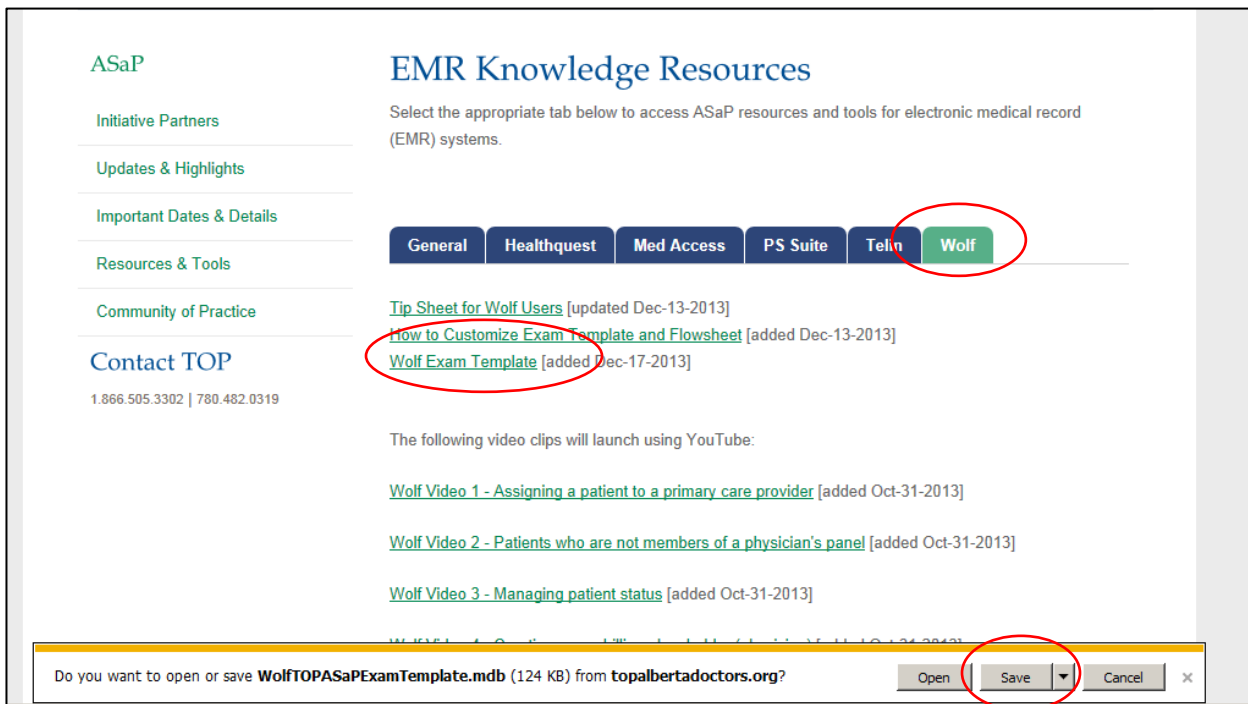


PART I: HOW TO IMPORT A CUSTOM EXAM TEMPLATE FOR TOP ASaP PARTICIPATION

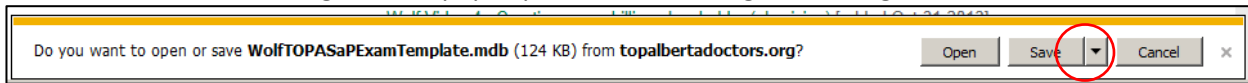
1. Login to your Wolf EMR.
2. Open Internet Explorer
3. Go the TOP ASaP web site to the EMR Knowledge Resources area at:
<http://www.topalbertadoctors.org/asap/resourcestools/emrkt/>

4. Go to the Wolf Tab and
Click on **Wolf Exam Template**.

If you are using Windows 7 or 8 you will get a message similar to the one shown below at the bottom of your screen. Do not open the “WolfTOPASaPEXamTemplate.mdb” file, you want to save it so **use the Save As or Open Folder option**.



When the following window pops up click on the triangle to the right of Save. Choose “Save As”



