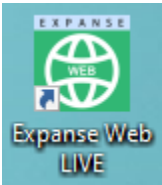


Section 1 - Meditech Expanse ED - Web

The following steps will detail the process by which residents will complete their portion of the report and how their preceptors will see, review, amend, and sign off on those reports. This document is in two parts, the first will cover the resident side of the process and the second will cover the preceptor portion.



You will be using **Meditech Expanse WEB**. This icon will appear on the desktop of any workstation when you log in.

You have been set up with a unique job role in order to document.

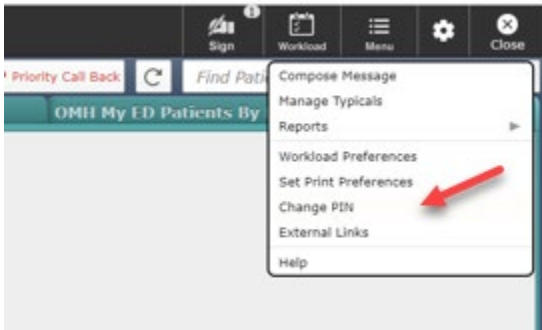
Double click this icon and choose the appropriate role from the drop-down menu based on your site.

The ED tracker will open. The first thing you are required to do is set up your electronic documentation PIN:

CHANGING PIN

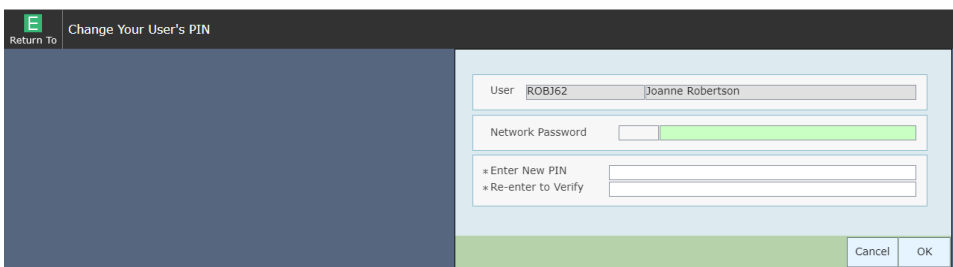
Log into the web, then select the Menu option.

Change PIN will display.



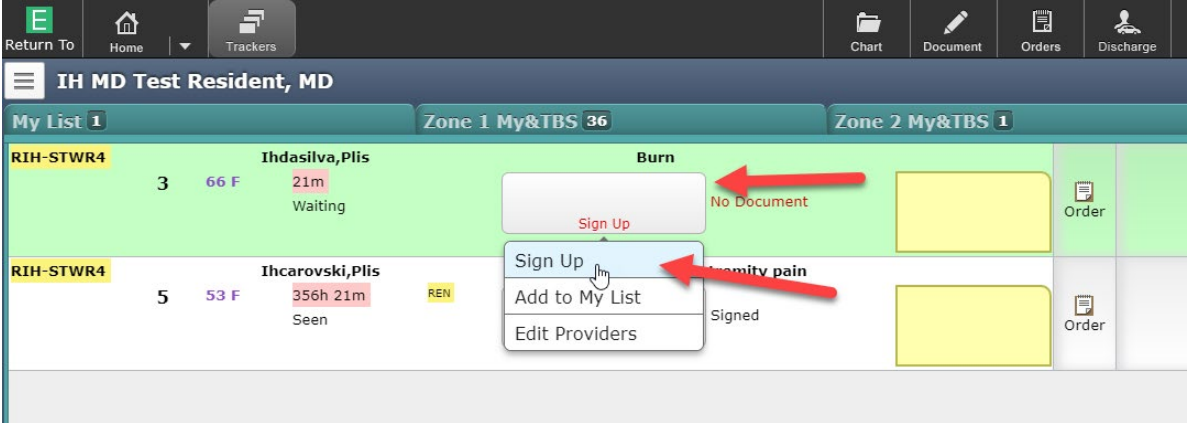
After selecting Change PIN, the following screen will show.

Enter your Network password, and then enter your new PIN in the Enter New PIN and Re-enter to Verify fields. Click OK.



Sign Up

Click on the button with 'Sign Up' written on it and click 'Sign Up' on the drop-down menu that appears to add yourself as the resident assigned to the patient.

