

Meditech Client Server User Manual For Physicians



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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.

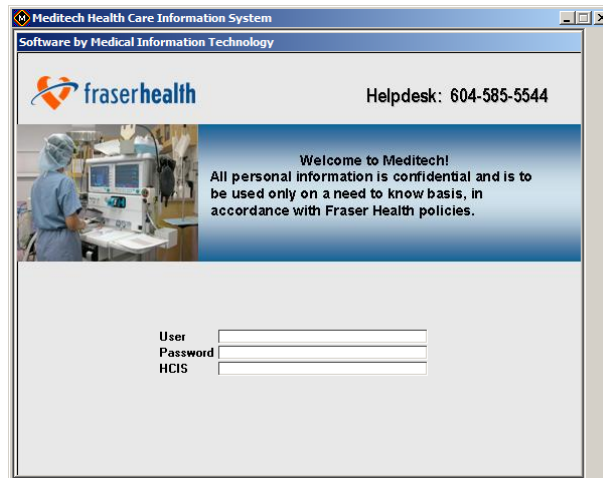
- User name: fhaapp
- Password: fhaapp

Signing On To Meditech

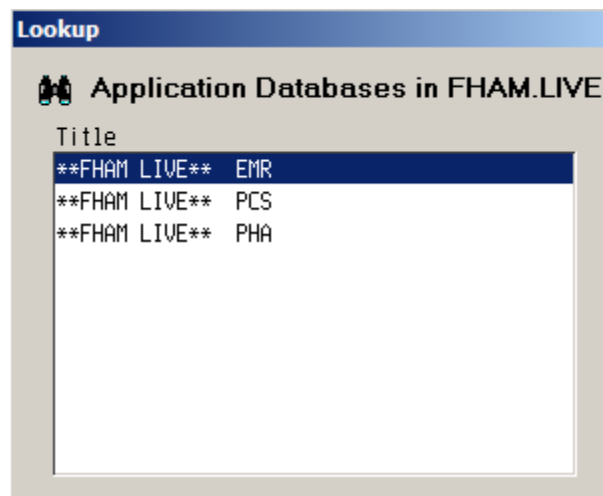
1. Double click on the **MEDITECH Fraser Health Authority** icon from your computer desktop.



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**.

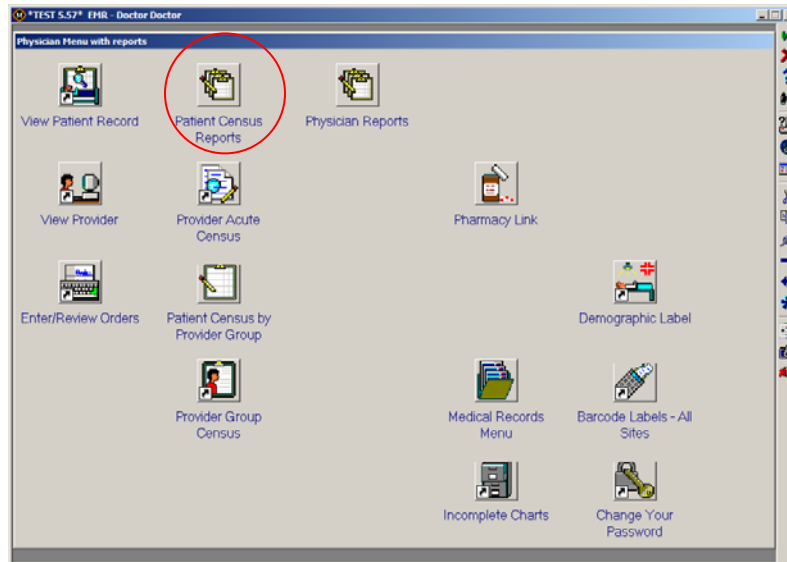


5. From the application databases, double click on ****FHAM LIVE** EMR**.

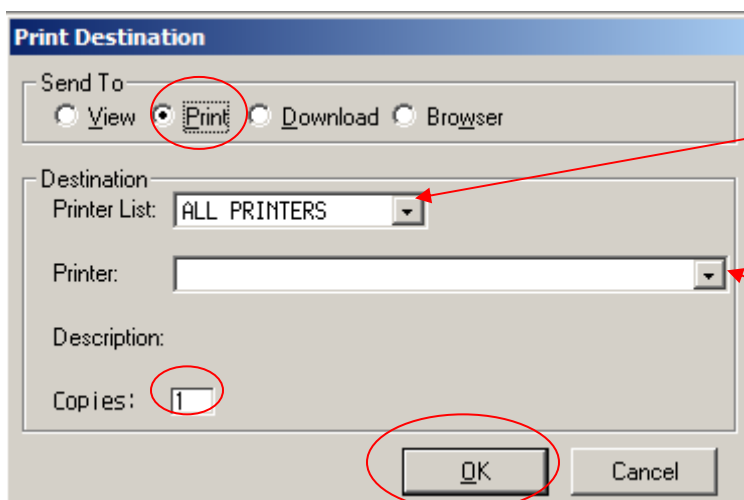


Printing A Patient List

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.



