

## PEI Electronic Medical Records Data Entry Provincially Recommended CHR File Names and Status Tags

When scanning or uploading documents, change the date to the date test performed or the date the document was received.

**\* PAP and Mammo file names identified below are only for historical lab and diagnostic images that were scanned into CHR. Results that are received electronically from CIS should not be renamed.**

### Consult Type (and Abbreviations)

**All uploaded files should have the consult type before the file name. Example Derm Dr. Rodriguez**  
Anesthesiology Consultation (Anesth), Cardiology Clinic (Cardio), Dental/Oral Surgery Consultation (Dental/Oral Surgery), Dermatology Consultation (Derm), ENT/Otolaryngology Consultation (ENT) Gastroenterology Consultation (GI), Geriatric Medicine Consultation (Geriatrics) Obstetrics/Gynecology Consultation (OBGYN), Hematology (Oncology), Internal Medicine (IM), Medical Microbiology (Micro), Nephrology (Nephro), Neurology (Neuro), Ocular reports (Optometrist), Oncology, Ophthalmology (Ophthal), Orthopedic (Ortho), Consultation, Paediatric (Peds), Palliative, Plastics, Psychiatric (Psych), Psychology, PT/OT, Rehab Consult, Radiology, Surgery Consult (Gen Surg), Urology

CHR Tag	Document	File Name
Admission/discharge	Admission Notes	History and Physical
Admission/discharge	Discharge Summary	Discharge Summary
Admission/discharge	History and Physical	History and Physical
Admission/discharge	Short Stay Summary	Short Stay Summary
Consults	All Consult documents	Abbreviated Consult Type, Provider Last Name
Consults	Heart Health Consult	Cardio Specialist Last Name
Consults	Heart Health Follow Up	Cardio Specialist Last Name
Diagnostic Test	Bone Mineral Density Scans	BMD
Diagnostic Test	Breast Screening Letters	Mammo
Diagnostic Test	Carotid Dopplers	Carotid dopplers
Diagnostic Test	CT Scans	CT, Body Part(s)
Diagnostic Test	Echocardiograms	Echocardiograms
Diagnostic Test	Mammography	Mammo * See note above
Diagnostic Test	MRI Scans	MRI, Body Part(s)
Diagnostic Test	Pacemaker	Pacemaker
Diagnostic Test	Ultrasounds	U/S, Body Part(s)
Diagnostic Test	Xrays	Xray, Body Part(s)
ECG	ECG	ECG - (if abnormal add to file title)
Emergency Documentation	CEC Documentation (Collaborative Emergency Centre)	Emerg Notes
Emergency Documentation	Power Notes ED/ER Reports	ED Note-Physician
Emergency Documentation	Virtual Care ED Documentation	Emerg Notes
Form	Consent Forms	Consent Forms add Consent Form Name example Diabetic Consent Form
Form	Insurance Papers	Insurance Papers, Company Name

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Form	Questionnaires	Questionnaires
Form	Special Authorization Forms	Special Auth - Accepted or Unaccepted
Form	WCB Forms	WCB
Hospital	Ambulatory Procedure Record Example Colonoscopy	Ambulatory Procedure Record, Procedure, Specialist Last Name
Hospital	Operative Reports	OR Report, Providers Last Name
Lab	All Bloodwork	Bloodwork (if able general description of bloodwork)
Lab	All Swabs	Type Culture
Lab	COVID test results	COVID
Lab	FIT test results	OB-FIT
Lab	Pap Results	Pap * See note above
Lab	Pathology results	Pathology (if able general description)
Lab Check	Cytology	Cytology
Medical Records	Fax Confirmations (Do not scan)	If already in chart, name Confirmation of fax
Medical Records	Driver's Medicals	Driver's Medical
Medical Records	Home Care Note or SBAR	Home Care Note
Medical Records	Letters from patients	Patient Letters
Medical Records	Old Chart	Scanned chart and Provider First Initial Last Name
Medical Records	Progress Notes	Progress Note
Medical Records	Walk-in	Walk-in
Medical Records	Wound, Ostomy Continence Consult	Wound Care
Medical Records	Diabetic Flow Charts (most recent)	Diabetic Flow sheet
Medical Records	Insulin Adjustment Form (most	Insulin Adjustment
Photo	Photographs	Photo Add description
Prescription Refill	LTC Medication Reconciliation	LTC Med Rec
Prescription Refill	Prescription Refills	Prescription Refill - add description (ie continued care, dose clarification, refill request)
Radiology	FATC Ultrasounds	FATC Ultrasounds
Special Testing	24 hr BP reports	24 hr BP
Special Testing	Angiograms (Angio)	Angio
Special Testing	Audiometry	Audiology
Special Testing	EEG	EEG
Special Testing	EMG / NCS	EMG

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Special Testing	Holter monitors	Holters
Special Testing	PFTs	PFT
Special Testing	Spirometry	Spirometry
Special Testing	Stress Tests	Stress Tests