

TO ACCESS ORDER SCREEN

- 1) Select patient you need to place orders on; verify you have right patient selected in the patient header

Redford, Roberto
 HT: 157.48 cm / WT: 100.896 kg BSA: 2.00 m² BMI: 40.6 kg/m²
 DOB: 10/24/79 31 M
 PH000003076 / MN0001923 / SHRT0000647
 N 4 East N415-A ADM IN
 Allergy/Adverse: Acetaminophen, Penicillins

	4/26/10	5/24/10	9/27/10
WBC	5.6	6.5	5.2
RBC	4.5 L	3.88 L	3.79 L
Hgb	14.5	12.6 L	12.0 L
Hct	42.1	35.2 L	34.9 L
PLT	92.9	92.4	92.3
PLT %	33.0	32.7	32.2
PLT #	34.4	35.4	34.8
RDW	14.1	13.2	13.9
PLT Count	1.0	1.1	1.0
PLT %	7.8	7.9	5.8
Neut %	68.5	55.5	70.3
Lymph %	21.3 L	37.6	21.4 L
Plate %	9.5 H	6.8	7.3
Baso %	0.1	0.2	0.2
Baso #	0.6	0.6	0.6
Plate #	3.7	3.7	3.8
Lymph #	1.5 L	3.1	1.8
Plate #	0.5	0.4	0.6
Baso #	0.1	0.2	0.2
Baso #	0.6	0.9	0.6

- 2) Click ORDERS button on the right of the screen
- 3) Screen with patient's current orders (if any) grouped by categories (ex. Lab, nursing, radiology...) will display

Fowler, Amyfarrah
 DOB: 2/26/85 31 F
 HT: 160.02 cm / WT: 70.207 kg BSA: 1.74 m² BMI: 27.5 kg/m²
 FN000005896 / MN00002309 / SHNTYF0009650
 N 5 South NS22-A ADM IN
 Allergy/Adverse: No Known Allergies

0 Selected Orders

No.	Current Order	Pri	Date	Time	Status	Stop/Renew	My Link
+	Radiology (9)						
+	Nursing (26)						
+	Dietary (1)						
+	Respiratory (4)						
+	Consults (5)						
+	Other (2)						

0 Selected Items

- Standard Order Sets
- Anesthesia/PACU
- Blood Bank
- Cardiology
- Critical Care
- Dialysis
- ED
- Observation
- GI/Endoscopy
- Heme/Onc
- Intervent. Rad
- Labs
- Medications
- MEDICINE
 - Admit: Medical
 - Focus: CHF
 - Focus: Pneumonia
 - Admit: TCU
 - Admit: COPD Exacerbation
- Miscellaneous
- Neonatal/Peds
- Neurology
- OB/GYN
- Psychiatry
- Radiology
- Surg-ENT/Oral
- Surg-General
- Surg-Neurosurg
- Surg-Ophtho
- Surg-Ortho
- Surg-Other
- Surg-Plastic
- Surg-Podiatry
- Surg-Urology
- Surg-Vasc/Thor

TO PLACE ORDERS THROUGH SETS

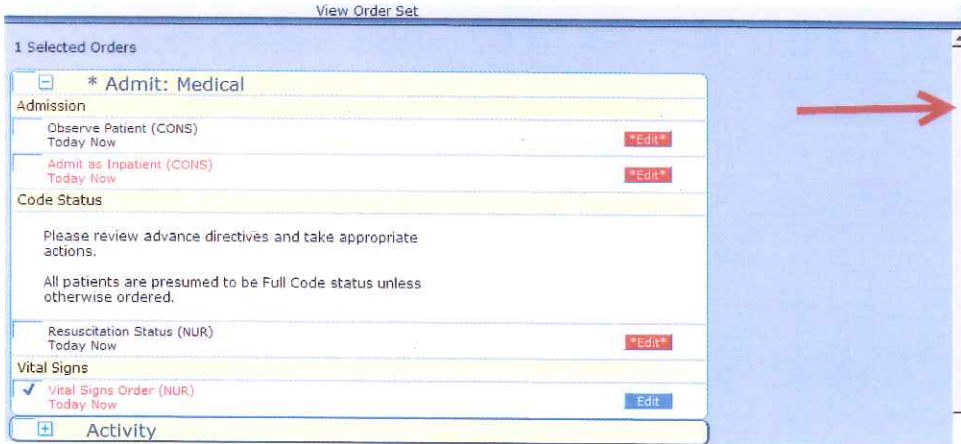
- 1) With SETS button lit (white), you'll see order sets list below the current orders; click on the + sign beside the order set you want to view options

