

**Centura Health, INC**

**Viewing Home Care Documents in the EMR and Physician  
Signature**

**Meditech version 5.6 revision**

**Revised: 09/30/10**

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## Viewing Home Care documents in EMR

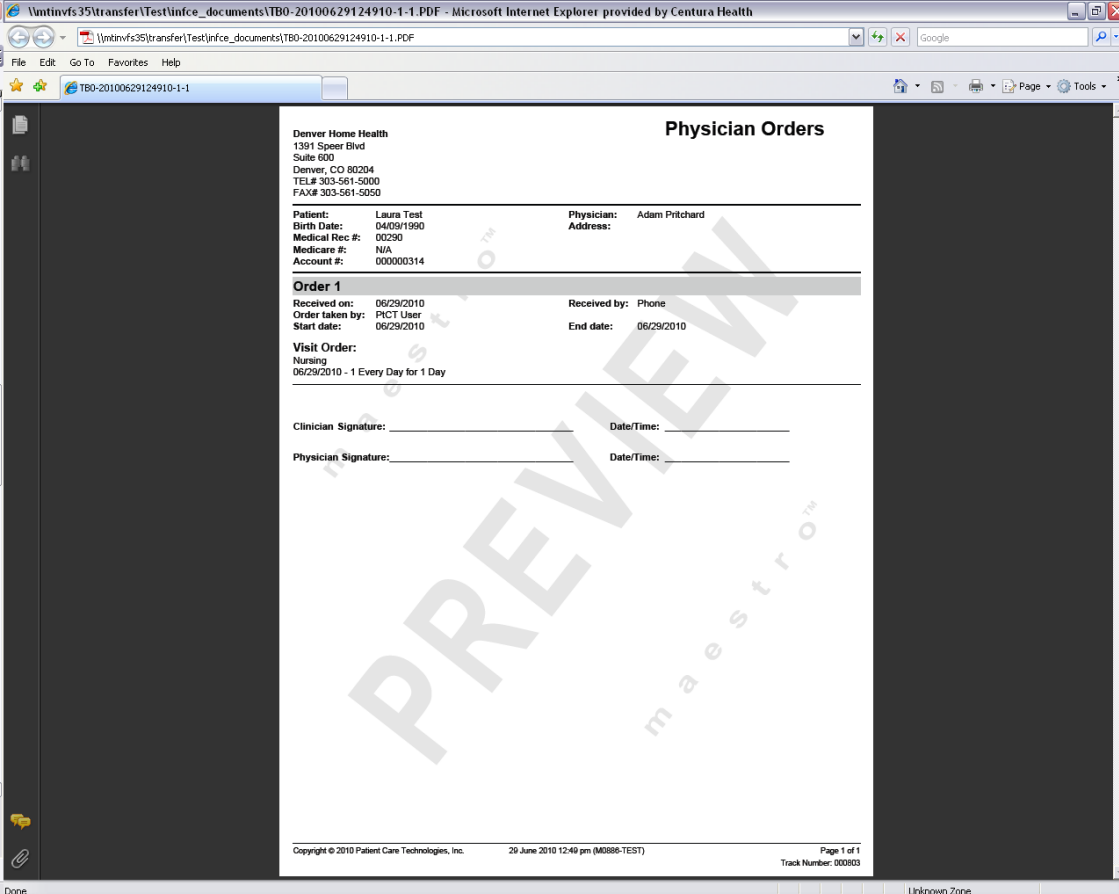
As with other patient reports such as dictated reports or scanned documentation, Home Care documentation appears in the Other Reports panel of the EMR.

The report label will be “Home Health Visit”

As with scanned images, to view the Home Care documents, users need to click on the camera icon in the Image column (indicated in red below)

Date ^	Report	Dictated By	Dictated Date/Time	Status	Report	Hx	Image
6/29/10 13:56	Home Health Visit						
6/29/10 12:49	Home Health Visit	Pritchard,Adam	6/29/10 12:49	Signed			
6/25/10 14:59	Home Health Visit	Pritchard,Adam	6/25/10 15:00	Signed			
6/24/10 12:18	Home Health Visit	Pritchard,Adam	6/24/10 12:38	Signed			
6/22/10 09:06	Home Health Visit	Pritchard,Adam	6/22/10 09:07	Signed			

After clicking the camera icon, a new Internet Explorer window will open and the Home Care document will be displayed as a PDF file.



