



**MEDITECH Expanse
Provider**



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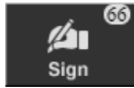
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Reject Orders

1. Click the **Sign** button.



2. Click to select the order(s) that you wish to reject.

3. Once you have marked all of the orders to reject, click the **Reject** button.

Reject

4. Type a reason in the **Rejection Reason** field

Enter a Reason

5. Click the **Save** button.

SAVE

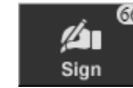
6. Click the **Submit** button.

Submit



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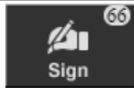
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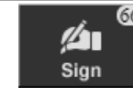
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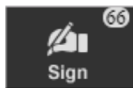
6. Click the **Submit** button.

Submit



e-Sign Documents

1. Click the **Sign** button.



2. Click to select the document(s) that you wish to sign.

3. Click the **Checkmark** to deselect as needed. ✓

4. Click the **Edit** button to edit the document, if needed.



5. Once you have marked all of the documents to sign, click the **Submit** button.

Submit

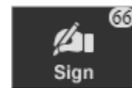
6. Enter your **PIN** and press **ENTER** on the keyboard.

Enter PIN



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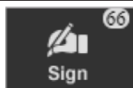
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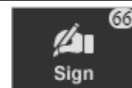
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Enter PIN



Patient Lists

1. Click the **Rounds Patients** button.

Rounds Patients 31

2. Click to select **Show All Lists**.

Show All Lists



3. Select from the list of options.

Rounds Patients	My All Patients
Provider Team Patients	My Consultations
Discharged Patients	Recent Visit Activity
Emergency Patients	Personal List
Emergency Location	Recently Accessed
Scheduled Outpatients	Admissions by Date
Surgical Cases	Discharges by Date
Hold Queue	Any Location



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Emergency Location	Recently Accessed
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Surgical Cases	Discharges by Date
Hold Queue	Any Location



Print a Report

1. Click the **Menu** button.



2. Click to select **Report**.

Remove Patient

Report

Back Home Dashboard Reports

3. Select the **Include Facilities** option by clicking the appropriate button.

Include Facilities

All

Willis Knighton Medical Center

4. Select all of your desired parameters.

List Format

One Line

One Line Expanded

Two Line Table



List Only?



All Patients



Selected Patients

Continued on next card.

6

© WKHS



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List Only?



All Patients



Selected Patients

Continued on next card.

6

© WKHS



Print a Report *(continued)*

Continued from previous card.

5. Click the **Print** button.

Print

6. Click the **down arrow** within the **Printer** field.

*Printer

7. Click to select the printer you wish to use.

B22CANP01 (B22CANP01 CANCERREGP1)
B22HISP01 (B22HISP01 HISCANONMFP)
B22HISP02 (B22HISP02 HISCODP1)
B22HISP03 (B22HISP03 HISOFFP1)
EC13X5P01

8. Click the **OK** button.

OK



Print a Report *(continued)*

Continued from previous card.

5. Click the **Print** button.

Print

6. Click the **down arrow** within the **Printer** field.

*Printer

7. Click to select the printer you wish to use.

B22CANP01 (B22CANP01 CANCERREGP1)
B22HISP01 (B22HISP01 HISCANONMFP)
B22HISP02 (B22HISP02 HISCODP1)
B22HISP03 (B22HISP03 HISOFFP1)
EC13X5P01

8. Click the **OK** button.

OK



Print a Report *(continued)*

Continued from previous card.

5. Click the **Print** button.

Print

6. Click the **down arrow** within the **Printer** field.

*Printer

7. Click to select the printer you wish to use.

B22CANP01 (B22CANP01 CANCERREGP1)
B22HISP01 (B22HISP01 HISCANONMFP)
B22HISP02 (B22HISP02 HISCODP1)
B22HISP03 (B22HISP03 HISOFFP1)
EC13X5P01

8. Click the **OK** button.

OK



Print a Report *(continued)*

Continued from previous card.

5. Click the **Print** button.

Print

6. Click the **down arrow** within the **Printer** field.

*Printer

7. Click to select the printer you wish to use.

B22CANP01 (B22CANP01 CANCERREGP1)
B22HISP01 (B22HISP01 HISCANONMFP)
B22HISP02 (B22HISP02 HISCODP1)
B22HISP03 (B22HISP03 HISOFFP1)
EC13X5P01

8. Click the **OK** button.

OK



Build a Cover List

1. Click the **Build Cover** button.



2. Click the **Edit Coverage** button.

Edit Coverage

3. Click the **Search Provider** field.

Search Providers



4. Enter the **Provider's** name and select from the list.

5. Click the **SAVE** button.

SAVE



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4. Enter the **Provider's** name and select from the list.

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SAVE



Workload

1. Click the **Workload** button.



2. Click the **arrow** to expand a section.



3. From the list within the section, click to select the item you wish to view.

4. To keep the message on the **Workload**, click **Save**.

SAVE

5. To remove the message from the **Workload**, click **Complete**.

Complete



Workload

1. Click the **Workload** button.



2. Click the **arrow** to expand a section.



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4. To keep the message on the **Workload**, click **Save**.

