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Rich Text Letter Templates

The Rich Text Letter (RTL) allows you to write free-form letters with rich text formatting options. Custom-made templates can be used to automatically insert pre-formatted blocks of text into the RTL and can include values from the data-base such as names and phone-numbers.

Before you start, please make sure you have the file **RTL_Template.rtl** saved to your computer; if you don't, please contact support@indivica.com.

Advanced: This document will have tips for advanced users who are comfortable manipulating HTML and/or working with data-bases. These can safely be ignored.

RTL_Template.rtl is an HTML file with a special .rtl extension that OSCAR recognizes as an RTL template. This template contains a special modification to the `<body>` as:

```
<body contenteditable="">
```

This allows the user to manipulate any text in the letter. Removing this `<body>` parameter will create a letter that cannot be modified.

I. Download and Install HTML Editing Software

Advanced: This guide will use KompoZer - a graphical, open source web design tool. This tool was last updated in 2007. If you have existing text-editing software on your computer such as TextEdit, Notepad, Notepad++, or TextWrangler that you prefer to use to manipulate HTML, you can skip this section.

1. Go to www.kompozer.net and click on Download KompoZer.



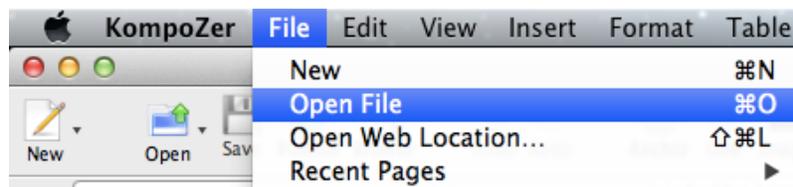
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2. Install the software. If you need help with this, contact your office administrator.

II. Open the RTL_Template.rtl and Modify

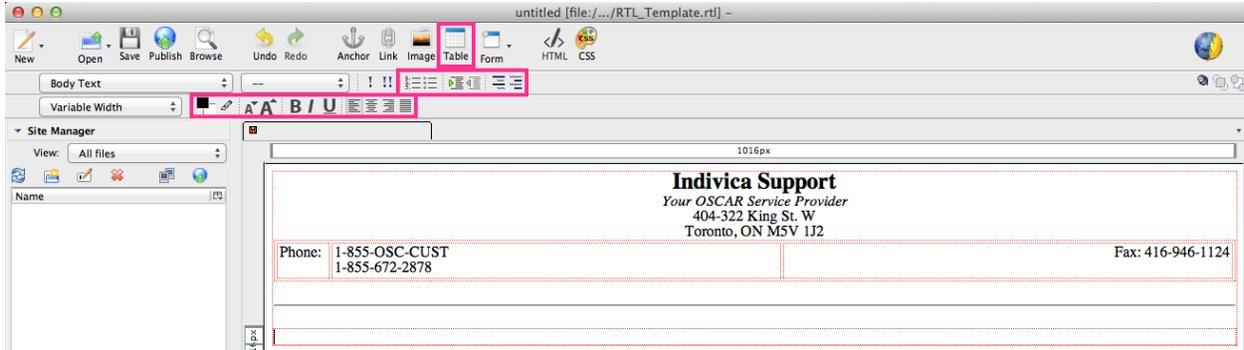
1. Open KompoZer. Click on File then Open File. Browse and open the file RTL_Template.rtl. If you do not have this file, please contact support@indivica.com.



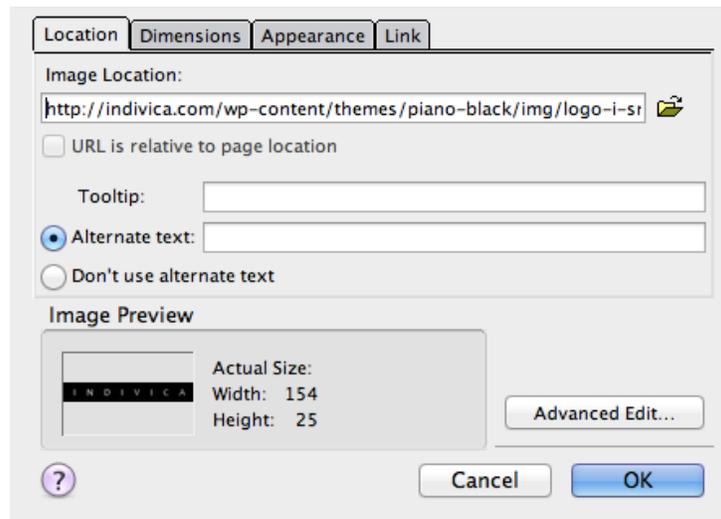
2. In the main window of KompoZer, you can manipulate the letter until it fits your needs. You can use the tools at the top to format the text in your letter. Tip: Hitting Shift+Enter or Shift+Return will insert a *line* break where as hitting Enter or Return will insert a *paragraph* break.



