

### **TIP SHEET** HOSPITAL INFORMATION SYSTEM (HIS)

RENTAL SURFACES - ORDERING/DISCONTINUING/UNIT TO UNIT TRANSFERRING

### ORDERING RENTAL SURFACES

1. Select the Orders tab on the left menu bar.

Orders

+ Add

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2. Search for 'Rental Surface (Specialty Bed)' and press enter.



3. Enter the attending MRPs name for the Physician name and select 'Clinical Intervention' for Communication Type.

| P Ordering Physician X         |  |  |  |  |  |  |  |  |
|--------------------------------|--|--|--|--|--|--|--|--|
| *Physician name                |  |  |  |  |  |  |  |  |
| Sangha, Navjeet Singh, MD      |  |  |  |  |  |  |  |  |
| *Order Date/Time               |  |  |  |  |  |  |  |  |
| 01/Nov/2024 • 0845 • EDT       |  |  |  |  |  |  |  |  |
| *Communication type            |  |  |  |  |  |  |  |  |
| Phone with Read Back (Cosign)  |  |  |  |  |  |  |  |  |
| Verbal with Read Back (Cosign) |  |  |  |  |  |  |  |  |
| Written                        |  |  |  |  |  |  |  |  |
| Clinical Intervention          |  |  |  |  |  |  |  |  |
| Initiate Plan                  |  |  |  |  |  |  |  |  |
| Downtime Back Entry            |  |  |  |  |  |  |  |  |
| Medical Directive              |  |  |  |  |  |  |  |  |
| IPAC Isolation Order           |  |  |  |  |  |  |  |  |
|                                |  |  |  |  |  |  |  |  |
| OK Cancel                      |  |  |  |  |  |  |  |  |

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4. Within the Order window, Select your appropriate Bed Type and Service Option. Select Sign once complete.

| *Requested Start Date/Time: | 18/Feb/2025                           | ► EST <b>*Ty</b> | pe of Bed:   | • |
|-----------------------------|---------------------------------------|------------------|--------------|---|
| *Service Option:            | ✓                                     | Special Ir       | istructions: |   |
|                             | Bed Use Discontinued                  |                  |              |   |
|                             | Bed Use Required                      |                  |              |   |
|                             | Pt Received with Bed                  |                  |              |   |
|                             | Pt Transferred with Bed               |                  |              |   |
|                             | Service Call-Additional Surface Cover |                  |              |   |
|                             | Service Call-Bed Maintenance          |                  |              |   |
|                             |                                       |                  |              |   |
|                             |                                       |                  |              |   |
|                             |                                       |                  |              |   |
|                             |                                       |                  |              |   |
|                             |                                       |                  |              |   |
|                             |                                       |                  |              |   |
|                             |                                       |                  |              |   |

5. As NH works through HIS conversion, requests for rental surfaces (ARJO) are not being transmitted through the orderable. The Unit Clerks must email a request to respective site Sourcing Clerk when requesting the Rental Surface in Millennium:

FES and NFS – Darlene.Quiquero@niagarahealth.on.ca

PCS and WS – Melissa.Ridley@niagarahealth.on.ca

SCS site – <u>Brenda.Newhouse@niagarahealth.on.ca</u>

#### The following information is required in the email:

- · Identify: Order, Discontinue, Transfer, Received or Service
- · Pt name: First Name Last initial
- · PT id #'s ie: KA004765/24 K0099633e
- · Location: ie. 3A Medical
- · Room: ie. K3A15-A
- · Description of surface required *i.e. Therakair Visio*

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# **TIP SHEET** HOSPITAL INFORMATION SYSTEM (HIS)

