**Order Entry**

**Placing Orders**
1. Select Patient
2. Click on Orders

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

- LAB
- MEDICINE
- NEUROSURGERY
- ORTHO SURGERY
- OTHER SERVICES
- PERIOPERATIVE
- REHAB MEDICINE
- RENAL

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

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

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

**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”

**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 qhr
  - For labs, directions are qh
- **STAT medication**: change Sch field to STA (stat)

**Transfer**
When a patient is changing level of care, Medication Reconciliation needs to be completed.
1. Click on Transfer and place the TRANSFER order. When the bed is procured proceed with the orders reconciliation
2. Click on
   - Under Home Meds, decide if you would like to continue any of the previously held home medications.
   - 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 
   - 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
     - Print Intake Orders
     - 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**

**A. Discharge Order (alerts Discharge Planning)** Click on [Meds] to place the order

**B. Discharge Medications (Med Rec)**
- Click on [Meds]
  - 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

**C. Discharge Instructions**
- Click on [Meds]
  - select your D/C Instruction Template
  - mandatory field
  - one choice from the list
  - Pick list, select as many as you would like
  - left click is positive, right click is negative
  - free text
  - date

**D. Finalize Discharge**
- Sign document
- Click on
- Print Patient Package:

---

**CPOE**

**Computerized Provider Order Entry**
Changing Patient Outcomes Electronically

**Questions?**

- Help Desk 4477
- EMR Hotline 5601
- Pharmacy 5168
- CT 4040
- MRI 5577 or 7045
- US Weekend Pager 3774 642-1694
- Lab 3442
- Blood Bank 4182

---

**Admission**

**Medication Reconciliation**

1. Review Allergies (in the patient header)
   - Allergy/AdvRead: egg, shellfish

2. Reconole Mods 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

5. Click on [Save] to add to the list

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

---

Updated June, 2014