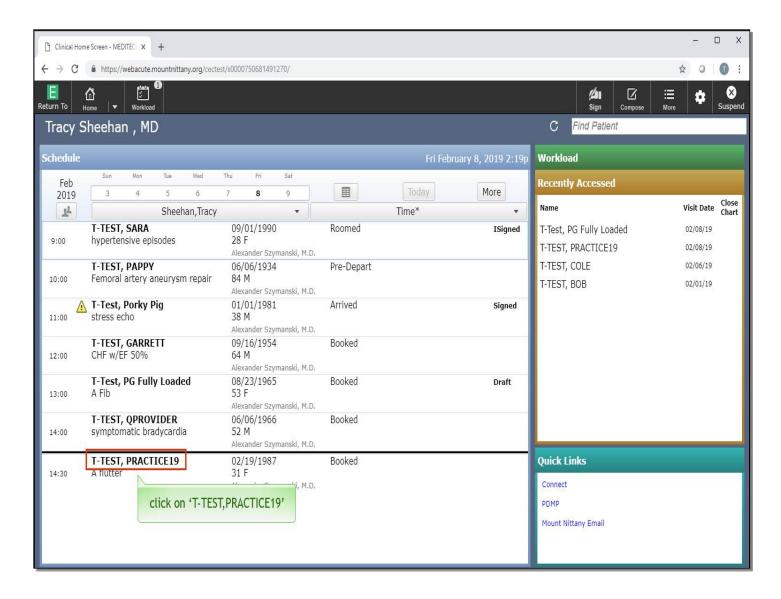
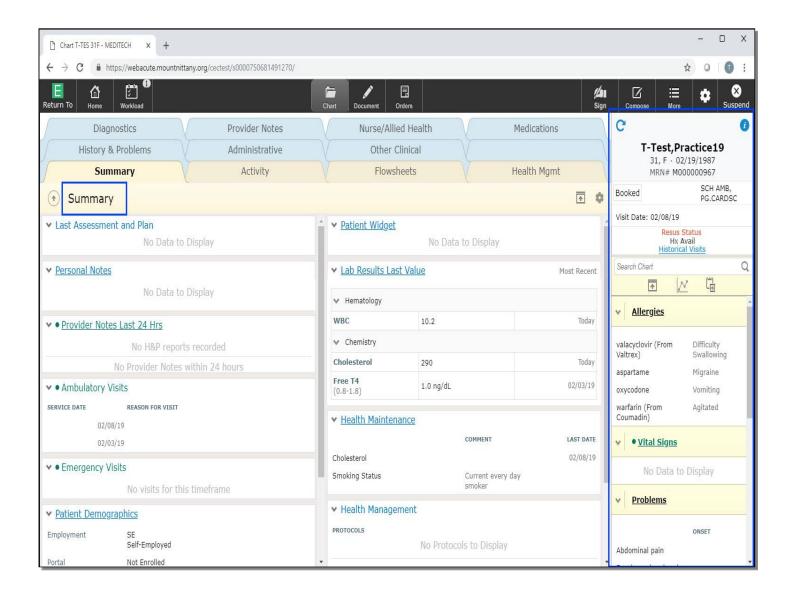


This course will guide you through an introduction of the basic navigation of the patient's chart.

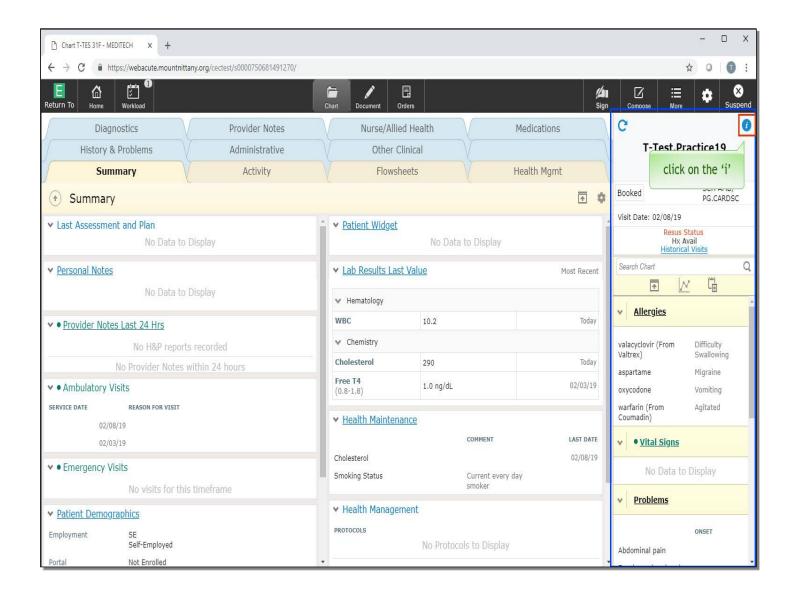
Subtle on screen elements of the LIVE system may vary from what is shown within this course; however, the functionality is as shown.



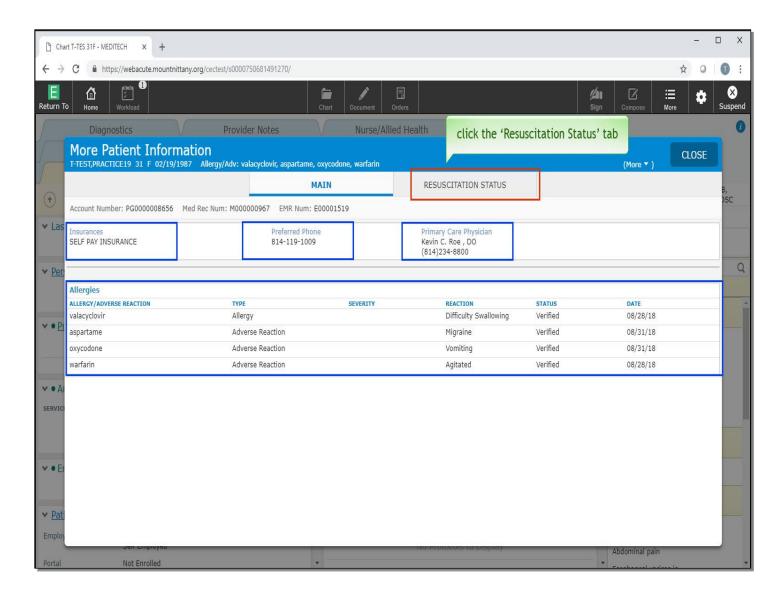
Depending on your role, you will typically start from a Rounding List, an ED Tracker, or your Ambulatory schedule. In all cases, clicking on the patient's name will open their chart. This course begins on the Clinical Home Screen, where you will find your patients for the day. Click on the patient's name, 'T-Test, Practice19'.



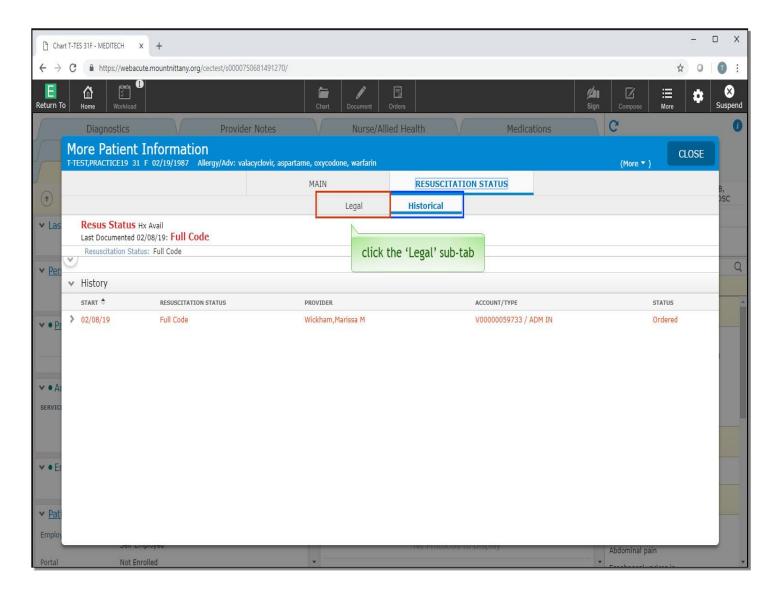
This takes you to the Summary tab. The Summary tab is fully customizable, as each of the individual areas is a 'Widget' which can be changed to suit the provider's needs. Widgets and how to customize this layout are covered in a separate lesson. The column to the right of the screen is known as the 'Reference Region'.



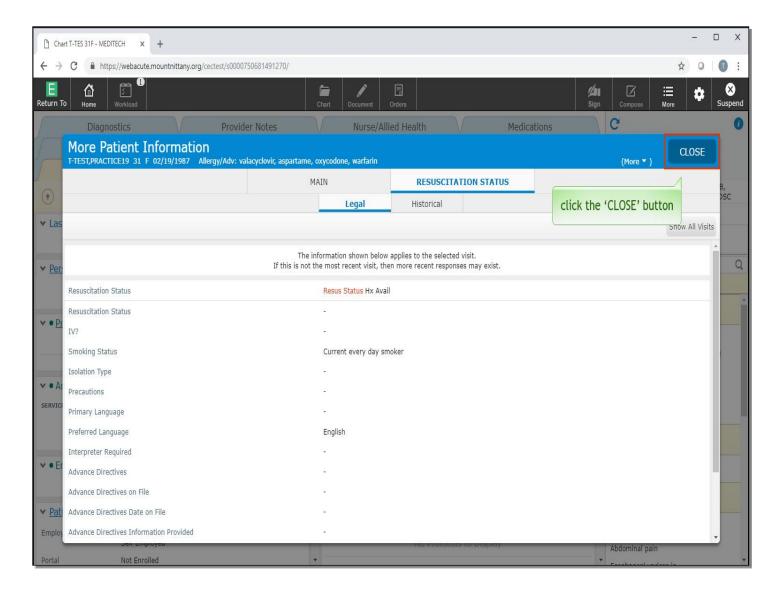
Regardless of what section of the chart you are on, the Reference Region will always be visible. The top of the Reference Region contains the patient information including Name, Date of Birth, M # and Status, if associated with a current visit. Click on the 'i' in the top right corner by the patient's name.



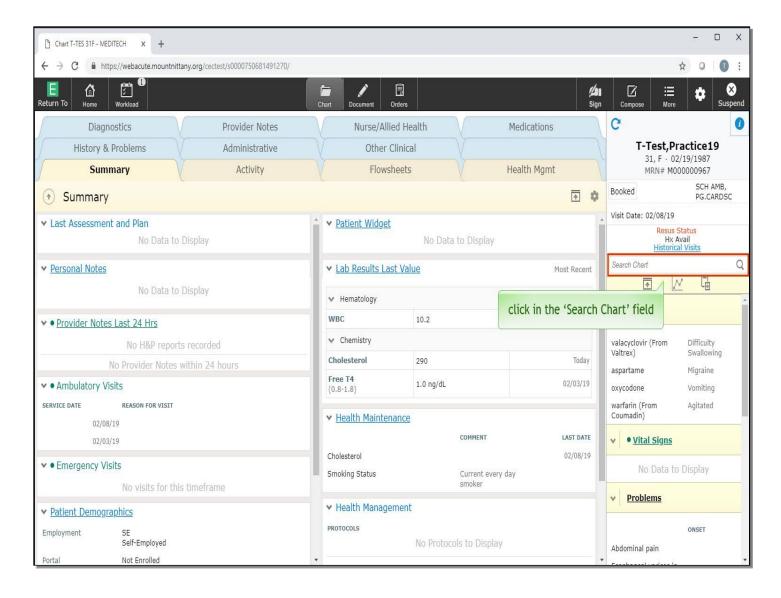
This brings up an overlay with more patient information including PCP, Phone Number, Insurance, and Allergies. Click the 'Resuscitation Status' tab at the top of the overlay.



Two sub-tabs appear: Legal and Historical. Historical will give a complete history of the patient's Resuscitation Status. Click the 'Legal' sub-tab.

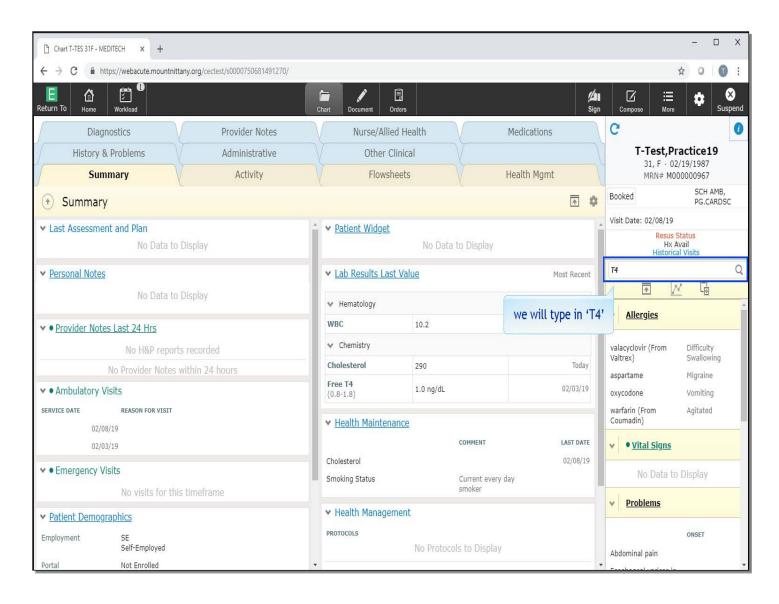


This provides you with the Patient's Preferred Language, any history of antibiotic resistant organisms, and clinical trials the patient may be a part of. Click the 'Close' button.

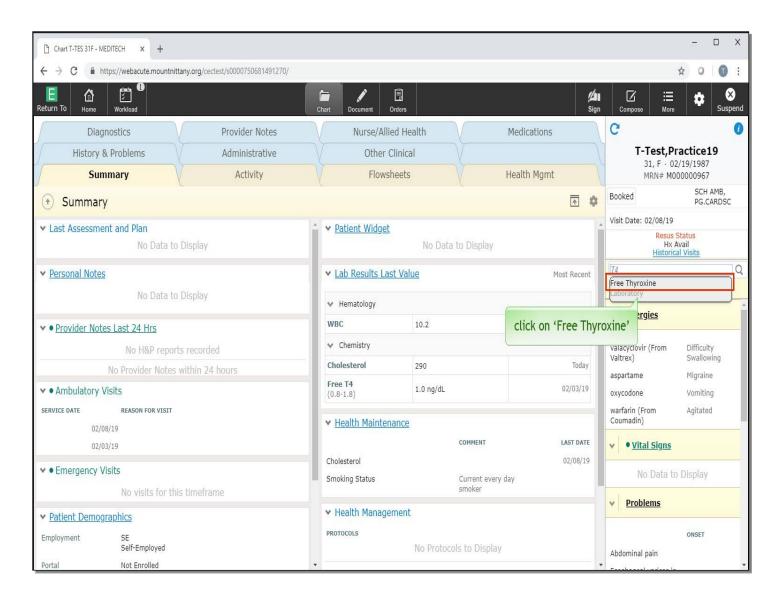


Just below the Resuscitation Status is a link to Historical Visits. This will allow you to see any information from MEDITECH prior to September 1st, 2018.

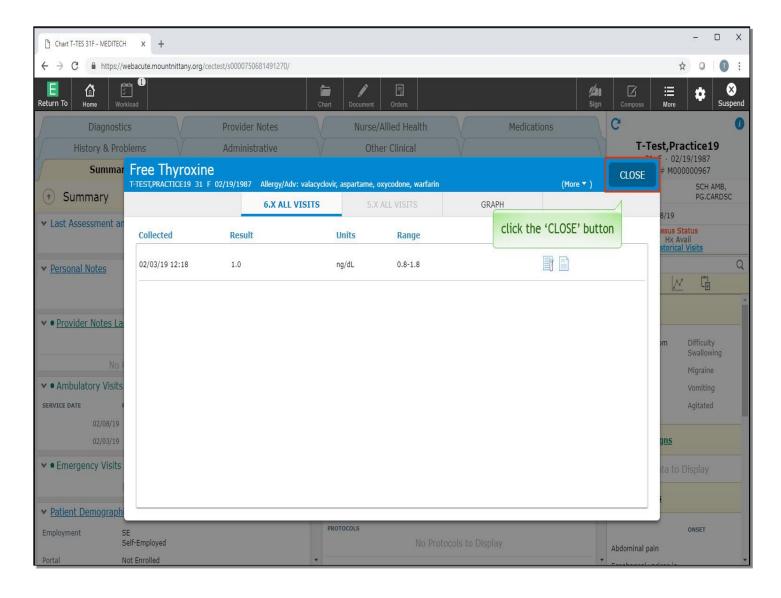
Below this link, you'll see a search field. You can search the entire chart from this field, which can be an excellent tool to use if you don't know the location of an item or need to quickly find something. Click in the 'Search Chart' field.



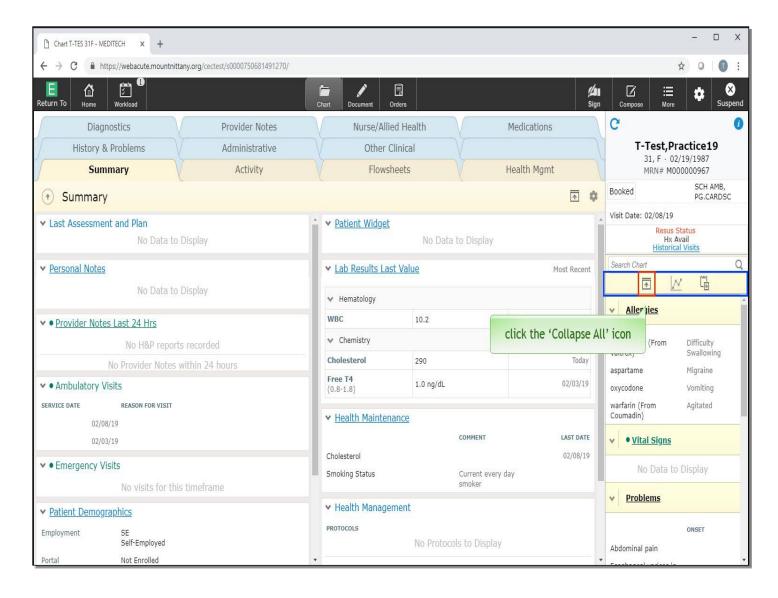
We'll type in 'T4' for you.



