

# Ambulatory Non-Medication and Medication Order Management: Entering and Managing Orders

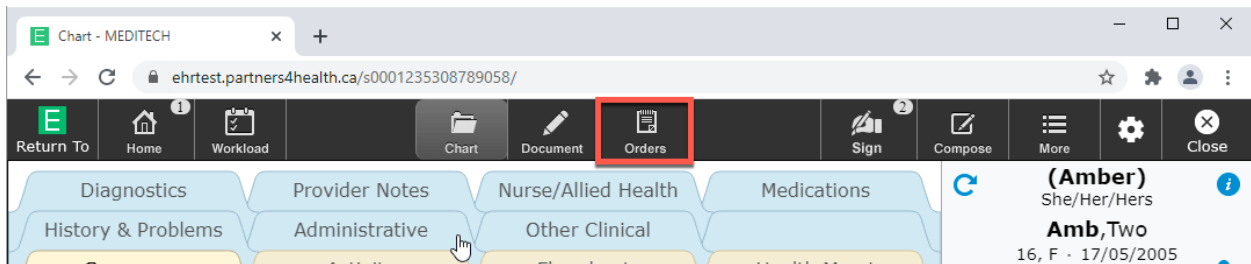
## Lab, Diagnostic Imaging, and Medication (Office Procedure) Orders

### Overview

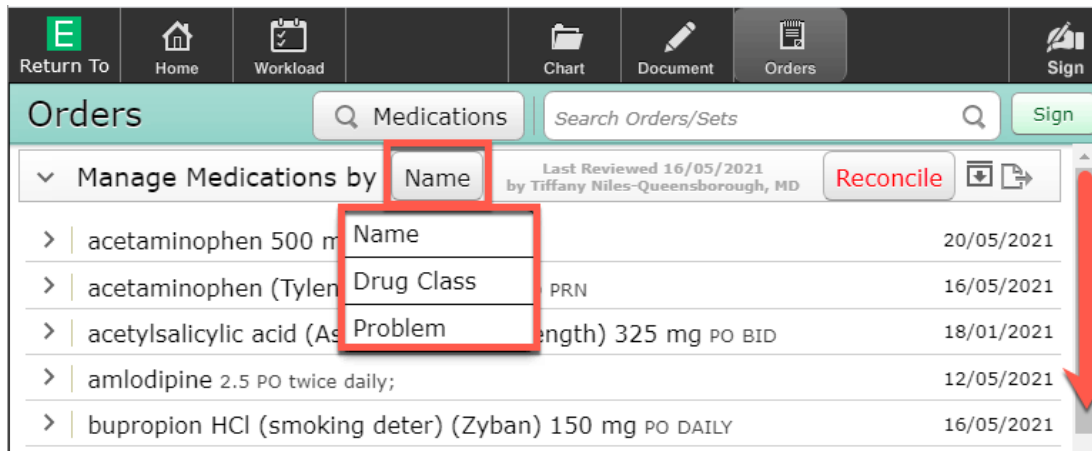
This document provides instructions on how to enter non-medication orders using the Web Ambulatory Module.

### How to Review Orders and Change the Status of Orders

- Select the Orders button from the Navigation Bar



- The Orders screen will display. The display of orders on the list can be changed using the sort functionality.



Orders

Medications Search Orders/Sets Sign

mercaptapurine 50 mg PO DAILY 16/05/2021

metoprolol tartrate 25 mg PO DAILY 08/03/2021

ramipril 1.25 mg PO DAILY 19/04/2021

Manage Discontinued Medications by Name Recent

Manage Orders Outstanding

Order	Ordering Provider	Order Date	Status
PFT Arterial Blood Gas (OP)	Matos,Paul	06/05/2021	New
Vitamin B12	Lane,James Geoffrey A	21/05/2021	Active
US Chest	Castillo,James	11/01/2021	Active
US Abdomen & Pelvic Comp	Castillo,James	11/01/2021	Active
Surgical Pathology	Maxim,Christine	02/03/2021	Active

Outstanding

History 1Y

History 3Y

History 5Y

History 7Y

View All

- Review the existing orders on the list prior to entering new ones. To manage existing orders, click on the status of the order to change the status.
- For Non-Providers:** The screen will prompt the “Default Ordering Provider and Source” overlay to allow the input of the ordering provider and order source.

