






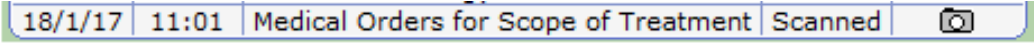


# Advance Care Planning Clinician Quick Reference

## Locating Scanned ACP documents in Meditech, UCI & CareConnect

“Where do I find my client’s previous ACP documents?”

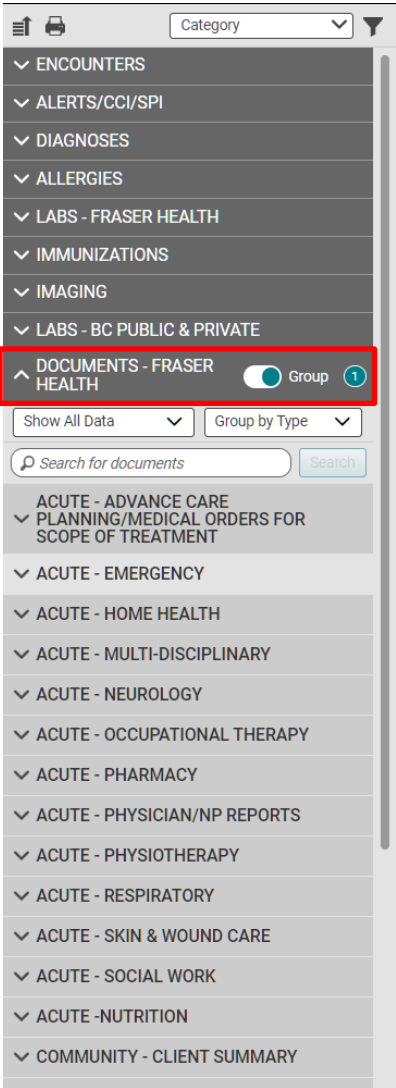
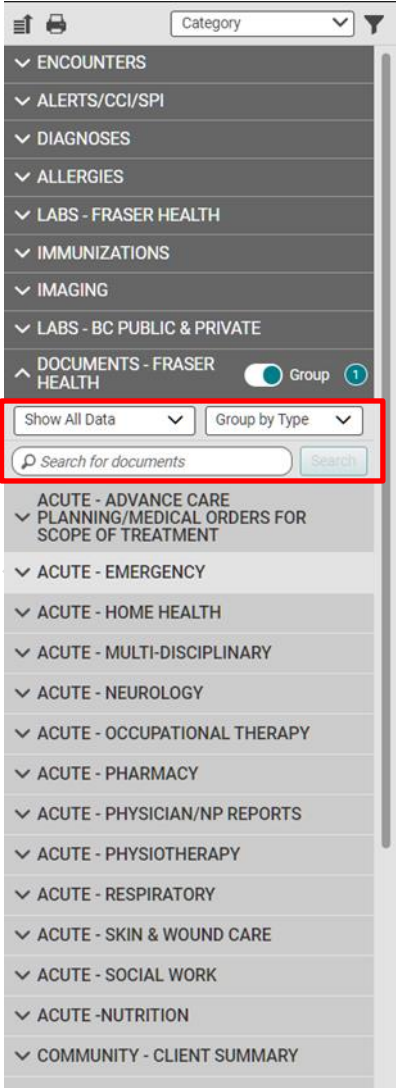
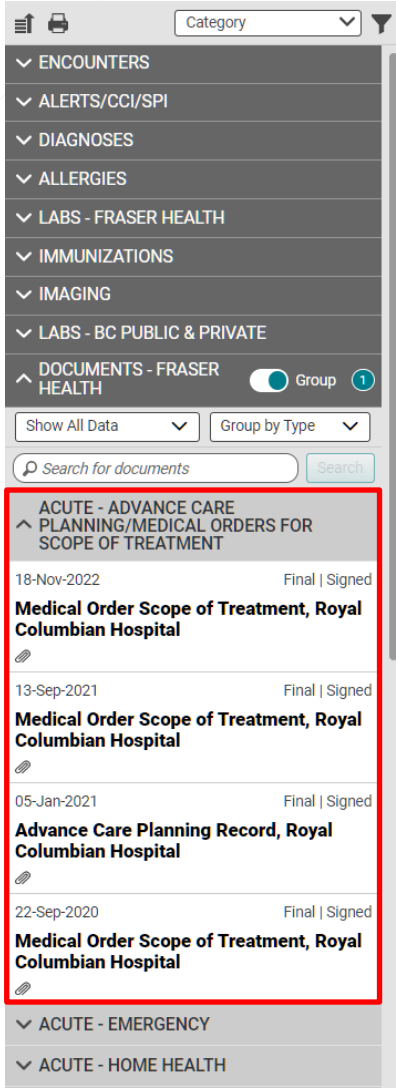
Step by step instructions for locating scanned ACP records, Identification of Substitute Decision Maker forms, and MOST forms in **Meditech**.

