

FAQ : Searching For, Using and Managing Forms in QHR Accuro (Sept 2025)

Important tips for ensuring you have the current, most efficient version of provincial forms.

If a form is updated in the form repository, do I need to re-download it?

Yes, to ensure your practice is current with the most efficient version of forms all form updates must be downloaded before the current version of the form can be accessed.

How do I know when there are new/updated Nova Scotia forms available?

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

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

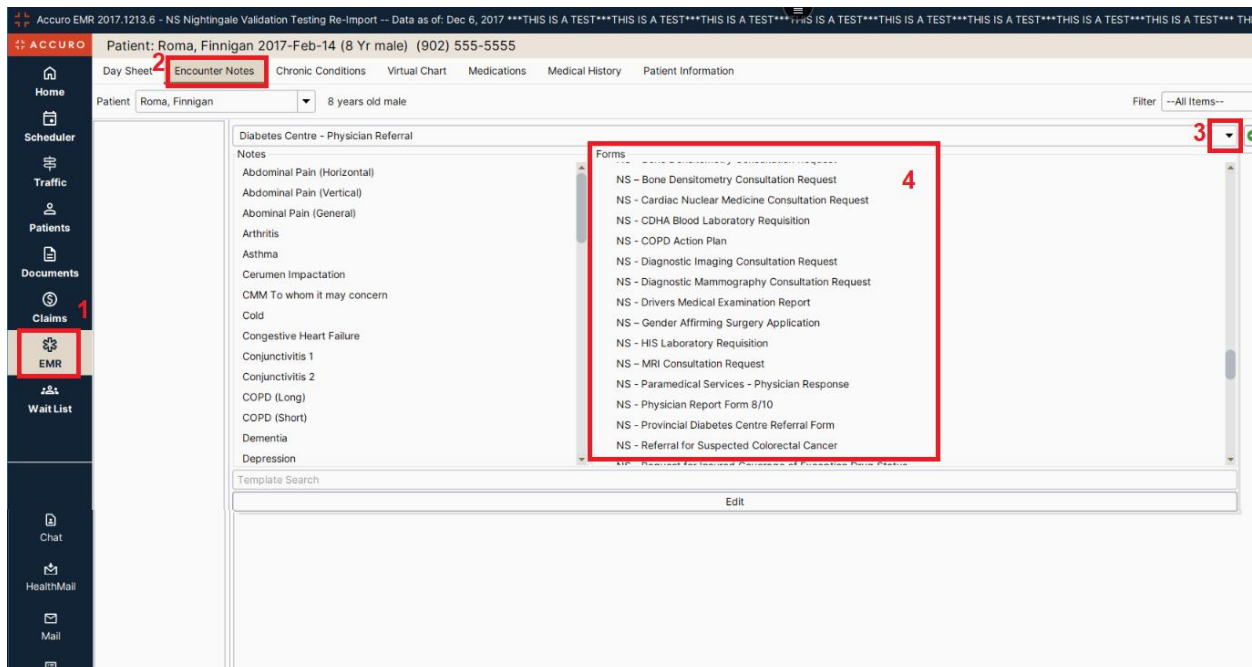
How do I search for / download an existing form for use in my EMR instance?

Please see [Forms – Download an Existing Form](#)

Please see [Manage Favourite Templates](#)

How do I find a form once it's been downloaded?

1. Open the EMR Section
2. Click Encounter Notes
3. Click the down arrow
4. View list of downloaded forms



I can't locate a Nova Scotia form, should I add it myself?

Accuro users are encouraged to refrain from uploading copies of NS Provincial Forms to their local EMR instances or to the global EMR form repositories; this creates duplicate versions that are not approved, optimized or kept updated.

Ongoing work is underway to reduce clinician administrative burden by making more efficient forms.

Unauthorized copies will be removed - if you use Accuro and believe a NS Provincial Form is missing or outdated in the EMR, please contact emrcertification@novascotia.ca. The EIS Program will work with the form owner to have it added.

How do I manage my list of previously downloaded forms?

- To improve access to NS forms all clinics are encouraged to review the forms they've locally downloaded in Accuro. If you haven't done this before, the initial review may take a bit of time—but once completed, ongoing monthly maintenance will only take a few minutes. Staying on top of updates helps ensure you're always using the most current, optimized, accurate forms and keeps your workflow clean and efficient—ultimately helping to reduce physician burden and streamline patient encounters.*
- It may help to assign one person, such as a support staff member, to monitor for communications regarding updated Nova Scotia provincial forms, remove outdated versions and download new versions rather than each individual user taking on this responsibility.*
- When downloading Nova Scotia provincial forms, users should avoid renaming them. Changing form names can lead to confusion, create unintentional duplicates, and make it difficult to identify the correct version. Most Nova Scotia provincial forms now follow a standardized naming convention: **NS – Form Name – (Facility/Zone)**, which helps ensure consistency and easy identification across users.*
- Some users create copies of forms for frequently ordered tests (such as laboratory requisitions). Although this is a convenient feature that saves time, it is important to remember that if the form receives an update in the form repository, these customized copies will not be updated and will need to be deleted/re-created after downloading the most up to date version of the form.*

Other resources:

QHR offers a number of related support documents that can be [found here](#)