

# Student Nurse and Instructor MEDITECH Reference

**2021**

TriStar ITG Market Education

***Keyboard Functions and Icons***

Function	Icon	Description
F1		Reviews <b>Clinical History</b> displaying the last 15 Documented Values on a Documentation Screen in the last 14 days.
F2		Displays <b>last documented information</b> .
F3		Displays <b>Clinical Review or PCI</b> on a documentation screen.
F6		<b>Previous Field:</b> moves the cursor to the <b>prior</b> prompt
Shift F6		<b>Joins a line:</b> position cursor at the end of a space or place to be joined then press Shift F6.
F7		<b>Begin:</b> moves cursor to the <b>beginning</b> of a page or list.
F8		<b>End:</b> moves the cursor to the end of a page or list.
Shift F8 or Help		Detailed <b>information</b> about the prompt or screen.
F9		<b>Look up</b> is a list of possible responses in a prompt.
F10		<b>Deletes</b> or erases the entire line.
F11		<b>Exit:</b> exits screen without saving or filing information.
F12		<b>OK – File</b> or save information
Page Up		Moves the cursor to <b>prior</b> section
Page Down		Moves the cursor to <b>next</b> section
Backspace		Erases to the <b>left</b>
Delete		Erases to the <b>right</b> , cursor must be in front of the character
Home		Moves cursor to the <b>beginning of the line</b> to the left
End		Moves the cursor to the <b>end</b> of the line to the right
Right Ctrl		<i>Selects or unselects an item on a list, which places a <b>check mark</b> next to an item.</i> May use to select or check mark more than one item
Shift Right Ctrl		Selects or unselects <b>all items</b> on a list
↑		Moves highlighter bar or cursor <b>up one line</b>
↓		Moves highlighter bar or cursor <b>down one line</b>
←		Moves cursor <b>left</b> one space
→		Moves cursor <b>right</b> one space and displays more information about the highlighted item to the right.
Calculator		<b>Calculator</b> and <b>Calendar</b> (double click) <b>Ctrl/F12:</b> Calculator
Shift/F12		<b>Hot Key</b> or <b>Magic key</b> , allows access to another Menu. <b>Suspend Session:</b> locks the computer for a specific time parameter and holds your place in MEDITECH.
<u>Spacebar</u> <u>Enter</u>		<b>Recalls</b> last patient that you selected in MEDITECH.

## EBCD Functions



Use the mouse to navigate and enter information in the fields on **Evidence Based Clinical Documentation** or EBCD.

EBCD documentation uses **Point** and **Click** (PnC) technology.

Item	Click:
	Click: the <b>checkbox</b> to select; a checkmark appears in the box. Click: the <b>box</b> again to deselect or uncheck.
	Click: the <b>Ok</b> button to move to the next field on a screen.
 	Click: the box (prompt) to the right of <b>(Previous Page)</b> or <b>(Next Page)</b> to navigate back and forth between pages on a screen.
	Click: the box to the right of <b>(End)</b> which is the last page of a screen. May click <b>(End)</b> twice to File the documentation.
 	Click: <b>Yes</b> to file the data.
The standard MEDITECH keyboard functions are also available.	
* An <b>asterisk</b> indicates a <b>required response</b> and cannot be bypassed.	

### Types of Answers

A number, a letter, e.g. **Y** for Yes or **N** for Nor

**Look up** F9 or  black binoculars

**Free Text**

### PCI or Patient Care Inquiry

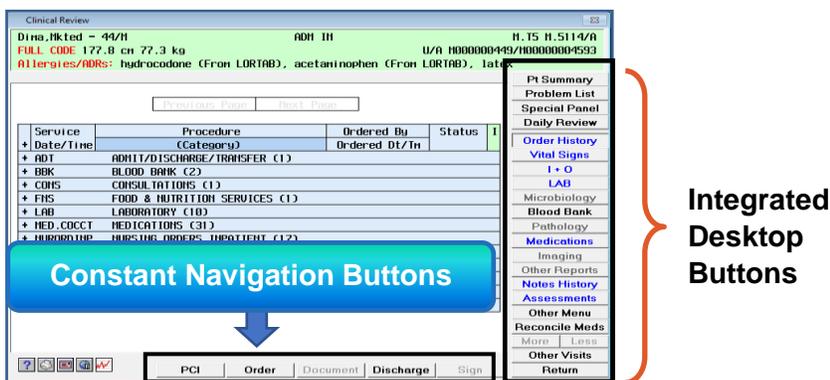
- Clinical information including **current** and **historical** data may be located in the **Electronic Health Record** or **EHR**.
- Health Information Management contains Provider dictation, e. g. History and Physicals, OR Notes, etc.
- View Data best by using **Arrows** on the keyboard or icons, may also click to open.



