

MEDAFFINITY EHR – ORIENTATION

ASSIGNMENT 1

This is your introductory Orientation Assignment to MedAffinity EHR. In this Assignment, you will learn how to open up and log into the MedAffinity software. From there, you will learn how to find a patient in the system, open a patient chart, open a template/note, edit the template, and save it to the patient chart.

LOGGING IN

****RECOMMENDED - Use “Microsoft Remote Desktop”



Microsoft Remote Desktop
Work from anywhere

- Remote Desktop Computers: *Recommended for PC users for optimal user experience*
https://support.medaffinity.com/hc/en-us/article_attachments/17724881040276/MedAffinity-Logging_In_RDP_Windows.pdf
- Remote Desktop Connection: *Recommended for Mac users for optimal user experience*
https://support.medaffinity.com/hc/en-us/article_attachments/18075852779156/MedAffinity-Logging_In_RDP_Mac.pdf

OR

- Open your internet browser (Google Chrome, Firefox or Edge) and in the address bar type:
<https://medcloud.medaffinity.com>

Select “Orientation” and then click “Open”.



Username
demo.learner

Password

Location
Orientation
Simulation Unit

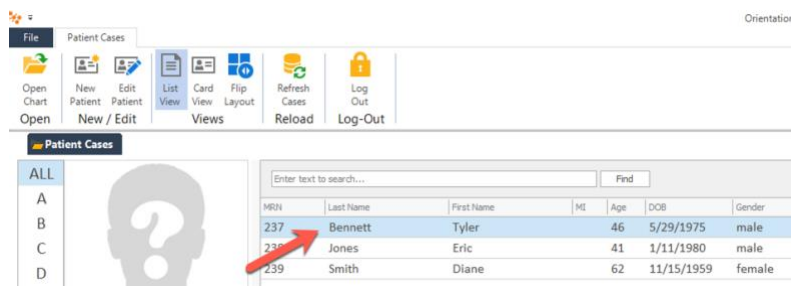
Log In

Have questions? Visit support.medaffinity.com to review our documentation and other help resources, or email support@medaffinity.com to create a support ticket.

LOGGED IN

When you login successfully the patient database screen will open.

Look at the top of the screen and look for a patient name: **Bennett, Tyler**. To open the patient chart, double click on the patients name.



The screenshot shows the 'Patient Cases' interface. At the top, there is a search bar with the text 'Enter text to search...' and a 'Find' button. Below the search bar is a table with columns: MRN, Last Name, First Name, MI, Age, DOB, and Gender. The table contains three rows of patient data. A red arrow points to the first row, which is highlighted in blue. The first row contains: MRN 237, Last Name Bennett, First Name Tyler, MI (blank), Age 46, DOB 5/29/1975, and Gender male. The second row contains: MRN 238, Last Name Jones, First Name Eric, MI (blank), Age 41, DOB 1/11/1980, and Gender male. The third row contains: MRN 239, Last Name Smith, First Name Diane, MI (blank), Age 62, DOB 11/15/1959, and Gender female. On the left side of the table, there is a vertical list of letters: ALL, A, B, C, D, and a question mark icon.

MRN	Last Name	First Name	MI	Age	DOB	Gender
237	Bennett	Tyler		46	5/29/1975	male
238	Jones	Eric		41	1/11/1980	male
239	Smith	Diane		62	11/15/1959	female

CHART SUMMARY OVERVIEW

LEFT SIDE OF SCREEN-PATIENTS CHART INFORMATION

Visible	Name	Owner	Date/Time	Signed	ID
<input checked="" type="checkbox"/>	PA with Vitals and Pain	Rooks, Kim	11/6/2019 1:18:46 PM	<input type="checkbox"/>	7569
<input checked="" type="checkbox"/>	SBAR (Free Type)	Rooks, Kim	11/6/2019 1:17:40 PM	<input type="checkbox"/>	7568
<input checked="" type="checkbox"/>	New Vital Sign Record	Rooks, Kim	11/6/2019 1:17:05 PM	<input type="checkbox"/>	7567

