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## How To For Providers: Overview of Streamlining the Documentation and Ordering Process

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- Objectives

- Review functionality and ways to streamline the documentation process
  - Documenting an allergy
  - Documenting a problem/diagnosis
  - Using templates for documentation
- Review the ordering process and ways to streamline the process
  - Using personal quick orders
  - Using customized order menus, quick orders, and order sets



## Part 1: Streamlining Documentation Process

- ✓ Using Coversheet to enter an allergy
- ✓ Use Lexicon to enter a diagnosis
- ✓ Use Customized template to enter documentation



# Select a Patient

**Patient Selection**

**Patient List**

- Default: MEDICAL OBSERVATIO
- Providers
- Team/Personal
- Specialties
- Clinics
- Wards
- All

EAST  
EAST  
NORTH  
SOUTH  
WEST

**Patients (EAST)**

Cyan,Sally A	203-A
Cordovan,Miguel B	202-A
Mustard,Colonel	205-A
Vermilion,Hank A	204-A
Wisteria,Michelle B	202-B
Xanadu,Margaret A	201-A
Ztest,Deanne	200-A
Amber,Earl	
Amber,Pearl	
Blue,Joe A	
Blue,William T	
Cordovan,Angelita B	
Cordovan,Carmelita A	
Cordovan,Miguel B	
Crimson,Charles T	
Cyan,Irene A	
Cyan,Sally A	

**Cyan,Sally A**  
MRN: 840000052  
DOB: Sep 24,1950  
Sex: Female

Location: EAST  
Room-Bed: 203-A

OK  
Cancel

Save Patient List Settings


**Notifications**

Info	Patient	Location	Urgency	Alert Date/Time	Message
------	---------	----------	---------	-----------------	---------

Process Info    Process All    Process    Forward    Show Comments    Remove



# Coversheet

File Edit View Tools Help		<b>CYAN, SALLY A</b> 840000052 Sep 24, 1950 (60)		<b>EAST 203-A</b> Provider: DOCTOR, TWO	Primary Care Team Unassigned Attending: Zdscreedon, Hugh	Flag	VistaWeb Remote Data		Postings <b>AD</b>
<b>Active Problems</b> * Urinary Tract Infection, Site Not Specified * Diabetes Mellitus Type II Or Unspecified * Carcinoma, Basal Cell (COSTAR 099) * Breast Cancer * Vaginal Cancer		<b>Allergies / Adverse Reactions</b> Aspirin Sulfa Drugs Strawberries Peanuts Oranges		<b>Postings</b> Allergies Advance Directive Jun 02, 2010					
<b>Active Medications</b> Meds/Otc From Elsewhere Ibuprofen 600mg Tab Active Insulin Human Nph 100 Unit/MI Inj Pending Metformin Tab, Oral Pending Sodium Chloride 0.9% Inj, Soln Pending Metformin Tab, Oral Pending Metformin Tab, Oral Pending Glipizide Tab Pending Insulin Human Nph 100 Unit/MI Inj Pending				<b>Clinical Reminders</b> Hepatitis C Risk Assessment DUE NOW PAP Smear Screening DUE NOW Mammogram Screening DUE NOW Influenza Vaccine DUE NOW Diabetic Foot Exam DUE NOW Ace Inhibitor for Diabetic DUE NOW Diabetic BP > 130/80 DUE NOW		<b>Due Date</b>			
<b>Recent Lab Results</b> No Orders Found.		<b>Vitals</b> T 102 F Jun 14, 2010 12:15 (38.9 C) ORAL BP 170/90 Jun 01, 2010 07:00 ADULT CUFF HT 62 in May 31, 2010 07:00 (157.5 cm) WT 151 lb Jun 04, 2010 12:16 (68.5 kg) STANDING WEI PN 6 May 30, 2010 10:00 BMI 27.68 Jun 04, 2010 12:16		<b>Appointments/Visits/Admissions</b> Aug 17, 2010 08:15 Medicine Inpatient Appointment					
Cover Sheet   Problems   Meds   Orders   Notes   Consults   Surgery   D/C Summ   Labs   Reports									

# Entering an Allergy

File Edit View Tools Help

**CYAN, SALLY A** EAST 203-A Primary Care Team Unassigned  
 840000052 Sep 24, 1950 (60) Provider: DOCTOR, TWO Attending: Zdscreedon, Hugh

Active Problems: \* Urinary Tract Infection, Site Not Specified  
 \* Diabetes Mellitus Type II Or Unspecified  
 \* Carcinoma, Basal Cell (COSTAR 099)  
 \* Breast Cancer  
 \* Vaginal Cancer

Allergies / Adverse Reactions: Aspirin  
**Sulfa Drugs**  
 Strawberries  
 Peanuts  
 Oranges

Postings: Allergies Adverse Directive Jun 02, 2010

Active Medications: Meds/Otc From Elsewhere Ibuprofen 600mg Tab Active  
 Insulin Human Nph 100 Unit/ML Inj Pending  
 Metformin Tab, Oral Pending  
 Sodium Chloride 0.9% Inj, Soln Pending  
 Metformin Tab, Oral Pending  
 Metformin Tab, Oral Pending  
 Glipizide Tab Pending  
 Insulin Human Nph 100 Unit/ML Inj Pending

Clinical Reminders: Hepatitis C Risk Assessment DUE NOW  
 PAP Smear Screening DUE NOW  
 Mammogram Screening DUE NOW  
 Influenza Vaccine DUE NOW  
 Diabetic Foot Exam DUE NOW  
 Ace Inhibitor for Diabetic DUE NOW  
 Diabetic BP > 130/80 DUE NOW

