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Providers Course 1 Participant Guide Computerized Provider Order Entry (CPOE)

Carolinas HealthCare System

CANOPY
ELECTRONIC MEDICAL RECORDS

Revised June 2012

Table of Contents

1. PowerOrders

Icon and Buttons

ICON	Description
🔍	**Search.** Click to search for an order within the order catalog window.
Sign	**Sign** – Signs the order so it can be processed.
🔄 11 minutes ago	**As Of (or Refresh)** – "As Of …" indicates the last time the data on display was refreshed or updated. Click this button to perform a manual refresh.
Exit	**Exit** – Closes the application
+	**Add Order.** Click to add an order. The Add Order window is displayed. This may be replaced by the unified Add button Add, which allows you to Add Orders, Care sets, and Plans.
☀	**Add Allergy**. Click to add an allergy. The Add Allergy/Adverse Effect window is displayed.
⊞ ⊟	**Expand and Collapse** (Clinical Category). A plus sign indicates that the item (clinical category) can be expanded. The minus sign means that the item is expanded and can be collapsed. Click either symbol to toggle between views.
⏫ ⏬	**Expand and Collapse** (Details Pane). Click the up arrow to reveal order details for the item you have selected. Click the down arrow to collapse the pane.
☑ ☐	**Active and Inactive Orders.** A check mark indicates that the order is currently active. To inactivate an order, click the check mark to remove it. This action may cause a dialog box to be displayed requiring a reason for discontinuing the order. Orders that are in a final status, such as Completed or Discontinued, do not display check marks because they are no longer active.
⊗	**Order Details Not Complete:** Indicates that there are required order details that have not been completed for the orderable.
📌 📋	**Comment Indicators.** The icon of a pushpin on a yellow note means that an order comment was entered for the order described on the same line. To view the comment, right-click the order and select Comments. In PowerOrders, order comments (if any) are also displayed on the profile.
💊	**Dose Calculator.** Launches the dose calculator.
☀	**Free Text Allergy.** Indicates that an allergy was entered as free text rather than selected from the database. This means that no system checks for drug or food interactions will be done on the allergy described on the same line.

ICON	Description
	Nurse Review. This icon indicates that nurse review is required**.**
	Prescription Order. Denotes that this order is a prescription**.**
	Ambulatory Order. Denotes that this order is an ambulatory order.
	Pending Complete: This icon means that the order has reached its stop date and time. One-time orders display an order status of Ordered in the Status column. They can be completed or canceled but not modified. Continuing orders display a status of Pending Complete and can still be modified.
	Phase (Planned Pending). Indicates a phase in a plan. The white Phase icon indicates that it has not been initiated**.**
	Phase (Initiated). Indicates a phase in a plan. The yellow Phase icon indicates that it has been initiated**.**
	Phase (Completed). Phase (Initiated). Indicates a phase in a plan. The gray Phase icon indicates that it has been completed.
	Physician Cosign. This icon indicates that physician cosign is required for the order.
	Physician Cosign Refusal. This icon indicates that the physician has refused to cosign the order.
	Order. Click to open the (clinical category) Order Details window and place your order.
	Plan. Indicates a plan has been ordered for the patient**.**
	Reference Text. This icon indicates that reference text is associated.
	Renew Indicator - Hard Stop Policy. A red hourglass with a lock signifies a hard stop, meaning the order will be stopped when its expiration time is reached. A user must intervene to continue this order.
	Renew Indicator - Soft Stop Policy. A yellow hourglass is displayed for an orderable defined with a soft stop associated with it, meaning that it is recommended that the order be discontinued when the stop time is reached, but the system will not automatically stop the order.
	Rx Verify Indicator. The Rx prescription icon means that the order is subject to pharmacy review and has not yet been reviewed by a pharmacist.
	Checking for Incomplete Order Details. The system is checking to see if any required details are missing. Once it is finished checking, it will update it with the **Order Details Not Complete** icon if any are missing.
	Rx Refusal Indicator. Indicates that a pharmacist has rejected the order.
	Sliding Scale. Opens the Sliding Scale dialog box
	Proposal Order. Denotes that this order is a proposal order.

Order Actions & Status

Order Actions – Meaning

- **Modify** – detail(s) required changing but the order is correct
- **Complete** – the order has been carried out to its conclusion.
- **Cancel/DC** – order is in a status that is able to be cancelled and the user desires this order to not occur
- **Cancel/Reorder** – order is in a status that is able to be cancelled and the user desires to cancel this existing order and place the same order again.
- **Delete** - order was placed on the wrong patient or the order was placed in error

Common Order Statuses

- **Order** – The order has been entered but not yet signed.
- **Processing** – The order has been entered and signed, but the screen has not yet been refreshed.
- **Ordered** – The order has been entered and signed and the screen refreshed.
- **Proposal** – The order has been proposed to a provider, but the provider has not signed the order.
- **Pending Complete** – Future instances of an initial order are still active pending task completion or resulting, or the stop date/time has not yet occurred.
- **Completed** – The order has been carried out to its conclusion.
- **Discontinued** – The order is no longer active because it was discontinued after the scheduled start date/time and at least one occurrence.
- **Canceled** – The order is no longer active because it was canceled before the scheduled start date/time and before any instances occurred.

Radiology Order Statuses

- **Ordered** – The order has been entered and signed and the screen refreshed.
- **Ordered (Exam Ordered)** – The order has been entered by Radiology through another system (such as Imagecast).
- **Pending Complete (Exam Completed)** – A preliminary Radiology exam has been performed and a Preliminary Report is available for review. Order cannot be modified.
- **Completed** – The order has been carried out to its conclusion.
- **Voided Order (Deleted)** – A Radiology exam was completed in the radiology system (i.e., Imagecast), but the order entered was incorrect. To correct this, the order is "voided" by the Radiology department and a new order for the actual exam performed is created in Imagecast.

Lab Order Statuses

- **Ordered (Dispatched)** – The order has been entered and signed and the screen has been refreshed.
- **Ordered (In-Lab)** – The Lab has received the order. Order cannot be modified.
  - **Blood Bank/Transfused Products**: An **Ordered (In-Lab)** status indicates the blood has been allocated and is ready for pick.
- **Ordered (Preliminary)** – Preliminary or partial results have been issued.
- **Completed -** The order has been carried out to its conclusion.
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CANOPY
ELECTRONIC MEDICAL RECORDS

Green Canopy Leaf Log In Icon

■ Click on the Green Canopy PowerChart Leaf found on the desktop to log into PowerChart. The Canopy leaf is a single sign in. The WebApps Icon should no longer to be used when logging into PowerChart.
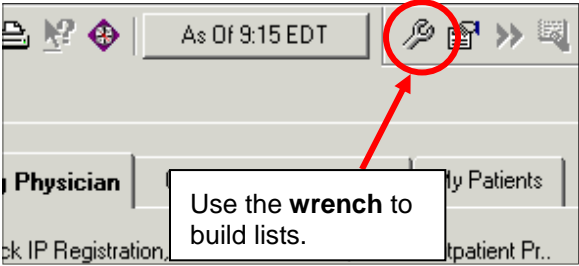
Canopy - PowerChart

■

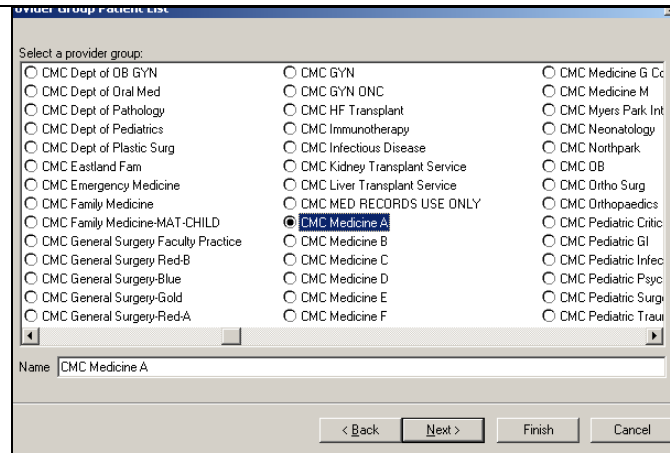■ You should no longer need to use the WebApps Icon when logging into PowerChart.

Building a Group or Patient List

Surgeons and Anesthesiologist-Pre-Op Group or Patient List Build

■ Patients that are scheduled for future surgeries can be located on a Visit Relationship Patient List with Admitting and Attending Relationships that contain the POP, PSD, and PSP patient types. Once these patients are on your list, you may plan your orders and create precompleted notes in advance of their surgeries.

■ For assistance in setting this up, please contact the Physician Access Team at 704-446-6161 option 5 and they will be glad to assist.

1.	Once in PowerChart, the click on the patient list tab. The list will appear gray if you have not yet created a list.	**Group List:** Displays bedded patients based on the provider group or service you select.
2.	**BUILD A PROVIDER GROUP or PATIENT LIST** From the organizer, click on the wrench icon (pictured under **Patient List Tools**) Click on **New** then **Provider Group or Visiting Relationship (for Patient List)**	Use the **wrench** to build lists.

3.	Select the **Group.** Scroll to the name of the group you wish to build. Click on the Group name then click on **Next.**	
4.	Select the **Patient Status** you want to use. The standard is **Not Discharged.** Select the **Patient Type** you want to use. Select IP and OBS (See screen print to the right) Click the **Finish** button.	
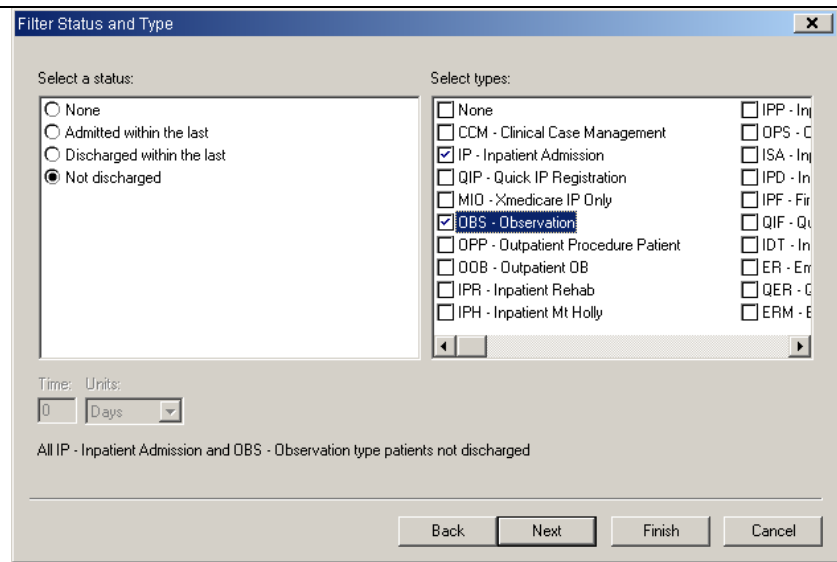
Selecting the Correct Encounter

■ Selecting the correct encounter is very important to ensure document is correctly "filed". For example, if Pre-Op H&P is completed on an ambulatory office encounter, it will not file correctly for the surgical encounter and will have to be redone on the day of surgery.

■ The patient may have multiple encounters in the same day, so it is important to choose the encounter associated with the visit. Be sure to look at the encounter type as well as the date.

Patient Search

Name:	MRN/IDX Corp#/STAR MRN	Deceased	Org MRN (Chart #)	Gender	DOB	Age
PAXAcute, Eleven	0000106011			Male	11/10/1958	53 Years

Name: paxacute, el
MRN/IDX Corp#/STAR MR:
SSN:
DOB: **/**/****
Gender:
Account/Appt#:
Org MRN (Chart #):

[Search] [Reset]

Facility	Adm/Appt D/T	Disch Date	Enc Type	Attd Provider	Admitting Provider
CMC	1/7/2012 09:37		OP - Outpatient	TESTEV, PROVIDERIP EV	
CMC	1/6/2012 09:37		IP - Inpatient Admission	TESTEV, PROVIDERIP EV	TESTEV, PROVIDERIP EV

OPP vs. OBS

■ When is the status OPP vs. OBS?
  • If a patient starts out in ED goes to OR and gets admitted status should be OBS
  • If a patient starts out as OPS, prescheduled and gets admitted the admit status should be OPP, even if the patient stays overnight and goes home the next day, if no complications.

Exception: OPP comes in for surgery, plans were to go home, but in PACU, patient develops hypoxia & needs CPAP or further monitoring due to a complication.

  • It is physician's discretion, based on the assessment (severity of illness, intensity of service) & medical judgment whether he/she should make the pt an OBS or IP status. If he/she thinks the complication will resolve & likely will discharge the next day, probably should be OBS. If more critical, then should be IP.
  • As always, documentation should be present in the medical record to support the findings.

Orders Profile

■ The **Navigator** comprises the left side portion of the screen, and contains a list of clinical categories under which the orders are organized.
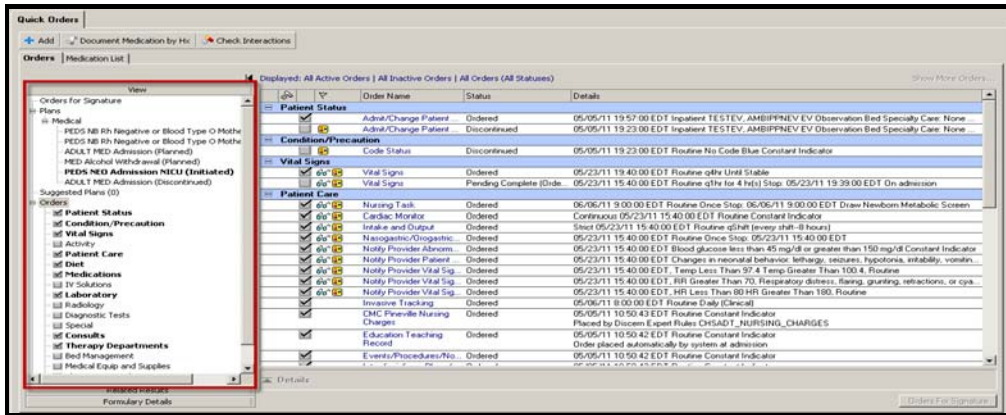
- Any clinical category on the navigator that appears in bold type with a checked box beside it is displayed on the Orders Profile, along with the corresponding orders. Only clinical categories containing orders will be displayed.

- The **Orders Profile**, which is the right side portion of the screen, is where the orders and associated order details are displayed and organized under the appropriate **clinical category**. Clinical categories appear in a **light blue** banner, and the Orders appear beneath them, in **white**.
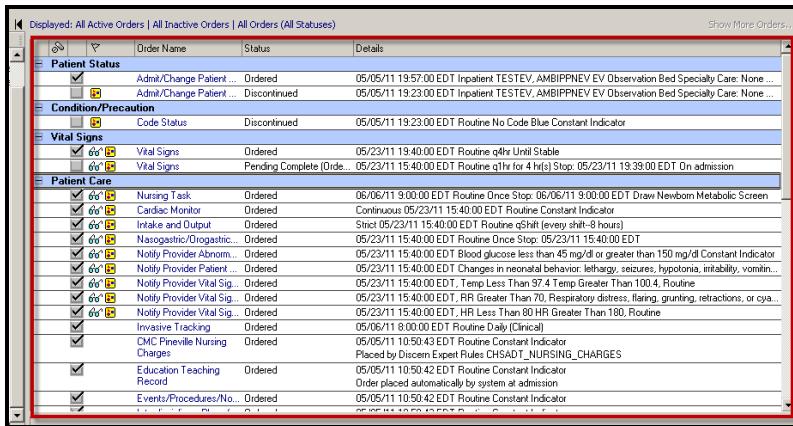
- Information appearing on the Orders Profile includes:

  • Clinical category (i.e., Diet, Radiology, Patient Care)

  • Order name

  • Order status (i.e., Ordered, Ordered (Dispatched), Canceled, Completed, etc.)

  • Order details (i.e., start date/time, frequency, duration, etc.)

  • Order comments (i.e., additional instructions regarding the patient order)

  • Special Instructions (free text to add specificity not outlined in the order details fields)

- Clicking on the name of the clinical category in the Navigator will scroll the Orders Profile directly to that category.
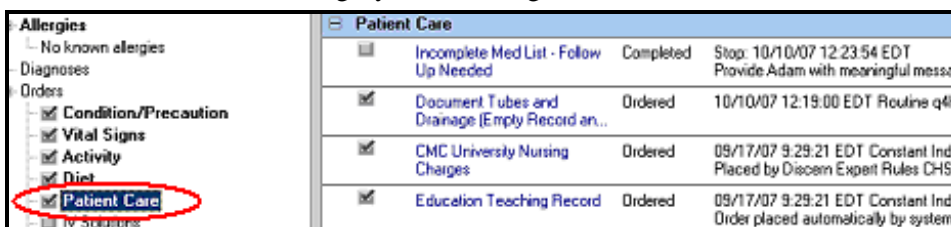
- The **Display** field, located above the Orders Profile, is used to filter the types of orders that are displayed on the profile. The standard setting is "All Orders (All orders, 5 days back), but other options are available if desired. Click on the description of what is showing to bring up the window to change the filter.

  - Displayed: All Active Orders | All Inactive Orders | All Orders 5 Days Back

Order Entry

Selecting Orders

- 1. On the PowerOrders tab, click the **Add** button. ➕ Add ▾
- 2. The field to the right shows what type of order you are placing. Most of the time you will not need to change this field.
  - **Acute Care Facility** – order used while the patient is in the hospital
  - **Discharge Meds as RX** – a prescription give to the patient when they leave.
  - **Document Medication by HX** – document historical medications the patient is taking at home.

  -
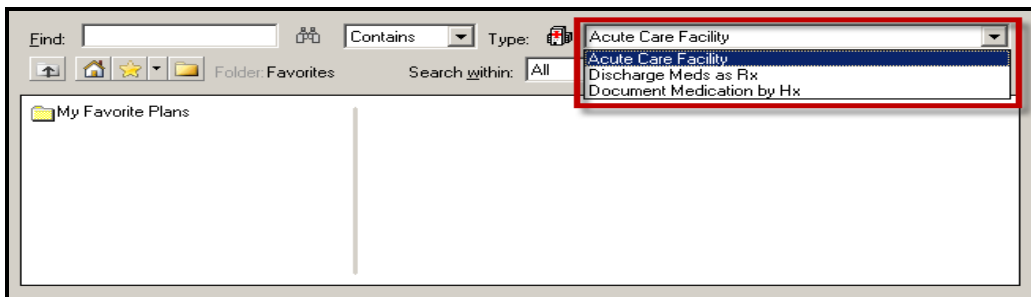
- 3. In the **Find** field of the **Add Order** window, type in the **name** (or the first few letters) of the orderable, then click the **binoculars.**

  -
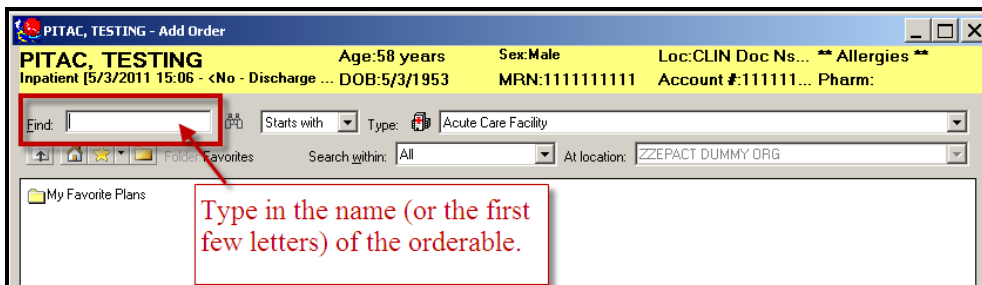
- 4. Highlight the appropriate **order** (hover over it with the mouse pointer until it turns **blue** and **underlined**), then click *once* to select. The order has been added to the order scratchpad when it turns bold and blue.
- 5. Multiple orders can be selected prior to proceeding to the order details by searching for and clicking once on each orderable. Once all of the desired orders have been selected, click Done to proceed to the order details.
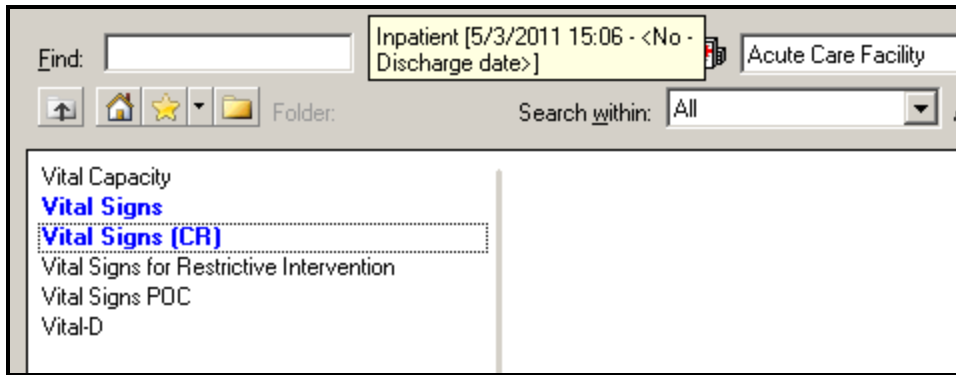
■ If after clicking [**Done**] the order details screen does not appear or disappear after each detail is selected, *right click* on the order and verify that **Enable Edit on the Line Mode** does <u>not</u> have a check beside it. If it is checked, click to uncheck it.
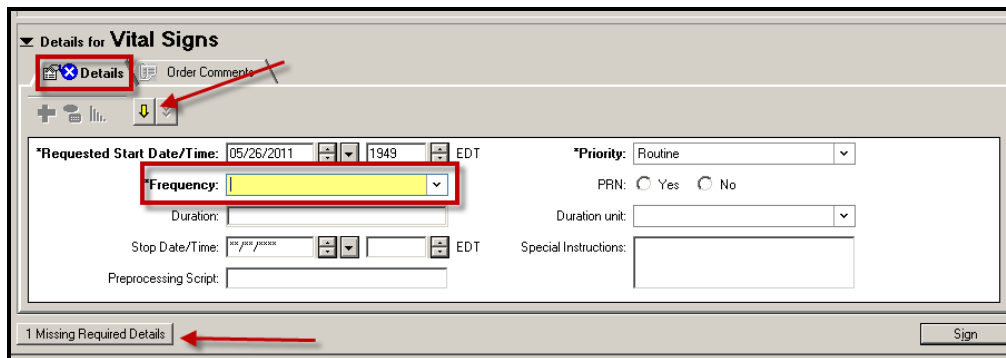
Entering the Order Details

■ Once an order is selected, the **Details** screen displays at the bottom of the Orders Profile to allow specific details and information about the order to be entered.

  ▪ In some instances, a detail value will auto-populate with a predetermined value. Review the defaulted values and make changes if necessary.

  ▪ On Radiology orders, the Mode of Transportation will default in based on what the nurse has documented in the Transport Mode form**.**

■ Order Details are designated as either **required** or **optional**.

  ▪ **Required** order details are noted in **bold** type and highlighted **yellow**, and must be addressed before the order can be processed.

  ▪ **Optional** order details are those which are helpful but not required.

■ Highlight each **detail** and enter the appropriate detail value by selecting it from the list or by typing it in as free-text.
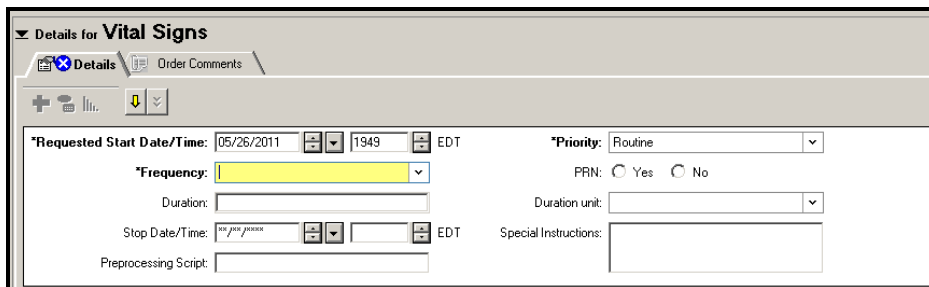
■ **Note**--Typing **t** in the date field and **n** in the time field will enter the current date and time.

■ **Note**--When entering Lab orders for cultures or urinalysis, make sure to specify the site and other clinical details (i.e., clean catch, voided, indwelling catheter) in the **Special Instructions** field of the order details.

■ If a detail is empty and it is mandatory a blue circle icon will appear next to the order on the Orders for Signature window. The order detail is also highlighted **yellow**. (E.g. Reason for exam)

- The ![1 Missing Required Details] button, which appears below the order details screen, indicates how many required details are missing. Click this button or ![arrows] to go directly to each missing required detail.

- The exception to this is if the field has radio buttons, then it will NOT be highlighted in yellow. The label will be bolded with an * in front of it.

Nursing Communication: Advancing Diet Order

- Advancing Diet order is a nursing communication order:
  - It is not an actual diet order and displays under the Patient Care clinical category on the orders profile
  - Start diet and goal diet fields are entered by the ordering provider and the RN will implement accordingly

Placing a Tapering Dose medication order

- 1. From the PowerOrders tab, select the ADD+ button. Search for the desired drug in the Find window.

- 2. From the list of available order sentences, select any of the the pre-built sentences so that the appropriate Drug Form will automatically default into the order.   NOTE: Do not select the NONE option. Then select the OK button.

CANOPY
ELECTRONIC MEDICAL RECORDS

Select any of the order sentences so that an appropriate Drug Form will default in the order. Do not select the NONE option.

■   3. When the order details window appears, select the Tapering Dose Icon

■   4. The Taper window will open, and the previously selected order sentence will appear as the START Dose. The Taper Details section will display with several blank fields:

■ 5. Complete each of the fields in the Taper Details section. Then click on the Calculate Steps button. NOTE: When designating how often to reduce a dose in the EVERY field, utilizing a DOSES measure will create a more accurate calculation than using a DAYS measure, since the system may calculate on a 24 hour basis rather than a midnight to midnight basis.

■ 6. The system will then create a Planned Regimen utilizing the parameters entered in the Taper Details:

- 7. You may edit any of the lines in the Planned Regimen section by highlighting it and then modifying the desired fields. In the example below, the first row of the Planned Regimen was changed from 40 mg ORAL Daily for 1 dose, to 20 mg ORAL BID (2 times a day) for 2 doses. You do not need to click the Calculate Steps button again.