### DISCONTINUING/UNIT TO UNIT TRANSFERRING RENTAL SURFACES

1. Locate the existing Rental Surface order within the doctor's orders and right click. Select 'Modify'

|  |                |  |                   | Renew   |          |   |   |  |
|--|----------------|--|-------------------|---|----------|---|---|--|
| nen Collection 🚨 PM Conversation 👻 🔟 Medical Recor   |                |  | ical Recor        | Modify  |          | ment 🕲 Charge Viewer 📝 Point Of Care Result Entry   |   |  |
|  |                |  |                   | Сору  |          | + (   | .ist 🔿 🚞 Recent 🔹 Name 🔍 🔍                  |  |
| Allergies: No Known Allergies, No I<br>Age:56 years<br>Alerts:No Alerts Documented<br>Check Interactions |                |  | gies, No l<br>ted | Cancel and Reorder<br>Suspend<br>Activate<br>Complete |          | Loc:SC 2AC; SC2A24; A<br>HCN:<br>Dt: 2024-May-28 22:51:48 Disch Dt: 2024-Jun-21 08:53:00<br>\$\$ Full screen 	Print 	Iminutes<br>Reconciliation Status<br>Meds History 	Admission 	Discharg |   |  |
|  |                |  |                   |   |          |   |   |  |
|  |                |  |                   | Cancel/Discontinue<br>Void                            |          |   |   |  |
|  |                |  |                   | Reschedule Task Times                                 |          |   |   |  |
| Displayed: All Active Orders   All Inactive Orders   All Orders (All 5                                   |                |  | Orders (All :     | Document Intervention<br>Add/Modify Compliance        |          | Show More Orders  |   |  |
|  | 9 8            | Crder Name   | Status            | Order Information                                     |          |   | Ordering Physician                          |  |
| 4  | Admission/T    | ransfer/Discharge  |                   | Comments  |          |   |   |  |
| 4  | Active<br>Diet | Expected Discharge D   | Ordered           | Results<br>Reference Information                      |          | 00 EDT, 09/12/24 8:5  | Sangha, Navjeet Singh, MD                   |  |
| 4  | Active         | A Marken I Cardena   | Ordenad           | Print   | >        |   | Communities Community Martinian             |  |
| •  | ~              | Nutritional Suppleme   | Ordered           | Advanced Filters                                      |          | 126 816 112   | Cerner Test, Physician - Emergency Medicine |  |
| 4  | Activity       | CP Humbon mean ass   | ordered           | Customize View  |          | 121, 010, 112   | centeries, mysican emergency measure        |  |
| 4  | Active         |  | ~                 | Disable Order Information Hyperlink                   |          |   |   |  |
|  | Inactive       | Specialty Bed  | Ordered           |   | in all a | step All in One, Servi  | Sangha, Navjeet Singh, MD                   |  |
| 4  | Vital Signs/N  | Ionitorina   |                   |   |          |   |   |  |
| 4  | Active         | in the second seco |                   |   |          |   |   |  |
|  | 1              | 📵 Weight   | Ordered           | 09/30/24 10:04:00 EDT, once, Stop                     | date     | 09/30/24 10:04:00 ED  | Sangha, Navjeet Singh, MD                   |  |
| 4  | Patient Care   |  |                   |   |          |   |   |  |
| 4  | Active         |  |                   |   |          |   |   |  |
| •  |                | Moderate Risk NEWS   | Pending           | ing 10/29/24 16:53:08 EDT, q2h, Stop date 10          |          | 0/29/24 20:53:08 EDT  | SYSTEM, SYSTEM Cerner                       |  |
|  |                | Caloric Count Nursin   | Ordered           |   |          |   | Sangha, Navjeet Singh, MD                   |  |
|  | N 124          | Mill Nurre to order FCG 12   | Ordered           | 00/20/2/ 10-0/-00 EDT ECG DRN .                       | with C   | hart Dain & Motify nr   | Sanaha Mauricet Singh MD                    |  |

2. The order window will appear. Within **Service Options**, select the correct option within the drop-down. Include any pertinent information within the Special instructions section that would align with the Service Option. Select **Orders For Signature** and **Sign** once done. If **Discontinuing** a surface, please follow the email steps above.



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