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## Entering Complex Orders

This section introduces the process of entering complex order types.

**Note:** We will use the manual entry process and enter multiple orders before submitting.

## Entering Patient's Own Medication

### Workflow Decisions

- What is your hospital's policy concerning the entry of Patient's Own Medication orders
- How pharmacy will process/manage the orders with the patient's care?
- Should Patient's Own Medications that are controlled substances be accepted?



Based on your facility's workflow and configuration, you may need to adjust the order example that has an order form configured for this order type.

## To Enter a Patient's Own Medication Order:

1. In the order search field, type **lisi**.
2. Double-click the **Lisinopril Tablet...** order.
3. Address any alerts that appear.
  - The order form detail window appears.
4. Select the **Dose** check box for 10.
5. Click the **Frequency** drop-down list and select **daily**.
6. Scroll to the bottom of the form and select the **Patient's Own Medication(s)** check box.



7. Click **OK**.
  - The order is added to the **Summary View** window.
8. DO NOT submit...continue to next example.

## Entering Non Formulary Medications

**Note:** Consult your hospital policy for entry of Non-Formulary Medication orders.

A *non-formulary medication* is defined as a medication that is not on the approved list of formulary dispensable.

Non-formulary medications are ordered using the free text or non-formulary catalog items:

- Non-Formulary Medication IVPB
- Non-Formulary Medication LVP
- Non-Formulary Medication Regular

## Entering an IV Medication Order with Additives

This section demonstrates the process for entering an IV medication order in which you will add an additive.

### To Enter an IV Medication Order With Additives:

9. In the order search field, type **dextrose 5% in water**.
10. Double-click the **Dextrose 5% in Water Infusion...** order.
  - The order form appears.
11. In the **Rate** field, enter **75 (mL/hr)**.
12. Click the button at the end of the **IV Additive** field.
  - The Additives window appears.

Name	Dosage	UOM
------	--------	-----

13. In the **Name** field, type **pot**.
14. Select the **Potassium Chloride Injectable (IV Additive)**.
15. Click **Add**.
  - The item is added to the bottom window.
16. In the **Dosage** field, enter **20**.
17. From the **UOM** drop-down list, select **mEq**.  
**Note:** Repeat the process to add any additional additives.
18. Click **OK**.
  - The item is added to the IV Additives window.
19. Click **OK**.
  - The order is added to the Summary window.

20. DO NOT submit...continue to next example.

## Entering a Variable Dose Medication

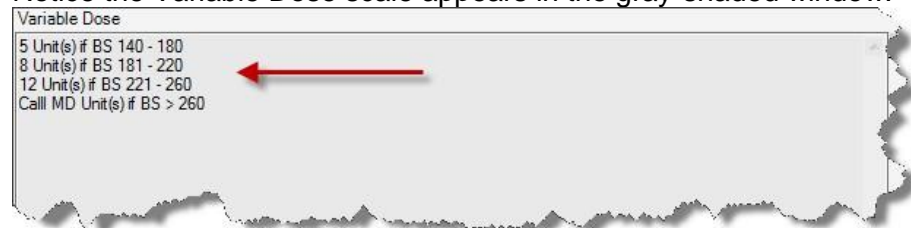
This section demonstrates the process for entering a variable dose medication.

### To Enter a Variable Dose Medication:

21. In the order search field, type **insulin reg.**
22. Add the **Insulin regular sliding scale injectable** order.

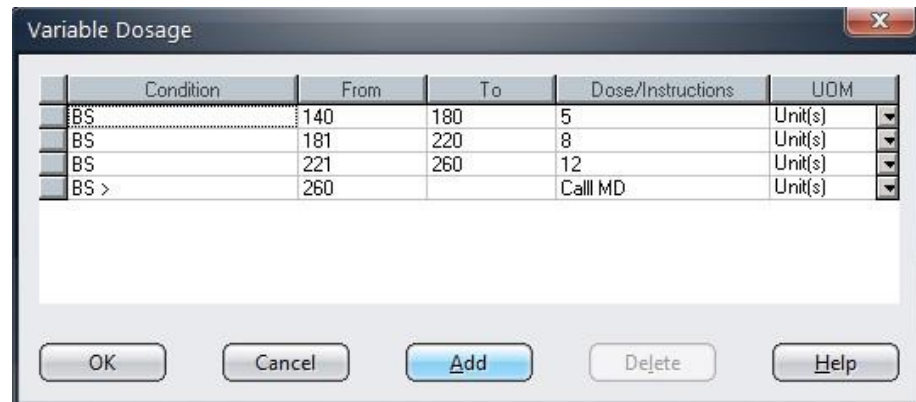
- The order form appears.

