This guide assists with usernames, passwords and patients used for training/practice in ORM.

ACCESSING TRAINING ENVIRONMENT

1) From your computer desktop, click the MEDITECH TEST 5.67 icon.

2) Meditech Signon Screen
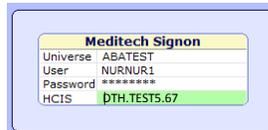
Meditech Signon	
Universe	ABATEST
User	NURNUR1
Password	********
HCIS	DTH.TEST5.67

a. **User**: From this list of training accounts in Meditech, select the most applicable training/practice **User** ID (ie. NURNUR1)

Training Accounts			
Nursing			**Unit Clerk**
NURNUR1	NURNUR6	NURNUR11	NURUC1
NURNUR2	NURNUR7	NURNUR12	NURUC2
NURNUR3	NURNUR8	NURNUR13	NURUC3
NURNUR4	NURNUR9	NURNUR14	NURUC4
NURNUR5	NURNUR10	NURNUR15	NURUC5

b. **Password**: password for all training/practice accounts is **TRAINING**

IMPORTANT: Do not change the password. If you have an issue, pick a different training User ID and call the Solution Centre (1-844-633-4832) to reset the User ID that is requesting a password reset

c. **HCIS**: Press F9 on your keyboard for a Lookup List and select your HCIS (ie. DTH- David Thompson). If you are unsure of your HCIS, refer to the Meditech Map on Insite or external web pages.
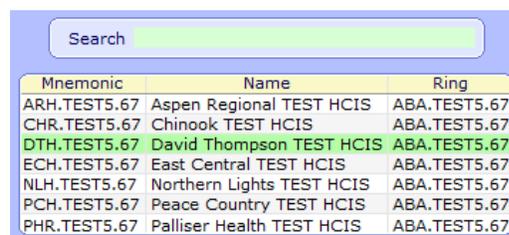
| Search		
Mnemonic	Name	Ring
ARH.TEST5.67	Aspen Regional TEST HCIS	ABA.TEST5.67
CHR.TEST5.67	Chinook TEST HCIS	ABA.TEST5.67
DTH.TEST5.67	David Thompson TEST HCIS	ABA.TEST5.67
ECH.TEST5.67	East Central TEST HCIS	ABA.TEST5.67
NLH.TEST5.67	Northern Lights TEST HCIS	ABA.TEST5.67
PCH.TEST5.67	Peace Country TEST HCIS	ABA.TEST5.67
PHR.TEST5.67	Palliser Health TEST HCIS	ABA.TEST5.67

Training User IDs have "all facility" access, so please keep this in mind when practicing. This means the training User IDs have access to all sites using ORM and multiple OR Room Groups, so you need to ensure you pick the correct facility and OR equipment when scheduling and documenting. Your Meditech LIVE environment will only give you access to your designated sites.

If you supporting a special training session/class and would like the training User ID restricted to a designated site, contact Solution Centre (1-844-633-4832) to have them direct the call to Meditech ORM support. Indicate the site, role (clerk/nurse), number of users and the training day.

3) Access OE, pick your facility and proceed to ORM.
   TIP: If OE will not let you pick your actual site, pick a regional site (ie. Red Deer Regional Hospital) and then within ORM, you can now pick your applicable site.
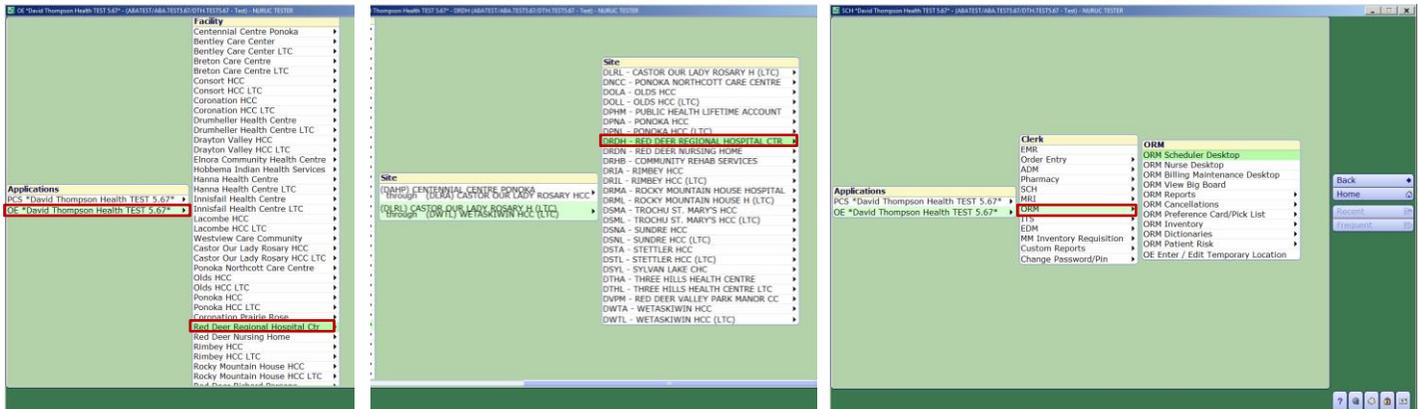

