



## EMR Quick Reference Guide

### Alerts - View, Modify & Cancel

#### View

1. If the patient has an Alert(s) it is displayed as either '**Recorded**' or '**Not Recorded**' in the blue banner bar.
2. To view the actual details of the Alert(s), click on '**Dx, Problems/Alerts**' from Table of Contents (TOC)
3. Alerts are displayed under '**Problems**'

Weigh Weekly, Test3  
Allergies: Allergies Not Recorded  
Alerts: Recorded

Dx, Problems/Alerts

Problems	
Classification	Annotated Display
Clinical History	Blood - Consent date for transfusion dependant patie...

#### Modify

4. **Right click** on the alert and select '**Modify Problem**'
5. Make necessary changes and click **OK**
6. The '**Problems**' list will now contain a modified alert with the 'Last Reviewed' and 'Last Updated By' information

#### Cancel

7. Right click on the alert and select '**Modify Problem**'
8. Current '**Status**' of the alert is '**Active**'
9. Select '**Cancelled**' from the dropdown menu
10. Pick '**Cancel Reason**' as seen here →
11. Click **OK** to record changes and now the cancelled alert will appear with a strikethrough under 'Problems'

\*Status

Active

Cancel Reason

**Note: As per WH Policy 'Infection Control alerts remain current unless clearance has been documented by the Infection Prevention or Infectious Diseases teams and the alert ended.' These alerts are not linked to Isolation orders and will need to be modified separately.**