



Practice Support Program

OSCAR:

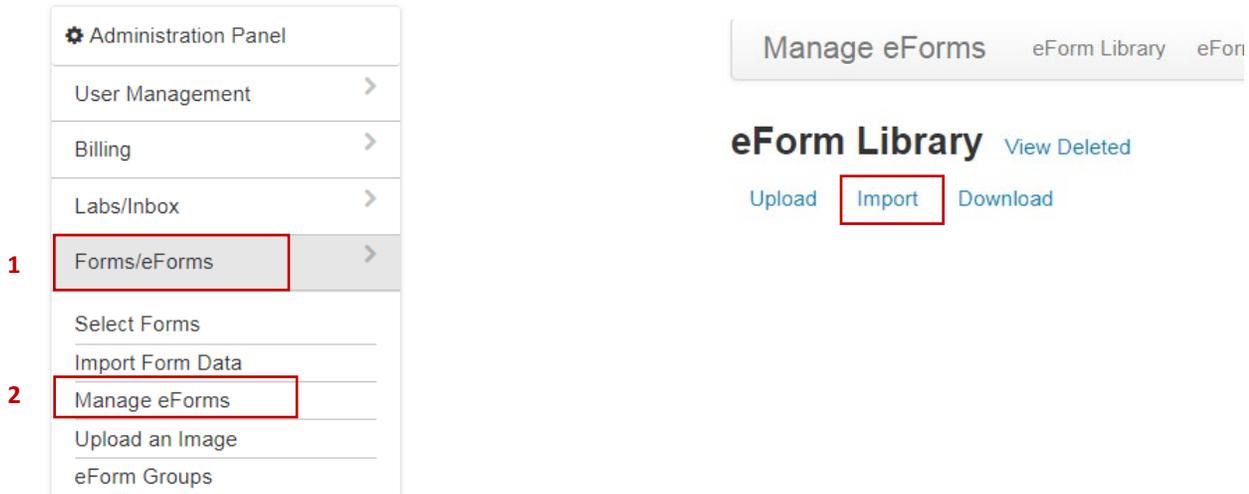
eFORMS

Importing From a Zip File
Naming eForms
Finding eForms
eForm Groups

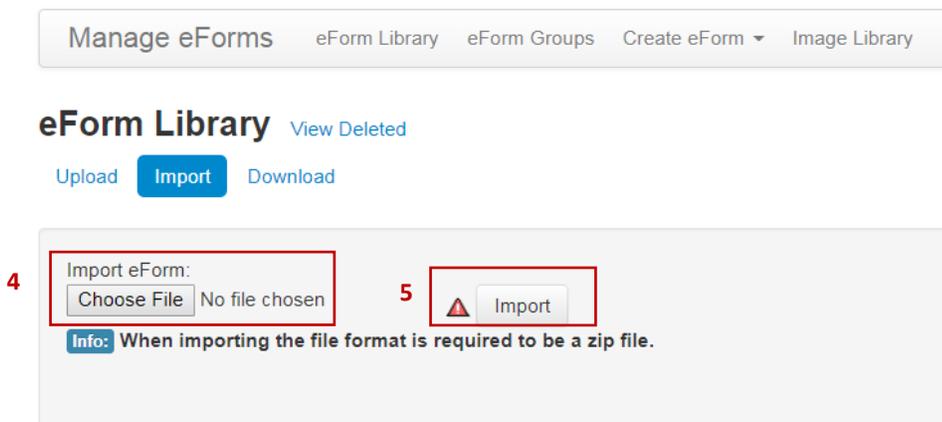
How to Import an eForm from a zip file

Have the eForm zip files handy in a folder on your desktop or on a USB - whatever is easiest to find. If you are getting them from the Oscar BC ([link](#)) or Oscar Canada website ([link](#)) – you need to download them to your computer first.

1. In Administration select Forms/eForms
2. Manage eForms
3. Select Import (not upload!)



4. Select Choose File - Find the zip file on your desktop or USB & double click on the zip file you want to upload
Note: do not open the zip file prior to uploading – load it as a zipped file
5. Select Import – depending on the size of the file, this may take a few moments



If the eForm image already exists, there will be a warning saying the form already exists. Select Import again (a), if it is a duplicate, the form will not upload twice, it's often just the image file from the old form that it's finding - the new form will still upload & appear at the top of your list. If you have an old form that you are replacing, delete the old form first then upload the new version.



