

**IMPORTANT:** MEDITECH is always **UPPER CASE** & Date Format is **DD/MM/YY**

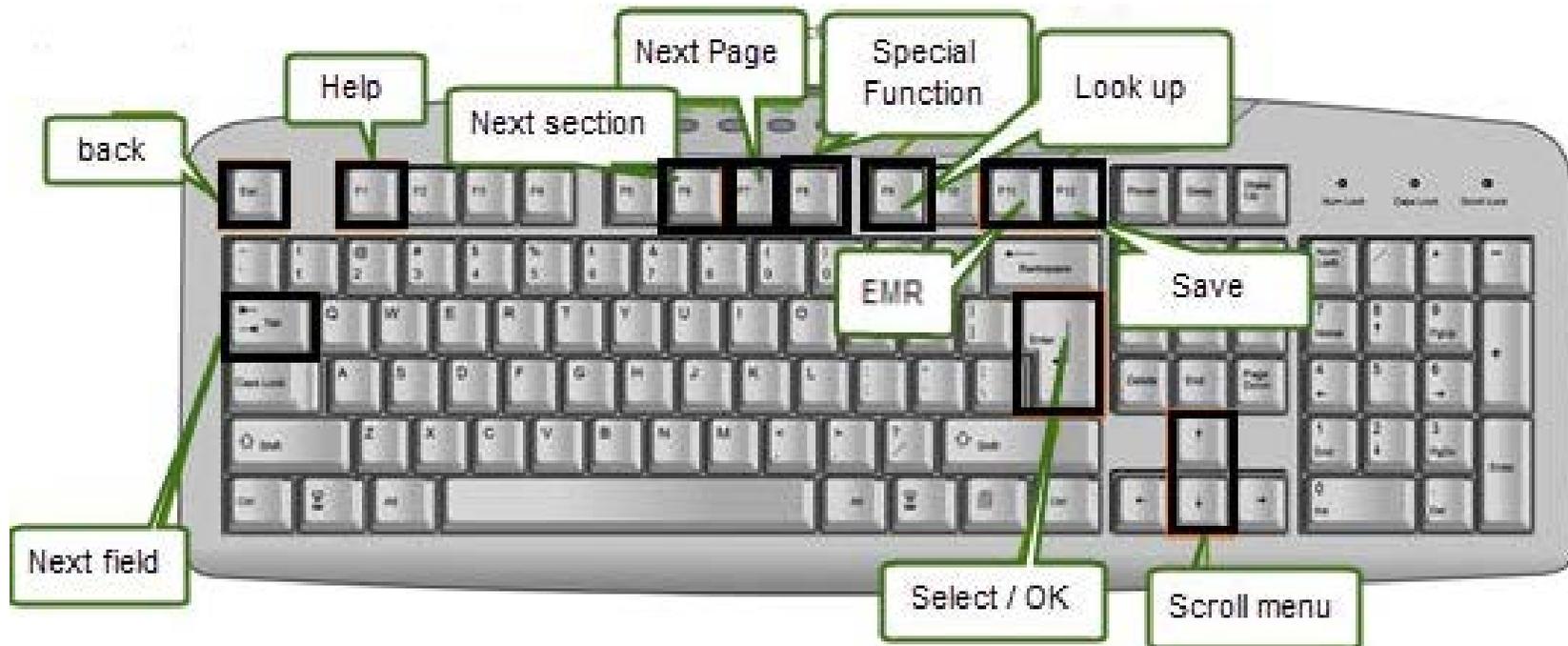
SPECIAL KEYS		An asterisk (*) denotes a required field		Order Status	
<b>TOOL BAR</b>     	<b>FUNCTION KEYS</b> <b>F1</b> = Help <b>F9</b> = Lookup <b>F12</b> = Save or OK <b>EXIT</b> = ESC <b>F11</b> = EMR	<b>Contact Solution Centre if issues are found</b> <b>1-844-633-4832</b> <a href="http://insite.albertahealthservices.ca/8203.asp">http://insite.albertahealthservices.ca/8203.asp</a> For Finance & CPSM, Lab and Seniors Health Homecare contact your local service desk. <a href="http://insite.albertahealthservices.ca/974.asp">http://insite.albertahealthservices.ca/974.asp</a>		<b>ORDER STATUS</b> VER Verified Order Verified but not sent TRN Transmitted Order sent to Department CNC Cancelled Order was cancelled CNC? Requested Order Cancellation requested LOG Logged Department received the order IPR In Process Work in department has started TKN Taken Work in Diagnostic Imaging started CMP Complete Order complete/report transcribed RES Resulted Order associated & resulted	
	<b>TO SEARCH FOR A PROCEDURE: ? procedure name F9</b> with your cursor in Category or Procedure				
BASICS OF ENTERING AN ORDER				PATIENT SEARCH OPTIONS	
<b>PROMPT</b>		<b>RESPONSE</b>		Account #: Patient's account # <ENTER>	
PATIENT		See Patient Search Options		ULI #: #nnnnnnnnn	
ORDERING DOCTOR		<F9> / Lookup		Full Name: LAST,FIRST <ENTER>	
CATEGORY		<F9> / Lookup (Department)		Partial Name: PARTIAL LAST,PARTIAL FIRST <ENTER>	
PROCEDURE		<F9> / Lookup (Test or Procedure)		Unit #: U#MMnnnnn<ENTER> (Medical Records #)	
PRI (Priority)		S=Stat U=Urgent R=Routine T=Timed		Recall last patient: Press <b>SPACEBAR</b> and then <b>ENTER</b> .	
QTY		Number of procedure being ordered, if asked			
DATE		(DD/MM/YY Format) T=Today, T+1=Tomorrow, T-1=yesterday			
TIME		Standard 24hr format (HHMM) or N=Now			
SPECIAL ORDERS			MEAL PROMPTS	REPRINT LABELS AND ARM BANDS	
<b>Special Order Type</b>		<b>At this prompt...</b>	<b>Enter...</b>	<b>B</b> Breakfast	
Order Sets		CATEGORY	/<F9>	<b>L</b> Lunch	
Series/Continuous Orders		Answer Yes at Series Prompt- For Continuous enter C in stop_date field		<b>D</b> Dinner	
<b>FREQUENCY &amp; DIRECTIONS- see OE Manual</b>			<b>PRINTERS</b>	<b>"PRACTICE" OR "TEST" FACILITY</b>	
<b>Directions</b>		Q__M	Minutes	Login: NURNUR password: profptest	
		Q__H	Hours	Login: NURUC password: profptest	
		Q__D	Days		
		Q2D	Every other day		
		DAILY (in F9 lookup)	Daily at unspecified time		
		DAILY @07	Daily at 0700 hours		
		DAILY@07,11,16,21	QID Glucose meter times		
		MoWeFr	Mon, Wed, Fri		

**QUICK REFERENCE GUIDE for MEDITECH USERS**

**COMPUTER BASICS**

You will require some computer basics to use Meditech. Here are some definitions that you may find helpful:

- Desktop/Menu**           The computer screen that gives access to the jobs you need to perform.
- Fields**                   Spaces where the user enters information.
- Cursor**                  The flashing line that indicates what field you are in on the screen.
- Free Text**               No defined choices are available. User type information is required.
- Demo Recall**            Demographic information that is maintained or remembered by the system.



Esc: Back  
 F1: Help  
 F7: Next Page  
 F9: Lookup  
 F12: Save  
 Arrows: Scroll menu

Tab: Next field  
 F6: Next Section  
 F8: Special Functions  
 F11: EMR  
 Enter: Select/OK