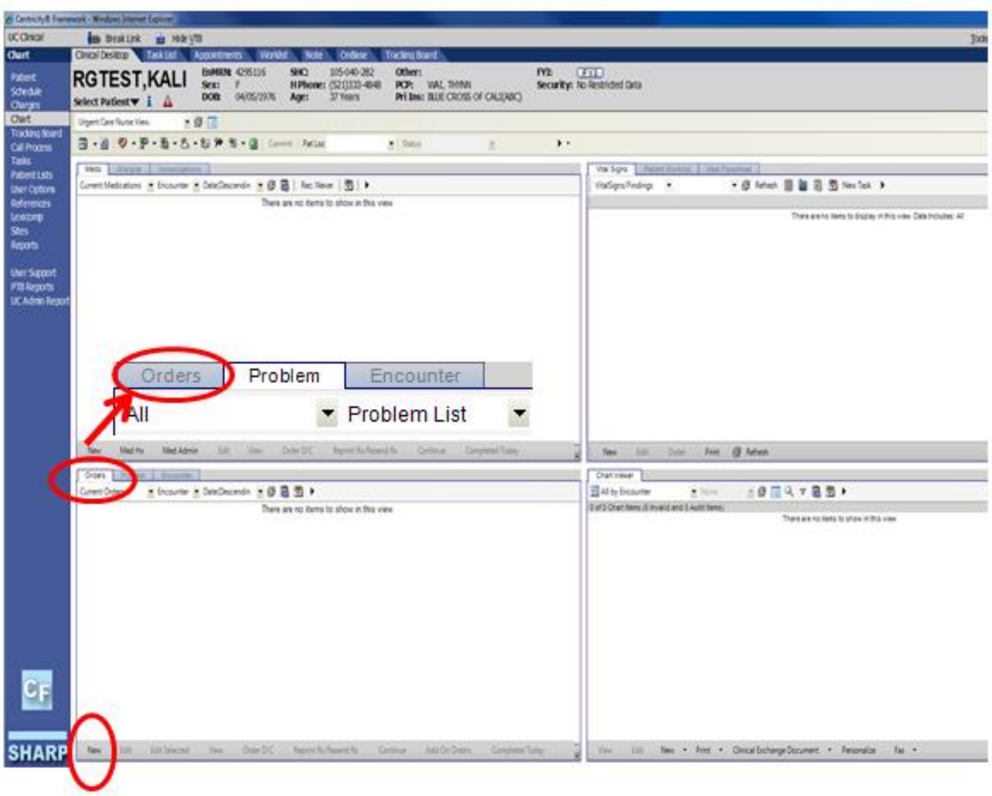
ORDERING TESTS PER SRS UC STANDARDIZED PROCEDURES

- Only competency validated RNs may order tests per the UC standardized procedures (SP). If a test is not included in the UC SP, the nurse needs an order from the provider.
- It is not within an LVN or MA's scope of practice to follow standardized procedures.
- If a provider is not available, the LVN or MA needs to ask the RN to assess the patient and order a SP test in TW if needed. RNs may enter POC and ECG orders ONLY based on an LVNs assessment. RNs **may not** delegate medication orders to an LVN or any order for a MA.
- Document in nurse's note that order was placed and carried out according to the SRS UC SP and how the patient met criteria to enact the SP.

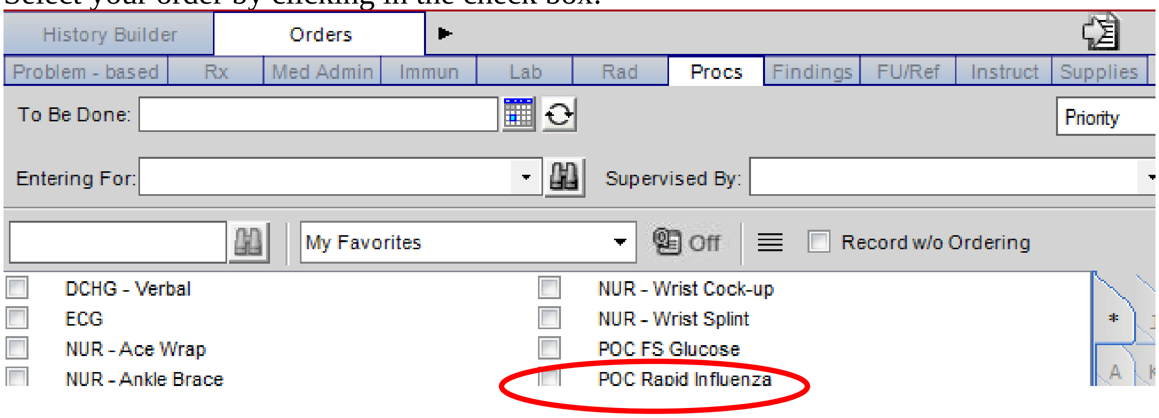


For all orders, select the "Orders" tab in the left lower window and click on the "New" button.

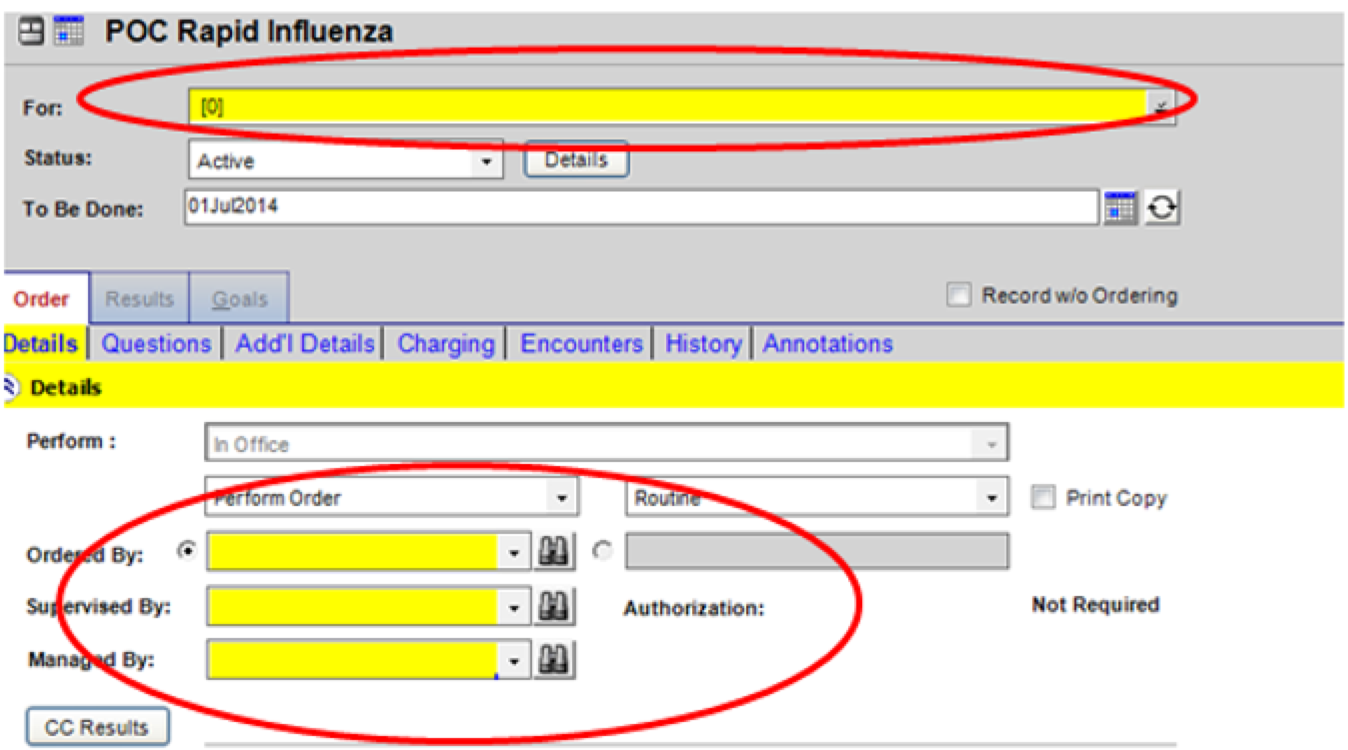
ORDERING POC TESTS

Select the “Procs” tab and search for POC

Select your order by clicking in the check box:

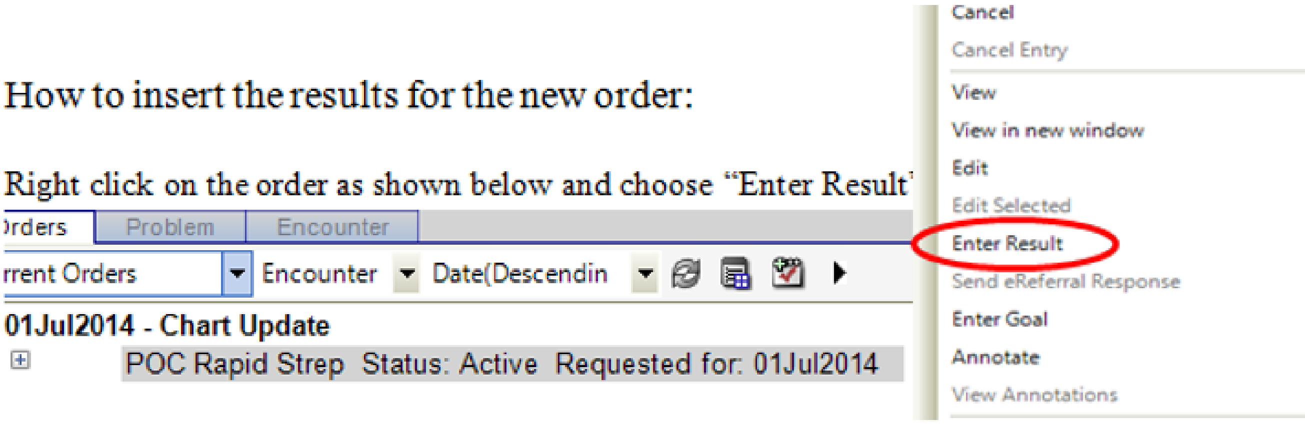


Select the Problem (i.e. fever, flu-like illness, etc) and include the name of the provider and then click “save” and “commit”

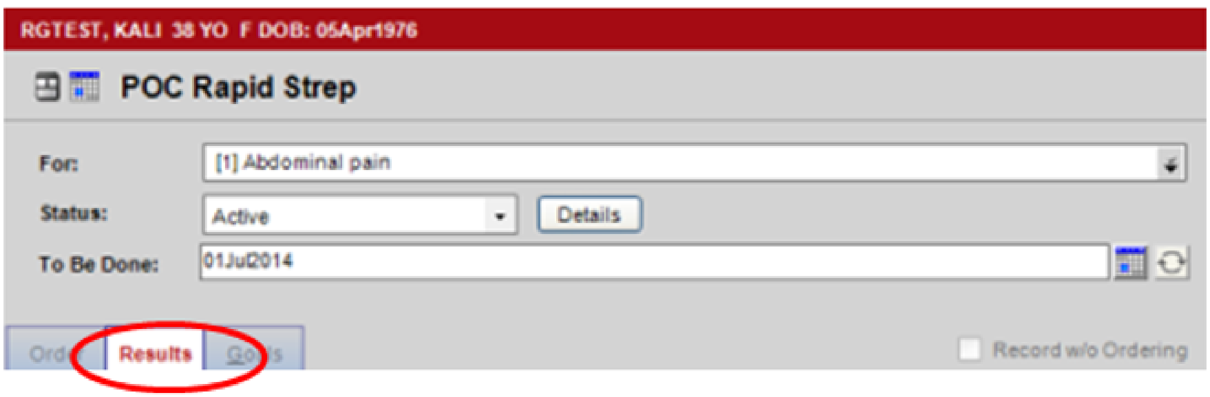


How to insert the results for the new order:

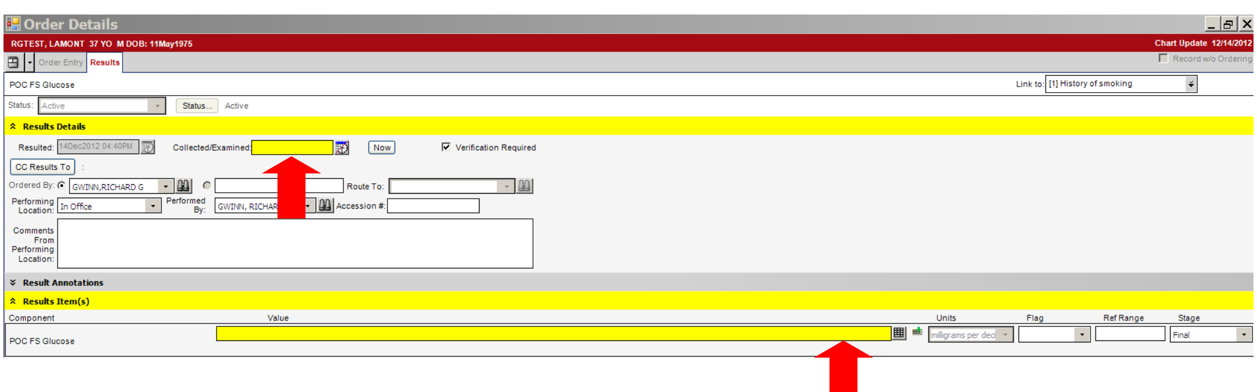
Right click on the order as shown below and choose "Enter Result"



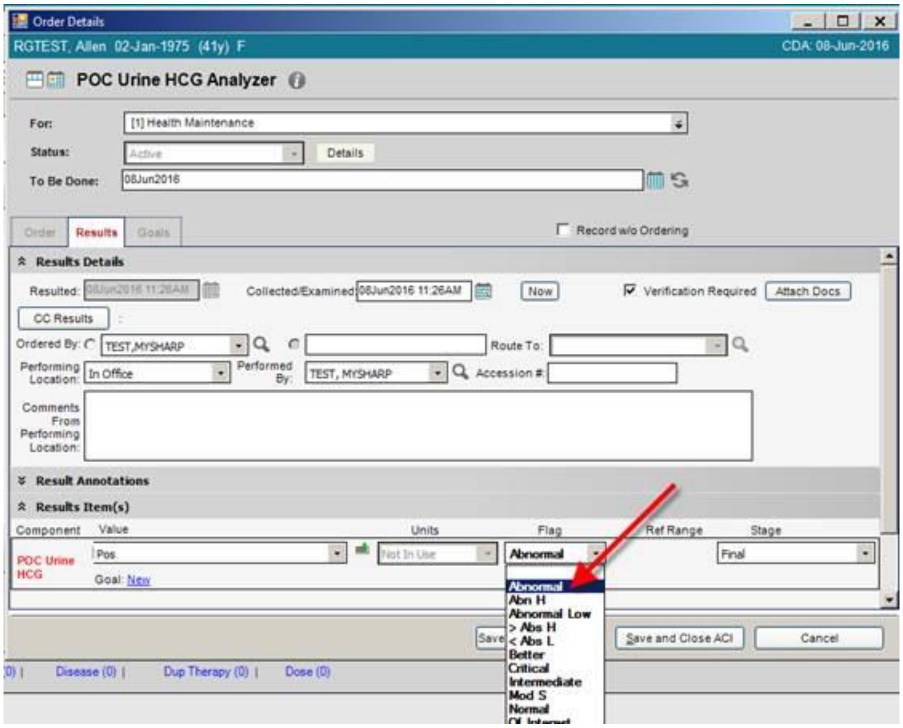
This will take you to the "Results" tab



1) **Complete the areas highlighted in yellow:**
   a. **Date / Time POC test collected**
   b. **Result**