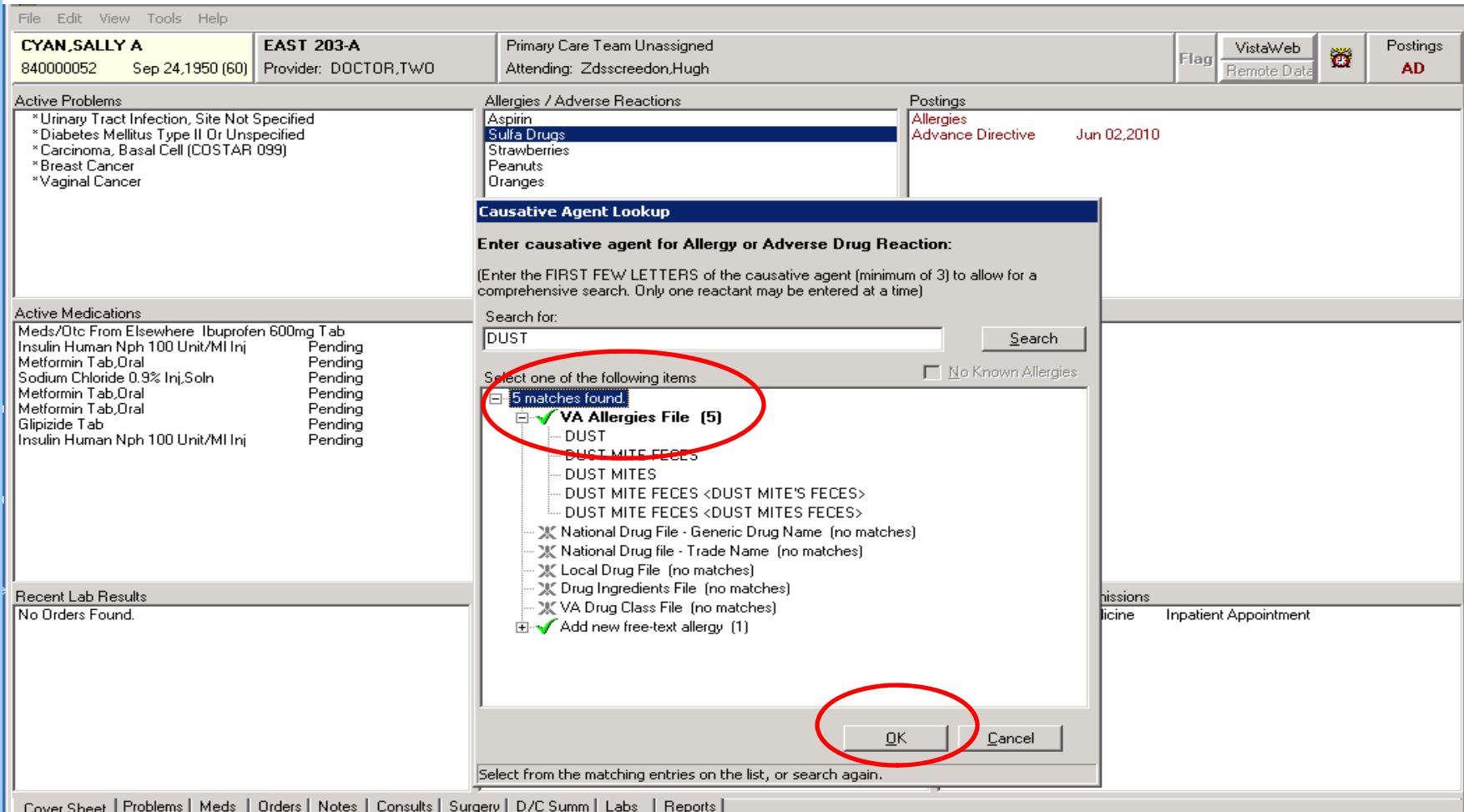
Recent Lab Results: No Orders Found.

Vitals: T 102 F Jun 14, 2010 12:15 (38.9 C) ORAL  
 BP 170/90 Jun 01, 2010 07:00 ADULT CUFF  
 HT 62 in May 31, 2010 07:00 (157.5 cm)  
 WT 151 lb Jun 04, 2010 12:16 (68.5 kg) STANDING WEI  
 PN 6 May 30, 2010 10:00  
 BMI 27.68 Jun 04, 2010 12:16

Appointments/Visits/Admissions: Aug 17, 2010 08:15 Medicine Inpatient Appointment

Cover Sheet | Problems | Meds | Orders | Notes | Consults | Surgery | D/C Summ | Labs | Reports

# Using Lexicon



File Edit View Tools Help

**CYAN, SALLY A** EAST 203-A Primary Care Team Unassigned  
 840000052 Sep 24, 1950 (60) Provider: DOCTOR, TWO Attending: Zdscreedon, Hugh

Active Problems  
 \* Urinary Tract Infection, Site Not Specified  
 \* Diabetes Mellitus Type II Or Unspecified  
 \* Carcinoma, Basal Cell (COSTAR 099)  
 \* Breast Cancer  
 \* Vaginal Cancer

Active Medications  
 Meds/Otc From Elsewhere Ibuprofen 600mg Tab  
 Insulin Human Nph 100 Unit/MI Inj Pending  
 Metformin Tab, Oral Pending  
 Sodium Chloride 0.9% Inj, Soln Pending  
 Metformin Tab, Oral Pending  
 Metformin Tab, Oral Pending  
 Glipizide Tab Pending  
 Insulin Human Nph 100 Unit/MI Inj Pending

Recent Lab Results  
 No Orders Found.

