

Meditech 101 Quick Reference Card

Questions? Contact the Service Desk at 901-2777

Navigation/ Helpful Tips

Function Keys

Key	Purpose
F5	Used to recall a previous response to a query
F6	Returns the cursor to the previous field
F7	Will move your cursor to the top of a list
F8	Will move your cursor to the bottom of a list
F9	Look-Up (Displays the possible answers to this question)
F10	Erases all characters in one line
F11	Exit a screen WITHOUT SAVING any changes
F12	Exit the screen and SAVES (files) the changes.

Shortcuts, additional keystrokes

Key Stroke	Function
Shift+F8	Help Screen - Instructions for completing the field or screen
/, F9	Order Set Lookup
Spacebar, Enter	Pulls up the last patient's name or the last printer used
T	Today
T+1	Tomorrow, (T+2, two days ahead, etc.)
T-1	Yesterday, (T-2, two days ago, etc.)
N	Now (the current time)
Shift+F9	Spell Checker (Only works in Patient Notes)
Shift+Rt Ctrl	Will check off items in on a list – useful for acknowledging mediations on a new admission, and also when you are documenting multiple interventions
Shift+F12	Opens your Hot Key or Magic key

Important Text/Visual Cues

When you see this	It really means this
<OK> to return	F12
Exit	F11
→ (red arrow)	Hold down the Shift Key and press the arrow that direction
<Ctrl>	Hit the Ctrl key on the right side of the keyboard
← Exit	Hit the left arrow key to exit
:	You may enter Free Text information
?	This is generally a "Y" or "N", although in some cases "NO" or "YES" is required
-	You must choose one or more of the options in the online display
=	You may choose one or more of the options in the online display, and/or enter Free Text information
cDOE,JANE	Lower-case c indicates that the patient is confidential

Avoid using double quotation marks in Meditech! ("")

5 Ways to Identify a Patient

FULL NAME:

Type LAST NAME, FIRST NAME (no spaces) and press ENTER. Example: Type DOE,JOHN and press Enter.

PARTIAL NAME:

Type the first few letters of the last name and/or first name and do a "Look-Up" by pressing <F9>. Then, select the patient by line number.

RECALL LAST PATIENT:

Press <spacebar>, followed by <ENTER>. This saves time when working with the same patient in different routines.

ACCOUNT NUMBER:

The account number is the # assigned with each hospital visit and appears in front of the patient's name in the Name fields. Type the account number without the zeros and press Enter.

LOCATION:

Type L, press the <spacebar> and then the patient location. Press [F9].

Printing Options

Direct to Printer

Type the name of the printer. Example: ICUP02

S/printer name

Submerges the print job in the background, releasing up your session. Example: S/ICUP02

Print to screen

In the Print On prompt, type

- 0 (zero)
- S (screen)
- VIEW
- PREVIEW

Spacebar+Enter

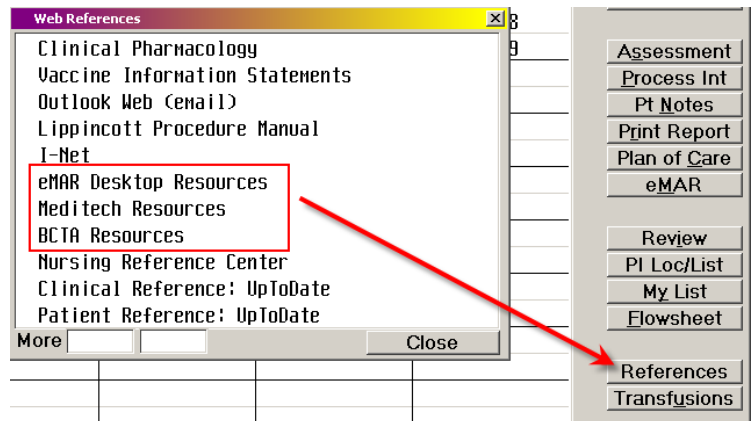
Will recall the last printer chosen in Meditech on that computer.

Print Screen button

Your computer will have a button labeled 'Prnt Screen'. This will print to the printer attached to the computer directly (may not be a Meditech printer).

Web Resources

If you need help with Meditech you can click the References link on the Status Board, or on your facility intranet.



Security and Confidentiality

- NEVER EVER share your password with anyone, for any reason. This can result in termination.
- Do not write your password down.
- Do not access records for patients for whom you are not providing direct care.
- Remember: passwords are application specific. Resetting one does not automatically reset another.