

OSCAR – HOW TO USE A REPORT BY TEMPLATE (RBT)

How to upload the RBT into your OSCAR EMR, how to run the RBT, and how to export the patient list (panel report).

NOTE: You must have completed the steps to clean up your panel and develop your list of empaneled patients. The following [guide](#) outlines how to prepare your list of empaneled patients using Oscar EMR. If you need assistance, please contact Practice Support Program at PSP@doctorsofbc.ca.

NOTE: there are two RBTs in circulation, you can use either as they are identical apart from the name:

- Panel Report Export for PAS RBT
- LFP Panel Report Export RBT

Step 1 - How to upload the RBT into your Oscar EMR?

NOTE: ensure the RBT text file is saved on your computer (E.g. Downloads or Desktop).

1. In your Oscar EMR, on the main page, click on **Report** (located in the top ribbon).
2. The Report List window opens.
3. Scroll down and click on **Report by Template**.
4. The Report By Template window opens.

NOTE: your screen may look different to this depending on your version of OSCAR.



5. Click on **Add Template**.
6. Click on **Choose File**. Navigate to the RBT saved on your computer and select by double clicking the RBT file.

Report	Report by Template
Add Template Select a template:	Add Template Upload Templates: <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload & Add"/>

7. Click **Upload & Add**.

Step 2 - How to run the RBT?

1. Find the uploaded RBT (**Panel Report Export for PAS**) in the list of RBTs on the left.
NOTE: the list of RBTs is most likely sorted alphabetically, however may be sorted differently.
2. Click on the **Panel Report Export for PAS** RBT.
3. The RBT will open.
4. Step 1 – Select the Provider from the drop-down list.
5. Step 2 – Click **Run Query**.
6. The list of patients will be displayed, with the columns in the following order:
 - First Name
 - Last Name
 - PHN
 - Date of Birth

Step 3 - How to export the patient list (panel report)?

1. After running the **Panel Report Export for PAS** RBT.
2. Scroll to the bottom of the patient list.
3. Click on **Export to XLS**.
4. The file (likely named **oscarReport**) will export to your Downloads folder on your computer.
5. This file can now be uploaded to [Dr.Bill](#).

Step 4 – Ensure to delete the oscarReport file from your computer after uploading to Dr.Bill and successfully submitting your panel report

1. Navigate to the Downloads folder on your computer.
2. Delete the **oscarReport** file.
3. **IMPORTANT:** Ensure to **empty** the **Recycle Bin** (Windows) or **Trash** (Mac) as well.

Where To Access Extra 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](#)
- For additional information or support on PAS - HealthBcSupport@phsa.ca