

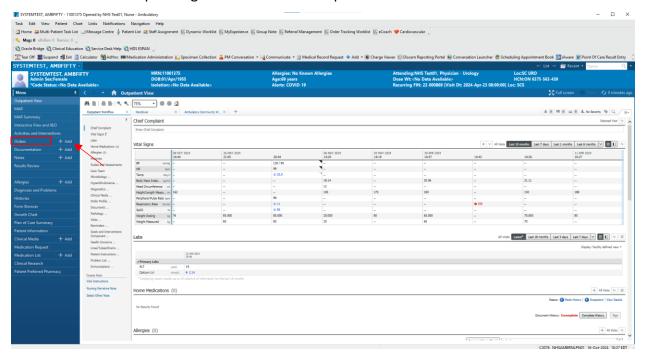
HOSPITAL INFORMATION SYSTEM (HIS)

INFUSIONS WITH HOME MEDICATIONS OR MEDICATIONS BROUGHT INTO CLINIC

How to place an infusion for medication not dispensed by the hospital

Physicians

- When in the correct patient's chart, navigate to Orders, in the blue menu on the lefthand side and select + Add.
- ****NOTE:** If the physician is not able to find the patient when ordering an infusion, their office needs to call the hospital registration to have the patient built out.



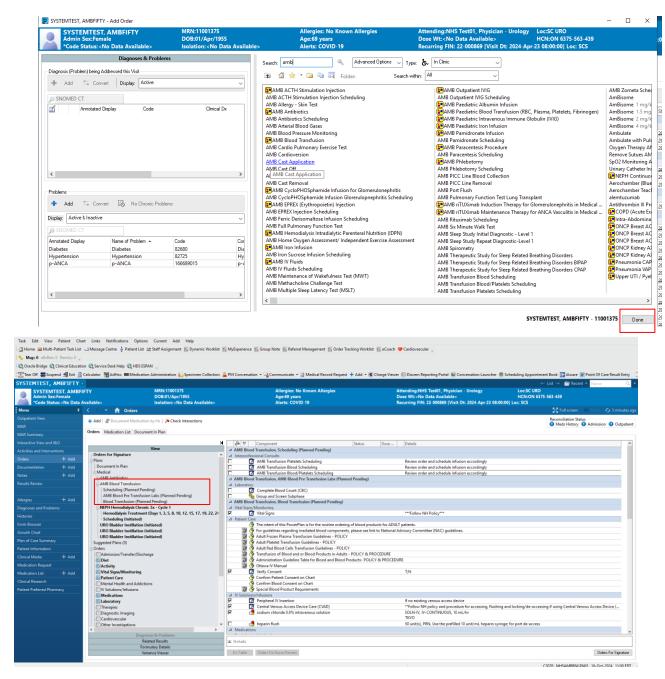
- 2. Within the Add Order window, type in the correct infusion name in the search bar. For Ambulatory these often have the Prefix "AMB".
- 3. Single click the correct order you would like to place then select **Done.**







HOSPITAL INFORMATION SYSTEM (HIS)



You will now see your order in the gray view pane on the left. This plan has three embedded phases, this can differ based on the infusion.

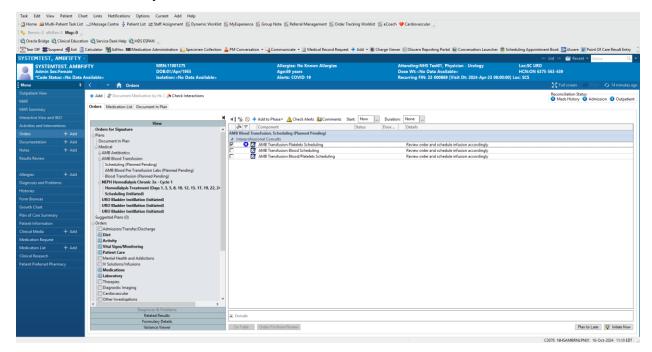




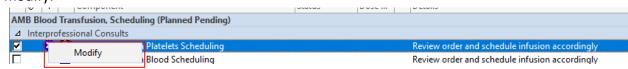


HOSPITAL INFORMATION SYSTEM (HIS)

4. In the View pane, click the title of the first phase. Orders within that phase appear. **Select** and **modify** the desired orders.



