ENTERPRISE MEDICAL RECORD (EMR)

The MEDITECH Enterprise Medical Record (EMR) collects, stores, and displays clinical data such as lab results, transcribed reports, Radiology reports, clinical documentation and demographic information.

Clinical data is presented for one patient record at a time but can be consolidated from multiple visits onto a single screen. **Data does not purge from the EMR and is read only.**

Access to the EMR is defined for each individual end user. What a user is able to access and not access is determined by the role of the provider within the organization and organizational philosophy managing patient privacy and security.

The EMR tracks patient information accessed via an audit trail log.

To get into the EMR, log into Meditech. You can click F11 or click the EMR button on the right menu bar.

While you are in the EMR if you watch your mouse, when it turns to a pointing finger, it means if you click the screen in that area it will show you more information.

Once you log into the EMR it shows your recently accessed list like the one shown below. If you have not accessed the EMR in the last 14 days it will show a box that says no records in the recently accessed list.

To pull up a patient, click Any Record

Type in the Last Name, First Name (you can type the whole name or only partial name)

Click Ok or hit F12 to lookup that patient.

It will bring up a list of patients that meet the criteria you typed in.

Click on the patients name that you want.
Now it brings up a list of all visits that patient has had in our facility for a certain time period with the most recent visit at the top.

Here are what the pictures stand for:

### Visit Icons

- **Active Admitted**
- **Active Recurring**
- **Emergency Department**
- **Clinical**
- **Provider**
- **Active Home Health**
- **Active Home Health Admitted**
- **Discharged**
- **Recurring Discharged**
- **Observation**
- **Surgical Day Care**
- **Cancelled Home Health Evaluation**
- **Non-Admitted Home Health Evaluation**
- **Home Health**

Click on the visit date that you want and it will automatically show you the patients vital signs for the last 5 days of their stay (if they have been here that long).

### (EMR) Color and Symbols

The EMR uses color as a guard for access to information. The colors provide the user with navigation clues and direct the user to new information.
The EMR uses color and symbols to indicate color ranges and additional information.

Note: LAB performs a delta check on specimen results. The delta check calculates the difference between the current and previous results of a test. When the difference exceeds a specified amount, the delta flag appears.

The menu frame’s options allow you to select a panel to view. To select a panel, click on the menu option.
Panel Selection Buttons
Panel selection buttons list related panels. The buttons allow you to view an individual panel from a group of panels. For example, the following graphic shows the Panel selection buttons found on the Other Reports panel.

Different sections of the EMR include:

24 Hour Panel – This is the first menu that will show after you have selected a patient and a visit to look at. The 24-Hour Panel displays vital signs, intake and output, laboratory results, and diagnostic reports. At the top of the screen let you select the data for the current day and the preceding four days. Each day you view the panel, the weekday button labels change, so that the last five days always appear. To view data for a day, click the box that contains the weekday label.

Example of the 24-Hour Panel

24-Hour - Intake and Output Panel
The 24-Hour - Intake & Output Panel is divided into six 4-hour periods beginning at midnight. The panel contains the following:

- Total intake, cumulative from 12:00 midnight
- Total output, cumulative from 12:00 midnight
- Balance = intake - output
- Total urine amount, cumulative from 12:00 midnight
- Weight

Example of a 24-Hour - Intake and Output Panel
24-Hour - Laboratory Panel

Use the 24-Hour - Laboratory Panel to view results from LAB and BBK tests for a specific day of the week. The panel includes the name of the test, result values, value units, collection date and time, and associated specimen or result comments.

The following is an example of a 24-Hour Laboratory panel for Friday.

<table>
<thead>
<tr>
<th>Test</th>
<th>Result</th>
<th>Units</th>
<th>Collected</th>
<th>Comments Spec - Res</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sodium</td>
<td>105.0 L</td>
<td>mEq/L</td>
<td>12/4/03 08:00</td>
<td></td>
</tr>
<tr>
<td>Potassium</td>
<td>2.9</td>
<td>mEq/L</td>
<td>12/4/03 08:00</td>
<td></td>
</tr>
<tr>
<td>Chloride</td>
<td>55.0</td>
<td>mEq/L</td>
<td>12/4/03 08:00</td>
<td></td>
</tr>
<tr>
<td>Carbon Dioxide</td>
<td>29.0</td>
<td>mEq/L</td>
<td>12/4/03 08:00</td>
<td></td>
</tr>
<tr>
<td>Blood Urea Nitrogen</td>
<td>15.0</td>
<td>mg/dL</td>
<td>12/4/03 08:00</td>
<td></td>
</tr>
<tr>
<td>Random Glucose</td>
<td>140.0 H</td>
<td>mg/dL</td>
<td>12/4/03 08:00</td>
<td></td>
</tr>
</tbody>
</table>

To view detailed test information, click the data item. To view the associated comment, click the comment symbol. If a test is performed more than once during a 24-hour period, each set of test results appears, as illustrated in the following graphic.

