Meditech Order Entry Quick Reference Guide

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## Introduction

This document is a high level overview of Meditech. For more detailed training information see the Meditech OE eLearning module or the OE manual.

Keyboard Shortcuts

Meditech is both mouse controlled or keyboard-command –controlled and depends on the preference of the user. The special function keys described below are keyboard shortcuts which perform specified functions within the Meditech Client server system.
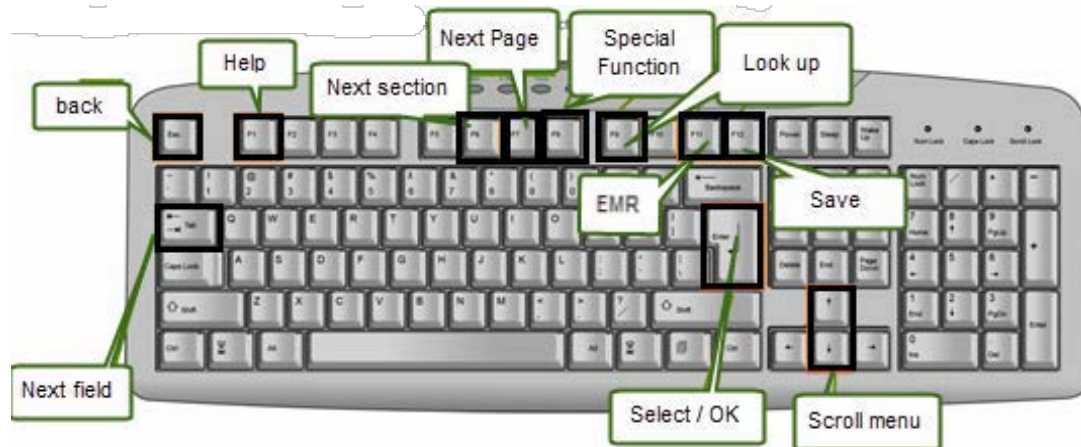

- **Esc:** Back
- **F1:** Help
- **F6:** Next Section -moves cursor to the next section on the page
- **F7:** Next Page – when content being viewed has multiple pages, allows movement between pages
- **F8:** Special Functions – eg. Moves cursor to different groupings of buttons on the screen. **See more information below

- **F9:** Lookup – allows access to drop down lists
- **F11:** EMR
- **F12:** Save – allows saving or filing information and the window is closed
- **Tab:** Next field – moves cursor line by line
- **Enter:** Select/OK
- **Arrows:** Scroll menu – moves the cursor within a list

F8 Special Function Key

F8 moves the cursor between areas on the desktop. For example, pressing F8 once will move the cursor to the grouping of buttons on the right. Pressing it a second time, the cursor will move to the bottom tool bar.
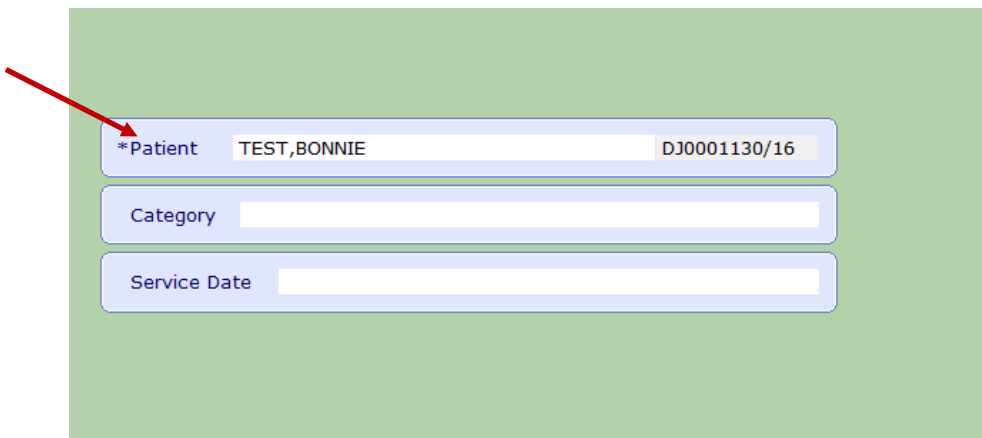
Desktop