Scheduling Practice – click on *OR Scheduler Desktop*

Documentation Practice – click on *OR Nurse Desktop* (suggested prerequisite is ORM eLearning Module for Nurse Desktop via My Learning Link or External Meditech Pages)

TRAINING PATIENTS

There is a list of available ORM training patients (see last section), however, if you don't have this list available:

- Within the *Patient* field enter "ORM"
- Press F9, then F12 on the Sex/Birthdate message box
- A list of ORM training patients with *ORM* as prefix in the last name will display.
- Select a patient with a first name of your facility. For example, if your site is Drayton Valley, you could select ORMBARON,DRAYTON TRAIN)

	Med Rec Num	Name	Birthdate	Sex	Mother's Name	Last Visit
ⓘ		ORM,TAMMY	01/10/1969	F		23/09/15 CLI
ⓘ	GG00122150	ORMADENOID,LACOMBE TRAIN	16/03/1978	M		21/04/15 REF
ⓘ	GG00093661	ORMADSONS,REDDEER TRAIN	03/05/1969	F		28/10/15 IN
ⓘ	GG00093660	ORMALLIS,REDDEER TRAIN	04/04/1999	F		11/03/15 IN
ⓘ		ORMAORTA,WETASKIWIN TRAINx	09/09/2009	M		10/03/15 IN
ⓘ		ORMAPPY,INNISFAIL TRAIN	15/06/1980	F		11/03/15 IN
ⓘ	GG00122151	ORMARTERY,STETTLER TRAIN	08/08/1919	M		21/04/16 CLI
ⓘ	GG00093659	ORMAWL,REDDEER TRAIN	20/08/1978	M		21/04/15 REF
ⓘ	GG00093657	ORMBABCOCK,REDDEER TRAIN	01/12/1933	F		11/03/15 IN
ⓘ	GG00122154	ORMBARON,DRAYTON TRAIN	25/08/1963	M		21/04/16 CLI
ⓘ		ORMBONE,LACOMBE TRAIN	03/09/2001	F		11/03/15 IN
ⓘ	GG00093656	ORMBONNEYS,REDDEER TRAIN	18/11/1965	F		11/03/15 IN
ⓘ		ORMBOWL,DRAYTON TRAIN	25/01/1956	F		21/07/16 CLI
ⓘ	GG00093655	ORMBULLDOG,REDDEER TRAIN	07/09/1967	F		13/04/17 IN

NURSE DESKTOP (DOCUMENTATION PRACTICE AND ADDING AN EMERGENCY CASE)
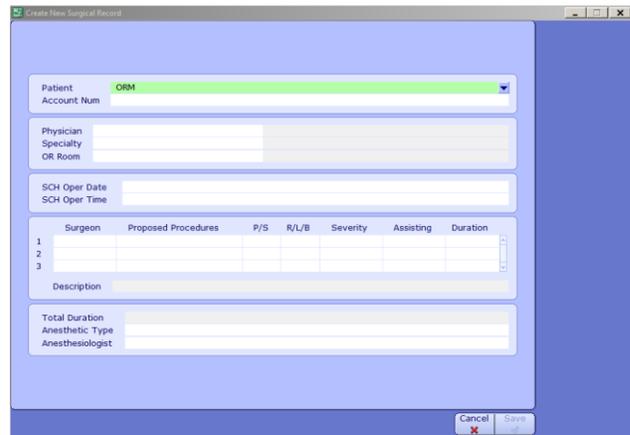
Schedule an emergency procedure to document via [New Case] footer button.

On this screen you will:

1) Select a physician
2) Specialty should default
3) Choose an OR Room
4) Choose "T" for today
5) Choose "N" for now
6) Your surgeon will default in again
7) Choose the surgery by using a String search (S/CES, for cesarean, or a procedure your surgeon does), mnemonic search or simply click F9 to pick a procedure (all the same search methods you use in live will work)
8) Choose an assistant , 1st 4 letters of last name, F9
9) Choose anesthetic Type and Anesthetist
10) F12

Your patient is now on your Big Board and your Worklist and ready to be documented.