<b>Step 1</b>	Login to Meditech LIVE, EMR module  locate the patient file you wish to view via PHN.
<b>Step 2</b>	View all visits for the patient by clicking on  in the menu on the right hand side of the screen.
<b>Step 3</b>	Click on  in the menu on the right hand side of the screen.
<b>Step 4</b>	Locate the  tab on the menu at the top of the screen.
<b>Step 5</b>	Click on the <b>word</b>   4/3/09  <b>**DO NOT</b> click on the camera image <b>yet</b> . – Failure to follow this step will result in the system defaulting to the last or most recently scanned document.
<b>Step 6</b>	<b>Once in the Advance Directive folder</b> , now click on the  image of the report you wish to view. For example:  

**\*\* A note about language:** Meditech is an electronic system that was created in the United States of America. As such, you should note that language such as “advance directive”, “next of kin”, and “person to notify” are not congruent with British Columbia legislation. Therefore, the information stored in these areas require critical thinking and confirmation from source. Please refer to the FH Advance Care Planning site for resources on clarifying these definitions.

## Locating Scanned ACP documents in Meditech, UCI & CareConnect

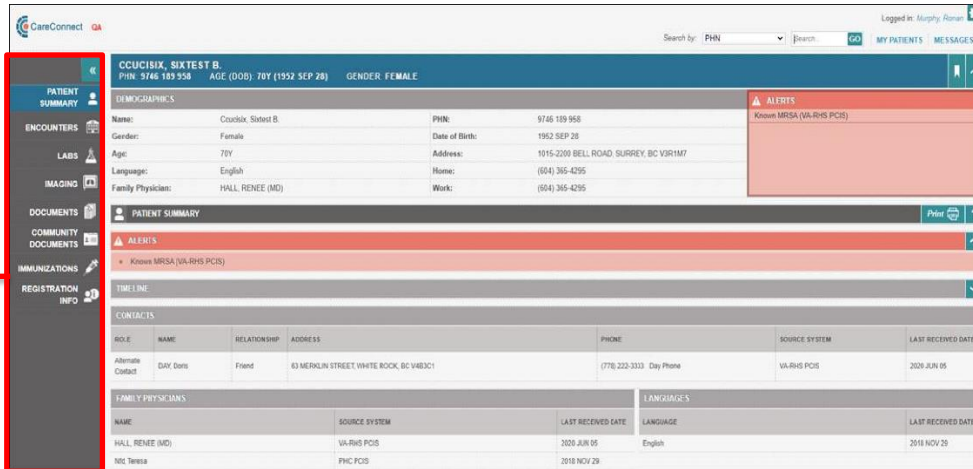
Step by step instructions for locating scanned ACP Records, Identification of Substitute Decision Maker forms, and MOST forms in **UCI (Unifying Clinical Information)**. Please note: instructions are very specific, you must click on the specified area in order to find **all** available documents.

<p><b>Step 1:</b> Launch UCI from Meditech, PARIS or Profile. Expand the 'Documents – Fraser Health' folder. Ensure green 'Group' button is toggled to the right.</p>	<p><b>Step 2:</b> Select 'Show all data' and 'Group by Type' to show all available documents. (Alternatively, use the search function to locate by typing in document title – not shown)</p>	<p><b>Step 3:</b> Expand the 'Acute – Advance Care Planning/ Medical Orders for Scope of Treatment' folder.</p>
		

# Locating Scanned ACP documents in CareConnect

Step by step instructions for locating scanned ACP records, Identification of Substitute Decision Maker forms, and MOST forms in **CareConnect**.

