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Introduction & Access

This is a general manual for the use of Order Entry within Meditech in Alberta. Please be aware that there are nuances between former health entities and sites. This means that some processes and screenshots may not match exactly what is used within your area.

Meditech Order Entry (OE) is used to enter patient care orders and non-patient requisitions such as:

- Diets
- Lab tests
- D.I. tests
- Therapy services referrals
- Referrals to clinics and programs
- Physician consults
- Stores orders
- Messages to other departments such as Pharmacy, Dietary and Lab.

Upon completion of Order Entry training, participants will be able to:

- Log On to the MEDITECH system
- Navigate the Desktop, locate and identify various desktop and toolbar icons
- Correlate common order routines to the related icons
- Understand the basics of the Order Entry Module and the EMR (Enterprise Medical Record).

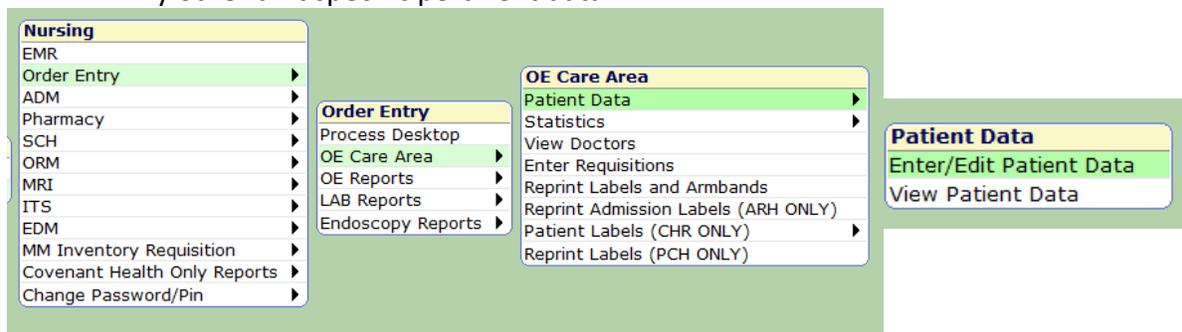
Patient vs. Non-patient Functions

Within the Meditech system an order is patient based (Lab test, DI exam), while a requisition is non-patient based (bed-making request). OE has multiple routines to allow users to manage various types of orders and requisitions. The following is a brief list of the routines addressed in this manual.

Patient-related Functions:

Enter and edit patient data:

- Height and weight
- Isolation requirements
- Allergies
- Any other unit specific pertinent data



Enter various order types:

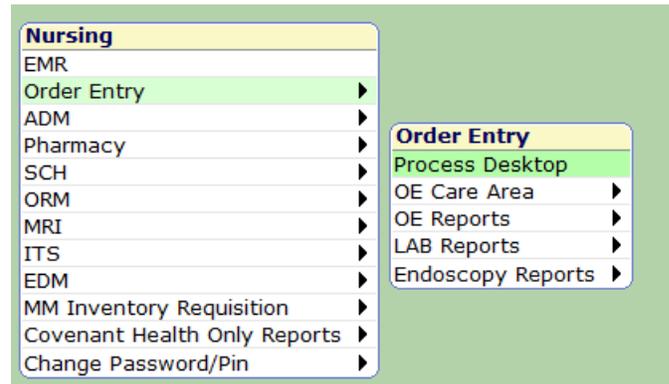
- Single & Multiple orders
- Series & Continuous orders
- Order Sets
- Communicate Patient Registration information regarding:
 - Bed Swaps, Patient Transfers, Discharges
 - Newborn admit (Mat/Child)
 - Physician changes
 - Changes in patient demographic data
 - Patient LOA/passes, etc

Process orders:

- Review orders service date
- Edit, amend, or cancel orders
- Change the status of an order
- Reprint orders

Reports:

- Unit Census
- Diet Census
- Patient Order Reports



Non-patient Functions

Manage all non-patient requisitions for a location (unit) including:

- Sending messages to other departments:
 - Pharmacy
 - Dietary
 - Laboratory
 - Laundry
 - Placing Stores orders
 - Editing a requisition's status
 - Canceling requisitions
 - Printing various requisition reports

There are two methods for accessing Meditech:

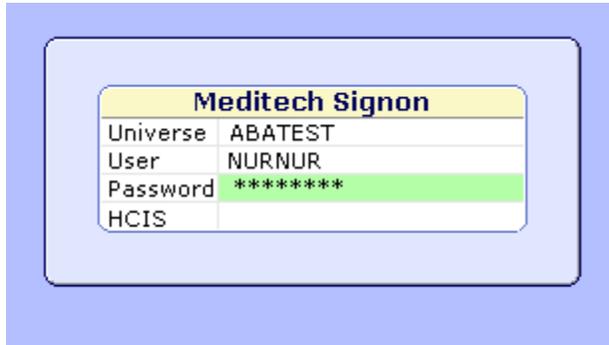
1. Citrix Access via web link
2. Three tier/Desktop icon access

If you are unsure of which way to access Meditech in your area, speak to your support representative.

Logging into Meditech

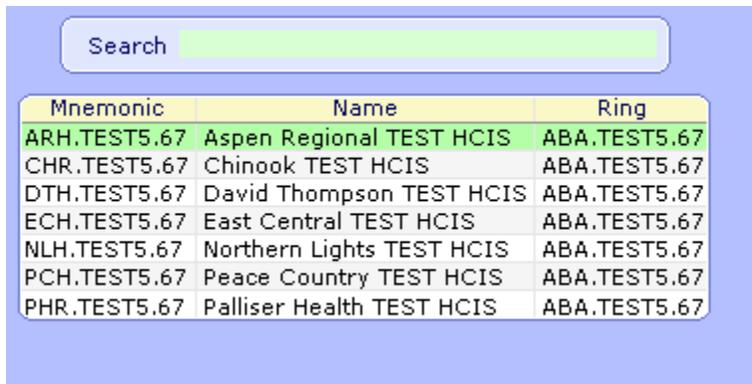


1. Selecting the Meditech icon via Citrix or on the desktop.
2. The Meditech login screen will display.



Meditech Signon	
Universe	ABATEST
User	NURNUR
Password	*****
HCIS	

3. Enter your Meditech **name/number** in 'User' prompt. Press **Enter**.
4. Enter your **password**. Press **Enter**.
5. Under HCIS: (**Only applicable in TEST or if you work in multiple HCIS's**)
 - a. Press the **F9** (Look-Up) button and you will see the HCIS List Screen.



Mnemonic	Name	Ring
ARH.TEST5.67	Aspen Regional TEST HCIS	ABA.TEST5.67
CHR.TEST5.67	Chinook TEST HCIS	ABA.TEST5.67
DTH.TEST5.67	David Thompson TEST HCIS	ABA.TEST5.67
ECH.TEST5.67	East Central TEST HCIS	ABA.TEST5.67
NLH.TEST5.67	Northern Lights TEST HCIS	ABA.TEST5.67
PCH.TEST5.67	Peace Country TEST HCIS	ABA.TEST5.67
PHR.TEST5.67	Palliser Health TEST HCIS	ABA.TEST5.67

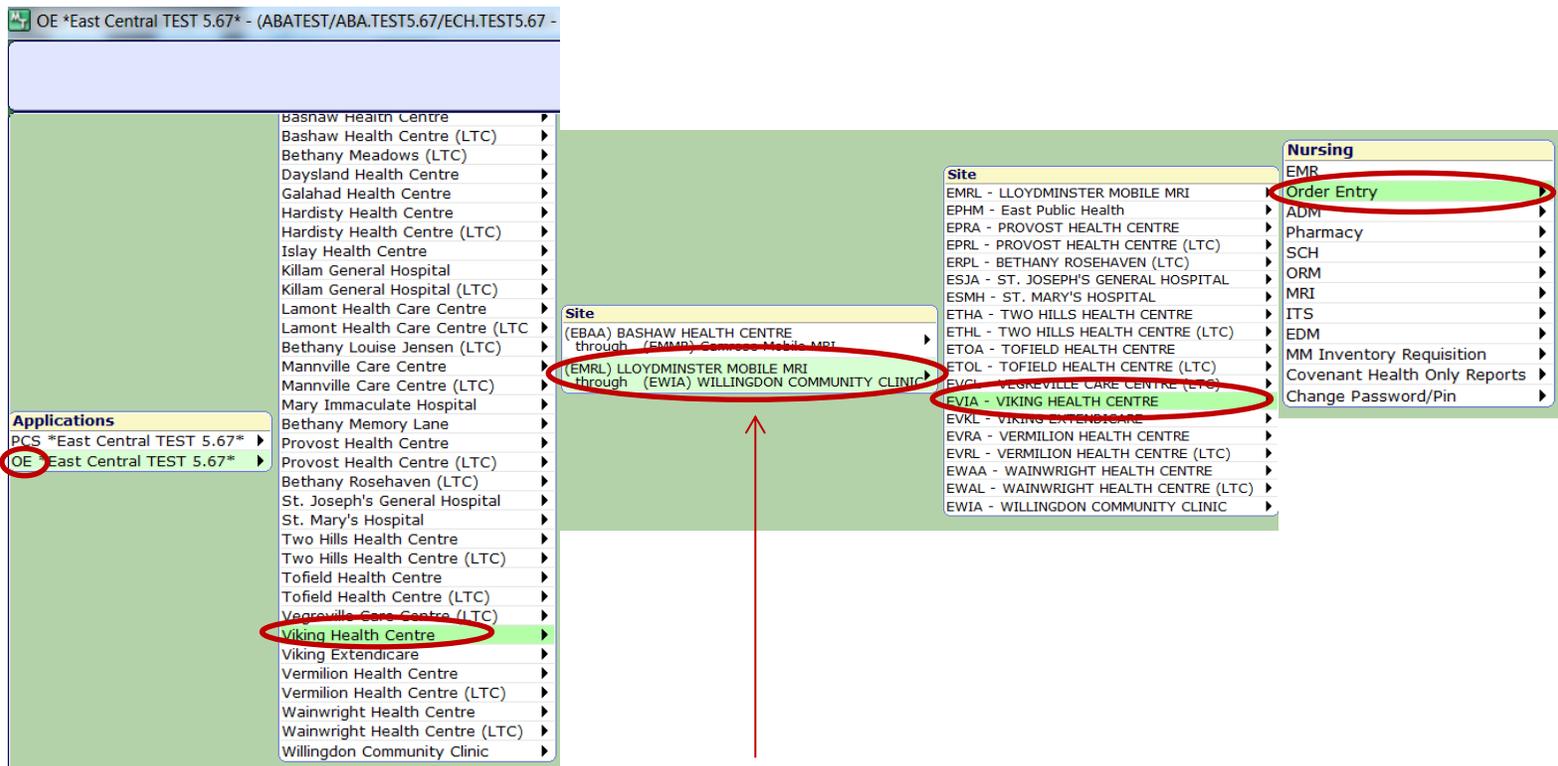
- b. Depending on your access, you may have several choices displayed. Choose the appropriate HCIS for your location or appropriate TEST instance.

