

Alberta Health Services

# Imaging and Therapeutics (ITS) – HIM Transcription

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## Introduction

Meditech is the Health Care Information System (HCIS) used by each of the former rural regional health authorities.

Meditech is a Health Information system integrating core clinical and administrative modules including Admissions, Finance, Lab, Diagnostic Imaging, Materials Management and of course Transcription among many others.

Meditech was fully implemented in all of the former rural Alberta Health Regions in July 2006.

These former rural Alberta Health Regions include:

- Former Chinook (CHR)
- Former Palliser (PHR)
- Former David Thompson (DTH)
- Former East Central (ECH)
- Former Aspen (ARH)
- Former Peace Country (PCH)
- Former Northern Lights (NLH)

When health services in Alberta went Provincial and became Alberta Health Services, the seven former rural health regions were made into three health zones (North, South, Central).

North Zone consists of former ARH, PCH and NLH.

South Zone consists of former CHR and PHR.

Central Zone consists of former DTH and ECH.

However, since Meditech was already being used by the seven rural regions, there were too many differences in the systems to amalgamate these seven systems. Therefore, each former rural health region is still using its own Meditech within the zone. For example, the North Zone consists of former Aspen, Peace and Northern Lights. However, they are still operating three separate Meditech systems within that Zone.

## Using the Keyboard

Meditech’s new software for Alberta Health Services is moving to version 5.67. This software is quite different in look and feel from all previous versions. There is more point and click functionality with the mouse though in most cases the keystroke shortcuts do still work -- for example, F12 for “save” or F9 for “lookup”.

The keyboard is used to enter text and to select functions. Many of these functions may also be selected using the mouse. Individuals will choose what works best for them. The shaded ones are the ones you will be using the most.

Keyboard Function Key:	Function:
<b>Esc key</b>	<b>Exit</b> the screen or window without saving unfiled changes.
<b>F1</b>	Online <b>Routine level Help</b> or explanations (where available).
<b>Shift F1</b>	Field level Help
<b>F2</b>	<b>External Links</b> (ie. Netcare)
<b>F4</b>	Stop Code (ie. [*] code in templates)
<b>F5</b>	Get canned text templates.
<b>F6</b>	<b>Next Section</b> (ie. to move cursor from top tabs to section(s) on window)
<b>Shift F6</b>	<b>Previous Section</b> (ie. to move cursor from top tabs to section(s) on window)
<b>F7</b>	<b>Next page or tab</b>
<b>Shift F7</b>	<b>Previous page or tab</b>
<b>F8</b>	<b>Toggles keyboard hotkeys on/off for certain group of buttons.</b>
<b>F9</b>	<b>Lookup</b> to view an alphabetical list of options. Can type the first letter(s) of the word to be searched and select F9 and the list will display beginning at the letter(s) typed.
<b>F11</b>	<b>Enterprise Medical Record (EMR)</b> link.
<b>F12</b>	<b>OK, Save or File</b> information. Select the highlighted item from a window list.
<b>Shift F12</b>	<b>Suspend</b>
<b>Spacebar + Enter</b>	<b>Previous Patient</b>
<b>Spacebar</b>	Will place a <b>check mark</b> in box(es) for highlighted report on ITS Worklist

## Database Tips

### **Fields**

Fields are the spaces where the user enters information. There are several types of fields:

- Free Text - user can enter any data
- Formatted - data entered must be in a specific format ie: dd/mm/yyyy
- Lookup - can only enter data from within a list
- Required - fields that must be filled

### **Meditech Short-cuts**

- T today's date
- T-# today minus # of days (no spaces) ie. T-4 is 4 days prior to today
- T+# today plus # of days (no spaces) ie. T+7 is 7 days after today
- N current time

When using Meditech, turn **Caps Lock on** because most fields in Meditech use upper case and are case sensitive.

The **Date format** for Meditech is day/month/year.

The **Time format** for Meditech uses military time (24-hour format).

### **Tips for using Online Help**

F1 or help icon from the desktop opens the online help topics for the current module.

Shift F1 or help icon from the routine screen displays online help for the current routine.

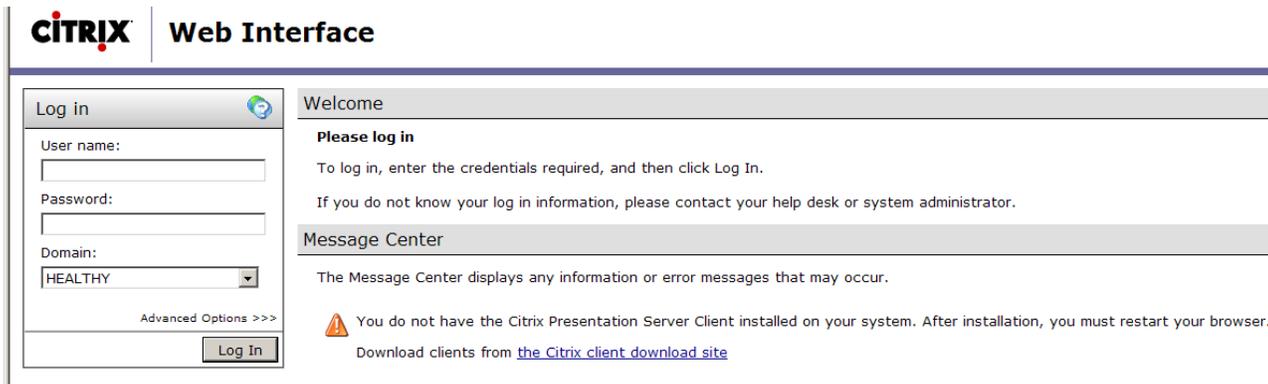
F1 from within a field displays online help for that specific field.

## Citrix Link for Meditech Access for Edmonton Users ONLY

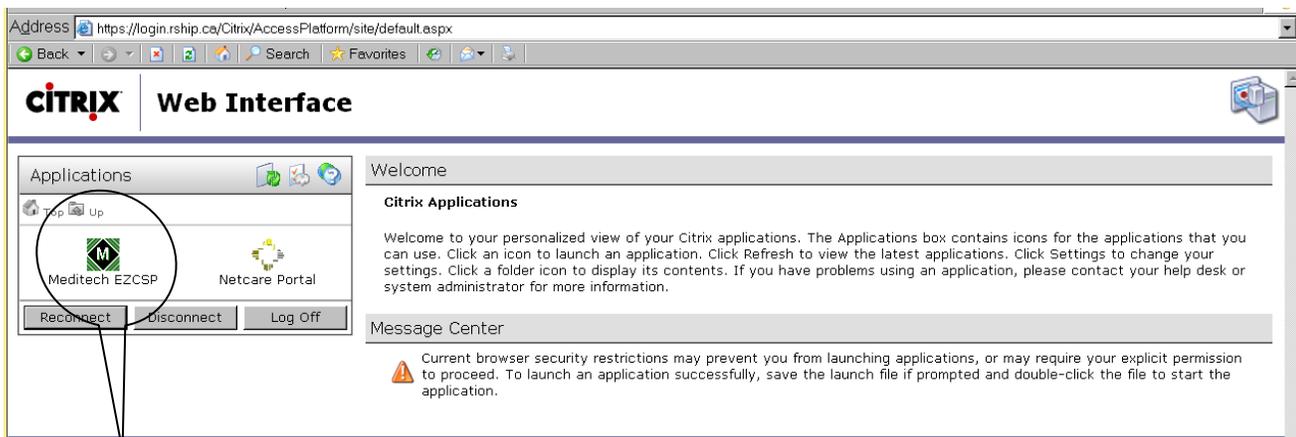
Rural Citrix address link. Add this link to your Favorites.

<https://login.rship.ca/Citrix/AccessPlatform/site/default.aspx>

Access the link above to get to the Citrix Log In window. Enter your healthy domain User Name and Password and click on Log In.



Your Citrix applications will open.



Meditech EZCSP

NOTE: The Meditech 5.67 icon will look different.

Double click on Meditech EZCSP icon. For the first time logging in to Meditech, a Security Access pop up screen will ask for type of Access...click on button before Full Access and on bottom of that screen, click on Never ask again. This screen should never appear again.

The Meditech Log on screen appears.

### Logging into Meditech 5.67

Log into Meditech by following the steps below.  
icon.



There will be a TEST and a LIVE

MEDITECH LOGON

**Meditech Signon**

Universe	ABATEST
User	
Password	
HCIS	

**User** = 6-digit user ID

**Password** = The password requires at least 8 characters. For the first time access, a temporary password will be provided. Once entered, you will immediately be asked to change this.

**HCIS** = Press [F9] to see different HCISs available. Highlight the HCIS you will be typing in. Refer to sites below to choose the correct HCIS.

**NOTE:** You will have access to both the LIVE and TEST databases for each of the former rural Health regions. You will be accessing the LIVE database to type. TEST will only be available for testing purposes.

1. After logging in, click on the Application to bring up your HIM Transcription module choices.
2. Click on the 'module' you need (ie. ITS) → if asked, select the Facility → then Site → then Department (PROVRPT). Click on Save. This will bring up the 'module' desktops, as shown below.

NOTE: Please make sure all your sites are listed that you need access to or have access to in Meditech now.

**Applications**

- MIS \*Palliser TEST 5.67\*

**HIM Transcription**

- ABS
- ADM
- BAR
- EDM
- EMR
- ITS
- MIS
- MM
- MRI
- OE
- SCH
- Change Password/Pin

**ITS**

- Technologist Desktop
- Therapist Desktop
- Transcriptionist Desktop
- Reports

Your list of modules will change as the profiles are in the process of being updated.

Back

Home

Recent

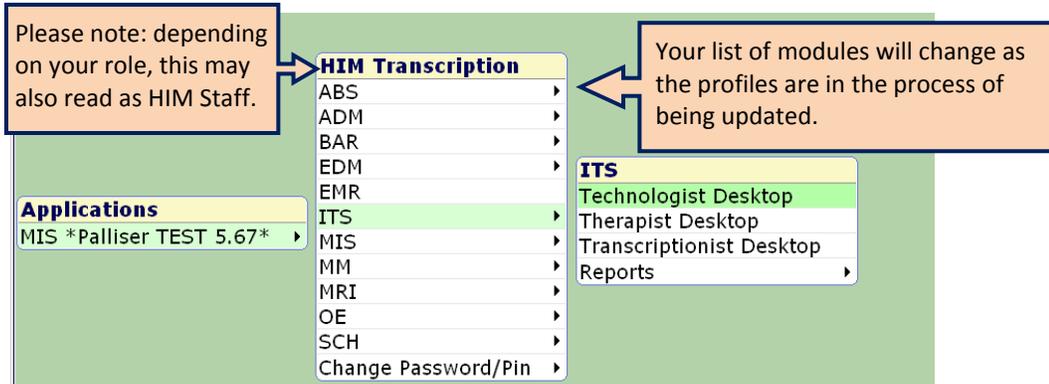
Frequent

NOTE: If logging into another module besides ITS, you may not be asked to log into a Facility, Site or Department.

3. Choose a Desktop. You will be using the Transcriptionist Desktop.
4. Verify that your desktop screen opens for you.

### HIM Transcription Menu

Click on the Department you want to access and a list of **HIM Transcription** routines/desktops will appear. A description of desktop and routines are below.



NOTE: You will not be using the following modules under HIM Transcription: ABS, BAR, EDM, MM, OE, SCH. The other modules will have routines removed that you will not be using.

**ADM** – this access will be modified to only what you require. This will also be updated.

Reports – contains various Census, Admission and Discharge reports, etc.

**EMR** – launches the EMR with View access only, as you currently have.

**ITS** – will provide access to the Transcription Desktop and some ITS Statistical Reports

Transcription Desktop - to create a new transcribed report in Meditech, to display reports from Nuance, to modify an existing report, to view and/or print a report, view the report audit trail

Technologist Desktop – this is for DI and Therapies, so no access required.

Reports - There are various statistical reports available here.

**MIS** – will provide access the Provider Dictionary with View access.

Provider Dictionary - This dictionary provides a listing of physicians and other clinicians actively providing services to patients. For more information on this dictionary, please refer to View MIS Provider Dictionary explained later.

**MRI** – will provide access to view patient visits and the Incomplete Records

MPI Desktop – Through the MPI Desktop, you can view patient and visit information details. This is the same as the ‘View MRI Detail’ button in version 5.57.

Incomplete Records Desktop – Through this desktop, you can view a deficiency report for visit(s). This is the same as the ‘MRI Process Incomplete Records’ button in version 5.57.

**Change Password/Pin** – This routine allows you to change your Meditech password any time you wish.

## DESKTOPS

Note: Not all functions are available on all desktops, for example if you want to register a patient, you can do it in the ADM Module itself or the Receptionist Desktop, but cannot in the Therapist or Technologist. This may require users to go back and forth to different desktops and/or modules.

### Transcription Desktop

#### Review of Desktop

The screenshot shows the Transcription Desktop interface with the following callouts:

- Patient Information:** Points to the patient details at the top right.
- Click for more patient information:** Points to the patient name and ID.
- Click to tab between the Documents and Orders screens:** Points to the 'Documents' and 'Orders' tabs.
- Click any of column headings to sort documents:** Points to the 'Type', 'Status', and 'Dictating Doctor' headers.
- Check the checkboxes to select multiple documents on current worklist:** Points to the checkboxes in the document list.
- Click to refresh or move between screens:** Points to the 'Refresh', 'Prior', and 'Next' buttons at the bottom.
- Functions available to choose from. See below for description:** Points to the right-hand utility menu.
- Desktop Utility Buttons. See below for description.** Points to the bottom utility icons.

Type	Status	Dictating Doctor	Messages
UDABS RCRVIS FROSTYELF, AMANDA	Draft	HUNTJOHN	
UDABS CLIR HAPPYHORSE, JOANNA R		TRAUALLE	
UDTRANS REFVIS JOLLYBIKE, CARMIE	UROLD Draft	HUNTJOHN	
UDITSTR BIGCOFFEE, PING	PL Draft	HUNTJOHN	
UDITSTR GREYBALL, WILLIAM	CONS Draft	HUNTJOHN	
UDITSTR GREYBALL, WILLIAM	TRANS Draft	HUNTJOHN	
UDITSTR GREYBALL, WILLIAM	CONS Draft	HUNTJOHN	
UDABS SDC YELLOWEGG, ALBERT	HP Draft	HUNTJOHN	
UDABS MNL SCRAWNYHOBBIT, WESLEY	DS Draft	HUNTJOHN	
UDTRANS ICU FASTHAT, ANTONETTA	CONS Draft	TRAUALLE	
UDABS REFVIS SLEEPYICECREAM, NO	HP Draft	HUNTJOHN	
UDTESTPATIENT, SEVEN TIMES	HP Draft	HUNTJOHN	
UDABS SDC YELLOWEGG, ALBERT	HP Draft	TRAUALLE	
UDABS SDC YELLOWEGG, ALBERT	HP Draft	TRAUALLE	

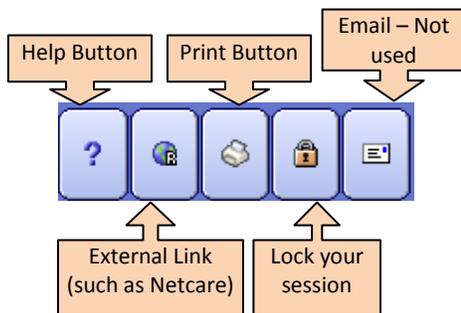
You will not have access to all the functions located on the right side of this screen. You will only see what you require to perform your duties. Any button "grayed out" is not available to you. Buttons will light up or gray out as you move through screens. For example, if you click on Modify Doc, all buttons will gray out except for EMR and Patient Data. These are the only two functions you can perform while in the Modify Doc routine.

