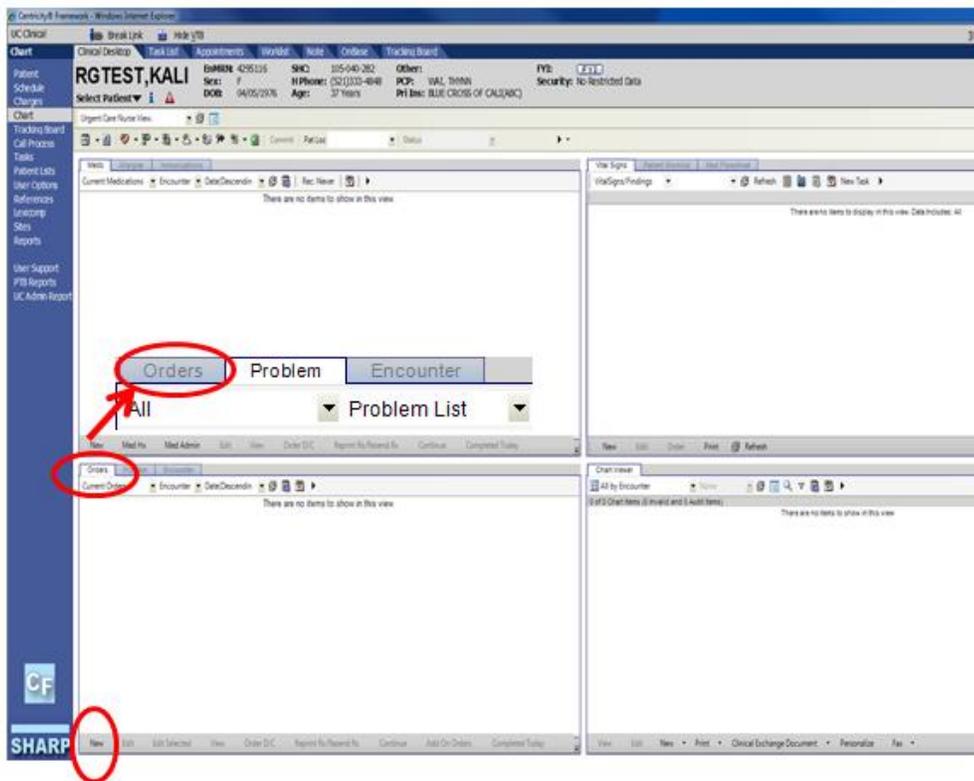


Orders and Results

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.

Orders and Results

ORDERING POC TESTS

Select the “Procs” tab and search for POC

Select your order by clicking in the check box:

The screenshot shows the 'Orders' tab with the 'Procs' sub-tab selected. The interface includes a search bar for 'To Be Done' and 'Entering For'. Below the search bars is a list of procedures with checkboxes:

- DCHG - Verbal
- ECG
- NUR - Ace Wrap
- NUR - Ankle Brace
- NUR - Wrist Cock-up
- NUR - Wrist Splint
- POC FS Glucose
- POC Rapid Influenza

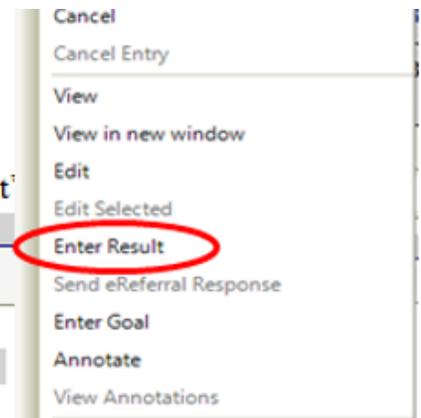
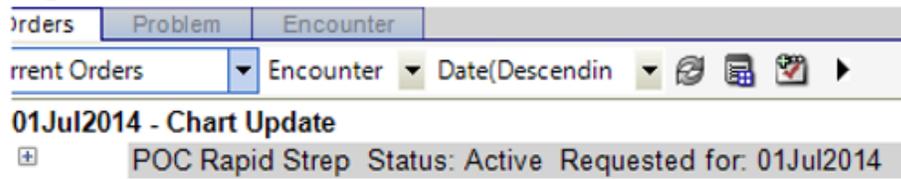
Select the Problem (i.e. fever, flu-like illness, etc) and include the name of the provider and then click “save” and “commit”

The screenshot shows the 'POC Rapid Influenza' order form. The 'For:' field is highlighted in yellow and circled in red. The 'Status' is set to 'Active'. The 'To Be Done' field shows '01Ju2014'. The 'Perform' section includes a dropdown for 'Perform Order' and a 'Routine' dropdown. The 'Ordered By', 'Supervised By', and 'Managed By' fields are also highlighted in yellow and circled in red. The 'Authorization' field is set to 'Not Required'. A 'CC Results' button is visible at the bottom left.

