

# **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.

A screenshot of a Windows-style sign-in window. It contains fields for User (LCOLVIN), Domain (SCMHNET), Password (\*\*\*\*\*), HCIS (SDL.TEST60F), and Job (IT Toolbox). The Job field has a dropdown arrow icon at the end. The background of the window is light blue.

## 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



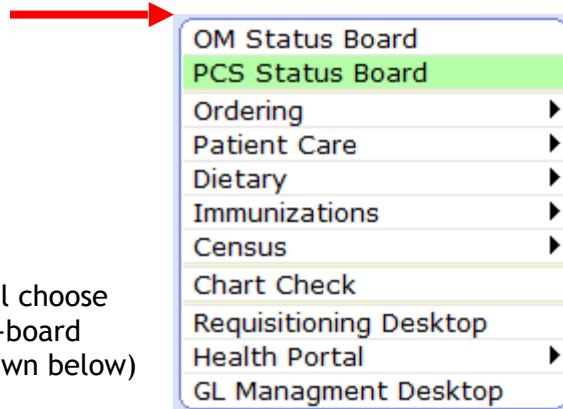
2. Use the drop down arrow to choose the proper “Job” then click <Signon> if it doesn’t automatically sign in once you choose your job.

A screenshot of the same sign-in window as above, but the Job dropdown now shows 'Clinical Tool Box'. A secondary dropdown menu is open under 'Clinical Tool Box', listing 'Clinical Tool Box', 'Community Wide Scheduler', 'Materials Mgmt Requisition Only', and 'MedSurg RN'. The background of the window is light blue.

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, F.I. Age Sex Room	Status	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

Buttons at the bottom: Refresh, Add to My List, Add to My Team List, Close, Show Empty Beds, Help, Print, Copy, Paste, Find.

## PCS Status Board

(What the Status Board can tell you)

Displays which department you are viewing and the number of patients

Patient Name - Age - Sex - Room

Displays next medication

Informs the nurse there are new results on their patient. Clicking in this column will open up that result.

Displays next intervention due.

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
	<b>SHORTCAKE,S</b> 43 F 1218	Ack-Med	11:44 Discharge Assessment MU 11:44 Initiate Discharge Plann... 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	
	<b>TEST,D</b> 49 F 1222	Stat	11:43 Admission Assessment 11:43 Discharge Assessment MU 11:43 Initiate Discharge Plann... 11:43 Medical - Surgical Histor...			
	<b>TEST,C</b> 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	
	<b>SOC,M</b> 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

Location - Med						
4 patients as of 10/01/15 12:55						
	Name, Last, FI Age Sex Room ▾	⌚ New	⌚ Next Int	Next Med	PRN	⌚ New Results
	<b>SHORTCAKE,S</b> 43 F 1218	Ack-Med	11:44 Discharge Assessment MU 11:44 Initiate Discharge Plann... 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	
	<b>TEST,D</b> 49 F 1222	Stat	11:43 Admission Assessment 11:43 Discharge Assessment MU 11:43 Initiate Discharge Plann... 11:43 Medical - Surgical Histor...			
	<b>TEST,C</b> 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	
	<b>SOC,M</b> 29 M 1228	Ack	10:03 Discharge			

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

6

Refresh Add to My List Add to My Team List Close All Charts - + All 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.

- Highlight patient name and click <Open Chart> on the right
- 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).

The screenshot shows the PCS Status Board interface. At the top, patient information is displayed: Name: Shortcake, Strawberry Jam, Age: 43, DOB: 07/11/1972, Height: 5ft, Weight: 155lb, BSA: 1.67m<sup>2</sup>, BMI: 30.3kg/m<sup>2</sup>. The chart number is F00000272710 and the admission number is J000000924. Below this is a list of medications with their details:

Orders	Category	Start	Stop	Status
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

To the right of the chart, a vertical menu is open with the following options:

- Exit to Status Board
- Incomplete
- New
- Acknowledge** (highlighted with a red arrow)
- Review
- Collect Specimen
- Edit Multiple
- Reassign Orders

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.

