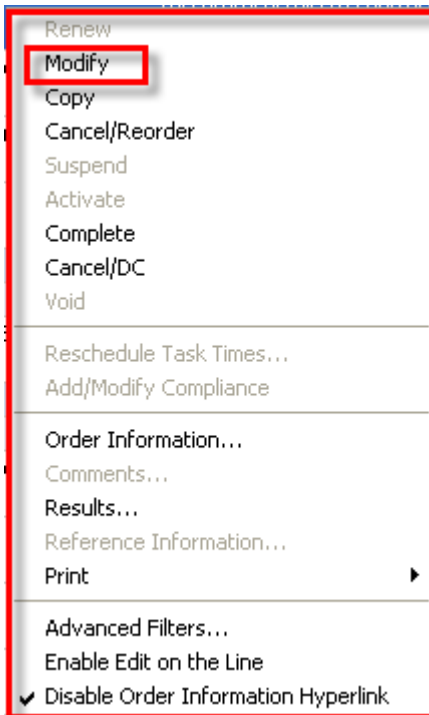


## Order Actions

### Modify an Order


Some Orders can be modified after they have been signed. To modify a signed order:

1. With the patient's chart open, on the Menu select Orders.
2. Locate the desired order in the Order Profile, right-click it, and select Modify.



**Note: Lab and DI orders CANNOT be modified. For Medication orders you CANNOT modify the Route or Drug Form.**

3. Modify the order in the Order Details.

4. Click Orders for Signature  in the lower right corner to display available orders for signature.

5. Review the order, and click "Sign".

**Note:** To review the modification history, right-click and select Order Information. The modification history is displayed in the History tab.

## Cancel /Discontinue an Order

Orders can be canceled after they have been placed, however, the original entry is always a part of the electronic record and the change is noted as a cancellation. Complete the following steps to cancel an order.

If you discontinue an order before the start date & time has been reached the order goes to a “Cancelled” status.


1. With the patient’s chart open, on the Menu select Orders.
2. Right-click the desired order and select Cancel/Discontinue (Cancel/DC).

**Note:** Lab orders can only be cancelled if they are in a scheduled status.

**Note:** If the Cancel command is grayed out, it is likely that all or part of the order has already been carried out.

3. The Order Details window is displayed at the bottom of the Orders Profile window. Enter correct date and time and cancel reason.

The screenshot shows the 'Details for NPO' window. At the top, there is a 'Display:' dropdown set to 'All Active Orders' and a 'Customize View' link. Below this is a table with columns: Last Updated, Order Name, Details, Complianc..., Status, Order..., and Last Updated By. The selected row shows '2012-Nov-02 14:48', 'NPO', '2012-Nov-02 14:57', 'Discontinue', 'Unknown', 'Test\_CPOE Physician\_MID'. Below the table, there are tabs for 'Details', 'Order Comments', and 'Offset Details'. The 'Details' tab is active. In the 'Details' section, there are two fields: 'Discontinue Date/Time' (set to 2012-Nov-02 14:57) and 'Discontinue Reason' (with a dropdown menu open). The dropdown menu lists several reasons: '(None)', 'Discontinued by Physician', 'Cancelled by Nurse', 'Family Member Refused', 'Patient Condition Changed', 'Patient Not Available', 'Patient Refused', 'Patient to OR', 'Wrong Encounter', and 'Wrong Patient'. At the bottom right of the window, there is a 'Show More Orders...' link and a highlighted 'Orders For Signature' button.

4. Chose your discontinue reason
5. Click the Orders for Signature button.
6. Click Sign.
7. Click the Refresh button  3 minutes ago to refresh the screen. The Order Status now displays as discontinued.

	Last Updated	Order Name	Details	Complianc...	Status	Order...
Diet						
Inpatient						
	2012-Nov-02 15:03	NPO	NPO, Start: 2012-Nov-01 09:31,...		Discontinued	Unknow n Phy...

## Cancel / Reorder an Order

Using Cancel / Reorder allows the clinician to cancel the original order and generate a new order in one step copying the details from the original order. If details of the new order need to be modified, this can be done prior to signing. This will be a helpful function for modifying the route on medication orders (eg: modifying Flagyl IV to PO) or reordering a previous lab with different order details.

Note: When this order action is performed on medications, Pharmacy and Nursing will have to re-verify the order and the product may be dispensed again.

1. With the patient's chart open, on the Menu select Orders.
2. Select the order you wish to reorder and right-click.
3. From the menu, select Cancel/Reorder.

