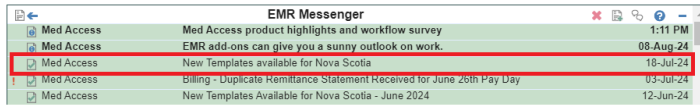



## Searching and using forms in Telus MedAccess (v1.1)

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

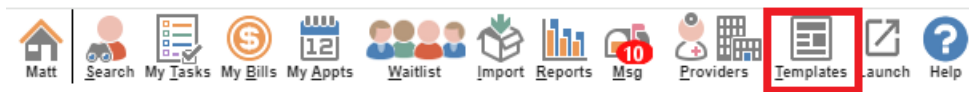
- EMR Messenger notifications on the MedAccess main page



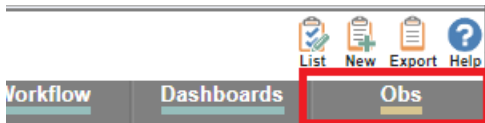
- [Doctors NS newsletters](#)
- [Nova Scotia Health Practice Support Program](#)
- [Nova Scotia Provider Digital Health Toolkit](#)
- MedAccess EMR Resource Centre by clicking on the help icon on the MedAccess home screen  > **Available Mapped Forms > Nova Scotia electronic forms (mapped forms).**

### How to search the Templates for Nova Scotia specific forms:

1. From the MedAccess main screen, click on the **Templates** icon

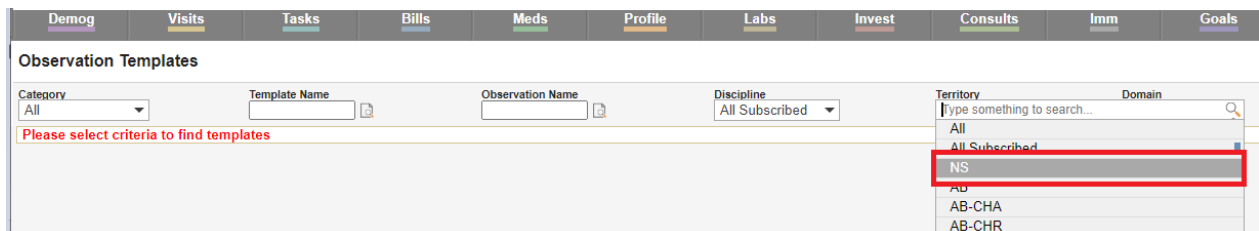


2. From the Template Management window, click the “Obs” tab

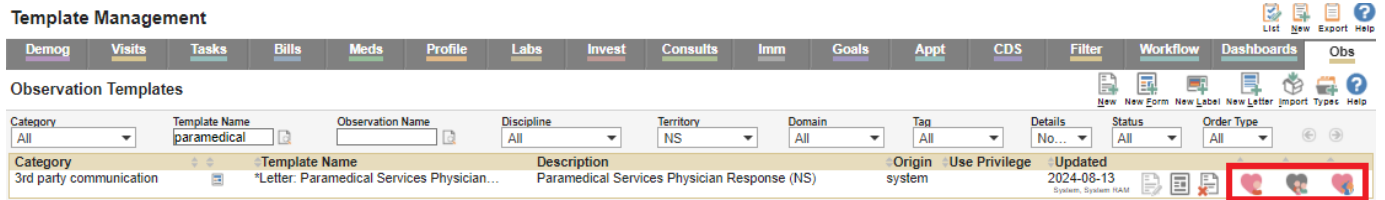


3. Using the “Territory” drop down will allow users to search for Nova Scotia specific forms by selecting “NS”. Note that most Nova Scotia Provincial forms can be found here, however national forms may be found by searching under the “All” Territory.

