
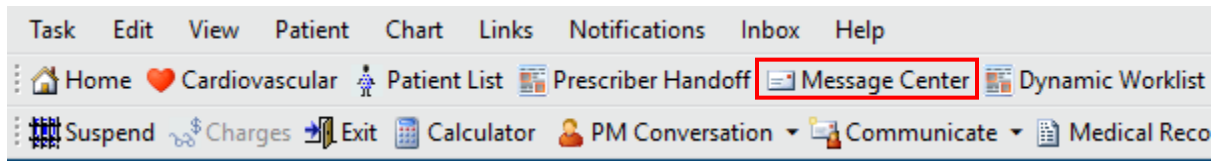


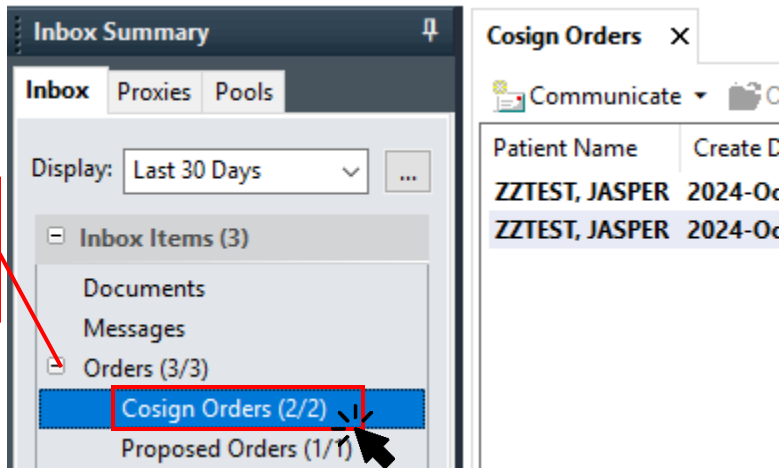
PRESCRIBERS

Cosign Orders

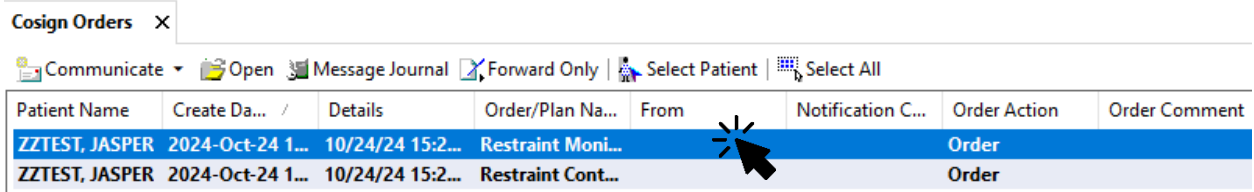
1. When ordering prescriber does not agree with the order for co-signature received in their Inbox, Locate and click  **Message Center** on PowerChart toolbar.



