



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:

Web ED Physician Main Menu:	ED Physician Tracker Acute Status Board	
	Mamt Reports	•

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:

Return To	🗸	Trackers				Chart	Document	Orders	Lischarge		
My List 2	Ace	t.mdex	46	Zone 1 M	y+WR 1	Z	one 1 Tri	age Only	23		Zone 1 M
RIH-ED Z1WR	2	Docker-I	Pcmwpl,William P Seen 3648h 10m	cm Only	Preceptor Web, IH MD Test	9872670692, 1 No Document Home Meds No	Abdomina ri	I pain	0/1 VC: 1	Order	BP 105/76 (+) Pulse 40 (
					Your precentor's name here						

- 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:
 - Correct patient
 - 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





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

E Return T	Home	Trackers							
≡ En	nergency D	ept Note							
Principal	IH MD Test Pr	eceptor Web	, MD Contributors Student Ace t.mdex46						
€ E	D Note Disc	charge Plan	Procedures/Billing CritCare						
✓ Eme	Emergency Dept Note Add Content Rapid								

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].**

ED Note Discharge Plan Procedures/Billing CritCare							
← Emergency Dept Note Add Content Rapid							
✓ ALERT Rapid							
THIS REPORT WILL BE DISTRIBUTED TO THE PATIENT PORTAL							
V PHYSICIAN ASSESSMENT Rapid							
PHYSICIAN ASSESSMENT							
♣ B i U [›] ಈ 🗉 & 🖺 🛱 🛛 ≔ ─ ☆ 🗏 邸 🖉 홈 ፲ A ဢ ☞ ☜ 🗗 ឆ៉							
Allergies							
Allergy/AdvReac Type Severity Reaction Status Date / Time cars Allergy Wheezing Uncoded 04/11/24 15:07 PST							
MEDICAL STUDENT DOCUMENTATION							
MEDICAL STUDENT DOCUMENTATION Enter patient note and findings here							

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.



Emergency Department Visit +	nergency Department Visit - 🗐							
ED Note Discharge Plan Procedures C	ritCare							
← Discharge Plan ···								
Prescriptions	acetaminophen [Tylenol]	No Action						
	650 mg PO QID							
	apixaban 2.5 mg PD BTD							
	bisoprolol fumarate							
	thyroid 60 mg PO DAILY							
Post-Discharge Orders	Click to Enter Post-Discharge Orders							
CallBack Reminder	Click to Enter CallBack Reminder							
Stand Alone Forms	Click to Enter Stand Alone Forms							
Additional Patient Instructions	Click to Enter Additional Patient Instructions							
Disposition (Instruction to Nursing)	(MD (hpcharge) (RN Discharge) (Consultation) (Handover) (Admit to Ward) (Admit to CCU/OR/ICU) (LWBS/AMA) (Expired) (Interfacility Transfer)						
	(CDU/Observ)							
L								

- 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:

Retur	n To	☆ Home	Trackers					
≡	Emer	gency De	ept Note	CLICK TO OPEN				
Principal IH MD Test Preceptor Web, MD Contributors Student Ace t.mdex46								
	ED N	lote Disc	harge Plan	Procedures/Billing CritCare				
∽ Er	Emergency Dept Note Add Content Rapid							



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
IH MD Test Preceptor Web, MD +
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:

E Return 1	To Home	¥≡5 ∛ Workload	Compose	Sign Ho	spita	al	تع Sign	••• More	? Help	SA User	× Close
Sign	List				C	Docker-Pcmwpl,William Pcm Only					
/	Docum	ents (2)				🛨 🗄 52 M 02/02/1972 🕧					
S	ort By: Date	÷				PCP					
											N
D	ocker-Pcmw	pl,William	Pcm Only	52/M		Add St	atement	Edit L	ocum		sign (1)
🗸 К/	0000139/25			1	0:38						
E	mergency D	ept Note				Principal IH MD Test Preceptor Web, MD Contributors Student Ace t.mdex46					
•		und Anglete	/			1					

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



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.

	Emergency Dept Note	
Crea	ate New Typical	C
Add	Content	3
Swi	tch Document	
Add	Statement	2
Go	to Rapid Entry	
Cha	nge Document Status to Cancelled	
THI	S KEPOKT WILL BE DISTRIBUTED TO THE P	A

• 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.

Emergency Dept Note	Nonportal Preview Ready for Discharge Vippicals 4 = Sign									
Principal IH MD Test Preceptor We										
Convoce Unscharge riam Procedures/billing Critcare										
Emergency Dept Note Nonportal Add Content Rapid										
✓ Discharge ····	<u> </u>									
*Final Diagnosis (Required)	Click to Enter Discharge Problem									
Medications	No Known Home Meds									
Post-Discharge Orders	Click to Enter Post-Discharge Orders									
CallBack Reminder	Click to Enter CallBack Reminder									
Stand Alone Forms	Click to Enter Stand Alone Forms									
Instruction Sheets for Home	Click to Enter Instruction Sheets for Home									
Patient Instructions	Click to Enter Patient Instructions									
*Disposition Instructions	(MD Discharge) (RN Discharge) (Consultation) (Handover) (Admit to Ward) (Admit to CCU/OR/ICU)									
(Required)	LWBS/AMA) (Expired) (Interfacility Transfer) (CDU/Observ)									
ED Provider	Preceptor Web,IH MD Test									
ED Resident	Avery,Danica Jad									
Other Providers	Click to Enter Other Providers									
3 rocedures/Billing Add C	ontent) Rapid View Previous)									
V COMPLEXITY Rapid										
* ED C * ED Complexity										
Referre $\begin{pmatrix} 1 \\ - \end{pmatrix} \begin{pmatrix} 2 \\ - \end{pmatrix} \begin{pmatrix} 3 \\ $										
V FFS INCENTIVE CODES [Rapid]										

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