



Telus PS Suite Installation Guide



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Purpose

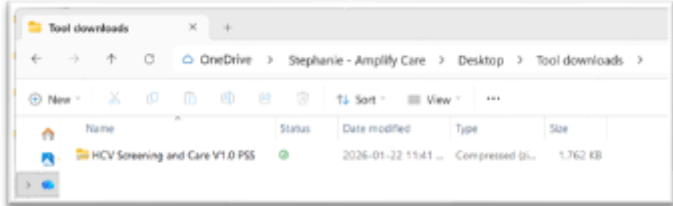
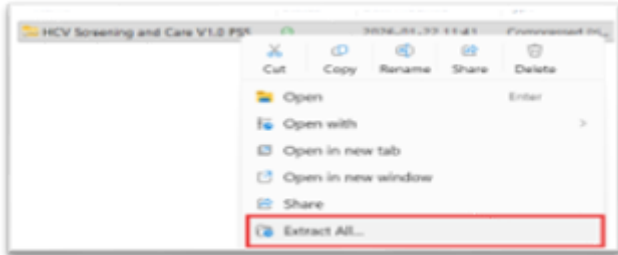
This guide provides step-by-step instructions for installing and using key TELUS PS Suite EMR tools, including searches, custom forms, and reminders.

Note: When installing tools developed by Amplify Care, please install custom forms first, followed by searches and then reminders. Some tools may not include all three components, so please refer only to the sections that apply to the toolkit you are installing.

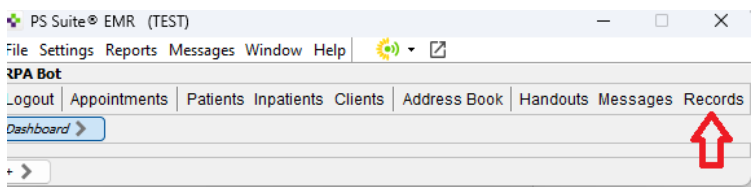
Version History

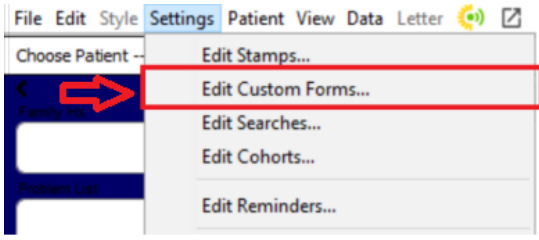
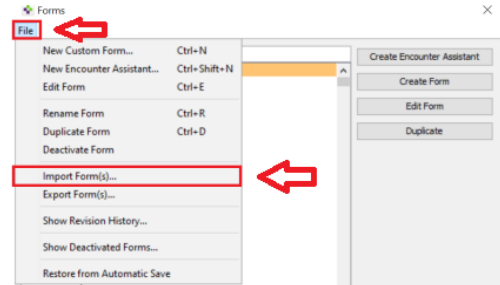
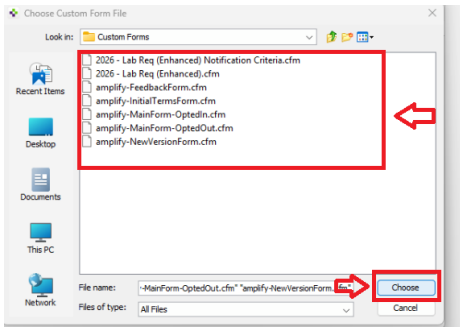
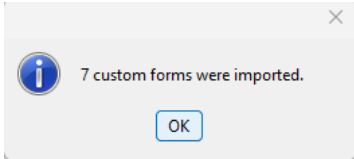
Version	Release Date	Notes
1.0	July 2026	Initial release

