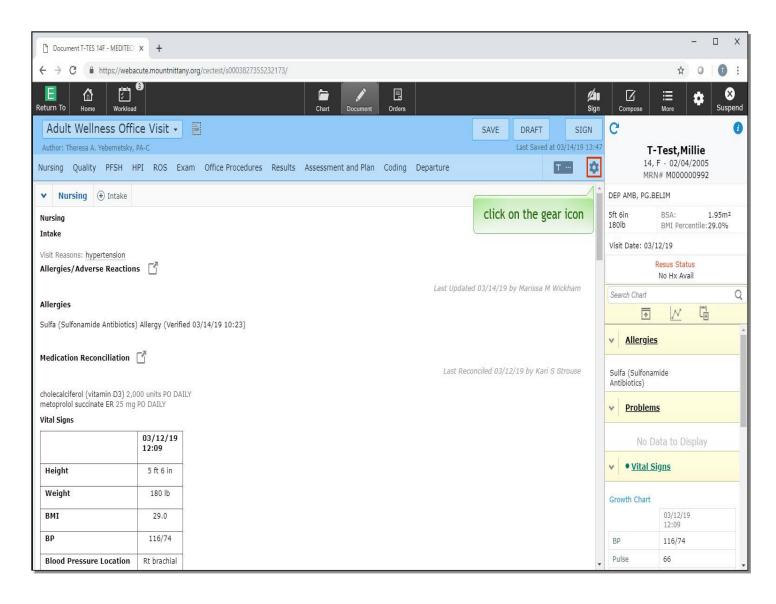


Procedures and Document Extras

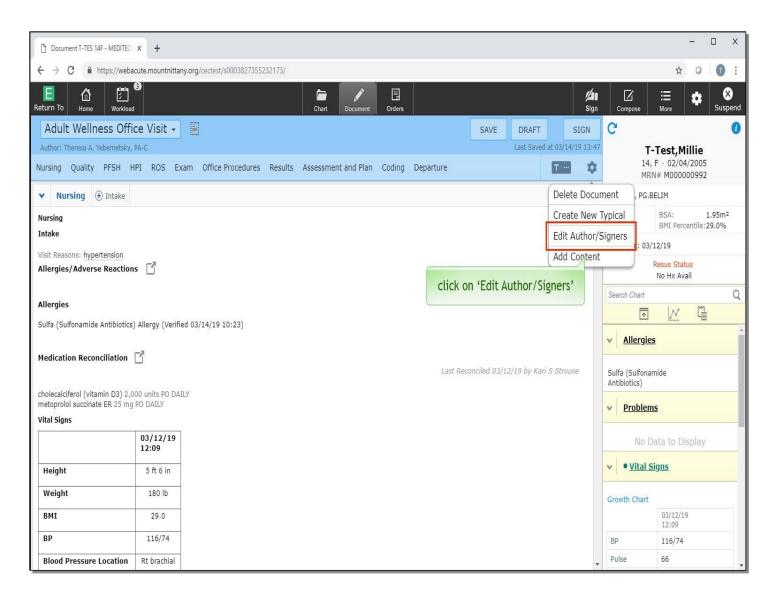
MEDITECH E X P A N S E

This course will guide you through documenting procedures and results, adding a section to a document, editing authors, and using the allergy and med reconciliation overlays.

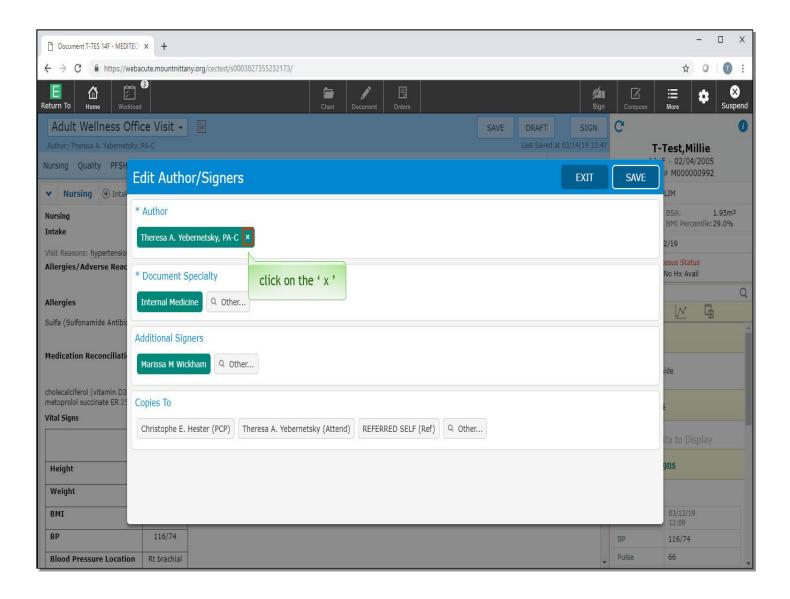
Subtle on screen elements of the LIVE system may vary from what is shown within this course; however, the functionality is as shown.



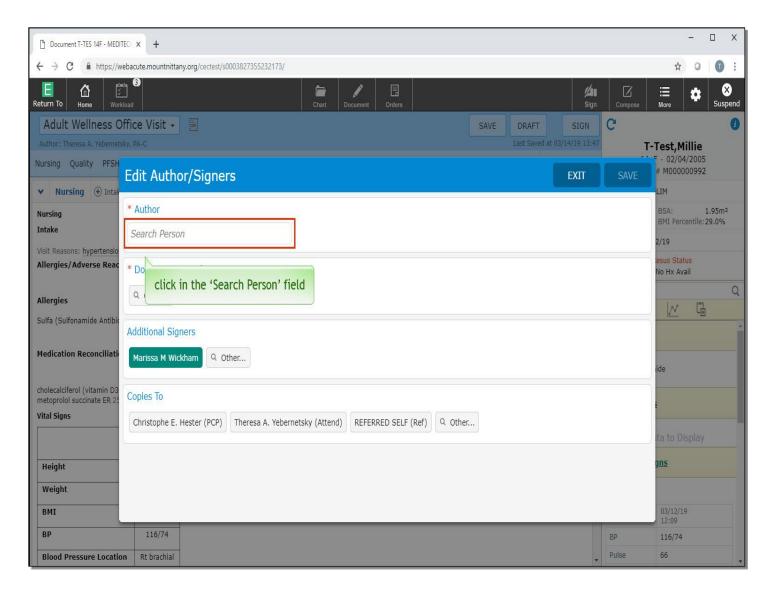
To begin, we will start in the Documents Routine and will be taking a look at the different options available. Click on the gear icon to the right of the typicals icon.



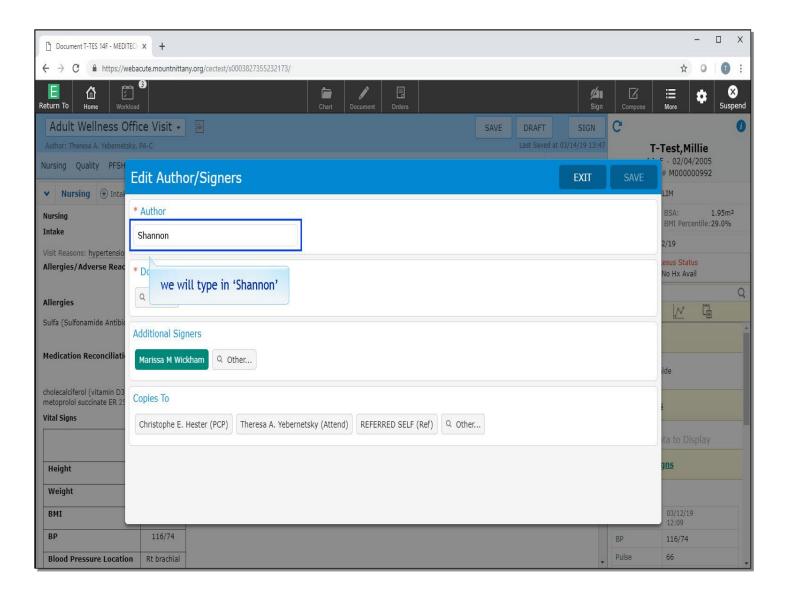
A drop down appears with a few options. You may cancel the Document, Create a New Typical, which is reviewed in another lesson, Edit Author/Signers, or Add Content. Click on 'Edit Author/Signers'.



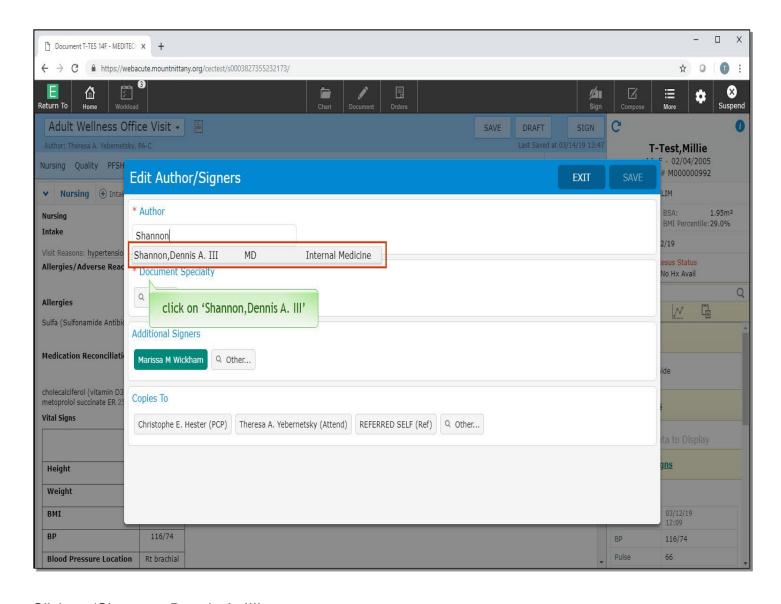
There may be times when you need to change the Author or Signer of the document, such as when you pick up a patient that is on another physician's schedule, or if the account gets mistakenly assigned to another provider. The overlay will show the current Author and Co-signers, if applicable, in green, as well as those who will be receiving a copy of the document. To remove the originally assigned Author, click on the 'x' next to the Author's name.



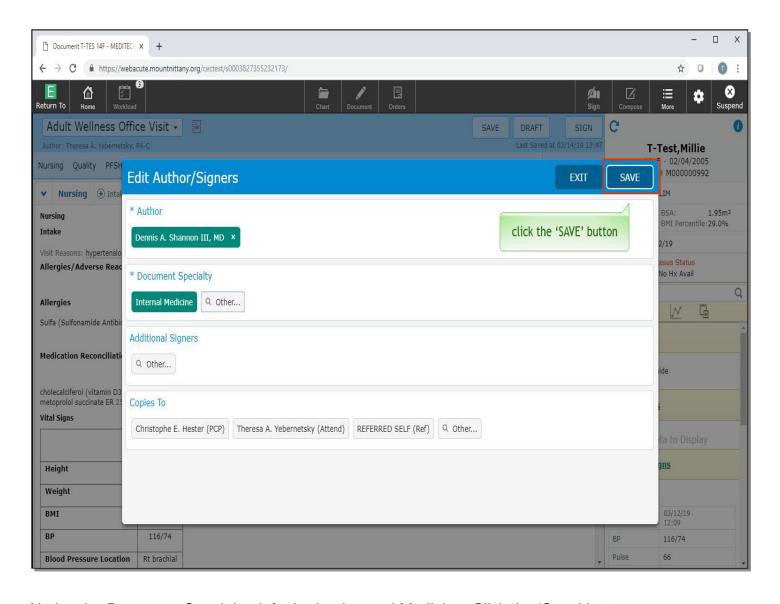
This removes that Author's name and reveals a Search field. Click in the 'Search Person' field.



