

January 9, 2023

Order reconciliation is dependent on the order details. Please follow the steps below when reconciling outside orders.

Reconciling orders with order details of Performed Outside EMHS: YES

Perform the following tasks if the order was truly done outside of the system and the order details state **Performed Outside EMHS – YES**.

- > There are two ways to tell if an order was placed to be performed outside of NLH.
 - On the **Orders** profile, within the order details column, **PERFORMED OUTSIDE OF EMHS** displays.
 - Right-click and look within the order details.

Orders Medication	n List Document In Plan		
Displayed: All Ac	ctive Orders I All Inactive Orders I All Orders 5 Days Back		
% \$	♥ Order Name Status Details ■ Chloride Level Completed BLOOD, RT, Start: 04/05/21 14:30:00 EDT, ONCE, Stop: 04/05/21 14:30:00 EDT, 92539951 ■ 2 6%* CBC with Differential Future (0 BLOOD, Routine, Order for Future Visit, *Est. Start: 07/30/21	ain Abdominal pain, acute, 07/30/21 8:50:	00 EDT, 925405
<u>STEP 1</u> : STEP 2:	Locate the order, right-click and select Activate.SuspendSelect Orders for Signature and then Sign.Complete		
	 Refresh your screen to reflect the updated Ordered status. 	nd	
<u>STEP 3</u> :	Locate the order again, right-click and select Complete .	lete MDC	
<u>STEP 4</u> :	Select Orders for Signature.		
<u>STEP 5</u> :	From within the scratch pad, right-click the order and select Ordering Physician .	Reset Ordering Physician Document Intervention Add/Modify Compliance	
NOTE:	This step is imperative as order clean-up is an administrative task an does not need co-signature from a Provider.	d Order Information Comments Results	
<u>STEP 6</u> :	Within the Ordering Physician window, select Order , enter the Physician name and the communication type of Administrative and select OK .	Order Order Order Date/Time Or/der Date/Time Or/der Date/Time Or/der Date/Time Order Date/Time	1 Hyperlink
<u>STEP 7</u> :	Once back to the scratch pad, select Sign .	Communication type Administrative Tack Tack Telephone-Requires Read Back Proposal, Cosign Required Protocol	

<u>Reconcili</u>	<u>ng orders with the order details Perform</u>	<u>ed Outside EMHS: N(</u>	Cancel/Reorder
If an order Outside EN	Suspend Activate Complete		
<u>STEP 1</u> :	Locate the order, right-click and select Cancel/D	С.	Delete
<u>STEP 2</u> :	Within the Ordering Physician window, select O name and the communication type of Administra	rder, enter the Physician ntive and select OK.	Ordering Physician Order Order Proposal
<u>STEP 3</u> :	In the order scratch pad, select Outside Facility in drop down and indicate the facility location and d performed in the Comments field.	n the *Cancel Reason ate the test was	Physician name Order Date/Time 7/30/2021 Communication type Administrative
			Verbal-Requires Read Back Fax Telephone-Requires Read Back Joint Practice Protocol, Active Patient Care Protocol, Cosign Required Proposal, Cosign Required Protocol

- **<u>STEP 4</u>**: Select **Orders for Signature** and then **Sign**.
- <u>NOTE</u>: Orders that are performed within Northern Light Health will reconcile when the patient presents and has them completed and resulted.

Reconciling Recurring Orders

A recurring order contains a carat in front of the order. When the carat is expanded, all orders in the series display with the anticipated date of the lab being drawn.

🕨 🧱 🚧 🖳 PT (Protime) INR	Future
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<u>STEP 1</u>: Select the **parent** order and expand to see the **child** orders.

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	🔲 💆 do 🌐 PT (Protime) INR	Future (On Hold)	*Est. 07/29/2021	BLOOM	D. Routine: Order for Future Visit: "Est. Start: 0
	🛄 🧵 🚾 🛛 PT (Protime) INR	Future (On Hold)	*Est. 08/12/2021	BL	Renew
	🛄 💆 😚 👘 PT (Protime) INR	Future (On Hold)	*Est. 08/26/2021	BL	Modify
	III 260° PT (Protime) INR	Future (On Hold)	"Est. 09/09/2021	BL	Com
	T (Protime) INR	Future (On Hold)	*Est. 09/23/2021	BL	сору
	T (Protime) INR	Future (On Hold)	*Est. 10/07/2021	BL	Cancel/Reorder
	E 66 PT (Protime) INR	Future (On Hold)	*Est. 10/21/2021	BL	Suspend
	E 266 PT (Protime) INR	Future (On Hold)	"Est. 11/04/2021	BL	Activate
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- **<u>STEP 2</u>**: Select the appropriate order with the correct date to reflect when the lab was drawn.
- **<u>STEP 3</u>**: Follow the steps above to ensure you do not activate the **parent** order when performing this task for recurring orders.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.