

THE INDIAN HEALTH SERVICE

Generic Orders and Print Formats



Superior Health Information Management
Now and for the Future

Learning Objectives

- Review EHR Order Setup
- Discuss Generic Order Setup
- Define available search features to assist CAC with editing quick order

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.

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.

Order Menu Parameters

- 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.

- INP Write Orders List (Inpatient), Values are set within the parameter.

ORWOR WRITE ORDERS LIST

- OUT Write Orders List (Outpatient), Value is set using a “master menu”. Future edits are done on that menu and not under this parameter.



Generic Orders

Definition

- 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 (1)

- Generic quick orders are created to document Nursing or Other type of orders that are not part of any of the ancillary packages such as laboratory, radiology, pharmacy, or consults.
- The assigned display group should be nursing. Caution with attaching a display group other than nursing. This can affect the clean-up utility for generic orders.

Generic Orders (2)

- Generic quick orders can contain an orderable item but orderable items are not required
 - An orderable is recommended for:
 - Tracking
 - Printing
 - Notification flags

Example

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

The screenshot shows a software window titled "Oxygen Therapy". It contains the following fields and controls:

- Type: Nasal Cannula (dropdown menu)
- Rate: 2 (text input field)
- Rate Type: L/min (dropdown menu)
- Start Date/Time: NOW (text input field with a calendar icon)
- Stop Date/Time: 17-Oct-2012 (text input field with a calendar icon)

At the bottom of the window, there is a summary section with the text:

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

Next to the summary text are two buttons: "Accept Order" and "Quit".

Prompts

- A generic order consists of prompts
 - A prompt can be many things:
 - A word processing field
 - A pointer to a file
 - A set of codes (max 7)
 - Date/Time
 - Yes/No
 - Numeric
- Once you accept the order, everything is converted to plain text.

Date/Time

- This prompt allows entry of a date and time in various formats:

NOW+12H

3/25/2013@9:30am

T+1@07:00

Date/Time (cont.)

The screenshot displays a software interface with a 'Date/Time Order' dialog box and a 'Select Date/Time' calendar. The dialog box has a text area for 'Order' containing 'This is an order to test the Date/Time Prompt' and a 'Date/Time' field. A red box highlights the 'Date/Time' field, and a red arrow points from it to the 'Select Date/Time' dialog. The background shows a table with columns for 'Start', 'Stop', and 'Taylor.P'.

Start	Stop	Taylor.P
		Taylor.P
		Taylor.P
Start: 02/28/08	Stop: 07/19/07	Hager,M
		Taylor.P
		Dclittle,D
Start: 05/17/11		Taylor.P
Start: 06/02/11 10:55		Dclittle,D
Start: 06/02/11 10:55		Dclittle,D
Start: 06/02/11 11:39		Dclittle,D

The 'Select Date/Time' dialog shows a calendar for July 27, 2011, with a time selection list on the right. The time selection list includes options from 6:00 to 17:55 in 5-minute increments. The 'Date/Time' field in the dialog is highlighted with a red box, and a red arrow points from it to the 'Select Date/Time' dialog.

Free Text Prompt

Example (this is a standard prompt):

OR GTX FREE TEXT

(Note: There are additional Free Text Prompts 1-4 if you need to use more than one text field in the same Order.)

This Prompt allows entry of one Line of Text.

Free Text Prompt (cont.)

Free Text Generic Order

Order:

Start Date/Time: NOW

Relative Date/Time:

Stop Date/Time:

Start Date/Time: NOW

Accept Order

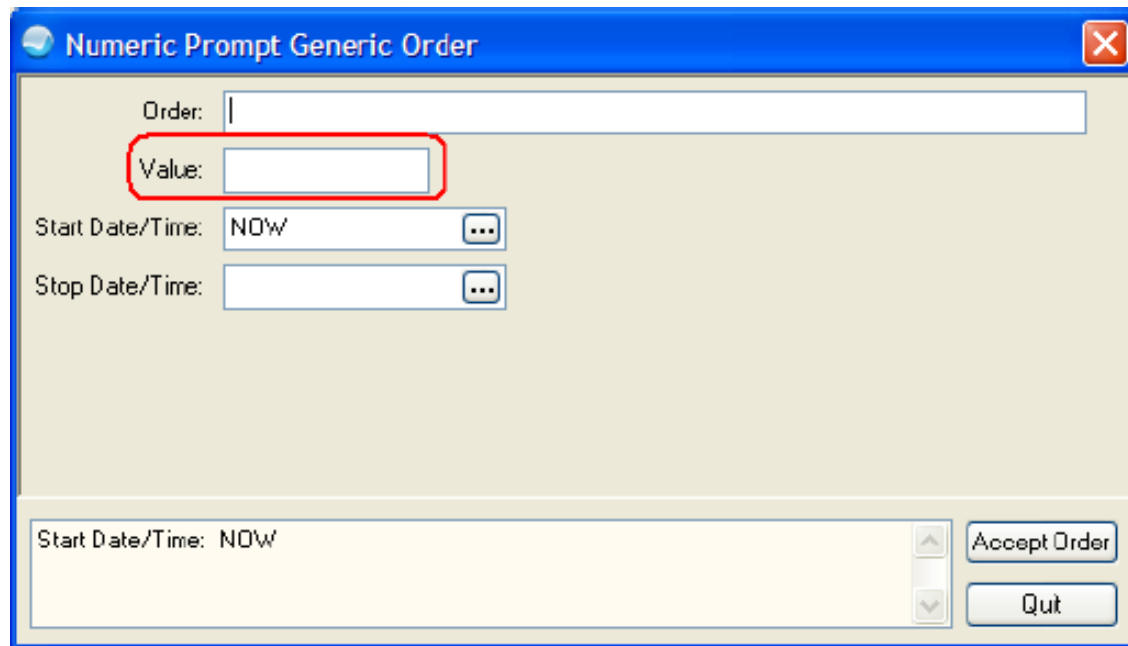
Quit

Numeric Prompt (1)

- This prompt allows entry of a numeric value.
- The inclusive lower limit and inclusive upper limit are definable.
- The number of allowed fractional digits is definable.

Numeric Prompt (2)

- In this example, the numeric prompt was defined to have a lower limit of 0, an upper limit of 10, and maximum number of fraction (decimal) digits of 1.

