



*Quick Text, Formatted Data,
and Canned Text*

MEDITECH
E X P A N S E

This course will guide you through the use of text-based efficiency tools available to you in the Expanse Documentation Template System.

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

Document: T-TEST 18F - MEDITEC | X

https://webacute.mountnittany.org/cectest/s0003663401361218/

Return To Home Workload Chart Document Orders Sign Compose More Suspend

Primary Care Office Visit | SAVE | DRAFT | SIGN

Author: Cynthia D. Alexander, MD

Nursing Quality PFSH HPI ROS Exam Office Procedures Results Assessment and Plan Coding Departure

Nursing Intake

Nursing
Intake
 Visit Reasons: Sore throat
Allergies/Adverse Reactions
Medication Reconciliation
Vital Signs

Quality

PFSH Reviewed All

PFSH
 Medical History
 Reviewed
 Surgical History
 Reviewed
 Onset Date

T-Test, Jessica
 18, F · 01/01/2001
 MRN# M000002146

Booked SCH AMB, PG.BELIM
 Visit Date: 03/13/19
 Resus Status
 No Hx Avail

Search Chart

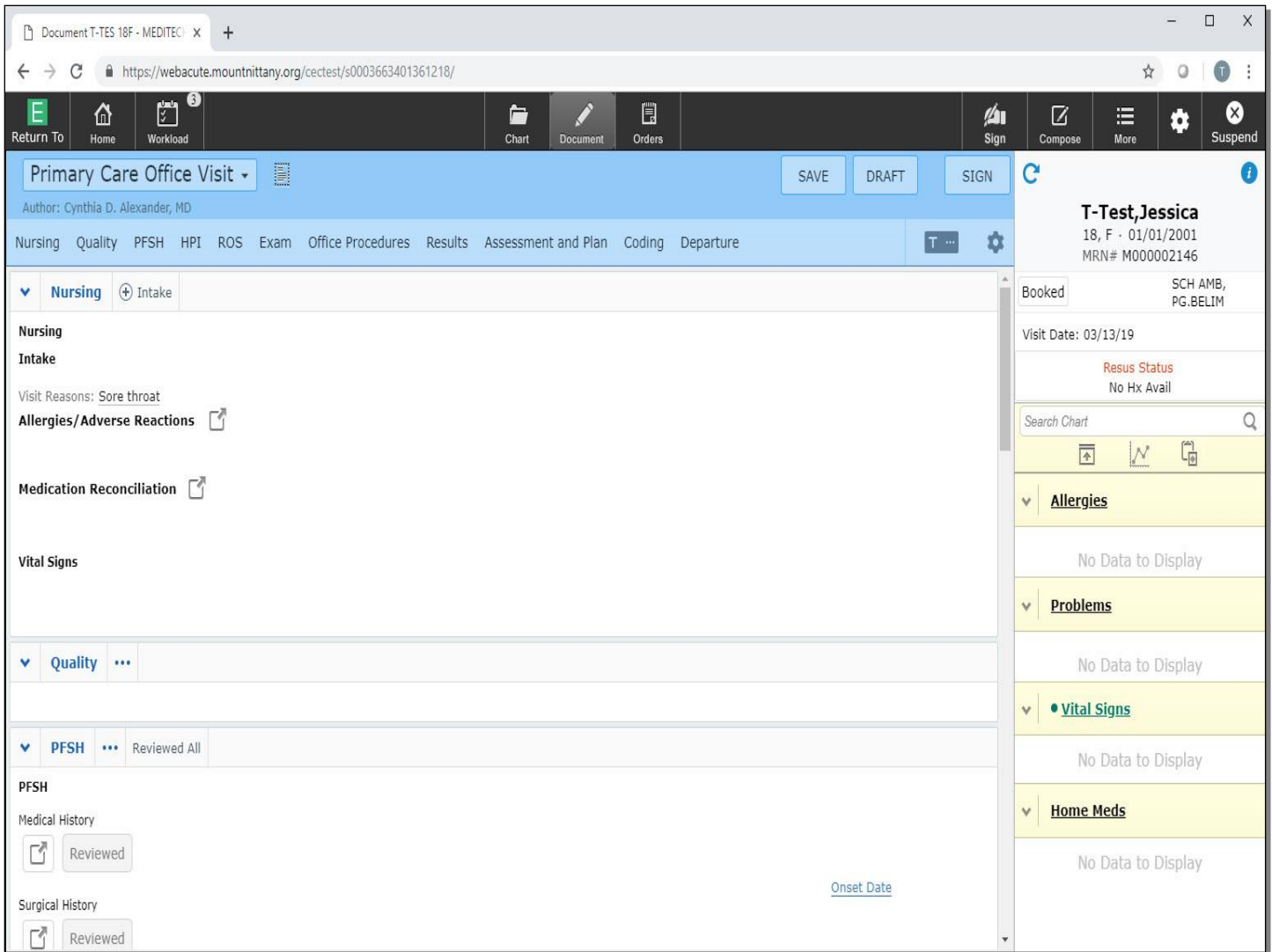
Allergies
 No Data to Display

Problems
 No Data to Display

Vital Signs
 No Data to Display

Home Meds
 No Data to Display

There are numerous instances in Clinical Documentation where it is common for providers to use a familiar sentence or paragraph in a patient’s chart with no or minimal variation. Examples include the documentation of precautions given to a patient when certain medications are prescribed or to document a clinical course of action.



MEDITECH provides three different tools which serve this purpose. They are Canned Text, Quick Text, and Formatted Data. We'll learn how to use each of these in this lesson. We'll start in a Document Template.

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Primary Care Office Visit

Author: Cynthia D. Alexander, MD

Nursing Quality PFSH **HPI** ROS Exam Office Procedures Results Assessment and Plan Coding Departure

Nursing Intake

Visit Reasons: Sore throat

Allergies/Adverse Reactions

Medication Reconciliation

Vital Signs

Quality

PFSH Reviewed All

Medical History Reviewed

Surgical History Reviewed

Onset Date

T-Test, Jessica
18, F · 01/01/2001
MRN# M000002146

Booked SCH AMB, PG.BELIM

Visit Date: 03/13/19

Resus Status
No Hx Avail

Search Chart

Allergies
No Data to Display

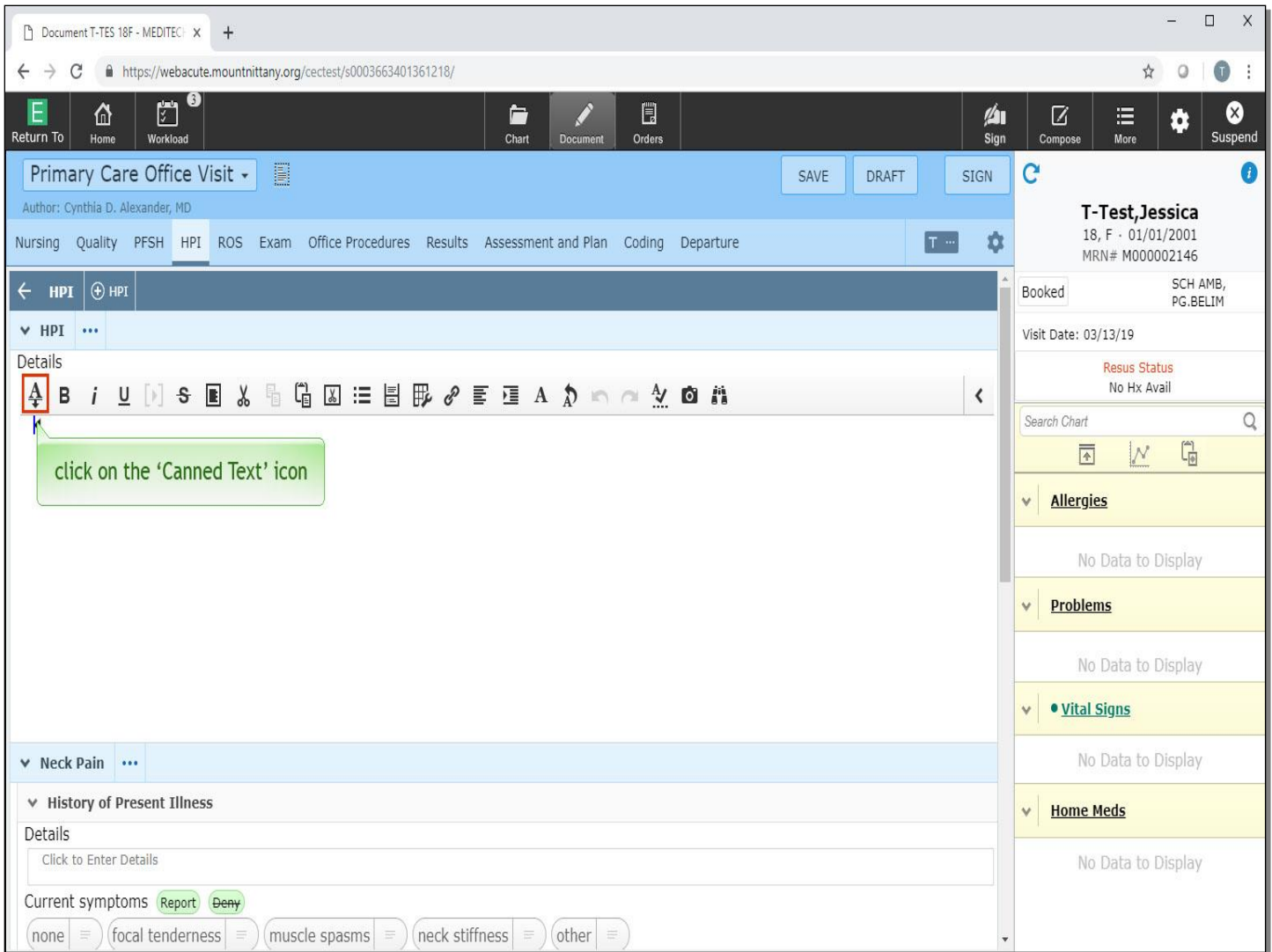
Problems
No Data to Display

Vital Signs
No Data to Display

Home Meds
No Data to Display

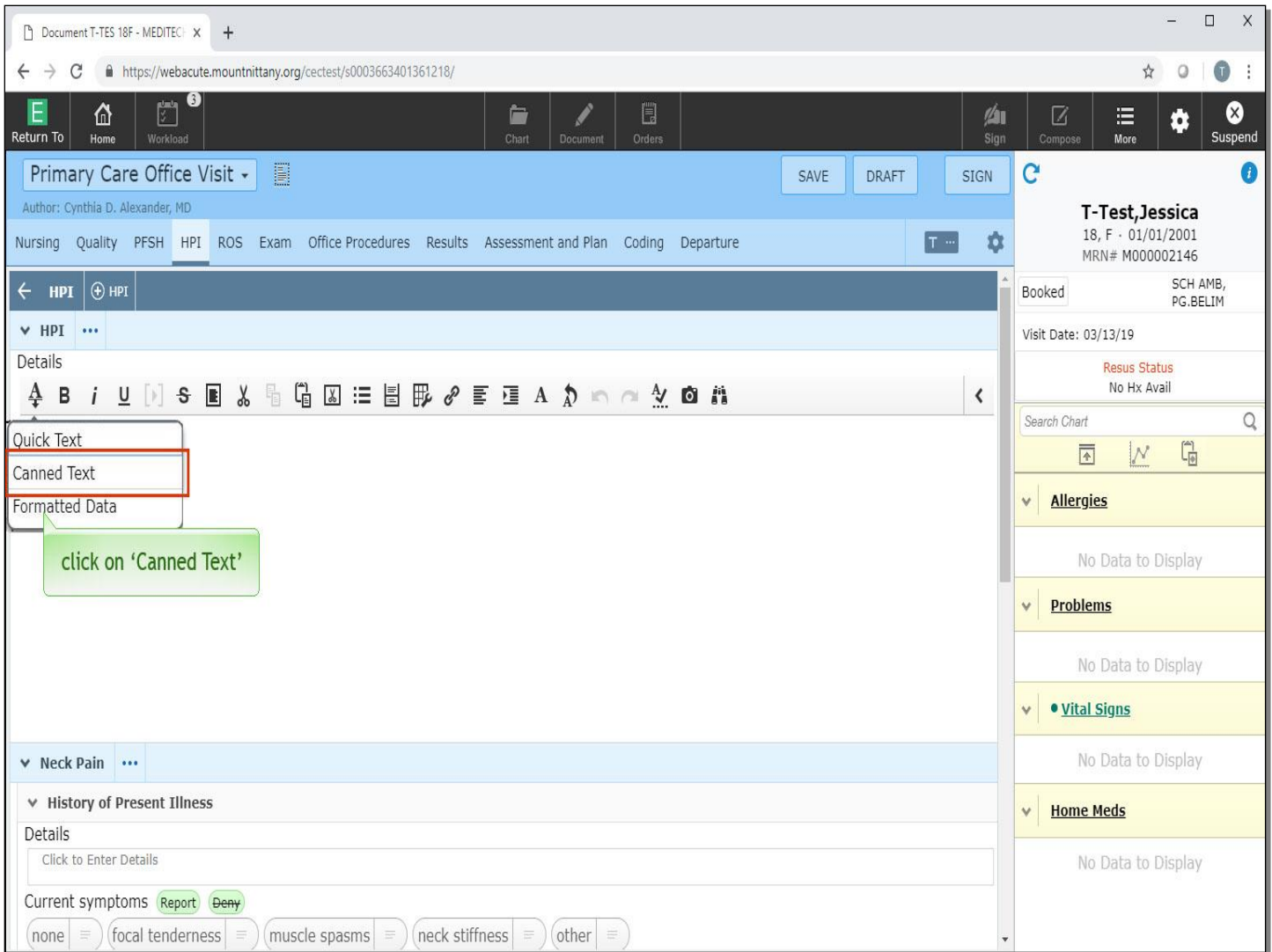
The tools we'll look at today are available in the document section MEDITECH calls a 'Meditor,' which you can think of as a 'Medical Editor' or mini-word processor. To get to a fully functioning Meditor, you'll need to open the section first. Click on 'HPI' in this template.

Now click in the 'Details' field.

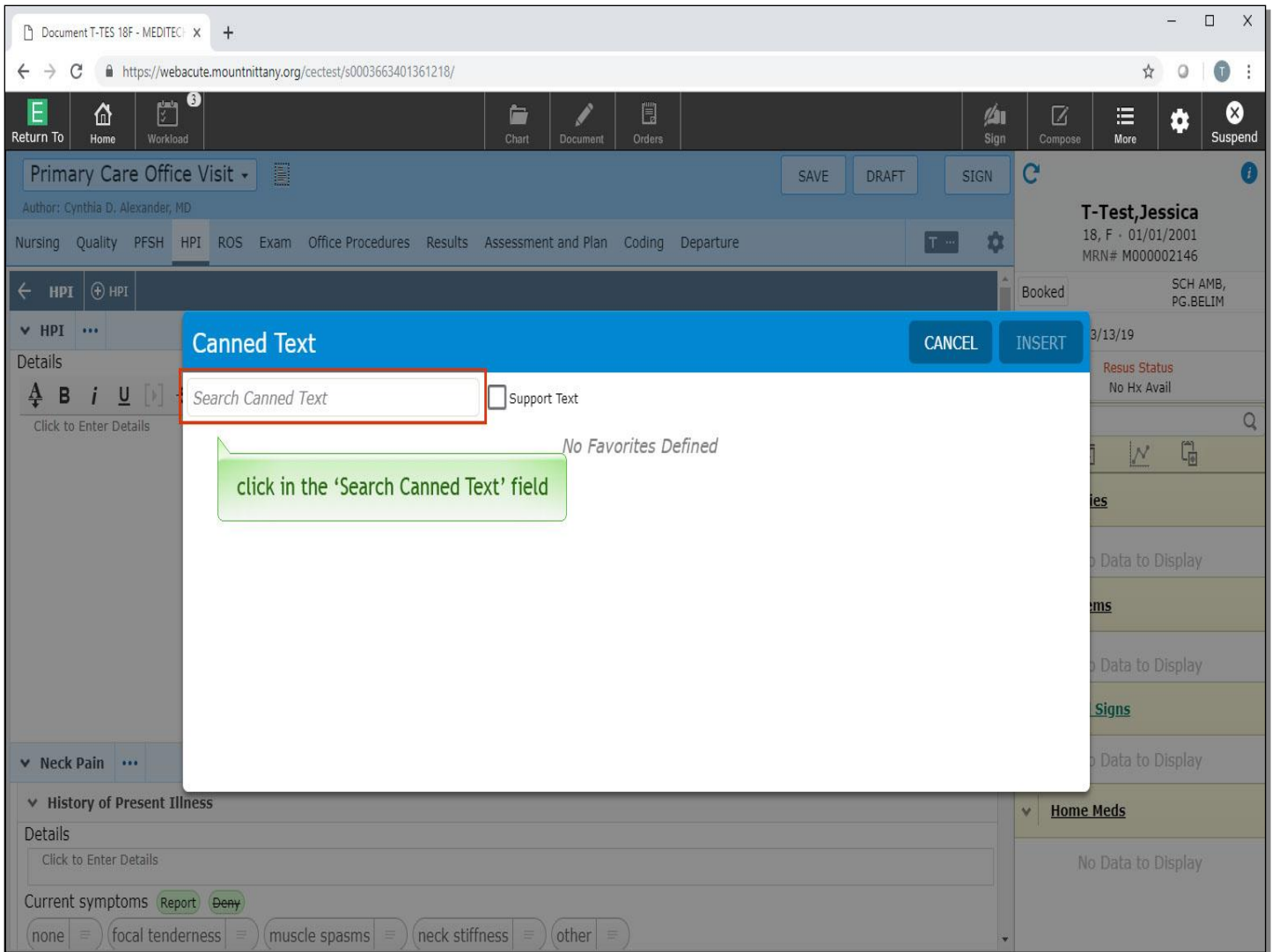


This is a Meditor box. We will focus on what you can do using the icon that displays an underlined letter 'A' with a down arrow. Going forward, we will refer to this as the 'Canned Text' icon. Click on the 'Canned Text' icon.

