



## Section A: Logging into Oacis

Click on the **Oacis icon** or from the **MUHC Portal > Apps > CIS Oacis**

The Oacis Screen will display

### FIRST TIME LOG IN

1. In the **User ID** field, enter the User ID provided by the system administrator
2. In the **Password** field, enter default password provided by the system administrator. Click on the Login in button.
  - A password change box will appear
3. In the *Old Password* field, enter the default password provided by the system administrator
4. In the *New Password* field: Enter a new password – 6 to 16 characters
5. In the Confirm password field: re-enter password. Click on the **OK** button
  - A pop up box will appear stating "Password successfully changed". Click on the **OK** button. You will be required to read and sign a confidentiality form and enter your e-mail address

### REGULAR LOG IN


1. In the **User ID** field, enter the User ID provided by the system administrator
2. In the **Password** field, enter your password. Click on the Login in button.

## Section B: After logging into Oacis – What do I do?

1. You can search for results for single patients (SEE SECTION C)
2. You can access Clinic Lists (Patient List – Select Patient List – Scheduled) (SEE SECTION D)
3. You can access Inpatient Lists (Patient List – Select Patient List – (a) Service (b) Ward (c) Attending Physician (SEE SECTION E)
4. You can build your own Lists (Patient List- Select Patient List – User Defined

**Note:** At the MCH – all patient lists start with MCH



## Section C: Searching for a Single Patient

1. From the icon selection bar, click on the "Single Patient Lookup" icon 
2. Search for the patient: You can search for the patient in various ways:
  - a) **Patient Name**
    - In the **Last Name (required=, ?phonetic)** field enter the patient's last name
    - In First Name (recommended), field, enter the patient's first name. Click on the **Search** button
  - b) **MRN:** Enter the MRN (medical record number) and click on the **Search** button
  - c) **Location:**
    - Click on the **Select Location** button
    - Use the drop-down arrow and select the site (MCH, MCI, MGH, MNH, RVH)
    - Click on the desired unit and click **OK**. Click on the **Search** button.
  - d) **RAMQ:** Enter the RAMQ. Click on the **Search** button
3. All of the patients who meet the criteria entered will appear on the screen.
4. Highlight the desired patient. Double click on the patient name OR click on the **OK** button.
5. The patient information appears.


## Section D: Accessing Clinic Lists (Patient Lists)

You need to first select your clinic list from the **LONG list of MUHC clinic descriptions** and then save them to your "favourites"

### I. Choosing your Scheduled Patient Lists for the first time and saving / book marking them as "favourites".



1. From the Menu bar, click on **Patient List - Select Patient List** or click on the **Select Patient List icon** .
2. Click on the *System tab*
3. Click / Highlight **Ambulatory: Appointments**.
4. From the *Define patient criteria for list : Ambulatory Appointments*, click on the **Site** drop down and select the site.
5. Click on the *Specialty* drop down and select your **Specialty** (Although optional, this will facilitate your clinic search in step 6).
6. Click on the *Clinic* drop down and look for your clinic description (Ask the MediVisit representative if you do not know the clinic description). If needed, you can choose up to 5 clinics
7. Click on the **OK** button.
8. Click on the Save (diskette)  icon. A **Save As** box appears. Enter a name for your clinic.
9. Click on the **OK** button. This will save your clinic in your **Personal** Lists or "favourites", such that you will never have to perform the tedious search again.
10. Repeat Steps 1 to 7 for all of your clinics

### II. When you are ready to search for your "Favourites":


1. From the Menu bar, click on **Patient List - Select Patient List** or the **patient list icon** .
2. In the tab called **Recently Selected**, you will see your most recently selected and saved lists. Click on the desired list OR
3. Click on the **Personal** tab at the top. You will see the Patient Lists that you have saved as your favourites
4. Highlight the clinic required.
5. At the bottom of the screen, change the date (if you do not want today's date). Click OK
6. Your clinic list will be displayed.