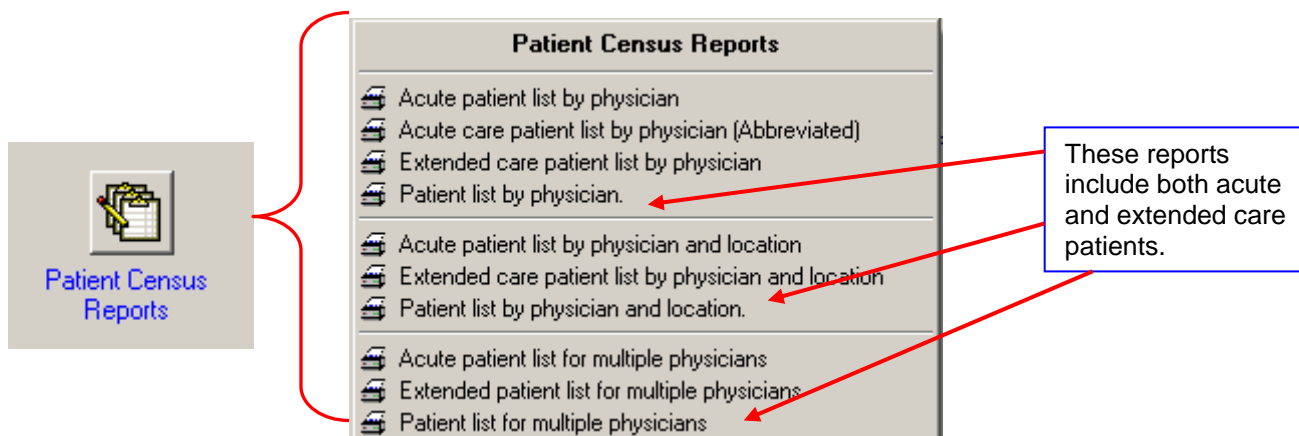
3. Select the report you wish to print. The most commonly used physician report is the **Acute patient list by physician**.
4. At the **DOCTOR** prompt, type in the first 7 characters of your last name and first initial (no spaces), then press **<F9>**.
 - Perform a lookup **<F9>** at this prompt if 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

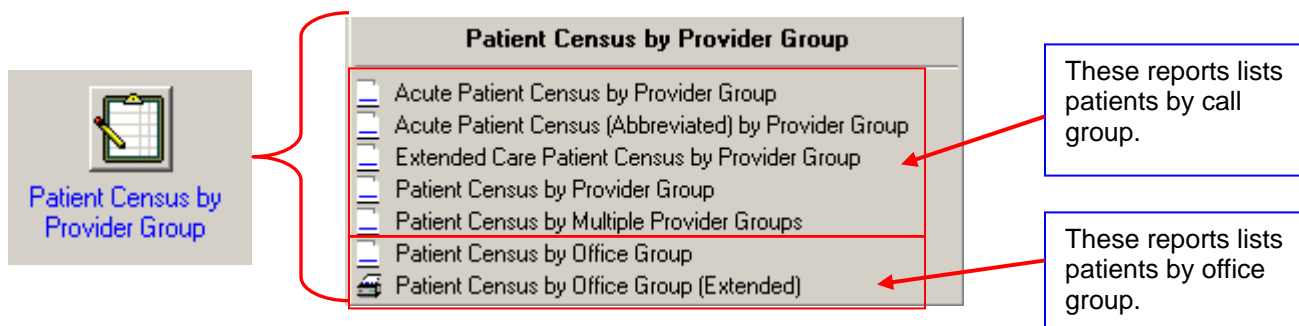
- Acute patient list by physician
- Acute care patient list by physician (Abbreviated)
- Extended care patient list by physician
- Patient list by physician.
- Acute patient list by physician and location
- Extended care patient list by physician and location
- Patient list by physician and location.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

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.

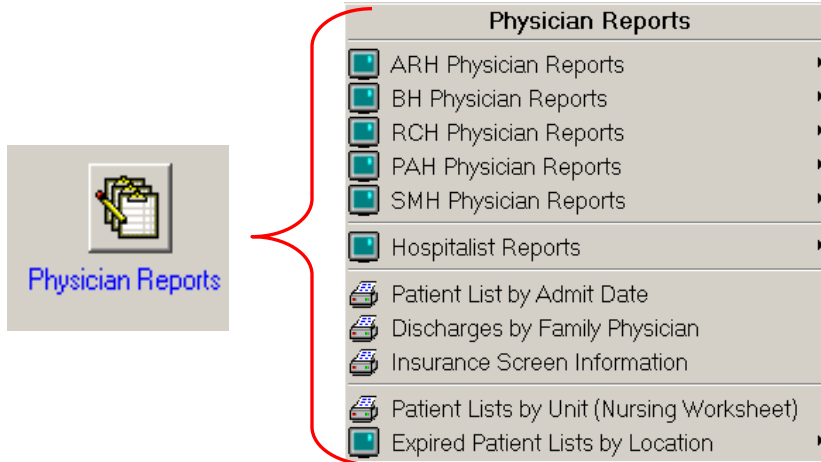
These reports lists patients by office group.



