

HOSPITAL INFORMATION SYSTEM (HIS)

SURGEONS AND PROCEDURALISTS

Т	ask	Completed				
Prepping	Your ORs for the Week					
Setting up Ambulatory organizer						
• Set Patients For (Resources): Pro	viders, rooms, etc.					
PowerPlans	and Orders Optimization					
	• Favouriting					
Optimizing surgical and pathology orders/PowerPlans	 Planning for later 					
	• Alterations on the day of surgery					
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Admission from home to inpatient						
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Discharge Orders and Documentation						

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SETTING UP AMBULATORY ORGANIZER

The **Ambulatory Organizer** provides a summary of the scheduled appointments for a selected resource or group of resources. The view includes appointment times, patient information, appointment indicators and visual cues notifying you of pertinent changes to the patient status.

When you log into the **PowerChart** application, it lands on the **Ambulatory Organizer** window. Alternatively, you can click on the **Ambulatory Organizer** icon in the toolbar to open this window.

Appointments can be viewed in list format under the **Day View** tab or in scheduling grid format under the **Calendar** tab.

2 PowerChart Organizer for Test
Task Edit View Patient Chart Links Notifications Navigation Help
🎬 Ambulatory Organizer 🔓 Message Centre 🎬 CareCompass 😂 Multi-Patient Task List 👫 LearningLIVE 🝦 🗄 🏙 Exit 🎬 AdHoc 🍰 PM Conversation 👻 🔩 Communicate
😋 CareConnect 😨 PHSA PACS 🔕 VCH and PHC PACS 🕲 MUSE 🕲 FormFast WFI 🝦 🗄 🕲 Patient Health Education Materials 🕲 SHOP Guidelines and DSTs 🕲 UpToDate
Ambulatory Organizer
Ambulatory Organizer
Day View (2) Calendar Open Items (0)

Set up Ambulatory Organizer

The first time you open **Ambulatory Organizer** it will be blank. You must follow the steps below to specify which Resource(s) you would like to view appointments for.

bulktory Organizer bulktory Organizer Day Vew Calendar Open Terms (0)	[O] Full screen 🚔 Print そ 0 minute:
nbulatory Organizer	
January 29, 2018 🗎 🕨 Retents for: No Resource Selected ~	
No Patients Found	

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- 1. Select the **Patients For** by clicking on the drop-down arrow.
- 2. Type the name of the Resource(s) or Resource Group(s) in the search window you would like to view appointments for (i.e. NH Peds Asthma Resource Group).
- 3. Select the **checkbox** in front of the appropriate Resource(s).

👬 📄 📥 📄 🔍 🔍 100%	- I G 🖷 🖾
Ambulatory Organizer	
Ambulatory Organizer Day View Calendar Image: Calendar in the second seco	Open Items (0) Upcoming Patients for: No Resource Selected 2 LGH MDC 3 LGH MDC Chair 1 LGH MDC Chair 2 LGH MDC Chair 3 Image: LGH MDC Stretcher
	Apply Cancel

4. Click the **Apply** button. A list of appointments for the selected Resource/Resource Group will appear.

NOTE: After initial setup of the Resources, the settings will be saved to your account. You must manually change the Resources in the **Patients for**: drop-down if you would like to view different appointments. When you choose a resource in Day View it won't change the resource in Calendar view.

mbulatory Organizer					(D) Full screen 👘	Print 🛛 🍣 0 minutes (
A 🐘 - 🖿 🐘 🔍 🔍 100%	- 0 - 4					
mbulatory Organizer						
Day View (87) Calendar	Open Items (0)					
February 5, 2020	📑 🕨 Patients for: 🛱 L	GH MDC Resource Group ~				
Time	Duration	Patient	Details	Status	Notes	۲
10:00 AM LGH MDC Chair 5	3 hrs	AMB-DIALYSIS-NURSE, TOMMY 60 Years, Male	Transfusion - RBC	Checked In LGH OCC MDC Location Not Defined	Reason for Visit : Blood Transfusion	^
10:00 AM LGH MDC Chair 6	2 hrs	AMB-DIALYSIS-NURSE, JOSH 60 Years, Male	Transfusion - Platelets	Seen by Provider LGH OCC MDC Location Not Defined	Reason for Visit : Blood Transfusion	
10:00 AM LGH MDC Chair 2	2 hrs	No appointments				
10:00 AM LGH MDC Chair 1	2 hrs	No appointments				
10:15 AM LGH MDC Chair 4 (ER)	1 hr 45 mins	No appointments				
12:00 PM LGH MDC Chair 1	4 hrs 30 mins	AMB-NURSE-ONE, KYLE 50 Years, Male	Infusion - Iron Sucrose	Checked In LGH OCC MDC Location Not Defined	Reason for Visit : Iron Infusion	
12:00 PM LGH MDC Chair 1	4 hrs 30 mins	AMB-NURSE-TWO, ROBERT 52 Years, Male	Infusion - Iron Sucrose	Checked In LGH OCC MDC Location Not Defined	Reason for Visit : Iron Infusion Chief Complaint: Nausea	
12:00 PM LGH MDC Chair 1	4 hrs 30 mins	AMB-NURSE-TWO, EVAN 52 Years, Male	Infusion - Iron Sucrose	Checked In LGH OCC MDC Location Not Defined	Reason for Visit : Iron Infusion	
12:00 PM LGH MDC Chair 1	4 hrs 30 mins	AMB-NURSE-TWO, MITCHELL 52 Years, Male	Infusion - Iron Sucrose	Checked In LGH OCC MDC Location Not Defined	Reason for Visit : Iron Infusion	
12:00 PM LGH MDC Chair 1	4 hrs 30 mins	GENERAL-ALLIED-AMB, JOSH 49 Years, Male	Infusion - Iron Sucrose	Checked In LGH OCC MDC Location Not Defined	Reason for Visit : Iron Infusion	
12:00 PM	4 hrs 30 mins	AMB-NURSE-ONE, JEROME	Infusion - Iron Sucrose	Checked In LGH OCC MDC	Reason for Visit : Iron Infusion	

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Ambulatory Organizer

The Ambulatory Organizer provides a simple but comprehensive display of scheduled appointments for providers. It provides a snapshot of the current day's appointments, including appointment gaps, appointment times and details, patient information and status, outstanding items to be completed at each visit, and reminders.

