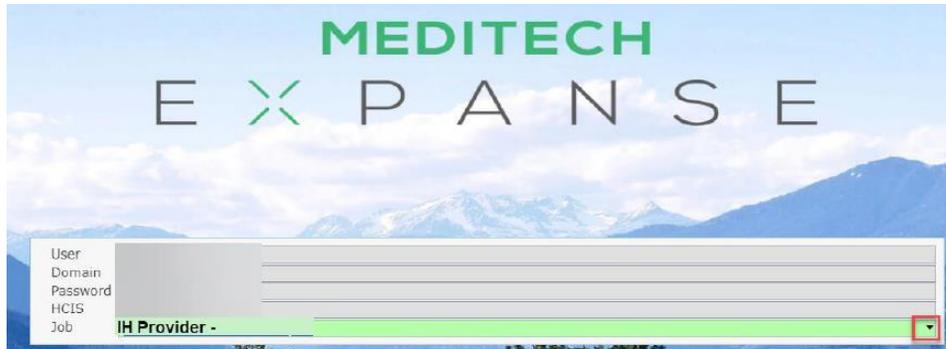


Documentation Instructions – Medical Students in ED

1. Log in with user role: IH Provider -

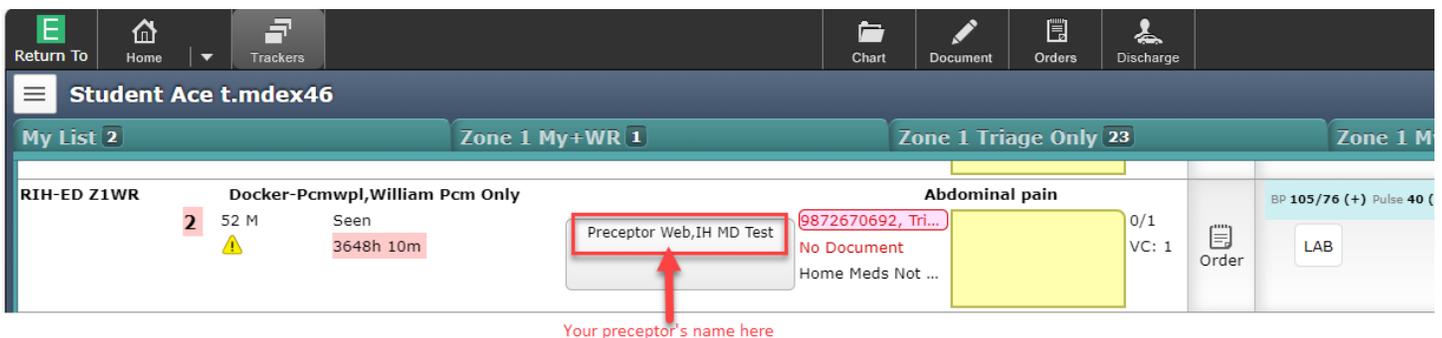
When you first log in to Meditech, ensure you have the correct role and site. Click the down arrow to change:



Select ED Physician Tracker from the start menu:

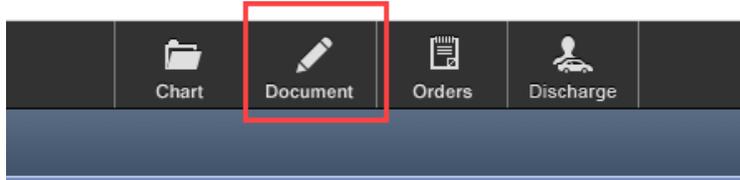


2. Your preceptor **must** have already signed up for the patient. Do not begin documenting until your Preceptor has signed up and their name appears:



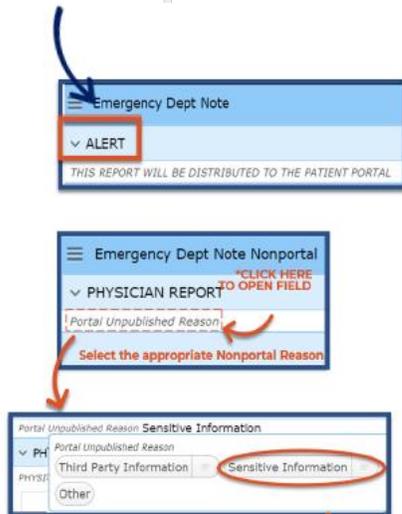
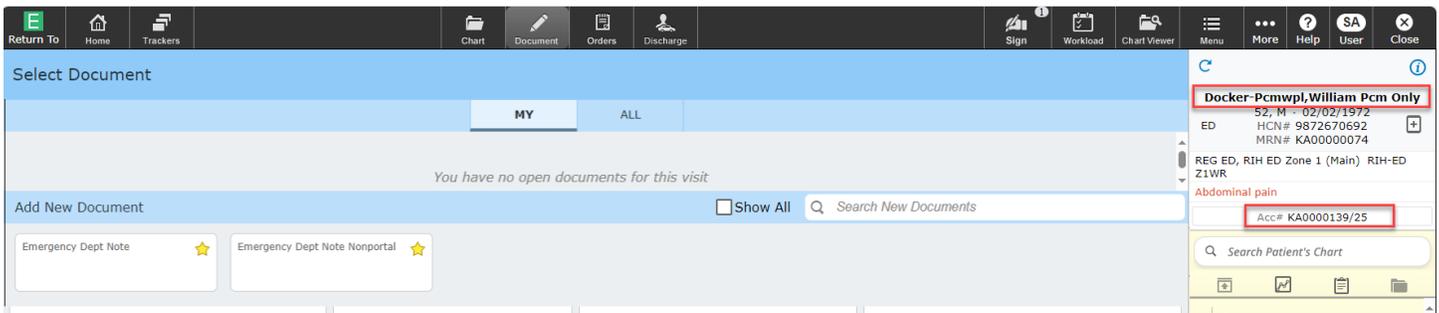
3. Creating a Document

- a) When you have confirmed that your Preceptor has Signed Up, highlight the correct patient (the row will turn green on tracker), and click Document.



b) On the right hand side of the screen, confirm you have selected:

- o Correct patient
- o Correct account: click Acc# to ensure you have selected the appropriate visit date, registration type should be ED
- o Discuss with your Preceptor which Emergency Dept Note template is appropriate



An alert advises that the report will be available to the patient in MyHealthPortal.

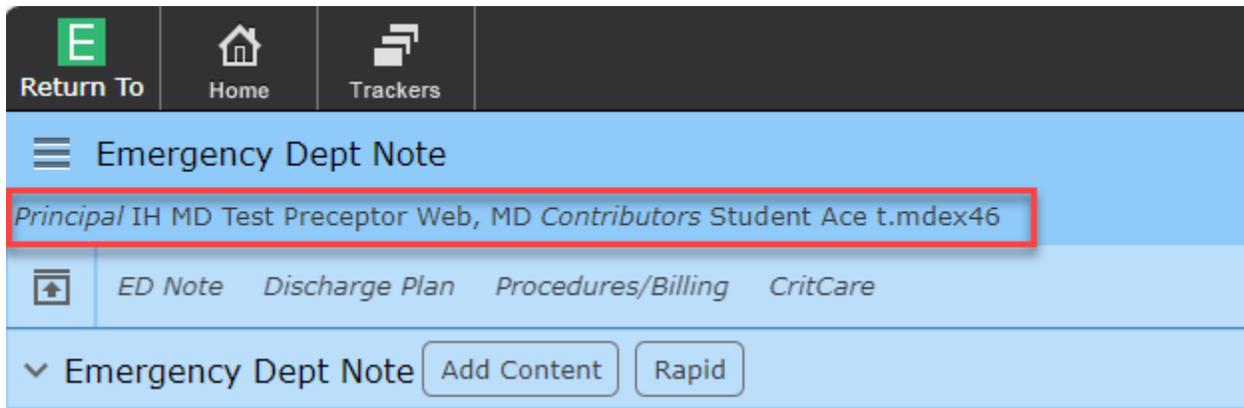
Nonportal Reasons
Sensitive Information
 Concern for patient's safety and well-being. Assess if there is a potential for risk of physical harm to the patient, staff or others. Examples: Sensitive reports may include information regarding sexual, domestic; elder; and/or child abuse, or psychiatric conditions.

Third Party
 Avoid including information provided by a third party. Example: Information disclosed in confidence from a relative of a patient, without the patient's knowledge.

Other
 Example: Direct request from the patient to prevent the release of the document to MyHealthPortal.

NOTE: The patient has the right to request copies of their nonportal reports through Health Records Departments as per the Freedom of Information and Protection of Privacy Act.

