

Meditech Expanse ED - Web

Medical Student ED Documentation Process

Medical students document as SCRIBES in the Emergency Department and <u>must</u> have their documents signed by a preceptor in order for reports to be viewable in the patient EMR and distributed to recipients.

Medical Students:

Step 1: Log In with user role: IH Provider -

When you first login to Meditech, ensure you have the correct role. Click the down arrow to change:

User Domain Password HCIS		MEDITECH
User Domain Password HCIS	E	XPANSE
User Domain Password HCIS		A SERVICE
	User Domain Password HCIS	

Step 2: Your preceptor should have already signed up for the patient. Do not start your document until your Preceptor has signed up.

Return To Hom	} ⊪e ▼	Trackers			Chart	Document	Orders	Lischarg
E IH MD	Test S	tudent, MD						
My List 0			Zone	1 My&TBS 30	Zone 2	My&TBS	0	
v				Home Meds Not Confir.				
RIH-BCASK		Himkghexp,Lione	Spencer	Abdominal p	pain			See
BCASK-A	3 7	8 M 141h 22m ToBeDis	EDC AGG	Presenter Web III MD Test Triage Note: 30/06/2 Your preceptor's) INSTRUCTOR DKA Protcol P	Practice	Orde	ır
RIH-BCASK		Himcvhexp,Came	ron H Robert	name here.	ain			See
BCASK-B	2 6	1 M 123h 28m ToBeDis	AGG	Preceptor web,th PID Test No Document Home Meds Not Updat	INSTRUCTOR Post arrest Pr	actice	Orde	r
RIH-EDWR1	3 1	Edmvjhexp,Zoe Ed 577h 40m Seen	dm Only	Preceptor Web,IH MD Test S- Draft Horne Meds Not Updat	Ction Barb DKA/and	emia	Orde	ır



Step 3: Creating a Document

a) Once you've highlighted the correct patient (row turns green on tracker). Click Document.



- b) On the right-hand side of the screen, confirm you have selected:
 - Correct patient
 - Correct account: click here to ensure you have selected the appropriate visit date, registration type should be ED







c) Document your ED Note. You <u>MUST</u>
 identify your document as being created
 by a medical student. You can also click

to find these headers/footers.

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.

Type the header **MEDICAL STUDENT DOCUMENTATION** in the first line. Type the footer **Documented by [medical student name] for [preceptor name].**



Emergency Department Visit -		oner oceanan onero onero onero		SAVE	
Author: <none></none>					
ED Note Discharge Plan Procedures CritCare			1	i	Ľ
✓ ED Note Web ····				Τ	í
ASSESSMENT					
ASSESSMENT TIME: 21/07/21 14:40 PDT PHYSICIAN ASSESSMENT			2		
♣ B <i>i</i> ⊻ ▷ 욱 🗈 🎖 🖽 🖽	· 🖉 🗄 🛱 🖉 🖻 🗖 🗛	A A 10 71 10 ff		<	
PHYSICIAN ASSESSMENT NOTE:					
	Nur	rse Notes (Newest on Top)			
	Nursing Note:	30/06/21 1209			
	Nursing Note:	30/06/21 1208			
	Weight:	75 kg			
Medical Student Report					
Medical Student: [] reporting for Dr. IH MD Preceptor Web, Test					
Date Created: 21/07/21 2:43 pm .					

d) Next, click Discharge Plan. You must select a Discharge Disposition. This will be verified by your preceptor before they sign the report.

Emerg	gency Department Visit 🗸							S	AVE
ED Note	Discharge Plan Procedures Cr	ritCare							2
← Di	scharge Plan 🛛 …								6
	Prescriptions	acetaminophen	[Tylenol]					No Action	
		650 mg		PO		QID			
		2.5 mg		PO		BID			
		bisoprolol fumar	rate						
		thyroid 60 mg		PO		DAILY			
	Post-Discharge Orders						Click to Enter Post-Discharge Orders		
	CallBack Reminder						Click to Enter CallBack Reminder		
	Stand Alone Forms					6	Click to Enter Stand Alone Forms		
	Additional Patient Instructions						Click to Enter Additional Patient Instructions		
Di	sposition (Instruction to Nursing)	MD Mscharge	(RN Disch	arge Con	sultation	Handover	(Admit to Ward) (Admit to CCU/OR/ICU) (LWBS/AMA) (Expired) (Interfacility Transfer	9	
6									

- e) Click Procedures or CritCare to add to your document if appropriate.
- f) Click Save when complete.



