Table of Contents

1.0 Introduction to Meditech......................................................................................... 3
1.1 Logging On to Meditech......................................................................................... 3
1.2 Logging Off of Meditech........................................................................................ 4
1.3 Toolbar Button Bar ................................................................................................. 4
1.4 Navigation .............................................................................................................. 5
1.5 Session Management .............................................................................................. 9
1.6 Date and Time Fields.............................................................................................. 9
2.0 System Set-Up ...................................................................................................... 10
2.1 Facility, Site, Location, Room, & Mnemonic ....................................................... 10
2.2 Rx Numbering System .......................................................................................... 10
3.0 Order Entry .......................................................................................................... 11
3.1 Identifying Patients ........................................................................................... 11
3.1.1 View Patient Data ....................................................................................... 12
3.1.2 Patient Audit .............................................................................................. 12
3.1.3 Patient List .................................................................................................. 12
3.2 Order Types ......................................................................................................... 16
4.0 Edit Pt Data .......................................................................................................... 17
4.1 Patient Data .......................................................................................................... 17
4.2 Comments ............................................................................................................ 18
4.3 Allergies ............................................................................................................... 19
4.3.1 Enter Allergy/Adverse Drug Reaction (ADR) .......................................... 20
4.3.2 Multi-Ingredient Items .............................................................................. 21
4.3.3 Allergies Entered by Other Modules ........................................................ 24
4.3.4 Allergy Alerts During Order Entry ........................................................... 24
5.0 Queries ..................................................................................................................27
6.0 Access Enterprise Medical Record (EMR) ........................................................... 28
7.0 Print Reports – General Principles ........................................................................ 30
7.1 Print Preferences ................................................................................................... 30
7.2 Print Destination Screen ....................................................................................... 32
7.3 Reports Icon .......................................................................................................... 32
7.4 Print Medication Profiles ...................................................................................... 34
7.4.1 Print Profiles by Location ......................................................................... 36
7.4.2 Print Profiles by Patient(s) .......................................................................... 37
7.5 Print Medication Administration Records (MAR) ............................................... 38
7.5.1 Print Medication Administration Records (MAR) by Location ............... 39
7.5.2 Print Medication Administration Records (MAR) by Patient .................. 40
7.5.3 View Medication Administration Records (MAR) on Screen............... 41
8.0 Doctors Menu........................................................................................................ 42
9.0 Nursing OE Orders (Removing them from Clinical Reports) ............................... 42
10.0 Support .................................................................................................................. 46
11.0 Appendices ............................................................................................................ 47
11.1 Appendix I – FHA Facilities ............................................................................. 47
1.0 Introduction to Meditech

Overview

Welcome to the Meditech Pharmacy (PHA) Application. The Pharmacy module provides staff with the tools to process and manage patient medication order information.

The version of Meditech being used within Fraser Health Authority Pharmacy departments is the Client/Server version 5.66. Some examples of other Client/Server modules in the region include Laboratory, Imaging and Therapeutic Services (ITS), and Admitting.

Client/Server Environment

The Client/Server environment has been designed to look like many other Windows based programs. In most cases, the user can perform operations using either the mouse or the keyboard. Once the routines become more familiar, most users will find it much faster and easier to use the keyboard keys instead of clicking the icons. Therefore, users are encouraged to begin learning the keyboard strokes as early as possible.

1.1 Logging On to Meditech

If available on your computer’s desktop, double-click on the "MEDITECH Fraser Health" icon:

Otherwise, click ‘Start’ at lower left corner of screen and select Meditech → MEDITECH Client Server.

Type in your Username and Password. Note: Password is case not sensitive.
Confidentiality

Your login is strictly confidential. It is for your use only. Each time you login an audit trail is created. You are responsible for all work entered and for any record accessed with your Username and Password. Do not compromise your login by sharing it or getting up and walking away from an open screen. Note: You will be prompted to change your password every 90 days.

1.2 Logging Off of Meditech

Make sure to logoff (close the application) when finished using the application.

If you are in a routine, hit Esc key to exit. You may be prompted for confirmation. If so, hit “Y” for Yes. You cannot exit from a routine if you leave an invalid response in a field.

To logoff, close all the windows that are open in your session (usually you will have a Meditech window open with the main menu in addition to the window(s) you are working with known as the desktops)

If you know you will be right back, instead of logging off, you can protect your work by suspending your session by hitting <shift> and <F12> or by selecting the lock button at the bottom right of the screen.

1.3 Toolbar Buttons

The bottom right hand corner of the screen will display the Toolbar Button Bar
### 1.4 Navigation

#### Navigation of Main Menu

To access a menu item use the right arrow key or the enter button to select or simply click on it. Once a menu item is selected, additional menu items (if available) will be displayed. Use up/down arrow keys to highlight the appropriate menu item or simply click on them using the mouse.

To go back to the previous menu use the left arrow key or Esc button. Alternatively, the back button can be used, or by using the mouse and clicking the new menu directly.

To exit from a routine use the Esc button to return to the main menu.

The Home button can be used to go back to the main menu options (applications).

The first menu option will be a list of applications (modules) available. Select the pharmacy module (if applicable; if you only have access to one module, this option will not appear).

Next, sign into the correct facility (if applicable). This relates to the patient population.