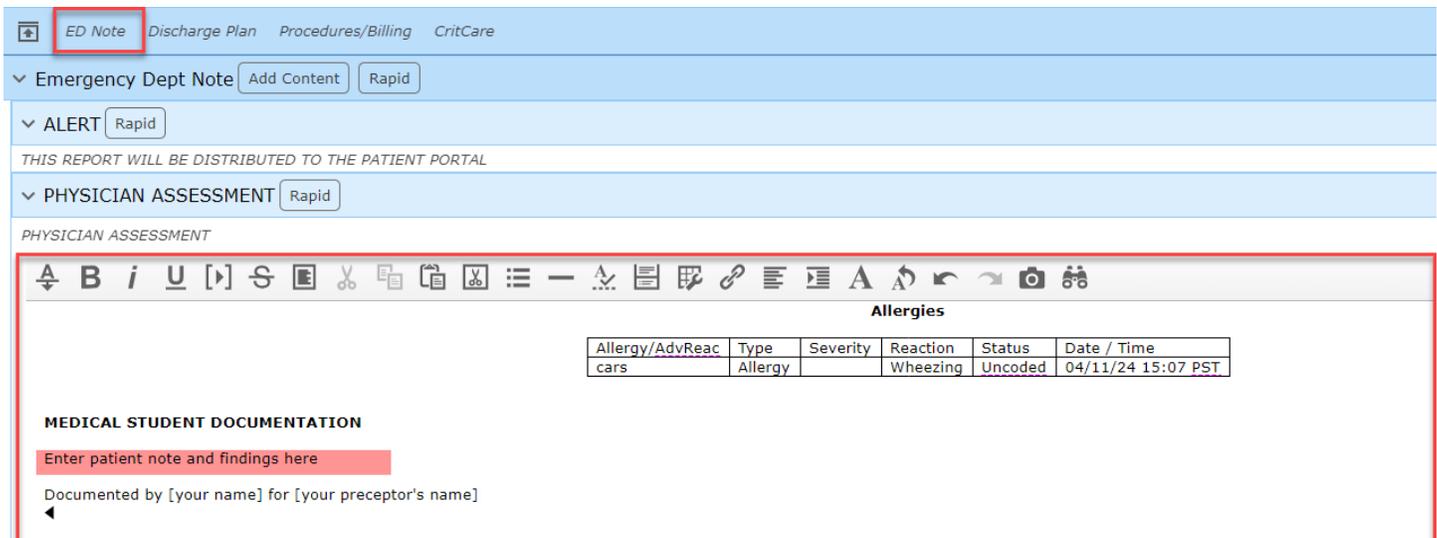
Note that the Principal of the document is your Preceptor and you are a Contributor.



- c) Click inside the ED Note text box to start documenting. You **MUST** identify your document as a medical student document.

Type the header **MEDICAL STUDENT DOCUMENTATION** in the first line.

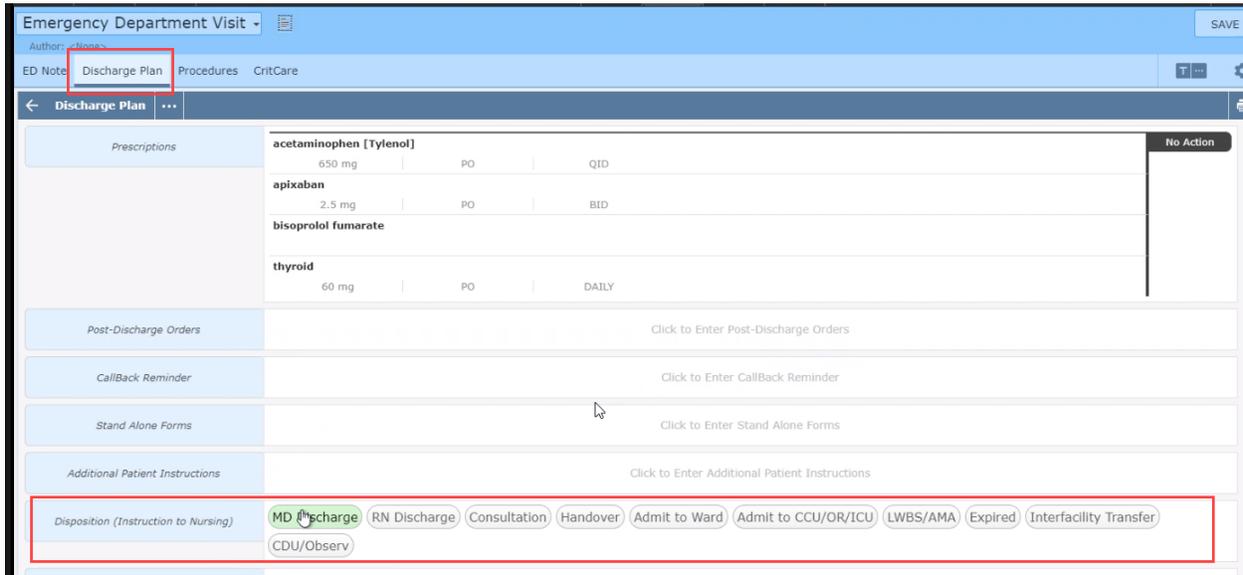
Type the footer **Documented by [your name] for [preceptor name]**.