■ 8. You may add extra rows to the regimen by clicking on the PLUS sign on the last row. Alternatively, if you click on the MINUS sign, it will remove the last row of the regimen.

Unit	Route	Frequency	Start	Last Dose	Doses	
mg	ORAL	BID (2 times a day)	9/7/2011 1:31 PM America/New_York	9/7/2011 9:00 PM America/New_York	2 Dose(s)	
mg	ORAL	Daily	9/8/2011 9:00 AM America/New_York	9/8/2011 9:00 AM America/New_York	1 Dose(s)	
mg	ORAL	Daily	9/9/2011 9:00 AM America/New_York	9/9/2011 9:00 AM America/New_York	1 Dose(s)	
mg	ORAL	Daily	9/10/2011 9:00 AM America/New_York	9/10/2011 9:00 AM America/New_York	1 Dose(s)	
mg	ORAL	Daily	9/11/2011 9:00 AM America/New_York	9/13/2011 9:00 AM America/New_York	3 Dose(s)	⊞ ⊟

■ 9. After you have made all of the edits to the regimen and are satisfied with the order, click on the SIGN button at the bottom of the screen.

■ 10. The new Taper order will display in the ORDERS tab, along with the TAPER icon. You may click on the plus sign beside the order to see the underlying order sentences.

■ ***NOTE:** At Discharge, the tapering dose schedule has to be entered in **Special Instruction**.

Order Entry Updates

- **Echo Cardiogram and Stress Test Orders-Addition of Reading Provider Field**

  Reading Provider: [   ]

-

- **NM Cardiac Study Orders-Addition of Lexiscan**

  *Select Drug or Exercise Type -: [   ] ▾
  Adenosine
  Cardiolite
  Dipyrdomole
  Dobutamine
  Lexiscan
  Other (Please Specify in Instructions)
  Persantine
  Thallium

  Ordering Provider Instructions:
  *Cardiac Enzymes Pending?:

- **Changing Attending Physician Order Process**
  - If the Attending physician needs to be changed, place **Change Attending MD** order. Add the new attending in the **Change Attending MD to**: field

    ▾ Details for **Change Attending MD**

    Details   Order Comments   Diagnosis

    *Requested Start Date/Time: 01/05/2012 ▲▾ 1322 ▲▾ EST
    Priority: Routine ▾
    *Change Attending MD to:: [   ] 🔍
    Requestors Name and Ext:: [   ]
    Special Instructions: [

- **Admit/Change Patient Status Order**
  - There should only be one active Admit/Change Patient Status order at a time
  - Previous orders should be discontinued when a new one is entered
- **Ordering Advancing Diet**
  - When ordering "Advance Diet" include the instruction for advancing the diet in the **Special Instructions** field.
  - There can only be two diet orders placed on a patient, however; of those orders have to be for a future date.

Verbal vs. Telephone Orders Process

Verbal orders

- Verbal orders are appropriate in very limited situations: Physicians is scrubbed in surgery, emergent code situations.

Telephone orders
- Nursing may assist in placing telephone orders when a physician does not have access to a computer. Physicians will be expected to stay on the phone with the nurse to address all alerts, decision support and order details until the order is active in the system. Failure to do so could result in multiple calls back to the physician.

Standing Orders and Protocols

Standing Orders
- A standing order is an institutional order and is placed and carried out for all patients who meet the ordering criteria. The standing order is placed and carried out without a specific physician order to do so and only requires a physician co-signature if this signature is required by regulation or reimbursement.

Protocols
- A protocol order is an order that is placed and carried out as part of a protocol that has been ordered by a physician. The physician must place an order for the protocol but each individual order that is part of the protocol does not require an additional physician order.

Process
- RN will implement paper standing orders per the criteria provided
- Orders will be entered by nursing as they are today
- Communication type of "CPOE Standing Order will be used"

Currently there are two standing orders that are built as PowerPlans:
- PEDS NB Standing Late Preterm Newborn Care 34 to 36.6 Weeks
- PEDS NB Standing Normal Newborn Care 37 Weeks Plus

Process
- RN will implement protocols on paper as ordered electronically by physician
- RNs will modify PowerPlan protocols as listed on handout per parameters within protocol

*Note: Use of Canopy EMR does not replace need for verbal communication between physician and clinician. For example, if a stat order for a patient is entered; appropriate process would be to notify the nurse verbally to take action on the order.

Laboratory Order Details

- A Nurse Collect field will be visible on Laboratory orders.
  - This field can be left alone. The system will automatically manage it.
  - Non-blood labs, Microbiology, and Blood Bank orders will be set to Yes. This will cause a requisition to print on the floor and in the Blood Bank with the order details.

- Labels will not be printed because these must be hand labeled..
- When entering Lab orders for cultures or urinalysis, make sure to specify the site and other clinical details (i.e., clean catch, voided, indwelling catheter) in the **Special Instructions** field of the order details. .
- **Lab Order Process-QAM**
  - Lab orders with a QAM frequency has a 6am time stamp. Actual draw time may vary depending on the facility. QAM labs orders placed after 0600 will begin the next day. For Qam lab orders, do not change the **Requested Start date/time.**

- **Lab Order Process – QAM or Once In AM Rule**
  - When a provider selects a prebuilt sentence containing the details "qam" or "once in am" and attempts to change the "start date/time" on the scratchpad, an order entry alert window will appear:
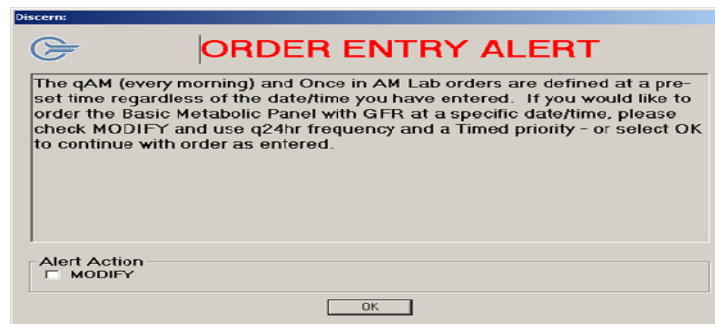
  - Selecting "modify" and "ok," will allow the provider to return to the scratchpad to enter the following information into the required fields: q24hr in frequency field, timed in priority field, specific date and time in the designated field.

  - Each order will generate a separate order entry alert, unless the above details are altered on the scratchpad for every order. For example, if 4 tests are entered incorrectly, 4 alerts listing each test individually will appear to provide the option to modify order details. Providers can eliminate subsequent alerts by correcting ALL orders on the first return to the scratchpad.

  - Note: The order entry alert is a "soft" stop. The provider can bypass this screen by leaving the "modify" option deselected and selecting "ok"

- **Lab Order Process-Routine/Timed**
  - A priority of **Timed** orders should be used when a lab should be drawn at a specific time due to a clinical treatment. The **Requested Start date/time** should be updated with the appropriate date/time (excludes QAM orders).
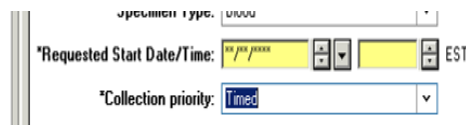
  - A priority of **Routine** should be used when a lab should be drawn at a future time. The **Requested Start date/time** should be updated with the appropiate date/time(excludes QAM orders).

- ***Note:** Do not enter date/time in **Special Instruction**. This information does not print on the lab requistion.

- **Ordering Process: ABG Request**
  - When placing an ABG Request, please specify oxygen status in the **Special Instructions** field: Room Air, Oxygen Settings, BiPAP/CPAP settings, or Ventilator settings **if needed**:
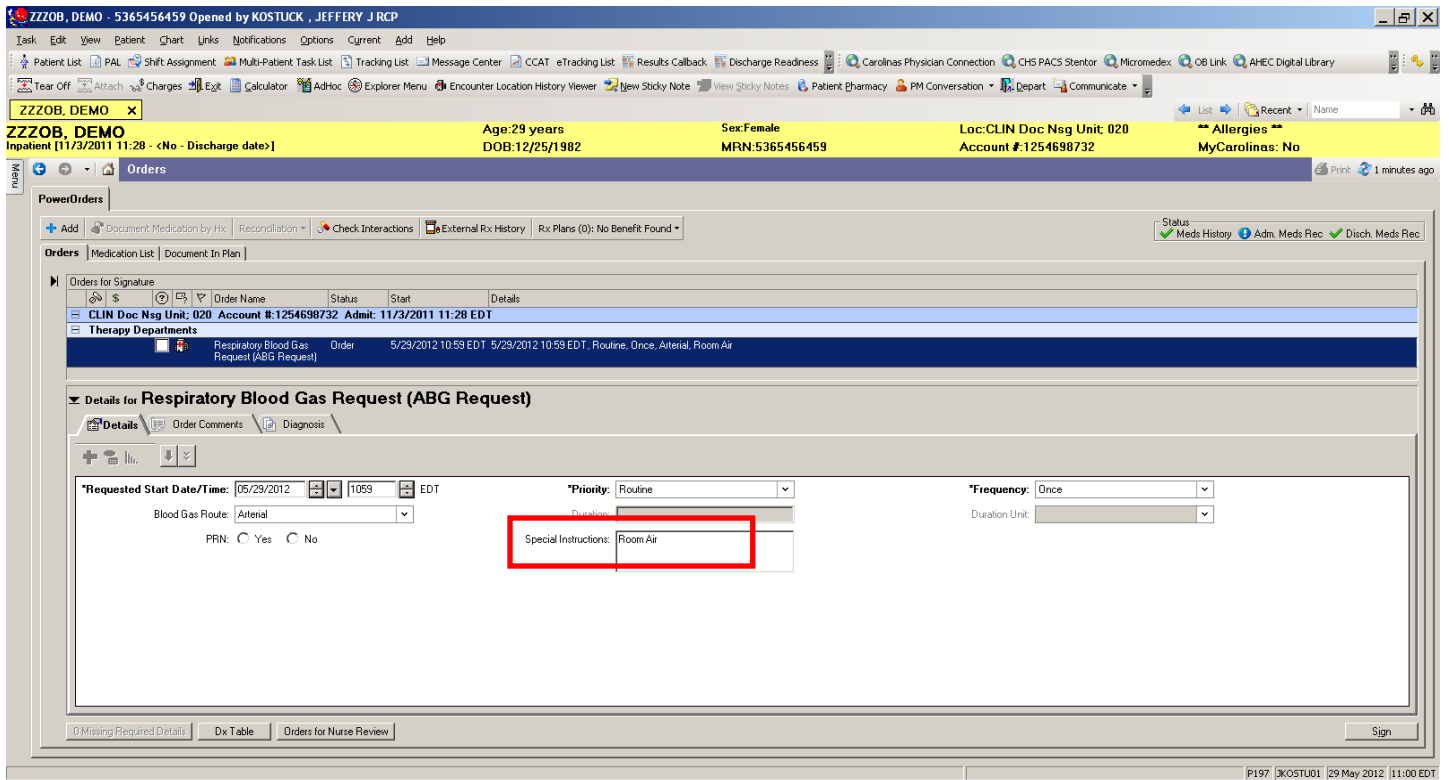
- **Ordering Blood and Transfusions**

Click **Add** to enter a new Blood Transfusion PowerPlan. Search and click the appropriate plan.
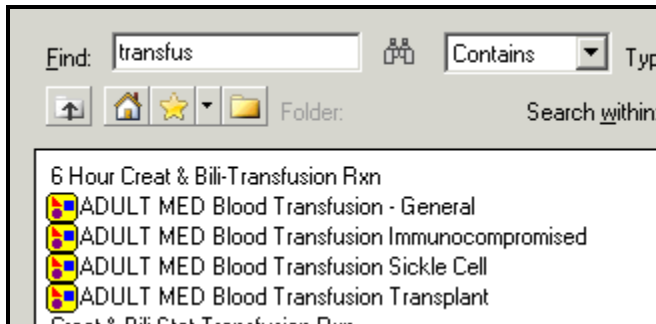
Select both the **Type and Crossmatch** and **Transfuse** order.

| | | Type and Crossmatch | ▼ | Blood, T;N, Routine collect, Once... |
| | | Transfuse PRBC-LR Unit(s) | ▼ | T;N Routine # of Units/mls: 2 Blo... |

- ▪ To ensure transfusion of Red Blood Cells:

    2 order selection are required

    (1) Type and Crossmatch

    And

    (2) Transfuse Blood Products (Red Blood Cells)

- ▪ If the physician/mid-level provider wants to type, cross and transfuse red cells, enter both a Type and cross match for the number of units he/she wants the lab to prepare and a Transfuse order for the number of units he/she wants the RN to transfuse.

- ▪ The selection of only Type and Crossmatch will notify the Lab to crossmatch, allocate and prepare units for issuance. The provider must still submit the Transfuse Blood Products order for nursing to transfuse.

- ▪ Subsequent orders for additional units should include both the type and cross match and the transfuse order, if the physician wants to transfuse additional units. Lab/Nursing will only re-draw blood for the type and cross, if the type and cross is greater than 72 hours old.

- ▪ To ensure transfusion of Platelets, Fresh Frozen Plasma, Cryoprecipitate:

    2 orders selections are required:

    (1) The specific product

    And

    (2) Transfuse Blood Products (Platelets, Fresh Frozen Plasma, and Cryoprecipitate)

- ▪ The selection of only the specific product will notify the lab to have the selected blood product available. The provider must still submit the Transfuse Blood Products order for nursing to transfuse.

Signing the Order

- ■ The order is ready to be signed after all required order details have been entered.
    - • After addressing the appropriate order details and reviewing any defaulted details, click to sign the order(s).

        Sign

    - • Click [🔁 11 minutes ago] to **refresh*** the screen.

    - • The order displays on the Orders Profile, under the appropriate Clinical Category, with an **Ordered** status.

- ■ ✔ If an order is entered under an alternate name (i.e., **Code Status** is an alternate name for the primary orderable **Resuscitation Status**), the primary will be listed first, followed by the alternate in parenthesis.

- ■ ✔ Every order or order action must be signed (and then refreshed) to ensure it is properly processed.

- ■ ✔ **Always refresh (click " … Minutes Ago") the screen as the <u>final step</u>** after any action or function to ensure the most current information is displayed.

![Canopy Electronic Medical Records logo]

Continuing Orders

- An order with an ongoing frequency (i.e., "q3hr") is referred to as a **continuing order**. In a continuing order scenario, the initial (or *parent*) order will generate a series of order instances (*child* orders) scheduled out at the designated interval.

- Continuing orders appear on the **Orders Profile** with a plus box in front of them. To see the child orders (order instances), click the **plus box** to expand the view.

- ■
- ■

- ✔ If there is no plus box beside the Parent (initial) order, click to open the **View** menu, select **Advanced Filters**, and click to check the box beside **Show Individual Instances for Continuing Orders**. Then, click **Apply** and refresh (click "As Of") the screen.

- Child orders will be displayed below the Parent order in *italics* with the scheduled date and time indicated, and the plus becomes a minus. To close the list, click the **minus box** beside the Parent order

Proposed Orders

- Proposal orders allows clinicians to electronically request orders within their scope of practice that previously required a phone call to the provider.

- Proposed orders will be placed by, Pharmacists, Nurses (Continue Urinary Catheter and Remove Urinary Catheter), Wound/Ostomy Care Nurses, Clinical Case Management, and Clinical Nutrition.

- These orders are not active and therefore not acted upon until accepted and signed by the provider

- The clinician will choose the ordering doctor to route the proposed order to and it will route to their Message Center.

- Proposed orders can also be seen on the patient's order profile and can be accepted, rejected, or accepted with modifications by any physician from there

- The Question mark circled in blue ![question icon] denotes a Proposal order on the Order Profile and the status is Proposed.

- Right-click on the Proposed Order to Accept, Accept with Modify, Reject, or Reject with Reason.

Reference Text / Preps and Special Instructions

■ When an order is entered for a Radiology or Lab procedure that requires the patient to receive special preparation in advance, a list of **Preps and Special Instructions** (or **Reference Text**) will automatically display. In addition certain medications may have reference text links to dosing charts or tables specific to that drug. An example of this may be IV Heparin.

■ Orders that contain Preps and Special Instructions will display with a beside them in the order catalog search results.

■ Preps and Special Instructions should be **printed, labeled, and placed on the patient's chart**; the instructions must be reviewed _carefully_ as it often contains orders that will need to be entered.

1. To **print**, *right click* anywhere in the instruction area and click **Print**.
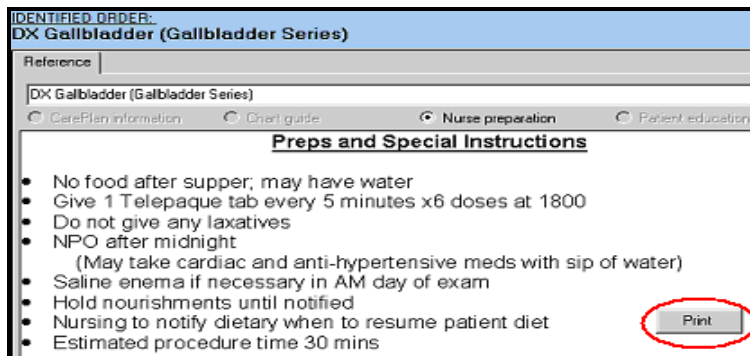
2. Click [OK] then click [Done].

3. Enter the appropriate order details.

4. Click [Sign] to sign the order.

5. Click [11 minutes ago] to refresh the screen.

6. If necessary, enter any additional orders needed to ensure the preps and instructions are followed for the patient.

To view Preps and Special Instructions on an order:

1. Hover the mouse over the 📄 icon beside the order.

Viewing Reference Text

☑ 📄 DX Gallbladder - 7138 (Gallbladder Series)   Ordered   11/05/07 17:28:00 EST Routir
    (DX Gallbladder)   dx gallbladder for cholecystitis,

2. A pop up window will display with a notification to "Click to see the Reference Text Information". Click on this notification message.

DX Gallbladder - 7138 (Gallbladder Series) (DX Gallbladder)
Notifications:
📄 Click to see the Reference Text Information.
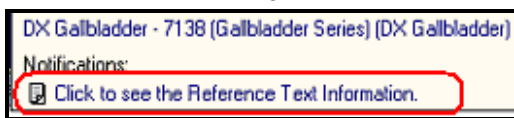
3. The Reference Text (Preps and Special Instructions) window will display, and can be printed by *right clicking* and selecting Print.

✔ Reference Text (Preps and Special Instructions) can also be viewed by *right clicking* on the order and selecting "Reference Information" from the short cut menu.

Duplicate Orders

■ When attempting to enter an order that already exists, a **Duplicate Order Alert** will display with a list of the duplicate orders (most recent first) and options for addressing them.
   • **Order Anyway** is used if both orders need to be active (i.e., a 2nd order is entered for a follow-up exam at a future date and/or time).
   • **Remove** deletes (or cancels/discontinues if already active) the selected order.
   • **Modify** allows the details for the selected order to be viewed and changed.

1. Click to highlight the appropriate **order**; then click the desired option.

Duplicate Order Alert

Orderable	Order Details
⚠ DX Gallbladder - 7138 (Gallbladder Series)	11/7/2007 11:36 EST Routine, Once, Reason: c
DX Gallbladder - 7138 (Gallbladder Series) (DX Gall	11/07/07 11:35:00 EST Routine, Once, 11/07/0

[Order Anyway] [Remove] [Cancel/DC] [Modify]
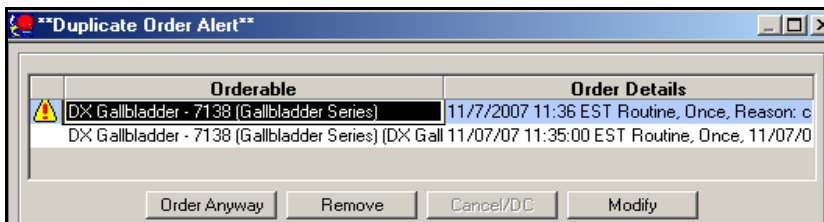
2. Click [Sign] to sign the orders to active status.

3. Click [🔄 11 minutes ago] to refresh the screen.

![CANOPY ELECTRONIC MEDICAL RECORDS logo]

Modifying Orders

- Depending upon the security settings for the user's position, orders can be modified even after they have been signed.
- Orders that interface with other systems (such as Lab and Radiology orders) cannot be modified. Should a change or correction be needed for those orders, the errant order should be canceled and then re-entered correctly. (The unit should contact the Lab or Radiology department, as appropriate, to let them know this is being done.
- Diet orders cannot be modified. If a change or correction is needed, this would be handled by entering a new diet order with the correct order details. (The system will then automatically discontinue the previous incorrect diet order.)
- Physician Consult orders also cannot be modified
- For pharmacy orders, only certain fields can be modified once the order is in an ORDERED Status. For medications, the fields which can be modified are:
    - Special Instructions and Order Comments
    - Duration
    - Stop Date and Stop Time
- For IV Fluids, the fields which can be modified are:
    - Special Instructions and Order Comments
    - IV Rate
    - Duration
    - Stop Date and Stop Time
- If changes need to be made to any other fields, such as DOSE, FREQUENCY, Route of Administration, etc. then the order should be CANCELED/REORDER
- If the Admission order needs to be modified, the physician can right click and Cancel/Reorder to enter the correct Admit order

Modifying the Order Details
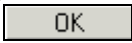
1. In the **Orders Profile**, *right- click* on the order to be modified and select **Modify** from the shortcut menu. (If the order does not allow modification, Modify will not be available for selection on the menu. You will need to Cancel/Reorder the order.)
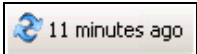
- [Modify]

2. The **Order Details** window will display. Make any necessary changes to the details.
3. Click [Orders for Signature] and review the modifications.
4. Click [Sign] to sign the modified order.
5. Click [⟳ 11 minutes ago] to refresh the screen.

Canceling or Discontinuing an Order

- In most cases, an order can be cancelled/ discontinued after it has been signed
    - Orders in a completed status cannot be cancelled/discontinued..
    - Lab or Radiology orders that are already in process in the department cannot be cancelled/discontinued.
- Whether an order is given a status of "Cancelled" vs. "Discontinued" is determined by the start date/time of the order in relation to when the Cancel/DC action is performed.

- ▪ If the start date/time of the order has already occurred, the status would be "Discontinued".
- ▪ If the start date/time of the order is in the future, the status would be "Cancelled".
- ■ A canceled/discontinued order remains part of the electronic medical record.

1. In the **Orders Profile**, *right click* on the order to be cancelled or discontinued and select **Cancel/DC** from the shortcut menu.

2. The **Order Details** window displays with the current **date** and **time**, and a cancel/discontinue **reason** will be required. Select the appropriate **reason** from the list of detail values and click [OK].

3. Click [Orders for Signature]
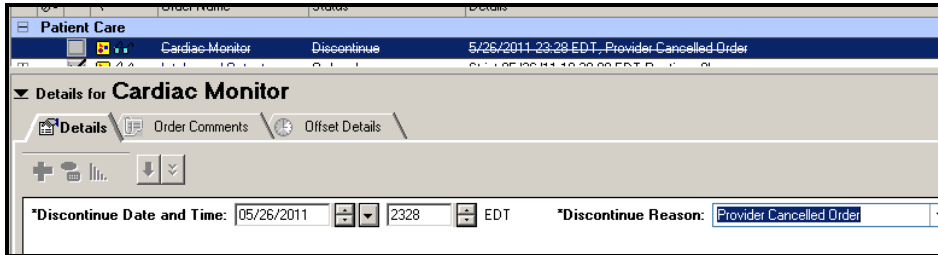
4. Click [Sign] to sign the Cancel/DC order.

5. Click [11 minutes ago] to refresh the screen**.**

Displaying Order Information

- ■ The **Order Information** window is accessible from the Orders Profile. It contains a variety of details and information organized under three (3) tabs.

  - • **Comments** – Shows any comments associated with the order.
  - • **History** – Shows current order details, start and stop dates and times, and department status, as well as before and after values and order statuses to reflect any modifications made to the order.
  - • **Additional Info** – Shows the start and stop dates and times, the order ID number and the current department status.

1. Click on the order on the Order Profile. Hover the cursor over the orderable name and the cursor changes to a selection hand.

2. The **Order Information** window will display. Click the appropriate tab to obtain the desired information.

Order Information (History Tab)

3. Click the **Exit** button to close the **Order Information** window

 Order Information can also be viewed by *right clicking* on the order and selecting "Order Information" from the shortcut menu.

Reprinting a Requisition or Consent Form

1. Right click on the appropriate order on the Order Profile.
2. Select **Print** from the shortcut menu.
3. Select the appropriate reprint option (**Order Sheet**, **Requisition** or **Consent** from the drop-down menu.

4. Select the appropriate **EPACT Queue** printer name from the drop down menu in the Select Printer field. The EPACT Queue printer name (a combination of 11 or 12 letters and numbers beginning with the letter assigned as your facility code) can be found on the label affixed to the printer.

5. Click OK

2. Pharmacy Orders

Considerations

- For pharmacy orders there are additional considerations
  1. Drugs with normalized doses will have the dosage calculator functionality available.
  2. No medication orders may be placed until the patient's allergy is recorded.
  3. There are several required fields for completing medication orders. These include: Dose, Frequency, and Route of Administration.
  4. A pharmacy consult is **required** if the provider wishes pharmacy to calculate dose (i.e warfarin).
  5. For most medications, pre-built order sentences are available so that default information is completed for required fields. These fields can be modified during order entry if necessary.
  6. All medications have a default Hard Stop Date of 14 days. (**NOTE**: the exception is Ketorolac which has a Hard Stop of 5 days).   Medications will need to be renewed prior to the Hard Stop Date in order to remain Active on the patient's profile. **If a medication order's stop date/time is modified, the order becomes a physician stop and will not route to medication renewal.**

6. Some medications may be substituted with other drugs per Pharmacy and Therapeutics Committee approved substitutions. These drugs will display as Therapeutic Substitution PowerPlans

7. Non-searchable/Non-formulary drugs/IV solutions must be ordered with a **Misc Med** order

8. Medication orders entered as PRN will require that a PRN Reason be associated to the order. A list of **PRN** reasons is available from the drop down list.

