# MedAffinityEHR
for Education

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
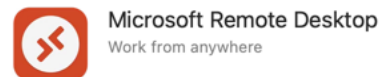
New Users:

- o Using Google Chrome, Microsoft Edge, or Firefox web browser: Visit https://ehr.medaffinity.com
- o Remote Desktop Computers for PC's: For computers with over 1920 x 1080 resolution screens. Example: Microsoft Surface
- o Remote Desktop Connection for Apple: For iPad users – Required. For MacBook users – Recommended for best experience

<mark>*For previous users of the Remote Desktop App, please refer to the section below for instructions on how to modify your app setup.*</mark>

Updating Remote Desktop App:

- o Instruction on updating Remote Desktop for PC users, click here.
- o Instruction on updating Remote Desktop for Mac/Apple users, click here.

Select "**Orientation**" and then click "**Open**".
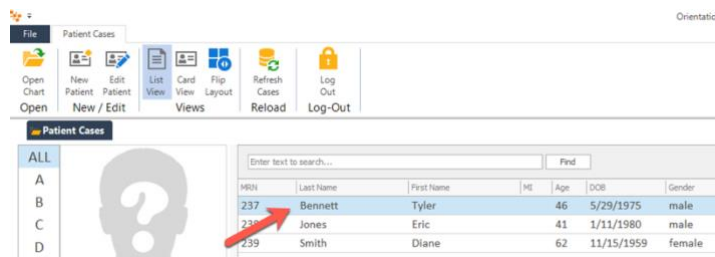
LOGGED IN

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.

CHART SUMMARY OVERVIEW

LEFT SIDE OF SCREEN-PATIENTS CHART INFORMATION

RIGHT SIDE OF SCREEN-PREVIEW SCREEN

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 "**Soap Note**"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 lets 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.
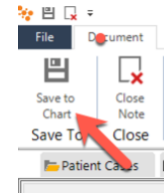
2.

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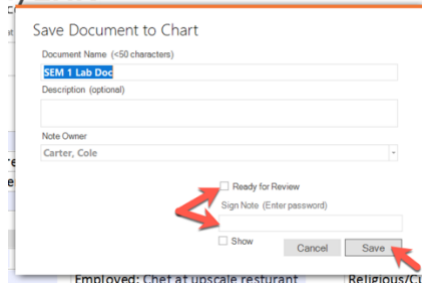
- Click the box next to "**Ready for Review**" so that a checkmark appears.
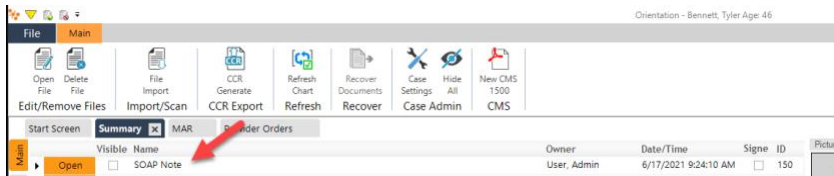- Click "**Save**" at the bottom right of the dialogue box.

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.

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.

In Tyler Bennett's patient chart, go to the 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 "**SEM 1 Lab Doc**."

In this template some information is already filled out for you but there are some areas that you need to click or fill out, which is highlighted in yellow. Follow the direction below to complete Assignment 2.

DIRECTIONS TO FILL OUT WITHIN THE TEMPLATE

1.

In the first section of the template, fill in the following information:

- For "Admission Date" type in **today's date**.
- For "Gender" click "**Male.**"

2.

In the Medical Diagnoses/Conditions/Problems section of the template, fill in the following information:

- Notice the "Anemia" box is already checked.
- Click **"Thyroid"** and then **"Hypo."**
- Click **"Tobacco use"**, then click **"Smoking-pack/day"** and then type **"2 PPD."**

3.

Right below the Medical Diagnoses/Conditions/Problems section fill in the following information for Height and Weight.

- Height: "**5' 11"**
- Weight: **"165"**

4.