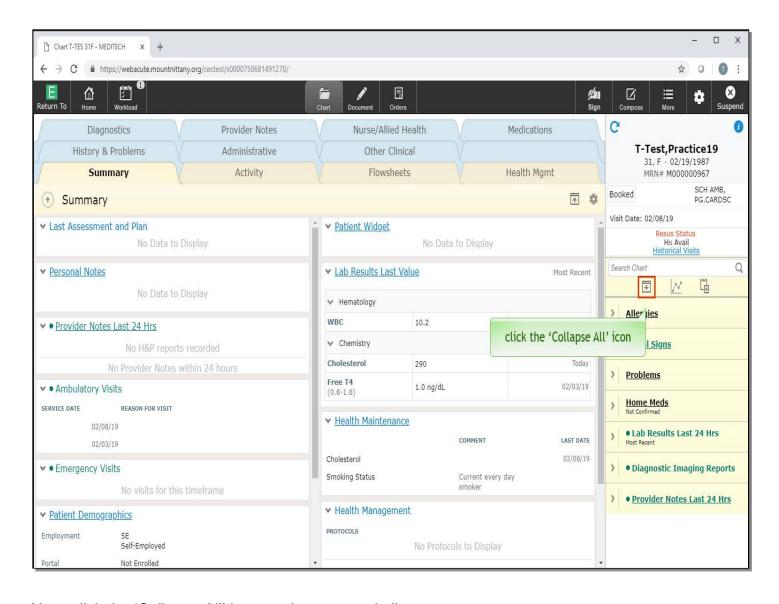
Click on 'Free Thyroxine'.



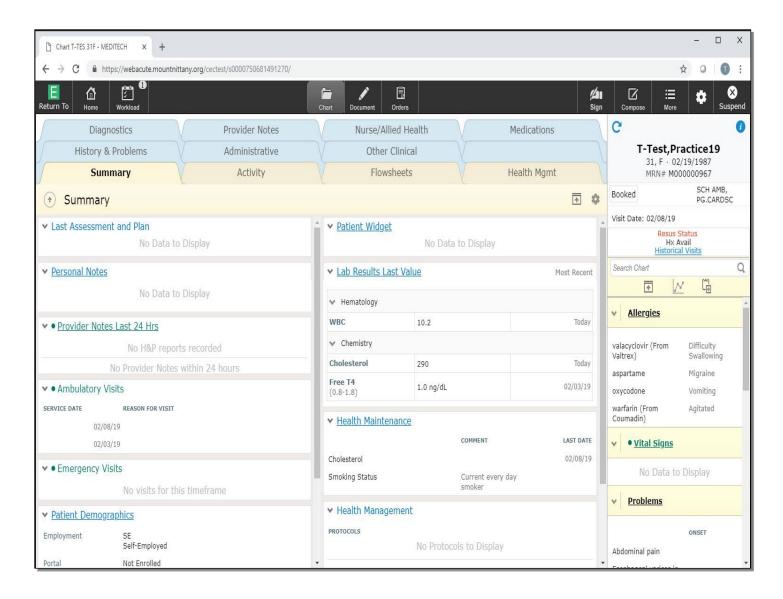
Here you see an overlay with the results for that query. To open an overlay showing all results for that item you would click the desired search result. Now, click the 'Close' button.



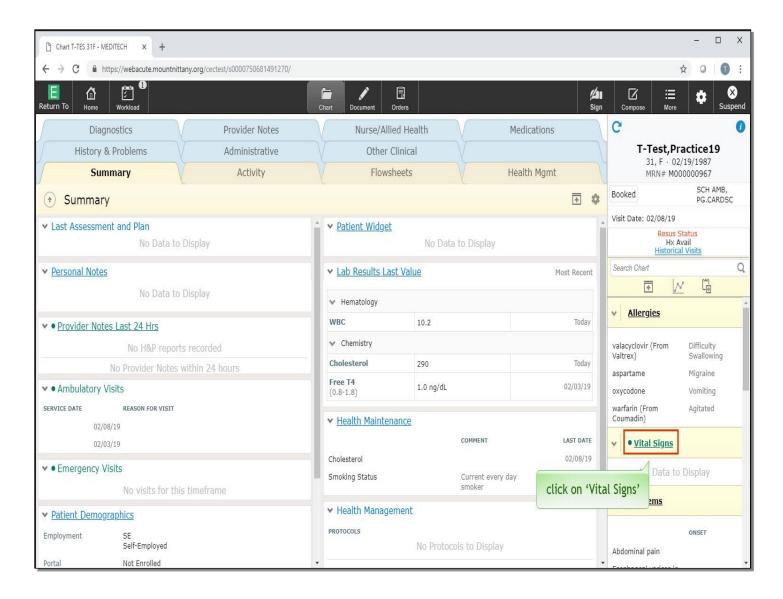
There are three icons below the search chart field. The icon to the left will collapse the widgets in the Reference Region. Click the 'Collapse All' icon.



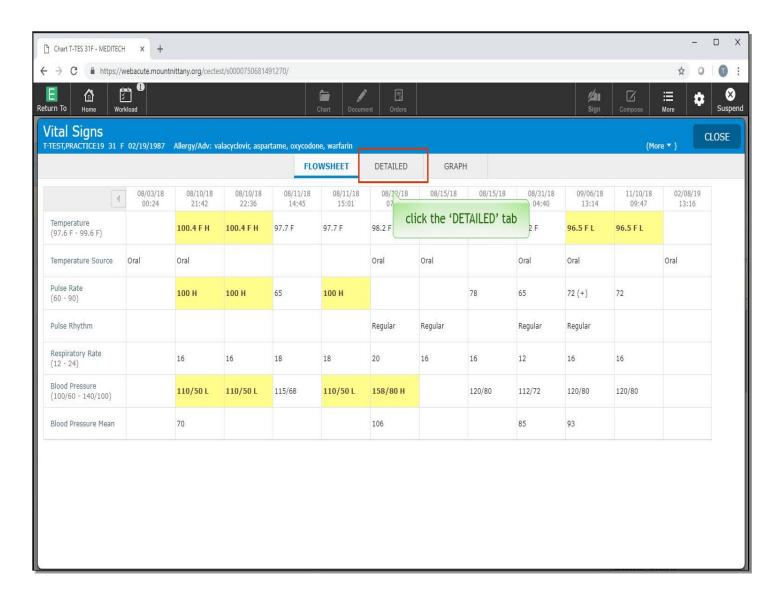
Now, click the 'Collapse All' icon again to expand all.



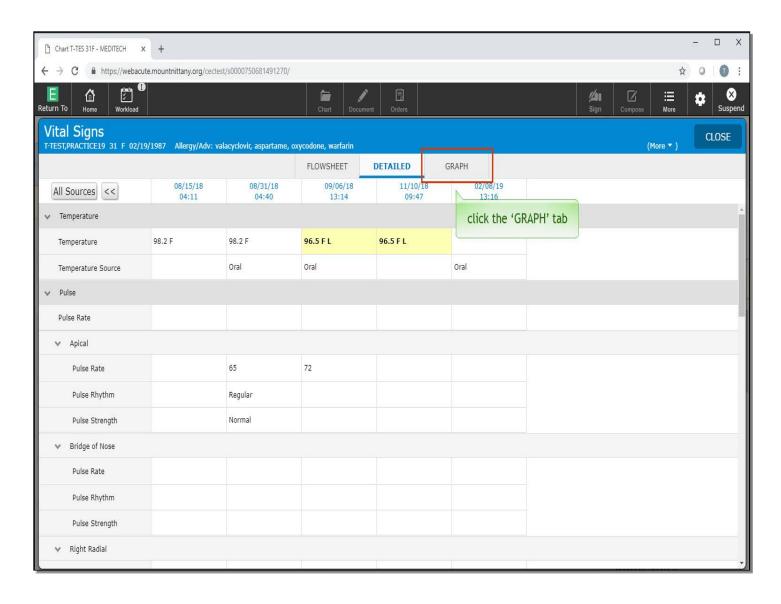
The middle icon can be used to graph selected information on a patient, and the icon the right will display any saved data. We will show those features later on in the course. Each of the titles below these icons are separate widgets which can be customized based on provider needs.



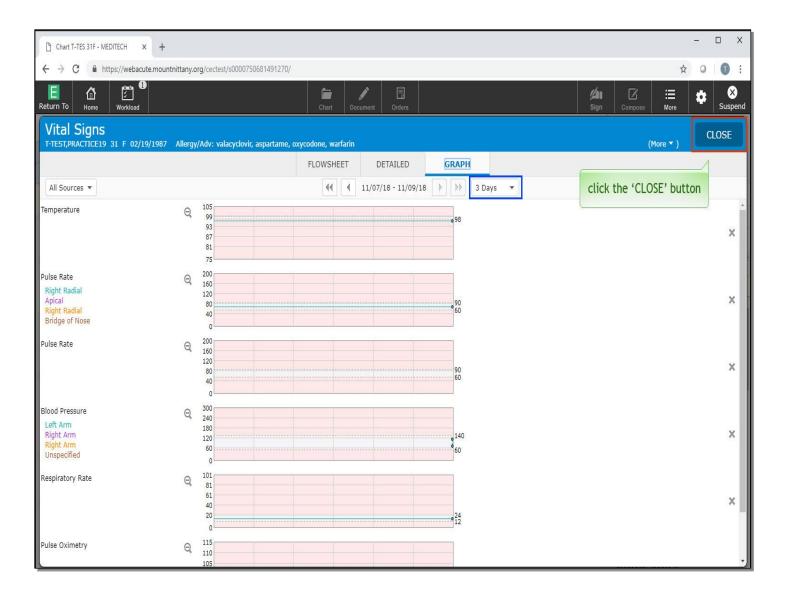
These are especially helpful because they will remain visible even when ordering and documenting on your patient. A widget with a header that is underlined can be clicked on to provide more information. Click on 'Vital Signs'.



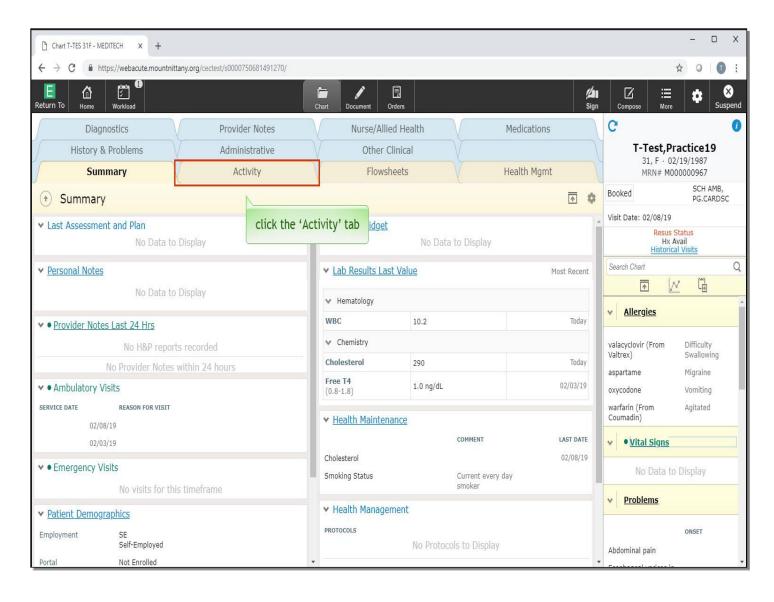
This brings up the Vital Signs overlay in flowsheet view. You can see multiple Vital Sign entries, providing the ability to trend data, if necessary. The Detailed tab will provide additional information. Click the 'Detailed' tab.



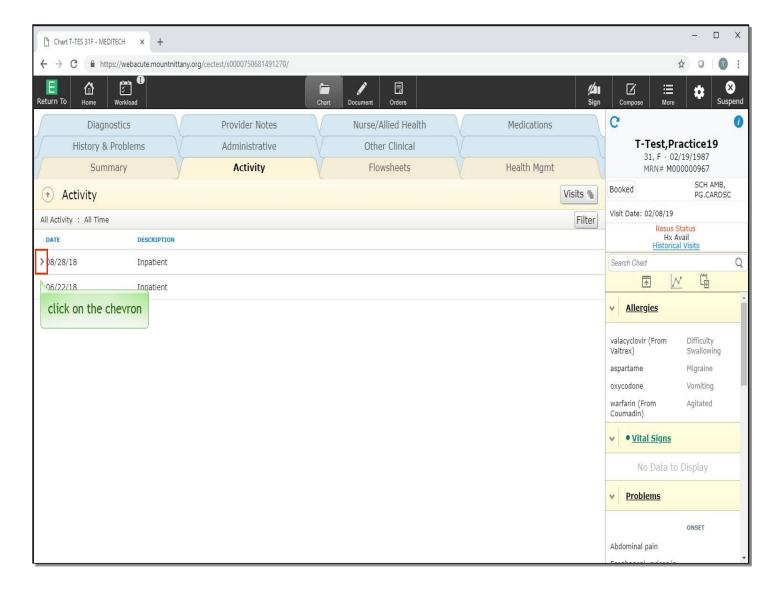
Lastly, the 'Graph' tab will show this information in graph form. Click the 'Graph' tab.



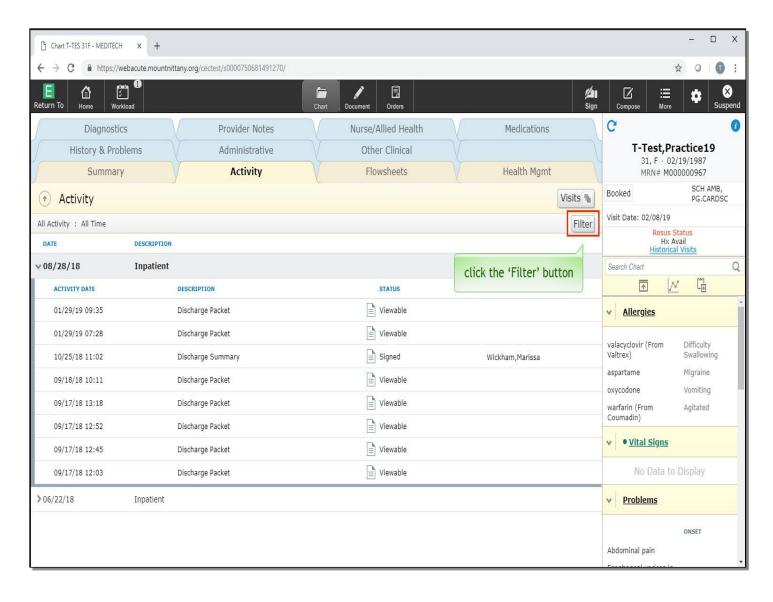
If needed, you can change the graph duration using the 'Interval Duration' button above. To close this overlay, click the 'Close' button.



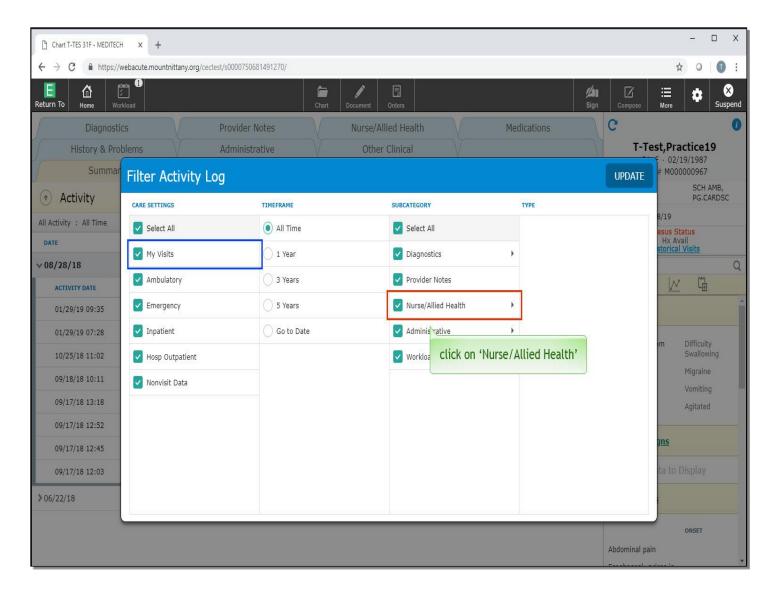
Now we will take a look at the rest of the chart. The chart is divided into sections which can be accessed by the tabs at the top. To begin, click the 'Activity' tab.



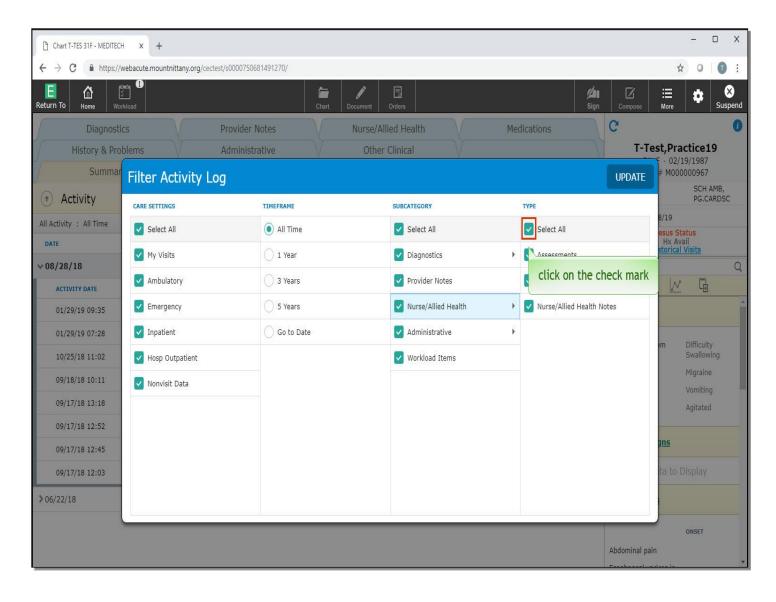
This will bring up a list of all visits associated with this patient, whether an Ambulatory, Emergency, or Inpatient stay. The view you start with is a preference setting. Our default is to show activity by Visits. Each visit can be opened up to reveal the documentation associated with each visit. Click on the chevron to the left of the 'August 28, 2018' visit.



