Setting up new users in Meditech

The user must be setup in the universe first. To do that, we will need to contact Hays (Neal Haerich nhaerich@haysmed.com or 785-650-2786) and ask him to setup the user. Once they are setup in the universe, then we add them to Meditech and give them access to the programs they need access to.

The MIS User Dictionary- General Page Once a user is defined in the Universe, the user will need to be entered into the MIS User Dictionary in order to access the HCIS.

Mnemonic: The mnemonic is already defined in the Universe User Dictionary.
Profile: This prompt allows you to assign a profile to a particular user. A profile is a standard set of user entries that have been predetermined in the Profile dictionary.
Supervisor: Creates a reporting hierarchy and links a user to a supervisor.
Restrict Emulation: (Y/N) Emulation allows certain IS staff to assume this users identity for troubleshooting purposes. If you would like to restrict this user from being emulated you can enter Y here if not, N defaults.
Location: This looks to the MIS User Location Dictionary. (informational purposes only)
Phone: Free text a number and/or an extension.
This User is Provider: Links the Provider Dictionary to the MIS User Dictionary.
Security Level: Indicates the extent to which this user can enter or change other users' information in the MIS User Dictionary and places restrictions on the Emulation and Update Database Access routines.
  • NONE: No editing ability (most end users)
  • OWN: Can edit your own user, but you cannot increase your access/security level.
  • GROUP: Change information for all other users in groups to which he or she has edit capabilities EX: RAD edit RAD group, MGR group no edit.
  • RESTRICTED: Edit only specified pages for all users.
  • ALL: May edit all users (for I.S. staff).
Groups: Looks to the Security Group Dictionary. Select the security group that you want to include the user in and indicate whether they will have access to edit users in the group. The only way you can get into the Edit field is if Group or ALL is selected at the security level field.
Edit?: Y or N to allow Edit of Group.
Access to Pages: Y/N for RESTRICTED users.
The MIS User Dictionary - Applications Page

### Application Databases

<table>
<thead>
<tr>
<th>Application Databases</th>
<th>List of Modules/Databases the user will have access to.</th>
</tr>
</thead>
</table>

**Type**: NPR stands for language the menu is written in. This field defaults in and cannot be changed.

**Desktop**: Enter a desktop menu that will appear when the user enters this Application Database.

**ABS Tape/ABS Tape Code**: If the user needs to be reported to an outside tape agency. The ABS Specialist teaches these dictionaries.

**Sign-on Facility**: Assign the facilities a user will have Patient Access to (lookup available).

**Restrict from Facility**: Restricts the user to visits in specific facilities from appearing when this user uses MRI. Enter any facilities whose patient records you want to restrict this user from accessing.

<table>
<thead>
<tr>
<th>Mnemonic</th>
<th>Name</th>
<th>Type</th>
<th>Desktop/Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM.DEV</td>
<td>NPR</td>
<td>D</td>
<td>main.menu</td>
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<tr>
<td>MIS</td>
<td>NPR</td>
<td>D</td>
<td>main.menu</td>
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<tr>
<td>NPR</td>
<td>NPR</td>
<td>D</td>
<td>customization.menu</td>
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<tr>
<td>RAD.G</td>
<td>NPR</td>
<td>D</td>
<td>main.menu</td>
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<tr>
<td>SCH.G</td>
<td>NPR</td>
<td>D</td>
<td>main.menu</td>
</tr>
<tr>
<td>SS.DEV</td>
<td>NPR</td>
<td>D</td>
<td>main.menu</td>
</tr>
</tbody>
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**ABS Tape Svc**

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<thead>
<tr>
<th>ABS Tape Code</th>
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**Sign-on Facilities**

<table>
<thead>
<tr>
<th>Facilities to Restrict MRI Visits</th>
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<tbody>
<tr>
<td>A</td>
</tr>
<tr>
<td>B</td>
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<tr>
<td>G</td>
</tr>
</tbody>
</table>
The MIS User Dictionary- Administrative /Clinical Page

Access to Confidential Patients: Y/N  
Access to Confidential Locations: Y/N
Access to Create Archived Docs: Y/N If you have purchased archiving you would just indicate Y or N here if you want the User to archive reports.

