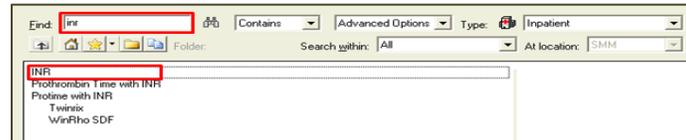


# Order Examples

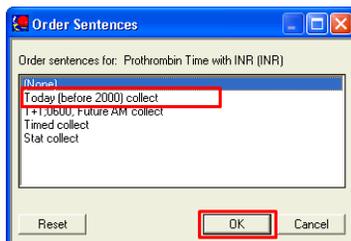
## Lab Order

To place a lab order, complete the following steps:

1. Click the +Add button. The Add Order window displays.
2. Type the first few letter of INR in the Find Box.



3. Select INR.
4. Click OK. The Order Sentences window displays.
5. Select the appropriate order sentence. [Selecting a sentence prefills some or all of the required order detail fields.]
6. Click OK.



Note: If the desired order sentence is not an available option, it is recommended to select the closest one and ealily make modifications in the order details. Selecting "none" should be avoided.

7. Click Done to close the Add Order window.
8. The order details display on the order details. Review the order information and complete any missing or required details. The requested start date/time defaults to current time of day, adjust if desired. See "Lab Priorities" below
9. The frequency field, although not required, can be utilized to indicate how often the lab will be collected (e.g. qDay, q6h, etc). [See examples from the special lab order entry instructions section which follows below.]
10. The duration and duration unit fields, though not required, may be useful when placing orders. These fields allow you to specify the duration of the order. (You may indicate a certain number of doses, times, hours or days.)

11. Click Sign to complete the order.

## Lab Priorities

When any lab order is placed, a priority must be designated. There are four priority options:

ED Priority	<ul style="list-style-type: none"> <li>- For one-time orders in the Emergency Department</li> <li>- <b>Call to the lab is required?</b></li> <li>- Collected within 15 minutes of order entry and initiation</li> <li>- Test on STAT test menu will be resulted within <b>60min</b> (See list at Intranet/ Departments/Laboratory/Directory of Services/General Information – scroll down to Stat Test Menu)</li> </ul>
<p>Example of ED Priority lab order</p>	
<ul style="list-style-type: none"> <li>- A patient in the Emergency Department complains of chest pain and a single troponin is ordered (it is currently 1/18/12 at 1338):             <ul style="list-style-type: none"> <li>o Start date/time: T;N (default)</li> <li>o Priority: <b>ED Priority</b></li> <li>o Frequency: n/a (it is assumed to be a one-time order)</li> <li>o Duration: n/a</li> <li>o Duration unit: n/a</li> </ul> </li> </ul>	
STAT	<ul style="list-style-type: none"> <li>- For one-time orders</li> <li>- Call to the lab is required by clinician</li> <li>- Collected within 15 minutes of order entry and initiation</li> <li>- Test on STAT test menu will be resulted within 60min (See list at Intranet/ Departments/Laboratory/Directory of Services/General Information – scroll down to Stat Test Menu)</li> </ul>
<p>Example of STAT lab order</p>	

- A patient complains of chest pain and a single troponin is ordered (it is currently 1/18/12 at 1338):
  - o Start date/time: T;N (default)
  - o Priority: STAT
  - o Frequency: n/a (it is assumed to be a one-time order)
  - o Duration: n/a
  - o Duration unit: n/a

**Details for Troponin I**

\*Specimen type: Blood

\*Collected:  Yes  No

Collect Instructions:

\*Requested Start Date/Time: 01/18/2012 1338 CST

Nurse collect:  Yes  No

Nurse Collected Date/Time:

\*Collection priority: Stat

Frequency:

Duration:

Duration unit:

Label comment:

- Timed**
1. For lab tests that will occur more than once (e.g., q day, q 6 hours, etc.)
  2. For one-time orders that need to be drawn at a specified time
  3. Collection time must be designated when order is entered
  4. Collected within +/- 15 minutes of the specified time
  5. Attention must be paid to the start date and time
  6. Any test ordered with a frequency under q 12 hours should have a duration and duration unit
  7. If collection needed between 2000 and 0600 then notify RN to call lab.

