

# Step-by-Step Guide to using the EMHware Health Card Reader



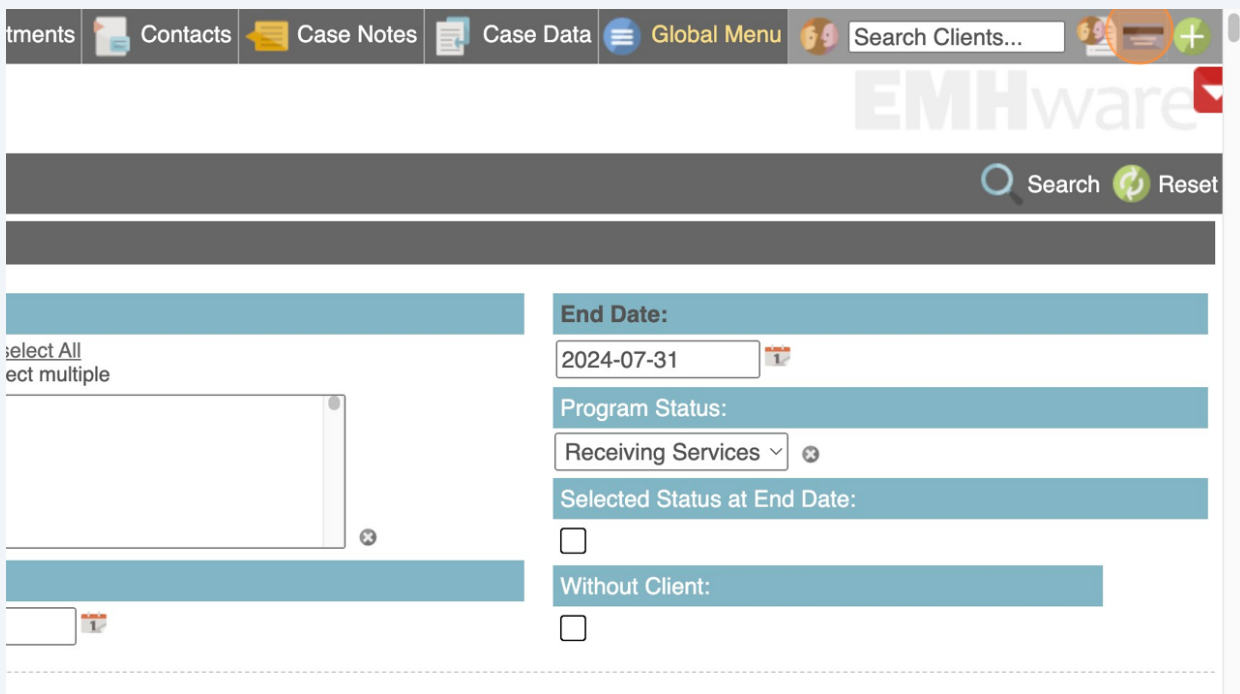
This step-by-step guide provides instructions on how to use the EMHware Health Card Reader. Following these steps will allow users to successfully navigate the website, input data, and update information. If you need assistance with using the EMHware Health Card Reader, this guide will help you navigate through the process.



Tip! We recommend you use a wired USB card reader for this functionality. Ensure your card reader is connected to your computer as you proceed through this workflow.

1 Navigate to your EMHware site.

2 Click this **BLUE** card with a magnetic stripe in the top-right corner of your EMHware screen. This is the way to navigate to the Health Card Reader.





Alert! EMHware's Health Card reader uses Ontarian based **GREEN** health cards, with a functional magnetic stripe. Older health card versions will not work with the health card reader.


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Click the **Scan code** field.

Dashboard Consents Appointments Contacts Case Notes Case Data

ne

nt

Scan code:  

ID:

First Name:

Last Name:

DOB: 1900-01-01

ntification

Health Card:

Health Card Version:

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Swipe your health card. It should auto-populate information.



Alert! If you don't see any health card info populating, the following may be occurring:

1. The magnetic stripe on the health card may be not working. To validate, find another health card to test.
2. The card reader may not be working. To validate, contact your administrator to have another card reader to test.