## Step 1: Sign into CareConnect. Open a patient file.



CCUCUISIX, SIXTEST B.  
PHN: 5746 185 958 AGE (DOB): 70Y (1952 SEP 28) GENDER: FEMALE

EMMOX/PHYSIC'S

Name:	Cucuisix, Sixtest B.	PHN:	5746 185 958
Gender:	Female	Date of Birth:	1952 SEP 28
Age:	70Y	Address:	1015-2209 BELL ROAD, SURREY, BC V3R1M7
Language:	English	Home:	(604) 365-4295
Family Physician:	HALL, RENEE (MD)	Work:	(604) 365-4295

ALERTS  
Known MRSA (VA-RHS PCIS)

CONTACTS

ROLE	NAME	RELATIONSHIP	ADDRESS	PHONE	SOURCE SYSTEM	LAST RECEIVED DATE
Alternate Contact	DAY, Dore	Friend	83 MERLIN STREET WHITE ROCK, BC V4B3C1	(778) 222-3333 Day Phone	VA-RHS PCIS	2020 JUN 05

FAMILY PHYSICIANS

NAME	SOURCE SYSTEM	LAST RECEIVED DATE	LANGUAGE	LAST RECEIVED DATE
HALL, RENEE (MD)	VA-RHS PCIS	2020 JUN 05	English	2018 NOV 25
McC, Teresa	PHC PCIS	2018 NOV 29		

## Step 2: Click on the "Documents" Tab.

## Step 3: Documents are listed in chronological order. Use filter function in top left corner to display only selected ACP documents. (Alternatively, organize all documents by clicking on the 'Document Name' column header – not shown)



PATIENT SUMMARY

ENCOUNTERS

LABS

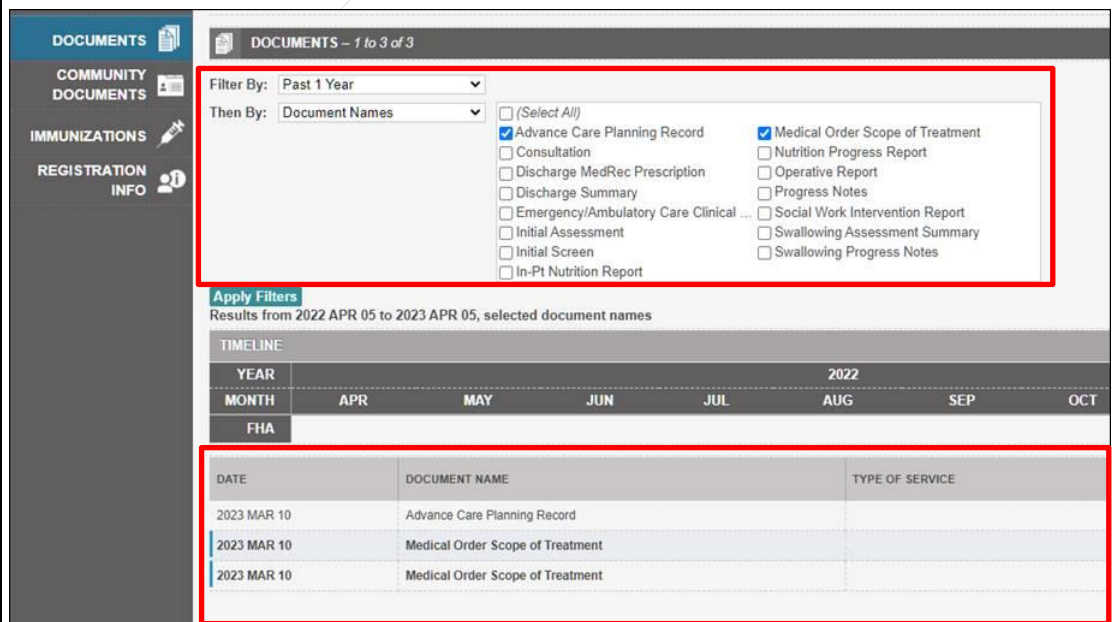
IMAGING

**DOCUMENTS**

COMMUNITY DOCUMENTS

IMMUNIZATIONS

REGISTRATION INFO



DOCUMENTS - 1 to 3 of 3

Filter By: Past 1 Year

Then By: Document Names

- (Select All)
- Advance Care Planning Record
- Consultation
- Discharge MedRec Prescription
- Discharge Summary
- Emergency/Ambulatory Care Clinical ...
- Initial Assessment
- Initial Screen
- In-Pt Nutrition Report
- Medical Order Scope of Treatment
- Nutrition Progress Report
- Operative Report
- Progress Notes
- Social Work Intervention Report
- Swallowing Assessment Summary
- Swallowing Progress Notes

Apply Filters

Results from 2022 APR 05 to 2023 APR 05, selected document names

YEAR	2022						
MONTH	APR	MAY	JUN	JUL	AUG	SEP	OCT
FHA							

DATE	DOCUMENT NAME	TYPE OF SERVICE
2023 MAR 10	Advance Care Planning Record	
2023 MAR 10	Medical Order Scope of Treatment	
2023 MAR 10	Medical Order Scope of Treatment	