EMR PANEL SUBMISSION GUIDE

USING DR BILL

ARYA HEALTH

Contents

Section 1 – Creating the Panel Report for Export

NOTE: You must have completed the steps to clean up your panel and develop your list of empaneled patients. Please reach out to your Arya Health Point of Contact (POC) to get information about the requirements for what fields to fill in within Arya so your panel is correct!

If you need assistance with your panel cleanup, please reach out to psp@doctorsofbc.ca

Step 1 - How to Obtain your list of Empaneled Patients from Arya?

1. Please reach out to your Arya Health Point of Contact (POC) and let them know you are interested in submitting your list of empaneled patients. Let them know the following:
   (i) The day you are planning to submit your panel
   (ii) The day you require your panel from Arya by
   (iii) The date range of 'active' patients that you want to pull a panel for
   (iv) If you require the list separated by 'Family Physician'

2. Arya will send you your .csv file for all patients in the required format needed for submission.

Step 2 - How to clean up your Panel report list in Excel?

1. Open the .csv file that was provided to you by Arya i.e.

DrSmith_Panel_List_
27Oct2023.xlsm

2. To clear deceased and patients (if applicable) from your panel, you will need to delete a row(s).

   (i) Delete row 3 by clicking on the row number, which highlights the row

	A	B	C	D
1	First Name	Last Name	PHN	DOB
2	Scooby	Doo	9876543210	2001-10-04
3	Atlanta	Bloom	9876543211	1960-05-21
4	Grant	Locum	9876543212	1975-01-23
5	Jonsie	One	9876543213	2005-04-30

   (ii) Right click anywhere on the highlighted row and click Delete. This will delete the row
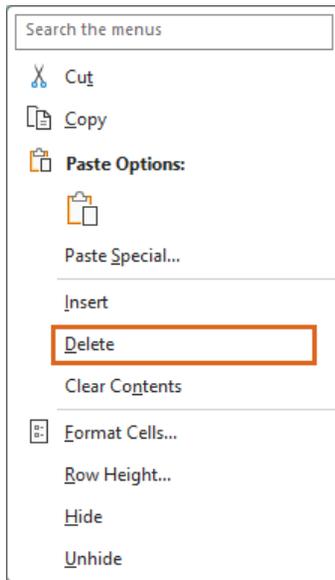
(iii) Repeat for any other rows you want to delete.

3. Check formatting and ensure you are following the format Dr. Bill requires. Spreadsheet detail requirements: https://www.doctorsofbc.ca/sites/default/files/spreadsheet_details_for_dr.bill_.pdf

(i) Correct submission format:

	A	B	C	D
1	First Name	Last Name	PHN	DOB
2	Scooby	Doo	9876543210	2001-10-04
3	Atlanta	Bloom	9876543211	1960-05-21
4	Grant	Locum	9876543212	1975-01-23
5	Jonsie	One	9876543213	2005-04-30

Step 3 - How to submit your Panel list to MSP through Dr. Bill?

1. To submit your panel using Dr. Bill, click here (link is external)

Section 2 – Facility Number

NOTE: A Facility Number is required when submitting your panel. A physician can obtain the Facility Number from the physician responsible for administration of the clinic.

For any questions on the Facility Number, you can contact Teleplan support at 1-866-456-6950.

If your clinic does not have a facility number - apply for one here.

Where To Access Extra Support

- EMR vendor support – info@aryaehr.com or reach out to your Arya Health POC for support
- Technical troubleshooting or Workflow support - Practice Support Program PSP@doctorsofbc.ca

Provincial Attachment System (PAS)

- Information on PAS can be found on the Doctors of BC website here