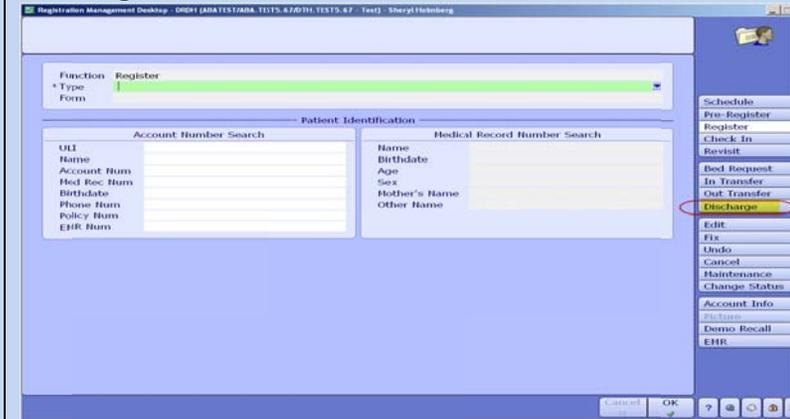


## MEDITECH ADM 5.67 QUICK REFERENCE GUIDE

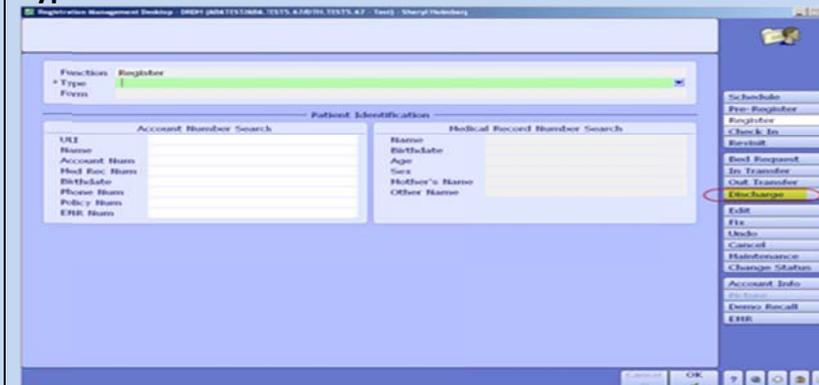
How do I enter a depart date/time on an Emergency Registration?  
No longer an ER /Depart routine?

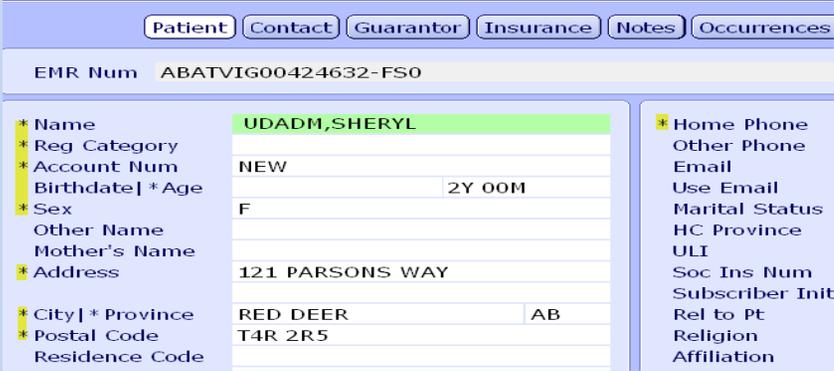
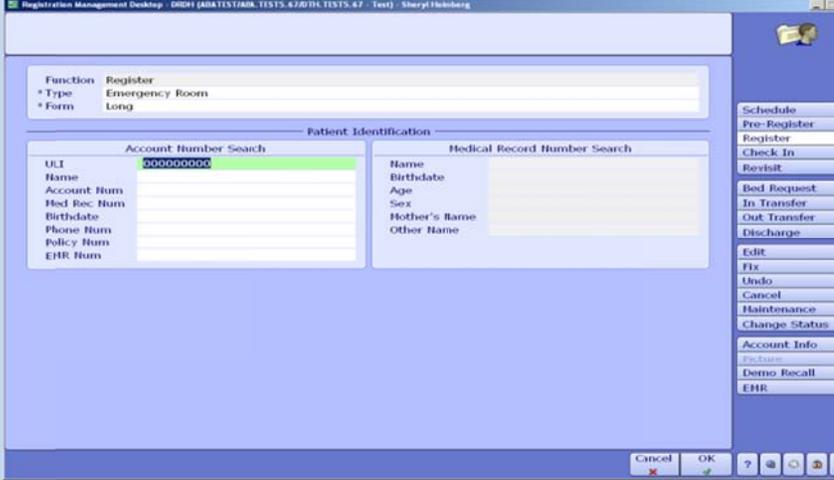
ADM  
Facility  
Registration Management Desktop  
Discharge



