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Meditech Client Server

User Manual
For
Physicians

MEDITECH
Fraser Health
Authority

Meditech Health Care Information System

Software by Medical Information Technology

fraserhealth

Helpdesk: 604-585-5544

Welcome to Meditech!
All personal information is confidential and is to
be used only on a need to know basis, in
accordance with Fraser Health policies.

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Generic Windows Sign On

If more than one person is using the computer, sign in using the generic windows sign on.

> ➢ User name: fhaapp
> ➢ Password: fhaapp

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Signing On To Meditech

1. Double click on the **MEDITECH Fraser Health Authority** icon from your computer desktop.

2. Type your Meditech User ID. Press **Enter**.
3. Type your Meditech Password. Press **Enter**.
4. The HCIS field will default to **FHAM.LIVE**. Press **Enter**.

5. From the application databases, double click on ****FHAM LIVE** EMR**.

Printing A Patient List

1. Sign on to Meditech by following the steps on page 3 – Signing On To Meditech.
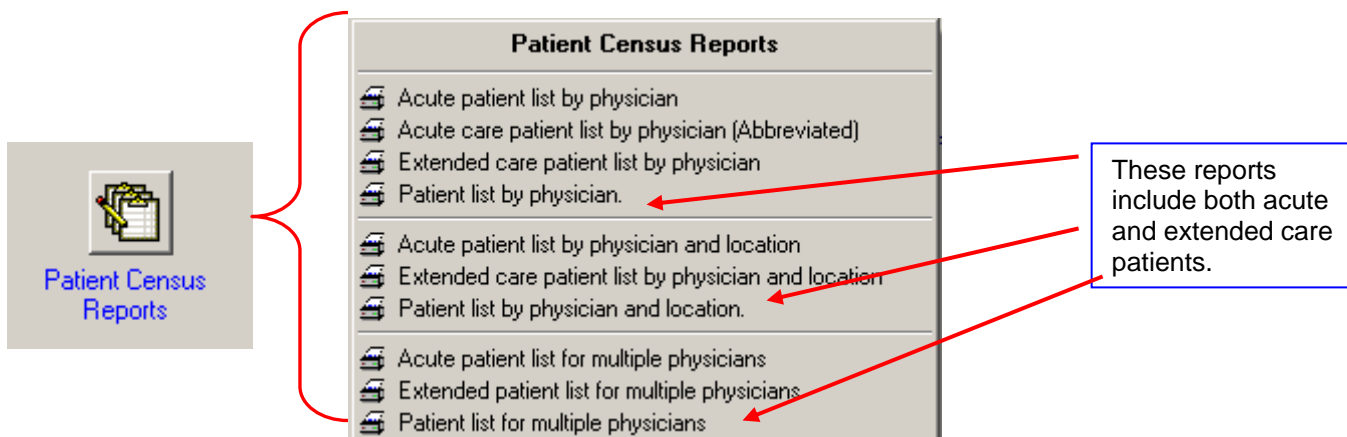2. Click on the **Patient Census Reports** icon from your EMR desktop.
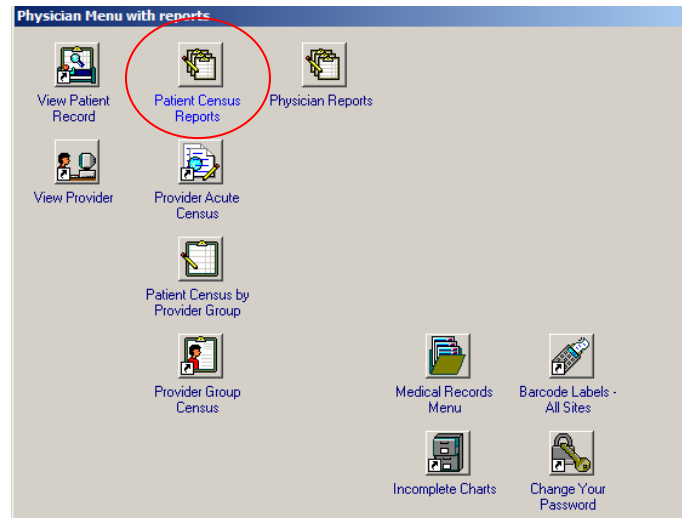
3. Select the report you wish to print. The most commonly used physician report is the **Acute patient list by physician**.
4. At the **DOCTOR** prompt, type in the first 7 characters of your last name and first initial (no spaces), then press **<F9>**.
   - ➢ Perform a lookup **<F9>** at this prompt if you are having difficulty entering in your name.
5. Other physician reports may have additional data fields such as facility and location. To view pre-filled options for these fields, press the **<F9>** key. For a Hospitalist list, type **.HOSPITAL.**
6. When ready to print, press **<F12>**.
7. At the Print Destination prompt, select the following options:
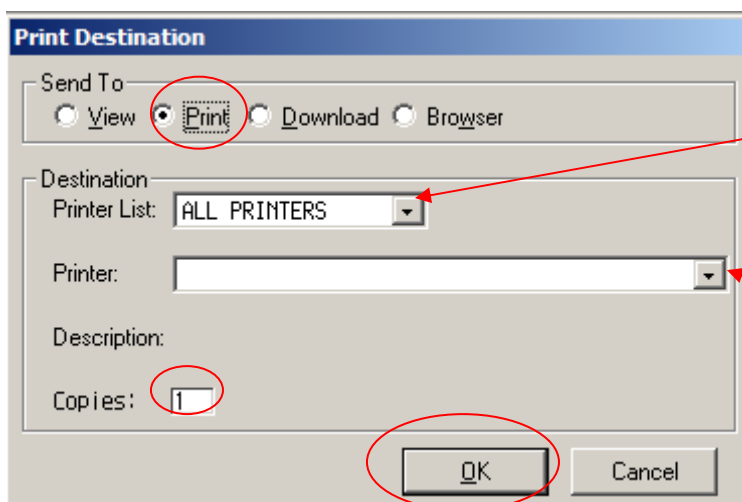
1. Click on **Print**.

