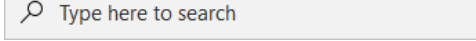
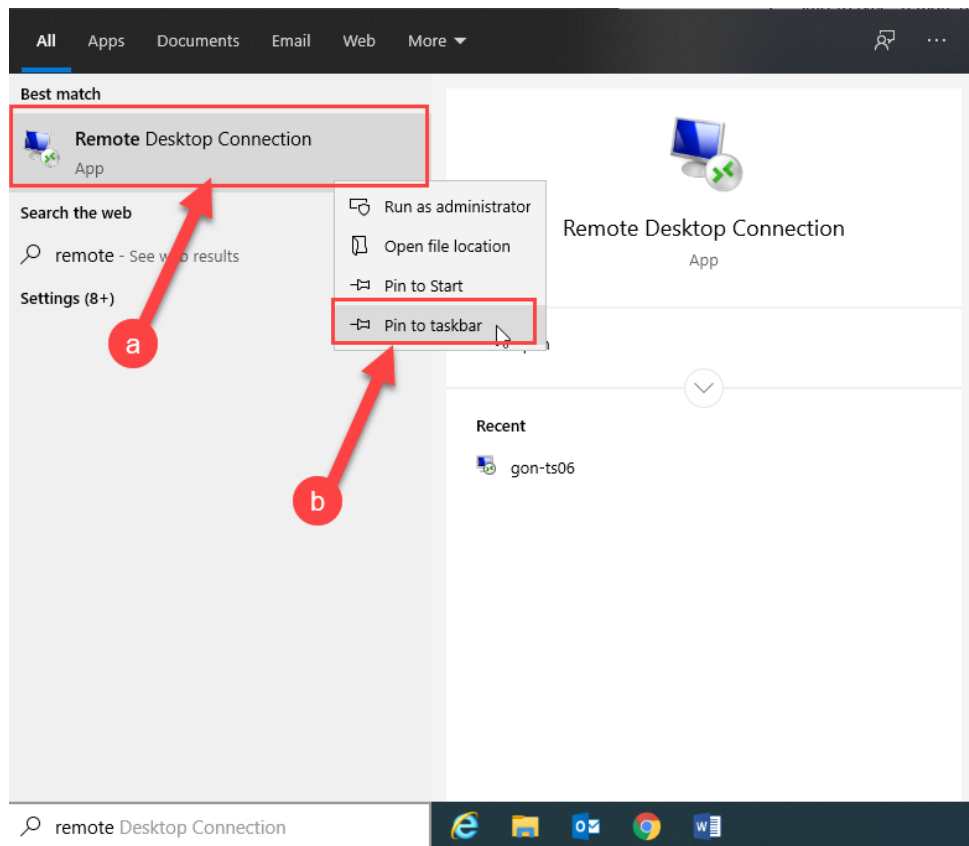
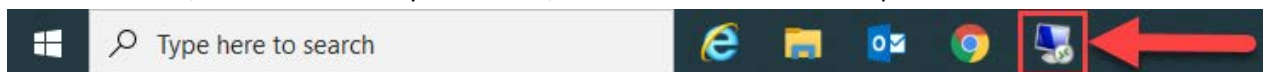


Connecting to MEDITECH

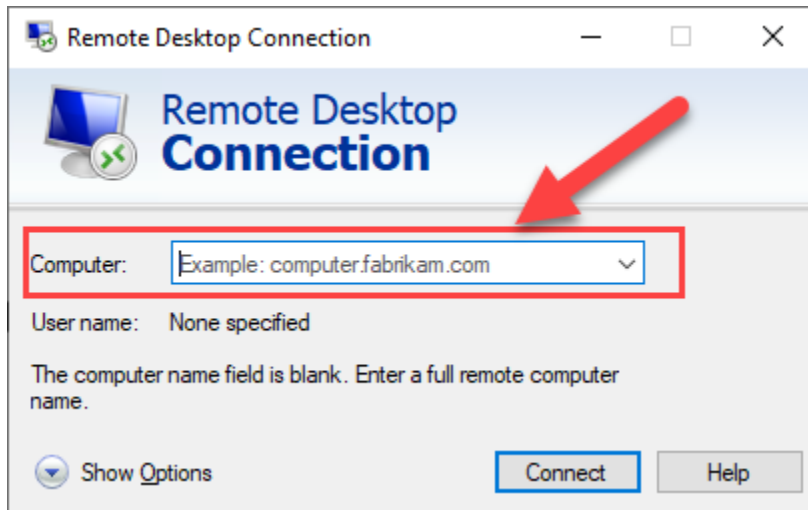
1. Click in the search box  located in the bottom left corner.
2. Type “remote”.
 - a. Right click “Remote Desktop Connection”
 - b. Select “Pin to taskbar”



3. On the task bar, at the bottom of your screen, select the “Remote Desktop Connection” icon.



4. In the “Computer” field type one of these servers **GON-TS03, GON-TS04, GON-TS05, GON-TS06, GON-TS07, GON-TS08** and click connect. When prompted enter your GN username and password.

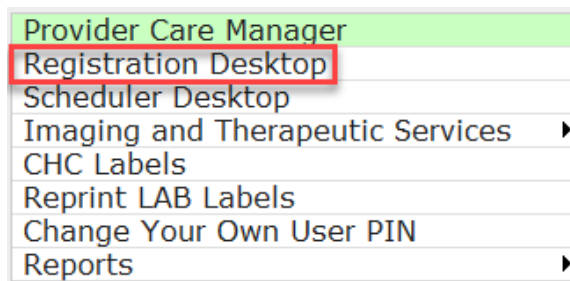


5. When the desktop loads, click the below icon to access MEDITECH.



REGISTRATION for all Clinical Visits

1. Choose **Registration Desktop** from the main Desktop.



2. At the Registration Type prompt, select **Clinical**.
3. At the Patient Identifier prompt, enter the **Birthdate**. The format is **DDMMYY**.
HC# and LASTNAME,FIRSTNAME can also be used
4. A list of patients will appear with that birthdate. Select the patient you are looking for.

5. A Patient Lookup screen will appear showing all previous accounts created. Select **New Account** at the bottom of the screen.



DO NOT select other visits as this will register a different appointment.

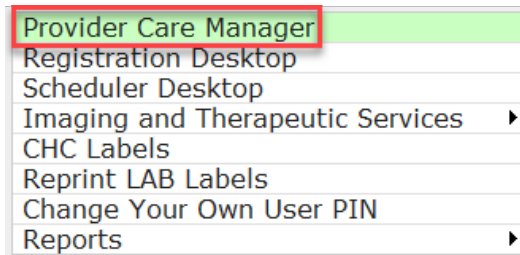
Account Num	Type	Reg Date	Dis Date	Location	Provider
QC0000048/20	SCH CLI	17/07/20		OT.REF	
QC0000050/20	SCH CLI	15/07/20		OT.REF	
QC0000039/20	SCH CLI	25/05/20		OT.REF	
QC0000043/20	SCH CLI	18/05/20		OT.REF	
QC0000042/20	SCH CLI	11/05/20		OT.REF	
QC0000035/20	SCH CLI	09/05/20		OT.REF	
QC0000041/20	SCH CLI	04/05/20		OT.REF	
QC0000038/20	SCH CLI	27/04/20		OT.REF	

6. Across the top buttons, go to the **Insurances** tab.
7. Confirm the patients Health Insurance is present and checked off

8. Across the top buttons, go to the **Visit** tab.
9. Complete the **Service Date/Time**
10. Complete the **Location**.
11. At the **Attending Provider** field, enter the Clinician.
12. Complete the **Reason for Visit**.
13. Select **Save** at the bottom of the screen.
14. If labels are required, at the Forms to Print Screen, check off the **Community Health Centre Labels**. Enter the quantity in the Copies field and click in the Printer field, choose all printers for Printer list and find your label printer location in the printer field (usually on the label printer as a sticker). Then click OK and Print.

Accessing Patient Chart

1. Open **Provider Care Manager**



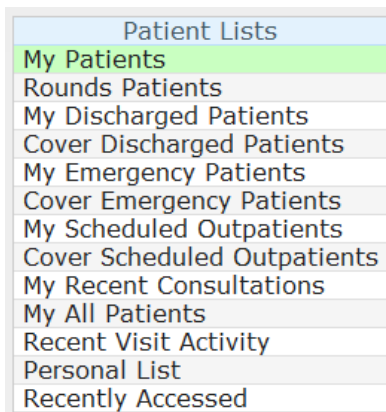
2. Click on the **Find Patient** or **Patient Lists**



Find Patient will give you patient demographic fields to search for your patient.

