

Field Types

Free Text
See **Free Text** section for more details

Date
Pick a date or type **T** for today

2014 July 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Pick lists
Multiple choice
Click on one or more choices

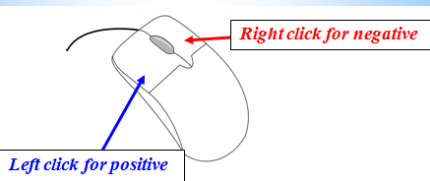
Exam Limitations	no limitations clinical condition critical illness delirious
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Single choice
Can only select one choice

Severity None Moderate

Positive/Negative
Left click = positive (ex: reports)
Right click = negative (ex: denies)

Reports Denies



***Mandatory**
Must be completed to finalize the document

EDIT Tools
Access to Meditech tools (ex: Medication Reconciliation, allergies)

Number

Image
See **Image** section for further information

Normals
The light colored items indicate normal responses. Click on the **N** to select all normal

Well developed/Well nourished
no apparent distress
overweight
thin

Free Text Fields

My Data

To pull specific results into a free text field in your note, use My Data button

1. Click on **Laboratory** tab

	7/10/14	
	07:53	
WBC	12.5 H	
RBC	2.60 L	
Hgb	7.5 L	
Hct	30.0 L	
MCV	75.0 L	
MCH	25.0 L	
MCHC	29.0 L	

2. Right click on the results you would like to copy; they will become highlighted in green.

3. Return to the document and open the free text field

4. Click on **My Data**

Name
<input checked="" type="checkbox"/> Hematocrit
<input checked="" type="checkbox"/> Hemoglobin
<input checked="" type="checkbox"/> Mean Corpuscular Hemoglobin Concentration
<input checked="" type="checkbox"/> Red Blood Count
<input checked="" type="checkbox"/> White Blood Count

Insert Delete Return

5. Click on **Insert**

Item	Value	Date
White Blood Count	12.5 x10e9/L H	7/10/14
Red Blood Count	2.60 x10e12/L L	7/10/14
Hemoglobin	7.5 g/dL L	7/10/14
Hematocrit	30.0 % L	7/10/14
Mean Corpuscular Hemoglobin Concentration	29.0 g/dL L	7/10/14

Type your findings, use toolbar buttons to format

Results: use to populate existing data (ex: Lab Result)
Text: pre-defined phrases

Results Text Dictate Update Ok & Next

Results

1. Press **Results** button

- You can pull in Vital Signs, Labs or Medications

Results Lookup

ALLERGIES/INTOLERANCES

Active Scripts

I&O

LAB-24h RESULTS

LAB-48h RESULTS

LAB-8h RESULTS

LAB-ABNORMAL ONLY ALL

2. Choose the desired result

Note: unless otherwise defined, the results will look back 5 days

Text

1. Click on **Text** button

Lookup

ATTESTATION-BH

ATTESTATION-ICU

ATTESTATION-Rehab

ATTESTATION-TCU

ATTESTATION-TCU-Progress Note

Anesthesia Plan Understanding

Attending General Statement

2. Select appropriate item and click on **OK**

3. Full text will be entered in the text field

Note: all inserted text can be edited.

Images

1. Click on the Camera icon

A. Click on the appropriate tool, click on a color

B. Click and drag the mouse to draw over an area

C. When you let go of the mouse button, a text box will open

Front/Back Body

Type a description

Cancel Ok

D. Type your findings for the marked area and click on **OK**

2. The comments will be numbered. Click on **Preview** to view

Image Tips:



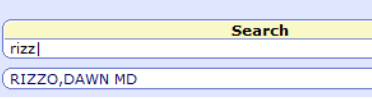

Allows you to select items and edit

Undo last action

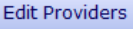

Delete selected item

Finalizing Documents


Entering Co-Signer

1. Open document and click on 
2. Click on 
3.  Start typing last name, click to choose provider
4. Click on 


Changing Co-Signer

1. From Document tab, select report to open
2. Click on  and search for correct provider
3. Uncheck the incorrect co-signer and click on 

Signing a Document

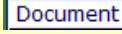
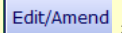

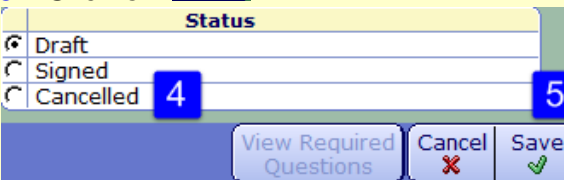

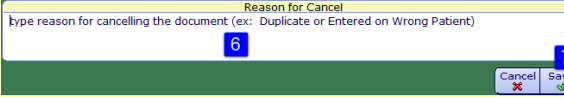

1. When you have finished the document, click on 



- **Draft:** still open for editing
 - **Signed:** finalized
 - **Cancelled:** cancels the document (entered in error)
2. Click on 
 3. Enter your PIN

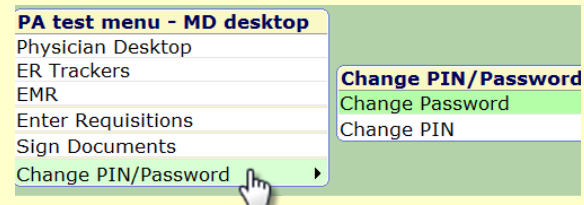
Other Information

Cancelling a Document

- **Is document in FINAL status?** Call 5601 to have it changed to DRAFT.
- **Is document in iSign or Draft status?** Follow these steps:
 1. Click on  and select the document off the list
 2. Click on  at the bottom of the report
 3. Click on 

 4. Change **Status** to **Cancelled**
 5. Click on 

 6. Enter Reason for cancellation
 7. Click on 

Change PIN/Password

From the main menu in Meditech, select **Change PIN/Password**



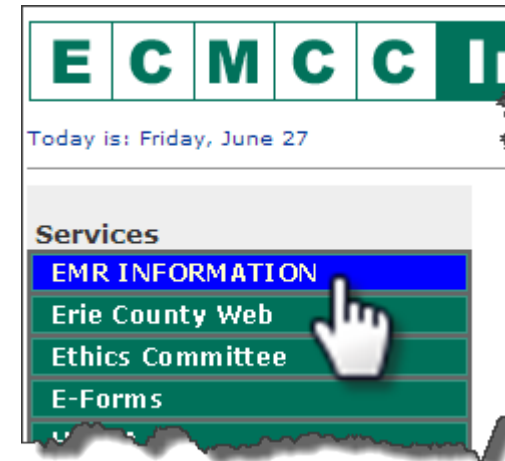

Questions?



Help Desk 898-4477
EMR Hotline 898-5601



ECMC Intranet



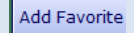
Revised: 7/2014 by Dawn Rizzo

Meditech Documentation Reference PDOC

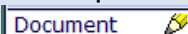
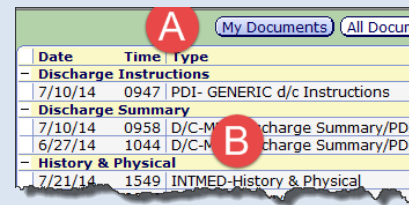

New Document

1. Select patient and click on 
2. Click on 

3. Select the appropriate template

Note: click on  to add the selected template to your favorites list

Edit Document

1. Select patient and click on 

2. Click on 

- A.** Select **My Documents** or **All Documents**
- B.** Select the appropriate document