



# Patient Manual

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# Introduction to the MyBP Program

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Thank you for participating in the **MyBP Program**. This manual has been created to help familiarize you with using your Personally Controlled Health Record, MyOSCAR, on the internet. The manual will walk you through the steps of using MyOSCAR for the first time and will also provide tips.

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## Introduction to MyOSCAR

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The information listed below describes how to use MyOSCAR appropriately. This information is also available at <http://myoscar.org/consent>.

MyOSCAR offers you the opportunity to communicate electronically with your healthcare team, as well as store personal health information online. Transmitting private health information poses risks of which you should be aware. You should not agree to use MyOSCAR to communicate with your health care team without understanding and accepting these risks. The risks and conditions for using MyOSCAR include, but are not limited to, the following:

1. MyOSCAR makes every reasonable attempt to protect your privacy and security. Messages sent through MyOSCAR are far more secure than regular email because the messages remain within the MyOSCAR server. They only travel to other MyOSCAR accounts and never travel through the internet where they may be intercepted. Your health information, including the messages sent and received, is stored in an encrypted form in our data server, which is kept in a secure location. Off-site backup of the database is also stored in an encrypted format with the encrypted key stored in another secure location. Operators who handle these storage media have all signed non-disclosure agreements. However, we still cannot guarantee 100% the physical safety of these databases nor completely rule out the possibility of someone accessing your information illegally. The system does provide extensive audit ability so the perpetrator can be discovered.
2. All entries and messages are indelible. No information is ever deleted from the system even though it may be edited; backup copies of the original messages or entries will be stored in encrypted form.
3. Messages become part of the medical legal record and can be used as evidence in court.
4. Your messages may be forwarded from one healthcare provider to another within the healthcare team, allowing for collaboration and to provide complete care. However, we will not forward your messages to independent third parties without your prior consent, except as authorized or required by law.



# Introduction to MyOSCAR

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5. Although your healthcare provider will try to read and respond promptly to your message, we cannot guarantee that any particular message will be read and responded to within any particular period of time. Thus, you should not use MyOSCAR for medical emergencies or other time-sensitive matters.
6. MyOSCAR is not a replacement for regular clinical exams. If you have a health issue and your healthcare provider has recommended an appointment via MyOSCAR, you are responsible for following up on his or her message and scheduling the appointment.
7. If your message requires or invites a response from the healthcare provider and you have not received a response within a reasonable time period, it is your responsibility to follow-up to determine whether he or she received the message and when he or she will respond.
8. If there is any type of information you do not want to be discussed via MyOSCAR (perhaps sensitive issues that you would prefer not to be seen even by authorized users) you are responsible for informing the physician of your preference. You can add to or modify the list of not-to-be-discussed items at any time by notifying your physician in writing (regular mail, at an appointment.)
9. The physician is not responsible for information loss due to technical failures (computer crashes, bugs, etc.)
10. **You will be required to acknowledge your agreement to this list of conditions.**



# Section I: Logging In and Out of MyOSCAR

1. To access your Online Personal Health Record, go to the MyOSCAR website by entering <http://mybp.myoscar.org> into the address bar.

## Tip:

- Remember to bookmark the address of this login page by adding it to your list of *Favorites*.

2. Enter the username and password that were created for you into the boxes provided (See below). Click the **Sign in** button to access your records.



Welcome to MyOSCAR

## MyOSCAR - Personal Health Record

MyOSCAR is your secure, private on-line health record. You have total control as to who can put information into your record and with whom you share this information. You can also:

- communicate securely with your health care team
- request copies of your records from your doctor which may be lab results, prescription profile, or scanned documents
- make appointment requests or cancel appointments
- access reliable health information about topics of interest to you

With MyOSCAR you can do all this from the privacy of your home. All you need is access to a computer, a MyOSCAR account, and the Internet.

**Sign into myOSCAR**  
Username: @myoscar.org  
Password:

[myoscar.org](#) | [About](#) | [User Manual](#)

3. After you have completed your session with MyOSCAR, click on the **Sign out** button on the top bar, to log out. Once signed out, you should see a page similar to the figure above.

## Tips:

- Any computer with an internet connection can access this website.
- If you are on a public computer, remember to protect your password and be sure to **sign out** when you are finished your session.
- If you forget your password, there is an option to change it.

**Please see Section 2 for details.**

# Section 2: Security of My Account

- The MyOSCAR system has been built to be secure from the ground up. All of the information you enter and the messages you receive, reside and remain only within the MyOSCAR servers. Your record is encrypted with the latest technology, which protects against unauthorized access to our servers or backup media. All information on the system can only be accessed by authorized MyOSCAR users, such as yourself and healthcare professionals. Every user is authenticated by user name and password.
- It is important to choose a good, secure password to protect your account.

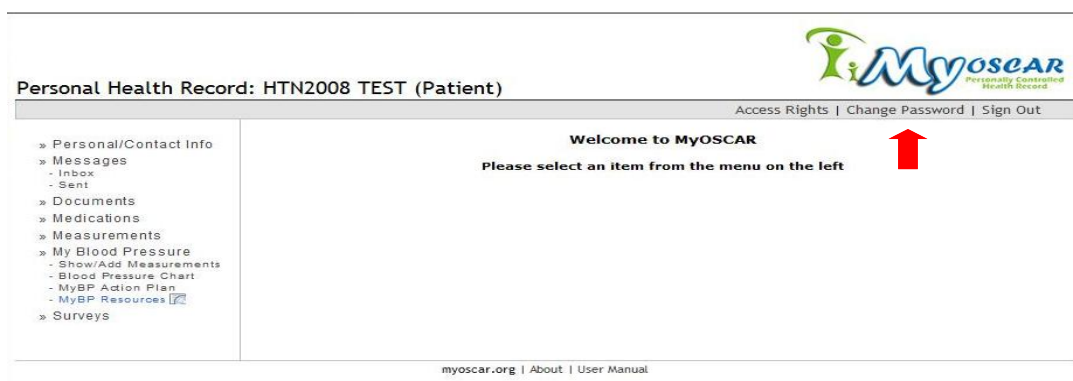
## Tips:

- Your password should be a minimum of 6 characters in length.
- Your password should be composed of letters (both upper and lower case) and numbers.
- Your password should not be a repeating sequence of letters and/or numbers.
- Secure passwords are usually not words in any dictionary.
- Do not base your password on patterns or your family name.
- Don't write down your password — it can be stolen. Memorize your password!
- Always log out of MyOSCAR after each session!

## Changing Your Password

- You should change your password **as soon as** you log in to MyOSCAR for the first time.
- On the screen after you have logged in, click the **Change Password** link on the top right of the screen (Please see the Figure below).
- You will be asked to type in your old password to confirm that you are the authorized user. The next box asks you to type in your new password.

**Remember your new password.** Please see the tips above to help you choose a good password.



The screenshot shows the MyOSCAR user interface. At the top right, there is a navigation bar with links for "Access Rights", "Change Password", and "Sign Out". The "Change Password" link is highlighted with a red arrow. Below the navigation bar, the text "Welcome to MyOSCAR" is displayed, followed by the instruction "Please select an item from the menu on the left". On the left side, there is a menu with various options, including "Personal/Contact Info", "Messages", "Documents", "Medications", "Measurements", "My Blood Pressure", and "Surveys". The "My Blood Pressure" option is expanded, showing sub-options like "Show/Add Measurements", "Blood Pressure Chart", "MyBP Action Plan", and "MyBP Resources".



# Section 2a: Password for My Account

## Forget your password?

- If you use the **wrong username or password** you will receive this message:



### MyOSCAR - Personal Health Record

MyOSCAR is your secure, private on-line health record. You have total control as to who can put information into your record and with whom you share this information. You can also:

- communicate securely with your health care team
- request copies of your records from your doctor which may be lab results, prescription profile, or scanned documents
- make appointment requests or cancel appointments
- access reliable health information about topics of interest to you

With MyOSCAR you can do all this from the privacy of your home. All you need is access to a computer, a MyOSCAR account, and the Internet.



[myoscar.org](http://myoscar.org) | [About](#) | [User Manual](#)

- If you forget your password or are not able to log in, please contact the **MyOSCAR Administrator** at **(905) 525-9140 Ext. 28513** or email **myoscar.support@gmail.com**.
- The administrator will give you a temporary password. Be sure to log in and change your password to something new that you will remember, as soon as possible.





# Section 3: MyOSCAR Homepage

After logging in, you will see the screen below. Again from Sections 1 and 2, the **Sign Out** and the **Change Password** buttons are located in the top right of the screen.

If you are lost on the website interface, a **User Manual** button can be found in the bottom of the screen.

For most of your time spent using your online record, you will be interacting with the links that are on the left side of the screen.

Clicking on the links on the left menu will bring you into each of these tools. More details on how to use these tools are provided in the following sections.