	Last Updated	Order Name	Details	Complianc...	Status	Order...	Last Updated By
Continuous Infusions							
Inpatient							
	2012-Nov-01 14:32	morphine (additive) 250 mg + Sodium Chloride 0.9% PCA 50...	Bolus Dose [mg]: 5, Lockout interval [min]: 12, Number of boluses/hour: 5, na, Subcutaneous, ...		Ordered	Test, CPOE...	Hutt, Elizabeth L, Pharmacist WH
	2012-Oct-25 10:35	2/3 - 1/3 1000 mL	50 mL/hr, IV, 1,000 mL, Start: 2012-Oct-25 10:35		Ordered	Unknow n Phy...	Test, CPOERN, RN
Medications							
Inpatient							
	2012-Nov-14 11:57	predniSONE Taper				Test, CPOE Physician, MD	Test, CPOE...
	2012-Nov-14 11:43	furosemide (Lasix)	40 mg, Oral, Tab, Daily, Star 09:00			Test, CPOE Physician, MD	Test, CPOE...
	2012-Nov-07 07:55	insulin lispro (HumaLOG)	5 unit(s), Subcutaneous, Trinj meals, Start: 2012-Nov-07 1			Test, CPOE Physician, MD	Test, CPOE...
	2012-Nov-07 08:42	APAP/caffeine/codeine (Tylenol)	2 tab(s). **Range Dose** -			Test, CPOE Physician, MD	Test, CPOE Physician, MD

6. The Order Details window will appear and the information may be changed if required.
7. Click "Sign" and then refresh.
8. The order displays under the ordering physician's name.

## Suspend/Resume

Suspend Order Action will put the selected order in a hold state, the medication will not be dispensed from Pharmacy and no tasks will generate on the eMAR.

In order to make the order active again, choose the Resume Order Action. This may generate new alerts (interaction, allergy, duplicate) if applicable.

If the order is no longer required after being suspended choose the Cancel / Discontinue Order Action.

1. With the patient's chart open, on the Menu select Orders.
2. Select order and right-click.
3. From the menu, select Suspend.
4. The Order Details window appears. Update the order with Suspend Date and Time and Suspend Reason.

The screenshot displays the 'All Active Orders' table with a 'Suspend' button highlighted in the 'Status' column for the 'Clear Fluids Diet' order. Below the table, the 'Details for Clear Fluids Diet' window is open, showing the 'Suspend Date and Time' field set to '2012-Nov-02 1547' and the 'Suspend Reason' dropdown menu open, listing options like '(None)', 'OR/Procedure', 'Patient condition changed', 'Patient out on pass', 'Patient unavailable', and 'Physician order'. The 'Orders For Signature' button is also highlighted.

5. Click Orders for signature, "Sign" and then Refresh.

To Resume follow above steps choosing Resume. Only an order that is suspended has an option to resume

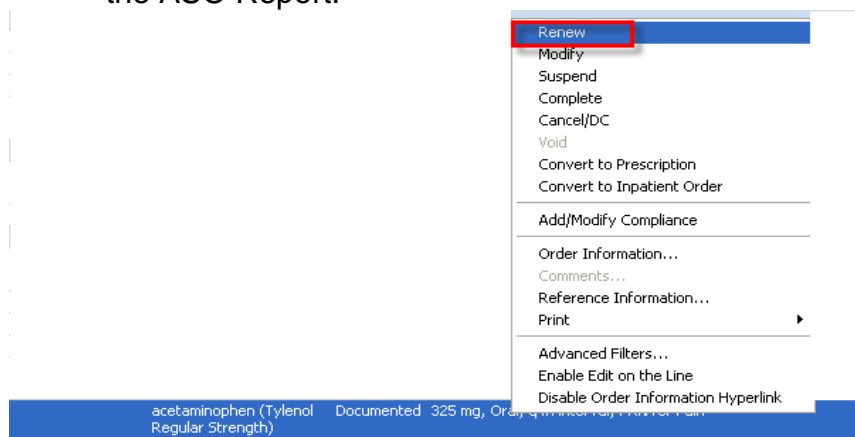
	Order Name	Status	Details
[-] Diet			
<input type="checkbox"/>	Diet as Tolerated (DAT)	Suspended (Ordered)	Start: 2012-Nov-14 15:19
[-] Patient Care			
<input checked="" type="checkbox"/>	Admission Assessment Adult	Ordered	Renew Modify Copy Cancel/Reorder
<input checked="" type="checkbox"/>	Valuables and Belongings	Ordered	Resume
<input checked="" type="checkbox"/>	Admission History Adult	Ordered	Activate Complete Cancel/DC Void
[-] Laboratory			
<input checked="" type="checkbox"/>	Order and Draw	Ordered	

## Renew an Order

This order action can be performed from the patients chart or Message Centre.