Step 4: Assign Preceptor as Author

Once you click Save, the Sign overlay window will open. There are essential fields to fill out on this screen to ensure your report is viewed by your preceptor.

- 1. Choose an ED Complexity score based on your assessment. Your preceptor will review and can adjust this if necessary.
- 2. You <u>must</u> assign your Preceptor as the Author. Their name appears, but you have to <u>click to select/darken</u> name.
- **3.** Add additional recipients under Copies To. The family doctor will automatically receive a copy, do not add.
- 4. You can click S-Draft if you would like to continue working on your document OR you can click Author Review if you are ready for your preceptor to view your report.
- 5. After clicking Author Review, your ED preceptor will now have this document assigned to them to review and sign. You must also verbally communicate your document's completion to your preceptor. Your document is not viewable in the patient's EMR until it has been reviewed by your preceptor.



If Medical Student documentation is in sDraft status without an assigned author, anyone who opens the document automatically becomes the author. If this happens, the medical student will have to cancel the report and recreate it – this is why it is imperitive for medical student to assign author and communicate sDRAFT status to preceptors immediately upon document completion.

Documentation Best Practice:

- Verify correct patient and account have been selected.
- Only use the Emergency Department Visit document type when working in the ED.
- Proofread your document before completion verify sound-alike words and context errors.
- Always assign your preceptor in the Author field on the Sign overlay screen.
- Communicate with your preceptor that you have created a document that is awaiting their review.
- If you erroneously save a document, your sDraft will be viewable under the Document panel. You can select your document, click the cogwheel, and Delete to remove it from the patient's record.
- Health Information Management staff will follow up with all medical students if there are unassigned or incomplete documents.



ED Preceptor Workflow

Step 1: Medical Student advises Preceptor they have created a document that requires review and signing.

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Step 2: Preceptor will also see that an ED Visit Note is assigned to them on the ED tracker under the Documents column.

Return To	1	Tieckers	-		CT	art Document	Oro s	Discharge	-14.1 - 23.0	All Sign w	forkload Menu	٠	Close
My List 1	est	Preceptor w	Zone 1 My&185	5 50 - Zone	2 My&TBS I		•	Documents 2	Edit List	My Workload	C.		4
RIH-TRIAGE	2	Webrihexp,Fifty 30 F 1059h 12 Seen	Two Train EDM Only m	Preceptor Web, IH MD Test	No Chief Comple	6/9		Royal Inland Hospital Scribe sbraft (Ready) - Emergency Department Visit	- 1 24 days	Recently Accessed Name Outprices, Peyotist	Visit Date Close Chart 22/07/21		
RIH-BCASK BCASK-A	3	Himkghexp,Lion 78 M 141h 22n ToBeDis	el Spencer 1 EDC AGO	Preceptor Web, IH MD Test	Abdominal pain Trage Note: 20/05/21 1 No Document	INSTRUCTOR DKA Proteol Practice		Zoe Edm Only Edmynexp 18 F Allergic reaction Theomplete No ED Document Decolor document	1 1 day	Acerihexp, TestNACRS PHA Only Regekhexph, Johnnie Joe Webrihexp, Sixty Four Train EDM Only Webrihexp, Ten Train PCM Only	22/07/21 16/06/21 09/06/21 18/05/21		
RIH-BCASK BCASK-B	2	Himcvhexp,Cam 61 M 123h 28n ToBeDis	eron H Robert n AGO	Preceptor Web, IH MD Test	Abdominal pain	INSTRUCTOR Post arrest Practice		reposition process of H		Webrihexp, Fifty Two Train EDM Only Webrihexp, Seventy Six Train EDM OMKWHWFH, EMILIO PCSRIHACU, Trevor	09/06/21 26/05/21 18/02/21 04/03/21		
RIH-EDWR1	3	Edmvjhexp,Zoe 18 F 577h 48n Seen	Edm Only	Preceptor Web, IH MD Test	Allergic reaction Trage Note: 30/05/21 1 S-Draft (Review)) Barb DKA/anemia				Acerihexp, Janvier Ace Only Ihashbacher, Piis Kathy Acerihexp, Elm Himrihexp, Dahlia Test Himrihexp. Calendular	21/01/19 23/06/21 18/03/20 03/06/21 26/05/21		

If the patient has been discharged from the ED, the preceptor will need to look the patient up by clicking on Find Patient and searching for patient based on information provided by medical student OR view the Discharged Patients list and sort by date.

