Orders

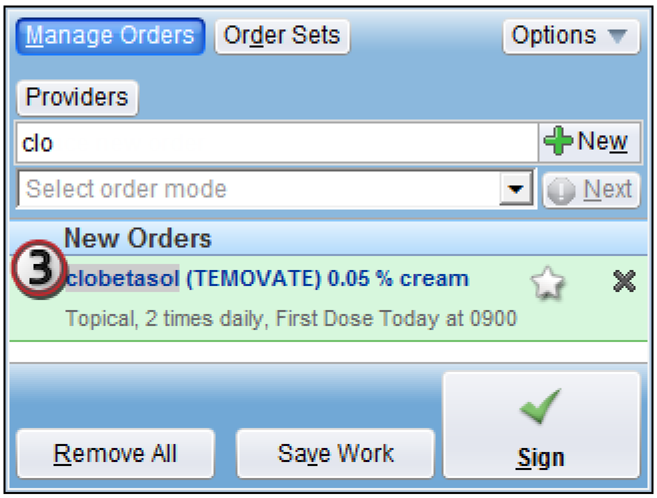
Enter a new order

To enter orders, select the Orders activity tab. Here, you can see all of the patient's current orders. Use the Orders sidebar on the right to enter new orders.

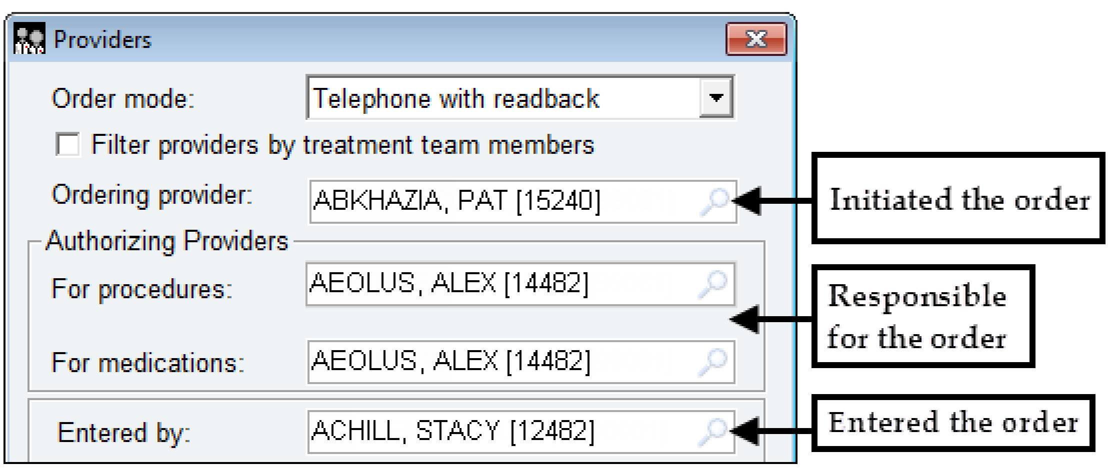
1. Enter the first few letters of a medication or other order in the **Place new order** field and press **Enter**. A list of medications that match your search appears.
2. Double-click the correct order. It appears in the sidebar under the **New Orders** header.

> If you don't see the order you want on the Preference List tab, click the Facility List tab to see more options. Also, make sure that you're spelling the medication name correctly. When in doubt, enter fewer letters.

3. To edit details of the order, click it. (The details open automatically if information is required.)
4. When you've made all necessary changes to the order, click ✔ **Sign**.