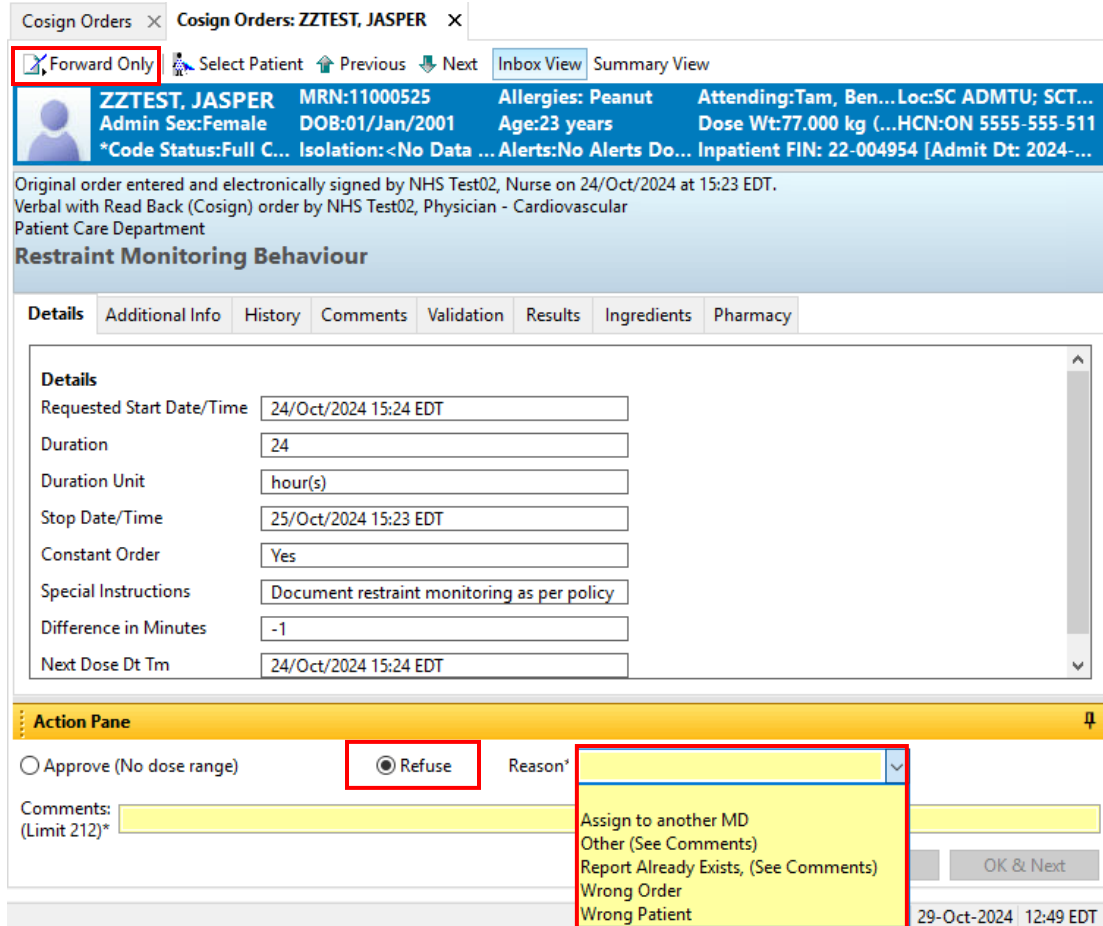
2. Message Centre opens, navigate to **Cosign Orders (2/2)** or **Proposed Orders (1/1)** located in the Inbox Summary column.



3. Double-click anywhere on the Cosign Order



4. The selected Cosign Order window opens.



Cosign Orders x Cosign Orders: ZZTEST, JASPER x

Forward Only Select Patient

ZZTEST, JASPER MRN:11000525 Allergies: Peanut Attending:Tam, Ben... Loc:SC ADMTU; SCT...
 Admin Sex:Female DOB:01/Jan/2001 Age:23 years Dose Wt:77.000 kg (...HCN:ON 5555-555-511
 *Code Status:Full C... Isolation:<No Data ... Alerts:No Alerts Do... Inpatient FIN: 22-004954 [Admit Dt: 2024-...

Original order entered and electronically signed by NHS Test02, Nurse on 24/Oct/2024 at 15:23 EDT.
 Verbal with Read Back (Cosign) order by NHS Test02, Physician - Cardiovascular
 Patient Care Department

Restraint Monitoring Behaviour

Details Additional Info History Comments Validation Results Ingredients Pharmacy

Details

Requested Start Date/Time 24/Oct/2024 15:24 EDT
 Duration 24
 Duration Unit hour(s)
 Stop Date/Time 25/Oct/2024 15:23 EDT
 Constant Order Yes
 Special Instructions Document restraint monitoring as per policy
 Difference in Minutes -1
 Next Dose Dt Tm 24/Oct/2024 15:24 EDT

Action Pane

Approve (No dose range) Refuse Reason'

