


Anesthesia - Review and Place Orders with a Single Activity

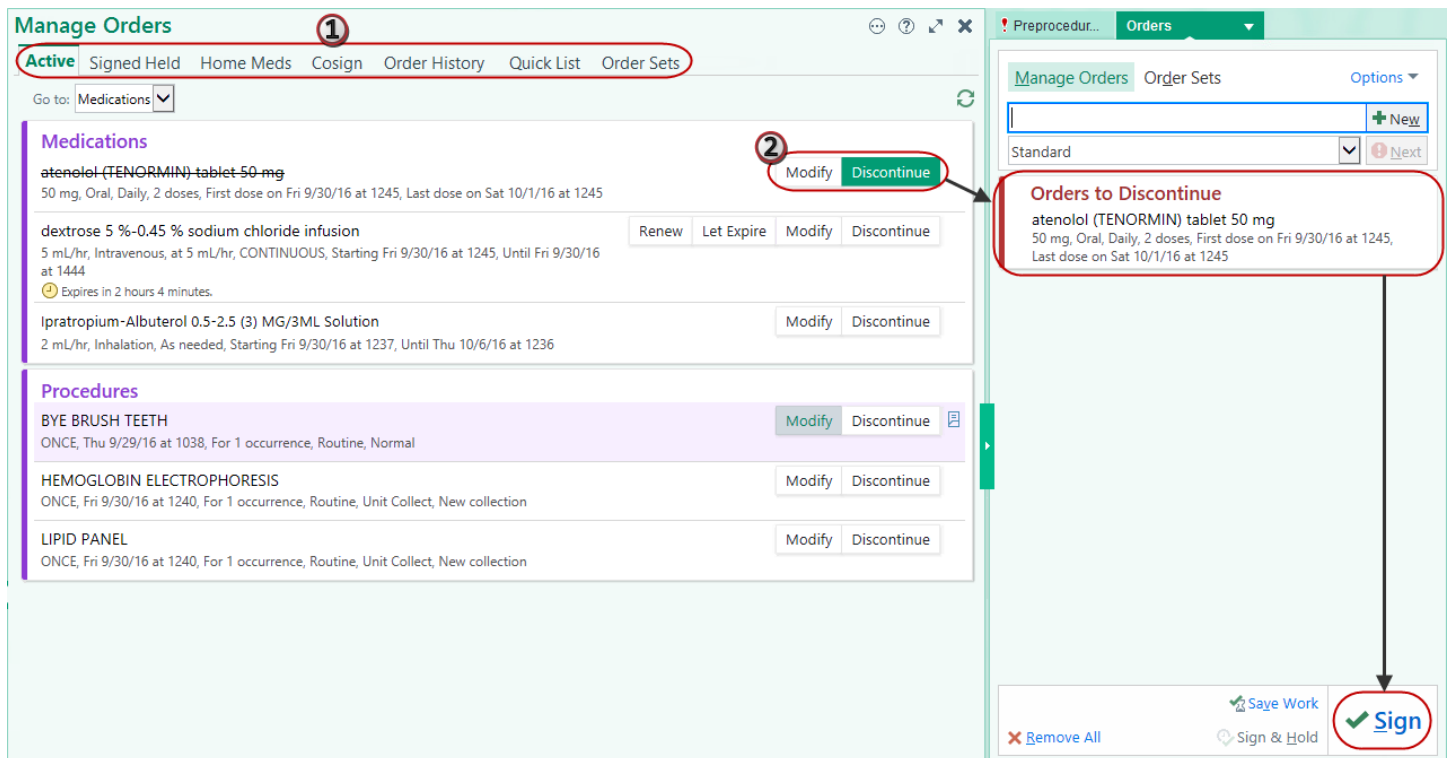
The new Orders activity provides one place to work with orders while simultaneously reviewing other clinical documentation. The Orders activity resembles the familiar Orders sections of navigators, but it makes ordering simpler: you review existing orders on the left while making ordering decisions in the sidebar on the right. The sidebar shows all unsigned ordering decisions, detailing all the changes you're making to the patient's orders in an easy-to-read list.

