Meditech is a fully integrated system consisting of applications owned and managed by various departments. Some of the applications the pharmacy will be using are as follows:

- **PHA**: Pharmacy application. Most work will be performed in this application. There is an Interface which will post charges when a medication is removed from the pharmacy.
- **EMR**: Enterprise Medical Record or Electronic Medical Record. This application collects, stores and displays data for patients such as lab work, x-rays, and patient information.
- **POM**: Provider Order Management or Physician Order Entry (CPOE). POM is accessible from the EMR for ordering medications and procedures. Physicians and nursing staff will be using this application to enter patient orders.
- **OE**: Order Entry. The nursing application which provides users the ability to order procedures like diet and lab orders with reporting and results features much like the pharmacy application.
- **LAB**: Lab application. We will be using this application through pharmacy depending on dictionary set up. When a med is ordered that has associated lab data, the patient’s most recent labs will display upon ordering the med in pharmacy or POM. Lab value results will be accessed through the EMR.
- **ITS**: Imaging and Therapeutics Services for Xray, Resp, Cardio Pulmonary, Diagnostic Imaging Application and all ancillary departments. These results will be viewable through the EMR.
- **BAR**: Billing/Accounts Receivable. Pharmacy will be sending charges to BAR for posting to patient accounts. Charge numbers have to be duplicated in BAR in order for the system to work properly. Rejected charges will need to be monitored by the application manager for proper billing.
- **PCS**: Patient Care System. Nursing will enter patient information such as blood pressure, volume status (I’s and O’s) and enter when medications were given with the use of bar code readers which will place the information on the On line MAR. This information will be accessible in the EMR. This is a phase II application that will be brought up at a later date.
- **MM**: Materials Management which includes interface for automatic purchasing for Central Supply and materials. Pharmacy MM will be added at a later date.
Signing onto Meditech

Login to Meditech as you were taught in the past.

Nurses Main Desktop
(Your menu may be customized but will look something like this)

- A Tool Bar is located on the right hand side of your Meditech screen
- Desktop buttons (icons) are located in the main desktop screen
- Icons may be selected with the mouse or highlighting with the arrow keys or tab key and pressing enter key

System Navigation

- Navigation is possible with the Keyboard or the Mouse
- [Up], [Down], [Left], & [Right] arrows work respective to there names. They can be used in place of the mouse.
- The [Enter] button on your keyboard allows you to select an item, or proceed to the next step.
- Mouse Operation -Left click allows selection of an item
Some screens have a scrolling function

**Common Function Keys**

- [F1] Help key
- [F8] Special Function Key
- [F9] Universal “Look up” key
- [F11] Accesses the EMR
- [F12] File or OK key
- [Tab] Selects the next field.
- [Esc] exit the field you’re in

**Meditech Standard Conventions**

- T = **Today** in any **Date** field
- T+1 = **Tomorrow**, T+n = future date, T-n = Past date
- N = **Now (current time)** in any **Time** field
- Unit # = Medical Record Number (Prefix = M)
- Visit # = Account Number (Prefix = V)
  - You do not need to enter leading zeros in visit ID number to access patient
- <Control><Right arrow> = view detail wherever arrow sign appears →
To ACCESS PATIENTS click on PROCESS ORDERS

The following Process Orders screen appears:

Once in the Patient Finder field, a specific patient may be found by using any of the following: See reference section titled Identifying Patients Entry Format

- Name       Last, First or partial name (Johns,Magic)
- U#       Medical record number prefixed with an “M” (M352742)
- <Spacebar><Enter> brings you to the last patient you accessed
- If a list of patients appears, click on the patient or page down/arrow down to the visit and press enter.
Process Orders Toolbar

Process Orders Patient Profile View

Process Orders Patient Profile displays the following fields:

- RX number
- Order type
- Medication display
- Start = Enter date and time
- Stop = stop date and time
- Status = order status (see reference below)
- Instruction line at bottom to see more detail of highlighted order
- Control right arrow will display more detail of an order
ENTER MENU IN MEDITECH PROCESS ORDERS