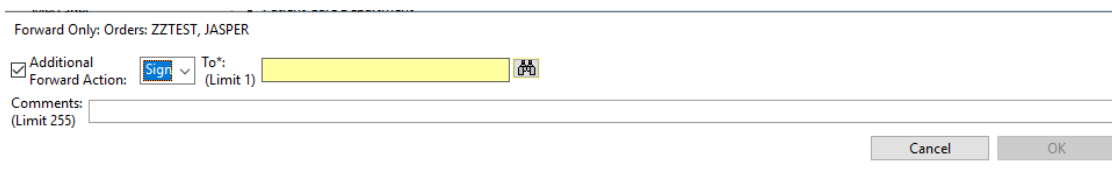
Comments: (Limit 212)*

Assign to another MD
 Other (See Comments)
 Report Already Exists, (See Comments)
 Wrong Order
 Wrong Patient

OK & Next

29-Oct-2024 12:49 EDT

5. If the order updates cannot be corrected in real time, the order should be forwarded to
- Another Prescriber- click the "Forward Only" button on the Inbox toolbar and input the appropriate prescriber's name to sign off on the order
 - HIM Refusal Inbox- select Refuse in the Action Pan. Document Reason in dropdown or free text field. Forward to appropriate HIM Refusal Inbox (HIM will have 1 Inbox dedicated for NH and 1 Inbox for HDS refused orders)




Forward Only: Orders: ZZTEST, JASPER

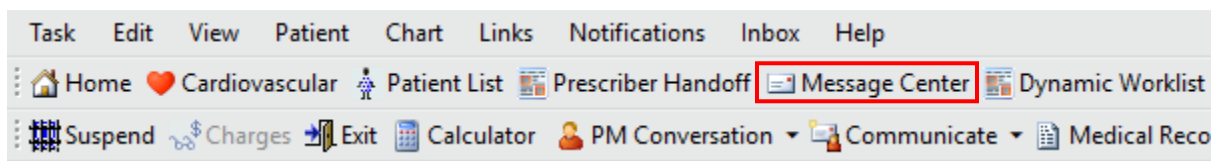
Additional Forward Action: To: (Limit 1)

Comments: (Limit 255)

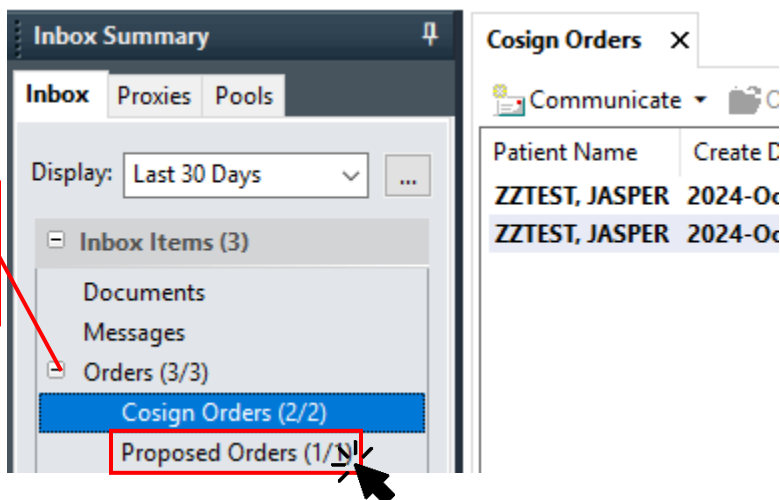
- If the order updates can be corrected in real time, click refuse in the action pane and select the reason.
 - Correct the order depending on the reason selected, including correcting patient/order, or cancelling the order due to duplication.

Proposed Orders

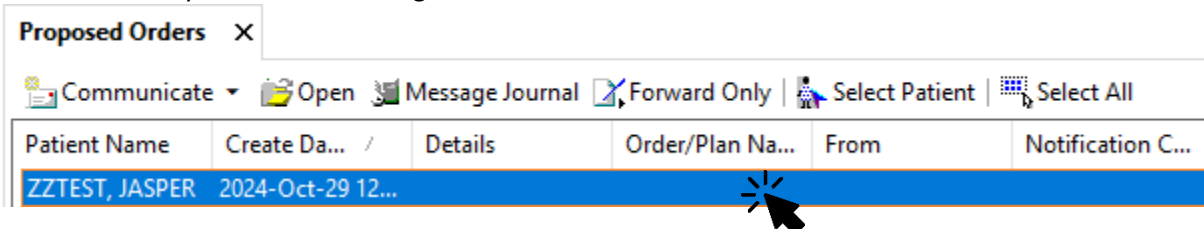
- When ordering prescriber does not agree with the proposed order received in their Inbox, Locate and click  **Message Center** on PowerChart toolbar.



