

How to import custom form into PSS

- 1) **Ask physician or designated team member to download the files from osteoporosis.ca**
- 2) **Save files on desktop for easy access**
- 3) **Ask physician (or designated) to open test patient**

- Go to Settings – edit custom forms
- Drag files from desktop and dump it on the EMR window, in this order:
 - a. Custom forms
 - b. Handouts
 - Go to PSS main menu
 - Click on handouts
 - Drag files from handouts folder into it
 - c. Flow sheet and reminders
 - Back into records window
 - Click View – show flowsheet
 - Go to File – Utilities – Import flowsheet template – then navigate to desktop folder (or where files were saved)
 - Select files
 - d. Go back to test patient window

4) Reminders

- a. Create a reminder:
 - From the records patient window
 - Go to Settings – Edit Reminders
 - Edit – Add a reminder:
 - Name it
 - Add lines for categories
 - When done select or/and
 - Indent
 - Select Show Custom Form or Stamp
 - Select Osteoporosis Toolbar
 - The toolbar will show

Note: Reminders are for Sex and Age (women 50 and over, men 65 and over)

5) Labs

- Lab results will be populated automatically including Dates which are those when the lab was received (date when the lab was entered in the system)
- The yellow LAB word (section #4) is access to the requisition form

- Calculator

6) **Toolbar**

- Enter T-scores – enter values you will see them populated on the form
- T-score flow sheets
- Graphs
- Insert the osteoporosis form
 - a. Prior T-score – click on prior T-score and can see the values to populate back in the form
 - b. For dates, right click
 - c. Information is automatically populated on the form

7) **Diagnosis codes**

- Physicians will either use ICD-9 or snowmed
- If ICD-9, check mark “add osteoporosis to the problem list” and click finish. It will add the word “osteoporosis” at the top, which is good feature to create an osteoporosis patient registry