

# Clinical Documentation and Ordering for FirstNet Physicians



Carolinus HealthCare System

**CANOPY**  
ELECTRONIC MEDICAL RECORDS



*Revised March, 2011*





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## 1. Introduction

## 2. FirstNet Organizer: New Components

### Overview

- This reference guide was designed to help users learn the workflow process of ordering and documentation from within FirstNet. Most, but not all, of the information in this guide will be covered during your training course. Some sections have been added for reference purposes.
- This guide includes pictures of various windows to familiarize you with information placement. These are only a small sample of the windows you will use.

### Tracking Board Column Changes

**The following is a list of NEW columns and their content found on 1 or more view in the eTracking Lists in FirstNet.**

- MD CoSign – clipboard appears when orders to cosign for patient. Double click to access from tracking board
- PCP (STAR) – name from registration system
- PNEC – MD Document management – icons access PowerNote and show status
- RN Review – clipboard appears when RN has new orders to review
- Medications – number ordered/resulted. Mouse over for details. Magnifying glass appears when completely resulted.

### Events and Icons

- The following is a sampling of the new event icons that are used on the tracking board.

Icon	Icon Name	Auto/Man	New/Change	Description
	<b>Bed Ready</b>	Either	Change	Replaces  icon. May be manually placed when bed assignment made or will automatically fire when <b>Bed Requested</b>  icon is completed. The  icon is manually set when bed is requested.
	<b>Care Plan</b>	Auto	New	<b>Care Plan</b> -auto fires to alert provider that a plan has been made between ED and PCP. This "plan" may include how to care for chronic issues such as pain. Currently in use at CMC and CMC-NE, plan may be reviewed by any ED.
	<b>Case Management / High Risk</b>	Auto	Change	Replaces  icon. This automatically fires when the answer is "yes" to the first Domestic Violence question on the Triage PF.
	<b>Consult Ordered</b>	Either	Change	Replaces  icon. Auto fires if a consult order entered. May manually start.
	<b>Consult Paged</b>	Auto	New	When <b>Consult Ordered</b> icon is manually completed, <b>Consult Paged</b> icon automatically fires
	<b>Consult Contacted</b>	Auto	New	When <b>Consult Paged</b> icon is manually completed, <b>Consult Contacted</b> icon automatically fires
	<b>Contrast Needed</b>	Either	New	Will automatically fire at CPOE live facilities, with a contrast order entered. All non-live facilities may manually place icon.
	<b>Contrast1</b>	Auto	New	Auto fires when <b>Contrast Needed</b> icon is completed. Signifies patient is drinking Cup #1.
	<b>Contrast2</b>	Auto	New	Auto fires when <b>Contrast1</b> icon is completed. Signifies patient is drinking Cup #2. If 2 cups are not needed, complete this icon.
	<b>Contrast Complete</b>	Auto	New	Auto fires when <b>Contrast2</b> icon is completed.
	<b>CT Ordered</b>	Auto	Change	Auto fires when any CT ordered. Replaces CT Requested  icon.
	<b>CT Complete</b>	Auto	Change	Auto fires when CT completed. Replaces manually set  icon.
	<b>CT Read</b>	Auto	Change	Auto fires when CT is resulted in FirstNet unless results are faxed (then manually complete). Replaces manually set  icon.
	<b>Do Not Share Info</b>	Auto	New (for some)	Auto fires when Triage PowerForm DTA "Is it okay to speak about all aspects of your medical care in front of people who are accompanying you?" is checked "no".
	<b>EKG Requested</b>	Manual	Change	May manually set for EKG order. Replaces  icon.
	<b>Lab Ordered</b>	Auto	New	Auto fires when lab orders are entered.
	<b>Lab Complete</b>	Auto	New	Auto fires when lab orders are resulted.
	<b>Lab Overdue</b>	Auto	New	Auto fires when lab orders are overdue (varies from facility to facility) and not received in lab.
	<b>LifeShare</b>	Manual	New	May set if patient is for Life Share.
	<b>MRI Ordered</b>	Auto	New	Auto fires when MRI ordered.
	<b>MRI Complete</b>	Auto	New	Auto fires when MRI complete
	<b>MRI Read</b>	Auto	New	Auto fires when MRI Read
	<b>MH Eval</b>	Manual	New	May manually set icon when patient is awaiting a mental health evaluation
	<b>Pain Reassess</b>	Manual	New	May manually set icon to alert nurse that pain reassessment in needed.
	<b>Patient Ready</b>	Manual	New	May manually set icon when patient is ready for physician disposition
	<b>Pregnant</b>	Auto	Change	Auto fires when Triage pregnancy status is positive or with positive pregnancy test. Replaces  icon.
<b>P</b>	<b>Psych Place</b>	Either	Change	Will automatically fire if new DTA on Triage PowerForm is checked for Involuntary Commitment. May still be manually set for Psych patients being held for placement.

Icon	Icon Name	Auto/Man	New/Change	Description
	<b>Respiratory Therapy ordered</b>	Manual	New	May be manually set when RT order is placed.
	<b>Respiratory Therapy in Progress</b>	Auto	New	Auto fires when <b>Respiratory Therapy ordered</b> icon is completed.
	<b>Respiratory Therapy Completed</b>	Auto	New	Auto fires when <b>Respiratory Therapy in Progress</b> icon is completed.
	<b>Review Allergies</b>	Manual	New	May be manually set when allergies need to be reviewed.
	<b>Transfer 2 other facility</b>	Auto	Change	Auto fires when Transfer documentation is documented. Replaces <b>Xfer 2 Otr Facility</b> icon and both now have new CHS helicopter.
	<b>Urine Ordered</b>	Manual	Change	May manually place icon when order for urine tests. Replaces <b>Urine Needed</b> icon 
	<b>Urine in Progress</b>	Auto	New	Auto fires when <b>Urine Ordered</b> icon is completed.
	<b>Urine Complete</b>	Auto	New	Auto fires when <b>Urine in Progress</b> icon is completed.
	<b>US Ordered</b>	Auto	New	Auto fires when order for Ultrasound is entered.
	<b>US Complete</b>	Auto	New	Auto fires when <b>Ultrasound Ordered</b> icon is completed.
	<b>Xray Ordered</b>	Auto	Change	Auto fires when Xray ordered. Replaces <b>Xray Need</b> icon 
	<b>Xray Complete</b>	Auto	Change	Auto fires when Xray Complete. Replaces <b>Xray Complete</b> icon. 
	<b>Xray Read</b>	Auto	New	Auto fires when CT is resulted in FirstNet unless results are faxed (then manually complete).

Description	Cerner Icon	Description	Cerner Icon
Patient has critically important orders on the chart.		Patient needs an x-ray.	
Radiologist has read the CT and report is available.		CT is completed (MD can look at film at Stentor).	
Triggers dementia/wandering protocol.		Patient needs transport.	
EKG is needed.		Need Pharmacist Pharmacy Consult	
Needs interpreter.		Fall precautions.	
Patient is in isolation.		A sitter is needed	
MD needs to reevaluate.		Admission orders are needed.	
Attending MD has not signed the chart.		Bed Request.	
Dr. Exam		Bed Ready	
Consult RN Exam		Admit	

Description	Cerner Icon	Description	Cerner Icon
Opt Out		Consult	
Triage		Registration	

## Admitting Process Icons

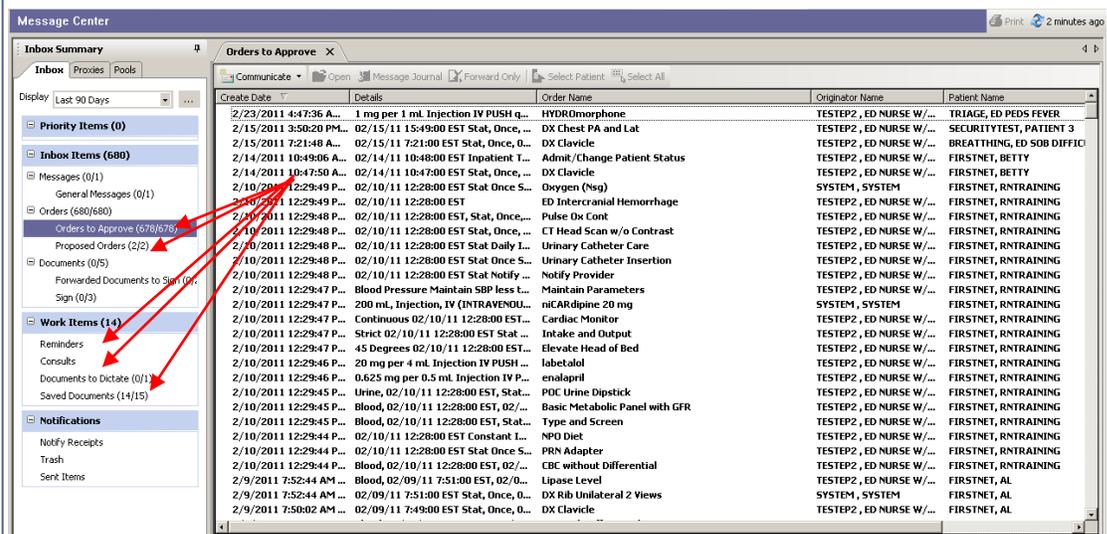
- Your facility may determine to utilize a series of events to manage patients being admitted such as the process defined below.

Physician places the Admit order	Admit icon placed on tracking board.	
Consult Requested and the Orders Needed event is manually set. The event will be completed once orders received.	Orders Needed icon appears.	
Request a bed event manually set for the patient.	Bed Request Icon appears.	
ED advised that room is ready. When Bed Request event manually completed Bed Ready event <b>automatically</b> requested.	Bed Request Icon clears and Bed Ready Icon appears.	

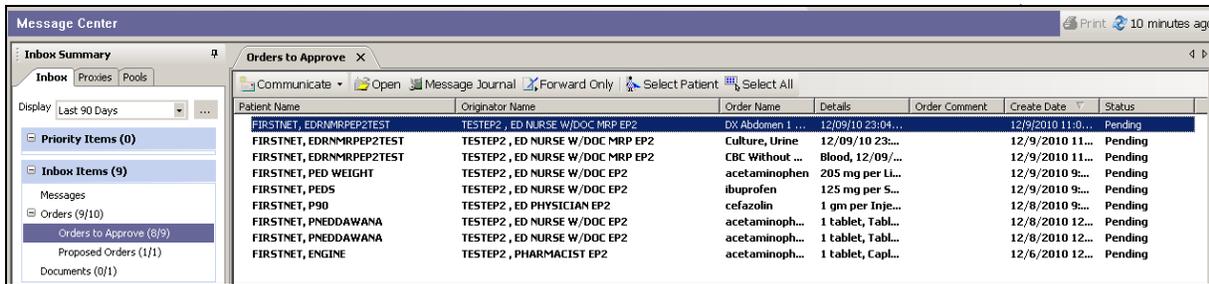


## Message Center – New Folders

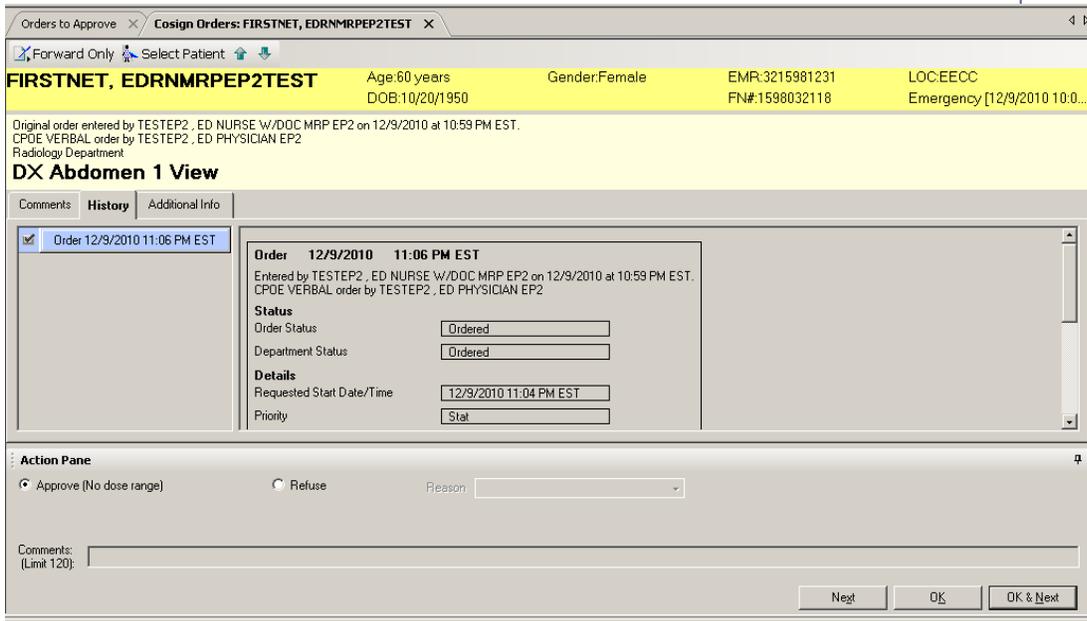
- Message Center functionality will be expanded to include the following new folders:
  - **Orders to Approve** - Notification of orders needing co-signature.
  - **Proposed Orders** - Prescriptions called in by the Pharmacist in response to clinical inquiries that they receive.
  - **Saved Documents** – PowerNotes in Preliminary status: they have been Saved but not Signed
  - **Reminders** – Allows user to compose messages or designate results or documents for follow-up at a later time. Notifications can be attached any Messages, Reminders, Consults or Sent Items where notification of receipt or action is required.
  - **Consults** - Consult messages are meant to communicate a request for a consult to a specific provider or providers. They are not placed by a Consult Order, but may be placed in addition, if desired.