Name	<input type="text"/>	EMR Number	<input type="text"/>
Sex	<input type="text"/>	Med Rec Num	<input type="text"/>
Birthdate	<input type="text"/>	HC Num	<input type="text"/>
Age	<input type="text"/>	Account Num	<input type="text"/>

Patient Lists will give options find your patient. Choose whichever method works best for your workflow.




Patient Header

The patient header appears whenever a patient specific routine is opened. The header has common elements that display on all routines in the iEHR but may have a slightly different formatting.

Always review the patient header upon opening any routine to ensure you have the correct patient selected. Immediately hover the mouse over the patient name and then proceed to working in the chart.

Test, Jeninpatient			K10000012/15		NU00000342
22 F		54.3kg	None		E00000360
ADM IN	RI.INPT	RI.09-1	Allergy/Adv: morphine, grass poll-perennial rye,std, [PEANUT]		

- The  symbol contains basic information about Allergies, Height and Weight and if the patient requires an interpreter.

Allergies					
Allergy/AdvReac	Type	Severity	Reaction	Status	Date
morphine	Allergy	Mild	Hives - generalized	Verified	31/08/15
grass poll-perennial rye,std	Allergy			Verified	31/08/15
PEANUT	Allergy			Uncoded	31/08/15

Weight	
English	Metric
119 lb 11.376 oz	54.3 kg

Does the patient require an interpreter?	No
City	RANKIN INLET
Home Phone	222-222-2222

- Age and sex
- Registration status, Location and Room and Bed Number
- Height/Weight, BSA and BMI
- Allergies/Adverse Reactions
- Account Number (Q10000075/12)
- Health Card Number (if not documented, the word “None” appears)
- Medical Record Number (NU00000281), also known as the NU Number

Summary Panel

Open chart defaults to the Summary Panel. Review home medications/allergies and medical history.

This is the central place to review historical information.

Contains: Problems List, Allergies, Home Medications and Health Maintenance (Medical Surgical History) and Patient Pharmacy.

EMR - Allergies

Understanding patient allergies is a vital part of the patient record. To update and review patient allergies:

- Open the patient's chart
- It will default on the <Summary> page
- Find the **Allergy/AdvReac** Tab
- Press the blue <EDIT> button to open the routine
- Click <New> to enter new allergies OR <Edit> to update existing entries
- Include all possible allergens, not just medication allergies

Enter/Edit Patient Allergies/Adverse Reactions
Note: Include Drug, Food and Environmental Allergies.

Allergen/AdvReac	Type	Severity	Reaction	Status	Date	
No Known Allergies	Allergy			Unverified	02/04/20	

Seed Type
☒ Starts with ☐ Any word

Search For

Name	Other Name	Category

Unobtainable

- To enter Unobtainable, click the <Unobtainable> button
- This will prompt to document a rationale in the Comment field
- Update this prompt as soon as the information can be obtained



The <Unobtainable> button will only appear if no allergies have been previously entered.

NKA

- To enter NKA click the <NKA> button. This files as No Known Allergies in iEHR



The <NKA> button will only appear if there have been no previously entered allergies

New

- The Allergen lookup is a type ahead lookup, meaning the more you type the smaller the list becomes when you hit <Enter> to search
- Spelling is of great importance when searching an allergen
- Searching by short form or slang terminology will likely not yield any search results
- Status always defaults to Verified
- Reaction is picked from the drop-down list
- Comment can be documented when needed

Allergen/AdvReac

Identified As

* Type ☒ Allergy ☐ Adverse Reaction

Severity ☐ Mild ☐ Intermediate ☐ Severe ☐ Unknown

* Status ☒ Verified ☐ Unverified

* Reaction

Comment

Entering Allergies not found in the Allergen Lookup – Uncoded Allergies

- Entering an allergen that is not contained in the allergen lookup will generate a warning that there are no matches in the system, and you are prompted to add the allergen as “Uncoded”
- Click on the **<Add as Uncoded>** button to add this allergen to the list
- The allergen will not be automatically cross checked with medications because it does not exist in the allergen dictionary



The allergen is not marked as Verified but rather as Uncoded

Seed Type		
<input checked="" type="radio"/> Starts with	<input type="radio"/> Any word	Add As Uncoded
Search For <input type="text" value="dust"/>		
Name	Other Name	Category
No Matching Entries in the Allergen dictionary. You may add as an Uncoded allergy.		

Editing Allergies

- If you need to edit an allergen click the **<Edit>** button and choose the allergen you want to edit by highlighting it green
- Make the edits and save

Removing Allergies

- Click Edit and choose the appropriate allergy
- Click the “Remove footer button”
- Indicate the reason for removal



The history will be available in the “Audit” button

Confirming Allergies

- If a patient’s allergies have been documented at a previous visit the allergies should be confirmed with the patient and then entered using the Confirm routine to update the iEHR
 - Click the blue Edit button
 - Check mark all allergies to be confirmed
 - Click the Confirm footer button
- This updates the Date/Time stamp in the iEHR

Entering Compound Medication

- If a patient reports an allergy to a compound medication attempt to determine which compound the patient is allergic to
- The allergy routine will split the compound medication into its separate components
- The routine will identify which medication the component was from
- Remove the component(s) the patient is not allergic by using the edit routine

<div>New Edit Audit Snapshot</div>						
<input checked="" type="checkbox"/>	Allergen/AdvReac	Type	Severity	Reaction	Status	Date
<input type="checkbox"/>	Tylenol with Codeine No 3	Allergy		Nausea and /or vomiting	Verified	22/04/20

	Allergy/AdvReac <small>Edit</small>	Type ▲	Severity	Reaction	Status	Date	
+	acetaminophen [From Tylenol with Codeine No 3]	Allergy		Nausea and /or vomiting	Verified	22/04/20	
+	caffeine [From Tylenol with Codeine No 3]	Allergy		Nausea and /or vomiting	Verified	22/04/20	
+	codeine [From Tylenol with Codeine No 3]	Allergy		Nausea and /or vomiting	Verified	22/04/20	

EMR – Home Medications

Discontinuing/Editing/Confirming

1. From the “Summary” tab on the EMR select the **“Edit”** button under the Home Medication section

Test, Nicole
 33 F 13/07/1986
 REG CLI NJ.CHC

Allegry/Adv: acetaminophen, caffeine, codeine

KC0000025/20
None

NU00000108
E00000110

Clinical | Demographics | Auth/Referrals | Care Team

☒ Patient History
☐ Medical History
☐ Surgical History
☐ Family History
☐ Social History

Allergy/AdvReac <small>Edit</small>	Type	Severity	Reaction	Status	Date
acetaminophen [From Tylenol with Codeine No 3]	Allergy		Nausea and /or vomiting	Verified	22/04/20
caffeine [From Tylenol with Codeine No 3]	Allergy		Nausea and /or vomiting	Verified	22/04/20
codeine [From Tylenol with Codeine No 3]	Allergy		Nausea and /or vomiting	Verified	22/04/20

Active Medication Dose | Route | Freq | Start

Home Medication <small>Edit</small>	Instructions	Last Taken	Last Confirmed	Rx
ramipril-hydrochlorothiazide	? 1 tab PO QDAY		Not Updated	
omeprazole	? 20 mg PO QDAY		Not Updated	
mirtazapine [Remeron RD]	? 15 mg PO QDAY		Not Updated	
lansoprazole [Prevacid]	? 30 mg PO 4XW		Not Updated	
ibuprofen	? 400 mg PO Q6H		Not Updated	
acetaminophen	? 325 mg PO Q4H PRN		Not Updated	

Patient Pharmacy Edit

Health Maintenance Comment | Last Date

External Application

Msg/Task
 Patient Lists
 Next Patient
 Find Patient
 Select Visits
 Refresh EMR
 Summary
 Review Visit
 Pat Msg/Task
 Clinical Panels
 Vital Signs
 I & O
 Medications
 Laboratory
 Microbiology
 Blood Bank
 Reports
 Patient Care
 Orders
 Document
 Clinical Data
 Preferences



If not needing to discontinue skip to step 3.

2. On the next screen select any medications you would like to discontinue and use the **“Discontinue”** footer button, enter your reason for DC’d and select Ok.

Test, Nicole
 33 F 13/07/1986
 REG CLI NJ,CHC

Allergy/Adv: acetaminophen, caffeine, codeine

KC0000025/20
 None

NU00000108
 E00000110

Home Medications
 Medication Name (Include: prescriptions, OTC's, herbals, vitamins/supplements, recreational drugs etc.)

