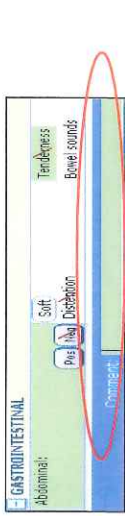


>Point and right click on word to denote negative status;  
COMMENT field becomes available to type comment for word selected



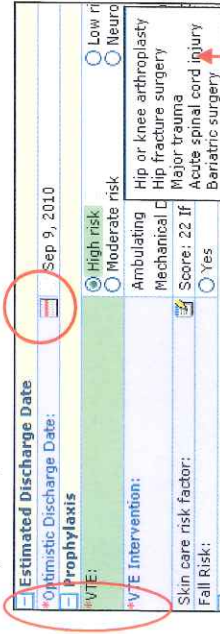
>Clicking on POS (positive) button makes all options positive



>Clicking on NEG (negative) button makes all negative



>Sections with red asterisk are required information; MUST answer before you save your note



>Click in radio button to select answer, click to select from pop up options

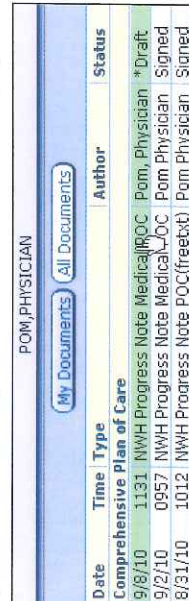


>Click on calendar icon to open calendar to select date

### TO EDIT/AMMEND NOTE

> SIGNED notes can only be amended  
> Draft notes (if you saved it as a DRAFT) can be edited

- 1) Click on DOCUMENT on right chart menu panel
- 2) Click on document you want to edit from list that display



3) Click EDIT/AMEND button on bottom right of screen.

If it was a SIGNED note:

>Your note will display with cursor at bottom of page- type your addendum->Click SAVE->Enter your PIN then SAVE



### If it was a DRAFT note:

>Your note will display in template view with your previously selected options->make the edits/changes you want->click SAVE->change status to SIGNED then SAVE

### TO COPY DOCUMENTS FROM ANOTHER NOTE

>you can copy applicable notes from another document to yours

If you have already opened a template:

- 1) Click OTHER REPORTS on the right chart menu panel
- 2) Click on the bubble on the report column of the note you want

Report	Dictated By	Dictated Date/Time	Status	Report
Instructions	MA	Unavailable	Entered	
Comprehensive Plan of Care	Pom Physician	7/16/10 12:18	Signed	
Comprehensive Plan of Care	Marlou Sanchez	6/10/10 14:47	Signed	

3) Left click and hold then drag over the text you want to copy to highlight then click on COPY icon or right click and click on COPY

4) Click RETURN on bottom of screen then click DOCUMENT on right chart menu panel to get back to the template you were working on

5) Open the textbox where you want the copied notes to go then click on the PASTE icon or right click and click PASTE  
6) Complete notes then follow steps to SAVE previously outlined for documenting notes

If you haven't opened/started a template:

- 1) Click DOCUMENT
- 2) Click on the previously documented note on patient to view
- 3) Left click and hold then drag over the text you want to copy to highlight then click on COPY icon or right click and click on COPY
- 4) Click ENTER NEW button on bottom left of screen
- 5) Open the textbox where you want the copied notes to go then click on the PASTE icon or right click and click PASTE
- 6) Complete notes then follow steps to SAVE previously outlined for documenting notes

### OTHER RIGHT CHART MENU OPTIONS:

- VITAL SIGNS- to access all vitals patient vitals I & O- to access intake and output record
- MEDICATIONS- to view all meds administered
- LABORATORY- to view orders placed on patient
- CARE ACTIVITY- to view processed labs
- SIGN- to sign documents



Northern Westchester Hospital  
Northwell Health™

## MEDITECH

# PHYSICIAN DOCUMENTATION

## Quick Reference Card

MD, NP and PA

### For Assistance:

X1995 & ask for "Meditech Team"

Mon-Fri, 8:00a-5:30p

Or

HELP DESK- 914 666-1797

Select Option #2

7 days/wk, 24 hrs/day

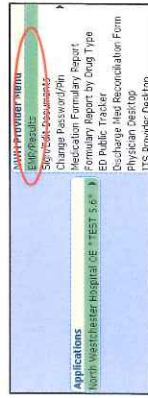
## LOGGING IN

- 1) Double click on Citrix Meditech icon
- 2) Type citrix user name then press TAB key
- 3) Type citrix password then press ENTER
- 4) Double Click on Meditech CS-Stellaris icon (above)
- 5) Type Meditech User Name then press TAB key
- 6) Type Meditech Password then press ENTER