NOTE: Some TEST instances do not allow access using personalized username/number. To access TEST, you will have to log in with a generic access name. Contact support for assistance.

Accessing Order Entry (OE)

In Meditech the menus are displayed in tree format to display the path selected. Once user is logged onto Meditech, complete the following steps to access Order Entry:

1. Select *OE*
2. Select your facility & site (see note below)
3. Select *Order Entry*



The screenshot shows the Meditech interface with the following elements highlighted:

- Applications:** 'OE *East Central TEST 5.67*' is selected.
- Site:** '(EMRL) LLOYDMINSTER MOBILE MRI' is selected from the dropdown menu.
- Nursing:** 'Order Entry' is selected from the dropdown menu.

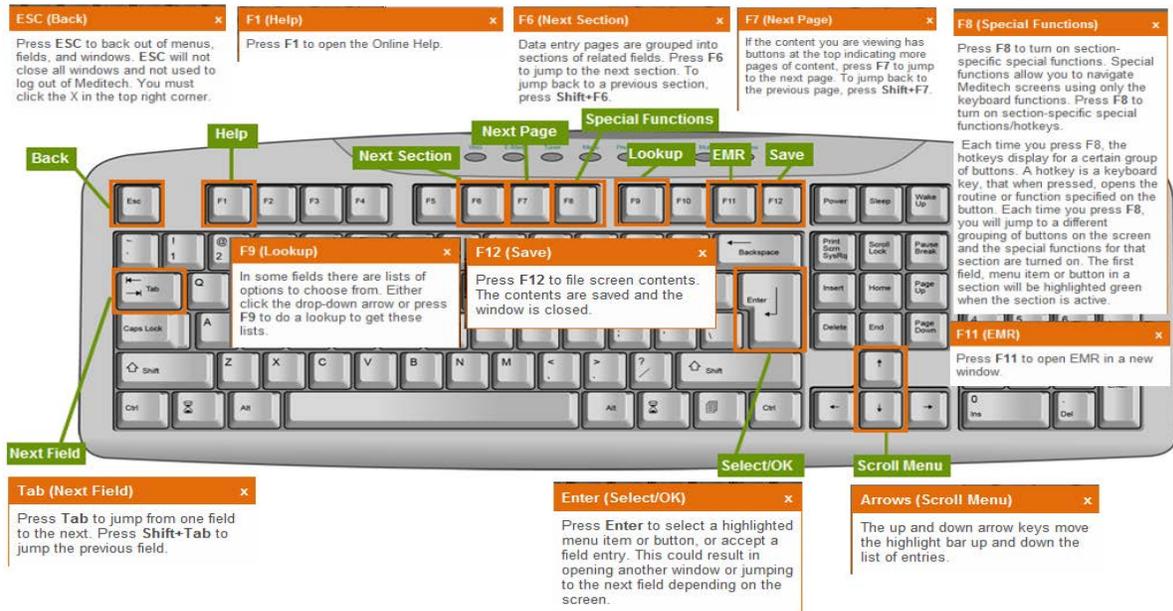
Note: if there are many sites within a region, the site list may be further divided alphabetically according to the assigned abbreviation. As per above,

- (EBAA) Bashaw through (EMMR) Camrose Mobile MRI
- (EMRL) Lloydminster Mobile MRI through (EWIA) Willingdon Community Clinic

For a quick reference on navigating to the Order Entry, see [Accessing OE Desktop](#).

Keyboard Shortcuts

Meditech is both mouse controlled or keyboard-command –controlled and depends on the preference of the user. The special function keys described below are keyboard shortcuts which perform specified functions within the Meditech Client server system.



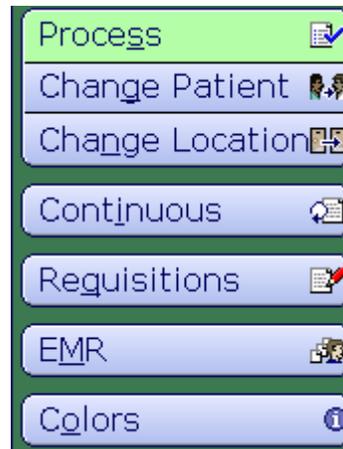
F8 Special Function Key

F8 moves the cursor between areas on the desktop. For example, pressing F8 once will move the cursor to the grouping of buttons on the right. Pressing it a second time, the cursor will move to the bottom tool bar.

Menu before pressing F8

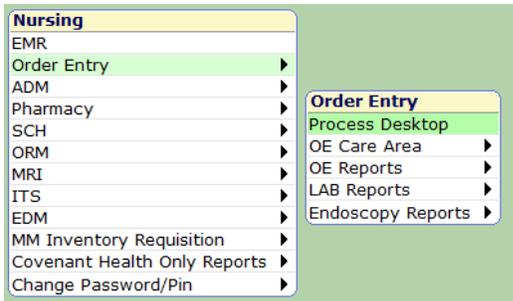


Menu after pressing F8.



Process Desktop

Within Order Entry, the Process Desktop displays patient information and allows access to many routines/procedures. A patient must be selected to access the Process Desktop.



Searching for Patients

Most OE activities begin with the “Patient name” field.



Users may search from this field using any of the following criteria:

- Bar Code Scanner
- Name - full or partial
- Unit (Pt) number
- Account (encounter) #
- Location

Note: The most accurate method of registered patient selection is the scanner or the Account number since it is unique to the patient and the visit.

Searching by Bar Code Scanner

A barcode scanner can be utilized to find a patient within Meditech. The laser can be pointed at the bar code on the patient label/sticker or the registration form.

- Point the laser at the bar code
- Push the button and it will beep once read by scanner
- The account number and/or name will generate in the patient name field

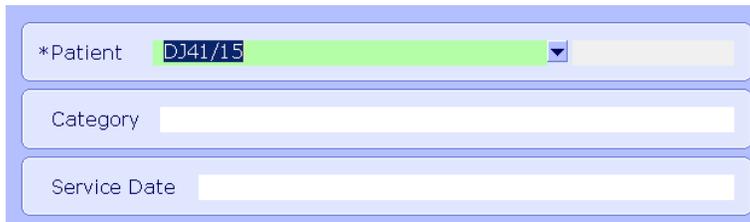
Since many OE users will also search by patient name, this chapter describes name search and account number search procedures. Location search is described in a subsequent chapter.

Searching by Patient Account Number

The Account Number is unique to the patient's current visit in a specific facility, for example, the 41st person to be admitted this year.

A new Account Number is assigned for each new encounter with a particular facility.

1. Enter the Account number (i.e. DJ0000041/15) in the "Patient" field, excluding the zeros to save time.



*Patient

Category

Service Date

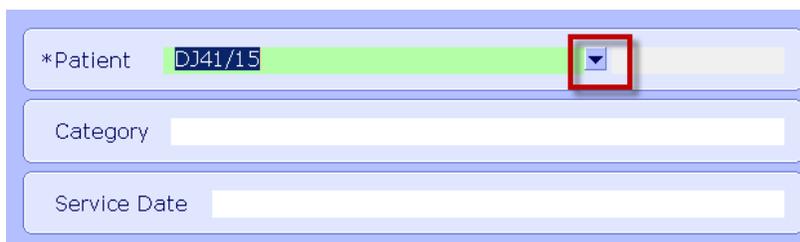
The number consists of:

- two letters specific to the facility (ie. DJ)
- zeros
- the number for the visit (ie. 41)
- a forward slash (/)
- two digits for the calendar year (ie. 15)

DJ0000041/15

Note: The zeros between facility and visit number may be left out for the search.

2. Press the **F9** or **Enter** key or click the lookup dropdown button.

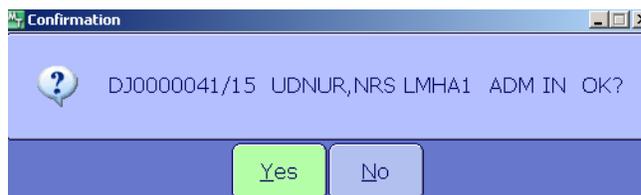


*Patient

Category

Service Date

3. A screen will appear to confirm the patient. Select Yes or press Enter if it is the correct patient. Click No to correct the search.



