

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

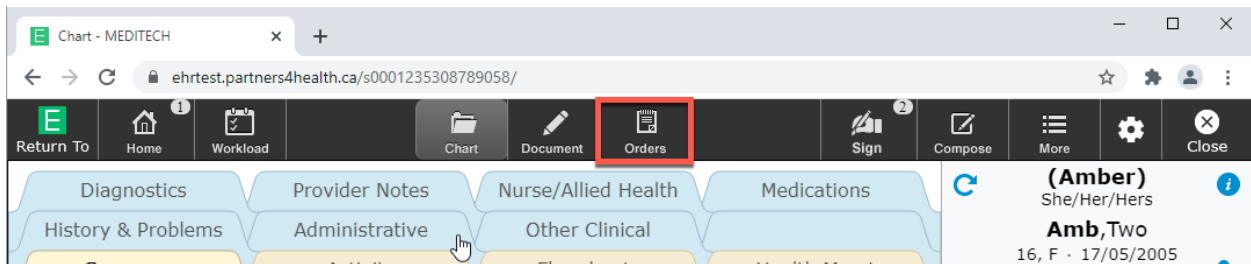
Lab, Diagnostic Imaging, and Medication (Office Procedure) Orders

Overview

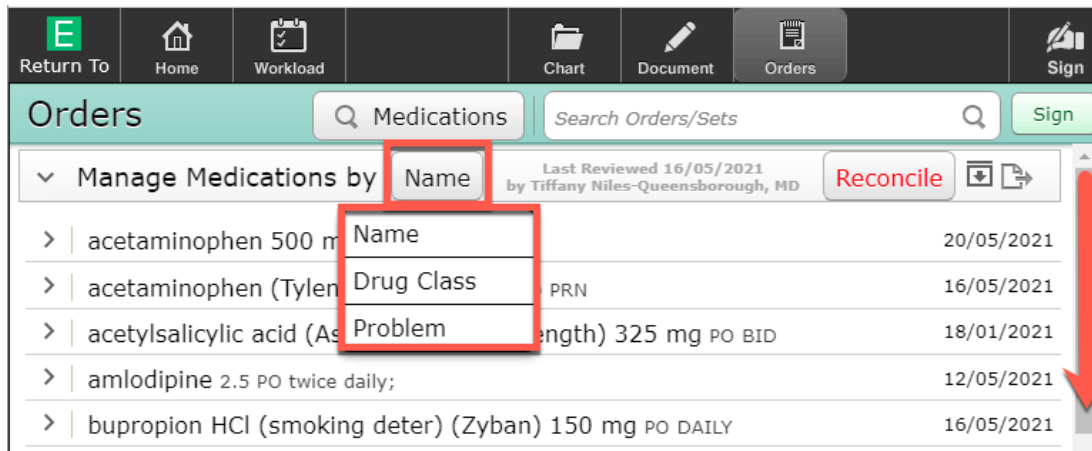
This document provides instructions on how to enter non-medication orders using the Web Ambulatory Module.

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

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	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 of orders is displayed with columns for Order, Service Date, Ordering Provider, Order Date, and Status. The first row is highlighted in green and has a 'Cancel' button next to it. A red arrow points to the 'Cancel' button, which has opened a dropdown menu titled 'Cancel Reason'. The dropdown menu contains the following options: Doctor's Order, Dose Change, Entered in error, Order Change, Patient Refused, Patient no longer taking, and Wrong Patient. The patient information panel on the right shows the patient's name (Amber), age (16), gender (F), and date of birth (17/05/2005).

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			
Complete Blood Count	21/05/2021			
CT Abdomen Pelvis W	18/11/2020			
CT Abdomen Pelvis W	21/01/2021			
CT Abdomen WO	14/01/2021			
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.