Section A: Downloading the toolkit

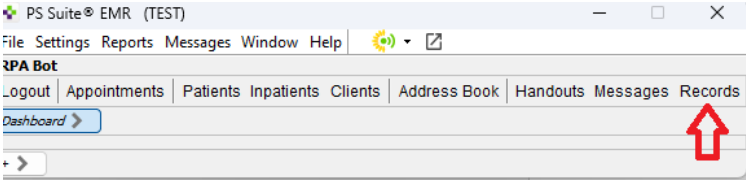
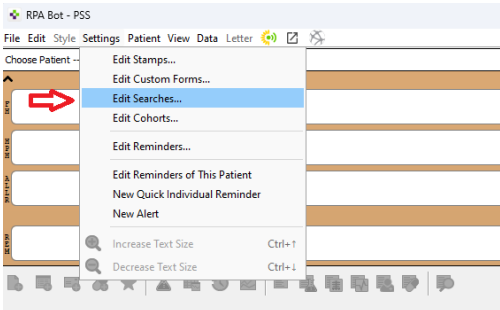
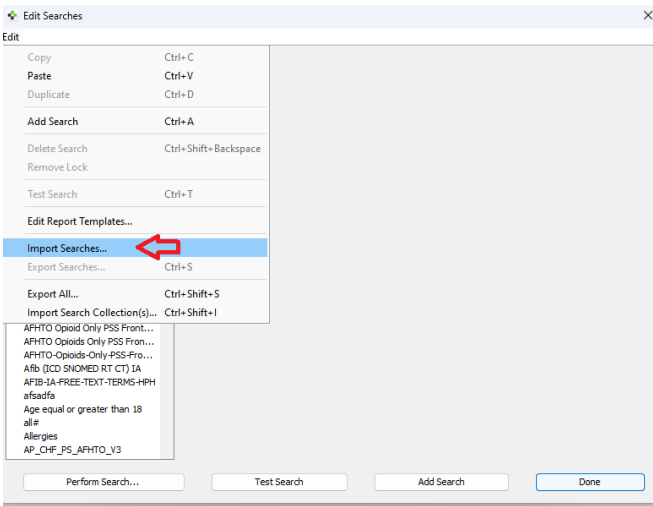
Step	Action	Sample Screenshot
1.	The toolkit can be downloaded from the Amplify Care website or through the link shared with you by an Amplify team member.	
2.	Once downloaded, select the zip file and save it to a location of your preference.	
3.	Extract the contents of the zip file by right clicking the file and select Extract All . Make note of the folder where the extracted files are saved, as you will need it during installation.	

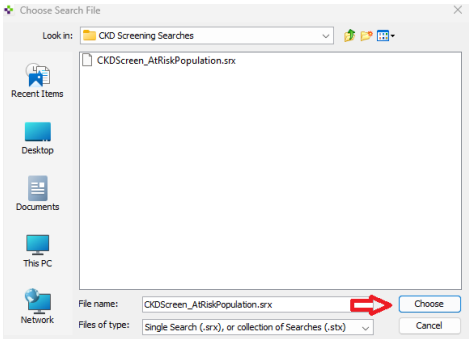
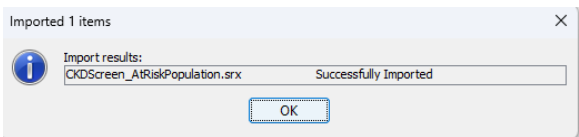
Section B : Importing Custom Forms

Step	Action	Sample Screenshot
1.	Log in to the EMR and navigate to the Records window.	

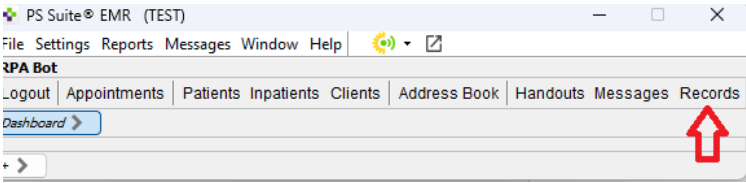
2.	Select Settings → Edit Custom Forms	
3.	Select File → Import Form(s) .	
4.	Locate the folder where you saved the extracted toolkit files, open the Custom Forms folder, select all files, and click Choose .	
5.	A confirmation message will appear once the import is successful. To verify, please go to your Custom Forms Library and search for the imported forms to confirm they are all listed.	

