

# Chronic Non Cancer Pain User Guide for Practice Solutions EMR

## Intended Tool Use

Clinical best practices and recommendations that follow the Centre for Effective Practice (CEP) Management of Chronic Non Cancer Pain Toolkit have been incorporated into the template, which is divided into the following sections: Baseline Assessment, Ongoing Assessment, Non-Pharmacological Therapy, Non-Opioid Medications, Opioid Medications and Intervention Management and Referral. This approach allows clinicians to conduct a complete assessment and provide a tailored management plan that incorporates the patient's goals, while adhering to current best practices in providing improved CNCP management overall.



## Table of Contents

<b>1. Toolkit Contents .....</b>	<b>3</b>
<b>2. Installing Custom Forms from Email.....</b>	<b>4</b>
<b>3. Importing Custom Forms and Encounter Assistants .....</b>	<b>6</b>
<b>4. Setting a Reminder to show the CNCP Toolbar .....</b>	<b>9</b>
<b>5. Preferences for Prescription End Dates .....</b>	<b>13</b>

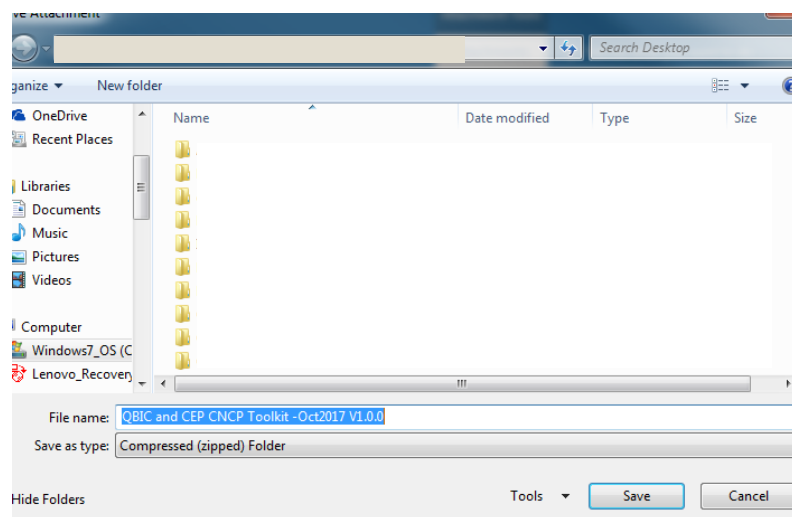
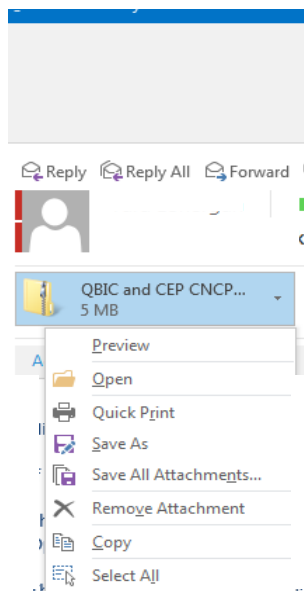
## 1. Toolkit Contents

Custom Forms and Encounter Assistants (EAs) included in the CNCP Toolkit Package include:

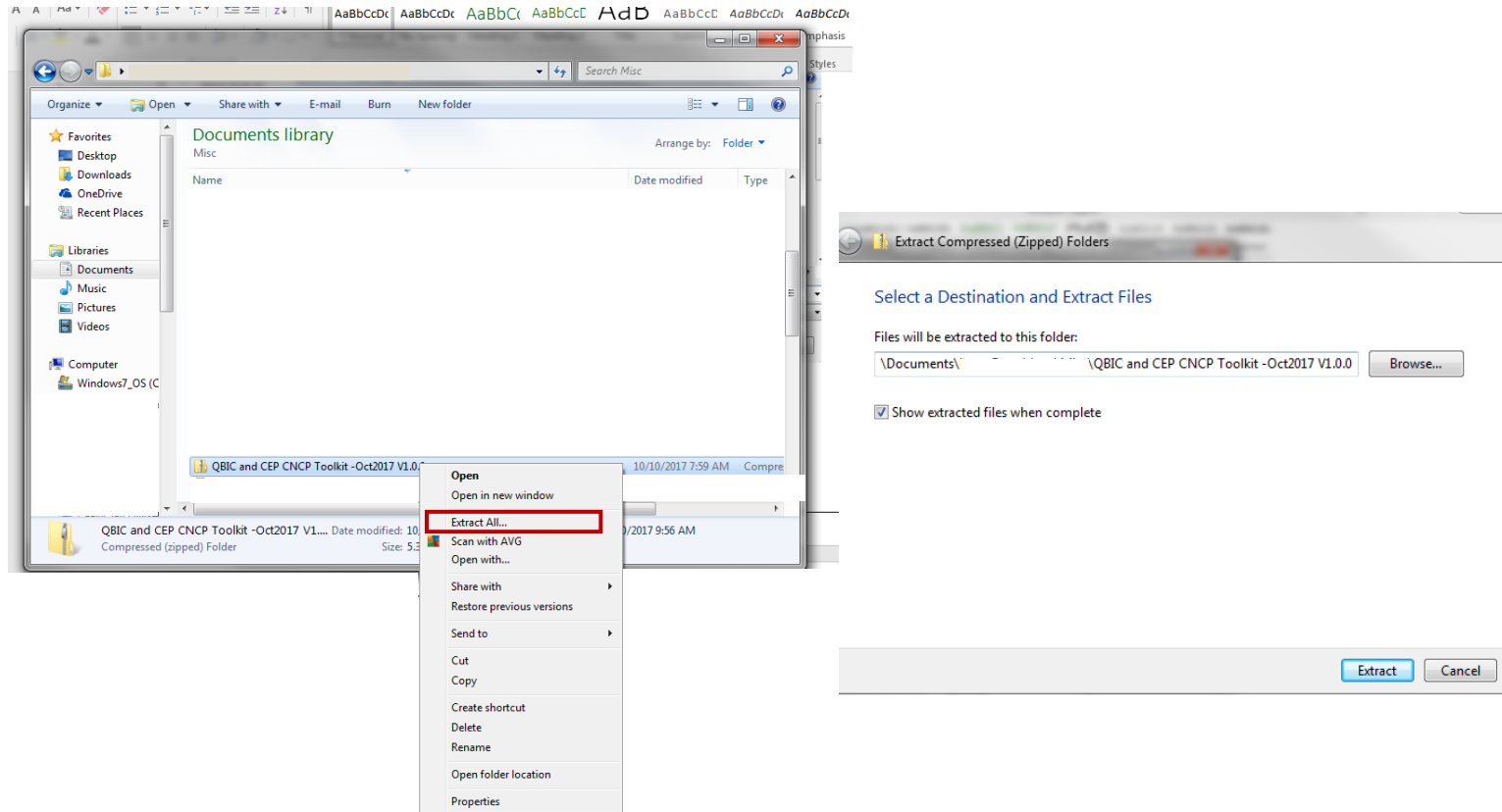
- Brief Pain Inventory.cfm
- Chronic Non Cancer Pain CNCP Medication Reference tool QBIC.cfm
- Chronic Non Cancer Pain Management tool – Baseline Assessment QBIC CEP.cfm
- Chronic Non Cancer Pain Management tool – Follow up visit QBIC CEP.cfm
- Chronic Non Cancer Pain Toolbar QBIC CEP.cfm
- CNCP 2013 Lab Requisition.cfm
- CNCP Current opioid review QBIC.cfm
- CNCP Starting Opioids QBIC.cfm
- GAD-7.cfm
- Opioid Risk Tool.cfm
- Opioid Treatment Agreement.cfm
- Patient Health Questionnaire (PHQ-9).cfm

## 2. Installing Custom Forms from Email

1. Select the CNCP toolkit zip file attachment from the email or from where you are downloading the file (i.e. TheWell website) and save it to your desktop or another file folder location of your preference.