2. Click the **Printer List** drop down box to choose from the printer list. The printer list may include selections such as local, most recent, all printers and specially configured print destinations.

3. Click the **Printer** drop down box to select a printer.

4. Choose the number of copies.

5. Click on **OK**.

Patient Census Reports

The **Patient Census Reports** icon includes the following reports:
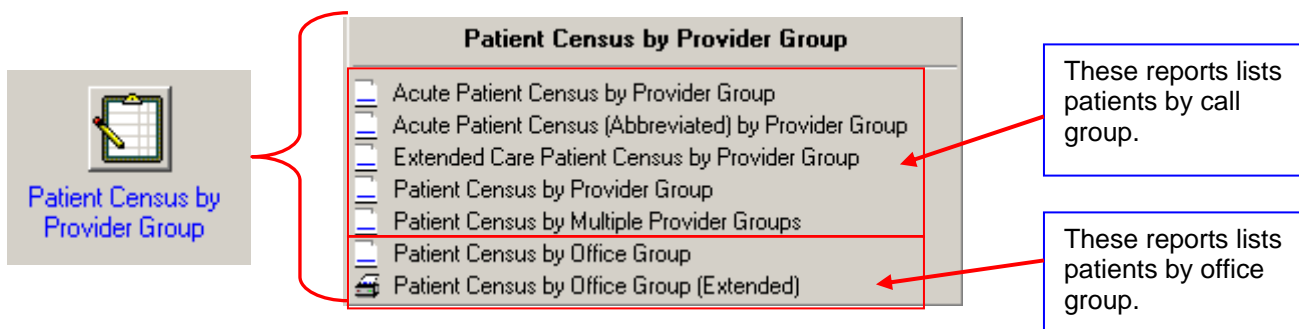
Patient Census Reports

- Acute patient list by physician
- Acute care patient list by physician (Abbreviated)
- Extended care patient list by physician
- Patient list by physician.