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

Patient Census Reports continued

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



Additional Meditech Physician Desktop Icons



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



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



The **Enter/Review Orders** icon allows one to review physician orders entered on a patient.

For access to enter orders on a patient, please contact the **Service Desk** at **604-585-5544** to have the Health Informatics – Acute group provide training and access to Order Entry.



The **Pharmacy Link** icon takes you to the Pharmacy Menu for items such as the Discharge Prescription Form, etc.



The **Demographic Label** icon allows you to print mailing address labels for patients.



The **Medical Records Menu** icon takes you the Medical Records module to access incomplete charts, the patient's scanned electronic chart and barcode labels.



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



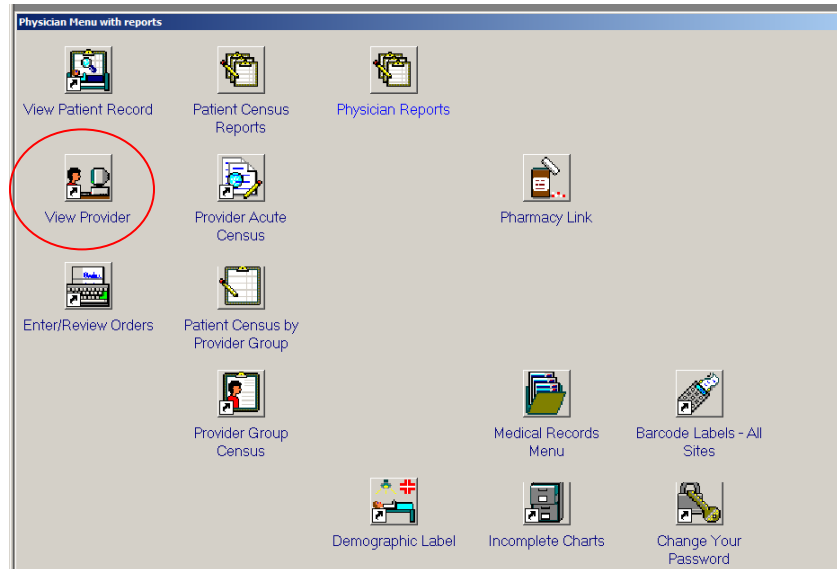
The **Barcode Labels** icon allows you to reprint chart barcode labels for your patients.



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

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).

Lookup

Provider

Mnemonic	Name	Type	ADM Services
WONGF	Wong, Fedrick	DOC	GENP
WONGF1	Wong, Flora F.	DOC	GENP
WONGF2	Wong, Frances L.	DOC	ONCO
WONGF3	Wong, Frank S. H.	DOC	OTOL
WONGG	Wong, Graham C.	DOC	CARD
WONGG1	Wong, Grover	DOC	GENP
WONGH	Wong, H.C. G.	DOC	INTM
WONGH1	Wong, Hai-Hua A.	DOC	GENP
WONGH2	Wong, Harvey H.	DOC	GENP
WONGH3	Wong, Henry D.	DOC	GAST

Adm Priv: N On Staff: N Group:
 Telephone: (604)321-0015 ABS Service: D00001
 Address: 8173 Granville St City: Vancouver
 MSP Number: 05890

6. The physician information that displays on the **Standard Data** tab is generic information. Information in the **On Staff? Admit Priv? Phys**

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Ord? and **Elec Sig?** fields do not reflect the status of the selected physician for your site.

Enter/Edit MIS Provider Dictionary

Standard Data Additional Data

Mnemonic: ASPINALH Active?

Last Name: Aspinall Suffixes: 1 MD
 First Name: Hugh 2
 Middle Init. 3

Display Name: Aspinall, Hugh

Prov Type: DOC

Address: 22305 48 Ave Phone: (604)530-2374
 Address2: FAX: (604)530-5167
 City: Langley
 Prov: BC Postal: V3A 3N4 Office Mgr:
 E-Mail:

Birthdate: License #: Dea #: Expires:
 Sex: On Staff?
 ADM Svc: GENP Admit Priv?
 ABS Svc: D00001 Phys Ord?
 Provider #: 00414 Elec Sig? Queue Attending? Ask Co-Sign?
 Prov Grp:

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.

View MIS Provider Dictionary

Standard Data **Additional Data**

Mnemonic: ASPINALH Name: Aspinall, Hugh

Alternates For Electronic Signature Authorized Signers

Submission Type	Submission Code	Additional Specialties	Insurances	Practices
ICD10	00414	D00001		

Facility	Provider Type	Admit Priv?	Elec Sig?	Phys Ord?
LMH	AT	Y		
MMH	DOC	N		
MNO	DOC	N		