The following icon will populate when additional information is required to place the order. To view and modify these additional requirements right click the icon and select modify.



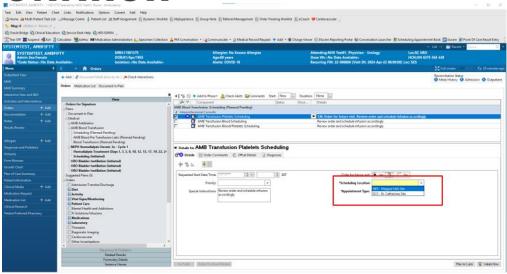
Required fields will show in yellow with a *.



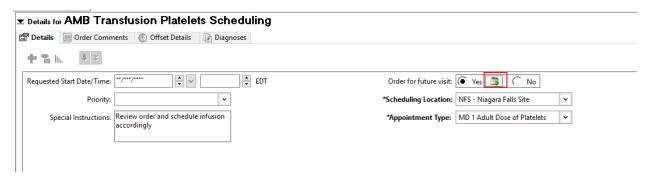




HOSPITAL INFORMATION SYSTEM (HIS)



5. Since this is a recurring order, future order details are added by selecting the calendar icon next to the **Yes** for **Order for future visit.** Here within the **Recurring Order** tab, you can input the frequency of the future orders and select **OK.**

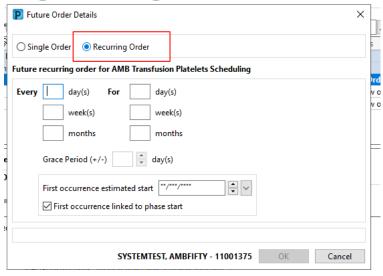








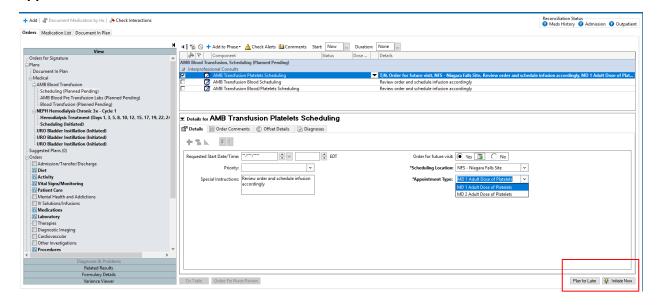
HOSPITAL INFORMATION SYSTEM (HIS)



6. The phase can be selected as **Plan for Later** or **Initiate Now.** * This will be for the infusion phases, as the scheduling phases automatically initiate.

NOTE: The scheduling phases will only automatically initiate for the **Ambulatory Powerplans**, any other plans will need the scheduling phase to be initiated as explained below.

**Please review the Scheduling Tip Sheets for further instructions on scheduling appointments. **







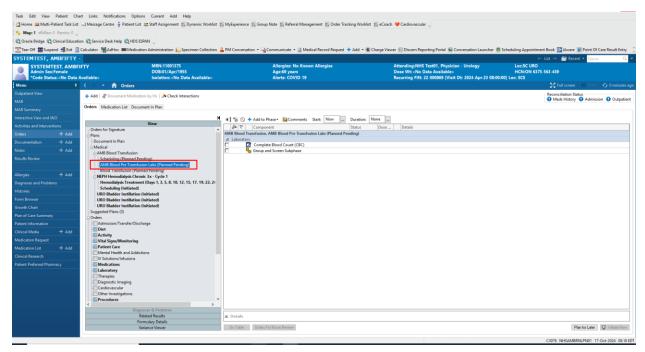


HOSPITAL INFORMATION SYSTEM (HIS)

Plan for Later - Selected orders are placed in an inactive state until the order set phase is initiated by a nurse at the appropriate time.

Initiate Now - All orders within the order set phase are immediately active once signed.

- 7. Now you will select and place orders for the next phase. *Do not click Orders for Signature at this point. You will need to select orders for *all phases* before clicking Orders for Signature. Orders for Signature will process the orders for *all phases*. *
- 8. From the View pane, select the title of the next phase.



