

## CHR Notification – PEI Provincial EMR Communication – April 22, 2025

### IMPORTANT NOTICE – RE: INJECTIONS AND FORWARDING MESSAGES

#### INJECTIONS

Please note when entering injections in the EMR, **do not check** “Add to clinic-wide injection list” as it will save in the information under some fields (e.g. lot number) and they will be a default to all staff, within the clinic.

New Injection

TYPE *	Immunization	NAI
DOSE	0.5	Millilitre(s)
SITE GIVEN	Left Deltoid	ROL
LOT NUMBER	12356789	SEQUENCE
<input type="checkbox"/> External		STRI
INJECTED BY		
INSTRUCTIONS		
COMMENTS		

☐ Add to clinic-wide injection list

#### FORWARDING MESSAGES

We continue to notice users are forwarding results inappropriately to clinical groups / locations instead of individual accounts.

When forwarding results, please take care to only forward results to individuals (one avatar



) rather than to clinical working groups / locations (two avatars



#### QUEENS DIABETES EDUCATION CENTRE'S CHANGES.

Please note the following:

**General Diabetes Services** including **Diabetes Dietitian Services** from both **Four Neighborhoods** and **Sherwood Business Center** moved to **Sherwood Medical Center**, lower level and named **Queens Diabetes Education Centre**.

CHR users: Send internal referrals to *Queens Diabetes Education Centre*.

Non-CHR users: Fax referrals to 902-368-6936.

**Nurse Practitioner and Specialty Diabetes Services (Gestational Diabetes, Pump Program)** remain at **Sherwood Business Center**, now renamed **Queens Specialty Diabetes Program**.

CHR users: Send internal referrals to ***Queens Specialty Diabetes Program***.

Non-CHR users: Fax referrals to 902-894-0321

**General/ Community Dietitian Services** from **Four Neighborhoods** and **Sherwood Business Center** has moved to the **Sherwood Medical Center**, lower level and named **Queens West Primary Care Network Services**.

CHR users: will continue to send internal referrals to **Queens West Primary Care or Queens East Primary Care** using **Queens Primary Care Network** referral form.

Non CHR users- Fax as below

Primary Care Network Referral	
<input checked="" type="checkbox"/> Queens West Primary Care Phone: 902-569-7562 Fax: 902-368-6936	<input checked="" type="checkbox"/> Queens East Primary Care Phone: 902-620-3260 Fax: 902-620-3267

## ARCHIVING FORMS IN PROVINCIAL EMR

There have been recent incidents of clinics archiving forms that they did not create or that are needed for other service areas. Considering this, FORMS should be archived ONLY in the following two circumstances:

- 1) **Forms created in error.**
- 2) **LAB/DI Forms that you or your area created, and the test is completed.**

A formal Standard Operating Procedure (SOP) will be developed by your EMR Standards Committee, but for now, these are the current guidelines we ask all EMR Users to follow



The screenshot shows a form header with the title 'Urine, Body Fluids & CSF'. Below the title, there are two dates: 'Feb 14, 2025' (2 Months Ago) and 'Nov 14, 2024' (5 Months Ago). To the right of the dates, it says 'No Fax History'. There are two buttons: 'Reconciled' and 'No Status'. In the bottom right corner, there is a 'Modification History' button, which is highlighted by a red arrow.

If under the **Modification History** you or one of the staff members in your area created the Form and the actions have been completed, you may **archive** it.

### History

Karen Carrion

Apr 17, 2025 3:18PM

Karen Carrion

Apr 17, 2025 3:17PM

Patient name	Penelope "Karen" Cruz	-
Today's date	2025-04-17	-

< 1 >

Close

Urine, Body Fluids & CSF -

Feb 14, 2025

2 Months Ago

Nov 14, 2024

3 Months Ago

No Fax History

Reconciled

No Status

Archive

If you have any questions or concerns, please don't hesitate to contact EMR Support at [emrsupport@gov.pe.ca](mailto:emrsupport@gov.pe.ca)