

THE INDIAN HEALTH SERVICE

Quick Orders and Order Menus



Superior Health Information Management
Now and for the Future

Learning Objectives

- Outline construction and configuration of Quick Orders, Order Sets and Order Menus.
- Classify Quick Order and Menu namespaces.
- Model the importance of consistency for support and future maintenance.

Orders Package

- The Orders package in RPMS provides a number of functions including:
 - Ability for users to enter, process, and discontinue electronic orders
 - Control who can act on orders with OR keys
 - Order checking
 - Delayed release of orders (inpatient using ADT)
 - Auto-discontinue orders (inpatient using ADT)

Order Keys

- ORES – Assigned to providers who are authorized to independently write orders (typically physicians, nurse practitioners, physician assistants, podiatrists etc.).
- ORELSE – Assigned to users who are authorized to take and release verbal and telephone orders from providers who hold the ORES key, or who can enter policy orders (typically registered nurses, pharmacists).

Order Keys (cont.)

- OREMAS – Assigned to users who transcribe written orders into RPMS-EHR (typically only given to inpatient ward clerks)
- A user must hold only one order key or he will not be able to process any orders at all
- You can check to see if users hold multiple order keys with this menu: ORD > KEY > CHK

Order Management

- RPMS-EHR provides management of orders on the Orders Tab.
- The Orders Tab provides the ability to add, change, discontinue and print.
- The Orders Tab allows EHR users to sort by column headings or customize the view of orders displayed.

Orders Tab

RPMS-EHR TAYLOR, PHILIP K Medsphere Demo Hospital

User Patient Tools Help Clear and Lock eSig Dgging Calc

PRIVACY PATIENT CHART RESOURCES RCIS

Demo Patient Marlene 3423 02-Sep-1957 (53) F EMERGENCY ROOM 29-Jul-2011 11:00 Ambulatory Taylor, Philip K

