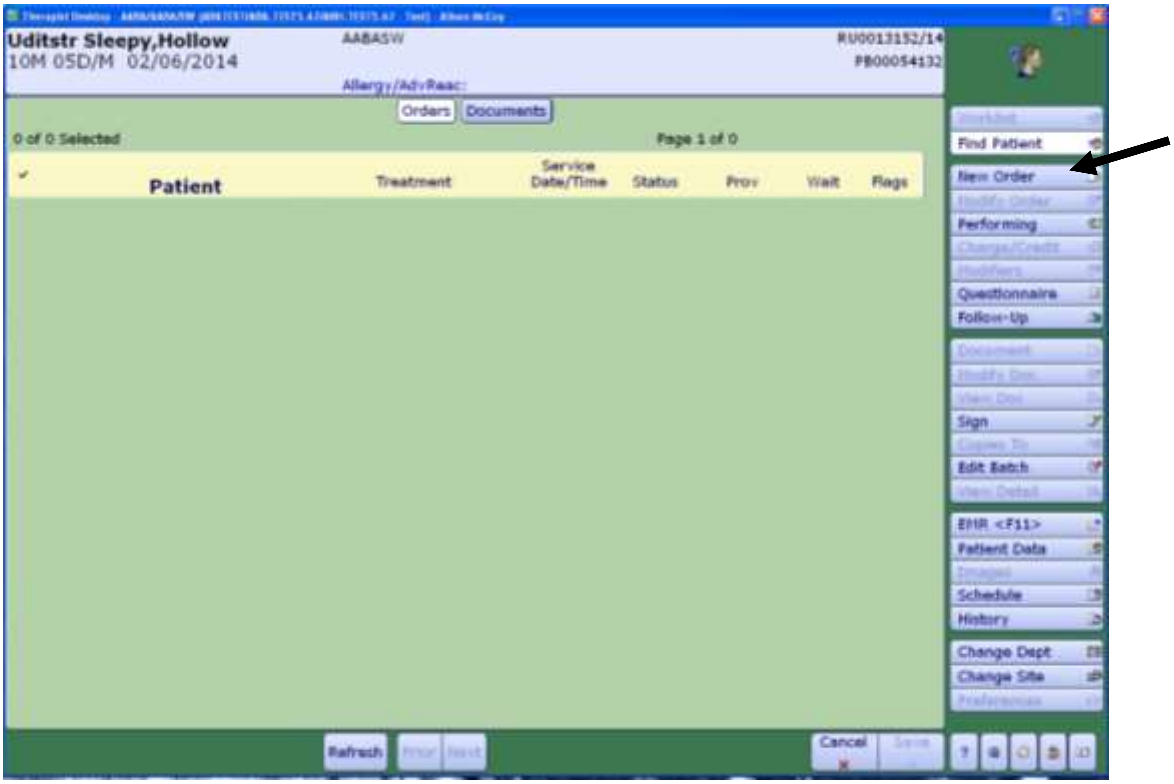
Imaging and Therapeutic Services (ITS) – Therapy Services
Jasper to Cold Lake Area – North Zone

Social Work Quick Reference Manual

Meditech

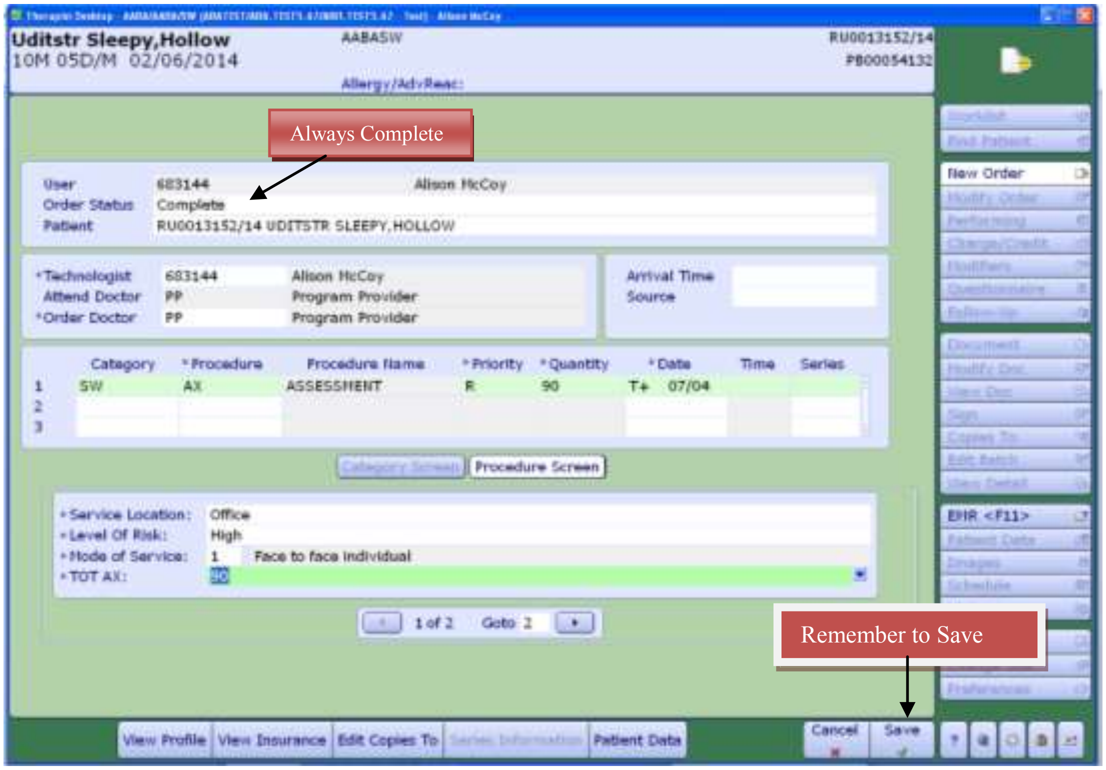
Entering Orders

Sign in to the facility and Site that the client is registered to when signing on to the Meditech system, and navigate to the **Therapist Desktop** in the department of SW (Social Work). To enter workload, click on the ***Find Patient*** button on the right hand side of the screen. Once you have found your patient and account, click on '***New Order***' on the right hand side.