2) **Click ok → Commit**
3) **Flag all "abnormal" values**



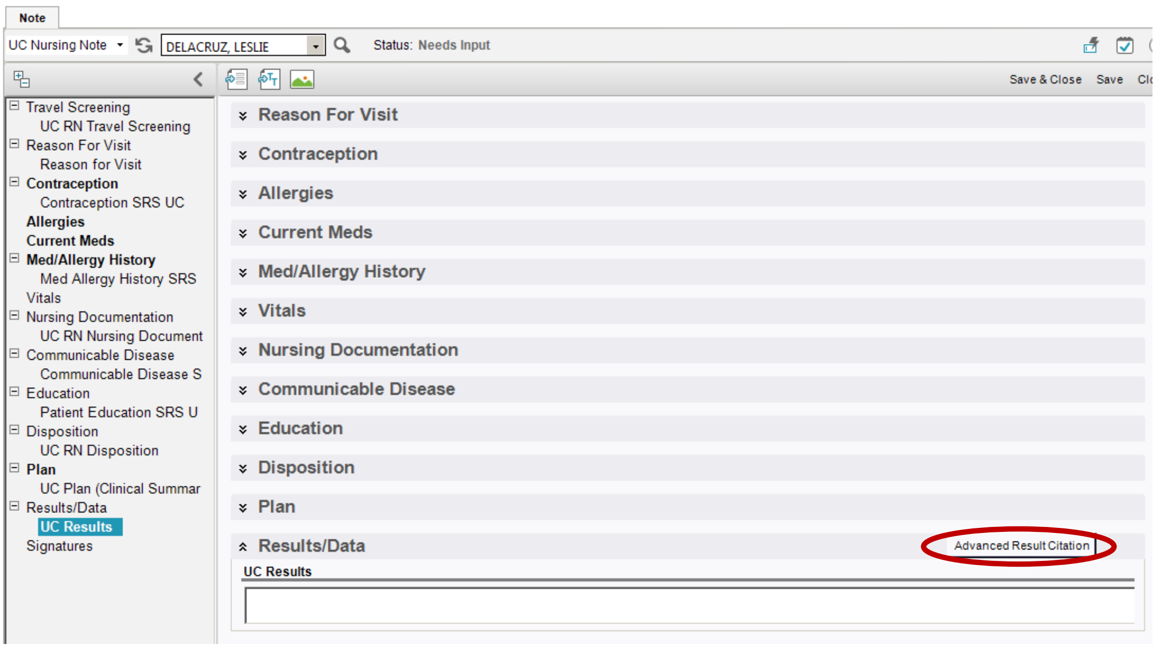
4) **Following this workflow should auto charge → always check the charge encounter to verify**

**** DO NOT “complete” POC tests!! ****

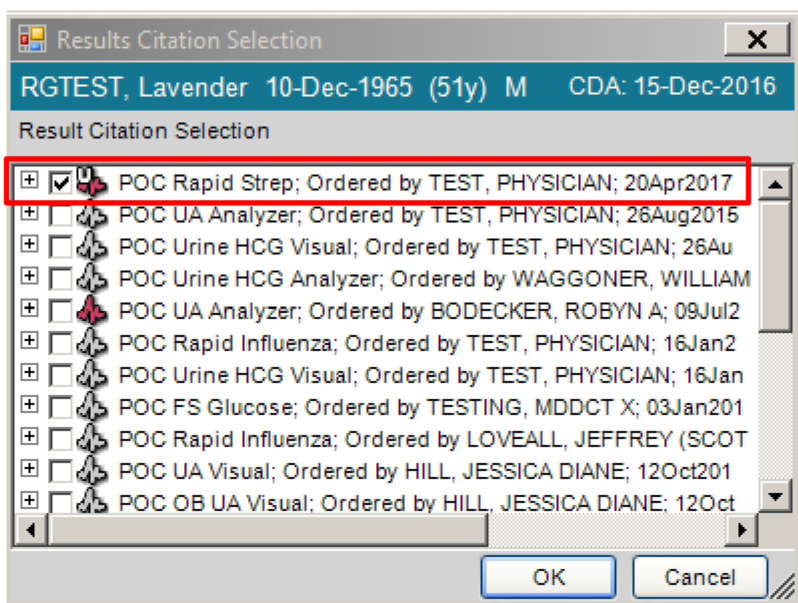
** Only use approved ICD-10 codes or problems**

CITING POC RESULTS TO NOTE

1) After resulting your POC test, click on, "UC Results" in the "Results / Data" section:



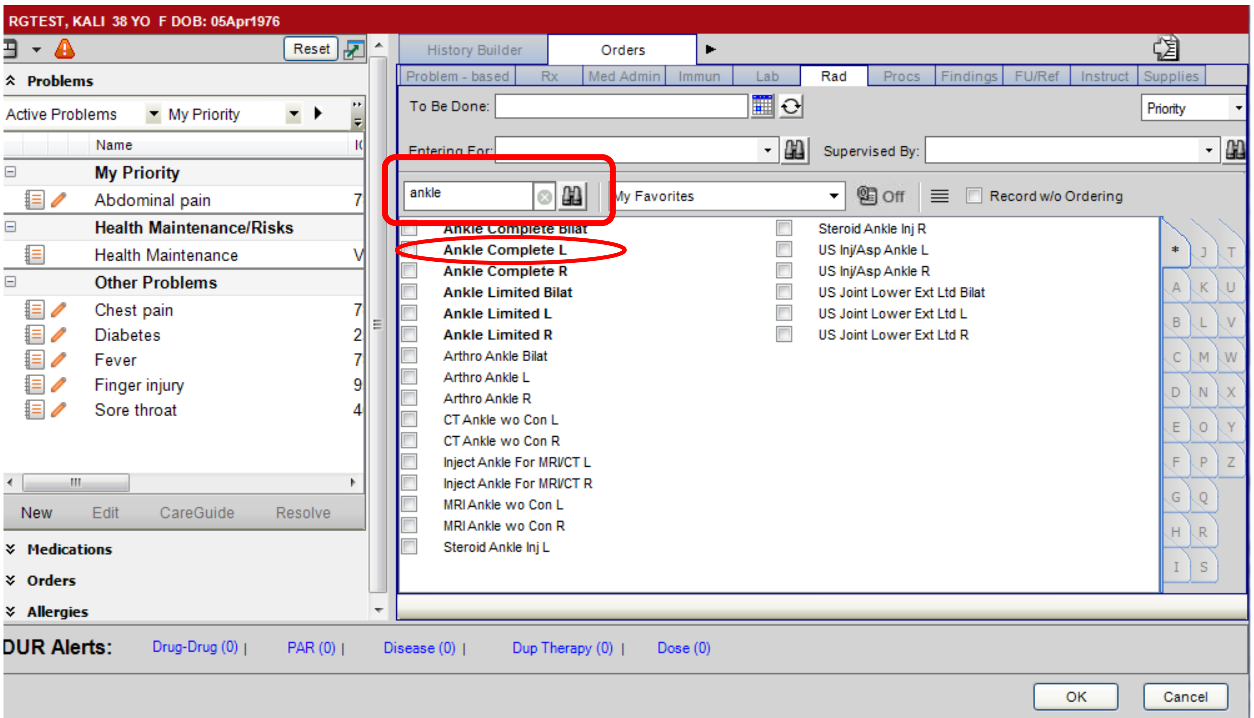
2) Click on the "Advanced Result Citation" button
3) Select the test to be cited to note by placing a check mark in the box next to the test. You may select multiple tests as needed.
4) Click OK



