

## Meditech 6 – How to Login & Find a Patient in EMR

This document contains information on how to log into the **Meditech 6 Live** system and find a patient in order to display the patient's electronic chart in EMR.

The following topics will be reviewed:

1. How to log in to *Meditech 6 Live with your personal Windows account*
2. How to log in to *Meditech 6 Live with a generic Windows account*
3. How to find a Patient (Patient Lists)
4. Next step, EMR online tutorials
5. Session locking

### 1. How to log into Meditech 6 Live, with your personal Windows account:

To access the Live Meditech 6 system, first log onto the IH computer with your personal Windows User name and Password.

Next, double click on the **Meditech 6.x Live** icon on the computer desktop. You will be automatically logged into the Live system.

#### **Caution**

Make certain to select the **Meditech 6.x Live** icon as the Meditech 6.x Test icon appears similar.



**If you have more than one job role:**

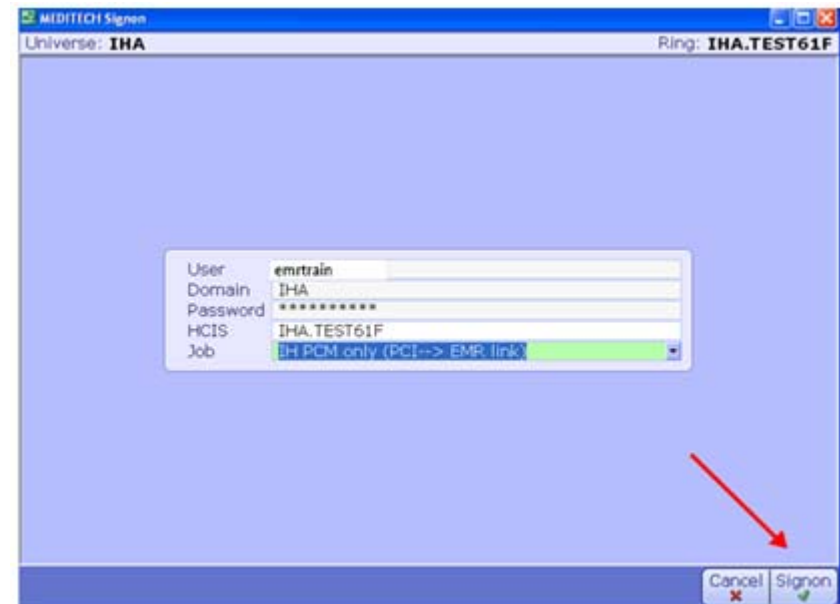
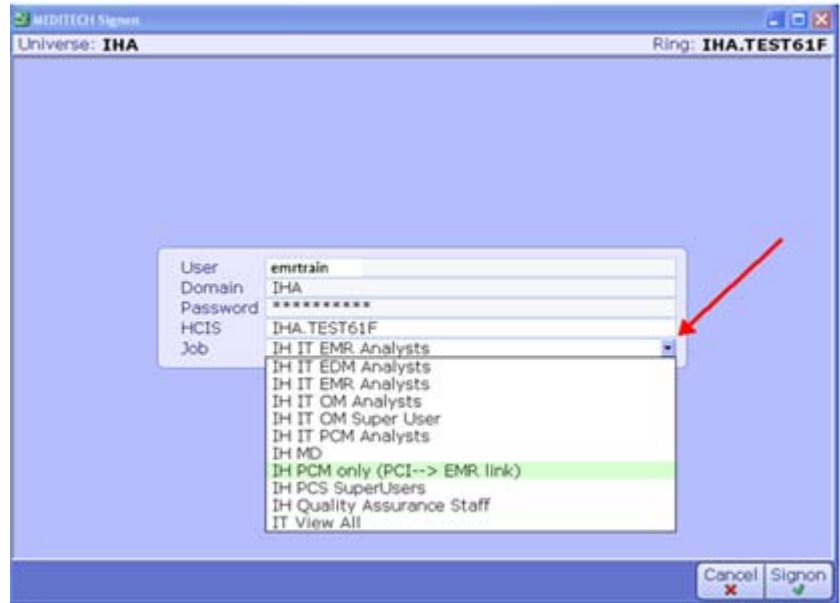
1. A login screen will appear after clicking on the Meditech 6.x Live icon.

Click on the drop down arrow next to the **Job** field to select the required job role.



