

Tip Sheet for Jonoke Users



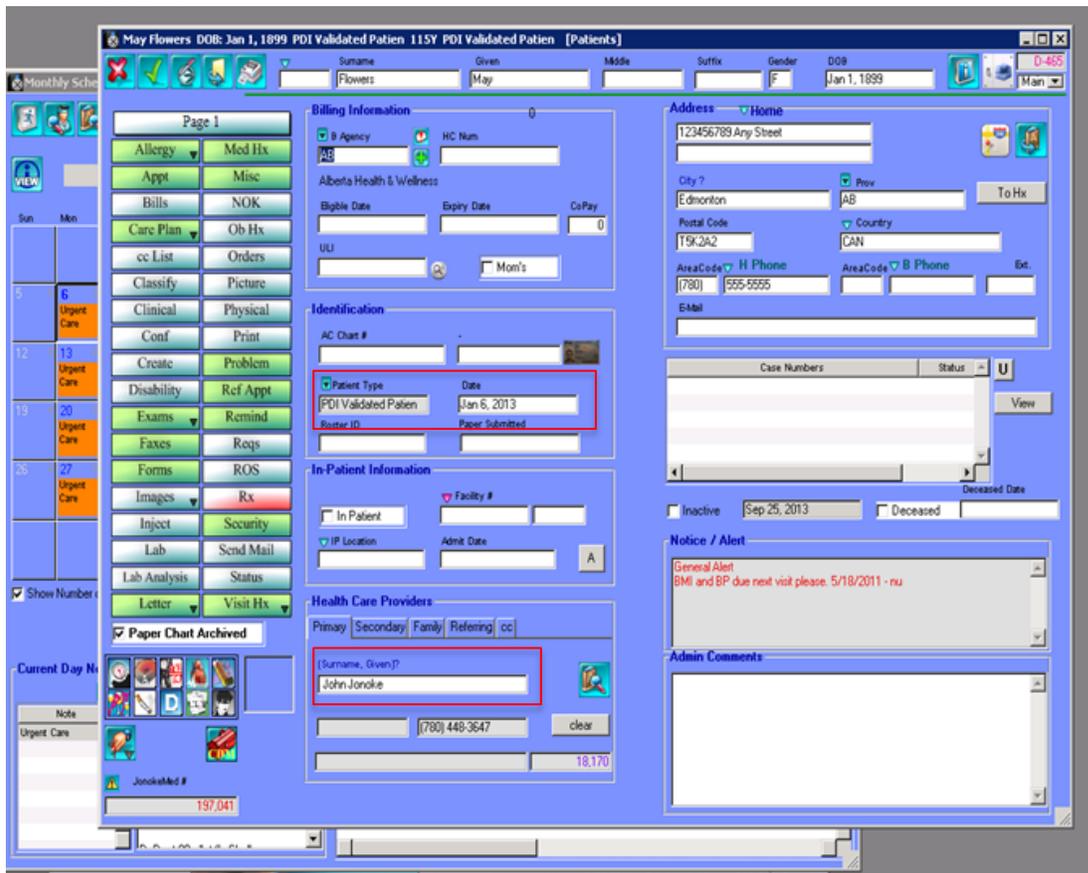
February, 2014

The Alberta Screening and Prevention Initiative is focused on supporting primary care providers and team members to offer a screening and prevention bundle to all their patients through enhanced opportunistic and planned outreach methods, targeting patients who do not present for screening care.

Part I: Panel Identification

Opportunistic and outreach screening processes should be applied to the active, paneled patients for each provider.

In the Patient Status menu, use the drop down list under Patient Type to assign each patient a status. Active patients are assigned the 'Validated Patient' from the drop down list. The list can be customized to meet the clinic needs. Each validated patient should be assigned to a primary care provider in the practice by entering the name of the physician in the primary tab of the Health Care Providers section.



When patient data (such as address, phone number or primary care provider) has been verified, click the 'green check mark' in the upper left corner of the screen to ensure all changes made on the page have been saved. The clinic should set a default time to re-verify demographics at check-in (E.g., a minimum of once every 6 or 12 months). All staff in the front office should use the same process.