You can also click the  symbol in the toolbar to find these built as canned text. Complete your documentation either by typing or utilizing Fluency Direct.

4. Next, click Discharge Plan. You must select a Discharge Disposition. This will be verified by your preceptor before they sign the report.

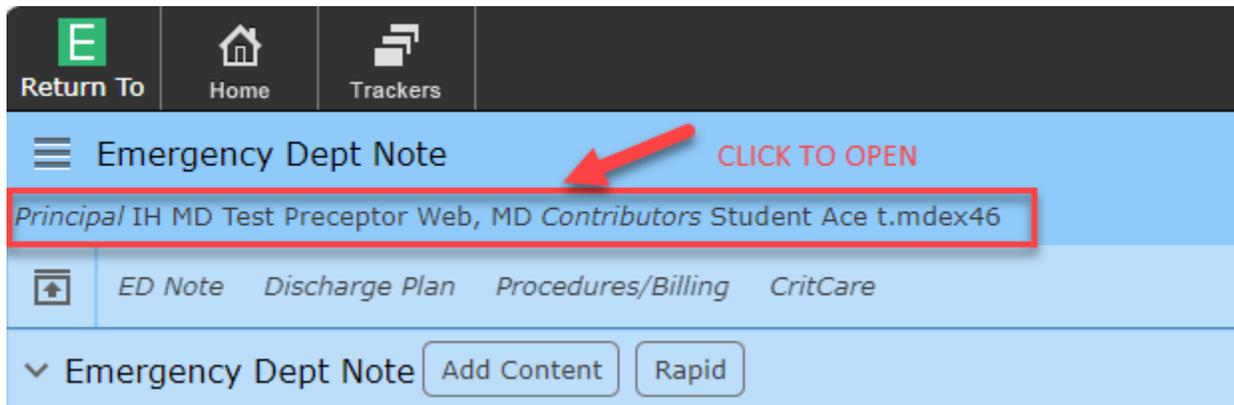




5. Click Procedures or CritCare to add to your document if appropriate.

6. Additional Courtesy Copies:

Click in the area with your ED Preceptor listed as Principal and medical student as contributor to open the overlay screen and add courtesy copies if necessary:



Document Contributors

Edmunds-Edmwpl,Barry Edm Only 62 M 02/02/1962 Allergy/Adv: NO KNOWN ALLERGIES

Encounter Date/Time

27/11/24 16:28 PST

Contributors

Student Ace t.mdex46

IH MD Test Preceptor Web, MD

+

Principal

+

Document Specialty

Emergency Physician

Family Practitioner

+

Copies To

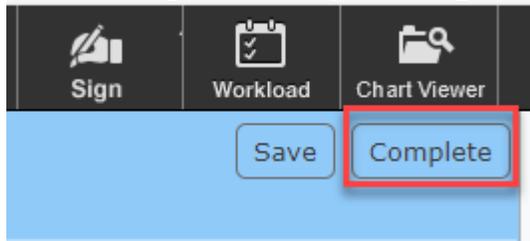
IH MD Test Preceptor Web, MD (ED)

