

Electronic Distribution of Clinical Documents and Diagnostic Results Form

In accordance with the Electronic Distribution of Clinical Documents and Diagnostic Results Policy, Interior Health (IH) will support Interior Health Medical Staff and Community Medical Practitioners in selecting the most appropriate distribution method for their workflows.

As per Interior Health's Medical Staff Rules, Interior Health Medical Staff members shall have a report-distribution method identified and activated in the Interior Health Electronic Medical Record (EMR).

Complete the following sections and add signature to confirm your electronic distribution method for Interior Health diagnostic results and clinical documents.

Name: _____

Email: _____ Phone: _____

College ID: _____ MSP Billing Number: _____

Primary Work Location Name: _____

Mailing address: _____

Notification of Distribution Method (please check the following **two** boxes)

- I understand that Interior Health currently can only distribute diagnostic results and clinical documents to **one location** per Interior Health Medical Staff or Community Medical Practitioners. As a result, all Interior Health diagnostic results, and clinical documents for all my patients will go to the Primary Work Location I specify above, even if I see the patient at another location.
- I understand if my work situation changes, it is my responsibility to inform Interior Health to ensure that my report/result distribution method is updated (e.g. practice location changes/additions, movement from one role to another, addition of roles in different care venues). To inform Interior Health of any changes, I will contact the Results Distribution Team at ResultsDistribution@interiorhealth.ca.

Please Complete the Selections Within Option 1 or Option 2

Option 1: I have access to MEDITECH - Interior Health's Electronic Medical Record (EMR). All diagnostic results and clinical reports that are ordered or authored in MEDITECH will be available in MEDITECH regardless of the options selected below.

Enter your MEDITECH Mnemonic here _____ and select one of the following:

- I want IH clinical documents and diagnostic results in MEDITECH only (and turn off faxing)
- I want IH clinical documents and diagnostic results sent to the following EMR:

Did you know? To see all reports and results in a single EMR, you can turn off notifications in MEDITECH. This will allow you to use your EMR to review all reports and results in one place.

- I want clinical documents and diagnostic results faxed to this number: _____
- Other (please explain): _____

Option 2: I don't have access to MEDITECH:

- I want IH clinical documents and diagnostic results sent to this EMR at my primary work location: _____
- I want IH clinical documents and diagnostic results faxed to this number: _____
- Other (please explain): _____

Interior Health Medical staff or Community Medical Practitioners who work at Multiple Locations:

- To send reports or results to your secondary work location, remember to "CC" the clinic name on your requisitions and referrals, as this is the only way to ensure that patient diagnostic results and clinical documents are received at a location other than the one you specified above as your Primary Work Location.
- Please inform all clinics where you work of your Primary Work Location so they can contact that location for missing results or reports.

Note: This form applies only to Interior Health reports and results. Click on the following link to set up your preferred delivery method to receive non-Interior Health diagnostic results and clinical documents. Excelleris: [Excelleris – Electronic health care information & lab results in British Columbia](#).

Date (dd/mmm/yyyy)	Time (24 hour)	Printed Name	Signature	Initials	Designation / College ID #
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Please email completed form(s) to ResultsDistribution@interiorhealth.ca

For Interior Health Internal Use Only

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| <ul style="list-style-type: none"> <input type="radio"/> EMR not compatible with Clinical Data Exchange (CDX) <input type="radio"/> Fax number not available <input type="radio"/> EMR not set up for electronic distribution | <p>Digital Health to follow up with Interior Health Medical Staff or Community Medical Practitioners to discuss alternative options and/or set up non-Interior Health EMR for electronic distribution.</p> |
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