

Profile EMR Clinician Checklist

- Please complete this form and sign for access / add signature in Profile EMR
- Submit to IMITSPCCommunity@vch.ca or fax to 604-297-9301

Areas or EMR	Description	Completed ?		Reference Documents
1. Log in	• Log in to Profile EMR	<input type="checkbox"/> Y	<input type="checkbox"/> N	• Log into Profile EMR
	• Know how to verify the correct clinic if I work at multiple sites	<input type="checkbox"/> Y	<input type="checkbox"/> N	
2. Appointments	• Know how to use the appointment screen	<input type="checkbox"/> Y	<input type="checkbox"/> N	• Manage Appointments
	• Understand appointment statuses: Being Seen and Close Attendance	<input type="checkbox"/> Y	<input type="checkbox"/> N	
3. Client Search	• Locate a client's medical record	<input type="checkbox"/> Y	<input type="checkbox"/> N	• Client Search
	• Toggle between multiple medical records	<input type="checkbox"/> Y	<input type="checkbox"/> N	
	• Confirm that I am in the correct client's medical record	<input type="checkbox"/> Y	<input type="checkbox"/> N	
	• Change client's Most Responsible Provider and clinic	<input type="checkbox"/> Y	<input type="checkbox"/> N	
4. Tasks	• Know how to use Tasks (Create, Find and Complete tasks)	<input type="checkbox"/> Y	<input type="checkbox"/> N	• Tasks • Front of Chart Tasks
5. Problems	• Know how to enter Problems (e.g. Diagnosis, Adverse, Procedures, Social/Risks, Administrative)	<input type="checkbox"/> Y	<input type="checkbox"/> N	• Problems
6. Encounter Notes	• Know how to use Encounter Notes	<input type="checkbox"/> Y	<input type="checkbox"/> N	• Encounter Notes
	• Find, Review and create encounter notes	<input type="checkbox"/> Y	<input type="checkbox"/> N	
	• Use typing templates and clinic specific forms)	<input type="checkbox"/> Y	<input type="checkbox"/> N	
7. Allergies and Adverse Reactions	• Create adverse reactions (linked and unlinked to items in formulary)	<input type="checkbox"/> Y	<input type="checkbox"/> N	• Add Allergies or Adverse Reactions
8. Referrals	• Create Outward Referrals • Review Inward Referrals	<input type="checkbox"/> Y	<input type="checkbox"/> N	• Outward Referral • Inward Referral
9. Scripts	• Prescribe medications using the formulary (including Methadone if applicable)	<input type="checkbox"/> Y	<input type="checkbox"/> N	• Controlled Prescription Form (Duplicate Rx) • Usual Meds Vulnerability • Use the Scripts Module
	• Acknowledge that Usual medication should not be relied upon alone for refill prescribing	<input type="checkbox"/> Y	<input type="checkbox"/> N	
	• Add scripts to the Usual medication list	<input type="checkbox"/> Y	<input type="checkbox"/> N	
	• Update and prescribe refills using Usual medication	<input type="checkbox"/> Y	<input type="checkbox"/> N	

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	<ul style="list-style-type: none"> • Discontinue and Refill medications • Order OAT through the OUD Visit Form • Prescribe Ad hoc medications NOT listed in formulary • Inform the pharmacy when prescription is discontinued • Add the pharmacy on the prescription • Dispense or Administer from an active medication order 	<input type="checkbox"/> Y	<input type="checkbox"/> N	<ul style="list-style-type: none"> • OUD Visit Form • Inform Pharmacy when Medication is Discontinued • Print Pharmacy on Prescription • Dispense and Administer Medications
10. Interventions / Recalls	<ul style="list-style-type: none"> • Create Interventions (use code IVN to search for a list of interventions), specify repeat intervals and how to complete the Intervention 	<input type="checkbox"/> Y	<input type="checkbox"/> N	<ul style="list-style-type: none"> • Interventions
	<ul style="list-style-type: none"> • Understand Interventions within Profile EMR and how it differs from a task 	<input type="checkbox"/> Y	<input type="checkbox"/> N	
	<ul style="list-style-type: none"> • Know how to edit an Intervention 	<input type="checkbox"/> Y	<input type="checkbox"/> N	
11. Pathology (Labs) and Radiology	<ul style="list-style-type: none"> • Know how to create Labs/Radiology requisitions 	<input type="checkbox"/> Y	<input type="checkbox"/> N	<ul style="list-style-type: none"> • Investigations, Pathology and Radiology
12. Unsigned Transactions/ Results	<ul style="list-style-type: none"> • Check, Review and sign off on Results/Unsigned Transactions 	<input type="checkbox"/> Y	<input type="checkbox"/> N	<ul style="list-style-type: none"> • Clinical Lab Functions • Clinician of the Day Instructions • Manual Transactions • Front of Chart Tasks
	<ul style="list-style-type: none"> • Annotate and/or Task all Results/Unsigned Transactions 	<input type="checkbox"/> Y	<input type="checkbox"/> N	
	<ul style="list-style-type: none"> • Create Front of Chart Tasks 	<input type="checkbox"/> Y	<input type="checkbox"/> N	
13. Clinical Care Plan	<ul style="list-style-type: none"> • Create/Edit/Review a Care plan 	<input type="checkbox"/> Y	<input type="checkbox"/> N	<ul style="list-style-type: none"> • Clinical Care Plan
14. Locums and Students	<ul style="list-style-type: none"> • Understand set up for Locums and Students 	<input type="checkbox"/> Y	<input type="checkbox"/> N	<ul style="list-style-type: none"> • Covers For Functionality (Locums and Students)
15. Shadow Billing	<ul style="list-style-type: none"> • Understand billing features 	<input type="checkbox"/> Y	<input type="checkbox"/> N	<ul style="list-style-type: none"> • Shadow Billing
16. Resources	<ul style="list-style-type: none"> • Locate available support (i.e. Preceptors, Clinic Champions, Super Users, Service Desk) 	<input type="checkbox"/> Y	<input type="checkbox"/> N	<ul style="list-style-type: none"> • Profile EMR Library
	<ul style="list-style-type: none"> • Search for help files within Profile EMR 	<input type="checkbox"/> Y	<input type="checkbox"/> N	

Date: _____ Name: _____

Signature:

Using **black** ink, sign **within** the box. This will become your electronic signature on EMR documents (letters and requisitions).