<table>
<thead>
<tr>
<th>Icon/Button</th>
<th>Name</th>
<th>Description</th>
<th>Keyboard Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Help Icon" /></td>
<td>Help</td>
<td>Online Help accessed from the main menu will open up to the index (for entire routine) &lt;br&gt; Online Help accessed from specific desktops will open up the field only</td>
<td>F1 or Shift + F1</td>
</tr>
<tr>
<td><img src="image" alt="External Link Icon" /></td>
<td>External Link</td>
<td>This button opens up a list of external links available. It acts as a shortcut to certain common websites. You must have internet access privileges to open up certain sites. The available links are: &lt;br&gt; - FHA web Pharmacy page &lt;br&gt; - Excelleris &lt;br&gt; - Lexicomp &lt;br&gt; - OWA e-mail (Outlook Web Access) &lt;br&gt; - RxFiles &lt;br&gt; - Toxinz Poisons &lt;br&gt; - UpToDate &lt;br&gt; - Ecps &lt;br&gt; - EHealth Viewer</td>
<td>F2(from desktop)</td>
</tr>
<tr>
<td><img src="image" alt="Print Preferences Icon" /></td>
<td>Print Preferences</td>
<td>- If selected from main menu allow to customize printing preferences (see section 13.1) &lt;br&gt; - Selected from desktop will allow print screen</td>
<td>N/A</td>
</tr>
<tr>
<td><img src="image" alt="Suspend Session Icon" /></td>
<td>Suspend Session</td>
<td>To temporary lock your Meditech session</td>
<td>Shift + F12</td>
</tr>
<tr>
<td><img src="image" alt="Not Used Icon" /></td>
<td>Not used</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Meditech 5.65 Clinical Pharmacists Manual 5
Navigation of Desktop

The desktop can be navigated by using either the mouse or the keyboard.

The screen is divided into separate regions. In order to toggle between different regions use the <F8> button. To go to the previous region use <Shift +F8>. By hitting the <F8> key you will evoke the hotkeys function.

See below for three different regions (Labeled 1-3) shown in different boxes.
In this example, the user is in region 3. Once a region is selected each button in that region will have a letter with a line under it. This allows for hotkey function which allows selection of buttons using the keyboard. In the example above, to access the Copy/Edit routine you could use “Y” on your keyboard as a hotkey.

Navigation can also be done within a selected region by using the arrow keys to highlight a button. The highlighted button appears in bright green. In the example above the Help Toolbar button is highlighted. To select a highlighted button hit enter.

If the user wishes to select a button in region 2, the <F8> button should be pushed to toggle the hotkeys function to region 2.
The table below explains some additional keyboard shortcuts. The examples refer to the screenshot below.

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tab or Enter</td>
<td>Moves forward a field</td>
<td>Moving from Route field to Frequency</td>
</tr>
<tr>
<td>Shift + Tab</td>
<td>Moves back a field</td>
<td>Moving from Frequency field back to Route</td>
</tr>
<tr>
<td>F6</td>
<td>Moves to next section on screen</td>
<td>Moving from charge type section to Route</td>
</tr>
<tr>
<td>Shift + F6</td>
<td>Move to previous section on screen</td>
<td>Moving from Label comments section to Route</td>
</tr>
<tr>
<td>F7</td>
<td>Moves to next page</td>
<td>Moving from Label comments to charge type section</td>
</tr>
<tr>
<td>Shift + F7</td>
<td>Moves to previous page</td>
<td>Moving from Taper screen to Medication</td>
</tr>
<tr>
<td>F5</td>
<td>“Get” key used to insert ‘Canned Text’ (see Appendix III). F5 can only be accessed under Label comments</td>
<td>Use to add Label comments</td>
</tr>
<tr>
<td>Shift + End</td>
<td>Highlight entire line to delete under Label comments</td>
<td></td>
</tr>
<tr>
<td>F9</td>
<td>Field Lookup</td>
<td>When in route field allow search for all possible routes of administration</td>
</tr>
<tr>
<td>F11</td>
<td>EMR lookup</td>
<td>Use to view Enterprise Medical Record</td>
</tr>
<tr>
<td>F12</td>
<td>File</td>
<td>To complete the order entry</td>
</tr>
<tr>
<td>Shift + F12</td>
<td>Suspend Session</td>
<td></td>
</tr>
</tbody>
</table>

Note: The boxes shown above denote different sections on the screen. Toggle between different sections using F6 button.
1.5 Session Management

There will be typically at least two windows open when logged into Meditech. One window will display the main menu and the second will display the desktop. You may have more than one desktop open at a time.

To open a new desktop or select a different menu routine open up the main menu screen and select the desired routine.

1.6 Date and Time Fields

Date Format

Date fields in Meditech must be filled in using one of the following formats:

Standard Date Format

DDMMYY
DD/MM/YY

[(e.g.),] January 6, 2015 can be entered as:
060115 or
06/01/15

‘T’ Combination Format

“T” can be used to represent today’s date. In addition, to represent a past or future date, you can add or subtract any number to or from T.

<table>
<thead>
<tr>
<th>To specify the date for</th>
<th>Enter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today</td>
<td>T</td>
</tr>
<tr>
<td>Tomorrow</td>
<td>T+1</td>
</tr>
<tr>
<td>Yesterday</td>
<td>T-1</td>
</tr>
<tr>
<td>One week from today</td>
<td>T+7</td>
</tr>
<tr>
<td>30 days from today</td>
<td>T+30</td>
</tr>
</tbody>
</table>

Time Format

Time fields follow the 24 Hour clock format (military time). In addition, “N” can be used to represent the current time. (Note: in Meditech ‘Midnight’ = 0000, not 2400)

<table>
<thead>
<tr>
<th>To specify the time for</th>
<th>Enter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Now</td>
<td>N</td>
</tr>
<tr>
<td>9:00 am</td>
<td>0900</td>
</tr>
<tr>
<td>2:30 pm</td>
<td>1430</td>
</tr>
</tbody>
</table>
2.0 System Set-Up

The structure of the Meditech Pharmacy Module is as described in the following sections.

