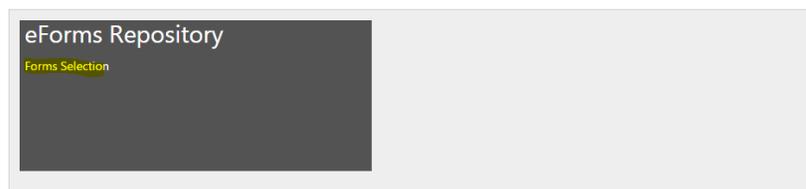


Access EFR – post Millennium implementation

Access EFR will be used to print **BLANK** forms (no patient information) post go live

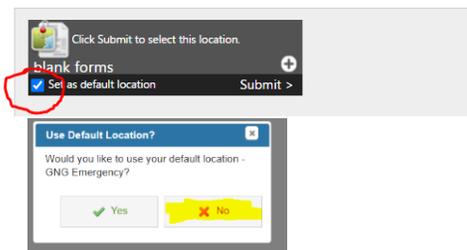
1. Login
2. Select "Forms Selection"

Welcome to Access Passport



3. Set Blank Forms as your Default Location (If you already have a default location - *see below*.
 - 1) Click in the box "Set as" default location
 - 2) Select Submit"

« Please select a location:



Default Location -other than Blank Forms

when asked "Use Default Location? select **NO** and proceed to Step 3.

4. You will now be directed to the Forms Selection screen (*see picture below*)
 - 1) Highlight the form you want to print and press Add (1 in pic)
 - i. do this for each form you want to print (they will appear at the bottom as they are added (2 in pic).

*Note: Form Groups – "All Forms **Select Forms Here**" If the form you need to print isn't listed here look in "Downtime Forms".*
 - 2) Select how many copies of the form you wish to print (2 in pic)
 - i. To print multiple copies: select the # you want to print and save by clicking in the same row (so that the entire row is highlighted blue).
 - 3) Select Printer from drop down (3 in pic)
 - i. If the printer you need is not listed go to step 5)
 - 4) Select Process forms (4 in pic)
 - 5) Request PDF (5 in pic) - select if the printer you need wasn't listed in the drop down
 - i. A PDF copy of the form will appear on your monitor



TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

ii. Click the printer icon and choose from your listed windows printers

The screenshot shows the ACCESS EFR Forms Repository interface. At the top, there is a navigation bar with 'Home | MOBILE | About | DOMAIN: NHS | USER: COLCAT99 | Log off' and a 'This is the Test Server' indicator. The main content area is divided into several sections:

- Forms Selection:** A blue sidebar on the left with a 'Forms Selection' menu.
- Navigation:** A top bar with a search box containing '**Select Printer - click down arrow**', and buttons for 'Process Forms', 'Request PDF', 'Search All Forms', and 'Manage Form Favorites'. Red handwritten numbers 3, 4, and 5 are above these buttons.
- Form List:** A table with columns 'Form Name' and 'Description'. It lists several forms, with 'ADM2' highlighted in blue. Red handwritten numbers 1 and 2 are next to the 'Add' button and the form name 'ADM2' respectively.
- Selected Forms:** A table at the bottom showing the selected form 'ADM2' with a 'Print Quantity' of 8 and a 'Remove' button. Red handwritten numbers 1 and 2 are next to the 'Remove' button and the form name 'ADM2' respectively.

Form Name	Description
ADM1	Payment Agreement Hospital
ADM2	Payment Agreement-Patient's Copy
ADM3	Surgical Booking Form
ASSMT004	Falls Risk Assessment Form and Intervention Tool for Complex Care-900783
ASSMT007CC	Smoking Cessation with Picture

Print Quantity	Form Name	Description
8	ADM2	Payment Agreement-Patient's Copy