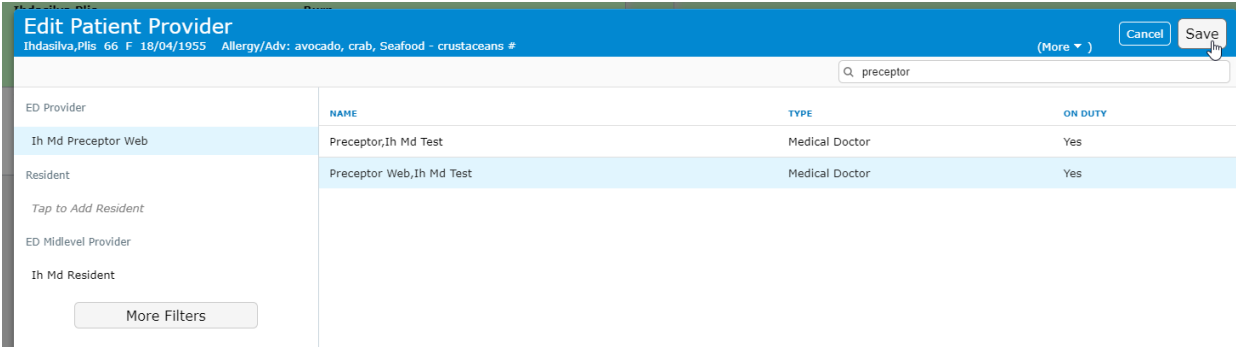


That will add your name in blue at the bottom of the button to differentiate from an ED staff provider.

Add your preceptor as the ED provider by clicking on the 'Sign Up' button and click on 'Edit Providers' in the drop-down menu.

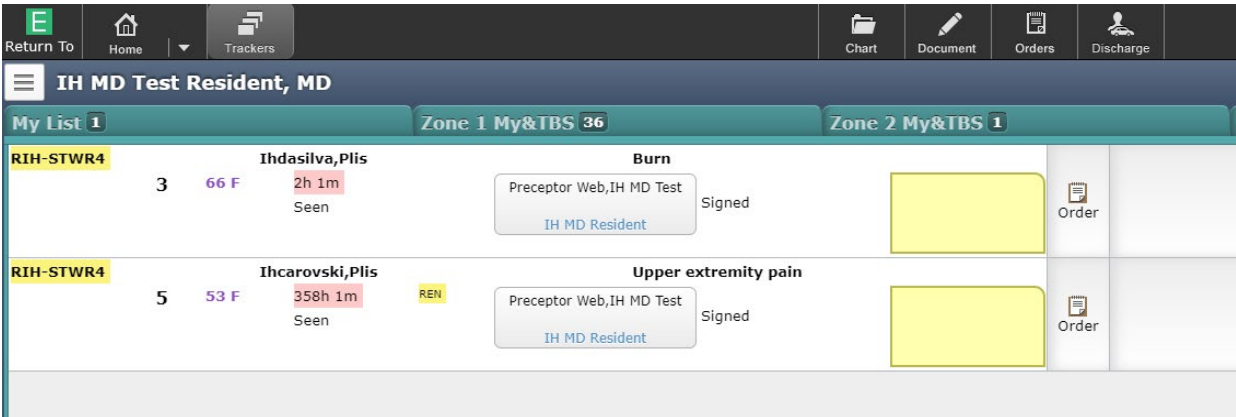


On the overlay that appears, you will search for your preceptor by name using the search box in the top right corner. The list will filter based on your search field. Click on the correct physician from the list to highlight it in blue. You will also see the physician's name appear on the left under ED Provider. Click Save in the top right corner to confirm your choice.



ED Provider	NAME	TYPE	ON DUTY
Ih Md Preceptor Web	Preceptor, Ih Md Test	Medical Doctor	Yes
Resident	Preceptor Web, Ih Md Test	Medical Doctor	Yes

