# **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:

Н	istory Builder		Orders	•							۲Ż
Prob	lem - based 🛛 R	x	Med Admin	Immur	n Lab	Rad	Procs	Findings	FU/Ref	Instruct	Supplies
To E	Be Done:				<b>⊡</b>						Priority
Ente	ring For:				- 44	Superv	ised By:				-
		_									
		A	My Favo	rites		- @	Off	🗏 📃 R	ecord w/o (	Ordering	
	DCHG - Verbal	M	My Favo	rites		• @	Off	■	ecord w/o (	Drdering	
	DCHG - Verbal ECG	8	My Favo	rites		NUR - W	Off I /rist Cock-u /rist Splint	P R	ecord w/o (	Drdering	*
	DCHG - Verbal ECG NUR - Ace Wrap	80	My Favo	rites		VUR - W NUR - W POC FS	Off I /rist Cock-u /rist Splint Glucose	P R	ecord w/o (	Drdering	*

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

B POC	Rapid Influenza	
For:	[0]	
Status:	Active	
To Be Done:	01Jul2014	<b>•</b>
Order Results	Goals	Record w/o Ordering
Details Questic	ons Add'I Details Charging Encounters History Annotations	
Details		
Perform :	In Office	v.
	Perform Order   Routine	<ul> <li>Print Copy</li> </ul>
Ordered By:		
Supervised By:	- 🔛 Authorization:	Not Required
Managed By:	· 🔛	
CC Results		

	Cancel Cancel Entry
How to insert the results for the new order:	View
	View in new window
Right click on the order as shown below and choose "Enter Result"	Edit
regist click on the order as shown below and choose. Enter Result	Edit Selected
rders Problem Encounter	Enter Result
rrent Orders 🔹 Encounter 🝷 Date(Descendin 💌 😥 🗟 🕎 🕨	Send eReferral Response
01Jul2014 - Chart Update	Enter Goal
POC Rapid Strep Status: Active Requested for: 01Jul2014	Annotate
	View Annotations

This will take you to the "Results" tab

B 📰 POO	Rapid Strep	
For:	[1] Abdominal pain	
Status:	Active	
To Be Done:	01Jul2014	

- Complete the areas highlighted in yellow:
   a. Date / Time POC test collected

  - b. Result

🔜 Order Details								_ & ×
RGTEST, LAMONT 37 YO M DOB: 11May1975							с	hart Update 12/14/2012
Order Entry Results							ſ	Record w/o Ordering
POC FS Glucose						Link to: [1] History of	fsmoking	¥
Status: Active - Status	Active							
Resulted Methodots 044090 (Collected Ex COR Results To) : Ordered by re ( <u>south,Richato G</u> ) (P Performing Location ( <u>south,Richato G</u> ) ( <u>south)</u> ( <u>c</u> ) Comment From Performing Location ( <u>south,Richato G</u> ) ( <u>south)</u> ( <u>c</u> )	Rode To: CVIDV, RICHAR TOUTON, RICHAR TOUTON, RICHAR	Verification Required						
* Result Annotations								
Results Item(s)								
Component	Value		 		Units	Flag	Ref Range	Stage
POC FS Glucose				₫	miligrams per deci 🔹	•		Final •

- 2) Click ok  $\rightarrow$  Commit
- 3) Flag all "abnormal" values

Order Det	ails				_   0   ×
RGTEST, A	llen 02-Jan-1975 (41y) F				CDA: 08-Jun-2016
	OC Urine HCG Analyzer 🌘				
For:	[1] Health Maintenance			4	
Status:	Active Details				
To Be Dor	08Jun2016			m s	
Order R	esults Goals		T Recor	d w/o Ordering	
Results	Details				
Resulted:	08Jun2018 11:28AM Collected Examined 08Jun	2016 11:26AM	Now	Verification Require	Attach Docs
CC Resul	5]:				
Ordered By:		Rout	te To:	9	8
Performing	In Office Performed TEST, MrSHAR	· Q Access	ion #		
cocason.			121833		1
From					
Performing Location:					
× Result A	neofations			-	1
2 Decuite	Rem(s)			1	
Component	Value	Units	Flag	Ref Range	Stage
	Pos 🛋	ist In Use	Abnormal	Final	•
HCG	Goal: New		K		
			Von H		
		2	Abs H		
_		Save	Abs L Better	2ave and Close ACI	Cancel
Disea	se (0)   Dup Therapy (0)   Dose (0)	C	ritical		
			Mod S		
			V Internet		

4) Following this workflow should auto charge  $\rightarrow$  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:

Note		
UC Nursing Note 🝷 😘 DELACRI	JZ, LESLIE - Q Status: Needs Input	<b>i</b> (
≞ <	📲 🌆 🔤	Save & Close Save Clo
Travel Screening UC RN Travel Screening	* Reason For Visit	
Reason for Visit	* Contraception	
Contraception Contraception SRS UC	* Allergies	
Allergies Current Meds	× Current Meds	
Med/Allergy History     Med Allergy History SRS     Vitale	Med/Allergy History	
Vitals □ Nursing Documentation	* Vitals	
UC RN Nursing Document Communicable Disease	* Nursing Documentation	
Education	* Communicable Disease	
Patient Education SRS U Disposition UC RN Disposition	* Education	
□ Plan	* Disposition	
UC Plan (Clinical Summar Results/Data UC Results	∗ Plan	
Signatures	☆ Results/Data	Advanced Result Citation
	UC Results	

- 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.