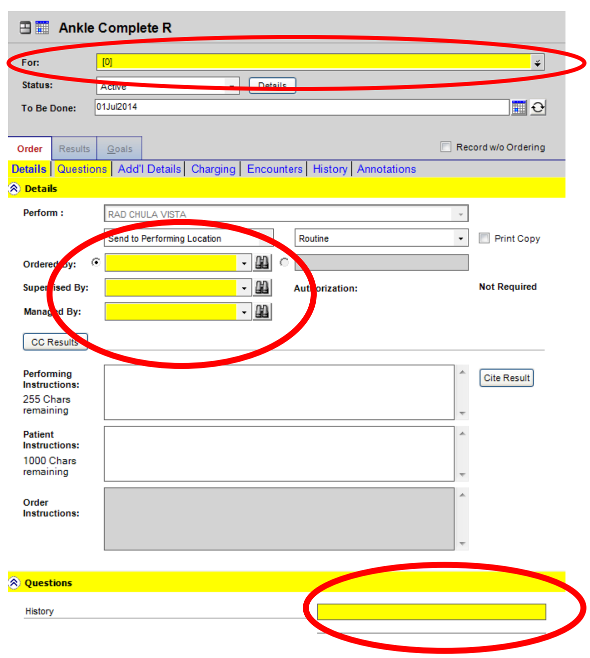
5) Click "Save" at the bottom of the accumulator.

ORDERING X-RAYS

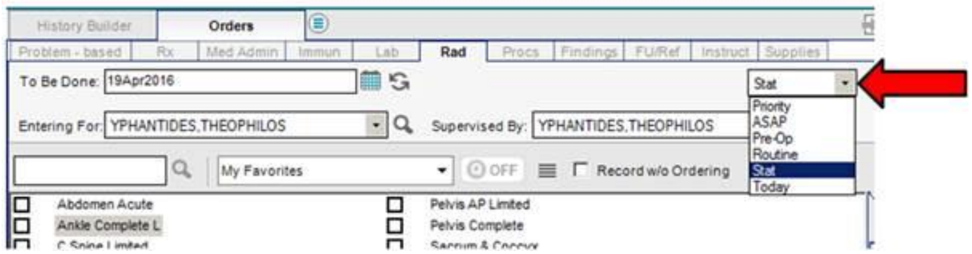
1) Go to the “Order”, and click on “new”. Select the “Rad” tab. In the search box, type the X-ray and then click on the checkbox to select the X-ray.



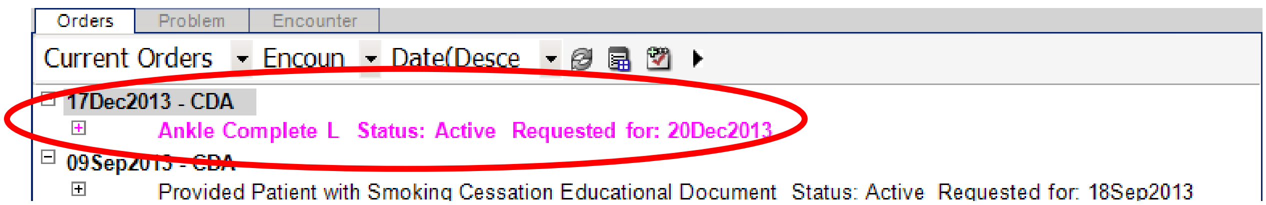
The following pop-up box will appear:



1) Ensure that all the **yellow** portions are complete.
2) Remember to enter “stat” for all x-ray orders



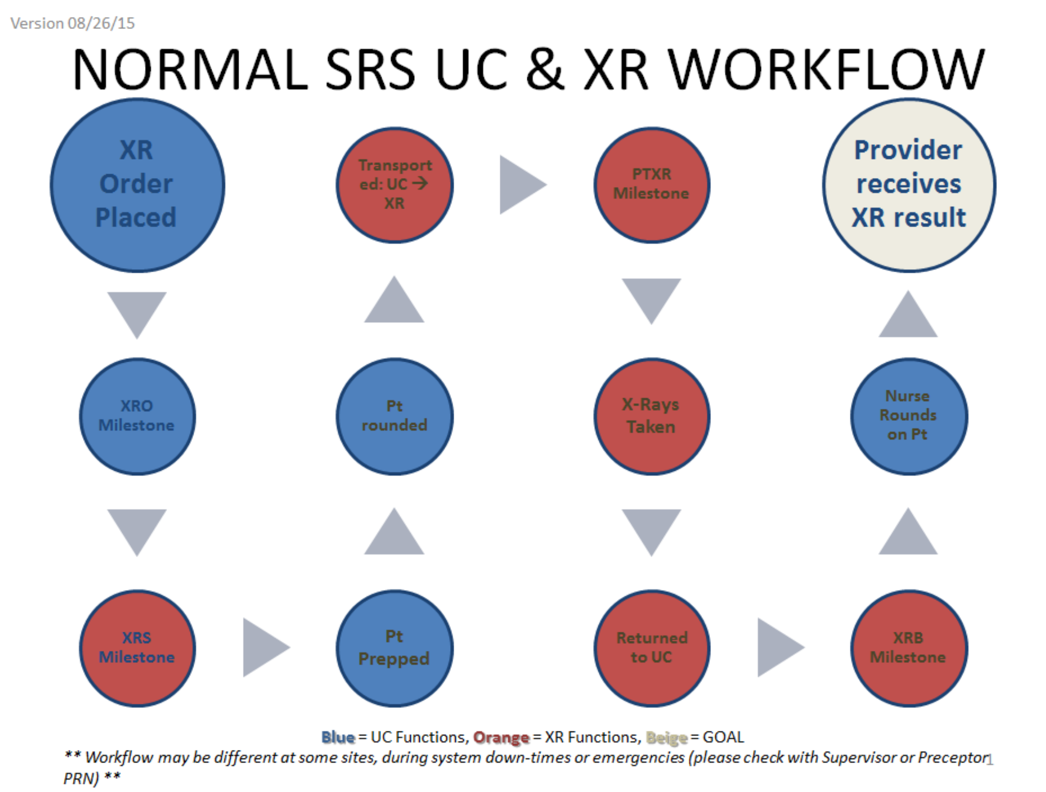
3) Click “Save and Close”
4) Ensure that your order went through (will be in pink) in the chart viewer section