Assigning patients to a Primary Service Provider

Example:

Some clinics create a Dr. Walk-in. This ensures that non-panel patients are not included in Practice Searches that will be used for screening processes.

To manage the status of your active patients, please follow the steps above and assign a Patient Type from the drop down list. To manage your inactive patients and your deceased patients, this is done so under the patient demographics area. When marking a patient as Inactive or Deceased the chart will be marked with the date. Save the changes by clicking on the 'green check mark' in the upper left hand corner.

The screenshot shows the JonokeMED EMR interface for patient May Flowers. The 'Patient Type' dropdown menu is highlighted with a red box and set to 'PDI Validated Patient'. The 'Status' dropdown menu is set to 'Inactive' with a date of 'Sep 25, 2013'. A red alert message is visible in the 'Notice / Alert' section: 'General Alert: PDI and IP due next visit please 5/18/2011 - nu'. The form also includes sections for Billing Information, Identification, In Patient Information, and Health Care Providers.

For screening it is very important that a clinic manage the status of Inactive and Deceased patients using these fields.

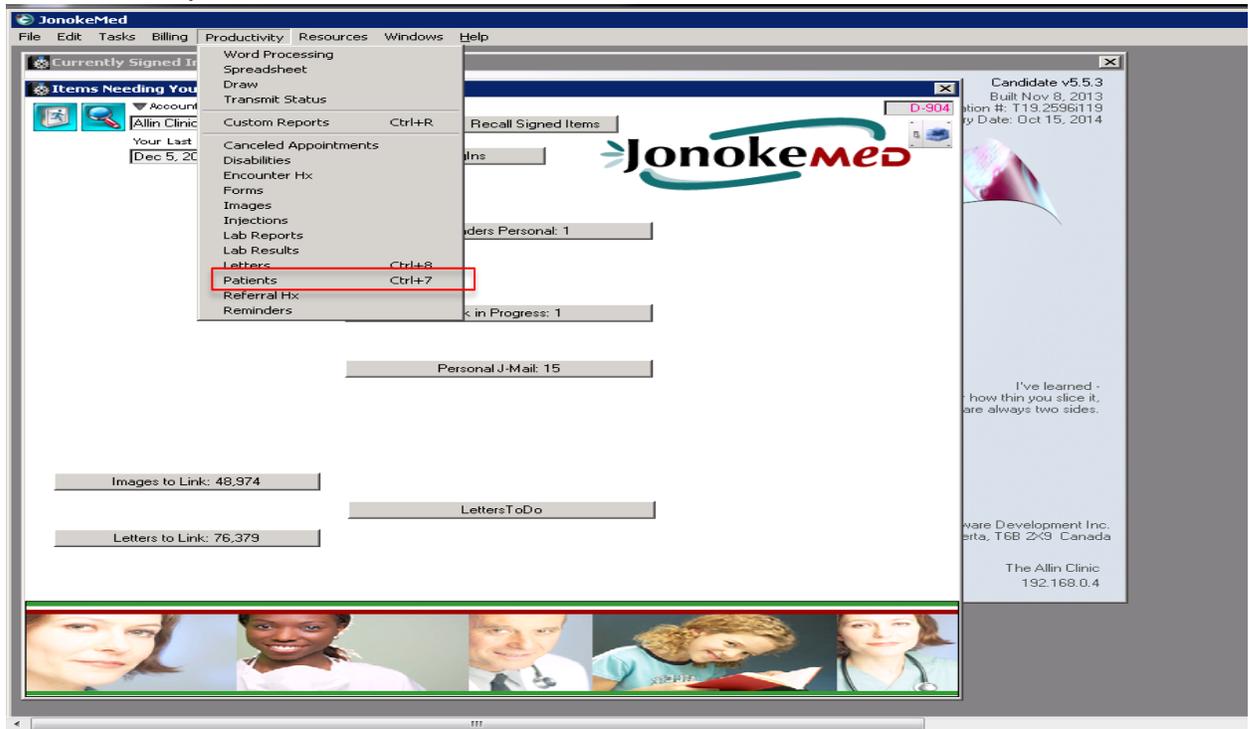
Clinic team members should use standardized conventions for patient types in the clinic organization. The clinic EMR administrator works with the front office staff team on this process.