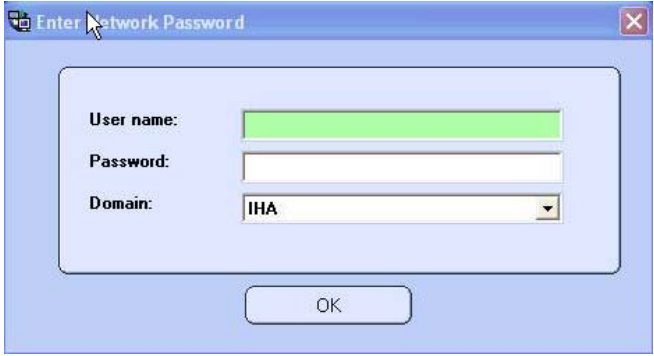
To login with access to *EMR* only choose *the Job*:

***IH PCM Only (PCI-->EMR Link)***

3. Next, click on the **Signon** button

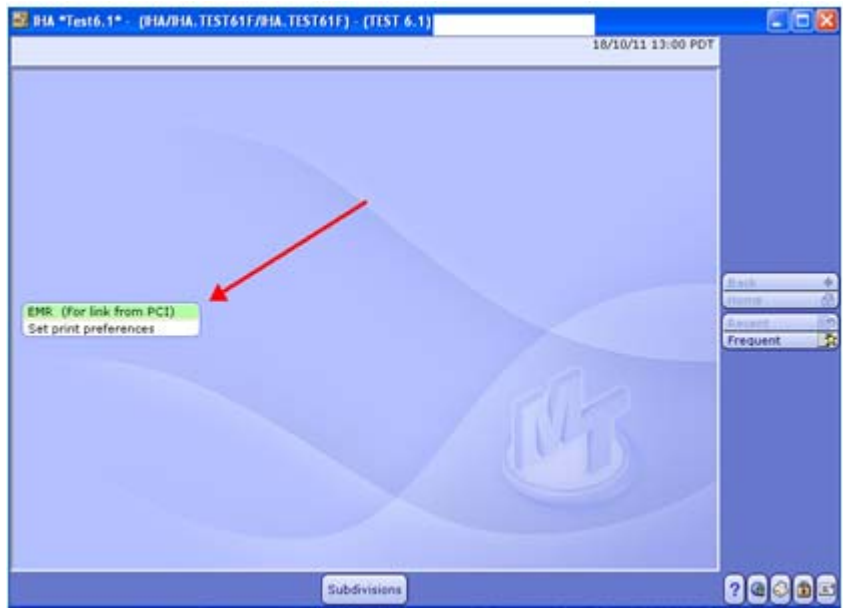


**2. How to log into Meditech 6 Live, EMR with a generic Windows account:**

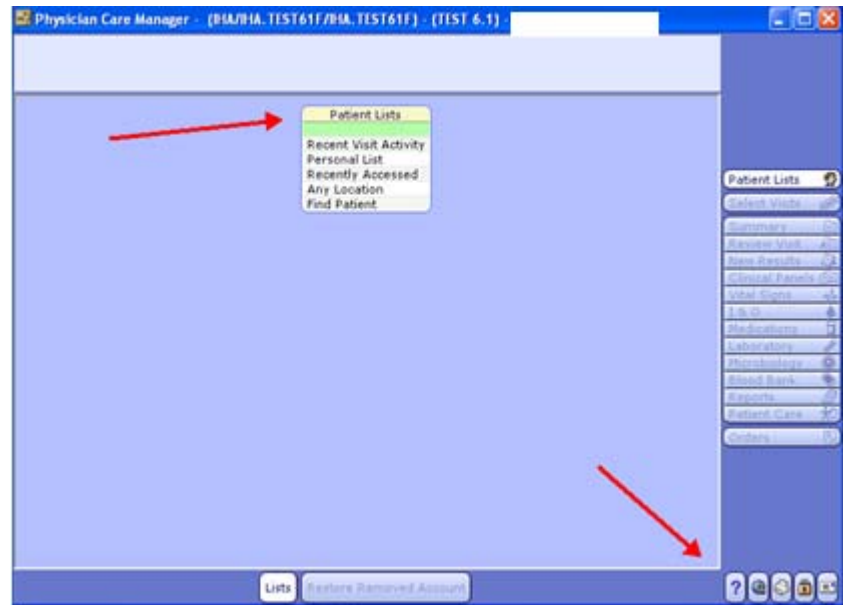
<p><b>Note:</b> When a computer in a department is a shared computer that several people will access during the day, users will often log on with a generic Windows accounts so they do not have to continually log on and off. This is often the case on clinical nursing units.</p> <p>The common generic Windows logon is:</p> <p>User name: meditech Password: meditech</p> <p>Click the OK button.</p>	
<p>Click the MEDITECH 6.x Live icon to log into the Live system.</p>	
<p>Next, you will be prompted to enter your personal Windows User name and Password and click the OK button.</p>	

### 3. How to find a Patient (Patient Lists):

Once logged into Meditech 6, Click on **EMR (For link from PCI)** option.