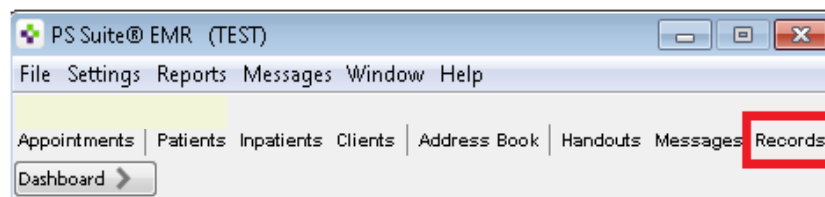


2. Extract and save the CNCP toolkit zip file to your desktop or other file folder location of preference. Right-click on the zip file and select **Extract All...** to save to the file location.

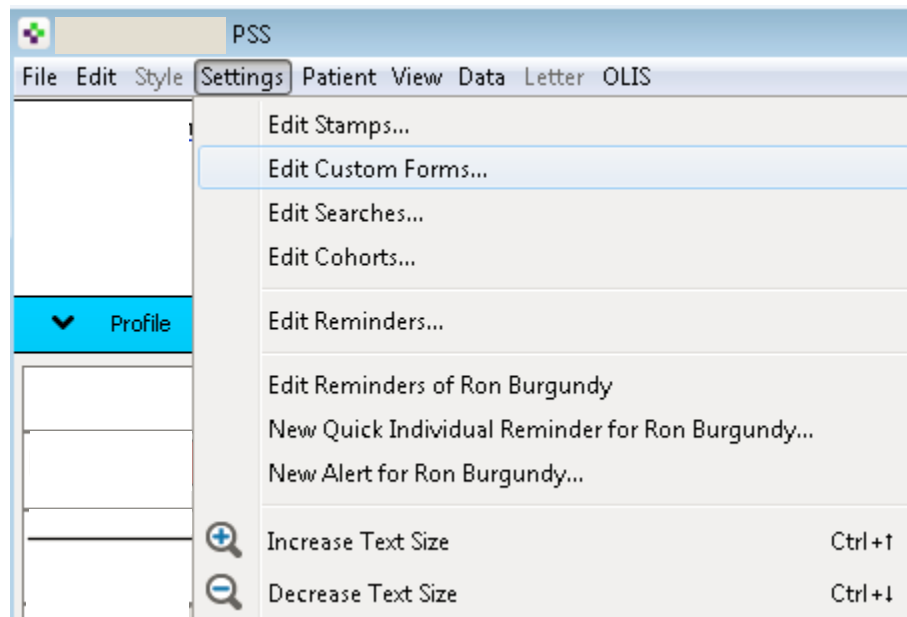


### 3. Importing Custom Forms and Encounter Assistants

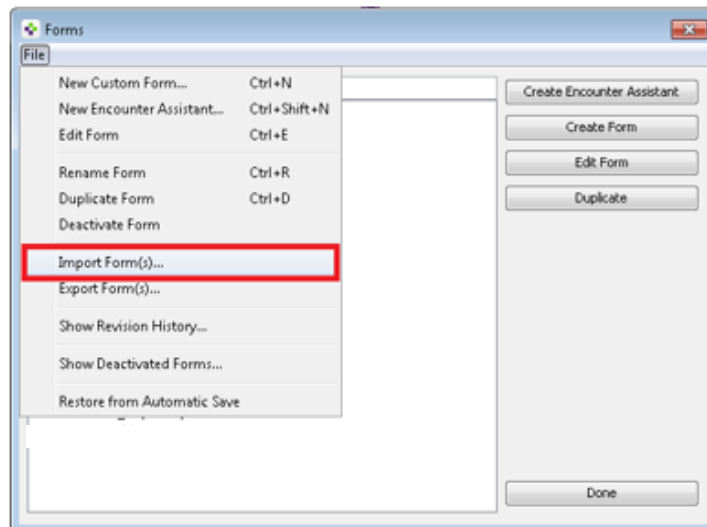
1. Login to Practice Solutions and select the **Records** tab.



