

Meditech Guide

Welcome to SCH. We are happy you have chosen to come to work with us. This is a step-by-step guide on how to use the hospital's side of Meditech. We understand this may seem overwhelming at first, but we hope that with this guide you will feel comfortable with Meditech. Please know that this guide was built in the test system of Meditech to comply with HIPAA laws. Also know that we are only a phone call away and are happy to assist you. Feel free to call, email, or stop by the Informatics department anytime.

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Entering into Meditech



The above icon is how you will enter into Meditech. Be sure you are clicking on the icon that says “Live” and not “Test”. When you sign on you will be presented with a screen as

shown below. This screen is where you will state which job location you will be working at. Everyone has a default “job” based on your hired position. If you are working in a different location than your default, you will have to switch jobs by signing out of Meditech and back in. Below are the steps on how to switch job functions.

User	LCOLVIN
Domain	SCMHNET
Password	*****
HCIS	SDL.TEST60F
Job	IT Toolbox

Switching Job

Functions

Depending on which department you are working in, will depend on how you sign into Meditech. Please follow the steps below.

1. Click on the Meditech icon



2. Use the drop down arrow to choose the proper “Job” then click <Signon> if it doesn’t automatically sign in once you choose your job.

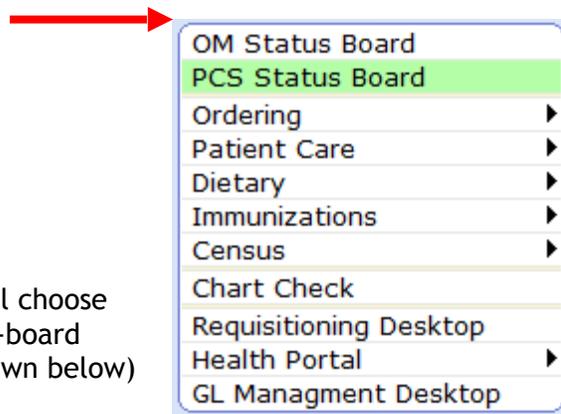
User	LCOLVIN
Domain	SCMHNET
Password	*****
HCIS	SDL.LIVEF
Job	Clinical Tool Box

- Clinical Tool Box
- Community Wide Scheduler
- Materials Mgmt Requisition Only
- MedSurg RN

From here, you will continue normal workflow. Remember, if you go from Med-Surg to ED or OB, it’s important you change jobs or you will not have the side panel options you may need.

Menu

Once you have logged in, you will be presented with the menu below. Not everyone will have the exact same options to choose from on the menu screen. Access is determined by which department you are working for and your job title. As for this guide, we are showing the steps for a nurse on the med-surg floor.



In this menu you will choose take you to the bed-board med-surg floor. (Shown below)

PCS Status Board, which will listing all current patients on

Location - Med
4 patients as of 10/01/15 12:40

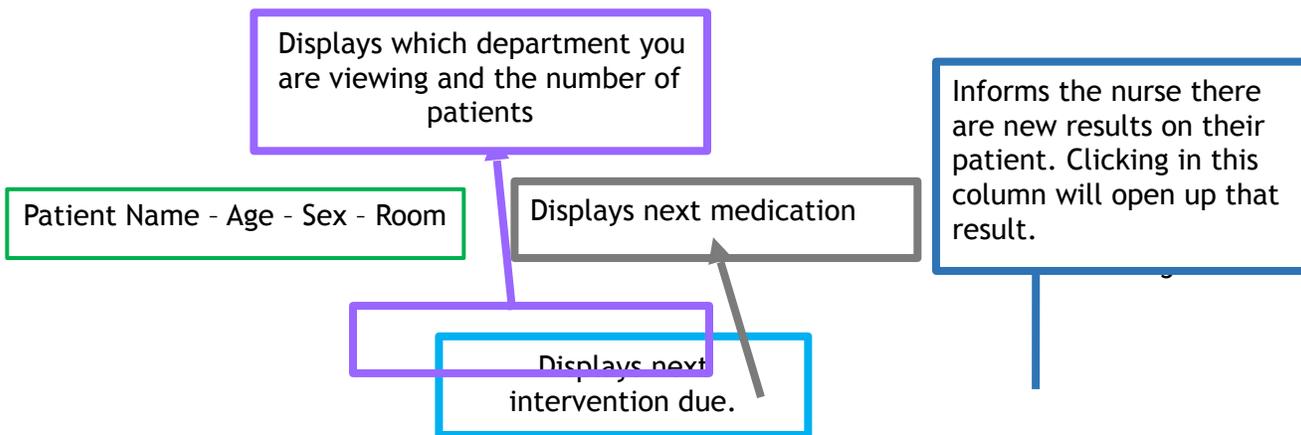
Name, Last, FI Age Sex Room	New	Next Int	Next Med	PRN	New Results
SHORTCAKE,S 43 F 1218	Ack-Med	11:44 Discharge Assesment MU 11:44 Initiate Discharge Planni... 11:44 Medical - Surgical Histor... 11:44 Nutritional Screening	11:50 Lovenox 80 mg SQ Q24H SCH 12:00 Duragesic 100 Mcg 100 mcg...	PRN	
TEST,D 49 F 1222	Stat	11:43 Admission Assessment 11:43 Discharge Assesment MU 11:43 Initiate Discharge Planni... 11:43 Medical - Surgical Histor...			
TEST,C 39 M 1224	Ack-Med	02:00 Vital Signs 06:00 Intake and Output 06:00 Vital Signs 06:00 Weight Assessment	11:30 Normal Saline 1,000 ml @ ... 09:00 Proscar 5 mg PO Q24H SCH	PRN	
SOC,M 29 M 1228	Ack	10:03 Discharge			

Lists
Status Board
On Call Staff
Assignments
Clinical Data
Manage Orders
Patient Reports
Consent Forms
Location Reports
Open Chart
Close Chart
Indirect
Change Site/Dept
Preferences

Refresh Add to My List Add to My Team List Close All Charts - + All Show Empty Beds

PCS Status Board

(What the Status Board can tell you)



Location - Med
4 patients as of 10/01/15 12:35

Name, Last, FI Age Sex Room	New	Next Int	Next Med	PRN	New Results
SHORTCAKE,S 43 F 1218	Ack-Med	11:44 Discharge Assessment MU 11:44 Initiate Discharge Planni... 11:44 Medical - Surgical Histor... 11:44 Nutritional Screening	11:50 Lovenox 80 mg SQ Q24H SCH 12:00 Duragesic 100 Mcg 100 mcg...	PRN	
TEST,D 49 F 1222	Stat	11:43 Admission Assessment 11:43 Discharge Assessment MU 11:43 Initiate Discharge Planni... 11:43 Medical - Surgical Histor...			
TEST,C 39 M 1224	Ack-Med	02:00 Vital Signs 06:00 Intake and Output 06:00 Vital Signs 06:00 Weight Assessment	11:30 Normal Saline 1,000 ml @ ... 09:00 Proscar 5 mg PO Q24H SCH	PRN	
SOC,M 29 M 1228	Ack	10:03 Discharge			

Displays any new orders

The PRN column represents patient having a PRN medication available. By clicking in this box, the patient's medication list will open. Clicking the PRN a second time will open up to the MAR.

PCS Status Board Navigation

The screenshot shows the PCS Status Board interface. The main table displays patient information and orders. On the right side, there is a vertical sidebar with various navigation options. At the bottom, there are buttons for Refresh, Add to My List, Add to My Team List, Close All Charts, and Show Empty Beds.

Name, Last, FI Age Sex Room	New	Next Int	Next Med	PRN	New Results
SHORTCAKE,S 43 F 1218	Ack-Med	11:44 Discharge Assessment MU 11:44 Initiate Discharge Planni... 11:44 Medical - Surgical Histor... 11:44 Nutritional Screening	11:50 Lovenox 80 mg SQ Q24H SCH 12:00 Duragesic 100 Mcg 100 mcg...	PRN	
TEST,D 49 F 1222	Stat	11:43 Admission Assessment 11:43 Discharge Assessment MU 11:43 Initiate Discharge Planni... 11:43 Medical - Surgical Histor...			
TEST,C 39 M 1224	Ack-Med	02:00 Vital Signs 06:00 Intake and Output 06:00 Vital Signs 06:00 Weight Assessment	11:30 Normal Saline 1,000 ml @ ... 09:00 Proscar 5 mg PO Q24H SCH	PRN	
SOC,M 29 M 1228	Ack	10:03 Discharge			

- Lists
- Status Board
- On Call Staff
- Assignments
- Clinical Data
- Manage Orders
- Patient Reports
- Consent Forms
- Location Reports
- Open Chart
- Close Chart
- Indirect
- Change Site/Dept
- Preferences

Refresh Add to My List Add to My Team List Close All Charts Show Empty Beds

When you click on PCS Status Board, you will see a list of all admitted patients. From this screen you can open charts, acknowledge orders, view next interventions due, view next medication due, view new results, create your own personalized list of patients, and change departments. Each one of these will be explained in further detail below.