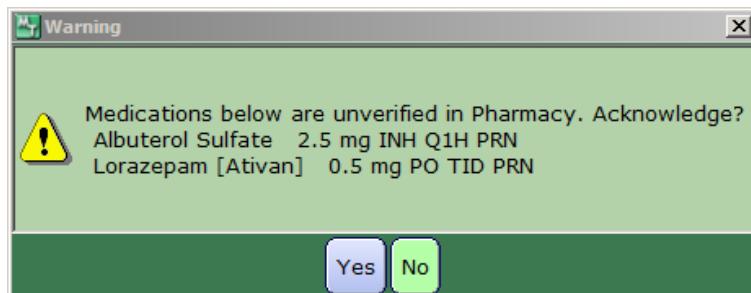
**Acknowledge Orders**

3 of 9 Selected

Selected Orders	Category	Start	Stop	Status
Shortcake,Strawberry Jam				
<input checked="" type="checkbox"/> Nebulizer Initial [ED.NURCAR] NOW	Care	Thu Oct 01 11:48	Thu Oct 01	Completed
<input checked="" type="checkbox"/> Albuterol Sulfate 2.5 mg INH Q1H PRN	Med	Thu Oct 01 11:45		Ordered
<input checked="" type="checkbox"/> Lorazepam [Ativan] 0.5 mg PO TID PRN	Med	Thu Oct 01 11:45		Ordered
<input type="checkbox"/> Fentanyl [Duragesic 100 Mcg] 100 mcg TOP Q72H	Med	Thu Oct 01 12:00		Ordered
<input type="checkbox"/> Metoprolol Tartrate [Lopressor] 12.5 mg PO WBREAKFAST	Med	Fri Oct 02 07:00		Ordered
<input type="checkbox"/> Enoxaparin Sodium [Lovenox] 80 mg SQ Q24H	Med	Thu Oct 01 11:50		Ordered
<input type="checkbox"/> Polyethylene Glycol 3350 [Miralax] 17 gm PO DAILY	Med	Sat Oct 03 09:00		Ordered

**Orders Worklist**      **Reject**      **Acknowledge**      **Undo**      **Cancel**  **Save** 

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

upcoming  
interventions -  
“Next Int” a list  
next four

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>.

SHORTCAKE,STRAWBERRY JAM F00000272710 View Next Scheduled

Date Time	Description	Last Done
<input checked="" type="checkbox"/> 10/01/15 11:44	Discharge Assessment MU	
<input checked="" type="checkbox"/> 10/01/15 11:44	Initiate Discharge Planning	
<input checked="" type="checkbox"/> 10/01/15 11:44	Medical - Surgical History	
<input checked="" type="checkbox"/> 10/01/15 11:44	Nutritional Screening	
<input checked="" type="checkbox"/> 10/01/15 11:44	Patient Rounds	
<input checked="" type="checkbox"/> 10/01/15 12:00	Meals/Snacks	
<input type="checkbox"/> 10/01/15 13:00	Basic ADL Assessment: Oral Care	
<input type="checkbox"/> 10/01/15 13:44	Patient Rounds	
<input type="checkbox"/> 10/01/15 14:00	Vital Signs	
<input type="checkbox"/> 10/01/15 15:44	Patient Rounds	
<input type="checkbox"/> 10/01/15 17:00	Basic ADL Assessment: Oral Care	
<input type="checkbox"/> 10/01/15 17:00	Meals/Snacks	
<input type="checkbox"/> 10/01/15 17:44	Patient Rounds	
<input type="checkbox"/> 10/01/15 18:00	Intake and Output	
<input type="checkbox"/> 10/01/15 18:00	Vital Signs	
<input type="checkbox"/> 10/01/15 19:44	Patient Rounds	
<input type="checkbox"/> 10/01/15 21:00	Basic ADL Assessment: Oral Care	
<input type="checkbox"/> 10/01/15 21:00	Diversional Activity Deficit	
<input type="checkbox"/> 10/01/15 21:00	Shift Assessment	
<input type="checkbox"/> 10/01/15 21:44	Patient Rounds	
<input type="checkbox"/> 10/01/15 22:00	Vital Signs	
<input type="checkbox"/> 10/01/15 23:44	Patient Rounds	
<input type="checkbox"/> 10/02/15 01:44	Patient Rounds	
<input type="checkbox"/> 10/02/15 02:00	Vital Signs	

**Go To Worklist**      **Close**  **?** 



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

The screenshot shows a software interface for managing patient care items. At the top, there are checkboxes for 'Include' (checked), 'Interventions' (checked), 'Outcomes' (unchecked), and 'Medications' (unchecked). Below this, a 'Look ahead' dropdown is set to 8 hours. The main area is a grid titled 'Care Item' with columns for 'Last Done', 'Status/Due', and various time points from 'Today 11:44' to 'Tomorrow 19:00'. A green vertical bar highlights the 'Now' column. Many items have black checkmarks in their 'Last Done' and 'Status/Due' columns. A red rectangular box highlights a specific item in the grid. At the bottom, there is a toolbar with buttons for 'Refresh', 'Change View', 'Add', 'Not Done', 'View/Edit', 'Detail', 'Document' (which is highlighted in blue), and 'Utility'.

To document the interventions checked, click <Document>.

**\*\*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.

A pop-up window titled "SHORTCAKE, STRAWBERRY JAM F00000272710 View Next Scheduled". It contains a table with three columns: "Date Time", "Description", and "Last Done". The table has two rows:

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	

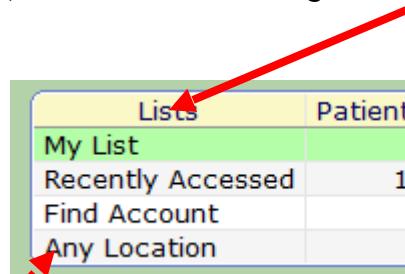
At the bottom, there are buttons for "Go To MAR", "Go To Worklist", "Close", and help icons.

