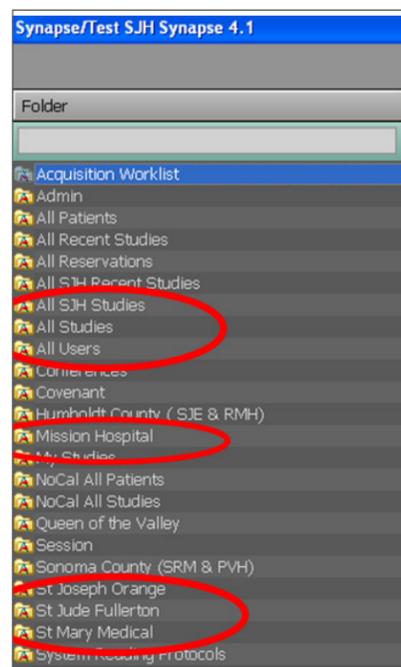


SPECIAL
MEDITECH Edition
UPDATE

MEDITECH Migration Means Changes For PACS

The PACS folder structure has been modified to accommodate all SJH Enterprise Radiology exams. As you can see in the screenshot below, you will now have to select your ministry folder to view a ministry specific patient image.

The benefit for you is that you can access your patient's images from sister ministries. The Enterprise Synapse system will also have enhanced search functionality. To search for any patient in the SJH network, click the binocular icon in the top right hand corner of the folder screen.



We will have the support you need.

A command center will be set up with team members from the health system, MEDITECH application and St. Jude Medical Center to help with any technical or workflow issues, and develop solutions. Please contact the physician liaison team at:

Melanie Rubio (714) 446-5162 and **Greg Mercado at (714) 446-5151** or call the command center directly at **(714) 446-5511**.

They will be available to support you 24/7. The command center will be available through June 14.

Important Information for MEDITECH upgrade and migration

The MEDITECH cutover will take place Sunday, June 1 at 10 a.m. To prepare for the implementation, it is critical that you complete the physician training. This will be the only opportunity to experience the new system and workflow prior to go-live.

Please note the expiration date to complete is May 31, 2014. Failure to complete will result in automatic suspension.

Below are some steps to take to prepare for the transition:

- **April 21-May 31:** Healthstream open for eLearning modules (REQUIRED).
- **April 23-May 31:** Proctor Lab open to assist with eLearning modules and pin reset. Locate on 4 main (TCC), Room 482, Mon-Fri from 7 a.m. – 7 p.m. Please note the Proctor Lab is not required.
- **April 23-May 31:** Pin reset—required to access Meditech. Must complete eLearning module first.
 - Option 1:** Attend Proctor Lab. This requires advance registration in Healthstream.
 - Option 2:** Pin reset by phone. Please call the physician liaisons at **(714) 446-5162** or **(714) 446-5151**.
- **May 31:** Deadline to complete training and pin reset. Suspension begins.
- **June 1:** MEDITECH GO-LIVE!

Self-directed eLearnings:

Please follow the instructions below to complete the Meditech standardization eLearning modules. The Meditech Standardization eLearning can be completed anytime, anywhere, as long as you have an Internet connection. To access the modules:

1. Go to: <https://www.healthstream.com/HLC/sjhsca>
2. Login with your user ID: medical license number and password: comply

For questions about the Meditech Standardization project, please call the physician liaisons: **Melanie Rubio (714) 446-5162** and **Greg Mercado (714) 446-5151**.

MEDITECH Migration Downtime Procedure

- If physicians dictate reports during downtime, the report will still be printed and transcribed, and delivered to the nursing unit.
- Blank paper orders and progress notes will be included in paper charts.
- During downtime dictation, it is important to verbally say the FV numbers during the dictation.
- Paper admission order sheet will be included in the patient chart.
- Lab results will be posted and hand-delivered to the charts on the floor. There will be extra runners and staff to support throughout the manual downtime process.
- Imaging: If it is a stat read, the radiologist will call the requesting physician directly. If it is a routine request, the image results will be posted on a paper chart and manually delivered.
- Pre/post procedure notes will be available on the units.
- Paper downtime EMR for patient record will be available through SJF Shortcuts.

Have more questions about what to do during MEDITECH downtime?

Go to SJF Shortcuts and click on the red triangle icon in SJF shortcuts toward the bottom third of the page.



MEDITECH Go-Live Checklist

Pre Go-Live

The standardized Electronic Health Record (EHR) system will go “live” on Sunday, June 1 at approximately 10 a.m. To ensure your go-live experience is as smooth as possible, please complete all of the following items prior to 5 p.m. on Saturday, May 31.

I have completed training on the standard MEDITECH 5.66 system.

I have reset my eSign PIN.

- Your current PIN will not work in the new system.
- Ensure you’re able to sign orders on June 1 – visit the eLearning and Practice lab or call the physician liaison, **Melanie Rubio (714) 446-5162** and **Greg Mercado at (714) 446-5151** for assistance.