In Meditech the menus are displayed in tree format to display the path selected. You may have to access different modules to conduct your daily routines. For further details on navigating to the Process Desktop, see Accessing OE Desktop.
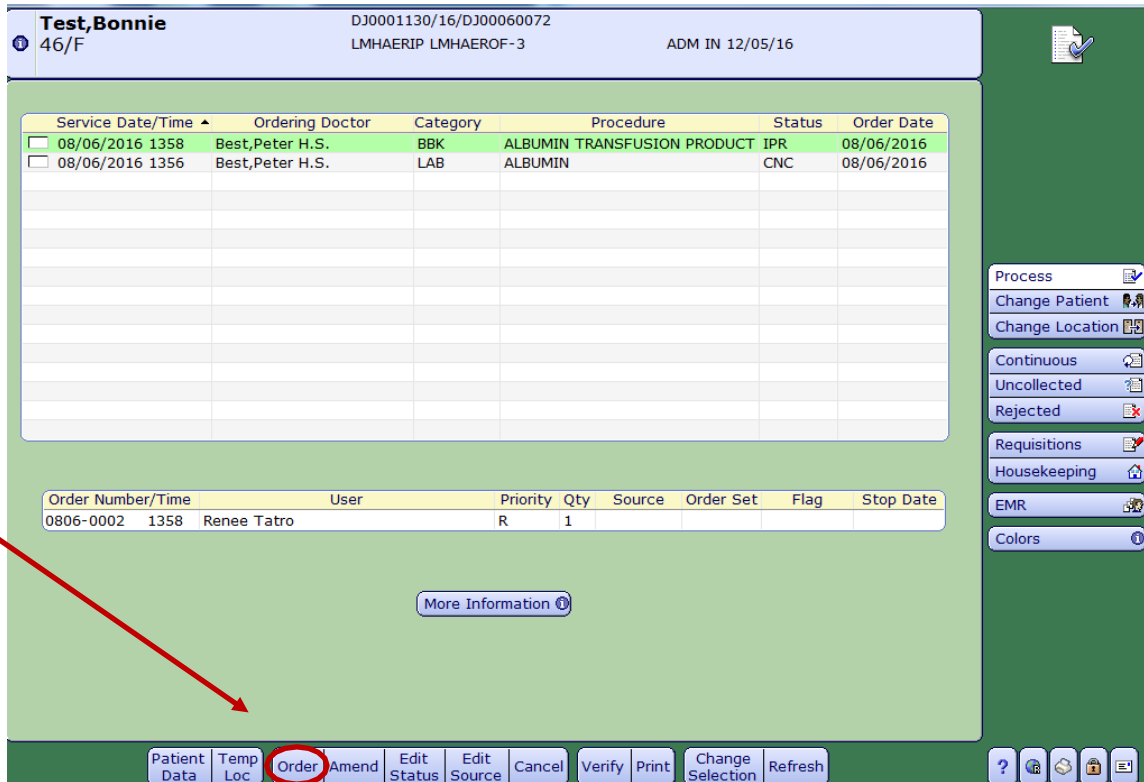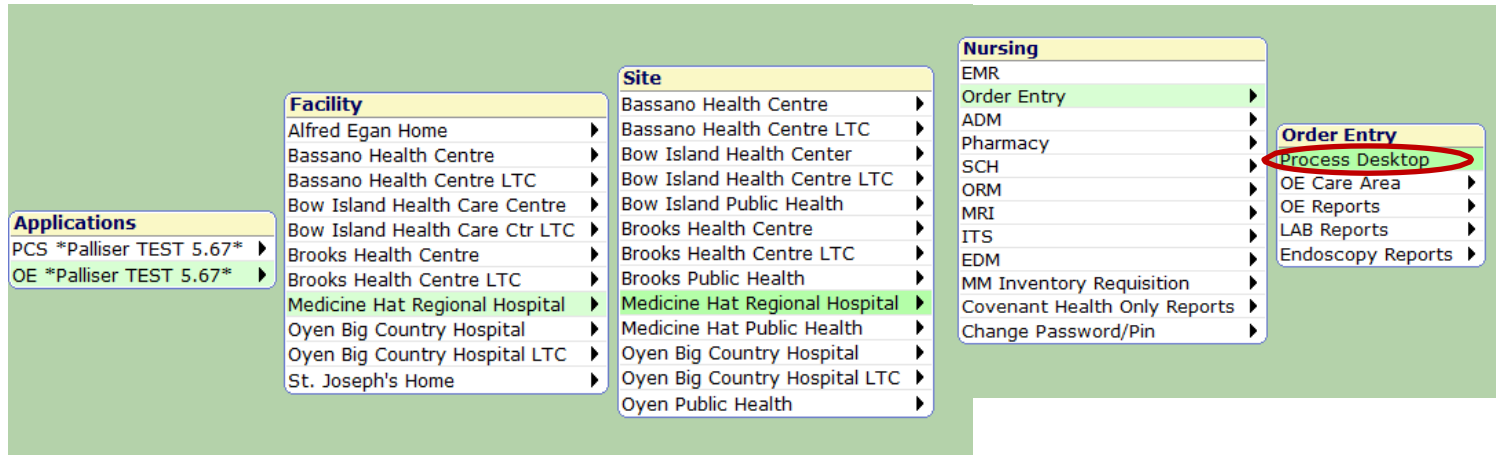

