

MOIS Introduction Instruction for new users.

1. How do I log on?
 - a. In the office
 - b. Remotely
2. How do I access my schedule?
3. How do I get to my patient's chart?
4. How do I document a transaction?
 - a. SOAP note,
 - b. Order investigations,
 - c. Order labs,
 - d. Create referral letters,
 - e. Prescribe medications,
 - f. Billing/coding visits
5. How do I access my InBox (assigned transactions/tasks)?
 - a. Messaging (internal eMail)
 - b. Tasks / Inbox (scheduled messages)
6. How do I access historical information?

Click on question to take you to page in document

Disclaimer: This is an independent quick reference guide on getting started with MOIS that has been created by physicians, for physicians, and was not authored by your EMR vendor or issued as part of their official documentation. Your EMR vendor support desk should be the first point of contact if you have questions or need additional workflow guidance with your EMR software, and can also provide you with any official training materials or help files for your system on request.

Should you have any feedback or suggestions for improvement on this quick reference guide, please send to tbc@doctorsofbc.ca

MOIS EMR Introduction Instruction Sheets

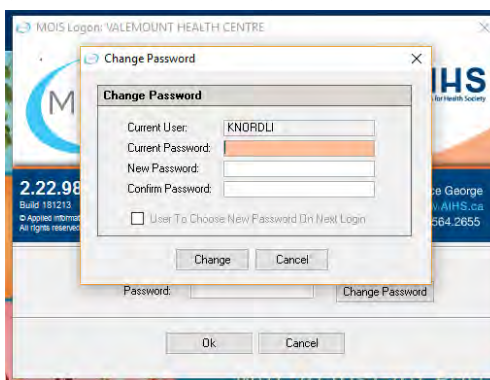
EMR Introduction Instruction Sheets for new users.

Startup FAQs

i. How do I log on?

1. In the office

- i. Double click on the MOIS icon on your desktop
- ii. The EMR login window will open



- iii. Type in the User Name and Current Password given to you

2. Remotely

- i. Choose MOIS icon on desktop that say MOIS Remote

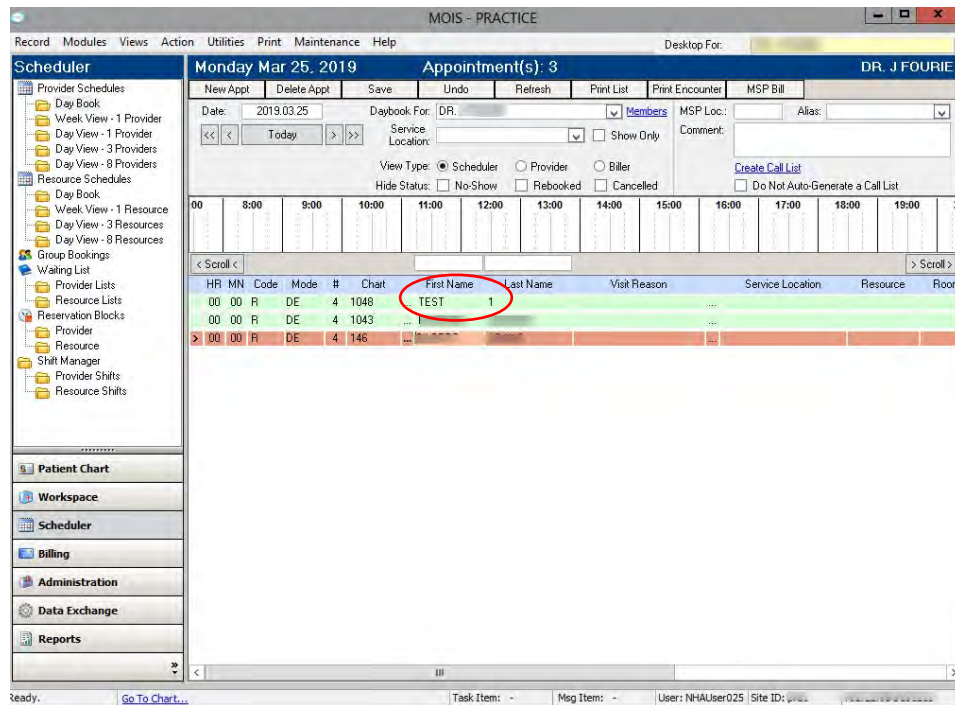
How do I access my schedule?

- i. When you log in, you will go to 1) an initial Provider Work Load screen, this is located in Scheduler to the left. Then find your 2) daybook and double click on Open Daybook

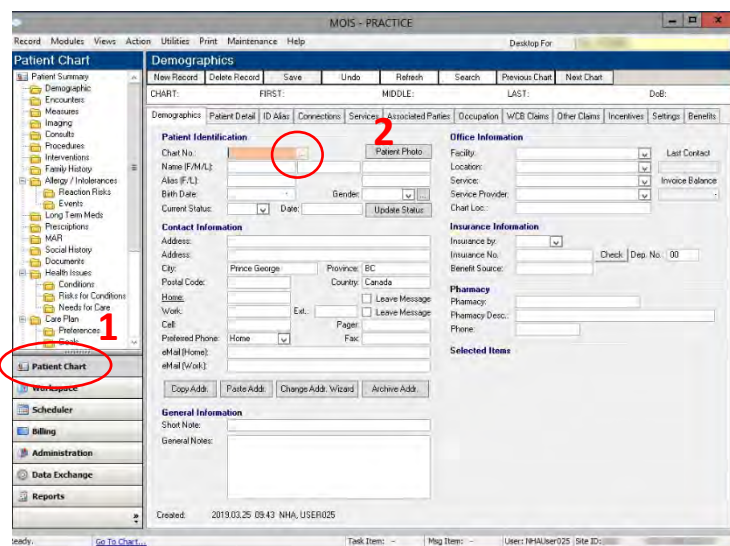
The screenshot shows the MOIS - PRACTICE software interface. On the left, the Scheduler sidebar is visible, with the 'Scheduler' option circled in red and a red '1' next to it. The main window displays the 'Provider Work Load' section, titled 'Work Load Summary for Monday March 25, 2019'. This section contains a table with columns for Provider, # of Appoints, # of Group Visits, Total Time (mins), First Appoint, and Last Appoint. Each row in the table has an 'Open Daybook' button to its right. One of these buttons is circled in red with a red '2' next to it. The interface also shows a menu bar at the top with options like Record, Modules, Views, Action, Utilities, Print, Maintenance, and Help. At the bottom, there is a status bar with fields for Task Item, Msg Item, User (NHAUser025), and Site ID.

