

Admitting (ADM) Quick Reference Guide

## MEDITECH ADM 5.67 QUICK REFERENCE GUIDE

How do I enter a depart date/time on an Emergency Registration?	ADM		
No longer an ER /Depart routine?	Facility		
	Registration Management Deskton		
	Dischargo		
	DISCHOLSCE Tegebraten Management Deukley - 60011 (MATTST/AMA.TST5.47/6701.TTST5.47 - Text) - Sheryi Halmideig		
	Function Register		
	Form Schedule Pre-Register		
	Account Number Search Hedical Record Number Search Check In ULI Name Name Revisit		
	Account Hum Age Bed Request Hed Rec Rum Sex In Transfer		
	Phone Hum Phone Hum Phone Hum Citier Hame		
	Tix Undo		
	Haintenance Change Status		
	Account Info Picture Demo Recall		
	EHR		
Llow de L Discharge e New Perm?			
How do't Discharge a New Born?			
	Facility		
	Registration Management Desktop		
	Discharge		
	Type NB		
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	Fix Ubda Cancel		
	Baldemance Change Status Account Info		
	Derror Recall UR6		



What is the "NOTES" tab in the registration routine?	Note tab is Finance related and once an entry is made cannot be removed. Do not make entries into this TAB		
What is the "Occurrence" Tab in the registration routine?	As is current process. Do not make entries into this TAB		
What is the (*) asterisk beside some data fields?	As is current process. Do not make entries into this TAB         * indicates this is a Required Field and must be filled in prior to filing the Registration.         Patient Contact Guarantor Insurance Notes Occurrences         EMR Num ABATVIG00424632-FS0         * Name         * Name         UDADM,SHERYL         * Reg Category         * Account Num         Birthdate] * Age         * Sex         Other Name         Mother's Name         * Address         121 PARSONS WAY         Soc Ins Num         Subscriber Init         Rel to Pt         * Red to Pt		
Why when I enter "#" before a ULI am I not finding the patient or accounts?	Residence Code       Affiliation         ##" is no longer required to search by ULI.         Enter ULI in first, search without #         Image: State of the search		



Should I update Demo Recall within the Insurance Tab?	NO – for WCB related visits. YES - Insurance is demo recall updated if the patient has PERMANENTLY changed Health care insurance IE: moved from Alberta to Ontario etc.		
where did the copy / paste buttons go:	CRTL "C " for copy and CRTL" V " for paste. Windows shorts cuts		
Schedule- Do Not Use Pre-Register – Create Pre / SCHPRE Register –Register a PRE, SCH or direct Registration Check In – Register a PRE account Revisit- RCR add Revisit to RCR registration Bed Request – Do Not Use In Transfer – Inpatient room, Physician or Service changes Out Transfer – Place an Outpatient in a room or make changes to an outpatient room/bed Discharge – Depart any Registration Edit –Make changes to Registration Edit –Make changes to Registration Fix-Change admit date, admit time, room assignment, bed assignment, room rate & service Undo- undo last registration event Cancel – Cancel accounts Maintenance – Edit Newborn's mother or set to VIP/Confidential Change Status- Change pre-registration category: i.e. PRECLI to PREREF Account –info – review patient activity /re-print etc. Picture – Do Not Use Demo Recall-update patient demographics in demo recall file EME initiate EME Laurch	Schedule   Pre-Register   Register   Check In   Revisit   Bed Request   In Transfer   Out Transfer   Out Transfer   Discharge   Edit   Fix   Undo   Cancel   Maintenance   Change Status   Account Info   Picture   Demo Recall   X   EMR<		



How do I launch the EMR?	ADM		
	Registration Management Desktop		
	"EMR"		
	🔀 Registration Managemere Desktop - AWCA (ABATEST)ABA.TEST3.67/ABH.TEST3.67 - Test) - Paulette Stevenson		
	Function Register		
	Schedule (2)		
	Account Number Search Medical Record Number Search Register (C)		
	ULI     Name       Account Num     Birthdate       Account Num     Age       Account Num     Age       Birthdate     Age       Birthdate     Birthdate       Policy Num     Other Name       DMR Num     Other Name		
	EMR Launch		



How do I enter a Re Visit for a Recurring registration?	ADM Facility Registration Manage RCR Type Revisit	ement	
QUICK KEYS	F1 F2 F9 F12 Esc Shift F12 Spacebar Enter	-Screen Help -Netcare -Lookup -File -Exit -Suspends -Patient Recall	



	Screen Icons		
SCREEN ICONS	Function	Icon	
	Help	?	
	External Links	<b>1</b>	
	Print/Printer Preference	\$	
	Suspend Session		
How many Meditech Applications can I have opened at one time?	You can have more than one Meditec	h application opened at once.	
	When you hover over the icon at the	bottom of your screen it will	
	tell you how many and which applicat	tions you have opened.	
	Active Victoredia Victoredia		
	Enter Revisit (Edit/Delete Revisit)		
	TENSE/ Account Identification Account Number Search	Schedule Ga Pre-Register Ga Register Ca	
	Account Num Moldage Moldage	Check in Ga Revisit d	
	Bithdate Phone Num Policy Num	In Transfer Out Transfer Discharge	
	EMR Num Egge - Lalad	Edit CP	
	<u>66</u>	Cancel (2) Maintenance Ca	
	2001	Change Status GC Account Info 6	
	ARAN 550 Realing	Demo Recall <u>X</u> LIMR. <u>(T</u>	
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