Touchworks Training Clinical Staff Order Entry



Table of Contents

Clinical Staff Order Entry	3
Entering Labs	5
Entering Imaging	7
Creating Order Groups	10
Adding to Existing Groups	12
Entering POC	14
Future Orders	19
Recurring Orders	18
Entering Problem (Pap Smear)	19
Entering Problem (Pathology).	22
Activating EKG Order	20
STAT EKG	23

Clinical Staff Order Entry

Orders Guidelines:

Providers are ultimately responsible for accurate orders being entered.

- Physicians may send an electronic task to the clinical staff to enter a current or future order with the associated specific diagnosis code.
- A credentialed MA, LVN, or RN may enter a diagnosis code into the problem list provided the physician has given the specific diagnosis code.



- In circumstances when an electronic order is not possible, a route sheet may be used to task clinical staff to perform order entry. Each order on the route sheet must have a diagnosis code identified. Verbal orders may be given to licensed nurses (RN/LVN), the test being ordered rationale for the order and medical necessity must be documented in the medical record. An "Authorized Order" task is sent back to the ordering physician as a form of verification and approval.
- Orders **must be in Touchworks** before the patient presents to the laboratory or radiology. If Touchworks is down, follow downtime procedures.

Additional Order Guidelines:

- **ICD-10 Z00.00 -** <u>Medicare does not pay for services with Z00.00</u>. For patients that are NOT Medicare this diagnosis should only be used if testing is related to a routine physical, it should not be attached to testing ordered for the purpose of an illness or health condition.
- Radiology Nurses Per the guidelines in SRS Radiology, RNs may enter orders for pathology exams, a problem in the problem list should be selected that is specifically related to the procedure that was performed.
- **Conditional Tasking:** Conditional tasks involve ordering lab/rad as a function of the task.
 - For example: Mrs. Smith has a K of 5.5 on a lab result and the following task is sent by the physician to the nurse." K is 5.5. If patient is still taking K supplement have them stop and recheck K in 7-10 days and link to the diagnosis provided by the physician. If not taking K supplement, please indicate"

• **Credentialed Medical Assistants** can enter pre-op, pre-procedure orders and orders and enter/link a diagnosis per the table:

Orders	Dx Code
Pap Smear Order	Z12.4 Cervical Pap Smear
Skin Biopsy Order	D48.5 Skin Neoplasm of Uncertain Behavior
Gonorrhea	Z11.3 Screening Exam Bact /Spirochetal Venereal Disease
HPV	Z11.51 Visit For: Screening Exam For Human Papillomavirus (HPV)
	Z01.419 Encounter for gynecological examination without abnormal findings
	Z01.411 Encounter for gynecological examination with abnormal findings
Hepatitis C	Z11.59 Encounter for screening for other viral diseases
Chlamydia	Z11.3 Visit For: Screening Exam Chlamydial Infections
Routine OB tests *For OBGYN staff only*	Z34.80 Supervision of Normal Pregnancy
Semen Analysis *For Urology staff only*	Z98.52 Post vasectomy semen analysis
Breast Cancer Screening	Z12.31 Encounter for screening mammogram for malignant neoplasm of breast
Breast Cancer Screening High Risk	Z12.31 & Z80.3 Family Hx of malignant neoplasm of breast
Cervical Cancer Screening	Z12.4 Encounter for screening for malignant neoplasm of cervix
Osteoporosis Screening	Z13.820 Encounter for screening for osteoporosis
Prostate Cancer Screening	Z12.5 Encounter for screening for malignant neoplasm of prostate
Immunochemical Fecal Occult Blood Screening	Z12.11 Encounter for screening for malignant neoplasm of colon

Updated 10/18

Valid through October 2019

Entering Labs

• Highlight the Problem



Click the (Add New Order) icon

SRSDT, BEN	EnMRN: Sex: DOB:	421538 M 01-Oct
Clinical Staff View.	• 'S 📴 🖽 🏛	
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- Select To Be Done date. All orders are "Routine" unless otherwise stated
- Use the calendar icon to select a date