24-Hour - Vital Signs Panel

The 24-Hour - Vital Signs Panel displays graphs of temperature, blood pressure, pulse rate, respiratory rate, and bedside pulse oximetry. The graphs are divided into 30-minute periods measuring from midnight to midnight. On the graph are the last measured, minimum and maximum values for the 24-hour period.

The graph range is on the left side of the graph.
24-Hour - Reports Panel

The 24-Hour - Reports Panel includes Microbiology, Pathology, and Imaging Therapeutic reports.

The following is an example of a 24-Hour Reports panel.

Medications Panel - The Medications Panel displays the medications ordered during a visit. The view selection buttons allow you to view active, discontinued, or all medications. The default view is for the active medications.

The medication list contains a maximum of 75 entries per screen. If the record contains more than 75 medication orders, you can use the Prev Page and Next Page buttons to view prior and subsequent sets of 75.

The table lists the:

- generic and trade names
- dose ordered (for IV medications, the ordered rate appears below the calculated rate)
- sign/schedule (SIG/SCH)
- route
- order start and stop times
- status
- date, time, and dose of the last administration

Discontinued medications appear on the Active list with yellow highlighting for one day following cancellation. After one day, they appear only on the Discontinued and All lists.

If there is a medication protocol or a taper order associated with the medication, it is indicated in the Dose Ordered column. You can view the details of this information in the medication detail screens.

Sorting the panel
To change the sort order of the panel, click the column by which you want to sort. The gray background of the selected sort changes to light blue. When you sort the panel by status, the order of the medications is ACTIVE, FUTURE HOLD, HOLD, DISCONTINUED, and CANCELLED.

Example of Medications Panel
Detail and History Screens (Medications Panel)

To view the medication detail and history screens, click the gray box that contains the medication names. The medication detail screen appears. To view the chronological medication history, click the History button at the top of the screen.

On the Medication Detail screen, refill information appears, if appropriate, under the ordering physician. This information includes:

- remaining refills (for example, 1 (180 tablets))
- a days supply
- number of refills available
- the number of maximum refills recommended for the medication

On the History screen, the refill information includes the number of refills and the number of dispensed medications that the individual has received.

Examples of Medication Detail and History Screens

<table>
<thead>
<tr>
<th>Medication Detail: Nadolol</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ordering Physician</strong></td>
</tr>
<tr>
<td><strong>Start Date</strong></td>
</tr>
<tr>
<td><strong>Stop Date</strong></td>
</tr>
<tr>
<td><strong>Rx Number</strong></td>
</tr>
<tr>
<td><strong>Label Text</strong></td>
</tr>
<tr>
<td><strong>Nadolol</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medication History: Nadolol</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>6/28/03</td>
</tr>
<tr>
<td>6/25/03</td>
</tr>
</tbody>
</table>

Sorting by Last Administration (Medications Panel)

When you sort by the last administration of the medication, the most recent administration appears at the top of the Medications Panel. After the documented administrations, the panel lists non-administrated medications. The medications that have no administration information appear at the bottom of the panel.

Viewing the Medication Administration Screen

On the Medications panel, to view an administration history, click the gray box that contains the date and time in the Last Admin column. If the column is blank with a gray background, the medication was not administered. To view the associated comments, click the blank gray field.