Choose Patient Orders

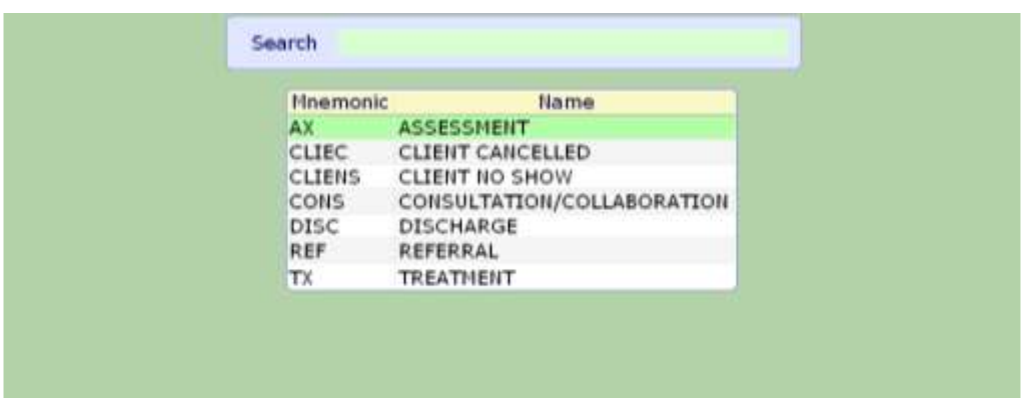
The following screen will appear where you will enter your order/procedure.



All fields marked with an * are required.

The *Order Status* is always **complete**. The *User* number automatically defaults to the *Technologist* field. The *Technologist* field can be edited (changed to another number) if required. For *Ordering Doctor* use **PP** (program provider, or if appropriate enter the doctor). Press *enter* through the source and arrival time fields (leave them blank). *Category* – enter SW or press F9 for a lookup.

Procedure – press F9 for a lookup list of procedures. Choose the appropriate procedure.



Press *enter* through the **Pri** field. It defaults to **R** for routine priority.
QTY (quantity field) – Enter your time in minutes, (Ax/Tx time is a total time of prep, time with client, and any clinical documentation time), press enter.

Date – press enter to load the current date. Enter T-1 to load yesterday's date. Or enter the date as dd/mm/yy. Do not enter a time. Press *enter* through this field.

Bottom Screen

Service Location – press F9 for dropdown list of choices (required)
Level of Risk – press F9 for dropdown list of choices (required)
Mode of Service field – Face to Face individual defaults but can be changed. Press F9, to view the alternate choices.
TOT Ax –time (minutes) will auto populate from Qty field above.
(**Visit Disposition** will always be H=Home, Self Care. **Stakeholder Type** – will always be Registered Client. These two fields will default and are not editable).
The **provider** will automatically load along with the **type (SW)**.

The bottom screen is spread over two pages so make sure to complete all fields on each page before saving.

Any number of orders can be entered before saving. When finished entering orders for this patient click 'save' at the bottom.

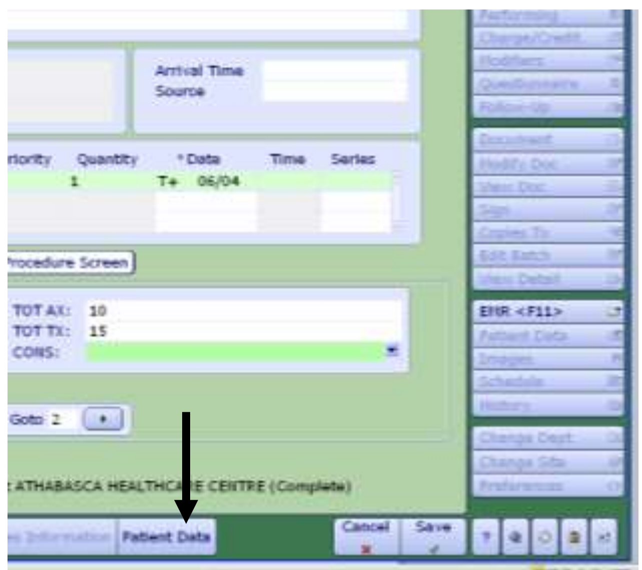
Note

When choosing procedures for an order, it is possible to choose multiple procedures at the same time if F9 lookup is used. Choose one procedure and it will move to the bottom. If you hold the 'ctrl' key down on your keyboard while clicking on another procedure it will add it to the list. Click 'Save' and it will ask for the Priority and time (Priority will default to R; leave Time blank). Click 'Save' again. Continue to complete the bottom screen on all the orders and 'save'.

Patient Data Screen

You can access the Patient Data screen from either of two buttons/places. Either the right hand list of buttons – click on '***Patient Data'***, or when in the New Order routine, click on the lit up '***Patient Data'*** button on the bottom of the screen.

OR



__Currently – There is no information recorded on the Patient Data screen for Social Work.__**

Note

It is the Social Worker's choice whether to register clients as clinical or recurring. Recurring accounts are designed for clients who may have repeat treatments or follow-up for the same ailment.