**Example of Timed lab order**

- A patient complains of chest pain and a series of three troponins are ordered and the first draw should occur now. (It is currently 1/18/12 at 1345):
  - o Start date/time: T;N (default)
  - o Priority: Timed
  - o Frequency: q6hr
  - o Duration: 3
  - o Duration unit: times

**Details for Troponin I**

\*Specimen type: Blood

\*Collected:  Yes  No

Collect Instructions:

\*Requested Start Date/Time: 01/18/2012 1345 CST

Nurse collect:  Yes  No

Nurse Collected Date/Time:

\*Collection priority: Timed

Frequency: q6hr

Duration: 3

Duration unit: Times

Label comment:

- A provider wants three serial troponins (q6hr) and the first test was drawn at 0845 in the ED. It is now 1/18/2011 at 10:30 and the next draw should be at 1445.
  - o Start date/time: T (default); 1445
  - o Priority: Timed
  - o Frequency: q6hr
  - o Duration: 2
  - o Duration unit: times

**Details for Troponin I**

\*Specimen type: Blood

\*Collected:  Yes  No

Collect Instructions:

\*Requested Start Date/Time: 01/18/2012 1445 CST

Nurse collect:  Yes  No

Nurse Collected Date/Time:

\*Collection priority: Timed

Frequency: q6hr

Duration: 2

Duration unit: Times

Label comment:

- It is 1353 on 1/18. A provider wants to order a daily CBC that will start tomorrow and will run indefinitely for the length of the patient's stay.
  - o Start date/time: T;N (default)
  - o Priority: Timed
  - o Frequency: qAM
  - o Duration: n/a
  - o Duration unit: n/a
  - o \*\* If the CBC is to be drawn for three days, the provider should put "3 days" for a duration/duration unit.
  - o \*\* If the provider wants a CBC now, and then every day in the morning, two orders would need to be placed (the daily timed order and the STAT order).

- It is 1/20. A patient is admitted to a telemetry unit after a heart procedure. The provider wants potassium to be drawn at 0800 the morning on post op day two.
  - o Start date/time: 1/22/12; 0800
  - o Priority: Timed
  - o Frequency: Once
  - o Duration: n/a
  - o Duration unit: n/a

- A patient's heparin drip was just adjusted and a new PTT needs to be drawn in six hours. It is now 1/20 at 2035.
  - o Start date/time: 1/21/12; 0435
  - o Priority: Timed
  - o Frequency: Once
  - o Duration: n/a
  - o Duration unit: n/a

**Future AM**

- For one-time orders
- Means "Today +1 day." Special attention should be paid to the date field to ensure the intended date is correct in the order.
- Collected before 0700 on the date specified
- Resulted prior to 0800 on the date specified
- Applies only to blood specimens

Example of Future AM lab

- It is 1/18/12 at 1400. A patient is admitted and the provider orders a BMP to be drawn the next morning.
- Start date/time: \*\* This will automatically populate with tomorrow's date and 0600 when Future AM is chosen.
- Priority: Future AM
- Frequency: n/a
- Duration: n/a
- Duration unit: n/a
- \*\*\*\* Orders that are placed after 0001 on 2/5 with a time of future AM will be drawn the next day 2/6 at 0600. If you want the lab to be drawn the morning of 2/5, use a timed order priority.

Details for **Basic Metabolic Panel (BMP)**

Specimen type: Blood

Collected:  Yes  No

Collect Instructions: \_\_\_\_\_

Requested Start Date/Time: 01/19/2012 0600 CST

Nurse collect:  Yes  No

Nurse Collected Date/Time: \_\_\_\_\_ CST

Collection priority: Future AM

Frequency: \_\_\_\_\_

Duration: \_\_\_\_\_

Duration unit: \_\_\_\_\_

Label comment: \_\_\_\_\_

Fasting?: \_\_\_\_\_

Today (Before 2000)

- o For one-time orders
- o Will default to the next scheduled collection rounding time 0600 to 2000
- o Any orders needed between 2000 – 0600 should be entered as a timed order (with the time of collection specified) and a call needs to be placed to the lab
- o Collection List Times are as follows:

0600	1200	1600
0900	1300	1800
1000	1400	2000
1100	1500	2200

Example of Today (Before 2000) lab orders

It is 1/18/12 at 1406 and the physician orders a routine PT/INR. Based on the timing of the order, the lab will be drawn on the 1500 collection round.