Click [Operative] side function button and begin documenting. Practice documenting on this patient.
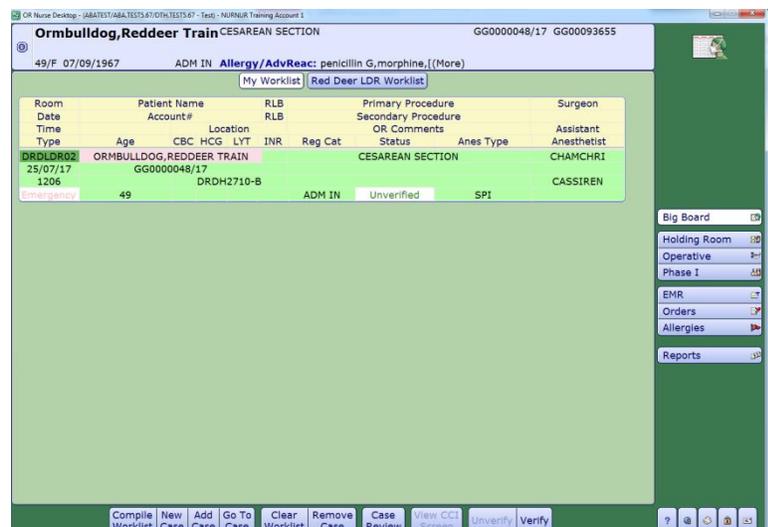
Suggested Training Ideas

1) Compile Worklist Button (footer button)
2) Book an emergency case via "New Case" (footer button)
3) Make sure you are able to document Operative section (side button) and enter equipment, document on all the CDS screens, e.g. C-Section, SSC, Procedure, etc.
4) Print the Chart via Operative section or via Reports side button (always save before printing and just preview it, don't actually print)
5) Verify (footer button) the chart
6) Clear Worklist and compile again (footer button)
7) View documented case with EMR (side button)
8) Order a lab test; click Order (side button)
9) View allergies (side button)
10) Go between My Worklist and your Facility Specific Worklist (header buttons)
11) Click on the big board headers and reorder the list (works best if a lot of cases on your list)
12) Explore and see what other options are available in ORM

SCHEDULING DESKTOP: BOOKING CASES, WAITLIST FUNCTION, PROCESS PATIENT APPOINTMENTS, REGISTER PATIENTS

- If the training ID is set for a single OR, the desktop will default to today's date for that room group.
- If the training ID is set for multiple OR's, you will have to pick the room group first and can change this at any time via the footer button Change Display.

Remember, try to limit creating New Visit and use Look For Visit as often as possible; plus, use a patient that has your facility name listed.

Scheduling changes are more intuitive and most fields remain the same.

Suggested Training Idea:

1) Book (side button) two elective cases in the same room
2) Edit (side button) one case
3) Assign Anesthetist (side button)
4) Reorder the cases (side button) with new numbers
5) Drop and drag a case within the same date
6) Reschedule (footer button) the case to another day
7) Cancel the rescheduled case (Change Status footer button) and pick a reason that puts case on the pending list
8) Rebook that case and when message "Patient has pending cases" appears, pick that pending case

9) Switch account (side button) if that is currently part of your role. First look for an existing account but if there is not one, switch to new one, then switch it back to the ADM IN and cancel the SCH status account when it prompts you

10) Refresh the grid by hitting the picture of the clock in upper left side (notice it changes time intervals from 15-30-60 mins)

11) Note the cases and percentage displayed in the room header. Click View Day (side button) and see how it shows used/available minutes

12) Click on a patient on the grid, then click Scheduling (footer button). You opened patient appointments

13) Click anywhere but on a patient then click Scheduling (footer button) and notice you may have 4 options to pick (Patient, Waitlist, Resource, Book)

14) Click Registration (side button) and if you are supposed to be able to Preregister or Register patients confirm this option appears

15) Explore and see what other options are available in ORM.

Scheduling Appointment:

- OR comments are a footer button you can access within the appointment
- Scheduler notes can be entered via the Patient Data header button within the appointment (click *Edit,* select *Patient Data* button at the top, select the little blue *Edit* button, then enter the *Scheduler Note*)
- Edit text box automatically appears immediately upon picking the procedure to provide more information, as needed
- Proc and Sched average can be viewed in the appointment via the footer button, as long as the information is on the procedure line of the appointment
- More Info header button in the appointment will display the scheduling CDS, if you need to edit things like Decision to Treat

Scheduling Grid:

- Cases booked and percentage displays on each room or via View Day side button
- You can move to next/prev day or week with the footer buttons
- Scheduling footer button will automatically go to Process Patient Appointments if you have a patient selected/highlighted
- Scheduling footer button may give you 4 options (Patient, Waitlist, Resource, Book), if you do not have a patient selected/highlighted
- The Scheduling footer button will display BOOK to access CWS module to book PAC or other outpatient appointments. Only applicable if this is currently part of your process/role
- Purple color means multiple appointments and is not a conflict. Simply means one case starts and another finishes within the 15 minute increment
- Reorder cases uses numbering, instead of dragging cases up and you cannot edit the set up/clean up here anymore (must edit within the appointment only)