2.1 Facility, Site, Location, Room, & Mnemonic

Each hospital is called a Facility in the Meditech System. Within the facility are site(s). Some facilities will have more than one site. Wards, or nursing units, are called Locations. For a list of facilities in FHA, see Appendix I.

The mnemonic naming convention all start with the one or two-letter code for the facility. [(e.g.),]

<table>
<thead>
<tr>
<th>Facility</th>
<th>SMH</th>
<th>Surrey Memorial Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site</td>
<td>SMH</td>
<td>Surrey Memorial Hospital</td>
</tr>
<tr>
<td>Location</td>
<td>SM-N41</td>
<td>SMH North 4 Medical</td>
</tr>
<tr>
<td>Room</td>
<td>SMN41-002</td>
<td>SMH North 4 Medical Room 2</td>
</tr>
</tbody>
</table>

Inpatient locations follow the structure of: FF-INP (i.e. dash between facility and inpatient location)

Outpatient locations follow the structure of: FF.OUT (i.e. dot between facility and outpatient location)

Department locations follow the structure of: FFDEPT (i.e. no dash or dot between facility and department)

In a lookup list of locations at a facility, inpatient locations are listed first, then outpatient locations, then departments.

This above structure for naming of locations facilitates the selection of locations when running reports for multiple locations. For example, if you only want data for inpatient locations you select only the locations entries that have dashes in their mnemonics.

2.2 Rx Numbering System

As medication orders are entered, the system generates a unique Rx number using the following formats.

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Rxs from South or East facilities begin with a two-letter facility/site prefix.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inpatients</td>
<td>Rxs from North facilities begin with a one-letter facility/site prefix.</td>
</tr>
<tr>
<td>Outpatients</td>
<td>Seven characters long (plus the one or two-letter facility prefix)</td>
</tr>
<tr>
<td></td>
<td>Six characters long (plus the one or two-letter facility prefix)</td>
</tr>
</tbody>
</table>

Note: For facilities that have more than one site, the prefix may be different for each site.
3.0 Order Entry

Order entry is done from the pharmacy desktop. Pharmacy desktop is accessed from the main menu.

3.1 Identifying Patients

Patients can be called up by one of the following methods described below.
Note: All methods are entered by going to Patient Profile or Select Patient to bring up Select Patient prompt shown below

![Select Patient Prompt]

The following table shows the different methods to search for a patient.

<table>
<thead>
<tr>
<th>Method</th>
<th>Format</th>
<th>Example</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
<td>LAST,FIRST</td>
<td>ADAMSON,J OHN</td>
<td></td>
</tr>
<tr>
<td>Partial Name</td>
<td>LAS,FIR</td>
<td>ADA,JOH</td>
<td></td>
</tr>
<tr>
<td>Account Number</td>
<td>AAnnnn/n</td>
<td>SA1234/05</td>
<td>Can drop leading zeros.</td>
</tr>
<tr>
<td>Unit number</td>
<td>U#AAnnn</td>
<td>U#SM4321</td>
<td>Can drop leading zeros. There may be more than one entry for each Name/Unit Number. Each entry will have a unique Account Number. Be sure to select the correct Account. Pharmacy usually uses the one with a status of “ADM IN” (Admitted inpatient).</td>
</tr>
<tr>
<td>PHN</td>
<td>#nnnnnnnn</td>
<td>#9123456789</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>L\xxxx</td>
<td>L:SM-5EMED</td>
<td>Must use exact location mnemonic (no partials). Look-up lists all patients in that location.</td>
</tr>
<tr>
<td>Room</td>
<td>R\xxxx</td>
<td>R:SM5E-533</td>
<td>Must use exact room mnemonic (no partials). Look-up lists all patients in that room.</td>
</tr>
<tr>
<td>Recall last patient</td>
<td>&lt;Spacebar&gt;</td>
<td></td>
<td>Brings up last patient you worked on.</td>
</tr>
<tr>
<td>Rx number</td>
<td>R#AAnnnn OR .AAnnn</td>
<td>R#SM2345 OR .SM2345</td>
<td>Can drop leading zeros.</td>
</tr>
<tr>
<td>Recall last Rx</td>
<td>“.” &lt;Enter&gt;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3.1.1 View Patient Data

Once a patient is selected, to view basic information regarding a patient (such as demographics, comments, allergy/advreac, providers, and patient view) select the information button beside the patient name.

3.1.2 Patient Audit

Once a patient is chosen, select the Patient Audit button to view audit trails associated with various patient data that has been entered by different users (such as height/weight, allergy and visit). The information is presented in tables as shown below. The tables can be collapsed further to reveal details.
3.1.3 Patient lists

The patient list button allows you to view and locate patients.

New Activity

New activity button allows to view a summary of what new patient activities are present to be reviewed. Under the current settings, the following types of unverified orders will appear as new activity: MED (includes MEDM, PASS, MEDD), IV (includes IVP, IVX etc.), COMP, CHEMO and TPN.

The top of the screen will list the number of unverified orders at present for each order type as well as how many urgent medications are present. The information is also presented as a bar graph.

In the example below, there are 11 routine MED orders unverified as well as 1 urgent MED unverified order (orders are flagged as urgent if the schedule is set to STA, ONE).

A list of patients will be displayed who have any unverified orders at present.

The icon means that there are multiple unverified orders present for that patient. Click to see a full list of the unverified orders for the patient.