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.**

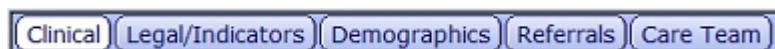
**department to department,**

## 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.

Condition	Status	Visit	Onset	ICD Code
Bleeds easily	Chronic ✓			287.9
Bruises easily	Acute ✓	03/11/09		782.9
Lump in the groin	Acute ✓			789.30
Feeling tired	Resolved ✓	09/11/03		780.79
Fever	Inactive			780.60

Past Problem	Status
Abdominal abscess	Resolved ✓

Office Problem	Diagnosis Date
Back strain	03/13/14
Acute ear infection	03/30/11

Allergy/AdvReac	Type	Severity	Reaction	Status	Date
Modified Tyrosine Adsorbate [From Pollinex-T]	Allergy		Wheezing	Verified	08/07/13
Shellfish Allergy	AdvReac		Difficulty Breathing	Verified	08/07/13

Active Medication	Dose	Route	Freq	Start
Amoxicillin [Amoxi] 110 mg PO DAILY SCH	110 mg	PO	DAILY	08/19/13

Home Medication	Instructions	Last Taken	Last Rx
Buffered Aspirin 325 mg	7 325 PO PRN PRN	Unconfirmed	✓
Amoxicillin Trihydrate	7 500 mg OR 1-2XD #10 cap...	Unconfirmed	✓

Patient Pharmacy	Preferred
Walgreens Drug Store 02861	(Preferred)

Immunization	Administered Date	Num	Age	Eligible Date	Recommended Date	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	Comment
External Medical Summary Report	
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
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	Last Date

Diagnosis	Last Date

My Personal Notes	Last Date

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).

### Review Visit

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		

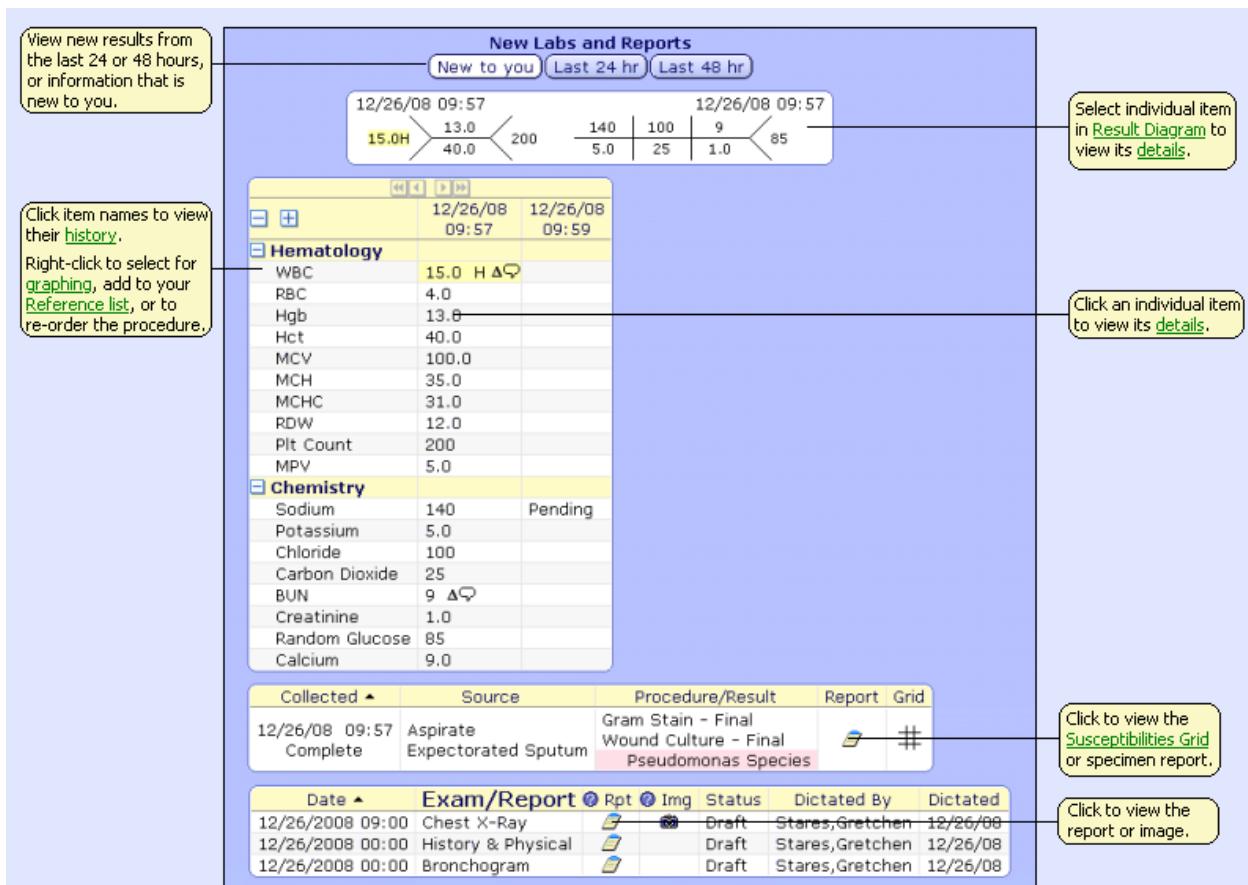
### Notices

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”