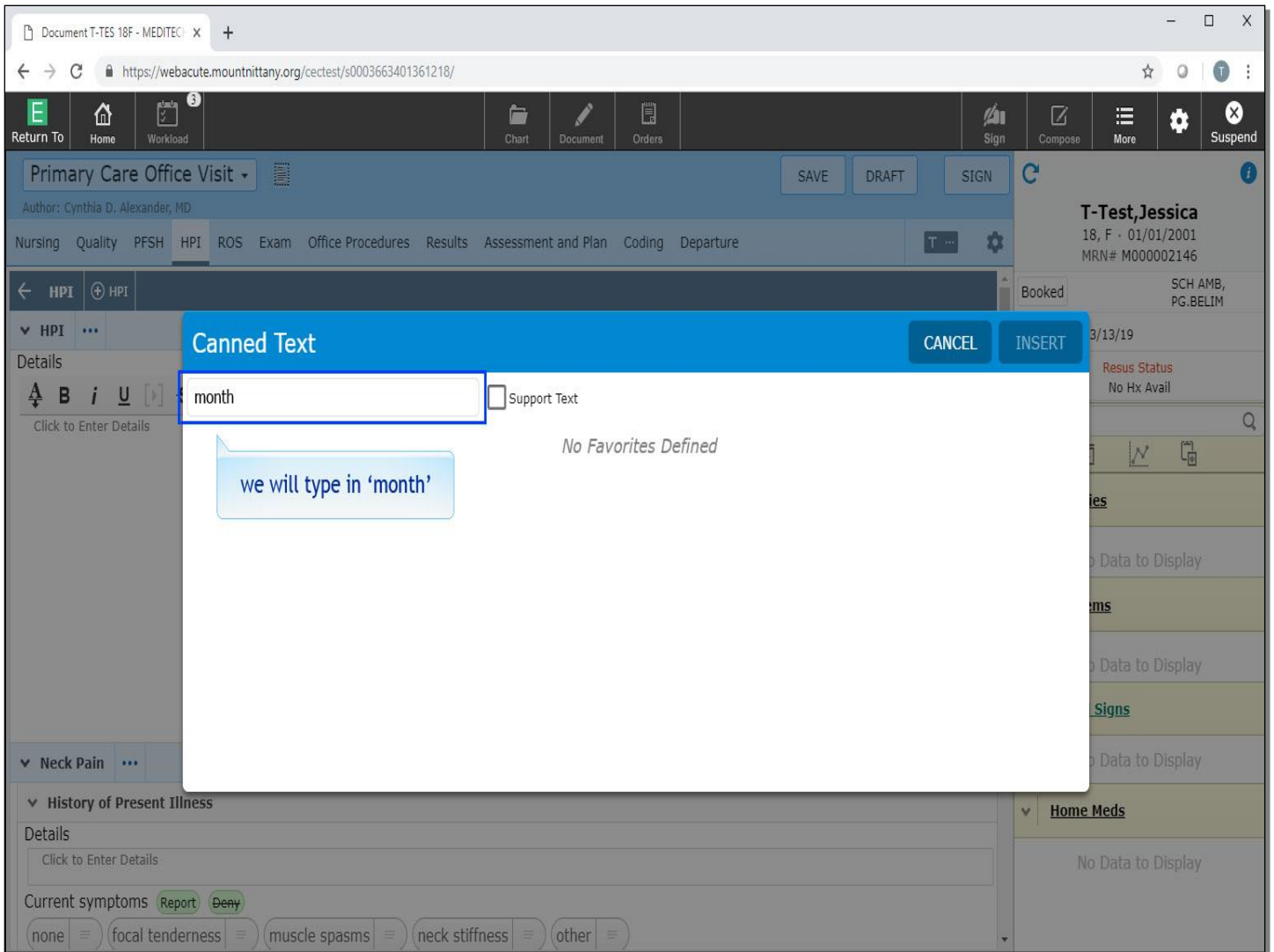
Notice you have three options to choose from. We will cover Quick Text and Formatted Data shortly. Canned Text is text that is created and maintained by your IS Application Specialists. Canned Texts have three primary advantages over Quick Text.



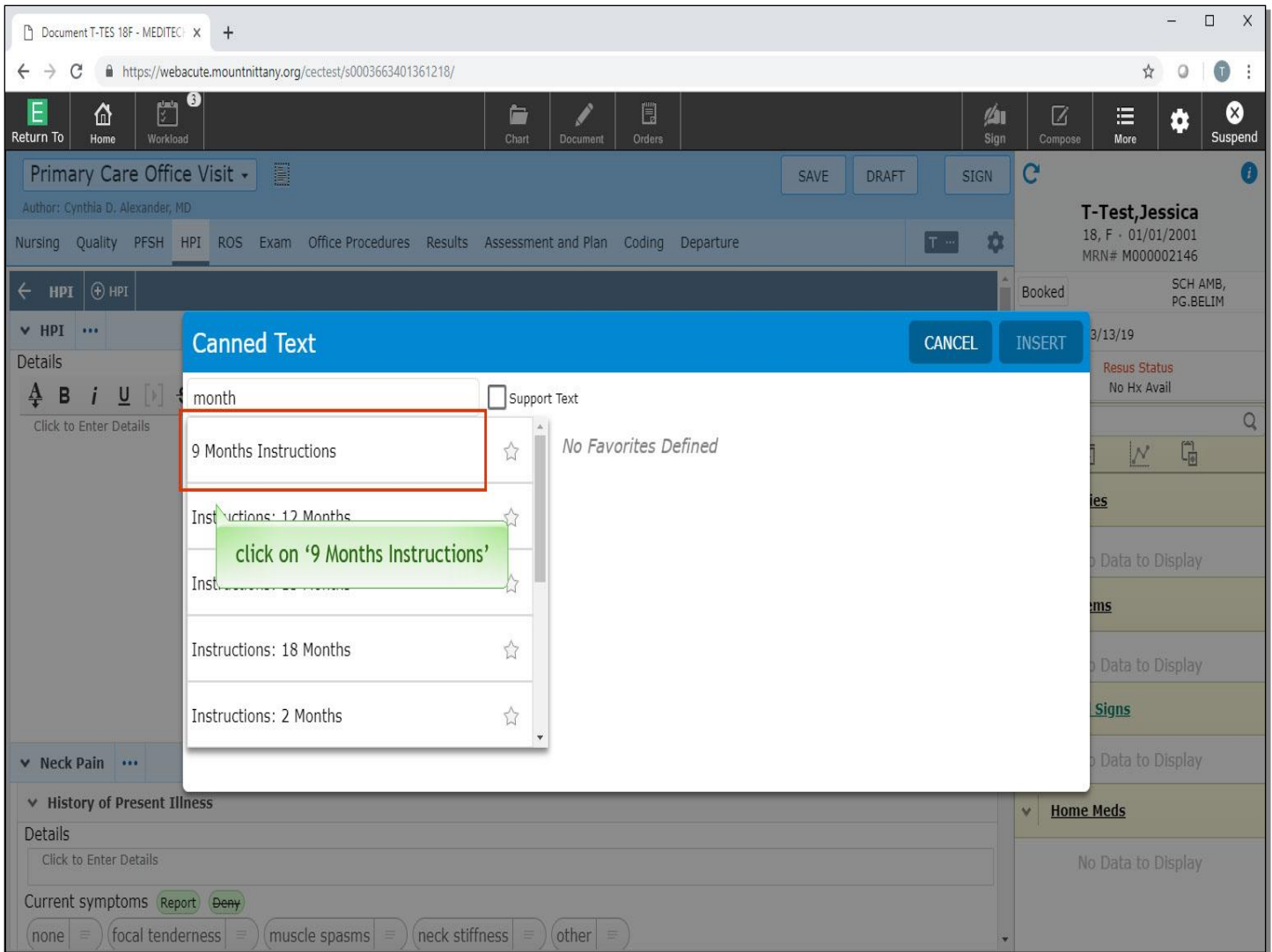
First, Canned Texts can include certain patient information, such as a patient's name, age, reason for visit, or address. Secondly, Canned Texts are available to all users of the system, meaning they are easy to share. Finally, Canned Texts can include formatting such as a font or text color. Click on 'Canned Text'.



The first time you access the Canned Text overlay, you won't have any Favorites defined and you will need to search for the Canned Text you want to use. Click in the 'Search Canned Text' field.



You can search by any single word in the Canned Text title. For this example, we'll type in 'month' for you.



The list of Canned Texts with 'month' in the title will automatically display after you stop typing. In this example, the instructions one might give a parent for a 'Well Baby' visit are shown. From this list, we can pick a text to add to our document by clicking on the text's name. Click on '9 Months Instructions'.

Document T-TEST 18F - MEDITEC x

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Return To Home Workload Chart Document Orders Sign Compose More Suspend

Primary Care Office Visit

Author: Cynthia D. Alexander, MD

Nursing Quality PFSH HPI ROS Exam Office Procedures Results Assessment and Plan Coding Departure

T-Test, Jessica
18, F · 01/01/2001
MRN# M000002146

Booked SCH AMB, PG.BELIM

3/13/19

Resus Status
No Hx Avail

9 Months Instructions Support Text

No Favorites Defined

click the 'INSERT' button

Neck Pain

History of Present Illness

Details

Click to Enter Details

Current symptoms Report Deny

none focal tenderness muscle spasms neck stiffness other

Home Meds

No Data to Display

Next, click the 'INSERT' button.

Document T-TEST 18F - MEDITEC | x

https://webacute.mountnittany.org/cectest/s0003663401361218/

Return To Home Workload Chart Document Orders Sign Compose More Suspend

Primary Care Office Visit | SAVE | DRAFT | SIGN

Author: Cynthia D. Alexander, MD

Nursing Quality PFSH HPI ROS Exam Office Procedures Results Assessment and Plan Coding Departure

HPI HPI

Details

*Keep your child away from cigarette smoke.
 *Return in 3 months for your baby's next well visit.
 *By the time babies are 12 months old, more than 90% pull to a stand, band 2 cubes together, babble and imitate sounds, and wave bye-bye. About 50%-90% of babies may be able to stand alone, put a block in a cup, say one word and imitate activities.
 *Use a rear-facing car safety seat in the back seat in all vehicles, even for very short trips.

Neck Pain

History of Present Illness

Details

Click to Enter Details

Current symptoms Report Deny

none focal tenderness muscle spasms neck stiffness other

T-Test, Jessica
 18, F · 01/01/2001
 MRN# M000002146

Booked SCH AMB, PG.BELIM

Visit Date: 03/13/19

Resus Status
 No Hx Avail

Search Chart

Allergies
 No Data to Display

Problems
 No Data to Display

Vital Signs
 No Data to Display

Home Meds
 No Data to Display

The Canned Text you selected now shows in the Meditor field. You can edit this just as you would any text in a word processor screen. We will clear the Meditor for you so we can do more with Canned Texts.

Document: T-TEST 18F - MEDITEC | X

https://webacute.mountnittany.org/cectest/s0003663401361218/

Return To Home Workload Chart Document Orders Sign Compose More Suspend

Primary Care Office Visit | SAVE | DRAFT | SIGN

Author: Cynthia D. Alexander, MD

Nursing Quality PFSH HPI ROS Exam Office Procedures Results Assessment and Plan Coding Departure

HPI HPI

Details

click on the 'Canned Text' icon

Neck Pain

History of Present Illness

Details

Click to Enter Details

Current symptoms Report Deny

none focal tenderness muscle spasms neck stiffness other

T-Test, Jessica
18, F · 01/01/2001
MRN# M000002146

Booked SCH AMB, PG.BELIM

Visit Date: 03/13/19

Resus Status
No Hx Avail

Search Chart

Allergies
No Data to Display

Problems
No Data to Display

Vital Signs
No Data to Display

Home Meds
No Data to Display

Again, click on the 'Canned Text' icon.

Document: T-TEST 18F - MEDITEC | X

https://webacute.mountnittany.org/cectest/s0003663401361218/

Return To Home Workload Chart Document Orders Sign Compose More Suspend

Primary Care Office Visit | SAVE | DRAFT | SIGN

Author: Cynthia D. Alexander, MD

Nursing Quality PFSH **HPI** ROS Exam Office Procedures Results Assessment and Plan Coding Departure

← HPI ⊕ HPI

Details

Canned Text
Formatted Data

click on 'Canned Text'

Neck Pain

History of Present Illness

Details

Click to Enter Details

Current symptoms **Report** **Deny**

none focal tenderness muscle spasms neck stiffness other

T-Test, Jessica
18, F · 01/01/2001
MRN# M000002146

Booked SCH AMB, PG.BELIM

Visit Date: 03/13/19

Resus Status
No Hx Avail

Search Chart

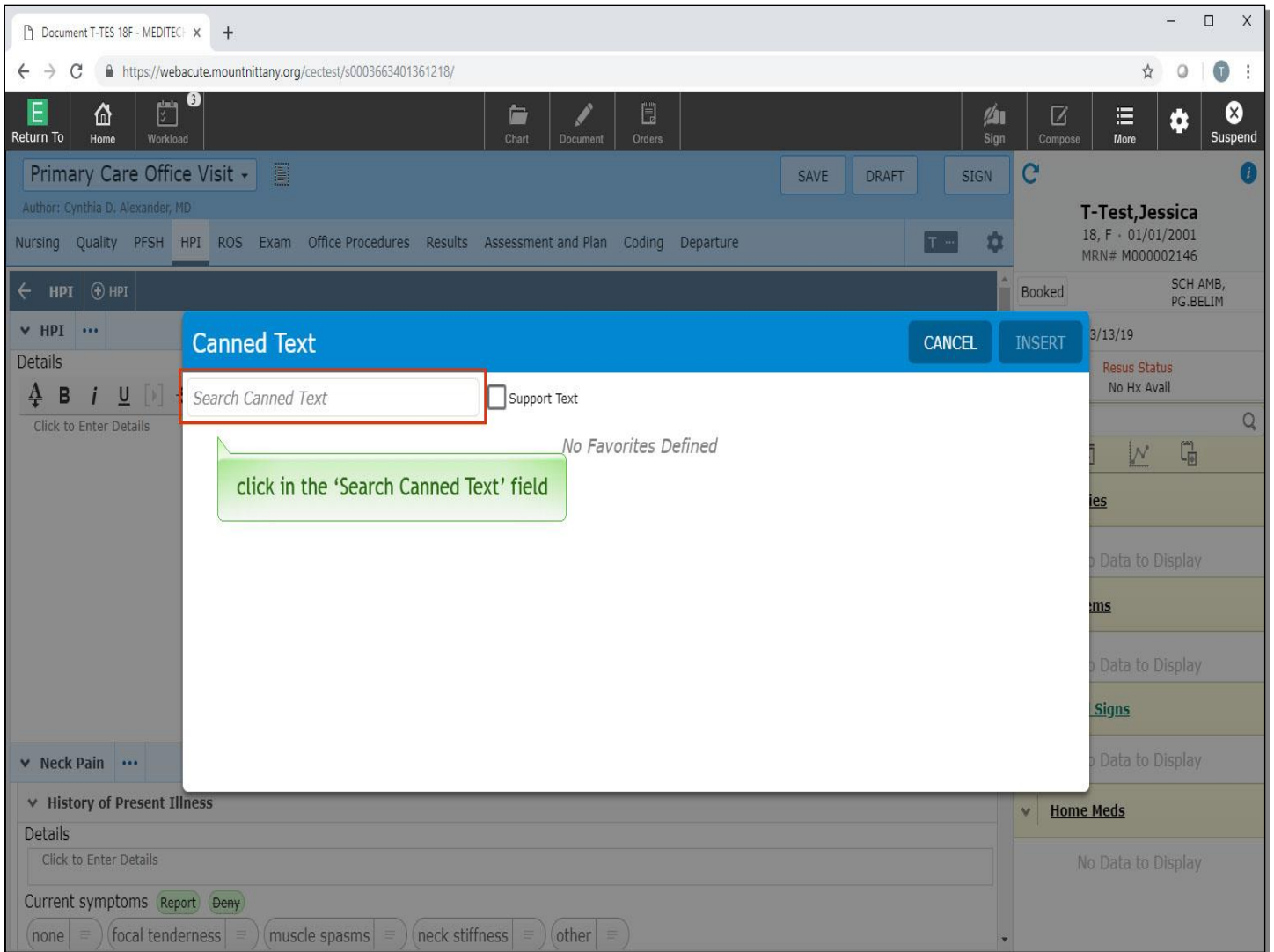
Allergies
No Data to Display

Problems
No Data to Display

Vital Signs
No Data to Display

Home Meds
No Data to Display

Now, click on 'Canned Text'.



Click in the 'Search Canned Text' field.