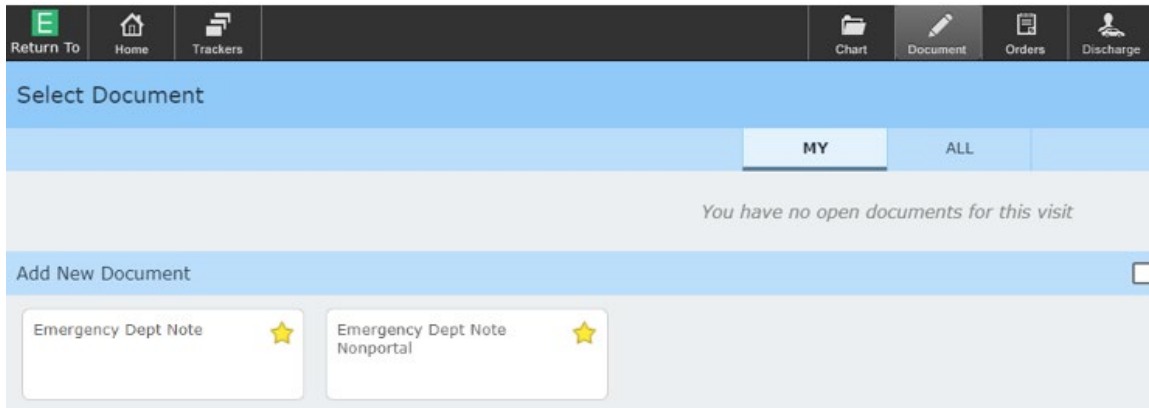
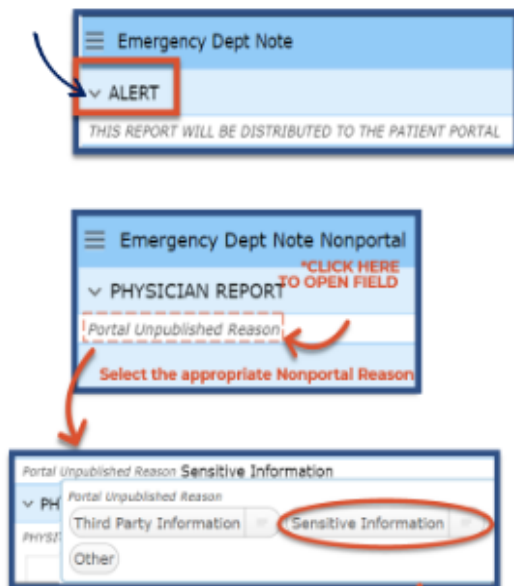
You will return to the tracker where you will see that both the resident and preceptor appear on the 'Sign Up' button.



My List 1	Zone 1 My&TBS 36	Zone 2 My&TBS 1
RIH-STWR4 3 66 F 2h 1m Seen Ihdasilva, Plis Burn Preceptor Web, IH MD Test Signed IH MD Resident		
RIH-STWR4 5 53 F 358h 1m Seen Ihcarovski, Plis Upper extremity pain Preceptor Web, IH MD Test Signed IH MD Resident		

With the patient highlighted, click the Document button at the top of screen to open the document selection screen. Click on Emergency Department Visit to start your document.

Documentation

An alert advises that the report will be available to the patient in MyHealthPortal.

Nonportal Reasons

Sensitive Information

Concern for patient's safety and well-being. Assess if there is a potential for risk of physical harm to the patient, staff or others. Examples: Sensitive reports may include information regarding sexual, domestic; elder; and/or child abuse, or psychiatric conditions.

Third Party

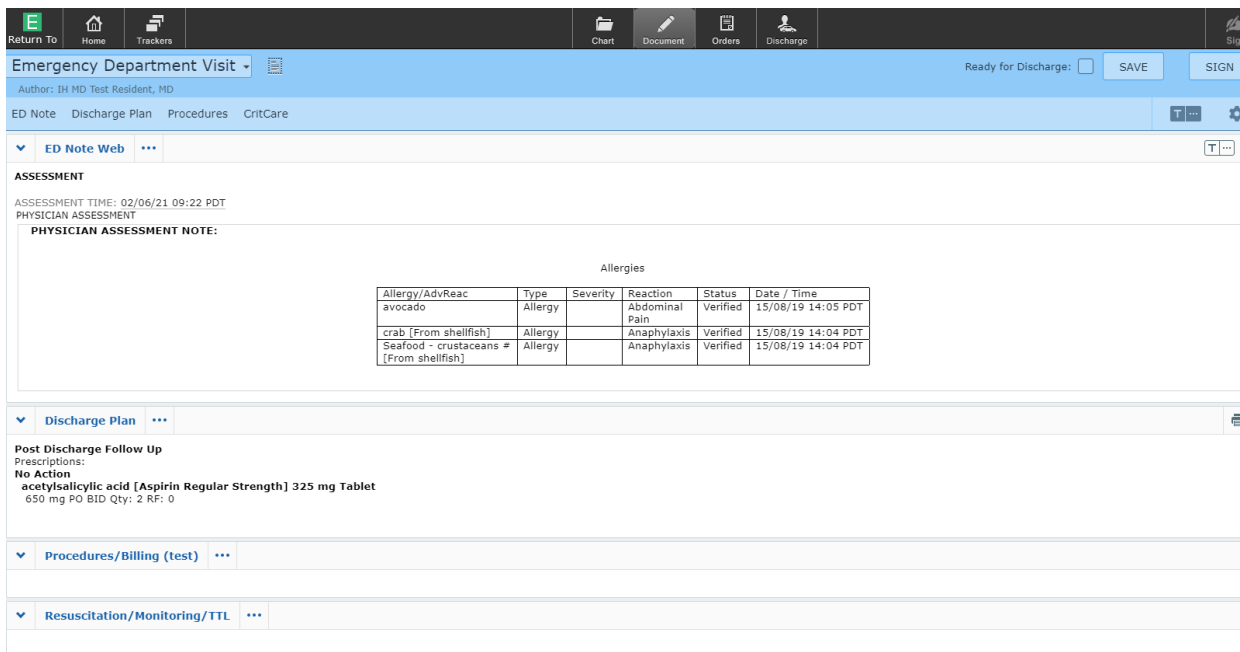
Avoid including information provided by a third party. Example: Information disclosed in confidence from a relative of a patient, without the patient's knowledge.

