

Ocean to Ontario eConsult Integration

How to Update The Ocean Toolbar in TELUS PS
Suite EMR



PS Suite: Download Updated Custom Forms

Existing Ocean eReferral users may want to update their PS Suite EMR toolbar to take advantage of the “ON eConsult” button, to launch directly into the “Ontario eConsult Service” listing, in the Ocean Healthmap.



Regional **eConsult** and **eReferral** deployment team members can support the clinic with these steps.

- This process is typically completed by the clinic’s **Administrative User** role (in PS Suite).
- The clinic user will need to complete these steps directly in their TELUS PS Suite EMR instance.

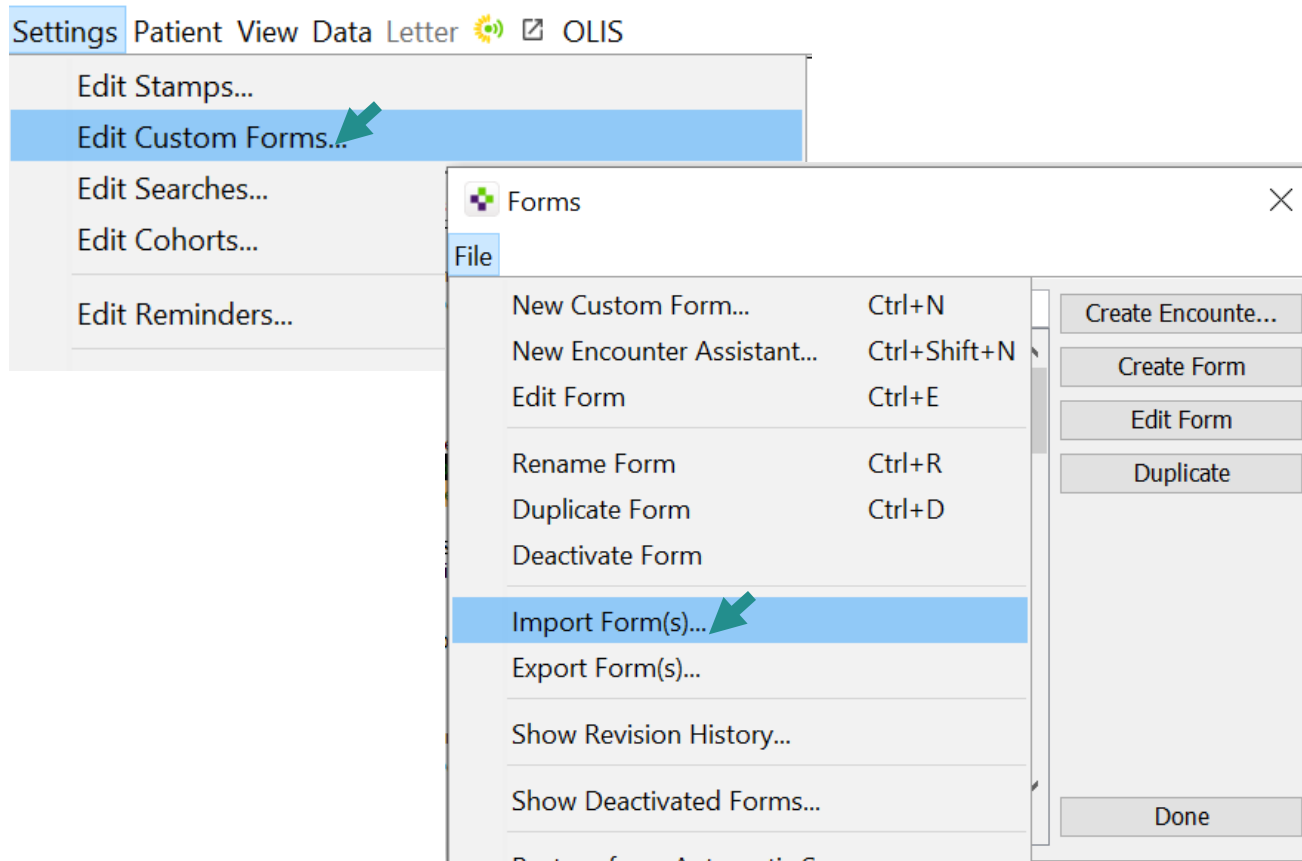
PS Suite: Download Forms

1. Download the most up-to-date [Ocean Custom Forms](#) (includes the updated ON-eConsult Toolbar) from the Ocean eReferral website.