The “business as usual” practice of updating demographics as well as managing physician attachment and patient status ensures that when the clinic receives a critical result the patient can be contacted in a timely manner. This process also ensures that the clinic team knows which physician is the primary provider responsible for that patient.

Visit the JonokeMED online help by clicking on the Help icon from the EMR main page or logging in from the JonokeMED web page.

Part II: Practice Search

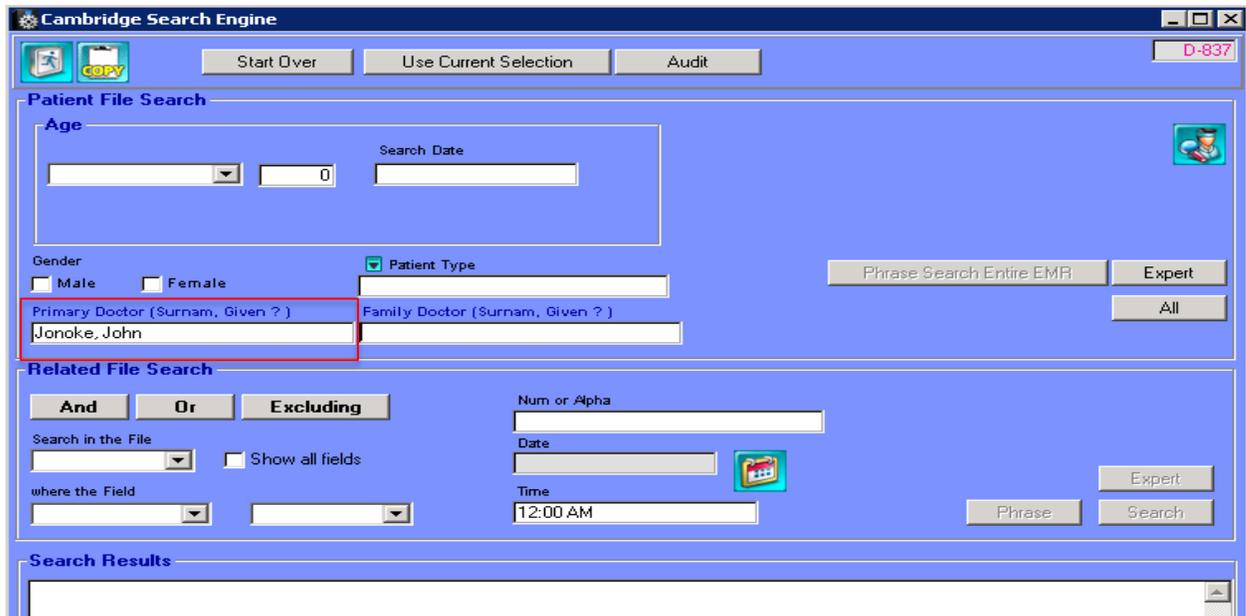
1. From the tab menus at the top of the screen, click on “Productivity”, from the drop down menu options chose “Patients”.



