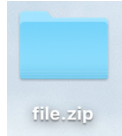


# Stewart Medicine EMR Tools

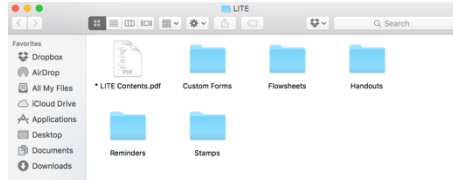
## Installation Instructions

### STEP 1 – Download Files

- Download ZIP file from website.

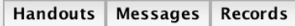


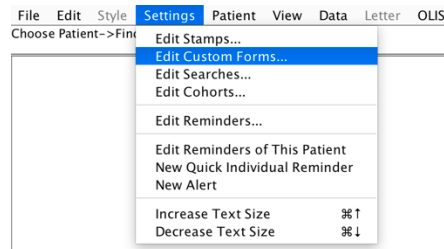
- Open and expand the ZIP file.



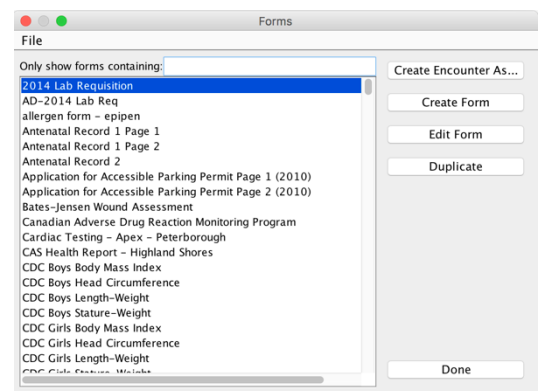
- Remember where these files are saved on your computer. You will need to know when installing them to your EMR.

### STEP 2 – Install Custom Forms

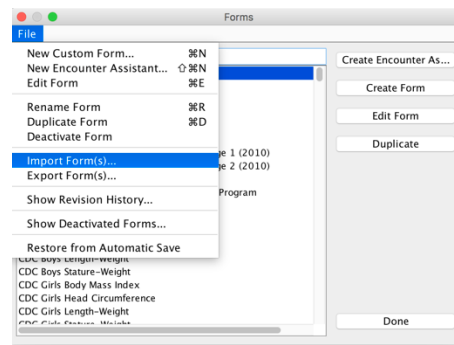
- Click on *Records*  or open any chart in Telus PS Suite.
- Go to *Settings* → *Edit Custom Forms*



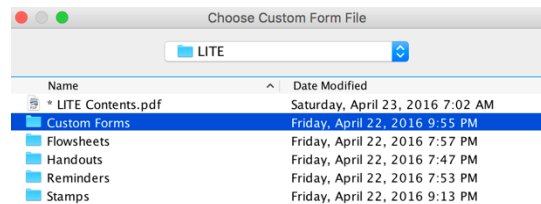
- This will open a window from which you can import custom forms.



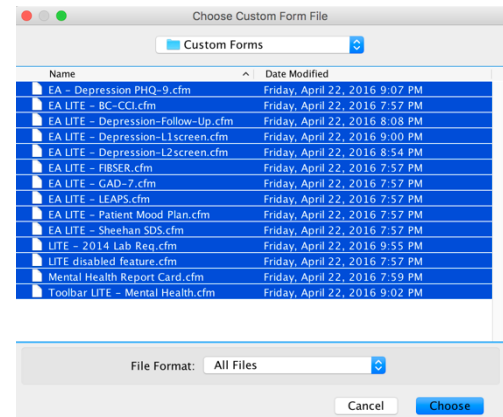
- Click *File* → *Import Form(s)*



- Navigate to the folder of files from STEP 1
- Go to the *Custom Forms* folder

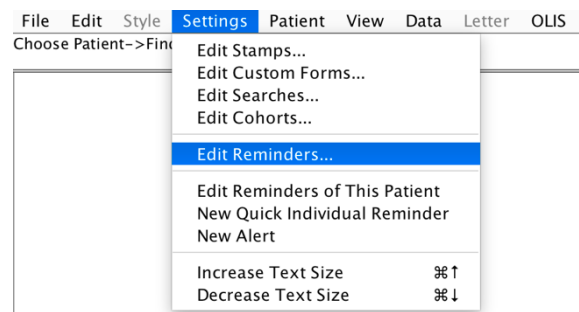


- Highlight all of the Custom Forms (.cfm files) in that folder.
- You can highlight them all at once by holding down your “shift” key and clicking multiple forms.
- Click *Choose* to import all of the forms.
- You may be prompted to update duplicate forms, if applicable.