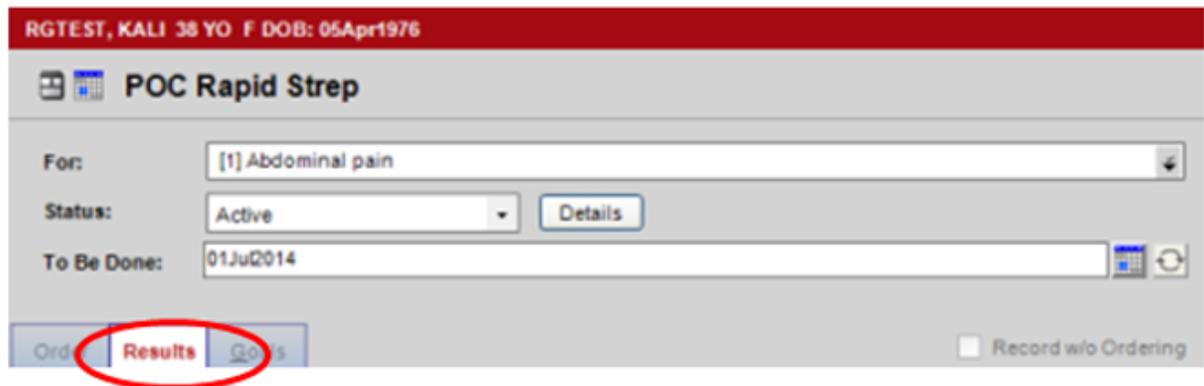
Orders and Results

How to insert the results for the new order:

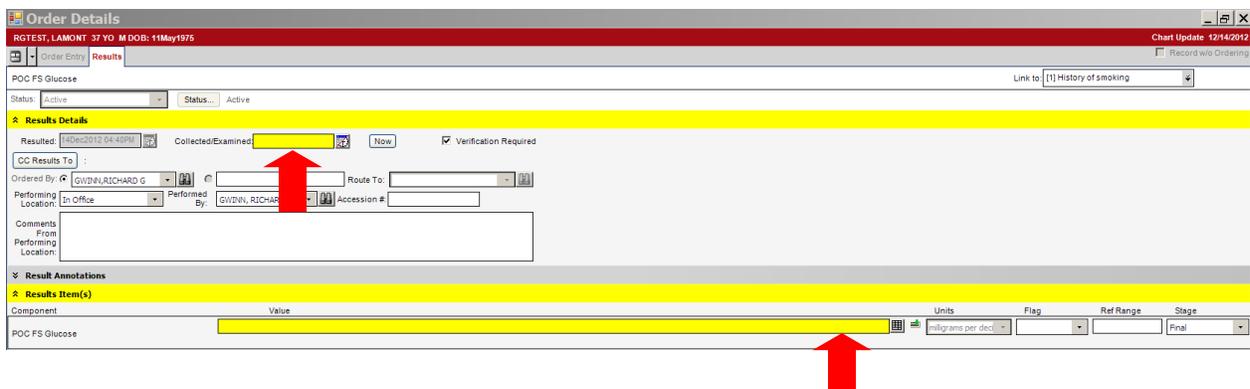
Right click on the order as shown below and choose "Enter Result"



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

Orders and Results

Order Details
RGTEST, Allen 02-Jan-1975 (41y) F CDA: 08-Jun-2016

POC Urine HCG Analyzer

For: [1] Health Maintenance
Status: Active
To Be Done: 08Jun2016

Order Results Goals

Record w/o Ordering

Results Details

Resulted: 08Jun2016 11:28AM Collected/Examined: 08Jun2016 11:28AM Now Verification Required Attach Docs

CC Results :

Ordered By: TEST_MYSHARP Route To:

Performing Location: In Office Performed By: TEST, MYSHARP Accession #:

Comments

From Performing Location:

Result Annotations

Component	Value	Units	Flag	Ref Range	Stage
POC Urine HCG	Pos	Not In Use	Abnormal		Final