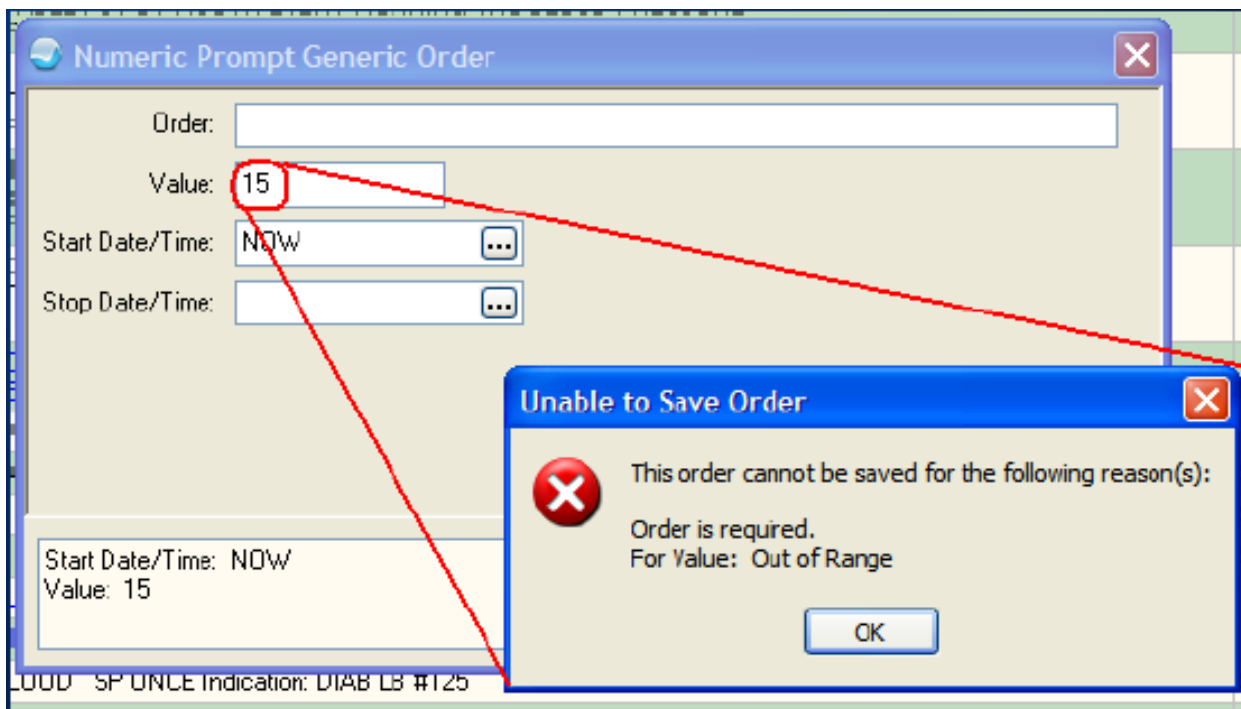


The screenshot shows a dialog box titled "Numeric Prompt Generic Order". It contains the following fields and controls:

- Order:** A text input field.
- Value:** A text input field, highlighted with a red rectangle.
- Start Date/Time:** A dropdown menu showing "NOW" with a "..." button.
- Stop Date/Time:** A dropdown menu with a "..." button.
- Bottom Panel:** A status bar showing "Start Date/Time: NOW" and two buttons: "Accept Order" and "Quit".

Numeric Prompt (3)

- If a Value outside of the defined range is entered, the user will see this message:



Numeric Prompt (4)

The prompt does not tell the user the defined range. You may want to build that information into the Generic Order itself.

Order:

Value (0.0 to 10.0):

Start Date/Time: NOW

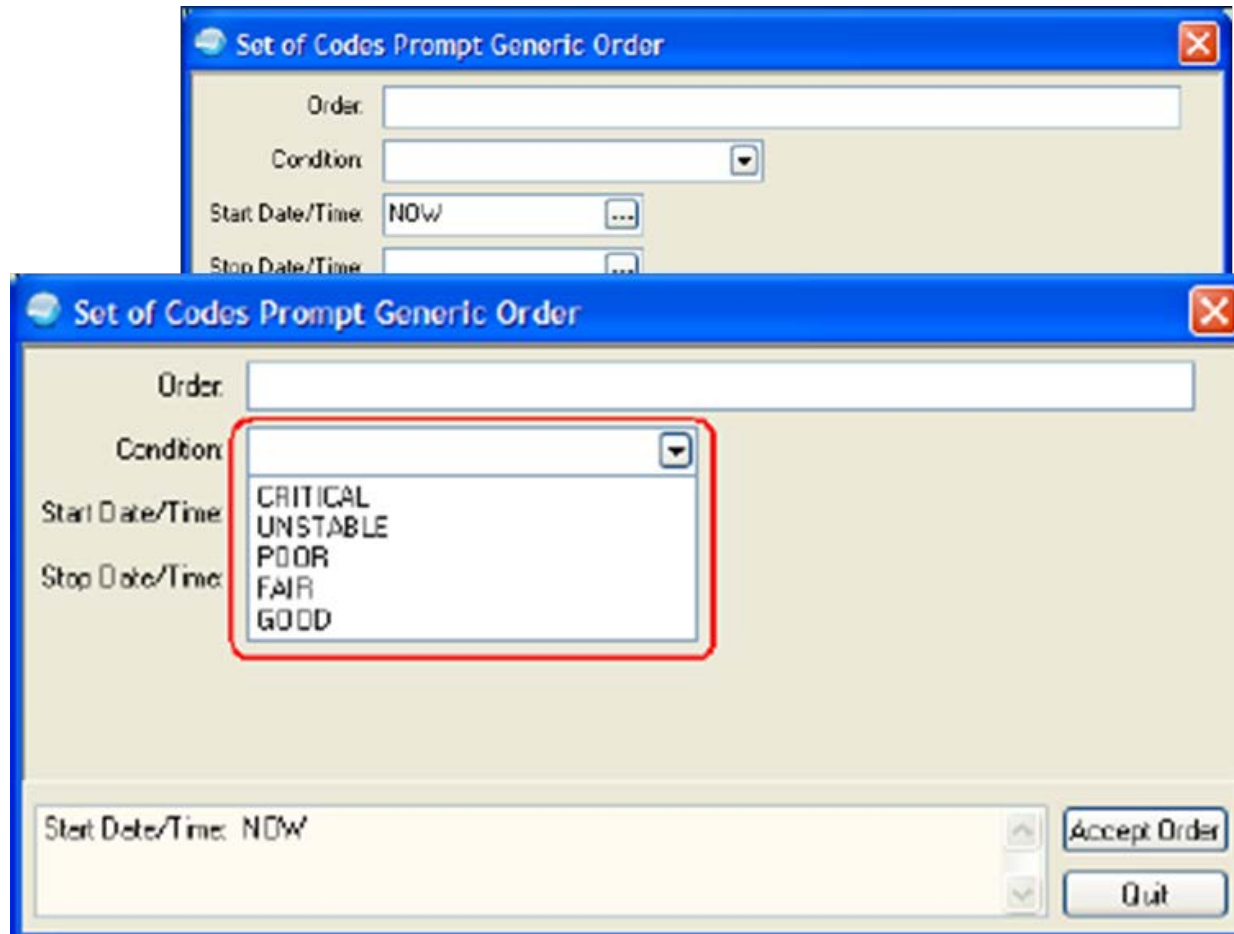
Stop Date/Time:

