



Searching and using forms in QHR Accuro (v1.1)

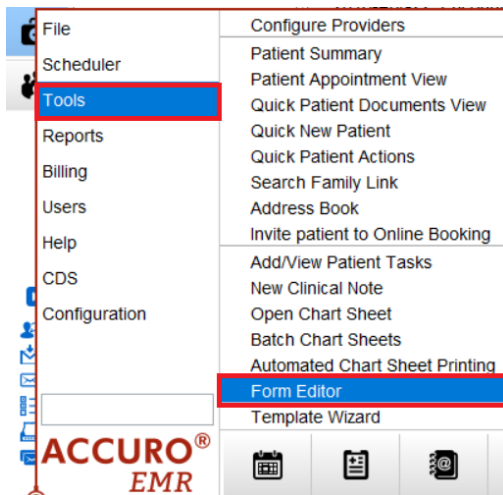
New and updated forms are communicated to Accuro users through several channels, including:

- Accuro EMR Product Update and Release Notes emails
- [Accuro EMR Mail](#) (by clicking  and accessing your Inbox 
- [Doctors NS newsletters](#)
- [Nova Scotia Health Practice Support Program](#)
- [Nova Scotia Provider Digital Health Toolkit](#)

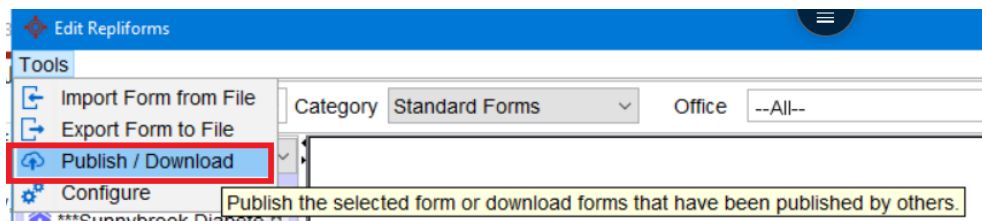
Note: Before searching the Form Repository, users should view the list of previously downloaded forms to avoid downloading duplicate copies (see step 5). If the form cannot be found when documenting a patient encounter, proceed to search the Form Repository.

How to search the Form Repository for available Nova Scotia specific forms:

