Stewart Medicine EMR Tools Installation Instructions

STEP 1 – Download Files

- Download ZIP file from website.
- Open and expand the ZIP file.



• Remember where these files are saved on your computer. You will need to know when installing them to your EMR.

STEP 2 – Install Custom Forms

- Click on Records Handouts Messages Records
- Go to Settings \rightarrow Edit Custom Forms



or open any chart in Telus PS Suite.

• This will open a window from which you can import custom forms.



• Click File \rightarrow Import Form(s)



📒 LITE

Choose Custom Form File

Date Modified

• •

Name * LITE Contents.pdf

Flowsheets Handouts

Reminders

Stamps

- Navigate to the folder of files from STEP 1
- Go to the Custom Forms folder
- Highlight all of the Custom Forms (.cfm files) in that folder.
- You can highlight them all at once by holding down your "shift" key and clicking multiple forms.
- Click *Choose* to import all of the forms.
- You may be prompted to update duplicate forms, if applicable.

Choose Cus	tom Form File
Custom Form	IS 🗘
Name	Date Modified
EA – Depression PHQ-9.cfm	Friday, April 22, 2016 9:07 PM
EA LITE – BC-CCI.cfm	Friday, April 22, 2016 7:57 PM
EA LITE – Depression-Follow-Up.cfm	Friday, April 22, 2016 8:08 PM
EA LITE – Depression–L1screen.cfm	Friday, April 22, 2016 9:00 PM
EA LITE – Depression–L2screen.cfm	Friday, April 22, 2016 8:54 PM
EA LITE – FIBSER.cfm	Friday, April 22, 2016 7:57 PM
EA LITE – GAD-7.cfm	Friday, April 22, 2016 7:57 PM
EA LITE – LEAPS.cfm	Friday, April 22, 2016 7:57 PM
EA LITE - Patient Mood Plan.cfm	Friday, April 22, 2016 7:57 PM
EA LITE - Sheehan SDS.cfm	Friday, April 22, 2016 7:57 PM
LITE - 2014 Lab Reg.cfm	Friday, April 22, 2016 9:55 PM
LITE disabled feature.cfm	Friday, April 22, 2016 7:57 PM
Mental Health Report Card.cfm	Friday, April 22, 2016 7:59 PM
Toolbar LITE - Mental Health.cfm	Friday, April 22, 2016 9:02 PM
File Format: All Files	0
	Cancel

Saturday, April 23, 2016 7:02 AM

Friday, April 22, 2016 7:57 PM

Friday, April 22, 2016 7:47 PM

Friday, April 22, 2016 7:53 PM Friday, April 22, 2016 9:13 PM

STEP 3 – Install Reminders (If applicable)

 In any patient chart or blank Record, click Settings → Edit Reminders

File Edit	Style	Settings	Patient	View	Data	Letter	OLIS
Choose Patient	:->Find	Edit Sta Edit Cus Edit Sea Edit Col Edit Rer	mps stom Forn irches horts ninders	1S			
		Edit Rer New Qu New Ale Increase Decreas	ninders of ick Indivic ert e Text Size se Text Size	t This P lual Rei e	atient minder #	Ť Ļ	

• This will open a window from which you can import Reminders.



• Click Edit \rightarrow Import Reminders



- Navigate to the folder of files from STEP 1
- Go to the *Reminders* folder



- Highlight all of the *Reminders* (.srx files) in that folder.
- You can highlight them all at once by holding down your "shift" key and clicking multiple files.
- Click *Choose* to import all of the forms.
- You may be prompted to update duplicate forms, if applicable.



STEP 3 – Install Stamps (if applicable)

• Follow the same processes as above to install Stamps (.txt files).

File	Edit	Style	Settings	Patient	View	Data	Letter	OLIS	
Choos	e Patier	nt->Find	Edit Sta	mps					
		_	Edit Cu	stom Forr	ns				
			Edit Sea	Edit Searches					
			Edit Co	horts					
			Edit Reminders						
			Edit Rer New Qu New Ale	ninders o ick Indivio ert	f This P dual Rei	atient minder			
			Increase	e Text Siz	e	ж	t		
			Decreas	e Text Si	ze	Ħ	Ļ		

STEP 4 – Install Searches (if applicable)

Follow the same processes as above to install • Searches (.srx files).