1. **Open chart** - There are two ways to open charts.
 - a) Highlight patient name and click <Open Chart> on the right
 - b) Click in the column to the left of the patient's name.

****Note**** If a patient's chart is opened, there will be an open file icon next to the patient name as shown above.

2. **Acknowledge Orders** - Clicking in the column "New" will launch an acknowledge screen where you will be able to acknowledge any newly entered orders. (Acknowledge Screen is shown on the next page).

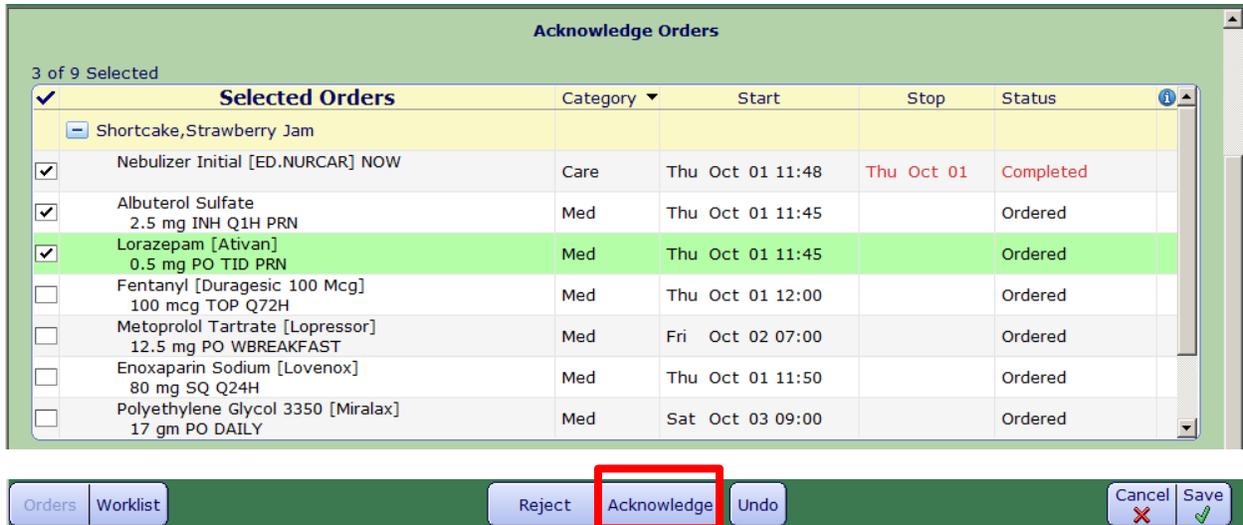
Shortcake, Strawberry Jam F00000272710 J000000924
 43 F 07/11/1972 5ft 155lb BSA:1.67m² BMI:30.3kg/m² S00000943
 ADM IN SEMI 1218-1 Allergy/Adv: furosemide, [CAT FUR], [PAXIL]

Orders	Category	Start	Stop	Status
Shortcake, Strawberry Jam				
Albuterol Sulfate 2.5 mg INH Q1H PRN	Med	Thu Oct 01 11:45		Ordered
Lorazepam [Ativan] 0.5 mg PO TID PRN	Med	Thu Oct 01 11:45		Ordered
Fentanyl [Duragesic 100 Mcg] 100 mcg TOP Q72H	Med	Thu Oct 01 12:00		Ordered
Metoprolol Tartrate [Lopressor] 12.5 mg PO WBREAKFAST	Med	Fri Oct 02 07:00		Ordered
Enoxaparin Sodium [Lovenox] 80 mg SQ Q24H	Med	Thu Oct 01 11:50		Ordered
Polyethylene Glycol 3350 [Miralax] 17 gm PO DAILY	Med	Sat Oct 03 09:00		Ordered
Lisinopril [Prinivil] 10 mg PO DAILY	Med	Sat Oct 03 09:00		Ordered
Albuterol Sulfate [Ventolin Hfa] 1 puffs INH Q4H PRN	Med	Thu Oct 01 11:45		Ordered

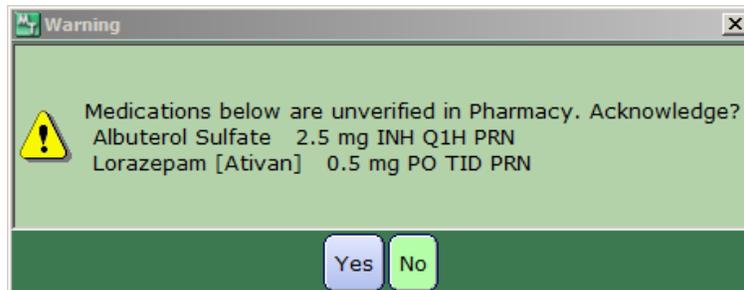
Exit to Status Board
 Incomplete
 New
 Acknowledge
 Review
 Collect Specimen
 Edit Multiple
 Reassign Orders

To

acknowledge orders from this screen, click <Acknowledge> on the right side panel. By clicking the <Acknowledge> button, the screen will appear with a white box to the left of the orders. Place a checkmark next to the orders you would like to acknowledge (as shown below), and click the <Acknowledge> footer button.



If the medication/s are unverified by the pharmacist, a warning will pop up asking if you would like to continue with acknowledging the order. (Shown below) If you click <Yes>, you will be taken back to the above screen, and you can then click <Save>. Once you save, you will be back to the first image on this page, and you can click <Exit to Status Board> on the side panel to return to your patient list.

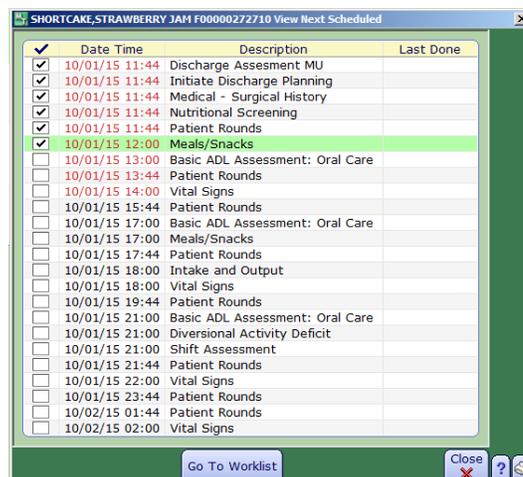


3. View

Under the of the

interventions from the patient's worklist will be shown here. If the time is in black, the intervention is coming up. If the time is in red the intervention is past due. By clicking in the "Next Int" column, a window will pop up that you can place checkmarks next to the interventions. Check what you would like to document and click <Go To Worklist>.

upcoming interventions - "Next Int" a list next four





The patient's worklist will be launched with black checkmarks indicated next to the items checked on the above screen.

Include Interventions Outcomes Medications
 Look ahead 8 hours

Care Item	Last Done	Status/ Due	Today 11:44	Today 12:00	Today 13:00	Today 13:44	Today 14:00	Today NOW	Today 15:44	Today 17:00	Today 17:44	Today 18:00
A Discharge Assessment MU	ONCE	-3h	ⓐ ✓									
A Initiate Discharge Planning	ONCE	-3h	ⓐ ✓									
A Medical - Surgical History	ONCE	-3h	ⓐ ✓									
A Nutritional Screening	ONCE	-3h	ⓐ ✓									
A Patient Rounds	Q2H	-3h	ⓐ									
A Meals/Snacks	TIDCF I	-3h	ⓐ									
A Basic ADL Assessment: Oral Care	QID	-107m	ⓐ ✓									
A Vital Signs	VSQ4	-47m	ⓐ									
A Intake and Output	I&O BID	3h										
I Diversional Activity Deficit	Q SHIFT I	6h										
A Shift Assessment	Q SHIFT	6h										
A Weight Assessment	DAILY WEIGHT	15h										
A Basic ADL Assessment: Bathing	DAILY	18h										
A Admission Assessment		2d										
A Assess learning readiness												
A Assessment: Newborn (0-6wks)		3d										
A Pain Assessment	AS NEEDED											
A Toileting												
A Social Services Screenings	Q7D	Hold										

Refresh Change View Add Not Done View/Edit Detail Document Utility

To document the interventions checked, click <Document>.

document the

****IMPORTANT**** It is *YOUR* responsibility to remove all clocks on your assigned patients for your shift. Do not leave any clocks for the oncoming nurse to clean up.