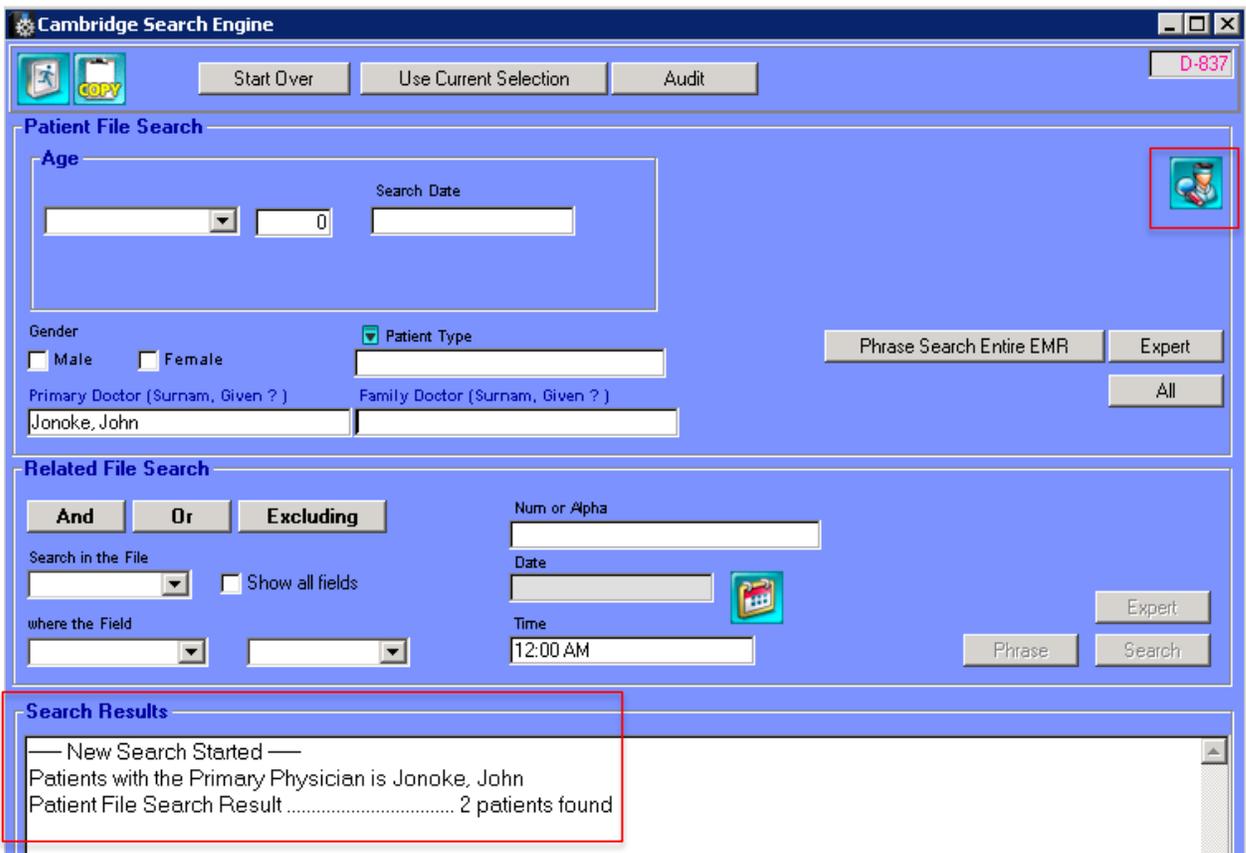
2. From this screen click on the drop down menu option next to “Select Search” chose “Special Search”



3. Enter doctor's last name in the “Primary Doctor”, hit “enter”.

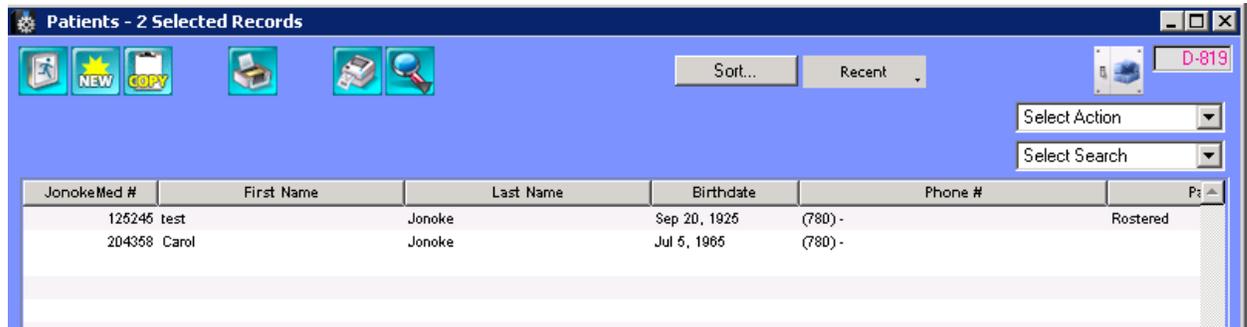


4. Click on the Dr. Head icon at the top of the page.
5. The number of patients in the selected doctor's panel will show in the bottom half of the page under Search Results.