Med Rec Postings ADF POC Lab Entry C32 Pharm Ed Adult Health Summar

NOTIFICATIONS REVIEW VITALS CC / PROBS MEDS LABS REPORTS ORDERS WELLNESS IMMUNIZATIONS PDV SUPERBILL NOTES MORE

File View Action Options

View Orders Active Orders (includes Pending & Recent Activity) - ALL SERVICES

Active Orders (includes)	Service	Order	Duration	Provider	Nurse	Clerk	Chart	Status
	A/D/T	>> Discontinue Discharge from hospital REGULAR DISCHARGE <Requesting Physician Cancelled>	Stop: 07/29/11 11:28	Taylor.P				discontinued
Write Orders	Activity	>> Discontinue Bathroom Privileges <Requesting Physician Cancelled>	Stop: 07/29/11 11:28	Taylor.P				discontinued
Delayed Orders	DDXEPIN CAP,ORAL 25MG	TAKE ONE (1) CAPSULE BY MOUTH AT BEDTIME Quantity: 30 Refills: 11 Dispense as Written: NO		Taylor.P				pending
Outpt Med Quick Order	HYDROCHLOROTHIAZIDE TAB 25MG	TAKE ONE (1) TABLET BY MOUTH EVERY MORNING THC BLOOD PRESSURE Quantity: 30 Refills: 11		Taylor.P				pending
Outpatient Medications	ASPIRIN TAB,EC 81MG	TAKE ONE (1) TABLET BY MOUTH EVERY DAY Quantity: 90 Refills: 3		Taylor.P				pending
Inpt Med Quick Orders	ACETAMINOPHEN TAB 325MG	TAKE ONE TABLET BY MOUTH EVERY 12 HOURS TR PAIN OR FEVER Quantity: 60 Refills: 0	Start: 02/28/08 Stop: 07/19/07	Hager.M				active
Inpatient Medications	Outside Meds	Outside Med ACETAMINOPHEN TAB 325MG TAKE TWO (2) TABLETS BY MOUTH EVERY 4 HOURS AS NEEDED Patient buys OTC/Herbal product without medical advice.		Taylor.P				active
IV Fluids	Lab	HGB BLOOD W/C ONCE Indication: Diabetes Mellitus Without Mention Of Com... LB #182	Start: 06/17/11	Taylor.P				pending
Outside Medications	Lab	HEMOGLOBIN A1C BLOOD W/C LB #180	Start: 06/02/11 10:55	Dolittle.D				active
Lab Quick Orders	Lab	BLOOD GLUCOSE BLOOD PLASMA W/C LB #179	Start: 06/02/11 10:55	Dolittle.D				active
Laboratory	Lab	BLOOD GLUCOSE BLOOD PLASMA W/C LB #177	Start: 06/02/11 11:39	Dolittle.D				active
Imaging Quick Orders	Lab	METABOLIC PROFILE BLOOD SERUM W/C ONCE Indication: Congestive Hrt Failure Unspec LB #176 *UNSIGNED*	Start: 06/03/11	Dolittle.D				pending
Imaging	Lab	HEMOGRAM BLOOD SP ONCE Indication: DIAB LB #125	Start: 11/07/08 11:18	Hager.M				active
Consults	Lab	HGB BLOOD SP ONCE Indication: Congestive Hrt Failure Unspec LB #73	Start: 02/12/07 16:05	Hager.M				active
Consults	Lab	CHOLESTEROL BLOOD SERUM SP ONCE Indication: Congestive Hrt Failure Unspec LB #51	Start: 10/11/06	Hager.M				pending
Nursing Text Order	Imaging	CHEST 2 VIEWS PA&LAT	Start: 11/12/10	Taylor.P				pending
Admission Orders	Imaging	*FEMUR 2 VIEWS LEFT	Start: 07/01/08	Hager.M				active
Discharge Patient	Imaging	CHEST 2 VIEWS PA&LAT	Start: 07/01/08	Hager.M				active
Transfer Patient	Imaging	FOREARM 2 VIEWS	Start: 06/09/08	Taylor.P				active
	Imaging	CHEST 2 VIEWS PA&LAT	Start: 06/09/08	Taylor.P				active
	Imaging	HAND 3 OR MORE VIEWS LEFT	Start: 10/10/06	Hager.M				scheduled
	Imaging	ABDOMEN-KUB	Start: 08/22/06	Hager.M				active
	Imaging	*FOREARM 2 VIEWS LEFT	Start: 05/23/06 Stop: 05/23/06 11:19	Hager.M				active
	Consults	*DIABETED EDUCATOR Cons Consultant's Choice	Start: 01/10/07 14:19 Stop: 07/05/07 09:07	Hager.M				pending
	Consults	CARE MANAGEMENT TEAM Cons Consultant's Choice	Start: 04/25/07 13:34 Stop: 07/06/07 12:46	Hager.M				active
	Consults	PHYSICAL THERAPY Cons Consultant's Choice	Start: 05/10/06 18:44	Hager.M				active

start Internet E... Windows Tas... 5 Windows ... Microsoft Po... Cache TRM:3... RPMS-EHR ... Shortcuts 11:30 AM

Medication Order Management

- It is recommended that all prescriptions be entered and managed on the Meds tab.
- The Meds tab provides a better overview of medications.
- The Meds tab provides easy access to the change, renew, refill, or discontinue actions for effective management of medications.

Medications Tab

RPMS-EHR Version 1.1 Patch 10 TAYLOR,PHILIP K

User Patient Refresh Data Tools Help Clear and Lock Clear Data eSig Dosing Calc

PRIVACY PATIENT CHART RESOURCES RCIS

Demo Patient Marlene 3423 02-Sep-1957 (55) F PRIMARY CARE TAYLOR,PHILIP K 02-Oct-2012 10:30 Ambulatory Taylor,Philip K Education Add Edit Delete Problem List Advx React Medications R R R

Visit Date Education Topic

POC Lab Entry Reviewed/Updated C32 CCD Viewer KMR NHIN Visit Summary Postings ADF Adult Health Summary Med Rec Pharm Ed eRx Receipt PWH

NOTIFICATIONS REVIEW VITALS CC / PROBS MEDS LABS REPORTS ORDERS WELLNESS IMMUNIZATIONS PDV SUPERBILL NOTES PT GOALS CONSULTS REFERRALS MORE