The icon means that there is an urgent unverified order present.

The buttons at the bottom of the screen allow you to only view the urgent flags and refresh the list respectfully.

To access a patients profile highlight the patient and select Patient Profile to begin order entry or Edit Pt. Data to enter patient information such as height/weight and allergy status.

The add to list button can be used to create a user defined list of patients that can be accessed from the My List button.
Chart Review

Chart review allows a view of the patient information for all Inpatients and Outpatients.

Patients with medication orders entered on their profile will have a “plus” icon that can be used to expand and view the current orders.

To access a patient's profile highlight the patient and select Patient Profile to begin order entry or Edit Pt. Data to enter patient information such as height/weight and allergy status.

The Add to My List button can be used to create a user defined list of patients that can be accessed from the My List button.
Rounding

To see a list of all patients admitted to a particular location you can use the Rounding button. Select the button to expand the selection to show all the patients admitted to that location.

Patients with medication orders entered on their profile will have a “plus” icon that can be used to expand and view the current orders.

To access a patient's profile highlight the patient and select Patient Profile to begin order entry or Edit Pt. Data to enter patient information such as height/weight and allergy status.
The Add to My List button can be used to create a user defined list of patients that can be accessed from the My List button.

**My list**

Allows to view a user generated list of patients. Patients are selected to appear under My List by selecting the Add to My List button from New Activity, Chart Review, Rounding or Recently Accessed lists.

**Recently Accessed**

List of patients recently viewed by the user, by default the list will list those patients who have been accessed within the last 24 hours.

The Preferences button at the bottom of the screen allows you to determine how far back in time patients will appear on this list.

To access a patients profile highlight the patient and select Patient Profile to begin order entry or Edit Pt. Data to enter patient information such as height/weight and allergy status.

The Add to My List button can be used to create a user defined list of patients that can be accessed from the My List button.

### 3.2 Order Types

Depending on the medication selected, there will be different order types available for selection. The following table lists all the possible order types.
<table>
<thead>
<tr>
<th>Order Type</th>
<th>Description</th>
<th>On Refill Lists?</th>
<th>Order Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP</td>
<td>Pharmacy compounded products</td>
<td>No</td>
<td>COMP</td>
</tr>
<tr>
<td>EPID</td>
<td>Epidural Infusions</td>
<td>No</td>
<td>IV</td>
</tr>
<tr>
<td>IV</td>
<td>Pharmacy manufactured IV products</td>
<td>Yes - IV</td>
<td>IV</td>
</tr>
<tr>
<td>IVC</td>
<td>Pharmacy manufactured injectable Chemo products</td>
<td>Yes - IV</td>
<td>IV</td>
</tr>
<tr>
<td>IVM</td>
<td>Pharmacy manufactured IV products – Manual Refill</td>
<td>No</td>
<td>IV</td>
</tr>
<tr>
<td>IVP</td>
<td>PDDC supplied premixed IV products</td>
<td>Yes – IVP</td>
<td>IVP</td>
</tr>
<tr>
<td>IVX</td>
<td>Pharmacy manufactured injectable products (route not IV)</td>
<td>Yes – IV</td>
<td>IVP</td>
</tr>
<tr>
<td>MED</td>
<td>Medications that are regularly scheduled whether dispensed from Pharmacy or from wardstock inventory. [(e.g.), Tablets, capsules, injectables not mixed by Pharmacy such as vials or amps.]</td>
<td>Yes–MED</td>
<td>MED</td>
</tr>
<tr>
<td>MEDD</td>
<td>Medications that are regularly scheduled to appear on a DAILY Unit Dose refill list (only for sites (e.g. RCH) that also use MED type as multi-day UD refills.)</td>
<td>Yes–MED</td>
<td>MED</td>
</tr>
<tr>
<td>MEDM</td>
<td>Medications that are not regularly scheduled and are refilled manually as a Multi-dose pack or as a PRN or ‘Range’ dose. [(e.g.), Creams/ointments, Inhalers, liquids, Patient’s Own Meds, oral solids, amps or vials ordered as PRN doses or ‘Range’ doses.]</td>
<td>No</td>
<td>MED</td>
</tr>
<tr>
<td>MEDS</td>
<td>Split Medication Orders – when requiring more than one strength product (e.g. 1 mg + 2 mg) to total the dose ordered (3 mg) (not commonly used)</td>
<td>Yes–MED</td>
<td>MED</td>
</tr>
<tr>
<td>PASS</td>
<td>Recurring Outpatient Pass Medications</td>
<td>No</td>
<td>Type=OUT</td>
</tr>
<tr>
<td>SET</td>
<td>Commonly used items that are ordered together as part of a protocol or site specific entry criteria for certain items</td>
<td>Maybe on List</td>
<td>Defined when set is created</td>
</tr>
<tr>
<td>SC</td>
<td>Pharmacy manufactured SC products</td>
<td>Yes</td>
<td>IV</td>
</tr>
<tr>
<td>TPN</td>
<td>Total Parenteral Nutrition manufactured by pharmacy</td>
<td>Yes</td>
<td>IV</td>
</tr>
</tbody>
</table>

### 4.0 Edit Pt Data

This routine allows you to enter and view a variety of information about a specific patient. To access this routine a patient must be selected (See section 3.3) and the Edit Pt Data button is selected.

The screen is divided into different pages. Each page is accessed by selecting one of the buttons at the top of the page.

#### 4.1 Patient Data

Height and weight can be entered on this page. Entering the values in imperial units will give you the equivalent metric values, as well as vice versa. If both are input, the body surface area will be automatically calculated.

