

Provincial Electronic Medical Record (EMR)

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PEI Provincial EMR Communications for all Users

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New Content

Forms:

- PSB Request for Students Requiring Medical Assistance at School
- IWK - MMGS Hereditary Cancer Referral

Helpful Hint for Lab Requisitions:

When sending requisitions to the Lab and entering the name of the ordering provider in free text, **always include both the first and last name** of the physician or nurse practitioner (e.g., *Jane Smith*). This ensures accurate identification and prevents delays in processing.

Cancelled and No-Show Appointments

1. Original Appointment Handling

- a. Do **not delete** the original appointment.
- b. Keep it in its original time slot. (Change status to Cancelled or No Show)
- c. Add a **note in the appointment card** indicating:
 - i. Reason
 - ii. Any relevant details (e.g., patient called, provider unavailable).

2. If Patient Requests a New Appointment

- a. Create a **new appointment** in the schedule.
- b. Set its **status to "Rescheduled"**.
- c. Add a **note in the new appointment card** referencing:
 - i. Original appointment date/time.
 - ii. Reason for rescheduling.