Document T-TEST 18F - MEDITECH x

https://webacute.mountnittany.org/cectest/s0003663401361218/

Return To Home Workload Chart Document Orders Sign Compose More Suspend

Primary Care Office Visit

Author: Cynthia D. Alexander, MD

Nursing Quality PFSH HPI ROS Exam Office Procedures Results Assessment and Plan Coding Departure

T-Test, Jessica
18, F · 01/01/2001
MRN# M000002146

Booked SCH AMB, PG.BELIM

3/13/19

Resus Status
No Hx Avail

Details

Click to Enter Details

procedure Support Text

No Favorites Defined

we will type in 'procedure'

Neck Pain

History of Present Illness

Details

Click to Enter Details

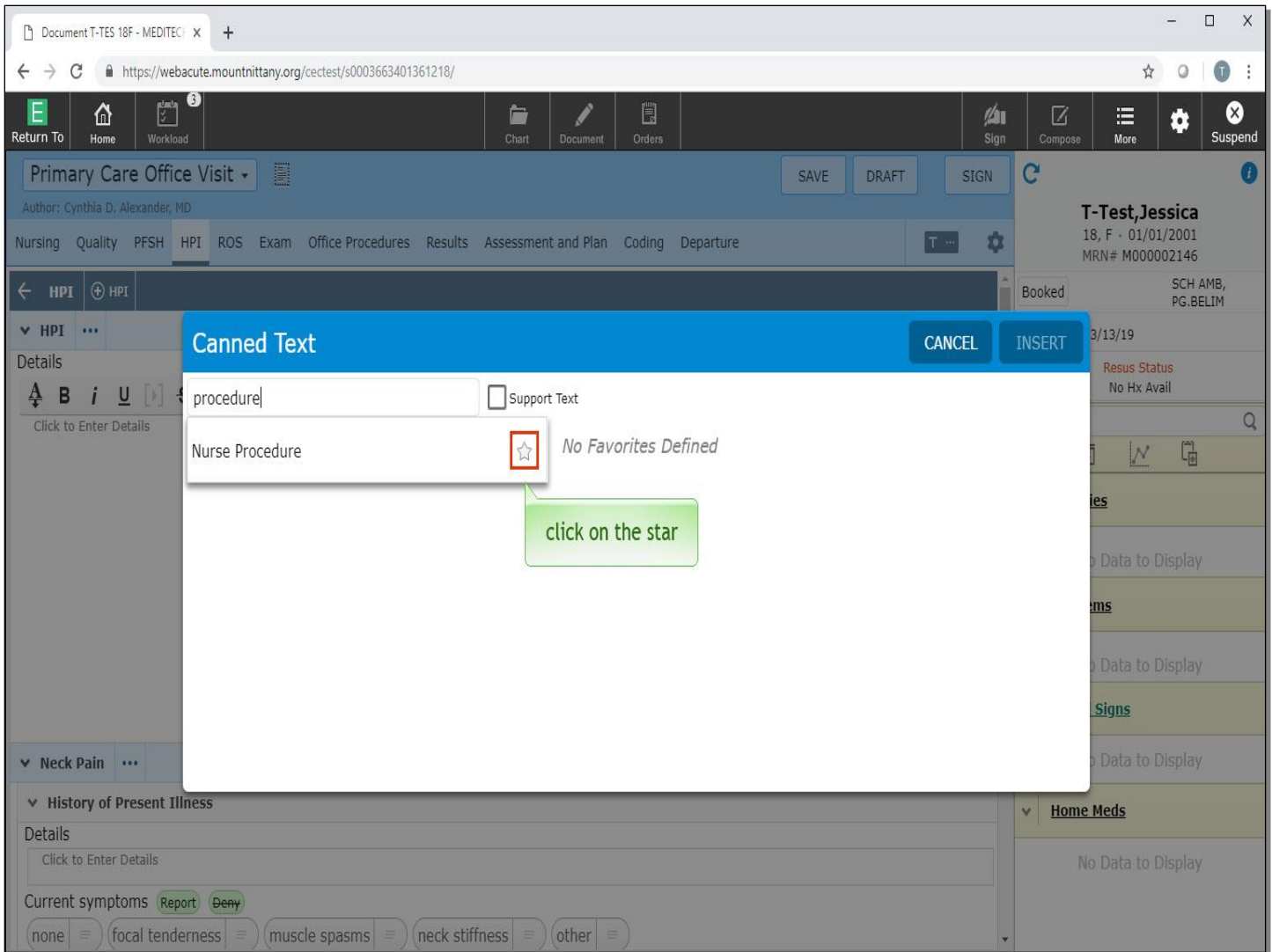
Current symptoms Report Deny

none focal tenderness muscle spasms neck stiffness other

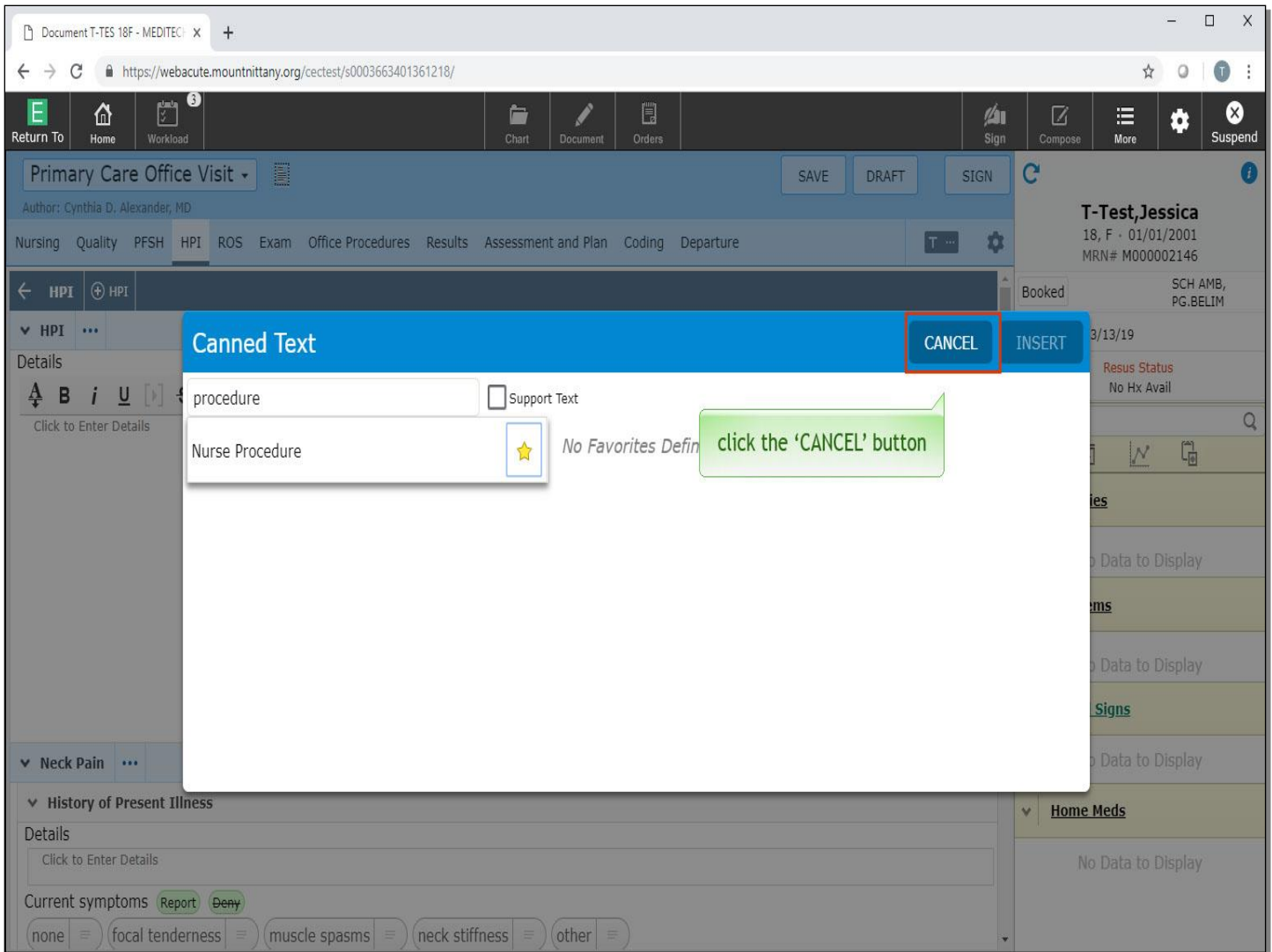
Home Meds

No Data to Display

We will type in 'procedure' for you.



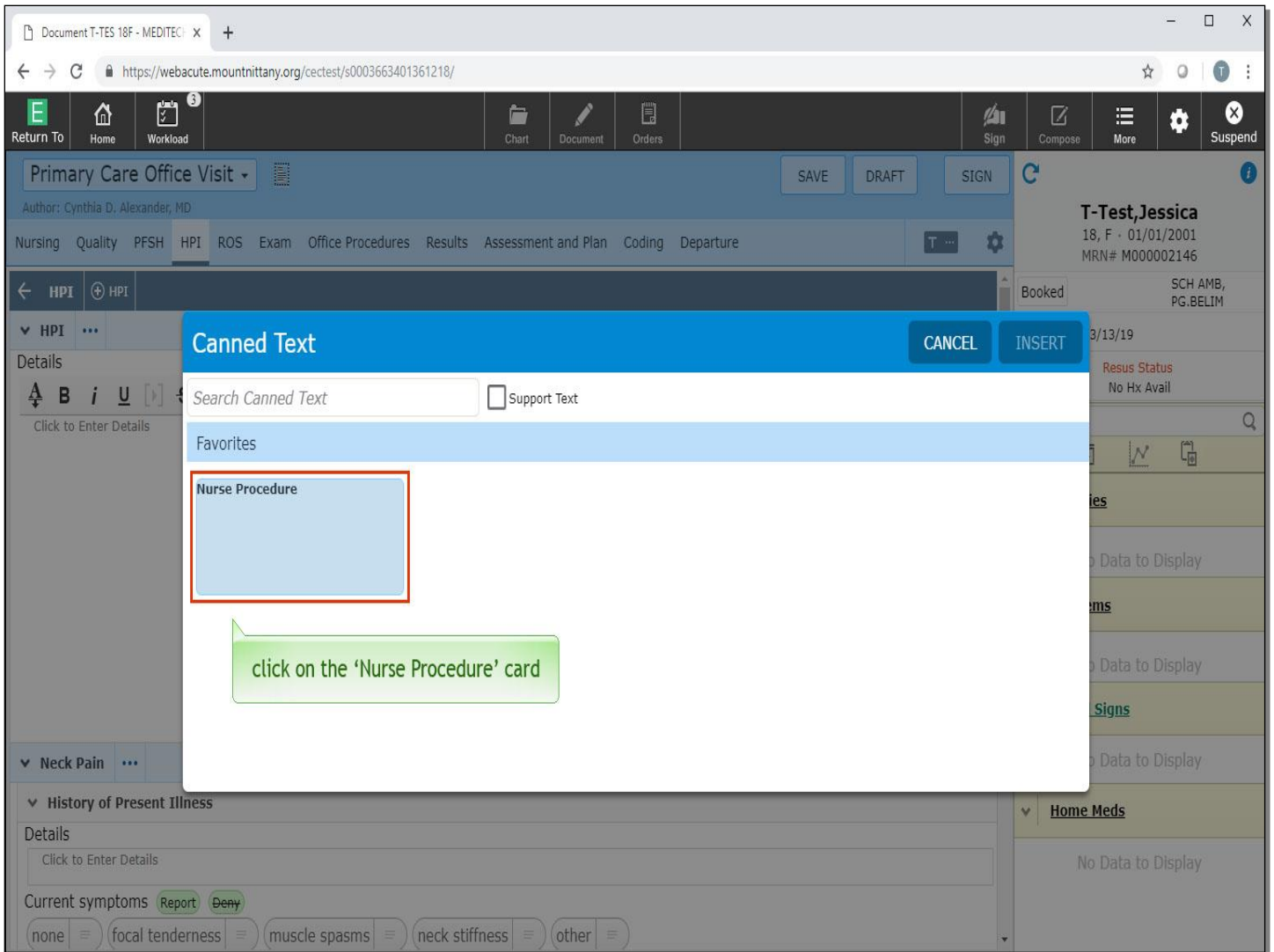
This offers us text for Nursing documentation of a procedure. You decide you'll want to use this again without the hassle of searching for it. You can make it a 'Favorite' by clicking on the star to the right of 'Nurse Procedure'. Click on the 'star'.



While you could also click on the name of the text and then insert to add it to your note, for now, click the 'Cancel' button.

Click on the 'Canned Text' icon.

Next, click on 'Canned Text'.



Your new Favorite now displays as a blue rectangle or 'card'. From here, you can add that text to your document with a single click. Click on the 'Nurse Procedure' card.

The screenshot displays a web-based medical charting application. At the top, there is a navigation bar with icons for 'Return To', 'Home', 'Workload', 'Chart', 'Document', 'Orders', 'Sign', 'Compose', 'More', and 'Suspend'. Below this is a header for 'Primary Care Office Visit' with 'SAVE', 'DRAFT', and 'SIGN' buttons. The author is identified as 'Cynthia D. Alexander, MD'. A secondary navigation bar includes 'Nursing', 'Quality', 'PFSH', 'HPI', 'ROS', 'Exam', 'Office Procedures', 'Results', 'Assessment and Plan', 'Coding', and 'Departure'. The main content area is titled 'HPI' and contains a text editor with a toolbar. A red box highlights a 'Next Stop Code' icon (two brackets) in the toolbar. A green callout box with the text 'click on the 'Next Stop Code' icon' points to this icon. The text in the editor describes a medical examination and procedure. On the right side, a patient information sidebar shows 'T-Test, Jessica', '18, F · 01/01/2001', 'MRN# M000002146', and various clinical data points like 'Booked', 'Visit Date: 03/13/19', and 'Resus Status: No Hx Avail'. Below this are sections for 'Allergies', 'Problems', 'Vital Signs', and 'Home Meds', all showing 'No Data to Display'.

This text demonstrates another feature of both Canned Texts and Quick Texts. A pair of brackets in a Meditor is referred to as a 'Stop Code'. This is a place where further input is needed. Depending upon your preferences, you can go to a Stop Code in one of three ways. For this example, click on the 'Next Stop Code' icon in the Meditor toolbar.

Document T-TEST 18F - MEDITEC | x

https://webacute.mountnittany.org/cectest/s0003663401361218/

Return To Home Workload Chart Document Orders Sign Compose More Suspend

Primary Care Office Visit

Author: Cynthia D. Alexander, MD

Nursing Quality PFSH HPI ROS Exam Office Procedures Results Assessment and Plan Coding Departure

HPI

Details

On examination, no signs of skin breakdown or infection were noted at the injections site. The site was cleansed with DuraPrep followed by Betadine. Sterile drapes were applied.

Using the template, the pump reservoir was accessed uneventfully. **10** mL of the remaining medication for pump was removed and discarded. This volume was compared to the calculated volume of [] mL. Pump was then refilled with medications as documented. Bacteriostatic filter and constant negative pressure was maintained throughout the refill. Needle was withdrawn. Hemostasis noted. Band-Aid was applied.

Pump was programmed as documented above. Patient was given a p **we will type in '10'** Patient voiced understanding. Patient was discharged to home. No questions were verbalized.

Neck Pain

History of Present Illness

Details

Click to Enter Details

Current symptoms **Report** **Deny**

none focal tenderness muscle spasms neck stiffness other

T-Test, Jessica
18, F · 01/01/2001
MRN# M000002146

Booked SCH AMB, PG.BELIM

Visit Date: 03/13/19

Resus Status
No Hx Avail

Search Chart

Allergies
No Data to Display

Problems
No Data to Display

Vital Signs
No Data to Display

Home Meds
No Data to Display

We will type in the number '10' for you.

Document: T-TEST 18F - MEDITEC

URL: https://webacute.mountnittany.org/cectest/s0003663401361218/

Primary Care Office Visit

Author: Cynthia D. Alexander, MD

Nursing Quality PFSH HPI ROS Exam Office Procedures Results Assessment and Plan Coding Departure

HPI

Details

On examination, no signs of skin breakdown or infection were noted at the injections site. The site was cleansed with DuraPrep followed by Betadine. Sterile drapes were applied.

Using the template, the pump reservoir was accessed uneventfully. 10 mL of the remaining medication for pump was removed and discarded. This volume was compared to the calculated volume of 1 mL. Pump was then refilled with medications as documented. Bacteriostatic filter and constant negative pressure was maintained throughout the refill. Needle was withdrawn. Hemostasis noted. Band-Aid was applied.

Pump was programmed as documented above. Patient was given a printout and discharge instructions. Patient voiced understanding. Patient was discharged to home. No questions were verbalized.

we will press the 'f4' key

Neck Pain

History of Present Illness

Details

Click to Enter Details

Current symptoms Report Deny

none focal tenderness muscle spasms neck stiffness other

T-Test, Jessica
18, F · 01/01/2001
MRN# M000002146

Booked SCH AMB, PG.BELIM

Visit Date: 03/13/19

Resus Status
No Hx Avail

Search Chart

Allergies
No Data to Display

Problems
No Data to Display

Vital Signs
No Data to Display

Home Meds
No Data to Display

If you are using voice recognition software, such as M-Modal or Dragon Medical One, you can say 'Next Field' to go to the next field. With a keyboard, you can press the 'F4' key to go to the next field. We will press the 'F4' key on the keyboard, for you.

Document T-TES 18F - MEDITEC | x

https://webacute.mountnittany.org/cectest/s0003663401361218/

Return To Home Workload Chart Document Orders Sign Compose More Suspend

Primary Care Office Visit

Author: Cynthia D. Alexander, MD

SAVE DRAFT SIGN

Nursing Quality PFSH HPI ROS Exam Office Procedures Results Assessment and Plan Coding Departure

← HPI ⊕ HPI

▼ HPI

Details

On examination, no signs of skin breakdown or infection were noted at the injections site. The site was cleansed with DuraPrep followed by Betadine. Sterile drapes were applied.

Using the template, the pump reservoir was accessed uneventfully. 10mL of the remaining medication for pump was removed and discarded. This volume was compared to the calculated volume of 24mL. Pump was then refilled with medications as documented. Bacteriostatic filter and constant negative pressure was maintained throughout the refill. Needle was withdrawn. Hemostasis noted. Band-Aid was applied.

Pump was programmed as documented. 24 and discharge instructions. Patient voiced understanding. Patient was discharged to home. No questions were verbalized.

we will type in '24'

▼ Neck Pain

▼ History of Present Illness

Details

Click to Enter Details

Current symptoms **Report** **Deny**

none focal tenderness muscle spasms neck stiffness other

Booked SCH AMB, PG.BELIM

Visit Date: 03/13/19

Resus Status
No Hx Avail

Search Chart

▼ Allergies
No Data to Display

▼ Problems
No Data to Display

▼ Vital Signs
No Data to Display

▼ Home Meds
No Data to Display

Next, we will type in '24'.

Document-T-TEST 18F - MEDITEC | x

https://webacute.mountnittany.org/cectest/s0003663401361218/

Return To Home Workload Chart Document Orders Sign Compose More Suspend

Primary Care Office Visit SAVE DRAFT SIGN

Author: Cynthia D. Alexander, MD Last Saved at 03/13/19 15:17

Nursing Quality PFSH HPI ROS Exam Office Procedures Results Assessment and Plan Coding Departure

click on 'Exam'

Details

On examination, no signs of skin breakdown or infection were noted at the injections site. The site was cleansed with DuraPrep followed by Betadine. Sterile drapes were applied.

Using the template, the pump reservoir was accessed uneventfully. 10mL of the remaining medication for pump was removed and discarded. This volume was compared to the calculated volume of 24mL. Pump was then refilled with medications as documented. Bacteriostatic filter and constant negative pressure was maintained throughout the refill. Needle was withdrawn. Hemostasis noted. Band-Aid was applied.

Pump was programmed as documented above. Patient was given a printout and discharge instructions. Patient voiced understanding. Patient was discharged to home. No questions were verbalized.

