



# How to Use OLIS

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## OLIS Introduction

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Ontario Laboratories Information System, or OLIS, is a cornerstone information system that connects hospitals, community labs, public health labs and practitioners to facilitate the secure electronic exchange of laboratory test orders and results. As a province-wide, integrated repository of tests and results, OLIS will contribute to fundamental improvements in patient care by providing practitioners with timely access to information that is needed at the time of clinical decision making.

OLIS currently receives lab results from the following:

Hospitals:

- Grey Bruce Health Services, Trillium Health Centre, Lakeridge Health Corporation and the University Health Network (together, these organizations represent 23 hospital sites).

Community laboratories:

- CML HealthCare Inc.
- Gamma-Dynacare Medical Laboratories
- LifeLabs LP

Recently, OLIS has also started receiving data from the following hospitals: Sunnybrook, St. Michael's, North York General and Southlake Regional Health Centre), as well as from labs: Alpha Labs and Public Health Lab.

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**Note:** The physician query is not currently available through OLIS. Nightingale will notify you when it has been deployed.

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## Setting Up OLIS in NOD

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- 1) If you haven't done so already, your lead physician must complete and submit an OLIS application for your practice, visit <http://www.nightingalemd.ca/customercentre/olis/> for more information and to download the application forms (EHR Agreement and Practice Profile forms). The completed forms are to be submitted to [olis@nightingalemd.com](mailto:olis@nightingalemd.com)

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**Note:** Only providers listed on the eHealth Practice Profile form will be registered for OLIS. If you have new providers you'd like to add after submitting the OLIS application please notify [olis@nightingalemd.com](mailto:olis@nightingalemd.com)

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- 2) The OLIS feature must be activated for your Enterprise by Nightingale before you can start using OLIS. Nightingale will advise when your Enterprise is activated. If you are not sure if your Enterprise has been activated for OLIS please contact our Support Desk to verify.
- 3) Ensure the following OLIS Provider ID setup is completed in Nightingale On Demand **for each Provider:**

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**Note:** Please reference the "Practitioner Extract" spreadsheet from the eHealth website to setup the OLIS Provider ID in NOD correctly:

[https://www.ehealthontario.ca/portal/server.pt/community/olis-emr\\_information/2505](https://www.ehealthontario.ca/portal/server.pt/community/olis-emr_information/2505)

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If the OLIS Provider ID is not setup properly you will not be able to successfully run an OLIS query

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- a) Log into your Nightingale On Demand account.
- b) In the **Enterprise** module, select the **Providers** menu and select **Providers**. The Manage Providers screen displays. Or in the **System Setup** module, select the **Practice** menu and select **Providers**.
- c) To set up providers for OLIS, select a provider.
- d) Scroll down and click **Add Provider Identifier** to add an identifier number for this provider. The Provider IDENTIFIERS screen displays.
  - Select **Lab Codes** in the **Group** drop-down field.
  - Select one of the following in the **Type** drop-down field.
    - OLIS Physician Lab Code
    - OLIS Dentist Lab Code
    - OLIS NP Lab Code
    - OLIS Midwife Lab Code
  - Enter the **Provider's CPSO number** as documented on the "Practitioner Extract" spreadsheet from eHealth into the **Provider IDENTIFIER** field.
  - Click **Add**. The new number displays in the Identifiers section.
  - Select **OLIS Provider Name** in the **Group** drop-down field.

- Select **First Name** in the **Type** drop-down field
  - Enter the **Provider's First Name** as documented on the "Practitioner Extract" spreadsheet from eHealth into the **Provider IDENTIFIER** field.
  - Click Add. The First Name displays in the Identifiers section.
  - Select **Second Name** in the **Type** drop-down field
  - Enter the **Provider's Second Name** as documented on the "Practitioner Extract" spreadsheet from eHealth into the **Provider IDENTIFIER** field.
  - Click Add. The Second Name displays in the Identifiers section.
  - Select **Last Name** in the **Type** drop-down field
  - Enter the **Provider's Last Name** as documented on the "Practitioner Extract" spreadsheet from eHealth into the **Provider IDENTIFIER** field.
  - Click Add. The Last Name displays in the Identifiers section.
- e) Click **Save** to save the Provider OLIS setup.