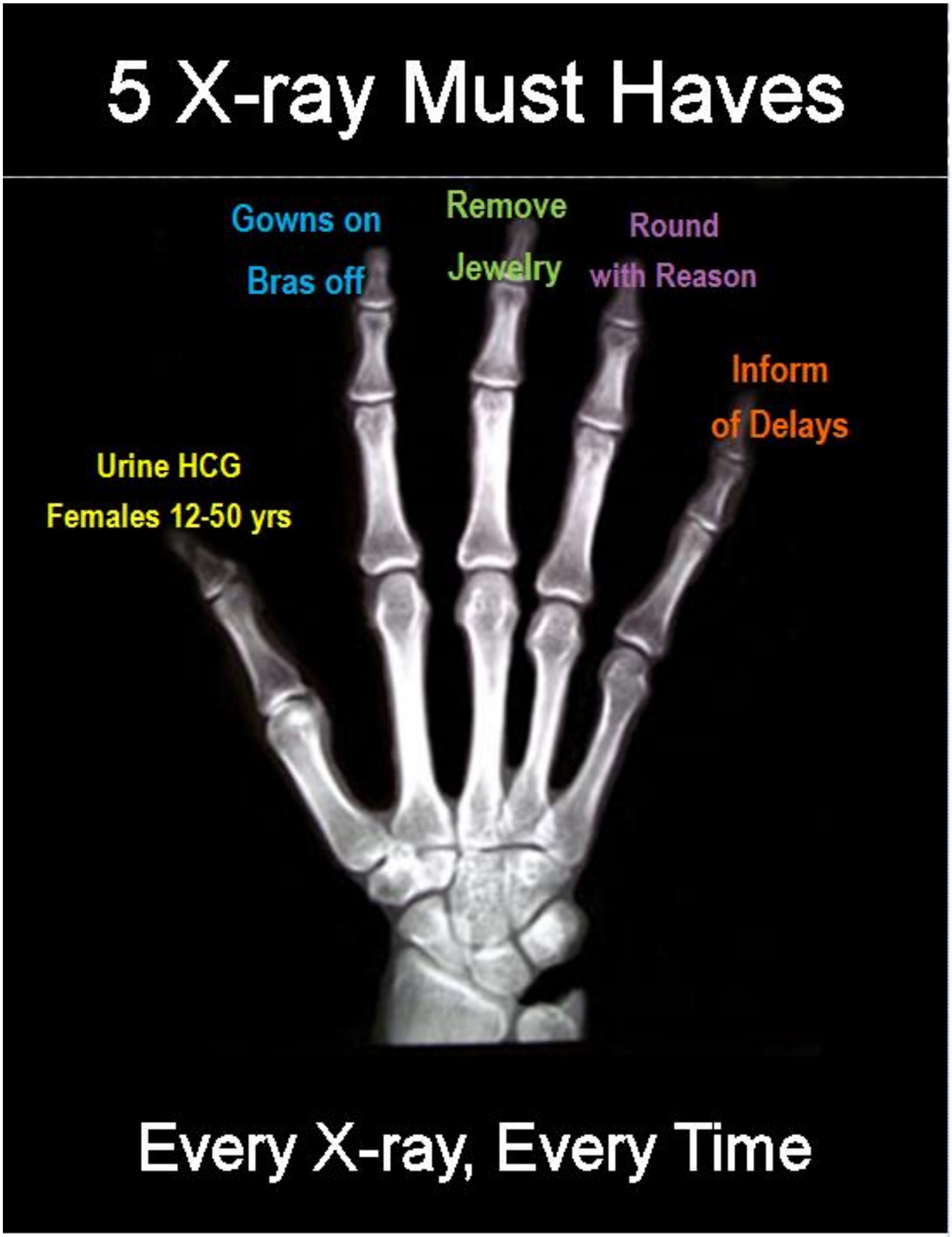


5) Click “Commit”

**** UC NURSES <u>DO NOT</u> RESULT OR COMPLETE X-RAY ORDERS****

CT/MRI/US: Refer to CN/Lead/Supervisor

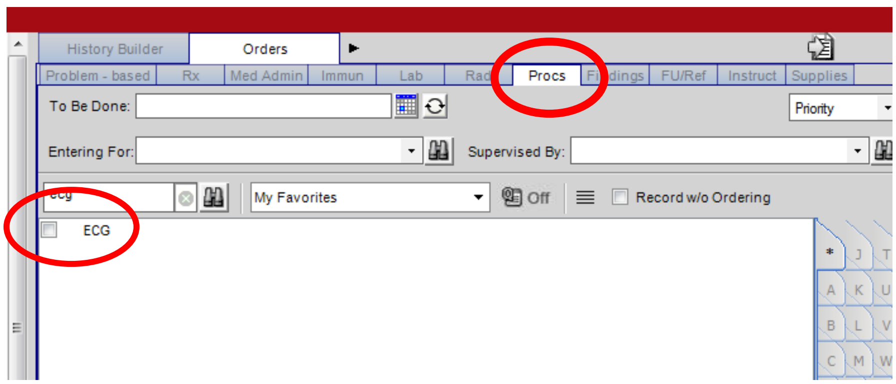



5 X-ray Must Haves
Gowns on
Bras off
Remove
Jewelry
Round
with Reason
Inform
of Delays
Urine HCG
Females 12-50 yrs
Every X-ray, Every Time

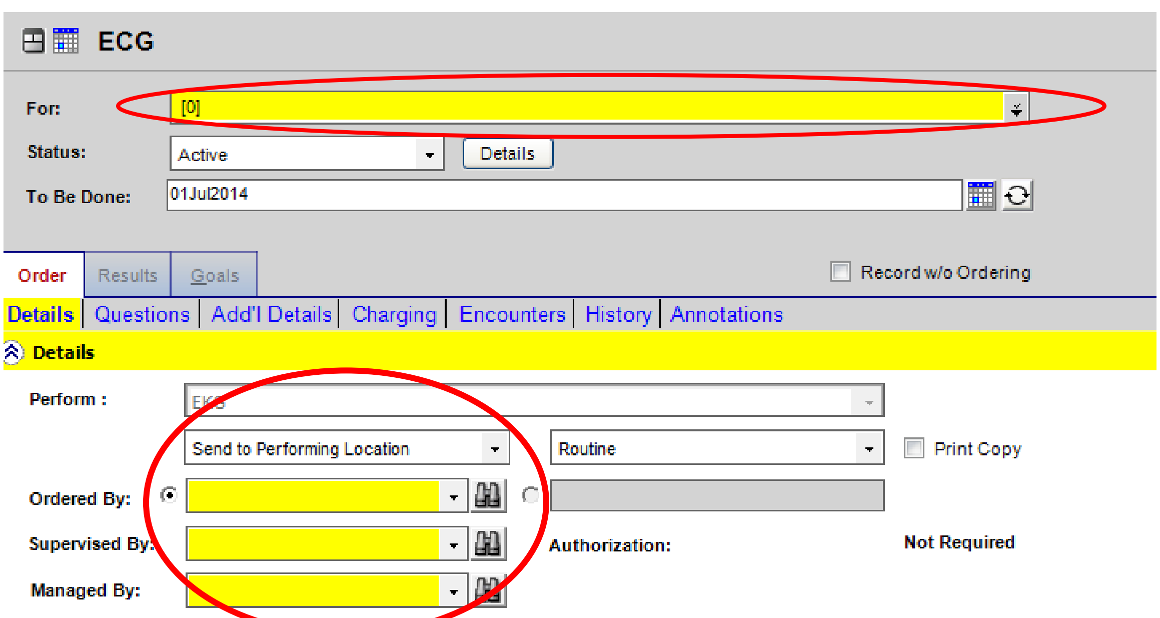
ORDERING & ACTIVATING AN ECG

IMPORTANT! You must select the patient from the Tracking board AND your SITE must be correct in TW

- Select "New" Order
- Go to Procs
- Search for ECG
- Click on the checkbox to select ECG