How do I Discharge a New Born?

ADM  
Facility  
Registration Management Desktop  
Discharge  
Type NB

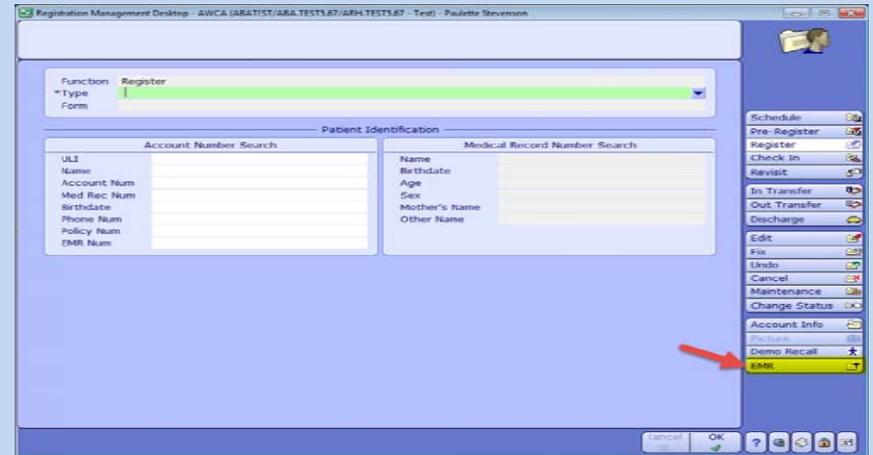


<p>What is the "NOTES" tab in the registration routine?</p>	<p>Note tab is Finance related and once an entry is made cannot be removed. <b>Do not make entries into this TAB</b></p>
<p>What is the "Occurrence" Tab in the registration routine?</p>	<p>As is current process. <b>Do not make entries into this TAB</b></p>
<p>What is the (*) asterisk beside some data fields?</p>	<p>* indicates this is a Required Field and must be filled in prior to filing the Registration.</p>  <p>The screenshot shows a registration form with the following fields and their asterisk status:</p> <ul style="list-style-type: none"> <li>* Name: UDADM,SHERYL</li> <li>* Reg Category: NEW</li> <li>* Account Num: 2Y 00M</li> <li>* Birthdate   * Age: F</li> <li>* Sex: F</li> <li>* Other Name: </li> <li>* Mother's Name: </li> <li>* Address: 121 PARSONS WAY</li> <li>* City   * Province: RED DEER AB</li> <li>* Postal Code: T4R 2R5</li> <li>* Residence Code: </li> <li>* Home Phone: </li> <li>* Other Phone: </li> <li>* Email: </li> <li>* Use Email: </li> <li>* Marital Status: </li> <li>* HC Province: </li> <li>* ULI: </li> <li>* Soc Ins Num: </li> <li>* Subscriber Init: </li> <li>* Rel to Pt: </li> <li>* Religion: </li> <li>* Affiliation: </li> </ul>
<p>Why when I enter "#" before a ULI am I not finding the patient or accounts?</p>	<p>"#" is no longer required to search by ULI. Enter ULI in first, search without #</p>  <p>The screenshot shows the Registration Management Desktop interface. The search criteria are set to "Function: Register" and "Type: Emergency Room". The search results are displayed in two columns: "Account Number Search" and "Medical Record Number Search". The "Account Number Search" column shows a list of accounts with the first one highlighted in green, indicating a successful search. The "Medical Record Number Search" column is empty.</p>

