



# METROWEST MEDICAL CENTER

---

## PCI Training Guide ~Physician Edition

# For Physician Practices

---

---

## Table of Contents

---

---

### ❑ Introduction to MEDITECH

About this Guide . . . . .	3
Meditech Features . . . . .	4
Signing into the MEDITECH PCI Module. . . . .	5

### ❑ Patient Care Inquiry

Navigation Through PCI . . . . .	6
The PCI Identify Patient Menu . . . . .	7
Identifying a Patient in PCI . . . . .	8
Your List of Patients/Inpatients . . . . .	8
By Name, Number . . . . .	9
By Soundex Name . . . . .	10
Other Identification Methods . . . . .	11
Viewing Patient Data in PCI . . . . .	12
Split Screen Feature . . . . .	13
Printing Reports . . . . .	14
The Bulletin Board . . . . .	15
Clinical Highlights . . . . .	16
Data Sources . . . . .	17
Specific Tests . . . . .	18
Templates . . . . .	19
Removing Data Sources . . . . .	20

---

# About This Guide

---

The Meditech Patient Care Inquiry Module provides you with the ability to view critical patient data, at any point in time, and from any location.

PCI allows you to access the following information in a Patient's Chart:

- Orders
- Administrative Data
- Current and historical medications
- Hospital visits (w/abstracts)
- Admissions Information
- Laboratory, Microbiology, Anatomical Pathology, and Blood Bank
- Radiology Exams and Reports
- Recent Clinical Results
- Ancillary Dept. orders and results

**NOTE:** To access Meditech, the Hospital Information System, you will need to obtain a PASSWORD from Information Systems.

## Overview of PCI Features

- Data displayed in a summary to detail format.
- Can create your own list of patients.
- Displays complete up-to-the-minute clinical and patient information from a general to more detailed view.
- Lists several options to identify a patient.
- Ability to create user defined data sources.

---

# MEDITECH Features

---

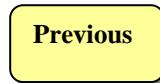
## ▪ Important Keyboard Functions

---

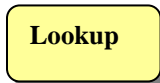
Function Keys simplify the way you enter text, exit from a screen or save information. The function keys are located on the top row of the keyboard. They are labeled with F and a number.



Exits on-line documentation.



Moves cursor to Previous Field on screen.



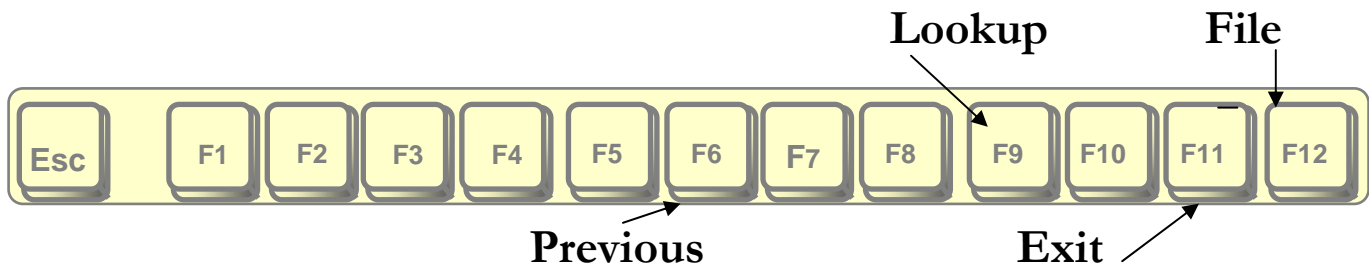
Lists all possible responses to a prompt.



Leaves any routine.  
Does **not** save data.



Allows you to **save** data,  
Then exit a routine.



## ▪ On-Line Documentation

---

On-line documentation is available for most prompts .

Press Shift+F8 (documentation key) to view instructions on how to answer a prompt.

