

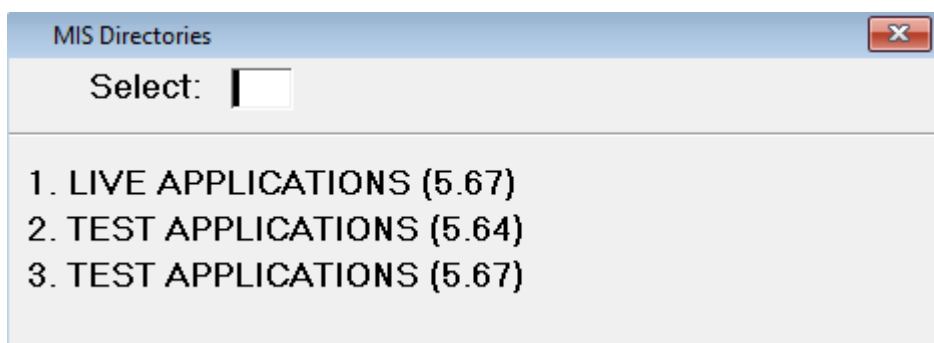


Cheat Sheet for eDoc Functions

- \diamond = On-Line Documentation for viewing.
Access by pressing Shift F8 or by clicking on question mark in column, right side.
- / = **Set** of Interventions
- **F5** = Recall previous answer
- **F6** = moves cursor to previous field
- **F9 or Binoculars** = Initiates a lookup
- **F10** = Delete
- **F11** = Exit (Red X)
- **F12** = File (can also use green check mark). Saves your action.
- Log in under your Meditech ID and password. You will be assigned an initial password which you can then change. Your username is the 1st four letters of your last name + the 1st three letters of your first name + either a number 1 or 2 (if you've never worked at QHC it will usually be a 1)
- Go to **Status Board**. All of the patients on Q5 will show up.
- To create '**My List**':
Add patients to your list by clicking on 'Manage List' and pulling patients in
 - by name and lookup (top of page) or
 - by room number, e.g. Z112, (bottom of page).
- To **delete** a patient from 'My List', from Status Board, go to 'Manage List', put cursor on line to be deleted and **backspace out or hit F10**.
- **New Patient** – Add **Medical Intervention Set** or **CCC Intervention Set** – click on 'Add Intervention' (AI), then click on / **F9**. Select from lookups. Then click File (**F12**) to save.
- **Add Single Interventions** – Click on 'Add Intervention' (AI), then click on the * symbol; then enter a key word and **F9**, i.e. ***Wound F9** or enter **N-F9**
- **Patient Note** - Click on 'Patient Note' (PN), and then enter **F4 F9**. Choose focus.

Don't forget to file your data and file your choices.

Logging on to Meditech



MIS Directories

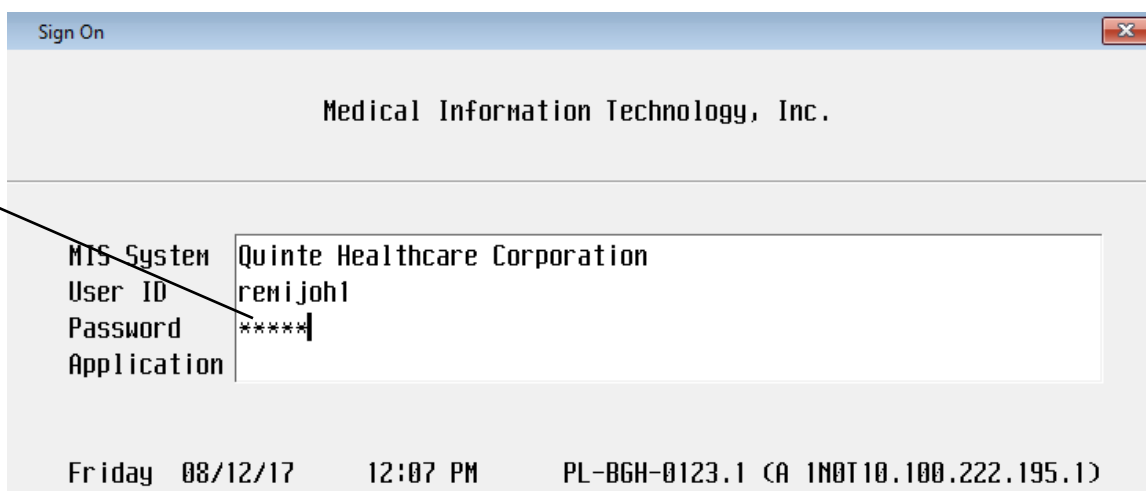
Select:

1. LIVE APPLICATIONS (5.67)
2. TEST APPLICATIONS (5.64)
3. TEST APPLICATIONS (5.67)

When documenting on the units with real patients select #1 Live applications (5.67)

If you want to practice in test, select #3 Test Applications (5.67)

Note- to sign into test you will need to use a test login and password.



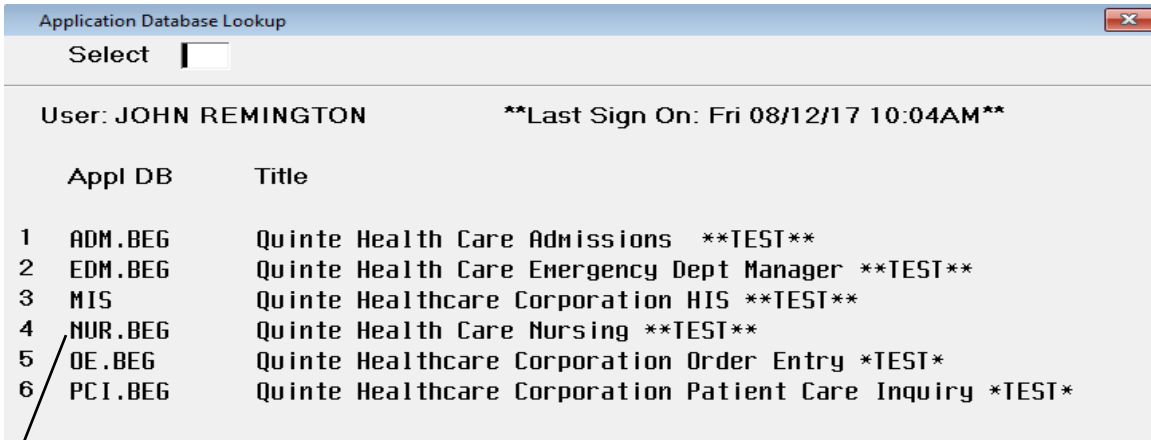
Sign On

Medical Information Technology, Inc.

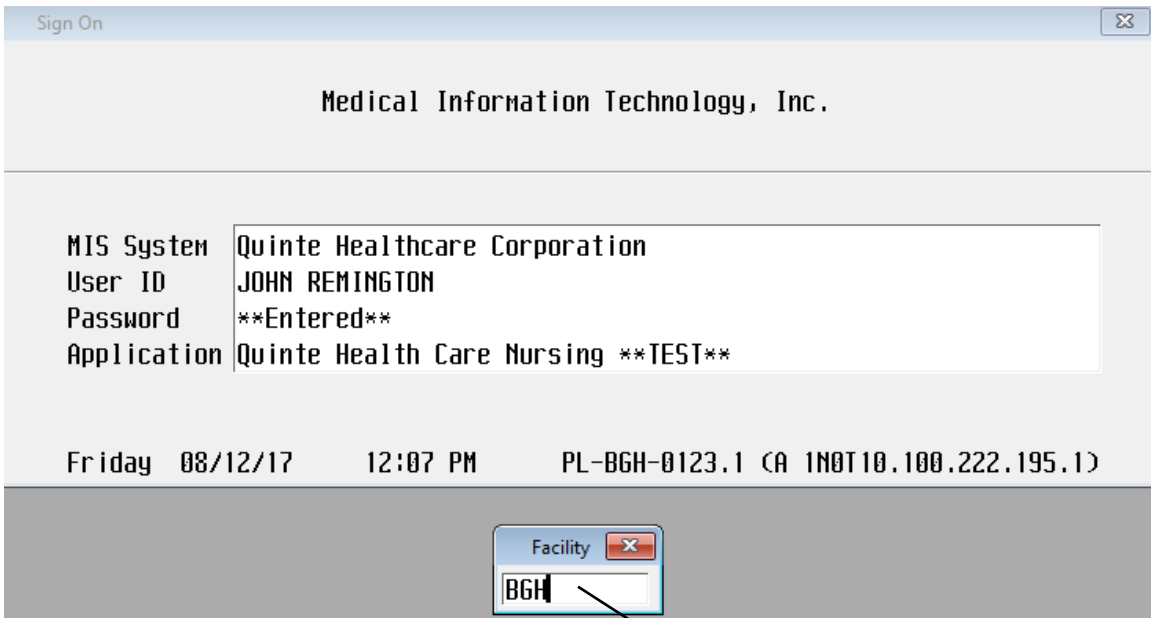
MIS System	Quinte Healthcare Corporation
User ID	remijoh1
Password	*****
Application	

