



MEDITECH
E X P A N S E

Physician/Provider Computerized Order Management (CPOE)

Functionality Overview and Quick Training Guide

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Introduction

This Computerized Provider Order Management (CPOE) functionality overview and quick guide is a tool designed to support physicians and providers in the transition from paper-based systems, legacy electronic health records EHRs and previous versions of MEDITECH to the new web based MEDITECH Expanse system. The overview will provide the user with quick instructions on how to navigate order management (OM), and view, enter, and manage various types of orders in the system. The guide is intended to be used for end-user training and go-live support purposes.

MEDITECH Expanse Computerized Provider Order Entry (CPOE)

The Order Management (OM) functionality in MEDITECH Expanse provides functionality to end users to electronically place patient orders for procedures, tests, medications, IV fluids, consults, referrals, or medical equipment and have them transmitted through the integrated MEDITECH system to be fulfilled on the receiving end.

Changes to Current Practice

For many providers, in the current state workflow, orders are written on paper. These orders are then acknowledged on paper and then actioned by a nurse, phlebotomist or other receiving clinician or department. For others, orders may be entered electronically through another version of MEDITECH or other third-party information technology systems and software.

Once MEDITECH Expanse is launched, the majority of orders will be entered into screens that appear as below:

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

The screenshot displays the MEDITECH Orders interface. The top navigation bar includes 'Return To', 'Home', 'Chart', 'Document', 'Orders', 'Discharge', 'Sign', 'Workload', 'Menu', and 'Close'. The 'Orders' section is active, showing a 'SUBMIT' button and tabs for 'CURRENT', 'ENTER', 'RECONCILE', and 'TRANSFER'. The 'Medical Imaging' section is expanded, showing a list of radiology orders under the 'CLAVICLE' category. The patient information on the right includes 'Papd, Fifteen Phyllis', '67, F - 02/08/1953', 'HICN# None', 'MRN# V000000108', 'ADM IN, V.ICU V.ICU -3', '1.6m', '100kg', 'BSA: 2.16m²', 'BMI: 39.1kg/m²', 'Acc# VA0000009/20', and 'FULL Resuscitation'. The 'Allergies' section lists 'carrot' and 'Penicillins' with 'Anxiety' as a reaction. The 'Problems' section lists 'Chest cold', 'Urinary tract infection', and 'Appendicitis' with 'ONSET' as a reaction.

To support the understanding of how to enter and manage orders within MEDITECH, this guide is designed to facilitate the entry of commonly used orders enable the efficient and accurate management of patient orders in Expanse.

Order Management (OM) Main Features and Functionality

Features and Functionality:

A) Home Medication Entry

Users can enter and update home medications. Typically, home medications are entered by clinicians and technicians who are responsible for medication reconciliation upon admission. During patient transitions, providers have the access to enter and make edits to the home medication lists at any time.

B) Medication Reconciliation

Physician medication reconciliation takes place during the admission ordering, transfer and discharge workflow process.

C) Ordering

Users can use shortcuts to quickly select orders, procedures, medications, IVs, and order sets. Features include the ability to “favourite” orders for orders that are frequently selected and can be easily discovered through access to search for individual orders, order sets or order categories.

D) Transfer Routine

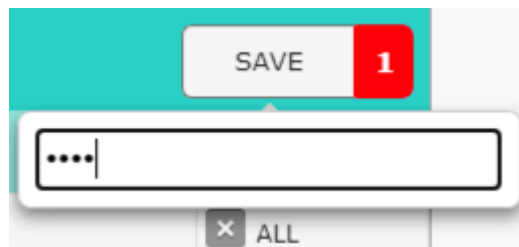
The Transfer Routine facilitates a seamless transition of care when a patient moves from one location or level of care to another.

E) Discharge Planning

The Discharge Routine introduces the ability to define and manage a patient's plan of care to be carried out when they are discharge from the hospital. Functionality allows users to continue current orders, place new prescription orders and print prescriptions, input patient instructions and place follow-up orders for other care providers who will continue with the patient's care after discharge.

F) Electronic Signature

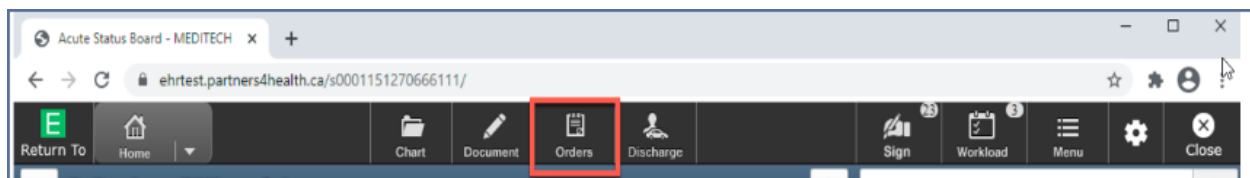
All orders are digitally signed by providers using an electronic signature also known as the eSign PIN number. An eSign PIN is a four-digit number that is assigned to each provider and acts like a written (wet) signature to authorize and sign-off all orders and documents within MEDITECH Expanse.



Order Management Overview

How to View Current Orders, Edit/Stop an Order, and Enter New Orders

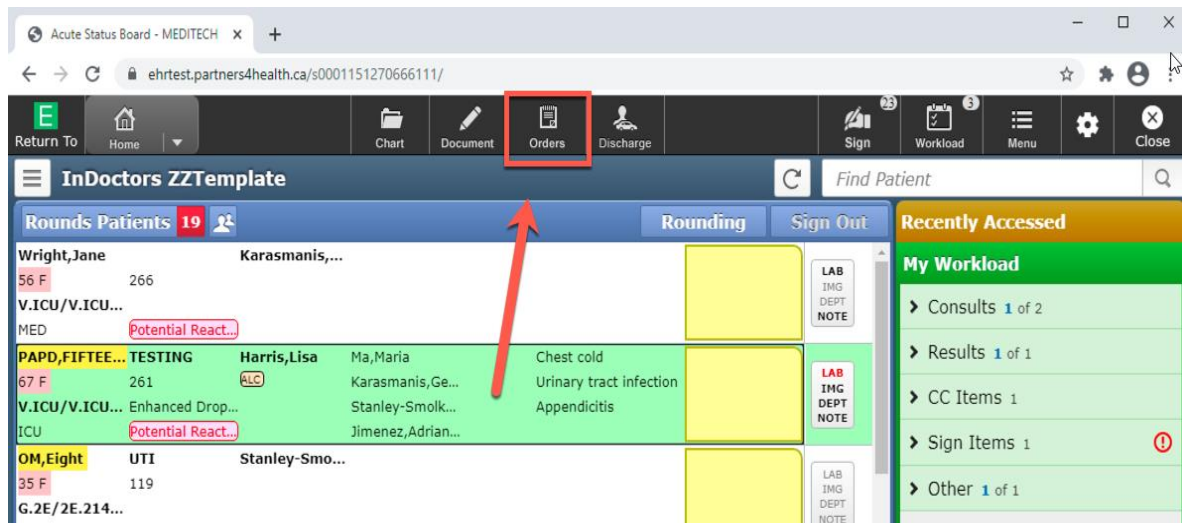
From the Web Acute, ED and Ambulatory modules users can view current orders from the chart and the OM screen. Orders can be entered by clicking on the Order button on the Navigation Bar.



View Orders

Order can also be seen from the OM routine. To view and enter orders for a patient, click on a patient row on the “**Rounds Patients**” list and then click on the **Orders** button on the Navigation bar.

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE



Upon entering the Orders screen, the user will see the following tabs and pages:



A) Current Orders

Contains the list of all the orders entered for the patient during the current visit.

CURRENT	ENTER	RECONCILE	TRANSFER		
Medications by <div>Status</div> <div>Edit Multiple</div>					
ORDERS BY	CATEGORY	PROVIDER	DATE	STATUS	
Activity and Restrictions					
Elevate Head of Bed Routine		ZZTemplate, InDoctors	07/12/2020 21:43	Ordered	
Assessment and Monitoring					
CIWA-Ar Alcohol Withdrawal As Per Protocol		ZZTemplate, InDoctors	01/02/2021 12:10	Active	
POC Capillary Blood Glucose As Directed		ZZTemplate, InDoctors	16/01/2021 23:30	Active	
Protocol Glycemia Management As Per Protocol		ZZTemplate, InDoctors	16/01/2021 23:42	Active	
Weight DAILY		ZZTemplate, InDoctors	16/01/2021 23:42	Active	
CT Scan					
CT Abdomen W Urgent		ZZTemplate, InDoctors	21/03/2021 18:38	Incomplete	

B) Enter Orders

The <<Enter>> orders page allows the user to search add new orders and order sets.

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

Current | **ENTER** | RECONCILE | TRANSFER

Add New | Process Orders

Favorites | Orders | Sets | Search All | Filter: All | Pt. Age ☒ | Wt. ☒

Order Sets

- > NICU General Admission ☐ Show Suggested ★
- > NICU Retro Transfer Admission ☐ Show Suggested ★

C) Reconcile Orders

The <<Reconcile>> orders page is used to reconcile home medications and visit medications:

- Add new medications as needed during the Admit Reconciliation process.
- Preview the patient's medications and select to continue, hold or stop orders.
- Select reflex orders if they are not pre-selected.

HISTORICAL | ENTER | **RECONCILE** | TRANSFER

Not Included in Conflicts | Reconcile | Add New | Preview

Medications By Generic Name...

Home Medications | Visit Medications

Continue All | Hold All

ramipril 1.25 mg Capsule
? 1.25 mg PO
Last Taken: Unknown
Continue | Hold | ...

Provider

Source

acetaminophen [Tylenol] 325 mg Capsule
325 mg PO QID PRN for Pain

acetaminophen [Tylenol] 325 mg PO QID PRN

D) Manage Transfer Routine

The Manage <<Transfer>> routine is used to transfer a patient to a new location and/or level of care. This routine is used for admission, transfer and discharge processes and enables a transfer of accountability, reconciliation of orders, medications, and prescription management.

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

HISTORICAL ENTER RECONCILE **TRANSFER**

Reconcile Add New Preview

▼ **Current Orders**

Admit/ Transfer Order Lane, James, MD 25/03/2021 09:19 ✓ *New

*Provider Lane, James Geoffrey A

*Source Written Order

*Type of Transfer or Admission

Transfer/Admit to Service



Quick Tip

Upon entering a chart, users may receive a warning screen if allergies, height and weight have not been entered into the system. This information is important to have on record for patient safety, for interaction checking and for medication dose calculations.

Warning

The following data items have not been recorded on this patient:

- Height
- Weight
- Allergies

Enter Clinical Data Enter Allergies

Continue to Orders

Enter Allergies/Adverse Reactions

To enter Allergies and Adverse reactions, click on the <<Enter Allergies>> button and then enter an allergy or adverse reaction to the list. Enter the severity, the status will be defaulted for providers and the reactions. Once complete click the <<Save>> button.

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

The screenshot shows the 'Allergy/AdvReac' form. At the top, there is a blue header bar with the title 'Allergy/AdvReac', an 'Update' button, and a 'Close' button. Below the header, the patient information 'Elearning,Three 43 F 10/12/1977' and 'Allergy/Adv: Not Recorded' are displayed. A search bar contains the text 'late' and has a magnifying glass icon. To the right of the search bar is an 'Add as Uncoded' button. Below the search bar, there are two buttons: 'NKA' and 'Unobtainable'. The form also features a table with columns: Type, Severity, Reaction, Status, and Date.

This screenshot shows the 'Allergy/AdvReac' form with a red arrow pointing to the 'Save' button in the top right corner. The form is populated with the following data:

Allergen/Adv Reac	Type	Severity	Reaction	Status	Date
latex	Allergy	Intermediate	Rash-localized	Verified	23/12/2020

Below the table, there is a detailed form for the selected allergen 'latex'. It includes fields for 'Allergen/Adv Reac', 'Component Of', '*Type' (Allergy, Adverse Reaction), 'Severity' (Mild, Intermediate, Severe, Unknown), '*Status' (Verified, Unverified), '*Reaction' (Rash-localized), 'Comment', and 'User' (ZZTemplate,InDoctors). Red arrows point to the 'Type', 'Severity', 'Status', and 'Reaction' fields.

Current Orders

The <<Current>> orders page provides a categorized list of every active order on the patient's account. The status of each order can be managed on this screen.

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

Orders - MEDITECH

ehrttest.partners4health.ca/s0001240162521734/

Orders SUBMIT 1

CURRENT ENTER 1 RECONCILE TRANSFER

Medications by Generic Name

Hold Queue Edit Multiple

ORDERS BY CATEGORY PROVIDER DATE STATUS

▼ Care

Nurse To Enter: CBC Once Harris

Oxygen via Venturi mask Venturi Mask 50% Stanley

Referral MAID Order Stanley-Smolka, Nadine

16/12/2020 09:17

Generic Name

Drug Class

Trade Name

Status

Route

SCH/PRN

16/12/2020 09:37

16/06/2020 14:04

16/12/2020 09:17

Active

Hold/Resume

Review

Stop

Active

Papd,Fifteen Phyllis
67, F · 02/08/1953
HCN# None
MRN# V000000108

ADM IN, V.ICU V.ICU -3

1.6m
100kg

BSA: 2.16m²
BMI: 39.1kg/m²

Acc#
VA0000009/20

FULL Resuscitation

Search Chart

View Order Detail (More ▼) Close

PAPD,FIFTEEN PHYLLIS 67 F 02/08/1953 Allergy/Adv: carrot, Penicillins

ORDER DETAIL AUDIT LOG

Order	CLAVICLE Urgent	Ordering User	ZZTemplate,InDoctors
Ordering Provider	ZZTemplate,InDoctors	Ordering Device	Tiffany_s_MacBook_Pr
Order	24/12/2020 12:18	Category	Radiology
Start	24/12/2020 12:18	Internal Order Number	New1001220M-V0-B20200406162444309
Status	New		

Relevant Clinical Information:

Portable? No

*** NOTE: Radiology MUST be called when patient is ready for portable. ***

Comment:

1 Used to sort the <<Current>> order list

2 Used to change the status of orders

3 Click on the information icon to view order details

Order Status

On the <<Current>> order page, in the column labeled “Status,” each order listed is designated a status. Order statuses are editable. Clicking on the order status will present a drop-down menu.