- 9. Select and modify the desired orders.
- 10. Click Plan for Later or Initiate Now as desired.
- 11. Repeat for all other phases within the order set.
- 12. Once all phases have been addressed, a summary will display:

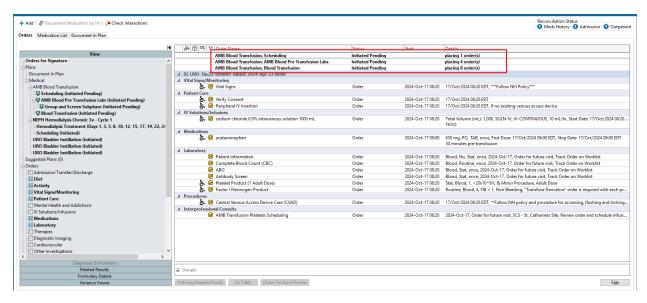
The statuses of all phases of the multiphase order set and order details for all selected orders to be initiated.



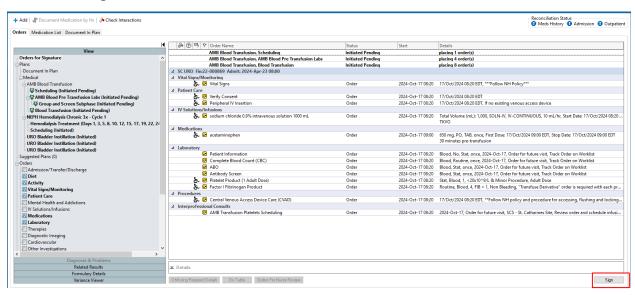




HOSPITAL INFORMATION SYSTEM (HIS)



13. Click Sign.



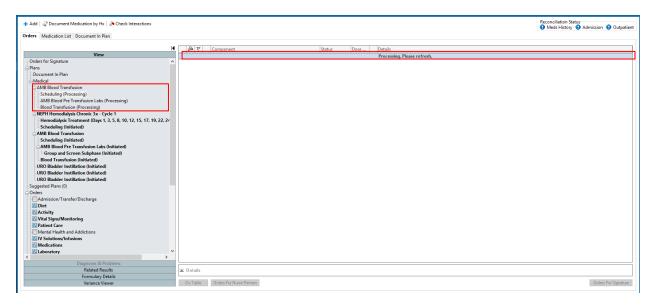
14. **Refresh** and review the status of the multiphase order set that you just placed from the View pane.



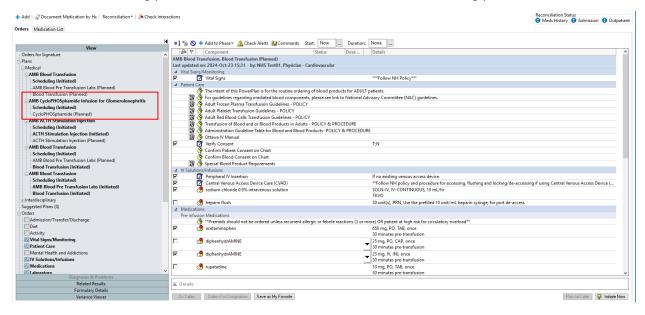




HOSPITAL INFORMATION SYSTEM (HIS)



Note: The Scheduling phase should show as Initiated and the remaining phases as Planned.





