

# MEDITECH Expense Web – Reference Guide

## MOA

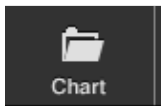
### Basic Navigation



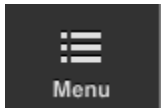
Click here to see a list of open screens, change between screens, or close some or all screens.



Click here to return to home page.



After selecting a patient (highlight in green), click here to open the patient chart.



Menu changes depending on whether you are in a patient chart or not.



Closes the current screen.



Mouse pointer turns into this pointing hand when you can interact with an area. Ex: to select or open

### Menu Options

#### Status Board Menu

- Compose Message
- Manage Typicals
- Reports ▶
- External Links
- Help

#### Patient Chart Menu Options

- Clinical Data
- Compose Message
- Manage Typicals
- Chart Viewer
- External Document Viewer ▶
- Reports
- Edit MAR
- Widget Preferences
- Workload Preferences
- Set Print Preferences
- External Links
- eHealth Viewer
- Help

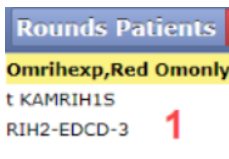
#### Options from Menu - Reports

- ◀ Prior Menu
- PharmaNet Complete Patient Profile (14 months)
- PharmaNet Patient Profile (120 days)
- Hospitalist Inpatient Census
- Rounds List

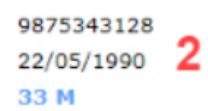
**Note:** there are 2 PharmaNet reports available within Menu – Reports

- ◀ Prior Menu
- PharmaNet Complete Patient Profile (14 months)
- PharmaNet Patient Profile (120 days)

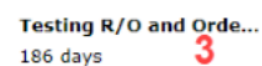
## Status Board - Navigation

Patient name and Location



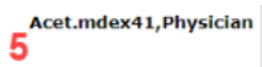
PHN, Date of Birth, Age, Birth Sex



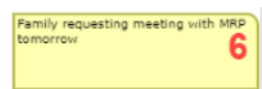
Reason for Visit and Length of Stay



Special Indicators, MOST designation, and additional information for Providers



Most Responsible Provider, Resident, Nurse in patient care team



Comments Box – acts like a sticky note. Items in here do not go onto the patient chart



Lab, Medical Imaging, Department or Notes. Results show bold and bold red if abnormal.



List of patient charts that you have recently accessed. Selecting a patient from here will open their chart.

## PATIENT CHARTS

### New Navigation – Where did it go?

- Msg/Task 1
- Patient Lists 2
- Next Patient
- Find Patient 3
- Select Visits 4
- Refresh EMR 5
- Summary 6
- Review Visit 7
- Pat Msg/Task 6
- Hx & Problems 8
- New Results 9
- Clinical Panels 10
- Vital Signs 9
- I & O 9
- Medications 11
- Laboratory 12
- Microbiology 12
- Blood Bank 6 & 12
- Reports 13
- Patient Care 14
- Notes 14
- Orders 15
- Amb Orders 15
- Mar 11
- Discharge Plan 16
- Document 17
- Clinical Data 18
- Preferences 18

