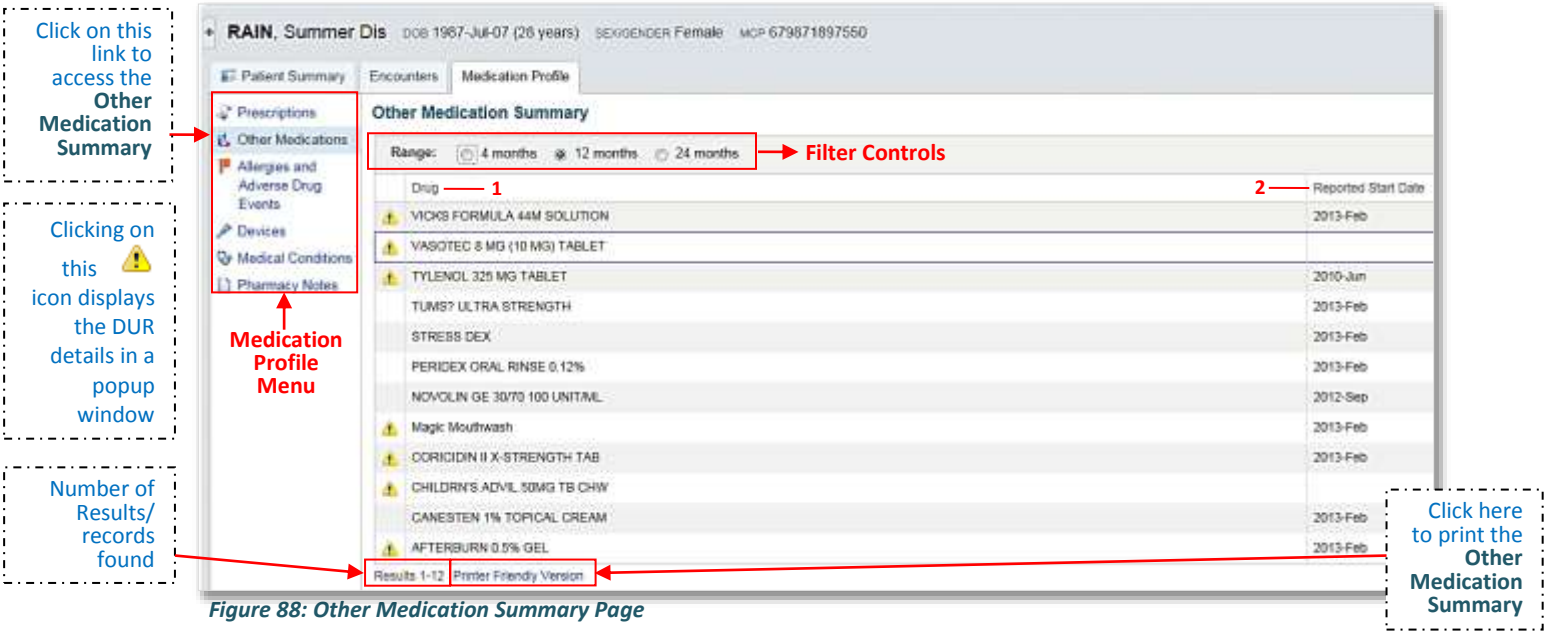



*Figure 88: Other Medication Summary Page*

By default the **Other Medication Summary** will display the last 12 months however the user can change it to the last 4 months, or the last 24 months by selecting the desired timeframe using the filter controls **(Figure 88).**

The filter field values chosen by the user are retained for the duration of the user's session; when the page is subsequently accessed, the selected parameter values are re-used. For any new session, the parameter values are initially set to the defaults upon access to the **Other Medications Summary.**

Return to menu

## ○ Other Medication Detail

Return to menu

Clicking on any row of the **Other Medication Summary** displays the **Other Medication Detail** in a popup window. The **Other Medication Detail** displays the detailed record information for a medication ***(Figure 89).*** .

**Nicorette Extreme Chill Mint 2mg**

**Prescription**

| | |
|---|---|
| Reported Start Date | 2014-Sep |
| End Date | 2014-Oct-14 |
| Status | active |
| Drug Code | 02091933 |
| Drug Form | chewing gum |
| Route | oral |
| Description | |
| Directions | Qty: 105. USE AS DIRECTED |
| Additional Instructions | |

**Author**

| | |
|---|---|
| Name | WHELAN, Madonna |
| Provider Type | Pharmacist |
| License | 324558 |

**Ingredients**

| Name and Strength | Quantity |
|---|---|

**Status Changes**

| Changed By | Change Type | Reason | Effective Start Date | Effective End Date |
|---|---|---|---|---|
| John Greening | Request to update masking of an act | | 2014-Sep-19 | |
| John Greening | Request to update masking of an act | | 2014-Sep-19 | |

**Notes**

| Created By | Created Date | Note |
|---|---|---|
| WHELAN, Madonna | 2014-Sep-19 | adding a note to "other Med" - MW |

Printer Friendly Version

*Figure 89: Other Medication Detail*

Return to menu

# Allergies and Adverse Drug Events (ADE)

Return to menu

The **Allergies and Adverse Drug Events Summary** page is accessed by clicking on the **Allergies and Adverse Drug Events** link in the Medication Profile Menu ***(Figure 90)***.
The **Allergies and Adverse Drug Events Summary** information is also displayed in the **Patient Summary** page below the patient's demographics' section. See "Patient Dynamic Summary" section for details.

*Figure 90: Allergy Summary and Adverse Drug Event Summary Page*

## ○ Allergy Summary

The **Allergy Summary** windowlet displays drug, food and environmental active allergies ***(Figure 91)***. By default, **Allergy Summary** results are sorted by **"Severity (Reaction)"** in descending order. However the user can sort by "Severity (Reaction), or "Created Date". To sort by any of these possibilities click on the header name respectively. Please note the first time you click on the header name the column is sorted in alphabetical order A to Z. To sort in reverse alphabetical order Z to A, click again on the header name. Please note the sort is case-sensitive.
**Severity** is combined with **Reaction** to make a single column, with Reaction in parentheses, if available. Multiple reactions are separated by semicolons. If the **"Agent"** or **"Reaction"** is longer than 50 characters, it is abbreviated with "…" and the complete data is available in the **Allergy Detail** popup window (See "Allergy Detail" section). **Red** indicates high severity.

*Figure 91: Allergy Summary*

Return to menu

## ○ Allergy Detail

Return to menu

To access the detail of an allergy, click on any part of the Allergy row and the allergy details will be displayed in a popup window ***(Figure 92).***

*Figure 92: Allergy Detail popup window*

## ○ Adverse Drug Event (ADE) Summary

The **Adverse Drug Event Summary** windowlet displays patient's adverse drug events sourced from the Pharmacy Network ***(Figure 93).*** By default, **ADE** results are sorted by **"Severity (Reaction)"** in descending order. However the user can sort by "Severity (Reaction), or "Created Date". To sort by any of these possibilities click on the header name respectively. Please note the first time you click on the header name the column is sorted in alphabetical order A to Z. To sort in reverse alphabetical order Z to A, click again on the header name. Please note the sort is case-sensitive.

**Severity** is combined with **Reaction** to make a single column, with Reaction in parentheses, if available. Multiple reactions are separated by semicolons. If the **"Agent"** or **"Reaction"** is longer than 50 characters, it is abbreviated with "…"and the complete data is available in the **ADE Detail** popup window (See "ADE Detail" section). **Red** indicates high severity.

*Figure 93: Adverse Drug Event Summary Windowlet*

Return to menu

### Adverse Drug Event (ADE) Detail

Return to menu

To access the detail of an **ADE** click on any part of the ADE row and the **ADE details** will be displayed in a popup window ***(Figure 94).***

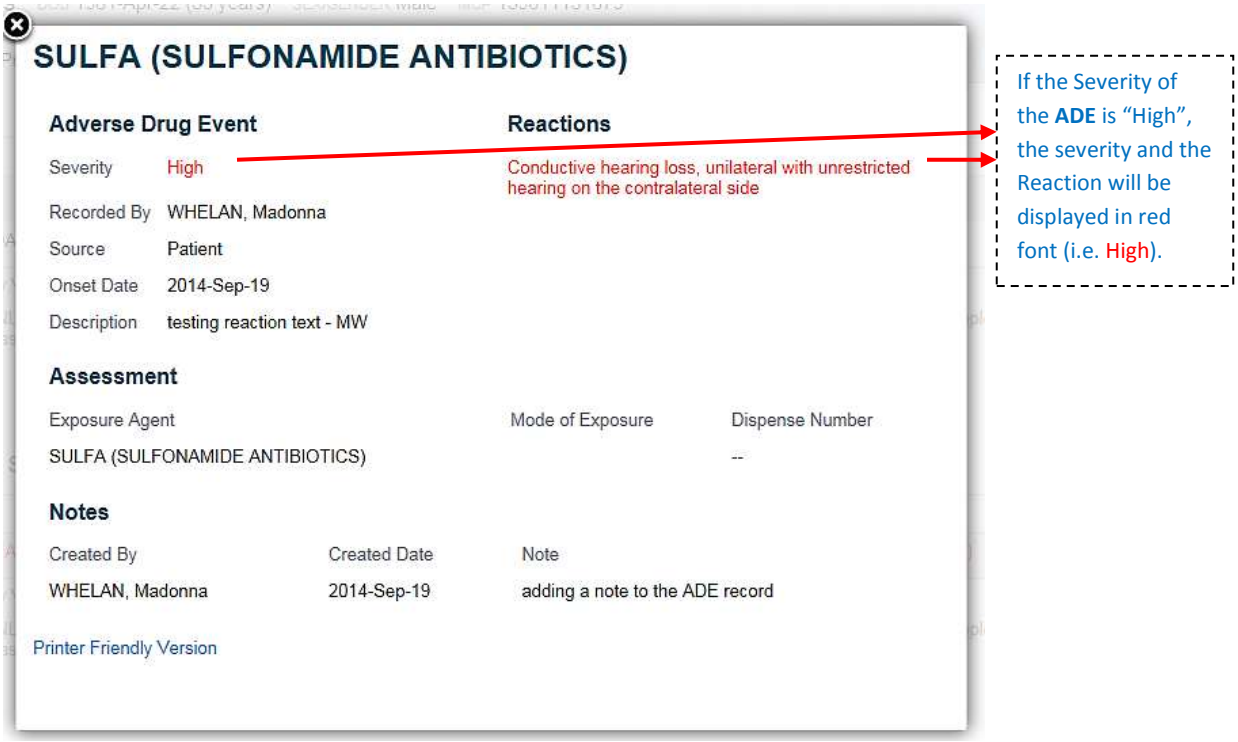



*Figure 94: Adverse Drug Event Detail popup window*

**Important Note**: When a "No results found" message is returned either in the **Allergy Summary** or the **Adverse Drug Event Summary**, Patient data may still exist in the local pharmacy database. Information entered prior to a pharmacy joining the Pharmacy Network and now sharing data with the Drug Information System (DIS) may not be available in HEALTHe NL.

Return to menu

# Devices

Return to menu

The **Devices** page is accessed by clicking on the **"Devices"** link in the Medication Profile Menu ***(Figure 95)***. The **Devices** page displays the most recent device prescriptions and dispenses (if available) for the patient in context. When accessed it displays 3 windowlets: **1. Device Prescription Summary, 2. All Prescriptions for Device, 3. All Dispenses for Device Prescription.** Please note the Device name that is displayed in the Device Prescription Summary is the prescribed device name and may not be the same name to the actual dispensed device name.