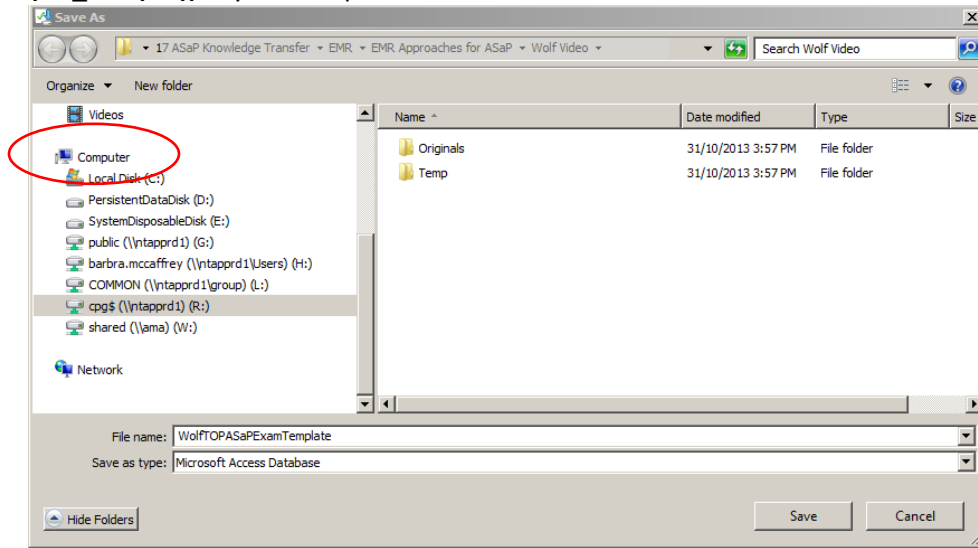
Or your view may be as follows and choose **Open folder**



When the download has been successful, click the red X to close the pop-up window.

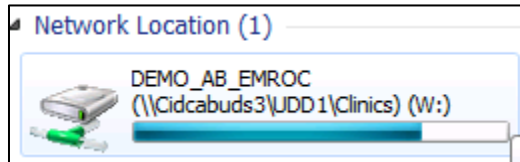
- Now you want to save the Exam Template to Your Wolf file structure.

When the “Save As” Menu or “Open folder” pops up, you want to save it in your Wolf file structure in your network. The window will look something like the image below. Find your **Wolf Network location (AB_XXX(W:))** in your computer.

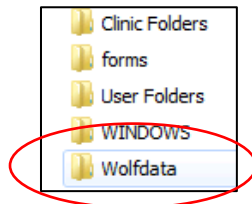


Click on YOUR network location.

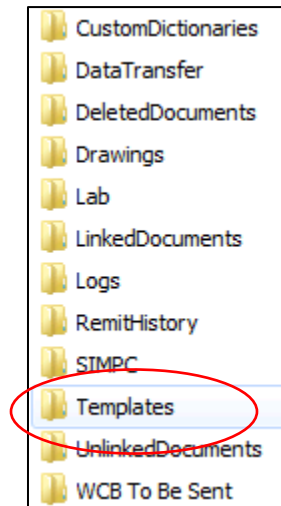
- Click Network Location (AB_XXX (W:))



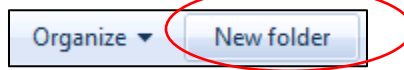
- Double Click Wolfdata



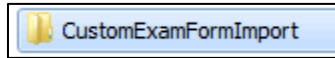
- Double Click Templates



9. Click New Folder in the top left of the window.




10. Name Folder – CustomExamFormImport (write exactly as specified)

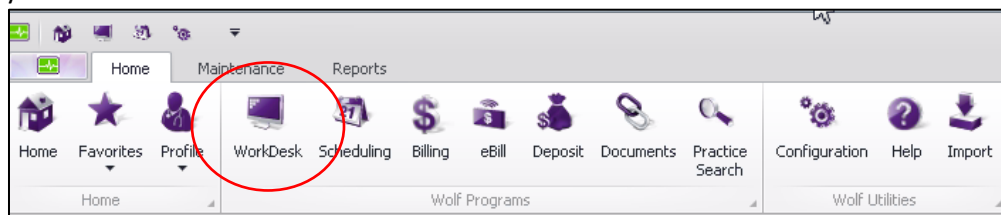


11. Double Click on TOP to open folder

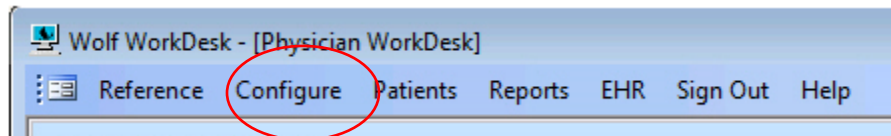
12. Save the TOP Exam Template file into this folder. You will see a screen similar to below.