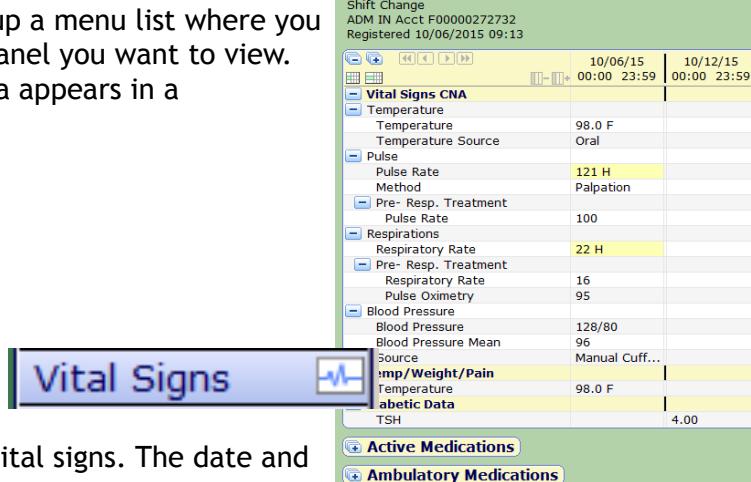
### New Results

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

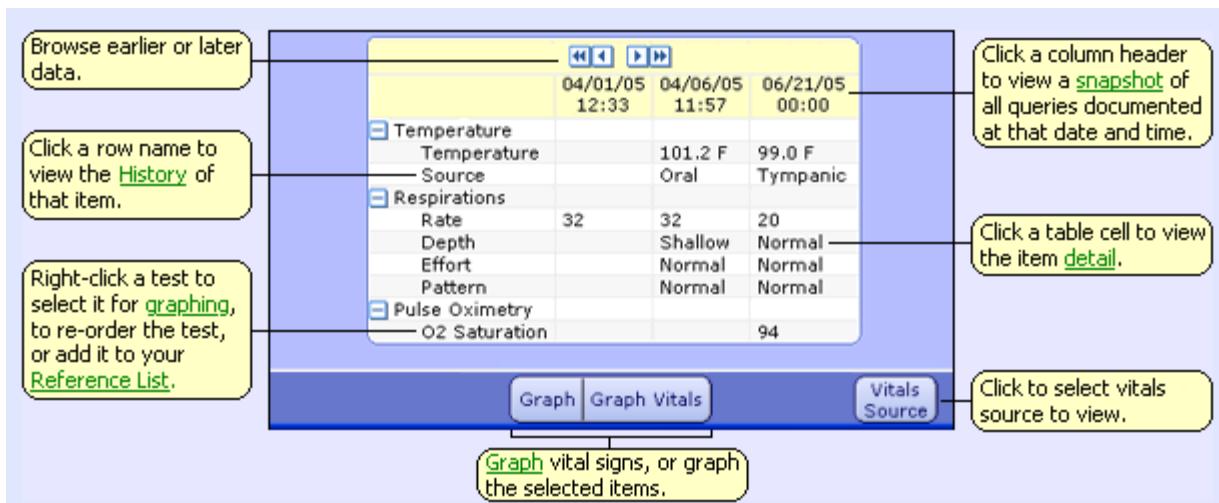


The new results flowsheet includes information about laboratory results and reports. Different tables can appear for different types of information when new results exist. Laboratory results are sorted by category, which you can expand and collapse using the + and - symbols.

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)



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



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

## I & O

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

The screenshot shows a table of I&O values with the following 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
<b>Intake:</b>				
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
<b>Output:</b>				
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
<b>Other:</b>				
Weight	160 lb			158 lb
Bowel Movements	1	0 (+)	0 (+)	1

Below the table are buttons for "1 Hour", "4 Hour", "8 Hour", "12 Hour", "24 Hour", and "Graph". A status message at the bottom says: "Click the separate sources to view their history. Click to change the time periods of the table columns. Graph the selected items."

Annotations explain:

- Browse earlier or later data.
- 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.

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

Click on the actual number of bowel movements.

<b>Other:</b>				
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.

<b># BOWEL MOVEMENTS</b>				
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.

The screenshot shows the 'Medications' screen with a table of medications. The table columns include Generic Name, Trade Name, Dose, Route, Freq, PRN Reason, Start Stop, Status, Drug Class, and Last Admin. Annotations provide instructions for interacting with the screen:

- A callout points to the top left of the table: "Click the table rows to view medication details."
- A callout points to the top right of the table: "Click to view history of medication reconciliation."
- A callout points to the bottom right of the table: "Click column headers to sort columns. Freq sorts by schedule or direction based on Preferences."
- A callout points to the bottom center of the screen: "Click to toggle between List and Detail View."
- At the bottom, there are buttons for Remove Filter, Drug Class Filter, Archive, List, Active, Discontinued, All, View specific drug classes, Access archived data, and View only those medications that are Active or Discontinued, or view all medications.

Generic Name Trade Name ▾	Dose	Route	Freq	PRN Reason	Start Stop	Status	Drug Class	Last Admin
Insulin Human Regular Humulin 70-30 Vial	0 unit	IJ Q6H SCH <b>P</b>			02/06/13 18:00 02/13/13 17:59	Active	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 02/07/13 08:00	Anti-Infla... Anti-Infla... <More>	
Prednisone Prednisone	10 mg	PO BID SCH <b>T</b>			02/06/13 21:00 02/09/13 20:59	Active	Adrenals	<More>
SODIUM CHLORIDE 0.45% IND 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... <More>	
Acetaminophen/ Hydrocodone Bitar	1 each	PO STAT STA			02/06/13 16:29 02/06/13 16:30	DC	Opiate A... Analgesic...	
Hydrocodone-Acetaminophen 5-500								

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.