Restrict to Confidential Locations: Which confidential locations does the User have access to?
Rest Archive Access to Databases: For archiving, indicates if you want a user restricted in their access to archiving by applications database.

Access to Confidential Data: Patient Data that is marked as confidential such as: test results, reports and certain procedures.

Pt (Patient) Access Restricted by Location: Can this user access patients in the same location as the client they're working on? If Y then when I'm signed on to this client in 2E north then I can only access patients associated to this client. If I then log off and sign in to this client in 3A West I can only access patient data associated to that location, I can't access patient data in 2E North again.  

For ALL Patient Access, set this to N.

Enter Patient Allergies: Valid responses are V, U, or N (Verified, Unverified, None). If "N" or blank, you may not enter patient allergies. If "V", you may mark allergies verified. If "U", you may change as unverified.

Access to Visit Diagnosis Fields: The choices are: E = full edit capabilities V = cannot edit but can view N = cannot edit or view.

Select All for Elec. Signature: To have all documents eligible for signature selected when this provider enters the Sign Documents Routine.

Enter/Edit MIS Allergy/ADR Dict.? : This Y/N field determines if the user has access to the MIS Allergy/Adverse Reaction Dictionary routine.

Access to Confidential Clin. Alerts?: To allow this user access to Clinical Alerts.
Access to Patient in EMR: Access patient data in EMR (Enterprise Medical Record) - a centralized Online Patient Database of clinical info.

Enter EMR Notes: To allow this user to enter patient notes in EMR. If you enter Y at this prompt, the Enter Notes button is available to this user on the EMR Patient Notes panel. Patients for Providers: To restrict user access to view patients associated with specific providers, enter the provider mnemonics to which this user is to be restricted.

Panel Access Group: An access group that contains a list of EMR Panels and a flag for each panel which determines if the user can view confidential data on that panel.

Option Access Group: To allow this user to access all EMR Visit Selection options, enter ALL.
The MIS User Dictionary- External Page

Mail Address:
• If you're linking MEDITECH to your institution’s e-mail server.

Send Mail: Y / N Determines if the user can e-mail information from MEDITECH.

Receive Mail: Y / N
• This prompt DOES NOT exclude a user from receiving e-mail. The SMTP set up has two functions. One is a User lookup for those who can receive mail. The other is a Personal Address Book for each user.
• If the prompt is set to Y, then the user's mnemonic will appear in the user’s lookup and you'll just select the mnemonic rather than having to type in the user's e-mail. If set to N, then they will not appear in the lookup. In the Personal Address Book you can create groups for each user. Suppose you have a user that sends a report to the MIS group every week, in Personal Address Book you can create the group containing all MIS users. You can then set this prompt to Y so the users can get included in the groups.

*If you want to launch your mail program from your MEDITECH session, you can utilize the mailbox icon on the toolbar with the following fields:

*Mail server: Enter the mail server the user has access to. (Lookup to Mailserver Dict.)

*Mail server User ID: Free text ID for the mail server.

*Mail server Folder: For IMAP4 type only - this is what launches your email software

External Links: Enter all the external links to be associated with the user. (Lookup to Eternal Links Dictionary)

Links Group: Enter the user's links group.

Printer List: (If you have MEDITECH Print Server) The list of printers you want to access All Printer List Access: (If you have MEDITECH Print Server) Control access to all printers:

F = Full or All Access
N = Only printers set up on the user’s client PC or in the Print Lists
R = Restricted printer - printers not available for general use.
Report Writer Application Access: Restricts report writer and menu building access to only those applications listed. You can type in ALL to give ALL access without having to type in all of the applications.

Access To: P/P Employee Pictures?: To allow this user to capture and view employees’ pictures in the Payroll/Personnel module

P/P Applicant Pictures?: To allow this user to capture and view applicants’ pictures in the Payroll/Personnel module

BAR Claim Edit: User restriction for editing diagnosis fields in claims.