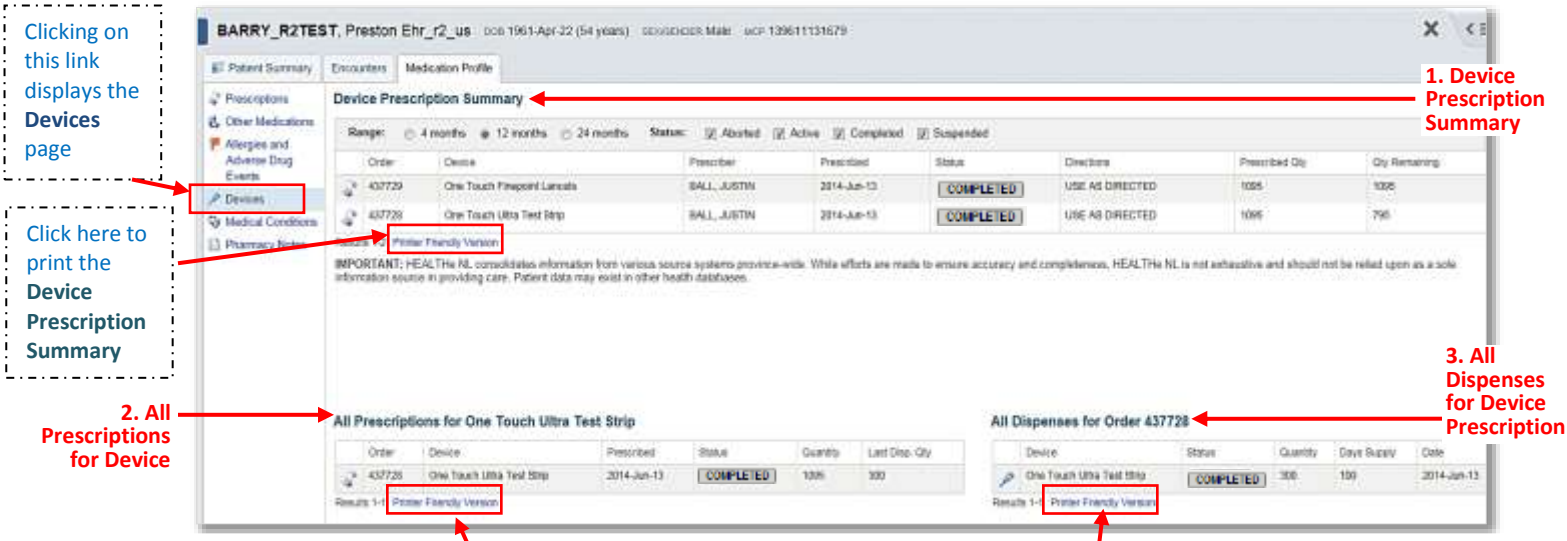



*Figure 95: Devices Page*

To see the **prescription details** click on this icon.

Click here to print the **All Prescriptions for Device**

To see the **device dispensed details** click on this icon.

Click here to print the **All Dispenses for Device Prescriptions**

Return to menu

### ○ Device Prescription Summary

Return to menu

The **Device Prescription Summary** windowlet displays the patient's prescribed medical devices, limited to the most recent prescription for each device ***(Figure 96)***. It displays a maximum of 5 records at a time. The **Device Prescription Summary** is sorted by **"Prescribed"** date in descending order. However it can be sorted by "Order", "Device", "Prescriber", "Date Prescribed", "Status", "Prescribed Qty", or "Qty. Remaining". To sort by any of these possibilities click on the header name respectively. Please note the first time you click on the header name the column is sorted in alphabetical order A to Z. To sort in reverse alphabetical order Z to A, click again on the header name. Please note the sort is case-sensitive.

**1. Order:** The prescription's order # associated with the prescription.

**2. Device:** The device name.

**3. Prescriber:** The name of the prescriber.
**4. Prescribed:** The date the prescription was written.

**5. Status:** The prescription status.

**6. Directions:** The prescription directions. (Only the first 50 characters are displayed)

**7. Prescribed Qty:** Total quantity prescribed.
**8. Qty Remaining:** The quantity remaining for a prescription.

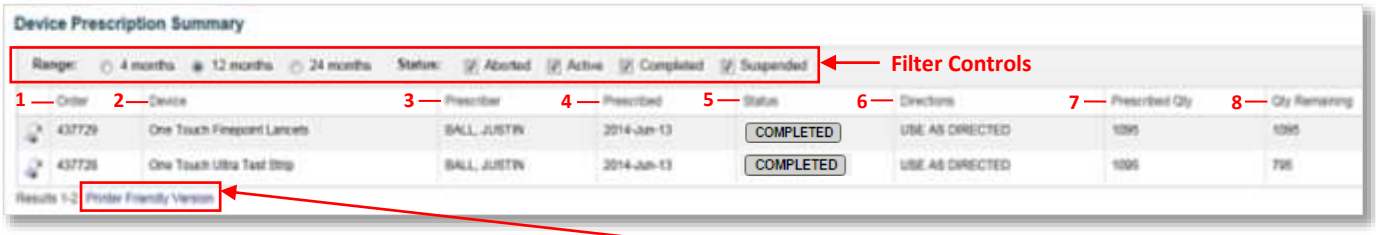



**Figure 96: Device Prescription Summary windowlet**

To see the **device prescription details** click on this icon.

Click here to print the **Device Prescription Summary**

By default when accessed **The Device Prescription Summary** will display the last 12 months and all the prescription status. The user can use the filter controls to sort by **Range** (time period): 4 months, 12 months or 24 months; and **Status** (Prescription Status): Aborted, Active, Completed, or Suspended **(Figure 97).**

**Figure 97: Filter controls**

The filter field values chosen by the user are retained for the duration of the user's session; when the page is subsequently accessed, the selected parameter values are re-used. For any new session, the parameter values are initially set to the defaults upon access to the Prescriptions page.

Return to menu

### ○ All Prescriptions for Device

Return to menu

The **All Prescriptions for Device** windowlet is accessed via row selection on the **Device Prescription Summary**. It displays all patient's device prescriptions for a selected device, for the past 24 months. Each record presents an aggregate of data about the prescription and its last dispense (if any) **(Figure 98).**

From All **Prescriptions for Device,** the user may select a row to view dispenses associated with a chosen prescription record (see section "All Dispenses for Device Prescription").

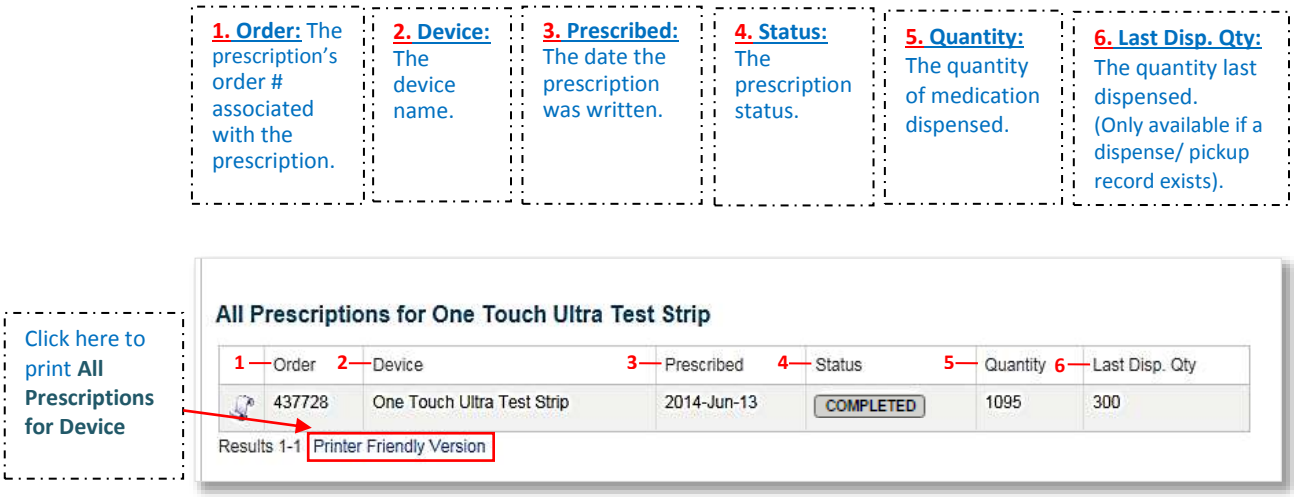



**Figure 98: All Prescriptions for Device Summary windowlet**

When clicking on the prescription icon on the left side of the row, a popup window opens displaying the prescription-specific details (See Prescription Detail section).

By default **All Prescriptions for Device** results are sorted by **"Prescribed"** date in descending order. However the user can sort by "Order", "Device", "Prescribed", or "Status". To sort by any of these possibilities click on the header name respectively. Please note the first time you click on the header name the column is sorted in alphabetical order A to Z. To sort in reverse alphabetical order Z to A, click again on the header name. Please note the sort is case-sensitive.

Return to menu

### ○ All Dispenses for Device

Return to menu

The **All Dispenses for Device** windowlet is accessed by clicking a result row on either the **Device Prescription Summary** windowlet or **All Prescriptions for Device** windowlet. **All Dispenses for Device** displays all dispenses for the selected device prescription, for the past 24 months.

By default, **All Dispense for Device** results are sorted by the Date, in descending order. However the user can sort the results by "Device", "Status", or "Date". To sort by any of these possibilities click on the header name respectively. Please note the first time you click on the header name the column is sorted in alphabetical order A to Z. To sort in reverse alphabetical order Z to A, click again on the header name. Please note the sort is case-sensitive.

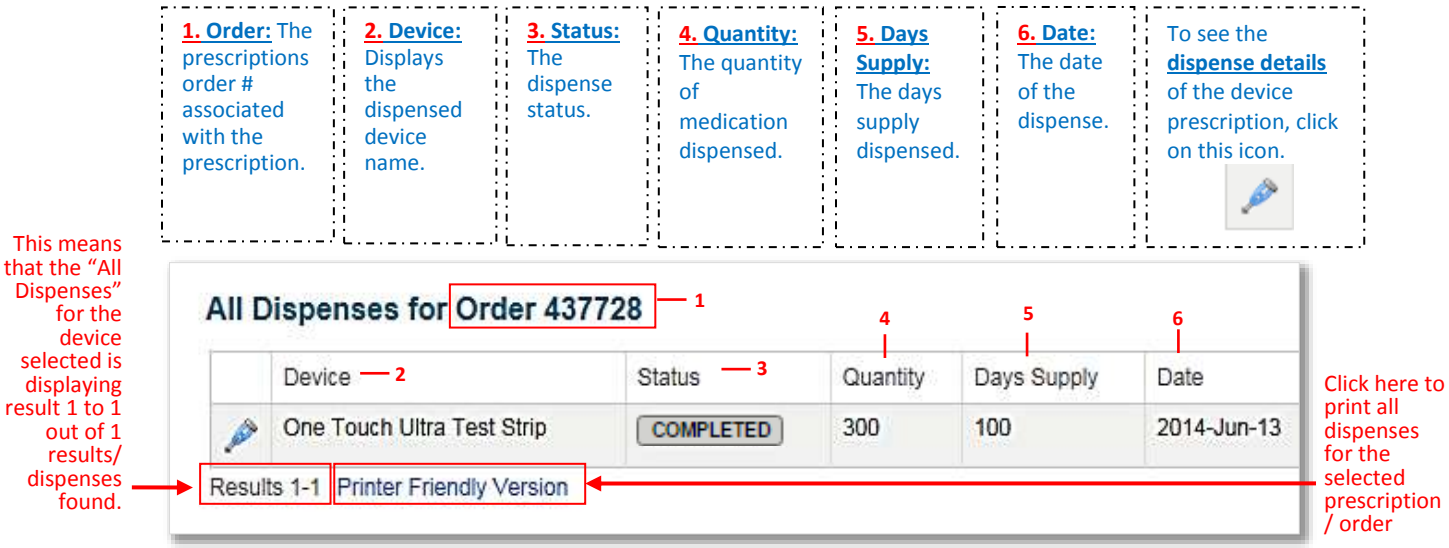



**Figure 99: All Dispenses for Device windowlet**

The heading of the **All Dispenses for Device** windowlet includes the order number of the device selected, as shown above; e.g., "All Dispenses for Order 437728" **(Figure 99).** When the user clicks on a different prescription in the **Device Prescription Summary** or **All Prescriptions for Device** windowlets, the heading of the **All Dispenses for Device** will change to reflect the selected prescription's order number.
When the **All Dispense for Device** windowlet is displayed on a page and no prescription has been selected, the heading of the **All Dispenses for Device** simply displays "**All Dispenses**" and a message stating "Select a prescription to view its dispenses" will be displayed **(Figure 100).**