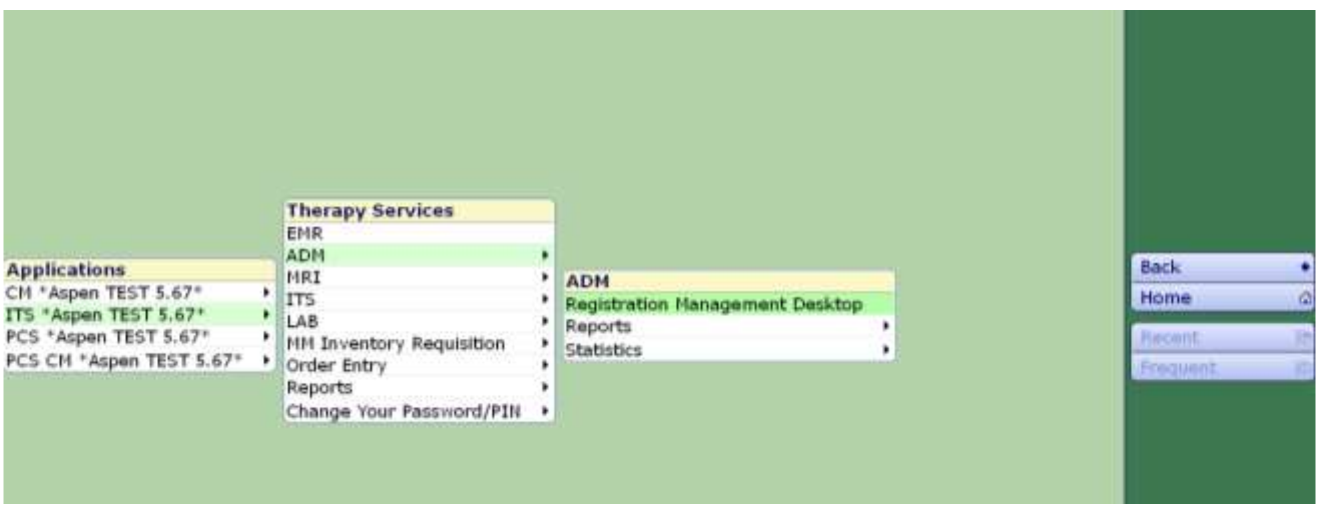
If a client is registered as Clinical then it is not necessary to discharge the client in any way. The account automatically discharges at the end of the day. These clients must be registered each time they are seen for treatment or assessment.

Clients who are registered recurring however, must be discharged using the discharge routine. It is also required that a re-visit be entered in admissions for each subsequent appointment.

It is the attending Social Worker's responsibility to communicate with respective registration staff as to what registration category their clients are to be registered to.

Revisits / Recurring Registrations

When a client is registered as a Recurring registration it means that it is expected that the client will be seen multiple times for the same problem. With this type of registration the client does not have to be registered every time they receive service. Staff use this one registration repeatedly (same account number) until it is decided the client can be discharged. Although they are not registered with a new account, it is required by HIM that a Revisit be entered on the account indicating the date and time the client attended. To enter a Revisit on a recurring account, access the **Registration Management Desktop,** in ITS.