On a routine or dictionary screen:  
Press Shift+F8 at a prompt for an  
Explanation:

- \* on how to respond to a prompt
- \* of the prompt's function

On a menu screen:

Enter a routine number and press  
Shift+F8 for:

- \* the purpose of a routine
- \* brief description of the screen

---

# Signing Into MEDITECH

---

To log onto the system you must be issued your own User ID and Password from the MWMC Information Systems Department.

```
Medical Information Technology, Inc.

MIS System MetroWest Medical Center
User ID PAM1111
Password
Application

Tuesday 11/22/05 10:24 AM 21M
SUPPORT SCHEDULE
```

Enter your User ID and password here. Your password will not be displayed on the screen as you type it in. Hit ENTER once you have entered it.

Select- PCI.MWMC and then hit <Enter>.

```
Application Databases

User: 2F RN **Last Sign On: Tue 11/15/05 1:39PM**

Appl DB Title
1 LAB.FRA MetroWest Med-Center Laboratory **TEST**
2 OE.FRA METROWEST MEDICAL CENTER ORDER ENTRY **TEST**
3 OE.LMC Leonard Morse Campus ORDER ENTRY **TEST**
4 PCI.MWMC MetroWest Medical Center Patient Care Inquiry **TEST**
```

---

# Navigation Through PCI

---

Three important tools help you navigate through PCI with minimal keystrokes:

1. **Highlighter Bar**
2. **Arrow Keys**
3. **Control Key**

**Highlighter Bar**- horizontal bar that highlights an entry on the screen . You move it up and down the list of entries using the arrow key.

**Arrow Keys**- perform the following functions:

- \*Move the highlighter bar up and down the list of entries.
- \*Allow you to view the highlighted entry in more detail.
- \*Allow you to return to the previous screen.

**Control Key**-allows you to select multiple screen entries on which you want to execute a verb strip command.

1. Move the highlighter to the entry.
2. Press <Control> (checkmark appears)
3. To select another entry, repeat steps 1&2.

**NOTE:** For on-line documentation, simply hold down <Shift> and <F8> at the same time.

---

# The PCI Identify Patient Menu

---

After you select PCI from your Main Menu, the system displays the Identify Patient window, which lists several methods of identifying patients. **This window and other options in PCI will vary for providers vs. non-providers.**

The screenshot shows a green terminal window titled "Identify Patient ..." with the user name "ADNER, MARVIN" in the top right. A yellow oval highlights the "Print Mail Rounds Schedule Consults" menu items. A white highlight bar is positioned over the first menu option, "from YOUR LIST of Patients". Two callout boxes with arrows point to these elements: one for the yellow oval and one for the white highlight bar.

The Verb Strip shows functions that may be performed from this screen.

Place the highlight bar on an entry to select.

This screen provides you with different options to identify a patient either individually or by compiling a list of patients by location, admission date, discharge date, or ER visit.

Physicians can easily obtain a list of their patients by highlighting this selection and pressing the right arrow key. Patients are added to a Provider's List based upon their name appearing on the registration as the admitting, attending, family, consulting, or primary care doctor.

**NOTE:** If you wish to exit from any screen in PCI, without having to arrow out, just hit your <F11>/Exit key and answer “Yes”.

# Your List of Patients or Inpatients

## IDENTIFYING A PATIENT FROM YOUR LIST OF PATIENTS or INPATIENTS:

Patient will automatically populate the list of any physician that was identified during the registration process. Your LIST of Patients will include all patient types. Your LIST of Patients in a Bed would be only inpatient & observation patients.

Identify Patient ... ADNER, MARVIN  
 Print Mail Rounds Schedule Consults

from YOUR LIST of Patients ←  
 from YOUR LIST of Patients in a bed ←  
 from YOUR DIS/DEP Patients with New Results (none)  
 by Name, Number...

Select Patient From Your List Patients (\* = Recent Results)  
 Id-Patient Delete Print Mail

	Name	Unit #	Age/Sex	Location or Visit
<b>I</b>	CETABULUM, AL	00000016	41 M	4F (425F A)
	CILLIN, PENNY	00000003	29 F	4F (413F A)
D	GRAM, ANNA	00000384	77 F	2F (212F B)
D	HANDBASKET, HELENA	00000175	39 F	1F (174F W)
D	JARRE, DORA	00000011	68 F	4F (426F A)
	LONEY, BILL	00000450	41 M	2F (217F B)
d	PURVISOR, SUE	00000393	77 F	5NL (520L W)
	SOX, JIM	00000448	38 M	4F (403F A)
D	UPDATE, ALLY	00000066	36 F	2F (218F A)

Flags: D = direct care responsibility, d = courtesy notice,  
 O = ordering provider

Your List of Patients would show all patient types.  
 Your List of Patients in a Bed would show only inpatients.

