

Quick Reference

How to Manage PDF Reports through HRM®

Health Report Manager (HRM) supports delivery of both text-based and PDF reports. Each sending facility will determine the format of reports sent through HRM. Text-based reports allow you to search for specific information about your patients (e.g., patients with diabetes). The content of PDF reports cannot be searched within your EMR, however there are ways to quickly identify the contents of a HRM report with a PDF attachment.

When you receive a PDF report, you can type a summary or paste selected text from the PDF of the report in the notes section of your EMR to make the information searchable.

Step-by-Step Instructions for Adding Searchable Notes to PDF Reports for QHR Accuro® EMR Users

- Once you are logged in, the main Home dashboard displays HRM reports in both the Labs and Documents folders associated with each provider. The HRM reports are listed as “Medical Records Report” or “Diagnostic Imaging Report” that can also have a Sub-Type specified.

Example of how a HRM PDF report appears in the Lab > Lab Documents folder.

Priority	Date Created	Patient Name	Sex - Age	Type	Sub-Type	Description
Normal	2019-Apr-15	PTLastEight, PTEight	M - 33 Yr	Diagnostic Imaging Report	RAD	US Liver - 2018-Jul-26 6:14 AMPrincipal A
Normal	2019-Apr-24	Ptlastone, Ptone (John)	F - 68 Yr	Medical Records Report	ECG 12-LEAD	
Normal	2019-Apr-26	PTLASTONE, PTONE (Jane)	F - 10 Yr	Diagnostic Imaging Report	US	Fourth ReportTRANSTHORACIC ECHO (T

Example of how a HRM PDF report appears in the Documents folder.

Priority	Date Created	Patient Name	Sex - Age	Type	Sub-Type	Description
Normal	2019-Apr-15	PTLastEight, PTEight	M - 33 Yr	Diagnostic Imaging Report	RAD	US Liver - 2018-Jul-26 6:14 AMPrincipal Author: Testradio, Testradio
Normal	2019-Apr-24	Ptlastone, Ptone (John)	F - 68 Yr	Medical Records Report	ECG 12-LEAD	
Normal	2019-Apr-26	PTLASTONE, PTONE (Jane)	F - 10 Yr	Diagnostic Imaging Report	US	Fourth ReportTRANSTHORACIC ECHO (TTE) COMPLETE - 2019-Apr-26 4: Principal Author: INTEGRA
Normal	2019-May-24	PTLastEight, PTEight	M - 33 Yr	Diagnostic Imaging Report	RAD	US Liver - 2018-Jul-26 6:14 AMPrincipal Author: Testradio, Testradio
Normal	2019-May-24	PTLastEight, PTEight	M - 33 Yr	Diagnostic Imaging Report	RAD	US Liver - 2018-Jul-26 6:14 AMPrincipal Author: Testradio, Testradio



- To add a Description, double click on the HRM report to open it in the Accuro Preview Manager in a new window. To add a description to the PDF HRM report, you can either type a summary in the Description box or select and copy the text in the PDF that would best describe this report to find it using a search in the future.

Preview Manager

Tools

OPTI67943221676403422728a154a7eef78dbd25d9baabcca373fdd.pdf

PTLASTONE, PTONE ID:46006912 24-APR-2019 10:05:53 OTTAWA CIVIC & HEART INSTITUTE-CASE5A ROUTINE RECORD

01-MAY-2011 (7 yr) Female
 Room: 21b
 Loc:101

Vent. rate 133 BPM
 PR interval 65 ms
 QRS duration 84 ms
 QT/QTc 304/452 ms
 P-R-T axes 24 48 -82
 BP 67/115

Technician:NURSE ECG
 Test ind:Testing for Jared


Referred by: ROSENBERG Confirmed By: Leanna Kamm

COMMENTS: test - amendment

Atrial fibrillation with rapid ventricular response
 Marked ST abnormality, possible inferior subendocardial injury
 Abnormal ECG
 When compared with ECG of 16-NOV-2012 04:41,
 Atrial fibrillation has replaced Sinus rhythm
 Vent. rate has increased BY 90 BPM
 ST now depressed in Inferior leads
 ST now depressed in Anterior leads
 Nonspecific T wave abnormality, worse in Inferior leads

Created On: 2019-Apr-24
 Type: Medical Records Re
 Sub-Type: ECG 12-LEAD

View Parent Report 2 of 100 Review Reminder Follow Up Task 36 Close

- To open the PDF HRM report, select  in the bottom ribbon, next to the Review button.
- When viewing the PDF HRM report, you will be able to select the text that would best describe the report to find it using a search in the future. Copy the selected text by right clicking or using the keyboard shortcut of Ctrl+C (Windows) or Cmd+C (Mac).