New Edit Audit Snapshot

Home Medication	Instructions	Last Taken	Last Dose	Last Confirmed	Status
<input checked="" type="checkbox"/> ramipril-hydrochlorothiazid...	? 1 tab PO QDAY			Not Updated	Active
<input type="checkbox"/> omeprazole 20 mg Capsule...	? 20 mg PO QDAY			Not Updated	Active
<input type="checkbox"/> mirtazapine (Remeron RD) ...	? 15 mg PO QDAY			Not Updated	Active
<input type="checkbox"/> lansoprazole (Prevacid) 30 ...	? 30 mg PO Q4H			Not Updated	Active
<input checked="" type="checkbox"/> ibuprofen 400 mg Tablet	? 400 mg PO Q6H			Not Updated	Active
<input checked="" type="checkbox"/> acetaminophen 325 mg Ta...	? 325 mg PO Q4H PRN			Not Updated	Active

Medication: acetaminophen
 Status: [Dropdown]
 Last Confirmed: Not Updated

Strength: 325 mg
 Dispense Form: Tablet
 Brand: [Dropdown]
 Dose: 325
 Units: mg
 Route: PO
 Freq: Q4H
 PRN: Yes
 PRN Reason: [Dropdown]
 Max Daily Dose: [Dropdown]
 Status: [Dropdown]

Source: [Dropdown]
 Discontinue: [Dropdown]
 Cancel: [Dropdown]

Rx Instructions: [Dropdown]

Discontinue Cancel Last Taken Source Comments Confirm Unconfirmed Print Cancel Save

3. Highlight any medications that need editing and make changes or additions to the fields below

Test, Nicole
 33 F 13/07/1986
 REG CLI NJ,CHC

Allergy/Adv: acetaminophen, caffeine, codeine

KC0000025/20
 None

NU00000108
 E00000110

Home Medications
 Medication Name (Include: prescriptions, OTC's, herbals, vitamins/supplements, recreational drugs etc.)

New Edit Audit Snapshot

Home Medication	Instructions	Last Taken	Last Dose	Last Confirmed	Status
<input checked="" type="checkbox"/> ramipril-hydrochlorothiazid...	? 1 tab PO QDAY			Not Updated	Discontinued
<input type="checkbox"/> omeprazole 20 mg Capsule...	? 20 mg PO QDAY			Not Updated	Active
<input type="checkbox"/> mirtazapine (Remeron RD) ...	? 15 mg PO QDAY			Not Updated	Active
<input type="checkbox"/> lansoprazole 30 mg Capsul...	30 mg PO BID			Unconfirmed	Edited
<input type="checkbox"/> ibuprofen 400 mg Tablet	? 400 mg PO Q6H			Not Updated	Discontinued
<input type="checkbox"/> acetaminophen 325 mg Ta...	? 325 mg PO Q4H PRN			Not Updated	Discontinued

Medication: lansoprazole
 Status: [Dropdown]
 Last Confirmed: Unconfirmed

Strength: 30 mg
 Dispense Form: Capsule,Delayed Release(Dr/Ec)
 Brand: [Dropdown]
 Dose: 30
 Units: mg
 Route: PO
 Freq: daily
 PRN: [Dropdown]
 Reason for Use: ADMINISTERED
 Max Daily Dose: BID
 Status: BID-QID
 BID-TID
 BID-USMAXRATE
 Rx Instructions: DAILY
 DAILY

Source: [Dropdown]
 Discontinue: [Dropdown]
 Cancel: [Dropdown]

Rx Instructions: [Dropdown]

Discontinue Unconfirmed Print Cancel Save

4. Select all medications you confirmed with the patient and hit the **“Confirm”** footer button.

★ If needed, you can also select any medications you did not confirm and hit the **“Unconfirmed”** footer button.

Test, Nicole
 33 F 13/07/1986
 REG CLI NJ.CHC

Allergy/Adv: acetaminophen, caffeine, codeine

KC0000025/20
 None

NU00000108
 E00000110

Home Medications
 Medication Name (Include: prescriptions, OTC's, herbals, vitamins/supplements, recreational drugs etc.)

New Edit Audit Snapshot

Home Medication	Instructions	Last Taken	Last Dose	Last Confirmed	Status
<input type="checkbox"/> ? ramipril-hydrochlorothiazid...	? 1 tab PO QDAY			Not Updated	Discontinued
<input checked="" type="checkbox"/> omeprazole 20 mg Capsule, Del...	20 mg PO QDAY			07/05/20	Edited
<input checked="" type="checkbox"/> mirtazapine [Remeron RD] 15 ...	15 mg PO QDAY			07/05/20	Edited
<input checked="" type="checkbox"/> lansoprazole 30 mg Capsule, D...	30 mg PO DAILY			07/05/20	Edited
<input type="checkbox"/> ? ibuprofen 400 mg Tablet	? 400 mg PO Q6H			Not Updated	Discontinued
<input type="checkbox"/> ? acetaminophen 325 mg Ta...	? 325 mg PO Q4H PRN			Not Updated	Discontinued



Medication: omeprazole
 Status: Confirmed
 Last Confirmed Date: 07/05/20 08:28
 User: Beka, Rachelle

Strength: 20 mg
 Dispense Form: Capsule, Delayed Release (Dr/Ec)
 Brand: [Dropdown]
 Dose: 20
 Units: mg
 Route: PO
 Freq: QDAY
 PRN: No
 Reason for Use: [Dropdown]
 Max Daily Dose: [Dropdown]
 Status: Confirmed

Rx Instructions: [Text Area]

Discontinue Cancel Last Taken Source Comments **Confirm** Unconfirmed Print Cancel Save

Adding a New Medication

1. Make sure the “New” header button is selected
 - a. In the Medication field type the name of the medication
 - b. Choose the medication by:
 - i. Select the  symbol next to the medication name.
 - ii. Select the  symbol next to the strength and form of the medication
 - iii. Select the correct dose, route and frequency (ie. 5 mg PO BID)
 - c. If the medication is not available, you can type out the full name of the medication and add it with the “Free Text” option (you will have to manually fill out all fields and no cross checking is done.)

Home Medications

Medication Name (Include: prescriptions, OTC's, herbals, vitamins/supplements, recreational drugs etc.)

Home Medication	Instructions	Last Taken	Last Dose	Last Confirmed	Status
omeprazole 20 mg Capsule, Delayed...	20 mg PO QDAY			07/05/20	Edited
mirtazapine [Remeron RD] 15 mg ...	15 mg PO QDAY			07/05/20	Edited
lansoprazole 30 mg Capsule, Delay...	30 mg PO DAILY			07/05/20	Edited
? ramipril-hydrochlorothiazide 2....	? 1 tab PO QDAY			Not Updated	Discontinued
? ibuprofen 400 mg Tablet	? 400 mg PO Q6H			Not Updated	Discontinued
? acetaminophen 325 mg Tablet	? 325 mg PO Q4H PRN			Not Updated	Discontinued

Medications by Name

a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
1	2	3	4	5	6	7	8	9	0	-	=	[]	\	/	.	,	'	;	:	"	"	"	"	"

Free Text c

a Medication Ram

Del | Clear | Shift

Starts With Any Word

b ramipril

- 1.25 mg capsule
- 2.5 mg capsule
- 2.5 mg tablet
- 5 mg capsule
- 5 mg PO BID
- 5 mg PO QDAY
- 10 mg capsule
- 15 mg capsule
- ramipril-hydrochlorothiazide
- ramucirumab

2. On the newly added medication(s)
 - Ensure the Dose, Unit, Route and frequency have been entered and are correct.
 - You may also fill out any other fields, if required or add a patient comment if needed.
3. Click "Save" to complete

Documentation

1. From the patients EMR
 - a. Click “Select Visits”
 - b. Select your visit to add documentation
 - c. Click “Document”

Test, Nicole
 33 F 13/07/1986
 REG CLI PA.CHC

Allergy/Adv: acetaminophen, caffeine, codeine

QC0000071/20 None
 NU00000108 E00000110

Time Period
☐ 7 days
☐ 30 days
☐ 90 days
☐ 12 months
☐ 24 months
☐ All
☒ Selected Visits
☐ Time Frame