Other

Example: Direct request from the patient to prevent the release of the document to MyHealthPortal.

NOTE: The patient has the right to request copies of their nonportal reports through Health Records Departments as per the Freedom of Information and Protection of Privacy Act.

This is the standard ED report that you will fill out as normal. Add in your assessment notes in the assessment box.



Emergency Department Visit
Author: IH MD Test Resident, MD

ED Note Discharge Plan Procedures CritCare

ED Note Web

ASSESSMENT
ASSESSMENT TIME: 02/06/21 09:22 PDT
PHYSICIAN ASSESSMENT

PHYSICIAN ASSESSMENT NOTE:

Allergies

Allergy/AdvReac	Type	Severity	Reaction	Status	Date / Time
avocado	Allergy		Abdominal Pain	Verified	15/08/19 14:05 PDT
crab [From shellfish]	Allergy		Anaphylaxis	Verified	15/08/19 14:04 PDT
Seafood - crustaceans # [From shellfish]	Allergy		Anaphylaxis	Verified	15/08/19 14:04 PDT

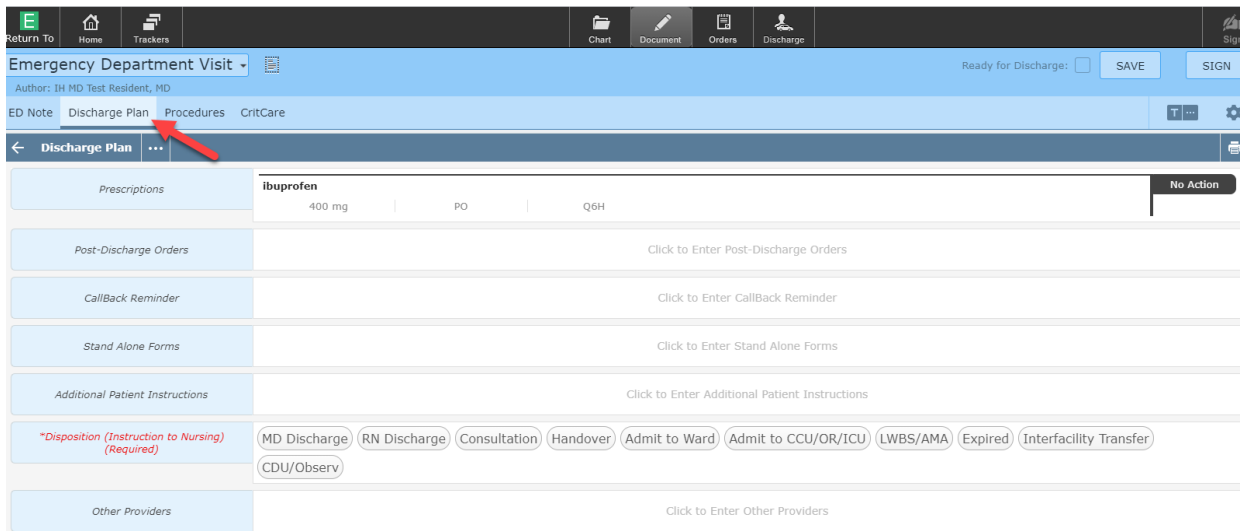
Discharge Plan

Post Discharge Follow Up
Prescriptions:
No Action
acetylsalicylic acid [Aspirin Regular Strength] 325 mg Tablet
650 mg PO BID Qty: 2 RF: 0

Procedures/Billing (test)

Resuscitation/Monitoring/TTL

When you have finished your report, you will need to fill out the Disposition on the Discharge Plan by clicking on the Discharge Plan button in the blue bar.



Emergency Department Visit
Author: IH MD Test Resident, MD

ED Note Discharge Plan Procedures CritCare

Discharge Plan

Prescriptions

ibuprofen	400 mg	PO	Q6H	No Action
-----------	--------	----	-----	-----------

Post-Discharge Orders

Click to Enter Post-Discharge Orders

CallBack Reminder

Click to Enter CallBack Reminder

Stand Alone Forms

Click to Enter Stand Alone Forms

Additional Patient Instructions

Click to Enter Additional Patient Instructions

***Disposition (Instruction to Nursing) (Required)**

(MD Discharge) (RN Discharge) (Consultation) (Handover) (Admit to Ward) (Admit to CCU/OR/ICU) (LWBS/AMA) (Expired) (Interfacility Transfer)