Confirmation

? DJ0000041/15 UDNR,NRS LMHA1 ADM IN OK?

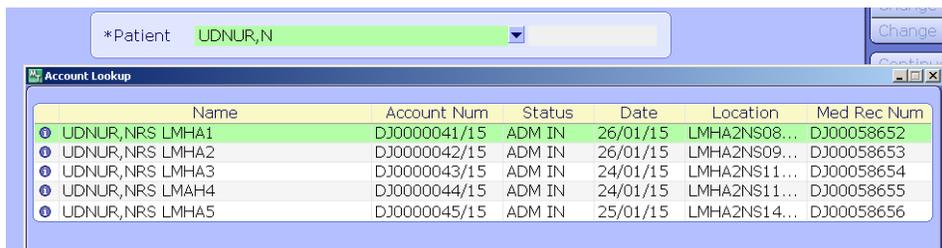
Yes No

Searching by Patient Name

Search options available:

- The **first few letters** of the patient's last name i.e. DUC
 - The list will include all last names that begin with those letters.
- The patient's **complete** last name i.e. DUCK
 - The list will include all patients with the same last name
- The **first few letters** of the **last and first** names i.e. DU,DA
- The entire name i.e. DUCK,DAFFY

1. Enter the search letters. Separate last and first names with a comma but no spaces. Press **Enter, F9 key** or click the **Lookup** dropdown. This will display all patient names beginning with the searched letters and all associated visits.



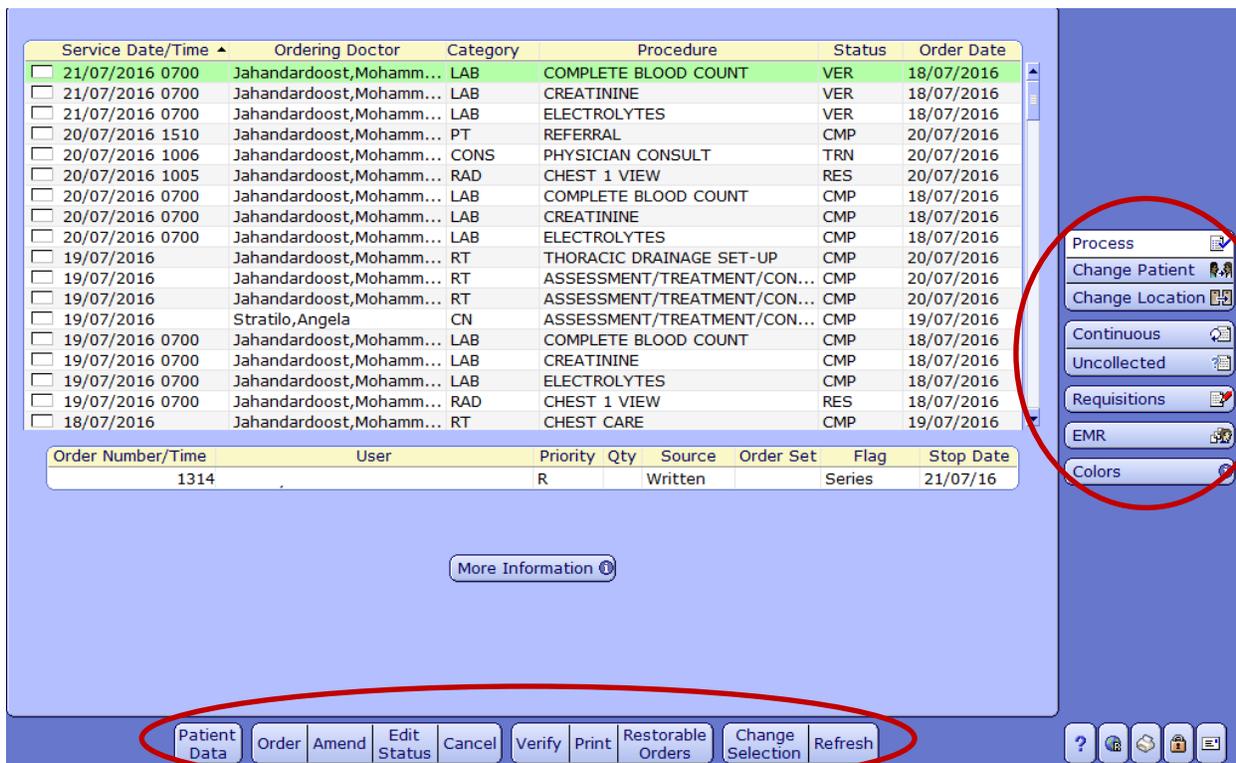
2. Select the correct patient either by click their name or using the arrow keys to scroll and press Enter. Make sure you are checking for the correct visit.

Name	Account Num	Status	Date	Location	Med Rec Num
TEMPLATE,MICHELLE	DJ0000047/15	DIS IN	28/01/15	LMHA2NM21...	DJ00058658
TEST,TRACY	DX0000096/15	REG CLI	22/01/15	LMHAAMB	DJ00058650
TEST,TRACY	DX0000095/15	REG CLI	22/01/15	LMHAAMB	DJ00058650
TESTHOGEN,KEVIN DEAN	DX0000151/15	REG REF	29/01/15	LMHADI	DJ00058660
TESTHOGEN,KEVIN DEAN	DX0000146/15	REG CLI	29/01/15	LMHAEND	DJ00058660
TESTHOGEN,KEVIN DEAN	DX0000140/15	SCH REF	23/01/15	LMHADI	DJ00058660
TESTHOGEN,KEVIN DEAN	DX0010722/14	SCH CLI	13/11/14	LMHAANESCL	DJ00058660

- **ADM IN** for Admitted Inpatient.
- **SCH REF** – scheduled referred visit
- **REG** - registered
- **DEP ER** – departed ER patient
- **CLI** – clinical visit (i.e. Day Medicine etc.)
- **PRE** – pre-registered patient
- **RCR** – recurrent visit types.
- **DIS IN** - discharged inpatient

Process Desktop Toolbars

Once a patient is selected, the Process Desktop contains a set of buttons on the right and along the bottom.



Service Date/Time	Ordering Doctor	Category	Procedure	Status	Order Date
21/07/2016 0700	Jahandardoost, Mohamm...	LAB	COMPLETE BLOOD COUNT	VER	18/07/2016
21/07/2016 0700	Jahandardoost, Mohamm...	LAB	CREATININE	VER	18/07/2016
21/07/2016 0700	Jahandardoost, Mohamm...	LAB	ELECTROLYTES	VER	18/07/2016
20/07/2016 1510	Jahandardoost, Mohamm...	PT	REFERRAL	CMP	20/07/2016
20/07/2016 1006	Jahandardoost, Mohamm...	CONS	PHYSICIAN CONSULT	TRN	20/07/2016
20/07/2016 1005	Jahandardoost, Mohamm...	RAD	CHEST 1 VIEW	RES	20/07/2016
20/07/2016 0700	Jahandardoost, Mohamm...	LAB	COMPLETE BLOOD COUNT	CMP	18/07/2016
20/07/2016 0700	Jahandardoost, Mohamm...	LAB	CREATININE	CMP	18/07/2016
20/07/2016 0700	Jahandardoost, Mohamm...	LAB	ELECTROLYTES	CMP	18/07/2016
19/07/2016	Jahandardoost, Mohamm...	RT	THORACIC DRAINAGE SET-UP	CMP	20/07/2016
19/07/2016	Jahandardoost, Mohamm...	RT	ASSESSMENT/TREATMENT/CON...	CMP	20/07/2016
19/07/2016	Jahandardoost, Mohamm...	RT	ASSESSMENT/TREATMENT/CON...	CMP	20/07/2016
19/07/2016	Stratilo, Angela	CN	ASSESSMENT/TREATMENT/CON...	CMP	19/07/2016
19/07/2016 0700	Jahandardoost, Mohamm...	LAB	COMPLETE BLOOD COUNT	CMP	18/07/2016
19/07/2016 0700	Jahandardoost, Mohamm...	LAB	CREATININE	CMP	18/07/2016
19/07/2016 0700	Jahandardoost, Mohamm...	LAB	ELECTROLYTES	CMP	18/07/2016
19/07/2016 0700	Jahandardoost, Mohamm...	RAD	CHEST 1 VIEW	RES	18/07/2016
18/07/2016	Jahandardoost, Mohamm...	RT	CHEST CARE	CMP	19/07/2016

Order Number/Time	User	Priority	Qty	Source	Order Set	Flag	Stop Date
1314		R		Written	Series		21/07/16

When the text on the toolbar is:

- Blue- the option is available
- Grey- the option is not available

Right side

Process: Returns user to the Process Desktop

Change Patient: Returns user to the patient search screen.

Change Location: Allows user to select a location for processing orders.

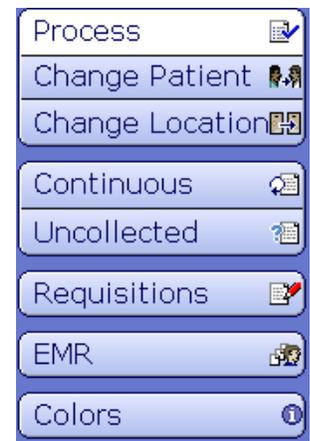
Continuous: Shows any continuous orders for the selected patient.