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Once the health card info populates, EMHware will read and display the following information:

- Full name
- Date of Birth (DOB)
- Health card number
- Health card version

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If creating a new client, enter in a client ID and select New Client on the right side of the screen.

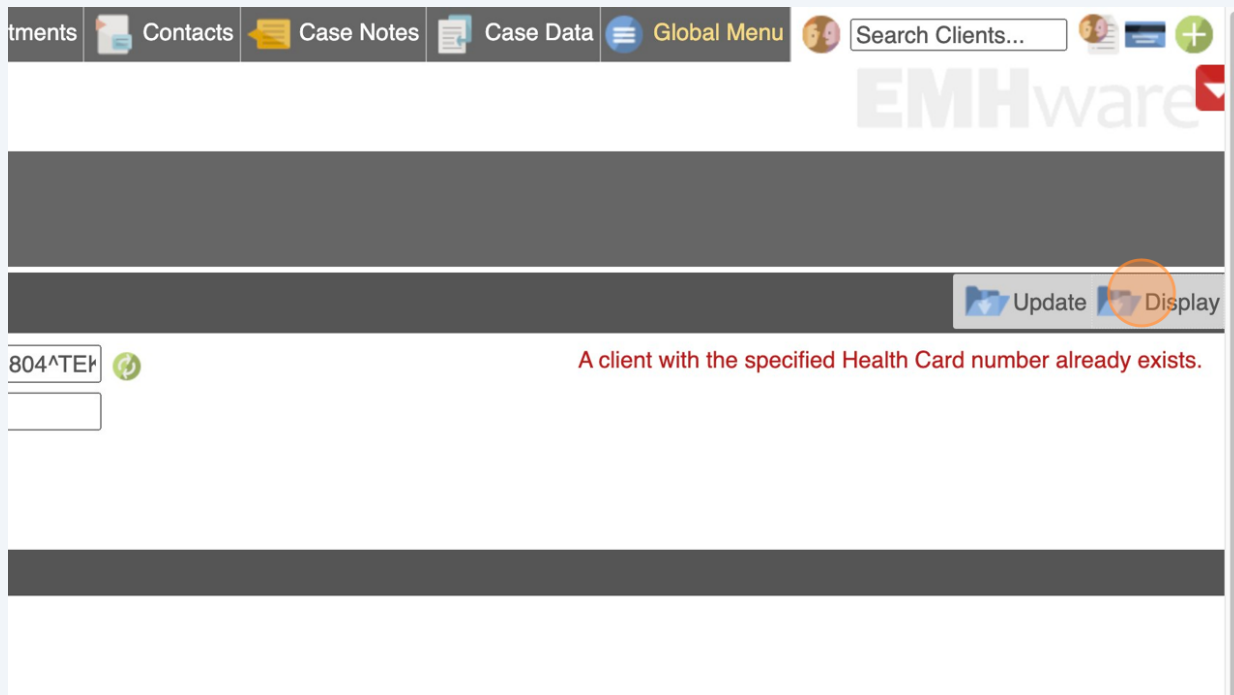
The screenshot shows a web application interface for creating a new client. At the top left, there is a logo and the text "de l'organisme". Below this, there is a dark grey header bar with the text "Menu New Client" and "et - , ()". Below the header, there is a dark grey bar with the text "Client". The main content area contains the following fields and labels:

- Scan code:** [input field] [refresh icon]
- ID:** [input field]
- First Name:**
- Last Name:**
- DOB:** 1900-01-01

Below these fields, there is a dark grey bar with the text "Administrative Identification". At the bottom, there are two labels: **Health Card:** and **Health Card Version:**.

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If entering a health card that is already in the system, you will have the option to Update or Display the client record.



Tip! In addition to creating new clients, with the health card reader, you can pull up client ID info to **display, update** or **enrich** client records.

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If entering new client information, go ahead and fill out the client info needed for your intake process. Once completed, save the information.

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And with that, you're done! Thanks for using the Health Card reader!



Tip! If you have any questions about this guide or the Health Card reader, reach out to [accounts@emhware.com](mailto:accounts@emhware.com) and we can address your needs.