Allergies / Adverse Reactions  
 Aspirin  
 Sulfa Drugs  
 Strawberries  
 Peanuts  
 Oranges

Postings  
 Allergies  
 Advance Directive Jun 02, 2010

**Causative Agent Lookup**  
 Enter causative agent for Allergy or Adverse Drug Reaction:  
 (Enter the FIRST FEW LETTERS of the causative agent (minimum of 3) to allow for a comprehensive search. Only one reactant may be entered at a time)

Search for:  
 DUST Search

Select one of the following items  No Known Allergies

5 matches found

- VA Allergies File (5)
  - DUST
  - DUST MITE FECEs
  - DUST MITES
  - DUST MITE FECEs <DUST MITE'S FECEs>
  - DUST MITE FECEs <DUST MITES FECEs>
- National Drug File - Generic Drug Name (no matches)
- National Drug File - Trade Name (no matches)
- Local Drug File (no matches)
- Drug Ingredients File (no matches)
- VA Drug Class File (no matches)
- Add new free-text allergy (1)

OK Cancel

Select from the matching entries on the list, or search again.

Cover Sheet | Problems | Meds | Orders | Notes | Consults | Surgery | D/C Summ | Labs | Reports





# Documenting the Allergy

The screenshot displays the 'Enter Allergy or Adverse Reaction' dialog box within the vxVista web application. The background shows patient information for CYAN, SALLY A (EAST 203-A) and a list of active problems including Urinary Tract Infection, Diabetes Mellitus Type II, and Breast Cancer. The dialog box is the central focus, with several elements highlighted by red circles:

- The **Observed** radio button in the General section.
- The **Nature of Reaction** dropdown menu, currently set to **Allergy**.
- The **Symptoms** list, where **ITCHING, WATERING EYE** is selected.
- The **OK** button at the bottom right of the dialog box.

# Allergy Documentation

File Edit View Tools Help

**CYAN,SALLY A** EAST 203-A Primary Care Team Unassigned  
 840000052 Sep 24,1950 (60) Provider: DOCTOR,TWO Attending: Zdscreedon,Hugh

Flag VistaWeb Remote Data Postings AD

<b>Active Problems</b> * Urinary Tract Infection, Site Not Specified * Diabetes Mellitus Type II Or Unspecified * Carcinoma, Basal Cell (COSTAR 099) * Breast Cancer * Vaginal Cancer	<b>Allergies / Adverse Reactions</b> Aspirin Sulfa Drugs Strawberries Peanuts Oranges Dust	<b>Postings</b> Allergies Advance Directive Jun 02,10
<b>Active Medications</b> Meds/Otc From Elsewhere Ibuprofen 600mg Tab Active Insulin Human Nph 100 Unit/MI Inj Pending Metformin Tab,Oral Pending Sodium Chloride 0.9% Inj,Soln Pending Metformin Tab,Oral Pending Metformin Tab,Oral Pending Glipizide Tab Pending Insulin Human Nph 100 Unit/MI Inj Pending	<b>Clinical Reminders</b> Hepatitis C Risk Assessment DUE NOW PAP Smear Screening DUE NOW Mammogram Screening DUE NOW Influenza Vaccine DUE NOW Diabetic Foot Exam DUE NOW Ace Inhibitor for Diabetic DUE NOW Diabetic BP>130/80 DUE NOW	<b>Due Date</b> DUE NOW DUE NOW DUE NOW DUE NOW DUE NOW DUE NOW DUE NOW
<b>Recent Lab Results</b> No Orders Found.	<b>Vitals</b> T 102 F Jun 14,2010 12:15(38.9 C) ORAL BP 170/90 Jun 01,2010 07:00 ADULT CUFF HT 62 in May 31,2010 07:00 (157.5 cm) WT 151 lb Jun 04,2010 12:16(68.5 kg) STANDING WEI PN 6 May 30,2010 10:00 BMI 27.68 Jun 04,2010 12:16	<b>Appointments/Visits/Admissions</b> Aug 17,2010 08:15 Medicine Inpatient Appointment

Cover Sheet | Problems | Meds | Orders | Notes | Consults | Surgery | D/C Summ | Labs | Reports |

# Using Lexicon to Enter Diagnosis

File Edit View Action Tools Help

**CYAN, SALLY A** EAST 203-A Primary Care Team Unassigned  
 840000052 Sep 24, 1950 (60) Provider: DOCTOR, TWO Attending: Zdscreedon, Hugh

Problem categories: Individual Therapy, Family/Group Therapies, Eval/Other Therapies

Active Problems (5 of 5)

Stat...	Description	Onset Date	Last Upda...	Provider	Service
A *	Urinary tract infection, site not specified	May 2010	May 31 2010	Doctor, Two	
A *	Diabetes Mellitus Type II or unspecified	May 2010	May 31 2010	Doctor, Two	

**Problem List Lexicon Search**

Enter Term to Search

CHF

Search

CHF  
 Congestive Heart Failure \* (DXPLAIN U000269) ICD-9-CM :(428.0)

Cancel OK

Search returned 1 items. out of a possible 1 match found

Problems: Psychotherapy in a hospital or re...

Other Problem Cancel

Cover Sheet Problems Meds Orders Notes Consults Surgery D/C Summ Labs Reports

# Documenting Diagnosis

File Edit View Action Tools Help

**CYAN, SALLY A** EAST 203-A Primary Care Team Unassigned  
 840000052 Sep 24, 1950 (60) Provider: DOCTOR, TWO Attending: Zdscreedon, Hugh

Flag VistaWeb Postings  
 Remote Data

Problem categories  
 Individual Therapy  
 Family/Group Therapies  
 Eval/Other Therapies

Add Problem

Congestive Heart Failure (428.0) Change problem...