**Functions Panel**

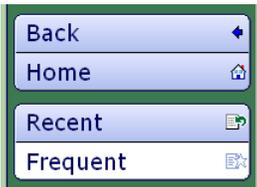
Worklist	Displays what you define in “Preferences”
Find Patient	Patient Look-Up (Search)
Document	Create a new report in Meditech
Modify Doc	Edit / modify an existing document (report)
Copies To	View or edit the recipients of a report
Edit Batch	Edit report status of one or more reports at one time
EMR <F11>	Launches the EMR
History	Shows all HIM reports for a patient
Print	Print report
Preview	Preview report
View Doc	View report
View Detail	View details of report (ie. audit trail)
Change Dept	Change department
Change Site	Change site
Preferences	Selection of criteria to determine which reports will appear on desktop. (Used to be Process Reports in version 5.57.) See section on Preferences.

**Desktop Utility buttons**

These are located on the bottom right corner of the desktop.



As you move from screen to screen, function to function, etc, the options available on the right side of the desktop and the bottom of the desktop will change. Below are some examples of the options.



options on the right side of the desktop

You can use these to go '**Back**' one screen at a time.

You can go '**Home**' to the Application list.

'**Recent**' will take you to the most recent routine you were in.

'**Frequent**' will take you to the most frequently used routines/functions you were using.



options on the bottom of the MAIN desktop.

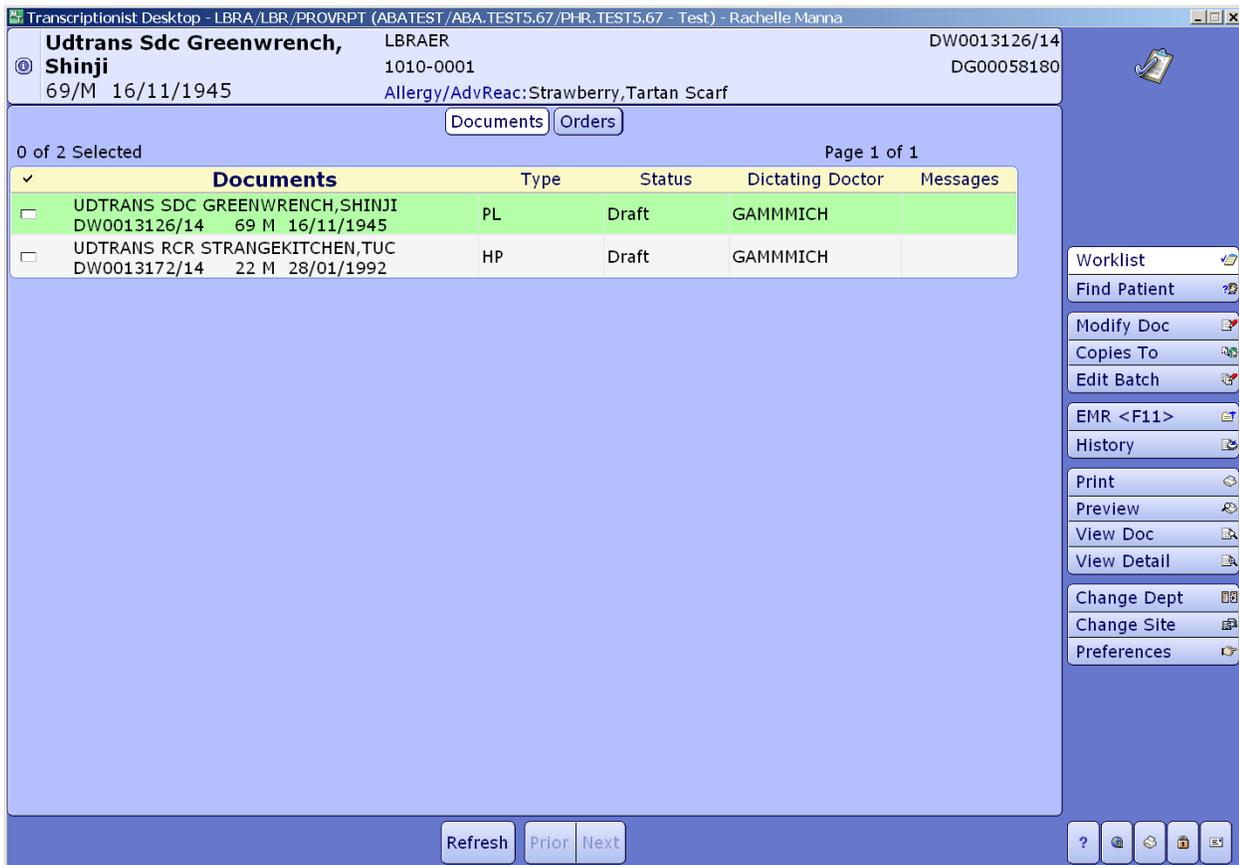
You can use these to change your site and/or department.



options on the bottom of Transcription Desktop – Worklist.

'**Refresh**' is used to manually refresh the Worklist screen to display new reports or changes to reports coming from eScripton.

'**Prior**' and '**Next**' is used to move from page to page of the displayed reports. Only a specified number of reports will display on one screen as per your Preferences you set and you will need to move to prior and next pages to see more.

**Auditor Desktop**


Transcriptionist Desktop - LBRA/LBR/PROVRPT (ABATEST/ABA.TEST5.67/PHR.TEST5.67 - Test) - Rachele Manna

**Udtrans Sdc Greenwrench, Shinji** LBRAER DW0013126/14  
 69/M 16/11/1945 1010-0001 DG00058180  
 Allergy/AdvReac: Strawberry, Tartan Scarf

Documents Orders

0 of 2 Selected Page 1 of 1

Documents	Type	Status	Dictating Doctor	Messages
<input type="checkbox"/> UDTRANS SDC GREENWRENCH, SHINJI DW0013126/14 69 M 16/11/1945	PL	Draft	GAMMMICH	
<input type="checkbox"/> UDTRANS RCR STRANGEKITCHEN, TUC DW0013172/14 22 M 28/01/1992	HP	Draft	GAMMMICH	

Worklist Find Patient Modify Doc Copies To Edit Batch EMR <F11> History Print Preview View Doc View Detail Change Dept Change Site Preferences

Refresh Prior Next

**Title Bar**

The top of the Meditech Desktop displays the Module, Region, Live or Test, Facility, Site, Department and the User Name.



In the sample above, it displays:

Module = ITS

Region and Version = \*Palliser TEST 5.67\*

Facility = LBRA

Site = LBR

Department = PROVRPT

Region and Version = (ABATEST/ABA.TEST5.67/PHR.TEST5.67 - Test)

User Name = Ruby Elgie

NOTE: The name of the desktop will replace the module name on this title bar. For example, when you are in the Transcription Desktop, that will replace ITS \*Palliser TEST 5.67\*. See example below.



In the sample above, it displays:

- Desktop = Transcription Desktop
- Facility = LBRA
- Site = LBR
- Department = PROVRPT
- Region and Version = (ABATEST/ABA.TEST5.67/PHR.TEST5.67 - Test)
- User Name = Ruby Elgie

**Regular Transcription Desktop (no Auditor access or role)**

Access is similar to the Auditors with the exception of less access to functions on the Function Panel. As seen below, there are fewer functions available.

Transcriptionist Desktop - LMHA/LMH/PROVRPT (ABATEST/ABA.TEST5.67/PHR.TEST5.67 - Test) - Rhonda Ann Hunter

**Udtrans Clivis Grumpy, Rene**  
 32/F 24/11/1982

LBAALAB  
 0902-0001  
 Allergy/AdvRec: Strawberry, Tartan Scarf

DU0000010/15  
 DB00058228

Documents Orders

0 of 11 Selected Page 1 of 1

Documents	Type	Status	Dictating Doctor	Messages
<input type="checkbox"/> UDTRANS CLIVIS GRUMPYCAKE,RENE DU0000010/15 32 F 24/11/1982	CARDD	Draft	HUNTJOHN	
<input type="checkbox"/> UDADM WHITEPATIENT,MADELEINE L DW0000072/15 85 F 12/05/1929	OR	Draft	HUNTJOHN	
<input type="checkbox"/> UDABS PED BLACKMOCHA,DANUTA DX0000264/15 74 F 14/04/1940	NEURD	Draft	HUNTJOHN	
<input type="checkbox"/> UDTRANS PED TEALWATER,APRIL GI DY0000001/15 37 F 24/11/1977	PULMD	Draft	TRAUALLE	
<input type="checkbox"/> UDABS REFVIS SLEEPYICECREAM,NO DJ0000064/15 10 M 29/12/2004	DS	Draft	HUNTJOHN	
<input type="checkbox"/> UDABS RCRVIS FROSTYELF,AMANDA DX0000131/15 36 F 30/06/1978	OR	Draft	HUNTJOHN	
<input type="checkbox"/> UDABS CLIR HAPPYHORSE,JOANNA R DW0000038/15 7 F 24/12/2007	HP	Draft	TRAUALLE	
<input type="checkbox"/> UDTRANS REFVIS JOLLYBIKE,CARME DY0000005/15 50 F 13/11/1964	UROLD	Draft	HUNTJOHN	
<input type="checkbox"/> UDITSTR BIGCOFFEE,PING DC0010003/14 28 M 27/05/1986	PL	Draft	HUNTJOHN	
<input type="checkbox"/> UDITSTR GREYBALL,WILLIAM DH0000004/15 42 M 04/08/1972	CONS	Draft	HUNTJOHN	
<input type="checkbox"/> UDITSTR GREYBALL,WILLIAM DH0000004/15 42 M 04/08/1972	TRANS	Draft	HUNTJOHN	

Refresh Prior Next

Worklist Find Patient EMR <F11> History Print Preview View Doc View Detail Change Dept Change Site Preferences

### ***Function Panel Descriptions***

This is the panel of buttons located on right side of the Transcription Desktop.

Worklist – The worklist will automatically display every time you open your Transcription Desktop after you have set your preferences. You can modify what displays in your worklist by modifying your ‘Preferences’.

Find Patient – Use this button to access the Find Patient Screen where you can identify admitted patients in the departments at the specific facilities and sites to which you have access

Modify Doc – Use this button to modify or edit an existing report. Use this function to modify the report status and patient.

Copies To – Use this button to view the additional copies to for the report.

Edit Batch – [new function to 5.67] – to edit multiple reports in one step. You can use this function to modify the report status of several reports at one time.

EMR <F11> - to launch the EMR

History - to view any HIM reports or x-rays for a specific patient done within any facility in the HCIS.

Print – to manually print report(s)

Preview – to preview a report using Microsoft Word or MEditor.

View Doc – to view a report a report using Microsoft Word or MEditor.

View Detail – replaces ‘Audit Trail’ routine in version 5.57. This function is used to view the details of a report. It displays details such as when the report was initialized, transcribed and dictated by details, additional copies to, printing details, etc.

Change Dept – This routine is used to change your department you are logged into.

Change Site – This routine is used to change your site you are logged into without having to open another Meditech session and log into another site.

Preferences – replaces ‘Process Reports’ routine in version 5.57. Use this function to identify reports that will display on the Worklist on the Transcription Desktop. For example, to display any previously typed reports using the selection criteria and ranges of dates that you want.

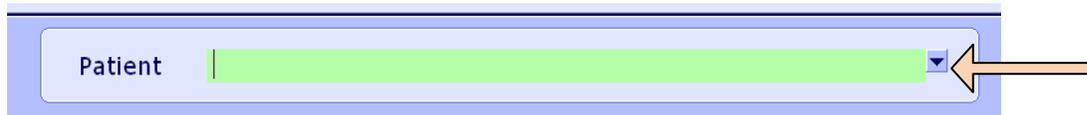
**Find Patient**



Use this button to access the Find Patient Screen where you can identify patients in the departments at the specific facilities and sites to which you have access.

There are a number of ways to find a patient in Meditech. This process is identical no matter which routine you are in. All routines will have a **'Patient'** field (as shown below) and the search method is the same in all routines.

When searching for a patient, click in the Patient field.



**Search by Unit Number**

A patient will be assigned a unique 'Unit Number' (MRN) with a 2-letter facility prefix when first created in Meditech and the patient will use that Unit Number throughout their history. At the patient field, type the letter 'U' followed by the # sign followed by the 2-letter facility prefix followed by the identifying number:

U#[Facility Prefix] + Number  
i.e. U#GG636254

NOTE: Even though the unit number will be GG00636254, when searching by unit number, all the leading zeros can be eliminated and be entered as GG636254, as above.

**Search by Name**

You can search for a patient by a complete name or a partial name. At the patient field, type the patient's name in all upper case with a comma separating the last and first name and no spaces:

Enter Complete Name → [LASTNAME,FIRSTNAME]  
i.e. SMITH,ROBERT

Or

Enter Partial Name → [LASTNAME],[PARTIAL FIRST]  
i.e. SMITH,J or SMITH,JOH or SMITH,JOHN

You can also enter a partial last name and a partial first name as well.

### Search by Account/Visit Number

A patient will be assigned a unique account number when registered for a specific inpatient visit, clinical visit or session of recurring visits

Accounts #s will begin with a 2-letter facility prefix followed by eight numeric digits followed by a slash and a two-numeric digit representing the year the account was registered. For example, an account # will appear as GG00000654/13. This tells you the year this visit was encountered for 2013 represented by the /13.

At the patient field, type the letter 'A' followed by the # sign followed by the 2-letter facility prefix followed by the identifying number including the slash and 2-digit year.

A#[Facility Prefix] + Number i.e. A#GG654/13
---

NOTE: When searching by an account number, all the leading zeros can be eliminated and be entered as GG654/13 as shown above.

### Search by ULI/AB PHN (Personal Health Number)

A patient can be searched by their ULI or AB PHN. At the patient field, type the [pound key] plus the 9-digit ULI and press [Enter] key.

#[9-digit ULI] i.e. #920330320
-----------------------------------

### Recall the Previous Patient

The last patient you have accessed in Meditech, no matter what routine you were in, can be recalled to the same or different routine. At the patient field, simply press the space bar once and [Enter] key on keyboard.

[spacebar][enter]
-------------------

**Patient Search Results**

Following is a result of a Find Patient Search. It displays the Patient Name, Acct Number, Visit Status, Visit Date, Visit Location and Medical Record Number (MRN or Unit #).

If your search results bring up more than one visit, use the arrow keys to move up and down from visit to visit to highlight a visit to view the patient address, DOB, Sex will appear at the bottom of the screen. This will help to select your patient. When you have the visit you want, press [Enter] or left click on visit with your mouse.

A confirmation screen will appear asking to confirm your selection. Click on Yes if correct or No to go back to Patient search screen.

The screenshot shows a window titled "Account Lookup" with a table of patient records. The table has columns for Name, Account Num, Status, Date, Location, and Med Rec Num. The fourth row is highlighted in green, showing a patient named UDADM BRIGHTCUBE, FRIEDA LUCY with account number DX0010634/14, status REG CLI, date 29/09/14, location LMHAOPT, and medical record number DJ00058258.

Below the table is a form with two columns of patient details:

Address	338 PRENTICE BLVD	Birthdate  Age	30/04/1927	87
City	GRANDE PRAIRIE	Sex	F	
Province	AB	Conf Comment		
Postal Code	T8V 4L5	Client		
Phone	(403)328-8723	Temp Location		
Final Bill	Y	Other Location		

At the bottom of the window are buttons for "Prior", "Next", "Filter", and "Cancel".

Once you confirm your patient, the patient visit Worklist will appear with any reports for this visit.

To exit the Find Patient routine, click Cancel on the bottom of the screen. This will return you to you regular Worklist Transcription Desktop.

**Patient Admission Status/Type**

As patients are admitted in the Admissions module, they are registered as a specific status depending on the type of patient they are. For example, an Inpatient will be registered as such and appear as IN, but an outpatient can be registered as a CLI (Clinical), REF (Referred), RCR (Recurring), etc.

Following is a table of the different Patient/Admission Statuses you may see in Meditech.

<u>Patient/Admission Status</u>			
<b>Patient Type</b>	<b>Pre-Admitted or Pre-Registered</b>	<b>Admitted</b>	<b>Discharged or Departed</b>
Inpatient (IN)	PRE IN	ADM IN	DIS IN
Clinical (CLI)	PRE CLI	REG CLI	DEP CLI
Recurring (RCR)	PRE RCR	REG RCR	DIS RCR
Emergency Room (ER)	PRE ER	REG ER	DEP ER
Referred (REF)	PRE REF	REG REF	DEP REF
Surgical Day Care (SDC)	PRE SDC	REG SDC	DEP SDC

**Modify Doc**



Use this button to modify or edit an existing report. Use this function to modify the report status and/or patient account. All other edits to the report, such as Report Type, Transcribed and Dictated by, report body edits will be done in eScription for the PROVRPT department.