Start Date/Time: NOW

Set Of Codes Prompt

- A Set of Codes is linked to a list of terms.
e.g., 1=Good, 2=Fair, 3=Poor
- While the codes (1, 2, or 3) are used in roll-and-scroll RPMS, the effect when used in EHR is the same as a Drop Down Box in a TIU Template (i.e., a Combo Box).

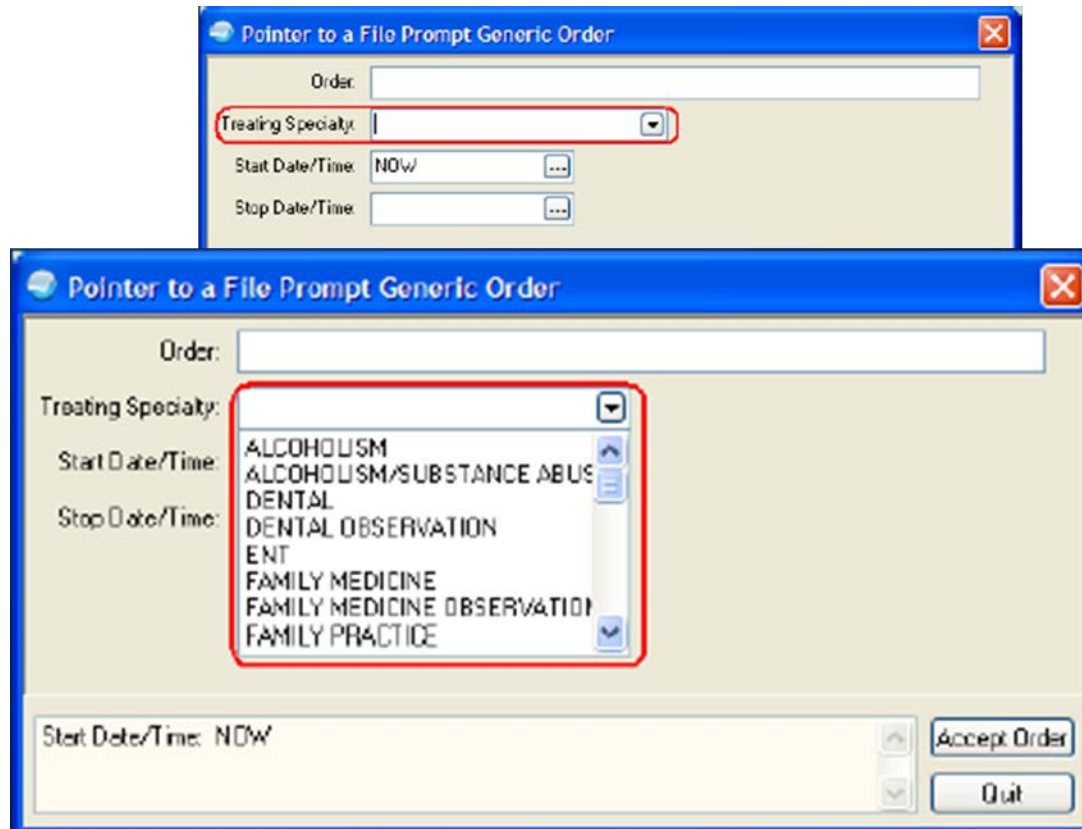
Set of Codes Prompt (cont.)