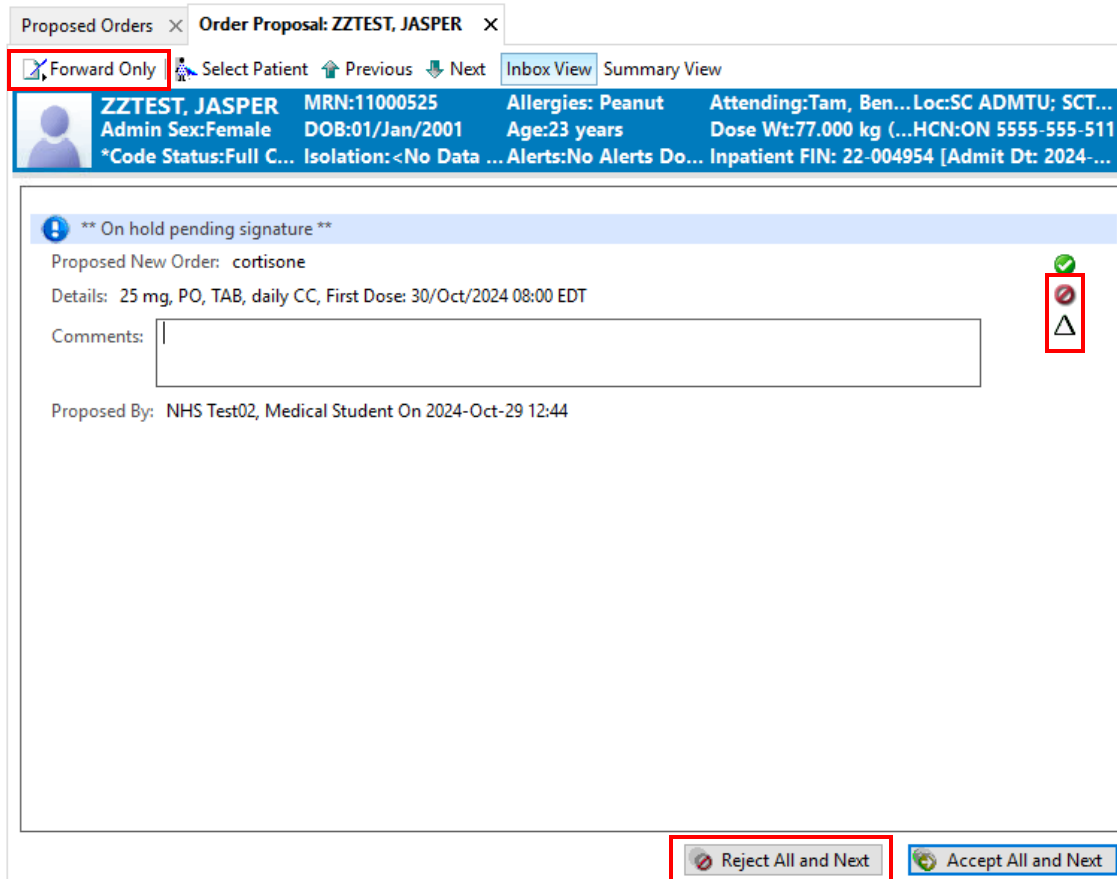
- Message Centre opens, navigate to **Proposed Orders (1/1)** located in the Inbox Summary column.



- Double-click anywhere on the Cosign Order



4. The selected Cosign Order window opens.



Proposed Orders × Order Proposal: ZZTEST, JASPER ×

Forward Only Select Patient

ZZTEST, JASPER MRN:11000525 Allergies: Peanut Attending:Tam, Ben... Loc:SC ADMTU; SCT...
 Admin Sex:Female DOB:01/Jan/2001 Age:23 years Dose Wt:77.000 kg (...HCN:ON 5555-555-511
 *Code Status:Full C... Isolation:<No Data ... Alerts:No Alerts Do... Inpatient FIN: 22-004954 [Admit Dt: 2024-...