Provider	# of Appoints	# of Group Visits	Total Time (mins)	First Appoint	Last Appoint	Open Daybook
AADTP	-	-	-	0 : 00	-	Open Daybook
AADTP NURSE 1 PRG	-	-	-	-	-	Open Daybook
	-	-	-	-	-	Open Daybook
	-	-	-	-	-	Open Daybook
MHC 1 PRG	-	-	-	-	-	Open Daybook
MHC 1 PRG	-	-	-	-	-	Open Daybook
COM ONC NURSE DAW	-	-	-	-	-	Open Daybook
	-	-	-	-	-	Open Daybook
	-	-	-	-	-	Open Daybook
ELDERLY SERVICES NURSE 1	-	-	-	-	-	Open Daybook
FRC NURSE 1 PRG	-	-	-	-	-	Open Daybook
	-	-	-	-	-	Open Daybook
HFC NURSE 1 PRG	-	-	-	-	-	Open Daybook
HFC NURSE 2 PRG	-	-	-	-	-	Open Daybook
ICMT MHC 1 TER	-	-	-	-	-	Open Daybook
ICMT NURSE 1 TER	-	-	-	-	-	Open Daybook
KIDNEY CARE PRG	-	-	-	-	-	Open Daybook
PCIPT 1 MHAC 1 DAW	-	-	-	-	-	Open Daybook
PCIPT 1 MHAC 1 PRG	-	-	-	-	-	Open Daybook
PCIPT 1 MHAC 2 PRG	-	-	-	-	-	Open Daybook
PCIPT 1 MHAC 3 PRG	-	-	-	-	-	Open Daybook
PCIPT 1 MHC 1 PRG	-	-	-	-	-	Open Daybook

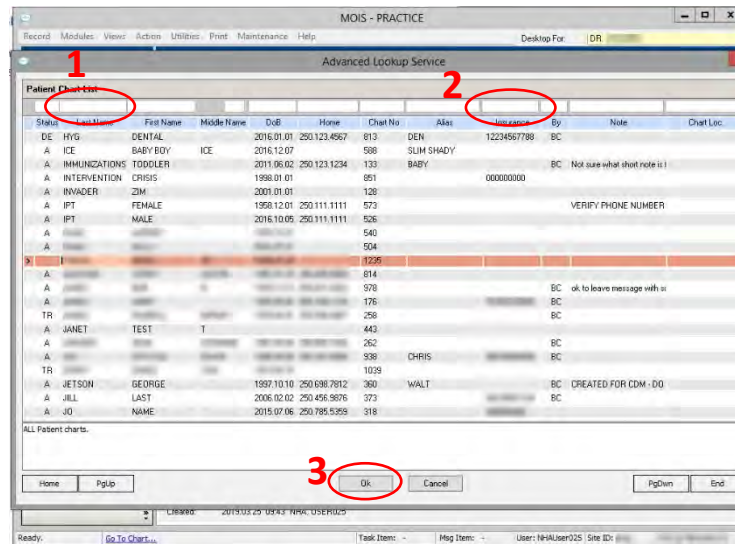
How do I get to my patient's chart?



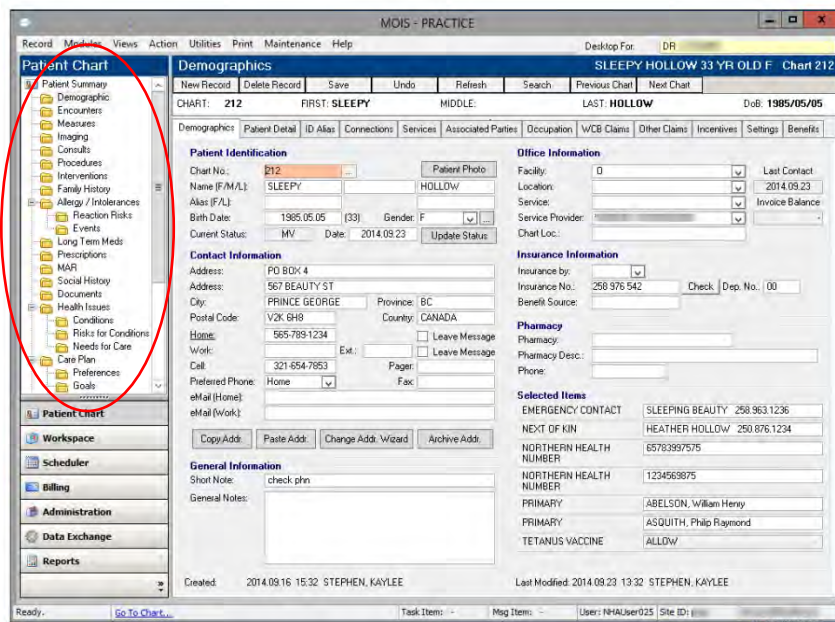
- i. From your day schedule, double click on the patient name of the chart that you want to access.
- ii. To access a file not in schedule, choose 1) Patient Chart on the left and 2) click on three dots next to chart #.



- iii. Type in 1) last name or 2) PHN in appropriate row and then click OK at bottom of search box.

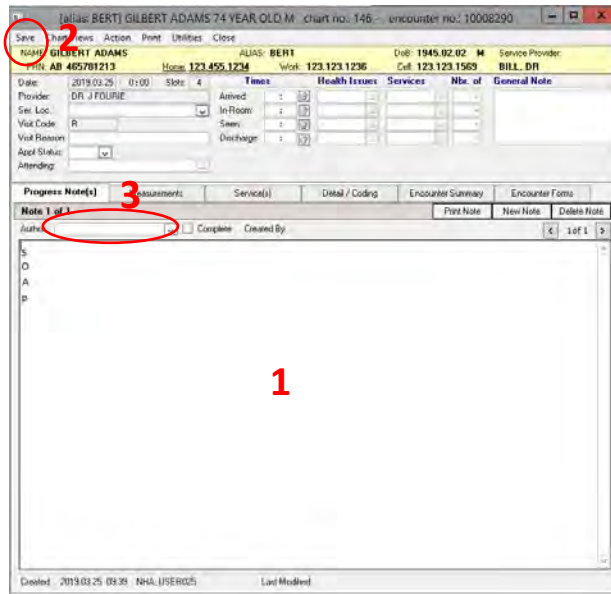


- iv. Once chart is open, the default view is the demographic page. Choose which area of the chart you want to view and click on it on the options from the left.

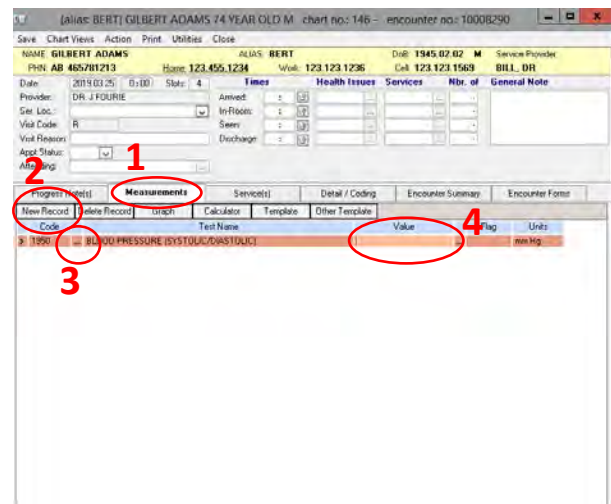


How do I document a transaction?