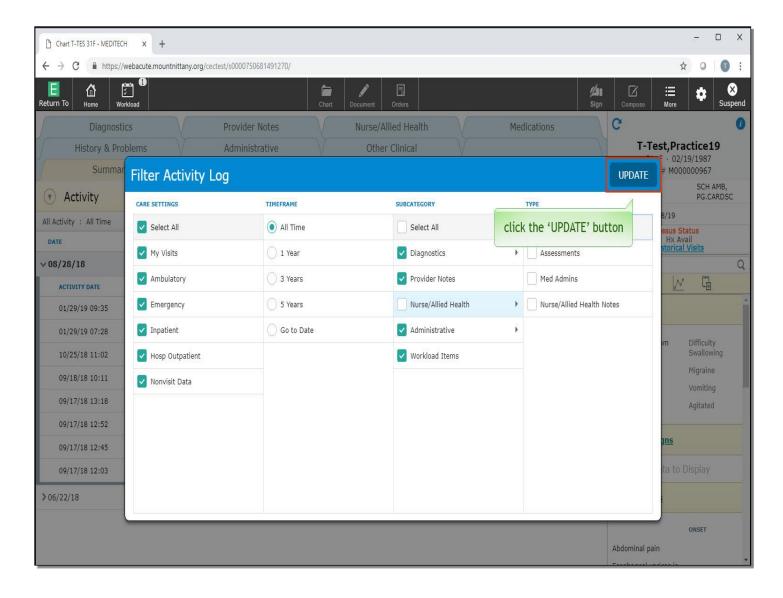
These visits contain a wealth of information, which can sometimes make it difficult for you to find what you're looking for. To filter this information, click the 'Filter' button.



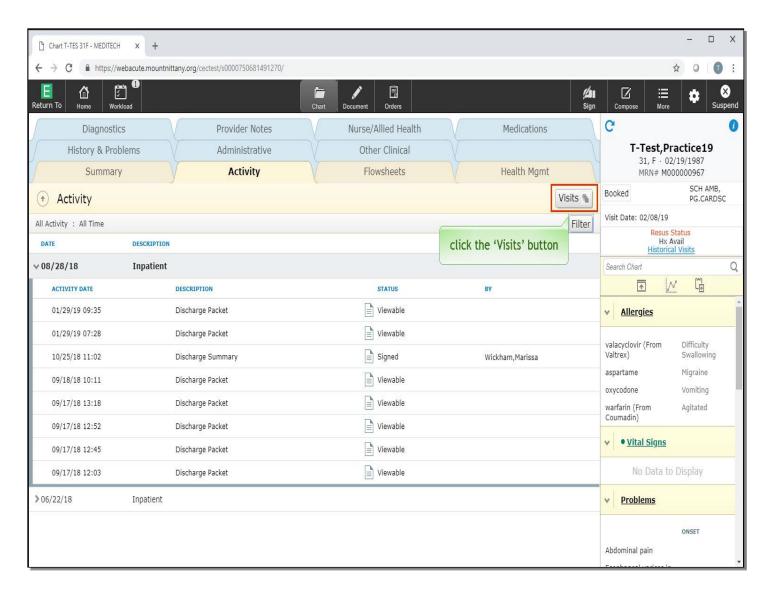
This overlay allows you to select the Care Setting, Time Frame, and Subcategory to drill down the type of information you want to see. The 'My Visits' Care Setting will only show the visits that you are associated with, click on 'Nurse/Allied Health'.



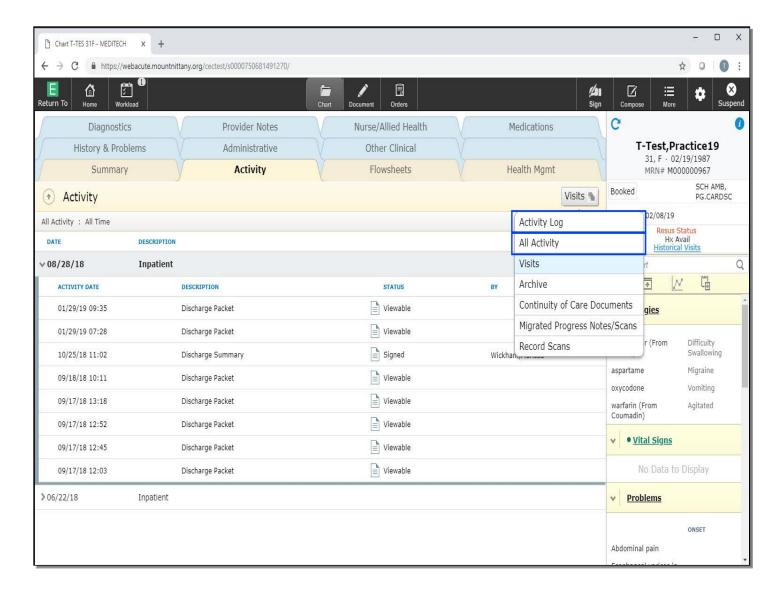
This provides you with different types of nursing information that you can filter. To de-select Nursing/Allied Health, click on the check mark for 'Select All'.



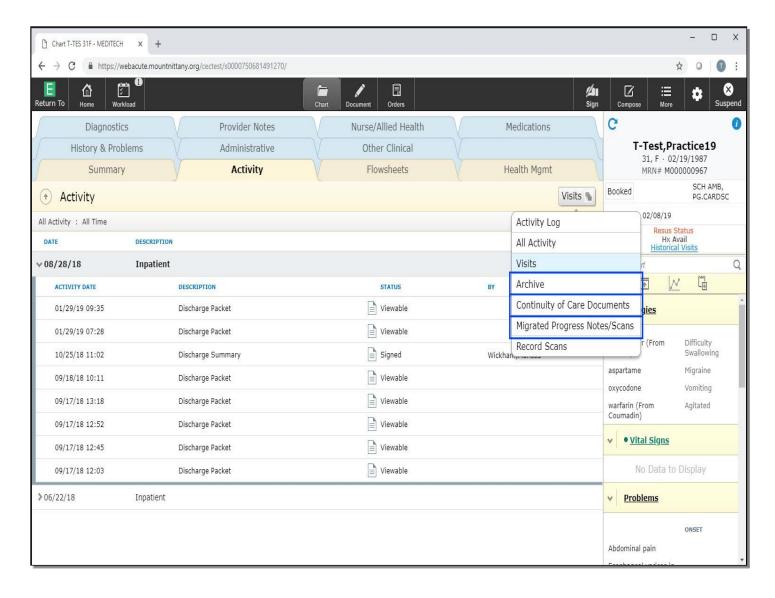
Notice that this now unchecks the Nursing/Allied Health Subcategory as well as all types of nursing notes. Click the 'UPDATE' button.



The Activity screen now excludes all nursing documentation. On this tab, there are also different views you can look at. Click the 'Visits' button.

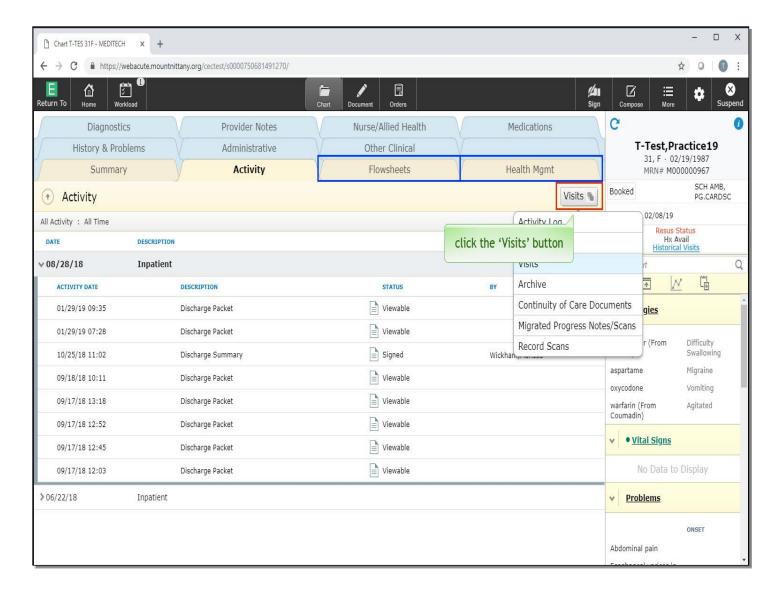


A drop down appears with many different selections. Selecting 'Activity Log' will provide you with a chronological list of all entries into the chart, regardless of visit. 'All Activity' will show any clinical information (such as lab or x-rays) that may not be associated with a visit as well as all visit information.

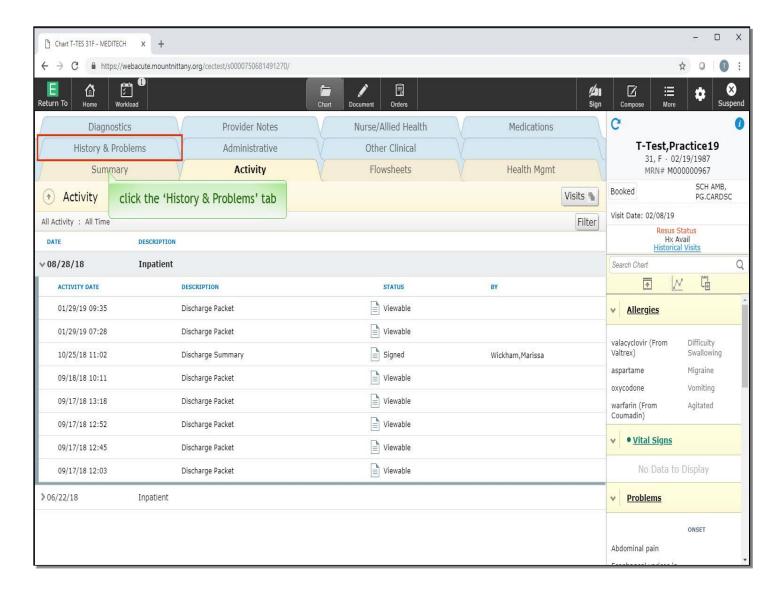


Old Facesheets can be found under 'Archive'.

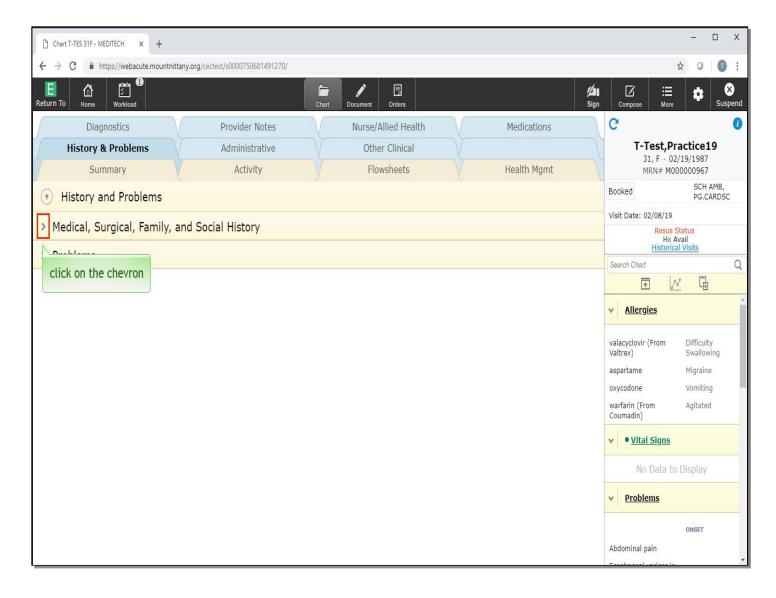
'Continuity of Care Documents' will show the document that can be sent from one EMR to another, and 'Migrated Progress Notes or Scans' will show any progress notes or scans which have been imported from another system.



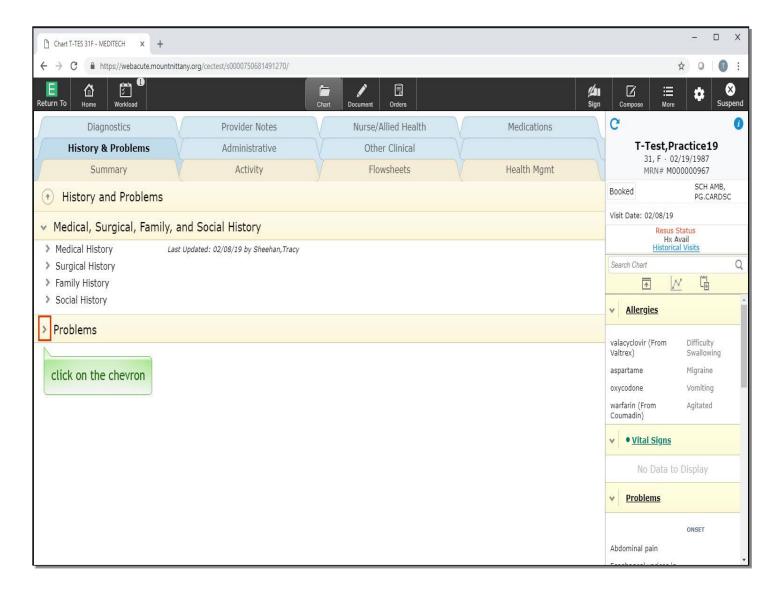
Moving across, you'll see 'Flowsheets' and 'Health Management'. These will be used heavily for some practices, such as OB and Primary Care, respectively, and will be reviewed in a separate module. Click the 'Visits' button again to collapse the menu.



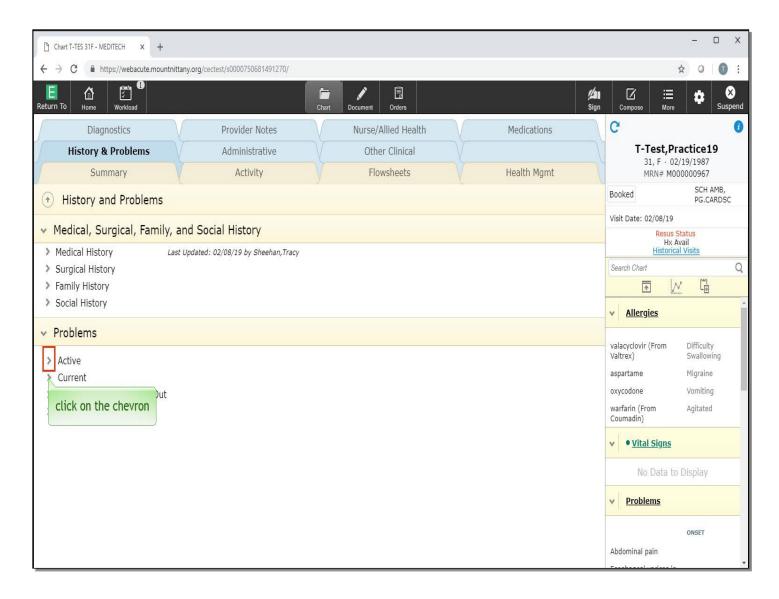
We will now review the 'Problems' tab. Click the 'History & Problems' tab.



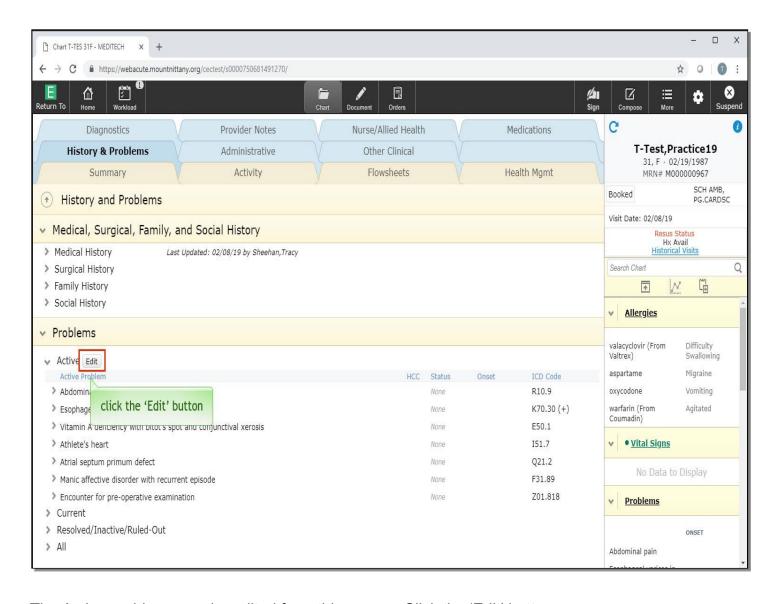
This tab has two sections: the Past Medical, Surgical, Family & Social History, known as 'PFSH' in the system, and the current problems. Click on the chevron to the left of 'Medical, Surgical, Family, and Social History' to expand this tab.



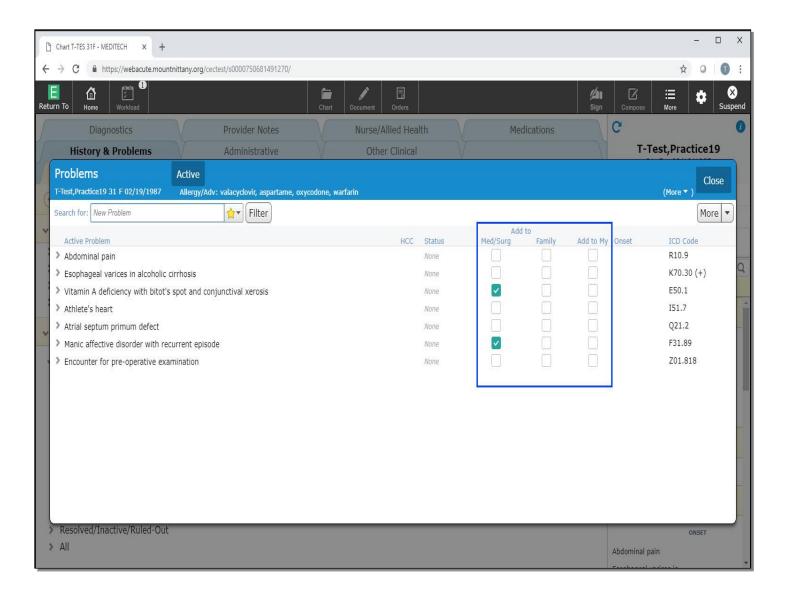
Any Historical problems will be viewed here under their respective categories. The PFSH information is not editable from this field; it can only be edited in a document with a section for PFSH. To view the active problems, click the chevron to the left of the 'Problems' header.