- Acute patient list by physician and location
- Extended care patient list by physician and location
- Patient list by physician and location.

- Acute patient list for multiple physicians
- Extended patient list for multiple physicians
- Patient list for multiple physicians

These reports include both acute and extended care patients.

The **Provider Acute Census** icon is a short cut to the <u>Acute care patient list by physician.</u>

The **Patient Census by Provider Group** icon lists patients by call group or office group.

Patient Census by Provider Group

- Acute Patient Census by Provider Group
- Acute Patient Census (Abbreviated) by Provider Group
- Extended Care Patient Census by Provider Group
- Patient Census by Provider Group
- Patient Census by Multiple Provider Groups
- Patient Census by Office Group
- Patient Census by Office Group (Extended)

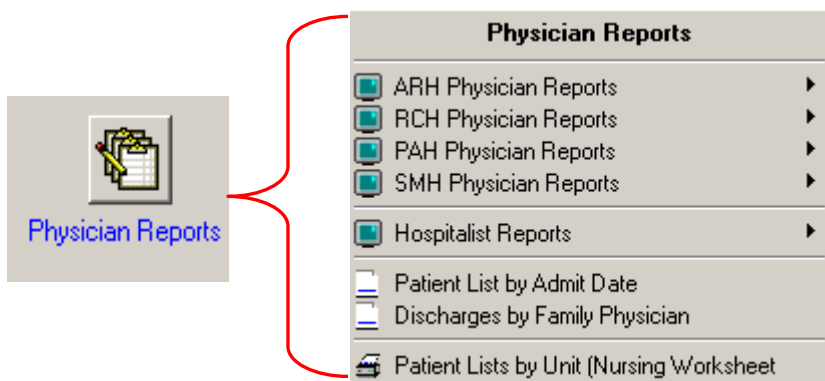These reports lists patients by call group.

These reports lists patients by office group.

The **Provider Group Census** icon is a short cut to the <u>Acute Patient Census by Provider Group</u>.

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Patient Census Reports continued

The **Physician Reports** icon includes site specific specialty reports.

Physician Reports	
🖳 ARH Physician Reports	▶
🖳 RCH Physician Reports	▶
🖳 PAH Physician Reports	▶
🖳 SMH Physician Reports	▶
🖳 Hospitalist Reports	▶
▭ Patient List by Admit Date	
▭ Discharges by Family Physician	
🖨 Patient Lists by Unit (Nursing Worksheet	

The **Incomplete Charts** icon provides a list of incomplete charts based on the number of days the chart is outstanding.

The **Discharges by Family Physician** icon provides a list of discharged patients based on date range and physician.

The **View Provider** icon allows one to view provider information (i.e. address, phone #, fax #, MSP #, speciality, etc).

The **View Patient Record** icon allows one to access patients' electronic charts in the Enterprise Medical Record (EMR).

The **Change Your Password** icon allows you to change your password before it expires.