Neck Pain

History of Present Illness

Details

Click to Enter Details

Current symptoms Report Deny

none focal tenderness muscle spasms neck stiffness other

T-Test, Jessica
18, F · 01/01/2001
MRN# M000002146

Booked SCH AMB, PG.BELIM

Visit Date: 03/13/19

Resus Status
No Hx Avail

Search Chart

Allergies
No Data to Display

Problems
No Data to Display

Vital Signs
No Data to Display

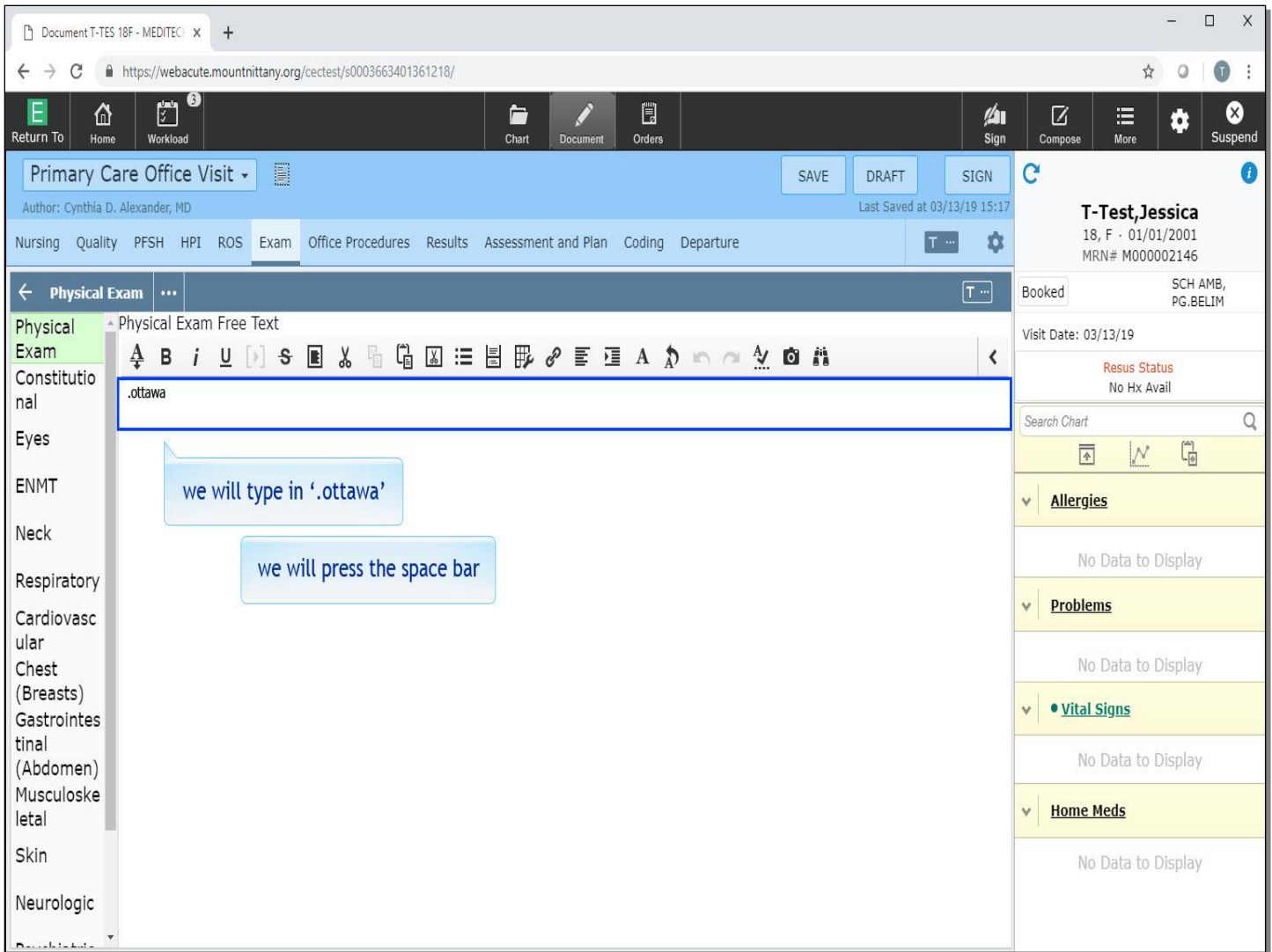
Home Meds
No Data to Display

Note that the 'Next Stop Code' icon in the tool bar is now disabled, indicating that there are no more Stop Codes in this Meditor field.

For this next example, we will change to the Exam part of the note. Click on 'Exam' in the carousel.

The screenshot shows a web-based medical chart interface. At the top, there is a navigation bar with icons for 'Return To', 'Home', 'Workload', 'Chart', 'Document', 'Orders', 'Sign', 'Compose', 'More', and 'Suspend'. Below this is a header for 'Primary Care Office Visit' with 'SAVE', 'DRAFT', and 'SIGN' buttons. The author is identified as 'Cynthia D. Alexander, MD' and the document was last saved on 03/13/19 at 15:17. A secondary navigation bar includes 'Nursing', 'Quality', 'PFSH', 'HPI', 'ROS', 'Exam', 'Office Procedures', 'Results', 'Assessment and Plan', 'Coding', and 'Departure'. The main content area is titled 'Physical Exam' and contains a 'Physical Exam Free Text' section. This section has a red rectangular box around the text 'Click to Enter Physical Exam Free Text'. A green callout bubble with the text 'click in the 'Free Text' field' points to this area. On the left side, there is a vertical menu with categories like 'Physical Exam', 'Constitutional', 'Eyes', 'ENMT', 'Neck', 'Respiratory', 'Cardiovascular', 'Chest (Breasts)', 'Gastrointestinal (Abdomen)', 'Musculoskeletal', 'Skin', and 'Neurologic'. On the right side, there is a patient information panel for 'T-Test, Jessica', including her date of birth (01/01/2001) and MRN (# M000002146). Below this, there are sections for 'Booked' (SCH AMB, PG.BELIM), 'Visit Date: 03/13/19', 'Resus Status' (No Hx Avail), and a 'Search Chart' field. Further down are expandable sections for 'Allergies', 'Problems', 'Vital Signs', and 'Home Meds', all of which currently show 'No Data to Display'.

Click in the 'Free Text' area for Physical Exam.



First, let's demonstrate how to use Quick Text. As the name implies, Quick Text can be added to a note quickly by typing a few keystrokes into the Meditor field. We will type in '.ottawa' for you and then press the space bar.

Document: T-TEST 18F - MEDITEC

https://webacute.mountnittany.org/cectest/s0003663401361218/

Primary Care Office Visit

Author: Cynthia D. Alexander, MD

Last Saved at 03/13/19 15:22

Nursing Quality PFSH HPI ROS Exam Office Procedures Results Assessment and Plan Coding Departure

Physical Exam

Physical Exam Free Text

The patient's ankle was assessed using the Ottawa ankle rules which state that an x-ray is only required if there is pain in the midfoot zone and any of the following: Bone tenderness in the posterior half of the lower 6 cm (2.5 in) of the fibula or tibia; an inability to bear weight immediately after the injury and in the clinic. Bone tenderness over the navicular bone or base of the fifth metatarsal is an indication for radiographs to rule out fracture of the foot.

This patient [does or does not] meet criteria for radiographs.

we will press the 'f4' key

T-Test, Jessica
18, F · 01/01/2001
MRN# M000002146

Booked SCH AMB, PG.BELIM

Visit Date: 03/13/19

Resus Status
No Hx Avail

Search Chart

Allergies
No Data to Display

Problems
No Data to Display

Vital Signs
No Data to Display

Home Meds
No Data to Display

This is an example of how Quick Text can be used to document important medical decision making, while also reminding a provider of specific clinical criteria. Note that there is a Stop Code for the decision about whether or not the patient meets the criteria for X-rays. We will press the 'F4' key to go to this Stop Code.

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Primary Care Office Visit

Author: Cynthia D. Alexander, MD

Physical Exam

Physical Exam Free Text

The patient's ankle was assessed using the Ottawa ankle rules which state that an x-ray is only required if there is pain in the midfoot zone and any of the following: Bone tenderness in the posterior half of the lower 6 cm (2.5 in) of the fibula or tibia; an inability to bear weight immediately after the injury and in the clinic. Bone tenderness over the navicular bone or base of the fifth metatarsal is an indication for radiographs to rule out fracture of the foot.

This patient **does not** meet criteria for radiographs.

we will type in 'does not'

T-Test, Jessica
18, F · 01/01/2001
MRN# M000002146

Booked SCH AMB, PG.BELIM

Visit Date: 03/13/19

Resus Status
No Hx Avail

Allergies
No Data to Display

Problems
No Data to Display

Vital Signs
No Data to Display

Home Meds
No Data to Display

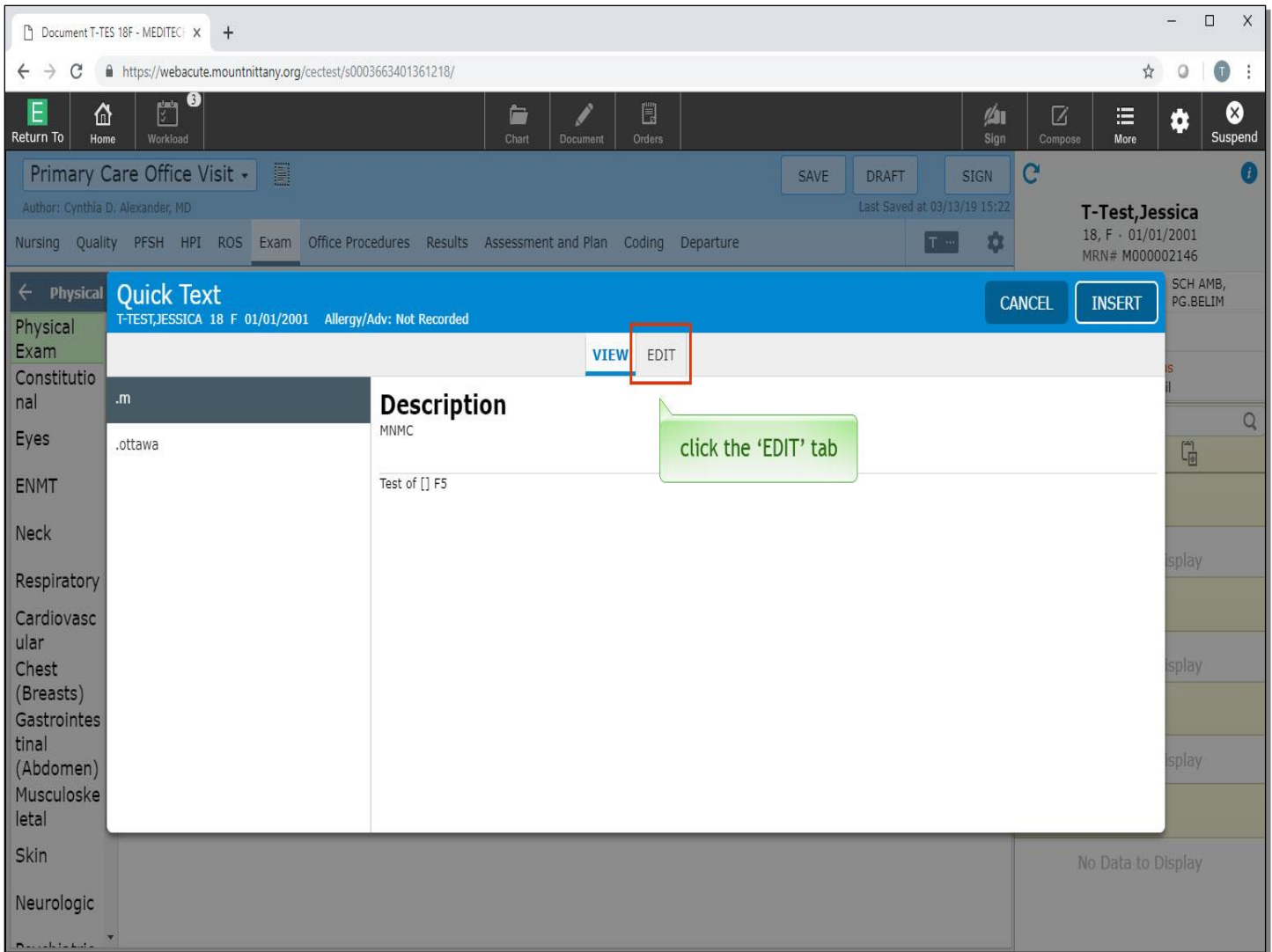
You can type in 'does not' and this will replace the text in the Stop Code. We will type in 'does not'.

The screenshot displays a web-based medical chart editor. At the top, a navigation bar includes icons for 'Return To', 'Home', 'Workload', 'Chart', 'Document', 'Orders', 'Sign', 'Compose', 'More', and 'Suspend'. Below this is a header for 'Primary Care Office Visit' with 'SAVE', 'DRAFT', and 'SIGN' buttons. The author is identified as 'Cynthia D. Alexander, MD' and the document was last saved on 03/13/19 at 15:22. A secondary navigation bar lists various chart components: 'Nursing', 'Quality', 'PFSH', 'HPI', 'ROS', 'Exam', 'Office Procedures', 'Results', 'Assessment and Plan', 'Coding', and 'Departure'. The main content area is titled 'Physical Exam' and contains a 'Physical Exam Free Text' field. A rich text editor toolbar is visible above the text field, with a 'Canned Text' icon (a document with a lightning bolt) highlighted by a red box and a green callout box that says 'click on the 'Canned Text' icon'. The text in the field reads: 'The patient's ankle was assessed using the Ottawa ankle rules which state that an x-ray is only required if there is pain in the midfoot zone and any of of the lower 6 cm (2.5 in) of the fibula or tibia; an inability to bear weight immediately after the avicular bone or base of the fifth metatarsal is an indication for radiographs to rule out fracture of This patient does not meet criteria for radiographs.' To the right of the text editor is a patient information sidebar for 'T-Test, Jessica', 18, F, DOB 01/01/2001, MRN# M000002146. It includes fields for 'Booked' (SCH AMB, PG.BELIM), 'Visit Date: 03/13/19', and 'Resus Status' (No Hx Avail). Below these are sections for 'Allergies', 'Problems', 'Vital Signs', and 'Home Meds', all showing 'No Data to Display'.

Now, let's look at how you, the Expanse user, can make your own Quick Text. One of the easiest ways to do this is to start in a Meditor field. Click on the 'Canned Text' Icon.

The screenshot shows a web-based medical charting application. The browser address bar displays <https://webacute.mountnittany.org/cectest/s0003663401361218/>. The top navigation bar includes icons for Return To, Home, Workload, Chart, Document, Orders, Sign, Compose, More, and Suspend. The main header area shows 'Primary Care Office Visit' with 'SAVE', 'DRAFT', and 'SIGN' buttons. Below this, the author is identified as 'Cynthia D. Alexander, MD' and the document is marked as 'Last Saved at 03/13/19 15:22'. A secondary navigation bar lists various medical categories: Nursing, Quality, PFSH, HPI, ROS, Exam, Office Procedures, Results, Assessment and Plan, Coding, and Departure. The 'Exam' section is active, showing a 'Physical Exam' dropdown menu with options for 'Physical Exam Free Text', 'Quick Text', and 'Canned Text'. A red box highlights the 'Quick Text' option, and a green callout bubble with the text 'click on 'Quick Text'' points to it. The main text area contains a snippet of a physical exam note: '...was assessed using the Ottawa ankle rules which state that an x-ray is only required if there is pain in the midfoot zone and any of the tenderness in the posterior half of the lower 6 cm (2.5 in) of the fibula or tibia; an inability to bear weight immediately after the clinic. Bone tenderness over the navicular bone or base of the fifth metatarsal is an indication for radiographs to rule out fracture of ...'. The right-hand sidebar displays patient information for 'T-Test, Jessica', including age (18), gender (F), date of birth (01/01/2001), and MRN# (M000002146). It also shows 'Booked' status (SCH AMB, PG.BELIM), 'Visit Date: 03/13/19', and 'Resus Status: No Hx Avail'. Below this, there are sections for 'Allergies', 'Problems', 'Vital Signs', and 'Home Meds', all of which currently show 'No Data to Display'.

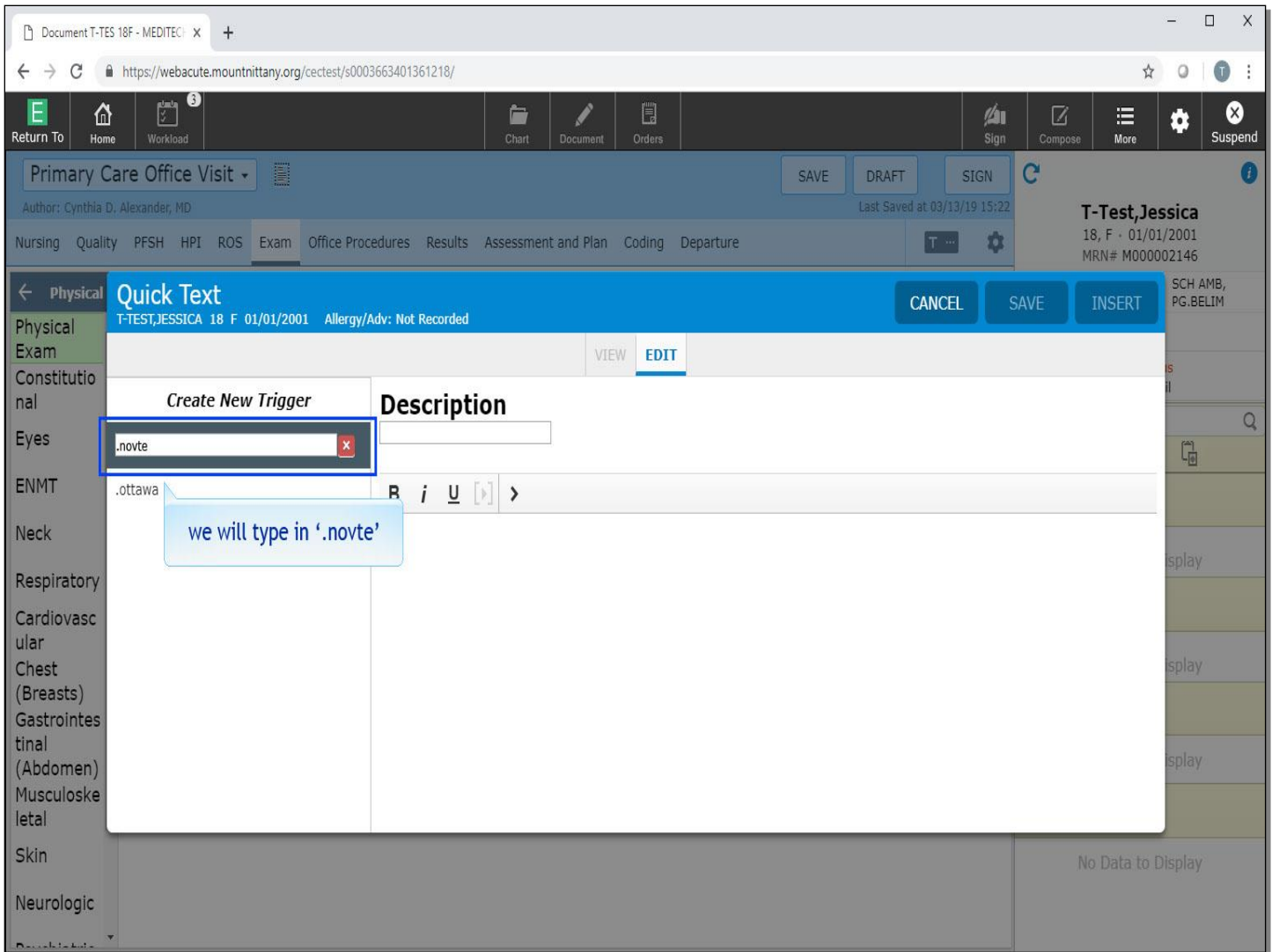
Click on 'Quick Text'.