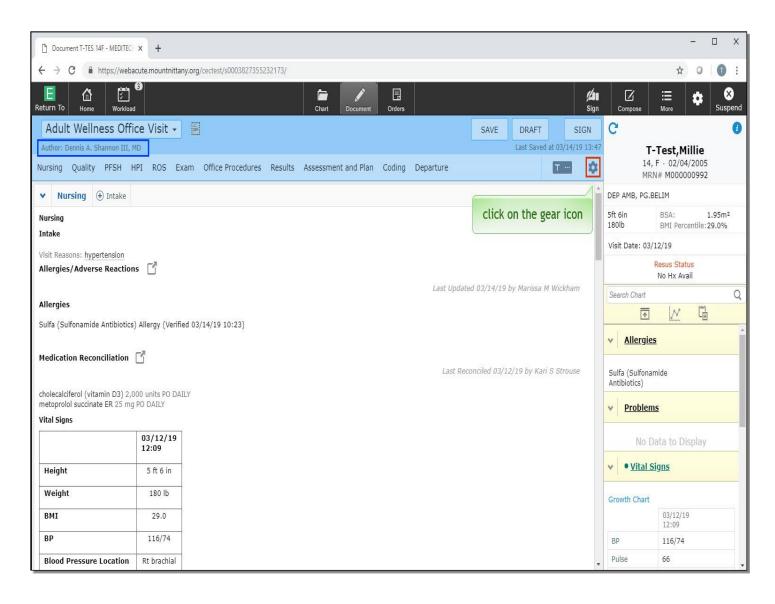
We will type in 'Shannon' for you.



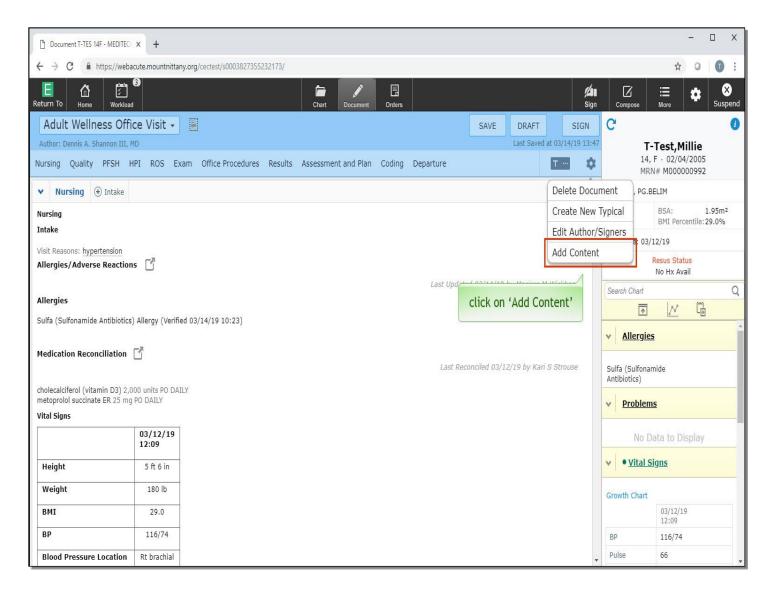
Click on 'Shannon, Dennis A. III'.



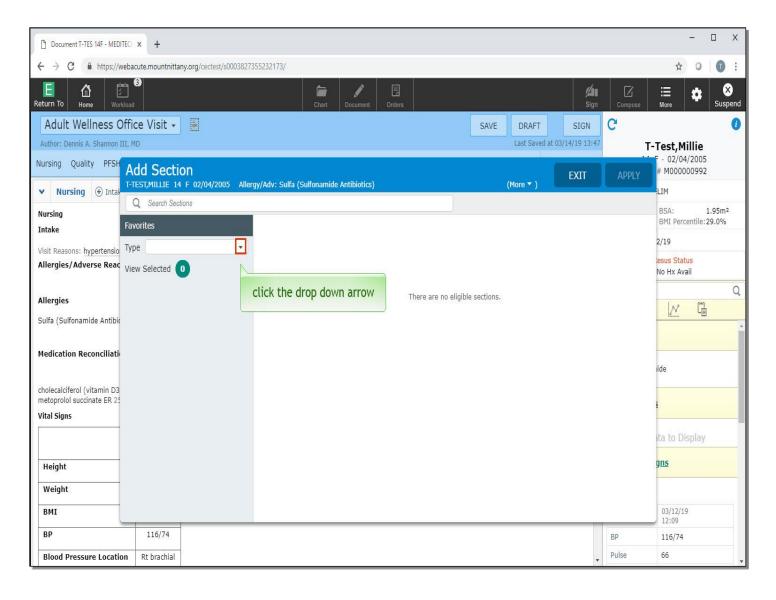
Notice the Document Specialty defaulted to Internal Medicine. Click the 'Save' button.



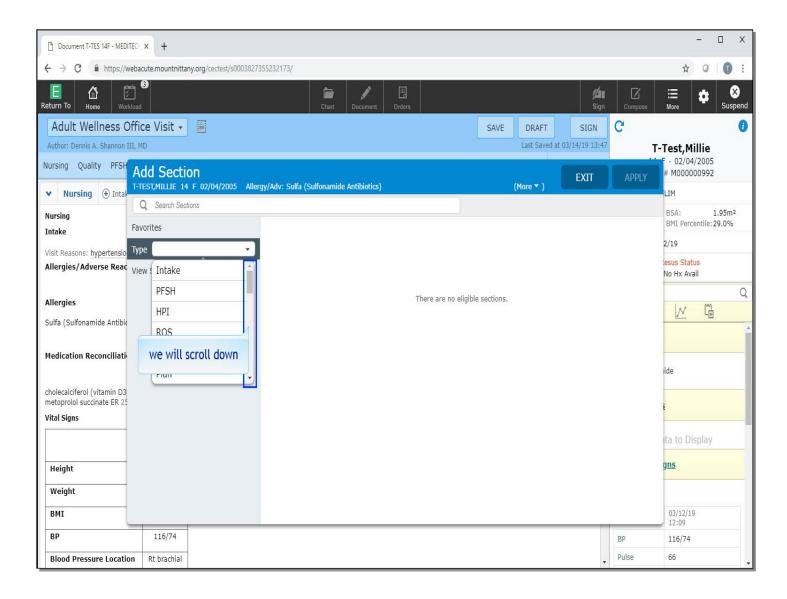
The Author has now been changed, and you can see this beneath the document name. There may be times when you want to add a section to the document that isn't already a part of the Document Template. To add a section, click on the gear icon.



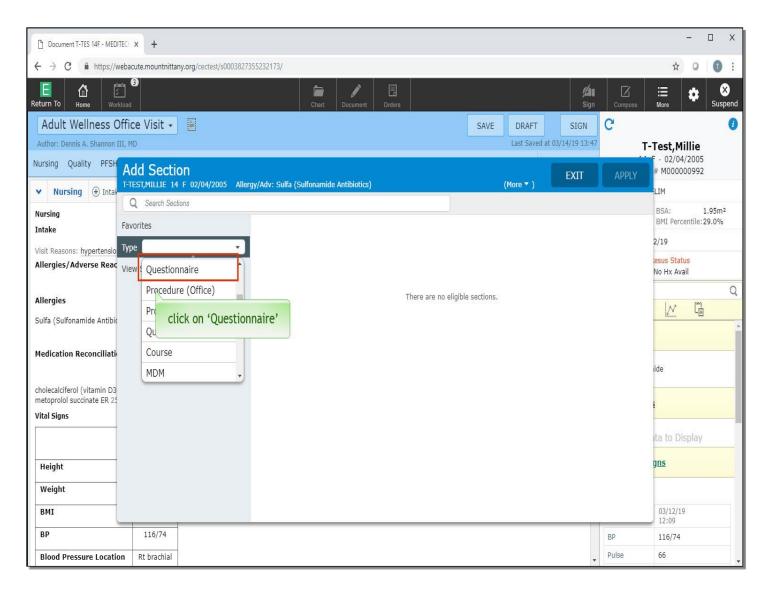
Click on 'Add Content'



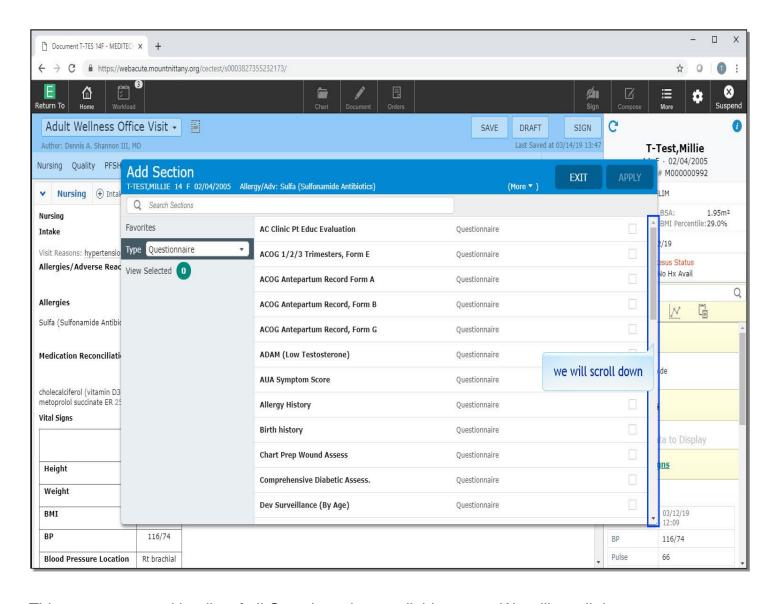
There are a couple ways to find the section you'd like to add. If you know the name of the section, you can search for it in the Search Sections field. If you know what type of section you'd like to add, you can use the drop down arrow to the right of the Type field. Click the drop down arrow.



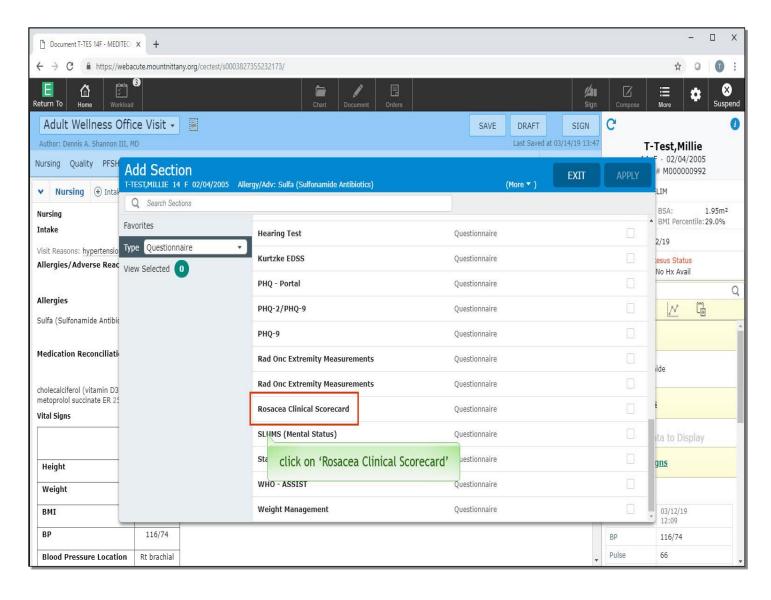
We will scroll down.



