



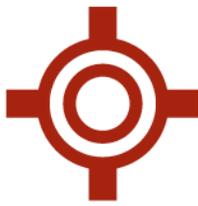
# **EHEALTH SASKATCHEWAN PHARMACEUTICAL INFORMATION PROGRAM (PIP) INTERFACE**

## **USER GUIDE**



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## 1. INTRODUCTION

This document includes information for users on the following:

- Registration with eHS
- Overview of the PIP module from within Accuro
- How to use the PIP module
- Security Features

## 2. REGISTRATION WITH eHS

For more information about PIP, visit <https://pip.ehealthsask.ca/>.

To register please contact the eHealth Saskatchewan Service Desk at 1-888-316-7446. You will also need to advise them if you are interested in getting the PIP interface enabled in Accuro.

## 3. OVERVIEW OF THE PIP MODULE

The PIP Connection Centre enables providers to view from Accuro, the medications prescribed and dispensed for a patient as well as any allergy information recorded in PIP. Please note that this is read only information.

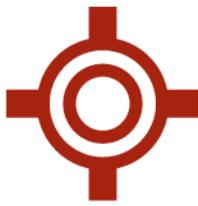
## 4. HOW TO USE THE PIP MODULE

To access the PIP Connection Centre from within Accuro, click on the icon  on the bottom left hand side of the Accuro windows. This icon indicates the status of the connection to PIP as per the following legend:

### Connected to PIP

#### Legend

-  No Connection to PIP Attempted
-  Insufficient Credentials to access PIP
-  Connected to PIP
-  Error Connecting to PIP



Once you click on the icon, the PIP Connection Centre window is displayed and is pre-populated with the patient demographic information. From the PIP Connection Centre you can access a patients' medication and allergy information from PIP.

## 5. WORKFLOW

Once you are logged in, Accuro will connect to PIP.

1. Click on the PIP status Icon found in the Accuro notification section (bottom left of screen).

The screenshot shows the Accuro EMR interface. At the top, there is a header with the text "Accuro EMR 2015.02 - Saskatchewan Medical Association - eHealth Saskatchewan Conformance". Below the header, there is a search bar with fields for "Last Name", "First Name", "Middle Name", and "Birthdate". The "Patient Status" is set to "Active" and the "Office Provider" is set to "--None--". The "Demographics" tab is selected, showing fields for "Health #", "Birthdate", "Age", "Gender", "Deceased", "Family Phys", "Address", "City", "Postal/Zip", "Phone #s", "Default Insurer", and "Social Assistance". The "Last Updated" field is empty. At the bottom of the form, there are buttons for "Manage Cohorts", "Delete Patient", "Patient Relationships", "Merge", "Add Patient", and "Clear (F1)".

2. The PIP Connection Centre will be displayed and you will see that your currently selected patient is already loaded. You can also search for a different patient from within the PIP window search field.

The screenshot shows the "PIP Connection Centre" window. It has a blue header with the text "PIP Connection Centre". Below the header, there is a search bar with the text "Patient: Conform, Faith". To the right of the search bar, there is a green "Consent" indicator and a "Reason: Patient Care" dropdown menu. Below the search bar, there are two radio buttons: "Partial Profile" (selected) and "Complete Profile". To the right of the radio buttons, there is a "Get Patient Profile" button.

3. At the top of the PIP Viewer window there are multiple fields:
  - **Patient search field:** \*This is a mandatory field where you will enter the name (last name, first name) of the patient you would like to view the PIP profile for. This field will be pre-



populated with the patient information from the previous screen, but you can enter a different patient on this screen.

- **Consent:** An icon is displayed beside the patient to indicate if the patient’s profile is masked or not.
    - If a patient’s profile is not masked, a green icon will be displayed next to the patient’s name.
    - If the patient is masked, a red icon will be displayed.
  - **Reason:** A drop-down field where you will specify the reason for viewing the information. The default reason is “Patient Care”.
  - **Comments Check Box:** Check this box if you would like to add comments in the box that appears. This information stored within the Audit Logs in Accuro that are available to **System Administrators** only. (To Access browse to **Users > Manage Security > Audit Logs**).
  - **Get Patient Profile:** Click on this button to request the patient profile.
  - **Partial Profile:** Select this option to request the medications that were active for the patient for the last four months. This option is selected by default.
  - **Full Profile:** Select this option to request the medications that were active for the patient for the last twenty-five months.
4. If a profile is masked (indicated by a red icon), you will need to record the fact that you have the patient’s consent or have legal reasons to view the profile. A masked profile is a directive from the patient to eHealth Saskatchewan to have a barrier placed on the profile to prevent health care providers from accessing the patient’s information unless:
- The health care provider has the patient’s Consent; or
  - The health care provider suspects dangerous use of a drug (This reason only applies to medications listed in the prescription review program); or
  - The patient is unable to provide consent
- a. If one of these reasons exists then a health care provider can select and record the reason and proceed in viewing the medication profile. If one of these reasons does not exist the health care provider is not able to view the masked profile.
5. Select either a Partial Profile or Full Profile and then click the “Get Patient Profile” button.\*

