

BC OSCAR UserGroup's 'Top Tips' for Docs

A 'how to' for some of the most useful features in OSCAR.

Prescription Favourites:

- create your own list of Favourite medications, that you can prescribe, complete with dosing information with just one click.
- 'Prescriptions' from Echart (or 'Rx' from the Scheduler) Search the medication, put in the dosing information
- Click 'Update' or 'Update and Get New Drug'
- in the 'Pending prescriptions' (highlighted orange line at the bottom) click 'Add to Favourites'
- Edit the suggested name as you desire (I use capitals for adult preparations and lowercase for paediatric preparations. I also shorten the name eg. Amoxicillin 500 capsules to AMOX 500 so that I can quickly pick it from the Favourites list).
- to prescribe the Favourite, just click on its name in the 'Favourites' list (left hand side of the Prescription module).

'Favourites' are specific to a User (i.e. you can have your own Favourites and your colleague can have a different list.)

'Favourites' are very useful for those things that we prescribe that are not in the Health Canada drug database (i.e. those things that we have to prescribe as a 'Custom Drug'.) You can create a 'Favourite' for 'Glucometer test strips' or 'Tennis elbow support' and never have to re-type them.

Tabbing in screens:

I like to use the Tab key to move between fields – it reduces the need to use the mouse and is usually faster.

In the billing screen, once you have entered a diagnostic code you can Tab through to 'Continue' (6 hits of the Tab key), then hit 'Enter' and then to 'Save bill' (3 hits) and 'Enter' again – the bill is complete.

When prescribing, once the prescription has been generated, you can either click 'Print' or 'Print and Paste' into EMR or use the Tab key to get to these fields and then hit 'Enter'.

Setting up ICD9/Service code searches in Billing:

ICD9 codes are not user-friendly. They have something of a hierarchy but often do not display the level above eg. when searching for a code for trauma to the wrist, one item that ICD9 offers is simply called 'wrist.' It doesn't state to what it refers. Many other ICD9 codes are not intuitive. OSCAR provides functionality so that you can attach your own search terms to ICD9 codes. This helps in two

ways: a) it helps with the problem described above, and b) it allows you to create your own short forms for entering ICD9 codes. For example, I have added 'bp' (keep it lower case to save using the shift or caps lock key) to the code for “Essential Hypertension”. Now I just type 'bp' in the diagnostic code field, hit Enter, and I am offered “Essential Hypertension”. If I was really smart, I would change that a little more....BPH also comes up when I enter 'bp'. If I choose a short form that is unique the ICD9 code would just be entered when I hit Enter or Click 'dx code search'.

To add your own search terms to the Diagnostic Code (ICD9) search, do the following:

In the billing screen Search for a diagnostic code (enter your search term or part of the ICD9 into the diagnostic code box, and click 'dx code search' or hit enter). You will be presented with the possible options (unless there is just one option, in which case the ICD9 gets entered in the Diagnostic Code box – which doesn't work for what we are doing, so shorten the code or change the term that you are searching). You can then left-click and type in any of the codes that come up. Then click 'Update'. (You then need to refresh the screen so that you can see your addition – you can do this with any screen by pressing F5. As an example, my Essential Hypertension code looks like:



The screenshot shows a search result in a software interface. On the left, there is a small box containing the code '401'. To its right, the text 'ESSENTIAL HYPERTENSION' is displayed, followed by 'bp' in a smaller font. Below this text, there is a button labeled 'update 401'.

I can find code 401 simply by entering 'bp' in the dx code search field.

You can do the same with Billing Codes.

Using Wild Cards:

Most of the Search fields in OSCAR accept '%' as a wild card. If I want to find the code for acute otitis media, I can enter 'ac%ot%m' and all codes meeting those criteria will be found. You can use this when searching billing codes, diagnostic codes, referral doctors, ICD9 codes in the Disease Registry and medications in the Prescribing module.