Status: **Immediacy**  
 Active  Acute  Chronic  <unknown>  
 Inactive

Date of Onset:

Resp Provider: Doctor, Two  
 Service:

Type of History  
 Medical/Surgical  
 Family  
 Social  
 Unassigned

Comments  
 Date Comment Add comment Edit comment Remove comment

Problems  
 Psychotherapy in a hospital or re:  
 Psychotherapy in a hospital or re:

Other Problem  
 Cancel

Cancel OK

Cover Sheet Problems Meds Orders Notes Consults Surgery D/C Summ Labs Reports

# Diagnosis Documentation

File Edit View Action Tools Help

**CYAN, SALLY A** EAST 203-A Primary Care Team Unassigned  
 840000052 Sep 24, 1950 (60) Provider: DOCTOR, TWO Attending: Zdscreedon, Hugh

View options: Active, Inactive, Both active and inactive, Removed

Active Problems (6 of 6)

Stat...	Description	Onset Date	Last Upda...	Provider	Service
A *	Urinary tract infection, site not specified	May 2010	May 31 2010	Doctor, Two	
A *	Diabetes Mellitus Type II or unspecified	May 2010	May 31 2010	Doctor, Two	
A *	Breast Cancer		Jul 22 2010	Doctor, Two	
A *	Vaginal Cancer		Nov 02 2010	Doctor, Two	
A	<b>Congestive Heart Failure</b>		Apr 13 2011	Doctor, Two	

Family

Stat...	Description	Onset Date	Last Upda...	Provider	Service

Social

Stat...	Description	Onset Date	Last Upda...	Provider	Service

Unassigned Problems

Stat...	Description	Onset Date	Last Upda...	Provider	Service
A *	Carcinoma, Basal Cell (COSTAR 099)		Jun 14 2010	Doctor, Two	

Cover Sheet Problems Meds Orders Notes Consults Surgery D/C Summ Labs Reports

# Using Templates

The screenshot shows the vxCPRS interface for patient CYAN, SALLY A (ID: 840000052, DOB: Sep 24, 1950). The patient's primary care team is unassigned, and the attending physician is Zdscreedon, Hugh. The patient is currently in EAST 203-A. The interface displays a list of 'Last 100 Signed Notes' on the left, with the most recent note selected: 'Admission Assessment, ER, ONE DO' dated Oct 19, 2009. The main window shows the details of this note, including the local title 'PROVIDER NOTE', standard title 'ATTENDING INPATIENT NOTE', and date of note 'JAN 27, 2011@12:57'. A 'Progress Note Properties' dialog box is open over the note details. In this dialog, the 'Progress Note Title' dropdown menu is open, showing 'Admission Assessment' as the selected option. The 'OK' and 'Cancel' buttons are circled in red. The dialog also shows the date/time of the note as 'Apr 14, 2011@15:36' and the author as 'Doctor,Two'. At the bottom of the interface, there are navigation buttons for 'Cover Sheet', 'Problems', 'Meds', 'Orders', 'Notes', 'Consults', 'Surgery', 'D/C Summ', 'Labs', and 'Reports'. A 'Templates' section is visible at the bottom left with a 'New Note' button.



# Using Shared Templates

The screenshot shows a medical software interface with a menu bar (File, Edit, View, Action, Options, Tools, Help) and a patient information header for CYAN, SALLY A. A 'Last 100 Signed Notes' window is open, showing a tree view of templates. Two items are circled in red: 'Shared Templates' and 'PROVIDER NOTE'. The 'Template: PROVIDER NOTE' window is active, displaying a checklist for 'REVIEW OF SYSTEMS'. The checklist includes a general instruction and two main sections: '(+)Positive symptoms reported:' and '(-)Negative for (Patient denies symptoms of):'. Each section has several checkboxes for specific symptoms.

**Template: PROVIDER NOTE**

- REVIEW OF SYSTEMS  
(Include at least ONE system from one of the following: Constitutional, Eyes, Ears/Nose/Mouth/Throat, Cardiovascular, Respiratory, GI, GU, Musculoskeletal, Skin/Hair, Neuro, Psych, Endocrine, Hematologic/Lymphatic, Allergy/Immune System)
- (Click here for expanded point and click format) Review of Systems
  - Constitutional:
  - Eyes:
    - (+)Positive symptoms reported:
    - eye pain, blurred vision, double vision
    - eye pain
    - vision change
    - double vision
    - blurred vision
  - problems reading
  - problems distance vision
  - night problems
- (-)Negative for (Patient denies symptoms of): 
  - eye pain, blurred vision, double vision
  - eye pain
  - vision change
  - double vision
  - blurred vision

# Narrative Documentation

File Edit View Action Options Tools Help

**CYAN, SALLY A** EAST 203-A Primary Care Team Unassigned Preferred Language: Postings AD  
 840000052 Sep 24, 1950 (60) Provider: DOCTOR, TWO Attending: Zdscreedon, Hugh

Last 100 Signed Notes: Admission Assessment Apr 14, 2011@16:03 Doctor, Two  
 Adm: 09/24/09 EAST Change...

REVIEW OF SYSTEMS

Eyes:  
 (+)Positive symptoms reported:  
 eye pain

(-)Negative for (Patient denies symptoms of):  
 double vision, blurred vision

Ears:  
 (+)Positive symptoms reported:  
 Hearing loss

Nose:  
 (+)Positive symptoms reported:  
 loss of smell

(-)Negative for (Patient denies symptoms of):  
 postnasal drip

Cardiac:  
 (+)Positive symptoms reported:  
 HTN

(-)Negative for (Patient denies symptoms of):  
 Chest pain

Respiratory:  
 (+)Positive symptoms reported:  
 Cough

<No encounter information entered>

Reminders  
 Encounter

Cover Sheet | Problems | Meds | Orders | Notes | Consults | Surgery | D/C Summ | Labs | Reports