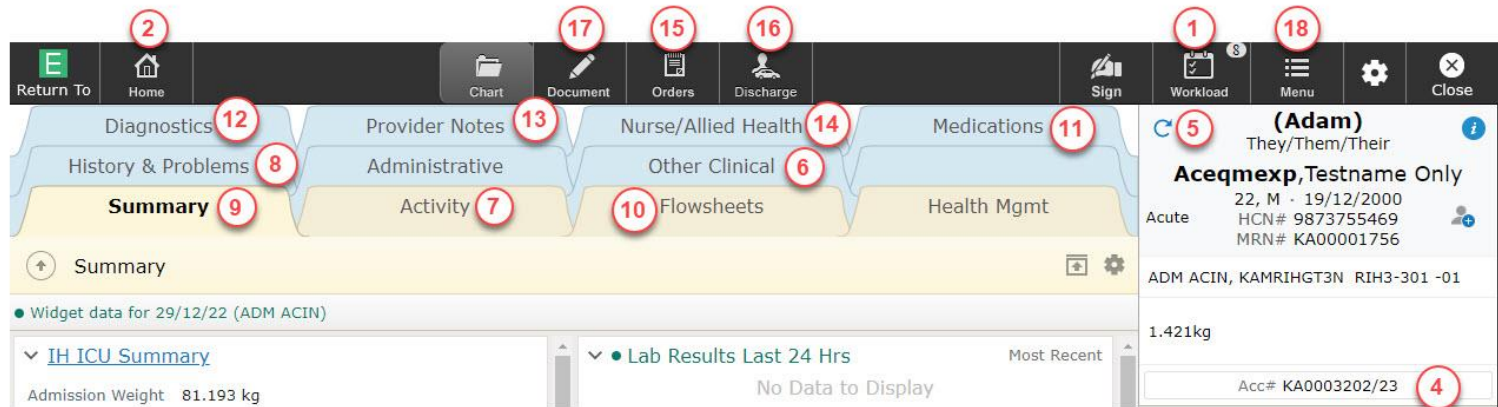


Return To Home Chart Document Orders Discharge Sign Workload Menu Close

**IH MD Test Preceptor Web, MD** Find Patient

**2** Rounds Patients 23 Royal Inland Hospital Rounding Sign Out My Workload

Name (Preferred)	Visit Date	Close Chart
Webexp-Brown, Billy Henry	11/03/22	
MANAGETRANSFER, TEST1 DNU	03/05/23	
EDM, Train01 RIH ONLY	19/01/23	



Return To Home Chart Document Orders Discharge Sign Workload Menu Close

**(Adam)** They/Them/Their

**Aceqmxp, Testname Only**  
 Acute 22, M · 19/12/2000  
 HCN# 9873755469  
 MRN# KA00001756

ADM ACIN, KAMRIHGT3N RIH3-301 -01

1.421kg

Acc# KA0003202/23 **4**

Summary 9 Activity 7 Flowsheets 10 Health Mgmt 11

Summary 9

Widget data for 29/12/22 (ADM ACIN)

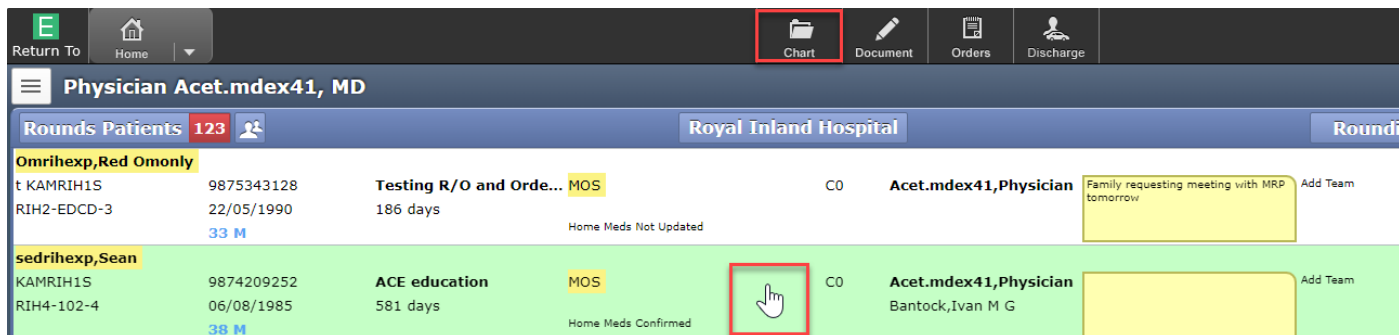
IH ICU Summary Admission Weight 81.193 kg

Lab Results Last 24 Hrs No Data to Display

## PATIENT CHARTS

### Opening Chart

**Option 1:** If the patient is showing on the Status Board, click patient name to open chart, or click on a patient row to highlight, then click **Chart** icon.