Preceptors will <u>not</u> access Medical Student documentation through their Sign Queue as they do for residents.

Step 3: Preceptor opens Medical Student document and makes any revisions/corrections.

To edit the documentation and/or ED Complexity, click on the header for each section to make changes.

Emergency Department Visit -						Ready for Discharge: SAVE	NGN	
Author: IH MD Test Preceptor Web, MD						Last Saved at 06/0	18/21 13/11 P	DT
ED Note Discharge Plan Procedures CritCare						i		2
BD Note Web							Τ	*
PHYSICIAN ASSESSMENT PHYSICIAN ASSESSMENT NOTE:								
								E
	Nur	se Notes (M	lewest on Top)					
On Supplemental Oxyger	?	No						
		Aller	gles					
Allergy/AdvReac	Type	Severity	Reaction	Status	Date / Time			
ciprofloxacin [From Cipro]	Allergy		Rash	Verified	18/05/21 09:16 PDT			
crab [From shellfish]	Allergy	-	Anaphylaxis	Verified	18/05/21 09:16 PDT			
penicilin G	Allergy		Anaphylaxis	Verified	18/05/21 09:16 PDT			
Seafood - crustaceans # [From shellfish]	Allergy		Anaphylaxis	Verified	18/05/21 09:16 PDT			
amoxicillin	AdvReac	Mild	GI symptoms	Verified	28/06/21 10:56 PDT			
popcorn	Allergy		Unknown	Uncoded	18/05/21 09:16 PDT			1
Y Discharge Plan ····							•	
Disposition/Discharge Patient Disposition (Instruction to Nursing): MD Discharge								I
Providers ED Provider: Preceptor Web,IH MD Test								
Procedures/Billing (test)								
COMPLEXITY								



Step 4: Preceptor must complete the mandatory field "Final Diagnosis" and verify medical student's ED Complexity and Discharge Disposition. These fields must be filled in prior to electronically signing the document.

Emergency De Author: TH MD Test Pr	expartment Visit - 📓	Ready for Discharge: SAVE Last Saved at 0	SIGN /08/21 13:41 PD	C Edmprhexp,Z	ebra Edm Only 02/05/1978
ED Note Discharge	e Plan Procedures CritCare			HCN# 9 MRN# K	879677956
← ED Note Web			T		ncy Dept Main RIH-
ASSESSMENT	SUDITIIC Edmprhexp,Zebra Edm Only 43 M 02/05/1978 Allergy/Adv: ciprofloxacin, crab, peniciliin G, Seafood - crustaceans #, amoxiciliin, [popcorn]		(More 👻)	Cancel Sign	
ASSESSMENT TIME: PHYSICIAN ASSESSME	Unanswered Documentation			1)14155/22
PHYSICIAN ASS	Discharge Plan				
	*Final Diagnosis				V La
	Sinners				tors
	aignets				
	Q. Other				
	Encounter Date/Time				The second se
	D6/D9/31 13:33 8077				Rash
	00/00/21 13:33 PD1				Anaphylaxis
-	* Document Specialty				Anaphylaxis
✓ Discharge PI	Emergency Physician Family Practitioner Q. Other				AnapriyaAts
Disposition/Disch					GI symptoms
Disposition (Instruct	Copies To				Unknown
Providers	Dr IH MD Test Preceptor Web (ED) Dr David Stoll (Fam)				4
ED Provider: Precept					Display
at monotones	Additional Copies to				
✓ Procedures/	Additional Copies To Billing (test) ***		_		Display

Step 5: Preceptor ensures that:

- Medical student has left the Signers field blank with no names entered.
- Ensure any CC's added are for the correct recipients.

Step 6: Preceptor electronically signs the document with PIN and report is distributed and viewable in patient's EMR.

Support Information (All)

For Documentation questions, quality issues or corrections, email <u>DocumentationSupport@interiorhealth.ca</u> For technical support please contact IMIT SERVICE DESK: 1-855-242-1300 or <u>servicedesk@interiorhealth.ca</u>