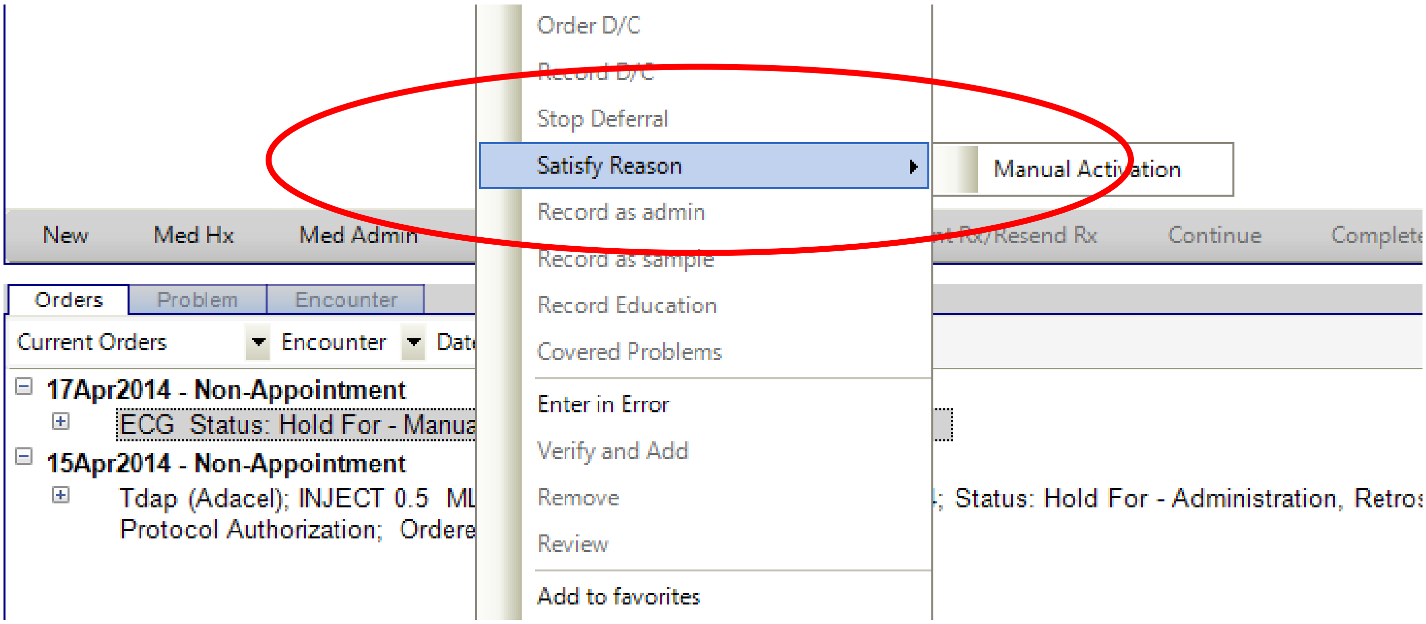


Select the problem (i.e. chest pain, palpitations)



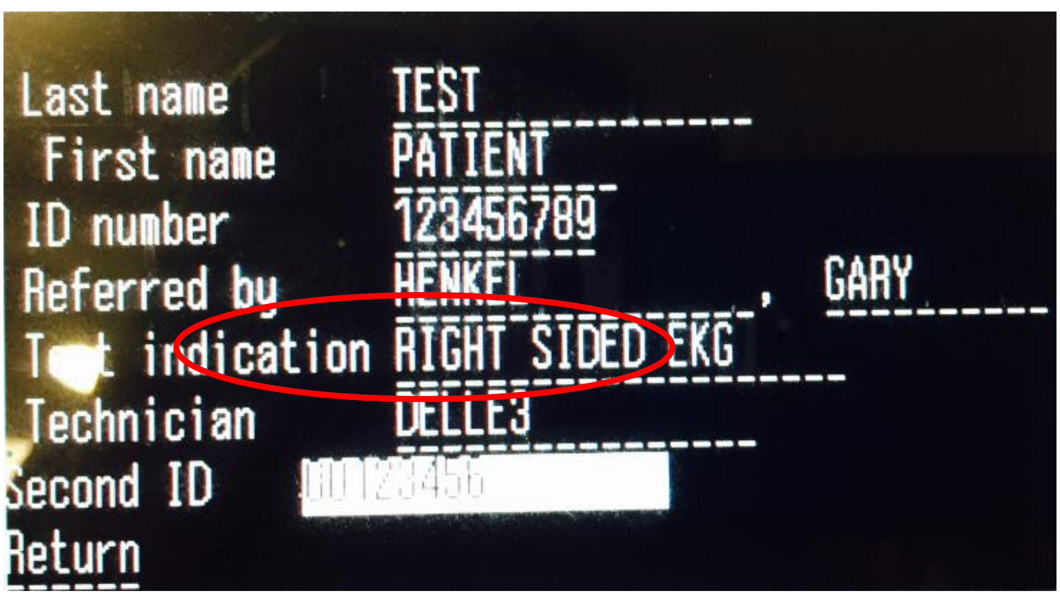
Save and close then Commit!

Don't forget to activate the ECG. Right click on the order, then select satisfy reason and manual activation.



What about RIGHT sided EKGs?

Follow the same instructions outlined above. But, in addition type "Right Sided" on the "indication" line on the EKG machine. See example below:



What do I do if I need to do a EKG STAT?

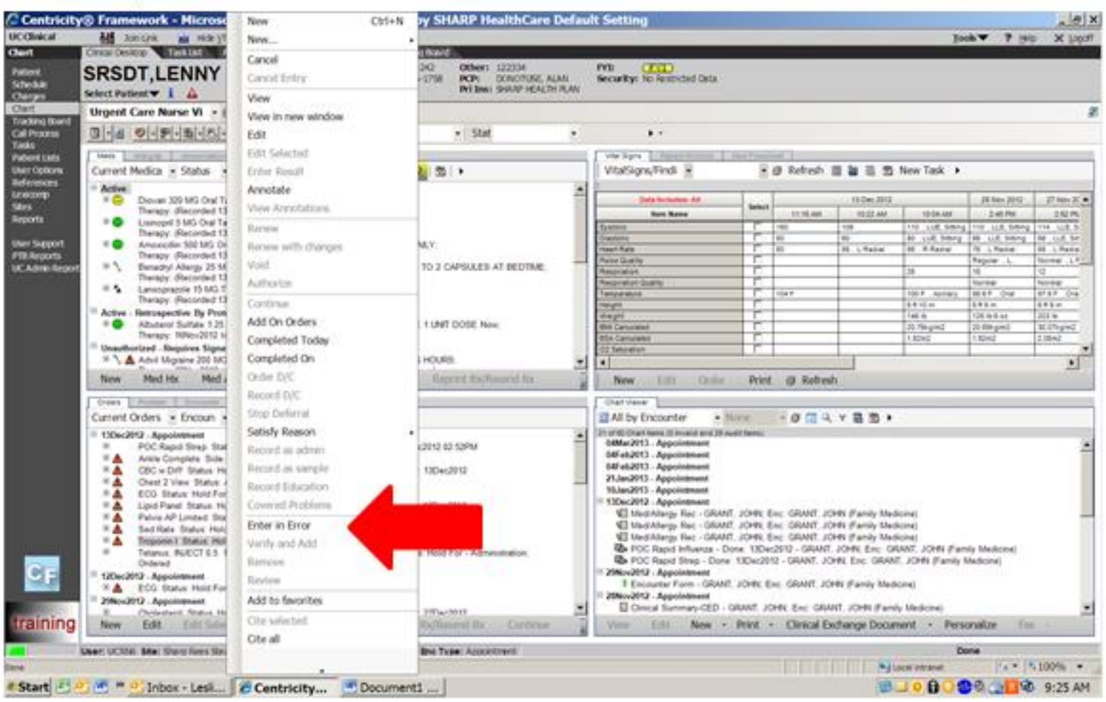
You may perform the EKG on the patient without an order.

