

Getting Started with OMD Preventive Cancer Care Toolbar Package

TELUS PS Suite EMR

Introduction

This OMD Preventive Cancer Care Toolbar Package was designed to assist clinicians with point of care tools (“toolbars”) that help identify patients due for Breast, Cervical and Colorectal screening. This is complemented by best practices of documentation within your EMR.

The toolkit contains:

- **Helpfile**
 - Getting Started with OMD Preventive Cancer Care Toolbar Package
- **Custom forms (9 Custom Forms – 6 Toolbars and 3 Follow-up forms)**
 - OMD Prev Care Toolbar Female F1
 - OMD Prev Care Toolbar Female F2
 - OMD Prev Care Toolbar Female F3
 - OMD Prev Care Toolbar Female F4
 - OMD Prev Care Toolbar Male M1
 - OMD Prev Care Toolbar Male M2
 - OMD Cervical Follow-up Date
 - OMD Colorectal Follow-up Date
 - OMD Breast Follow-up Date
- **Requisitions – Custom Forms (2 Requisitions optional)**
 - ICL - FIT Fecal Imm Test - Mailed - Jul2026
 - Ontario Health CCO - HPV and Cytology Requisition - Cervical Screening
- **Reminders (10 Reminders)**
 - OMD Breast Exclusion Criteria Toolbar: *Displays an alert in the toolbar when breast cancer or a mastectomy is recorded in the Cumulative Patient Profile (CPP)*
 - OMD Cervical Exclusion Criteria Toolbar: *Displays an alert in the toolbar when a hysterectomy is recorded in the Cumulative Patient Profile (CPP)*
 - OMD Colorectal Exclusion Criteria Toolbar: *Displays an alert in the toolbar when colon cancer is recorded in the Cumulative Patient Profile (CPP)*
 - OMD FIT Invalid Criteria Toolbar: *Displays an alert in the toolbar when a Fecal Immunochemical Test [FIT] is recorded in chart as invalid or rejected.*
 - OMD Prev Care Toolbar Female F1 (*Displays toolbar for females aged 25-39*)

- OMD Prev Care Toolbar Female F2 (*Displays toolbar for females aged 40-44*)
- OMD Prev Care Toolbar Female F3 (*Displays toolbar for females aged 45-64*)
- OMD Prev Care Toolbar Female F4 (*Displays toolbar for females aged 65+*)
- OMD Prev Care Toolbar Male M1 (*Displays toolbar for males aged 45-64*)
- OMD Prev Care Toolbar Male M2 (*Displays toolbar for males aged 65+*)

Who Benefits?

Clinicians and staff involved in cancer screening management can benefit from optimized workflows at the point of care. The toolbar package supports real-time decision-making during patient visits and streamlines documentation of recalls and follow-ups, reducing administrative burden and enhancing coordinated, team-based care.

How is it Used?

The OMD Preventive Cancer Care Toolbar Package is a set of toolbars designed to support cancer screening by providing age and gender-specific screening information. These toolbars help clinicians and staff quickly identify patients due for screening, those excluded, and facilitate ordering tests, reviewing results, and filtering patient charts - all at the point of care.

****Disclaimer:** *Accurate display of this toolbar and its components requires adherence to best practice data entry standards.***

Steps to use the toolbar package:

1. [Deactivate old toolbars](#) to prevent outdated toolbars from showing in the patient chart.
2. [Download and extract the zipped file](#) to a location accessible to your TELUS PSS EMR.
3. [Import the 9 custom forms](#) to appropriate locations in your TELUS PSS EMR.
4. [Import 2 requisition](#) custom forms if required. (make note that you may need to remap the the toolbar buttons that they will be able to be used by the button)
5. [Import the 10 reminders](#), which triggers the display of the preventive cancer care toolbars or elements of exclusion and invalid within.

