

# Bulletin

Volume Seven

## TIPS & TRICKS

### 1 Override – Replace – What’s the Difference in Med Orders?

When a provider orders a med, if an interaction exists, the **Conflicts** screen will appear. If you want to **continue** the med, select **Override**. You will be required to provide a reason for overriding the conflict. If you do not override the conflict, a **Cancel** or **Replace** selection will appear. **Replace** returns the user to the order prompt for entry of a different drug. An audit trail from the previous drug to the new drug order entry will post in the background. **Cancel** simply means the provider has exited the original order entry process. Upon exiting either the **Cancel** or **Replace** screen, you will be returned to the previous screen to order other medications or complete your orders.

### 2 Changing the Date and Time with One Click

When ordering a similar group of orders - in this case labs, it is possible to change the date and time for ALL order with one click.

On the **Preview/Edit** screen, by selecting the dark gray header box, you can change that piece of information for all of the selected orders at once. You can change **priority**, **start/service date**, and set up a daily recurrence (series.) Keep in mind, this approach will not work when the orders are not similar or have the similar times: for example diets: Diet times are breakfast, lunch and dinner.

**NOTE: AM will not be available in the Other Times Field.** We are working with the vendor to correct this issue.

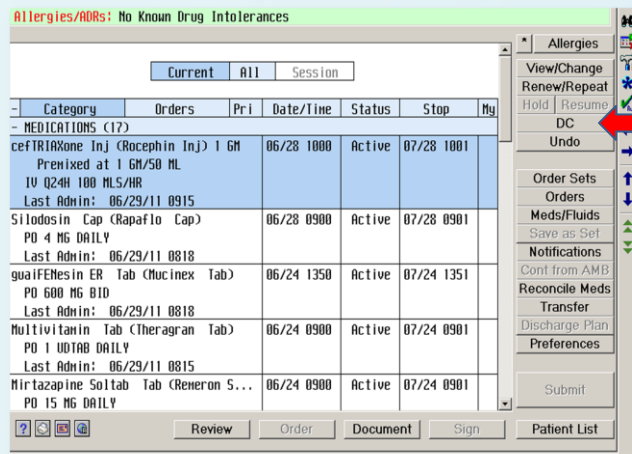


## Q & A

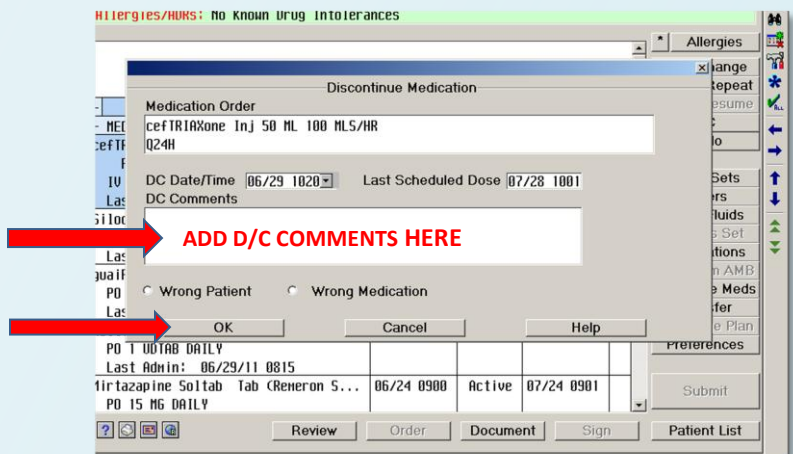
### Q. How Do I Discontinue (D/C) a Medication?

A. Follow these steps to discontinue a medication:

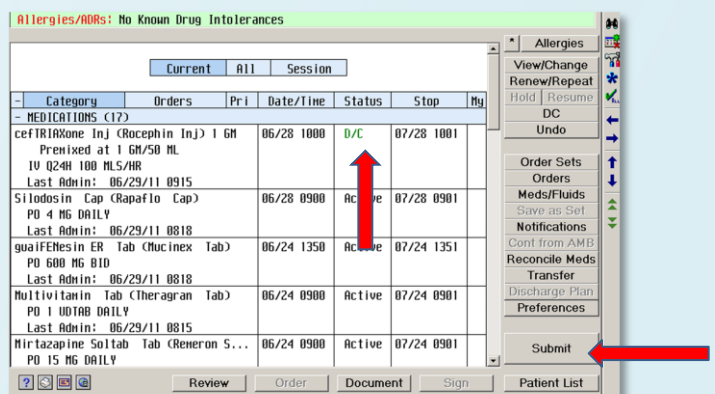
1. To D/C a medication from the **Current Medications**, highlight the medication you wish to D/C, then click the **D/C** button.



2. The next screen gives you the *option* to type in a DC comment. Adding the DC reason helps other clinicians understand your intentions, however, this is not a required field. Click **OK**.



3. The medication now shows as a **D/C** status in green, you must click **Submit** to complete the order.



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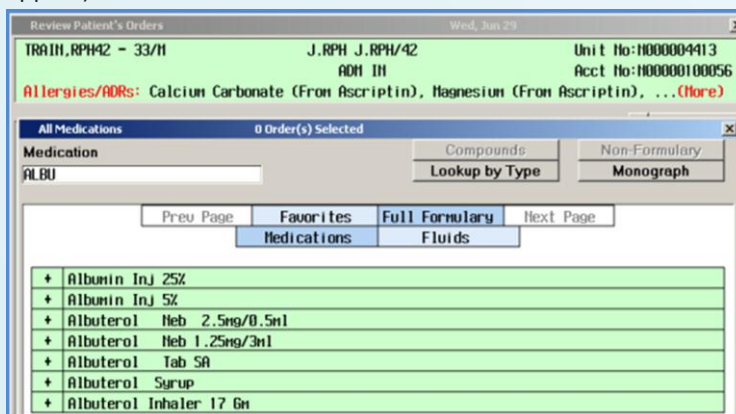
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## Big Tip of the Day...

### Saving Medications to Favorites List

**NOTE:** You can save the name of a favorite medication. All hospital available dosages and indications will be listed in the favorites.

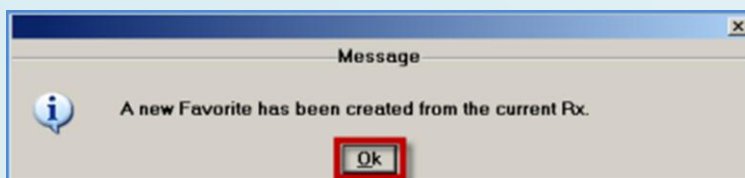
1. From the **Review Patient Orders** screen, click the **Meds/Fluids** button.
2. Using the **type-ahead** function, enter a few letters of the medication you wish to add. The system will automatically pull up the medication with its full name. (i.e. type **ALBU** – the medication **Albumin** will appear).



3. Select the medication (more than one dose route may be presented).
4. Click the **Add to Favorites** button.



5. The message box "A new Favorite has been created from the current Rx" will appear. Click **OK**.



6. The selected medication has been added to your personal medication favorites list. If you wish to add this medication as an order, select the appropriate string, then click **Done**. Otherwise, click **Cancel**, then click **Done** to exit the medication strings screen.