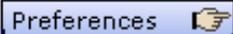
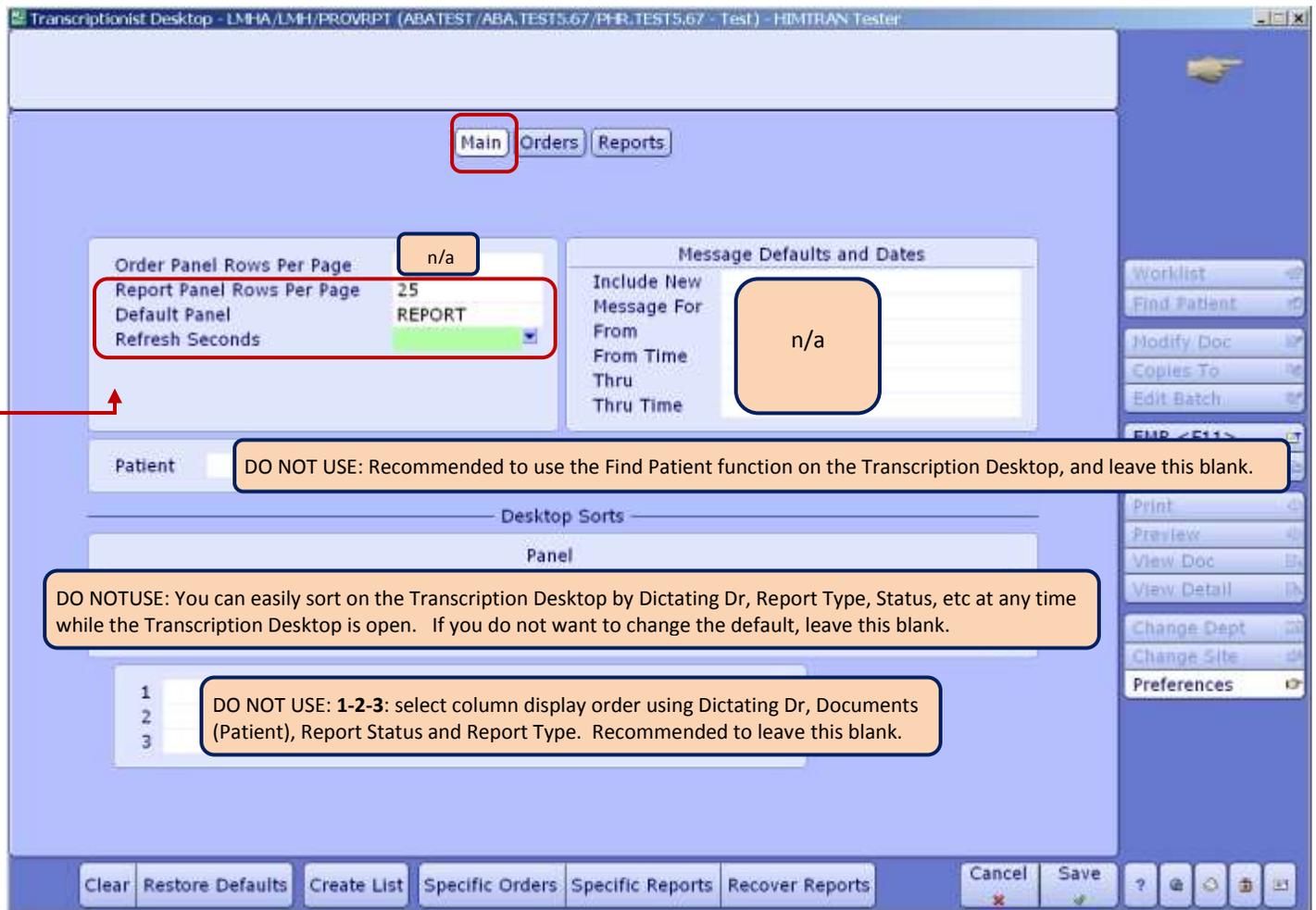


**Meditech 5.67 Manual Printing of PROVRPT Signed Reports**

1. Log into the applicable site you need to print reports for in the ITS module and into PROVRPT department.
2. Open the **Transcriptionist Desktop** and go to your **Worklist** to display all the reports.