Notice the Variable Dose scale appears in the gray-shaded window.



23. To adjust the dose instructions, click the button at the end of the **Variable Dose** [field].

- The Variable Dosage window appears



**Note:** On the Variable Dosage window, the sliding scale entries are predefined. However, you can adjust the dose instructions and/or add additional ranges, if needed.

24. To change the dose instructions or dose ranges:

- Click in the **Dose/Instructions** column cell for the range you want to modify.
- For the first line, change the 5 to **6**.

**Note:** To add or remove rows in the Variable Dose dialog window:

- To add a line to insert an additional dosing range, click the **Add** button.
- To delete an unwanted line, click the blue square bar at the beginning of the line to delete, and then click **Delete**.

25. Click **OK**.

- The order form reappears.
26. Click the **Frequency** drop-down and select **3 times per day**.
  27. Click **OK**.
  28. DO NOT submit...continue to next example.

## Entering a Tapering Dose Medication

This section demonstrates the process for entering tapering dose medications.

This dosing option is used mainly to enter orders with a tapering regimen (either increase or decrease dose over a period of time), usually orders for Corticosteroids.

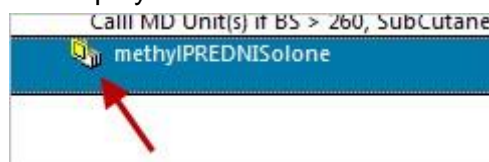
### To Enter a Tapering Dose Medication:

29. In the order search field, type **methylpred**.
30. Add the **MethylPrednisolone Tablet** order.
  - The order form appears.
31. From the **Dose** drop-down list, select **Tapering Dose**.
  - The First line of the tapering dose instructions grid appears.

Tapering Dose				
Dose	Uom	Frequency	Route	Stop After
First	milliGRAM(s)	*	Oral	

32. In the **First Dose** field, type **20**.
  33. Click the **Frequency** drop-down list and select **daily**.
  34. In the **Stop After** field, select **2** and then **Days**.
  35. Click the next row and complete the following parameters:
    - Dose = **16**
    - Frequency = **Daily**
    - Stop After = **1 Day**
  36. Click the next row and complete the following parameters:
    - Dose = **8**
    - Frequency = **Daily**
- Hint:** If you inadvertently add a row, select the row and click the Delete button on the keyboard.
37. Click **OK**.

- The order is added to the 'Shopping Cart' with the Order Series icon displayed.



38. DO NOT submit...continue to next example.

## Entering a Repeat Order

Repeat orders are orders that are scheduled to repeat over a defined period of time.

### To Enter a Repeat Order:

39. In the order search field, type **trop**.
40. Highlight the **Troponin T, Serum** order and click **View**.
  - The order form appears.
41. To specify repeat parameters, click the **Repeat** button (bottom left of the order form).
  - The Repeat Order dialog window appears.

Repeat Order - Cross, Christopher

Repetition Pattern

Hourly Every: 1 Day(s)

Daily

Weekly

Monthly

Irregular

Scheduled Times (00:00-23:59)

Add to list:

Remove

Range of repetition

Start: 29-Aug-2011 15:54

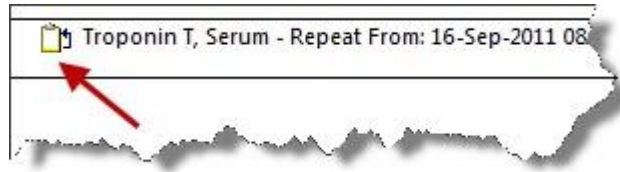
End After 2 occurrences. [2-2]

End by: 29-Aug-2011 23:59

OK Cancel Help

42. Complete the following repeat parameter details:
    - Leave **Daily** as the selected repetition pattern option.
    - Leave **Every 1 Day** as the selected option.
    - Under **Scheduled Times**, click the **Add to list** drop-down and select **Time Critical**.
    - In the next drop-down, select **08:00** and click **Add**.
    - In the **Range of repetition** section, change the **Start Date** to tomorrow's date and change the **Start Time** to **08:00**.
    - Leave the **End After** at 2 occurrences.
- Note:** You can optionally select an End by date instead of number of occurrences.
43. Click **OK**.
  44. Click **Add** on the order form.

- The order is added to the Order Summary window with the Repeat icon appearing next to the order.



