

Healthcare Equity Questionnaire Installation Instructions

1) Download the files

The installation package can be found on the TELUS Health Community Portal

<https://telushealth.my.site.com/pssuitecommunity/thsite/login>

In the portal, navigate to **Chatter** -> **Groups** -> **Active Groups** -> **East Wellington Family Health Team**

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In the EWFHT, download the zip file

Kevin Samson (Customer)

The Health Equity Questionnaire: Standardized Entry of Social Determinants of Health into EMRs

To provide the most equitable care for our patients we need to know their social determinants of health. Current EMR specifications, though, do not require that this information is included in the dataset for each patient and the EMRs do not provide a standardized way to enter it.

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Kevin Samson (Customer)

Video demo of the HEQ Toolbar and Questionnaire:
<https://youtu.be/lgYN-e7GDwk>

Like · June 7, 2023 at 9:00 AM

Kevin Samson (Customer)

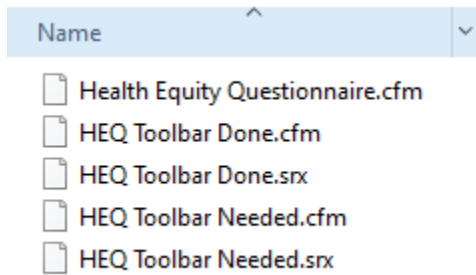
HEQ Version 2.0 files to download

Health Equity Questionnaire v2 Files

Download zip (304 KB) · More Actions ▾

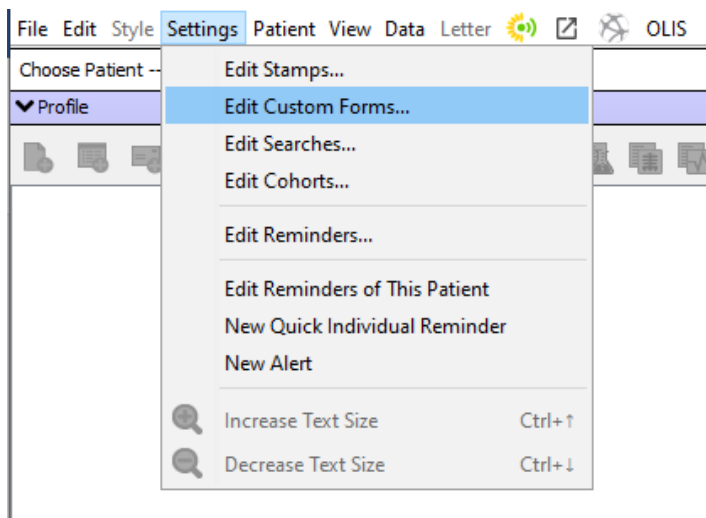
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Once the zip file is on your computer, double click on it to view the files it contains then copy and paste these files to your computer

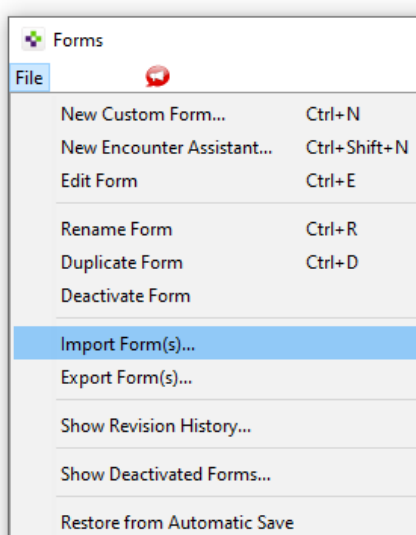


2) Import the custom form files to PSS

From the Main Menu, click **Records** -> **Settings** -> **Edit Custom forms...**