# Using OLIS

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## Overview

There are 3 types of queries that can be run in Nightingale On Demand

- a patient query
- an initial provider query
- an automated provider query

We cover each of these queries in the following pages.

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## *Patient Query*

A patient query can be done at any time on any patient that has the appropriate information in the patient demographics in Nightingale On Demand (**Patient Health Card number and Date of Birth matches on OLIS side**).

An advantage of the patient query is that you are able to pull the patient's lab results for labs that you did not order. This is especially useful if a new patient joined your practice. The only mandatory field that needs to be entered to run a patient query is the "Date From" field. All other fields are optional.

To run a patient query

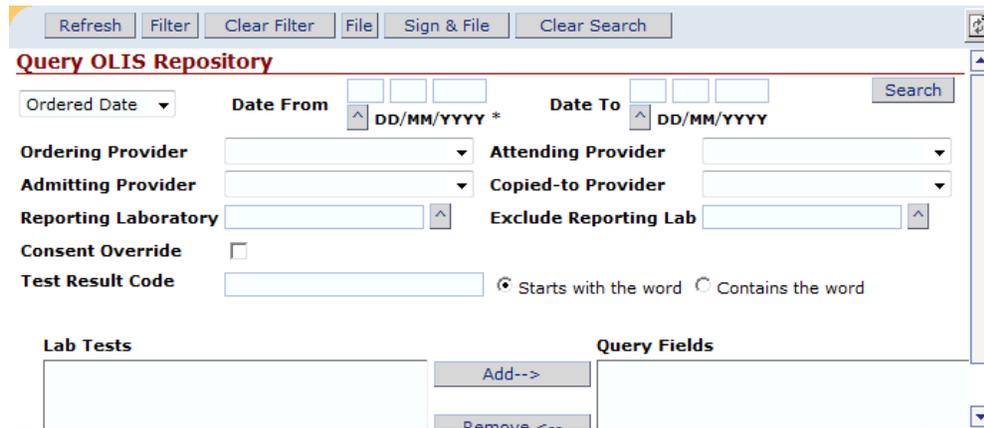
1. In the **Patients** module, select **Registration** and click **Select**.
2. Search for the patient you'd like to run the patient query on.
3. Ensure the Active Provider (indicated in top right corner of the NOD application) is a provider that has been setup for OLIS. If not, change the active provider to one that is setup for OLIS.
4. Click on the **Reports** menu, then **Lab Reports**
5. Click on the **Options** button, then **Query OLIS Repository**

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**Note:** If the active provider is not setup for OLIS in NOD, the "Query OLIS Repository" option will not be visible.

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6. Complete the necessary fields for your patient query (The "Date From" field is a mandatory field. All other fields are optional).



- a) Search by **Order Date**, or by **Observation Date** which is the day it resulted.
- b) The **Date From** field is a mandatory field that must be completed. All other fields are optional.
- c) You can run your search based on any provider that is setup in your Nightingale account as the “**Ordering Provider**”, “**Attending Provider**”, “**Admitting Provider**”, or “**Copied-To Provider**”.

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**Note:** If the requesting provider is not setup for OLIS in NOD and you try to run a patient query with that provider as the active provider, you will receive an error message stating “The requesting provider is not recognized by OLIS with Reference #”

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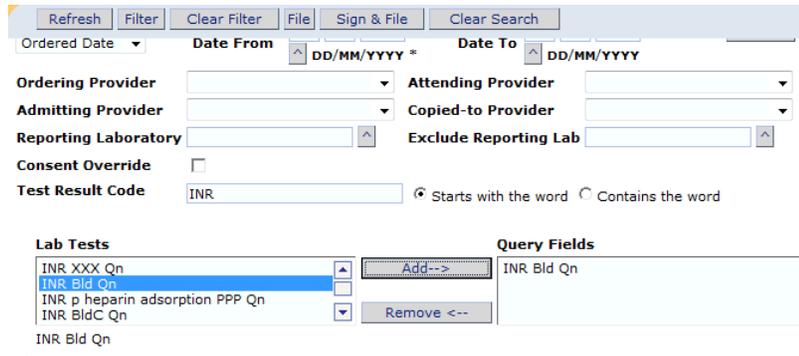
- d) The **Reporting Laboratory** field allows you to select a particular lab to include in your search.