On the Medication Administration screen, if a comment or query and response are associated with the administration, a comment symbol appears on a gray background. To view the comment, query and response, click the comment symbol.
Order History Panel

The Orders panel displays all orders for the selected visit. These include orders from:
- the Order Entry Module (OE)
- other clinical modules, such as LAB, MIC, BBK, and ITS
- the Provider Order Management Feature (POM)
- pertaining to:
  - procedures
  - medications
  - interventions

The system initially sorts the information by the order date and time, in reverse chronological order. To change the sort order of the panel, click a column header. The column header you select determines whether the panel sorts alphabetically or by date and time (reverse chronological order). You can sort the panel by:
- order date and time
- service date and time
- the ordering user
- order category
- procedure
- order status

Order Details and Audit Trail

If an order has associated details, the background of the order line is gray. To view the associated details of an order, click the gray background. A detail screen for the selected order appears. From the order detail screens, you can access the OE Order Audit Trail Routine to view the audit trail of the selected order. The audit trail report appears in a text viewer.

Example of an Orders Panel

<table>
<thead>
<tr>
<th>Order Date</th>
<th>Order Time</th>
<th>Service Date</th>
<th>Service Time</th>
<th>Ordered By</th>
<th>Category</th>
<th>Procedure</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/28/03</td>
<td>08:26</td>
<td>8/29/03</td>
<td>08:25</td>
<td>DR. Fontaine</td>
<td>LAB</td>
<td>Complete Blood Count</td>
<td>Cancelled</td>
</tr>
<tr>
<td>8/28/03</td>
<td>14:23</td>
<td>8/29/03</td>
<td>14:00</td>
<td>H. Arno</td>
<td>NUR</td>
<td>Alch Weight (QD)</td>
<td>Active</td>
</tr>
<tr>
<td>8/28/03</td>
<td>10:55</td>
<td>8/29/03</td>
<td>10:00</td>
<td>DR. Fontaine</td>
<td>MIC</td>
<td>Bone Marrow Culture ...</td>
<td>Active</td>
</tr>
<tr>
<td>8/28/03</td>
<td>10:54</td>
<td>8/29/03</td>
<td>10:30</td>
<td>DR. Fontaine</td>
<td>RAD</td>
<td>Chest X-Ray</td>
<td>Cancelled</td>
</tr>
<tr>
<td>8/28/03</td>
<td>08:37</td>
<td>8/28/03</td>
<td>08:37</td>
<td>H. Arno</td>
<td>MED</td>
<td>Prednisone</td>
<td>Prednis...</td>
</tr>
<tr>
<td>8/28/03</td>
<td>09:24</td>
<td>8/28/03</td>
<td>09:24</td>
<td>H. Arno</td>
<td>MED</td>
<td>Cardiac Assessment</td>
<td>Cancelled</td>
</tr>
<tr>
<td>8/28/03</td>
<td>08:42</td>
<td>8/28/03</td>
<td>08:42</td>
<td>DR. Fontaine</td>
<td>MIC</td>
<td>Cardiac Assessment (QD...</td>
<td>Cancelled</td>
</tr>
</tbody>
</table>

Notes – any notes that the nurse can’t chart on will appear under this option. When you click it a box will pop up showing the note that was typed and who typed the note.

The Notes menu option contains a group of panels that provide access to the notes written by care providers (for example, doctors, nurses, and physical therapists). The panel selection buttons allow you to select the notes you want to view (for example, Nutrition notes).

The list includes a maximum of 50 signed notes. Consultation, History and Physical, Discharge Summary, and Progress Note report types also appear on the list. Use the Earlier and Later buttons to view additional groups of 50. The following table lists the panel column headers and describes their contents.
Sorting the Notes Panel

EMR initially sorts the notes by date and time in reverse chronological order (that is, the most recent note is at the top of the panel). To change the sort order, click the column header by which you want to sort the notes (for example, User). EMR then sorts the notes by alphabetical order, and then by date and time. Sorting by column header allows you to sort the panel for specific subjects. For example, psychiatrist notes can have an EMR ID that is mapped to the Medical Provider note type. When you click the Provider panel selection button, EMR displays all the medical provider notes. You can then sort this panel display by type. This method groups all the psychiatrist notes together.

Viewing More Data

Depending on the type of sort, Earlier and Later or Next Page and Prev Page buttons appear under the panel selection buttons. If the sort was by date and time, the Earlier and Later buttons appear. For all other sorts, the Next Page and Prev Page buttons appear.
Laboratory – if a patient had lab and the test is resulted this option will appear. When you click on lab it will give you a list of all the different lab categories. You can click on the different categories to see the tests that are listed under them. Depending on the category across the top you have selected, it will then show you relevant tests under that if the patient had any. You can click on a date above a test and get more detailed information.