The screenshot shows a laboratory test results interface. At the top, there's a button labeled "View the latest results of all lab tests performed." Below it is a navigation bar with buttons for "Selected Visits" and "All Visits - Most Recent", followed by category buttons: All, Hematology, Coagulation, Blood Gas, Chemistry, Urines, Other Body Source, Toxicology, Immunology, Serology, Miscellaneous, and Scanned Reports. A main table displays test results for various dates (11/10/11 to 14/10/11) and times (00:00 EST to 14:23 EST). The table includes columns for test name, value, and status (e.g., Pending, H+, Δ). A context menu is open over one of the table rows, showing options like "Graph", "Graph Favorites", "Hgb", "RBC", "WBC", "Hct", "Sodium", and "Anion Gap". Buttons at the bottom include "Archive", "Graph", "Exclude POC", and "Access archived data". A "Graph" button is also present below the table. Callouts provide the following information:

- "Browse earlier or later data." points to the date/time navigation controls.
- "Click a test name to view the History of that item." points to a test name in the table.
- "Right-click a test to select it for graphing, to re-order the test, or add it to your Reference List." points to the context menu.
- "View the latest results of all lab tests performed." points to the top button.
- "Click another button to view lab test results from other categories." points to the category buttons.
- "Click a column header to produce a Specimen Viewer of test results for that date." points to a column header.
- "Click a table cell to view the detail of that test result." points to a table cell.
- "Click this button to toggle POC View." points to the "Exclude POC" button.
- "Access archived data." points to the "Access archived data" button.
- "Graph results from the selected tests." points to the "Graph" button.

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).

The screenshot shows a microbiology specimen data table. At the top, there are buttons for "Selected Visits" and "All Visits". A header row includes "Collected", "Source", "Procedure/Result", "Report", and "Grid". The table lists specimens with details like collection date, source, procedure, and results. Some rows have a red background. Icons in the "Report" and "Grid" columns provide links to reports and grids. A "Blood Bank" button is at the bottom. Callouts provide the following information:

- "Click the Collected or Source headers to change the specimen sort method." points to the "Collected" and "Source" headers.
- "Organisms appear with a red background." points to a red-highlighted row.
- "Click to view the scanned report." points to an icon in the "Report" column.
- "Click to view the Susceptibilities Grid." points to an icon in the "Grid" column.
- "Click to view the specimen report." points to another icon in the "Grid" column.
- "Click this button to view a list of organisms found within all specimens." points to the "Blood Bank" button.
- "Specimens" and "Organisms" buttons are also shown at the bottom.

Each table row contains information for one specimen. The icons in the Report and Grid columns provide access to Specimen Inquiry reports and susceptibilities grids, when these items are available.

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.

The screenshot shows a software interface titled "Reports". At the top, there are two buttons: "Selected Visits" and "All Visits - Most Recent". Below these are five category buttons: "All", "Imaging", "Pathology", "Cardiovascular", and "General". The main area is a table with the following columns: Date, More Rpts, Most Recent Exam/Report, Rpt, Img, Status, Tissue/Code, Dictated By, Dictated, and Hx. The table lists various medical entries with their details. At the bottom of the table are two buttons: "Archive" and "Converted EChart".

		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		
08/02/13 09:35	(+)	History & Physical			Signed					
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		

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

The screenshot shows the same software interface as the previous one, but the table data is different. It lists hospital progress notes. A red arrow points to the "More Rpts" column header, and a red box highlights the "Selected Visits" button at the top. The table has the same structure as the first one, with columns for Date, More Rpts, Most Recent Exam/Report, Rpt, Img, Status, Tissue/Code, Dictated By, Dictated, and Hx. The data includes entries like Progress Notes, Therapy Evaluation, and Hospitalist History and Physical.

		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,...	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 progress

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.

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

## Patient Care

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

The screenshot shows a list of assessments for a patient. At the top, there are two yellow callout boxes: one pointing to the search bar with the text "View the assessments, interventions, regulatory items, outcomes, plans of care, history, scanned forms, and surgical assessments." and another pointing to the "Source" column with the text "Sort the assessments by date, name, provider type or by the user that recorded or co-signed them." Below the search bar is a toolbar with tabs: Assessment, Intervention, Regulatory, Outcome, Plan of Care, History, Scanned Form, and Surgery Assessment. Underneath the toolbar is a filter section with buttons for Date, Name, Recorded By, Provider Type, and Co-Sign. A message "3 Selected" is displayed above the list. The list itself has columns: Date, Name, Note, Recorded By, Provider Type, Co-Sign, and Source. Several rows are visible, each representing a different assessment entry. At the bottom of the screen are buttons for Archive, Earlier, Later, View Snapshot, View History, and Converted EChart. Three yellow callout boxes at the bottom explain these buttons: "Access archived data.", "View the details of the selected assessment or of all assessments of the selected type.", and "View information from converted charts. The order is defined in the HIM Toolbox."