🖳 Add Clinical Item					
SRSDT, Ben 01-Oct-1979 (36y) M					Non-Appointment: 10-Dec-2014
🖽 🖌 🚨 🖉 🖓	History Builder	Orders 🗐			
☆ Problems	Problem - based	Rx Med Admin Immur	Lab	Rad Procs Finding	s FU/Ref Instruct Supplies
Active Problems 💌 My Priority 💌 🗐 🍟	To Be Done:		i G		Priority
Name	Entering For:		- Q,	Supervised By:	ASAP
My Priority					Routine
Health Maintenance/Risks		My Favorites			ecord w/o Ordering Stat Today

- Select the "Entering for" and "Supervised by" fields. Use the magnifying glass icon **Q** to search for a provider
- Type the lab test Order in the search box and click the magnifying glass icon icon Q
- Check the box for the correct lab test and click OK



Chart	Clinical Desktop Task List Appointments Worklist Note OnBase HIE
Patient Schedule Charges	SRSDT, BEN EnMRN: 4215387 SHC: 104-861-795 select Patient ▼ 1 ■ ▲ 01-0ct-1979 SHC: 104-861-795
Chart	Clinical Staff View. 🔹 😪 👺 🖽 🏥
Tracking Board Call Process	😬 🕶 🛃 🧐 🕶 🖳 🕶 🖓 🚔 🕶 🚱 🔽 Commit 🛛 Pat Loc 🔹 Sta
Tasks Patient Lists	Meds Med Flowsheet Immunizations Orders
User Options	Current Orders 🔹 Status 🔹 Alpha 🔄 🔄 🕄 🗐
References	Hold For - Manual Activation by Lab
IV Med Guides	Hgb A1C; Requested for:25Mar2016;
Lexicomp	
Sites	

Click Commit (Your order will appear under the Orders tab)

Entering Imaging

- Highlight the **Problem**
- Click the arrow beside the (Add New Order) icon

Click Radiology



- Select **To Be Done** date
- Select the Entering For and Supervised By

🖳 Add Clinical Item										- • •
SRSDT, Ben 01-Oct-1979 (36y) M								No	on-Appoir	ntment: 10-Dec-2014
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* Problems		Problem - based	Rx Med Admin	Immun	Lab	Rad	Procs	Findings	FU/Ref	Instruct Supplies
Active Problems 💌 My Priority 💌 🗐 🍟		To Be Done 25Mar20	016 016		≣ G					Routine
Name		Entering For GREEN	I,STEVEN A		- Q	Supervised	i By: G	REEN,STEVE	EN A	-

- Type the radiology test **Order** in the search box and click the magnifying glass icon **Q**
- Check the box of the correct test.

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											Appointment: 21-Jan-2019
-	History Builder	Orders									•
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	Ankle Complete I	R									

• Complete the Clinical Questions

🖳 Order Details				- • ×
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For:	[1] Ankle injury	¥		
Status:	Active			
To Be Done:	25Mar2016	G		
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Order Results	Goals	Record w/o Ordering		
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Order Instructions:		~ ~		
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Comments				
History				
Additional Det	ails			
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Associated Ell History	Journers			
S Order Annotat	ions			
		Save and <u>R</u> eturn to ACI	Save and Close ACI	Cancel
• C • C	ick Save and Close ACI			

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	□ Active	Ankle Cor	mplete l	.; Requeste	d for:21J	an2019;			

Order Groups

Commonly ordered tests and education can be grouped together for easy ordering.

