

DATE: June 6, 2014

TO: Medical Staff
Allied Health Staff

FROM: James Benoit, M.D., Chief of Staff

RE: Medical Record Completion in the MEDITECH –Legacy System
Deadline to Complete July 4, 2014

With the transition to MEDITECH 5.66-Enterprise, physicians will no longer be able to access, complete and sign medical records prior to June 1 in the MEDITECH-Legacy system.

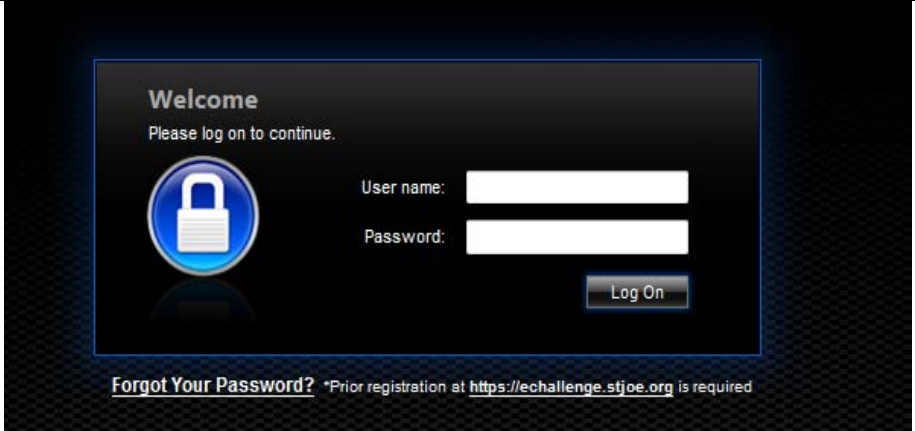
A temporary fix has been implemented, but will expire soon. It is imperative that you take this opportunity to complete your medical records. It will not be possible to extend this temporary fix.


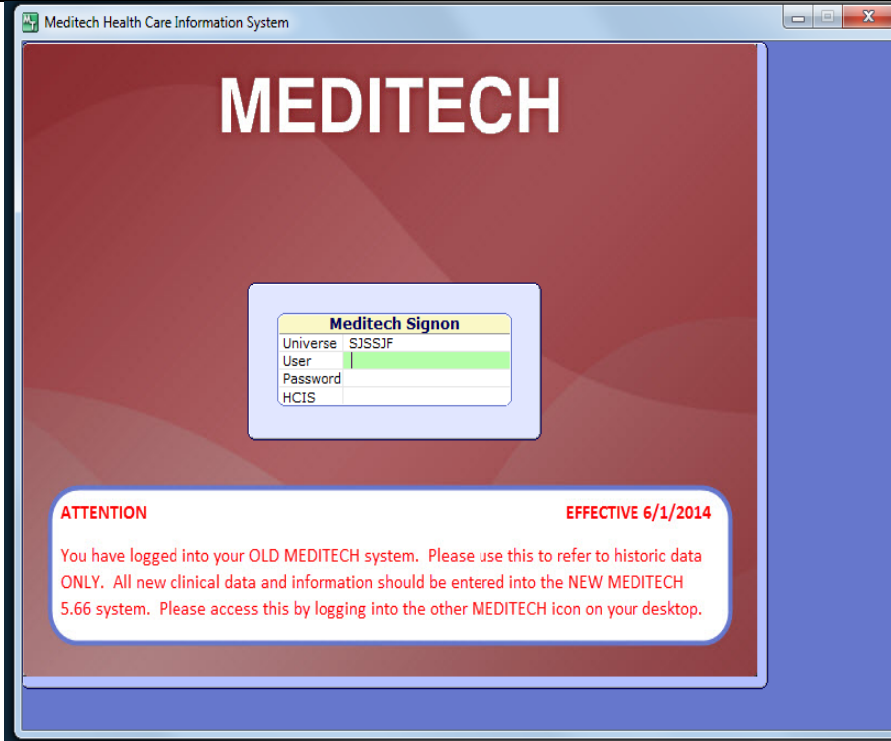
Effectively immediately – until July 4, physicians, nurse practitioners and physician assistants will be able to complete medical records and electronic signature by following the steps in the screen shots noted below.

It is required that we complete our medical records within 14 days as defined in the Medical Staff Bylaws and General Rules & Regulations. We will continue to monitor compliance and assist you in efforts to comply with this requirement.

Medical Record Questions: If you need assistance with questions regarding medical record completion, please contact Linda Mahon at 714-992-3977.

MEDITECH-Legacy System Questions: If you need assistance with accessing the MEDITECH-Legacy system, please contact the physician liaisons, Melanie Rubio (714) 446-5162 or Greg Mercado (714) 446-5151.

Steps	Screen shots
<p>Log into the website below:</p> <ul style="list-style-type: none"> • https://access.stjoe.org • Username: AD/Easypass Username • Password:AD/Easypass password (*Hint: contains 1 uppercase, 1 lower case and numeric) 	

Steps	Screen shots
<p>Select the “SJF Meditech Live” icon</p>	
<p>Meditech will appear</p> <ul style="list-style-type: none"> Use your OLD Meditech user name and password to log in <p>Once you are logged in, you are now able to complete your medical records in Legacy.</p>	

Thank you for your continued support during this MEDITECH Standardization transition.