This view shows you your existing Quick Text. You can select one of these by clicking on the name on the left and then clicking the 'INSERT' button in the upper right. This is very helpful if you've made Quick Text but can't remember what you've named it. For now, though, we want to make a new Quick Text. To do this, click the 'Edit' tab.

The screenshot shows a web-based medical application interface. At the top, there is a navigation bar with icons for 'Return To', 'Home', 'Workload', 'Chart', 'Document', 'Orders', 'Sign', 'Compose', 'More', and 'Suspend'. Below this is a header section for a 'Primary Care Office Visit' with buttons for 'SAVE', 'DRAFT', and 'SIGN'. The user is identified as 'Cynthia D. Alexander, MD' and the patient as 'T-Test, Jessica' (18 F, 01/01/2001, MRN# M000002146). A menu bar includes 'Nursing', 'Quality', 'PFSH', 'HPI', 'ROS', 'Exam', 'Office Procedures', 'Results', 'Assessment and Plan', 'Coding', and 'Departure'. The main content area is titled 'Quick Text' and shows a 'Physical Exam' entry for 'T-TEST,JESSICA 18 F 01/01/2001' with 'Allergy/Adv: Not Recorded'. A 'Create New Trigger' button is highlighted with a red box. A green callout bubble points to this button with the text 'click on 'Create New Trigger''. The dialog also has 'VIEW' and 'EDIT' buttons. The 'Description' field contains the text: 'Ankle Rules' and 'This patient's ankle was assessed using the Ottawa ankle rules which state that an x-ray is only required if there is pain in the midfoot zone and any of the following: Bone tenderness in the posterior half of the lower 6 cm (2.5 in) of the fibula or tibia; an inability to bear weight immediately after the injury and in the clinic. Bone tenderness over the navicular bone or base of the fifth metatarsal is an indication for radiographs to rule out fracture of the foot. This patient [does or does not] meet criteria for radiographs.' The background shows a sidebar with medical categories like 'Physical', 'Constitutional', 'Eyes', 'ENMT', 'Neck', 'Respiratory', 'Cardiovascular', 'Chest (Breasts)', 'Gastrointestinal (Abdomen)', 'Musculoskeletal', 'Skin', and 'Neurologic'. The bottom right of the dialog area says 'No Data to Display'.

Next, click on 'Create New Trigger'.



The label we give here will be the string of characters you would type to bring the text into a note. We'll type in '.novte' for you.

The screenshot displays a medical software interface. At the top, a browser window shows the URL <https://webacute.mountnittany.org/cectest/s0003663401361218/>. Below the browser, a navigation bar includes icons for 'Return To', 'Home', 'Workload', 'Chart', 'Document', 'Orders', 'Sign', 'Compose', 'More', and 'Suspend'. The main header area shows 'Primary Care Office Visit' with 'SAVE', 'DRAFT', and 'SIGN' buttons. The author is identified as 'Cynthia D. Alexander, MD' and the patient as 'T-Test, Jessica', 18 F, 01/01/2001, with MRN# M000002146. A 'Quick Text' dialog box is open, titled 'Quick Text' with 'T-TEST,JESSICA 18 F 01/01/2001 Allergy/Adv: Not Recorded'. The dialog has 'CANCEL', 'SAVE', and 'INSERT' buttons. It is divided into two columns: 'Create New Trigger' and 'Description'. The 'Create New Trigger' column contains the text '.novte' and '.ottawa'. The 'Description' column contains the text 'No evidence of VTE'. A callout bubble points to the description field with the text 'we will type in 'No evidence of VTE''. The background shows a patient record with a 'Physical Exam' section selected in the left sidebar.

To add a description here, we will type in 'No evidence of VTE'.

Document T-TEST 18F - MEDITEC

https://webacute.mountnittany.org/cectest/s0003663401361218/

Return To Home Workload Chart Document Orders Sign Compose More Suspend

Primary Care Office Visit SAVE DRAFT SIGN

Author: Cynthia D. Alexander, MD Last Saved at 03/13/19 15:22

Nursing Quality PFSH HPI ROS Exam Office Procedures Results Assessment and Plan Coding Departure

T-Test, Jessica
18, F · 01/01/2001
MRN# M000002146

Physical Exam
T-TEST,JESSICA 18 F 01/01/2001 Allergy/Adv: Not Recorded

VIEW EDIT

Create New Trigger

novte

.ottawa

Description

No evidence of VTE

B *i* U [] >

Based on careful history and physical exam,

we will type in the desired text

SCH AMB, PG.BELIM

display

display

display

No Data to Display

Now we will type in the desired text in the Meditor field.

Document T-TEST 18F - MEDITEC

https://webacute.mountnittany.org/cectest/s0003663401361218/

Return To Home Workload Chart Document Orders Sign Compose More Suspend

Primary Care Office Visit SAVE DRAFT SIGN

Author: Cynthia D. Alexander, MD Last Saved at 03/13/19 15:22

Nursing Quality PFSH HPI ROS Exam Office Procedures Results Assessment and Plan Coding Departure

Physical Exam T-TEST, JESSICA 18 F 01/01/2001 Allergy/Adv: Not Recorded CANCEL SAVE INSERT

VIEW EDIT

Create New Trigger

novte

.ottawa

Description

No evidence of VTE

click the 'SAVE' button

B *i* U [] >

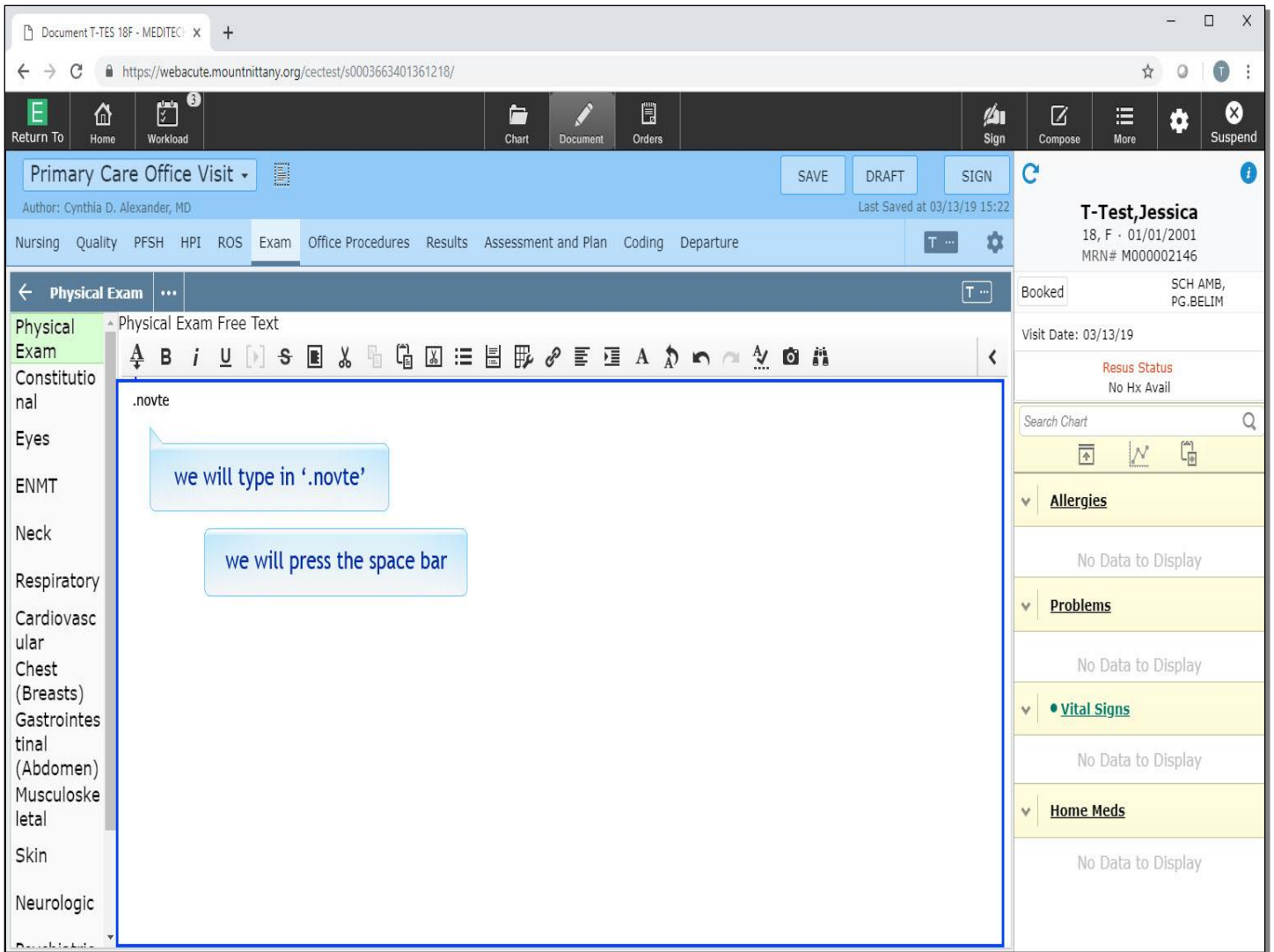
Based on a careful history and physical exam, I very much doubt cardiac or thromboembolic disease. I discussed these entities with the patient. The patient is to follow up with me if not improving within 5-7 days. The patient should go to the nearest emergency room if there is significant worsening at any time.

No Data to Display

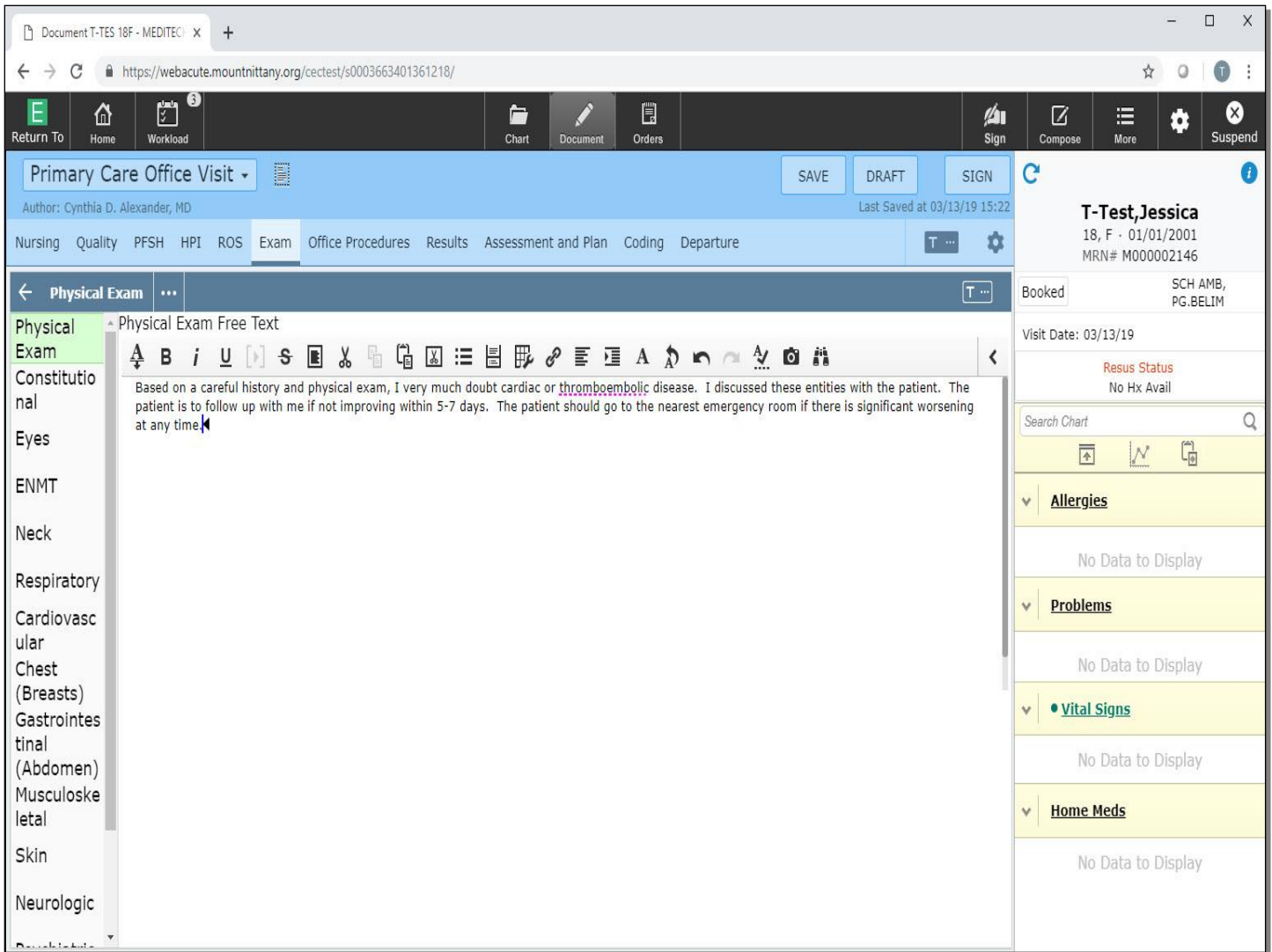
To save this Quick Text for future use, click the 'SAVE' button.

The screenshot shows a web-based medical application interface. At the top, there's a browser address bar with the URL <https://webacute.mountnittany.org/cectest/s0003663401361218/>. Below the browser is a navigation bar with icons for 'Return To', 'Home', 'Workload', 'Chart', 'Document', 'Orders', 'Sign', 'Compose', 'More', and 'Suspend'. The main header area includes 'Primary Care Office Visit' with 'SAVE', 'DRAFT', and 'SIGN' buttons. Below this is a breadcrumb trail: 'Nursing > Quality > PFSH > HPI > ROS > Exam > Office Procedures > Results > Assessment and Plan > Coding > Departure'. On the right, patient information for 'T-Test, Jessica' is displayed: '18, F · 01/01/2001', 'MRN# M000002146', and 'SCH AMB, PG.BELIM'. A 'Quick Text' overlay is open, showing a 'Create New Trigger' section on the left with triggers '.novte' and '.ottawa'. The 'Description' field contains the text: 'Ankle Rules' followed by a rich text editor with bold, italic, underline, and link buttons. The text in the editor reads: 'The patient's ankle was assessed using the Ottawa ankle rules which state that an x-ray is only required if there is pain in the midfoot zone and any of the following: Bone tenderness in the posterior half of the lower 6 cm (2.5 in) of the fibula or tibia; an inability to bear weight immediately after the injury and in the clinic. Bone tenderness over the navicular bone or base of the fifth metatarsal is an indication for radiographs to rule out fracture of the foot. This patient [does or does not] meet criteria for radiographs.' A red box highlights the 'CANCEL' button in the top right of the overlay, and a green callout bubble points to it with the text 'click the 'CANCEL' button'. The bottom right of the overlay area says 'No Data to Display'.

To close this overlay, click the 'CANCEL' button.



To see this work, we'll type '.novte' in the text area. Then we'll press the space bar.



The text immediately appears in the Text area.

When creating a new Quick Text, keep in mind that whenever you type the trigger, followed by a space bar, the Quick Text will appear. For this reason, avoid words you will commonly use within a sentence.

The screenshot displays a web-based medical charting application. At the top, the browser address bar shows the URL: <https://webacute.mountrnity.org/cectest/s0003663401361218/>. The application header includes navigation icons for 'Return To', 'Home', 'Workload', 'Chart', 'Document', 'Orders', 'Sign', 'Compose', 'More', and 'Suspend'. Below this, a blue bar indicates the current document is a 'Primary Care Office Visit' by 'Cynthia D. Alexander, MD', with 'SAVE', 'DRAFT', and 'SIGN' buttons. A secondary navigation bar lists categories like 'Nursing', 'Quality', 'PFSH', 'HPI', 'ROS', 'Exam', 'Office Procedures', 'Results', 'Assessment and Plan', 'Coding', and 'Departure'. The main content area is titled 'Physical Exam' and contains a 'Physical Exam Free Text' field with the following text: 'Based on a careful history and physical exam, I very much doubt cardiac or thromboembolic disease. I discussed these entities with the patient. The patient is to follow up with me if not improving within 5-7 days. The patient should go to the nearest emergency room if there is significant worsening at any time.' A redaction box is visible over the word 'thromboembolic'. A sidebar on the left lists body systems: 'Constitutional', 'Eyes', 'ENMT', 'Neck', 'Respiratory', 'Cardiovascular', 'Chest (Breasts)', 'Gastrointestinal (Abdomen)', 'Musculoskeletal', 'Skin', and 'Neurologic'. On the right, a patient information sidebar for 'T-Test, Jessica' (18, F, DOB 01/01/2001, MRN# M000002146) shows 'Booked' status, 'Visit Date: 03/13/19', and sections for 'Allergies', 'Problems', 'Vital Signs', and 'Home Meds', all of which currently display 'No Data to Display'.

Many have found that starting all Quick Text triggers with a special character, such as a period, is a way to ensure your Quick Text only appears when you want it to. The Quick Text tool will only work within a Meditor field.

The screenshot shows a web-based medical application interface. At the top, there's a navigation bar with icons for 'Return To', 'Home', 'Workload', 'Chart', 'Document', 'Orders', 'Sign', 'Compose', 'More', and 'Suspend'. Below this is a header for 'Primary Care Office Visit' with 'SAVE', 'DRAFT', and 'SIGN' buttons. The author is identified as 'Cynthia D. Alexander, MD' and the document was last saved on 03/13/19 at 15:22. A secondary navigation bar includes 'Nursing', 'Quality', 'PFSH', 'HPI', 'ROS', 'Exam', 'Office Procedures', 'Results', 'Assessment and Plan', 'Coding', and 'Departure'. The main content area is titled 'Results Reviewed' and shows a 'Results' section with filters for 'Labratory', 'MRI', 'CT', and 'Radiology'. A 'Common Labs' icon is also present. Below the filters, it says 'No Data to Display'. A 'Result comment' section is highlighted with a red box, containing a text input field with the placeholder 'Click to Enter Result comment'. A green callout bubble with the text 'click in the 'Meditor' field' points to a specific area within this section. On the right side, there's a patient information panel for 'T-Test, Jessica', 18, F, born 01/01/2001, with MRN# M000002146. It also shows 'Booked' status, 'Visit Date: 03/13/19', 'Resus Status: No Hx Avail', and a 'Search Chart' field. Below these are sections for 'Allergies', 'Problems', 'Vital Signs', and 'Home Meds', all of which currently show 'No Data to Display'.

