Hospital Report Manager (HRM)

User & Admin 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 requirements for implementation and client use of the HRM.
Introduction

This user guide describes how OSCAR receives electronically transferred hospital reports from the Hospital Information System (HIS) through the Hospital Report Manager (HRM). This hospital reports includes the patient’s Hospital Medical Record Reports and Digital Image Reports. This document further illustrates the workflow for managing 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. The reports ordered by or copied to the MRP will automatically be forwarded to the appropriate clinic.

CPSO (College of Physicians and Surgeons of Ontario) # for Doctors and CNO (College of Nurses of Ontario) # for Nurse Practitioners are the keys to mapping a patient to a provider must be set in the provider record to facilitate the provider matching (which influences the inbox results). Health providers and other clinic staff should ensure 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. If the auto retrieval of reports is not working, select “Fetch New Data from HRM” to retrieve any hospital reports that have not been uploaded to the inbox.

**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 has 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 search window and OPEN the list of hospital report for the specified physician within the InBox Screen.

This produces a list of patient report(s) for the specified physician. Each patient is automatically matched to the OSCAR 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.
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

I. Report Date and time the document was created
II. Demographic Info which includes the patient’s name, address and the fields used in matching the Patient to the assigned provider e.g. last name, first name, gender and age.

III. Select the “remove” link to UNSET the Assigned Provider and to SET a another provider, type the provider’s last name into the text box

IV. Report Class is provided by the Hospital Report Manager to organize the hospital report into a classification of either Medical Records (MR) or Diagnostic Imaging (DI) reports.

V. Accompanying Subclass is used to organize the Diagnostic Imaging (DI) reports and their modalities within the patient’s chart. These are provided by the HRM for the OSCAR EMR. Example of an accompanying subclass is a mammogram radiology reports

VI. Description will provides the Mnemonic as an abbreviated term and an explanation for the procedure mnemonics as provided by the sending facility

VII. Categorization is being applied for all the hospital reports received for all patients using the same EMR. Subsequent reports can then be matched to existing categories within OSCAR EMR.

Note: While Accompanying Subclass is used in Diagnostic Imaging reports, for Medical Record Subclass is the second level of categorization as shown below.
VIII. **Subclass** shows the report classification used to organize **Medical Records (MR) reports** with a patient’s chart. Examples of Subclass could be Out Patient letter, Consult or Discharge summary for subclass. They are automatically categorized according to the OSCAR EMR Categorization/Report Organization criteria.

**Note:** Authorized users are allowed to associate categorizes identified in reports with categories defined in OSCAR EMR for automatic processing and to manually correct any report categorization after they are posted in a patient’s chart if required. (See page 14 for more information on categorization)

IX. Select the **“Print”** button to PRINT the patient’s hospital report

X. 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 exists to enable users’ type information to the report. Selecting the “Add Comment” button will save and display the typed comments.

![Add Comment Section]

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.

![Sending Facility Information]

7. 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.
a. 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

![Add to Forward List](image1.png)

8. Authorized users can add to define new hospital report categorization through site specific report names within OSCAR EMR for automatic processing or manually edit to correct an existing or pre-defined report categorization.

![Site Specific Report Names](image2.png)

a. Select “Admin” from the main menu tab to OPEN the Administration screen

![Admin Screen](image3.png)
b. Scroll down to the “Misc” section and select “Hospital Report Manager (HRM) Categories” to OPEN the table of defined HRM Categories.

c. Type new “Category name” and “Subclass Mnemonic Name” and Select “Add” to define a new row provided at the end of the table.

Note: When the “Add” button is selected without any text in the boxes it inserts a blank Category for manual typing.

d. To edit an existing HRM category in the table, select and manually correct or make changes where required.
9. The New HRM Class/document name mapping can also be defined by authorized users from the same Administration screen under the “Misc” tab.

   b. Scroll down to the “Misc” section and select “Hospital Report Manager (HRM) Class Mappings” to open the table of Class mapping

   c. Select “+ Add a class mapping” to OPEN & INPUT the class mapping information.

   **Report Class** is the class name which could either Medical Records Report (MR) or Diagnostic Image Report (DI)

   **Sub-Class** examples could be outpatient letter, discharge summary for MR reports or mammogram for DI reports etc.

   **Sub-Class Mnemonic** needs to be specified e.g. AMBP for Ambulatory BP Monitor

   **Sub-Class Description** would be the report name entered and used by site wants to identify the report as opposed to the sending facility name provided.
**Sending Facility Id** is the MOHLTC’s institution number that provides the report. **Category** defines the report categorization as defined by HRM.

d. Select “**Save**” to SAVE and successfully add the class mapping into the table.

e. Select “**Delete**” to remove the class mapping from the list in the table if desired.

*Note:* - The HRM reports also show up in eChart.