

## Admission from the ED (Initiate PowerPlan)

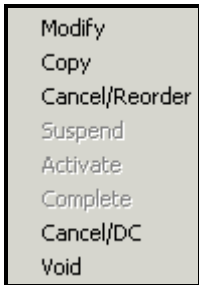
1. **Ensure patient is ready for Orders:**  
i.e. In Virtual Bed (Loc: ED & a number)

Ready → **Loc:ED1; ED10; A**

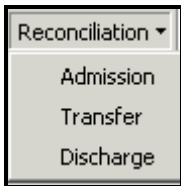
Not Ready → **Loc:ED**

Must order **“Virtual Bed Placement”**

2. **Review all Active ED orders**  
Modify or Discontinue orders as needed.  
Right click on the Order and choose to Modify, Cancel/Reorder, or Cancel/DC



3. **Complete Reconciliation for Admission**



If not allowed to do Reconciliation

i.e., **No Order History Performed**

Will need to address Home Medications in



\* Home Meds must be reconciled within 24hrs of admission

4. **Select PowerPlan (Order Set) for Admission**

Go to New Order window

### Option #1

- a. From Inpatient Summary page

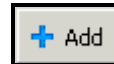
Click on **New Order Entry +**



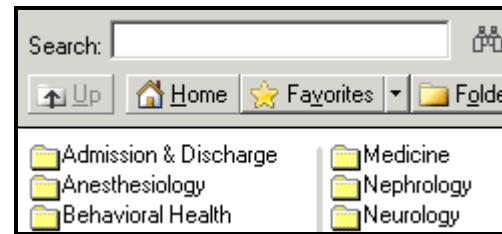
### Option #2

- b. From Orders page

Click **Add**



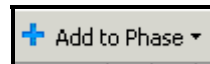
5. **Select PowerPlan** from Department Folders, Favorites, or from using **Search box**



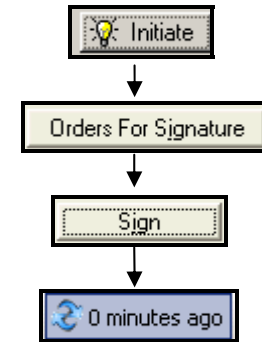
6. Click once on PowerPlan, which will turn **blue** when ready.



7. Click **Done** to close Add Order window
8.  **Select/Modify orders from PowerPlan.**  
Checked orders will be active when signed.
9. Add needed orders to PowerPlan before signing



10. **Initiate PowerPlan to make active**



## Other options within the PowerPlan

1. **Merge View** to overlay PowerPlan on top of **Active Orders**. For Addendum PowerPlans.



2. **View Excluded Components** to return to initiated PowerPlan for selecting additional orders you did not previously choose



3. **Discontinue** the Powerplan and ALL of its orders. Right click on PowerPlan name or on the Discontinue icon. Select orders to Keep.



4. If you would like to keep this customized PowerPlan; as of August 2012 you can save to your Favorites. Right click on name of plan or choose Save as My Favorite button



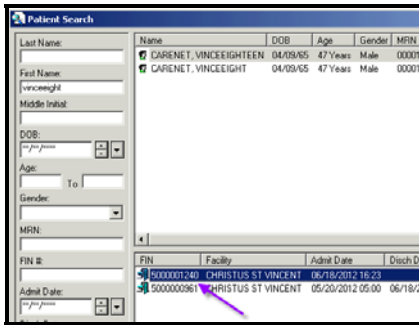
# Admission: Planned from Clinic, Transfer, PACU

## Admission: Clinic, Transfer, or for PACU (Planned PowerPlan)

### 1. Ensure patient is ready for Orders:

i.e. Determine visit type (Planned or PACU)

- Ready → PACU i.e. registered visit
- Ready → Preregistered with scheduled visit. Must select specific visit to open chart not by patient name.