Enter Orders

To enter orders, you must navigate to the Order Entry, Process Desktop, as illustrated above, and select your patient. Once you have the correct patient, select OK at the bottom of the screen.
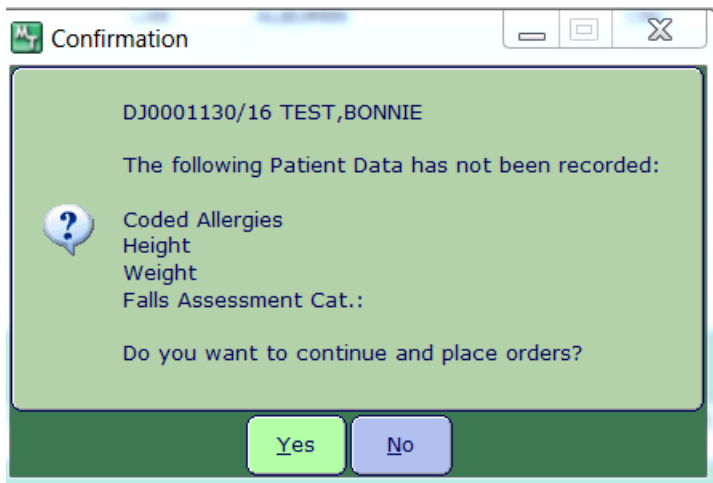
At the bottom of the Process screen, select Order.

If documentation is missing from the patient's electronic chart, a Confirmation screen will appear:

Orders can be placed prior to this information being collected, however, it is best to complete all the Patient Data prior to inputting an order as this information will be displayed on all requisitions.

- To proceed without completing the Patient Data, select Yes

- To input the missing data access the EMR or the Patient Data tab at the bottom of the screen.

Additional Meditech Education & Training Resources are available on Insite:

- EMR –Meditech Allergy Cheat Sheet
- EMR - Entering Meditech Allergy Data Guide

The following screen will populate and orders can be entered here:

Complete the following steps to place an order:

1. Enter the Ordering Doctor, Source and Category of the procedure.

2. In the Procedure field, you can press F9 (look-up) or click the drop down arrow to get a complete list of the procedures available. To shorten the list, you can type the first and/or second letter of the procedure required, then F9 or the drop down arrow. The procedure search will appear.

3. Select the procedure you want to order and a list will generate at the bottom of the screen. If you want to order multiple tests, input the name of the next procedure in the search box and select the test. You will see the list at the bottom of the screen grow as you continue to select tests.

4. Once your list of tests is complete, select OK or F12

5. Fill in the priority, date, time and other criteria for the procedures. Select Save.

6. The procedures will be added to the Order Entry list. If required, indicate if the procedure will be completed by the Care Area and once all required fields are complete, select Save or F12 to file the order(s).

Series and Continuous Orders

To make an order continuous or series you must enter a "**Y**" in the series field in Enter Orders.

This will allow you to enter the directions for this continuous/series order.

When providing directions surrounding the series or continuous order, standard Meditech direction format must be used. The search function will only show DAILY in this field and not give the full list of options. The next page lists the available direction formats.

Standard Meditech Direction Formats

Directions Format	EXAMPLE	MEANING
QnnD (every nn days)	Q2D	Beginning at the specified start date and every 2 days thereafter
QnnH (every nn hours)	Q3H	Beginning at the specified start time and every three hours thereafter
QnnM (every nn minutes)	Q30M	Every thirty minutes
Multiple time entries separated by a **comma**	08,10,12,14	0800;1000;1200;1400
A sequence of two letter abbreviation for days of the week; no spacing between	MoWeFr	Monday, Wednesday, and Friday
A combination of the above formats joined with the @ symbol	MoWeFr@08,10,12	Every Monday, Wednesday, and Friday at 0800, 1000, & 1200

For a series order enter a stop date, for continuous orders, put a "**C**" in the stop date.

Reprint Labels

To reprint labels or armbands