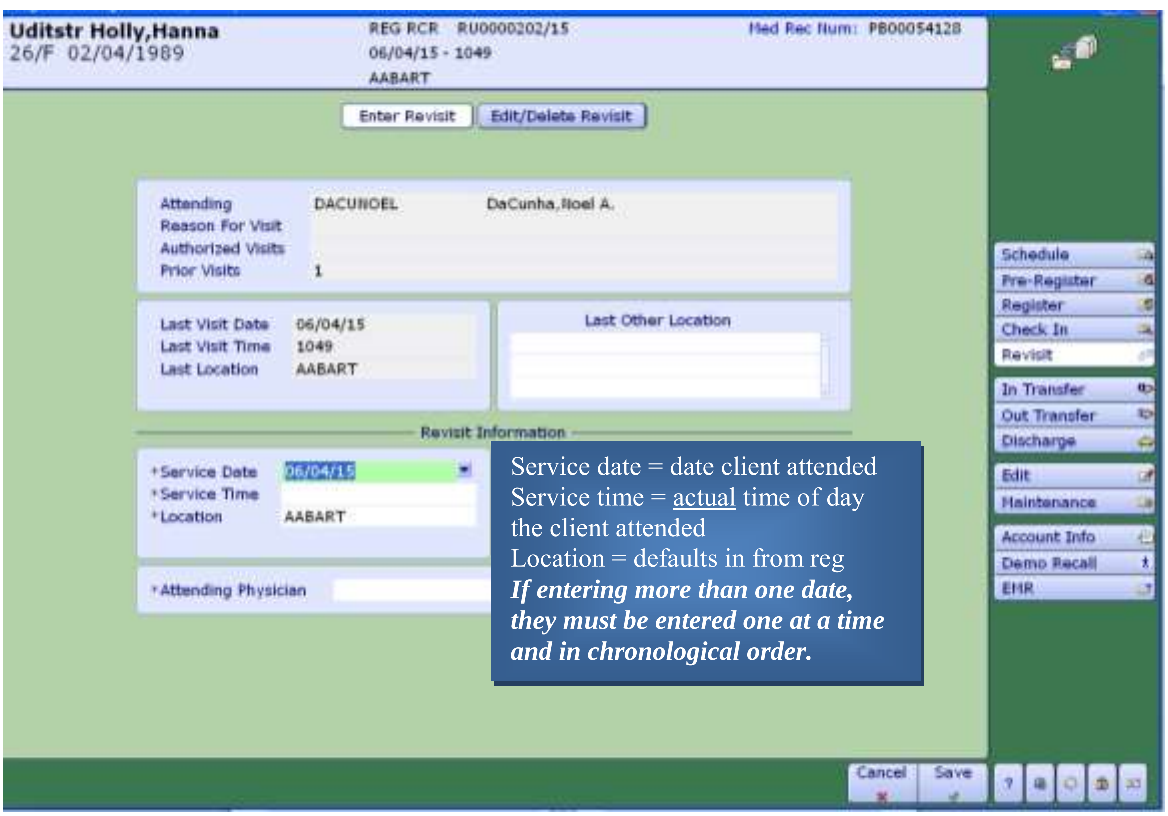


Click on the '**Revisit'** button on the right hand side of the screen

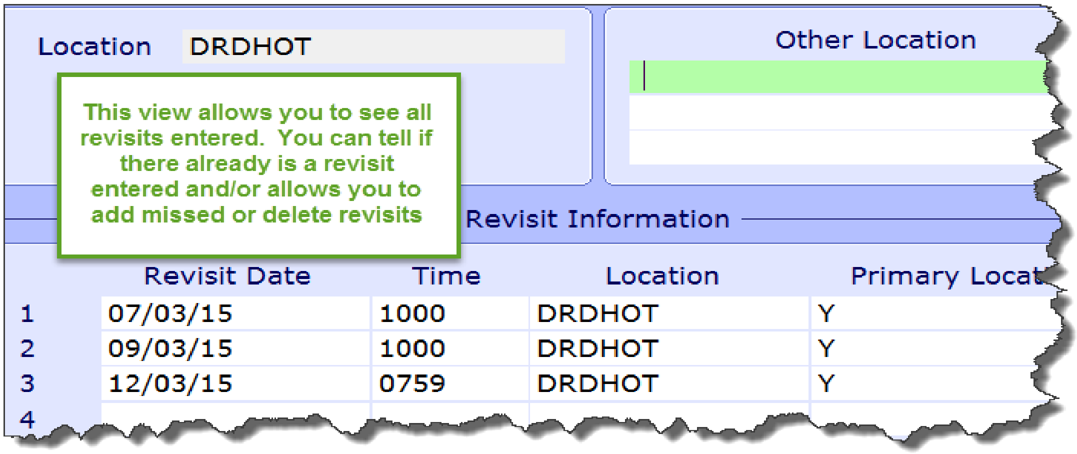
There are two ways to enter a revisit. Either 

and each is useful in different ways.

Enter Revisit



Edit/Delete Revisit

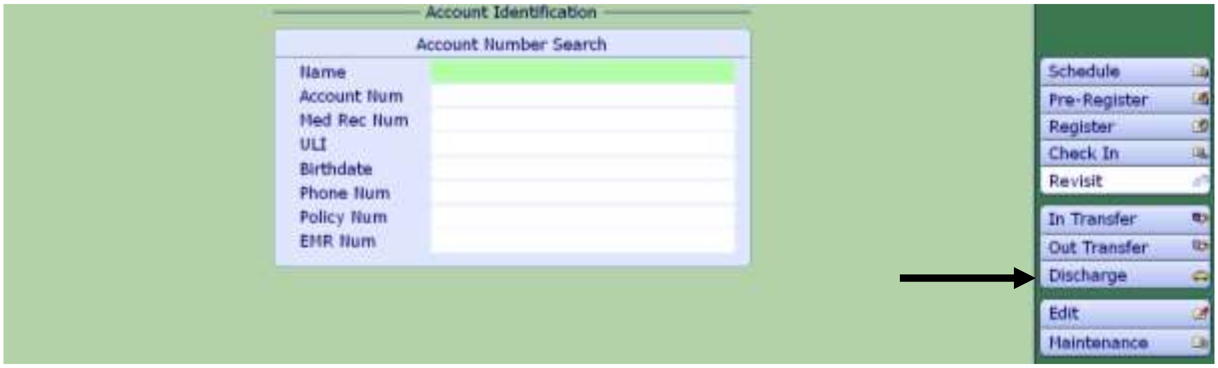


Admitted inpatients (both Acute and Long Term Care) do not need a Revisit entered on the account regardless of the amount of times they are seen. Revisits only apply to Registered Recurring Outpatients.