- o Start date/time: T;N (default)
- o Priority: Today (before 2000)
- o Frequency: n/a
- o Duration: n/a
- o Duration unit: n/a

Details for **Prothrombin Time with INR**

Specimen type: Blood

Collected:  Yes  No

Collect Instructions: \_\_\_\_\_

Requested Start Date/Time: 01/18/2012 1406 CST

Nurse collect:  Yes  No

Nurse Collected Date/Time: \_\_\_\_\_ CST

Collection priority: Today (before 2000)

Frequency: \_\_\_\_\_

Duration: \_\_\_\_\_

Duration unit: \_\_\_\_\_

Label comment: \_\_\_\_\_

## Placing an Add on Lab Order

- A physician would like to add on a test to a patient who has already been drawn or collected, and the blood or specimen is likely in the lab.

To place an add on lab order, the provider places the 'Add on Lab Request order'. Complete the required order details.

1. Click Done to close the Add Order window

## Completing and Signing Orders:

1. The scratch pad contains both orderables, click the double arrow to display the 2<sup>nd</sup> order. Click Missing Required Details to efficiently move from one detail to the next in both orderables.
2. Complete required details and any additional information for each order and click sign. By clicking sign you are signing for all orders, not individual.

Orders for Signature	Order Name	Status	Start	Details
Fin #: 000112009043	Admit: 4/4/2012 9:13 CDT			
Laboratory				
Diagnostic Tests/ Radiology	Urinalysis Microscopic O...	Order	4/12/2012 10:08 CDT, Urine, 04/12/2012 10:08:00 CDT, Nurse collect, Today (before 2000) collect	
	XR Chest Apical Lordob...	Order	4/12/2012 12:12 CDT Start Date 04/12/2012 12:12:00 CDT Routine, Pregnant: No, Transport Mode: Amb.	

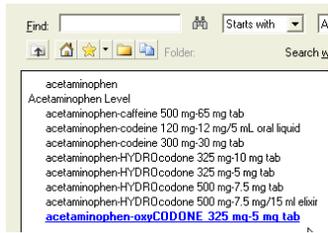
## Medication Order

Note: All medication orders are indented slightly to the right within the list.

1. Click the Add button. The Add Order window displays.
2. Type Acetaminophen in the Find field.

Note: When using the search feature for a medication, you must enter at least 3 characters to begin a search when using the filter 'contains'. You may have as few as 1 character when searching using the filter 'starts with'.

3. Select the correct orderable. Click Acetaminophen-oxyCODONE.



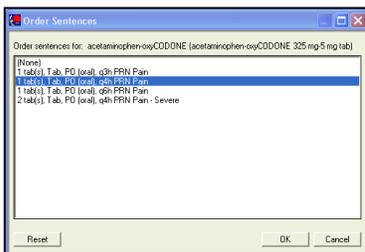
4. The Order Sentences window displays.

Order sentences provide a method for selecting multiple order details with a single-mouse click. If order sentences have been associated with a selected order, a dialog box opens that lists them.

It is recommended an order sentence be selected for any given medication. Details such as dose, route, frequency, and duration can then be easily changed in the order details.

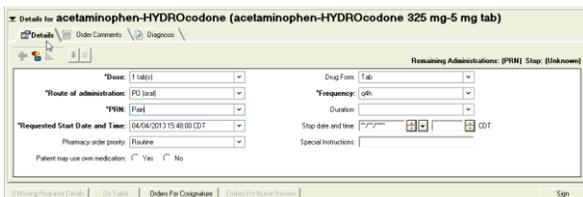
Note: If the desired order sentence is not an available option, it is recommended to select the closest one and eally make modifications in the order details. Selecting "none" should be avoided.