SAVE

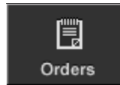
5. To remove the message from the **Workload**, click **Complete**.

Complete



Single Orders

1. From within the patient's chart, click the **Orders** button.



2. Click the **ENTER** tab.



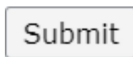
3. Enter the order you wish to add in the **Search All** field.

4. Click to select the desired order.
5. Click the **Star** button to add the desired order to your favorites. ☆

6. Click the desired frequency checkbox.

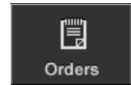
7. Complete all required and pertinent details.

8. Click the **Submit** button.



Single Orders

1. From within the patient's chart, click the **Orders** button.



2. Click the **ENTER** tab.



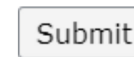
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6. Click the desired frequency checkbox.

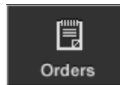
7. Complete all required and pertinent details.

8. Click the **Submit** button.



Single Orders

1. From within the patient's chart, click the **Orders** button.



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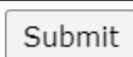
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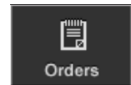
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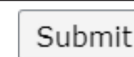
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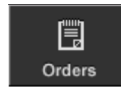
7. Complete all required and pertinent details.

8. Click the **Submit** button.



Order Sets

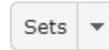
1. From within the patient's chart, click the **Orders** button.



2. Click the **ENTER** tab.



3. Click the Sets button to search for sets or,



4. Enter the order set you wish to add in the **Search All** field.



5. Click the **Star** button to add the desired order to your favorites

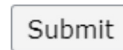


6. Click the applicable order set to display details.

7. Click the appropriate checkboxes to select and/or deselect orders.



8. Click the **Submit** button.

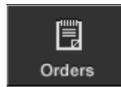


9. Click the **SAVE** button.



Order Sets

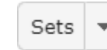
1. From within the patient's chart, click the **Orders** button.



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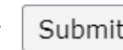


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8. Click the **Submit** button.

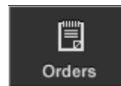


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Order Sets

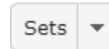
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3. Click the Sets button to search for sets or,



4. Enter the order set you wish to add in the **Search All** field.



5. Click the **Star** button to add the desired order to your favorites

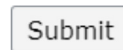


6. Click the applicable order set to display details.

7. Click the appropriate checkboxes to select and/or deselect orders.



8. Click the **Submit** button.

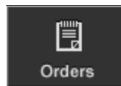


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Order Sets

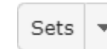
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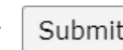


6. Click the applicable order set to display details.

7. Click the appropriate checkboxes to select and/or deselect orders.



8. Click the **Submit** button.

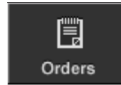


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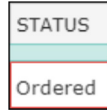


Stop Orders

1. From within the patient's chart, click the **Orders** button.

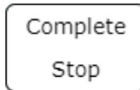


2. Click the **Status** column for the desired order.

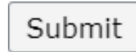


Note: You may only **Undo** an order before the order is saved.

3. Click the **Stop** option.

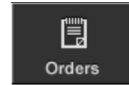


4. Click the **Submit** button.

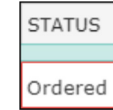


Stop Orders

1. From within the patient's chart, click the **Orders** button.



2. Click the **Status** column for the desired order.

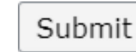


Note: You may only **Undo** an order before the order is saved.

3. Click the **Stop** option.

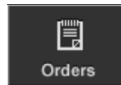


4. Click the **Submit** button.

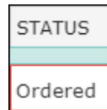


Stop Orders

1. From within the patient's chart, click the **Orders** button.

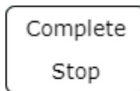


2. Click the **Status** column for the desired order.

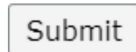


Note: You may only **Undo** an order before the order is saved.

3. Click the **Stop** option.

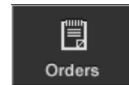


4. Click the **Submit** button.

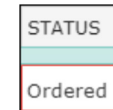


Stop Orders

1. From within the patient's chart, click the **Orders** button.

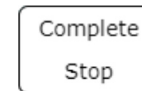


2. Click the **Status** column for the desired order.

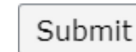


Note: You may only **Undo** an order before the order is saved.

3. Click the **Stop** option.

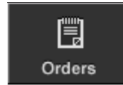


4. Click the **Submit** button.



Medication Reconciliation

1. From within the patient's chart, click the **Orders** button.



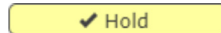
2. Click the **RECONCILE** tab.



3. Click the **Continue** button to continue a home med.



4. Click the **Hold** button to hold a home med.



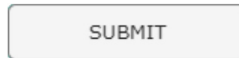
5. Click the **ellipsis** button to display more options.



