

## TIPS & TRICKS

### 1 Why Do Providers Have to Sign Orders in both CPOE and Horizon Patient Folder (HPF)

Orders should be signed as soon as possible during the patient's hospital stay. **During their stay, it is necessary to sign ONLY in MEDITECH.** 48 hours after a patient is discharged.

At this point, the order must be signed in both HPF and MEDITECH, since the two systems are not integrated. We are working to remove this redundancy, as well as extend timeframe from 48 to 72 hours.

### 2 Finding a Discharged Patient

On the **Physician Desktop**, click the **Patient List** icon. It can be used to obtain a list of admitted, discharged or recent ER patients back as far as 30 days. Click "A" for Admitted, "D" for Discharged or "E" for ER patients.



Patient list icon

### QUICK REFERENCE GUIDES

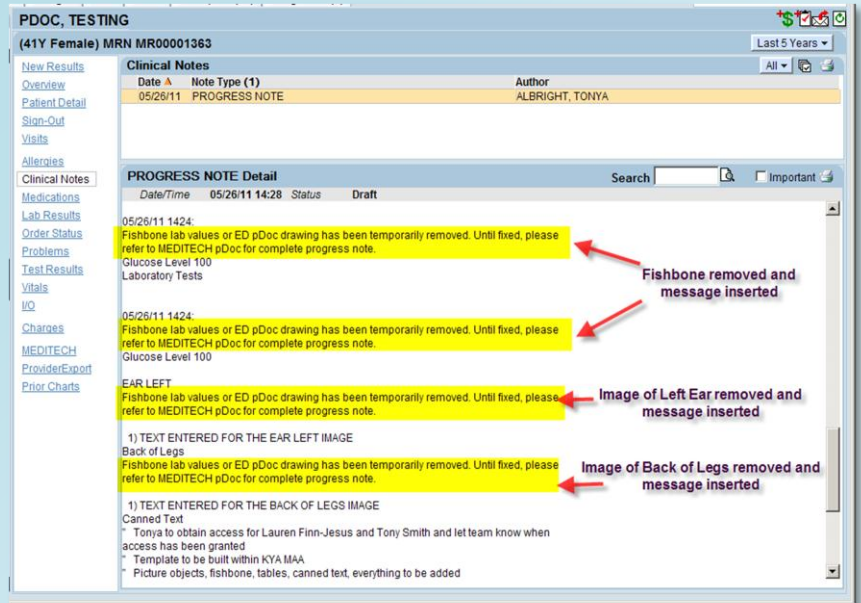
Quick Reference Guides are available for order from your DAC or PSC. These guides include step-by-step reviews of various functionalities of Advanced Clinicals:

- External Medication History - tri-fold
- Nursing Access to Portal and Downtime Reports
- Holding an Ordering Session - Provider Quick Reference Guide
- Acknowledging Orders through Status Board
- Clinical Review
- Evidence-Based Order Sets (EBOS)
- Medical Claims History
- Medication Reconciliation - Nurses
- Medication Reconciliation - Providers
- My Panel
- Order Management - CPOE Quick Reference
- Provider Documentation (PDoc)
- PDoc and Meditor Pocket Card
- Physician Desktop

## The Fishbone Graph Issue

### PDoc Fishbone Graph Insertion Corrected in Physician Portal

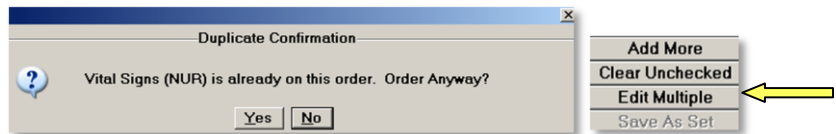
When a fishbone graph was inserted into **pDoc Notes**, the information on the screen appeared corrupted when viewed in Physician Portal (accessible through the Mobility application on your mobile device). To correct the issue, the image will be replaced with a note indicating that the graph has been removed (yellow highlighted areas). The remaining report is now legible. A permanent solution is being developed to correctly display the fishbone in Portal.



## We Heard You

### Need to Check Patient Information While Entering an Order Set?

When you are in an Order Set, if you click the **DONE** button at the bottom of the screen, the system registers that function as a finished order set. If you re-enter the set, you will receive pop ups about the orders that were checked in the set.



One way to get back into the set is to accept the duplicate messages, then click the **Edit Multiple** button in the upper right side of the screen. This will present the order set in a list format where you can uncheck the order you have already identified.

Orders	Pri	Start/Service	Series	Directions	Qty	Detail S
Admission Status (ADT)	R	06/06 Now				
Allergies (NUR)		06/06				
Latex Precautions (NUR)		06/06				
Vital Signs (NUR)		06/06	. [0 shift with...]			Avail
Oxygen (NUR)		06/06	. [L2L via cannula]			
O2SAT Monitoring (NUR)		06/06	. [with US, also get]			Avail
Telemetry Monitor (NUR)		06/06	. [may remove for...]			Avail
Daily Weight (NUR)		06/06	. [with same scale...]			Avail
Intake and Output Monitorin...		06/06				Avail
HEART HEALTHY DIET (FNS)		06/06 Lunch				
Obulate (NUR)		06/06				

# Bulletin

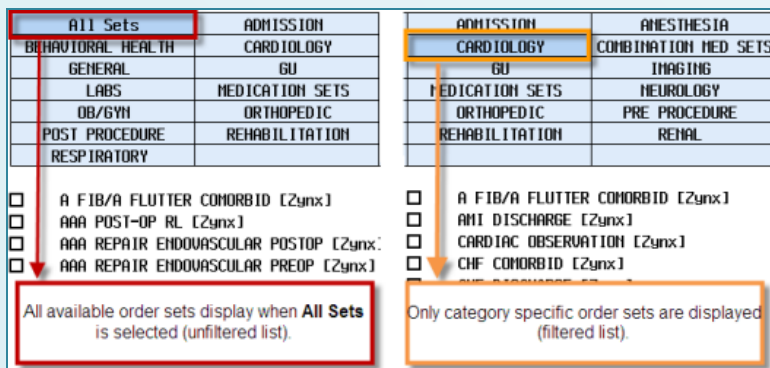
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## Big Tip of the Day...

### Adding Favorite Order Sets

When clicking the **Order Sets** button, a provider is presented with **Favorite Order Sets** if he/she has set up favorite orders. If no Favorites have been set up, the default view is **All Sets**.

1. Click **Order Sets** button.
2. Click either **All Sets**, or appropriate **blue category heading** to narrow the search of the order sets.



3. Click the checkbox next to the desired procedure(s).
4. Click **Add to Favorites** button.
5. A message appears stating, "The selected set(s) have been linked to your **Favorites**. Click OK to proceed.
6. Click **All Favorites** to review your favorite order sets. You will also see the categories that were used for the favorite order selected.

