




Allergies

- Will be entered by **RNs and MDs**.
- Managed by the **Allergy Manager**.
- Accessed by the **Rashman Icon**. 
- In the **Allergy Summary box**, allergies can be managed using the buttons on the bottom. 
- See **ISTG: Documenting Allergies** for more info.

Columns on the Patient List

- Columns have been **standardized**.
- The following have been added:
 - **Floor to Collect** – indicates if floor nurse will do the blood draw.
 - @ - no info to be given out about pt. → managed by Registration.
 - **Transport Method** – how pt. will go to other departments.
 - **RN Name** – indicates the Primary nurse caring for pt. (manual entry).


Flags

- Flags alerts to: **New Orders, New Documents, New Results, Signature Manager messages and messages to and from Pharmacy**.
- Flags must be turned on always.
 - **Highlight** your patients
 - From the **Pt List Tab Tool Bar: Click Flag New On:** 
- The **Check Orders column flag** will automatically be present if new orders need to be **Acknowledged**.

Ordering Process

- Orders can be **entered electronically** by a Physician.
- **FormImprint** will have a mirror image of the currently used order sets.
- Physicians who do not initially enter orders electronically can enter orders on a **Physician Order Form**.
- **Written Orders** will be entered electronically by the RN or HUC and other approved disciplines.
- **Telephone orders** will be taken by the RN, transcribed on to an Order Form, then electronically entered in Order Manager.

Order Entry

- The **Order Entry icon** is located next to the patient's name in the Header area. 
- In the **Requested By** box, the **Current Provider** must be selected from the list.
 - If the physician is not on the list choose **Other** and enter the name.
 - If entering nursing orders, **Me** can be selected.
- **Default Source** is **Written** but can be changed by selecting from the drop-down list.
- Click **OK** to go to the **Order Entry Worksheet**.

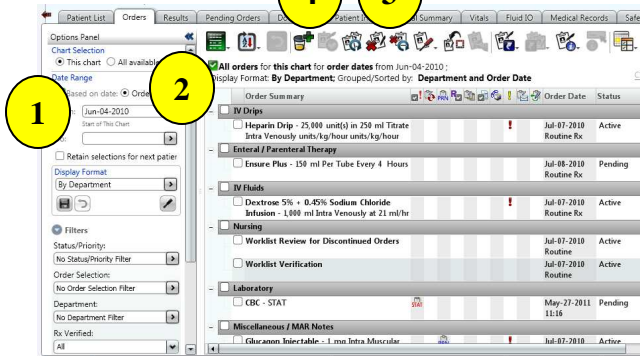
Order Entry Worksheet

- Orders can be entered using the **Browse Tree** or **Manual Entry**
- They can be placed by **Order Sets**, or **Individual Orders**.
- Using **Manual Entry**:
 - Click in the **Type here...** window and start typing characters of the order. (1)
 - A list of orders will display below. (2)

- You can open the order by choosing **Add** or **View** on the right. (3)
- Once you have filled out the order form and clicked **OK**, it will be displayed for review in the bottom window. (4)
- You can **Edit** or **Delete** using the items on the right. (5)
- You can use the **Hide Worksheet (6)** button if you need to check something (e.g. Results) before submitting an order.
- When finished use **The Submit Orders...(7)** button at the bottom.

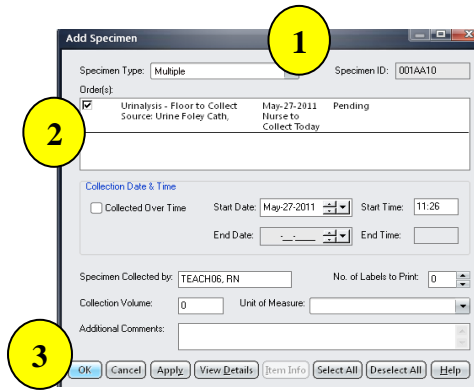
Orders Tab

- All submitted orders will display in the **Orders tab**.



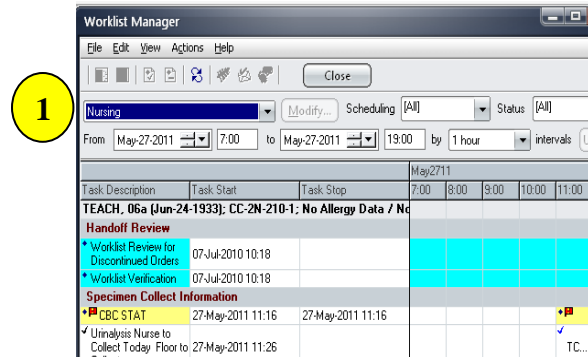
- On the left are **Filters** which can be set to your preference (e.g. date range, specific department orders). (1)
- To the right of the filters are the **Order Categories**, which are collapsible. (2)
- The order** of these has been preset per MD request and **cannot be changed**.
- Orders can be DC/Canceled from here using the **DC/Cancel...** Icon.(3)
 - You will be required to select the physician requesting this, and **enter the reason**.
- In order to **print Lab labels** for non-blood specimens, use the **Add Specimen icon** (4):
 - Highlight the specimen and click the **Add Specimen...** icon.
 - In the **Add Specimen box**, the specimen type will be defaulted. (1)

- Check the **labs ordered** (2) and click **OK**. (3)



On the **Orders tab**, those labs will show as **Collected**.

Worklist Manager



- In the Worklist Manager, there are different views based on job description (1).
- It is divided into **Categories**.
- These are color-coded and include:
 - Actionable Tasks** - which need to be **Marked as Done**.
 - Non-Actionable Tasks** - which are **Informative** only.

Order Management: A Guideline for RNs & HUCs



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