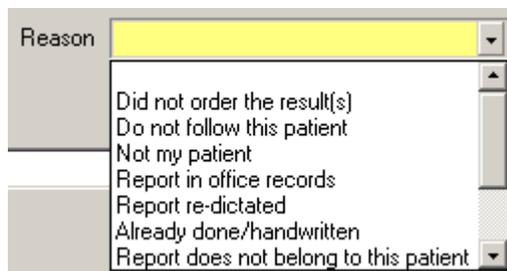
- **Orders to Approve**
  - Orders to approve: Orders requiring physician co-signature: verbal/protocol orders from RNs or mid-level provider orders
    - Order folders appear under InBox Items> Orders as they are populated.
    - Highlight the folder in the InBox tab.
    - Double click on the line for co-signature



- Details can be seen by clicking on the history or Additional Info tab, if needed.



- If approved, click OK & Next (or the Enter key) to continue reviewing orders.
- To refuse the order, click on Refuse, choosing a reason. Click OK & Next to continue reviewing orders.

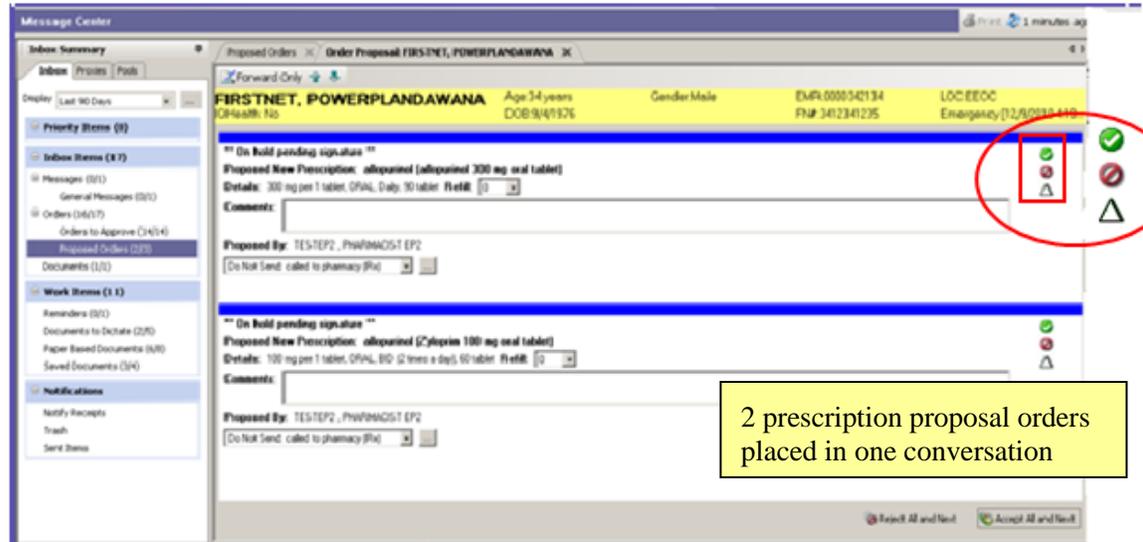


- The refused order is automatically sent to the refused orders queue, managed by HIM

#### ■ Proposed Orders

- Proposed orders are prescriptions proposed by, a clinician, in response to clinical inquiries that they receive.

- Proposed orders are in a pending status until action performed.
  - Physician should speak with the clinician when refusing proposed orders.



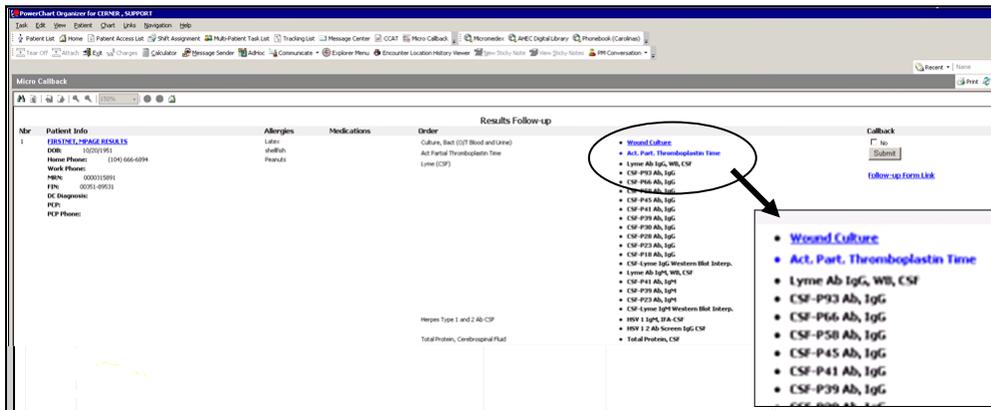
- The Provider can either Accept, Modify or Reject the Proposal by clicking on the appropriate symbol to the right of the Proposal and then clicking on Sign.
- Saved Documents– PowerNotes in process
  - The display default is **90** days. Click the down arrow and select **Load All** to expand the window for documents older than 90 days.
  - Contents noted by (#) to the right of the folder name.
  - Opening a PowerNote from the Message Center gives a slightly different appearance and functionality than opening in a patient’s chart. Depending on remaining amount of documentation to be done on the PowerNote, it is beneficial to open a PowerNote from the patient’s chart.
- Reminders – Users may set timed notification feature on a message to either themselves or other users from within the Message Center,
- Consults – User receives response to consult messages sent via communication functionality. You also receive consult messages sent with the “include me” functionality

## Results MPage

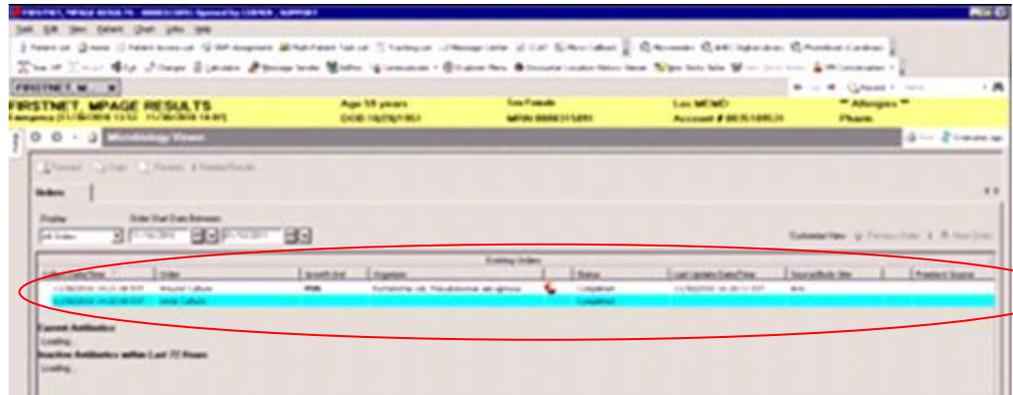
- To Access the Results MPage click on the button in the top toolbar of the Organizer window.



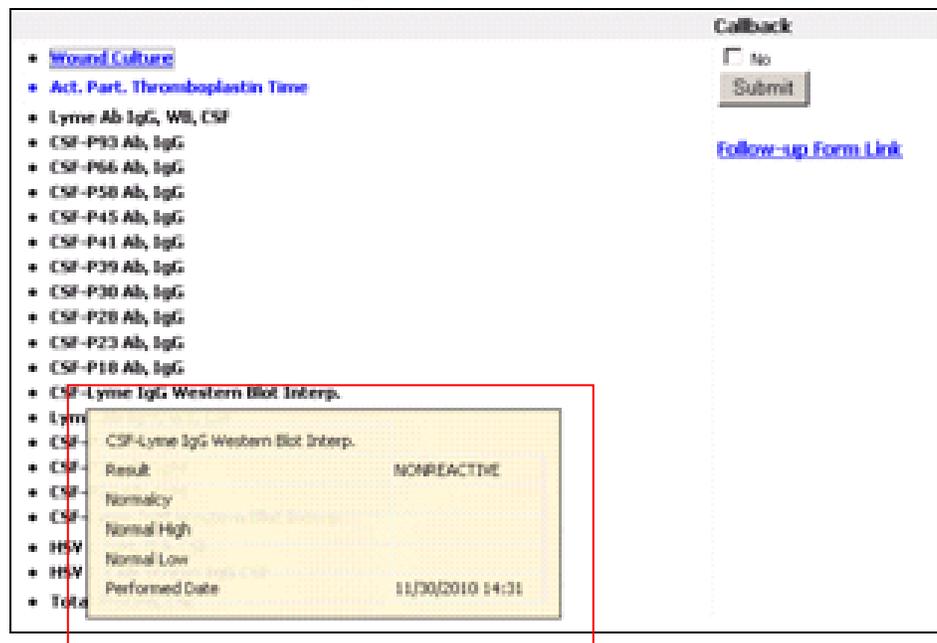
- Results MPage shows the patients that were seen in the facility where the computer is located
  - For auditing purposes, if a provider does not have a relationship with a patient on the list, a temporary relationship is assigned.
  - If a provider already has a valid relationship, the provider keeps that relationship.
- The first time viewing a new patient: Microbiology results will be listed first, followed by labs.
- Microbiology results are all hyperlinks, they are displayed in Green and underlined.
- The lab results contain a hover over (shown below) and are colored in the same way as the Inpatient Summary;; abnormal high or low results are in blue and critical high or low vales are in red.
- Results that are bolded indicate that no action has been taken on these results. The first time a patient is viewed, all results will be in bold font.



- Clicking on a Microbiology result will take you to the Microbiology Viewer.
- The Microbiology tab displays all Micro results. Not only the result that was clicked on.



- Hovering over a lab result displays information about that lab:



## Interacting with the MPage

- Upon viewing a patient, 2 options are available.
  - If **no action** is required then the “No” button can be pressed on the Micro Callback screen.
    - Pressing “Submit” saves all checks and the selected patient(s) will fall off the MPage.

**NOTE:** if more than 1 patient has “No” selected and any submit button is pressed, then all selected patients will fall off the MPage.

- If an action is required then the “Follow-Up Form Link” is pressed.
  - The “Patient Results Follow-Up PowerForm” will open.

- See the next section for instructions on how to fill out the PowerForm.

- Follow-up status field.
  - 3 responses.
    - **“No Callback Required”**
      - Similar to pressing “No” and submit on the MPage itself
      - Means that none of the results warrant calling a patient - the patient will drop off the MPage.
    - **”Complete - Patient Contacted”**.
      - Also causes a patient to fall off the MPage
      - Indicates a patient was informed about any noteworthy results.
    - **”In Process”**
      - Patient was unable to be contacted and another attempt will be made.
      - Patient remains on the MPage.
      - Next time the patient is viewed the “No” button will be dithered out and unclickable.

## In Process Status

- After an “In Process” has been selected, for a result the user cannot select “No” and Submit. The PowerForm must then be opened and documented.
- The results are no longer in bold since they had been previously seen.
- The patient will continue to appear on the MPage until the PowerForm is submitted as either “No Callback Required” or ”Complete - Patient Contacted” at which point the patient will fall off the MPage.

## Multiple results for same patient

- IF the patient has a previous call back result on the Micro Callback screen and a new result is added, regardless of the previous callback status, the new results are documented in bold on the MPage.
  - In addition, if the patients’ previous status is “In Process” then, as before, the “No” button is dithered (shown previously).
  - If the patients’ previous status was “No Callback Required” or ”Complete - Patient Contacted” the patient will again appear on the MPage
    - An option of “No” and submit is permitted
    - Or a PowerForm can be documented and the process begins anew.
  - A patient with new results will always appear on the MPage, regardless of previous status.