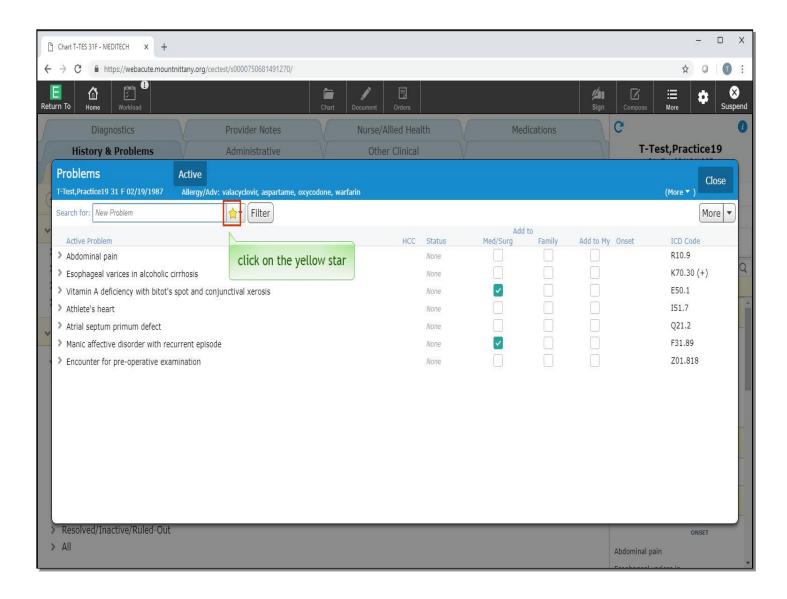
Click on the chevron to the left of 'Active'.



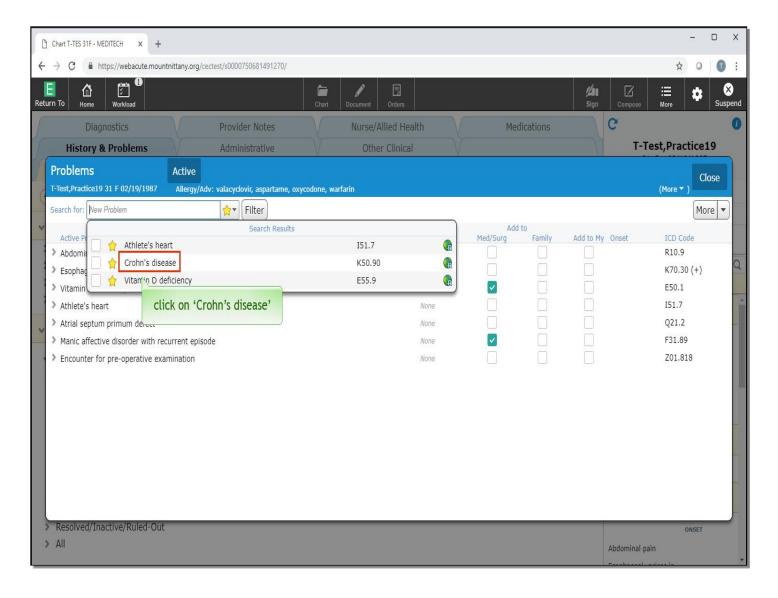
The Active problems can be edited from this screen. Click the 'Edit' button.



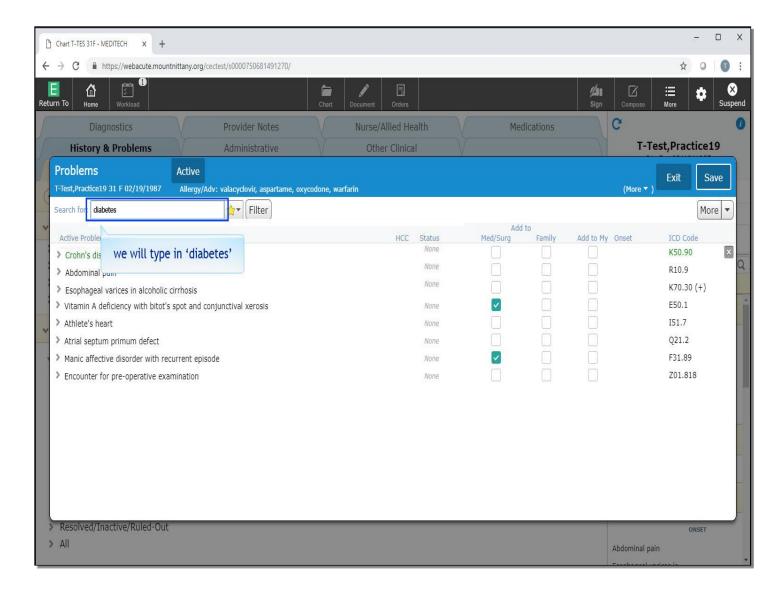
This brings you to the 'Problems' overlay where the current problems will appear. To the right you can add this problem to the Med/Surgical History List, the Family Problems List, or your own Problems List.



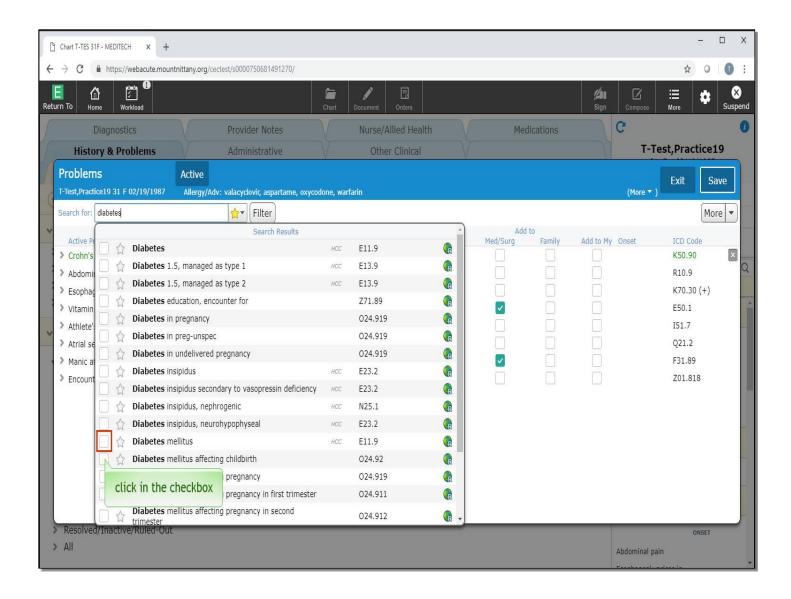
It is important to understand that if you check these boxes, you are adding this problem to that list, in addition to the current problem list. You are not moving this problem to another list. Click on the yellow star next to the Search field.



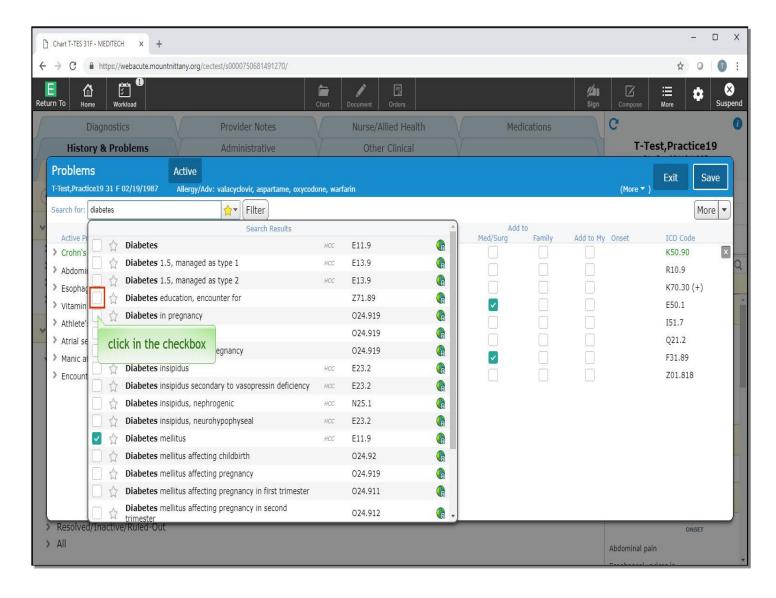
This brings up any problems that you have saved as a Favorite. If you wish to multi-select problems, you can click the box to the left of the problem and continue searching for additional problems. If you only want to select one problem and collapse this drop down, click on the name of the problem itself to add it to the Problem List. Click directly on 'Crohn's Disease'.



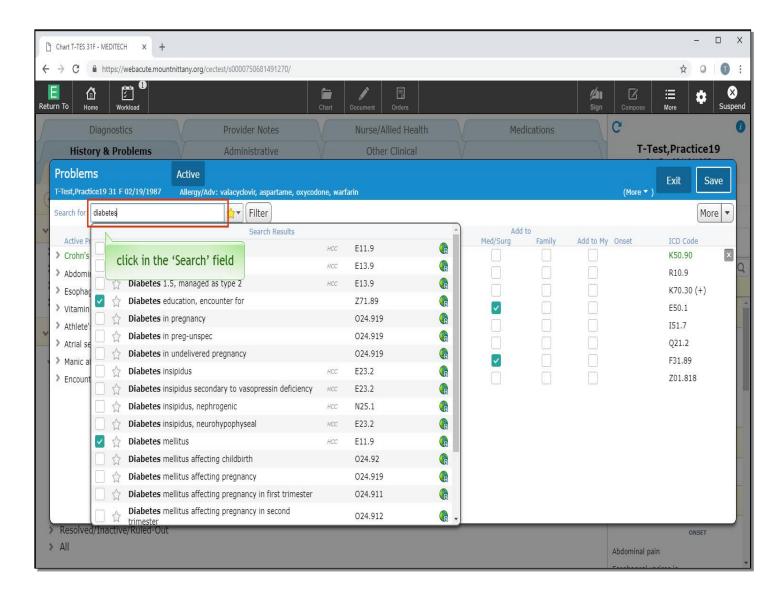
The cursor is positioned in the Search field. We will type in 'diabetes' for you.



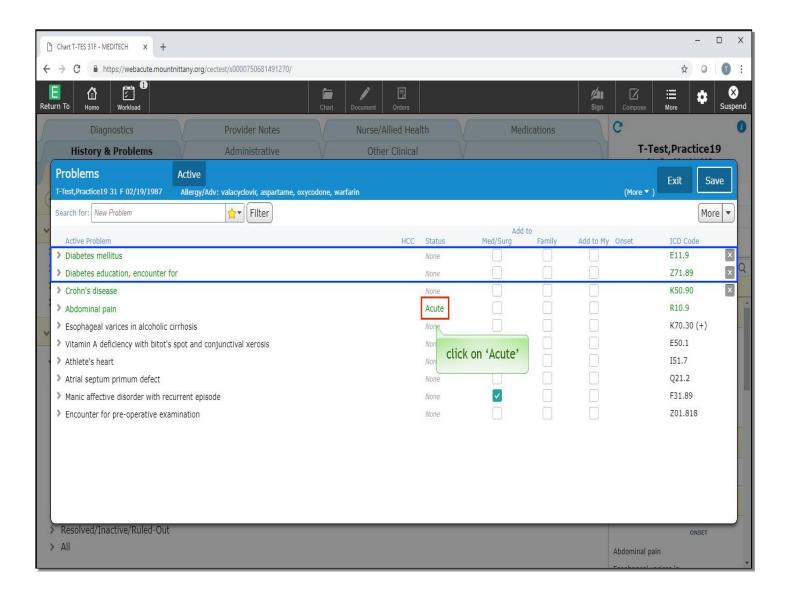
Click in the check box to the left of 'Diabetes mellitus'.



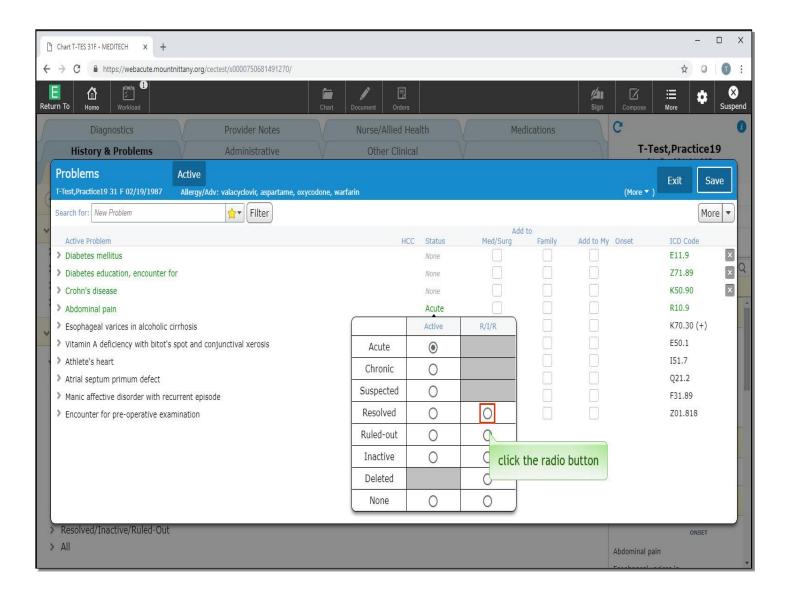
Also click in the check box for 'Diabetes education, encounter for'.



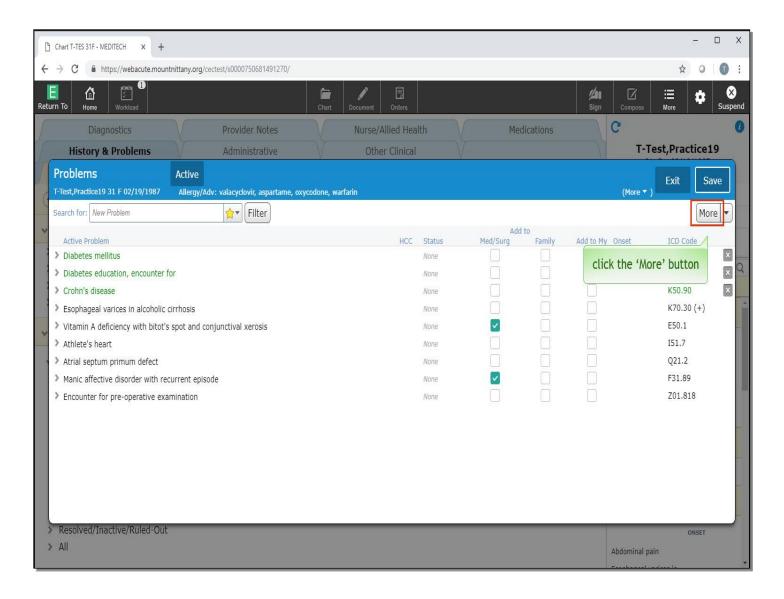
Click back in the 'Search' field.



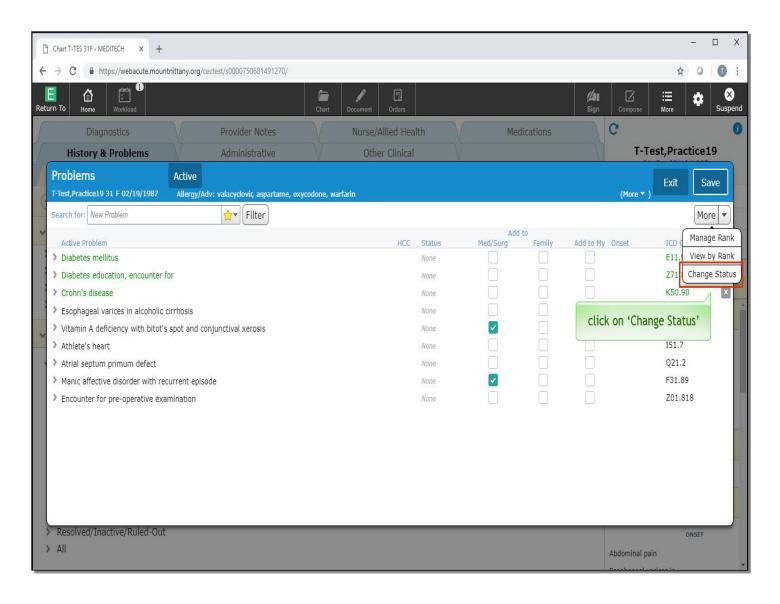
You'll notice that both diagnoses now populate the Active Problem list. You can change the status of these problems individually by clicking on the Status associated with the problem. Click on 'Acute' associated with 'Abdominal pain'.



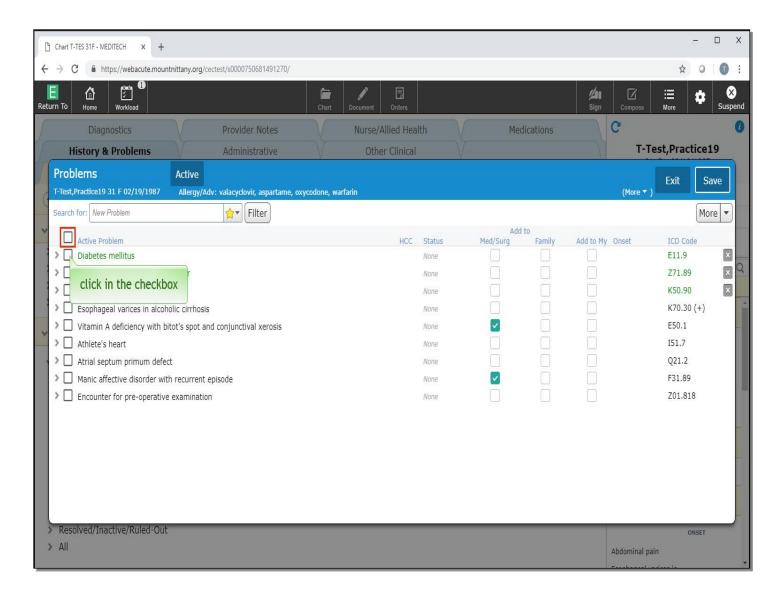
This brings up an overlay that allows you to change the Status while still in an Active state, which is the first column, or move this problem to Ruled Out/Inactive/Resolved. We will move the Abdominal Pain to 'Resolved' under the R/I/R header. Click the radio button for 'Resolved' in the R/I/R column.



