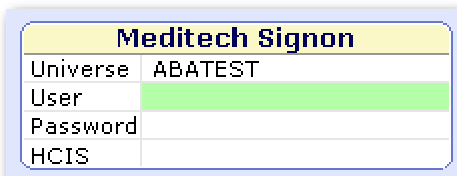
Alberta Health Services

Meditech 5.67 Training Guide

Logging In	☐ User can Successfully log in to the Meditech 5.67 Test environment Use the My Apps Icon on your desktop  Click on the Meditech Folder  Then Select  Log in using your Meditech ID and Password  Select your Facility and Site Select Diagnostic Imaging or Cardiology for the Department Select the appropriate Desktop
Screen Layout	☐ Top Menu When a procedure is highlighted in the worklist, the following patient information will appear in the top menu. Name • Birthdate • Patient Location • Accession number • Allergy/Adv Reac: • Account Number • Unit Number ☐ Side Menu • The Side menu is used for navigating to different routines. ☐ Bottom Menu • The bottom menu can be used to move between screens or multiple pages. • Includes the desktop utility buttons.

Orders	☐ Enter an order
	• Select New Order on the side menu to take you to the order entry screen
	☐ Add on an order
	• Select New Order on the side menu
	• Enter the order information
	• Select yes to add order to the previous requisition number.
	☐ Modify an order
	• Select Modify order
	• The fields that have a * before the label can be modified.
	☐ Cancel an order
	Two ways to Cancel an Order
	1. Select Edit Batch
	    • Click on the Change to Status Field
	    • Enter Cancelled
	    • Select Save or press F12
	2. Select Record Exam
	    • Click on the Status Field
	    • Enter Cancelled
	    • Select Save or press F12
	☐ Edit Batch for changing the status back to logged
	• Select Edit Batch
	• Click on the Change to Status Field
	• Enter Logged
	• Select Save or press F12
	☐ Re-print Paperwork
	1. Reprinting Paperwork at a Logged or Taken Status
	    • Select Modify Order
	    • Click on the Print Forms Field
	    • Change from N to Y
	    • Enter the number of copies that you require
	    • Select Save or press F12
	• Reprinting Paperwork at a Complete or Resulted Status
	• On the Main Menu, select Management Routines
	• Select Print > Order Paperwork
	• Enter the Category, Order Number, confirm Patient
	• Enter the number of copies that you require
	• Select Save or press F12

Record Exam	☐ Status • Enter Taken in the Status field ☐ Patient Location • Enter DEP in the Patient Location field ☐ Exam Room • Enter the Exam room e.g. RAD1, US1, CT1 ☐ Start Date • The start date will default to the date that the procedure was scheduled, tab through to the next field if this is correct. ☐ Start Time • Enter the time that the procedure started, it is important to note that the time will default to the current time, but should be changed so that the time for the procedure is correctly demonstrated. ☐ End Date • The end date will default to the current date, tab through to the next field if this is correct. ☐ End Time • The end time will default to the current time, tab through to the next field if this is correct. ☐Service Time – Do not populate ☐Radiation Dose – Do not populate ☐ Tech • Enter the main technologist that is performing the exam. If other technologists are also a part of the procedure, enter them in the subsequent Tech fields e.g. Tech 2 and Tech 3. ☐Arrived / Departed • These fields should already be pre-populated, tab through to the next field. ☐Material • Enter your Materials used for the procedure ☐ Repeat • Enter Repeats and quantities if applicable ☐ Workload Function • Enter portables or callbacks in this section ☐ Custom Queries • Enter Patient Confirmed by • LMP 11 -55, if applicable • Radiologist, if applicable ☐Annotate – Not required ☐Comments • Enter Technologist Comments, this is for documentation only. This will **not** flow to PACS for the Radiologist to see.

View Detail	☐ Printing / Viewing an Order Audit Trail • Select the desired procedure • Select View Detail on the side menu • Select Preview or Print on the side menu • Select Ok or press F12 This report will give you detailed information about the order including the audit trail at the bottom. The audit trail will display all of the events that took place and the associated user that performed each event.
Performing Doctor	☐ Entering a Performing Doctor Note: This is not a mandatory field for all sites. If your site or Modality tracks the performing provider, enter the information using the following steps: • Select Performing on the side menu • Click on the Performing Provider Field • Enter the Provider Mnemonic
Copies To	☐ Entering a doctor Type in d <space> Provider Mnemonic e.g. d SMITJOHN ☐ Entering a Recipient Type in r <space> Recipient Mnemonic e.g. r DBI ☐ New Look up Screen • This is a significant enhancement • It is always best to enter a partial mnemonic when looking up a provider • Use the d and the r plus a partial mnemonic and then press F9 • A list of all of providers will appear. When you move your curser from entry to entry, more information appears at the bottom. The provider's address, telephone and fax as well as their specialty will be visible.