The Ambulatory Organizer provides ambulatory physicians and support staff with a framework to organize workflows at the day, week, or month level; to manage items that need to be completed with each visit; and to view previous visit items that were not completed for the visit.

Day View

- 1. The first tab is the Day View tab. This tab displays the appointments for the selected resources for that particular day. You can select a different date by using the Calendar icon.
- 2. Day View heading indicates your name and what facilities are included in your appointment list for the date. You can use this to filter your

Task Edit View Patient Char	t Links Notifications Nav	igation Help	
🔄 Message Centre 👫 Patient Over	view 🎬 Ambulatory Organizer	🎼 MyExperience 👌 Patient List Tracking Shell 👫 Dynamic W	orklist 🎬 LearningLIVE 🝦 🕅 😋 PACS 🔇
Ambulatory Organizer			
🗚 🗎 着 🖿 🔍 🔍 100%	- 0 0 4		
Ambulatory Organizer			
Day View (7) Calendar	Open Items (5)		0
November 16, 2017	Patients for: LGH	MDC Chair 1 ; LGH MDC Chair 2 ; LGH MDC Chair 3 ; LGH PF Lat	1 ; 🗰 LGH Rehab Resource Gro 2
		(3)	
	CORRECT		L/HLB118
8:00 AM LGH MDC Chair 1	15 mins	CSTSCHTEST, ABIGAIL	Infusion - Antibiotics
		23 Years, Female	
8:00 AM LGH PF Lab 1	1 hr	CSTPRODSCH, TESTKG 12 Months, Female	PF Plethysmography
		az pronus, remaie	
		LIQUID, LEAF	Infusion - Antibiotics
9:15 AM	45 mins		
9:15 AM LGH MDC Chair 1	45 mins	20 Years, Male	andoor - Andoodda
LGH MDC Chair 1 9:15 AM		20 Years, Male CSTSCHTEST, NATE REFREG	
LGH MDC Chair 1	45 mins 8 hrs		
LGH MDC Chair 1 9:15 AM		CSTSCHTEST, NATE REFREG	Infusion - Iron Dextrar

appointments to a particular facility.

NOTE: Multiple resources can be selected in Day View. Physicians will see their names as resources.

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3. You can also sort the appointment list by selecting one of the following column headings: Time, Patient, or Status.

NOTE: The colour status on the left side of the **Day** View and on the Calendar view assists you to understand the flow of the clinic. Your site might be using different colour scheme assigned to the appointment status.

Light blue - a confirmed appointment Medium blue - checked appointment Green - patient seen by a nurse, medical student or another other custom status Orange - seen by a provider or a resident L Dark gray - appointment has been checked out

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POWERPLANS AND ORDER OPTIMIZATION

Note: In order to Save Favorites for an Inpatient, you will need to be in an Inpatient Encounter, and in order to Save Favorites for an Outpatient, you will need to be an Outpatient Encounter.

Favouriting

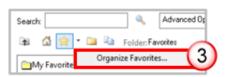
A **Favorites** folder for ordering allows you to put together a portfolio of your commonly ordered items. This **Favorites** folder can also be added to the Quick Orders workflow tab to personalize your preferences.

 Click the + Add button beside Orders on the dark blue Table of Contents menu.

NOTE: <u>Before proceeding to the next step</u>, select the appropriate Order Catalogue Type. The chosen Order Catalogue Type will impact what encounter the folder will be available on and the types of orders that can be added to it.



- Click the drop-down arrow next to the star within the Add Orders dialogue window.
- 3. Select Organize Favorites.

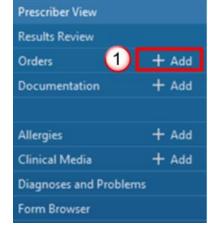


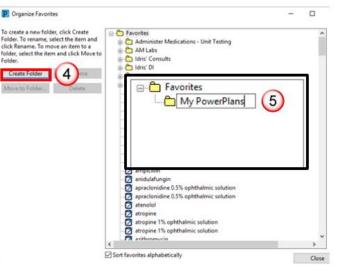
- 4. Click Create Folder
- Type the name of your new Favorites Folder and press Enter on your keyboard.
- To create another folder, make sure to select the folder where you want the new folder. The root here is Fourier Comparison

new folder. The root here is Favorites. Click Create Folder to add more.

7. Click Close when done.

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try -

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View Layout 🕨

Drag and Drop

Expand All Components •

Add Folder..

Help

Clear Preferences

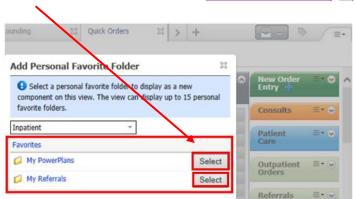
Add Your Favourites Folder to the Quick Orders Tab

REMEMBER: You must first **Create a Favorites Folder**. Only the orders that you add to your favourites folder will be displayed in the folder.

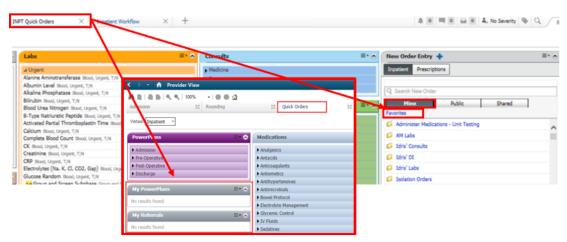
A **Favorites** folder can also be added to the **Quick Orders** workflow tab to further personalize your preferences.

you created on the Orders page displays in the **Add Personal Favourite Folder** window.

- 2. Find the folder you wish to add and click Select.
- 3. Click the **Refresh** button .
- 4. Your **Favorite Folders** appear on your Quick Orders page.