9. Pediatric patients cannot have Medication orders placed prior to weight being entered on the current visit.

10. The orderable will display with a subset of possible values for the Dose, Route, and Frequency. The system displays four different colors of icons indicating possible detail values. Green circle = Most Common, Blue diamond = Common, Yellow triangle = Non-common, and White square = generic. The icons are displayed in the following order, as applicable:

- Most Common ●
- Common ◆
- Non-common ⚠
- Generic ▢

11. **DO NOT USE the characters below in Special Instructions or Order Comments.** These characters have alternative meanings in electronic code and can disrupt the processing of orders in Cerner.

|	^	:	;	~	\	&

Allergy Documentation

Allergy information is required before Medication orders can be successfully entered on a patient. Allergy documentation remains with the patient medical record throughout all encounters.

Adding an Allergy to the Patient's Medical Record:

1. The Allergy documentation window can be opened by clicking on either: 1) the Allergies option in the left side Navigator Menu or 2) the Allergy section located in the right corner of the yellow Patient Banner Bar.
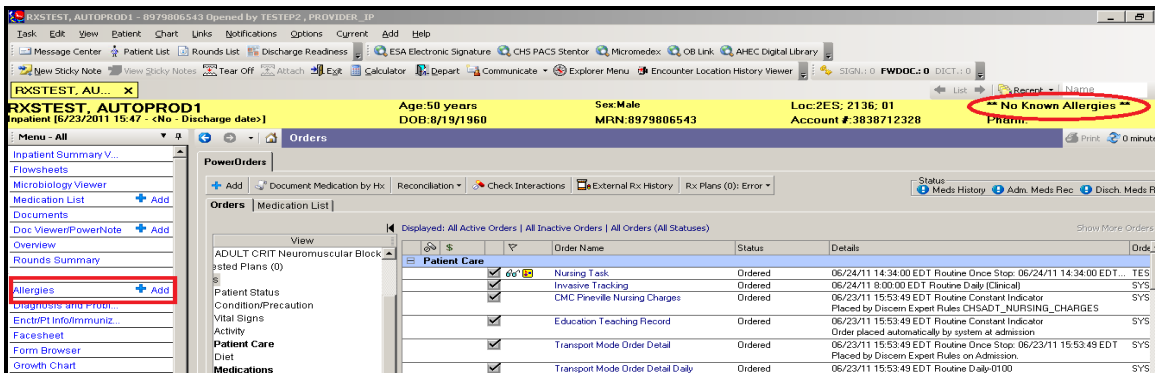
2. When the Allergies window opens, click on the ➕ Add button.
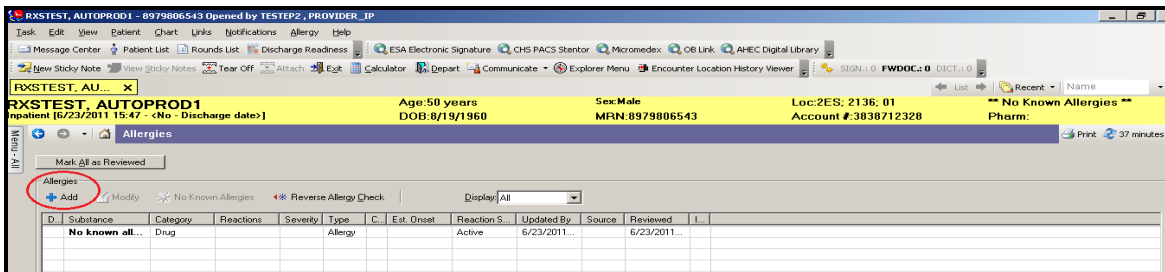
(**NOTE**: if the patient has No Known Allergies, you may click on the No Known Allergies button).
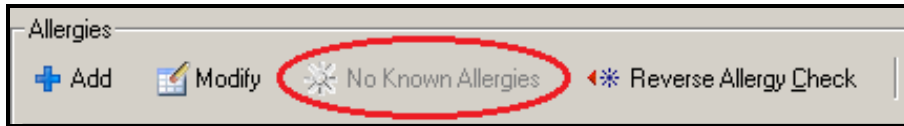
3. Or Alternatively, you can RIGHT CLICK with the mouse anywhere in the white empty space area and access the Add Allergy window. (**NOTE**: if the patient has No Known Allergies (NKA), you can select that option from the pop-up window.)
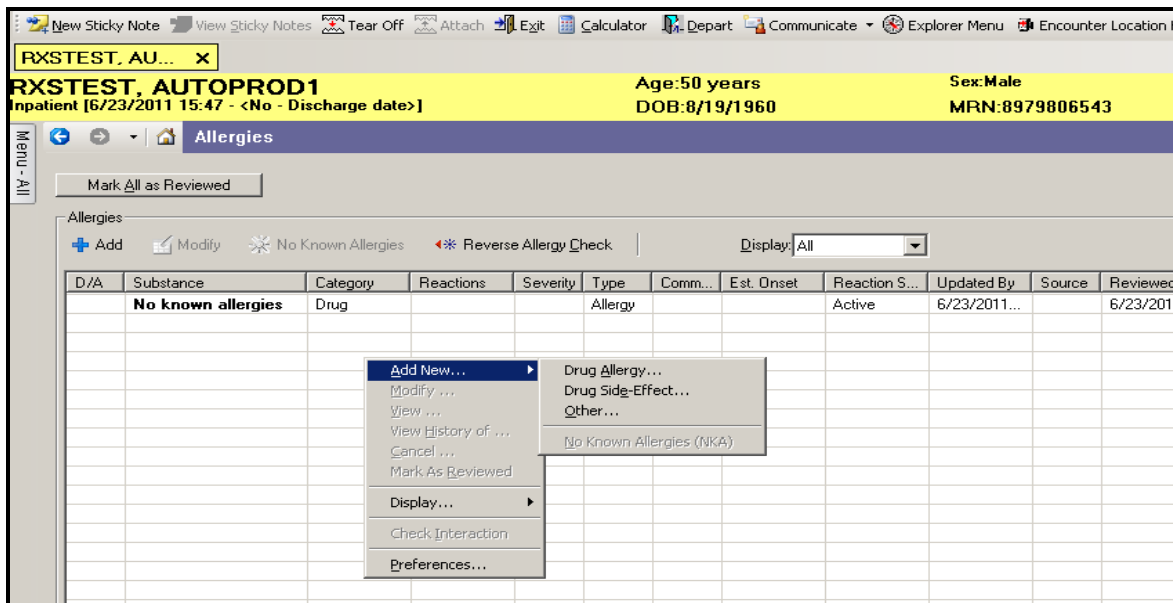
4. Select the CATALOG tab to provide a list of pre-built Common Drug Allergies. If the drug allergy is not in the list, click on the SEARCH tab to find the drug.
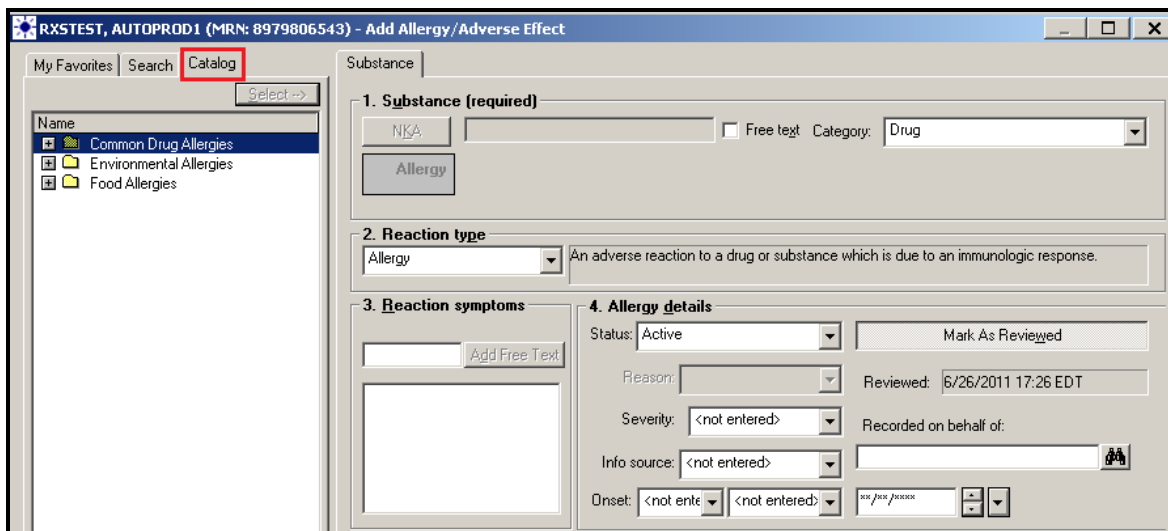
5. From the list of Common Drug Allergies, highlight the desired drug and click on the SELECT button. If the patient has No Known Allergies, then click on the NKA button. (**NOTE**: No Known Allergies can also be selected from the list of options which displays on the initial Allergy information window after doing a RIGHT CLICK in the empty white space)
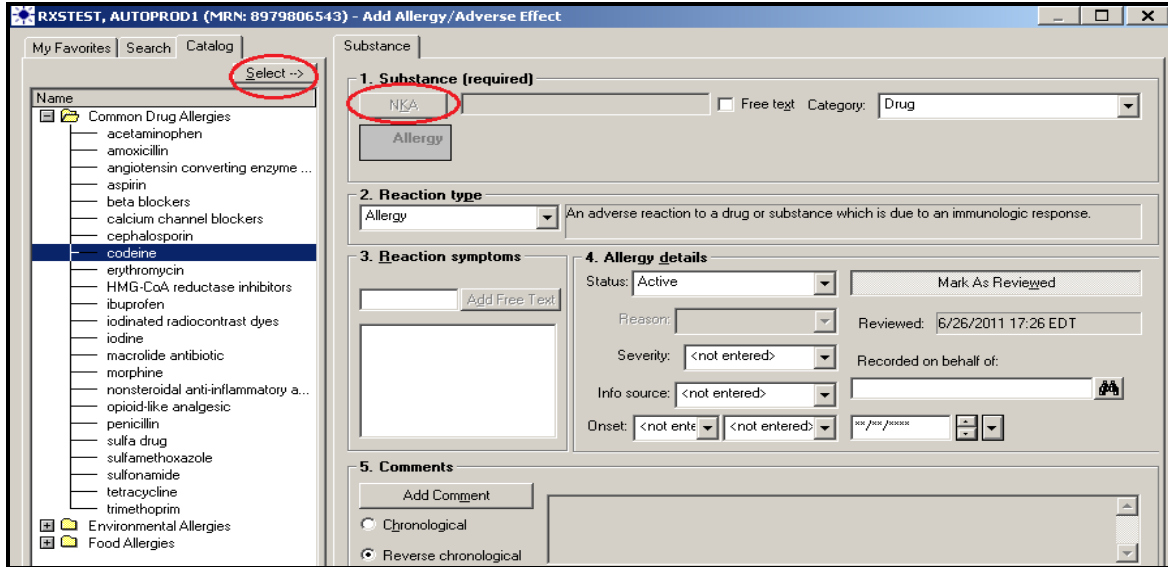
6. After selecting the Drug Allergy, the window automatically switches to the Reaction symptoms window and the list of Common Allergy Reactions can be accessed
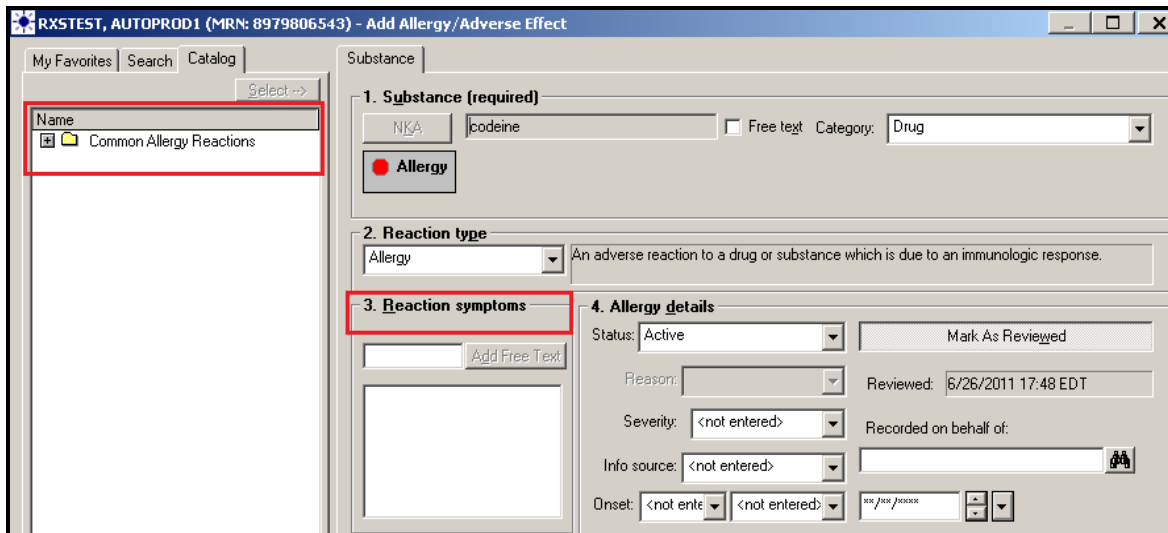
7. Click on the desired reaction type to highlight it, then click on the SELECT button to move the reaction to the REACTION SYMPTOMS window. If the reaction is not in the Common Allergy Reactions, you may click on the SEARCH tab and type in the name of the reaction for which you are looking.
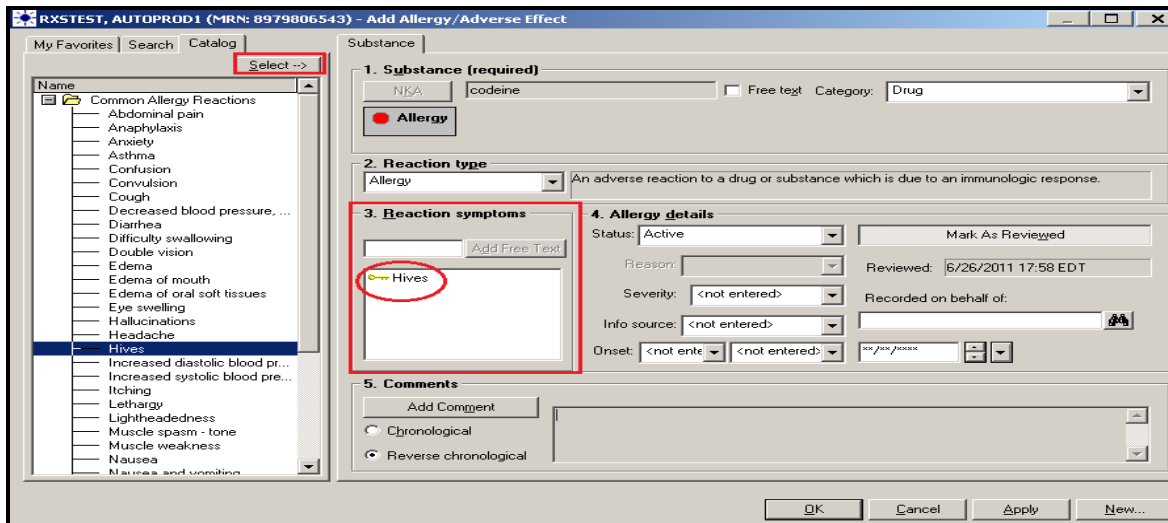
8. The Allergy Details section contains several fields which can be completed if the information is available.
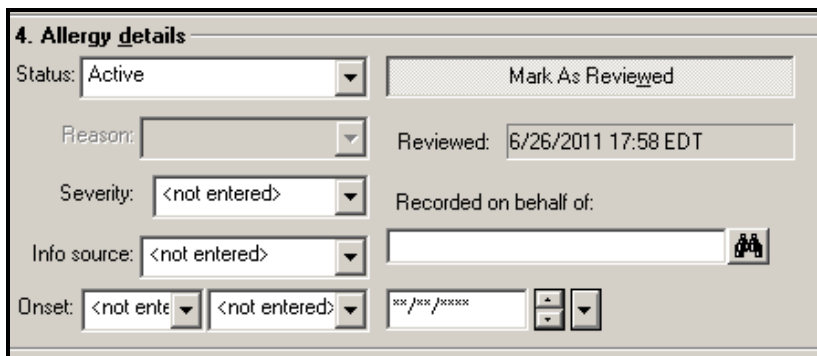
9. After all the desired information has been entered, click the OK button in the bottom right corner of the window to complete the Allergy Documentation
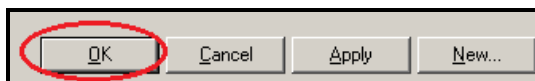
10. If you are adding a new drug allergy to a patient who previously had No Known Allergies documented, the following window will display:
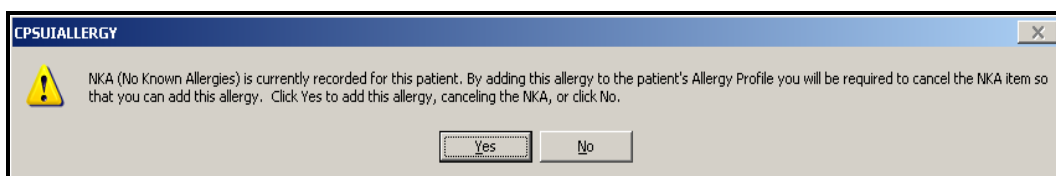
11. Click YES to proceed with adding the new Allergy. The NKA documentation will be updated with a RED LINE indicating that NKA is no longer valid.
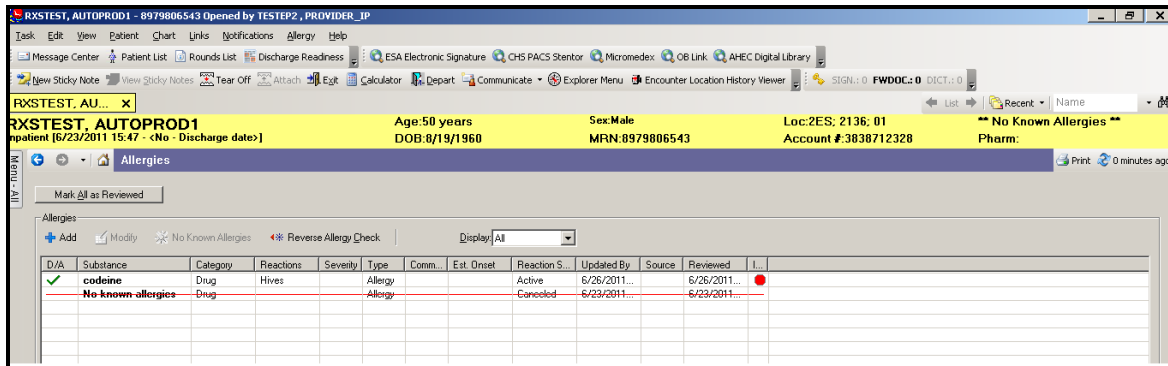
OTHER ALLERGY OPTIONS:

It is possible to perform several actions on existing drug allergies. Click on the desired drug allergy to highlight it, and then RIGHT CLICK with the mouse to display a list of options. You can: 1) VIEW the Allergy details window 2) MODIFY existing information in the Allergy details window and 3) CANCEL an existing drug Allergy.
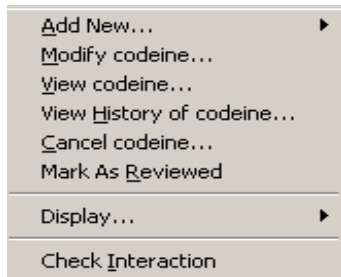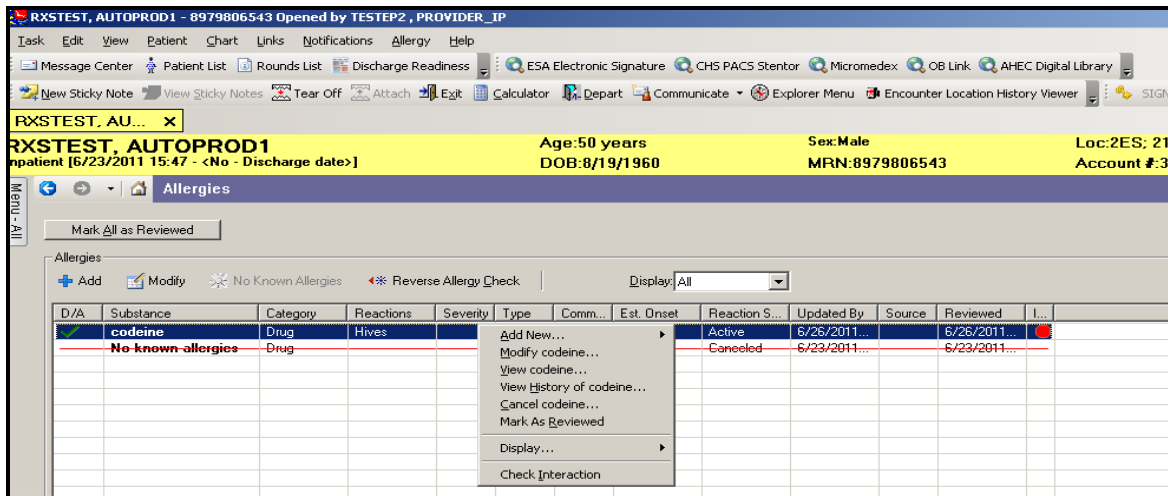
SEARCHING FOR A DRUG ALLERGY and ADDING TO FAVORITES

If a drug allergy product is not available in the COMMON list on the CATALOG tab, you can search for a drug and add it to your FAVORITES list for quick access.

1. After opening the Allergy Documentation Window, click on the SEARCH tab and type in the name of the drug allergy substance. Then click on the SEARCH button. A list of drug substances will appear. Proceed with the usual steps for adding the details of the drug Allergy.
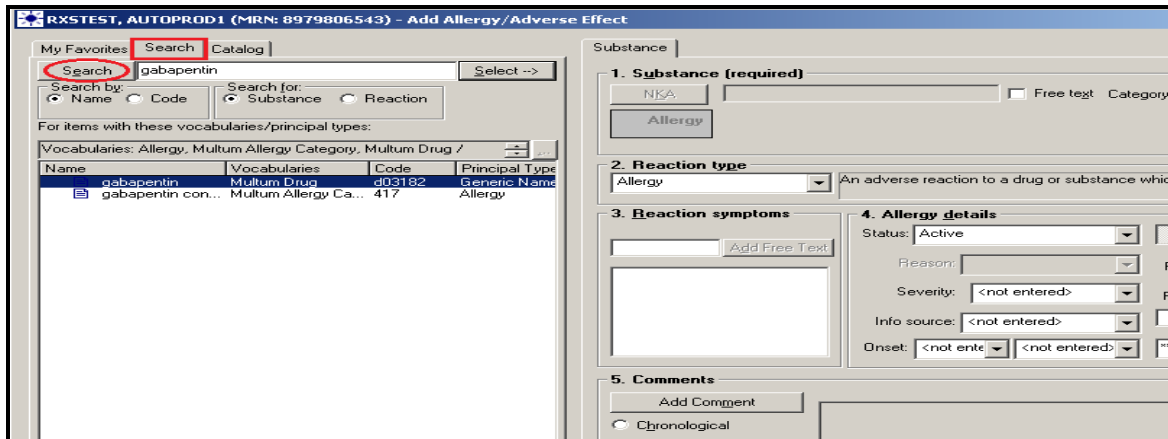
2. If you wish to add this drug allergy substance to your FAVORITES tab, then RIGHT CLICK on the drug and select ADD TO FAVORITES:
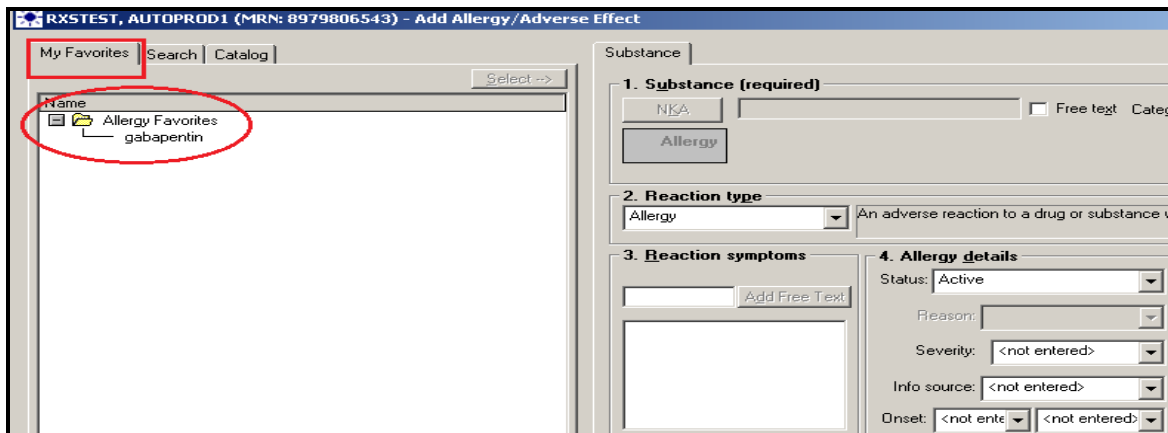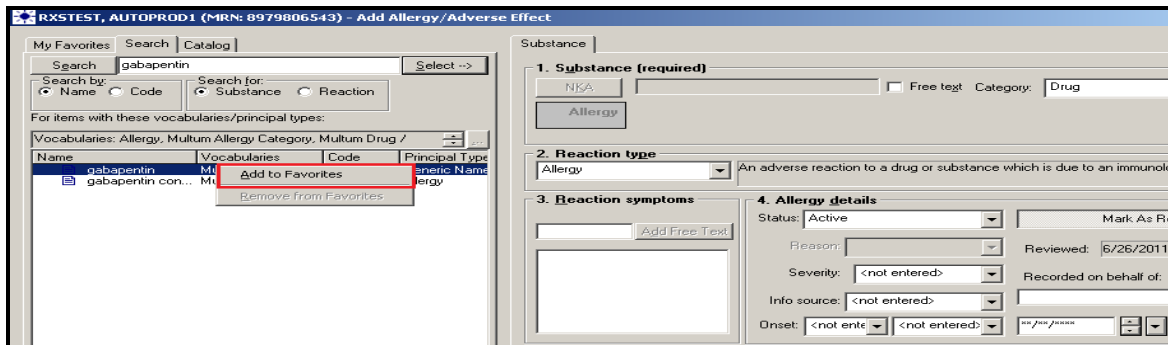
Enhanced Multum Drug Conflict Checking Window

A new "enhanced" view of drug conflict checking will be introduced to Cerner.