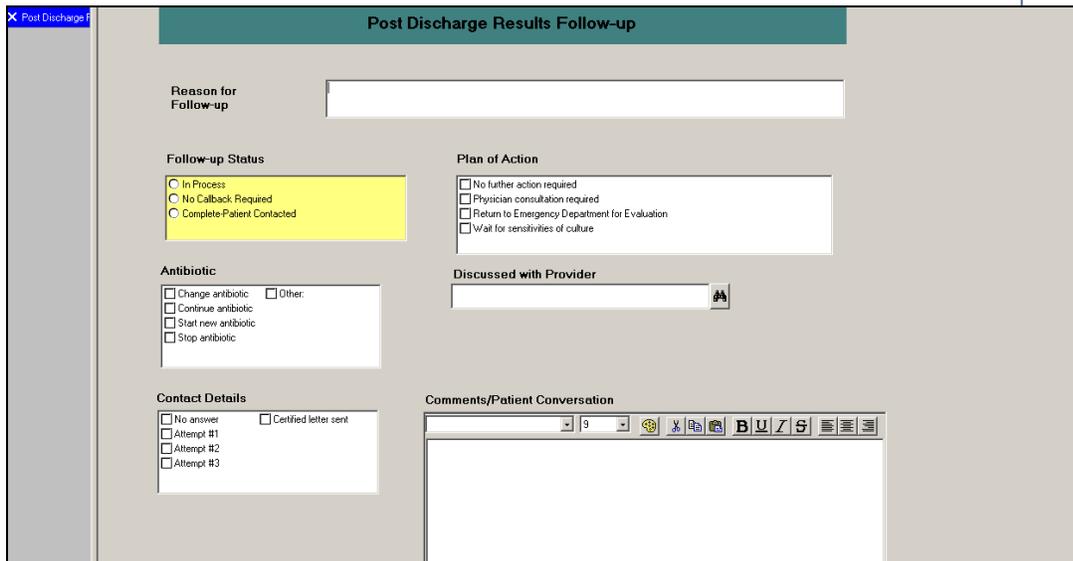
The screenshot shows the 'Micro Callback' screen in the FirstNet Organizer. The patient information is as follows:

Nbr	Patient Info	Allergies	Medications	Order	Results Follow up	Callback
1	<b>FIRSTNET_ORGANIZER</b> DOB: 000000000 Home Phone: (505) 666-6094 MRN: 000000000 FPN: 000000000 DC Diagnosis: PCP: PCP Phone:	Latex Shellfish Peanuts		Culture, Best (CST Blood and Urine) Act Packed Thromboplastin Time Lense (CSP) Heparin Type 1 and 2 Ab-CSP Total Protein, Cardiovascular Panel	<b>World Culture</b> Act. Part. Thromboplastin Time Lense Ab IgG, w/o CSP CSP #03 Ab, IgG CSP #04 Ab, IgG CSP #05 Ab, IgG CSP #06 Ab, IgG CSP #07 Ab, IgG CSP #08 Ab, IgG CSP #09 Ab, IgG CSP #10 Ab, IgG CSP #11 Ab, IgG CSP #12 Ab, IgG CSP #13 Ab, IgG CSP Lense IgG Western Blot Intep. Lense Ab IgG, w/o CSP CSP #14 Ab, IgM CSP #15 Ab, IgM CSP #16 Ab, IgM CSP Lense IgM Western Blot Intep. HSI 1 IgM, SPA-CSP HSI 2 Ab Screen IgG CSP Total Protein, CSP	Submit <a href="#">Follow-up Form Link</a>

## 3. PowerForms

### Post Discharge Results Follow-up

- Physicians and Nurses will use the Post Discharge Results Follow-up PowerForm for documenting actions on results that are finalized after the patient leaves the ED.
- The form is accessed by clicking on the Follow-Up Form link from the Micro Callback MPage window.
- When the section is opened, the required fields will be highlighted in yellow. There are no required fields in this PowerForm.
- To add additional comments in a field use “**Other**” option which opens a box for the user to free text information.
- You can also right-click on any selection in a field and **select** Comment.
- When the appropriate sections on your form are completed, click on the “Sign Form”  icon located in the upper left hand corner.
- This will return you to the *FirstNet* patient tracking board.



The screenshot displays the 'Post Discharge Results Follow-up' form. The form is divided into several sections:

- Reason for Follow-up:** A text input field.
- Follow-up Status:** A radio button group with three options: 'In Process', 'No Callback Required', and 'Complete-Patient Contacted'. The 'Complete-Patient Contacted' option is highlighted in yellow.
- Plan of Action:** A checkbox group with three options: 'No further action required', 'Physician consultation required', and 'Return to Emergency Department for Evaluation'. There is also a checkbox for 'Wait for sensitivities of culture'.
- Antibiotic:** A checkbox group with four options: 'Change antibiotic', 'Continue antibiotic', 'Start new antibiotic', and 'Stop antibiotic'. There is also an 'Other:' label.
- Contact Details:** A checkbox group with four options: 'No answer', 'Attempt #1', 'Attempt #2', and 'Attempt #3'. There is also a checkbox for 'Certified letter sent'.
- Discussed with Provider:** A text input field with a small icon to its right.
- Comments/Patient Conversation:** A text area with a rich text editor toolbar above it.

## Multi Select vs. Single Select Fields

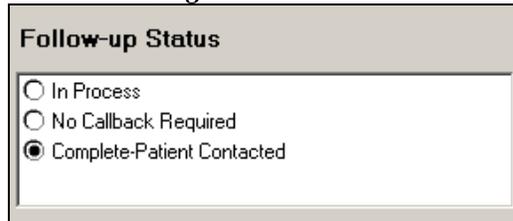
- In FirstNet you have the ability to select multiple answers in a field.
  - Picture A is an example of a multi-select field. There are square check boxes next to each option; clicking an option will place a check in the box.
  - Picture B is an example of a single-select. The round circles, called radio buttons, only allow you to choose one answer per question.

**Picture A: Multi-select**



The screenshot shows a form titled "Contact Details" with four options, each with a square checkbox. The options are: "No answer" (unchecked), "Certified letter sent" (checked), "Attempt #1" (unchecked), "Attempt #2" (unchecked), and "Attempt #3" (checked). The "Certified letter sent" option is highlighted with a blue selection box.

**Picture B: Single-select**



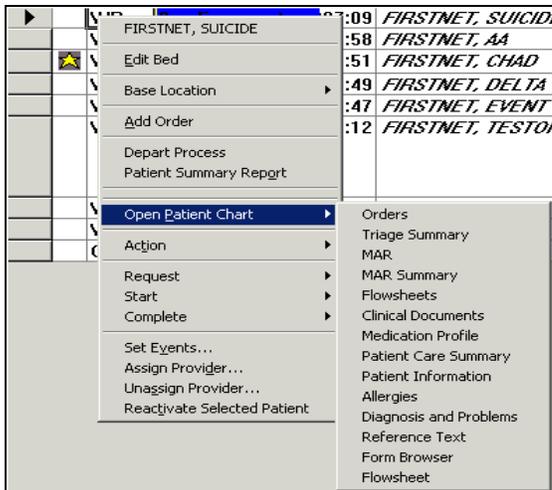
The screenshot shows a form titled "Follow-up Status" with three options, each with a radio button. The options are: "In Process" (unselected), "No Callback Required" (unselected), and "Complete-Patient Contacted" (selected).

## Modifying a Form

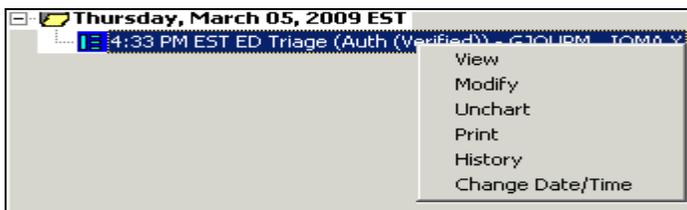
- To modify a form that was started on a patient, do the following:
  - Open the patient's chart by clicking on the patient name on the toolbar.



You can also right-click on the patient name in the Tracking list to go to a specific section of the patient's chart.



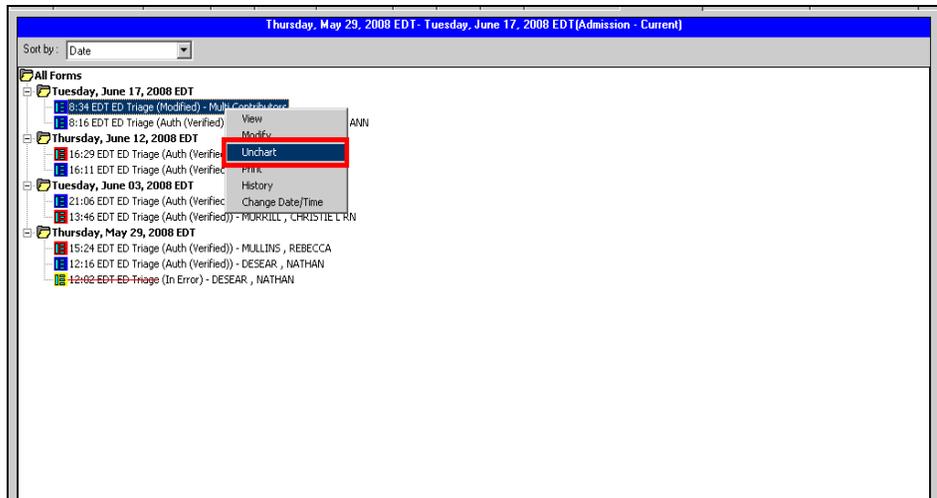
- Click on the **Form Browser** Menu item.
- Right-click on the PowerForm to be modified
- Click Modify from the drop down to open the form.



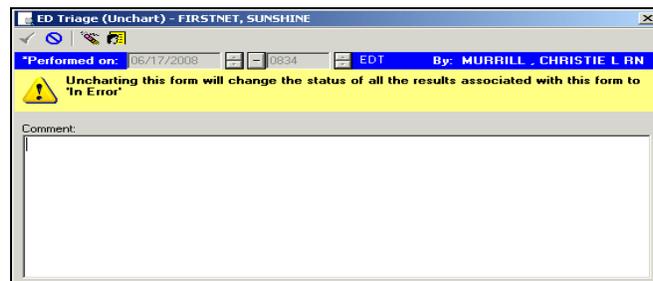
- The Triage form opens to allow you to add/change/delete any information previously recorded.
- Sign the form when completed and this will now assign your name to any information that you have modified.
- The Triage form now states that it has been modified and may state that it has been completed by “Multiple Contributors” if you had modified another person’s form.

## Charting in Error

- To unchart a form due to charting on the wrong patient, do the following
  - Open the patient’s chart (PowerChart) by double-clicking on the patient row on the arrow.
  - Click on the **Form Browser** Menu item.
  - Right-click on the ED Triage form that was previously charted (the nurse’s name that signed that triage form will appear to the right).

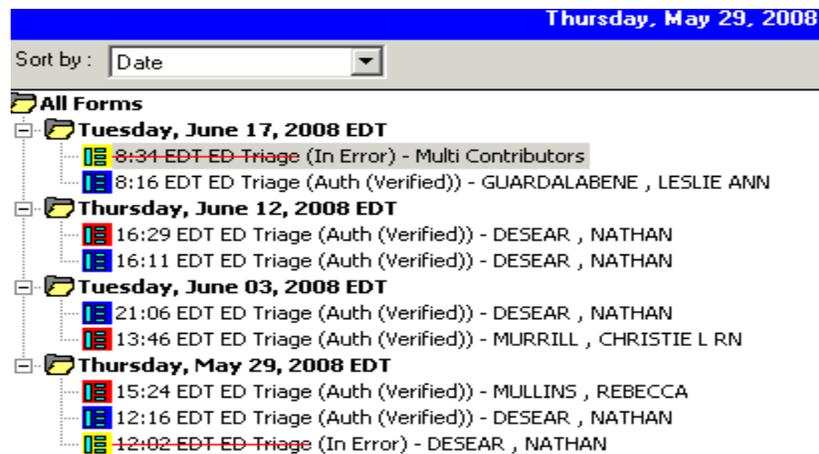


- Click Unchart – this will open a Comments box where you will need to explain why you are “uncharting” on this patient. Ex: Wrong Patient



- Click the check box  to sign the form.

You will notice a red line through the form and (In Error) noted



## 4. PowerOrders

### Orders Profile

- From within the patient's chart the Orders Profile window contains all orders placed on the patient's chart.

Orders Filter: default is "All Orders (All orders, 5 days back)". When changed, new choice becomes default.