4. **View upcoming medications** - In the "Next Med" column, the patient's four next due medications will be listed. If a medication was not signed off on the MAR, the time will be displayed in red. Clicking in the next med column, a pop up window will display the next meds due.

SHORTCAKE,STRAWBERRY JAM F00000272710 View Next Scheduled

Date Time	Description	Last Done
10/01/15 11:50	Lovenox 80 mg SQ Q24H SCH	
10/01/15 12:00	Duragesic 100 Mcg 100 mcg TOP Q72H SCH	

Go To MAR Go To Worklist Close ?

From here, you can click either <Go To MAR> or <Go To Worklist> so you can document medication/s given. - *Best Practice* is to document from the MAR. (Instructions on how to use the MAR can be found on page 26)

5. **View new results** - If the patient has new results, these will display under the "New Results" column. The result will only give a location of the result/s such as

Chemistry, Coagulation, Hematology, etc. This column will also display any new reports (Rpt)

6. **Create “My List”** - You can create your own patient list by highlighting the patient name and clicking the footer button <Add to My List>. After you have selected all your patients one by one, click <Lists> on the right-hand panel, then <My List> (shown below)

Lists	Patients	Beds
My List	2	2
Recently Accessed	15	14
Find Account		
Any Location		

7. **Change departments** - To change departments, click <Lists> on the right-hand panel and choose <Any Location> (see image above) A list of all locations will appear which you can choose from.

	Location	Type
CM	Case Management	Department
EMP H	Employee Health	Department
HIM	HIM Department	Department
LMS**	Lancaster Med Services	Department
MED	Med Surg	Department
MEDDIR	Medical Director	Department
MR	Medical Records	Department
MMS**	Memphis Med Services	Department
NURSING	Nursing Services	Department
QA	Quality Assurance	Department
RES.THE	Respiratory Therapy	Department
UR	Utilization Review	Department
WMS**	Wyaconda Med Services	Department
ICU	Intensive Care Unit	Inpatient
SEMI	Med	Inpatient
NSY	Nursery	Inpatient
OB	Obstetric	Inpatient

****Note**** When you move from best practice is to switch jobs.

department to department,

Inside a patient’s chart (Panel by panel)



When you open a patient’s chart, you will be opened to the Summary panel which consist of five different tabs.



Clinical Page

Use the Clinical Summary Panel to review the selected patient’s clinical information (for example, Active Medications). This information includes data collected during all of the patient’s visits to any health care organization and physician’s practice.

Active Problem <small>(External Data Available)</small> Edit				
	Status	Curr Visit	Onset	ICD Code
Bleeds easily	Chronic	✓		287.9
Bruises easily	Acute		03/11/09	782.9
Lump in the groin	Acute	✓		789.30
Feeding tired	Resolved	✓	09/11/03	780.79
Fever	Inactive			780.60

Past Problem <small>(External Data Available)</small> Edit				
	Status	Curr Visit	Onset	ICD Code
Abdominal abscess	Resolved	✓		567.22

Office Problem		Diagnosis	Date
<input type="checkbox"/>	Back strain		03/13/14
<input type="checkbox"/>	Acute ear infection		03/30/11

Allergy/AdvReac <small>(External Data Available)</small> Edit					
	Type	Severity	Reaction	Status	Date
Modified Tree Tyrosine Adsorbate [From Pollinex-T]	Allergy		Wheezing	Verified	08/07/13
Shellfish Allergy	AdvReac		Difficulty Breathing	Verified	08/07/13

Active Medication <small>(External Data Available)</small> Edit				
	Dose	Route	Freq	Start
Amoxicillin [Amoxicillin]	110 mg	PO	DAILY	SCH 08/19/13

Home Medication <small>(External Data Available)</small> Edit				
	Instructions	Last Taken	Last Confirmed	Rx
Buffered Aspirin 325 mg	? 325 PO PRN PRN		Unconfirmed	
Amoxicillin Trihydrate [Amoxicillin]	? 500 mg OR 1-2XD #10 cap...		Unconfirmed	✓

Patient Pharmacy <small>(External Data Available)</small> Edit	
Walgreens Drug Store 02861	(Preferred)

Immunization <small>(External Data Available)</small> Edit					
	Administered	Dose Num	Age	Eligible Date	Recommended Schedule
DTap	08/01/96	1	4y 11m	08/01/97	08/01/97
MEASLES	08/01/96	1	4y 11m		
Mumps	08/01/96	1	4y 11m		
Polio	08/01/96	1	4y 11m	01/28/97	01/28/97
Rubella	08/01/96	1	4y 11m		

Medical Summary			
External Medical Summary Report	Ext	Rpt	Last Date
			12/05/12

Health Maintenance		
	Comment	Last Date
Cholesterol		11/26/12
Hx Influenza Vaccination (October through March only)	Yes	
Hx Measles Vaccination	Yes	
Do you smoke?	Yes	
Smoking Status		
Hx Alcohol Use		

Substance Use		
	Comment	Documented
Alcohol		07/15/10
Hx Substance Use	Yes	06/20/13
Tranquilizers	No	01/21/10
Hx Caffeine Use	Yes	08/02/13
Hx Tobacco Use	Yes	08/02/13
Smoke	Yes	03/11/09

Procedure		
	Code	Last Date

Diagnosis <small>(External Data Available)</small> Edit			
	Code	Last Date	Visits

My Personal Notes <small>(External Data Available)</small> Edit	
---------------------------------------------------------------------------------	--

On the summary fill in the patient medications, immunizations.

page, please be sure to allergies, home pharmacy, and

Legal/Indicators

This tab will display the patient's resuscitation status, primary language, if the patient has an advance directive, living will, power of attorney, and if they are an organ donor. This will also have a box of insurance cards that you can click on to view. ****IMPORTANT** DO NOT** use this tab to verify patient's current insurance. Insurance listed on this screen is a list of all current and historical insurance cards scanned.

Demographics

This screen will display all demographics, including; MPI Data, Demographics, Next of Kin, Person to Notify, Employer, Guarantor, Insurances, and Prescription Drug Plans. ****IMPORTANT**** The insurance listed here is also just a list of current and historical insurances. **DO NOT** use this tab to verify patient insurance.

Referrals

Use this screen to view information about the provider referrals associated with a patient.

Care Team

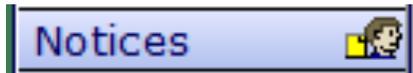
Use the Care Team screen to view a list of this patient's care providers for the current visit. Initially, the screen displays the providers entered during registration (that is, Primary Care

Physician, Attending Provider, Admitting Provider, Family Provider, ED Provider, or Other Provider).



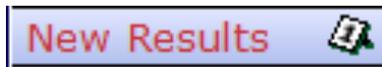
Use this panel to review visit information. The panel opens first to a screen with non-clinical information. **This is where you verify current insurance.**

Status	ADM IN	Attending	Davis, Jeffrey, DO
Account #	F00000272732	Admitting	Davis, Jeffrey, DO
Reg Date/Time	10/06/15 09:13	Insurances	SELF PAY
Reason for Visit	ANEMIA		
Facility	Scotland County Hospital		
Location	Med		
Room/Bed	1227 1		



Use this screen to send a notice to a physician and/or view all notices sent for a particular patient. ****Physicians will not be able to send a notice to a nurse or respond to a notice from a nurse. They are only able to view what the nurse sent them.****

To view all notices on a particular patient, click <All> and toggle through "Current", "Acknowledged", and "Monitor List".



Use this panel to review recent patient data, or to quickly obtain the newest data.

New Labs and Reports

New to you | Last 24 hr | Last 48 hr

12/26/08 09:57 | 12/26/08 09:57

15.0H | 13.0 | 40.0 | 200 | 140 | 100 | 9 | 85
5.0 | 25 | 1.0

12/26/08 09:57 | 12/26/08 09:59

Hematology

WBC	15.0	H Δ ∇
RBC	4.0	
Hgb	13.8	
Hct	40.0	
MCV	100.0	
MCH	35.0	
MCHC	31.0	
RDW	12.0	
Plt Count	200	
MPV	5.0	

Chemistry

Sodium	140	Pending
Potassium	5.0	
Chloride	100	
Carbon Dioxide	25	
BUN	9	Δ ∇
Creatinine	1.0	
Random Glucose	85	
Calcium	9.0	

Collected	Source	Procedure/Result	Report	Grid
12/26/08 09:57	Aspirate	Gram Stain - Final		
Complete	Expectorated Sputum	Wound Culture - Final		
		Pseudomonas Species		

Date	Exam/Report	Rpt	Img	Status	Dictated By	Dictated
12/26/2008 09:00	Chest X-Ray			Draft	Stares,Gretchen	12/26/08
12/26/2008 00:00	History & Physical			Draft	Stares,Gretchen	12/26/08
12/26/2008 00:00	Bronchogram			Draft	Stares,Gretchen	12/26/08

View new results from the last 24 or 48 hours, or information that is new to you.