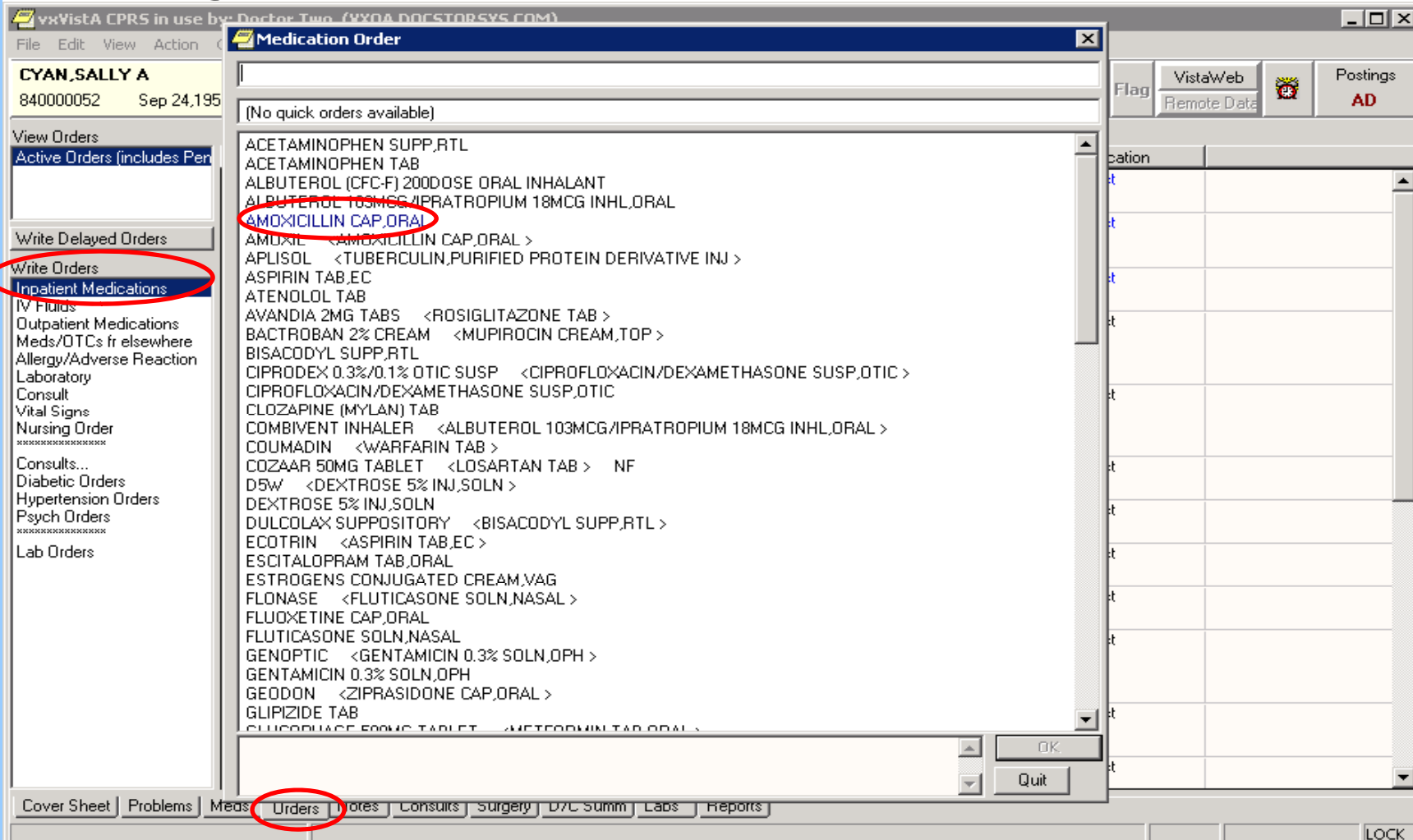


## Part 2: Streamlining the Ordering Process

- ✓ Personal Quick Orders
- ✓ Customized Order Menus, Quick Orders and Order Sets



# Setting up Personal Quick Order



The screenshot shows the 'Medication Order' window in vxVista CPRS. The patient information is CYAN, SALLY A, ID 840000052, dated Sep 24, 195. The window title is 'Medication Order'. The main area displays a list of medications, with 'AMOXICILLIN CAP,ORAL' circled in red. The left sidebar contains navigation options, with 'Write Orders' and 'Inpatient Medications' circled in red. The bottom navigation bar also has 'Orders' circled in red.

Medication List:

- (No quick orders available)
- ACETAMINOPHEN SUPP,RTL
- ACETAMINOPHEN TAB
- ALBUTEROL (CFC-F) 200DOSE ORAL INHALANT
- ALBUTEROL 103MCG/IPRATROPIUM 18MCG INHL,ORAL
- AMOXICILLIN CAP,ORAL**
- AMOXIL <AMOXICILLIN CAP,ORAL >
- APLISOL <TUBERCULIN,PURIFIED PROTEIN DERIVATIVE INJ >
- ASPIRIN TAB,EC
- ATENOLOL TAB
- AVANDIA 2MG TABS <ROSIGLITAZONE TAB >
- BACTROBAN 2% CREAM <MUPIRODIN CREAM, TOP >
- BISACODYL SUPP,RTL
- CIPRODEX 0.3%/0.1% OTIC SUSP <CIPROFLOXACIN/DEXAMETHASONE SUSP,OTIC >
- CIPROFLOXACIN/DEXAMETHASONE SUSP,OTIC
- CLOZAPINE (MYLAN) TAB
- COMBIVENT INHALER <ALBUTEROL 103MCG/IPRATROPIUM 18MCG INHL,ORAL >
- COUMADIN <WARFARIN TAB >
- COZAAR 50MG TABLET <LOSARTAN TAB > NF
- D5W <DEXTROSE 5% INJ,SOLN >
- DEXTROSE 5% INJ,SOLN
- DULCOLAX SUPPOSITORY <BISACODYL SUPP,RTL >
- ECOTRIN <ASPIRIN TAB,EC >
- ESCITALOPRAM TAB,ORAL
- ESTROGENS CONJUGATED CREAM,VAG
- FLONASE <FLUTICASONE SOLN,NASAL >
- FLUOXETINE CAP,ORAL
- FLUTICASONE SOLN,NASAL
- GENOPTIC <GENTAMICIN 0.3% SOLN,OPH >
- GENTAMICIN 0.3% SOLN,OPH
- GEODON <ZIPRASIDONE CAP,ORAL >
- GLIPIZIDE TAB
- GLUCOPHAGE 500MG TABLET <METFORMIN TAB,ORAL >