Pointer to a File Prompt

- Examples (these are standard prompts):
 OR GTX ADMIN SCHEDULE
 OR GTX PROVIDER
- This type of prompt will list the contents of the specific file to which it points.
- The display is controlled by the contents of the file, not the prompt itself.

Pointer to a RPMS File



Yes/No Prompt

Example (this is a standard prompt):

OR GTX YES/NO

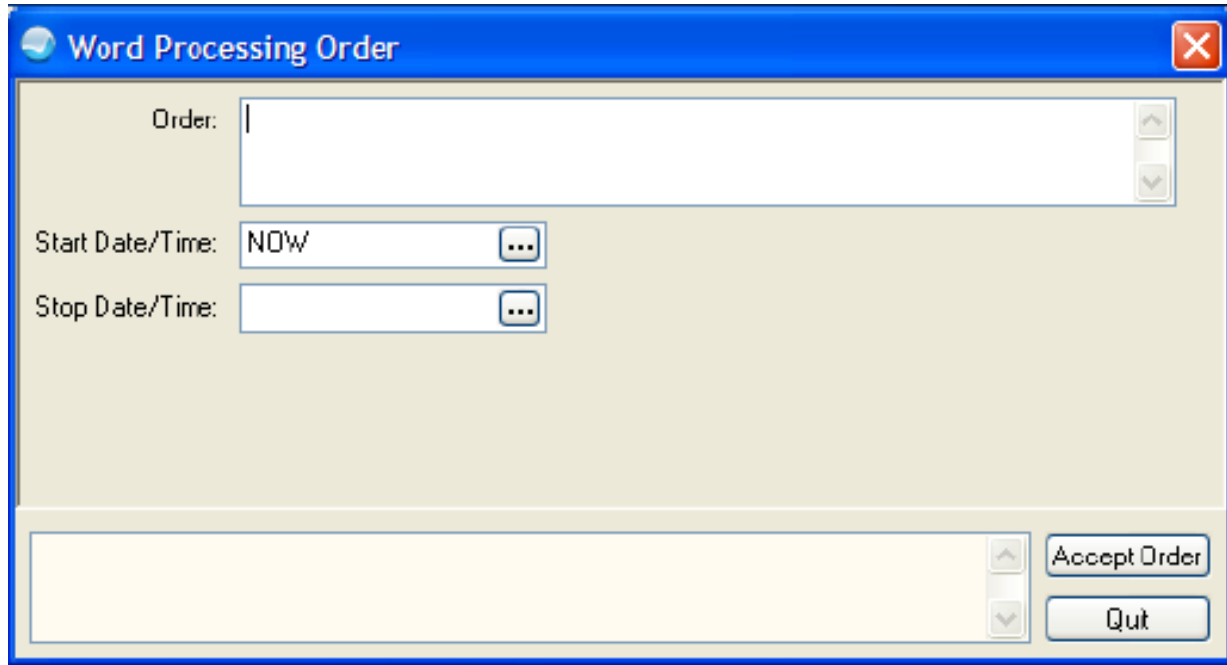
- This prompt presents the user with response of either Yes or No.
- Not commonly useful in the EHR GUI.

