



# Hospital Report Manager (HRM)

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## *User Training Guide*

This guide provides an overview of how to retrieve and transfer data from the Hospital Information System (HIS) into the physician's InBox within OSCAR EMR using the Hospital Report Manager (HRM). This will meet the OntarioMD requirement

## Introduction

This user guide describes how OSCAR receives electronic transfer of hospital reports from the Hospital Information System (HIS) through the Hospital Report Manager (HRM). This hospital reports includes the patient's discharge summary report, digital images and ER notes. This document further illustrates how to access and navigate through the hospital reports that has been transferred directly into the physician's OSCAR EMR.

## Accessibility

These enhancements can be accessed by the Most Responsible Provider (MRP) who is either the family doctor or a nurse practitioner. **Note:** - *The HRM reports also show up in eChart*

CPSO # for Doctors, and CNO # for Nurse Practitioners should be set in the provider record to facilitate the provider matching (which influences the inbox)

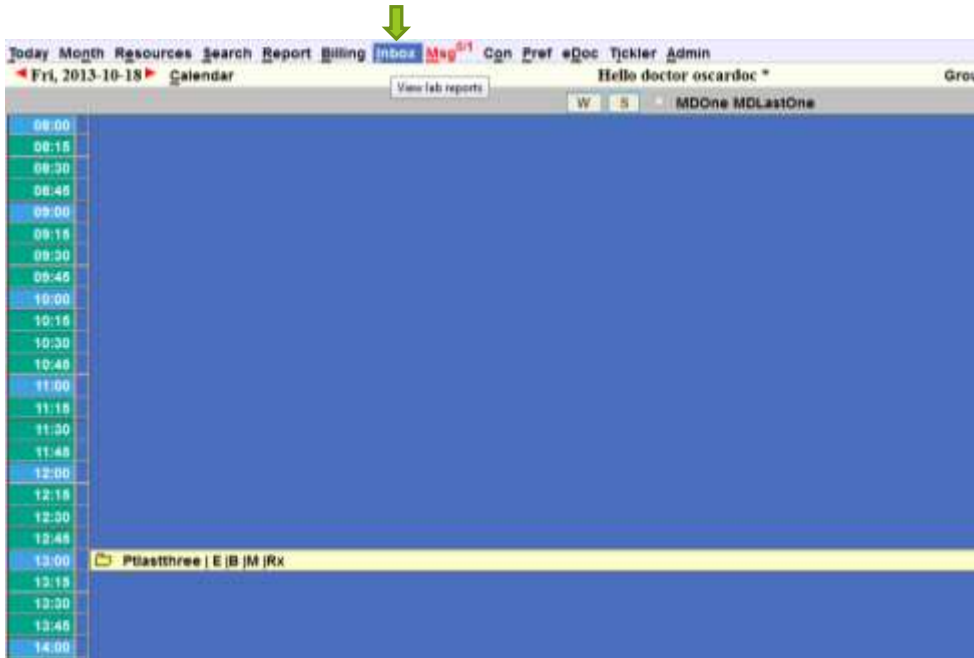
Health providers should make sure the patients' information is kept up to date...in particular HIN

### Receive & Transfer of Hospital Report from HIS by HRM into OSCAR EMR

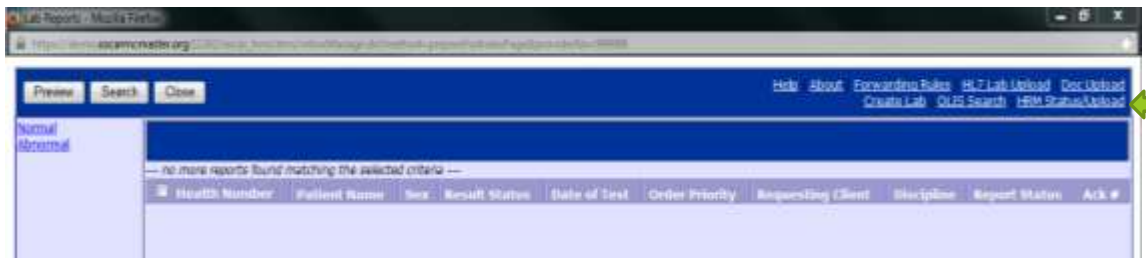
1. To access the hospital reports transferred from HIS into OSCAR, **log in** to OSCAR with your credentials.

