

Documentation Instructions – Residents in ED

LOG IN with user role: IH Provider -

When you first login to Meditech, ensure you have selected the correct role and site. Click the down arrow to change:



Select ED Physician Tracker from the start menu:

Web ED Physician Main Menu:	ED Physician Tracker Acute Status Board						
	Mgmt Reports	•					

SET UP PIN

Select the Menu option. Change PIN will display. After selecting Change PIN, the following screen will show.

Enter your Network password, and then enter your new PIN in the Enter New PIN and Re-enter to Verify fields. Click OK.





SIGN UP

1. Click on the button with 'Sign Up' written on it and click 'Sign Up' on the drop-down menu that appears to add yourself as the resident assigned to the patient.

E G Return To Hon		Track	T kers				Chart	Document	Orders	Lischarge
📃 IH MD	Test	Reside	ent, MD							
My List 1				Zone	1 My&TBS 36		Zone 2	My&TBS	1	
RIH-STWR4	3	66 F	Ihdasilva,Plis 21m Waiting		Burn Sign Up	No Document	- [der
RIH-STWR4	5	53 F	Ihcarovski,Plis 356h 21m Seen	REN	Sign Up Add to My List Edit Providers	Signed	•		[der

That will add your name in blue at the bottom of the button to differentiate from an ED staff provider.

2. Add your preceptor as the ED provider by clicking on the 'Sign Up' button again and click on 'Edit Providers' in the drop-down menu.

A

Failure to add preceptor with Sign Up button will mean preceptor needs to be added as Principal on the Document Contributors screen (instructions included later).

Return To Hon	】 ne ◄	Trac	F ckers				Chart	Document	Orders	Lischarge	
📃 IH MD	Test	Resid	ent, MD								
My List 1				Zone	L My&TBS 36		Zone 2	My&TBS	1		
RIH-STWR4	3	66 F	Ihdasilva,Plis 22m Waiting		Burn IH MD Resident	No Document			[der	
RIH-STWR4	5	53 F	Ihcarovski,Plis 356h 21m Seen	REN	Undo Sign Up Add to My List Edit Providers Queue for Sign Out	ctremity pain Signed	[0	der	

An overlay will appear to allow preceptor to be added.



On this overlay, you will search for your preceptor by name using the search box in the top right corner. The list will filter based on your search field. Click on the correct physician from the list to highlight it in blue. You will also see the physician's name appear on the left under ED Provider. Click Save in the top right corner to confirm your choice.

Edit Patient Provider Ihdasilva,Plis 66 F 18/04/1955 Allergy/Adv: ave	ocado, crab, Seafood - crustaceans #			(More 🔻)
			Q preceptor)
ED Provider	NAME	TYPE		ON DUTY
Ih Md Preceptor Web	Preceptor,Ih Md Test	Medical	Doctor	Yes
Resident	Preceptor Web,Ih Md Test	Medical	Doctor	Yes
Tap to Add Resident				
ED Midlevel Provider				
Ih Md Resident				
More Filters				

You will return to the tracker where you will see both preceptor and resident appear on the 'Sign Up' button.

3. With the patient highlighted, click the Document button at the top of screen to open the document selection screen.

Return To Home	▼ Trackers	Chart	Document Orders Disc	harge	
Resident Ad	ce t.mdex45, MD	Zone 1 My+WR 1	Zone 1 Triage Only 31		Zone 1 Mv&TR9
		панняулат же			
RIH-TRIAGE	Andrews-Barwpl,Archie (1 55 M Seen <mark>835h 6m</mark>	Test) Is Preceptor Web,IH MD Test No Docum Home Mede	blated abdominal trauma - blu <u>5</u> ent Not	C: 4 Order	



CREATE DOCUMENTATION

E C Inchers	Chart Decument Orders Discharge
Select Document	
	MY ALL
	You have no open documents for this visit
Add New Document	
Emergency Dept Note 🔶 Emergency Dept Note Nonportal	
Emergency Dept Note	An alert advises that the report will be available to the patient in MyHealthPortal.
Emergency Dept Note Nonportal CLICK HERE PHYSICIAN REPORTO OPEN FIELD Partal Unpublished Reason Select the appropriate Nonportal Reason	Nonportal Reasons Sensitive Information Concern for patient's safety and well-being. Assess if there is a potential for risk of physical harm to the patient, staff or others. Examples: Sensitive reports may include information regarding sexual, domestic; elder; and/or child abuse, or psychiatric conditions. <u>Third Party</u> Avoid including information provided by a third party. Example: Information disclored in confidence from a relative of a patient, without the patient'r
Pertal Impublished Reason Sensitive Information PHT Printel Impublished Reason Third Party Information Other	Anowledge. Other Example: Direct request from the patient to prevent the release of the

document to MyHealthPortal. NOTE: The patient has the right to request copies of their nonportal reports

NOTE: The patient has the right to request copies of their nonportal reports through Health Records Departments as per the Freedom of Information and Protection of Privacy Act.