The first thing you need to do is set your Preferences. If you don't, you will not see any reports display. Preferences screen is used to define default preferences for your Transcription desktop display and sort, etc. You are able to edit the preferences from the Transcription desktop using the  button.

**Main Tab**



Some fields will not be used or not applicable to Transcription. These are indicated by n/a above.

- ♦ **Report Panel Rows Per Page:** Enter the maximum number of report panel rows you want to appear per page on your Transcription Desktop. For example, if you enter 25, a maximum of twenty-five reports appears per page.
- ♦ **Default Panel:** Keep the default of Report.
- ♦ **Refresh Seconds:** Recommended not to use and leave this blank and refresh manually using the 'Refresh' button on the Transcription Desktop Worklist.

## Reports Tab

This has replaced the Process Reports routine in 5.57.

It is recommended to only use the Status and Status Date fields here for a complete listing of all reports as indicated below. Once your preferences are entered, click on Save.

The screenshot shows the 'Reports' tab in the Transcriptionist Desktop application. The interface includes several search and filter fields:

- Status:** A dropdown menu with options: Cancelled, Draft, Signed.
- Status Date:** Fields for 'From' and 'Thru' dates, both set to 18/03/15.
- Dictated By:** A dropdown menu.
- Dictated By Date:** Fields for 'From' and 'Thru' dates.
- Transcriptionist:** A text input field.
- Transcribed By Date:** A text input field.
- Department:** A text input field.
- Report Type Date:** A text input field.
- Site:** A text input field.
- Facility:** A text input field.
- Preview to:** A dropdown menu with 'M' selected.
- Follow-Up Codes:** A text input field.
- Result Codes:** A text input field.

Callout boxes provide additional instructions:

- Top Left:** To view all statuses of reports, select Draft, Signed, and Cancelled. No other statuses will display from eScript.
- Center:** **Status Date** – Select any date range you want for reports to display on your worklist. Whatever details you complete here will be how the Worklist displays everytime you open the Transcription Desktop or change sites within the Desktop. You will need to change your Preferences if you want a different worklist displayed. You can enter T for today in both From and Thru fields. Everytime you open the Transcription Desktop, it will automatically update to reports transcribed on that current date.
- Bottom Center:** Identify the document format you want to use to view or preview the report from Transcription desktop. **M** = MEditor text format; **W** = Microsoft Word format. All regions will be viewing reports in MEditor format.
- Bottom:** If you are searching for a specific Report #, click on Specific Reports and enter the Report #(s).

The bottom of the screen features a toolbar with buttons: Clear, Restore Defaults, Create List, Specific Orders, Specific Reports, Recover Reports, Cancel, and Save.

If you want to be more specific, complete more of the search parameters. For example, if you are only looking for a specific Transcriptionist reports type for a specific date period, only complete the Status Date and Transcriptionist fields. Likewise if looking for reports dictated by a specific physician.

Keep in mind if you complete the other sections of this tab, it will retain those parameters. If you can't see reports displaying, check your Preferences to ensure your parameters are correct.

3. In the **Preferences** function screen on the **Reports** tab:
- a. If you are looking for all the signed reports for a **specific physician**:

**Status** = Signed

**Status Date From Date** = use the start date of Physician signing reports

**Status Date Thru Date** = use the end date of Physician signing reports

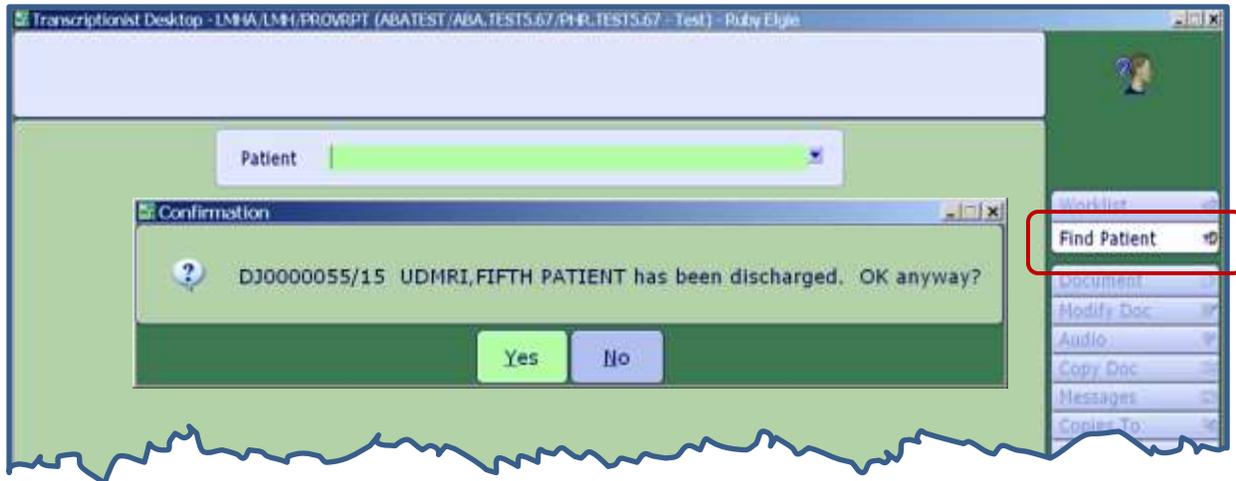
**NOTE:** (The Thru Date could be the same as the From Date if this is done daily. If this is done on a Monday, the From Date could be the previous Friday and the Thru Date could be the Monday.)

**Dictated By** = Enter the Physician mnemonic (You can enter the first 3 or 4 letters of the physician's last name and then do a lookup [F9] and select from the list and enter.)

[This parameter setting below means it will display all reports currently at a signed status that have been updated (Signed) on Apr 28, 2015 for Dr. John Hunter.]

The screenshot shows the 'Transcriptionist Desktop' application window. The 'Reports' tab is selected. The 'Status' dropdown is set to 'Signed'. The 'Status Date' section shows 'From 28/04/15' and 'Thru 28/04/15'. The 'Dictated By' field contains 'HUNTJOHN'. The 'Preferences' button in the right-hand menu is highlighted with a red box. The bottom of the window contains buttons for 'Clear', 'Restore Defaults', 'Create List', 'Specific Orders', 'Specific Reports', 'Recover Reports', 'Cancel', and 'Save'.

- b. If you are only looking for a **specific patient** visit reports:
  - i. Go to your **Worklist**
  - ii. On the Functions panel, click on **Find Patient**
  - iii. **Patient** = Type in the Patient Identifier (MRN, ULI, or Account #). If necessary, select the Account from the lookup list.
  - iv. Click Yes or No appropriately. If click on Yes, the Worklist will open displaying all reports for the selected patient.



- c. If you are looking for a **specific report #**:
  - i. Go to your **Worklist**
  - ii. In the **Preferences** function screen on the **Reports** tab, click on the **Specific Reports** button on the bottom of the page.



- iii. Type in the Report Number(s) and F12 or Save. The Worklist will open displaying all reports you identified below.