- Enter Orders- `<E>`<E>` most commonly used function to enter patient orders
- Enter Stock Orders- `<E>`<S>` enter an order for charging only, no label, for night shift charging (remote charge)
- Enter Stock Meds- `<E>`<M>` enter a med for charging only, no label, for night shift charging, ancillary department billing (remote charge)
- Copy and Edit Order- `<E>`<C>` copies an existing order and enters a new order that can be edited (Resume)
VERIFY MENU IN MEDITECH PROCESS ORDERS

- Verify Order-<V><V> Select an UNV order and verify it without editing or further review by filing
- Verify/Edit/Cancel-<V><E> Select an unverified order and review further, edit or cancel the order

- Note unverified orders sort to the bottom of the profile display as *UNV
VERIFY/EDIT/CANCEL ORDER
This is the area that the nurse will enter to verify and edit orders that the Ward Clerk has placed.

- Highlight the order that needs to be verified
- To Verify order press V on keyboard or click on V
- To Edit or view the order before verifying enter E on keyboard or click on E
- To Cancel order enter C or click on C
- To print detail of the order enter P or click on P
- To print patient profile enter R or click on R
- Notice the fields displayed on this screen
  - Dose
  - Start, stop
  - Sig (frequency)
  - Schedule (SCH,PRN)
  - Route
  - Instructions (dose information)
MODIFY MENU IN MEDITECH PROCESS ORDERS

- Edit - <M><T> Edit an order
- Limited Edit - <M><L> edit certain fields in an order
- Edit IV Rate - <M><V> Edit IV rate
- Adjust Next Dispense - <M><N> edit when next IV is due
- Convert Order - <M><O> converts inpatient med order to outpatient
- Discontinue Order - <M><D> discontinues an order
- Cancel Order - <M><C> cancels an order
- Fix Discontinue - <M><U> reissues a DC’D order
- Fix Cancel - <M><X> reissues a cancelled order
• To go back in the order and change anything. If it is too late to use this routine, the system will display a warning.

![Warning]

• **Limited Edit - <M><L>** only certain parts of the order can be edited. This function is used to renew an order. Certain fields can be edited below the line and include:
  - Medication Profile description display
  - SIG
  - PRN par level
  - Reason
  - Ordering Dr
  - Stop Date and Time
  - Label comments can be added
• Edit IV Rate <M><V>

- Another screen will display informing that doses were credited and re-dispensed.
- A label will display to be sent to printer, this doesn’t charge it. Escape out of this field so a label will not print. If the label prints, it can notify the person of a rate change, but it will be hard to differentiate this and a missing IV label
• **Adjust Next Dispense** - `<M><N>` (Updating IVs)
  - Highlight the IV order
  - Change time shown to correct date and time order is due
  - F12

```
<table>
<thead>
<tr>
<th>RX #</th>
<th>Acc #</th>
<th>Loc</th>
<th>U #</th>
<th>Med Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001104</td>
<td>0000000168</td>
<td>44</td>
<td>M00144</td>
<td>DEXTROSE 5%/0.45%</td>
</tr>
</tbody>
</table>

Medication:
- DEXTROSE 5%/0.45% SALINE 1000 ML

Instructions:
- Start: 02/27/03-10:45
- Stop: 03/02/03-10:44

-- Next Dispense --
- From: 02/27/03 Time: 02:45
- To: Date: 02/28/03 Time: 07:00
```

- Again, a label will display to be sent to printer, this doesn’t charge it. Escape out of this field so a label will not print

• **Convert Order** - `<M><O>` converts a medication inpatient order type order to an outpatient ordering screen. We will probably never use this.