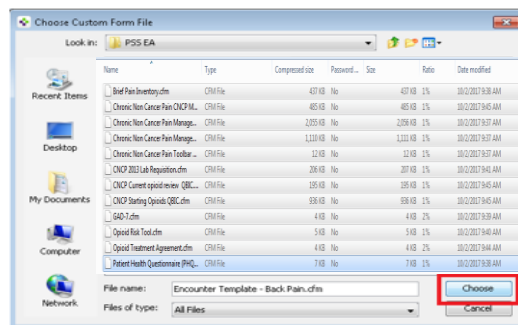
2. In the **Records** window, select the **Settings** tab->**Edit Custom Forms...**



3. Select the **File** tab->**Import Form(s)...**

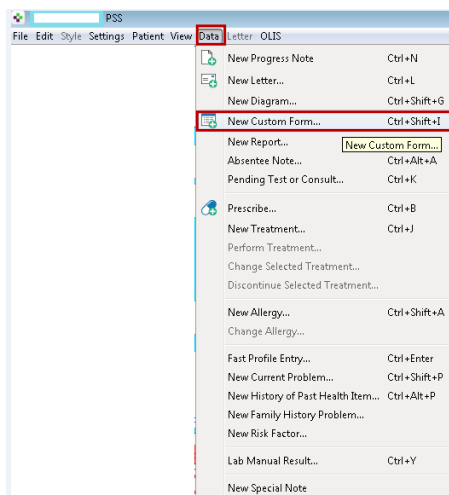


4. Find the file location where you have saved the unzipped CNCP toolkit files, select all by clicking on one file and holding Shift and selecting the others in the list. Click **Choose**.

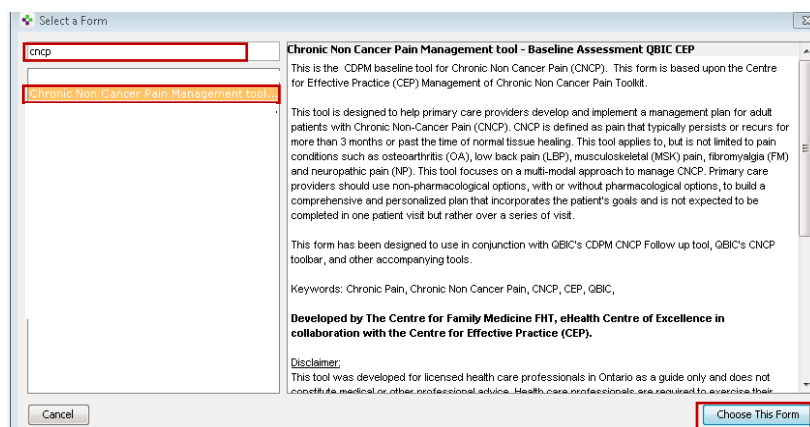


5. To insert one of CNCP files into a patient's chart/record (i.e. the **Chronic Non Cancer Pain Management tool - Baseline Assessment QBIC CEP.cfm**):

- a. Find the patient Record in PSS
- b. Select the **Data** tab->**New Custom Form...**



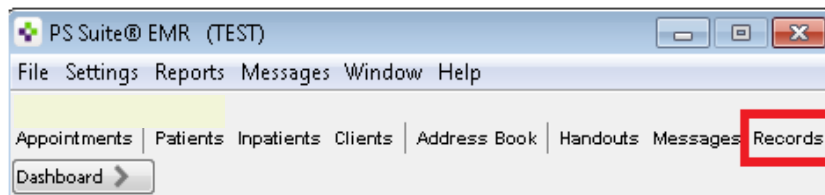
- c. Search for the custom form you would like to insert (i.e. start typing keyword **CNCP** in the text field) and select it from the custom form list->**Choose This Form**.