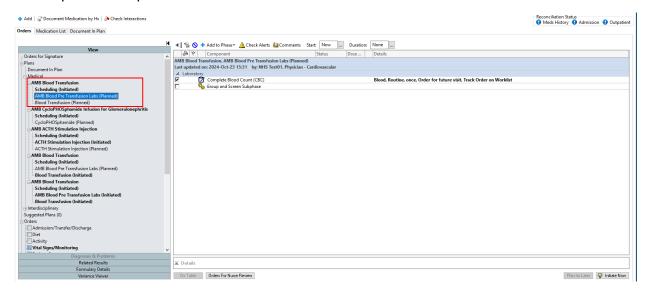




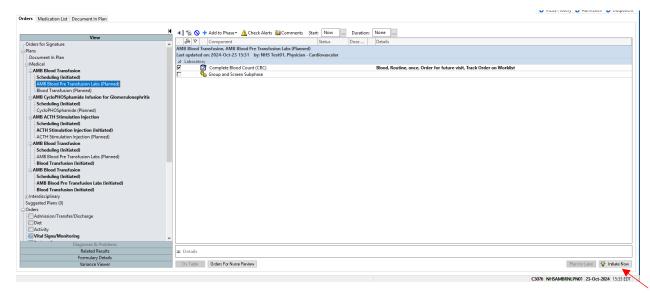
HOSPITAL INFORMATION SYSTEM (HIS)

Nursing Staff

1. After the physician has completed their steps, the nurse can now log in and pull up the patient chart. When they navigate to the orders page they will see the infusion with phases in a planned state.



2. Now when the nurse clicks into an embedded phase they will select the **Initiate Now** button in the bottom right corner.



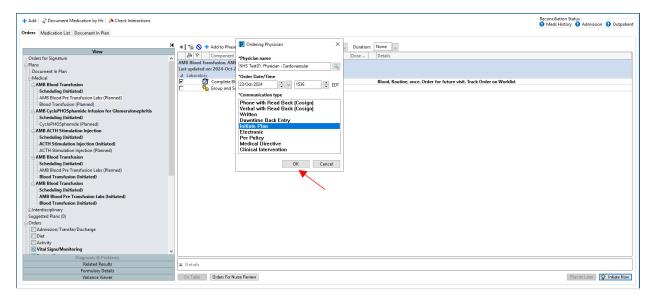






HOSPITAL INFORMATION SYSTEM (HIS)

3. Now the **Ordering Physician** window will populate. Here they will input the ordering physician's name if not already populated and select the **Communication Type** as **Initiate Plan** and select **OK.**



4. Then the Orders for Signature button will populate in the bottom right, select this.

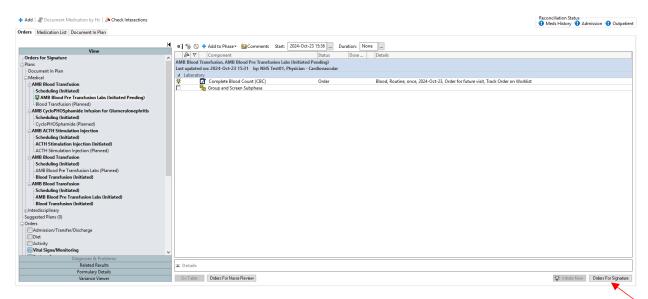




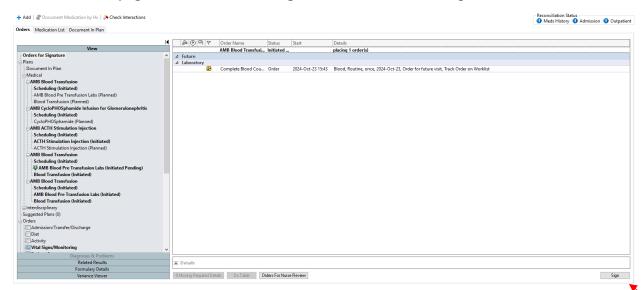




HOSPITAL INFORMATION SYSTEM (HIS)



5. Now the page will refresh, select **Sign** button in the bottom right corner.

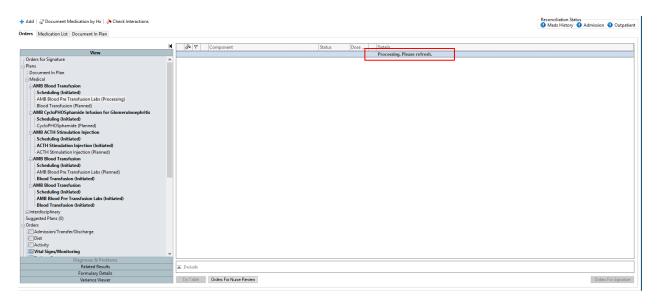


6. Now the right window pane will show "Processing. Please refresh." Refresh the window.

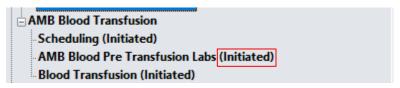




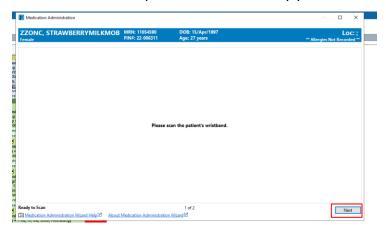
HOSPITAL INFORMATION SYSTEM (HIS)



The phase should now have a status of **Initiated**. Repeat these steps if there are multiple embedded phases within the infusion order.