Orders - MEDITECH

ehrttest.partners4health.ca/s0001235308789058/

Orders

Manage Discontinued Medications by Name Recent

Manage Orders Outstanding

Order	Service Date	Ordering Provider	Order Date	Status
PFT Arterial Blood Gas (OP)	06/05/2021	Matos,Paul	06/05/2021	New
Alkaline Phosphatase	1 Week	Matos,Paul	18/04/2021	Active
Code Status		Matos,Paul	17/05/2021	Active
Complete Blood Count	26/11/2020	Matos,Paul	26/11/2020	Active
Complete Blood Count	27/11/2020	Matos,Paul	27/11/2020	Active

(Amber) She/Her/Hers  
Amb,Two  
16, F · 17/05/2005  
HCN# 4561237890-AA  
MRN# V000000094

No Show SCH AMB, V.TESTAMB

Visit Date: 20/05/2021

FULL Resuscitation

Special Indicators

Default Ordering Provider and Source

Cancel Save

Matos,Paul

Singwi,Sanjeev

Search Provider

\*Source

Conditional

Medical Directive

Preference Card

Telephone Read Back (e-Sign)

Therapeutic Assess/Protocol

Verbal Order (e-Sign)

Written Order

- After saving, the system will request a “Cancel Reason.”

The screenshot shows the MEDITECH Orders interface. A table lists various orders with columns for Order, Service Date, Ordering Provider, Order Date, and Status. A red box highlights a 'Cancel' button next to an order with a status of 'Active'. A red arrow points to a dropdown menu titled 'Cancel Reason' which lists several options: Doctor's Order, Dose Change, Entered in error, Order Change, Patient Refused, Patient no longer taking, and Wrong Patient. The right sidebar shows patient information for Amber She/Her/Hers, including name, age, gender, date of birth, HCN#, and MRN#.

Order	Service Date	Ordering Provider	Order Date	Status
PFT Arterial Blood Gas (OP)	06/05/2021	Matos,Paul	06/05/2021	New
Alkaline Phosphatase	1 Week	Matos,Paul	18/04/2021	Active
Code Status		Matos,Paul	17/05/2021	Active
Complete Blood Count	26/11/2020	Matos,Paul	26/11/2020	Active
Complete Blood Count	27/11/2020	Matos,Paul	27/11/2020	Active
Complete Blood Count	20/05/2021	Matos,Paul	20/05/2021	Active
Complete Blood Count	21/05/2021	Matos,Paul	21/05/2021	Active
CT Abdomen Pelvis W	18/11/2020	Matos,Paul	18/11/2020	Active
CT Abdomen Pelvis W	21/01/2021	Matos,Paul	21/01/2021	Active
CT Abdomen WO	14/01/2021	Matos,Paul	14/01/2021	Active
CT Abdomen WO	21/01/2021	Matos,Paul	21/01/2021	Active
CT Chest Abdomen Pelvis W	04/11/2020	Matos,Paul	04/11/2020	Active
CT Head WO	20/05/2021	Matos,Paul	20/05/2021	Active
CT Other Cryoablation	12/03/2021	Matos,Paul	12/03/2021	Active
CT Spine Lumbar WO	20/05/2021	Matos,Paul	20/05/2021	Active
Ear Culture	7 Days	Matos,Paul	20/05/2021	Active

- **For Providers:** The status will present the option to cancel however, it will NOT prompt providers to enter the “Cancel Reason.”
- Other options to change the status of orders include:
  - For New orders – Remove, Active, and Save As
  - For Active Orders – Cancel or Stop



### How to Enter New Orders:

To Enter new orders, select the “Search Orders/Sets” search field and type in an order. There are three types of orders that can be searched for:

- Lab Orders
- Diagnostic Imaging Orders
- Medication Administration Order – to enter medications ordered by an ordering provider to be given to the patient

The screenshot shows the MEDITECH Orders interface. At the top, there is a navigation bar with icons for Return To, Home, Workload, Chart, Document, Orders, Sign, Compose, More, and Close. Below this is a search bar labeled "Search Orders/Sets" with a magnifying glass icon. A red arrow points to this search bar. Below the search bar is a list of orders with columns for medication name, dosage, and date. A red box highlights a specific order: "PFT Arterial Blood Gas (OP)" with a status of "New". A context menu is open over this order, showing options: "Remove", "Active", "Save as New", and "Stop".