Word Processing Prompt (1)

- Example (this is a standard prompt): OR GTX WORD PROCESSING 1
- This prompt allows entry of unlimited text.
- This prompt also allows use of TIU Text Fields and Data Objects thereby allowing complex entry templates to be developed for a particular order.
- A TIU Template is created using the TIU Template Editor (EHR GUI).
- The text and fields are copied from the Template Editor.
- The text and fields are pasted into the word processing prompt in the generic order in RPMS.

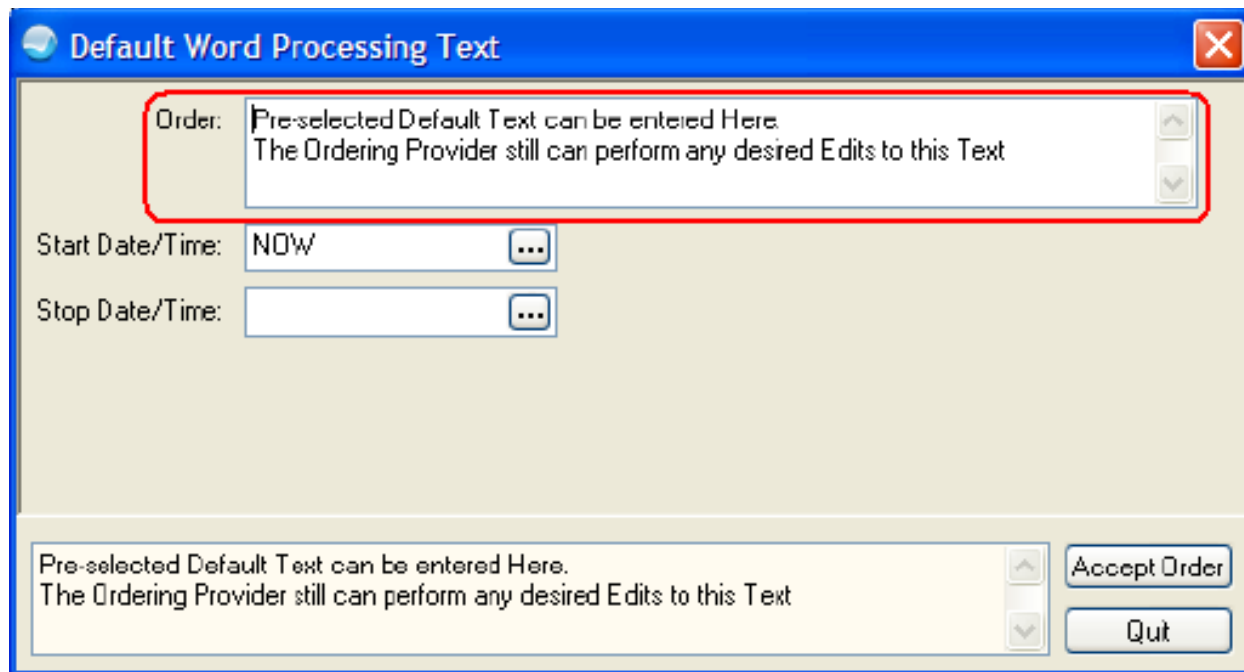
Word Processing Prompt (2)

- May be used with field blank, to allow any text entry



Word Processing Prompt (3)

- May be used with predefined Default Text



Word Processing Prompt (4)

- When using a templated word processing generic order, the TIU Input Template will always pop up first, regardless of the order of the Prompts.

Reason for Request: DIET

Type: Regular Low Sodium Low Cholesterol Mechanical Soft

Full Liquid Clear Liquid Calorie Controlled: 1800 calories

Supplement/Snacks: None BID TID HS

* Indicates a Required Field

Preview OK Cancel

Word Processing (5)

- Clicking **OK** will place the template contents into the word processing prompt.