Return To Home

Chart Document Orders Discharge

Physician Acet.mdex41, MD

Rounds Patients 123 Royal Inland Hospital

Omrihexp, Red Omonly	
t KAMRIH1S	9875343128
RIH2-EDCD-3	22/05/1990
33 M	

sedrihexp, Sean	
KAMRIH1S	9874209252
RIH4-102-4	06/08/1985
38 M	

Testing R/O and Orde... MOS

186 days

Home Meds Not Updated

CO Acet.mdex41, Physician

Family requesting meeting with MRP tomorrow

Add Team

ACE education

MOS

581 days

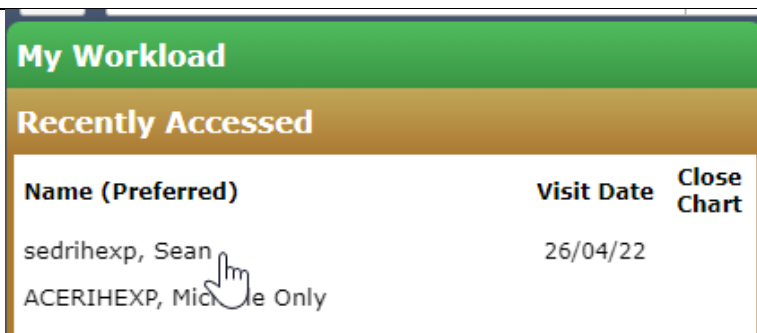
Home Meds Confirmed

CO Acet.mdex41, Physician

Bantock, Ivan M G

Add Team

**Option 2:** If the patient is showing in Recently Accessed, click onto the patient to directly open the chart.



### My Workload

#### Recently Accessed

Name (Preferred)	Visit Date	Close Chart
sedrihexp, Sean	26/04/22	
ACERIHEXP, Michelle Only		

**Option 3:** Use the **Find Patient** feature to find the patient



Return To Home

Chart Document Orders Discharge

Physician Acet.mdex41, MD

Rounds Patients 123 Royal Inland Hospital

Find Patient

Find Patient

1. Enter PHN or name (format: last name, first name).
2. Select **Enter** or click the magnifying glass to start the search. An overlay will pop-up, and search options can be entered there.

**TIP:** Type in just a few characters from last and first name separated with a comm.

# NAVIGATING PATIENT CHARTS

Various icons will be displayed in the patient chart:



Collapse / Expand Section



Image



Show/Hide



Medical Imaging picture

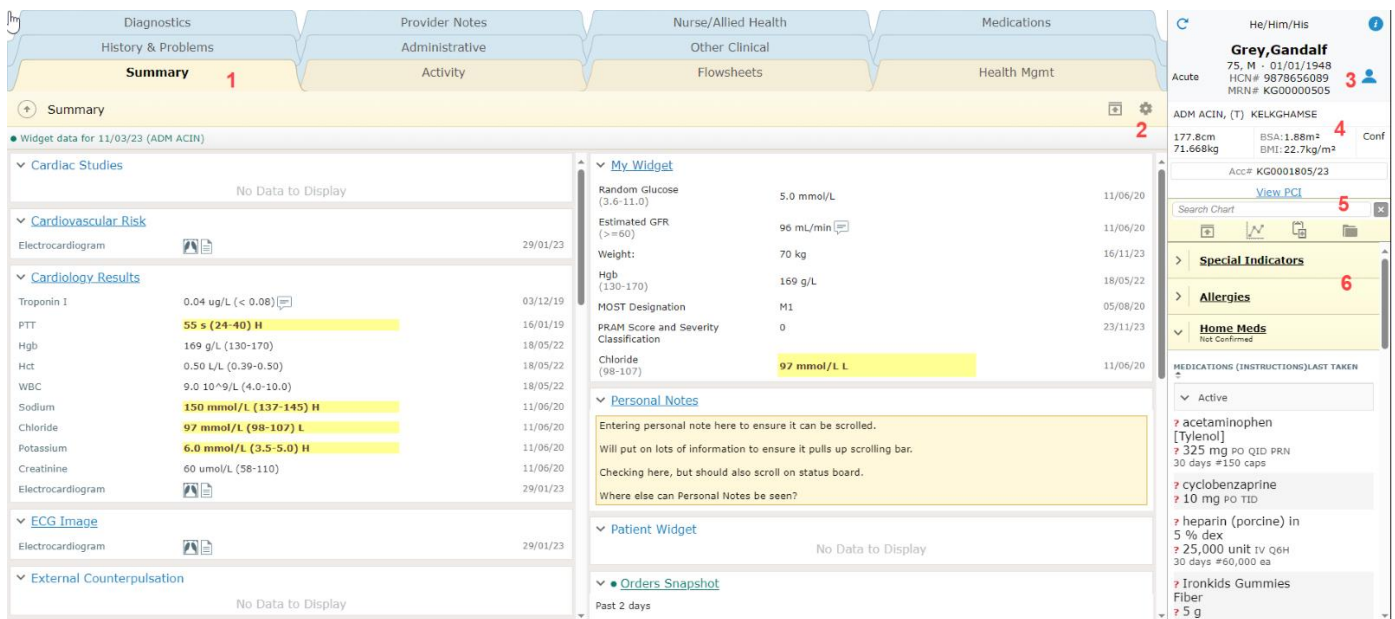


Collapse / Expand All Sections

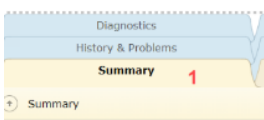


Electronic Report

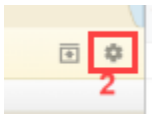
## Chart



The screenshot shows a patient chart for Grey, Gandalf. The top navigation bar includes tabs for Diagnostics, Provider Notes, Nurse/Allied Health, and Medications. Below this is a secondary bar with Summary, Administrative, Other Clinical, and Health Mgmt. The Summary tab is active, displaying a 'Summary' widget with a red '1' and a 'My Widget' with a red '2'. The 'My Widget' contains lab results for Random Glucose (5.0 mmol/L), Estimated GFR (96 mL/min), Weight (70 kg), Hgb (169 g/L), MOST Designation (M1), PRAM Score and Severity Classification (0), and Chloride (97 mmol/L). A 'Personal Notes' section is also visible, containing text about scrolling. On the right, a patient demographic panel shows 'Grey, Gandalf' with various identifiers and a 'Special Indicators' section with a red '6'.



1. Tabs: The chart opens to the **Summary** tab, with key information available in Widgets. Click on other tabs to view chart information, such as:
  - a. Diagnostics to see Labs and Medical Imaging information.
  - b. Provider Notes to see Provider documentation.
  - c. Nurse/Allied Health to see Clinician documentation.



2. Gear icon allows the widgets and Summary tab to be customized



3. Key patient demographic information

ADM ACIN, (T) KELKGHAMSE		
177.8cm	BSA: 1.88m <sup>2</sup>	Conf
71.668kg	BMI: 22.7kg/m <sup>2</sup>	

4. Patient height/weight information

View PGI

Search Chart

5. Ability to search information within the chart

> Special Indicators	6
> Allergies	
> Home Meds Not Confirmed	

6. Reference Panel

## Widgets

A widget is a small application that provides specific information. They are used on the summary tab and reference panel, and they are customizable to allow you to choose what information is front and center from the patient chart.

### My Widget

This widget allows a customized widget to be created for consistently searched for information from the chart. It brings that information to a single display. My widget will always show this information on every chart.

My Widget		
Random Glucose (3.6-11.0)	5.0 mmol/L	11/06/20
Estimated GFR (>=60)	96 mL/min	11/06/20
Weight:	70 kg	16/11/23
Hgb (130-170)	169 g/L	18/05/22
MOST Designation	M1	05/08/20
PRAM Score and Severity Classification	0	23/11/23
Chloride (98-107)	97 mmol/L L	11/06/20

### To add information,

- Find the information you are interested in on the chart (in this example, I am looking to add PTT to My Widget. Hover over the PTT result and right click on the mouse to display options.

**Note:** My is bolded, which means you can see the information in 'My Widget', shown in the Red Box.

Cardiology Results		
Troponin I	0.04 ug/L (< 0.08)	03/12/19
PTT	55 s (24-40) H	
Hgb	169 g/L (130-170)	
Hct	0.50 L/L (0.39-0.50)	
WBC	9.0 10 <sup>9</sup> /L (4.0-10.0)	
Sodium	150 mmol/L (137-145) H	
Chloride	97 mmol/L (98-107) L	
Potassium	6.0 mmol/L (3.5-5.0) H	
Creatinine	60 umol/L (58-110)	
Electrocardiogram		

**Add to Saved Data**

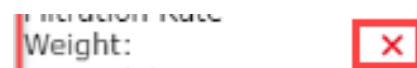
**Add to Chart Prep**

**Graph**

- Graph Favorites
  - Fetal Heart Rate - S
  - Dilation
  - Station
- My Patient Widget**  Edit
  - Random Glucose
  - Gamma Glutamyl Transpeptidase
  - Alkaline Phosphatase
  - Estimated Glomerular Filtration Rate
  - Weight:
  - Hemoglobin

### To remove an item from the Widget

- Select the red X from the list of existing items, ex: remove Weight.