To print your list of patients or patients in a bed, enter P for Print from the Verb Strip

Use the I for ID-Pt from the Verb Strip to add or view other patients.

**Notes:** 1) Use the **I** (Id-Patient) to find patients not on your list. You may then add the patient to your list. 2) Direct Care Responsibility equals Admitting or Attending physician. 3) A yellow asterisk in front of the patient name means recent results are available. A red asterisk means there is at least one abnormal result.

---

# Identifying a Patient by Name, Number

---

The PCI Menu lists several methods of identifying a patient in the Identify Patient Window.

## IDENTIFYING A PATIENT BY NAME, NUMBER

The screenshot shows the 'Identify Patient' window with the following content:

```
Identify Patient ... ADNER, MAR
Print Mail Rounds Schedule Consults
from YOUR LIST of Patients
from YOUR LIST of Patients in a bed
from YOUR DIS/DEP Patients with New Results (none)
by Name, Number...
by RECENT VISIT ACTIVITY (No Entries)
```

Callout 1: Highlight and use right arrow key to select by Name, Number

Callout 2: Enter last,first (or first initial) to search by name.

Callout 3: Search by any method listed. Hit Enter key to see more options or information on searching.

Enter last,first name, U/Unit#, date, visit-type/date, A/Acct#, SCH/date, social sec #, L/location, R/room or ? for more.

Identify Patient: CURE,M

by OUTPATIENT Location

NAME	Enter last,first. LAST name must have at least one character. FIRST name is optional.
UNIT #	Enter U/ and unit number. (May omit leading zeros.)
ACCOUNT #	Enter A/ and account number.
SOCIAL SEC	Enter nnn-nn-nnnn or nnn-nn-nnnA. Dashes required.
LOCATION	Enter L/ and full or partial mnemonic.
ROOM	Enter R/ and full or partial mnemonic.
DATE	Enter MM/DD/YY or T-n or T+n where T = today.
TYPE/DATE	Enter visit type/date (see date format above). Visit types are ADM, DIS, ER, SDC, CLI, POV, RCR, REF. For example, ADM/T-1 lists yesterday's admissions.
SCH/DATE	Enter SCH/date (see date format above).

# By Soundex Name

## IDENTIFYING A PATIENT BY SOUNDEX NAME:

This method of identifying patients enables you to identify all patients with a medical record whose name matches the criteria entered. This feature helps you locate a patient's record in the event you are unsure of spelling.

**1. Highlight & press right arrow key to select by Soundex Name**

**2. Enter in phonetic sound of patient's name & other criteria if available. Press Enter to initiate search.**

**3. Highlight & enter A for Add to add this patient to your list or highlight and use right arrow to select & view patient data.**

Select Patient (Family Name: TICK, Proper Name: L)

Name	Unit #	Age/Sex	Residence	Le
TICK, LUNA	00000468	35 F	FRAMINGHAM, MA	ER
TICK, LIME	00000470	10 M	FRAMINGHAM, MA	ER Nov 21, 05

# Other Identification Methods

There are several other options in PCI that allow physician to view their patients. **Office staff** may quickly find their physician's or group's patients using the by Provider's Patients or by Provider Group's Patients.