(CDU/Observ)

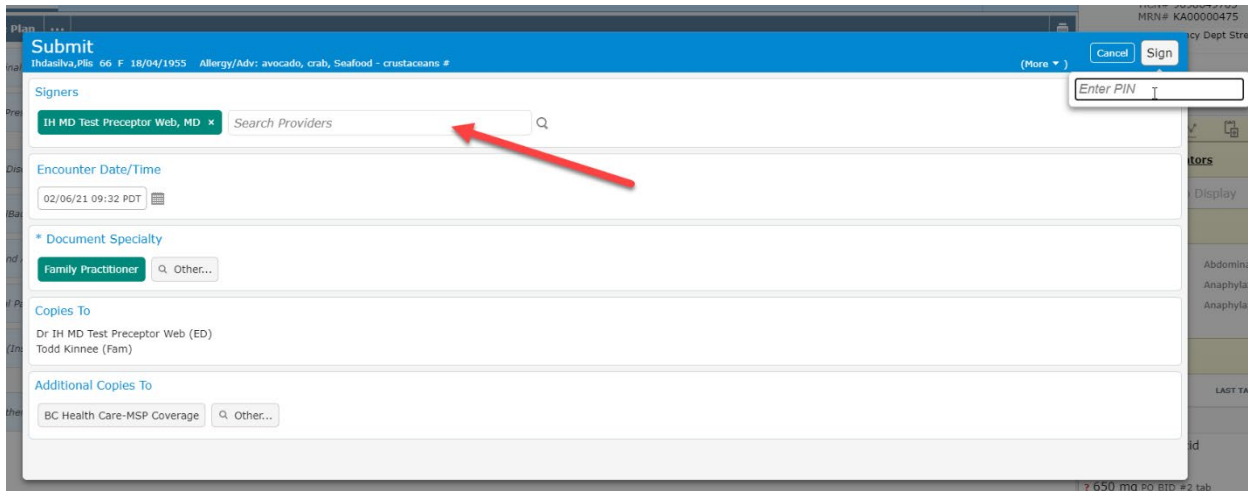
Other Providers

Click to Enter Other Providers

When documentation is complete, open the Sign overlay by clicking on the Sign button in the top right corner.

****You MUST add your preceptor as a Signer so that they can be notified to review report and complete the additional Discharge fields.**

When you type their name into the search bar, a drop-down menu will appear, and you can select the appropriate person from that menu. Once you do, the name will appear in a green box. In the image below, you can see that I have added our test preceptor already as my co-signer. After that, you can click Sign in the top right corner, type in your e-Sign PIN, and press Enter.



The system will return you to the tracker and the document will display in I-Signed status in the patient's EMR. In the resident section of the report, the ED Provider and the ED resident are displayed:

Providers

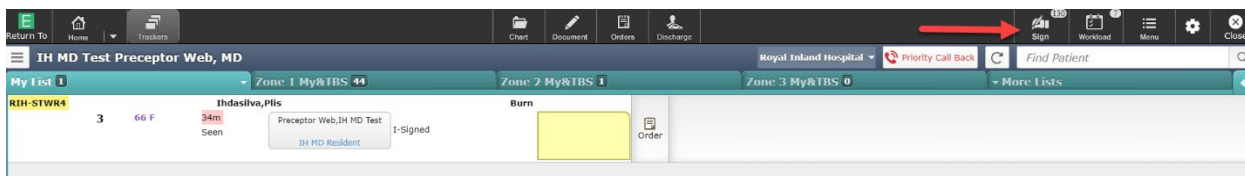
ED Provider: Preceptor Web, IH MD Test

ED Resident: Resident, IH MD Test

The Preceptor is notified in their Sign queue to complete their portion of the ED document.