## Section E: Creating Patient Lists from "Scratch"

### Creating your own user defined Patient List

1. From the Menu Bar, click on **Patient List – Select Patient List** or the **patient list icon** .
2. Click on the System tab
3. Select **User Defined** and click on the **OK** button.
  - You are brought to a blank Patient List 
4. Click on the Patient Search icon (The icon with the "Add" or "Plus" sign.)



5. Enter the patient information based upon the selected Patient search function (Patient Name, MRN, RAMQ, Location). A listing of patients will display
6. Highlight the desired record. Double click or click on the  button. This will add the patient to the "Current Patient List"
7. Enter the patient information for the next desired patient. Repeat step 5.
8. Repeat steps 4 to 7 until all desired patients are displayed in the Current Patient List.

**Note:** To remove patients from the "Current Patient List", highlight the patient and click on the . This will remove the patient from the "Current Patient List".



9. Click on the **OK** button. All selected patients will appear on the User Defined Patient List.

10. From the Menu Bar, select **Patient List – Patient List Maintenance – Save As OR THE DISKETTE ICON**



11. A "Save As" box appears. Enter a name for the Patient List. Click on the **Save** button.


**To search for or find this User defined Patient Lists for future use**

12. From the Menu Bar, click on select **Patient List – Select Patient List or the patient list icon**
13. In the tab called *Recently Selected*, you will see your most recently selected and saved lists. Click on the desired list OR
14. Click on the *Personal* tab at the top. You will see the Patient Lists that you have saved.
15. Click on the appropriate user Patient List saved from steps 1 to 110 above. Click on the **OK** button.




**Adding reasons / post it notes to your lists**



**You can add reminders or post it notes to your patient lists**

16. Search for your patient list (Step 12 to 15)
17. Double click on the symbol  TESTING, ENFANT-C-DO-N.. that displays to the left of the patient name
18. A box called "Manually added patient to patient list" displays. You can type a note in this box
19. Click on the OK button. Repeat, if necessary, for other patients.
20. Click on the Save button to save your list

**Section F: Searching for a patient demographics**

1. Search for a single patient (see Section C) or form your Patient List (see Section D)
2. There are three ways you can access the patient demographics
  - a) Double click on the Patient **MRN**. The patient's demographic information displays
  - b) From the menu Bar, click on **Summary – Patient Demographics**
  - c) Right click on the patient. Click on Patient Demographics.
  - d) To **print**, click on the Print Preview icon  . Click on the Print icon to print the report


**Section G: Accessing Results**

1. Search for a single patient (Section C) or your Patient List see Section D)
2. If you want any clinical results (Labs, Micro, Rx, Visits, etc.), double click in the desired column on the right hand side of the screen.  
*You are taken to a green and white LIST screen that lists all tests / items for that particular service.*
3. If you want additional details / report information (example the microbiology or pathology report), double click on the desired item.
4. To quickly return to the main patient page, instead of continuously clicking on the back arrow icon  to return to the patient list or patient information screen, you can click on the icon with the three people 
5. This will quickly take you back to the starting point

**Section H: How do I look for a specific patient (example LAB) test or result without scrolling through all the pages in the list?**

*In this example, we will use searching for lab results.  
For example, let's say, you are searching for a Troponin result and you cannot find this on the lab list.*


\*\*\*\*\*You can apply the same methodology for Pharmacy, Micro, Visits and Transcription\*\*\*\*\*

1. Search for a single patient (see Section C) or your Patient List (see Section D)
2. Double click on the Lab column.
  - You are taken to the Lab LIST (the green and white screen).
3. Click on  or from the Menu, click on **Results – Search for Orders / Results**
  - You will see three tabs.
4. Click on the Filter Services tab. You are presented with a screen "Available Services for the patient". This displays all the tests that have been done for this patient.
5. Scroll and search for the desired test. Click on the desired test.
6. Once selected, click on the arrow button to add to the Filter Services box.
  - Note: You can select more than one test.
7. Click on the OK button.
8. The selected test(s) will display.

**Section I: Looking for Scanned documents**

**From the OACIS document viewer**

Used to view the complete electronic chart

1. Search for a single patient (see Section B) or your Patient List (list) (see Section C)
2. Highlight the patient.
3. Click on the OACIS document viewer icon 
  - The complete chart displays