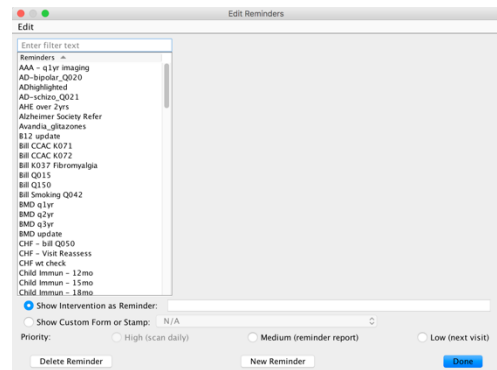


### STEP 3 – Install Reminders (If applicable)

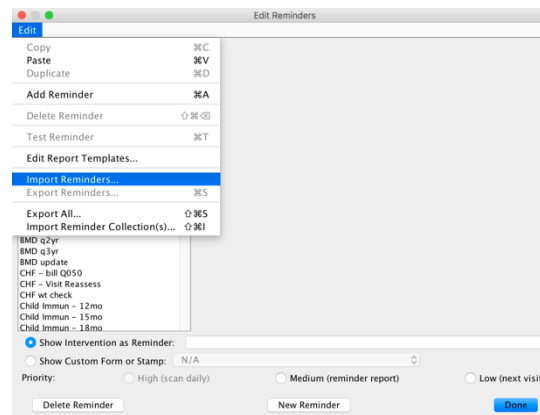
- In any patient chart or blank *Record*, click *Settings* → *Edit Reminders*



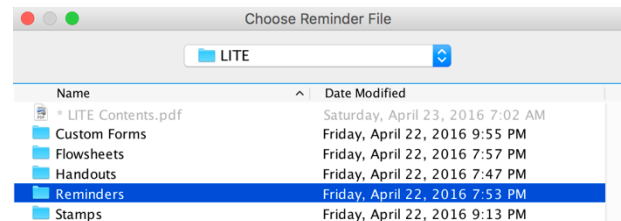
- This will open a window from which you can import Reminders.



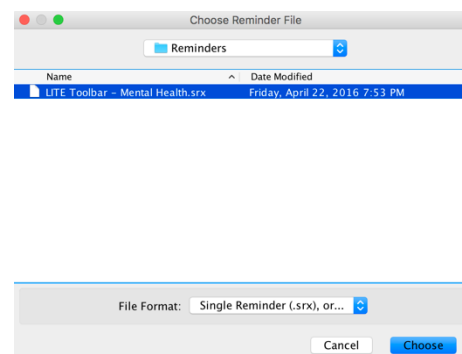
- Click *Edit* → *Import Reminders*



- Navigate to the folder of files from STEP 1
- Go to the *Reminders* folder

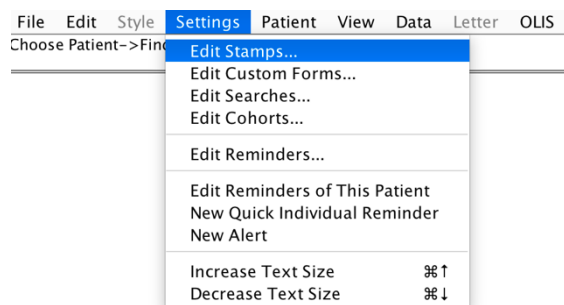


- Highlight all of the *Reminders* (.srx files) in that folder.
- You can highlight them all at once by holding down your “shift” key and clicking multiple files.
- Click *Choose* to import all of the forms.
- You may be prompted to update duplicate forms, if applicable.



