

This Quick Reference Guide (QRG) reviews verifying IV orders.

Verify IV Orders

Verify Continuous Orders

- From the patient's Profile tab:
- **<u>STEP 1</u>**: Click the continuous order medication **Action** drop-down arrow.
- **STEP 2**: Click **Verify**.

NOTE: You can also type V in the Action cell to populate the cell as Verify.

<u>STEP 3</u>: Click **Apply**. The Verify Continuous Order window displays.

<u>STEP 4</u>: Review and modify the information as needed.

NOTE:

- To adjust the rate from Titrate, use the following steps:
 - a. Delete Titrate from the Freetext rate field.
 - b. Enter the appropriate rate in the Rate field.
 - c. Click the Rate drop-down arrow and select the appropriate option.
- To adjust a rate to Titrate, use the following steps:
 - a. Delete the rate from the Rate field.
 - b. Click the Rate drop-down arrow and select None.
 - c. Click the Freetext rate field and type Titrate.
- STEP 5: Click OK.
- **<u>STEP 6</u>**: Click **Submit**.

Verify Intermittent Orders

> From the patient's Profile tab:

- **<u>STEP 1</u>**: Click the intermittent order medication **Action** drop-down arrow.
- STEP 2: Click Verify.
- <u>NOTE</u>: You can also type V in the Action cell to populate the cell as Verify.
- **<u>STEP 3</u>**: Click **Apply**. The Manual Product Select window displays.
- **<u>STEP 4</u>**: Click the appropriate product from the Products pane.
- **<u>STEP 5</u>**: Click **Move**. The product now displays in the Selected products pane.
- **<u>STEP 6</u>**: Click **OK**. The Verify Intermittent Order window displays.
- **<u>STEP 7</u>**: Review and modify the information as needed.

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<u>NOTE</u>: If you adjust the Rate, the Infuse over field will automatically adjust to compensate and vice versa.

STEP 8: Click **OK**.

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.