Name	Date modified	Type	Size
 TOP	09/12/2013 10:45 AM	Microsoft Office Access Application	124 KB

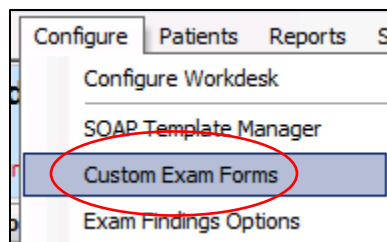
13. Open Physician WorkDesk in Wolf



14. Click Configure



Click Custom Exam Forms

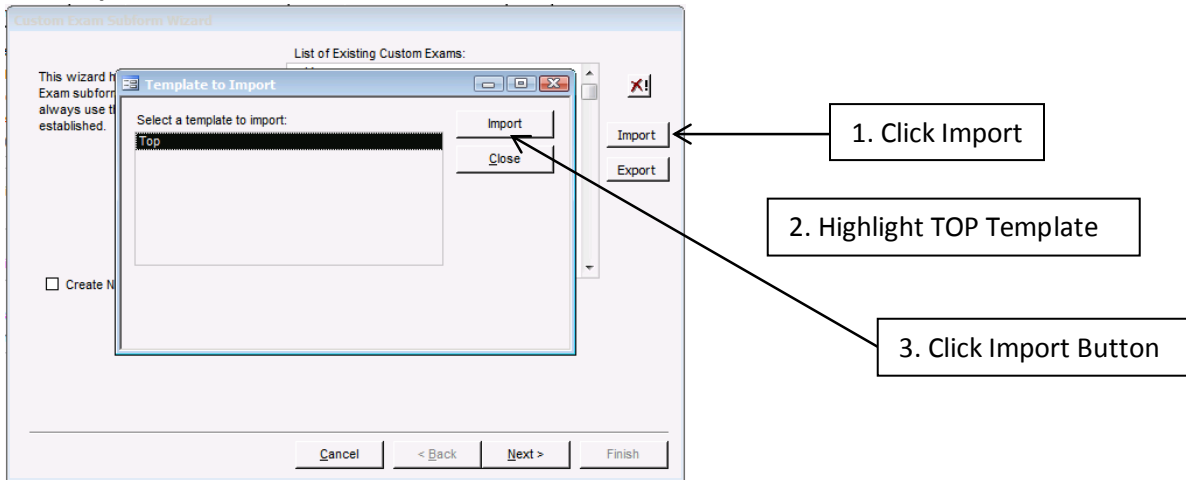


15. The Custom Exam Subform Wizard displays

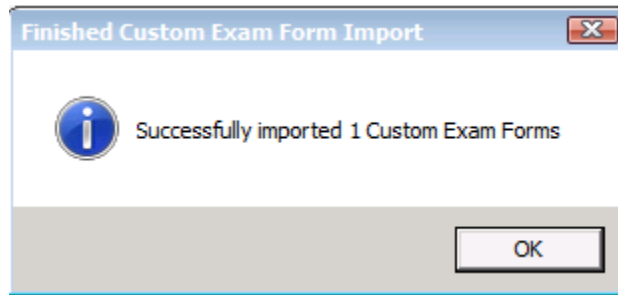
Click Import Button

Highlight **WolfASaPEXamTemplate**

Click **Import** button



Click OK



Click Close
Click Cancel

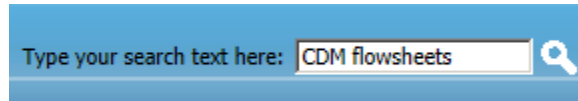
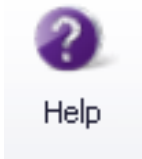
PART II: HOW TO CREATE A FLOWSHEET FOR ALBERTA SCREENING AND PREVENTION (ASaP)

A flowsheet is a disease-specific clinical template collecting patient data and used to track patient data over a period of time. The data is pulled from information that is already entered in the Wolf EMR patient chart; therefore no manual entry is required.

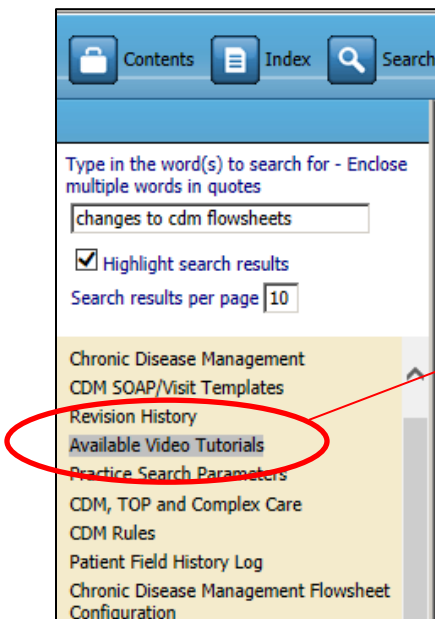
Before you begin:

To learn more about Flowsheets, from your Wolf Help menu it is recommended to view:

- **CMD Flowsheet** help file
- **Changes to CMD Flowsheets** video tutorial

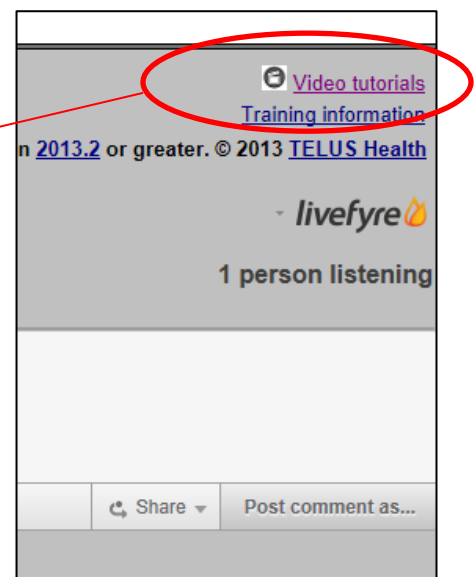


Note:



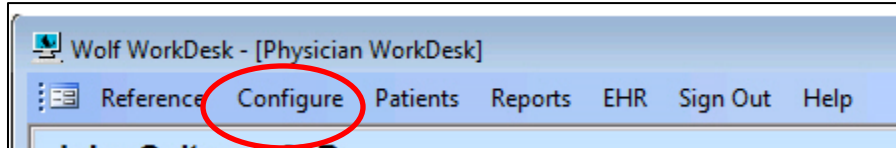
To access Video Tutorials, the link to Available Video Tutorials will appear when a video tutorial matches a search term.

The link to Video tutorials is always available in help files; scroll down to the bottom right hand corner of the file to the link to Video tutorials.

