Documentation: Defining Favourites for Canned Text, Formatted Data, Document Sections, Problems and the EMR

Tip Sheet

Overview

This document covers the process of adding favorites throughout the Ambulatory, Ed, and Inpatient physician modules.

MEDITECH Modules

- Ambulatory (AMB)
- Emergency Department Management (ED)
- Physician Care Manager (PCM)

Favorites on the Fly

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☆ When a user is accessing a routine or look up that allows for Favorites to be defined, a star icon will be available. When an end user selects the star, this will define that specific entry as a favorite.

Canned Text

Canned Text can be accessed through a MEditor Text Box within document templated reports. By selecting the A in the MEditor, a drop-down list shows several options. Once Canned Text is selected from the list, the overlay displays. Enter at least one character into the search bar to see all relevant canned text entries, with the stars illuminated for the entries that have been marked as a favorite.
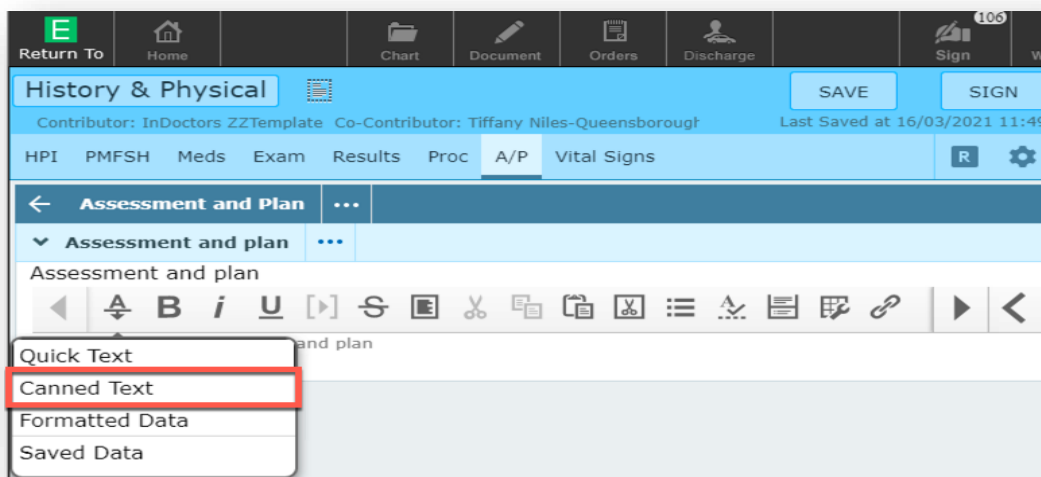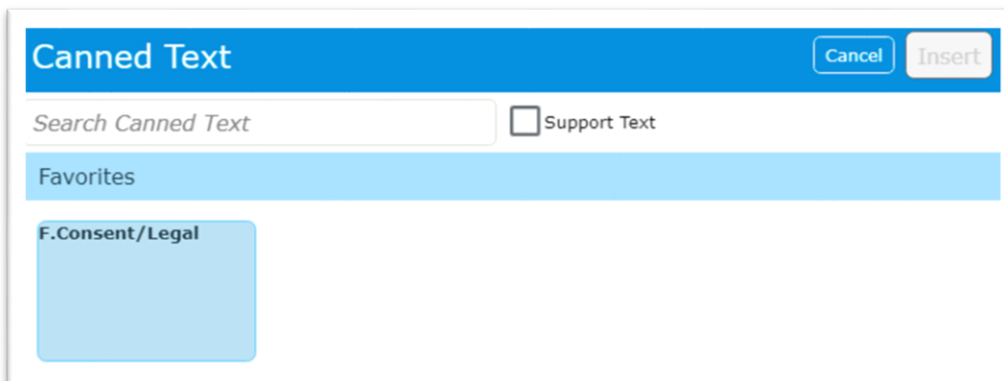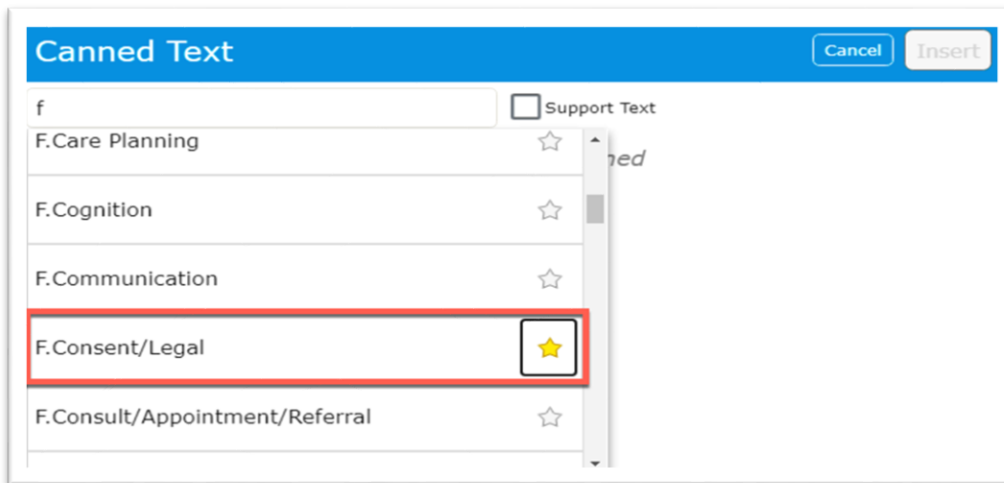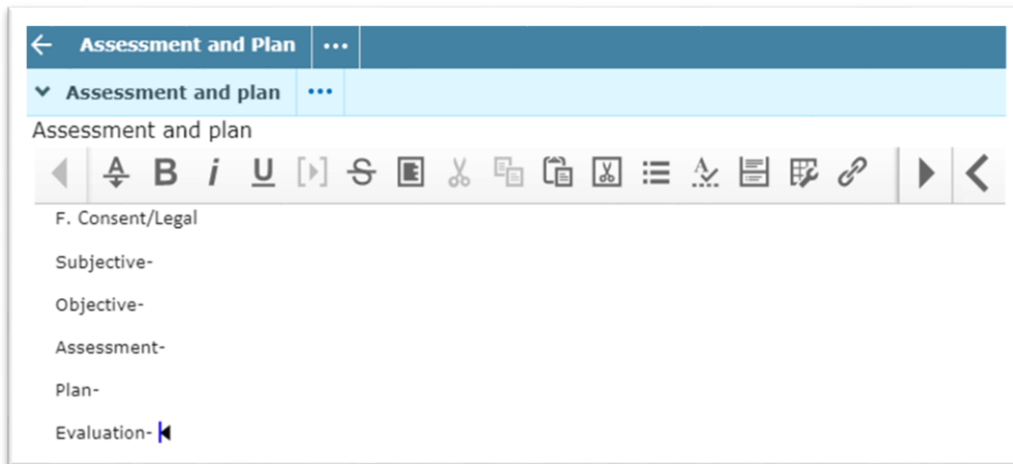
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When a new favorite is selected, clicking out of the search results then show the canned text entry underneath the Favorites text banner. For example, clicking on the title