Click item names to view their [history](#). Right-click to select for [graphing](#), add to your [Reference list](#), or to re-order the procedure.

Select individual item in [Result Diagram](#) to view its [details](#).

Click an individual item to view its [details](#).

Click to view the [Susceptibilities Grid](#) or specimen report.

Click to view the report or image.

The new results flowsheet includes information about laboratory results and reports. Different tables can appear for different types of information when new results exist. Laboratory results are sorted by category, which you can expand and collapse using the + and - symbols.

Clinical Panels

Clicking on this panel will open up a menu list where you can select the specific Clinical Panel you want to view. When you select a panel the data appears in a flowsheet. (As shown)

Vital Signs

Shift Change
ADM IN Acct F00000272732
Registered 10/06/2015 09:13

10/06/15 | 10/12/15
00:00 23:59 | 00:00 23:59

Vital Signs CNA

Temperature	98.0 F	
Temperature Source	Oral	
Pulse	121 H	
Method	Palpation	
Pre- Resp. Treatment		
Pulse Rate	100	
Respirations	22 H	
Pre- Resp. Treatment		
Respiratory Rate	16	
Pulse Oximetry	95	
Blood Pressure	128/80	
Blood Pressure Mean	96	
Source	Manual Cuff...	
Temp/Weight/Pain	98.0 F	
Abetic Data		
TSH		4.00

Active Medications

Ambulatory Medications

Use this screen to view patient vital signs. The date and

Browse earlier or later data.

Click a row name to view the [History](#) of that item.

Right-click a test to select it for [graphing](#), to re-order the test, or add it to your [Reference List](#).

	04/01/05 12:33	04/06/05 11:57	06/21/05 00:00
Temperature		101.2 F	99.0 F
Source		Oral	Tympanic
Respirations			
Rate	32	32	20
Depth		Shallow	Normal
Effort		Normal	Normal
Pattern		Normal	Normal
Pulse Oximetry			
O2 Saturation			94

Click a column header to view a [snapshot](#) of all queries documented at that date and time.

Click a table cell to view the item [detail](#).

Click to select vitals source to view.

Graph vital signs, or graph the selected items.

time that the information was recorded appears in the column header. If a response includes a text, a comment symbol appears.



The I & O panel displays numerical intake and output values recorded from assessments, or from other MEDITECH applications.

Browse earlier or later data.

	12/20/07 15:59	12/20/07 23:59	12/21/07 07:59	12/21/07 15:59
Intake Total	1000 ml	1600 ml	1300 ml	1250 ml
Output Total	500 ml	600 ml	322 ml	508 ml
Balance	500 ml	1000 ml	978 ml	742 ml
Intake:				
IV Intake Amount	500 ml	750 ml	300 ml	500 ml
Left Hand				
Sodium Chloride 0.9% 1000ml	500 ml	750 ml	300 ml	500 ml
Intake, Blood Product Amount				250 ml
Intake, Oral Amount	500 ml	850 ml	1000 ml	500 ml
Output:				
Chest Tube Amount			22 ml	8 ml
Left Anterior Chest			11 ml	4 ml
Right Anterior Chest			11 ml	4 ml
Output, Urine Amount	500 ml	600 ml	300 ml	500 ml
Other:				
Weight	160 lb			158 lb
Bowel Movements	1	0 (+)	0 (+)	1

Right-click an item to select it for [graphing](#), to re-order the item, or add it to your [Reference List](#).

The Intake and Output Total amounts are the sum of all I&O amounts listed below.

These two amounts represent the breakdown of the amount immediately above.

Click the separate sources to view their [history](#).

Click to change the time periods of the table columns.

Graph the selected items.

If the patient has a bowel movement documented, you can view the details by:

Click on the actual number of bowel movements.

Other:			
Percent Meal Consumed		100	(+)
# Voids		2	
# Bowel Movements		1	
Weight	142 lb		1

Then click inside the 'group' and you will be pulled to the intake and output documentation for that time. Once done, you can close out and you will be brought back to the I & O tab.

# BOWEL MOVEMENTS				
Documented	Result	Units	Range	Group
07/12/2015 18:00	1	bowel movements		

Medications

Use this screen to view detailed information about the medications associated with your patient.

View medications currently Active, on Hold, or Discontinued within the last 24-hours.

View all medications ever ordered for this patient.

Selected Visits All Visits

Medication List MAR Medication Snapshot

Medication Detail

Generic Name Trade Name	Dose Route PRN Reason	Freq	Start Stop	Status	Drug Class	Last Admin Dose Admin
Insulin Human Regular Humulin 70-30 Vial	0 unit IJ Q6H SCH Dose Instructions P		02/06/13 18:00 02/13/13 17:59	Active	Insulins Insulins	
Hydrocortisone 30 gm/ Lidocaine HCL/ Dextrose 4 mg	0 gm TP BID PRN Painful rash Dose Instructions		02/06/13 16:12 02/13/13 16:11	Future Hold	Anti-Infla... Anti-Infla...	02/07/13 08:00
Prednisone Prednisone	10 mg PO BID SCH T		02/06/13 21:00 02/09/13 20:59	Active	Adrenals <More>	
SODIUM CHLORIDE 0.45% INJ with Gentamicin Sulfate 40 mg	254 mls @ 150 mls/hr IV Q12H SCH		02/06/13 17:00 02/13/13 16:59	Active	Aminogly... Antibiotics Antibiotics Topical A...	
Acetaminophen/ Hydrocodone Bitart Hydrocodon-Acetaminophen 5-500	1 each PO STAT STA		02/06/13 16:29 02/06/13 16:30	DC	Opiate A... Analgesic...	

Click to toggle between List and Detail View.

Remove Filter Drug Class Filter Archive List Active Discontinued All

View specific drug classes.

Access archived data.

View only those medications that are Active or Discontinued, or view all medications.

Click the table rows to view medication details.

Click to view history of medication reconciliation.

Click column headers to sort columns. Freq sorts by schedule or direction based on Preferences.

Click the table rows to view further details for the listed medications. Click the MAR button to view medications listed on the MAR. The P- and T-icons indicate that the medication has a protocol and/taper schedule associated with the medication. You can view the details on the Prot/Taper screen on the Medication Detail screen.

Laboratory

Use this screen to view laboratory test results.

View the latest results of all lab tests performed.

Selected Visits | All Visits - Most Recent

All | Hematology | Coagulation | Blood Gas | Chemistry | Urines
 Other Body Source | Toxicology | Immunology | Serology | Miscellaneous | Scanned Reports

Click another button to view lab test results from other categories.

11/10/11 11/10/11 11/10/11 11/10/11 11/10/11 11/10/11
 00:00 EST 03:00 EST 03:00 EST 10:00 EST 12:00 EST 14:23 EST

Sodium 140 140 Δ
 Potassium 4.0 8.0 H* Δ
 Chloride 100 101
 Carbon Dioxide 25 25
 Anion Gap 19 H 17 H
 BUN 8 8
 POC Graph Favorites 85 85 110 101 H 120 H
 Rand RBC
 POC WBC
 Chol Hot
 Sodium
 Anion Gap
 Re-Order Now
 Queue for Re-Order
 Queue for References

Click a column header to produce a Specimen Viewer of test results for that date.

Click a table cell to view the detail of that test result.

Archive Graph Exclude POC

Access archived data. Graph results from the selected tests. Click this button to toggle POC View

Browse earlier or later data.
 Click a test name to view the History of that item.
 Right-click a test to select it for graphing, to re-order the test, or add it to your Reference List.

The most recent data appears in the right-most column. Buttons at the top of the screen provide access to the different categories of lab tests for which the patient has data, if no data is available the button does not appear. When new data exists since prior access, the button appears in red.

Microbiology

Use this panel to view microbiology specimen data. The panel opens first to the Specimen screen, which sorts specimens by their collection date in reverse chronological order (most recent data at the top of the list).

Click the Collected or Source headers to change the specimen sort method.

Selected Visits | All Visits

Collected	Source	Procedure/Result	Report	Grid
12/15/04 08:14 Complete	Sputum Expectorated Sputum	Gram Stain - Final Sputum Culture - Final Streptococcus Group A		
12/14/04 11:53 Resulted	Urine,Clean Catch	Urine Culture - Preliminary Escherichia Coli		
12/13/04 14:10 Scanned	Unavailable	Urine Culture		
12/12/04 12:48 Scanned	Unavailable	Blood Culture		
12/09/04 14:43 Cancelled	Ear Right	Gram Stain - Cancelled Eye/Ear/Nose/Throat Culture - Cancelled		
12/09/04 14:43 Cancelled	Surgery	Blood Culture - Cancelled		
08/05/04 08:00 Complete	Urine,Clean Catch	Urine Culture - Final No growth seen after 24 hours The second line of NG text. The third and last line of NG text.		
08/03/04 09:30 Complete	Urine,Clean Catch	Urine Culture Escherichia		

Organisms appear with a red background.