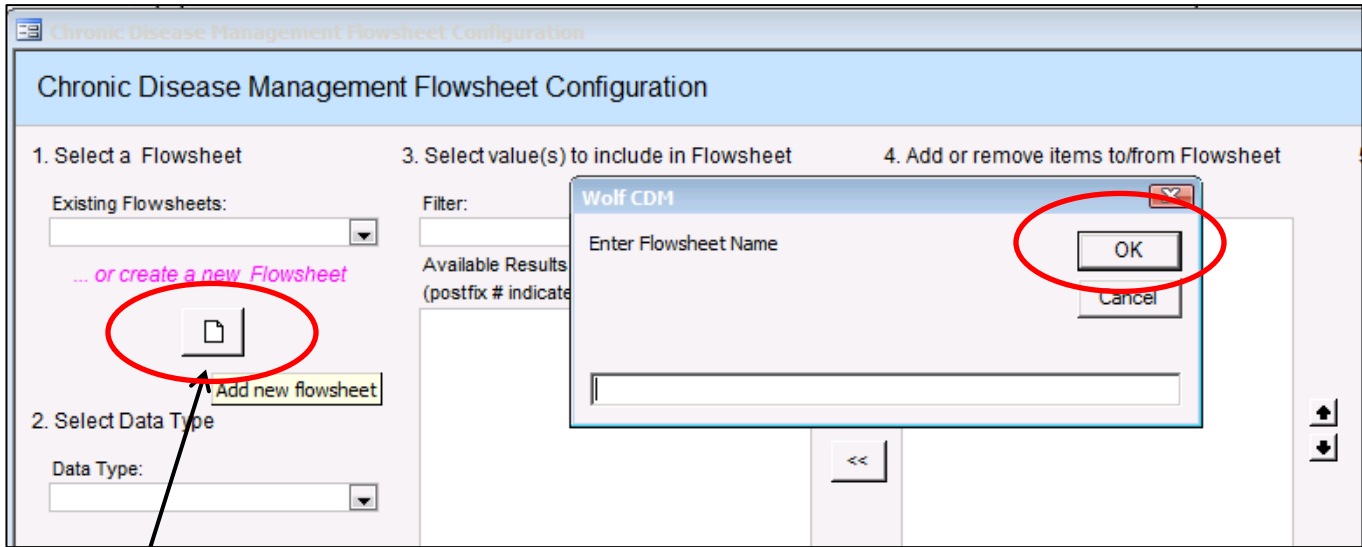


Steps to Create the Flowsheet

1. Open the Physician WorkDesk (*Physician WorkDesk Only*)

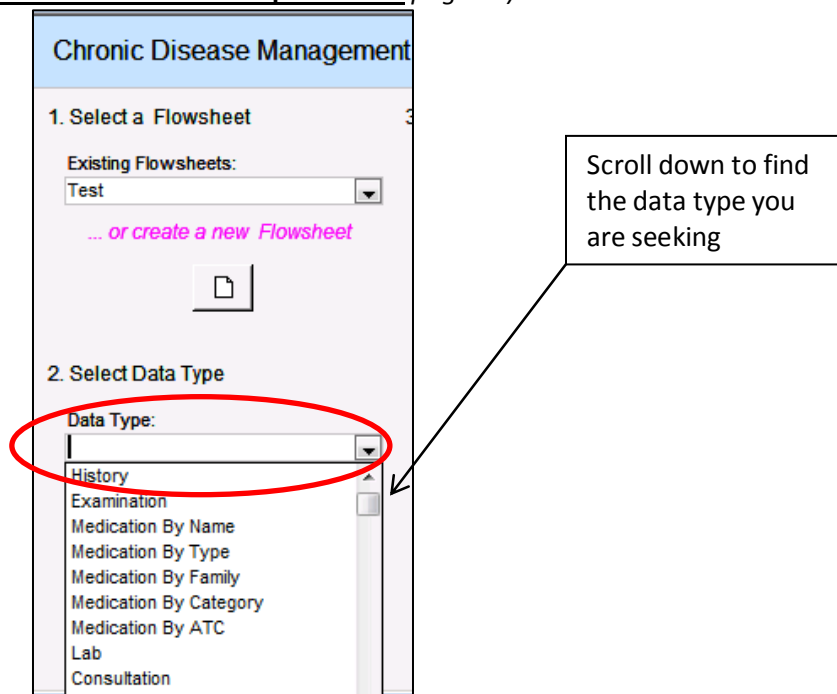


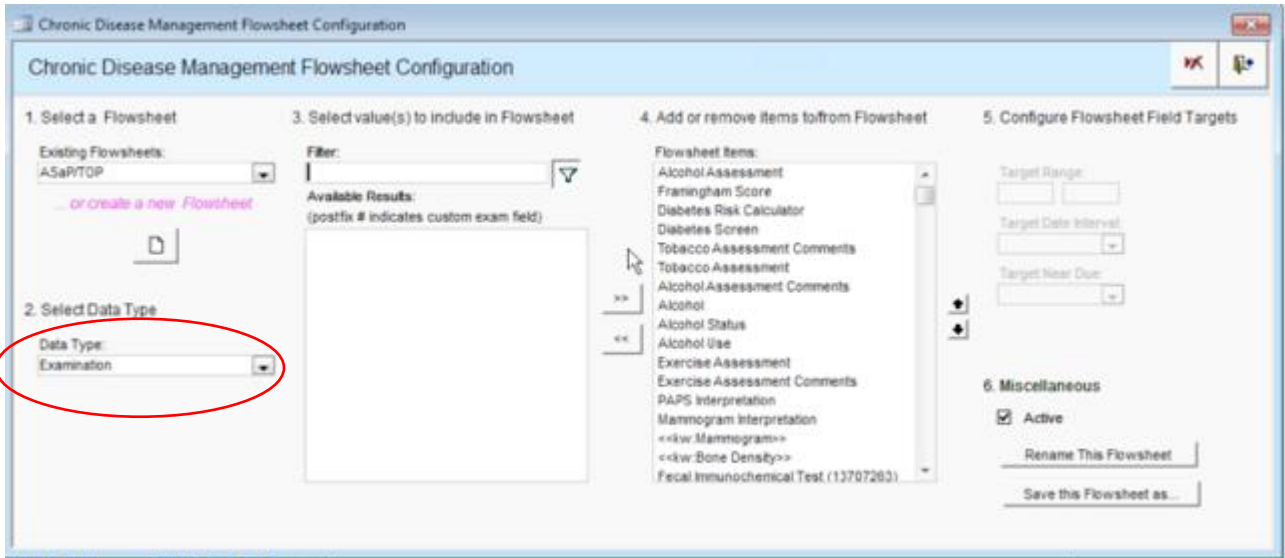
2. Click **Configure** in the Menu bar.
3. Select **Configure Flowsheets**
4. Click the Add New Flowsheet button
Name your flowsheet (*ASaP/TOP*) in "Enter Flowsheet Name".
Click OK



