Orders Quick Guide

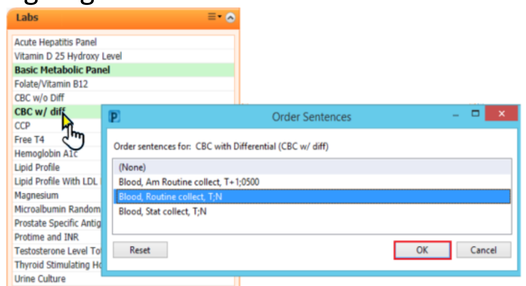
Placing MPage Quick Orders

Prior to entering orders, it is recommended that a diagnosis be recorded by the responsible provider to which orders can be associated. Alternatively, non-provider staff may enter a reason for visit or chief complaint as a "working diagnosis" so that orders can be entered, signed, and routed to the responsible provider for co-signature.

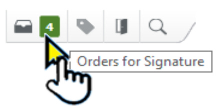
1. Click on the **Acute Quick Orders** tab at the top of the Provider View.
2. Locate the order within the desired category and click on it to select.
3. Click **OK**. At the top right of the Quick Orders Page you will note a "recipe box" with a number to its right. This is the Orders for Signature indicator. The number will increase for every additional order you click.

Addressing Order Details

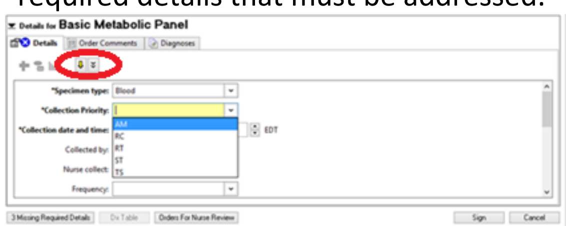
1. Orders that have recommended sentences may prompt the user to select details such as status (Stat, Routine, Timed Study), or for Medications Dose, Route, Frequency, etc.
2. Select the appropriate order sentence if it is available, otherwise, select (None) and modify order specifics as part of the review process prior to signing.



3. When all orders have been selected click the **Orders for Signature** indicator:



Orders with the icon have missing required details that must be addressed.



4. **Sign** the order.

Common Order Detail Requirements

Lab Orders

***Specimen type** (Blood, Sputum, CSF, etc.)
***Collection Priority** (Stat, Routine, TS, etc.)
***Specimen source** (body site)
***Requested Start Date/Time**: Defaults current date/time, change if appropriate

Imaging Orders

***Requested Start Date/Time:** Defaults current date/time, change as appropriate

***Reason for Exam:** this gives the imaging team better information regarding what views should be captured.

Medication Orders

***Strength/Volume dose:** Numeric value modifier for Units, mg, mL, etc.

***Strength dose unit:** Units, mg, mL, etc.

***Requested Start Date/Time:** Defaults to current date/time

***Route of Administration:** IM, IV, etc.

Discharge Medication Orders

***Dose: e.g. Number of tabs, puffs, mL, etc.**

***Route:** e.g. PO, Topical, both eyes, etc.

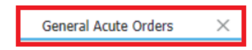
***Frequency:** e.g. Daily, BID, etc.

***Dispense:** e.g. 30 tabs, 100 mL, etc.

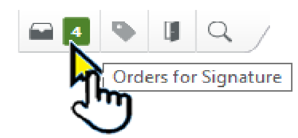
Durable Medical Equipment (DME) and Supply Orders

Acute Quick Orders contains a section of DME and supplies commonly ordered by your department or specialty.

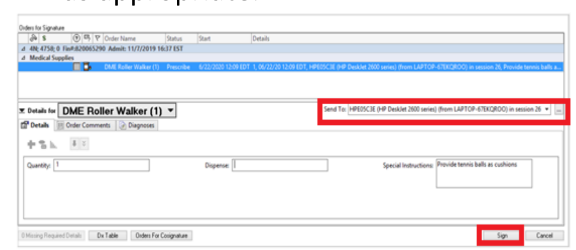
1. Select an item from the DME orders widget.



