

This Quick Reference Guide (QRG) reviews placing orders to start the first cycle of treatment.

Start the First Cycle of Treatment


After you have entered any pre-treatment order to be completed, the next step of the regimen involves placing orders to start the first cycle of treatment. Regimens allow providers to select a treatment regimen for a patient that shows the entire protocol including expected plans, cycles, dates of treatment, and the statuses of each treatment cycle across time.

Start the First Cycle of Treatment





➤ **From the Orders screen:**

- STEP 1:** Click the regimen to select it; then click . The Add Plan window displays.
- STEP 2:** Confirm and/or update the Estimated Start Date; this is the date that will be sent to schedulers to schedule the patient for treatment once the plan is signed.
- STEP 3:** Confirm the phases and actions; modify as necessary and then click **OK**.
- STEP 4:** Scroll down to display and review all remaining additional sections.
- STEP 5:** Continue scrolling down to the Schedulable Orders section at the end, which includes orders that use the Orders to Scheduling functionality.
- STEP 6:** Right-click a scheduling order if you need to modify it; then click **Modify**.

NOTE: The Scheduling Location field defaults to the location where the regimen orders are being placed. If the patient is receiving treatment in a different location, you update the scheduling location accordingly.


- STEP 7:** Click the **Scheduling Location** drop-down arrow; then select the location.
- STEP 8:** Click the  **Details Arrow** icon to collapse the details in the scratchpad.
- STEP 9:** Review the Additional Orders/Indicators section to see if there are any additional orders or Indicators that have been added to a day of treatment; then scroll up.

Adjust the Dose


- STEP 1:** Calculate the medication doses by clicking the  **Dosage Calculator** icon for the appropriate medication.
- STEP 2:** Click the  **Up** and  **Down Arrow** icons in the Dose Adjustment field if you need to modify the dose that was automatically calculated based on the target dose.
- STEP 3:** Click the **Adjust Reason** drop-down arrow; then select the appropriate reason.
- STEP 4:** Click  in the bottom right corner.
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Add Orders

➤ **From the Orders screen:**

- STEP 1:** Click the appropriate **Days** column to add an order for that day of treatment.
- STEP 2:** Click the Actions drop-down arrow; then click **Add Order**. The Add Order window displays.
- STEP 3:** Click the **Search** field; then enter the first few letters of what you're ordering. A list of matches displays.
- STEP 4:** Click the appropriate match; then click **OK** to save.
- STEP 5:** Click to close the Add Order window.
- STEP 6:** Click the  **Details Arrow** icon to collapse the scratchpad. The new order now displays in the pink Additional Orders/Indicators section in Planned status for the appropriate day of treatment.
- STEP 7:** Repeat this process for all remaining orders that you need to add to the applicable phase(s).

Place an Order in the Clinic Scheduling and Tasks Phase

- STEP 1:** Click the **Clinic Scheduling and Tasks** phase to review the scheduling order for the office visits and chart pulls. The Clinic Scheduling and Tasks phase works like the Chemotherapy and Labs phase in that it utilizes the Day of Treatment functional feature; there will be selected days of treatment to have office visits and scheduled chart pull orders.
- STEP 2:** Select the **ONC Chart Pull** check box to order a chart pull.
- STEP 3:** Click ; then click .
- STEP 4:** Click the  **Refresh** icon to see the new order.
- STEP 5:** Click the various phases to see all orders that have been placed.