Uncollected: Shows any uncollected orders for the selected patient. See [Collect a Specimen](#) section in this Manual

Requisitions- used for non-patient orders/messaging. See [Requisition](#) section in this manual

EMR: Launches the Enterprise Medical Record (EMR) to view patient test results, immunization records, and other patient specific information. See [EMR resources](#) for more information.

Colours: This will show you what the different Order Colors represents i.e. Red = Cancelled



Bottom Buttons

The bottom toolbar will be explained in the next section of this manual.

Patient Data

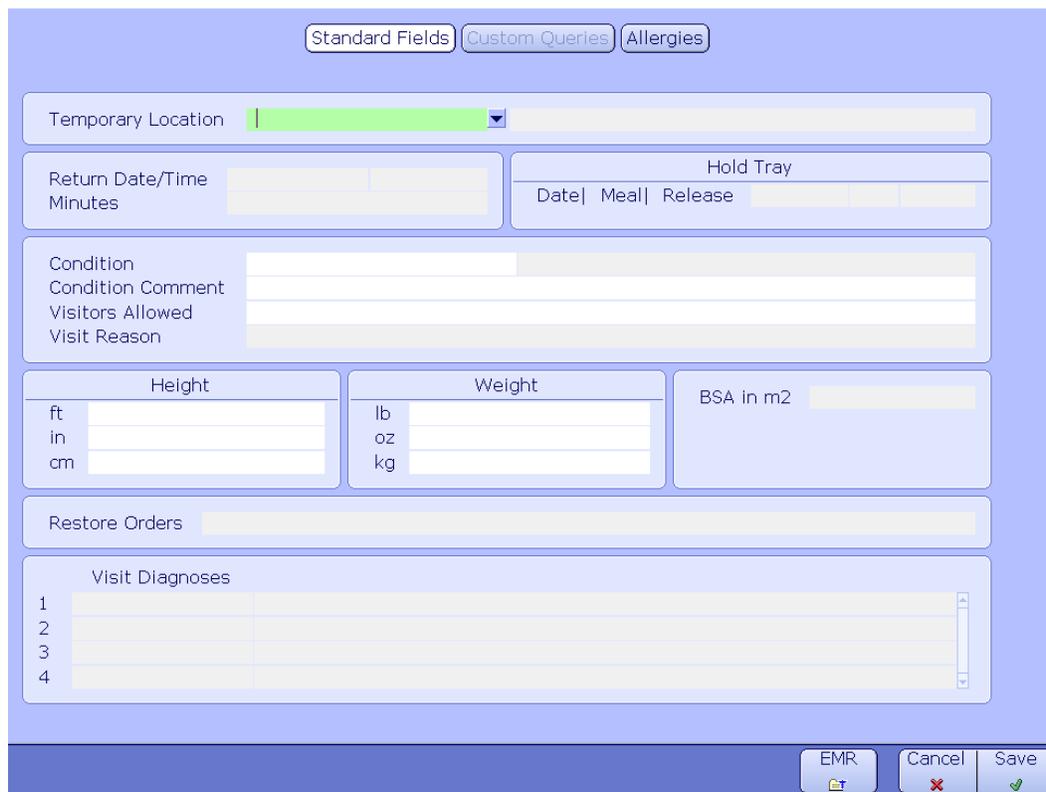
The Patient Data button is located at the bottom of the Process Desktop. This button displays information regarding allergy information.

The information collected in this routine *could include* (site dependent) information such as:

- Height and Weight
- Diagnosis
- Isolation precautions
- Falls Risk Assessment
- Personal directive
- Diet needs/preferences
- LMP & Gestational Week
- Medical Hx
- Surgical Hx
- Allergies
- Guardianship

Viewing & Editing Patient Data

1. After searching and selecting your patient you will be in the Process Desktop
2. Click Patient Data from the bottom toolbar.

The screenshot shows the Patient Data form interface. At the top, there are three tabs: Standard Fields, Custom Queries, and Allergies. Below the tabs, there are several input fields and sections:

- Temporary Location: A dropdown menu with a green highlight.
- Return Date/Time Minutes: A text input field.
- Hold Tray: A section with sub-sections for Date, Meal, and Release, each with a text input field.
- Condition: A text input field.
- Condition Comment: A text input field.
- Visitors Allowed: A text input field.
- Visit Reason: A text input field.
- Height: A section with three input fields for ft, in, and cm.
- Weight: A section with three input fields for lb, oz, and kg.
- BSA in m2: A text input field.
- Restore Orders: A text input field.
- Visit Diagnoses: A table with four rows and two columns. The first column contains numbers 1, 2, 3, and 4. The second column is empty.

At the bottom of the form, there are three buttons: EMR (with a folder icon), Cancel (with a red X icon), and Save (with a green checkmark icon).

Standard Fields:

Standard Fields Custom Queries Allergies

Temporary Location: Used to allow staff at the patient's temporary location (for example Surgical Suite) to access the patient's record to enter orders or view results while the patient is in their care. Also used to:

- Notify other depts. of an inpatient's location to prevent wasted time for porters etc.
- Directs specimen labels and requisitions to print at the temporary patient location.
- Results for Stat /Urgent tests will print at the patient's temporary location, as well as at his/her permanent location.

Prior to transferring a patient to O.R., Renal Dialysis, Endoscopy and other clinics, staff should:

- Enter the temporary location
- Enter the Date/Time the patient is expected to return to their permanent location. The system will automatically return them at that time.

Hold Tray *Note: May not be used in all areas*

To hold the patient's meal tray (for one meal only):

- Enter the Date - T+1 for next day.
- Enter the Meal (B,L,D) - enter the code or press F9 to select from the list.
- Enter the Time to release the hold

Condition Field: This is not in use at this time.

Condition Comment: in use depending on facility.

Visitors Allowed: This field is only used at some facilities. 'Y'- yes or 'N'- no. Communicated to the Information Desk.

Visit Reason: entered by Admitting when patient admitted (not editable).

Height and weight: the system will convert Imperial data to Metric and calculate the BSA or Body Surface Area. NFS and Pharmacy require this information.

Visit Diagnosis: This is entered by Health Records at discharge.

Standard Fields Custom Queries Allergies

Custom Queries:

Custom Queries are fields set up by the Meditech Support teams to reflect the informational needs of various care areas.



- Areas require different data, so the Custom Queries are location (unit) specific. The illustration above is just an example.
- Some of the data entered here will update information elsewhere in Meditech
- There may be up to nine pages of Custom Queries
- Certain fields may be “required”, and denoted with *. Meditech will not let you proceed to the next field until you make an entry.

Entering Data on Custom Query Pages

- You can click between the fields or use the following keyboard shortcuts:
 - Use “Tab” or “Enter” to move ahead one field.
 - Use “Shift” “Tab” to move back one field.
 - Use “F9” or click the Lookup dropdown  to see what options are available to select.
- If a Lookup dropdown  does not appear when a field is selected, they are usually free text.
- Yes/No questions only require a “Y” or “N”

Allergies:

Standard Fields Custom Queries Allergies

Allergies tab allows access to viewing, entering and confirming allergies however **best practice is to enter and manage allergies in the EMR**. See [allergy documents](#) for more information.

- [EMR – Allergy Cheat Sheet – Meditech 5.67](#)
- [EMR - Entering Allergy Data Guide - Meditech 5.67](#)



The toolbar along the bottom of the screen allows you to:

NKA: quickly indicate that the patient has No Known Allergies

UNOBTN: quickly indicate that you were Unable to Obtain an allergy history and reason
You cannot verify either of these allergy types

Print: allows the user to print the allergy list

Audit Trail: shows the history of allergies entered, confirmed and deleted.

Confirm: all allergy data has been reviewed and remains the same. If any data needs to be changed then use the Edit functionality and edit as required.

Verified: If an allergy has been entered as unverified this button changes the status to verified.

Undo: lets you undo any changes made before saving.

Delete: deletes an allergy

Edit: Edit an allergy

Enter New: add a new allergy

EMR: Opens the EMR

Entering Orders

Order Entry provides several routines for order management. The user is able to enter, review, amend, verify and check or change order status.

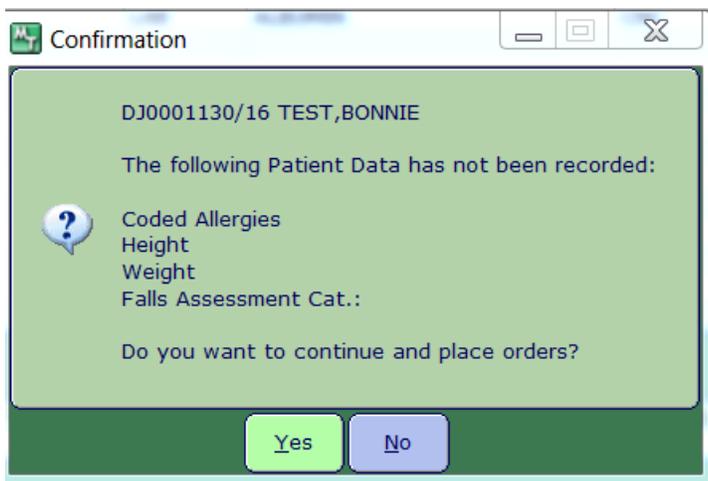
Order Entry is used to manage all of the following types of orders. Once an order is entered and saved, it is transmitted to the department responsible for the intervention or procedure.