From this screen you can find a patient using the **Patient Lists**



#### **Reminder**

Online Help can be accessed from any screen in Meditech 6.

Click on the  near the bottom right of any screen in Meditech 6 to display information about the current screen.

Several different options are available in the Patient Lists menu to find patients in the system.

<b>Recent Visit Activity</b>	This patient list contains the last 40 patient records that you accessed during the last seven days.
<b>Personal List</b>	The Personal List contains patient records that you manually add from the other patient lists. You add records by selecting an account from another list (such as Recently Accessed or the Rounds List) and clicking Add to Personal.
<b>Recently Accessed</b>	This patient list contains the last 40 patient records that you accessed during the last seven days.
<b>Any Location</b>	Use this option to search for patients by selecting specific facilities and locations
<b>Find Patient</b>	Use this option to search for a specific patient using pieces of patient information such as, PHN, name, age, sex, date of Birth, and, account number.

To locate a patient by Health Care number or by Name, for example, click on the **Find Patient** option.

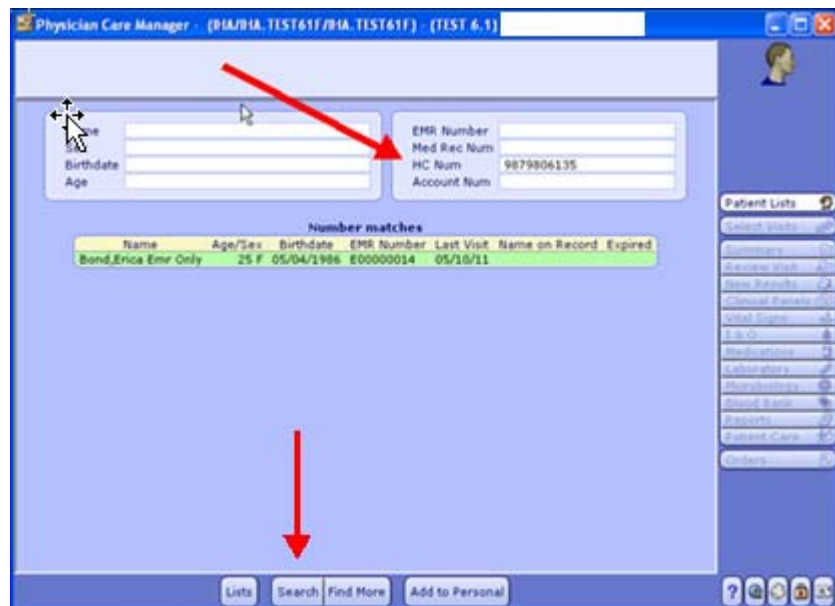


To find a patient by **PHN** or healthcare number:

Click in the **HC Num** field and type the patient's healthcare number.

Click on the **Search** button.

Click on the correct patient under *Number Matches* to open the patient's chart in EMR.



To find a patient by name:

Click in the **Name** field and type the patient name in *lastname,firstname* format.

You can also enter a partial name to find all records that contain that name fragment.

Click on the **Search** button and the system will return all accounts that match the search criteria you entered.

Click the **Find More** button to broaden the search.

Click the Search button at any time *to begin the search again.*


Click on the correct patient to display the patient's electronic chart in EMR.