Identify Patient ...  
 Print Rounds

by PROVIDER'S Patients  
 by PROVIDER GROUP'S Patients  
 by Name, Number...  
 by SOUNDEX NAME

1. Highlight the by Provider's Patients option and use the right arrow key.

Enter Provider Mnemonic  
 Leading Letter(s)

2. Enter the 1st three letters of the physician's last name & press Enter.

Select Provider

Mnemonic	Name
ADNER	ADNER, MARVIN
BOSE001WES	BOSE, TERESA M
GARSA	GARDNER, SANDHYA
GOTT004NAT	GOTTLIEB, MICHAEL N

3. Highlight the proper physician & use the right arrow key to see the patient list.

Select Patient from list of GARDNER, SANDHYA (\* = Recent Results)  
 Print

1. Press P to print list of physician's patients.

Name	Unit #	Age/Sex	Location or Usit
D CHOUIE, ANN	00000367	28 F	3F (369F A)
D GARNER, JENNIFER	00000366	29 F	3F (363F A)
D NINALL, EVE	00000371	28 F	3F (368F A)
D TURNER, PAIGE	00000374	28 F	3F (355F A)
D VEEKOFF, IVANA	00000010	49 F	3F (362F B)

2. Highlight and use right arrow to view data for a patient.

Flags: D = direct care responsibility, d = courtesy notice,  
 O = ordering provider

# Viewing Patient Data in PCI

PCI uses windows to display patient information in a logical, step-by-step manner, moving from general to detailed. The Table of Contents displays all information available for a patient. Once you identify which category you would like to know more about, the ensuing windows provide increasing levels of detail.

The screenshot displays the PCI software interface with several overlapping windows:

- Table of Contents Window (Red):** Shows a menu with options like Print, Time, Mail, Select(2), Allergies, Highlight, Bulletin, Patient.Sun, and >More. The 'HEMATOLOGY' category is highlighted in yellow.
- Summary Window (Green):** Displays 'HEMATOLOGY Summary' with a 'Table of Contents' button. It includes a timeline from 08 to 21 and a table of test results.
- History Window (Blue):** Shows 'RBC' history with a 'History Window' button. It includes a table of results and a line graph showing RBC levels over time.
- Detail Window (Yellow):** Provides detailed patient information for 'SOX, JIM' (ACCT #: 00000695), including run date, time, user, patient details, and specimen information.

Test	Result	Flag	Date	Time	Availability
[CBC]	Complete		Nov 08	16:23	+
[HH]	Complete		Nov 08	16:23	+
WBC	14.0	#H	Nov 08	16:23	+
CRBC	11.1	CH	Nov 08	16:23	+
RBC	5.00		Nov 08	16:23	+
HGB	13.0	L	Nov 08	16:23	+

Date	Time	Result	Note
Oct 17, 05		UNK	5.40
Nov 03, 05		UNK	Canceled
Nov 05, 05	16:22		6.00 H
Nov 08, 05	16:23		5.00

**Detail Window Information:**

PATIENT: SOX, JIM      ACCT #: 00000695      LOC: 4F  
 REG DR: GOTTLIEB, MICHAEL N      AGE/SX: 38/M      ROOM: 403F  
 DOB: 11/20/67      BED: A  
 STATUS: ADM IN      TLOC:

SPEC #: 1108:H00001R      COLL: 11/08/05-1623      STATUS: COMP  
 RECD: 11/08/05-1623      SUBM DR: LACH, ELLIOT

# Split Screen Feature

The split screen feature enables you to simultaneously view data from two different sources at any Summary or History Window. Clinical staff may find this useful when comparing two different laboratory results.

After you have the summary or history window of one clinical result on your screen, enter an "S". The Table of Contents window appears. Select the date source and highlight the 2<sup>nd</sup> item you wish to view. Press the right arrow key twice.

Pt TEST,PATIENT Unit # 0000108 Age/Sex 33 F Room A3 A3.3803 A (Admitted Aug 02, 2000) <OBSERVATION PT

**History Window** User: GALLM

WBC (4.5-11.0 TH/MM3) Thu - Apr 19 (11:28)

S Print Split Mail(2) Time Regraph

Date	Time	Result	Note
Feb 14, 00	18:45	5.0	48.0
Mar 06, 00	13:16	Not Rcvd	
May 25, 00	UNK	Not Rcvd	
May 25, 00	12:00	Cancelled	
May 25, 00			
May 26, 00			
May 26, 00			
May 26, 00			
Jun 21, 00			
Jun 22, 00			