Order Status Types:

- **Active:** Orders that are current and actioned in the system.
- **Hold/Resume:** Use this option to hold or resume orders. Select a check mark next to each order you want to hold or resume and define the Hold/Resume dates before submitting them using the eSign PIN.
 - E.g., a medication can be set to a Hold prior to a patient’s procedure.

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

- **Review:** Use this option to review multiple orders at the same time in accordance with policy.
- **Stop:** Use this option to stop multiple orders at the same time
- **Complete:** This status indicates that the intervention/procedure has been completed for the patient

For single orders, click on the order status to present a drop-down menu and select the status of choice.

The screenshot shows the MEDITECH Orders interface. At the top, there's a navigation bar with icons for Return To, Home, Chart, Document, Orders, Discharge, Sign, Workload, Menu, and Close. Below this is a header section with 'Orders' and a 'SUBMIT' button with a red '1' badge. The main area is divided into sections: 'CURRENT' (selected), 'ENTER', 'RECONCILE', and 'TRANSFER'. Under 'CURRENT', there's a table of orders. A red box highlights the 'Edit Multiple' button in the context menu, which is open over the 'Status' column of the table. The context menu options are: Hold/Resume, Renew, Review, Stop, Undo, and Verify. The table lists orders under 'Care' and 'Communication' categories. The 'Care' section includes 'Vital Signs Q15MX8,Q30MX12,Q1H' and 'Vital Signs ONCE'. The 'Communication' section includes 'Code Yellow Routine'. The right sidebar shows patient information for 'Papd,Fifteen Phyllis' and a list of allergies: 'carrot' and 'Penicillins'.

ORDERS BY	CATEGORY	PROVIDER	DATE	STATUS
Care				
Vital Signs Q15MX8,Q30MX12,Q1H		Stanley-Smolka, Nadine	16/06/2020 15:53	Active
Vital Signs ONCE		Stanley-Smolka, Nadine	17/06/2020 14:07	Active
Communication				
Code Yellow Routine		Stanley-Smolka, Nadine	28/09/2020 11:10	Active
Code Yellow Routine		Stanley-Smolka, Nadine	29/09/2020 13:51	Active

Edit multiple orders at once using the <<Edit Multiple>> functionality. Clicking on the <<Edit Multiple>> button presents the user with the following options:

- **Link/Unlink:** Allows the user to link multiple medication orders in the same group/class. Editing one linked order will prompt the user to assess the other linked order.
- **Renew:** Use this option to renew an order that is about to expire. Orders that are renewable will show at the top of the <<Current Orders>> section highlighted in red. This is used at handover when another physician is taking over care.
- **Undo:** Use this option to reverse individual orders, or reverse multiple orders at the same time.
- **Verify:** Use this option to verify multiple orders at the same time.

Types of Orders

- Patient Care
- Diet
- Lab
- Medication
- DI
- Admission, Discharge and Transfer
- Communication
- Referral
- Consult

Orders and Custom Defined Screens (CDS)

An extensive list of orders is built within the MEDITECH Expanse Order Management system. Orders are searched for using various method. They can be ordered individually and as a package, also known as an order set. Each order has a “custom defined screen” attached to it that allows you to enter details, instructions and answer questions pertaining to the order. Some of these questions are required, indicated by an Asterix *. Clicking on the red chevron will reveal additional CDS questions (also known as queries) or details.

The screenshot displays the MEDITECH Expanse Order Management system interface. It shows a list of orders under the 'Computerized Tomography' category. The selected order is 'CT Scan' with a sub-order 'CT Abdo Pelvis Urography W WO'. The order status is 'Urgent' and 'New', dated '23/02/2021 10:33'. The interface includes several input fields for clinical information, comments, and order received date and time. A red chevron icon is visible next to the order name. A red box highlights the 'CT Scan' order, with an arrow pointing to it labeled 'Order'. Another red box highlights the 'Relevant Clinical Information' field, with an arrow pointing to it labeled 'Required field CDS question'. A third red box highlights the 'Order Received Date and Time' field, with an arrow pointing to it labeled 'Other CDS questions'.

Computerized Tomography

> CT Abdo Pelvis Urography W WO

Urgent New 23/02/2021 10:33

*Relevant Clinical Information:

Comment

CT Scan

Computerized Tomography

> CT Abdo Pelvis Urography W WO

Urgent New 23/02/2021 10:33

*Relevant Clinical Information:

Comment

Order Received Date and Time:

*Start Date Today

*Start Time 10:33

Order

Required field CDS question

Other CDS questions

Order Directions

All orders allow you to input order directions. Below are examples of order instructions for selection.

The image displays three panels of order direction options. The first panel, 'Vital Signs', includes checkboxes for 'Q4H', 'Q8H', 'As Per Protocol', and 'Once'. The second panel, 'CT Scan', includes a sub-section 'Computerized Tomography' with a checkbox for 'CT Abdo Pelvis Urography W WO', and checkboxes for 'Stat', 'Urgent', 'Routine', and 'DAILY'. The third panel, 'levoFLOXacin PO', includes a sub-section 'levoFLOXacin [Levaquin]' with checkboxes for '250 mg PO Q2D SCH', '250 mg PO DAILY SCH', '500 mg PO Q2D SCH', '500 mg PO DAILY SCH', '750 mg PO Q2D SCH', and '750 mg PO DAILY SCH'. Each checkbox is accompanied by a green circular icon with a white 'I'.

- Click on the appropriate direction based on the order type you are choosing.

Search for Orders

How to Search and Enter a New Order

1. Within the order management screen, click on the <<ENTER>> tab

The image shows the 'Orders' management screen. At the top, there is a 'SUBMIT' button and a counter showing '0'. Below this, there are four tabs: 'CURRENT', 'ENTER', 'RECONCILE', and 'TRANSFER'. The 'ENTER' tab is currently selected. Below the tabs, there are two buttons: 'Add New' and 'Manage Orders'. At the bottom, there are three buttons: 'Favorites', 'Orders', and 'Sets', followed by a search bar labeled 'Search All'.

2. Select a method to search for an order or order set using the **Favourites**, **Orders** or **Sets** buttons.

- a. Favourites

- Orders can be found on the Favourites list.

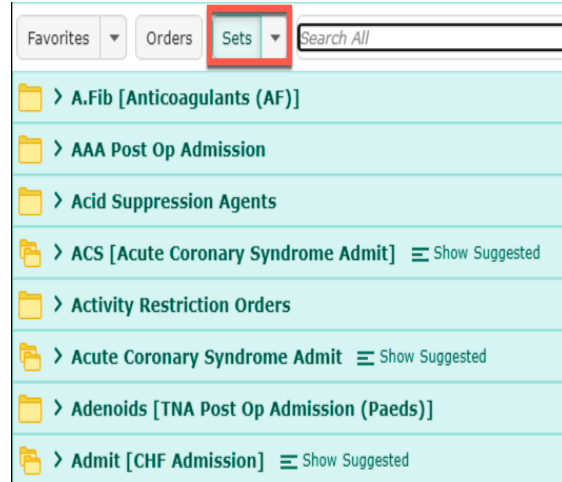
The image shows the 'Favourites' list. At the top, there is a 'Favorites' button, followed by 'Orders' and 'Sets' buttons, and a search bar labeled 'Search All'. To the right of the search bar, there are filters for 'Filter: All', 'Pt.Age' (checked), and 'Wt.' (unchecked). Below the search bar, there is a section titled 'Medications'. Under 'Medications', there are two sub-sections: 'HYDROmorphine' and 'Tylenol'. Under 'HYDROmorphine', there is a checkbox for '1 mg PO Q4HR PRN'. Under 'Tylenol', there is a checkbox for '325 mg PO Q4HR PRN'. To the right of each checkbox, there is a yellow star icon, which is highlighted by a red box.

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

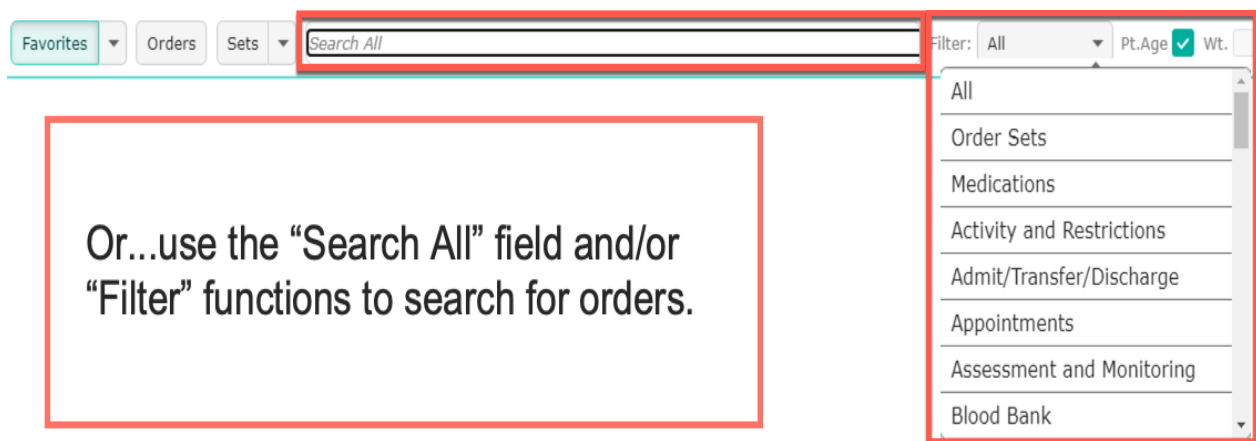
b. Orders






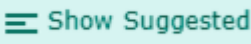



c. Sets



Or...use the “**Search All**” field and/or “**Filter**” functions to search for orders.



Next to each search result, the icons depicted below can be seen indicating the type of order.

-  : Order sets
-  : Order sets with suggested order sets
-  : Represent suggested sets 
-  : Laboratory exam AND patient care orders
-  : Medications
-  : To add an order or order set to the “Favorites” list

Enter New Orders

Single Order


To enter a single order type in the full or partial name of the order. This will generate a list of orders containing the typed word.

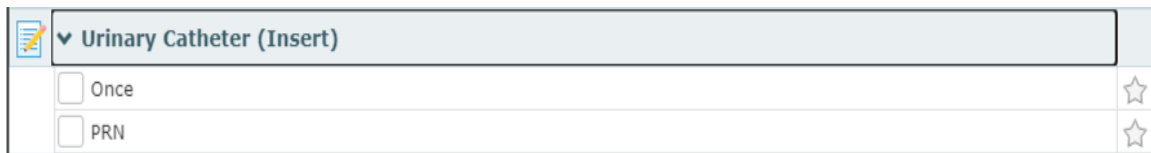
For Example: Search for <<urinary>> which brings up many results with the word “urinary”.



The screenshot shows a search bar with the text 'urina' entered. Below the search bar, a list of results is displayed:


- > Urinalysis
- > Urinary Catheter (Remove)
- > Urinary Catheter (Insert)
- > Urinary Catheter DO NOT Remove or Change

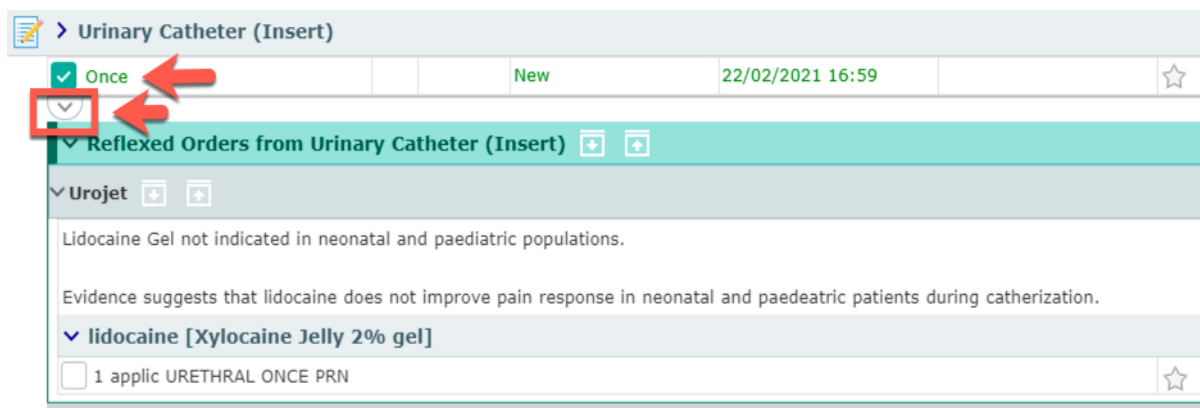
Clicking on the arrow  will expand the order and the associated field options to input directions. If the direction is already selected, deselecting it will display the order direction options.



The screenshot shows the expanded 'Urinary Catheter (Insert)' order. It includes a dropdown menu with the following options:

- Once
- PRN

Select the desired direction. The order will default a start date and time of «Now». Clicking on the chevron pointing down  will open additional order details.