### 2. Select PowerPlan (Order Set) for Admission

Go to New Order window

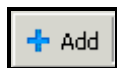
#### Option #1

- From Inpatient Summary page  
Click on **New Order Entry +**

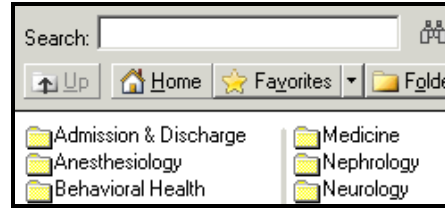


#### Option #2

- From Orders page  
Click **Add**



3. Select PowerPlan from Department Folders, Favorites, or from using Search box



4. Click once on PowerPlan, which will turn blue when ready.

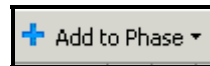


5. Click **Done** to close Add Order window

6.  Select/Modify orders from PowerPlan.

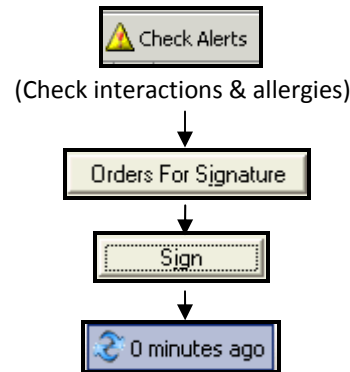
Checked orders will be active when signed.

7. Add needed orders to PowerPlan before signing



8. Plan PowerPlan to be Initiated later

(DO NOT click Initiate)



9. Place order for Nurse to Initiate PowerPlan upon arrival to floor, PACU or placement in virtual bed.

[Initiate PowerPlan](#)

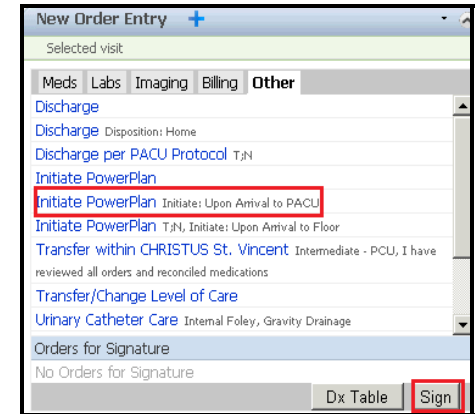
\*\* Reconciliation for Admission must be completed within 24 hours of admission

## New Single Order Entry

### 1. Select Order

#### Option #1

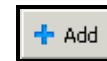
a. Favorites from New Order Entry section of Inpatient Summary page



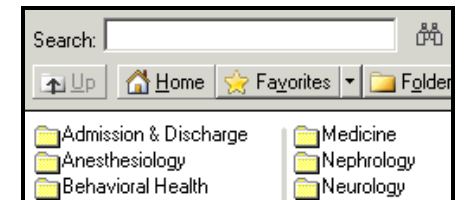
#### Option #2

b. From Orders page

Click **Add**



2. Select Orders from Department Folders, Favorites, or from using Search box



3. Click once on Order, which will turn blue when ready. Select order sentence from display window. Note: (T:N = Today/Now)



# Home Medications (Document Medications by Hx)

## Home Medications

### (Document Medications by Hx)

\* Home Meds must be reconciled within 24 hrs

#### 1. Review External Prescription History

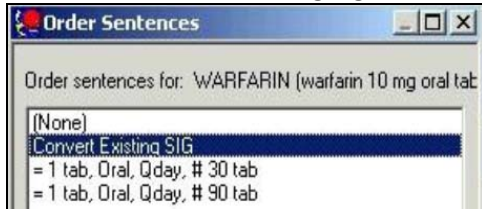
a) Click External Rx History on orders page



b) Right Click on Prescription listing & Convert to Documented Medication



c) Select Order Sentence, i.e. Covert Existing Sig



iv) Sign

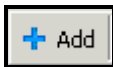


#### 2. Add Home Meds from Patient Report

a) Click on Document Medication by Hx at top of orders page



b) From Document Medications by Hx

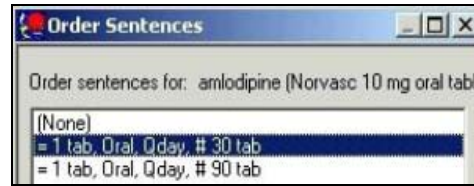


Click **Add**

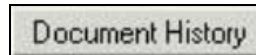
c) Search for Home Med by using Folders, Favorites or Search Box



d) Select closest order sentence and adjust details as needed.