Personal Health Record: HTN2008 TEST (Patient)

Access Rights | Change Password | Sign Out

Welcome to MyOSCAR  
Please select an item from the menu on the left

- » Personal/Contact Info
- » Messages
  - Inbox
  - Sent
- » Documents
- » Medications
- » Measurements
- » My Blood Pressure
  - Show/Add Measurements
  - Blood Pressure Chart
  - MyBP Action Plan
  - MyBP Resources
- » Surveys

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# Section 4: Taking My Blood Pressure

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Please speak with your family doctor to see if they have specific instructions about how often he or she would like you to monitor your blood pressure, Please follow your physician's instructions.

## **Tips for taking your blood pressure:**

- Follow the directions that come with your home blood pressure monitor.
- Only measure and record your blood pressure if you have time to do it correctly.
- Rest and relax for at least 5 minutes in a quiet comfortable place with no distractions before taking your blood pressure (no talking or TV).
- Wait at least 2 hours after eating a big meal before taking your blood pressure.
- Wait at least half an hour after drinking coffee or smoking before taking your blood pressure.
- Empty your bladder or bowels if it is uncomfortable before taking a reading.
- Put the cuff on your bare arm.
- Do not measure your blood pressure when you are uncomfortable, cold, anxious, stressed or in pain
- Sit in a chair that supports your back and beside a table that can support your arm. If you need to, use a pillow or towel under you arm so that it rests at heart level. Do not cross your legs.
- Ideally, it is recommended that you take your blood pressure twice on the day you decide to measure it: (1) once in the morning before taking your medications and eating, and (2) once in the evening before going to bed, bathing or taking medications. Please record the results in your MyOSCAR record, regardless of whether you are able to measure your blood pressure once or twice on that day.
- Take at least two readings at one time. Please record the second reading in your MyOSCAR record.



# Section 4a: My Blood Pressure Readings

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Now that you have measured your blood pressure, there are different steps that should be taken depending on the reading you have obtained. For all steps, please enter your blood pressure reading in MyOSCAR (please go to page 13 for instructions on how to enter your blood pressure readings).

1. If your blood pressure reading is **below 140/90 mmHg**, please enter your blood pressure in your MyOSCAR record.
2. If your blood pressure reading is **between 140/90 mmHg and 179/109mmHg**, please enter the reading in your MyOSCAR account. You should also check your blood pressure again within the next few days. If your blood pressure is still in this range, you should make an appointment to **see your family physician** ideally within the next week.
3. If your blood pressure reading is **between 180/110 mmHg and 209/119 mmHg**, please enter the reading into your MyOSCAR account. You should also make an appointment to see **your family physician** within the next few days. Please send a message to Clinical Support who will follow up with you to ensure that you have made an appointment with your family physician.  
**Note:** You should **NOT** use MyOSCAR for medical emergencies or other time sensitive matters.
4. A healthcare provider will be monitoring BP levels and will provide feedback when necessary.
5. If your blood pressure reading is **above 210/120 mmHg**, you should arrange a **same day** appointment with **your family physician** or go to the **emergency room**.  
**Note:** You should **NOT** use MyOSCAR for medical emergencies or other time sensitive matters.

A healthcare provider will be monitoring the blood pressure values entered into your MyOSCAR account and will provide feedback when necessary.




# Section 4b: Entering My Blood Pressure

1. To add your blood pressure readings to your record, click on the **Show/Add Measurements** link under the **My Blood Pressure** link. You should see a page similar to that shown below:



Personal Health Record: HTN2008 TEST (Patient)

[Access Rights](#) | [Change Password](#) | [Sign Out](#)

- » Personal/Contact Info
- » Messages
  - Inbox
  - Sent
- » Documents
- » Medications
- » Measurements
- » My Blood Pressure
  - Show/Add Measurements
  - Blood Pressure Chart
  - MyBP Action Plan
  - MyBP Resources 
- » Surveys

### My Blood Pressure Readings

Note: "BP Meds?" - this question is asked to determine if you are currently taking medication for your blood pressure. If you take antihypertensive medicine, please select yes.

Sys/Dia	Date - Time	Measured At	BP Meds?	Submit
<input type="text"/>	<input type="text" value="Click to select date/time"/>	<input type="text" value="Home"/>	<input type="text" value="No"/>	<input type="button" value="Add"/>
Reading	Date - Time	Measured At	BP Meds?	Measured by
125/70	Apr 23, 09 - 02:52 PM	Pharmacy	Yes	HTN2008 TEST
168/96	Apr 21, 09 - 06:45 PM	Family Physician Office	No	HTN2008 TEST
125/75	Apr 20, 09 - 10:29 AM	Pharmacy	Yes	HTN2008 TEST
132/86	Apr 17, 09 - 03:10 PM	Pharmacy	No	HTN2008 TEST
140/95	Apr 9, 09 - 11:27 AM	Pharmacy	No	HTN2008 TEST
135/85	Apr 7, 09 - 01:43 AM	Home	No	HTN2008 TEST
137/75	Apr 6, 09 - 03:01 PM	Pharmacy	Yes	HTN2008 TEST
131/86	Mar 30, 09 - 05:00 PM	Home	No	HTN2008 TEST
135/82	Mar 27, 09 - 05:54 PM	Home	Yes	HTN2008 TEST
140/95	Mar 26, 09 - 02:55 PM	Pharmacy	Yes	HTN2008 TEST

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2. On this page, you will see boxes to enter your blood pressure readings and a list of all the past blood pressure readings you have entered previously. The list should have information on the reading values (**Sys/Dia**), the date and time of the reading, (**Date - Time**) whether or not your were on blood pressure medication at the time of the reading (**BP Meds?**), and where your blood pressure reading was taken (**Measured At**).



# Section 4c: Adding a Blood Pressure Reading

## How to add a new blood pressure reading

1. To add a new blood pressure reading, click on the text box under the label **Sys/Dia** to enter your Systolic and Diastolic blood pressure readings.
2. Next, click on the button labeled **Click to select date/time**. This will bring up a small pop-up calendar (See the figure below) where you can choose the date you took your blood pressure and the time at which you took it.
3. Then, click on the drop box arrow under the label, **Measured At** and indicate where the blood pressure reading was taken. Your choices are: Home; Family Physician Office; Pharmacy; Specialist Office; or Hospital.
4. Click on the drop box arrow under the label **BP Meds?** and choose Yes or No. This question is asked to determine if you are currently taking medication for your blood pressure. If you take antihypertensive medication, please choose 'Yes'.
5. When you are ready, click on the **Add** button under the label **Submit**, to add your new reading to your records.

Personal Health Record: HTN2008 TEST (Patient) 

Access Rights | Change Password | Sign Out

**My Blood Pressure Readings** 2

Note: "BP Meds?" - this question is asked to determine if you are currently taking medication for your blood pressure. If you take antihypertensive medicine, please select yes.

Sys/Dia	Date - Time	Measured At	BP Meds?	Submit
<input type="text"/>	<input type="text"/> Click to select date/time	Home	No	<input type="button" value="Add"/>


**Reading** 3

Reading	Measured At	BP Meds?	Measured by	
125/70	Pharmacy	Yes	HTN2008 TEST	
168/96	Family Physician Office	No	HTN2008 TEST	
125/75	Pharmacy	Yes	HTN2008 TEST	
132/86	Pharmacy	No	HTN2008 TEST	
140/95	Pharmacy	No	HTN2008 TEST	
135/85	Home	No	HTN2008 TEST	
137/75	Pharmacy	Yes	HTN2008 TEST	
131/86	Home	No	HTN2008 TEST	
135/82	Mar 27, 09 - 05:54 PM	Home	Yes	HTN2008 TEST
140/95	Mar 26, 09 - 02:55 PM	Pharmacy	Yes	HTN2008 TEST

Time: 08 : 41 am

Select Date and Time  
Press <ENTER> when finished

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# Section 4d: Changing My Blood Pressure Readings

## How to change a blood pressure reading

1. To change or correct a blood pressure reading you have already submitted, click on the reading that you would like to change.

### Personal Health Record: HTN2008 TEST (Patient)



Access Rights | Change Password | Sign Out

- » Personal/Contact Info
- » Messages
  - Inbox
  - Sent
- » Documents
- » Medications
- » Measurements
- » My Blood Pressure

#### My Blood Pressure Readings

Note: "BP Meds?" – this question is asked to determine if you are currently taking medication for your blood pressure. If you take antihypertensive medicine, please select yes.