Add new flowsheet

5. Select Data Type (*see attached [ASaP Flowsheet Data Requirements](#) page 10*)

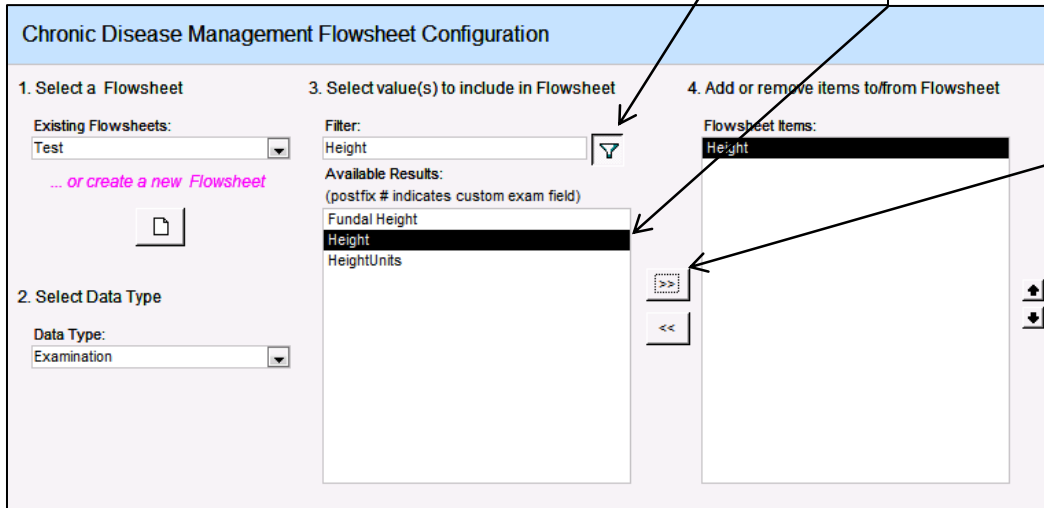




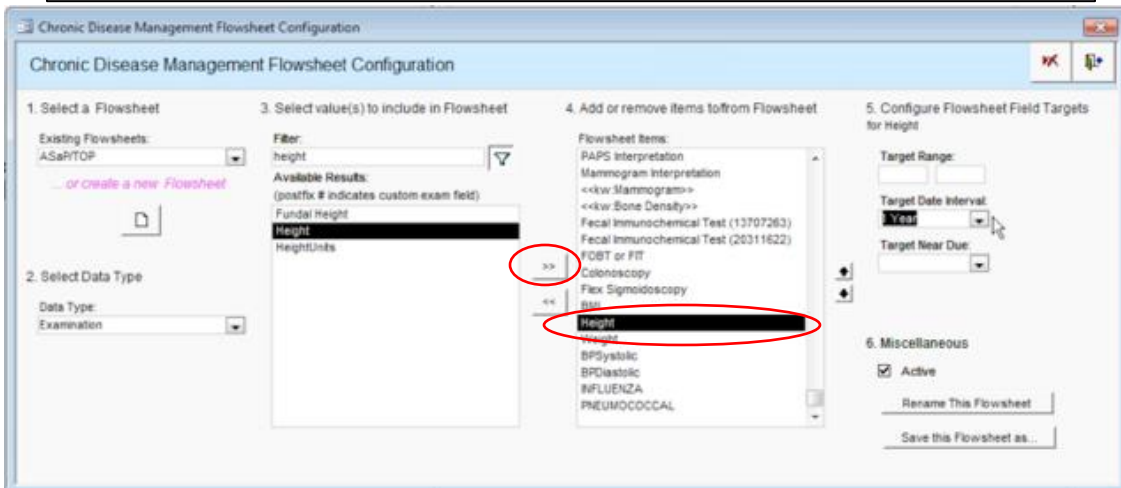
6. Search Value to be added to flowsheet using the Filter
 Highlight value by clicking on it.
 Click >> to add to flowsheet
 The item will now be displayed in the flowsheet items section
 Example: To add Height

Click on the funnel icon to filter for the value

Click on the item displayed you want added to the flowsheet



Use the double arrows to add the item to the flowsheet.



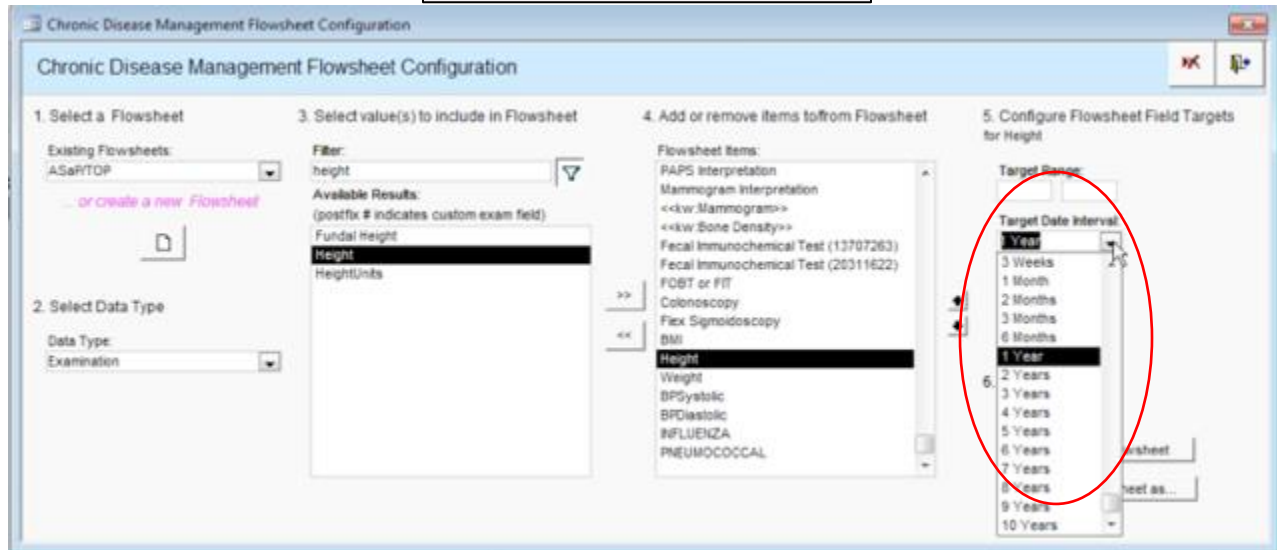
Add Target Date Interval (see see attached [ASaP Flowsheet Data Requirements](#) page)

