Northern Light Health

From the Office of Clinical Informatics

Quick Reference Guide

Manage ED PowerPlans

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This Quick Reference Guide (QRG) reviews managing ED PowerPlans.

Common Buttons & Icons

Add	**Add** button
	Missing Details icon
	Collapse icon
	Merge View button
4 minutes ago	**Refresh** icon
	Star button
	View Excluded Components button
Add to Phase	**Add to Phase** button

Place an ED PowerPlan

- **From the ED Quick Orders page:**

STEP 1: Click the **New Order Entry** header.

NOTE: You can also navigate to the Orders screen by clicking Orders in the Menu.

STEP 2: Click the **Add** button. The Add Orders window displays.

STEP 3: Click **ED PowerPlans.** The ED PowerPlans folder opens.

STEP 4: Click the ED PowerPlan(s) you want to order.

NOTE: Clicking a PowerPlan more than once places the PowerPlan orders again, so be sure to select a plan once.

STEP 5: Click **Done.**

STEP 6: Clear and/or select orders using the associated check boxes.

PowerPlans may open with pre-selected orders. Verify that the pre-selected orders apply to the patient.

STEP 7: Complete required missing details, if applicable.

NOTE: A blue Missing Details icon next to an order indicates the order is missing required information. To complete the details:

- Right-click the order; then click Modify. The Details pane for the order expands.
- Complete required information; then click the Collapse icon to close the Details pane.

- Complete steps a and b for each order missing required details.

STEP 8: Click the **Merge View** button.

STEP 9: Compare the plan with the patient's individual orders placed previously.

NOTE: Orders not selected within the plan but placed outside of it display grouped by category beneath yellow headers.

Initiate ED PowerPlan Orders

Initiating orders now, a more common practice in the ED, allows for the orders to be active on the patient's profile immediately. Planning the orders for later allows a provider to review the orders, outcomes, and/or interventions prior to initializing the orders.

STEP 1: Click **Initiate Now**.

NOTE: When you initiate a PowerPlan, the system may display a Decision Support window. e.g., to ensure a patient is ready for a CT Abdomen and Pelvis with Contrast Scan. To acknowledge the alert, click OK.

STEP 2: Click **Orders for Signature**.

STEP 3: Click **Sign**.

STEP 4: Click the **Refresh** icon.

Save a PowerPlan to the My Favorite Plans Folder

STEP 1: Click **Save as My Favorite.**

STEP 2: Enter a name in the Plan Favorite Name field; then click **OK**.

NOTE: To access the My Favorite Plans folder:
- Click the Add button.
- Click the Star button.
- Click My Favorite Plans.

Modify an ED PowerPlan

STEP 1: Click the PowerPlan you want to modify.

STEP 2: Click the **View Excluded Components** button. Additional orders in the plan display.

STEP 3: Select the appropriate check boxes to add orders to the plan.

NOTE: You can also add a single order that is not included in the plan. To do so:

- Click the Add to Phase button; then click Add Order.
- Search for and select the order you want to add.

STEP 4: Click the **View Excluded Components** button.

Discontinue an ED PowerPlan

STEP 1: Right-click the plan you want to discontinue; then click **Discontinue.** The Discontinue window displays.

STEP 2: Select the orders you want to remain active, if applicable.

STEP 3: Click **OK.**

STEP 4: Click **Orders for Signature.**

STEP 5: Click **Sign**.

STEP 6: Click the **Refresh icon**.

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.