Add To Fav.	Number	Name
<input type="checkbox"/> Add	3000	CML HealthCare Inc.
<input type="checkbox"/> Add	3001	CML HealthCare Inc.
<input type="checkbox"/> Add	3025	CML HealthCare Inc.
<input type="checkbox"/> Add	3026	CML HealthCare Inc.
<input type="checkbox"/> Add	3044	CML HealthCare Inc.
<input type="checkbox"/> Add	3045	CML HealthCare Inc.
<input type="checkbox"/> Add	3046	CML HealthCare Inc.

- e) The **Exclude Reporting Laboratory** field allows you to select a particular lab to exclude from your search.
- f) The **Test Result Code** field allows you to search for specific test results.
  - a. Start typing a test name in the field
  - b. The types of lab tests will automatically appear

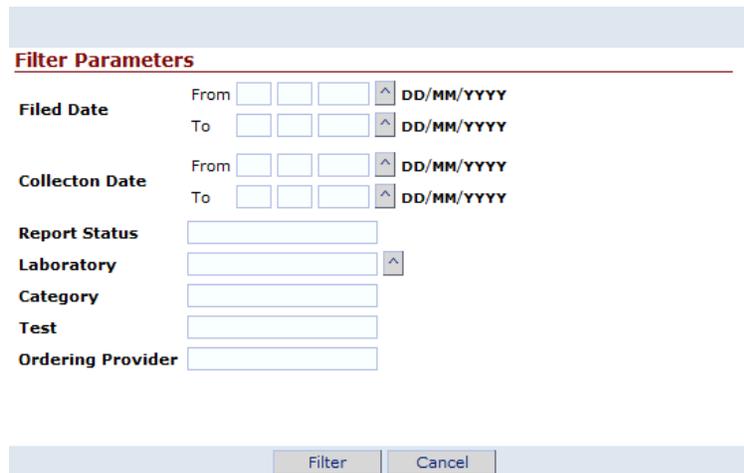
- c. Add the lab tests by selecting the test and clicking **Add** to include them in your search



The screenshot shows a search interface with the following elements:

- Buttons: Refresh, Filter, Clear Filter, File, Sign & File, Clear Search
- Ordered Date: dropdown menu
- Date From: DD/MM/YYYY \* (calendar icon)
- Date To: DD/MM/YYYY (calendar icon)
- Ordering Provider: dropdown menu
- Attending Provider: dropdown menu
- Admitting Provider: dropdown menu
- Copied-to Provider: dropdown menu
- Reporting Laboratory: dropdown menu
- Exclude Reporting Lab: dropdown menu
- Consent Override: checkbox
- Test Result Code: INR (text input)
- Search Criteria: Starts with the word (selected), Contains the word
- Lab Tests list:
  - INR XXX Qn
  - INR Bld Qn (highlighted)
  - INR p heparin adsorption PPP Qn
  - INR BldC Qn
  - INR Bld Qn
- Query Fields: INR Bld Qn
- Buttons: Add-->, Remove <--

7. Once you've selected the required fields click **Search**
8. The Total Results displays at the bottom half of the screen. For example "Total :0/21"
9. The application refreshes every 15-30 seconds, but you can also click the **Refresh** button to refresh the screen. This may need to be done a few times until all the reports are displayed as it takes time to process.
10. You will see the results of the search in the bottom half of the screen.
11. If you would like to search again click **Clear Search** to start over.
12. Once you've run your search you are able to filter through the search results by clicking the **Filter** button at the top of the page and you will be presented with a window that allows you to select filter criteria.