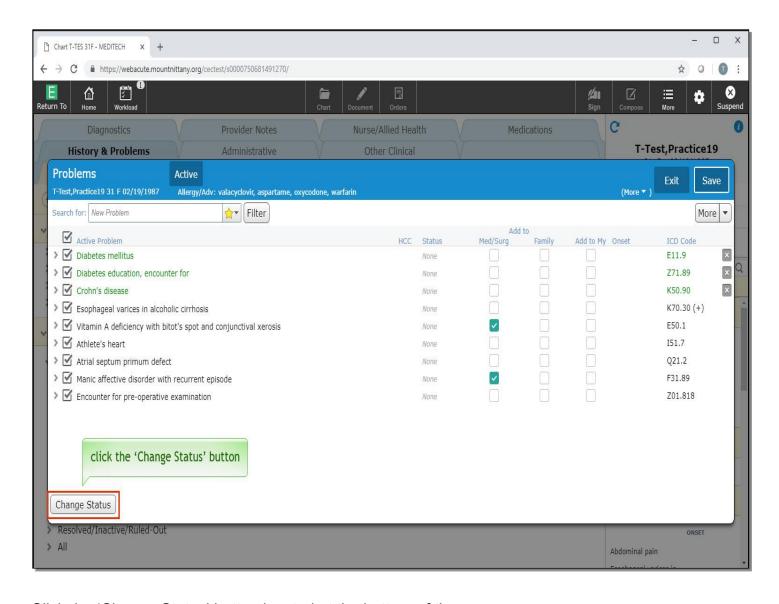
This problem is no longer on the Active Problem list. If you would like to change multiple problems to the same Status, this can be done by clicking the 'More' button.



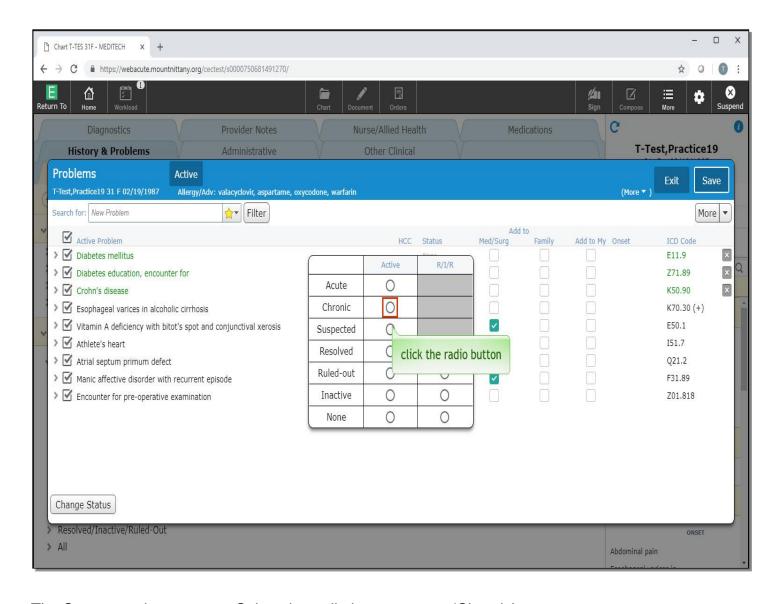
A drop down appears with three options: Manage Rank, View by Rank, and Change Status, click on 'Change Status'.



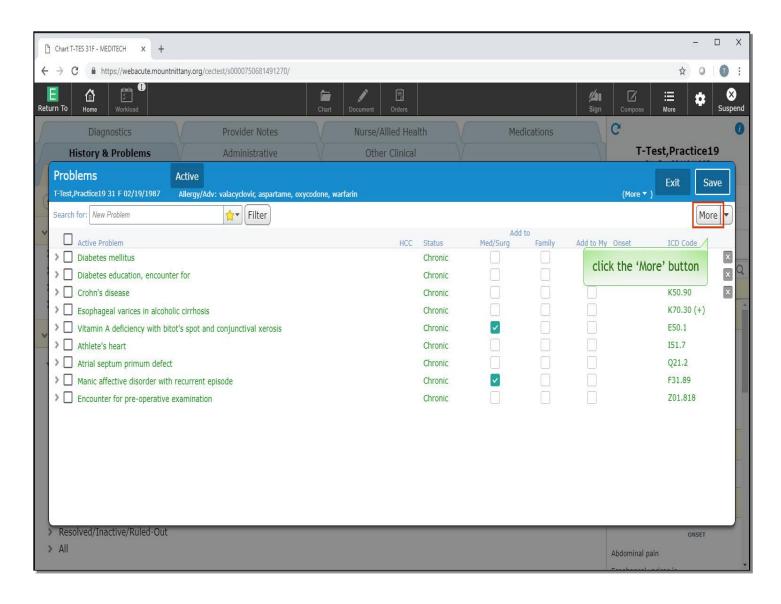
Check boxes appear to the left of the problem. You can individually select them or select all by selecting the checkbox next to Active Problem. Click in the checkbox to the left of 'Active Problem'.



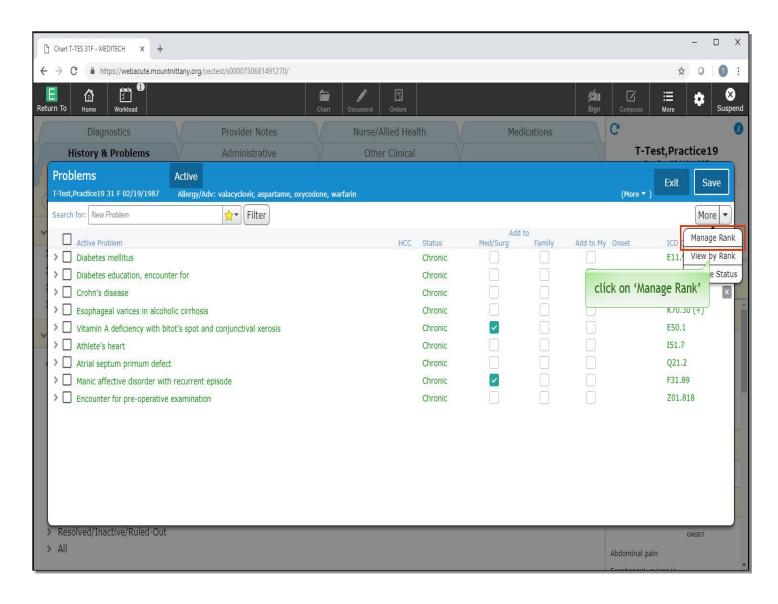
Click the 'Change Status' button located at the bottom of the screen.



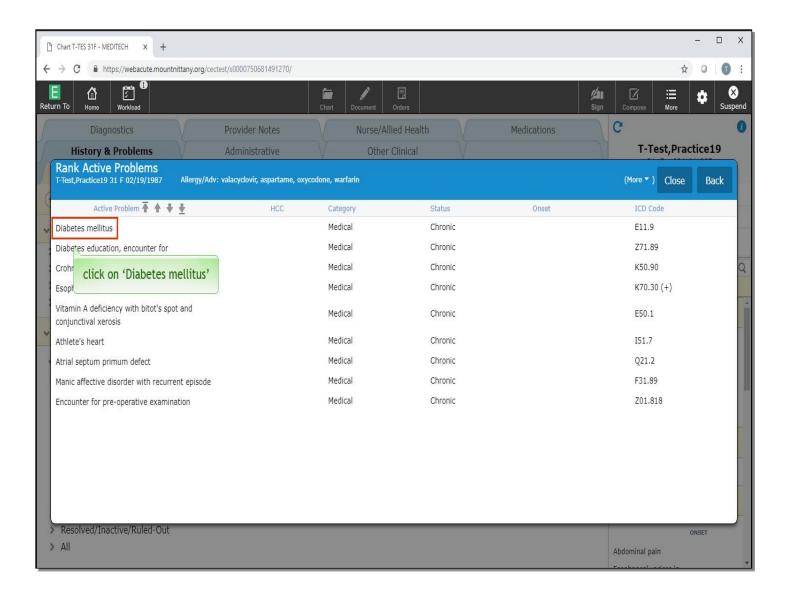
The Status overlay appears. Select the radio button next to 'Chronic'.



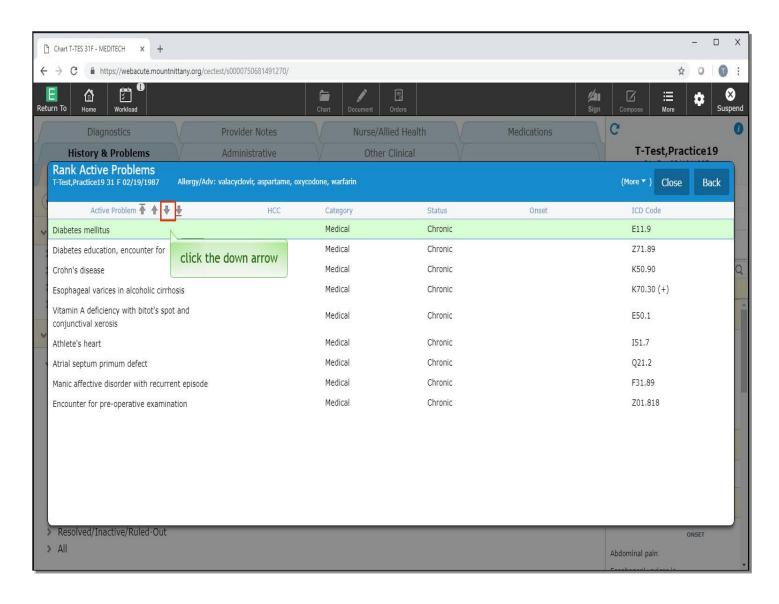
Click the 'More' button again.



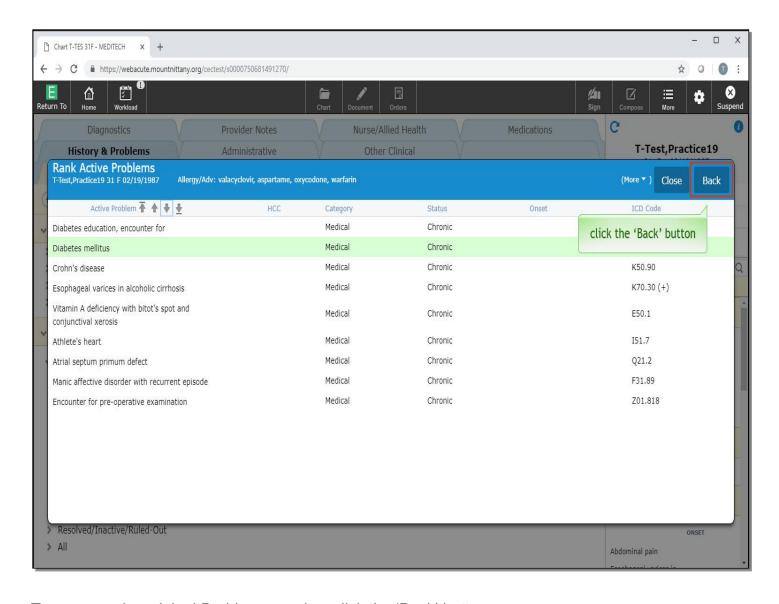
Select 'Manage Rank'.



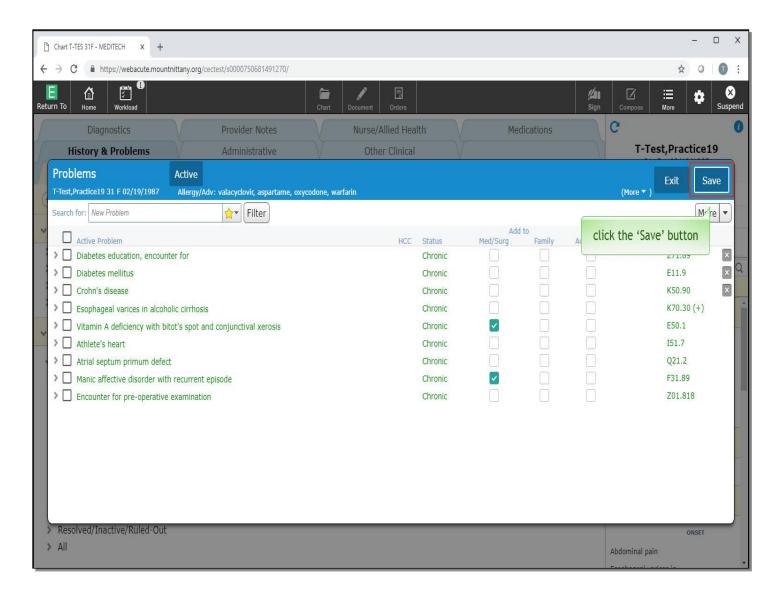
You can now rank these problems by selecting a problem and using the arrows to move the problem throughout the Problem List. Click directly on 'Diabetes mellitus'.



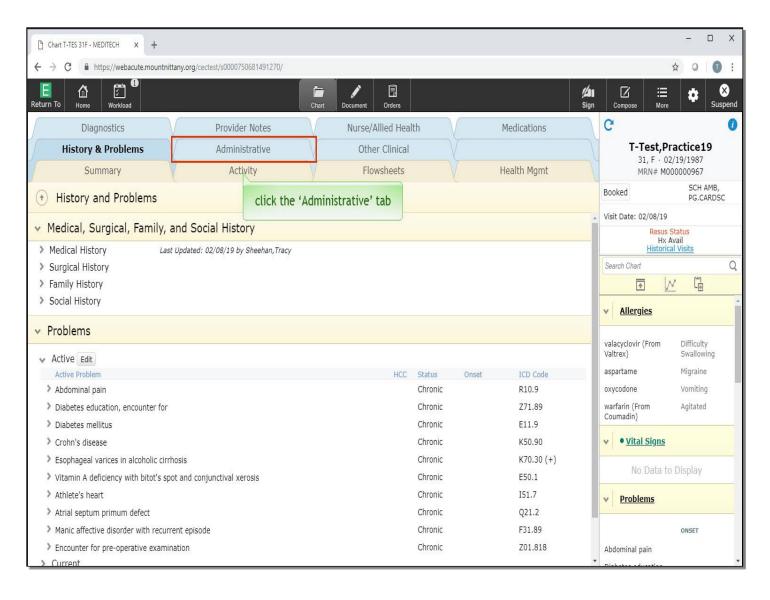
Click the down arrow.



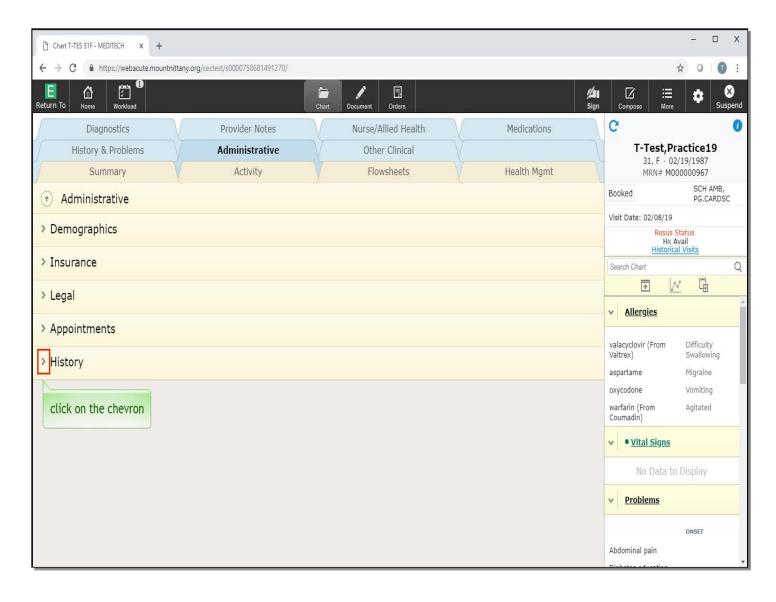
To return to the original Problems overlay, click the 'Back' button.



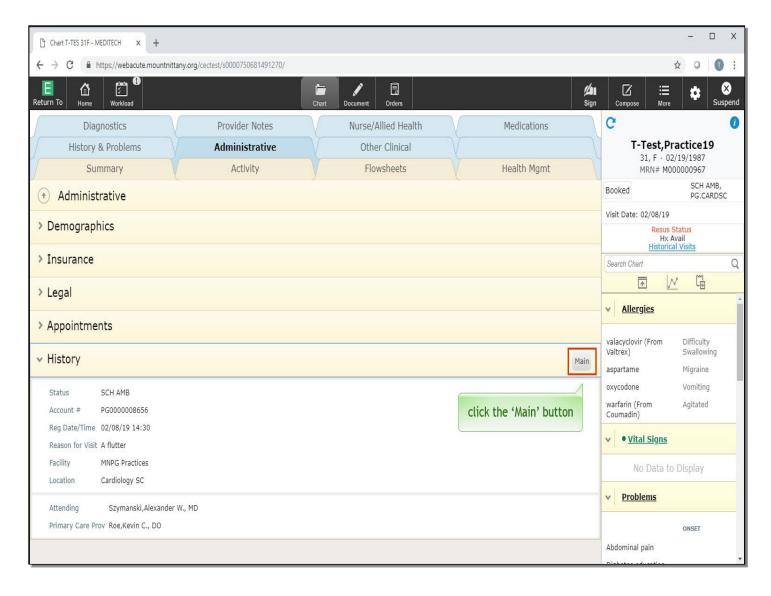
Click the 'Save' button.