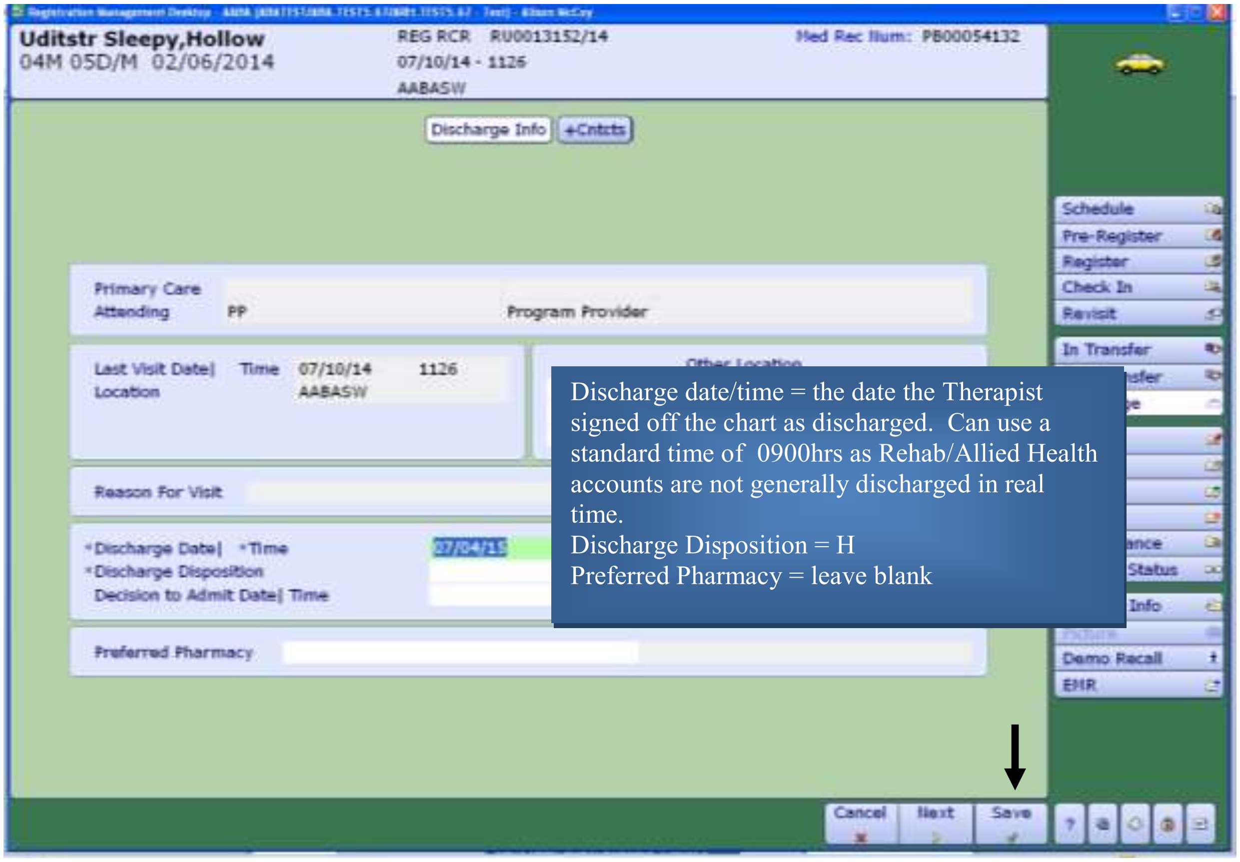
Discharging Recurring Accounts

Recurring Accounts must be manually discharged. To close an account, access the **Registration Management Desktop.**

Click on 'Discharge' on the right hand side of the screen.



Type = Recurring
Form = Long
Enter the client name and/or account number. If you enter a name you will have to choose from the patient's list of accounts



Click 'Save' at the bottom of the screen. That account is now closed and will show with a status of DIS RCR. Orders can still be entered on this account in ITS as long as they are dated prior to the date of discharge. There is no need to re-open the account to add missed orders.

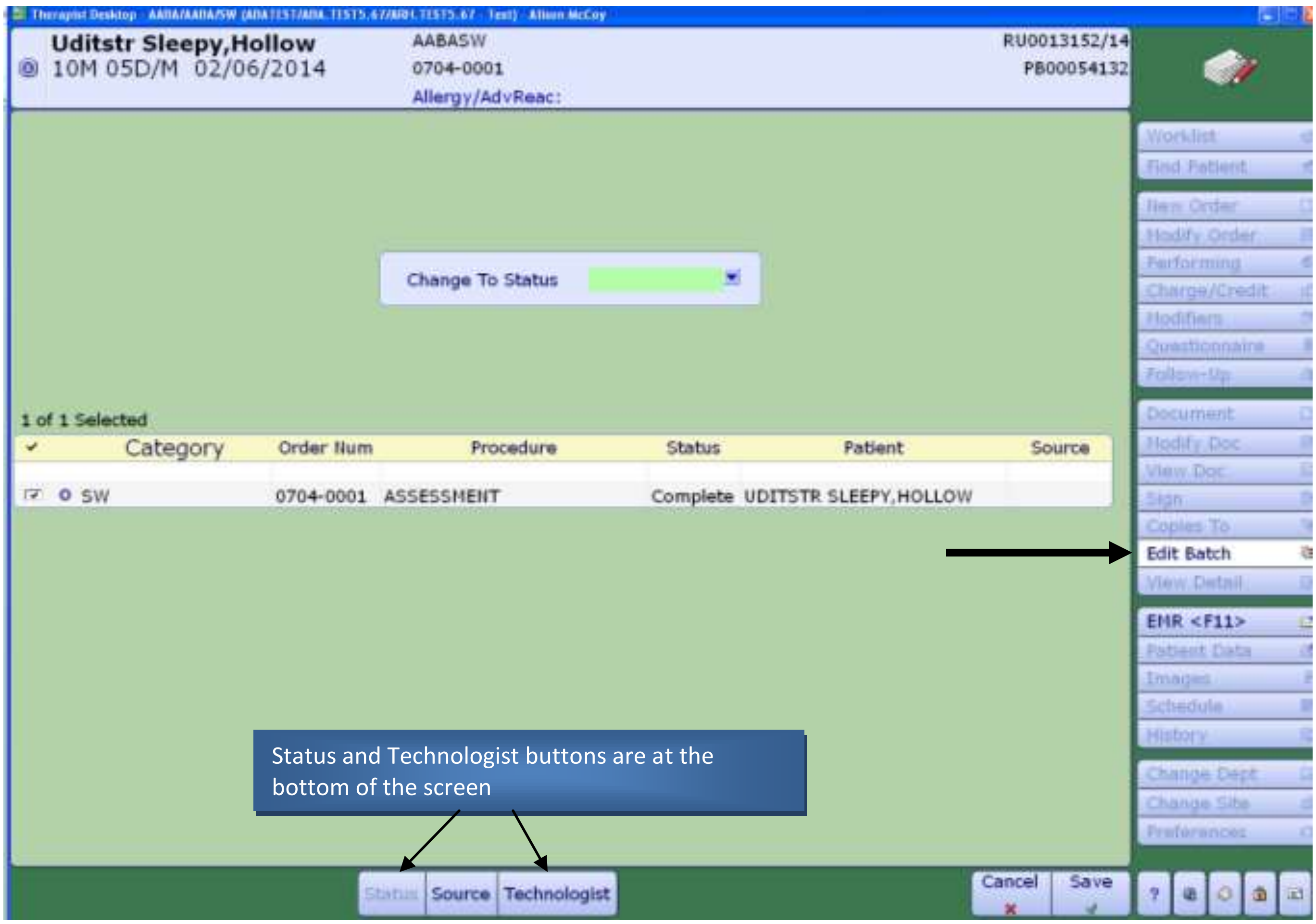
Discharge procedure - can be entered to capture the discharge outcomes using the same routine as for entering any procedure.

Once an account is changed to discharged, DO NOT re-open the account. If the client returns for service they must be registered again with a new account.

Edit Batch

Change Status of an order, add a Technologist - Both are completed by clicking on the 'Edit Batch' button on the right hand side of the screen, (after choosing an order). The status of an order can be changed to 'Cancel'. Common reasons for cancelling orders include "wrong patient' or "wrong patient account".

Note: For Social Work – do not edit a 'Source'

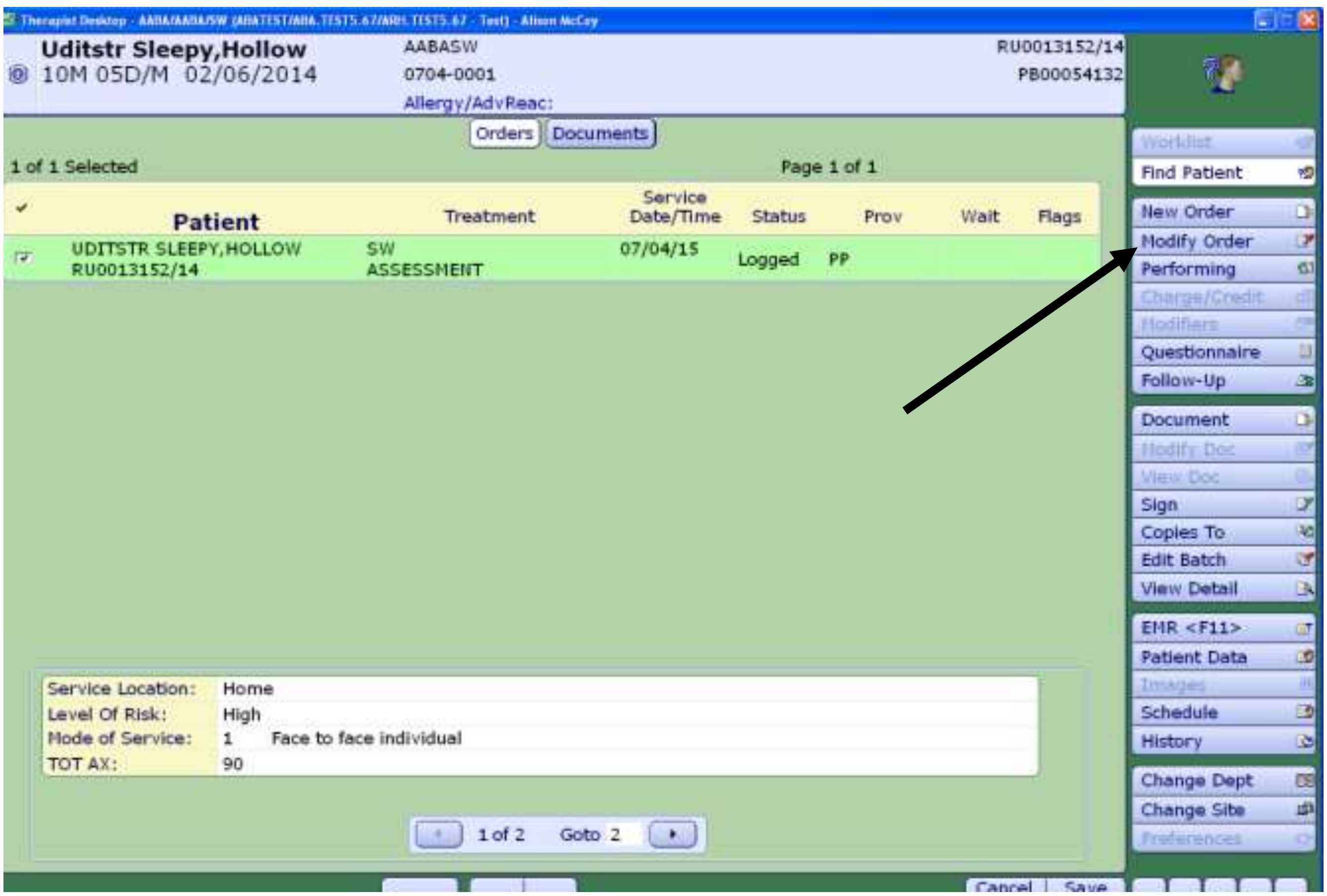


Modify Order

Once an order is saved it is possible to make edits to the information on the order. To edit an order, the order must first be in a 'Logged' status. Use the Edit Batch routine to change the status of the order to 'logged'.

Click on the "**Modify Order**" button on the right hand panel of buttons. The cursor will stop at fields that can be changed.