File View Action

Active Only Chronic Only 180 days Print... Queue Print Process... New... Check Outpatient Medications

Action	Chronic	Outpatient Medications	Status	Process	Issued	Last Filled	Expires	Refills Remaining	Rx #	Provider
		ACETAMINOPHEN 325MG TAB Qty: 360 for 30 days Sig. TAKE TWO (2) TABLETS BY MOUTH EVERY 4 HOURS IF NEEDED TR PAIN OR FEVER	Active		19-Sep-2012	19-Sep-2012	20-Sep-2013	0	X282	TAYLOR,PHILIP K
		ERYTHROMYCIN 2% TOPICAL SOLN Qty: 60 for 30 days Sig. APPLY AS DIRECTED AFFECTED AREA TWICE A DAY -APPLY TO FACE AFTER WASHING TEST TO SEE IF AUTO-FINISH IS ENABLED	Active		26-Jun-2012	26-Jun-2012	27-Jun-2013	3	X272	TAYLOR,PHILIP K
		DOXEPIN 25MG CAP Qty: 30 for 30 days Sig. TAKE ONE (1) CAPSULE BY MOUTH AT BEDTIME	Expired		10-May-2011	02-Dec-2011	10-May-2012	11	267	TAYLOR,PHILIP K
		METFORMIN 500MG TAB Qty: 180 for 90 days Sig. TAKE ONE (1) TABLET BY MOUTH TWICE A DAY THC BLOOD SUGAR - TwF	Active		02-Dec-2011	02-Dec-2011	02-Dec-2012	3	266	TAYLOR,PHILIP K
		LEVOFLOXACIN 500MG TAB Qty: 10 Sig. TAKE ONE TABLET BY MOUTH EVERY DAY UNTIL ALL TAKEN FOR INFECTION	Pending							

Action	Outside Meds	Status	Start Date
	ACETAMINOPHEN 325MG TAB 650MG BY MOUTH EVERY 4 HOURS IF NEEDED Patient buys OTC/Herbal product without medical advice.	Discontinued	
	ASPIRIN 81MG TAB 81MG BY MOUTH EVERY DAY Medication prescribed by another provider.	Active	
	FERROUS SULFATE 15MG (IRON)/0.6ML DROPS 2.2 MLS (54MG) BY MOUTH TWICE A DAY Medication prescribed by another provider.	Active	29-Jul-2010

Action	Inpatient Medications	Status	Stop Date

TAYLOR,PHILIP K DEMO.MEDSPHERE.COM MEDSPHERE DEMO HOSPITAL 12-Oct-2012 11:40

Order Entry

- New orders are entered into RPMS-EHR via order menus.
- Order menus are organized groupings of quick orders and other menus.
- Order menus can be customized to meet local needs.
- Usually, order menus are created with groups of similar quick orders.

Order Menu

- Order menu should be designed by target end users, not by package Informaticist (i.e., by physicians who will enter orders, not by pharmacists, laboratory information specialists, or radiology technologists).
- Once designed, order menus are built by package Informaticist.

Order Menu

Outpatient Meds Done

<u>NEUROLOGIC & PSYCHOMOTOR</u> Seizure Anxiety Meds... Antidepressants... Psychotherapeutic Meds...	<u>BONES MUSCLES JOINTS</u> Rheumatoid Arthritis Meds... Narcotic Meds... Non narcotic Pain Meds...	<u>INFECTIOUS DISEASE</u> Antibiotic Meds... Outside RX Outside RX 2 Medications
<u>HEENT</u> Eye/Ear/Nose/Throat Meds... Allergy Cold Meds...	<u>ENDOCRINE</u> Diabetes Meds... Contraceptive Meds... Endocrine Meds...	<u>PEDIATRIC MEDS</u> Pediatric Meds...
<u>CHEST & LUNGS</u> Respiratory Meds... Hypertension Meds... Dyslipidemia Meds... Cardiovascular Meds...	<u>SKIN</u> Dermatologic Meds...	Injectable Meds...
<u>ABDOMEN</u> Gastrointestinal Meds...	<u>HEMATOLOGY</u> Anemia Anticoag Meds...	All Other Meds... <input type="text"/>

Order Menu Parameter

- There are two alternative methods for placing order menus on the orders tab.
- A site uses only ONE of these two methods.
- While they are labeled Inpatient and Outpatient, either method can be used without reference to inpatient or outpatient settings.