Only Auditors will have access to this routine.

1. Highlight the report on the Worklist you wish to modify.
  2. From the Function Panel, click on **Modify Doc**
- The following screen appears.

The screenshot shows the 'Modify Doc' interface with the following details:

- Report Header:** Udtestpatient,Seven Times (LMHA4WS LMHA4WS160 1), Patient: 49/F 10/10/1965, ID: DJ0000122/15
- Buttons:** General, Associated Orders, Copies To
- Form Fields:**
  - Report Template: 0503-0001 HP HISTORY AND PHYSICAL
  - \*Status | Current Status: Draft (dropdown menu)
  - Priority: Routine
  - \*Service Date | \*Time: 05/03/15 0848
  - \*Confidential: N
  - Transcribed By | Date | Time: 347711 Brandi N Bowers 05/03/15 0847
  - \*Dictated By | Date | \*Time: HUNTJOHN Hunter,John R. 05/03/15 0000
  - \*Patient: DJ0000122/15 UDTESTPATIENT,SEVEN TIMES
- Table:**

Description	Edit	Required and Complete	Type
			Text
- Function Panel (Right):** Worklist, Find Patient, Modify Doc, Copies To, Edit Batch, EMR <F11>, History, Print, Preview, View Doc, View Detail, Change Dept, Change Site, Preferences
- Bottom Bar:** Edit Section, View Section, Order Profile, View Signers, Process Messages, Co-Sign, Close, Save

The only changes made directly in Meditech will be changing the Status of the report to 'Cancelled' and editing the Patient Account.

**Status** – In the Status field, do a lookup (F9) or click on drop-down arrow to view available Statuses. Select Cancelled; or start typing the new status and [Tab] or [Enter]. F12 or Save.

**Edit Patient Account** – Click on Patient field and enter the new account number. Answer appropriately at the Confirmation screen—Yes or No. F12 or Save.

You can also view the additional recipients for this report in the 'Copies To' tab on this screen. To do this, click on the Copies To tab on the top of the screen. Do NOT Save this screen as all additional recipients should be edited in eScription.

3. If do not want to save any changes, click on 'Close' to exit out of this screen.

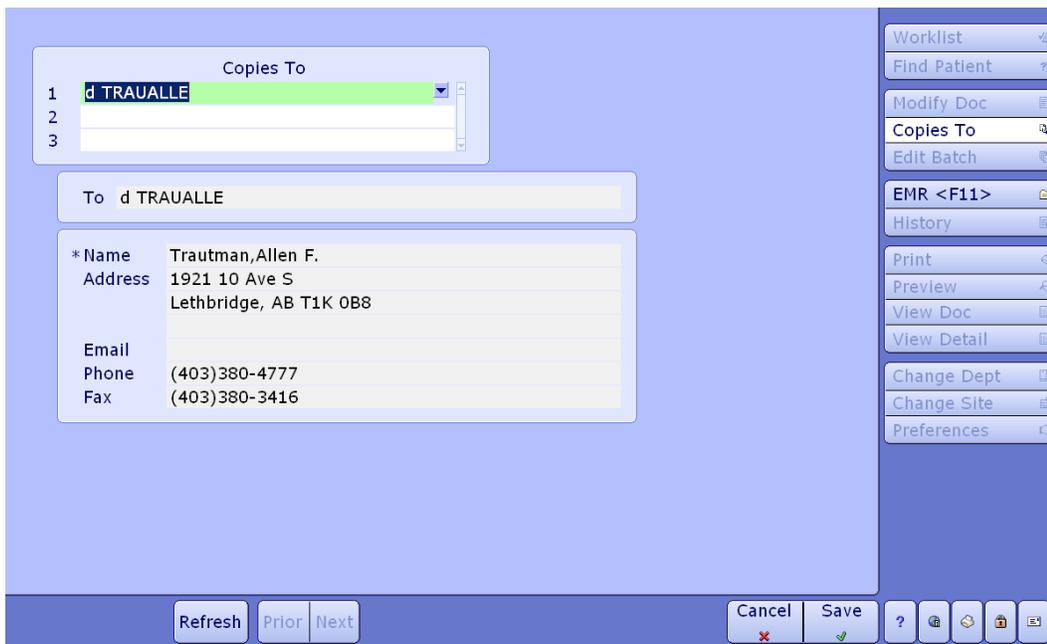
**Copies To**



Use this button to view the additional recipients for the report.

Only Auditors will have access to this routine.

1. Highlight the report on the Worklist you wish to modify.
2. From the Function Panel, click on **Copies To**  
The following screen appears.



3. Click on 'Cancel' or the X on top right corner of screen to exit out of this screen.

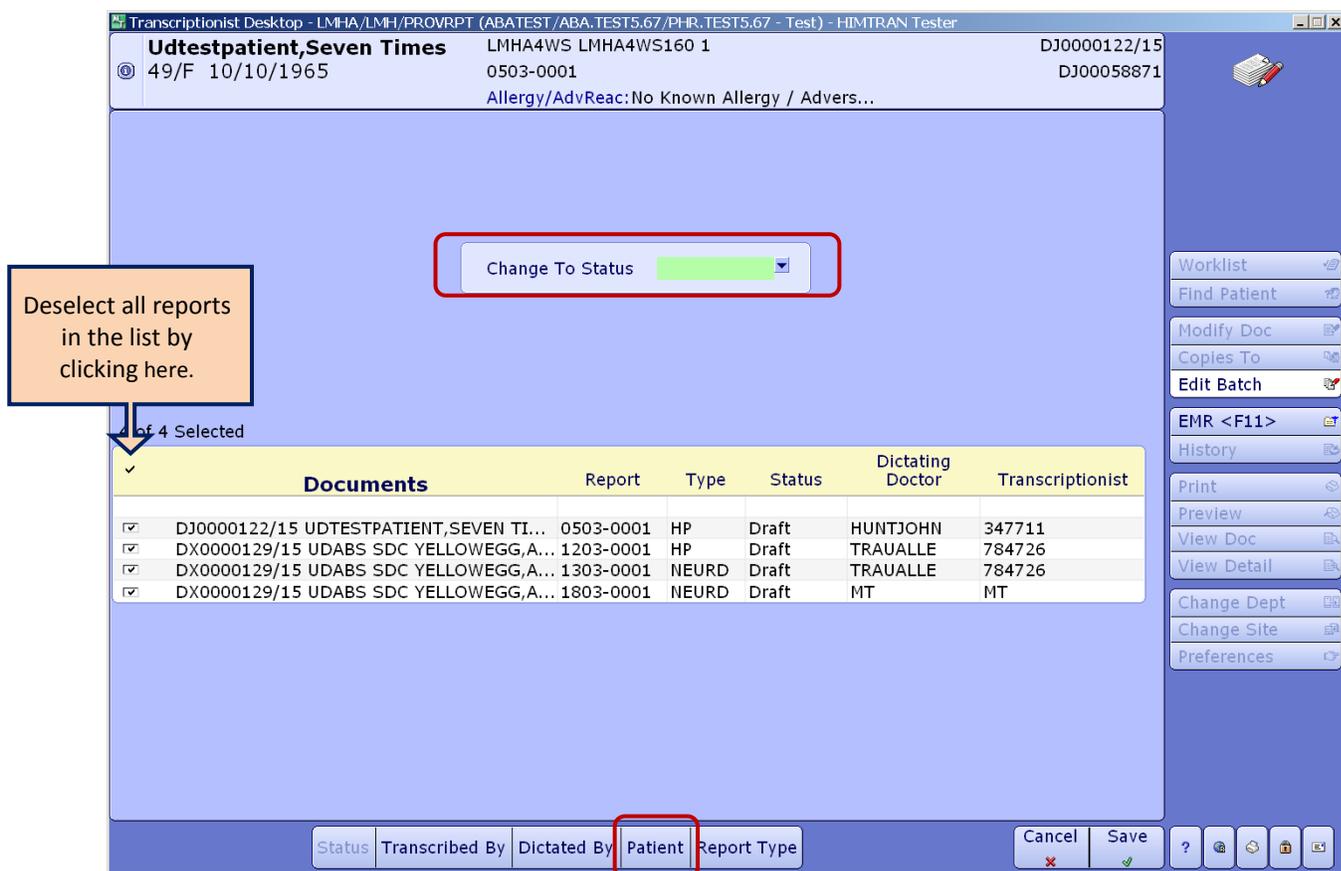
**Edit Batch**

**Edit Batch** This is a new function to 5.67. This function is used to edit one or more than one reports in one step. You can use this function to modify the report status or patient of several reports in one step. Again, only the report status and patient should be edited in Meditech for PROV RPT department.

**Only Auditors will have access to this routine.**

1. Select one or multiple reports on the Worklist you wish to edit.
2. From the Function Panel, click on **Edit Batch**

The following screen appears.



3. Deselect/Select ALL the reports in the list by clicking on the checkmark to the left of Documents.
4. Select the reports from the list with the same edits to be made by clicking in the box to the left of the report.

**Change report status:**

- a. To change the report status to the SAME status for ALL the selected reports, place cursor in the 'Change to Status' field. Do a lookup (F9) or click on the drop-down arrow and select the new status. Click on Save.

**Change patient:**

- b. To change the patient for all the selected reports to the same patient, click on the Patient box on the bottom of the screen.

**EMR**

**EMR <F11>** use to launch the EMR. You can also use the F11 function key on the keyboard. See section on EMR View Patient for more information. For more detailed information, refer to the EMR Reference Manual found online.

**History**

**History** use to view any HIM reports or X-rays for any patient. Depending on the department you are logged into will determine what History you are able to see. To **view any HIM reports**, you need to be logged into **PROVRPT department or HREC department**. To **view any x-rays**, you need to be logged into the **DI department**.

- From the Function Panel, click on **History**.  
The following screen appears asking if you want to review history for the selected patient or if you want to review history on a different patient.



If you choose the 'Selected Patient', the history will display for the patient you highlighted in the Worklist. If you choose 'Any Patient', the Patient prompt will appear to identify a patient using the Find Patient Search criteria explained earlier. When you have the patient identified, click on OK.

This will display the history as shown in the example below. Below shows the HIM reports for this patient with one report done in Drayton Valley (DDVA) and the rest in Red Deer (DRDH).

Uditstr Bigcoffee, Ping							
29/M 27/05/1986		Allergy/AdvReac:				FL0001043	
0 of 9 Selected				Page 1 of 1			
Service Dt	Procedure	Status	Site	Mnemonic	Status	Site	
<input type="checkbox"/> 27/10/2015				CONS	Draft	DDVA	
<input type="checkbox"/> 26/10/2015				TRANS	Draft	DRDH	
<input checked="" type="checkbox"/> 14/05/2015				TRANS	Signed	DRDH	
<input type="checkbox"/> 13/05/2015				TRANS	Draft	DRDH	
<input type="checkbox"/> 17/04/2015				TRANS	Cancelled	DRDH	
<input type="checkbox"/> 24/03/2015				UROL	Draft	DRDH	
<input type="checkbox"/> 12/03/2015				HP	Draft	DRDH	
<input type="checkbox"/> 05/03/2015				TRANS	Draft	DRDH	
<input type="checkbox"/> 27/02/2015				CONS	Draft	DRDH	

Below is an example of x-rays for the patient showing multiple sites of where the x-ray was performed.

<b>Uditsdi Greenhobbit,</b>		1903-0002		FG00010470	
<b>Aron Johan</b>		Allergy/AdvReac: strawberry, Tartan Scarf			
86/M 15/12/1928					

Service Dt	Procedure	Status	Site	Mnemonic	Status	Site
19/03/2015	CT/CT CHEST	Result	DRDH	DI	Signed	DRDH
19/03/2015	RAD/ABDOMEN, 1 VIEW	Result	DDRA	DI	Signed	DDRA
19/03/2015	RAD/ABDOMEN, 1 VIEW	Result	DCNA	DI	Signed	DCNA
17/03/2015	RAD/HUMERUS LEFT	Result	DRDH	DI	Signed	DRDH
17/03/2015	RAD/FOOT LEFT	Result	DRDH	DI	Signed	DRDH
16/03/2015	RAD/FINGER(S) RIGHT	Comp	DRDH	DI	Draft	DRDH

2. Click on 'Cancel' to exit out of this screen.

**Print**



to manually print report(s).

Please see section for [Manual Printing of Reports](#).

**Preview**



to preview a report using Microsoft Word or MEditor. (MEditor has replaced Rich Text as the format for the reports.) Using the Preview function will display the report as it will look when it is printed. The Preview function will display the Page footers. Previewing a report takes longer than the View Doc function, so if you do not need to see Page footers, etc, recommend using the View Doc function.

1. Select a report on the Worklist.
2. From the Function Panel, click on **Preview**.

The following screen may appear asking which application to use to preview the report. Choose MEditor.



## **View Doc**

**View Doc**  to view a report a report using Microsoft Word or MEditor. (MEditor has replaced Rich Text as the format for the reports.) Using the View Doc function is a quick view of the report. The View Doc function will NOT display the Page footers.

1. Select a report on the Worklist.
2. From the Function Panel, click on **View Doc**.

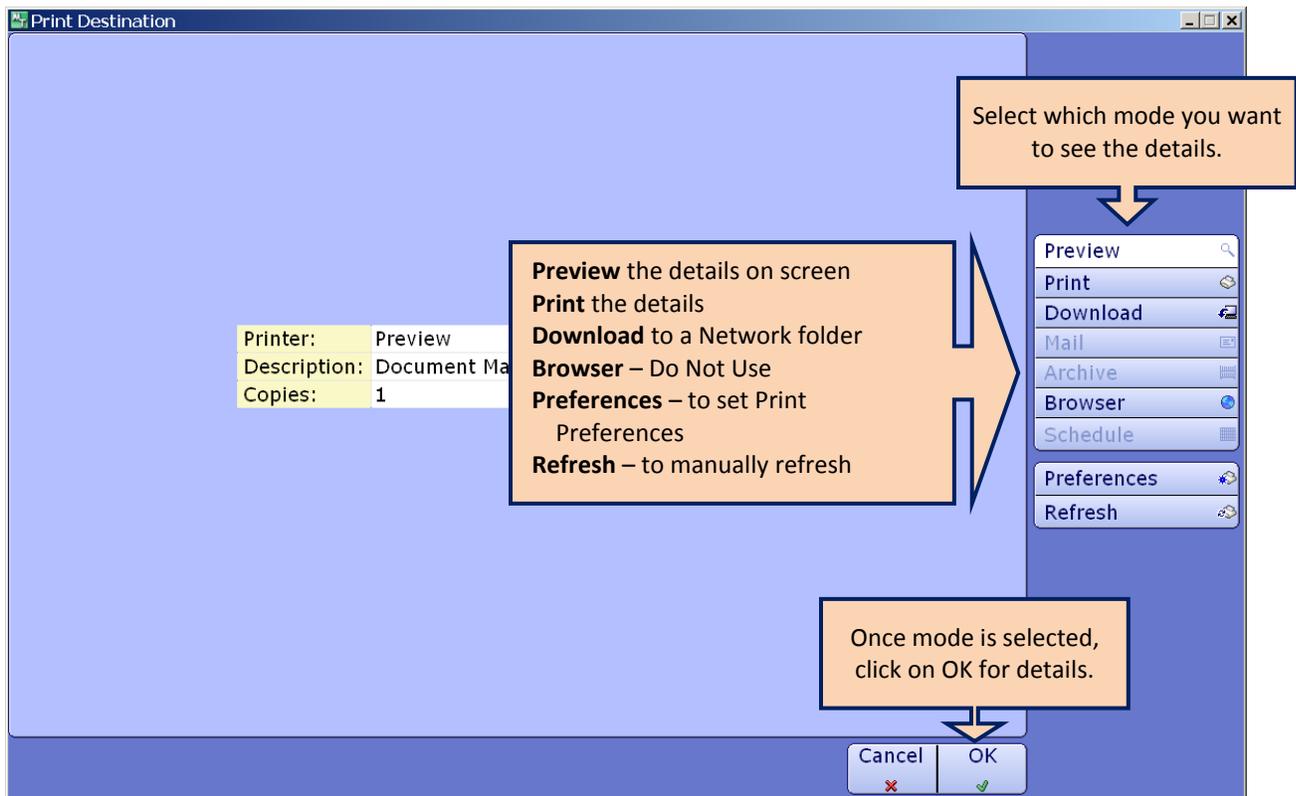
The following screen may appear asking which application to use to preview the report.  
Choose MEditor.