Time	Location	Position	Systolic	Diastolic	Temp	Method	Pulse	SpO2	Resp	Height	Weight
11/6/2019 1:16:00 PM			120	80	98.9		65	99	16		
11/6/2019 1:17:00 PM			135	99	99		85	95	20	5	155

Medication Orders

- Administer

RIGHT SIDE OF SCREEN-PREVIEW SCREEN

Preview

MedAffinityEHR
The New to EHR Solution

Name: Jones, Brittni DOB: 4/8/2019

Vitals

Time: 11/06/19 13:17 Height: 5 ft 5 in Weight: 155 lbs BMI: 23.85 Systolic: 135
Temp: 99 O2SAT: 95

Physical Assessment

General Appearance: able to walk 10 feet.
Mental Status: Drowsy.
Functional Status: F5 glucose 70 mg/dL.
Neuro: Decreased LOC.
Skin: Dehydration no tears with crying.
Respiratory: not assessed.

STEPS FOR ASSIGNMENT 1

Look on the far right-hand side of the screen (to the right of the Preview window) and single-click on the orange **“Templates”** tab.



This will open a list of template types. Click once on **“Charting”** and then click once on **“SOAP Note”**.

Once the **“SOAP Note”** template opens, follow the directions below to complete the first assignment.

DIRECTIONS TO FILL OUT WITHIN THE TEMPLATE

When the note opens, you will see the **“Subjective”**, **“Objective”**, and **“Assessment”** section is already filled out for you. Now let's fill out the last section of the note, **“Plan”**.

1.

Click in the box below “Plan” and type the following:

Admit to Medical-Surgical Unit. Perform a complete assessment and initiate fluid resuscitation upon admission.

2.

Let's save your work.

- Go to the left of the large menu bar at the top of the screen and click **“Save to Chart”**.

A **“Save Document to Chart”** box will come up.

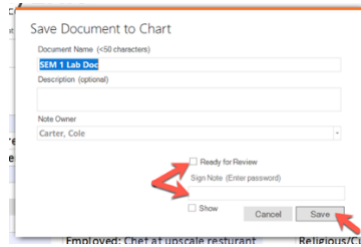
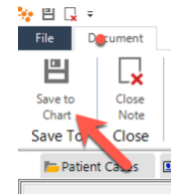
If you are done with your work and ready for your instructor to grade your work

- Click the box next to **“Ready for Review”** so that a checkmark appears.
- Click **“Save”** at the bottom right of the dialogue box.

OR

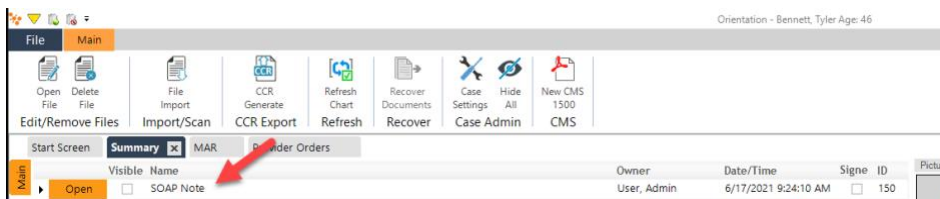
If you are not done and need to come back later, just click **“Save”**

- Click **“Save”** at the bottom right of the dialogue box.



COMPLETED NOTE IN PATIENT CHART

The note that was just saved to the patient chart will appear in the Patient Chart Summary.



CLOSE THE PATIENTS CHART

There are two ways to close the patients chart.

1. Click to Close Patient Chart
2. Click **“X”** to close the Patient Chart

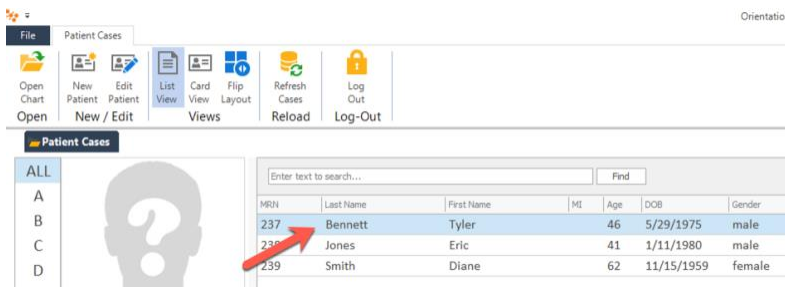


Assignment 1 completed.