# Enter Dosage, Route, Schedule, & Comments

**vxVista CPRS in use by: Doctor, Two (VXQA.DUCSTOR5YS.COM)**

File Edit View Action Options Tools Help

**CYAN, SALLY A** 840000052 Sep 24, 1952

**Medication Order** AMOXICILLIN CAP, ORAL Change Postings AD

Dosage	Complex	Route	Schedule (Day-Of-Week)	PRN
500MG		PO/ORAL	Q3H	<input type="checkbox"/>
500MG		PO/ORAL	MO-WE-FR	<input type="checkbox"/>
		ORAL	NOW	<input type="checkbox"/>
			ONCE	<input type="checkbox"/>
			OTHER	<input type="checkbox"/>
			PRN	<input type="checkbox"/>
			Q12H	<input type="checkbox"/>
			Q24H	<input type="checkbox"/>
			Q2H	<input type="checkbox"/>
			Q3H	<input type="checkbox"/>
			Q4H	<input type="checkbox"/>
			Q6H	<input type="checkbox"/>
			Q8H	<input type="checkbox"/>
			QAM	<input type="checkbox"/>
			QBEDTIME	<input type="checkbox"/>
			QDAY	<input type="checkbox"/>
			QHS	<input type="checkbox"/>
			QID	<input type="checkbox"/>
			QOD	<input type="checkbox"/>
			STAT	<input type="checkbox"/>
			TID	<input type="checkbox"/>

Comments:

Give additional dose now

Admin Time: 01-04-07-10-13-16-19-22

Expected First Dose: TODAY (Dec 13, 10) at 16:00

AMOXICILLIN CAP, ORAL 500MG PO/ORAL Q3H

Accept Order Quit LOCK

# Save as Personal Quick Order

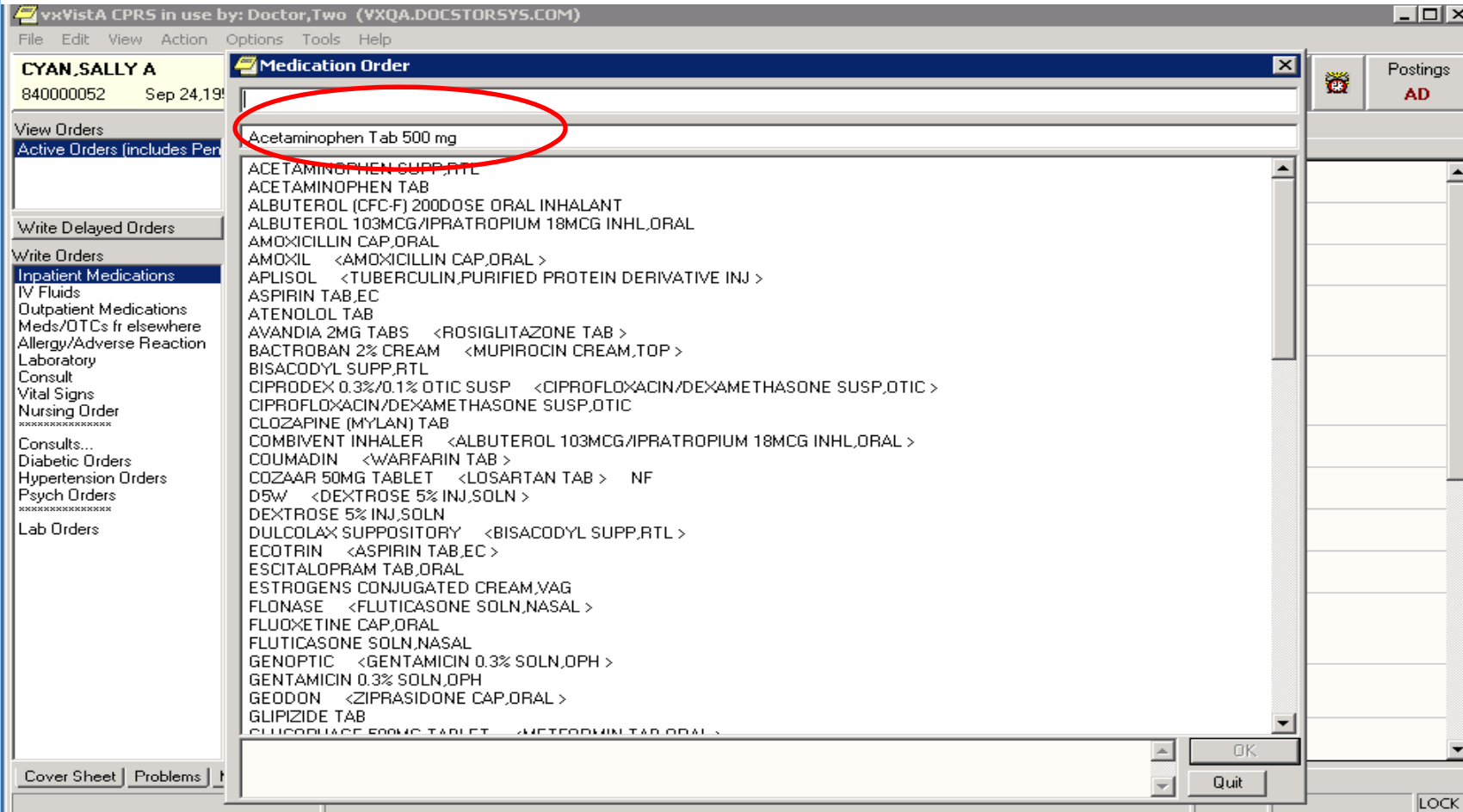
The screenshot shows the vxCPRS software interface. The 'Options' menu is open, and the 'Save as Quick Order...' option is highlighted with a red circle. The main window displays an order for 'ACETAMINOPHEN TAB' with a dosage of 500MG and a route of PO/ORAL. The schedule is set to Q6H. The interface includes a menu bar (File, Edit, View, Action, Options, Tools, Help), a patient information section (ZZTESTPATIEI, ABC001), a 'View Orders' section, and a 'Write Orders' section with various order types. The main order entry area has columns for Dosage, Complex, Route, and Schedule (Day-Of-Week). The 'Schedule' dropdown is open, showing options like Q6H, Q8H, QAM, QBEDTIME, QDAY, QHS, QID, QOD, STAT, and TID. At the bottom, there are fields for 'Admin. Time: 06-12-18-24', 'Expected First Dose: TODAY (Dec 17, 10) at 06:00', and buttons for 'Accept Order' and 'Quit'.