NOTE: This will add your folder to the Quick Orders tabs, and you will be able to access its contents within the workflow tabs page.



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Add Orders to Your Favourites Folder

A **Favorites** folder for ordering allows you to put together a portfolio of your commonly ordered items. You must first have created a **Favorites** Folder. This **Favorites** folder can also be added to the workflow tab under the provider view in the Quick Orders tab to further personalize the Quick Orders workflow tab to your preferences.

1. Click the **Add** button beside **Orders** on the **Menu**.

Menu	д
Provider View	
Results Review	
Orders	🛨 Add
Medication List	🕈 Add
Documentation	🛨 Add

2. In the Search Bar, type the name of the order or medication you would like to add and press Enter on your keyboard.

Search	h:	🔍 🛛 Ad	vanced Options	¥	Туре:	۵.	Outpatient Prescriptions	~
1	🖆 🚖 - 🗀 🗈 🗔	Folder: Fa	ivorites	Searc	ch within	: Al	l v	

3. In the Search results, right-click the order that you would like to add and select Add to Favorites.

ibuprofen		
ibuprofen	<u>5 ma/ka. PO. a6h. PRN. other (see comme</u>	nt), drug form: oral liq, dispense qty: 1 bottle
ibupro	Add to Favorites	it), drug form: tab, dispense qty: 1 bottle
ibupro ibupro	Show Therapeutic Alternatives	nt), drug form: oral liq, dispense qty: 1 bottle nt), drug form: tab, dispense qty: 1 bottle
ibupro	Peteron co Information	nt), drug form: oral liq, dispense qty: 1 bottle

- 4. Select the folder you wish to add the order to in the **Add Favorites** window.
- 5. Click **OK**.

	PowerChart will add the currently selected orders to your Favorites.									
Name:	ibuprofen									
Create in:	P- Favorites New Folder New Folder Ambulatory In-Office Favorites (Misc 1)									
	OK Cancel									







Add Medications with user-defined details to your Favorites Folder

- 1. While in the **Add Order** screen in the **Search** field, type *quetiapine*.
- You will see there is no pre-built sentence for Queiapine 37.5 mg, PO,qHS, PRN insomnia.
- Select the generic sentence quetiapine (mg, PO,aHS, PRN insomnia, drug form: tab) with no dosage.
- 4. Click the **Done** button at the bottom right-hand corner.
- In the Order tab, ensure the medication is selected. The Details tab for the Quetiapine order will appear at the bottom of the screen.
- 6. In the required ***Dose**: field, type *37.5*
- To save this medication as a favourite, right-click on the medication and select Add To Favorites.

n in 🗍	P				CSTPRODM	IED, CHLOE - A	dd Or		- 🗆 🗙			
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					c:70000	Disease:				Enc Type:Inpatient		
ilt	Allergies	: Latex	Gender:	F PH	N:9878Dosin	g wt:60 kg	IS	olation:	Atten	ding:Plisvcb, Stu		
ng,	Search:	quetiapine		٩	Advanced Optic	ns 🖌 Type:	e	Inpatient		¥		
0.		QUEtiapine			1				~			
		QUEtiapine			-				•			
			- 20 - C		agitation, drug f							
	Diu				delirium, drug fo	orm: tab)						
			(mg. PO. q⊢									
no	🔁 Lab	QUEtiapine	(mg, PO, q⊢	is, prn	insomnia, drug	form: tab)						
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			-		drug form: tab)		<u> </u>					
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		-	-		PRN insomnia, o	lrug form: tab)	nor	MED, CHLOE - 7	000017	40 -		
					ug form: tab)		INUL	MED, CHEVE - 7	000017	48 Done		
					rug form: tab)							
		QUEtiapine	(25 mg, PO,	qHS, P	RN insomnia, dr	ug form: tab)						
< > ·		QUEtiapine	(50 mg, PO,	BID, dr	ug form: tab)							
🕂 Add		QUEtiapine	(75 mg, PO,	qHS, d	rug form: tab)							
Orders		"Enter" to Se	arch									
Orders	s for Signature					Add/Mo	odify	Compliance				
	🔊 🕐 🖳 🕅 Orc		Status Sta		Details					^		
	GH 2E; 204; 01 En ledications		Admit: 23-Feb-	2018 15:45	o PST	Reference	ce In	formation				
	🗌 👘 😣 ຊຸມ		Order 07	-Mar-2018	11:20 mg, PO	Print				•		
	etails for GUE											
11	Details 💮 Orde	r Comments				Add To	Enve	vitar				
+	🔒 h. 👂	*				Add TO	ravu	mes				
		Dose: 37.5				Disuble	Orde	- Information	lyperl	ink		
*0	oute of Administr					*Fee	equency:		~			
	oute of Administra		0	•								
		PRN: (Yes	() No					insomnia	~			
	Administer					Administer o			*			
		ation:					tion Unit:		~			
	Drug	Form: tab		*		First Dose	e Priority:		v			
	*Start Date/	Time: 07-Mar-20	18 11:20 PST	~		Stop Da	ate/Time:	••••••		PST		
	Use Patient Su	apply: 🔿 Yes	No			BC Cancer Protoc	col Code:	:				
1 Mis	sing Required Detail:	Orders For Cos	ignature Orders	For Nurse R	leview					Sign		

8. In the **Add Favorite** screen, select an existing folder and click **OK**. The newly favourited medication will now be available in the folder.

	PowerChart will add the currently selected	d orders to your Fav	orites.
Name:	QUEtiapine		
Create in:	Favorites Cardiac Meds Diuretic Meds Imaging Lese Psychiatric Meds		New Folder
		ОК	Cancel

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⊿ Adn

⊿ Diet

⊿ Activ

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The intent of this PowerPlan is for admission post hig

ONC (Inpatient) Post High Dose Methotrexate (Planned Pending)

on/Transfer/Discharge

Standard Diet Diabetic Diet

> Renal Diet DIET SUBPHASE

Monitoring

Height/Length

Vital Signs

🔽 Weight

Activity as Tolerated

Capillary Blood Glucose Monitoring

Save as My Favorite

to sodium bicarbonate 0.13 mmol/L (150 mmol in D5W)

🛛 📝 Code Status (Goals of Care)

Add PowerPlans to Your Favourites Folder

When creating a favourite plan, you can pre-select or deselect orders and add additional orders not included in the PowerPlan.

