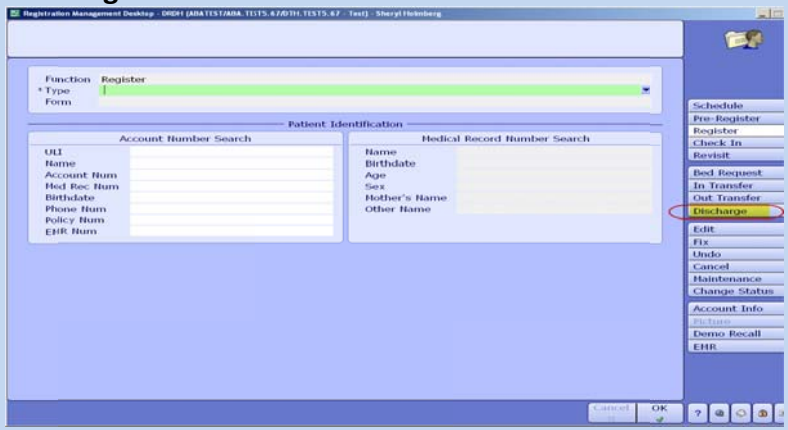
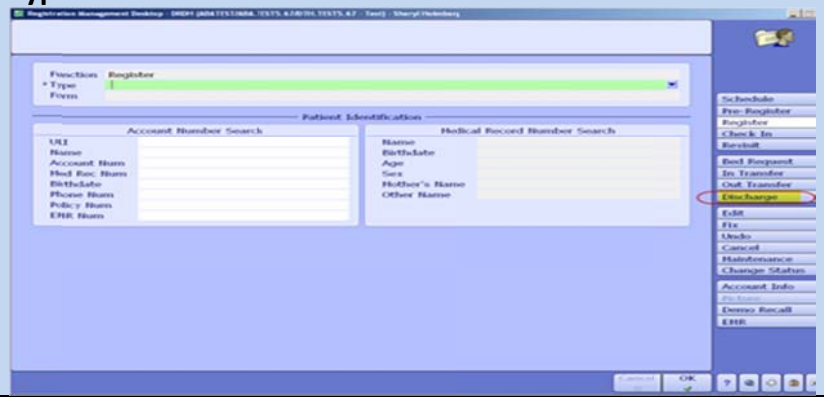
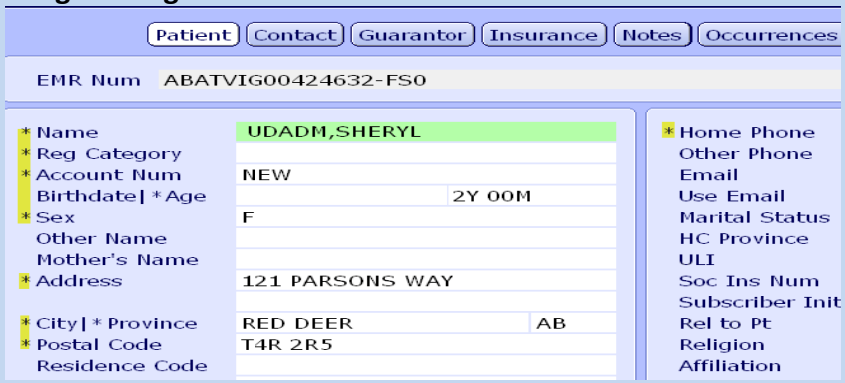
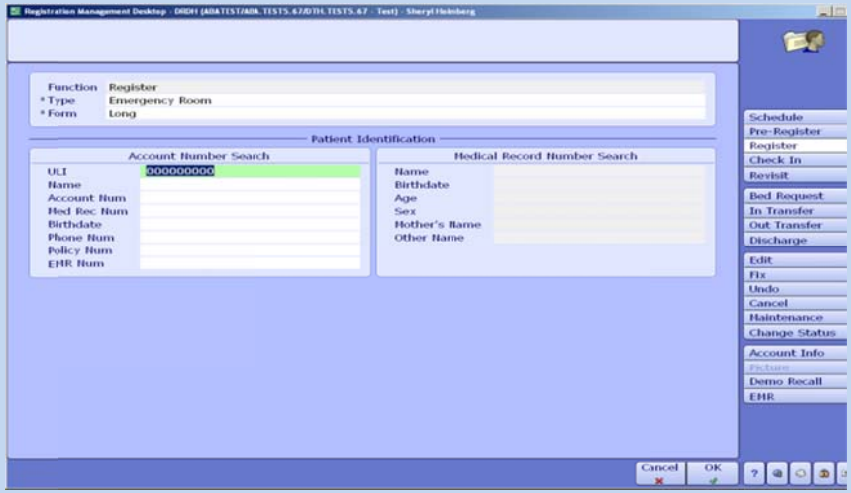
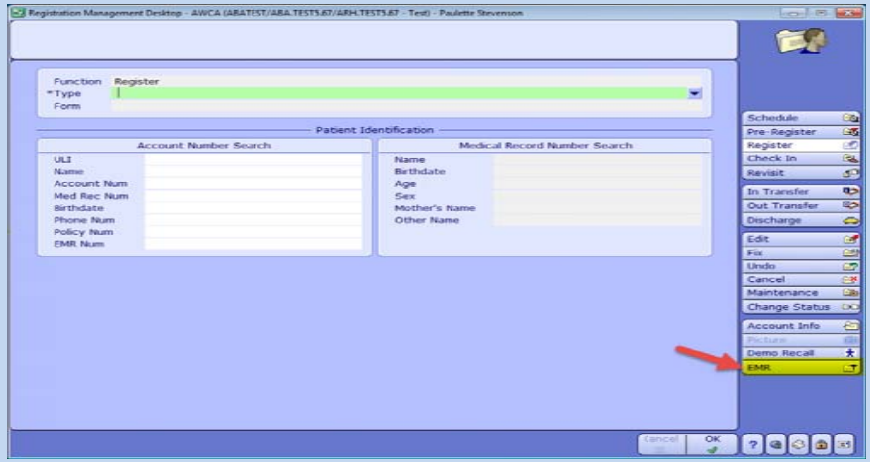
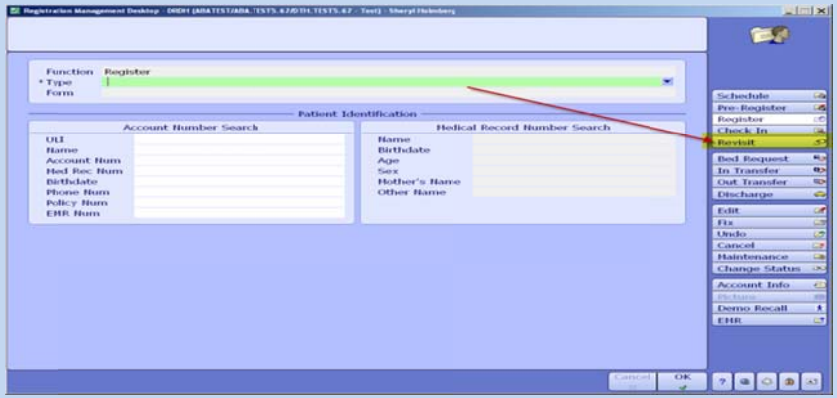
MEDITECH ADM 5.67 QUICK REFERENCE GUIDE