Order Menu Parameters

- Method 1- ORD > MNU > PAR > INP

Write Orders List (Inpatient)

Write Orders (Inpatient) may be set for the following:

1	User	USE	[choose from NEW PERSON]
2	Location	LOC	[choose from HOSPITAL LOCATION]
2.3	Service	SRV	[choose from SERVICE/SECTION]
2.7	Division	DIV	[MEDSPHERE DEMO HOSPITAL]
3	System	SYS	[DEMO.MEDSPHERE.COM]
4	Package	PKG	[ORDER ENTRY/RESULTS REPORTING]

Enter selection: 3 System DEMO.MEDSPHERE.COM

Order Menu Parameters (1)

```
---Setting Write Orders (Inpatient) for System: DEMO.MEDSPHERE.COM---
Select Sequence: ?
Sequence      Value
-----      -
10           LRZM LAB ORDERS
15           ORZM BLANK
20           RAZM RAFIOLOGY
25           ORZM BLANK
30           GMRCZN BLANK
35           ORZM BLANK
40           ORZM ADMISSION ORDER MENU
45           ORZM BLANK
50           PSJZM INPT MEDS
60           PSJIVZM IVS
```

This can also be configured via the parameter:
ORWOR WRITE ORDERS LIST

Order Menu Parameters (2)

Method 2 - ORD > MNU > PAR > OUT

```
Write Orders List (Inpatient)
```

```
Write Orders (Inpatient) may be set for the following:
```

2	User	USR	[choose from NEW PERSON]
4	Location	LOC	[choose from HOSPITAL LOCATION]
5	Service	SRV	[choose from SERVICE/SECTION]
7	Division	DIV	[MEDSPHERE DEMO HOSPITAL]
8	System	SYS	[DEMO.MEDSPHERE.COM]

```
Enter selection: 8 System DEMO.HOSPITAL.COM
```

```
---Setting Menu for Write Orders List for System: DEMO.MEDSPHERE.COM---
```

```
Order Dialog: ORZM MAIN MENU//
```


Order Menu Parameters (3)

- This can also be configured via the parameter: `ORWDX WRITE ORDERS LIST`
- If Method 2 is used, new order menus are added by editing the “master menu,” in this example: `ORZM MAIN MENU`

Order Menu Parameters (4)

```
Cache TRM:16080 (ENSEMBLE)
File Edit Help
Menu Editor Oct 12, 2012 12:31:11 Page: 1 of 3
Menu: ORZM MAIN MENU Column width: 80
1
ORZM BLANK
LRZM LAB ORDERS
ORZM BLANK
RAZM RADIOLOGY
+ ORZM BLANK
GMRCZM CONSULTS
ORZM BLANK
OR GXTEXT TEXT ONLY ORDER
ORZM BLANK
1 ORZM ADMISSION ORDER MENU
ORZM BLANK
PSJZM INPT MEDS
PSJIVZM IVS
ORZM BLANK
+ OR GXMOVE DISCHARGE
ORZM BLANK
OR GXMOVE TRANSFER
+ + Next Screen - Prev Screen ?? More Actions >>>
Add ... Edit ... Assign to User(s) Select New Menu
Remove ... Toggle Display Order Dialogs ...
Select Action: Next Screen//
```

Order Menu Parameters (5)

- There are also two Parameters that control which Order Menu displays on the Consults Tab and Meds Tab when the New Consult or +New... button is pressed.

