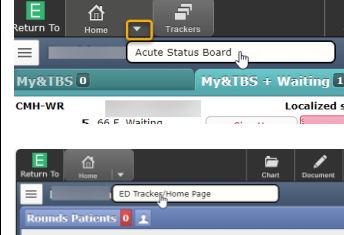# MEDITECH Expanse Web – Building Provider Cover

Quick Reference Guide

The Build Cover Provider list works by allowing the user to have several providers they might cover for, and they can select any combo of the providers on the fly. **To build cover for Rounds, start on the Acute Status Board tracker.**
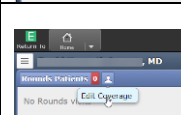
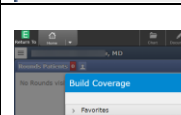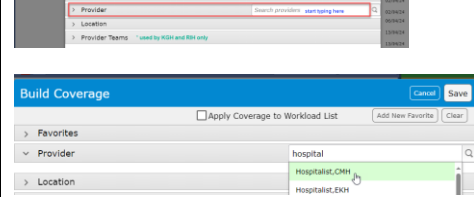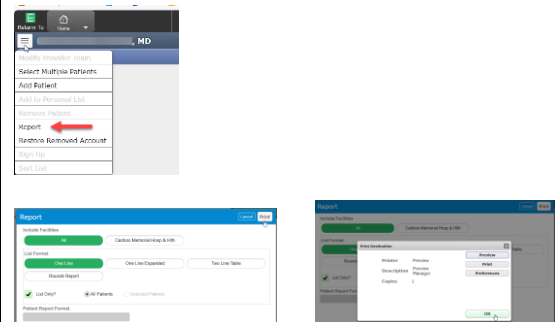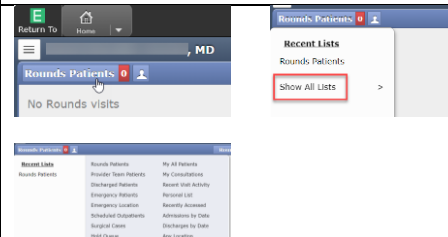|	
If starting from the ED Tracker/Home Page: • Click on the small down arrow beside the Home button. • Click on Acute Status Board label to open that tracker. **To return to ED Tracker/Home Page:** • Click on the small down arrow then click on the ED Tracker/Home Page label.	
Accessing the Build Cover routine from the Acute Status Board • Click the "little head" Build Cover icon then click the Edit Coverage label.	
Build Coverage Overlay Screen Building coverage for individual providers: • Click in the ***Search providers*** field and start typing; a list will generate matching the characters entered. • Click on the name to add it to your Provider list, displaying in bubbles under the Provider label: green=selected; white=is deselected. (Click the name bubble to select/deselect). • Repeat to add more providers. • Click **Save** to return to the Rounds Patient screen.	
Note: coverage can be built by Location or by Provider, but not both simultaneously.	
Printing Rounds List Start on the Acute Status Board tracker. • Click on the 'hamburger' button icon. • Click the Report option. • Review the preselected criteria on the Report overlay screen. • Click Save. The Print Destination screen defaults to Preview. Click OK to view before printing a hard copy. Otherwise, click Print to send the report to the printer.	
Other Rounds Lists • Click on the Rounds Patients label. • Click on Show All Lists to display options. • Click on a selection to display the list on your Rounds Patients screen.	

Resources

- **Discover Clinical Technology (sharepoint.com)** – Learning Resources for Clinical Technologies including MEDITECH
- **Learning Resources (sharepoint.com)** – Learning Resources for MEDITECH Expanse Web