

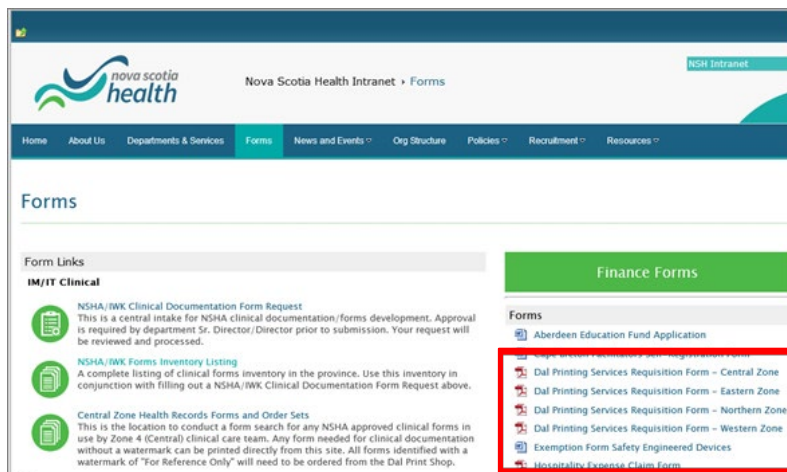
For Diabetes Centres that register their visits in Meditech or STAR, please see the [Approved Use of Form ID Labels for Correspondence and Copyright Clinical Documentation in the Electronic Patient Health Record \(One Content and Meditech Systems Health Information Services Standard Operating Procedure\)](#) for including external communication (“correspondence”) from an authorized prescriber (MD, NP, Pharmacist) into the patient health record. The following are some highlights from this document:

Definitions:

- **Patient Health Record** – Documentation of any and all healthcare provided to the patient/client by all providers, departments, and services, in any aspect of the healthcare delivery, and in any medium used within the NSH. All of this information is considered to form the NSH Legal Health Record.
- **Meditech System** – Patient Admission/Registration and Clinical Documentation System used in NSH Eastern, Northern, Western Zones.
- **STAR Patient Processing System** – Patient Admission/Registration System used within NSH Central Zone.
- **One Content System** – Scanning and Archival System for storage and retention of patient health records used within NSH Central Zone.

Procedure:

- Correspondence can be received from internal or external sources to NSH and used as supporting documentation in the delivery of care to a patient. There are two types of labels used for correspondence when storing information in the patient health record: **Internal** and **External**.
- Various *Form ID label(s)* exist based on the Electronic Patient Health Record Applications being used to retain the documentation within NSH.
- **Internal Correspondence** – correspondence for a NSH Meditech registered patient NZ, EZ, WZ, (use NSCOIN); correspondence for a STAR registered patient (use Correspondence CD #1184).
- **External Correspondence** - correspondence for a NSH Meditech registered patient NZ, EZ, WZ, (use NSCOEX); correspondence for a STAR registered patient (use Medical Documents External CD #2322).
- *Form ID labels* are available for order from NSH print vendor (*Dal Print*) and **must be ordered for the corresponding system where the documentation is being retained in (Meditech or One Content).**
- For Correspondence - Order Form ID label which aligns to the system your patient has been registered as noted above from NSH print vendor (*Dal Print*).
- To order the corresponding Form ID label (30 per sheet) use the Zone specific Dal Printing Services Requisition Form found here: [Nova Scotia Health Intranet - Forms \(nshealth.ca\)](#) (see image below).



- Complete the form using the corresponding Job Name (Document Title, Form #): either NSCOIN, Correspondence CD #1184, NSCOEX, or Medical Documents External CD #2322). (see image below).

Nova Scotia Health
Printing & Digital Copying Services
 P: (902) 494-6428 / F: (902) 494-6314
 print.nsha@dal.ca
Requisition Form

Eastern Zone

Please note that this form is required to be filled out in appropriate detail for the completion of all print job requests. Inaccurate and/or missing information may result in service delays until the required details are provided. Print production staff will make every effort to ensure the work is completed to your satisfaction but quality begins with you! If assistance is needed, please contact Dalhousie Printing Services per the above.

① Department: _____ ② Date: _____ ③ SAP Number: _____

④ Job Name (Document Title, Form #): _____

- Application of the *form ID label* also requires a *patient identification label* to be printed from the registration system for your facility and applied to the form. These systems are Meditech for facilities in Eastern, Western and Northern Zones and STAR Patient Processing System for Central Zone.
- Inappropriate application of labels will result in the documentation being returned to the clinician/clinical service area as per Health Information Services SOP – Clinical Documentation Preparation Requirements for Scanning.
- Apply the Form ID label as per the instruction shown:

Meditech Patient Identification Label

AFFIX MEDITECH PATIENT IDENTIFICATION LABEL AS ABOVE

APPENDIX A – LABEL PLACEMENT FOR MEDITECH SYSTEM

AFFIX APPLICABLE FORM ID LABEL HERE

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STAR Patient Identification Label

AFFIX STAR PATIENT IDENTIFICATION LABEL AS ABOVE

APPENDIX B – STAR/ONE CONTENT LABEL PLACEMENT

AFFIX APPLICABLE FORM ID LABEL HERE

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Meditech Form ID Label

STAR Form ID Label