

Order Entry

Placing Orders

1. Select Patient
2. Click on

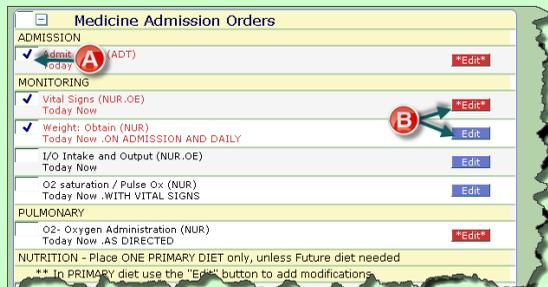
Order Sets

Order Sets are defined for services, click on the plus next to the heading to select from a list.



- IMPORTANT** Use order sets for **Blood Transfusions** and **Insulin** orders

Do not select the checkbox on a colored area – it will select ALL items



- A.** Click on the checkbox next to the order(s) you would like to submit.
- B.** ***Edit*** = mandatory fields must be completed within that order (if selected).
 = no required fields.

Order Search

- All other orders
- Medications/IV

1. Select order type

2. Search for order name

Search Tips:

Radiology orders:

- XR = X-Ray
 - CT = CT Scan
 - US =Ultrasound
 - MR = MRI
3. Locate your order, click on it

4. Click on to add it to the list
5. When you have finished selecting your order(s), click on
6. Enter your four digit PIN

Order Entry Tips

- Date fields:** T+ 2 (any number) will enter the date in 2 days.
- Directions:** you can define the specific day(s) for an order by using the first 2 letters of the day ex: MoWeFr = Mon, Wed, Fri
 - For medications, directions are **ghr**
 - For labs, directions are **gh**
- STAT medication:** change **Sch** field to **STA (stat)**

Order Management

1. Click on the order (will highlight **GREEN**)

- When placing orders, if the writing is still in green, it hasn't been finalized and it can be "undone"
- Discontinue** current orders
- Review**—to acknowledge MS orders
- Renew** orders about to expire
- Hold/Resume** (see below)

Hold/Delay Medication

HOLD Medication stops administration during the defined period of time.

1. Select medication and click on
2. Fill out Hold start Date/time and Resume Date/Time
3. Click on
4. Medication will automatically resume at the defined time. If you want to resume early, click on

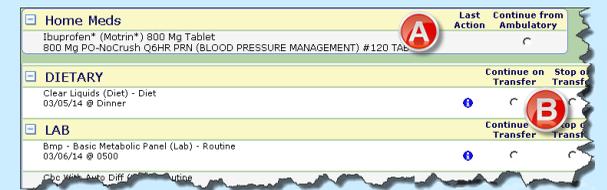
Delay postpones administration.

Place the order, "DELAY Meds for Procedure"

Transfer

When a patient is changing level of care, Medication Reconciliation needs to be completed.

1. Click on and place the **TRANSFER** order. When the bed is procured proceed with the orders reconciliation
2. Click on

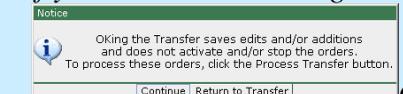


- A.** Under **Home Meds**, decide if you would like to continue any of the previously held home medications.
- B.** Under every other heading, you must choose to **Continue on Transfer** or **Stop on Transfer**

3. Add any new orders by clicking on
4. Click on

Transfer Tips

- ★ If the **Transfer** button doesn't light up, check to see what windows are open. Close back to Summary screen and try again.
- ★ If you click on and get this message,



click on **Return to Transfer**

Medication Reconciliation (con't)

Undefined Medication

Click on **Meds** and type the name that you would like to add to the At Home List (ex: BLUE PILL).

Click on **Undefined Med**

No At Home Medications

If a patient indicates they take no medications, the Med Reconciliation should reflect that.

1. No active medications can be on their Home Meds list. If there are old medications, DC all of them.

2. Click on **Meds** and select **Function**

Additional Functions
Run Interaction Checking
Set Profile to "No Medications"
Set Profile to "Unable to Obtain Meds"
Remove No Meds/Unable to Obtain Meds

3. Select the correct message



If you click on the word **Action** in the column header, the choice you select will be applied to all blank cells.

Indicates a medication "Needs attention". Click on the symbol to open up the detail

Make sure if you are adding a medication to the at home list that you change the Action to **Reported**

Discharge

Click on **Discharge**

DISCHARGE ORDERS	
* Discharge Order	A Discharge Order
PROVIDER D/C INSTRUCTIONS	
* Discharge Medications	B
Durable Medical Equipment	C Wheelchair, cane, etc.
* Patient d/c Instructions PDOC	
CARE TEAM	
Carenotes	Patient Education Material
Follow-up/Service/Equipment	
Additional Instructions	Additional information/free text

A. Discharge Order (alerts Discharge Planning) Click on **NEW** to place the order

B. Discharge Medications (Med Rec)

- Click on **EDIT**
- Home Med List
 - Cont**= "as you were"
 - Stop**: = Discontinue
 - Renew** = write a script
- Inpatient Meds
 - If you would like to write an Rx for one of the orders, click on **Convert**
- Write New Prescriptions **Meds**

C. Discharge Instructions

NEW	★ select your D/C Instruction Template
*	■ mandatory field
<input type="radio"/> Home <input type="radio"/> Skilled Nursing <input type="radio"/> Rehab (incl)	■ one choice from the list
Temp > 101F/38.3C for Chest pain Pain-more or unreli	■ Pick list, select as many as you would like
<input type="button" value="may"/> <input type="button" value="may not"/>	■ left click is positive, right click is negative
	■ free text
	■ date

D. Finalize Discharge

- Sign document
- Click on **Finalize Rx/Orders**
- Print Patient Package:

CPOE

Computerized Provider Order Entry
Changing Patient Outcomes Electronically

	Questions?	
IT	Help Desk	4477
	EMR Hotline	5601
	Pharmacy	5168
Radiology	CT	4040
	MRI	5577 or 7045
	US <i>Weekend Pager</i>	3774 642-1694
	Lab	3442
	Blood Bank	4182



Updated June, 2014

Admission

Medication Reconciliation

1. Review Allergies (in the patient header)

2. **Reconcile Meds** to review their at-home medication list

3. DC/Cancel

Click in the **Action** column and select the **Discontinue** or **Cancel**.

4. Add New Medications to the list

- Click on **Meds** to add New Medications
- Search for medication name
- Select and change the **Action** column to **Reported**
- Click on **Select** to add to the list

5. Click on **Save**
Review changes and click on **File and Refresh**

6. Hold or Continue Medications for Admission
Click in the **Action** column and choose **Hold** or **Continue** from **Amb Queue**

This process takes the place of the paper Medication Reconciliation sheet that is sent to Pharmacy