Save Save and Close ACl Cancel

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

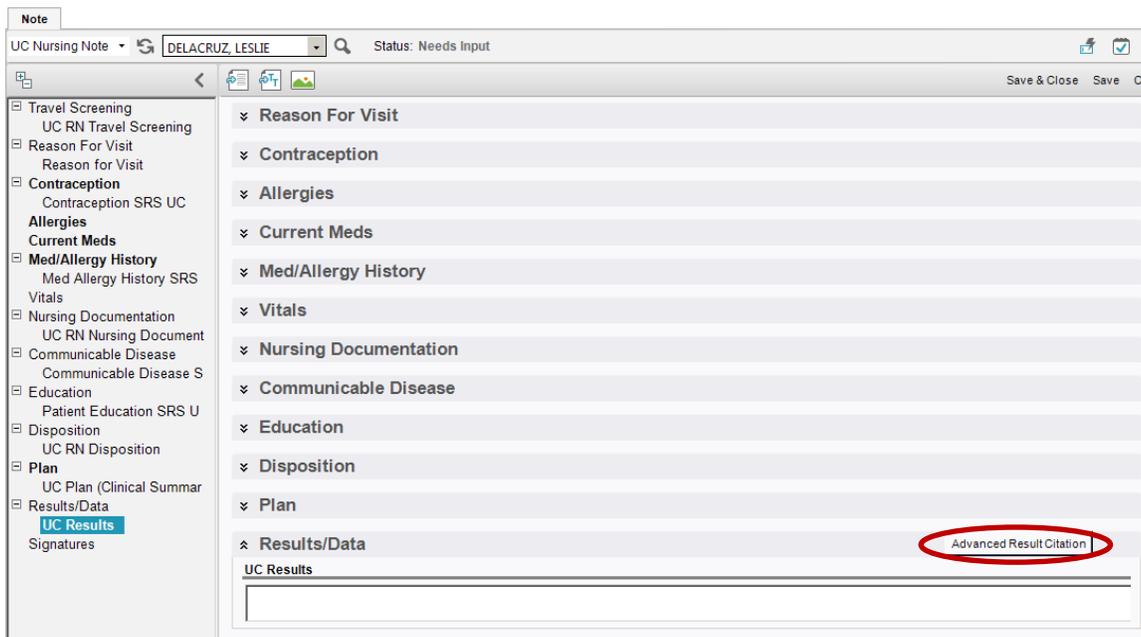
**** DO NOT “complete” POC tests!! ****

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

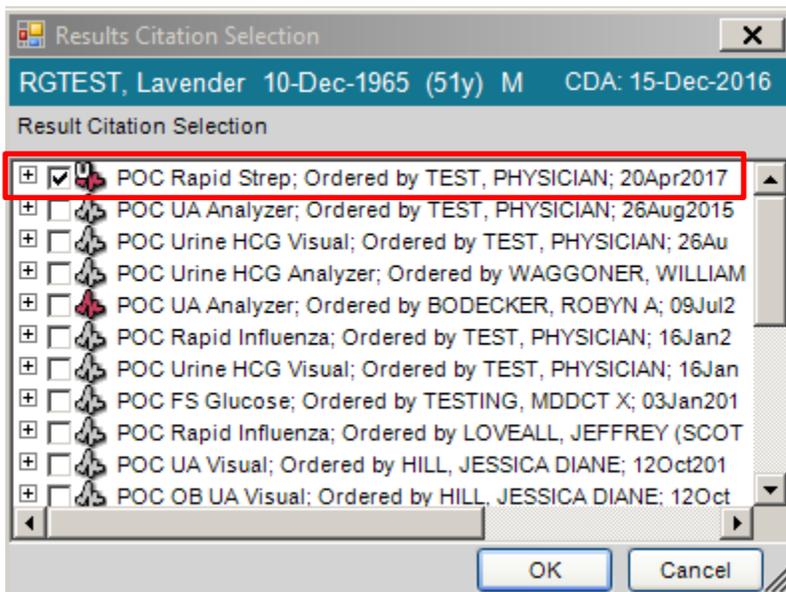
Orders and Results

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