3. Click Document History to Finish



Notes:

\* If no Home Meds listed, may select **No Known Home Medications, or Unable to Obtain Information**



\* **If not allowed to do Reconciliation**

i.e.,

**No Order History Performed**

i) Click on Document Medication by Hx

ii) Review Home Meds

iii) Add/Remove Meds as needed

iv) Click on Document History

v) Reconcile Medications

\* **Unknown Med:** may be used as placeholder i.e., Little Blue Pill for HTN

\* **Remove Home Medication:** Right-click on med and select Remove

Home Medications are identified by a scroll and a status of Documented or Suspended (if not continued)

Documented Medications by Hx		
WARFARIN (warfarin 10 mg oral tablet)	Documented	0 Refill (s)
lansoprazole (Prevacid 30 mg oral delayed release ...)	Documented	0 Refill (s)
naproxen (Aleve Caplet 220 mg oral tablet)	Documented	0 Refill (s)
pioglitazone (Actos)	Document	30 mg, Oral, Qday, 0 Refill (s), Tab
amlodipine (Norvasc 10 mg oral tablet)	Document	10 mg = 1 tab, Oral, Qday, # 30 tab, 0 Refill (s)
UNKNOWN MED	Document	0 Refill (s)

# Orders: Placement

## Placing Single Orders

1. Place New Order from Favorites from New Order Entry on the Inpatient Summary Page or go to Add Order window

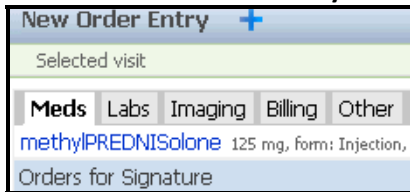
### Option #1: Place orders from Favorites

- a) Click on orders from the favorite tabs of New Order Entry section. Each click will move the order into the Orders for Signature Section.
- b) Click Sign

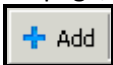


### Option #2: Add Order Window

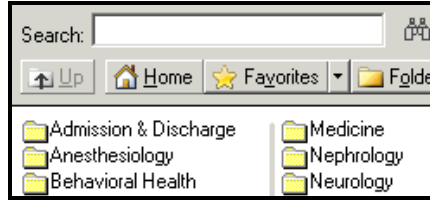
- a) From Inpatient Summary page Click on **New Order Entry +**



- b) From Orders page, click **Add**



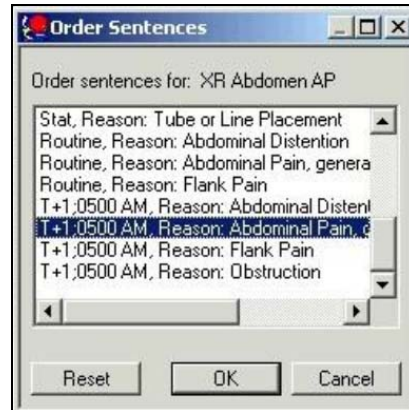
2. Select Orders from Department Folders, Favorites, or from using Search box. Adjust Starts with and Contains to filter the search



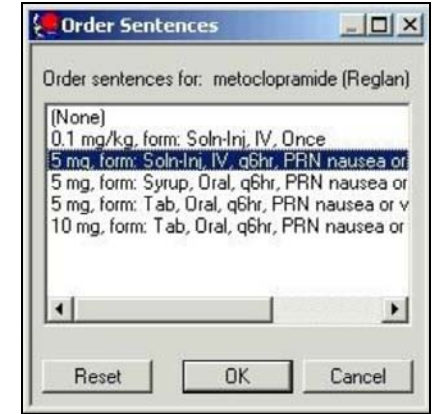
3. Click once on Order, which will turn blue when ready. Select order sentence from display Note: (T:N = Today/Now)