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

## Notes

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

**Click here to select or de-select all notes.**

**Checkmarks indicate a selected note. Click to de-select.**

**Click to view notes from other categories.**

**Date ▲**   **Note**   **Author**   **Status**   **Text**

Date	Note	Author	Status	Text
04/11/08 11:03	Progress Note (MD)	Cotter,Shelley Anne	ISigned	I have examined this patient a...
04/02/08 12:28	Nursing Care	Cotter,Shelley	Signed	Addendum entered by Cotter,S...
03/27/08 15:33	History and Physical	Rosa,William	Signed	
03/27/08 10:55	Anesthesia Note	Cotter,Shelley	Signed	
03/25/08 10:53	Care Manager	Cotter,Shelley	Signed	Subject: third visit
03/25/08 10:52	Progress Note	Cotter,Shelley	Signed	
03/25/08 10:51	Preoperative Note	Cotter,Shelley	Signed	Addendum entered by Cotter,S...
03/25/08 10:48	Care Manager	Cotter,Shelley	Signed	Subject: Follow up on test results
03/25/08 10:48	Progress Note (MD)	Cotter,Shelley	Signed	I have examined this patient a...
03/25/08 10:48	Progress Note	Cotter,Shelley	Signed	
03/25/08 10:47	Care Note	Cotter,Shelley	Cancel	Reason: Addendum entered by Cotter,S...
03/25/08 10:44	Care Manager	Cotter,Shelley	Signed	Addendum entered by Cotter,S...

**View Selected**   **View Selected Dates**

**View the selected notes.**   **View all notes from the selected dates.**

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
<input type="checkbox"/> <input checked="" type="checkbox"/> Current Orders					
<input type="checkbox"/> <input checked="" type="checkbox"/> Laboratory					
CALCIUM LEVEL + Routine Reason For Exam: because Acetone Level ONCE (1) Comment: Check Potassium Level Reason For Exam: Check Acetone Level Consulting Provider: Martin,Patrick R M.D.	LAB	OSMONSON, GREG	03/25/11 12:00		Uncollected
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 CBC [Complete Blood Count... Consulting Provider: Martin,Patrick R M.D.	LAB	Hathaway, Jeff	07/06/09 10:36		Received
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					
MASSAGE [OT] Daily (7)	Ther	Martin, Patrick	05/06/09 11:30	05/12/09 11:30	<span style="background-color: #90EE90; border: 1px solid black; padding: 2px;">Renew</span>
MASSAGE [OT] Daily (7)	Ther	Martin, Patrick	05/06/09 11:30	05/12/09 11:30	<span style="background-color: #FFB6C1; border: 1px solid black; padding: 2px;">Stop</span>
					<span style="background-color: #FFB6C1; border: 1px solid black; padding: 2px;">Unverified</span>

(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.

Reconcile | Edit Multiple | Manage Transfer

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.

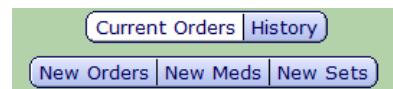
“Orders” is where you place orders for patients that are currently here or who have a pre-registration number and will be seen in outpatient.

### 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 SUBSTITUTION
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

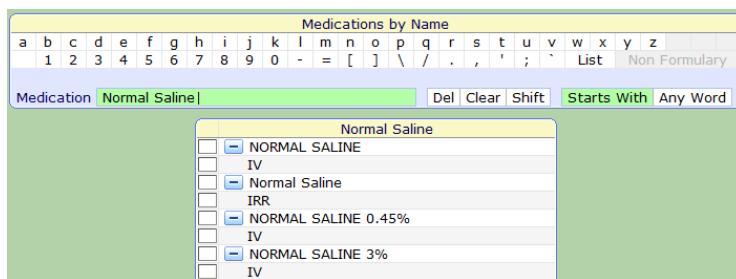


button.

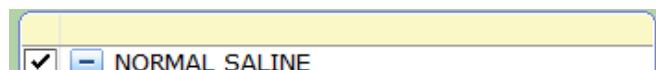
5. Click <Name>



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

Manage Order List				
Order	SCH	Status	Start/Stop	
+ NORMAL SALINE	SCH			
@ 43 MLS/HR(500ml)	SCH			
@ 75 MLS/HR(500ml)	SCH			
@ 80 MLS/HR(500ml)	SCH			
@ 20 MLS/HR(50ml) USED AS FLUSH BAG	ONE			(1)
@ 43 MLS/HR	SCH			
@ 75 MLS/HR	SCH			
@ 80 MLS/HR	SCH			
@ 80 MLS/HR(250ml)	SCH			
@ 100 MLS/HR	SCH			
@ 125 MLS/HR	SCH			
@ 250 MLS/HR	SCH			
@ 250 MLS/HR(250ml)	SCH			
@ 500 MLS/HR	SCH			
@ 999 MLS/HR	SCH			
+ TSH (THYROID STIM HORMONE)				
Stat				
Urgent				
Routine				
Timed				
AM DRAW				
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 ✓ @ 125 MLS/HR * Provider Source	SCH New	Wed Oct 14 14:00	<b>Edit</b>
+ TSH (THYROID STIM HORMONE) ✓ Routine * Provider Source	New	Wed Oct 14 13:55	<b>Edit</b>

