







MEDITECH 5.67 QUICK REFERENCE GUIDE

<p>Logging In</p>	<ul style="list-style-type: none"> • Log into Meditech 567 • Enter your User ID (it will remain your number – it won't change to display your name) • Enter your password • In Applications, Choose: your applicable module or EMR>View patients • If launching EMR from a module- use the EMR button highlighted or F11 to launch.
<p>Meditech Help</p>	<p> on the Keyboard to launch the help routine from any screen.</p> <p>Or  on the bottom right of the screen: An overall help screen for the routine will appear. If you put your cursor in a specific field on the help screen and click field-specific help will display.</p>
<p>Netcare</p>	<ul style="list-style-type: none"> • F2 from within another module.- other than EMR will launch external links • To launch external links including Netcare from any screen use the icon on the bottom right corner of the screen:  <ul style="list-style-type: none"> • From within the EMR –on the “Visits by Type” screen you will see a Netcare Link option highlight on the right side panel. You must have a Netcare username and password to use this function. 
<p>Other Links</p>	<ul style="list-style-type: none"> • If viewing a patient record from PCH and your device has been set up for access use the PCI link to view historical patient records:  <ul style="list-style-type: none"> • If viewing a patient record from CHR and your device has been set up for access- use the MagicView button to view historical records. 

Keyboard shortcuts

Esc: Press ESC to back out of menus, fields and windows. ESC will not close all windows and is not used to log out of Meditech rather you must use the “X” in the top right hand corner of the Meditech screen.

F1(Help): Press F1 to open the Online help that is available on most Meditech screens.

F9 (Lookup): In some fields there is a list of options to choose from. Either click the drop down arrow or press the F9 key to get to these lists of options.

F12 (Save): Press F12 to file screen contents. The contents are saved and the window is closed.

F8 (Back): In the EMR from the main patient summary page, hitting F8 will take you back to the page you started searching on. If you started searching in the EMR by recent access- hitting F8 will take you back to this search screen. If you started in Any Record- F8 will take you back to this search screen.

Enter(Select/OK): Press “Enter” to select a highlighted menu item or button, or accept a field entry. This could result in opening another window or jumping to the next field depending on the screen.

Tab (Next Field): Press “Tab” to jump from one field to the next. Press Shift+ Tab to jump to the previous field.