CARE4 MODULE NAME: Web Acute and Web ED
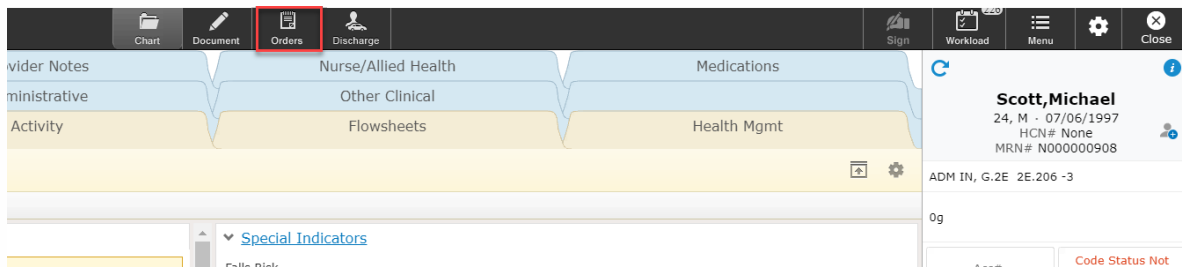## Hold Queue

Overview

This document provides instructions on how to use the Hold Queue using the Web Acute and Wed ED Modules.

What are hold queues used for: Hold queues are used to place orders into the system *but they are not active.* They can be used to facilitate a variety of workflows, for example:
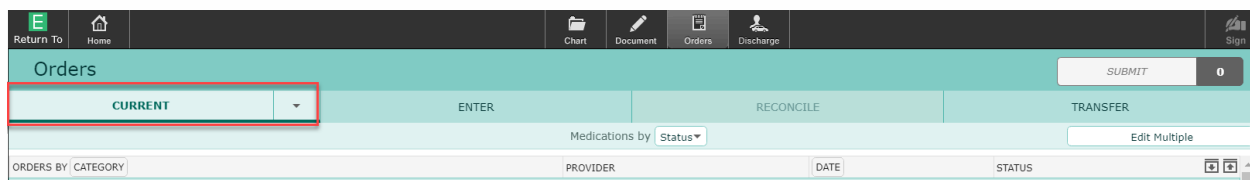
- Block Room Orders – Anesthesia
- Direct Admission
- Post Op Orders
- Day of Surgery Orders
- Pre-Op Clinic Orders (Place orders in advance of the surgery)
- Suggested Orders (Provider to provider orders and non-provider to provider orders)

How to Access the Hold Queue

- Select the Orders button from the Navigation Bar

- The current orders screen will display

- Select the chevron beside **orders** and click **Hold Queue**

- Select **Add New Event** once you are in the Hold Queue

- Fill out the following fields
  - Select an **Event Reason** for the Hold Queue
    - This is a drop-down field with multiple options – but is also free text enabled
  - Select a **facility** (which hospital this is to be activated at)
  - Select an **event date** (orders can be activate up to 90 days after the event date)

- Once fill out, the **Add New** button becomes active, click on this button to add orders

- Search for the orders you would like to place and select the ones to enter and then click **submit**

- Enter your **PIN**

- Once entered your hold queue orders will sit on the patient's chart until activated by a nurse and/or another physician
  - Note: Suggested orders (physician-physician) should be activated by physicians **not** nurses