





## ED Accessing MEDITECH

### Log On to MEDITECH (Page 1 of 2)

Access MEDITECH either by using an **Easy Pass Device** or using the internet to access the **SJH Cloud**. Both methods are described below.

Access MEDITECH on an Easy Pass Device	
1.	Tap your Easy Pass card or enter your AD username and password. 
2.	Click the <b>MEDITECH</b> icon. 
3.	<p>You will see a MEDITECH “splash” screen; press <b>ENTER</b>.</p> <p>You <b>should NOT</b> see a MEDITECH log on screen.</p> <p>Note: The system may take a slightly longer time to connect the first time you access the system.</p> 

Access MEDITECH from the SJH Cloud (NON-Easy Pass)	
1.	Log onto your computer.
2.	<ul style="list-style-type: none"> <li>• Double-click <b>Internet Explorer</b> and type <a href="http://cloud.stjoe.org">cloud.stjoe.org</a> in the address field. (DO NOT USE www in the address field)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Click on the SJH Cloud “shortcut” on the desktop (if on a work computer).</li> </ul> 
3.	Enter your AD username and password, click <b>Log On</b> .
4.	Click on the <b>MEDITECH Standards</b> icon for your region.
5.	<p>You will see a MEDITECH “splash” screen; press <b>ENTER</b></p> <ul style="list-style-type: none"> <li>• You <b>should NOT</b> see a MEDITECH log on screen.</li> </ul> <p>Note: The system may take a slightly longer time to connect the first time you access the system.</p>

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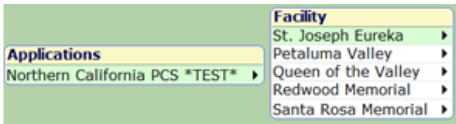
# ED Accessing MEDITECH

## Log On to MEDITECH (Page 2 of 2)

### AFTER YOU LOGON

#### Critical Points for Patient Safety, Correct Documentation, and Correct Patient Billing:

- Choose the right **region**
- Choose the right **facility**
- Choose the right **site** (when applicable)
- Choose the right **patient & visit**, searching by **location or patient account #** - not name.

<p><b>Choosing a Facility</b></p>	<p>The SJH MEDITECH system is one system which is used across all ministries. You need to choose the facility at which you are working.</p> 
<p><b>Choosing a site</b></p>	<p>After choosing the facility: Some staff may need to choose a unique “Site” (department) specifically built to support critical patient care and billing functions.</p> 