Allergy and ADR (Adverse Drug Reaction) data on this screen is for view only. Go to the Allergy tab to edit.
4.2 Comments

This is used to enter internal/external comments and medical conditions.

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Use &lt;F9&gt; or the drop down menu to lookup. Conditions entered here may be checked against medications for contraindications (depending on the site). This is not required and not often used.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Comments</td>
<td>Free text. <strong>Information entered in this area may only be viewed by the pharmacy department.</strong></td>
</tr>
<tr>
<td>External Comments</td>
<td>Free text. <strong>Information entered in this area may be viewed by other departments. This appears on MARs, profiles and EMR. (Enterprise Medical Record)</strong></td>
</tr>
</tbody>
</table>
4.3 Allergies

The allergy screen appears as follows:
The date shown is the last date the Allergy/ADR was entered (new allergies) or confirmed (existing allergies).

The reaction to the allergen will either appear under the name of the allergen or can be viewed by bringing up the comments attached to the allergen.

The 📄 icon signals that comments were attached to the Allergy/ADR. Click the icon to view these comments.

There are buttons available at the bottom of the screen:

- **Print** Prints only filed allergies and adverse reactions with text. Choice to print audit trail.
- **Audit Trail** Shows you who entered what allergy when.
- **Pharmacy Data** Shows you the generic names that will be flagged with this allergy.

Additionally there is aConfirm button. The confirm button is available for Allergy/ADR that have not been entered on the current date. The allergy/ADR may have been entered on an earlier date this admission or carried over from a previous admission. Once an Allergy/ADR is confirmed the date will be updated to reflect the date of confirmation.

### 4.3.1 Enter Allergy/Adverse Drug Reaction (ADR)

To enter an allergy/ADR select Enter New and the following prompt will appear. If the allergen is part of the allergen dictionary it will be entered as a coded allergy/ADR. If the allergen is not available then it will entered as uncoded allergy/ADR.

To enter no know allergies the Allergen (Space) NKDA should be used.
To enter no known drug allergies the Allergen (Space) NKDA should be used.

Coded Section.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Allergen | Enter generic name of the allergy, or (space) NKDA  
The spelling of the allergen must be exactly as it appears in the allergen dictionary or it will be entered as uncoded.  
You can use the drop down menu or use F9 to search for allergens |
| Type     | Allergy or Adverse Reaction |
| Severity | Mild, Intermediate, Severe or Unknown |
| Status   | Always keep default of verified. |
| Reaction | Choose from a list of potential ADR by using F9 search.  
If the reaction is not available in this field type the reaction into the comments section |
| Comments | Free text box |

Uncoded Section

If possible, translate all uncoded allergy into coded section. Information in uncoded section will not be used in allergy checking.

Note: No known drug allergies must have a type “Allergy”. If the patient only has an ADR and has no true allergies, NKDA still must be entered.

Modifying allergies

The buttons are available to modify any allergens.

Once you are complete updating allergy/ADR status you must hit F12 or select Save to complete.

4.3.2 Multi-Ingredient Items

Multi-ingredient items will be translated into different components for allergy checking purposes.  
[(e.g.), Allergy to Tylenol #3 is entered.]
When selected and filed, the system translates Tylenol #3 into the individual ingredients.

If you go back into patient data routine, the following appears on the Patient Data tab:
The patient’s Allergy/AdvReaction profile will display all the components of the multiple-ingredient product.
4.3.3 Allergies Entered by Other Modules

If the allergy is added from non-pharmacy module, this screen appears after patient selected. You will be prompted to Update, Acknowledge or Bypass.

**Update**
To access allergy screen and enter/edit.

**Acknowledge**
To accept allergy/ADR information as entered.

**Bypass**
To skip this step. The screen will appear again next time the patient is accessed.

4.3.4 Allergy Alerts During Order Entry

If the system detects an allergy to the medication that is being entered, the following screen will appear.

In this example, the patient has a codeine allergy and the medication being entered on patient profile is Tylenol # 3.

The print allergy button can be selected to provide a report with more information about the specific allergy flag.
Override Allergy/ADR (Adverse Drug Reaction)

If you wish to override the allergy and continue to process the order, an override comment must be entered first. Some sites will require an override comment for ADRs. To do so, move the cursor to the field beside the specific flag and either type in the comment code or use F9 to search for options.

Once the comment has been entered, hit <F12> to file out of the comment screen, and then hit <F12> again to file out of the allergy detection screen. At this point, you may finish entering the order. If a comment is not entered for an allergy, (or ADR for those sites that require it) the system will not allow the order to be filed.
Note: Technicians should use the allergy comment, “TECH”, unless directed by the pharmacist to enter otherwise.

No Allergy Entered

If no allergy or ADR information has been entered for the patient and you attempt to enter an order, a warning message will appear:

Hit enter to acknowledge the message. You may NOT proceed with entering the order until an allergy entry is on file. If unknown (e.g. patient is comatose), enter ‘Unknown’.
5.0 Queries

Certain Customer-defined fields have been created to record specific patient information such as Clozapine ID and BCCA patient number. (Please enter this BCCA number, if known, for Chemo billing.)

Additional information including reason for visit, diagnosis, whether the patient is pregnant or breastfeeding or in Palliative care is also included on this screen. As these conditions are a factor when prescribing certain medications, it is advantageous to populate these fields if known. Date of last medications reviewed can also be entered in this section.