4. Select Order Sentence that most closely matches your goal. Do not select none unless you need to completely create new order

- a) Labs: Select by Priority
- b) Patient Care: Select by details
- c) Diagnostics: Select by priority and adjust reason for exam as needed. Changing priority to "AM" will not default in tomorrow at 0500.  
XR = Plain Radiograph, CT/CTA = CT Scan  
NM = Nuclear Medicine, MRI/MRA = MRI  
US = Ultrasound, VAS = Vascular



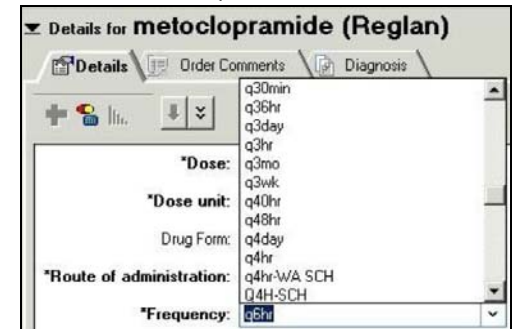
- d) Medications: Select by route and then prn or scheduled.



5. Click on each order in Orders for Signature window and Adjust Details if needed

### a) Frequency:

e.g. q4Hr for prn meds and when frequency must be exact. Q4Hr-SCH for fixed times.

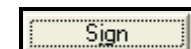


- b) **Special Instructions:** free-text, type what you want. Seen in details line. For Radiology, can be seen easily by Radiologist

- c) **Comments tab:** free-text. For prn meds, record 1<sup>st</sup> Choice, 2<sup>nd</sup> Choice in Comments

- d) **Multi-select:** hold down Control button and select. Some details allow more than one choice

6. Sign Orders:



7. Refresh





# Orders: Maintenance

## Maintain Orders

1) Right-Click on order to adjust:



2) Select Method of Change

a) **Modify:** allows limited changes to current order. For Meds, only frequency can be changed.

e.g. Reglan q6 hrs → q 4 hrs

b) **Copy:** allows exact copy of existing or completed order that can then be modified

c) **Cancel/Reorder:** allows greater change to order. For meds, allows change in dose, frequency, prn reason.

Uses:

Changing Dose, frequency

**Reorder Telemetry & Restraints**

**Holding Med and restarting later**

d) **Discontinue Order:**

i) **Cancel/DC**

ii) **Uncheck**

e) **Reset:** allows order to be reset to original state if change was a mistake

f) **Remove:** gets rid of order before signing

e.g. **Medication change**

Modify → Frequency

Cancel/Reorder → Dose, Frequency, PRN

Cancel/DC + New Order → Route &/or

Form

3) **Sign changes to orders**



**Special Orders:**

**Virtual Bed Placement:** moves patient into virtual bed to allow inpatient orders

**Electrolyte Protocols:** Individual protocols for replacement of K, Mg, Ca, PO4 based on Intensive Care or Med-Surg & PCU

**Insulin Protocols:** Ordered as PowerPlan. Adjust insulin order if different resistance, meal coverage, basal insulin needed. For insulin drip may adjust goal blood glucose

**Telemetry & Restraints:** requires reason and renewal every 24 hours. Use: Cancel/Reorder

**Radiology Exams, ECG, Echo:** require reason for exam. Select order sentence by priority if AM and adjust reason as needed.