1. Open the Accuro Start Menu > Tools > **Form Editor**.

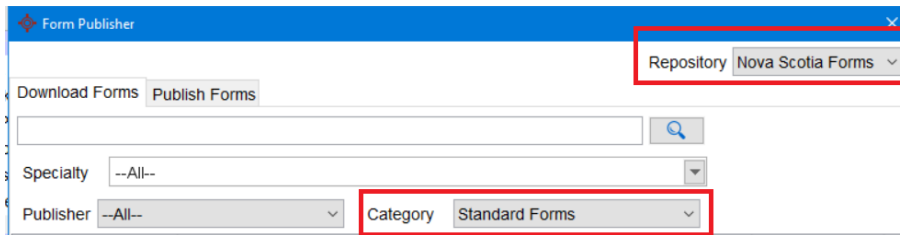


2. Click the Tools button then select **Publish / Download**.

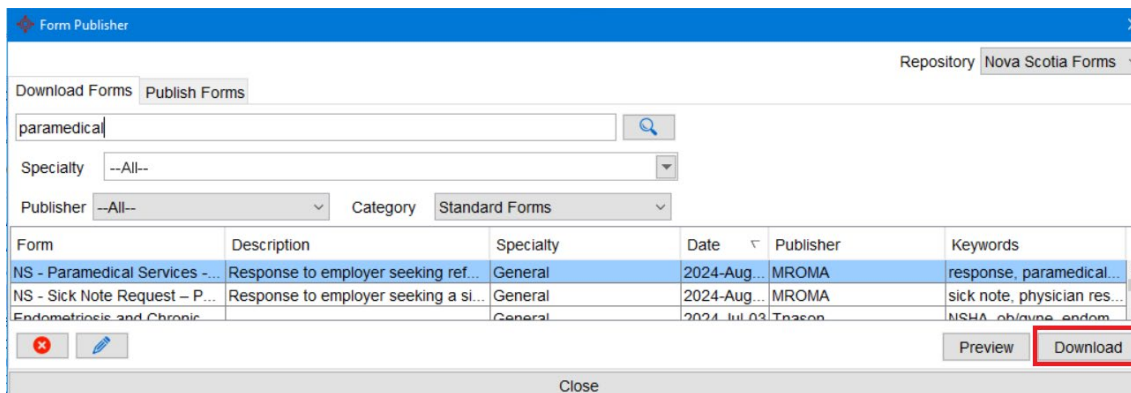


3. Toggle between the **Default** Repository and the **Nova Scotia Forms** Repository in the top right corner. Note that most forms can be found in the Standard Forms category.

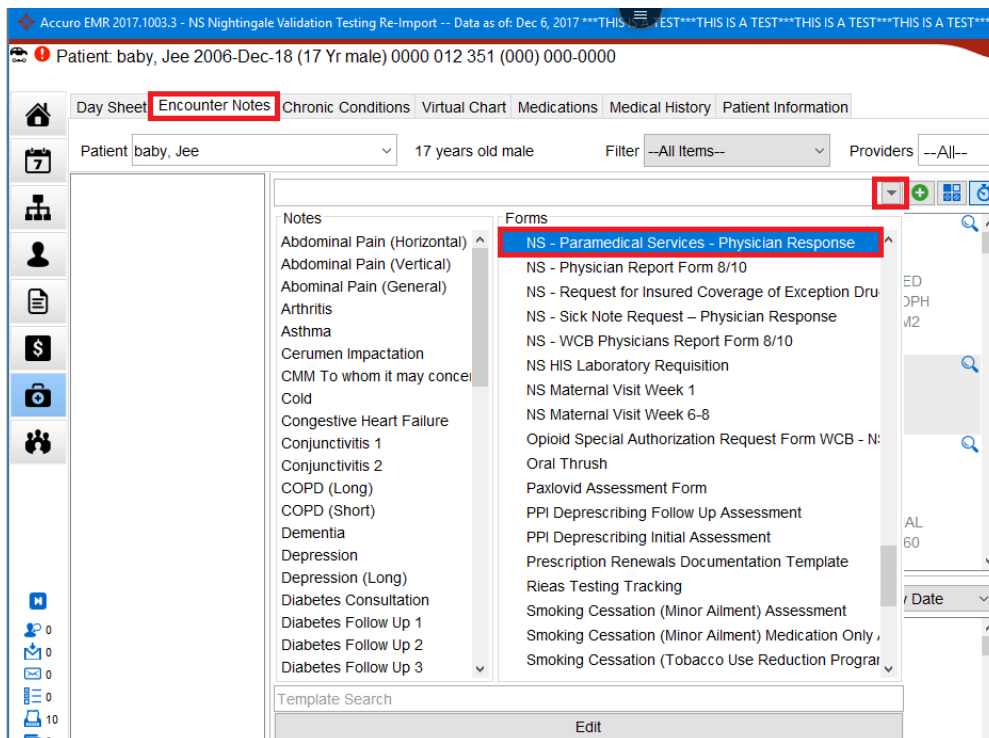
The “Nova Scotia Forms” repository contains all Nova Scotia specific forms- filtering search results to only view these forms will significantly reduce the number of returned results. Please note some forms used in Nova Scotia are considered national forms. These forms may be stored in the “Default” repository



4. **Highlight the form** you wish to download **and click the Download** button in the bottom right corner of the Form Publisher window. This will save a copy of the form to your local instance and allow you to access the form from within a patient encounter. New/updated forms must be downloaded from the Accuro forms repository before they can be used in a patient encounter. Please ensure you replace previously downloaded copies of forms with the most recent version available.



5. The downloaded form is now available for use in a patient encounter



****For technical support accessing forms, please reach out to QHR Accuro Support****