File	Edit	Style	Settings	Patient	View	Data	Letter	OLIS
Choose Patient->Fin			Edit Sta Edit Cus Edit Sea Edit Col Edit Rer	mps stom Forr <mark>irches</mark> horts ninders	ns			
			Edit Rer New Qu New Ale	ninders o ick Indivio ert	f This P dual Rei	atient minder		
			Increas Decreas	e Text Siz se Text Siz	e ze	H H	† ↓	

STEP 5 – Install Handouts (if applicable)

• From the main PS Suite menu, click Handouts.

 File
 Settings
 Reports
 Messages
 MOH
 Window
 Help

 Dr. Adam Stewart (AS) - Saturday, April 23, 2016
 Appointments
 I Patients
 Inpatients
 Clients
 Bill Book
 Cash Book
 Address Book
 Handouts
 Messages
 Records
Dashboard >

- This opens a window from which you can import handouts. ٠
- Click Edit \rightarrow Import Handout

dit			
Add New Handows 96 A			
Add New Handout 36A	_		
Import Handout 361			
Delete Selected Handout			
Print Selected Handout #P			
Close 36W			
D - AHE NOLIEGO Z			
D - Chronic Pain			
D - Opoid Agreement			
D - PAIN PT Schedule			
D-Benzos			
D-Sleep_Advice			
D-seep_meds_cideny			
D-URTL2			
D-URTL-AOM			
ddiction Services			
dverse Reaction Report HC			
llergen Form - Special Auth			
M - opioid_manager			
nimal Biting Scratching Incidents Form			
nticoagulation (Bridging) Patient Info Form			
nxiety GAD-7			
rms			
UDIT			
vandia - Patient Informed Consent			
pi			
add			
AS - Health Report			
CAC - Control Eart Dishotor Intako			
CAC - IV Therany			
CAC - Palliative Kit Peterborough CCAC area	Name:		
CAC - Palliative Kit pg1	Description:		
CAC - Palliative Kit pg2			
CAC Instructions	Commente		
HFHT FAX COVER PAGE	comments:		
olds - Adam			
		Emai	East Drint
olds - All others			1 14A 1100

- Navigate to the folder of files from STEP 1
- Go to the *Handouts* folder



- Highlight a Handout (.pdf file) and click *Choose* to import.
- Unfortunately, you have to repeat this process and import each separate handout individually.

	Choose a	Handout	
	Handouts		0
Name	^	Date Modified	
Depression PHQ-9		Friday, April 22, 2	2016 7:39 PM
👮 LITE version – Featur	e Disabled	Friday, April 22, 2	2016 7:02 PM
Mood Effort Reward	Chart	Friday, April 22, 2	2016 7:47 PM
Sleep Advice Elderly		Sunday, April 17,	2016 9:46 PM
👮 Sleep Advice General	l.pdf	Friday, April 22, 2	2016 6:34 PM
File F	ormat: All Files		0
		Ca	Incel Choose

STEP 6 – Install Flowsheets (if applicable)

- Open any chart in Telus PS Suite. *This time, you must be in an actual patient chart, not just a "blank record".*
- Click View → Show Flowsheet



• This opens a window from which you can import *Flowsheets*.



• Click $File \rightarrow Utilities \rightarrow Import Flowsheet Template$



Select File to Open

Date Modified

Saturday, April 23, 2016 7:02 AM

📒 LITE

Name * LITE Contents.pdf

- Navigate to the folder of files from STEP 1
- Go to the Flowsheets folder

- Highlight a *Flowsheet* (.flowsheet file) and click *Choose* to import.
- You have to repeat this process and import each separate flowsheet individually.



Installation Complete! Your tools are now ready to use on your EMR

If you ever wish to uninstall, simply delete all of the installed files from your EMR. Note: Custom Forms cannot be deleted. Instead, "deactivate" them. You may wish to refer to the List of Contents to ensure you remove all files.