**View Detail**

**View Detail**  this replaces the 'Audit Trail' routine in version 5.57. This function is used to view the details of a report. It displays details such as when the report was initialized, transcribed and dictated by details, additional copies to, printing details, etc.

1. From the Function Panel, click on **View Detail**.  
The Print Destination window appears.



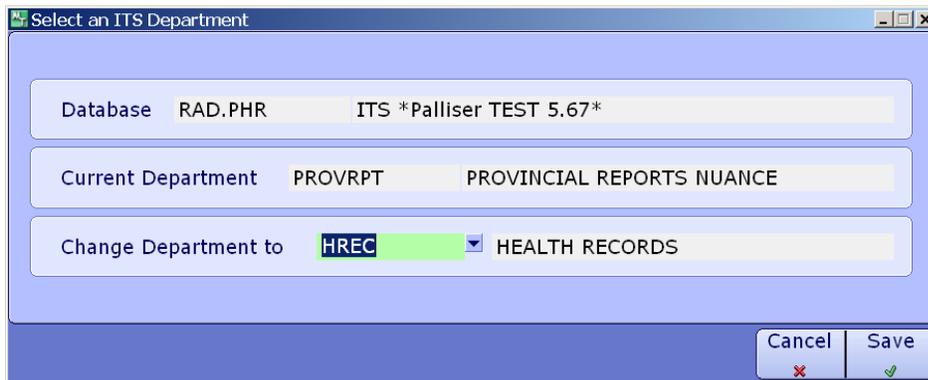
2. From the right side of screen, select how you want to see the report details. Most of the time, a Preview is what you will want.
3. Click on OK
4. The Patient Report Information will display on screen or print, whatever you selected in Step 2 above. An example of the detail is on the next page.



## Change Dept

 This routine is used to easily change your department you are logged into without having to open another Meditech session. You should never need to change your department unless you are going to type a DI (Diagnostic Imaging) report or if you also need to see reports or type reports within the HREC department.

1. From the Function Panel, click on **Change Dept**.  
The Select an ITS Department window appears.
  - a. **Current Department** = will automatically populate with the department you are currently logged on to.
  - b. **Change Department to** = type the mnemonic in the first field or do a lookup [F9] for the list of available departments. Highlight the applicable department and click on Save or press [Enter].



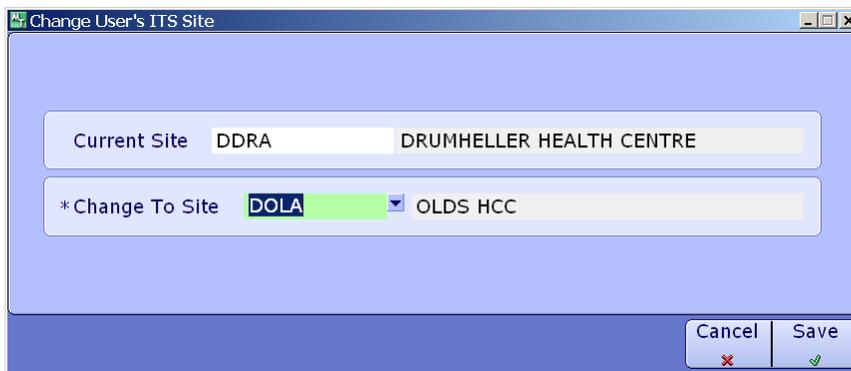
Database	RAD.PHR	ITS *Palliser TEST 5.67*
Current Department	PROVRPT	PROVINCIAL REPORTS NUANCE
Change Department to	HREC	HEALTH RECORDS

The department has changed and can be confirmed by looking at the Title Bar on your Transcriptionist Desktop.

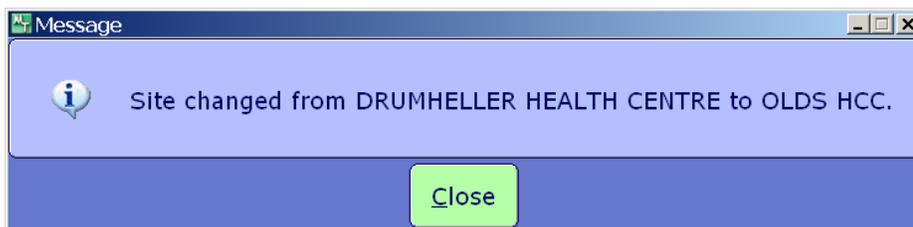
**Change Site**

**Change Site** This routine is used to change your site you are logged into without having to open another Meditech session and log into another site.

1. From the Function Panel, click on **Change Site**.  
The Change User's ITS Site window appears.
  - a. **Current Site** = will automatically populate with the site you are currently logged on to.
  - b. **\*Change to Site** = type the mnemonic in the first field or do a lookup [F9] for the list of sites. Highlight the applicable site and press [Enter].

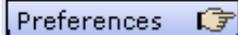


- c. Save [F12]  
Some regions may just display a message saying the Site has changed. If so, just click on Close.  
Most regions will do the following:
  - d. A message will appear saying "The Sign-on Facility is invalid for this ITS site. Please choose another." – click on **Close** or [Enter].
  - e. An ITS Facility Lookup may appear. Left click on the appropriate facility or if it is already highlighted, just [Enter].
  - f. A screen will appear saying the site was changed. Click on **Close** or [Enter].



You will notice in the Title Bar of your desktop the Facility and Site have now changed.

**Preferences**

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 filters: Status (Cancelled, Draft, Signed), Status Date (From/Thru: 18/03/15), Dictated By, Dictated By Date, Transcriptionist, Transcribed By Date, Department, Report Type Date, Site, Facility, Preview to (M), Follow-Up Codes, and Result Codes. A toolbar at the bottom contains buttons for Clear, Restore Defaults, Create List, Specific Orders, Specific Reports, Recover Reports, Cancel, and Save. A right-hand menu includes Worklist, Find Patient, Document, Modify Doc, Audio, Copy Doc, Messages, Copies To, Edit Batch, Sign, EMR <F11>, Patient Data, History, Print, Preview, View Doc, Detail, Dept, Site, and Hocs.

**To view all statuses of reports, select Draft, Signed, and Cancelled. No other statuses will display from eScriptation.**

**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.**

**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.**

**If you are searching for a specific Report #, click on Specific Reports and enter the Report #(s).**

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, 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.

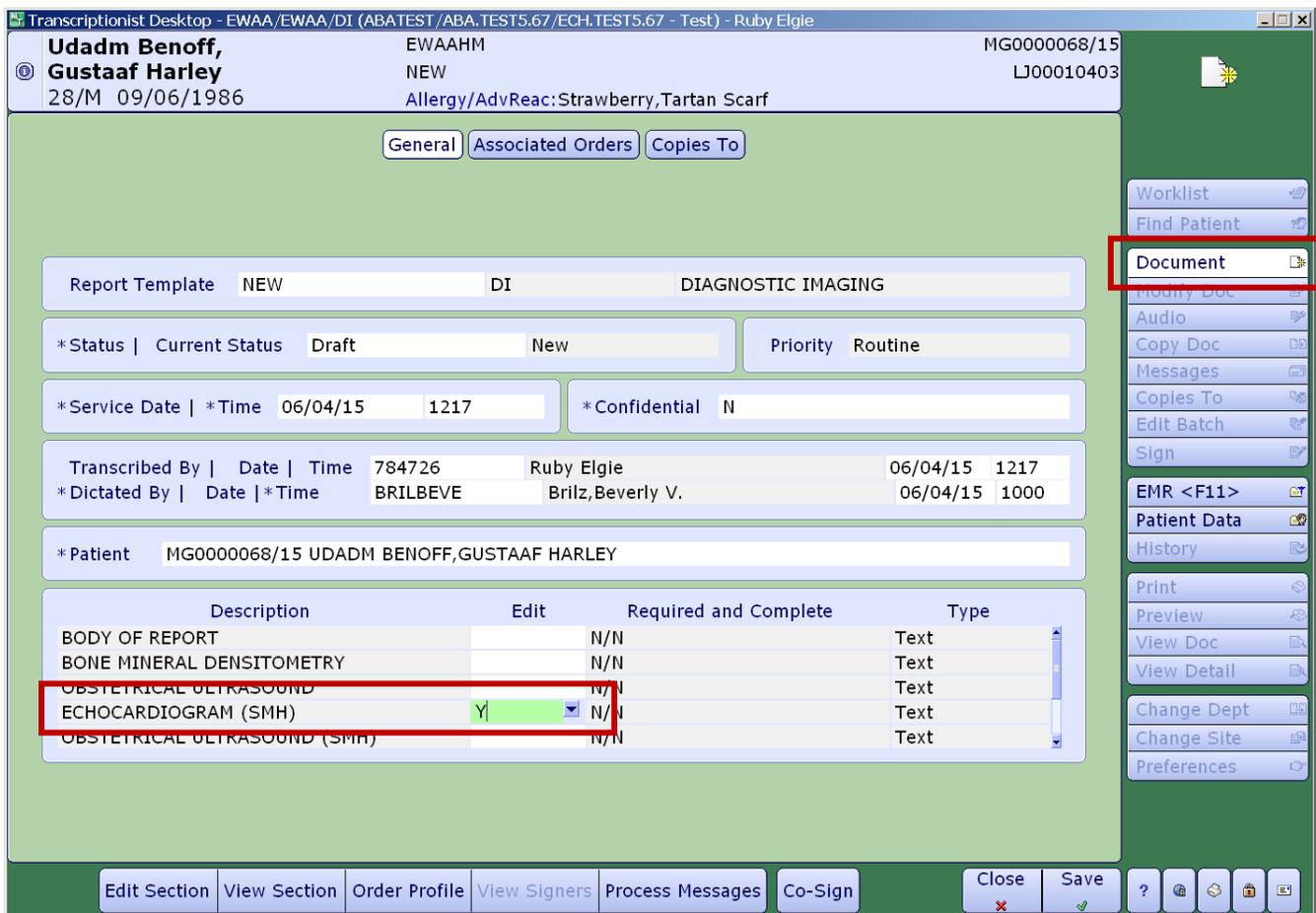
**Typing report in Meditech**

Typically, most HIM reports are typed in eScription and flow back into Meditech. However, on occasion, some reports are still being typed directly in Meditech. For example, ECH only will type reports in Meditech for the Echocardiograms within the DI department. The process below describes this process for ECH typing reports in Meditech. However, this same process works for other regions, areas, and report types.

**ECH – Echocardiogram Report**

Log into or change to the appropriate site and DI department.

From your ITS Worklist, click on Document  located on the Function panel on the right side of the desktop. The following screen appears.



1. **Report Template** = DI (or applicable report type)
2. **Status** = Choose the appropriate report status (ie. Draft, Signed, etc)
3. **Service Date/Time** = tab through to insert the current date and time
4. **Confidential** = type N or if N defaults in [Tab] through
5. **Transcribed By Date/Time** = will default to user logged in and current date and time

6. **Dictated By Date/Time** = choose the dictating Doctor, dictating date and time
7. **Patient** = find and select the correct patient using the Patient searches found earlier in this document
8. In the **Description** column, choose the appropriate report template (ie. 'ECHOCARDIOGRAM (SMH)), and type **Y** in the Edit field
9. Click on **Save**
10. This will take you to the report template to begin your typing.

Following is a template for the Echocardiogram report. If no template is available for the report chosen, this screen will be blank.

The screenshot shows a software window titled "Wall Motion Scoring Index (WMSI), MMode & Doppler measurements: Refer to original report in ECH PACS or Health Information Department copy." The window contains several sections with stop codes: "Chamber Structure and Function [\*]", "Valve Structure and Function [\*]", "Extra Cardiac Structures [\*]", and "Conclusion [\*]". Below these sections, there is a footer area with text: "Performed by teleultrasound and report", "This has been retyped into MEDITECH", "Dictated by = the Reading Physician as", "Dictation date = date echocardiogram r", and "Verified by = the Reading Physician as". At the bottom of the window, there are three buttons: "Change Background Color", "EMR", and "Cancel | OK". A red arrow points from the "OK" button to step 11 in the list below. An orange callout box with a blue border is overlaid on the right side of the window, containing the following text:

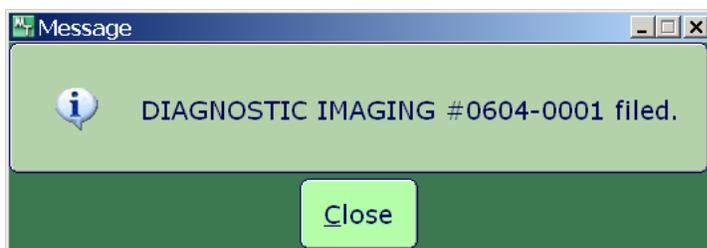
This is the template for the Echocardiogram report.

[\*] are stop codes and using **F4** on your keyboard and will take you to the next stop code located on the template. As soon as you begin typing, the symbol will disappear and the text you typed will replace the stop code.

NOTE: In this mode you cannot see Headers & Footers. All headers and footers are set up for reports so patient identification is not required in these templates. Once the report is saved and viewed within ITS or EMR, all patient information, report type, etc will be visible.

11. Once you have finished typing the report, click on OK or F12.
12. You will be returned to the Document screen. You **MUST click SAVE or F12**. If you don't, the report will not save.

13. A message will appear informing you the report has filed.



14. Click on Close.

15. You can now create/document a new report.

16. When you are finished typing reports, click on Close to return to the ITS Worklist where you will see the report (s) you just typed.

NOTE: If other areas are typing reports directly in Meditech, use the process as just explained. However, ensure you choose the correct department you will be typing in. For example, HREC.

### How to Create Temporary Patient

On some occasions you need to create a report on a patient who do not have active account numbers or who have not gone through the admission registration process.

You can use temporary patients until there is a visit to attach the report to. Temporary patients are entered in Transcription (not Admissions). After you file the report and learn the name of the actual patient, you can then replace the temporary name with the actual name.

NOTE: Reports do NOT go to the EMR until they are attached to a patient’s account number.

To enter temporary patients, type in the Patient field **t<space>** followed by **free text**. However, you must include text for both the first and last name → **Lastname,Firstname**. Include as much information as you can to enable easy identification of the temporary patient later. If the complete last and/or first name is not known, you can type a generic last and/or first name but ensuring you keep track of the report so you can update it to the correct patient name as soon as the visit is made available by using the Modify Doc routine.

* Dictated By	Date	*Time	DOCTHIM	Doctest,Him	23/10/15	1230
* Patient	T TEMPORARY,PATIENT					

NOTE: You **must** type both a last **and** first name for the temporary patient. Otherwise you will be unable to proceed any further on this screen.