2. The **InBox** tab is then selected from the navigation top menu tabs.

**Note:** - HRM can also be accessed by selecting **Admin** tab, then scroll to the Integration section.



3. Select **“HRM Status /Upload”** on the left top menu tab in the InBox screen to **OPEN** Hospital Report Manager pop-up window.

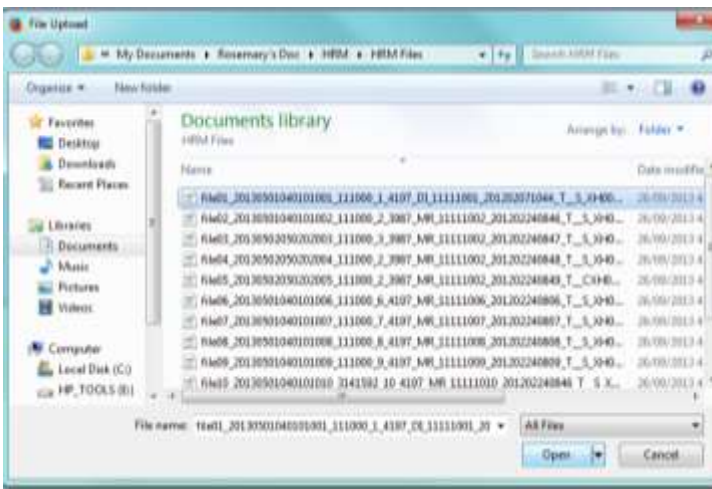


- a. HRM Status is Idle when the server is not connected to the HIS.  
Else, Select **“Fetch New Data from HRM”** to retrieve hospital reports from HIS.

**Note:** - If something goes wrong during **AUTOMATIC** or **MANUAL** polling, then the error message will be sent to the user via **OSCAR** message.



However, to access the hospital reports that were already uploaded into the computer  
 b. Select **“Browse”** to retrieve and **OPEN** these hospital reports from stored location



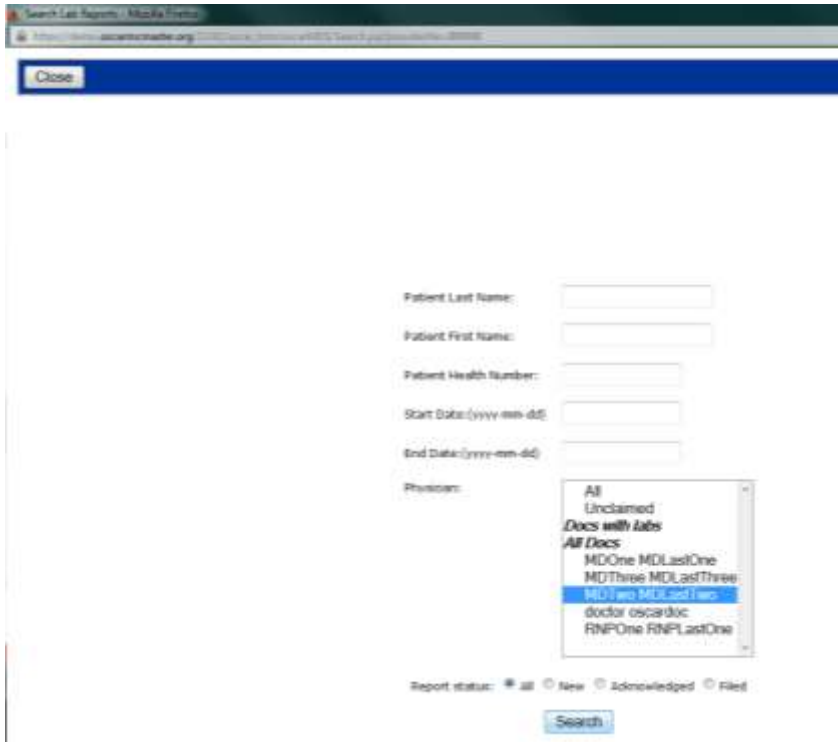
c. Select **“Upload”** to transfer a copy of the selected file into OSCAR InBox