7. Select **Medication Administration** in the top gray banner bar. This will prompt you to scan the patient's wrist band, if you are unable to select **Next**, it will then prompt a window to input a reason as to why you could not.

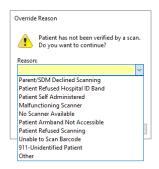






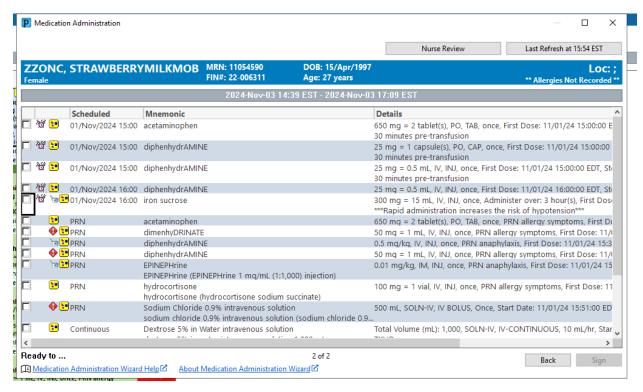


HOSPITAL INFORMATION SYSTEM (HIS)



8. You are able to try scanning the bar code on the patient's medication. However, if the barcode does not work, you will complete the following:

Select the box beside the medication:



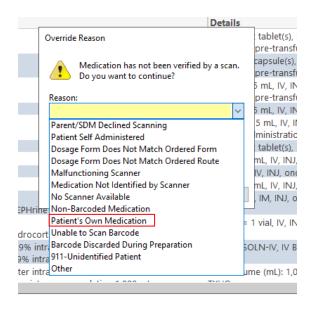
Now input your reason as to why you were unable to scan, in this case it would be **Patient's Own Medication**:



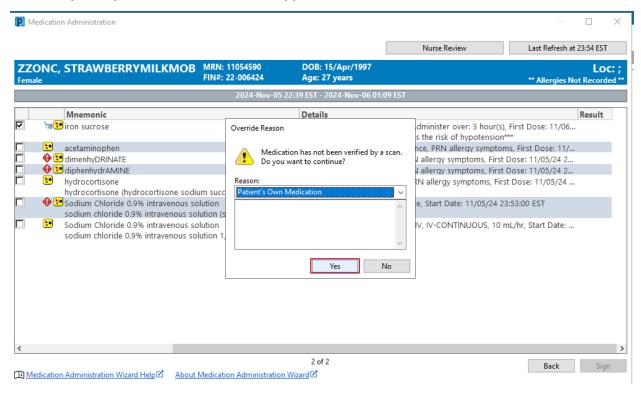




HOSPITAL INFORMATION SYSTEM (HIS)



9. Input any additional comments if applicable then select Yes.



Now a check mark will appear beside the box of the medication. Select Next.



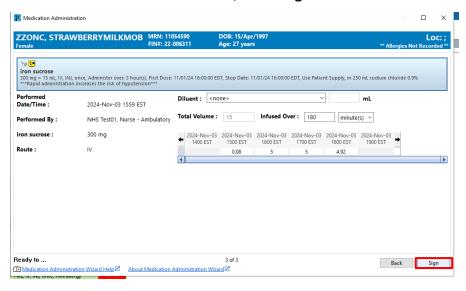




HOSPITAL INFORMATION SYSTEM (HIS)



Once the information is confirmed, select Sign.



10. Now navigate to the **MAR Summary** in the blue menu on the left-hand side. Here you should see your medications ordered from the powerplan.









HOSPITAL INFORMATION SYSTEM (HIS)

