***Note: Some functions are not used by every user***

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| **Logging In** | • Log into Meditech 567<br>• Enter your User ID (it will remain your number – it won't change to display your name<br>• Enter your password and the required HCIS<br>• In Applications, Choose: **MIS *<your region> 5.67***<br>• In HIM Transcription or HIM Staff listing, click on **ITS**<br>• Choose the appropriate Facility & Site & Department<br>• In ITS menu, choose **Transcriptionist Desktop**<br>• You will default to the "worklist" screen. |
| **HIM Transcription / HIM Staff Menu** | Not every user will have access to every function in the list<br>• ADM: register POV visits for those that require and access various reports such as Census, Admission and Discharge reports, etc.<br>• EMR: launches the EMR<br>• ITS: takes you to the Transcription desktop where most of you will be working from<br>• MIS: access to Provider Dictionary → View<br>• MRI: access to view patient visits and the Incomplete Records<br>• Change Password/Pin: change your password |
| **Sorting options for Worklist** | You have the ability to sort by Report Type, Status, Dictating Doctor by clicking on the column heading you wish to sort by. |
| **Selecting multiple reports on Worklist** | Check the checkbox(es) to select multiple reports |
| **Transcriptionist Desktop Functions Panel** | Depending on your role, you may not see all the following functions.<br>• Worklist – displays what you define in 'Preferences'<br>• Find Patient – search for a specific patient<br>• Document – create a new document in Meditech<br>• Modify Doc – edit/modify an existing document (ie. change patient, etc.)<br>• Copies To – view or edit the recipients of a report<br>• Edit Batch – batch edit a selection of report(s) (ie. change status, etc.)<br>• EMR – launches the EMR<br>• History – shows all orders/reports for a selected patient<br>• Print – print report<br>• Preiew – preview report on screen as it will look like when printed<br>• View Doc – view report on screen<br>• View Detail – view details of the report (ie. audit trail)<br>• Change Dept – change department<br>• Change Site – change to a different site within the region<br>• Preferences – selection of criteria to determine which reports appear on worklist |
| **Edit Patient on Report** | Only Auditors will have access<br>• In ITS Worklist, highlight the report or place checkmark in box<br>• Click on **Modify Doc**<br>• Click in *Patient field; delete the current patient; type in the correct patient's acct #, MRN, or ULI<br>• **Save** |

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| **Change Status on Report (Option # 1)** | Only Auditors will have access<br>• In ITS Worklist, highlight the report or place checkmark in box<br>• Click on **Modify Doc**<br>• Click in ***Status** field; type in the correct status<br>• **Save** |
| **Change Status on Report (Option # 2)** | Only Auditors will have access<br>• In ITS Worklist, highlight the report or place checkmark in box<br>• Click on **Edit Batch**<br>• Click in **Change To Status** field; type in or select the correct status<br>• **Save** |
| **Edit Report Type** | Only Auditors will have access<br>• In ITS Worklist, highlight the report or place checkmark in box<br>• Click on **Edit Batch**<br>• On bottom of screen, click on **Report Type**<br>• In the **Change to Report Type** field; choose the correct report type<br>• **Save** |
| **Delete a Cancelled Report** | Only Auditors will have access<br>• First, the report must be at a 'Cancelled' status<br>• From the Meditech Standard list, click on **Management Routines** → **Report** → **Delete Cancelled Report**<br>• Identify the **Patient** and the **Report** (do a lookup to see what reports are available to delete. Only Cancelled reports will display.)<br>• **Save** or [F12] |
| **View reports for Patient for ALL sites within the HCIS** | Log into the appropriate department (PROVRPT or HREC)<br>• In ITS Worklist, click on **History**<br>• Search for Patient<br>• Click on OK |
| **Search by Specific Report #** | On the Preferences function, on the bottom of the screen, click on '**Specific Reports**'. Type in the report #(s) and F12 or Save. |
| **You can't see the report you just typed on Worklist; or edits made to report in eScription are not updating** | On the ITS Worklist screen, click on **Refresh**<br><br>(Sometimes there may be a longer time delay for new reports and/or updates to the report(s) to cross from eScription.) |
| **You do not see ANY reports on Worklist or reports are still not showing after you have 'Refreshed' your Worklist** | • From your Transciptionist Desktop worklist, go into Preferences<br>• Check all your fields on the Main and Reports tabs to ensure all are as you need<br>  ▪ On MAIN tab, ensure a number of Rows is entered for Report Panel Rows Per Page<br>  ▪ On REPORTS tab, ensure Status and Status Date are completed<br>NOTE: Refer to Transcription Reference Manual for more details |

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| **Meditech Help** | F1 on the Keyboard <br><br>Or ? on the bottom right of the screen: <br>An overall help screen for the routine will appear. If you put your curser in a specific field on the help screen and click field-specific help will display. |
| **Netcare** | • F2 or on the bottom right corner of the screen is an icon you can click:<br> |
| **Keyboard Function Key** | • F2 - Netcare<br>• F9 - Lookup<br>• F11 - EMR link<br>• F12 - Ok, Save or File<br>• Spacebar – will place a check mark in box(es) for highlighted report on ITS Worklist |
| **Shortcuts** | • Date Fields: T = today, T-1 = yesterday, etc.<br>• Time Fields: N = now<br>• Shift-Tab – moves back one field<br>• Spacebar-Enter – recalls last patient you were in |