Sys/Dia	Date - Time	Measured At	BP Meds?	Submit
<input type="text"/> / <input type="text"/>	Click to select date/time	Home	No	Add
Reading	Date - Time	Measured At	BP Meds?	Measured by
55/55	Apr 28, 09 - 09:01 AM	Home	Yes	HTN2008 TEST
125/70	Apr 23, 09 - 02:52 PM	Pharmacy	Yes	HTN2008 TEST

2. This will bring up a screen where you will be able to make changes to: (1) the blood pressure reading (**Sys/Dia**); (2) the date it was measured (**Date/time**); (3) where it was taken (**Measured at**); or (4) whether you are taking medication for your blood pressure (**BP Meds?**).
3. Once you have made the changes, click on the picture of the *Blue folder* under **Measured by** to save your changes.

#### My Blood Pressure Readings

Note: "BP Meds?" – this question is asked to determine if you are currently taking medication for your blood pressure. If you take antihypertensive medicine, please select yes.

Sys/Dia	Date - Time	Measured At	BP Meds?	Submit
<input type="text"/> / <input type="text"/>	Click to select date/time	Home	No	Add
Reading	Date - Time	Measured At	BP Meds?	Measured by
55 / 55	Apr 28, 09 - 09:01 AM	Home	Yes	
125/70	Apr 23, 09 - 02:52 PM	Pharmacy	Yes	HTN2008 TEST
168/96	Apr 21, 09 - 06:45 PM	Family Physician Office	No	HTN2008 TEST






# Section 4e: My Blood Pressure Reading Icons

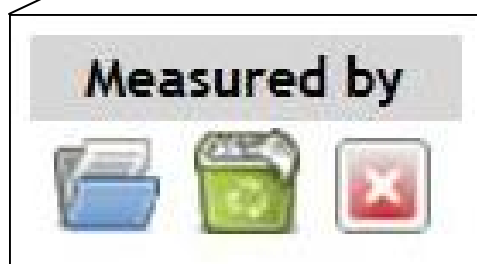
## Show / Add Blood Pressure Reading Icons

If you click on one of your blood pressure readings, you will have three options:

### My Blood Pressure Readings

Note: "BP Meds?" – this question is asked to determine if you are currently taking medication for your blood pressure. If you take antihypertensive medicine, please select yes.

Sys/Dia	Date - Time	Measured At	BP Meds?	Submit
<input type="text"/> / <input type="text"/>	Click to select date/time	Home	No	Add
Reading	Date - Time	Measured At	BP Meds?	Measured by
55 / 55	Apr 28, 09 - 09:01 AM	Home	Yes	  
125/70	Apr 23, 09 - 02:52 PM	Pharmacy	Yes	HTN2008 TEST
168/96	Apr 21, 09 - 06:45 PM	Family Physician Office	No	HTN2008 TEST



### 1. Blue folder - Save

If you click on this picture, any changes you have made to this blood pressure reading will be saved.

### 2. Green bin - Delete

If you click on this picture, this blood pressure entry will be deleted.

### 3. Red Square - Cancel

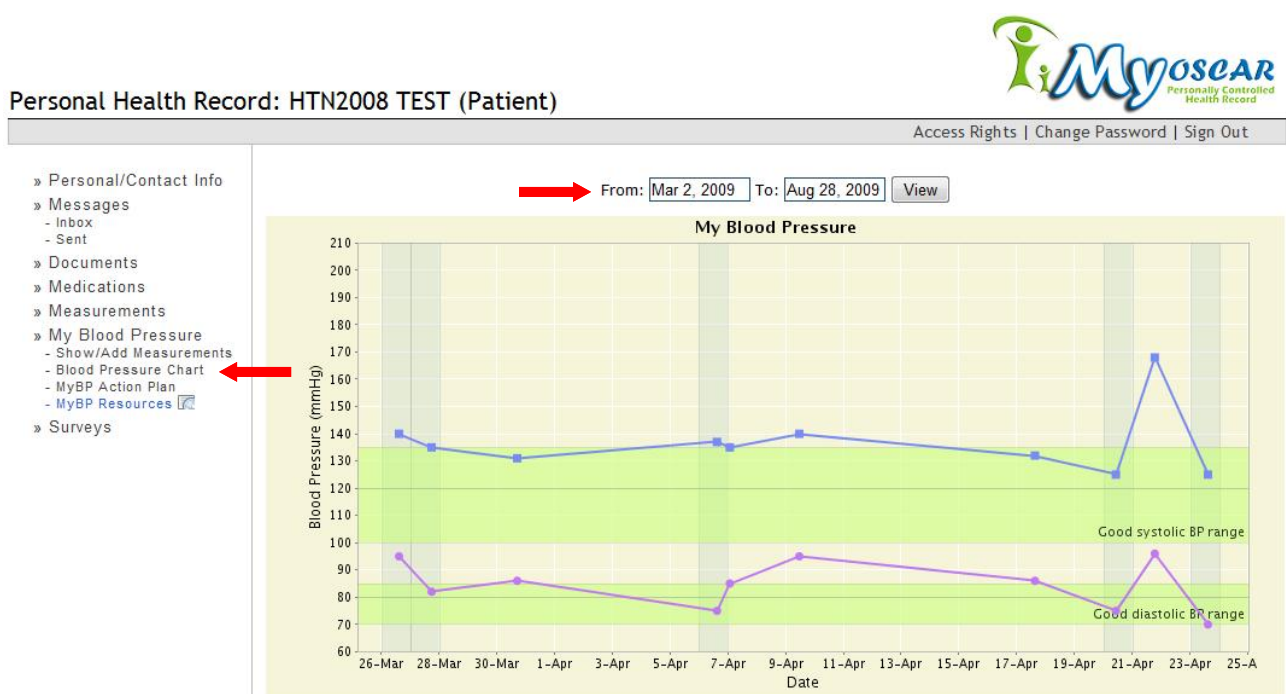
If you click on this picture, no changes will be made to the blood pressure reading.



# Section 4f: My Blood Pressure Graph

## Tracking changes in your blood pressure

You can track your blood pressure using graphs available in MyOSCAR. You will be able to see the improvements that you have made in controlling your blood pressure. To access the graph, click on the **Blood Pressure Chart** link in the left menu. You should see a page that looks like the graph below:



The graph shows the blood pressure readings you have entered by the date they were taken. The graph plots your systolic (blue line) and your diastolic blood pressure (purple line) in relation to the ranges that are recommended (green areas of the graph).

## Changing the Date Range of Your Blood Pressure Graph

You can change the range of dates you would like to see graphed by clicking on the textboxes where the dates are listed. This will bring up a similar calendar to the one seen on page 13. You can choose your dates, and then click on the **View** button. This will redraw the graph using the new range of dates.





# Section 5: Adding Other Measurements

You can enter other measurements like **Height** and **Weight** into your MyOSCAR health record.

## How to add a new measurement reading

1. To enter a new reading, click on **Measurements** in the left hand section.
2. Next, click on drop box arrow next to **Select** under **Type** of measurement. This will give you an option to select the type of measurement you wish to enter., eg, your height or weight.
3. Then, you can enter the reading in the box under **Value / Unit** and select the unit of measurement. For example, you can choose pounds (lbs) or kilograms (kg) for weight.
4. Next, click on the button labeled **Click to select date/time**. This will bring up a small pop-up calendar (the same as shown on page 13) where you can choose the date you took the reading (eg, your weight) and the time at which you took it.
5. Then, click on the drop box arrow under the label, **Measured At** and indicate where the measurement was taken. Your choices are: Home; Family Physician Office; Pharmacy; Specialist Office; or Hospital.
6. When you are ready, click on the **Add** button under the label **Submit**, to add your new reading to your records.

Personal Health Record: HTN2008 TEST (Patient)

MyOSCAR  
Personally Controlled Health Record

2 3 4 5 Access Rights | Change Password | Sign Out

1

Measurements

Type	Value/Unit	Date - Time	Measured At	Submit
--- Select ---		Click to select date/time	Home	Add

Type	Value	Date - Time	Measured At	Measured by
Height	5.5 ft	Jul 23, 09 - 03:06 PM	Hospital	HTN2008 TEST
Weight	72 kg	Jul 20, 09 - 05:12 PM	Home	HTN2008 TEST
Weight	65 kg	Jun 11, 09 - 02:08 PM	Home	HTN2008 TEST

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MyBP  
Hypertension  
Self-Monitoring

# Section 5a: Changing My Measurements

## How to change a measurement reading

1. To change or correct a measurement reading you have entered, click on the reading that you would like to change.
2. This will give you the option to make changes to (1) the **Type** of measurement; (2) the **Value/Unit**; (3) the **Date - Time** it was recorded; and (4) where it was **Measured At**.
3. Once you have made the changes, click on the picture of *Blue folder* under **Measured by** to save your changes. You can also click on the *Green Bin* to delete the measurement or on the *Red Square* to cancel the changes made to the measurement. Please see page 15 for more detailed information about these icons.