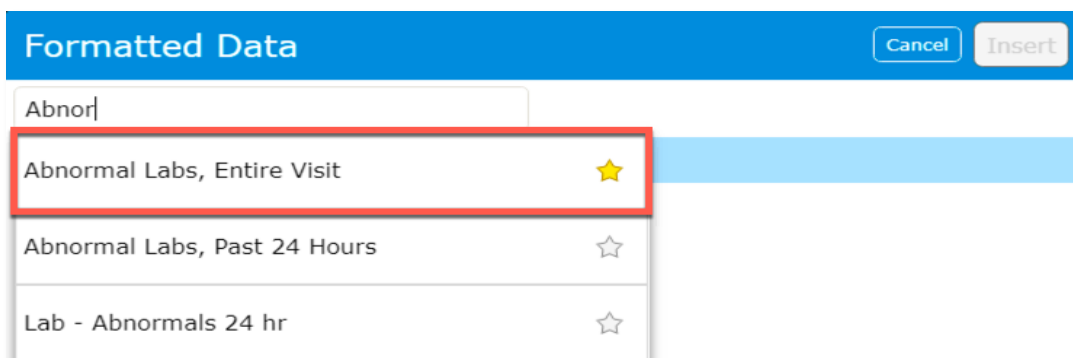F. Consent/Legal inserts the selected canned text into the document .