ASSIGNMENT 2

In this Assignment, you will learn how to open a template/note, edit the template, and save it to the patient chart.

Look at the top of the screen and look for a patient name: **Bennett, Tyler**.



Look on the far right-hand side of the screen (to the right of the Preview window) and single-click on the orange **“Templates”** tab.



This will open a list of template types. Click once on "**Orientation**" and then click once on "**Tyler Bennett Initial Report.**"

Once the "**Tyler Bennett Initial Report**" template opens, follow the directions within the template to complete the second assignment.

DIRECTIONS WITHIN THE TEMPLATE

1.

Past Medical History

Previous Associated Injuries: None.

Medical Conditions: Unremarkable.

Surgeries: Has not had any surgeries to date.

- Click on the bolded and underlined "**Past Medical History**"
- Within this box, click "**Medical Conditions.**"
- Click "**Hematology.**"
 - Click "**Anemia**" and "**Fainting**" to add both medical conditions to your template.

You will see these two items appear in red in the template next to the bolded "Medical Conditions" category.

2.

Next, you will add in the patient's food and environmental allergies

Allergies

Drug: NKDA.

- Click "**Allergies**" text in the template.
- Click "**Food.**"
 - Click "**Peanuts.**"
 - Click "**Difficulty breathing**" and then click "**Save.**"
- Click "**Environmental.**"
 - Click "**Rag Weed.**"
 - Click "**Itchy eyes**" and then click "**Save.**"

3 - 5.

Social History

Employment Status: N/A.

Marital Status: N/A.

Number of Children: No Children.

Smoking Status: Non-Smoker.

Addictions: Denies drug and alcohol use.

3.

Next, you will add the patient's employment history

- Click on the bolded "**Social History**"
- Click on "**Employment.**"
- Click "**Gainfully Employed.**"
 - Type in "**Chef at an upscale restaurant.**"
 - Then click "**Save.**"

You will see the text you typed appear in red in the template next to the bolded "Employment Status" category.

4.

Next, you will add in the patient's marital status

- Click on the bolded "**Marital Status**" text below.
- In this box, click "**Married.**"
 - Click "**Spouse Name**", type "**Anna**"
 - Click "**Save**", type "**41**"
 - Click "**Save**" for "**Age of Spouse**".

You will then see the text you entered appear in red in the template next to the bolded "Marital Status" heading.

5.

Next, you will add in the patient's number of children.

- Click on the bolded "Number of Children" text below.
 - Click "3."

You will see "3" appear in red in the template next to the "Number of Children" heading.

6.

Assessment

Vitals

Time: Time Stamp Height: Height ft ft. Height in in. Weight: lbs. BMI: BMI Systolic: Systolic Diastolic: Diastolic Pulse: Pulse
Resp: Resp Temp: Temp O2SAT: Pulse Ox

- Click on "Vitals"; 2 ways of going through vitals: 1. point and click each box 2. Using tab button
 - "Time Stamp," click "Add" This will add the time and date to the main template.
 - "Systolic" type "125"
 - "Diastolic" type "79"
 - "Pulse" type "75"
 - "Resp" type "16"
 - "Temperature" type "98.7"
 - "PulseOx" type "99"
 - "Weight" type "165"
 - "Height" type "5" "11"
 - BMI "Calc" Click "Insert"

The information you entered will appear in the main template under "Vitals" and will be highlighted in light blue.

7.

Lets save your work.

- Go to the left of the large menu bar at the top of the screen and click "Save to Chart".

A "Save Document to Chart" box will come up.

If you are done with your work and ready for your instructor to grade your work

- Click the box next to "Ready for Review" so that a check mark appears.
- Click "Save" at the bottom right of the dialogue box.