Once you have clicked on a date of lab test it will show you detailed information about that test. If you click on the words Specimen Collected it will bring up a report with the lab results and you can print that report to send to other hospitals requesting the information.

Imaging – When you click on Imaging it will show any Radiology reports that have been transcribed for this patient. They will be listed by date and if you click on the bubble it will open up the report for you to read and you can print it from here.

Other Reports – This operates the same way as Imaging, but all reports transcribed that aren’t from Radiology will be listed here (such as H&P, Discharge Summary, Progress Notes, etc).
**Care Trends** – The Care Trends menu option displays a group of panels grouped by body system and special categories (for example, Psychosocial and Education).

Depending on your system's configuration, View Selection buttons may appear at the top of this panel. These buttons determine which Panel Selection buttons appear for the selected View and which data items appear on certain panels.

To view a history of an assessment, click the gray box that contains the data item. If the data item (for example, pain assessment) is repeated on the history, the entries are grouped together by location.

To view a snapshot of the assessments that occurred on a specific date, click the gray box that contains the date and time.

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**Example of a Care Trends Panel**

<table>
<thead>
<tr>
<th>HEENT</th>
<th>Neurologic</th>
<th>Pain</th>
<th>Cardiovascular</th>
<th>Respiratory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nutrition</td>
<td>GI/GU</td>
<td>Reproductive</td>
<td>Musculoskeletal</td>
<td>Integumentary</td>
</tr>
<tr>
<td>Psychosocial</td>
<td>Education</td>
<td>Activity</td>
<td>Safety</td>
<td></td>
</tr>
</tbody>
</table>

To view a History screen, click on the data item.

<table>
<thead>
<tr>
<th>Date</th>
<th>Right Pupil Reaction</th>
<th>Right Pupil Equality</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/25/03 01:41</td>
<td>Brisk PERLA</td>
<td>Brisk PERLA</td>
</tr>
<tr>
<td>2/25/03 22:48</td>
<td>None PERL</td>
<td>Left Sluggish Unequal</td>
</tr>
<tr>
<td>2/26/03 19:48</td>
<td>None PERL</td>
<td>Left Sluggish Unequal</td>
</tr>
</tbody>
</table>

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**Care Activity** – Use this panel to view care activity by accessing any of the following sub-panels:

- Assessments
- Outcomes
- Interventions
- Plans of Care

The activity information (assessments, interventions, outcomes, or POCs) on each Care Activity panel appears in reverse chronological order. The date and time for new information appears in magenta.

**Sorting Activity in the Care Activity Panels**

Clicking a data item on the Care Activity panels initiates a filtered list that shows only those activity items with the specific criteria that you selected. For example, if you click a specific name from the Recorded by column on the Assessments panel, a filtered panel appears with only those assessments recorded by the selected person. On the filtered panel, you can click the Date header to sort the assessments by date and time. To return to the main Care Activity panel from a filtered panel, click the Back button.

The Assessments and Interventions panels allow you to use activity sorting buttons to view a list of the available activity criteria (**Date**, **Name**, **Recorded By**) for the selected account. For example, if you click the Recorded by button from the Interventions panel, a list of all of the users that recorded interventions appears. From that list you can select the specific user whose interventions you want to view. This ability is useful if you want to view all assessments or interventions of a specific date, name, or user.

**Assessments Panel**

Use this panel to view assessment information for an account. For each assessment, the panel displays the

- assessment date and time
- assessment name
- provider who recorded the assessment

The following graphic is an example of the Care Activity – Assessments panel.
You can click the magnifying glass on either the main Assessments panel, or a filtered panel to view a Snapshot of the queries and responses associated with a specific item. Comments associated with the queries appear on snapshot screens below the item labels. A text bubble represents lengthy comments. The following graphic is an example of a Snapshot screen for a specific assessment.

**Interventions Panel**

Use this panel to view intervention information for an account. For each intervention, the panel displays the:

- intervention date and time
- intervention name
- provider who recorded the intervention

The following graphic is an example of the Care Activity – Interventions panel.

The magnifying glass symbol appears on both the main Interventions panel and the filtered panel when the intervention name is too long to appear in full. Click to view the full intervention name.

**Outcomes Panel**

Use this panel to view outcome information for an account. For each outcome, the panel displays the
- date and time the provider recorded the outcome
- outcome description (name)
- outcome type:
  - long-term (LO)
  - short-term (SO)
- progress (for example, Not Met)

The following graphic is an example of the Care Activity – Outcomes panel.