Notifications

-Via-	Level	-Via-	Level
E-Mail		FAX	
Pager		MIG	

View MIS Provider Dictionary

Mnemonic: ASPINALH Name: Aspinall, Hugh
 Facility: LMH Langley Memorial Hospital

Provider Type: AT

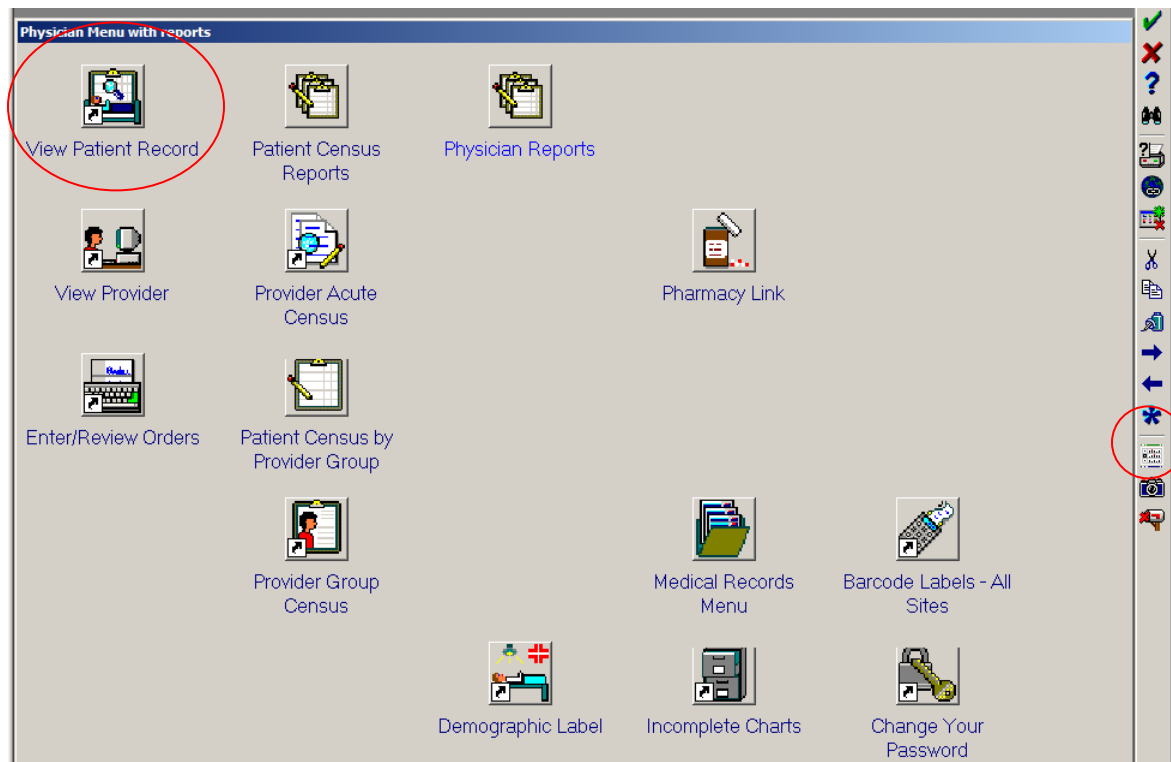
Address: #102 - 4769 - 222 Street Phone: (604)530-2374
 Address 2: FAX: 604-530-5167
 City: Langley Pager: 604-571-5119
 Prov: BC Postal: V2Z 3C1 Office Mgr:
 Email:

License Number: On Staff?
 ADM Service: GENP Admitting Privileges?
 Specialty: D00001 Physician Ordering?
 Provider #: 00414 Electronic Signature?
 Provider Group: LH-D&E E-Rx User: Enable

Submission Type	Submission Code	Insurances

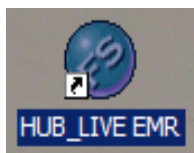
Accessing the Enterprise Medical Record (EMR)

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



The HUB_LIVE_EMR icon

A quick way to view a patients record in EMR without having to sign into Meditech and selecting the application is via the **HUB_LIVE_EMR** icon from your Windows desktop.



Sign in using your Meditech user id and password.

