

## PATIENT ADMISSION ORDERS (PAO) JOB AID

HOSPITAL INFORMATION SYSTEM (HIS)

### PRESCRIBERS

#### **Admitting Prescriber**

#### Searching for the Patient Admission Orders (PAO) PowerPlan

- 1. From the **Prescriber View** in the table of contents, select the **Inpatient Workflow MPage** tab, then click on the **New Order Entry** component.
- 2. Search for Patient Admission Order, Patient Admit Order or PAO Powerplan;
- 3. Click on Powerplan to add to the basket.

#### **Placing PAO**

- Right-click to modify the Admit to Inpatient order as highlighted with a blue circle with an X; complete mandatory (yellow) fields
- 2. Choose Medical Service to be admitted under
- 3. Choose Level of Care to be admitted under
- Enter MRP by typing the provider's name or doing a look-up using the magnifying glass icon.

4	804	Add to Phase Check Alerts 🛄 Comments
	9 8	Component
Pati	ent Admiss	ion Orders (Planned Pending)
⊿	Admission	/Transfer/Discharge
2	eə 🚫	Admit to Inpatient
	60	🖄 Outpatient in a Bed
	60	Admit to Mental Health
	6-3	Admit From Day Surgery to Inpatient
	63	Admit to Day Surgery



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1

- 5. Complete other fields as applicable
- 6. Click Initiate Now Plan for Later 😵 Initiate Now
- 7. Click Orders for Signature; Click Sign
- 8. Click the Refresh icon in the top right corner. The Powerplan will now be initiated

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