**Setting the Category drop-down to “All” will capture more search results, as forms in MedAccess can only be assigned to one category. The complete list of NS mapped forms document in the MedAccess EMR Resource Centre, mentioned above, contains the assigned category for each form.**

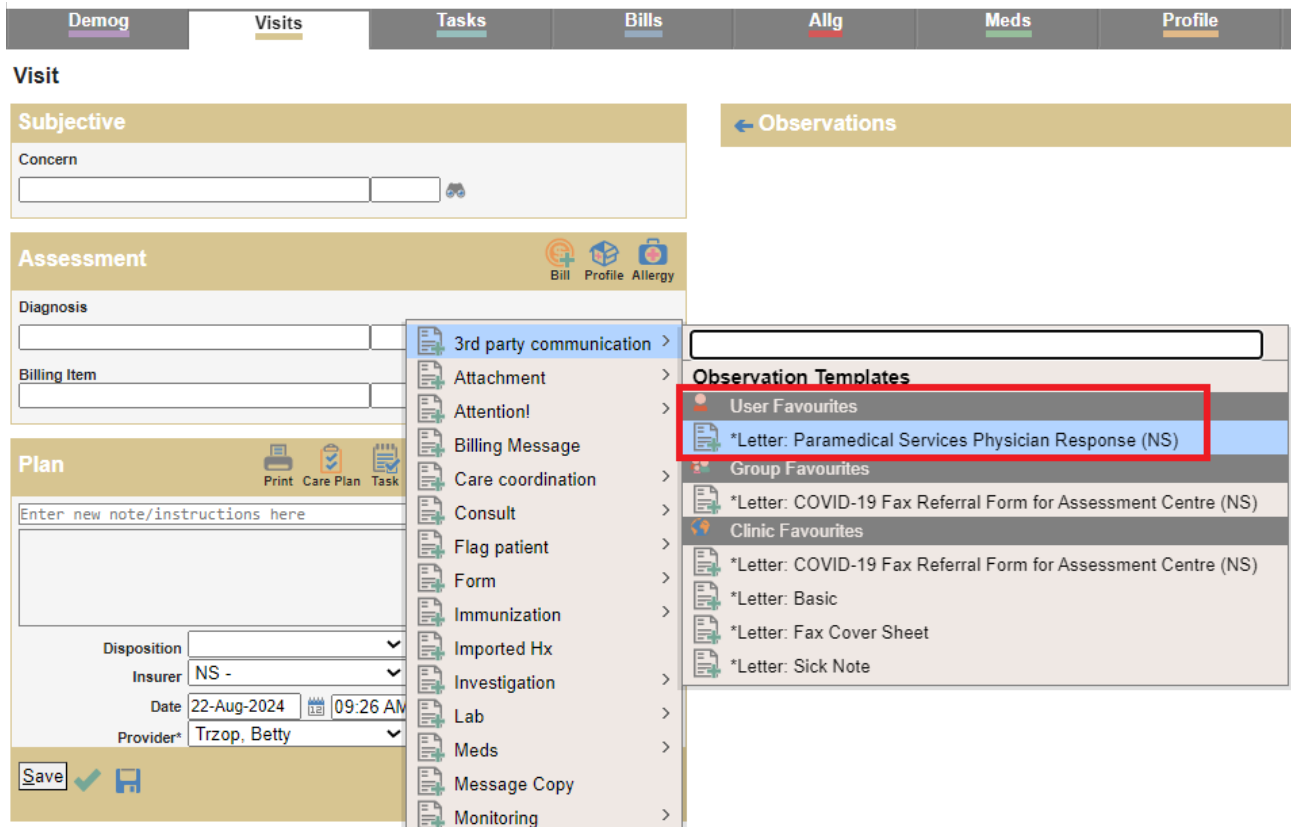


- Once the form has been located, it is recommended users favorite the form using the favorite icons to the right of the form. The first icon will favorite the form for a single user, the second will favorite it for a group of users and the third will favorite it for the entire clinic. In the example below, the form has been flagged as a user favorite & clinic favorite.



Note: Users can sort templates by filtering the Updated column to see when the templates were updated in Med Access.

- Once the form has been flagged as a favorite, it is easily found in a clinic visit.



**\*\*For technical support accessing forms, please reach out to Telus MedAccess Support\*\***