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Note: Do not insert images directly into your letter as they will not load properly when used in OSCAR. You can insert images if the image is hosted online by using the URL as the image location. Please note that the image will not load properly in OSCAR if you are accessing it and the server has no internet connection.



Advanced: If you would like images to load locally when using the RTL (so they load even without internet access), you will have to separately upload it in OSCAR (Admin > Upload an Image) and then change the `` tag in the template to point the proper source: `#{oscar_image_path}`. For example:

```

```

You will most likely find it easiest to insert the image directly into KompoZer and then change the template's HTML before uploading it into OSCAR.

3. Insert auto-populating fields by using OSCAR database tags. Tags are used in the form `##tag##`. See Appendix A.

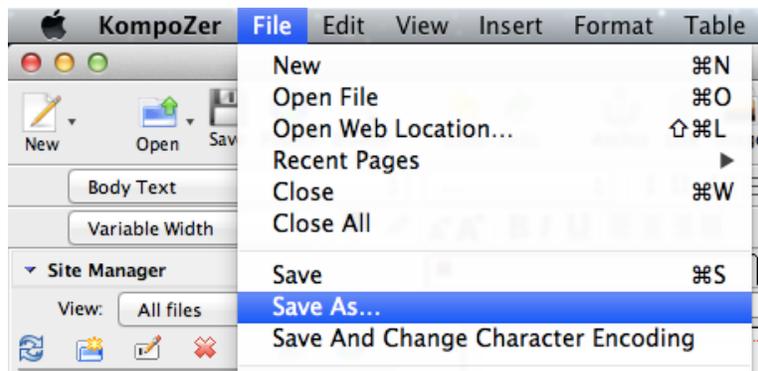


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4. Insert measurements by using a database tag in the form: **##m\$MEASUREMENTTYPE#KEY##**. See Appendix B.

Indivica Support		
Your OSCAR Service Provider 404-322 King St. W. Toronto, ON M5V 1J2		
Phone:	1-855-OSC-CUST 1-855-682-2878	Fax: 416-946-1125
##today##		
Re: ##patient_name## DOB: ##dob##		
Dear Dr. ##referral_name##,		
Thank you for referring ##patient_name##, a ##ageComplex## ##sex##.		
Here are my findings:		
Past Medical History ##medical_history##		
Ongoing Concerns ##ongoingconcerns##		
Vital Measurements		
Weight	##m\$WT#value##	Date: ##m\$WT#dateObserved_date##
Height	##m\$HT#value##	Date: ##m\$HT#dateObserved_date##
BMI	##m\$BMI#value##	Date: ##m\$BMI#dateObserved_date##
It has been my pleasure in being part of ##first_last_name##'s care.		
Sincerely, ##doctor##		

5. When you are done, click File then Save As. KompoZer will ask for a title. This title is not required and does not appear anywhere in OSCAR.

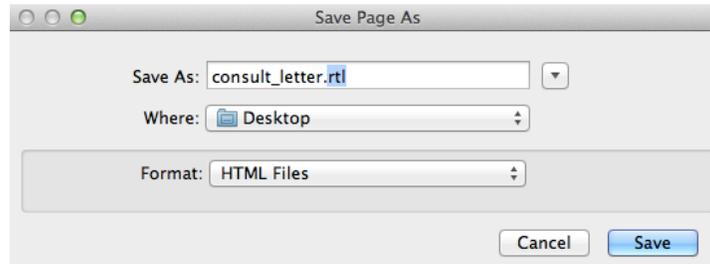


6. For the file name, change it from RTL_Template.html to the name you would like the template to have in OSCAR. Ensure the extension is changed .rtl.