Review and Modify Existing Orders

There are several ways to review, sort, and modify existing orders in the Orders activity:

1. Select a tab at the top of the activity to review and act on a particular type of order, such as active orders, signed and held orders, and orders that require cosign.
2. Indicate ordering decisions on the Active tab by clicking the buttons next to each order.
 - Click **Modify** to open the Order Composer and change the details of the order, or click **Discontinue** to mark the order for discontinuation. All the modifications you make appear in the sidebar.
 - When you've finished making changes, click  **Sign**.

You can review the patient's clinical information without losing any unsigned changes in the sidebar. The sidebar remains open when you select other activity tabs, such as Chart Review or Notes.



The screenshot shows the 'Manage Orders' interface. At the top, there are tabs for 'Active', 'Signed Held', 'Home Meds', 'Cosign', 'Order History', 'Quick List', and 'Order Sets'. The 'Active' tab is selected. Below the tabs, there is a 'Go to:' dropdown menu set to 'Medications'. The main area displays a list of orders under 'Medications' and 'Procedures'. The 'Medications' section includes:

- atenolol (TENORMIN) tablet 50 mg: 50 mg, Oral, Daily, 2 doses, First dose on Fri 9/30/16 at 1245, Last dose on Sat 10/1/16 at 1245. Buttons: Renew, Let Expire, Modify, Discontinue.
- dextrose 5 %-0.45 % sodium chloride infusion: 5 mL/hr, Intravenous, at 5 mL/hr, CONTINUOUS, Starting Fri 9/30/16 at 1245, Until Fri 9/30/16 at 1444. Expires in 2 hours 4 minutes. Buttons: Renew, Let Expire, Modify, Discontinue.
- Ipratropium-Albuterol 0.5-2.5 (3) MG/3ML Solution: 2 mL/hr, Inhalation, As needed, Starting Fri 9/30/16 at 1237, Until Thu 10/6/16 at 1236. Buttons: Modify, Discontinue.

The 'Procedures' section includes:

- BYE BRUSH TEETH: ONCE, Thu 9/29/16 at 1038, For 1 occurrence, Routine, Normal. Buttons: Modify, Discontinue.
- HEMOGLOBIN ELECTROPHORESIS: ONCE, Fri 9/30/16 at 1240, For 1 occurrence, Routine, Unit Collect, New collection. Buttons: Modify, Discontinue.
- LIPID PANEL: ONCE, Fri 9/30/16 at 1240, For 1 occurrence, Routine, Unit Collect, New collection. Buttons: Modify, Discontinue.