1. SOAP note, once you have double clicked on the patient in the scheduler the default open is to the encounter area of chart to dictate your 1) SOAP or transcribe. Once note is complete use 2) save button at top of chart or hot key F2 once saved it will 3) auto populate you as the author.



- Please do not type your measurements in the SOAP field. 1) Choose Measurements 2) New Record 3) click on the three dots to search for title of measure, once you have chosen measure 4) text value in the Value field. F2 or Save



- ii. In the 1) Health Issue field enter diagnosis, search the ICD9 code with three dots, this will populate the appropriate diagnosis in the billing to MSP 2) in the services field enter the billing code searching for code with three dots.

The screenshot shows a medical software window for patient GILBERT ADAMS. At the top, there is a header with patient details: NAME: GILBERT ADAMS, ALIAS: BERT, DoB: 1945.02.02, Service Provider: BILL, DR. Below this is a table with columns: Times, Health Issues, Services, Nbr. of, and General Note. The 'Health Issues' and 'Services' columns are highlighted with red circles and labeled with '1' and '2' respectively. Below the table is a 'Progress Note(s)' section with a 'Note 1 of 1' tab and a text area containing the text 'S O A P'. At the bottom, there is a status bar with 'Created: 2019.03.25 09:39 NHA, USER025' and 'Last Modified:'.

- iii. Once the notes are complete 1) save 2) close the window

This screenshot is identical to the one above, but with red circles and numbers '1' and '2' highlighting the 'Save' and 'Close' buttons in the top menu bar of the software window. The rest of the interface, including the patient information, table, and progress note section, remains the same.

2. Order Investigations:

- i. Choose Action from the options at the top of the encounter page choose your order

The screenshot displays a medical software window titled "[alias: BERT] GILBERT ADAMS 74 YEAR OLD M chart no.: 146 - encounter no.: 10008290". The window has a menu bar with "Save", "Chart Views", "Action", "Print", "Utilities", and "Close". The "Action" menu is open, listing various options with keyboard shortcuts: "Create Referral Note (Ctrl+R)", "Create Lab Requisition Order", "Create Image Requisition Order", "Create Procedure Requisition Order", "Create Misc. Requisition Order", "Distribute Care Plan", "Print Label (Ctrl+L)", "Create Recall", "Show Recall List", "Default Service Code 1 (F11)", "Default Service Code 2 (F12)", "Create Task (Ctrl+K)", "Create Message (Ctrl+M)", and "Attachments".

The main interface shows patient information: NAME: GILBERT ADAMS, PHN: AB 465781, Date: 2019.03.25, Provider: DR. J. F. BERT, Ser. Loc.: R, Visit Code: R, Visit Reason: , Appt Status: , Attending: . Patient details include DoB: 1945.02.02 M, Service Provider: BILL, DR, and Cell: 123.123.1569. A table with columns "h Issues", "Services", "Nbr. of", and "General Note" is visible. At the bottom, it says "Created: 2019.03.25 09:39 NHA, USER025" and "Last Modified:".

3.Labs and x-ray:

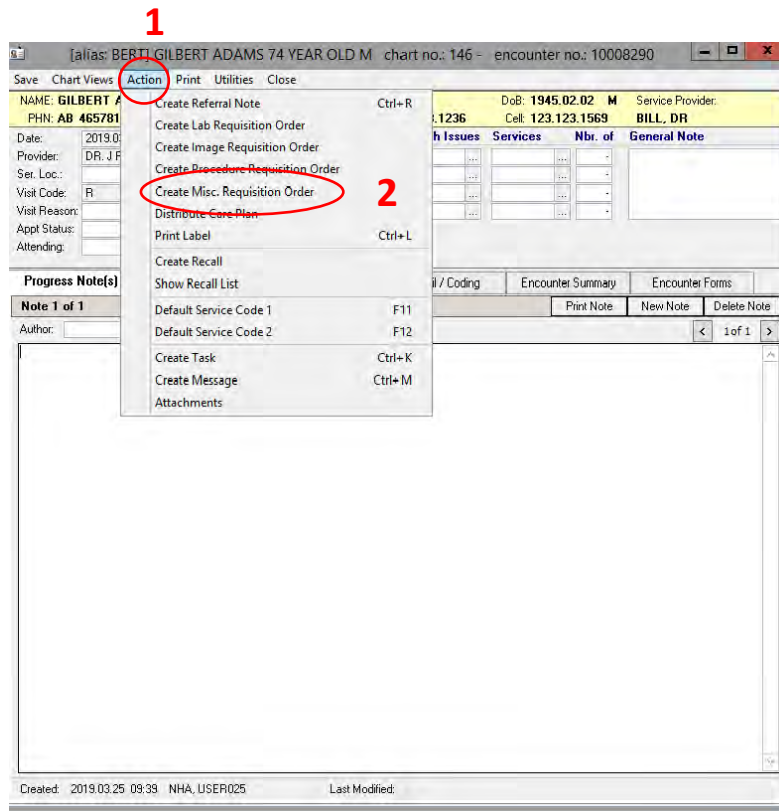
- i. Once you have chosen lab or x-rays under Forms as your order click on the appropriate form and it auto populates patient info. Valemount/PG standard forms are at the top of the list and are labelled with 001 prior to form name. Print and give patient form.

The screenshot shows a software window titled "Add Attachment" with two tabs: "Attach Form / Letter" (selected) and "Attach File(s)". Below the tabs is a search bar and a "Select Form / Letter" section with a "Maximum Items in Your Recent List" of 10. The list is divided into two sections: "RECENT" and "FORMS". The "FORMS" section is expanded, showing a list of forms with columns for form name, location, and category. The first form in the "FORMS" section, "001-STANDARD OUT PATIENT LABORATORY REQUISITION", is highlighted with a red circle. Below the list is an "After Attaching:" dropdown menu, a "Save Choice" checkbox, and "Ok" and "Cancel" buttons.

