ADVANCED CLINICALS WITH CPOE Bulletin



TIPS & TRICKS



Don't Quit Until You Hit "Submit"

Remember, when you have completed entering an order and have clicked "Done," you have one more step to complete. Until you complete the final step, your order will not be entered into the system.

Click "Submit" and enter your PIN. You must enter your PIN for added security. Your order will then be entered into the system. Don't quit until you hit "Submit"

Signing Orders in MEDITECH

How to sign telephone and verbal orders

electronically. If you were on call and provided orders during the night, select the "Workload"

button when you sign into Inpatient MEDITECH. Along the bottom of the screen, there is a "Sign" button.

Outpatient Emergency Workload

Click the "Sign" button to find your telephone orders. Clicking the "Sign" button regularly will reduce your "chart time" in HIM or with Horizon Patient Folder (HPF).



REMOVING AN ORDER FROM FAVORITES

- 1. From the Review Patient's Order screen, click Orders button.
- 2. Since you have favorites saved, your default will be to the All Favorites view. Click the checkbox associated with each order you want to remove from the Favorites list.
- 3. Click the Remove Favorites button.



0 & A

- Q. How do I update a patient's med orders when the patient needs to be transferred?
- A. When a patient needs to be transferred, from the Review Patient's Orders screen, select Transfer.

P WALCOLITER (FLUKWPT/W									피의스
Review Patient's Orders				Fr	i, Jun 24			1	4
			F	.2W F.213	1/0	Unit	No	d	X
5 ft 5 in 51.24 k	(g 1.53 m2 18.8	kg/nä	2	ADM IN		Acct	No	1	2
Allergies/ADRs: N	io Known Drug Into	olerar	nces						44
							_	* Allergies	1 11
				_		-	<u></u>		1
	Current	A11	Session					View/Change	
						_		Renew/Repeat	15
 Category 	Orders	Pri	Date/Time	Status	Stop	My -	-	Hold Resume	- -
- LABORATORY (6)								DC	+
PHOSPHOROUS (LAB)			06/24 0430	Сомр		+		Undo	╝⇒
BLOOD ALREADY DRA	WH (LAB)		06/24	Сомр		\square		0.1.0.1	
LIPASE (LAB)			06/24 0500	Сомр				Order Sets	T
AMYLASE (LAB)			06/24 0500	Сомр				Orders	l t
CBC,PLT,MANUAL DI	FF (LAB)		06/24 0500	Сомр		\square		Meds/Fluids	
COMP METABOLIC PA	NEL (LAB)		06/24 0500	Сомр				Save as Set	-12
- MEDICATIONS (22)							Notifications	
Potassium Chlorid	e Inj 40 MEQ		06/24 0900	OneTm	06/24 1259			Cont from AME	2
Sodium Biphosph	ate Inj 15 MM							Reconcile Med	
in NS	25	ØML					1	Transfer	
IV ONCE 68.75 M	LS/HR							Discharge Plan	4
Last Admin: 06	/24/11 0914							Preferences	
Sodium Biphosphat	e Inj 15 MM		06/23 2030	OneTm	06/23 2229				
in NS	10	ØML						Submit	
IV ONCE 52.5 ML	S/HR						•		
	Review		Order	Docume	nt Si	n	1	Patient List	1
	- NOTION		01001	Docume		gr,		i duont List	
									_

A screen showing all open med orders will open. To continue a particular med, select **Continue.** The original start and stop times will not change. **NOTE:** You must select Continue if you wish to continue the med. Meds are all set to Stop by default, so if you don't select **Continue**, all meds will be stopped.



Are you using a mobile device for MEDITECH?

Have you lost Your Function Keys?

If you have upgraded the CITRIX app, the new version of Citrix (5.6.1) will cause you to lose your function keys – **BUT there is a solution.**

Go to Receiver Settings>Keyboard Options>Extended Keys and enable the function key you want. You now have the ability to customize the Receiver keyboard.

Go to http://itunes.apple.com/us/app/citrix-receiver/id363501921?mt=8 for more details.

Or... ask your Director of Advanced Clinicals (DAC) or Physician Support Coordinator (PSC) for help.

ADVANCED CLINICALS WITH CPOE



Volume 8

How to Edit Multiple Orders within "Order Sets"



- 1. Go through your set and select **Orders.**
- 2. Clear any unchecked orders.
- 3. Click Edit Multiple.

This will break down to only the orders that you want placed. It will make it easier to see details that are required. Notice that all items have a checkmark before the description.

							×
Orders	Pri	Star	t/Service	Series	Directions	Ot	Details
ADMIT REQUEST (ADM)	R	08/15	Ном			17	Reg
☑ Code Status + (NUR.PHYS)		08/15	Ном			Π	View
☑ Vital Signs +-POM (NUR.PHYS)		08/15	Νои				Avail
☑ Notify VS/I&O (NUR.PHYS)		08/15	Ном				Avail
☑ Activity + (NUR.PHYS)		08/15	Ном				Avail /
This will break down to only the orders that you	u wan	t placed.	lt will make i	t easier to s	see details that a	are r	required.
		· ·				_	
Doi	ne		Cance	4			



You can also change the priority, date and time of any selected orders of similar type at one time. For example, you can change all lab tests to be **Stat** by having a check before each lab and then clicking the header.

REMEMBER – if you change it this way, you will be changing all selected orders to that one date/time. EX – tomorrow at 8 am.

Look for next week's *Bulletin*. We will review how to modify a single order. That information is currently available on page 88 of the Physician Pocket Guide. Ask your Director of Advanced Clinicals (DAC) for your copy today!



Questions? Comments? Suggestions for future Bulletins? Contact: <u>mailto:nancy.azneer@hcahealthcare.com</u>