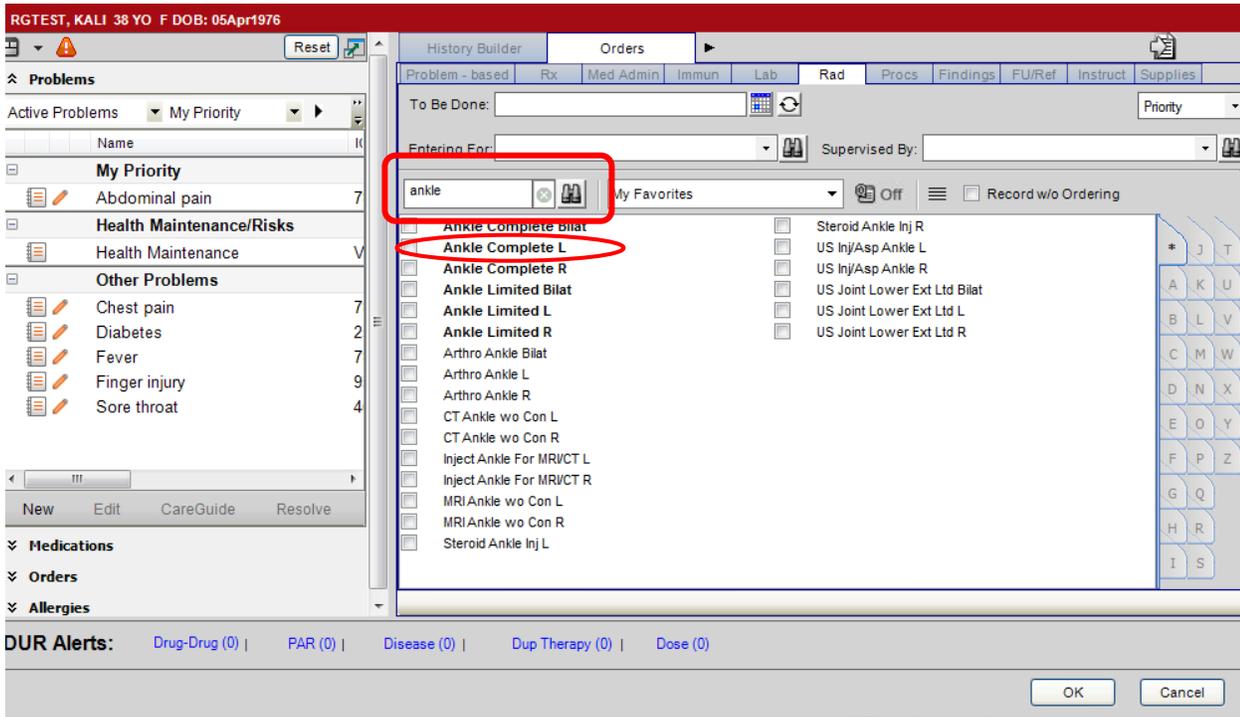


- 5) Click "Save" at the bottom of the accumulator.

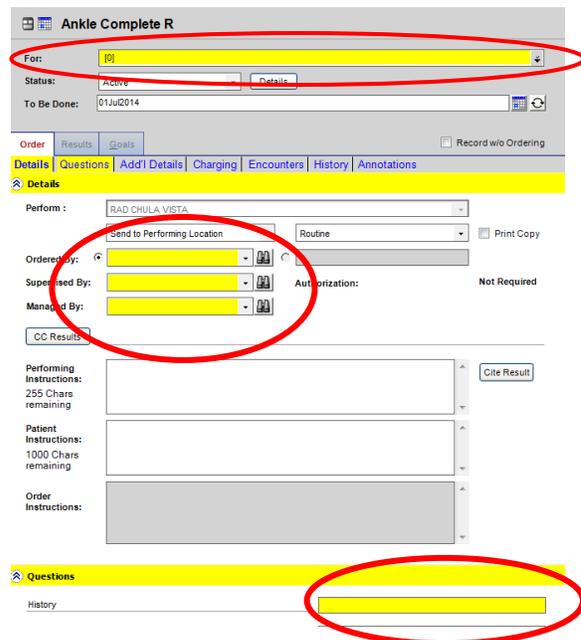
Orders and Results

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.

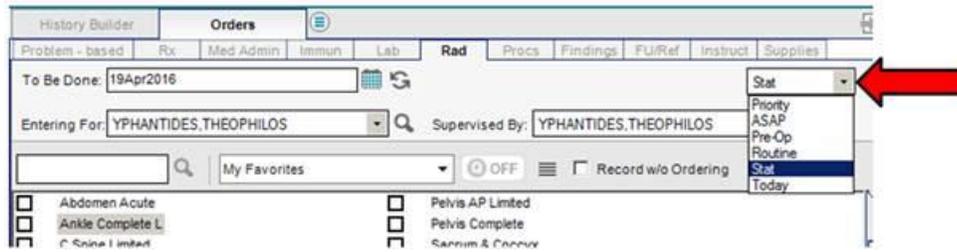


The following pop-up box will appear:

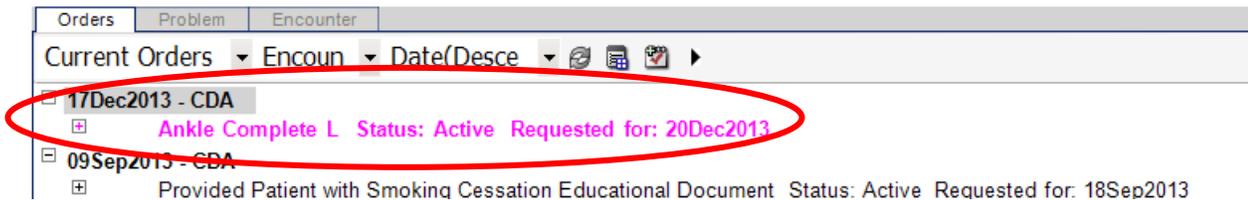


- 1) Ensure that all the **yellow** portions are complete.
- 2) Remember to enter "stat" for all x-ray orders

Orders and Results



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



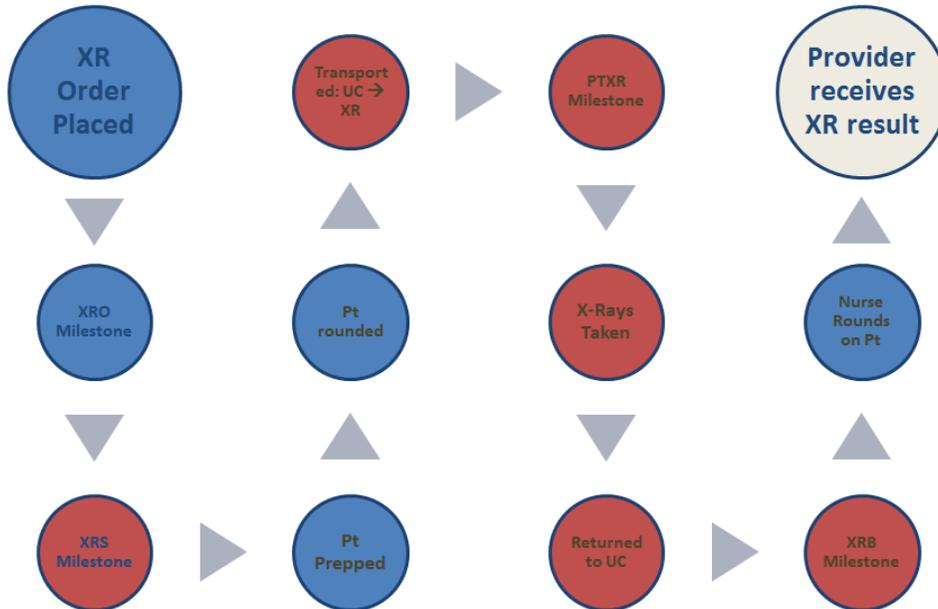
- 5) Click “Commit”

**** UC NURSES DO NOT RESULT OR COMPLETE X-RAY ORDERS****

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

Version 08/26/15

NORMAL SRS UC & XR WORKFLOW



Blue = UC Functions, Orange = XR Functions, Beige = GOAL

** Workflow may be different at some sites, during system down-times or emergencies (please check with Supervisor or Preceptor, PRN) **