Data Sources (16 Days) Last edit: WALSUB 10/17/00 15:05

- Admissions Demographic Data
- Visit History
- Laboratory Data**
- Microbiology Data
- Blood Bank History
- Blood Bank Tests
- Radiology Reports
- Orders
- MEDICAL RECORDS Reports
- EMERGENCY CENTER Reports
- Departmental Reports
- MICROINDEX

Pt TEST,PATIENT Unit # 0000108 Age/Sex 33 F Room A3 A3.3803 A (Admitted Aug 02, 2000) <OBSERVATION PT

WBC (4.5-11.0 TH/MM3) Thu - Apr 19 (11:28)

S Print Split Mail(2) Time Regraph

Date	Time	Result	Note
May 25, 00	12:00	Cancelled	
May 25, 00	18:00	Not Rcvd	48.0
May 26, 00	00:00	Not Rcvd	36.5
May 26, 00	06:00	Not Rcvd	25.0
May 26, 00	12:00	Not Rcvd	13.5
Jun 21, 00	08:00	21.1	H 2.0
Jun 22, 00	10:00	6.4	#

PLATELET COUNT (150-450 TH/MM3) Thu - Apr 19 (11:28)

S Print Split Mail(2) Time Regraph

Date	Time	Result	Note
Mar 06, 00	13:16	Not Rcvd	1000
May 25, 00	UNK	Not Rcvd	
May 25, 00	12:00	Cancelled	
May 25, 00	18:00	Not Rcvd	
May 26, 00	00:00	Not Rcvd	
May 26, 00	06:00	Not Rcvd	
May 26, 00	12:00	Not Rcvd	
Jun 21, 00	08:00	276	
Jun 22, 00	10:00	148	#

Split screen comparing two lab values.

\* F – Full will allow you to return to one full screen.

# Printing Reports from PCI

Most of the reports in PCI are printed from the History window by selecting the verb command “P”. A red pop up Box that highlights “Print details of the highlighted item” will be selected.

**History Window**

Pt TEST,MICHELE Unit # 0000386 Age/Sex 35 F User GALLM  
 Room CCU CCU.3416 A (Admitted Apr 26, 2000 )

BUN Wed - Apr 11 (13:35)

Print Split Mail(2) Time Regraph

Date	Time	Result	Note
Jun 16, 00	10:53	Cancelled	
Aug 02, 00	12:00	Not Rcvd	

Select Print Option

Print this history report  
 Print details of the highlighted item

Press right arrow key.

Select Device to be Used for Printing  
 Press Right Ctrl Key to Change Local Printer Type

Printer	Name	Type
MIS	I.S. Hallway	(HPLASERIII)

Reference lines may not reflect Normal Range.

Press right arrow key again and the report you have selected will print to your printer.

```

1021:C00001R  COHOLIC,AL  000000692
-----
RUN DATE: 11/29/05      MetrolWest Med-Center LAB **TEST**      PAGE 1
RUN TIME: 1046          Specimen Inquiry
RUN USER: PAM1111      PCI User: PAM1111  Lab Database: LAB.FRA
-----
PATIENT: COHOLIC,AL    ACCT #: 000000692   LOC: 2F           U #: 00000002
AGE/SX: 48/M          ROOM: 216F         REG: 10/17/05
REG DR: CHUN,CHIN HAK DOB: 12/12/56      BED: A           DIS:
STATUS: ADM IN        TLOC:
-----
SPEC #: 1021:C00001R  COLL: 10/21/05-1053  STATUS: COMP      REQ #: 00001932
RECD: 10/21/05-1053  SUBM DR: CHUN,CHIN HAK
ENTERED: 10/21/05-1053  OTHR DR:
ORDERED: BUN, CREATININE
-----
Test      Result      Flag      Reference
-----
> BUN      150          | #C      | 8-21 MG/DL
          | Delta: 40 on 10/20/05-1056
> CREATININE 5.1          | #H      | 0.7-1.2 MG/DL
          | Delta: 0.6 on 10/17/05-UNK
-----
** END OF REPORT **
  
```

---

# The Bulletin Board

---

The Table of Contents window displays all of the categories of hospital information available for a selected patient. It is divided into two halves: **Data Sources** on the left and the **Bulletin Board** on the right.

