Northern Light Health

From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Completing the Provider Admit Workflow

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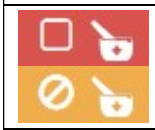
This Quick Reference Guide (QRG) Reviews the Process of Completing the Provider Admit Workflow.

Common Buttons & Icons

	Unreconciled Med Rec icon
	Pending Complete Med Rec icon
	Complete Med Rec icon
	Prescription icon
	Documented Home Medication icon
	Unreconciled Medication icon
	Inpatient Order icon
	Continue After Reconciliation icon
	Discontinue After Reconciliation icon
	Missing Details icon
	Collapse icon

	Orders for Signature Tray icon
	Refresh icon
	Expand icon
	**No Pharmacologic Contraindications / Contraindicated** icons
	No Mechanical Contraindications / Contraindicated icons
	Pharmacologic therapy recommended and ordered/selected icon
	Mechanical therapy recommended and ordered/selected icon

Reconcile Home and Admission Medications

➢ **From the Provider View Inpatient workflow page:**

STEP 1: Navigate to the **Home Medications** component.

STEP 2: Verify that the patient's home medications have been updated.

NOTE: **Meds History should have a green check mark.**

STEP 3: Click Admission. The Order Reconciliation: Admission window opens.

STEP 4: Click the appropriate radio buttons to continue a medication or discontinue a medication.

NOTE:

- **The green arrow is to continue a medication while the red square is to discontinue the medication.**
- **Free-text items can never be converted to an inpatient medication.**

STEP 5: Review and modify order details for the orders after reconciliation, as needed.

NOTE:

- **To view order details, click the order in the Orders After Reconciliation column.**
- **If you want to plan an Admission Med Rec and initiate it at a later time, click Plan.**

STEP 6: Click **Sign**. You return to the Home Medications component.

NOTE: **A green check mark should display in front of Admission. If a Pending Complete icon displays, the reconciliation is incomplete. Click the Admission hyperlink to address the missing information.**

Place Admission Orders

➢ **From the Home Medications component:**

STEP 1: Click the Inpatient Quick Orders tab.

STEP 2: Click the appropriate admission PowerPlan in the PowerPlans component.

STEP 3: Click the Orders for Signature Tray icon.

STEP 4: Click Modify Order Details.

NOTE:

- **Some orders have been selected by default.**
- **Address all orders with a Missing Details icon.**

STEP 5: Right-click **Admission Order** ; then click **Modify**.

NOTE: **If you are a resident, an APN, or a PA, the Attending and Admitting fields must be changed to reflect the admitting, attending physician. In addition, the ordering physician must be updated to reflect the admitting, attending physician. To document the ordering physician:**

- **Right-click Admission Order; then click Ordering Physician. The Ordering Physician window opens.**
- **Search for the admitting, attending provider's name in the Physician name field.**
- **Click Request Co-Sign.**
- **Click OK.**

STEP 6: Update the **Start Date/Time** fields to the date and time the patient was admitted.

STEP 7: Click the **Patient Type/Physician Certification Statement** drop-down arrow; then click the appropriate option.

NOTE: To clarify what each of the patient type options are, click the Order Comments tab.

STEP 8: Click the **Patient Placement** drop-down arrow; then click the appropriate level of care.

STEP 9: Document the rest of the fields, as needed.

STEP 10: Click the **Diagnoses** tab.

STEP 11: Select the check box for the diagnosis you want to associate this order with.

NOTE: If the diagnosis is not listed, use the Search field to conduct a search and select the appropriate result.

STEP 12: Click the **Collapse** icon.

STEP 13: Right-click **Code Status and Treatment Restrictions** ; then click **Modify**.

STEP 14: Click the **Information Source** drop-down arrow; then click the appropriate option.

STEP 15: Click the **Code Status** drop-down arrow; then click the appropriate option.

STEP 16: Document the rest of the fields, as needed.

NOTE: You can multi-select in the Treatment Restriction Options field by pressing and holding Control.

STEP 17: Click the **Collapse** icon.

STEP 18: Select the check boxes for orders you wish to add.

NOTE:

- **Clear the check boxes for any orders you wish to remove.**
- **The VTE Prophylaxis Advisor is preselected and it cannot be unselected.**
- **To modify the order details, right-click the order; then click Modify.**
- **To add an order not part of the PowerPlan, complete the following steps:**
  - Click the Add to Phase drop-down arrow.
  - Click Add Order. The Add Order window opens.
  - Enter the order in the Search field.
  - Click the appropriate result.
  - Click Done.

STEP 19: Update the order sentences, as needed.

