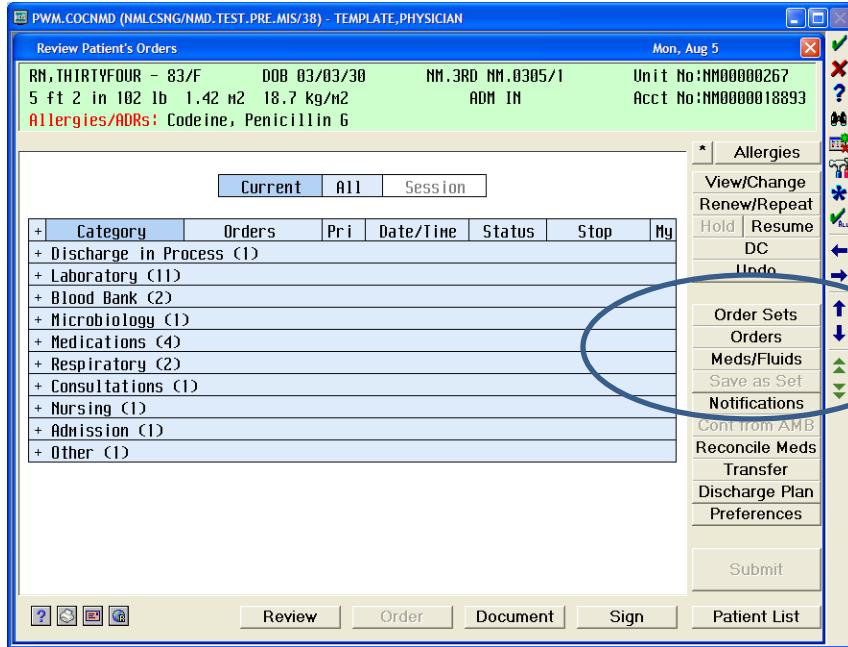


Entering Orders

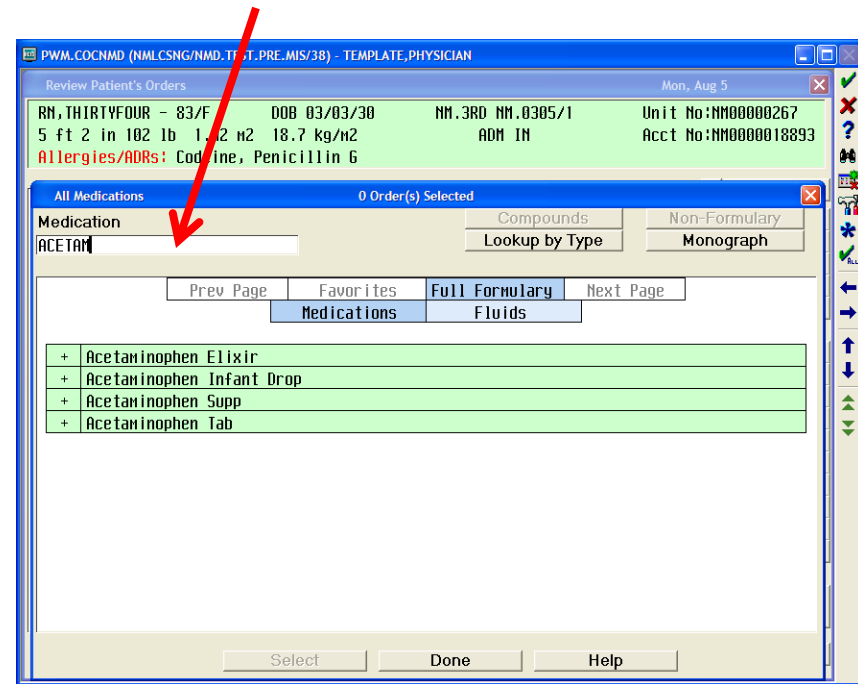
The screenshot shows a software window titled "My List of Patients (Last Updated: 10/01/13 1457)". The main area is a table with the following columns: LOCAT, NAME, RES, MEDTIME, FLU DATE, WANTS, NEW ORDERS, ROOM, AGE, DOB, SEX, Call patient, and PNEU DATE. The table is currently empty. To the right of the table is a vertical menu with buttons for: Allergies, Admin Data, Assessment, Process Int, Plan of Care, PI Loc/List, Orders, Review, and Concile Rx. Below these are buttons for E-Mail, Print Report, eMAR, Variance, References, Monitor, and Flowsheet. At the bottom of the window are buttons for More, Location, Find Patient, Manage List, Options, More, and Exit. A large blue arrow points from the bottom right towards the "Orders" button in the menu.