**** On hold pending signature ****

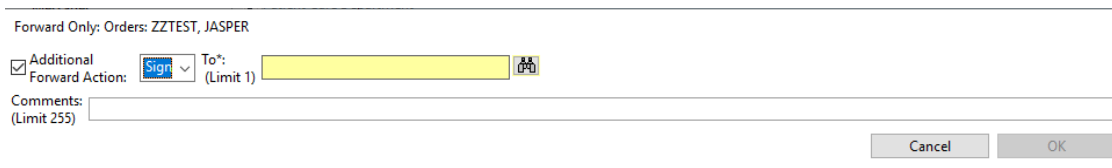
Proposed New Order: cortisone

Details: 25 mg, PO, TAB, daily CC, First Dose: 30/Oct/2024 08:00 EDT

Comments:

Proposed By: NHS Test02, Medical Student On 2024-Oct-29 12:44




5. If the order updates cannot be corrected in real time, the order should be forwarded to
- Another Prescriber- click the "Forward Only" button on the Inbox toolbar and input the appropriate prescriber's name to sign off on the order
 - HIM Refusal Inbox- select Refuse in the Action Pan. Document Reason in dropdown or free text field. Forward to appropriate HIM Refusal Inbox (HIM will have 1 Inbox dedicated for NH and 1 Inbox for HDS refused orders)

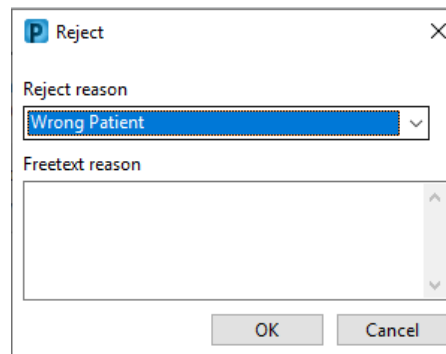


Forward Only: Orders: ZZTEST, JASPER

Additional Forward Action: To*: (Limit 1)

Comments: (Limit 255)

6. Otherwise refuse the order using  /  **Reject All and Next** buttons, or accept the proposed order with modifications using triangle button .
7. Select Reject reason and click OK.



Notes and Considerations

Incorrect Order Procedures

- When orders are routed to the Prescriber's Message Centre for co-signature, Prescribers have the option to refuse to sign the order and provide a reason, such as "incorrect order" or "incorrect Prescriber." Reducing verbal and telephone orders can help minimize instances that lead to the refused order workflow. If an order can be updated in real time, the Prescriber should communicate directly with interdisciplinary staff to make corrections to the order profile or task list, and/or complete the Incident Reporting System (IRS) as necessary.
- During all clinical hours, if an order is identified as refused, immediate communication should occur between the Prescriber and the nurse, charge nurse, or nursing unit manager to facilitate prompt investigation and reconciliation.
- An IRS should be completed to document these incidents when they occur.

Incorrect Prescriber Procedures

- Prescribers may forward the order request to another Prescriber or send it to the Health Information Management (HIM) Refusal Inbox.
 - **Forwarding to Another Prescriber:** Click the "Forward Only" button on the Inbox toolbar and enter the name of the appropriate Prescriber to sign off on the order.
 - **Sending to HIM Refusal Inbox:** Select "Refuse" in the Action Pane and document the reason in the dropdown or free-text field. The order will be marked as refused in the Message Center.



REFUSED ORDER

HOSPITAL INFORMATION SYSTEM (HIS)

Notes and Considerations Continued

- A decision is still pending regarding whether to have a single HIM inbox for NHS or multiple inboxes, as well as a separate HIM inbox for the HDS site.
- The appropriate Prescriber will receive the forwarded proposed order for co-signature in the Message Center, where they can choose to approve or refuse the order. To approve, they can click "OK & Close" or "OK & Next" to address the next order in the Inbox. If the order is refused, it will be sent back to the original ordering Prescriber for co-signature, appearing in their Inbox.