New interaction window features:

- Interaction categories are consolidated and clearly labeled
- Click to obtain interaction information as desired
- Drug allergy reaction information is "face up"
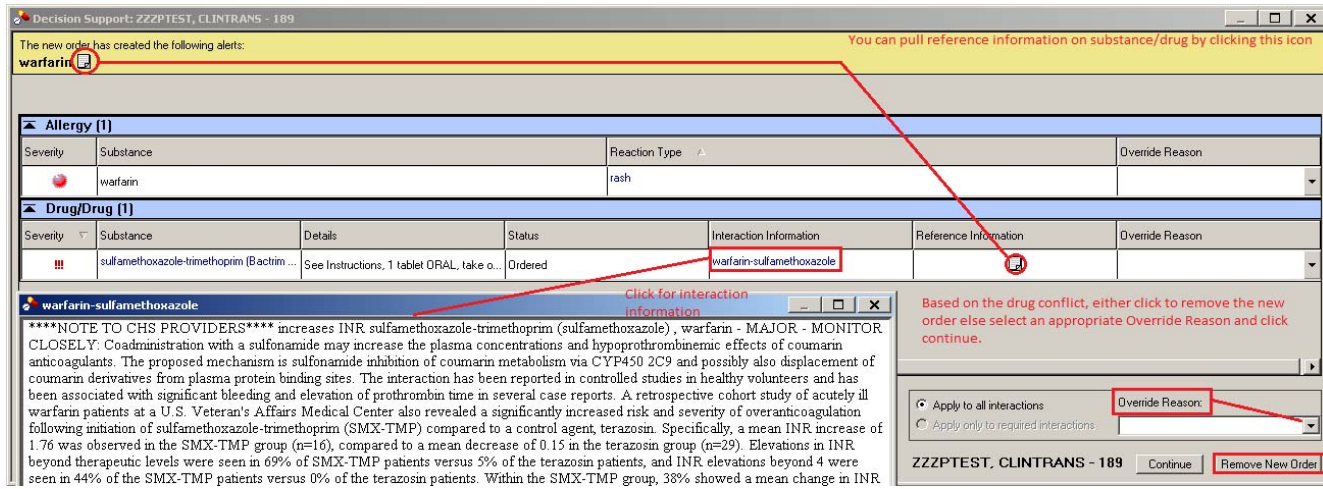
The "original drug conflict checking window:
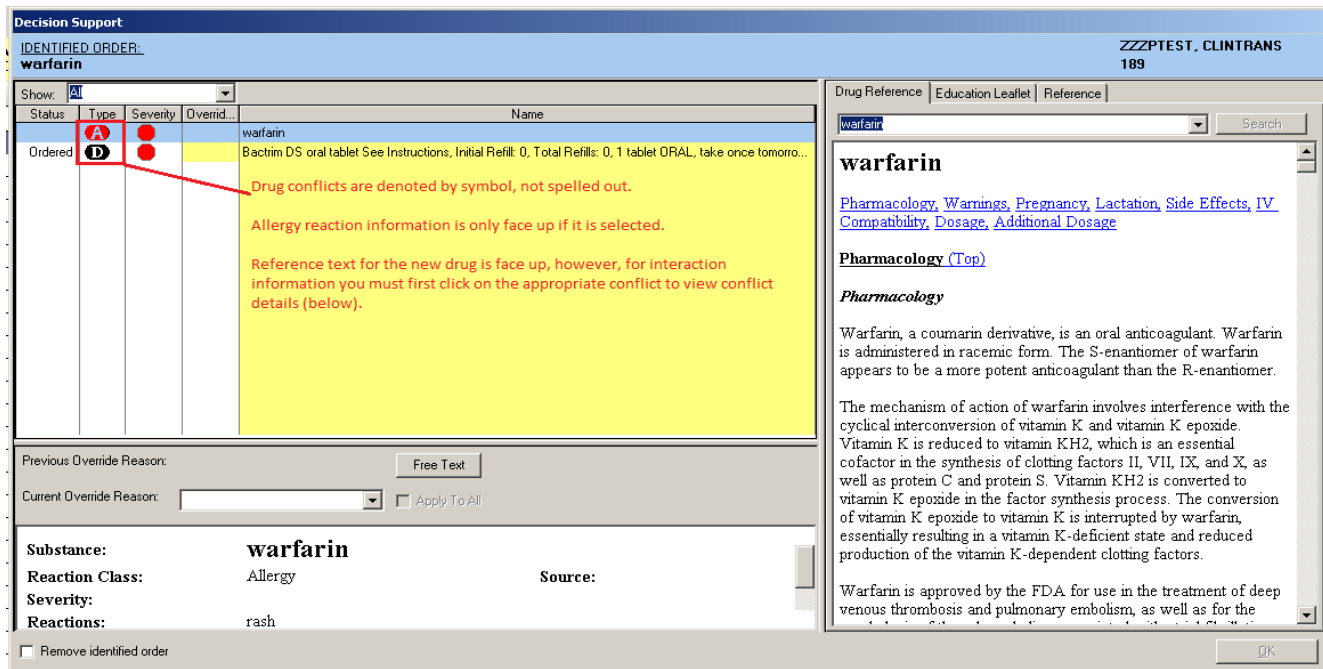
Allergy Update

The following updates to the management of patient allergy information will be implemented:

- In the interest of patient safety, free-text entry of allergies will be removed for all personnel except pharmacists – utilize Misc Food and Misc Environmental for non-drug allergies entries not found in Cerner. Acute care facilities can contact their pharmacy department if free-text allergy entry is necessary.
- In an effort to further eliminate un-necessary alerts, drug allergies entered with a reaction type of either **Side Effect** or **Intolerance** will <u>not</u> be shown when performing drug-allergy conflict checking.
- Clinicians are urged to enter reaction information for drug allergies to support clinical decision making when drug-allergy conflicts arise; failure to do so often requires additional physician or pharmacy involvement for clarification prior to proceeding with medication order entry.

The following Reaction Types are available when entering drug allergies:
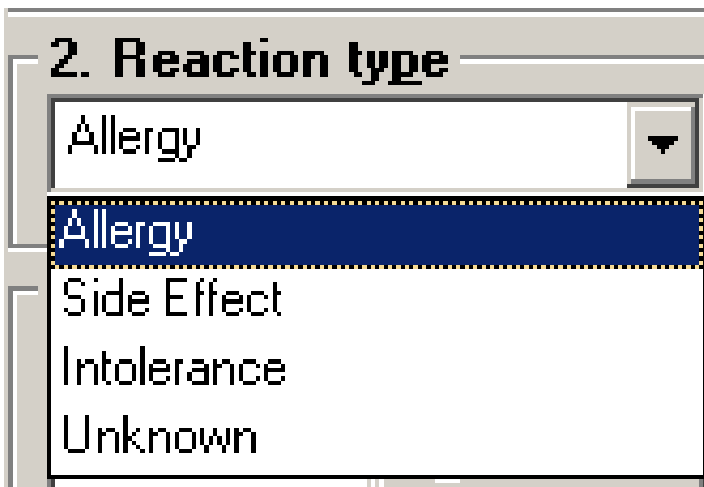
- **Allergy**: An adverse reaction to a drug or substance which is due to an immunological response.
- **Side Effect**: An undesirable response to a drug which occurs at normally used doses (eg: drowsiness, nausea).
- **Intolerance**: A lowered threshold to the normal pharmacological actions of a drug.
- **Unknown**: The reaction is not known.

For example, adding a cefazolin and codeine order to a patient with this allergy profile:

will generate the following drug-allergy alert (note that the codeine drug-allergy conflict is excluded):

- **Enhancements and Reminders**
- The drug –drug alert for Morphine and Bupropion (Wellbutrin) was turned off
- The drug –drug alert for Meperidine (Demerol) and Bupropion (Wellbutrin) was turned off
- The drug-drug alert for sodium biphosphate-sodium phosphate and Ketorlac (Toradol) was turned off
- The drug-drug alert for sodium biphosphate-sodium phosphate and Meperidine (Demerol) was turned off
- The drug-drug alert for sodium biphosphate-sodium phosphate and oxycodone-acetaminophen (Percocet) was turned off
- The drug-drug alert for Ciprofloxacin and Dexamethasone (Decadron) was turned off
- The drug – drug alert for Lidocaine and Bupropion (Wellbutrin) was turned off
- The drug – drug alert for Toradol and Aspirin was turned off
-

Placing a Medication Order

1. Search for the orderable as for all other orders by typing in the Find window. You may search by Generic Name or Brand Name.
2. A list of order sentences should be available for selection. Find the desired sentence, and select the OK button.
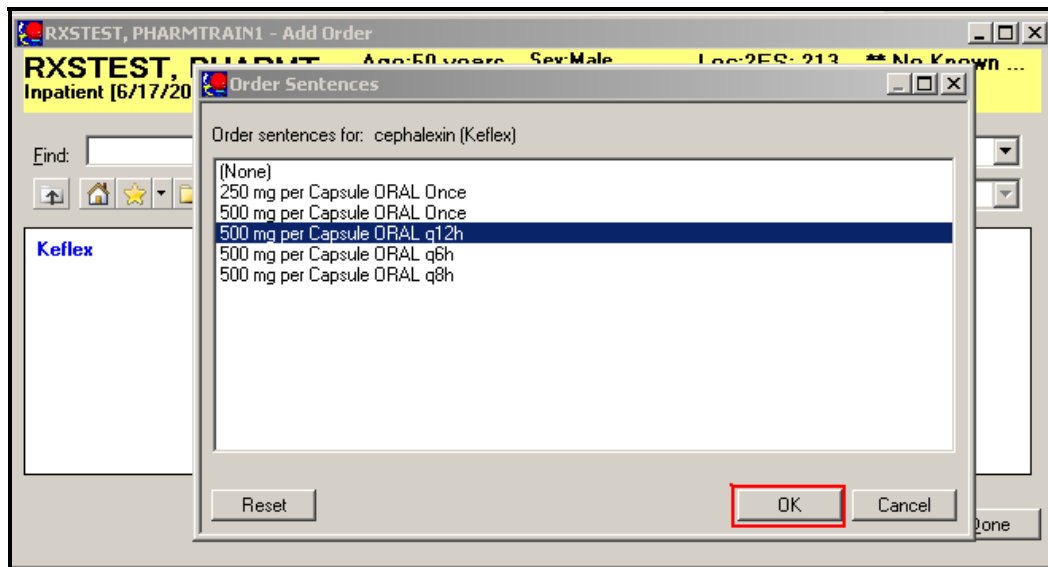
3. The order details window will display. The orderable will display with a subset of possible values for the Dose, Route, and Frequency. The system displays four different colors of icons indicating possible detail values. Green circle = Most Common, Blue diamond = Common, Yellow triangle = Non-common, and White square = generic. The icons are displayed in the following order, as applicable:
   - Most Common 🟢
   - Common 🔷
   - Non-common 🔺
   - Generic ◻
4. Any information in the various fields can be changed if desired. After all the information is appropriate, then click on the SIGN button in the lower right corner.

5. When entering range doses, do NOT use dash (-) instead put in the word "to". Example: 2 to 4 mg or 1 to 2 tablets and not 2-4mg or 1-2 tablets. If dash is used, when pharmacy verifies the order and assigns the product, it removes the 1st dose out of the dose field and leaves the higher dose only. e.g 2-4mg turns into 4mg.

Placing an IV Order

1. Search for the orderable just as for all other orders by typing in the find window.

2. The Detail tab defaults open. Any mandatory fields will need to be satisfied.

  ■

3. In addition, on IVs there is a Continuous Details tab on with the bag volume, rate or infuse over field may all be edited.

4. Click in the numbers on the field (prior to the unit) to change/add these values.

▼ Details for **Dextrose 5% with 0.45% NaCl 1000 mL**

📝 Details	💉 Continuous Details	📋 Order Comments

Base Solution	Bag Volume	Rate	Infuse Over
📋 Dextrose 5% with 0.45% NaCl	1000 mL	🔧 100 mL/hr	10 hr(s)
Additive	**Additive Dose**	**Occurrence**	
📋		🔧	
Total Bag Volume	1000 mL		

Placing an IV Order with Additives

Most commonly used IV Fluids and Additives will already be pre-built for ease of ordering. (For example, Dextrose 5% in NaCl 0.45% with KCl 40 meq/liter, or NaCl 0.9% with KCl 20 meq/liter). However, there may be occasions when a unique IV Fluid concentration, or a combination of additives may be required, and these IV's cannot be found as pre-built fluids.   In these situations, it is possible to create a customized type IV Fluid order by utilizing a MISC MEDICATION CONTINUOUS IV order.

1. In the Find field, type in MISC to search for the order:

Find:	misc	🔍	Starts with ▾	Type:	📇	Acute Care Facility	▾
⬆️ 🏠 ⭐▾ 📁	Folder:			Search within:	All ▾	At location:	CMC-P ▾

Misc Diet
Misc Medication
Misc Medication Continuous IV

2. Select the **Misc Medication Continuous IV** order. An alert will display indicating that the system cannot perform Interaction checking on this order type:

Interaction Checking   ✕

ℹ️   Interaction checking cannot be performed for Misc Medication Continuous IV. Please click OK to continue placing the order.

OK

3. Click OK and then click on the [Done] button in the lower right corner of the window.

4.   The ordering window will appear, and the CONTINUOUS DETAILS tab will be the default tab to open. However, click on the **DETAILS** tab first to enter the IV Fluid and additives.

5. In the DETAILS tab, there is 1 field for the Base Fluid, and 3 Fields for Additives if needed. These fields are Freetext to allow for easy order entry:

5. Let's say that you wish to order Dextrose 5% in NaCl 0.225% with KCl 15 meq/liter. You can click on each field and enter the information as appropriate:

CANOPY
ELECTRONIC MEDICAL RECORDS

6. The other fields have defaulted information similar to medication orders. You may edit these fields if desired. Type any specific additional information which you wish to communicate to the Pharmacist and/or Nurse by entering the text in the Special Instructions field. If all of the remaining fields have defaulted in properly, then click on the CONTINUOUS DETAILS tab and complete the required information---BAG VOLUME field and RATE field (or the INFUSE OVER field).

7. For this IV Fluid, we want the Bag Volume to be 1000 mL, and would like to infuse the fluid at 75 mL/hr. Entering the Bag Volume and Rate will cause the Infuse Over to automatically calculate. Alternatively, you may enter the Bag Volume and the Infuse Over numbers and the Rate will automatically be calculated. To enter the desired numbers, click at the beginning of each field just in front of the RED letters.

8. After all of the required fields have been completed, then click on the SIGN button in the lower right hand corner to submit the order to Pharmacy for verification.   Because these types of fluids require special compounding in the Pharmacy IV Room, the Pharmacist will then match the IV Fluid order to the formulary ingredients stocked in the Pharmacy.

9. Another example IV Fluid may be for a Pediatric patient. In this patient, we would like to order Dextrose 5% in 0.225% Saline with KCl 5 meq and Calcium gluconate 250 mg, but we only want a total volume of 250 mL, and we will infuse the IV Fluid at 8 mL/hr. The process is the same as above. Here is how the DETAILS tab and the CONTINUOUS DETAILS tab would appear:

Ordering Process: TPN Therapy

- Enter a TPN placeholder order for a patient receiving TPN therapy. This is a notification in Canopy, although TPN orders will remain on paper. TPN order entered in Canopy will display as:

  - Hyperalimentation, Adult (Parenteral Nutrition Adult)
  - Hyperalimentation, Pediatric (Parenteral Nutrition Peds)

  - Note: Since TPN formulas are typically complex and require significant preparation time, it is helpful for the Pharmacy and Nutrition Services to be notified as early as possible, preferably prior to Noon, if the order status changes to suspend or discontinue.

Pharmacy Consult Orders

- Physicians may order common pharmacy consult orders such as vancomycin, gentamicin, etc. Pharmacy will verify the consult orders and place appropriate med order. Pharmacy will maintain current process for tracking/follow-up.

  1. Type Pharmacy to search for pharmacy consult PowerPlan

Pharmacy Consult

2. **Select Consult type**

   Select initiate

   Selecting Orders for Signature will place PowerPlan in planned status
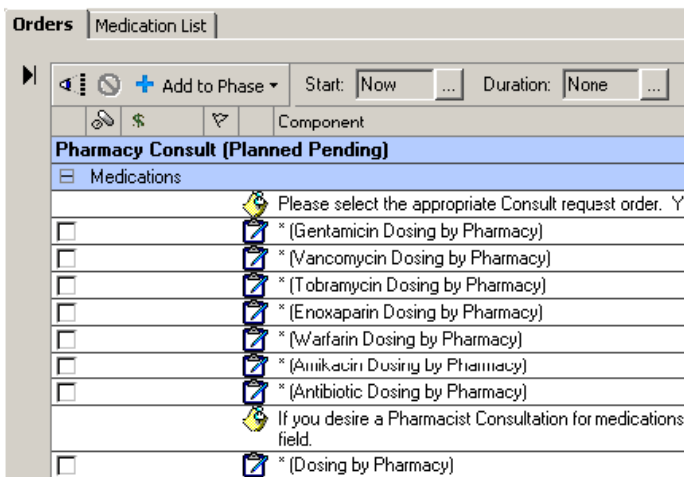
3. Generic Dosing Consult by Pharmacy available. Physician must complete consult details in the **Special Instructions** field.
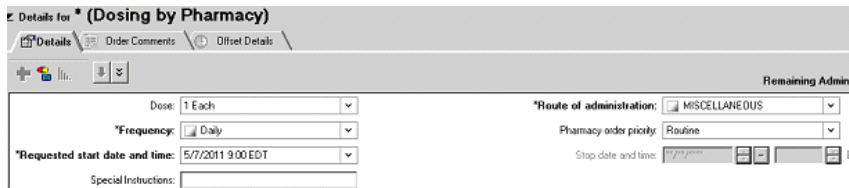
4. Signed Consult PowerPlans

5. In addition, you may search for Medication specific consults by typing in the name of the medication in the FIND field. These are the same Consult Requests as found in the PHARMACY CONSULT PowerPlan.

Suspend and Resume

- The Suspend order action will be used when a patient's condition or activity requires medication administration to be interrupted for a brief period of time, for example, suspending a Metformin order on a patient scheduled for certain radiology procedures. (**NOTE**: If there is no intention of re-starting a medication, then the drug should be Canceled/DC rather than Suspended). Medications that are suspended

remain available for Medication Reconciliation. Medications in a suspended status can be renewed, but they will be renewed to an ordered status.

- ■ The Resume order action will be used to put suspended orders back to an ordered status so that Medication administration can continue.

Suspend

1. Select order to be Suspended
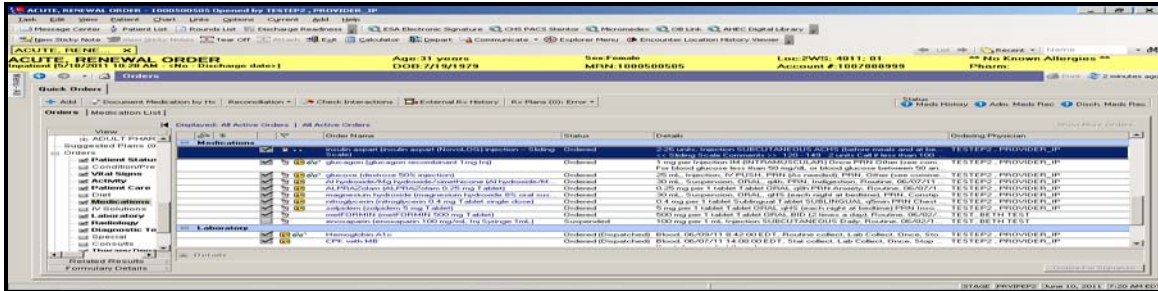
2. Right click to display the order action menu and select Suspend
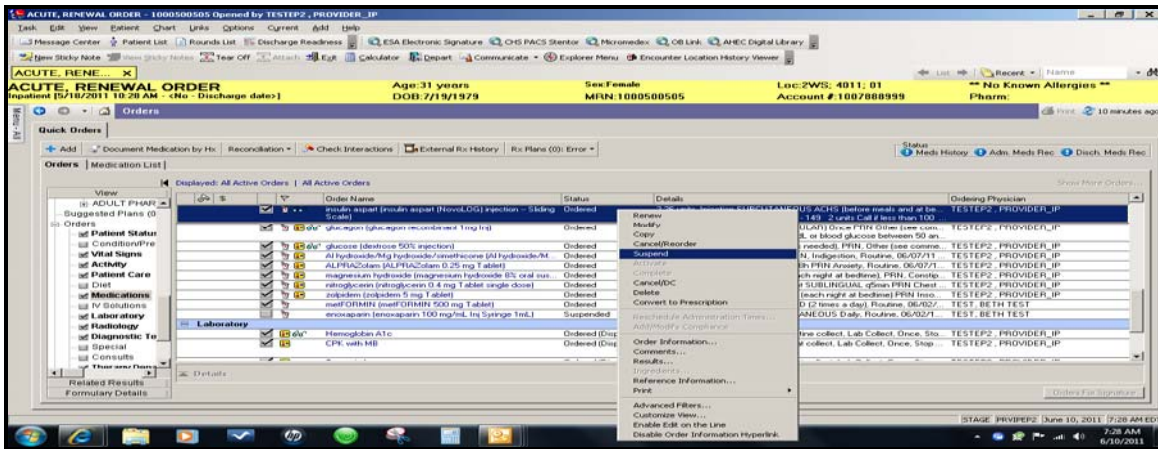
3. This opens the Suspend order detail window. The suspended order can be scheduled for a future date and time.
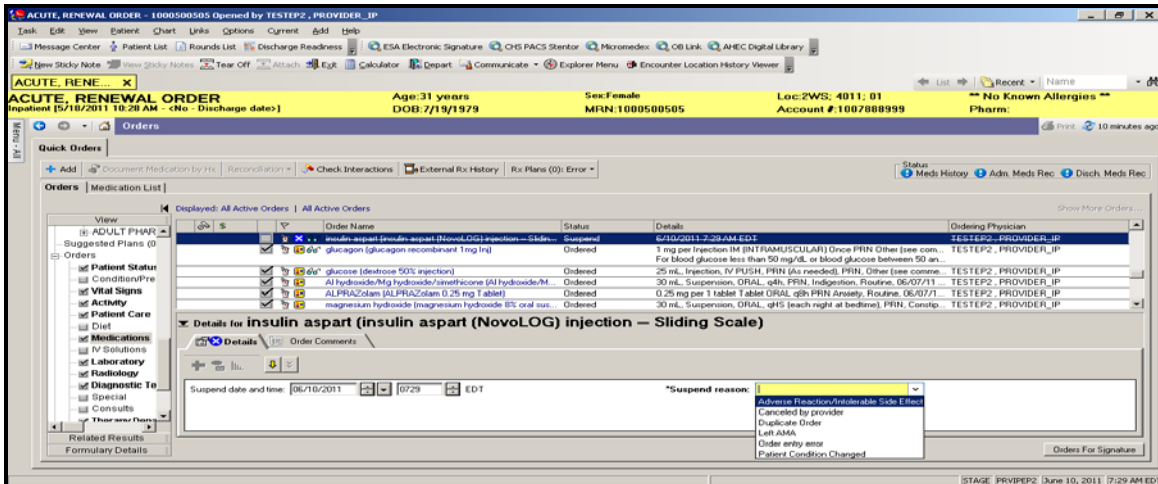
4. Once details are complete click the Orders for Signature button
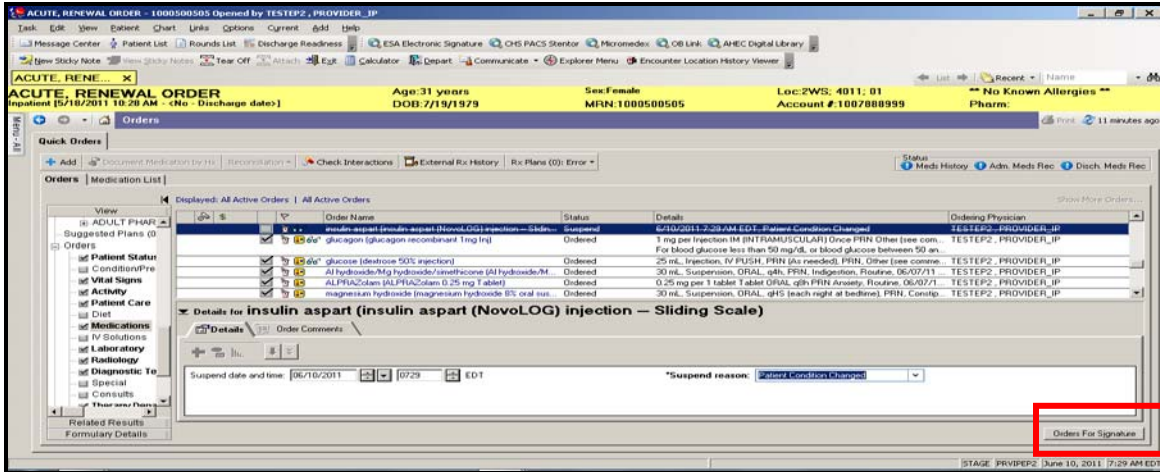
5. Click the sign button to accept the order action
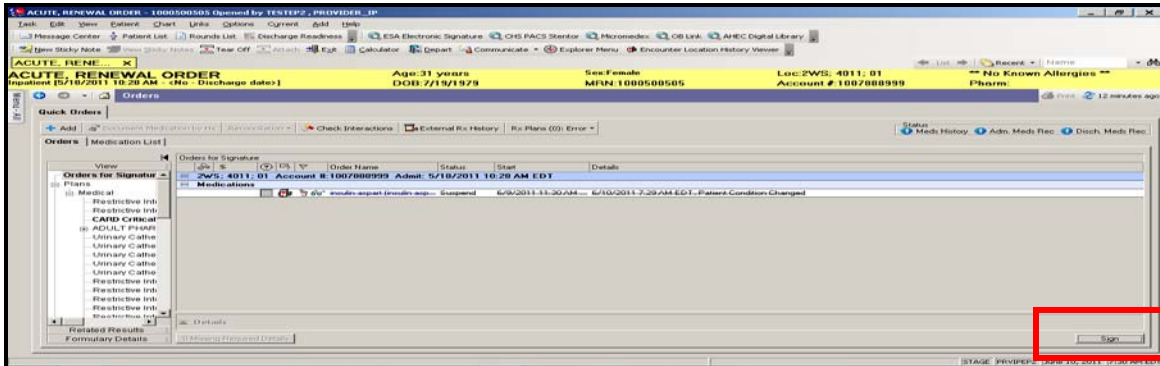
6. Order goes to a Suspended Status.
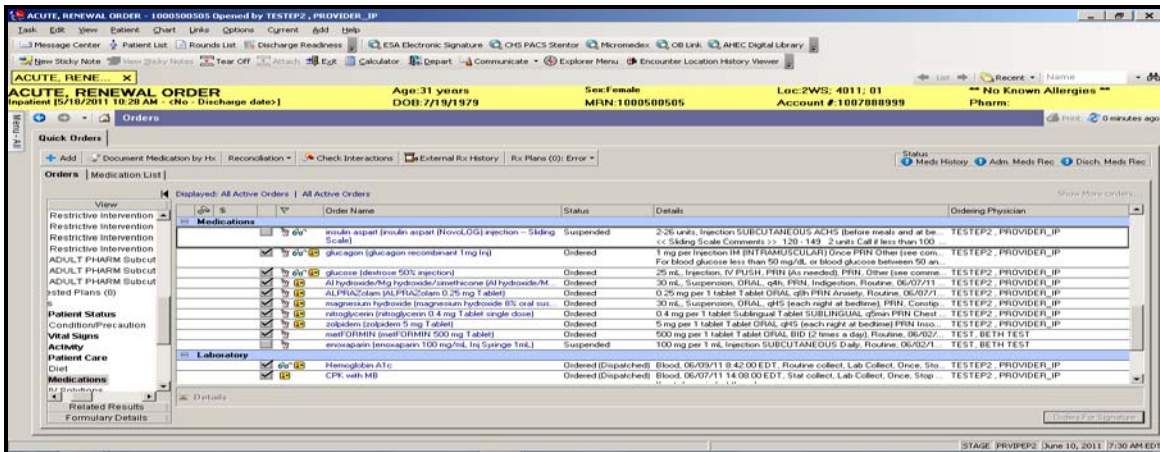
7. History tab in Order Information shows order as suspended