Self Pay

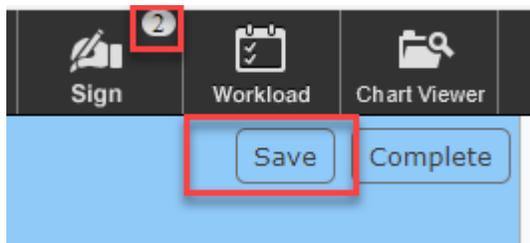
+

7. Document Completion

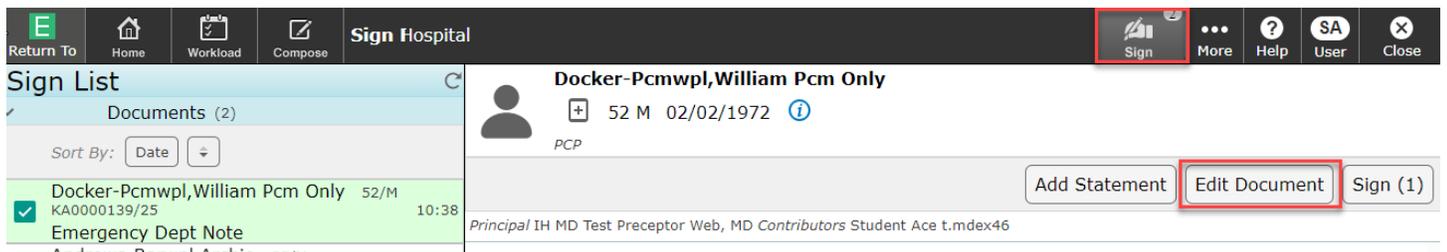
Clicking Complete: This will save the document in Draft status and close it. The document will be sent to your Preceptor's Sign List as Draft for finalization.



Clicking Save: This will save the document in Draft status and close it. It is available in your Sign list but is incomplete.



Completing documentation from your Sign List:



Sign Hospital

Sign List

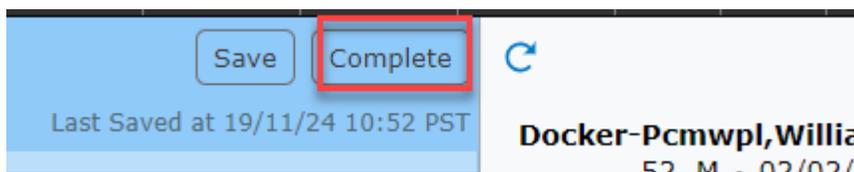
Documents (2)

Sort By: Date

Document	Author	Time
Emergency Dept Note	Docker-Pcmwpl, William Pcm Only	10:38

Buttons: Add Statement, **Edit Document**, Sign (1)

Click Edit Document to make edits as needed and to complete the Disposition if you have not already done so, then click Complete:



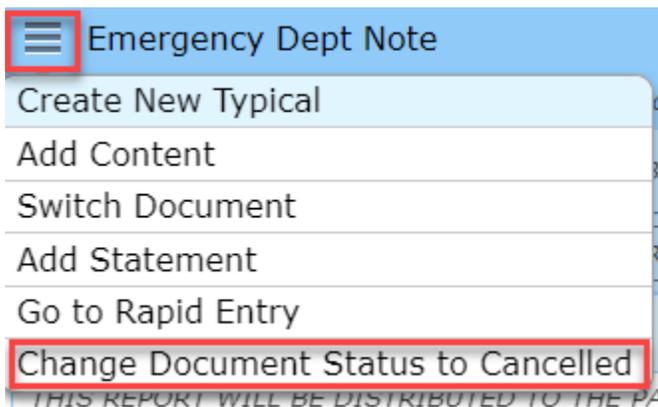
Buttons: Save, **Complete**

Last Saved at 19/11/24 10:52 PST

Docker-Pcmwpl, William Pcm Only

Documentation Best Practice:

- Verify correct patient and account have been selected.
- Only use the Emergency Department Visit document type when working in the ED.
- Discuss with your preceptor about the appropriate template (Portal or Nonportal) to choose.
- Proofread your document before completion – verify sound-alike words and context errors.
- Communicate with your preceptor that you have created a document that is awaiting their review.
- If you have created documentation in error, click the hamburger button, then click Change Document Status to Cancelled.



