

**Ohio Living
MatrixCare System
Medical Records Specific Instructions**

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Ohio Living MatrixCare System Medical Records Specific Instructions

Viewing and Archiving Resident Messages

Viewing Messages

1. Once you have logged on, the system will display Messages. Messages are triggered by Census changes, Orders, Events, and Facility set Resident Alerts.

Corporate Messages Resident Reports Facility RAI Provider				
Resident Messages				
Notice Alerts: New Resident Documents available				
[Page 1 of 16] << < 1 2 3 4 5 6 7 8 9 10 >>				
	Resident Last Name	Resident First Name	Subject	Date
<input type="checkbox"/> <input checked="" type="checkbox"/>	Pooh	Winnie	Orders: General Change Verified Regular NAS	10/10/2008 09:48 AM
<input type="checkbox"/> <input checked="" type="checkbox"/>	Noodleman	Nathaniel	Orders: Prescription Verified Tylenol (acetaminophen)	10/10/2008 09:48 AM
<input type="checkbox"/> <input checked="" type="checkbox"/>	Noodleman	Nathaniel	Orders: General Change Verified ncs diet, d/c regular, resource	10/10/2008 09:48 AM
<input type="checkbox"/> <input checked="" type="checkbox"/>	Angerton	Joan	Orders: Prescription DC Verified Eucerin (emollients, topical)	10/10/2008 09:48 AM
<input type="checkbox"/> <input checked="" type="checkbox"/>	Angerton	Joan	Orders: General Verified Test Orders	10/10/2008 09:48 AM
<input type="checkbox"/> <input checked="" type="checkbox"/>	One	Training	Events: Event Closed - Hypotension 10/9/08	10/09/2008 11:13 AM
<input type="checkbox"/> <input checked="" type="checkbox"/>	One	Training	Events: Hypotension event created	10/09/2008 11:13 AM
<input type="checkbox"/> <input checked="" type="checkbox"/>	Woohoo	Wendy	Events: Hypertension event created	10/07/2008 09:36 AM
<input type="checkbox"/> <input checked="" type="checkbox"/>	Woohoo	Wendy	Orders: Prescription Changed Coumadin (warfarin)	10/07/2008 09:31 AM

 **Tip:** Anywhere you see a blue underlined word; it is a link to move through the system.

2. When a line does not display a closed envelope, it means that someone has opened the message. All messages automatically archive after 3 weeks. If you click on the message description, you can view more information, with the option to click on [More info](#) to see all the detail. Archived messages are attached to each resident and can be accessed under the Resident Tab.

Corporate Messages Resident Reports Facility RAI Provider			
View Message			
From:	System Generated	Date:	10/10/2008 09:48 AM
Resident:	Nathaniel Noodleman		
Subject:	Orders: General Change Verified ncs diet, d/c regular, resource		
Message:	A changed general order (ncs diet, d/c regular, resource) has been verified and ensure JOHN PHYSICIAN MD signs the order More info...		
Back		Archive	

 **Tip:** The most recently created message is listed first. Resident Messages can be sorted by the titles in the header.

**Ohio Living
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Archiving Messages

1. Due to the volume of messages created in the system, it is best to archive them manually.
2. There is a button at the bottom of each page, which allows you to archive all checked messages for that page. The message will be attached to the resident and available for viewing under the Resident Tab, Message History.

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bars	Mars	Orders: General Added Vital signs and nursing progress note every shift for 72...	10/02/2008 02:31 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bars	Mars	Orders: General Added Weigh weekly x4	10/02/2008 02:31 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bars	Mars	Orders: General Added Skin check every week	10/02/2008 02:31 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bars	Mars	Orders: General Added Code status: DNRCC	10/02/2008 02:31 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bars	Mars	Orders: General Added Admit to Skilled Nursing	10/02/2008 02:31 PM
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Dew	Moutain	Orders: Lab Added ProTime W/INR	10/02/2008 11:40 AM
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Dew	Moutain	Orders: General Added Cleanse Abd wound with NS and loosely pack with Mesalt a...	10/02/2008 11:27 AM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dew	Moutain	Orders: Prescription Added Nitrek (nitroglycerin)	10/02/2008 11:21 AM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dew	Moutain	Orders: Prescription Added Fortaz (ceftazidime)	10/02/2008 11:16 AM

[Check all](#) | [Clear all](#) [Archive Checked](#)

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Fax Status

You can review the status of all faxes going out or coming into MatrixCare.

1. Click on the Facility Tab and select Fax Status. The system will display counts of faxes coming in and out and also if there are any issues with a fax. If you click on the + beside any of the colored lines, you can view a more detailed status of the faxes.
2. The error messages will open up with options of what you can do to resend the fax.