Reasons to consider creating a PowerPlan favourite:

- Repetitive orders
- Common Procedures
- Common Diagnoses
- Common Reasons for Admission

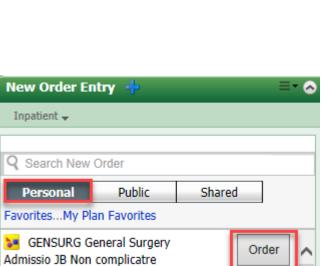
Follow the process **Add Orders to Your Favourites Folder** above **or** click **Save as My Favorite** button located below the PowerPlan.

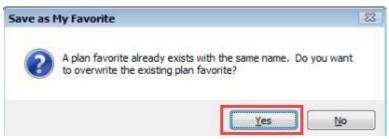
NOTE: If the PowerPlan button is *dithered* or greyed out, it cannot be saved as a Favourite.

Modify PowerPlan Favourite

PowerPlan favorites can be edited at any time.

- 1. Click the Quick Orders tab.
- 2. Click Personal.
- 3. Click the **My Plan Favorites** folder button.
- 4. Click **Order** next to the PowerPlan you wish to modify.
- 5. The PowerPlan opens.
- 6. In the open PowerPlan, make necessary edits.
- 7. Click **OK**. The **Save as My Favourite** window displays.
- 8. Click **Yes** to save your modified favourite PowerPlan.





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Planning for Later

Plan for Later functionality allows for placing a PowerPlan in a planned state for future procedures. PowerPlans in a planned state are signed and ready to be initiated by a nurse on the day of surgery.

1. Navigate to Table of Contents (Blue Menu) and select + Add next to orders.

Menu	Ŧ
Prescriber View	
Results Review	
Orders	+ Add
Documentation	+ Add
Allergies	+ Add

The Add Order dialogue box opens. In the search bar type in SURG/ "Pathology" and select the appropriate PowerPlans to view. Then select Done.

Search:	SURG	🔍 🛛 Advanced	i Options 🗸 T	уре: 👘	Inpatient	\sim				
-	SURG Admission to	Surgery				Т				
A 1	足 SURG Adult Day Surgery Phased									
ΠMγ	SURG Colon/Rowel Related Procedures Phased									
	SURG GYNE Gyneco	logy Ambulatory P	rocedure Phase	ed						
	SURG GYNE Major G	Synecologic Surger	y Phased							
	SURG GYNE Minor (Gynecologic Surger	y Phased							
	SURG OPHTH Opht	halmology Day Sur	gery Intra-Proce	edure Sedat	tion					
	🕒 SURG ORTHO Admi	ssion to Surgery								
	SURG ORTHO Hip F	racture Phased (QB	P)							
	SURG ORTHO Knee	Arthroscopy Phase	d (QBP)							
	SURG ORTHO Shoul	lder Surgery Phased	I (QBP)							
	SURG ORTHO Total	Hip Phased (QBP)								
	SURG ORTHO Total	Knee Phased (QBP))							
	SURG OTO Otolaryn	gologic Procedure	s Phased							
	SURG OTO PAED Da	y Surgery Tonsillect	tomy with and v	without Ade	enoidectomy Phased (QBP))				
L	"Enter" to Search									

- 3. Fill in the details of the admission and phased surgery PowerPlans.
- 4. Select Plan for Later to place the PowerPlan in a planned state and ready for day of procedure.

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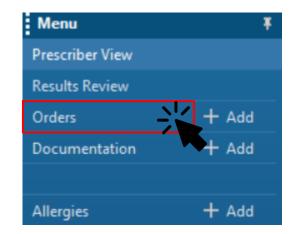
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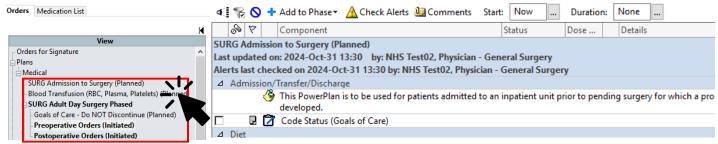
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Alterations on the Day of Surgery

1. Navigate to Table of Contents (Blue Menu) and select Orders.



2. Review ordered PowerPlans and make changes if necessary.



Note: There is no need for prescribers to initiate the PowerPlan at any stage of the procedure. The nurse can initiate the PowerPlans and each applicable phase as you go through each phase of procedure.







HOSPITAL INFORMATION SYSTEM (HIS)

HOW: PAOS ON SURGERY

Admission from ER to Inpatient

- 1. An ED physician has put in a "Consult to General Surgery" order and it has been determined that the patient is to be admitted to inpatient.
- 2. Navigate to Table of Contents (Blue Menu) and select + Add next to orders.

Menu	Ŧ
Prescriber View	
Results Review	
Orders	+ Add
Documentation	+ Add
Allergies	+ Add

3. The Add Order dialogue box opens. In the search bar type in "Patient Admission Orders" and select

Patient Admission Orders	- to view.	Then select	Done		
	Search:	Patien			Advance
		Patient Ad	Imission C	Orders	

- Select The Add Order dialogue box opens. In the search bar type in 'patient admission orders' and 'SURG' separately. Select the appropriate admission and phased surgery PowerPlans to view. Then select Done.
- 5. Plan "Admit to Inpatient" order in the "Patient Admission Orders" PowerPlan.