Order	Service Date	Ordering Provider	Order Date	Status
>   hydromorphone (Dilaudid) 1 mg PO Q6H PRN			05/05/2021	
>   hydromorphone (Dilaudid) 1 mg PO Q6H PRN			16/05/2021	
>   mercaptopurine 50 mg PO DAILY			16/05/2021	
>   metoprolol tartrate 25 mg PO DAILY			08/03/2021	
>   ramipril 1.25 mg PO DAILY			19/04/2021	
>   Manage Discontinued Medications by	Name		Recent	
>   Manage Orders	Outstanding			
Order	Service Date	Ordering Provider	Order Date	Status
>   PFT Arterial Blood Gas (OP)	06/05/2021	Matos,Paul	06/05/2021	New
>   Vitamin B12	2 Days	Lane,James Geoffrey A	21/05/2021	Active
>   US Chest	11/01/2021	Castillo,James	11/01/2021	Active
>   US Abdomen & Pelvic Complete	11/01/2021	Castillo,James	11/01/2021	Active
>   Surgical Pathology	02/03/2021	Maxim,Christine	02/03/2021	Active
>   RAD Foot RT 2 or 3 vws	14/05/2021	Matos,Paul	07/05/2021	Active
>   RAD Foot BI 2 or 3 vws	29/03/2021	Matos,Paul	29/03/2021	Active
>   RAD Calcaneus RT 2 vws	04/02/2021	Matos,Paul	04/02/2021	Active
>   RAD Ankle LT 2 or 3 vws	08/12/2020	Castillo,James	08/12/2020	Active
>   RAD Ankle BI 2 or 3 vws	05/02/2021	Matos,Paul	01/02/2021	Active

## To Enter a Lab Order:

Type the order in the search bar.

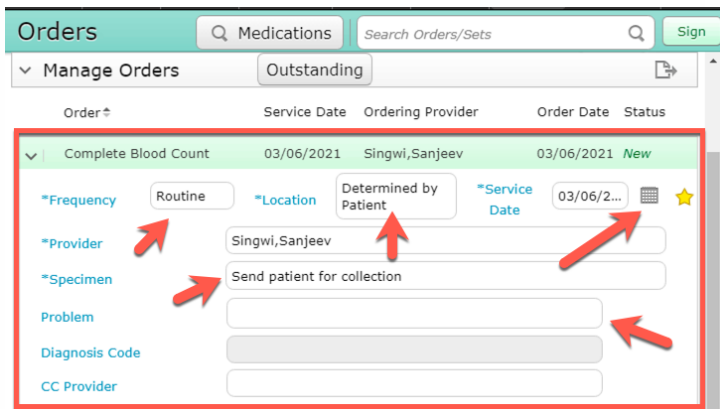
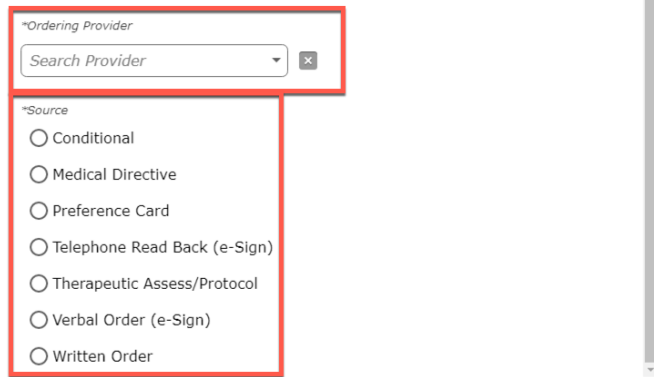
The screenshot shows the MEDITECH Orders interface with a search bar containing "cbd". A dropdown menu shows the search results, with "CBC [Complete Blood Count]" highlighted. The search bar is highlighted with a red box. The interface also shows a list of orders and a patient profile for "Amb,One".