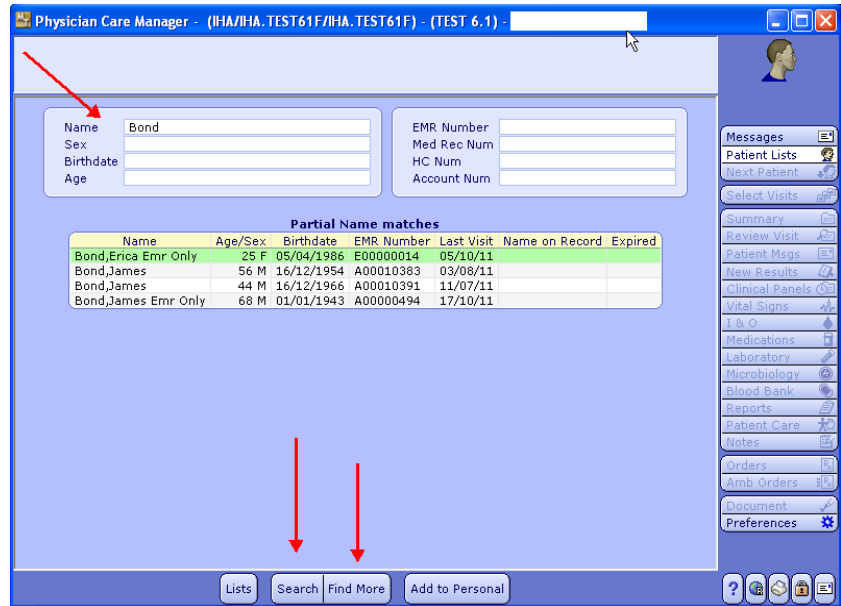
Or

Click the **Lists** button at the bottom of the screen to return to the Patient Lists screen.

**Reminder**

Online Help can be accessed from any screen in Meditech 6.

Click on the  near the bottom right of any screen to display information about the current screen.



**Note:** The system filters the results for confidentiality and facility access. You will only see names of patients who you are allowed to view.

**4. Next step, please complete the interactive EMR tutorials and assessment online:**

You can now successfully login to Meditech 6 and find a patient in order to view the patient's electronic chart in EMR. Please view the interactive EMR tutorials and assessment online to learn the basic navigation and functionalities of EMR.

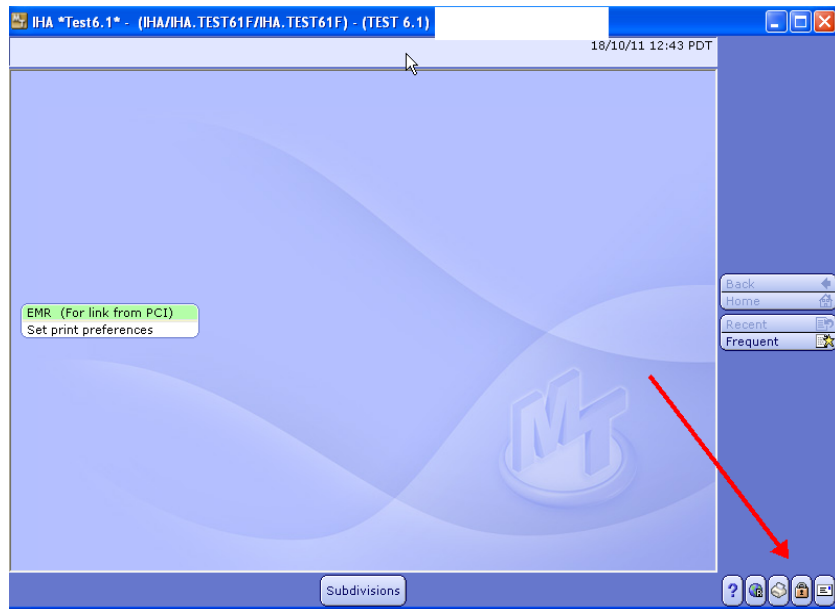
<p>The EMR tutorials and assessment are available online by clicking the link to the right or by typing the path into an internet browser.</p>	<p><b>Link to CONNEX EMR learning on insideNet:</b></p> <p><a href="http://inet.interiorhealth.ca/projects/connex/Pages/default.aspx">http://inet.interiorhealth.ca/projects/connex/Pages/default.aspx</a></p> <p>Find these modules at the bottom of the screen:</p> <ul style="list-style-type: none"> <li>• Meditech 6.1 Enterprise Medical Record (EMR) Part 1 of 2</li> <li>• Meditech 6.1 Enterprise Medical Record (EMR) Part 1 of 2</li> <li>• Meditech 6.1 Enterprise Medical Record (EMR) Self Assessment</li> </ul>
<p>Additional EMR reference material including the <b>EMR Quick Reference Card</b> and the EMR manual are available on insideNet by clicking the link to the right or by typing the path into an internet browser.</p>	<p><b>Link to Meditech 6 reference Material on insideNet:</b></p> <p><a href="http://inet.interiorhealth.ca/technology/meditech/Pages/default.aspx">http://inet.interiorhealth.ca/technology/meditech/Pages/default.aspx</a></p> <p>Look under Meditech 6.1 (New), Module: Enterprise Medical Record (EMR).</p>