Transcriptionist Desktop - DRDH/DRDH/HREC (ABATEST/ABA.TEST5.67/DTH.TEST5.67 - Test) - Ruby Elgie

### Temporary,Patient

NEW  
Allergy/AdvReac:

General Associated Orders Copies To

Report Template NEW HP HISTORY AND PHYSICAL

\*Status | Current Status Draft New Priority Routine

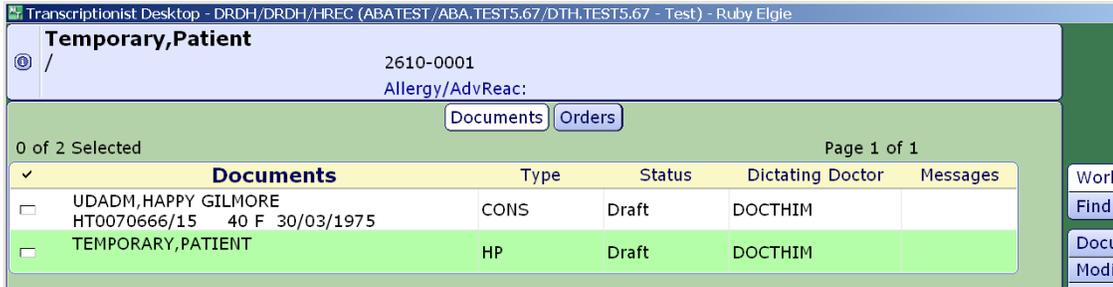
\*Service Date | \*Time 26/10/15 0806 \*Confidential N

Transcribed By | Date | Time 784726 Ruby Elgie 26/10/15 0806  
\*Dictated By | Date | \*Time DOCTHIM Doctest,Him 23/10/15 1230

\* Patient t TEMPORARY,PATIENT

Description	Edit	Required and Complete	Type
BODY OF REPORT	Y	Y/N	Text

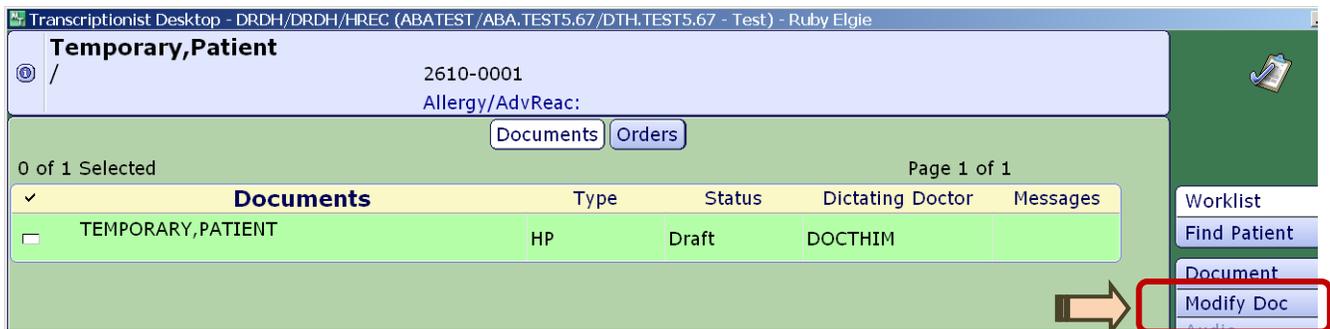
Continue the process for typing the report in Meditech as explained previously.



### Replacing Temporary Patient to Actual Patient Name

As soon as the temporary patient has been registered, any reports created with the 'Temporary Patient' must be updated so the report(s) is/are attached to the registered patient/visit.

1. Log into **Facility/Site** → **Department** → **Transcription Desktop**
2. Find the report you typed for the Temporary Patient by searching for the report #, or using the Find Patient.
3. Highlight the report → **Modify Doc**



The following screen appears.

**Temporary, Patient** 2610-0001  
Allergy/AdvReac:

General Associated Orders Copies To

Report Template 2610-0001 HP HISTORY AND PHYSICAL

\*Status | Current Status Draft Draft Priority Routine

\*Service Date | \*Time 26/10/15 0806 \*Confidential N

Transcribed By | Date | Time 784726 Ruby Elgie 26/10/15 0806  
\*Dictated By | Date | \*Time DOCTHIM Doctest, Him 23/10/15 1230

\* Patient **TEMPORARY, PATIENT**

Description	Edit	Required and Complete	Type
BODY OF REPORT		Y/Y	Text

4. Click in the **\*Patient field**
5. Delete the "Temporary Patient details and search for the correct patient acct/visit.
6. **Update the \*Patient field** with the correct patient acct/visit and **Save** or [F12]

**Udadm, Happy Gilmore** DRDHER HT0070666/15  
40/F 2610-0001 GG00121916  
Allergy/AdvReac:

General Associated Orders Copies To

Report Template 2610-0001 HP HISTORY AND PHYSICAL

\*Status | Current Status Draft Draft Priority Routine

\*Service Date | \*Time 26/10/15 0806 \*Confidential N

Transcribed By | Date | Time 784726 Ruby Elgie 26/10/15 0806  
\*Dictated By | Date | \*Time DOCTHIM Doctest, Him 23/10/15 1230

\* Patient HT0070666/15 UDADM, HAPPY GILMORE

Update the Patient name to the correct patient acct/visit.

Description	Edit	Required and Complete	Type
BODY OF REPORT		Y/Y	Text

Edit Section View Section Order Profile View Signers Process Messages Co-Sign Close Save ?

7. A message will display saying the report has been filed. Close this screen.

You will return to the ITS Worklist. You will see the report now is attached to the correct acct/visit.

Transcriptionist Desktop - DRDH/DRDH/HREC (ABATEST/ABA.TEST5.67/DTH.TEST5.67 - Test) - Ruby Elgie

**Udadm,Happy Gilmore** DRDHER HT0070666/15  
 40/F 2610-0001 GG00121916  
 Allergy/AdvReac:

Documents Orders

0 of 1 Selected Page 1 of 1

Documents	Type	Status	Dictating Doctor	Messages
<input type="checkbox"/> UDADM,HAPPY GILMORE HT0070666/15 40 F 30/03/1975	HP	Draft	DOCTHIM	

### Deleting Transcribed Report from Meditech

Only Auditors will have access to do this.

This feature is used when a report has already been distributed to Meditech from eScripton but is not displaying correctly in Meditech (incorrect facility in the header as a result of location issues, spacing issues within the document; etc). The reason the report must be 'deleted' in Meditech is because Meditech will NOT accept the same dictation ID for updating of the facility in the header, etc. So the report must be deleted in Meditech first and then the report redistributed from Emon with all the correct details.

#### Steps for Deleting Report in Meditech:

1. Use the Find Patient routine or the Preferences to bring up the report on the ITS Worklist.
2. From the ITS Worklist, find and select the report to delete.
3. **Edit Batch** - change the report status to 'Cancelled'.

Transcriptionist Desktop - DRDH/DRDH/PROVRPT (ABATEST/ABA.TEST5.67/DTH.TEST5.67 - Test) - Ruby Elgie

**Uditstr Bigcoffee, Ping** DRDHCCMB DRDHB499 2 GG0000159/15  
 29/M 27/05/1986 1504-0001 GG00054574  
 Allergy/AdvReac:

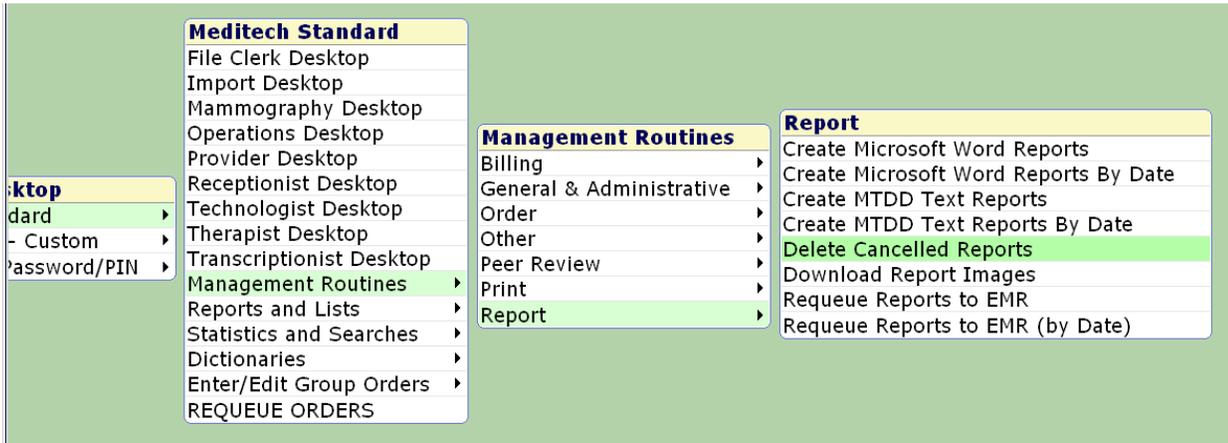
Documents Orders

0 of 8 Selected Page 1 of 1

Documents	Type	Status	Dictating Doctor	Messages
<input checked="" type="checkbox"/> UDITSTR BIGCOFFEE,PING GG0000159/15 29 M 27/05/1986	TRANS	Cancel	WELBMARC	
<input type="checkbox"/> UDITSTR BIGCOFFEE,PING GG0000159/15 29 M 27/05/1986	TRANS	Cancel	DOCTHIM	
<input type="checkbox"/> UDITSTR BIGCOFFEE,PING	CONS	Draft	DOCTHIM	

Return to the Main Meditech desktop

- From the Meditech Standard list, click on **Management Routines** → **Report** → **Delete Cancelled Reports**



On the Delete Cancelled Reports screen:

- Patient** = search for the acct # the report to be deleted is attached to.
- Report** = do a lookup [F9] for a list of cancelled reports on the acct selected in the Patient field.



- Click on the report to be deleted
- Back on the Delete Cancelled Reports screen, confirm this is the report you want to delete. If so, click on **Save** or **[F12]**.



The report is now gone from the acct. In the EMR, this report will remain at a 'Cancelled' status. However, nobody will be able to open/access the report.

Enterprise Medical Record - Ruby Elgie

Uditstr Bigcoffee, Ping  
DOB: 27/5/86 29 M

Allergy/AdvReac:

Other Reports - All Reports

Selected Visit   Lifetime Summary   View Converted Charts

Medical/Surgical   Long Term   Behavioral   Rehabilitation

All Reports   Surgery   HEENT   Nervous System

Cardiovascular System   Respiratory System   GI/GU   Nutrition

Psychosocial   Rehabilitation   General   Emergency

Entered/Service Date	Report	Dictated By	Dictated Date/Time	Status	Report	Hx
14/5/15 09:51	Transfer Summary	Phyrad Tester	14/5/15 00:00	Signed	🗨	🗨
13/5/15 09:14	Transfer Summary	Phyrad Tester	13/5/15 00:00	Draft	🗨	🗨
17/4/15 14:57	Transfer Summary	Doctest,Him	17/4/15 00:00	Cancelled		
15/4/15 09:43	Transfer Summary	Phyrad Tester	15/4/15 00:00	Cancelled		
24/3/15 11:22	Urology Visit	Brilz,Beverly V.	24/3/15 00:00	Draft	🗨	
12/3/15 11:47	History & Physical	Brilz,Beverly V.	12/3/15 00:00	Draft	🗨	
5/3/15 15:09	Transfer Summary	Brilz,Beverly V.	5/3/15 00:00	Draft	🗨	🗨
27/2/15 11:57	Transfer Summary	Doctest,Him	27/2/15 00:00	Re-Classified		🗨
27/2/15 11:57	Consultation	Doctest,Him	27/2/15 00:00	Draft	🗨	🗨

**NOTE: once a report is 'Deleted', it is no longer available in the Meditech ITS Worklist so ensure you delete the correct report.**

If this process was done to fix the report from eScription (ie. facility in the patient header), when the report is redistributed from Emon, it will flow again to Meditech with the correct details on the report. This allows the original physician's dictation to remain with the report. This will also change the Meditech report # for the report.

Print screens where the report was redistributed from Emon on Oct 26 with the new Report #. As shown below, the new Report # is 2610-0001.

Transcriptionist Desktop - DRDH/DRDH/PROVRPT (ABATEST/ABA.TEST5.67/DTH.TEST5.67 - Test) - Ruby Elgie

**Uditstr Bigcoffee, Ping** DRDHCCMB DRDHB499 2 GG0000159/15  
 29/M 27/05/1986 2610-0001 GG00054574  
 Allergy/AdvReac:

Documents Orders

0 of 8 Selected Page 1 of 1

Documents	Type	Status	Dictating Doctor	Messages
<input type="checkbox"/> UDITSTR BIGCOFFEE,PING GG0000159/15 29 M 27/05/1986	TRANS	Draft	WELBMARC	
<input type="checkbox"/> UDITSTR BIGCOFFEE,PING GG0000159/15 29 M 27/05/1986	TRANS	Signed	WELBMARC	
<input checked="" type="checkbox"/> UDITSTR BIGCOFFEE,PING GG0000159/15 29 M 27/05/1986	TRANS	Draft	WELBMARC	
<input type="checkbox"/> UDITSTR BIGCOFFEE,PING	CONS	Draft	DOCTHIM	

Enterprise Medical Record - Ruby Elgie

**Uditstr Bigcoffee, Ping**  
 DOB: 27/5/86 29 M  
 Allergy/AdvReac:

Other Reports - All Reports

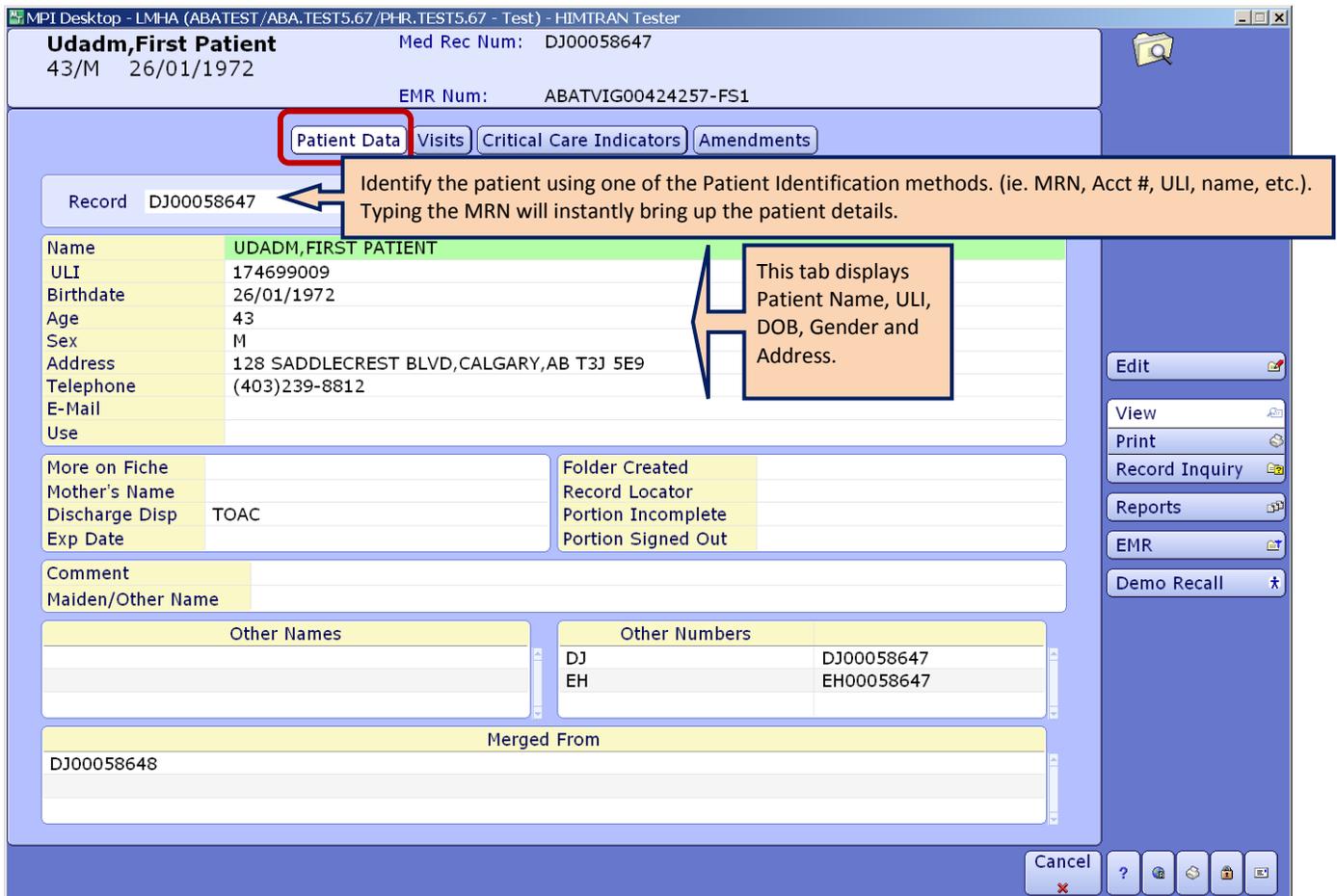
- Selected Visit
- Lifetime Summary
- View Converted Charts
- Medical/Surgical
- Long Term
- Behavioral
- Rehabilitation
- All Reports
- Surgery
- HEENT
- Nervous System
- Cardiovascular System
- Respiratory System
- GI/GU
- Nutrition
- Psychosocial
- Rehabilitation
- General
- Emergency

Entered/Service Date	Report	Dictated By	Dictated Date/Time	Status	Report	Hx
26/10/15 12:16	Transfer Summary	Phyrad Tester	15/4/15 00:00	Draft		
14/5/15 09:51	Transfer Summary	Phyrad Tester	14/5/15 00:00	Signed		
13/5/15 09:14	Transfer Summary	Phyrad Tester	13/5/15 00:00	Draft		
17/4/15 14:57	Transfer Summary	Doctest,Him	17/4/15 00:00	Cancelled		
15/4/15 09:43	Transfer Summary	Phyrad Tester	15/4/15 00:00	Cancelled		
24/3/15 11:22	Urology Visit	Brilz,Beverly V.	24/3/15 00:00	Draft		
12/3/15 11:47	History & Physical	Brilz,Beverly V.	12/3/15 00:00	Draft		
5/3/15 15:09	Transfer Summary	Brilz,Beverly V.	5/3/15 00:00	Draft		
27/2/15 11:57	Transfer Summary	Doctest,Him	27/2/15 00:00	Re-Classified		
27/2/15 11:57	Consultation	Doctest,Him	27/2/15 00:00	Draft		

### MPI Desktop

This routine allows you to view (**only**) the Patient’s demographics, and visit history in chronological order, which include both the Admission date and Discharge date, and the Account Number for each visit. This used to be the ‘View MRI Detail’ button in version 5.57.