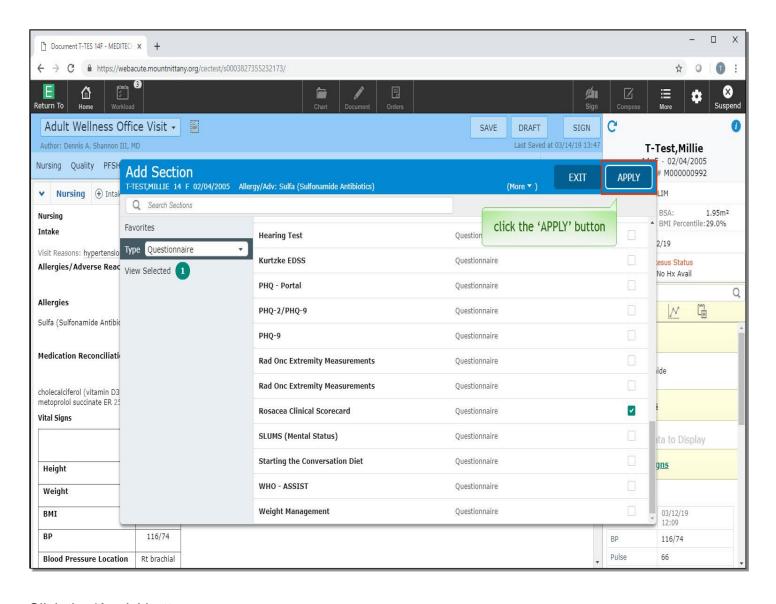
Click on 'Questionnaire'.



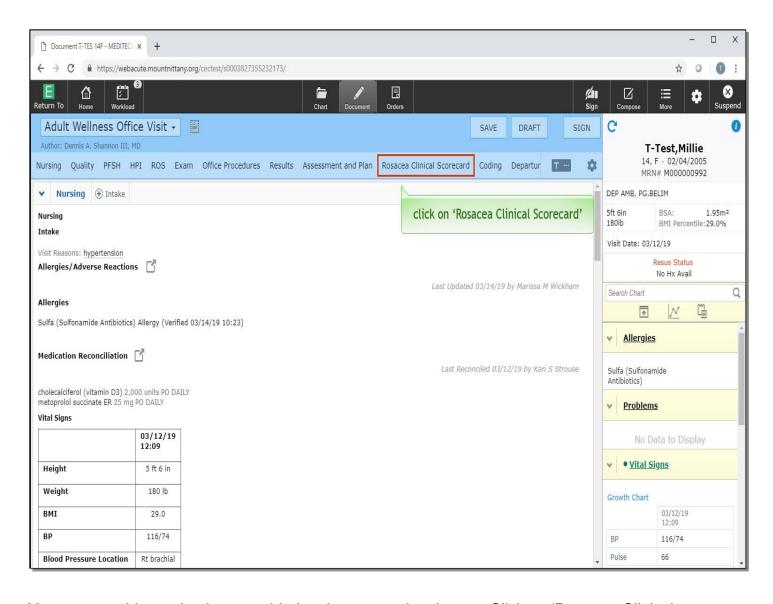
This presents you with a list of all Questionnaires available to use. We will scroll down.



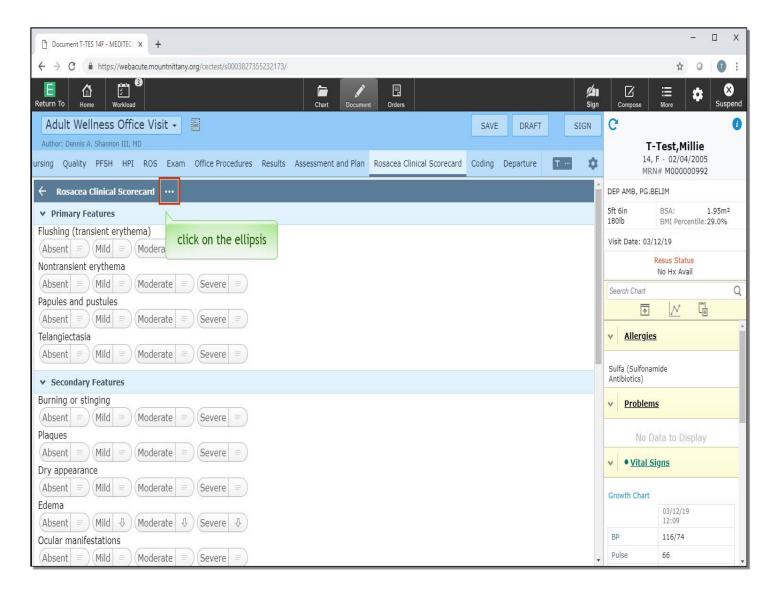
Choose 'Rosacea Clinical Scorecard'.



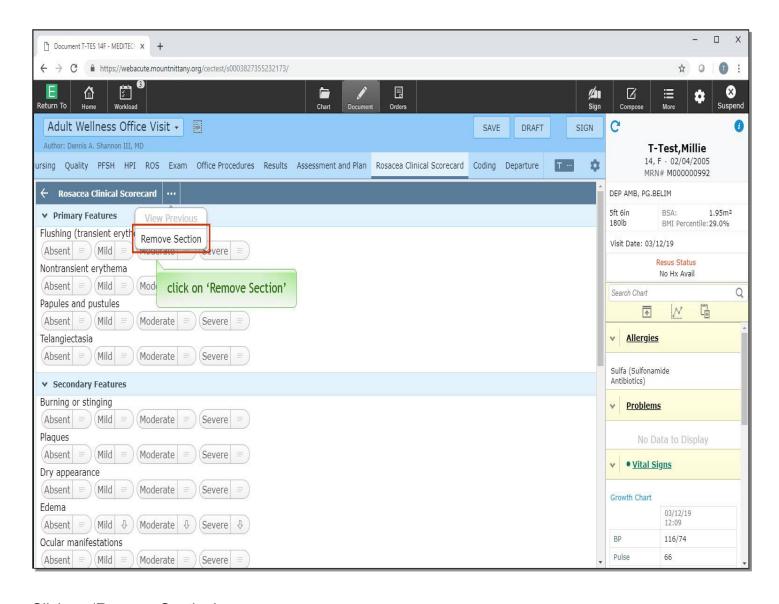
Click the 'Apply' button.



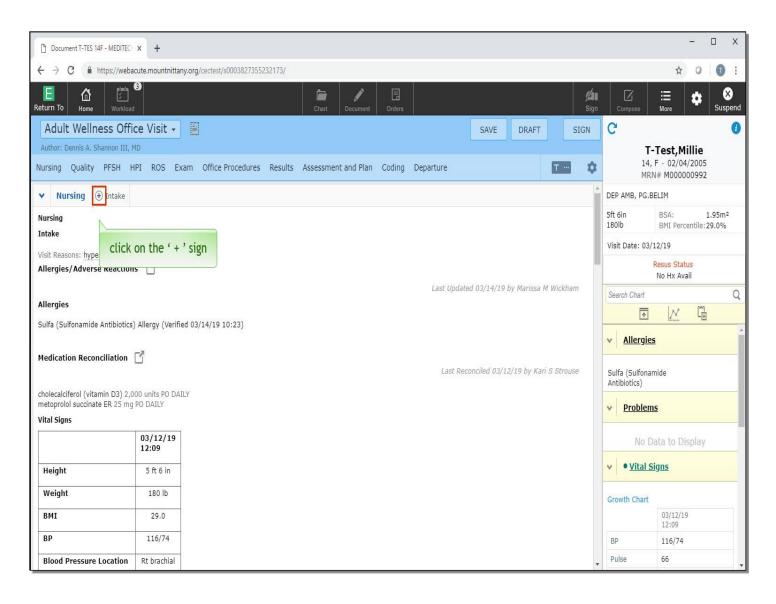
You can see this section is now added to the carousel at the top. Click on 'Rosacea Clinical Scorecard'.



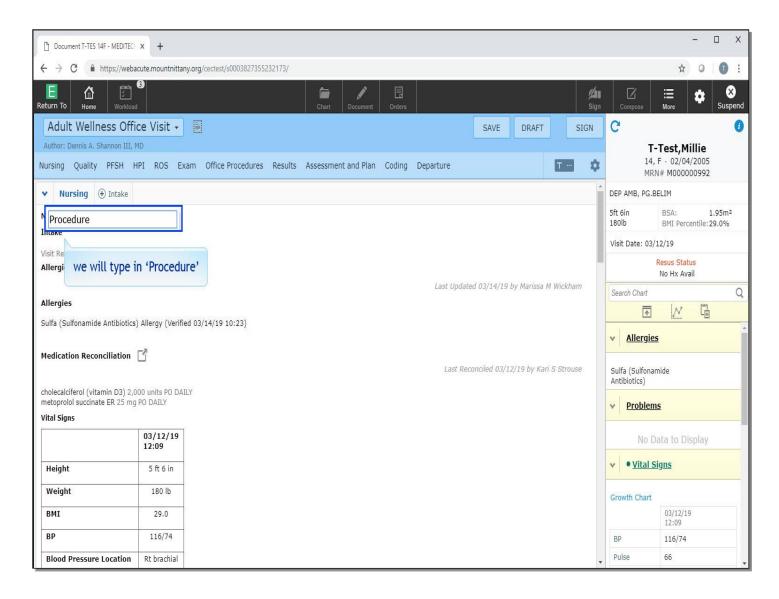
The contents of the Rosacea Clinical Scorecard have now been added to the document. If, upon opening the document section, you realize you added the wrong content, you can remove this section by first clicking on the ellipsis next to the document sections name. Click on the 'ellipsis'.



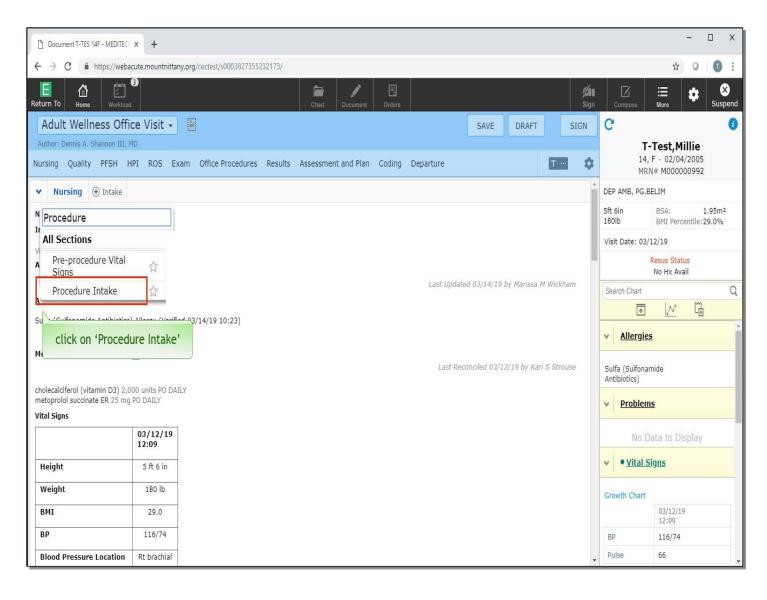
Click on 'Remove Section'.