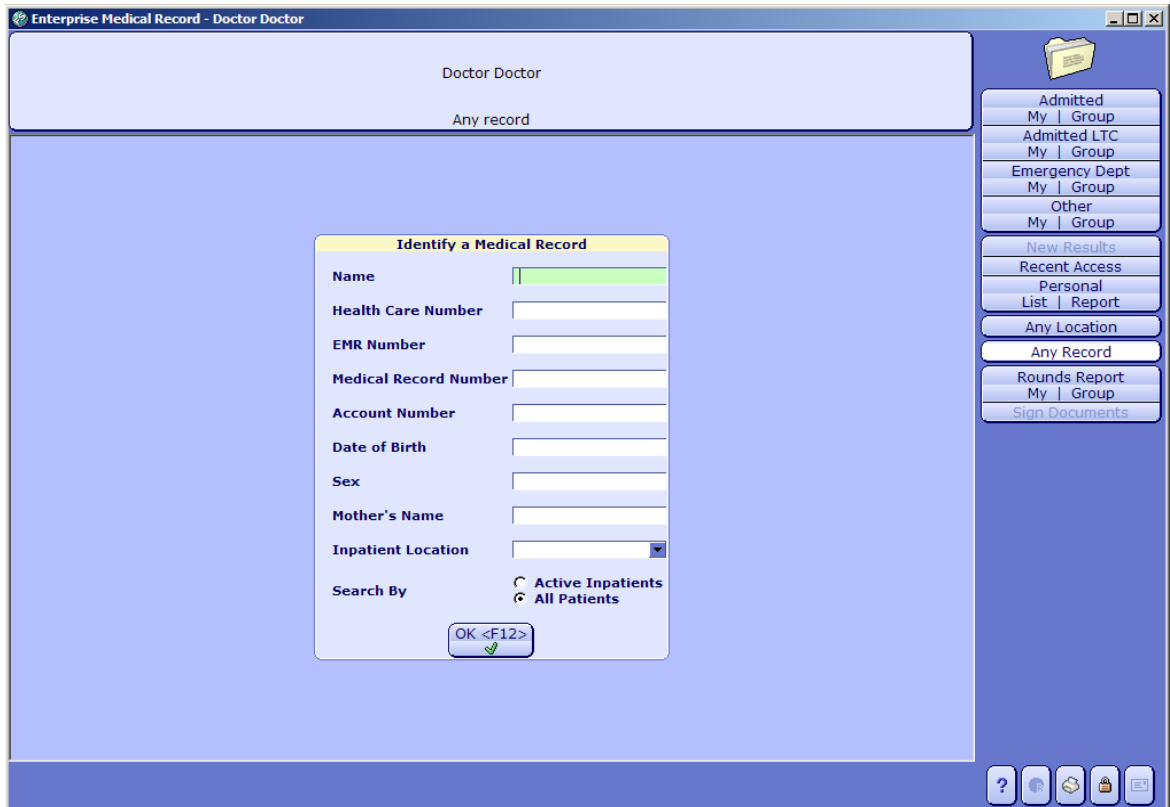
HUB_LIVE_EMR will still work even if other applications such as Lab or Order Entry are "down".

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Identifying A Patient in EMR

There are 3 quick ways to find a patient in EMR.

- Selection by **Any Record**
- Selection by **Any Location** and/or
- Selection by **Admitted, Admitted LTC, Emergency Dept or Other.**



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

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)
 - Personal Health Number (PHN)
 - Unit number or
 - Account 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.
3. Select a single visit by clicking directly on the visit.
4. 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 option:

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, Admitted LTC, Emergency Dept or Other option:

1. The Admitted "My" option displays acute admitted inpatients 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 displays acute admitted inpatients in a call group or office group.
3. The Admitted LTC "My" option displays admitted long term care patients attached to the physician from the Admissions Module.
4. The Admitted LTC "Group" option displays admitted long term care patients in a call group or office group.
5. The Emergency Dept "My" option displays emergency department patients attached to a physician from the Admissions Module.
6. The Emergency Dept "Group" option displays emergency department patients attached to a group.
7. The Other "My" option displays outpatients admitted to a physician from the Admissions Module.
8. The Other "Group" option displays outpatients admitted to a call group or office group.

D. Adding or removing a patient to/from your personal list:

1. Follow steps 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**.

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.

The screenshot displays the Enterprise Medical Record interface for a patient named Emrtrain. The interface is divided into several sections:

- Patient Header:** Displays patient information including name (Emrtrain, Patient), DOB (12/12/62), and allergies (Aspirin, Chlorpheniramine, Dextromethorphan, Peanut, Penicillin, Pseudoephedrine, SHELLFISH).
- Department Menu:** A vertical list of menu items on the right side, including Record List, Other Visit, Special Panels, 24 Hour, Vital Signs, I & O, Notes, Medications, Order History, Laboratory, Microbiology, Blood Bank, Pathology, Imaging, Other Reports, Care Trends, Care Activity, History, Summary, Encounters, Referrals, Discharge, Orders, Document, Reconcile Meds, and Sign.
- Sub-department Options:** A set of buttons at the top of the clinical details area, including Hematology, Coagulation, Urines, Other Body Source, Miscellaneous, Blood Gas, Chemistry, Toxicology, Immunology, and Serology.
- Clinical Details:** A table showing laboratory results for Hematology. The table has columns for dates and times, and rows for various tests like WBC, RBC, Hgb, Hct, MCV, Plt Count, Neutrophils #, Lymphocytes #, Monocytes #, Eosinophils #, and Basophils #.
- Navigation Tools:** A set of buttons at the bottom of the interface, including Earlier, Later, Graph My Data, Cancel, and Save.

	7/8/09 11:48	8/8/09 12:01	10/8/09 10:22	10/8/09 10:40	10/8/09 11:38
WBC	3.5 L	3.8 L	4.2	3.5 L	3.1 L
RBC	3.70	3.75	3.75	3.55	3.40 L
Hgb	118	124	110 L	115	121
Hct	0.38	0.38	0.33 L	0.36	0.32 L
MCV	85	88	79 L	81	79 L
Plt Count	232		155	220	150
Neutrophils #	1.2 L	1.1 L	1.3 L	0.7 L	0.1 *L
Lymphocytes #	1.1	1.4	1.2	1.2	1.2
Monocytes #	0.2	0.4	0.1	0.2	0.2
Eosinophils #	0.3	0.4	0.4	0.3	0.4
Basophils #	0.1	0.1	0.1	0.1	0.1

Patient Header – displays basic patient information such as allergies, patient location, date of birth, unit number(s), 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.