4. Select **“Search”** option from the top right buttons in the InBox screen to **OPEN** the Patient & Provider Search window



a. Type Patient's name or Select the Provider's name from the list of Physicians provided

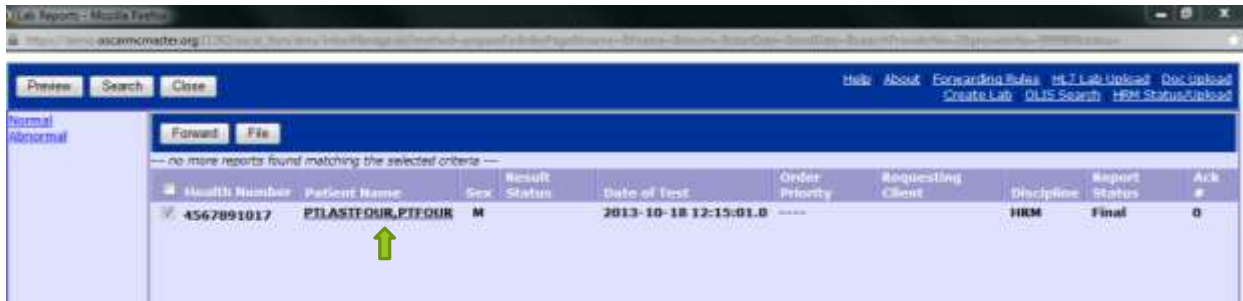


b. Select the **“Search”** button to SEARCH & CLOSE the window and OPEN the list of hospital report for the specified physician within the InBox Screen.

This produces a list of patients report for the specified physician. Each patient is automatically matched to the EMR using the following fields

- 1) Patient Last Name;
- 2) Health Card Number;
- 3) Health Card Province;
- 4) Gender;
- 5) Date of Birth; and,
- 6) Patient First Name.

**Note:** - If an HRM report does NOT match any provider, it can be found in "unclaimed" section of inbox.



5. Select the required Patient's report OR double click on the name to OPEN report.



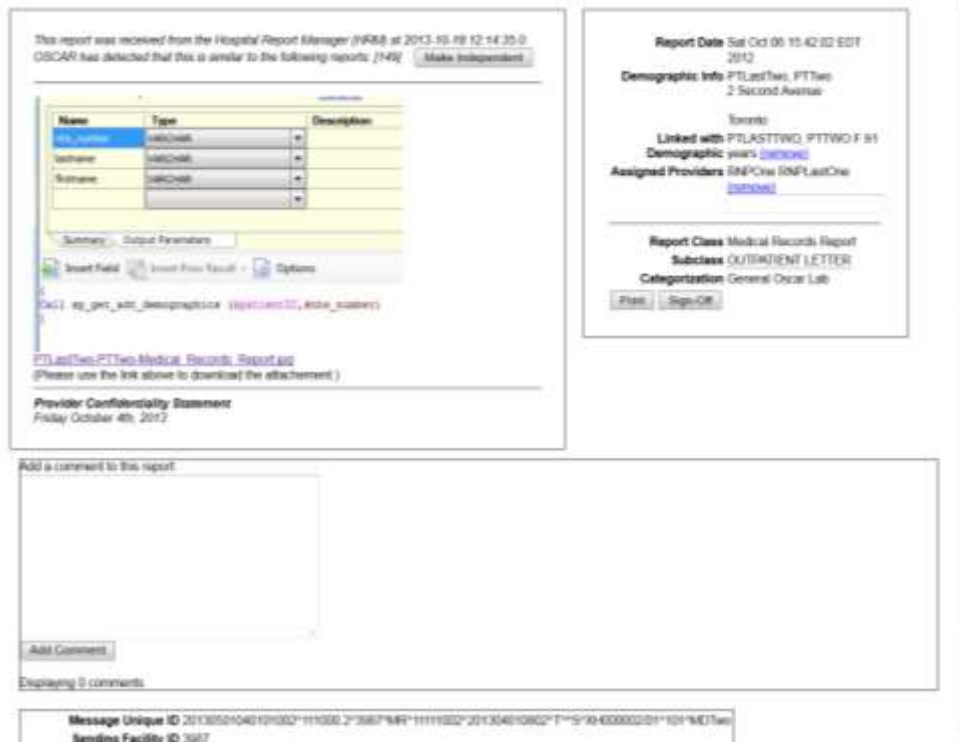
6. The Hospital Report page shows four sections of information
  - a. The Patient's hospital report or image transferred by HRM with received date, time including the provider confidentiality statement.