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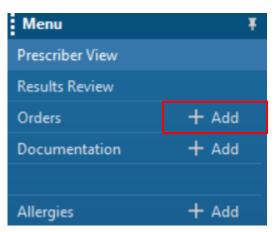




6. From the **Inpatient Workflow MPage**, navigate to the **Home Medications** component and click **Admission**.

			Home Medications (1)				All Visits 🥠
						Status: ✔ Meds History	Admission Transfer View Det
			Medication	^	Compliance	Supply Re	Posponsible Provider
+ Add	Inpatient Workhow	~					
+ Add		¥					
	Care Team	~					
+ Add	Histories						
+ Add	Allergies (0)						
ms	Chief Complaint						
	Documents						
	Intake and Output						
	Vital Signs						
	Immunizations						
+ Add	Microbiology						
80	Pathology						
	Home Medications						
	Medications	-					
unding	Labs						
	Diagnostics						
macy	Problem List						
	+ Add + Add + Add ms + Add &O	+ Add + Add + Add + Add + Add + Add Histories Allergies (0) Chief Complaint Documents Intake and Output Vital Signs Immunizations Microbiology Home Medications Medications Diagnostics	+ Add + Add Care Team + Add Histories + Add Allergies (0) Chief Complaint Documents Intake and Output Vital Signs Immunizations Home Medications Medications Inding Labs Diagnostics	+ Add Inpatient Workflow * + Add * + Add Histories + Add Allergies (0) Chief Complaint Documents Intake and Output Vital Signs Vital Signs Immunizations Microbiology Pathology Modications Home Medications Inding Labs Diagnostics Problem List	+ Add Inpatient Workflow × + Add + Add * + Add Histories + + Add Allergies (0) Chief Complaint Documents Intake and Output Vital Signs Immunizations Microbiology & Add Microbiology & Pathology Home Medications Medications Medications Inding Labs Diagnostics Problem List	+ Add + Add + Add Histories + Add Histories Allergies (0) Chief Complaint Documents Intake and Output Vital Signs Immunizations Microbiology Roo Pathology Home Medications Medications Medications Intake and Dutput Vital Signs Immunizations Home Medications Medications Medications Itabs Diagnostics Problem List	+ Add + Add + Add + Add + Add + Add Histories Allergies (0) Chief Complaint Documents Intake and Output Vital Signs Immunizations Home Medications Home Medications Medications Medications Inserver

- 7. Review the medications, and select which to continue, discontinue, or add based on clinical judgement.
- 8. Navigate back to Table of Contents (Blue Menu) and select + Add next to orders.



The Add Order dialogue box opens. In the search bar type in SURG and select the appropriate admission and phased surgery PowerPlans to view. Then select Done.







HOSPITAL INFORMATION SYSTEM (HIS)

Search:	SURG	🔍 🛛 Advanced Options	🗸 Туре: 👘	Inpatient	\sim
	SURG Admission to	Surgery			
T	SURG Adult Day Sur	gery Phased			
Mv	SURG Colon/Bowel	Related Procedures Phased			
- Ne		logy Ambulatory Procedure	Phased		
_	SURG GYNE Major G	Synecologic Surgery Phased			
	SURG GYNE Minor G	Gynecologic Surgery Phased			
	SURG OPHTH Opht	halmology Day Surgery Intra-	Procedure Sed	lation	
	SURG ORTHO Admi	ssion to Surgery			
	SURG ORTHO Hip F				
		Arthroscopy Phased (QBP)			
	SURG ORTHO Shoul	der Surgery Phased (QBP)			
	SURG ORTHO Total	Hip Phased (QBP)			
	SURG ORTHO Total				
		gologic Procedures Phased			
	SURG OTO PAED Day	y Surgery Tonsillectomy with	and without A	denoidectomy Phased (QBP))
	"Enter" to Search				

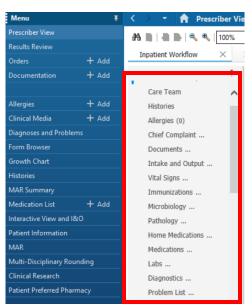
- 10. Fill in the details of procedure PowerPlans.
- 11. Select Plan for Later or 😵 Initiate Now

OPERATION

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depending on your needs and sign the PowerPlans.

12. From **Inpatient Workflow MPage**, review/update and complete all other relevant components and documentation of the chart such as Chief Complaint, Histories, Subjective/HPI, ROS, Phys Exam, Assessment and Plan.



13. Complete Consult Note. Refer to the Dynamic Documentation job Aid for more information.





HOSPITAL INFORMATION SYSTEM (HIS)

Admission from Home to Inpatient

and select + Add next to orders.

- 1. Patient has clinical indication that they need to be admitted. You as the receiving prescriber will follow the steps below to admit the patient from home to inpatient.
- 2. Outpatient gives call and completes a verbal handoff.
- 3. Communicate Decision to Admit with Outpatient Team & inform Inpatient charge nurse/bed monitor to pre-reg patient.
- 14. When you are notified of pre-admit encounter creation, navigate to Table of Contents (Blue Menu)

 Menu
 ¥

 Prescriber View
 Results Review

 Orders
 + Add

 Documentation
 + Add

 Allergies
 + Add

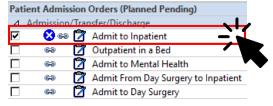
15. The Add Order dialogue box opens. In the search bar type in "Patient Admission Orders" and select

Patient Admission Orders	- to view. Then sele	ct Done]	
	Search: Patien		Advance	
	Patient	Admission Orde	rs	

16. Select The Add Order dialogue box opens. In the search bar type in 'patient admission orders' and 'SURG' separately. Select the appropriate admission and phased surgery PowerPlans to view. Then