### Clinical Review view patient's clinical data

Clinical Review can be accessed by the **Review** button on the Status Board, eMAR, or Order Management.

Clinical Review is based on interactive panels, which may be sorted.



- Data is sorted by department, date, time or data item by clicking on the appropriate Panel Header, e.g. *Order History*
- Integrated Desktop buttons are on the right.
  - ◆ A **blue** button has **new** information you have *not* viewed.
  - ◆ **Bold** black buttons have information available to view.
  - ◆ **Buttons** low lit or **gray**, contains *no* data.
- Selectable items have a **gray** background. Click the **gray** item or cell to view the detailed information.

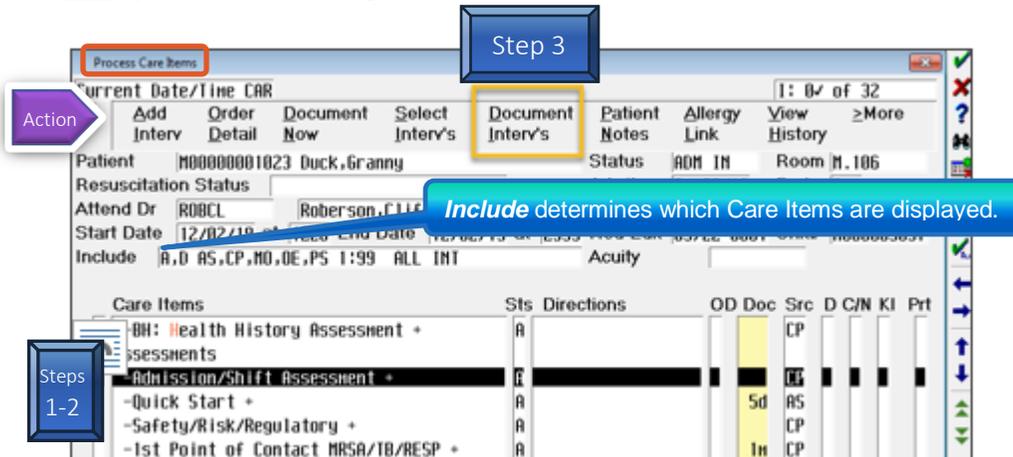


The **E**vidence **B**ased **C**linical **D**ocumentation screens are based on the Clinical Care Classification or **CCC** and consists of four healthcare patterns: Physiological, Functional, Psychological and Health Behaviors.

### Process Care Items/Interventions

### Documentation Process

1. **Find** the **Care Item**/Intervention to document.
2. **Highlight** the **Care Item**/Intervention.
3. Choose an **action** function from the Verb Strip.
4. **Enter** all necessary and required information.
5. **File**: press F12 or click green check icon , confirm the file.



### Process Care Items Columns

Columns	Description
Care Items	List of Active Care Items, which may be used for documentation. The plus symbol + indicates there is a documentation associated.
Sts (Status)	Status of the Care Item, which are shown as Active.
Directions	Specific directions for a Care Item. May be entered as it relates to an order or to facility policy.
OD	Order Details of Care Items when an asterisk are displayed.
Doc	Displays when the Care Item was last documented. The information is shown in minutes (m), hours (h) and days (d)
Source	Indicates the origin of the Care Item.
D(uplicates)	More than one of the same Care Item.
C/N	Comments or Notes, displays a C or an N, if a comment or a note has been attached to the Care Item.
KI	Key Indicators, not in use.
Prt	Protocol, not in use.

### Verb Strip Descriptions and Definitions

Actions	Description	Definition
DI	<u>Document Interventions</u>	To <b>change</b> the <b>date</b> and/or <b>time</b> or document <b>multiple times</b> .
AL	<u>Allergy Link</u>	Allergies may be viewed.
	<u>View</u>	<b>View</b> , <b>Edit</b> , or <b>Undo</b> documentation.

