

## TIPS & TRICKS

### 1 Don't Quit Until You Hit "Submit"

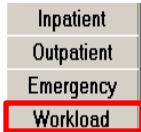
Remember, when you have completed entering an order and have clicked "Done," you have one more step to complete. **Until you complete the final step, your order will not be entered into the system.**

Click "Submit" and enter your PIN. You must enter your PIN for added security. Your order will then be entered into the system.

**Don't quit until you hit "Submit"**

### 2 Signing Orders in MEDITECH

**How to sign telephone and verbal orders electronically.** If you were on call and provided orders during the night, select the "Workload" button when you sign into MEDITECH. Along the bottom of the screen, there is a "Sign" button.

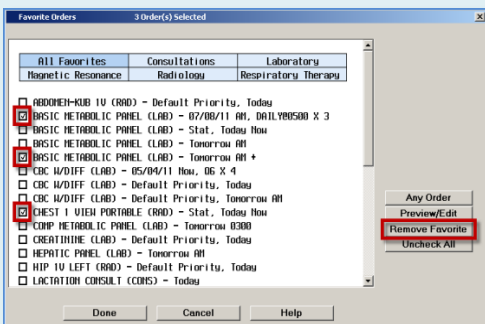


Click the "Sign" button to find your telephone orders. Clicking the "Sign" button regularly will reduce your "chart time" in HIM or with Horizon Patient Folder (HPF).



### REMOVING AN ORDER FROM FAVORITES

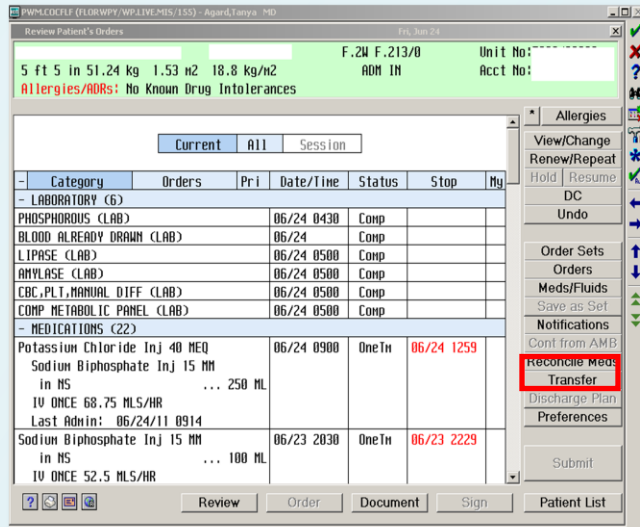
1. From the **Review Patient's Order** screen, click **Orders** button.
2. Since you have favorites saved, your default will be to the **All Favorites** view. Click the checkbox associated with each order you want to remove from the Favorites list.
3. Click the **Remove Favorites** button.



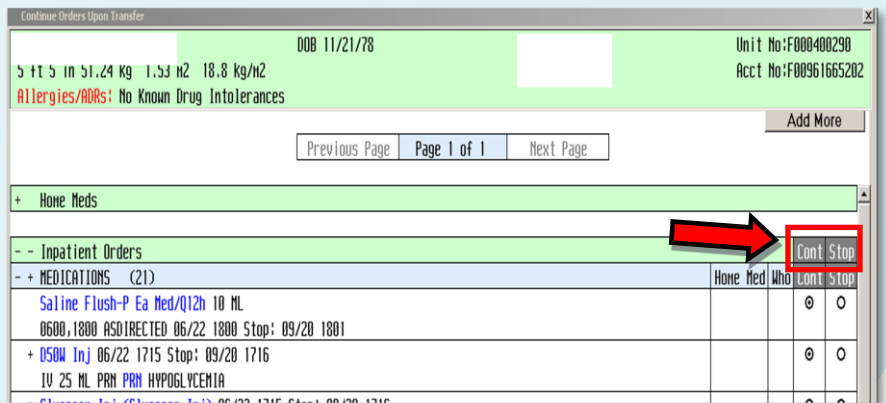
## Q & A

**Q. How do I update a patient's med orders when the patient needs to be transferred?**

**A.** When a patient needs to be transferred, from the **Review Patient's Orders** screen, select **Transfer**.



A screen showing all open med orders will open. To continue a particular med, select **Continue**. The original start and stop times will not change. **NOTE:** You **must** select **Continue** if you wish to continue the med. Meds are all set to **Stop** by default, so if you don't select **Continue**, all meds will be stopped.



## Are you using a mobile device for MEDITECH?

### Have you lost Your Function Keys?

If you have upgraded the CITRIX app, the new version of Citrix (5.6.1) will cause you to lose your function keys – **BUT there is a solution.**

Go to **Receiver Settings>Keyboard Options>Extended Keys** and enable the function key you want. You now have the ability to customize the Receiver keyboard.

Go to <http://itunes.apple.com/us/app/citrix-receiver/id363501921?mt=8> for more details.

