




Telus Med Access Tip Sheet

With dr2dr, only minimal workflow changes are required to your daily routine of sending and receiving referrals, consults, and advice. The process is very similar to what you currently use for importing and exporting documents for fax or mail.

Tips for Exporting Patient Data for Attachment to a dr2dr Conversation

- To minimize changes in clinic workflow, use the process already in place for creating documents (referrals, consults, etc.) for fax or mail in Med Access.
- Instead of printing, save the document as a PDF on your desktop.
- In dr2dr, click **Add Attachment**  in the message to attach the exported PDF file.
- When done, delete the exported documents from your desktop to ensure the security of patient data, and to minimize the possibility of attaching the wrong document to future dr2dr conversations.

Importing dr2dr conversations and attachments

1. Open the conversation in dr2dr
2. Click **Download Attachment**  to save the file to your computer
3. Click **Print**  in the conversation and change the destination to Save as PDF
4. Save the file to your desktop
5. In Med Access, import the file into the Import Pool folder
6. Attach the conversation and attachment to the patient chart using the same process you would if you were attaching a document (referral, consult, etc.) that was scanned or faxed into the clinic
7. When done, delete the imported documents from your desktop to ensure the security of patient data and minimize the risk of misfiling information