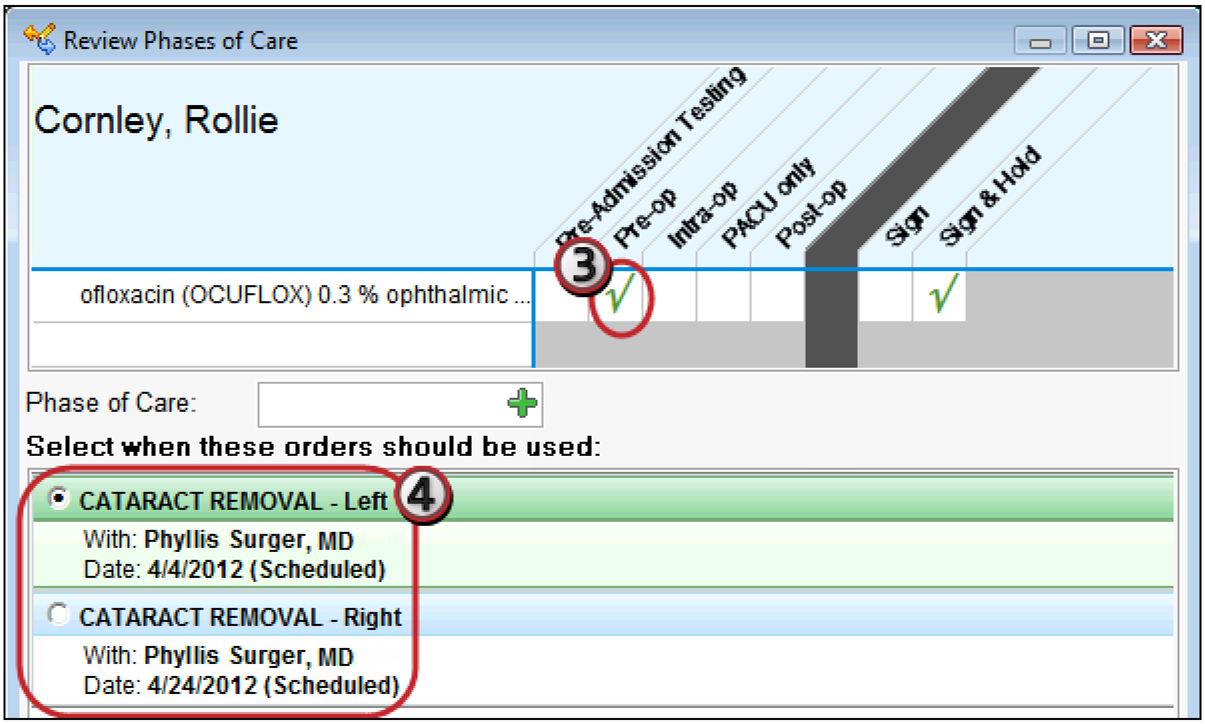
5. In the Providers window, enter the order mode, such as Telephone with readback.
6. Enter the ordering and authorizing providers. If you can't find the correct provider, clear the **Filter providers by treatment team members** check box.
7. Click **Accept**. The orders are now active.



Associate orders with procedures

If a patient has multiple upcoming procedures, you can associate orders with the relevant procedure.

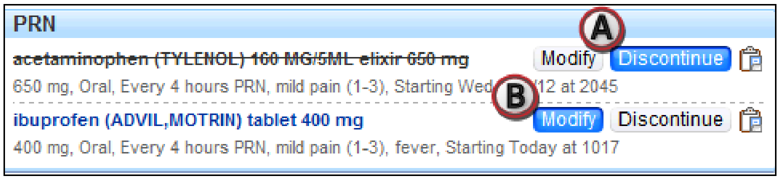
1. In the **Orders** tab of the sidebar, enter an order and modify the order's details.
2. Click **Options** and select **Phase of Care**. The Review Phases of Care window appears.
3. Select the phase of care during which the order should be carried out. In the bottom half of the window, the patient's upcoming procedures appear.
4. Select the procedure for which the order should be carried out. Your selection appears to the nurse for that phase of care when she releases the order.
   - If the procedure associated with the order hasn't been scheduled yet or is an unscheduled floor procedure, it might not appear in the Review Phases of Care window. To associate the order with a procedure that's not listed, click **Create New**. In the **Procedure** field under **New user created context**, enter a free-text description of the procedure.
5. Click **Accept** to close the Review Phases of Care window and continue placing orders.



Modify or discontinue an order

A. To discontinue an order, click **Discontinue**. The order is crossed out and appears under the Orders to Discontinue header in the sidebar.
B. To modify an order, click **Modify**. The order appears under the Orders to Modify header in the sidebar and the Order Composer opens. Edit the details and click **Accept**.