5. Configure Flowsheet Field Targets for Height

Target Range:

Target Date Interval:
 ▼

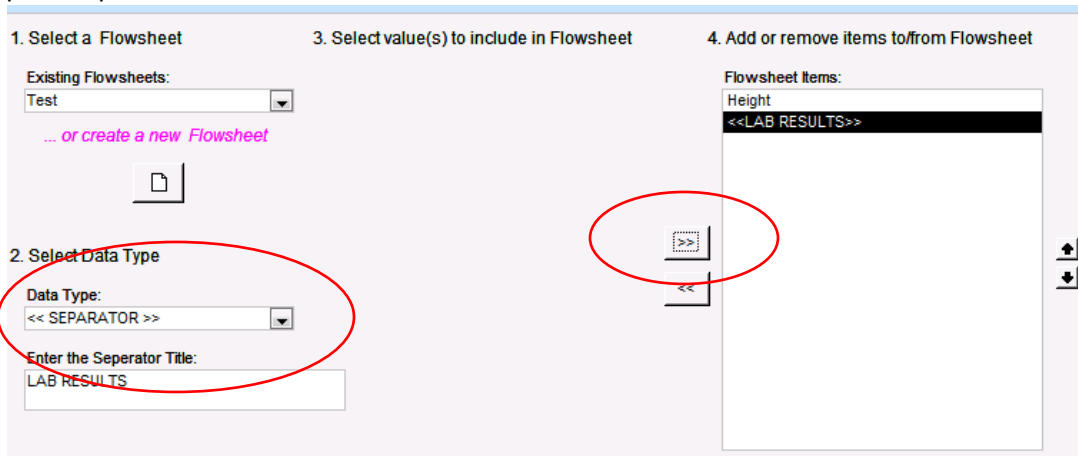
Target Near Due:
 ▼



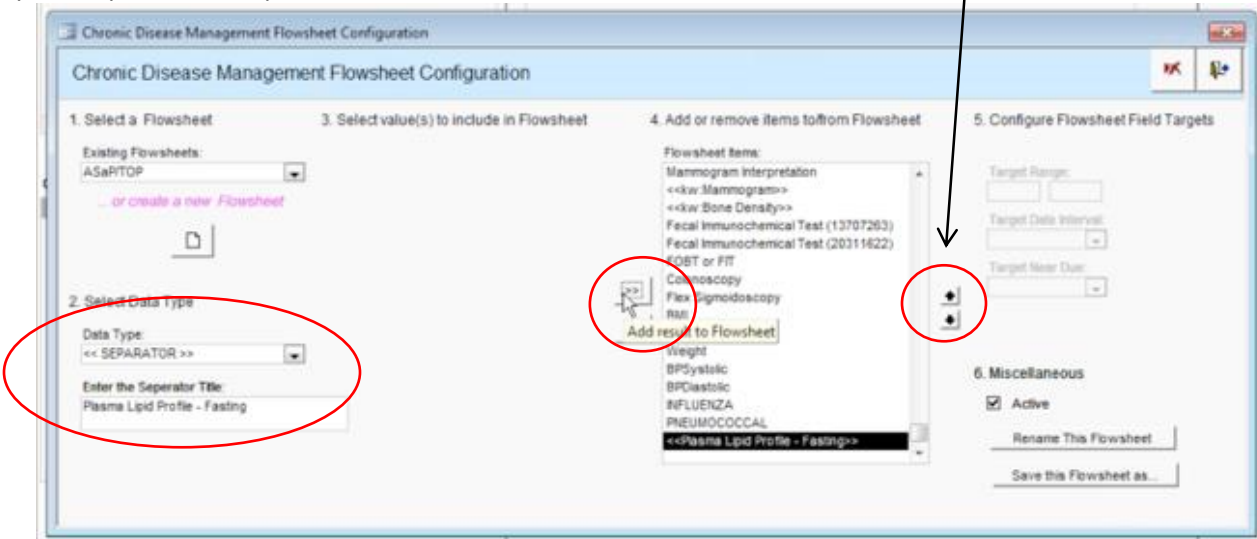
7. Repeat to find all the items/values that you want to display on the flowsheet (See Data Requirements Page 10)
- Select Data Type
 - Select Values to include in flowsheet
 - Add to Flowsheet