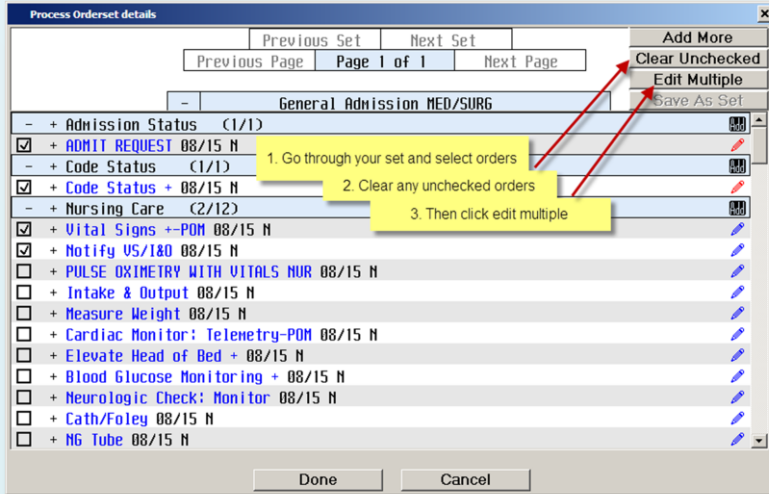
Or... ask your Director of Advanced Clinicals (DAC) or Physician Support Coordinator (PSC) for help.

# Bulletin

Volume 8

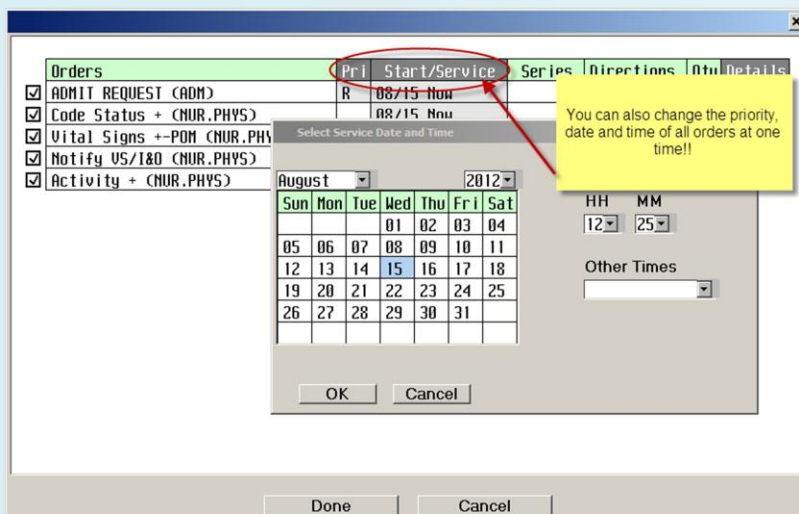
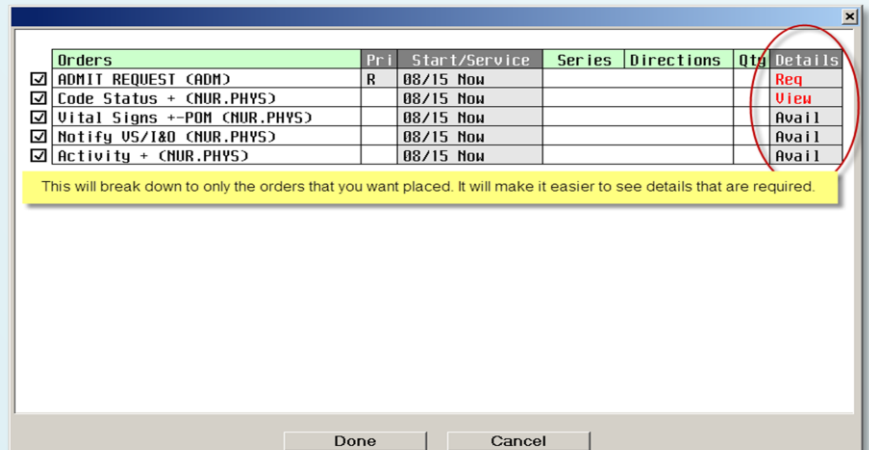
Big Tip of the Day...

## How to Edit Multiple Orders within "Order Sets"



1. Go through your set and select **Orders**.
2. Clear any unchecked orders.
3. Click **Edit Multiple**.

This will break down to only the orders that you want placed. It will make it easier to see details that are required. Notice that all items have a checkmark before the description.



You can also change the priority, date and time of any selected orders of similar type at one time. For example, you can change all lab tests to be **Stat** by having a check before each lab and then clicking the header.

**REMEMBER** – if you change it this way, you will be changing all selected orders to that one date/time. EX – tomorrow at 8 am.

Look for next week's *Bulletin*. We will review how to modify a single order. That information is currently available on page 88 of the Physician Pocket Guide. Ask your Director of Advanced Clinicals (DAC) for your copy today!