**5. How to Lock and Unlock your Meditech 6 session with regard to patient and Information Privacy & Security:**

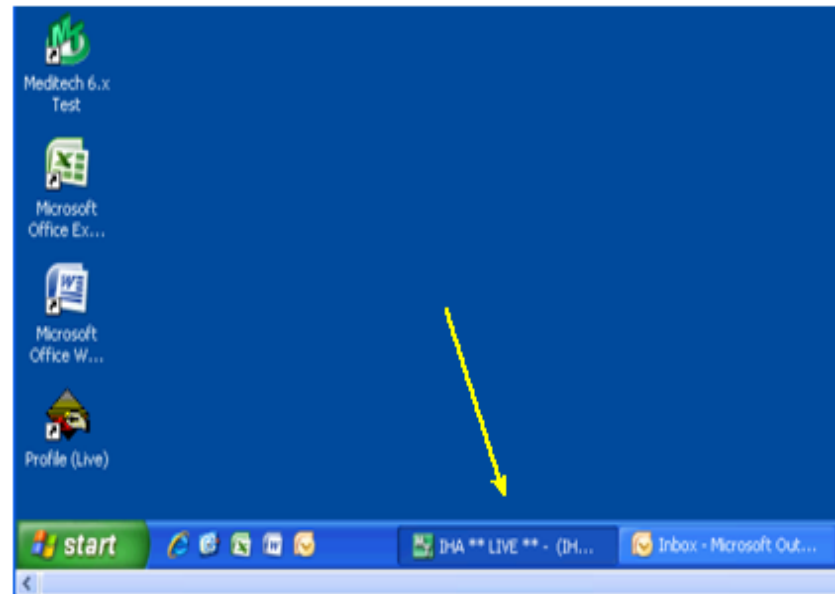
When accessing EMR, it is more important than ever to keep patient confidentiality in mind, and only access information for those patients you are caring for.

You are responsible for everything that is assessed or charted under your user name and password. ***Do not share your user name and password with anyone for any reason and do not permit anyone to use a computer or application while you are logged on.***

If you walk away from the computer, it is your responsibility to sign off or suspend your session by clicking on the lock button at the bottom right of your screen.

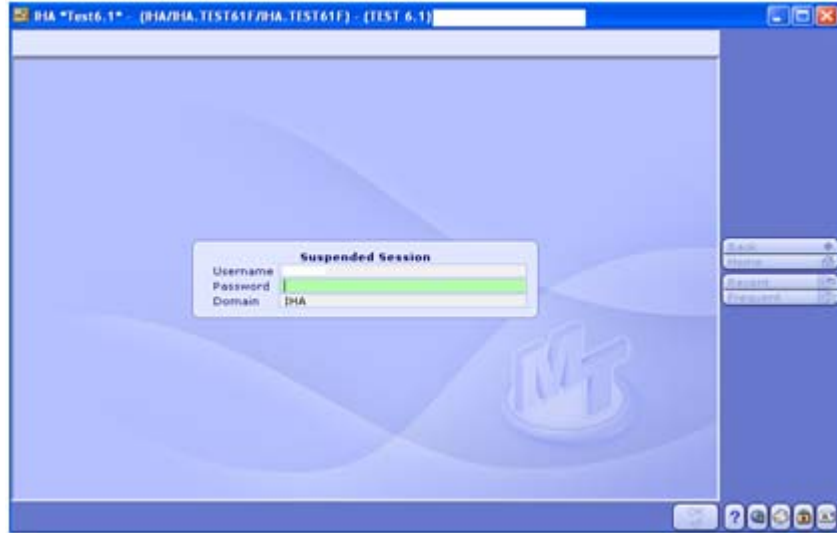


If you suspend your session by clicking the lock button, return to the session by clicking on the Meditech session at the bottom of the screen.





Re-enter your Windows password in the dialog box and click Enter on your keyboard. The chart resumes at the point you left off.



**Caution**

Please be aware that due to the sensitive patient information contained in EMR, audits are regularly undertaken to ensure access is legitimate and appropriate.

**It is important that EMR Users:**

- Only access a patient's file if the patient is under their direct care
- Only access data which relates directly to their job function on a "need to know" basis
- Do not access their own record, family, friend, neighbour or a fellow employee's record
- Maintain the privacy and confidentiality of all patient information

**Interior Health is legally and ethically bound to comply with Federal and Provincial legislation to ensure patient records are kept secure. Current legislation that must be adhered to:**

**If you have any questions or concerns please contact the Information Privacy & Security office at [info.security@interiorhealth.ca](mailto:info.security@interiorhealth.ca) or call 250-491-6724 or 6744.**

For additional information and assistance please contact IMIT Service Desk.

**IMIT Service Desk**  
**1-888-877-7707, option 2**  
or  
**[servicedesk@interiorhealth.ca](mailto:servicedesk@interiorhealth.ca)**