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 check mark appears.
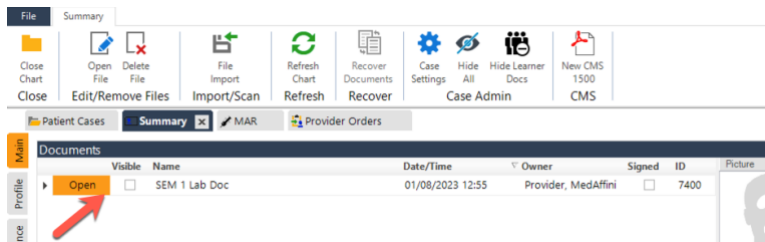- Click "**Save**" at the bottom right of the dialogue box.

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.

- Click to **Close Patient Chart**
- Click "**X**" to close the Patient Chart

Assignment 2 completed.

ASSIGNMENT 3

This is your third introductory Orientation Assignment to MedAffinity EHR. In this Assignment, you will learn how to enter vitals directly through the patient's chart summary screen.

Login and go back into the "**Orientation**" location.

Double click on the patient name: **Smith, Diane**.

Look for the Vitals section in the chart summary. Under the "**Vitals**" heading, click on Add/Edit. The "**Add Edit Vitals**" box will open up.
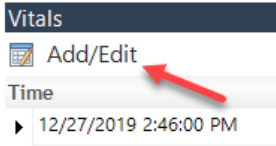
Another box will appear and enter in the following information:

- Click "**Add**"
- Height type "**5'**" "**9'**"
- Weight type "**145**"
- BMI click "**Calc**"
- Location click "**Left arm**"
- Position click "**Sitting**"
- B/P type "**141**" & "**89**"
- Pulse type "**89**"
- Resp type "**17**"
- SpO2 type "**99**"
- Temperature type "**98.9**"
- Method: click "**Oral**"
- Click **Save**

Click on the "**Cancel/Close**" to close the vitals box.

The new data will appear in the Vital's section within the Patient Chart Summary
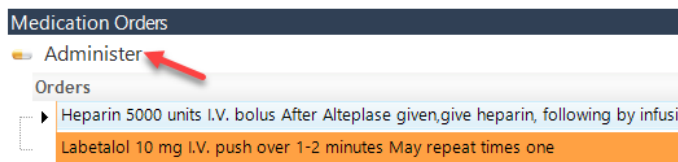

Assignment 3 completed.

ASSIGNMENT 4

This is your fourth introductory Orientation Assignment to MedAffinity EHR. In this Assignment, you will learn how to document the medicines that have been administered.

*(If you aren't still in the patients chart, Diane Smith) Login and go back into the "**Orientation**" location.*

Double click on the patient name: **Smith, Diane**.

Look for the "Medication Orders" section in the chart summary. Click "**Administer**" in the top menu bar just below the "**Medication Orders**" heading.

The MAR will open and click on Labetalol

When the Administer box appears enter in the following information:

Self Report Pain? "**Yes**"
Pain Goal click "**1**"
Pain Score click "**7**"
Time click "**04**"
Time click "**05**"
Leave default date
Notes type "**Push for 1 minute**"
Click "**Administered**"
Administration Site type "**IV in right arm**"
Initials type in Yourinitials *(ex. KR)*
Click "**Save**"

When the data is saved, you will be taken back into the MAR and you will notice the information that was just entered.

To get back to the patient chart summary you can click on the "**Summary**" tab or click on the "**X**" on the MAR tab.

The new data will appear in the Vital's section within the Patient Chart Summary.
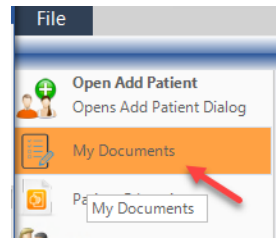
Assignment 4 completed.