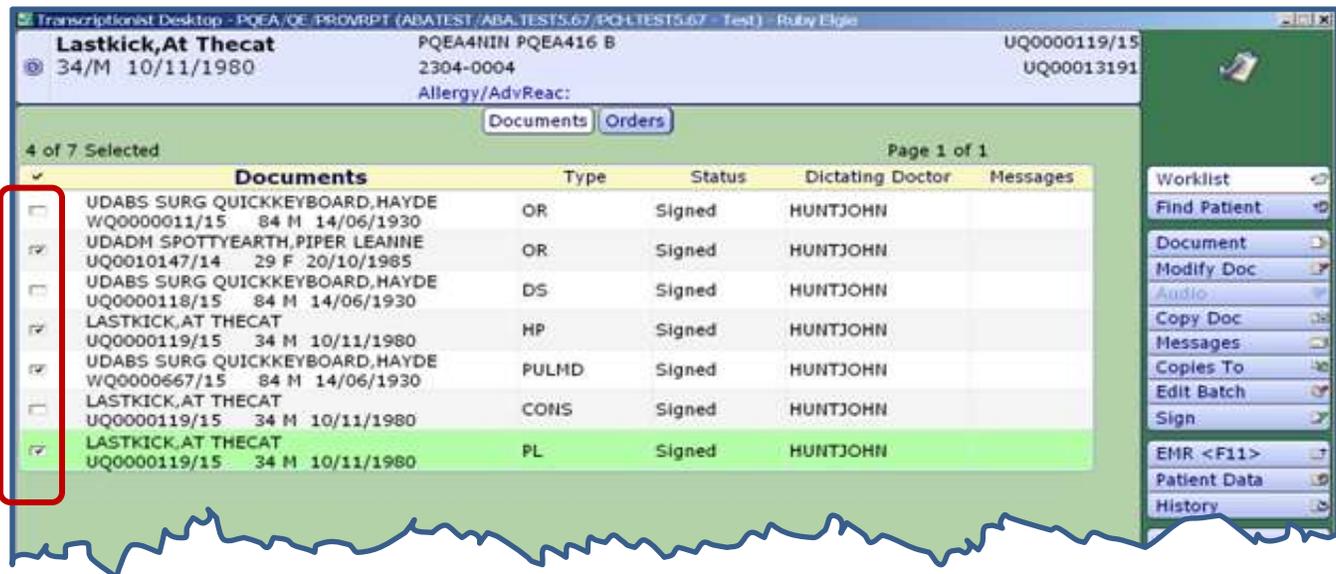
- Save [F12] if you have not already done so to save your selection criteria.
- All the reports within your selection criteria will appear in the ITS Worklist screen. [Sample shown below.]



- Highlight all the reports on the ITS Worklist screen you wish to print.

To highlight the entire list as shown above, click on the checkmark to the left of Documents on the yellow shaded area.

To select only sporadic reports, click in the box to the left of each report and place a check mark in the box. (See below.)



NOTE: You can sort by Report Type, Report Status, or Dictating Doctor by clicking on the column heading.

Below are two options on how to manually print. Choose one that works best for you.

**Print Option # 1**

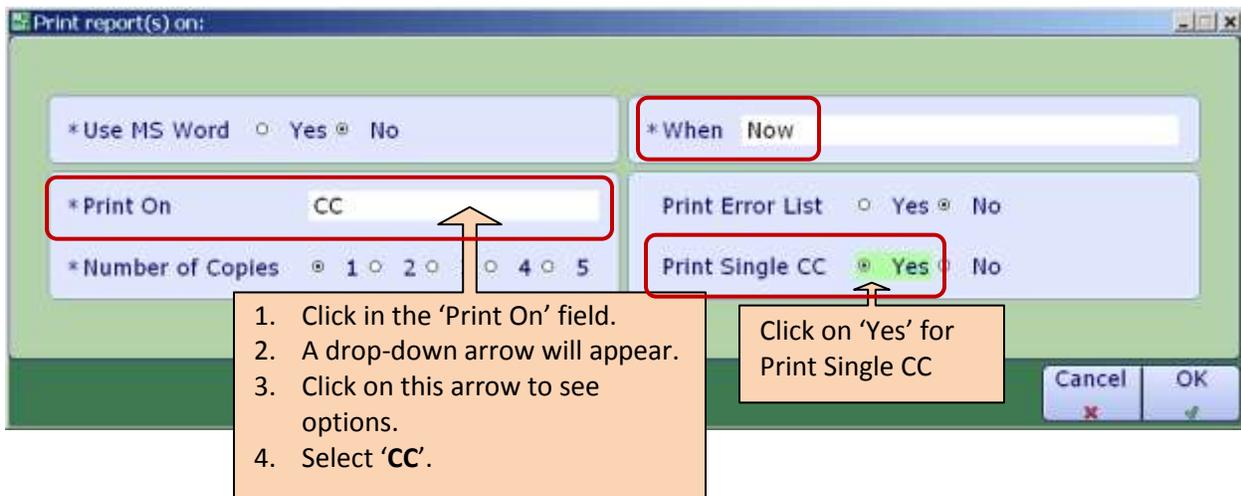
1. With reports selected to print, click on Print from the Function Panel buttons on the right side of the ITS Worklist screen.