8. Suspended orders are grayed out on the MAR.

Resume

1. Select the suspended medication to be resumed.

2. Right click to display the order action menu and select Resume.
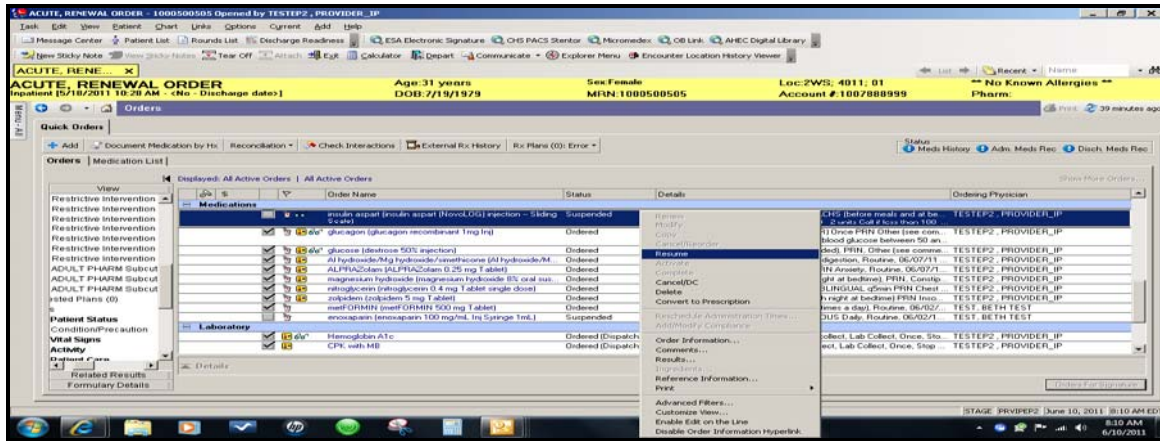
3. This opens the Resume order detail window. The resume action can be scheduled for a future date and time. Remember to include a resume reason in the **Special Instruction** field.
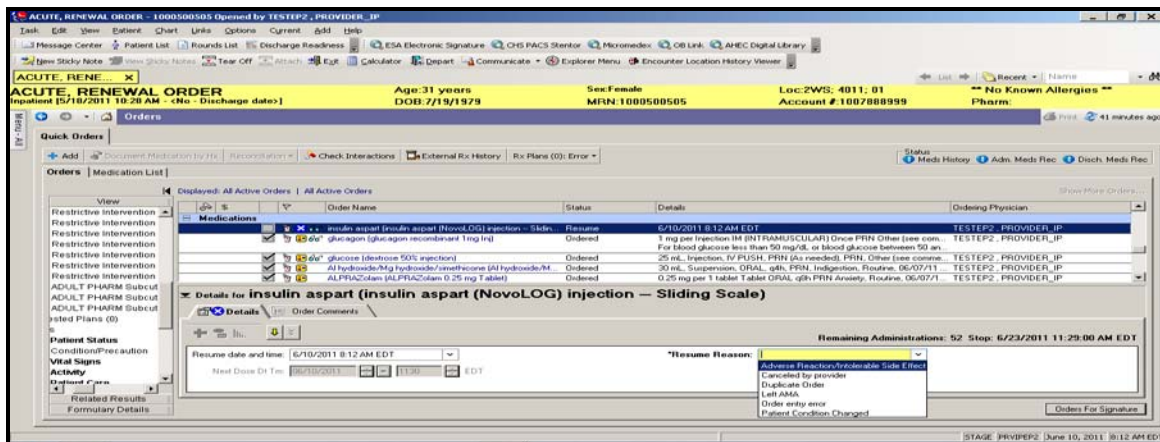
4. This window will also display when the next dose will be due. When the details are complete, click the Orders to Sign Button.

5. Click the Sign Button to accept order action.

6. Order goes back to an ordered status.

7. Order History tab in Order Information window displays progression of order actions.
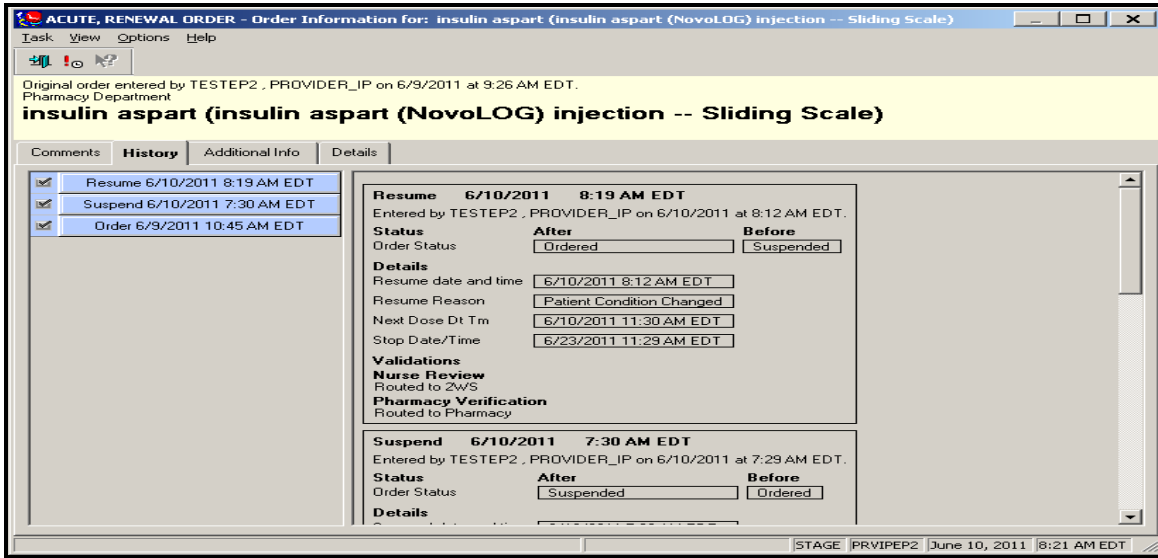
8. Medication is active on the MAR.
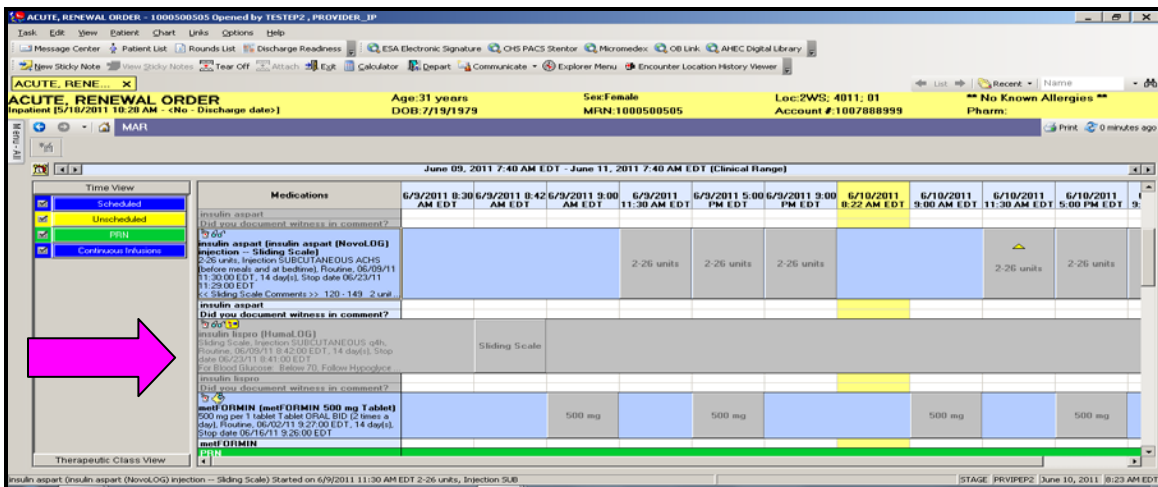
Dose Calculator

- The Dosage Calculator provides the ability to enter normalized units of measure on a target-dose basis. The Target dose is populated based on the dose you enter in *PowerOrders*; you may also enter and modify the Target dose directly in the calculator

- **The Dose calculator will auto-evoke for normalized doses.** The window opens with the Target Dose, Calculated Dose, Reduced Dose, and Final Dose. The Dose Forms window displays the common formulary products available, to guide with optimal and accurate dosing. Providers may opt to cancel their normalized dose calculation window and sign order with dose as a normalized dose. This will send the order to pharmacy for dose calculation during order verification.

Entering Normalized Doses

1. Search for the medication.
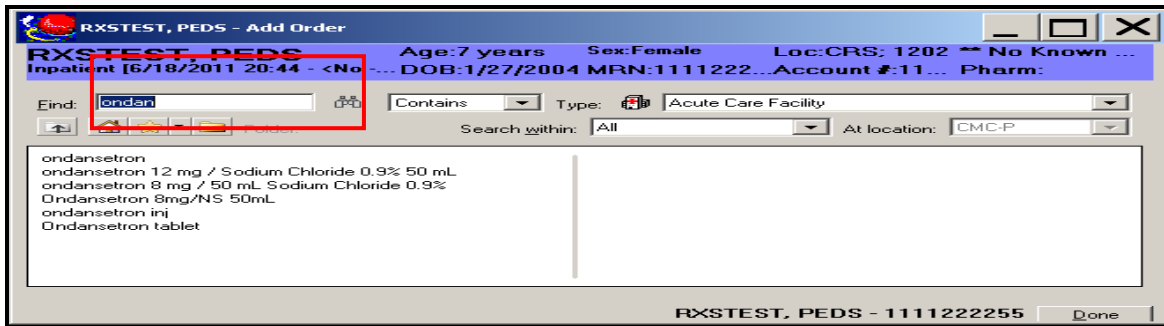
2. When the Medication is selected the order sentence window will open
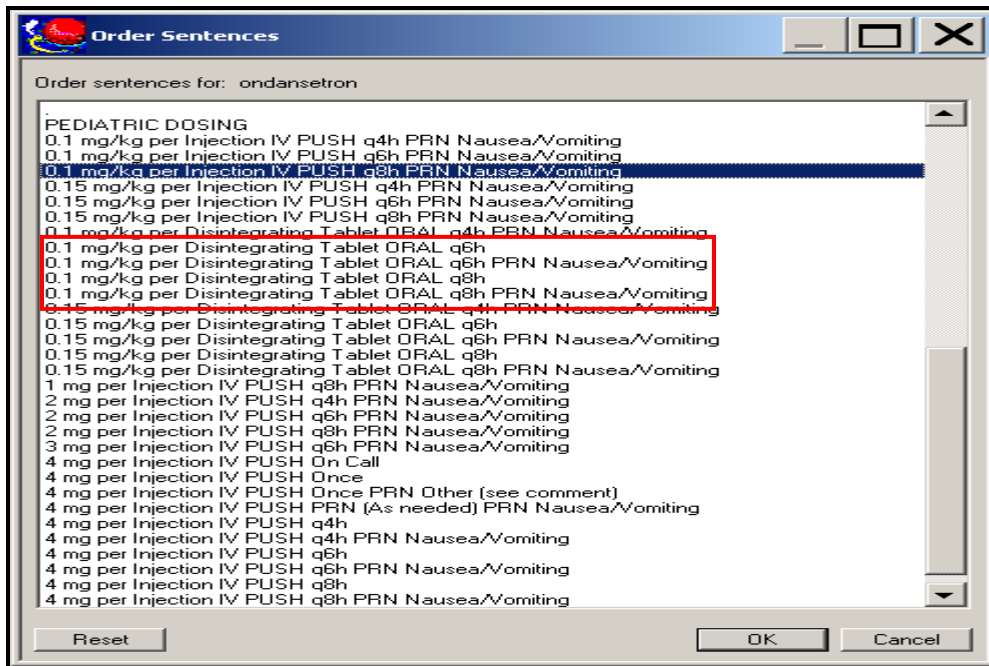
3. .Select an order sentence, and click OK.
   - The Dose calculator will auto-evoke for normalized doses. The window opens with the Target Dose, Calculated Dose, Reduced Dose, and Final Dose. The Dose Forms window displays the common formulary products available, to guide with optimal and accurate dosing.
   - The Final dose field indicates the Calculated Dose which will be applied to the order. If necessary, you can round the dosage in the Final Dose field to a more appropriate dose or change from the order details dose field.

4. Click Apply Dose and the updated Dose will populate the Order detail field. **For some medcations the Pharmacist may round off the Final Dose in order to achieve a more measureable dose for administration to the patient. For example, a Final Dose of Ampicillin 234.16 mg might be rounded to 235 mg.**

(**NOTE**: If you Click on the CANCEL button and Sign the order, the order will go to Pharmacy for verification and the Pharmacist will perform the calculations on the Normalized Dose.)

5. The order sentence selected will populate the Order Detail fields.

Medication Frequencies and Start Times

When placing medication orders which have a frequency field, the START DATE and TIME field will indicate when the order becomes Active and when the first dose/next dose is designated to be administered (for scheduled orders).

Placing the initial order:

1. Search for the medication by typing a drug name in the Find field. Select the desired order sentence.
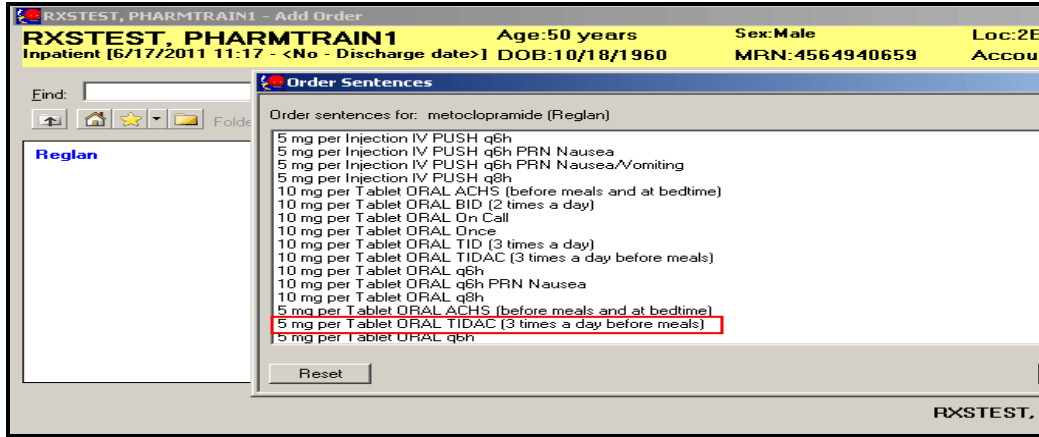
2. The Order Details window will display the **REQUESTED START DATE and TIME** field and the **NEXT DOSE DATE and TIME** fields. Note the time that the order is being entered into the system in the lower right hand corner.
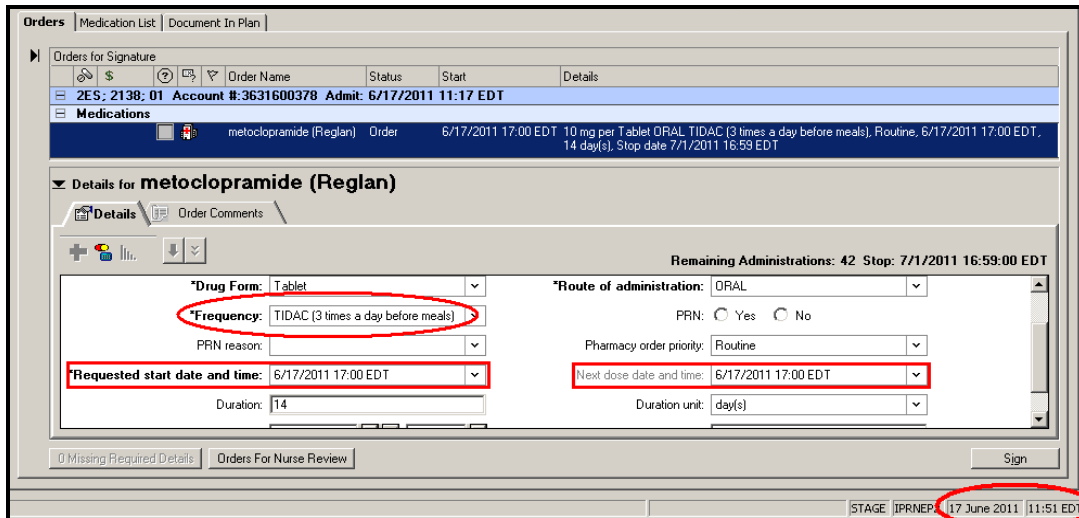
3. Click on the Drop down box of the Next Dose Date and Time field to see the next 3 scheduled Administration times:

4. The frequencies have been created to optimize the timeliness of medication ordering with sufficient time to obtain medications and subsequently administer the drug to the patient. Therefore, it should rarely be necessary to alter the Start Time/Start Date when placing a medication order. However, if it is deemed necessary to begin an order earlier than the indicated Start Time/Date, it is possible to change the Pharmacy Order Priority field from Routine to **STAT**

5. Note that the Requested Start Time and Next Dose Time fields will default to the Current Time.

4. After completing all the necessary information, then click on the Sign button to place the order.

*Note: When ordering Cardiac Stress Tests over the weekend, the Requested Start date/time should be updated for the following Monday. The Nuclear Medicine Department does not perform these tests over the weekend.

Miscellaneous Medication orders

There may be occasions where it is necessary to order a medication, but the drug cannot be found through a search of the order catalog.   These situations might include: 1) Drugs which a patient may be taking, but is not in the facility's formulary and there is no Therapeutic Alternative 2) a newly marketed medication which a patient is taking but is not yet on the pharmacy formulary 3) Some OTC type medication that a patient is taking which may need to be continued as an inpatient med. For those occasions, a medication order can be placed by utilizing the Template Non-Formulary format (TNF).

1. Placing the initial order:

- Search for the medication by typing MISC in the Find field.

- Selecting the MISC Medication option will allow the provider to enter orders for most all situations. A Warning box will display indicating that Interaction checking is not available

2. The Order Details window will display. All of the Required fields will be highlighted in Yellow. The FreeText Description field and the FreeText Dose field will allow for any text entry into these fields. Other fields will have options available to select from a drop down menu.

3. When entering information in the Freetext Dose field, an alert window may appear as indicated below. Simply click YES and continue with completing the other detail fields.

4. After completing all the necessary information, then click on the Sign button to place the order.

Pharmacy Communication

Med Note

Physicians may enter a Med Note orderable to communicate notes such as "No NSAIDS", "Mix fluids in NS", "Concentrate all fluids", etc. to Pharmacy. (Note:Do not use Med Note to request Pharmacy Consults. Instead use Pharmacy Consult PowerPlan).

1. Type Med Note or Note to search for orderable
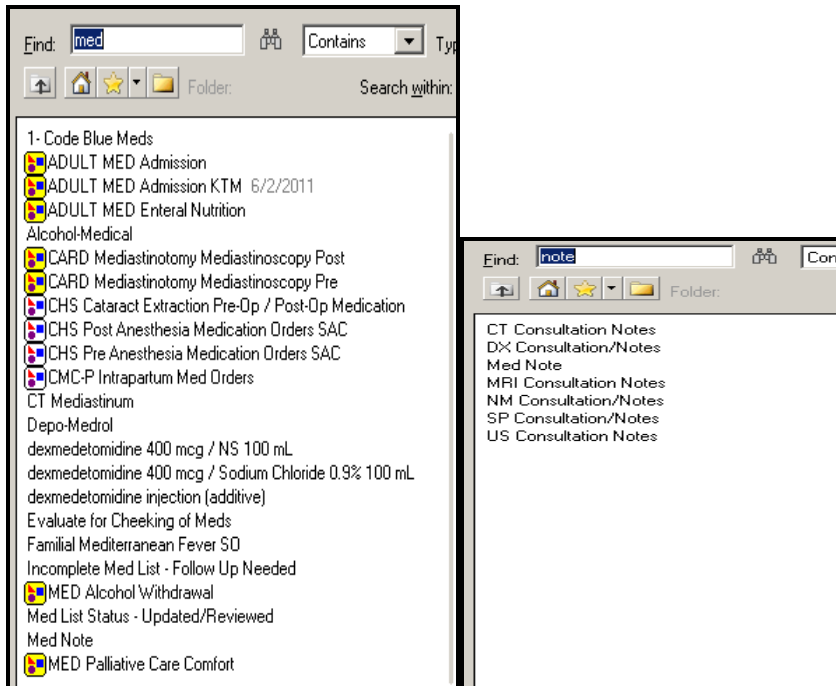
2. Select prebuilt sentence
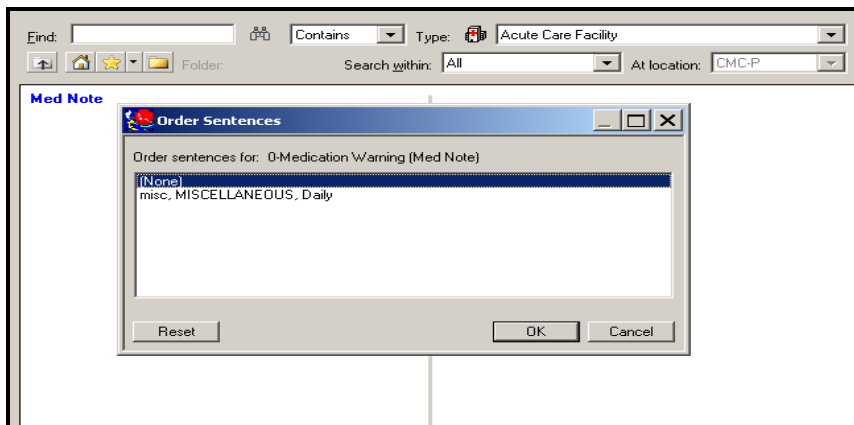
3. Complete note details in the Freetext Description, then sign orderable.

4. Pharmacy will address Med Note when verifying the order.

5. MAR display – No IM Injection Med Note verified as ordered by physician.

6. MAR Display – No IM injection Med Note verified with Pharmacist entering note in dose field.

Locked Profile

■ 1. When pharmacy is actively entering orders in the patient's profile, the physician will receive a warning when they go to enter orders.

   ■
■ 2. Click OK. When the pharmacist closes the patient's profile, the physician will be able to place orders.
■ 3. Additionally, if ordering from the MPage, the user will then see

■

■   4. In either case, the user should wait a few minutes and then reattempt ordering.

3. PowerPlans

- A **PowerPlan** is a predefined group of orders that are routinely prescribed together, which can be entered under one orderable name. Once placed, they remain linked via the **PowerPlan** name. They may have a Zynx link to Evidence Based practice to guide use.

- Orders placed as a **PowerPlan** will stay grouped and will be identified by a icon.

PowerPlan Naming Convention

- **PowerPlans** have a standard naming convention that consists of keywords at the beginning of the name all caps.
- The keywords identify the population and specialties the PowerPlan was designed for.
  - Population –prefaced with PEDS to designate a pediatric PowerPlan. Prefaced with ADULT to designate if it is an adult version of a pediatric PowerPlan.
  - Specialty – prefaced with the appropriate specialty acronym. Below is the list of specialty acronyms.

ANE	Anesthesia
BHC	Behavioral Health
CARD	Cardiology
CRIT	Critical Care
EENT	Eye Ear Nose Throat
GASTRO	Gastroenterology – Hepatology
MED	General Medicine
NEO	Neonatology
NEPHRO	Nephrology
NEURO	Neurology – Neurosurgery
NB	Newborn Care
OB	Obstetrics
GYN	Gynecology
ONC	Oncology - Hematology
PAIN	Pain Service
TRANS	Transplant
ORTHO	Orthopedics
PHARM	Pharmacy
PLASTIC	Plastic-Cosmetic
PULMO	Pulmonology
RAD	radiology
REHAB	Rehabilitation
SURG	General Surgery
TRAUMA	Trauma Services
URO	Urology
VASC	Vascular

Selecting a New PowerPlan

- **1. PowerPlans** can be found in the order catalog by typing the topic in the search window, using the "contains" search function.