Now let's look at Formatted Data. We've moved to a Results section of the document. Once again, this tool only works in a Meditor. Click in the 'Meditor' field.

Document: T-TEST 18F - MEDITECH

URL: https://webacute.mountnittany.org/cectest/s0003663401361218/

Primary Care Office Visit

Author: Cynthia D. Alexander, MD

Last Saved at 03/13/19 15:22

Nursing Quality PFSH HPI ROS Exam Office Procedures Results Assessment and Plan Coding Departure

Results Reviewed

Results

Results reviewed with patient: All

Labratory MRI CT Radiology

Common Labs

No Data to Display

Result comment

click on the 'Canned Text' icon

T-Test, Jessica

18, F · 01/01/2001

MRN# M000002146

Booked SCH AMB, PG.BELIM

Visit Date: 03/13/19

Resus Status No Hx Avail

Search Chart

Allergies No Data to Display

Problems No Data to Display

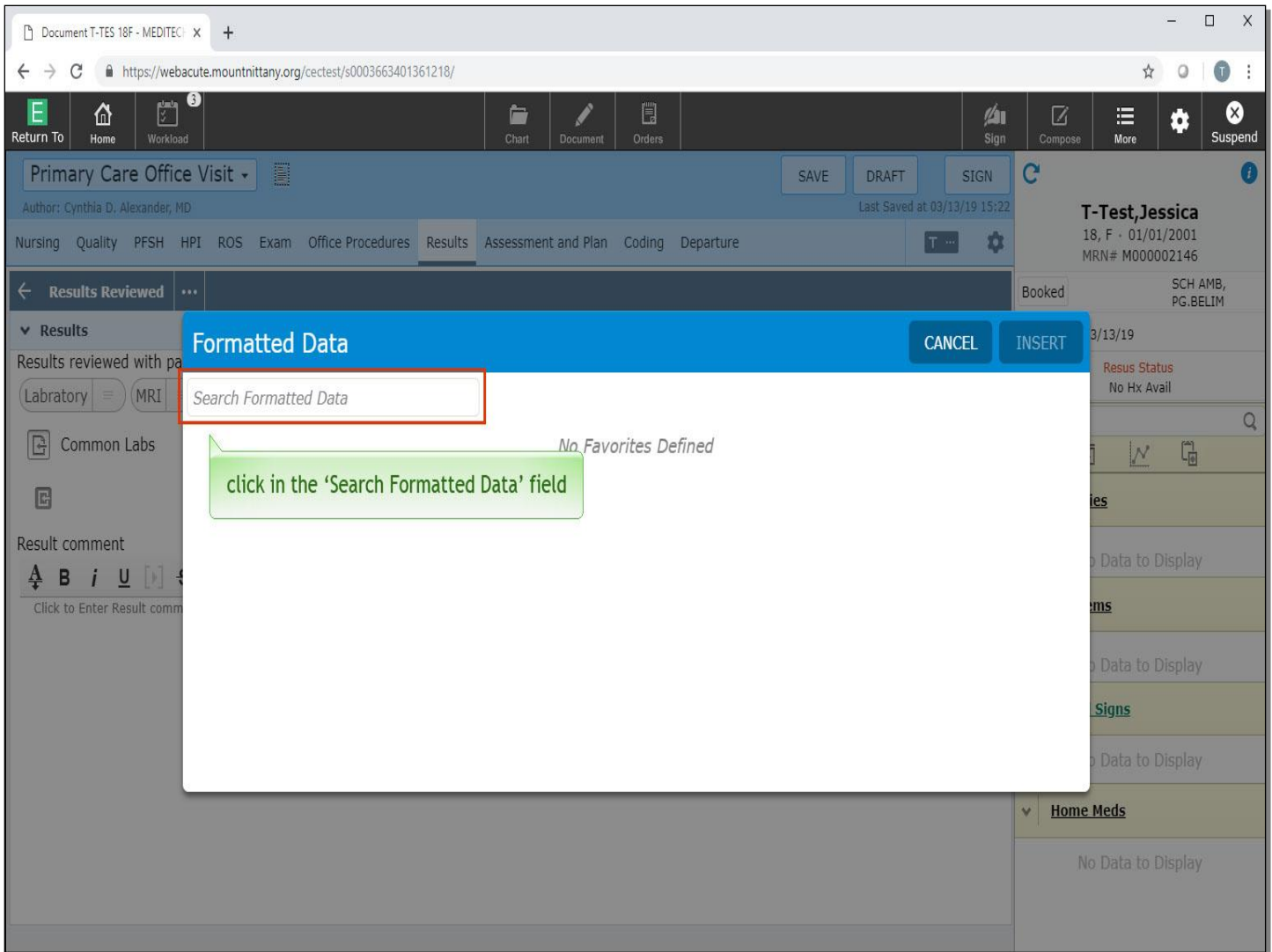
Vital Signs No Data to Display

Home Meds No Data to Display

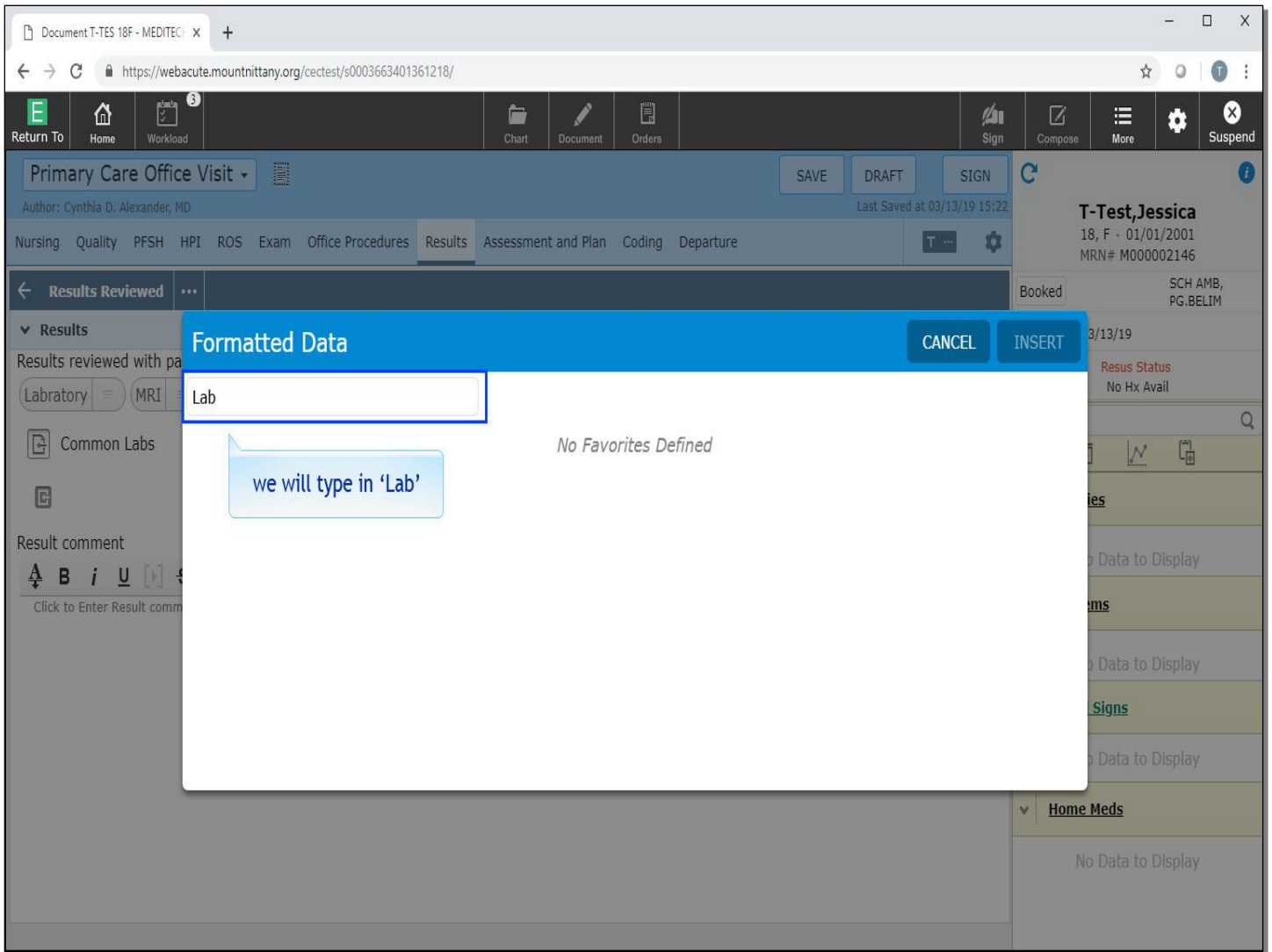
Click on the 'Canned Text' icon.

The screenshot shows a web-based medical application interface. At the top, there's a navigation bar with icons for 'Return To', 'Home', 'Workload', 'Chart', 'Document', 'Orders', 'Sign', 'Compose', 'More', and 'Suspend'. Below this is a header for a document titled 'Primary Care Office Visit' with 'SAVE', 'DRAFT', and 'SIGN' buttons. The author is 'Cynthia D. Alexander, MD' and it was last saved on 03/13/19 at 15:22. A secondary navigation bar includes 'Nursing', 'Quality', 'PFSH', 'HPI', 'ROS', 'Exam', 'Office Procedures', 'Results', 'Assessment and Plan', 'Coding', and 'Departure'. The main content area is titled 'Results Reviewed' and shows a 'Results' section with filters for 'Labratory', 'MRI', 'CT', and 'Radiology'. A 'Result comment' text area is visible with a rich text editor toolbar. A dropdown menu is open over the 'Formatted Data' option, which is highlighted with a red border. A green callout box with the text 'click on 'Formatted Data'' points to this option. On the right side, there's a patient information panel for 'T-Test, Jessica', including her date of birth (01/01/2001) and MRN (# M000002146). Below this are sections for 'Allergies', 'Problems', 'Vital Signs', and 'Home Meds', all showing 'No Data to Display'.

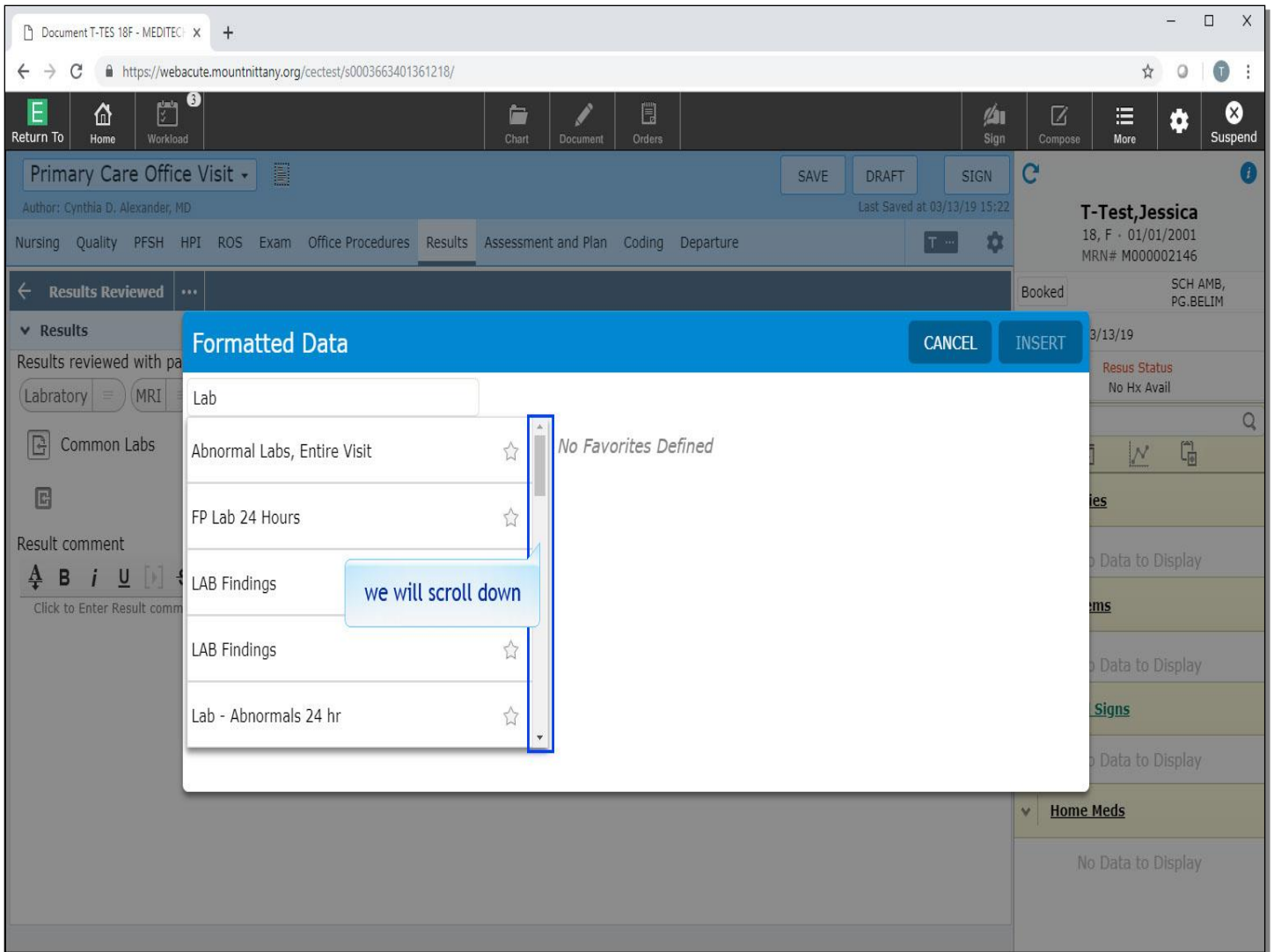
One way to think of Formatted Data would be to imagine the type of information which might make sense when displayed in a table. Click on 'Formatted Data'.



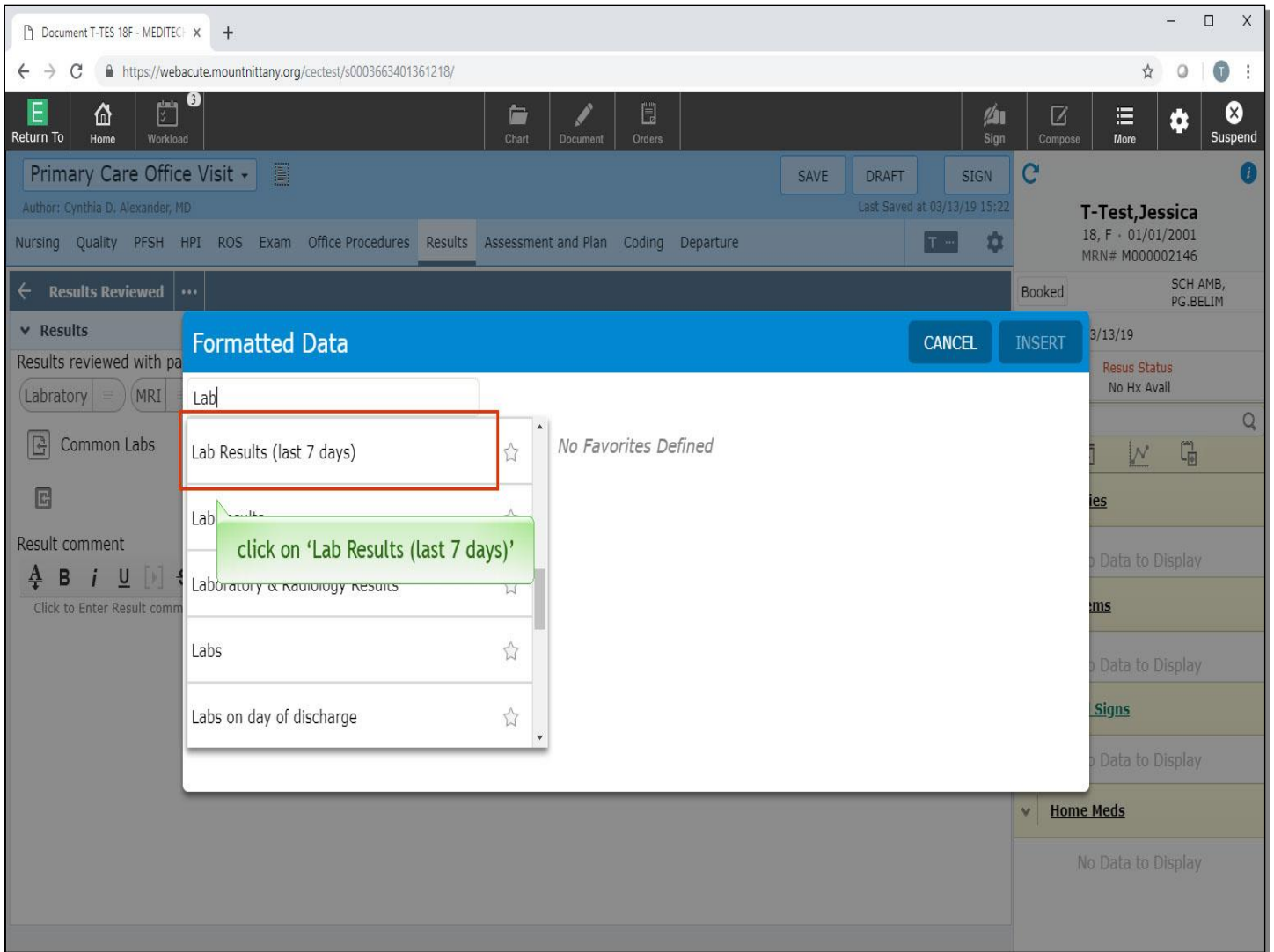
You will note that this overlay looks very similar to the way the Canned Text overlay looked the first time you went into it. Since, there are no Favorites defined, you'll need to search for Formatted Data. We want to pull Lab Results into this note. Click in the 'Search Formatted Data' field.