Denver Home Health  
1391 Speer Blvd  
Suite 600  
Denver, CO 80204  
TEL# 303-561-5000  
FAX# 303-561-5050

**Physician Orders**

Patient: Laura Test      Physician: Adam Pritchard  
Birth Date: 04/09/1990      Address:  
Medical Rec #: 00290  
Medicare #: N/A  
Account #: 000000314

**Order 1**

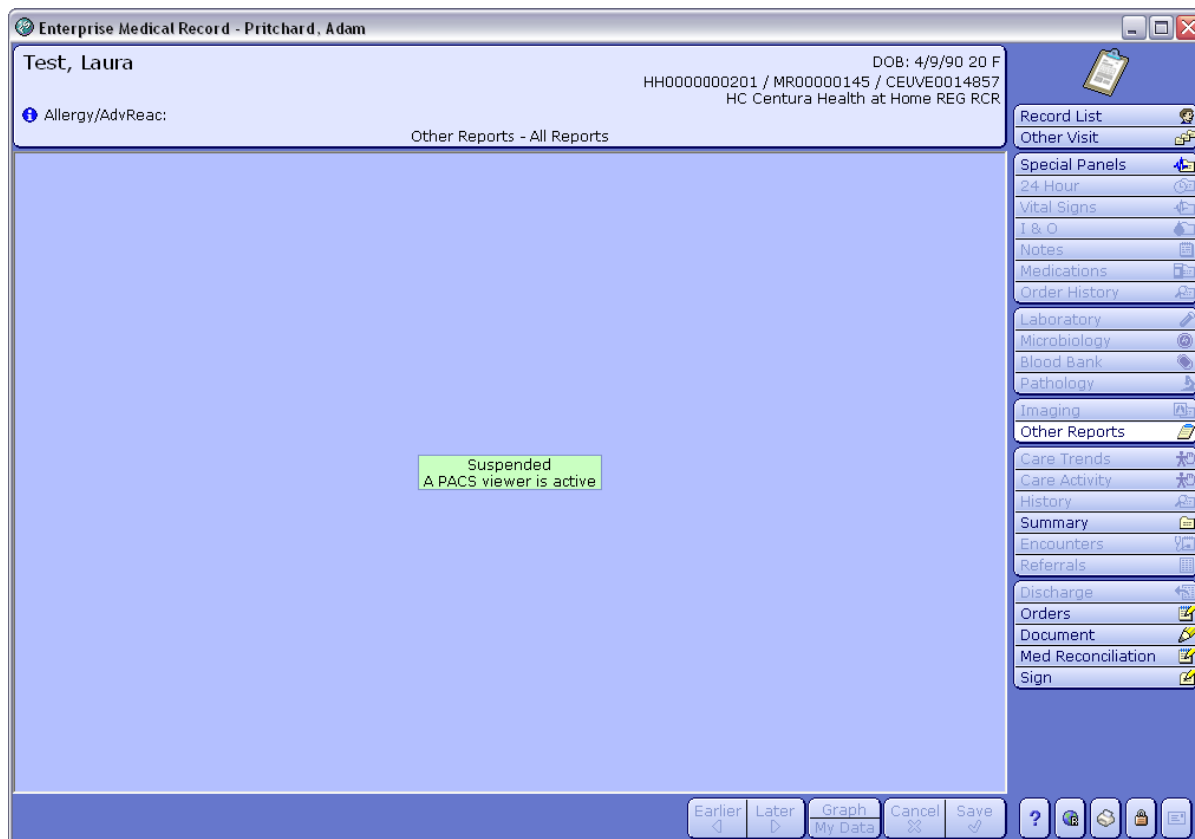
Received on: 06/29/2010      Received by: Phone  
Order taken by: PICT User      End date: 06/29/2010  
Start date: 06/29/2010

**Visit Order:**  
Nursing  
06/29/2010 - 1 Every Day for 1 Day

Clinician Signature: \_\_\_\_\_      Date/Time: \_\_\_\_\_  
Physician Signature: \_\_\_\_\_      Date/Time: \_\_\_\_\_

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**Note:** While the Home Care document is displayed, the EMR session will be locked and will display a message that a PACS viewer is active.