The screenshot shows the Filter Parameters dialog box with the following fields:

- Filed Date:** From [ ] [ ] [ ] DD/MM/YYYY, To [ ] [ ] [ ] DD/MM/YYYY
- Collecton Date:** From [ ] [ ] [ ] DD/MM/YYYY, To [ ] [ ] [ ] DD/MM/YYYY
- Report Status:** [ ]
- Laboratory:** [ ]
- Category:** [ ]
- Test:** [ ]
- Ordering Provider:** [ ]
- Buttons: Filter, Cancel

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**Note:** The filtered results are text based.

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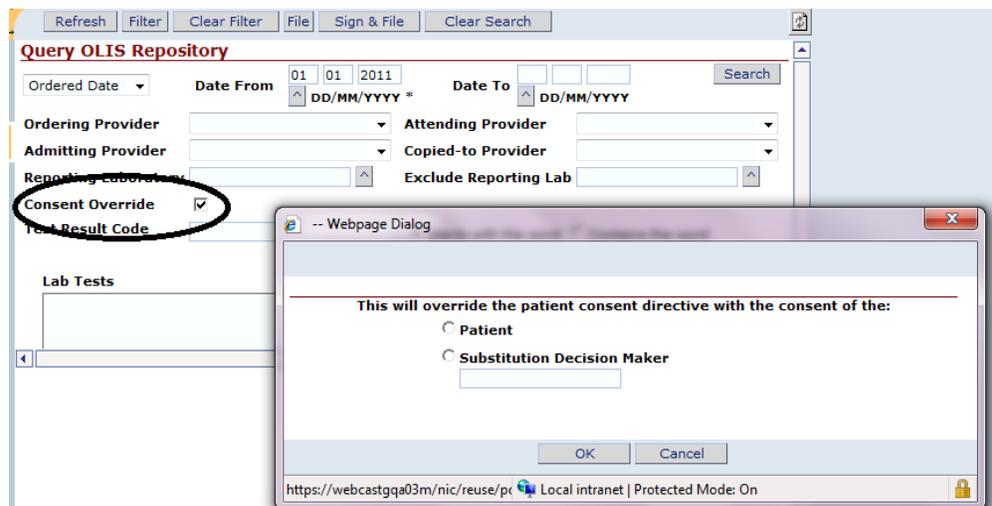
13. Click **Clear Filters** to clear the selected filters, all the results will be displayed again based on your search criteria and you can filter again.
14. To view a lab result, click on the patient name hyperlink to open the result for review

15. To File lab reports in a patient's chart
  - a. Click on the checkbox next to the report(s) to select them.
  - b. Select **File** to file the report(s) in the "Unsigned" lab report section of the patient's chart.
16. To Sign & File lab reports in a patient's chart
  - a. Click on the checkbox next to the report(s) to select them
  - b. Select **Sign and File** to file the report(s) in the "Signed Off" lab report section of the patient's chart.

17. **Consent Override** option.

Patients are able to block their data, remove consent, or require consent from a provider to access the patient data through OLIS. A patient can remove consent at a test result level or a report level as a whole. The providers will be identified on the patient lab reports themselves. If you are not one of the ordering, attending, admitting, or copy-to provider then you will not see that result unless the patient gives you specific consent.

You can send a consent override by selecting the **Consent Override** check box, click **Search** and a window will appear to allow you to choose whether you received consent from the patient or substitute decision maker. This activity is tracked through the OLIS Query Audit Log.



If the patient removed consent at the report level, the provider will see a message on the search screen when they run a search indicating “There were results that were not returned to you, ask for consent if you want to view them”.