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Formatted Data

Formatted Data is accessed through a MEditor text box in the same way that is used for Canned Text. Select the A in the MEditor to present the drop-down list with several options. Select Formatted Data from the list to see the Formatted Data overlay. Type in at least one character into the search bar to see Formatted data options. All relevant Formatted Data entries display with the stars illuminated for the entries that have been marked as a favorite. When a new favorite is selected, clicking out of the Search results then display the formatted data entry underneath the Favorites text banner. Clicking on the tile inserts the selected formatted data. For example, see below "Abnormal Labs, Entire Visit."

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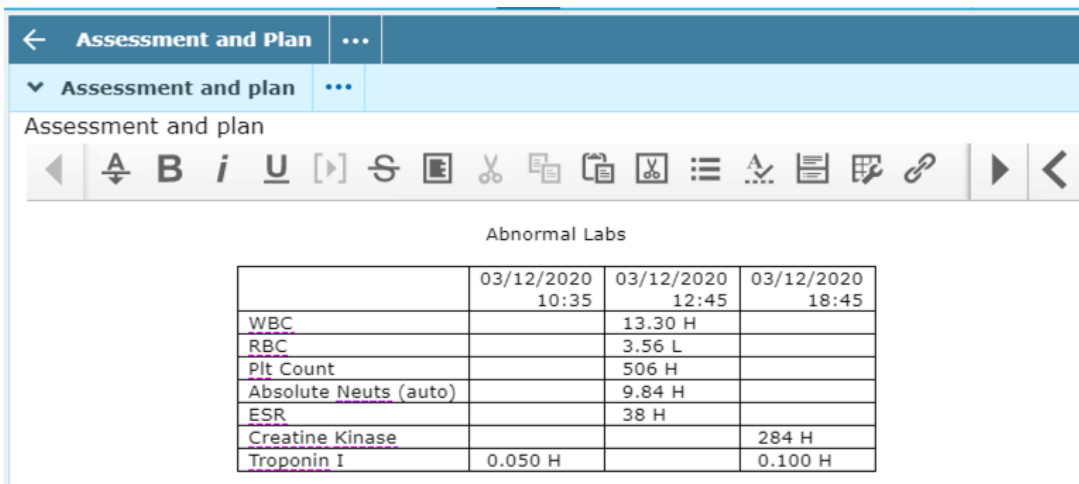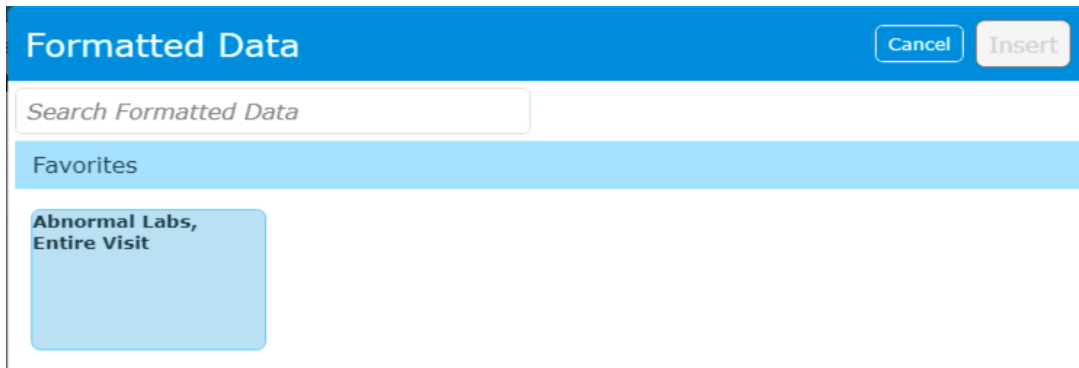
Documents / Tailored Template

Documents and Tailored Templates are accessed on the Select Document Screen. If no Favorites are defined, all Documents display below the Add New Document banner. If at least one Favorite exists, then only the Favorite(s) will display in Tiles. By selecting Show All, all Documents and Tailored Templates will display in Tiles. Once at least one character has been entered into the search bar, all relevant Documents and Tailored Templates will display with the stars illuminated for the entries that have been marked as a Favorite.

