ONTARIO eHUB IMPORT FUNCTION WORKFLOW

What is "Import" of external clinical information and why use this?

Importing provides a chance to pull in outside documentation from providers who are outside of the hospital. For instance, if there is any history of medications, immunizations, problems, or allergies, these items can be imported which will update the information into the patient's hospital chart. This information would then be stored in the local hospital record.

Where does this begin in the workflow for clinicians?

In an emergency department setting – this would typically be captured by staff after triage

In an inpatient setting – this would typically be captured upon admission by a clinical staff (if not captured in ED)

In an outpatient setting – this would typically be captured by a clinical staff after being checked-in (upon first assessment by nurse)

1. Within the Outside Records section of a patient chart, navigate to the "Summary" tab.

2. In the top right of the Summary window, select the blue "Import" link.
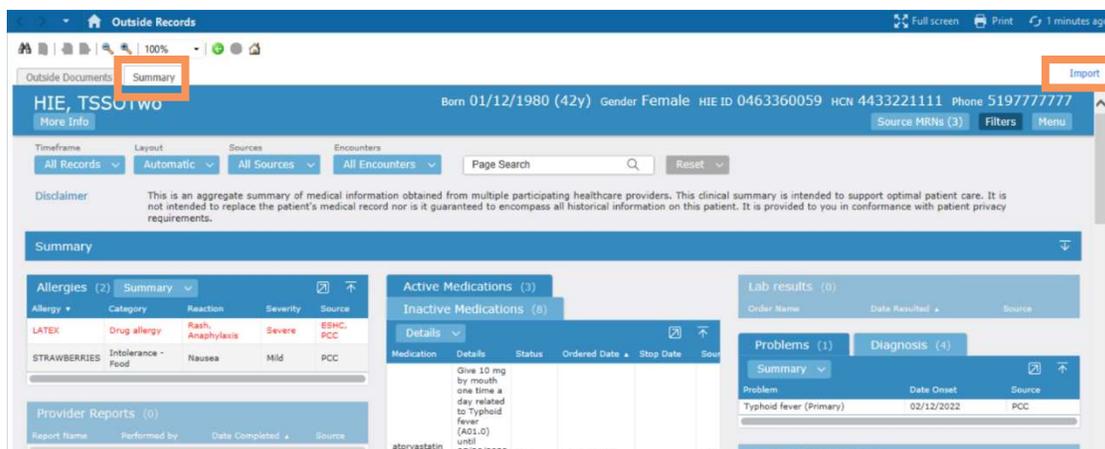
Available Clinical Information Sections for Import:

- Allergies
- Immunizations
- Problems and Diagnoses
- Medication History

This purple diamond appears when items have not yet been imported within these sections.

Example of importing information within a section:

1. Find desired data element with a purple diamond indicating it has not been imported yet.
2. Select **Add**.
3. If required, match the data element with the appropriate response in our system.
4. Select "Add with changes" if something within the data element needs to be modified prior to importing (ie. a route of administration).

Viewing information that cannot be imported:

For items that cannot be imported, but are viewable within the summary section, select a document listed within a section to open a view of the completed document provided. These summary sections will contain links to the original document.