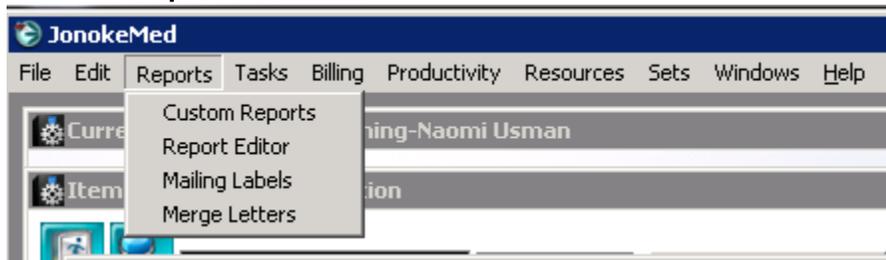
6. Exit the screen.
7. A patient list screen will be displayed.

Choose the Primary physician under the 'Primary Doctor' tab. For the ASaP Chart Review, you will be search for active patient from the ages of 18 and 79 assigned to each physician participating in the initiative. Be sure to select the 'Validated Patient' from the drop down list under Patient Type to ensure you are searching for active patients only.

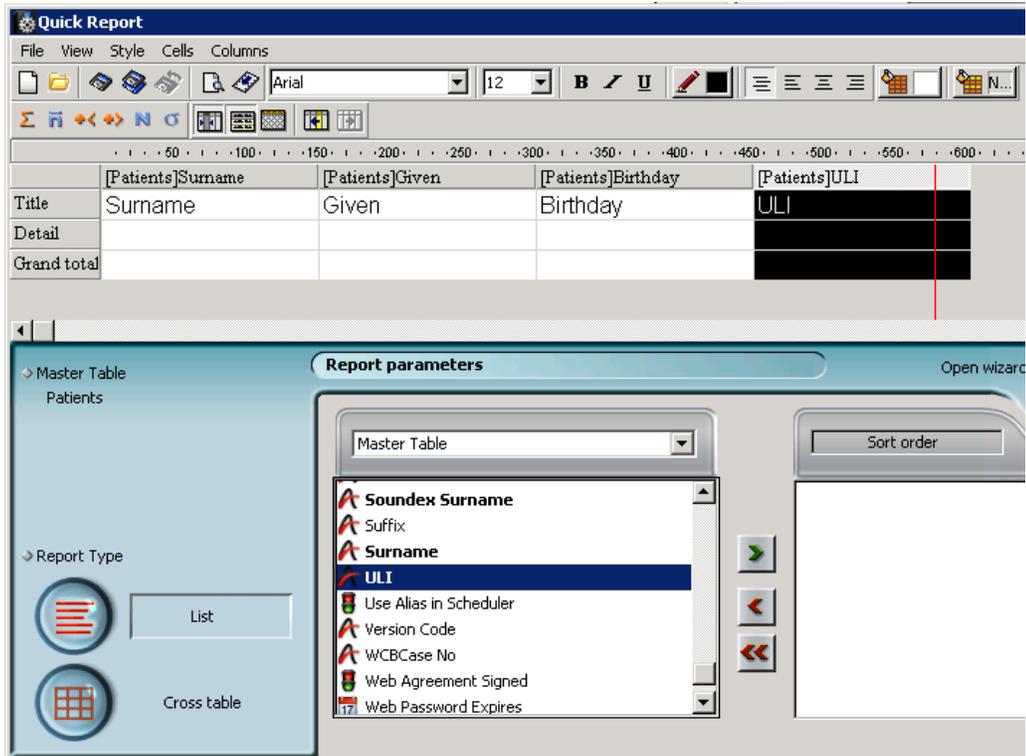


JonokeMed #	First Name	Last Name	Birthdate	Phone #	P:
125245	test	Jonoke	Sep 20, 1925	(780) -	Rostered
204358	Carol	Jonoke	Jul 5, 1965	(780) -	

