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 stabilized 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.

Menu		< 🖂 🔸 👫 Orders					(0) Full screen 💼 Print 🤞
Hand Off	<u>^</u>	+ Add 2 Document Medication by Hx R	econciliation •				Reconciliation Status
Discharge Summary							Meds History Admission
Orders	+ Ad	Orders Medication List					
Task List			Disalar Director Datase	_			
MAR		University Incontinence DE DO (Planned)	Unitary.	•			
MAR Summary		Bowel Management Protocol-DEMO (Pla	Last Updated 🔻 🖾	\$	& Status	Order Name	Details
Med List	+ Add	Suggested Plans (0)	△ Admit/Transfer/Discharge				
1&0		Orders	2017-Aug-22 09:11	2	Ordered	Expected Date of	EDD Ranges > 7 days
Results Review	=	Patient Status	2017-Aug-22 09:11 🔁		Ordered	Admit	Attending Physician: Unknown Physician,
Assessments		C Diet	and the second second				5 . 10 ⁻¹ . 0 . 2017 . 46 FD
Overview		Vital Signs	2017-Jun-16 15:06	6	Ordered	Expected Date of Discharge (EDD)	Expected Discharge Date: 2017-Jun-16, ED
Review Chart		V Patient Care	2017-Apr-04 09:20		Ordered	Discharge Planning	2017-Apr-04 09:20
Documents		Discouting Tests	4. Patient Status			Assessment	Order entered secondary to patient admis
Form Browser		Diagnostic Imaging	4 Inpatient				
Allergies	+ Add	Consults	2017-Aug-22 08:42 🚯		Ordered	Resuscitation Status	Full Code, Start: 2017-Aug-22 08:42
Dations John		Therapy Orders					

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

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Add	Orders Medication List							
	View	Diricitay: Dinician Default						
	Orders for Signature	🖳 🕅 🖉 🖉 Last Updated Status						
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Add	Orders	⊿ Inpatient						
	Admit/Transfer/Discharge	2023-Jan-22 (%:44 Ordered						
	Patient Status	⊿ Patient Care						
sts	Diet	⊿ Inpatient						
	Activity							

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

Display:	ician Default							
13,	R 8	Last Updated	Status	Order Name	Details	Ordering Physician	Last Updated By	
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ø	Clinical Categories	Jan-22 03:44	Ordered	Daily COVID-19 Symptom Assessment	2023-Jan-22 03:44, Once, Stop Date 2023-Jan-22 03: Order entered secondary to patient admission.	. SYSTEM, SYSTEM,	SYSTEM, SYSTEM,	
0	<u>¥</u> 6°6°	2023-Jan-31 11:33	Ordered	Communication to Physician	Start: 2023-Jan-31 11:32	Unknown Physician, Physician,	MacMurdo, Sheila Mary, PT	
•	2 66	2023-Jan-31 10:02	Ordered	Communication to Physician	Start: 2023-Jan-31 10:01	Unknown Physician, Physician,	MacMurdo, Sheila Mary, PT	
0		2023-Jan-22 03:45	Ördered	Chart Check	Start: 2023-Jan-22 03:45 Order entered secondary to patient admission.		SYSTEM, SYSTEM,	

Customize View

The view on the Orders and Med List screens are customizable: If you wish to change the view:

Click on "Customize View"

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		🗧 Full screen 🛛 🖶 i	
		Meds History	Admission 🤤 Discharge
			Customize View
y	Start	Stop	Dustomize 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"