

# American Healthtech Cheat Sheet

Username:

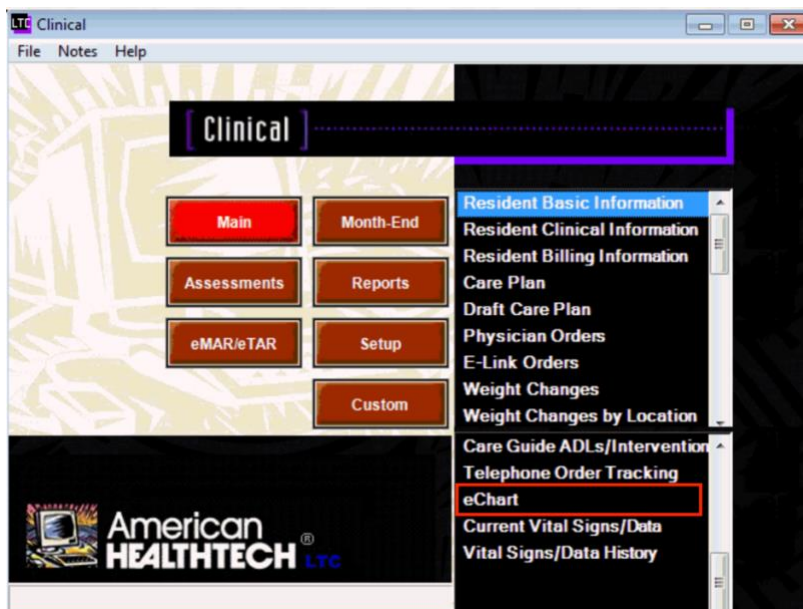
Password:

To access a resident's chart:

**Step 1.** Click 'CLINICAL' from the main menu.



**Step 2.** Click 'eChart'



**Step 3.** Select the drop-down arrow to select a resident.

The screenshot shows the eChart software interface. At the top, there is a menu bar with 'File', 'Refresh', and 'Help'. Below the menu bar, there are 'Exit' and 'Help' buttons. A 'Facility' dropdown menu is set to '02 HealthTech Manor Nursing Home'. To its right is a 'Resident' dropdown menu with a red box around it, showing 'Abbott, Rebecca R (2087) Discharged'. Below this is a row of colored tabs: Face Sheet (red), Dx & Allergy (orange), Phys Orders (yellow), Care Plan (green), MDS (purple), Other Assess (brown), Notes (cyan), Providers (blue), eMAR/eTAR (dark blue), Vital Signs (grey), and Therapy (dark green). The main content area is a form for 'Rebecca R. Abbott' with fields for address, admission/discharge dates, height/weight, language, marital status, county, occupation, religion, and various medical checkboxes. It also includes sections for 'Physicians', 'Part D Plan', 'Billing Information', and 'Primary Responsible Party'.

- **Dx & Allergy:** Displays currently active diagnoses, medication allergies, and miscellaneous allergies.
- **Phys Orders:** Displays all active and discontinued orders, including the diet order and any supplement orders.
- **Care Plan:** Displays the current plan of care.
- **MDS:** Displays the MDS assessment.
- **Other Assess:** Click the drop-down arrow to view any completed or open assessments.
- **Notes:** This tab displays notes for the selected resident for the last seven days. There is a date range field that allows you to select a different time span.
- **Providers:** Displays physicians and other service providers who may be assigned to the selected resident.
- **eMAR/eTAR:** This tab displays current and historical medication and treatment administration data.
- **Vital Signs:** This tab displays vital sign information.
- **Wounds:** This tab displays therapy information.

To add a nutritional assessment:

Before adding a new assessment, make sure there is not one currently open under the *Other Assess* tab in a resident's chart. If one is open, fill in the necessary information, sign, and close the assessment.