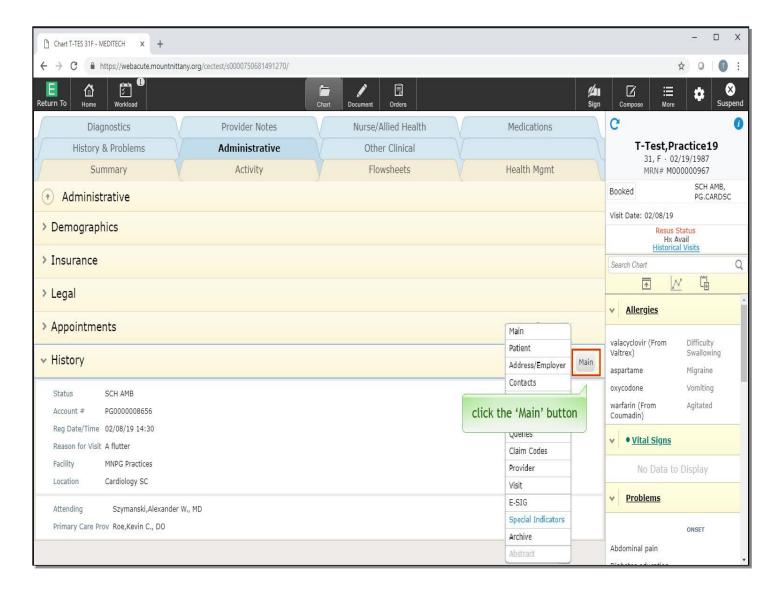
Now let's look at another tab in the chart. Click the 'Administrative' tab.



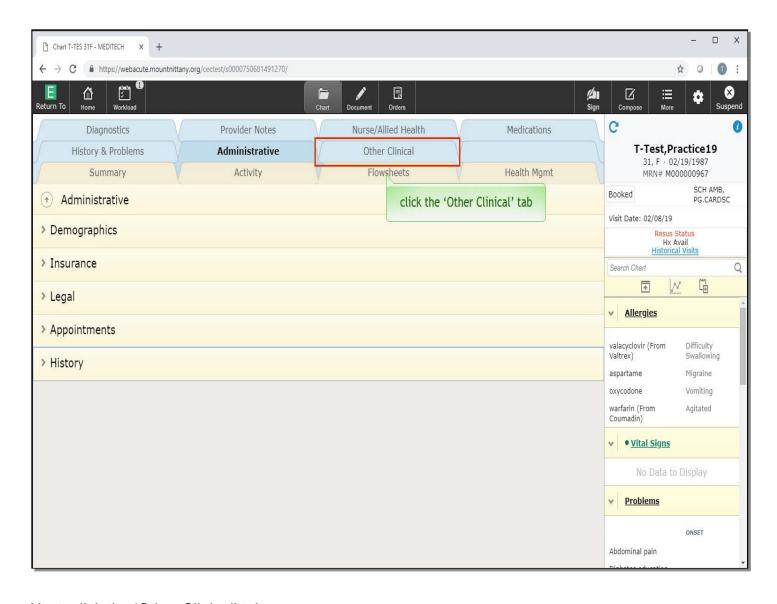
This tab contains the patient's Demographics, Insurance, Legal information, Appointments and History. To begin, click on the chevron to the left of 'History'.



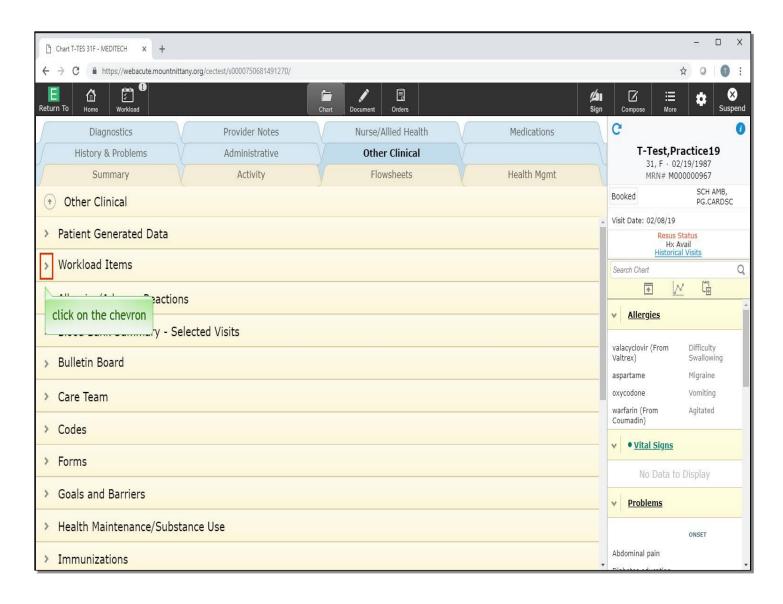
You'll notice a button that is labeled 'Main' on the right side of this header. Click the 'Main' button.



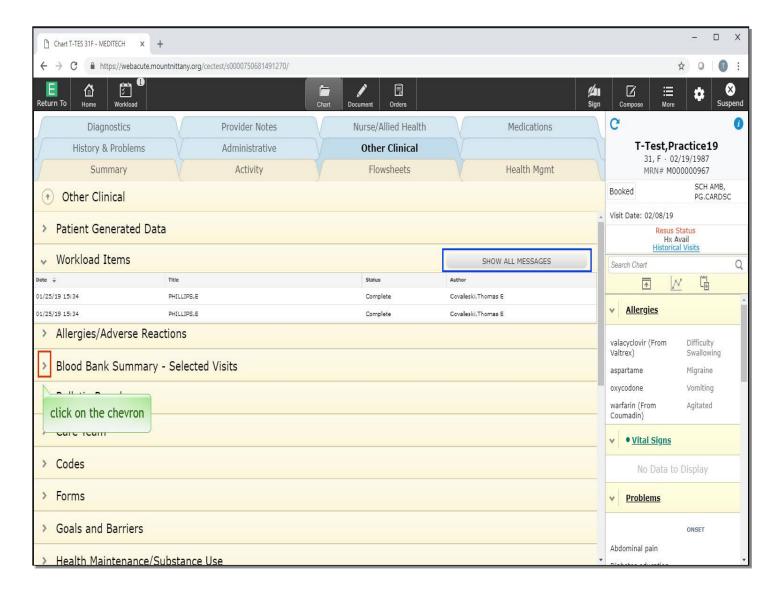
There are a variety of options to choose from upon clicking this dropdown. While we won't go over each of these in detail, it is useful to know where this information lives should you ever need it. To collapse the menu, click the 'Main' button again.



Next, click the 'Other Clinical' tab.

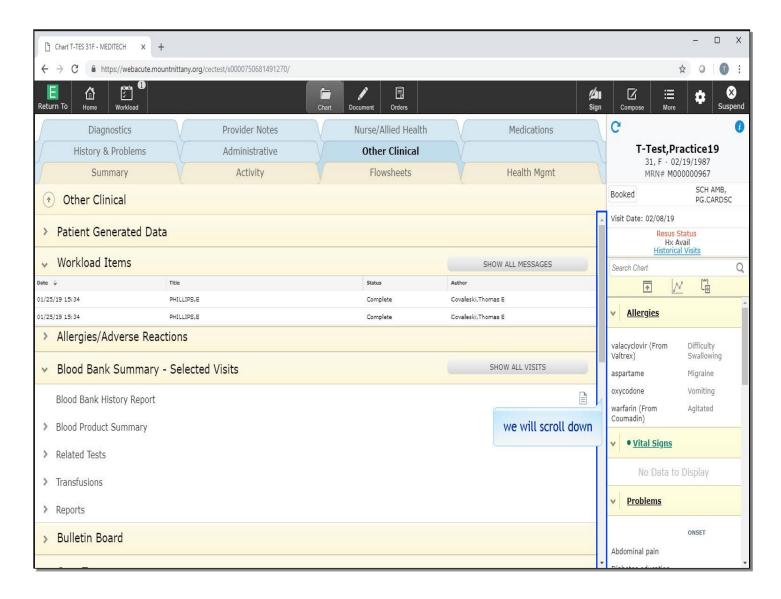


This tab looks very similar to the Administrative tab, but has many more headers. From this page, Workload Items, Blood Bank Summary, and Patient Pharmacy will often be used. Click on the chevron for 'Workload Items'.

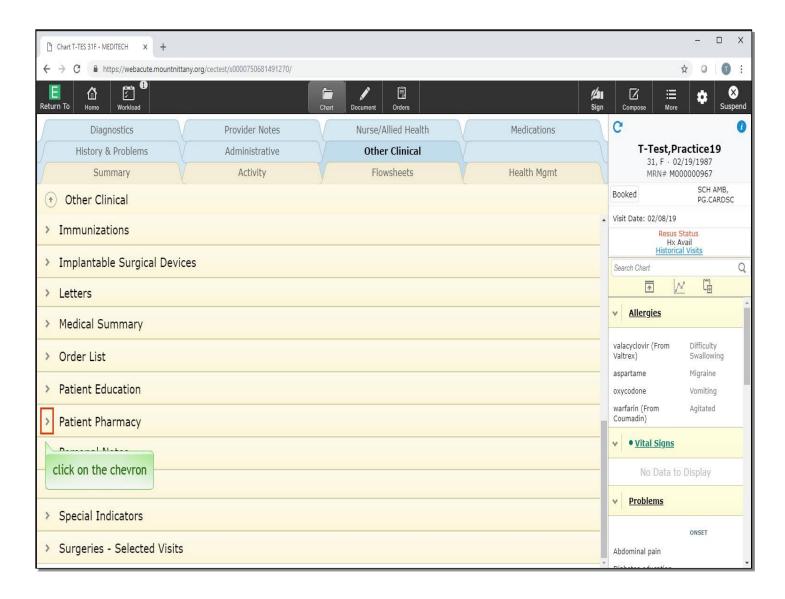


This area will show all Workload Items for you associated with that patient. If you click the 'Show All Messages', it will show all Workload Items associated with that patient.

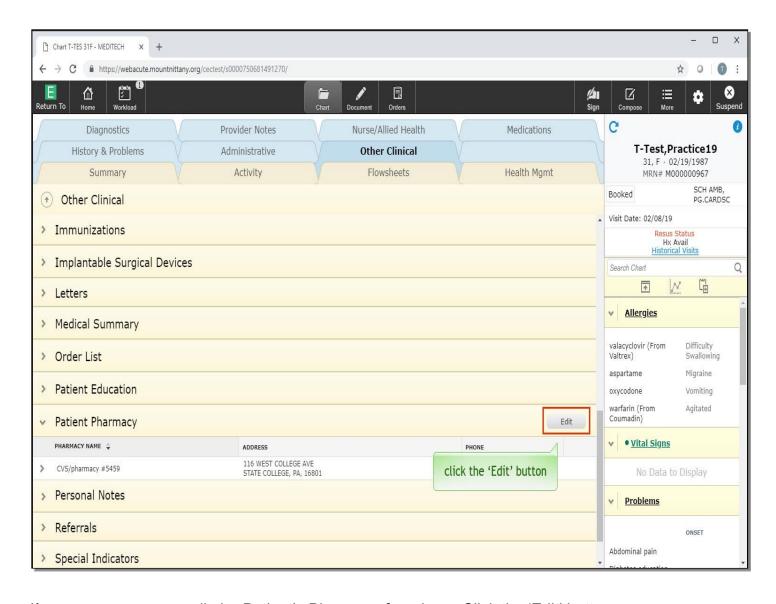
Click on the chevron for 'Blood Bank Summary - Selected Visits'.



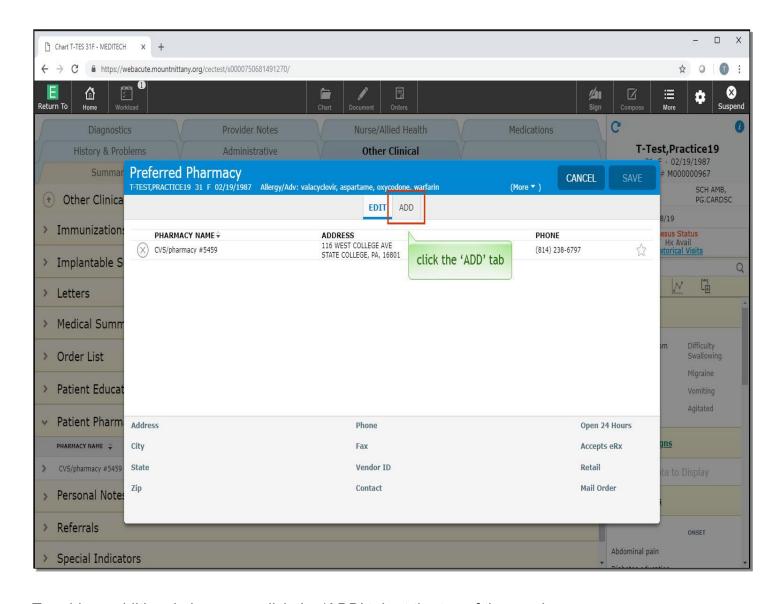
Here you can view the reports associated with the Blood Bank, the summary of blood products given and even related laboratory testing. Clicking on each of these sub-headers will reveal more information. Lastly, we'll look at the Patient Pharmacy. We will scroll down to the bottom of the screen.



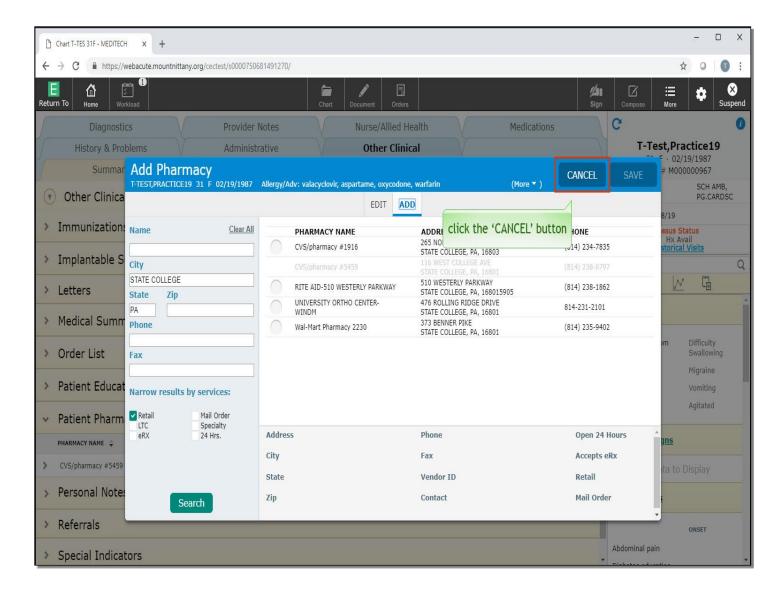
Click on the chevron for 'Patient Pharmacy'.



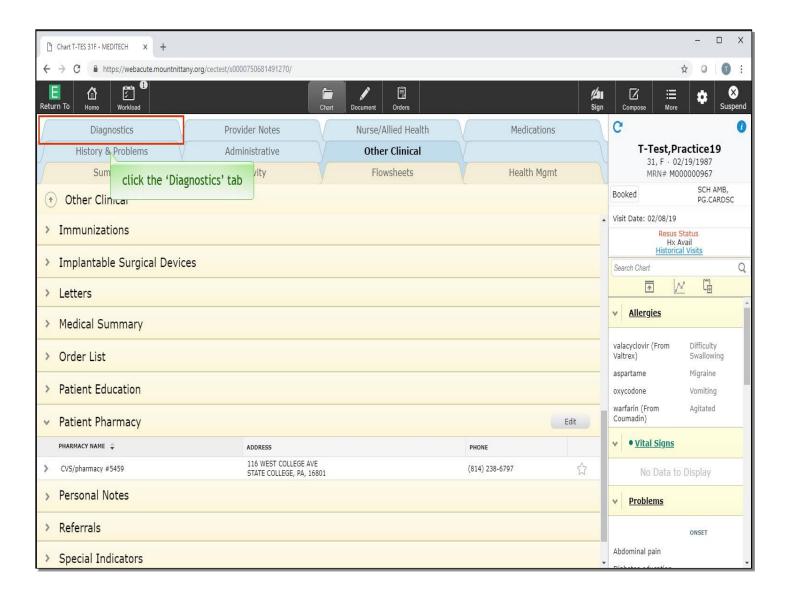
If necessary, you can edit the Patient's Pharmacy from here. Click the 'Edit' button.



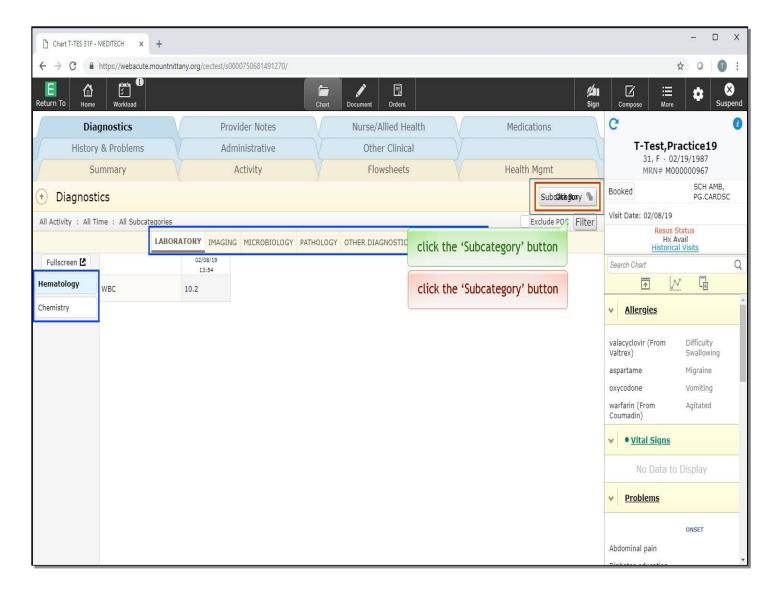
To add an additional pharmacy, click the 'ADD' tab at the top of the overlay.