The Queries screen continues on page 2 with space to enter the BCCA protocol if applicable.
6.0 Access Enterprise Medical Record (EMR)

Meditech’s EMR is a web-like environment for viewing patient records. EMR presents clinical data for individuals within the FH and displays it in a convenient, clinician-friendly style. It does not require that the user identify the patient first, nor do they need to be signed into the site being searched.

(Note: Since EMR runs on the client (PC), every once in a while an update will need to be run on each PC in order to bring in any changes or ‘fixes’ that are required to run the software)

To launch EMR, press the F11 key or selecting the EMR button from the desktop. Alternatively, you may search for a patient under patient lists. Once the patient is located, highlight the correct patient and hit F11.

In EMR, the mouse is used to select a record, visits, menu options, panels, and navigation options. No keyboard commands are available. Color indicates navigation in EMR. Click on the fields and buttons that contain dark blue text to view more information. In addition, when an item is clicked on, the cursor becomes a hand. Text appearing lighter or shaded indicates that option is not available.

1) The Data Frame - EMR displays information in the Data Frame on screens

2) The Menu Frame - The Menu Frame, found on the right side of the EMR screen, lists the available options. This menu changes depending on which screen you are viewing. As you navigate the EMR, the Menu Frame changes to reflect relevant options for that screen.
3) **Records by Location** - the Any Location menu option lists records for a specific location. Within this search, records are organized alphabetically.

A record with an admitted status remains on this list until EMR receives a discharge date. Other records remain on this list until 7 days after the service date. If the PC is associated with location, the Location (a
specific location) menu option appears (for example, Location ICU). If the PC is associated with more than one location, a menu option for each location is listed.

a) Select Any Location from the menu
b) Select the correct facility
c) Select the specific unit
d) Select the correct patient record
e) Select the desired visit(s) you wish to view

4) Any Record Menu Option - the Any Record menu option can access any record to which a clinician has access.
   a) Select Any Record from the menu
   b) On the Identify a Medical Record window, enter one of the required search criteria:
      ☐ Name
      ☐ Health Care Number
      ☐ EMR Number
      ☐ Medical Record Number
      ☐ Account Number
      Entering optional search criteria (date of birth, sex, and Mother's name) also helps narrow the search.

7.0 Print Reports – General Principles

To run reports from Meditech, enter all the required fields in a routine, then hit <F12> to bring up the print destination screen (section 12.2). The print destination screen defaults to the user’s print preferences settings (section 12.1)

7.1 Print Preferences

To access the print preferences screen select the printer icon which is available on the bottom right hand order of the Meditech screen. This must be selected from the main menu window and not from the desktop. This screen determines the defaults for your print jobs.

The print preferences screen will look like seen below.
The right hand side lists all the different types of outputs for printing.

<table>
<thead>
<tr>
<th>Output</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preview</td>
<td>Print jobs will print to screen.</td>
</tr>
<tr>
<td>Print</td>
<td>Print jobs will print to printer specified.</td>
</tr>
<tr>
<td>Download</td>
<td>Print jobs will download to specified program.</td>
</tr>
<tr>
<td>Mail</td>
<td>Not used.</td>
</tr>
<tr>
<td>Browser</td>
<td>Print jobs will print to screen in html format.</td>
</tr>
</tbody>
</table>
Under print output you have the option to change your default printer. You can select a printer from either a local listing (all printers installed on the PC) or all printers (to search regional printer options). By hitting the button you will expand the list.

There are two options to select under Set Print Preferences. These are explained in the table below:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make Default</td>
<td>You can change your parameters and check off Make Default to accept changes. For example, if a specific font/style from ALL printers list is preferred, select that printer from the dropdown list and check Make Default.</td>
</tr>
<tr>
<td>Show Print Destination Screen</td>
<td>Use this prompt to show or hide the Print Destination screen when printing. If you enter a check in the box, the Print Destination screen appears each time you print, allowing you to override the default print settings specified on the Print Preferences screen. If you leave the box empty, the Print Destination screen does not appear each time you print and output is sent according to the default print settings specified on the Print Preferences screen.</td>
</tr>
</tbody>
</table>

**Refresh Printers**

Use the refresh button to rebuild the Printer Lists that appear at the Printer List prompt. If a printer has been installed since the last time the system rebuilt the Printer List (or since you last accessed the Refresh Printers button), the printer does not appear on the Printer List. To update the Printer List with the new printer, click on this button.
7.2 Print Destination Screen

This screen is used to direct print jobs to your desired destination. The default settings established on the Print Preferences screen appear. You can use this screen to override the default settings.

The right hand side lists all the print output options. Click on any of these to change the current default settings. The appearance of the screen and options will differ depending on the print output type selected. For print, the printer list and printer prompts appear. For the download option, a field appears into which you enter your download destination.

Note: The default settings from the Print Preferences screen do not always appear on the Print Destination screen. If you have arranged the settings a certain way and they appear otherwise, consider the following:

- A few routines have printer overrides built in. These take precedence over settings you make via the Print Preferences screen.
- For most routines, the system saves your most recent print output choice so it appears the next time you print from that routine.

[(e.g.), Assume your default print destination is View, however, the last time you printed from a routine, you chose Print. The next time you print from that routine, Print will appear as the default print destination.]

7.3 Reports Icon

The Reports menu from the main menu screen contains a variety of routines that generate reports. The reports that may be frequently used are described here.

Search Active Orders for Drug (Under Searches)

This Report displays all active orders for a specified medication(s) for one or more facilities.
Facilities
Enter the mnemonic of the facility or facilities for the patient population.

Medications
Enter the mnemonic of each medication for which you are searching.

