

Preconception Health Care Tool | Set-Up Guide for Telus PSS

About the Telus PSS EMR-Integrated Custom Forms Package

The Preconception Health Care Tool custom forms package provides users with the tools to screen patients for preconception, and when necessary, counsel and provide patients with management advice, resources, and services.

The Preconception Health Care Tool custom forms package includes the following files:

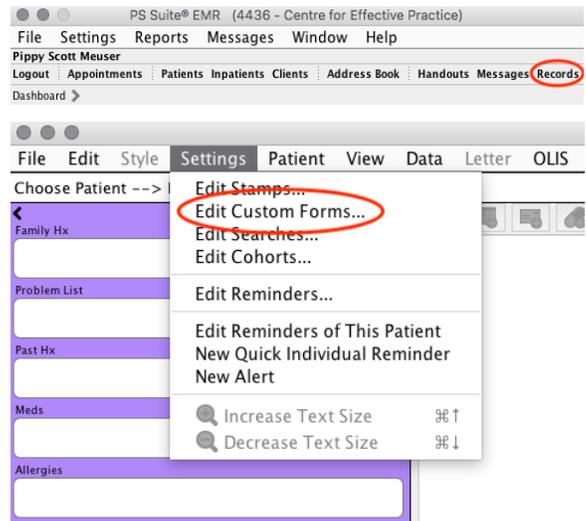
- CEP Providers - Preconception Health Care Tool.cfm
- CEP Providers - Preconception Tool Follow Up Reminder.srx
- CEP Providers - Preconception Tool Follow Up Search.srx

The following instructions will help guide you through: (1) importing the CEP Providers - Preconception Health Care Tool; (2) installing the CEP Providers - Preconception Tool Follow Up Reminder that sets a Reminder flag in the patient's CPP to follow-up/continue screening at your text visit; and (3) installing the CEP Providers - Preconception Tool Follow Up Search that allows you to run a search for patients that have been flagged to follow-up /continue screening.

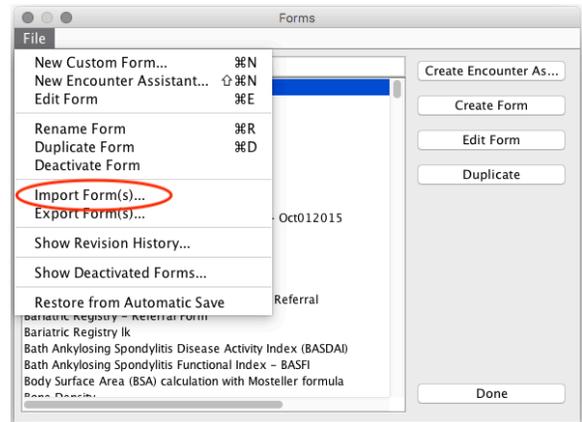
Step 1: Import the Custom Form in Telus PSS

To import the required custom forms complete the following steps:

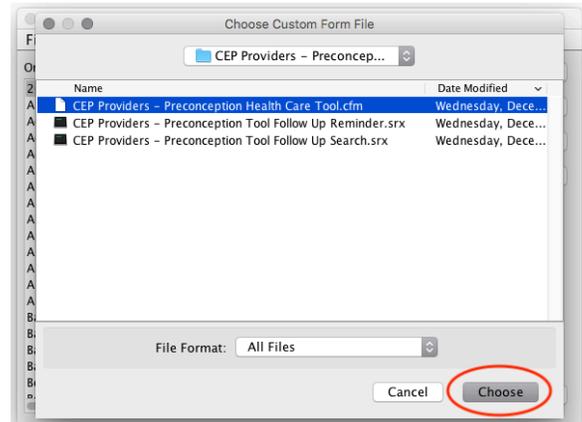
1. Open Telus PSS and select Records on the main dashboard:
2. In the Records window, select "Settings" → "Edit Custom Forms":