Select your patient on the status board then click "Orders"

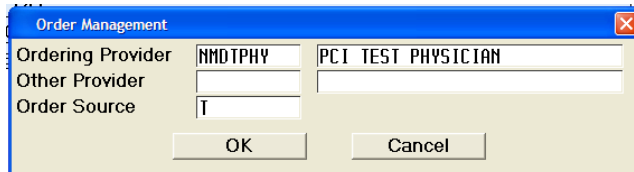
Click the appropriate option: Order Sets, Orders, or Meds/Fluids



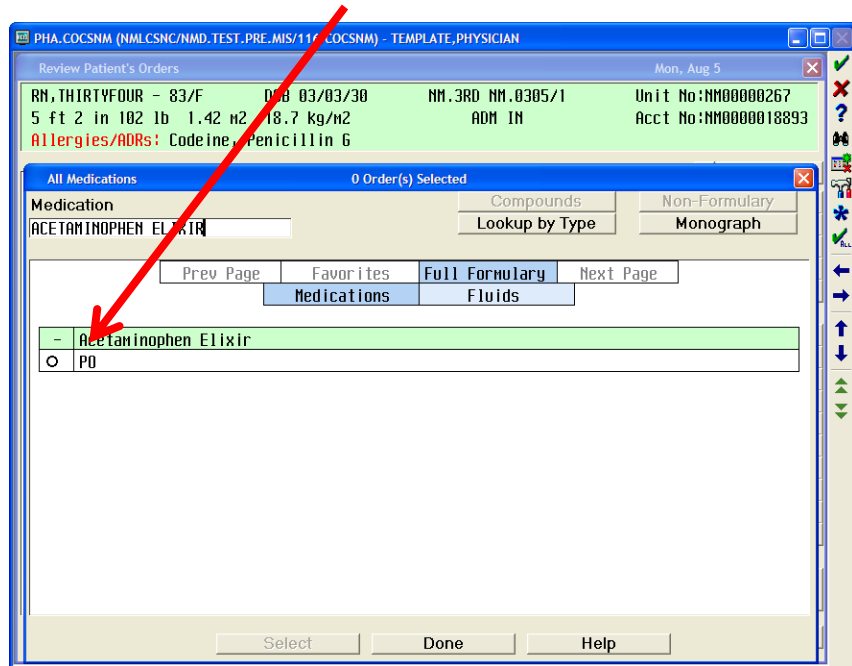
MEDS: Type the med name in the type ahead lookup; the list will narrow as you type.



