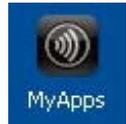


Accessing Meditech

Accessing Meditech varies slightly according to zones.

Chinook, DTHR and Palliser:

You can access Meditech using Citrix. Citrix can be accessed from a **Citrix** desktop icon or via Internet Explorer and the Citrix Web Interface.



Aspen, Northern Lights and Peace:

Double-click the **Meditech** system icon on your desktop to access Meditech.



East Central:

After logging on to your PC, open Meditech from the **Start** menu.



Click **Start>Network Applications>Meditech Client Server**.

Log On to Meditech

Meditech has 2 icons. **Meditech 567** will direct you to the live database which displays blue windows.

Meditech 567-Test will direct you to the test database which displays green windows.

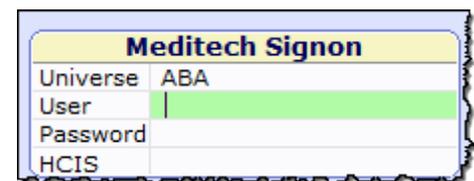
A Sign On window opens when either icon is double-clicked.



Complete the **User** and **Password** fields.

Click **Tab** or **Enter** to move to the next field.

Your HCIS will be set as a default. If you work in more than one HCIS, click **F9** to see the list of options.

A screenshot of the 'Meditech Signon' window. It has a yellow header and a table with the following fields: Universe (ABA), User (highlighted in green), Password, and HCIS.

Meditech Signon	
Universe	ABA
User	
Password	
HCIS	

You will now be logged on to the **Meditech Desktop**.

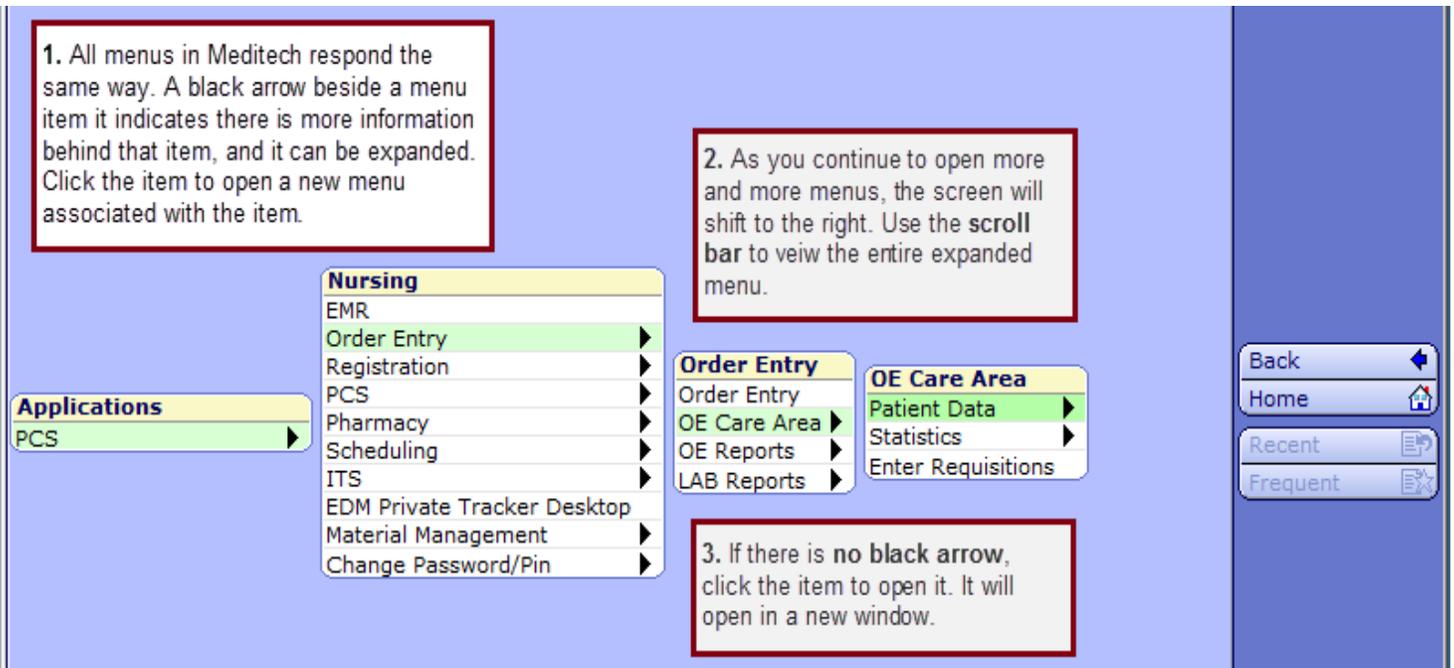
Log Off Meditech

Click the **X** in the top right corner. You must close each open Meditech window before you completely log off.