Order Name	Status	Details
ED Notification - Latex...	Ordered	11/10/10 15:17:58 EST Routine Once Stop: 11/10/10 15:17:58
ED Notification - Deme...	Ordered	11/10/10 15:17:57 EST Routine Once Stop: 11/10/10 15:17:57
acetaminophen-HYDRO...	Documented	ORAL, tablet
acetaminophen (Tylenol)	Ordered	1,000 mg, ORAL, Once
Drug Screen, Abused (U...	Ordered (D...	Urine, 11/10/10 14:25:00 EST, Stat collect, Nurse collect, Once,
CT Abdomen w and w/o	Ordered	11/10/10 14:22:00 EST Stat, Once, Reason: test test test test te
CT Head Scan w	Ordered	11/10/10 14:21:00 EST Stat, Once, Reason: test test test test te

Click on the name of the populated clinical category in the Navigator to scroll the Orders Profile directly to that category.

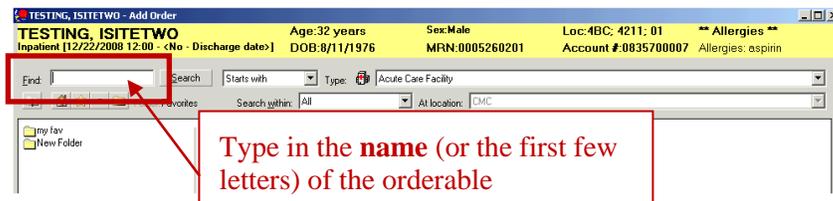
Clinical categories appear in light blue. Only clinical categories containing orders display.

- Information appearing on the Orders Profile includes:
  - Clinical category (i.e., Diet, Radiology, Patient Care)
  - Order name
  - Order status (i.e., Ordered, Ordered (Dispatched), Canceled, Completed, etc.)
  - Order details (i.e., start date/time, frequency, duration, etc.)
  - Order comments (i.e., additional instructions regarding the patient order)
  - Special Instructions (free text to add specificity not outlined in the order details fields)

## 5. Order Entry

### Order Entry

- If PowerOrders are entered from within a PowerNote they are automatically included in the PowerNote:
  - In the ‘Medical Decision Making’ paragraph, click on ‘Launch Orders’. Orders window will appear.
  - Click ‘Add’ button. ‘Add Order’ window will open.



- Click on desired order in lower portion of window. Font will turn blue in chosen order.

**NOTE:** A list of orders from the Order Catalog is available in the Help Menu from the Orders window in FirstNet.

### Entering the Order Details

- Order sentences have been created for most orders that will preclude needing to enter many of the order details.
  - **Required** order details labels are noted in **bold** type.
  - When the order is clicked on, order details may automatically populate the order. Patients with a location of Emergency will default to STAT, ONCE and/or Nurse Collect. If there are more than 1 choice for ED patients, a window presenting these choices will appear. Choose the order sentence that is closest to the desired detail. If changes are desired, the procedure below should be followed.
    - If a detail is empty and it is mandatory a blue circle icon will appear next to the order on the Orders for Signature window. The order detail is also highlighted **yellow**. (E.g. Reason for exam)
    - To fill in the needed information, highlight **detail** and enter the appropriate detail value by selecting it from the list or by typing it in as free-text in the Detail Values window. The selected value will appear in parentheses beside the order detail.

- The **Missing Required Details** button, which appears below the order details screen, indicates how many required details are missing. Click this button to go directly to each missing required detail.

Details for **penicillin (penicillin G potassium 5,000,000 units injection)**

Remaining Administrations: 0 Stop: 12/11/2010 9:35:00 AM EST

\*Dose: 5,000,000 units

Drug Form: Injection

\*Route of administration: [Yellow Highlighted]

\*Frequency: Once

Requested start date and time: 12/11/2010 9:35 AM EST

Stop date and time: 12/11/2010 0935 EST

Special Instructions (2):

1 Missing Required Details

## Order Detail Fields

- The order detail fields will vary by order.
- All details should be reviewed for accuracy and can be changed by clicking on the pull-down menu arrow to the right of the field.
- For patients in the Emergency Department, the order default will appear as:
  - Requested start date and time: current date and time
  - Frequency: Once
  - Priority: STAT or Routine depending on the order catalog
  - Nurse Collect: Yes
  - Reason for Exam: blank but mandatory
  - Transport Mode: Stretcher

## Pharmacy Orders

- For pharmacy orders there are additional considerations
  - No medication orders may be placed until the patient's allergy is recorded.
  - Drugs must be ordered with a dose identified
    - Drugs with normalized doses will have the dosage calculator functionality available
    - Click on  to engage the dosage calculator
    - The normalized dose will appear in the target dose window.
    - The patient's weight for this visit will appear in the "Actual Weight" field.

- If adjustments are needed to the weight to be used for dose calculations they should be made in the “Adjusted weight” field.
- Adjustments (rounding) to the “Final Dose” field can be made based on clinical conditions and product to be used

**NOTE:** Pediatric patients cannot have Medications orders placed prior to weight being entered on the current visit.

- Non-searchable/Non-formulary drugs/IV solutions must be ordered with a TNF order.
  - Non-formulary orders cannot be checked for interactions with other drugs/orders.
  - Non-formulary orders may be best processed after discussion with the pharmacist or ordering a **pharmacy consult**.
  - All fields are mandatory and must be filled in appropriately with free text used for the drug name.

- Therapeutic Substitutions

- If a Physician orders a med that is substituted at facility. (substitutions may vary by facility)
  - Pharmacist will discontinue order.
  - Pharmacist will enter appropriate sub med per P&T, place order comments to detail the reason for the substitution and change communication type to 'Protocol'.
  - Order does not route back to physician since covered by P&T policy
  - \*\* Substitutions may vary by facility \*\*
- **Xxx Pharmacy Consult Process**
- Physician will select pharmacy consult on 90% order form (section 18-10)
  - Pharmacy consult 'Rx' Icon will fire to tracking board. 
  - Call should then be placed to Facility Pharmacist to discuss needs.
  - Pharmacy will enter order in PharmNet, change communication type to 'CPOE VERBAL' which will route order for physician co-signature.

**NOTE:** At CMC-NE: Physician will phone pharmacy for consults during hours pharmacy is not available in ED. When the ED Pharmacist is available the pharmacist will be monitoring the tracking board and respond to the Icon.

## Placing an IV Order

- Search for the orderable just as for all other orders by typing in the find window.
- The Detail tab defaults open. Any mandatory fields will need to be satisfied.

▼ Details for **Dextrose 5% with 0.45% NaCl 1000 mL**

Details
  Continuous Details
  Order Comments

\*Drug Form: 
 Route of administration:

PRN:  Yes  No
 PRN reason:

Pharmacy order priority: 
\*Requested start date and time:   EST

Duration: 
Duration unit:

Stop date and time:   EST
 Special Instructions:

Special Instructions (2): 
Workflow Sequence:

Pharmacy Owe Quantity:

- In addition, on IVs there is a Continuous Details tab with the bag volume, rate or infuse over field may all be edited.
  - Click in the numbers on the field (prior to the unit) to change/add these values.

▼ Details for **Dextrose 5% with 0.45% NaCl 1000 mL**

Details
  Continuous Details
  Order Comments

Base Solution	Bag Volume	Rate	Infuse Over
Dextrose 5% with 0.45% NaCl	1000 mL	100 mL/hr	10 hr(s)
Additive	Additive Dose	Occurrence	
<b>Total Bag Volume</b>	1000 mL		

- Orders can be added via several methods:
  - Search from the 'Find' window
  - Click on pre-built orders in folders window
  - Click on yellow star to navigate to favorites folder
  - Click on a PowerPlan (pre-built group of orders related to a condition/problem/disease)
  - Using the ED 90% Orders Form window. (Orders added via this method will NOT appear within the PowerNote automatically. They will have to be added manually.)

## Signing the Order

- The order is ready to be signed after all required order details have been entered.
  - After addressing the appropriate order details, click to sign the order(s).  

  - Click  to **refresh\*** the screen.
  - The order displays on the Orders Profile, under the appropriate Clinical Category, with an **Ordered** status.

**NOTE:** Mandatory fields vary by order. All must be satisfied either with menu choices or free text as appropriate. Most orders used by ED providers will have order sentences built for ONCE, STAT, and Nurse Collect as appropriate.

## Order Actions & Status

**NOTE:** Order actions must be changed from within PowerNote to update the note. Click 'Launch Orders' term.

### Order Actions – Meaning

- **Modify** – detail(s) required changing but the order is correct
- **Complete** – The order has been carried out to its conclusion.
- **Cancel/DC** – order is in a status that is able to be cancelled and the user desires this order to not occur
- **Delete** - order was placed on the wrong patient or the order was placed in error

### Common Order Statuses

- **Order** – The order has been entered but not yet signed.
- **Processing** – The order has been entered and signed, but the screen has not yet been refreshed.
- **Ordered** – The order has been entered and signed and the screen refreshed.
- **Pending Complete** – Future instances of an initial order are still active pending task completion or resulting, or the stop date/time has not yet occurred.
- **Completed** – The order has been carried out to its conclusion.
- **Discontinued** – The order is no longer active because it was discontinued after the scheduled start date/time and at least one occurrence.
- **Canceled** – The order is no longer active because it was canceled before the scheduled start date/time and before any instances occurred.

### Radiology Order Statuses

- **Ordered** – The order has been entered and signed and the screen refreshed.

- **Ordered (Exam Ordered)** – The order has been entered by Radiology through another system (such as Imagecast).
- **Pending Complete (Exam Completed)** – A preliminary Radiology exam has been performed and a Preliminary Report is available for review. Order cannot be modified.
- **Completed** – The order has been carried out to its conclusion.
- **Voided Order (Deleted)** – A Radiology exam was completed in the radiology system (i.e., Imagecast), but the order entered was incorrect. To correct this, the order is “voided” by the Radiology department and a new order for the actual exam performed is created in Imagecast.

### Lab Order Statuses

- **Ordered (Dispatched)** – The order has been entered and signed and the screen has been refreshed.
- **Ordered (In-Lab)** – The Lab has received the order. Order cannot be modified.
  - **Blood Bank/Transfused Products:** An **Ordered (In-Lab)** status indicates the blood has been allocated and is ready for pick.
- **Ordered (Preliminary)** – Preliminary or partial results have been issued.
- **Completed** – The order has been carried out to its conclusion.

## Reference Text / Preps and Special Instructions

- When an order is entered for a Radiology or Lab procedure that requires the patient to receive special preparation in advance, a list of **Preps and Special Instructions** (or **Reference Text**) will automatically display.
- Orders that contain Preps and Special Instructions will display with a  beside them in the order catalog search results.

### Orders with Reference Text / Preps and Special Instructions



- Preps and Special Instructions should be **printed, labeled, and placed on the patient’s chart**; the instructions must be reviewed *carefully* as it often contains orders that will need to be entered.

### Procedure

1. To **print**, *right click* anywhere in the instruction area and click **Print**.

## Reference Text / Preps and Special Instructions

IDENTIFIED ORDER:  
DX Gallbladder (Gallbladder Series)

Reference

DX Gallbladder (Gallbladder Series)

CarePlan information | Chart guide | Nurse preparation | Patient education

### Preps and Special Instructions

- No food after supper; may have water
- Give 1 Telepaque tab every 5 minutes x6 doses at 1800
- Do not give any laxatives
- NPO after midnight  
(May take cardiac and anti-hypertensive meds with sip of water)
- Saline enema if necessary in AM day of exam
- Hold nourishments until notified
- Nursing to notify dietary when to resume patient diet
- Estimated procedure time 30 mins

Print

2. Click then click .
3. Enter the appropriate order details.
4. Click to sign the order.
5. Click to refresh the screen.
6. If necessary, enter any additional orders needed to ensure the preps and instructions are followed for the patient.

## To view Preps and Special Instructions on an order:

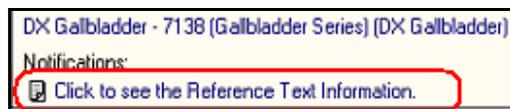
### Procedure

1. Hover the mouse over the icon beside the order.

### Viewing Reference Text

DX Gallbladder - 7138 (Gallbladder Series) (DX Gallbladder)	Ordered	11/05/07 17:28:00 EST Routin dx gallbladder for cholecystitis.
---	---------	---

2. A pop up window will display with a notification to “Click to see the Reference Text Information”. Click on this notification message.



3. The Reference Text (Preps and Special Instructions) window will display, and can be printed by *right clicking* and selecting Print.