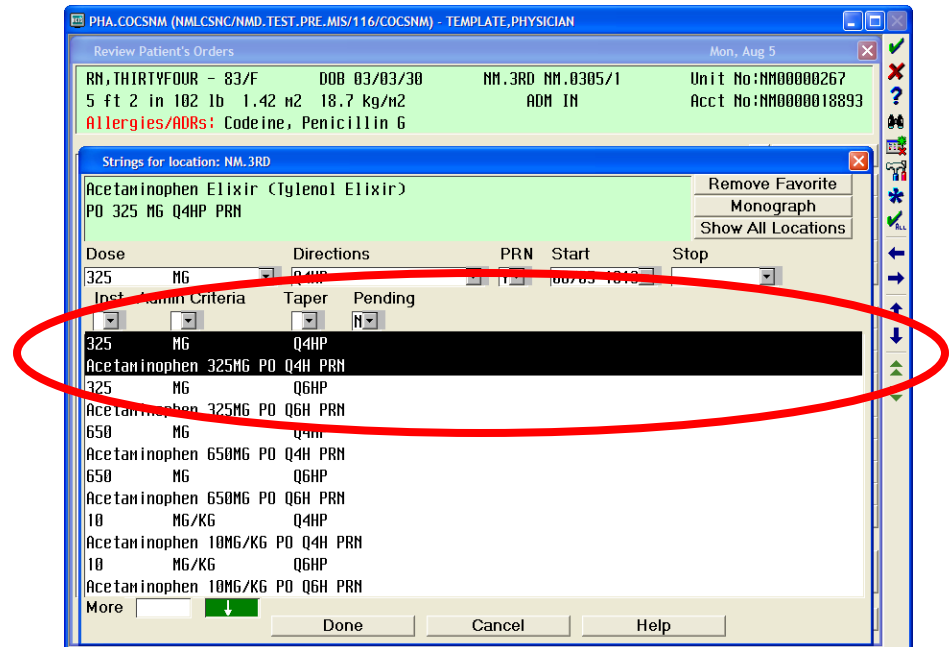
Enter the mnemonic of the Provider giving the order then the source (T for Telephone in the example above). **Be careful to select the correct Provider as these orders will be routed to them for electronic signature!**



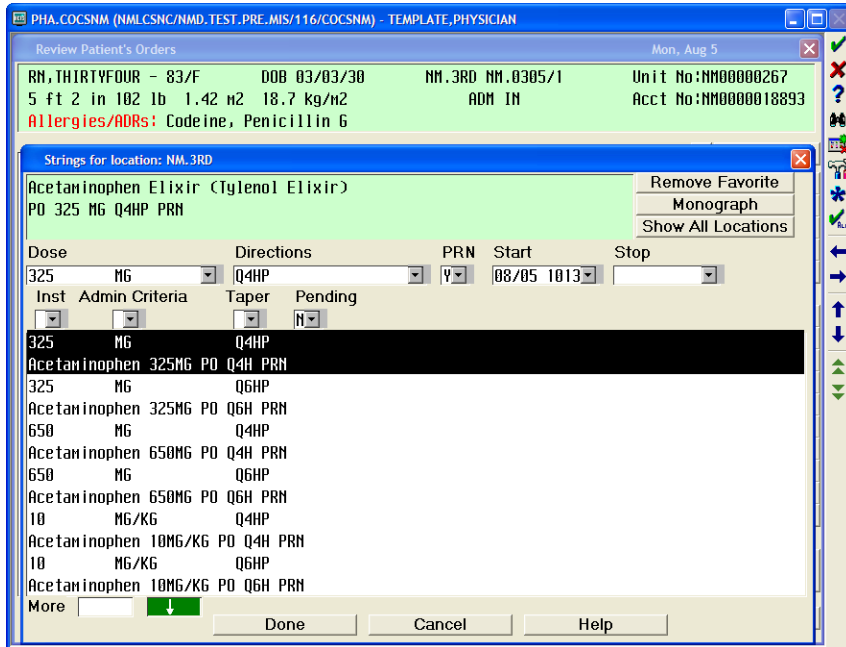
Once you have selected the med, you must select the route of administration