Changing the name of your eForms

If you want to change the name of an eForm, on the far right hand side you will see an Action column with 3 icons: edit, export, delete. It is a good idea to have a naming convention for your eForms – more on this below under “Finding your eForms”.



1. Edit
2. Export
3. Delete

- a. Select Edit
- b. Type in the new name of the eForm
- c. You can add additional information that will appear beside the eForm name
- d. Select "Save" at the bottom of the page.

eForm Name	Additional Information	Modified Date	Modified Time	Role Type	Action
PHC Xray	print to give to patient; walk-in basis	2019-03-26	21:51:01	null	
PHC Geriatric Ambulatory Clinic	fax; they'll contact pt	2019-03-26	21:50:51	null	
PHC CT Scan	fax; they'll contact us	2019-03-26	21:50:38	null	

Edit eForm

Last Saved: 2018-11-15 11:04:32

eForm name: Additional Information: Role Type: - select one - Show Latest Form Only Patient Independent

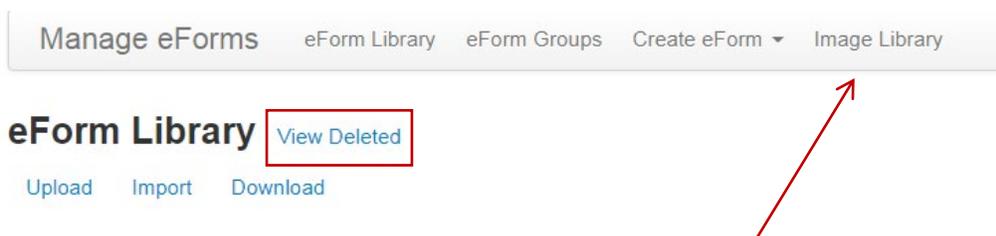
Edit HTML:

```
<html>
<head>
<META http-equiv="Content-Type" content="text/html; charset=UTF-8">
<title></title>
```

Be very careful in this section that you DO NOT edit the HTML file in any way or the eForm will no longer work correctly !!

Note: when changing eForm names – if you have any interactive eForms that link to other eForms (for example the pain toolkit or the new special authority forms) it will not be able to find the linked forms if you change their names, so for these forms you will need to forego your naming convention so that the interactive forms will still function.

Image Files & Deleted eForms

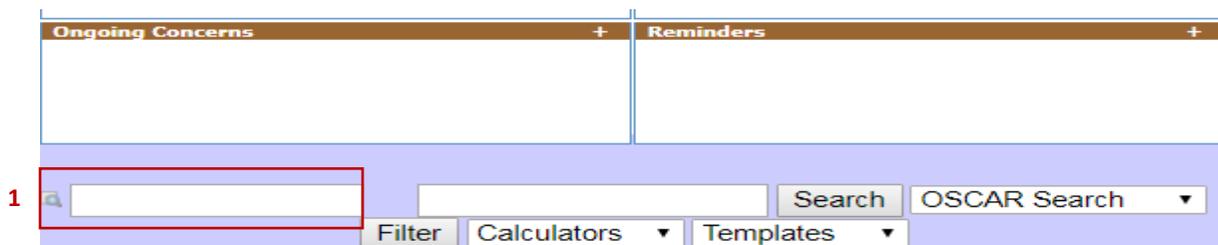


eForms are never actually deleted as it is necessary to keep the image file. Even though you have an option to delete an image file from your image library **DO NOT DO IT!!** Any old versions of a form that were previously used in a patient's eChart will not be able to be viewed properly if you delete the associated image file.

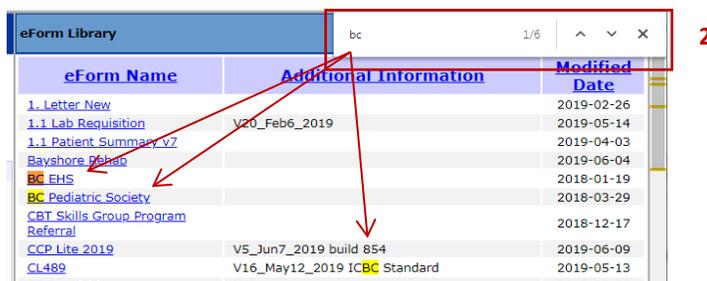
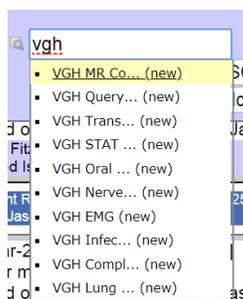
If you do delete an eForm by mistake – go to View Deleted & you will see the option to restore that eForm – practically foolproof ☺ This does not work for the image files!

