How to Use the Medications Portlet

The ConnectingOntario ClinicalViewer Medications portlet, Dispensed Medications tab, displays information from the provincial Digital Health Drug Repository (DHDR) for Ontarians with an Ontario Health Number. Ontarians' COVID-19 vaccination information from $COVax_{ON}$ is also available through the DHDR. Prior to viewing this information, refer to the following sources of information:

- Medications Portlet: Dispensed Medications Guide for Clinical Use
- Information Available to Health Care Providers through the Digital Health Drug Repository
- MyDrugInfo-Health Care Professionals

Viewing Medications

- 1. In the Patient Care Views navigation bar:
 - Select Summary View to view the condensed Medications portlet
 - b) Select **Medications** or **Summary List View** to display the full-sized portlet
 OR
 - c) In the Medications portlet, select **Expand** to display a near full-size portlet
- As needed, change the timeline to view results: select Today, 7D, 30D, 3M, 6M, 1Y or Custom. (This changes the timeline for all portlets.)

Displaying Additional Information (Details View)

To view additional information about a drug or pharmacy service:

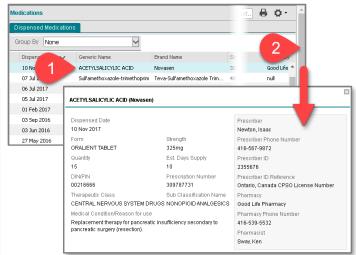
- Select the desired record
- 2. Scroll down to display the record in **Details View**

Tips:

- Hover over a pharmacy name to display the phone number
- 2. Hover over a prescriber name to display the phone number



Patient Care Views **«** Timeline My Views ⊟ Time Interval Today 7D 30D 3M 6M 1Y Муз Enter filter Shared Views Ŧ V Summary View a Limited to drug information, pharmacy services and COVID-Summary List View 19 vaccination information (only when patient has provided onsent) available in DHDR 🔬 Medications Documents/Notes 09 Sep 2021 COVID-19 mRNA PFIZER-BIONT PFIZER-BIONT 14 Jun 2021 COVID-19 mRNA 🔼 Lab/Pathology Results 15 Jul 2020 ACETAMINOPHEN Novo-Gesic For ERYTHROMYCIN BASE 01 Jan 2020 APO-ERYTHRO Visits/Encounters



Printing

The list of dispensed medications and pharmacy services displayed for the selected period can be printed only from the full-size (or near full-size) portlet using the **Print** licon.

Note: Detail View cannot be printed.





Connecting Ontario

ClinicalViewer

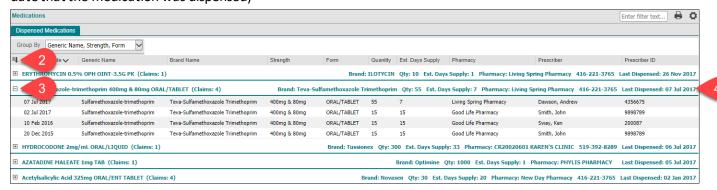
How to Use the Medications Portlet

The list of dispensed medications and pharmacy services can be grouped together by records with identical generic name, strength and form. Each group header displays these values combined (e.g., *Acetylsalicylic Acid 325mg oral/ent tablet*) along with the total number of times the combination was dispensed in parentheses (e.g., (*Claims: 6*)) during the selected time interval. The right side of the group header displays details for the most recently dispensed record in the group.

To group the records in the Medications portlet:

- 1. In Group By, select Generic Name, Strength, Form
 - ➤ Grouping is applied with all groups collapsed by default
- 2. Use the Expand / Collapse All control to expand or collapse all groups simultaneously
- 3. Individual groups can be expanded / collapsed by selecting the
 - entrol beside the group
- 4. By default, the grouped list displays in descending order (newest to oldest) by last Dispensed Date (the most recent date that the medication was dispensed)





Notes:

- It is best to apply grouping while in a full-size portlet view
- Depending on the size and resolution of your monitor, it may be necessary to zoom out in your browser to view the full width of the grouped portlet
- While grouping is applied, only the individual row entries within each group align with the portlet's column headers; not the header rows of the groups
- Column-level sorting works while the portlet is grouped, the sorting applies to the results within each group. In other words, results are re-ordered within each group
- Filtering works while the portlet is grouped, you can filter on any column where filtering is possible
- Grouping persists when you:
 - o filter and sort the portlet's contents
 - print
- Grouping does <u>not</u> persist when you switch between views, patients or time intervals. Grouping also does not persist between sessions



How to Use the Medications Portlet

Reorganizing Medications Information

Sorting

Dispensed Date is used for the timeline filter and for default sorting.

