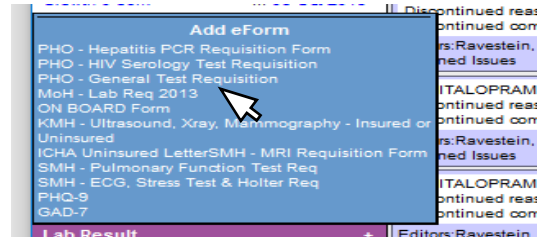


# CREATING an OSCAR eFORM

eForms is an OSCAR encounter module that allows you to create, print and eFax from ICHA's collection of efillable requisition forms.

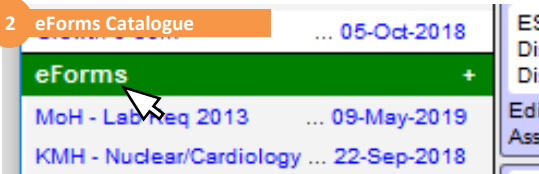


1  
Open *eForms* favourites menu of commonly used forms by clicking +



2

If you're looking for an *eForm* that doesn't appear in the above Favourites Menu, click *eForms* instead of + to access the *eForms* Catalogue



Click *Add eForm* to access the alphabetical list or view the curated *View Group*: list that is categorized based on services and hospitals



*Current eForms* are forms that have been previously created for the patient during previous encounters

In your opened eForm, the patient's socio-demographic information listed in their Master Record will auto populate (HIN, DOB, Name, MRP etc.). From there, complete/edit the information in the efillable fields.

**Submit** – saves eForm to the chart

**Submit & PDF\*** – saves to chart and opens the document as a PDF

**PDF** – does not save to chart but opens the document as a PDF (sometimes an easier way to print depending on your computer settings)

**Clear Sig** – Clear signature

**Reset** – clear form

**Print & Submit\*** – Saves to the chart and prints form

**Print** – Print form (used when printing a duplicate of an already saved form)

\*Clicking a *Submit* button creates a copy of your form in the chart

## For eFaxing –

- 1) Select the appropriate provider from the *Providers*: dropdown \*If the provider is not found in the dropdown, add fax number to *Other Fax Number*; click *Add Other Fax Recipient* and skip step 2)\*
- 2) Click *Add Provider* and double-check that the *Fax No*: is accurate by referring to the instructions on the form.
- 3) Click *Submit & Fax*.
- 4) Voila! The eForm is now off to its destination with an ICHA Fax Coversheet