<p>Should I update Demo Recall within the Insurance Tab?</p>	<p><b>NO</b> – for WCB related visits.  <b>YES</b> - Insurance is demo recall updated if the patient has PERMANENTLY changed Health care insurance IE: moved from Alberta to Ontario etc.</p>
<p>Where did the copy / paste buttons go?</p>	<p>Meditech has now moved to more of a Windows based application. CTRL “C “ for copy and CTRL” V “ for paste. Windows shorts cuts</p>
<p>Schedule- Do Not Use  Pre-Register – Create Pre / SCHPRE  Register –Register a PRE, SCH or direct Registration  Check In – Register a PRE account  Revisit- RCR add Revisit to RCR registration</p> <p>Bed Request – Do Not Use  In Transfer – Inpatient room, Physician or Service changes  Out Transfer – Place an Outpatient in a room or make changes to an outpatient room/bed  Discharge – Depart any Registration</p> <p>Edit –Make changes to Registration  Fix-Change admit date, admit time, room assignment, bed assignment, room rate &amp; service  Undo- undo last registration event  Cancel – Cancel accounts  Maintenance – Edit Newborn’s mother or set to VIP/Confidential  Change Status- Change pre-registration category: i.e. PRECLI to PREREF</p> <p>Account –info – review patient activity /re-print etc.  Picture – Do Not Use  Demo Recall-update patient demographics in demo recall file  EMR- initiate EMR Launch</p>	

How do I launch the EMR?

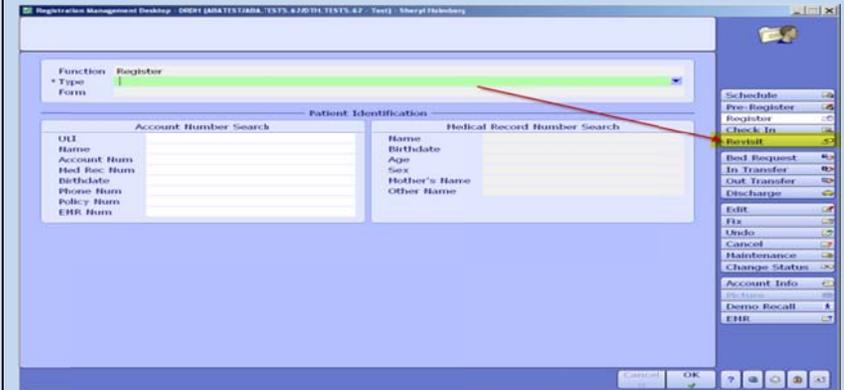
## ADM Registration Management Desktop "EMR"



EMR Launch

How do I enter a Re Visit for a Recurring registration?

ADM  
 Facility  
 Registration Management  
 RCR Type  
 Revisit



QUICK KEYS

<b>F1</b>	<b>-Screen Help</b>
<b>F2</b>	<b>-Netcare</b>
<b>F9</b>	<b>-Lookup</b>
<b>F12</b>	<b>-File</b>
<b>Esc</b>	<b>-Exit</b>
<b>Shift F12</b>	<b>-Suspends</b>
<b>Spacebar Enter</b>	<b>-Patient Recall</b>

## SCREEN ICONS

Screen Icons	
Function	Icon
Help	
External Links	
Print/Printer Preference	
Suspend Session	

How many Meditech Applications can I have opened at one time?

You can have more than one Meditech application opened at once. When you hover over the icon at the bottom of your screen it will tell you how many and which applications you have opened.