# Enter name of Personal Quick Order

The screenshot shows the 'Medication Order' window for patient 'CYAN, SALLY A'. The main window displays a table with columns for Dosage, Complex, Route, and Schedule. An 'Add Quick Order (Inpt. Meds)' dialog box is open, allowing the user to create a quick order. The dialog box contains the following information:

- Text Field:** Enter the name that should be used for this quick order. (Acetaminophen Tab 500 mg)
- Common List for Inpt. Meds:** Acetaminophen Tab 500 mg
- Schedule List:** Q6H (highlighted)
- Buttons:** OK (circled in red), Cancel, Rename, Delete
- Priority:** ROUTINE
- Expected First Dose:** TODAY (Jan 02, 11) at 18:00

# Personal Quick Order is Displayed



# Order Is Ready for Review and Acceptance

The screenshot shows the 'Medication Order' window for patient CYAN, SALLY A. The order is for ACETAMINOPHEN TAB with a dosage of 500MG PO/ORAL Q6H. The interface includes a menu on the left, a main order entry area with a dropdown for 'Q6H', a 'Comments' field, and a 'Priority' dropdown set to 'ROUTINE'. A red circle highlights the 'Accept Order' button at the bottom right of the order entry area.

Dosage	Complex	Route	Schedule (Day-Of-Week)	PRN
500MG		PO/ORAL	Q6H	<input type="checkbox"/>
500MG		PO/ORAL	OTHER	
1000MG		ORAL	PRN	
			Q12H	
			Q24H	
			Q2H	
			Q3H	
			Q4H	
			Q6H	
			Q8H	
			QAM	
			QBEDTIME	
			QDAY	
			QHS	
			QID	
			QOD	
			STAT	
			TID	

# Using Customized Menus

File Edit View Action Options Tools Help

**BLUE, JOE A** MED Mar 23, 11 16:01 Primary Care Team Unassigned Preferred Language: Postings **A**

840000012 Sep 04, 1972 (38) Provider: CAC, DSS VxVISTA

View Orders Active Orders (includes Pending & Recent Activity) - ALL SERVICES

Service	Order	Status	Stop	Provider	N...	Cl...	Ch...	St...	Location
<b>Diabetic Orders</b> Done									
<b>DIABETIC LABS</b>					<b>DIABETIC MEDICATIONS</b>				
All Labs...					All Medications...				
Lipid Profile					Rosiglitazone 2MG Tab				
CBC					Losartan 50MG				
Urinalysis					Warfarin 5MG Tab				
Diabetic Order Set									
Nursing Orders					<b>INPATIENT MEDICATIONS</b>				
Misc					Metformin 500MG Tab BID				
					Glipizide 5MG PO QAM				
<b>SUPPLIES</b>					NPH Human Insulin 100 Units/ML				
Alcohol Prep Pad					Dextrose 5% INJ SOLN 1000ml				
Lancets									
Glucose Test Strip					<b>OUTPATIENT MEDICATIONS</b>				
Insulin Syringe/NDL 1ML					Metformin 500 MG BID				
					Glipizide 5MG Tab QAM				
					Rosiglitazone 2MG BID				
					NPH Human Insulin 100 Units/ML				
					Warfarin 5MG Tab				

Write Delayed Orders

Write Orders

- Inpatient Medications
- IV Fluids
- Outpatient Medications
- Meds/OTCs fr elsewhere
- Allergy/Adverse Reaction
- Laboratory
- Consult
- Vital Signs
- Nursing Order
- \*\*\*\*\*
- Consults...
- Diabetic Orders**
- Hypertension Orders
- Psych Orders
- \*\*\*\*\*
- Lab Orders

Cover Sheet Problems Meds Orders Notes Consults Surgery D/C Summ Labs Reports





# Using Quick Orders

File Edit View Action Options Tools Help

**BLUE, JOE A** MED Mar 23,11 16:01 Primary Care Team Unassigned Flag Prefer

840000012 Sep 04,1972 (38) Provider: CAC,DSS VxVISTA

**Diabetic Orders** Done

**DIABETIC LABS**

- All Labs...
- Lipid Profile
- CBC
- Urinalysis
- Diabetic Order Set
- Nursing Orders
- Misc

**SUPPLIES**

- Alcohol Prep Pad
- Lancets
- Glucose Test Strip
- Insulin Syringe/NDL 1ML

**DIABETIC MEDICATIONS**

All Medications...