Visit Type
☐ Inpatient
☐ Outpatient
☒ All

Reg Date	Type	Loc	Dis Date	Account Num	Provider	Reason for Visit
<input checked="" type="checkbox"/>	SCH CLI	IQ.SURG CL		QC0000018/20		clinic consult needed July 2020
<input type="checkbox"/>	17/07/20	SCH CLI	OT.REF	QC0000048/20		
<input type="checkbox"/>	15/07/20	SCH CLI	OT.REF	QC0000050/20		testing
<input type="checkbox"/>	25/05/20	SCH CLI	OT.REF	QC0000039/20		testing
<input type="checkbox"/>	18/05/20	SCH CLI	OT.REF	QC0000043/20		testing
<input type="checkbox"/>	11/05/20	SCH CLI	OT.REF	QC0000042/20		testing
<input type="checkbox"/>	09/05/20	SCH CLI	OT.REF	QC0000035/20		testing
<input type="checkbox"/>	04/05/20	SCH CLI	OT.REF	QC0000041/20		testing
<input type="checkbox"/>	27/04/20	SCH CLI	OT.REF	QC0000038/20		testing
<input checked="" type="checkbox"/>	24/04/20	REG CLI	PA.CHC	QC0000071/20	Winkel, Marta	testing
<input type="checkbox"/>	23/04/20	REG CLI	PA.CHC	QC0000068/20	Physician,One	Testing registration
<input type="checkbox"/>	23/04/20	SCH CLI	OT.REF	QC0000046/20		testing 123
<input type="checkbox"/>	21/04/20	REG REF	IQ.KV	QN0000002/20	Physician,One	
<input type="checkbox"/>	21/04/20	REG RCR	HB.MH	QR0000011/20	Wier,Nick	MH Counselling
<input type="checkbox"/>	21/04/20	REG REF	RI.LAB	KF0000004/20	Physician,One	
<input type="checkbox"/>	20/04/20	SCH CLI	OT.REF	QC0000040/20		testing
<input type="checkbox"/>	17/04/20	DIS RCR	IQ.HC	QR0000007/20	Bennett,Trista	dressing change
<input type="checkbox"/>	17/04/20	REG CLI	OT.REF	QC0000049/20	Physician,One	testing
<input type="checkbox"/>	16/04/20	REG CLI	OT.REF	QC0000047/20	Physician,One	
<input type="checkbox"/>	16/04/20	REG CLI	OT.REF	QC0000037/20	Physician,One	testing
<input type="checkbox"/>	16/04/20	REG CLI	OT.REF	QC0000036/20	Physician,One	testing 3
<input type="checkbox"/>	15/04/20	REG CLI	CB.AMB	TC0000011/20	Wier,Nick	test3
<input type="checkbox"/>	15/04/20	REG CLI	RI.AMB	KC0000017/20	Wier,Nick	test2
<input type="checkbox"/>	15/04/20	REG CLI	IQ.OC	QC0000033/20	Wier,Nick	test
<input type="checkbox"/>	14/04/20	DIS RCR	PA.MH	QR0000006/20	Guzman,Sabrina	
<input type="checkbox"/>	13/04/20	DIS RCR	PA.MH	QR0000072/19	Wier,Nick	test
<input type="checkbox"/>	06/04/20	REG CLI	OT.REF	QC0000045/20	Physician,One	test
<input type="checkbox"/>	02/04/20	DIS IN	IQ.IPSEAST	QI0000003/20	Physician,One	Testing
<input type="checkbox"/>	27/10/19	REG RCR	IO.OC	QR0000069/19	Mills,Nichola	

Archive Visits Diagnoses

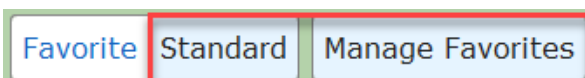
Msg/Task Patient Lists Next Patient Find Patient
 Select Visits
 Refresh EMR
 Summary Review Visit Pat Msg/Task New Results Clinical Panels Vital Signs I & O Medications Laboratory Microbiology Blood Bank Reports Patient Care Notes
 Orders
 Document
 Clinical Data Preferences

2. Use the Footer buttons to select “New”



3. Select the appropriate note/report document or select the document using the footer buttons at the bottom, **Standard & Manage Favourites**

Document	Type
QI CHC Nursing Note	Note
QI Newborn Flowsheet	Note
QI PH Lice Check	Note
QI Immunization	Report



Once favorites are managed the first time, they stay for all patients after. **See Documentation Favourites**

4. Use the tabs to move through the different pages of the document

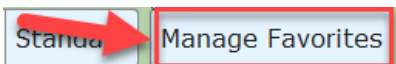
5. When finished documenting
 - a. Select “View/Save” in the bottom right corner and review the document
 - b. Adjust the date and time if needed for back dating/timing
 - c. Enter your PIN
 - d. Click “Save”

Documentation Favorites

1. Enter patients EMR
2. Select your visit/account with the patient
3. Select “Document”
4. Select “New” if applicable



5. Select “Manage Favourites”



6. Manage favourites by selecting the documentation for your area and hit save

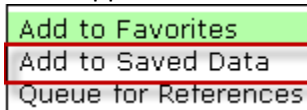
Favorite	Document	Type
<input checked="" type="checkbox"/>	QI CHC Nursing Note	Note
<input type="checkbox"/>	QI FP LPN Note	Note
<input type="checkbox"/>	QI GP Acknowledged Results	Note
<input type="checkbox"/>	QI GP Admission Note	Note
<input type="checkbox"/>	QI GP AKA Note	Note
<input type="checkbox"/>	QI GP Anesthesia Note	Note
<input type="checkbox"/>	QI GP Care by Teleconsult	Note
<input type="checkbox"/>	QI GP Clinic Care by Telephone	Note
<input type="checkbox"/>	QI GP Clinic Note	Note
<input type="checkbox"/>	QI GP Clinic Note Problems	Note
<input type="checkbox"/>	QI GP Emergency Note	Note
<input type="checkbox"/>	QI GP Fracture Clinic Note	Note
<input type="checkbox"/>	QI GP Home Care Note	Note
<input type="checkbox"/>	QI GP Inpatient Note	Note
<input type="checkbox"/>	QI GP Non-Visit Note	Note
<input type="checkbox"/>	QI GP OBS Inpatient Note	Note
<input type="checkbox"/>	QI GP OBS Outpatient Note	Note
<input type="checkbox"/>	QI GP Transfer Note	Note
<input checked="" type="checkbox"/>	QI Newborn Flowsheet	Note
<input type="checkbox"/>	QI Pediatric Admission Note	Note
<input type="checkbox"/>	QI Pediatric Clinic Note	Note
<input type="checkbox"/>	QI Pediatric Clinic Problems	Note
<input type="checkbox"/>	QI Pediatric Consult Note	Note
<input type="checkbox"/>	QI Pediatric Discharge Note	Note
<input type="checkbox"/>	QI Pediatric Inpatient Note	Note
<input type="checkbox"/>	QI Pediatric Non-Visit Note	Note
<input type="checkbox"/>	QI Pediatric Team Meeting Note	Note

Adding Saved Data to a Note

1. Minimize the note or quick save the report. DO NOT sign off with PIN
2. Click on orders→new orders. Identify/select and edit desired orders accordingly. Then enter your unique PIN to submit the orders
3. After submitting the order, the orders defaults to the current order header tab. Click on the “+” sign beside current order to expand your orders.



4. Under “status”, right click on the order (s) you wish to place in the patient note and select “Add to Saved Data”. A black diamond should appear.



Current Orders		Category	Ordering Provider	Start	Renew/Stop	Status
- Blood Bank						
Type And Screen Stat		Blood Bank	Sena-Akoto, Jannine	18/12/14 09:50		♦ Ordered
- Laboratory						
CBC WITH DIFF Stat		Lab	Sena-Akoto, Jannine	18/12/14 09:50		♦ Ordered
STD - URINE G&C Stat		Lab	Sena-Akoto, Jannine	18/12/14 09:50		♦ Ordered
- Microbiology						
Genital Culture/Wet Moun...		Micro	Sena-Akoto, Jannine	18/12/14 09:50		♦ Ordered

5. Return/maximize the patient note and click “saved data” at the footer



6. A list of items you previously selected to be saved to data will display with a check mark to the left of them. You can deselect an item by simply clicking on the check mark. Click “Insert” at the bottom footer.

	Name	Value	Date	Type	Keep
<input checked="" type="checkbox"/>	Type And Screen	Stat	18/12/14 09:50	Order	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cbc With Diff	Stat	18/12/14 09:50	Order	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Std - Urine G&C	Stat	18/12/14 09:50	Order	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Genital Culture/Wet Mount	Routine	18/12/14 09:50	Order	<input type="checkbox"/>

Remove Insert

7. To add clinical panel/vital signs, and laboratory results to note: While in patients EMR, identify the items you wish to add. To add items to save data, right click in the desired field and a black diamond should appear.