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**".
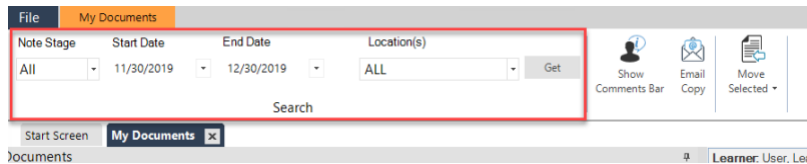
The screen will refresh and your work will be listed on the left and a preview of your work will be on the right. When the instructor grades your work you will be able to see your grade and any comments that were left for you.
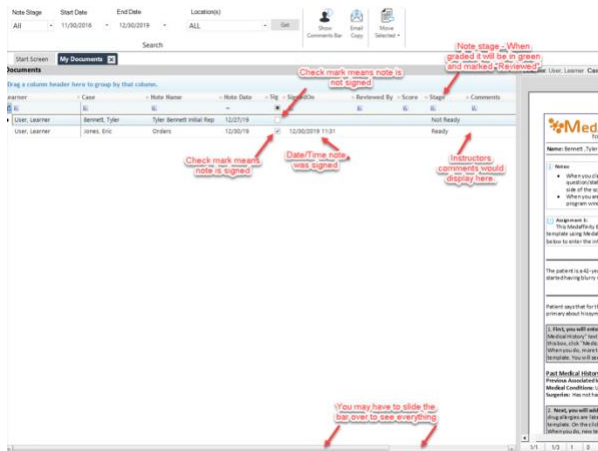
Now you need to close the Doc Monitor. Click on the tab, "**My Documents**", toward the top left of your screen (next to the "**Start Screen**" tab) and click on the "**X**".
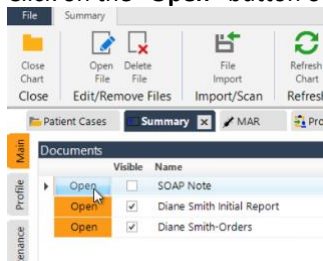
TWO – EMAILING OUT OF MEDAFFINITY

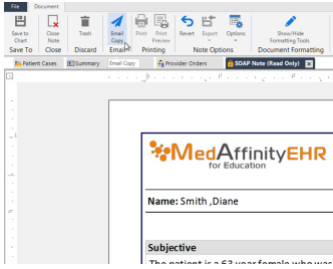*You will learn how to email your work out of MedAffinity.*

(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**".
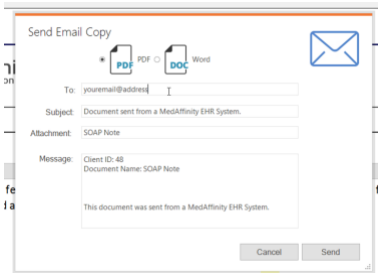
THREE – COPY/PASTE

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 Mircrosoft 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.
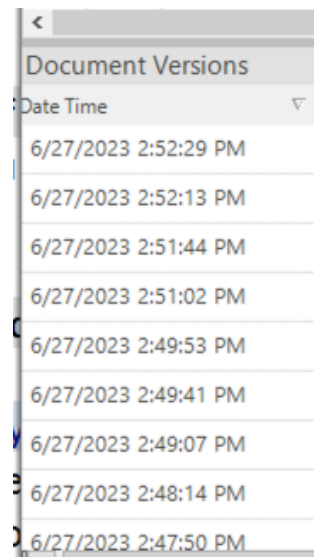
FIVE – FINDING UNSAVED WORK

The system keeps you logged in for 60 mintues after inactivity. If you are in a middle of a note and you step away or start doing something else, they 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.
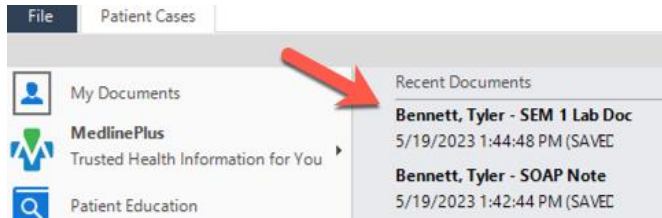
SIX – SUPPORT

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.