Friday 08/12/17 12:07 PM PL-BGH-0123.1 (A IN0T10.100.222.195.1)

Enter your username and password and press enter



Nursing documentation occurs in the NUR module-option #4 on the menu.



Choose Status Board from this menu and it should default to the status board for your primary unit. You can change your location by selecting the location button at the bottom of the status board.

Facility choices are BGH (Belleville), TMH (Trenton), PEC (Picton), NHH (North Hastings).

Nursing Main Menu	
Select <input type="text"/>	
0. Exit	
Patient Care	
1. Assessments	7. Enter/Edit Nurse's Patient List
2. Enter Orders	8. Critical Path Spreadsheet
3. Enter/Edit Plan Of Care	9. Process Interventions by Location/List
4. Process Interventions	10. Status Board
5. Patient Notes	11. Process Flowsheet
6. Review Monitor Results	12. Manage Condition List
Print	
21. Patient Profile	26. Worklist
22. Patient's Plan Of Care	27. Critical Path Spreadsheet Ranges
23. Patient Audit	28. Print Multiple Reports
24. Flowsheet	29. Patient Health Summary
25. Critical Path Spreadsheet	
View	
31. Patient's Record	34. Critical Path Spreadsheet
32. Patient's Plan Of Care	35. Public Status Board
33. Assessments	
80. Regulatory Menu	90. Other Menus

Status Board

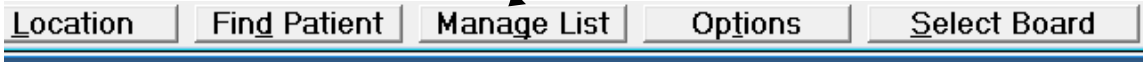
Patients on Location H.MED						
Rm/Bd	Patient Name	A / S	Diagnosis	Code	Status	Order
Temp-Loc	Unit # PDD	iC	Attending	Order	Date	Result
H500-1	NOVE, THREE H0000143	90 M	Pneumonia Bates, Ro▶	Full		Stat
H502-1	TESTING, JUDY H0000046	71 F	PNEUMONIA BAUGH, RO▶			New
H504-2	TESTMERGE, TYLER H0000095	33 M				Stat
H505-1	TESTQUE, TYLER H0000098	33 M	LET'S FI▶ Babb, I.			
H505-2	Tank, Pharmacy H0000141	94 M	Dyspnea Barnabi, ▶		15/11/17	New
H506-1	KENT, CLARK SENIOR H0000001	40 M	PNEUMONIA Abbud, S▶	FULL CODE		Stat
H508-1	NOV, TWO H0000142	50 M				
H510-1	TEST4, TYLER H0000076	33 M	PNEUMONIA Babb, I.			
H511-2	OCTOPUS, NINE H0000150	73 M				
H511-3	BIGGER, CLASS H0000151	26 M	PNEUMONIA Leong, R▶	full		Stat
H511-4	JUSTIN, UFF H0000153	50 M				

More
More

Location
Find Patient
Manage List
Options
Select Board
Exit

Use this button to change unit status board (i.e. surgery, psychiatry)

To create your assignment list –use the manage list button on the bottom of the status board.