6. Click to add an **Alert** if applicable.



7. Click the **SUBMIT** button.

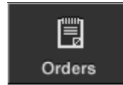


8. Click the **SAVE** button.



Medication Reconciliation

1. From within the patient's chart, click the **Orders** button.



2. Click the **RECONCILE** tab.



3. Click the **Continue** button to continue a home med.



4. Click the **Hold** button to hold a home med.



5. Click the **ellipsis** button to display more options.



6. Click to add an **Alert** if applicable.



7. Click the **SUBMIT** button.

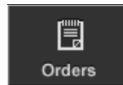


8. Click the **SAVE** button.



Medication Reconciliation

1. From within the patient's chart, click the **Orders** button.



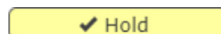
2. Click the **RECONCILE** tab.



3. Click the **Continue** button to continue a home med.



4. Click the **Hold** button to hold a home med.



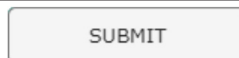
5. Click the **ellipsis** button to display more options.



6. Click to add an **Alert** if applicable.



7. Click the **SUBMIT** button.

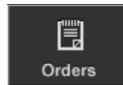


8. Click the **SAVE** button.

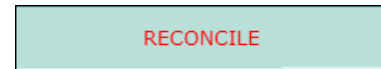


Medication Reconciliation

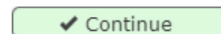
1. From within the patient's chart, click the **Orders** button.



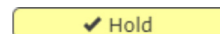
2. Click the **RECONCILE** tab.



3. Click the **Continue** button to continue a home med.



4. Click the **Hold** button to hold a home med.



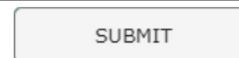
5. Click the **ellipsis** button to display more options.



6. Click to add an **Alert** if applicable.



7. Click the **SUBMIT** button.

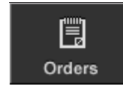


8. Click the **SAVE** button.

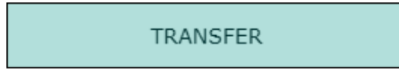


Transfer Orders

1. From within the patient's chart, click the **Orders** button.



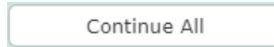
2. Click the **TRANSFER** tab.



3. Click the **Continue** or **Stop** button to continue or stop each order upon transfer.

Note: Some order categories default to **Continue**.

4. You may use the **Continue All** or **Stop All** buttons to continue or stop all orders in a category.



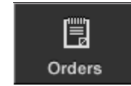
5. Complete medication reconciliation for any outstanding home medications. If the home medications have already been reconciled, click the **Reviewed** button.



Continued on next card.

Transfer Orders

1. From within the patient's chart, click the **Orders** button.



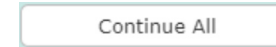
2. Click the **TRANSFER** tab.



3. Click the **Continue** or **Stop** button to continue or stop each order upon transfer.

Note: Some order categories default to **Continue**.

4. You may use the **Continue All** or **Stop All** buttons to continue or stop all orders in a category.



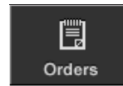
5. Complete medication reconciliation for any outstanding home medications. If the home medications have already been reconciled, click the **Reviewed** button.



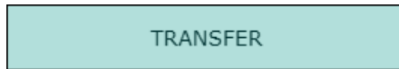
Continued on next card.

Transfer Orders

1. From within the patient's chart, click the **Orders** button.



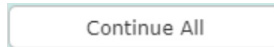
2. Click the **TRANSFER** tab.



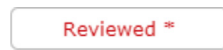
3. Click the **Continue** or **Stop** button to continue or stop each order upon transfer.

Note: Some order categories default to **Continue**.

4. You may use the **Continue All** or **Stop All** buttons to continue or stop all orders in a category.



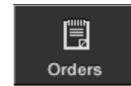
5. Complete medication reconciliation for any outstanding home medications. If the home medications have already been reconciled, click the **Reviewed** button.



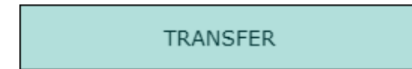
Continued on next card.

Transfer Orders

1. From within the patient's chart, click the **Orders** button.



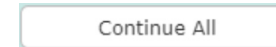
2. Click the **TRANSFER** tab.



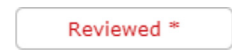
3. Click the **Continue** or **Stop** button to continue or stop each order upon transfer.

Note: Some order categories default to **Continue**.

4. You may use the **Continue All** or **Stop All** buttons to continue or stop all orders in a category.



5. Complete medication reconciliation for any outstanding home medications. If the home medications have already been reconciled, click the **Reviewed** button.



Continued on next card.

Transfer Orders *(continued)*

Continued from previous card.

6. Click the **Add New** button to add orders.

Add New

7. Click the **Now** checkbox to start/stop an order as soon as the transfer order is submitted and saved.

8. Click the **SUBMIT** button.

SUBMIT

9. Click the **SAVE** button.

SAVE



Transfer Orders *(continued)*

Continued from previous card.

6. Click the **Add New** button to add orders.

Add New

7. Click the **Now** checkbox to start/stop an order as soon as the transfer order is submitted and saved.

8. Click the **SUBMIT** button.

SUBMIT

9. Click the **SAVE** button.

SAVE



Transfer Orders *(continued)*

Continued from previous card.