Form Name	Location	Category
001-STANDARD OUT PATIENT LABORATORY REQUISITION (FORM)	NH	DAIGNOSTIC
005-ANTENATAL RECORD (PART 1 & 2) (FORM)	GOVT-BC	MISC
STANDARD REFERRAL LETTTER (LETTER)		
001-WOUND ASSESSMENT & TREATMENT FLOW SHEET (FORM)	MISC	COMM-CARE
005-ROURKE BABY RECCRD (FORM)	MISC	MISC
001-VALEMOUNT- GENERAL X-RAY/NUCLEAR MEDICINE/ULTRASOUND REQ (FORM)	NH	DAIGNOSTIC
001-PALLIATIVE CARE COMMUNITY CLIENTS PACKAGE (FORM)	NH	APPLICATIO..
005-HOME RISK ASSESSMENT-HCC (FORM)	NH	MISC
005-GENERALIZED ANXIETY DISORDER 7-ITEM SCALE (FORM)	MISC	MISC
FORMS		
001-ADULT PALLIATIVE CARE CRISIS EVENT ORDERS	NH	MISC
001-MATERNITY-STANDARD OUT-PATIENT LABORATORY REQUISITION	GOVT-BC	DIAGNOSTIC
001-PALLIATIVE CARE COMMUNITY CLIENTS PACKAGE	NH	APPLICATIO..
001-STANDARD OUT PATIENT LABORATORY REQUISITION	NH	DAIGNOSTIC
001-VALEMOUNT- GENERAL X-RAY/NUCLEAR MEDICINE/ULTRASOUND REQ	NH	DAIGNOSTIC
001-WOUND ASSESSMENT & TREATMENT FLOW SHEET	MISC	COMM-CARE
002- HINTON ULTRASOUND (GUARDIAN)	MISC	DAIGNOSTIC
002-AHS CARDIAC SERVICES REQUISITION	AHS	DAIGNOSTIC
002-AHS CT	MISC	DAIGNOSTIC
002-AHS CT LUMBAR SPINE IMAGING SCREENING RECORD	MISC	REQ-IMG
002-AHS MRI REQUEST	MISC	MISC
002-AHS NUCLEAR MEDICINE REQUEST	AHS	REQ-IMG
002-AHS ULTRASOUND REQUEST	AHS	DAIGNOSTIC
002-AHS X-RAY REQUEST - USE FOR FLUORO EXAMS	MISC	DAIGNOSTIC
002-DIABETIC NEPHROPATHY PREVENTION CLINICS PATIENT REFERRAL FRM	MISC	REFERRAL
002-EDMONTON CARDIOLOGY CONSULTANTS	MISC	REFERRAL

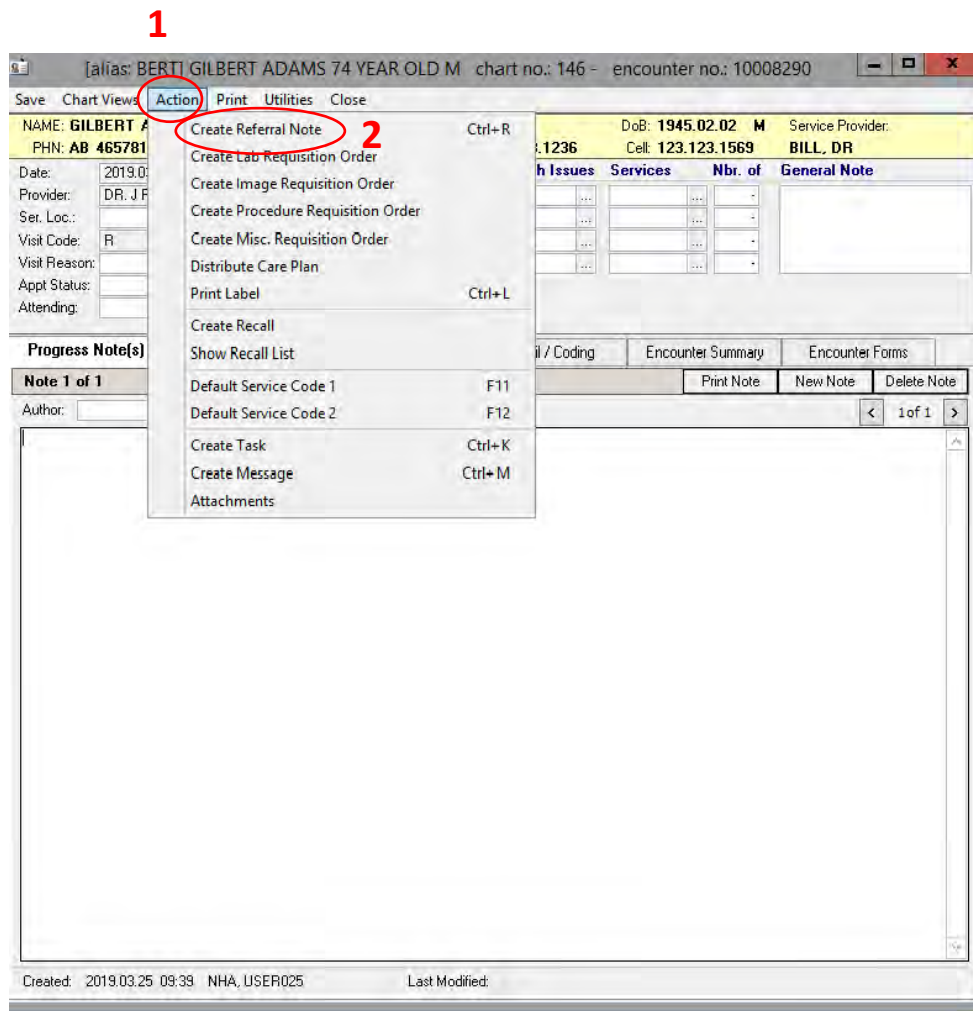
3. Forms:

- i. Go to 1) Actions at top of patient chart. Choose 2) Misc. Requisition Order and all forms that are available will populate and you choose the one you want.