- To temporarily change how information is listed, hover over a column header until a down arrow appears.
 Select the arrow then select from the menu to:
 - a) Sort the column in ascending or descending order
 - b) Show or hide the columns in the list
 - Apply a filter to display only certain types of information

Note: These changes apply to the current session only

- 2. To revert to the default sort order:
 - Sort the **Dispensed Date** column in descending order

Adding/Removing Columns

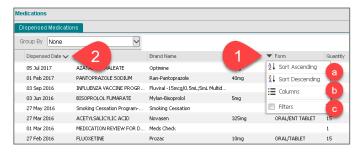
To temporarily add or remove columns of information:

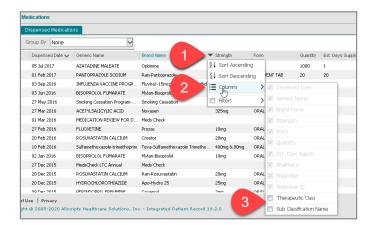
- Hover over any column header until a down arrow displays and select it
- 2. Select Columns
- Select or deselect the additional columns you wish to add or remove. Note: Additional columns are limited to Therapeutic Class and Sub Classification Name for the Medications portlet

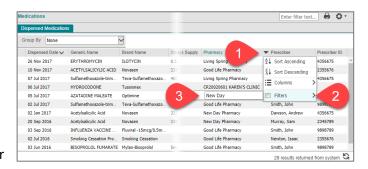
Filtering

To temporarily filter the list by a specific record within a column:

- Hover over the desired column header until a down arrow displays and select it
- 2. Hover over Filter
- 3. Enter the text/numbers in the filter text box and click outside of the box
- To remove the filter, hover over the column header again, select the down arrow and remove the check mark beside Filter











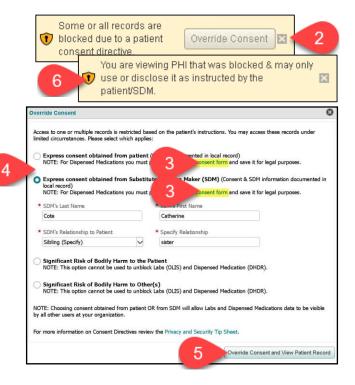
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Temporary Consent Override for Dispensed Medications in Medications Portlet

When a consent block is in place, the standard warning message and the **Override Consent** button display.

To temporarily override the patient's consent block:

- 1. Inform the patient or substitute decision maker (SDM):
 - Of the reason for overriding consent temporarily
 - That the temporary consent override for DHDR will apply to any other information or portlet where a block has been applied
 - That the patient/SDM may refuse to permit the temporary consent override in DHDR
 - That DHDR information will be displayed for four hours to any authorized ClinicalViewer user at the organization where the temporary consent override occurred
- 2. Select Override Consent
- 3. Select **consent form** to print and complete the hard-copy consent form and obtain signature from the patient/SDM
- Select the first or second choice and fill out SDM information as required. Note: The third and fourth choices, Risk of Harm, are not permitted and will not override the consent block on the Medications portlet
- 5. Select Override Consent and View Patient Record
- The patient's information displays with a warning that the information was previously blocked



COVID-19 Information: Consent Override Notes

- If a patient has blocked access to their DHDR records and a COVID-19 vaccination record is available for that patient, the COVax_{ON} record is also blocked
- When a patient/SDM's consent (with signature) is obtained and a temporary consent override is performed, all available DHDR and COVax_{ON} information is unblocked
- However, at the time of COVID-19 vaccination, if a patient does not consent to share their information, it is not entered into COVax_{ON}. Therefore, a record of the vaccination is not available in COVax_{ON} or DHDR.

Refer to the *Privacy and Security Information Tip Sheet* for further information about consent directives.

