

NL QUICK REFERENCE GUIDE for MEDITECH ITS USERS

MEDITECH is always UPPER CASE & Date Format is DD/MM/YY		ORDER STATUS		INPATIENTS LOCATIONS	
	F1 = Help	CNC Cancelled	Order was cancelled	NNLA1S	1 SOUTH ICU
	F9 = Look up/Click on arrow	LOG Logged	Dept received the order	NNLA2N	2 NORTH SURGERY
	F12 = File/Save	CMP Complete	Order complete	NNLA2SE	2 SOUTHEAST MATERNAL CHILD
	ESC = Exit/Cancel	RES Resulted	Order resulted (report attached)	NNLA2SW	2 SOUTHWEST PEDIATRICS
ITS DEPARTMENTS AND CATEGORIES				OUTPATIENT LOCATIONS	
TS = THERAPY SERVICES DEPT: OT = Occupational Therapy PT = Physiotherapy AUD = Audiology SLP = Speech Language Pathology CN = Clinical Nutrition REC = Recreational Therapy				NNLA3N 3 NORTH MEDICINE NNLA3S 3 SOUTH PSYCHIATRY NNLL4 4 LONG TERM CARE	
RT = RESPIRATORY THERAPY DEPT: RT = Respiratory Therapy category only SW = SOCIAL WORK DEPT: SW = Social Work category only				NNLAPT PHYSIOTHERAPY NNLAOT OCCUPATIONAL THERAPY NNLART RESPIRATORY NNLAAUD AUDIOLOGY NNLANUT NUTRITIONAL SERVICES NNLASLP SPEECH LANGUAGE PATHOLOGY	

BASICS of ENTERING an ORDER

PROMPT	RESPONSE
STATUS	Logged – workload to still enter Complete – all associated workload is entered
PATIENT	Account # - enter as; e.g. "XB16/15"; Unit/Medical Record # - enter as; e.g. "U#XB12345" ULI/AHC # - enter as; e.g. "#000000000" FULL or PARIAL NAME Recall last identified patient using (<spacebar>, <ENTER>
ORDERING DR	<F9> / Lookup, often use PP for outpatients
CATEGORY	<F9> / Lookup
PROCEDURE	<F9> / Lookup
PRI (Priority)	S=Stat U=Urgent R=Routine Usually defaults in
QTY	# of procedures, if asked, usually 1
Date	(DD/MM/YY Format) T=Today T+1=Tomorrow
Time	Standard 24hr format or N=Now NOT REQ'D

FACILITIES / SITES FOR THE NORTHEAST SIDE OF THE NORTHERN LIGHTS HEALTH HCIS

NNLA = Northern Lights Health Centre
 NNLL = Northern Lights Hlth Ctr (LTC)

Facility	UNIT#PREFIX	INPT ACCT # PREFIX	OUTPT ACCT # PREFIX
NNLA	XB	XB	XM
NNLL	XB	XC	N/A