2. The Print report(s) on: screen will appear.

On this screen,

- a. **Use MS Word** – leave the default **No**
- b. **When** – leave the default **Now**
- c. **Print On** – choose **CC**
- d. **Number of Copies** – choose the number of copies of the report you wish to print. The default is one copy.
- e. **Print Single CC** – choose **Yes**



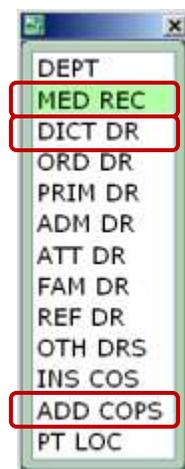
3. The Print Single CC window will appear.

On this screen,

- a. **Copy To** – click on the drop-down arrow or do a F9 lookup. Select from the list of options (as shown on the right). Only one option can be chosen at one time so this will need to be done individually for each Copy to. For example, complete this for MED REC and then again for DICT DR, etc.

The most common is Medical Records (MED REC), Dictating Dr (DICT DR), and Additional Copies (ADD COPS)

To print a copy for Medical Records, select **MED REC** from the list.



- b. **Print On** – delete CC and enter the printer name you wish to print to. Only printers added to Meditech system will be available in the list.



- c. Click on OK or F12.
- d. Repeat from Step 1 but this time in Step 3a, select DICT DR or ADD COPS in the \*Copy To field. Continue on with Steps 3b through 3d until all copies required are printed.

This will send all the reports you selected in the ITS Worklist screen to print.

Printing using the method above will print the "COPY" label on the bottom of the report as shown in the example below.

Report Number: 2104-0001  
COPY: Medical Records

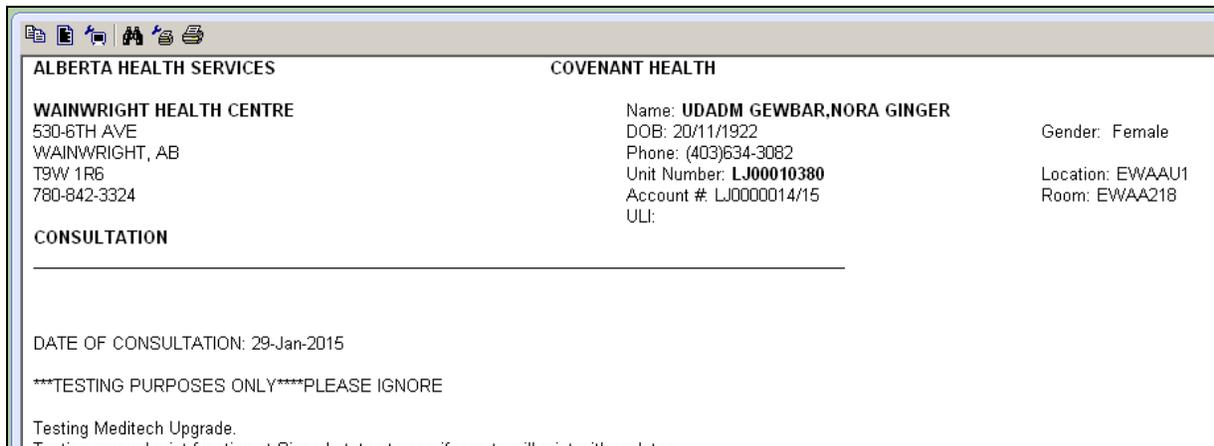
Report Number: 2104-0001  
COPY: Sauve, Michel Dominique