• **Discontinue** - `<M><D>` (and future discontinue)
  - Just file order, current date and time defaults in.
  - Orders can also be discontinued in the future by entering the **future DC date** and **time**
  - File the order
  - Asks **Discontinue Yes**?
  - Key the Enter key or click on Yes
  - The system will DC the med at the future DC time

```
<table>
<thead>
<tr>
<th>RX #</th>
<th>Acc #</th>
<th>Loc</th>
<th>U #</th>
<th>Med Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001018</td>
<td>00000005981</td>
<td>38</td>
<td>M0013</td>
<td>LEFURIXIN 1G/500ML</td>
</tr>
</tbody>
</table>

Medication:
- LEFURIXIN 1G/500ML SOD 1 G IN NO CARRIER IV FLUID 0 ML

Instructions:
- Start: 02/24/03-08:30
- Stop: 02/28/03-12:00

DC Date: 02/28/03 DC Time: 12:00
DC Comments:
- **Cancel Order - <M><C>**

When canceling an order, a pop up confirmation box will display asking about auto crediting all doses dispensed. **Cancel** should only be used if an order was placed in error. Answer Yes. Enter cancellation comments if desired. File, Cancel?-Yes.

- **Fix Discontinue-<M><U>** If medication was DC’C in error, it can be fixed. At DC date must manually enter new stop date (T+30) based on drug type.

- **Fix Cancel - <M><X>** If medication was cancelled in error, it can be fixed. Note previously entered start date defaults into order
CHARGING MENU IN MEDITECH PROCESS ORDERS

This process will not be done by everyone. As it stands right now, the pharmacy nurse will have access to this area only. This charge button will not appear on your process orders screen.

- **Debit Order** - `<C><D>` to charge an item. Debits the item from pharmacy inventory.
- **Credit Order** - `<C><C>` to credit an order.
- **Billing Inquiry** - `<C><B>` to review billing of an order.
Debit an Order (Charge)

- To charge and send a med in Process Orders (ie inhaler), highlight the order you wish to send, enter the letter C or click Charge icon, enter the letter D to debit the order or select debit from the drop down menu. Enter the quantity to debit (usually one), File(F12) print Menu displays, change copies to 2 to print extra label. Think Charge =Debit, which debits the item from the pharmacy inventory.

- Enter One in # to debit field and file
- Print one label for bulk items and NO label for PRN meds.
Credit an Order

(This will also only be done by the pharmacy nurse)

- To **Credit** a med in Process Orders (ie inhaler), highlight the order you wish to credit, enter the letter C or click Charge icon, enter the letter C to credit the order or select credit from the drop down menu. Enter the quantity to credit, File (F12).

![Credit Order Window]

- Enter # to credit in field
- Doses to credit displays with charge amount
- File
**Billing Inquiry**

- To review **Billing Inquiry** for an order in Process Orders, highlight the order you wish to review, enter the letter C or click Charge icon, enter the letter B to review the billing or select billing inquiry from the drop down menu. This will print a report to screen and a hard copy can be requested.

---

**Pharmacy Billing Inquiry by RX**

<table>
<thead>
<tr>
<th>Account Num Activity</th>
<th>Procedure</th>
<th>Charge Source</th>
<th>Doses</th>
<th>Inventory</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/13/03-1215</td>
<td>2743391</td>
<td>INITIAL ORDER</td>
<td>1</td>
<td>MAIN</td>
<td>7.93</td>
</tr>
<tr>
<td>02/24/03-1001</td>
<td>2743391</td>
<td>MANUAL DEBIT</td>
<td>1</td>
<td>MAIN</td>
<td>7.93</td>
</tr>
<tr>
<td>02/24/03-1007</td>
<td>2743391</td>
<td>MANUAL DEBIT</td>
<td>1</td>
<td>MAIN</td>
<td>7.93</td>
</tr>
<tr>
<td>02/24/03-1007</td>
<td>2743391</td>
<td>MANUAL DEBIT</td>
<td>1</td>
<td>MAIN</td>
<td>7.93</td>
</tr>
<tr>
<td>02/24/03-1009</td>
<td>2743391</td>
<td>MANUAL CREDIT</td>
<td>-1</td>
<td>MAIN</td>
<td>-7.93</td>
</tr>
<tr>
<td>02/24/03-1013</td>
<td>2743391</td>
<td>MANUAL CREDIT</td>
<td>-1</td>
<td>MAIN</td>
<td>-7.93</td>
</tr>
<tr>
<td>02/24/03-1013</td>