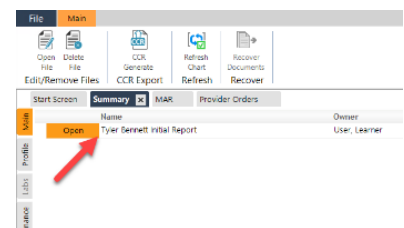
OR

If you are not done and need to come back later, just click "Save"

- Click "Save" at the bottom right of the dialogue box.

COMPLETED NOTE IN PATIENT CHART

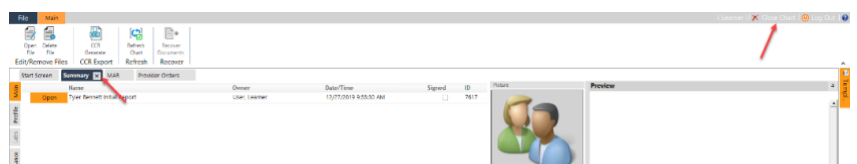
The note that was just saved to the patient chart will appear in the Patient Chart Summary.



CLOSE THE PATIENTS CHART

There are two ways to close the patients chart.

3. Click to Close Patient Chart
4. Click "X" to close the Patient Chart



Assignment 2 completed.

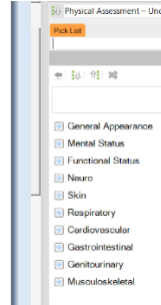
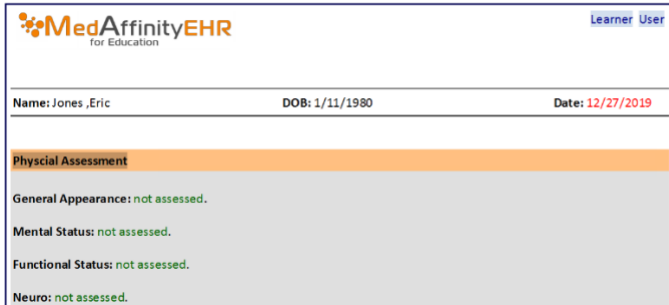
ASSIGNMENT 3

In this Assignment, you will learn how to add "free text" when you don't see an option you are looking for under "Click to Select".

(If you aren't still in the Orientation location) Login and go back into the "Orientation" location.

Double click on the patient name: **Jones, Eric**.

Look on the far right-hand side of the screen (to the right of the Preview window) and single-click on the orange "Templates" tab. Then click "Charting" and then "Orientation-Assignment 4".



When the template opens enter in the following information:

General Appearance click "Alert"

Mental Status click in the "Enter Free Text Item Here" and type "WNL" and click "Insert"

Functional Status click "WNL"

Neuro click "WNL"

Skin click "Pink" and "Warm"

Respiratory click "Breath sounds clear bilaterally"

Cardiovascular click in the "Enter Free Text Item Here" and type "WNL" and click "Insert"

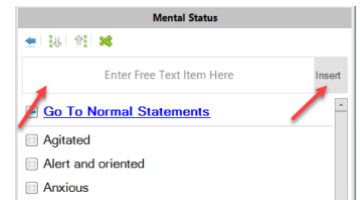
Gastrointestinal click "Nausea"

Genitourinary click "WNL"

Musculoskeletal click "Muscle pain"

Pain Assessment click "4/10"

Description of Pain click in the "Enter Free Text Item Here" and type "Sharp stabbing pain"



Go to the left of the large menu bar at the top of the screen and click "Save to Chart".

A "Save Document to Chart" box will come up.

If you are done with your work and ready for your instructor to grade your work

- Click the box next to "Ready for Review" so that a check mark appears.
- Click "Save" at the bottom right of the dialogue box.

OR

If you are not done and need to come back later, just click "Save"

- Click "Save" at the bottom right of the dialogue box.

Assignment 3 completed.