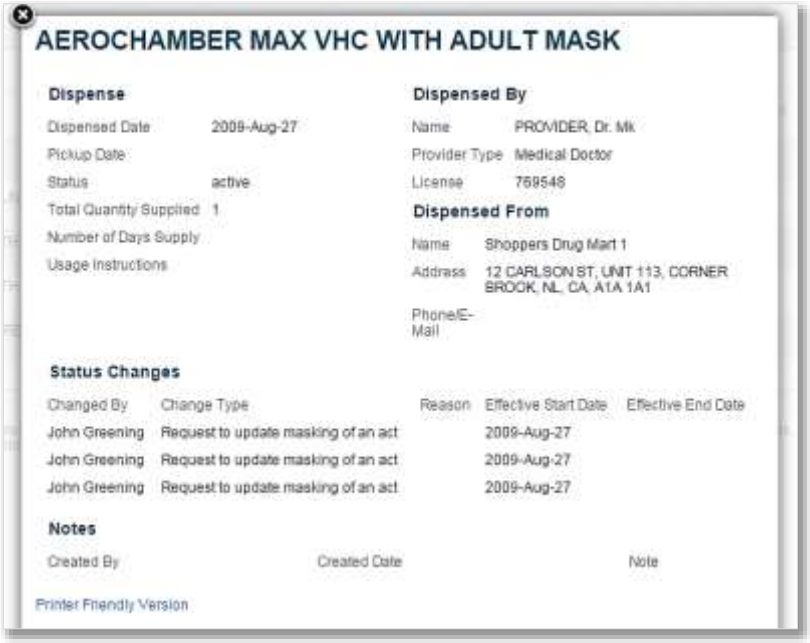
**Figure 100: All Dispenses for Device displaying "All Dispenses" as a heading**

Return to menu

### Device Dispense Detail

Return to menu

The **Device Dispense Detail** is accessed via the icon from the **All Dispenses for Device** windowlet. The **Device Dispense Detail** displays the detailed record information for a given dispense of a device prescription ***(Figure 101)***.



AEROCHAMBER MAX VHC WITH ADULT MASK

**Dispense**

| | |
|---|---|
| Dispensed Date | 2009-Aug-27 |
| Pickup Date | |
| Status | active |
| Total Quantity Supplied | 1 |
| Number of Days Supply | |
| Usage Instructions | |

**Dispensed By**

| | |
|---|---|
| Name | PROVIDER, Dr. Mk |
| Provider Type | Medical Doctor |
| License | 759548 |

**Dispensed From**

| | |
|---|---|
| Name | Shoppers Drug Mart 1 |
| Address | 12 CARLSON ST, UNIT 113, CORNER BROOK, NL, CA, A1A 1A1 |
| Phone/E-Mail | |

**Status Changes**

| Changed By | Change Type | Reason | Effective Start Date | Effective End Date |
|---|---|---|---|---|
| John Greening | Request to update masking of an act | | 2009-Aug-27 | |
| John Greening | Request to update masking of an act | | 2009-Aug-27 | |
| John Greening | Request to update masking of an act | | 2009-Aug-27 | |

**Notes**

| Created By | Created Date | Note |
|---|---|---|

Printer Friendly Version

*Figure 101: Device Dispense Detail popup window*

If there are no dispenses associated with the prescription, the following message appears below the **All Dispenses for Device (Figure 102)**.

All Dispenses for Order 457461

| | Drug | Status | Quantity | Days Supply |
|---|---|---|---|---|
| | No results found. | | | |

Results 1-1 Printer Friendly Version

**Figure 102: All Dispense Summary - No dispenses found**

**Important Note**: When a "**No results found**" message is returned, Patient data may still exist in the local pharmacy database. Information entered prior to a pharmacy joining the Pharmacy Network and now sharing data with the Drug Information System (DIS) may not be available in HEALTHe NL.

Return to menu

# Medical Conditions

Return to menu

The **Medical Conditions** page is accessed by clicking on the **"Medical Conditions"** link in the Medication Profile Menu ***(Figure 103)***.
The **Medical Conditions** page displays the patient's active Medical Conditions sourced from the Pharmacy Network (Provincial Drug Information System).
Medical Conditions are only entered by staff in community pharmacies at this time. These conditions may be reported by patients and may not be validated by physician diagnosis.

By default the **Medical Conditions** results are sorted by ***"Created"*** Date in descending order. However the user can sort the results by "Medical Condition", or "Recorded by". To sort by any of these possibilities click on the header name respectively. Please note the first time you click on the header name the column is sorted in alphabetical order A to Z. To sort in reverse alphabetical order Z to A, click again on the header name. Please note the sort is case-sensitive.

*Figure 103: Medical Conditions Page*

- If a Medical Condition name is longer than 100 characters then "…" is shown. The user can click on the Medical Condition to see any available detail as well as the full name.
- The **"Created"** date denotes when the record was added by the pharmacist.

Return to menu

## Medical Conditions Detail

Return to menu

Clicking on any row of the **Medical Condition Summary** displays the **Medical Condition Detail** in a popup window ***(Figure 104)***.

*Figure 104: Medical Condition Detail popup window*

**Important Note**: When a "**No results found**" message is returned, Patient data may still exist in the local pharmacy database. Information entered prior to a pharmacy joining the Pharmacy Network and now sharing data with the Drug Information System (DIS) may not be available in HEALTHe NL.

Return to menu

# Pharmacy Notes

Return to menu

The **Pharmacy Notes** page is accessed by clicking on the **"Pharmacy Notes"** link in the Medication Profile Menu ***(Figure 105)***.
The **Pharmacy Notes** page displays the Pharmacy Notes recorded on the patient.

By default the **Pharmacy Notes** results are sorted by ***"Created Date"*** in descending order. However the user can sort the results by "Note", "Category", or "Recorded By". To sort by any of these possibilities click on the header name respectively. Please note the first time you click on the header name the column is sorted in alphabetical order A to Z. To sort in reverse alphabetical order Z to A, click again on the header name. Please note the sort is case-sensitive.

If the note is longer than 100 characters, it is abbreviated with "…".

Pharmacy notes are added by pharmacy staff through a pharmacy practice management system. These are pharmacy-specific notes that may pertain to the patient or similar information.

Clicking on this link displays the Pharmacy Notes page.

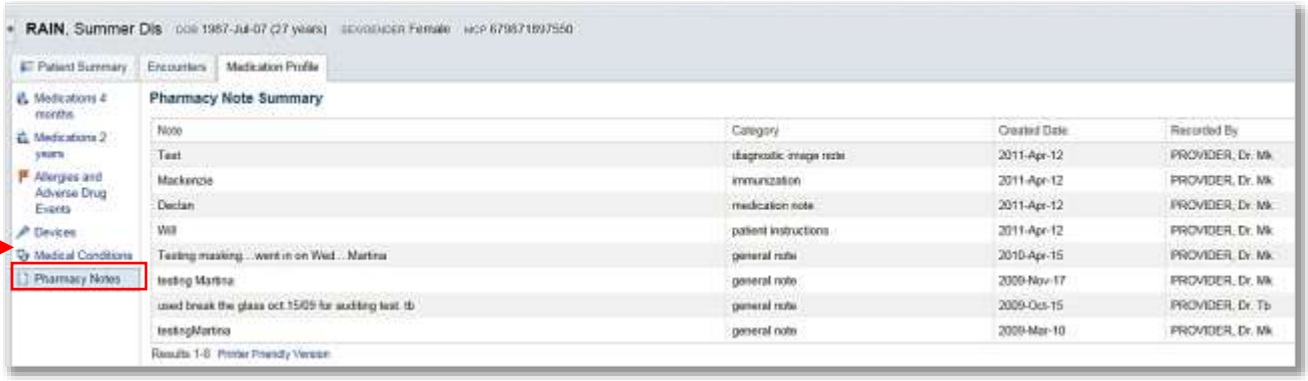



*Figure 105: Pharmacy Notes Page*

**Important Note**: When a **"No results found"** message is returned, Patient data may still exist in the local pharmacy database. Information entered prior to a pharmacy joining the Pharmacy Network and now sharing data with the Drug Information System (DIS) may not be available in HEALTHe NL.

Return to menu

## Pharmacy Notes Detail

Return to menu

Clicking on any row of the Pharmacy Note Summary displays the Pharmacy Note Detail in a popup window ***(Figure 106)***.

***Figure 106: Pharmacy Note Detail popup window***

Return to menu

# Immunizations

Return to menu

**Immunizations** is a component of the Patient Dynamic Summary in HEALTHe NL and can be accessed by selecting the "**Immunizations"** tab next to the Medication Profile Tab ***(Figure 107).***

It provides patient immunization records and related adverse reaction data sourced from the Provincial Client and Referral Management System (CRMS) for patients born 2003 or after. This tab only appears if the user has a role that has access to the immunization data.

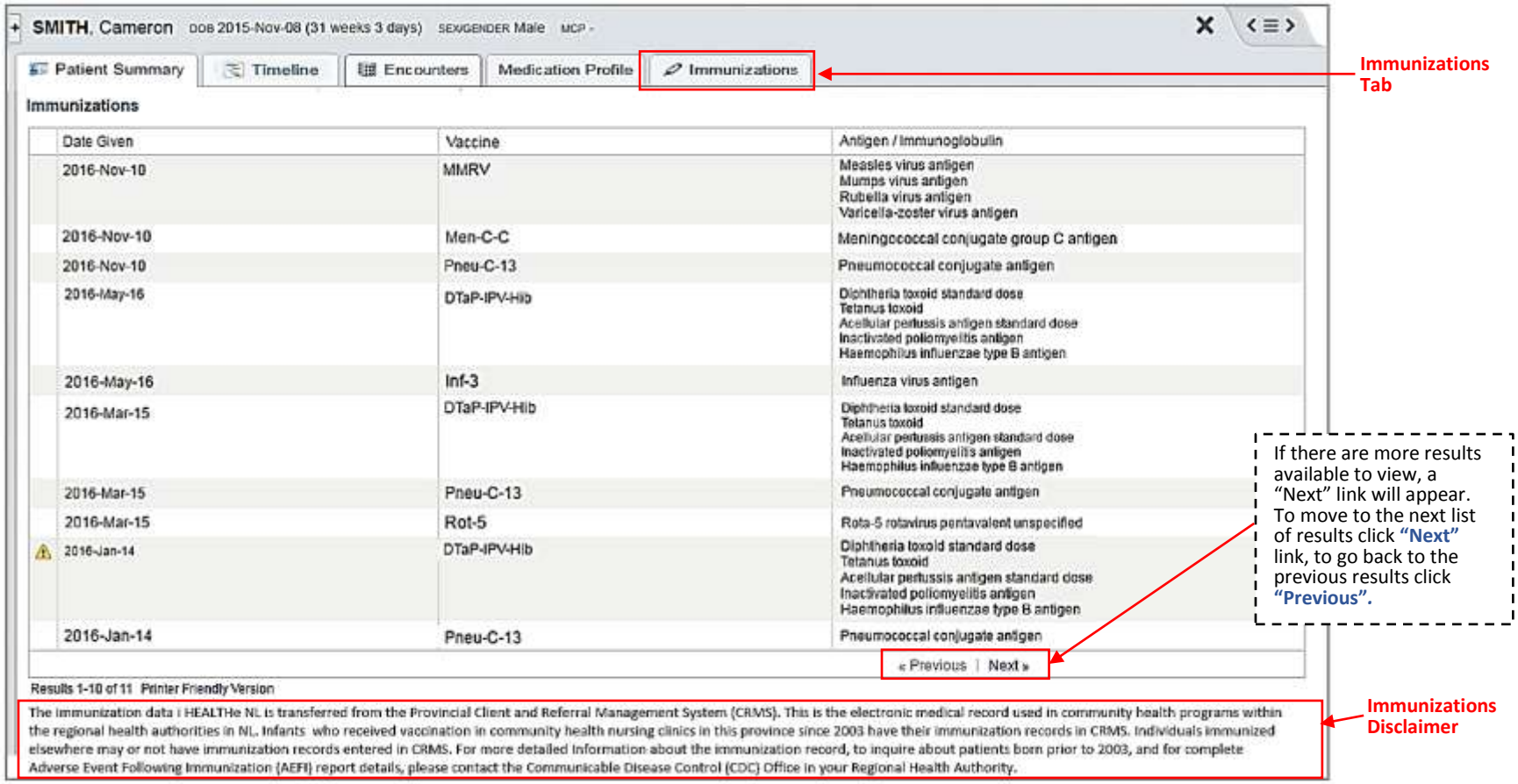



*Figure 107: Immunizations Page*

Return to menu

Return to menu

By default, the **Immunization** results are ordered by the "Date Given" column with the newest data being at the top ***(Figure 108).*** However the results can be sorted by "Vaccine", or "Antigen / Immunoglobulin". To sort by any of these possibilities click on the header name respectively. Please note the first time you click on the header name the column is sorted in alphabetical order A to Z. To sort in reverse alphabetical order Z to A, click again on the header name. The sort is case-sensitive.

