

Ontario Health eForms - Clinician User Guide

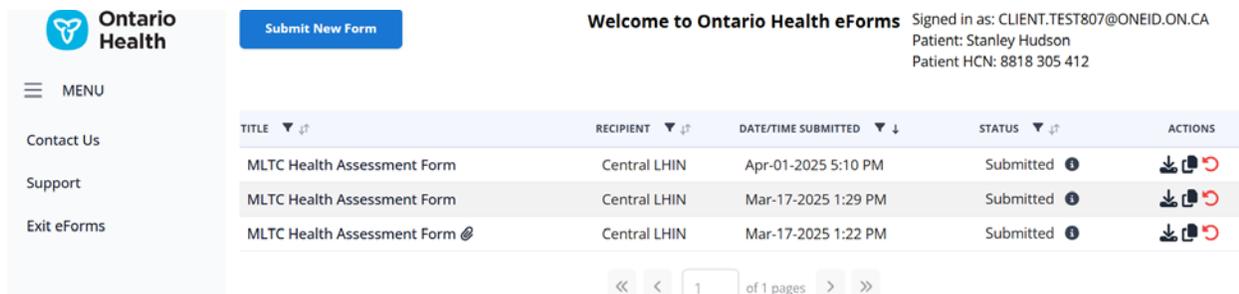
The Ontario Health eForms platform was created under the Patients Before Paperwork (Pb4P) initiative to reduce administrative burden on clinicians, streamline processes, eliminate redundancy, enhance efficiency and provide faster service to patients. In the current Limited Production Release of eForms, the focus is on digitizing the Ministry of Long-Term Care Health Assessment Form (HAF) that can be integrated into the Point of Care systems used by clinicians and Ontario Health atHome coordinators. As the platform expands, more forms will be added.

Accessing Ontario Health eForms

Access to the Ontario Health eForms platform requires ONE ID login. An authorized sender, such as a clinician, an administrative assistant or any individual approved by the clinician, can launch the platform directly from the patient’s record in their Electronic Medical Records (EMR) system. Once launched, the platform opens in a separate browser tab. If the sender is not already signed into their EMR through their ONE ID account, they will be redirected to the ONE ID login page. After agreeing to the Terms and Conditions of Use, the sender is taken to the Ontario Health eForms home page (see figure 1), which displays their signed-in information and the patient’s details.

The page also lists any previously submitted health assessment forms that have been submitted for the patient from the eForms platform, provided they were submitted under the same health information custodian’s authority. Navigation options for browsing multiple pages are available at the bottom.

Selecting the 'Submit New Form' button lets the sender access and submit a new health assessment form.



Submit New Form

Welcome to Ontario Health eForms Signed in as: CLIENT.TEST807@ONEID.ON.CA
Patient: Stanley Hudson
Patient HCN: 8818 305 412

TITLE	RECIPIENT	DATE/TIME SUBMITTED	STATUS	ACTIONS
MLTC Health Assessment Form	Central LHIN	Apr-01-2025 5:10 PM	Submitted	Download Print Refresh
MLTC Health Assessment Form	Central LHIN	Mar-17-2025 1:29 PM	Submitted	Download Print Refresh
MLTC Health Assessment Form	Central LHIN	Mar-17-2025 1:22 PM	Submitted	Download Print Refresh

Navigation: << < 1 of 1 pages > >>

Figure 1: Home page

Completing and Submitting a Health Assessment Form

When the new form opens, it appears as shown in figure 2. The patient's contact details and the sender's first and last name will auto-fill. Some fields will allow selection from predefined options.

The sender can:

- Choose the local Ontario Health atHome office
- Enter required medical information, including vaccination status, medical conditions, treatment/special needs, current diet and the patient's address (Address updates apply only to the current form and will not be saved for future submissions)
- Provide medical history, risk factors and any changes in the patient's health since the last assessment
- Add additional rows to enter more medical data
- Modify the patient's details such as their health card expiry date
- Upload PDF attachments with a limit of five megabytes (MB) per file, up to 10 files, for a total of 50 MB per submission (PDFs should be saved from your EMR to your computer before uploading to the eForms platform. Ontario Health recommends deleting the files from your hard drive after uploading. Note: Ontario Health is working on enabling direct uploads from your Ontario Health system in the future.)