Toolbars

OMD Prev Care Toolbar Female F1

HPV: Order Pap: Guideline Follow-up: Feb 19, 2026 Nov 18, 2021 Excluded Cervical	Wt: 100 Cr: 1.2 Jun 9, 2017 A1C: 0.05 Oct 4, 2023
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OMD Prev Care Toolbar Female F2

Breast May 10, 2021 Excluded Breast	Follow-up: Feb 19, 2026 Nov 18, 2021 Excluded Cervical	HPV: Order Pap: Guideline Follow-up: Feb 19, 2026 Nov 18, 2021 Excluded Cervical	Wt: 100 Cr: 1.2 Jun 9, 2017 A1C: 0.05 Oct 4, 2023
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OMD Prev Care Toolbar Female F3

Breast May 10, 2021 Excluded Breast	Follow-up: Aug 25, 2026 Excluded Breast	HPV: Order Pap: Guideline Follow-up: Feb 19, 2026 Nov 18, 2021 Excluded Cervical	Colorectal: Order Colonoscopy: Follow-up: Aug 25, 2026 Oct 18, 2017 Latest FIT Invalid Excluded Colorectal	BMD: Aug 2, 2021	Wt: 100 Cr: 1.2 Jun 9, 2017 A1C: 0.05 Oct 4, 2023
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OMD Prev Care Toolbar Female F4

Breast May 10, 2021 Excluded Breast	Follow-up: Feb 19, 2026 Nov 18, 2021 Excluded Cervical	HPV: Order Pap: Guideline Follow-up: Feb 19, 2026 Nov 18, 2021 Excluded Cervical	Colorectal: Order Colonoscopy: Follow-up: Aug 25, 2026 Oct 18, 2017 Latest FIT Invalid Excluded Colorectal	BMD: Aug 2, 2021	Wt: 100 Cr: 1.2 Jun 9, 2017 A1C: 0.05 Oct 4, 2023 AAA Screening: Aug 25, 2026
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OMD Prev Care Toolbar Male M1

Colorectal: Order Colonoscopy: Follow-up: Aug 7, 2026 Aug 7, 2021 Aug 1, 2027 Excluded Colorectal	BMD: Aug 7, 2026	Wt: 70.7 Cr: 8.2 Aug 7, 2026 A1C: 0.125 Aug 7, 2026 PSA: never
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OMD Prev Care Toolbar Male M2

Colorectal: Order Colonoscopy: Follow-up: Aug 25, 2026 Oct 18, 2017 Latest FIT Invalid Excluded Colorectal	BMD: Aug 2, 2021	Wt: 100 Cr: 1.2 Jun 9, 2017 A1C: 0.05 Oct 4, 2023 PSA: 2.0 Aug 8, 2024 AAA Screening: Aug 25, 2026
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Toolbar Features

Purple Buttons (Breast, HPV, Pap, Colorectal, Colonoscopy, BMD, AAA Screening): Filter the chart entries and results based on matching keywords.

Purple “Follow-up” Button: Inserts a form used to document follow-up and notes when the next cervical screening is due.

Blue “Order” Buttons: Inserts requisitions for FIT test and cervical screening.

Blue Lab/Vital Buttons (Wt:, Cr:, A1C:, PSA:): Generate graphs of the respective results.

Red Text (Excluded Cervical, Excluded Breast, Excluded Colorectal): Indicates that an exclusion has been recorded in the patient’s Cumulative Patient Profile (CPP). Hovering over the exclusion alert, displays a tooltip with the applicable exclusion criteria.

Red Text (Latest FIT Invalid): Indicates that the latest FIT result in the record is not a valid/complete result. Hovering over the exclusion alert, displays a tooltip with the applicable exclusion criteria.

Reminders

Some of the reminders withing this package are configured to display toolbars for the appropriate patient populations, while others support specific functions within the toolbars themselves.

Note: *renaming the reminders is not recommended, as it may break linkages within the toolbars.*

