Remote access to Meditech to View Patient Health Information from office or home.

To begin, you must have the following items:
- Network User ID and Password
- Meditech User ID and Password

If you do not have the above user ID and Passwords, please contact Leilani Wilson at (480)728-7160. Call CHW IT Help Desk number for password problems once access is granted: 1-888-307-0222 or 480-728-4357.

If you have program concerns/comments/problems or instructional needs, Contact Clinical Informatics, Physician IT Liaison on pager 602-656-0040 for assistance.

Open your Internet browser and go to:
http://nfuse.chw.edu

On the internet Go to https://Nfuse.chw.edu

The First time only... Click here to download and install necessary Citrix software.
Follow instructions on page

Click "Run"
Click “Run”
Select Language and click “OK”
Welcome to Citrix Presentation Server Client - Web Only Setup

It is strongly recommended that you exit all Windows programs before running this setup program.

Click Cancel to quit the setup program, then close any programs you have running. Click Next to continue the installation.

WARNING: This program is protected by copyright law and international treaties.

Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.

Click “Next”

License Agreement
You must accept the license agreement below to proceed.

CITRIX(R) LICENSE AGREEMENT
Use of this component is subject to the Citrix license covering the Citrix product(s) with which you will be using this component. This component is only licensed for use with such Citrix product(s).

CTX_code: EP_R_A32490

Click “I accept” then “Next”
Click "Next" again
After everything is downloaded and installed log back in to Nfuse and sign in here using Network login and password.
On this screen you will see these icons you are now on the Nfuse site. To access meditech, double click meditech folder.

From here you will click on the appropriate facility. This is the turquoise icon name “ChandlerMercy Meditech 4X”
The application loading

You have accessed the Catholic Healthcare West Network and/or applications (Network). Such access is restricted to authorized users who have signed Catholic Healthcare West’s (CHW) Network Usage Policy (NUP) within the interval periods required by CHW. Access to the Network is permitted only for CHW-related business. By using the Network, you hereby consent to monitoring, recording, copying, auditing, inspection and disclosure by CHW of your Network-related activity and content. Unauthorized access to/or improper use of the Network, as appropriate, result in disciplinary action, termination of contract, and/or civil and criminal penalties. By continuing to use the Network, you indicated your understanding of and consent to the current NUP, which is available online. LOG OFF IMMEDIATELY if you do not agree with this notice.

Press <Enter> or <Return> to continue.
Select # “2. LIVE APPLICATIONS (5.61)” and press “ENTER”

Sign in using your Meditech Credentials pressing “Enter” between fields.

**NOTE** Your password will not show up as you type.
Select #4 PCI.CHLL PCI *LIVE* and press "enter"

Find your patients from the identify patients list
When you enter the individual patient record, there are a variety of data sources contained within the table of contents that may be helpful in review. Depending on what you are looking for, you may need to access different sections. Use the right arrow key/click to go “deeper” into the menu for details.
To find Radiology Reports for your current patients, please select Orders, then select the Category, and then select the Procedure to view the Report. If you wish to see Reports prior to 12-09-08, select the Category and then click on Archives, then select the Procedure to view the Archived Report.

Below is the next layer behind the MEDICAL RECORDS Transcribed Reports item for the patient.
Take another right arrow to review the report highlighted, or use the arrow keys to navigate and select another. If you need to print a report for any reason, you will need to do it from this screen (not from the body of the report), using P for Print and following the cursor out to your final printing function (dependent on your system being set up and compatible to do this function. If not able to print, please call the HelpDesk at 1-888-307-0222 or 480-728-4357).
Printing Face Sheets/Transcribed Reports from Meditech

1. To print the Face Sheet, highlight **FACE SHEET**, use the right arrow key/click to advance, select the facility, and type in the patient’s name. Enter through the sex and birth date screen. Then select patient from list and advance to printer prompt.

2. For transcribed reports, Type <F8> to go to the bottom of the list of sources. Highlight **MEDICAL RECORDS Transcribed Reports** and right arrow/click to advance into report categories.
3. Highlight the report to be printed right arrow/click to advance. If you need to print a report for any reason, you will need to do it from this screen (not from the body of the report), using P for Print and following the cursor out to your final printing function (dependent on your system being set up and compatible to do this function. If not able to print, please call the HelpDesk at 1-888-307-0222 or 480-728-4357).