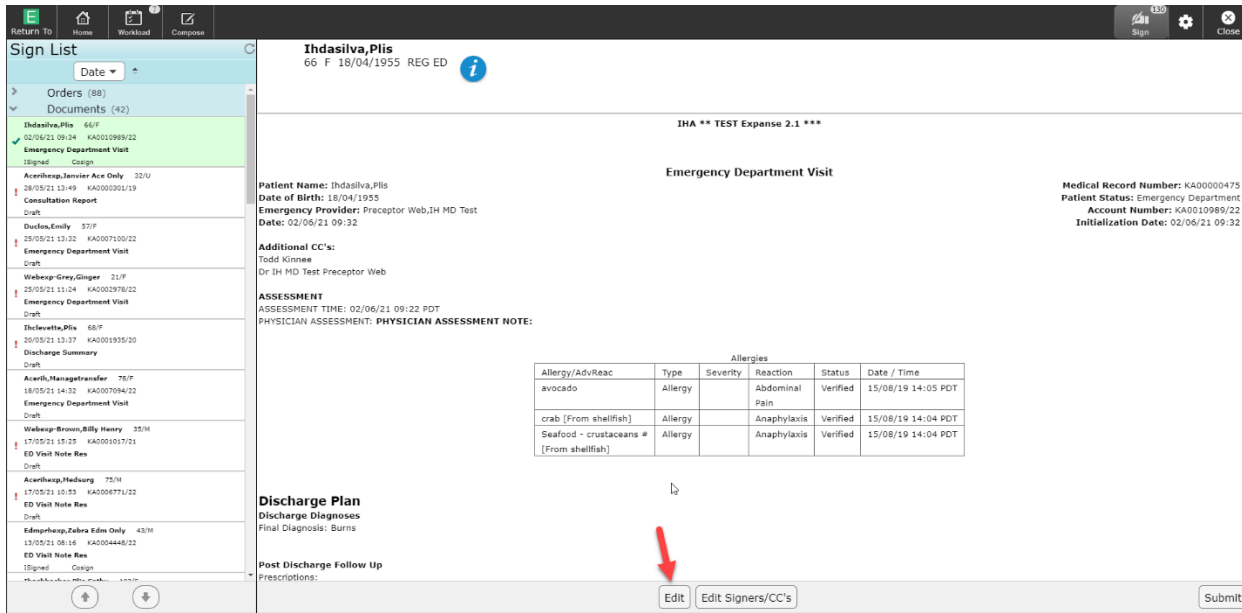
Preceptor

From your tracker you will now see the patient that your resident assigned to you. **To review and sign the document, you must click on the Sign button in the top right corner.** Do not access through the Document panel.



Reports to be signed will appear in your sign queue: your draft reports, as well as I-Signed resident reports.

Clicking on the report will display a preview in the panel to the right. **Click on the Edit button** at the bottom of the page to enter the documentation screen.



Sign List

Ihdasilva, Plis
66 F 18/04/1955 REG ED

IHA ** TEST Expense 2.1 ***

Emergency Department Visit

Patient Name: Ihdasilva, Plis
Date of Birth: 18/04/1955
Emergency Provider: Preceptor Web, IH MD Test
Date: 02/06/21 09:32

Additional CC's:
Todd Kinnee
Dr. IH MD Test Preceptor Web

ASSESSMENT
ASSESSMENT TIME: 02/06/21 09:22 PDT
PHYSICIAN ASSESSMENT: **PHYSICIAN ASSESSMENT NOTE:**

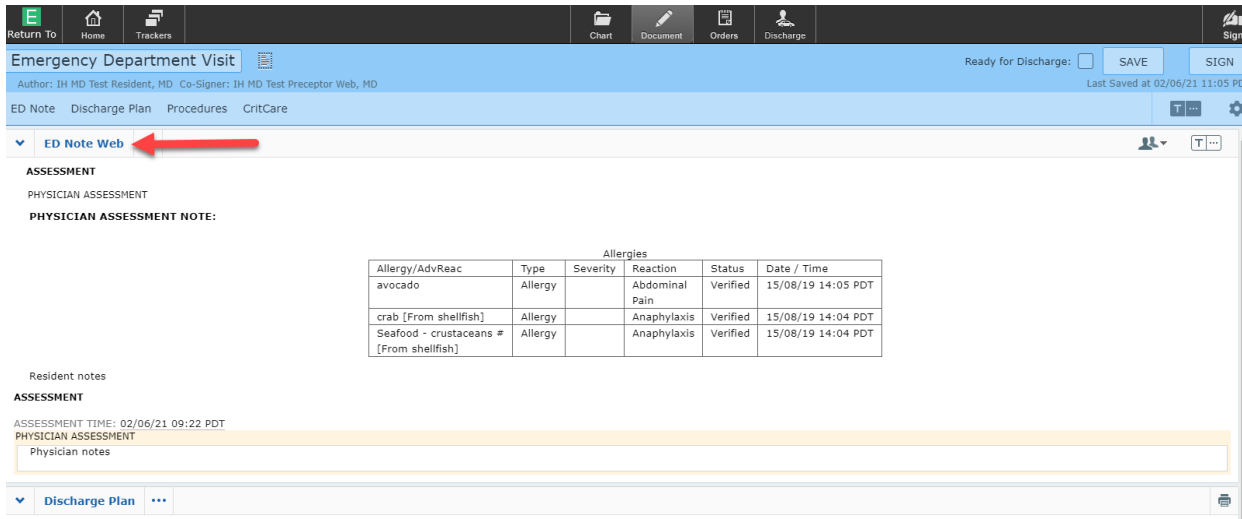
Allergies					
Allergy/AdvReac	Type	Severity	Reaction	Status	Date / Time
avocado	Allergy		Abdominal Pain	Verified	15/08/19 14:05 PDT
crab [From shellfish]	Allergy		Anaphylaxis	Verified	15/08/19 14:04 PDT
Seafood - crustaceans # [From shellfish]	Allergy		Anaphylaxis	Verified	15/08/19 14:04 PDT