OPTI3283182077874272938a154a7eef78dbd25d9baabcca373fdd.pdf - Adobe Acrobat Reader DC

File Edit View Sign Window Help

Home Tools OPTI48505035564... OPTI32831820778... x

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PTLASTONE, PTONE ID:46006912 24-APR-2019 10:05:53 OTTAWA CIVIC & HEART INSTITUTE-CASE5A ROUTINE RECORD

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 When compared with ECG of 16-NOV-2012 04:41,
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25mm/s 10mm/mV 100Hz 8.0 12SL 235 CID:10 EID:1240 EDT: 10:33 24-APR-2019 ORDER: 2229440 ACCOUNT: 400010099174 Page 1 of 2

- Return to the Preview Manager and either paste the copied text keyboard shortcut of Ctrl+V (Windows) or Cmd+V (Mac) or add in custom text that would help to describe the document or utilizing the Description text box. **Note: You cannot paste the copied text using the right click of the mouse.**

Preview Manager

Tools

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OPT157943221676403422728a154a7eef78dbd25d9baabcca373fdd.pdf

BP 67/115 Vent. rate has increased BY 90 BPM
ST now depressed in Inferior leads
ST now depressed in Anterior leads
Nonspecific T wave abnormality, worse in Inferior leads

Technician: NURSE ECG
Test Ind: Testing for Jared

Referred by: ROSENBERG Confirmed By: Leanna Kamm

COMMENTS: test - amendment

Created On: 2019-Apr-24
Type: Medical Records Report
Sub-Type: ECG 12-LEAD

Description
Atrial fibrillation with rapid ventricular response
Marked ST abnormality, possible inferior subendocardial injury
Abnormal ECG

View Parent Report 2 of 100 Review Reminder Follow Up Task 36 Close

- Continue to Review or Close the Preview Manager. The Description will save and update in the Description field of the Dashboard view as well as the Notes field in the associated patient's Virtual Chart.

Accuro CMS5 2017.164 - OntarioMD Testing Environment

Patient: Ptlastone, Ptlone (John) (Ms.) Age: 68 Yr DOB: 1953-May-01, Gender: F
MD: , Enrolled: Not Enrolled ID: 1142

Priority	Date Created	Patient Name	Sex - Age	Type	Sub-Type	Description
Normal	2019-Apr-15	PTLastEight, PTEight	M - 33 Yr	Diagnostic Imaging Report	RAD	US Liver - 2018-Jul-26 6:14 AM Principal Author: Testradio, Testradio
Normal	2019-Apr-24	Ptlastone, Ptlone (John)	F - 68 Yr	Medical Records Report	ECG 12-LEAD	Atrial fibrillation with rapid ventricular response Marked ST abnormality, possible inferior subendocardial injury
Normal	2019-Apr-26	PTLASTONE, PTONE (Jane)	F - 10 Yr	Diagnostic Imaging Report	US	Fourth Report TRANSTHORACIC ECHO (TTE) COMPLETE - 2019-Apr-26 4 Principal Author: INTEGRA
Normal	2019-May-24	PTLastEight, PTEight	M - 33 Yr	Diagnostic Imaging Report	RAD	US Liver - 2018-Jul-26 6:14 AM Principal Author: Testradio, Testradio
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Accuro CMS5 2017.164 - OntarioMD Testing Environment

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MD: , Enrolled: Not Enrolled ID: 1142

Day Sheet Encounter Notes Chronic Conditions Virtual Chart Medications Patient information

Patient: Ptlastone, Ptlone (John) 68 years old female

Search Patient Chart

Date	Created	Type	SubType	Note	Reviewed
2019-Apr-29	2019-Apr-29	Diagnostic Imaging Report	RAD	US Pelvis - 2018-Sep-28 8:10 AM Principal Auth.	2020-May-06
2019-Apr-29	2019-Apr-29	Medical Records Report	A report	Test notes	2019-May-21
2019-Apr-26	2019-Apr-26	Diagnostic Imaging Report	US	TRANSTHORACIC ECHO (TTE) COMPLETE - 2	2019-Aug-27
2019-Apr-26	2019-Apr-26	Medical Records Report	Cardiology	This should populate in the Notes section of the	2019-Aug-27
2019-Apr-26	2019-Apr-26	Medical Records Report	A report	Principal Author: MORRISON, KIMBERLEY: Test	2019-May-21
2019-Apr-26	2019-Apr-26	Diagnostic Imaging Report	RAD	US Pelvis - 2018-Sep-28 8:10 AM Principal Auth.	2020-May-06
2019-Apr-25	2019-Apr-25	Diagnostic Imaging Report	RAD	US Pelvis - 2018-Sep-28 8:10 AM Principal Auth.	2020-May-06
2019-Apr-24	2019-Apr-24	Medical Records Report	ECG 12-LEAD	Atrial fibrillation with rapid ventricular response MDLastSeven Inbox	
2019-Jan-30	2019-Jan-30	MEDICAL RECORDS	Testing H-Consult	Principal Author: MYATT, MATTHEW: No Note	2019-Mar-08
2019-Jan-30	2019-Jan-30	Diagnostic Imaging Report	ICH	Broken heart, Principal Author: Bruno, Giovanni.	2019-Mar-12
2019-Jan-15	2019-Jan-15	Diagnostic Imaging Coxwell Ultrasound	Jay's team	US Abd Aorta, Principal Author: MDLASTSEVEN.	2019-May-16
2019-Jan-11	2019-Jan-11	Diagnostic Imaging Report	Test	XR Chest 1 View-C, Principal Author: Thain, Lis...	2019-Jan-17
2019-Jan-10	2019-May-08	Diagnostic Imaging Report	RAD	RAD Acute Abdomen Chest 1 view, Principal Aut.	2020-May-06

For additional training on report management in your EMR, please contact your EMR vendor.

For additional questions related to HRM, please contact OntarioMD at support@ontariomd.com.