5 X-ray Must Haves



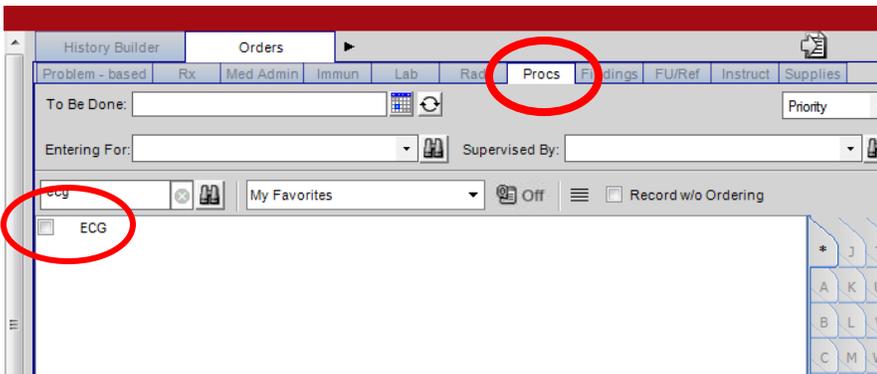
Every X-ray, Every Time

Orders and Results

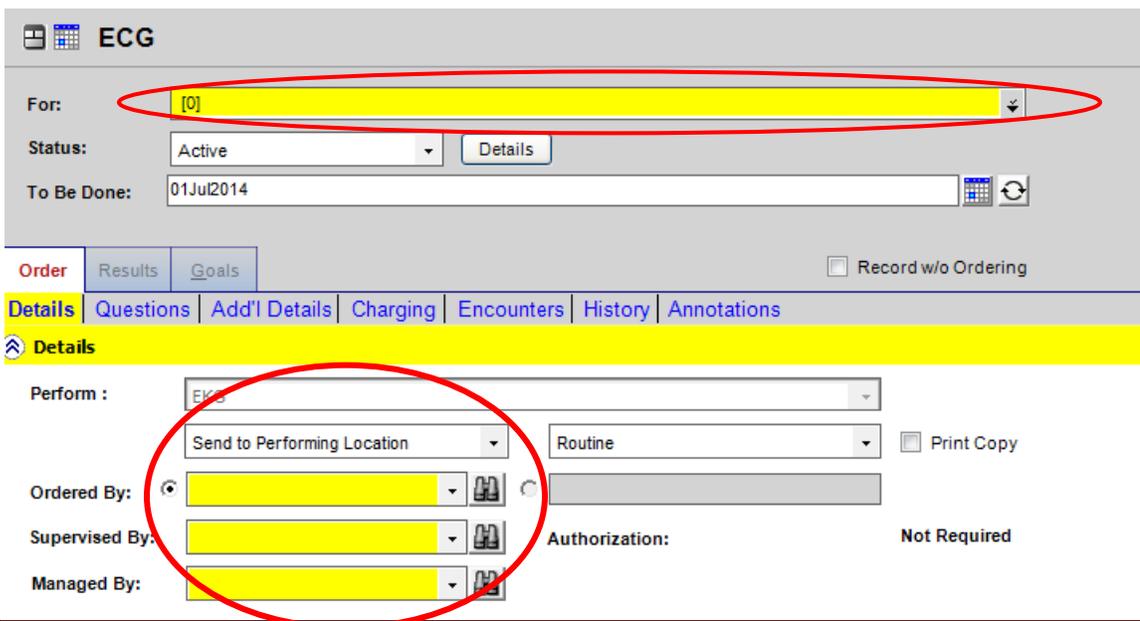
ORDERING & ACTIVATING AN ECG

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



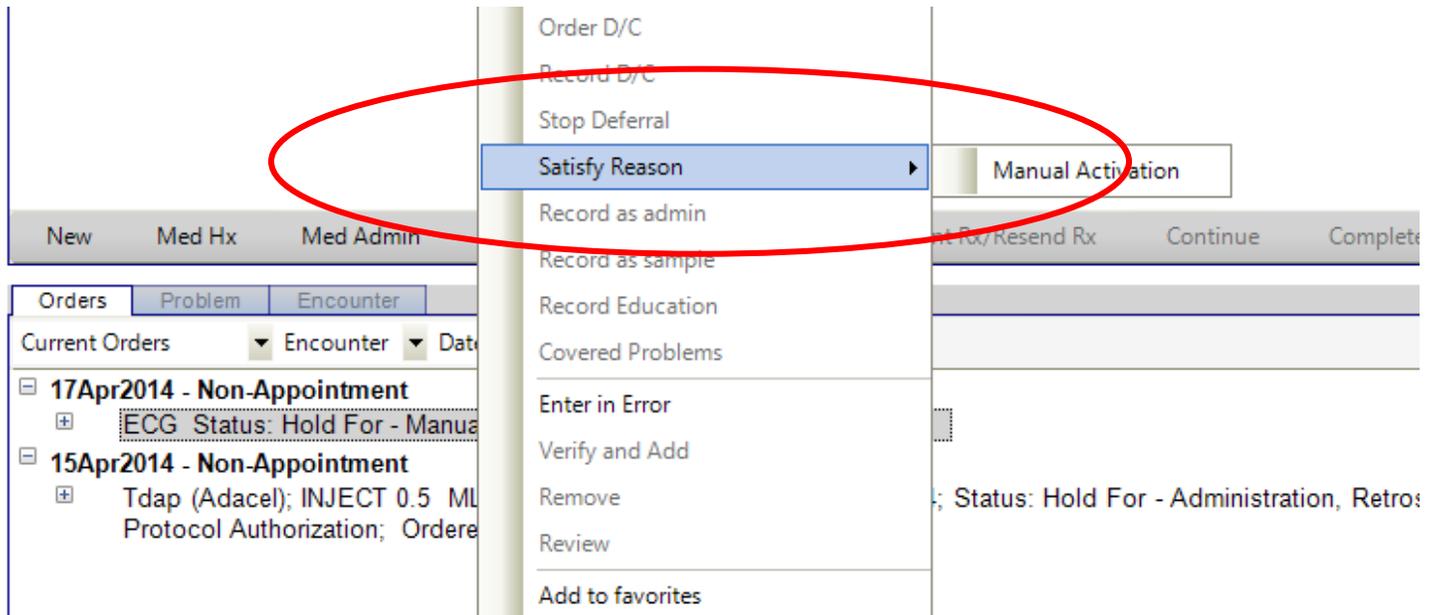
Select the problem (i.e. chest pain, palpitations)