ORWDX NEW CONSULT

New consult dialog default

ORWDX NEW MED

New Med Dialog

Order Menu Parameters (6)

ORWDX NEW CONSULT

```
Select PARAMETER DEFINITION NAME: ORWDX NEW CONSULT   New Consult dialog
default
```

```
ORWDX NEW CONSULT may be set for the following
```

- | | | | |
|---|----------|-----|---------------------------------|
| 1 | User | USR | [choose from NEW PERSON] |
| 2 | Location | LOC | [choose from HOSPITAL LOCATION] |
| 3 | System | SYS | [DEMO.MEDSPHERE.COM] |
| 4 | Package | PKG | [ORDER ENTRY/RESULTS REPORTING] |

```
Enter selection: 3 System DEMO.MEDSPHERE.COM
```

```
-----Setting ORWDX NEW CONSULT for System: DEMO.MEDSPHERE.COM-----
Order Dialog: GMRCZM CONSULTS
```

Order Menu Parameters (7)

ORWDX NEW MED

Select PARAMETER DEFINITION NAME: ORWDX NEW MEX New Med dialog

ORWDX NEW MED may set for the following:

- 1 User USR [choose from NEW PERSON]
- 2 System SYS [DEMO.MEDSPHERE.COM]
- 3 Package PKG [ORDER ENTRY/RESULTS REPORTING]

Enter selection: 3 System DEMO.MEDSPHERE.COM

-----Setting ORWDX NEW MED for System: DEMO.MEDSPHERE.COM-----

Select Patient Status: ?

Patient Status	Value
-----	-----
Outside Med	PSH OERR
Inpatient	PSZM MASTER MED MENU
Outpatient	PSZM MASTER MED MENU

Quick Orders

- Order menus are organized groupings of quick orders to make provider order entry more convenient and efficient.
- Quick orders are electronic orders with ALL the data elements correctly preconfigured.

Quick Orders (cont.)

- Well designed order menus and quick orders provide the clinician with proper choices and helpful information, and promote entry of correctly formed electronic orders.
- Incorrectly entered electronic orders require additional work to clarify and correct and may delay or impede patient care.

Quick Order Dialog

Medication Order

ALBUTEROL HFA INHL,ORAL Change

Pt Wt on 05/03/2016
185 lb (83.91 kg)

Dosage **Complex**

Dosage	Route	Schedule
2 PUFFS 90MCG/ACTUAT	ORAL	QID <input type="checkbox"/> PRN
2 PUFFS 90MCG/ACTUAT	ORAL	QAM
4 PUFFS 90MCG/ACTUAT		QAM (0600)
		QAM (0700)
		QAM (MON-FRI)
		QAM 12PM
		QAM 3PM
		QAM-12PM-3PM
		QDAY
		QHS
		QID

Patient Instructions: IF NEEDED FOR BREATHING

>> Quantity Dispensed: 1 MDI = 6.7GM <<

Days Supply: 30 Qty (GM): 6.7 Refills: 3 Clinical Indication: Acute bronchitis | J20.9 Chronic Med Dispense as Written

Pick Up: Clinic Mail Window Outside Pharmacy - Print

Priority: ROUTINE Discharge Medication

Notes to Pharmacist:

ALBUTEROL HFA INHL,ORAL 90MCG/ACTUAT
INHALE TWO (2) PUFFS BY MOUTH FOUR TIMES A DAY IF NEEDED FOR BREATHING
Quantity: 6.7 Days: 30 Refills: 3 *Chronic Med: YES Dispense as Written: NO Indication: Acute bronchitis |

ADR's Accept Order Quit

Quick Order Creation

- While order menus should be designed by end-user clinicians, the quick orders and order menus should be built by package informaticists to ensure that they are correctly constructed.

Quick Order Creation

- Quick Orders should not be built by CACs or Informaticists from another discipline who do not have the knowledge background for that package.
- In other words, only a pharmacy Informaticist should build pharmacy quick orders, and only a laboratory Informaticist should build laboratory quick orders, and so on.

Orderable Item Creation

- Prior to creating a quick order, the orderable item to be used must already exist.
- The process of adding a new drug to the drug will link matching orderable items than Pharmacy can select from but also can create new ones.
- The process of adding a new test in the laboratory file creates a new orderable item.
- The process of constructing a new exam in the radiology-nuclear medicine procedure file creates a new orderable item.

Orderable Item Creation (cont.)