• Order groups appear as folders and default in your favorites

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SRSDT, Ben 01-Oct-1979 (36y) M	Non-Appointment: 10	-Dec-2014
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* Problems	Problem - based Rx Med Admin Immun Lab Rad Procs Findings FU/Ref Instruct Su	pplies
Active Problems 🔹 My Priority 🔹 🗐 🦕	To Be Done: Prior	ity 🔹
Name	Entering For: GREEN,STEVEN A GREEN,STEVEN A GREEN,STEVEN A	- Q.
My Priority		
Health Maintenance/Risks	My Favorites	
E Health Maintenance	Diabetes Panel	$\langle \rangle \rangle$
Other Problems	Giucose Non-Fasting	* J T
Abdominal pain		AKU
E / Ankle injury		BLV
E		CMW
		STANK.
		EOY
		FPZ
		GQ
		HR
🚺 New Edit CareGuide 😴		33
× Medications		1 5
★ Allergies	0	
DUR Alerts: Drug-Drug (0) PAR (0)	Disease (0) Dup Therapy (0) Dose (0)	
	ок	Cancel

- To view the contents of an order group click on the folder
- After clicking the folder it will appear as open and its contents will display directly beneath it.



Entering Point of Care (POC)

In house testing or procedures that are performed routinely in the clinic.

Examples: Rapid Strep, Hemacult, Fasting Glucose, Urinalysis, Pregnancy Test

Click the arrow beside the [4] (Add New Order) icon •

Click Procedures •

SRSDT, BEN	<u>.</u>	EnMRN: Sex: DOB:	4215387 M 01-Oct-1979	SHC: H Phone: Age:	104-861-795 (619)466-1717 36 Years
Clinical Staff View.	- 'S 🛛	» 😐 🏛			
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Meds Med Flowsheet	Labor	ratory			
Current Orders 🔻 Status	Radio	logy	G 🛱 🕻	1 🗐	
	Proce	dures	h this view		
	Findi	ngs			
	Follow	w Up/Referr	al		
	Instru	ictions			
	Immu	nizations			
	Supp	lies			

• Type **POC** in the search box and click the magnifying glass icon Q

SRSTEST, August 12-Aug-1968 (50 years) F Appointment: 04-Jun-2019								
🖽 🖌 🔁 🖪	History Builder Orders							
☆ Problems	Supplies							
	Problem - based Rx Med Admin Immun Lab Rad Procs Findings	FU/Ref Instruct						
Active Problems 💌 Rec: Needed 🗐 🤤	To Be Done:	Priority						
Name		Thoney P						
My Priority	Entering For: SPEES,DAVID N 🔹 🔍 Supervised By:	-						
Health Maintenance/Risks		and the Orderian						
E Health Maintenance		cord w/o Ordering						
Other Problems	POC Bladder Scan POC Urine HCG Analyzer							
	POC CLO-Test (H.Pylori) POC Urine HCG Visual	* I R P						
📃 🧪 Ankle sprain	POC Creat (Mira Mesa RAD use only) POC Vag Wet Mount							
📃 🥖 Asthma	POC FS Glucose UC POC Hemoccult	A J S						
🗐 🥖 Cervical cancer screening	POC Hemoccult	BKT						
📃 🧪 Neoplasm of uncertain behavior of skin	POC HemoCue Hgb							
Sore throat	POC Influenza A and B	C L U						
	POC KOH							

• Double click on the test being resulted (i.e. POC Rapid Strep

• Click the **Results** tab

🖳 Order Details	-9803	
SRSTEST, Augus	st 12-Aug-1968 (50 years) F	Appointment: 04-Jun-2019
	Rapid Strep 🔞	
For:	[1] Sore throat	
Status:	Active	
To Be Done:	04Jun2019 🗰 😘	
Order Results	Goals Record w/o Ordering	
Details Questio	ns Add'I Details Charging Encounters History Annotations	