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Viewing Providers

1. Sign into Meditech by following the steps on page 3 – Signing On To Meditech.
2. Click on the **View Provider** icon from your EMR desktop.
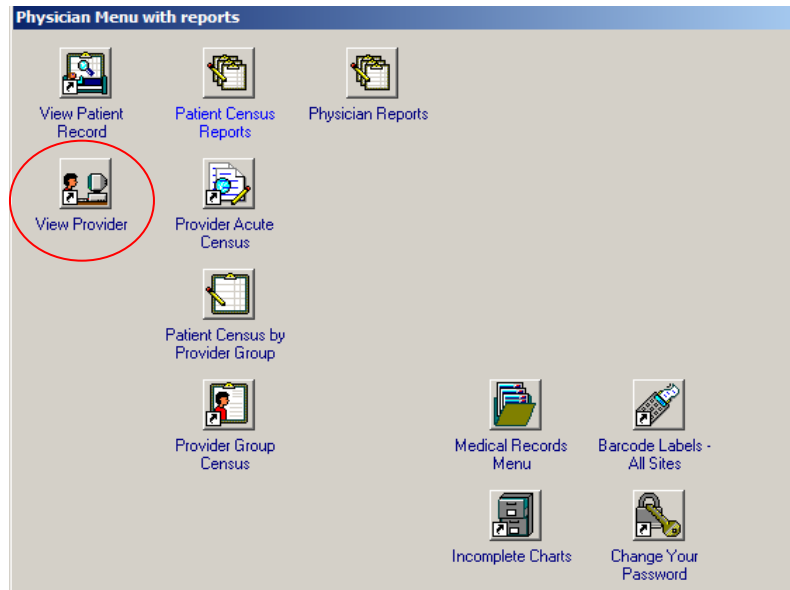
3. Search for a physician by typing in the last name in the mnemonic field. Press <**F9**> and choose the correct provider from the list.
4. Note: the mnemonic for providers is limited to the first seven letters of the last name followed by first name initial.
5. Multiple providers with same first name initial and last names are differentiated by adding a number to the end of the mnemonic. (i.e. WONGF, WONGF1, WONGF2, etc).

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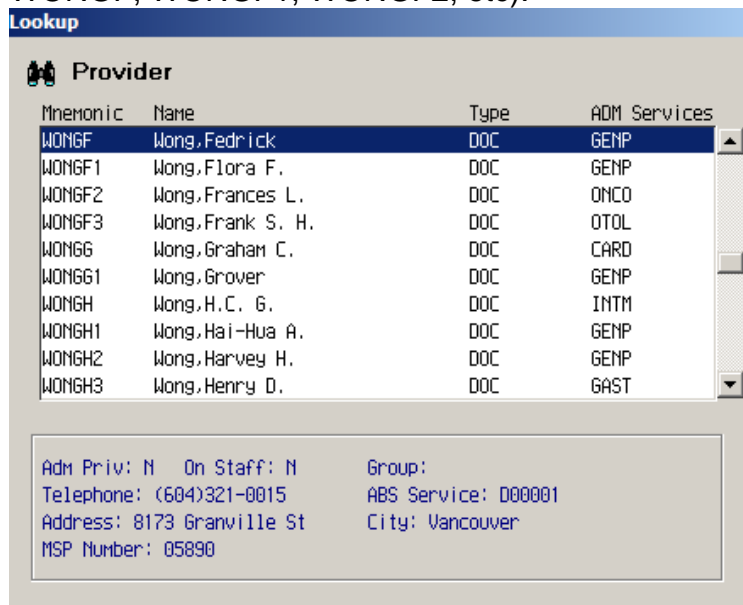
6. The physician information that displays on the **Standard Data** tab is generic information. Information in the **On Staff? Admit Priv? Phys Ord?** and **Elec Sig?** fields do not reflect the status of the selected physician for your site.

2. For site specific information on a physician
   - Click on the **Additional Data** tab.
   - Click on the **Facility** field.
   - Use your down arrow key to scroll down to the facility you want.
   - Press <**Ctrl**> + <**right arrow**>
   - The values in the **On Staff?** and **Admitting Privileges?** fields accurately reflect the physician's status at the selected facility.

Accessing the Enterprise Medical Record (EMR)