**Note:** The information viewed is **Read Only** access.



6. A loader bar will display while the data is being retrieved:



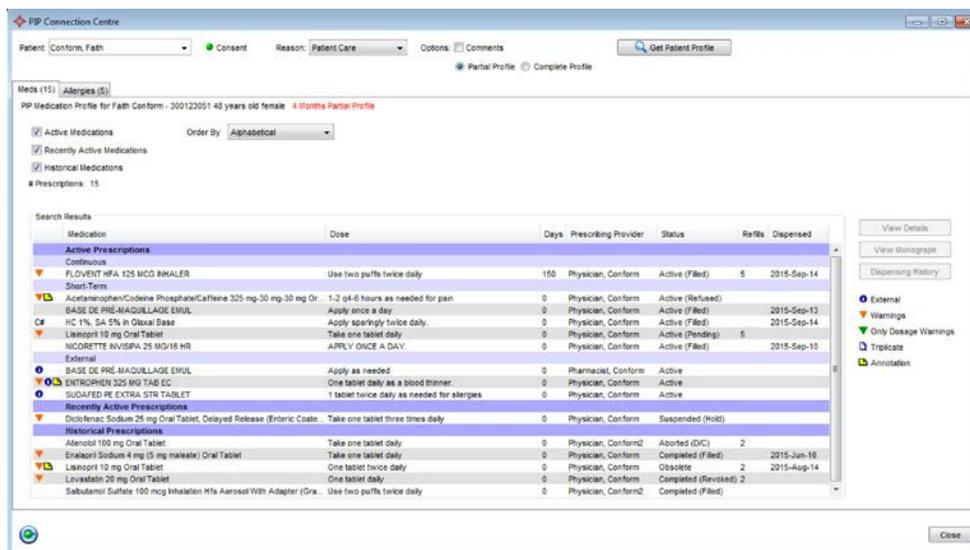
7. Once the information is returned from PIP it will be displayed in Two tabs in the PIP Connection Centre Window:

- MEDS: The PIP medication records will be displayed in this window. The content returned from PIP depends on whether a four-month or a full profile was requested. You can filter the medications by active, recently active, and historical medications. \*
- ALLERGIES: The PIP allergies and intolerances will be displayed in this window. All allergies recorded in PIP will be returned regardless of the length of medication profile requested. You can filter by allergies and intolerances. \*



**Note:** The information viewed is **Read Only** access.

8. Meds tab:





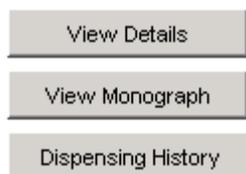
In this tab you can:

- Chose how you would like the list ordered: Alphabetically, By Dates, and Status type.
  - View the patients' active, recently active or historical medications.
  - View the details and dispensing history on the medications if available.
- A status icon may be displayed for the medication records based on the following table:

External	This item was recorded as an external prescription or is an over the counter medication recorded for the patient
Warnings	A contraindication was raised and managed when the medication was prescribed (for example, a drug-allergy interaction or a drug-drug interaction).
Only Dosage Warnings	There is an issue raised related to the dose (either higher or lower than then recommended range) and managed when the medication was prescribed.
Triplicate	Indicates that the medication prescribed is a controlled substance in Saskatchewan. There may be legal requirements related to prescribing of these medications. Some regions require printing three copies of the prescription, for records rather than just the normal one copy for the pharmacy.
Annotation	Additional information has been recorded on the prescribed medication.