• Click **Now** and select **Value** of the POC order

💾 Order Details		
SRSTEST, Augu	ist 12-Aug-1968 (50 years) F	Appointment: 04-Jun-2019
🖽 🗰 POC	Rapid Strep 👔	
For:	[1] Sore throat	<u>*</u>
Status:	Active - Details	
To Be Done:	04Jun2019	6
Order Results	Goals Record w/o Orderin	ng
* Results Detail	ls	
Resulted: 04Jun	2019 09:26AM 🗰 Collected/Examined 04Jun2019 09:26AM 🗰 Now 🛛 Verific	ation Required Attach Docs
CC Results		
Ordered By: () SP		- Q.
Performing In Of	fice Performed SPFES, DAVID N • Q Accession #	
Location:	By: 1-12-, 2-12-1	
Comments From		
Performing Location:		
X Desult Appots	ations	
Results Item/	(c)	
Component Valu	ue Units Flag Ref Rag	nge Stage
POC Rapid Neg		Final •
Strep Goal	l: New	
	Save and <u>R</u> eturn to ACI	Close ACI Cancel

• Click Save and Close ACI

The POC test will have a **Resulted – Requires Verification** status in the patient's chart. The provider will receive a **Verify Patient Result Task** to finalize the results.

	EnMRN: Sex: DOB:	4600653 F 04/20/1960	SHC: H Phone: Age:	107 (85) 55	
Clinical Staff View.	3 📰				
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Meds Med Flowsheet Immunizations Current Orders Status Alpha Active Vital Signs; Requested for: 15Ja Hold For - Administration Influenza; INJECT 0.5 ML Intrar Use of the original of the or	Orders ▼ an2014; muscular; T muscular; 1 ; ac2013 12:	io Be Done: 10Apr o Be Done: 10Apr o Be Done: 10Apr	2014; Ordere 2014; Ordere	d :d	
POC Rapid Strep; Done: 05Dec2013 12:00AM POC Rapid Strep; Done: 05Jun2015 08:45AM New Edit View Completed Today					

Note: Procedure charges for POC tests are automatically generated to the encounter

Entering Problem for Pap Smear Orders

The following problem may be entered if not already done so by the provider:

Z12.4 Cervical Pap Smear

- Click the III (Add New Problem) arrow icon on the clinical toolbar
- Click Active



• Type **Z12.4** in the Search box and click on the magnifying glass icon Q

🖳 Add Clinical Item			- • •
SRSDT, Ben 01-Oct-1979 (36y) M		CDA	: 10-Dec-2014
🛄 🗝 🚨	History Builder Orders		
Allergies	Active PMH PSH Fam Hx Social Hx Allergies Med Hx Immun Hx Chief C	omplaint	
Problems Medications Orders			
Medications			
- Mediaetien	All	ICD-10	
Depicilling	E Cervical cancer screening	Z12.4	I M Z
Pericitins	Encounter for gynecological examination with Papanicolaou smear of cervix	Z01.419 +	
Denied	Encounter for Pap cervical smear following prior abnormal smear	Z12.4 +	
Unvermed	Encounter for Pap smear of cervix with HPV DNA cotesting	Z12.4	BO
	Encounter for Pap smear of cervix with HPV DNA cotesting	Z12.4	\mathbf{H}
	Encounter for Papanicolaou cervical smear following prior abnormal smear	Z12.4 +	<u>Seven</u>
	Encounter for Papanicolaou smear for cervical cancer screening	Z12.4	ELDIO
	Encounter for Papanicolaou smear of cervix	Z12.4	
	Encounter for Papanicolaou smear of cervix in high-risk patient with no prior abnormal r	Z12.4	ER
	Encounter for Papanicolaou smear of cervix in high-risk patient with prior abnormal result	Z12.4	FS
	Encounter for Papanicolaou smear of cervix with human papilloma virus (HPV) DNA cot	Z12.4	
	Encounter for physical examination, contraception, and Papanicolaou smear	Z01.419 +	GT
	Encounter for physical examination, contraception, and Papanicolaou smear of cervix	Z01.419 +	
	Encounter for repeat Pap smear due to previous insuff cervical cells	Z12.4	
	Encounter for repeat Pap smear due to previous insufficient cervical cells	Z12.4	V I
	Encounter for repeat Papanicolaou smear of cervix	Z12.4	\rightarrow
	Encounter for repeat Papanicolaou smear of cervix due to previous unsatisfactory results	Z12.4	
	Encounter for screening for cervical cancer	Z12.4	_κ x
	Encounter for screening for malignant neoplasm of cervix	Z12.4	H
	Encounter for special screening examination for neoplasm of cervix	Z12.4	Ψ L Y
Cancel Entry			
Cancer Entry			
DUR Alerts: Drug-Drug (0)	PAR (0) Disease (0) Dup Therapy (0) Dose (0)		
		ОК	Cancel