Click on the appropriate Emergency Dept Note document to open it.

Look at the document contributor section underneath Emergency Dept Note:

	Emergency Dept Note										
Principal IH MD Test Resident, MD Contributors											
ED Note Discharge Plan Procedures/Billing CritCare											

If your preceptor is not listed as Principal, you will need to click in this area to open the Document Contributors overlay.

Document Contributors Andrews-Barwpl, Archie (Test) 55 M 04/05/1969	Allergy/Adv: Sulfa (Sulfonamide Antibiotics), acetaminophen, Eggs #, clomipramine
Encounter Date/Time	
14/11/24 07:48 PST	
Contributors	
IH MD Test Resident, MD +	
Principal IH MD Test Resident, MD +	Select the + to add your preceptor as Principal
Emergency Physician +	
Copies To	
Nurse NIBDOS (ED) BC Resident-No Co	verage/No PHN +



Click inside the ED Note text box to start documenting.

ED Note Discharge Plan Procedures/Billing CritCare
← Emergency Dept Note Add Content Rapid
✓ ALERT Rapid
THIS REPORT WILL BE DISTRIBUTED TO THE PATIENT PORTAL
V PHYSICIAN ASSESSMENT Rapid
PHYSICIAN ASSESSMENT
Image: Severity Reaction Status Date / Time Allergy/AdvReac Type Severity Reaction Status Date / Time Cars Allergy Wheezing Uncoded 04/11/24 15:07 PST

When you have finished documenting, you must fillout the Disposition on the Discharge Plan by clicking on the Discharge Plan button in the blue bar.

E A F Return To Home Trackers	Chart Document Orders Discharge	// Sign
Emergency Department Visit 🗸	Ready for Discharge: SAVE S	IGN
Author: IH MD Test Resident, MD		
ED Note Discharge Plan Procedures Cr	it Care	- 🌣
← Discharge Plan ···		ē
Prescriptions	ibuprofen No Activ 400 mg PO Q6H	on
Post-Discharge Orders	Click to Enter Post-Discharge Orders	
CallBack Reminder	Click to Enter CallBack Reminder	
Stand Alone Forms	Click to Enter Stand Alone Forms	
Additional Patient Instructions	Click to Enter Additional Patient Instructions	
*Disposition (Instruction to Nursing) (Required)	(MD Discharge) (RN Discharge) (Consultation) (Handover) (Admit to Ward) (Admit to CCU/OR/ICU) (LWBS/AMA) (Expired) (Interfacility Transfer) (CDU/Observ)	
Other Providers	Click to Enter Other Providers	

When your document is complete, select Sign and enter PIN.

Emergency Dept Note	Preview		Save Sign	C
Principal IH MD Test Preceptor Web, MD Contributors IH MD Test Resident, MD				
ED Note Discharge Plan Procedures/Billing CritCare	Enter PIN			

The system will return you to the tracker and the document will display in I-Signed status in the patient's EMR.

The Preceptor is notified in their Sign queue to complete their portion of the ED document.

Quality | Integrity | Compassion | Safety



Preceptor Instructions – Residents in ED

Preceptor

From your tracker you will now see the patient that your resident assigned to you. **To review and sign the document, you must click on the Sign List button.** Do not access through the Document panel.

E 1 Return To He	∰ 	Trackers				Chart	Document	Orders	2 Discharge		->	sign (33)	Workload	III Monu	٠	Close
≡ IH MD Test Preceptor Web, MD									Royal Inland Hospital 👻 😍 Priority Call Back	C	Find Pa	tient			Q	
My List 1				Zone 1 My&TBS 44		Zone 2	My&TBS	1		Zone 3 My&TBS 0	- M	ore Lists				•
RIH-STWR4	3	66 F	Ihdas 34m Seen	Freceptor Web, IH MD Test	I-Signed	Burn			rder							

Reports to be signed will appear in your sign queue: your draft reports, as well as student and resident reports.