- External
- Warnings
- Only Dosage Warnings
- Triplicate
- Annotation

- You can access more detailed information about a prescription by either double clicking on the specific record or click on one of the following buttons after highlighting a record:

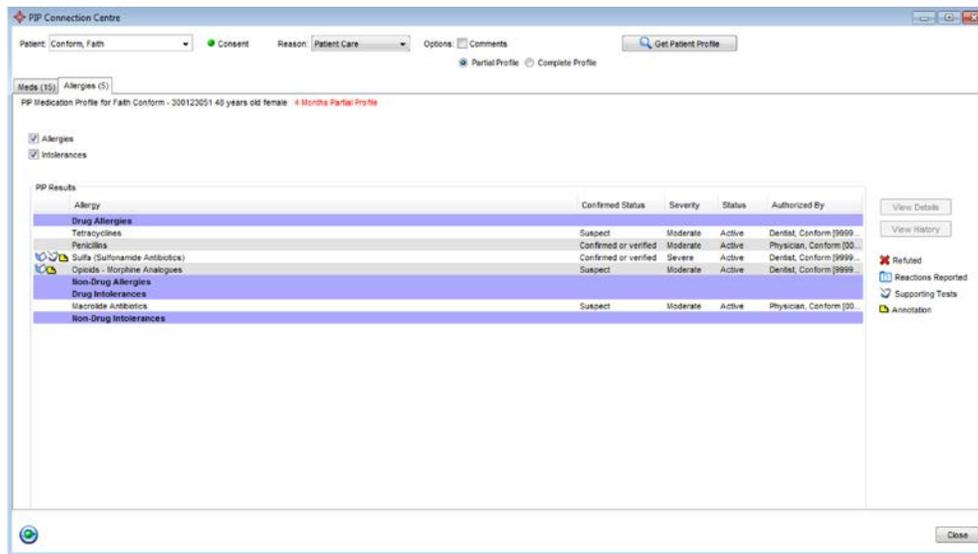


- **View Details:** Click to view the prescription details of the selected prescription. This will include items such as the dosage, contradictions or issue raised, and prescribed by.



- **View Monograph:** This opens the Medscape website for an overview of the medication.
- **Dispensing History:** View the dispensing history of the medication and where each was dispensed.

9. Allergies tab:



In this tab you can:

- View the patient’s allergies and intolerances.
- View the details and history of an allergy or intolerance.
- A status icon may be displayed for the allergy and intolerance records based on the following table:

Refuted	Indicates an allergy or intolerance that was entered for a patient, but should not have been.
Reactions Reported	A reaction(s) (for example, nausea or rash) has been recorded for the allergy or intolerance.
Supporting Tests	Allergy test that support the allergy have been recorded on the record
Annotation	Additional information has been recorded on the allergy or intolerance





- You can access more detailed information about the allergy or intolerance by either double clicking on the specific record or click on one of the following buttons after highlighting a record:

View Details

View History

- **View Details:** Click this to view the details of the allergy or intolerance record. This will include reported reactions and their severity, supporting allergy tests and other information recorded.
- **View History:** Click on this to view the historical changes made to the allergy or intolerance.

## 6. Security Feature Changes:

Once the PIP integration has been enabled, there are a few key security changes of which to be aware of to align with SK eHealth security policies.

- The maximum inactive time before automatic log out will be 120 minutes
- Minimum password length is 8 characters \*
- Citrix passwords need to be changed every 60 days. Users that have a password older than 60 days will be prompted to update the next time they log in. \*

**Note: These password changes will mean that if you have not changed your password within the last 60 days, it will need to be changed once the PIP module has been turned on.**

### Password Requirements:

- A password must not have the same character 3 times in a row
- A password must contain characters from all four (4) of the following classes:
  - English upper case letters (A, B, C, ..., Z)
  - English lower case letters (a, b, c, ..., z)
  - At least two (2) westernized Arabic Numerals (0, 1, 2, ..., 9)
  - Non-Alphanumeric and non- whitespace characters as punctuation symbols
- A password may not contain the user's username or any part of the user's full name
- A user cannot repeat its last 10 passwords



## **7. SUPPORT AND TRAINING**

QHR Technologies Inc. can provide your clinic with support and user training. Please contact:

QHR Technologies Inc. Client Services

Phone: 866.729.8889

Email: [Accuro@QHRtechnologies.com](mailto:Accuro@QHRtechnologies.com)

Also, check out our training video online via the following address:

<http://www.qhrtechnologies.com/electronic-medical-records/training/pip/>