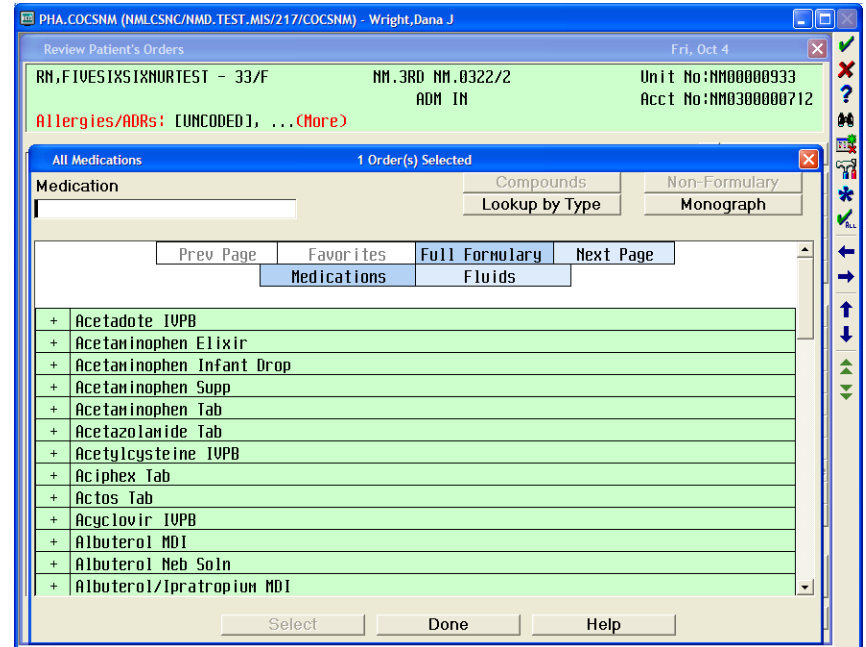
Click on the appropriate "Order String" to populate the fields (you will be able to edit fields as needed but selection of a base string is required to begin)



If you do not need to edit any values click “Done”



You will return to the medication list. Repeat the steps to add additional med orders.



You must have the Provider on the phone as you complete these steps! If warnings are presented the Provider must indicate the reason for proceeding!

Click "Submit" when you have entered all of the Orders. (You can also add orders from the other sections as well prior to submission)

You will be presented with the verification screen. If the orders are correct, click "Ok". If not, select Cancel and return to the order screen to correct any errors.

PHA.COCASN (NMLCSNC/NMD.TEST.MIS/217/COCASN) - Wright, Dana J

Review Patient's Orders Fri, Oct 4

RN, FIVESIXSIXNURTEST - 33/F NM.3RD NM.0322/2 Unit No:NM00000933
ADM IN Acct No:NM0300000712

Allergies/ADR's: [UNCODED], ... (More)

Current All Session

Category	Orders	Pri	Date/Time	Status	Stop	My
+ Discharge in Process (1)						
+ Laboratory (4)						
+ Radiology (11)						
+ Medications (1)						
- New Orders (1)						
Acetaminophen Tab (Tylenol Tab)			10/04 1420	New	11/03 1421	*
PO 325 MG Q4HP						
PRN FEVER						

Submit

Review Order Document Sign Back

OE.COCASN (NMLCSND/NMD.TEST.MIS/337/COCASN) - Wright, Dana J

Review Patient's Orders Fri, Oct 4

RN, FIVESIXSIXNURTEST - 33/F NM.3RD NM.0322/2 Unit No:NM00000933
ADM IN Acct No:NM0300000712

Allergies/ADR's: [UNCODED], ... (More)