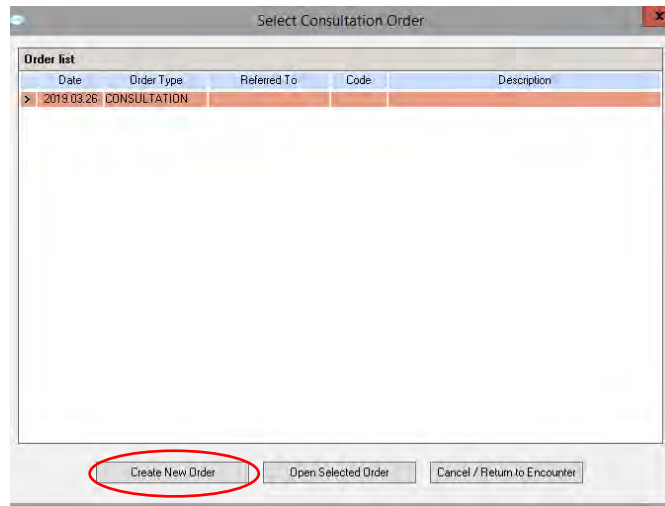


4. Referral letters:

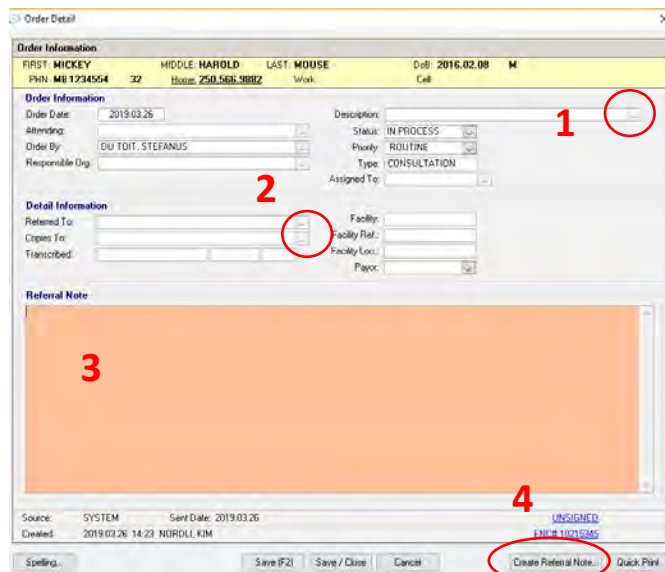
- i. Go to 1) Actions at top of chart and then 2) Create Referral Note.



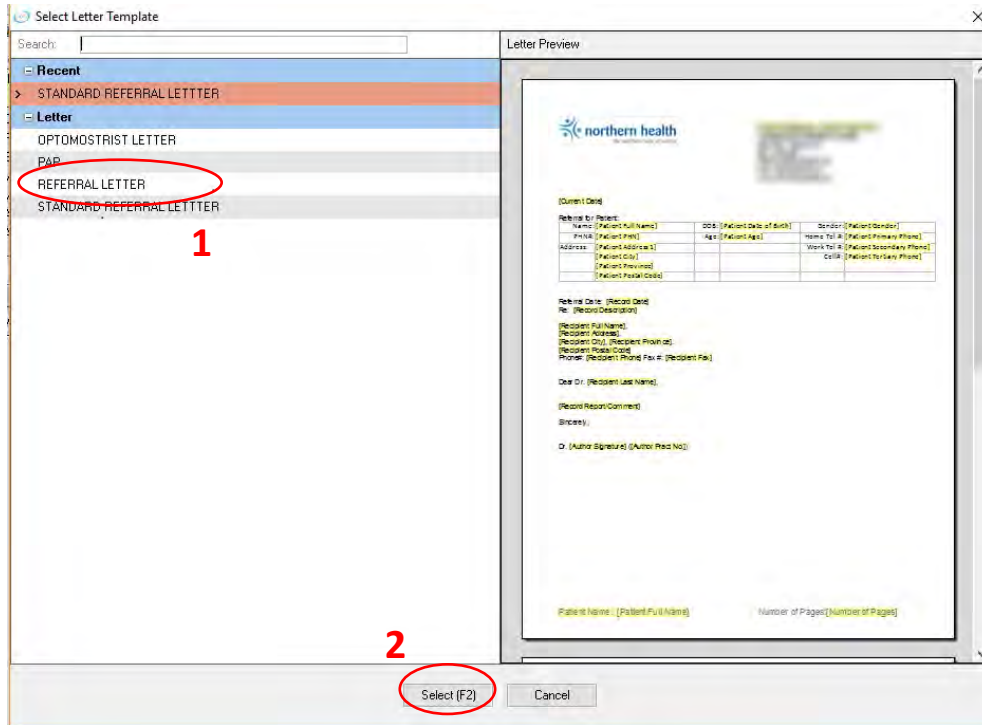
- ii. Once Create Referral Note window is open, choose Create New Order



- iii. Click on the three dots under 1) Description to find diagnosis 2) Go to Referred To click on three dots to find provider. 3) Type text of letter or copy in Referral Note area or cut and paste from encounter note. Once transcription is complete choose 4) Create Referral Note on the bottom of the referral

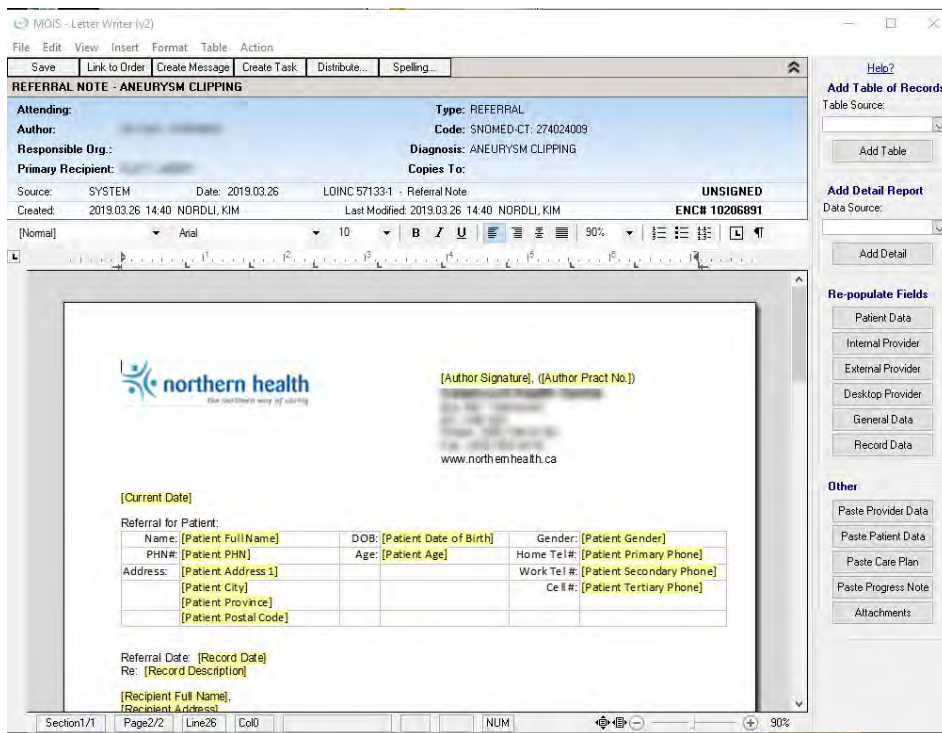


iv. Then choose 1) Standard Referral Letter from “Letter” list 2) Select



v. A) Referral letter with letter head and provider address is present with the text of the letter. You see this screen for a moment and then B) the list of options to add to the letter. Everything with a black dot is defaulted but you can pick and choose what you want to attach.