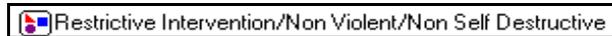
Reference Text (Preps and Special Instructions) can also be viewed by *right clicking* on the order and selecting “Reference Information” from the short cut menu.

## Care Sets

- A **Care Set** (like a panel order) is a predefined group of orders that are routinely prescribed together, which can be entered under one orderable name.

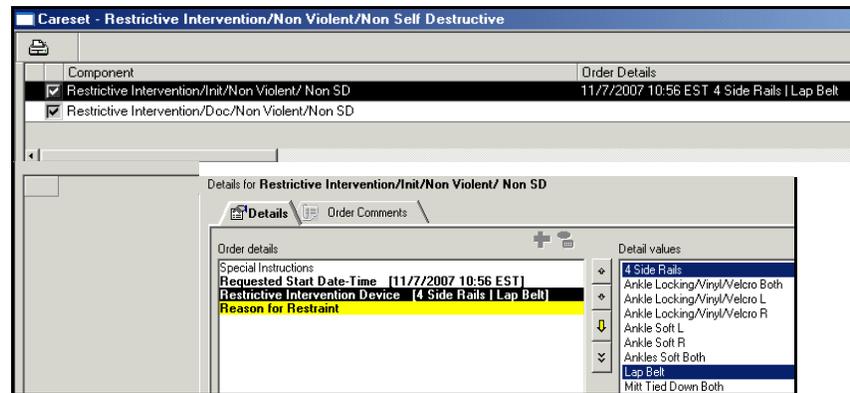
### Procedure

1. Search for and select the desired **Care Set** order from the order catalog. Care Sets are identified by a  icon (as shown below).



2. The **Care Set** window displays with a list of all orders included in the set. Highlight each orderable and enter all required order details.

### Care Set Components



**Restrictive Intervention** orders will allow the selection of multiple detail values for “Restrictive Intervention Device”.

3. Once the order details are entered, click the  to return to the **Add Order** window.
4. Click  to return to the **Orders Profile**.
5. Each orderable in the **Care Set** will display individually on the **Orders Profile** under the appropriate **Clinical Category**.

### Care Set Order Display

Patient Care			
Restrictive Intervention/Doc/Non Violent/Non SD	Ordered	11/7/2007 10:52 EST	Constant Indicator
Restrictive Intervention/Init/Non Violent/ Non SD	Ordered	11/7/2007 10:52 EST	4 Side Rails   Lap Belt fall r

6. Click  to sign the orders.
7. Click  to refresh the screen.



The start date/time must be consistent for each order in the Care Set. Also, when modifying or canceling/discontinuing Care Set orders, the action must be performed on each order **individually**.

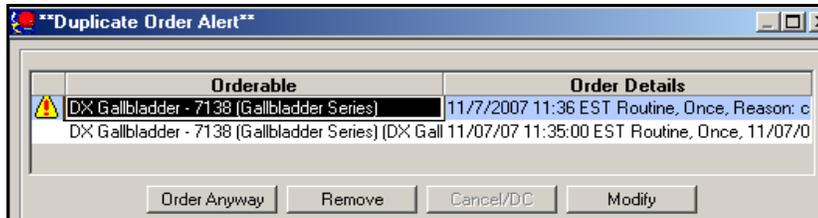
## Duplicate Orders

- When attempting to enter an order that already exists, a **Duplicate Order Alert** will display with a list of the duplicate orders (most recent first) and options for addressing them.
  - **Order Anyway** is used if both orders need to be active (i.e., a 2<sup>nd</sup> order is entered for a follow-up exam at a future date and/or time).
  - **Remove** deletes (or cancels/discontinues if already active) the selected order.
  - **Modify** allows the details for the selected order to be viewed and changed.

### Procedure

1. Click to highlight the appropriate **order**; then click the desired option.

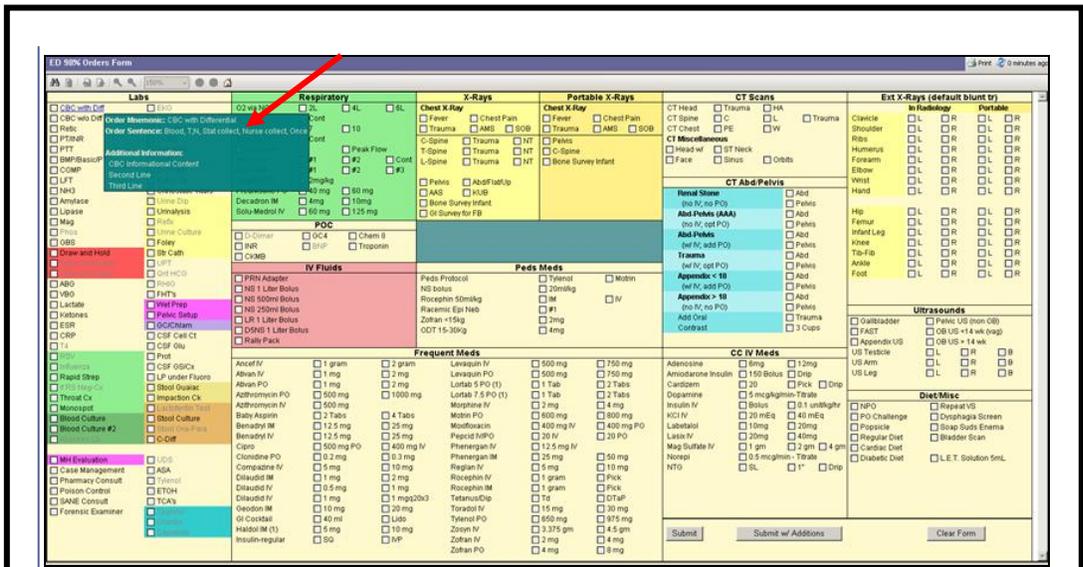
#### Duplicate Order Alert



1. Click to sign the orders to active status.
2. Click to refresh the screen.

## Ordering from the 90% MPage

- Orders that are frequently used have been placed on this mPage for easy access.
- Orders will be placed with a pre-defined sentence that is editable from the Orders window before signing.
- Hover over the order to view the order details of the attached sentence.
- If previous order has been placed on this visit, a bold number will appear to the right of the order. i.e. **1**
- Click on desired orders with a left click to place attached details. This places a green checkmark in the box.
- Click on desired orders with a right click to change attached details or add information. This places an orange checkmark in the box.
- If no more orders need to be placed, click Submit.
- If placing more orders at this time, click on Submit w/ Additions.



90% Orders Form mPage with roll-over details appearing

**90% Order Form**

**Labs**

- CBC with Diff
- CBC w/o Diff
- Retic
- DT/ANP

**Green checkmark** – left click- using attached order sentence

**Orange checkmark** – right click- changing attached order sentence

**90% Order Form**

**Labs**

- CBC with Diff 1
- CBC w/o Diff 1
- Retic
- DT/ANP

Both CBC with Diff and CBC w/oDiff have been placed on this patient during this visit.

Submit

Submit w/ Additions

Clear Form

Click 'Submit' if no more orders need to be placed.

Click 'Submit w/ Additions' to place more orders at this time.

Click 'Clear Form' to remove all checkmarks.

## 6. Decision Support Notice

### Decision Support Notice

- When there is a possible drug or allergy interaction the Decision Support window appears.

The screenshot shows the Decision Support window with the following details:

- Identified Order:** ibuprofen (Motrin 600 mg oral tablet)
- Table:**

Status	Type	Severity	Overrid.	Name
Ordered	D	A		aspirin aspirin 81 mg oral tablet 1 tablet, ORAL, Daily, 90 tablet, 0 Refill(s) nonsteroidal antiinflammatories
- Current Override Reason:** Warning addressed (selected), Apply To All (checked)
- Substance:** (empty)
- Reaction Class:** (empty)
- Severity:** (empty)
- Reactions:** Swelling
- Comment:** (empty)
- Buttons:** Remove identified order (unchecked), OK (highlighted)

- To continue you select an appropriate Override Reason. If there is more than one drug listed in the interaction pane, AND the same reason pertains to all drugs, checkmark 'Apply to All' next to the reason drop-down menu.
- If a different reason applies to one of multiple alerts, highlight the single alert row, and choose the reason.  will populate chosen row.
- Click OK when all alerts addressed.
- There are 3 types of Multum screening—
  - Drug Allergy 
  - Drug-Drug Interaction 
  - Drug Duplication 

## 7. PowerPlans

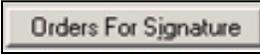
### Information

- A PowerPlan is a predefined group of orders that are routinely prescribed together, which can be entered under one orderable name. Once placed, they remain linked via the PowerPlan name. They may have a Zynx link to Evidence Based practice to guide use.
- Highlight each orderable and enter any required order details that remain unsatisfied.
- Once initiated each orderable in the PowerPlan will display individually on the **Orders Profile** under the appropriate **Clinical Category**.
- PowerPlans can be in 1 of 4 statuses on a patient's chart:
  - **Planned Pending** – chosen from the orderable search, but not yet signed, nor initiated
  - **Planned** – signed and therefore attached to the chart, but not yet available to be acted upon
  - **Initiated** – signed AND Initiated; orders are in ordered status and available to be acted upon
  - **Discontinued** – PowerPlan was discontinued, therefore all orders are either discontinued or in progress.
- PowerPlan statuses are seen in the View column to the left of the orders in the Orders window.

The screenshot shows the 'Quick Orders' window. On the left, a tree view under 'Orders for Signature' shows a 'Planned Pending' status for the 'ED Acute MI/STEMI' PowerPlan. The main panel displays the following details:

Component	Status	Det
<b>ED Acute MI/STEMI (Planned Pending)</b>		
Patient Status		
	Activate CODE STEMI per protocol. Contact CMC Physician Connection Line (PC 877-492-9680)	
	Consider a clinical assessment to estimate the risk of mortality	
	GRACE ACS Risk Model Calculator	
	Perform primary PCI for a specific subset of patients; when primary PCI is performed or less from hospital arrival, and the use of coronary artery stenting is preferred over after symptom onset without persistent symptoms, the evidence is inconclusive; for use of a facilitated approach over standard PCI; avoid the routine use of PCI of a patients with 1- or 2-vessel disease more than 24 hours after STEMI	
Patient Care		
<input checked="" type="checkbox"/>	Cardiac Monitor	Cor
<input checked="" type="checkbox"/>	Pulse O <sub>2</sub> Cont Adult (Pulse Oximetry Continuous)	Not enc

## Initiating PowerPlans

- PowerPlans can be planned by one provider and signed into active status by another provider. While this workflow may be rarely used in the ED as the provider is readily available at the time of care initiation, all ED Clinicians should be aware of this possibility.
  - Click on all desired orders. Add/change any mandatory/desired details.
  - The first provider clicks on  to move the PowerPlan to a Planned status.
  - The second provider clicks on  to move the PowerPlan to an Initiated status.
- PowerPlans can also be signed and initiated by one provider. First click the Orders for signature button and then click on the initiate button. The orders in the PowerPlan will change to ordered status; the PowerPlan in Initiated status.

**NOTE:** All ED PowerPlans are currently built to be signed in 1 step by 1 Provider. ED PowerPlans currently are Planned and Initiated by clicking on Sign.

## Add to Phase

- If a PowerPlan does not have a desired order in it a provider can click on ‘Add to Phase’.
  - Search for the order(s) just as you would in the ‘regular’ search order window.
  - Orders added by this method can be discontinued at one time by the method in the discontinuing PowerPlans section below.

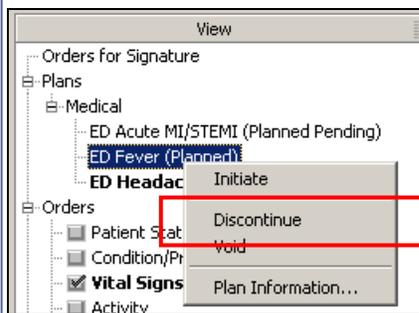
## PowerPlan Favorites/Customization

- PowerPlans can be altered to support your practice while utilizing best practice and evidence-based links.
  - Order sentences defaults can be changed
  - Orders can be selected or unselected.
  - Order Comments can be added.
  - Orders can be added via the Add to Phase functionality above.
- PowerPlan Favorites can be saved to favorites both before and after placing on a patient’s chart.
  - Searching for a PowerPlan and customizing can be completed and saved to ‘My Favorite Plan’ without ever signing it to a patients chart.

- While click on an order in the PowerPlan or clicked on the PowerPlan name in the left-hand navigation section, click the Add to My Favorite Plans button in the bottom left-hand of the Orders window.
- When a PowerPlan's content is updated you will receive notification that your PowerPlan needs to be updated.