Done select

17. Plan "Admit to Inpatient" order in the "Patient Admission Orders" PowerPlan.



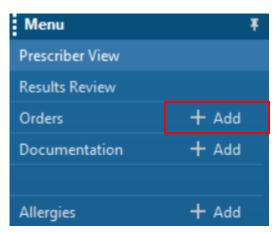




18. From the **Inpatient Workflow MPage**, navigate to the **Home Medications** component and click **Admission**.

Menu	Ŧ	< 🔿 🔻 숡 Pre	scriber V	Home Medications (1)			All Visits 🕢
Prescriber View						Status: ✔ Meds History	Admission Transfer View D
Results Review		Inpatient Workflow	×	Medication	∧ Compliance	Supply Re	Pesponsible Provider
Orders	+ Add		~				
Documentation	+ Add		¥				
		Care Team	^				
Allergies	+ Add	Histories					
Clinical Media	+ Add	Allergies (0)					
Diagnoses and Proble	ems	Chief Complaint					
orm Browser		Documents					
Growth Chart		Intake and Output					
Histories		Vital Signs					
MAR Summary		Immunizations					
Medication List	+ Add	Microbiology					
nteractive View and	1&0	Pathology	_				
Patient Information		Home Medications					
MAR		Medications					
Multi-Disciplinary Ro	ounding	Labs					
Clinical Research		Diagnostics					
Patient Preferred Pha	irmacy	Problem List					
			14				

- 19. Review the medications, and select which to continue, discontinue, or add based on clinical judgement.
- 20. Navigate back to Table of Contents (Blue Menu) and select + Add next to orders.



21. The Add Order dialogue box opens. In the search bar type in SURG and select the appropriate

admission and phased surgery PowerPlans to view. Then select

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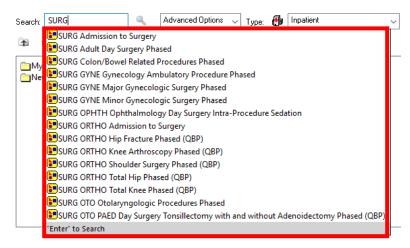




23. Select

SURGEON AND PROCEDURALIST CHECKLIST

HOSPITAL INFORMATION SYSTEM (HIS)

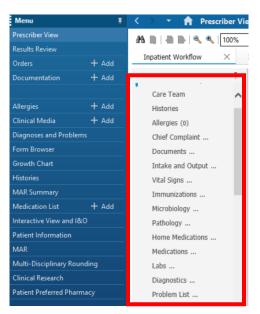


22. Fill in the details of procedure PowerPlans.

Plan for Later or

depending on your needs and sign the PowerPlans.

24. From **Inpatient Workflow MPage**, review/update and complete all other relevant components and documentation of the chart such as Chief Complaint, Histories, Subjective/HPI, ROS, Phys Exam, Assessment and Plan.



25. Complete Consult Note. Refer to the Dynamic Documentation job Aid for more information.





HOSPITAL INFORMATION SYSTEM (HIS)

Admission from ER to Day Surgery

- 1. An ED physician has put in a "Consult to General Surgery" order and it has been determined that the patient is to be admitted to day surgery.
- 2. Navigate to Table of Contents (Blue Menu) and select + Add next to orders.

Menu	Ŧ
Prescriber View	
Results Review	
Orders	+ Add
Documentation	+ Add
Allergies	+ Add

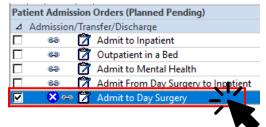
3. The Add Order dialogue box opens. In the search bar type in "Patient Admission Orders" and select

Patient Admission Orders	- to view.	Then select	Done		
	Search:	Patien		٩,	Advance
		📒 Patient Ac	Imission C	Orders	

 Select The Add Order dialogue box opens. In the search bar type in 'patient admission orders' and 'SURG' separately. Select the appropriate admission and phased surgery PowerPlans to view. Then select Done

Hotel Dieu

- 5. Plan "Admit to Day Surgery" order in the "Patient Admission Orders" PowerPlan.
- 6. Refer to Transfer (Change in Level of Care) All Orders Reconciliation Workflow tip sheet for more information.
- 7. Complete any relevant documentation.



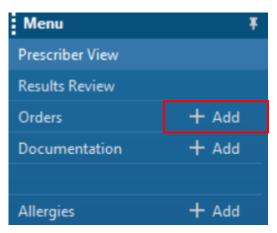
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HOSPITAL INFORMATION SYSTEM (HIS)

Admission from Day Surgery to Inpatient

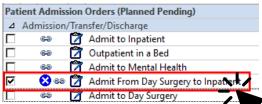
- 1. After the completion of a same day surgery, it has been determined that the patient is to be admitted to inpatient.
- 2. Navigate to Table of Contents (Blue Menu) and select + Add next to orders.



3. The Add Order dialogue box opens. In the search bar type in "Patient Admission Orders" and select

Patient Admission Orders	- to view.	Then select	Done			
	Search:	Patien		٩	Advance	
		<mark>き</mark> Patient Ad	mission O	rders		

- Select The Add Order dialogue box opens. In the search bar type in 'patient admission orders' and 'SURG' separately. Select the appropriate admission and phased surgery PowerPlans to view. Then select Done.
- 5. Plan "Admit to Day Surgery" order in the "Patient Admission Orders" PowerPlan.
- 6. Refer to Transfer (Change in Level of Care) All Orders Reconciliation Workflow
- 7. Complete any relevant documentation.



Note: Add-on urgent cases and elective procedures do not require PAOs

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		9					I LI	l





HOSPITAL INFORMATION SYSTEM (HIS)

BOOKING AN ADD-ON URGENT CASE

Maintaining Current State

Main OR

- An "Emergency A Case" or "Emergency B Case" requires the Surgeon to contact Switchboard to call in the On-Call Staff.
- A <u>more stable</u> "Emergency B, C or D Case" that is deemed safe to wait for regular OR hours does not need switchboard to call in the On Call staff. The surgeon can call the OR desk to schedule the case.
- If it's not after hours: Call the OR to schedule the case into the Add On Room for the site of surgery. The Anesthesia will be made aware if they are required for the case if urgent.
- If it's after hours: The surgeon can write down the case details at the OR Desk for entry in the AM (paper process).