The screenshot shows the expanded 'Urinary Catheter (Insert)' order with additional details. It includes a dropdown menu with the following options:

- Once
- PRN

Below the dropdown menu, there is a section titled 'Reflexed Orders from Urinary Catheter (Insert)' which includes a dropdown menu with the following options:

- Urojet

Below the dropdown menu, there is a section titled 'Lidocaine [Xylocaine Jelly 2% gel]' which includes a dropdown menu with the following options:

- 1 applic URETHRAL ONCE PRN

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE




Quick Tip

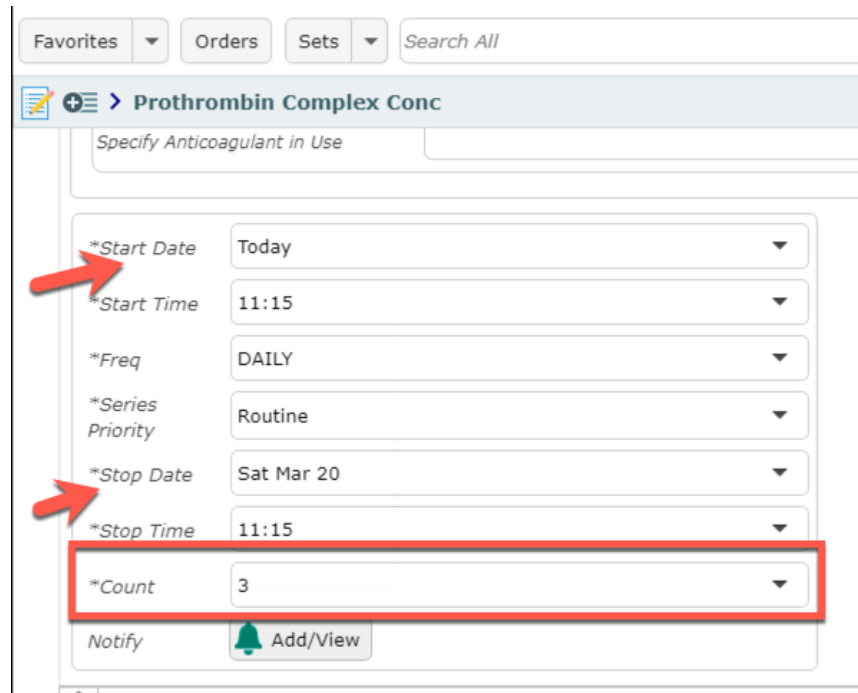
If a selected order is already active on a patient's account when placing a new one that is the same, the order will appear just above the selected direction to let you know the order is redundant.

Series Orders

Orders management functionality allows users to submit a series of orders at a maximum of three (3) consecutive days at a time. To enter a series order, select the type of order and then select the order direction "Daily."

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Expand the order screen using the chevron . Then enter the start date and time and stop date and time. Notice the system limits the series to a maximum count of three (3).



Prothrombin Complex Conc

Specify Anticoagulant in Use

*Start Date Today

*Start Time 11:15

*Freq DAILY

*Series Priority Routine

*Stop Date Sat Mar 20

*Stop Time 11:15

*Count 3

Notify Add/View

When the orders are ready to be signed, on the Order Summary, the series order is visible on the list. By expanding the series order, each individual order that is within the series can be seen.

Order Summary					SAVE	5
CURRENT	ENTER	RECONCILE	TRANSFER			
ORDERS	DATE	STATUS	X ALL			
Bed Request for New Admit Order	18/03/2021 09:03	New	X			
Cardio/Respiratory Monitoring NICU/Paeds Continuous	18/03/2021 09:03	New	X			
Complete Blood Count Routine	18/03/2021 10:25	New	X			
Electrolytes Routine	18/03/2021 10:25	New	X			
<input checked="" type="checkbox"/> Prothrombin Complex Conc DAILY (3)	18/03/2021 11:15	Series	X			
Prothrombin Complex Conc DAILY	20/03/2021 11:15	New	X			
Prothrombin Complex Conc DAILY	18/03/2021 11:15	New	X			
Prothrombin Complex Conc DAILY	19/03/2021 11:15	New	X			
Prothrombin Complex Conc DAILY	20/03/2021 11:15	New	X			

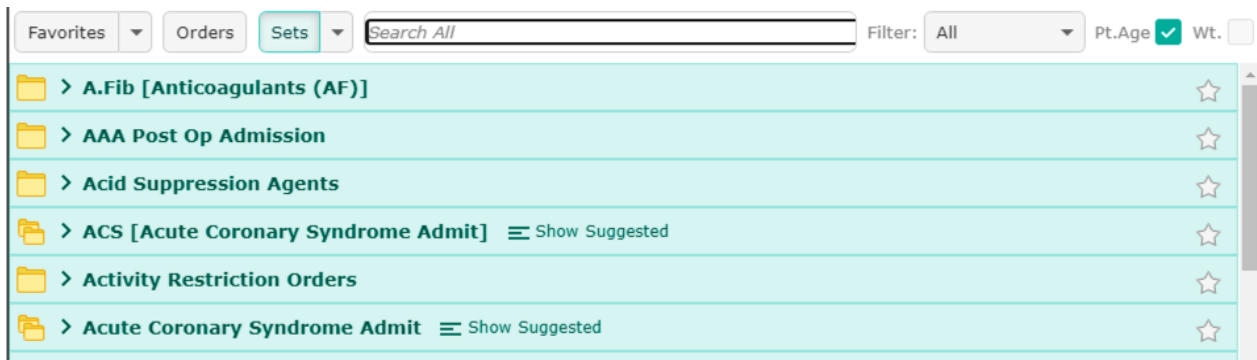
Order Sets

When entering admission orders or managing specific conditions, Order Sets can be used to select and enter multiple orders simultaneously.

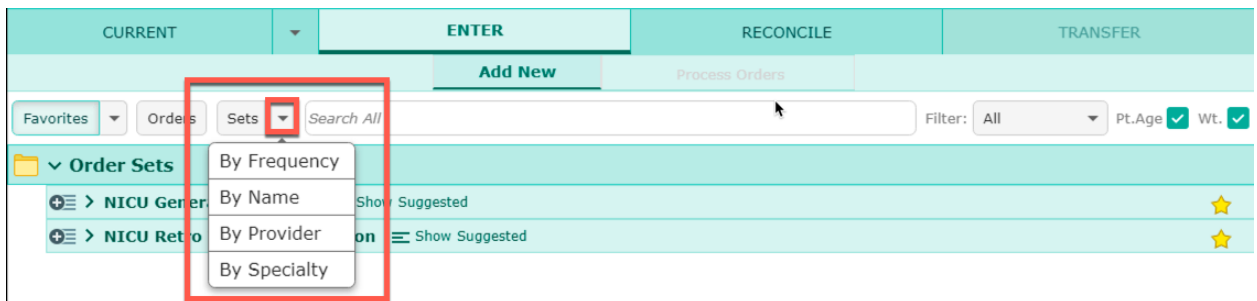
Order sets selected as favorites will always show up as the first option.

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

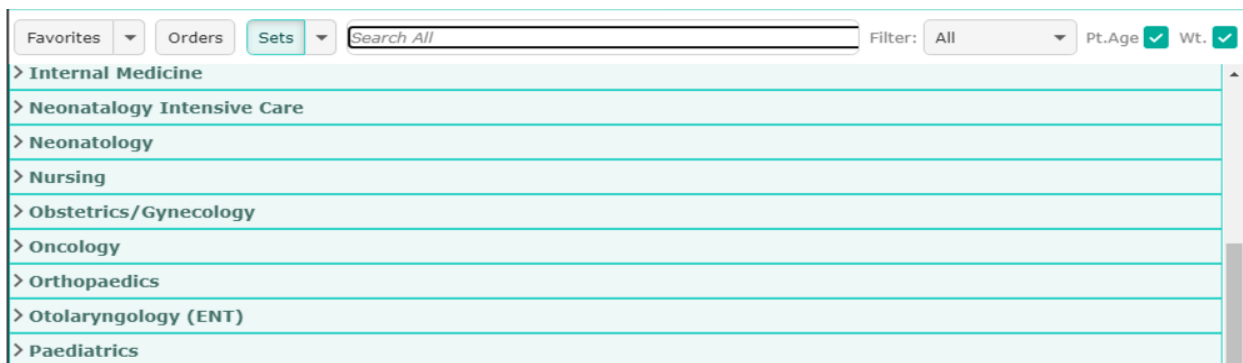
To enter an order set, select the <<Sets>> button. Type the order title in the “**Search All**” field or pick from the alphabetized list of order sets in the scrolling window.



Use the caret beside the **Sets** button to reveal other options for enable a customized search by frequency, name, provider and specialty.





For example, the search by specialty option will change the list to look like below.



Search by name will list the orders by name. Use the search field to enter the name of the order as shown below.

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Clicking on the name of the order set will open the content available within the set. Some sections may be collapsed and you will see only the title of the section. Clicking on the downward pointing chevron  will open additional order details.

Some sections within the order set may be collapsed and will only show the title of the section. Click on the arrow beside the title  to expand the view and see the available orders, protocols or reminders.

Note: The system is designed to display required and the most pertinent questions



Quick Tip

It is very important to select orders and order sets that reflect exactly what you intend to translate to the receiving department. Using orders to represent other orders because you cannot find an order or entering complicated instructions and details in a free text box within the order can make it difficult for the receiving department to understand.

If you find an order but it does not have all the order details in the CDS.

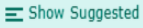
- A. Enter the details in the comment or text box.

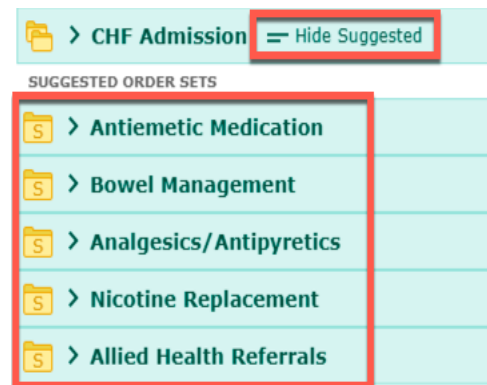
- B. Keep supplemental order instructions clear and concise.
- C. Document the directions and expected actions.

If you cannot find an order that meet your ordering needs:

- A. Try searching by using an alternate name.
- B. Call the extension of the appropriate department i.e.. LAB, Diagnostic Imaging etc. for assistance/direction.

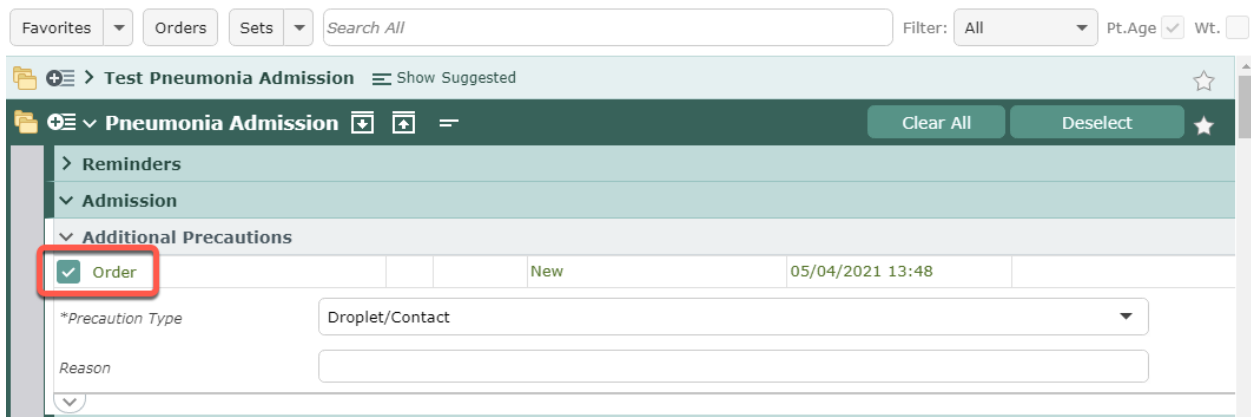
Suggested Orders: System Generated

Next to the order set name, you will also see the “Show Suggested”  icon. This function allows you to select order sets that can be added to the recently selected one as relevant and supporting orders. To hide the list, just press “Hide Suggested” beside the order set title.



Quick Tip

Orders within an order set are grouped by categories or sections and include orders commonly used together for a disease or treatment. Also, individual orders can be added separately to the order list when planning patient treatment and care.



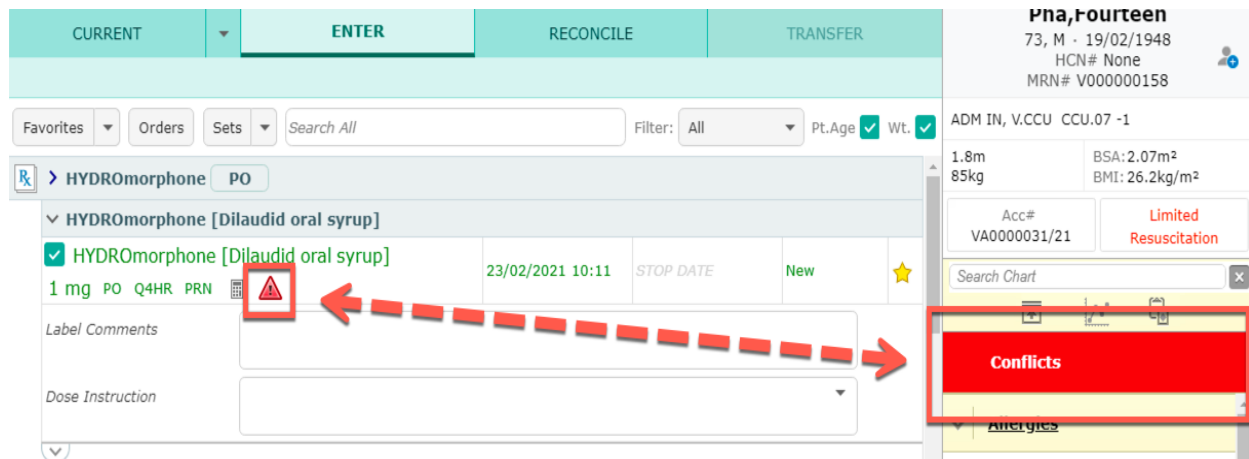
There are some orders within the order set, that are pre-selected for easier ordering and click avoidance. These pre-selected orders can be edited if needed or de-selected if the order is irrelevant to for patient care.