- If the order is for nursing or patient care, then the orderable item must be created manually using this menu option:

OIC Create/Modify Orderable Items

Create a Nursing Orderable Item

MEDSPHERE DEMO HOSPITAL

RPMS-EHR Management

Version 1.1

Order Menu Management

ACT	Create/Modify Action
DIS	Enable/Disable Order Dialogs
GEN	Create/Modify Generic Orders
LST	List Primary Order Menus
MNU	Create/Modify Order Menus
OIC	Create/Modify Orderable Items
PAR	Menu Parameters...
PMT	Create/Modify Prompts
PRI	Assign Primary Order Menu
PRT	Convert Protocols
QOC	Create/Modify Quick Orders
QOR	Create/Modify QO Restrictions
SET	Create/Modify Order Sets
SRC	Search/Replace Components
SRO	Search/Replace Orderables

Select Order Menu Management Option: OIC Create/Modify Orderable Items 29

Create a Nursing Orderable Item (cont.)

- Recommendation is to create nursing orderable items in ALL CAPS.
- Keep nursing orderable items general so they can be re-used in multiple quick orders (e.g., WOUND CARE vs. TELFA 4x4).

```
                                Create/Modify Orderable Items
Type of Orderable: NURSING
Select ORDERABLE ITEM: WOUND CARE
  Are you adding 'WOUND CARE' as a new ORDERABLE ITEMS (the
    4038th)? No//  Y
    (Yes)
NAME: WOUND CARE//
```

RPMS Namespacing

- Software packages in RPMS have designated namespaces.
- It is recommended that quick orders for RPMS-EHR utilize the recognized namespaces.
- Use of namespaces aids in the future management of these quick orders by local Informaticist and by area and national helpdesk staff.

Naming Convention (1)

Namespace	Department
RA	Radiology
LR	Lab
PSO	Outpatient Meds
PSJ	Inpatient (Unit does) meds
PSIV	IV meds
GMRC	Consults
OR	CPRS (Nursing Orders)

Naming Convention (2)

- Conventions for quick orders and menus:
 - Namespace + Z = Quick Order
 - Namespace + ZM = Menu
 - Namespace + ZSET = Order Set
 - Use IP to differentiate Inpatient Orders (esp. Lab and Nursing)

Naming Convention (3)

- Additional suggested namespace:
PSJIVZ for IV piggybacks to differentiate from oral unit dose and IV fluids

Naming Convention (4)

- Examples:

ORZ WOUND CARE	[Outpatient Nursing]
PSOZ ATENOLOL 25MG DAILY	[Outpatient Med]
PSJZ CARVEDILOL 6.25MG BID	[Inpatient Med]
LRZ HGBA1C	[Laboratory]
RAZ FOREARM 2 VIEWS	[Radiology]
ORZ IP COLD PACKS	[Inpatient Nursing]
PSOZM DIABETES MEDS	[Outpatient Pharmacy Menu]
LRZM ER LABS	[Laboratory Menu]
RAZM RADIOLOGY	[Radiology Menu]
ORZM IP RESPIRATORY	[Inpatient Nursing Menu]
ORZSET COLONOSCOPY PREP	[Order Set]

Quick Order Construction

- From the standard RPMS-EHR Configuration Master Menu:
ORD > MNU > QOC

Quick Order Types

- Activity
- Consult
- Imaging
- Inpatient Medications
- IV Medications
- Laboratory
- Nursing
- Outpatient Medications

Quick Order Types (cont.)

- There are other Order Types available but these should not be used:
 - Diet
 - The Dietetics Package is not an IHS supported package.
 - Vital/Measurements
 - These Vital/Measurements orders point to the VA Vitals package and not the IHS Measurements File.

Order Menu Construction

- From the Standard RPMS-EHR Configuration Master Menu:
ORD > MNU > MNU

Order Menu

The screenshot shows a 'Menu Editor' window with the following content:

Menu: PSOZM OUTPT MEDS

1	2	3
<u>NEUROLOGIC & PSYCHOMOTOR</u>	<u>BONES MUSCLES JOINTS</u>	<u>INFECTIOUS DISEASE</u>
Seizure Anxiety Meds...	Rheumatoid Arthritis Meds	Antibiotic Meds...
Antidepressants...	Narcotic Meds...	
Psychotherapeutic Meds...	Non narcotic Pain Meds...	
<u>HEENT</u>	<u>ENDOCRINE</u>	<u>PEDIATRIC MEDS</u>
Eye/Ear/Nose/Throat Meds.	Diabetes Meds...	Pediatric Meds...
Allergy Cold Meds...	Contraceptive Meds...	
	Endocrine Meds...	<u>INJECTIONS</u>
<u>CHEST & LUNGS</u>	<u>SKIN</u>	Injectable Meds...
Respiratory Meds...	Dermatologic Meds...	<u>ABDOMEN</u>
Hypertension Meds...		Gastrointestinal Meds.
Dyslipedemia Meds...	<u>HEMATOLOGY</u>	
Cardiovascular Meds...	Anemia Anticoag Meds...	
		All other Meds...

At the bottom, there is a control bar with the following options:

- + Next Screen
- Prev Screen
- ?? More Actions
- >>>
- Add ...
- Edit ...
- Assign to User(s)
- Select New Menu
- Remove ...
- Toggle Display
- Order Dialogs ...
- Select Action: Next Screen//

The following actions are also available:

+ Next Screen	< Shift View to Left	PS Print Screen
- Previous Screen	FS First Screen	PL Print list
UP Up a Line	LS Last Screen	SL Search List
DN Down a Line	GO Go to Page	ADPL Auto Display (On/Off)
> Shift View to Right	RD Re Display Screen	Q Quit

Order Menu Construction

- Menu Editor Features:
 - Left hand side lists rows:
+ = 5, 1 = 10, + = 15, 2 = 20, + = 25 etc.
 - Top lists columns: 1, 2, 3
 - Top right displays page 1, 2, or 3
 - Top lists menu name and column width
 - Center displays quick orders and menus
 - Bottom command area lists available actions

Order Menu

Menu Actions:

- Add – Add Quick Order, Order Menu, Text, or Row to menu
- Remove – Remove Quick Order, Order Menu, Text, or Row from menu
- Edit – Edit item on menu or menu itself
- Toggle Display – Toggles between display view and quick order name view

Order Menu (cont.)

- Menu Actions (continued):
- Assign to User(s) – Not used, obsolete
- Select New Menu – Allows Jumping directly to another order menu
 - Order Dialogs: Convert Protocols – Not used
 - Orderables – Create Nursing Orderable Item
 - Prompts – Create prompts for generic order
 - Generic Orders – Build generic order

Order Menu (more)

- Order Dialogs (continued):
 - Quick Orders – Build Quick Order
 - Order Sets – Build order set
 - Actions – Not used
 - Disable – Disables order dialog (Quick Order)

Generic Orders

- Text Orders are for nursing or patient care.
- Text Orders are recorded on the Orders tab (for staff to carry out); no other operation occurs within EHR.
- Generic Orders are a type of Text Order.
- Generic Orders are more flexible and configurable than Nursing Quick Orders (which are a simple type of Text Order).

Generic Orders (cont.)

- Generic Orders consist of prompts.
- CACs may construct a Generic Order using whichever prompts are appropriate.

Oxygen Therapy

Type: Nasal Cannula

Rate: 2

Rate Type: L/min

Start Date/Time: NOW

Stop Date/Time: 17-Oct-2012

OXYGEN THERAPY
Type: Nasal Cannula
Rate: 2 L/min

Accept Order

Quit

Construction of a Generic Order

- A Generic Order must be built from the ground up.
- All the various prompts that will be needed must be created prior to building the generic order itself.
- Plan which prompts you will need and then design the generic order before starting in RPMS.

Construction of a Generic Order (cont.)

- To use an input template in a word processing prompt, create the TIU Template before beginning the generic order.
- A suggestion is to copy the template and paste it into a Notepad document for easy access. Do not paste into Microsoft Word, because it may introduce unwanted control characters.

Construction of a Generic Order (more)

- Commonly a generic order consists of four parts, but it may have more or less.
- A typical generic order has:
 - An Orderable Item (but some may not need it)
 - Input Prompts(s) (e.g., Text, Word Processing, Set of Codes, etc.)
 - A Start/Date Time (usually required)
 - A Stop/Date Time (usually optional)

Local Prompts

- Standard prompts should not be edited.
- If a standard prompt is not quite what you need, you can build a similar local prompt.