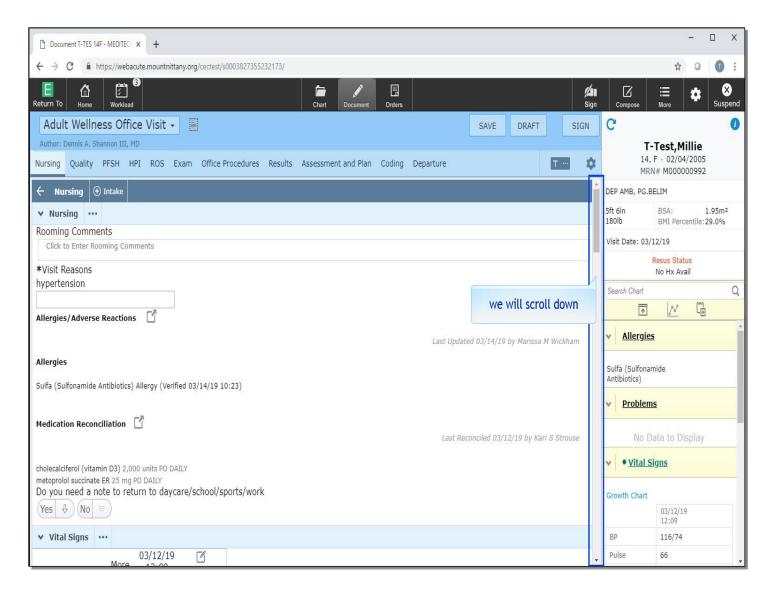
That section has now been removed from the document. Another way to add a specific section is to click the '+' sign next to the header, which can typically be found in the nursing intake and HPI sections. Click on the '+' sign next to Intake.



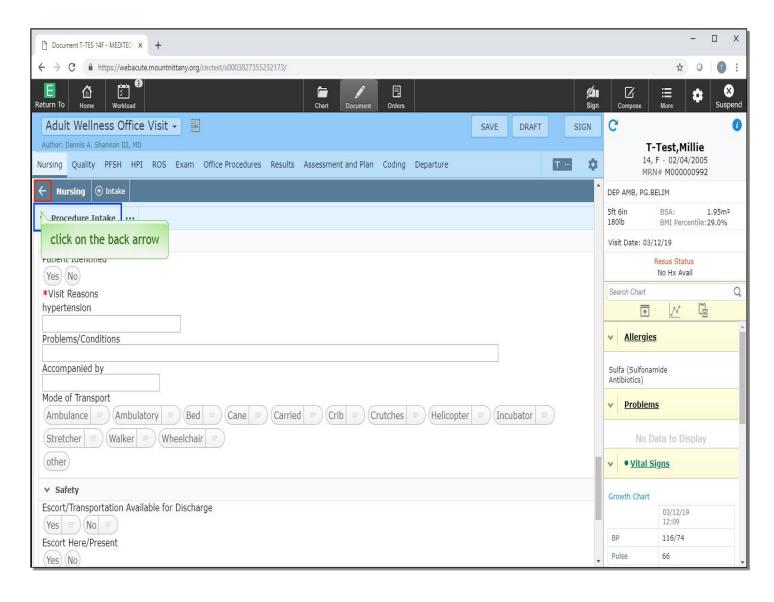
We will type in 'Procedure' for you.



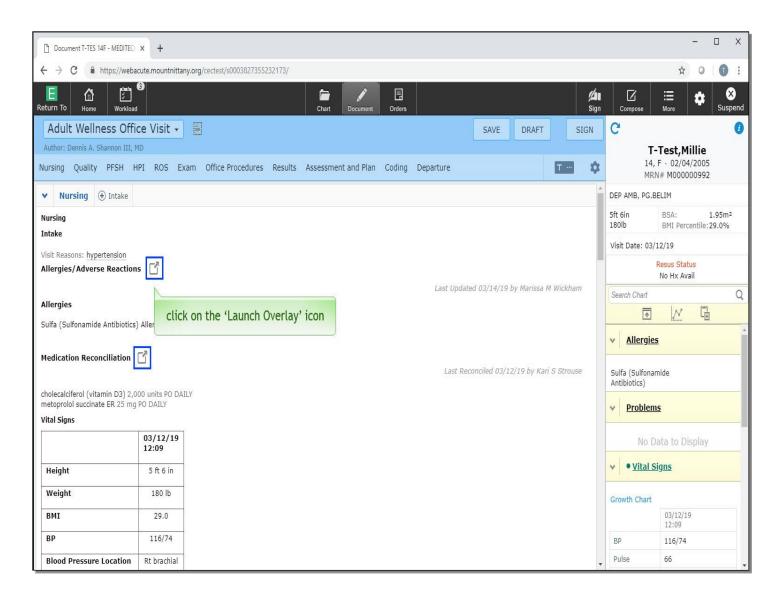
Click on 'Procedure Intake'.



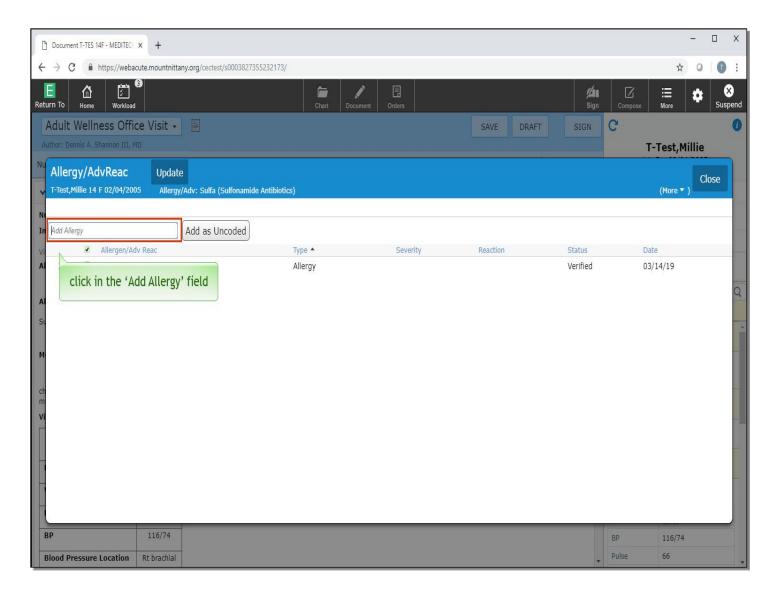
We will scroll down to the bottom of this document section.



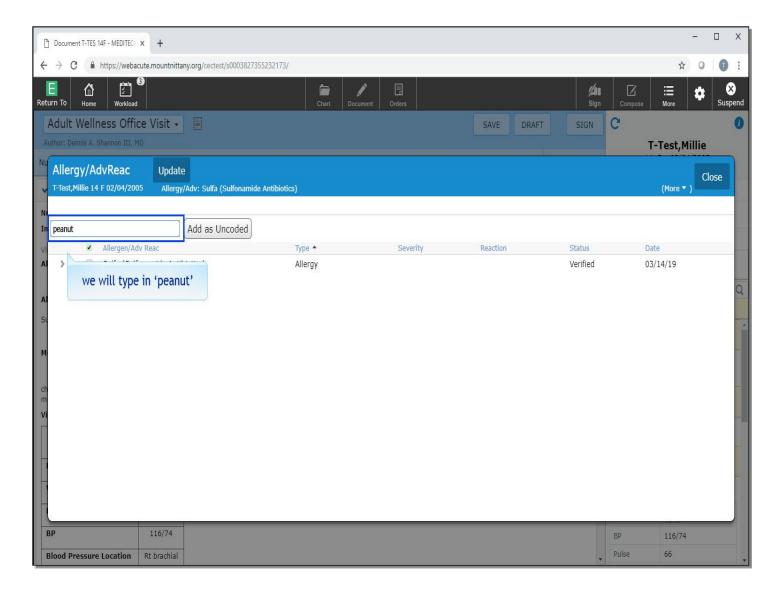
You can see that the Procedure Intake was added to this document. Next, click on the 'back arrow' in the Nursing header.



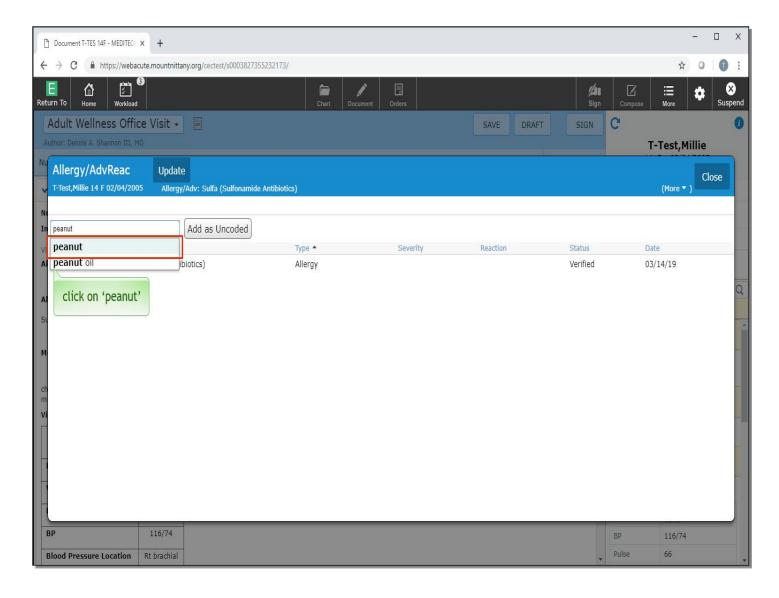
Looking at the Nursing section, you'll notice there are pop outs next to Allergies/Adverse Reactions and Medication Reconciliation. To begin, click on the 'Launch Overlay' icon next to Allergies/Adverse Reactions.



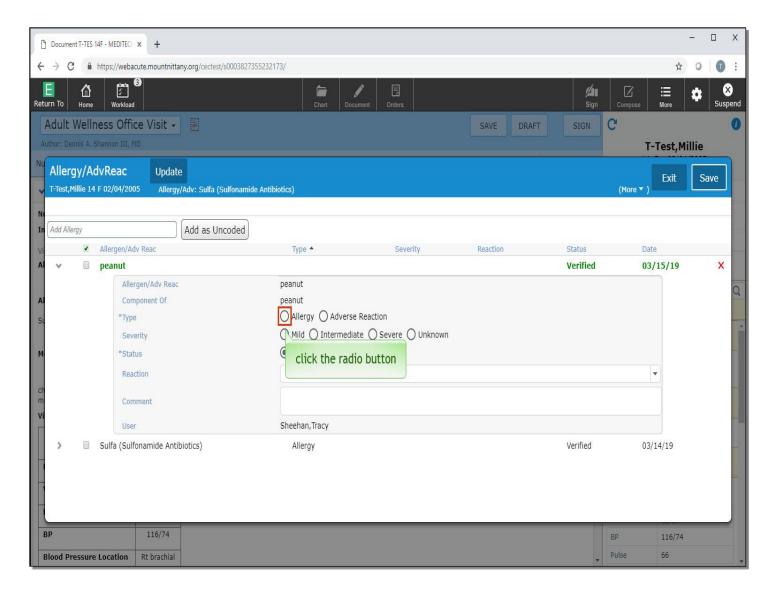
This allows you to review and update any allergies. Entering new allergies can be done by using the Search field and selecting the patient's allergies. Click in the 'Add Allergy' field.



