Pre-Go-live To Do List:

In order to ease our transition to the MEDITECH EHR there are a number of tasks we all need to address before September 8th or 9th, depending on whether or not our first day of work after implementation will be this Sunday or Monday.

These tasks are as follows:

1. **Update your MEDITECH user name and password** to your Network (Windows, Citrix) credentials.
   a. When you first login to MEDITECH after Go-live you will be presented with the opportunity to change your MEDITECH credentials to match your Network (Windows, Citrix) credentials. You must login to MEDITECH using Internet Explorer via [http://cloud.stjoe.org](http://cloud.stjoe.org) in order to do this.
   b. The steps you will need to perform to accomplish this are outlined on the attached document, which will guide you through the steps that you need to take to change your MEDITECH credentials to your Network credentials.
   c. Doing this will decrease the number of user names and passwords that you will need to remember. You will, however, need to remember your Network password in order to update your MEDITECH PIN.

2. **Confirm or update your MEDITECH PIN** that is used to verify order entry and documentation.
   a. If you updated your PIN during MEDITECH training, and know what it is, log on to MEDITECH using your own training/practice credentials (i.e., your own MEDITECH user name and password).
   b. If you did not update your PIN during training or you do not remember what PIN you chose as your new PIN, you will need to reset your PIN.
   c. You can update your PIN from within MEDITECH by selecting the button noted on the menu shown below.

3. **Update Mobile MEDITECH** to the most recent version, which is needed to function in our new MEDITECH EHR. This is a web-based application that you access on your mobile device.
   a. Go to [https://txmobile.stjoe.org](https://txmobile.stjoe.org)
      i. This link will become at Go-live on September 8th.
b. Bookmark the site.
c. Enter your Network/Windows/Citrix user name and password.
d. Access and manage your patients and their data.

**For Midlevels:**

1. **Confirm your supervising physician.**
   a. This will need to be done once for each patient that you see for a supervising physician.
   b. If the supervising physician changes for a particular patient, you will need to update this screen so
      the correct physician will be able to co-sign your orders.
   c. The screenshot below is where you will enter the supervising physician for order sign off.

   ![Identify Co-Signers](image)

   As always, if you have any questions or concerns, please feel free to call me at 725-0265.

   Until next week,
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