

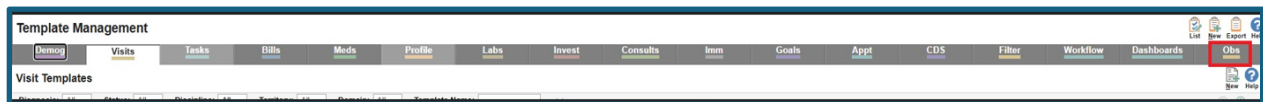
## Accessing RMS Forms in TELUS / Med Access

Below are the steps to follow to access Referral Forms in TELUS / Med Access EMR:

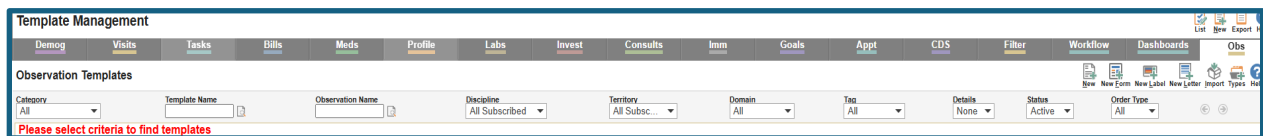
1. Log in to **Med Access**
2. Click on **Templates**



3. Click on **Obs** Tab. This opens the Observation Templates



4. Under the **Discipline**, click on the drop down and select **All Subscribed**
5. Under the **Territory**, click on the drop down and select **All Subscribed**



6. In the **Template Name** field, type the name of the form you are searching. Search by typing *RMS* for pooled referral forms
7. Select the relevant form for your purpose.

To apply the form to the patient's chart, follow the below steps:

1. If an appointment is already created for the patient, navigate to the patient **Visit chart**
2. Click on **Create Visit**
3. Under **Observation**, right click and select **Find Observation Template**
4. In the **Name** field, type the name of the form you need
5. In the **Category** field, select **All**
6. Preview the form to ensure it is the right form
7. Click the Form and it will be applied directly to the patient chart.