Vital Signs (no descriptors)

	Reg Emergency 24/11/14	Reg Emergency 27/11/14	Reg Recurring 28/11/14	Reg Emergency 17/12/14	Pre Clir 21/01/15
Vital Signs Clinical Panel					
Blood Pressure	125/85	125/85	125/85	125/85	

Laboratory

Test	Result	Unit	Ref Range	Stat	Date/Time
WBC	5.5	$\times 10^9/L$	(4.0-11.0)		25/08/14 10:06
RBC	6.50	$\times 10^{12}/L$	(3.80-5.20)	H	25/08/14 10:06
Hgb	50	g/L	(113-149)	L	25/08/14 10:06
Hct	0.210	L/L	(0.320-0.420)	L	25/08/14 10:06
MCV	76	fL	(80-100)	L	25/08/14 10:06
MCH	26	pg	(28-33)	L	25/08/14 10:06
MCHC	305	g/L	(310-370)	L	25/08/14 10:06
RDW Coeff of Var	10.6	%	(11.6-15.3)	L	25/08/14 10:06
Plt Count	800	$\times 10^9/L$	(156-416)	H	25/08/14 10:06
MPV	13.9	fL	(9.0-12.0)	H	25/08/14 10:06
Chemistry					
Albumin	35	g/L	(35-50)		18/08/14 14:00

8. When all items have been inserted your note should appear similar to the image below.

Assessment

Type your assessment |

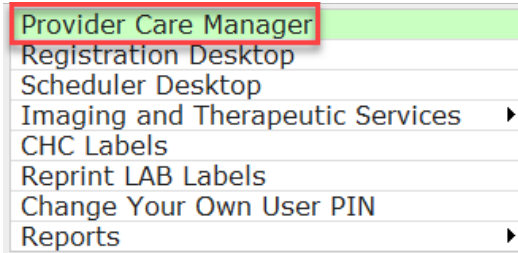
18/12/14 09:50
 Type And Screen Stat
 CBC WITH DIFF Stat
 STD - URINE G&C Stat
 Genital Culture/Wet Mount Routine

Selected Entries	
-----	21/10/14 10:04
Blood Pressure	125/85

9. Click "OK" to save the note

Orders – Test done on the same day of visit

1. Open **Provider Care Manager**



2. Click on **Find Patient** or **Patient Lists** to search for your patient.



3. Click on **"Select Visits"** and check that your visit that was registered is selected

A screenshot of a patient's visit history. At the top, patient information is displayed: 'Test, Nicole', '33 F 13/07/1986', 'REG CLI PA,CHC', 'Allergy/Adv: acetaminophen, caffeine, codeine', 'QC0000071/20', 'None', 'NU00000108', and 'E00000110'. Below this is a table of visits. A red arrow points to the row for '24/04/20' where the 'Reg Date' checkbox is checked. The table has columns: 'Reg Date', 'Type', 'Loc', 'Dis Date', 'Account Num', 'Provider', and 'Reason for Visit'. The 'Visit Type' section on the right has radio buttons for 'Inpatient', 'Outpatient', and 'All' (selected). The 'Select Visits' button is highlighted in the sidebar.

Reg Date	Type	Loc	Dis Date	Account Num	Provider	Reason for Visit
17/07/20	SCH CLI	IQ, SURG CL		QC0000018/20		clinic consult needed July 2020
17/07/20	SCH CLI	OT, REF		QC0000048/20		
15/07/20	SCH CLI	OT, REF		QC0000050/20		testing
25/05/20	SCH CLI	OT, REF		QC0000039/20		testing
18/05/20	SCH CLI	OT, REF		QC0000043/20		testing
11/05/20	SCH CLI	OT, REF		QC0000042/20		testing
09/05/20	SCH CLI	OT, REF		QC0000035/20		testing
04/05/20	SCH CLI	OT, REF		QC0000041/20		testing
27/04/20	SCH CLI	OT, REF		QC0000038/20		testing
24/04/20	REG CLI	PA, CHC		QC0000071/20	Winkel, Marta	testing
23/04/20	REG CLI	PA, CHC		QC0000068/20	Physician, One	Testing registration
23/04/20	SCH CLI	OT, REF		QC0000046/20		testing 123
21/04/20	REG REF	IQ, KV		QN0000002/20	Physician, One	
21/04/20	REG RCR	HB, MH		QR0000011/20	Wier, Nick	MH Counselling
21/04/20	REG REF	RI, LAB		KF0000004/20	Physician, One	
20/04/20	SCH CLI	OT, REF		QC0000040/20		testing
17/04/20	DIS RCR	IQ, HC	17/04/20	QR0000007/20	Bennett, Trista	dressing change
17/04/20	REG CLI	OT, REF		QC0000049/20	Physician, One	testing
16/04/20	REG CLI	OT, REF		QC0000047/20	Physician, One	
16/04/20	REG CLI	OT, REF		QC0000037/20	Physician, One	testing
16/04/20	REG CLI	OT, REF		QC0000036/20	Physician, One	testing 3
15/04/20	REG CLI	CB, AMB		TC0000011/20	Wier, Nick	test3
15/04/20	REG CLI	RI, AMB		KC0000017/20	Wier, Nick	test2
15/04/20	REG CLI	IQ, OC		QC0000033/20	Wier, Nick	test
14/04/20	DIS RCR	PA, MH	21/04/20	QR0000006/20	Guzman, Sabrina	
13/04/20	DIS RCR	PA, MH	21/04/20	QR0000072/19	Wier, Nick	test
06/04/20	REG CLI	OT, REF		QC0000045/20	Physician, One	test
02/04/20	DIS IN	IQ, IPSEAST	03/04/20	QI0000003/20	Physician, One	Testing
22/10/19	REG RCR	IQ, OC		QR0000069/19	Mills, Nichola	

4. Click on “Orders” button.

Test, Nicole
 33 F 13/07/1986
 REG CLI PA.CHC

Allergy/Adv: acetaminophen, caffeine, codeine

QC0000071/20 None NU00000108 E00000110

Time Period:
☐ 7 days
☐ 30 days
☐ 90 days
☐ 12 months
☐ 24 months
☐ All
☒ Selected Visits
☐ Time Frame

Visit Type:
☐ Inpatient
☐ Outpatient
☒ All

Reg Date	Type	Loc	Dis Date	Account Num	Provider	Reason for Visit
<input type="checkbox"/> 17/07/20	SCH CLI	IQ.SURG CL		QC0000018/20		clinic consult needed Jun 2020
<input type="checkbox"/> 17/07/20	SCH CLI	OT.REF		QC0000048/20		
<input type="checkbox"/> 15/07/20	SCH CLI	OT.REF		QC0000050/20		testing
<input type="checkbox"/> 25/05/20	SCH CLI	OT.REF		QC0000039/20		testing
<input type="checkbox"/> 18/05/20	SCH CLI	OT.REF		QC0000043/20		testing
<input type="checkbox"/> 11/05/20	SCH CLI	OT.REF		QC0000042/20		testing
<input type="checkbox"/> 09/05/20	SCH CLI	OT.REF		QC0000035/20		testing
<input type="checkbox"/> 04/05/20	SCH CLI	OT.REF		QC0000041/20		testing
<input type="checkbox"/> 27/04/20	SCH CLI	OT.REF		QC0000038/20		testing
<input checked="" type="checkbox"/> 24/04/20	REG CLI	PA.CHC		QC0000071/20	Winkel, Marta	testing
<input type="checkbox"/> 23/04/20	REG CLI	PA.CHC		QC0000068/20	Physician, One	Testing registration
<input type="checkbox"/> 23/04/20	SCH CLI	OT.REF		QC0000046/20		testing 123
<input type="checkbox"/> 21/04/20	REG REF	IQ.KV		QN0000002/20	Physician, One	
<input type="checkbox"/> 21/04/20	REG RCR	HB.MH		QR0000011/20	Wier, Nick	MH Counselling
<input type="checkbox"/> 21/04/20	REG REF	RI.LAB		KF0000004/20	Physician, One	
<input type="checkbox"/> 20/04/20	SCH CLI	OT.REF		QC0000040/20		testing
<input type="checkbox"/> 17/04/20	DIS RCR	IQ.HC	17/04/20	QR0000007/20	Bennett, Trista	dressing change
<input type="checkbox"/> 17/04/20	REG CLI	OT.REF		QC0000049/20	Physician, One	testing
<input type="checkbox"/> 16/04/20	REG CLI	OT.REF		QC0000047/20	Physician, One	
<input type="checkbox"/> 16/04/20	REG CLI	OT.REF		QC0000037/20	Physician, One	testing
<input type="checkbox"/> 16/04/20	REG CLI	OT.REF		QC0000036/20	Physician, One	testing 3
<input type="checkbox"/> 15/04/20	REG CLI	CB.AMB		TC0000011/20	Wier, Nick	test3
<input type="checkbox"/> 15/04/20	REG CLI	RI.AMB		KC0000017/20	Wier, Nick	test2
<input type="checkbox"/> 15/04/20	REG CLI	IQ.OC		QC0000033/20	Wier, Nick	test
<input type="checkbox"/> 14/04/20	DIS RCR	PA.MH	21/04/20	QR0000006/20	Guzman, Sabrina	
<input type="checkbox"/> 13/04/20	DIS RCR	PA.MH	21/04/20	QR0000072/19	Wier, Nick	test
<input type="checkbox"/> 06/04/20	REG CLI	OT.REF		QC0000045/20	Physician, One	test
<input type="checkbox"/> 02/04/20	DIS IN	IQ.IPSEAST	03/04/20	QI0000003/20	Physician, One	Testing
<input type="checkbox"/> 22/10/19	REG RCR	TO.OC		QR0000069/19	Mills, Nichola	