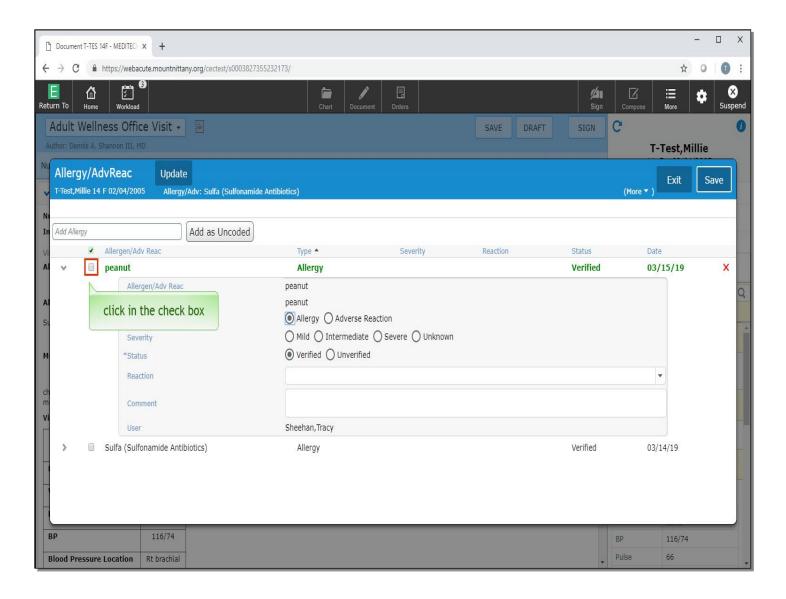
We will type in 'peanut' for you.



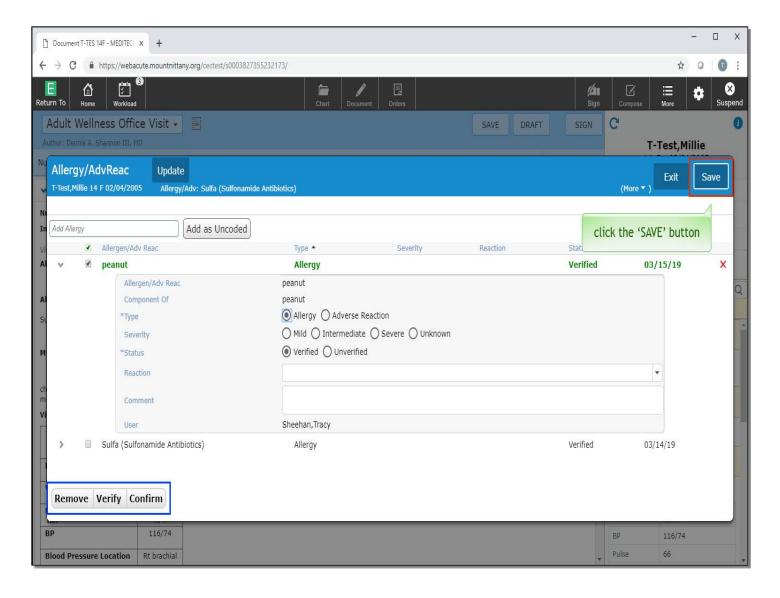
Click on 'peanut'.



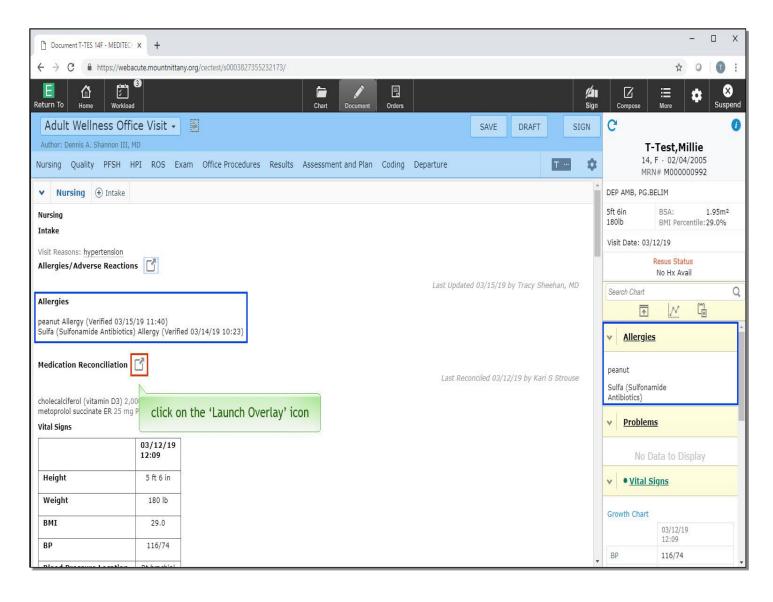
The details of this allergy appear. You can enter the patient's Type of reaction, Severity, Status, Reaction and any additional Comments about this Allergy. Note that entering the Type and Status are required fields. For the Type of Reaction, click the 'Allergy' radio button.



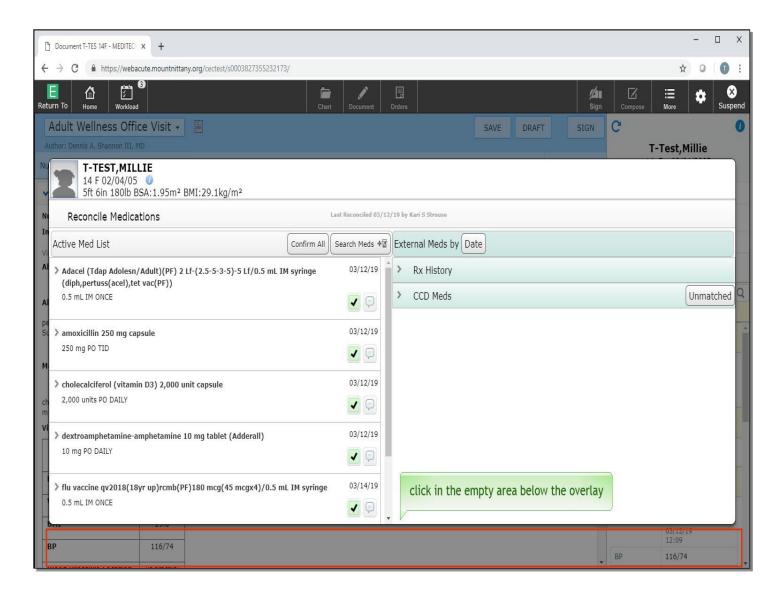
Now, click in the check box next to 'peanut'.



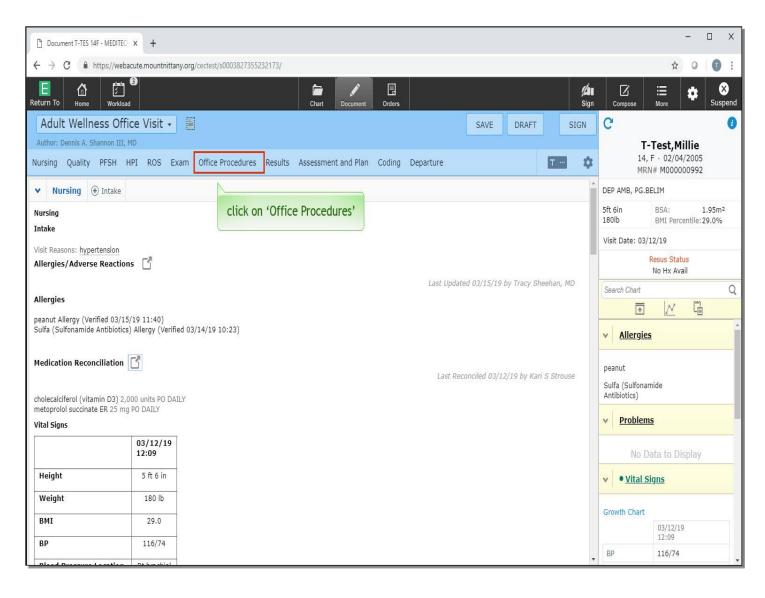
Note the set of buttons that appear in the lower left side of the screen. You can use these to Remove, Verify, or Confirm the Allergies. When you are finished making the changes, click the 'Save' button.



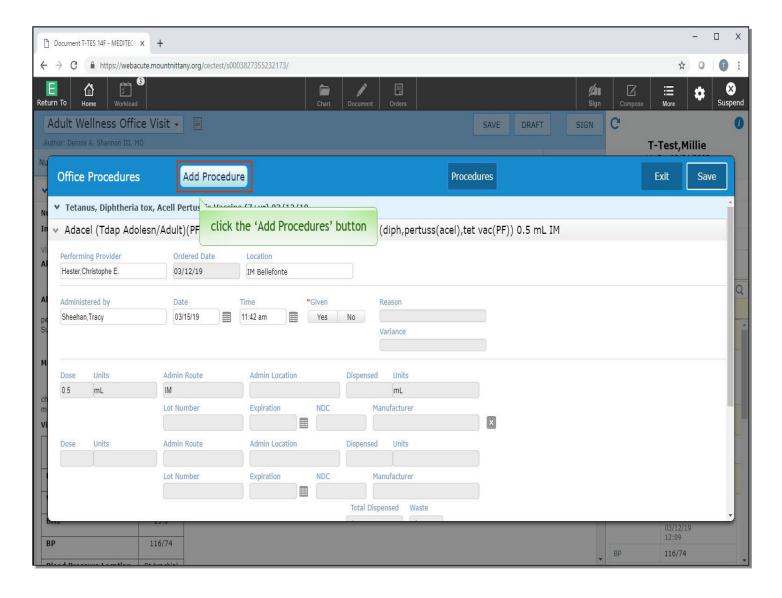
You can now see the additional Allergy in the document. Next, we'll review the Med Rec overlay. Click on the 'Launch Overlay' icon next to Medication Reconciliation.



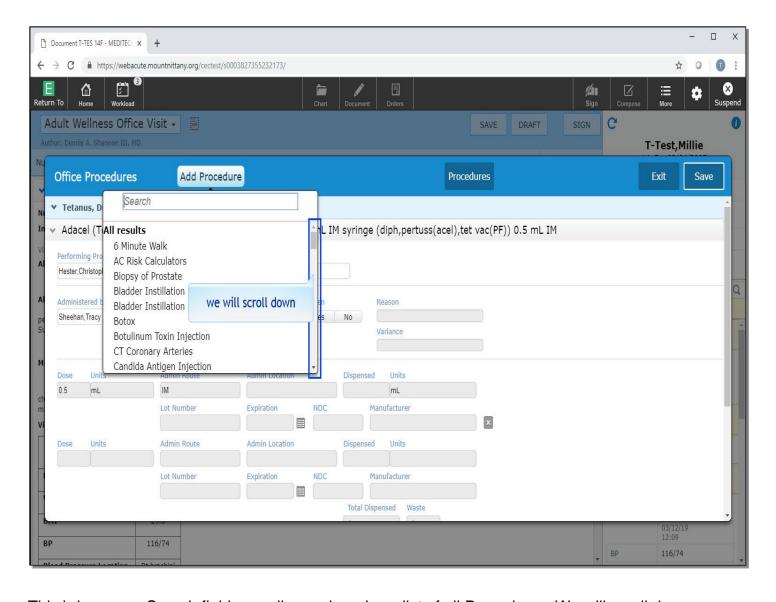
The overlay appears that looks very similar to the Med Rec screen in the Orders Routine. From here, you can Confirm Meds, add new ones, or review External Data. To leave this overlay, click in the 'empty area' below the overlay screen.