**Note:** - OMD put a lot of emphasis on properly testing duplicate reports, and updated reports. The report page will display history info, with links

- I. For Patient's report with attachment that is not an image (html, pdf, rtf), it will have a link to access the report. Select the link to OPEN the report.



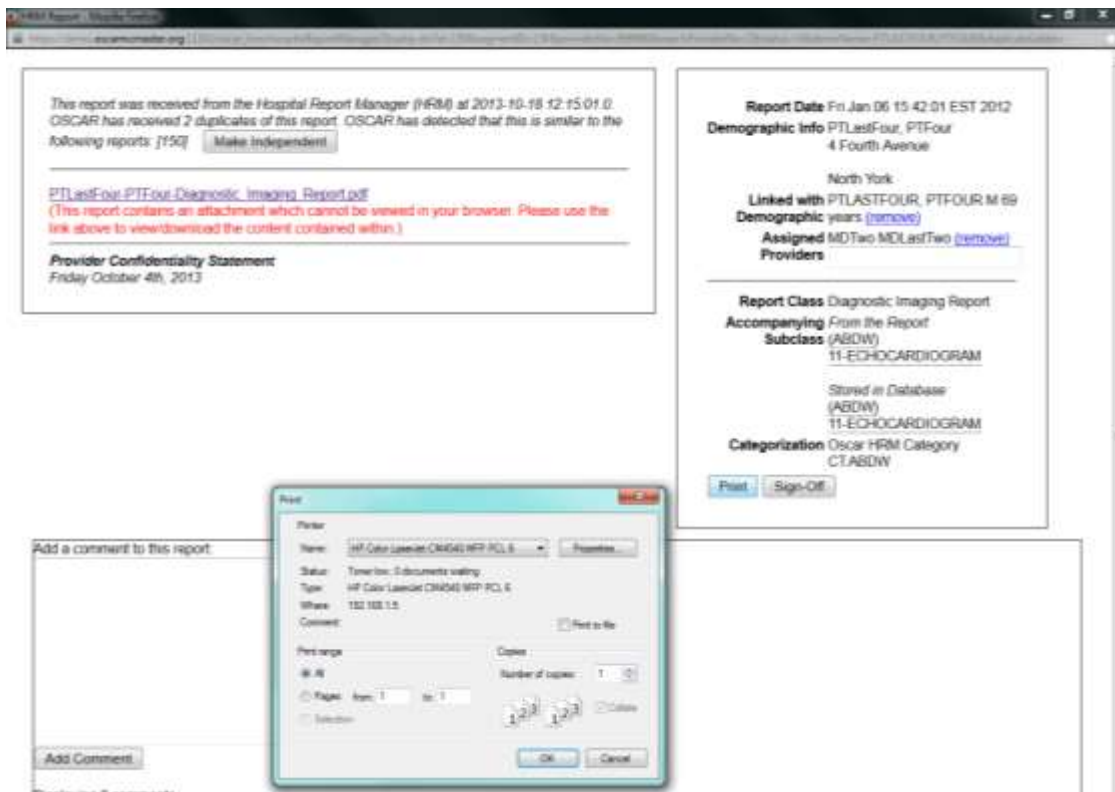
- II. The Patient reports that are Images will be displayed within the report if it is not in a tiff format as shown below.