VH	<u>H</u> istory	There are specific time limits for managing documentation.
PN	<u>P</u> atient <u>N</u> otes	Enter, amend, undo and view Patient Notes.
< >	<u>&lt;</u> More or <u>&gt;</u> More	View additional actions.
DN	<u>D</u> ocument <u>N</u> ow	Documentation of current date and time.
OD	<u>O</u> rders <u>D</u> etail	If there is an asterisk in the OD column in Process Care Items, you may view the details of order information. It assists with providing effective care based on the provider's detailed instructions.

**Status Board and Assign Patient(s)** *Instructor knowledge point*

- ♦ The Status Board provides a list of your assigned patients and serves as a central point to process aspects of a patient's record.
- ♦ Same name alerts will have a yellow background.

**Managed List** allows you to create an **assignment of your patient(s)**.

**Assign Individual patients**

1. From the Status Board, click: the **Manage List** button or type the underlined letter: **g** for **Manage List**
2. At the top left is **Patient Assignment**
3. Click: in the Patient prompt **Patient**
4. To select an individual patient's name, type last name and press Enter. Select the correct patient's name by identifying the **age, gender and room number**.
5. Confirm this is the **correct patient!**
6. You may repeat the process to add more assigned patients.
7. The patient's name is added to the list but not assigned.
8. Click: Assign, your initials will be black.
9. File and confirm.

### **Assign by Location for Multiple patient(s)**

1. From the Status Board, click: **Manage List** or type the underlined letter: **g**
2. To select multiple patients, click **Location** which will display all patient names on a specific unit.
3. Type and highlight the **mnemonic** for your unit.
4. Press Enter or click: Ok to display the patient's names on the unit.
5. The list with patient's names defaults to the last room on the unit.
6. Locate your patient(s) names as indicated.
7. Click on the **patient(s) name**, to select the assigned patient(s), which will highlight **blue**.
8. Ensure the **correct patient(s) name** by identifying the **age, gender and room number**.
9. **Never assign by room number**
10. Once all of your assigned patient's names are selected, click: Assign.
11. File and confirm.
12. If there are assigned patient names on the Status Board, you will be asked: What would you like to do with the preexisting assignment?
  - **Replace**: remove old assignment and add new.
  - **Append: add** to your list of patient names.
  - **Cancel**: to Exit
13. Click: Append to add your assigned patients.
14. The assigned patient's names will default onto the Status Board.

### **Unassign patient(s)**

1. Click: the **Manage List** button or type: **g**
2. **Under Current Patient**: your assigned patient's name(s) will default and are highlighted blue.
3. Click the patient's name you want to **remain** on the Status Board and the blue highlight is removed.
4. To unassign or remove patient(s) name, ensure the name(s) are highlighted blue.
5. Click: **Unassign** to remove the highlighted patient's name.
6. In the Assigned column, your initials will be red.
7. File and confirm.
8. The Status Board will display your assigned patient's names.
9. At the **end of your shift, unassign ALL patient's names.**

**Status Board Buttons** may be facility specific

**Short cut tip:** type the underlined letter for quick access.

Buttons	Definition
<u>L</u> ocation	Temporarily adds all patient's names from a location.
F <u>i</u> nd Patient	Temporarily adds individual patient's name.
M <u>a</u> nage List	Manage and assign your specific patient assignment.
O <u>p</u> tions	Preset by job description. Do <u>not</u> change without discussing.
<u>S</u> elect Board	Changes the Status Board according to department.
M <u>y</u> List	Removes a non-assigned patient's name added from the Status Board.

### New Results Flags

► **Color indicators** in the Results Column have different meanings and may be in hierarchy.

<b>Green</b>	<b>Normal</b> results
<b>Yellow</b>	<b>Abnormal</b> indicates results are <i>abnormally</i> high/low.
<b>Red</b>	<b>Critical</b> indicates results are critically high/low.

- Click the colored flag to view the results.
- Once viewed, the results flag is removed.
- **Department mnemonic** Lab, Mic etc. displays if all the results are from the same department.
- **Res:** results are from more than one source or department.
- Result flags for the table above: Res Res Res
- Refer to your

### Instructor knowledge points

**Bar Coded Medication Administration** or BCMA or  
**electronic Medication Administration Record** or eMAR

### Medication Administration Process

1. **Acknowledge** Medication Order(s)
  - a. Click to select the Medication indicated by **blue** highlight
  - b. Click Ack(knowledge) or click the **A** in the **Acknowlge Box** A
  - c. In the View Order screen, click any **icon, tab** or **ellipsis ...** to view additional information, instructions or conflicts on medications.
  - d. After reviewing the HCA Statements: select the appropriate button: Acknowledge or Hold Acknowledge.
2. Take medications to patient's bedside
3. Access eMAR Desktop using Status Board
4. **Scan** patient's **armband**, the barcode will be to the right of the patient's name.

