

Managing New Order Flags-Tips for HUCs

2 When flags are turned on at the beginning of the shift there may be an overwhelming amount of information in the New Flag box (**orders for the last 24 hrs**).
Clear the Flags so that you can be alerted to any new orders which are entered electronically.

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- At the beginning of the shift use icon to **Turn on Flags** for all patients.
 - Note:** When a new patient is admitted, **turn on flags** for that patient.
- When a flag is turned on it will show the last **24 hrs of orders**.
- Read through the orders, then, use the **Clear**
- Flag** button to clear all new orders flags.
- At least once per hour** look through any new order **green** flags.
- If the flag is **red** stat orders are included and these **need to be looked at as soon as possible**.

The next time a flag appears for that patient, there will be fewer orders to read as long as your flags are being looked at and cleared at least once per hour.

Important Facts to Remember

- A new order entered electronically by a physician is as important as a written order.
- If an order is entered electronically, you only need to do the follow up tasks (preps, consults, page RT etc) - the physician has done the work of entering the order.
- Reading orders on the New Orders Flag takes less time than entering those written on paper by an MD.
- If Flags are not cleared often, there will be a large number of orders to read at once which **can lead to important orders being missed**.