- b. To the right side is a section with the Hospital Report shows the document creation date, Demographic Info including the fields matched to Patient's and assigned providers



- I. Select the **"remove"** link to UNSET the Assigned Provider and to SET it, type provider last name into the text box
- II. Select the **"Print"** button to PRINT the patient's hospital report

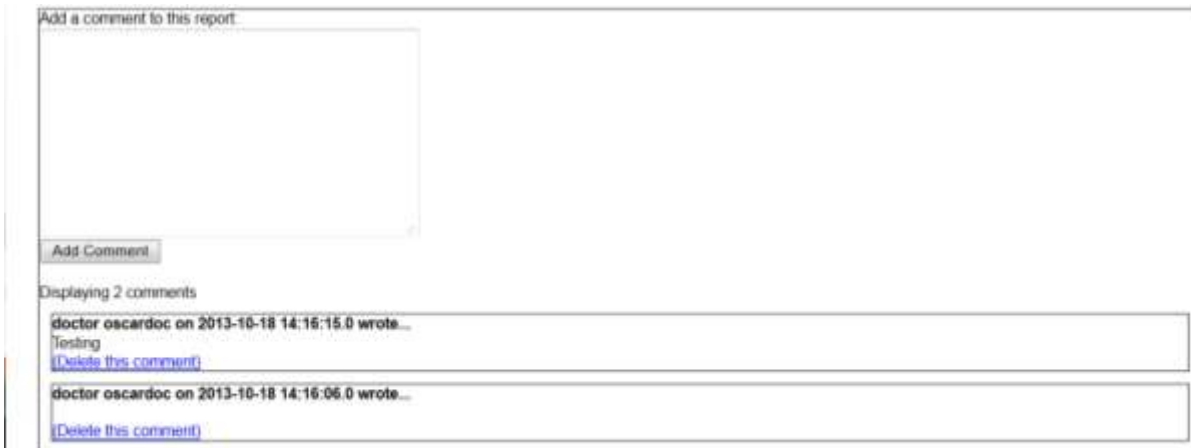




- III. Select the **“Sign-off”** or **“Revoke Sign-Off”** button to SIGN or REVOKE SIGN-OFF patient’s hospital report received



- c. An Add Comment section exist to enable users type information to the report. Selecting the **“Add Comment”** button will display the typed coments



- d. At the bottom of the report is the sending facility information such as ID, Report No, Report creation date & time created including the signed and release status



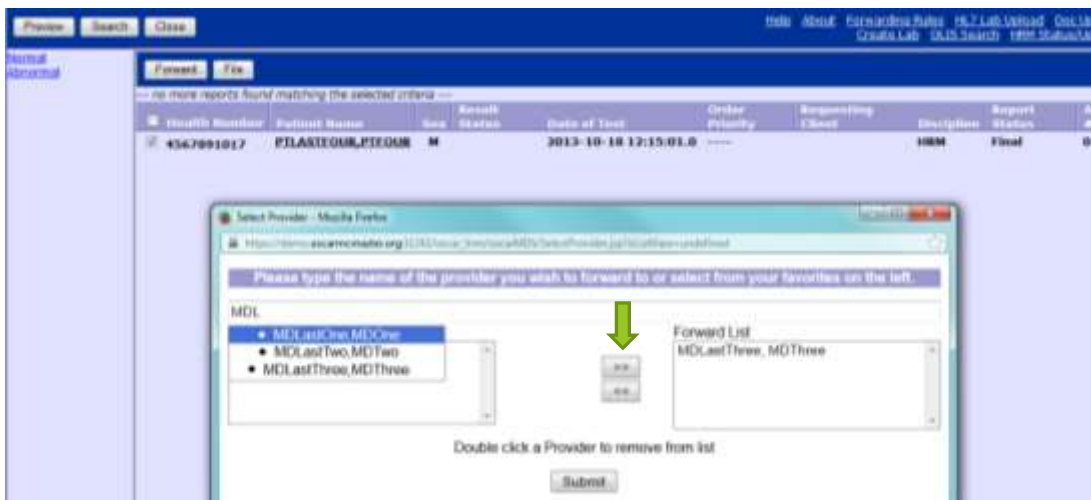
- The Patient's hospital report can also be forwarded to other physicians from the InBox screen. Select "**Forward**" button to FORWARD the hospital report to other physician in the list



- Type the physician name and select from the drop down list of physicians provided



- b. Select the “>>” button to add the selected physician name to the forward list



- c. Select the “Submit” button to forward the hospital report to the providers on the list