- Select Cervical Cancer Screening
- Click **OK**

Order the Pap Smear Exam

- Highlight the **Problem**
- Click the (Add New Order) icon



- Select the **To Be Done** date and **Priority**
- Select the "Entering for" and "Supervised by" fields. Use the magnifying glass icon
 to search for a provider

- Add Clinical Item					
SRSDT, Ben 01-Oct-1979 (36y) M		CDA: 10-Dec-2014			
🖳 🗕 🔚 🔭 📥	History Builder Orders	.			
☆ Problems	Problem - based Rx Med Admin Immun Lab Rad Procs Findings FU/R	ef Instruct Supplies			
Active Problems Vy Priority	To Be Done: 28Mar2016 🔚 😘	Priority 🔹			
Name	Entering For GREEN,STEVEN A 🗸 Supervised By: GREEN,STEVEN A	- Q.			
My Priority					
Health Maintenance/Risks	My Favorites OFF Record w/o	Ordering			
E Health Maintenance	Diabetes Panel				
Other Problems	Glucose Fasting	* J J			
🗐 🥒 Abdominal pain	Hg0 A1C	AKU			
🗐 🥒 Ankle injury		P L V			
🗐 🥒 Cervical cancer screening 💡 🛓					

- Type **PAP** in the search box and click on the magnifying glass icon Q
- Double Click on Pap Smear Exam

Add Clinical Item		
SRSDT, Ben 01-Oct-1979 (36y) M		CDA: 10-Dec-2014
🖽 🗝 🚨	History Builder Orders	.
☆ Problems	Problem - based Rx Med Admin Immun Lab Rad Procs Findings FU/Ref	Instruct Supplies
Active Problems 💌 My Priority 💌 🗐 🍹	To Be Done: 28Mar2016	Priority -
Name	Entering For: GREEN, STEVEN A GREEN, STEVEN A GREEN, STEVEN A	- Q.
My Priority		
Health Maintenance/Risks	pap 🛛 🔍 My Favorites 🔹 🛈 OFF 🗮 🗖 Record w/o O	rdering
Health Maintenance	PAP Smear Exam	
Other Problems	Paper Wasp, IgE specific	* J T
🗐 🥒 Abdominal pain		AKU
🗐 🥒 Ankle injury		777
🗐 🥒 Cervical cancer screening		P L V
		CIMIW

- Scroll Down to view and answer the Clinical Questions.
- Click Save and Close ACI

SRSDT, Ben 01-	1-Oct-1979 (36y) M	CDA: 10-Dec-2014
	9 Smear Exam 👔	
For:	[1] Cervical cancer screening	
Status:	Active • Details	
To Be Done:	28Mar2016 S	
Order Results	ts Goals Record w/o Ordering	
Details Question	tions <u>A</u> dd'I Details <u>C</u> harging <u>E</u> ncounters <u>H</u> istory Anno <u>t</u> ations	
Questions		*
Collection Date		
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Pap Smear purpo	rpose 🗸 🗸	
Previous Specim	imen 🔹	
Pap History	•	
Pap History 2	•	
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🛞 Charging Detai	tails	
Second End	incounters	
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	Save and <u>R</u> eturn to ACI	se ACI Cancel