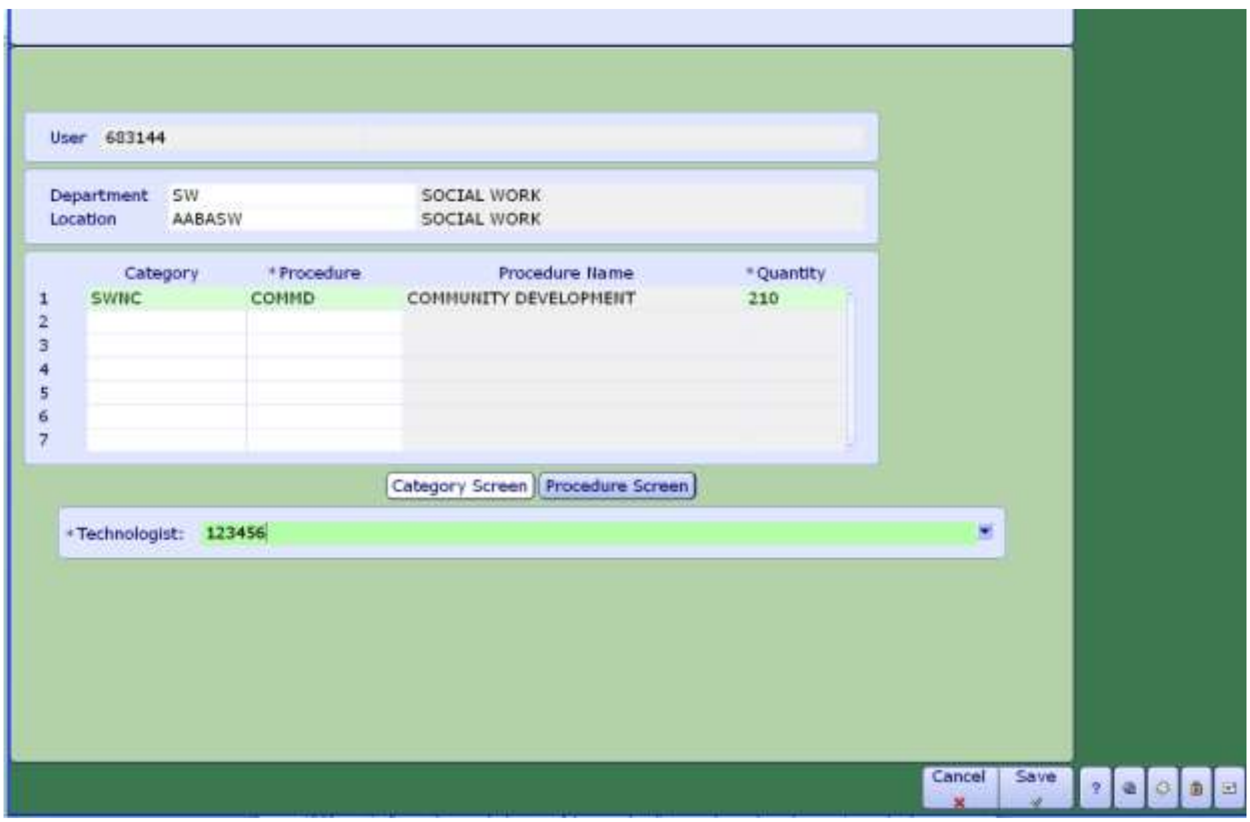
Note: the category of an order cannot be edited. If the order was entered with the wrong category, the order must be cancelled and re-entered.



Non-Client Time

Social Work staff, are required to track Non Client time. To enter non client time into Meditech, access the ***General and Administrative → Enter Requisitions routine***.

Location = Your site SW location (ie. AABASW)
Category = SWNC
Procedure = press F9 to see drop down list of procedures.
Quantity = number of Minutes of time (how long was the presentation in minutes)
Technologist = your ID number

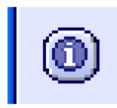


Non client time can be entered in whatever way works for your schedule (daily, weekly, biweekly, monthly).

All “Correction” procedures at the bottom of the procedure list are to be used to subtract minutes that have already been saved. It is not possible to delete anything out of this routine so once you have saved time, the only way to eliminate it is to use the corrections procedures. The amount of minutes entered on a correction procedure will be subtracted from the total.

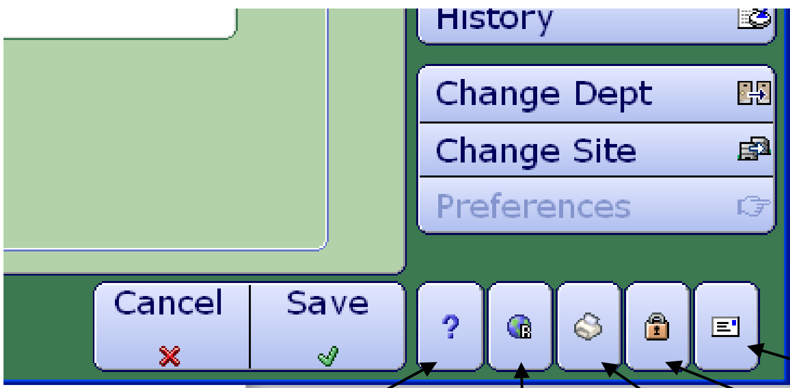
Other Meditech Functions

Standard software help button.