After you push the Manage List button use this screen to select your patients by highlighting the patient name and room number and then filing your assignment.

Patient Assignment 1 of 1

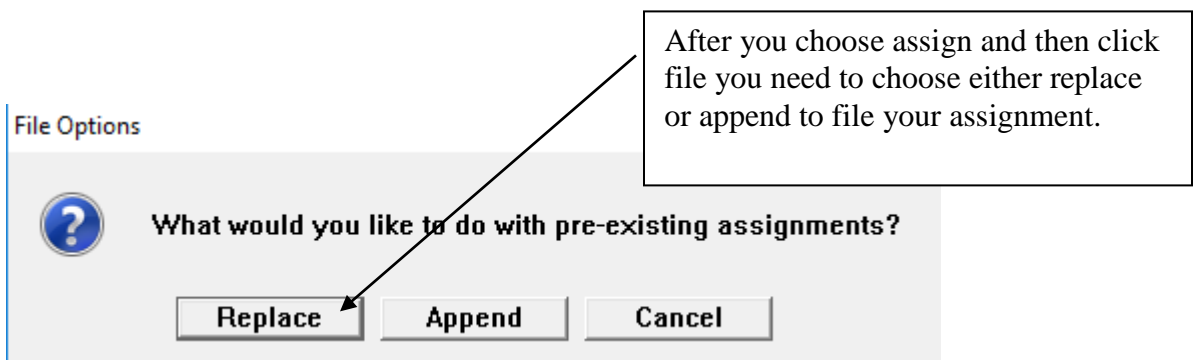
User 1 of 1

	User Name	Mgm	Type	Skills
	JOHN REMINGTON	JR	RN	

Patient 5 of 44

✓	Room/Bed	✓	Current Patient	Age/Sex	Workload	Assigned
	H512 2		NOVEMB,FOUR	27 M	0.09	
	H514 1		APPLE,DTS10	12 M		
	H514 2		TESTPHONE, TYLER	33 M	0.24	
	H515 1		OC,SIX	35 M	1.46	
	H515 2		TESTCLIN, TYLEROUT	33 M	0.41	
	H516 1		TESTSP, TYLER	33 M		
	H516 2		OCT,SEVEN	40 M		
	H517 1		NHH,TEST1 FRUIT	90 F		
	H519 1		TESTER, TYLER	33 M	0.09	
	H520 1		BGH,TEST8 BANANA	89 F		
	H521 2		TESTEDM, TYLER	33 M	0.09	
	H522 1					

Click Assign and then file



My List of Patients (Last Updated: 08/12/17 1203)

Rn/Bd	Patient Name	A / S	Diagnosis	Code Status	Order	Result
Temp-Loc	Unit # PDD	iC	Attending	Order Date		
H511-3	BIGGER, CLASS H0000151	26 M	PNEUMONIA Leong, R	full		Stat
H512-2	NOVEMB, FOUR H0000144	27 M	COPD Leong, R	CPR No Ven 14/11/17		Stat
H514-1	APPLE, DTS10 H0000058	12 M	Bates, Ro			Ack
H514-2	TESTPHONE, TYLER H0000110	33 M	COPD Exa Babb, I.	CPR No Ven 14/11/17		Stat
H515-1	OC, SIX H0000146	35 M	Bates, Ro	FULL CODE 14/11/17		

Protocol

Allergies

Admin Data

Orders

My List

Process Int

Pt Notes

Flowsheet

Review

Pl Loc/List

References

Print Report

Regulatory

More [] [] More [] [] →

Location Find Patient Manage List Options Select Board Exit

Once you have created a list it will remain until you de-select patients or they are discharged. In order to remove patients from your list just go into manage list as before, de-select the patient, select your new patient or patients, and use either replace or append to create your new list.