Financial Data Access Type: This is for restricting access to financial data and payroll personnel routines; NONE is the most restrictive, ALL is the least restrictive. DEPT is access to financial data within a specific department. CORP is all access to a specific corporation. (A hospital is considered a corporation - if you have multiple corps within your HCIS then you could assign access to a specific CORP) This affects the GL and Payroll applications.

Restrict by Database: You can restrict user access to multiple databases if necessary. To make multiple restrictions, after you file the pop-up screen for the first database, enter another database at this prompt, and again respond to the prompts on the pop-up screen (Overrides Default)
**Profile Dictionary**

Use this dictionary to create and edit user access profiles, then assign profile information to new and existing users. When a user is assigned a profile, that information can only be changed by editing the profile itself or deleting the user from the profile.

**Description:** This information appears in lookups and reports.

**Users with Access to Assign Users to Profile:** Enter the users who are authorized to assign users to this profile in this routine and in other profile routines. Users that are entered here are also allowed to edit users assigned to this profile.

### MIS Assign Users to Profile

<table>
<thead>
<tr>
<th>Profile</th>
<th>DR Test</th>
<th>DR Test</th>
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<tbody>
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</table>

**Assign Users to Profile Routine**

*Assign* users to a profile or *remove* users from the profile. To use this you must be entered in the Users with Access to Assign Users to Profile.

*Tip:* Use this routine to add many users to one profile.

### Additional Routines in the MIS User Dictionary

**Initialize from User:** When you first choose a Universe User in the MIS User Dictionary, you are prompted with the question: “Initialize from User? This prompt allows you to copy data from one user to another. An example of why you would want to do this: Assume the ER staff requires entry of the same information for many of the prompts in the User Dictionary. It is possible to create one user and then use that user as a template to build all other ER users; this could reduce time instead of building all users from scratch.

**Update Database Access:** This routine allows you to add or delete user's access to an application, making updating application access easier.

**List Activity Logs:** by User, Time or Device

**List Dictionary Changes:** This is a useful routine that reports the changes to your dictionaries.

**User Emulation Routine:** This troubleshooting function allows the user to assume the menus and access of a different user without having to use their password. Users with access of ALL or Group allows them to emulate others. If MIS User security access is GROUP, the user can only emulate users within their own group.

**System Preferences:** Globally sets default zoom per default per CPI for users viewing reports.
Creating Menus in NPR - Allows you to create menus based on the Users needs. You have the ability to combine procedures and reports from multiple applications.

Start by going into the Test.HCIS (example: BOS.TEST HCIS) and select the NPR database.

Select the Menu icon within this icon you will see; Process, Copy, List, Delete, Rename and Pre-load menu.

Copy Menus
• Utilize the copy menu routine as much as possible to save time from building entire menus from scratch. You can copy standard and custom menus.

List Menus
• We recommend that you list all menus that have been delivered to your facility- the list will include internal menu names and internal procedure names. This will be helpful when deciding what menus and procedures to include on a custom desktop.

Delete - To delete a menu it must be inactive, and not assigned to any user.
• Only inactive menus appear in the lookup.
• If the menu that you want to delete is not listed in this lookup, go into the Process Routine and check to see if it is active.

Rename the desktop - Use the Rename Menus Routine to change the internal name of a custom menu. The system checks to see if the menu is still in use (assigned to a user) and will not allow the menu to be renamed if it is still in use.

Pre-Load Menus into Client Cache
• Provides a quick method to move menus to a client’s cache.
• You can cache ALL menus, or just a current user's menus.
• You can also load all graphic files on a client.

NPR Process Menus Routine - Permits the user the ability to perform multiple functions while building menus.