Both fields are available as a lookup if the mnemonic is unknown. Leave the default of “ALL” if searching for all facilities or all drugs. You will also need to select the location and Rx type for the search.

**Antibiotics + Narcotics Started > 7 days ago (Under Patient Reports)**

This Report displays all selected orders active greater than one week and may need to be reviewed.

**Clinical Reports/Intervention Menu**

This menu contains various reports and routines that may be needed by the Clinical Pharmacists. Some of these reports access the Laboratory module. Not all reports or routines will be used at all sites.
7.4 Print Medication Profiles

The Medication Profile lists all the medications that have been entered into the Pharmacy module for the patient.

To access this routine:

From Main Menu → Patients → Profiles → Print Profiles.

The following screen appears:
Follow the directions under section 7.4.1 to print profiles for all patients in a specific nursing unit.

Follow the directions under section 7.4.2 to print profiles for selected patient(s).
7.4.1 Print Profiles by Location

1. Format
   Ensure the proper profile format is typed in this field. The format “ALL” will produce a profile that contains all the medications that have been entered into the Pharmacy Module for the selected patient(s).

2. By Patient or Location
   To print Profiles for an entire location select Location under the drop down menu.

3. From Location & Thru Location
   Type the location name in both fields.

Note: The default for these fields is BEGINNING – END. If you do not change these, then profiles will print for the entire FHA (~6000+ pages). If this happens and you do not know how to cancel printing, wait for the printer to run out of paper (or open the paper drawer and empty it) and call Service Desk.

Ensure that these fields are filled in as follows:

- Include Inactive Progress Notes: “N”
- Page Break on Patient: “Y”
- Sort by Patient or Location: “PATIENT” for alpha sort; "LOCATION" for room/bed sort.

Hit <F12> or select OK and the Print Destination screen will appear.
7.4.2 Print Profiles by Patient(s)

1. Format  Ensure the proper profile format is typed in this field. The format “ALL” will produce a profile that contains all the medications that have been entered into the Pharmacy Module for the selected patient(s).

2. By Patient or Location  To print Profiles for specific patient(s) select Patient under the drop down menu.

3. Patient  Enter the patient(s) in this field.

Ensure that these fields are filled in as follows:

- Include Inactive Progress Notes  "N"
- Page Break on Patient  "Y"
- Sort by Patient or Location  “PATIENT” for alph sort; ”LOCATION” for room/bed sort.

Press <F12> or select OK and the Print Destination screen will appear.

Select the appropriate printer. Then click on the "OK" button to print the Profile(s).
7.5 Print Medication Administration Records (MAR)

The MAR lists all the active medication orders and administration times for the specified date for selected patient(s).
To access this routine:

From Main Menu → Reports → Medication Administration Records → Print.

The following screen appears:

![Print Medication Administration Records (MAR) Screen](image)

Follow the directions under section 12.5.1 to print MAR for all patients in a specific nursing unit.

Follow the directions under section 12.5.2 to print MAR for selected patient(s).
7.5.1 Print Medication Administration Records (MAR) by Location

1. Location
   Type in the appropriate location code for your area in this field.

   Note: If the default printer destination here is incorrect, the proper printer
destination needs to be entered in step 4 below.

2. Patient
   Leave this field BLANK.

3. Start Date
   Enter the date the MAR is to start in this field. (This is the date that the MAR
will be used, not necessarily today’s date.)

   [e.g. If it is 22:00 and you are printing an MAR to be used starting at
midnight, then you will have to enter tomorrow’s date. (Can enter “T+1”)]

   Leave the Start Shift field default as “1” in order to capture all doses within
the start date.

4. Alternate MAR Format
   Leave the field blank unless:

   **Alternate MAR Format**: If you wish to print a blank MAR form for the
selected patient(s), enter “1D.XP” for acute care, and “31D.XP” for LTC.

   **Alternate Printer**: If the defaulted printer destination in step 1 above is
incorrect, enter the correct printer name here.

Hit F12 or select OK to print. Note: There is a slight delay before the MAR will start printing. If you have
done all of the steps correctly, and the MARs still do not print, **DO NOT** try again. Call the Service Desk.
There may be something wrong with the Meditech server or your printer.

To delete an MAR print job, see section 14.4, Process Print Queue.
7.5.2 Print Medication Administration Records (MAR) by Patient

1. Location
   Leave this field blank.

2. Patient
   Enter the patient(s) in this field.
   Note: If the default printer destination here is incorrect, the proper printer destination needs to be entered in step 4 below.

3. Start Date
   Enter the date the MAR is to start in this field. (This is the date that the MAR will be used, not necessarily today’s date.)
   [e.g. If it is 22:00 and you are printing an MAR to be used starting at midnight, then you will have to enter tomorrow’s date. (Can enter “T+1”)]
   Leave the Start Shift field default as “1” in order to capture all doses within the start date.

4. Alternate MAR Format
   Leave this field blank unless:
   **Alternate MAR Format:** If you wish to print a blank MAR form for the selected patient(s), enter “1D.XP” for acute care, and “31D.XP” for LTC.
   **Alternate Printer:** If the defaulted printer destination in step 1 above is incorrect, enter the correct printer name here.

Press <F12> to print or select OK. Note: There is a slight delay before the MAR will start printing. If you have done all of the steps correctly, and the MARs still do not print, DO NOT try again. Call the Service Desk. There may be something wrong with the Meditech server or your printer.
To delete an MAR print job, see section 15.3, Process Print Queue.
7.5.3 View Medication Administration Records (MAR) on Screen

This routine allows users to view an MAR on the screen prior to or instead of printing a hardcopy. To access this routine:

From **Main Menu ➔ Reports ➔ Medication Administration Records ➔ View.**

At the ‘Patient’ prompt, identify the patient (see section 3.3).