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

If an order is entered in active status and is redundant or related to a previously entered order, a **“Similar order”** notice will appear to alert you that the order may need to be reviewed before submitting. This mitigates order conflicts or duplication. Clicking the blue text will provide additional details.



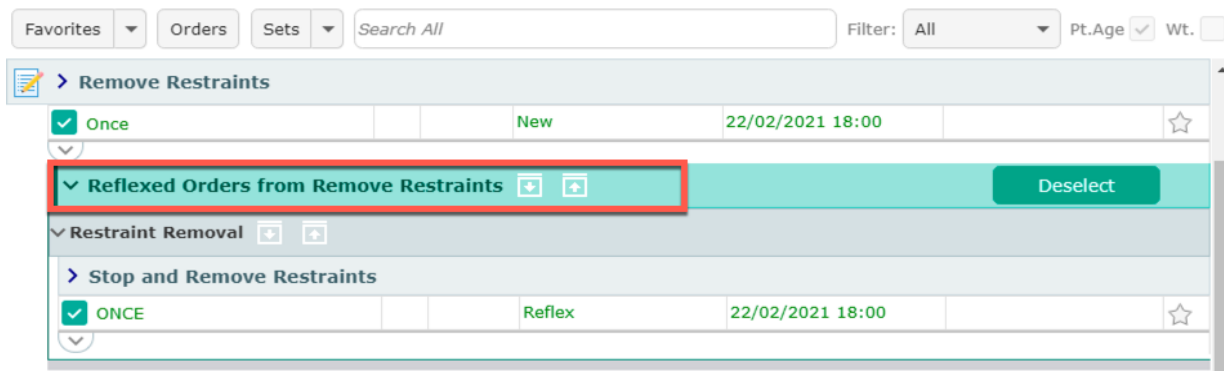
If there are duplicate orders or medication contraindications, within the order detail and on Reference Region a conflict indicator may display. These indicators and conflict messages are identified by a red box on the right, and a yellow or red exclamation mark icon within the order string.



Reflex Sets

Reflex order sets are groups of orders that are automatically added or triggered when selecting an order. The order is supplemented with other orders that are required to complete patient care.

E.g., Restraint removal for the order “Remove Restraints.”



CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

Reflex orders that are selected will be filed along with the other orders. Reflex set preselected options can be edited and deselected.

Convenience Sets

Convenience sets are orders that are added below an order, placed in a way to support convenient access to common orders.

The screenshot displays the MEDITECH Orders interface. The top navigation bar includes tabs for Return To, Home, Chart, Document, Orders, Discharge, Sign, Workload, Menu, and Close. The main content area is titled 'Orders' and features a 'SUBMIT' button with a red '2' indicating two items. Below this, there are tabs for CURRENT, ENTER, RECONCILE, and TRANSFER. A search bar is present with a 'Filter: All' dropdown. The main list shows an order set titled 'ED Fever [ED R/O sepsis less than 1m]' with a 'Next Req Field' button, 'Clear All', and 'Deselect' options. The order set is expanded, showing several sections: 'If sepsis suspected:' with instructions to use ampicillin with gentamicin or tobramycin; 'Medications: Ampicillin'; 'Medications: Gentamicin' with a 'Referral to Pharmacy Order' and an 'Ordered' status dated 11/02/2021 10:27; 'Medications: Tobramycin' with a 'Referral to Pharmacy Order' and an 'Ordered' status dated 11/02/2021 10:27; 'If meningitis suspected:' with instructions to add cefotaxime instead of gentamicin or tobramycin in combination with ampicillin; and 'Medications: Cefotaxime'. The right sidebar contains patient information for 'Pha,Fourteen', including age, sex, date of birth, HCN#, MRN#, and vital signs. It also lists allergies (codeine, Abdominal Pain, Penicillins, Hives) and problems (Hyperkalemia, Asthma, UTI (urinary tract infection), Hypertension).

Reminders, Evidence-Based Links, Clinical, Decision, Statements & Protocols

Some order sets have other features such as:

- **Reminders**
 - This section includes recommendations from agencies, professional associations or the Ministry of Health and Long-Term Care to ensure patients receive the most appropriate and necessary treatment. The text in the reminders is only visible from the order set, it does not go anywhere when the set is saved.
- **Links**
 - Provides access to evidence-based documents are accessible when clicking on the blue globe on the right side of the order.

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

ED STEMI Fibrinolysis Therapy

Next Req Field > Clear All Deselect ★

▼ Reminders

Do not give fibrinolysis if primary PCI criteria is met (see STEMI P-PCI Order Set).

This order set is for patients who present less than 12 hours (may consider 12 - 24 hours) of STEMI symptoms whose transport time to a primary PCI facility exceeds 60 minutes.

Initiate within 30 minutes of arrival.

CorHealth Ontario STEMI Resources

CorHealth Ontario Cardiac QPMM Resources

Exclusion Criteria

ABSOLUTE CONTRAINDICATIONS

- History of any intracranial hemorrhage
- History of ischemic stroke within past 3 months (except acute ischemic stroke within 4.5 hours of presentation)

- **Protocols**

- Protocols are attached to orders and order sets to provide decision support for the receiver of the order. To view a protocol, select the “P” icon. You must apply a checkmark beside the

Bowel Management

Next Req Field > Clear All ★

> Reminders

▼ Choosing Bowel Management Protocol

EXCLUSION Criteria:

- Bowel surgery in the last year, or ileus, or Ogilvie Syndrome
- Patients with diarrhea
- Paediatric Patients

▼ Protocol Bowel Management

☐ As Per Protocol **P**

> NO protocol Bowel Management Medications

View Protocol Close

Protocol Bowel Management
Start: 16/12/2020 10:04 Stop:

Bowel Management Protocol

Goal for this Protocol: Patient has a bowel movement type 3, 4, 5 (Bristol Stool Chart) at a minimum of every 2 to 3 days

Directions

- This protocol must be ordered by the Most Responsible Provider (MRP)
- Ensure you are following the appropriate Bowel Management steps (*Non-Opioid vs Opioid*)
- Once desired results are achieved return to Baseline orders
- Notify MRP immediately if vomiting or abdominal develops immediately

Medical Directives

Medical directives are built in order management for you to view as a reference. The scope of the implementer is identified within the directive. All medical directives include definitions about who can action the directive, population criteria, inclusion and exclusion criteria and instructions.

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

MEDIR ED Topical Anesthetic [Next Req Field] [Clear All] [Star]


Implementer
All registered nursing staff working in the Emergency Department who have the knowledge, skill and judgement to initiate this medical directive

Population
Patient 18 years and older in the Emergency Department requiring intervention to minimize pain and discomfort during any of the following:
1) Simple lacerations expected to require sutures, staples, or tissue adhesive;
2) Minor dermal procedures (including venipuncture, intravenous initiation, accessing subcutaneous implanted ports);
3) Lumbar puncture

Inclusion and Exclusion Criteria

Inclusion
Patient 18 years and older in the Emergency Department
Patient or substitute decision maker has given consent to initiate this medical directive

Process Multiple Orders at Once

Order Management provides the ability for a user to select multiple orders at one time, to manage and process them on the Process Orders screen. Use the **add/plus**  icon to the right of each order string to select the order. This will place the order on the process order screen which allows you to make edits to all of the orders selected at once. An analogy for the Process Orders screen can be thought of as a shopping cart where all of the selected items are put in the cart to be checked out at the cashier.

Orders [SUBMIT] **7**

CURRENT [ENTER] RECONCILE TRANSFER


[Add New] [Process Orders]

Favorites [Orders] [Sets] [Search All] Filter: All Pt.Age [Wt.]

[+>] A.Fib [Anticoagulants (AF)] [Star]

[+>] AAA Post Op Admission [Star]

[+>] Acid Suppression Agents [Star]

When the orders are selecting using the **add/plus** icon  they will change into checkmarks and then be added to the Process Orders Tab.

CURRENT [ENTER] RECONCILE TRANSFER

[Add New] [Process Orders]

Favorites [Orders] [Sets] [Search All] Filter: All Pt.Age [Wt.]

Surgery

[+>] Colorectal Post Op Admission [Show Suggested] [Star]

[+>] Free Flap [EST Breast Reconstruction RVH] [Star]

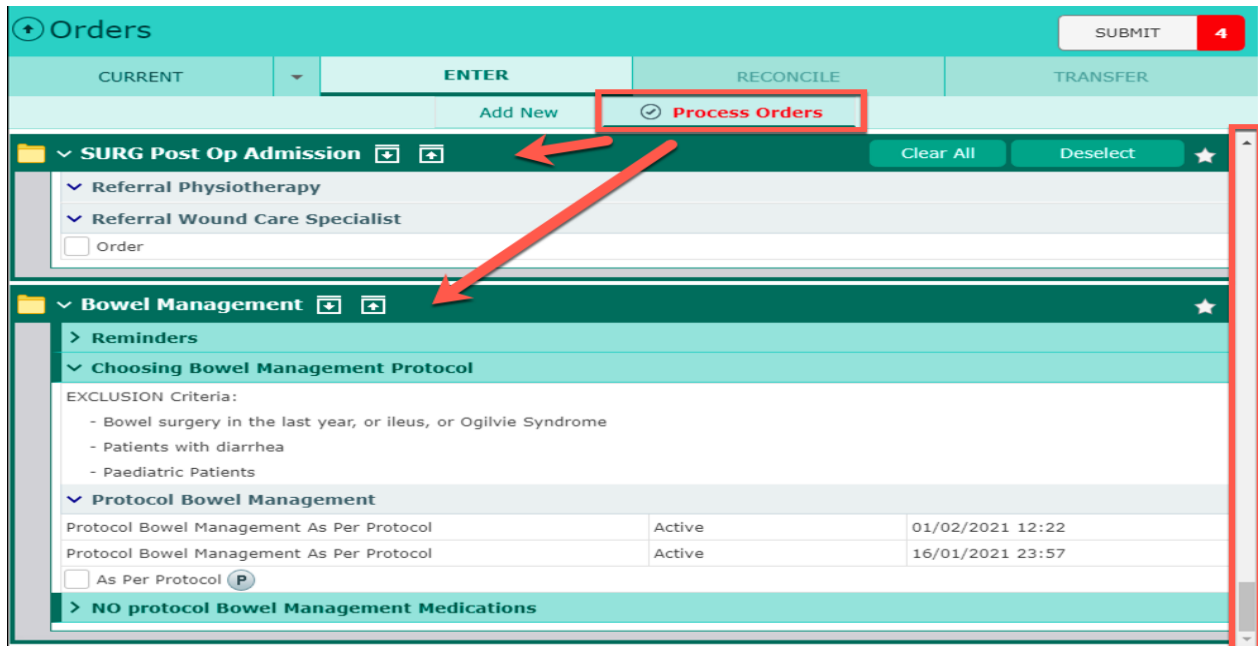
[+>] **SURG Post Op Admission** [Hide Suggested] [Star]

SUGGESTED ORDER SETS

[S] [Checkmark] **Bowel Management**

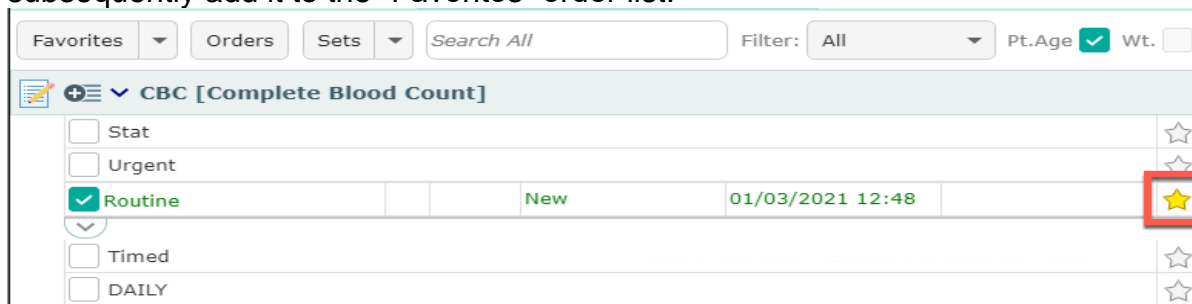
CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

Select the Process Orders screen to view all of the selected orders and make the modifications to the all on one screen. Scrolling in the screen will allow you to view all of the orders.



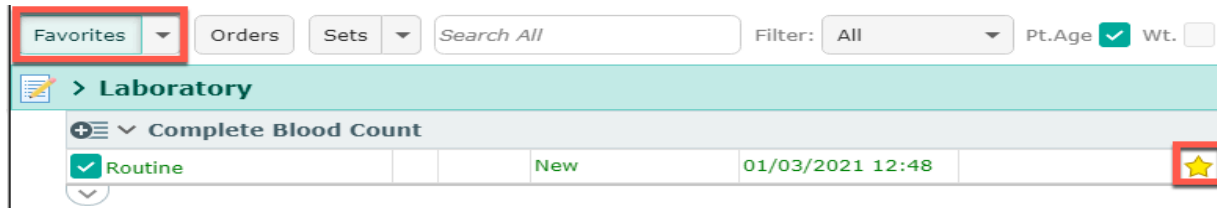
Adding Orders to Favourites List

To add an order as a Favorite, search for the order and then click on the white star to the right of the order string . Doing so will change the star colour to yellow and subsequently add it to the “Favorites” order list.