The Widget will always show you the last captured information. If items from your widget contain no information for that patient, it will not display, ex: Gamma Glutamyl is included in the widget, but will not display as this patient has no data for Gamma Glutamyl.

My Widget

Random Glucose (3.6-11.0)	5.0 mmol/L	11/06/20
Estimated GFR (>=60)	96 mL/min	11/06/20
Hgb (130-170)	169 g/L	18/05/22
MOST Designation	M1	05/08/20
PRAM Score and Severity Classification	0	23/11/23
Chloride (98-107)	97 mmol/L L	11/06/20
APTT (24-40)	55 s H	16/01/19

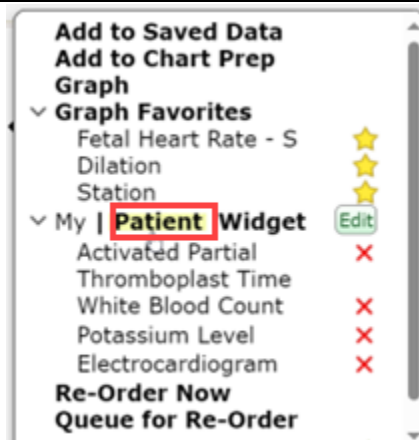
From the widget, left click on a piece of information and it will open a view of all the results or information related to the specific data item.

## Patient Widget

The Patient Widget works similarly to My Widget but can be customized for a particular patient. This is helpful when certain labs or medical imaging tests are done repeatedly for a patient.

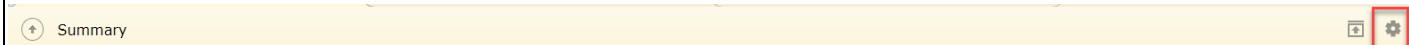
Follow the steps above, but before selecting **Widget**, click on **Patient**.

Once **Patient** is in bold, clicking **Widget** will add the item to Patient Widget.

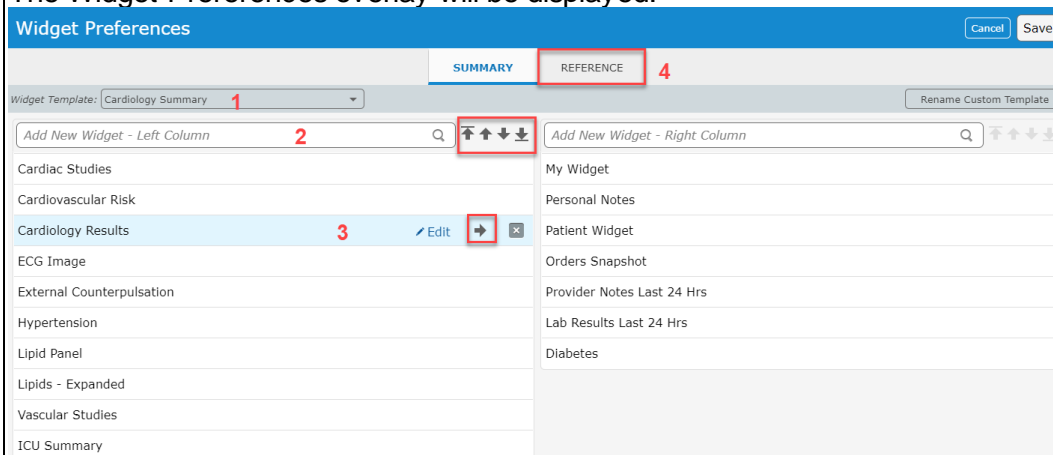


## Organizing Widgets

Widgets can be organized by clicking on the Gear icon at the right side of the Summary Tab heading.