**Example: Before Consent Override**

<input type="checkbox"/>	Patient	Filed Date	Collection Date	Report Status	Laboratory	Category	Ordering Provider
Warning: The patient has blocked access to his/her laboratory information. If appropriate, the query may be resubmitted with an override Reference No: 17765							
<input type="checkbox"/>	<a href="#">JAGGAR</a> <a href="#">RXXMHXXM</a>	Aug 24, 2011	Oct 4, 2010	F	OLIS	Chemistry	ClinicalViewer14, Physician (MD # 10000044)
<input type="checkbox"/>	<a href="#">JAGGAR</a> <a href="#">RXXMHXXM</a>	Aug 24, 2011	Oct 2, 2010	F	OLIS	Chemistry	ClinicalViewer6, Physician (MD # 10000036)

Total record(s):2

**Example: After Consent Override**

<input type="checkbox"/>	Patient	Filed Date	Collection Date	Report Status	Laboratory	Category	Ordering Provider
<input type="checkbox"/>	<a href="#">JAGGAR</a> <a href="#">RXXMHXXM</a>	Aug 24, 2011	Oct 11, 2010	F	OLIS	Chemistry	ClinicalViewer14, Physician (MD # 10000044)
<input type="checkbox"/>	<a href="#">JAGGAR</a> <a href="#">RXXMHXXM</a>	Aug 24, 2011	Oct 4, 2010	F	OLIS	Hematology	ClinicalViewer14, Physician (MD # 10000044)
<input type="checkbox"/>	<a href="#">JAGGAR</a> <a href="#">RXXMHXXM</a>	Aug 24, 2011	Oct 2, 2010	F	OLIS	Chemistry	ClinicalViewer6, Physician (MD # 10000036)

Total record(s):3

If the patient removed consent at the test level the provider will receive a message on the report indicating “there were results that were not returned to you because of the consent from the patient. DO NOT DISCLOSE WITHOUT EXPLICIT PATIENT CONSENT. Each of the results that were blocked will also be identified.

**Example: Before Consent Override**

HEMATOLOGY					
TEST NAME	RESULT	FLAG	REFERENCE RANGE	UNITS	
<b>HEMOGLOBIN</b>					
<input type="checkbox"/> Hemoglobin; Blood	110	L	130-180	g/L	

**Example: After Consent Override**

HEMATOLOGY					
TEST NAME	RESULT	FLAG	REFERENCE RANGE	UNITS	
<b>HEMOGLOBIN</b>					
<input type="checkbox"/> Hemoglobin; Blood	110	L	130-180	g/L	
<b>HEMATOCRIT (Do Not Disclose Without Explicit Patient Consent)</b>					
<input type="checkbox"/> Hematocrit; Blood	43	N	40-52		

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## Initial Provider Query

The initial provider query allows a provider one chance to download information into NOD over a previous period of time. For example, a provider can download lab results for the last 6 months and graph those results.

This query is in real time and pulls the information into NOD. The query is only looking for results where the provider is the ordering, attending, admitting, or copy-to provider. From the search results that are returned, you can choose which results you want to download into NOD.

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**Note:** The physician query is not currently available through OLIS. Nightingale will notify you when it has been deployed.

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To run the initial provider query

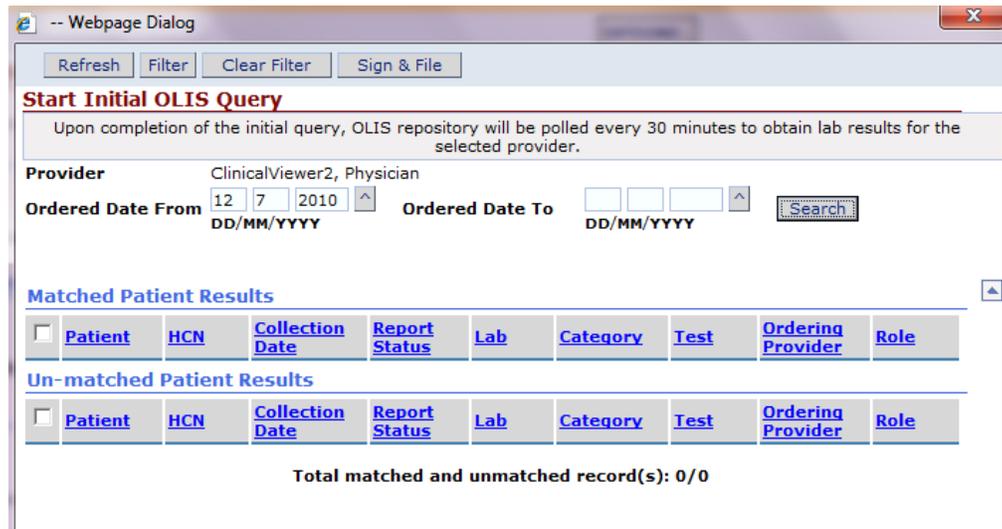
1. In the **Office Action** module, select **Administration** and click **Review Reports**.
2. If you have not previously run the initial provider query you will see “**OLIS Status: Click [HERE](#) to run provider initial query and start Automatic downloads**” at the top of the screen. Click the “**HERE**” hyperlink.