- 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>

The screenshot shows the 'Edit Order' interface. At the top, it displays the order details: 'Order: @ 125 MLS/HR', 'Start/Stop: Wed Oct 14 14:00', and 'Status: New'. Below this, there are sections for 'Provider' (Davis, Jeffrey) and 'Source' (Verbal - Licensed Professional). The main area contains fields for 'IV Fluid' (0.9 % Sodium Chloride [Normal Saline]), 'Volume' (1,000 ml), and 'Units' (ml). A 'Refresh Additives' button is present. The bottom half of the screen is divided into two columns. The left column includes fields for 'Titrate' (radio buttons for 'Yes' and 'No', currently set to 'Yes'), 'Starting Rate' (125), 'Units' (mls/hr), 'Duration' (8 HR), 'Infusion Site' (IV), 'Route' (IV), and 'Pending'. The right column includes fields for 'Start Date' (Today), 'Start Time' (14:00), 'Stop Date', 'Stop Time', 'Days', 'Hours', 'Bags', and 'Total Vol To Infuse'. There are also sections for 'Label Comments', 'Special Instructions', and 'Titration Protocol'.

- After all edits have been made to orders, you will be directed back to the Manage Order List and can click the <OK> footer button.

edits have been made to the individual orders, you will be directed back to the Manage Order List and can click the <OK> footer button.

- 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**

Category	Ordering Provider	Start	Rewind/Stop	Status
TSH (THYROID STIM HORMONE) Rou...	Lab	Davis, Jeffrey, DO	10/14/15 13:55	New
<b>New Orders</b>				
0.9 % Sodium Chloride [Nor... 1,000 mL IV 500 mL/hr]	Med	Davis, Jeffrey, DO	10/14/15 14:00	New
<b>Medications</b>				
Albuterol Sulfate 2.5 mg INH T1D, 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

### Amb Orders

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.

### Clinical Data

Use this routine to enter, edit, selected account.

or view information for a

### Plan Of Care

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.

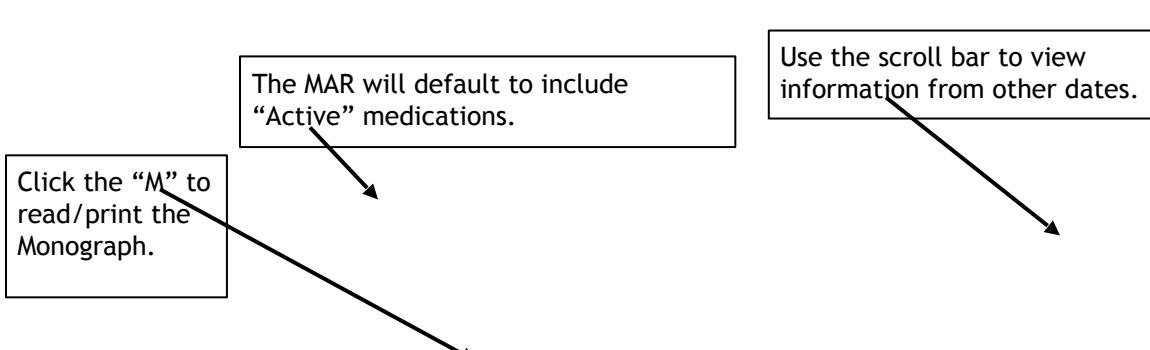
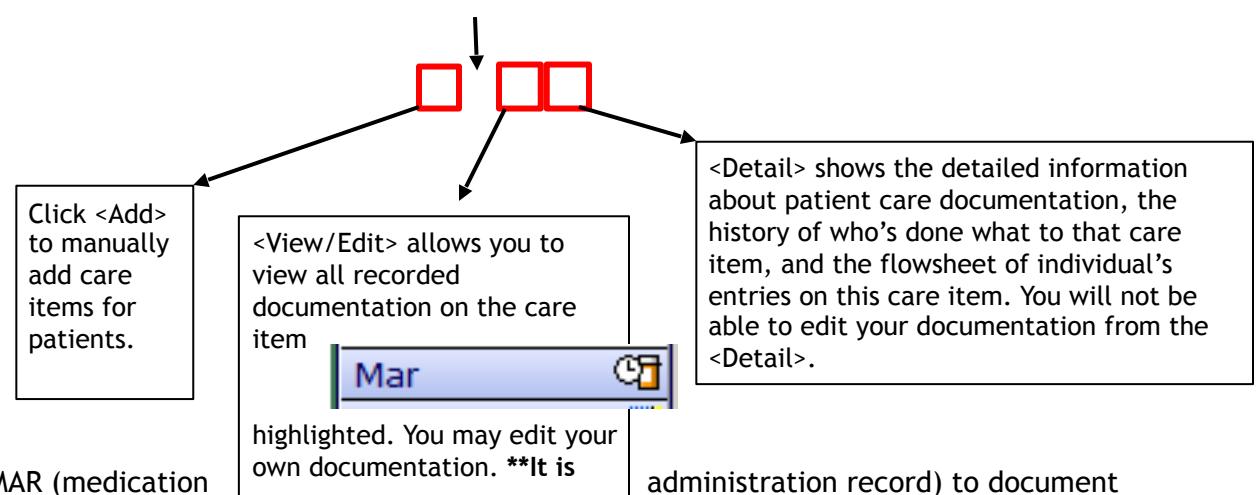
The clocks represent the time the item is due. It is important to not leave any clocks on your patients prior to leaving your shift.