- **Wild Card Search (*)**
  - Example S* will bring back any PowerPlans beginning with an S
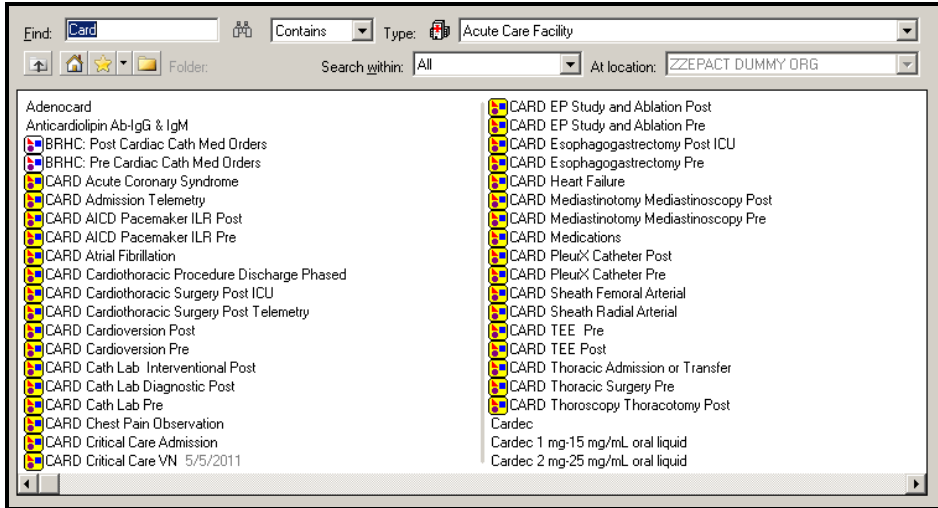
- 2. Select a **PowerPlan** by left clicking on the name of the plan. When the plan name turns blue and is bold, the plan has been placed on the patient's order scratchpad in a planned pending status. As with orders, multiple **PowerPlans** can be selected at one time

  -
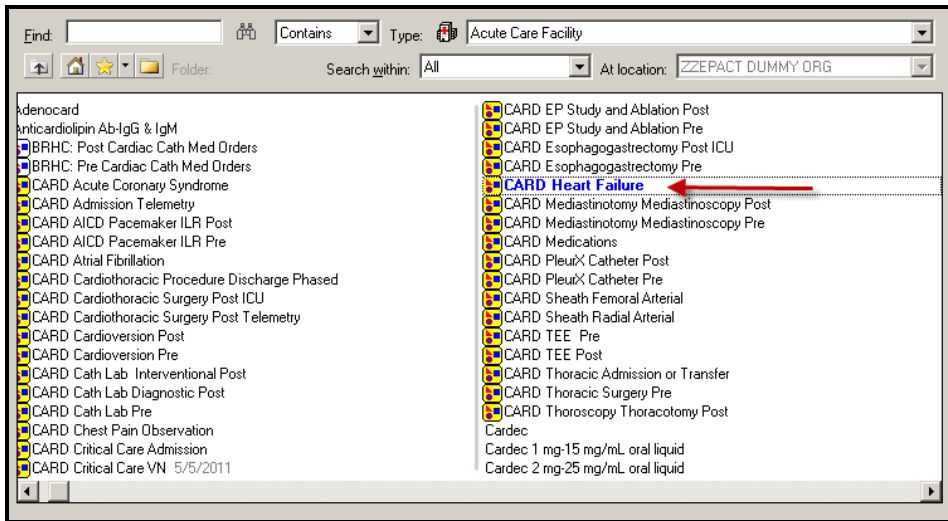
*Note: To resize the ordering window, click the resize square (found at the top righ-hand side of the window) This will allow you to see the orders you have selected on your desktop. To complete the process, click done.

CANOPY
ELECTRONIC MEDICAL RECORDS

■ 1. Powerplans can also be located under the **Inpatient PowerPlan catalog**. From the menu, select Orders, then select the +ADD button.
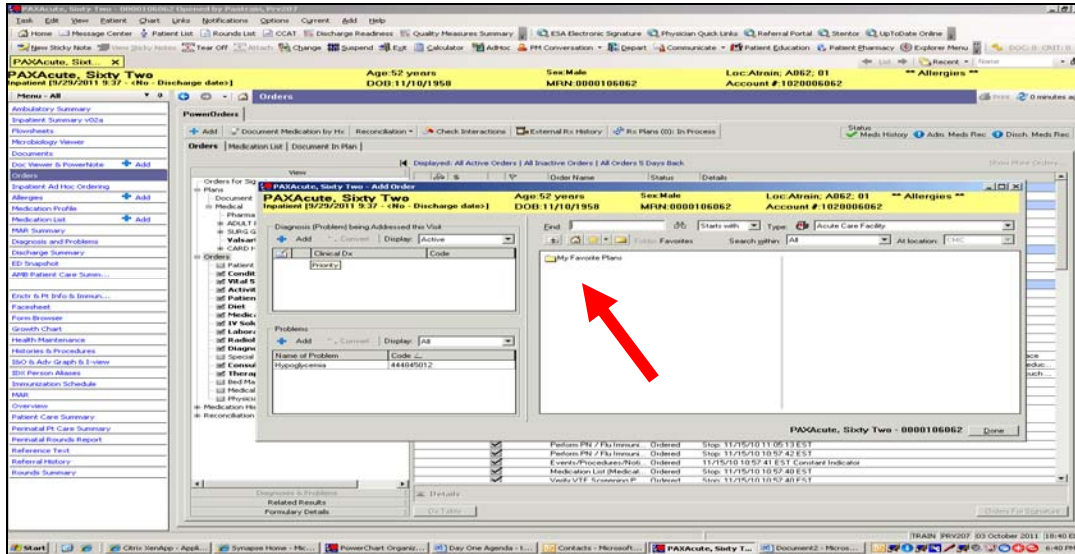
■ 2. From the orders screen window, click the button with a file folder
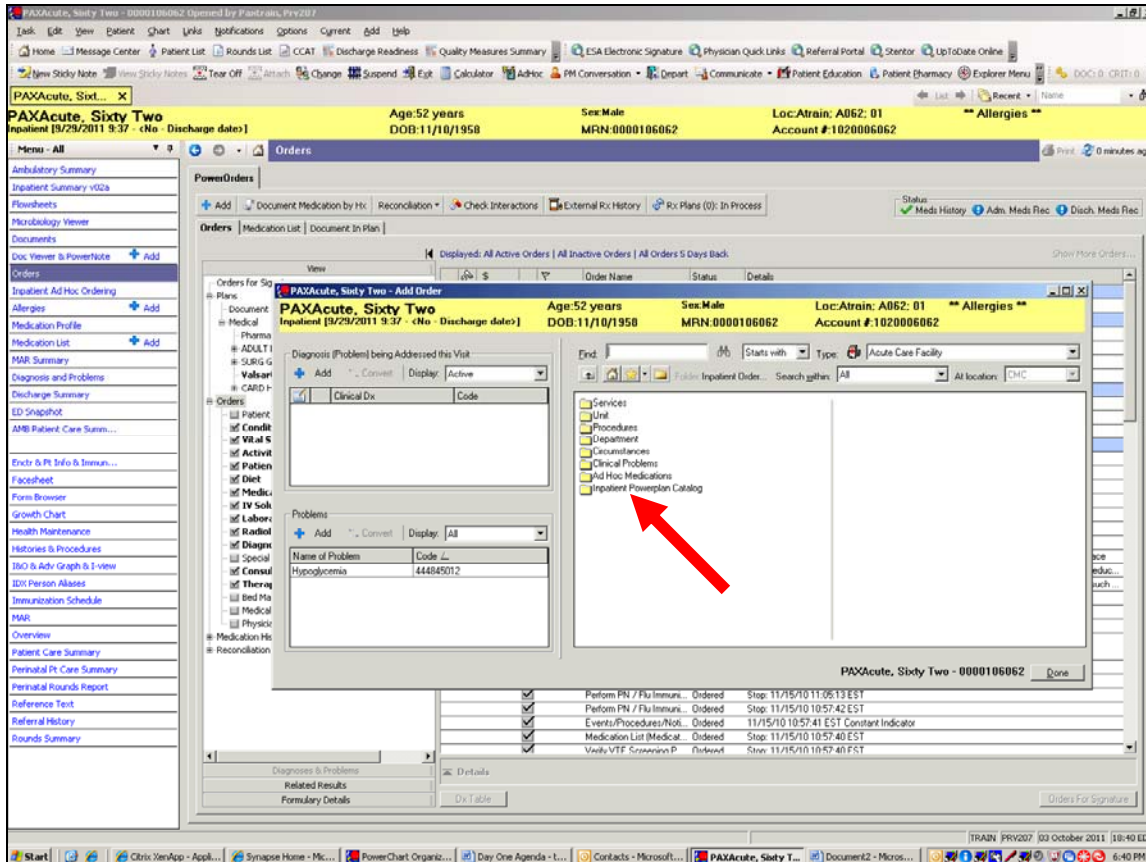
■ 3. Select Inpatient Power Plan Catalog.

■ 4. Select appropriate Power Plan according to specialty.

Selecting PowerPlan orders

■ 1. The PowerPlan displays in the top part of the navigator. When you left click on the PowerPlan name, the orders that are included will be display on the right side of the screen.
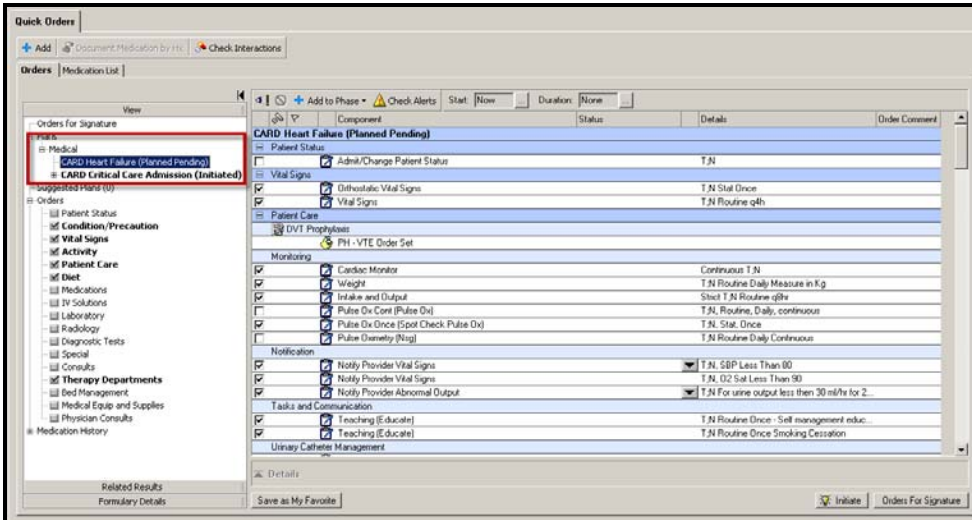
■ 2. Select the appropriate orders by left clicking the box in front of the order. Some orders are already pre-checked in the PowerPlan as part of the design. If you do not wish to place these orders, simply left click on the box in front of it to de-select it.
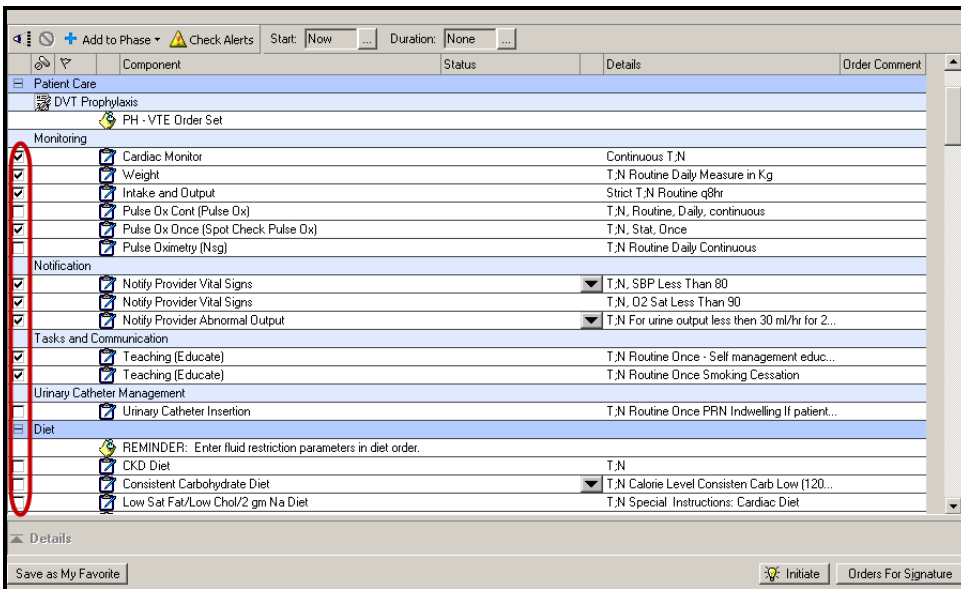
PowerPlan Order Details

■ 1. A ✖ will appear next to the order name once it has been selected if there are missing required order details that have not been entered

-
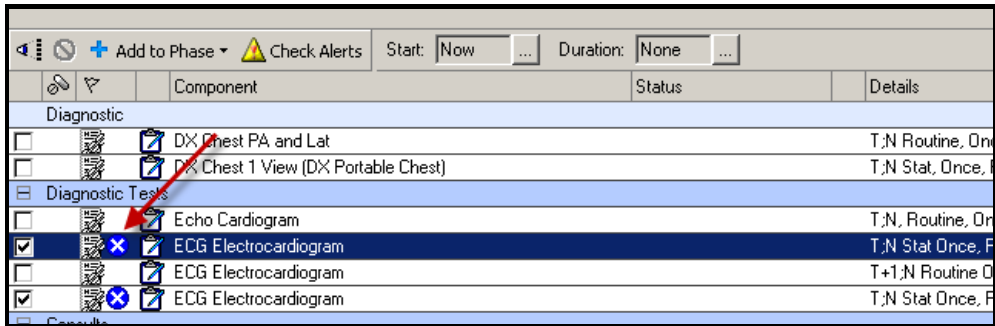
- 2. To modify the order, **double click** on the order details to bring up the order detail window.

-

- ✔ Most orders have today/now defaulted for the start date/time; however, the start date/time field will **not** populate until the PowerPlan has been **initiated**.

-

- 3. Some orders have multiple order sentences pre-built for you to choose from. View and select the appropriate order sentence by clicking on the down arrow to the left of the order details.

-
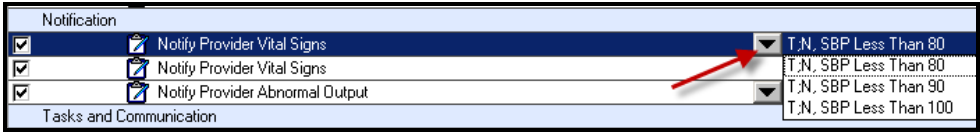
- ✔ Notes in the PowerPlan are designated by the icon. They help guide the user when selecting and placing orders.

- ✔ All patients need an Admit order. Please ensure that the Admit/Change Patient Status order is selected for in-house patients, when changing a level of care or when ordering cardiac monitoring. Also ensure required fields are completed when you create a PowerPlan in a planned state.

- ✔ To modify an order in a planned PowerPlan, confirm the order is checked, then right click on the order

-
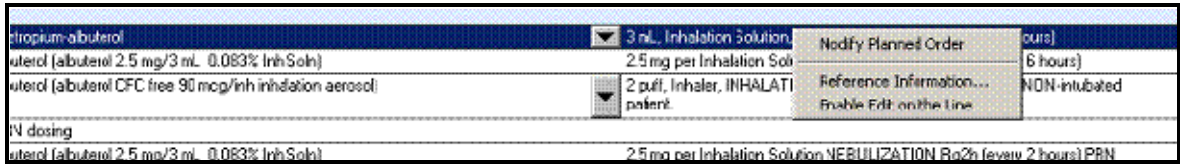
- Select **Modify Planned Order** and enter prefered changes in the order detail window. To save, add to your favorite.

-
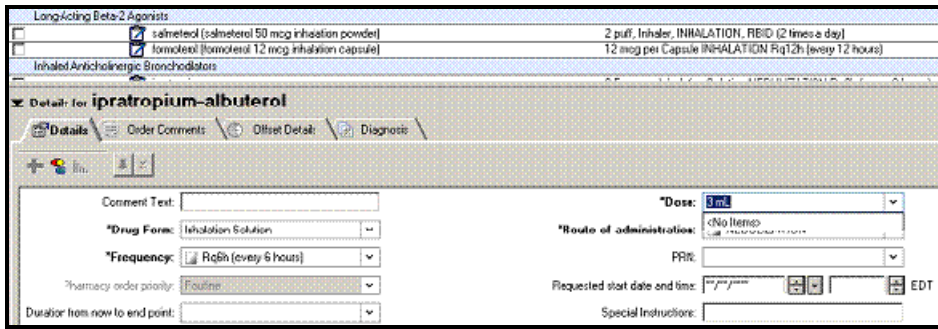
- When ordering a physician consult, please ensure that the consult physician has been notified. Use the radio buttons to denote this communication.

Evidence Based Links

- Zynx links to evidence based practice have been attached to some orders. This is denoted by the . icon.
- As with preps and special instructions, the Zynx link may be viewed by hovering over the icon and clicking on the link.

-
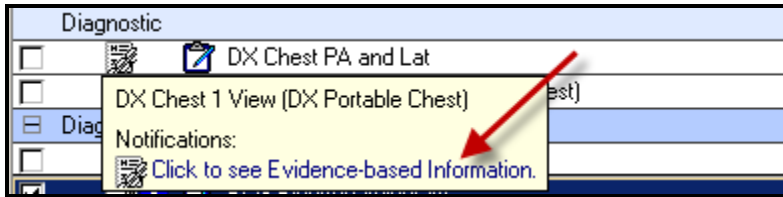
SubPhases

- **1. PowerPlans** may also contain **Subphases**. **Subphases** are Powerplans added to another **PowerPlan**. They are identified with the icon .

-
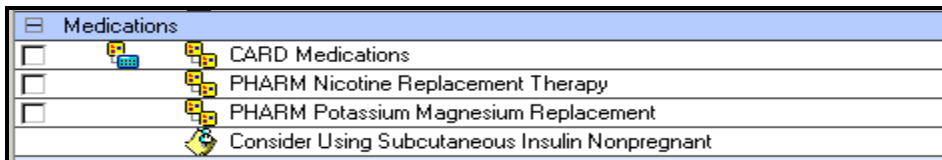
- 2. Selecting the box to the left of the **subphase** will add the it underneath the main **PowerPlan** in the Navigator window, and the **subphase** components will appear on the right.

-
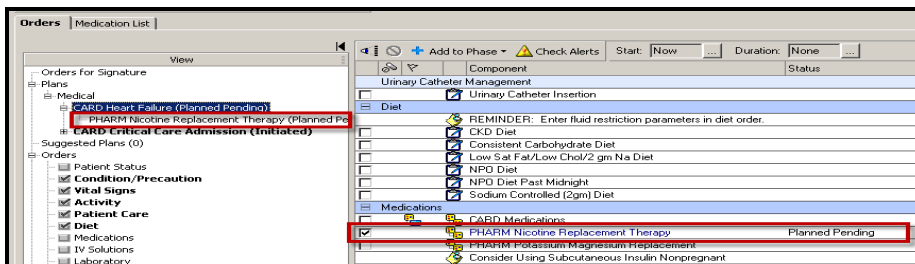
- 3. Select the appropriate orders from the **subphase** and fill in any required details.

- 4. To return to the main **PowerPlan**:
  - Click the **PowerPlan** name in the navigator.
  - Click the "Return to" button at the top and bottom of the **subphase** components
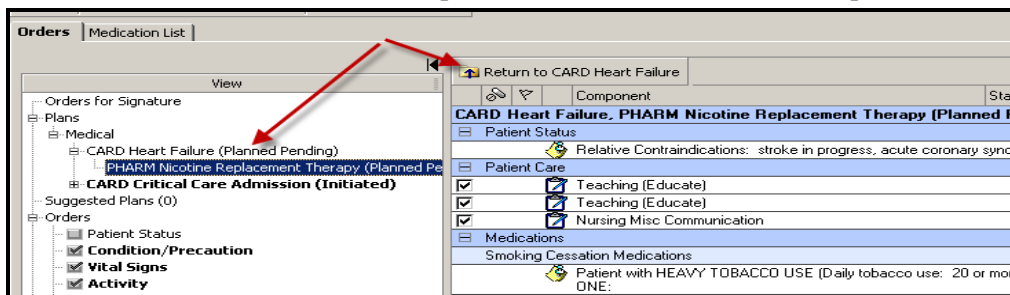
Add to Phase

- 1. If there is an order that is not included in the PowerPlan, it can still be added by selecting **Add to Phase** button at the top.
- 2. It will bring up the **order catalog** window to search for the appropriate order.
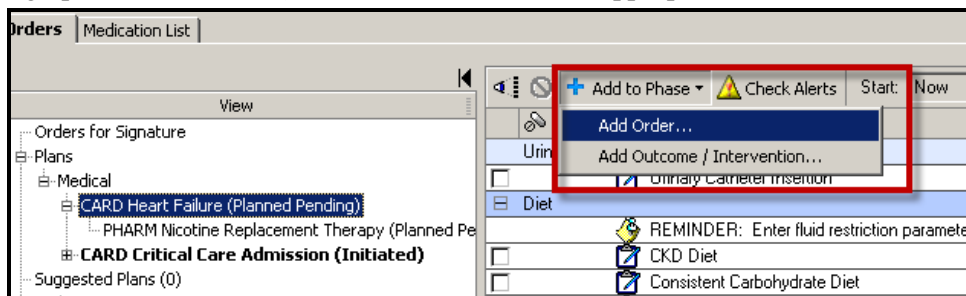
-
  -
- ✔️ If there is an active PowerPlan, individual order should be added to it by utilizing the **Add to Phase**. This groups all the orders together.
-

Merge View

- **Merge View** displays the PowerPlan components with those already ordered for the patient and active on the patient profile.
- It also shows any order already selected in plans that are being ordered.
- Uncheck any duplicate or unnecessary order from the plan after viewing what is already ordered or being ordered.
- Click on the icon to activate the Merge View.

✔ Once the Merge View is activated, clicking the ⏴ icon again will turn it off.

✔ ***NOTE:** ED physicians enters the Admit/Change patient status order after speaking with the accepting physician. To avoid duplications and omission of the Admit/Change patient status order, the Admitting physician can use merge view to verify order placement prior to adding the order from the Admission PowerPlan.

Initiating the PowerPlan

- 1. Once the appropriate orders have been selected, the **PowerPlan** needs to be signed.
- 2. The **PowerPlan** can be **initiated**, if the orders will be needed immediately.
    - The **PowerPlan** can be left in a **planned** status if the orders are not yet needed. (i.e. the patient has not arrived yet or these are postop orders for when the patient is out of surgery).
- 3. Once initiated each order in the PowerPlan and subphase will display individually on the **Orders Profile** under the appropriate **Clinical Category**

- 4. After selecting the appropriate orders and filling in the required order details, click on ⚡ Initiate to move the PowerPlan to an Initiated status.

- 5. Click the [Orders For Signature] button.

- 6. Click the [Sign] button

-

- ✔ If the PowerPlan is initiated, single click anywhere on the order line to bring up the order detail window.

View Excluded Components

- **View Excluded Components** displays the PowerPlan components that were not selected at the time the **PowerPlan** was initiated.
- It is a convenient way to quickly add an order that was part of the **PowerPlan** but was not originally selected.
- 1. Click on an existing Initiated PowerPlan by clicking on the PowerPlan name in the View column.

- 2. Click on the 🔍 to view components that part of the **PowerPlan** but were not initiated.
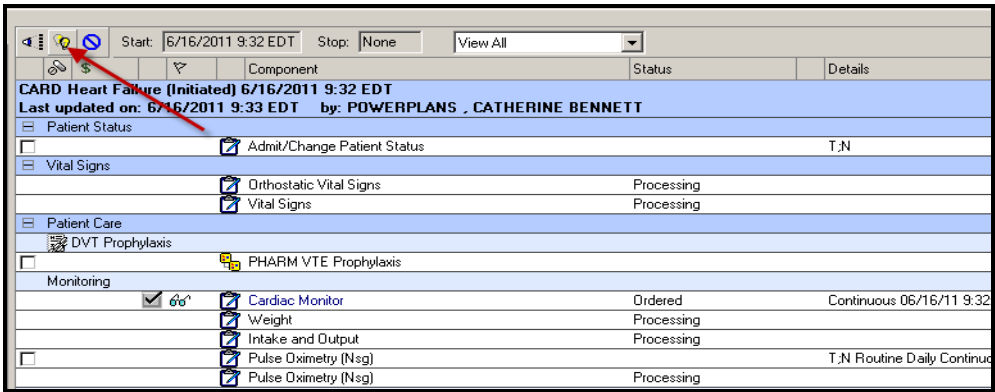
- 3. Select any additional orders to initiate and modify the order details.

- 4. Click the **Orders For Signature** button.

- 5. Click the **Sign** button

PowerPlan Statuses

- PowerPlans can be in 1 of 5 statuses on a patient's chart:
- **1. Planned Pending** – chosen from the orderable search, but not yet signed, nor initiated
- **2. Planned** – signed and therefore attached to the chart, but not yet available to be acted upon
- **3. Initiated Pending** – chosen from the orderable search and initiated, but not yet signed.
- **4. Initiated** – signed AND Initiated; orders are in ordered status and available to be acted upon
- **5. Discontinued** – PowerPlan was discontinued, therefore all orders are either discontinued or in progress.
  - o **PowerPlan statuses are seen in the Navigator to the left of the orders in the Orders window**.
-

-
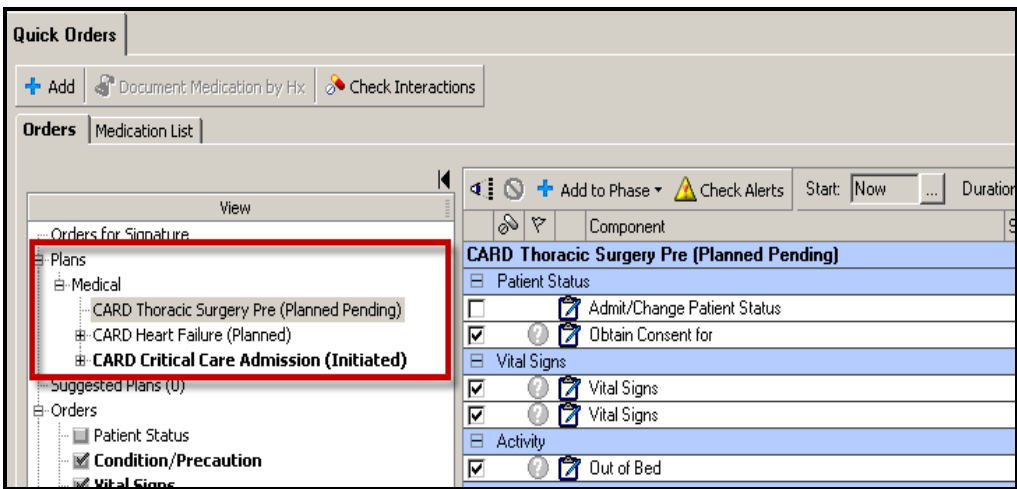
Planning PowerPlans

- The **PowerPlan** can be left in a **planned** status if the orders are not yet needed. (i.e. the patient has not arrived yet or these are postop orders for when the patient is out of surgery

- **To put in a Planned status**:
    1. Add a new PowerPlan from the Order Catalog.
    2. Select the desired orders.
    3. Click the [Orders For Signature] button.
    4. Click the [Sign] button.
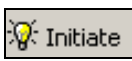
        -
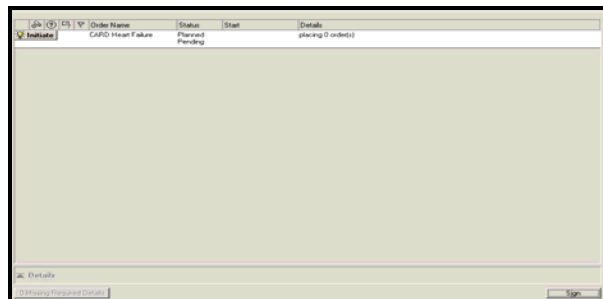
- Planned orders will not appear on the order profile. They can be viewed by left clicking on the planned PowerPlan in the View column.