Navigating the Meditech Desktop

Menu Navigation



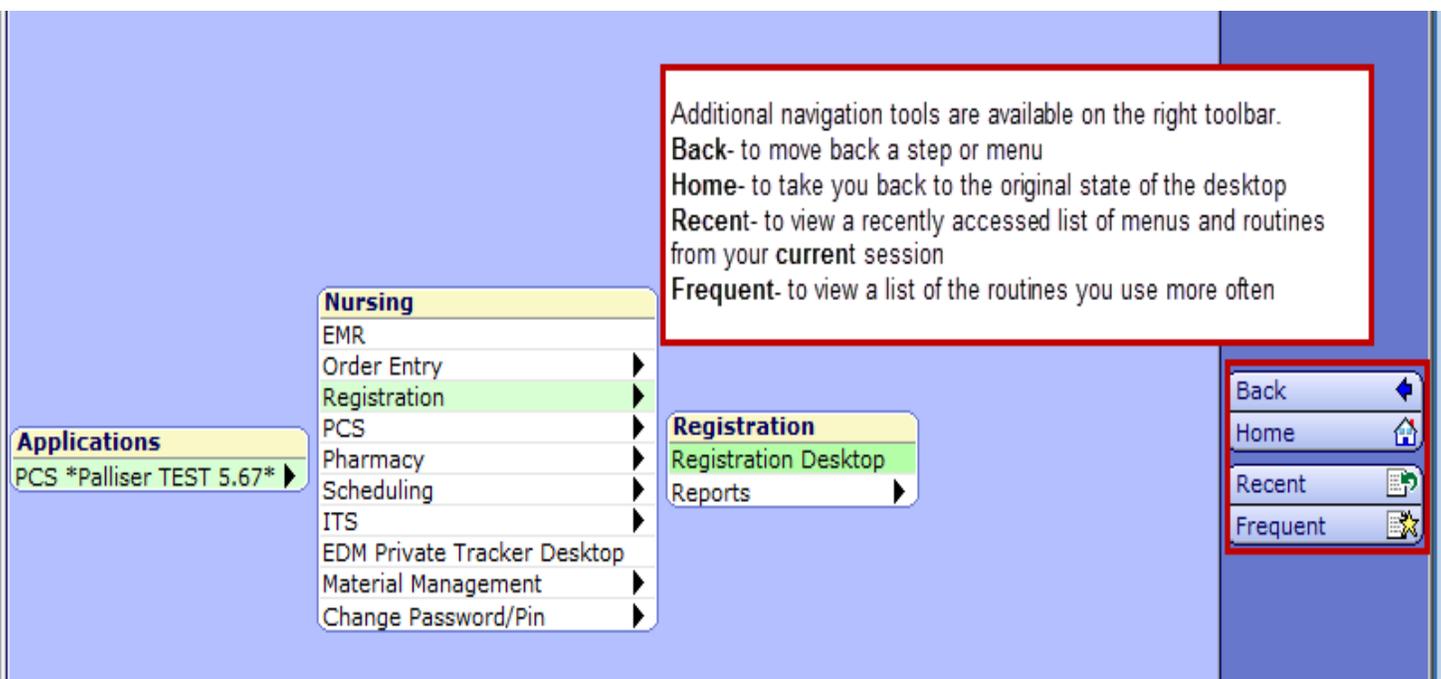
1. All menus in Meditech respond the same way. A black arrow beside a menu item indicates there is more information behind that item, and it can be expanded. Click the item to open a new menu associated with the item.

2. As you continue to open more and more menus, the screen will shift to the right. Use the **scroll bar** to view the entire expanded menu.

3. If there is **no black arrow**, click the item to open it. It will open in a new window.

The screenshot shows a hierarchical menu structure. The 'Applications' menu is expanded to show 'Nursing', 'Order Entry', and 'OE Care Area'. 'Nursing' is further expanded to show sub-items like 'EMR', 'Registration', 'PCS', 'Pharmacy', 'Scheduling', 'ITS', 'EDM Private Tracker Desktop', 'Material Management', and 'Change Password/Pin'. 'Order Entry' is expanded to show 'Order Entry', 'OE Care Area', 'OE Reports', and 'LAB Reports'. 'OE Care Area' is expanded to show 'Patient Data', 'Statistics', and 'Enter Requisitions'. On the right, a toolbar contains 'Back', 'Home', 'Recent', and 'Frequent' buttons.

Right Menu Bar



Additional navigation tools are available on the right toolbar.

- Back**- to move back a step or menu
- Home**- to take you back to the original state of the desktop
- Recent**- to view a recently accessed list of menus and routines from your **current** session
- Frequent**- to view a list of the routines you use more often

The screenshot shows the 'Applications' menu expanded to 'PCS *Palliser TEST 5.67*'. The 'Nursing' menu is expanded to 'Registration', which is further expanded to 'Registration Desktop' and 'Reports'. The right toolbar is highlighted with a red box, showing 'Back', 'Home', 'Recent', and 'Frequent' buttons.