OMD Preventive Cancer Care Toolbar Package v26-08-01 Reminders Search Re...				
	Name	Date modified	Type	Size
SS	OMD Breast Exclusion Criteria Toolbar.srx	2026-08-25 2:44 ...	SRX File	7 KB
ds	OMD Cervical Exclusion Criteria Toolbar.srx	2026-08-25 2:44 ...	SRX File	13 KB
its	OMD Colorectal Exclusion Criteria Toolba...	2026-08-25 2:44 ...	SRX File	13 KB
	OMD FIT Invalid Criteria Toolbar.srx	2026-08-25 2:44 ...	SRX File	7 KB
	OMD Prev Care Toolbar Female F1.srx	2026-08-25 2:43 ...	SRX File	2 KB
	OMD Prev Care Toolbar Female F2.srx	2026-08-25 2:43 ...	SRX File	2 KB
r	OMD Prev Care Toolbar Female F3.srx	2026-08-25 2:43 ...	SRX File	2 KB
A Scree	OMD Prev Care Toolbar Female F4.srx	2026-08-25 2:43 ...	SRX File	2 KB
s Powe	OMD Prev Care Toolbar Male M1.srx	2026-08-25 2:43 ...	SRX File	2 KB
	OMD Prev Care Toolbar Male M2.srx	2026-08-25 2:43 ...	SRX File	2 KB

Step 1: Deactivate Old Toolbars

Deactivating old toolbars prevents outdated toolbar prompts from appearing in the patient chart.

Steps

1. In the EMR, from the **Records** window, choose **Settings > Edit Reminder**.
2. Locate Reminders Named:
 - OMD Prev Care Toolbar Female 40-49:** Displays toolbar for females aged 40-49
 - OMD Prev Care Toolbar Female 50+:** Displays toolbar for females aged 50+
 - OMD Prev Care Toolbar Male 50+:** Displays toolbar for males aged 50+
3. Using the bottom image to guide you please turn the above named Toolbars to Ignore as they no longer match the current guidance and will create unnescary duplicates.

Edit Reminders

Reminders

- OMD Prev Care Toolbar Male 65+
- OMD Prev Care Toolbar Male 45- 64
- OMD Prev Care Toolbar Female 65+
- OMD Prev Care Toolbar Female 45-64**
- OMD Prev Care Toolbar Female 4...
- OMD Prev Care Toolbar Female 2...

Reminder Name: OMD Prev Care Toolbar Female 45-64

Sex is female
and
Age >= 45
and
Age <= 64

Delete Line ↑ ↓ Add Line

Indent Line -> Edit Line... <- Outdent Line

Comments: Created by OntarioMD - OMD Preventive Cancer Care Toolbar Package v26-08-01

☐ Show Intervention as Reminder:

☒ Show Custom Form or Stamp: OMD Prev Care Toolbar Female 45-64

Priority: ☐ High (scan daily) ☐ Medium (reminder report) ☐ Low (next visit) ☒ Ignore (do not evaluate)

Delete Reminder New Reminder Done

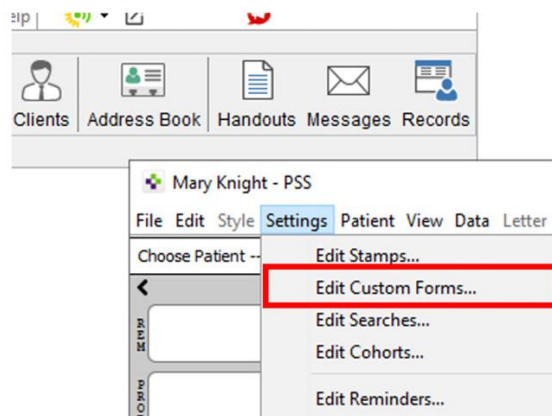
Step 2: Download

If you have not downloaded the toolkit (zip file) already, download the zip file from the [OMD Educates website](#) and extract the files to a folder accessible by your TELUS PSS EMR.

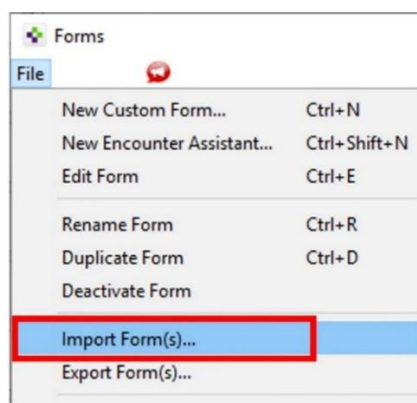
Step 3: Custom Forms

Import Custom Forms:

1. Open your TELUS PSS EMR.
2. In the EMR, from the **Records** window, choose **Settings > Edit Custom Forms**.



3. In the new window that opens, click **File > Import Form(s)**.



4. Using the dropdown menu, navigate to the location of the saved folder.
5. Click the **Custom Forms folder** to open.
6. Click the first custom form and press '**Ctrl**' + '**A**' to select all forms.
7. Click **Choose**.
8. Once imported, a window will display '**Successfully Imported**'.
9. Click '**OK**'.