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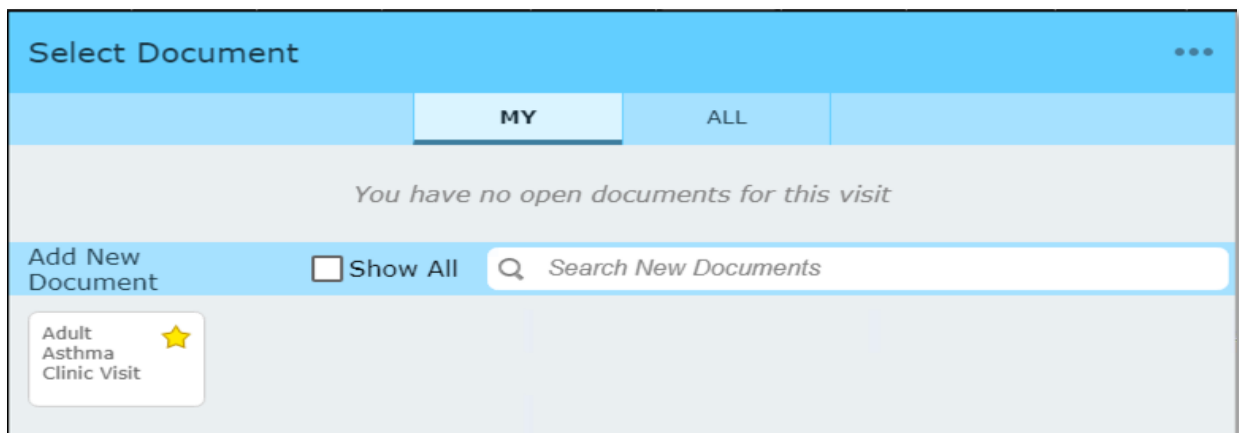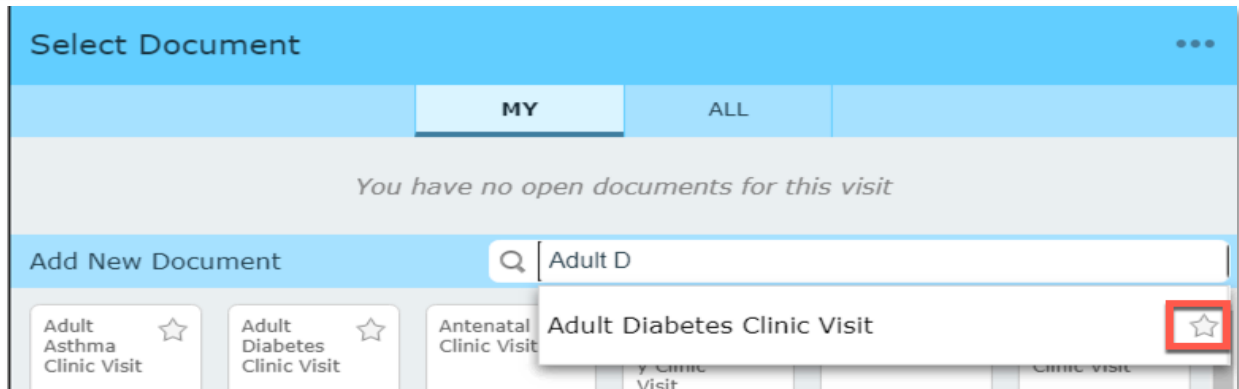
When a new Favorite is selected, clicking out of the Search results will then display the Document or Tailored Template entry underneath the Add New Document Text banner. Clicking on the Tile will initiate the Document or Tailored Template. See the above example of "Adult Asthma Clinic Visit."