- **PowerPlans can be planned by one provider and signed into active status (initiated) by another provider**.
    - 1. Click on an existing Planned PowerPlan by clicking on the PowerPlan name in the View column.
    - 2. Review all the orders and order details are correct. Use the Merge View to see any duplicate orders.
    - 3. Click on [Initiate] to move the PowerPlan to an Initiated status.
    - 4. Click the [Orders For Signature] button.
    - 5. Click the [Sign] button.

Initiating a PowerPlan: Virtual Unit Location

- **Helpful Tips for entering orders on a patient in the ED awaiting a bed assignment:**
    - Check to make sure the patient has been transferred to one of the **5 virtual ED beds**. If the patient is not bedded in a virtual unit, you cannot initiate PowerPlan orders or complete the Admission Medication Reconcialiation:
        - AEC   (Ambulatory ED)
        - DAC   (Diagnostic ED)
        - MJC   (Major ED)
        - PEC   (Pediatric ED)
        - HOC   (Holding ED)

- To identify if a patient has been moved to a virtual unit, view the patient location in the demographic banner.

Patient is in Acute Virtual Unit: **CORRECT UNIT TO ORDER**
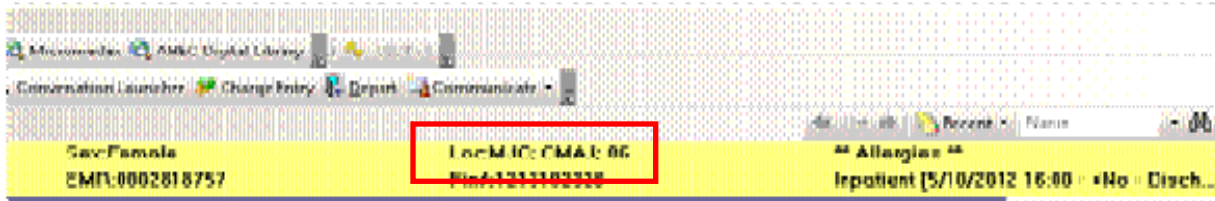
Patient is still in ED Unit: **DO NOT ORDER**
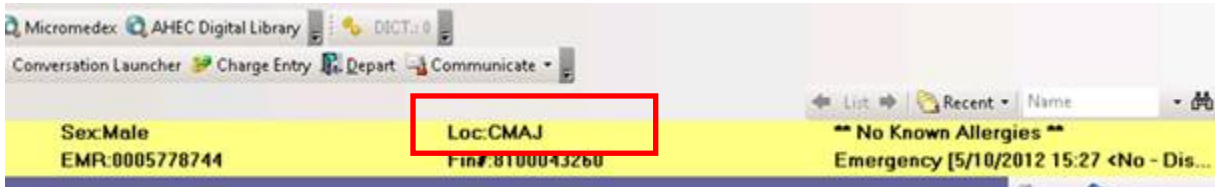
- The nurse on the receiving unit can initiate the plan once the patient arrives.
- If additional orders need to be added to the admission order set, make sure they are "added to the phase" of the plan so they can be initiated with the plan.

Discontinuing PowerPlans

- 1. To Cancel/DC all orders in either a "Planned" or "Initiated" PowerPlan, the PowerPlan itself can be discontinued. Right click on the PowerPlan name in the view window and choose Discontinue.
- 2. Planned Pending PowerPlans can only be "Removed" not discontinued.

-
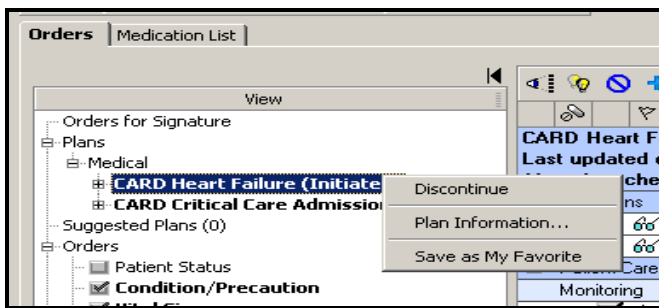
- Planned status PowerPlans can also be **Voided** if placed incorrectly on a patient's chart.

- 3. The Discontinue PowerPlan window will appear. **Only select the orders and subphases you do not want to discontinue**.

- ![checkmark] When Discontinuing a PowerPlan, pay close attention to the Admit/Change patient status order and the Code status and select **keep** for the order to remain active as appropiate

Feedback Link

- CHS continually strives to improve the quality of the **PowerPlans.**
- At the bottom of each **PowerPlan** is a link to a webpage to provide feedback on the design.
- Provider Shared Baseline Feedback
- As with preps and Zynx links, the Feedback link may be viewed by hovering over the icon and clicking on the link.
- You will be contacted when your feedback has been reviewed or if there are any additional questions.

Multiphase Plans

- Some PowerPlans are made up of multiple phases (i.e. PostOp and PreOp phases).
- Easily manage the complete care of the patient throughout their stay.
- Each phase can be planned or initiated individually.
- In general providers or clinicians should initiate the appropriate phase of the MPP only when those orders should be implemented by the clinical staff with the following exception:
  - When the plan needs to be initiated prior to the patient's arrival to the next level of care for workflow purposes.
  - To alert the appropriate department, ie pharmacy, of where to deliver the medication, utilize the special instructions field of that order to indicate this information: "send medication to OR"

Ordering Multiphase Plans

1. Select the PowerPlan from the order catalog
2. In the Navigation View, each phase is listed under the PowerPlan.

3. Left click the first phase and the orders that are included will be display on the right side of the screen.
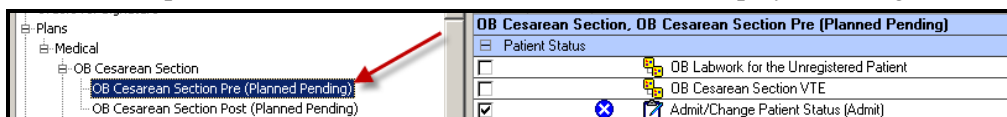
4. Select the appropriate orders and modify the order details.

5. Click on [Initiate] to move the first phase to an Initiated status.

6. Once the first phase orders are selected and modified, left click the remaining phases and select the appropriate orders and order details.

7. Once all phases' orders have been selected and the order details are filled out, sign the order by clicking the

[Orders For Signature] button.

✔Only the first phase orders will be initiated. The other phases' orders will be in a planned status and can be initiated later.

8. Then click the [Sign] button

Medication PowerPlans

■ When ordering certain medications, please use the pre-built medication PowerPlans (i.e Heparin, Warfarin). Search by typing **PHARM** in the search window or select Pharmacy PowerPlans in the **Inpatient Catalog** folder.
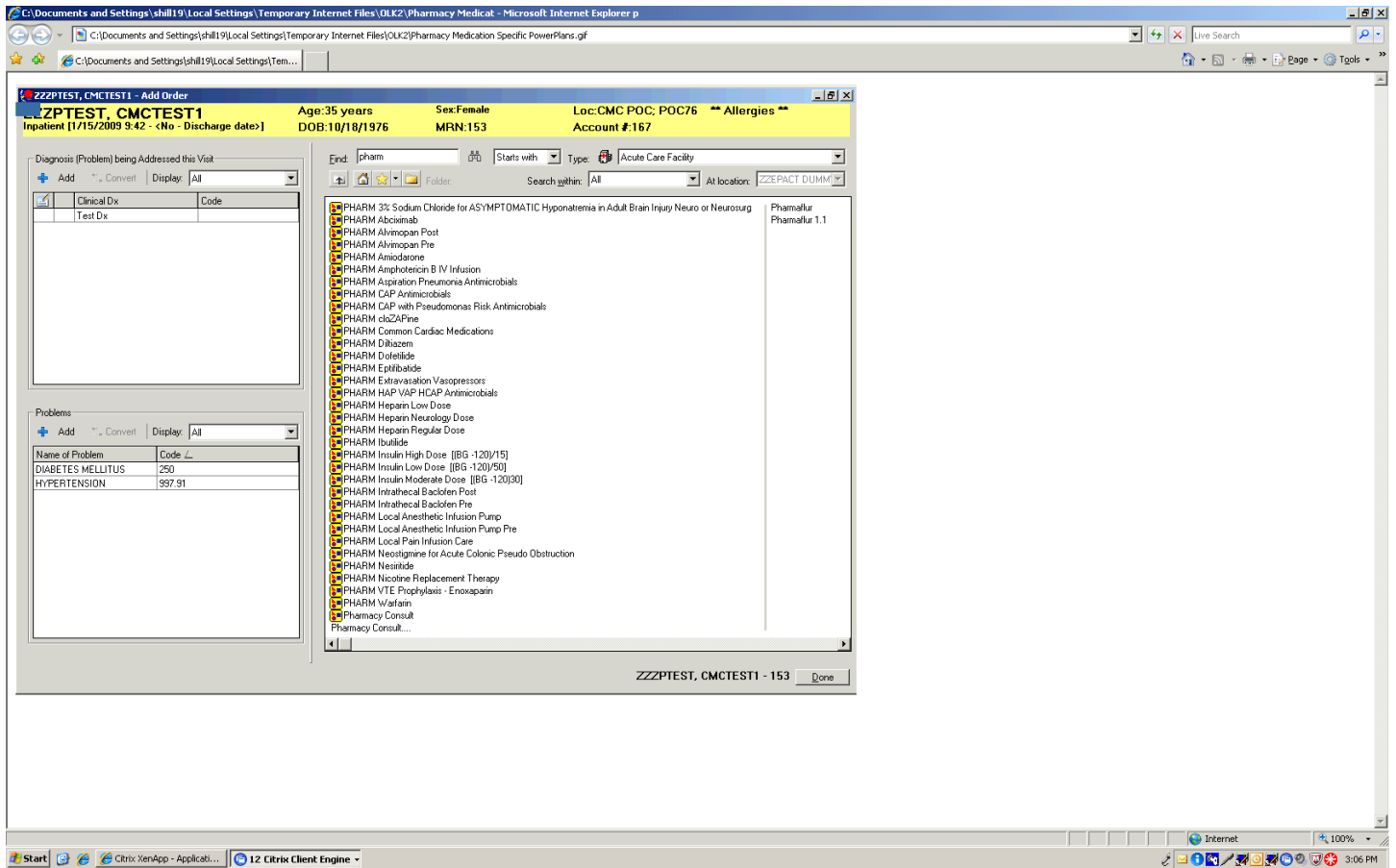
✅ *NOTE: When ordering blood cultures, please utilize the Culture Blood Standard Set PowerPlan

Favorites

Creating a Personalized Favorites Folder

The **Favorites Folder** allows often used orders to be stored for quick and convenient retrieval when needed.

1. Open the Add Order window.

2. Click the ⬜ browse button; then select **Organize Favorites**
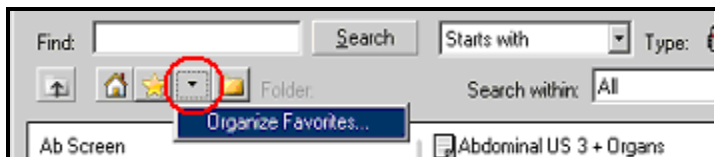
3. Click **Create Folder** to create a personalized **Favorites** sub-folder.
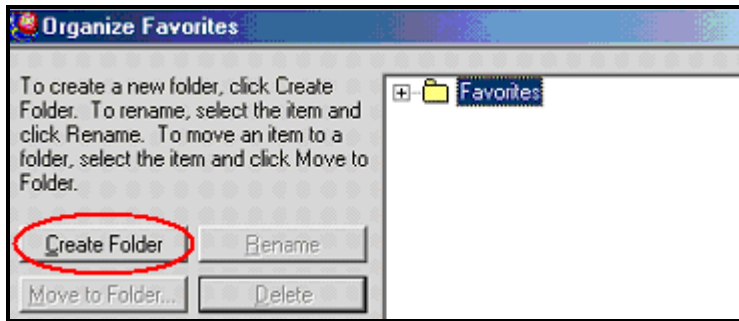
4. Type in the desired **name** (i.e., My Favorites).

5. Click [Close].
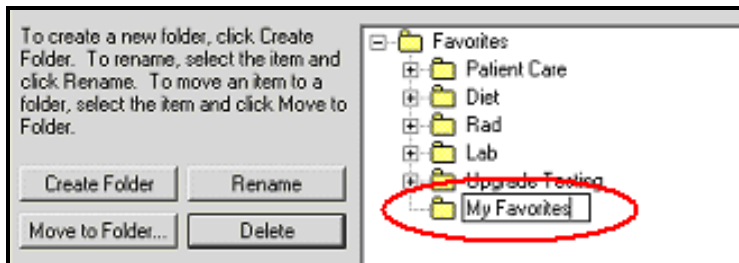
☑️ The personalized (i.e., "My Favorites") sub-folder can be divided into additional sub-folders (i.e., "Diet" or "Patient Care") following the above instructions, highlighting "My Favorites" before clicking **Create Folder**.

Adding an Order to Favorites

1. Click the **Add Order** icon to open the search window; search for the desired order.
2. *Right click* on the orderable name; then click **Add to Favorites**
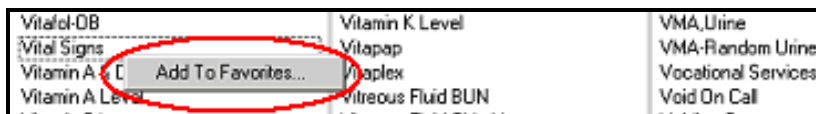
3. Click to **highlight** the appropriate sub-folder; then click to return to the Add Order window.
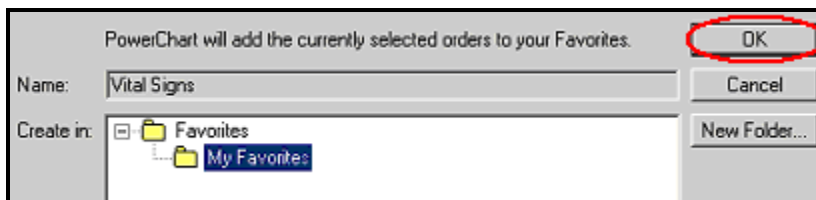
4. Click [Done] to return to the Orders Profile.

Creating Favorite PowerPlans

▪ A standard **PowerPlan** can be modified to support your practice while utilizing best practice and evidence-based links.

    ▪ Order sentences defaults can be changed

- Orders can be selected or deselected.
- Order Comments can be added.
- Orders can be added via the Add to Phase functionality above.

This modified **PowerPlan** can be saved as a personal favorite to save you time in the future.

1. Find a **PowerPlan** that was already placed on a patient's chart or after modifying a new **PowerPlan**, click

   Save as My Favorite button at the bottom of the screen.
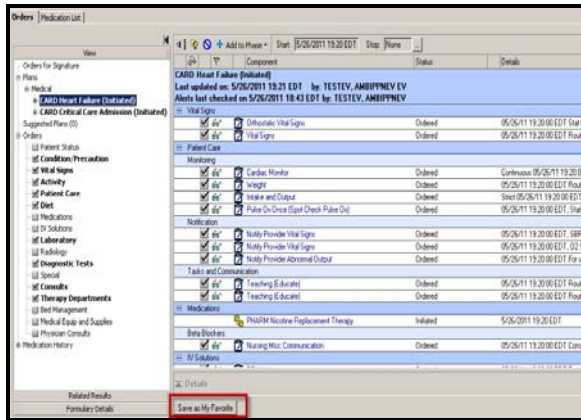
2. Type in the name of the favorite plan and click OK . This name is only visible to you.

3. Click + Add to bring up the **Order Catalog** window.

4. Click on **My Favorite Plans** folder or search for the **PowerPlan**.
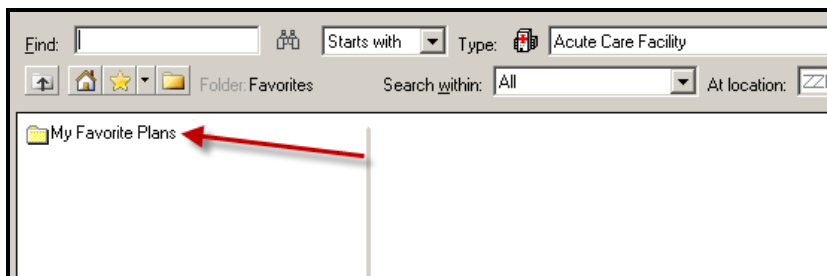
5. It still brings up the Standard **PowerPlan** and also your favorite **PowerPlan**. The date behind the favorite **PowerPlan** name is the date you added it as a favorite.
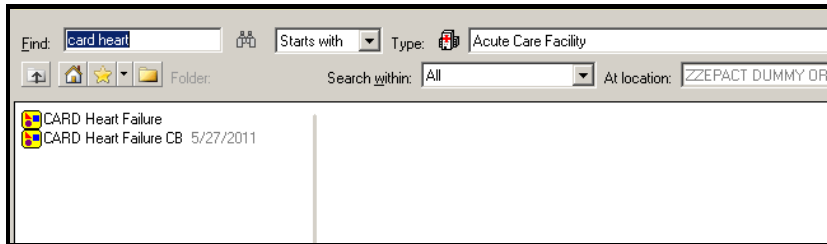
6. Select your favorite **PowerPlan**.
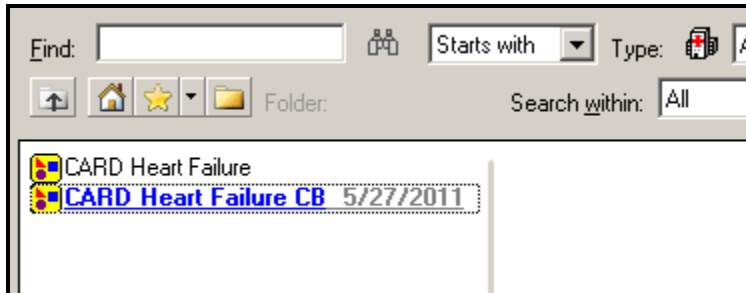
7. Notice it only shows the standard **PowerPlan** name and not your favorite name.
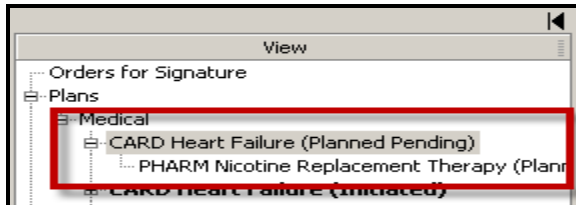
8. When a **PowerPlan**'s content is updated you will receive notification with what changed and requesting you're you resave yourfavorite **PowerPlan**.

9. Clicking **Load standard catalog plan** will load the **Standard PowerPlan and not your favorite plan.** Later, when you click on your favorite **Powerplan**, you will be prompted to address the change notification again.

10. **Do not save it under a new name.** It will create a 2nd favorite **PowerPlan** in your favorite folder. When you click on the old favorite, you will receive the change notification and be prompted to resave. A window will appear warning you there is already a favorite **PowerPlan** with that name. Click Yes to resave the **PowerPlan**

Browsing the Favorites Folder

1. Open the Add Order window.

2. Click the browse button.
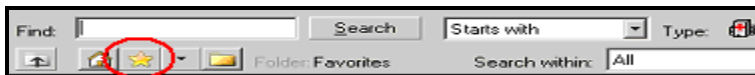
3. The list of favorites folders will appear in the Add Order window. Click on the desired favorites folder to display the orders.
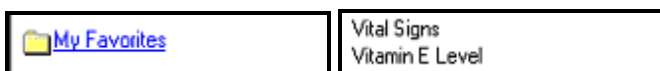
4. Click to select the desired order(s) and follow the standard order entry process.

Organizing the Favorites Folder

■ In addition to creating new folders or sub-folders and renaming existing folders, the **Organize Favorites** function can be used to move an order from one folder to another and to delete orders and/or sub-folders from Favorites.

1. Click on the order to be moved; then, click **Move to Folder**.
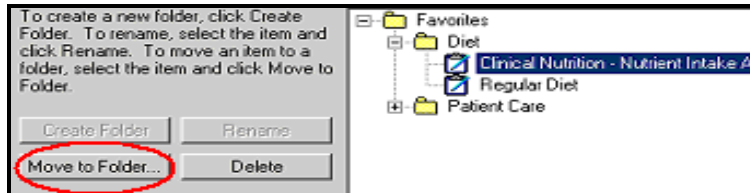
2. Select the **folder** the order is being **moved to**; then click [OK]

3. Click [Close]
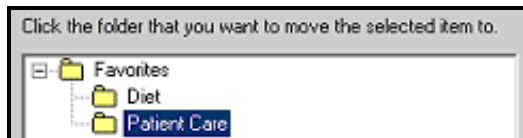
Deleting an Order or a Sub-folder from Favorites

1. Click on the order or sub-folder to be deleted; then, click **Delete**

2. Click [Close]
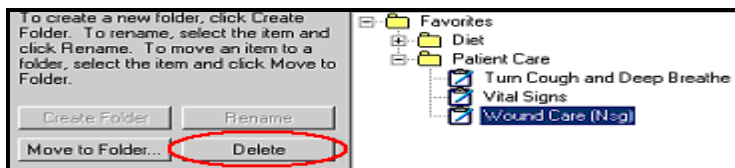
3. Or, to remove an order from the folder, *right click* on the desired order and select **Remove From Favorites** from the shortcut menu

Therapeutic Substitution of Medications

For some medications, there are Pharmacy & Therapeutics Committee (P&T) approved substitutions which are routinely used as replacement products. Therefore, when trying to order these drugs, the initial search may fail to return the medication for which you are looking. These P&T approved substitutions have been built as PowerPlans and named with both Brand Names and Generic Names as appropriate.

1. Search for the medication. Note that in this instance, no results are returned. Also, note that the Search criteria is based upon the **STARTS WITH** option.

2. Changing the Search criteria to CONTAINS will allow the application to find the medication if it is being utilized in a Therapeutic Substitution PowerPlan.

3. Select the appropriate PowerPlan and the Plan will open to display the P&T approved substitutions. Select the desired order by clicking on the box beside the designated substitute order.
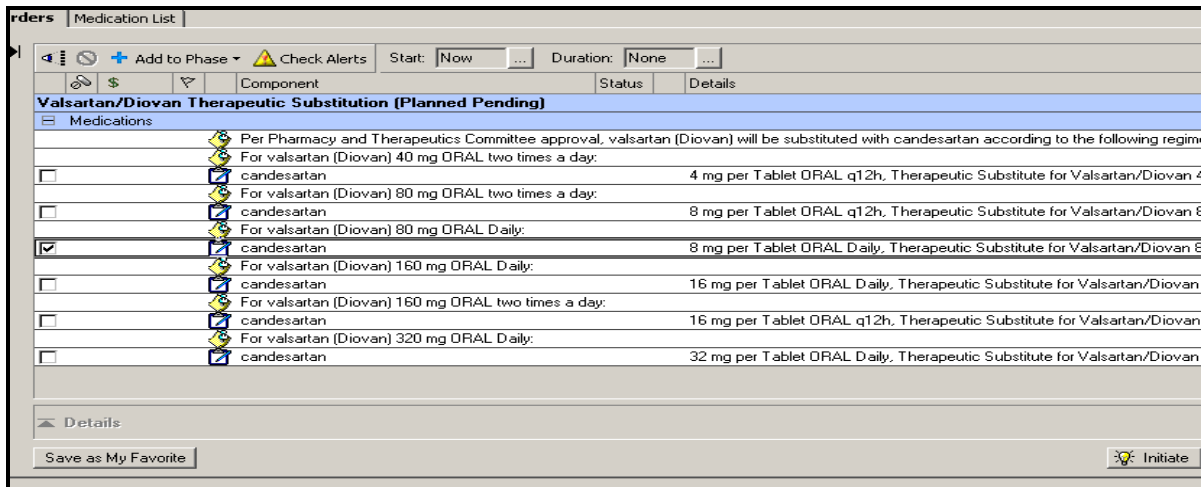
4. INITIATE or SIGN the PowerPlan as desired. The Therapeutic Substitution PowerPlan will display in the left side Navigator Window
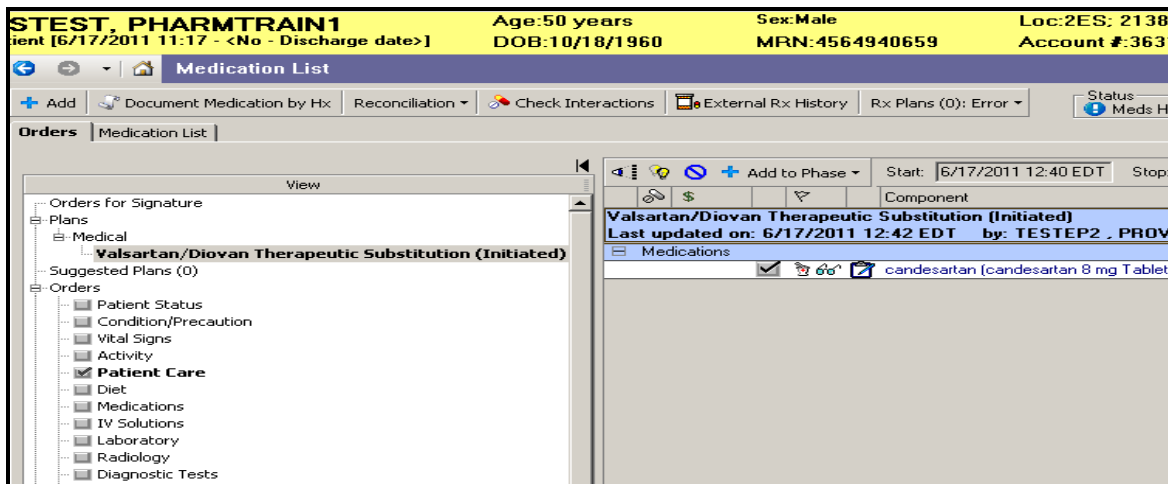
4. Sliding Scale

- PowerPlans have been built with pre-completed sentences to expedite the order entry process.
- A custom Sliding Scale can also be built using the Sliding Scale tool.