- Create folder on desktop to temporarily store the downloaded form
- Forms are in .cfm format and can only be opened in PS Suite.

PS Suite: Import Forms



1. From the patient Records in PSS, go to **Settings → Edit Custom Forms** then select **File → Import Forms**.

2. Select the folder where the forms were downloaded/saved and choose it to import the forms. Forms can also be dragged & dropped directly into the Forms Library.

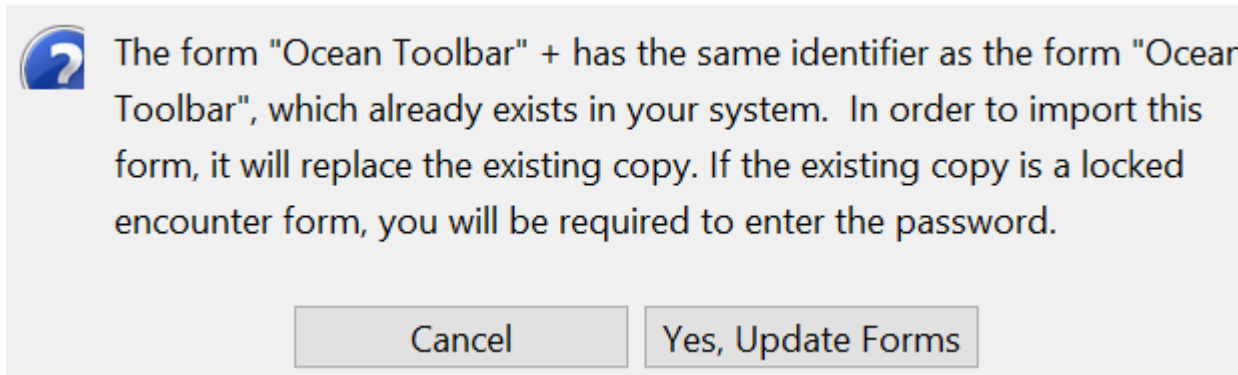


Forms only need to be imported once per PS Suite instance.

<https://support.cognisantmd.com/hc/en-us/articles/115003468791-PS-Suite-Download-Install-the-Ocean-Custom-Form-Toolbar-and-Attachment-Exporter>

PS Suite: Import Forms

- New forms will be added to PS Suite (after checking for duplicates).
- If the form already exists in the software, users will be prompted to cancel the import or continue adding the form(s):



Sites who wish to use the updated “ON-eConsult” form should select **“Yes, Update Forms”**.

PS Suite: Using the Updated Toolbar

- Once the new toolbar is installed, it will override the pre-existing toolbar.
- Users will continue to initiate eReferrals through the **Refer** button on the toolbar.
- Users will be able to initiate an eConsult, in Ocean, by clicking to “ON eConsult” button, which will launch them directly into the “Ontario eConsult Service” form, on the Ocean Healthmap.

^ PSS, Andrea
1682 East St
Ottawa ON K1P 0A5
613-292-6340(M)

Birthdate: Jan 1, 1989 Sex: F
Health #: unknown
Last Billed: Aug 10, 2021
MD: other doctor

Family Hx
Problem List
Diabetes
Past Hx

Last Flu Shot:
Last FOBT:
Last Mammo:
Last Pap: From Lab: , Scanned Report:
Last BMD:
Last Colonoscopy:

Email consent: None Deny Grant Email: Next of Kin:

View in Ocean Email Attach Form Import Portal **ON eConsult** Refer

New eConsult - Ontario eConsult Service

Patient Information Import from EMR...

Surname: PSS First: Andrea DOB: 1989/01/01 Gender: ☐ Male ☒ Female ☐ Other HN: province health number VC Address: 1682 East St line 2 Ottawa ON K1P 0A5

Mobile #: 613-555-1212 Home #: Business #: Email:

Ocean eReferral Network Find any health service

eConsult
Ontario eConsult

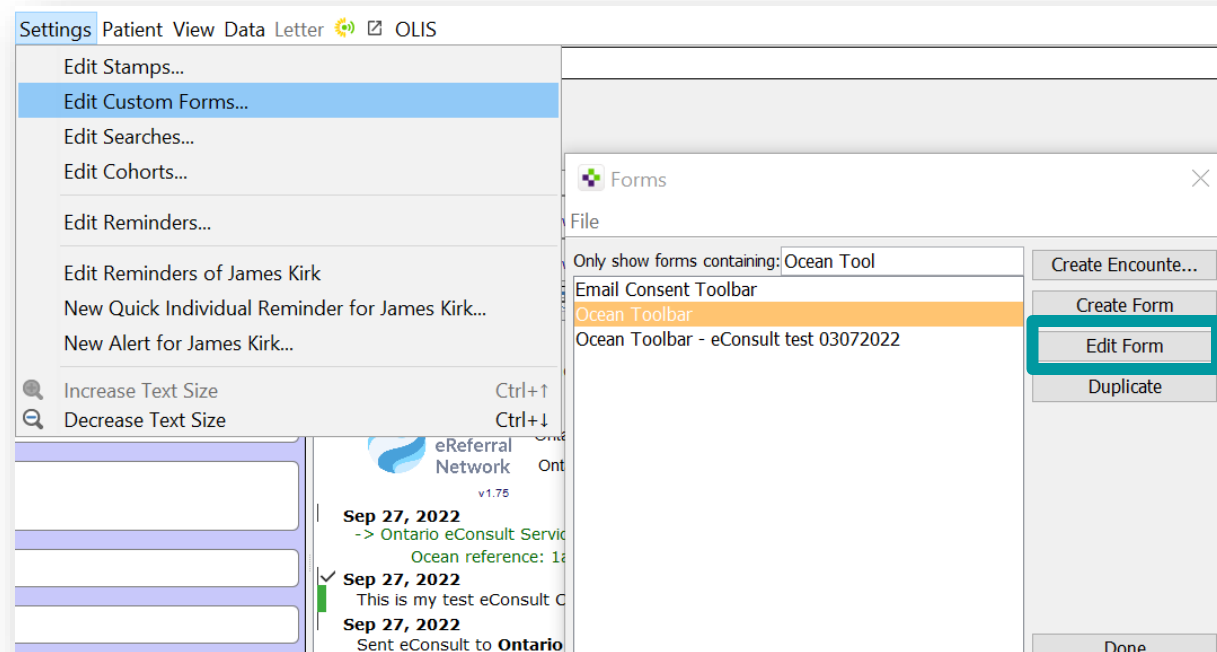
Ontario eConsult Service

1967 Riverside Drive, Ottawa, Ontario K1H 7W9
eservicesprogram@toh.ca
1-833-738-8400

PS Suite Toolbar: Checking for the Updated Toolbar

Users can check confirm that the most up to date toolbar has been installed in the TELUS PS Suite instance, by going into TELUS PS Suite and navigating to:

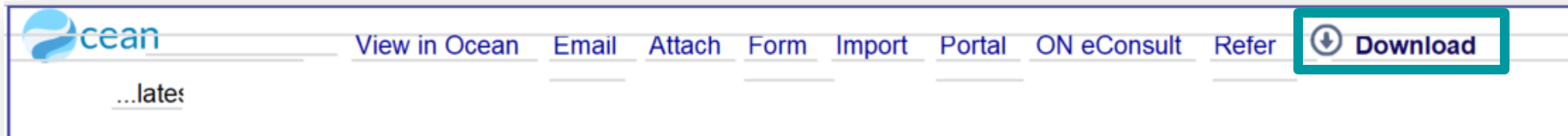
Records → Settings → Edit Custom Forms. Search for the “Ocean Toolbar” to select it, then “Edit Form”



PS Suite Toolbar: Checking for the Updated Toolbar

(If the user does not have a TELUS PS Suite Custom Form license, select “Yes – Use the Basic Editor” message)

- Review the form to ensure that the “Download” button appears on the editor
- Close the Edit Custom Form window, without saving changes (File→Close or “X”)



If the Download option is not present, the Administrator should download the updated [Ocean Custom Form](#) and follow the steps in this guide to update the form and toolbar.

Reminders

- Only MDs, NPs and Midwives are eligible to send an eConsult, using the 1-way Ocean to Ontario eConsult integration to submit their eConsult cases to the OTNhub.
- Senders who wish to use this integration will also need to have an OTNhub account (ONEID or OTN credentials).
- Users must **login** to the OTNhub, in order to fully submit their case.
- For assistance in getting set up with an OTNhub account, users can complete our [intake form](#) or email us at eConsultCOE@toh.ca.
- To learn how to send an eConsult, using this workflow, please review our [training videos](#).