From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Complete the Provider Admit Workflow – Admission Orders

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This Quick Reference Guide reviews the process of completing the Provider Admit Workflow for admit orders.

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

1	**Orders for Signature Tray** icon
0 minutes ago	**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

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.