- Lab orders
- Diagnostic Imaging orders
- Diet orders
- Physician consults
- Therapy referrals
- Patient specific Pharmacy messages (Note: Medications orders are entered via the Pharmacy Module)
- Other patient specific messages to various departments

1. Search and select your patient.
2. From the Process Desktop, click Order from the bottom toolbar.



If documentation is missing from the patient's electronic chart, a Confirmation screen will appear:



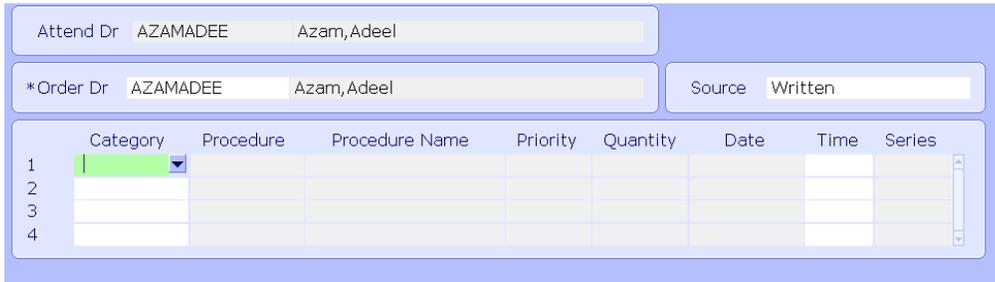
Orders can be placed prior to this information being collected, however, it is best to complete all the Patient Data prior to inputting an order as this information will be displayed on all requisitions.

- To proceed without completing the Patient Data, select Yes
- To input the missing data access the EMR or the Patient Data tab at the bottom of the screen.

For additional information on allergies, see the [Allergy](#) section of this manual.

- Enter the mnemonic of the ordering doctor in the “Order Dr” field, or enter the first couple of letters of last name and press F9 or click the Lookup dropdown  to search. TAB key will help you move through these fields.

Note: The mnemonic for doctor’s name is usually made up of the first four letters of the last and first names



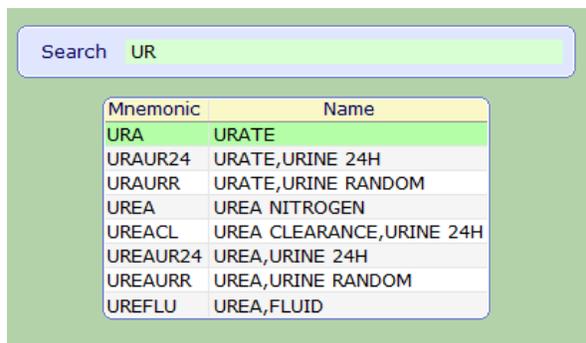
Attend Dr AZAMADEE Azam,Adeel

*Order Dr AZAMADEE Azam,Adeel

Source Written

	Category	Procedure	Procedure Name	Priority	Quantity	Date	Time	Series
1								
2								
3								
4								

- Select a Source of the order, for example Faxed, Telephone, Verbal or Written. Most facilities default is “written”. Press F9 or click the Lookup dropdown  to select another option.
- Enter the category of the order in the Category field. Press F9 or click the Lookup dropdown  to see the options. Category is the term used for the Department that will perform the procedure. For example:
 - BBK – Blood Bank
 - MIC – Microbiology
 - LAB – Laboratory
 - PATH – Pathology
 - PT – Physiotherapy
 - RT – Respiratory Therapy
 - APPT – Appointment (ie. DI Appointment Request)
 - RAD – X-ray
- Enter the procedure in the Procedure field. The procedure is the name of what is being ordered. Press F9 or click the Lookup dropdown  for a complete list of the procedures available. To shorten the list, you can type the first and/or second letter of the procedure required. The Procedure Name is automatically entered when the mnemonic is chosen.



Search UR

Mnemonic	Name
URA	URATE
URUR24	URATE,URINE 24H
URURR	URATE,URINE RANDOM
UREA	UREA NITROGEN
UREACL	UREA CLEARANCE,URINE 24H
UREAUR24	UREA,URINE 24H
UREAURR	UREA,URINE RANDOM
UREFLU	UREA,FLUID

7. Enter the order Priority letter R, S, U, or T. See next page for definitions.

Note: Depending on the facility and the procedure being ordered the priority may be predefined and will automatically default in. Press F9 or click the Lookup dropdown  to see the options

Routine (R)	Used when there are no specific indicators for when the order has to be complete. The lab will complete the order on one of their ROUTINE rounds.
STAT (S)	Stat orders are used when you want an order processed immediately.
Urgent (U)	Urgent to the lab means within 4hrs.
Timed (T)	Orders that need to be drawn at a specific time.

Note: Stat or urgent orders should be filed immediately and the receiving department should also be phoned/paged

8. For certain procedures a quantity will be required in the Quantity field. For example, a Blood Bank order for a transfusion to indicate the number of units required.
9. Enter the Date for the procedure, “T” for today, “T+1” for tomorrow, etc. The actual date can also be entered using the DD/MM/YY format.
10. Enter the Time the procedure is required, or leave the Time field blank if the precise time is not significant.
11. Some orders require answers to clinical questions prior to processing the order(s). Certain fields may be “required”, and denoted with *. Meditech will not let you proceed to the next field until you make an entry.

*Is this to be Collected by Care Area?

@ Has specimen been collected yet?

1 of 3 Goto 2

Is patient 10 years of age or older?

@Specimen Comments:

*Antibiotic therapy?

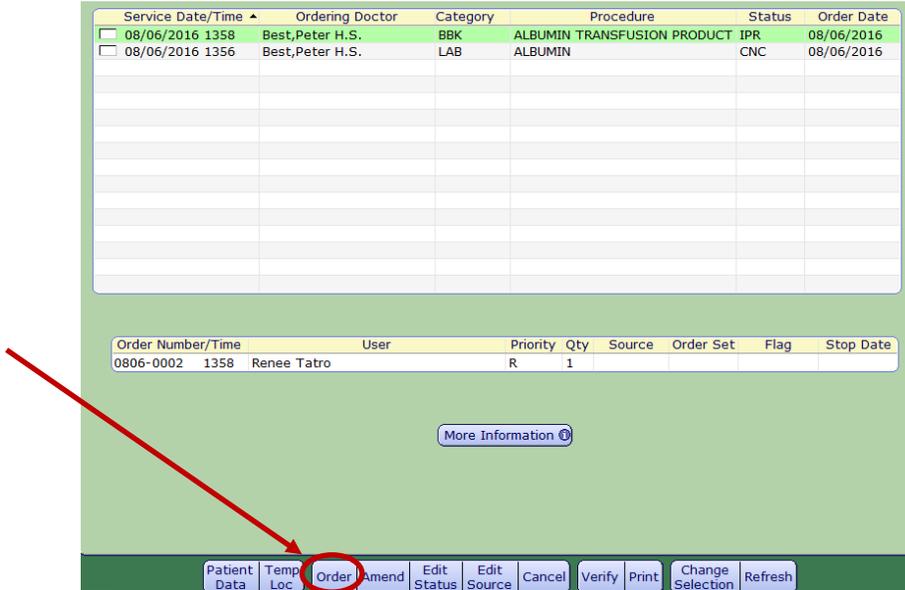
*List Antibiotic(s):

12. When you have finished entering orders and ready to process the order(s), click Save or F12.

Adding Multiple Procedures for the Same Category

Multiple Procedures for the same Category (ie. LAB) can be added more efficiently. The Procedure must be entered with the same priority, date/time, and collected by care area.

1. From the Process Desktop, select Order.



Service Date/Time	Ordering Doctor	Category	Procedure	Status	Order Date
<input type="checkbox"/> 08/06/2016 1358	Best, Peter H.S.	BBK	ALBUMIN TRANSFUSION PRODUCT	IPR	08/06/2016
<input type="checkbox"/> 08/06/2016 1358	Best, Peter H.S.	LAB	ALBUMIN	CNC	08/06/2016

Order Number/Time	User	Priority	Qty	Source	Order Set	Flag	Stop Date
0806-0002 1358	Renee Tatro	R	1				

[More Information](#)

2. Enter the Ordering Doctor, Source and Category

*Order Dr: Fadayomi, Victor Taye

Source:

	Category	*Procedure	Procedure Name	Priority	Quantity	Date	Time	Series
1	LAB	<input type="text"/>						
2								
3								
4								

*Collected by Care Area?

3. Search and select the procedures ordered. The list at the bottom of the screen grows as Procedures are selected.

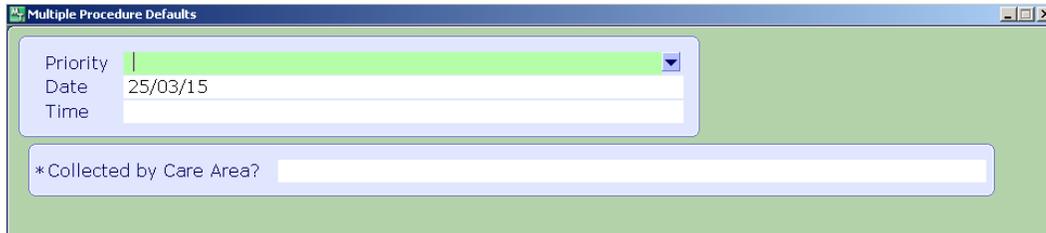
Search:

Mnemonic	Name
URA	URATE
URAFU	URATE, FLUID
URAU24	URATE, URINE 24H
URAU	URATE, URINE RANDOM
UREA	UREA NITROGEN
UREAU24	UREA, URINE 24H
UREAU	UREA, URINE RANDOM
UREFU	UREA, FLUID
UROPU	UROPORPHYRIN, URINE RANDOM

2 Selected

Category	Name	Number
<input checked="" type="checkbox"/> LAB	COMPLETE BLOOD COUNT	200.09990
<input checked="" type="checkbox"/> LAB	CREATININE	400.20400

- Once all the appropriate orders/Procedures for that Category are selected, select OK or F12
- Fill in the Priority, Date, Time and other relevant questions for the Procedures. This information will be applied to all of the Procedures ordered as a group. Select Save.