6. Click the **Add New** button to add orders.

Add New

7. Click the **Now** checkbox to start/stop an order as soon as the transfer order is submitted and saved.

8. Click the **SUBMIT** button.

SUBMIT

9. Click the **SAVE** button.

SAVE



Transfer Orders *(continued)*

Continued from previous card.

6. Click the **Add New** button to add orders.

Add New

7. Click the **Now** checkbox to start/stop an order as soon as the transfer order is submitted and saved.

8. Click the **SUBMIT** button.

SUBMIT

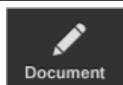
9. Click the **SAVE** button.

SAVE



Manage Favorites

1. From within the patient's chart, click the **Document** button.



2. Click the **Search New Documents** field.

3. Select the document you wish to add to your **Favorites** by clicking the **Star** button.



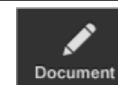
4. Click outside the overlay to close.

5. Click the document name to open the template.



Manage Favorites

1. From within the patient's chart, click the **Document** button.



2. Click the **Search New Documents** field.

3. Select the document you wish to add to your **Favorites** by clicking the **Star** button.



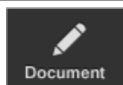
4. Click outside the overlay to close.

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1. From within the patient's chart, click the **Document** button.



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3. Select the document you wish to add to your **Favorites** by clicking the **Star** button.



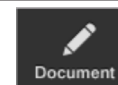
4. Click outside the overlay to close.

5. Click the document name to open the template.



Manage Favorites

1. From within the patient's chart, click the **Document** button.



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3. Select the document you wish to add to your **Favorites** by clicking the **Star** button.



4. Click outside the overlay to close.

5. Click the document name to open the template.

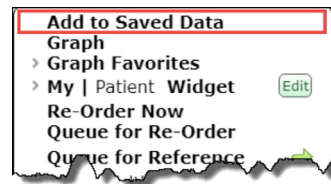


Using Saved Data

1. Right-click the desired data from the **Reference Region**, or other location within **Web Acute**.

Plt Count 128 10³/cmm (130-400) L

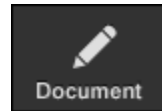
2. From the list, click to select **Add to Saved Data**.



Note: A diamond icon will display next to any data element that has been added to **Saved Data**.

Plt Count ◆ 128 10³/cmm (130-400) L

3. From the **Menu** bar, click the **Document** button to return to the desired document.



4. Within the document, click the text entry field.

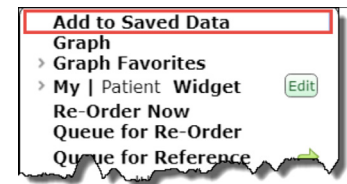
Continued on next card.

Using Saved Data

1. Right-click the desired data from the **Reference Region**, or other location within **Web Acute**.

Plt Count 128 10³/cmm (130-400) L

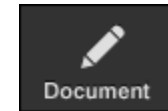
2. From the list, click to select **Add to Saved Data**.



Note: A diamond icon will display next to any data element that has been added to **Saved Data**.

Plt Count ◆ 128 10³/cmm (130-400) L

3. From the **Menu** bar, click the **Document** button to return to the desired document.



4. Within the document, click the text entry field.

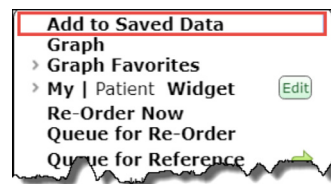
Continued on next card.

Using Saved Data

1. Right-click the desired data from the **Reference Region**, or other location within **Web Acute**.

Plt Count 128 10³/cmm (130-400) L

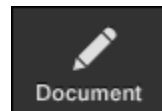
2. From the list, click to select **Add to Saved Data**.



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Plt Count ◆ 128 10³/cmm (130-400) L

3. From the **Menu** bar, click the **Document** button to return to the desired document.



4. Within the document, click the text entry field.

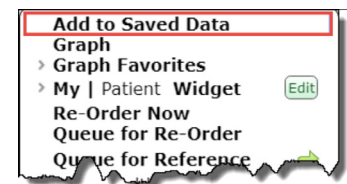
Continued on next card.

Using Saved Data

1. Right-click the desired data from the **Reference Region**, or other location within **Web Acute**.

Plt Count 128 10³/cmm (130-400) L

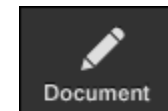
2. From the list, click to select **Add to Saved Data**.



Note: A diamond icon will display next to any data element that has been added to **Saved Data**.

Plt Count ◆ 128 10³/cmm (130-400) L

3. From the **Menu** bar, click the **Document** button to return to the desired document.



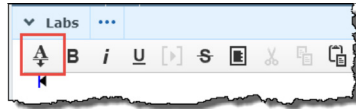
4. Within the document, click the text entry field.

Continued on next card.

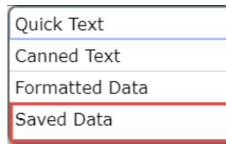
Using Saved Data (continued)

Continued from previous card.

- From the text editor, click the **Insert Additional Text** button.