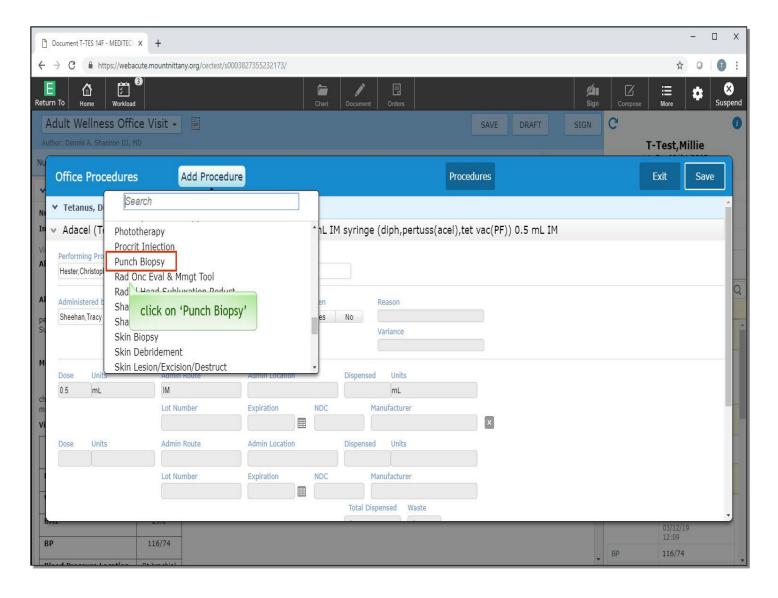
Lastly, we'll take a look at Office Procedures. Click on 'Office Procedures' in the document carousel.



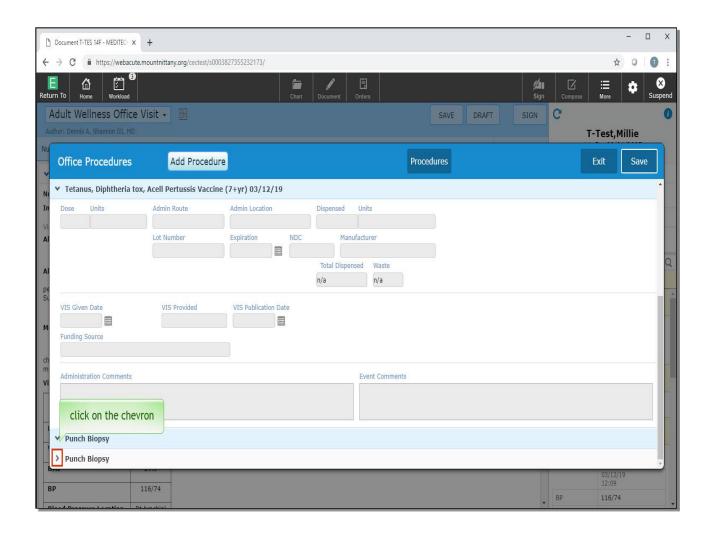
You can see that the provider ordered a Vaccination for this patient, as we were launched into that procedure's details. If you wish to add a new Procedure, click the 'Add Procedure' button in the blue header.



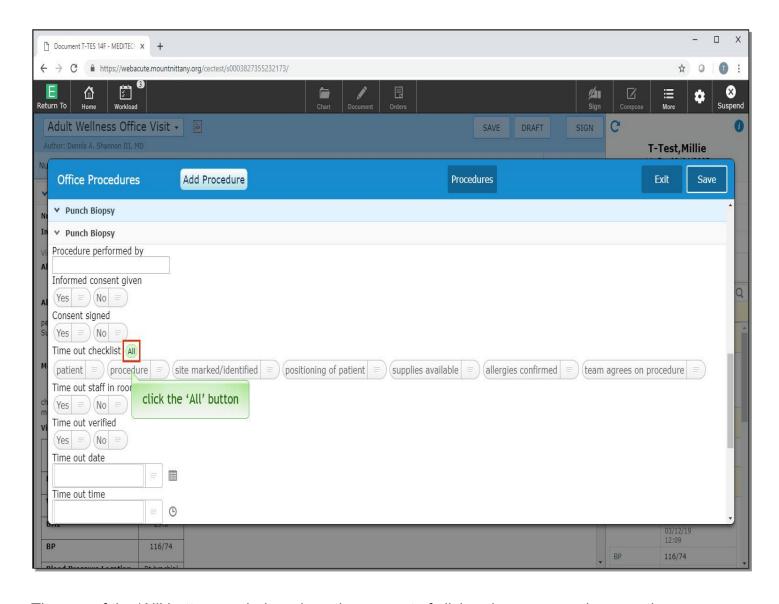
This brings up a Search field as well as a drop down list of all Procedures. We will scroll down.



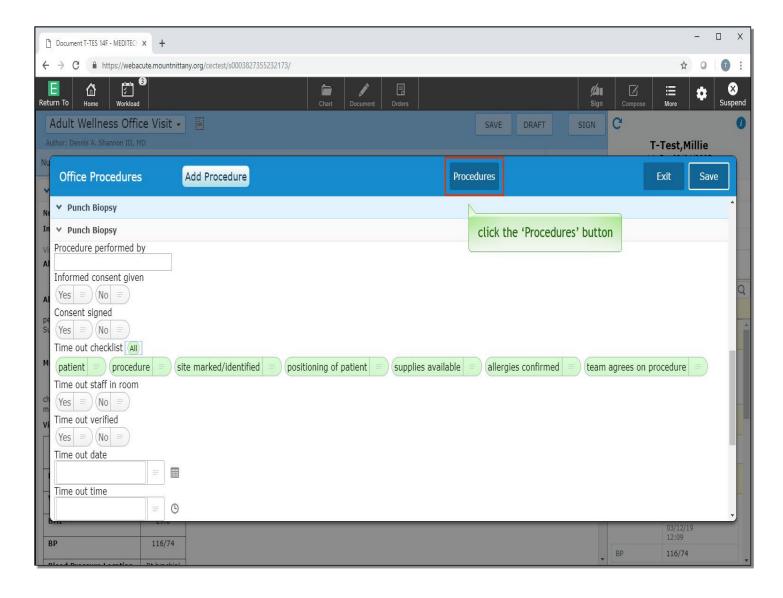
Choose 'Punch Biopsy'.



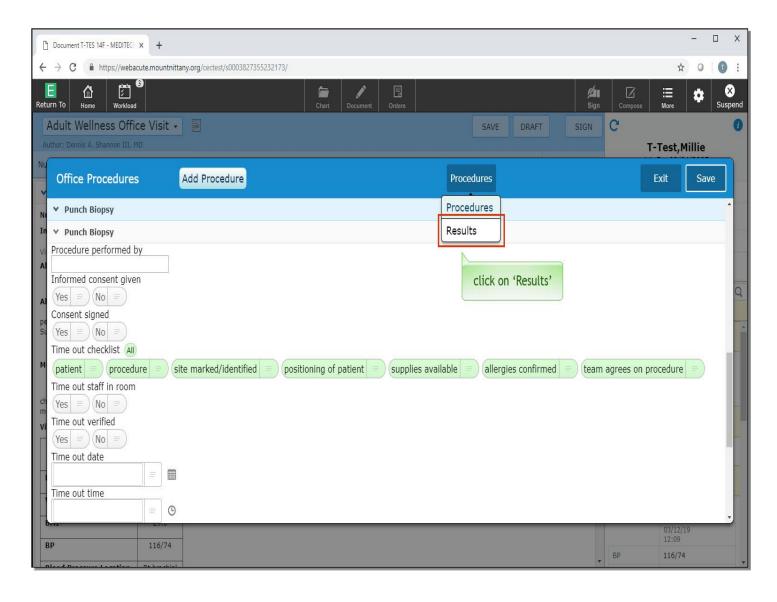
We have scrolled down to see that Punch Biopsy was added to the bottom of the overlay. Click on the chevron to the left of the Punch Biopsy' sub-header to see the procedure details



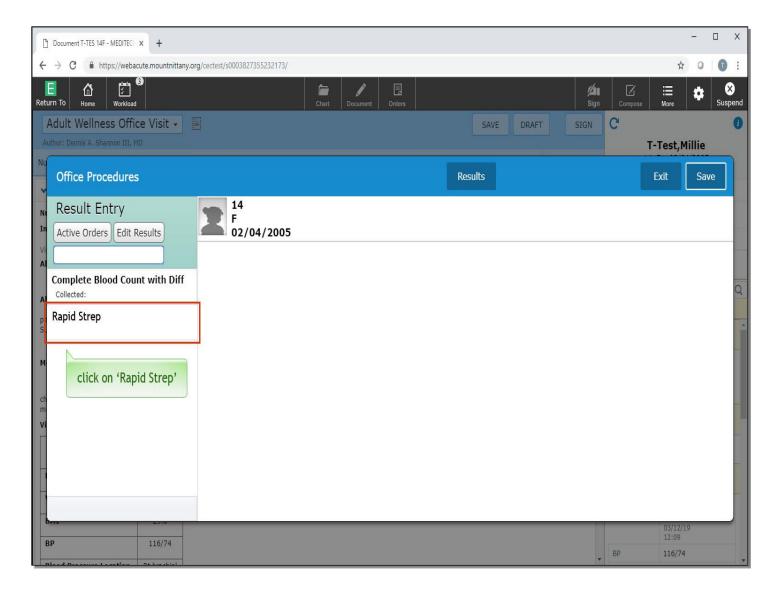
The use of the 'All' button can help reduce the amount of clicks when you are documenting Procedures. Click the 'All' button next to the Time out checklist.



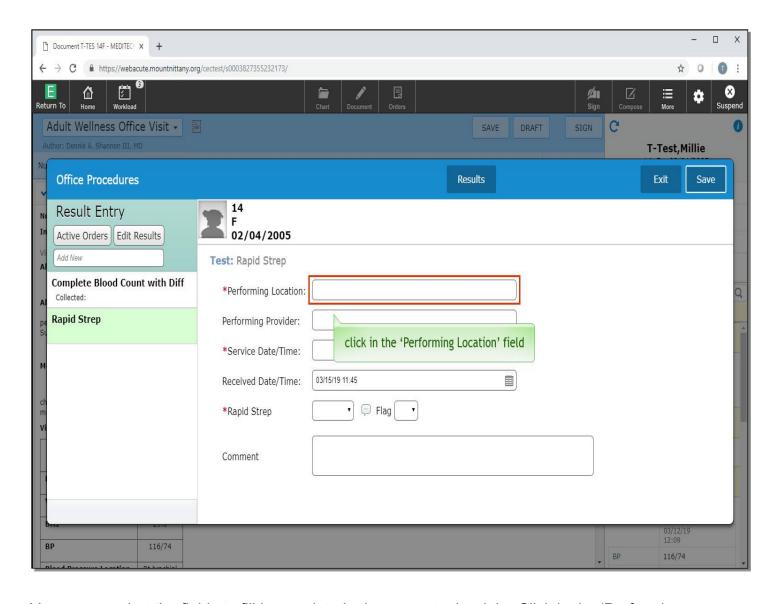
You can see that now all buttons are selected for the Time out Procedures. When you are finished documenting, you can click Save to leave this overlay. There is another feature of the Procedures Overlay- Result Entry. To enter results click the 'Procedures' button in the middle of the blue header.