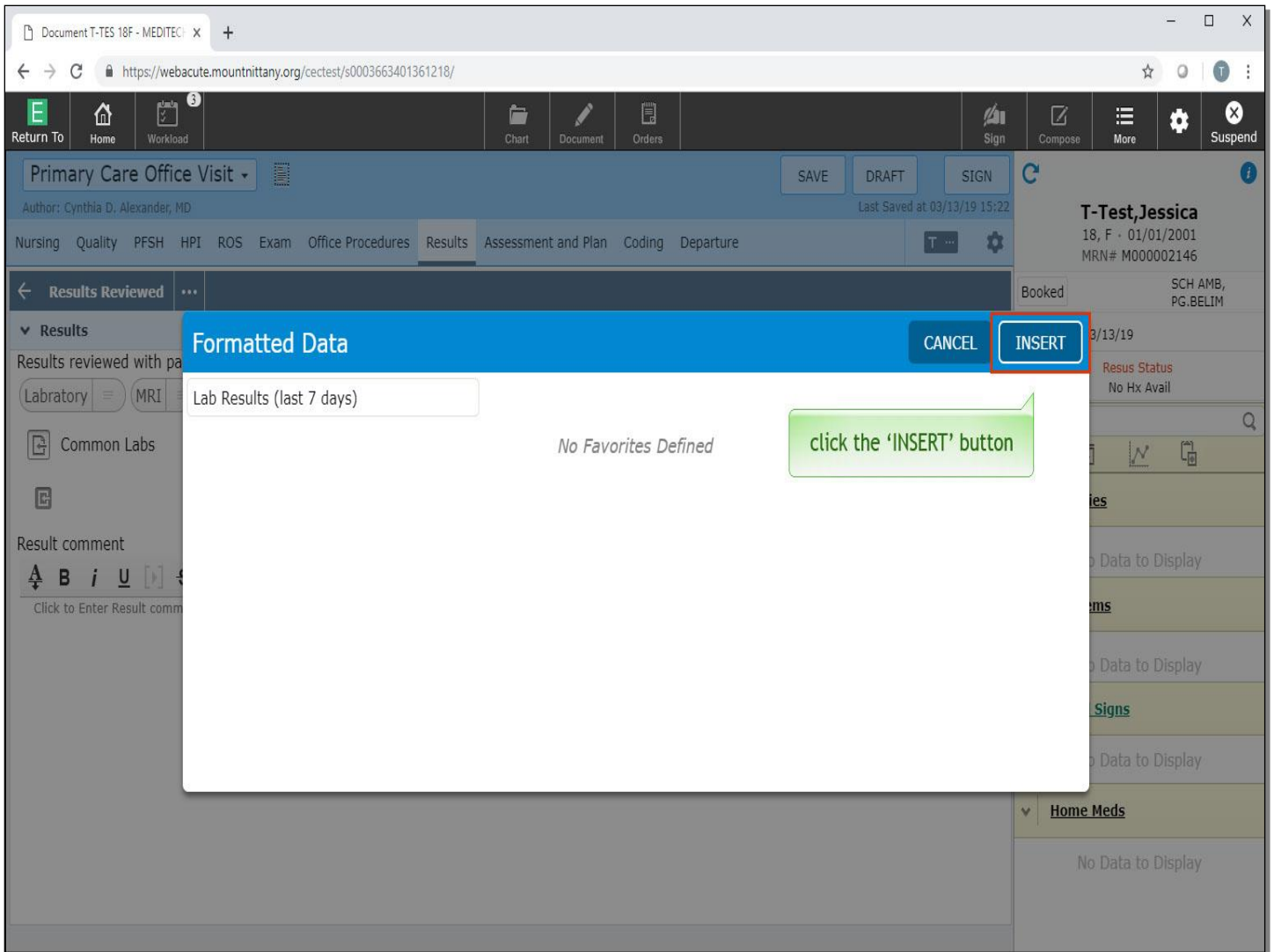
We will type in 'Lab' for you.



We will scroll down.



Click on 'Lab Results (last 7 days)'



Now, click the 'INSERT' button.

Document T-Tes 53F - MEDITECH x

https://webacute.mountnittany.org/cectest/s0003663401361218/

Primary Care Office Visit

Author: Christophe E. Hester, MD

Results

Results reviewed with patient: All

Labratory MRI CT Radiology

Common Labs

No Data to Display

Result comment

click on the 'Canned Text' icon

	03/13/19 08:00	Range/Units
INR	2.2	

T-Test, PG Fully Loaded

53, F · 08/23/1965
MRN# M000003106

Departed DEP AMB, PG.BELIM

Visit Date: 03/13/19

Resus Status
No Hx Avail

Search Chart

Allergies

nickel Rash

peanut

walnut

[red paint]

Problems

ONSET

Migraine

Atrial fib/flutter, transient

Hypertension

Abdominal pain

Vital Signs

The Formatted Data overlay will close and you'll have a table containing results in your note. For items like this, which are likely to be used over and over again, you can save some time by making this a Favorite. Click on the 'Canned Text' icon again.

Document T-Tes 53F - MEDITECH x

https://webacute.mountnittany.org/cectest/s0003663401361218/

Return To Home Workload Chart Document Orders Sign Compose More Suspend

Primary Care Office Visit SAVE DRAFT SIGN

Author: Christophe E. Hester, MD Last Saved at 03/13/19 14:41

Nursing Quality PFSH HPI ROS Exam Office Procedures Results Assessment and Plan Coding Departure

Results Reviewed

Results

Results reviewed with patient: All

Laboratory MRI CT Radiology

Common Labs

No Data to Display

Result comment

Quick Text Canned Text Formatted Data

	03/13/19 08:00	Range/Units
INR	2.2	

click on 'Formatted Data'

T-Test, PG Fully Loaded

53, F · 08/23/1965
MRN# M000003106

Departed DEP AMB, PG.BELIM

Visit Date: 03/13/19

Resus Status
No Hx Avail

Search Chart

Allergies

nickel Rash

peanut

walnut

[red paint]

Problems

ONSET

Migraine

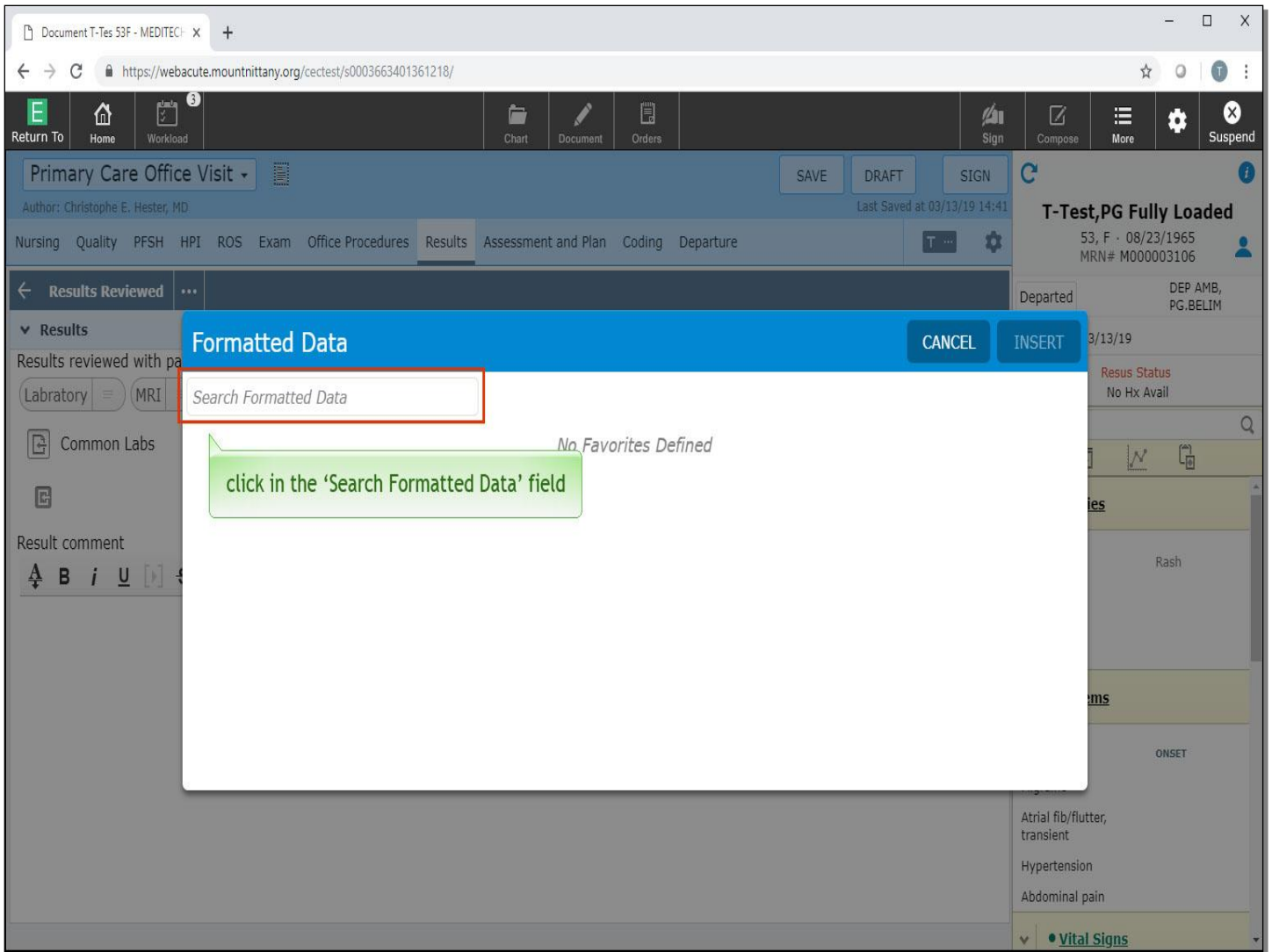
Atrial fib/flutter, transient

Hypertension

Abdominal pain

Vital Signs

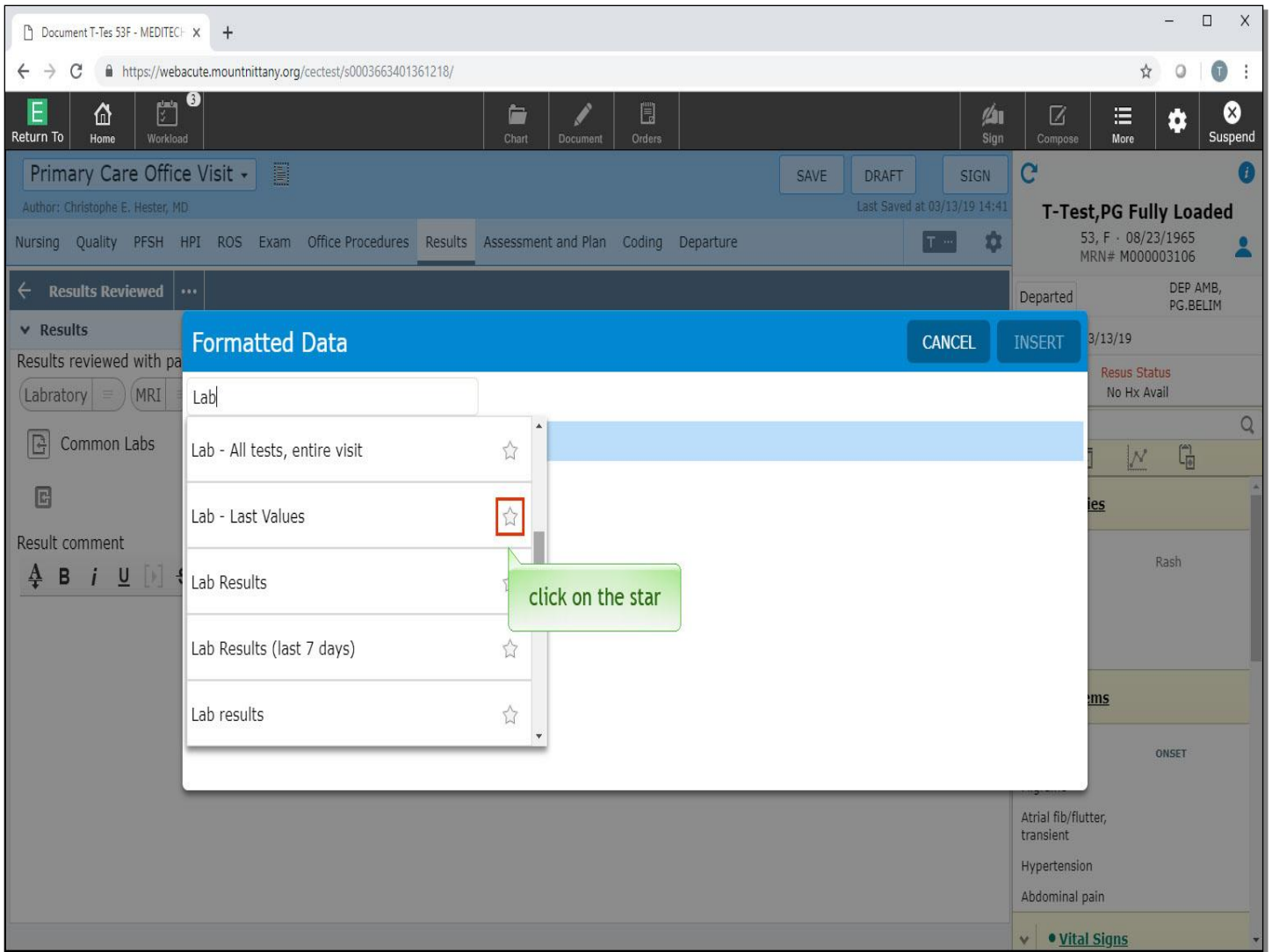
Select on the 'Formatted Data' option.



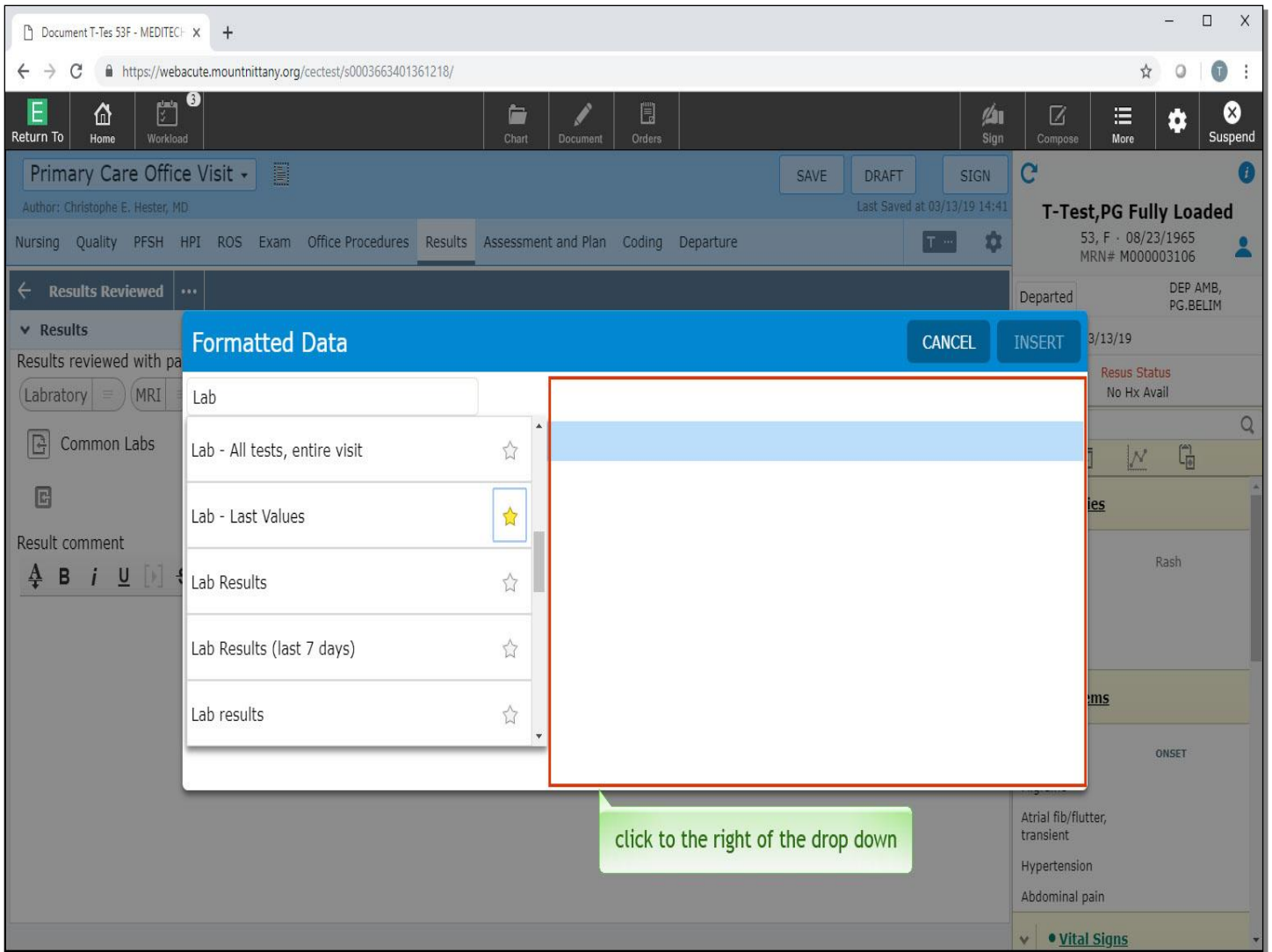
Now, click in the 'Search Formatted Data' field.

The screenshot displays a web-based medical application interface. At the top, a browser window shows the URL <https://webacute.mountnittany.org/cectest/s0003663401361218/>. The application header includes navigation icons for 'Return To', 'Home', 'Workload', 'Chart', 'Document', 'Orders', 'Sign', 'Compose', 'More', and 'Suspend'. The main content area is titled 'Primary Care Office Visit' and includes buttons for 'SAVE', 'DRAFT', and 'SIGN'. Below this, a navigation menu lists 'Nursing', 'Quality', 'PFSH', 'HPI', 'ROS', 'Exam', 'Office Procedures', 'Results', 'Assessment and Plan', 'Coding', and 'Departure'. The 'Results' tab is active, showing a 'Results Reviewed' section. A 'Formatted Data' dialog box is overlaid on the screen, featuring a blue title bar with 'Formatted Data' and 'CANCEL' and 'INSERT' buttons. The dialog contains a text input field with the word 'Lab' entered, a callout bubble with the text 'we will type in 'Lab'', and the text 'No Favorites Defined'. The background interface shows patient information for 'T-Test, PG Fully Loaded', including '53, F · 08/23/1965' and 'MRN# M000003106'. A 'Resus Status' section indicates 'No Hx Avail'. A 'Vital Signs' section is partially visible at the bottom right, listing 'Atrial fib/flutter, transient', 'Hypertension', and 'Abdominal pain'.