<td>2743391</td>
<td>MANUAL DEBIT</td>
<td>1</td>
<td>MAIN</td>
<td>7.93</td>
</tr>
<tr>
<td>02/24/03-1014</td>
<td>2743391</td>
<td>MANUAL CREDIT</td>
<td>-1</td>
<td>MAIN</td>
<td>-7.93</td>
</tr>
</tbody>
</table>

**TOTAL:** 2 15.86
OTHER MENU IN MEDITECH PROCESS ORDERS

If you want to search all orders since admission, you need to enter a different Sort for the patient profile (<O><S>). Remove the date from start at DC date field and leave blank; File (F12); This will allow you to view all the patient’s meds since admission for that visit, then you can search for a drug that includes DC’D orders.
BATCH MENU IN MEDITECH PROCESS ORDERS

Similar to Modify menu, but performs function on more than one order at a time (batch)

- Discontinue Order-<B><D> used to DC more than one order at a time.
- Fix Discontinue-<B><U> if order is DC’D by mistake- reissues charges that were credited
- Cancel Order-<B><C> Order should never have been ordered on this patient (VOID)
- Fix Cancel-<B><X> Fixes an order that was cancelled in error
- Verify Order-<B><V> verifies orders in a batch
- Debit/Credit-<B><T> batch debit or credit
- Copy Orders- <B><P> batch copy orders

❖ Recompile button = refresh screen function
**IV AND UNIT DOSE REFILL LIST**

To run refill list

IV and Unit dose refill lists will be **CREATED** by 0945 Monday thru Friday. (When the list is CREATED, the system will then generate the charges for the time period until the next cart run.

To set meds up in the pharmacy, the clinical coordinator or the pharmacy nurse will need to

- Click on the refill list icon
- Choose inpatient refill list
- Choose unit dose (this will need to be repeated for the IV option also)
- Click on PREVIEW (this will not generate any charges)
**Order groups** are types of orders that are requested for fill lists, either Label call (IV or PB) or Unit Dose Refill (MED). They are grouped according to order type and how the facility wants to process them in batches. The Chemo order group has been separated out of regular label call in order to produce a 24hr label call for this order type. Bulk order types are not listed in an order group because they are sent when requested.

**UNIT DOSE REFILL LIST SCREEN**

- Enter **UD** under Order Group <enter><enter>
- Enter **ELLSWORTH** under Cart Run
- Enter “view” under list area (you may print this screen)
- Enter Alternate List Format = **UD**
- **File (F12)**
**IV REFILL LIST**

- Enter IV under Order Group <enter><enter>
- Enter ELLSWORTH under Cart Run
- Enter “view” under list area (you may print this screen)
- Enter Alternate List Format = IV
- File (F12)

- Once labels are compiled, they are charged.
- End of report will display, click OK

**REPRINTING A FILL LIST**

- Click REFILL LISTS
- Inpatient Fill List
- Select IV or UNIT DOSE
- Reprint
- Enter Cart - MED PASS
- Enter Order Group IV or UD
- Enter F9 function at refill date to look up specific batches
- Select batch
- Enter Y for Yes at all associated cart batches
- It will reprint entire fill list for that period including other carts if they were called with that batch time
ENTERING ORDERS IN MEDITECH

Frequency Rules:
- Q8H, Q2D
- Latin frequencies such as BID, TID, ACHS, QID
- Time specific frequencies are determined by location and are already set up in the system (D1 special times such as TID= 09,13 and 18)
- Physician, Nursing, Patient requested times can be designated by modifying the frequency with <@> sign (TID@09,13,22)
- Days of week can also be used <@> MO,TU,WE,TH,FR,SA,SU
- PRN (.Q4-6H PRN)

Schedule options:
- SCH for scheduled orders
- PRN for PRN orders- enter a PAR cart value if there is no default so it will print a quantity on med cart fill list. DO NOT enter a PAR level for PRN IVs or PBs or they will print in label call batches, and we only want to send them when requested. (.Q4-6H PRN)
- ONE for one time orders (either today or for any one time orders for a future date and time). Schedule must be ONE or it will print for everyday.
