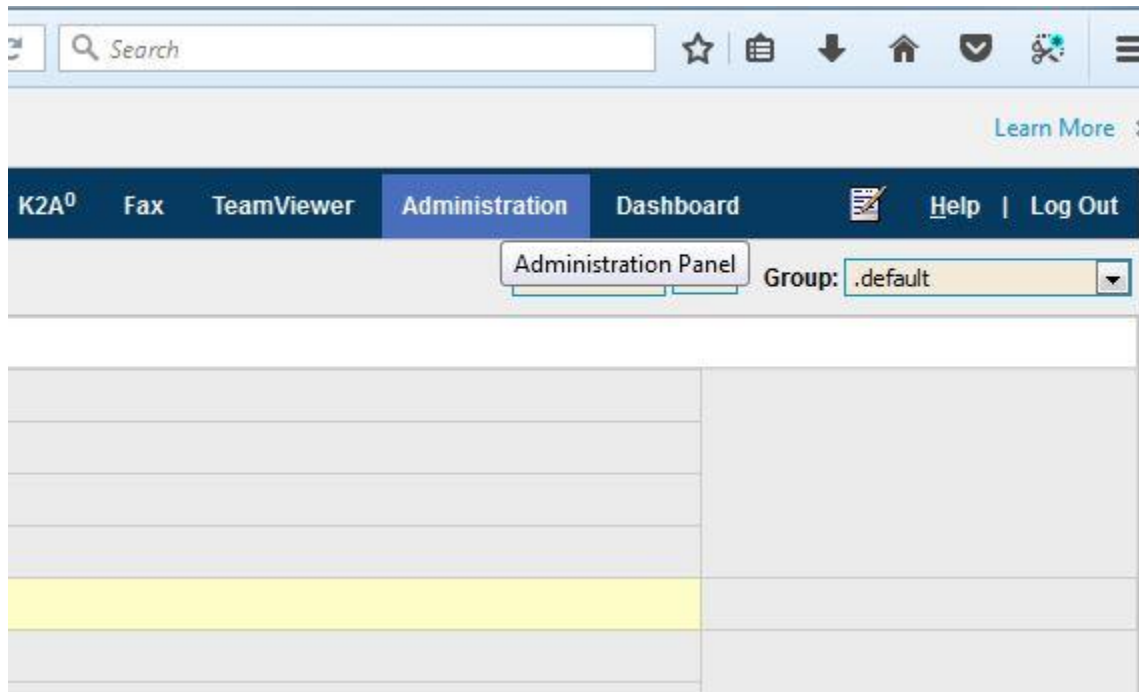



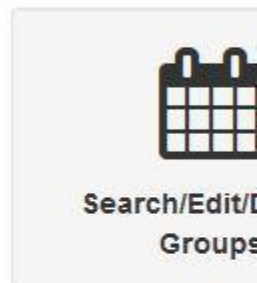
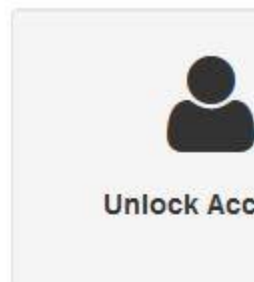
Instructions to upload Viral/ Delayed Prescription to OSCAR EMR

- 1- Please download the files to your local machine or a USB stick. The files are in *.zip format. Please DO NOT extract the files as OSCAR will recognize the zip file.
- 2- It is highly recommended to follow this instruction using Mozilla/Firefox browser.
- 3- From OSCAR Main Page (Day Sheet) navigate to [Administration](#) panel:

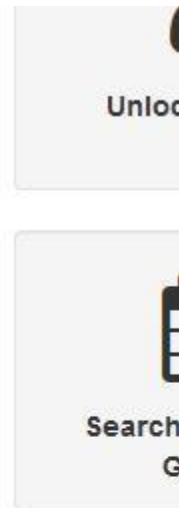
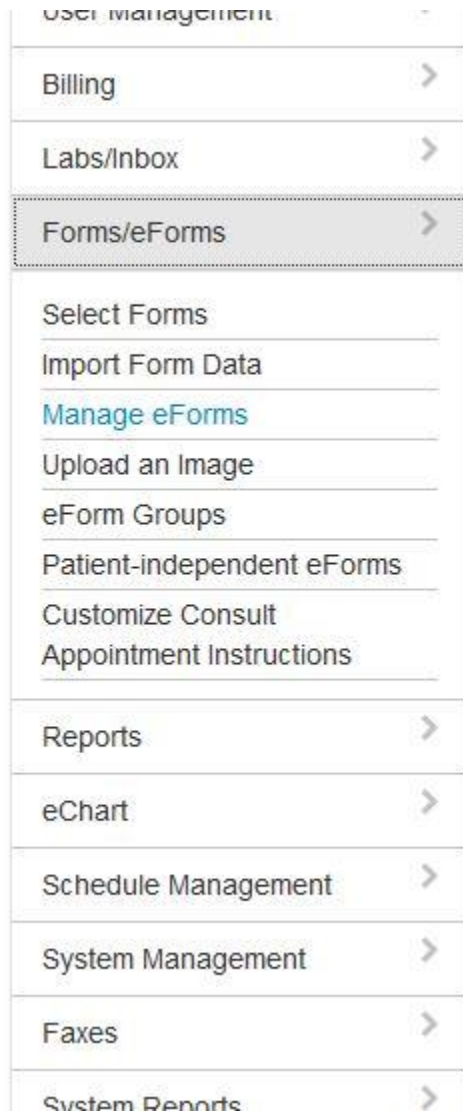


