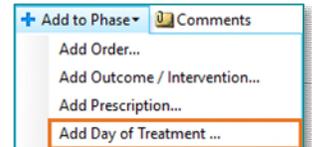


To Add a Day of Treatment to a phase within a cycle plan follow the steps outlined in this flyer.

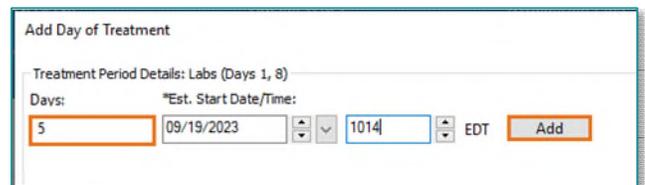
Add a Day of Treatment

STEP 1: Navigate to the applicable phase of the cycle you want to add a day of treatment to.

STEP 2: Within the phase, click **Add to Phase** and select **Add a Day of Treatment**.



STEP 3: The **Add Day of Treatment** dialog box is displayed.



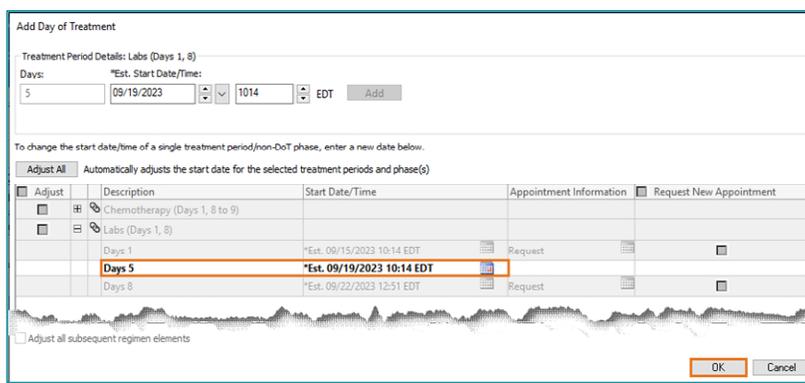
STEP 4: Enter a number in the **Days:** field.

- The **Start Date/Time** box will automatically update depending on the day entered. Adjust the date as needed.

STEP 5: Click the **Add** button to add the day to the current phase.

STEP 6: The new day of treatment will display with the other days of treatment in the cycle.

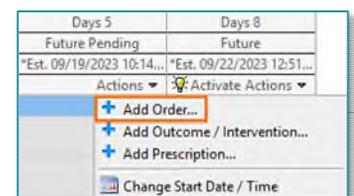
STEP 7: Click **OK**. The new added day of treatment displays.



NOTE: Repeat the steps outlined above to add additional days of treatment.

➤ Adding Orders to Added Day of Treatment

- To add orders to the day of treatment, click the **Actions** dropdown arrow and select **Add Order**.
 - Search for the desired order to add.
- For orders listed on other days of treatment that need to be added to the new day of treatment, you can use the **Quick Add** button.
 - Hover the mouse over the new day(s) of treatment and click the blue add button 



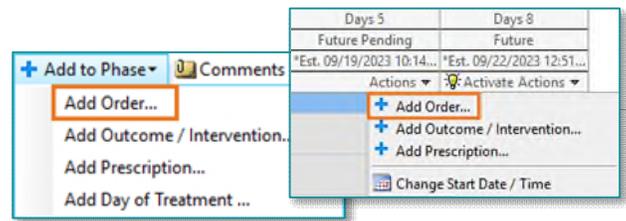
➤ **Add Scheduling Orders to Added Day of Treatment**

When adding orders to a new day of treatment be sure to add scheduling orders, if applicable. This will ensure the patient is scheduled for their visit.

For example, if a regimen has pre-selected weekly labs and the patient needs labs twice or three time a week, add the lab orders as well as the scheduling order.

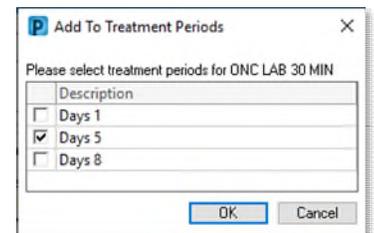
STEP 1: Within the phase, click **Add to Phase** and select **Add Order**.

- Can also add orders by clicking the **Actions** dropdown arrow on the day of treatment and selecting **Add Order**.



STEP 2: Search for the appropriate scheduling order (e.g., ONC LAB 30 MIN).

STEP 3: In the **Add to Treatment Periods** window, select the applicable day.



NOTE: It is important to only select one day in this window. The scheduling order must be added each day of treatment separately. This ensures the order is associated to the day of treatment.

STEP 4: The scheduling order populates in the **Schedulable Orders** section to the respective day of treatment.

STEP 5: Repeat the above steps for each day of treatment, as applicable.

STEP 6: Once complete, click **Orders for Signature**.

STEP 7: Click **Sign**.

NOTE: Once signed, the scheduling orders are sent to the Request List Queue for the scheduler to schedule.