1. With the patient's chart open, on the Menu select Orders.
2. Select order and right-click.
3. From the menu, select Renew. This allows you to reorder an existing medication that has an automatic stop order from pharmacy. You will be notified of medications requiring order renewal as you are today with an ASO.

Note: When the renew action is chosen, only indicate a duration if you want the order to stop after a defined period of time. This will be a Physician Stop and will not route to Message Center or to the ASO Report.



4. The Order Details window displays. To renew the order with the same details, click Orders for Signature, Sign and then Refresh.
5. The order will appear with new date under Last Updated column.

<input checked="" type="checkbox"/>	acetaminophen (Tylenol Regular Strength)	Documented	325 mg, Oral, q4h interval, PRN For Pain	2012-Oct-23 15:34
<input checked="" type="checkbox"/>	furosemide (Lasix)	Ordered	40 mg, Oral, Tab, Daily, Start: 2012-Nov-15 09:00	2012-Nov-14 11:43
<input checked="" type="checkbox"/>	insulin lispro (HumaLOG)	Ordered	5 unit(s), Subcutaneous, Injection, TID, Give with meals, Start: 2012-Nov-07 1...	2012-Nov-07 07:55
	insulin lispro (HumaLOG)	Documented	5 unit(s), Subcutaneous, Injection, TID, To be given before meals	2012-Nov-07 07:43
<input checked="" type="checkbox"/>	Sucrose (TootSweet 24% oral liquid)	Ordered	per protocol, Oral, Drop, Unscheduled... *** Right Click and Choose Reference...	2012-Nov-07 08:31

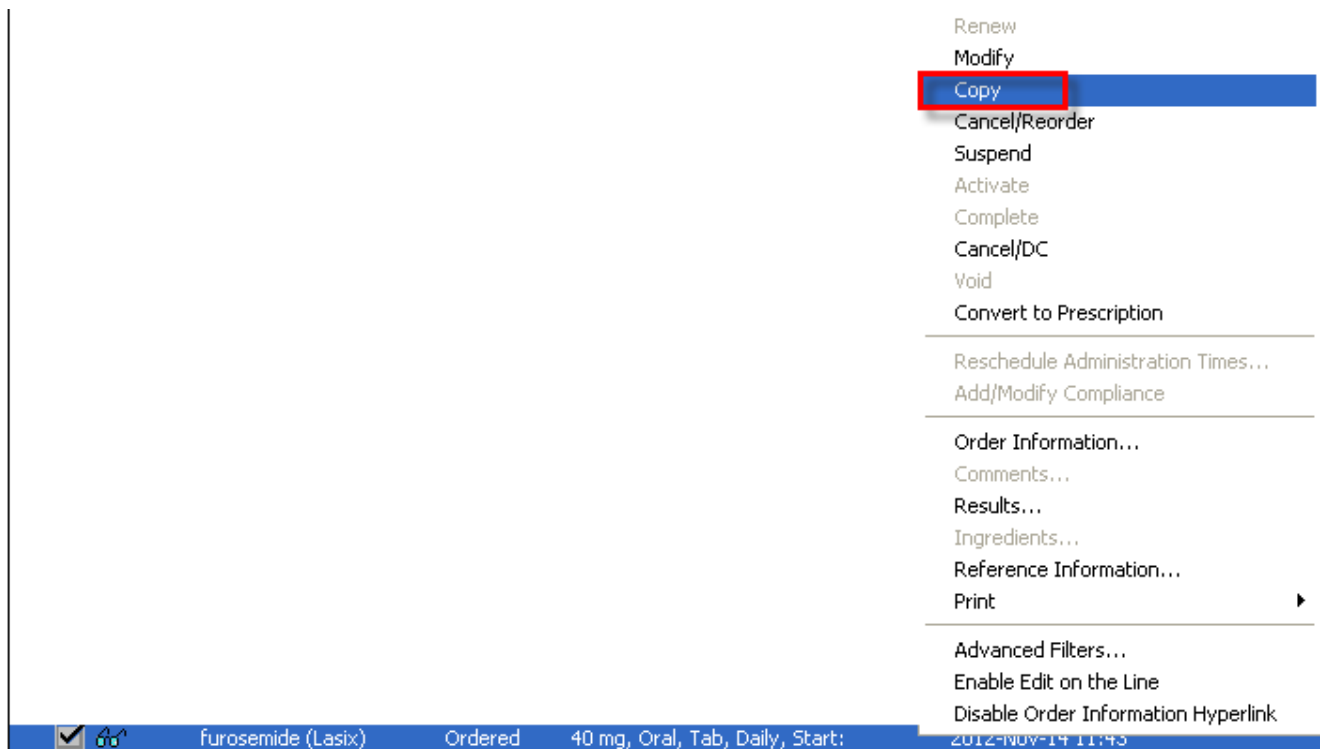
<input checked="" type="checkbox"/>	acetaminophen (Tylenol Regular Strength)	Ordered	325 mg, Oral, q4h interval, PRN For Pain	2012-Nov-14 15:38
	acetaminophen (Tylenol Regular Strength)	Documented	325 mg, Oral, q4h interval, PRN for Pain	2012-Oct-23 15:34
<input checked="" type="checkbox"/>	furosemide (Lasix)	Ordered	40 mg, Oral, Tab, Daily, Start: 2012-Nov-15 09:00	2012-Nov-14 11:43
<input checked="" type="checkbox"/>	insulin lispro (HumaLOG)	Ordered	5 unit(s), Subcutaneous, Injection, TID, Give with meals, Start: 2012-Nov-07 1...	2012-Nov-07 07:55
	insulin lispro (HumaLOG)	Documented	5 unit(s), Subcutaneous, Injection, TID, To be given before meals	2012-Nov-07 07:43
<input checked="" type="checkbox"/>	Sucrose (TootSweet 24% oral liquid)	Ordered	per protocol, Oral, Drop, Unscheduled... *** Right Click and Choose Reference...	2012-Nov-07 08:31