ENDO

- Surgeon notifies the Endoscopy unit and the Endo scheduler will schedule the case. If the Endo scheduler is not available, they call registration to add the case to the Urgent List. The register captures case details (paper process) to relay to surgical scheduler in the morning. The Endo scheduler then schedules the case once they come in the AM. If after hours (endo scheduler gone for the day), they call the switchboard to call in on call Endo Staff if being done in ED/ICU.
- Once the urgent case is scheduled, the cases will fall into the Perioperative Tracking board under NFS Add On, SCS Add On

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HOSPITAL INFORMATION SYSTEM (HIS)

PERIOPERATIVE TRACKING BOARD

Add On Tabs: The Add On Board Will Display Urgent cases Only

	Perioperativ	ve Tracking											20 F	ull screen 🛛 🖶 Pi	int 🛛 🗲 1 minutes ago
	NFS Surgeon	NFS Proceduralist NFS				m WS Proceduralist					0		10		(1)
6	Filter: SCS (OR Add-On 🔹 🎬	🛸 🔏 🔶 🖤 🔳	🏥 🔻 🔑 Total Cas	es: 11	—				_		_	10		
(2	Order	Decision to Treat	Booking Priority	Changed Priority	~13)	Patient	Procedures	Surgeon	Anaesthestist	Asst	Outcome	Planned Trauma Time	Consent	NPO Since	AntiCoag/Postop B
			Emergency B	Emergency C	2024- 13:38:00	NOVARITEST, MAINORONE	Hernia Repair Femoral	Fielding, R					N/A*		
			Emergency C			ITTHREE, THISISTESTPT	Ankle Open Reduction Internal Fixation	Cranford, J							
			Elective			SYSTEMTEST, PERIOPFIVE	Appendectomy Laparoscopic	Tam, B					Yes*		
			Emergency A			NOVARITEST, APUONE	Ectopic Pregnancy Excision Laparoscopic	Dalton, E							
			Emergency A			NOVARITEST, APUONE	Ectopic Pregnancy Excision Laparoscopic	Dalton, E							
			Emergency A			NOVARITEST, APUFOUR	Ectopic Pregnancy Excision Laparoscopic	Dalton, E	Appoloni Moreira	a	Complete		Yes*		
			Emergency B			NOVARITEST, APUSIX	Hysterectomy Total Laparoscopic	Mohan, U							test
0	2		Emergency B			NOVARITEST, MAINORONE	Cholecystectomy Laparoscopic; Hernia Repair Inguinal Laparoscopy	Sawula, D					N/A*		
(4	п		Emergency B	Emergency B	2024-Oct-30 17:31:00	ROADSHOWDRY, RADTEST	Appendectomy Laparoscopic	Phillips, S			Trauma Time	2024-Oct-30 18:17:00			
9	1	2024-Oct-30 16:20:00	Emergency C	Emergency A	2024-Oct-30 16:49:00	ROADSHOWLIVE, SURGERYTEST	Ankle Open Reduction Internal Fixation	McCloy III,							
	5	2024-0-12:10:00	Emer 7	Emerge 8	2024-Oct-31 12:20:00	ZZTEST, AMB	Ankle Open Reduction Internal Fixation	Sacevich, N	l	yes	Trauma Time	2024-Nov-05 08:00:00	No*	Bagel at 0800	

- 1. **Perioperative Tracking displays various views (or tabs)** depending on your area/login. This view acts as a slate, a communication tool, and eliminates the need to search for patients individually.
- 1. Filter: You can use this functionality to view urgent cases for 'Today' or 'All cases' in the Add on tabs.
- 2. **Perioperative Tracking Tollbar**: Contains various tools, but the patient chart icon is only available to for the surgeons.
- 3. Blue Forward Arrow: Double-click the Blue forward arrow ¹ to open the patient's chart.
- 4. Order Column: Indicates priority of an urgent procedure. This will be updated by the nurses.
- 5. Decision to Treat Column: Illustrated the date and time the decision to treat a patient was taken.
- 6. **Booking Priority Column**: Indicates the booking priority of an urgent case which will be updated by the nurses.
- 7. Changed Priority Column: Shows if the priority of a case has been altered by the nurse.
- 8. Outcome Column: Indicates the outcome of a case.
- 9. Anticoagulation Status Column: Shows if a patient is on anticoagulation.





HOSPITAL INFORMATION SYSTEM (HIS)

Proceduralist and Surgeon Tabs: Where Elective Cases Will Be Displayed Per Location

Perio	operative Tracking			-							23	Full screen 🛛 🖶 Print	・ 0 minutes ago
NFS S	Surgeon NFS Proceduralis	t SCS Surgeon SCS Pro	ceduralist WS Surgeon WS Proceduralist	(1)									
Filte	er: NFS Surgeon	 Total Cases: 143 		\sim									
(2)	Emerg case Start	DS Bay/Nurse	Patient	Age	Procedures	Status	Surgeon	Anaesthetist	MH Risk	lso	Allergy	Comments	^
9	NF OR 01 (49 ca	is(<mark>i</mark> s)											
	08:00		Periop00, SurgeonTEST		Knee Replacement Total Bilateral (Right)		Tatzel, S				٥		
	08:05		Periop01, Sophia	69	Knee Replacement Total Bilateral (Right)	Anesthesia Start	Tatzel, S				٠		
	08:10		Periop03, Olivia	69	Knee Replacement Total Bilateral (Right)	Anesthesia Stop	Tatzel, S				٥		
(3)	08:15	(5)	Periop04, Isabella	69	Knee Replacement Total Bilateral (Right)		Tatzel, S				٠		
\checkmark	08:20	Y	Periop05, Ava		Knee Replacement Total Bilateral (Right)		Tatzel, S				٠		
	08:25		Periop06, Mia	69	Knee Replacement Total Bilateral (Right)		Tatzel, S				٠		
	08:30		Periop07, Emily		Knee Replacement Total Bilateral (Right)		Tatzel, S				٠		
	08:35		Periop08, Abigail	69	Knee Replacement Total Bilateral (Right)	Anesthesia Start	Tatzel, S				٠		
	08:40		Periop09, Madis		Knee Replacem		Tatzel, S				٠		
	4		6			<u> </u>							

- 1. **Perioperative Tracking displays various views (or tabs)** depending on your area/login. This view acts as a slate, a communication tool, and eliminates the need to search for patients individually.
- 2. Filter: You can use this functionality to view cases in Main OR or Endoscopy.
- 3. Blue Forward Arrow: Double-click the Blue forward arrow ¹ to open the patient's chart.
- 1. Emerg Case Column: Indicates if a procedure is emergency, which is updated by the nurse.
- 2. Start Column: Shows the time procedure is booked.
- 3. Patient Name and Age Columns: Shows patient first and last name and age respectively.
- 4. Procedures Column: Shows the type of procedure patient is scheduled for.
- 5. Status Column: Indicated the status of the procedure, can be Anesthesia Start and Anesthesia Stop.