### Process Menus (S54)

<table>
<thead>
<tr>
<th>Application</th>
<th>MIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Menu</td>
<td>zcus.is.main.menu</td>
</tr>
<tr>
<td>1. Enter/Edit</td>
<td></td>
</tr>
<tr>
<td>2. List</td>
<td></td>
</tr>
<tr>
<td>3. Expunge</td>
<td></td>
</tr>
<tr>
<td>4. Desktop</td>
<td></td>
</tr>
<tr>
<td>Select?</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

**Application**: Enter the application you would like to build a menu for i.e. MIS.

**Menu**: Enter in the menu name (zcus.is.main.menu).

1) **Enter/Edit**: The following page explains how to enter and edit a menu.
2) **List**: Provides a list of the menus and procedures associated to that menu.
3) **Expunge**: Removes the menu.
4) **Desktop**: After completing the Enter/Edit routine, place the routines on the desktop by:
   A) Select the area with mouse.
   B) F9 and select the routine, menu or application that you built.
   C) Select the Icon you wish to use and place it on the desktop by left clicking on the mouse.
**NPR Enter/Edit Menus Routine**- Allows you ability to create and modify menus

<table>
<thead>
<tr>
<th>Application</th>
<th>Menu</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS</td>
<td>2cus_er_menu</td>
<td>✓</td>
</tr>
</tbody>
</table>

- **Responsible**: U(ser) defaults meaning that this is a non-system created menu.
- **Menu Access**: Y defaults. This allows Users to access this Menu to Edit.
- **Timeout**: This defines the number of seconds this menu remains idle on the client before it is submerged to the taskbar. If left blank the systems looks to the MIS parameter default.
- **Title**: Appears at the top of the screen. This is a free text field.
- **P/M**: You have four choices that you can place in this prompt listed below:
  - **P** – Procedure. Enter a procedure/shortcut, routine or report.
  - **M** – Menu: Allows you to enter another menu to this menu (application or dropdown type).
  - **S** – Space: inserts a divider line on a dropdown menu.
  - **A** – Application: provides a shortcut to an application.

Looking at the screen the first field is where you'll enter the Internal Name (either type it in or do a look-up). The next field is your text where you'll enter the external name of what you want the end-user to see. Then the third field is the activity log text field, you can enter text that can be used to display on an Activity Log. If left blank, The external name of the routine is assumed.

- **Description**: Free text, scrolling box, for informational purposes only. Some people use this to track who created the menu and what it is intended for.
NPR Menu Building Exercise- The following exercise will help you create an entire menu by scratch and allow you to build both desktop and drop down menus:

**Build a desktop menu from scratch**

Go to NPR, Menu, Process

**Troubleshooting:** If unable to access a module, check the Report Writer Tab in User Dictionary for (ALL) or (Module Specific) access.

Select 1: Enter/Edit (enter)

P MISS.PARAM.list

M MISS.emulation.menu

M MISS.user.menu

M MISS.alert.menu

Save it. (F12)

Select 4: Desktop

F9 and select MISS.Param.list (enter)

Select Icon (enter)

Left click on empty box

(Repeat for the rest of the Menus and Procedures)

Attach this menu to the Applications Page of the MIS User dictionary.

**Troubleshooting:** If user is unable to access the menu> Check the following:

1) Applications Tab in the User Dictionary and make sure they have the Application assigned to them.
2) Run the Copy Access Database Routine to make sure the user has privileges when they are in the application.

**Build a Drop Down Menu from scratch** - Build this menu below and name it (zcus.xxx)

M ADM.adm.clerk.inp.admit.edit.menu

P ADM.PAT.list.visit.history

S

M RAD.workload.statistics.menu

P RAD.ACCESS.view

S

P RAD.MAT.update.prices

P MRI.ALLERGY.view

(F12) Save it.

Open the menu you want to attach the drop down menu to. Example: Attach this menu zcus.xxx to zcus.new.

Process Menus: zcus.new

Select 1: Enter/Edit

M MISS.zcus.xxx

(F12) Save it.

Select 4: Desktop

F9 and select MISS.zcus.xxx (enter)

Select Icon (enter)

Left click on empty box

(F12) Save it.

Now attach the menu to your user, sign out and sign back in to check the menu.