## Discontinuing PowerPlans

- To Cancel/DC all orders in either a "Planned" or "Initiated" PowerPlan, the PowerPlan itself can be discontinued. Right click on the PowerPlan name in the view window and choose Discontinue.
- Planned Pending PowerPlans can only be "Removed" not discontinued.



**NOTE:** Planned status PowerPlans can also be **Voided** if placed incorrectly on a patient's chart.

## 8. PowerNote Structured Documentation

### Adding a PowerNote

- Documentation completed via a PowerNote will satisfy the correlating Depart Process action. (See Depart Process section.)
- Click on Doc Viewer/PowerNote window in the patient chart.
- Review documents as desired.
- Click on Add button.
- Choose Type of 'ED Physician Documentation' if Physician/MLP in back
- Choose Type of 'ED Triage' if Physician in Triage
- Click on Encounter Pathway tab and find appropriate PowerNote for documentation of patient's problem.

Doc Viewer/PowerNote

+ Add [Icons] Forward [Icons] Dictate [Icon] Find Term [Icon] Required [Icon]

New Note X List

Hide Note Details

\*Type : [Dropdown: ED Physician Documentation] \*Date : 04/05/2011 0945 EDT

Title: ED Physician Progress Note

Encounter Pathway Existing Precompleted Catalog Recent Favorites Reason For Visit

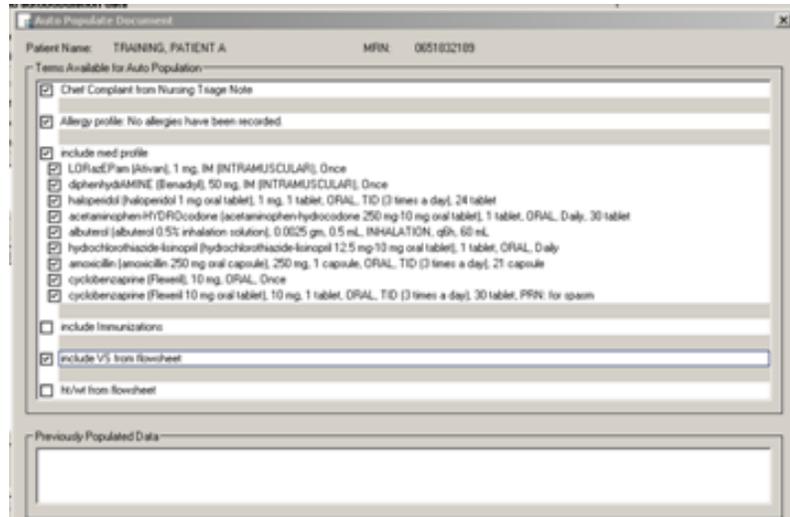
Search: [Text Box] Starts with [Dropdown] Add to Favorites

Restrict display by:  Associated Diagnosis  Note Type

Name	Description
Abdominal Pain *ED	Abdominal Pain *ED
Abdominal Pain-Pregnancy *ED	Abdominal Pain-Pregnancy *ED
Abnormal Lab Test *ED	Abnormal Lab Test *ED
Abscess *ED	Abscess *ED
Addendum *ED	Addendum *ED
Alcohol Intoxication *ED	Alcohol Intoxication *ED
Alcohol-Drug Withdrawal *ED	Alcohol-Drug Withdrawal *ED
Allergic Reaction *ED	Allergic Reaction *ED
Altered Mental Status *ED	Altered Mental Status *ED

### Auto-population

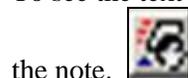
- Open Note Progress window will appear. When Retrieving auto-population data step is complete an Auto Populate Document window will open. Checkmark all data appropriate to include for this patient's visit. Whole sections can be added with the top non-indented checkbox. The checkmarks will default from user's last choices.



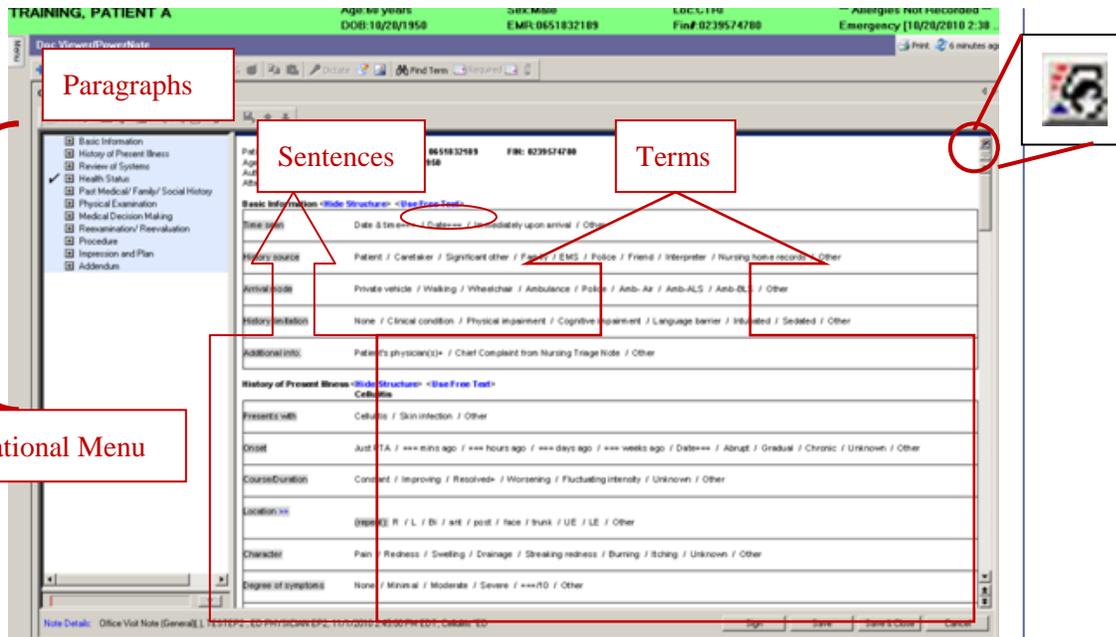
- If you desire to bypass the auto-population window, each PowerNote must be open and YOUR desired inclusions checkmarked.
  - To stop the window from appearing, click on  Add. From that page you can click on View and Customize.
  - On the Customize window click on the 'More' tab.
  - Checkmark Hide Auto-Population window on opening note.
  - Click OK
- As new Nursing documentation becomes available using the History functionality will pull in the following sections:
  - Social History
  - Medical History
  - Family History
  - Current code of functionality enables the viewing of nursing documentation in the Document or Document Viewer windows, but does not pull it in to the PowerNote.

## PowerNote Structure & Navigation

- Any paragraph having populated data will now have a checkmark in the navigational column of the PowerNote window.
- Navigate to desired paragraph by clicking on it in the Navigation column.
- Choices are built in a paragraph format, utilizing sentence structure with term choices in each sentence.
- To see the text format, click on the toggle icon in the upper right-hand corner of



the note. Paragraphs can be seen in text separately by clicking on **<Hide Structure>**.



## Documentation with PowerNote

- Click on a term once to select.
- Click on a term twice to negate.

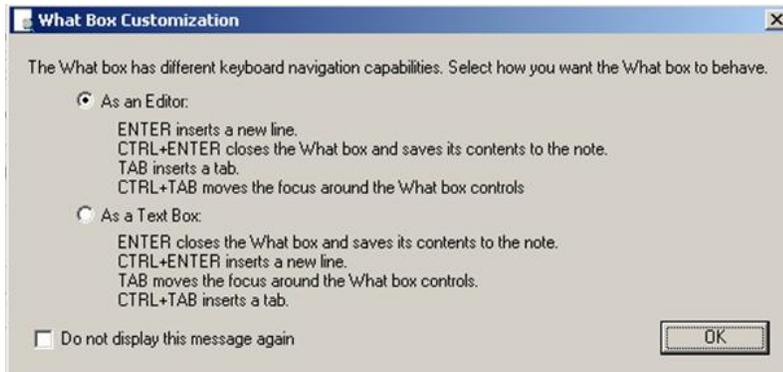
Selected < > Negated  
One click < > Double click



- Less popular terms are hidden. If you can't find a desired term, click on >> to the right of the sentence name.

Risk factors >> None / DM / Recent antibiotic use / Infectious exposure / Recent travel / Previous colitis / Contaminated food - water / Crohn's disease / Other

- Free text can be typed using multiple methods
  - In 'Other' field
    - User customization of functionality in 'Other' fields is available and required.
      - Editor
      - Text box



- As comments on selected terms (right click to add parenthetical comment)
- Anywhere as desired by clicking on <Use Free Text>

History of Present Illness <Hide Structure> <Use Free Text>

Diarrhea

Presents with Diarrhea / Abdominal cramping / Other

Onset Just PTA / == mins ago / == hours ago / == days ago / == weeks ago / Date== / Abrupt / Gradual / Chronic / Unknown / **Gradual onset over the course of 5 days with acute worsening over last 12 hours** / Other

Course/Duration Constant / Improving / Resolved+ / **Worsening over the last 12 hours** / Episodes+ / Fluctuating intensity / Unknown / Other

Text added in 'Other' field

Term parenthetical text - right click on term

- Repeat a sentence – Used when a sentence may be needed more than once in the document. Examples: right and left, multiple radiology results or multiple consults.
  - Appropriate terms identify (repeat) in the structure; right click on term. Click Repeat.

CT (repeat) Time reported== / Chest / Abdomen / Pelvis / Location== / interp(flowsheet) / Other

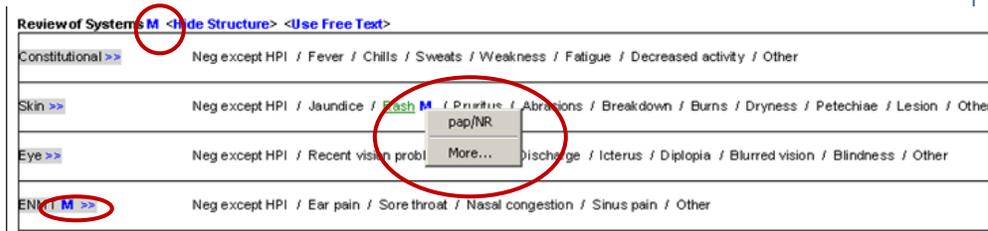
Abdominal/KUB X-ray (repeat) >> wNWL / Nonspecific bowel gas pattern / Mass... / Free air... / S / Other

Radiology results (repeat) Time reported == / X-ray / CT / US / MRI / ECHO / Body / radiology report / No acute disease process / No change from p

## Inserting a Macro

- When documentation is similar for many patients' presentations and/or you use the same free text often, macros can be helpful.
  - Macros are seen as **M** in the structured documentation.
  - Macros can be at paragraph, sentence or term level. (Where is the **M**?)

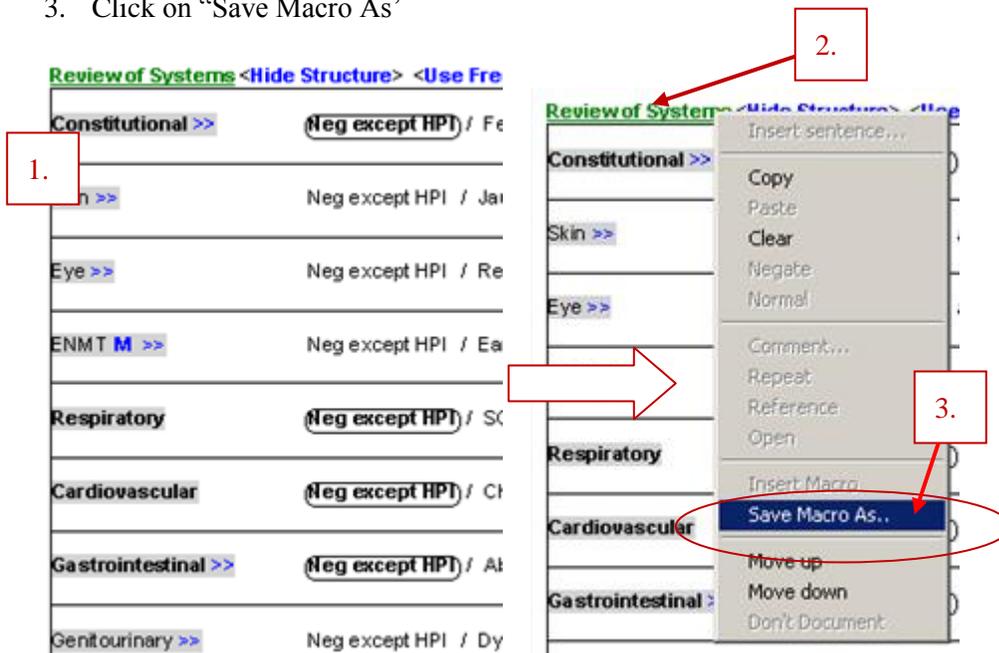
- Click on the **M** to see choices of macros, pertinent to placement.
- Click choice. PowerNote populates with all components of macro.