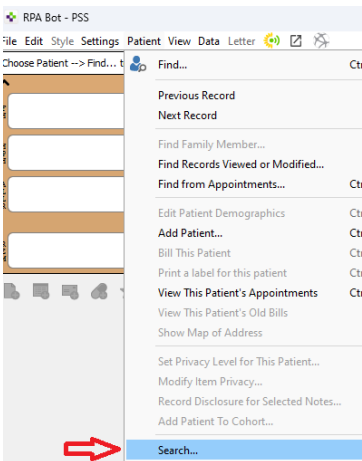
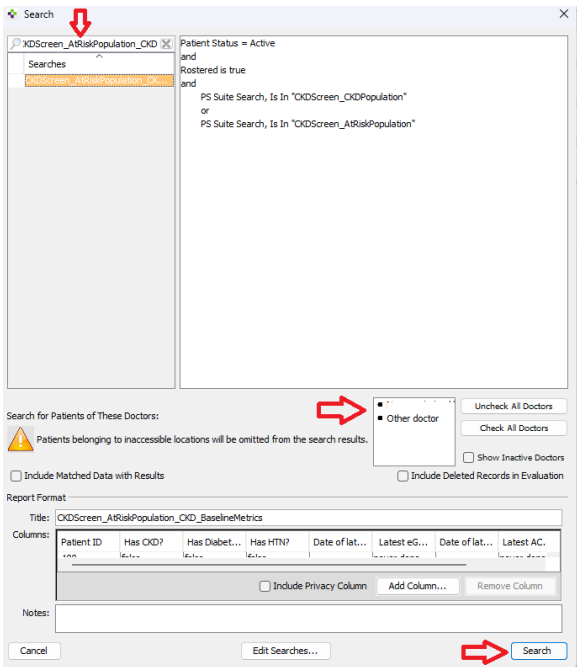
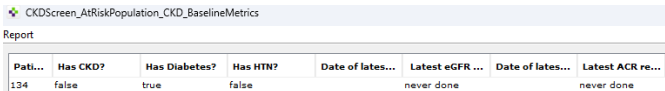
Section C: Importing Searches

Step	Action	Sample Screenshot
1.	Log in to the EMR and navigate to the Records window.	
2.	Select Settings → Edit Searches .	
3.	Select Edit → Import Searches .	

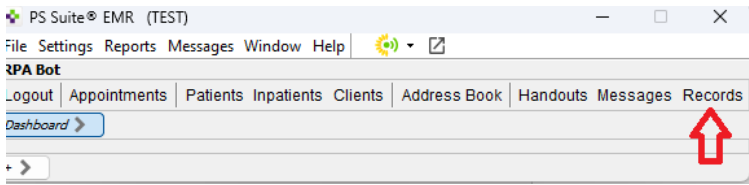
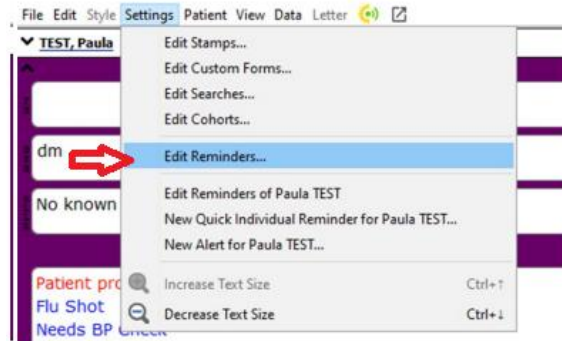
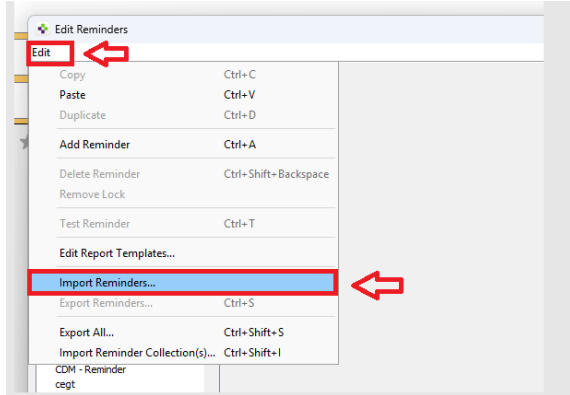
4.	Locate the folder where you saved the extracted toolkit files, open the Searches folder, select all files, and click Choose .	
5.	A confirmation message will appear once the import is successful. To verify, please go to your Searches Library and search for the imported searches to confirm they are all listed.	