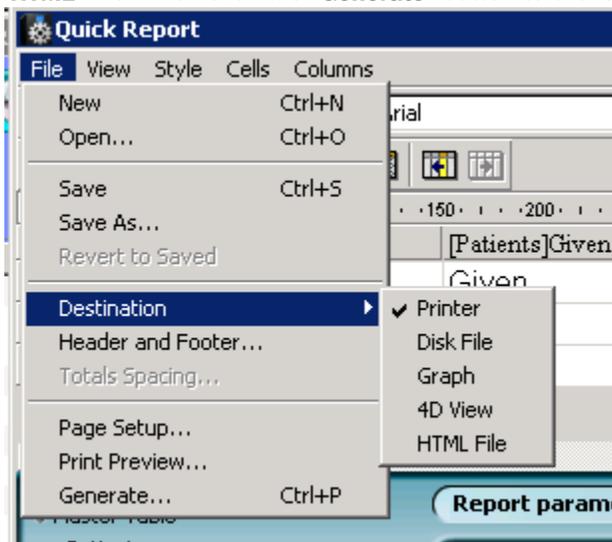
8. From the menu tab at the top of the page select **"Reports"**.
9. Select **"Report Editor"**.



10. Double click on the items from the master table that you would like your report to display:
 - a. Surname
 - b. Given
 - c. Birthday
 - d. ULI

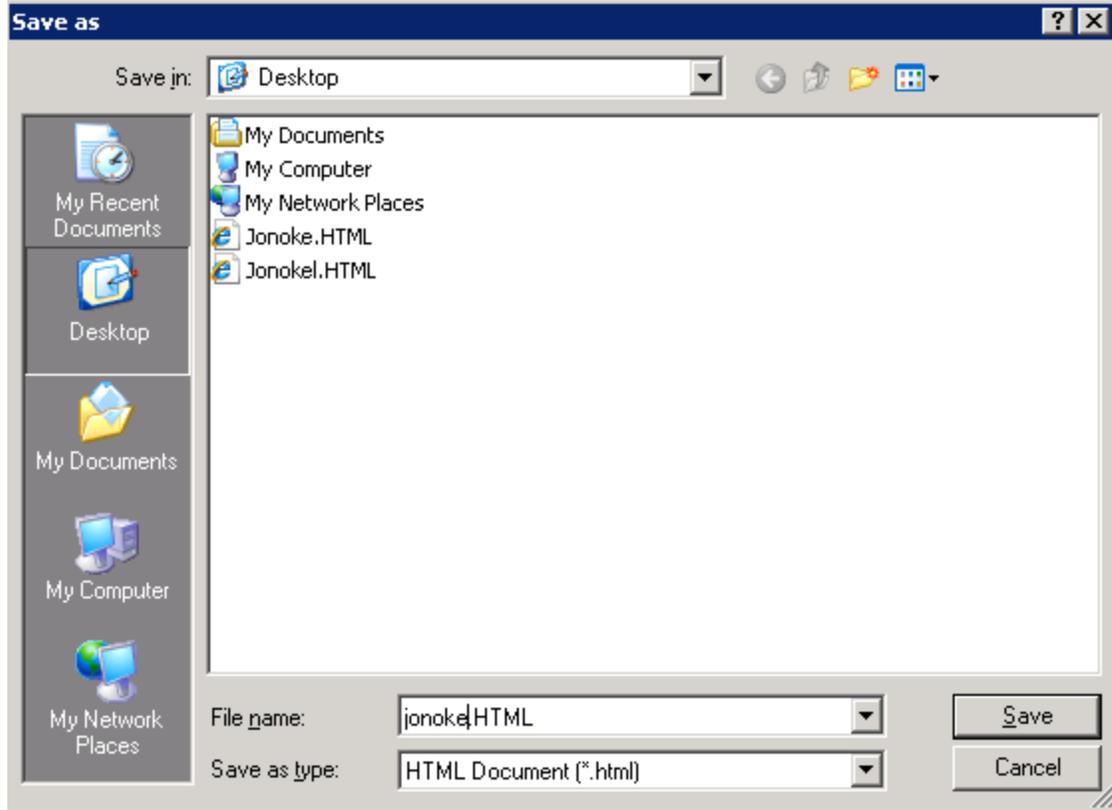


- From the menu tab within this screen, select “File”, then chose “Destination”, then chose “HTML” file. Then click the “Generate” button to the left of the font window.