The **Bulletin Board** is used as a communications tool between clinicians. Information entered into the Bulletin Board may be viewed by all clinical staff that access the patient.

Pt COHOLIC,AL Unit # 00000002 Age/Sex 48 M User PAM111  
RM 2F 216F A (Adm: 10/17/05)

Data Sources 16 Days  
Print Time Mail(2) Sched SElect(3) Allergies Highlight Bulletin >More

Orders Last edit: PAM1111 11/25/05 09:0  
Care-Area Administrative Data Beware: Patient has latex allergy!!  
Clinical Highlights  
Admissions Demographic Data This patient needs to be restrained or watched at  
Visit History all times.  
Laboratory Data  
BODY FLUIDS  
CHEMISTRY  
BNP, TROPONIN, AMON, LACTIC ACID  
CHEMISTRY SENDOUTS

1. Enter B to access Bulletin Board

Bulletin Board

Edit  
History of Edits

2. Highlight and right arrow on EDIT.

Beware: Patient has latex allergy!!  
This patient needs to be restrained or watched at all times.

Choices  
File and Exit  
Continue  
Quit

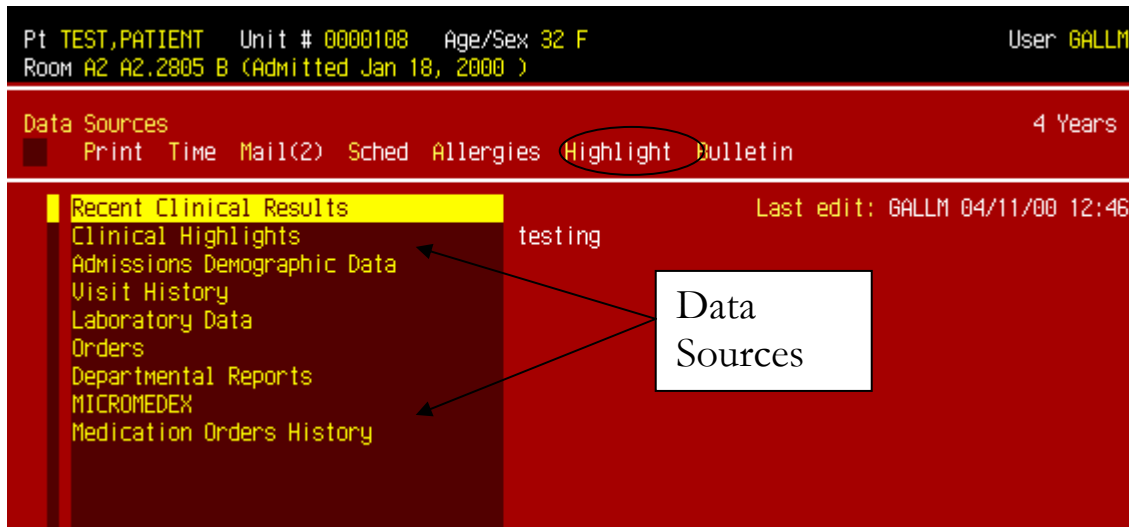
3. When finished typing, press OK key (F12/F20). Select File & Exit.

---

# Clinical Highlights

---

**Clinical Highlights** is a user defined data source on the Table of Contents where you can group frequently viewed data on one screen for patients you specify. Entire data sources can be added or specific entries from the summary window can be added. This feature is user and patient specific.



You cannot add the following data sources as Clinical Highlights:

- Admissions Demographic Data
- Administrative Date
- Blood Bank History
- Recent Clinical Results
- Query Groups

\*If a specialty, physician group or user would like system templates built, please contact the IS Dept. at (508) 383-1890.