A)



B)

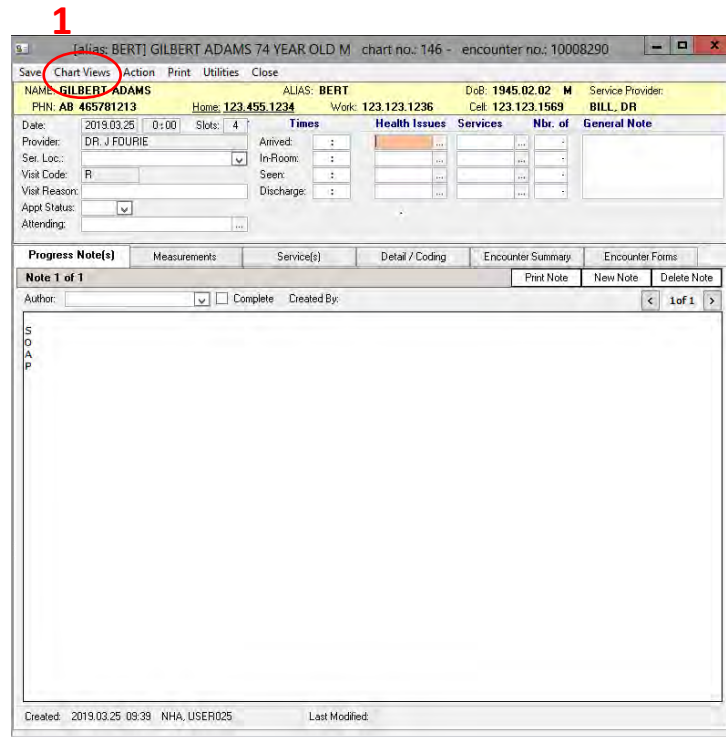
Section	Records		Action	Attachments	
	Available	Selected		Available	Selected
IMAGES	7	-	<input type="radio"/> Select All <input checked="" type="radio"/> Choose Choose Records	-	-
MEASURES	350	-	<input type="radio"/> Select All <input checked="" type="radio"/> Choose Choose Records	-	-
HEALTH ISSUES	24	20	<input checked="" type="radio"/> Select All <input type="radio"/> Choose <input type="checkbox"/> Include Stopped Records Choose Records	-	-
CONSULT	13	-	<input type="radio"/> Select All <input checked="" type="radio"/> Choose Choose Records	-	-
PROCEDURE	4	-	<input type="radio"/> Select All <input checked="" type="radio"/> Choose Choose Records	-	-
PRESCRIPTIONS	202	-	<input type="radio"/> Select All <input checked="" type="radio"/> Choose Choose Records	-	-
LT MEDS	23	10	<input checked="" type="radio"/> Select All <input type="radio"/> Choose <input type="checkbox"/> Include Stopped Records Choose Records	-	-
ALLERGIES	8	8	<input checked="" type="radio"/> Select All <input type="radio"/> Choose	-	-
ATTACHMENT REVIEW	-	-	No Attachments Available	-	-

- vi. 1) Save letter 2) Create a task to MOA or distribute via CDX or fax

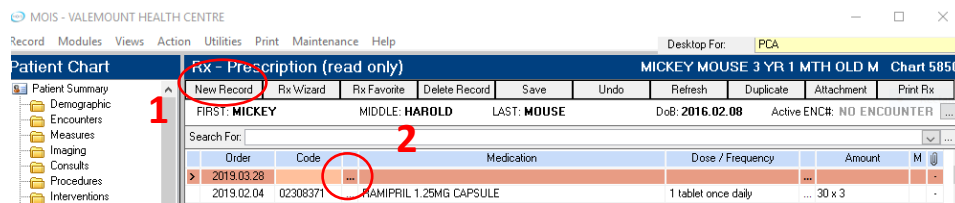
1) Save letter 2) Create a task to MOA or distribute via CDX or fax

5. Prescriptions

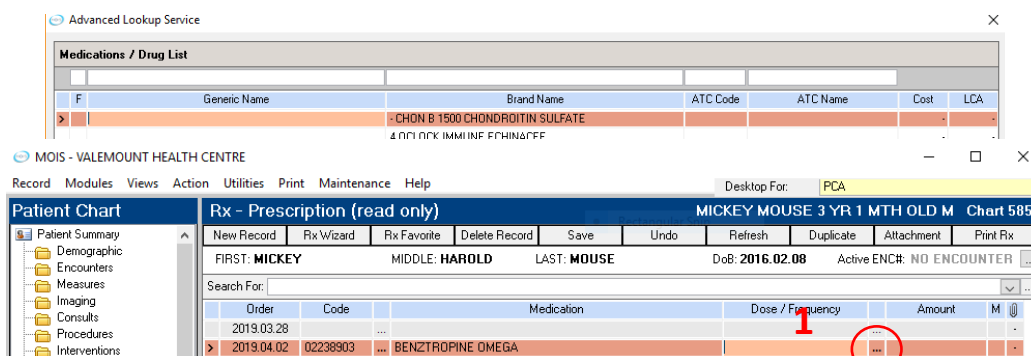
- i. Go to 1) Chart Views then prescription or use hot keys ALT S



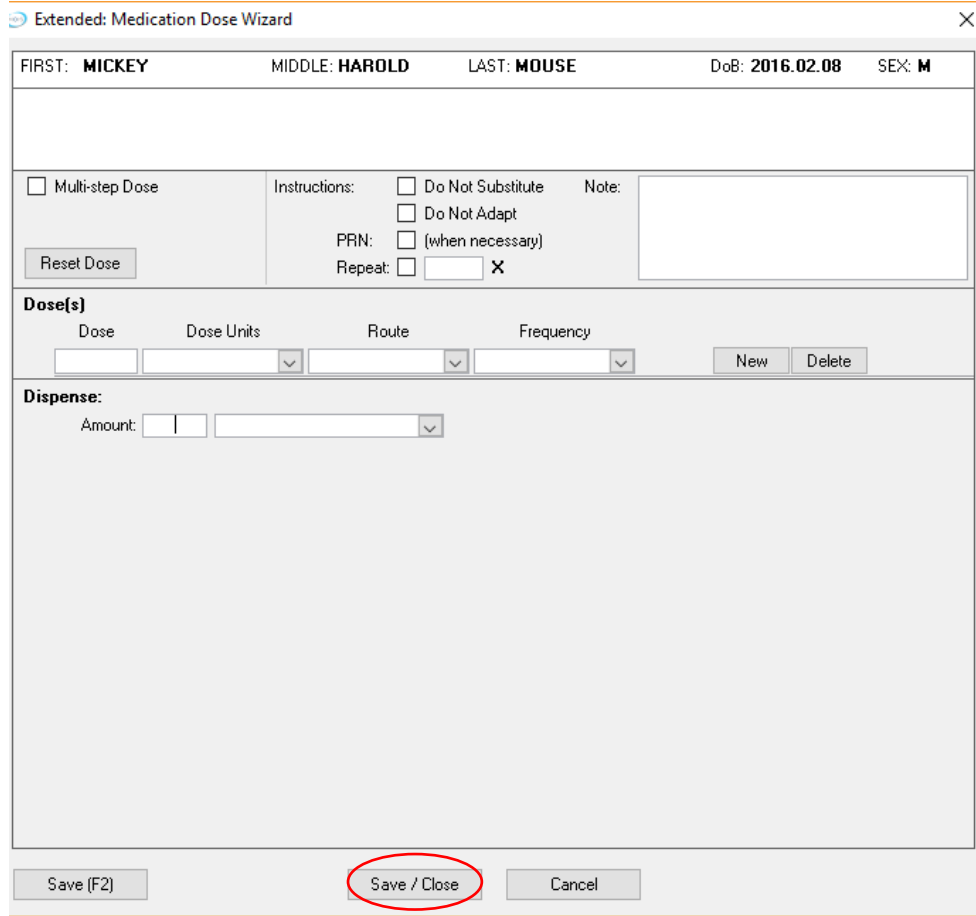
- ii. Choose 1) New record 2) search for medication using 3 dots
- iii. Type in medication name and once you find what medication you want to select click on OK at bottom of page. Once selected then choose 1) Dose/Frequency