Note:

Separators allow you to set your flowsheet out in named sections. Select <<SEPARATOR>> under Data Type
Give separator a title
Click >> to add to flowsheet
Example: Separator for Lab Results



Example: Separator for Lipid Results



8. Close the door to exit and save flowsheet

ASaP Flowsheet Data Requirements

TIP on selecting Data Type and Data Elements:

The example below is created to work with the TOP ASaP Exam Template and where Flu is entered as a vaccination, Paps and Mammogram Interpretation are entered in Preventative Care Procedures. If flu, paps and mammograms are entered elsewhere in your clinic, the flowsheet data can pull that data in as well. You just need to select the data when creating the flowsheet. Your flowsheet will have additional lines.

Reverse columns – put data type on left

Data Type (Section 2 of Flowsheet Configuration)	Data Element	Target Date Interval (Section 5 of Flowsheet Configuration)
Examination	BPSystolic	1 year
Examination	BPDiastolic	1 year
Examination	Height	1 year
Examination	Weight	1 year
Examination	BMI	1 year
Examination	Tobacco Assessment	1 year
Examination	Tobacco Assessment Comments	
Examination	Alcohol Assessment	1 year
Examination	Alcohol Assessment Comments	
Examination	Exercise Assessment	1 year
Examination	Exercise Assessment Comments	
Vaccination	Influenza	1 year
Preventive Care	PAPS Interpretation	3 years
Preventive Care	Mammogram Interpretation	2 years
<i>SEPARATOR</i>	<i>PLASMA LIPID PROFILE – FASTING</i>	
Lab	Cholesterol	3 years
Lab	LDL	3 years
Lab	HDL	3 years
Lab	Cholesterol/HDL Ratio	3 years
Lab	Triglycerides	3 years
Examination	Framingham	3 years
<i>SEPARATOR</i>	<i>DIABETES SCREEN – ONE OF:</i>	
Examination	Diabetes Screen	
Labs	Glucose Fasting	3 years
Labs	Hemoglobin A1C	3 years
Examination	Diabetes Risk Calculator	1 year
<i>SEPARATOR</i>	<i>COLORECTAL CANCER SCREEN – ONE OF:</i>	
Examination	Occult Blood	2 years
Examination	Flexible Sigmoidoscopy	5 years
Examination	Colonoscopy	10 years

Note: See the [ASaP Wolf Tip Sheet](#) on using the Exam Template and Flowsheet.

Customization of the Flowsheet

A more advanced Wolf user may choose to customize the ASaP flowsheet by adding data elements that the physicians or screening coordinators wish to monitor. Keeping in mind that added data will impact the size of the flowsheet at the clinic, clinics may customize as they wish.

Example: Adding the FIT test lab results for Colorectal Cancer Screening

Search for the value containing “Fecal” to find the Fecal Immunochemical Test. Check how the lab values are received for your region.

Chronic Disease Management Flowsheet Configuration

1. Select a Flowsheet
Existing Flowsheets: ASaP/OTOP
... or create a new Flowsheet

2. Select Data Type
Data Type: Lab

3. Select value(s) to include in Flowsheet
Filter: fecal
Available Results:
Fecal Blood Occult 1 (FOBT)
Fecal Blood Occult 3 (FOBT3)
FECAL ELASTASE (ELAST)
FECAL FAT QUANTITATION (5402590)
Fecal Immunochemical Test (13707263)
Fecal Immunochemical Test (20311622)
Fecal Occult Blood 2 (FOBT2)
FECAL WEIGHT (g) (WTS)

4. Add or remove items to/from Flowsheet
Flowsheet Items:
Mammogram Interpretation
<<Mammogram>>
<<Bone Density>>
Fecal Immunochemical Test (13707263)
Fecal Immunochemical Test (20311622)
FOBT or FIT
Colonoscopy
Flex Sigmoidoscopy
BMI
Height
Weight
BPDiastolic
BPSystolic
INFLUENZA
PNEUMOCOCCAL
<<Plasma Lipid Profile - Fasting>>

5. Configure Flowsheet Field Targets
Target Range:
Target Date Interval:
Target Near Date:

6. Miscellaneous
 Active
Rename This Flowsheet
Save this Flowsheet as...

Acknowledgements:

Thank you to the TELUS Health Solutions Wolf Client Services Manager, Sara Musson, for developing the Exam Template and providing the instructions.

Special thanks to Dr. Heidi Fell for contributing detailed information on the ASaP flowsheet and suggestions for use.