- The Procedures will all be added to the Order Entry list. Select Save or F12 to submit the orders.

	Category	*Procedure	Procedure Name	*Priority	Quantity	*Date	Time	Series
1	LAB	CBC	COMPLETE BLOOD C...	R		T+ 25/03	0921	
2	LAB	CREA	CREATININE	R		T+ 25/03	0921	
3								
4								

*Collected by Care Area? N

Series and Continuous Orders

Orders for procedures to be performed several times or on a regularly scheduled basis can be entered as a Series order.

There are two types of Series orders:

- Orders with a Stop Date (i.e. CBC Daily X 3 Days) - Series
- Orders without a Stop Date (i.e. Daily CBC) - Continuous

Note: some sites have an auto stop date of approximately one year to ensure the order is reviewed annually

- To enter a Series order, enter Y in the Series field.

	Category	*Procedure	Procedure Name	*Priority	Quantity	*Date	Time	Series
1	MIC	CUB	CULTURE,BLOOD	R	2	T+ 03/03		
2	LAB	CBC	COMPLETE BLOOD C...	R		T+ 03/03		Y
3								
4								

- The Directions field will appear.

Directions	Stop Date	Stop Time	Count
			0

3. When providing directions surrounding the series or continuous order, standard Meditech direction format below. The search function will only show DAILY in this field and not give the full list of options. The next page lists the available direction formats.

Directions Format	EXAMPLE	MEANING
QnnD (every nn days)	Q2D	Beginning at the specified start date and every 2 days thereafter
QnnH (every nn hours)	Q3H	Beginning at the specified start time and every three hours thereafter
QnnM (every nn minutes)	Q30M	Every thirty minutes
Multiple time entries separated by a comma	08,10,12,14	0800;1000;1200;1400
A sequence of two letter abbreviation for days of the week; no spacing between	MoWeFr	Monday, Wednesday, and Friday
A combination of the above formats joined with the @ symbol	MoWeFr@08,10,12	Every Monday, Wednesday, and Friday at 0800, 1000, & 1200

There are several types of series and continuous orders.

A. Specified number of repeats

- Example: CBC every 8 hours x 2
- By entering a Count of 2, the Stop Date & Time fields auto populate

Directions	Stop Date	Stop Time	Count
Q8H			2

Directions	Stop Date	Stop Time	Count
Q8H	20/07/16	2200	2

B. Specified time frame

- Example: CBC every 12 hours x 7 days
- By entering the number of days, Date & Time, Count fields auto populate

Directions	* Stop Date	Stop Time	Count
Q12H	T+7		0

Directions	Stop Date	Stop Time	Count
Q12H	26/07/16	2200	14

C. No time frame indicated

- Example: CBC once a month
- Because the number of days in a month varies and some tests are completed on specific days, using multiples of 7 days will ensure the test is completed on a routine consistent basis.
- Entering “C” for stop date, will prevent the Stop Date & Time from auto populating
- The Count will only reflect one day. The system will only send the order to the interfacing module one day at a time

Directions	Stop Date	Stop Time	Count
Q28D	C		1

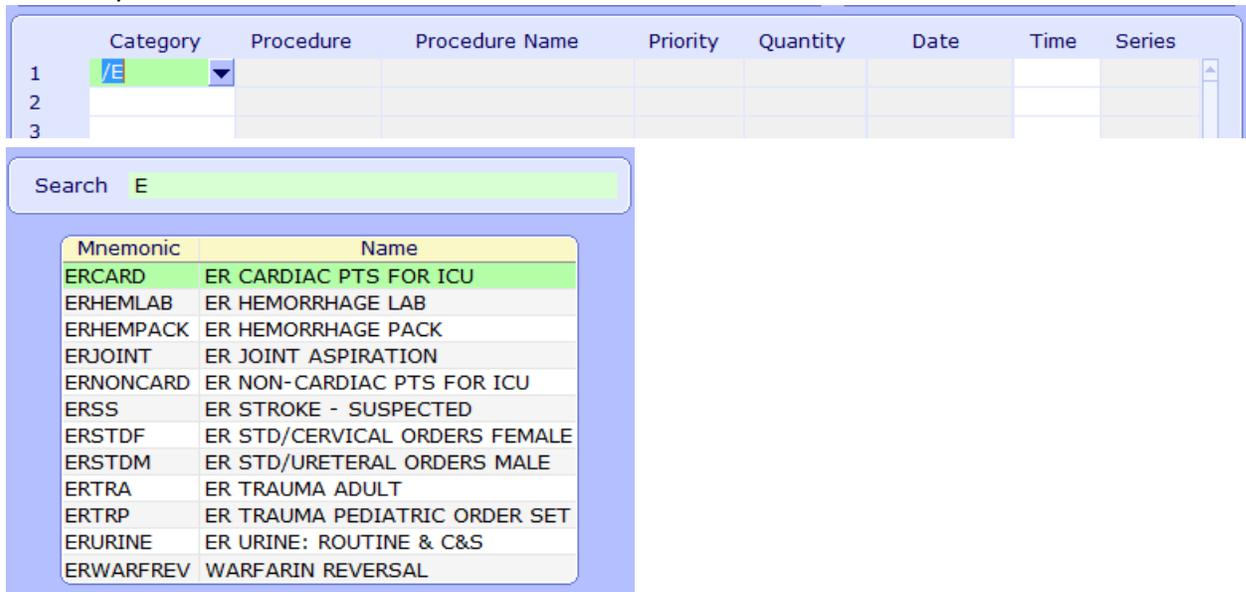
Note: Continuous and Series orders must be stopped as requested by physicians order.

4. The “Count” field provides a check to ensure that the correct stop parameters were entered. If the count doesn’t match the number of times you expect the order to repeat, adjust the stop date or time accordingly.

Order Sets

An Order Set is a group of tests/procedures commonly ordered together. These would include such things as Standing Orders, Protocols and occasionally specialty profiles.

1. At the Category prompt, enter a “/”, press F9 or click the Lookup dropdown  to view a complete list of all available order sets. To shorten the list, you can type a letter after the “/”.

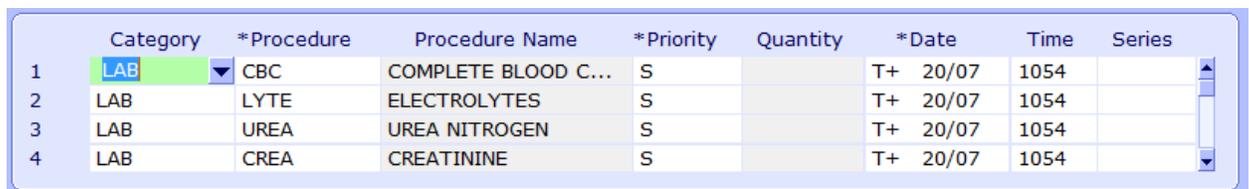


	Category	Procedure	Procedure Name	Priority	Quantity	Date	Time	Series
1	/E							
2								
3								

Search **E**

Mnemonic	Name
ERCARD	ER CARDIAC PTS FOR ICU
ERHEMLAB	ER HEMORRHAGE LAB
ERHEMPACK	ER HEMORRHAGE PACK
ERJOINT	ER JOINT ASPIRATION
ERNONCARD	ER NON-CARDIAC PTS FOR ICU
ERSS	ER STROKE - SUSPECTED
ERSTDF	ER STD/CERVICAL ORDERS FEMALE
ERSTDM	ER STD/URETERAL ORDERS MALE
ERTRA	ER TRAUMA ADULT
ERTRP	ER TRAUMA PEDIATRIC ORDER SET
ERURINE	ER URINE: ROUTINE & C&S
ERWARFREV	WARFARIN REVERSAL

2. Once you select an Order Set, all orders in the pre-set automatically default into the order entry section of the screen.