Arrival Time	☐ When entering an Order • Select New Order from the side menu • Enter the order information • Navigate to the Arrival time field. Enter N for Now if the patient is already in the department. ☐ After the order is entered • Go to the Receptionist Desktop • Select Arrival Time on the side menu • Enter N for Now if the patient is in front of you, otherwise enter the appropriate arrival time. Note: the Patient Location is not needed when using this routine.
EMR	☐ EMR Link <F11> Select EMR <F11> on the side menu to launch the EMR You can also use the F11 function key anytime to launch the EMR

Patient Data	☐ Enter a Temporary Location
	There are two ways to enter a temporary location
	1. Technologist Desktop
	    • Select Patient Data
	    • Navigate to the Temporary Location field and enter the location mnemonic
	    • Select Save or F12
	2. Receptionist Desktop
	    • Select Temp Location on the side menu
	    • Enter the patient
	    • Click Ok or F12
	    • Navigate to the Temporary Location Field and enter the location mnemonic.
	☐ Look up Isolation Precaution Codes
	• In the technologist desktop, select Patient Data
	• Click on the Custom Queries Icon at the top of the screen
	• Look at the Isolation Precaution Codes:
	☐ View / Enter Allergies and Adverse Reactions
	• In the technologist desktop, select Patient Data
	• Click on the Allergies/Adverse Reactions Icon at the top of the screen
	• View any Allergies/ Adverse Reactions that have been entered
	• Select the Enter New Icon in the bottom Menu to enter a new allergy.

Laboratory	☐ Link to the Laboratory Module • In the Technologist Desktop, select Laboratory on the side menu to launch the Laboratory Module.

Schedule	☐ Link to the Community Wide Scheduling Module • Select Schedule on the Side Menu to launch the CWS (Community Wide Scheduling) Module. ☐ Print the Booking Slates • On the main menu, select Scheduling > DTH Custom Reports> DI Booking Slate v2
History	☐ View historic exams on a patient • Select History on the side menu A listing of all of the exams done in our HCIS for the selected patient ☐ Print a Report • Select History on the side menu • Select Report on the side menu • Select Print On Screen if only a preview is required • Select Print On Default Printer for a hard copy • Select OK of F12

Preferences	☐ Customizing the worklist (Previously Process Order / Patient Tracking Monitor)
	• Select Preferences on the side menu
	• Do not make any changes on the Main tab
	• Under the Orders tab, changes can be made to the following sections to customize your worklist view:
	    • Status – Restrict to logged, taken etc.
	    • Date – Insert today's Date into the Service Date to restrict to today's orders.
	    • Category – Restrict to certain modalities
	• Do not make any changes to the Order Tracking Tab
	• The Follow up Tab is not applicable
	• Select Create List on the bottom menu
	• Select Restore Defaults to go back to your initial preferences
	****If your site uses the Patient Tracking Monitor, please explain that the arrival times will be displayed on the screen. If the arrival time is not entered, the procedures on the worklist will remain black*****

Sign Out	☐ Sign Out CDs • Select File Clerk Desktop • Search for patient • Select Create List on the bottom menu • Select Records to be signed out using the check boxes • Select Sign Out on the side menu • Enter in Recipient • Date Due defaults to 42 days from today • Free text in comments if applicable

Reports	☐ Daily Log • On the main desktop, select reports • Select Standard Meditech Reports • Select Order • Select Daily Log • Populate the From Thru Service Date according to your department's procedures. • The department should be either DI or CAR • Select the desired Modality in the Category field • You can restrict the Status to display the desired results. The most common status used in this report is Logged.

Desktop Routine Comparison

Routine	Technologist Desktop	Reception Desktop
Find Patient	✓	✓
New Order	✓	✓
Modify Order	✓	✓
View Detail	✓	
Performing	✓	
Record Exam	✓	
Edit Batch	✓	
EMR	✓	✓
Laboratory	✓	
Patient Data	✓	
Record Inquiry	✓	
Schedule	✓	
History	✓	
Change Dept	✓	
Change Site	✓	
Preferences	✓	
Copies To	✓	✓
Arrival Time		✓
Register		✓
Modify Reg		✓
Temp Location		✓
Reports		✓

Routine	File Clerk
Sign Out (used for CDs)	✓