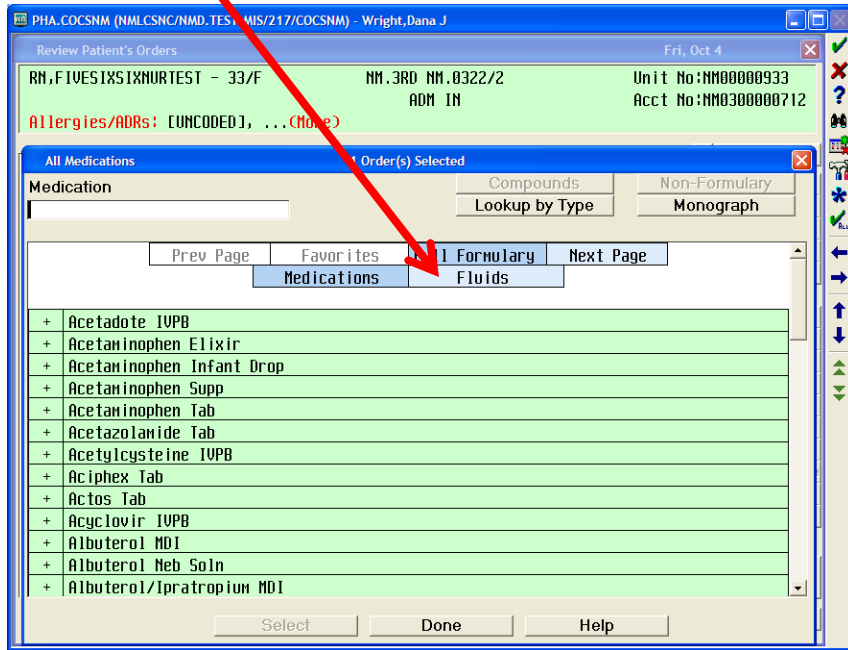
Session Summary

New Orders (1)

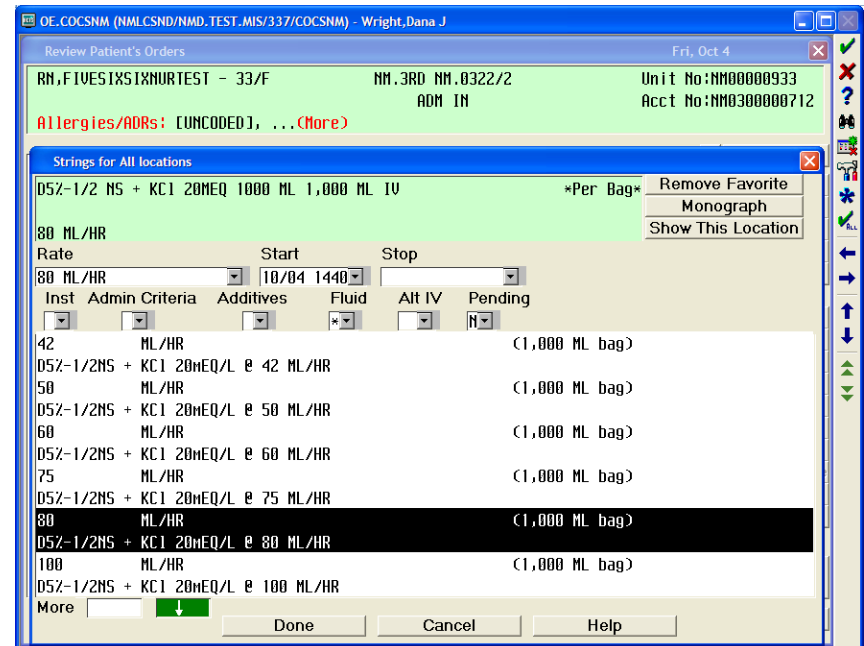
- Acetaminophen Tab (Tylenol Tab) 10/04 1420 New
PO 325 MG Q4HP
PRN FEVER

OK Cancel Help

Ordering IV Fluids is done from “Meds/Fluids” as well. Select “Fluids” from the options at the top of the ordering field



Complete the orders using the same procedure outlined above.



Labs/Procedures/RN functions/Diet etc. are all entered in similar fashion to meds. Hi-light the item you want, click “Select” then click the next item and “Select. When you’re done, click “Done”

OE.COCSNM (NMLCSND/NMD.TEST.MIS/337/COCSNM) - Wright,Dana J

Review Patient's Orders Fri, Oct 4

RN,FIVESIXSIXNURTEST - 33/F NM.3RD NM.0322/2 Unit No:NM00000933
ADM IN Acct No:NM0300000712

Allergies/ADRs: [UNCODED] (More)

