

Physician & Advanced Practioner CPOE Proficiency Checklist

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Initial:	Captivate Video Tutorials:
	<i>How to Login and Logout of Meditech</i>
	<i>Navigating within Meditech</i>
	<i>Setting Preferences</i>
	<i>Locating Patients in Meditech</i>
	<i>How to Add Patients When On-Call</i>
	<i>Placing Basic Orders</i>
	<i>Using Order Sets</i>
	Specialty Specific Order Sets
	<i>Reconciling Home Medications</i>
	<i>Editing the Dose of a Home Medication</i>
	<i>Reconciling Unconfirmed Home Medications</i>
	<i>Allergy Management</i>
	<i>Admission Process</i>
	Admission From the ED
	Direct Admission From Outside Facility
	Direct Admission From Your Office

Initial:	Captivate Video Tutorials:
	<i>Managing Patient Transfers Between Levels of Care</i>
	<i>Ordering a Consultation</i>
	<i>Stopping, Holding, and Resuming Orders</i>
	<i>Ordering a Lab Series</i>
	<i>Rejecting Orders</i>
	<i>Notices for Suggested Orders</i>
	<i>Discharge Process</i>
	Step 1: <i>Problem List Management</i> and Disposition
	Step 2: <i>Discharge Medications, Diagnostics</i> and Appointments
	Step 3: Discharge Instructions
	Step 4: Discharge Order and Quality Indicators

	Important Resources:
	<i>Use of Telephone and Verbal Orders</i>
	<i>Issue Management and Enhancement Requests</i>
	<i>Accessing Patient Data During Meditech Downtimes</i>

	Important Resources:
	<i>Viewing Medication History</i>
	<i>Help and Go-Live Support</i>

Italics indicates topic title on training page

**material in development*