3. Select "File" → "Import Form(s)":

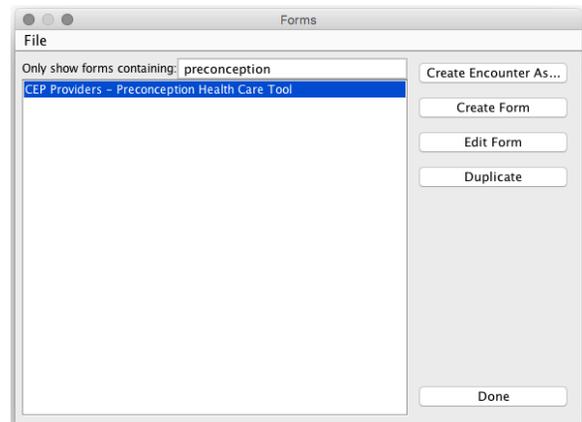


4. Locate the CEP Providers - Preconception Health Care Toolkit folder, select the .cfm file and click "Choose":



5. Double-check that the form has successfully imported by entering "Preconception" in the Forms library search bar. You should see the following form:

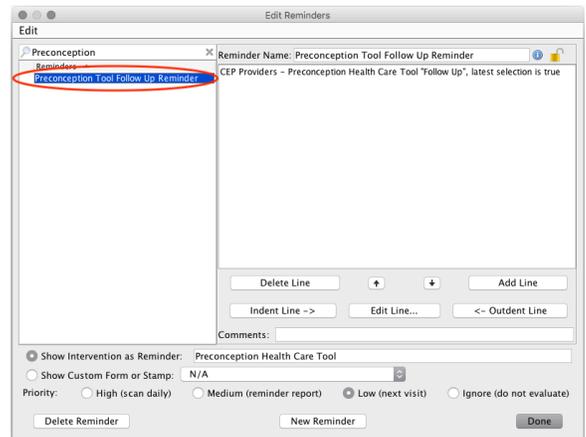
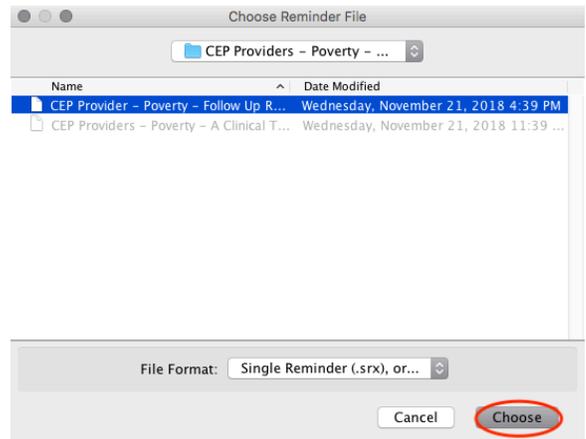
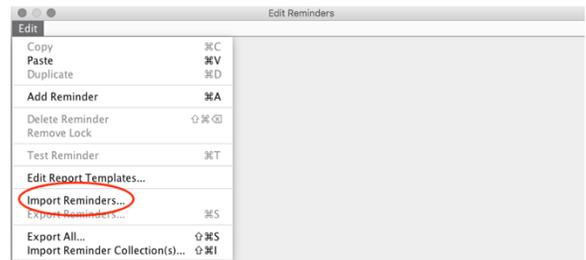
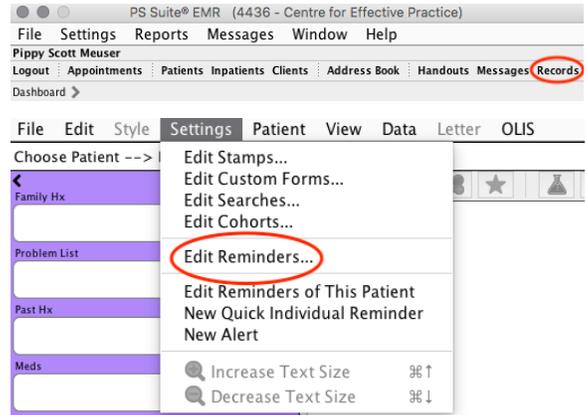
- CEP Providers - Preconception Health Care Tool



Step 2: Import the Custom Reminder in Telus PSS

To import the Telus PSS custom reminder complete the following steps:

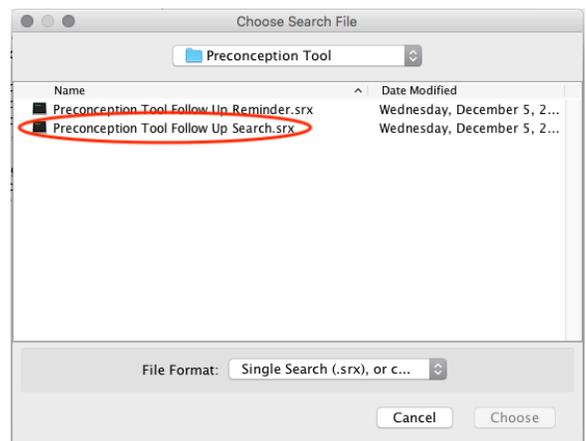
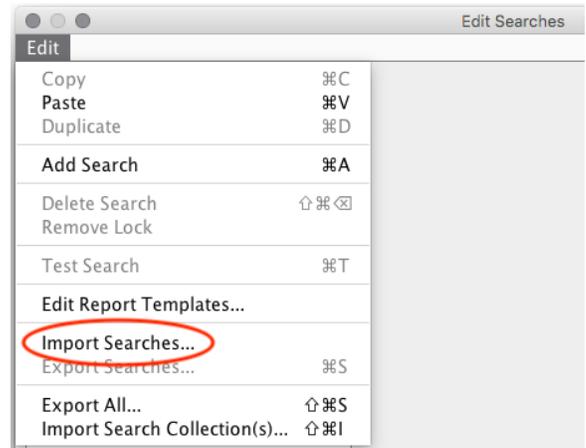
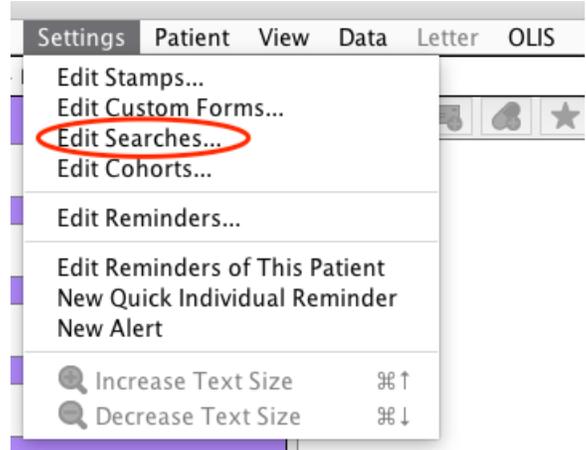
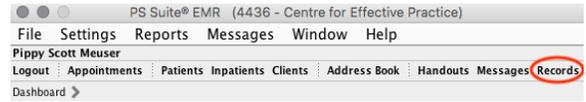
1. Open Telus PSS and select Records on the main dashboard:
2. In the Records window, select "Settings" → "Edit Reminders":
3. Select "Edit" → "Import Reminders":
4. Locate the CEP Providers - Preconception Health Care Toolkit folder and select the CEP Providers - Preconception Tool Follow Up Reminder.srx file and click "Choose":
5. Double-check that the reminder has successfully imported by entering "Preconception" in the search bar. You should see the following reminder:
 - Preconception Tool Follow Up Reminder



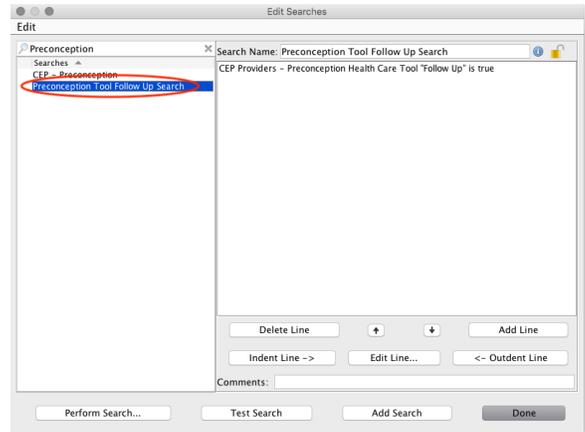
Step 3: Import the Custom Search in Telus PSS

To import the Telus PSS custom reminder complete the following steps:

1. Open Telus PSS and select Records on the main dashboard:
2. In the Records window, select "Settings" → "Edit Searches":
3. Select "Edit" → "Import Searches":
4. Locate the CEP Providers - Preconception Health Care Toolkit folder and select the CEP Providers - Preconception Tool Follow Up Search.srx file and click "Choose":



5. Double-check that the search has successfully imported by entering "Preconception" in the search bar. You should see the following search:
- Preconception Tool Follow Up Search



Set-Up Complete

You have successfully imported the custom form, reminder, and search your practice needs to use the Preconception Health Care Tool. Now, your practice can seamlessly conduct preconception screening and, when necessary, counsel and manage patients with appropriate advice, resources, and services.