![Care Activity - Outcomes Panel]

Click the date and time of a specific outcome to view its historical details. The graphic below is an example of the historical detail panel for a specific outcome.

![Historical Detail Panel]

Use this panel to view plan of care information for an account. For each plan of care, the panel displays the

- plan name and status
- date and time of the most recent edit

The following graphic is an example of the Care Activity – Plan of Care panel.

![Care Activity - Plan of Care Panel]

To view the complete plan of care report via the MEDITECH Print Viewer, click the plan name.
History – The History menu option displays a group of panels that shows the responses to the questions asked during the Medical History Assessment. The responses are put into categories for display. To view a snapshot of all responses collected on a specific date, click the gray box that contains the date and time. To view a history of responses to a query, click the data item. The following graphic shows an example of the History panel. The Panel Selection buttons list the panels in this panel group, which includes Positives (all questions answered with a Yes response) and Family History (for example, family hypertension, family asthma).

Summary - Diagnoses Panel
Use this panel to view diagnoses associated with a specific patient visit. If your facility uses behavioral diagnoses, use the Medical and Behavioral buttons to toggle between medical and behavioral diagnoses.
EMR Diagnoses Selection Buttons

Clicking the column headers changes the sort order or the diagnoses.

Medical Diagnoses
The Medical diagnosis view includes the following information for each medical diagnosis:

- diagnosis code and description
- most recent diagnosis date
- diagnosis code type (ICD or CPT)
- number of visits in which the diagnosis was noted

The following is an example of medical diagnoses on the Summary Panel.

<table>
<thead>
<tr>
<th>Diagnosis</th>
<th>Type</th>
<th>Code</th>
<th>Date</th>
<th>Visits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salmonella Meningitis</td>
<td>ICD</td>
<td>003.21</td>
<td>9/26/02</td>
<td>1</td>
</tr>
<tr>
<td>Shigella infection Hec</td>
<td>ICD</td>
<td>004.8</td>
<td>9/26/02</td>
<td>1</td>
</tr>
<tr>
<td>Amebic Infection Hec</td>
<td>ICD</td>
<td>006.8</td>
<td>9/26/02</td>
<td>1</td>
</tr>
</tbody>
</table>

Behavioral Diagnoses
The Behavioral diagnosis view includes the date, type, and clinician for each behavioral diagnosis. Diagnoses appear in reverse chronological order based on the date that the diagnosis was noted. Click the date field to view the DSM-IV Axis diagnoses for a specific set of visits.

Note: If your facility does not use behavioral diagnoses, the Behavioral view button is inactive.

Summary - Indicators Panel
Use this panel to view general information for an account. Some of the data items you can view include:

- blood type
- antibody screen
- body surface area
- precautions
- height and weight (English and metric units)
- weight measurement method
- medication allergies
The following is an example of the Indicators Panel.

![Indicators Panel Example](image)

Click a data item to view more specific information. For example, clicking **Precautions** displays the date, time, and recording physician for each precaution.

**Summary - Risk/Legal Panel**

Use this panel to view a list of legal documents associated with a specific patient (for example, an organ donor consent form). Documents appear in reverse chronological order based on the date they were entered.

The following is an example of the Risk/Legal Panel.

![Risk/Legal Panel Example](image)

**Summary - Demographics Panel**

Use this panel to view account demographic information from the Admissions Module (ADM). Some of the data items you can view include:

- account name, contact info, and date of birth
- social security number
- marital status
- language, and whether an interpreter is required

Data items appear with the date they were entered. You can click data items on gray backgrounds to view more detailed information on a history screen.
Summary - Providers Panel
Use this panel to view a list of providers assigned to an account. Some of the providers you can view include the

• admitting physician
• attending physician
• emergency room physician
• family physician
• primary care physician

The provider names appear with the dates on which they were entered. You can click data items on gray backgrounds to view more detailed information on a history screen.

Summary - Visit Panel
Use this panel to view general visit information for the selected account visit. Some of the data items you can view include the

• account and medical record numbers
• facility, location, room, and bed
• reason for visit, and visit status
• admission date and time
• confidential comment

Data items appear for an account only when a defined value exists (for example, the Bed field appears only if a bed has been assigned to the account).