Click to view the scanned report.

Click to view the Susceptibilities Grid.

Click to view the specimen report.

Click to view a list of organisms found within all specimens.

Specimens | Organisms

Blood Bank

This panel displays the patient's blood type. We do not have all privileges to the blood bank tab, so you will not see product summary, transfusions, or reports.

Reports

Use this panel to view reports and images for selected visits or most recent data across all visits. You can also view reports by category such as Imaging or Pathology.

Selected Visits		All Visits - Most Recent							
All		Imaging		Pathology		Cardiovascular		General	
Date ▲	More Rpts	Most Recent Exam/Report	Rpt	Img	Status	Tissue/Code	Dictated By	Dictated	Hx
08/02/13 09:56	(+)	PTH Surgical Specimen			Signed	Abdome...			
08/02/13 09:35	(+)	History & Physical			Signed		*****	08/02/13	
07/19/13 10:00	(+)	Chest X-Ray							
07/09/13 10:52	(+)	Surgery Pre-Operative			Draft			07/03/13	
07/09/13 10:52	(+)	Adenosine Stress Test			Draft			07/03/13	
07/02/13 10:22	(+)	Physiatry Visit			Scanned				
07/02/13 09:00	(+)	Shunt Study							
07/01/13 12:28		Pulmonary Visit			Signed		*****	07/01/13	
07/01/13 10:31		Surgery Pre-Operative			Signed		*****	07/01/13	
07/01/13 10:30	(+)	Surgery Operative			Draft		*****	07/01/13	
07/01/13 10:29		Shunt Study			Signed		*****	07/01/13	
07/01/13 10:27		Pulmonary Function Data			Draft		*****	07/01/13	
09/22/09 10:21		External Medical Summary Report			Draft				
07/01/13 10:26		Drug Use Counseling			Signed		*****	07/01/13	
07/01/13 10:25		Cognitive Assessment			Signed		*****	07/01/13	
07/01/13 10:24		Adenosine Stress Test (Cardiology)			Cancelled				
07/01/13 10:23		Breast Cyst Puncture			Prelim				
12/05/12 14:18		External Medical Summary Report			Signed			12/05/12	

Archive Converted EChart

Viewing notes from hospital chart: (Hospital progress notes will be listed here as well) *clinic*

Selected Visits		All Visits - Most Recent							
All		Imaging		Cardiovascular		General		Surgery	
Date ▲	More Rpts	Most Recent Exam/Report	Rpt	Img	Status	Tissue/Code	Dictated By	Dictated	Hx
10/12/15 11:17	(+)	Progress Notes			Draft		Quenneville,L...	10/12/15	
10/09/15 16:57	(+)	Therapy Evaluation			Scanned				
10/09/15 10:59	(+)	Hospitalist History and Physical			Signed		Quenneville,...	10/09/15	
10/08/15 19:15	(+)	EKG's			Scanned				
10/08/15 18:59	(+)	ER Physician Documentation			Signed		Hix,Elliott	10/08/15	

1. Click <All Visits - Most Recent>
2. Click < (+) > next to "Progress Notes" and a list of all progress notes will appear.

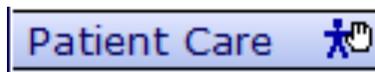


Progress Notes						
Date	Rpt	Status	Tissue/Code	Dictated By	Dictated	
10/12/15 11:17		Draft		Quenneville,Lois	10/12/15	
10/11/15 11:47		Signed		Davis,Jeffrey	10/11/15	
10/10/15 09:20		Signed		Davis,Jeffrey	10/10/15	
09/03/15 14:00		Signed		Weaver,Kathleen	09/03/15	
08/26/15 11:30		Signed		McNabb,Julia	08/26/15	
06/18/15 11:00		Signed		Hoyal,Neil	06/18/15	
06/10/15 11:15		Signed		Quenneville,Lois	06/10/15	
06/09/15 16:09		Signed		Quenneville,Lois	06/09/15	
06/08/15 12:51		Signed		Quenneville,Lois	06/08/15	

3. Click on note to view.

the progress that you want If it is a clinic note, the

system will open up a window in MPM. When you are done reviewing the note, you may close out and you will be directed back to the above image.



Use this screen to view a list of the assessments documented for a patient. Click the assessment to view it's details.

View the assessments, interventions, regulatory items, outcomes, plans of care, history, scanned forms, and surgical assessments.

Sort the assessments by date, name, provider type or by the user that recorded or co-signed them.

Assessment Intervention Regulatory Outcome Plan of Care History Scanned Form Surgery Assessment

Date Name Recorded By Provider Type Co-Sign

3 Selected

	Date	Name	Note	Recorded By	Provider Type	Co-Sign	Source
<input checked="" type="checkbox"/>	10/03/13 16:12	Speech Therapy Evaluation		Bertha H Maloof	Speech Therapist		POC
<input checked="" type="checkbox"/>	10/03/13 16:07	Assess Behavior		JEAN FONTAINE	Registered Nurse	MT	POC
<input checked="" type="checkbox"/>	10/03/13 11:21	Obtain Patient's Weight		Brent DiGiovanna	Registered Nurse		POC
<input type="checkbox"/>	10/03/13 11:05	Speech Therapy Evaluation		JEAN FONTAINE	Registered Nurse	MT	POC
<input type="checkbox"/>	10/02/13 15:13	Speech Therapy Evaluation		Bertha H Maloof	Speech Therapist		POC
<input type="checkbox"/>	10/02/13 15:12	Assess Behavior		JEAN FONTAINE	Registered Nurse	MT	MAR
<input type="checkbox"/>	10/01/13 18:00	Obtain Patient's Weight		JEAN FONTAINE	Registered Nurse	MT	POC
<input type="checkbox"/>	10/01/13 14:48	Vital Signs Monitoring		JEAN FONTAINE	Registered Nurse	MT	POC
<input type="checkbox"/>	10/01/13 14:48	Assess Behavior		JEAN FONTAINE	Registered Nurse	MT	POC
<input type="checkbox"/>	09/30/13 12:13	Vital Signs Monitoring		CHRIS LARISA	Registered Nurse		POC
<input type="checkbox"/>	09/30/13 12:08	Assess Behavior		JEAN FONTAINE	Registered Nurse	MT	POC
<input type="checkbox"/>	09/26/13 11:35	Speech Therapy Evaluation		JEAN FONTAINE	Registered Nurse	MT	POC
<input type="checkbox"/>	09/25/13 14:56	Vital Signs Monitoring		JEAN FONTAINE	Registered Nurse	MT	POC

Archive Earlier Later View Snapshot View History Converted EChart

Place a check mark next to the assessments you want to view, or click ✓ to select all assessments.

Source indicates where the assessment was added to the patient.

Access archived data.

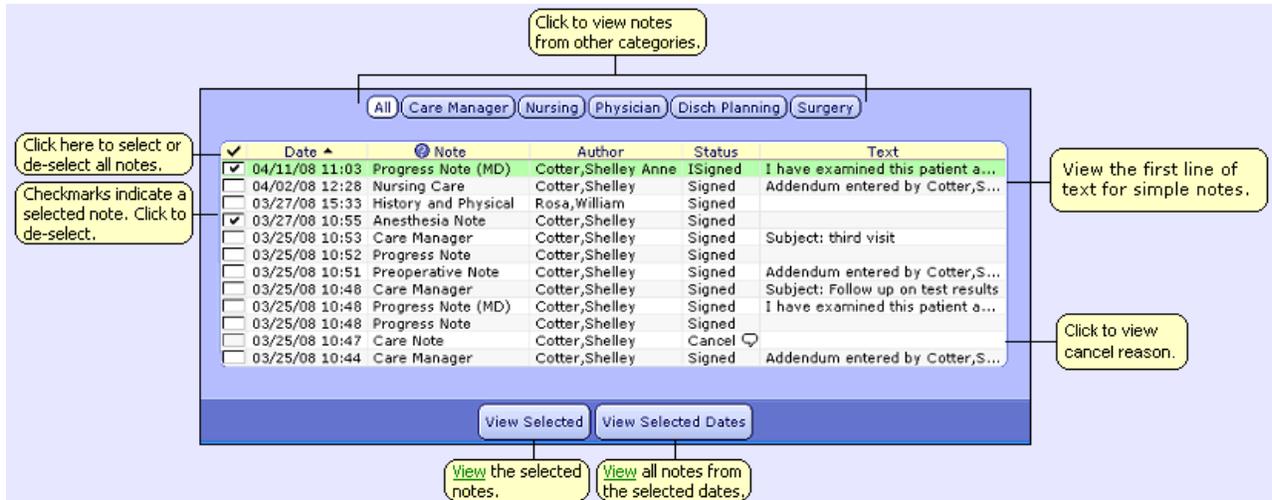
View the details of the selected assessment or of all assessments of the selected type

View assessments from earlier or later dates, if available.