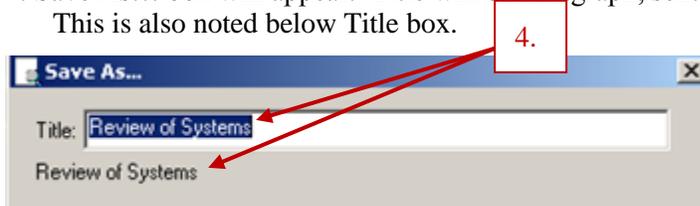
**NOTE:** macro changes may be off of the screen. BE CAREFUL to review all changes prior to signing note!

## Creating a Macro

1. Document desired macro content
2. Right click on paragraph, sentence, or term
3. Click on “Save Macro As”

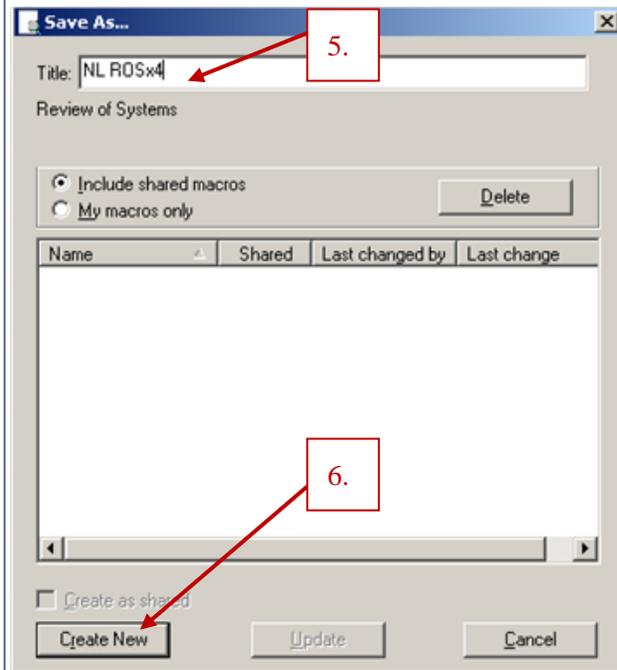


4. Save As... box will appear. Title will be paragraph, sentence or term right clicked. This is also noted below Title box.



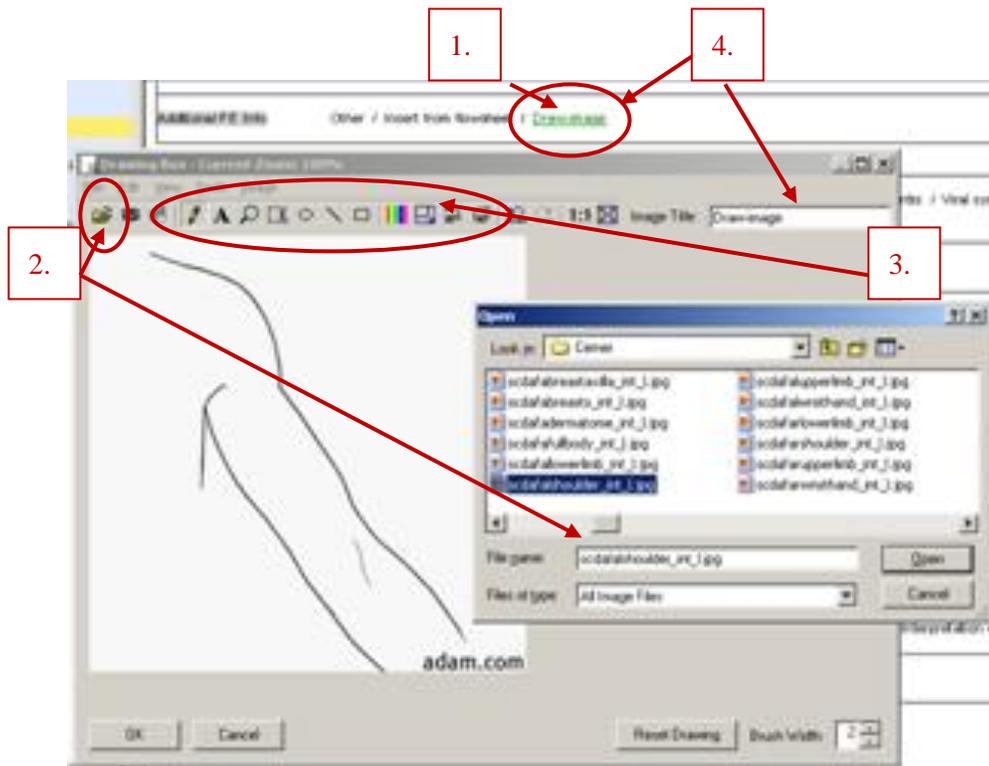
5. Change title to desired identifier.
6. Click on Create New button.

7. **M** will appear at desired level for future use.



## Inserting a Drawing

- As appropriate, drawings can be inserted into the body of the document.
1. Click on the term Draw-Image
  2. Click on file icon and scroll to right to identify desired drawing.
  3. Tools work similar to Paint. Draw if desired.
  4. Image Title can be changed if title desired to replace 'Draw-Image' term in sentence.



## Inserting Allergies, Problems & Diagnosis, Med List, etc.

- Click on terms indicating desired inclusion, i.e. Include Medication List, Include allergy profile, launch Orders, Lab results, All Results, etc.
  - Using terms to document in these sections will satisfy the corresponding Depart Actions in the Depart Process. (See Depart Process.)
- Activated control will open.
- Edits to content are allowed before inclusion into PowerNote. I.e. Add, Delete, Modify (Placing/editing Allergies and Orders will be covered in a later section.)
- Updates made after inclusion will NOT be updated automatically into the PowerNote. Manual updates are necessary. To manually update, open control and click on refresh button.  11 minutes ago. Then click on Select All and then Include Selected and the PowerNote will update with the updated information from these components.
- Partial selection of Results is allowed by highlighting desired inclusion(s).
- Detailed allergy and adverse reaction information is accessible from the **Allergies** sentence in the Health Status paragraph. New allergy information can be added as necessary and interaction checking (reverse allergy check) can also be performed.
- Allergies can be marked as reviewed and that documented in the PowerNote.

## Copy a PowerNote Forward

- Workflow or situation may dictate a need/opportunity to utilize information from a previous PowerNote. To include all or part of a note in a current note the user will need to click on Add from the PowerNote window.
- Click on the Existing tab.
- Highlight the note you wish to include in your documentation.
- Checkmark Copy to new note.
- Click OK

The screenshot shows the 'Existing' tab selected in the top navigation bar. Below the navigation bar, the patient information is displayed: Patient name: FIRSTNET, TRIAGE TEST and Encounter ID: 110568301.00000. A 'Copy to new note' checkbox is checked. Below this, there are two radio button options: 'Current encounter' (selected) and 'All encounters'. To the right, there are two checkboxes: 'Unsigned notes only' and 'My notes only'. Further right are two buttons: 'Make Correction' and 'Delete'. At the bottom, a table lists recent encounters with columns for Perform/Service Date, Author, Status, Title, Encounter pathway, In use by, In use since, and Diagnosis.

Perform/Service Date/...	Author	Status	Title	Encounter pathway	In use by	In use since	Diagnosis
3/31/2011 1:44:00 PM EDT	TESTEP2, ED MLP EP2 NP	Signed	Chest Pain *ED	Chest Pain *ED			None
2/26/2011 4:51:00 PM EST	TESTEP2, ED PHYSICIAN EP2	Active	Chest Pain *ED	Chest Pain *ED			None
2/20/2011 2:41:00 PM EST	TESTEP2, ED MLP EP2 NP	Signed	Ankle pain-swelling	Ankle-Foot-Toe Pain *ED			None

- Auto-populate window will open and pull in current qualifying content. Select or deselect as desired.
- PowerNote will open with documentation in structured format from copied note. Review content and edit according to desired documentation. User is responsible for all content in their note. Continue documentation as usual and save/sign PowerNote as needed.

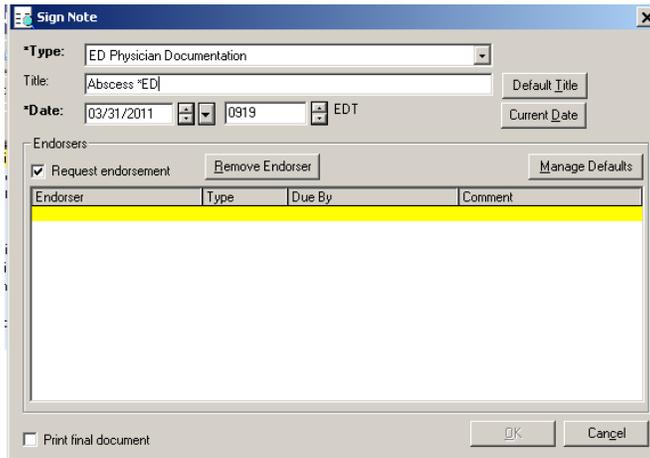
## Save/Sign a PowerNote

- PowerNotes should be saved before user navigates away or if interrupted. Click on 'Save' or 'Save & Close'.
- The Save Note window appears. Ensure that the Type is chosen correctly; it cannot be reselected. If desired, the title may be edited. Time and Date default to opening of PowerNote. Click 'OK'.
- When all the desired information has been included click on the 'Sign' button. The document is now in Final Status.

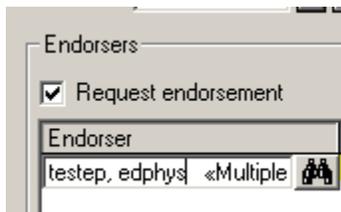
## Forwarding a PowerNote

- Obtaining a cosignature is accomplished by forwarding utilizing the Request Endorsement functionality in PNED.
- Requests for endorsement

- Sends the document to the identified Provider's Message Center in the Documents folder
- Is available to all Providers
- Is required for the Mid Level Provider and Resident. It appears yellow and stops the user from signing until a name is put in.
- Past entry should be retained until changed.



- Click on the yellow area below the Endorser column.
- Type in provider's last name in the provider search window. As with all provider search window, if you type until unique name, it will fill in automatically. Until then, Multiple will appear. Click  to show choices.



- Sign should be your default if co-signature is required. Review should be used if only forwarding for interest or informational.



## Modify/Correct a PowerNote

- Once signed to Final a PowerNote may be edited by either modifying or correcting it.
- From the Doc Viewer/PowerNote tab, double click on the document.
- Choose either
  - Modify Document

- Edits are made only in an addendum using free text.

- **Correct Document**

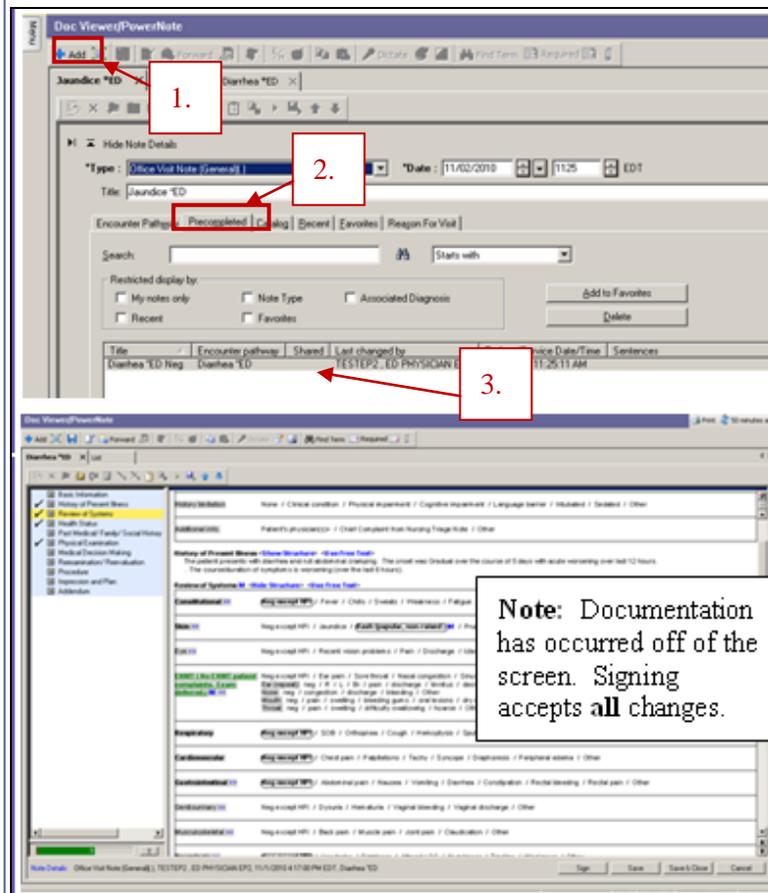
- Edits are made within the body of the PowerNote using structured documentation functionality

## Precompleted PowerNotes

### Using a Precompleted PowerNote

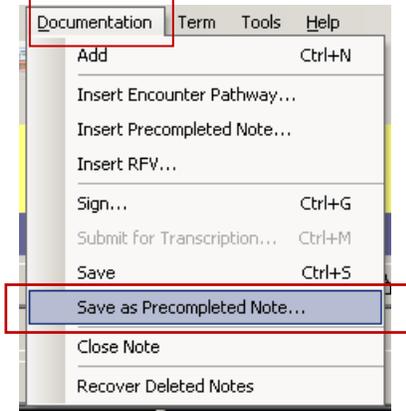
- For some diagnoses, documentation is similar in > 1 paragraph of a PowerNote. A pre-completed PowerNote can be created to capture these similarities to begin the documentation on a PowerNote. After opening a Pre-completed PowerNote, edits to the pre-completed choices should be done, if needed, to ensure accuracy.