**Filed Reports (To Be Signed Off) For:** ClinicalViewer2, Physician ▾

**OLIS Status:** Click [HERE](#) to run provider initial query and start Automatic downloads.

3. A “**Start Initial OLIS Query**” window will appear

In the **Order Date From** field enter the past date in which you want to start searching for results from. Then click **Search** to begin the query. This search only finds reports where you were the ordering provider, attending provider, admitting provider, or copy-to provider on report.

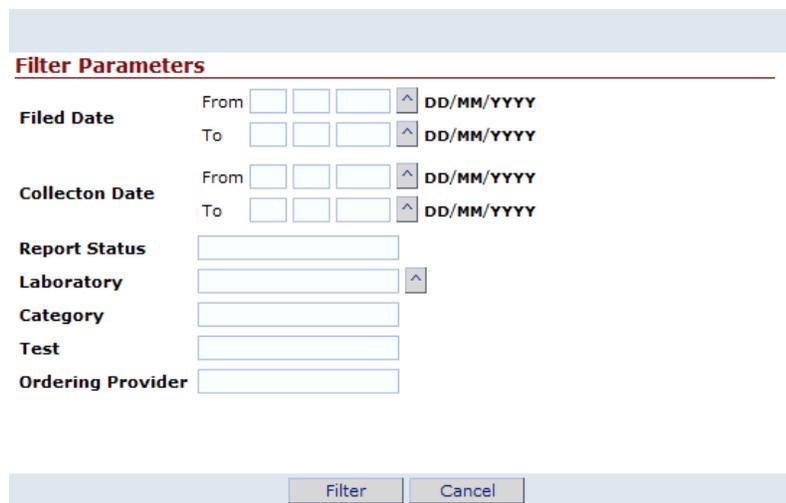



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**Note:** The initial provider query can only be run one time. It is important to choose to download a previous period of time that brings your reports up to date.

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4. When the search is complete the results will be displayed under Matched and Un-matched Patient Results. Click the checkbox beside the report(s) to select them and click **Sign and File** to file the report(s) in the "Signed Off" lab report section of the patient's chart. If the report is Un-matched you will also need to select the patient that the report belongs to before it is Signed Off.
5. Once you've run your search you are able to filter through the search results by clicking the **Filter** button at the top of the page and you will be presented with a window that allows you to select filter criteria.




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**Note:** The filtered results are text based.

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6. Click **Clear Filters** to clear the selected filters; all the results will be displayed again based on your search criteria.
7. Once the initial query has been run, you will see a message at the top of the screen indicating the time of last download and the time of the next download.

**Filed Reports (To Be Signed Off) For:** ClinicalViewer1, Physician ▾

**OLIS Status:** Last download: **6:33 PM**; Next download: **7:03 PM**; Click [HERE](#) to download now.

**Laboratory Reports:**

<input type="checkbox"/>	<u>^Patient</u>	<u>Filed Date</u>	<u>Collection Date</u>	<u>Report Status</u>	<u>Laboratory</u>	<u>Category</u>	<u>Ordering Provider</u>
<input type="checkbox"/>	<b>! White, Winter</b> <small>New in report: White Jr, Dr Winter</small>	Jun 18, 2012	Oct 4, 2010	<b>Correction</b>	<b>OLIS</b>	<b>Culture</b>	

At this point the download will occur automatically every 30 minutes. There is no ability to change that. This will only start after the initial query has been completed.