**1. Date Given:** The date when the immunization was administered.

**2. Vaccine:** The name of the vaccine administered.

The ⚠ icon indicates there was an adverse reaction. Click the icon to see details.

**3. The Antigen /Immunoglobulin :** The Antigen /Immunoglobulin (s) used in the vaccine.

**Immunizations**

| Date Given — 1 | Vaccine — 2 | Antigen / Immunoglobulin — 3 |
|---|---|---|
| 2016-Nov-10 | MMRV | Measles virus antigen<br>Mumps virus antigen<br>Rubella virus antigen<br>Varicella-zoster virus antigen |
| 2016-Nov-10 | Men-C-C | Meningococcal conjugate group C antigen |
| 2016-Nov-10 | Pneu-C-13 | Pneumococcal conjugate antigen |
| 2016-May-16 | DTaP-IPV-Hib | Diphtheria toxoid standard dose<br>Tetanus toxoid<br>Acellular pertussis antigen standard dose<br>Inactivated poliomyelitis antigen<br>Haemophilus influenzae type B antigen |
| 2016-May-16 | Inf-3 | Influenza virus antigen |
| 2016-Mar-15 | DTaP-IPV-Hib | Diphtheria toxoid standard dose<br>Tetanus toxoid<br>Acellular pertussis antigen standard dose<br>Inactivated poliomyelitis antigen<br>Haemophilus influenzae type B antigen |
| 2016-Mar-15 | Pneu-C-13 | Pneumococcal conjugate antigen |
| 2016-Mar-15 | Rot-5 | Rota-5 rotavirus pentavalent unspecified |
| ⚠ 2016-Jan-14 | DTaP-IPV-Hib | Diphtheria toxoid standard dose<br>Tetanus toxoid<br>Acellular pertussis antigen standard dose<br>Inactivated poliomyelitis antigen<br>Haemophilus influenzae type B antigen |
| 2016-Jan-14 | Pneu-C-13 | Pneumococcal conjugate antigen |

« Previous | Next »

***Figure 108: Immunizations Page***

Return to menu

### Immunization Adverse Reaction(s)

Return to menu

To access the detail of an **Immunization Adverse Reaction(s)** click on the icon and the Immunization Adverse Reaction will be displayed in a popup window ***(Figure 109).***

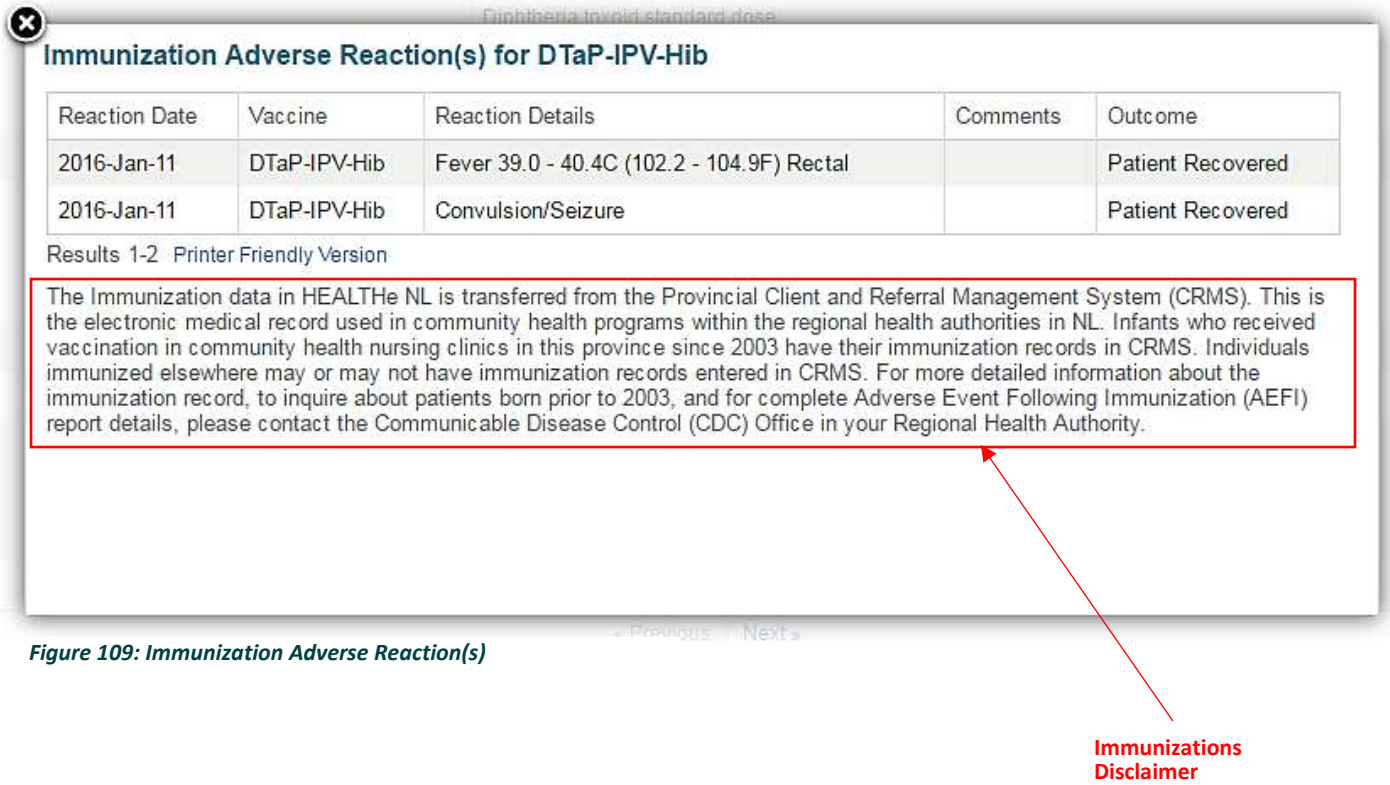



***Figure 109: Immunization Adverse Reaction(s)***

Return to menu

## Printing Immunizations Data

Return to menu

Immunizations data can be printed. Click the Printer Friendly Version link and a pop up window will open displaying a print PDF version of Immunizations data ***(Figure 110).***

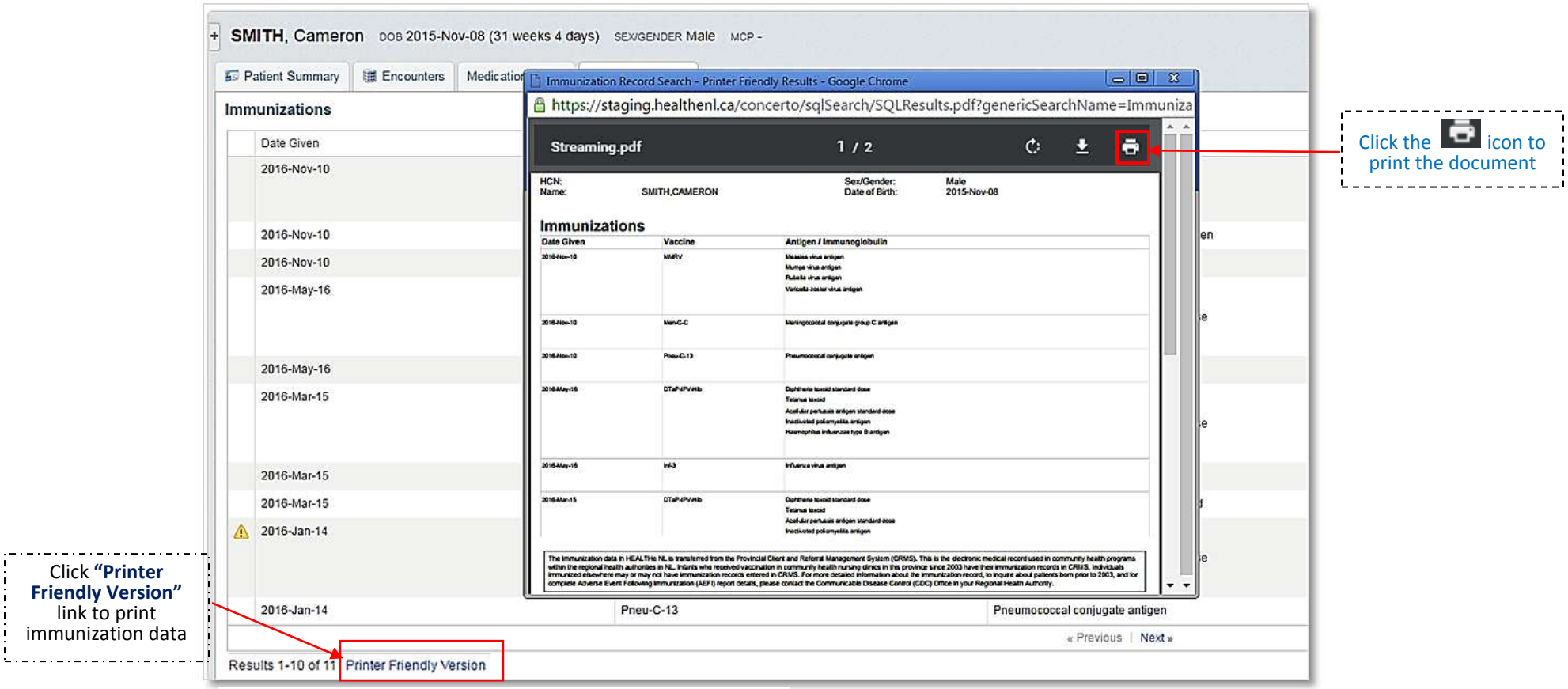



*Figure 110: Immunization Data print Version (PDF)*

Return to menu

### Immunization for patients born before 2003

Return to menu

If Immunizations tab is clicked for a patient born before 2003 an Immunizations Message is displayed stating that records may exist in the Communicable disease Control office of their Regional Health authority ***(Figure 111)***.