1. Sign on to Meditech by following the steps on page 3 – Signing On To Meditech.

2. Access EMR from your EMR desktop using one of the following ways:

   ➢ Click on the **View Patient Record** icon
   ➢ Click on the **EMR Link** icon on your Meditech toolbar or
   ➢ Press the <**F11**> key on your keyboard
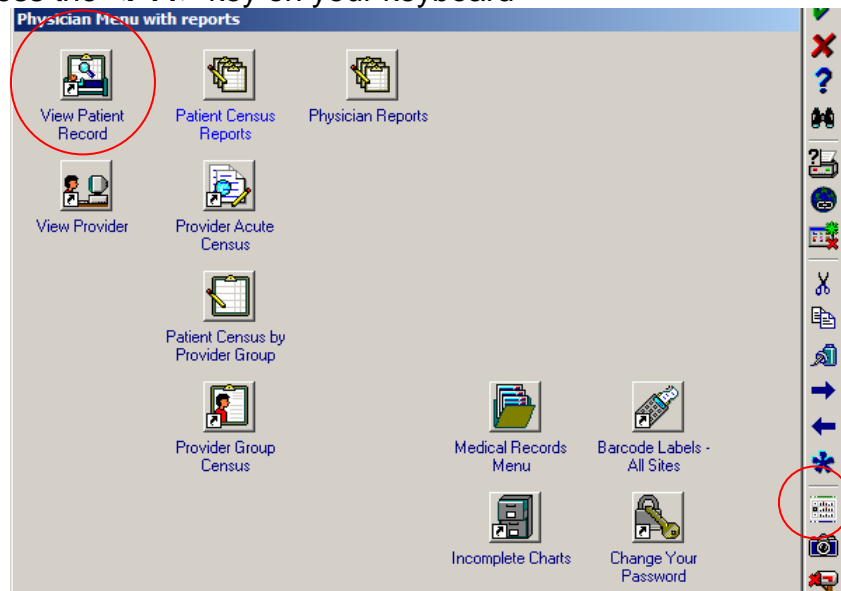
3. There are 3 quick ways to find a patient in EMR.
   Selection by **Any Record**, selection by **Any Location** and/or selection by **Admitted**.

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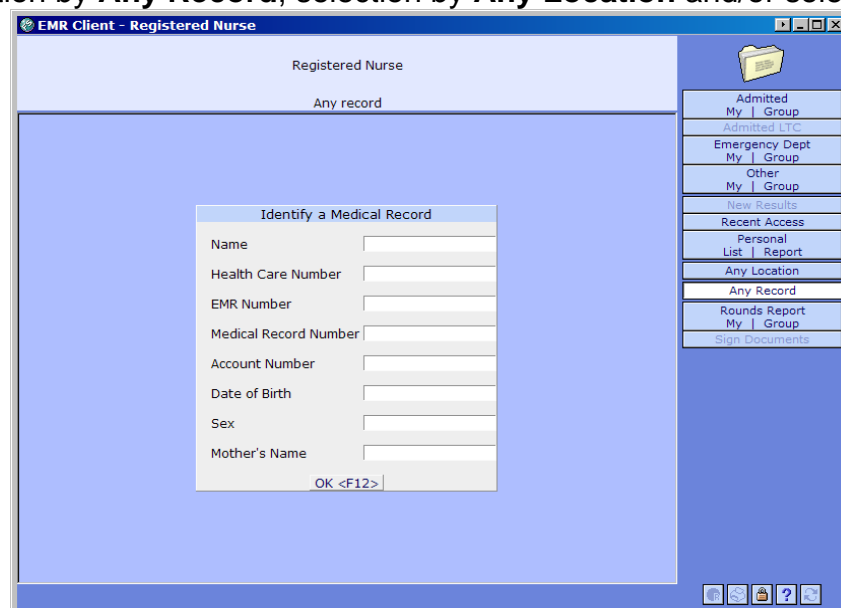
A. To find a patient by **Any Record**:

1. On the right side of the screen, click the **Any Record** option. This will bring up a search screen.
2. A patient can be found by entering one of the following criteria:
   - ➢ Last name, comma, first name (i.e. EMRTRAIN,PATIENT)
   - ➢ Account number
   - ➢ Personal Health Number (PHN) or
   - ➢ Unit number

   Press **<F12>** once the required data has been entered.
    EMR will display all patients meeting the specified criteria.
3. Select a patient by clicking on the name. A list of all of the patient's visits will display.
4. Select a single visit by clicking directly on the visit.
5. Select multiple visits by clicking on the box(es) to the right of the visit(s) and further selecting the **View "x" visits** button. All of the patient's visits can be viewed by selecting the **View all visits** button.