Click **Import form(s)...**

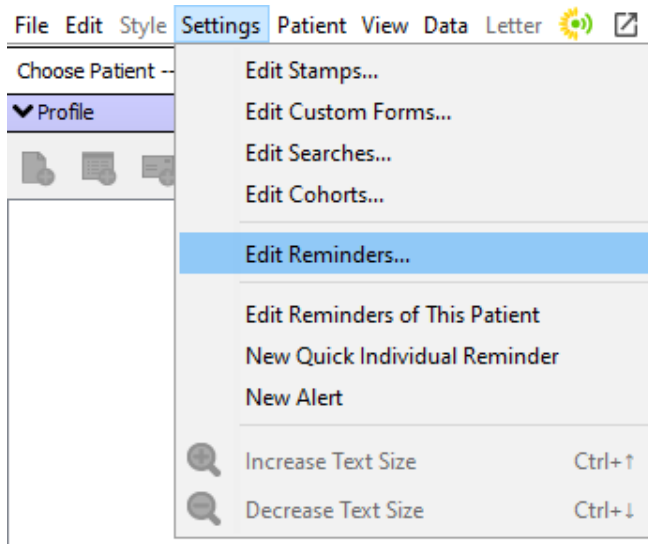


Import each of the .cfm files

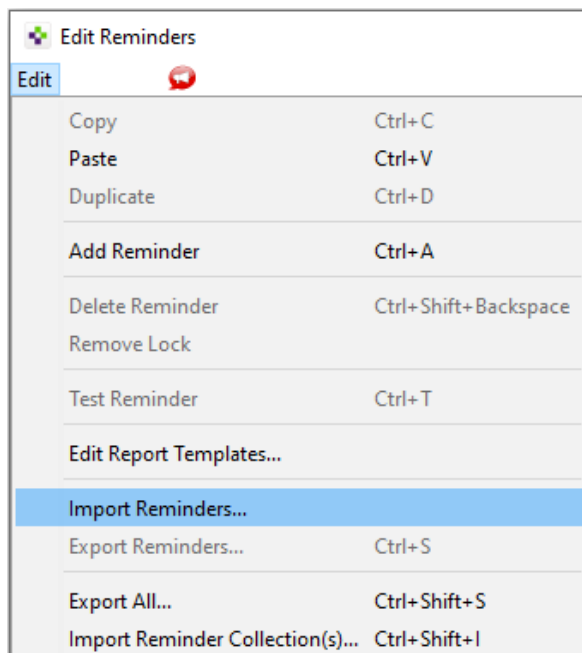
Health Equity Questionnaire.cfm	CFM File
HEQ Toolbar Done.cfm	CFM File
HEQ Toolbar Needed.cfm	CFM File

3) Import the reminder files to PSS

From the Main Menu, click **Records** -> **Settings** -> **Edit Reminders...**



Click **Import Reminders...**



Import each of the .srx files

- HEQ Toolbar Done.srx
- HEQ Toolbar Needed.srx

4) Customize the reminders

The reminders have been initiated to show the toolbar for all patients.

If a Health Equity Questionnaire form has not yet been saved to the chart, the **HEQ Toolbar Needed** toolbar will appear.

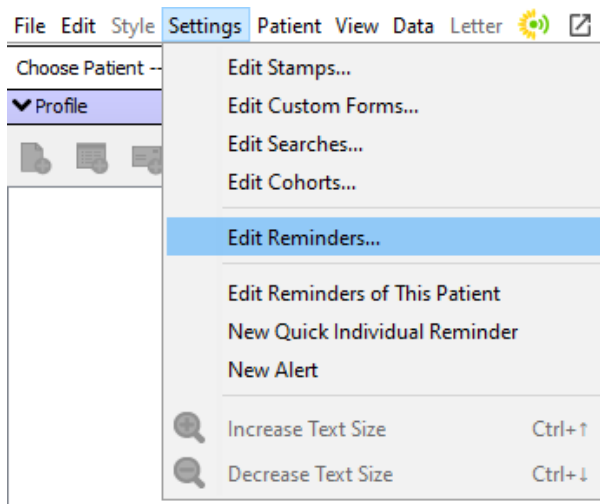
Health Equity Questionnaire (HEQ)

If a Health Equity Questionnaire form has been saved to the chart, the **HEQ Toolbar Done** toolbar will appear.

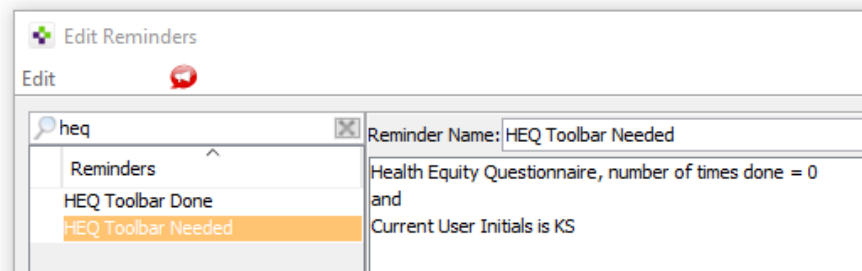
Health Equity Questionnaire (HEQ)

The toolbars can be customized to only appear for certain patients based on whatever criteria work best for the situation. For example, they can be set to only show for certain users or for patients over a certain age. This can be done by editing the reminders that were imported above. To edit the reminders,

From the Main Menu, click **Records -> Settings -> Edit Reminders...**



Select the reminder and add the additional criteria required (below is an example that only shows the toolbars for KS



Nb. the changes need to be made to both of the HEQ reminders

Refer to the PS Suite EMR Help website or TELUS support for more guidance on customizing the reminders
https://help.pssuiteemr.com/5.22/on/en/Content/04_Custom_forms/Activating_toolbar_custom_forms_with_reminders.htm

5) Add the HEQ to button to an existing toolbar

Rather than adding the Health Equity Toolbar, the HEQ button can be added to an existing toolbar. This requires a custom form editing license. Add a button that opens the Health Equity Questionnaire form. To show a red box around the button when the form has not yet been saved to the chart, the toolbar can be duplicated with the red box around the button and the reminders can be used to determine which toolbar to show (as has been done with the reminders above). Here is what the HEQ button can look like when added to an existing form:

