

IMPORTANT
INFORMATION

ACCESS
MEDITECH
EXPANSE

PATIENT LISTS

PATIENT
CHART

NO
ACCESSIBLE
VISITS

GET HELP

Meditech Expanse Office Staff Access Guide

Using MEDITECH Expanse to retrieve patient records for
HCA South Atlantic **Memorial Satilla Health (Waycross, GA)**
and **Memorial Health Meadows (Vidalia, GA)** only!

Physician Services

Last Updated: 5/25/2022



South Atlantic
Division

Patient Access Restrictions

Due to HIPAA and privacy regulations, clinical support staff should only be accessing records on a need to know basis for patients that have a system relationship to Providers within the users Provider group or for whom the user has access to the proper search criteria (Last Name, First Name, Date of Birth and Full SSN or Medical Record Number).

The default access for all new users in Meditech is as follows:

- The patient has a link established (system relationship) with a Provider associated with the user's Provider Group within the hospital's electronic medical record.
- If this condition **does not exist** for a patient, users will be unable to access any records information on that patient. For examples of what creates a system relationship, please see the next page.

How Do Providers Request System Access?

- If Providers in your group would like to request system access and are not credentialed at the facility, please have them reach out to the Medical Staff Services office at the facility.

If you have questions or concerns, please reach out to the Service Desk at 888-252-3397.

System Relationships to Providers

- **Common Ways System Relationships are Established (others may apply):**
 - Patient identifies Group Provider as their Primary Care Provider upon registration
 - Group Providers have ordered tests on the patient & are listed as the Ordering Provider.
 - Group Providers have referred the patient to the facility for various reasons & are listed as the Referring Provider.
 - Providers within the facility have entered a Consult order for the Group Provider (note: If a Provider consults or documents on a patient but no Consult Order has been entered, this will not establish a relationship)
- **Note:** Clinical Support Staff will typically not have access to patients who have visited the ED and are coming to the office for a follow-up referral. This is due to the fact that the Group Provider has not seen them in the facility and no Consult Order has been written to the Group Provider. In this case, the recommendation is to contact Medical Records to fulfill the request.

Access Meditech ExpansE

- Meditech ExpansE provides view-only access for clinical information on patients seen at Memorial Satilla Health (Waycross, GA) and Memorial Health Meadows (Vidalia, GA) ONLY.
- After logging into the VDI remote desktop system, launch Meditech ExpansE from the toolbar at top of patient portal desktop by selecting the **Meditech-ExpansE** button or clicking **Launchpad > Meditech ExpansE**

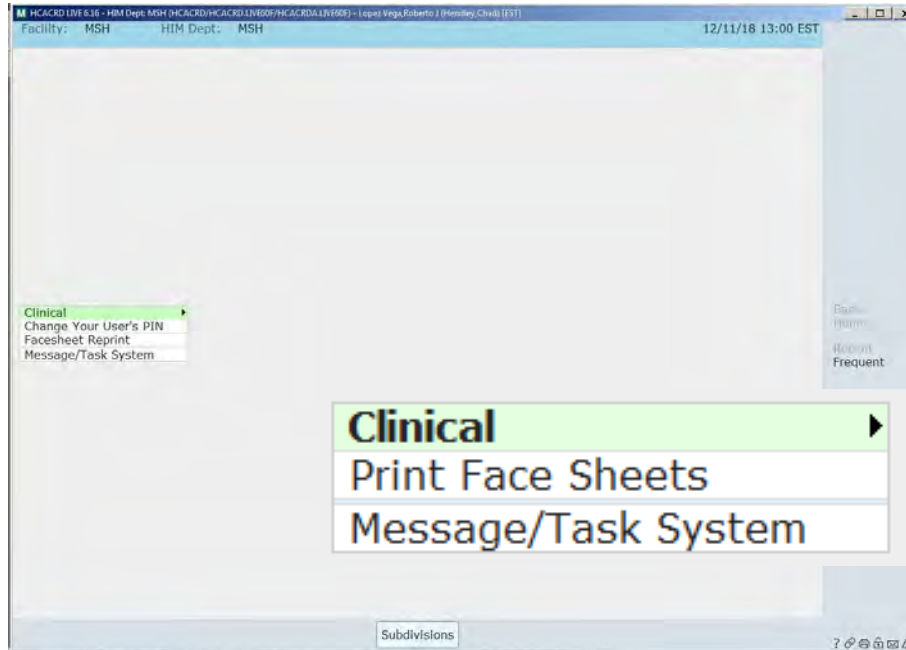


- A webpage will open to Citrix and auto-sign in, then automatically launch the **Meditech ExpansE** application. At the MEDITECH Signon screen, click **Signon**



Access Meditech Expans

- After login, choose **Clinical > Physician Care Manager**



Clinical ▶
Print Face Sheets
Message/Task System

Physician Care Manager

Messages & Tasks

- Shows messages to providers from hospital staff, as well as new result information for tests ordered, and other notices

The screenshot displays a software interface with two main sections: 'Inbox' and 'Tasks'. Both sections are currently empty, showing '0 item'. The 'Inbox' section has columns for Priority, From, Owner, Subject, Regarding, and Date. The 'Tasks' section has columns for Priority, From, Assigned, Subject, Regarding, Status, and Date. A sidebar on the right contains a list of navigation options: Msg/Task, Patient Lists, Next Patient, Find Patient, Select Visits, Refresh EMR, Summary, Review Visit, Hx & Problems, New Results, Clinical Panels, Vital Signs, I & O, Medications, Laboratory, Microbiology, Blood Bank, Reports, and Patient Care.

Patient Lists

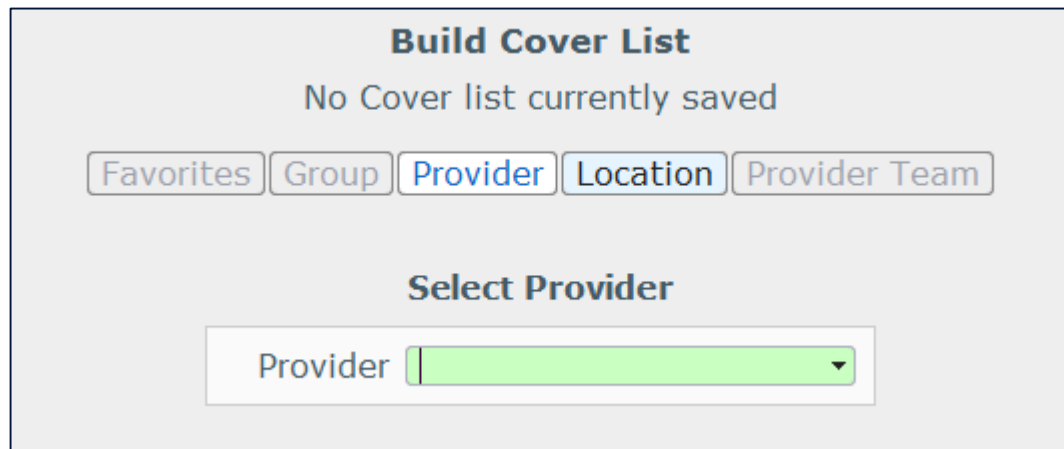
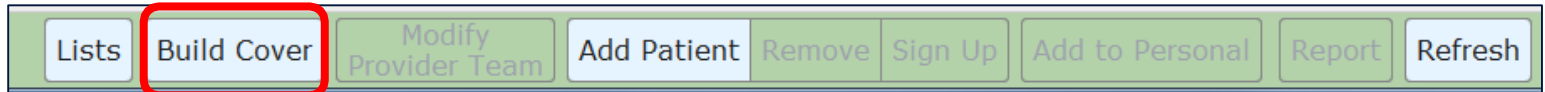
- Choose Patient Lists, then select from the options according to what view is preferred (examples below):
 - My Patients - patients for specific Providers
 - Rounds Patients - patients for several Providers
 - Provider Team - patients for Provider group

Msg/Task
Patient Lists
Next Patient
Find Patient

Patient Lists
My Patients
Rounds Patients
Provider Team Patients
My Discharged Patients
Cover Discharged Patients
My Emergency Patients
Cover Emergency Patients
My Scheduled Outpatients
Cover Scheduled Outpatients
My Surgical Cases
Cover Surgical Cases
My Hold Queue
Cover Hold Queue
My Recent Consultations
My All Patients
Recent Visit Activity
Personal List
Recently Accessed
Admissions/Discharges By Date
Any Location

Patient Lists

- Click **Build Cover** button to choose select Provider to see their patients.
 - Choose one or several Providers or select a group.
 - Users will still be restricted to view only patients associated to your available Providers



Patient Lists

- Click the Open Chart box in the far left column (circled in red below) to open and review patient charts.

My Patients | Rounds Patients | Provider Team Patients | My Discharged | Cover Discharged

0 of 48 Selected (✓)

Room-Bed	Pt. Name	Age Sex	Visit Reason	Acct. #	ADM Prov.	Code Status	Msg/Task
201-2	REGYATES,SLCTEST INPT	107 F	TEST INPT SLC	FR0000000043	Admitting0...		Patient Lists
FR.223-A	REGYATES,ROOM/BED	14 M	TEST ROOM ...	FR0000000086	Admitting0...		Find Patient
FR.300-A	TEST,TLD	26 F		FR0000000094	Admitting0...		Speed Visits
FR.301-A	MEDSELCHOW,BLUE	48 M	Testing	FR0000000124	Admitting0...		Refresh EMM
FR.302-A	TEST,ZESTA	29 F	TESTING	FR0000000191	Attending0...		Summary
FR.303-A	Cracker,Test	29 M	CHEMO	FR0000000205	Attending0...		Review Visit
FR.304-A	EMRJARRETT,TEST1	52 F	Testing pur...	FR0000000213	Admitting0...		Pat. Msg/Tests
FR.305-A	Test,PDoc	37 M	Stress	FR0000000361	Admitting0...		Hx & Problem
FR.309-A	REGYATES,ADMIN10851	84 F	TEST ADMIN...	FR0000002399	Admitting0...		New Results
FR.334-B	labGilliam,Apple Pie	47 F	Lab Testing	FR0000000582	Admitting0...		Clinical Bands
FR.400-A	REGYATES,INPT	70 F	TEST REASO...	FR0000000418	Admitting0...		Vital Signs
FR.401-A	Toles,Kellee	28 F	Testing	FR0000001481	Admitting0...	Full Code	I & O
FR.407-A	REGYATES,INPT101017	43 M	TEST REASO...	FR0000000311	Admitting0...		Medications
FR.423-A	Wilson,Sherri	21 F	TRAINING	FR0000001473	Admitting0...	Full Code	Laboratory
FR.429-A	LSTEST,Travis	42 M	Chest Pain	FR0000001333	Admitting0...	Full Code	Mirroring
FR.430-A	LSA,MONT A	60 F	CHEST PAIN	FR0000002348	Admitting0...		Blood Bank
FR.ER01-A	npTEST,FRMC	47 M	DEMENTIA; UTI	FR0000000892	Attending0...		Reports
FR.IC01-A	YORK,TEST	21 F	TEST PATIE...	FR0000000850	Attending0...		Patient Care
FR.IC04-A	watts,chriissy	20 F	Meditech Tr...	FR0000000833	Attending0...		Notes
FR.IC08-A	KBTEST,FRMC	47 M	pcs testing	FR0000000868	Attending0...		Orders
FR.NU-2	REGYATES,BABY	0m 25d F	TEST	FR0000001287	Admitting0...		Imc Orders
V.118-A	OMJARRETT,ORANGE	46 F	Hypertension	V0000000086	Attending0...		PH
V.120-A	phaSelchow,Mint	29 M	Testing	V0000000094	Attending0...		Discharge
V.122-A	phaREYNOLDS,TEST	35 M	Pain	V0000000116	Adolphson,...		Equipment
V.123-A	labGilliam,Brownie Alamode	65 M	Testing	V0000000175	Attending0...		Sign

Pt. Name: **REGYATES,SLCTEST INPT**

08/08/17 09:02 08/07/17 17:00

Result Diagrams:

T (Last Result)
P (Last Result)
RR (Last Result)
BP (Last Result)
Code Status

Lists | Build Cover | Modify | Add Patient | Remove | Report | Refresh | All

Patient Chart

- Use the tabs on the right side to navigate through available patient information.

dbMSatilla, Inpatient A V00000018791 N000001335
 47 F 10/10/1970 1.65m 82.024kg BSA:1.89m² BMI:30.2kg/m² A00002230
 ADM IN V.M1C V.118-B Allergy/Adv: grass pollen, pantoprazole sodium, nickel

Clinical Legal/Indicators Demographics Appointments Auth/Referrals Surgeries Care Team

Special Indicator Last Edited By Last Edit Dt/Tm

Medical History

- Medical History
- Surgical History
- Family History

Allergy/AdvReac	Type	Severity	Reaction	Status	Date
grass pollen	Allergy	Severe	Cough	Verified	04/09/18
pantoprazole sodium [From Protonix]	Allergy	Intermediate	Nausea	Verified	04/09/18
nickel	Allergy	Mild	Rash-Hives	Verified	04/09/18

Active Medication

Name	Dose	Route	Freq	Start
Pneumococcal Polysaccharide Vaccine [Pneumovax 23]	0.5 ml	IM	.ONCE ONE	04/09/18

Home Medication

Name	Instructions	Last Taken	Last Confirmed
fluoxetine [Prozac]	20 mg PO DAILY	04/09/18	04/09/18
lisinopril-hydrochlorothiazide	1 tab PO DAILY	04/08/18	04/09/18

Implantable Devices MRI Safety Label Qty Implant Date

Patient Pharmacy

Immunization	Administered	Dose Num	Age	Eligible Date	Recommended Schedule
PPV23	04/09/18	2	47		

Medical Summary Ext Rpt Last Date

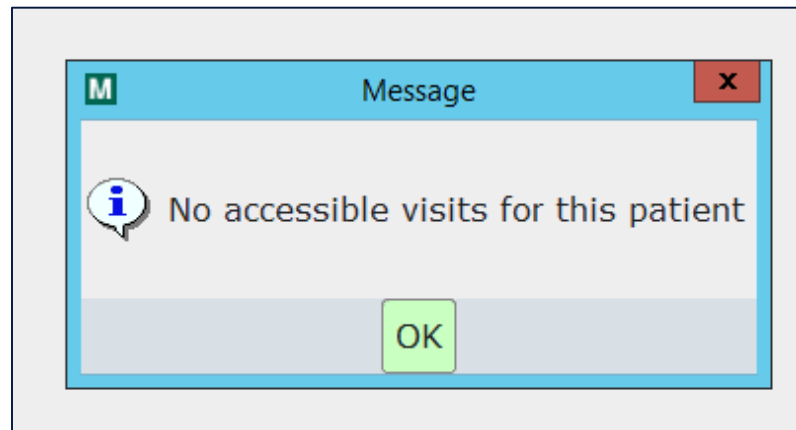
Msg/Task
Patient Lists
Next Patient
Find Patient
Select Visits
Refresh EMR

Summary
Review Visit
Hx & Problems
New Results
Clinical Panels
Vital Signs
I & O
Medications
Laboratory
Microbiology
Blood Bank
Reports
Patient Care

Mar
Clinical Data
Full Chart
Dictate & Sign
Assignments

Patient Chart – No Accessible Visits

- If you see this message when searching for a patient, this means that your Provider or practice is not associated to the patient's account (HIPAA).
- Contact the appropriate hospital Registration to have your provider added to the patient account or call the hospital HIMS department to request records.





Questions? Need Assistance?

888-252-3397

**Call the Service Desk Anytime,
Anywhere!**

- **Password resets & Account Unlocks**
- **Device Support**
- **Urgent After Hours Issues**
- **General inquiries**