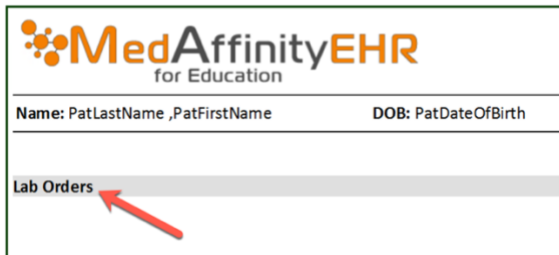
ASSIGNMENT 4

In this Assignment, you will learn how to create orders for a patient.

Login and go back into the "Orientation" location.

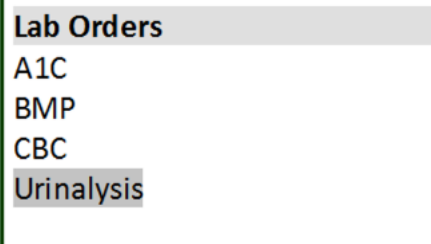
Double click on the patient name: **Bennett, Tyler**.

Look on the far right-hand side of the screen (to the right of the Preview window) and single-click on the orange “**Templates**” tab. Then click on “**Orders**” then “**Lab Orders**”. Once the Lab Order note opens, click on “**Lab Orders**”.



Click on the following labs:
“**A1C**”, “**BMP**”, “**CBC**”, and “**Urinalysis**”

Your orders should like this:



Go to the left of the large menu bar at the top of the screen and click “**Save to Chart**”.

A “**Save Document to Chart**” box will come up.

- If you are done with your work and ready for your instructor to grade your work
- Click the box next to “**Ready for Review**” so that a check mark appears.
 - Click “**Save**” at the bottom right of the dialogue box.

OR

- If you are not done and need to come back later, just click “**Save**”
- Click “**Save**” at the bottom right of the dialogue box.

Assignment 4 completed.

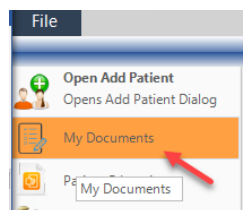
MEDAFFINITY EHR – THINGS TO KNOW

ONE – HOW TO VIEW YOUR ASSIGNMENTS, GRADES, AND FEEDBACK

You will learn how to view your assignments/ documents and your grades.

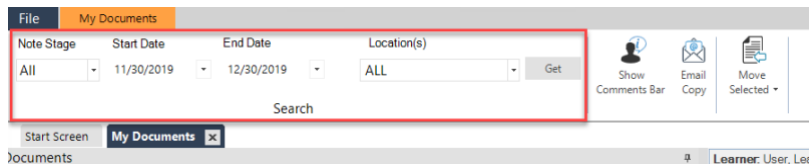
Log into any location.

Go up to “**File**” and then go down and click on “**My Documents**”.

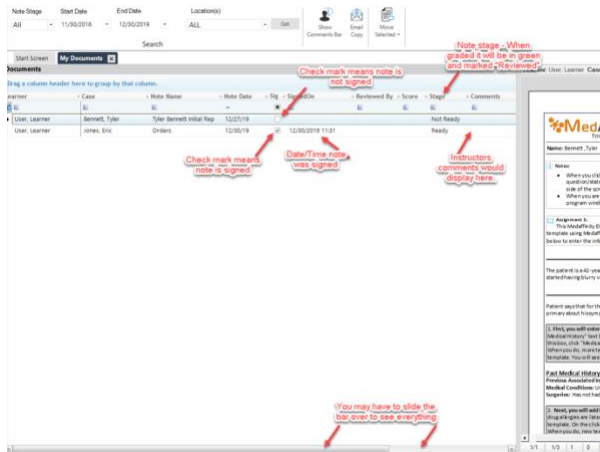


When the My Documents screen comes up you will be able to see your notes/templates that are in the defaulted search criteria.

Narrow down your search by customizing by “**Note Stage**” (Ready, Not Ready, Reviewed), “**Start Date**”, “**End Date**” and “**Location**”. When the search criteria are selected, click “**Get**”.



The screen will refresh and your work will be listed on the left and a preview of your work will be on the right. When the instructor grades your work you will be able to see your grade and any comments that were left for you.