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** 

What is the "NOTES" tab in the registration routine?	**Note tab is Finance related and once an entry is made cannot be removed. Do not make entries into this TAB**
What is the "Occurrence" Tab in the registration routine?	**As is current process. Do not make entries into this TAB**
What is the (*) asterisk beside some data fields?	*** indicates this is a Required Field and must be filled in prior to filing the Registration.** 
Why when I enter "#" before a ULI am I not finding the patient or accounts?	**"#" is no longer required to search by ULI.** **Enter ULI in first, search without #** 

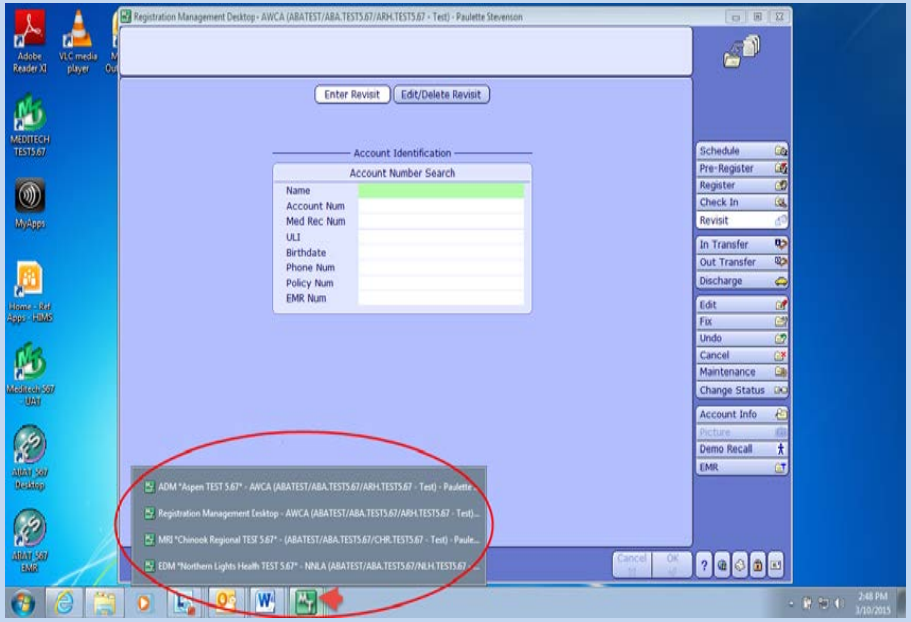
Should I update Demo Recall within the Insurance Tab?	**NO – for WCB related visits.** **YES - Insurance is demo recall updated if the patient has PERMANENTLY changed Health care insurance IE: moved from Alberta to Ontario etc.**
Where did the copy / paste buttons go?	**Meditech has now moved to more of a Windows based application. CRTL "C " for copy and CRTL" V " for paste. Windows shorts cuts**
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** **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** **Edit –Make changes to Registration** **Fix-Change admit date, admit time, room assignment, bed assignment, room rate & 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** **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**	

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	**F1 -Screen Help** **F2 -Netcare** **F9 -Lookup** **F12 -File** **Esc -Exit** **Shift F12 -Suspends** **Spacebar Enter -Patient Recall**

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.