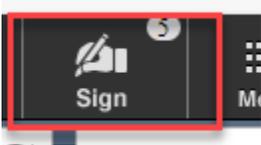
Hamburger menu options:

- Emergency Dept Note
- Create New Typical
- Add Content
- Switch Document
- Add Statement
- Go to Rapid Entry
- Change Document Status to Cancelled**

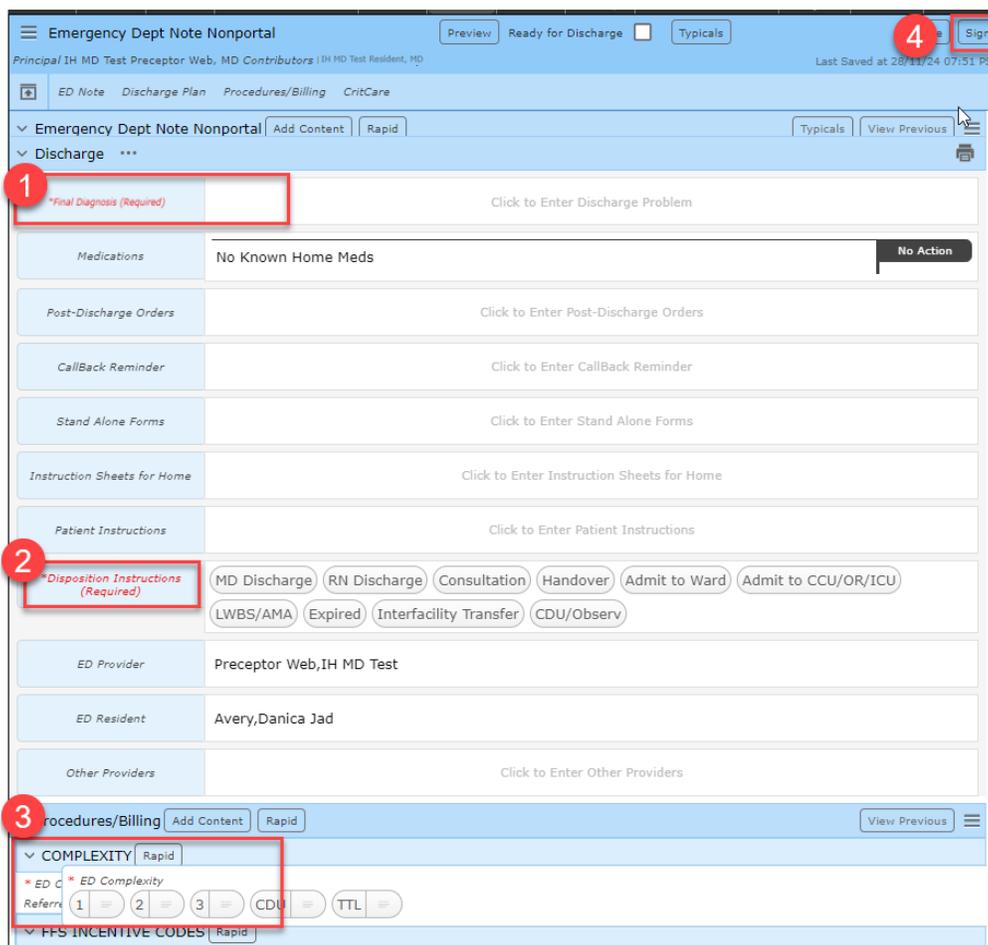
- **Health Information Management staff will follow up with all medical students if there are incomplete documents.**

Preceptor Instructions – Medical Students in ED

Reports to be signed will appear in your Sign List:



To edit the student's note and enter the required responses, select the Edit Document button to launch the document.



When all of the mandatory fields have been completed, click Sign and enter PIN to finalize.



IMPORTANT!

If you discover you have created documentation in error (incorrect patient/account/template):

- Immediately create an addendum stating **“This report has been created on the wrong patient/account/template and will be cancelled. Please ensure your records are updated accordingly.”**
- Create the document on the correct patient/account/template
- Email DocumentationSupport@interiorhealth.ca with patient and report demographics so that we can remove the report from the patient’s EMR.

If you discover a typo/text error in your document:

- Create an addendum to correct or clarify the text error.
- If the error cannot be clarified in an addendum, email DocumentationSupport@interiorhealth.ca with report details and we will assist in correction.

Support Information (All)

Our Medical Documentation team regularly audits Resident documentation. We will contact you if your documentation requires attention.

For Documentation questions, quality issues or corrections, email DocumentationSupport@interiorhealth.ca

For technical support please contact IMIT SERVICE DESK: 1-855-242-1300 or servicedesk@interiorhealth.ca

