

Your account is set up in QI now. If you are already an EMR user, your username is the same as production. Your QI Icon is located Citrix; not in VPP App Folder. **You will need to log out of your computer and log back in for the changes to take effect.**

If you don't have an account in production, a manual account will need to be set up after each refresh. You will receive an email that the QI environment is ready for use after the refresh and you will need to send an email to Manson.Yeung@vch.ca and/or IMITSPCCommunity@vch.ca. Someone will send you a temporary password and you'll be asked to change it when you first log in.

Please note that there is a monthly refresh that will overwrite all data and there is no redundancy(no backup), so please always export any queries you want to keep.

*****IMPORTANT*****

- This is not LIVE environment; **DO NOT** add, delete, or modify any data in the QI environment. All patient data updates **NEED** to be done in the **LIVE** environment and not (even accidentally) in QI. You can verify if you are in the correct environment(s) by looking at the background (LIVE = gray background; QI = Red background) or click on the Help on the toolbar and click on **About**. Scroll down to System Info and ensure the database = **EMR_dssqi** (for QI).
- Please try and limit your query results (i.e., by date range, by clinician name, etc.).
- Your username and password in QI is the same as what's in LIVE. It is suggested to change your QI password to something else that's different than LIVE as they may help you distinguish which environment you are in. Note that the password in QI will revert back to LIVE after a refresh.
- Saving results:
 - Ensure that information and data retrieved from the VCH/PHC DSS QI Database will **ALWAYS** be saved on a network drive (not the local C: drive) and password protected when possible.
 - Ensure that this information is **NEVER** sent via email or stored on a removable or portable device (such as a memory stick).
- Best Practices for running queries:
 - Start with a clear question of what information you want to get out of the EMR, and what the results will be used for
 - Try building the query yourself using your own knowledge and leveraging previously built queries and name your queries with plenty of detail, and include your name in the title or store them in a folder with your name
 - Be sure to test and validate the query results by reviewing a few of the output rows against the front end EMR chart
 - If you are stuck, ask a person at your site with expertise for help or email EMRHelp@vch.ca with your question and dilemma
 - If we are still stuck, we can harness the technical prowess of the EMR team Stan.deVlaming@vch.ca or Manson.Yeung@vch.ca