

Selecting a Record

EMR provides several lists to help you quickly find a record.

Recent Access

Lists records that you have viewed in the last 14 days. Records appear in reverse chronological order by the date you last viewed them. Click on the correct patient to go to the EMR.

Personal List | Report

Alphabetically lists the records on your personal list. This is the same as your recently accessed list. Add or remove records to and from this list by clicking on the appropriate button. Choose the patient by clicking once on the correct name. You will be brought to a screen to choose the visit. A button on the right side marked Add to Personal List is now available. Click this. You may remove this patient from your list by clicking the button marked Remove from Recently Accessed Records.

Any Location

Lists records for a specific location. You must choose a facility first so choose SwedishAmerican Health System. The list includes both inpatient and outpatient locations. Choose the location and you will see a list of patients in that location. Click on the patient to go to the EMR.

Any Record

Allows you to identify any record you have access to view. On the Identify a Record window, you enter search criteria (last name, social security number, medical record number, account number, or EMR number). You may click either Active inpatients or all and then click OK. You will be brought to a list of patients who meet your search criteria. Choose the correct patient to go to the EMR.

Troubleshooting

Password forgotten? Questions about the EMR?

Call the Information System Help Desk

Extension 4747 or (815)489-4747

Confidentiality

All patients who receive their care in the SwedishAmerican Health System are entitled by law to privacy. All of the information in their electronic and paper medical record is sensitive and should be considered confidential. Health System personnel may not access the computer system to review their own personal medical information or that of immediate family members, relatives, friends, acquaintances, and co-workers. Patient information should not be accessed by anyone not directly involved in the care of that patient or otherwise required to access such information to perform their specific job duties. Breach of confidentiality or questionable conduct by Health System personnel will not be tolerated and will result in the initiation of disciplinary action up to, and including, termination. A breach by non-Health System employees will result in loss of system access.

SwedishAmerican Health System

Guide to using EMR

Enterprise Medical Record (EMR) is the clinician's source for viewing patient information.

To Log-on



Double click on the green Meditech Client Server icon. Enter your user name and password, in either upper or lower case. Only asterisks will appear in the password field for security purposes. Press the enter key.

You will be brought to your application list. Depending on your access, you may have an application called SwedishAmerican HUB. If so, click here and then click on the Enterprise Medical Record to get to the EMR.

You may also access the EMR from within other applications.

Visit ICONS



SAHS Clinic Visit



Inpatient visit



ED visit



Outpatient visit



Recurring Visit

Colors

Text color and background color indicate both availability of data and result ranges.

Color	Description
Blue text on light blue background	You can click on this option to view data.
Blue text on white background	This is the selected option (you are viewing this panel).
Red text on light blue background	You can click on this option to view new data since you last viewed this individual's information.
Faded text on light blue background	No data is available for you to view.
White background	The result is in the normal range.
Yellow background	The result is in the abnormal range.
Red background	The result is in the critical range.

Symbols

The following symbols indicate result information.

Symbols	Description
H	The result is above the normal range.
L	The result is below the normal range.
Comment 	A comment is associated with the result.
Asterisk *	The result is in the critical range.
Abnormal Delta Difference Flag 	LAB performs a delta check on specimen results.
abn	The result is a non-numeric abnormal result.

EMR Panels

Record List 	Returns to the patient list.
Other Visit 	Allows you to see other visits. If there is historical information available in PCI, View PCI will be highlighted. Click this to go directly to PCI.
Special Panels 	View a wide range of visit data from a single inpatient visit.
24 Hour 	Shows information from past 24 hours and preceding 4 days, including Vital Signs, I and O, lab results and diagnostic reports. If this is red, it means there is new information that you have not seen.
Vital Signs 	Displays temperature, pulse rate, respiratory rate, and blood pressure measurements.
I & O 	Displays intake and output values.
Notes 	Contains a group of panels that provide access to patient notes written by care providers.
Medications 	Displays the medications ordered during a visit. The 3 buttons at the top all you to view active, discontinued or all medications.
Order History 	Displays all orders for the selected visit.
Laboratory 	Defaults to the Lifetime summary where you will see most recent results regardless of visit. If result is yellow, it is abnormal. If result is red, it is critical. To trend your patient's lab results, click on the lifetime summary then click the data item you wish to trend. You will see all dates including prior visits.

EMR Panels

Microbiology 	Allows you to view specimens for either a selected visit or the lifetime summary. Click the  to see the microbiology report.
Blood Bank 	Displays blood product summary, blood bank tests and transfusion history.
Pathology 	Shows pathology specimens in reverse chronological order. Click on the  to see the report.
Imaging 	Displays Imaging reports such as MRIs and chest xrays. Click the  to see the report.
Other Reports 	Shows transcribed reports such as H & Ps, discharge summaries and Op Notes.
Care Trends 	Displays a group of panels grouped by body system and special categories.
Care Activity 	Shows nursing assessments, intervention, outcomes and plans of care.
History 	Displays a group of panels that shows responses to questions asked by nursing during the Medical History Assessment.
Summary 	Contains general information about an account and the selected visit.
Med Reconciliation 	Shows a screen from which you can print all of the patient medications. Choose the appropriate meds for your patient using this paper report.