Personal Health Record: HTN2008 TEST (Patient)

[Access Rights](#) | [Change Password](#) | [Sign Out](#)

- » Personal/Contact Info
- » Messages
  - Inbox
  - Sent
- » Documents
- » Medications
- » Measurements
- » My Blood Pressure
  - Show/Add Measurements
  - Blood Pressure Chart
  - MyBP Action Plan
  - MyBP Resources
- » Surveys

### My Blood Pressure Readings

Note: "BP Mecs?" - this question is asked to determine if you are currently taking medication for your blood pressure. If you take antihypertensive medicine, please select yes.

Type	Value/Unit	Date - Time	Measured At	Submit
--- Select ---		-.Select-	Click to select date/time	-home
<input type="button" value="Add"/>				
Type	Value	Date - Time	Measured At	Measured by
Height	5.5 ft	Jul 23, 09 - 03:06 PM	Hospital	HTN2008 TEST
<input type="button" value="Weight"/>	72	kg - Kilogr	Ju 20, 09 - 05:12 PM	-home
<input type="button" value="Height"/>	65 kg	Jun 11, 09 - 02:08 PM	Home	HTN2008 TEST



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# Section 5b: Adding Notes to My Measurements

You can add Notes about any measurements you have entered for members of the healthcare team to read. You can use these Notes to give your team information about any changes that could affect the measurement, for example, if you recently changed your diet or started an exercise program.

## How to view and add measurement notes

1. Click on the notepad on the right-hand side of the selected measurement reading.

Personal Health Record: HTN2008 TEST (Patient)

Access Rights | Change Password | Sign Out

» Personal/Contact Info  
 » Messages  
 - Inbox  
 - Sent  
 » Documents  
 » Medications  
 » Measurements  
 » My Blood Pressure  
 - Show/Add Measurements  
 - Blood Pressure Chart  
 - MyBP Action Plan  
 - MyBP Resources  
 » Surveys

**Measurements**

Type	Value/Unit	Date - Time	Measured At	Submit
--- Select ---		-Select-	Click to select date/time	Home
Type	Value	Date - Time	Measured At	Measured by
Height	5.5 ft	Jul 23, 09 - 03:06 PM	Hospital	HTN2008 TEST
Weight	72 kg	Jul 20, 09 - 05:12 PM	Home	HTN2008 TEST
Weight	65 kg	Jun 11, 09 - 02:08 PM	Home	HTN2008 TEST

2. This will open a message window in which you can see messages and send a response, if needed. You and your healthcare team can view these notes for planning your care better.

3. You can type your notes in the rectangle below the label **Annotations.**

4. Click on **Add** to save the notes you have written in the Annotations box, and they will be included in the

Personal Health Record: HTN2008 TEST (Patient)

Access Rights | Change Password | Sign Out

» Personal/Contact Info  
 » Messages  
 - Inbox  
 - Sent  
 » Documents  
 » Medications  
 » Measurements  
 » My Blood Pressure  
 - Show/Add Measurements  
 - Blood Pressure Chart  
 - MyBP Action Plan  
 - MyBP Resources  
 » Surveys

**Measurements**

Type	Value/Unit	Date - Time	Measured At	Submit
--- Select ---		-Select-	Click to select date/time	Home
Type	Value	Date - Time	Measured At	Measured by
Height	5.5 ft	Jul 23, 09 - 03:06 PM	Hospital	HTN2008 TEST
Weight	72 kg	Jul 20, 09 - 05:12 PM	Home	HTN2008 TEST
Weight	65 kg	Jun 11, 09 - 02:08 PM	Home	HTN2008 TEST

Annotations: [X] (3)

Add (4)

Jan 5, 10 by HTN2008 TEST (5)  
 I have started to exercise.

list of notes. These notes will be available for you to review when needed.

5. To delete a Note from the list, click on the [X] that is next to the Note you wish to delete.

6. The **Annotations** window can be closed by clicking on the [X] at the top of the message box.



# Section 6: My Medications

You can view the medications you have been prescribed by your healthcare team at Stonechurch in MyOSCAR.



## How to view your medications

1. Click on **Medications** in the left hand panel to see the list of medications and the name of who has added these to your MyOSCAR record for you.
2. You will be able to view, the name of the medication (**Drug Name**), the dose at which it is to be taken (**Dose**) and the length of time of the prescription (**Duration**).



Personal Health Record: HTN2008 TEST (Patient)

[Access Rights](#) | [Change Password](#) | [Sign Out](#)

- » Personal/Contact Info
- » Messages
  - Inbox
  - Sent
- » Documents
- » Medications 
- » Measurements
- » My Blood Pressure
  - Show/Add Measurements
  - Blood Pressure Chart
  - MyBP Action Plan
  - [MyBP Resources](#) 
- » Surveys

### My Medications

Drug Name	Dose	Duration	Date - Time	Added By	
APO CLOXI CAP 500MG	1 tab	10 D	Jun 11, 09 - 02:00 PM	Dr. David Chan	
COUMADIN TAB 2MG	1 tab	30 D	Jun 11, 09 - 02:00 PM	Dr. David Chan	

[myoscar.org](#) | [About](#) | [User Manual](#) | [Report a Problem](#)

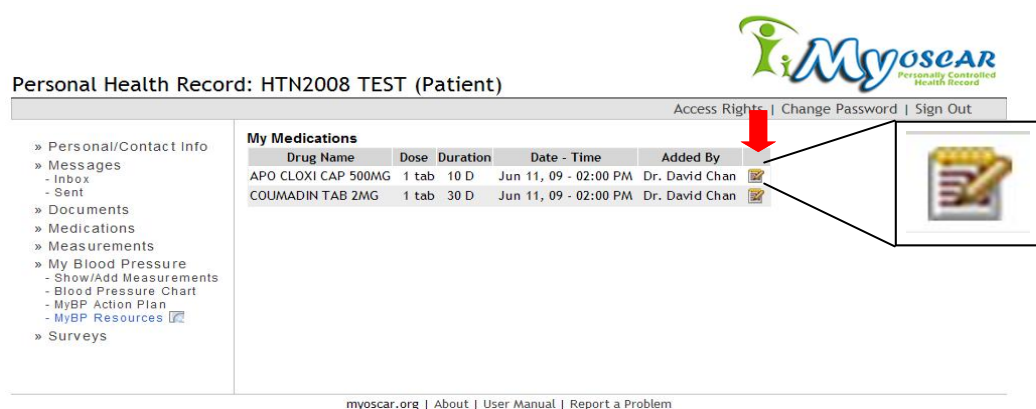


# Section 6a: Medication Notes

Members of your healthcare team can leave special instructions and notes for you to follow for a medication by using the Annotations function. You can also add notes about your medications for members of your healthcare team to see as well. You can give your healthcare team information about your experience with a medication, such as any symptom relief or side effects, or if you have stopped taking a medication.

## How to view and add medication notes

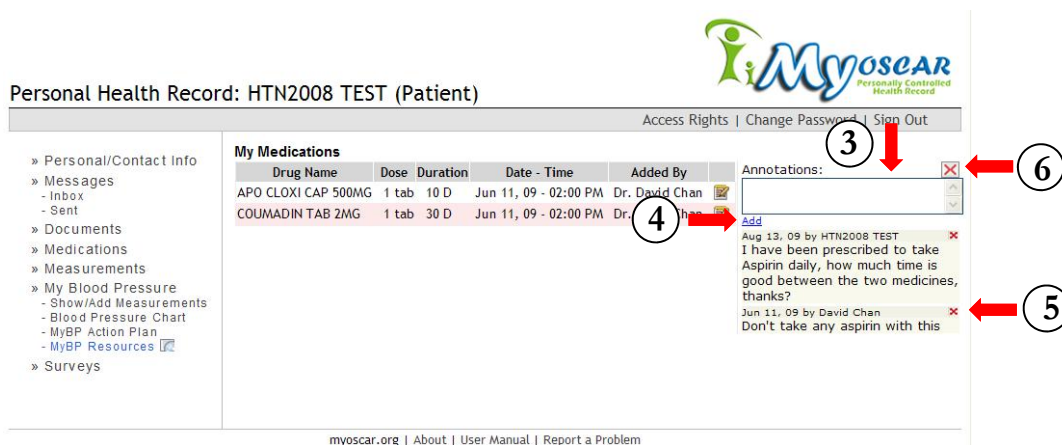
1. Click on the notepad on the right-hand side of the selected medication.



2. This will open a message window in which you can see messages and send a response, if needed. You and your healthcare team can view these notes for planning your care better.

3. You can type your notes in the rectangle below the label **Annotations**.

4. Click on **Add** to save the notes you have written in the Annotations box, and they will be included in the list of notes. These notes will be available for you to review when needed.