- From the list, click **Saved Data**.



- From the **Saved Data** overlay, select the **check mark** column for the desired data, and then click the **Insert** button.

Saved Data						CANCEL	REMOVE	INSERT
<input checked="" type="checkbox"/>	Name	Value	Date	Type	Keep			
<input checked="" type="checkbox"/>	Plt Count	128 10 [^] 3/cmm L	11/02/19 15:51	Lab	<input type="checkbox"/>			

- The data will display in the document.

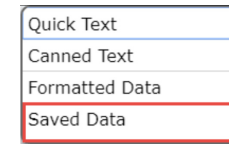
Using Saved Data (continued)

Continued from previous card.

- From the text editor, click the **Insert Additional Text** button.



- From the list, click **Saved Data**.



- From the **Saved Data** overlay, select the **check mark** column for the desired data, and then click the **Insert** button.

Saved Data						CANCEL	REMOVE	INSERT
<input checked="" type="checkbox"/>	Name	Value	Date	Type	Keep			
<input checked="" type="checkbox"/>	Plt Count	128 10 [^] 3/cmm L	11/02/19 15:51	Lab	<input type="checkbox"/>			

- The data will display in the document.

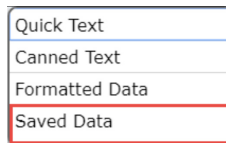
Using Saved Data (continued)

Continued from previous card.

- From the text editor, click the **Insert Additional Text** button.



- From the list, click **Saved Data**.



- From the **Saved Data** overlay, select the **check mark** column for the desired data, and then click the **Insert** button.

Saved Data						CANCEL	REMOVE	INSERT
<input checked="" type="checkbox"/>	Name	Value	Date	Type	Keep			
<input checked="" type="checkbox"/>	Plt Count	128 10 [^] 3/cmm L	11/02/19 15:51	Lab	<input type="checkbox"/>			

- The data will display in the document.

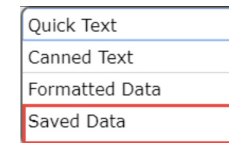
Using Saved Data (continued)

Continued from previous card.

- From the text editor, click the **Insert Additional Text** button.



- From the list, click **Saved Data**.

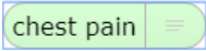
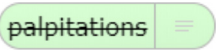

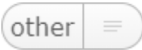


- From the **Saved Data** overlay, select the **check mark** column for the desired data, and then click the **Insert** button.

Saved Data						CANCEL	REMOVE	INSERT
<input checked="" type="checkbox"/>	Name	Value	Date	Type	Keep			
<input checked="" type="checkbox"/>	Plt Count	128 10 [^] 3/cmm L	11/02/19 15:51	Lab	<input type="checkbox"/>			

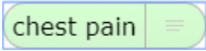
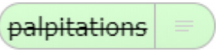

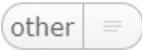
- The data will display in the document.

Click Documentation

1. For responses that offer positive and negative options, left click on the group response to report as **Present/Positive**. 
2. Right click on a **response** to report as **Denies/Absent**. 
3. Click on the three lines to add a comment to the response. 
4. Click the **Other** button to add a response, which does not display in the section, and then type a response in comment field. 

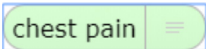
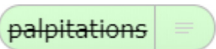




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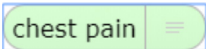
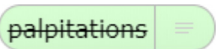




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Create New Typical Doc

1. Identify a section that is available for typicals documentation.
2. Select all typical or common responses for the section.

Head Images



Ears

hearing grossly normal bilaterally external ears normal TM's normal bilaterally

TM normal on the right **TM normal on the left** EAC's normal mastoids normal

no periauricular adenopathy EAC abnormal external ear abnormal

hearing grossly impaired mastoid abnormal **periauricular adenopathy** TM abnormal

3. Click the **Menu** button. 

4. Click **Create New Typical** from the list.

Cancel Document

Create New Typical

Add Content

Switch Document


5. Click the appropriate checkbox.

Continued on next card.

Create New Typical Doc

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2. Select all typical or common responses for the section.

Head Images



Ears

hearing grossly normal bilaterally external ears normal TM's normal bilaterally

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3. Click the **Menu** button. 

4. Click **Create New Typical** from the list.

Cancel Document

Create New Typical

Add Content

Switch Document

5. Click the appropriate checkbox.

Continued on next card.

Create New Typical Doc *(continued)*

Continued from previous card.

- Click the **My Typical Name** field, and type the name of your typical.

*My Typical Name

- Click **SAVE**.

SAVE



Create New Typical Doc *(continued)*

Continued from previous card.

- Click the **My Typical Name** field, and type the name of your typical.

*My Typical Name

- Click **SAVE**.

SAVE



Create New Typical Doc *(continued)*

Continued from previous card.

- Click the **My Typical Name** field, and type the name of your typical.

*My Typical Name

- Click **SAVE**.

SAVE



Create New Typical Doc *(continued)*

Continued from previous card.

- Click the **My Typical Name** field, and type the name of your typical.

*My Typical Name

- Click **SAVE**.