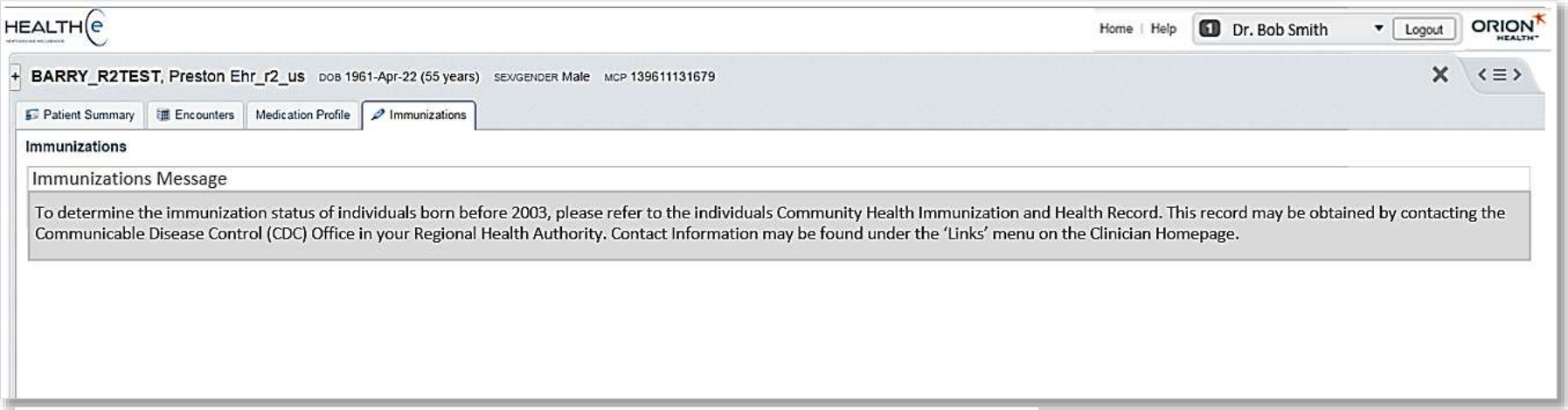



***Figure 111: Immunizations Message for patients born before 2003***

Return to menu

## Immunization for patients born before 2003 (Continue)

Return to menu

Immunization records for patients born before 2003 are not available in HEALTHe NL. Records may exist in the Communicable disease Control office in your Regional Health Authority. The contact numbers may be found on the Clinician Homepage under **LINKS >** CDC Contact info links ***(Figure 112).***

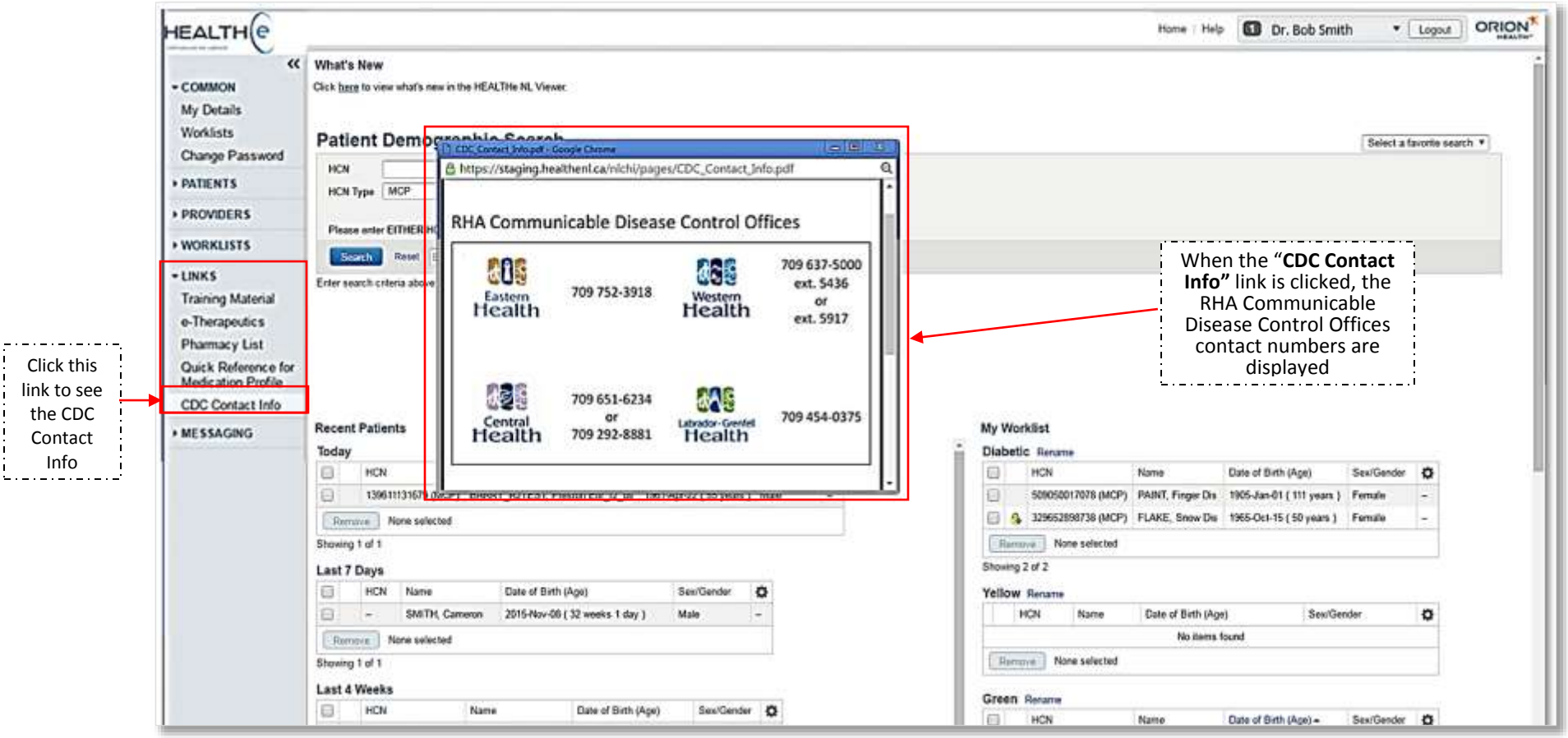



*Figure 112: Clinician Homepage showing RHA Communicable Disease Control Offices Contact Information*

Return to menu

# Patient Privacy and Consent

Return to menu

The patient's profile may be restricted or limited due to consent or directives present on the patient's electronic health record. When a patient's profile is protected by a consent directive, it is said to be **masked**. Patients with masked profiles appear in patient lists including worklists, recent patients, and patient search results with a lock icon ***(Figure 113)***.

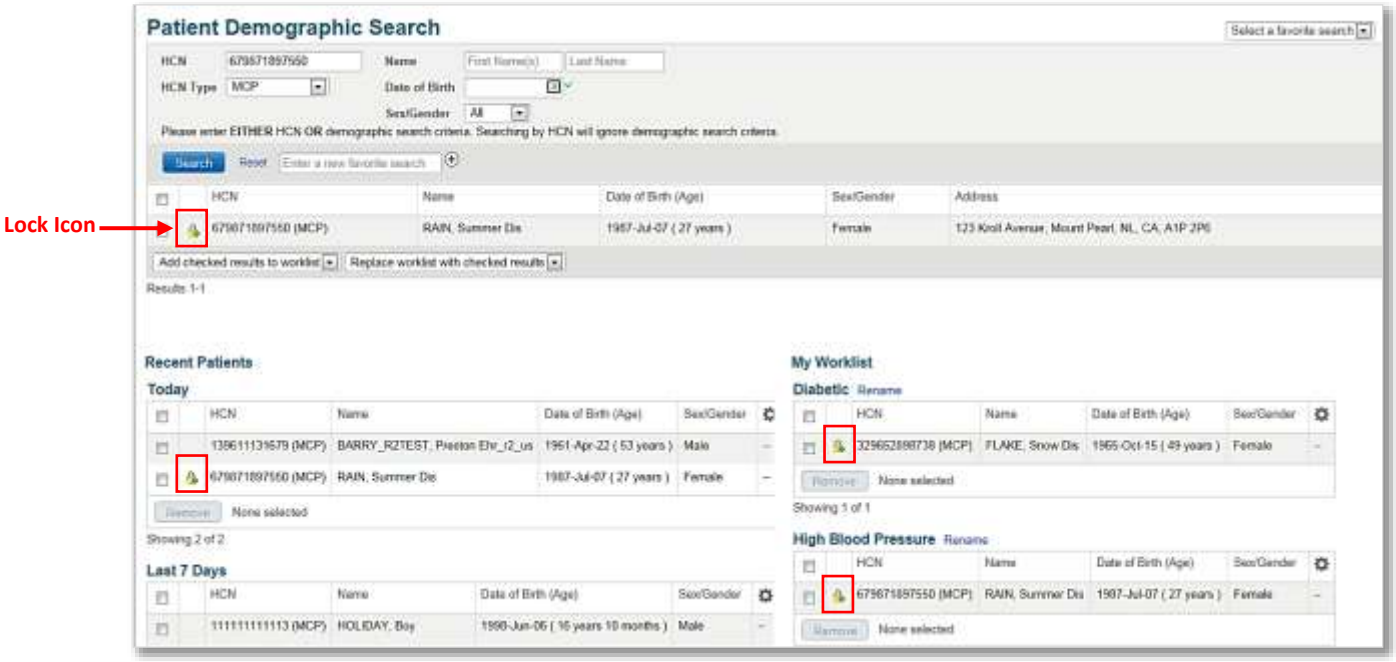



*Figure 113: Search Results, Recent Patients, Diabetic, and High Blood Pressure worklists showing patient with Masked Profile*

Note that the merged patient indicator, see section "Merged Patient" for details about Merged Patients, takes precedence over the privacy indicator described in this section. If a patient has been merged, the user will see the merged patient indicator . When the merged indicator is cleared, then the user may see the lock icon if the patient has a privacy/consent directive on their profile ***(Figure 114).***

*Figure 114: Lock icon indicator*

Return to menu

## Patient Privacy and Consent: Privacy Override

Return to menu

When the user encounters masked data due to information privacy, if it is needed (i.e. emergency, unconscious patient, etc.) the user can override this restriction by clicking on the patient's row. When clicking on the patient's row, the privacy override page is opened ***(Figure 115).***

*Figure 115: Privacy Override Page*

In this page you can choose from **either** open the file with "**Patient Consent**" or to "**Break the Glass**" ***(Figure 115)***. Please note that **"Break the Glass" will generate an audit process.**

- **Patient Consent:** Consent Given By (Patient or Patient Representative) information, Consent Mechanism (Physical Presence or Verbal) and the Keyword needs to be entered. Patients who have masked their profiles have a keyword available that they will share with the HEALTHe NL user if they decide to allow the user to see his/ her information.
- **Break the Glass:** this functionality is to be used in emergency or urgent situations where your clinical judgement determines the need to look at patient files immediately. You can either break the glass due to an "Emergency" or "Professional Judgment" ***(Figure 116)***.

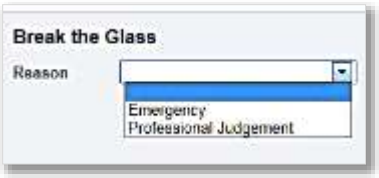


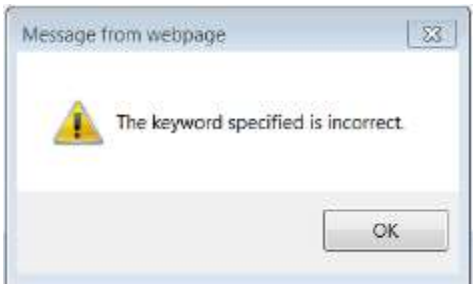

*Figure 116: Break the Glass options*

Return to menu

### Patient Privacy and Consent: Privacy Override Submission

Return to menu

Upon clicking the "Override" button on the Privacy Override page, the privacy override information is validated. If the override is successful, the user is redirected to the Patient Dynamic Summary, see section "Patient Dynamic Summary" for details about Patient Dynamic Summary. If the privacy override fails due to the wrong keyword being entered, the user will see the following keyword error:




If the "Cancel" link is clicked instead of "Override", no validation is performed, and the user is redirected to the Clinician Homepage.

Return to menu

# Change Password

Return to menu

Users can change their password anytime they need it (i.e. users do not need to wait for the password to expire).

