

PEDIATRIC TRANSPORT DATABASE

1. How to Access Your Transport Patient Information
 - a. Sign on to the Meditech system
 - i. Open MOX NPR Magic Office (Live)
 - b. Magic Office Main Menu
 - i. Choose #12 Library
 - ii. Right arrow (→) to open
 - c. Go to CHET DATABASE PICU (Owned by: Christina Bernardo)
 - d. Go to #1 PEDS TRANS RECORDS (Master)
 - i. Right arrow (→) to open
 - ii. Make sure you are in VIEW MODE
2. Transport Date (Transport DT)
 - a. Date must be entered as YY/MM/DD
 - b. To get a range use an asterisk * between dates
 - i. YY/MM/DD*YY/MM/DD
 - c. Hit enter until you get to page 4
3. Transport Personnel
 - a. Enter Your Last Name in the Appropriate Field
 - i. Trans Nurse?
 - ii. Trans MD?
 - iii. Trans Resp?
 - b. Type shift and F10
 - i. This will search the reports and bring up all the patients transported with your name and within the date range entered
4. To Save and Print
 - a. Type Ctrl (control) (bottom left corner of keyboard) and Z
 - b. This will put all the reports in a “bin”
 - c. Type Esc (Escape) key twice (upper left corner of keyboard)
 - i. This will clear the screen but keep the record in the copy bin (look on the right side under the line to see how many records you have)
 - d. Type a letter from A to Z in each of the Database Fields in the order you want your information
 - e. For example...
 - i. TRANSPORT DT? A
 - ii. MR #? B
 - iii. (Pt) LAST NAME? C

- iv. (PT) FIRST NAME? D
 - v. DOB? E
 - vi. REFER FACILITY? F
 - vii. REFER PHY? G
 - viii. COORD? H
 - f. Type Esc (Escape) key twice (upper left corner of keyboard)
 - g. Information escapes to the drawers-files menu
 - i. Open→Print Mail List Transfer Options/Print←Exit
 - h. Type P (Print)
 - i. Type Enter
 - j. Type Enter again when you see Print On: *** (on the bottom of page)
 - k. Type P (Print)
 - l. Type Enter
 - m. Your information should print
5. To Clear the Copy Bin
- a. Right arrow (→) again to view mode
 - b. Type Ctrl (control) (bottom left corner of keyboard) and Q
 - i. Copy bin should be cleared