Commit

SRSDT, BEN Select Patient v 🚺 🚍	EnMRN: Sex: DOB:	421 M 01-	15387 Oct-1979	SHC: H Phone: Age:	104-861-7 (619)466-1 36 Years
Clinical Staff View.	- 'S 💀 🖽 🏥				
	▲ • 🗣 🕫 •	₽	Commit	Pat Loc	
НМР					

Entering Problem for Pathology Exams

The following problem may be entered if not already done so by the provider:

D48.5 Neoplasm of uncertain behavior of skin

Click the EFT (Add New Problem) arrow icon on the clinical toolbar



- Type D48.5 in the Search box and click on the magnifying glass icon Q.
- Select Neoplasm of uncertain behavior of skin

SRSDT Ben 01-Oct-1979 (36v) M		CDA: 10-Dec-2014
	History Builder Orders	
Allergies Problems Medications Orders	Active PMH PSH Fam Hx Social Hx Allergies Med Hx Immun Hx Chief Complaint d48.5 Image: Complex of the second sec	
Medication Penicillins Denied Unverified	All ICD-10 Image: Apudoma of skin D48.5 Atypical fibroxanthoma of skin D48.5 Image: Atypical fibroxanthoma of skin D48.5 Image: Atypical Spitz news D48.5 Image: Basal cell tumor D48.5 Image: Basal cell tumor D48.5 Image: Basaloid neoplasm of uncertain behavior of skin D48.5 Image: Basaloid tumor of uncertain behavior of skin D48.5 Image: Basaloid tumor of skin D48.5<	
	Image: Neoplasm of uncertain behavior of skin D48.5 Image: Neoplasm of uncertain behavior of skin of abdomen D48.5 Image: Neoplasm of uncertain behavior of skin of ankle D48.5	- L Y
Cancel Entry		
DUR Alerts: Drug-Drug (0)	PAR (0) Disease (0) Dup Therapy (0) Dose (0)	Cancel

Click OK

Ordering the Pathology Exam

• Highlight the **Problem**

 SRSI Gelect Par	DT, BEN	N En Se C	MRN: 42 x: M DB: 01	215387 Oct-1979	SHC: H Phone: Age:	104-861-795 (619)466-1717 36 Years
 Clinical Sta	ff View.	- 'S 💀	-			
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Meds	Med Flowsheet	Immunizations	Orders	Allergies	Problem	Encounter (
All	 Probl 	em List 💿 💌 😏	i ≞ ⊽	i		
	Name					ICD-10 M
	Active					
1	Abdominal pai	n				R10.9
1	Ankle injury					S99.919A
🗐 🥒 Neoplasm of uncertain behavior of skin 👘 👘 🛛 🖉 🖉 🖉 🖉 🖉 🖉					D48.5	
	Health Mainten	ance				

• Click the (Add New Order) icon

SRSDT, BEN Select Patient 🕶 🖪 🚍 📤	EnMRN: Sex: DOB:	421538 M 01-Oct-
Clinical Staff View. 💌 😘 📴) 🖽 🏥	
	r) 🖻 🔹	🛃 Ca

- Select the **To Be Done** date and **Priority**
- Select the "Entering for" and "Supervised by" fields. Use the magnifying glass icon

 to search for a provider

- Add Clinical Item					
SRSDT, Ben 01-Oct-1979 (36y) M		CDA: 10-Dec-2014			
🖳 🗕 🔚 🖉 🗠	History Builder Orders				
☆ Problems	Problem - based Rx Med Admin Immun Lab Rad	I Procs Findings FU/Ref Instruct Supplies			
Active Problems 💌 My Priority 💌 🗐 🦕	To Be Done: 28Mar2016	Priority -			
Name	Entering For GREEN,STEVEN A 🔹 🔍 Supe	ervised By GREEN,STEVEN A 🔹 🔍			
My Priority					
Health Maintenance/Risks	C My Favorites •	OFF Record w/o Ordering			
E Health Maintenance	🔲 🧰 Diabetes Panel				
Other Problems	Glucose Fasting				
🗐 🥖 Abdominal pain	I I I I I I I I I I I I I I I I I I I	AKU			
🗐 🥒 Ankle injury					
🗐 🥒 Cervical cancer screening 🗧					