SAVE



Typical Documentation

1. Identify and click a section that is available for typical documentation.
2. Click the **Typicals** button.

3. Click the applicable typical title.

Another Practice Typical
ENT
General Healthy
Head Laceration

4. Click the appropriate checkbox.

5. Click **APPLY**.

APPLY



Typical Documentation

1. Identify and click a section that is available for typical documentation.
2. Click the **Typicals** button.

3. Click the applicable typical title.

Another Practice Typical
ENT
General Healthy
Head Laceration

4. Click the appropriate checkbox.

5. Click **APPLY**.

APPLY



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Another Practice Typical
ENT
General Healthy
Head Laceration


4. Click the appropriate checkbox.

5. Click **APPLY**.

APPLY








Add a Problem

1. From within a document template, click the **PFSH** header button.
2. Click the  icon.

3. Type the desired **Problem** in the **Search for: New Problem** field.


4. Click to select the desired problem from the list.

Search Results				
☆ Pneumonia	J18.9	Active	History	
☆ Pneumonia affecting pregnancy	O99.519	Active	History	
☆ Pneumonia affecting pregnancy in first trimester	O99.511	Active	History	
☆ Pneumonia affecting pregnancy in second trimester	O99.512	Active	History	
☆ Pneumonia affecting pregnancy in third trimester	O99.513	Active	History	

5. Click the **Active** button to add the **Problem** to the **Active Problem List**.
6. Click the **History** button to add the **Problem** to the patient's **Medical History**.

Continued on next card.






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☆ Pneumonia affecting pregnancy in first trimester	O99.511	Active	History	
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☆ Pneumonia affecting pregnancy in third trimester	O99.513	Active	History	

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Continued on next card.






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Continued on next card.






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5. Click the **Active** button to add the **Problem** to the **Active Problem List**.
6. Click the **History** button to add the **Problem** to the patient's **Medical History**.

Continued on next card.

Add a Problem *(continued)*

Continued from previous card.

7. Click the **SAVE** button.

SAVE

Add a Problem *(continued)*

Continued from previous card.

7. Click the **SAVE** button.

SAVE

Add a Problem *(continued)*

Continued from previous card.

7. Click the **SAVE** button.

SAVE

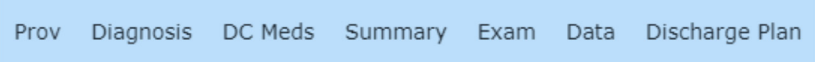

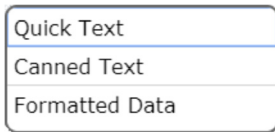

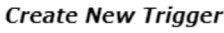
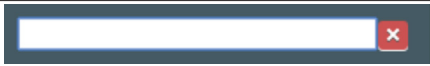
Add a Problem *(continued)*

Continued from previous card.

7. Click the **SAVE** button.

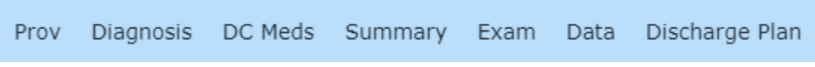

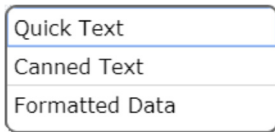


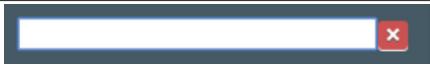
SAVE

Create a Quick Text Trigger

1. From within the document template, identify a text entry field.

2. Click the desired field.
3. Click the **Insert Additional Text** button. 
4. Click the **Quick Text** option from the list.

5. Click the **Edit** button. 
6. Click **Create New Trigger**. 
7. Type the trigger word into the field. 

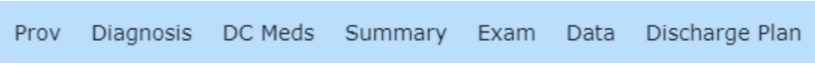

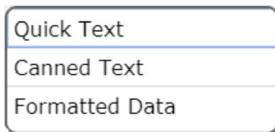

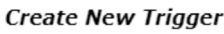

Continued on next card.

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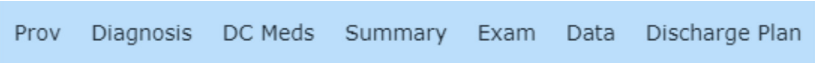

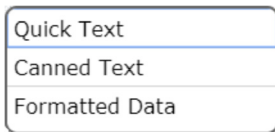

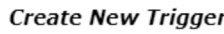

Continued on next card.

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Continued on next card.

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4. Click the **Quick Text** option from the list.

5. Click the **Edit** button. 
6. Click **Create New Trigger**. 
7. Type the trigger word into the field. 

Continued on next card.

Create a Quick Text Trigger *(continued)*

Continued from previous card.

8. Enter a **Description** title in the field.

Description

9. Type your quick text phrase in the text entry box.

B *i* u [] >

10. Click the **SAVE** button.

SAVE

Create a Quick Text Trigger *(continued)*

Continued from previous card.

