

EMR Symbols	
	Indicates a visit originated in Emergency.
H	The result is above normal range
L	The result is below normal range
Δ	A delta symbol indicates a significant change since last resulted
*	An asterisk in the Laboratory panel indicates a result in the critical range
	Comment bubble indicates there is a comment associated with a result. Click the bubble to view the comment
	Click to view the additional information, such as special alerts. Found in the patient header
	Click clipboard to view a report
	Click the camera to view
	Bassinet indicates Registration link between mother/baby. Click to view linked account in new window
	Medication linking -Orders tab – identifies alternate vs concurrent med -MAR-links inpatient vs outpatient medication.

EMR Button Colours

Text colour and background colour indicates both the availability of data and result range

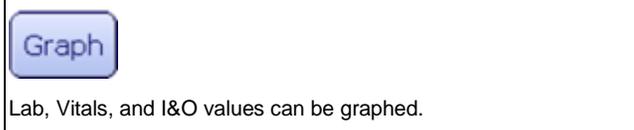
Colour	Description
Blue text, coloured icon (highlit)	The presence of information on that panel, or the ability to access that function.
Light-coloured text, coloured icon low lit	No current information, but possible access to lifetime last results.
Blue text, white background	The current panel that user has open.
Light-coloured text, monochrome icon	No information, or no access to that screen/function.
Red text	Signals the presence of new information.
Lab Data	Description
Yellow background	The result is in the abnormal range.
Red background	The result is in critical range

EMR Data Displays

Tables
A table shows a group of related items and their values. On a table, to view a history, click on the box that contains the text name. To view details of a visit, click on the column header that contains the date and time.

History Screen
On a History screen within an EMR panel button, you can view the values of a data item over a period of time. The most recent data appears at the top of the table.

Graphs
A graph shows changes in numeric data (such as Red Blood Count) over a period of time.
You can graph data from panels by right clicking a test name and selecting Graph for up to a maximum of ten items. Clicking the Graph button near the bottom of the screen will display the graph



Reports
A report is detailed information of a text file sent from a source application. (Transcription, Microbiology, Pathology, or Imaging Therapeutics.) Reports contain text descriptions, codes, results, impressions, and findings.
To view a report, click on the clipboard icon. 

Print Lab Reports

1. Select the **Laboratory** Panel
2. Click on the column header that contains the date and time of the lab results that you would like to print
3. Click the **Lab Report** button in the footer
4. Click the  button to print the report.
5. Check off **Print all** and click **OK**.

Print Reports

1. Click the  icon to open the report
2. Click the  button to print the report.
3. Check off **Print all** and click **OK**.



Interior Health

Physician Care Manager (PCM) Quick Reference Guide

MEDITECH 6.x
Feb, 2017

Features:

- Meditech log on/off
- Using PCM
- Using EMR
- Basic Navigation
- Data Displays
- Selecting Visits

For additional information and assistance please contact:

IMIT SERVICE DESK

1-855-242-1300

OR

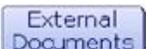
servicedesk@interiorhealth.ca

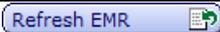
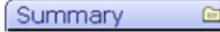
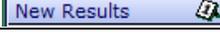
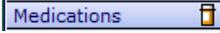
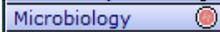
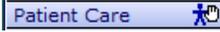
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servicedesk@interiorhealth.ca

Meditech Log On and Log Off	
1. Log on to windows with your user name and password; or use generic log on; Meditech, Meditech	
2. To open Meditech click on the Meditech icon. 	
3. To log off click the 	
PCM Desktop Functionality	
Msg / Task	
The following message / tasks types are sent to physicians:	
<ul style="list-style-type: none"> • New diagnostic results for inpatients • Request fo Consults • All Admissions • Discharges to other Acute facilities • Physician-to-Physician Messages 	
Patient Lists	
The default list for most physicians is the Rounds List. Select alternate patients lists by clicking Lists . Physicians can request change to the default to Find Patient or other option depending on their practice patterns. Submit request by e-mail to servicedesk@interiorhealth.ca . Allow 2 days to process. Use of remove patient functions does not send a message to Registration Staff at your site(s).	
To Find Patient	
1. Select Patient Lists on right-hand panel and then Lists in the footer of the Lists window.	
2. Click on Find Patient	
Select Visits	
As a default, all patient visits are selected	
To View	Action
A single visit	Click Selected Visits and then check off the specific visit you like to view
More than one visit	Select the desired time frame from the Time Period box.
All visits for the record	Select All from the Time Period box.
Refresh EMR	
Force a manual update of EMR to display most recent patient information	

Basic Navigation	
Use the mouse to select records, visits, menu options, and panels.	
To:	Click
Access Meditech online Help option	
Access external reference links and IH webmail	 
Return to previous screen or panel	
Navigate to Prior and Next Records	 
Close a screen. Returns users to the desktop screen.	
EMR	
EMR (Enterprise Medical Record) is a central location for viewing all electronically documented patient information, from all aspects of clinical care, throughout Interior Health	
EMR Panels	
Panel Selection Buttons (right side of window) EMR displays data in panels. A panel is a table that displays a group of data items for the selected menu option. For example, the Reports panel displays transcribed reports in the data frame for Imaging, Pathology, Health Records	
Data Frame (left side of window) This view opens once a user clicks on the EMR panel selection button. It contains data in tables for the selected visit(s) and navigation buttons. For example, Laboratory panel opens to hematology results.	
Additional EMR Buttons	
	Access information for the patient in the old Meditech system
	Access links to documents form external sources like OR Manager, PixaIere, InterRAI, PaceART and others
	Links PCM user to Provincial (EHR) Electronic Health Record for lab & Diagnostic Imaging results

EMR Panel Selection Buttons	
	By default EMR displays data related to only the current visit being accessed. Select Visits provides a list of all visits associated with a patient and the ability to restrict the list by Time Period and Visit Type to display the related visit data in EMR.
	Force a manual update of EMR to display most recent patient information
	Displays general information about the selected patient account(s).
	Displays visit information.
	Lists all Messages and Tasks associated with the open patient chart
	Only available at facilities entering these values
	Displays recent clinical results.
	View patient specific information related by diagnosis, systems and discipline. IH customized for select chronic diseases & IH protocols.
	Only available at facilities that document these values electronically.
	Only available at facilities that document these values electronically.
	View detailed information about medications administered for inpatients.
	View and graph laboratory test results.
	View all microbiology specimen results
	Displays a summary of the blood product information ordered for the selected visit(s).
	Use this panel to view reports and images.
	List, view, or print details of patient assessments.
	View and create signed notes for other clinicians and physicians to view.
	Current orders and order history for a patient.