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Enter the start date of the MAR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Shift</td>
<td>Enter “1”.</td>
</tr>
<tr>
<td>Default MAR Format</td>
<td>The usual MAR format for the patient’s location will default in.</td>
</tr>
<tr>
<td>Alternate MAR Format</td>
<td>If you wish to use a different format other than the default, enter the format name here.</td>
</tr>
</tbody>
</table>

Hit <F12> to bring up a confirmation message box. Hit “Yes” to start printing to the screen. Once finished, the system will ask if you wish to print MAR to the printer.

Usually, you would choose “No”. If “Yes” is selected, this will start the MAR print job to the default printer for the patient’s location.
8.0 Doctors Menu

The “Doctors” menu is available from the main menu screen. This allows you to view information on the doctor such as address, and phone number.

To view doctor information, enter the doctor’s mnemonic. Generally, the mnemonic is composed of the first seven letters of the last name followed by the first letter of the first name.

9.0 Nursing OE Orders (Removing them from Clinical Reports)

Nursing OE function is for Order Entry processes from the Nursing Menu options used to send requests to other Meditech applications.

The routine is available from the main menu under Process OE Orders/Reports.

Hit the F12 key to accept the OE Site default (this should equal the site you are logged onto):
After selecting a site the following menu will appear:

Select the Process OE Referrals to access the routine to complete OE orders.

From the process orders screen you may choose to search for an OE order by either Patient or Location.

When searching by patient the screen will appear as shown below:
You must enter the name of the patient (F9 will allow for a search of patients). The category will be PHARM. The service date does not need to be entered. After filling in the information hit F12 or select Ok to bring up the search results for the OE entries.

When searching by location the screen will look like the one below:
At the Selection Profile prompt enter ‘PHARM XXX’ where ‘XXX’ is the letter abbreviation corresponding to a specific site. This entry will depend on the site that you are at and want to process orders for. Hit the F12 key.

At the Patient prompt enter the patient’s name (LAST, FIRST) as you would to do a lookup for them, hit the Enter key and select the patient you want to process orders on. After selecting the patient hit F12 or hit OK to file this screen.

This will display the Process Orders screen showing the OE orders that nursing has entered for the patient:
Highlight the order entry you wish to complete. You may select the more information button to view more details about the specific OE.

To complete an OE you must select the OE by placing a checkmark in the box to the left of the service date and select the Edit Status button. You can then select complete and hit F12 or select OK to complete.

Completing the order will remove it from displaying on the clinical reports.

When scrolling through a patient’s orders the completed ones will have a message to that effect at the bottom of the screen:

**Other Process Orders Functions**

Print – Use the Print button to print any OE entries that have been selected with checkmarks. You will be prompted to either print an audit trail or the actual order.

Refresh – Will refresh the screen.

**10.0 Support**

If you need assistance during normal business hours, contact the Pharmacy I.S. via e-mail at: PHA I.S. Service (the mailbox is monitored Monday-Friday from 0700-1700).

For after hours urgent calls, contact the Service Desk (formerly the Helpdesk) at: 604-585-5544.
## 11.0 Appendices

### 11.1 Appendix I – FHA Facilities

<table>
<thead>
<tr>
<th>Mnemonic</th>
<th>Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARH</td>
<td>Abbotsford Regional Hospital</td>
</tr>
<tr>
<td>BH</td>
<td>Burnaby Hospital</td>
</tr>
<tr>
<td>CAC</td>
<td>Czorny Alzheimers Centre</td>
</tr>
<tr>
<td>CGH</td>
<td>Chilliwack General Hospital</td>
</tr>
<tr>
<td>DH</td>
<td>Delta Hospital</td>
</tr>
<tr>
<td>ERH</td>
<td>Eagle Ridge Hospital</td>
</tr>
<tr>
<td>FCC</td>
<td>Fellburn Care Centre</td>
</tr>
<tr>
<td>FCH</td>
<td>Fraser Canyon Hospital</td>
</tr>
<tr>
<td>FLW</td>
<td>Carelife Fleetwood</td>
</tr>
<tr>
<td>HOS</td>
<td>Hospices (St.Michaels, Crossroads)</td>
</tr>
<tr>
<td>HV</td>
<td>Heritage Village</td>
</tr>
<tr>
<td>LMH</td>
<td>Langley Memorial Hospital</td>
</tr>
<tr>
<td>MMH</td>
<td>Mission Memorial Hospital</td>
</tr>
<tr>
<td>MNO</td>
<td>Menno Hospital</td>
</tr>
<tr>
<td>MSA</td>
<td>Abbotsford’s MSA Hospital</td>
</tr>
<tr>
<td>PAH</td>
<td>Peace Arch Hospital</td>
</tr>
<tr>
<td>QPH</td>
<td>Queen’s Park Care Center</td>
</tr>
<tr>
<td>RCH</td>
<td>Royal Columbian Hospital</td>
</tr>
<tr>
<td>RMH</td>
<td>Ridge Meadows Hospital</td>
</tr>
<tr>
<td>SCSC</td>
<td>Jim Pattison Outpatient Care Center</td>
</tr>
<tr>
<td>SMH</td>
<td>Surrey Memorial Hospital</td>
</tr>
<tr>
<td>SSPHA</td>
<td>Support Services Pharmacy (PDDC)</td>
</tr>
<tr>
<td>YRC</td>
<td>Yale Road Center</td>
</tr>
</tbody>
</table>