5. To delete a Note from the list, click on the  that is next to the Note you wish to delete.

6. The **Annotations** window can be closed by clicking on the  at the top of the message box.



# Section 7: Messaging

---

## Sharing

The only people you can send messages to and receive from are those with whom you have shared your record. You will be able to send messages to a healthcare professional who is part of the Stonechurch Family Health Centre. All of your messages will be reviewed and either answered directly by the healthcare professional or in consultations with others in your healthcare team. You will receive a response within one week. (Please see page 23 to learn how to send messages to the healthcare professional and others)

You can add others to share your record with — Please see **Section 8: Sharing My Record** (page 26) to learn how to do so.

## Security

Sending messages in MyOSCAR is very secure. It is more secure than your regular email. The messages never travel through the Internet, only within the MyOSCAR server. The messages are also encrypted to protect them from unauthorized access to the servers. Because of the additional security measures that are used, your messages may take a few minutes to reach the recipients and vice versa.

## MyOSCAR Messages are Not Deleted

Messages sent on MyOSCAR cannot be deleted. A record of your messages is always kept. The MyOSCAR messaging tool is not meant to replace your regular personal email; it is a tool that helps you keep in close contact with health professionals.



# Section 7a: How to Send Messages

## Sending a Message

1. When you click on the **Messages** link on the left, you will be brought to the page similar to that below.

Personal Health Record: HTN2008 TEST (Patient)

Access Rights | Change Password | Sign Out

» Personal/Contact Info  
» Messages ← (1)  
- Inbox  
- Sent  
» Documents  
» Medications  
» Measurements  
» My Blood Pressure  
- Show/Add Measurements  
- Blood Pressure Chart  
- MyBP Action Plan  
- MyBP Resources  
» Surveys

Messages: Inbox

SEND NEW MESSAGE ← (2)

St	From	Subject - Body	Date
	jay.gallagher.doc@myoscar.org	Blood Pressure - Your Blood pressure reading look swell.	Feb 18, 09

Back to Main

myoscar.org | About | User Manual

2. To send a new message, click on the **SEND NEW MESSAGE** link. The next page you see should look like the figure below.

Personal Health Record: HTN2008 TEST (Patient)

Access Rights | Change Password | Sign Out

» Personal/Contact Info  
» Messages  
- Inbox  
- Sent  
» Documents  
» Medications  
» Measurements  
» My Blood Pressure  
- Show/Add Measurements  
- Blood Pressure Chart  
- MyBP Action Plan  
- MyBP Resources  
» Surveys

Messages: Inbox

SEND NEW MESSAGE

To: Select User (3) | OR click here to type in

Date/Time: Fri, Aug 28, 09 at 12:11 PM

Subject: [ ]

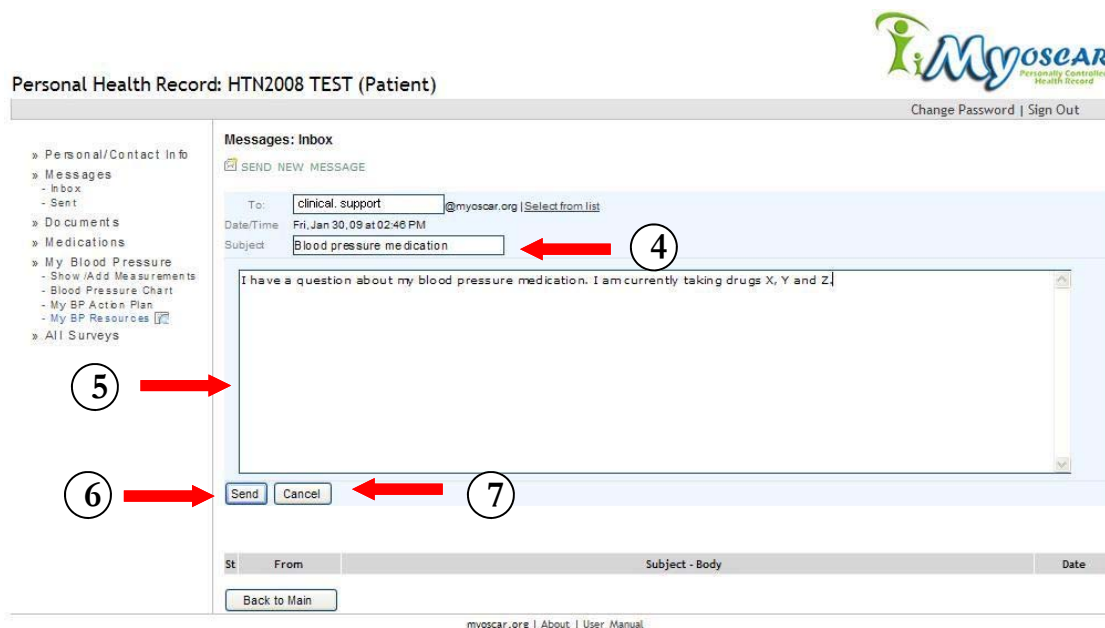
Send Cancel

3. You may have different recipients within the **Select User** drop box depending on whom you have shared your record with. Begin your message by clicking on the **down arrow** on the right of the drop box that is titled **Select User**. Choose the recipient for your message. For all Stonechurch Family Health Centre patients, you will be able to choose **Clinical Support**.

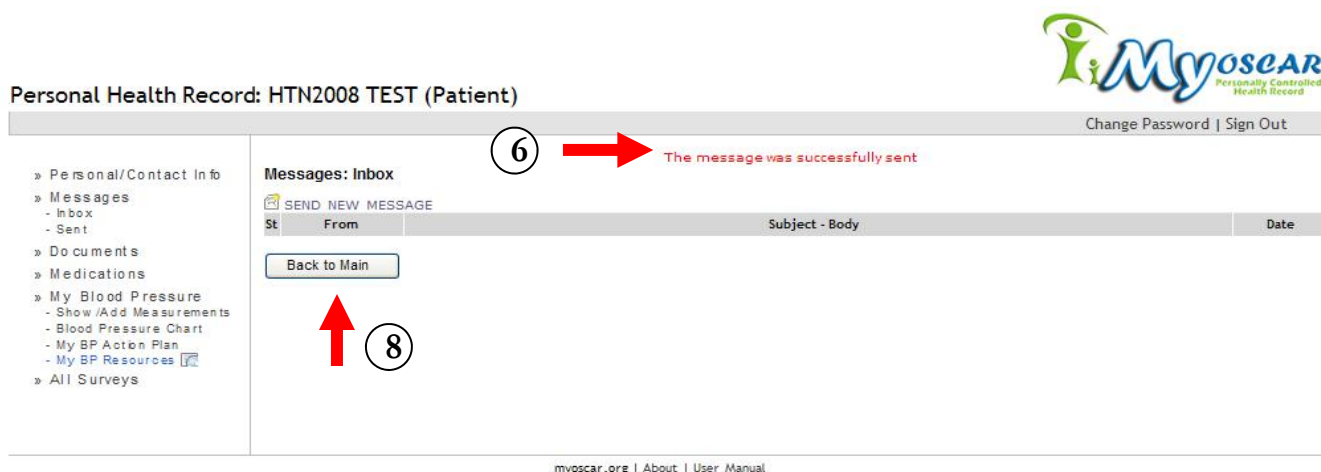


# Section 7a: How to Send Messages

- After you have chosen your recipient, you can click on the **Subject** text box to enter what your message is about.
- Next, type your message in the large text box.



- When you are ready to send your message, click on the **Send** button. You will be presented with a confirmation message that your message has been sent.
- If you wish to cancel your message before you send it, click on the **Cancel** button.



- To return to the Main page, click on the **Back to Main** button. This will bring you to the main login page for MyOSCAR (Figure on page 7).

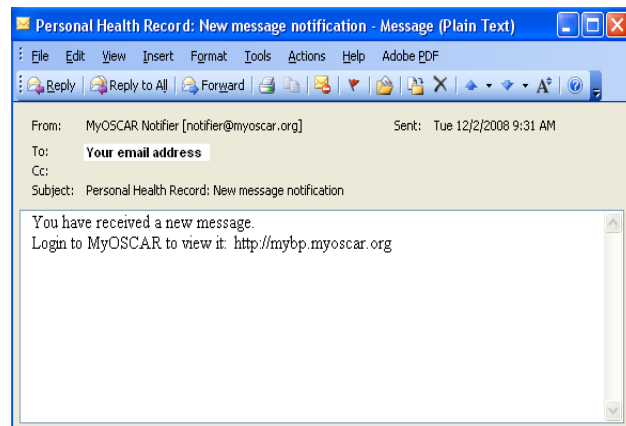




# Section 7b: Receiving Messages

## Viewing Your Received Messages

1. When a message is sent to you, a notification from MyOSCAR will be sent to your email account. (Please see Figure on the right)
2. To view the messages you have received, log on to MyOSCAR, and click on the **Inbox** link on the left menu, which is located under the **Messages** link. You should see a list of messages that you have received. The message should show you the date it was sent, the subject of the message, and who sent it. Click on the message you wish to read to view it.