5. Select the sentence "1 tab(s), Tab, PO [oral], q4h PRN Pain". Click OK.



6. Click Done to close the Add Order window.

7. Review the order details.



Note: Do not modify the Drug Form field. The inpatient provider may use "Order Comments" for additional instructions needed. This will be seen by the pharmacist and RN.

8. Click Sign to complete the order.

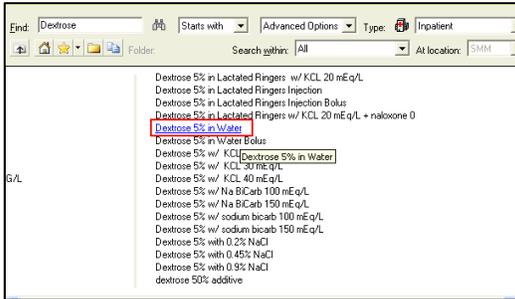
9. Click Refresh.

## Points to Remember

The Duration field can be use to limit a lab order to a number of "times" or a medication order to a number of "doses". If no duration and duration unit were indicated for the original order, the order is continued until canceled.

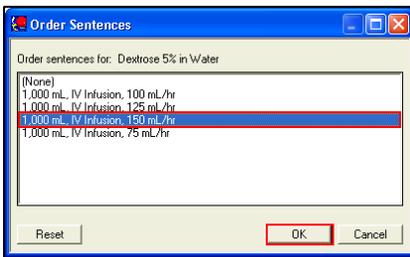
# Continuous IV Fluids Order

1. Type Dextrose in the Find box.

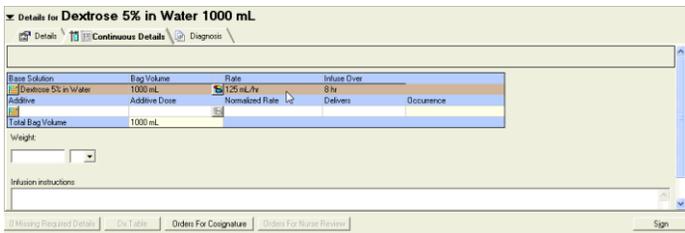


2. Select the appropriate orderable.

3. The Order Sentences window displays.



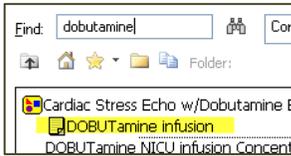
4. Select the most appropriate order sentence. Click OK.
5. Click Done to close the Add Order window. The Orders details display.
6. Review the order information in the order details. The infusion rate can be easily changed by placing your cursor directly over the current rate modifying. Additional instructions can be noted in the Infusion instructions field.



7. Click Sign to complete the order.
8. Click Refresh.

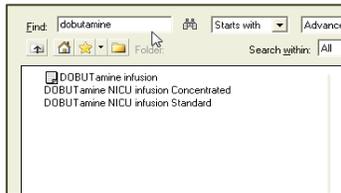
## Continuous IV Infusions

These types of solutions include a base solution or diluent and an additive. For each additive included in the IV order there is a separate row.



For example, if the IV order is for a dobutamine infusion, there are separate rows for the additive, dobutamine, and the diluent, D5W. The infusion rate (for example mcg/kg/min) displays in the row under the column Normalized Rate. Additional infusion instructions should be entered in the Infusion Instructions field.

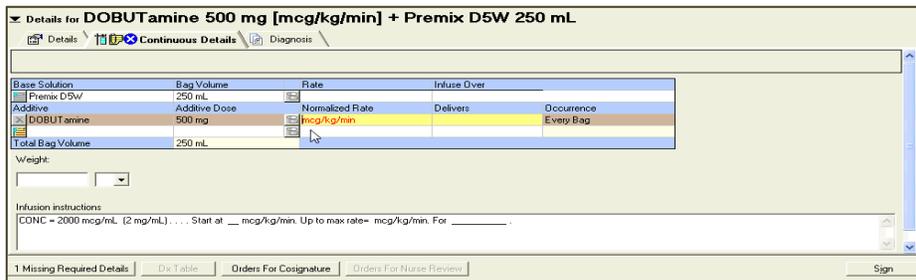
1. Type Dobutamine in the Find box.