- Standard Order Sets
- Anesthesia/PACU
- Blood Bank
- Cardiology
- Critical Care
- Dialysis
- ED
- Observation
- GI/Endoscopy
- Heme/Onc
- Intervent. Rad
- Labs
- Medications
- MEDICINE**
 - Admit: Medical
 - Focus: CHF
 - Focus: Pneumonia
 - Admit: TCU
 - Admit: COPD Exacerbation
- Miscellaneous
- Neonatal/Peds
- Neurology
- OB/GYN
- Psychiatry
- Radiology
- Surg-ENT/Oral
- Surg-General
- Surg-Neurosurg
- Surg-Ophtho
- Surg-Ortho
- Surg-Other
- Surg-Plastic
- Surg-Podiatry
- Surg-Urology
- Surg-Vasc/Thor

- 2) Click in the box before the order set you want then click VIEW button on bottom of screen



- 3) Use scroll bar on right to view all orders part of the set



LEGEND:

- = order pre selected for you; click in box to deselect (uncheck)
- RED FONT ORDER**- ex. Admit Patient... = duplicate order (already ordered for pt)
- *Edit*** = required information is needed to place order; click on EDIT button to enter info
- = click to add procedures, medications and IVs to the order on the fly

- 4) Once all desired orders have been selected, clicking OK on bottom of screen adds them to the Current Orders Screen (orders will display in CURRENT ORDERS under category of NEW ORDERS with status of NEW in green)

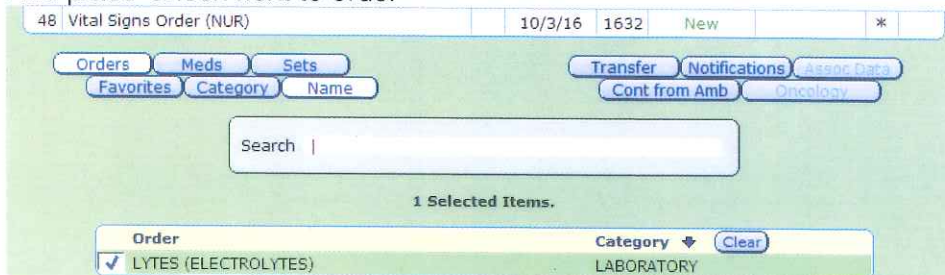


- 5) Click SAVE button on bottom of screen to file new orders then enter your PIN on next screen

TO PLACE LAB OR PROCEDURE ORDERS NOT PART OF AN ORDER SET

Follow steps 1-3 for assessing order screen (p.1) if not already in the order screen

- 1) Click ORDERS and enter first few letters of order in SEARCH field (ex. LYT for lytes) And place Check next to order



- 2) Type the name of the next order in the search field if entering more than one order. The number of orders you have selected will appear at the top of the list (under the search field)
- 3) Once you select the orders click on SELECT on your bottom tool bar & enter the details for each order on the EDIT screens i.e., date, time & required fields... reason for exam, etc.

CHEST ONE VIEW (RAD)

Order
CHEST ONE VIEW (RAD)

Priority	R	Series?	
Quantity		Directions	
Date	10/4/16	Stop Date	
Time	0917	Stop Time	
		Count	

All exams will be done within 12 hours. For STAT/URGENT orders after 8pm, please call x1371 or Vocera ED X-Ray Tech.
NOTE: For Diagnostic X-Ray exams, Radiologist will not interpret exam at time of performance unless specifically requested. If Radiologist interpretation is required after 6pm, please contact the Technologist at x1371 or Vocera ED X-Ray Tech to facilitate.

Reason for Exam:	r/o
Portable? (Y/N):	N
Additional Comments:	

- 4) You will see your list of orders & click SAVE on the bottom right of the screen.