## Automatic Provider Query

The automatic provider query occurs every 30 minutes. However, there is an option to download manually before the 30 minute automatic download occurs if a provider wanted to see if they have received a lab result.

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**Note:** The physician query is not currently available through OLIS. Nightingale will notify you when it has been deployed.

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To run the automatic provider query

1. In the **Office Action** module, select **Administration** and click **Review Reports**.
2. You will see “OLIS Status: last download time, Next download time; Click [HERE](#) to download now”. Click [HERE](#).



**Filed Reports (To Be Signed Off) For:** ClinicalViewer1, Physician

**OLIS Status:** Last download: 6:33 PM; Next download: 7:03 PM; Click [HERE](#) to download now.

**Laboratory Reports:**

<input type="checkbox"/>	^Patient	Filed Date	Collection Date	Report Status	Laboratory	Category	Ordering Provider
<input type="checkbox"/>	! White, Winter <small>New in report: White Jr, Dr Winter</small>	Jun 18, 2012	Oct 4, 2010	Correction	OLIS	Culture	

3. A window will appear and allow you to select the provider(s) you want to download for. Select the provider(s) and click **Add** to select the provider(s).



**Select Providers to manually submit OLIS Query**

**OLIS Provider(s)**

- Adam Arquette
- Brandon Brolin
- Brian Gibson
- Christian Cruz
- Dan Dalton
- David Dolittle
- Donald Doless
- Kim Kimble
- Larry Livingstone
- Marcus Welby

**Selected Provider(s)**

Buttons: Add -->, Add All -->, <-- Remove, <-- Remove All

Buttons: Start, Cancel

URL: https://webcastgqa03m/nic/reuse/popupframe.asp?nTy Local intranet | Protected Mode: On

4. Click **Start**. Download will begin immediately downloading any results into the patient’s chart as unsigned. The OLIS Status will also be updated with the Last download time, and Next download time.

# OLIS Query Activity Log

OLIS activity can be tracked using the Activity Log in Nightingale On Demand. The activity log can be searched by provider, user, or type of query

To access the Activity Log

1. In the **Enterprise Module**, select **Users**, select **Activity Log**, click **OLIS Query**

## OLIS Query - Activity Log

<b>From</b>	12	7	2011	^	DD/MM/YYYY *	<b>To</b>	13	7	2012	^	DD/MM/YYYY *
<b>Provider</b>	Physician ClinicalViewer1					<b>Type</b>	All				
<b>User</b>	Marcus Welby					<input type="text" value="Search"/>					

Date	Time	User	Type	Provider	Patient	Start Time	Status	!
Sep 12, 2011	8:14 PM	Marcus Welby	Patient Query	Physician ClinicalViewer1	Angel,Avril			
Nov 15, 2011	6:23 PM	Marcus Welby	Provider Init Query	Physician ClinicalViewer1				
Feb 16, 2012	6:03 PM	Marcus Welby	Patient Query	Physician ClinicalViewer1	Abbott,Abigail			
Apr 9, 2012	5:08 PM	Marcus Welby	Patient Query	Physician ClinicalViewer1	White,Winter			
Apr 12, 2012	1:33 AM	Marcus Welby	Patient Query	Physician ClinicalViewer1	White,Winter			
Apr 12, 2012	5:42 PM	Marcus Welby	Patient Query	Physician ClinicalViewer1	White,Winter			
Apr 12, 2012	7:31 PM	Marcus Welby	Patient Query	Physician ClinicalViewer1	White,Winter			

**Note:** The “!” column indicates if consent was given to view lab results.

## Support

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If you have any questions regarding using OLIS please contact our Support Desk at 1-888-207-4422 or via email [support@mynightingalemd.com](mailto:support@mynightingalemd.com).