Viewing New Results in EMR

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.

Recently accessed records

Emrtrain, Patient 47 F Birthdate: 12 Dec 1962	EMR Num: FHATVG0000235 Med Rec Num: AB00000054, BH00000563...
Itsmibh, Anna 31 F Birthdate: 12 Mar 1979	EMR Num: FHATVG0005996 Med Rec Num: BH00000572
Oetrain, Aerial 28 F Birthdate: 2 Jan 1982	EMR Num: FHATVG0000001 Med Rec Num: AB00000001

- Admitted My | Group | Cover
- Admitted LTC
- Emergency Dept My | Group
- Other
- My | Group
- New Results**
- Recent Access
- Personal List | Report
- Any Location
- Any Record
- Rounds Report My | Group | Cover

Emrtrain, Patient DOB: 12/12/62 47 F
Multiple / AB00000054 / FHATVG0000235 Multiple

Allergy/AdvReac: Aspirin, Chlorpheniramine, Dextromethorphan, Peanut, Penicillin, Pseudoephedrine, SHELLFISH
24 Hour - Wednesday Laboratory

Saturday Sunday Monday Tuesday **Wednesday**

Vital Signs Intake & Output **Laboratory** Reports

Test	Result	Units	Collected	Comments
ANA Screen	Pending		19/5/10 12:37	Spec - Res

- Record List
- Other Visit
- Special Panels
- 24 Hour
- Vital Signs
- I & O
- Notes
- Medications
- Order History
- Laboratory
- Microbiology
- Blood Bank

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.

PCI (Patient Care Information) is a product of the Meditech Magic system that was the Meditech system in use for patients in some of the Fraser Health hospitals prior to the current Meditech Client Server EMR (Enterprise Medical Record) system.

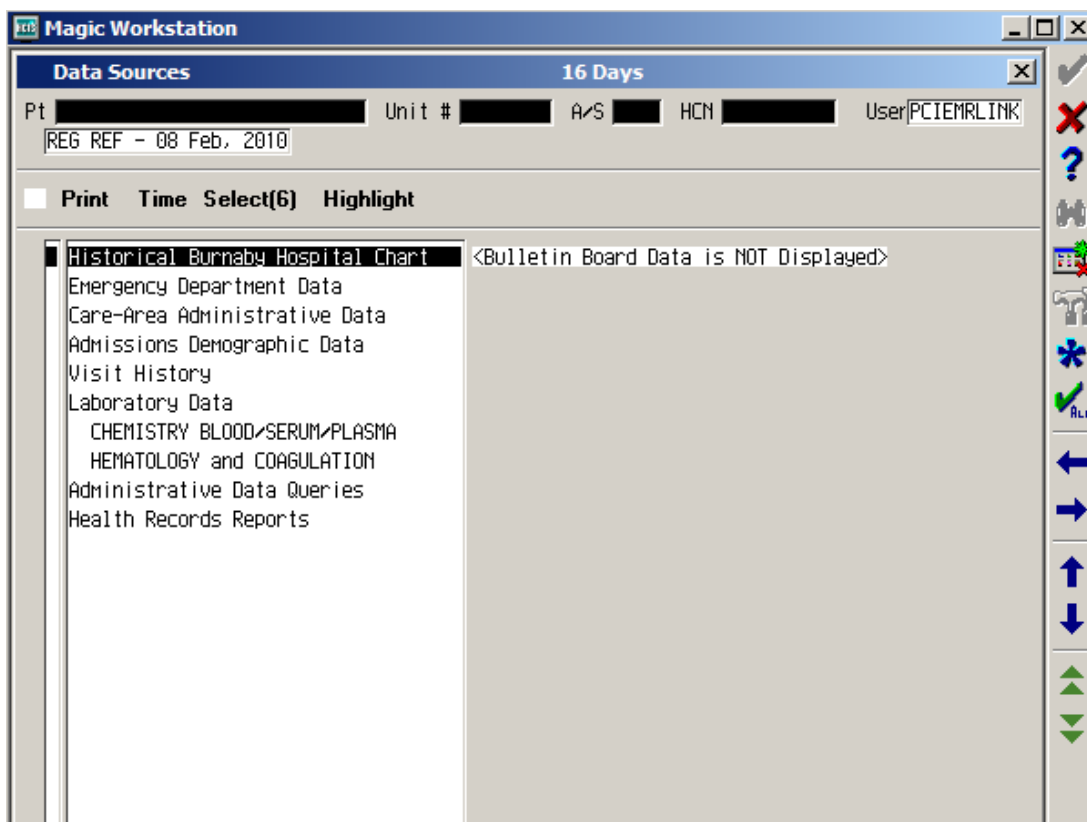
1. PCI holds patient information dating back from July 2010 to 1990.
2. Patient information stored in PCI is accessible through the old Meditech Magic system or in Meditech Client Server EMR via the EMR/PCI link .
3. The **View PCI** menu option on your EMR screen will be highlighted if a patient has information available in PCI.