Now you need to close the Doc Monitor. Click on the tab, “**My Documents**”, toward the top left of your screen (next to the “**Start Screen**” tab) and click on the “**X**”.

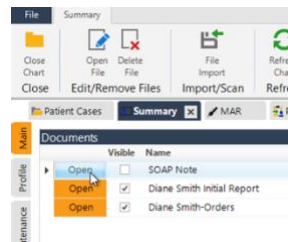
TWO – EMAILING OUT OF MEDAFFINITY

You will learn how to email your work out of MedAffinity.

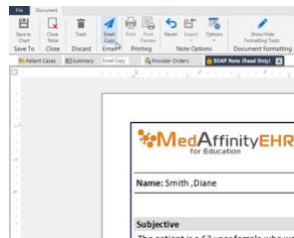
(If you aren't still in the Orientation location) Login and go back into the “**Orientation**” location.

Open up a patient chart.

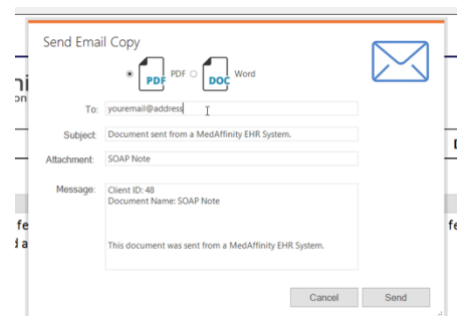
Click on the “**Open**” button of the note you want to email to your self.



When the note opens, click on the “**Email Copy**”.



When the Send Email Copy box opens, choose what format you want to receive the note (a PDF version or a DOC version). If your email address isn't already filled in the “**To:**” box, type your email address. When you are ready to send the email click “**Send**”.



THREE – COPY/PASTE

You **CANNOT** copy and paste into MedAffinity. Make sure when you have an assignment in MedAffinity that you do it in MedAffinity and not in another program like Microsoft Word.

FOUR – MEDAFFINITY SAVES YOUR WORK

The system does save your work in the background before you actually save your work to the patient chart.

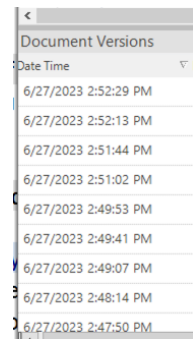
1.
DOC VERSIONS –



As you type, every 30-40 characters, the system is doing a save. In the tab that you are working in you will see how many versions the system has saved of your note. If you find yourself where you need to take your note back to a certain part you can by clicking on the “Revert” button at the top.

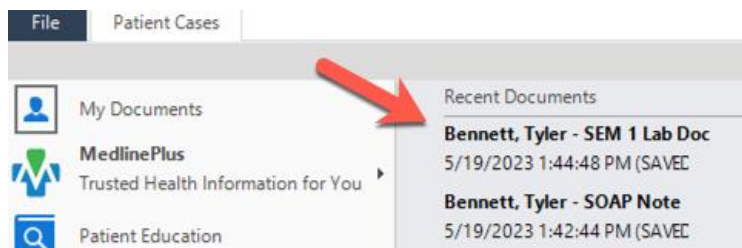


When the DocVersion Preview box comes up you will see all the versions the system has saved as the learner typed their note.



FIVE – FINDING UNSAVED WORK

The system keeps you logged in for 60 minutes after inactivity. If you are in a middle of a note and you step away or start doing something else, the system will log you out but your note is not lost. If this should happen, go up to “File” and right below there to the right you will see “Recent Documents”. If you have a note that isn’t saved it will be grayed with (UNSAVED) next to the document name. All you have to do is click on that document and the patient chart will open along with that note. Save it to the chart and your note will be saved.



SIX – SUPPORT

If you have problems or questions please contact support at:

- Text us at 850-354-6505 (this is a text line ONLY)
- E-mail us at support@medaffinity.com
- Visit our support page at support.medaffinity.com

*the more information that you can give us, the quicker we are able to help you. Screenshots are extremely helpful along with including your name, email address, and the course number in which you are having the problem.