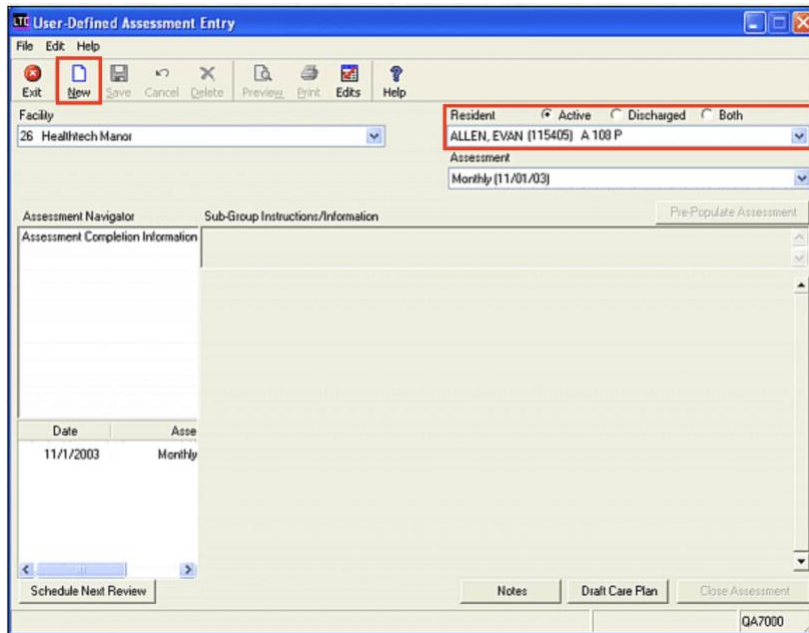
**Step 1.** Click 'QUALITY ASSURANCE' from the main menu.



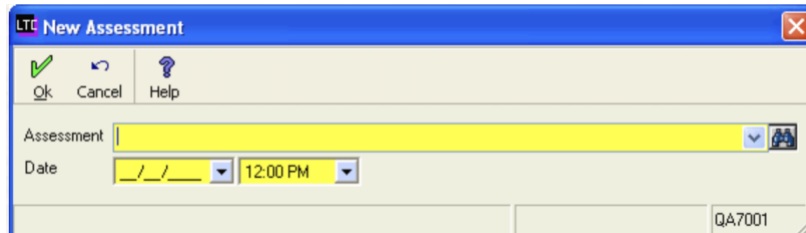
**Step 2.** Click 'Assessment Entry.'



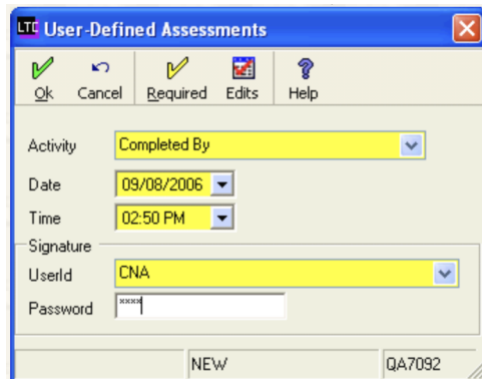
**Step 3.** Select the resident for whom you want to add an assessment, then click 'New.'



**Step 4.** Select the nutrition assessment, then enter the appropriate assessment date. Click OK to enter information into the assessment.



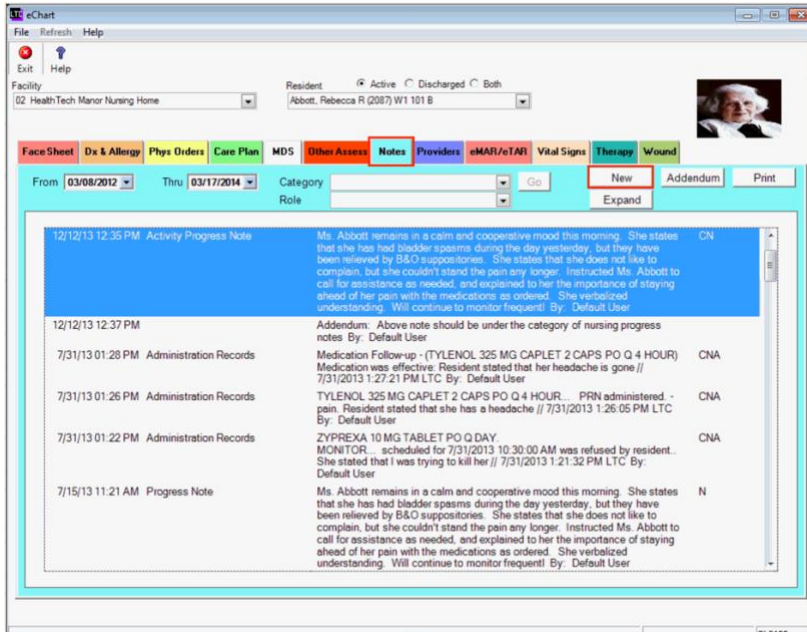
**Step 5.** After you have completed the assessment, select *Completed By* and the *Date* and *Time* you completed. Select your username from the *UserId* field and type in your Password. Click *OK*.





To add a progress note:

**Step 1.** From the resident's chart, click the *Notes* tab. Then click *New*.



**Step 2.** Select your Role and the note Category. After you finish your note, select *Note Complete*.

