
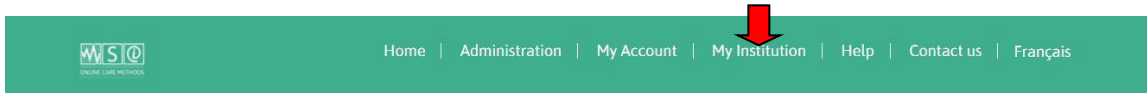



Blocking access to a method of care

This series of steps allows you to remove the access to all OCMs that do not apply to your institution.

Please note:

- A. Go to the home page and click on the "My institution" tab (see )




- B. The following 3 options will be displayed, click on "My Institution's Methods" (see )




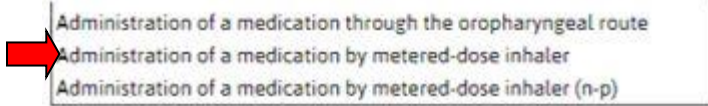
- C. The following options will be displayed, click on "Blocked Methods" (see )





- D. The following section will appear. Type a keyword of the OCM title that will be blocked in the search bar (see )




- E. A drop-down list will appear below the search bar. Browse this list to find the OCM that will be blocked.
- F. Select the OCM by clicking on its title (e.g.: Administration of a medication by metered-dose inhaler) (see )

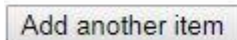


G. 2 options are available to you

1. Save the OCM to be blocked: Click on “Save” (see ) and it is done.
2. Add another OCM to be blocked : Click on “Add another item” (see ) and proceed to step H.



H. A new search bar will appear (see )



I. Repeat steps D through G 1. inclusively for each OCM to be blocked.