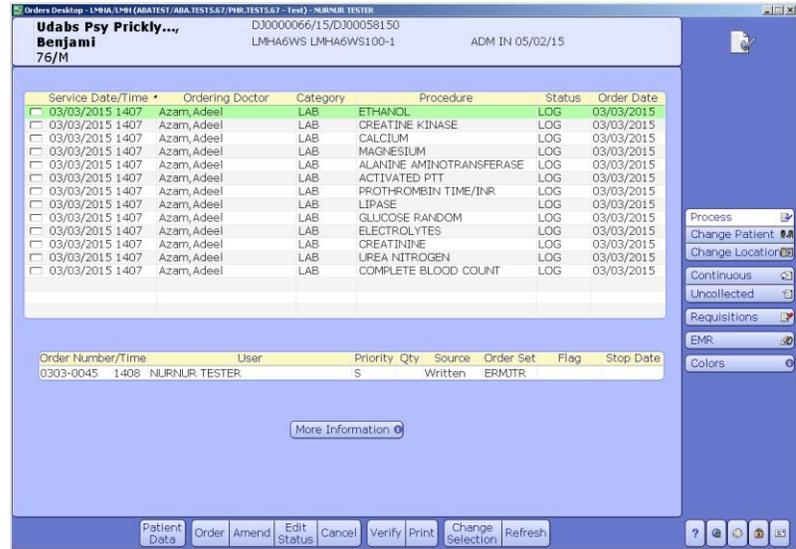
	Category	*Procedure	Procedure Name	*Priority	Quantity	*Date	Time	Series
1	LAB	CBC	COMPLETE BLOOD C...	S		T+ 20/07	1054	
2	LAB	LYTE	ELECTROLYTES	S		T+ 20/07	1054	
3	LAB	UREA	UREA NITROGEN	S		T+ 20/07	1054	
4	LAB	CREA	CREATININE	S		T+ 20/07	1054	

3. The answers to the questions associated to each Procedure may already auto populate. Tab through each order and confirm the information is accurate and questions associated have been completed. The default responses can be changed, if required.
4. If you need to delete any of the orders in the Order Set, click on the test within the Category field , select delete on the keyboard, and then press Enter.
5. Additional orders can be placed at the bottom of the order set list.
6. Once you have verified the accuracy of the information, select Save or F12.

Reviewing Orders

The Process Desktop provides single screen access to the following functions:

- View orders
- Enter orders
- Amend orders
- Cancel orders
- Verify orders (site specific)
- Edit the order status
- Edit the order source
- Print order reports



This Desktop allow users to view the edits or updates performed in other modules, i.e. LAB changes an order's status to indicate if the test is completed or still at logged status.

The headings can be clicked to change the sort order.

Service Date/Time ▲	Ordering Doctor	Category	Procedure	Status	Order Date
29/04/2015 1341	Nieman,Riaan	LAB	ALBUMIN	CNC	29/04/2015
29/04/2015 1341	Nieman,Riaan	LAB	CALCIUM	CNC	29/04/2015
29/04/2015 1035	Hallett,Darren	LAB	ASPARTATE AMINOTRANSFERASE	CNC	28/04/2015
28/04/2015 L	Hallett,Darren	DIET	CLEAR FLUID	CMP	28/04/2015
28/04/2015 1052	Hallett,Darren	MIC	CULTURE URINE (PO)	CNC	28/04/2015

The Status field may contain the following statuses:

VER	Verified	Order verified but not sent to department
TRN	Transmitted	Order sent to department (i.e. went to the LAB)
CNC	Cancelled	Order was cancelled
CNC?	Requested Cancel	Cancellation requested
LOG	Logged	Department received the order
IPR	In Process	Work in the ancillary Department has started
TKN	Taken	Work in the DI Imaging Department started
CMP	Complete	Order complete or report has been transmitted
RES	Resulted	Order has been associated with a result
UNC	Uncollected	Specimen not yet collected

If an order/test needs to be amended, edited, cancelled, verified or printed:

1. Select the order

Service Date/Time	Ordering Doctor	Category	Procedure	Status	Order Date
<input type="checkbox"/> 20/07/2016 1418	Program Provider	LAB	COMPLETE BLOOD COUNT	VER	20/07/2016
<input checked="" type="checkbox"/> 20/07/2016 1418	Program Provider	RAD	CHEST 3 OR MORE VIEWS	VER	20/07/2016
<input type="checkbox"/> 22/04/2016 1310	Nieman,Riaan	LAB	PROTHROMBIN TIME/INR	CNC	22/04/2016
<input type="checkbox"/> 21/04/2016 1310	Nieman,Riaan	LAB	PROTHROMBIN TIME/INR	CNC	21/04/2016

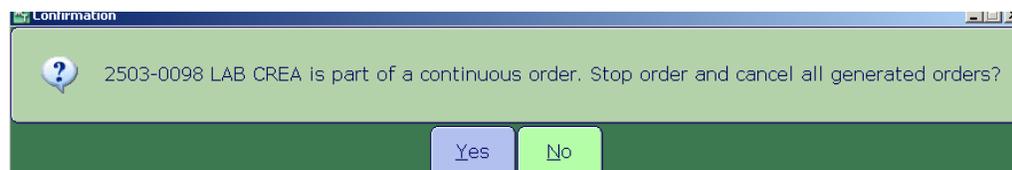
2. Select the desired task from the buttons at the bottom of the screen and follow the prompts.



Amend: Allows you to update/edit a previously placed order. **Note:** Only orders in a Verified Status can be amended.

Edit Status: Allows you to edit the status of an order (ie. Logged, Transmitted, Completed). For most orders, the system updates the status of the order automatically and this is unnecessary. Physician Consult is an example where updating the status to COMPLETE, once the consult was completed, would be required. **Note:** Some orders cannot have status changed depending on the progression of the order in the system.

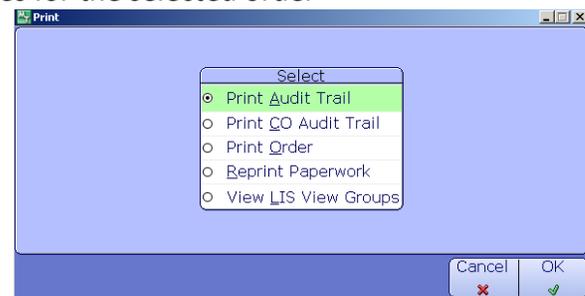
Cancel: Allows you to cancel selected orders. When cancelling an order that is part of an order set or a series, ensure only the appropriate orders are cancelled.



Verify Orders: The option to change unverified orders to verified is only available in specific sites.

Print: There are a few printing options.

- **Print Audit Trail:** Prints the history and changes for the selected order
- **Print CO Audit Trail:** Print Continuous Orders Audit trail
- **Print Order:** Use when want to review the actual "order(s)".
- **Reprint Paperwork:** Use when want to print requisition at local printer
- **View LIS View Groups:** Not in use.



Note: Ensure your destination printer is correct to avoid confidentiality concerns.

Two additional buttons are located at the bottom of the screen; Change Selection and Refresh

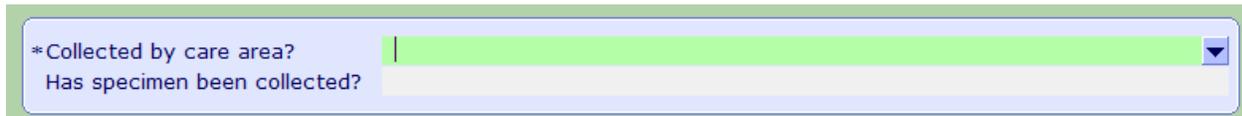
Change Selection: Takes you back to the patient search screen

Refresh: Refreshes and updates the list of orders & statuses



Collect a Specimen

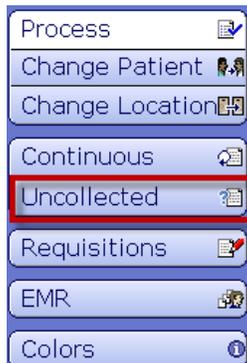
The Uncollected button is used to list a patient’s outstanding specimens to be collected by the nursing unit, such as urine, stool, and sometimes blood. This list is generated based on the answers to the questions when the order is placed in Meditech. Note: To view a units list of uncollected specimens, see [OE Reports](#) in this manual.



*Collected by care area?
Has specimen been collected?

To view a patient’s list of uncollected orders or to indicate the specimen is collected (site specific):

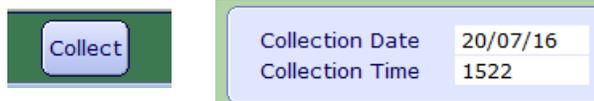
1. Search and select your patient. See [Searching for Patients](#) in this manual
2. From the Process Desktop, select Uncollected from the toolbar on the right side. **Note:** If the Uncollected button can not be selected and is grey, there are no uncollected orders.



3. A list of all the uncollected orders will appear. Select the order you want to collect by placing a check in the far left column.

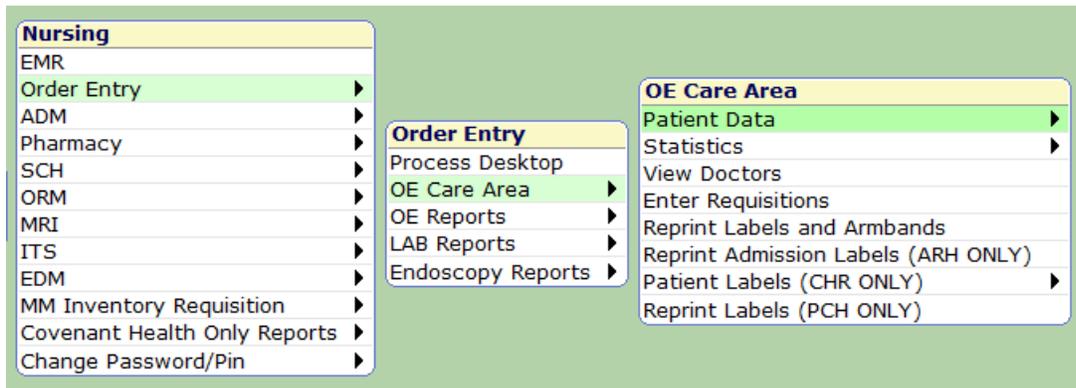
Service Date/Time	Category	Order Number	Procedure
<input type="checkbox"/> 20/07/2016	LAB		URINALYSIS
<input checked="" type="checkbox"/> 20/07/2016	MIC		CULTURE, URINE (RO)

4. Select Collect at the bottom of the screen, input the collection date and time and select OK or F12.



5. The order will disappear from the uncollected list. The status of the collected order will change from “UNC”, the order will be transmitted in Meditech and Lab will be notified that the specimen was collected and to expect the specimen.