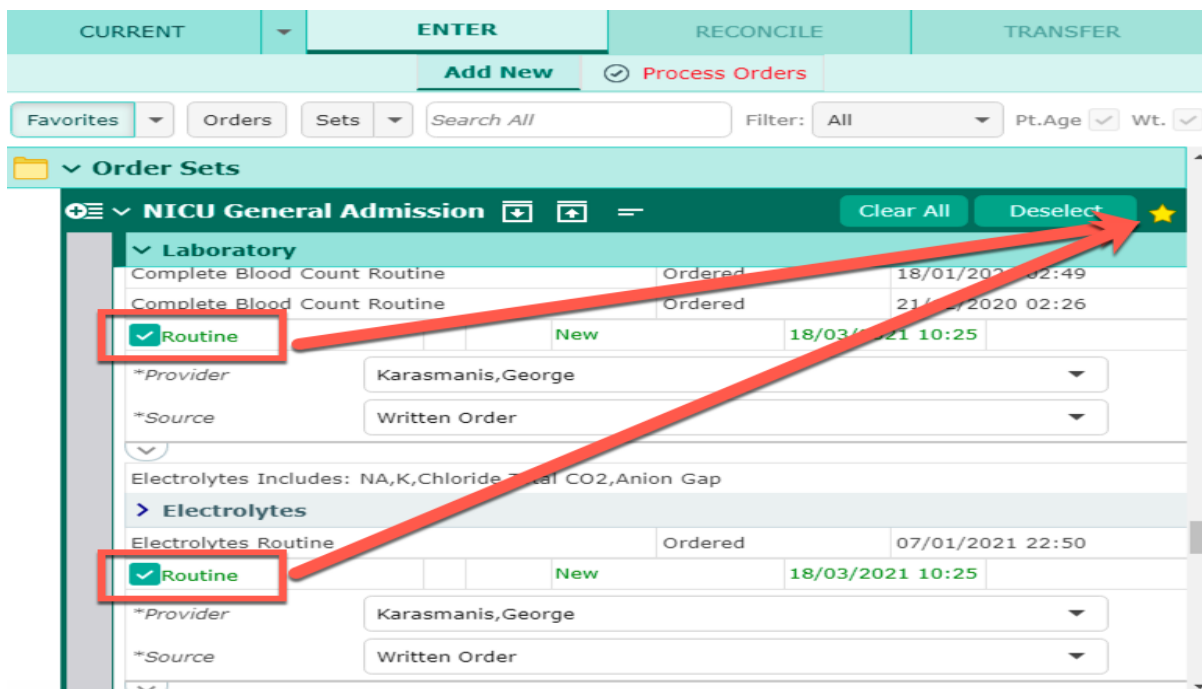


To remove the order from the “Favorites” list, click the star again to remove the yellow highlight.

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE



When creating a favourite order, options within the order can be preset. For example, in the order set below, all of the orders and settings within are preselected before clicking on the star. Once all of the details in the order are set within the order strings and the fields within (CDS), the star can be selected and will always be default with these settings when the favourite is selected.



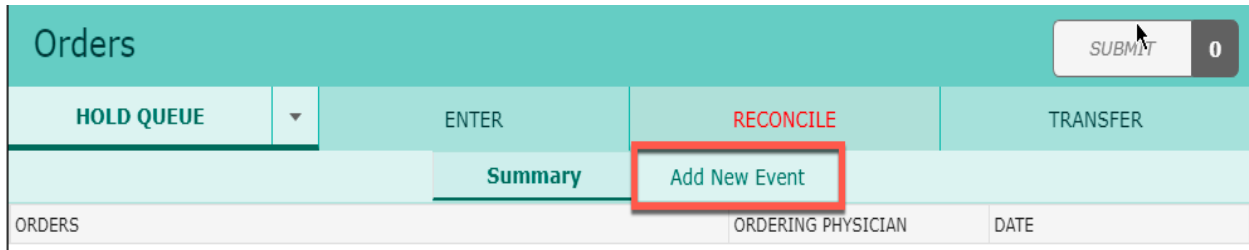
Suggested Orders: Send to/Receive from Other Providers and Care Team Members

Within Order Management the Hold Queue functionality can be used to suggest orders to other providers. It is also used to receive and manage suggested orders from other team members.

Orders can be suggested from one Provider to another or Providers can receive suggested orders from other team members using the Hold Queue functionality.

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

To enter suggested orders, select the **Hold Queue** tab and then select “**Add New Event.**”



Orders

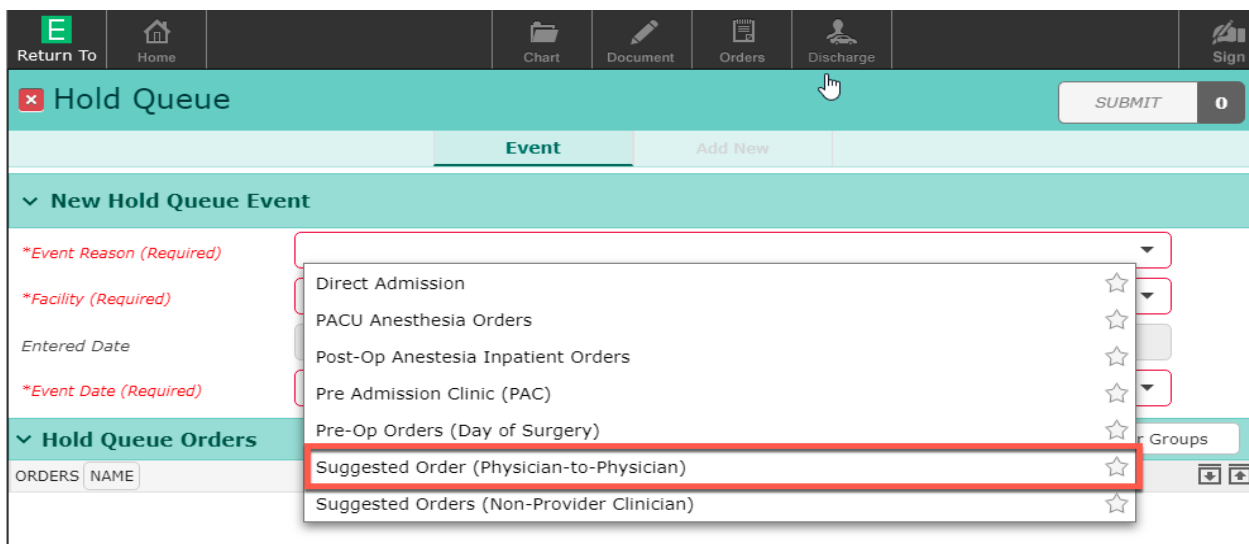
SUBMIT 0

HOLD QUEUE ENTER RECONCILE TRANSFER

Summary Add New Event

ORDERS ORDERING PHYSICIAN DATE

Select the field, “**Event Reason**” and select the option **Suggested Order (Physician to Physician)**. Then select a facility and an event date.



Return To Home Chart Document Orders Discharge Sign

Hold Queue SUBMIT 0

Event Add New

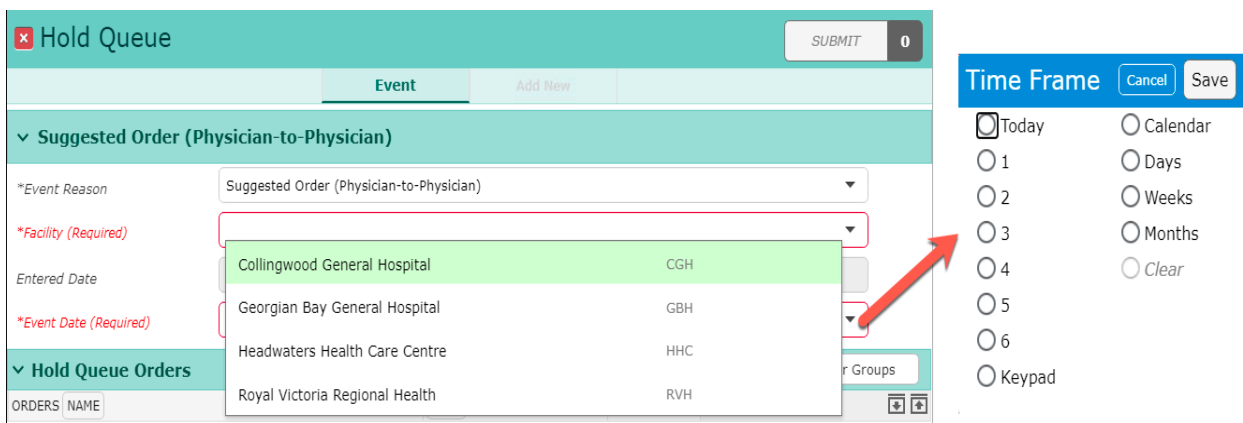
▼ New Hold Queue Event

*Event Reason (Required) Direct Admission ☆
*Facility (Required) PACU Anesthesia Orders ☆
Entered Date Post-Op Anesthesia Inpatient Orders ☆
*Event Date (Required) Pre Admission Clinic (PAC) ☆
Pre-Op Orders (Day of Surgery) ☆

▼ Hold Queue Orders

ORDERS NAME

Suggested Order (Physician-to-Physician) ☆
Suggested Orders (Non-Provider Clinician) ☆



Hold Queue SUBMIT 0

Event Add New

▼ Suggested Order (Physician-to-Physician)

*Event Reason Suggested Order (Physician-to-Physician)

*Facility (Required) Collingwood General Hospital CGH
Georgian Bay General Hospital GBH
Headwaters Health Care Centre HHC
Royal Victoria Regional Health RVH

Entered Date

*Event Date (Required)

▼ Hold Queue Orders

ORDERS NAME

Time Frame Cancel Save

☒ Today ☐ Calendar
☐ 1 ☐ Days
☐ 2 ☐ Weeks
☐ 3 ☐ Months
☐ 4 ☐ Clear
☐ 5
☐ 6
☐ Keypad

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

Hold Queue SUBMIT 1

Event Add New

Add New Process Orders

Favorites Orders Sets Search All Filter: All Pt.Age Wt.

CT Abdo Pelvis Urography W WO

CT Abdomen Biopsy

CT Abdomen Pelvis W

☒ Urgent New Upon Activate

*Provider Karasmanis, George Nicholas

*Source Written Order

*Relevant Clinical Information:

Patient Pregnant? Yes No

Comment

Hold Queue SAVE 1

ORDERS	START DATE	STATUS	
CT Abdomen Pelvis W Urgent	Upon Activate	New

The receiving provider is notified of Hold Queue order on the status board or tracker. The next step is to review the order to **Activate**, **Future Activate** or **Edit** the suggested order.

Select the **Hold Queue** notification on the Rounds Patients List.

Rounds Patients 12 Rounding

Patient Name	Age	Gender	Status	Hold Queue	Provider	Notes	Rounding
Elearning, O...	40 F	156	gallbladder ...	Niles-Quee...	Singwi, Sanje...	Abdominal pain	Testing
V.SR2/SR2....			Home Meds N...		Karasmanis, G...	Post-op pain	
OM, Nine	64 M	204	SOB	Nicholas, An...		Preop testing	
W. EWINGA...			Home Meds N...			...	
PAPD, FIFTE...	67 F	346	TESTING	Ma, Maria	Ma, Maria	NASH (nonalcoholi...	
V.ICU/ICU....			Airborne/Cont...	Home Meds N...	Karasmanis, G...	CAD (coronary arte...	
			Potential Rea...		Stanley-Smol...	CAD (coronary arte...	

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

The screenshot shows the 'Orders' interface with a teal header. A 'SUBMIT' button with a count of '0' is in the top right. Below the header are tabs: 'HOLD QUEUE', 'ENTER', 'RECONCILE', and 'TRANSFER'. The 'HOLD QUEUE' tab is selected. Below this are 'Summary' and 'Add New Event' buttons. The main area shows a list of orders under the heading 'Suggested Order (Physician-to-Physician)'. One order is visible: 'CT Abdomen Pelvis W Urgent' by 'Karasmanis, George' on '18/03/2021'. The 'Activate' button for this order is highlighted with a red box. A confirmation dialog is open, asking 'Activate orders for Today and Now?' with 'Yes' and 'No' buttons.

Activating the order will change the status to “**Activated.**”

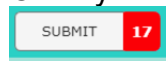
The screenshot shows the 'Orders' interface after activation. The 'HOLD QUEUE Orders' section now shows '* Activated *' in red text. The order 'CT Abdomen Pelvis W Urgent' by 'Karasmanis, George' on '18/03/2021 17:32' is now listed under the 'Activated' status.

Select the **Current** tab to see the order present on the current orders list.

The screenshot shows the 'Orders' interface with the 'CURRENT' tab selected. The 'ENTER', 'RECONCILE', and 'TRANSFER' tabs are also visible. The 'Edit Multiple' button is in the top right. Below the tabs are filters for 'ORDERS BY CATEGORY', 'PROVIDER', 'DATE', and 'STATUS'. The main area shows a list of orders under the heading 'CT Scan'. One order is visible: 'CT Abdomen Pelvis W Urgent' by 'Karasmanis, George' on '18/03/2021 17:32' with a status of 'Incomplete'.