Any Order Lookup

Search on: Preview/Edit Go to Favorites
Add to Favorites

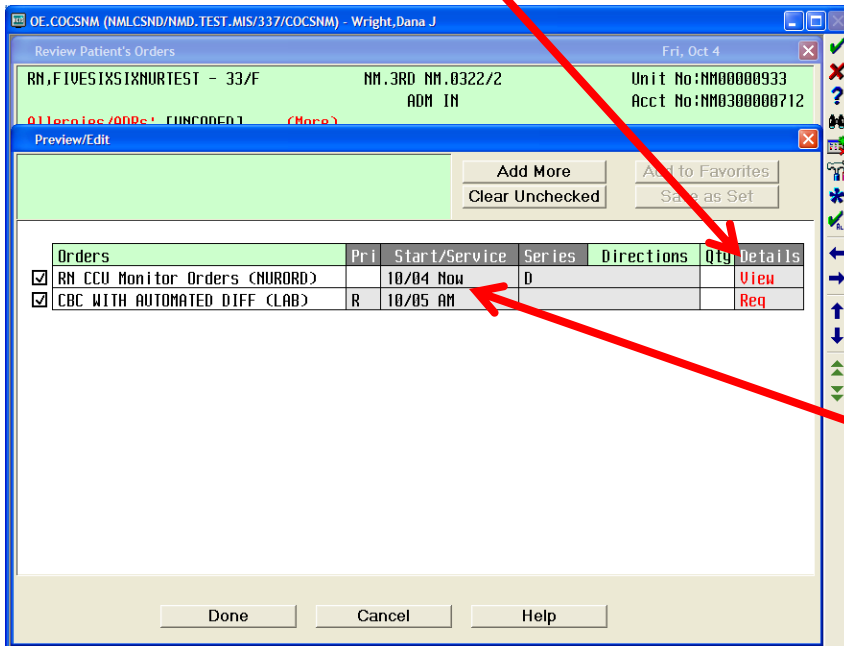
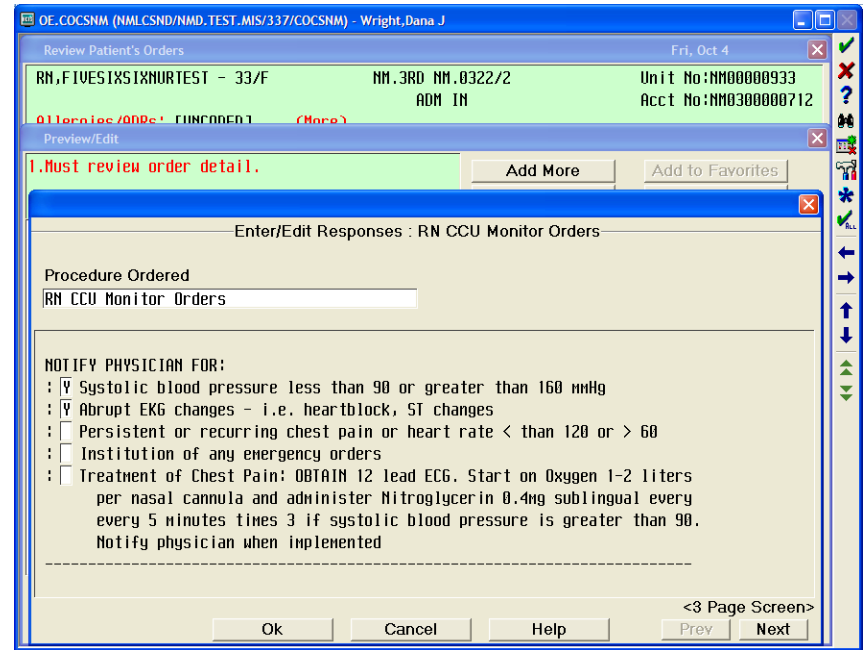
Order Description	Category
VIDEOFLUORO/MOD BA SWALLOW	RADIOLOGY
ACETYLCHOLINE RECEPTOR MODULATING	LABORATORY
24 HOUR HOLTER MONITOR	EKG
INTROP EP MONITOR	EEG LAB
RN CCU Monitor Orders	NURSING ORDERS
RN Telemetry Monitor Orders	NURSING ORDERS
MONONUCLEOSIS SCREEN	LABORATORY
CARBOXYHGB (CARBON MONOXIDE)	LABORATORY
RAD SHOULDER 3/MORE VIEWS LT	RADIOLOGY
RAD SHOULDER 3/MORE VIEWS RT	RADIOLOGY
WRIST LEFT 3 OR MORE VIEWS	RADIOLOGY
WRIST RIGHT 3 OR MORE VIEWS	RADIOLOGY
MORPHINE LEVEL	LABORATORY

