



Orders & PowerPlans Pocket Guide


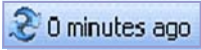
For assistance, call the ServiceDesk at 4-1675 or (512) 324-1675



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Entering an Order

From the Orders page:

1. Click the **Add Order** icon. 
2. The *Add Order* window will open. Search for the med or order by typing the name or partial name in the **Find** field. You may search by "Starts with" or "Contains".
3. All meds/orders fitting your search criteria will appear. Click on your desired order.
4. An *Order Sentence* box may appear. Chose a sentence as written or select None to create your order in step 6 below. Click **OK**.
5. Click **Done** to close the *Add Order* window.
6. Review and complete necessary order details.
7. Click **Sign**.
8. Click **Refresh** (upper-right corner of screen) to view the new order on the Orders page. 


Modifying a Medication Order

You may modify the dose, rate or frequency of a medication order after it is signed. A change of route or drug requires cancellation of the current order and placement of a new order.

From the Orders page:

1. Right-click the medication order and select **Modify**.
2. Change the order's dose, rate or frequency details as needed.
3. Click **Sign**.

Using the Weight-Based Dosing Calculator

1. Add your order using steps 1-4 from the **Entering an Order** instructions on this page .
2. Click the **Dose Calculator** icon located in the *Orders Details* section of your screen (center lower half.) *The calculator always defaults to display for a patient with weight <44kg or age <14 years.* 
3. Review the default target dose. Change if necessary. (Final dose automatically calculates based on clinical weight.)
4. To apply calculated final dose to order, click **Apply Dose**.

Alerts

Clinical Alerts: Possible allergy, incompatibility or duplicate orders.

- To cancel an order from the Alert screen, check the box in front of *Remove identified order* (lower-left corner of screen.)
- To override a clinical alert, either select a reason from the *Current Override Reason* drop-down list or type your own.

Discern Alerts: Missing data (height, etc) or out-of-range dosing level.

- You must choose to either cancel the order, override the discern alert and document a reason for the override, or modify the order (i.e. changing the dose).

To View the Alert History from the eMAR page:

- Right-click the medication name and select **Alert History** from the menu.

Notes

PowerPlans Overview

A **PowerPlan** is a diagnosis driven collection of pre-built orders and CareSets bundled together to allow clinicians a convenient way to plan and coordinate care.

PowerPlans can be designed ahead of time and initiated when a patient is admitted.


PowerPlans are differentiated from CareSets and single orders by this icon (yellow background).

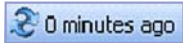


Additional orders may be added to the PowerPlan as needed.

Ordering a PowerPlan

From the Orders page:

1. Click the **Add Order** icon.
2. The *Add Order* window will  type the first few characters of the PowerPlan name into the Search field. Click **Search**.
4. Click on the PowerPlan name. PowerPlans will have this icon in front.
5. Click **Done**.
6. Select/deselect (check or uncheck) the orders to include/exclude.
7. Click **Initiate**.
8. Click **Sign**.
9. Click **Refresh** to view the PowerPlan on the Orders page.

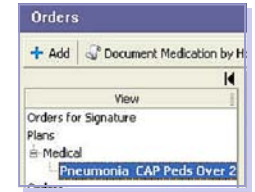


****PowerPlans are not active until initiated and signed****

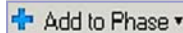
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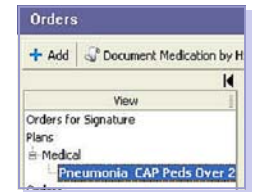
Discontinuing a PowerPlan

1. From the *View* column of the Orders page, right-click on the PowerPlan name. Example at right is *Pneumonia CAP Peds Over 2 PowerPlan*.
2. Click **Discontinue** from the drop-down menu.
3. Select your reason for discontinuing the PowerPlan.
4. To continue certain orders from the PowerPlan, check the box in front of each order you wish to continue.
5. Click **Sign**.
6. Click **Refresh** to view the your changes on the Orders page.



Adding an Order to a PowerPlan

1. From the *View* column of the Orders page, click on the PowerPlan name to display its details. Example at right is *Pneumonia CAP Peds Over 2 PowerPlan*.
2. Click the **Add to Phase** icon. 
3. The *Add Order* window will open. Search for and select your desired order using steps 1-4 from the **Entering an Order** instructions on front page.
4. Review and complete necessary order details.
5. Click **Sign**.
6. Click **Refresh** to view the newly added order.



CareSets Overview

Smaller than a PowerPlan, a **CareSet** is a pre-built collection of orders containing various individual orders and treatments grouped together for a specific purpose, such as a test.

CareSets are differentiated from PowerPlans and single orders by this icon (white background).



Individual orders within a CareSet may be edited and modified like any other order. COMPASS processes CareSet orders as a single order.