Order	Service Date	Ordering Provider	Order Date	Status
>   bismuth subsal-calcium carb 262-350 pain				
>   metformin 500 mg PO BID			03/09/2020	
>   Manage Discontinued Medications by	Name		Recent	
>   Manage Orders	Outstanding			
Order	Service Date	Ordering Provider	Order Date	Status
>   RAD Ankle BI 2 or 3 vws	07/04/2021	Matos,Paul	07/04/2021	New

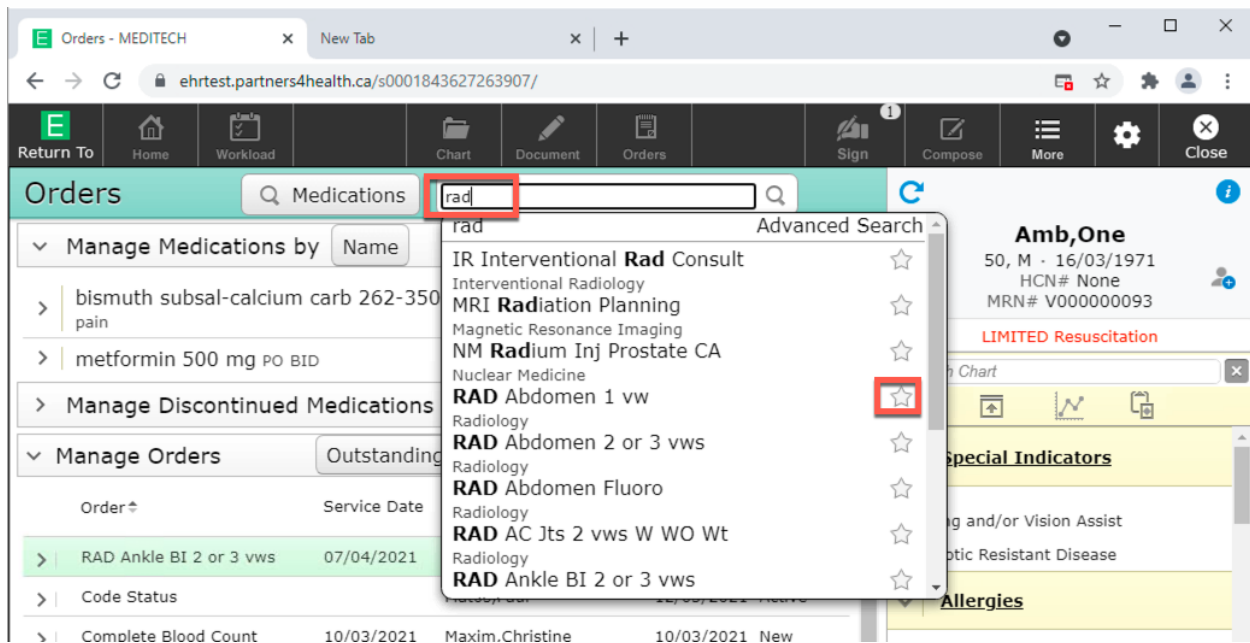
Enter ordering provider and source, then select "Save"



Enter in order details, select the "Sign" button and then enter the PIN#



### To Enter a DI Order:



Fill in the required fields of the order for technicians to

**Orders**    Medications    Search Orders/Sets    Sign

Manage Orders    Outstanding

Order	Service Date	Ordering Provider	Order Date	Status
Complete Blood Count	03/06/2021	Singwi, Sanjeev	03/06/2021	New
RAD Ankle BI 2 or 3 vws	07/04/2021	Matos, Paul	07/04/2021	New

\*Frequency: Routine    \*Location: Determined by Patient    \*Service Date: 07/04/2021

\*Provider: Matos, Paul

\*Relevant Clinical Information:

Comment:

Portable?: No

\*Quantity: 2

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

History of Falls:

Problem:

Diagnosis Code:

CC Provider:

### To Enter a Medication Admin Order:

Search and select for the Medication Admin Order

Return To    Home    Workload    Chart    Document    Orders    Sign    Compose    More    Close

**Orders**    Medications    Search    Sign

Manage Orders    Outstanding

Order    Service Date

Complete Blood Count	03/06/2021
RAD Ankle BI 2 or 3 vws	07/04/2021

\*Frequency: Routine    \*Location: Determined by Patient    \*Service Date: 07/04/2021

\*Provider: Matos, Paul

\*Relevant Clinical Information:

Comment:

Search: medi    Advanced Search

- Medication Admin (star icon)
- Medication [Adult Asthma Clinic Med Admin] (star icon)
- Medication [COPD Clinic Med Admin] (star icon)
- Medication [Fracture Clinic Med Admin] (star icon)
- Medication [Paediatric Asthma Clinic Med Admin] (star icon)
- Medication [Paediatrician Clinic Med Admin] (star icon)

**Amb, One**  
50, M · 16/03/1971  
HCN# None  
MRN# V000000093  
LIMITED Resuscitation

Special Indicators

Allergies

Select the medication and change any medication details (dose, route, frequency and schedule), a reason for the medication under the reason section with a red asterisk and then then click the sign button after inputting order details.

Orders

Medications Search Orders/Sets Sign

**Amb,One**  
50, M - 16/03/1971  
HCN# None  
MRN# V000000093

LIMITED Resuscitation

Search Chart

**Special Indicators**

Hearing and/or Vision Assist  
Antibiotic Resistant Disease

**Allergies**

Medication	Dose	Route	Frequency	PRN	Reason	Qty
Depo-Medrol 20 mg/mL suspension for injection (methylprednisolone acetate)	<input type="checkbox"/> 20 mg	intra-articular	ONCE	PRN		1 mL
Depo-Provera 150 mg/mL intramuscular suspension (medroxyprogesterone)	<input type="checkbox"/> 150 mg	IM	ONCE	PRN		1 mL
fentanyl (PF) 50 mcg/mL injection solution	<input checked="" type="checkbox"/> 25 mcg	IV	ONCE	PRN	*Reason	1 mL
cephalexin 500 mg tablet	<input type="checkbox"/> 500 mg	PO	ONCE	PRN	pain	1 tab
Kenalog 10 mg/mL suspension for injection (triamcinolone acetonide)	<input type="checkbox"/> 10 mg	Route	ONCE	PRN	pain (scale score 1-3)	1 mL
Lucentis 0.5 mg/0.05 mL intravitreal syringe (ranibizumab)	<input type="checkbox"/> 0.5 mg	intravitreal	ONCE	PRN	pain (scale score 4-6)	1 mL
Luaols 5 % oral solution (iodine strona (Luaois))					pain (scale score 7-10)	1 mL
					pain at injection site	
					pain, mild	
					pain, moderate	
					pain, severe	
					painful procedure	

Input order detail at the bottom of the order screen

	Dose	Route	Frequency	PRN	Qty
<input type="checkbox"/>					
*Frequency	Routine		*Location	VTest Ambulatory Location	*Service Date
					03/06/2...
*Provider	Singwi, Sanjeev				
Problem					
Diagnosis Code					

Sign the order

Orders - MEDITECH

ehrttest.partners4health.ca/s0001843627263907/

Return To Home Workload Chart Document Orders Sign Compose More Close

Orders Medications Search Orders/Sets Sign

**Amb,One**

Order Summary  
Amb,One 50 M 16/03/1971  
201 GEORGIAN DRIVE BARRIE, ON L4M 6M2  
Allergy/Adv: peach, Egg Derived

Exit Sign

Medication	Dose	Route	Frequency	PRN	Reason	Qty
ibuprofen 400 mg tablet	<input type="checkbox"/> 400 mg	PO	ONCE	PRN		2 tabs
naproxen 250 mg tablet	<input type="checkbox"/> 250 mg	PO	ONCE	PRN		1 tab
Dilaudid 1 mg tablet	<input type="checkbox"/> 1 mg					1 tab
cefazolin 1 gram solution for injection	<input type="checkbox"/> 500 mg	IV	ONCE	PRN		1 mL
Depo-Medrol 20 mg/mL suspension for injection (methylprednisolone acetate)	<input type="checkbox"/> 20 mg	intra-articular	ONCE	PRN		1 mL
Depo-Provera 150 mg/mL intramuscular suspension (medroxyprogesterone)	<input type="checkbox"/> 150 mg	IM	ONCE	PRN		1 mL
fentanyl (PF) 50 mcg/mL injection solution	<input checked="" type="checkbox"/> 25 mcg	IV	ONCE	PRN	pain	1 mL

Complete Blood Count Ear Culture Medications

Sign Cancel Sign

Enter PIN