**Transfusions:** require reasons for exam. Select order sentence by by reason and adjust number of units. Use Blood Type & Cross – Transfusion PowerPlan

**Generic Free Text Orders**

**Lab-Unlisted Test**

**Nurse Communication**

**Nurse to Order**

**Nurse to Order Labs**

**Patient Own Med:** for non-formulary meds

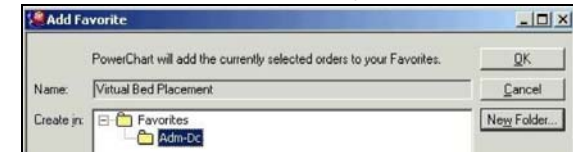
**Unknown Med**

## Favorites

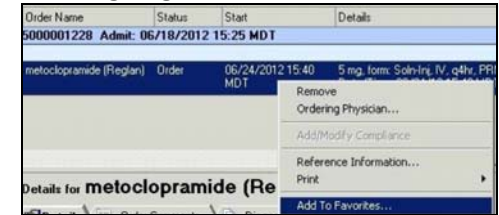
1) **Right Click on any order in the Add Order Window**



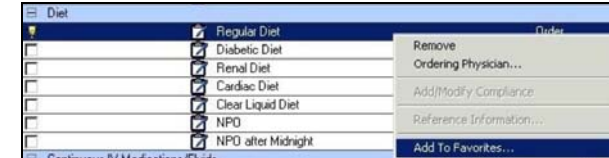
2) **Create New Folder or organize favorites. Hit Return. Select folder, then click OK**



3) **Right click on order with details completed before signing.**



4) **Right click on order from PowerPlan after clicking Initiate but before signing**



**Note:**

**Taper Medication:** Click on Taper icon



**Weight Based Dosing:** Click on Dose Calculator



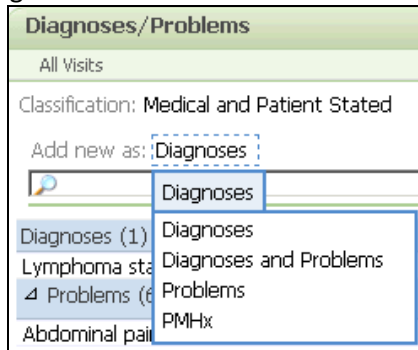
# Diagnoses & Problems, Allergies, Family & Social History

## Diagnoses & Problems

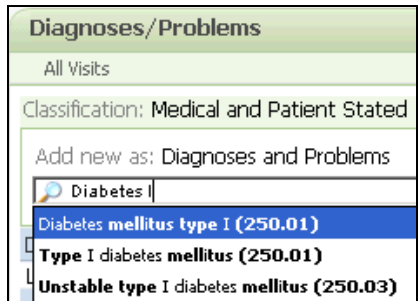
**Diagnoses:** what is being treated during this hospitalization. Will "fall off" after discharge. Will show on discharge Patient Summary

**Problems:** ongoing medical condition. Will persist and be present for future visits.

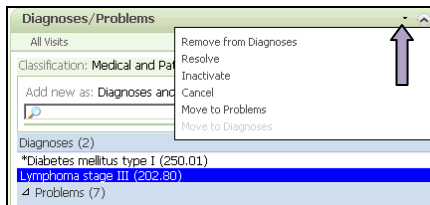
1. Inpatient Summary: Click on Add new as: Diagnoses and select choice of entry i.e., Diagnoses and Problems for Diabetes