'Copy and paste' for referral letters:

Computers should save us work – not create it. When I write a referral letter I want to write my clinical note so that it can be pasted into the referral letter.

I write my consult letters thus: Dear Dr X, Thank you for seeing Mr Y, my recent note appears below: ...and then I paste in the note I wrote when seeing the patient (i.e. from the Encounter page).

The consult letter automatically populates the medications and allergies, and you can choose to drop in the PMHx with a single click if you choose.

Referral letter done, and I can get on with something more interesting!

Charting quickly with templates:

Make up your own little templates for common visits. Such as this one I use for URTI's:

URTI, Afebrile Ears NAD, Throat NAD, Snuffly Chest clear. Advised fluids, tylenol - see if concerns

Then just edit to fit the particular circumstance. OSCAR users share these on the OSCAR Canada web site <http://OSCARMcMaster.org>

Getting a quick list of all visits:

Click on the link right above the encounter text box for a list of all previous visits.

OSCARscratch:

This is a scratch pad that is held within the security of OSCAR. It is accessed via the small unassuming little 's' to the right of Help in the top right hand corner of the schedule page.

It is simply a text editor. Its contents are recorded but not in patient charts. I use it for a 'to do' list. If I see a patient who I plan to refer but for whom I need to look something up (otherwise I do the referral then and there, so that I can forget about it!), or if I want to leave myself a note to call someone, or anything similar, I just write it on the scratch pad. And I delete the line when I have done it.

Forgotten referrals/other tasks become a thing of the past.

Work flow tracking:

In our office, we do our own billings. When a visit has been billed the appointment turns blue on the scheduler. I use this to flag when I have completed everything I need to have done for that visit. For example, if I haven't done a referral yet, I don't bill for the patient. If I haven't done the WCB form, I don't bill for the patient, etc.

This is another handy way of keeping track of outstanding tasks during the day.

Bill faster:

In the billing section of the 'Admin' area, pre-set some fee (service) codes with a diagnostic code (e.g. when 14560 is billed, the diagnostic code V762 appears. Similarly with 14091 and 30B.)

More on getting the money in:

As above, in the 'Admin' area, create associations between service codes (procedures) and their tray fees

so that they automatically get billed together.

....and just a bit more on getting the money in.

A Red \$ on the day sheet, next to the patient's name, means that the patient owes you money!!

Checking for missed bills:

Much as I like to think that I never miss a billing, sometimes I do. So, once a month, I like to do a quick search for any un-billed encounters. Click on the 'Billing' tab from the Scheduling page.

The screenshot shows the 'oscarBilling' web interface. At the top right, there is a link for 'Manage Provider List'. Below this, there are two radio buttons: 'Unbilled' (which is selected) and 'Billed'. To the right of these is a dropdown menu for 'Select provider' with 'Chan, David' selected. Further right is a 'Create Report' button. Below these elements are two input fields for 'Service Date-Range', labeled 'Begin:' and 'End:'.

Click the 'Unbilled' radio-button, chose yourself as provider, choose a date range and click 'Create Report'.

This only works when billing from the Scheduler – it searches the Scheduler for appointments not recorded as billed in the Scheduler.

Searching the Encounter:

Sometimes I want to search the Encounter text for a word. If I, or someone else hasn't put a BP in the Measurements (the best place for it), I might want to find a BP in the text, so I search for BP. Because OSCAR runs in a web browser (Internet Explorer, Firefox, etc.), it is possible to use the search tools in the browser. Firefox has a great search function. Hitting '/' opens a search box towards the bottom of the window. You can start to type immediately and it 'finds-as-you-type'. If you want to continue searching the page for other instances of the same thing you are searching for, the 'Control-G' does that for you.

Navigating the date:

If you are searching around through the calendar looking at future dates and you want to get quickly back to today's day sheet, just click the 'day' button in the upper left corner.

Hey, feel free to share your 'top tips' with the UserGroup!!