To change password click on the “Change Password” link that appears in the Clinical Portal Menu in the Clinician Home Page and the “Password Change” page will open ***(Figure 117).***

***Figure 117: Password Change Page***

- The HEALTHe NL collects the Old Password, and then your New Password has to be entered twice (the “confirm” box should *also* contain your new password) ***(Figure 117).***
- For your reference password:
  - Must contain numbers, lower and upper cases letters.
  - Must be at least 8 characters and maximum 12 characters.
  - Can contain special characters (i.e. "!#$%&*()+/-"). No French characters or accents are allowed.
  - User's password can't be the same or reverse as their Username, and should not contain the user's name or initials.
  - Password expires every 180 days.

Return to menu

# Merged Patients

Return to menu

Due to activity in the Client Registry, patient identities may be merged or unmerged. When this occurs, the affected patient appearing in a user's patient list (including any worklists, recent patients list, or a patient search result) will be indicated with an icon, called the merged patient indicator ***(Figure 118).***

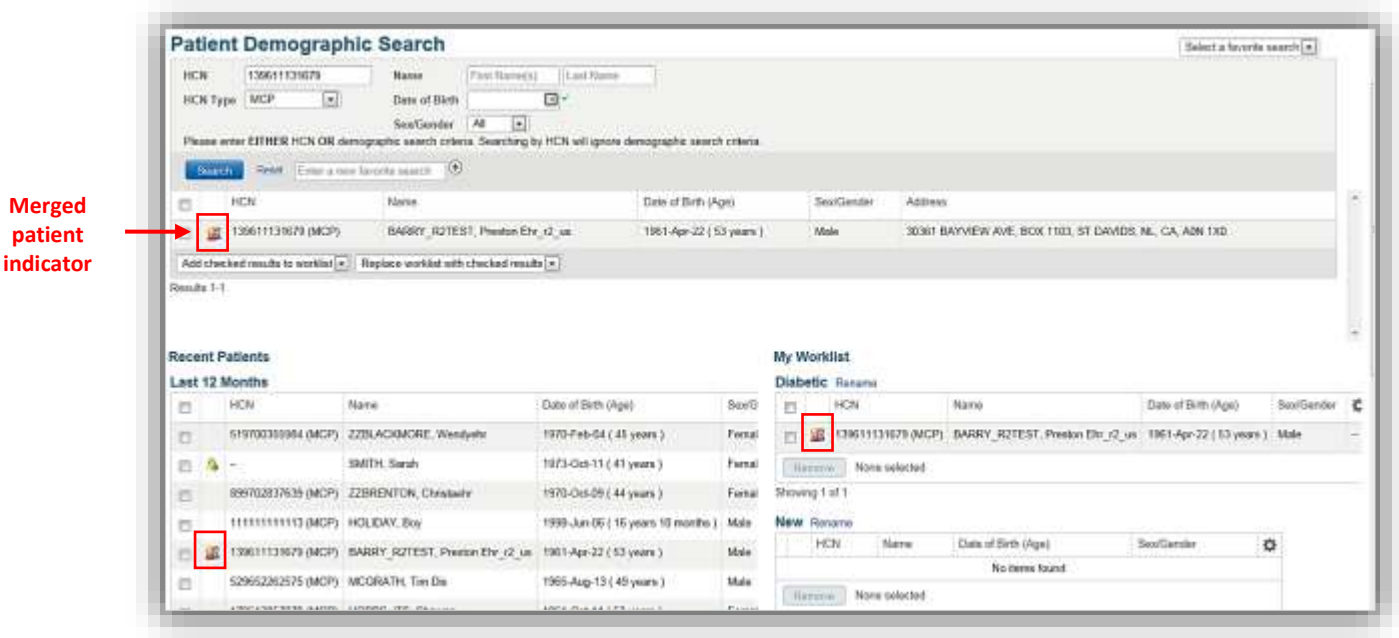



*Figure 118: Patient Search Result, Recent Patients worklist and Diabetic Worklist showing merged patient indicator*

When the merged patient indicator is present, the patient may not be brought into context by clicking on the patient record appearing in the patient list. The patient must be manually removed from any user worklist (including the recent patients list), and subsequently the user may search again for the patient. These actions cause the merge indicator for the patient to clear, and the patient may be subsequently re-added to any worklists if desired. See section "Configuring My Worklists: Adding Patient to my worklist" to learn more about how to add patients to a worklist. Note that the merged patient indicator takes precedence over the privacy indicator, see section "Patient Privacy and Consent" for details about privacy indicator. If a patient has been merged, the user will see the merged patient indicator . When the merged indicator is cleared, then the user may see the lock icon if the patient has a privacy/consent directive on their profile.

*Figure 119: Merged Patient Indicator*

Return to menu

# Global Menu – New Update May 2016

Return to menu

The **Global Menu** refers to the user's account information and the **Home**, and **Help** options at the top right of the screen ***(Figure 120).***

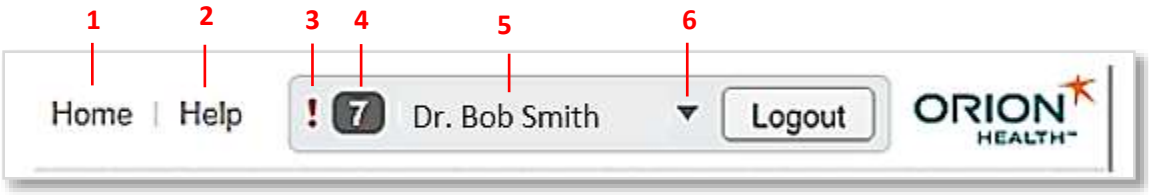



*Figure 120: Global Menu*

The Global Menu is always accessible from any screen in HEALTHe NL and provides the following functionality ***(Figure 120)***:

1. **Home:** Displays the Clinician Home Page. If you are already viewing this page, clicking this menu item will refresh the contents of the page. See "Clinician Home Page" section.
2. **Help:** Displays the online help pages in a pop up window.
3. **!** : If one or more of the results or reports has been identified as critically abnormal (Laboratory Results) or STAT (Diagnostic Imaging Reports) a red exclamation mark **!** will appear next to the left of the Messages indicator.
4. 7 **Message Indicator** = Displays the number of new messages received in the messaging Inbox.
5. **Account Information:** Displays the name of the user currently logged in.
6. ▼ Clicking on the **drop-down arrow** next to the user name displays user settings option. By clicking on it you will access "My details" page where you can specify your individual user settings. To learn more about this please see section "My details".

7. Logout - will immediately log you out of the system.

**Important Note**: Using the X button, in the top right of your browser, will close your window but will not log you out of the system

Return to menu

# Inactivity Timeout

Return to menu

**New update March 2016**

HEALTHe NL global inactivity timeout is **35 minutes**. After this time has elapsed, the system will log you out.

- 60 seconds before the user is automatically timed out, a **warning popup appears** and counts down to zero, at which time the user is logged out and returned to the login page. When this appears, you can select to "Stay Logged in" to go back into HEALTHe NL.

Return to menu

# My Details Page

Return to menu

The "My Details" page enables you to view basic information about the current user (you): Username, Role I perform (role set up in HEALTHe NL), Inactivity Logout information, and Groups I belong to (Group set up for the user in HEALTHe NL) ***(Figure 121).***

Below the **Users** section, it will be displayed the user's email (If the user provided an email when registering for HEALTHe NL), and Full name will be displayed (***Figure 121).***

In the **Clinician Homepage** section, the user can also select and manage worklists **(*Figure 122).*** See section "My Details Page: Selecting a Worklist to display in the Clinician Homepage" to learn more about this.

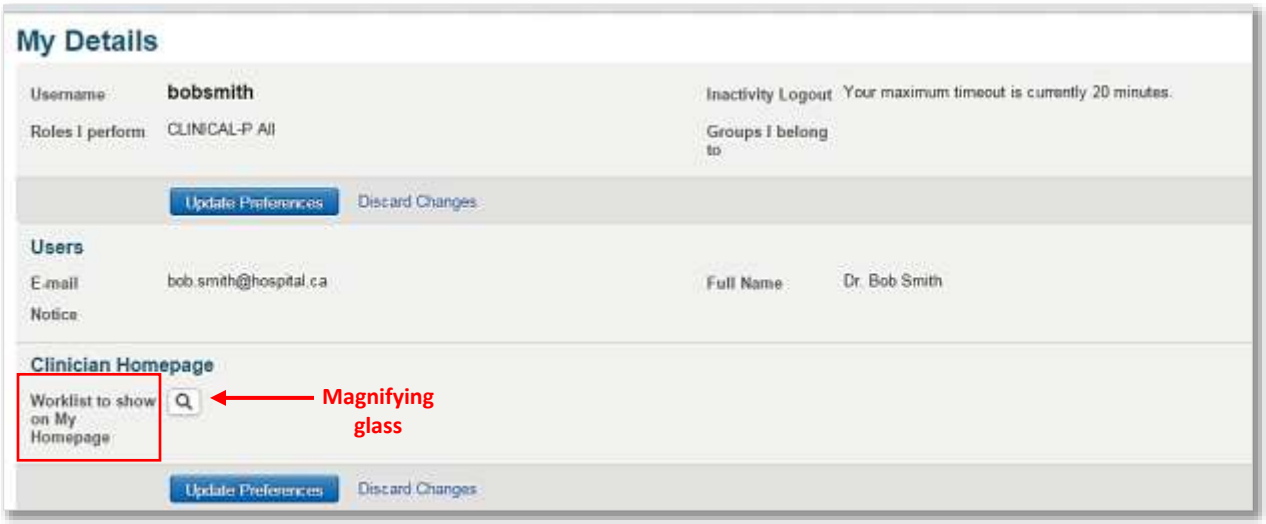



*Figure 121: My Details page*

Return to menu

- **My Details Page: Selecting a Worklist to display in the Clinician Homepage**

Return to menu

The user can select and manage worklists from "My Details" Page ***(Figure 121)***.
At present, only one "favourite" worklist can be selected to display on the Clinician Homepage. Otherwise, all worklists will be displayed by default.
To select a favourite worklist:

- Under **Clinician Homepage section**, on "Worklist to show on My Homepage" area, click the magnifying glass icon next to this (***Figure 121)***.
- A pop up window will displayed all the worklists available ***(Figure 122).*** Select the one you want to display on the Clinician Homepage by clicking on it.

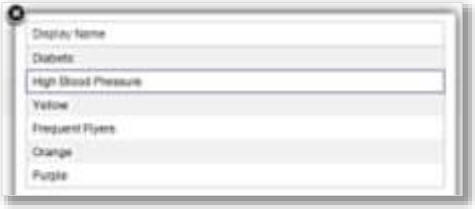



*Figure 122: Worklists available*

- The pop up window will close and the selected worklist will appear next to the magnifying glass ***(Figure 123).***
- Click the "Update Preferences" button. If you forget to click this button the changes won't be processed.
- Go to Clinician Homepage and only the worklist selected should be displayed.
- **To remove the Worklist** selected and display again all the worklists in the Clinician Homepage, go to "My Details" page and on "Worklist to show on My Homepage" click on the "x" that appears next to the selected worklist name and then click the "Update Preference" button.