Finding your eForms

There are several ways to find eForms from the eChart. This is easier, if you have a naming convention for your eForms – for example you might want to name all the forms you have for VGH – with that prefix – then when you are searching for forms you will get ALL of your VGH ones together. This works for any forms that you can cluster – Special Authority, BCCH, BCWH, VCH, FH, etc. You could prefix them with the type of form – Imaging, Lab, PN, GI, Screening, Cardio, etc.



1. You can find eForms using the search box in the eChart. For example, enter VGH and all the eForms you have with VGH in the title will show - select the one you want



2. You can use Control "F" (or Command "F" on a Mac) within the eForm list to find a word in the form's name
3. You can make eForm groups (see below – Making eForm Groups)
 - a. When you select a group you get a list of all the eForms that are in that group

Note: An eForm can be added to more than one group

- b. You can also set up an everyday or favorite group and put in the eforms you use the most. For group practices use initials or names to identify these. You can then set this as your favorite group and it will be the 1st list that opens .

eForm	eForm Library	
	eForm Name	Additional Information
Master Record	Burrard ECG Services	
Add eForm	CARAT Score	(t)Tool for assessing need for warfarin
Current eForms	CHA2DS2_VASc	AF Stroke Risk Calculator V2_Feb28_2018
Deleted eForms	CHADS2_score	(t)SPARC (AF Risk scoring system)
Manage eForms	CVS exam	(t)Template for CVS exam
3 View Group:	Framingham Calculator	(t)Cardiovasc Risk Calculator from UBC
a Show All	PHC Atrial Fibrillation Clinic 2013 V2	
Addictions (21)	PHC Cardiology Stress Test	PHC
Cardiology (19)	PHC Holter Monitor Requisition	PHC
Diganostic & Screeni (30)	PHC/VCH Echo Requisition	
b DT Everyday (0)	SA - Atrial Fibrillation	
EP Everyday (0)	SPH ECG Cardiology Lab Requisition	PHC
GB Everyday (0)	SPH Healthy Heart Program	fax; they'll contact us
GP Everyday (0)	SPH Vascular Lab Test Requisition	PHC
HW Everyday (0)	TIA Stroke Clinic VCH	Update Aug'13, V4
Lab & Diagnostic (44)	VCH TIA and Stroke Prevention	
Mental Health (20)	VGH Cardiac Function Clinic	VGH & UBC
Palliative Care (5)	VGH Cardiac Test	
Respiratory (14)	VGH Vascular Referral	
Special Authority (20)		
Womens Health (14)		

Making eForm Groups

Setting up eForm groups makes the task of finding the eForm you want a bit easier. Forms can be put into more than one group.

1. In Administration select Forms/eForms
2. eForm Groups or
3. If you are already in Manage eForms – select eForm Groups from that menu

4. Type in the name of the new group you want to create & select Add Group

Note: you cannot edit the name of the group later, you would have to delete it & start again ... so choose wisely 😊

eForm Groups

Group Name	eForms
	0

Adding eForms to a Group

To add eForms to a group

1. Select the group you want to add eForms to
2. Choose Add eForm

eForm Groups

Group Name	eForms
	0
Mental Health	31
MJF	11
Paediatric	13
Pain Management	3
Patient handouts	2
Prenatals	32
Radiology	35
Respiratory	17
Risk Tools	8

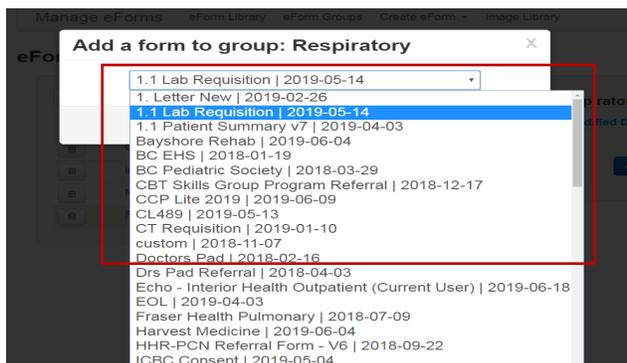
1

eForms in group: RESP	
eForm Name	Modified Date
505 US/Xray	2012-07-05
BCCH PFT	2012-05-10
COPD Advisor	2011-09-06
COPD Management Referral Form	2016-04-12
Fraser Health Lung Health Clinic	2016-03-06
Greig Xray	2012-05-02
Home Oxygen Program	2012-06-28
PHC Pulmonary Function Lab	2016-04-12
PHC Shared Care : chronic disease clinic	2016-04-12
QuitNowBCFax Referral Form	2014-01-16
SleepWorks Basic Referral	2015-12-08
SleepWorks Detailed Referral	2015-12-08
SPH Pacific Lung Clinic	2012-06-28
VCH Spirometry	2014-08-13
VGH Lung Centre - Respiratory Clinic	2016-04-12
VGH WALK-IN SPIROMETRY	2014-01-12
VGH/SPH/Fraser Health Spirometry	2012-08-15