**Note:** Renewing an order renews it from that date and time forward. Nursing and Pharmacy must review the administration tasks for non-daily frequencies (eg: q2d, q3d) to ensure the schedule is accurate.

### Copy an Order

When an order is Copied, the status of the original order remains the same (eg: an active order that is copied remains active)

1. With the patient's chart open, on the Menu select Orders.
2. Select the order to copy and right-click.
3. From the menu, select Copy.



4. The Order Details window displays. To copy the order with the same details, click Orders for Signature, Sign and then refresh.
5. The order will appear with new date under Last Updated column. Eg: You want to order another Stat dose of morphine

### Complete an Order

To complete a signed order:

1. With the patient's chart open, on the Menu select Orders.
2. Locate the desired order in the Order Page, right-click it, and select Complete.

Renew  
 Modify  
 Copy  
 Cancel/Reorder  
 Suspend  
 Activate  
**Complete**  
 Cancel/DC  
 Void

---

Reschedule Task Times...  
 Add/Modify Compliance

---

Order Information...  
 Comments...  
 Results...  
 Reference Information...  
 Print ▶

---

Advanced Filters...  
 Disable Order Information Hyperlink

Electrocardiogram (EKG) Start: 2013-Jan-16 14:57, EKG with chest pain Ordered Test, CPOE Physician, MD

The order will show with a strike through and an Order for Signature will appear in the right lower corner

Diagnostic Tests							
Inpatient							
		ECG if	chest pain and notify physician., Start: 2013-Jan-15 11:03	Ordered	Test, CPOE Physician, MD	2013-Jan-15 11:03	2013-Jan-15 11:03
		<del>Electrocardiogram (EKG)</del>		<del>Complete</del>	<del>Test, CPOE Physician, MD</del>	<del>2013-Jan-16 14:57</del>	<del>2013-Jan-16 14:57</del>
Medications							
Inpatient							
		thiamine	100 mg, IM, Injection, Once, STAT, day 1 (STAT dose), Sta...	Ordered	Test, CPOE Physician, MD	2013-Jan-15 11:04	2013-Jan-15 11:04
		multivitamin (mu ultrivitamin ad	1 tab(s), Oral, Tab, Daily, Start: 2013-Jan-16 09:00	Ordered	Test, CPOE Physician, MD	2013-Jan-16 09:00	2014-Jan-16 09:00

▲ Details for Electrocardiogram (EKG)

Displayed: All Active Orders Show More Orders...

**Orders For Signature**

- Click **Orders For Signature** in the lower right corner to display order to be completed.



Orders for Signature

Order Name	Status	Start	Details
SURG PCH; 248; 2 FIN/ENC:01847150			
Diagnostic Tests			
Electrocardiogram (EKG)	Complete	2013 Jan 16 14:57	

Details

0 Missing Required Details

Sign

4. Review the order, and click “Sign”.

**Note:**

For lab orders, if there are Parent / Child orders: complete the individual child orders