2. Select the correct orderable. (You may right click on the orderable to see the "CSM Standard Adult Drip Concentrations" reference chart.)



3. The Order details display.
4. Review the order information in the order details. The infusion rate can be entered by placing your cursor directly to the left of the units – "mcg/kg/min". Additional instructions can be noted in the Infusion instructions field.

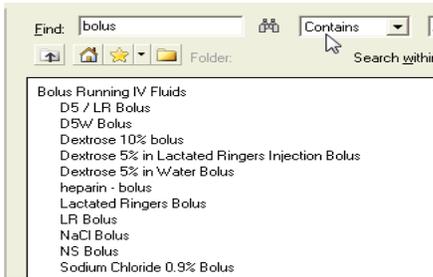


5. Click Sign to complete the order.
6. Click Refresh.

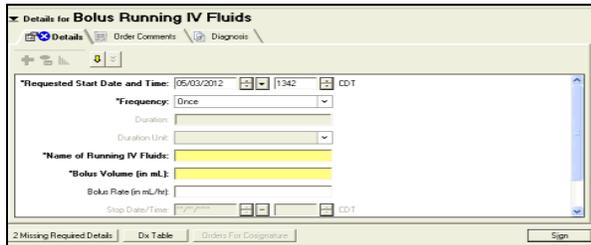
## Ordering a Bolus of a Currently Running Fluid

1. Ensure search criteria is set to "Contains". Type Bolus in Find field.

2. Select Bolus Running IV Fields and click Done



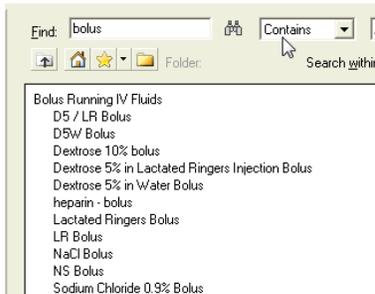
3. Enter missing details and click Sign



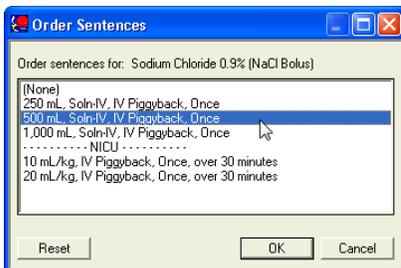
The RN will then be tasked to administer the bolus. Documentation of that bolus will occur from the administration window in the MAR.

## Ordering a Bolus of a New Fluid

1. Ensure search criteria is set to "Contains". Type bolus in the find field.
2. Select the appropriate bolus order.



3. The Order Sentences window displays.
4. Select the most appropriate order sentence. Click OK.



- Click Done to close the Add Order window. The Order details displays.
- Review and complete the details if necessary.

Details for Sodium Chloride 0.9% (NaCl Bolus)

Remaining Administrations: 1 Stop: 4/4/2013 16:30:00 CDT

\*Dose: 500 mL Drug Form: Sol-IV

\*Route of administration: IV Piggyback \*Frequency: Once

PRN: Duration:

\*Requested Start Date and Time: 04/04/2013 16:30:00 CDT Stop date and time: 04/04/2013 16:30 CDT

Pharmacy order priority: Routine Special Instructions:

Patient may use own medication:  Yes  No

0 Missing Required Details | Dx Table | Orders For Co-signature | Orders For Nurse Review | Sign

- Click Sign to complete the order.
- Click Refresh.

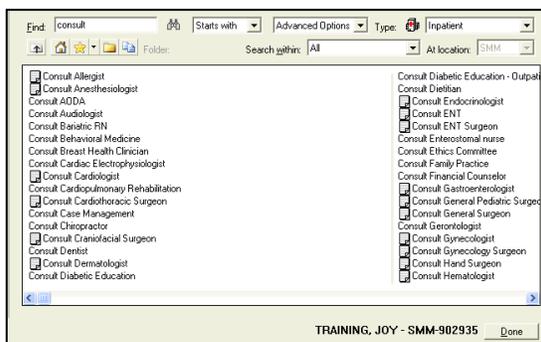
When the order is signed, it will add the bolus to the MAR and the RN can administer the infusion and document.