The Widget Preferences overlay will be displayed.

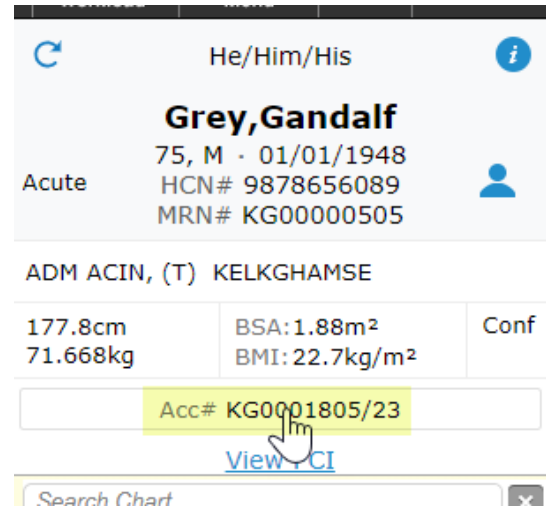


1. Choose from various Widget Templates, depending on the specialty, by clicking the down arrow.
2. Search for New Widgets to add, if needed. There is a maximum of 20 widgets allowed in total
3. Highlight a widget and you can use the arrows (shows in red boxes) to move it between the left and right columns. X will remove the widget.
4. Reference tab allows you to customize the widgets that show in the Reference Panel. A lock icon will show widgets that cannot be removed.



## Checking Appointments

From within a Chart, click on the Account Number to see all Visits that have occurred or are scheduled. Note: If multiple accounts are selected, the Acc# will show 'Multiple'



He/Him/His

**Grey, Gandalf**  
75, M - 01/01/1948  
Acute HCN# 9878656089 MRN# KG00000505

ADM ACIN, (T) KELKGHAMSE

177.8cm BSA: 1.88m<sup>2</sup> Conf  
71.668kg BMI: 22.7kg/m<sup>2</sup>

Acc# KG0001805/23

[View CI](#)

Search Chart

A **checkmark** next to the visit that is currently selected. This does not impact the viewable information in the chart. It is relevant when information is added to a Patient Chart. The Type column will show future visits that have been booked.

Select Visit

Greg, Gandalf (C) He/Him/His 75 M 01/01/1948 Allergy/Adv: kiwi, Penicillins, ramipril, acetaminophen, Seafood - shellfish #, caffeine, furazolidone, Sulfa (Sulfonamide Ant... (More)

Time Period: Selected Visits Visit Type: All

	Reg Date	Type	Loc	Di Date	Account Num	Provider	Reason for Visit
<input type="checkbox"/>	27/11/23	REG CLI	KELKGHCDCS		KG0001310/24		Testing again
<input type="checkbox"/>	27/11/23	REG RCR	KAMRDHONC		KA0002907/24		Testing
<input type="checkbox"/>	15/11/23	REG ED	PENPRHED		PR0000376/24		Testing Note Category displays
<input type="checkbox"/>	19/10/23	PRE ED	NELKLHED		KL0000203/24		
<input type="checkbox"/>	28/03/23	REG CLI	NELKLHEDOP		KL0000300/23		consult
<input type="checkbox"/>	28/03/23	REG CLI	NELKLHNEU		KL0000299/23		consult
<input type="checkbox"/>	28/03/23	REG SDC	NELKLHDCS		KL0000298/23		colonoscopy
<input type="checkbox"/>	28/03/23	DEP ED	NELKLHED	28/04/23	KL0000297/23		Back pain
<input type="checkbox"/>	28/03/23	REG RCR	NELKLHEDOP		KL0000296/23		consult
<input type="checkbox"/>	28/03/23	REG CLI	NELKLHEDCV		KL0000295/23		consult
<input checked="" type="checkbox"/>	11/03/23	ADM ACIN	KELKGHC6W		KG0001805/23		Heart Problem
<input type="checkbox"/>	07/02/23	ADM ACIN	KAMRDH7VC		KA0003602/23		heart palpitations

For support or assistance, contact Service Desk at 1-855-242-1300 or email [servicedesk@interiorhealth.ca](mailto:servicedesk@interiorhealth.ca)