Personal Health Record: HTN2008 TEST (Patient)

Messages: **Inbox**

St	From	Subject - Body	Date
	jay.gallagher.doc@myoscar.org	BloodPressure - Your Blood pressure reading look swell.	Feb 18, 09

## Viewing Your Sent Messages

To view the messages you have sent, click on the **Sent** link on the left menu, which is located under the **Messages** link. You should see a list of messages that you have sent. Click on the message you wish to read to view it. The message should show you the date it was sent, the subject of the message, and who it was sent to.

Personal Health Record: HTN2008 TEST (Patient)

Messages: **Sent Items**

St	To	Subject - Body	Date
	htntest@myoscar.org	Test -	Jan 30, 09
	htntest@myoscar.org	Blood pressure medications -	Dec 2, 08
	htntest@myoscar.org	Test -	Dec 2, 08

# Section 8: Sharing My Health Record

## Access Rights

You can share the information in your MyOSCAR account with different people *if you choose to*. Through MyOSCAR you can include family members\*, friends\* and healthcare providers\* in the process of your care.

If you decide to share your MyOSCAR record with anyone, there are different levels of access you can provide them. There are currently 6 levels of access available for MyOSCAR, each shares different sections of your MyOSCAR record with your chosen individual/group. The 6 levels of access are described below.

1. **Primary Care Provider** - Allows your primary care providers to read your health record (including your medications and measurements), update and add documents, send you secure messages, and add notes to your medications and entered measurements. Your primary care provider will not be able to see messages that you receive from others you are sharing your MyOSCAR with.
2. **Family Member** - Allows an individual to only view your Immunization Record and Contact Information, and send you secure messages through MyOSCAR. An individual with this level of access cannot make changes to your MyOSCAR record.
3. **Friend** - Allows an individual to send you secure messages and only view your contact information. An individual with this level of access cannot make changes to your MyOSCAR record.
4. **School** - Allows an individual to only view your immunization records and contact information. The individual cannot communicate with you through MyOSCAR and cannot make changes to your MyOSCAR record.
5. **Research Administrator** - Allows an administrator to help manage your record as part of a research project like MyBP. The research administrator can only send you secure messages but cannot view any part of your record. An individual with this level of access cannot make changes to your MyOSCAR record.
6. **Patient** - Allows you to communicate with different healthcare providers at Stonechurch Family Health Centre and see their contact information.

Your MyOSCAR record will be shared with one individual when you first obtain your MyOSCAR account, “Clinical Support” (clinical.support@myoscar.org). This account has primary care provider access and is a direct link to healthcare providers who work at the Stonechurch Family Health Centre. Only a healthcare provider will have access to the Clinical Support account.

If your Primary Care Provider has a MyOSCAR account and they provide permission, you can share your MyOSCAR record with them if you wish.

**Please see pages 27 and 28 to learn how to share your MyOSCAR record with others.**

\*Note: Only patients and healthcare providers of Stonechurch Family Health Centre can have MyOSCAR accounts and be added to your MyOSCAR account for sharing information.

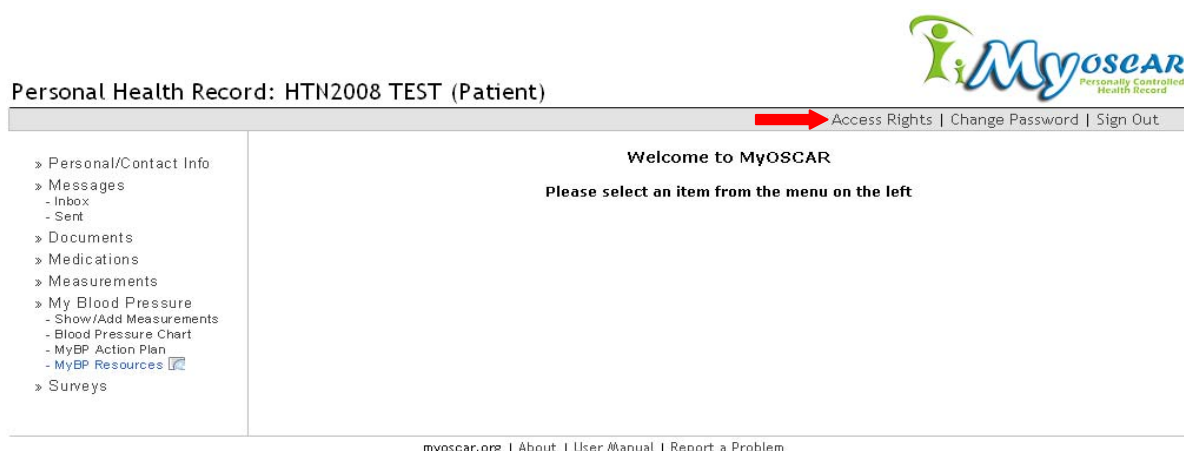


# Section 8a: How to Share My Health Record

**Please note:** You can only share your record with individuals who already have MyOSCAR accounts. If you would like to share your MyOSCAR record with someone who does not have a MyOSCAR account, please contact a healthcare provider at Stonechurch Family Healthcare Centre and a MyOSCAR account will be created for them. Please note that only patients of Stonechurch Family Healthcare Centre can have MyOSCAR accounts.

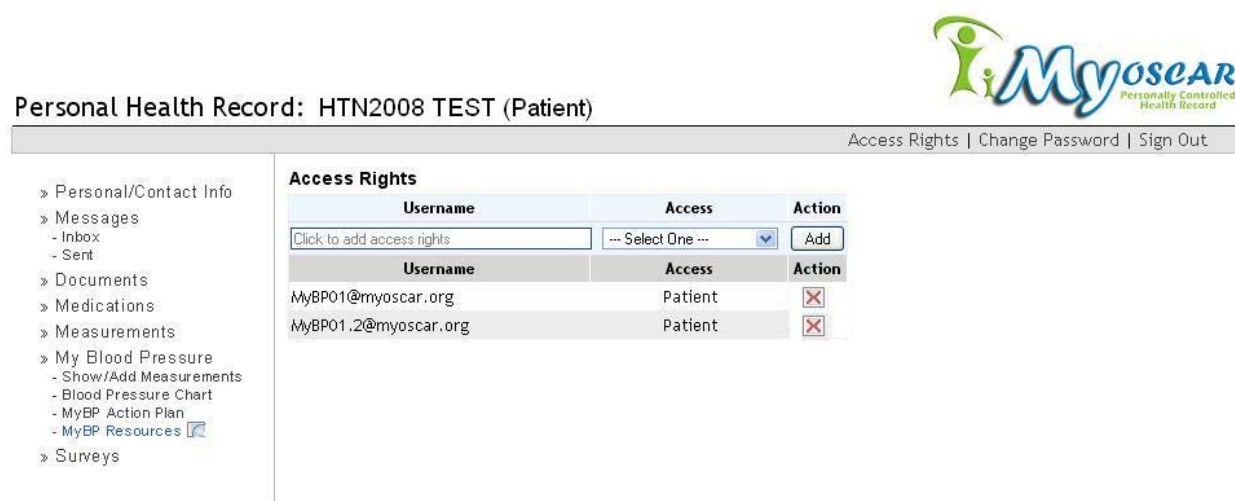
## Providing Access Rights to Others in MyOSCAR

1. Click on **Access Rights** in the top right corner.



The screenshot shows the MyOSCAR home page for a patient named HTN2008 TEST. The page features a navigation menu on the left with options like Personal/Contact Info, Messages, Documents, Medications, Measurements, My Blood Pressure, and Surveys. The main content area displays a welcome message and a prompt to select an item from the menu. In the top right corner, there is a navigation bar with links for Access Rights, Change Password, and Sign Out. A red arrow points to the 'Access Rights' link.

2. You will be brought to a page similar to that shown below.



The screenshot shows the 'Access Rights' page in MyOSCAR. It features a table with columns for Username, Access, and Action. The table lists two existing users: MyBP01@myoscar.org and MyBP01.2@myoscar.org, both with 'Patient' access. There is an 'Add' button to create new access rights. The page also includes a navigation menu on the left and a top navigation bar with links for Access Rights, Change Password, and Sign Out.

Username	Access	Action
Click to add access rights	... Select One ...	Add
Username	Access	Action
MyBP01@myoscar.org	Patient	✕
MyBP01.2@myoscar.org	Patient	✕



# Section 8a : How to Share My Health Record

3. Fill in the MyOSCAR **Username** of the person you would like to share your health record with. Their Username will be the first part of their MyOSCAR address. For example, for clinical.support@myoscar.org, you would enter ‘clinical.support’.
4. Select the type of **Access** you would like to give to the person you will be sharing your record with. Please review the details given in Section 8 on page 26 to see the information for different categories of Access Rights in your MyOSCAR account.
5. Click on **Add** to include the person in the list of people with Access Rights to your MyOSCAR Account.