## Consult Order

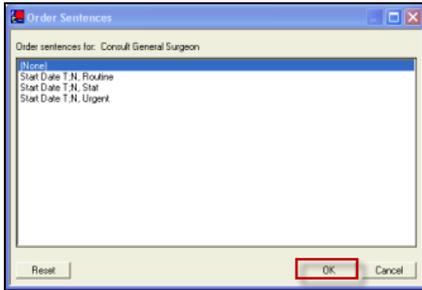
According to CSM policy, physician consults require physician to physician communication. Consults to ancillary services (spiritual care, wound ostomy, and nursing) do not require that level of communication.

To add a consult complete the following steps:

- From the Orders profile window, click Add.
- In the search field, type consult. All consult orderables will display.
- Select the appropriate consult and click Done.



- Complete Order Sentence and click OK.



Note: Consult priority is discussed during the direct physician to physician verbal contact, then by the order priority in the order sentence.

- Click Done.
- Complete required details and click Sign. When placing a physician consult order, the consulted physician's name must be specified in the order.



Note: When a physician is consulted, he/she will receive a consult notice in the message center inbox. When an ancillary service provider is consulted, they will receive either a printed order requisition or a task on their task list.

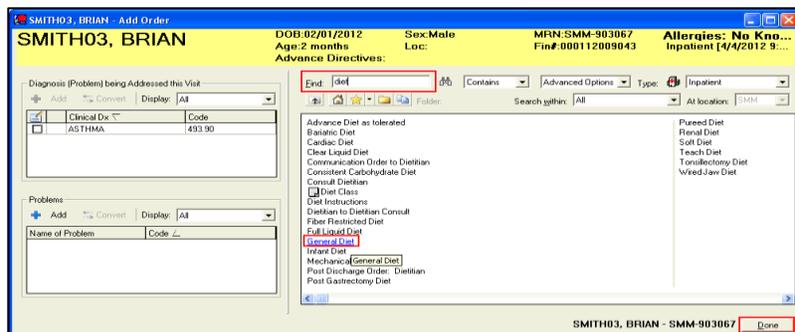
## Diet Orders

When entering diet orders in EHR, a primary diet must be selected. The most common primary diets are listed below:

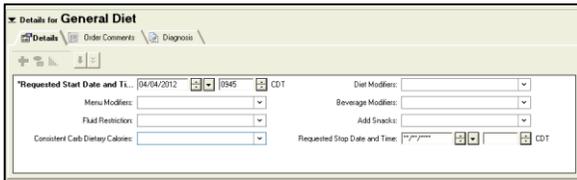
Note: Only one diet order is sent through the interface to the kitchen. If there is more than one active diet order, the preferred order may not be sent to the kitchen. This includes NPO orders.

## Adding a Primary Diets:

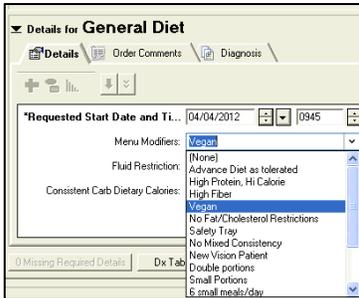
- Select Orders from the Venue Menu and click Add. The Add Orders window displays.
- Type diet in the Find box.
- Select General Diet.
- Click Done.



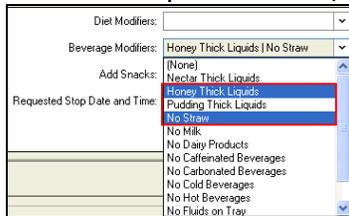
5. Complete the order details. Diet details, such as menu and diet modifiers, can be added in this section.



6. To add a single modifier, click the drop-down arrow and select the appropriate option.



7. To add multiple modifiers, select the appropriate option by pressing CTRL and click options.



8. The Order Comments section is a free text box. Additional diet instructions can be added in this section.

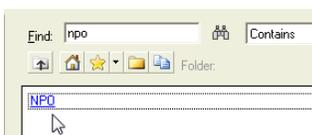


7. Click Sign to complete the order.
8. Click Refresh.

## NPO Diet:

The start date/time, any exceptions, and the start meal need to be entered into the order details.