B. To find a patient by **Any Location**:

1. On the right side of the screen, select the **Any Location** button. This will bring up a list of facilities.
2. Select the appropriate Facility. This will bring up a list of locations within the facility.
3. Select the unit or location.
4. The list of patients for the unit will display. Select the patient of interest by clicking on the name. A list of all of the patient's visits will display.
5. Select a single visit by clicking directly on the visit.
6. Select multiple visits by clicking on the box(es) to the right of the visit(s) and further selecting **View "x" visits.**

C. To find a patient by the **Admitted** option:

1. The Admitted "My" option will display patients attached to the Physician from the Admissions Module. Note: for hospitalists, this option will not bring up a list of your patients.
2. The Admitted "Group" option will display patients in a call group or office group.

D. Adding or removing a patient to/from your personal list:
1. Follow steps 1-3 in Section A above to find a patient.
2. To add a patient to your personal list click on **Add to personal list**.
3. To remove a patient from your list, click on **Remove from personal list.**

6. Navigating EMR
   Once the patient and visit(s) have been identified, the associated clinical data is viewable in EMR.

   1. EMR is view only. Information is accessed by pointing and clicking with the mouse.
   2. The menu on the right side of the screen provides access to reports and results.
   3. If there are results, the mouse will change from an arrow to a hand allowing selection of the option.
   4. If there are no results, the option will remain greyed out.

Patient Header – displays basic patient information such as allergies, location and unit number, etc.

Department Menu – includes chart sections such as orders, medications, blood bank, imaging, etc.

Sub-department Options – demonstrates sub-department options such as chemistry, hematology and coagulation for Laboratory.

Clinical Details – presents detailed clinical results such as sodium, potassium, etc.

Navigation Tools– allows user to scroll through multiple pages of results.

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7. New Results

If new results are available for your patient, the items on the department menu will be in red. Click on the items to view them.

8. EMR/PCI Link

If a patient has had visit(s) to any of the Fraser North Hospitals (Burnaby, Royal Columbian, Ridge Meadows, Eagle Ridge or Queens Park) prior to July 11, 2010, those visits will remain in PCI in the old Meditech Magic system.

If the **View PCI** link is available, this indicates the patient has had previous visit(s) in PCI.

Clicking on the **View PCI** link from your department menu will allow one to access PCI for the old record(s).

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9. Graphing Results
   ➢ Identify the lab value(s) you wish to graph
   ➢ Right click on the name of the value
   ➢ Choose **Toggle for Graph**
   ➢ The value will now be highlighted in green
   ➢ Repeat above steps for each value
   ➢ Left click on the **Graph** button to view the graph

Left mouse click on each value and choose **Toggle for Graph**.

Right mouse click

The graphed results will display as follows:

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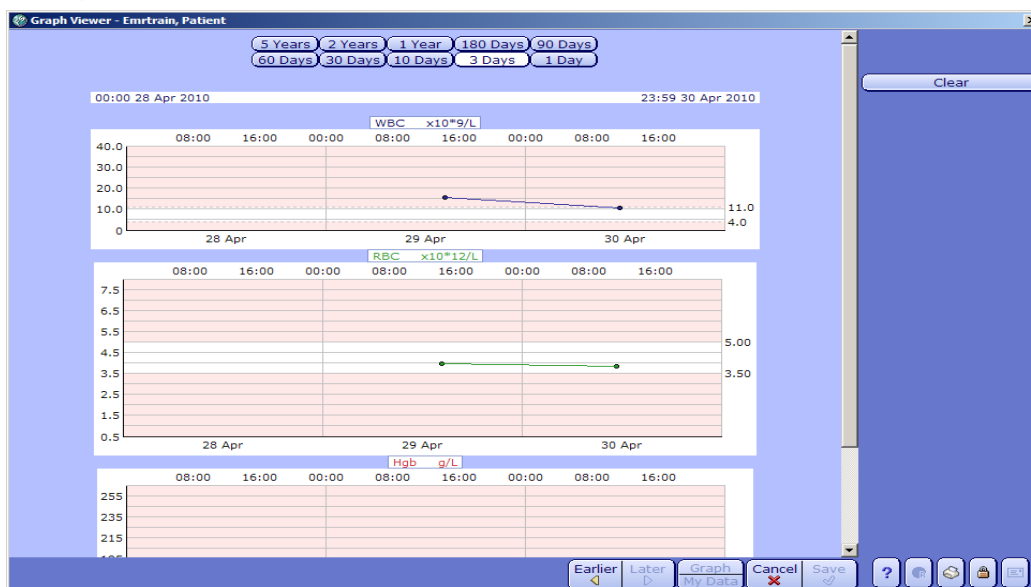
Building My Panel

1. Sign into Meditech by following the steps on page 3 – Signing On To Meditech.
2. Access a patient's record by following steps 1-3 on page 9 – Accessing Results in EMR.
3. Select a visit. A panel can only be built for one visit. Choosing more than one visit will not display the **Special Panels** option.
4. Click on the **Special Panels** from the panel department menu.

5. Click on **My Panel**.

6. Click on **Build My Panel for All Records** or **Build My Panel for This Record**.

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7. Select an option from the panel on the right (i.e. Laboratory/Hematology).
   - ➢ Right mouse click on the individual procedures you would like to include on your panel (i.e. WBC, RBC, Hgb, Hct, MCV, etc).
   - ➢ Each right panel option/procedure must be individually selected
        i.e. Laboratory/Hematology/WBC
            Laboratory/Hematology/RBC
            Laboratory/Hematology/Hbg

8. To file the Panel, click on **Special Panels** again. Then click **File My Panel for All Records** or **File My Panel for This Patient**.

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9. The newly created **My Panel** will display.

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Printing from EMR

Laboratory
1. Click on the **Laboratory** menu
2. Click on the date located above test data the test was done
3. To view the report, click on **Specimen Collected**

Specimen Collected 4 Aug 2009 11:57	
White Blood Count	3.2 x10*9/L (4.0-11.0) L
Red Blood Count	3.60 x10*12/L (3.50-5.00)
Hemoglobin	121 g/L (115-160)
Hematocrit	0.36 L/L (0.35-0.47)
Mean Corpuscular Volume	82 fl (80-100)
Platelet Count	175 x10*9/L (150-400)
Neutrophils #	1.1 x10*9/L (2.0-8.0) L
Lymphocytes #	1.2 x10*9/L (1.0-4.0)
Monocytes #	0.5 x10*9/L (0.1-0.8)
Eosinophils #	0.4 x10*9/L (<0.6)
Basophils #	0.1 x10*9/L (<0.2)

4. A report viewer opens
5. Click on the Print icon 🖨 to open the Print Destination prompt

6. Verify an appropriate printer is selected and click **OK** (or see next page for details on printing)**.**

Microbiology
1. Click on the **Microbiology** menu
2. To view the report, click the notepad icon under the **Report/Grid** heading corresponding to a procedure and time
3. A report viewer opens
4. See steps 4 to 6 from the Laboratory section above for details on printing

Imaging
1. Click on the **Imaging** menu
2. Select a report by clicking on a "text bubble" under the **Report** heading
3. A report viewer opens
4. See steps 4 to 6 from the Laboratory section above for details on printing

Other Reports
1. Click on the **Other Reports** menu
2. Select a report by clicking on a "text bubble" under the **Report** heading
3. A report viewer opens
4. See steps 4 to 6 from the Laboratory section above for details on printing

Explanation of Print Destination Prompt

At the Print Destination prompt, select the following options:

1. Click on **Print**.

2. Click the **Printer List** drop down box to choose from the printer list. The printer list may include selections such as local, most recent, all printers and specially configured print destinations.