Closing the Home Care document will release the lock and will enable users to continue using the EMR.

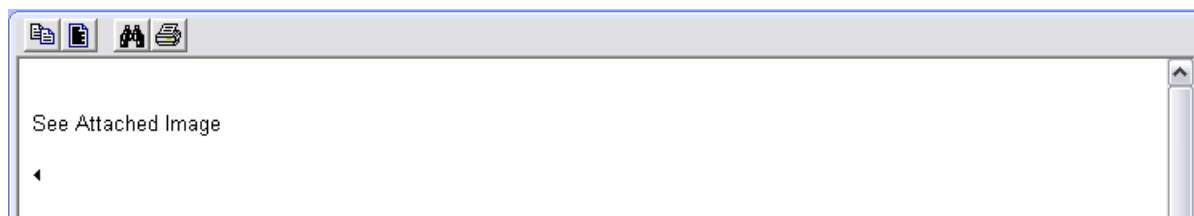
## Signing Home Care documents

Home Care documentation appears in the signature queue as any other document would.

Documents will be labeled according to the type of document that needs to be signed (i.e. Plan of Care, Cert of Terminal Illness, Order, etc.)

Date	Name	Document
9/29/10 07:56	ASHTON,PRACTICE RECERT HH0000000081 91 M	PLAN OF CARE 0929-0003
9/28/10 12:54	PRACTICE,ITS LIVER OPAL MA0000150235 50 M	IMAGING REPORT 0928-0001
9/27/10 19:39	PRACTICE,ITS LAVENDER MA0000150245 59 M	IMAGING REPORT 0921-0006
9/20/10 10:56	ITS,TESTWOUND NA0000150546 40 M	HYPERBARIC OXYGEN NOTE 0920-0011
9/17/10 07:37	BEAR,PURPLE HH0000000082 71 F	CERT OF TERMINAL ILLNESS 0917-0010

When the document is accessed for signature, the text editor will be displayed the way that a regular dictated report would be displayed, though the only text displayed will be “See Attached Imaged”



At the bottom of the signature screen are some option buttons (called footer buttons)



Each option is fairly self explanatory.

Because the documents from Home Care are received in Meditech as a PDF document, options like Edit Document or Send Message will not be of use.

For Home Care, the View Image, Sign and Stop options will be used.

## View Image

To view the PDF received in Meditech from Home Care, click the VIEW IMAGE footer button.

A new window will open up that will display the patients name, the report number and the type of document.

Patient	ASHTON,PRACTICE RECERT
Department	HC
Report Number	0929-0003
Category	Procedure
HC	COMPREHENSIVE PLAN OF CARE

This is the “special function” screen.

Click OK

St Mary Corwin Home Health  
4025 Club Manor Drive  
Pueblo, CO 81003  
TEL# 718-596-9900

Patient: MANTA BLACK      Physician: Adam Pritchard  
Birth Date: 05/07/1923      Address:  
Medical Rec #: 00473  
Medicare #: N/A  
Account #: 00000506

**Order 1**  
Received on: 07/09/2010      Received by: Fax  
Order taken by: Lauren Drabble  
Start date: 07/09/2010      End date: 07/17/2010

**Visit Order:**  
Nursing, RN  
07/09/2010 - 2 Every Week for 2 Weeks

Clinician Signature: \_\_\_\_\_ Date/Time: \_\_\_\_\_  
Physician Signature: \_\_\_\_\_ Date/Time: \_\_\_\_\_

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There may be a slight delay once this window opens, but shortly after this window opens, the actual PDF will launch in a new window.

The PDF can be kept open as long as desired.

If using a shared computer, however, please be sure to close all PDF's before walking way from the workstation.