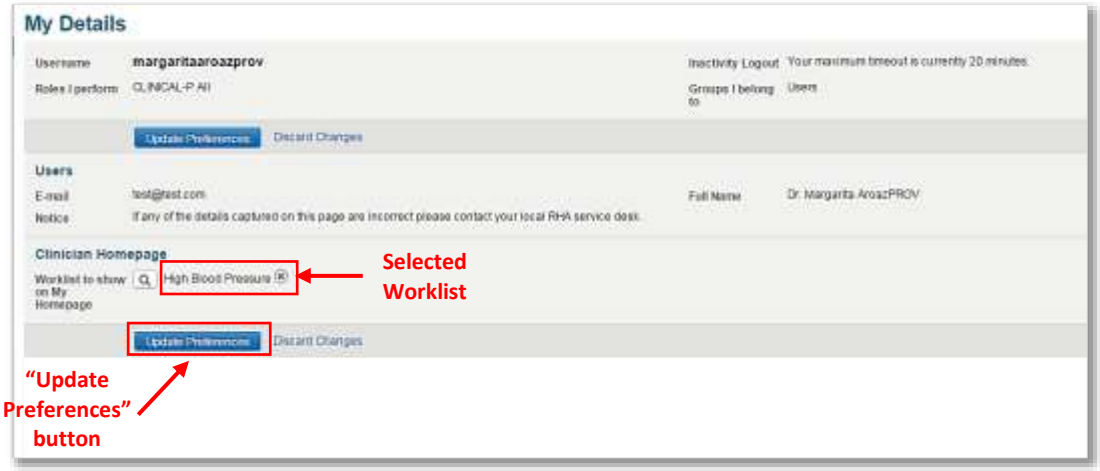



*Figure 123: My Details Page displaying the preferred Worklist to be displayed in the Clinician Homepage*

Return to menu

# Printing

Return to menu

On all clinical information HEALTHe NL viewer pages, you will find a "Printer Friendly Version" link that allows you to print data as needed. The print job will render to a PDF file, which can then be sent to a printer of your choosing ***(Figure 124).***

Please note that clicking on the "Printer Friendly Version" link will not only print the data shown on the screen, but will also provide a print-out of the complete set of data available in the relevant table (i.e. if there is more than one page of results, the Printer Friendly output includes all pages, not just the page on screen when launched).

The print out will also include header and footer information that includes patient identification information (header) and user information (footer) ***(Figure 124)***.

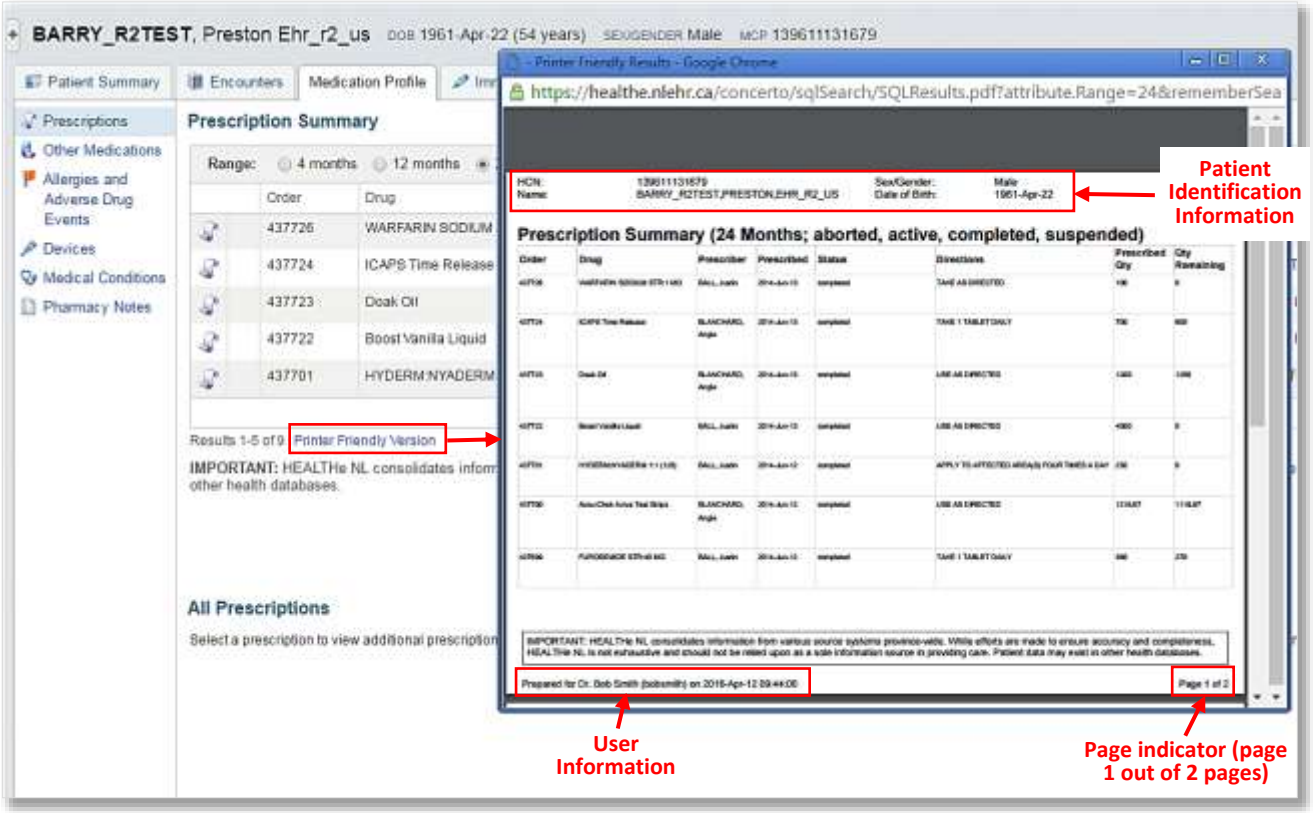



*Figure 124: Printer Friendly Version - Medication Summary Printout Preview*

Return to menu

# Provider Demographic Search

Return to menu

The Provider Demographic search allows the user to search for a healthcare provider using their identifier, and identifier type or demographic information (First & last name, and Provider Type). The Provider Demographic search is available from the Clinical Portal Menu ***(Figure 125).***

By default, the Provider Demographic Search returns only "Active" providers. To include "Inactive" providers in your search, uncheck the "Active Only" tick box next to Status ***(Figure 125).*** By un-checking the box, *both* Active and Inactive providers will be returned.

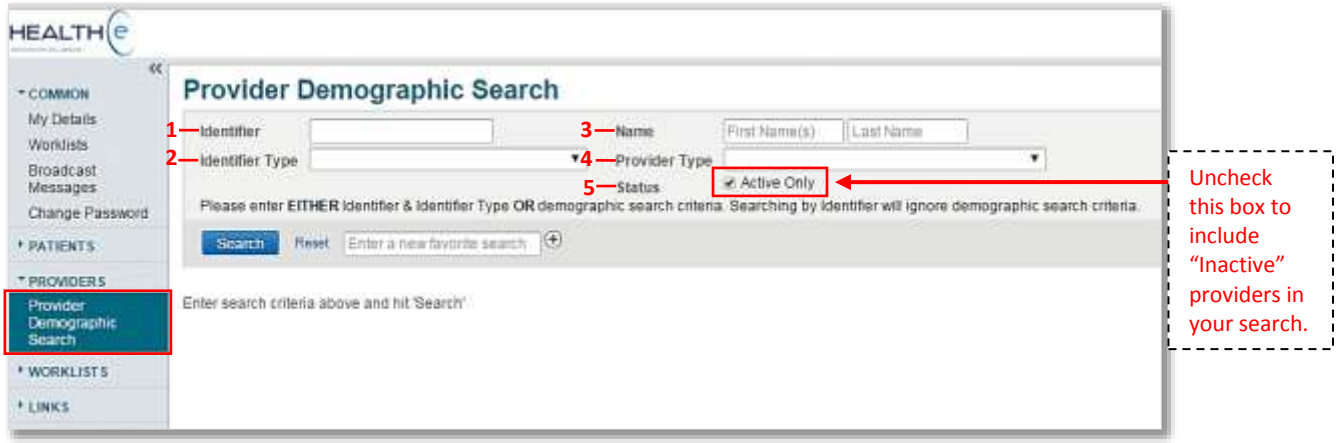



*Figure 125: Provider Demographic Search Page*

- **Provider Demographic Search: Searching by provider's Identifier and Identifier Type**

1. **Identifier:** It refers to the provider's license number.
2. **Identifier type:** It denotes which type of provider you are seeking. A dropdown list to select from is displayed when clicking on the arrow next to the identifier Type box ***(Figure 126).***

*Figure 126: Identifier Type drop down list*

When the identifier and Identifier type are entered, click the Search button.

Return to menu

- **Provider Demographic Search: Searching by provider's demographic information**

Return to menu

3. **Name:** It refers to the provider's First and last name. ***(Figure 127).***
4. **Provider Type:** It refers to the provider type. A dropdown list to select from is displayed when clicking on the arrow next to the Provider Type box ***(Figure 127).***
5. **Status:** Refers to the status of the provider, "Active "or "Inactive" ***(Figure 127).***

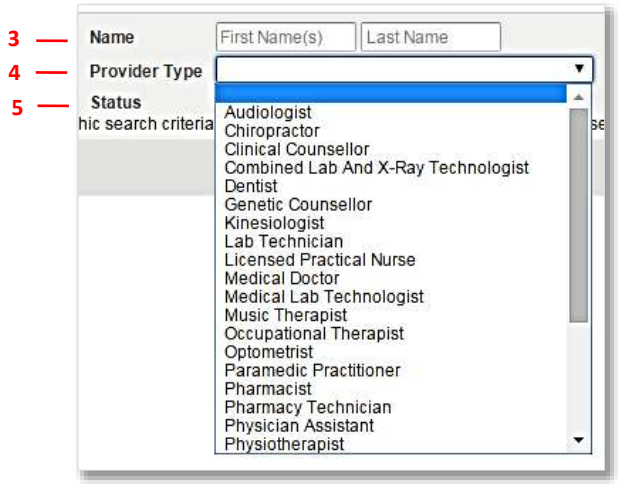



*Figure 127: Provider Type dropdown list*

Wildcards can also be used to search for a provider (% or *). To use wildcards, you must have a minimum of one character and a wildcard. As well, characters in *both* the first and last name fields are required. For instance to search for a provider with a hyphenated name (i.e. Gail Dicks-O'Keefe) you have to use wild card ***(Figure 128).***

*Figure 128: Searching a provider with hyphenated name*

**Please note:**

- A maximum of **100** search results are returned.
- An RN (Registered Nurse) search can occasionally return 2 records for one person as sometimes an RN is also an RNP (Registered Nurse Practitioner) and are registered with two colleges). Therefore, if a user enters a RN/RNP license number for a provider demographic search, they may see two records returned if that provider is a nurse practitioner.
- When searching by provider demographics, the user must:
  - Enter *both* the first and last name; OR
  - Enter both the last name and provider type.

Return to menu

# My Worklists

Return to menu

HEALTHe NL provides six worklists which can be used to store quick links to patients which are of interest to the user. If a user knows they need to regularly access the same patient, they can manually add them to a worklist. See section "My Worklist: Adding patients to My worklist" section to learn more about this.