3. Click the **Printer** drop down box to select a printer.

4. Choose the number of copies.

5. Click on **OK**.

EMR Visit Icon Descriptions

|		
	Active Admitted	An inpatient visit in which the patient is still in the hospital.
	Discharged	An inpatient that has completed his/her stay and is no longer in hospital.
	Active Recurring	An outpatient that comes for a consecutive series of treatments/visits for the same medical condition ie. IV therapy, chemotherapy, dialysis, diabetes education, etc
	Recurring Discharged	An outpatient that has had his/her treatment completed.
	Emergency Department	An outpatient visit to the emergency department for treatment of conditions requiring immediate medical care.
	Clinical	A one time minor procedure, test or consult ie. mole removal, ECG, etc for an outpatient.
	Provider	A one time registration used for procedures such as specimens from another facility, physician's office, etc.
	Surgical Day Care	An outpatient visit for an invasive procedure ie. gastroscopy, heart catheter, minor surgery or a procedure approved by the Ministry of Health.

Logging Off and Session Management

In accordance with the Fraser Health Electronic Communication Policy, you are responsible for all computer activity performed under your username. Always log off once you've finished using any application you've signed on to.

Logging out of EMR: click on the "**X**" at the top right corner of the screen.

Logging out of Meditech: press <**ESC**> until you see **Goodbye** on the top left corner of the Meditech screen.

Suspending a Session: if you will be returning shortly to your Meditech session; you may suspend the session temporarily.
1. Click on the Session Management icon from the Meditech task bar.
2. Click Suspend Session.
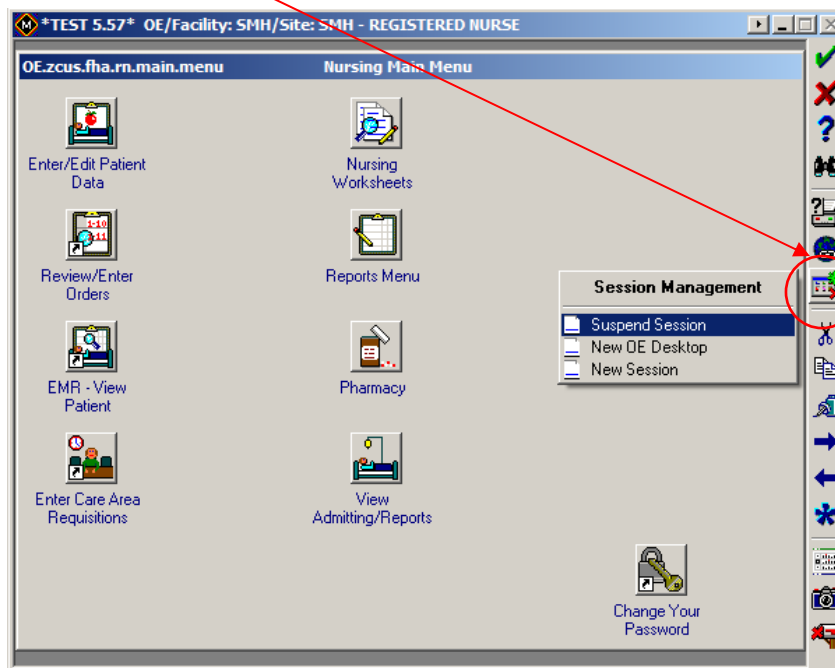
3. Your session will be stored or minimized to the bottom of the screen. The session will time out and close after 60 minutes if you don't return to the session.
4. To access your session once you return, click on the session at the bottom of the screen and type in your password to resume the session.

For additional information on EMR including the EMR User Manual and other Physician Support Tools, please go to the FHpulse or the link below:
http://fhpulse/clinical_resources/meditech_for_physicians/Pages/Default.aspx