**Note:** The person who you have given access rights for your MyOSCAR account must still approve being added to your MyOSCAR account. Once they have agreed, you can communicate with them using MyOSCAR messages.

Personal Health Record: HTN2008 TEST (Patient)

Access Rights | Change Password | Sign Out

Access Rights		
Username	Access	Action
<input type="text" value="Click to add access rights"/>	<input type="text" value="--- Select One ---"/>	<input type="button" value="Add"/>
Username	Access	Action
MyBP01@myoscar.org	Patient	<input type="button" value="X"/>
MyBP01.2@myoscar.org	Patient	<input type="button" value="X"/>

## Removing Access Rights for Others in MyOSCAR

6. You can also remove access rights of individuals who have access to your record by clicking on the  button (under **Action**) that is next to their name in the list.







# Section 9: My Documents

## Opening Documents

In **Documents**, you can see files that have been uploaded by healthcare providers. By clicking on the **Documents** link, you should see a page similar to that shown below:

Personal Health Record: HTN2008 TEST (Patient)



Access Rights | Change Password | Sign Out

Document Name	Type	Author	Date	Remove
My Personal Action Plan	application/msword	HTN2008 TEST	Feb 18, 09	 
BP Risk Assessment Profile	application/pdf	HTN2008 TEST	Feb 18, 09	 

Add Document:  -   -

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The page will list the document name, the type of document, the author of the document, and the date the document was uploaded.

1. In order to **open a document**, please click on the  icon underneath **Remove** on the far right side.
2. When you click on this icon, you will be given the option to either **Open** or **Save** the file.
3. If you choose to **Open** the file, you will be able to view the document but will not be able to view it again later, *unless* you are logged into your MyOSCAR account. (Please see the Tip below)
4. If you choose to **Save** the document, save it to a folder on your computer.
5. In order to **delete a document**, please click on the  icon underneath **Remove** on the far right side.

**Tip:** In order to have access to the document at a later time or to save any changes that you make to it, please **Save** the document to your computer.

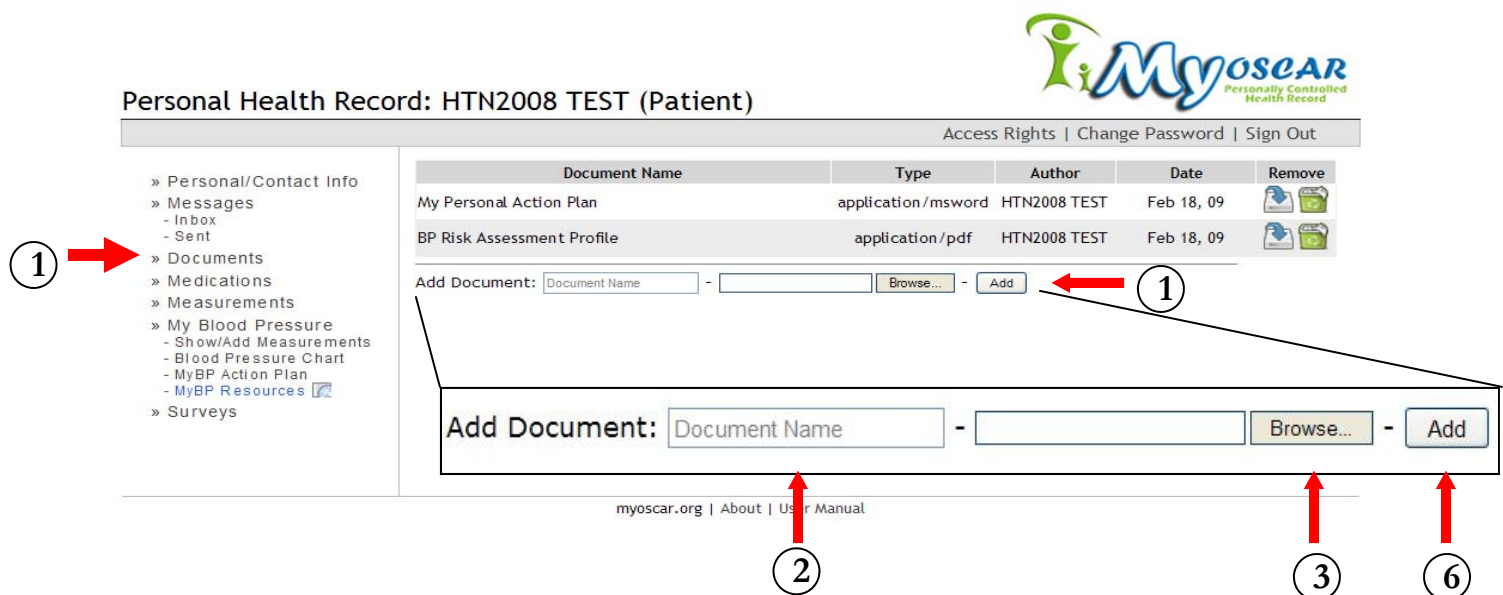


# Section 9a: Adding Documents

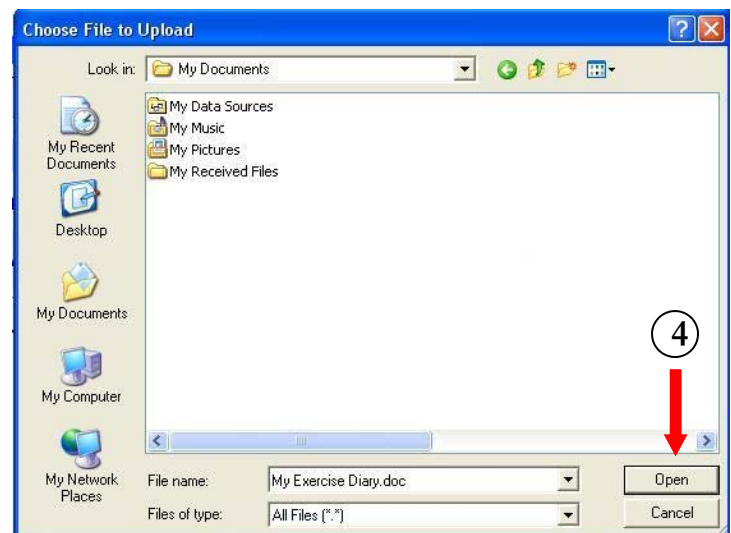
At some point, you may want to add a document to your MyOSCAR record. For example, your healthcare provider may have asked you to complete a food diary or an exercise diary for a few weeks. If you keep track of your food and exercise habits by typing them into a document *saved on your computer*, you can share this information with your healthcare provider by adding it to your MyOSCAR record.

## How to Add Documents

1. Click on **Documents** in the left hand panel to view the list of documents in your MyOSCAR record. Below the list in the main panel, is a section called “**Add Documents**”. Please see the figure below:



2. Please enter the name of the document as you would like it to appear in your list of documents in the **Document Name** section.
3. Click on **Browse** to find the document that is on your computer that you would like to add (see Figure to the right).
4. Once you have found the document, click **Open**.
5. You will then be brought back to the original screen (above).
6. Click on **Add** to add the document to your MyOSCAR account.



# Section 10: My Surveys

You may be asked to complete surveys by different healthcare providers. These surveys can be accessed by clicking on the **All Surveys** link in the left menu. (1)

Access to surveys may also be provided as links in messages you are sent. Clicking on the **All Surveys** link will bring you to a page similar to that shown below:

Personal Health Record: HTN2008 TEST (Patient) Change Password | Sign Out

» Personal/Contact Info  
» Messages  
- Inbox  
- Sent  
» Documents  
» Medications  
» My Blood Pressure  
- Show/Add Measurements  
- Blood Pressure Chart  
- MyBP Action Plan  
- MyBP Resources  
» All Surveys ← (1)

**Survey List**  
Start New Survey

St	Survey Type	Survey Title	Date Started	Last Modified
⊗	BloodPressureActionPlan	Blood Pressure Personal Action Plan	Feb 6, 09	Feb 10, 09, 08:58 AM
⊗	MoriskyComplianceSurvey	Medication use	Feb 6, 09	Feb 10, 09, 08:57 AM
⊗	HSRiskAssessmentSurvey	Blood Pressure Risk Assessment Survey	Feb 6, 09	Feb 10, 09, 08:57 AM

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On the surveys page, you will see a list of surveys you have completed. These will be listed by Survey Type, Survey Title, the date you started your survey, and the last date it was modified.