By default these worklists are named Red, Blue, Yellow, Green, Orange and Purple, but can be renamed to something more meaningful by each user (i.e. My Diabetic Patients, High Blood Pressure, etc.) ***(Figure 129).***The maximum number of patient records that can be added to each worklists is 100. Once the limit for each worklist is reached, the user will get a message requesting to move a patient in order to add a new one ***(Figure 130).***

*Figure 129: My Worklist*

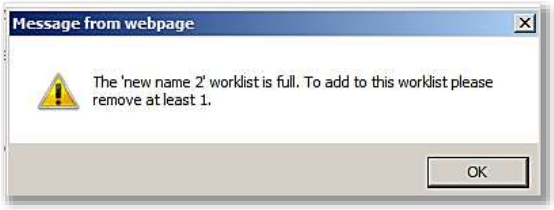



*Figure 130: Worklist full message*

Return to menu

## My Worklists: Configuring My worklists

Return to menu

You can configure your worklists by accessing the "Worklists" link via the Clinical Portal Menu on the left-side navigation pane or through the "My Worklist" display on the Clinician Homepage ***(Figure 131).***

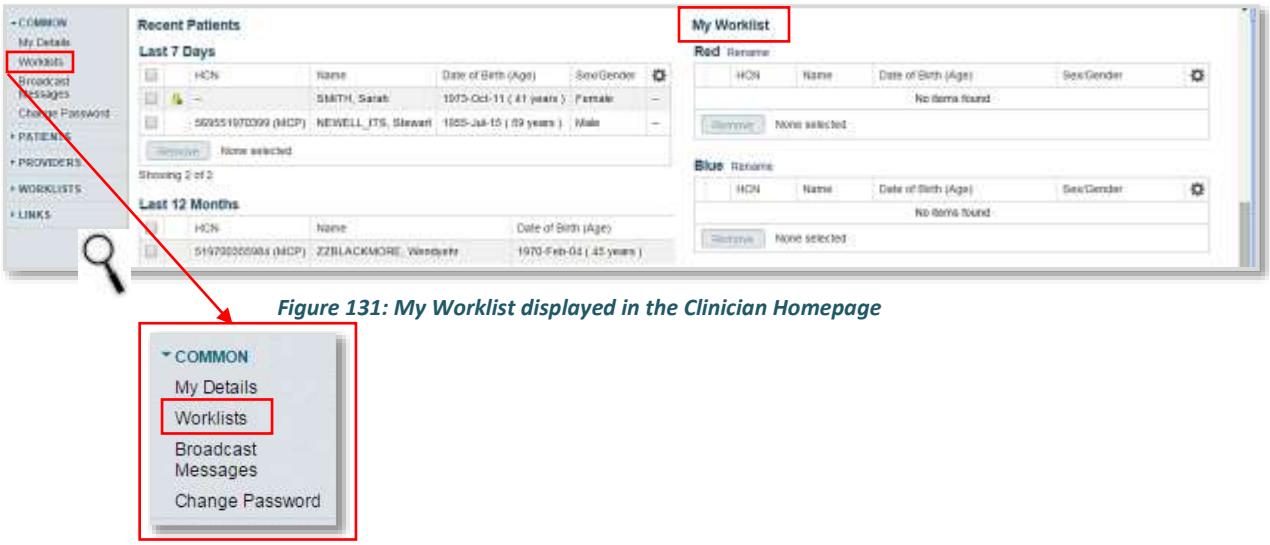



*Figure 131: My Worklist displayed in the Clinician Homepage*

### Configuring My Worklists: Renaming "My worklist"

"My Worklists" can be renamed by the user based on desired function (i.e. "My Diabetic Patients"). To change a worklist name, click on the "Rename" link ***(Figure 132).*** Once you have clicked on the rename link – you can rename the worklist by typing in a new name in the area where the worklist's name appears, then click the "Save" link ***(Figure 133).***

*Figure 132: Rename link - Renaming a Worklist*

*Figure 133: Save link - Renaming a Worklist*

Please note that when renaming a worklist; the name shown on the worklist link, on the Clinical Portal Menu, *will not be updated until the next sign in, or upon refresh* of the page.

Return to menu

## – Adding or removing columns from "My worklist"

Return to menu

The patient records contained on each worklist by default are displayed in the following format ***(Figure 134)***:

1. Health Care Number (HCN)
2. Person Name (**Error! Reference source not found.**)
3. Date of Birth (Age) (**Error! Reference source not found.**)
4. Gender (Male, Female, Unknown)

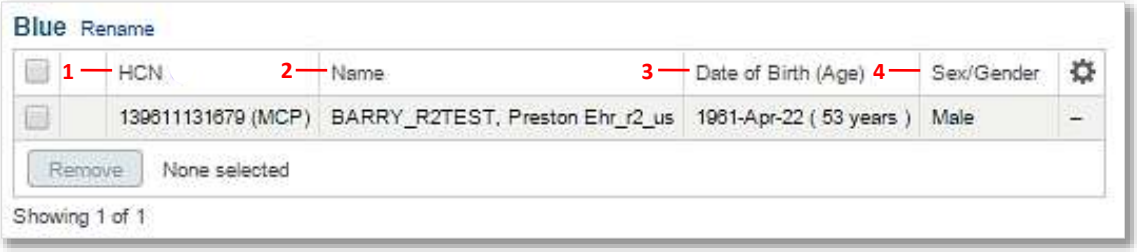



*Figure 134: Worklist Format*

The worklist format can be adjusted by a user via the Settings icon in the top left corner of the worklist. Upon clicking the Settings icon ⚙, a popup allows the user to add or remove data elements from the worklist format that have been configured as "optional" by the Clinical Portal administrator. As shown below in ***figure 135***, "HCN" and "Name" are not able to be removed from the Worklist Format, whereas "Date of Birth (Age)" and "Gender" are optional.

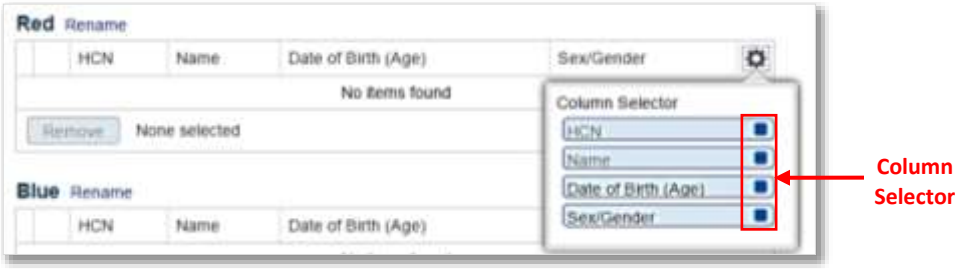



*Figure 135: Popup showing configurable data elements in a Worklist*

Use the column selector ■ to add or remove columns from your worklists. Please note that each worklist is unique. If you wish to add or remove columns, you will need to adjust each worklist individually.

Return to menu

## – Configuring My Worklists: Adding patients to My Worklists

Return to menu

There are two ways to add a patient to a worklist:

1. **From a Patient Search:** From the results of a patient search select the checkbox next to the patient's identifier you want to add. Then select the worklist option from either of the two drop-down lists ("Add checked results to worklist", or "Replace worklist with checked results") located at the bottom of the "search" section. Please note that if you can't see the drop down lists you may need to scroll down to the bottom of the "Search" section. There are 6 worklists available to select from: Red, blue, yellow, green, orange, and purple.
   - **Add checked results to worklist**: Add the selected patient names to the top of the worklist without affecting the names which are already on the list. If the results of this action increase the list past the maximum number of 100, you will get a message requesting to move a patient in order to add a new one ***(Figure 136).***

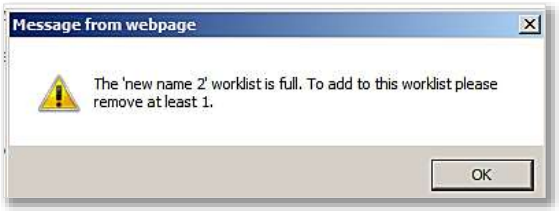



*Figure 136: "Worklist Full" message*

   - **Replace worklist with checked results:** Replaces all patient names in the worklist with the names selected from the patient search.

2. **From the Patient Context Bar:** The patient context bar (see patient Dynamic Summary Section) displayed for a selected patient includes a **Worklist** icon next to the left side of the patient's MCP number which can be used to manage the user's worklist memberships. To add a patient to a worklist click on the worklist icon, the available worklists will appear, select the box next to the worklist(s) you want to add the patient to. If the patient is currently on a worklist, the flag's background colour will match the colour of the flag associated with that worklist. If the patient is on two or more worklists, the background colour will match the first worklist the patient has been added to, based on the order displayed in the drop down list (red, blue, yellow, green, orange and purple).

   Please note that the default sorting in all worklist is by MCP #. However it is possible to sort by "Name", "Date of Birth (Age)", and "Gender" by clicking on the corresponding title.
   To see the patient added/ removed to your worklist it has to be refreshed (F5)

- To **remove** a patient from a worklist, check the box to the left of the applicable row and click the "remove" button.

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# Navigation to other Patient Search Results

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Only if your HEALTHe NL role is set up to search for a patient by First Name and Last Name you will be able to navigate through other patient search results. When a patient is put into context from the Patient Search Results, the records that were returned in the Patient Search Results remain in memory. In the Patient Context Bar, on the right corner clicking the icon redisplays the list of patient search results or worklist entries, allowing a different patient to be selected. Additionally, the and icons can be used to change the patient in context to the previous or next patient in the list, respectively. ***(Figure 137).***

Clicking the next to the contexts icon (on the left) closes the Patient Dynamic Summary and it goes back to the previous page the user was using before the patient was brought into context. ***(Figure 137).***

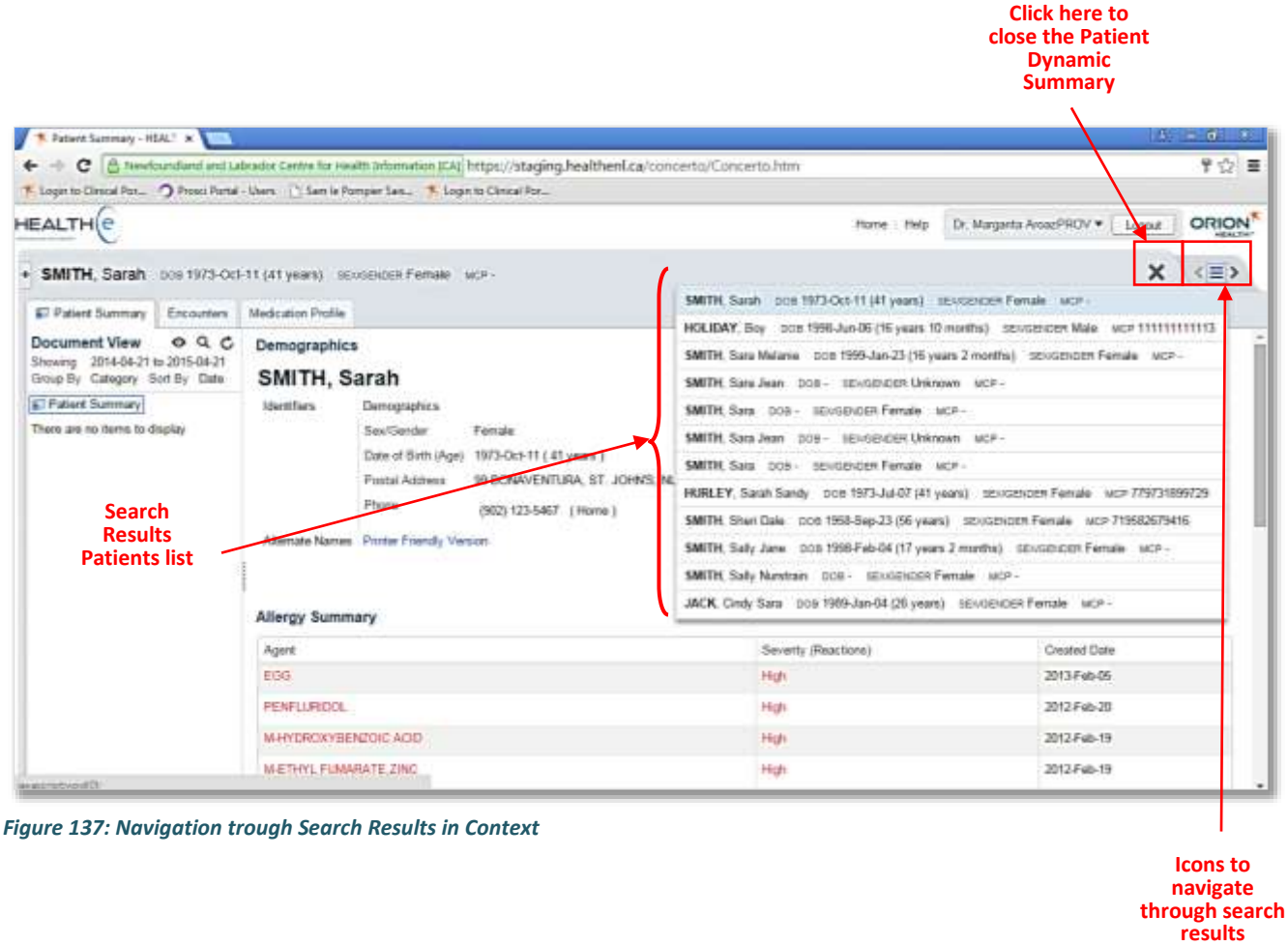


*Figure 137: Navigation trough Search Results in Context*

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