2. Type medical condition in search box. Click on appropriate condition



3. Maintain lists. Click to highlight Diagnosis or Problem to be modified. Click on small arrow.

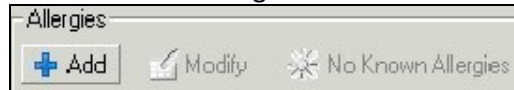


## Allergies

1. Click on Allergies tab from Menu listing



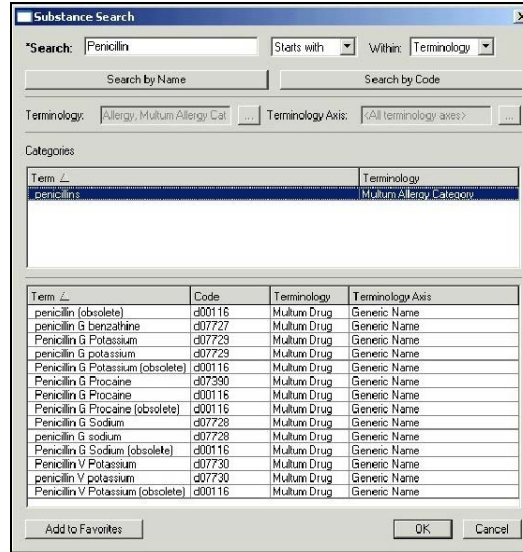
2. Click Add to add an allergy or, if none, click No Known Allergies



3. Enter substance in Substance window, click Enter or binoculars. No abbreviations.



4. Select substance and click OK



5. Select appropriate Type, Severity, and add Comments as needed



6. Click OK



7. Click Refresh



## Family & Social History

1. Click on Proc, Past, Fam, SocHx tab from Menu Listing



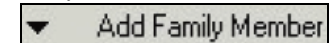
2. Click on Fam Hx or Soc Hx tab



3. Family Hx:

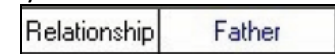
a) Click Add

b) Add Family Member as needed



c) Right click on name of family member to Remove

d) Click on family member to add name or to identify as deceased



e) Negative Hx → Click on white box

Positive Hx → Click on blue box



f) Remove Hx: Right click on sign, select Remove

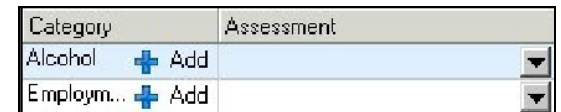
g) Click OK

Note: Quick List allows creation of own list

4. Social Hx:

a) Negative Hx → Click Assessment drop-down

Positive Hx → Click on Add

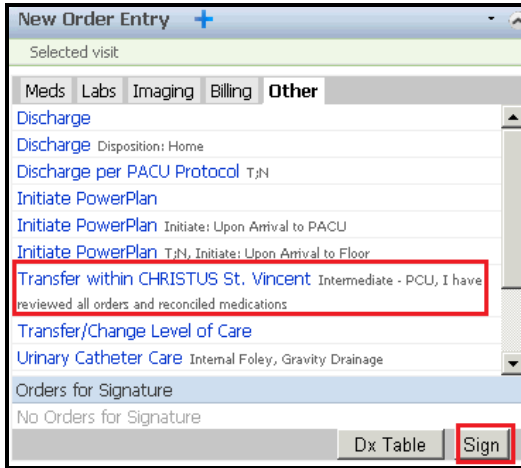


b) Remove Hx: Right click, select Remove

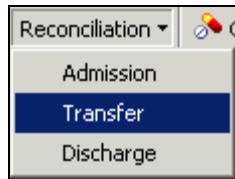
# Transfer & Operating Room

## Transfer or OR

1. Place order for Transfer from your Favorites or single order entry



2. Complete Transfer Meds Reconciliation



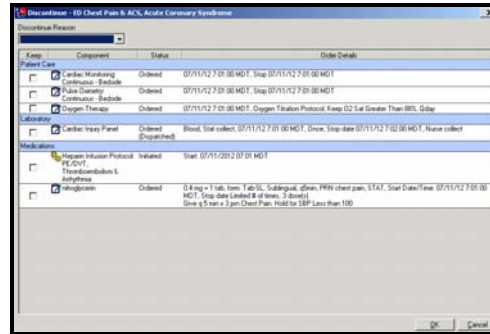
Order Name	Details	Status	Continue	Do Not Continue
hydrochlorothiazide	25 mg, 1 tab, Oral, Qday	Ordered	<input type="radio"/>	<input type="radio"/>
hydrochlorothiazide	Oral, Qday	Suspended	<input type="radio"/>	<input type="radio"/>
levofloxacin (Syntrad)	0.1 mg, 1 tab, Oral, Qday	Ordered	<input type="radio"/>	<input type="radio"/>
levofloxacin (Syntrad)	100 mcg/0.1 m, 0.1 mg, 1 tab, Oral, Qday, 20 tab	Suspended	<input type="radio"/>	<input type="radio"/>
PATIENT Ovn MED (Taceva)	100 mg, Oral, Qday	Suspended	<input type="radio"/>	<input type="radio"/>
gabapentin (Actos)	30 mg, Oral, Qday	Suspended	<input type="radio"/>	<input type="radio"/>
sulfamethoxazole-trimethoprim (Bactrim)	1 tab, Oral, BID, 20 tab	Suspended	<input type="radio"/>	<input type="radio"/>