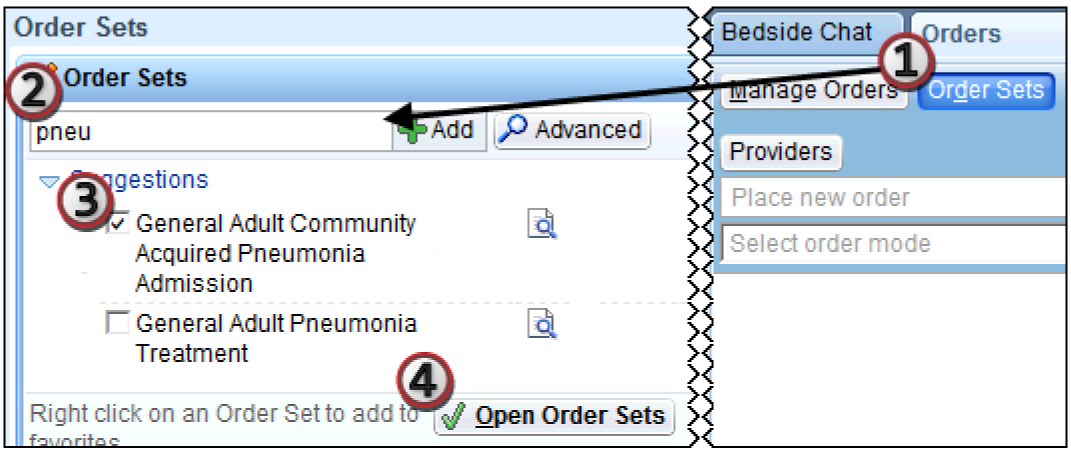
When you've made all necessary changes to the order, click ✔ **Sign**.



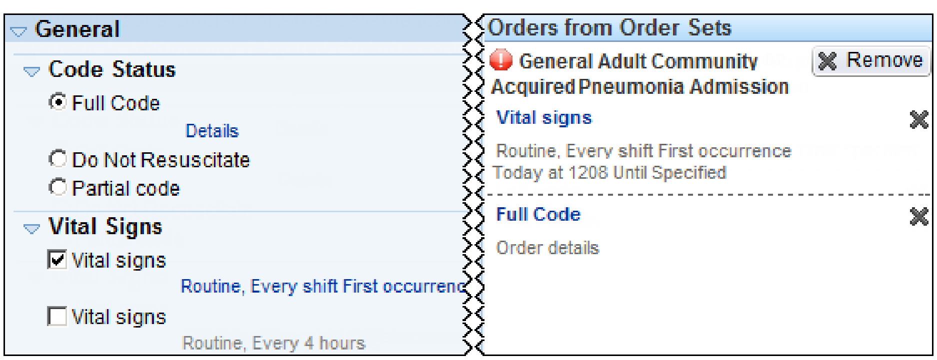
Enter several related orders at once

Order Sets are groups of orders that are commonly placed together. There are Order Sets for many common situations, such as pneumonia admissions and abdominal surgeries.

1. In the Orders sidebar, click **Order Sets**. The Order Sets activity opens on the left side of the screen.
2. Choose an Order Set.
   - If the Order Set you want is already suggested, select its check box to open it.
   - If you want to use another provider's customized Order Set, click **Advanced** and enter the provider's name in the User field. Select the check box beside the Order Set and click **Accept**. Then select its check box in the Order Sets section.
   - If the Order Set you want isn't already suggested, enter its first few letters in the **Search** field and press **Enter**. Double-click the appropriate Order Set in the record select window, and select its check box in the Orders Sets section.
3. Select the check box next to the Order Set you want.
4. Click **Open Order Sets**.



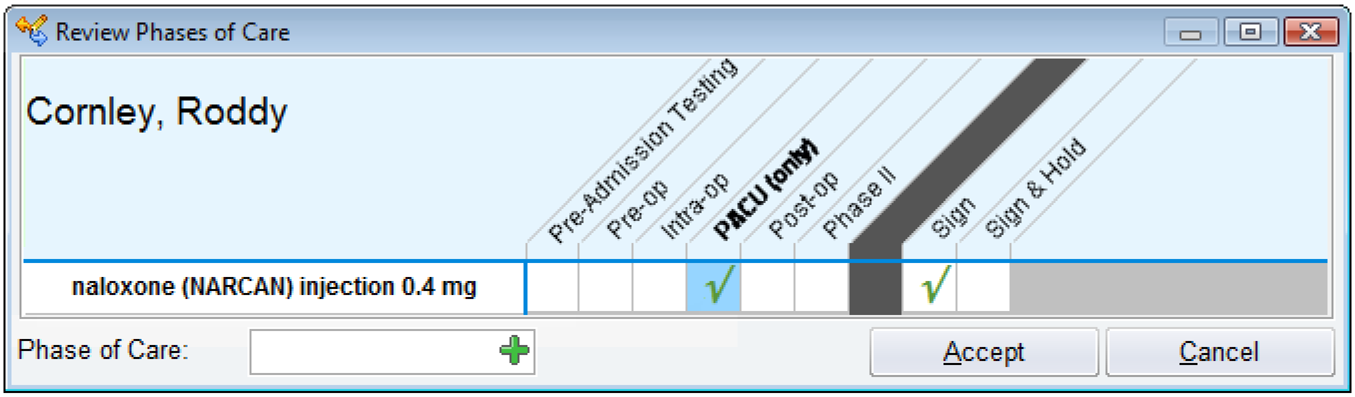
5. Go through each category and select the orders you want. If a section is required, you must select at least one option. Orders you select appear in the sidebar.
6. Modify the selected orders as necessary.
7. When you are finished, click **Sign**.