4. Select Printing Option and right arrow/click to advance.

5. Select the device to be used for printing and press <Enter>. If your remote location has not been set up for printing from Meditech, please refer to the Print Configuration Instructions.
Add Patients to Your List in Meditech PCI

1. After clicking the Meditech icon, Enter Your Meditech User ID and Password
2. Select #4 PCI *LIVE*

3. Select Options

4. Highlight YOUR LIST Options and then right arrow. Later you can come back and further set parameters on your list by changing the Purges, Provider List Additions, or other choices.

5. Select options for how you would like patients to be added or deleted from your list by highlighting the option, then clicking or using the right Ctrl key to put a ✓ in front of it. Type F or click on File to file changes. Return to view patient information by using the Left Arrow Key.

6. You can print your list by going back to #3 on this page and typing a capital P or mouse click on the word PRINT.

***Self-assignment: If you enter name of a pt you are not attending or consulting on, you will need to answer this pop-up prompt for the reason you are viewing record, then it will let you access.*** per HIPAA
Locate Scanned Reports in Meditech PCI (Pathology and Echo Reports)

1. After clicking the Meditech icon, Enter Your Meditech User ID and Password
2. Select #4 PCI *LIVE*
3. Type <F8> to go to the bottom of the list of sources. Highlight **Scanned and Archived Documents** and then right arrow/click to advance into form categories.

4. Highlight the desired report and then right arrow to advance into the report. If you need to print a report for any reason, you will need to do it from this screen (not from the body of the report), using P for Print and following the cursor out to your final printing function (dependent on your system being set up and compatible to do this function. If not able to print, please call the HelpDesk at 1-888-307-0222 or 480-728-4357).
Compare Individual Lab Results on Meditech PCI

1. After clicking the Meditech icon, Enter Your Meditech User ID and Password
2. Select #4 PCI *LIVE*

3. Highlight **Laboratory Data** and then right arrow to advance into Lab Summary Data.
4. Highlight the test to be compared and then right arrow/click to advance.

5. Displayed are the numerical and graphed test results. Select **Time** to increase or decrease the timeframe shown.
Configuring Meditech Local Printing with Citrix Remote Access

1. Launch the Meditech Workstation location and locate the teal icon in the upper left hand corner of the Meditech window.

2. Click on the teal icon and a dropdown menu will appear – follow the steps as indicated.
   Workstation Menus -> Options -> Printer Setup
3. Click on the **Printer Setup** menu and the **Workstation Pass Through Printing** dialog box opens.

4. In the box next to **Print Driver:** enter the letters **PPII** in all capital letters and click **OK**.

Your remote workstation is now ready to print to your default printer as indicated in your Windows’ **Printer and Faxes** menu.
5. In general, to print in most applications enter the word **LOCAL** or **PREVIEW** (in all capital letters) in the **Print on:** box.

6. If you are printing from PCI, select **LOCAL** or **PPII** from the print list.

At first, try testing both the words **LOCAL** and **PREVIEW** to print. Depending on your individual PC/Printer setup, one may work better than the other. Typically, **PREVIEW** yields the fewest problems and gives you the most options.
Important general information about using Meditech:

1. Caps lock should be “on.” Use the “enter” key to move (rather than “Tab” like in Windows).
2. In 3X version, use the directional arrows on the keyboard to navigate. Up and down arrows move highlight bar accordingly, right arrow goes “deeper” for more detail, and left arrow moves back “out” (not mouse-enabled).
3. **At present (7.07), not all documentation is electronic.** There are no Physician Progress Notes, ancillary documentation (social work, respiratory, etc), ED/Urgent Care information available on the system. The in-patient adult areas at both East Valley CHW facilities (Medical-Surgical, Telemetry units) are live with nursing documentation, but not CV/ICU or the Maternal Child Health areas. Med-Surg, Tele, CV/ICU at both facilities are live with the electronic MAR, but not the MCH areas at either facility.
4. Old patient visits, including selected old H & P, DC summaries and ED records are available through the Visit History section of PCI. Note: Old records may be summarized or abstracted, depending on age.
5. Transcribed reports are also available at bottom of the PCI menu, “Transcribed reports” (older information prior to 2/06) or Medical Records – In Pt Charts Reports” (since WebMedEx 2/06)
6. Current medication list from the MAR is available in either Current Medication Orders or Medication Orders History (includes drugs that are DC’d) – blue on eMAR = “Not given” dose
7. Lab and micro reports are also separately available through PCI, either under Lab Results by Test Group, Laboratory Data/micro sections; *Clinical Highlights contains selected recent data, but may not be all inclusive*
8. Please be sure to sign off the system completely when you are done reviewing to maintain security.
9. “Suspend session” (**shift+F12**) will prevent Meditech from backing out with inactivity ONLY when you are in an active review screen. Use the arrow keys to select “Suspend”, then “enter.” You need your Meditech password to reactivate when you are ready. **If power is interrupted, this creates a screen lock – call HelpDesk.**

**Items only available in Meditech PCI and not DirectConnect**

1. Scanned Reports (Pathology and Sent-out Lab Reports)
2. Full Nursing Assessments on units using NUR (M/S & Tele Units)
   Medical Record Forms such as Order Set Forms.
To access patient information on the Meditech system:

1. Select either Meditech 3x (keyboard) or Meditech 4x (mouse) and open.
2. Input Meditech user ID and password, "enter," select "PCI" and open.
3. Identify current in-patient you desire from Your List of patients in a bed or facility (depends on patient being admitted to your name), by Name/Number (type in all or part of name or medical record number), by Provider’s patients or Provider’s group, or by Unit number.
4. Use mouse click (WS4) or right arrow key (WS3) to go into detail available in Meditech PCI using "Recent Clinical Results" for labs/transcriptions or "Clinical Highlights" for common tasks such as VS, 72 hrs of I/O*, nursing assessment forms (for home meds list, history, allergies, etc from the admission database) or current shift assessment information. Note: if you desire >72 hrs I/O, you must access the I/O summary section separately & select a different timeframe.
5. Review data. Print if desired from Meditech page menu by:
   a. Typing "P" @ top of menu (cursor box blinking), “enter”
   b. Select “summary” or “detail,” designate printer on floor

Self-assignment: If you enter name of a pt you are not attending or consulting on, you will need to answer this pop-up prompt for the reason you are viewing record, then it will let you access.

To access the CHW computer system:

Obtain Network & Meditech log-ons through Medical Staff office

Password Problems? Contact Perot HelpDesk 1-888-307-0222 for assistance as needed.

Have program concerns/comments/problems or instructional needs? Contact Clinical Informatics, Meditech specialist on pager 602-656-0040 for assistance.

Helpful Hints for Meditech:

*Caps Lock on!
*Old patient visits, including selected old H & P, DC summaries and ED records are available through the Visit History section of PCI. Note: Old records may be summarized or abstracted, depending on age.
*Transcribed reports are also available at bottom of the PCI menu, “Transcribed reports” (older information prior to 2/06) or Medical Records – In Pt Charts Reports” (since WebMedEx 2/06)
*Current medication list from the MAR is available in either Current Medication Orders or Medication Orders History (includes drugs that are DC’d) – blue on eMAR = “Not given” dose
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To access patient information on the Meditech system:

1. Select either Meditech 3x (keyboard) or Meditech 4x (mouse) and open.
2. Input Meditech user ID and password, “enter,” select “PCI” and open.
3. Identify current in-patient you desire from Your List of patients in a bed or facility (depends on patient being admitted to your name), by Name/Number (type in all or part of name or medical record number), by Provider’s patients or Provider’s group, or by Unit number.
4. Use mouse click (WS4) or right arrow key (WS3) to go into detail available in Meditech PCI using “Recent Clinical Results” for labs/transcriptions or “Clinical Highlights” for common tasks such as VS, 72 hrs of I/O*, nursing assessment forms (for home meds list, history, allergies, etc from the admission database) or current shift assessment information. Note: if you desire >72 hrs I/O, you must access the I/O summary section separately & select a different timeframe.
5. Review data. Print if desired from Meditech page menu by:
   a. Typing “P” @ top of menu (cursor box blinking), “enter”
   b. Select “summary” or “detail,” designate printer on floor