8. Enter a **Description** title in the field.

Description

9. Type your quick text phrase in the text entry box.

B *i* u [] >

10. Click the **SAVE** button.

SAVE

Create a Quick Text Trigger *(continued)*

Continued from previous card.

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B *i* u [] >

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SAVE

Create a Quick Text Trigger *(continued)*

Continued from previous card.

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Description



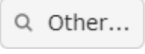

9. Type your quick text phrase in the text entry box.

B *i* u [] >

10. Click the **SAVE** button.



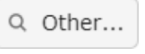

SAVE

Sign a Document

1. From within a document template, when your documentation is complete, click the **Preview** button to review your work. 
2. Click the **SIGN** button. 
3. Satisfy any incomplete required fields.
4. If a co-signer is needed, click the **Other** button, and then search for and select the provider from the results. 
5. If you need to send copies of the document to another provider or location, select the provider from the default list or click the **Other** button and search for and select the provider/location from the results.
6. Click the **SIGN** button. 
7. Enter your **PIN** and press **ENTER** on the keyboard.



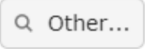



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

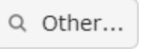



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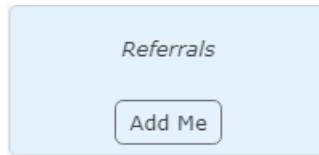
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7. Enter your **PIN** and press **ENTER** on the keyboard.



Referrals

1. From the **Discharge Plan** section click the **Referrals** field.



2. Click the **down arrow** in the **Search By** field.

Known Providers ▾

3. Click the appropriate provider search list, or

4. Click the **Search All Providers** field.

Q Search All Providers

5. Enter a desired Provider.

6. Click the appropriate checkbox to make a selection.

7. Enter the desired follow-up date.

Follow-Up With Referral

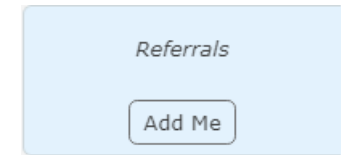
03/18/19

8. Click **OK**.

OK

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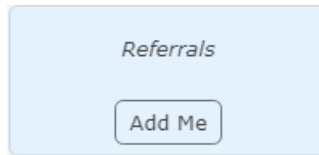
03/18/19

8. Click **OK**.

OK

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Known Providers ▾

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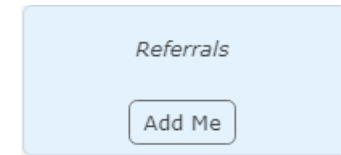
03/18/19

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Follow-Up With Referral

03/18/19

8. Click **OK**.

OK

Discharge Medications

1. From within the **Discharge Plan** click the **Discharge Medications** field.

**Discharge Medications
(Required)*

2. **Continue, Hold** or **Stop Home Medications**, as needed.

3. **Continue** or **Stop Visit Medications**, as needed.

4. Click the **Add New** tab to add medications.

Add New

5. Enter the meds you wish to add in the **Search meds** field.

Search meds

6. Click the appropriate med to display details.

7. Click the desired string and select the appropriate quantity.

8. Click the **Reason** field, if required.

9. Click the **Queue & Exit** button.

Queue & Exit

Continued on next card.

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4. Click the **Add New** tab to add medications.

Add New

5. Enter the meds you wish to add in the **Search meds** field.

Search meds

6. Click the appropriate med to display details.

7. Click the desired string and select the appropriate quantity.

8. Click the **Reason** field, if required.

9. Click the **Queue & Exit** button.

Queue & Exit

Continued on next card.

Discharge Prescriptions *(continued)*

Continued from previous card.

10. Click the **SUBMIT** button.

SUBMIT

11. Click **SAVE** and enter your **PIN**.

12. Add or change a **Preferred Pharmacy** or **Print Destination**, if needed.

13. Complete the **EPCS Gold** process to transmit controlled substances.

14. Click the **OK** button.

OK



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30

Discharge Prescriptions *(continued)*

Continued from previous card.

10. Click the **SUBMIT** button.

SUBMIT

11. Click **SAVE** and enter your **PIN**.

12. Add or change a **Preferred Pharmacy** or **Print Destination**, if needed.

13. Complete the **EPCS Gold** process to transmit controlled substances.

14. Click the **OK** button.

OK



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30

Discharge Prescriptions *(continued)*

Continued from previous card.

10. Click the **SUBMIT** button.

SUBMIT

11. Click **SAVE** and enter your **PIN**.

12. Add or change a **Preferred Pharmacy** or **Print Destination**, if needed.

13. Complete the **EPCS Gold** process to transmit controlled substances.

14. Click the **OK** button.

OK



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30

Discharge Prescriptions *(continued)*

Continued from previous card.

10. Click the **SUBMIT** button.

SUBMIT

11. Click **SAVE** and enter your **PIN**.

12. Add or change a **Preferred Pharmacy** or **Print Destination**, if needed.

13. Complete the **EPCS Gold** process to transmit controlled substances.

14. Click the **OK** button.

OK

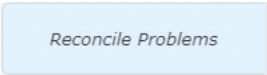


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Reconcile Problems

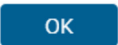
1. From within the **Discharge Plan** section click the **Reconcile Problems** field.