- STA use for NOW or STAT orders, it sends one and DC’s immediately after the order is placed
- ROU do not use routine

Total Doses: Numbers of doses are entered in the total dose field (if > one)

See Standard System Formats in reference section

MEDICATION ORDER TYPES

<table>
<thead>
<tr>
<th>Mnemonic</th>
<th>Name</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>ALTERNATING</td>
<td>ALT</td>
</tr>
<tr>
<td>C</td>
<td>COMPOUND</td>
<td>COMP</td>
</tr>
<tr>
<td>IOPB</td>
<td>IV PIGGYBACK</td>
<td>IV</td>
</tr>
<tr>
<td>IOPUSH</td>
<td>IV PUSH</td>
<td>MED</td>
</tr>
<tr>
<td>IOT</td>
<td>IV TITRATING</td>
<td>IV</td>
</tr>
<tr>
<td>MED</td>
<td>MED</td>
<td>MED</td>
</tr>
<tr>
<td>MRC</td>
<td>NARCOTIC</td>
<td>MED</td>
</tr>
<tr>
<td>P</td>
<td>PRIMARY IV</td>
<td>IV</td>
</tr>
<tr>
<td>SET</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SP</td>
<td>SPLIT MED</td>
<td>SPLIT</td>
</tr>
<tr>
<td>TPN</td>
<td>TPN</td>
<td>IV</td>
</tr>
</tbody>
</table>
Order types are something that needs to be entered in Meditech before the medication is entered. After entering E,E for Enter orders, the order type must be defined.

**ALTIV**
Alternating IV fluid will rarely be used

**C**
Compound med (when 2 meds are combined to make one med IE: Metformin and Diabeta = glucovance)

**IVPB**
used for IV antibiotics

**IVPUSH**
used for IV push meds only

**IVT**
used for IV’s that will require titration based on certain parameters

**MED**
used for the majority of the po meds

**NARC**
used for controlled substances

**P**
used for any continuously running IV

**SET**
used for GI cocktails

**SP**
used when 2 different strengths of the same med are used to make Up the prescribed strength of a medication. IE Lasix 20mg and Lasix 40mg = 60mg ordered

**TPN**
used to order TPN
ENTERING MED ORDERS

- `<E><E>` for Enter, Enter or click E button and select Enter Med from drop down menu on a patient in the process orders routine. Enter Orders displays

<table>
<thead>
<tr>
<th>Patient</th>
<th>TEST.ABBY</th>
<th>Acct #</th>
<th>EV0000005512</th>
<th>Loc</th>
<th>NURSING</th>
<th>U #</th>
<th>EM000000206</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age/Sx</td>
<td>1Y 1M/F</td>
<td>Room</td>
<td>100</td>
<td>Reg</td>
<td>07/19/04</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>ADM INo</td>
<td>Bed</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PATIENT:** TEST.ABBY  
**ACCT #:** EV0000005512  
**LOC:** NURSING  
**U #:** EM000000206

**REG DR:** Kepka, Dennis J MD  
**AGE/SX:** 1Y 1M/F  
**HEIGHT:** 5 ft 6 in  
**WEIGHT:** 145 lb  
**HEIGHT:** 168 cm  
**WEIGHT:** 65,77 kg

- Change ordering physician if it is other than the attending physician
- Enter the **MED** Order type either by doing a F9 look-up or typing in the abbreviation from med types. If selected in the F9 lookup, the medication ordering screen will automatically come up. If typing in the abbreviation then you must press ENTER to bring up the ordering screen.

- Type in the name of the medication that you wish to order. This will then bring up a screen listing all the variations of the med that you have in stock.
- You may then choose your dose according to the stock.
- Once the med is selected, the ordering screen will reappear and drug specific information will default in.

**Lab test view group** may display most recent results for specific drugs depending upon dictionary set up. These are also displayed in POM. When results are available, most recent will display in a pop up box.
Digoxin Test View Group

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>BUN</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/16/03</td>
<td>2130</td>
<td>78</td>
<td>8-26 mg/dL</td>
</tr>
</tbody>
</table>

BUN previously reported as: 75 H mg/dL

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Creatinine</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/16/03</td>
<td>2130</td>
<td>4.5</td>
<td>0.5-1.5 mg/dL</td>
</tr>
<tr>