Submitting Orders

Once you have selected all order and order sets. Click on the “**Submit**” button

. It will take you to the Order Summary screen, a preview of all of your selected orders. Some order CDS's may be missing information. Any orders with red text or the presence of the "Next Req Field" button indicates undocumented required field within an order's CDS.

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

Order Summary

SAVE

17

CURRENT

ENTER

RECONCILE

TRANSFER

Next Req Field >

ORDERS	DATE	STATUS	
Cardiac Monitoring Continuous	23/02/2021 12:06	New	x ALL
Intake and Output Strict Q1HR	23/02/2021 12:06	New	x
Vital Signs PROTOCOL	23/02/2021 12:06	New	x
Notify MRP PRN	23/02/2021 12:06	New	x
NPO Diet (V)	23/02/2021 12:06	New	x
ECG 12 Lead Urgent	23/02/2021 12:06	New	x
Basic Metabolic Panel Urgent	23/02/2021 12:06	New	x
Blood Culture Urgent	23/02/2021 12:06	* New	x
Complete Blood Count Urgent	23/02/2021 12:06	New	x
Lactate (Lactic Acid) Urgent	23/02/2021 12:06	New	x
Urinalysis Urgent	23/02/2021 12:06	New	x
Venous Blood Gas Urgent	23/02/2021 12:06	New	x

Sign Orders

To save and activate order, click the **“Save”** button. This will prompt the esign PIN field to display. Enter the **PIN** number and type the <<Enter>> key on the keyboard.

Orders - MEDITECH

ehrttest.partners4health.ca/s0005233343162725/

Return To Home Chart Document Orders Discharge Sign Workload Menu Close

Order Summary

SAVE 4

Om, Fortynine
26, F · 01/03/1995
HCN# None
MRN# M000000389

ADM IN, M.MEDICAL 104 -B

Acc# MA0000029/20 Code Status Not Ordered Hx Avail

Search Chart

Allergies

ORDERS	DATE	STATUS	
Diabetes Care Plan DAILY	01/03/2021 13:47	New	x ALL
Clear Fluid Diet (M)	01/03/2021 17:45 Dinner	New	x
Complete Blood Count Routine	01/03/2021 13:47	New	x
aluminum/magnesium/ ... 15 ml PO Q6HR PRN	01/03/2021 13:47 15/03/2021 13:46 after 14 days	New	x

Editing, Removing and Cancelling Orders

New orders that are not saved can be removed from the order summary screen by clicking on the white and grey **“X”** to the right of the order.

ORDERS	DATE	STATUS	
Cardiac Monitoring Continuous	23/02/2021 12:06	New	x
Intake and Output Strict Q1HR	23/02/2021 12:06	New	x
Vital Signs PROTOCOL	23/02/2021 12:06	New	x

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

To edit new orders, click on the order title and expand the order using the chevron. Make the changes to the order as necessary such as instructions, date and time. This can also be done from the Current order screen.

On the **Current** order tab and screen orders can be edited or stopped. Also, the status of individual orders or multiple orders can be changed by clicking on an order status or using the “**Edit Multiple**” button.

CURRENT	ENTER	RECONCILE	TRANSFER
Medications by Status			
Edit Multiple			
ORDERS BY CATEGORY	PROVIDER	DATE	STATUS
✓ New Orders			
Lactate (Basic) Urgent	me	23/02/2021 12:00	New
Urinalysis Urgent	me	23/02/2021 12:06	New
Venous Blood Gas Urgent	me	23/02/2021 12:06	New
Peripheral IV/ Saline Lock (Ins./Maint.) Order	me	23/02/2021 12:06	New
Urinary Catheter (Insert) PRN	me	23/02/2021 12:06	New
Oxygen Administration and SpO2 Target As Directed	me	23/02/2021 12:04	New
Oxygen Administration and SpO2 Target As Directed	me	23/02/2021 12:06	New
US Dopp Venous Lower Ext LT Routine	me	23/02/2021 10:21	New
✓ Resuscitation Status			
Resuscitation Status Order	me	07/07/2020 10:24	Ordered
✓ Electrocardiology			
ECG ECG 12 Lead by Nurse Stat	me	14/12/2020 12:55	Ordered
✓ Referrals			
Referral to Pharmacy Order	Hardwick, Rebecca	11/02/2021 10:27	Review Stop

The system will prompt you to provide a stop reason.

Stop Orders in Order Set			Cancel	Save
<input type="checkbox"/> ORDERS	DATE	STATUS		
<input checked="" type="checkbox"/> ECG ECG 12 Lead by Nurse Stat	14/12/2020 12:55	Ordered		
<input type="checkbox"/> US Dopp Venous Lower Ext LT Stat	14/12/2020 12:55	Ordered		

*Stop Reason



Quick Tip

Some orders cannot be cancelled if they are in “Active” status such as lab orders because they have been received and are in process. A call to the receiving department is required in order to manage the order.

Overview of Orders Types

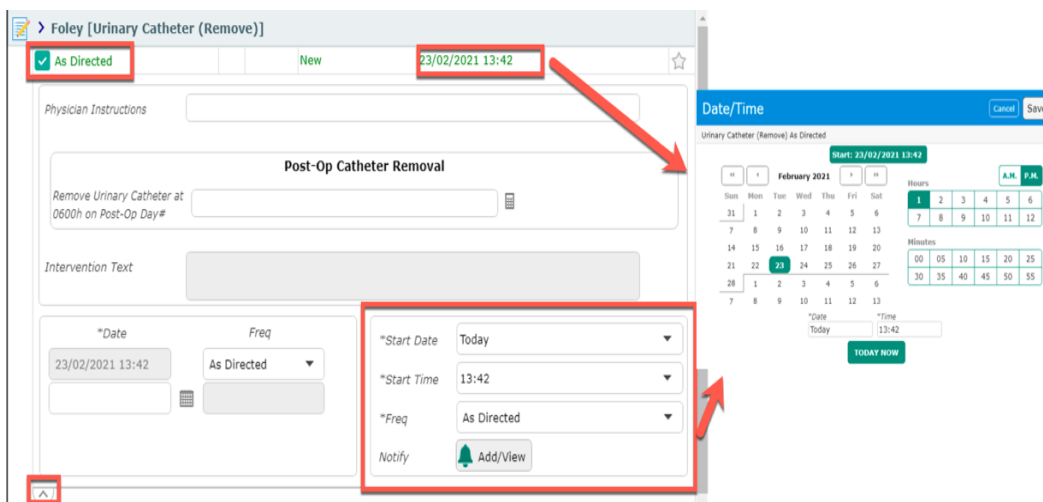
Patient Care Orders

These orders include assessments, interventions or oxygen orders. Accuracy of data entry and filing is important to guarantee that requests for assessments, interventions and task-based orders flow to the nursing worklist or the current orders list. Expand the view or the order by clicking on the chevron and select from the drop-down list of options needed to order patient care.

1. Selected the order, click on the order to see the directions available for the order.



2. Select the order string, click on the order.
3. Apply directions to the order by clicking on one of the option boxes.
4. Click on the chevron to expand the order if required.
5. To edit the order, select any text highlighted in green (direction and date and time) and make edits.



CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

If there is no order reasonable to describe a request, e.g., “Look in laundry bin for dentures” then enter a “Communication orders”.

Communication orders will be audited to ensure appropriateness.

Communication orders

Communication orders to nurses should **not** contain any urgent information. These orders are designed to inform clinical practice, provide care instructions and manage interventions that impact patient risk.

The screenshot displays the CARE4 CPOE interface. At the top, there are tabs for 'CURRENT', 'ENTER', 'RECONCILE', and 'TRANSFER'. Below these are buttons for 'Add New' and 'Process Orders'. A 'Favorites' dropdown menu is visible, with 'Orders' highlighted. Below the menu, there is a search bar labeled 'Search All' and a 'Filter: All' dropdown. The main content area shows a list of order categories: 'CT Scan', 'Cardiac Catheterization', 'Care Plan', and 'Communication'. The 'Communication' category is expanded, showing a list of communication orders. The first order in the list is 'Avoid Pressure on Marked Area'. Other orders include 'Baby May Not Go to Mother for Feeding', 'Code Yellow (Missing Person)', 'Code Yellow-IOOF Location (Missing Person)', 'Comfort Feeding', 'DO NOT Flush Gastric Tube', 'DO NOT Perform Cervical Exam', 'DO NOT Remove Staples', 'DO NOT USE Home CPAP', and 'Do Not Give Rectal Meds'.

Dietary Orders

Enter diet order by either selecting the order category <<Dietary>>, use the search field to type in the first few letters of the diet or select a diet type or diet protocol from an order set. Diets such as fluids diet, regular diet, low sodium diet, etc., will be displayed. NPO as a diet type is also an option.

Selecting a Diet from the Orders category



*Provides a list of diet option types.

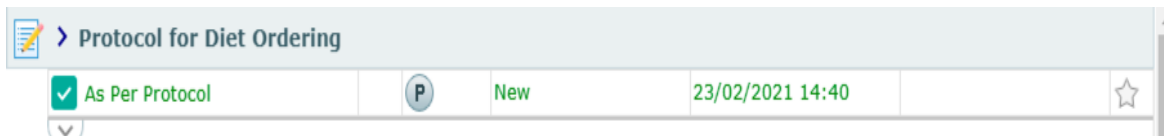
Searching for a Diet



*Provides a list of diet option types.

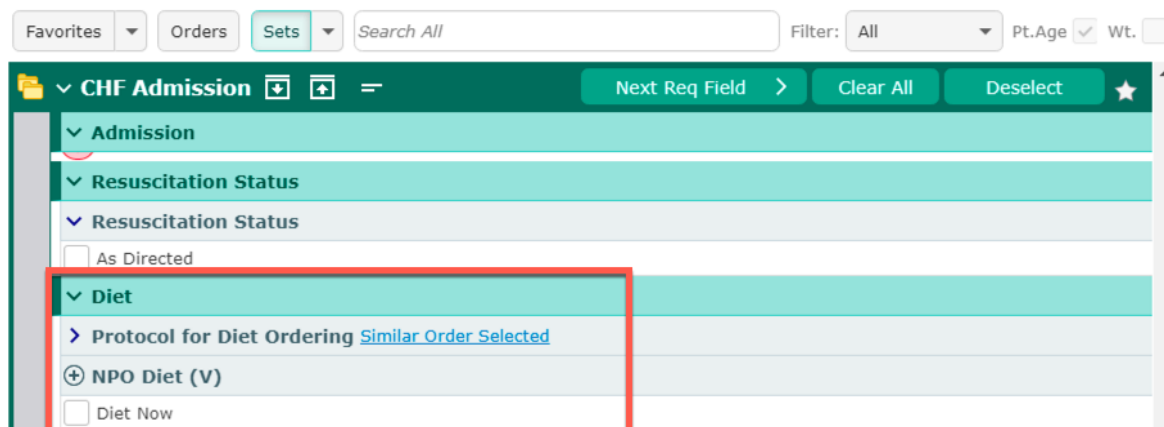
Note: Diet orders vary within the hospital facility Care4 project partnership. They are not standard across all 4 hospital sites. This is related to different product inventory and food preparation processes.

Diet Protocol as a single order



Note: The Protocol is standard across all 4 partnership hospitals.

Diet order or Diet Protocol in an Order Set



CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

Note: When using an Order Set there is only an option to enter Diet as per protocol. Any alternate diet (i.e.. diabetic, heart healthy, vegan) will have to be ordered as a separate diet order.

Click on the order to expand the different frequencies available and use the checkboxes to make your selection. The diet for the next meal will be automatically selected.

***Note:** The prompt for the next meal works for stand-alone diet orders or for pre-selected diets in an order set.

Additional diet details can be added using a separate Diet order to provide further clarification to receiving departments. These fields include food texture and drink consistency and may be pre-defaulted for ease. Any field including prepopulated fields can be modified.

The screenshot displays the 'Heart Healthy Diet (V)' order form. At the top, there is a table with the following data:

Status	Name	Frequency	Date
✓ Starts with Dinner 1800 (Next Meal)	New	23/02/2021 Dinner	

Below the table, there are several dropdown menus for diet modifications:

- Fluid Modifier: [Empty]
- *Solid Texture: Regular (indicated by a red arrow)
- Liquid Consistency: [Empty]
- Vegetarian Diet Modification: Vegetarian/Milk/Eggs (indicated by a red arrow)
- Fat Modifier: [Empty]
- Fluid Restriction/ Modifier: [Empty]

Only one diet can be active on the patient's account at a time. When a new diet is entered, the first one gets automatically completed.

If two diets are required at the same time (e.g., diabetic and fluid restriction), the primary order must be selected (diabetic), and the second (fluid restriction) one must be entered as a secondary diet.

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

> Diabetic Diet (V)

Liquid Consistency

*Diabetic/ Carbohydrate-Counting Modifications: Diabetic Standard

Kcal if Identified

Vegetarian Diet Modification: Vegetarian/Milk/Eggs

Sodium (Healthy Heart) Modifier: Healthy Heart Low Sodium

Fat Modifier

Fluid Restriction/ Modifier: 1000ml, 1200ml, 1500ml

Specialty Diet Requests

Laboratory Orders

To order lab investigations, you can type the first letters of the desired test into the search box or select it from the lab category.