View information from converted charts. The order is defined in the HIM Toolbox.



Use this screen to view signed notes for the selected patient. You can also edit your own notes from this panel.



The panel opens to a list of all signed notes for the selected patient. If notes from specific categories exist, buttons appear at the top of the screen that allow you to view notes from only those categories (such as Physician or Nursing).

When you open a note, it will appear as shown below.

ORDER,EIGHT Female DOB: 01/15/1999 MedRec# J000000451

10/13/15 16:03 - by Colvin,Laura
Acct Num: F00000272732 DOB: 01/15/1999 Patient Age: 16

This is a test nurse note.

Patient EIGHT ORDER was admitted at 10/06/15 09:13.

Initialized on 10/13/15 16:03 - END OF NOTE

◀ Prior Next Amend Undo

To amend a note, click <Amend>. To undo a note, click <Undo>. ****IMPORTANT**** You can amend notes created by others, but you cannot undo other's notes.



The Current Orders is used to view, enter, and edit acute orders, medications, and order sets. You can sort by category, ordering provider, start, renew/stop, or status by clicking on the header.

Current Orders | History

New Orders | New Meds | New Sets | Restorable

Category	Ordering Provider	Start	Renew/Stop	Status
Laboratory				
CALCIUM LEVEL + Routine Reason For Exam: because	LAB	OSMONSON, GREG	03/25/11 12:00	Uncollected
Acetone Level ONCE (1) Comment: Check Potassium Level Reason For Exam: Check Acetone Level Consulting Provider: Martin,Patrick R M.D.	Change	Martin, Patrick	03/14/12 08:15	03/14/12 08:15 Series
Type and Screen Routine BBK Wristband Number: SA16049	LAB	Martin, Patrick	07/06/09 10:06	Results
Type and Screen Routine BBK Wristband Number: SA16049A	LAB	Hathaway, Jeff	07/06/09 10:36	Received
CBC [Complete Blood Count...] Consulting Provider: Martin,Patrick R M.D.	LAB	Martin, Patrick	03/27/09 15:54	04/26/09 00:02 Completed
Medications				
Diphenhydramine HCl [Benadryl] 25 mg PO DAILY	Med	Martin, Patrick	10/20/11 09:00	Active
Consults				
Dietician Consult Routine Comment: Non Consulting Provider: Cardiology Group	Cons	Martin, Patrick	09/16/10 12:01	Ordered
Dietary				
Low Fat Diet [Diet] Diet Start Date: 03/13/12 Diet Start Time: 10:58	Diet	Martin, Patrick	03/13/12 11:00 Lunch	Active
Imaging and Xrays				
PORTABLE CHEST (2VIEWS) ...	Imaging	Martin, Patrick	06/18/09 12:45	06/22/09 12:45 Series
PORTABLE CHEST (2VIEWS) ...	Imaging	Martin, Patrick	06/18/09 12:45	Incomplete
PORTABLE CHEST (2VIEWS) ...	Imaging	Martin, Patrick	06/19/09 12:45	Incomplete
PORTABLE CHEST (2VIEWS) ...	Imaging	Martin, Patrick	06/20/09 12:45	Incomplete
PotassiumZ Daily (8)	Imaging	Martin, Patrick	04/09/09 13:15	04/17/09 13:15 Series
Therapies				
MESSAGE [OT] Daily (7)	Ther	Martin, Patrick	05/06/09 11:30	05/12/09 11:30 Renew Stop
MESSAGE [OT] Daily (7)	Ther	Martin, Patrick	05/06/09 11:30	05/12/09 11:30 Unverified

Reconcile | Edit Multiple | Manage Transfer

Use plus (+) and minus (-) buttons to expand/collapse series orders and categories.

The Reconcile button will display red when medications are available to be reconciled.

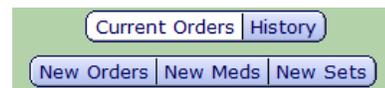
Clicking the status column will display a lookup with actions that can be performed on the order which will change the order's status.

Left-Clicking the name of the order or medication will bring the user to the Manage Order List screen where details can be viewed and edits can be performed on the selected item.

“Orders” is where you place orders for patients that are currently here or who have a pre-registration number and will be seen in outpatient.

How to enter orders:

- Once you have opened the patient’s chart, click the <Orders> tab.
- Click <New Orders>, <New Meds>, or <New Sets>



- Choose the ordering provider and source of order.

Enter Default Provider and Source

Provider	Source
Davis,Jeffrey	AUTO SUBSTITUION
Provider Group	DRUG SUB (MED SHORTAGE)
Other Provider	Faxed
	MEDDISPENSE
	Pharmacy Per Hospital Policy
	Provider
	Telephone - Licensed Prof
	Telephone - Non Licensed
	Verbal - Licensed Professional
	Verbal - Non Licensed
	Written

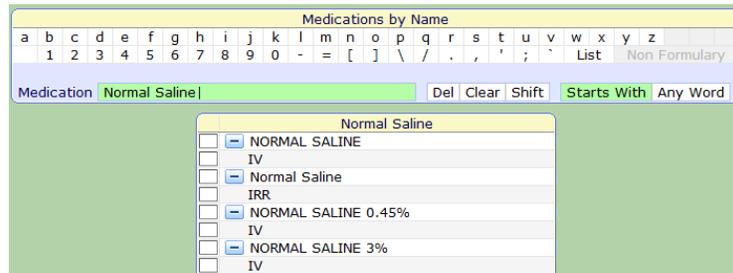
4. Click <OK> footer button.



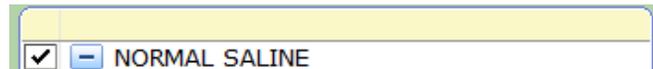
5. Click <Name>



6. Type the name of the med/order that you are needing to enter.



7. Place a check mark next to the order.



8. You may either press the <Next> footer button to enter the details of the order, or you may search for another order/med. If you search for another order/med you will see orders are being queued at the top. When you have finished checking all the order/meds, and you press next, you will be able to edit all orders/meds from one screen. (Shown below with 2 medication orders).



9. (I pressed the next footer button once I had searched for all my orders), and I was taken to the manage orders screen (shown on



next page).

next

Order	SCH	Status	Start/Stop
<input type="checkbox"/> NORMAL SALINE			
<input type="checkbox"/> @ 43 MLS/HR(500ml)	SCH		
<input type="checkbox"/> @ 75 MLS/HR(500ml)	SCH		
<input type="checkbox"/> @ 80 MLS/HR(500ml)	SCH		
<input type="checkbox"/> @ 20 MLS/HR(50ml) USED AS FLUSH BAG	ONE		
<input type="checkbox"/> @ 43 MLS/HR	SCH		
<input type="checkbox"/> @ 75 MLS/HR	SCH		
<input type="checkbox"/> @ 80 MLS/HR	SCH		
<input type="checkbox"/> @ 80 MLS/HR(250ml)	SCH		
<input type="checkbox"/> @ 100 MLS/HR	SCH		
<input type="checkbox"/> @ 125 MLS/HR	SCH		
<input type="checkbox"/> @ 250 MLS/HR	SCH		
<input type="checkbox"/> @ 250 MLS/HR(250ml)	SCH		
<input type="checkbox"/> @ 500 MLS/HR	SCH		
<input type="checkbox"/> @ 999 MLS/HR	SCH		
<input type="checkbox"/> TSH (THYROID STIM HORMONE)			
<input type="checkbox"/> Stat			
<input type="checkbox"/> Urgent			
<input type="checkbox"/> Routine			
<input type="checkbox"/> Timed			
<input type="checkbox"/> AM DRAW			
<input type="checkbox"/> DAILY			

10. Place a checkmark to the correct order

string. (If the rate you need is not shown, you can edit it. This is demonstrated below) If there are any red **edit** you will not be allowed to move on until the fields with asterisks are filled in.

- Once you place a checkmark next to the order string, all other options will be minimized as shown.