I know and understand the downtime procedures on my unit.

- Beginning at 7 p.m. on Saturday, May 31, through 10 a.m. June 1 (approx. 16 hours) the current MEDITECH system (5.64 and Magic), and other related systems and applications (Pyxis, PACS, EasyPass, etc.), **will not be available** as we implement the standard EHR.
- At this time, all areas are expected to go to standard downtime procedures. Downtime procedures should be used until you are notified that the new, standardized systems are available.
- The standard EHR system is scheduled to “go-live” at approximately 10 a.m. on Sunday, June 1.

I know my Active Directory (AD) username and password (same as EasyPass, email or remote access).

- Your MEDITECH access for the standard system has been linked to your AD account (same as EasyPass, email or remote access). You will not have a separate MEDITECH username and password for the new system.

- Once you’ve been notified that the standard system is available, tap-in with EasyPass or manually login to the system using your AD username and password.
- If you don’t know your AD username and password, call the Service Desk at **ext. 4357 (HELP)** before May 31.

I have checked that my network username and password are “active.”

- If you can log into a ministry device **http://access.stjoe.org** (Citrix), or **http://owa.stjoe.org** (Web Outlook email) your credentials are active.
- If you are unsure whether your network username and password are active, call the Service Desk at **ext. 27548**, before May 31.

I have checked that my access has been set up in the new system.

- To check that your credentials have been set up in the new system, log into a hospital computer, then log into the cloud at **http://cloud.stjoe.org**. If you see the “MEDITECH Standards SoCal” icon, your credentials are set up (NOTE: You should NOT be asked for a MEDITECH Username & Password).
- If you are unsure whether your access has been set up in the new system, call the Service Desk **4357 (HELP)**, before May 31.

I will sign all documents in my eSign queue, and finish documentation and transcription by Saturday, May 27.

- To ensure your transition to the standard system is as smooth as possible, and there aren’t unnecessary disruptions to patient care, it’s important to sign all items in your eSign queue, and finish all documentation and transcription by 5 p.m. on Saturday, May 31.

I know the initial transition to the standardized system will be challenging, but that help will be available through support team members wearing blue T-shirts, or by calling the physician liaison line at **Melanie Rubio (714) 446-5162 and **Greg Mercado at (714) 446-5151**.**

Medical Records Requirements

Prior to Go-Live (must be completed prior to May 31)

- **Complete Esigns**
- **Complete dictations/sign once transcribed**
- **Dictation System going down at 12 - 1 a.m on May 31. For one hour.**
- **Dictations done after May 31, will not be in MEDITECH 5.64 until it comes back up.**

Questions?

If you have any questions about what is needed prior to downtime, please contact Medical Records staff:

Linda Mahon ext. 3944

Amanda Polland ext. 2608

Diane Aguirre ext. 2723

Georgia Ewing ext. 3935

Kathy Fitzgerald ext. 3918

Anna Silva ext. 2240 (for help during the evenings)

Post Go-Live Reminders

- All records must be closed out within 14 days. Any records not completed within 14 days will result in suspension
- Documents faxed at signed status only
- FV numbers from 5.64-5.66 for current patients remain the same
- ChartMaxx reminder: As of June 1, you will be using ChartMaxx to eSign paper documents
- MEDITECH 5.66 for eSigns for orders and PDOC
- Face Sheets will no longer contain patient’s social security number
- Physicians will be able to batch sign orders, but reports are individual

Go-Live for New Patient Hub is June 17

St. Jude Medical Center will go live on June 17, with the first phase of St. Joseph Health’s new personal hub for acute patients only.

The hub—named the St. Joseph Health Hub—is a secure, online interface for patients that is part of a system-wide strategy to increase patients’ access to their health information, promote transparency and to meet Meaningful Use, Stage 2 (Electronic Health Record) requirements.

The initial phase of the St. Joseph Health Hub will allow patients access to only a small portion of their inpatient clinical data.

In the first phase patients visiting the Health Hub will have access to:

- Admitting and discharge dates, as well as attending physician’s name
- Continuity of care document (Care Discharge Summary)

- General lab results, such as CBC and BMP. Any specialized labs will not display.
- Active medications prescribed at discharge
- Blood pressure, height and weight
- Conditions, such as active allergies and active problem list
- Discharge instructions
- Discharge medication reconciliation list
- History of vaccinations and procedures

It is important for physicians to understand that the St. Joseph Health Hub will display information exactly the way it is entered into MEDITECH. Please keep in mind that MEDITECH free text fields used to populate the Health Hub, such as the lab, medication, and discharge summary will display to patients exactly as it is written. No edits or corrections to spelling, grammar or punctuation will occur.

While this first phase will offer patients limit information, the next phase, which will launch in December will offer patients much more information.

If you have any questions or concerns, please contact Teresa Frey, RN, VP, Clinical Excellence at **ext. 5156**.

Thank you for your support.