Return To Home Workload Compose Sign Fac: Royal Inland Hospita	ı	34 Sign	••• ? More Help	(IP) User	× Close
Sign List C	Docker-Edmwpl,Harry Edm Only				
> Orders (4)	🚬 🗄 2y 9m M 02/02/2022 He/Him/His 🕧				
V Documents (30)	PCP				
Sort By: Date +	A Required response or code	Add Statement	Edit Docume	nt Si	gn (0)
Docker-Edmwpl,Harry Edm Only 2/M KA0010128/25 07:18	Principal IH MD Test Preceptor Web, MD Contributors IH MD Test Resident, MD			_	
Emergency Dept Note Nonportal	IHA ** TEST EXPANSE 2.2 **				

To add notes of your own and enter the required responses, select the Edit Document button to launch the document. The note the resident originally signed will be captured for audit purposes. The notes the preceptor signs will appear separately and beneath the resident's documentation.

		IHA ** TEST EXPANSE 2.2 **	
		Emergency Dept Note	
Patient Name: Saget-Acuwpl,Bob Date of Birth: 30/10/1964 Emergency Provider: Preceptor Web,I Date: 22/11/24 13:23	IH MD Test		Medical Record Number: KA0000208 Patient Status: Emergency Department Account Number: KA0010151/25 Initialization Date: 22/11/24 13:23
<dr -="" file<="" ih="" last="" md="" resident,="" td="" test=""><td>ed: 22/11/24 13:31 PST></td><td></td><td></td></dr>	ed: 22/11/24 13:31 PST>		
PHYSICIAN ASSESSMENT		Nurse Notes (Newest on Top)	
	Nursing Note:	30/10/24 1124zzzzz	
	Nursing Note:	30/10/24 1123	
These are the Resident notes added CDr IH MD Test Preceptor Web, MD - La PHYSICIAN ASSESSMENT	d by resident, per Resident M ast Filed: 22/11/24 13:44 PST>	fanual instructions.	
		Nurse Notes (Newest on Top)	
	Nursing Note:	30/10/24 1124zzzzz	
	Nursing Note:	30/10/24 1123	
This is the Preceptor applying ed: I've removed the notes entered by	its to the notes entered by t the Resident completely.	the Resident - I'm modifying this line.	



On the Discharge Plan, complete the required Final Diagnosis, Complexity and Disposition fields.

Emergency Dept Note Nonportal Preview Ready for Discharge 🔲 Typicals					
Principal IH MD Test Preceptor Web, MD Contributors IB H0 Test Resident, H0 Last Saved at 28/11/24 07:51 PST					
ED Note Discharge Plan Procedures/Billing CritCare					
V Emergency Dept Note Nonportal Add Content Rapid Typicals View Previous View Previous F					
Final Diagnosis (Required)	Click to Enter Discharge Problem				
Medications	No Known Home Meds				
Post-Discharge Orders	Click to Enter Post-Discharge Orders				
CallBack Reminder	Click to Enter CallBack Reminder				
Stand Alone Forms	Click to Enter Stand Alone Forms				
Instruction Sheets for Home	Click to Enter Instruction Sheets for Home				
Patient Instructions	Click to Enter Patient Instructions				
*Disposition Instructions (Required)	(MD Discharge) (RN Discharge) Consultation) (Handover) (Admit to Ward) (Admit to CCU/OR/ICU) (LWBS/AMA) (Expired) (Interfacility Transfer) (CDU/Observ)				
ED Provider	Preceptor Web,IH MD Test				
ED Resident	Avery,Danica Jad				
Other Providers	Click to Enter Other Providers				
3 rocedures/Billing Add Content Rapid					
V COMPLEXITY Rapid					
* ED C * ED Complexity Refer $1 = 2 = 3 = CDU = TTL =$					
FFS INCENTIVE CODES	V FFS INCENTIVE CODES Rapid				

When all of the mandatory fields have been completed, click Sign and enter PIN to finalize.



IMPORTANT!

If you discover you have created documentation in error (incorrect patient/account/template):

- Immediately create an addendum stating **"This report has been created on the wrong** patient/account/template and will be cancelled. Please ensure your records are updated accordingly."
- Create the document on the correct patient/account/template
- Email <u>DocumentationSupport@interiorhealth.ca</u> with patient and report demographics so that we can remove the

report from the patient's EMR.

If you discover a typo/text error in your document:

- Create an addendum to correct or clarify the text error.
- If the error cannot be clarified in an addendum, email <u>DocumentationSupport@interiorhealth.ca</u> with report details and we will assist in correction.

Support Information (All)

Our Medical Documentation team regularly audits Resident documentation. We will contact you if your documentation requires attention.

For Documentation questions, quality issues or corrections, email <u>DocumentationSupport@interiorhealth.ca</u> For technical support please contact IMIT SERVICE DESK: 1-855-242-1300 or <u>servicedesk@interiorhealth.ca</u>