OE Care Area



*Some of the selections in OE Care Area are not available to all sites.

Patient Data

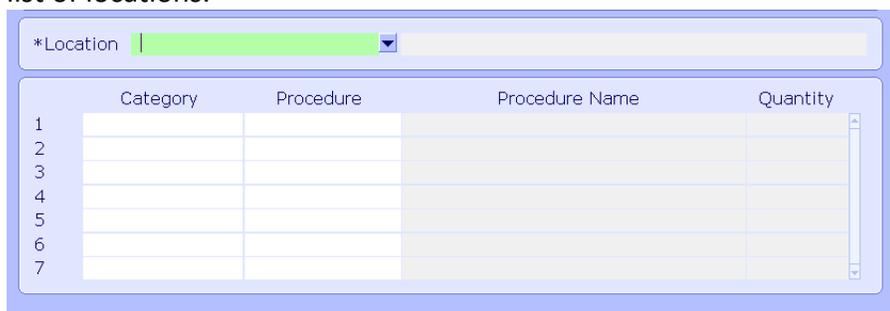
The Patient Data area displays the same information as the Patient Data tab in the Process Desktop. See [Patient Data](#) in this manual.

Enter Requisitions – Site Specific

In Meditech a requisition is a request for a non-patient procedure such as a supply order or a housekeeping request. Some examples include:

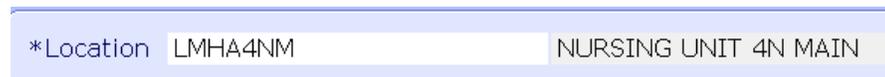
- Kitchen supply requests
- Pharmacy ward stock requests
- Stores orders
- Lab requests (OB cards etc.)

1. From the Order Entry menu, select OE Care Area and Enter Requisitions.
2. Enter the Location making the request. Press F9 or click the Lookup dropdown  for a list of locations.



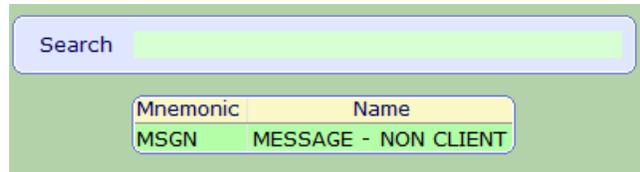
The screenshot shows the 'Enter Requisitions' form. At the top, there is a dropdown menu for '*Location' with a green highlight. Below it is a table with the following columns: 'Category', 'Procedure', 'Procedure Name', and 'Quantity'. The table has 7 rows, numbered 1 to 7 on the left. The table is currently empty.

For example:



The screenshot shows the 'Enter Requisitions' form with the '*Location' dropdown filled with 'LMHA4NM'. Below the dropdown, a list of locations is displayed: 'NURSING UNIT 4N MAIN'.

3. Enter the Category: MSGN (Message, Non-client) or Press F9 or click the Lookup dropdown  for the mnemonic.

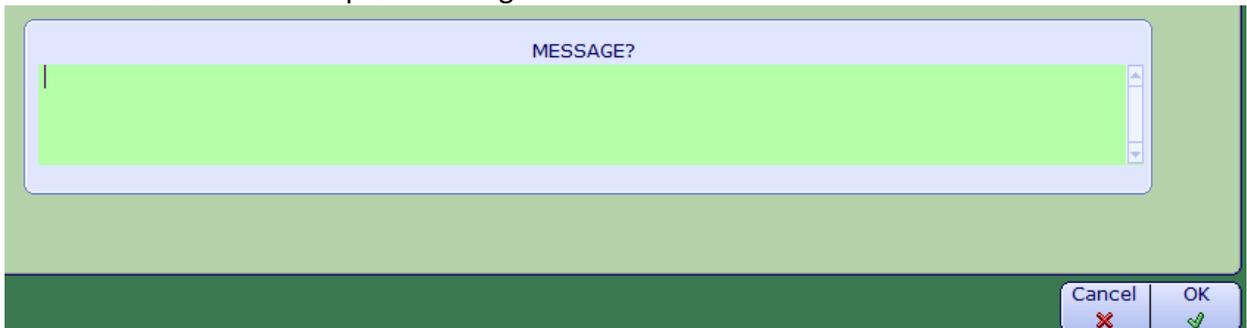


Mnemonic	Name
MSGN	MESSAGE - NON CLIENT

4. Insert the request type into the Procedure field. Press F9 or click the Lookup dropdown  for the list of options.

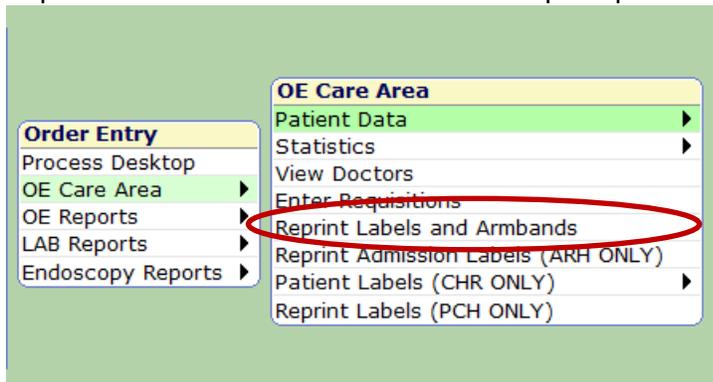
Mnemonic	Name
ADM	ADMITTING/REGISTRATION
KS	KITCHEN SUPPLY REQUEST
LAB	LABORATORY
PW	PHARMACY WARDSTOCK
VS	VOLUNTEER SERVICES

5. Enter the details of the request Message box. Select OK or F12



Reprint Labels and Armbands

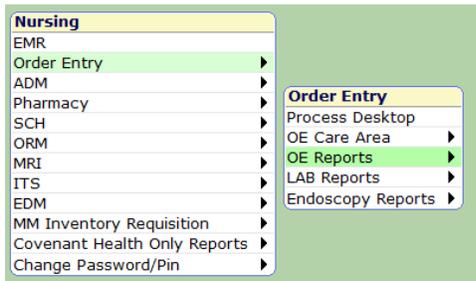
When a unit needs to print new/more labels and armbands, access the OE Care Area and select Reprint Labels and Armbands. Follow the prompt and they will print to the designated printer.



Order Entry	OE Care Area
Process Desktop	Patient Data
OE Care Area	Statistics
OE Reports	View Doctors
LAB Reports	Enter Requisitions
Endoscopy Reports	Reprint Labels and Armbands
	Reprint Admission Labels (ARH ONLY)
	Patient Labels (CHR ONLY)
	Reprint Labels (PCH ONLY)

OE Reports

There are a number of reports available in Order Entry, however, this varies between sites. Speak to your support representative for more information on which reports are in use. To access OE Reports select from the Order Entry menu. One of the most common reports utilized is the [Uncollected Orders](#); see below for instructions on obtaining this report.



Uncollected Orders by Location or by Patient

Uncollected Orders by Location

To obtain a list of all the uncollected order for a unit/location:

1. From Order Entry, select OE Report and Uncollected Orders



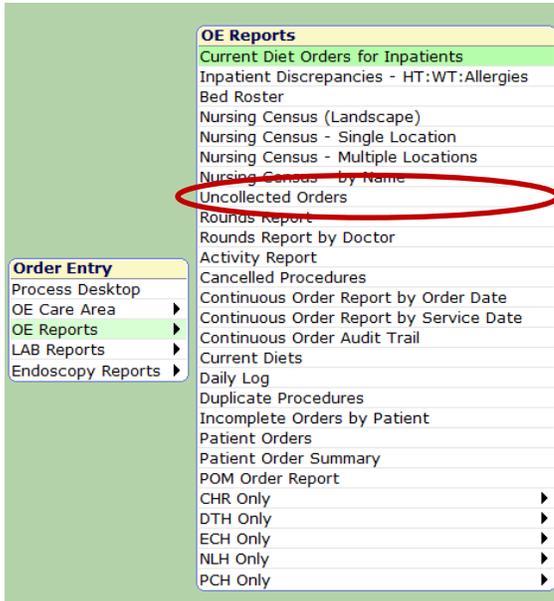
2. Indicate the location in which the list should be generated. Press F9 or click the Lookup dropdown  for a list of locations. Select OK or F12 to preview and print the list.



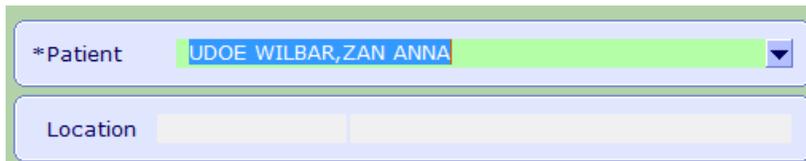
Uncollected Orders by Patient

Uncollected orders can be accessed from the Process Desktop via the buttons on the right or through OE Reports. To obtain a list of all the uncollected order for a patient via OE Reports:

1. From Order Entry, select OE Report and Uncollected Orders



2. Search for the patient in which the list should be generated. See [Searching for Patients](#) in this manual. Select OK or F12 to preview and print the list.



The screenshot shows a search form with two input fields. The first field is labeled '*Patient' and contains the text 'JDOE WILBAR, ZAN ANNA'. The second field is labeled 'Location' and is currently empty.