# Clinical Highlights – Data Sources

Pt TARD,LEAH Unit # 00000447 Age/Sex 65 F User PAM1111  
Rm 4F 435F A (Adm: 10/17/05)

Data Sources 16 Days  
H Print Time Mail(2) Select(1) Allergies Highlight Bulletin >More

- \*NEW\* Recent Clinical Results
- ✓ Orders
- Care-Area Administrative Data
- Clinical Highlights
- Admissions Demographic Data
- Visit History
- Laboratory Data
  - HEMATOLOGY
  - Radiology Reports
    - RADIOLOGY
    - ULTRA SOUND
- ✓ Departmental Reports
- Internet Access

2. Press H to add highlighted or checked items to Clinical Highlights feature. Press <Enter>.

1. Move the highlight bar on the desired data source. Press right <Ctrl> key to check.

Pt TARD,LEAH Unit # 00000447 Age/Sex 65 F User PAM1111  
Rm 4F 435F A (Adm: 10/17/05)

Clinical Highlights (Data Items You Selected) Fri - Nov 25 (10 Days)

Print Split Mail(2) Time Highlights Delete Jump

16 Days ← Nov 25

|10|11|12|13|14|15|16|17|18|19|20|21|22|23|24

- Orders Summary
  - All Categories Nov 25 09:23
  - LAB - LABORATORY (Oct 17, 05)
  - RAD - RADIOLOGY (EMERG D (Oct 17, 05)
  - US - ULTRA SOUND (EMERG Nov 25 09:23
- Departmental Reports Summary
  - Medical Record F:Draft (Oct 18, 05)

3. Items now appear in Clinical Highlights summary screen. \* In this example, any new Orders or Medical Record reports would automatically appear in this section.

# Clinical Highlights – Specific Tests

Pt TARD,LEAH Unit # 00000447 Age/Sex 65 F User PAM111  
Rm 4F 435F A (Adm: 10/17/05)

Laboratory Data Summary Fri - Nov 25 (10:25)  
H Print Split Mail(2) Time Highlights Jump

Timeline: + = available, - = unavailable 16 Days Nov 25, 05

Test	Result	Flag	Date	Time	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
[CBC]	Complete		(Oct 17, 05)																	
[HH]	Complete		(Oct 17, 05)																	
✓ WBC	6.5		(Oct 17, 05)																	
✓ CWBC	10.9	CH	(Oct 17, 05)																	
✓ RBC	3.79	L	(Oct 17, 05)																	
✓ HGB	16.5	H	(Oct 17, 05)																	
✓ HCT	48.1	H	(Oct 17, 05)																	
MCU	80.0		(Oct 17, 05)																	

1. Go into Summary screen in related data source. Highlight & use right <Ctrl> key to check off tests. Press H to identify as Clinical Highlights.

Pt TARD,LEAH Unit # 00000447 Age/Sex 65 F  
Rm 4F 435F A (Adm: 10/17/05)

Radiology Summary for Exam Type: All Exam Types Fri - Nov 25 (10:25)  
Print Split Mail(2) Time Highlights Jump (Lab)

Timeline: + = available, - = unavailable 16 Days Nov 25, 05

Exam	Date	Time	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
All Exams	Nov 25	UNK																	+
✓ CHEST, PA OR AP	(Oct 17, 05)																		
HIP- MIN 2 VIEWS	(Oct 17, 05)																		
PELVIS 1 OR 2 VIEWS	(Oct 17, 05)																		
US ABDOMINAL	Nov 25	UNK																	+

Pt TARD,LEAH Unit # 00000447 Age/Sex 65 F  
Rm 4F 435F A (Adm: 10/17/05)

Clinical Highlights (Data Items) | 10 | 11 | 12 | 13 | 14 | 15 | 16  
Print Split Mail(2) Time

2. Note that items appear in Clinical Highlights in the order they are placed here. Select most pertinent tests first to have them appear at the top.

Orders Summary | 10 | 11 | 12 | 13 | 14 | 15 | 16

All Categories	Nov 25 09:23	
LAB - LABORATORY	(Oct 17, 05)	
RAD - RADIOLOGY (EMERG D	(Oct 17, 05)	
US - ULTRA SOUND (EMERG	Nov 25 09:23	

Departmental Reports Summary

Medical Record F:Draft	(Oct 18, 05)	
------------------------	--------------	--

Radiology Summary (Selected Exams)

CHEST, PA OR AP	(Oct 17, 05)	
-----------------	--------------	--

Laboratory Summary (Selected Tests)

# Clinical Highlights – Templates

Users may set a **Template** to set Clinical Highlights for every patient they access.

