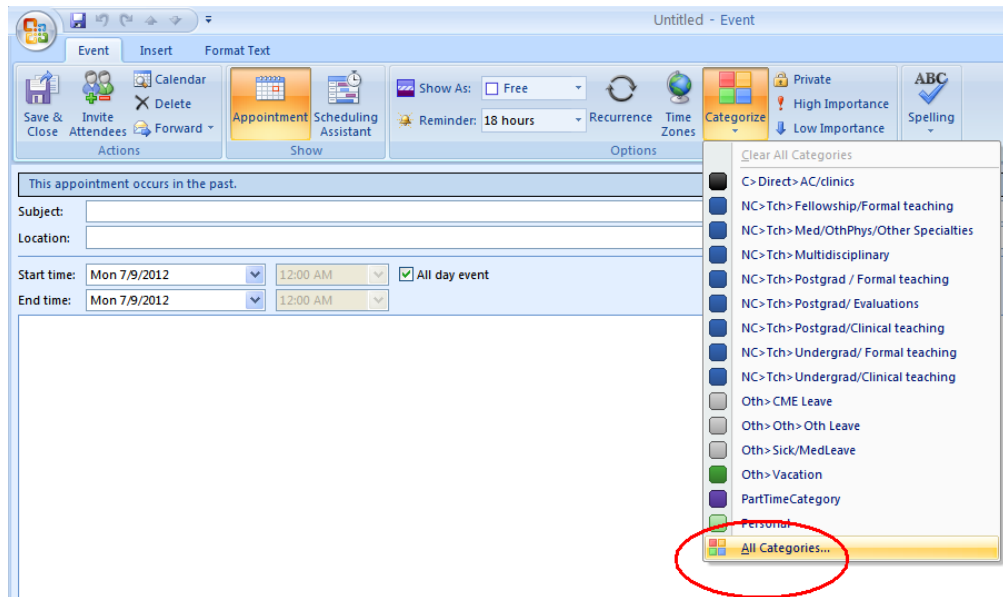


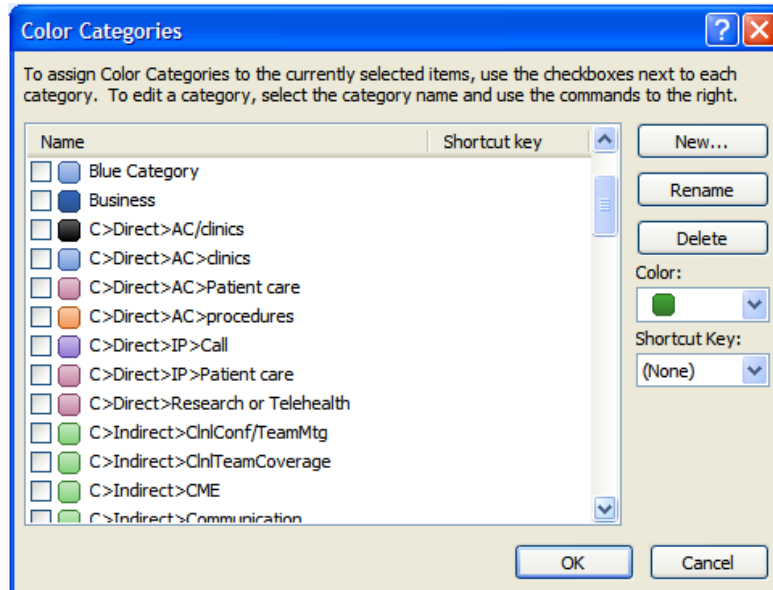
## Outlook 2007 PhAIS Categories

We have a tool which will add the PhAIS categories into each physician profile (Ask Helen/Kerrie)

To use the Categories: Create/edit a calendar event and click 'Categorize'



The most recently used categories appear at the top – click at bottom to see 'All Categories' to give screen below.



Note:

- Default categories eg 'Blue Category' can be renamed for use or deleted.
- A PhAIS category is actually identified as one starting with "C>" or "NC>" or "Oth>" or "FHA>" – additional personal categories should not start with these.
- Deleting a category which is in use (by an event) will retain it but be marked 'not in master category list'.
- Only unused categories will fully delete.
- Most of the reincarnated categories could be removed by archiving items prior to Jan 2011 – just like you archive emails (to a .pst file on physician U drive).
- **The black categories are retired PhAIS categories and should not be used.**

The following are the valid PhAIS categories with colour coding

|                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | C>Direct>AC>clinics                      |
| <input type="checkbox"/> | <input type="checkbox"/> | C>Direct>AC>Patient care                 |
| <input type="checkbox"/> | <input type="checkbox"/> | C>Direct>AC>procedures                   |
| <input type="checkbox"/> | <input type="checkbox"/> | C>Direct>IP>Call                         |
| <input type="checkbox"/> | <input type="checkbox"/> | C>Direct>IP>Patient care                 |
| <input type="checkbox"/> | <input type="checkbox"/> | C>Direct>Research or Telehealth          |
| <input type="checkbox"/> | <input type="checkbox"/> | C>Indirect>ClnConf/TeamMtg               |
| <input type="checkbox"/> | <input type="checkbox"/> | C>Indirect>ClnTeamCoverage               |
| <input type="checkbox"/> | <input type="checkbox"/> | C>Indirect>CME                           |
| <input type="checkbox"/> | <input type="checkbox"/> | C>Indirect>Communication                 |
| <input type="checkbox"/> | <input type="checkbox"/> | C>Indirect>Outreach/transport/coordin... |
| <input type="checkbox"/> | <input type="checkbox"/> | FHA>Direct                               |
| <input type="checkbox"/> | <input type="checkbox"/> | FHA>Indirect                             |
| <input type="checkbox"/> | <input type="checkbox"/> | FHA>Non-clinical                         |
| <input type="checkbox"/> | <input type="checkbox"/> | FHA>PrsnlCME                             |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Admin > Attendance at a Conference    |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Admin>Academic                        |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Admin>Education                       |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Admin>Financial                       |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Admin>Hospital business               |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Admin>Human Resources                 |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Admin>IMPROVE                         |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Admin>Operations                      |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Admin>Professional collaboration      |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Admin>Projects and Planning           |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Admin>QA and clinical management      |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Admin>Rsrch                           |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Admin>UBC                             |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>PrsnlCME>Section1 Group Learning      |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>PrsnlCME>Section2 Self Learning       |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>PrsnlCME>Section3 Assessment          |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Rsrch>Collaboration                   |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Rsrch>Presentations                   |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Rsrch>Writing and documentation       |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Tch>Fellowship/ Evaluations           |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Tch>Fellowship/Clinical teaching      |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Tch>Fellowship/Formal teaching        |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Tch>Med/OthPhys/Other Specialties     |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Tch>Multidisciplinary                 |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Tch>Postgrad / Formal teaching        |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Tch>Postgrad/ Evaluations             |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Tch>Postgrad/Clinical teaching        |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Tch>Undergrad/ Evaluations            |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Tch>Undergrad/ Formal teaching        |
| <input type="checkbox"/> | <input type="checkbox"/> | NC>Tch>Undergrad/Clinical teaching       |
| <input type="checkbox"/> | <input type="checkbox"/> | Oth>CME Leave                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Oth>Oth>Oth Leave                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Oth>Sick/MedLeave                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Oth>Vacation                             |