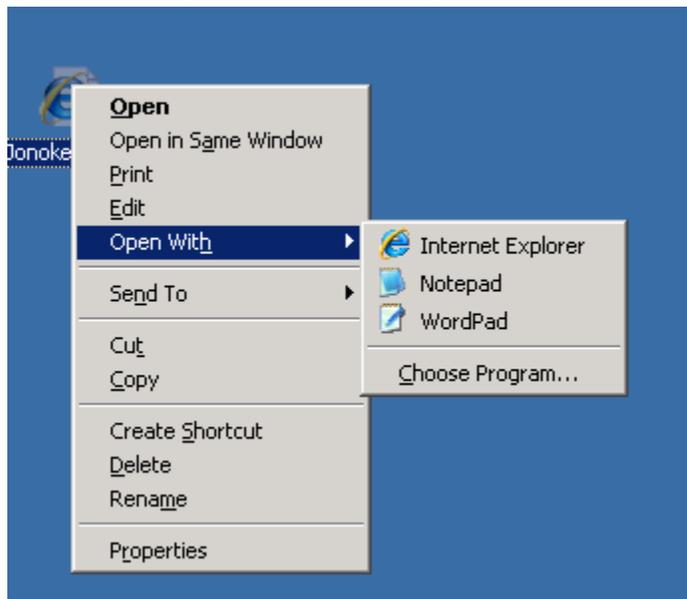


- A “Save As” window will appear. Alter the name of the report and save to the desktop.

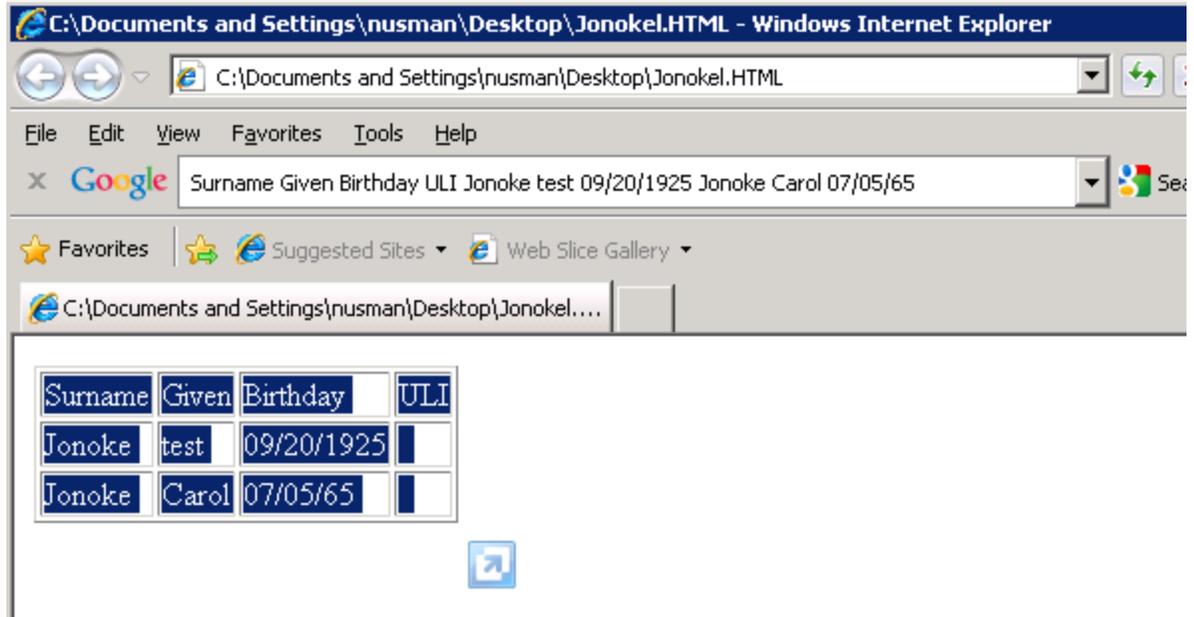




13. Exit out of the Quick Report window and go to the desktop.
14. Right click on report file and chose "Open with... Internet Explorer".



15. Ctrl A, Ctrl C (to select all and copy)



16. Open an excel document and expand the columns.
17. Right click in the first cell and paste the report into excel.

The report can now be organized as necessary.

Acknowledgement:

Toward Optimized Practice would like to acknowledge the contributions of Naomi Usman from the Oliver PCN.