5. Scan barcode on **medication(s)**
6. Complete any information needed.
7. An **asterisk \*** is to the right of the scheduled or nonscheduled time.
8. Review the administration, **click Submit**, F12 or green check icon.
9. Click **Save and Exit** or **Save and Recompile** button

### Constant Navigation buttons on eMAR Desktop

Buttons	Description
<b>Document</b>	Is inactive until the patient's barcode armband is scanned.
<b>Ack</b>	Acknowledge and/or view order information.
<b>Preferences</b>	May view more data for this session or permanently. Determines what is displayed. Recommendation: leave the predetermined settings.
<b>Drug Data</b>	Access to medication information.
	May view scanned or Management Reports.
	Hold or DC Medication, facility specific.
<b>Other</b>	Alternative method to document medication and/or IV fluids administration, may be facility specific.
	Submits medication data after barcodes scanned or press F12.
<b>Return to eMAR</b>	Returns to eMAR Desktop, does <b>not document</b> the medication administration. Other medication(s) may be scanned, if needed.
<b>Save and Exit</b>	Files the administration and exits eMAR Desktop.
<b>Save and Recompile</b>	Files the administration and returns to the eMAR screen or F12.

Icon	Name	Description
	Link Medications	Displays medication linked to a highlighted medication
	Notebook or query	Displays information needed, e.g., glucose, heart rate
	Co-Signature	Co-signature is required for medication administration
	<b>Instructions</b>	<b>Medication instructions</b> , e.g., sliding scale, etc.
	Historical Links	Pharmacy has performed a Copy/edit.

Medication Indicators	Color Description
<b>Scheduled Time</b>	 <b>Green</b> background, <b>BLACK</b> time
<b>Not Administered Time, Medication <b>Not</b> Given</b>	 <b>Gray</b> background, <b>WHITE</b> time
<b>Administered Time, Medication Given</b>	 <b>White</b> background, <b>GRAY</b> time
<b>Next Scheduled Time</b>	 <b>Green</b> background, <b>black</b> time
<b>Overdue Time</b>	 <b>Pink</b> background, <b>black</b> time

<b>Future Scheduled Time</b>	<b>0900</b> White background, black time						
<b>Hold Medication</b>	<b>Hold</b> Yellow background, HOLD time						
<b>Currently Selected Order</b>	<table border="1"> <tr> <td>08/25/08 1300</td> <td>Discontin 100 mg PO QID</td> </tr> <tr> <td>08/26/08 1259</td> <td>Phenytoln Sodium Extended</td> </tr> <tr> <td>08/1/08</td> <td>Res. Order</td> </tr> </table> Medication order on blue background	08/25/08 1300	Discontin 100 mg PO QID	08/26/08 1259	Phenytoln Sodium Extended	08/1/08	Res. Order
08/25/08 1300	Discontin 100 mg PO QID						
08/26/08 1259	Phenytoln Sodium Extended						
08/1/08	Res. Order						
<b>Discontinued Order</b>	<table border="1"> <tr> <td>07/18/08 1200</td> <td>Carisipen 25 mg PO TID</td> </tr> <tr> <td>07/21/08 1058</td> <td>Carisipen-11</td> </tr> <tr> <td>Discontin 1 mg</td> <td>Res. Order</td> </tr> </table> Medication order on yellow background	07/18/08 1200	Carisipen 25 mg PO TID	07/21/08 1058	Carisipen-11	Discontin 1 mg	Res. Order
07/18/08 1200	Carisipen 25 mg PO TID						
07/21/08 1058	Carisipen-11						
Discontin 1 mg	Res. Order						

**Edit Administration**, may edit within 72 hours of administered time.

1. Click: **Administration time** of medication **to Edit**
2. Change and/or add information and data in information box
3. File
4. Click: Edit
5. Click: Submit,  Icon or press F12
6. Click: Save and Recompile or press F12, or click: Save and Exit

**Undo Administration**, may undo within 72 hours of administered time.

1. Click: **Administration time** of medication **to Undo**
2. Click: **Undo**
3. Document Reason for Undo in the Undo Comment box.
4. File, press F12 or click  Icon
5. Click: Submit or press F12
6. Summary screen indicates Administration Date and Time as Undoc.
7. Click: Save and Recompile, press F12 or Save and Exit

### **Medication Not Given**

1. **If** the patient present, scan patient's armband barcode.
2. Find the medication on the eMAR Desktop and proceed to Step 6.