Import Requisitions - Custom Forms:

Repeat the above steps if you wish to install the provided requisitions.

- **ICL - FIT Fecal Imm Test - Mailed - Jul2026**
- **Ontario Health CCO - HPV and Cytology Requisition - Cervical Screening**

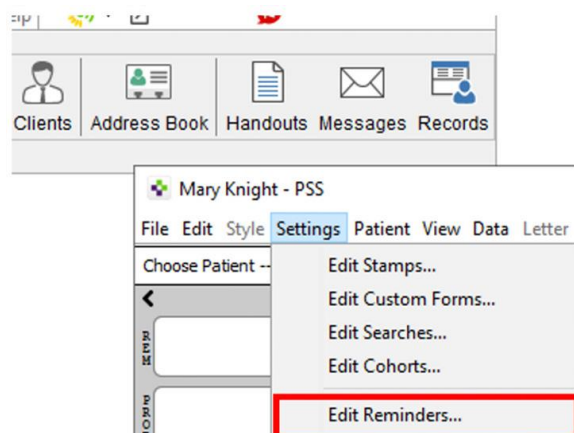
This should only be done if you have not already imported these requisitions.

Step 3: Import Reminders

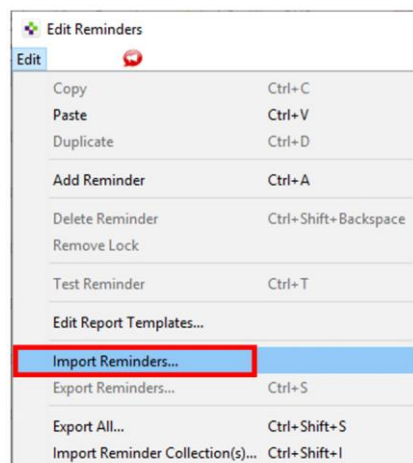
Import Reminders: ***Do not drag and drop

1. Open your TELUS PSS EMR.

2. In the EMR, from the **Records** window, choose **Settings > Edit Reminder**.



3. In the new window that opens, click **Edit > Import Reminders**.



4. Using the dropdown menu, navigate to the location of the saved folder.
5. Select the **Reminders folder**.
6. Click the first reminder and press '**Ctrl**' + '**A**' to select all reminders.
7. Click **Choose**.
8. Once imported, a window will display '**Successfully Imported**'.
9. Click '**OK**'.

Troubleshooting

If the toolbar does not appear in the chart as expected, please follow the steps below to remap the reminder to the toolbar so that it displays as intended.

Steps

1. In the EMR, from the **Records** window, choose **Settings > Edit Reminder**.

2. Within the **Show the Custom Form or Stamp** Field, select the toolbar custom form that corresponds to the age group defined in the reminder criteria.

Edit Reminders

Reminders

- OMD Prev Care Toolbar Female 25-39
- OMD Prev Care Toolbar Female 40-49
- OMD Prev Care Toolbar Female 50-59
- OMD Prev Care Toolbar Male 50+

Reminder Name: OMD Prev Care Toolbar Female 25-39

Sex is female
and
Age >= 25
and
Age <= 39

Delete Line ↑ ↓ Add Line

Indent Line -> Edit Line... <- Outdent Line

Comments: Created by OntarioMD - OMD Preventive Cancer Care Toolbar Package v25-07-01

☐ Show Intervention as Reminder:

☒ Show Custom Form or Stamp: OMD Prev Care Toolbar Female 25-39

Priority: ☐ High (scan daily) ☐ Medium (reminder report) ☒ Low (next visit) ☐ Ignore (do not evaluate)

Delete Reminder New Reminder Done

3. Save the reminder. The toolbar will automatically appear in patient charts that meet the specified reminder criteria.