4. Information contained in EMR and PCI are view only
5. Clicking on **View PCI** will take you to the patient's PCI record.

Instructions for Navigating PCI:

1. To navigate PCI, use the keyboard arrow keys ←↑→↓
 - right and left arrow keys navigate between pages
 - up and down arrow keys navigate a page vertically
2. To exit PCI, press the left arrow key until you're back on the EMR screen.



Graphing Results in EMR

To graph results in EMR:

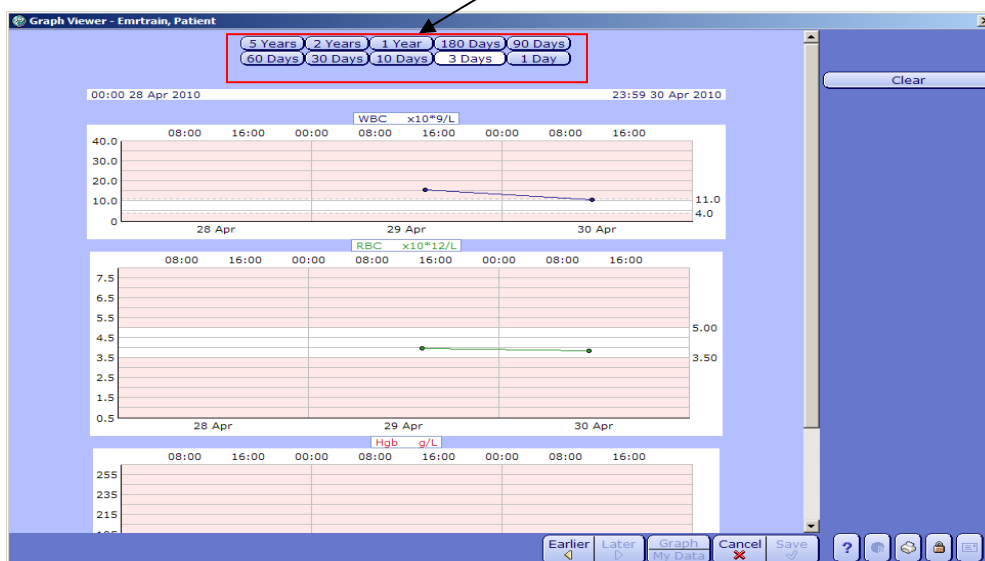
- Identify the lab value(s) you wish to graph
- Right click on the name of the value
- Choose **Toggle for Graph** and left click
- The value will now be highlighted in green
- Repeat above steps for each value
- Left click on the **Graph** button to view the graph

Right mouse click on each value, choose **Toggle for Graph** and left click.

Left mouse click

	8/7/09 16:27	4/8/09 11:57	7/8/09 11:48	8/8/09 12:01	10/8/09 10:22
WBC	13.5 H	3.2 L	3.5 L	3.8 L	4.2
RBC	4.00	3.60	3.70	3.75	3.75
Hgb	70 L	121	118	124	110 L
Hct	0.25 L	0.36	0.38	0.38	0.33 L
MCV	81	82	85	88	79 L
Plt Count	125 L	175	232	155	
Neutrophils #	11.5 H	1.1 L	1.2 L	1.1 L	1.3 L
Lymphocytes #	1.5	1.2	1.1	1.4	1.2
Monocytes #	0.2	0.5	0.2	0.4	0.1
Eosinophils #	0.3	0.4	0.3	0.4	0.4
Basophils #	< 0.1	0.1	0.1	0.1	0.1

The graphed results will display as follows:
Results can be viewed over days or years



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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 the steps on page 11 – Identifying A Patient in EMR.
3. Select a visit(s).
4. Click on the **Special Panels** from the panel department menu.

Enterprise Medical Record - Registered Nurse
Emrtrain, Patient
DOB: 12/12/62 46 F
Multiple / AB00000054 / FHATVG0000235
Allergy/AdvReac: Aspirin, Peanut, Penicillin, SHELLFISH
Laboratory - Hematology

	7/8/09 11:48	8/8/09 12:01	10/8/09 10:22	10/8/09 10:40	10/8/09 11:38
WBC	3.5 L	3.8 L	4.2	3.5 L	3.1 L
RBC	3.70	3.75	3.75	3.55	3.40 L
Hgb	118	124	110 L	115	121
Hct	0.38	0.38	0.33 L	0.36	0.32 L
MCV	85	88	79 L	81	79 L
Plt Count	232	Pending	155	220	150
Neutrophils #	1.2 L	1.1 L	1.3 L	0.7 L	0.1 *L
Lymphocytes #	1.1	1.4	1.2	1.2	1.2
Monocytes #	0.2	0.4	0.1	0.2	0.2

5. Click on **My Panel**.

Emrtrain, Patient
DOB: 12/12/62 46 F
AB000421/09 / AB00000054 / FHATVG0000235
Ab 2 Cheam Medical AB2C-C2021-1 ADM IN
Allergy/AdvReac: Aspirin, Peanut, Penicillin, SHELLFISH
Special Panels Function