## TO ACCESS PATIENT RECORD

- 1) Click on EMR/Results



Your recently accessed patient records (if any) will open



- 2) Click on the patient name on the list if there or click on ANY RECORD or ANY LOCATION on the right chart panel

**if you clicked on pt name on the recently accessed list:**

List of pt visits will display, click on one with green dot; indicates active visit. Summary page will display.



**if you clicked on ANY LOCATION:**

- a. Click on Northern Westchester Hospital



- b. Click on pt unit location from list that display

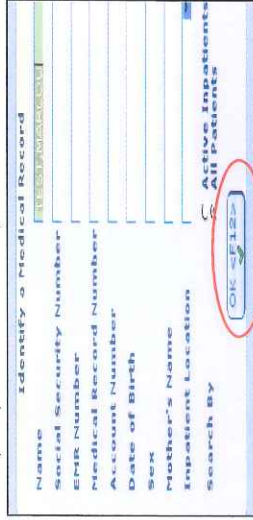
- c. Click on pt name from list of unit patients

- d. Click on pt visit with green dot. Summary page will display



## if you clicked on ANY RECORD:

- a. Enter the patient's last name followed by comma then the first name (no space after comma) then click OK



- b. Click anywhere on the patient information on next screen

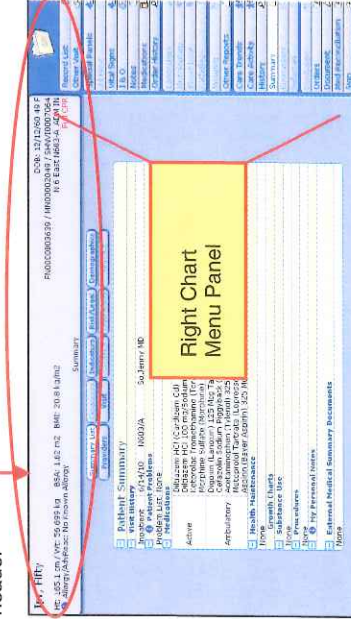


- c. Click on the visit with the green dot and Summary page will display



## SUMMARY PAGE- view of pt Visit History, Patient Problems, Medications, Health Maintenance...

**Patient Header-verify you have right patient by checking the header**



**Right Chart Menu Panel- access to view patient record (labs, nursing...)** document a note, place orders & sign documents

## TO DOCUMENT A NOTE

- 1) Click DOCUMENT on right chart menu panel
- 2) Click on ENTER NEW button on bottom of screen
- 3) Double click on template name you need from list; click on NEXT PAGE button on bottom right of screen to see additional templates if what you need is not in first page

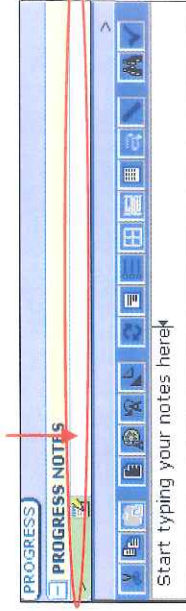


## TEMPLATE FEATURES

- > content and features vary template to template
- > templates with FREE TEXT/POC indicated in the name mean you will be typing your note and will have formatted fields for VTE & Problems & Plan (ICD-10)
- > vitals & medications pull in depending on template you use

## SAMPLE 1- PROGRESS NOTE (Free Text)

- 1) Click anywhere beside the notepad to open text box



- 2) Type your notes in the text box then click OK

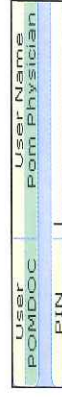
- 3) Click PREVIEW button (to read your notes first) then click RETURN to exit from preview screen then click SAVE



- 4) Click SAVE again on the next page; status is defaulted to SIGNED. Click on DRAFT if you plan on editing it later.



- 5) Enter your user PIN on next screen then click SAVE



## SAMPLE 2- Using features of Templates (name w/o Free Text)

- > if more than one button is displayed on top, click on button to access information for that button



- > Click on word to select (oval will appear around word); to deselect, click on word again (oval will disappear)