Assign a phase of care to orders

Some orders are assigned phases of care automatically. For example, orders in a pre-op Order Set have a pre-op phase of care. Other orders, such as most medications, don't come with an assigned phase of care. In that case, the Review Phases of Care window appears when you sign the orders so you can associate each order with the appropriate phase of care.

1. Click the cell where an order and phase of care intersect to associate them.
   - If the correct phase of care doesn't appear in the table, enter it in the **Phase of Care** field and press **Enter**. Or, click to choose from a list.
   - Either Sign or **Sign & Hold** is selected automatically, based on the phase of care.
2. Click **Accept** and then **Sign**. Other clinicians can see the phase of care for each order and can carry out the orders at the appropriate time.



	To associate all orders with the same phase of care, click the heading for that phase of care in the Review Phases of Care window.

Troubleshoot common order-related problems

When a patient's orders aren't appearing where you expect, check the following information in the patient's chart. Many order-related issues are caused by errors in the following places and can be fixed with a few simple steps.

Where to check

1. Patient Bed

The patient's bed appears in the patient header. The patient's bed recorded in Epic needs to match where the patient actually is. Medications are dispensed and labels and forms are printed based on the patient's bed as recorded in Epic.

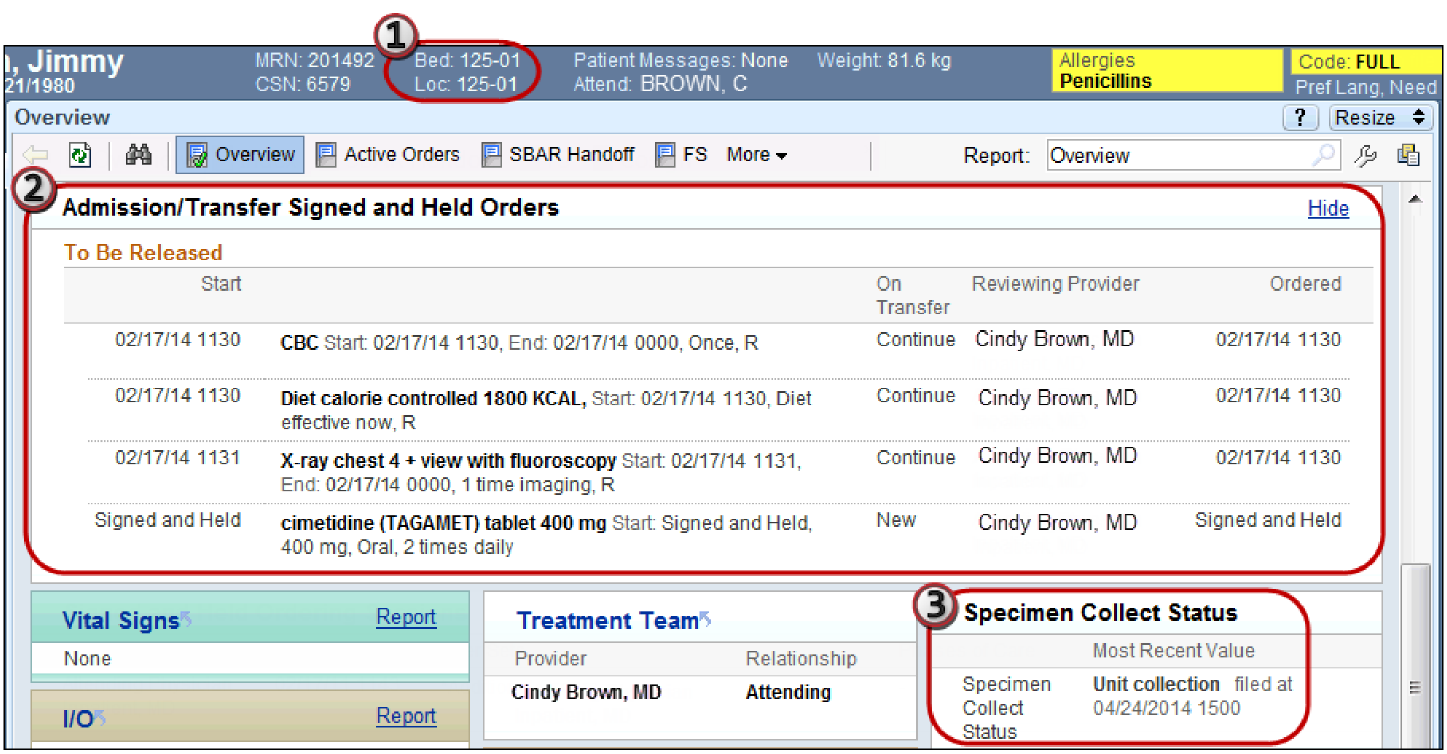
2. Signed and Held Orders

Signed and held orders appear in the Overview report in the Summary activity. These orders aren't active yet and can't be acted on. Signed and held medication orders aren't verified or dispensed by pharmacy yet, and they don't appear on the MAR. Signed and held lab orders aren't on the Work List, and the lab doesn't know to collect them yet. Signed and held diet orders haven't been sent to dietary yet.

Before you release signed and held orders, make sure the patient's location is correctly recorded in Epic. When you release the orders, medications are dispensed and labels print to the patient's location as it's recorded in Epic.

3. Specimen Collection Status

The status of specimen collections appears in the Overview report in the Summary activity. The specimen collection status determines whether lab orders appear on a list for the lab (Lab Collect) or for the nurse to collect (Unit Collect). If an order should have a different specimen collection status, change it in the Specimen Collection navigator section or in Flowsheets.

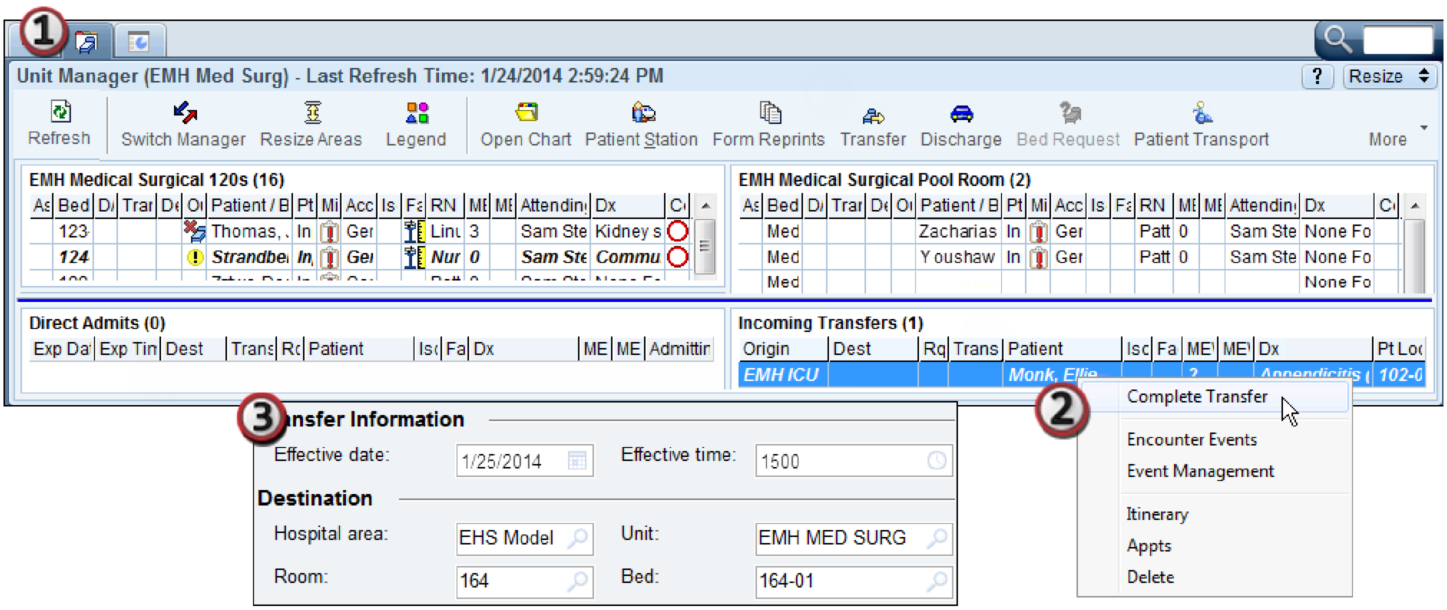


Transfer the patient to the appropriate unit

If the patient isn't moved to your unit in Epic, her orders can't be acted on. Use the Unit Manager to record a patient's arrival in your unit. Incoming transfer patients appear in the Incoming Transfers section in the lower right corner.