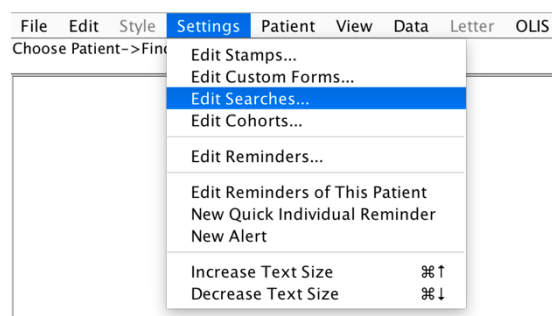
### STEP 3 – Install Stamps (if applicable)

- Follow the same processes as above to install *Stamps* (.txt files).



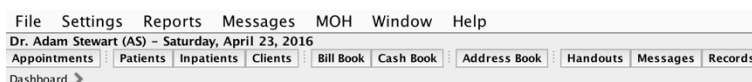
### STEP 4 – Install Searches (if applicable)

- Follow the same processes as above to install *Searches* (.srx files).



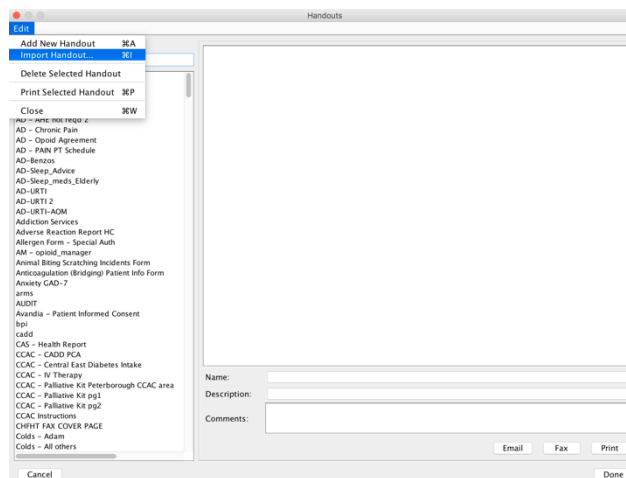
### STEP 5 – Install Handouts (if applicable)

- From the main PS Suite menu, click *Handouts*.

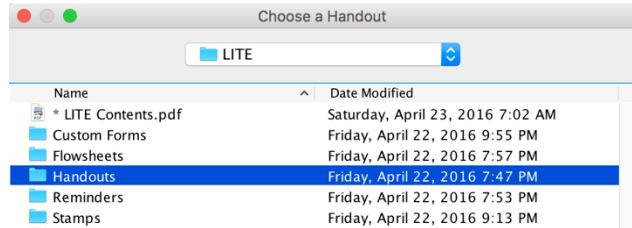


- This opens a window from which you can import handouts.

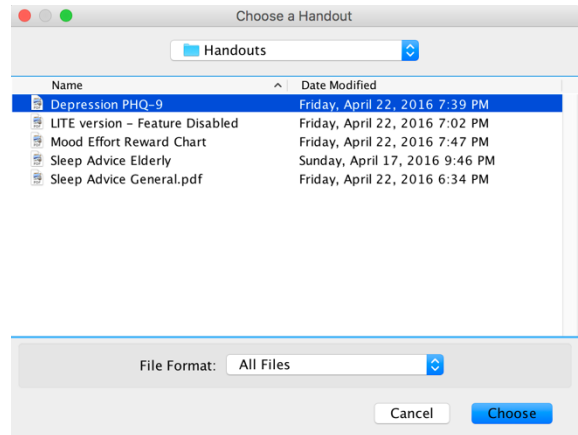
- Click *Edit* → *Import Handout*



- Navigate to the folder of files from STEP 1
- Go to the *Handouts* folder

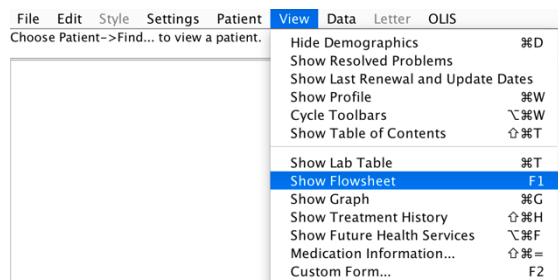


- Highlight a Handout (.pdf file) and click *Choose* to import.
- ***Unfortunately, you have to repeat this process and import each separate handout individually.***