Local Prompts (cont.)

- Most standard prompts start with:
“OR GTX...”
- A suggested format for locally created prompts is:
“ORZ GTX...”
[GTX = Generic Text]

Construction of a Generic Order

- There are several Standard Generic Orders pre-installed in RPMS.
- You should not edit these Standard Generic Orders – Treat them as reference orders. Note that they may be updated back to standard with future patches.

Generic Order Namespace

- Generic Orders are created and edited using a menu separate from that used for quick orders.
- Recommended namespace for Generic Orders is “ORGXZ...” [GX = Generic].
- This allows quick differentiation from Nursing Quick Orders (“ORZ...”) when editing a menu full of orders.

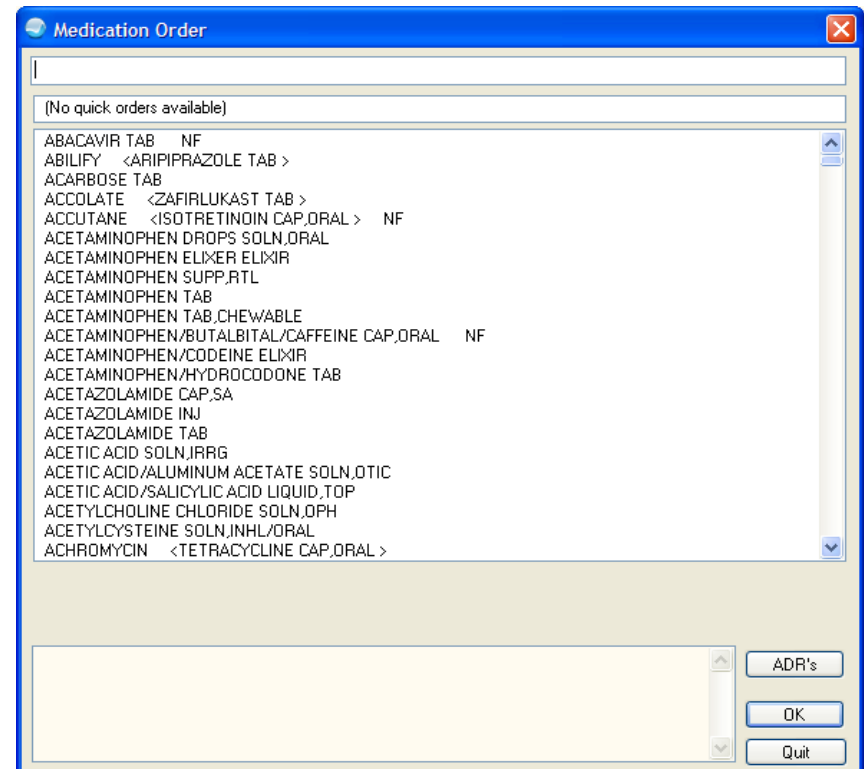
Generic Orders to Use on Menus

You may want to use these Generic Orders
on your menus:

LR OTHER LAB TESTS	[Lab Dialog List]
PS MED	[Context Sensitive Meds Dialog List]
PSH MEDS	[Outside Meds Dialog List]
PSJ or PAT OE	[Inpatient Meds Dialog List]
PSJI OR PAT FLUID OE	[IV Fluid Dialog List]
PSO OERR	[Outpatient Meds Dialog List]
RA OERR EXAM	[Radiology Dialog List]
GMRCOR CONSULT	[Consult Dialog List]

Standard Generic Order Examples

- Outpatient Medications [PSO OERR]



Generic Orders Not to Use

There are some Standard Generic Orders that should ***not*** be used in RPMS EHR:

- FHW1, FHW2, FHW3 etc.
(Dietetics Package not used by IHS)
- GMRAOR ALLERGY ENTER/EDIT
(Allergy “order” dialog deprecated by EHR Patch 8)
- GMRVOR
(VA Vitals Package not used by IHS)
- GMRCOR REQUEST
(VA Procedures Package not used by IHS)

THE INDIAN HEALTH SERVICE

Questions and Discussion



Superior Health Information Management
Now and for the Future