

Need Help?

Call

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Current Orders Available for Use:

xx COMMON (PCA) MEDICATIONS
xx COMMON Ace Inhibitors and ARB's
xx COMMON Adult Flush Protocol
xx COMMON Cardiac Enzymes
xx COMMON Cholesterol Lowering Meds
xx COMMON Diuretics on Formulary
xx COMMON IRON Labs Profile
xx COMMON IV Medications
xx COMMON Labs in AM
xx COMMON Medication Orders
xx COMMON Radiology
xx COMMON Respiratory Medications
xxADM Admission (Adult)
xxBlood Products
xxCHF Congestive Heart Failure Order Set
xxD Discharge Orders
xxGI Gastrointestinal Order Set
xxHOS Hospitalist Admit
xxInsulin Sliding Scale Only
xxNewborn Nursery Admit
xxOB Antepartum Admission
xxOB Cesarean Birth Post-OP
xxOB Cesarean Birth Pre-Op
xxOB Labor and Delivery Admit
xxOB Outpatient Evaluation
xxOB Vaginal Delivery Postpartum
xxORT Orthopedic Admission Orders
xxTransfer

CPOE

Computerized Physician Order Entry

*Entering orders online through
WebStation for Physicians*

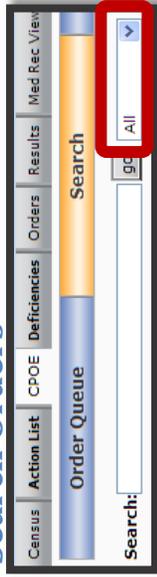
When to Use CPOE

- Enter orders online while you are onsite at the hospital.
 - Do NOT enter orders online in emergency situations, in these situations use verbal orders (use your own discretion)
- You are encouraged to enter orders through CPOE while on-call, or outside the facility, but it is not mandatory.



Enter Orders

Search Orders



To find orders to enter on a patient do the following:

- Select a patient in your patient work list
- Click on the CPOE Tab, and then click on the 'Search' bar. (*highlighted orange in the above image*)
- Use the drop down filter to limit the number of results that appear. (ie. Laboratory, Medication)
- In the **Search** field type the name of an order or order set. (i.e. 'CBC' or 'Accucheck')
 - Based on your search criteria, results will display.
 - Note: If it does not display results, try another term that may be used for that order.
- Click on '**Save**' to make the order go to the order queue or Click on the description to edit the order details first, then click on '**Save**'.

Order Sets

Order sets have been built to aid you in submitting orders. An order set is a group of common orders. All ASCHH order sets will begin with " XX" so you can quickly find them (*Ensure the filter is set to All or Order Sets*):

XX Common ACEI and ARBs
XXADM Admission (Adult)
XXD Discharge
XXH Hospitalist Admit
XXCHF CHF Admission
XXNewborn Nursery Admit
XXOB Labor and Delivery
Etc...

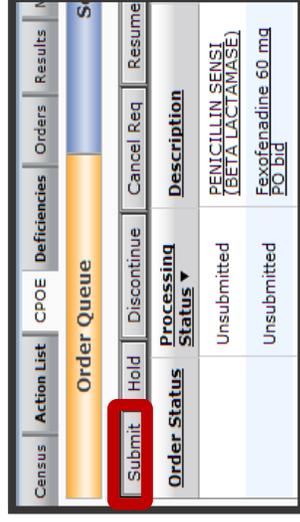
Submit Orders

The Submit function allows you to submit one or more orders for a patient at one time.

After you save an order from the search screen they will populate in the Order Queue as '**unsubmitted**'. The orders with a status of unsubmitted will not be processed until you submit them.

Before submitting any order to be processed you have the ability to **modify** the order details by clicking on the description.

You should submit all of your orders at the same time by clicking on the '**Submit**' button.



After clicking on the submit button, a prompt will display. You should check all of the orders that you would like to be processed.

After checking all of the order you would like to process, click on the submit button once more.

Icon Messages

Orders added to the Order Queue that do not have all the required fields entered for the order will display with a Required Fields Missing icon (🔴) to the left of the description. To fix, click on the order description and fill in the required fields. (**You can not submit order until fixed**)

The Screening Alert icon (🟡) displays to the left of the description for Pharmacy orders for which unacknowledged alerts exist. You may click the Screening Alert icon to open the CPOE Alerts module to view and acknowledge the alerts.

Order Status Descriptions

- **Future** - The order has been processed and the start date is greater than the current date.
- **Today** - The order has been processed and the start date and stop date is for the current date (ONCE frequency order).
- **Active** - The order has been processed and the stop date/time is greater than the current date/time or there is no stop date/time.
- **Dates Met** - The order has been processed and the stop date/time is less than the current date/time.
- **Discontinued** - The request to discontinue the order has been processed.
- **Canceled** - The order request has been canceled. Applies to Pharmacy Management orders only.
- **Inactive** - The order has been processed and the stop date/time is less than the current date/time. Applies to Pharmacy Management orders only.
- **Suspended** - The request to hold/suspend the order has been processed. This status does not apply to diet orders in Order.
- **Held** - The request to hold the order has been processed. Applies to diet orders only.

Processing Status Descriptions

- **Unsubmitted** - The order has been saved but has not been submitted – The Physician must Submit
- **Add Pending** - The order has been submitted but has not been processed.
- **Change Pending** - The request to change the active order has been submitted but not processed.
- **Hold Pending** - The request to place the order on hold has been submitted but not processed.
- **Discontinue Pending** - The request to discontinue the order has been submitted but not processed.
- **Renew Pending** - The request to renew the order has been processed.