2. Reconcile the problems by clicking the appropriate radio button for each problem.

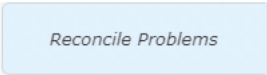
Reconcile Problems					Cancel	Save
Sedona, Louis 37 M 11/02/1983 Allergy/Adv: Penicillins		VISIT PROBLEMS	ALL PROBLEMS			
> Gout	<input type="radio"/> Keep Active	<input type="radio"/> Move to Resolved	<input type="radio"/> Move To Hx	<input type="radio"/> Delete		
> Shortness of breath	<input type="radio"/> Keep Active	<input type="radio"/> Move to Resolved	<input type="radio"/> Move To Hx	<input type="radio"/> Delete		
> CHF (congestive heart failure)	<input type="radio"/> Keep Active	<input type="radio"/> Move to Resolved	<input type="radio"/> Move To Hx	<input type="radio"/> Delete		
> Pneumonia	<input type="radio"/> Keep Active	<input type="radio"/> Move to Resolved	<input type="radio"/> Move To Hx	<input type="radio"/> Delete		

3. Click the **OK** button.



Reconcile Problems

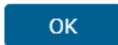
1. From within the **Discharge Plan** section click the **Reconcile Problems** field.



2. Reconcile the problems by clicking the appropriate radio button for each problem.

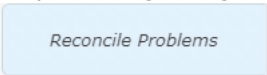
Reconcile Problems					Cancel	Save
Sedona, Louis 37 M 11/02/1983 Allergy/Adv: Penicillins		VISIT PROBLEMS	ALL PROBLEMS			
> Gout	<input type="radio"/> Keep Active	<input type="radio"/> Move to Resolved	<input type="radio"/> Move To Hx	<input type="radio"/> Delete		
> Shortness of breath	<input type="radio"/> Keep Active	<input type="radio"/> Move to Resolved	<input type="radio"/> Move To Hx	<input type="radio"/> Delete		
> CHF (congestive heart failure)	<input type="radio"/> Keep Active	<input type="radio"/> Move to Resolved	<input type="radio"/> Move To Hx	<input type="radio"/> Delete		
> Pneumonia	<input type="radio"/> Keep Active	<input type="radio"/> Move to Resolved	<input type="radio"/> Move To Hx	<input type="radio"/> Delete		

3. Click the **OK** button.



Reconcile Problems

1. From within the **Discharge Plan** section click the **Reconcile Problems** field.



2. Reconcile the problems by clicking the appropriate radio button for each problem.

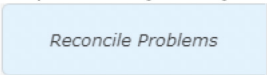
Reconcile Problems					Cancel	Save
Sedona, Louis 37 M 11/02/1983 Allergy/Adv: Penicillins		VISIT PROBLEMS	ALL PROBLEMS			
> Gout	<input type="radio"/> Keep Active	<input type="radio"/> Move to Resolved	<input type="radio"/> Move To Hx	<input type="radio"/> Delete		
> Shortness of breath	<input type="radio"/> Keep Active	<input type="radio"/> Move to Resolved	<input type="radio"/> Move To Hx	<input type="radio"/> Delete		
> CHF (congestive heart failure)	<input type="radio"/> Keep Active	<input type="radio"/> Move to Resolved	<input type="radio"/> Move To Hx	<input type="radio"/> Delete		
> Pneumonia	<input type="radio"/> Keep Active	<input type="radio"/> Move to Resolved	<input type="radio"/> Move To Hx	<input type="radio"/> Delete		

3. Click the **OK** button.



Reconcile Problems

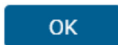
1. From within the **Discharge Plan** section click the **Reconcile Problems** field.



2. Reconcile the problems by clicking the appropriate radio button for each problem.

Reconcile Problems					Cancel	Save
Sedona, Louis 37 M 11/02/1983 Allergy/Adv: Penicillins		VISIT PROBLEMS	ALL PROBLEMS			
> Gout	<input type="radio"/> Keep Active	<input type="radio"/> Move to Resolved	<input type="radio"/> Move To Hx	<input type="radio"/> Delete		
> Shortness of breath	<input type="radio"/> Keep Active	<input type="radio"/> Move to Resolved	<input type="radio"/> Move To Hx	<input type="radio"/> Delete		
> CHF (congestive heart failure)	<input type="radio"/> Keep Active	<input type="radio"/> Move to Resolved	<input type="radio"/> Move To Hx	<input type="radio"/> Delete		
> Pneumonia	<input type="radio"/> Keep Active	<input type="radio"/> Move to Resolved	<input type="radio"/> Move To Hx	<input type="radio"/> Delete		

3. Click the **OK** button.



Completing the Discharge Summary Doc

1. From the **Discharge Summary**, click the **SIGN** button.

SIGN

2. Satisfy any incomplete required fields.

3. Add details as needed.

4. Click the **SIGN** button.

SIGN

5. Enter your **PIN** and press **ENTER** on the keyboard.

Enter PIN



Completing the Discharge Summary Doc

1. From the **Discharge Summary**, click the **SIGN** button.

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