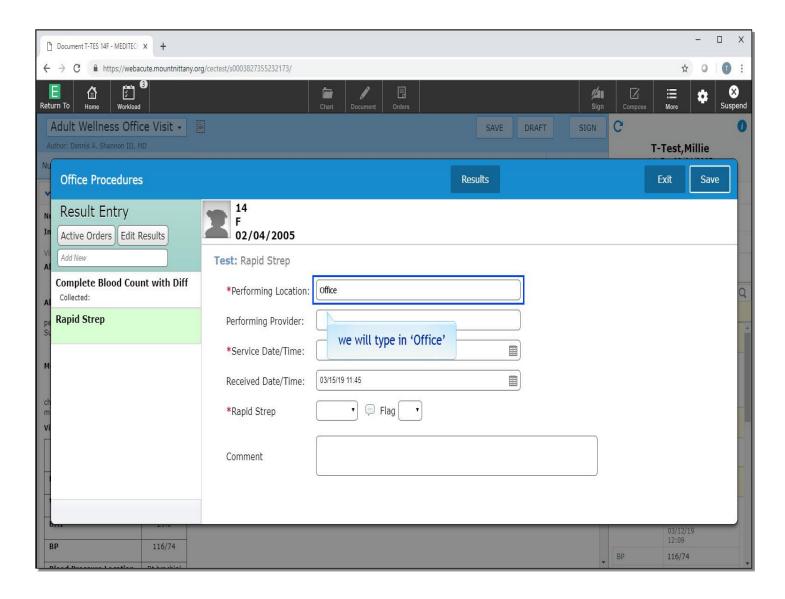
From the options, choose 'Results'.



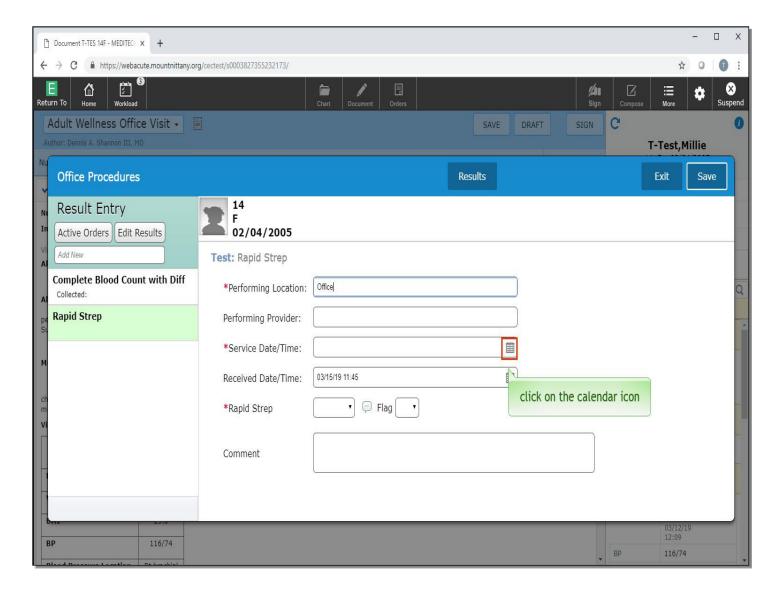
This provides the same view as using the Result Entry from the 'More' icon, but this will allow the results to be entered directly into the document without pulling them in via Formatted or Saved Data. To enter a result, you may select one of the Active Lab Orders from the column on the left, or search for a new order in the 'Add New' field. For now click on 'Rapid Strep'.



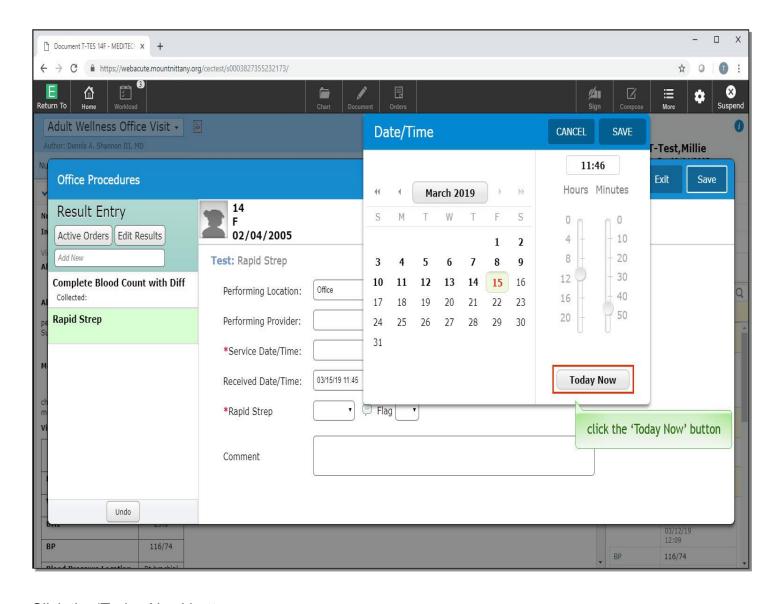
You can see that the fields to fill in populate in the space to the right. Click in the 'Performing Location' field.



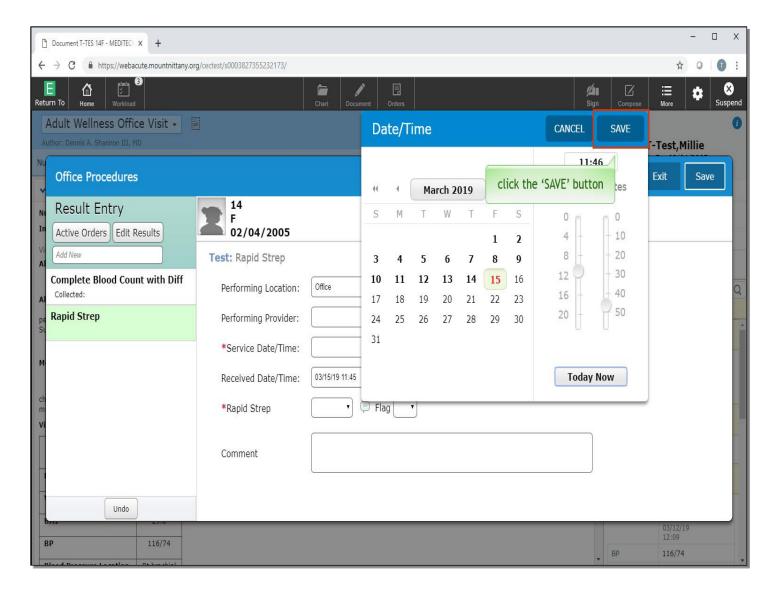
We'll type in 'Office' for you.



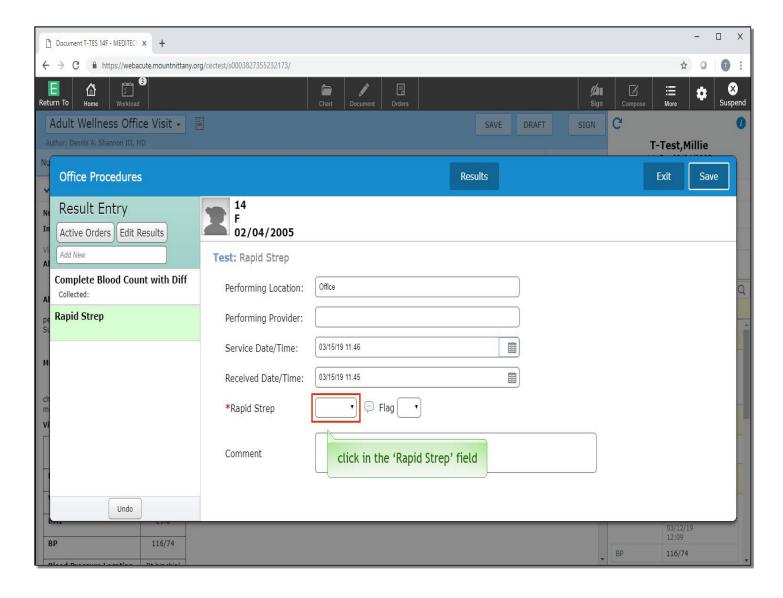
Click on the 'calendar' icon next to Service Date/Time'.



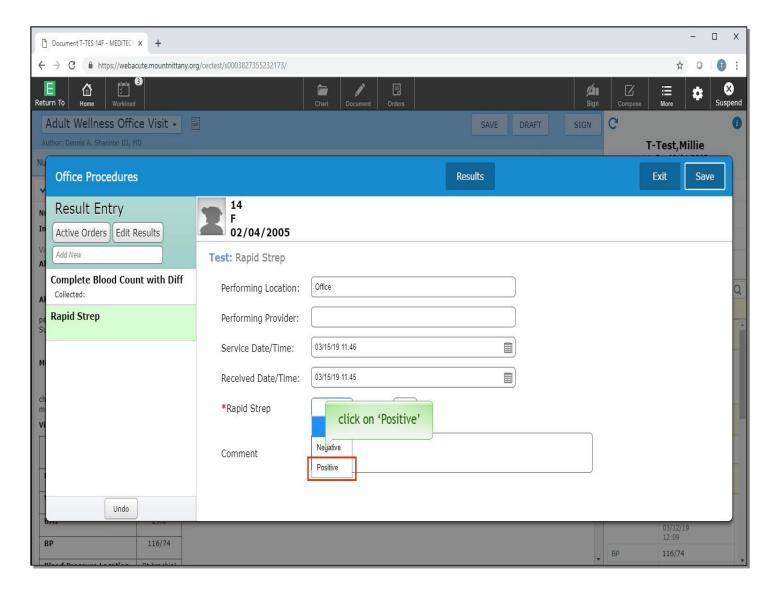
Click the 'Today Now' button.



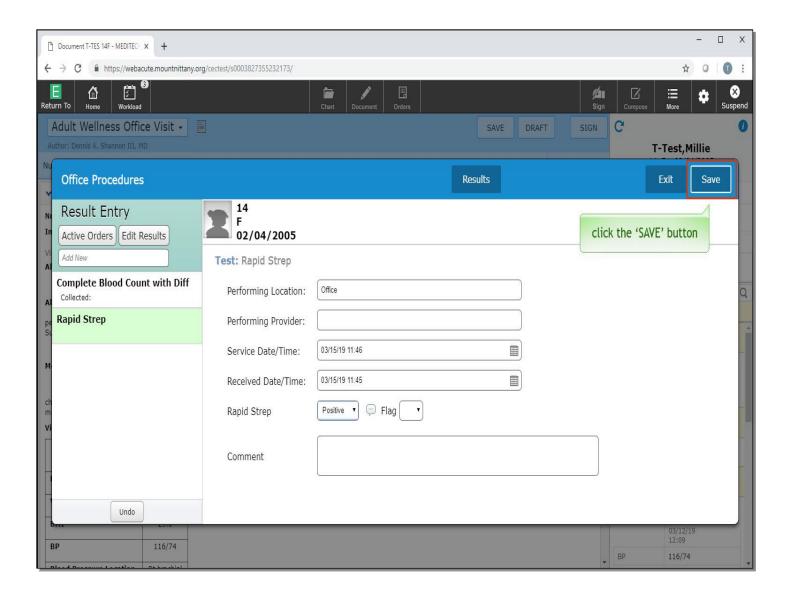
Click the 'Save' button.