RGTEST, KA	LI 38 YO F DOB: 05Apr1976						
3 • 🔒		Reset 🛃 📤	History Builder	Orders	•		-ja
* Problems	5		Problem - based	Rx Med Admin	Immun Lab	Rad Procs Findings FU/Ref Instr	uct Supplies
Active Proble	ems 💌 My Priority	<b>▼ ▶ 🚆</b>	To Be Done:		<u></u>		Priority -
	Name	к	Entering For:		- 00	Supervised By:	- 00
-	My Priority						
1	Abdominal pain	7	ankle	3 🛍 🛛 My Favori	tes	<ul> <li>Off</li></ul>	g
=	Health Maintenance/Risk	s	Ankle Comple	te Bilat		Steroid Ankle Inj R	
	Health Maintenance	V	Ankle Complet	te L		US Inj/Asp Ankle L	T C *
-	Other Problems		Ankle Limited	le K Bilat		US Inj/ASP Ankle R	AKU
1	Chest pain	7	Ankle Limited	l		US Joint Lower Ext Ltd L	
1	Diabetes	2	Ankle Limited	R		US Joint Lower Ext Ltd R	BLV
1	Fever	7	Arthro Ankle Bila	t			CMW
€	Finder injuny		Arthro Ankle L				
	Care that at		Arthro Ankle R				DNX
	Sore Inroal	4	CT Ankle wo Cor	۱L			EOY
			CT Ankle wo Cor	1 R			
			Inject Ankle For I	IRI/CT L			FPZ
< <u> </u>		+	Inject Ankle For I	IRI/CT R			GO
New	Edit CareGuide R	Resolve	MRIAnkle wo Co	n L			
			Staraid Aakla lai	n R			HR
♦ Medication	ons		Steroid Ankie Inj	L			TS
Vorders							
× Allergies		Ŧ					
DUR Aler	ts: Drug-Drug (0)	PAR (0)   E	)isease (0)   Dup	Therapy (0)   Do	se (0)		
						OK	Cancel

The following pop-up box will appear:

or:	[0]			Ť
atus:	Active	Details		
Be Done:	01Jul2014			<u></u>
der Results	Goals		🗌 Re	cord w/o Ordering
ails Questin	ns Add'I Details Charging E	Encounters History Annotations		
oetails				
erform :	RAD CHULA VISTA		÷	
	Send to Performing Location	Routine	-	Print Copy
ordered ov:	•			
uper ised By:		Autorization:		Not Required
ianagru by:	•			
CC Results				
erforming			*	Cite Result
structions:				Cite Result
amaining			-	
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structions:				
			-	
uestions				
Part and a		(		

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

Problem - based	Rx 1	Med Admin	Immun	Lab	Rad	Procs	Findings	FU/Ref	Instruct	Supplies	
To Be Done: 19Apr20	16			m S					1	Stat	•
Entering For: YPHAN	TIDES,T	HEOPHILOS		• 9	Supervi	sed By: Yi	PHANTIDES	5.THEOPHI	LOS	Priority ASAP Pre-Op Routine	
	a,	My Favorite	5		• 0	) OFF	E F Rec	ord w/o Or	dering	Stat Today	
Abdomen Acute					Pelvis AF	P Limited					
	1				Datain Co	analata					
Ankie Complete L	ē			<b></b>	Pervis Lu	mpiere					

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



5) Click "Commit"









# **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

	•	History Builder	Orders	•				Ľ2		
		Problem - based	Rx Med Admin Imr	nun Lab	Rad Procs	Findings FU/Ref	Instruct	Supplies		
		To Be Done:		<b>⊡</b>				Priority	_	ŀ
		Entering For:		- 44	Supervised By:				•	0
		ccy	My Favorites		The Barrier American Street Provide American Street Pr	Record w/o	Ordering			
(		ECG ECG						*	2	1
								A	ĸ	L
=	=							в	L	5
								C	M	V

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

ECG		
For:	[0]	×
Status:	Active	
To Be Done:	01Jul2014	• •
Order Results Details Questic	Goals ns   Add'l Details   Charging   Encounters   History   Annotations	Record w/o Ordering
🔊 Details		
Perform : Ordered By:	Send to Performing Location    Routine	Print Copy
Supervised By:	- 🔐 Authorization:	Not Required
Managed By:		
March 2021		

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:

Last name First name ID number Referred by	TEST PATIENT 123456789 HENKEI	<u>Gary</u>
Tet indication	RIGHT SIDED EKG	
Technician	UELLE3	
Second ID	23456	
Return		

#### 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

Change Status	×
SRSDT, LENNY 46 YO M DOB: 03Jun1966	Appointment 10/4/2012
Change Status To: Entered in Error	
As Of: 09Jan2013	Defer For:
Vrong Patient Data Wrong	
	OK Cancel

#### **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

Change Status	×
RGTEST, Lavender 10-Dec-1965 (50y) M	
Change Status To: Canceled  As Of: 25Mar2016  Clear All  Pt refuses  Unable to Contact  Already done  Canceled by Provider  Canceled by Patient  Incorrect Order  Other  Patient No-Showed Parent/Guardian refuses	Defer For:
✓ Text patient sent to ER via 911 (23 Chars)	©
	OK Cancel

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.

Change Status	×
SRSDT, LENNY 46 YO M DOB: 03Jun1966	Appointment 10/4/2012
Change Status To: Complete	
Done: 9Jan2013 09:46AM	Defer For:
	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	Defer For:
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.