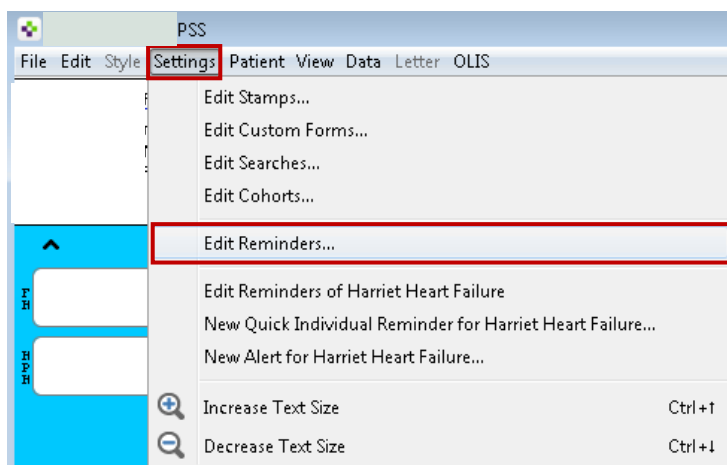


## 4. Setting a Reminder to show the CNCP Toolbar

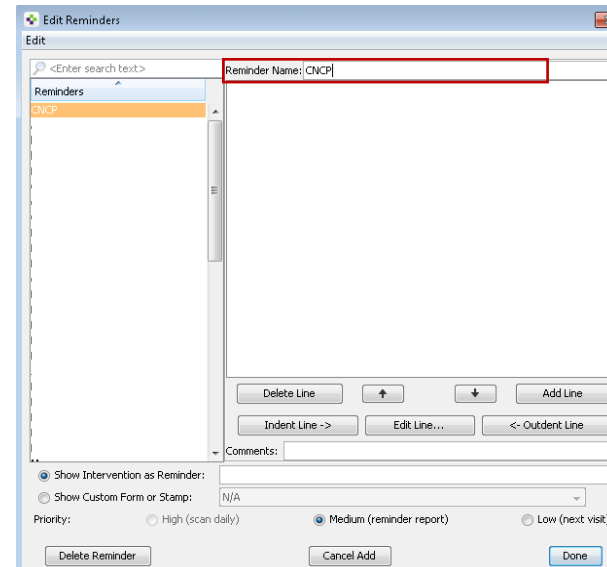
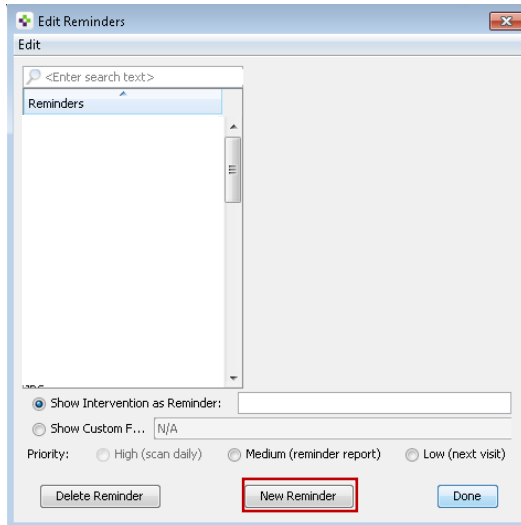
1. Login to Practice Solutions and select the **Records** tab.



2. Select the **Settings** tab->**Edit Reminders...**



3. Select **New Reminder** and then give your reminder a name. Note: it might be helpful if the name is something that relates to the CNCP toolbar, for example “**CNCP**”, so that you know what it is referring to if it needs to be edited in the future.



4. To add the reminder criteria, select **Add Line**. **Note\***: this is the criteria that the CNCP toolbar will look for to appear in a patient's chart. As stated in the Instruction Manual, how you set up the reminder is up to your personal preference. In this example, the reminder will be set for any patient who has had the Chronic Non Cancer Pain Management tool - Baseline Assessment QBIC CEP custom form inserted into their chart at least once.

Edit Reminders

Edit

<Enter search text>

Reminders

CNCP F

Reminder Name: CNCP I

Delete Line

↑

↓

Add Line

Indent Line ->

Edit Line...

<- Outdent Line

Comments:

☐ Show Intervention as Reminder:

☒ Show Custom Form or Stamp: Chronic Non Cancer Pain Toolbar QBIC CEP

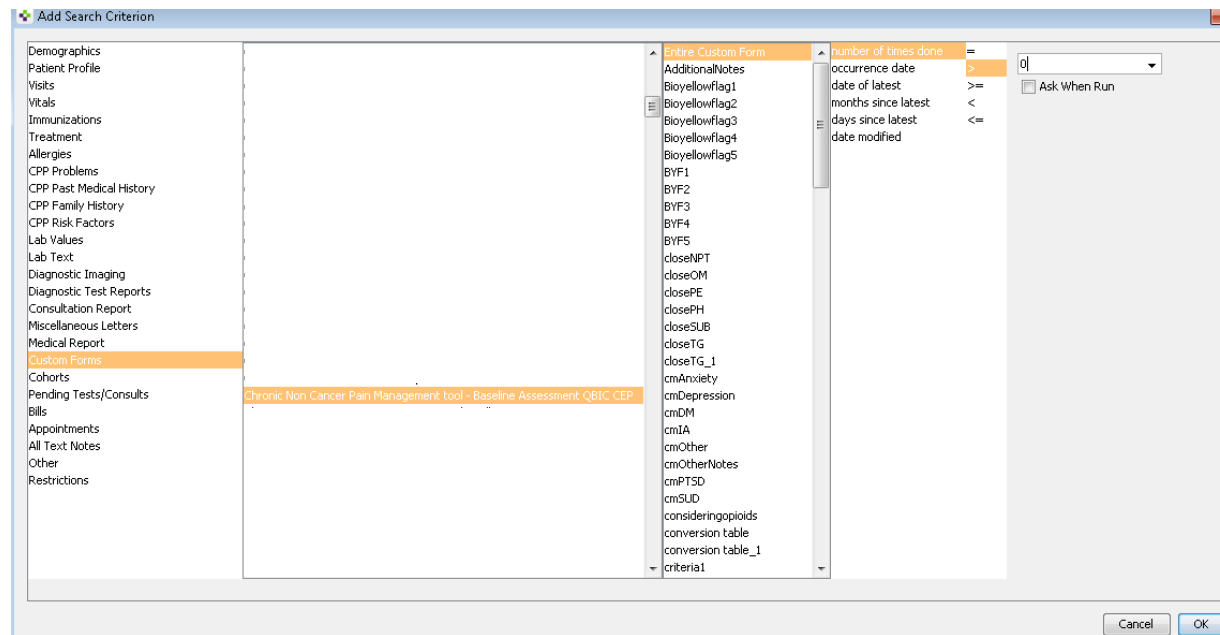
Priority: ☐ High (scan daily) ☒ Medium (reminder report) ☐ Low (next visit)

Delete Reminder

New Reminder

Done

- Starting from the far left, choose the criteria you are looking for. In this example, it will look for **Custom Forms->Chronic Non Cancer Pain Management tool-Baseline Assessment QBIC CEP->Entire Custom Form->number of times done-> > -> 0**.



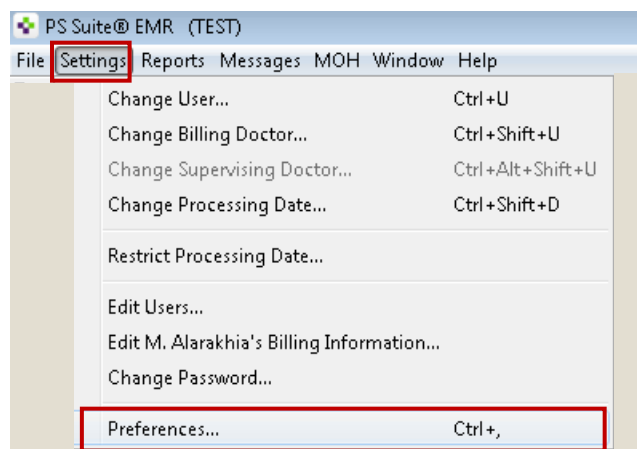
- The CNCP toolbar will now appear for patients who have had the Baseline form inserted at least once.

Chronic Non Cancer Pain (CNCP)					
Initial/Baseline	last done: Jun 22, 2017	PHQ-9: 4	date: Oct 2, 2017	BPI PSS: 3.0	date: Oct 2, 2017
Follow up visit	last done: Oct 19, 2017	GAD-7: 5	date: Oct 2, 2017	BPI PIS: 1.7	date: Oct 2, 2017

[Open Lab req](#) [eConsult](#)

## 5. Preferences for Prescription End Dates

1. Select the **Settings** tab on the Telus EMR and select **Preferences...**



2. Select **Record View** and check off those criteria in which you would like to have displayed in the CPP.

