

CARE4 Orders Tip Sheet

Order Flags

Status	Meaning
Stat-Med	A stat med order that needs Acknowledgement
Stat	A stat order that needs Acknowledgement
Ack-Med	A Med order that needs Acknowledgement
Ack	An order that needs Acknowledgement
Inc	An incomplete order
Rvw	An order that requires review
New	A new order usually used by clerks

Enter an Order

1. Go to the Orders tab
2. Under Current Orders, select either "New Orders", New Meds or New Sets
3. Select the Provider and appropriate Source and then OK
4. Two options:
 - A. Click Category to search by category. Click on the + to open the drop down.
 - B. Click Name to search by Name. Start typing the name of the order.
5. Select the appropriate Order(s). Click Next.
6. Enter the required fields as appropriate for the order and select OK
7. Click Save

Note: If an order has required fields, the edit button will be lit in red

Acknowledge an Order

1. From the Status Board, click in the Ack/Rev column.
2. Select each order to review
3. Select acknowledge from the footer buttons
4. Click Save

Lab Add On Test

This can be used to add another test to a blood specimen that has recently been sent to the lab for processing.

1. Under New Orders, search by name and select the "Add on Test Request" or category "Accessioning"
2. Click Next.
3. Click Edit and free text add on test, as well as other required fields.
4. Click OK
5. Click Save

Enter a Medication Order

1. From the Current Orders screen, select "New Meds"
2. Select the Provider and appropriate Source then OK
3. Two options:
 - A. Click Category to search drugs by class. Type a few letters of the class. Click on the + to open the drop down.
 - B. Click Name to search by Name. Start typing the name of the medication
5. Select the medication with a checkmark
6. Click Next
7. Select the appropriate string or individual medication
8. If edits are required click Edit.
9. Complete the applicable fields and click OK
10. Click Save

Note: If a medication has conflicts and/or dose is inappropriate, you will be flagged and required to address these.

Create Order Favorites

1. During the selection of an order click "Manage Favourites" footer button.
2. Enter any defaults and click "Save"
3. Use "favourites" to access the programmed favorite orders.

Enter an Order Set/Medical Directive

1. From the Current Orders screen, select "New Sets"
2. Select the Provider and appropriate Source, if requested
3. Two options:
 - A. Click Category to search by category. Click on the + to open the drop down.
 - B. Click Name to search by name. Start typing the name of the order set. All medical directive are prefaced with **MEDIR**
4. Select the order set.
5. Click Next.
6. Check off the appropriate orders in the set.
7. If edits are required click Edit
8. Complete the applicable fields and click OK
9. Click Save

Note: Order Sets can be added to your Order Set Favourites.

Enter a Timed Order

1. Enter the order and select Next
2. From the manage order list click "Edit" for the order
3. Enter any required fields
4. Change the Freq to "Timed" and enter OK, OK and Save

Stop/Cancel an Order

1. From the Current Orders screen select the status of the order
2. Select Stop. If the order is from an order set, the Stop Orders in Order Set appears. Choose any other orders to stop
3. Enter Stop Selected
4. Enter a Stop Reason
5. Select OK
6. Click "Save"

Enter a Series Order

1. Enter the order and select next
2. From the manage order list click "Edit" for the order
3. Enter the frequency (e.g. Q2h)
4. Set Series Priority
5. Change count or stop date to align with orders
6. Click OK
7. OK
8. Save

Specimen Collection

Orders that require nursing to collect specimens will flow to the Status Board as UNC (uncollected)

Complete from Status Board/Worklist

1. From the Status Board click on the UNC indicator to open the Worklist.
2. Document the Collect Specimen item and Save.
3. The Collect Specimen intervention will drop off the worklist.

Complete from Manage Orders (more complicated)

1. From Status Board screen select Manage Orders
2. Select appropriate patient by entering a checkmark before the open chart column
3. Select Compile from the footer button, need to Acknowledge and Save before Collect specimen

Appears

4. Collect specimen from right hand menu
5. Check off the order
6. Select Collection Date and Time

Reprint Lab Labels (Two Options)

Option 1:

1. From the Worklist, select the printer icon in the column on the worklist
2. A list of printers will display. Select the lab label printer.

Option 2:

1. From Manage Orders (Located where Status Boards are found, select patient and then compile
2. Once orders are acknowledged, select appropriate order and Print from bottom of screen