The screenshot shows a dialog box titled "Diet". The main content area contains the following fields:

- Order:** A text box containing "Type: Low Sodium, Calorie Controlled: 1800 calories" and "Supplement/Snacks: HS".
- Start Date/Time:** A text box containing "NOW" and a dropdown arrow.
- Stop Date/Time:** A text box containing "NOW" and a dropdown arrow.

At the bottom of the dialog box, there is a preview area showing the following text:

DIET
Order: Type: Low Sodium, Calorie Controlled: 1800 calories
Supplement/Snacks: HS

Next to the preview text are two buttons: "Accept Order" and "Quit".

Construction of a Generic Order (1)

- 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 (2)

- 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 (3)

- 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)

Construction of a Generic Order (4)

- As needed, a Generic Order may be more complex with several input prompts.
- For example, an order for Wound Care may have separate prompts for Site, Frequency, Dressing, Irrigation Solution, Warm/Cold Pack Application, Heat Lamp, etc.

Local Prompt

- 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

- 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.

Construction of a Generic Order (cont.)

- If a standard, generic order is similar to what you need, you may copy the standard when creating your order and then edit this copy, thereby leaving the original unchanged.

Copying a Standard Generic Order

- To Copy a Generic Order, create a new order as usual.
- At this prompt:
Do you wish to copy an existing order dialog?
respond with **Yes**

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.

Standard Orders Which You May Want to Copy and Modify:

OR GXMOVE ADMIT PATIENT

OR GXMOVE DISCHARGE

OR GXMOVE EVENT

OR GXMOVE TRANSFER

OR GXMOVE TREATING SPECIALTY

OR GXTEXT TEXT ONLY ORDER

OR GXTEXT WORD PROCESSING ORDER

Standard Generic Orders

- Several Standard Generic Orders generate a dialog in EHR with a list of all available items in a particular package (e.g. lab tests).
- These dialogs are used when the provider cannot find a quick order on a menu for the item he needs to order.
- Often the display text on the menu is edited to “all other ...” (remember - don’t edit the standard generic orders).