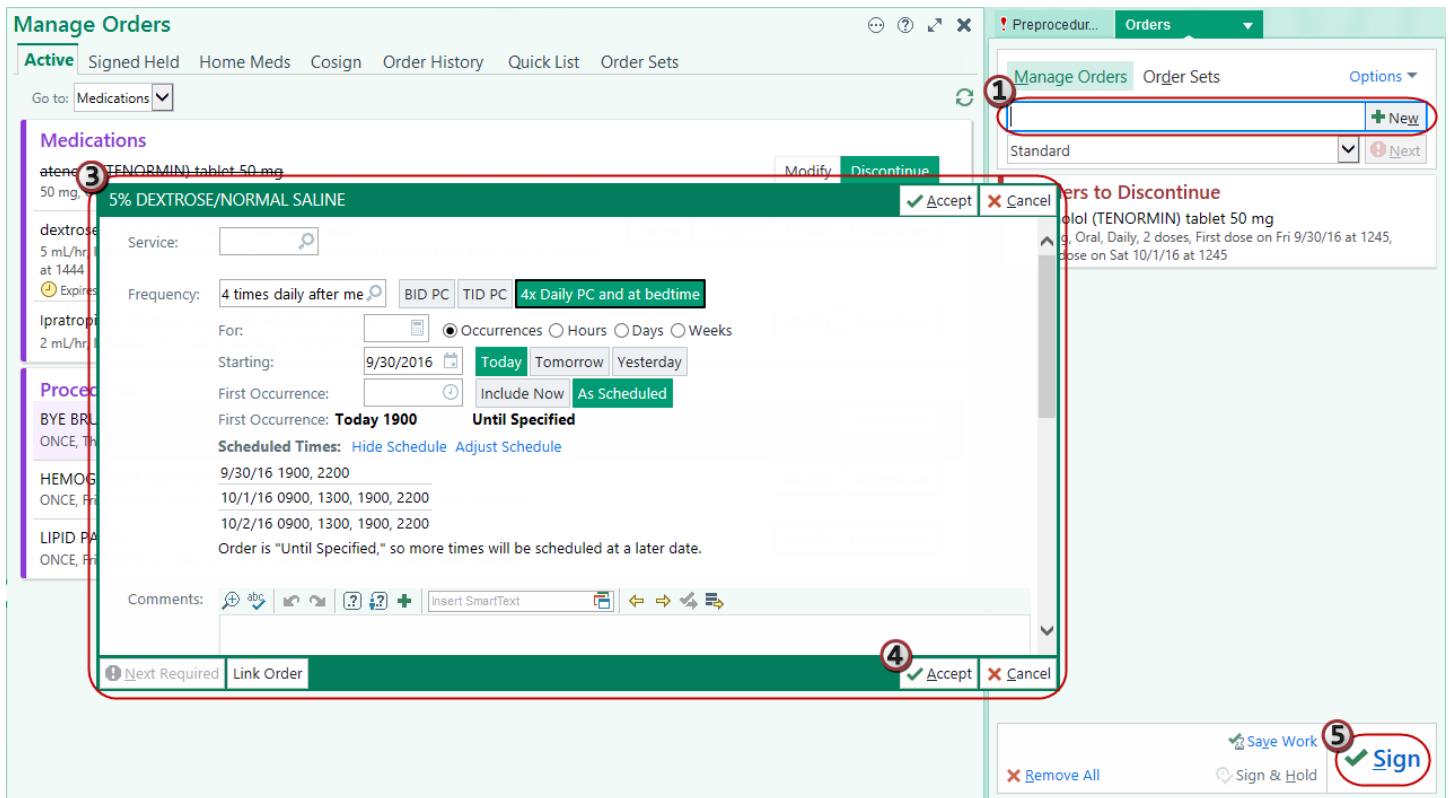
On the right sidebar, there is a 'Manage Orders' section with a search bar and a '+ New' button. Below that, there is a 'Next' button. A red box highlights the 'Orders to Discontinue' section, which lists the 'atenolol (TENORMIN) tablet 50 mg' order. A red circle with a '2' highlights the 'Discontinue' button next to this order. A red circle with a '1' highlights the 'Active' tab at the top. A red circle with a checkmark highlights the 'Sign' button at the bottom right of the sidebar.

Place New Orders

1. In the **Place new order** field in the sidebar, enter the name of the order and press **ENTER**.

Continued on next page.

2. In the window that appears, double-click the order. The order appears highlighted in green in the sidebar.
 - To alert you to any potential duplicate orders, the Active tab automatically scrolls to and highlights any group of similar active orders.
3. To change the order's details, click the order's Summary Sentence in the sidebar to open the Order Composer.
 - The Order Composer appears in a floating green window. The order you're modifying is highlighted in green in the sidebar.
4. When all of the details are correct, click **Accept** to close the Order Composer.
5. Once you've finished placing orders, click **Sign**.



You Can Also...

- Place orders using an Order Set by clicking **Order Sets** at the top of the sidebar. The Orders activity changes to the usual Order Sets navigator section.
- Pend your orders by clicking **Save Work** in the sidebar.
- Jump to particular types of orders on the Active tab by selecting a type, such as PRN or Lab, in the **Go to** field.
- Change an order's phase of care by clicking **Options** and selecting **Phase of Care**.
- Move the Order Composer to another monitor by clicking the green header and dragging it.

Continued on next page.


Revised by: Gary Wilson

Date: 10/26/2017



RN 472514

Anesthesia/2017

- Detach the sidebar and move it to another monitor by clicking  on the sidebar tab and select **Move to Floating Window**. To return the sidebar to its original position, click **Return to Sidebar**.
- Review other clinicians' unsigned work in the Orders activity. For more on this workflow, see the Review Other Clinicians' Ordering Decisions tip sheet.