Summary - Contacts Panel
Use this panel to view information about an account’s contacts, including the

• employer
• next of kin
• person to notify

You can click on the contact types to view more detailed information on a history screen. From the history screen, click Back to return to the Summary – Contacts Panel.

Summary - Insurances Panel
Use this panel to view information for the insurance carriers assigned to the account during the selected visit, including their

• guarantor, and guarantor contact information
• guarantor employment information
• insurance carrier names
• policy numbers

If the information is available for each insurance, the panel can also display the

• subscriber
• subscriber relationship to the patient
• insurance group name and number

Summary - Visit Abstracts Panel
Use this panel to access abstract information for a single account visit. The panel opens to a list of options that allow you to select other panels containing more detailed information. The following is an example of the available options.
Not all accounts have all of the menu options available. Click the menu option of the panel you want to view. From each panel you can click the Back button to return to the menu list.

On the Operative Episodes panel, click >> to view a table containing detailed information about a specific operation.

**Summary List**

People who receive ambulatory care services on a continuing basis often have more than one care provider. The Summary List screen helps maintain a continuity of care among providers by displaying data that is cumulative for the medical record rather than for a single visit. This data includes:

- allergies
- coded diagnoses (ICD)
- coded operative and invasive procedures
- prescriptions

To see more detail for a data item, click the data item on the gray background. To sort a sub-panel, click the column header name on the gray background (for example, click the Date column header in the Procedure sub-panel to sort the procedures by date).

Note: You cannot sort the Allergies Panel.

**Allergies (Summary List)**

The Summary List screen includes account allergy and adverse reaction information received from the MRI Module. The allergens appear in reverse chronological order, based on the date that they were entered.

The allergen information on the summary list is divided into two sections:

- Allergens for Interaction Checking
- Uncoded Allergens/Adverse Reactions (this information is not used for interaction checking)

For each included allergen, the screen displays the

- Lookup name
- reaction type (allergy or adverse reaction)
- severity
- date recorded
- whether the allergen was verified (Interaction section only)

**Coded Diagnoses (Summary List)**

This section of the Summary List contains coded diagnoses received from the Admissions Module (ADM). These diagnoses appear in reverse chronological order based on the last visit date in which they were noted. Although care providers might record a diagnosis code several times within the same record, the code appears only once on the panel (the number of visits in which a diagnosis was recorded appears in the Visits column).
For each diagnosis, EMR displays the

- description
- code
- type of code
- last date that the diagnosis was noted
- number of visits with which this diagnosis is associated

Click the HX column to see a list of all dates on which the diagnosis was noted.

Note: The total that appears in the Visits column is the total number of PPR and non-PPR encounters within the account that contains that diagnosis.

**Coded Procedures (Summary List)**
This section of the Summary List contains procedures received from the Abstracting Module (ABS), identified by CPT group or CPT code. These procedures appear in reverse chronological order, based on the last visit date on which the procedure was performed. Although care providers can perform a procedure several times within the same record, the code appears only once on the panel.
For each procedure, EMR displays the

- code
- code type
- description
- last date the procedure was performed

**Prescriptions (Summary List)**
This section of the Summary List contains prescription information received from the Physicians Practice Management Module (PRV) Prescription Tracking feature. These prescriptions appear in reverse chronological order, based on the date prescribed. For each prescription, the panel displays

- whether the prescription is active
- the medication name (generic and trade name)
- dose, route of administration, SIG, quantity, and number of refills
- the prescription and expiration dates

The prescribing doctor (listed on the detail screen) is the encounter provider.
Release of Information Reports – These are the reports that will need to be printed off to include as all of the patients medical record. You can print just certain portions if they are only looking for certain items.

To print these reports you must be in the EMR with that patient pulled up:
Other Reports – Individually print off any reports listed under here (H&P, Progress Notes, Discharge Summary, etc)

Summary –
Inpatients and Clinicals – click on abstract, abstract summary, click on Print Screen
SDC & INo – Print Coding Summary from Other Reports

Allergies – Print Screen

On your Meditech Desktop, click on ROI Reports and then select each of these options to print a report (these must be done one at a time). These reports can be printed out or if you want to burn them to a cd, click Download. There is another instruction sheet on how to do this.

: Patient Order Summary
Discharge Summary (this is the lengthy report that can be over 300 pages long after a lengthy stay)
Patient Profile
Lab Summary

Any reports that are still on paper will need to be copied out of the patients chart!