Discharge Plan
Discharge Diagnoses
Final Diagnosis: Burns

Post Discharge Follow Up
Prescriptions:

Edit Edit Signers/CC's **Submit**

The documentation screen will show you everything that your resident created. You cannot modify the notes that the resident entered during their portion of the document. To add notes of your own you will need to click on button on the white banner that says ED Note Web. The notes you add will appear separately and beneath the resident's documentation in a brown-bordered box.



Emergency Department Visit

Author: IH MD Test Resident, MD Co-Signer: IH MD Test Preceptor Web, MD

Ready for Discharge: **SAVE** **SIGN**
Last Saved at 02/06/21 11:05 PDT

ED Note Discharge Plan Procedures CritCare

ED Note Web

ASSESSMENT
PHYSICIAN ASSESSMENT
PHYSICIAN ASSESSMENT NOTE:

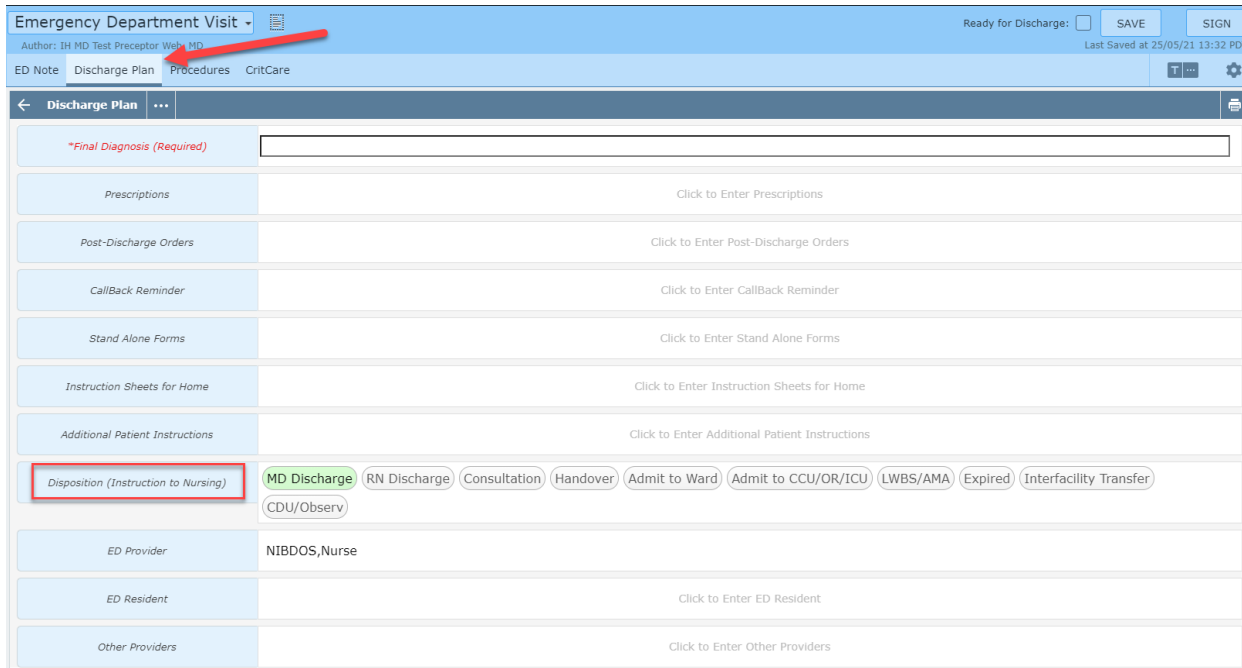
Allergies					
Allergy/AdvReac	Type	Severity	Reaction	Status	Date / Time
avocado	Allergy		Abdominal Pain	Verified	15/08/19 14:05 PDT
crab [From shellfish]	Allergy		Anaphylaxis	Verified	15/08/19 14:04 PDT
Seafood - crustaceans # [From shellfish]	Allergy		Anaphylaxis	Verified	15/08/19 14:04 PDT

Resident notes

ASSESSMENT
ASSESSMENT TIME: 02/06/21 09:22 PDT
PHYSICIAN ASSESSMENT
Physician notes