Placing Insulin Sliding Scale Orders from within a PowerPlan

- PowerPlans have been built with pre-built insulin sliding scale orders.
  1. If the name of the PowerPlan is known, use the "Starts with" search filter. Select **Adult PHARM Subcutaneous Insulin Non Pregnant** Powerplan. Using the **Adult PHARM Subcutaneous Insulin Non Pregnant** Powerplan will ensure you have the additional orders to support this patient, for example Hemoglobin A1c and Diabetes Teaching Consult.
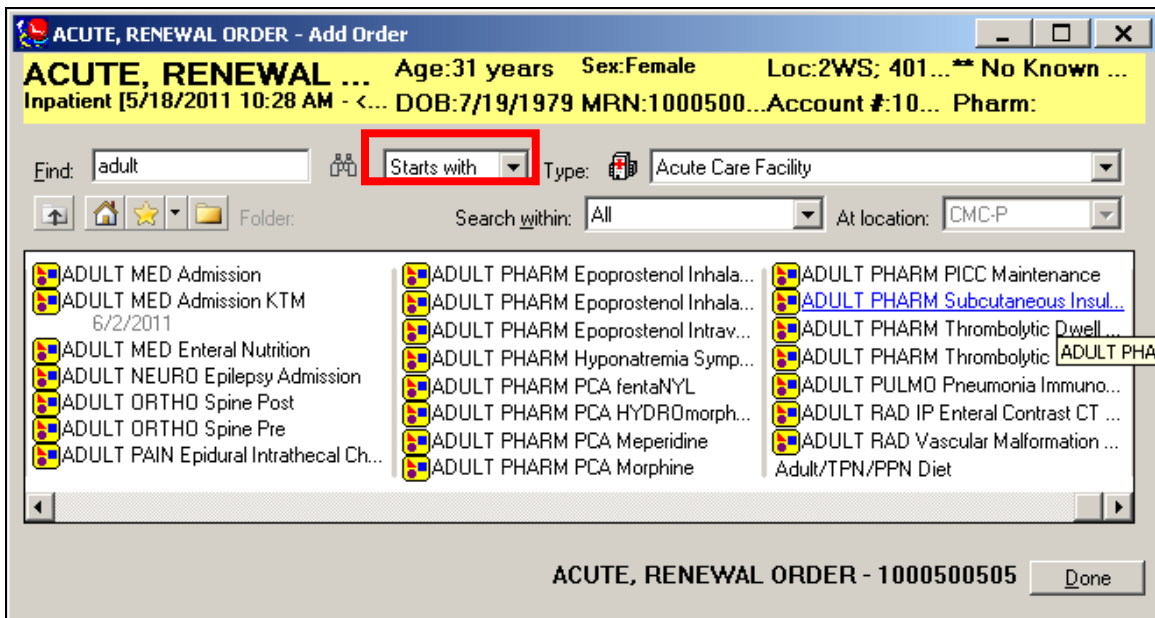
If the name of the PowerPlan is not known, use the "contains" search filter

2. Select the desired order and click the done button to close the search window.
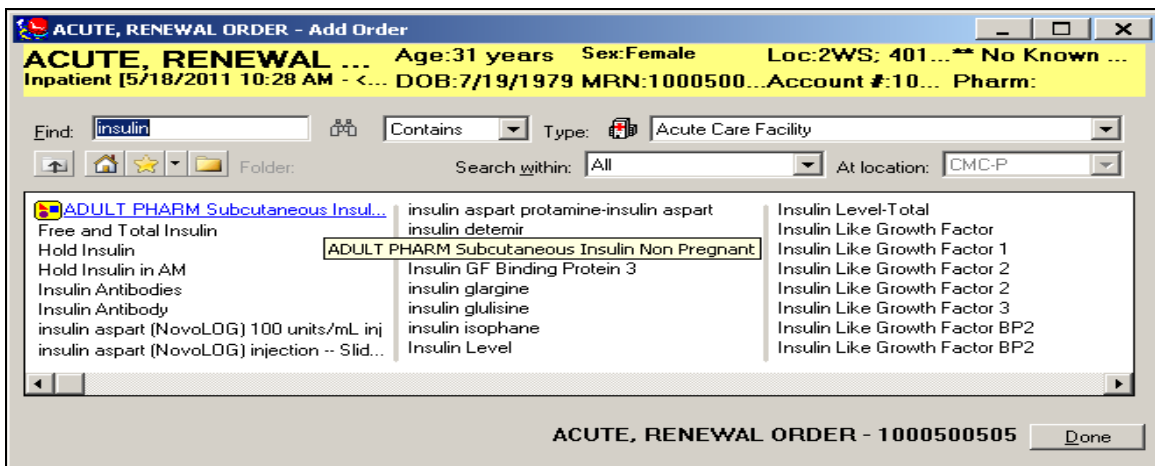
Note: Inpatient PowerPlans begin with either the service line (Card, Pulm, Pharm,Crit) or the patient population (Adult,Ped).

3. The Powerplan is in Planned Pending status. Select a Low, Moderate or High Insulin dose. Use the dropdown to select the POC(Accucheck)) frequency.

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4. Initiate and sign the order. This will send a One time task to the Nurse and then they will Initiate the corresponding Low, Moderate, High Insulin subphase PowerPlan.

Placing Insulin Sliding Scale Order from Outside a PowerPlan

1. From the Order Profile, click the add button to open the order search window. Using the "Contains" search filter, search for Insulin Regular, or Novolog, or Humalog

2. Select the Sliding Scale order, and click done to close the search window.
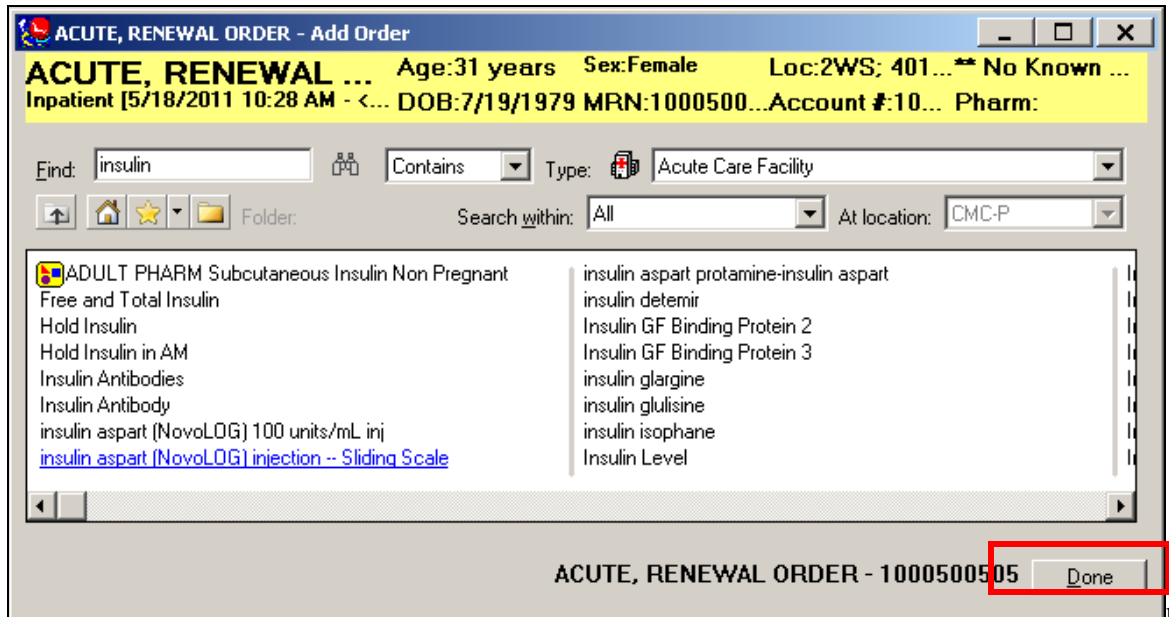
3. The Order Sentence window opens
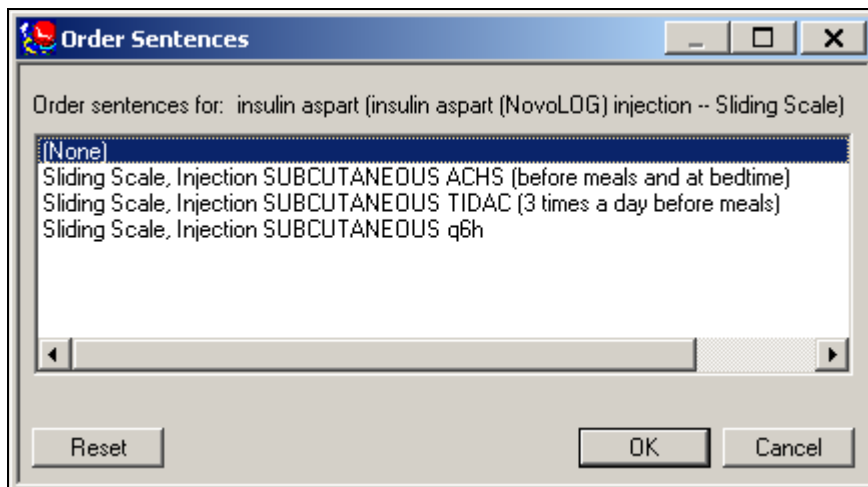
NOTE: Order sentences have been built to facilitate the speed and accuracy of order entry.

4. Select the desired order sentence and Click OK
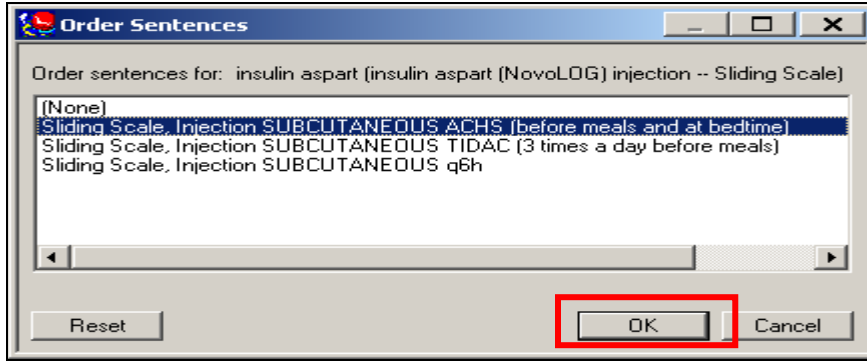
5. This places the order on the scratchpad and opens the order detail window.
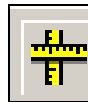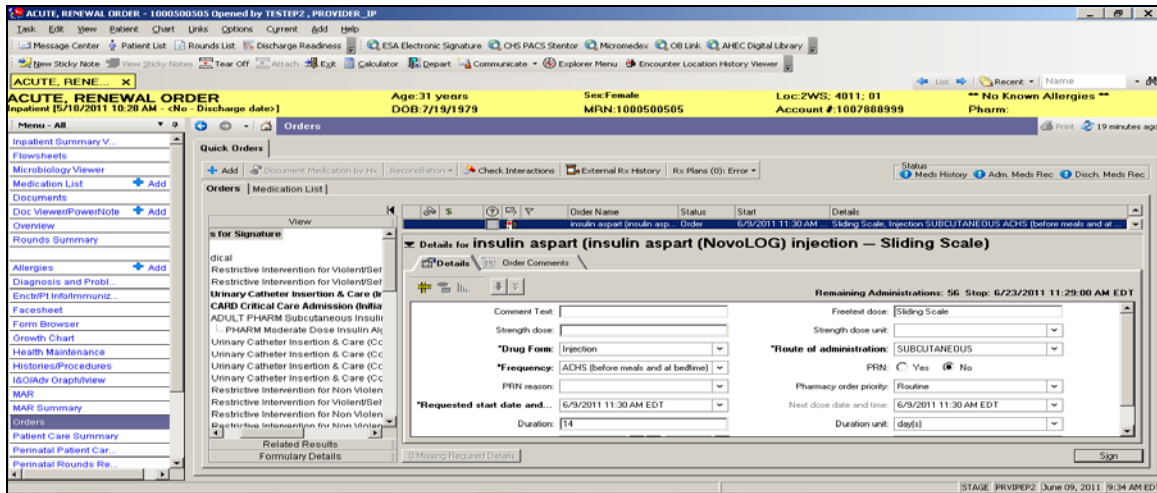
6. To set the sliding scale detail, click the Sliding Scale Icon
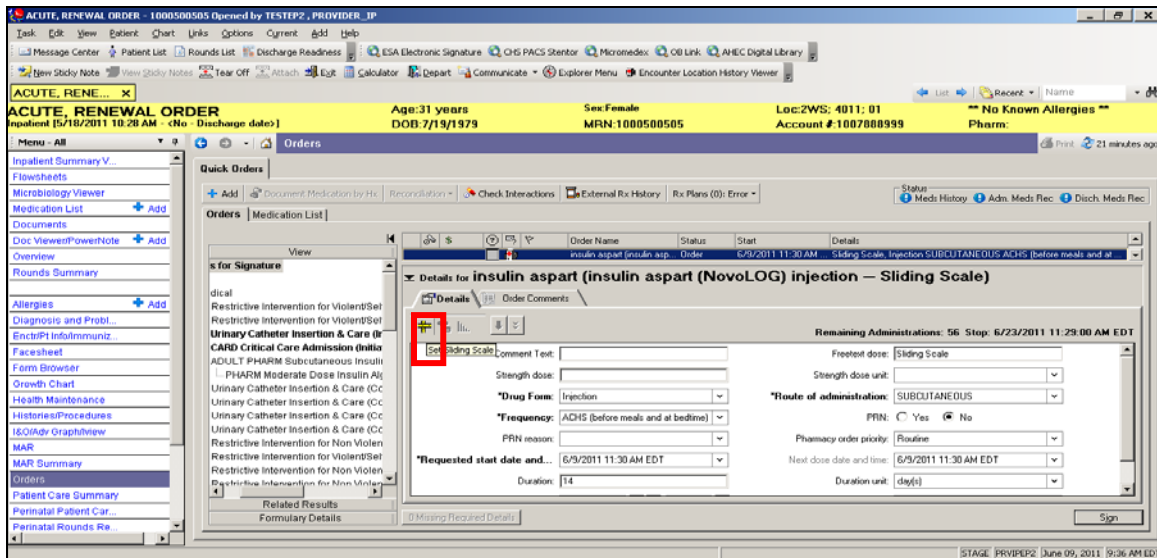
7. This opens the Sliding Scale window where desired parameters can be specified. The scale is set according to the starting levels and the increments set. Each row is fixed based on those settings, unlike the pre-completed scales in a PowerPlan where each Blood Glucose level can be dosed individually.

To make changes to the default scale:

8. Change the Starting level by clicking the up or down arrows or by highlighting and typing in the level.

9. Change the Increment by clicking the up or down arrows or by highlighting and typing in the increment.

9. Change the Number of rows in the scale by clicking the up or down arrows or by highlighting and typing in the number.

10. Change the increments of the dose by clicking the up or down arrows or by highlighting and typing in the number.

10. Conditions can be customized by checking/unchecking the boxes and increasing or decreasing the critical values.

13. Click the Calculate Button to update the scale to reflect the new starting level, increments, and conditions.

14. Click the OK button to close the window

15. The new scale can be viewed in the Comments Tab.

16. Complete additional order details and click the sign button to place the order.
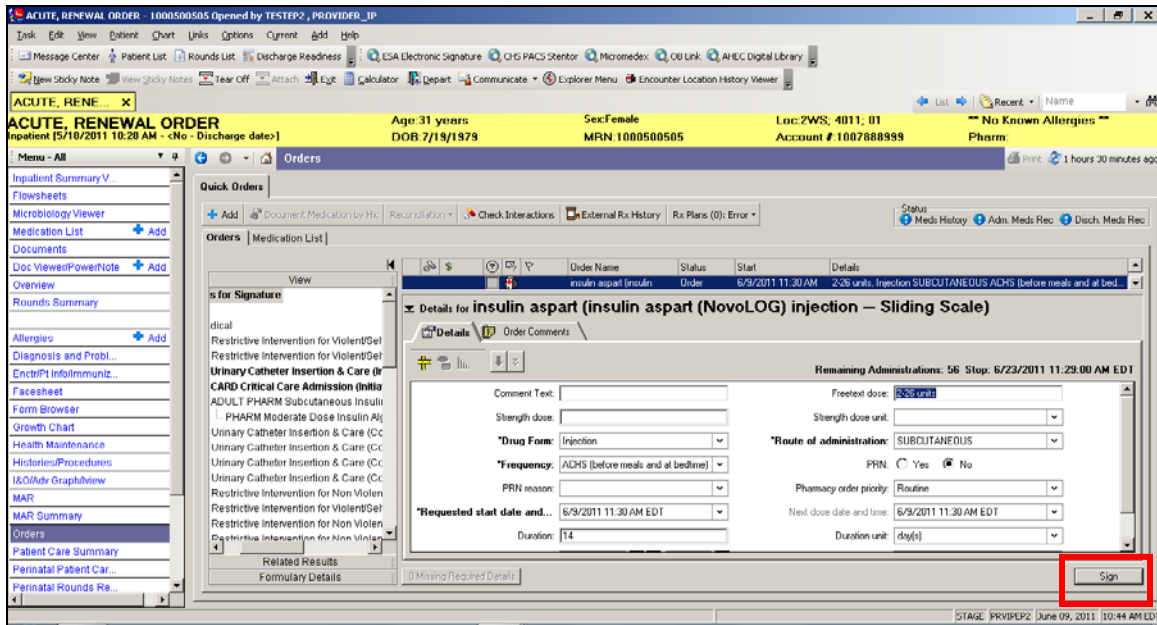
17. Order is on the Order Profile in "Ordered "status.
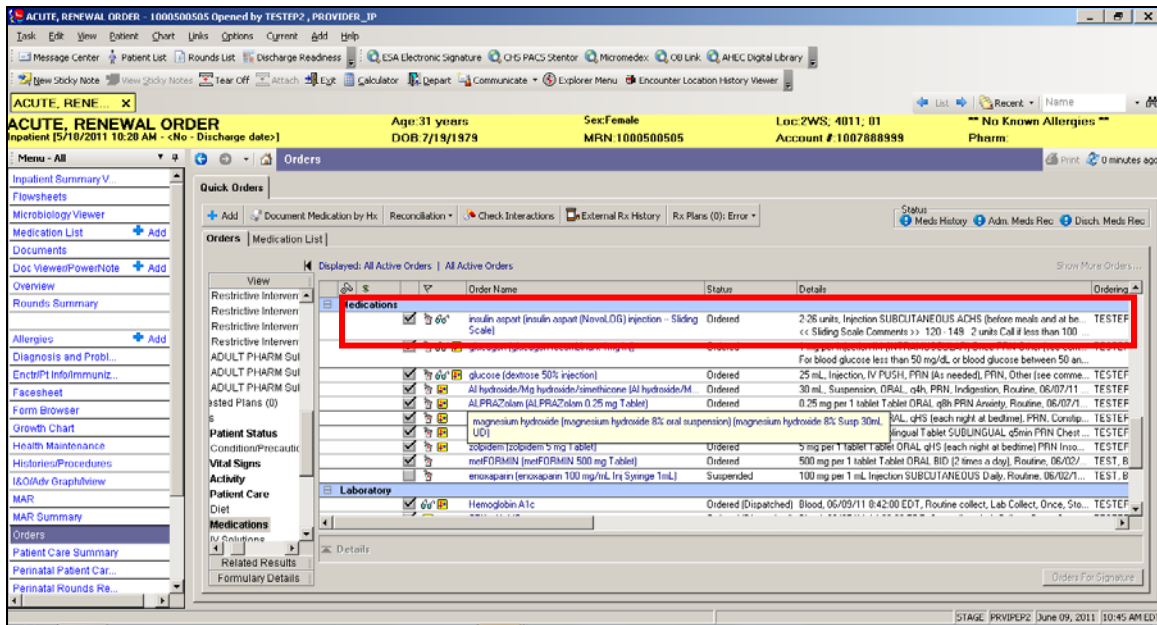
18. Sliding Scale detail can be viewed by hovering over the order….

19. and also on the MAR

5. Adhoc Ordering MPage

- The Adhoc Ordering MPage should only be used to enter single orders into the system. A good example for its use would be when rounding on patients on subsequent hospital stay days and a few minor orders need to be placed. **It should not be used for Admitting orders, Quality Measures ordering (i.e. VTE, Stroke) or Evidence Based Order Sets. PowerPlans should be used in those situations.**

- The MPage will incorporate a central display screen, similar to that in the screenshot below, through which inpatient clinicians will interact to place ad hoc orders for their patients. The ability to select and place multiple orders will be supported. It is highly recommended that items found in specific PowerPlans, such as Anticoagulant Therapy, be ordered from the PowerPlan, not the Ad hoc page. The Ad hoc page is meant for the provider to quickly place one off orders.

- The screen below will be divided into five tabs,
  - ➢ Lab (Lab Orders with frequencies of Today, Tomorrow or Stat)
  - ➢ Rad/Studies (Radiology Orders with frequencies of Today, Tomorrow or Stat)
  - ➢ IV/Diet/Pt. Care
  - ➢ Consults/Resp Ther.

Features of Adhoc Ordering Mpage

1. Each orderable listed on the form will have a corresponding check box located adjacent to the orderable title.
    - Left clicking on the box will place a **green** check mark in it and select the orderable to be placed once the "Submit" button is clicked at the end of the order selection process. Orders selected using this method will be ordered using complete orders sentences which will serve to populate all order parameters necessary. In other words, this method will place the selected orders without prompting the user for any additional information. Note that there will be exceptions to this rule when working with orderables that contain parameters that cannot be pre-defined.
    - Right clicking on the box will place a **red** check mark in it and select the orderable to be placed once the "Submit" button is clicked at the end of the order selection process. Orders selected using this method will be ordered using complete orders sentences which will serve to populate all order parameters necessary however the order entry window will be displayed for the order so that parameter values can be modified before placing the order.
2. The ad hoc form will contain a "Submit" button that will be clicked to submit the orders selected using one of the methods described in items above.
3. The form will also include a "Submit with additions" button that will allow the user to further modify their orders or add additional orders that do not appear on the Mpage. This feature can also be used to place additional orders not found on Mpage orders.
4. The form will also include a "Clear Form" button that will cancel the orders process for the selected orders and clear their associated check boxes.
5. There will be a hover over feature that will show the complete order sentence, the order name, and current orders list if applicable.

6. The number of times the order has been placed for the selected encounter appears to the right of the order label in a parenthesis. (5) Would indicate that order had been placed 5 times in the past on the selected encounter
7. Each tab will have alternating line highlighting as demonstrated on the Lab tab to aid in the ordering process.

6. Addendum

Communication Types

Communication Type	Description	Creates Co-Signature	Exists Today
Used for EPACT Phase 2 at CPOE Venue Facility			
CPOE PROTOCOL.	Utilized at a CPOE facility when orders are being entered by a non-provider. The provider will have previously placed and signed an electronic order indicating the particular Protocol based on the facilities approved protocols. The Non-Provider then uses this communication type to enter the orders that fall within the guidelines of the previously ordered protocol. This should not be used for Standing orders or any other orders when a Provider has not previously ordered the Protocol. Protocol orders will not require a co-signature, as these orders will be covered by the original order.	No	No
CPOE STANDING	Utilized at a CPOE facility for facility and/or institutional orders that apply to all patients admitted to a unit, facility and/or clinic, and will be carried out for all patients that meet set criteria. This will generate a co-signature per facility policy. Examples of protocol orders are ED Triage Orders. When in doubt as to whether or not to use the CPOE Protocol or CPOE Standing communication type, choose the CPOE Standing communciation type to generate a co-signature to the ordering physician.	Yes	No
CPOE TELEPHONE	Utilized when an order is phoned in by a provider. The order will be placed while the provider is still on the line, and all alerts will need to be addressed while the provider is on the line. The order would have to be read-back and verified with the provider on the line.	Yes	No
CPOE Verbal	Utilized when an order is given within the clinical care setting audibly to another clinician that can enter the order, but does not have the authority to be the authorizing signer for that order. This communication type would be utilized **only when the Physician is involved in an emergent situation or in a sterile procedure where he or she cannot immediately attend to the patient.** These orders are given face-to-face.	Yes	Yes
THERAPEUTIC SUBSTITUTION FOR PHARMACY	Utilized at a CPOE facility by pharmacists if a therapeutic substitution needs to be made for the medication originally ordered. Based on pre-approved substitutions from the facility PNT committee, these will not generate a co-signature back to the ordering provider.	No	No

Used for EPACT Phase 1 and EPACT Phase 2 Facilties			
Proposal	Proposed Orders can be utilized by Clinicians that can enter orders they wish to propose to a physician. These orders are not active until the physician approves the order via a Message Center action. The order is viewable on the order profile while in the proposed status. Examples would be orders placed by Medical Students and Urinary Catheter Re-assess orders.	No	No
Written	Default communication type for Physicians in CPOE and Non CPOE venues. Used when an order has been entered on paper during downtime in CPOE venue and previously signed by the physician, or by Non CPOE venue for all orders	No	Yes
Fax	Utilized in an environment for orders that are signed and faxed to the facility for entry by the unit secretary.	No	Yes
Placed by the system and not available for end-user selection			
Discern Expert	Used when orders are placed behind the scenes via a CCL rule or through documentation.	No	Yes
Electronic	Used with ePrescribe for prescription orders	No	Yes
ESI Default	Used when orders come back inbound to Cerner from foreign systems where the order is created (i.e. Sunquest Lab, Centricity Radiology).	No	Yes