3. Review, modify, docontinue active orders

**Single Orders:** may discontinue by unchecking or click and drag, then right click & Cancel/DC  
**PowerPlans:** right click to discontinue or click on the discontinue icon



4. Select Orders to Keep



5. Sign changes to orders



6. Select PowerPlan: Transfer/Post Op

Go to New Order window

### Option #1

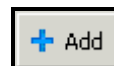
- a. From Inpatient Summary page

Click on **New Order Entry +**

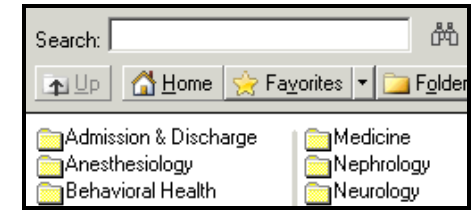


### Option #2

- b. From Orders page  
Click **Add**



7. Select PowerPlan from Department Folders, Favorites, or from using search box



8. Click once on PowerPlan, which will turn blue when ready.

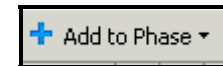


9. Click **Done** to close Add Order window

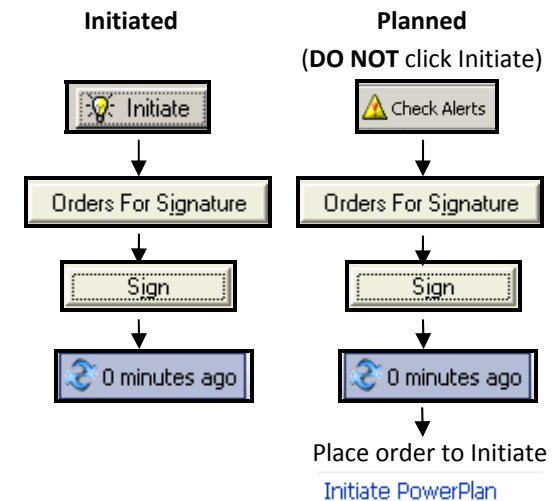
10.  Select/Modify orders from PowerPlan. Checked orders will be active when signed. Consider using **Merge View** to overlay PowerPlan on top of active orders.



11. Add needed orders to PowerPlan before signing



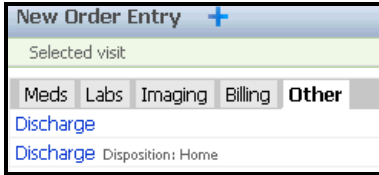
12. Sign PowerPlan



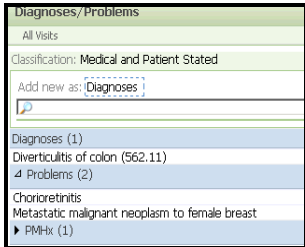
# Depart & Prescriptions (Meds and DME)

## Depart Process

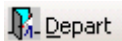
- Place Discharge order from Favorites



- Confirm Diagnosis as this is what the patient will see on discharge paperwork



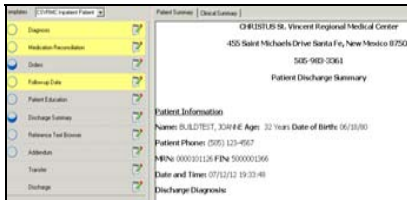
- Click on Depart icon in the Powerchart toolbar to begin the Discharge process