NOTE: **To update an order sentence:**

- **Click the Details drop-down arrow.**
- **Select the appropriate order sentence. The Scratch Pad/Details pane opens.**
- **Document the fields, as necessary.**
- **Click the Collapse icon.**

NOTE: **Once you're finished selecting orders, you can save this PowerPlan as a favorite by completing the following steps:**

- **Click Save as My Favorite.**
- **Enter your way of delineating the PowerPlan at the end of the original PowerPlan name.**
- **Click OK.**

STEP 20: Click **Initiate Now** .

NOTE:

- **Initiating the PowerPlan places the orders in an active or actionable state.**
- **To place the orders in a future state so they are not active now, click Plan for Later instead; then initiate them when you're ready.**

STEP 21: Address the VTE Prophylaxis Advisor.

NOTE: **Please see the last section in this document for more information on the VTE Prophylaxis Advisor.**

STEP 22: Click **Orders For Signature** .

STEP 23: Click **Sign**.

STEP 24: Click the **Refresh** icon.

Reconcile Orders Across Encounters

➢ **From the Provider View workflow page:**

STEP 1: Navigate to the **Home Medications** component.

STEP 2: Click **Cross Encounter Transfer** .

STEP 3: Click the appropriate radio buttons to continue an order on to the new encounter or to discontinue an order.

NOTE: Home Medications converted to inpatient medications during the Admission Medication Reconciliation process are automatically grouped together.

STEP 4: Review and modify order details for the orders after reconciliation, as needed.

NOTE:

- **It is very important to review all details, including doses remaining, schedule of lab draws, etc. of the orders being reconciled to ensure accuracy.**
- **To view order details, click the order in the Orders After Reconciliation column.**
- **Clicking Plan puts this reconciliation in a planned status to be finalized later.**
- **Clicking Transfer signs the orders and moves them to the new encounter where they can be picked up. Once the Transfer button is clicked, no edits can be made from this encounter.**

STEP 5: Click **Transfer**. A Print window opens.

NOTE: If the patient is being transferred to a non-Northern Light Health facility, print the transfer orders to use as recommendations.

STEP 6: Click **Cancel**, if you do not need to print the orders.

➢ **From the FIN the patient is transferring to:**

STEP 1: Navigate to the **Home Medications** component.

STEP 2: Click **Admission**. The Order Reconciliation window opens.

NOTE:

- **Purple boxes in the left-most column indicate that these orders have come in from the Cross Encounter Reconciliation.**
- **Orders are already marked continue or discontinue based on the selections that were made during the Cross Encounter Reconciliation.**

STEP 3: Review all details of the orders being reconciled to ensure accuracy and update as appropriate.

NOTE:

- **To view order details, click the order in the Orders After Reconciliation column.**
- **You can click Plan to place this reconciliation in a planned status to be finalized later.**

STEP 4: Click **Sign**.

Manage the VTE Advisor Workflow

➢ **From the VTE Prophylaxis advisor window:**

STEP 1: Review the Current State section.

STEP 2: Click the **Patient Type** drop-down arrow; then click the appropriate patient type.

STEP 3: Select the check boxes for you patient's risk factors.

NOTE: **If you disagree with a risk factor automatically selected, you can clear the check box.**

STEP 4: Click Select Recommendations.

NOTE: **You may need to click the Expand icon to view the options for some sections. You can also collapse sections once you're done to help navigate.**

STEP 5: Select the check boxes for the appropriate Pharmacologic Contraindications, as needed.

STEP 6: Select the check boxes for the appropriate Mechanical Contraindications, as needed.

STEP 7: In the Renal Function section, click the appropriate option.

STEP 8: In the Heparin/LMWHs received in past 100 days? section, click the drop-down arrow; then click the appropriate option.

STEP 9: In Current Regiment, select the check box if you wish to discontinue any activity orders.

STEP 10: In the Recommended Pharmacologic Therapy section, click the appropriate medication option, as needed.

NOTE:

- **Medication recommendations display in preferred order from top to bottom.**
- **If you need to delay the start of a medication, click the Delay (from now) drop-down arrow; the click how much of a delay you want.**

STEP 11: In the Recommended Mechanical Therapy section, click the appropriate mechanical therapy, as needed.

NOTE: **Mechanical therapies display in preferred order from top to bottom.**

STEP 12: In the General Lab and Activity Orders, select the check boxes for the orders you wish to add, as needed.

STEP 13: Click **View Summary** to review your selections.

STEP 14: Click **View Summary** again to close the window.

STEP 15: Click **Document and Order** . You return to the Orders screen.

NOTE: You must exercise independent clinical judgement when using the VTE Advisor.