**Print Option # 2**

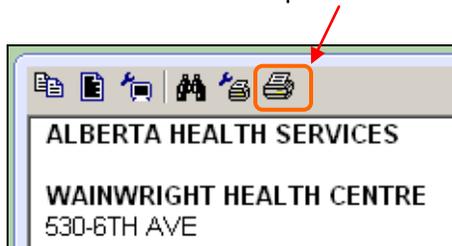
1. Select **View Doc** from the Function Panel buttons on the right side of the ITS Worklist screen.



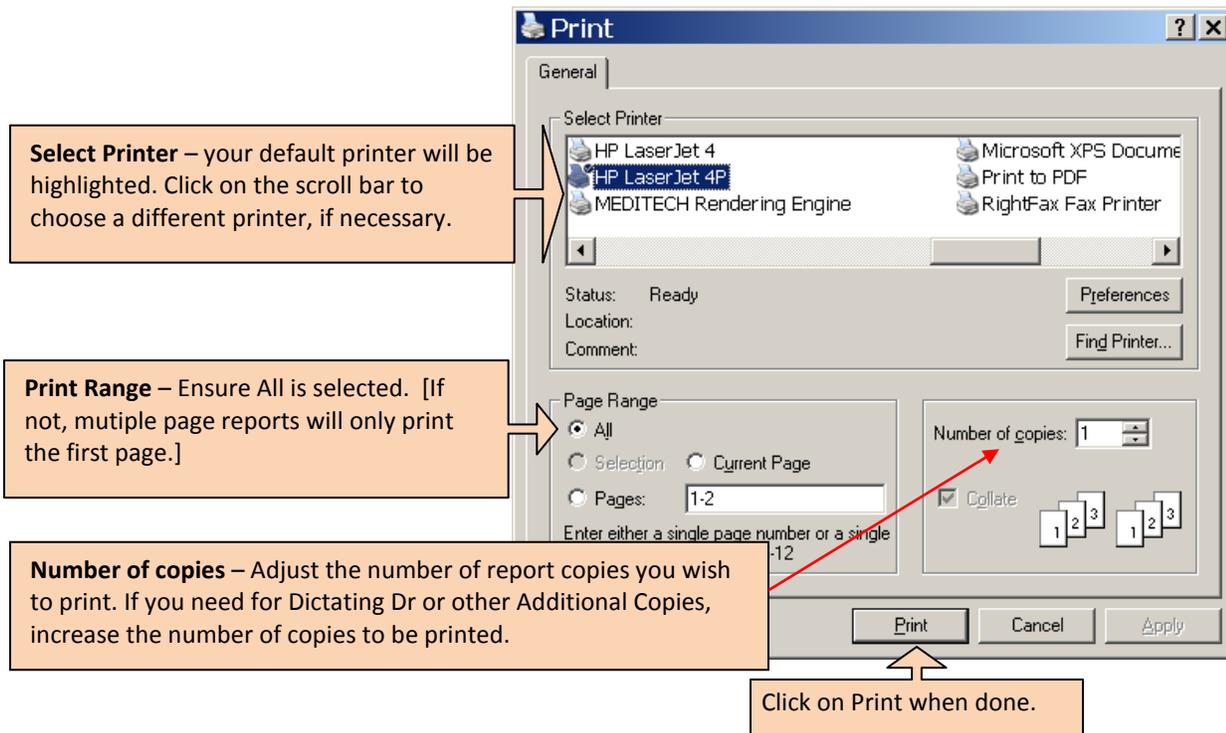
2. This will display the report(s) you selected in the ITS Worklist screen on your monitor as shown next.