Archive Visits Diagnoses

Msg/Task
 Patient Lists
 Next Patient
 Find Patient
 Select Visits
 Refresh EMR
 Summary
 Review Visit
 Pat Msg/Task
 New Results
 Clinical Panels
 Vital Signs
 I & O
 Medications
 Laboratory
 Microbiology
 Blood Bank
 Reports
 Patient Care
 Notes
Orders
 Document
 Sign
 Clinical Data
 Preferences

5. Once in the Orders screen
- Click on “New Orders” button
 - Click “Name” button
 - Search for your orders and check them off to add to your queue

Current Orders History

a New Orders New Sets 0 Queued

Favorites Category Groups **b** Name

Orders by Name

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1 2 3 4 5 6 7 8 9 0 - = [] \ / . , ' ; ` List

c Del Clear Shift Starts With Any Word

Order

6. When all orders have been added to the queue, click on “Next” button in bottom left corner

New Orders New Sets **3 Queued**

Favorites Category Groups Name

Orders by Name

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1 2 3 4 5 6 7 8 9 0 - = [] \ / . , ' ; ` List

Del Clear Shift Starts With Any Word

Order

☒ BUN [Blood Urea Nitrogen]

7. The “Manage/Edit Order List” window will open

DO NOT adjust the frequency or start date/time unless needed

Test, Nicole 33 F 13/07/1986 REG CLI PA.CHC Allergy/Adv: acetaminophen, caffeine, codeine QC0000071/20 None NU00000108 E00000110

Manage Order List
Edit Order List

Order	Start/Stop	Status
BUN [Blood Urea Nitrogen] Routine	Fri Apr 24 15:43	New
CBC Only Routine	Fri Apr 24 15:43	New
Electrolytes Routine	Fri Apr 24 15:43	New

*Specimen: Has been collected
 Physician Instructions:

* Start Date: Today
 Start Time: 15:43
 * Freq: Routine
 Stop Date:
 Stop Time:
 Count:

Collection Date:
 Collection Time:

Back Next Submit

Msg/Task
 Patient Lists
 Next Patient
 Find Patient
 Select Visits
 Refresh EMR
 Summary
 Review Visit
 Pat Msg/Task
 New Results
 Clinical Panels
 Vital Signs
 I & O
 Medications
 Laboratory
 Microbiology
 Blood Bank
 Reports
 Patient Care
 Notes
Orders
 Document
 Sign
 Clinical Data
 Preferences

8. Click on “Submit” button.

9. Enter your PIN and press ENTER key.

✓ Unsaved Data Start Status

✓ **Orders**

BUN [Blood Urea Nitrogen] Routine	Fri Apr 24 15:43	New
CBC Only Routine	Fri Apr 24 15:43	New
Electrolytes Routine	Fri Apr 24 15:43	New

* PIN

10. You can see the orders you just made in Current Orders tab.

Current Orders History

New Orders New Meds New Sets

Category	Ordering Provider	Start	Renew/Stop	Status
Laboratory				
BUN [Blood Urea Nitro...]	Lab	Wier, Nick	24/04/20 15:58	Ordered
CBC Only Routine	Lab	Wier, Nick	24/04/20 15:58	Ordered
Electrolytes Routine	Lab	Wier, Nick	24/04/20 15:58	Ordered

Discontinue/Cancel an Order

1. Navigate to the Order page, click on the Status of the order, then click “Stop”

Current Orders History

New Orders New Meds New Sets

Current Orders		Category	Ordering Provider	Start	Renew/Stop	Status
Laboratory						
BUN [Blood Urea Nitro...	Lab	Wier, Nick	24/04/20 15:58		Ordered	
CBC Only Routine	Lab	Wier, Nick	24/04/20 15:58		Ordered	
Electrolytes Routine	Lab	Wier, Nick	24/04/20 15:58		Ordered	
						Stop

2. Enter in a mandatory Stop Reason and click OK.

Order	Start/Stop	Status
Electrolytes Routine	Fri Apr 24 15:58	Ordered

* Stop Reason

- .Provider Order
- Adverse effect
- Change Provider
- Duplicate Order
- Medication ineffective
- No Longer Required**
- Patient No Show
- <FREE TEXT>

3. Order goes to a status of “Stop”.

Current Orders History

New Orders New Meds New Sets

Current Orders		Category	Ordering Provider	Start	Renew/Stop	Status
Laboratory						
BUN [Blood Urea Nitro...	Lab	Wier, Nick	24/04/20 15:58		Ordered	
CBC Only Routine	Lab	Wier, Nick	24/04/20 15:58		Ordered	
Electrolytes Routine	Lab	Wier, Nick	24/04/20 15:58	24/04/20 15:59	Stop Req	

X-ray Order Requisition Completion

1. **Select Imaging and Therapeutic Services**
2. **Select Receptionist Desktop**
 - The Department of DI will default in.
 - Select Save.
 - Tick the box next to the correct patient.
 - Select Arrival Time from the right-hand toolbar.
 - Select OK.
 - ITS Requisition and 2 Labels will print.
3. **Perform the X-Ray**
4. **Select Technologist Desktop**
 - Tick the box next to the correct patient.
 - Select Record Exam from the right-hand toolbar.
 - Complete the following fields:
 - Status – Taken
 - Start Date – Day the x-ray was done.
 - Start Time – Same as the Arrived Time.
 - End Date – Day the x-ray was done.
 - End Time – When the x-ray was finished.
 - Tech 1 – Who did the x-ray.
 - Departed Time – Same as End Time
 - Material
5. **Select Save**

Review Laboratory results and X-Ray/Ultrasound/Rehab Reports

1. From the main menu enter Provider Care Manager and use the Find Patient or Patient Lists to find your patient.
2. Click on “Laboratory” button on right hand side to review Lab results
3. Click on “All visits – Most Recent” button to review all results.

Test, Shawn

38 M 23/10/1981

ADM INO RI.NB RI.NB-2

K10000025/19

172395695

Allergy/Adv: crab, clopidogrel, Milk Containing Products, Penicillins, soap

NU00000016

E00000016

Selected Visits

All Visits - Most Recent

Hematology

WBC

3.0 X10^9/L (4.0-11.0) L

29/10/19 13:14

RBC

5.00 X10^12/L (4.30-6.00)

29/10/19 13:14

Hgb

150 g/L (134-166)

29/10/19 13:14

Hct

0.440 L/L (0.370-0.460)

29/10/19 13:14

MCV

90 fL (80-100)

29/10/19 13:14

MCH

31 pg (28-33)

29/10/19 13:14

MCHC

350 g/L (310-370)

29/10/19 13:14

RDW Std Deviation

39.0 fL (35.2-47.7)

29/10/19 13:14

RDW Coeff of Var

14 % (11.6-15.3)

29/10/19 13:14

Plt Count

250 x10^9/L (156-416)

29/10/19 13:14

MPV

11.0 fL (9.0-12.0)

29/10/19 13:14

Blood Gas

ABG pH

7.35 (7.35-7.45)

29/10/19 13:09

ABG pCO2

45 mmHg (35-48)

29/10/19 13:09

ABG pO2

88 mmHg (83-108)

29/10/19 13:09

ABG HCO3

23 mmol/L (21-28)

29/10/19 13:09

ABG Total CO2

22 mmol/L (22-26)

29/10/19 13:09

ABG O2 Saturation

99 % (95-100)

29/10/19 13:09

ABG Base Excess

-1 mmol/L (-2-3)

29/10/19 13:09

Chemistry

Sodium

122 mmol/L (136-145) L*

29/10/19 17:07

Potassium

5.0 mmol/L (3.5-5.1)

29/10/19 17:07

Chloride

99 mmol/L (98-107)

29/10/19 17:07

Carbon Dioxide

30 mmol/L (22-31)

29/10/19 17:07

Anion Gap

9 mmol/L (5-13)

29/10/19 17:07

BUN

5.0 mmol/L (3.2-7.4)

30/10/19 14:19

Creatinine

74 umol/L (63-111)

30/10/19 14:19

Estimated GFR (MDRD)

103

30/10/19 14:19

Other Body Source

Fecal Immunochem Test

Positive (Negative) A

22/10/19 15:29

Msg/Task

Patient Lists

Next Patient

Find Patient

Select Visits

Refresh EMR

Summary

Review Visit

Pat Msg/Task

New Results

Clinical Panels

Vital Signs

I & O

Medications

Laboratory

Microbiology

Blood Bank

Reports

Patient Care

Notes

Orders

Document

Sign

Clinical Data

Preferences

4. Click on “Reports” button on the right hand side. Click on the small clipboard icon of the report you would like to read.