1. From Doc Viewer/PowerNote, click  button
2. Open Pre-completed tab.
3. Double click on desired pre-completed note to open.



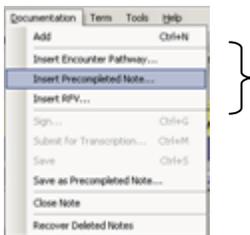
## Creating a Precompleted PowerNote

- Complete desired common documentation.
- Click on 'Documentation' menu
- Click on 'Save as Precompleted Note...'



## Documenting >1 Problem

- Open appropriate PowerNote for first problem/diagnosis.
- Click on Documentation menu and Insert either a second Encounter Pathway or a Precompleted Note. The PowerNotes will combine to add missing sentences to the original PowerNote to allow structured documentation of both (or more) problems.



**NOTE:** the components of Orders, Medication List, Prescriptions, Diagnosis, Patient Education and Follow-Up can be completed from within the PowerNote as a part of the ED Physician's workflow for inclusion into the Final ED document.

## 9. Depart Process

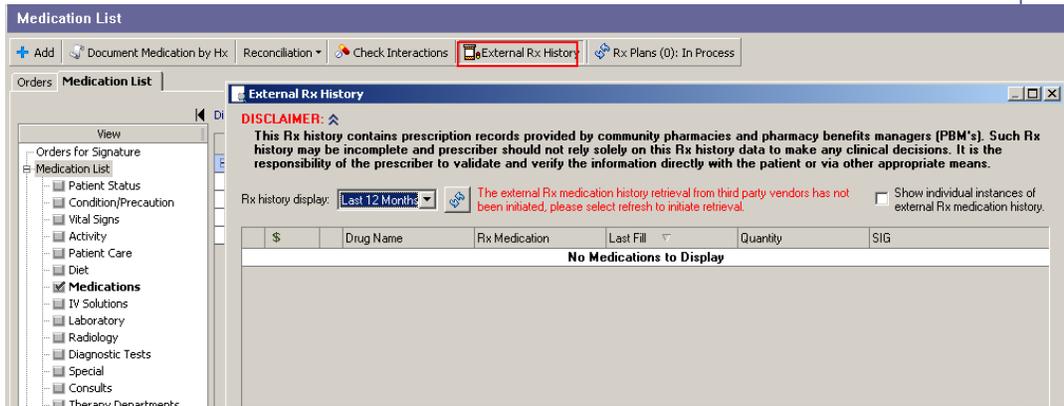
### New Look/Functionality

- If satisfied via PowerNote, then the depart process in FirstNet with entering the diagnosis, and if being discharged, the patient education, prescriptions and follow-up actions display a blue checkmark will already appear in the left hand column of the depart process window.
- If action row remains yellow, it will need to be addressed. The provider can address from the Depart Process by clicking on the appropriate action icon and completing the required information.
- Click the  button to the right of the action. This will open up the action.
  - Windows that open contain the same functionality as before enhanced FirstNet view.
  - During the depart process, some choices will appear in the depart process window for ease of viewing.

***DISCHARGE***	
PNED	
Diagnosis	
ED Full Med List Requirements	
Prescriptions	
<input checked="" type="checkbox"/> Patient Education	
<input checked="" type="checkbox"/> ANGINA, Stable	
<input checked="" type="checkbox"/> CHEST PAIN, Pericarditis	
Follow-up	
Discharge/Transfer	
ED Work / School Release	
***ADMIT***	
Diagnosis	
Admit Orders (link to orders page)	
***NURSING***	
Full Med List	
ED Triage-Primary	
ED Triage--Secondary	
ED Med Rec	
Admit Patient	
Depart Patient	

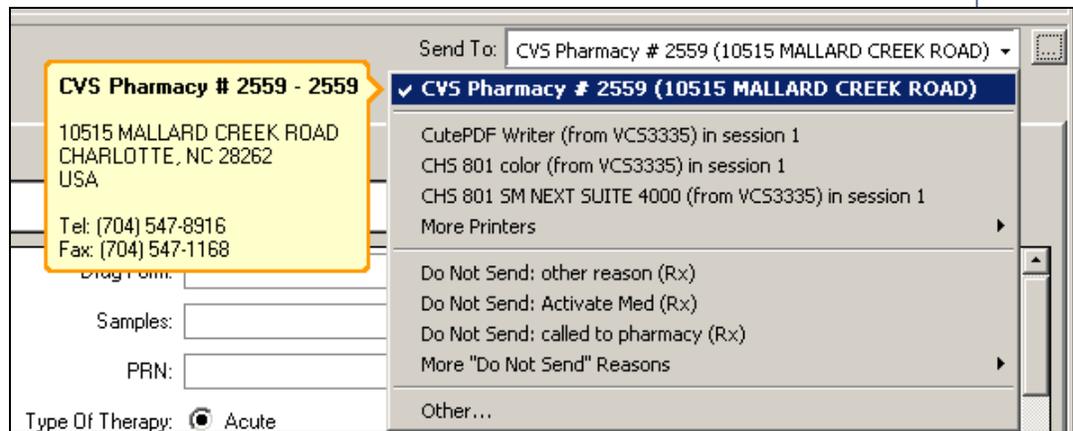
## External Rx History

- External Rx History is available through the Med List. 
- When selected it pulls in the last 12 months of participating pharmacy prescription history for the patient.

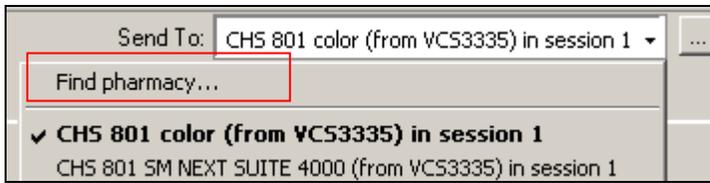


## ePrescribe

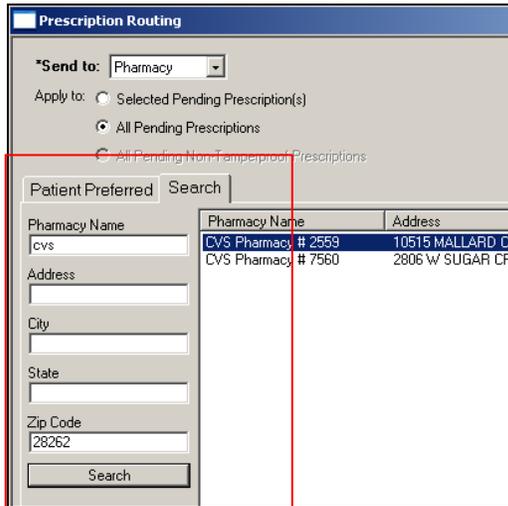
- When placing a prescription the ability to place prescription electronically is available.
- With the prescription open, click in the Send To: field.
- If the patient has a preferred pharmacy it will appear here with mouse over contact information.



- If there is no preferred pharmacy for the patient, then the pull-down menu of the Send To: field, will give a choice of Pharmacy.



- Click on Find pharmacy... The Prescription Routing window will open.



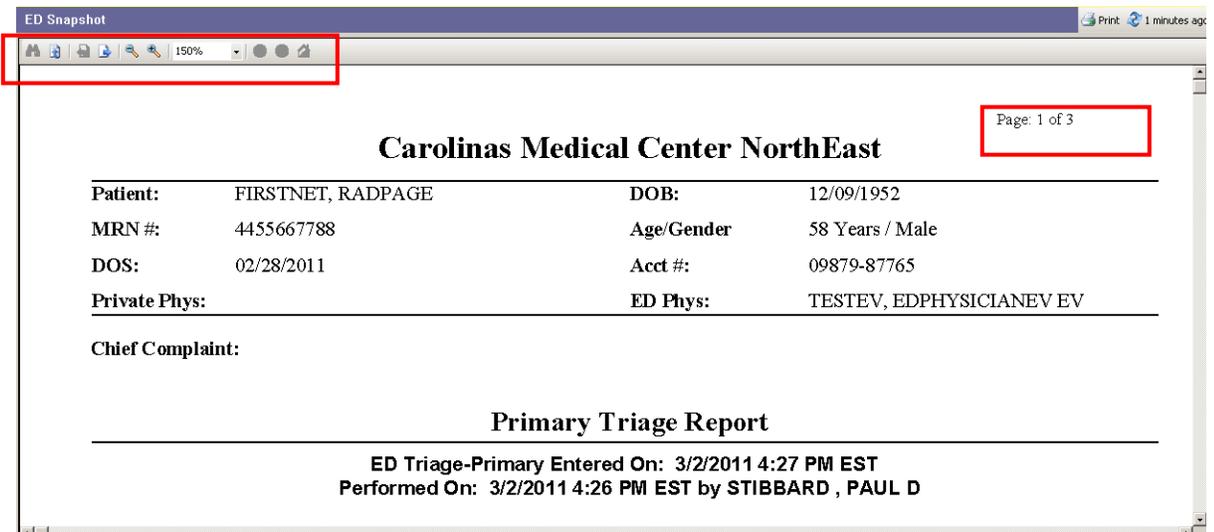
- Type in pharmacy name and enough information to limit your search to 50.
- Right click on desired pharmacy and click on Add

Pharmacy Name	Address
CVS PHARMACY # 0681	2103
CVS PHARMACY # 1632	9628
CVS PHARMACY # 1643	2002
CVS PHARMACY # 1671	1671
CVS Pharmacy # 1671	6300

- Pharmacy will now appear and remain on the patient as a preferred pharmacy.

## 10. ED Snapshot

- ED Snapshot is a real time report that gets updated with the patients visit activity.
- Information from Triage documentation, Physician documentation, Orders and Results will populate this report.



- It is usually more than one page. Number of pages are noted in the upper right hand window.
- Click  in the toolbar in the upper left-hand portion of the window to navigate to the next page.
- Use  to navigate to a specific page.

## 11. ED Actionable MPage

- ED Actionable MPage displays key patient data from chart
- Hyperlinks, blue underlined text, are available. Click to view additional information.
- Mouse hover-over functionality available to reveal more information in several areas of MPage.
- + expands section; -- Collapses section
-  **Add** allows additions directly from mPage. Ex: Allergies

ED actionable mPage

ED Summary  
This page is not a complete source of visit information.

Emergency Department Timeline

Pt. Info / Triage Summary

REF / Dig  
Electrocardiogram  
Acute myocardial infarction

Problems  
All Visits  
No results found

Immunizations  
All Visits  
No results found

Allergies (0) + Add  
All Visits  
No known allergies

Home Medications (0)  
All Visits  
No results found

Visits  
All Visits  
No results found

Documents (3)  
Last 5 months for all visits

Triage Form  
Au. Jhur  
Date/Time  
03/02/11

Vital Signs  
Last: 1 years for all visits  
No results found

Lab  
Last: 30 days for all visits

LABORATORY (5)	
CPK-total	↑ 012 03/02/11
CPK-MB	! 6.7 03/02/11
Ferment MP	? 03/02/11
Integ. of CPK Iso	NORMAL 03/02/11
Troponin I	0.01 03/02/11
Troponin I Interpretation	NORMAL 03/02/11

Diagnostic Results (0)  
Last: 1 years for all visits  
No results found

Intake and Output

Expand/Collapse

Hover Information

Hyperlinks