Orders and Results

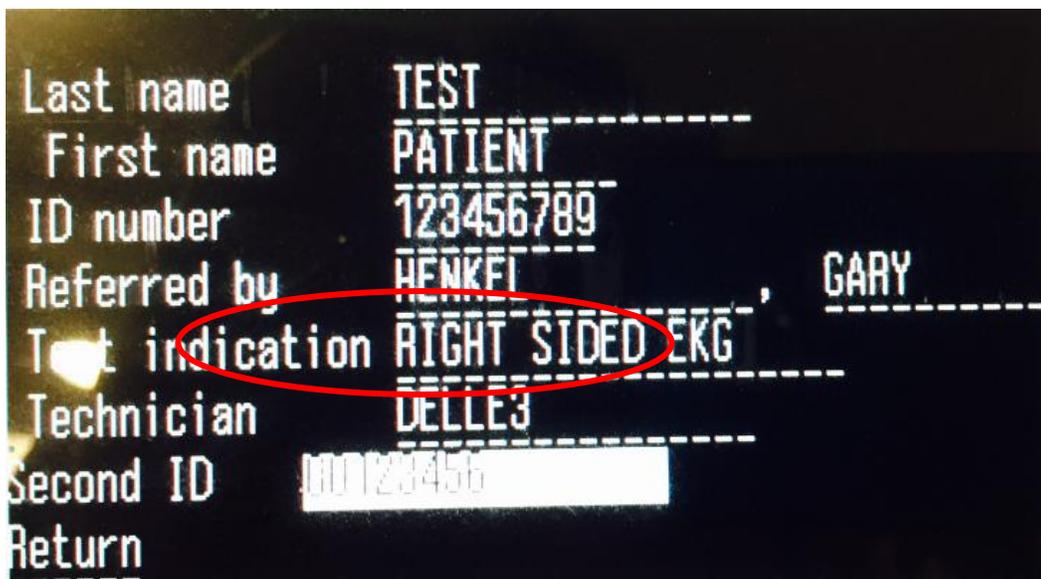
Save and close then Commit!

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:



Orders and Results

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

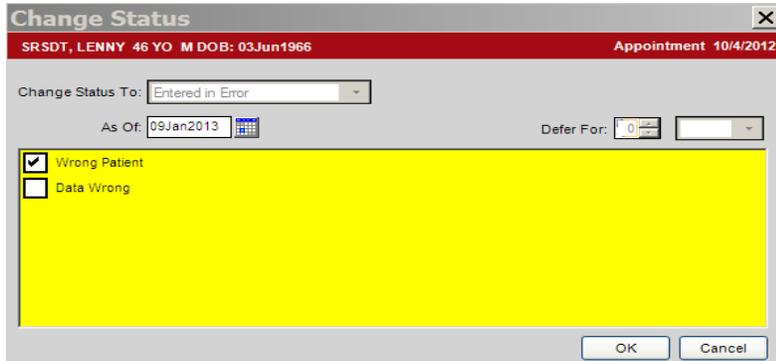
The screenshot displays the Centricity Framework - Microsoft interface. The patient's chart for SRSOT, LENNY is open. A context menu is visible over the chart, with a red arrow pointing to the 'Entered in Error' option. The chart shows various orders, including 'TO 2 CAPSULES AT BEDTIME' and '1 UNIT DOSE Now'. The 'Entered in Error' option is highlighted in the context menu.