- My Panel
- Acute Coronary Syndrome
- Adult Intensive Care
- Anticoagulation
- Diabetic

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

Enterprise Medical Record - Registered Nurse
Emrtrain, Patient
DOB: 12/12/62 46 F
Multiple / AB00000054 / FHATVG0000235
Allergy/AdvReac: Aspirin, Peanut, Penicillin, SHELLFISH
Panel
1 Hour 2 Hour 4 Hour
8 Hour 12 Hour 24 Hour
My Panel
Active Medications

Build My Panel for ALL Records
Build My Panel for THIS Record

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/Hgb

	10/11/09 08:57	10/11/09 10:27	11/3/10 08:19	29/4/10 14:26	30/4/10 11:28
WBC	Cancelled	Cancelled	4.6	15.6 H	10.5
RBC	Cancelled	Cancelled	3.75	3.96	3.82
Hgb	Cancelled	Cancelled	135	109 L	105 L
Hct	Cancelled	Cancelled	0.38	0.35	0.33 L
MCV	Cancelled	Cancelled	88 Δ	79 L Δ	77 L
Plt Count	Cancelled	Cancelled	156	299	271
Neutrophils #	Cancelled	Cancelled	2.1	12.3 H	9.5 H
Lymphocytes #	Cancelled	Cancelled	1.5	2.0	0.4 L
Monocytes #	Cancelled	Cancelled	0.1	0.9 H	0.4
Eosinophils #	Cancelled	Cancelled	0.3	0.4	0.2
Basophils #	Cancelled	Cancelled	0.1	< 0.1	< 0.1

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**.

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

The screenshot shows the 'Enterprise Medical Record - Registered Nurse' interface for a patient named 'Emrtrain, Patient'. The patient's DOB is 12/12/62, 46 F. Allergies include Aspirin, Peanut, Penicillin, and SHELLFISH. The current view is for a 4-hour period from 15:00 on 8 Jul 2009 to 14:59 on 10 Aug 2009. A red circle highlights the 'My Panel' section, which contains a table of laboratory data and a list of active medications.

	8 Jul 15:00 18:59	4 Aug 11:00 14:59	7 Aug 11:00 14:59	8 Aug 11:00 14:59	10 Aug 07:00 10:59	10 Aug 11:00 14:59
My Panel						
Laboratory Data						
White Blood Count	13.5 H	3.2 L	3.5 L	3.8 L	3.5 L	3.1 L
Red Blood Count	4.00	3.60	3.70	3.75	3.55	3.40 L
Hemoglobin	70 L	121	118	124	115	121
Hematocrit	0.25 L	0.36	0.38	0.38	0.36	0.32 L
Mean Corpuscular Volume	81	82	85	88	81	79 L
Reports						
Urine Specimen	Complete					
Active Medications						


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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

7. Click on the **Imaging** menu
8. Select a report by clicking on a "text bubble" under the **Report** heading
9. A report viewer opens
10. 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

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Explanation of Print Destination Prompt

At the Print Destination prompt, select the following options:

Print Destination

Send To:
 View **Print** Download Browser

Destination:
 Printer List: ALL PRINTERS
 Printer:
 Description:
 Copies: 1

OK Cancel

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

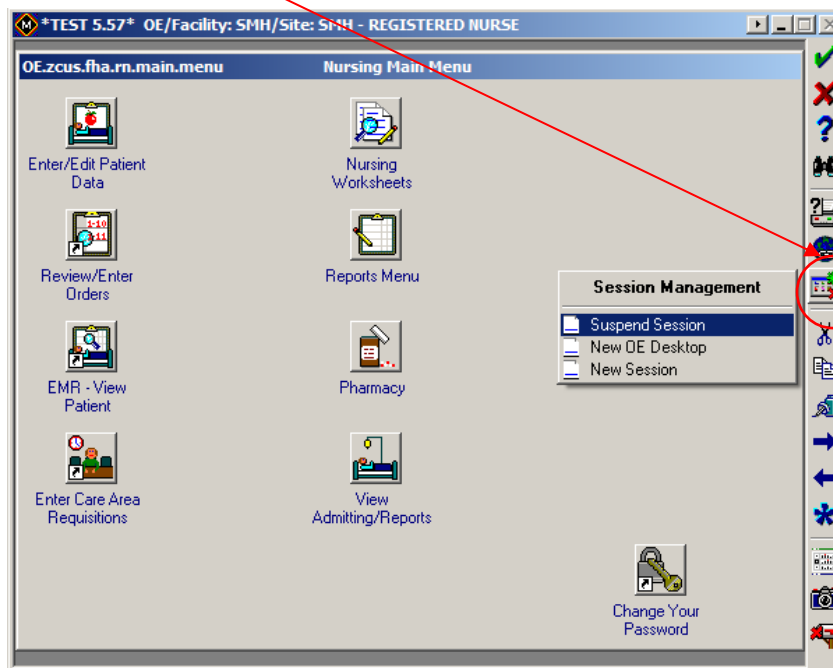
In accordance with the Fraser Health Electronic Communication Policy, you are responsible for all computer activity performed under your username. Always log off once you've finished using any application you've signed on to.

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

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