- Type **Pathology** in the search box and click on the magnifying glass icon ${f Q}$
- Double Click on Pathology Exam

🖳 Add Clinical Item		- • •
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* Problems	Problem - based Rx Med Admin Immun Lab Rad Procs Findings FU/Ref	Instruct Supplies
Active Problems 💌 My Priority 💌 🗐 🍟	To Be Done:	Priority -
Name	Entering For: GREEN,STEVEN A	- Q.
My Priority		
Health Maintenance/Risks	path 🛛 🔍 My Favorites 🔹 💿 OFF 🗮 🗖 Record w/o Or	dering
Health Maintenance	Pathology Exam	
Other Problems		* F L
🗐 🥒 Abdominal pain		AGM
🗐 🥖 Ankle injury		
📃 🥒 🛛 Neoplasm of uncertain behavior of		B H N
		CIO

- Scroll down and complete all required Clinical Questions
- Click Save and Close ACI

🖳 Order Details		
SRSDT, Ben 01-	-Oct-1979 (36y) M CDA:	10-Dec-2014
🖽 🛄 Patho	ology Exam 🚯	
For:	[1] Neoplasm of uncertain behavior of skin ¥	
Status:	Active	
To Be Done:	28Mar2016 🗰 'S	
·		
Order Results	Goals Record w/o Ordering	
Details Questic	ons Add"I Details Charging Encounters History Annotations	
Order Instructions:	Order requisition must accompany specimen to lab	*
Questions		
Collection Date		
# of Slides/Speci	simens III	
Pathology Exam	Туре	
Comments		
Additional Detail	tails	E
Charging Detail	ils	
Associated End	icounters	
⊗ History		
Order Annotat	tions	-
	Save and <u>R</u> eturn to ACI Save and Close ACI Ca	incel

Click
 Commit

Activating an EKG Order

• Select the site you are working.



• You must select the <u>ARRIVED</u> patient from the schedule in order for the visit number to transfer over.

Cancel

ок

x

Daily Schedule	Arrived, Pending	and Rescheduled	AM: 10	PM: 0 All	: 10			
Provider: GRANT, JOH	ln j	► AII				Las	t Updated: 1	1/05/201:
Date: 29 Oct 201	3	Sun	Mon Tue	Wed	Thu		Fri	Sat
\$ N A Pt Loc	Pt Status	Time	Patient	MRN	Туре	Dur	Appt No.	
Pen		07:50 AM	SRSDT,LISA	4600655	REG	20	202195131	
Arr		08:10 AM	SRSD1,MARGE	4600653	REG	20	202195128	
Arr		08:30 AM	SRSDT,LISA	4600655	REG	20	202195107	
Pen		09:10 AM	SRSDT,MARGE	4600653	REG	20	202195104	
Arr		09:50 AM	SRSDT,LISA	4600655	REG	20	202194884	
Pen		10:10 AM	SRSDT,HOMER	4600654	REG	20	202195095	
Arr		10:30 AM	SRSDT,MARGE	4600653	REG	20	202195099	
Pen		10:50 AM	SRSDT,HOMER	4600654	REG	20	202194982	
RSC		11:30 AM	INACTIVATED, PHI Z	804638	REG	20	202097703	
Arr		11:30 AM	SRSDT,LISA	4600655	REG	20	202195110	

All EKG orders entered by the provider can be found under the Orders tab

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	IMPORTANT! The EKG cart must be connected to the transmitting port in order to receive your order.			itting
RS ect Pa	DT,LISA	EnMRN: Sex: DOB:	4600655 F 02/18/2000	SHC: H Phone Age:

SRSDT,LISA	EnMRN: Sex: DOB:	4600655 F 02/18/2000	SHC: H Phone: Age:	107- (858 13)
Select Patient 🔻 🧴	DODI	02,10,2000	ngei	13 1
Clinical Staff View. 💌 🚱	1			
	ti 🎋 🔨 •	🗿 Commit Pa	t Loc:	
Meds Med Flowsheet Immuniz	ations Ord	lers		
Current Orders 💌 Status 💌	Alpha	- 🖉 🗟 🕅	•	
 Hold For - Manual Activation ECG Requested for: 05Nov 	/2013			

• Click on the ECG order

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New Edit View Satisfy Reason Complete
Allergies Problem Manual Activation

- Click Satisfy Reason •
- Click Manual Activation

TW Clinical P4	Hide <u>∨</u> TB
Chart	Clinical Desktop Task List Appointments Worklist Note
Patient Schedule Charges	TRAINBouvier,Selma EnMRN: 50011140 Sex: SHC: 900-111-040 Age: Other: Select Patient▼ i DOB: 04/19/1983 H Phone: (555)851-6628 Pri Ins: (WEL
Chart	Clinical Staff View. 🔻 😥 📖
Call Process Tasks	🖹 🤍 🕂 🎬 聽 先 智 🗸 劉 🍇 Commit Pat Loc: 🔹 🗸 Status: 🗸
Patient Lists User Options Clinical History	Meds Orders Immunizations All Meds/Orders ✓ Status ✓ Ø 🖬
References Reports	Active Albuterol 90 MCG/ACT Inhalation Aerosol Solution; INHALE 2 PUFFS EVERY 4-6 HOURS, SPACED 60 SECONDS AP/ Status: ACTIVE
Sites User Support	To Aspirin 81 MG Oral Tablet; TAKE 1 TABLET DAILY; Status: ACTIVE General Content of the second status of
Click	Commit

**The EKG order is now active in Touchworks <u>AND</u> in the EKG Cart **



You can perform the EKG however you will have to manually enter the patient last name, first name and MRN (if available). If MRN is not available you can enter 9999999. After the EKG has been performed you can go back into the EKG cart and edit the information with the correct data. The EKG order will then need to be entered by the physician and activated by you.

<u>After</u> the STAT EKG order has been activated, select the order and create a Go to Order task. Indicate the patient information that is entered into the chart and send to the EKG task team in Touchworks.



1. Highlight the ECG Order and then Click on the New Task icon

Chart	Clinical Desktop Workl	Task Details
Patient Schedule Charges	TWOW, ONE	Task Filters ○ 1 Not about a patient ○ 2 Concerning patient TWOW,ONE Assign To: ○ User ○ Team Task: Go to Order
Chart	Clinical Staff View.	EKG Team 🔽 📶 Priority: Routine 🔽 Status: Active
Call Process Tasks Patient Lists User Options Clinical History References Reports Sites User Support	Meds Immunizations Current Orders Active Active Current Orders Active Current Orders Active Current Orders Active Current Orders Active Act	Comment: STAT Ekg done 'Enter patient data that was entered in EKG Cart here" the STAT EKG order has been activated, select the order and create a To Order task. Indicate the patient information that is entered into the chart and send to the EKG task team in Touchworks.
	Allergies Problem All Mon-Medication * Other	Text Templates Activate: 28 May 2009 ■ 11:25 AM Overdue: 04 Jun 2009 ■ 11:25 AM Create Notify Task When: Complete Overdue: 04 Jun 2009 ■ 11:25 AM Notify: TestUser,MedAssist ▼ M Priority: Routine ✓ OK

2. Click Team at Assign To:

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- 3. Select EKG Team from the drop-down menu
- 4. Select Go to Order from the Task drop-down menu
- 5. Type:

STAT EKG done and _(patient information that was entered in the EKG cart)_

6. Click

Last name First name ID number Referred by Tot indication	TEST PATIENT 123456789 HENKEL RIGHT SIDED EKG DELLES	<u>Gary</u>
Second ID	23456	