1. Type NPO in the Find box.
2. Select NPO.



3. Click Done.
4. Complete the order details. NPO exceptions should be indicated, along with the start meal.

The first screenshot shows the 'Details for NPO' form. It includes a 'Requested Start Date and Time' field with a date of 04/04/2013 and time of 1640. There is a 'Start Meal' dropdown and a 'Special Instructions' text area. An 'NPO Exception' dropdown menu is open, showing options: 'Normal', 'No exceptions', 'NPO except for medications', 'NPO except for sips of water', 'NPO except for ice chips', and 'NPO except for gum or hard candy'. The second screenshot shows the 'Details for General Diet' form, with the 'Order Comments' section highlighted in red. It contains a text box for 'Type additional diet instructions here'.

5. The Order Comments section is a free text box. Additional diet instructions can be added in this section.
7. Click Sign to complete the order.
8. Click Refresh.

Note: The RN is responsible for discontinuing the diet order after the NPO period starts. The provider will enter in a new order if and when a diet is resumed.

### Advance Diet as Tolerated:

To order Advance Diet as Tolerated, a separate order must be entered (*Advance Diet as Tolerated*) along with the starting diet or NPO status.

1. Type advance in the Find box.
2. Select Advance Diet as tolerated. RN will order new diet as patient advances.

The screenshot shows a search interface with a 'Find' box containing the text 'advance'. Below the search bar is a list of search results: 'Advance Diet as tolerated', 'Advance Endotracheal Tube', 'Advanced Directive Assessment', and 'Maalox Advanced Maximum Strength'. The first result, 'Advance Diet as tolerated', is highlighted in blue.

3. Click Done.
4. Complete the order details.

The screenshot shows the 'Details for Advance Diet as tolerated' form. It includes a 'Requested Start date and Time' field with a date of 04/04/2013 and time of 1649. There is a 'Stop Date/Time' field and a text area for 'Enter Verbatim Order/Procedure Name'. The form also has a 'Sign' button at the bottom right.

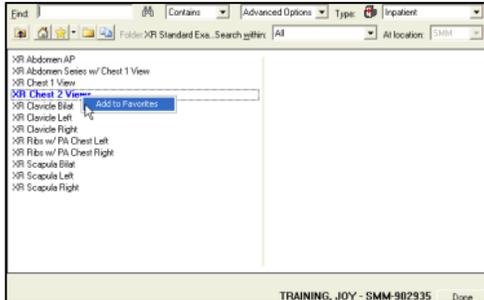
7. Click Sign to complete the order.
8. Click Refresh.

## Favorites Folders

### Adding Orders to Favorites from Add Order Window

Orders can be placed into favorite folders for easier access to commonly placed orders. Each provider can create and maintain their own favorites folders.

1. From the Add Order window, select the item to add to your Favorites folder.
2. Right-click the item, and select Add to Favorites.



3. Select an existing folder or create a new folder by clicking New Folder.



4. Click OK.

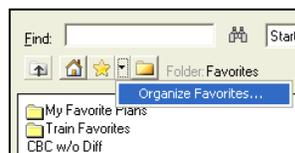
## Organize Favorites

Favorites folders can be moved and deleted to organize the favorite orders. The following rules apply to organizing favorites:

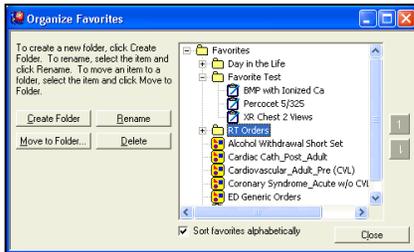
- Favorite contents can be listed alphabetically or chronologically (according to the sequence in which they were added).
- Favorites can be re-sequenced.
- Folders can be renamed.
- A favorite can be moved from one folder to another.

Complete the following steps to organize the Favorites folders and orderable:

1. From the patient's Order Profile, click Add to display the Add Order window.
2. Click  and select Organize Favorites.



3. Organize Favorite window is displayed.



4. Select any of the following options:

- To sort folders alphabetically by name, select Sort Favorites Alphabetically. The system sorts folders alphabetically.