Test, Shawn

38 M 23/10/1981

ADM INO RI.NB RI.NB-2

K10000025/19

172395695

Allergy/Adv: crab, clopidogrel, Milk Containing Products, Penicillins, soap

NU00000016

E00000016

Selected Visits

All Visits - Most Recent

All

Imaging

General

Rehabilitation

Date ▲	More Rpts	Most Recent Exam/Report	Rpt	Status	Tissue/Code	Author/ Dictated by	Dictated	Hx
28/10/19 16:30	(+)	Emergency Room Visit Notes		Draft		Rideout, Je...	28/10/19	
15/10/19 15:03		Well Baby Record		Draft		Hutchison, ...	15/10/19	
26/09/19 09:50		Chest X-Ray		Signed		Cogliano, ...	26/09/19	
24/09/19 09:35	(+)	Immunization Report		Signed		Physician, ...	24/09/19	
05/09/19 14:25	(+)	Radiology Report		Signed		Byrne, April	05/09/19	
27/08/19 11:56	(+)	Physical Therapy Discharge Summary		Signed		Physician, ...	27/08/19	

Msg/Task

Patient Lists

Next Patient

Find Patient

Select Visits

Refresh EMR

Summary

Review Visit

Pat Msg/Task

New Results

Clinical Panels

Vital Signs

I & O

Medications

Laboratory

Microbiology

Blood Bank

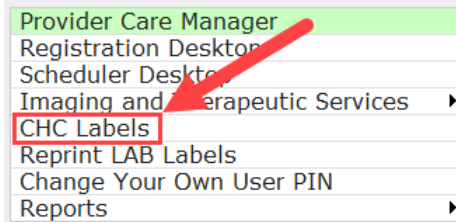
Reports

Patient Care

Notes

Reprint Outpatient Labels

1. Click on CHC labels



2. Enter Patient DOB to search for patient

****You can also use Lastname,firstname or HC #****

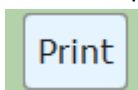
A screenshot of a search field labeled '* Patient:'. It contains a green dropdown arrow, indicating a search function.

3. Select the visit to print labels for.

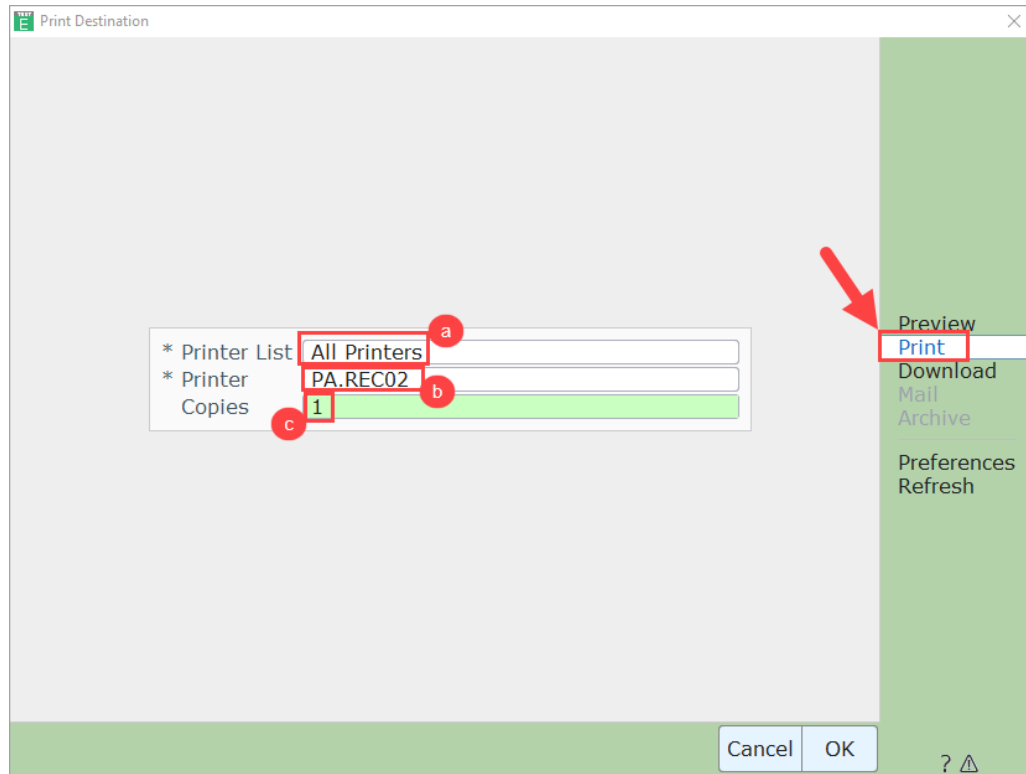
A screenshot of the 'Account Lookup' window. At the top, there is a 'Birthdate' field with the value '231081'. Below this is a table with columns: Name, Birthdate, Account Num, Type, Date, Location, and Med Rec Num. The table lists several visits for 'TEST, SHAWN'. The visit on 14/07/20 at IQ.SC is highlighted. To the right of the table is a sidebar with fields: Account Num, Med Rec Num, EMR Num, HC Num, Name, Soundex Name, Phone Num, Policy Num, Birthdate (highlighted), Email, and Accessed. At the bottom of the window are buttons for 'Prior', 'Next', 'Filter', and 'More Detail'.

Name	Birthdate	Account Num	Type	Date	Location	Med Rec Num
TEST, SHAWN	23/10/1981	QC0000347/19	SCH CLI	14/07/20	IQ.SC	NU00000016
TEST, SHAWN	23/10/1981	QC0000073/20	REG CLI	27/04/20	PA.CHC	NU00000016
TEST, SHAWN	23/10/1981	QE0000211/19	DEP ER	31/03/20	IQ.ER	NU00000016
TEST, SHAWN	23/10/1981	QC0000356/19	SCH CLI	20/03/20	IQ.MH	NU00000016
TEST, SHAWN	23/10/1981	QC0000384/19	SCH CLI	18/03/20	IQ.SC	NU00000016
TEST, SHAWN	23/10/1981	QE0000177/19	DEP ER	03/02/20	IQ.ER	NU00000016
TEST, SHAWN	23/10/1981	QE0000162/19	DEP ER	03/02/20	IQ.ER	NU00000016
TEST, SHAWN	23/10/1981	QI0000070/19	DIS INO	31/10/19	IQ.IPSWEST	NU00000016
TEST, SHAWN	23/10/1981	QR0000008/19	REG RCR	29/09/19	IQ.HC	NU00000016
TEST, SHAWN	23/10/1981	QR0000019/19	REG RCR	29/09/19	IQ.MH	NU00000016
TEST, SHAWN	23/10/1981	QI0000071/19	ADM INO	29/09/19	IQ.IOAK	NU00000016
TEST, SHAWN	23/10/1981	QR0000015/19	REG RCR	24/09/19	IQ.HC	NU00000016
TEST, SHAWN	23/10/1981	QR0000006/19	REG RCR	27/08/19	IQ.RH.PT	NU00000016

4. Select the print footer button



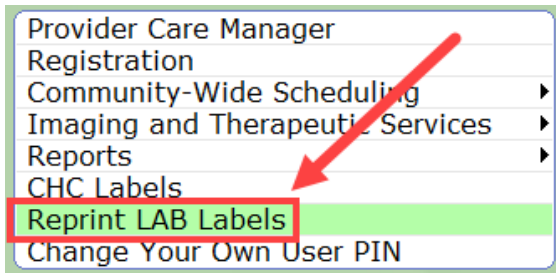
5. On the Print Destination screen choose “Print” on the right-hand side then:
 - a. Choose “All Printers” for Printer List
 - b. Choose your locations registration label printer (Example below is Pangnirtung’s label printer)
 - c. Choose the number of registration labels



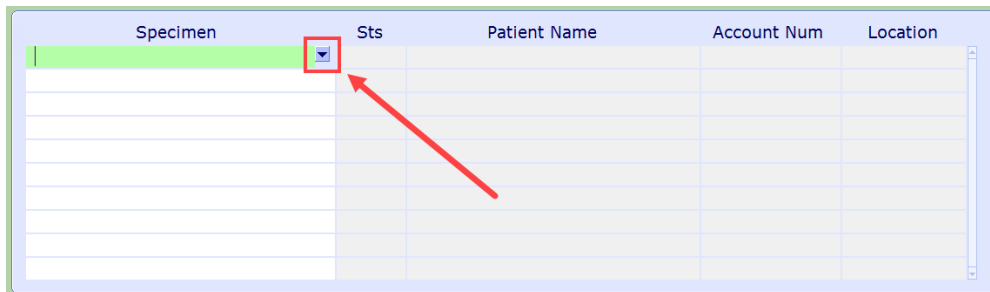
6. Click on “OK” button

Reprint Lab Labels

- (1) Click on “Reprint LAB Labels”



- (2) Select the drop down arrow



- (3) Choose an option to find your patient

A screenshot of a search options dialog box. It contains two columns of radio button options. The first column has: Patient Name (selected), Patient Account, Patient Unit Number, Health Care Number, Outreach Pt ID, Last Patient, and On/Before Date. The second column has: Specimen, Last Specimen, Next Specimen, Prior Specimen, Requisition, OV Number, BBK Unit, and BBK Donor. Below the options is a text input field containing 'TEST,NICK'.

