

Ordering Continued

Note: Laboratory, Microbiology, Blood Bank, Diagnostic Imaging and Testing any changes to an order require a stop and reorder

Edit Multiple

- Select the Edit Multiple, select the status, select all the orders you wish to edit, select the check mark beside the "Stop"

View Historical/Hold Queue Orders



Click "carrot" icon of Current orders button

Note: Red statuses and dates indicated the order is set to end within the next 48 hours

ENTER Orders: placing new orders

- Using "search all" field, type name of order, and select the appropriate order
- If ordering multiple orders, choose the multiselect option to queue them up for quicker ordering
- Any order with a red check mark indicates there is a mandatory within the order
- Required fields usually have an *. The order will not let you save until you have answered all required fields.
- An arrow pointing to the right beside the order indicates there may be additional stings, simply click on the order again to display
- An arrow pointing down beside the order indicates all associated strings are open
- When ready to submit the order, Select the red submit button
- Note the number beside the Submit indicates how many orders are queued
- Review orders, complete any missed required fields and click 'Save'
- If any changes need to be made the order can be updated by clicking on the order
- If an order is no longer required, you can click the x beside the order

- Type your PIN and press the ENTER key
- **Orders Detail icons:** [P] protocol, [I] intervention text/label comment/dose instructions [M] med monographs, [i] Infobutton (Reference Link)

Tip: Start Date/times for any orders can be adjusted. Quick shortcuts: T=today, N=now, T+1=tomorrow, N+6H=in 6 hours.

Note: "Conditional Comment" NOT used by physicians. Only to be used by healthcare professionals (e.g. NP) where orders need to be in a pending status until countersigned by the most responsible physician

Consults

- Select the appropriate consult service order
- Do NOT change the default Consulting provider
- Comment line in each consult order will indicate if a page/call is required
- Consult orders can be viewed by all members of the consulting specialty

Note: Stat/Urgent consults are to be called/ paged by ordering provider.

- Once the consult or referral has been completed, the consulting provider or referred healthcare professional will complete the order

Diets

- A new diet order will automatically stop/cancel previous diet order
- Order will default with "next meal" frequency
- Enter one primary diet and layer additional modifiers and secondary diets if necessary. Ex. Kosher, fluid restrictions, Diabetic/Cardiac

Laboratory

All preset with default directions:

Routine: collection time defaulted to the ordering date and time, will be collected once stat orders have been satisfied

Stat: collection time defaulted to the ordering date and time

IN.AM: collection date and time for the next morning at 0700

Note: beside IN.AM there will be a count to indicate how many days/collections this will occur for and can be edited

Series Collection: select any of the directions, click onto the direction again and either to a look up, or type in the direction if known: Q4H, Q6H, days of the week, or any combination: Mo Tu We Th Fr Sa Su. Change either the count or stop date to reflect the collection

Medication

- Select the appropriate medication and route
- Select the most appropriate dose, route frequency and direction
- Edit any fields as required
- Note: Do not make edits to IV orders with a fluid component. Use XX dose strings for custom doses.
- Note Don't populate stop dates / time for continuous fluid orders - use the label comment field and write "x ___hrs"

Tip: Be on the lookout for the yellow "Ist." It is indicated the first dose may have an admin time further than anticipated. Click on it to change the start if needed,

Documenting

Select a patient from your rounding list and click on the top menu 'Document' button. The Document routine defaults to the "MY" tab and will display an draft documents you have on the patient. Click on a draft entry to continue editing.

Tip: Do NOT use the "ALL" tab view as this may attach you as co-author to another provider's draft documents.

Add New Document

- Use the Search tool to locate a document template or select from your list of Favourites
- Check the 'Show All' box if you want to view all available templates
- Click on the template you want to use. The template will load and name of the template appears at the top of the note.

Delete/Cancel Document

- Click the Hamburger button beside the template name
- Click the Delete button to delete a note that has note reached 'draft' status
- Click the Cancel button to cancel a draft note

Tip: Providers cannot cancel 'Signed' documents. Request must be completed by Health Records.

Documentation Tools

- **Preview** button is used to see what the output will look like in the EMR
- **Review** and Refine/Rapid Entry are documentation modes that can be toggled. Rapid Entry shows all pick-lists items.
- **Typicals** button can be used to pull in specific 'Normal' values that were defined in the template.
- **Recall** button is used to import documentation from a previous note.
- **Save** button is used to save note as a draft
- **Sign** button is used to sign/finalize the note

- Document templates contain sections which providers can quickly navigate to using the tabs at the top of the template
- Any text field can be typed into, or spoken into using Dragon
- Pick-list elements have different output based on a left-click or right-click. Left-click an element to document a 'positive' entry. Right-click and element for the 'negative' entry.
- Most pick-lists elements can contain a free text comment. Click the Hamburger button beside the element name to add a comment.

Past Medical History: Click on the contents below the Medical and Surgical History headings to update the specific history section.

Family History: Click on the contents below the Family History heading to add Conditions and/or Relations.

Medications and Allergies: Automatic import of active medications, home medication, and allergies from the patient's EMR.

Assessment and Plan:

- Click the 'Add' button to open the Problem List.
- Check the 'Add to Doc' box to add a problem into the documentation entry. You also have the option to the problem's 'Onset Date', Status, and/or Plan.

Tip: Use the Recall feature to import to import documentation from a previous entry.

How to Favourite

Favouriting items can be done any time there is star icon beside the field; orders, order sets and documentation templates ☆

- Items that have been favourited are identified with a yellow star ★
- To remove from your favourite, click the yellow star and it will turn back to grey

interchange

PHYSICIANS QUICK REFERENCE GUIDE

Quick Reference Guide Topics:

- **Ordering**
- **Documenting**
- **How to Favourite**

Ordering

Once the patient is highlighted or in the patients' chart, click on the Order button.

CURRENT orders: defaults you to active orders list. Be sure to review the Current Orders to see what the patient has already been ordered prior to placing new orders

Editing a current order

- Can be done for Medications and Care Orders
- Click on the name of the order to view details
- Update any applicable fields; frequency, doses, continuous IV fluid rates
- Submit the updated order using your PIN

Note: changes of IV carrier fluids, or IV medications require a STOP and new order

Complete/Stop/Hold/Resume and Ordering a Pending order

- Click on the 'Status' of the order
- Select an applicable status from pop-up menu
- Submit the updated order using your PIN