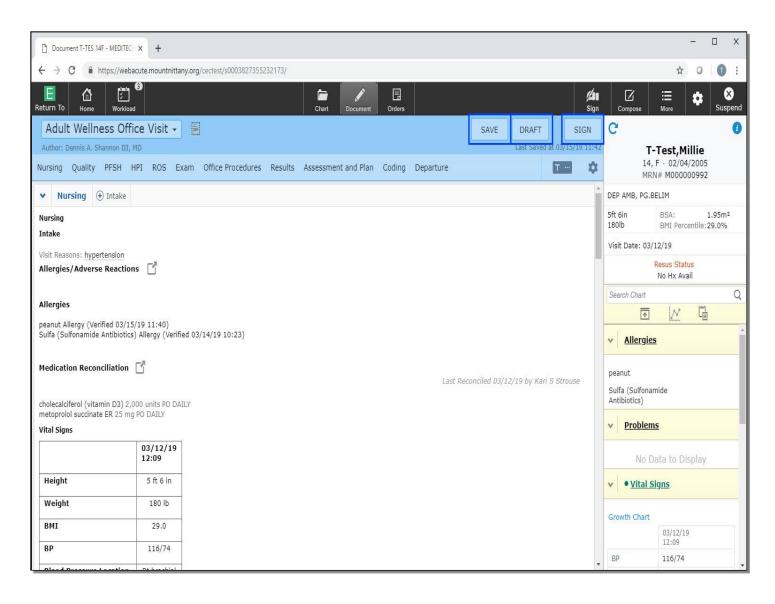
Click in the 'Rapid Strep' field.



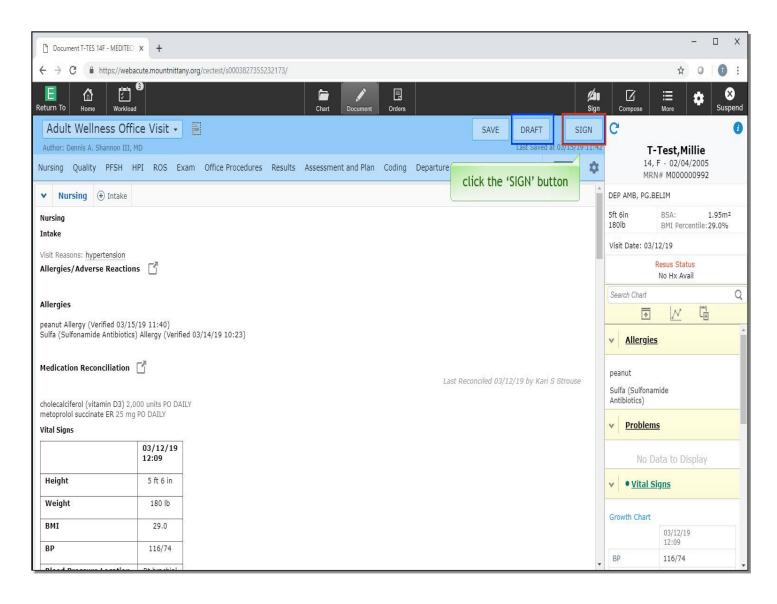
Select 'Positive'.



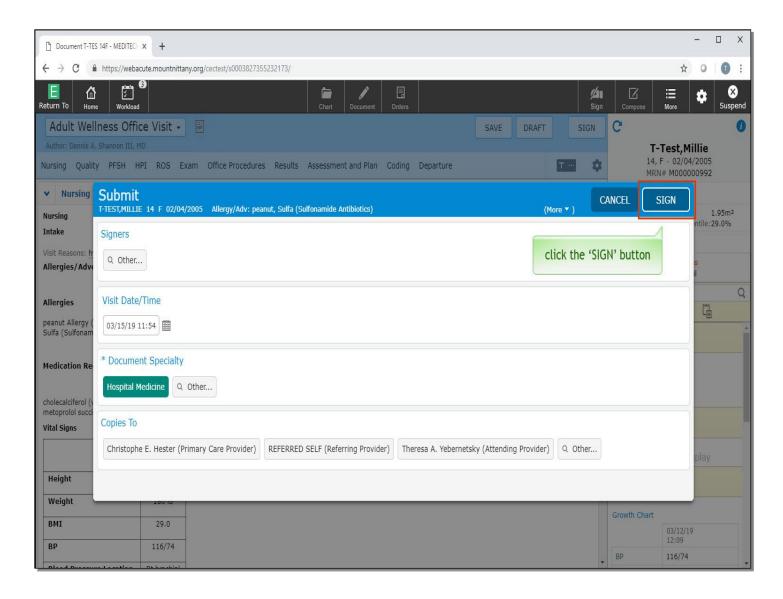
Now, click the 'Save' button.



The Rapid Strep information is now entered into the patient's document, and will also file to the patient's chart. When you are finished with your documentation, you can use the buttons in the upper right hand corner to SAVE, save as DRAFT, or SIGN the document. Saving the document will save it in a Pending status; this document will only be available for you or those associated with this visit account to view.

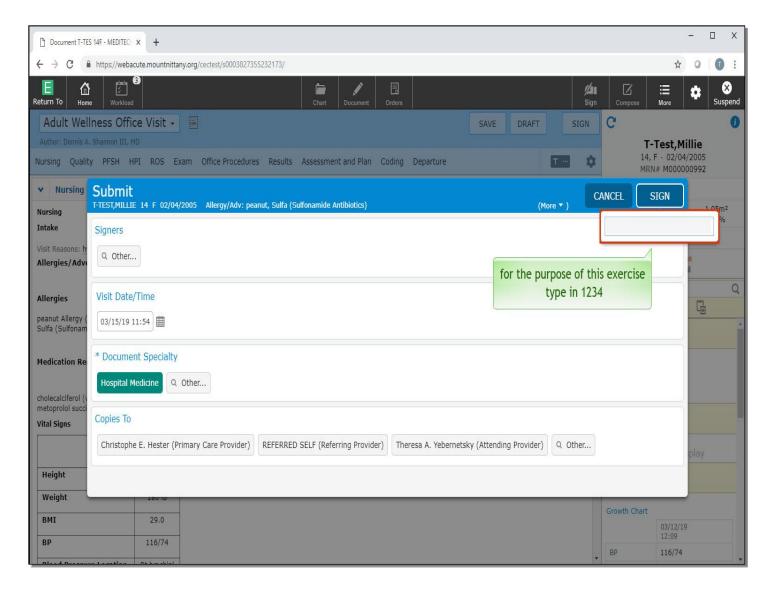


Saving as DRAFT will allow this document to flow to the chart in a Draft status, allowing others to see the note. Signing the document will allow you to SIGN the completed document. Click the 'SIGN' button.

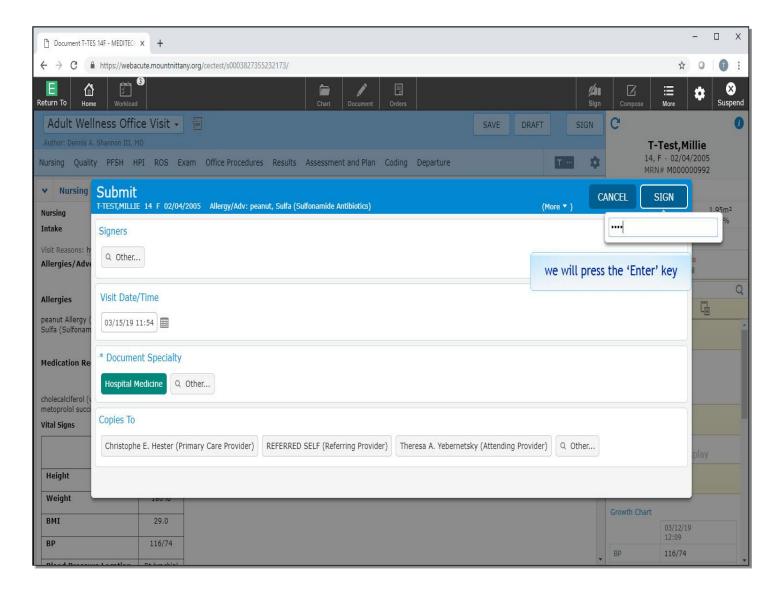


An overlay appears where you can choose the level of Care Code, which will be discussed in another lesson, as well as the ability to add or change the Author, change the Document Specialty, choose the Visit Date/Time and select Providers to send copies to.

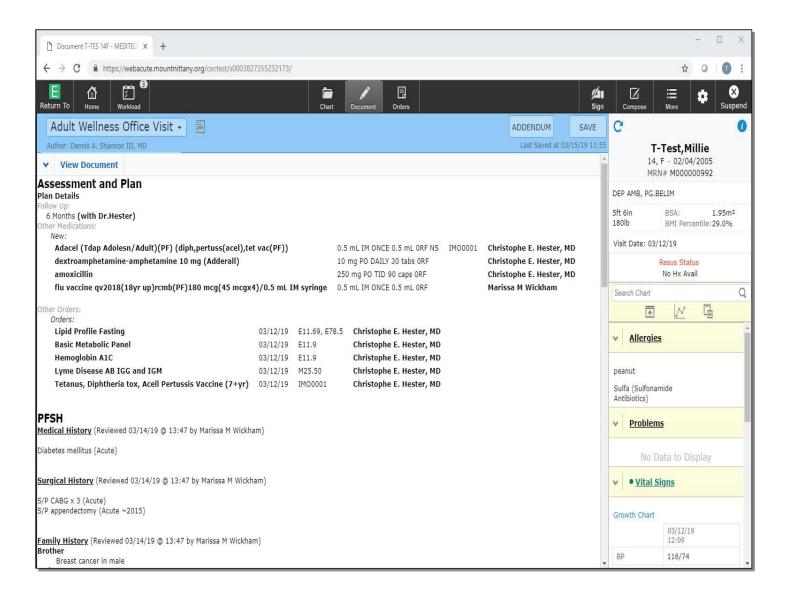
Mid-level Providers will also have the ability to select their Co-signers on this screen. Click the 'SIGN' button.



This presents you with a field to enter your PIN. For the purpose of this exercise type in '1234'.



We will press the 'Enter' key for you.



This note has now been signed. This concludes the lesson on Procedures and Document Extras.

In this course we learned how to:

- Add Procedures
- Add Document sections
- Edit the Authors
- Review the Allergies and Medication Reconciliation
- File Results from the document

MEDITECH best practice guidelines have been integrated into this lesson.

Please refer to your facility-specific workflows for process questions not covered in this course.