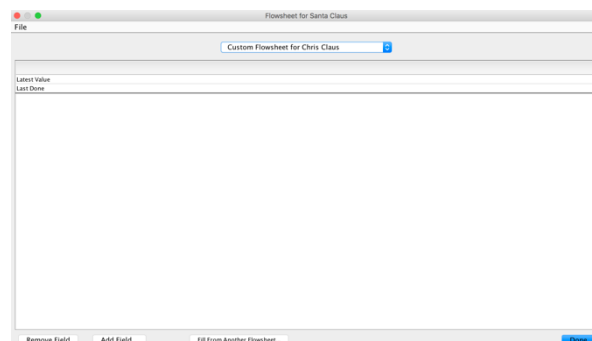


## STEP 6 – Install Flowsheets (if applicable)

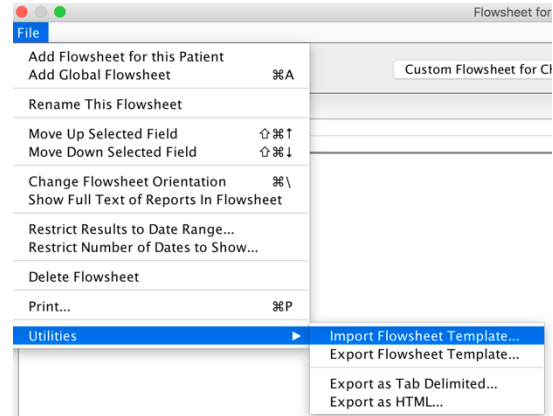
- Open any chart in Telus PS Suite. ***This time, you must be in an actual patient chart, not just a “blank record”.***
- Click *View* → *Show Flowsheet*



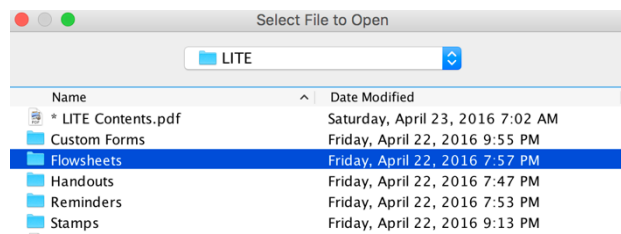
- This opens a window from which you can import *Flowsheets*.



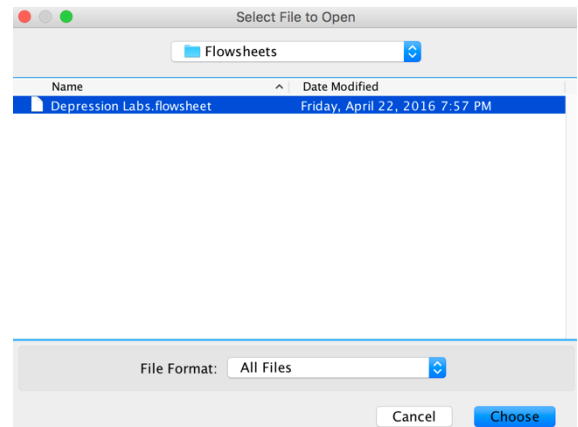
- Click  
*File → Utilities → Import Flowsheet Template*



- Navigate to the folder of files from STEP 1
- Go to the *Flowsheets* folder



- Highlight a *Flowsheet* (.flowsheet file) and click *Choose* to import.
- You have to repeat this process and import each separate flowsheet individually.*



## Installation Complete!

### Your tools are now ready to use on your EMR

*If you ever wish to uninstall, simply delete all of the installed files from your EMR.  
Note: Custom Forms cannot be deleted. Instead, “deactivate” them.  
You may wish to refer to the List of Contents to ensure you remove all files.*