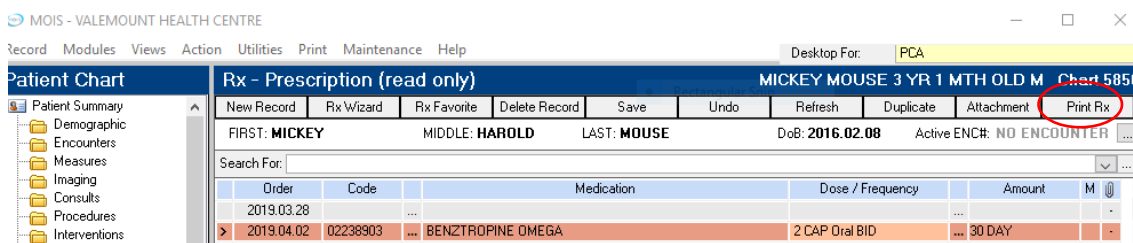
- iv. Type in medication name and once you find what medication you want to select click on OK at bottom of page. Once selected then choose 1) Dose/Frequency



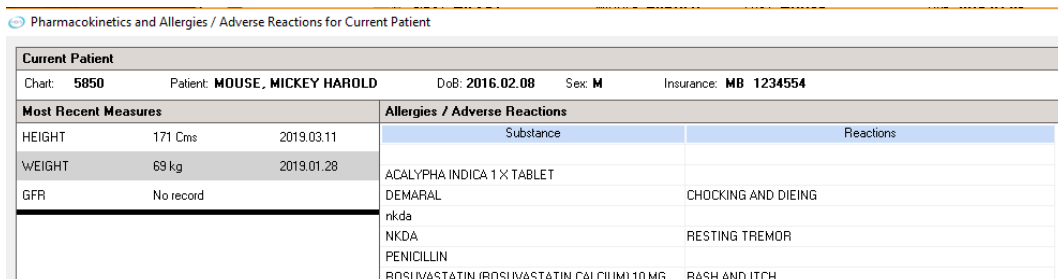
v. Once this window opens fill in dose etc. and then select Save/Close



vi. Choose 1) Print RX



vii. A window then opens with Pharmacokinetics and Allergies/Adverse Reactions for Current Patient. You can close this window with the close button at the bottom of the page.



- viii. Once the print window is open 1) click in the box the prescription you wish to print. Then click 2) Print

Select Medications to Print

Current Patient
 Chart: 5850 Patient: MOUSE, MICKEY HAROLD DoB: 2016.02.08 Sex: M Insurance: MB 1234554

Prescription List

Include	Order	CDIC	Medication	Dose / Frequency	Amount
<input checked="" type="checkbox"/>	2019.04.02	02238903	BENZTROPINE OMEGA	2 CAP Oral BID	30 DAY
<input type="checkbox"/>	2019.03.28				
<input type="checkbox"/>	2019.02.04	02308371	RAMIPRIL 1.25MG CAPSULE	1 tablet once daily	30 x 3
<input type="checkbox"/>	2019.02.04	02308371	RAMIPRIL 1.25MG CAPSULE	1 tablet once daily	30 x 3
<input type="checkbox"/>	2019.01.07	02352737	AMOXCILLIN (AMOXCILLIN TRIHYDRATE) 250 MG TABLET (CHEWABLE)	2 tabs TID	7 days
<input type="checkbox"/>	2019.01.07	02275821	FENTANYL 50MCG PATCH	1 PATCH Cutaneous EOD	30 DAY
<input type="checkbox"/>	2019.01.07	02374846	RAMIPRIL	5MG bid	30 X 3
<input type="checkbox"/>	2018.11.05	00885932	TRIMETHOPRIM 160MG SULFAMETHOXAZOLE 800MG TABLET	100 MG ORAL BID	5 DAY
<input type="checkbox"/>	2018.10.29	02374846	RAMIPRIL	5MG bid	30 X 3
<input type="checkbox"/>	2018.10.29	00885932	TRIMETHOPRIM 160MG SULFAMETHOXAZOLE 800MG TABLET	100 MG ORAL BID	5 DAY
<input type="checkbox"/>	2018.10.01	02449943	METFORMIN HYDROCHLORIDE 1000MG Dapagliflozin (Dapagliflozin propanediol monohydr...	250 MG Oral BID	25 DAY
<input type="checkbox"/>	2018.09.04	02449943	METFORMIN HYDROCHLORIDE 1000MG Dapagliflozin (Dapagliflozin propanediol monohydr...	250 MG Oral BID	25 DAY
<input type="checkbox"/>	2018.08.09	80025342	4 OCLOCK IMMUNE ECHINACEE	1 TAB Oral TID	3 DAY
<input type="checkbox"/>	2018.08.08	80050447	BELPHOS TABLET		
<input type="checkbox"/>	2018.08.07				
<input type="checkbox"/>	2018.08.07	02251515	RAMIPRIL 1.25MG CAPSULE		
<input type="checkbox"/>	2018.05.23	00885932	TRIMETHOPRIM 160MG SULFAMETHOXAZOLE 800MG TABLET	100 MG ORAL BID	5 DAY

Generic Name: BENZTROPINE MESYLATE 1MG LIQUID
 Instructions: Do Not Substitute Do Not Adapt PRN: (when necessary) Repeat: X
 Comment:
 Last Printed:
 Dispense: 30.0 DAY 2.0 CAP Oral BID

Print Height Print Weight Print GFR
 Printer: VMT001-F001
 When patient age is less than 12 and Height or Weight measures occurred within the past month, then the associated measure is selected for printing by default. GFR selected by default for all patients if value is less than 60.