- Rosiglitazone 2MG Tab
- Losartan 50MG
- Warfarin 5MG Tab

**INPATIENT MEDICATIONS**

- Metformin 500MG Tab BID
- Glipizide 5MG PO QAM
- NPH Human Insulin 100 Units/ML
- Dextrose 5% INJ SOLN 1000ml

**OUTPATIENT MEDICATIONS**

- Metformin 500 MG BID
- Glipizide 5MG Tab QAM
- Rosiglitazone 2MG BID
- NPH Human Insulin 100 Units/ML
- Warfarin 5MG Tab

**Medication Order**

METFORMIN TAB,ORAL Change

Dosage	Complex	Route	Schedule	PRN
500MG		ORAL	BID	<input type="checkbox"/>
500MG		ORAL	BID	<input type="checkbox"/>
850MG			MO-WE-FR NOW ONCE PRN Q12H Q24H Q2H Q3H Q4H Q6H Q8H QAM QBEDTIME QDAY QHS QID QOD	<input type="checkbox"/>

Comments: With morning and evening meals

Days Supply: 90    Quantity: 180    Refills: 3

METFORMIN TAB,ORAL 500MG  
TAKE ONE TABLET BY MOUTH TWICE A DAY With morning and evening meals

Accept Order    Quit

COVER SHEET Problems Meds Orders Notes Consults Surgery D/C Summ Labs Reports

LOCK

# Using Order Sets

File Edit View Action Options Tools Help

**CYAN,SALLY A**      **EAST 203-A**  
 840000052    Sep 24,1950 (60)    Provider: CAC,DSS VxVISTA

View Orders      Active Orders (includes Pending & Rece

Active Orders (includes Pending & Rece

DIABETIC LABS  
 All Labs...

Write Delayed Orders

Write Orders  
 Inpatient Medications  
 IV Fluids  
 Outpatient Medications  
 Meds/DTCs fr elsewhere  
 Allergy/Adverse Reaction  
 Laboratory  
 Consult  
 Vital Signs  
 Nursing Order  
 Consults...  
**Diabetic Orders**  
 Hypertension Orders  
 Psych Orders  
 Lab Orders

Lipid Profile  
 CBC  
 Urinalysis  
Diabetic Order Set

**DIABETIC ORDER SET**  
 CDC  
 Urinalysis  
 Metformin 500mg Tab PO BID  
 Glipizide 5mg PO QAM  
 NPH Human Insulin 100UNITS

Stop Order Set

Constipation.  
 METFORMIN TAB,ORAL  
 500MG PO BID

GLIPIZIDE TAB  
 5MG PO QAM

**Medication Order**

METFORMIN TAB,ORAL      Change

Dosage	Complex	Route	Schedule (Day-Of-Week)	<input type="checkbox"/> PRN
500MG		ORAL	BID	
500MG		ORAL	BID	
850MG			MO-WE-FR	
			NOW	
			ONCE	
			OTHER	
			PRN	
			Q12H	
			Q24H	
			Q2H	
			Q3H	
			Q4H	
			Q6H	
			Q8H	
			QAM	
			QBEDTIME	
			QDAY	
			QHS	
			QID	
			QOD	
			STAT	

Comments: Indication for Metformin:  
 testing

Give additional dose now

Admin Time: 09:17      Priority: ROUTINE

Expected First Dose: TODAY (Apr 16, 11) at 17:00

METFORMIN TAB,ORAL  
 500MG PO BID    Indication for Metformin:  
 testing

Accept Order      Quit

Cover Sheet   Problems   Meds   Orders   Notes   Consults   Surgery   D/C Summ   Labs   Reports

# Signing all Documentation & Orders

File Edit View Action Options Tools Help

**BLUE, JOE A** MED Mar 23, 11 16:01 Primary Care Team Unassigned Preferred Language: Postings  
 840000012 Sep 04, 1972 (38) Provider: DOCTOR, ONE Flag A

View Orders Active Orders (includes Pending & Recent Activity) - ALL SERVICES  
**Review / Sign Changes (BLUE, JOE A - 111-11-3333)**

Write Delayed Orders

Write Orders  
 Inpatient Medications  
 IV Fluids  
 Outpatient Medications  
 Meds/DTCs fr elsewhere  
 Allergy/Adverse Reaction  
 Laboratory  
 Consult  
 Vital Signs  
 Nursing Order  
 \*\*\*\*\*  
 Consults...  
 Diabetic Orders  
 Hypertension Orders  
 Psych Orders  
 \*\*\*\*\*  
 Lab Orders

Lookup Diagnosis

Signature will be Applied to Checked Items

Documents  
 Apr 16, 11 Admission Assessment , MEDICINE , Doctor, One

My Unsigned Orders - This Session  
 METFORMIN TAB, ORAL 500MG TAKE ONE TABLET BY MOUTH TWICE A DAY With morning and evening meals Quantity: 180 Refills: 3  
 INSULIN HUMAN NPH 100 UNIT/ML INJ 100UNT/ML INJECT 2 UNITS SUBCUTANEOUS NOW Quantity: 1 Refills: 0 \*UNSIGNED\*  
 CBC (Without Differential) BLOOD (LAVENDER) SP ONCE \*UNSIGNED\*  
 URINALYSIS URINE SP ONCE \*UNSIGNED\*

Electronic Signature Code

CBC & MORPHOLOGY (NO DIFF) BLOOD (LAVENDER) SP ONCE LB #27	Start: 09/24/09	Doctor, D					pending	Er
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*Questions?*

*Thanks!*