By Procedure

No.	Current Order	Pri	Date	Time	Status	Stop/Renew	My	Link
+ Radiology (9)								
+ Nursing (26)								
+ Dietary (1)								
+ Respiratory (4)								
+ Consults (5)								
+ Other (2)								
- New Orders (4)								
48	LYTES (ELECTROLYTES) (LAB)	R	10/4/16	0917	New			*
49	CHEST ONE VIEW (RAD)	R	10/4/16	0917	New			*
50	CBC AND DIFF REQUEST (LAB)	R	10/4/16	0917	New			*
51	BUN (LAB)	R	10/4/16	0917	New			*

Orders Meds Sets Transfer Notifications Assoc Data
Favorites Category Name Cont from Amb Onology

Search

- 5) To return to the order screen to add additional orders, click Return to Screen To save – enter PIN and click on File and Exit or File and Refresh

New Orders	Session Summary	Effective	Status
LYTES (ELECTROLYTES) (LAB)		10/4/16 0917	New
CHEST ONE VIEW (RAD)		10/4/16 0917	New
CBC AND DIFF REQUEST (LAB)		10/4/16 0917	New
BUN (LAB)		10/4/16 0917	New

Fowler, Amyfarrah
31/Female
DOB: 2/28/85

FN000005896/MN00002309/SHNTVIF0009650
N 5 South N522 - A

User Pom Physician
PIN

Return to Screen File and Exit File and Refresh

TO PLACE A SERIES ORDER

ORDER: ex. LYTES daily x3 starting tomorrow

1) Enter tomorrow's date in DATE field (shortcut: T= today's date, T+1= tomorrow's date, T+2= 2 days from now...) and enter military time in TIME field)

2) Enter Y in SERIES field

3) Enter 3 in COUNT field (number of times to perform test, STOP DATE and STOP TIME will auto calculate)

TO CANCEL A PROCEDURE OR LAB ORDER

Order: ex. Cancel MRI of Abdomen with Contrast

1) Click on + sign beside type of order (Radiology) to open list

No.	Current Order	Pri	Date	Time	Status	Stop/Renew	My Link
+	Laboratory (3)						
-	Radiology (1)						
1	ABDOMEN W/CONTRAST (MRI)	R	04/05/10	1617	Active		↑

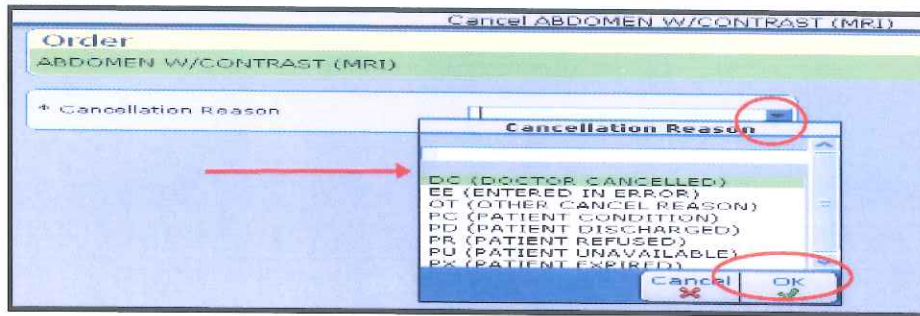
2) Click on order to highlight (will turn green)

No.	Current Order	Pri	Date	Time	Status	Stop/Renew	My Link
+	Laboratory (3)						
-	Radiology (1)						
1	ABDOMEN W/CONTRAST (MRI)	R	04/05/10	1617	Active		↑

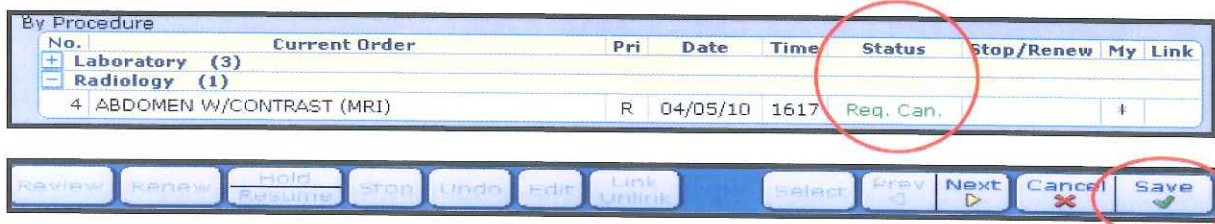
3) Click STOP button on bottom of screen

View Review Renew Hold Resume Stop Undo Edit Link Unlink Select Prev Next Cancel Save

- Click on drop down for CANCELLATION REASON, click on reason then click OK



- Next screen will show procedure with STATUS of Req. Can (request cancelled) in green, click SAVE to file



- Confirmation screen will show STATUS of CANCEL for procedure, click SAVE then enter your PIN in next screen

