





Accessing MEDITECH

Logging into 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 MEDITECH icon. 
3.	<p>You will see a MEDITECH “splash” screen; press ENTER.</p> <p>You should NOT 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"> Double-click Internet Explorer and type storefront.stjoe.org HYPERLINK "http://storefront.stjoe.org" in the address field. (DO NOT USE www in the address field) in the address field. (DO NOT USE www in the address field) <p>OR</p> <ul style="list-style-type: none"> Click on the SJH Cloud “shortcut” on the desktop (if on a work computer). 
3.	Enter your AD username and password, click Log On .
4.	Click on the MEDITECH Standards icon for your region.
5.	You will see a MEDITECH “splash” screen; press ENTER

- You **should NOT** see a MEDITECH log on screen.

Note: The system may take a slightly longer time to connect the first time you access the system.

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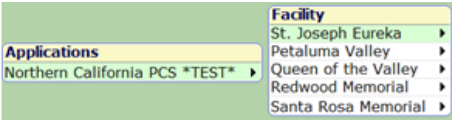
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AFTER YOU LOGON

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>Choosing a Facility</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>Choosing a site</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> 