1. Select the workspace tab in the top left of your screen to open the Unit Manager.
2. In the Incoming Transfers section, right-click the patient who arrived and select **Complete Transfer**. The Transfer activity opens.
3. Enter the date and time and make sure the bed is correct.
4. Click **Transfer** at the bottom of the screen.

If the patient whose location you're trying to update does not appear in the Unit Manager, check the Active tab of the Orders activity to make sure that the patient has a transfer order. Contact the physician to place a transfer order if the patient doesn't have one. The patient cannot be transferred in Epic without a transfer order.



Release signed and held orders

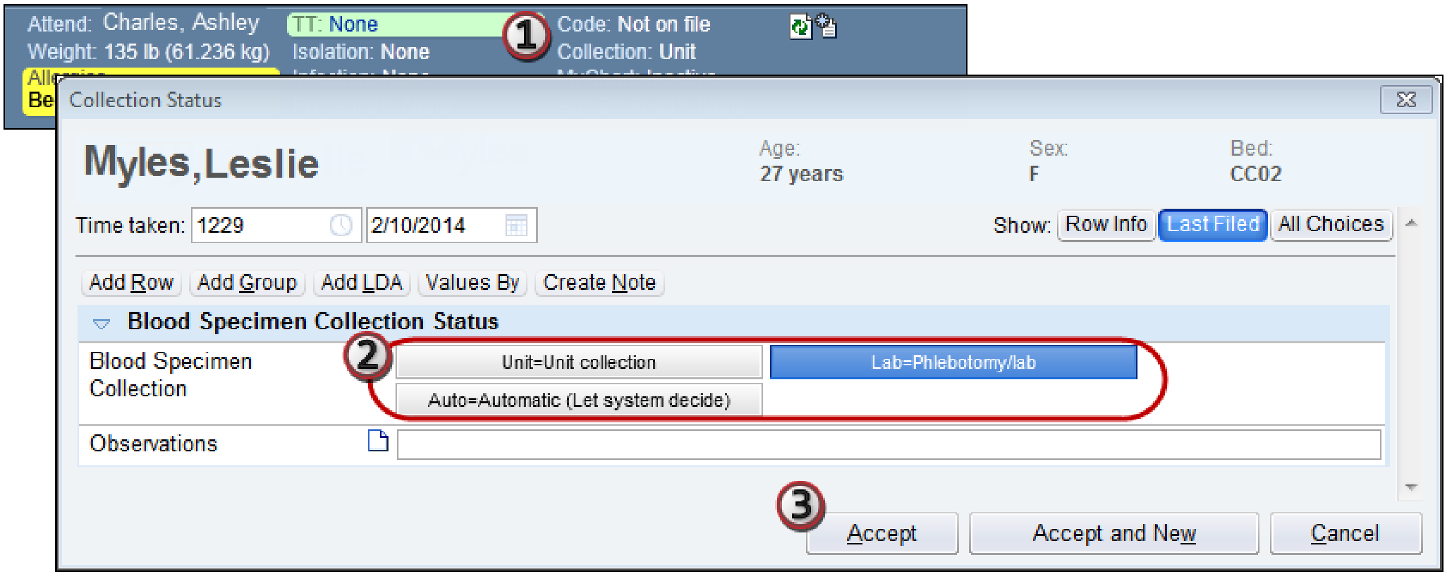
Release signed and held orders when a transferred patient arrives on your unit so you and other clinicians can act on those orders.

1. In the Admission or Transfer Navigator, find the Release Orders section.
2. Click the **Click Here to Release Signed and Held Orders** link. The Release Orders window appears.
3. Select the orders you want to release.
4. Click ✓ **Release**. After the orders are released, they disappear from the list and can be acted on.

Update the blood collection status

When you need to indicate that a blood specimen should be collected by the nurse and not the lab (or vice versa), update its status.

1. In the patient header, click the **Collection** row.
2. In the Blood Specimen Collection section, select **Unit**, **Lab**, or **Auto**.
3. Click **Accept**.



!	This collection status applies to all new labs. It does not affect labs that already appear on your Work List as needing to be collected.

This guide is based on Epic 2014.