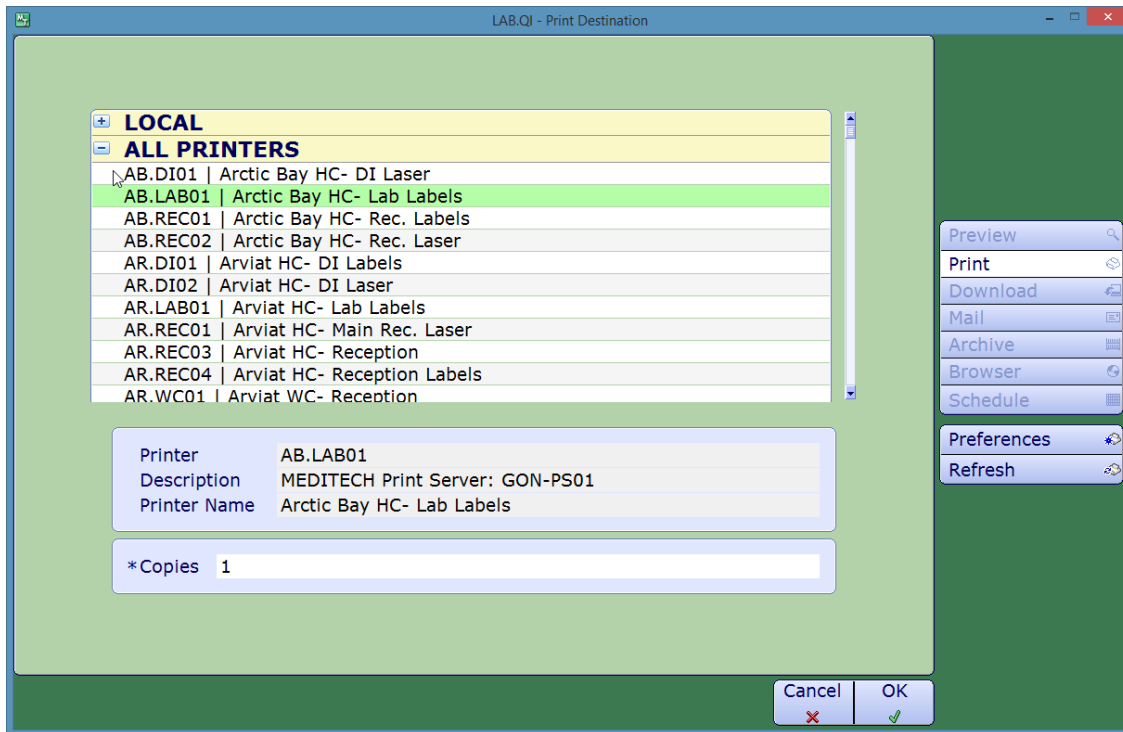
- (4) Select the order to reprint

QC0000081/18 - TEST,NICK 31/M				
	Specimen	Status	Collected	Ordered
i	QI18:TB0000055R	ORD	24/05/18-1323	SPUTUM\EXPEC SPUT: TB SPUCULT
i	QI18:TB0000048R	ORD	23/05/18-1323	SPUTUM\EXPEC SPUT: TB SPUCULT
i	QI18:TB0000046R	ORD	22/05/18-1322	SPUTUM\EXPEC SPUT: TB SPUCULT

- (5) Click “OK”

- (6) Select Print on the right hand menu, click the “+” next to ALL PRINTERS and select your communities MEDITECH LAB Label Printer.

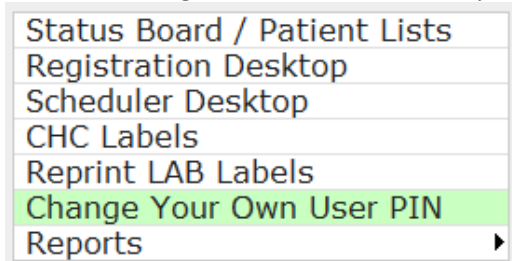
Example below Arctic Bay Lab Label Printer



(7) Select "OK" to begin printing.

Change Your PIN

1. Click on "Change Your Own User PIN" option on your main menu.



2. Enter current PIN in the "PIN" field.
3. Choose a new PIN that is easy for you to remember and type this PIN in the "Enter New PIN" field and the "Re-enter to Verify" field.



DO NOT share your PIN with anyone, this is your electronic signature

User: RN.MH Mental Health Nurse

PIN: []

*Enter New PIN: []

*Re-enter to Verify: []

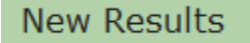

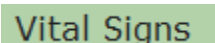
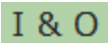

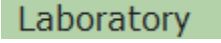
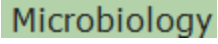
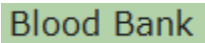
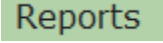
- Click on “OK” button.

EMR Menu Buttons Overview

EMR Buttons along the right side of the EMR Screen are grouped into functional sections that provide the user with choices to open a section of the health record. The panel that is open is displayed along the bottom of the screen.

The buttons are labeled with the name of the function.

Group: Organize Access	
Select Visits 	Select another visit associated with the client. Able to select criteria to restrict the time frame and type of visit (i.e. Inpatient, Outpatient)
Group: Clinical Information	
Summary 	Provides a general summary of the current account and displays information usually found on a “kardex”, as well as Allergies, Problems, Active Medications, Home Medications and caution information. In Phase 1 includes Active Medications for Inpatients.
Review Visit 	Displays non-clinical client information such as status, MRN number, client location, provider associated with the visit, and insurances. Provides a list of all visits that the patient has and allows users to select a specific visit to view information.

New Results 	<p>Allows viewing of new LAB results, Diagnostic Imaging or Health Record transcribed reports from the last 24 to 48 hours. If results have not yet been viewed by clinicians, the button is red. This is individualized per clinician.</p>
Clinical Panels 	<p>Customized view of data together in one centralized location based on specialties. Can include Lab, Medications, Vital Signs, Immunizations, Assessment responses, etc.</p>
Vials Signs 	<p>View or graph client vital signs</p>
I&O 	<p>Displays intake and output totals, fluid balance by time periods</p>
Medications 	<p>Displays a list of client's medications. Toggle switch allows choice of current or life time list of medications. In "Active", user is able to filter for current, discontinued or All medications. In Phase 1 only includes Inpatient medications entered in Pharmacy module.</p>
Laboratory 	<p>Access to lab test results by category with a choice of view in spreadsheet format or the Lifetime / Last Results. If results have not yet been viewed by clinicians, the button is red. This is individualized per clinician.</p>
Microbiology 	<p>Displays microbiology specimen data, with the most recent on the top of the list. Susceptibility grid is attached to the display.</p>
Blood Bank 	<p>Displays any blood bank related products and tests.</p>
Reports 	<p>Access to view Diagnostic Imaging and Health Record dictated/transcribed reports. To view reports, click on the Report Icon. If reports have not yet been viewed by clinicians, the button is red. This is individualized</p>

	<p>per clinician.</p> <p>In Phase 2 this section will include images of reports and forms that remain on paper and that have been scanned into the chart. As well as provider documentation.</p>
Patient Care Patient Care	Access to view Assessments, Interventions, and Plan of Care
Notes Notes	<p>Access to view narrative notes written by all care providers.</p> <p>Able to filter and search, then view all notes entered by any provider.</p>
Refresh EMR Refresh EMR	Provides the ability to refresh the screen and if there are any new results/reports/information that has been added to the chart, these will be viewable. The screen automatically refreshes but this provides an instant refresh especially if expecting new results while viewing a patient's record.