3. If the patient is **not present**, click: **Other** button
4. Select: Manual Barcode, type in the patient's account number.
5. Press Enter, if you receive an error message, Exit and begin again at Step 3, if no error message, proceed to Step 6.
6. Click: the **selected time** for documentation
7. Click: the Sched time; be sure cursor is on correct date
8. Review information on informational box
9. Click: **Not given**
10. Enter **Reason Code**, required.
11. Click: **Document** button
12. Click: Submit button or press F12
13. Click: Save and Recompile, press F12 or Save and Exit

### **Computer Downtime**

1. Medication documented on paper MAR due to computer downtime.
2. **Locate the medication** on the eMAR Desktop
3. **Scan** patient's bar-coded armband or select Manual Barcode
4. Click: the **selected time** for documentation
5. Click: the Administration time, document time medication administered to patient.
6. Enter the Reason Code: **Down Time**
7. Enter a comment, if indicated
8. File
9. Click: Document button
10. Click: Submit button
11. Click: Save and Recompile, press F12 or Save and Exit

### **Pain Medication Administration and Assessment**

- A. Administering **one** medication
  1. Scan the patient's armband barcode
  2. Scan the medication barcode and document the Pain Assessment
  3. Administering for pain: Answer Yes
  4. Pain scale utilized: Answer appropriately.
  5. Document the pain related questions based on the pain scale selected.
  6. May press Enter or click: End prompt.
  7. Ensure Dose and Time of Administration are correct and document the Site as needed.
  8. Click: Document
  9. The HCAHPS (Hospital Consumer Assessment of Healthcare Providers and Systems which measures patient's perceptions of care) medication education screen may display, answer appropriately.
  10. Click: Submit, press F12 or click the green check icon.
  11. Click: Save and Exit, Save and Recompile, the green check icon or press F12.
  12. When you return to the eMAR Desktop, locate the pain medication administration time in the Today column.
  13. The time of administration will be gray with white background and a **Notepad icon**  will be under the Administration Time.
  14. Clicking on the Notepad indicates when the reassessment is due
    - a. Click: No to Exit

15. When the background of the Notepad highlights **green** , it is time to reassess the patient's pain level.
  16. If the Notepad background turns **pink**, the reassessment is **late**.
- B. Administering **two or more** of the same medication
1. Scan each medication barcode individually.
  2. The Dose Verification screen will display after the Pain Assessment is complete.
  3. **Ensure the cursor** is in the **Barcode Scan** prompt before scanning the medication.
  4. Once the second medication is scanned, the Qty (Quantity), Total Scan and Admin(istration) Dose will be updated.
  5. When the correct amount of medication has been scanned, press Enter, press F12 or click the green check icon.

**Pain Reassessment for Medication Administration**

1. Enter the eMAR Desktop
2. Scroll to find the previously administered pain medication
3. In the Today column, click the **Notepad**  under Administration time.
4. Displayed is the Pain Reassessment #.
5. **Ensure the time and date** of the reassessment is **correct** or change to the time and/or date the pain was reassessed.
6. Comments: Free Text any appropriate information, press Enter
7. Pain scale utilized: answer appropriate pain specific questions.
8. File information.
9. The Notepad icon no longer appears.

**Index**

Allergy Link .....	7
<b>Bar Coded Medication Administration or BCMA</b> .....	10-13
Clinical Care Classification .....	6
Clinical Review .....	5
Documentation Process in Process Care Items .....	6
<b>electronic Medication Administration Record or eMAR</b> .....	10-13
<b>Evidence Based Clinical Documentation or EBCD</b> .....	4 and 6
Help Desk .....	14
Keyboard Functions and MEDITECH Icons .....	3
PCI or Patient Care Inquiry .....	5
Process Care Items Columns .....	6
Status Board .....	8-9
Types of Answers .....	4
Verb Strip Descriptions and Definitions.....	7



**Students are not to print any information at the hospital!**  
**No printed patient information** is to leave the facility.