1. On the HIM Transcription, left click on the **MRI**.
2. Select the facility you need.
3. Select **MPI Desktop**  
The following screen appears
4. Ensure you are on the **Patient Data** tab.
5. **Record** – identify the patient using one of the Patient Identification methods.  
NOTE: Typing in the MRN will instantly bring up the patient details.



6. To view the patient visits, click on the **Visits tab** on the top of the screen. Arrow up and down with arrow keys to see more details on the bottom of the screen for the selected visit or click on a visit with the mouse to see specific visit details. See screen shot next.

**Udadm, First Patient** Med Rec Num: DJ00058647  
 43/M 26/01/1972 EMR Num: ABATVIG00424257-FS1

Patient Data **Visits** Critical Care Indicators Amendments

Date ^	Type	Account Num	Location	Provider	Dis Date	Conf
22/01/15	CLI	DX0000094/15	LMHACN	PP		
22/01/15	IN	DJ0000083/15	LMHA5EM	NOHRCARL	22/01/15	
22/01/15	ER	DX0000093/15	LMHAER	PARKPAUL	22/01/15	
22/01/15	REF	EH0000044/15	LPHMMH			

Admit Date.

Discharge Date, if patient is discharged.

Date	22/01/15
Type	ER
Account Number	DX0000093/15
Facility	
Location	LMHAER
Provider Name	PARKPAUL Parks, Paul
Discharge Date	22/01/15
Discharge Disposition	ASUR
Pre/Sch Reservation Date	
Reason for Visit	MVC

Alt Address CDS Cancel

7. To close this screen and search for another patient, click on Cancel to return to enter new patient search criteria.

To close the MPI routine, click on the X on the top right corner of the screen.

## Incomplete Records Desktop

This routine is used to view accounts with deficiencies. This allows you to more accurately choose the correct account number / encounter to attach reports to.

This used to be the 'MRI Incomplete Records' button in version 5.57.

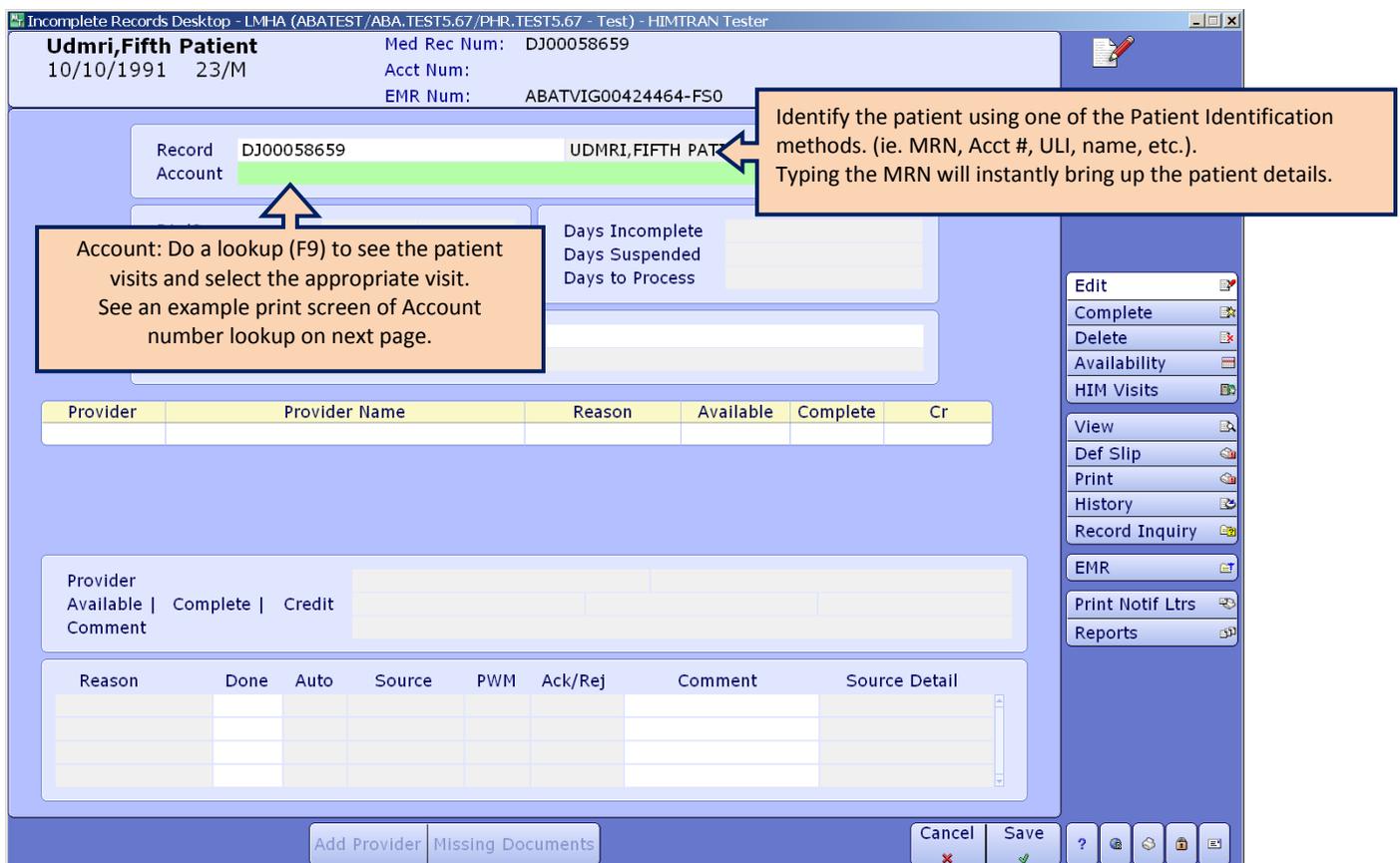
### Guidelines:

This is for **view only**. **Do not save any changes.** Always Esc out of this screen when you are closing out of it.

Both the process reports and process incomplete records routine may be open at one time to facilitate moving between the two.

1. On the HIM Transcription, left click on the **MRI**.
2. Select the facility you need.
3. Select **Incomplete Records Desktop**.

The following screen appears



Udmri, Fifth Patient  
10/10/1991 23/M  
Med Rec Num: DJ00058659  
Acct Num: DJ00058659  
EMR Num: ABATVIG00424464-FSO

Record Account: DJ00058659 UDMRI, FIFTH PAT

Days Incomplete  
Days Suspended  
Days to Process

Account: Do a lookup (F9) to see the patient visits and select the appropriate visit. See an example print screen of Account number lookup on next page.

Identify the patient using one of the Patient Identification methods. (ie. MRN, Acct #, ULI, name, etc.). Typing the MRN will instantly bring up the patient details.

Provider	Provider Name	Reason	Available	Complete	Cr

Provider Available | Complete | Credit Comment

Reason	Done	Auto	Source	PWM	Ack/Rej	Comment	Source Detail

Add Provider Missing Documents Cancel Save

4. **Record** – identify the patient using one of the Patient Identification methods.  
NOTE: Typing in the MRN will instantly bring up the patient details.

5. **Account** - - - Press [F9] to look up all the possible account numbers for the patient. An Account number lookup window will appear. In the example below, there are three accounts for this patient with one being an Inpatient account.

The screenshot shows a window titled "Account number lookup" with a search bar and a table of results. The table has the following data:

Account Number	Type	Date	Discharge	Provider	ICR Data
DX0000147/15	CLI	29/01/15		NOHRCARL	None
DJ0000055/15	IN	29/01/15	29/01/15	JAHAMOHA	Incomplete
DX0000145/15	ER	29/01/15		PARKPAUL	Incomplete

On the Lookup window:

**Account #** = Unique number assigned to visit

**Type** = Admission category ex IN,ER,SDC

**Date** = Admission date

**Discharge** = Discharge date (if blank the patient is still admitted)

**Provider** = Doctor assigned to visit (this may differ from the dictating doctor)

**ICR Data** = None – no deficiencies on this visit

Incomplete – visits has deficiencies

Complete – all deficiencies have been completed for this visit.

6. Use the arrow keys to scroll the list or the mouse cursor to choose a visit. Once the appropriate visit is highlighted, click [Enter].

A listing of doctors and their assigned deficiencies for that visit will appear. A sample screen is next.

The Incomplete Records Desktop screen is shown below.

If this is the correct account number and you have viewed the information needed, press Cancel or the **X** in the top right corner of the window to leave the screen without saving any changes.

If this is **NOT** the correct account number, press Cancel or the **X** in the top right corner of the window leave the screen without saving any changes. Repeat the search in the Record field choosing a different account number for the patient.

Most common Deficiencies

Mnemonic	Name
C	CLARIFICATION BY PHYSICIAN
CON	CONSULTATION
DEL	DELIVERY ROOM RECORD
DS	DISCHARGE OR DEATH SUMMARY
DX	FINAL DIAGNOSIS
HX	HISTORY/PRENATAL FORM
NB	COMPLETE NEWBORN RECORD
OR	OPERATIVE REPORT
S	SIGNATURE
T	TRANSCRIPTION

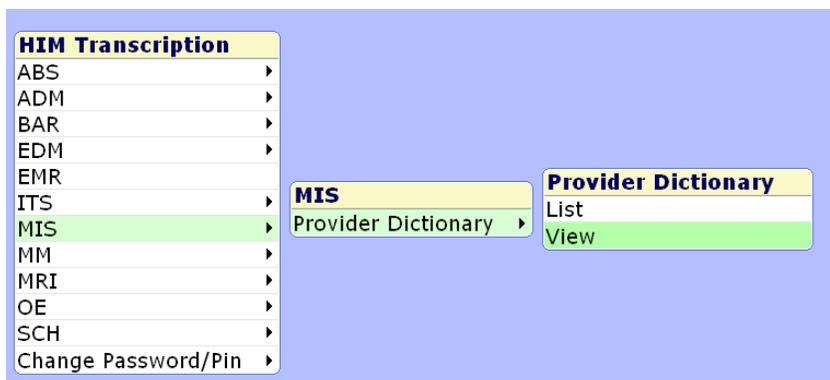
## Provider Dictionary

This routine provides a listing of physicians and other clinicians actively providing services to patients. You may be unfamiliar with physicians providing services in these rural regions, so accessing this dictionary will assist you in determining the dictating physician.

The physicians are listed in this dictionary using a maximum 8-character mnemonic (abbreviation). This 8-character mnemonic is the first 4 characters of the physician's last name followed by the physician's first 4 characters of his/her first name. For example, Dr. Gordon Anderson will be entered as ANDEGORD in the dictionary. If the physician does not have 4 characters in his/her first or last name, it will use all the characters. For example, Dr. Jett Li will be entered as LIJETT.

To access this dictionary:

1. On the HIM Transcription, left click on **MIS**.
2. Click on **Provider Dictionary**.
3. Click on **View**



This will open the View MIS Provider Dictionary. All physicians actively providing services for the region are listed alphabetically. With the large number of providers entered in this dictionary, it is advisable to limit your search results by **typing in the first 2 to 4 letters of the doctor's last name** prior to doing a lookup [F9]. This will take you to that area of the lookup list.

4. **Mnemonic** field - Type the first 2 to 4 letters of the doctor's last name.
5. Do a lookup [F9] will take you to that area of the lookup list.

In the Mnemonic field, type the first 2 to 4 characters of the Physician's last name.

Then press [F9]. This will open the lookup starting with the characters you typed into the Mnemonic field.

Mnemonic	Name	Type
ANDEDAN	Anderson, Dan	DEN
ANDEDUG	Anderson, Douglas M.	DR
ANDEGORD	Anderson, Gordon Selkirk	TPF
ANDEIAN	Anderson, Ian Bruce	DR
ANDEJESS	Anderson, Jesse	LC
ANDELANC	Anderson, Lance	DR
ANDERONA	Anderson, Ronald Arne	TPF
ANDETODD	Anderson, Todd J.	TPF MED
ANRBENJ	Andruski, Benjamin	RES
ANDRCHRI	Andrews, Christopher Norman	TPF
ANDRSAM	Andrews, Sam W	TPF

Address: 501 10 St  
 City| Province| Postal: Wainwright AB T9W 1R5  
 Telephone| Fax: (780)842-3341 (780)842-5858

Adm Priv: N  
 On Staff:   
 Group:   
 Specialty:   
 NPI Number:   
 Pager Number:

Prior Next Filter Cancel

In the example above, I am looking for Dr. Gordon Anderson. In the Mnemonic field, I typed AND then pressed the Lookup function key [F9]. The list displayed begins with the first doctor whose last name begins with AND. Then using the arrow keys, I can scroll down the list to find the doctor.

As you arrow through the list of Doctors, their address, city, phone will display at the bottom of the screen.

On the panel on the right side of the screen, it will default to 'Mnemonic' and 'Active' doctors. If you cannot find your selection in the display results, you can click on 'Name', which will change the search results and display by Name. Again, arrow through the results to look for the doctor. You can also click on the 'Inactive' button to see if the doctor is inactive.

- Left click on the doctor you are looking for to see more of his/her professional details.

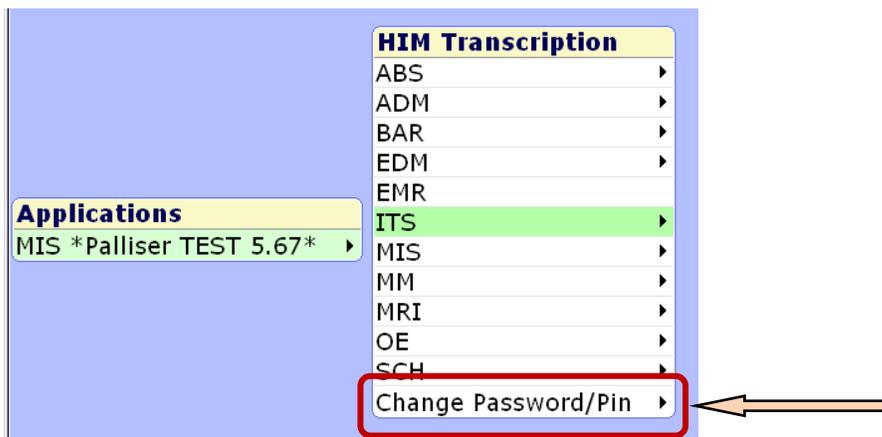
### Change Your Password

This routine allows you to change your Meditech password at any time you wish. Please note that you use the same password for every region you log in to so if you change your password while logged into Chinook region, it will change your password for all the other regions too.