To change the frequency click in this column or on the current frequency and then 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.

The screenshot shows a software interface for patient care documentation. On the left, a 'Worklist' pane lists various care items with their frequencies (e.g., ONCE, Q15M, Q30M, Q1H, Q2H, Q4H, Q8H, Q12H) and due times (e.g., -27h, -25h, -25h, -25h, -25h, -24h, -24h). A specific row for 'Vital Signs' is highlighted with a green background. On the right, a 'Details' view for 'Vital Signs' shows a grid of time slots (-27h to +1h) with checkboxes for each. A green vertical bar highlights the 'Now' column at -12h. A checkmark is placed in the 'Now' column at -12h. Below the grid are buttons for Refresh, Change View, Add, Not Done, View/Edit, Detail, Document, and Utility.



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\*\*

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

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.

Document administrations, create an unscheduled administration and document

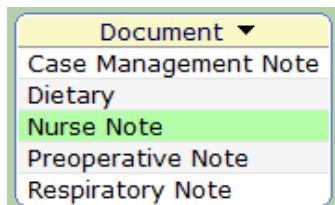
If you are unable to use your scanner, you may manually enter bar codes.

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.

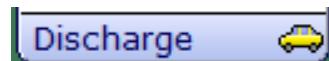


After you choose the type of note you will be taken to a free text box where you have unlimited space to document. If you need to change the date and/or time on the note, you can click <Detail> on the right side panel and change this information. (see below)

*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 "Discharge Data" screen. The top navigation bar includes tabs for "Discharge Plans", "Discharge Data", and "Care Team". The main area is titled "Problem" with an "Edit" button. Below this is a table with columns for "Type", "Instructions", "Document", and "De". The "Prescriptions" section lists three items: Albuterol Sulfate (Davis, Jeffrey), Loratadine (Claritan) (Davis, Jeffrey), and Hydrocodone Bit/Acetaminophen (Norco) (10Mg/325Mg) (Davis, Jeffrey). The "Visit Report" section contains links for "Forms", "Referrals", "Care Plan Goals", "Activity Restrictions/", "Additional Instructions", "Addl Reference Links", and "Addl Reference Text". At the bottom are buttons for "Print Packet", "Print BY", "Reports", "Cancel", and "Save".

Before finishing discharge, click the patient's name in the header 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 <a href="#">Edit</a>	Curr Visit	Status	Priority	Diagnosis Date
Primary Care Provider Admit Provider Attending Provider	Davis, Jeffrey			
Service Admit Date/Time	Medical 10/06/15 09:13			
Leave of Absence Status Effective Date/Time				
Discharge Date/Time	10/15/15 16:17			
*Discharge Disposition Discharge Comment	20 EXPIRED 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**

<input checked="" type="checkbox"/> Interventions	<input type="checkbox"/> Outcomes	<input checked="" type="checkbox"/> Active	<input checked="" type="checkbox"/> Medications
<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Complete	<input checked="" type="checkbox"/> Active	<input checked="" type="checkbox"/> Active
<input type="checkbox"/> Cancelled	<input type="checkbox"/> Complete	<input checked="" type="checkbox"/> Cancelled	<input type="checkbox"/> Cancelled
<input type="checkbox"/> Complete	<input type="checkbox"/> Discharge	<input checked="" type="checkbox"/> Discharge	<input type="checkbox"/> Discontinued
<input checked="" type="checkbox"/> Discharge	<input type="checkbox"/> Hold	<input checked="" type="checkbox"/> Hold	<input type="checkbox"/> Pending
<input checked="" type="checkbox"/> Hold	<input type="checkbox"/> Inactive	<input checked="" type="checkbox"/> Inactive	<input type="checkbox"/> Pending
<input type="checkbox"/> Inactive	<input type="checkbox"/> Stopped	<input type="checkbox"/> Stopped	<input checked="" type="checkbox"/> Hold
<input checked="" type="checkbox"/> Stopped			<input checked="" type="checkbox"/> Unverified

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 #	U0000001328		
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-3104LCOLV		
Verifying User	Davis,Jeffrey		
Verifying Device	WSIF-3104LCOLV		
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  
medication from a patient's home med list?**

**can't I discontinue a**

**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?**

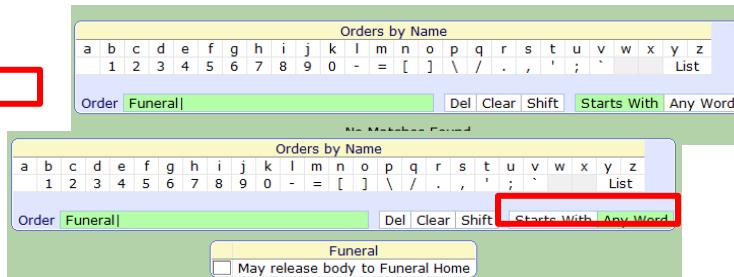
**A:** When documenting insulin on the MAR, an assessment will be required; however, this will not remove the clock on your worklist. Unfortunately, you will have to fill out both assessments.

**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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