Documents and Tailored Templates can also be accessed from within the document by selecting on the document name in the top left corner of the screen. Once selected, this launches the Switch Document Overlay which displays any favorited documents and Tailored Templates. By selecting Show All, all Documents and Tailored Templates display in tiles just like on the Select Document Screen.
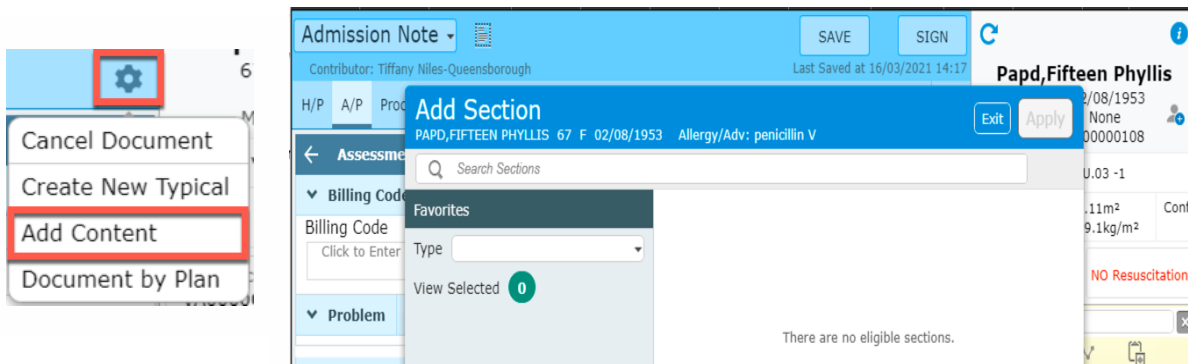
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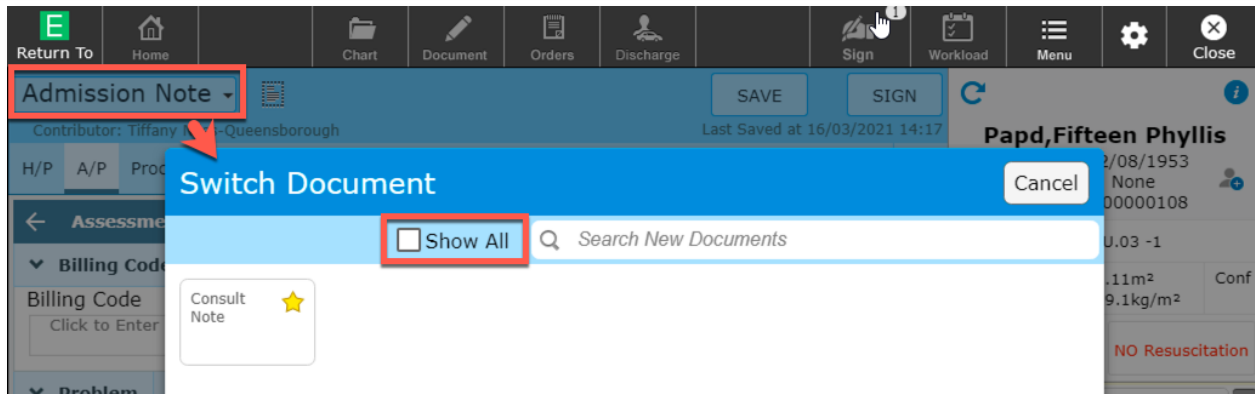
Documentation Sections

Documentation Sections are accessed from the Add Section overlay that is displayed when selecting the Add Content option in a document.


By selecting favorites on the left side of the overlay, beneath the Search Sections field, all Documentation Sections that have been favorited display. Once at least one character is entered into the search bar, all relevant documentation sections display with the stars illuminated for the entries that have been marked as a favorite.

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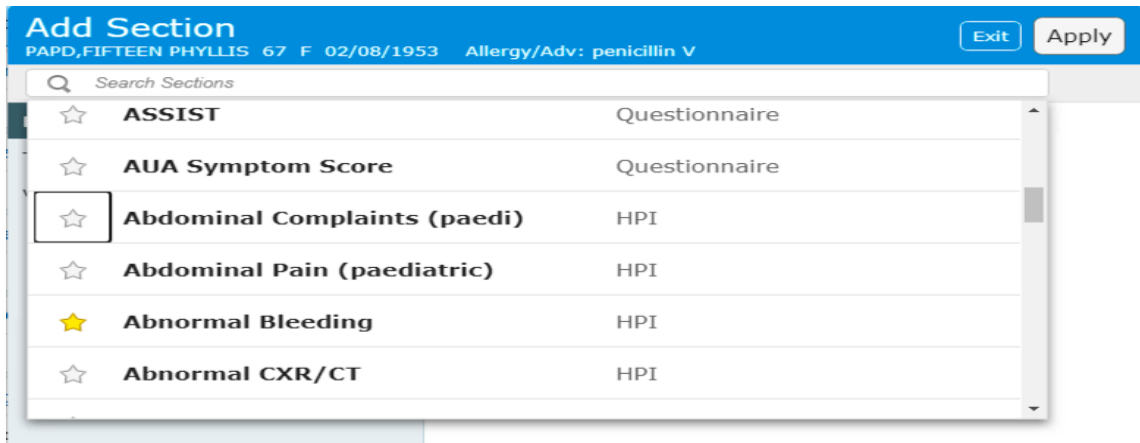
When a new favorite is selected, clicking out of the search results displays the documentation section entry underneath the Search Sections search field. Favorite sections can be moved up or down using the arrow keys on the right side of the overlay. By selecting a section and then clicking "Apply", the section is inserted into the document.
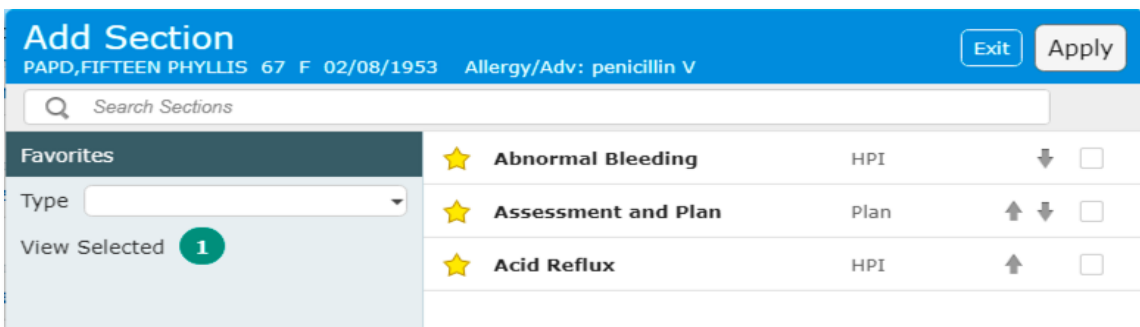