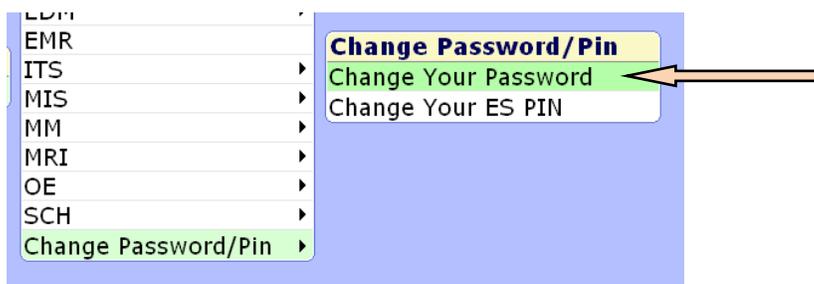
Keep in mind your password needs to be at least 8 characters long. It is not case sensitive. Meditech will ask you to change your password after you have logged in so many times but if you change it at the same time as you change your network password, you will probably never get this prompt.

If you have misplaced or forgot your Meditech password and are unable to log on, please contact your local help desk and ask them to reset your Meditech password.

1. Click on **Change Password/Pin** under HIM Transcription on your Meditech Main Desktop.



2. Another selection will appear, click on 'Change Your Password'.



The Change Your Own Password screen appears. (This screen is shown on the next page.)

3. Follow the prompts to change your password.

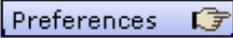
User	HIMTRAN	HIMTRAN Tester
Old Password	<input type="password"/>	
* New Password	<input type="password"/>	
* Re-enter to Verify	<input type="password"/>	

4. Click on **OK** or **[F12]**

## Manual Printing of 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.

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.

Please refer to Preferences section in this manual for more details on setting your preferences.

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

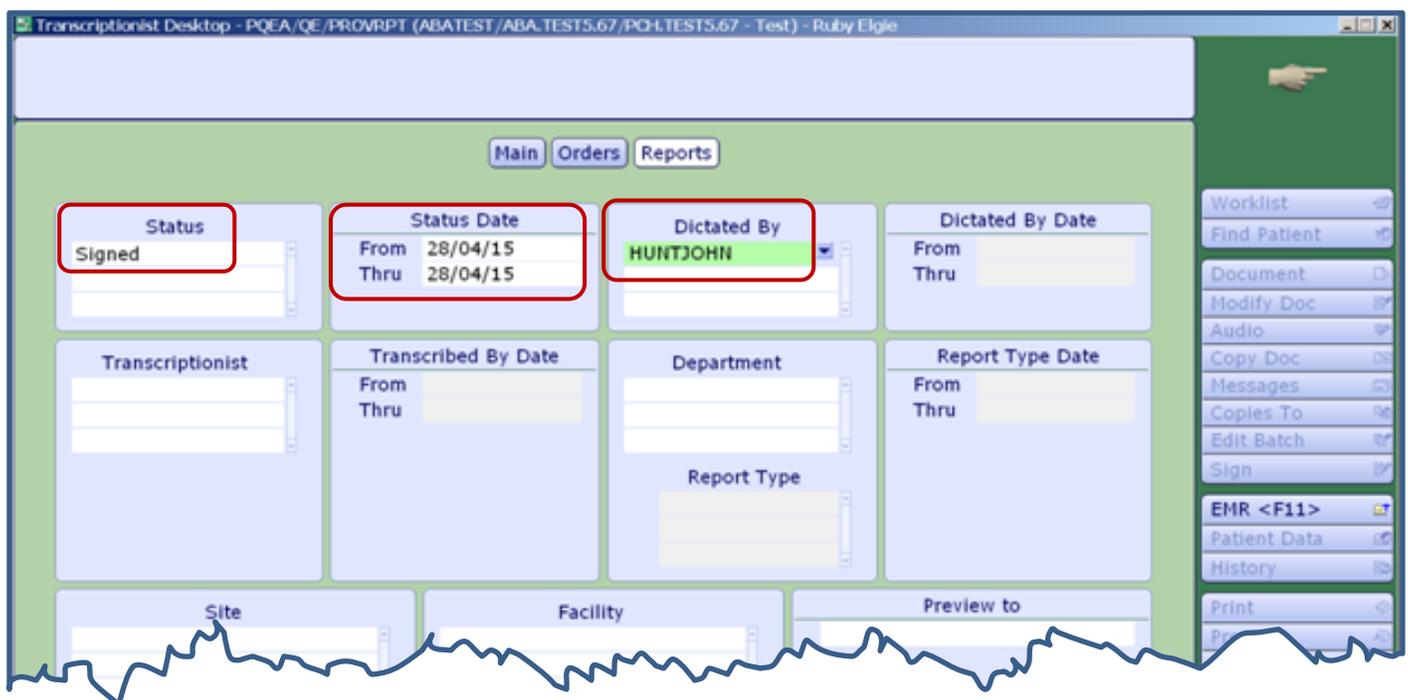
**Status Date From Date** = use the start date of Physician signing reports

**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.]



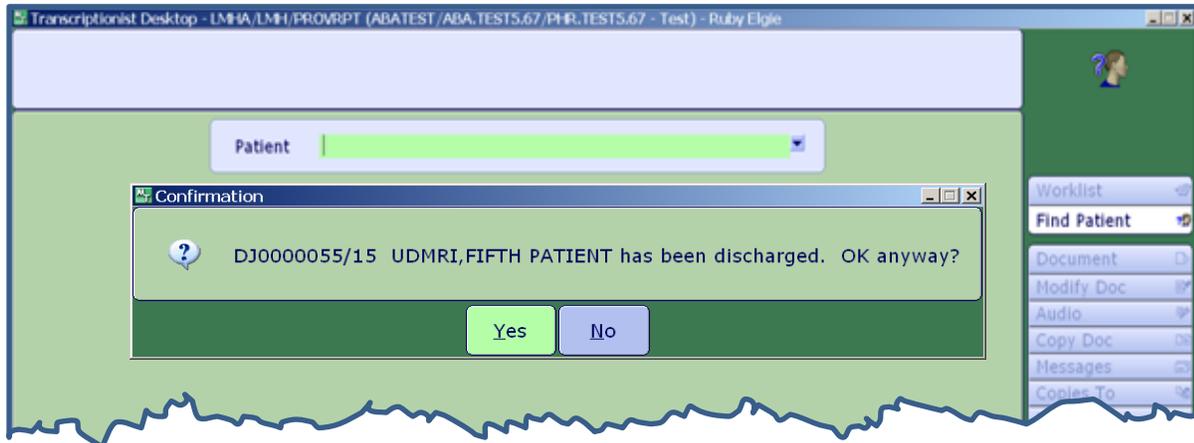
The screenshot shows the 'Transcriptionist Desktop' window with the 'Reports' tab selected. The 'Preferences' screen is displayed with the following settings:

- Status:** Signed
- Status Date:** From 28/04/15, Thru 28/04/15
- Dictated By:** HUNTJOHN
- Dictated By Date:** From, Thru
- Transcriptionist:** (Empty)
- Transcribed By Date:** From, Thru
- Department:** (Empty)
- Report Type:** (Empty)
- Report Type Date:** From, Thru
- Site:** (Empty)
- Facility:** (Empty)
- Preview to:** (Empty)

The right-hand menu includes: Worklist, Find Patient, Document, Modify Doc, Audio, Copy Doc, Messages, Copies To, Edit Batch, Sign, EMR <F11>, Patient Data, History, and Print.

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.

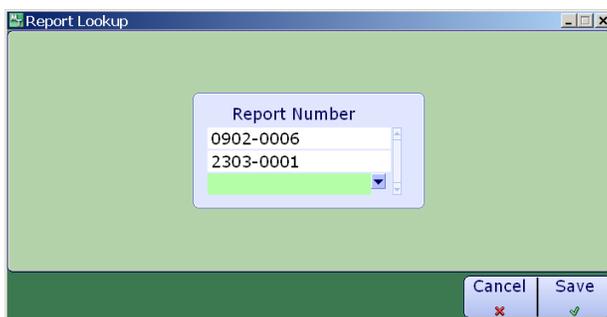


c. If you are looking for a **specific report #**:

- 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.

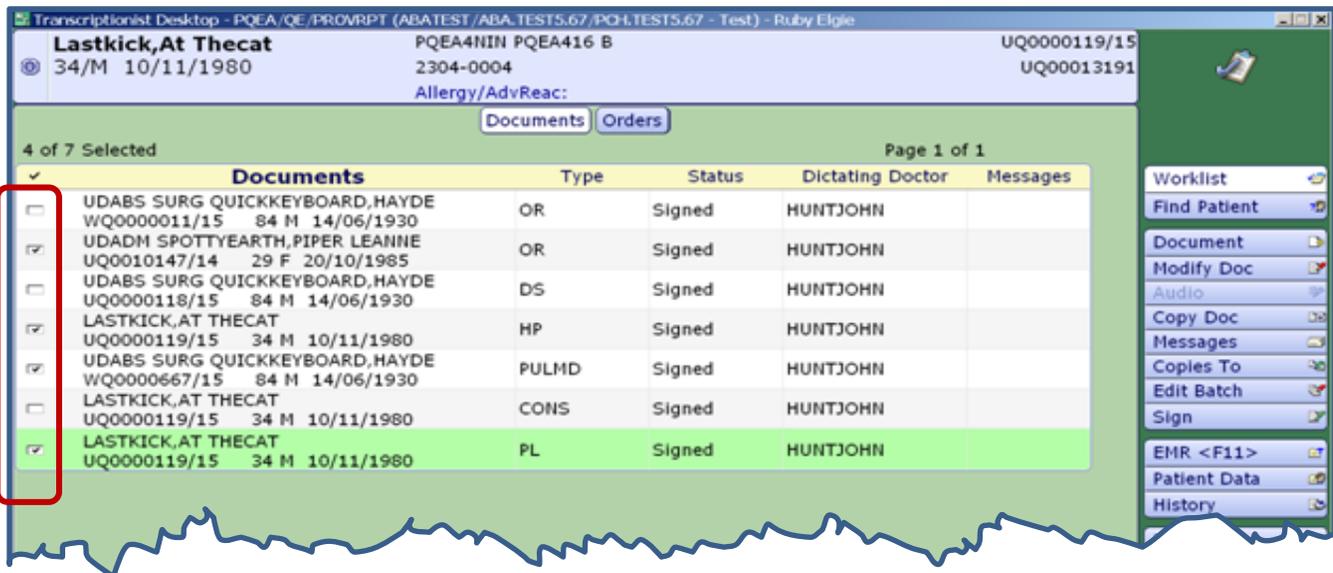


- Save [F12] if you have not already done so to save your selection criteria.
- All the reports within your selection criteria will appear in the ITS Worklist screen. [Sample shown below.]



- 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. Therefore, if you did not set your Preferences for a specific Dictating Dr., you can sort your Worklist by Dictating Dr for all his/her reports.

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

**Print Option # 1**

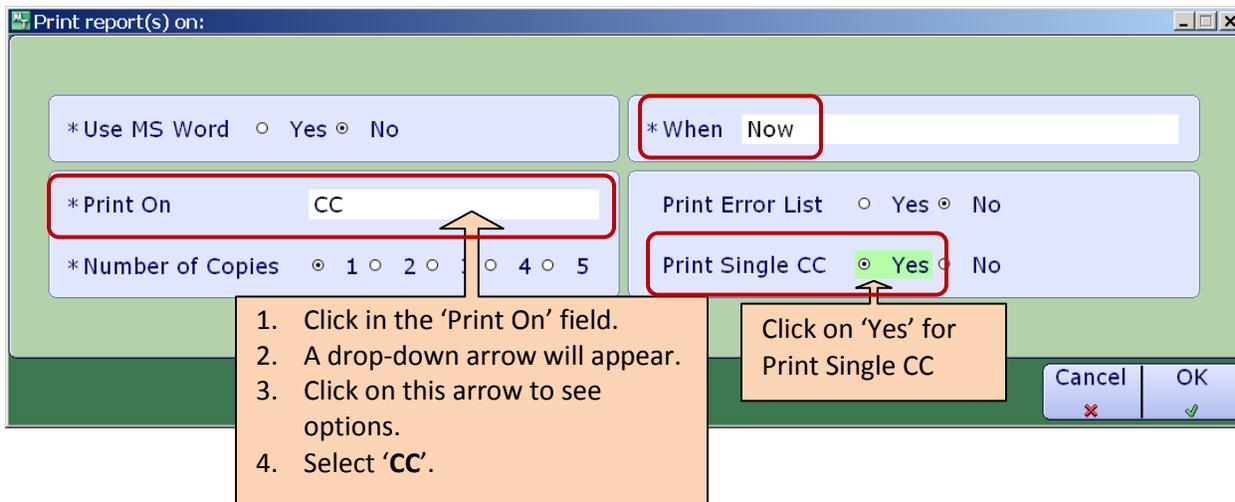
1. With reports selected to print, click on Print from the Function Panel buttons on the right side of the ITS Worklist screen.



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 **Default Printer**
- 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**



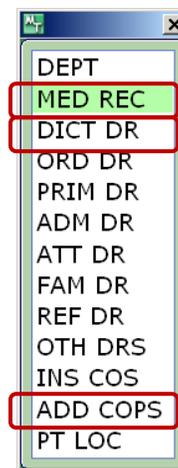
3. The Print Single CC window will appear.

On this screen,

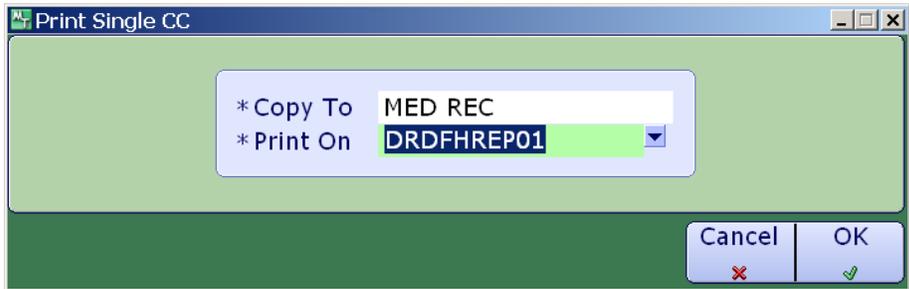
- a. **Copy To** – click on the drop-down arrow or do a F9 lookup. Select from the list of options (as shown on the right). Only one option can be chosen at one time so this will need to be done individually for each Copy to. For example, complete this for MED REC and then again for DICT DR, etc.

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.

