Orders Tab

Please Note: If you are searching a patient by MRN it is <u>critical</u> that you select the correct encounter

Orders DO NOT CROSS ENCOUNTERS
Except for "Planned Power Plans"

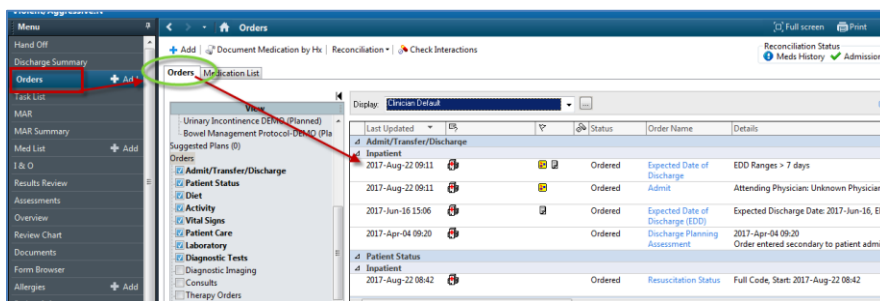## Introduction and Order Page Overview:
- All Inpatient orders shall be placed by the ordering provider.

The exceptions to this include:

- **Areas of the hospital** that are **not** in scope **(**Ambulatory care)
- **Paper based Orders:** Received from doctors offices
  All orders **Must** be entered electronically.
  The paper copy is placed on the chart and is considered the source of truth
- **Codes and Traumas:** Orders are written on paper until patient stabilized.
  When stabilzied any ongoing orders must be entered electronically
- **Downtime:** Orders are written on paper.
  When the Downtime is over,any ongoing orders must be entered electronically
- **Discharge Orders:** Orders are entered electronically.
- **Post discharge**: Follow up tests and/or tests not available at your facility require a paper requisition.
  These orders are to be included in the discharge instructions.

Orders Page

- Select "Orders" from the menu to open/view "Orders".
- The Orders page: Contains a list of all orders placed for this encounter
  - Is divided into two sections:
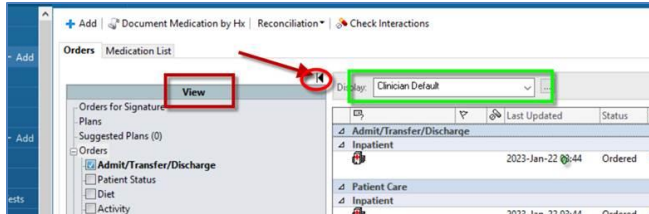 - The "View" and the "Orders" display.

The View Section:
- The "View" lists the order headings(types) or categories
- If the category is bolded with a blue checkmark in the box, there are orders for this encounter in this category
- To expand or collapse the View:
  - Click on the black delta (located above and to the right of "View"

The View is made up of 4 sections:

1 "Plans": Displays powerplans ordered for the patient (regardless of status)

2 "Orders": Displays encounter specific orders (based on categories)

3 "Medication History": Displays history of documented home medications

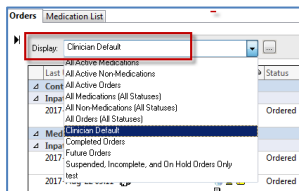4 "Reconciliation History": Displays history of medication reconciliation for this encounter

Note: If the "Orders Page" is displaying "**Powerplan details**" only:

Click on **"Orders"** under "View" to return to the main page.

Preferred "Display" setting :

- Users have the ability to view the orders in several different categories using the "Display" drop down"
- It is recommended to use "**Clinician Default**" as the default display.

"Clinician Default" shows:

- All active orders 364 days back
- All modified orders for the past 24 hours
- All canceled/discontiued orders for the past 24 hours

Each order consists of:

- **Order Name:** The diagnostic test, medication or action/activity being requested.
- **Priority:** Indicates the urgency of the order and will determine how the order is handled(routine, stat)
- **Last Updated:** Indicates the date and time the order was placed or the last time it was modified.
- **Order details:** Specific information such as dosage, frequency, duration, special instructions.
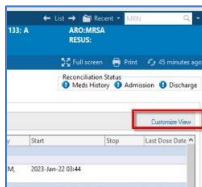- **Status:** Displays the current status:(Ordered, Completed, Pending,Discontinued)

- **Ordering Physician:** Displays name of clinician (physician, nurse, allied health) who placed the order
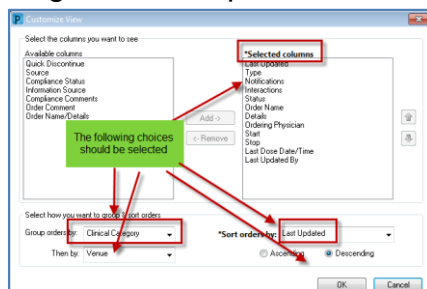

Customize View

The view on the Orders and Med List screens are customizable:
If you wish to change the view:
- Click on "Customize View"

- Customized view window opens
- On the left is all available options
- On the right are the options selected by the user

- "Group orders" by '**Clinical Category**'
- "Then by" '**Venue**'
- Click "OK"