45. DO NOT submit...continue to next example.

## Entering a Conditional Order

Conditional orders are orders that do not become active until a defined condition has been met (that is, 'if blood glucose greater than 90'). Once the condition is valid, the order must be activated to become active.

### Determine Hospital Workflow

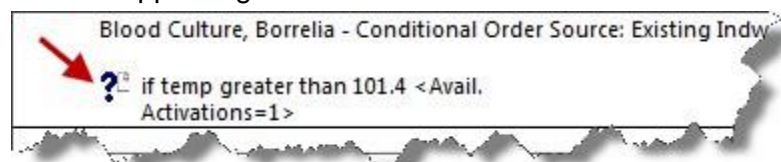
Will conditional orders be activated from the Orders tab or from the Worklist?

### To Enter a Conditional Order:

46. In the order search field, type: **blood cul.**
47. Add the **Blood Culture** order.
  - The order form appears.
48. From the **Source Description** drop-down list, select **Existing Indwelling Line**.
49. Select the check box.



50. From the **Max # of activations** drop-down list, select **Once**.  
Other available options:
  - **Unlimited** = if condition occurs, the order may be activated an unlimited number of times
  - **Specify** = if condition occurs, the order may only be activated the specified number of times indicated
51. In the required free-text field, type: "**if temp greater than 101.4**".
52. Click **OK**.
  - The order is added to the 'Shopping Cart' with the conditional order icon appearing next to it.



53. DO NOT submit...continue to next example.



## Adding a Specimen at Order Entry

**Scenario:** A patient was having a procedure and you collected the specimen during the procedure, but before the order was entered into Acute Care.

**Note:** To add a specimen collected after the order was entered, you would perform the task on the Orders tab (to be discussed in a later section).

## To Add Specimen Status At Order Entry:

54. With your patient selected, access the **Order Entry Worksheet**.
55. In the order search field, type: **crea**.
56. Open the **Creatinine Clearance** order form.
  - The order form appears.
57. Complete the **required fields**.
58. Click **OK**.
  - The order is added to the Order Summary window.
59. Highlight the order in the 'Shopping Cart' and click the **Add Specimen** button.
  - The Add Specimen window displays with the specimen selected.

The screenshot shows the 'Add Specimen' dialog box with the following details:

- Specimen Type:** Urine (dropdown menu)
- Specimen ID:** 001AA1
- Order(s):** A table with one row:  Creatinine Clearance - HOURS OF COLLECTION: 2, Aug 30 2011, Pending
- Collection Date & Time:**
  - Collected Over Time
  - Start Date: 30-Aug-2011 (calendar icon)
  - Start Time: 08:33
  - End Date: (calendar icon)
  - End Time: (time input)
- Specimen Collected by:** Analyst17, Clinical
- No. of Labels to Print:** 0 (spinner)
- Collection Volume:** 0
- Unit of Measure:** (dropdown menu)
- Additional Comments:** (text area)
- Buttons:** OK, Cancel, Apply, View Details, Item Info, Select All, Deselect All, Help

60. Optionally, complete the collection information as required.
61. Click **OK**.

- Notice the status of the order in the Summary Window is now Collected.
62. **Submit** the orders.

## Entering Orders on Hold

Orders entered in a *Hold* session type are orders that can be entered now and released for a future patient event.

For example, your patient may be going to surgery and after review of his/her chart, you determine that orders need to be done pre-operatively. Once it is determined that the patient is going to surgery and the orders are required, the orders can be Released to an active status.

## To Enter Orders on Hold

63. With your patient selected, access the **Order Entry Worksheet**.
64. From the **Session Type** drop-down list, select **Pre-Op Orders on Hold** [.
- The order type symbol appears in the Order Summary ('Shopping Cart') window.



65. Manually search and add the following orders to be held until the Operating Room is ready for your patient:
- Note:** If alerts trigger, acknowledge and continue with order entry.

- **Morphine Injectable** 2mg, ONCE
- **Midazolam Injectable** 2mg, IntraVenous, ONCE

These orders display with a unique **Hold** order icon and are listed with a **HOLD** order status.

Pre-op orders	
morphine Injectable - 2 milliGRAM(s), IntraVenous, ONCE	Hold
midazolam Injectable - 2 milliGRAM(s), IntraVenous, ONCE	Hold
Platelet Count - STAT	STAT Hold
Activated Partial Thromboplastin Time - STAT	STAT Hold

66. **Submit** the orders.
67. Go to the **Orders** tab to view orders.
- The Hold icon appears next to the orders.