Search Bar	
<p>Favorites Orders Sets Urin</p> <p>> Urinalysis</p>	<p>To see the order details, click on the chevron to the left of the order title.</p>

Lab Category	
<p>Favorites Orders Sets Search All</p> <p>> Laboratory</p> <ul style="list-style-type: none"> > Accessioning > Blood Bank > Fractionation Products > Blood Bank Reference > Bone Tissue > Blood Cultures > Body Fluids > Blood Gas > Chemistry 	<p>> Urines</p> <ul style="list-style-type: none"> > Eosinophils, Urine > Occult Blood > Ur Aldosterone 24Hr > Ur Mucopolysaccharides ID > Ur Mucopolysaccharides Screen > Ur Protein Electrophoresis 24H > Ur d-Aminolevulinic Acid > Ur d-Aminolevulinic Acid 24Hr > Urinalysis Similar Order Selected

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

In an order set

Alcohol Withdrawal (CIWA) [icon] [icon] [icon] Next Req Field > Clear All Deselect ★

▼ Laboratory

☐ Routine

☒ Urinalysis [Similar Order Selected](#)

▼ Other Investigations

Please order ECG if not already ordered on admission.

☒ ECG 12 Lead

☐ Routine

▼ Allied Health

Favorites ▾ **Orders** ▾ Sets ▾ Search All




▼ Laboratory

- > Accessioning
- > Blood Bank
- > Fractionation Products
- > Blood Bank Reference
- > Bone Tissue
- > Blood Cultures
- > Body Fluids
- > Blood Gas
- > Chemistry

To enter Lab directions and sample collections times:

- Click on the chevron beside the order to reveal the order direction options, details in the CDS and the sample collection times.

Lab Order CDS (E.g., Urinalysis)

   **Urine [Urinalysis]**

☐ Stat

☐ Urgent

☐ Routine

☐ Timed

☐ DAILY

Each Lab test ordered may require additional information to be entered before electronically processing the orders.

Order Directions:

- **Stat:** Samples need to be drawn immediately.
- **Urgent:** Samples need to be drawn as quickly as possible.
- **Routine:** Samples can be drawn at the next regularly scheduled lab draw.
- **Timed:** Samples are required to be drawn at a specific date and time.
- **Daily:** Samples are scheduled to be drawn daily for a designated period at the same time. These are called **Series Orders**.

For example, the direction to draw **Daily** electrolytes for four (3) days in a row at 0600 requires the user to input a start date and time and an end date and time.

The screenshot shows the 'Lytes [Electrolytes]' form. A red box highlights the 'DAILY' routine, the '3' in the 'Count' field, and the 'Series' label. Red arrows point from these elements to the 'Start Date' (Wed Feb 24), 'Start Time' (06:00), 'Stop Date' (Sat Feb 27), and 'Stop Time' (06:00) fields. Another red box highlights the date and time range '24/02/2021 06:00' to '27/02/2021 06:00' in the 'Ordered' section, with an arrow pointing to the 'Series' label.

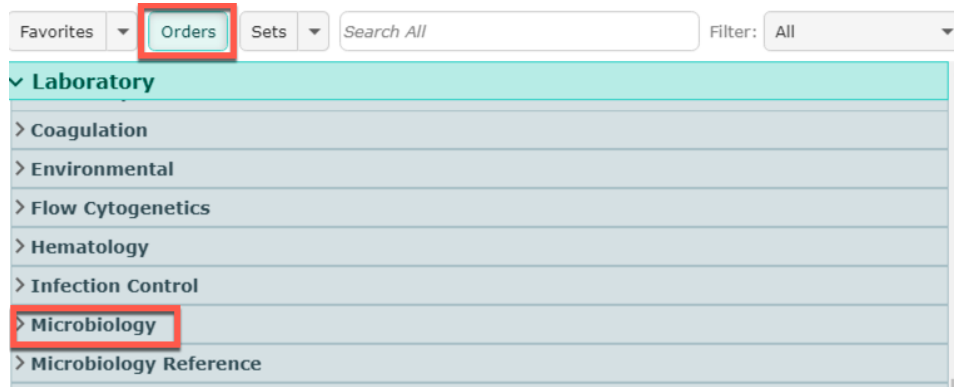
Indicate for the specimen field how the specimen will be collected.

The screenshot shows the 'Specimen' field with a dropdown menu open. The menu options are: 'Send someone from the department to collect' (highlighted in blue), 'Has been collected', 'Pre-Collection Label', and 'Send someone from the department to collect' (highlighted in green). The 'Source' field is set to 'Written Order' and the 'Start Date' is 'Fri Mar 19'.

Microbiology Tests

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To enter a microbiology order, select the **Orders** button and locate the Microbiology order accordion under the Laboratory Order category.



The alternative is to search for the microbiology order using the search bar. For this example, a stool sample is being collected.

The top screenshot shows the 'Add New' button and the search bar with 'stool' entered. The search results list 'Stool Culture' as the first item, which is highlighted in red. Below it are other items like 'C. difficile (Stool)', 'Calprotectin, Stool', 'Drug Screen, Stool', 'Elastase, Stool', 'MEDIR HW CDiff Stool Sample', and 'Reducing Substances - Stool'.

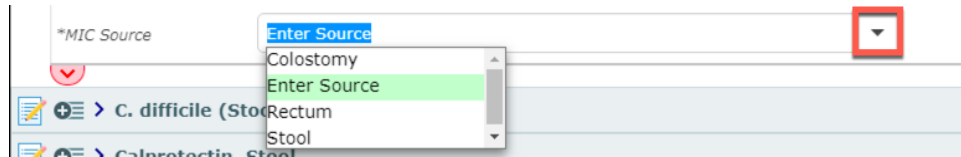
The bottom screenshot shows the 'Stool Culture' order form. The 'Routine' priority is selected (highlighted in red). The 'New' status is shown. The date and time are '29/03/2021 10:48'. The 'Provider' is 'Karasmanis, George'. The 'Source' is 'Written Order'. The '*Specimen' field is highlighted in red with a red arrow pointing to it. The '*MIC Source' is 'Enter Source'. The '*Specimen' field is currently empty and greyed out.

By expanding the accordion, the order will default to “Routine” as the order priority. All of the fields with an Asterix (*) are required fields.

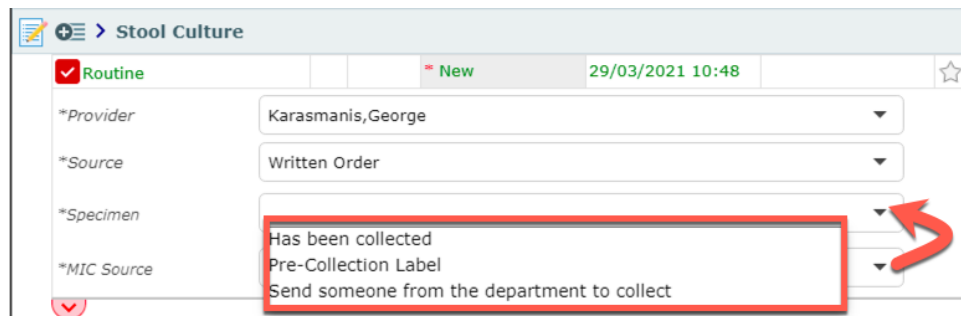
The Provider, Order Source, and Microbiology (*MIC) Source will default with answers. Within the *MIC Source field, the Enter Source option causes the ***Specimen field to be greyed out**. In this case, the order can be filed and will go to the nursing worklist. The nurse will then enter the specimen collection details.

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Alternatively, to specify a MIC Source, select the caret beside the field to reveal the options.



Selecting an option from the MIC Source list will provide access to the Specimen Collection field to input the Specimen collection instructions. Once all the required data has been entered, the order can be submitted.



Blood Culture

Add-On Tests

Use the **"Add-on Test Request"** order to inform and request for the lab to add a test to a previously collected sample. Expand the order to document the test that needs to be added and then submit the order.

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Orders SUBMIT 6

CURRENT ENTER RECONCILE TRANSFER

Add New Process Orders

Favorites Orders Sets **Add** Filter: All

Add-On Test Request

Adderall XR PO

Additional Precautions

Routine New 18/03/2021 14:18

*Provider Karasmanis, George

*Source Written Order

*Specimen Has been collected

Adds Test(s) To Previously Drawn Blood and CSF Only

Which test do you wish to add on?

Call From the LAB to Unit IF Test(s) Require Recollection

Call Back Phone Extension

Medication Orders

The Medications tab provides the user with various information pertaining to the medications of the patient.

Diagnostics Provider Notes Nurse/Allied Health **Medications**

History & Problems Administrative Clinical Profile Tools

Summary Activity Flowsheets

Medications Administrations

Medication	Documented	Dose	Queries	Not Given Reason	Active
Famotidine 20 mg IV PUSH Q12HR SCH	02/16/17 16:14	20 MG			Gene
Glipizide 10 mg ORAL BID SCH	02/16/17 16:13	10 MG			Gene
Potassium Phosphate 15 mmol in Sodium Chloride 255 mls @ 85 mls/hr IV ONEDOSE ONE	02/16/17 16:13	85 MLS/HR			Gene
Allopurinol 300 mg ORAL BID SCH	02/16/17 16:12	300 MG			Gene

Administrations

- Current Inf/Titr
- Current Visit
- Date Snapshot
- Home Medications
- Mar
- Medication History
- Visit Snapshot
- Archive

Selecting the Visit Snapshot from the View menu, the user can see Home Medications on Admission (date), Inpatient active medications and Home Medications on Discharge.

To order Medications, you can type the first letters of the desired medication into the search field or select it from an order set.

Search Bar

Favorites Orders Sets **dimenhy** Filter: All

dimenhyDRINATE IM IV PO RECTAL SUBCUT

In an order set

Alcohol Withdrawal (CIWA) [Icons] Next Req Field > Clear All Deselect ★

▼ Medications

IMPORTANT: Due to its shorter duration of action, lorazepam (instead of diazepam) is recommended for patients with severe liver disease/cirrhosis, in the elderly (age >65), severe asthma, respiratory failure, or hypoalbuminemia.

▼ diazepam [Valium]

☐ 10 - 20 mg PO Q1H PRN (P) (I)

☐ 10 - 20 mg IV Q1H PRN (P) (I)

▼ LORazepam [Ativan]

☐ 2 - 4 mg IV Q1H PRN (P) (I)

☐ 2 - 4 mg PO Q1H PRN (P) (I)

Route buttons are available at the top of the order and can be selected on to shorten the list of options. Clicking on the chevron or medication name will display all available order strings including the medication **dose**, **route**, **frequency** and **schedule**.

Favorites Orders Sets dimenhy Filter: All Pt.Age ✓ Wt. ✓

Rx ▼ dimenhyDRINATE IM IV **PO** RECTAL SUBCUT

▼ dimenhyDRINATE [Gravol Immediate Release & Long Acting]

☐ 100 mg PO TID PRN (I)

⊕ dimenhyDRINATE [Gravol oral syrup]

☐ 25 mg PO Q4HR PRN

☐ 50 mg PO Q6HR PRN

▼ dimenhyDRINATE [Gravol]

☐ 12.5 - 25 mg PO Q4HR PRN (I)

☐ 25 mg PO Q4HR PRN

☐ 25 - 50 mg PO Q4HR PRN (I)

PAED dimenhyDRINATE

Select the medication string by placing a check mark in the box beside medication option of choice. The frequency and schedule can be modified.

Rx > dimenhyDRINATE IM IV **PO** RECTAL SUBCUT

▼ dimenhyDRINATE [Gravol Immediate Release & Long Acting]

☒ dimenhyDRINATE [Gravol Immediate Release & Long Acting]

100 mg PO TID PRN (I) [Calendar Icon]

23/02/2021 17:25 STOP DATE New ★

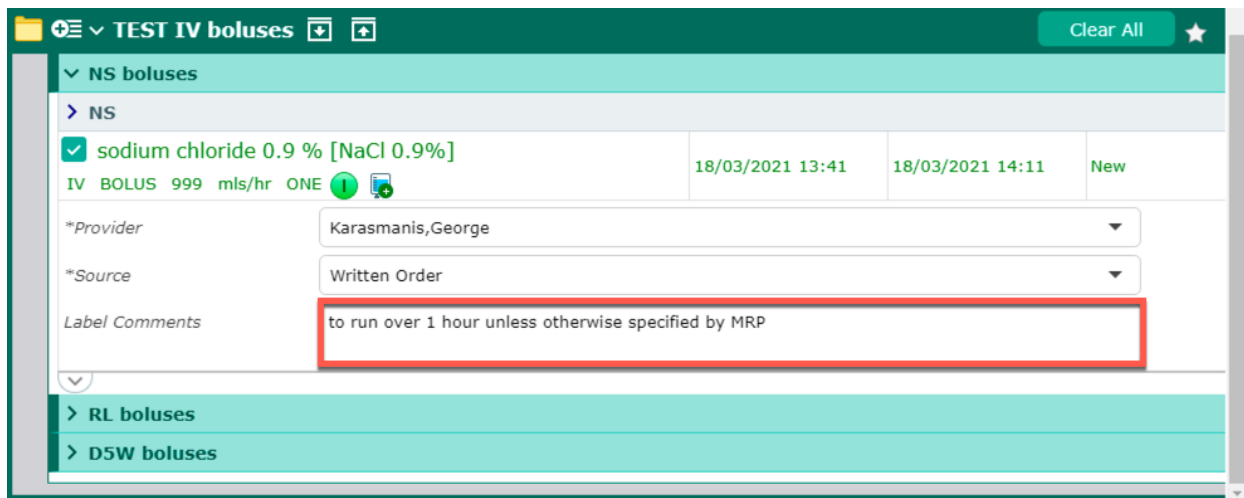
Label Comments Do not crush/chew

Dose Instruction

☒

Bolus Order

To enter a bolus search for the bolus order and choose the bolus order type. The label comments identify how to run the bolus. If necessary, the label comments can be edited to input other instructions.