<td>02/18/03</td>
<td>2030</td>
<td>3.5</td>
<td>3.5-5.3 mmol/L</td>
</tr>
<tr>
<td>12/17/02</td>
<td>1300</td>
<td>PENDING</td>
<td>1.0-2.0 mmol/L</td>
</tr>
</tbody>
</table>

Potassium Results

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Potassium</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/25/03</td>
<td>1302</td>
<td>5.9</td>
<td>3.5-5.3 mmol/L</td>
</tr>
</tbody>
</table>

- Edit route if different than the default (F9 search)
- Edit frequency if different than the default
- Enter schedule if different than the default
- Enter total doses if needed
- Change date for a future order
- Enter exact administration time if different than standard frequency time
- File the order to the enter orders profile screen. If there is a question with the entry, or you wish to change something, you can change any field at this point by control right arrow function which will bring you back to the order.
- Remember to File out to go back to the profile or your order will be deleted even if no changes were made.
- File again to patient profile. Remember to File, File!

***Very Important*** There is no start set back time in Meditech, if it is after 1000, a QD med will not send unless you change the start time to 1000. Enter time DOES NOT EQUAL start time unless it is exactly a standard administration time dictated by the frequency

See Identifying Drugs at Drug and Medication Prompts in reference section
ENTERING IV ORDERS (IV, )

- `<E><E>`
- Change MD or tab through attending MD
- Enter P, IVPB, IVPUSH order type which displays the IV ordering screen

At first field called the **Order String** field (cursor defaults here) enter partial generic or trade name then F9 look up to search order strings dictionary. (You can’t use mnemonics in this field)

If you enter NS, a look up with all NS IVs will display (use scroll bar or arrow or page down to desired entry)
• If you enter Rocephin, the following order string lookup will display

After selecting the desired order string, the following IV screen will display:

• If order string is not available, the order must be entered manually. To do this enter the IV fluid first and quantity (volume in mls) There is F9 lookup available at these fields to search the drug dictionary.
• Add medication to additive line and Actual dose (mg, mEq)
- Click on RX INFO tab or <Alt><R>

- Enter IV rate or frequency changes (only need to enter quantity, system defaults ml/hr units for you)
- for IV fluids remember to change mls/hr to a valid numeric rate-IV fluids can’t have user defined frequencies, must enter as a IVPB if you want a frequency to be designated
- Change start time if necessary to a future time, otherwise it will start in next 15 minutes
- F12, control right arrow if you need to go back into the order, file out to save to enter orders profile
- F12 again to save to patient profile

**ENTERING A TPN ORDER**

In the future, we will be building TPN into the system, but it has not yet been determined how we will progress with this. So………….. We will let you know once we have it all figured out!!
ENTERING MED ORDER TYPES

- Inhalers, Creams, Eye drops and other one time items.
- `<E><E>`
- select MD
- Order type = MED

- Y should display in bulk field for bulk med, enter Y if missing
- Defaults to dispense one
- FILE, ENTER, FILE (F12)
ENTERING A SPLIT MEDICATION ORDER TYPE

Split order types are entered for meds with the **SAME** generic name to add doses together to get the desired total dose. For example, warfarin 6mg dose could be entered like this:

Order type: **SP**

- Make sure to go to RX info tab to complete order, as defaults may not be appropriate.

- Note dispense = 2 items (1 x 5mg, 1 x 1mg tabs)
- Profile Description line may be edited if desired to read Warfarin 6mg
- Enter label comments to describe order
ENTERING A RESP ORDER TYPE

It has not yet been determined how we will enter respiratory orders. We will update everyone as soon as it has been determined.