3. Click on the Print icon on the top toolbar



4. The Print dialog box appears as shown next.

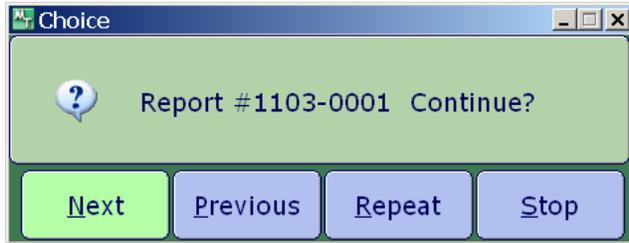


5. The report(s) will print to the printer you identified.
6. Click on Close at the bottom of the screen to close this report.
7. After closing the first report, a screen will appear asking to choose 'Next' report; 'Repeat' to view the same report again; OR 'Stop' to exit the viewing document process.



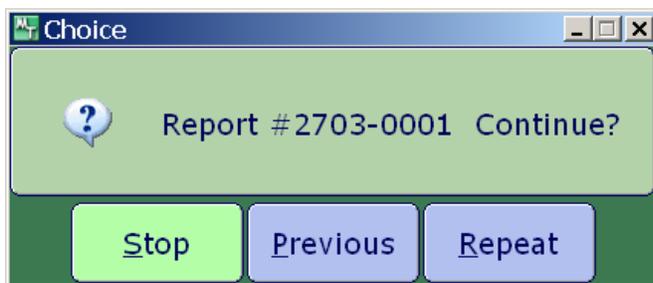
To view the next report, click on **Next**.

8. The next report you selected in your Process Reports screen will appear on your monitor. Repeat steps 3 through 7. After the second report is printed, a screen will appear asking to choose 'Next' for the next report; 'Previous' for the previous report; 'Repeat' to view the current report again; OR 'Stop' to exit the viewing document process. See screen next.



To view the next report, click on **Next**.

9. Continue with steps 3 through 8 until the last report appears. After the last report has been viewed/printed, and you click on Close, a different screen will appear asking to choose 'Stop' to exit; 'Previous' to return to the previous report; OR 'Repeat' to view the current report again.



To exit the View Doc, click on **Stop**.

You will be returned to the ITS Worklist screen.

Printing using the method above will NOT print the "COPY" label on the bottom of the report as done in example # 1.

## FAQs

<p><b>You can't find the report you just typed on Worklist; or edits made to report in eScription are not updating</b></p>	<p>On the bottom of the Worklist screen, click on Refresh  (Sometimes there may be a longer time delay for new reports and/or updates to the report(s) to cross from eScription.)</p> <p>OR</p> <p>On the bottom of the Worklist screen, click on Next or Prior to view more pages of reports as only a specified number of reports will appear on the screen at one time.</p>
<p><b>You do not see ANY reports on Worklist or reports are still not showing after you have 'Refreshed' your Worklist</b></p>	<ul style="list-style-type: none"> <li>• From your Transcriptionist Desktop worklist, go into Preferences</li> <li>• Check all your fields on the Main and Reports tabs to ensure all are as you need <ul style="list-style-type: none"> <li>○ On MAIN tab, ensure a number of Rows is entered for Report Panel Rows Per Page</li> <li>○ On REPORTS tab, ensure Status and Status Date are completed</li> </ul> </li> </ul> <p>NOTE: Refer to Transcription Reference Manual for more details</p>
<p><b>Can I sort my Worklist</b></p>	<p>Yes, you have the ability to sort by Report Type, Status, Dictating Doctor by clicking on the column heading you wish to sort by.</p>
<p><b>How do I select multiple reports on my Worklist</b></p>	<p>Place a checkmark in the checkbox(es) by clicking in the checkbox to select multiple reports.</p>
<p><b>Can I search for report(s) for a specific patient</b></p>	<p>Yes, use the Find Patient function located on the right side of your Worklist screen.</p>