Print (F2) Cancel

7. Billing/coding

- i. In the 1) Health Issue field enter diagnosis, search the ICD9 code with three dots, this will populate the appropriate diagnosis in the billing to MSP 2) in the services field enter the billing code searching for code with three dots.

[alias: MIKE] MICKEY MOUSE 3 YEAR OLD M chart no.: 5850 - encounter no.: 10217126

Save Chart Views Action Print Utilities Close

NAME: MICKEY MOUSE ALIAS: MIKE DoB: 2016.02.08 M Service Provider:
 PHN: MB 1234554 32 Home: 250.566.9882 Work: Cell:

Date:	2019.04.02	0:00	Slots:	3	Times	Health Issues	Services	Nbr. of	General Note
Provider:	PCA	Arrived:	:			-	
Ser. Loc.:		In-Room:	:					-	
Visit Code:	R	Seen:	:					-	
Visit Reason:		Discharge:	:					-	
Appt Status:									
Attending:									

Progress Note(s) Measurements Service(s) Detail / Coding Encounter Summary Encounter Forms

Note 1 of 1 Print Note New Note Delete Note

Author: Complete Created By: 1 of 1

- ii. This search box then opens to 1) search for diagnosis/service, once selected click on OK button at the bottom of the page.

MOIS - Universal Search Window

Select from Code System(s) [All](#) [Clear](#)

ICD-9
 MSP-DIAGCODE
 SNOMED-CT

Filter to Reference Set(s) [All](#) [Clear](#)

HEALTH CONCERNS
 HEALTH CONCERNS (BC)

Parameters

Code is

Category is like

Status is Active Inactive Either

Limit

Search For:

Term	Category	Code	Code System
1ST DEG BURN SHOULDER	DIAGNOSIS	94315	ICD-9
2ND DEG BURN TRUNK NOS	DIAGNOSIS	94220	ICD-9
AB NOS W COMPL NEC-UNSP	DIAGNOSIS	63770	ICD-9

8. How do I access my inbox (assigned transactions/tasks)?

MOIS - PRACTICE

Record Modules Views Action Utilities Print Maintenance Help Desktop For: DR. J FOURIE

Workspace

- Workspace Summary
- Basket
- Measures
- Imaging
- Consults
- Procedures
- Documents
- Facility Admissions
- Progress Note
- Orders
- Task List
- Inbox** (2)
- Sent Tasks
- Message Board
- Inbox
- Sent Messages
- My Settings
- Workspace

Task Inbox Your Workspace

New Delete Save Undo Refresh Change W/S Open Chart Close Window View: View 1

Search For:

P	Due	Patient	Task	Assignee	Ack.	Comp.	Created	Created By
>			CHECK TIRE PRESSURE		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
▼	2018.07.25	TUTTLE, JAMES COLIN	LTC AX FOR PROCESSING ASAP	LUN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2017-03-24	MUSHUMANSKI, KA

Detail Follow Up Notes (0)

Assigned To: User: NHA, USER021 **AND / OR** User Group:

Chart: T14 DELANEY, BETTY

Priority: Low Medium High V. High

Due: 2018.07.25 Group:

Status: Acknowledged 2019.02.13 NHA, USER021 Created By: NHA, USER023
 Completed 2019.02.13 NHA, USER021 2018.07.25 - Wednesday

Task: CHECK TIRE PRESSURE

Detail:

Created: 2018.07.25 15:39 NHA, USER023 Last Modified: 2019.02.13 12:03 NHA, USER021

Ready. [Go To Chart...](#) Task Item: - Msg Item: - User: NHAUser021 Site ID: prac v02.22.98 b 181213

9. How do I access historical information?

- i. You can access all historical information from the various areas of the chart at the top of the encounter note page click on 1) Chart Views.

[alias: BERT] GILBERT ADAMS 74 YEAR OLD M chart no.: 146 - encounter no.: 10008290

Save **Chart Views** Action Print Utilities Close

NAME: GILBERT ADAMS ALIAS: BERT DoB: 1945.02.02 M Service Provider:
PHN: AB 465781213 Home: 123.455.1234 Work: 123.123.1236 Cell: 123.123.1569 BILL, DR

Date: 2019.03.25 0:00 Slots: 4 Times Health Issues Services Nbr. of General Note
Provider: DR. J FOURIE Arrived: : : : : :
Ser. Loc.: In-Room: : : : : :
Visit Code: R Seen: : : : : :
Visit Reason: Discharge: : : : : :
Appt Status: : : : : :
Attending: (MD) FOURIE, JACO

Progress Note(s) Measurements Service(s) Detail / Coding Encounter Summary Encounter Forms

Note 1 of 1 [Read-Only] Print Note New Note Delete Note

Author: (MD) FOURIE, JACO Complete Created By: NHA, USER025

- ii. From 1) Patient Chart area you can choose where you want to find historical data under a specific folder such as 2) Long Term Med List

MOIS - PRACTICE

Record Modules **Views** Action Utilities Print Maintenance Help Desktop For: DR.

Patient Chart **Encounter** GILBERT ADAMS 74 YR OLD M Chart 146

New Record Delete Record Save Undo Refresh Print Attachment

FIRST: GILBERT MIDDLE: LAST: ADAMS DoB: 1945.02.02

Date	HR	MN	Code	Mode	#	Provider	Visit Reason	Health Issue	Services	Payor	Room	Service Loc
2019.03.25	00	00	R	DE	4							
2019.01.18	00	00	R	DE	4	ICMT NURSE 1 TE						
2019.01.09	00	00	R	DE	4	ICMT MHC 1 TER	MHA ASSESSMENT					
2018.11.16	00	00	R	DE	4				A047A			FAMILY PRACTI
2018.11.05	00	00	R	DE	4	WARKENTIN, LISA FORMS						DAWSON CREE
2018.10.31	11	00	LA	DE	10	COAST MHC 1 PRI						
2018.10.30	13	09	R	DE	4	COAST MHC 1 PRI						
2018.10.30	11	00	R	DE	4		ABNORMAL BEHAVIOR	232049001	17100			
2018.10.25	00	00	R	DE	4	COAST MHC 1 PRI		232049001	17100			
2018.10.23	14	00	R	DE	4	CLINIC, FSJMC	Follow up					
2018.07.13	08	50	W	DE	3							
2018.06.27	15	00	R	DE	3	PCIPT 1 MHC 1 PF	ABDOMINAL PAIN					

Report Distribution (0)

Time Stamping
Arrived: :
In-Room: :
Seen: :
Discharge: :
Other Items
Measures: -
RXs: -
Orders: -
E-Forms: -
WCB Rpt: -
Tasks: -
Messages: -

Ready. Go To Chart... Task Item: - Mag Item: - User: NHAUser021 Site ID: prac v02.22.98 b181213

For more detailed information, please go to Help then User Manual