4- Select *Forms/eForms*:

 Administration Panel	
User Management	>
Billing	>
Labs/Inbox	>
Forms/eForms	>
Reports	>
eChart	>
Schedule Management	>
System Management	>
Faxes	>
System Reports	>
Integration	>
Data Management	>
Updates and Migrations	>



5- Select *Manage eForms*:



6- Select *Import*:

The screenshot shows the 'eForm Library' interface. On the left, a sidebar menu has 'Forms/eForms' selected, with 'Manage eForms' highlighted. At the top, a navigation bar includes 'Manage eForms', 'eForm Library', 'eForm Groups', and 'Create eForm'. Below the navigation bar, the 'eForm Library' section has buttons for 'Upload', 'Import' (circled in red), and 'Download'. A table titled 'Current Resources in OSCAR' lists forms: 'Label test', 'Opioid Manager', 'Patient Health Questionnaire (PHQ-9)', and 'Opioid Risk Tool', with 'Additional Information' links for the last two.

eForm Name	Additional Information
Label test	
Opioid Manager	
Patient Health Questionnaire (PHQ-9)	CNCP
Opioid Risk Tool	CNCP

7- Select *Browse* and navigate to where you have downloaded the .zip files.

The screenshot shows the 'eForm Library' interface with the 'Import' button highlighted in the top navigation bar. Below the navigation bar, the 'eForm Library' section has buttons for 'Upload', 'Import' (highlighted), and 'Download'. A form titled 'Import eForm:' has a 'Browse...' button (circled in red) and an 'Import' button. A message below the form states: 'Info: When importing the file format is required to be a zip file.'

- 8- Once chose the file (please note that you should only choose one file at a time), select [Import](#) to upload it to your OSCAR EMR:

The screenshot shows the 'eForm Library' page in the OSCAR EMR. On the left is an 'Administration Panel' with a tree view containing: Administration Panel, User Management, Billing, Labs/Inbox, Forms/eForms (selected), Select Forms, Import Form Data, Manage eForms, Upload an Image, eForm Groups, Patient-independent eForms, Customize Consult, and Appointment Instructions. The main content area has a header with 'Manage eForms', 'eForm Library', 'eForm Groups', 'Create eForm', and 'Image Library'. Below this is the 'eForm Library' section with a 'View Deleted' link and buttons for 'Upload', 'Import' (highlighted with an orange circle), and 'Download'. The 'Import eForm:' section shows a 'Browse...' button, the filename 'Viral Prescription.zip', and an 'Import' button (also circled in orange). An information box below states: 'Info: When importing the file format is required to be a zip file.'

- 9- You will get a confirmation that the file uploaded successfully. If you refresh your [eForm Library](#) page, you should now see the added form:

The screenshot shows the 'eForm Library' page after a successful upload. The 'Current Resources in OSCAR' section displays a table with the following data:

eForm Name	Additional Information	Modified Date	Modified Time	Role Type	Action	Send
Delayed Prescription		2018-10-31	13:54:51			
Viral Prescription		2018-10-31	13:54:45			
Label test		2018-10-31	13:10:47			

- 10- You can start using the forms by navigating to patient's chart, selecting + sign from *eForm* section and choosing the uploaded forms. Once completed, you can either save or save and print the completed form:

Preventions +	Social History +
Hib	◦ Ex-Smoker
MenC-C	
Tdap-IPV	
dTap	
Tickler +	Ongoing Concerns +
Test reminder. ... 18-Apr-2017	
Disease Registry +	
TOBACCO USE DISORDER ... 21-Jun-2017	
DIABETES MELLITUS* ... 15-Jun-2017	
Forms +	
eForms +	
Documents +	
Cardiology - Test description- ... 20-Sep-2017	
Lab Result +	
Messenger +	
Measurements +	
CDM Indicators	
CDM Indicators	
Diabetes Flowsheet	
SMK	
Consultations +	
Cardiology ... 15-Jun-2017	
Cardiology ... 15-Jun-2017	

8-Apr-2017 :]
Subjective:
Objective:
Assessment:
Plan:
Editors: John, Smith;
Diabetes
Anxiety
Ex-Smoker
Document created at Wed Sep 20 10:56:40 EDT 2017 by Smith John.

Preventions +	Social History +	M
Hib	◦ Ex-Smoker	◦
MenC-C		◦
Tdap-IPV		
dTap ▼	Ongoing Concerns +	R
Tickler +		
Test reminder. ... 18-Apr-2017		
Disease Registry +		
TOBACCO USE DISORDER ... 21-Jun-2017		
DIABETES MELLITUS* ... 15-Jun-2017		
Forms +	<input type="text"/> <input type="button" value="Filter"/> <input type="button" value="Calculators"/> <input type="button" value="Templates"/>	
eForms +	[18-Apr-2017 ..]	
Documents +	Subjective:	
Cardiology - Test description- ... 20-Sep-2017	Objective:	
Lab Result +	Assessment:	
Messenger +	Plan:	
Measurements +	Editors: John, Smith;	
CDM Indicators	Diabetes	
CDM Indicators	Anxiety	
Diabetes Flowsheet	Ex-Smoker	
SMK ▼		
Consultations +	Document created at Wed Sep 20 10:56:40 EDT 2017 by Smith John.	
Cardiology ... 15-Jun-2017		
Cardiology ... 15-Jun-2017		