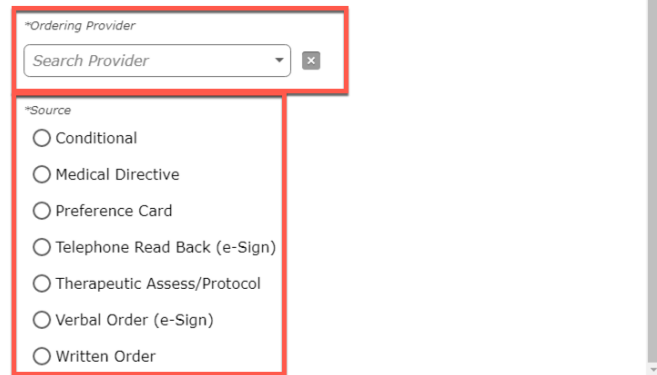
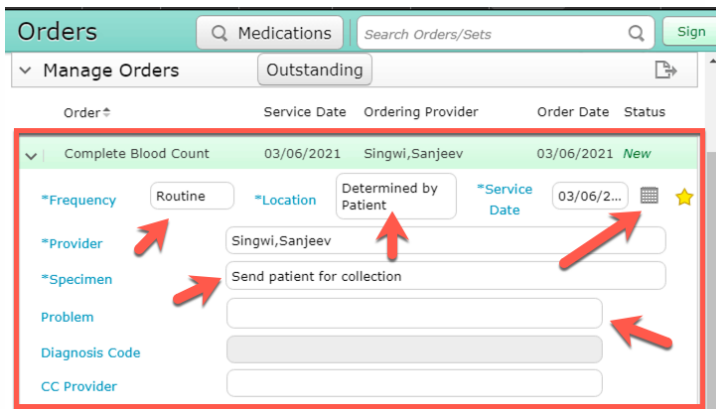
The screenshot shows the MEDITECH Orders interface with a search bar containing "cbd". A dropdown menu shows the search results, with "CBC [Complete Blood Count]" highlighted. The dropdown also shows "Advanced Search" and "Hematology". The main interface shows a list of orders, with "RAD Ankle BI 2 or 3 vws" highlighted. The right sidebar shows patient information for "Amb,One" and "Special Indicators".

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

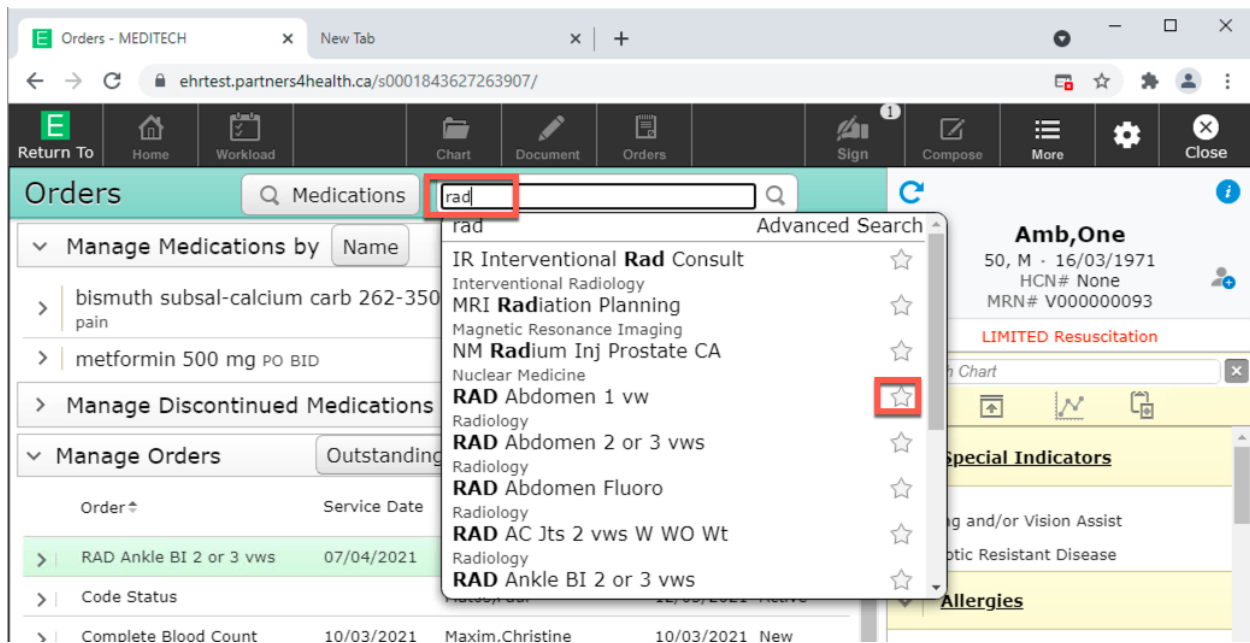
Enter ordering provider and source, then select "Save"



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

*Provider: Matos, Paul

*Relevant Clinical Information:

Comment:

Search: medi Advanced Search

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

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