**1. Go into Clinical Highlight data source & enter H.**  
**2. Select ADD THIS SET OF HIGHLIGHTS from menu.**

**Clinical Highlights Template Options**  
 Enter/Edit a template  
 Delete a template  
 Apply template to this highlights screen  
 Add this set of highlights to a template  
 Set your default (PMTEST)  
 Print your templates  
 Print system templates

**New template?**  
 Yes  
 No

**3. Answer YES at New Template? to Save.**  
**4. Name your template for yourself or dept. Only you will be able to see this template.**

**Enter Template Name and Description**  
 Template Name DR.LT  
 Description DR. TOWN'S TEMPLATE

**Clinical Highlights Template Options**  
 Enter/Edit a template  
 Delete a template  
 Apply template to this highlights screen  
 Add this set of highlights to a template  
 Set your default (No default)  
 Print your templates  
 Print system templates

**5. Select SET YOUR DEFAULT on menu.**  
**6. Right arrow on correct template to select.**

**Select Template**

Name	Description
DR.LT	DR. TOWN'S TEMPLATE
PMTEST	DR. MOUSON
RBCTEST	CARDIO

---

# Clinical Highlights – Removing Sections/Tests

---

You can also remove data from Clinical Highlights. If you added a data source, highlight the data source within the Clinical Highlights and use your <Ctrl> key to select it and enter <D> to delete it. The system will then remove them from the Clinical Highlights data source.

The screenshot shows a multi-layered interface. At the top, a black header displays patient information: "Pt TEST,PATIENT Unit # 0000108 Age/Sex 32 F User GALLM" and "Room A2 A2.2805 B (Admitted Jan 18, 2000)". Below this is a red "Data Sources" section with a "4 Years" filter and a list of sources: "Print Time Mail(2) Sched Allergies Highlight Bulletin". A yellow highlight is on "Clinical Highlights".

A second window shows a green "Clinical Highlights (Data Items You Selected)" menu with a "Tue - Apr 11 (16:28)" timestamp. It lists "Orders Summary" and "Departmental Reports Summary". Under "Orders Summary", "PT - CCH-PHYSICAL THERAP" is highlighted. Under "Departmental Reports Summary", "DIETARY F:Draft (Mar 21, 00)" and "REHABILITATION-0 Signed (Feb 14, 00)" are listed. A yellow highlight is on "REHABILITATION-0 Signed".

A third window shows a similar green menu with a "Tue - Apr 11 (16:40)" timestamp. It lists "Mail(2) Delete" and a yellow highlight is on "Delete".

At the bottom, a patient information window shows: "Pt TEST,PATIENT Unit # Age/Sex 32 F User GALLM" and "Room M3 M3.3501 A (Admitted Jan 31, 2000)".

---

# Glossary

---

**Verb Strip** A verb strip runs along a screen listing functions the user can perform by typing in a highlighted letter.

**Possibly Verb Strip functions:**

**Time** Allows user to change time scale displayed. Right arrow on Change Time Scale, then use highlight bar to select value. Right arrow to select new time range for this patient.

**Sched** Will show selected patient's scheduled appointments.  
\*Appears as **Sched** on Table of Contents screen & **Sched** on Summary screens.

**SCchedule** Will show provider's schedule. Appears on (green) Identify Patient menu. \*This is only for providers who have patient appointments scheduled within Meditech.

**SElect** Allows user to select from which recent accounts to view data.

**Allergies** Prints patient allergies from Order Entry & Pharmacy module on screen. Current patient height & weight also appears.

**Refresh** Use refresh if feel patient data is not up-to-the-minute.

**Keep.flags** Keeps results flagged as New Clinical or New Abnormal results.

**Jump** Jumps user back to last summary screen. Last available jump screen will be listed in parenthesis.