TEST IV boluses Clear All

NS boluses

NS

✓ sodium chloride 0.9 % [NaCl 0.9%] 18/03/2021 13:41 18/03/2021 14:11 New

IV BOLUS 999 mls/hr ONE

*Provider Karasmanis,George

*Source Written Order

Label Comments to run over 1 hour unless otherwise specified by MRP

RL boluses

D5W boluses

Imaging Orders

Imaging order are searched for by modality. The following modalities include:

Category Dictionary	
Mnemonic	Name
BMD	Bone Mineral Densitometry
CATH	Cardiac Catheterization
CT	Computerized Tomography
IR	Interventional Radiology
MAM	Mammography
MRI	Magnetic Resonance Imaging
NM	Nuclear Medicine
OBSP	Ontario Breast Screening Program
RAD	Radiology

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US	Ultrasound
ECG	Electrocardiology
ECHO	Echocardiology
HOLT	Holter Monitor
PACE	Pacemaker
EEG	Electroencephalography
SLS	Sleep Studies
PFT	Pulmonary Function

Imaging orders are entered by name with modality first (e.g., RAD, MRI, US, CT). Orders can be found by entering the bone or body part (e.g., forearm, humerus, chest, etc.). The fields in the CDS, “**Provider**,” “**Source**,” and “**Relevant Clinical Information**” are all required fields. Use the “Relevant Clinical Information” field to be specific about site and clinical reason for the test. Some tests may require more information.

The screenshot shows a web-based form titled "BMD Baseline 2 Sites". At the top, there is a header bar with a pencil icon, a plus icon, and the title. Below the header, there is a status bar with a red checkmark icon, the word "Urgent" in green, a "New" button with a red asterisk, a timestamp "01/03/2021 12:08", and a star icon. The form contains several fields: a dropdown menu for "*Provider" with "Nicholas, Andrew" selected; a dropdown menu for "*Source" with "Written Order" selected; a text input field for "*Relevant Clinical Information:"; and a text input field for "Comment". At the bottom left, there is a red checkmark icon.

Nursing Orders

Providers can instruct nurses to enter orders with **Nurse to Enter** order strings.

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

The screenshot shows the CARE4 CPOE interface. At the top, there is a navigation bar with icons for 'Return To', 'Home', 'Chart', 'Document', 'Orders', and 'Discharge'. Below this, the 'Orders' section is active, showing tabs for 'CURRENT', 'ENTER', and 'RECONCILE'. The 'ENTER' tab is selected. Below the tabs, there are buttons for 'Add New' and 'Process Orders'. A list of order types is displayed, with 'Nurse to Enter: CBC' highlighted by a red box. Other order types include 'Nurse to Enter: Amikacin Level', 'Nurse to Enter: Blood Cultures if', 'Nurse to Enter: Creatinine Serum', 'Nurse to Enter: Direct Bilirubin', 'Nurse to Enter: ECG', 'Nurse to Enter: Gentamicin Level', 'Nurse to Enter: Glucose Random', 'Nurse to Enter: INR', and 'Nurse to Enter: Newborn Screen LAB Test'.

Within these types of orders, enter the instructions after expanding the order using the chevron and then submit the order.

The screenshot shows the 'Nurse to Enter: CBC' order form. The form includes fields for 'As Directed' (checked), 'New' (checked), 'Date/Time' (29/03/2021 11:37), 'Provider' (Karasmanis, George), and 'Source' (Written Order). The 'Physician Instructions' section is highlighted by a red box and contains the following text: 'Physician Instructions', 'Enter CBC Post Transfusion (# hours)', and 'Repeat CBC Instructions (if not after first unit)'. There are also input fields for these instructions.

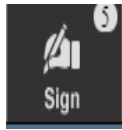
Associated Data

Some orders will have Associated Data that is relevant for ordering. The Specimen icon can be clicked on to open a list of all results from that specimen collection.

General Information

Sign List

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE



If the user has unsigned Orders and/or Documents, clicking on this button will launch into the **Sign List**. Orders and Documents that are waiting for electronic signature can be signed by clicking on the "Submit" button. Multiple orders and documents can be signed simultaneously by applying a green check mark beside the line item.

Sign List

Orders (4)

Order	Date	Order Sets	Order	Date	Order Sets
OMTEST,Order Sets One	16/02/2021 14:14	VA0000071/20	rosuvastatin [Crestor] 10 mg PO DAILY	09/02/2021 15:40	VA0000320/21
✓ RX: rivaroxaban 10 mg Tablet 15 mg PO QSUPPER #30 tab 0 Ref			metFORMIN [Glucophage]	09/02/2021 15:40	VA0000320/21
Ordered By Provider			furosemide [Lasix]	09/02/2021 15:40	VA0000320/21
Sign			rosuvastatin [Crestor]	09/02/2021 15:40	VA0000320/21
Pcs,OtherName 88/M			Telephone Read Back (e-Sign)		
09/02/2021 15:40			Sign		
metFORMIN [Glucophage]			Sign		
Telephone Read Back (e-Sign)			Sign		
Sign			Sign		
Pcs,OtherName 88/M			Sign		
09/02/2021 15:40			Sign		
furosemide [Lasix]			Sign		
Telephone Read Back (e-Sign)			Sign		
Sign			Sign		
Pcs,OtherName 88/M			Sign		
09/02/2021 15:40			Sign		
rosuvastatin [Crestor]			Sign		
Telephone Read Back (e-Sign)			Sign		
Sign			Sign		

Documents (1)

Reject **Submit**

Review and Sign

Cancel Sign

Orders

Order	Date	Order Sets
RX: rivaroxaban 10 mg Tablet 15 mg PO QSUPPER #30 tab 0 Ref	16/02/2021 14:14	OMTEST,Order Sets One 46/F
furosemide [Lasix]	09/02/2021 15:40	Pcs,OtherName 88/M Telephone Read Back (e-Sign)
metFORMIN [Glucophage]	09/02/2021 15:40	Pcs,OtherName 88/M Telephone Read Back (e-Sign)
rosuvastatin [Crestor]	09/02/2021 15:40	Pcs,OtherName 88/M Telephone Read Back (e-Sign)

Documents

Order	Date	Order Sets
History & Physical	19/02/2021 08:42	OMTEST,Order Sets One 46/F

Orders that were suggested by other providers or clinicians can be rejected using the "Reject" button **Reject** at the bottom of the Sign List screen. A reason must be entered. This reason can be applied to one or many orders.

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

Reject Cancel Save

✖

 Rejection Reason (Free Text) :

☐ Apply this reason to all selected orders?


Chart Viewer

Select the Chart Viewer from the Menu on the Navigation Bar to open another EMR View. The first tab is the primary screen. The second tab is the tab that can be placed in separate window or screen.

The screenshot shows a web browser with two tabs: 'Orders - MEDITECH' (labeled 1) and 'Chart Viewer - MEDITECH' (labeled 2). The Chart Viewer interface displays patient information for 'Om, Fortynine' (26, F, 01/03/1995, HCN# None, MRN# M000000389). The interface includes a 'Chart Viewer' header, a navigation bar with tabs for Diagnostics, Provider Notes, Nurse/Allied Health, Medications, History & Problems, Administrative, Other Clinical, Summary, Activity, Flowsheets, and Health Mgmt. The 'Summary' tab is selected. Below the navigation bar, there are sections for 'Widget data for 06/10/2020 (ADM IN)' and 'Allergies'. The 'Widget data' section includes 'Bulletin Board', 'Triage Note', and 'ED Assessments', all showing 'No Data to Display'. The 'Allergies' section is also empty.

The screenshot shows the Navigation Bar menu with options: Workload, Menu, Settings, and Close. The 'Menu' option is highlighted with a red box. The menu list includes: Clinical Data, Compose Message, Manage Typicals, On Call Staff, Chart Viewer (highlighted with a red box), and External Application.

Patient Header and Reference Region Widgets Relevant to Ordering

Select the second tab to quickly view patient demographics, account and location, search the chart, code status and allergies click on the blue .

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

The Patient Header and Reference Region provide quick access to information to enable quick decision making.

Patient Header:
Om, Fortynine
26, F · 01/03/1995
HCN# None
MRN# M000000389

Reference Region:
Acc# MA0000029/20
Code Status Not Ordered Hx Avail
Search Chart

Navigation Tabs:
Allergies
Problems
Home Meds
PFSH
Orders Snapshot
Common Labs

More Patient Information (MAIN):
Account Number: MA0000029/20 Med Rec Num: M000000389 Health Care Num: None EHR Num: E00000538
Location: H.MEDICAL 104-B
Insurance: Ontario Health Insurance Plan Preferred Phone: (999)999-9999
Self Pay

Allergies Table:

ALLERGY/ADVERSE REACTION	TYPE	SEVERITY	REACTION	STATUS	DATE
penicillin G	Allergy	Severe	Anaphylaxis	Verified	05/01/2021
tree nut	Allergy	Intermediate	Anaphylaxis	Verified	03/11/2020
Pink pills	Allergy	Intermediate	Angioedema	Uncoded	05/01/2021

Allergies

To quickly reference and edit the list of Allergies, click on the widget title Allergies.

Allergies Widget:
penicillin G Anaphylaxis
tree nut Anaphylaxis
[Pink pills] Angioedema

Allergy/AdvReac Window:
Search Allergy
Add as Uncoded

Allergy Table:

Allergen/Adv Reac	Type	Severity	Reaction	Status	Date
penicillin G	Allergy	Severe	Anaphylaxis	Verified	05/01/2021
tree nut	Allergy	Intermediate	Anaphylaxis	Verified	03/11/2020
[Pink pills]	Allergy	Intermediate	Angioedema	Uncoded	05/01/2021

Problems

To quickly reference and manage the Problems List, click on the widget title.

CARE4 CPOE FUNCTIONALITY OVERVIEW AND QUICK GUIDE

Problems & History List

Om, Fortynine 26 F 01/03/1995 Allergy/Adv: penicillin G, tree nut, [Pink pills] (More ▾) Cancel Save

Search for: Filter Rank Problems Mass Edit

Active Problems	Medical History
<div> <div>ONSET</div> <div>ACS (acute coronary syndrome)</div> </div>	No Medical Problems to Display.
<div> <div>Description</div> <div>Onset</div> </div>	
<div> <div>> ACS (acute coronary syndrome)</div> <div>> Resolved/Inactive/Ruled-Out (R/I/R)</div> <div>> Deleted</div> </div>	<div> <div>Surgical History</div> <div>No Surgical Problems to Display.</div> </div>

Home Medications

The Home Medications tab a list of medications that the patient was already taking prior to the hospital visit. The list outlines dose instructions, identified when the medication was last taken and in addition to the last date the medication was assessed and confirmed by a health professional.

Home Meds (ROV TEST - TEST)

Om, Fortynine 26 F 01/03/1995 Code Status Not Ordered Hx Avail MA0000029/20 M000000389
Allergy/Adv: penicillin G, tree nut, [Pink pills] None E00000538

Home Medications

New Edit Audit Snapshot

Home Medication	Instructions	Last Taken	Last Dose	Last Confirmed	Status
<input checked="" type="checkbox"/> acetylsalicylic acid [Aspirin (acetylsalicylic acid)]	81 mg PO DAILY				Active
<input type="checkbox"/> NF furosemide	40 mg PO DAILY				Active
<input type="checkbox"/> furosemide [Lasix] 10 mg/ml Solution	20 mg PO DAILY	Unknown		05/02/2021	Active
<input type="checkbox"/> gemfibrozil 300 mg capsule	300 mg PO BID MDD 2	Unknown		05/02/2021	Active
<input type="checkbox"/> metoprolol tartrate 25 mg Tablet	50 mg PO DAILY	Unknown		05/02/2021	Active
<input type="checkbox"/> omeprazole magnesium [Losec (as mag...]	20 mg PO DAILY	Unknown		05/02/2021	Active
<input type="checkbox"/> oxycodone 5 mg tablet	5 mg PO Q8H				Active
<input type="checkbox"/> pediatric multivit comb no.123 Tablet,C...	1 tab PO DAILY	Unknown		05/02/2021	Active

NF - Not Included in Interaction Checking

Medication: Status:

Last Confirmed:

Strength: Dispense Form:

Brand: Dose: Units:

Route: Freq: PRN:

Reason for Use: Max Daily Dose: Status:

Source:

Discontinue: Cancel:

Discontinue Cancel Last Taken Source Comments Confirm Unconfirmed Reviewed Print Cancel Save

Orders Snapshot

On the Reference Region, locate and expand the Orders Snapshot widget to view recent orders. Selecting the Orders Snapshot will open the Order Management routine.

The screenshot shows the 'Orders Snapshot' widget on the left, which is a list of recent orders. A red arrow points from the 'Orders Snapshot' header in the widget to the 'Orders' header in the main interface. The main interface displays the 'Orders' management screen with various tabs and filters.

Orders Snapshot Widget (Left):

- ▼ ● **Orders Snapshot**
- Past 2 days
- Complete Blood Count Routine
Ordered
- Transfusion Instructions Red Cells
ONCE
Active
- Type and Screen Stat
Ordered
- Red Cell Concentrate Stat
Ordered
- labetalol [Labetalol Hcl]
5 - 10 mg IV Q4H PRN
Ordered
- Blood Culture Routine
Ordered
- Arterial Blood Gas Stat
Ordered

Orders Management Routine (Right):

- Orders** (Header)
- SUBMIT 0** (Button)
- Tabs: CURRENT, ENTER, RECONCILE, TRANSFER
- Buttons: Add New, Process Orders
- Filters: Favorites, Orders, Sets, Search All, Filter: All, Pt.Age, Wt.
- > Laboratory (Link)