Note: If you deselect this option, the folders sort themselves according to the original sequence in which they were added.

- To re-sequence the items one by one, select the item and click the Up Arrow or Down Arrow to move it up or down in the listing.

Note: Re-sequencing is not available if the favorites are sorted alphabetically; the Up Arrow and Down Arrow icons are disabled.

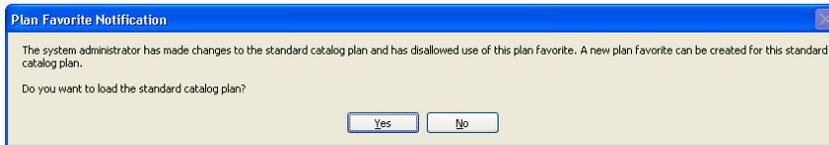
- To rename a folder or an orderable, select the item, click Rename, and enter the new name.

Note: If the Sort Favorites Alphabetically option is selected, the system automatically sorts the list.

- To move an orderable from one Favorites folder to another, you can select, drag, and drop the orderable into its new location.

## Delete Order from Favorites

1. From the Add Order window, use the above instructions to open the Favorites folder that contains the item for deletion.
2. Right-click on item and select Remove from Favorite



## Cancel/DC Orders

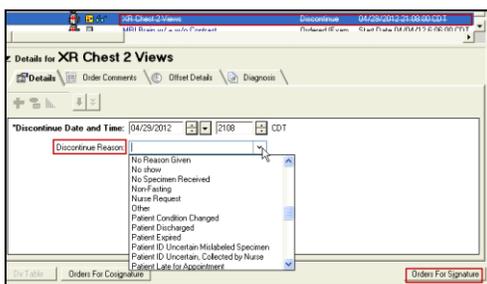
Orders can be canceled after they have been placed; however, the original entry is always a part of the electronic record and the change is noted as a cancellation. Complete the following steps to cancel an order from the Orders view:

1. Right-click the order and select Cancel/DC.



Note: If the Cancel command is inactive, it could be because all or part of the order has already been carried out. A lab or radiology order cannot be cancelled or discontinued if it is already in progress

2. The Order Details window is displayed at the bottom of the Orders Profile window. Enter the correct date and time and cancellation reason.
3. Chose your Discontinue Reason.
4. Click Orders for Signature.



5. Click Sign.
6. Click Refresh.

## Cancel/Reorder

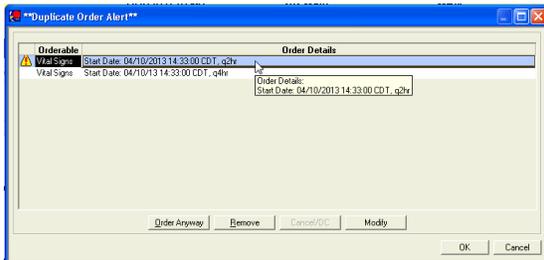
If an order is active and needs to be changed, right-click the order and select Cancel/Reorder. This allows the user to cancel an existing order and place another order for the same orderable item. This will be used if the details of an order need to be changed and the order cannot be modified (e.g., changing a frequency from qDay to BID).



Note: 'Cancel/Reorder' can be easily confused with 'Cancel/DC', be sure to select the appropriate action.

## Duplicate Order

Occasionally a Duplicate Order Alert is displayed after Sign is selected. This alert indicates that you are attempting to order something that has already been ordered.



The new order being placed appears above previously placed duplicate order (shown in the blue fill above). The buttons along the bottom of the window indicate that the provider can Order Anyway, Remove, or Modify the duplicate order. The choices apply to the selected orderable.

1. Select the appropriate action.
  - Order Anyway – Allows the duplicate order to be placed.
  - Remove – Cancels the new order.
  - Modify – Lets the provider change the new order.

Options are available if the previously placed order is selected. The buttons along the bottom of the window indicate that the provider can Cancel/DC or Modify the duplicate order.

- Cancel/DC – Cancels the 'old' order.
  - Modify – Allows for modification of the old order.
2. If more than one duplicate order is listed, repeat this procedure until all are completed.
3. Click OK then Refresh.