- Enter limited data into EKG cart (Last Name, First Name, and Patient ID)
- Perform EKG
- Provider/nurse enters order into Touchworks
- Nurse activates the order

IMPORTANT! You must select the patient from the schedule AND your SITE must be correct in TW

- Edit Cart Information with correct patient info
- Transmit the EKG
- Create Go To Order task to “EKG Team” in Touchworks with Patient Name, Patient ID so these orders can get reconciled

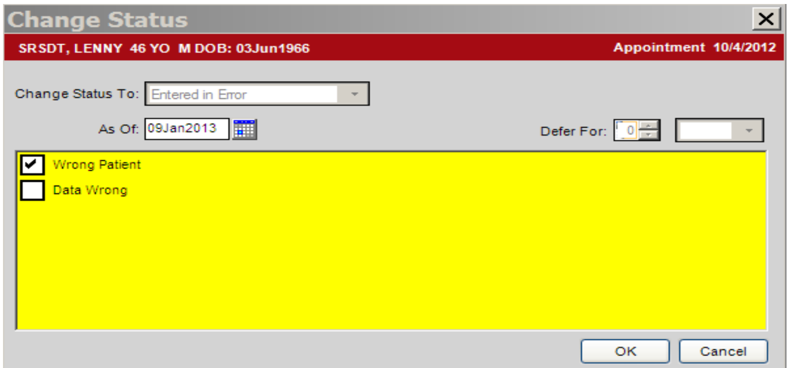
ORDERS ENTERED IN ERROR



When you accidentally put in the wrong order, or put the right order in the wrong patient’s chart, have no worries, you can remove the order by using “entered in error”.

1) Click on the order that you would like to remove to highlight
2) RIGHT click

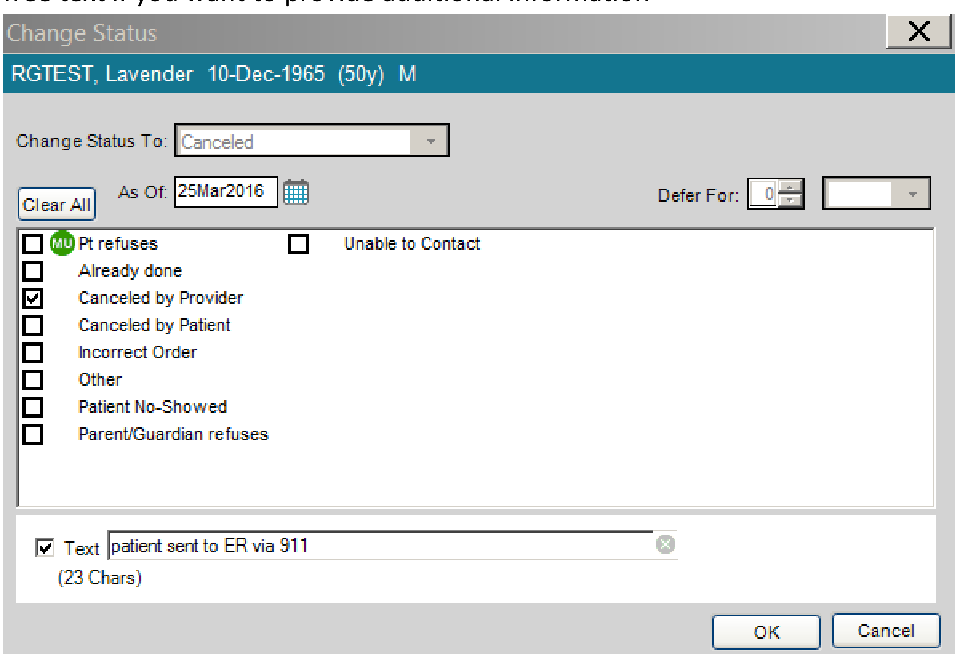
3) Select “Enter in Error”
4) The “Change Status” pop-up box will appear.
5) Click on the correct reason for removing order. Either “wrong patient” or “data wrong” (if wrong order).
6) Click “OK” and commit



CANCELLING ORDERS

If a patient is NOT having an order done (i.e. – 911, transfer or refused), the nurse is to cancel the order.

1) Click on the order that you would like to cancel to highlight
2) RIGHT click
3) Select “Cancel”
4) Choose appropriate selection in the change status box (i.e. – pt refuses / canceled by provider) AND you can free text if you want to provide additional information



5) Click “OK” button

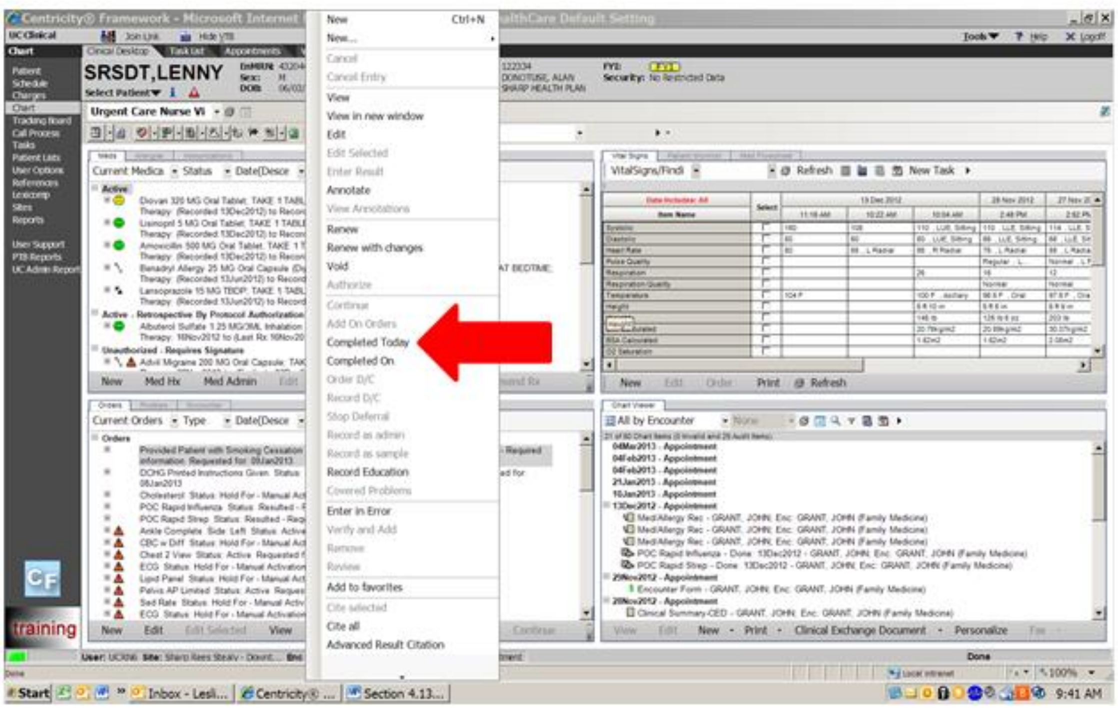
COMPLETED ORDERS

Once you have carried out an order and charted, you should “complete” the order to avoid confusion and unnecessary tasks.   We ONLY complete ***nursing*** orders (i.e. – medication administration and ear lavage). **DO NOT click complete on EKG, XR, LAB AND POC orders.**

We will complete the smoking instruction order below as an example:

1) Highlight order
2) RIGHT click

Select **“Completed Today”**

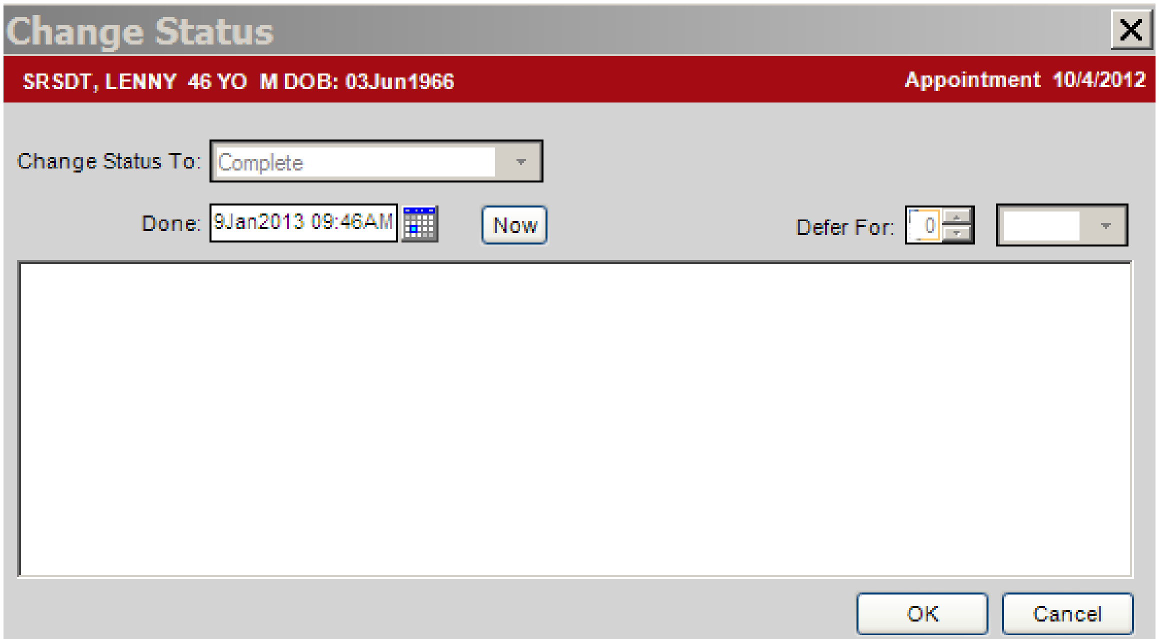


3) Click “COMMIT”
4) Notice that the order will disappear from the orders pane.

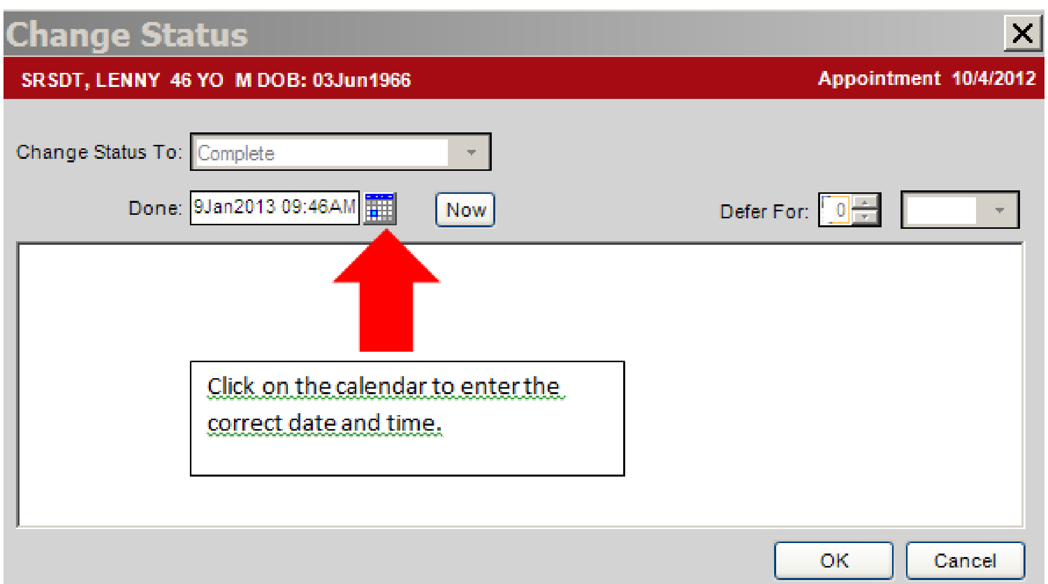
If you forgot and received a task:

1) You can follow steps 1-2 above.
2) Select **“Completed On”**

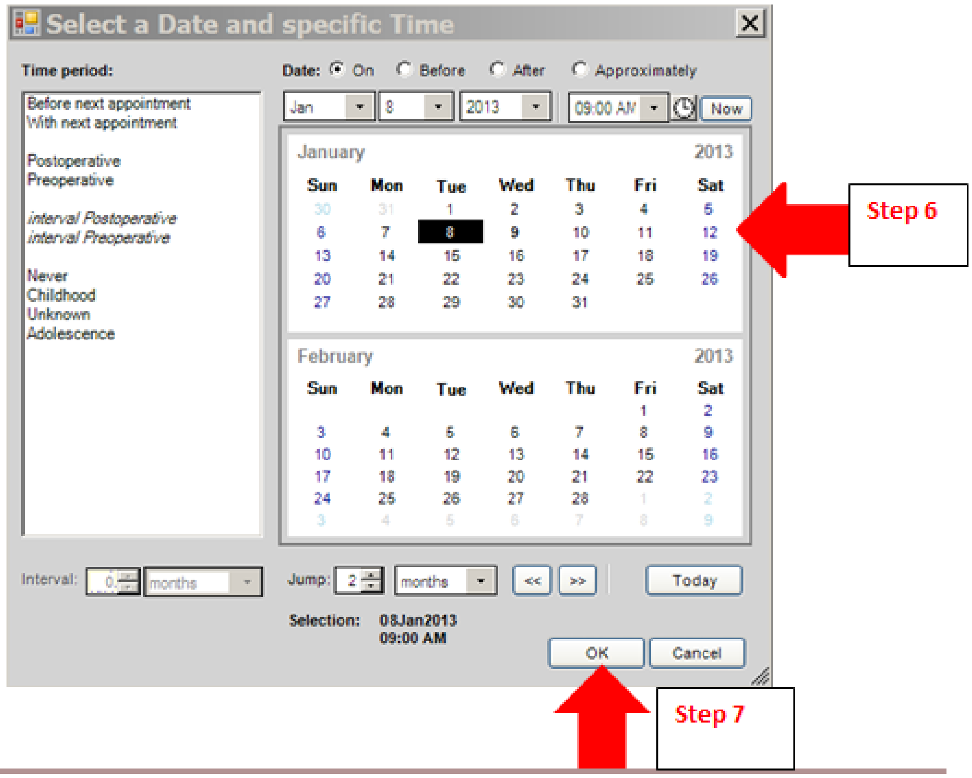
3) The “Change Status” pop-up box will appear.



4) Review your nurse’s notes to see the correct date and time the order was completed.



5) The “Select a date and specific time” pop-up will appear.
6) Use the calendar or the drop downs to select the correct date and time.
7) Click OK on both pop-ups.


Select a Date and specific Time
Time period:
Before next appointment
With next appointment
Postoperative
Preoperative
interval Postoperative
interval Preoperative
Never
Childhood
Unknown
Adolescence
Date: On Before After Approximately
Jan 8 2013 09:00 AM Now
January 2013
Sun Mon Tue Wed Thu Fri Sat
February 2013
Interval: months
Jump: 2 months
<< >>
Today
Selection: 08Jan2013 09:00 AM
OK Cancel
Step 6
Step 7