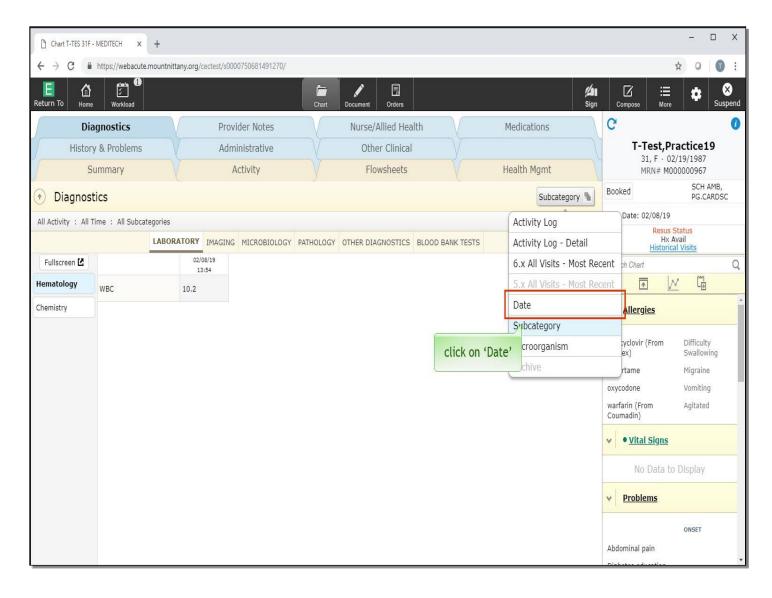
You can choose a pharmacy or search for a new pharmacy from here. For now, click the 'Cancel' button.



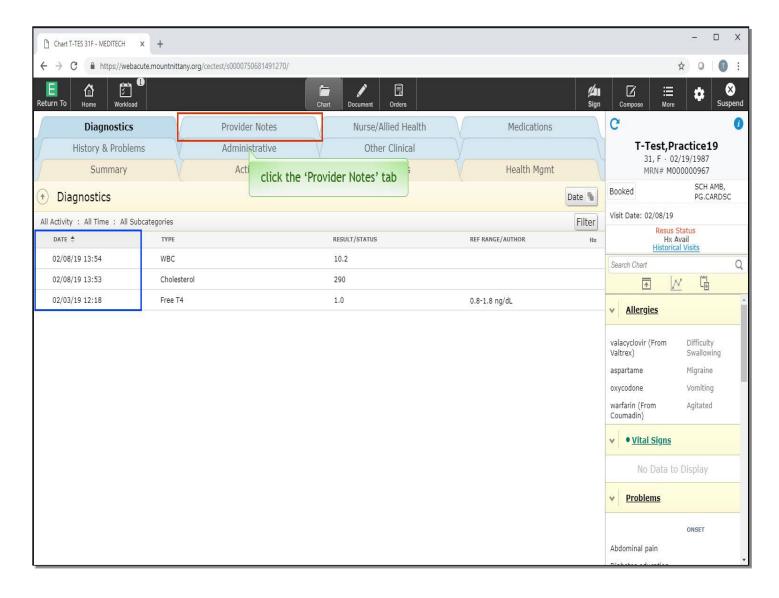
Click the 'Diagnostics' tab.



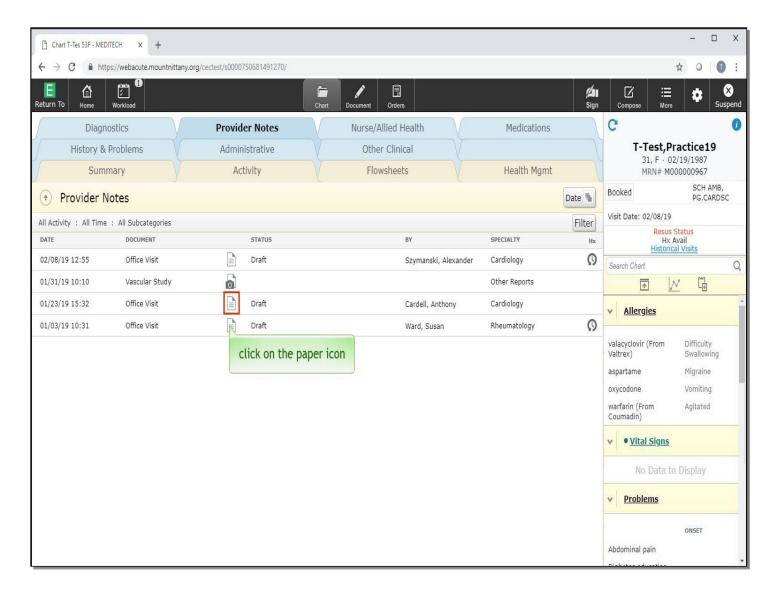
This tab defaults to the subcategory view, where you can view all Diagnostics by toggling the categories across the top and the subcategories down the side of the screen. Much like the Activity tab, you can filter these by specific categories. You can also toggle the overall view of this tab by clicking on subcategory and choosing a different view. Click the 'Subcategory' button.



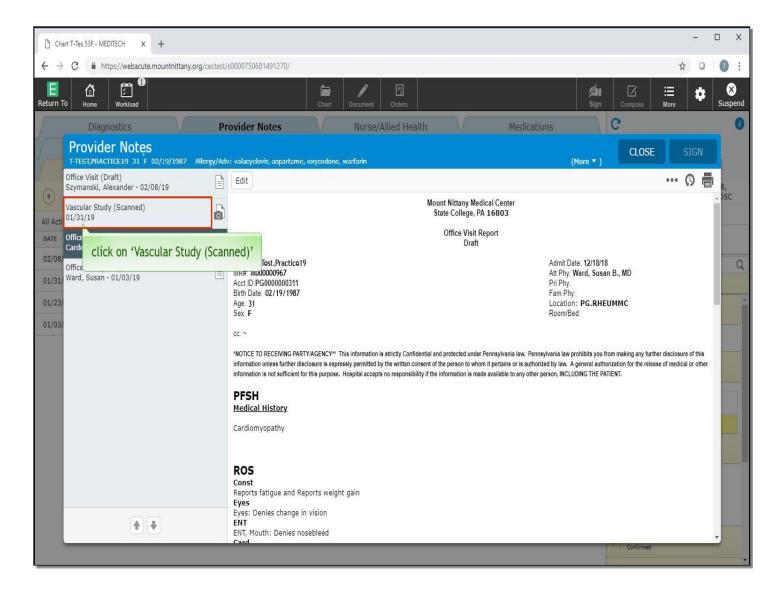
Click on 'Date'.



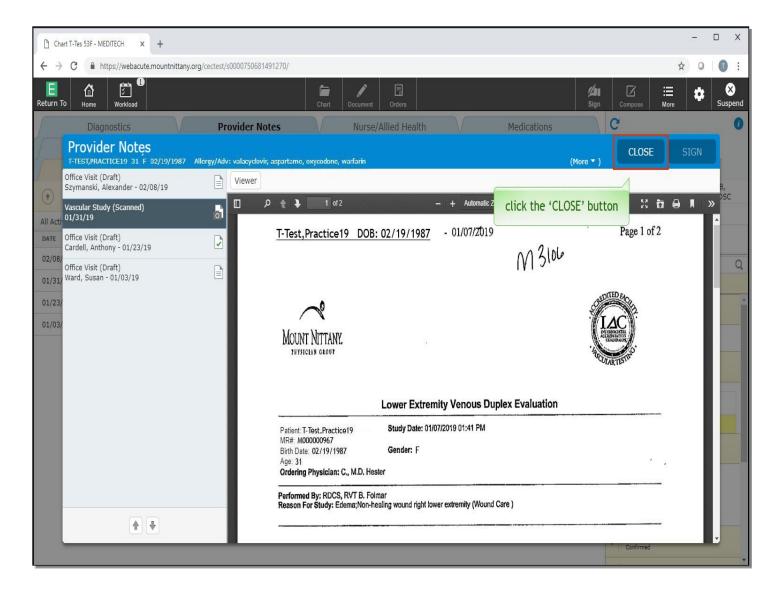
Now you can see the view is in chronological order and no longer grouped by the type of test. We'll continue onto Provider Notes. Click the 'Provider Notes' tab.



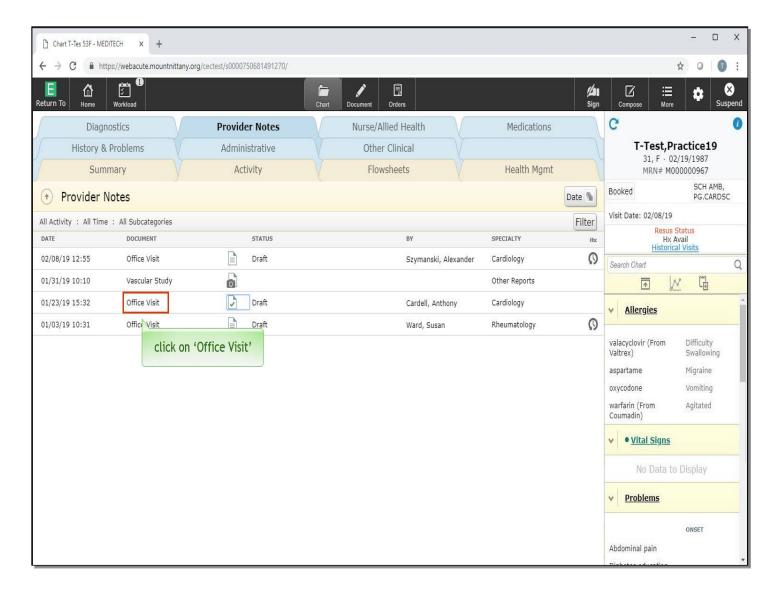
The Provider Notes tab is where all Provider documentation will reside. You will see the date the document was created, the type of document, the status, author, and specialty. To view the document, click on the paper icon next to the office visit by Dr. Cardell.



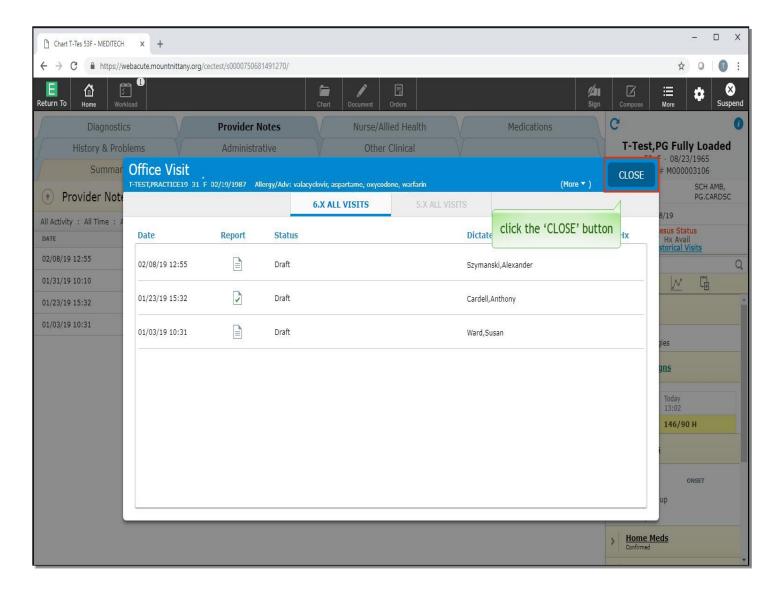
This pulls up an overlay where you will view the notes. You can view other Provider Notes by selecting them on the left side of this overlay. Click on 'Vascular Study Scanned'.



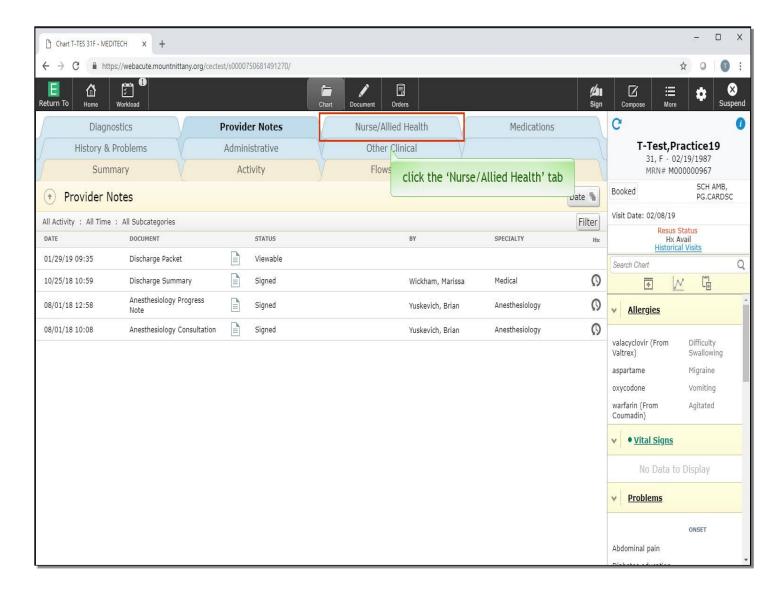
Click the 'Close' button.



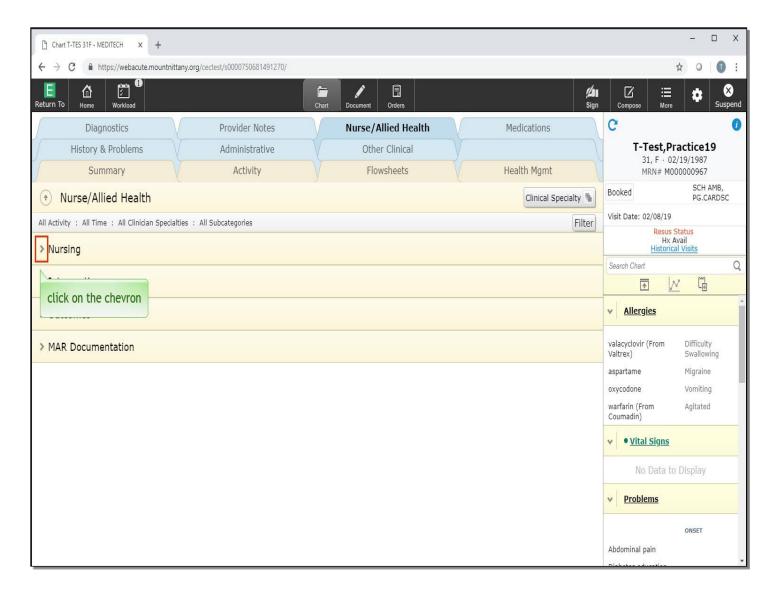
To view all documents of the same type, like all Office Visits, click on the name of the document. Click directly on 'Office Visit'.



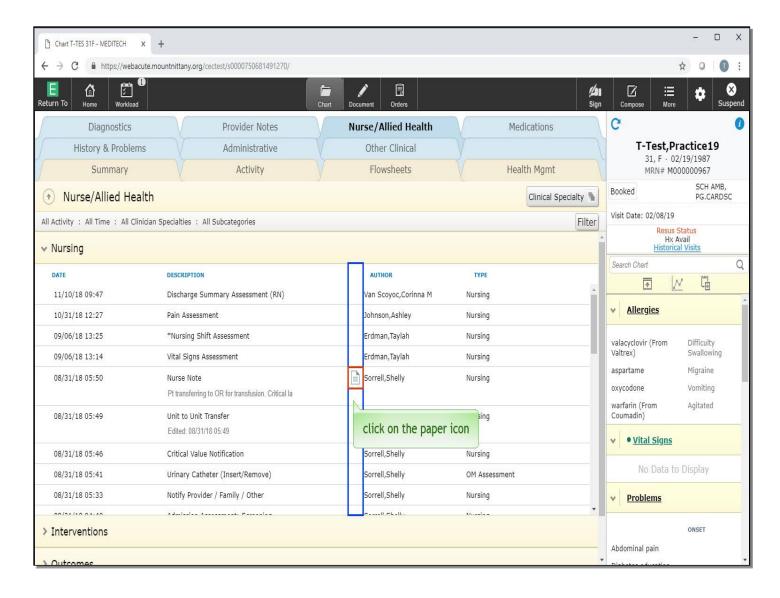
All documents of the same type now display. Remember that clicking on the paper icon will open up a single document with access to all other documents. Clicking the name of the document type will open up a list of all documents of that type. To close this overlay, click the 'CLOSE' button.



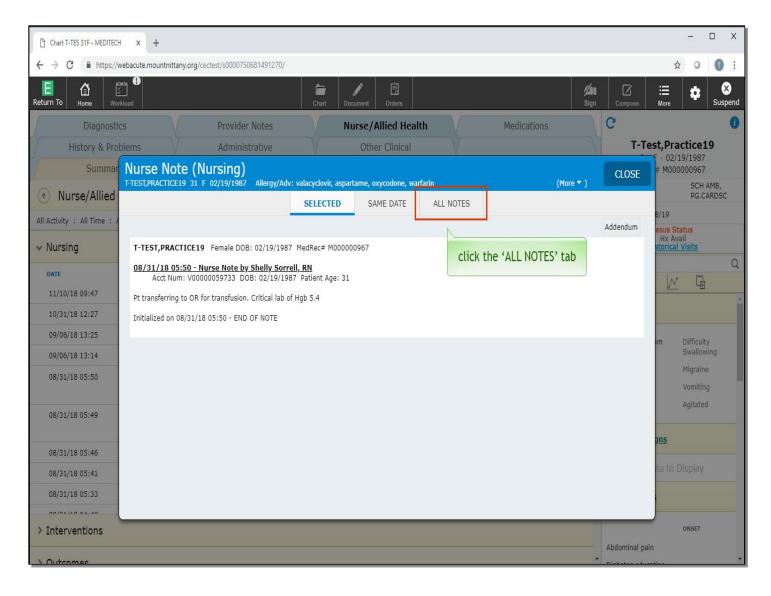
Like the Activity and Diagnostic tabs, you also have the ability to filter these notes and change your view of this page by clicking the buttons at the top right of the screen. Next we'll view the nursing notes. Click the 'Nurse/Allied Health' tab.