Manage Order List				
Order	SCH	Status	Start/Stop	
+ NORMAL SALINE				
<input checked="" type="checkbox"/> @ 125 MLS/HR	SCH	New	Wed Oct 14 14:00	Edit
* Provider	Davis, Jeffrey			
Source	Verbal - Licensed Professional			
+ TSH (THYROID STIM HORMONE)				
<input checked="" type="checkbox"/> Routine		New	Wed Oct 14 13:55	Edit
* Provider	Davis, Jeffrey			
Source	Verbal - Licensed Professional			

- To edit the order string, click <Edit> and the edit order screen will open. (If the order is correct at this point, skip to # 14)
- From the Edit Order screen you can change the rate, start date/time, or add comments/special instructions. If the order is to be titrated, click the yes radial button and choose the correct titration protocol. Once the order is edited, click <OK>

- After all made to orders, you back to List and <OK> footer button.

edits have been the individual will be directed the Manage Order you can click the

- You will be directed back to the current orders list where the orders you have just entered will reflect **New** in the status column. To save the orders entered, click <Save>.

Current Orders History

New Orders New Meds New Sets

Current Orders	Category	Ordering Provider	Start	Renew/Stop	Status
TSH (THYROID STIM HORMONE) Rou...	Lab	Davis, Jeffrey, DO	10/14/15 13:55		New
New Orders					
0.9 % Sodium Chloride [Nor... 1,000 ml IV 500 mls/hr	Med	Davis, Jeffrey, DO	10/14/15 14:00		New
Medications					
Albuterol Sulfate 2.5 mg INH TID.RT	Med	Davis, Jeffrey, DO	10/06/15 12:00		Ordered
Loratadine [Claritin] 10 mg PO DAILY	Med	Davis, Jeffrey, DO	10/06/15 10:00		Ordered
Levofloxacin [Levaquin] 500 mg PO Q24H	Med	Davis, Jeffrey, DO	10/06/15 10:00		Ordered
Hydrocodone Bit/Acetaminophen [No... 1 each PO Q4H PRN	Med	Davis, Jeffrey, DO	10/06/15 09:21		Ordered
Albuterol Sulfate [Ventolin Hfa] 1 puffs INH Q4H PRN	Med	Davis, Jeffrey, DO	10/06/15 09:21		Ordered

Reconcile Edit Multiple Save



Ambulatory orders are where you enter orders for patients that will be coming back after discharge to have a test performed. To enter an ambulatory order follow the same steps as entering an inpatient order. The only difference when entering these orders will be you are required to enter a reason for exam.



Use this routine to enter, edit, or view information for a selected account.

or view information for a selected account.



Use this screen to view and edit a patient's plan of care.

Click on the description to read about each problem or care plan.

Use these panels to toggle through overview, problems, and outcomes.

View item detail by clicking the

Type	Description	Status	Start Dt/Tm
Prob 1	Anxiety	Active	10/14/15 15:29
SoC	Standard of Care	Active	10/06/15 09:13
Int/Ord	Nebulizer Initial	Complete	10/06/15 09:22

Frequency can be changed from this screen by clicking the freq

You can add care plans, problems, standards of care, and interventions by clicking <Add>

Click <Reviewed> if you did a thorough review of the patient's entire Plan of Care.

Worklist

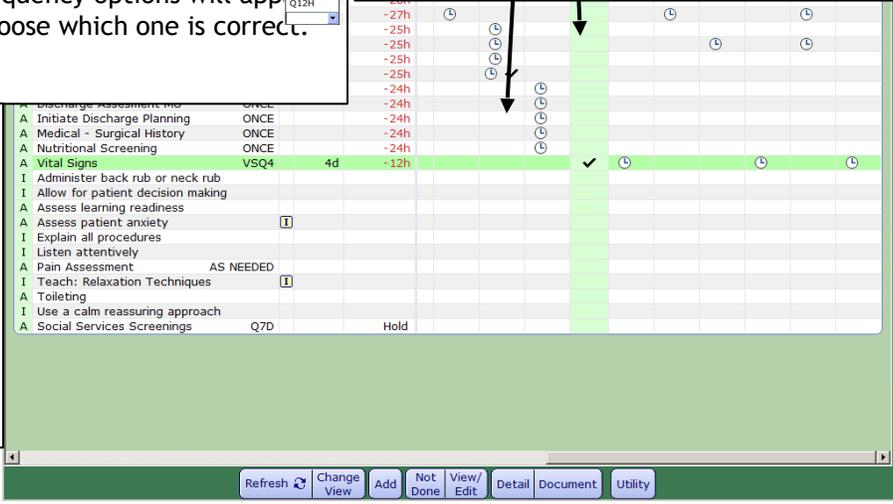
Use this screen to list and document patient interventions, outcomes, and medications.

When a patient gets admitted, a set of care items will automatically populate the worklist. Throughout the patient's stay, items will be added based on orders entered and care plans. Most items have a default of how often they are to be recorded. The frequency of these care items can be adjusted through the plan of care tab as shown on the previous page, or as shown in the below image.

The clocks represent the time the item is due. It is important to not leave any clocks on your patients prior to leaving your shift.

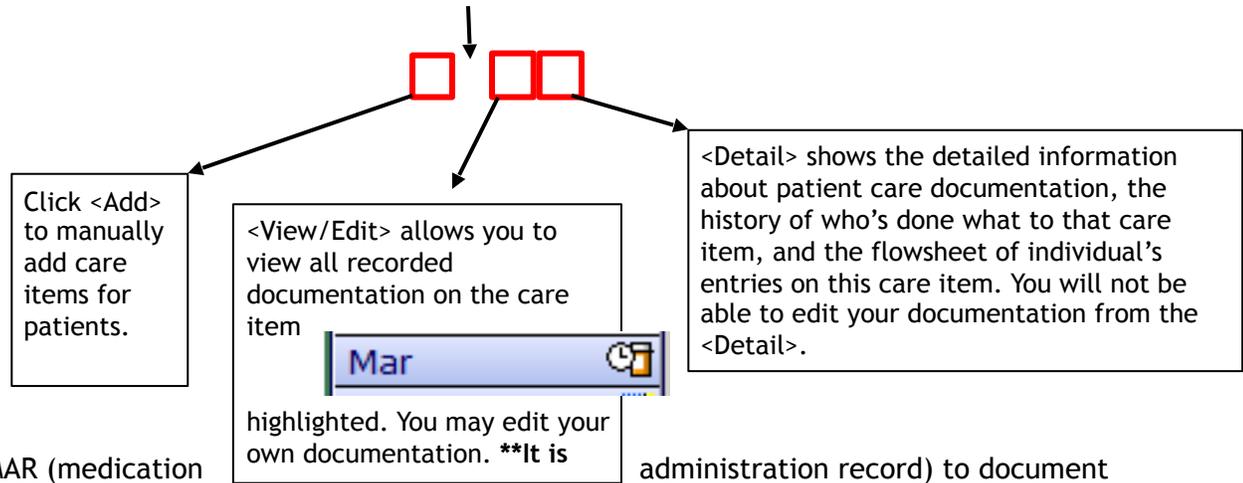
To change the frequency click in this column or on the current frequency and the frequency options will appear. Choose which one is correct.

To document on a care item, place a checkmark next to a clock or in the "Now" column. (shown below) Then click the footer button <Document>.



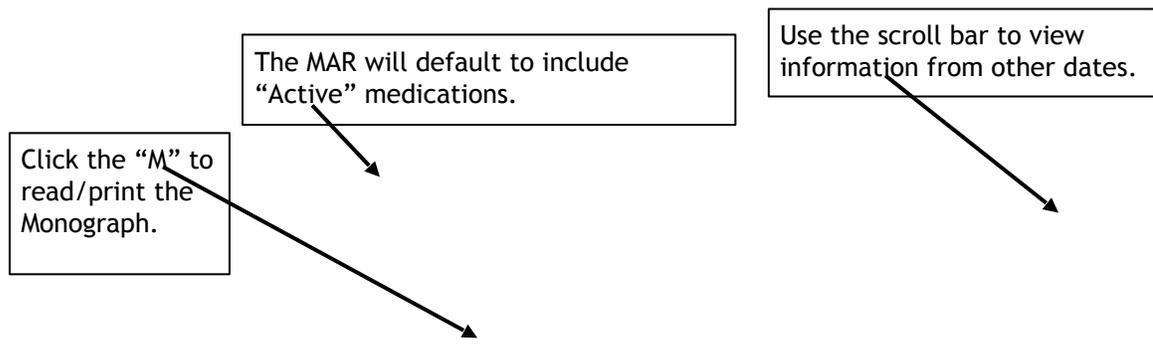
Checkmark what you want to include on your worklist. Although you can include medications to your worklist, it is **NOT** best practice to document meds from here. Always document meds from the MAR.

ing.