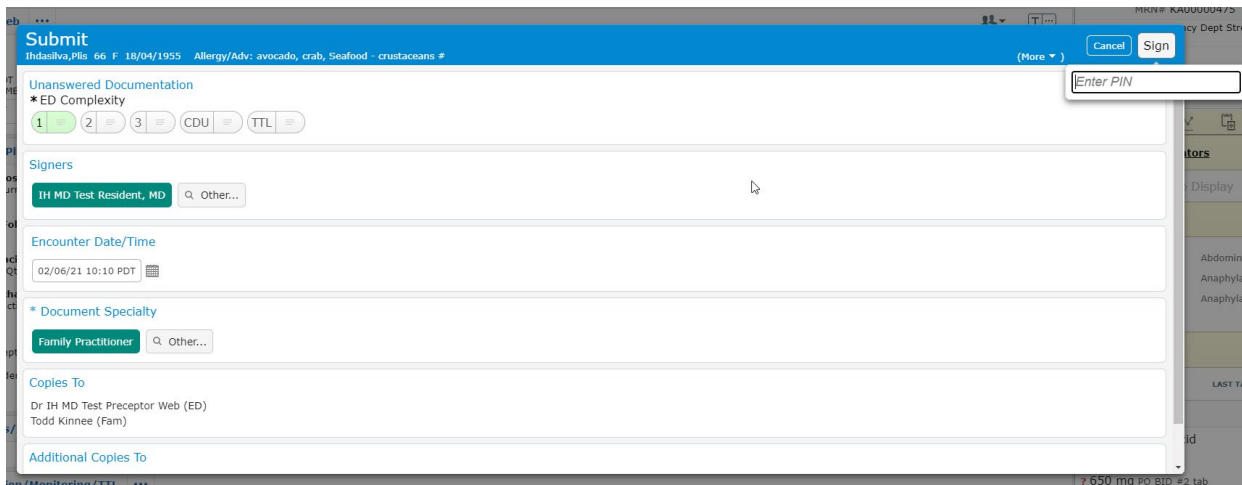
Discharge Plan

On the Discharge Plan, enter Final Diagnosis (Required), and review Disposition (entered by resident) for accuracy.



Emergency Department Visit - Ready for Discharge: SAVE SIGN
 Author: IH MD Test Preceptor Web, MD Last Saved at 25/05/21 13:32 PDT
 ED Note Discharge Plan Procedures CritCare
 Discharge Plan
 *Final Diagnosis (Required)
 Prescriptions Click to Enter Prescriptions
 Post-Discharge Orders Click to Enter Post-Discharge Orders
 CallBack Reminder Click to Enter CallBack Reminder
 Stand Alone Forms Click to Enter Stand Alone Forms
 Instruction Sheets for Home Click to Enter Instruction Sheets for Home
 Additional Patient Instructions Click to Enter Additional Patient Instructions
 Disposition (Instruction to Nursing) MD Discharge RN Discharge Consultation Handover Admit to Ward Admit to CCU/OR/ICU LWBS/AMA Expired Interfacility Transfer
 CDU/Observ
 ED Provider NIBDOS,Nurse
 ED Resident Click to Enter ED Resident
 Other Providers Click to Enter Other Providers

When you are finished then you can click on the Sign button in the top right corner as you would for your usual reports. You will be prompted here to enter the ED Complexity and then sign your report using the button in the top corner as per usual.



Submit
 Ihdasilva,Plin 66 F 18/04/1955 Allergy/Adv: avocado, crab, Seafood - crustaceans #
 (More) Cancel Sign
 Unanswered Documentation
 *ED Complexity 1 2 3 CDU TTL
 Signers IH MD Test Resident, MD Other...
 Encounter Date/Time 02/06/21 10:10 PDT
 * Document Specialty Family Practitioner Other...
 Copies To Dr IH MD Test Preceptor Web (ED) Todd Kinnee (Fam)
 Additional Copies To
 Enter PIN

In the preceptor section of the report, the ED Provider and the ED Resident are again displayed:

Providers

ED Provider: Preceptor Web,IH MD Test

ED Resident: Resident,IH MD Test

IMPORTANT!

If you discover you have created documentation in error (incorrect patient/account/template):

- Immediately create an addendum stating **“This report has been created on the wrong patient/account/template and will be cancelled. Please ensure your records are updated accordingly.”**
- Create the document on the correct patient/account/template
- Email DocumentationSupport@interiorhealth.ca with patient and report demographics so that we can remove the report from the patient’s EMR.

If you discover a typo/text error in your document:

- Create an addendum to correct or clarify the text error.
- If the error cannot be clarified in an addendum, email DocumentationSupport@interiorhealth.ca with report details and we will assist in correction.

Support Information (All)

Our Medical Documentation team regularly audits Resident documentation. We will contact you if your documentation requires attention.

For Documentation questions, quality issues or corrections, email DocumentationSupport@interiorhealth.ca

For technical support please contact IMIT SERVICE DESK: 1-855-242-1300 or servicedesk@interiorhealth.ca