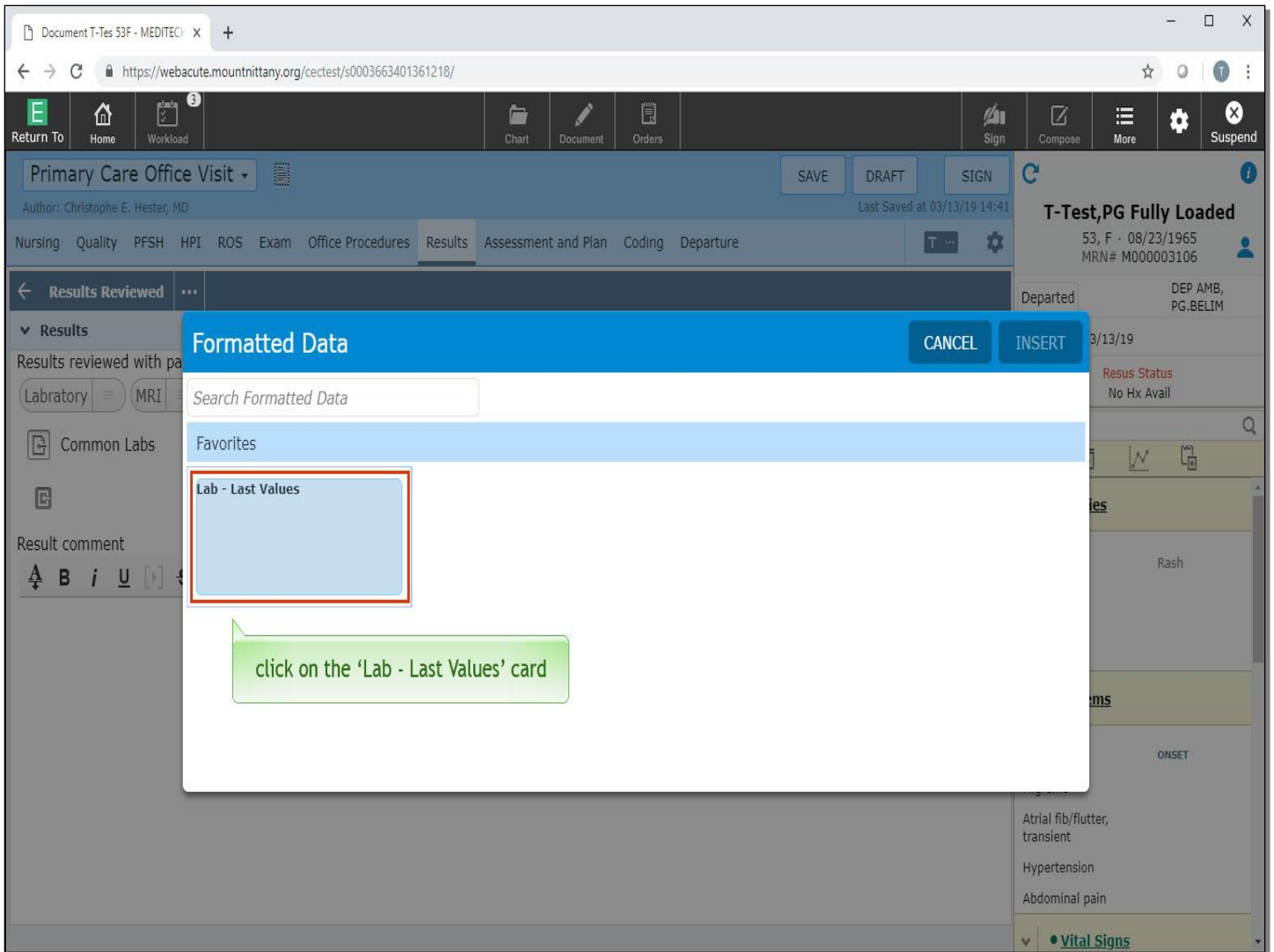
We will type in 'Lab' for you.



To make one of these a Favorite, click on the star to the right of 'Lab – Last Values'.



To close the drop down, click anywhere to the right.



Just like with Canned Text, your Favorite takes the form of a card. To bring the information into your note, click on the 'Lab - Last Values' card.

Document T-Tes 53F - MEDITECH x

https://webacute.mountnittany.org/cectest/s0003663401361218/

Return To Home Workload **Chart** Document Orders Sign Compose More Suspend

Primary Care Office Visit SAVE DRAFT SIGN

Author: Christophe E. Hester, MD Last Saved at 03/13/19 14:41

Nursing Quality PFSH HPI ROS Exam Office Procedures Results Asses

Results Reviewed

Results

Results reviewed with patient: All

Labratory MRI CT Radiology

Common Labs

No Data to Display

Result comment

	03/13/19 08:00	Range/Units
INR	2.2	

Laboratory Last Values

INR	2.2	03/13/19 08:00
-----	-----	----------------

T-Test, PG Fully Loaded

53, F · 08/23/1965
MRN# M000003106

Departed DEP AMB, PG.BELIM

Visit Date: 03/13/19

Resus Status
No Hx Avail

Search Chart

Allergies

nickel Rash

peanut

walnut

[red paint]

Problems

ONSET

Migraine

Atrial fib/flutter, transient

Hypertension

Abdominal pain

Vital Signs

There is one more type of information that you can pull into the note from the Canned Text icon, but first, you must go back to the chart. Click on the 'Chart' icon in the navigation bar.

The screenshot shows a web-based medical chart interface. The top navigation bar includes icons for Return To, Home, Workload, Chart, Document, Orders, Sign, Compose, More, and Suspend. Below this is a category menu with tabs for Diagnostics, Provider Notes, Nurse/Allied Health, Medications, History & Problems, Administrative, Other Clinical, and Health Mgmt. The main content area is divided into several sections:

- Summary:** A table of lab results under the heading "Lab Results Last Value". The "WBC" result is highlighted with a red box and has a green callout box that says "RIGHT click on the 'WBC' result".
- Vital Signs:** A section with "No Data to Display".
- I & O 24 Hour Summary:** A section with "No Data to Display".
- Lab Results Last 24 Hrs:** A section showing "INR" with a value of 2.2 and a right-click icon.
- Diagnostic Departmental Reports:** A section with "No Data to Display".
- Diagnostic Imaging Reports:** A section with "No Data to Display".
- Provider Notes Last 24 Hrs:** A section with "No H&P reports recorded".
- GENERAL:** A section showing "Pain Management Visit" on 03/13/19 at 10:26.

On the right side, there is a patient information panel for "T-Test, PG Fully Loaded" (53, F, 08/23/1965, MRN# M000003106). It includes fields for "Departed" (DEP AMB, PG.BELIM), "Visit Date: 03/13/19", "Resus Status" (No Hx Avail), "Allergies" (nickel - Rash, peanut, walnut, [red paint]), "Problems" (Migraine, Atrial fib/flutter, transient, Hypertension, Abdominal pain), and "Vital Signs".

When reviewing the patient's chart, some items, such as Labs, Prescriptions, Diagnoses, Procedures and Problems can be saved. This can be done by RIGHT clicking on the value of the item. On the summary screen, RIGHT click on the white blood cell result.

The screenshot shows a medical chart for a patient named T-Test, PG Fully Loaded. The interface includes a navigation bar at the top with icons for Return To, Home, Workload, Chart, Document, Orders, Sign, Compose, More, and Suspend. Below the navigation bar are tabs for various chart sections: Diagnostics, Provider Notes, Nurse/Allied Health, Medications, History & Problems, Administrative, Other Clinical, and Health Mgmt. The 'Summary' tab is selected, showing a table of lab results under the heading 'Lab Results Last Value'. A context menu is open over the 'WBC' row, listing several actions: 'Add to Saved Data', 'Graph', 'Graph Favorites', 'Queue for Reference', 'DynaMed Infobutton', and 'UpToDate Infobutton'. The lab results table includes columns for test name, value, and date. The right sidebar contains patient information, including 'T-Test, PG Fully Loaded', '53, F · 08/23/1965', 'MRN# M000003106', and a list of allergies such as nickel, peanut, and walnut.

Test Name	Value	Date
WBC	2.1	
RBC (4.2-5.4)	5.00 M/uL	
Hgb (12.0-16.0)	15.0 g/dL	
Hct (37-47)	45.0 %	
MCV (80-100)	90.0 fL	
MCH (25-34)	33.0 pg	01/09/19
MCHC (32-36)	33.0 g/dL	01/09/19
RDW Std Deviation (36.4-46.3)	37.0 fL	01/09/19
RDW Coeff of Var (11.5-14.5)	12.0 %	01/09/19
Plt Count (130-400)	150 K/uL	01/09/19
MPV (7.4-10.4)	10.0 fL	01/09/19

A box pops up with a variety of actions. Click on 'Add to Saved Data'.

The screenshot shows a medical chart for a patient named T-Test, PG Fully Loaded. The interface includes a navigation bar with icons for Return To, Home, Workload, Chart, Document, Orders, Sign, Compose, More, and Suspend. The chart is organized into tabs: Diagnostics, Provider Notes, Nurse/Allied Health, Medications, History & Problems, Administrative, Other Clinical, Health Mgmt, Summary, Activity, Flowsheets, and Health Mgmt. The Summary tab is active, displaying a table of lab results and various report sections.

▼ Lab Results Last Value			Most Recent
▼ Hematology			
WBC	◆ 2.1		01/22/19
RBC (4.2-5.4)	5.00 M/uL		01/09/19
Hgb (12.0-16.0)	15.0 g/dL		01/09/19
Hct (37-47)	45.0 %		01/09/19
MCV (80-100)	90.0 fL		01/09/19
MCH (25-34)	33.0 pg		01/09/19
MCHC (32-36)	33.0 g/dL		01/09/19
RDW Std Deviation (36.4-46.3)	37.0 fL		01/09/19
RDW Coeff of Var (11.5-14.5)	12.0 %		01/09/19
Plt Count (130-400)	150 K/uL		01/09/19
MPV (7.4-10.4)	10.0 fL		01/09/19

Other sections in the chart include Vital Signs (No Data to Display), I & O 24 Hour Summary (No Data to Display), Lab Results Last 24 Hrs (Coagulation: INR 2.2), Diagnostic Departmental Reports (No Data to Display), Diagnostic Imaging Reports (No Data to Display), and Provider Notes Last 24 Hrs (No H&P reports recorded). A 'GENERAL' section shows a 'Pain Management Visit' on 03/13/19 at 10:26. The right sidebar shows patient information (53, F, 08/23/1965, MRN# M000003106), visit date (03/13/19), resus status (No Hx Avail), allergies (peanut, walnut, [red paint]), and problems (Migraine, Atrial fib/flutter, transient, Hypertension, Abdominal pain).

As you navigate through the chart, you can continue to add to Saved Data. If you would like to review the information that you've saved, you can do so by clicking on the Saved Data icon in the Reference Region. Click on the 'Saved Data' icon.

The screenshot shows a web browser window with the URL <https://webacute.mountrnity.org/cectest/s0003663401361218/>. The interface includes a top navigation bar with icons for Return To, Home, Workload, Chart, Document, Orders, Sign, Compose, More, and Suspend. Below this is a category menu with options like Diagnostics, Provider Notes, Nurse/Allied Health, Medications, History & Problems, Administrative, Other Clinical, Health Mgmt, Summary, Activity, Flowsheets, and Health Mgmt. A patient summary card for 'T-Test, PG Fully Loaded' (53, F, 08/23/1965, MRN# M000003106) is visible. A 'Saved Data' dialog box is open, displaying a table of saved items. The table has columns: Name, Value, Date, Time, and Keep. A green callout box with the text 'click the 'CLOSE' button' points to the 'CLOSE' button in the dialog's header. The table contains one entry: WBC with a value of 2.1, dated 01/22/19 12:00.

<input checked="" type="checkbox"/>	Name	Value	Date	Time	Keep
<input checked="" type="checkbox"/>	WBC	2.1	01/22/19	12:00	<input type="checkbox"/>

Here you can review or remove items you have saved to Saved Data. For now, click the 'CLOSE' button.

The screenshot shows a web-based medical chart interface. At the top, there is a navigation bar with icons for 'Return To', 'Home', 'Workload', 'Chart', 'Document', 'Orders', 'Sign', 'Compose', 'More', and 'Suspend'. The 'Document' icon is highlighted with a red box, and a green callout bubble points to it with the text 'click on the 'Document' icon'. Below the navigation bar, there are tabs for 'Diagnostics', 'Provider Notes', 'Nurse/Allied Health', 'Medications', 'History & Problems', 'Administrative', 'Newsletters', and 'Health Mgmt'. The 'Summary' tab is selected. The main content area is divided into several sections: 'Lab Results Last Value' (Hematology), 'Vital Signs', 'I & O 24 Hour Summary', 'Lab Results Last 24 Hrs' (Coagulation), 'Diagnostic Departmental Reports', 'Diagnostic Imaging Reports', and 'Provider Notes Last 24 Hrs'. On the right side, there is a patient information panel for 'T-Test, PG Fully Loaded' with details like '53, F · 08/23/1965', 'MRN# M000003106', 'DEPARTED', 'DEP AMB, PG.BELIM', and 'Visit Date: 03/13/19'. Below this are sections for 'Resus Status', 'Allergies', 'Problems', and 'Vital Signs'.

To return to the document you've been working on, click on the 'Document' icon.

Document T-Tes 53F - MEDITECH x

https://webacute.mountnittany.org/cectest/s0003663401361218/

Return To Home Workload Chart Document Orders Sign Compose More Suspend

Primary Care Office Visit SAVE DRAFT SIGN

Author: Christophe E. Hester, MD Last Saved at 03/13/19 15:54

Nursing Quality PFSH HPI ROS Exam Office Procedures Results Assessment and Plan Coding Departure

Results Reviewed

Results

Results reviewed with patient: All

Labratory MRI CT Radiology

Common Labs

click in the 'Meditor' field

No Data to Display

Result comment

	03/13/19 08:00	Range/Units
INR	2.2	

Laboratory Last Values

INR	2.2	03/13/19 08:00
-----	-----	----------------

Departed DEP AMB, PG.BELIM

Visit Date: 03/13/19

Resus Status No Hx Avail

Search Chart

Allergies

nickel Rash

peanut

walnut

[red paint]

Problems

ONSET

Migraine

Atrial fib/flutter, transient

Hypertension

Abdominal pain

Vital Signs

In the 'Results' section, click in the 'Meditor' field.

Document T-Tes 53F - MEDITECH x

https://webacute.mountnittany.org/cectest/s0003663401361218/

Return To Home Workload Chart Document Orders Sign Compose More Suspend

Primary Care Office Visit SAVE DRAFT SIGN

Author: Christophe E. Hester, MD Last Saved at 03/13/19 15:54

Nursing Quality PFSH HPI ROS Exam Office Procedures Results Assessment and Plan Coding Departure

Results Reviewed

Results

Results reviewed with patient: All

Laboratory MRI CT Radiology

Common Labs

No Data to Display

Result comment

click on the 'Canned Text' icon

	03/13/19 08:00	Range/Units
INR	2.2	

Laboratory Last Values

INR	2.2	03/13/19 08:00
-----	-----	----------------

T-Test, PG Fully Loaded

53, F · 08/23/1965
MRN# M000003106

Departed DEP AMB, PG.BELIM

Visit Date: 03/13/19

Resus Status
No Hx Avail

Search Chart

Allergies

nickel Rash

peanut

walnut

[red paint]

Problems

ONSET

Migraine

Atrial fib/flutter, transient

Hypertension

Abdominal pain

Vital Signs

Then, click on the 'Canned Text' icon.

Document T-Tes 53F - MEDITECH x

https://webacute.mountnittany.org/cectest/s0003663401361218/

Return To Home Workload Chart Document Orders Sign Compose More Suspend

Primary Care Office Visit SAVE DRAFT SIGN

Author: Christophe E. Hester, MD Last Saved at 03/13/19 15:54

Nursing Quality PFSH HPI ROS Exam Office Procedures Results Assessment and Plan Coding Departure

Results Reviewed

Results

Results reviewed with patient: All

Laboratory MRI CT Radiology

Common Labs

No Data to Display

Result comment

Quick Text Canned Text Formatted Data Saved Data

	03/13/19 08:00	Range/Units
INR	2.2	

Laboratory Last Values

INR	2.2	03/13/19 08:00
-----	-----	----------------

click on 'Saved Data'

T-Test, PG Fully Loaded

53, F · 08/23/1965
MRN# M000003106

Departed DEP AMB, PG.BELIM

Visit Date: 03/13/19

Resus Status
No Hx Avail

Search Chart

Allergies

nickel Rash
peanut
walnut
[red paint]

Problems

ONSET

Migraine
Atrial fib/flutter, transient
Hypertension
Abdominal pain

Vital Signs

Now, click on 'Saved Data'.

The screenshot shows a medical software interface with a 'Saved Data' dialog box. The dialog box has a blue header with the text 'Saved Data' and a table below it. The table has columns for 'Name', 'Value', and 'Date'. The first row is 'WBC' with a value of '2.1' and a date of '01/22/19 12:09'. A green callout box with the text 'click the 'INSERT' button' points to the 'INSERT' button in the dialog box. The background shows a document titled 'Primary Care Office Visit' with various tabs and buttons.

<input checked="" type="checkbox"/>	Name	Value	Date
<input checked="" type="checkbox"/>	WBC	2.1	01/22/19 12:09

Notice the White Blood Cell Count result is checked. To put this information into your document, click the 'INSERT' button.

Document T-Test 53F - MEDITECH

https://webacutemountnittany.org/cectest/s0003663401361218/

Primary Care Office Visit

Author: Christophe E. Hester, MD

Results

Results Reviewed

Results

Results reviewed with patient: All

Laboratory MRI CT Radiology

Common Labs

No Data to Display

Result comment

Laboratory Tests

	01/22/19	
	12:09	
WBC	2.1	

	03/13/19	Range/Units
INR	2.2	

Laboratory Last Values

INR	2.2	03/13/19	08:00
-----	-----	----------	-------

T-Test, PG Fully Loaded

53, F · 08/23/1965

MRN# M000003106

DEPARTED DEP AMB, PG.BELIM

Visit Date: 03/13/19

Resus Status No Hx Avail

Allergies

nickel Rash

peanut

walnut

[red paint]

Problems

ONSET

Migraine

Atrial fib/flutter, transient

Hypertension

Abdominal pain

Vital Signs

You can now see this information has been added to your document.

This concludes our lesson on Canned Text, Quick Text, and Formatted Data.

In this lesson, we addressed how to:

- Search for and insert Canned Text into a document
- Deal with the Meditor 'Stop Codes' to enter variables
- Designate and use Favorite Canned Texts
- Use and create Quick Texts
- Use, Insert, and 'Favorite' Formatted Data items
- Save Data, review Saved Data, and insert it into a 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.