Use the MAR (medication administered record) to document medications. When you click on the MAR you will be required to enter your PIN.

administration record) to document medications. When you click on the



All medications will show unverified until the pharmacist verifies them. ****The exception to the rule are STAT and one time orders which are verified immediately****

Click a table cell to mark a medication Given or Not Given, or to document, edit, or undo an administration. You can also adjust the administration schedule.

The screenshot shows a medication administration interface with a table of medications and their schedules. Callouts point to various features:

- Top left: Filter options for medication status (Active, STAT/ONE, IVs, PRNs, Pending, Discontinued).
- Top right: Date selection for 'Wed Oct 14' and 'TODAY Thu Oct 15'.
- Table rows: Medication details including name, generic name, and Rx number. Example: 'Albuterol Sulfate 2.5 mg INH TID.RT SCH'.
- Table columns: Time, and two columns for administration status (e.g., '-1d', '-6h').
- Bottom left: 'Ack Status' and 'Unverified UnAcknowledged' labels.
- Bottom center: 'Label Comments' section with text: 'GIVE 2 HOURS BEFORE OR 6 HOURS AFTER ANTACIDS, SUCRALFATE AND PRODUCTS CONTAINING IRON OR ZINC.'
- Bottom right: Action buttons: 'Manual Barcode', 'Enter Med', 'Renewal Sch/Freq', 'Med Review', 'Sched Cmt'.

Adjust the MAR appearance such as how many days back to view.

Document administrations, create an unscheduled administration and document

If you are unable to use your scanner, you may manually enter bar codes.

Mark medications as reviewed.

View the medication detail.

Write Note

Use this panel to enter a new note into the patient's chart. When you first click this panel, you will have to choose what type of note you will be entering.

A dropdown menu titled 'Document' with the following options:

- Case Management Note
- Dietary
- Nurse Note (highlighted)
- Preoperative Note
- Respiratory Note

After you choose the type of note you will be taken to a free text box where you have unlimited space to document. If you need to change the date and/or time on the note, you can click <Detail> on the right side panel and change this information. (see below)

A panel showing note details:

- *Date Time: 10/14/15 13:00
- Note: Nurse Note
- Author: Colvin,Laura
- Status: Pending
- Created Date Time: 10/15/15 15:17
- Created On: WSIF-3104LCOLV



At this time we do not use the TAR (treatment administration record).



Use this screen to create and complete any forms necessary for patient discharge. A lot of this information will flow from the doctor's discharge summary.

A screenshot of a software interface for patient discharge. At the top, there are three tabs: "Discharge Plans", "Discharge Data", and "Care Team". Below the tabs is a table with columns for "Problem", "Curr Visit", "Status", "Priority", and "Diagnosis Date". The "Problem" column has an "Edit" link. Below the table is a section for "Type" with a "Document" icon and a "De" icon. The "Type" section is expanded to show "Prescriptions" with a list of medications: Albuterol Sulfate, Loratadine [Claritan], and Hydrocodone Bit/Acetaminophen [Norco]. Each medication has associated details like dosage and refills. Below the prescriptions are sections for "Visit Report", "Forms", "Referrals", "Care Plan Goals", "Activity Restrictions/Additional Instructions", "Addl Reference Links", "Addl Reference Text", and "Print Language". At the bottom of the screen, there are buttons for "Print Packet", "Print By Type", "Reports", "Cancel", and "Save".

Before finishing discharge, click the patient's the <Discharge Data> tab at the top and enter the discharge date/time and disposition. ****IMPORTANT**** If the patient has expired, enter the funeral home where the body was transferred to in the discharge comment. (shown below)



Discharge Plans Discharge Data Care Team

Problem Edit	Curr Visit	Status	Priority	Diagnosis Date

Primary Care Provider
 Admit Provider: Davis, Jeffrey
 Attending Provider: Davis, Jeffrey

Service: Medical
 Admit Date/Time: 10/06/15 09:13

Leave of Absence Status
 Effective Date/Time:

Discharge Date/Time: 10/15/15 16:17
 *Discharge Disposition: 20 EXPIRED
 Discharge Comment: Memphis Funeral Home

Frequently

Asked

Questions

Q: The worklist isn't showing everything I need to document on, how do I fix this?

A: While on the worklist, click the <Change View> footer button. In the middle of this page, it says "Include"...this should be set to "All items".

After you choose "All items", click the button, <Save to Preferences>.

Worklist Selections

Interventions Outcomes Medications

Active Active Active

Cancelled Complete Cancelled

Complete Discharge Discontinued

Discharge Hold Pending

Hold Inactive Hold

Inactive Inactive Unverified

Stopped

Include: Items for my provider type (Licensed Practical Nurse)
 All items

Sort by: Due
 Last Done
 Frequency
 Care Item
 Care Plan
 Type
 Complaint

Look ahead 8 hours

footer

Q: Why isn't respiratory therapy getting orders on inpatients?

A: When entering an order for respiratory therapy, the frequency must be .RT (example: QID.RT, TID.RT)

Q: Where do I look to see if the physician signed the verbal order I entered?

A: Go to the MAR - highlight the medication you want to know about - Click the <Detail> footer button - You will be taken to the medication detail - Click the <Order> tab at the top. At the bottom of the screen you will see the audit log of this order.



Medication Detail

[Detail](#)
[History](#)
[Flowsheet](#)
[Monograph](#)
[AssocData](#)
[Prot/Taper](#)
[Order](#)
[Links](#)

Order	Loratadine [Claritan] 10 mg PO DAILY
Rx #	U000001328
Category	Medications
Ordering Provider	Davis, Jeffrey, DO
Order	10/06/15 09:21
Start	10/06/15 10:00
Ordering User	Davis, Jeffrey
Ordering Device	WSIF-3104COLV
Verifying User	Davis, Jeffrey
Verifying Device	WSIF-3104COLV
Source	Physician Order
Status	Ordered
Order Number	5100-609225345400
Internal Order Number	F0-B20151006092253454

Diagnosis Code

Problem	Free Text

Audit	User	Event	Ack
10/06/15 09:22	Davis, Jeffrey	Order is Entered and Signed	N
10/06/15 09:22	Davis, Jeffrey	First Dose: Order dose for Now, then continue schedule	NA
10/06/15 09:23	Daemon, Background	Status changed: Verified to Transmitted	NA
10/06/15 09:23	PHA - Daemon, Background	Order Type edited: to MED	N
10/06/15 09:23	PHA - Daemon, Background	Status changed: Transmitted to Logged	NA

Q: Why can't I discontinue a medication from a patient's home med list?

A: Once an edit has been made to that medication on the home med list, the medication cannot be discontinued until you save and go back in.

Q: I need to document/edit a medication on a patient in the past, but can't find the date on the MAR, how am I to chart it?

A: If the medication administration is past 90 days, you will not be able to chart on the MAR or enter a nurses note. If it is within the 90 day window, go to the MAR - click the footer button <Change View> - change the "Days into the past to view MAR" to 90 - click <OK> - use the scroll bar on the MAR to back to the date you need.

Q: I administered a patient's insulin, filled in the assessment from the MAR, but the clock is still on my worklist, why did is the clock still there after I filled in the assessment?

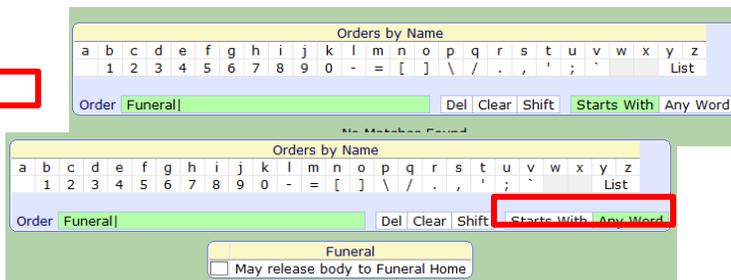
A: When documenting insulin on the MAR, an assessment will be required; however, this will not remove the clock on your worklist. Unfortunately, you will have to fill out both assessments.

Q: Why is the I&O tab showing tomorrow's date with time of 0659?

A: The panel defaults to 24 Hour view. When set to 24 hours, the columns divide themselves up to 24 hour intervals and displays the relevant data closest to each column time.

Q: I'm trying to enter orders, but what I want isn't showing up when I search and I know the order is there, how am I to find it?

A: When searching for orders, the search will default to “Starts With” to the right of the search box. Change this to “Any word” and if you type any of the words that are in the order, the order will appear. (See example below)



Did You Know???

- If you have questions, you can click the  in the bottom right corner of the screen and it will give you information about the screen you are currently on.
- If you have an error pop up on your screen, you can click the  in the bottom right corner and that will print a screen shot of your current screen.
- The patient header offers a lot of pertinent information such as: Name, DOB, age, room number, code status, last entered height/weight, allergies, and account numbers.
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