## Completing New Surveys

You can access new surveys by clicking on the drop box arrow labeled **Start New Survey** under **Survey List** in the main panel (2). This will list any new surveys that have been added to your MyOSCAR account for you to complete. Click on the new survey in this list to start the survey.



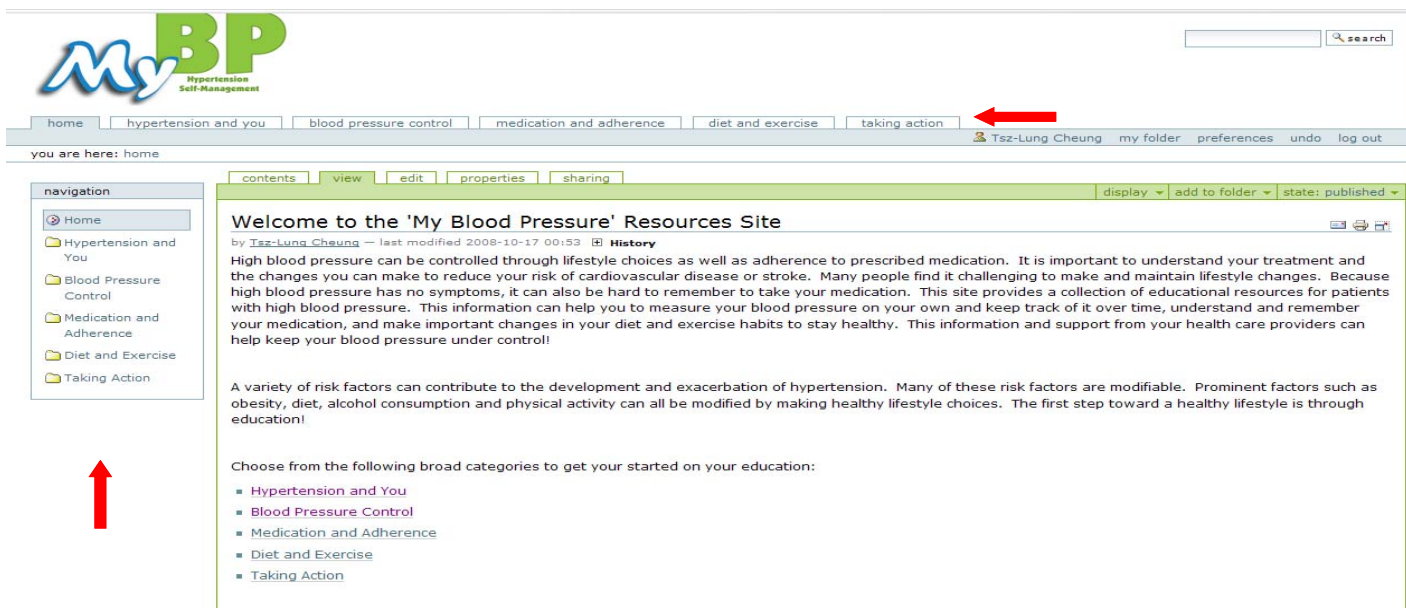
# Section 11: MyBloodPressure.ca

The MyBP study team created a website that contains information and resources related to blood pressure and hypertension, for you to access and use: MyBloodPressure.ca. The website provides you with information and tips on how to manage, control or prevent hypertension. You can access the MyBloodPressure website by clicking on the **My BP Resources** link in the left menu of the Main page of your MyOSCAR record (please see figure below). This website can also be reached by typing “www.mybloodpressure.ca” into the address bar of your internet browser. You will see a page similar to that shown below.



## Navigating MyBloodPressure.ca

As shown in the figure below, the website contains tabs both along the top and the left-hand side of the page listing different topics related to blood pressure and hypertension. You can reach these different topics by clicking on the tab at the top or the left-hand side to reach the information you are interested in or that was recommended to you by your healthcare providers.





# Contact Information

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## **Questions or concerns? Problems with the MyOSCAR website?**

If you have any questions or technical issues with the MyOSCAR website, or forget your password and are not able to log in, please contact the MyOSCAR Administrator at (905) 525-9140 Ext. 28513 or email [myoscar.support@gmail.com](mailto:myoscar.support@gmail.com).

The administrator will be able to provide you with the technical support you need.

If you require a new password, the administrator will provide you with a temporary password. Be sure to log in and change your password to something new that you will remember, as soon as possible.



# Appendix I

## Information about Monitoring Your BP

### What is self-monitoring of blood pressure?

Self-monitoring of blood pressure is when a person measures their own blood pressure outside their doctor's office, for example, measuring their blood pressure at home, their workplace or at a pharmacy.

#### Advantages of self monitoring my blood pressure

- It will give you a better estimate of your actual blood pressure
- Better classification of your blood pressure status by ruling out problems of white coat hypertension and masked hypertension
- It will empower you to participate in your blood pressure control
- It is convenient

### What is the value of self-monitoring in my prognosis?

Self-monitoring:

- Can give you more accurate estimates of your true underlying blood pressure than the usual measurements taken at your doctor's office.
- Allows you to have more blood pressure values available to you and your healthcare team, which helps give you and your family physician a better picture of your "true" blood pressure and information about the fluctuations in your blood pressure.
- Can improve the accuracy of predicting your future blood pressure readings.
- Can reduce risk by avoiding two common situations where blood pressure readings taken in your doctor's office can be misleading:

White coat hypertension: home blood pressure readings are normal but office readings are high.

Masked hypertension: home blood pressure readings are high but office readings are normal. Because people with masked hypertension are rarely identified, *self-monitoring* may be particularly helpful for this group of patients.



# Appendix I

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## How does self-monitoring reduce my blood pressure?

Self-monitoring can result in:

Better adjustment of antihypertensive drugs by leading you to discuss your blood pressure with your family doctor and this may encourage appropriate prescribing of antihypertensive medications.

Improved compliance with scheduled treatment by:

- Making you more aware of your blood pressure level
- Helping you understand your medical condition and health behaviour, which can help you take your medications the way they are prescribed

Improved non-pharmacological interventions by encouraging improvements in health behaviors that help decrease blood pressure. For example, making changes to your diet or increasing the amount of physical activity you do

## What do I need to do to make sure I monitor my blood pressure the best way possible?

Blood Pressure Monitor

- Your blood pressure monitor should be accurate and easy to use
- Your blood pressure monitor should measure your blood pressure at your upper arm or wrist

The Monitoring Process

You should ensure that you:

- Rest before taking your blood pressure
- Use the right size of blood pressure cuff and place it correctly on your upper arm or wrist
- Are sitting in the correct position (legs uncrossed, back and arm supported)
- Take multiple measurements
- Time your readings so that you take them at the same time every day. For example, if you take your blood pressure reading 2 hours after your morning coffee or after you take your medication, you should try to always take it at that time.

Factors that may make your blood pressure readings inaccurate

- Smoking or exercising right before taking your blood pressure reading
- Sitting with your legs crossed or standing up when taking your blood pressure readings
- Being upset or stressed
- Not using the right sized blood pressure cuff
- Not following the proper technique
- Using a blood pressure monitor that is not accurate

## Remember

- Self-monitoring of blood pressure is useful for managing your blood pressure
- Multiple measurements of your blood pressure give a better picture of “true” blood pressure
- Ask your doctor to assess your self-monitoring technique at follow-up visits



# Appendix 2: Blood Pressure Log Sheets

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The table below can be used to store your blood pressure readings until you have time to enter your blood pressures into your MyOscar record using **Show/Add Measurements**. Once you have entered your blood pressure readings, enter a checkmark (√) under the **Entered into MyOscar** column. The first line of the table shows an example of how this table can be used.

<b>Date</b>	<b>Systolic Blood</b>	<b>Diastolic Blood</b>	<b>Measured at</b>	<b>BP Meds?</b>	<b>Entered into</b>
March 3, 2009	135	85	Home	Yes	√

# Appendix 2: Blood Pressure Log Sheets

Date	Systolic Blood Pressure	Diastolic Blood Pressure	Measured at	BP Meds?	Entered into MyOSCAR

# Appendix 2: Blood Pressure Log Sheets

<b>Date</b>	<b>Systolic Blood Pressure</b>	<b>Diastolic Blood Pressure</b>	<b>Measured at</b>	<b>BP Meds?</b>	<b>Entered into MyOSCAR</b>



# Appendix 2: Blood Pressure Log Sheets

Date	Systolic Blood Pressure	Diastolic Blood Pressure	Measured at	BP Meds?	Entered into MyOSCAR



# Appendix 2: Blood Pressure Log Sheets

Date	Systolic Blood Pressure	Diastolic Blood Pressure	Measured at	BP Meds?	Entered into MyOSCAR



# Appendix 2: Blood Pressure Log Sheets

Date	Systolic Blood Pressure	Diastolic Blood Pressure	Measured at	BP Meds?	Entered into MyOSCAR