INTRA-PROCEDURE

Provide Verbal Orders for Co-Signature in the Operating Room for medications required during the procedure.



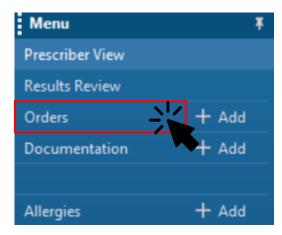


HOSPITAL INFORMATION SYSTEM (HIS)

POST-PROCEDURE

Follow these steps to complete post-procedures workflow.

1. Navigate to Table of Contents (Blue Menu) and select Orders.



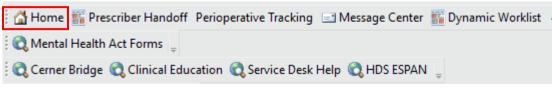
2. Review the Recovery phases of SURG PowerPlan and modify if required (reconciling with Anesthesia PowerPlans).



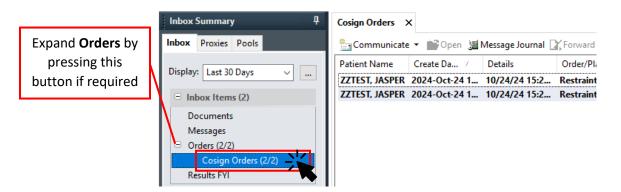




- 5. Click Sign/Submit
- 6. Click on the 'Home' Icon to access your inbox orders to Co-Sign any Intraop/ Intraprocedure Verbal Orders



7. navigate to Cosign Orders (2/2) located in the Inbox Summary column.



8. Double-click anywhere on the Cosign Order

...

- -

	Cosign Orders	×										
	🔚 Communicate 👻 📴 Open 🔰 Message Journal 📝 Forward Only 🛼 Select Patient 🚟 Select All											
	Patient Name	Create Da 7	Details	Order/Plan Na	From	,	Notification C	Order Action	Order Comment			
	ZZTEST, JASPER	2024-Oct-24 1	10/24/24 15:2	Restraint Moni				Order				
	ZZTEST, JASPER	2024-Oct-24 1	10/24/24 15:2	Restraint Cont				Order				
nia	garał	nealth	ו			te ha	l Dieu aver		25			

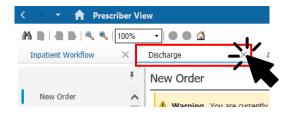


1. Navigate to Prescriber View.

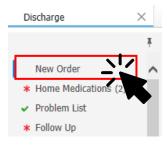
9. FOIIOV

Menu	Ŧ
Prescriber View	
Results Review	
Orders	+ Add
Documentation	+ Add
Allergies	+ Add

2. Select the Discharge tab.



3. Navigate to **New Order Entry** component. Select ⁺ in the right-hand corner.



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HOSPITAL INFORMATION SYSTEM (HIS)

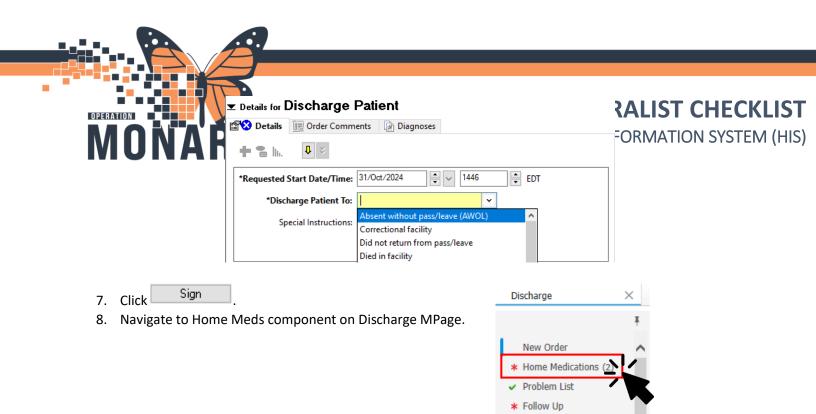
- 4. Click ^{+ Add} on top left-hand corner.
- 5. Search "Discharge Patient" within New Order Entry and select Discharge Patient.

Search:	discharge	۹,	Advanced Options	\sim	Тур
	Discharge Patient		·		
•	Education Discharge P	lanning			

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6. Modify Details.



9. Click on the Discharge to Home hyperlink to complete Meds Rec.

- 10. Follow Medication Process Discharge Medication Reconciliation tip sheet for more detailed discharge med rec.
- 11. Add relevant Follow Up and patients instructions in the corresponding component.



- 12. Populate Patient Instructions (i.e. activity restrictions, diet restrictions, return to care if etc.).
- 13. Document Discharge "This Visit" Diagnosis in Problem List component if not already done (All of the elements will pull into the Inpatient Discharge Instructions later provided to the patient). Problem List

Classification M	edical and Patir 🗸		Add as This Visit	► Add p	roblem		Q		
Priority	Problem Name		Code	Onset	Classification	Actions			
1 🗸	Appendicitis				Medical	✓ This Visit			
	COPD				Medical	This Visit Chronic Resolve			
	Diabetes type II				Medical	This Visit Chronic Resolve			
Resolved Chronic Problems									





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Discharge Summary

to complete a Discharge Summary **HECKLIST** HOSPITAL INFORMATION SYSTEM (HIS)

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