Self-assignment: If you enter name of a pt you are not attending or consulting on, you will need to answer this pop-up prompt for the reason you are viewing record, then it will let you access.
Lookup Patients on Group’s Patient List or for Other Provider

1. After clicking the Meditech icon, Enter Your Meditech User ID and Password
2. Select #4 PCI *LIVE.

3. Select by PROVIDER’s Patients or by PROVIDER’S GROUP’s Patients and type in the first few letters of provider’s name or group name. Select Provider or Group from list and the patient list will appear.
4. To print the list, type P in prompt or click on PRINT.

<table>
<thead>
<tr>
<th>Name</th>
<th>Unit #</th>
<th>Age/Sex</th>
<th>Location or Visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLACK,WHITE</td>
<td>6005141</td>
<td>68 F</td>
<td>REG ER - Jul 17, 2008</td>
</tr>
<tr>
<td>EMAR,CHERYL TEST</td>
<td>M003302</td>
<td>20 F</td>
<td>C.2MSN (C.245 01)</td>
</tr>
<tr>
<td>HOFFA,JINNY</td>
<td>M003546</td>
<td>89 M</td>
<td>C.CUT (C.308 01)</td>
</tr>
<tr>
<td>TEST,BARBARA</td>
<td>G003162</td>
<td>53 F</td>
<td>REG CLI - Nov 06, 2008</td>
</tr>
<tr>
<td>TEST,DANIELLE</td>
<td>M004640</td>
<td>24 F</td>
<td>CLI - Mar 27, 08</td>
</tr>
<tr>
<td>TEST,GREGORMIT</td>
<td>M003391</td>
<td>25 M</td>
<td>C.ICU (C.0084 01)</td>
</tr>
<tr>
<td>TEST,JACKIE</td>
<td>Y003738</td>
<td>28 F</td>
<td>DEP ER - Jun 17, 2008</td>
</tr>
<tr>
<td>TEST,JAN</td>
<td>M003530</td>
<td>31 F</td>
<td>C.IELES (C.317 01)</td>
</tr>
<tr>
<td>TEST,JANE</td>
<td>G004679</td>
<td>31 F</td>
<td>DIS - Apr 21, 08</td>
</tr>
<tr>
<td>TEST,JOILEY</td>
<td>G004639</td>
<td>38 F</td>
<td>CLI - Oct 16, 08</td>
</tr>
<tr>
<td>TEST,KATHY</td>
<td>M003751</td>
<td>55 F</td>
<td>C.2MSN (C.253 01)</td>
</tr>
<tr>
<td>TEST,LOYDY</td>
<td>M004775</td>
<td>49 F</td>
<td>C.3MS (C.A375 01)</td>
</tr>
</tbody>
</table>

Flags: 0 = direct care responsibility, d = courtesy notice, o = ordering/other provider

5. Select printing options, EX: to print only patients in a bed by location, select first option.

6. Select printer
1. Log into Meditech.
2. Select Order Entry.

3. Choose the correct facility (CHL for CRMC or MGM for MGMC) or Look-up by using F9 function key.

4. Select Print Forms
5. Select Print Forms with Patients

6. Type in the correct facility (CHL for CRMC or MGM for MGMC) or Look-up by using F9 function key.
7. Type in the correct Location or Look-up by using F9 function key.
8. Find the correct patient by using the down or up arrow keys. Once the blinking cursor in behind the number of the correct patient, select that patient by typing the rt. CTRL key.
9. Enter down to patient and type in patient name (Last name, First name). If you have been working with a patient in Meditech you can type Spacebar and Enter together and the same patient will default in the space.
10. Enter down into Category. Look-up by using F9 function key and select the correct category.
11. Enter down to Packet. Look-up by using F9 function key and select the correct packet.
12. Type in the number of Copies needed.

13. Enter to the Printer Prompt. Type Spacebar and Enter together and the preset printer will default in the space.

14. Retrieve documents from the printer. If the printer has not been set up in Meditech, call the CHW Helpdesk at 602-406-2600 for assistance in setting up the printer.