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Warning: The extension .rtl is required for OSCAR to recognize this file as a template for the RTL.



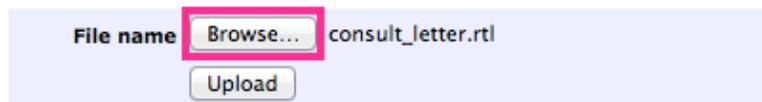
7. Save the file. Make sure you can locate it on your computer.

III. Upload the Template into OSCAR

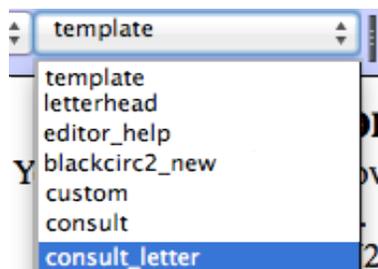
1. In OSCAR, click on Admin. Click on Upload an Image.



2. Click Browse and locate your RTL template.
Note: It must have extension .rtl or else OSCAR will not recognize it as a RTL template.



3. Click Upload. Your template can now be selected when you are using the RTL E-Form.



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Appendix A: Database Tags

Tags have the form ##TAG## where TAG is one of the following:

<p>today current_user current_user_ohip_no current_user_specialty_code current_user_cpsid current_user_id demographic_no patient_name first_last_name patient_nameL + patient_nameF + patient_id label address addressline address_street_number_and_name province city postal dob dobc dobc2 dob_year dob_month dob_day NameAddress hin hinc hinversion hc_renew_date chartno phone phone2 cell phone_extension phone2_extension age ageComplex sex</p>	<p>social_family_history family_history other_medications_history medical_history dxregistry OHIPdxCode ongoingconcerns reminders riskfactors allergies_des allergies_des_no_archived</p> <p>recent_rx today_rx</p> <p>druglist_generic druglist_trade druglist_line</p>	<p>doctor doctor_ohip_no doctor_specialty_code doctor_cpsid provider_name doctor_contact_addr + doctor_contact_phone + doctor_contact_fax provider_name_first_init doctor_work_phone</p> <p>referral_name referral_address referral_phone referral_fax referral_no +</p> <p>appt_date appt_provider_name appt_provider_id appt_no clinic_name clinic_phone clinic_fax clinic_label clinic_addressLine clinic_addressLineFull clinic_address clinic_city clinic_province clinic_postal</p> <p>dtap_immunization_date flu_immunization_date fobt_immunization_date mammogram_immunization_date pap_immunization_date</p>
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For example, ##city## would automatically become Toronto (depending on what is defined in the database).

##dob##, ##dobc##, and ##dobc2## format the date of birth as dd/mm/yy, ddmmyy, and yy/mm/dd respectively.



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##hin##, ##hinc##, and ##hinversion## show the health insurance number and version code, health insurance number only, and version code only respectively.

##phone##, ##phone2##, and ##cell# are the home, work, and cell number respectively as defined in the patient's master demographic file.

##age## displays a plain numeric value (e.g. 18) and ##ageComplex## displays a descriptive age (e.g. 18 years old).

Any tags with doctor will refer to the provider who is defined as the MRP on the master demographic record.



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Appendix B: Measurement Database Tags

Measurement tags have the form ##m\$MEASUREMENTTYPE#KEY##.

MEASUREMENTNAME is the measurement type as defined in OSCAR. For example, WT for weight, HT for height, etc. A list of these can be found by going to Admin > Customize oscarMeasurements > View All Measurement Types.

KEY is one of the following:

Key	Description
value	Most recent measurement value
comments	Comments as recorded on the measurement
dateEntered	Date the measurement was entered, including time (e.g. 2013-01-01 12:00:00)
dateEntered_date	Date the measurement was entered, not including time (e.g. 2013-01-01)
dateObserved	Observation date of the measurement, including time
dateObserved_date	Observation date of the measurement, not including time
measuringInstruction	Instructions, typically units of measurements (e.g. kg)
provider_first	First name of recording provider
provider_last	Last name of recording provider
type	Measurement type (e.g. WT for Weight)
typeDescription	Description of measurement
typeDisplayName	Long name of the measurement for display purposes

For example, #m\$WT#value## will display the most recent weight for the patient.