Corporate	Messages	Resident	Reports	Facility	RAI	Provider
Facility Fax Status Teach Me 						
+ Pending Batches - Total: 0						
+ New Fax Request - Total: 0						
+ Fax Sent, No Response Yet - Total: 0						
+ Error Occurred During Attempt to Send - Total: 2						
+ Fax Failed to Generate - Total: 0						

Ohio Living MatrixCare System Medical Records Specific Instructions

Signing Physician Orders

Marking Orders Signed on Paper

If a physician is using Electronic Signature, they should be signing his or her own orders. See Electronic Signature of Orders (by physicians) section below. There will, however, always be physicians who do not sign electronically so a paper signature must be recorded in the system.

To mark orders signed on paper:

1. Open the Facility Tab and click on Order Signatures. You will see an alphabetic list of residents with all of their unsigned orders. You can narrow the list by selecting a specific physician in Ordered by and or a specific Nursing Unit.
2. Make sure the Sign date and Signed By physician is correct then check the box to the left of the order. Complete the page, marking all orders that have been signed on paper.

<input type="checkbox"/>	10/10/2008	RYAN, TIMOTHY	Radiology	Standard Chest; Once - One Time 03:30 PM	03/03/2008 - 03/03/2008
<input type="checkbox"/>	10/10/2008	RYAN, TIMOTHY	Radiology	Standard Chest; Once - One Time Shift 1	03/05/2008 - 03/05/2008
<input type="checkbox"/>	10/10/2008	RYAN, TIMOTHY	Radiology	Standard Chest; Once - One Time 05:30 PM	03/11/2008 - 03/11/2008

sunshine, ray o					
U/R/B: Skilled Nursing East/145/A		MR#: 1501688-01		Allergies: No recorded allergies	
Admit Date: 10/02/2007 05:19 AM		Attending: CAMILLA CURRENT MD			
Status: In House		Age: 58			
Sign	Signed By	Type	Description	Effective Date	
<input checked="" type="checkbox"/>	10/10/2008	CURRENT, CAMILLA	Prescription Lasix (furosemide) tablet; 40 mg; amt: one tab; oral Special Instructions: monitor output BID - Twice a Day 05:00 AM, 05:00 PM	03/07/2008 - Open Ended	
<input checked="" type="checkbox"/>	10/10/2008	CURRENT, CAMILLA	Prescription Deltasone (predniSONE) tablet; 10 mg; amt: 10 mg; oral Daily 06:00 PM	03/03/2008 - 03/05/2008	
<input type="checkbox"/>	10/10/2008	CURRENT, CAMILLA	Prescription Deltasone (predniSONE) tablet; 5 mg; amt: 5 mg; oral Daily 06:00 PM	03/06/2008 - 03/08/2008	

Sign

3. Click on the Sign button at the bottom of the page.

Ohio Living MatrixCare System Medical Records Specific Instructions

Electronic Signature of Orders (by physicians)

Physician's using electronic signature sign orders on the Unsigned Orders page. The function is found on the Facility Tab. The list will include all Residents for whom they gave orders.

Order Type: -- ALL --

Facility: -- ALL --

Filter search to: Show Only Facility Tracked on Paper

[Search](#)

OPRS Training Facility-Columbus, OH

[Mark All Signed](#) | [Clear](#)

kaltenbach, molly lou

U/R/B: Nursing Special Care/07/A MR#: 1501754-01 Allergies: No recorded allergies
 Admit Date: 07/15/2008 12:58 PM Attending: JOHN PHYSICIAN MD
 Status: In House Age: 55

Sign	Sign DC	Type	Description	Diagnosis	Effective Date	Event
<input type="checkbox"/>		Prescription	Lasix (furosemide) tablet; 40 mg; amt: 1 tablet; oral STAT - Immediately		07/15/2008 - 07/15/2008	
<input type="checkbox"/>		General	Administer one Flu Shot between October 1, 2008 and January 1, 2009		10/01/2008 - 01/31/2009	
<input type="checkbox"/>		General	Admit to Skilled Nursing		07/15/2008 - Open Ended	

The purpose of this button is to provide the user with the ability to electronically transmit orders. By clicking on the button, the user acknowledges that he or she is assenting to a legally binding transaction electronically and that by clicking on the button, his or her assent will be legally binding and all the orders will be carried out. An electronic record of your assent will be made by the computer system.

[Sign](#)

- The physician should click on the check box next to the order(s) to be signed and then click on Sign at the bottom of the page. Note that there could be multiple residents on one page. The signed orders will disappear from the list. There is also an option for marking all the orders viewed on the screen, rather than checking the individual boxes. To sign all orders on the screen at one time, they should click on [Mark All Signed](#) and then click on Sign at the bottom of the page.