Problems Favorites

Problems are accessed from the Problems & History List, which can be accessed from the patient's chart, within a document, or from a widget that includes Problems. By selecting the star to the right of the search field, all Problems that have been favorited are displayed. Once at least three characters are entered into the search field, the first twenty relevant problems appear. The favorites are shown at the top with the stars illuminated for the entries that have been marked as a favorite.

To save a problem as a favorite, select the star to the left of the problem name when the search for the selected problem is completed. The next time a problem search is conducted or the star is selected to view all favorite problems, the problem just added as a favorite is viewed along with any other problems that are already favorited.

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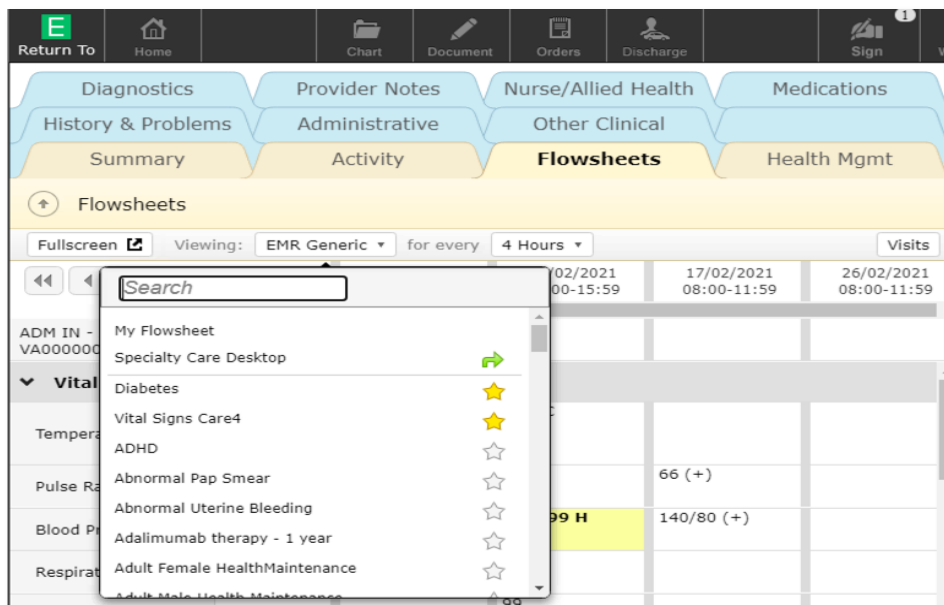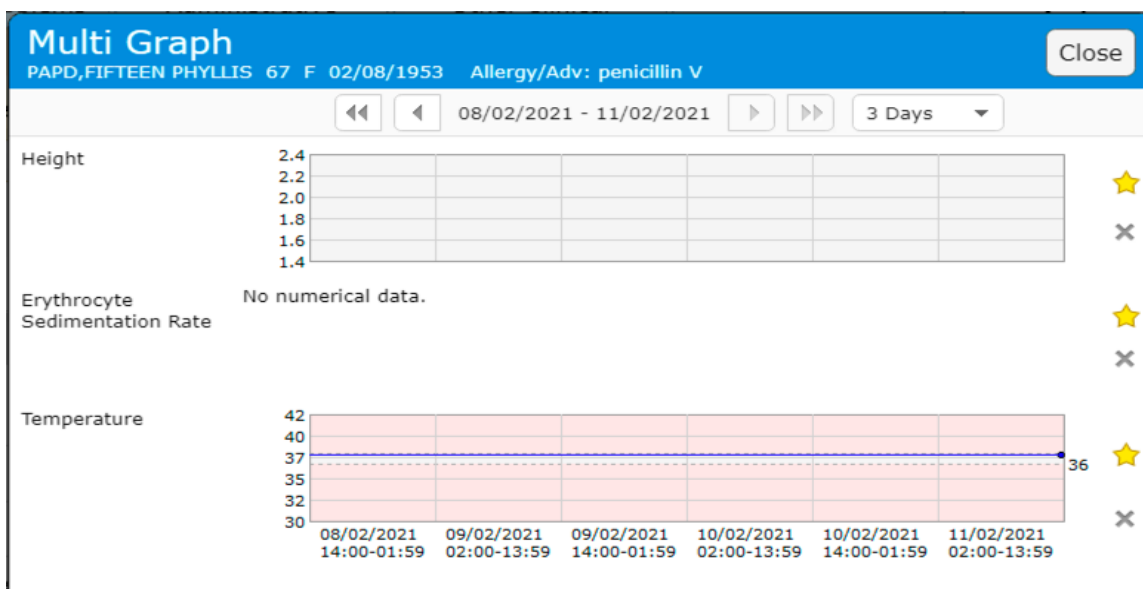
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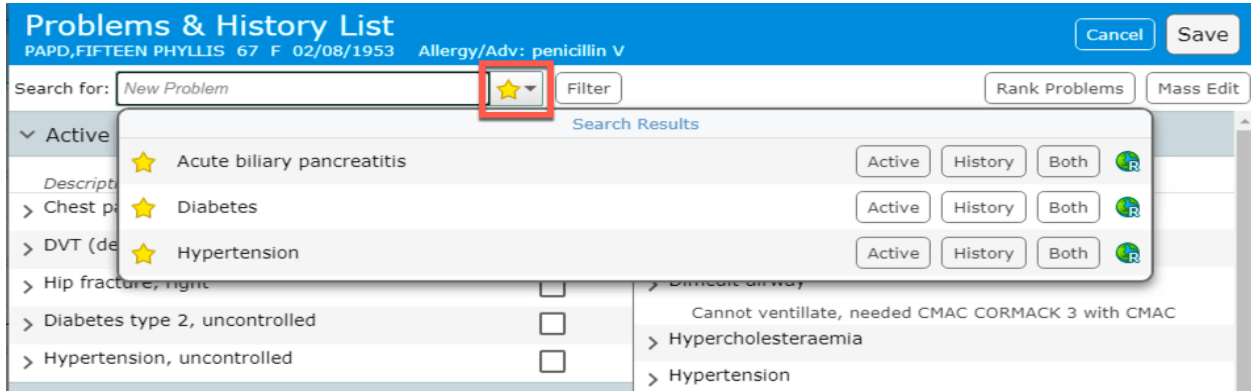
Clinical Panel Favorites

Clinical Panels are accessed from the Flowsheets tab of the Chart. By selecting the Viewing field in the bar all Clinical Panels that are favorited are shown at the top of the list, followed by the remaining Clinical Panels in alphabetical order.

When a new favorite is selected, clicking out of the search results displays the new favorite with the star illuminated. Upon entering into the search results again, your favorites display first, then non favourited clinical panels appear below them in alphabetical order.

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Graph Favorites

Graphs are accessed from the patient's Chart in the Reference Region or when selecting a data item using the right-click method. Selecting the Graph icon in the Reference Region below the Search Chart field displays all data values that have been added as a Graph at the top with the favorited data values in the graph(s) below. To add the graphed type data value as a favorite in the Multi Graph overlay, select the star to the right side of the overlay.

Right click a data value in the chart to add the graph directly as a favorite by selec9ting the header of Graph Favorites. For this example, Height displays under the Graph Favorites sec9tion. Another way to add a graph as a favorite is to select the data item, then using the right-click method select Graph from the list.

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Note: Graph Favorites display for all patient accounts in which the Graph Overlay is accessed, whereas other data items that have been graphed stay only on that particular patient account.