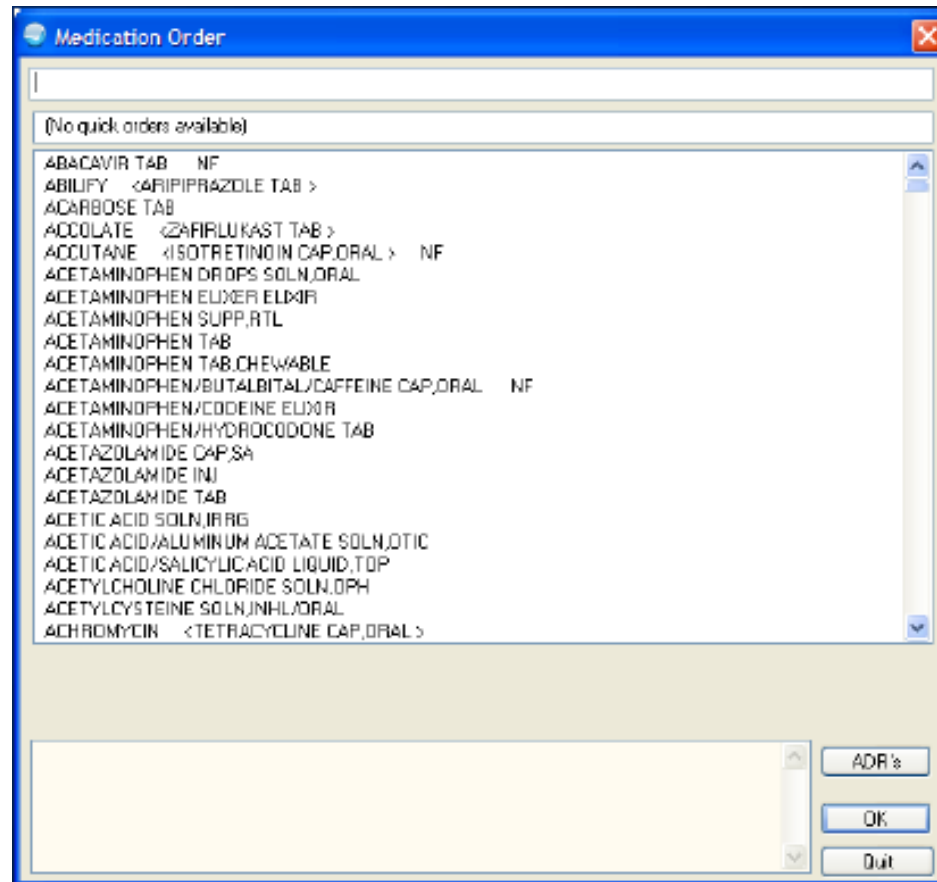
Generic Orders to Use on Menus

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

LR OTHER LAB TESTS	[Lab Dialog List]
PS MEDS	[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 (1)

- Outpatient Medications [PSO OERR]



Standard Generic Order Examples (2)

- Laboratory [LR OTHER LAB TESTS]

Order a Lab Test

Available Lab Tests

- 1,25 DIHYDROXY VIT D, pg/t
- 1,25-DIHYDROXY <1,25 DIH
- 11-DEOXYCORTISOL
- 17-HYDROXYPROGESTEROI
- 17-ALPHA-HYDROXYPROGE
- 17-HYDROXYCORTICOSTER
- 17-HYDROXYPROGESTEROI
- 17-KETOSTEROIDS.TOTAL U

Collect Sample: [Dropdown]

Specimen: [Dropdown]

Urgency: ROUTINE [Dropdown]

Collection Type: Send Patient to Lab [Dropdown]

Collection Date/Time: TODAY [Dropdown]

How Often?: ONCE [Dropdown]

How Long?: [Dropdown]

Clinical Indication: [Dropdown]

Accept Order

Quit

Standard Generic Order Examples

- Imaging [RA OERR EXAM]

The screenshot shows a software window titled "Order an Imaging Procedure" with a blue header bar and a close button (X) in the top right corner. The window is divided into several sections:

- Imaging Type:** A dropdown menu with a list of options: "CT SCAN", "GENERAL RADIOLOGY", and "ULTRASOUND".
- History & Reason for Exam:** A large text area for notes, currently empty.
- Requested Date:** A date selection field with a calendar icon.
- Urgency:** A dropdown menu.
- Transport:** A dropdown menu.
- PreOp Scheduled:** A date selection field with a calendar icon.
- Available Modifiers:** An empty list box.
- Selected Modifiers:** An empty list box with a "Remove" button below it.
- Category:** A dropdown menu.
- Submit To:** A dropdown menu.
- Isolation:** A checkbox.
- Exams Over the Last 7 Days:** A text area for recent exam history.
- Pregnant:** A section with three radio buttons: "Unknown", "Yes", and "No".

At the bottom right of the window, there are two buttons: "Accept Order" and "Quit".

Standard Generic Order Examples (3)

- Discharge Patient [OR GXMOVE DISCHARGE]

The screenshot shows a dialog box titled "Discharge Patient" with a blue header and a red close button. The main area is light beige and contains three input fields: "Event:" with a dropdown menu showing "DISCHARGE FROM HOSPITAL", "Discharge Type:" with a dropdown menu showing "REGULAR DISCHARGE", and "Instructions:" with an empty text box. At the bottom, there is a summary bar with the text "DISCHARGE FROM HOSPITAL REGULAR DISCHARGE" and two buttons: "Accept Order" and "Quit".

Discharge Patient

Event: DISCHARGE FROM HOSPITAL

Discharge Type: REGULAR DISCHARGE

Instructions:

DISCHARGE FROM HOSPITAL REGULAR DISCHARGE

Accept Order

Quit



Quick Order Search

Quick Order Search (cont.)

- SRO Search/Replace Orderable
 - You can easily search and replace orderable within your quick order
- SRC Search/replace Components
 - You can easily search and replace a quick order within your menus
- Both options are great to locate an orderable and where that orderable has been used within a quick order or menu



Questions