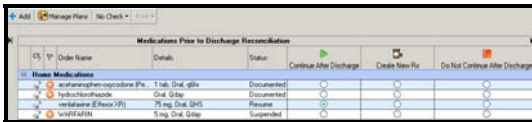
- Click on Circles for Diagnoses and Order to signify they are complete



- Click on Medication Reconciliation Note Pad



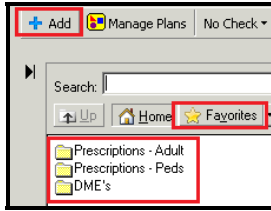
- Discharge Meds Reconciliation and Prescriptions: Reconcile Home Meds: Continue after Discharge, Create new Rx, or Do Not Continue.



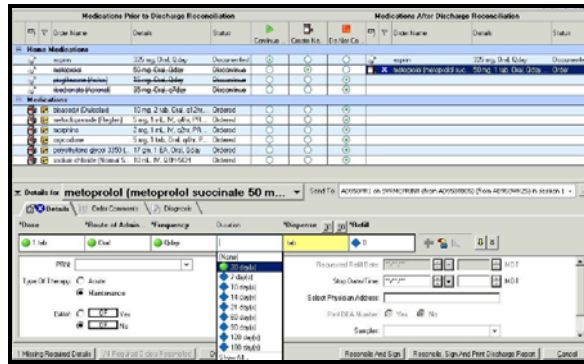
- Order additional Prescriptions and DME as needed



- Select Prescriptions or DME from folders, Favorites or Search box

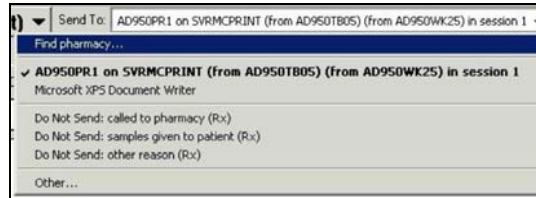


- Complete details for each prescription



\* Note: Use Duration to complete stop date

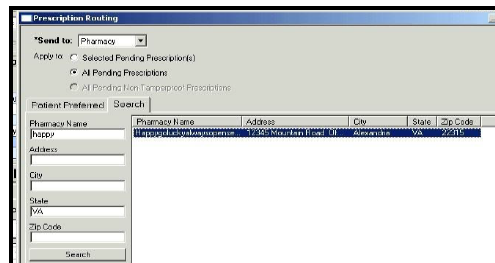
- Select routing of prescription



**Option 1: Find Pharmacy** to send to pharmacy

Prescription Routing window will appear

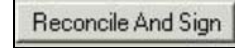
Choose: Selected Pending Prescription, or All Pending Prescriptions



- Option 2: Select Prescription Printer (for all DME)
- Option 3: Do Not Send

- Called to Pharmacy
- Samples Given
- Other

- Click Reconcile and Sign



- Click on Follow-up Date Note Pad

Select necessary follow-up and enter comments



Click on Follow-up circle to signify it is complete



- Select Patient Education at least 1 piece of patient education.

**Option #1: Click on "more"** and select suggested education

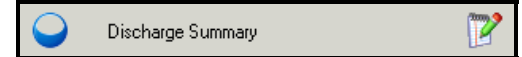
**Option #2: Click on Patient Education Note Pad** for other selections and languages



Click on Patient Education Circle to signify it is complete



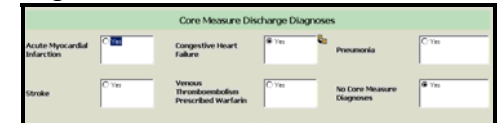
- Click on Discharge Summary and complete Core Measures



- Click on DC Core Measures



- Select Core Measures or No Core Measure Diagnoses



- Complete Core Measure required sections

- Sign Discharge Summary by clicking green check mark



- Go to Discharge Summary for your dictation