More ↓

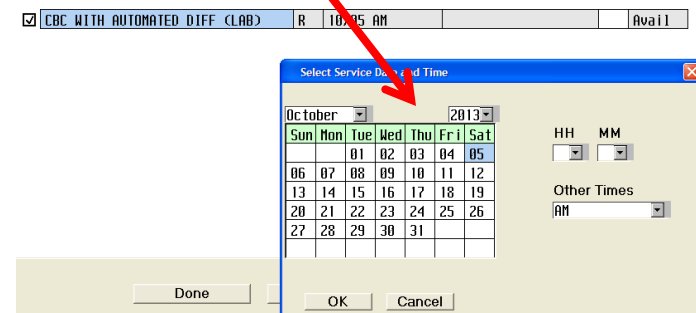
Select Done Help

Complete the required details.

Any items listed in **RED** require attention. You can click each one or click Done and cycle through them.



To change the service date and time of an order click the Start/Service box and change the appropriate items.



Order Sets use elements of the information provided in previous pages, but are initially displayed differently. Select the category to decrease the list of available options, scroll until you identify the set you need or use the type ahead lookup (not shown).

Check the box of any sets you wish to use.

The screenshot shows a window titled "OE.COCSNM (NMLCSND/NMD.LIVE.MIS.181/COCSNM) - TEMPLATE,PHYSICIAN". The window contains patient information and a list of order sets. A red arrow points to the checkbox for "Admit COMM Acquired Pneumonia".

Review Patient's Orders Thu, Sep 5

ZDICTAPHONE, TEST - 8/U DOB 05/05/05 NM.6TH Unit No:NM00531846
5 ft 2 in 68.946 Kg 1.74 m2 27.8 kg/m2 PRE IN Acct No:NM0212221004
Allergies / ODRs: No Known Allergies

All Sets 0 Sets Selected

All Sets	Anesthesia	Blood Bank
Behavioral Health	Cardiovascular	Daily Orders
Food and Nutrition	Gastrointestinal	Procedural Labs
Medications	Infants	Nephrology
Nursing Care Orders	OB / GYN	Orthopedics
Pediatrics	Pulmonary	Special Services
Urology		

- Admit Behavioral Health
- Admit Chest Pain
- Admit COMM Acquired Pneumonia
- Admit General Admission Adult
- Admit Heart Failure
- Admit Non-STEMI
- Admit Pediatric
- Admit Pediatric Asthma
- Admit Pediatric Bronchiolitis

Buttons: Go to Favorites, Process, Add to Favorites, Uncheck All, Done, Cancel, Help

Check the boxes of the items the Provider wishes to order and complete details of each as shown previously.

The screenshot shows a window titled "Review Patient's Orders" for patient "RN,FIVESIXSIXNURTEST - 33/F". The patient's unit and account numbers are displayed as "Unit No:NM00000933" and "Acct No:NM0300000712". The interface includes a "Process Order set details" section with navigation buttons for "Previous Set", "Next Set", "Previous Page", "Page 1 of 1", and "Next Page". Action buttons include "Add More", "Clear Unchecked", "Edit Multiple", and "Save As Set". A list of lab orders is shown, each with a checkbox and a date of "10/04 N". The orders are categorized into "Lab (0/10)", "Blood Bank (0/3)", and "Respiratory (0/3)".

