



EPR Document Recovery

A new **Document Recovery** feature will be available in EPR as of May 25th.

What does this mean?

Every time you create a document in EPR, a copy of your document will be **automatically stored** every 3 minutes. Documents will be available for recovery for up to 4 days. This does not replace the Save as Incomplete feature.

This means that material you did not have a chance to Save can be recovered if:

- There is an EPR Outage,
- Your workstation experiences network connection problems,
- There is a power failure.


Tip:

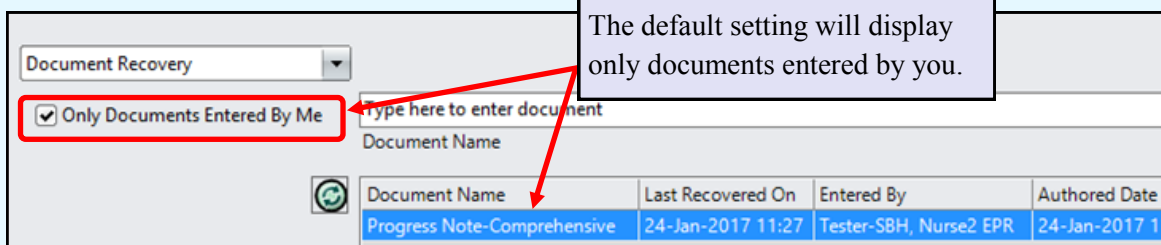
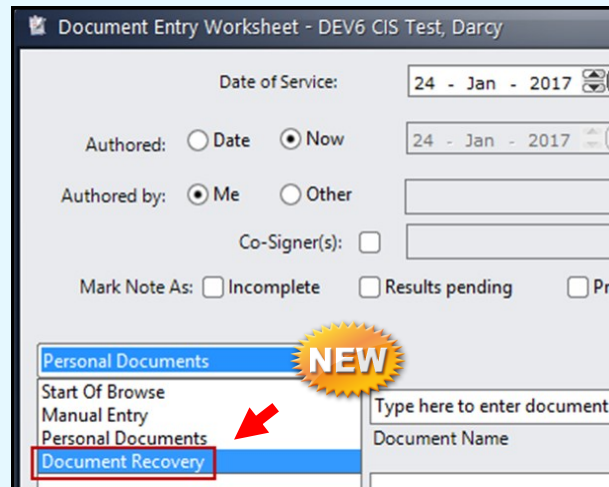
Text box entries are automatically stored if:

- At least 3 minutes have elapsed, and
- You **click out of the text box.**

How do I recover a document?

If you need to recover a document you were working on, follow these steps:

1. Once the EPR is available, click the Enter Document Icon  on the patient chart for **which you had been creating a document.**
2. This will open the Document Entry Worksheet. From the dropdown menu, select **Document Recovery**.
3. Locate the Document you want to recover from the list. Double-click or select and click Open. This will open the document you had been working on.
4. Continue to work on the document and complete your documentation as required. It is recommended that you **review the recovered contents** of the document before you Save the document. Note: Once you Save a document, the document recovery feature is not available.



The default setting will display only documents entered by you.

Note: When recovering a document, a Warning Message may display with additional information. For **Warning Message information**, go to: <http://intranet.sbggh.mb.ca/EPR/ReferenceMat.html> or call the eHealth Service Desk at (204) 940-8500.