After reviewing the information in the PDF close the PD.

Clicking YES will open the PDF again

Clicking NO will return to the report data screen with footer options

Patient	HH0000000015 ASHTON,TRAINING		
Med Rec Number	MR00000030		
Report	ORDER		ORDER
Status	Draft		
Dictated By	yPRITAD		Pritchard,Adam MD

#1 of 1 ITS Reports (0 marked for signature)

Sign Unsign Edit Document Edit Other Signers Send Message View Image Prior Next Stop

(continued on next page)

## Signing documentation

After closing the Special Function screen and returning to the signature routine screen.

Patient	HH0000000081 ASHTON,PRACTICE RECERT	
Med Rec Number	MR00000028	
Report	CPC	PLAN OF CARE
Status	Draft	
Dictated By	yPRITAD	Pritchard,Adam MD

#1 of 1 ITS Reports (0 marked for signature)

Click the SIGN footer button



In the event that multiple documents were selected for review and signature, the screens will advance to the next document in the signature queue.

Repeat the above processes until all documents have been reviewed and marked for signature.

When the last document has been selected for signature, a new window will be displayed.



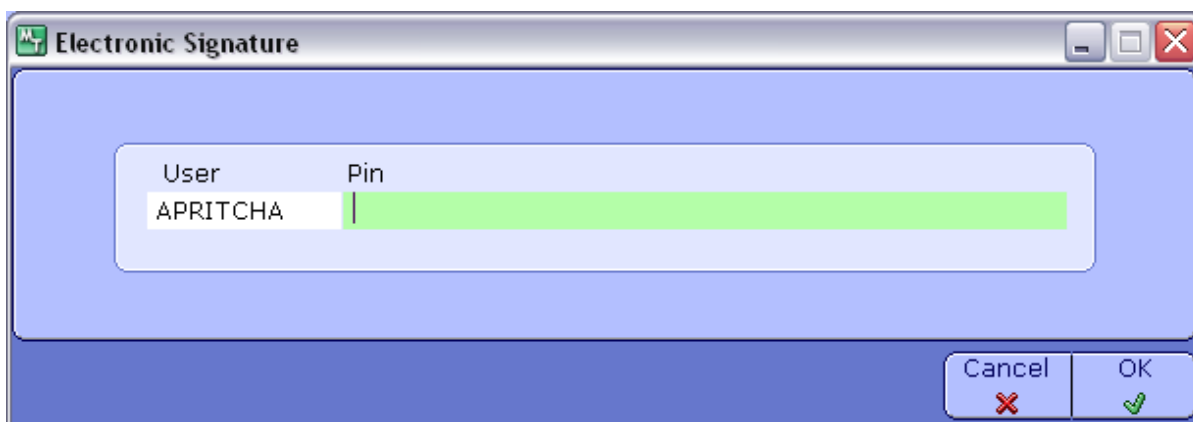
In this example, only 1 report had been selected for signature. This screen will display the total number of documents selected for signature.



This is the final screen before actually applying the electronic signature to the documents selected for signature.



Clicking Go Back will return to the document for review.  
Clicking Cancel will halt the signature process.  
Clicking Sign will generate the electronic signature screen



Enter your PIN and press Enter or press F12 on your keyboard or click OK.

This will apply the electronic signature to the selected documents.

After applying the electronic signature the screen will return to the signature queue (even if there are no additional items to be signed).

## Important Notes

### Edits

In the event that it is identified documentation is in any way incorrect, please contact <insert> to have the documentation corrected.

Please do not attempt to use the edit function to make any changes.

It is important that the document is NOT signed. Documentation that is signed cannot be corrected.

Any corrections deemed necessary should be made prior to the document being signed.

### Footer Buttons

Meditech is specifically programmed for a screen resolution of 1024 x 768 pixels.

As a result, in the event that signatures are processed on a computer with a higher or lower screen resolution, the text on the footer buttons may not be displayed correctly.

Example:



In this example, you can see that the text associated with each button runs off the button and overlaps the adjacent button.

***Functionaliy of the buttons is in no way impaired - this is a display conern only.***