Category	Item	Date	Status
Lab (0/10)	<input type="checkbox"/> + CBC WITH AUTOMATED DIFF	10/04 N	Unchecked
	<input type="checkbox"/> + COMP METABOLIC PANEL	10/04 N	Unchecked
	<input type="checkbox"/> + PROTHROMBIN TIME WITH INR	10/04 N	Unchecked
	<input type="checkbox"/> + APTT	10/04 N	Unchecked
	<input type="checkbox"/> + MAGNESIUM	10/04 N	Unchecked
	<input type="checkbox"/> + PHOSPHOROUS (P04)	10/04 N	Unchecked
	<input type="checkbox"/> + UA W/MICROSCOP REFLEX CULTURE	10/04 N	Unchecked
	<input type="checkbox"/> + CULTURE BLOOD	10/04 N	Unchecked
	<input type="checkbox"/> + RAD CHEST ONE VIEW	10/04 N	Unchecked
	<input type="checkbox"/> + RAD CHEST PA/AP LATERAL	10/04 N	Unchecked
Blood Bank (0/3)	<input type="checkbox"/> + TYPE AND SCREEN	10/04 N	Unchecked
	<input type="checkbox"/> + RBC LEUKOREduced ORDER	10/04 N	Unchecked
	<input type="checkbox"/> + PLATELET PHERESIS ORDER	10/04 N	Unchecked
Respiratory (0/3)			

Validate and submit as outlined previously.

OE.COCSNM (NMLCSND/NMD.TEST.MIS/337/COCSNM) - Wright,Dana J

Review Patient's Orders Fri, Oct 4

RN,FIVESIXSIXNURTEST - 33/F NM.3RD NM.0322/2 Unit No:NM00000933
ADM IN Acct No:NM030000712

Allergies/ADRs: [UNCODED], ... (More)

Current All Session

-	Category	Orders	Pri	Date/Time	Status	Stop	My
+ Discharge in Process (1)							
+ Laboratory (4)							
+ Radiology (11)							
+ Medications (2)							
- New Orders (6)							
	RN CCU Monitor Orders (NURORD)			10/04 N	New		*
			D				
	CBC WITH AUTOMATED DIFF (LAB)			10/06 AM	New		*
	D5½-1/2 NS + KC1 20MEQ 100... 1,000 ML			10/04 1440	New	11/03 1441	*
	IV 80 ML/HR						
	APTT (LAB)		Timed	10/04 N	New		*
	RESPIRATORY THERAPY (RFS)			10/04 N	New		*
	Diet Orders (FNS)			10/04 Dinne	New		*

* Allergies

View/Change

Renew/Repeat

Hold Resume

DC

Undo

Order Sets

Orders

Meds/Fluids

Save as Set

Notifications

Cont from AMB

Reconcile Meds

Transfer/Receive

Discharge Plan

Preferences

Submit

Review Order Document Sign Back

Order Sources

4/1/15

Our order sources have been revised and consolidated. Please review and be prepared to use them accordingly. If you have any questions about the order source you need to use for a specific task, please ask your Team Leader.

<u>Initials</u>	<u>Description</u>	<u>Examples and Descriptions for use</u>
Z	Dept Charges, Evaluate and Treat, Procedural Standards	SDC charges, Radiology department charges, Pharmacy tray stocking charges. To pre-admit a newborn for inpatient moms; Special Services for additional materials/orders related to an already ordered test. Nursing orders: WOCN consult generated from admit history, Case mgt consult when patient informs RN of needing assistance at home/possible abuse etc. Orders needed for follow-up after an MD has already ordered the string in POM (example: an H&H after blood is transfused). Repeat PTT with Heparin Nomogram. WOCN, PT, OT, Nutrition . . . - for use when the provider has already ordered a discipline to evaluate and treat; PICC Orders

T	Telephone	Any telephone order
V	Verbal Order	Any verbal order (remember this should be rarely used in urgent/emergent events)
W	Written	Any orders still written on paper
P	Protocol, Standing Orders	Vaccine Protocol, Saline Flush Protocol, Hypoglycemia Protocol Currently approved standing orders. Examples include but are not limited to the RRT Standing Orders, Newborn Standing Orders, SCD, VTE risk assessment