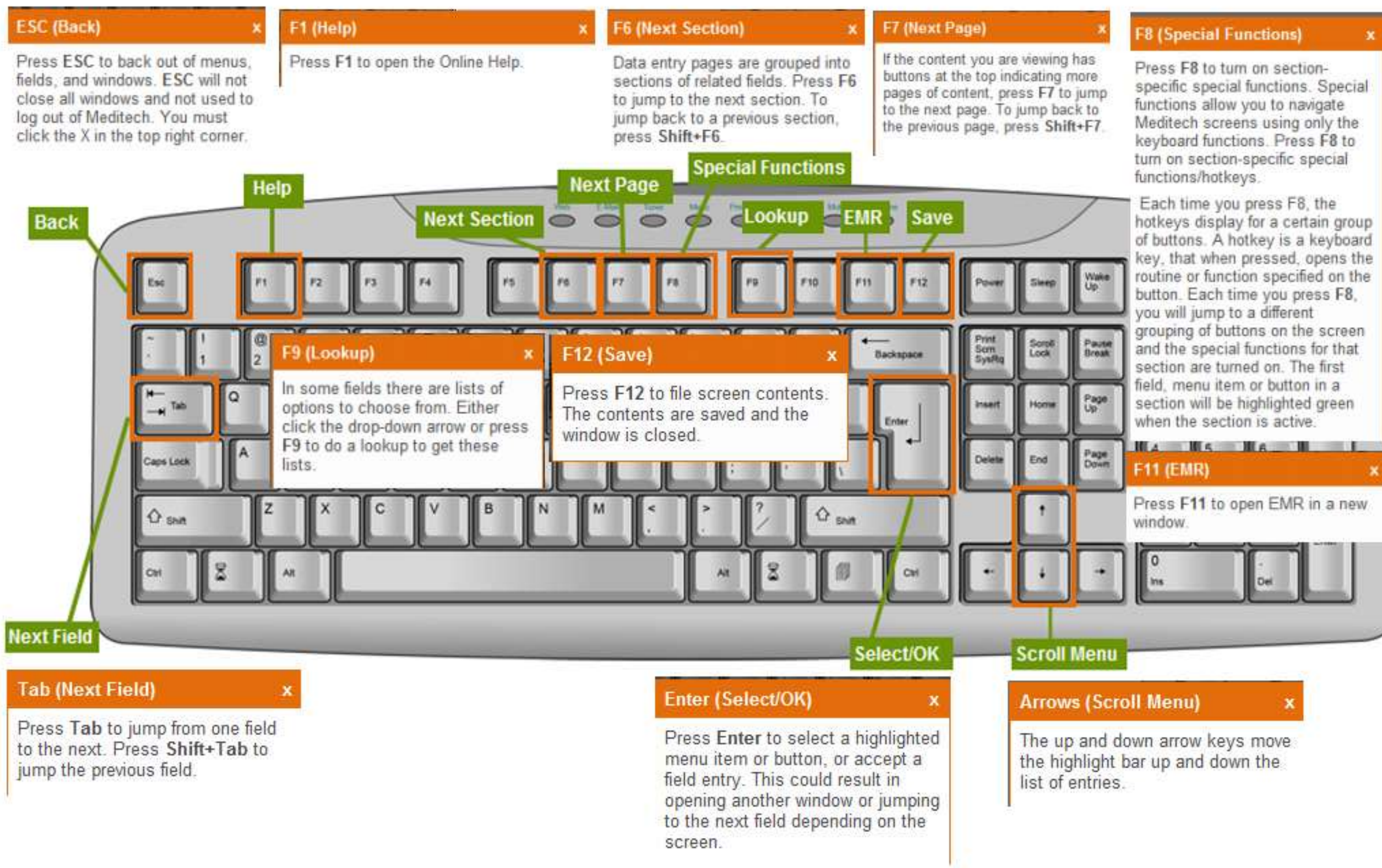


Anywhere this button appears it indicates there is more information to view. Click to view info.

F1 can be used in any field/routine



You can Change Department if you have access to more than one department, or change the Site you are in. Note: if you change site using this button, it will only hold that site till you exit the therapist desktop. Then it reverts back to your original sign on site.
Preferences – Therapies do not use


ESC (Back)
Press ESC to back out of menus, fields, and windows. ESC will not close all windows and not used to log out of Meditech. You must click the X in the top right corner.
F1 (Help)
Press F1 to open the Online Help.
F6 (Next Section)
Data entry pages are grouped into sections of related fields. Press F6 to jump to the next section. To jump back to a previous section, press Shift+F6.
F7 (Next Page)
If the content you are viewing has buttons at the top indicating more pages of content, press F7 to jump to the next page. To jump back to the previous page, press Shift+F7.
F8 (Special Functions)
Press F8 to turn on section-specific special functions. Special functions allow you to navigate Meditech screens using only the keyboard functions. Press F8 to turn on section-specific special functions/hotkeys.
Each time you press F8, the hotkeys display for a certain group of buttons. A hotkey is a keyboard key, that when pressed, opens the routine or function specified on the button. Each time you press F8, you will jump to a different grouping of buttons on the screen and the special functions for that section are turned on. The first field, menu item or button in a section will be highlighted green when the section is active.
Back
Help
Next Section
Next Page
Special Functions
Lookup
EMR
Save
F9 (Lookup)
In some fields there are lists of options to choose from. Either click the drop-down arrow or press F9 to do a lookup to get these lists.
F12 (Save)
Press F12 to file screen contents. The contents are saved and the window is closed.
F11 (EMR)
Press F11 to open EMR in a new window.
Next Field
Select/OK
Scroll Menu
Tab (Next Field)
Press Tab to jump from one field to the next. Press Shift+Tab to jump the previous field.
Enter (Select/OK)
Press Enter to select a highlighted menu item or button, or accept a field entry. This could result in opening another window or jumping to the next field depending on the screen.
Arrows (Scroll Menu)
The up and down arrow keys move the highlight bar up and down the list of entries.

Note

EMR – Review the e-learning module for an overview of the EMR. (found on Insight or MyLearningLink)

Admissions – For those staff that are required to register their own patients, review the ADM e-learning module available on Insight or MyLearningLink

Homecare – Homecare documentation is entered into Meditech via the Care Manager Module. Where required, review all CM documentation on Insight and MyLearningLink, and register and attend the training session which reviews the navigation of the Care Manager module.

For issues regarding the ITS module, please contact your local Data Coordinator or IT Service Desk.
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