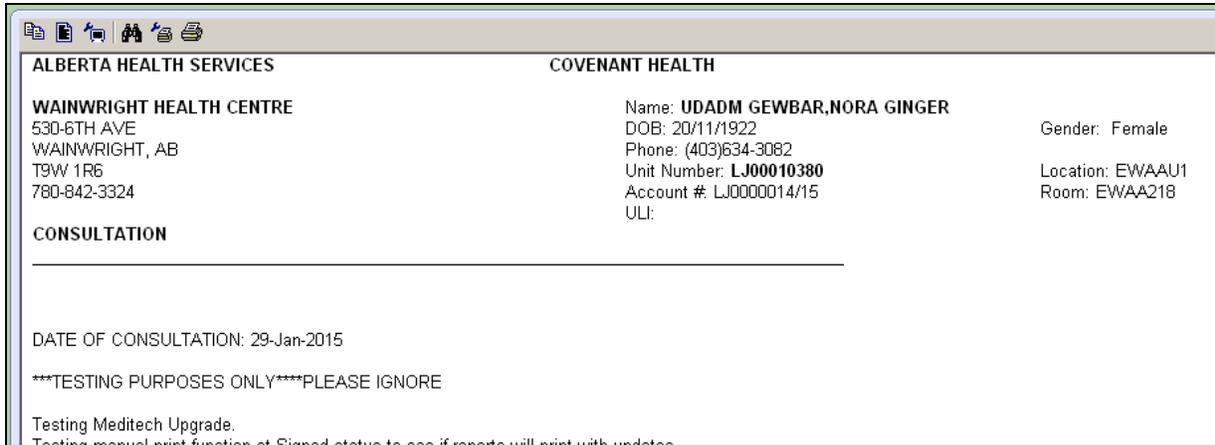
Report Number: 2104-0001	Report Number: 2104-0001
COPY: Medical Records	COPY: Sauve, Michel Dominique

**Print Option # 2**

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



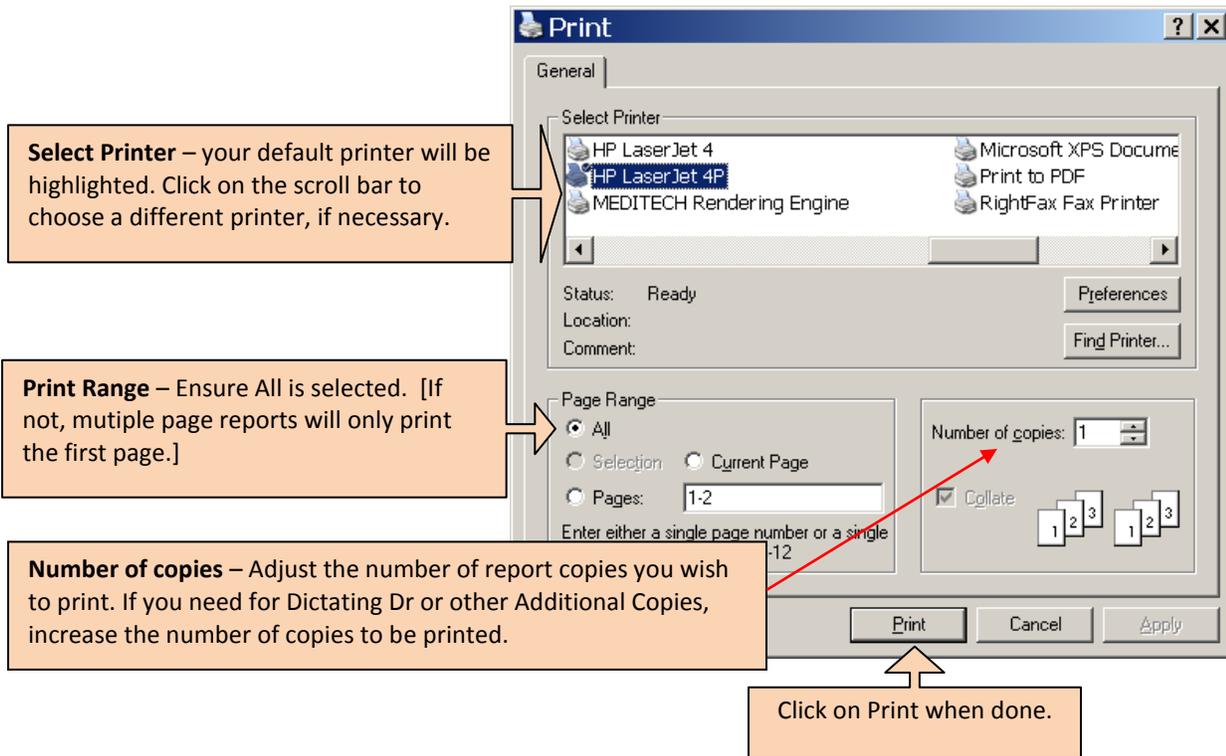
2. This will display the reports you selected in the ITS Worklist screen on your monitor as shown next.



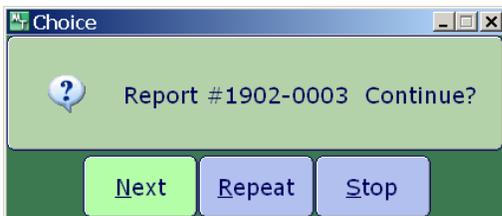
3. Click on the Print icon on the top toolbar



4. The Print dialog box appears as shown next.

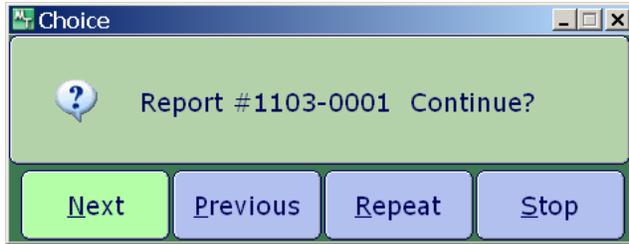


- The report(s) will print to the printer you identified.
- Click on Close at the bottom of the screen to close this report.
- After closing the first report, a screen will appear asking to choose 'Next' report; 'Repeat' to view the same report again; OR 'Stop' to exit the viewing document process.



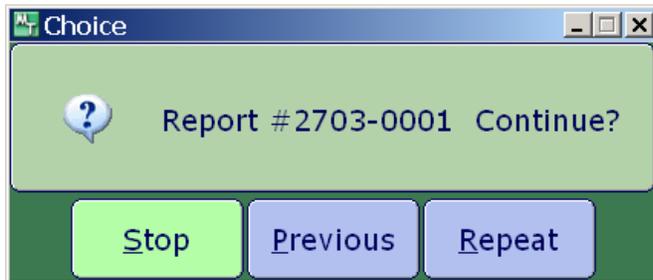
To view the next report, click on **Next**.

- 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**.

- 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.

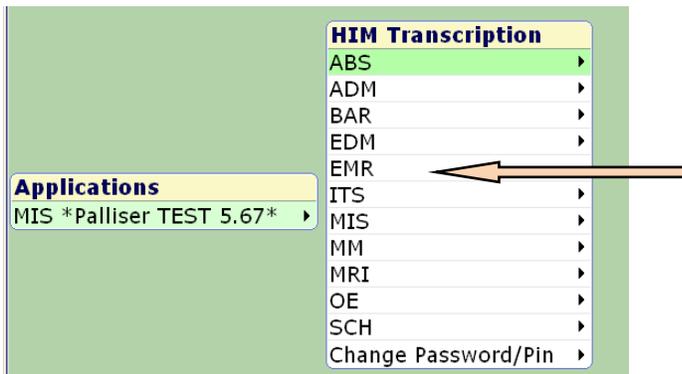


To exit the View Doc, click on **Stop**.

You will be returned to the ITS Worklist screen.

### EMR View Patient

EMR access is available from various locations on your Main Desktop or any of the Desktops you are in. Look for it on the main desktop as below or from any desktop with this function button  or this button . The F11 shortcut key on your keyboard is also still an option.



All HIM Transcribed reports are located in the 'Other Reports' panel in the EMR.

Use the Other Reports menu option to view the various reports sent to EMR from other MEDITECH modules. You can use the view selection buttons (for example, Medical/Surgical) and panel selection buttons at the top of the screen to select the specific report you want to view.

If you click the comment bubble in the Hx column, a message appears at the top of the History Screen indicating that the screen list contains old versions of the report. To view an old version of the report, click the box containing the date and time.

The following graphic is an example of an Other Reports panel.

Other Reports - All Reports

Selected Visit    Lifetime Summary    View Converted Charts

Medical/Surgical    Long Term    Behavioral    Rehabilitation

All Reports    Surgery    HEENT    Nervous System

Cardiovascular System    Respiratory System    GI/GU    Nutrition

Psychosocial    Rehabilitation    General    Emergency

To view the current report, click the comment bubble in the Report column.

Date	Report	Dictated By	Dictated Date/Time	Status	Report	Hx	Image
4/14/06 09:28	History & Physical	Batchelder,Edward H	4/14/06 14:50	Draft			
7/25/06 18:02	ER Physician Documentation	Batchelder,Edward H	7/25/06 18:00	Signed			
7/11/06 16:50	History & Physical	Batchelder,Edward H	7/11/06 16:49	Signed			
10/27/06 14:48	History & Physical	Batchelder,Edward H	10/27/05 14:47	Draft			

To view the History screen, click the comment bubble in the Hx column.

### Sorting the panel

From the Selected Visits screen, you can sort reports by date, report, the user who dictated the report, the dictated date and time, or the report status. To select a sort order, click the heading of interest. For example, to sort report by the report status, click the Status heading.

To reverse the sort order of a particular sort, click the same heading again. For example, if you select the Dictated Date/Time heading, the system displays the reports from the most recent dictated date and time to the oldest. When you click the heading again, the system reverses the sort and displays the reports from the oldest dictated date and time to the most recent.

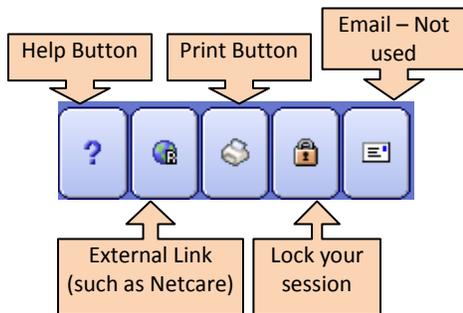
A green checkmark (✓) displays on the comment bubble for any previously viewed documents.

The following reports are also displayed in the 'Notes' panel as well as the 'Other Reports' panel in the EMR.

- Consultation
- History and Physical
- Discharge Summary

### Desktop Utility buttons

These are located on the bottom right corner of the EMR desktop.



For more detailed information, refer to the EMR Reference Manual found online.

## Quick Reference

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

<b>Logging In</b>	<ul style="list-style-type: none"> <li>• Log into Meditech 567</li> <li>• Enter your User ID (it will remain your number – it won't change to display your name)</li> <li>• Enter your password and the required HCIS</li> <li>• In Applications, Choose: <b>MIS *&lt;your region&gt; 5.67*</b></li> <li>• In HIM Transcription or HIM Staff listing, click on <b>ITS</b></li> <li>• Choose the appropriate Facility &amp; Site &amp; Department</li> <li>• In ITS menu, choose <b>Transcriptionist Desktop</b></li> <li>• You will default to the "worklist" screen.</li> </ul>
<b>HIM Transcription / HIM Staff Menu</b>	<p>Not every user will have access to every function in the list</p> <ul style="list-style-type: none"> <li>• ADM: register POV visits for those that require and access various reports such as Census, Admission and Discharge reports, etc.</li> <li>• EMR: launches the EMR</li> <li>• ITS: takes you to the Transcription desktop where most of you will be working from</li> <li>• MIS: access to Provider Dictionary → View</li> <li>• MRI: access to view patient visits and the Incomplete Records</li> <li>• Change Password/Pin: change your password</li> </ul>
<b>Sorting options for Worklist</b>	<p>You have the ability to sort by Report Type, Status, Dictating Doctor by clicking on the column heading you wish to sort by.</p>
<b>Selecting multiple reports on Worklist</b>	<p>Check the checkbox(es) to select multiple reports</p>
<b>Transcriptionist Desktop Functions Panel</b>	<p>Depending on your role, you may not see all the following functions.</p> <ul style="list-style-type: none"> <li>• Worklist – displays what you define in 'Preferences'</li> <li>• Find Patient – search for a specific patient</li> <li>• Document – create a new document in Meditech</li> <li>• Modify Doc – edit/modify an existing document (ie. change patient, etc.)</li> <li>• Copies To – view or edit the recipients of a report</li> <li>• Edit Batch – batch edit a selection of report(s) (ie. change status, etc.)</li> <li>• EMR – launches the EMR</li> <li>• History – shows all orders/reports for a selected patient</li> <li>• Print – print report</li> <li>• Preview – preview report on screen as it will look like when printed</li> <li>• View Doc – view report on screen</li> <li>• View Detail – view details of the report (ie. audit trail)</li> <li>• Change Dept – change department</li> <li>• Change Site – change to a different site within the region</li> <li>• Preferences – selection of criteria to determine which reports appear on worklist</li> </ul>

<b>Edit Patient on Report</b>	<p>Only Auditors will have access</p> <ul style="list-style-type: none"> <li>• In ITS Worklist, highlight the report or place checkmark in box</li> <li>• Click on <b>Modify Doc</b></li> <li>• Click in *Patient field; delete the current patient; type in the correct patient's acct #, MRN, or ULI</li> <li>• <b>Save</b></li> </ul>
<b>Change Status on Report (Option # 1)</b>	<p>Only Auditors will have access</p> <ul style="list-style-type: none"> <li>• In ITS Worklist, highlight the report or place checkmark in box</li> <li>• Click on <b>Modify Doc</b></li> <li>• Click in *Status field; type in the correct status</li> <li>• <b>Save</b></li> </ul>
<b>Change Status on Report (Option # 2)</b>	<p>Only Auditors will have access</p> <ul style="list-style-type: none"> <li>• In ITS Worklist, highlight the report or place checkmark in box</li> <li>• Click on <b>Edit Batch</b></li> <li>• Click in <b>Change To Status</b> field; type in or select the correct status</li> <li>• <b>Save</b></li> </ul>
<b>Edit Report Type</b>	<p>Only Auditors will have access</p> <ul style="list-style-type: none"> <li>• In ITS Worklist, highlight the report or place checkmark in box</li> <li>• Click on <b>Edit Batch</b></li> <li>• On bottom of screen, click on <b>Report Type</b></li> <li>• In the <b>Change to Report Type</b> field; choose the correct report type</li> <li>• <b>Save</b></li> </ul>
<b>Delete a Cancelled Report</b>	<p>Only Auditors will have access</p> <ul style="list-style-type: none"> <li>• First, the report must be at a 'Cancelled' status</li> <li>• From the Meditech Standard list, click on <b>Management Routines → Report → Delete Cancelled Report</b></li> <li>• Identify the <b>Patient</b> and the <b>Report</b> (do a lookup to see what reports are available to delete. Only Cancelled reports will display.)</li> <li>• <b>Save</b> or [F12]</li> </ul>
<b>View reports for Patient for ALL sites within the HCIS</b>	<p>Log into the appropriate department (PROVRPT or HREC)</p> <ul style="list-style-type: none"> <li>• In ITS Worklist, click on <b>History</b></li> <li>• Search for Patient</li> <li>• Click on OK</li> </ul>
<b>Search by Specific Report #</b>	<p>On the Preferences function, on the bottom of the screen, click on '<b>Specific Reports</b>'. Type in the report #(s) and F12 or Save.</p>
<b>You can't see the report you just typed on Worklist; or edits made to report in eScription are not updating</b>	<p>On the ITS Worklist screen, click on <b>Refresh</b></p> <p>(Sometimes there may be a longer time delay for new reports and/or updates to the report(s) to cross from eScription.)</p>
<b>You do not see ANY reports on Worklist or reports are still not showing after you have 'Refreshed' your Worklist</b>	<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>Meditech Help</b></p>	<p>F1 on the Keyboard </p> <p>Or ? on the bottom right of the screen: </p> <p>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><b>Netcare</b></p>	<ul style="list-style-type: none"> <li>F2 or on the bottom right corner of the screen is an icon you can click:</li> </ul> 
<p><b>Keyboard Function Key</b></p>	<ul style="list-style-type: none"> <li>F2 - Netcare</li> <li>F9 - Lookup</li> <li>F11 - EMR link</li> <li>F12 - Ok, Save or File</li> <li>Spacebar – will place a check mark in box(es) for highlighted report on ITS Worklist</li> </ul>
<p><b>Shortcuts</b></p>	<ul style="list-style-type: none"> <li>Date Fields: T = today, T-1 = yesterday, etc.</li> <li>Time Fields: N = now</li> <li>Shift-Tab – moves back one field</li> <li>Spacebar-Enter – recalls last patient you were in</li> </ul>

## Questions?

For any **Transcription Process** issues, please contact an Auditor in your Zone.

HIM.MT.Auditors.South

HIM.MT.Auditors.North

HIM.MT.Auditors.Central

### Covenant

HIM.MT.Auditors.Covenant

HIM Medical Transcription - COV – Rural