At the end of the form, the practitioner provides their address, telephone number and signature, then selects the 'Submit' button to send the form to the Ontario Health atHome regional office.

The screenshot shows the Ontario Health atHome Health Assessment form. The header includes the Ontario Health logo, the Ministry of Long Term Care logo, and the title 'Health Assessment - Ontario Health atHome' with the subtitle 'Fixing Long-Term Care Act, 2021'. A 'Fee Code' field is set to 'K038'. The form contains several paragraphs of text explaining the assessment process and requirements. Below the text are two main sections: 'Ontario Health atHome Information' and 'Applicant's Information'. The 'Applicant's Information' section includes fields for Last Name (Hudson), First Name (Stanley), Middle Initial (M), Date of Birth (1999/04/08), Gender (Female), Health card number (8818 305 412), and Expiry Date.

Figure 2: Health assessment form

Submitted Form

After submission, a confirmation notification appears on the home page. The submitted form then displays as the first item on the list, showing its title, recipient, date/time submitted and status (see figure 3).

The sender can:

- View a submitted form (The Ontario Health atHome section at the top of a submitted form will be completed by a placement coordinator at Ontario Health atHome)
- Hover over the icons under 'Actions' or 'Status' for descriptions of each icon or the form's status
- Download, clone or revoke a form using the Actions icons (If a form is revoked, the recipient sees the status change)
- Review a processed form (A form's status changes to processed once the recipient downloads and marks it as processed. After this has occurred, the form can no longer be revoked)
- View a revoked form (Once revoked, the recipient can no longer access it)
- Clone a form with 'submitted', 'processed' or 'revoked' status and resubmit it as a new form (Note: The copied form keeps all original details, including the sender's name and practitioner's signature, which can be modified before submission)

Submitted, processed, revoked or downloaded forms cannot be edited.

The screenshot shows the Ontario Health eForms interface. At the top left is the Ontario Health logo and a 'Submit New Form' button. The main header reads 'Welcome to Ontario Health eForms' with a 'Signed Patient' indicator. A green success notification box states 'Success Form submitted successfully'. Below this is a table of submitted forms:

TITLE	RECIPIENT	DATE/TIME SUBMITTED	STATUS	ACTIONS
MLTC Health Assessment Form	Central LHIN	Apr-04-2025 10:20 AM	Submitted	[Download] [Clone] [Revoke]
MLTC Health Assessment Form	Central LHIN	Apr-04-2025 10:20 AM	Submitted	[Download] [Clone] [Revoke]
MLTC Health Assessment Form	Central LHIN	Apr-01-2025 5:10 PM	Submitted	[Download] [Clone] [Revoke]
MLTC Health Assessment Form	Central LHIN	Mar-17-2025 1:29 PM	Submitted	[Download] [Clone] [Revoke]
MLTC Health Assessment Form	Central LHIN	Mar-17-2025 1:22 PM	Submitted	[Download] [Clone] [Revoke]

At the bottom of the table, there are navigation controls: '<<' '<' '1' 'of 1 pages' '>' '>>'.

Figure 3: Home page with new submissions and confirmation notification

A sender cannot search for a patient through the Ontario Health eForms platform and must always access the patient's record from their EMR.

Log Out

To log out, select the menu icon  at the top left corner then select 'Exit eForms' from the list.

CONTACT INFORMATION

For any questions, concerns or support, users can email the Ontario Health eForms general mailbox at OHeForms@ontariohealth.ca.

For any issues related to logging in, multifactor authentication, or accessing the OH eForms platform via ONE™ID, please call ONE™ID Support at 1-866-250-1554 or send an email to servicedesk@ehealthontario.on.ca.