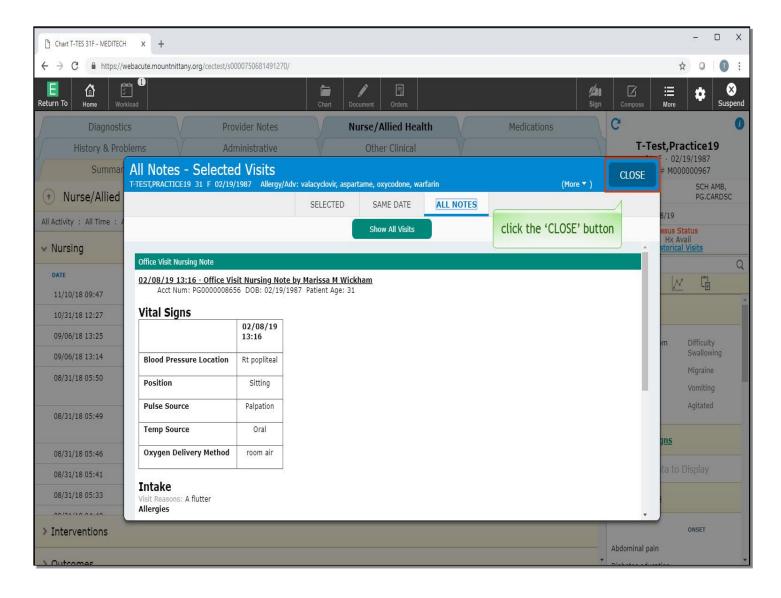
Information from Nursing, Case Management, Diabetes Educator, IV Team, PT/OT, Speech, Nutrition and Surgery can all be found under this tab. To expand the section, click on the chevron next to 'Nursing'.



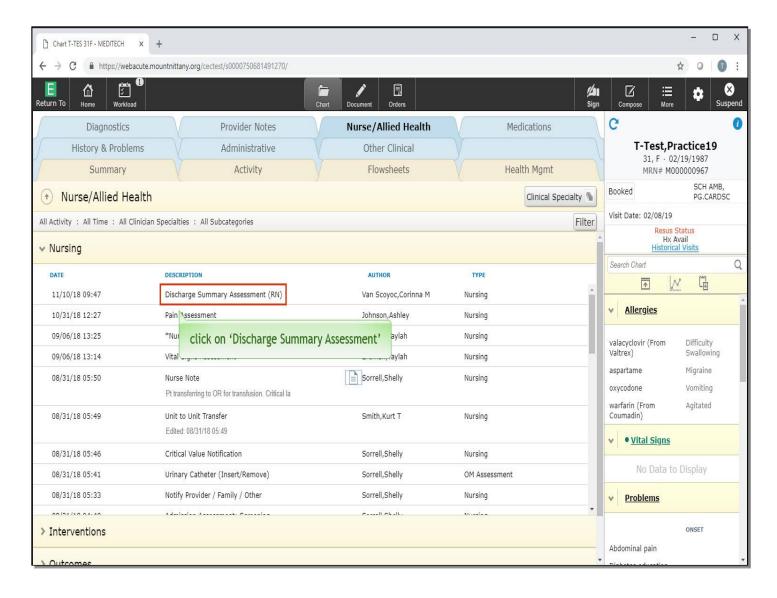
Notice that some lines have notes and some do not. If there is a note associated with the documentation, this will be denoted by a piece of paper. To view this information, click on the 'paper' icon next to the Nurse Note.



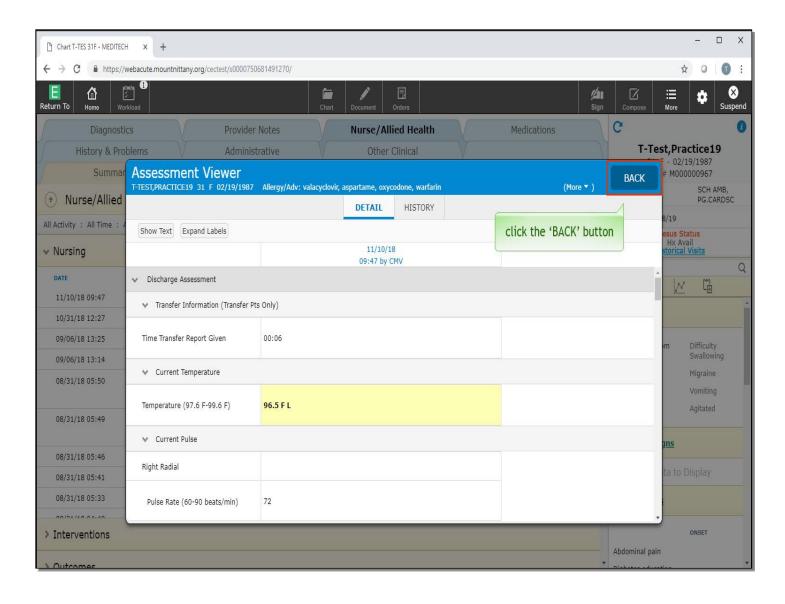
This brings up an overlay showing the Selected Note. To view all notes for a patient, click the 'All Notes' tab.



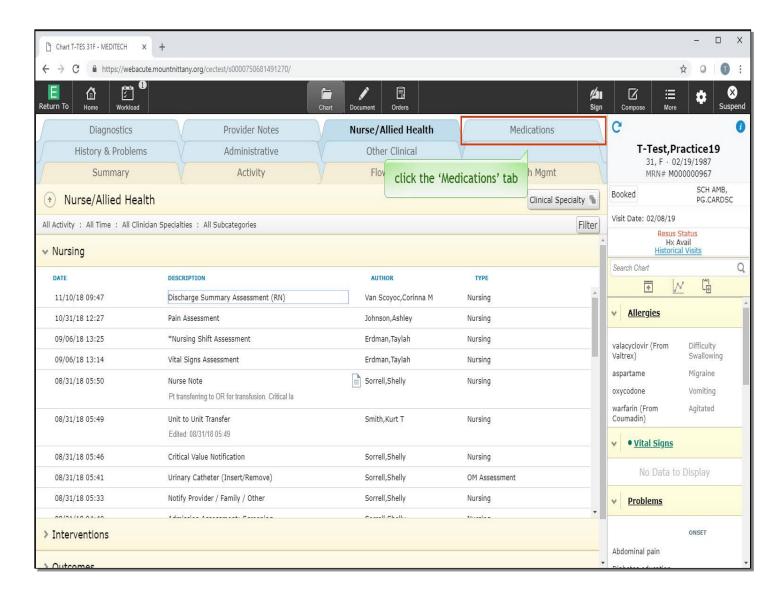
Here you can view the entire assessment. Click the 'CLOSE' button.



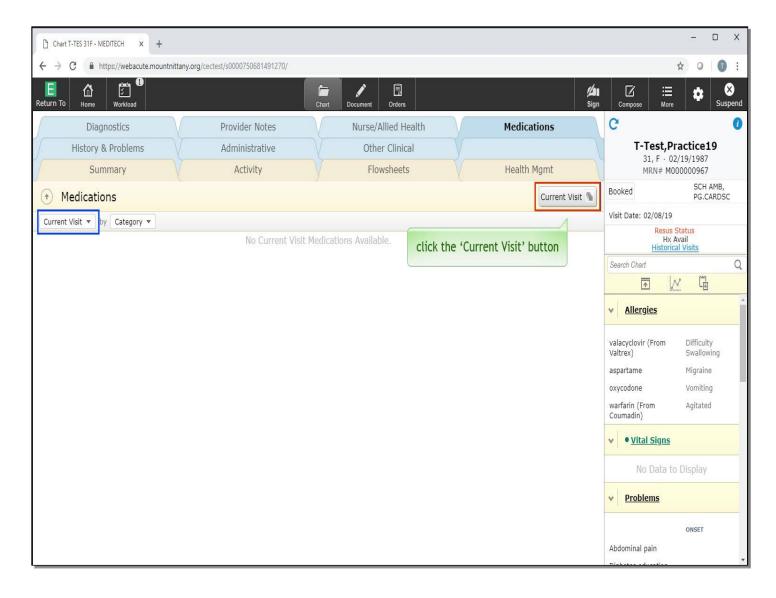
If the documentation does not have an associated note with it, click on the description name, click on 'Discharge Summary Assessment'.



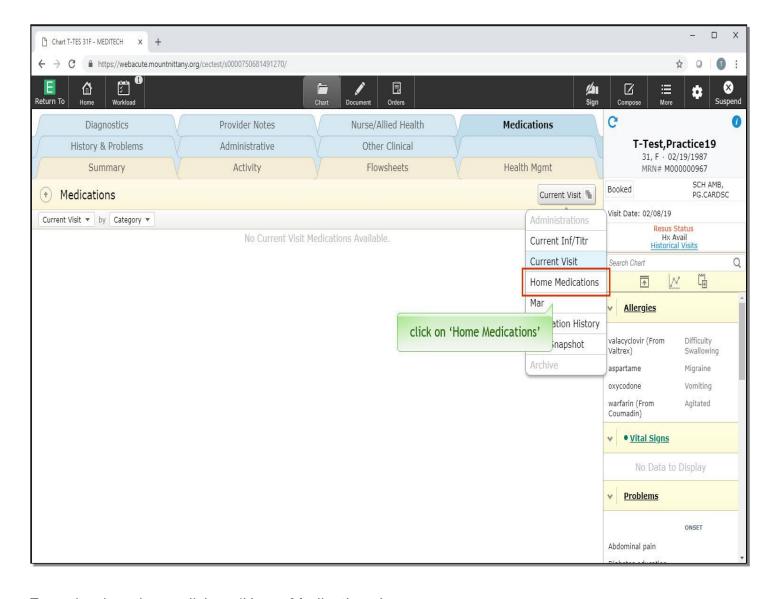
Now you are able to view the entire assessment. Click the 'BACK' button.



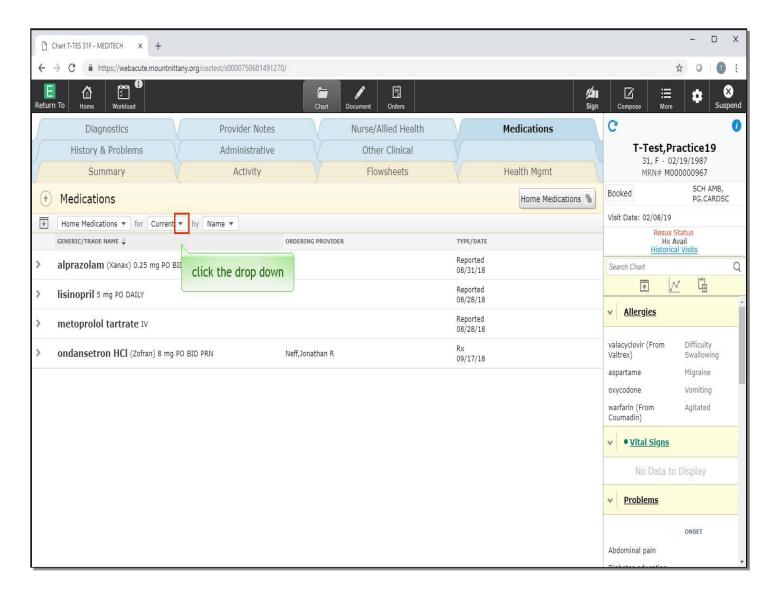
Lastly, click the 'Medications' tab.



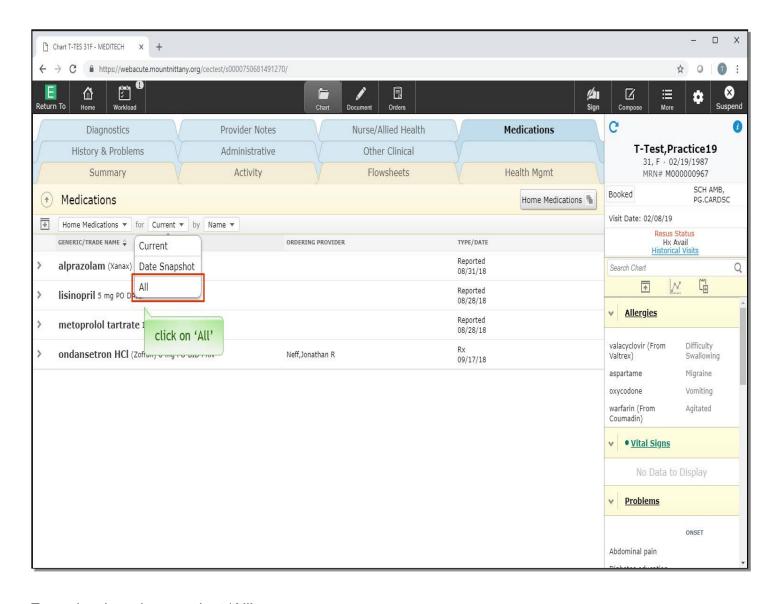
Current Medications will display, which are associated with inpatient visits. To view the patient's home medications, click the 'Current Visit' button on the right side, or select from the drop down on the left, as they are the same list. Click the 'Current Visit' button.



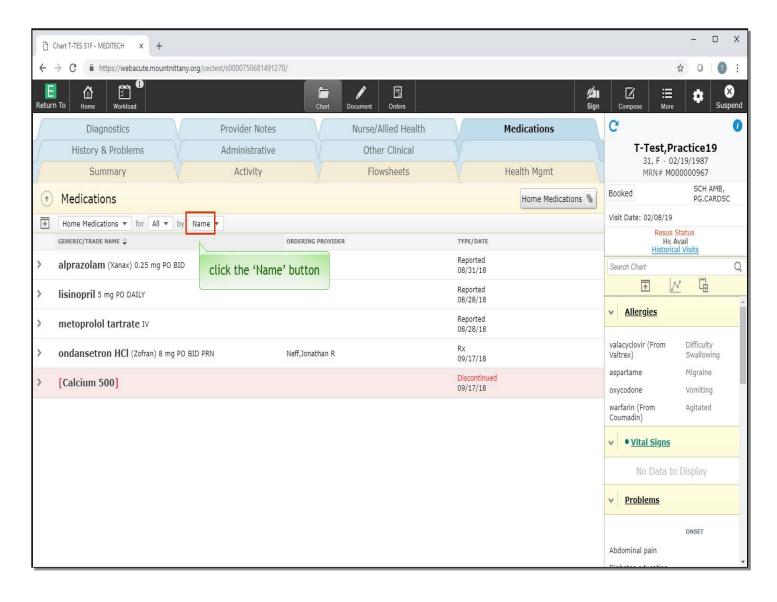
From the drop down, click on 'Home Medications.'



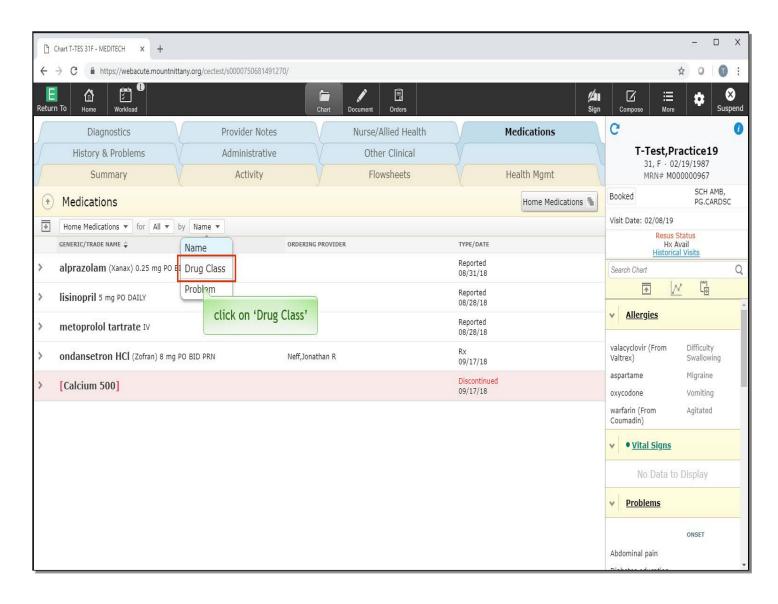
This defaults to the Current Home Medications and lists them by name. To change the view to include discontinued meds, click the drop down arrow for 'Current'.



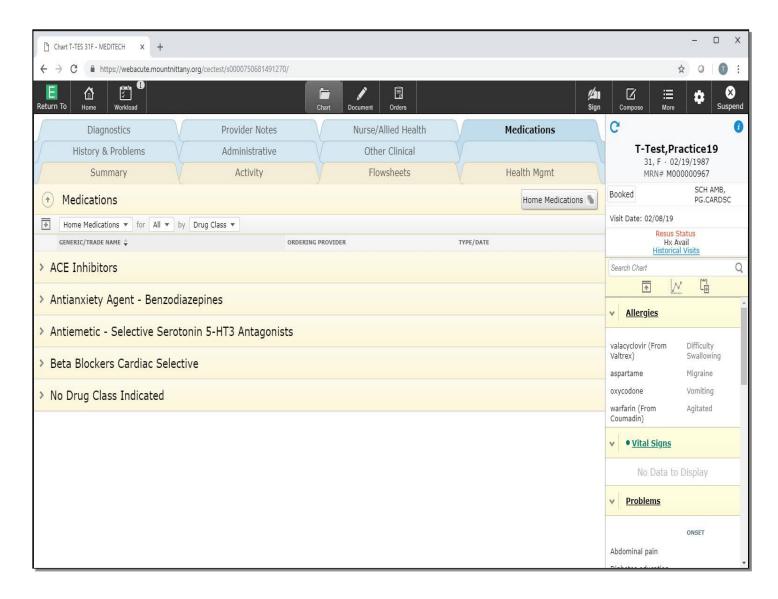
From the drop down, select 'All'.



Now the Discontinued Meds appear below the Current Medications in red. These medications can also be sorted by drug class or problem; to do so, click the 'Name' button.



Select 'Drug Class'.



You'll notice that with this view it's much more difficult to determine which medications are 'Active' and which have been 'Discontinued'. Please note that medications cannot be edited from this screen; they can only be viewed. Editing medications will be done from within a document or from the Orders Routine which will be reviewed in another lesson. This concludes the lesson on Navigation.

In this course we learned how to:

- Access information from a variety of locations in a patient chart
- Find all of the same document types
- Review labs
- Edit the Problem List from the 'History & Problems' tab

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.