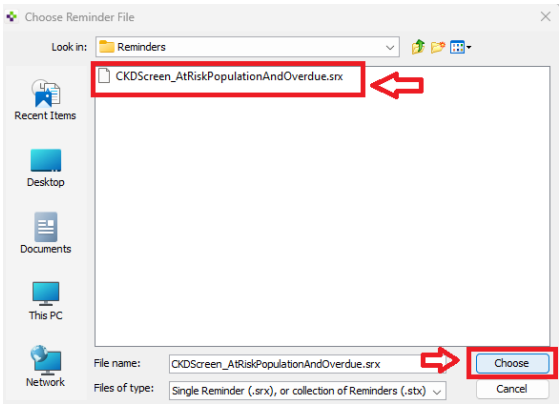
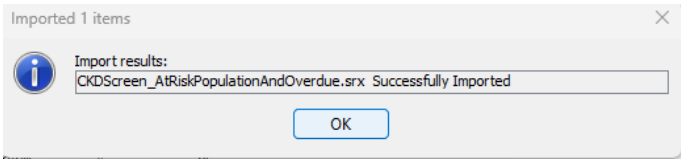
Section D: Running Searches

Step	Action	Sample Screenshot
1.	Log in to the EMR and navigate to the Records window.	

2.	Select Patient → Search.																	
3.	Enter the name of the search. Select the appropriate provider from the list and click Search.																	
4.	Review the search results.	 <table><tr><th>Pati...</th><th>Has CKD?</th><th>Has Diabetes?</th><th>Has HTN?</th><th>Date of lates...</th><th>Latest eGFR ...</th><th>Date of lates...</th><th>Latest ACR re...</th></tr><tr><td>134</td><td>false</td><td>true</td><td>false</td><td></td><td>never done</td><td></td><td>never done</td></tr></table>	Pati...	Has CKD?	Has Diabetes?	Has HTN?	Date of lates...	Latest eGFR ...	Date of lates...	Latest ACR re...	134	false	true	false		never done		never done
Pati...	Has CKD?	Has Diabetes?	Has HTN?	Date of lates...	Latest eGFR ...	Date of lates...	Latest ACR re...											
134	false	true	false		never done		never done											

Section E: Importing and Setting Up Reminders

Step	Action	Sample Screenshot
1.	Log in to the EMR and navigate to the Records window.	
2.	Select Settings → Edit Reminders .	
3.	Select Edit → Import Reminders	

4.	Locate the folder where you saved the extracted toolkit files, open the Reminders folder, select all files, and click Choose.	
5.	A confirmation message will appear once the import is successful. To verify, please go to your Reminders Library and search for the imported reminders to confirm they are all listed.	
6.	Search for the reminder you just imported, then choose the appropriate setup option: Display the reminder in the CPP: Select Show Intervention as Reminder. Enter the reminder text that should appear in the patient chart. Set up a toolbar reminder: Select Show Custom Form or Stamp. Choose the appropriate toolbar from the dropdown list.	