2. Click the Orders for Signature icon.



3. Address any missing details and routing as appropriate.

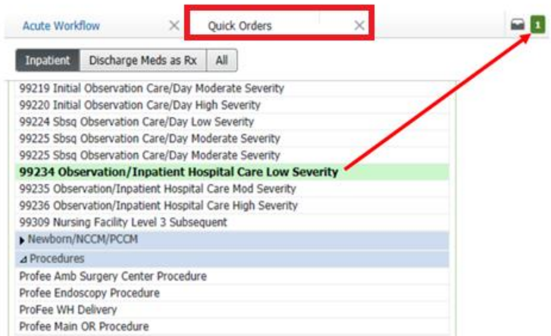


4. **Sign** the order.

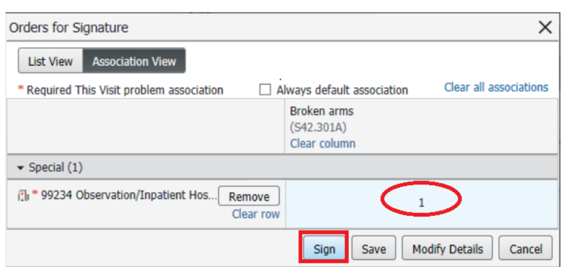
Entering Charges from the Quick Orders Page

Charges must be entered as orders. The charges available to providers are based on the specialty or area of practice.

1. Open the Patient Chart.
2. Select the **Quick Orders** Tab
3. Expand the appropriate code set in the E&M Widget.



4. Click the **Orders for Signature** icon.
5. Associate the appropriate Diagnosis to the order.



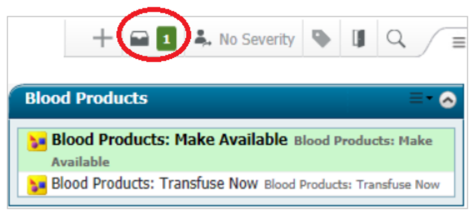
6. **Sign** the Charge Order.

Placing Blood Product Orders

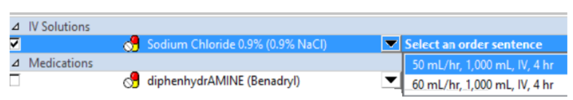
Blood Product and Transfusion Orders are available as PowerPlans.

1. Click the appropriate PowerPlan.

- **Blood Products: Make Available** - Orders can be placed in a Planned State for Future Administrations.
- **Blood Products**: **Transfuse Now** – Stat Orders for immediate administration



2. Click the **Orders for Signature** indicator.
3. Click the **Modify Details** button.
4. Select each of the orders required for the transfusion by placing a check on the box on the left.
5. For each selected order, choose an appropriate order sentence from the dropdown list options.

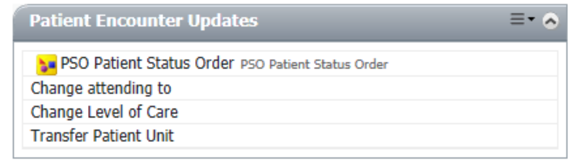


6. Click 

7. Click 

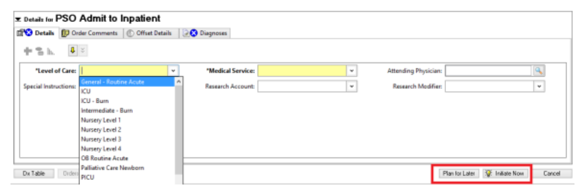
Patient Admission using PSO – Patient Status Order Powerplan

The PSO PowerPlan is available on all Acute Quick Orders Mpages.



1. If this is a Direct Admission and you will be the Attending Physician, select the appropriate PSO (Inpatient, Observation or Outpatient in a Bed) and complete the required fields for Level of Care and <u>Medical Service</u>.

2. Enter an appropriate Diagnosis if not already associated.
3. Click the **Plan for Later** button of the patient is awaiting transfer to the unit, or **Initiate Now** if the patient is already bedded.



4. When the PSO is in a **PLANNED** state it will be Initiated by nursing staff on the newly created hospital encounter.

PSO for Admission from the ED

- If this admission is coming from the Emergency Department, the ED Physician will contact the Hospitalist or Admitting Service. The accepting physician will place the PSO order with the same steps as previously described.
- If the patient will need to wait in the ED for bed placement, then the ED Nurse will Initiate the PSO and start the clock on the admission and the patient will be in the appropriate status, Level of Care and under the appropriate Medical Service even though the location will be a Virtual Bed within the ED until the bed on the floor is ready.

If there is no active Patient Status Order on an admitted patient, the following warning will be displayed upon opening the chart.