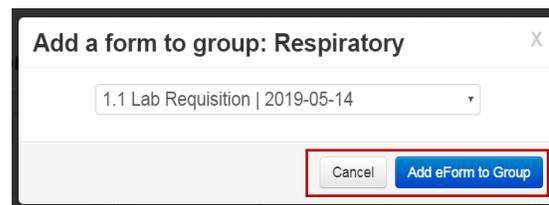
2

Add eForm

3. Use the drop-down menu to select the eForm you want to add
 4. Choose Add eForm to Group
- Repeat steps 2-4 to add additional eForms to the same group



3



4

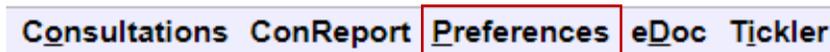
Setting your Favorite eForm Group

When you set a favorite eForm Group – it is the first group of forms that will appear when you are in a patient chart and add an eForm. You can put all the forms you use regularly into this group. You will still see all the other groups at the side, but the forms you use all the time will appear first.

eForm	eForm Library																																				
Master Record Add eForm Current eForms Deleted eForms Manage eForms View Group: Show All Additions (21) Cardiology (19) Diagnostic & Screeni (30) DT Everyday (11) EP Everyday (0) GB Everyday (0) GP Everyday (0) HW Everyday (0)	<table border="1"> <thead> <tr> <th>eForm Name</th> <th>Additional Information</th> <th>Modified Date</th> </tr> </thead> <tbody> <tr> <td>505 US/Xray</td> <td></td> <td>2012-07-05</td> </tr> <tr> <td>BCCH Radiology</td> <td>XRay, Fluoroscopy, Cath Lab, CT, US, Nuclear Med, MR</td> <td>2014-01-12</td> </tr> <tr> <td>Breast Imaging BC Standard</td> <td>(i)Breast imaging provincial</td> <td>2011-09-06</td> </tr> <tr> <td>Breastfeeding Clinic</td> <td>fax; they'll contact us/patient</td> <td>2012-06-05</td> </tr> <tr> <td>Canadian Blood Services Form</td> <td></td> <td>2012-01-04</td> </tr> <tr> <td>Greig Bone Density</td> <td>PATIENT CAN BOOK OWN APPT</td> <td>2019-06-20</td> </tr> <tr> <td>Greig U/S</td> <td></td> <td>2019-06-20</td> </tr> <tr> <td>Maternity Care Calendar</td> <td>(h)Handout calender for maternity care</td> <td>2012-06-19</td> </tr> <tr> <td>PN1-Genetic Screening</td> <td>(p)SIPS/QUAD-antenatal genetic screening</td> <td>2012-08-13</td> </tr> <tr> <td>Prenatal Serology</td> <td></td> <td>2012-04-04</td> </tr> <tr> <td>VGH Cardiac Test</td> <td></td> <td>2012-05-09</td> </tr> </tbody> </table>	eForm Name	Additional Information	Modified Date	505 US/Xray		2012-07-05	BCCH Radiology	XRay, Fluoroscopy, Cath Lab, CT, US, Nuclear Med, MR	2014-01-12	Breast Imaging BC Standard	(i)Breast imaging provincial	2011-09-06	Breastfeeding Clinic	fax; they'll contact us/patient	2012-06-05	Canadian Blood Services Form		2012-01-04	Greig Bone Density	PATIENT CAN BOOK OWN APPT	2019-06-20	Greig U/S		2019-06-20	Maternity Care Calendar	(h)Handout calender for maternity care	2012-06-19	PN1-Genetic Screening	(p)SIPS/QUAD-antenatal genetic screening	2012-08-13	Prenatal Serology		2012-04-04	VGH Cardiac Test		2012-05-09
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From the main tool bar on the schedule screen select Preferences

Note: anything set up in preferences is specific to your log-in and will not affect anyone else using the EMR



Scroll waaay down & find Set Favorite eForm Group

Select your everyday group from the drop down menu & save