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

Orders and Results

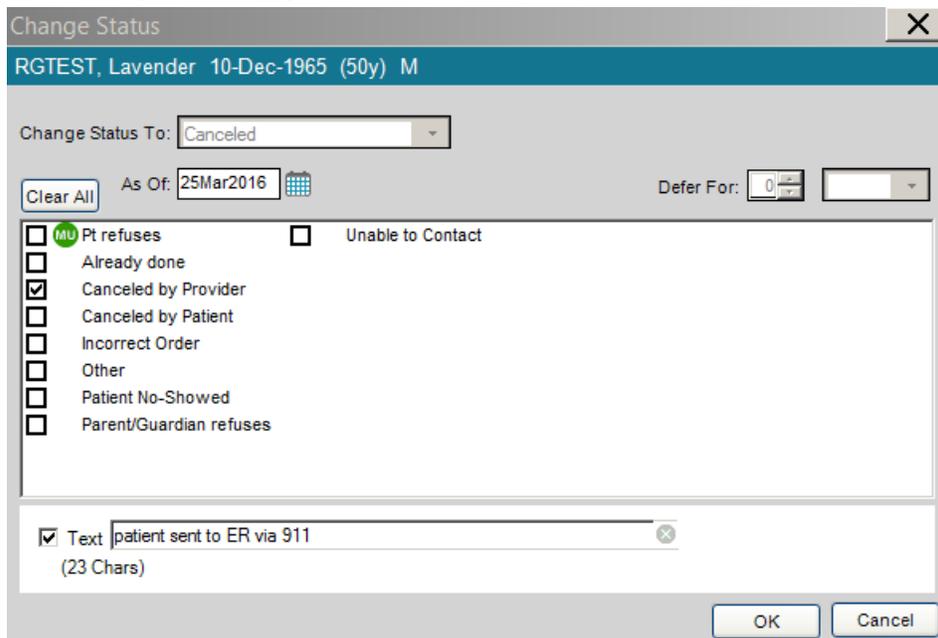
- 3) Select “Enter in Error”
- 4) The “Change Status” pop-up box will appear.
- 5) Click on the correct reason for removing order. Either “wrong patient” or “data wrong” (if wrong order).
- 6) Click “OK” and commit



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

Orders and Results

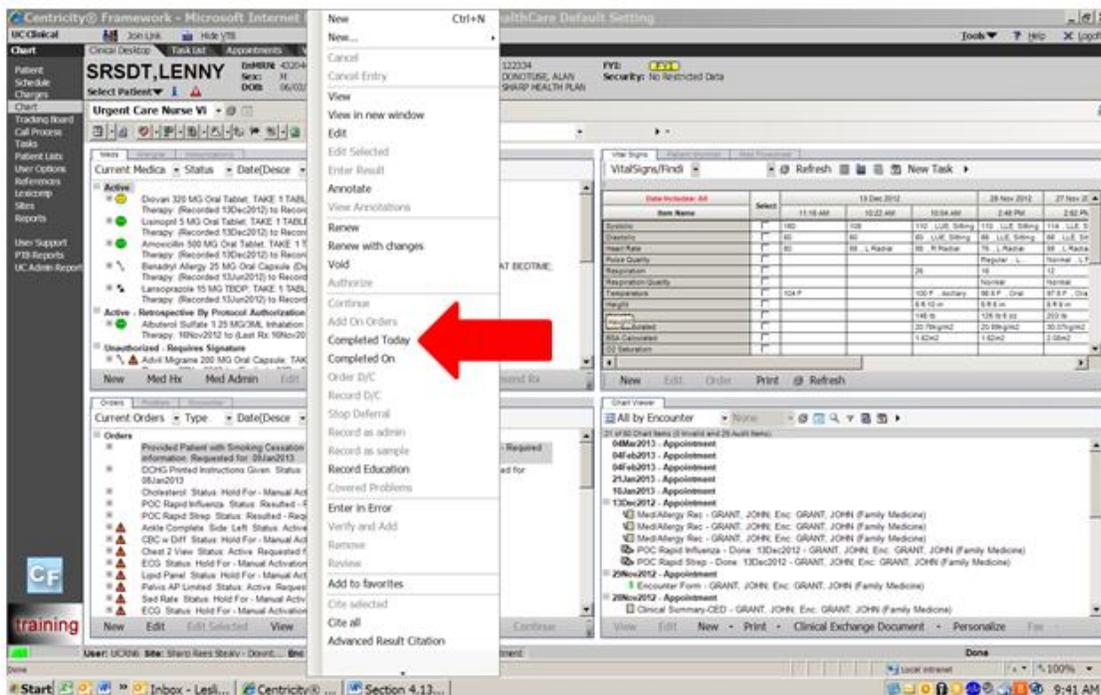
COMPLETED ORDERS

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”

Orders and Results

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

Change Status

SRSDT, LENNY 46 YO M DOB: 03Jun1966 Appointment 10/4/2012

Change Status To: Complete

Done: 9Jan2013 09:46AM [Calendar Icon] Now

Defer For: 0 [Spinner] [Dropdown Arrow]

OK Cancel

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

Change Status

SRSDT, LENNY 46 YO M DOB: 03Jun1966 Appointment 10/4/2012

Change Status To: Complete

Done: 9Jan2013 09:46AM [Calendar Icon] Now

Defer For: 0 [Spinner] [Dropdown Arrow]

Click on the calendar to enter the correct date and time.

OK Cancel

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.

Orders and Results

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
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2
3	4	5	6	7	8	9

Interval: 0 months Jump: 2 months Today

Selection: 08Jan2013 09:00 AM

OK Cancel

Step 6

Step 7