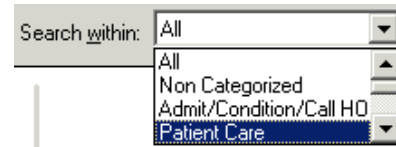


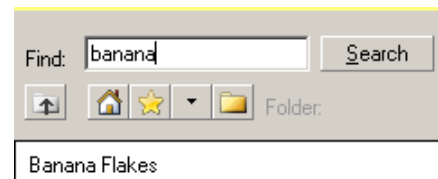
Adding Non Medication Orders

Use the **Orders** tab to add Non-Medication orders to the patient chart. View the entire list of choices by entering * in the Find field and searching **Patient Care** items.



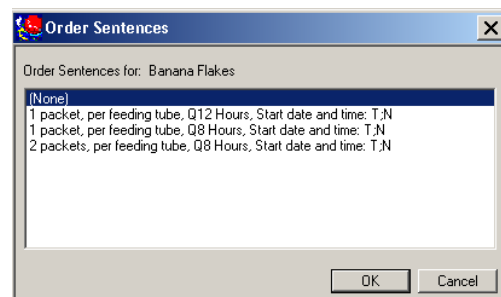
Entering Non-Medication Orders

1. In the Orders tab, click **Add ▼** button
2. Select **Add Order**
3. Type the item in the Find field
4. Select the item to order
5. Enter the ordering physician's or attending physician's name



Note: Use binoculars to search; If you have already placed orders for this patient, the **Ordering Physician** window may not open.

6. Select **Written** for the communication type and select **OK**
7. Select the **Order Sentence** that corresponds with the **dose** and **frequency** of the written order and click **OK**.
8. If choices do not reflect the written order select **<None>** and **OK**.

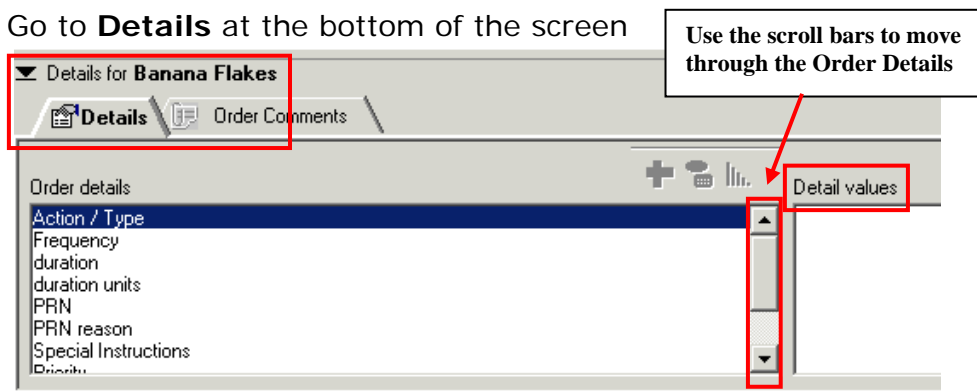


Note: Selecting **<None>** requires the **Details of the order to be entered**

9. Select **Done** to close search window

To Enter the Details of the Order

1. Go to **Details** at the bottom of the screen



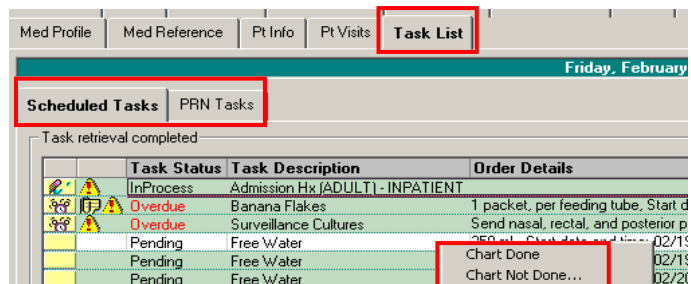
2. Select **Action/Type** and enter the dose and route in the **Detail Values** field on the right. (Ex: 300 ml per FT)
3. Select additional **Details** to complete the order (Ex: Frequency)
4. Click **Sign** (shows as Processing), Click **As of** (updates to Ordered)

Charting on Non-Medication Orders

Non-Medication orders can be charted from the **Task List** or the **PAL**

To chart a task:

1. Select **Scheduled tasks** tab or **PRN tasks** tab
2. Right click and select **Chart Done** or **Chart Not Done**
3. For "**Chart Not Done**" enter reason the task was not done and **Sign**

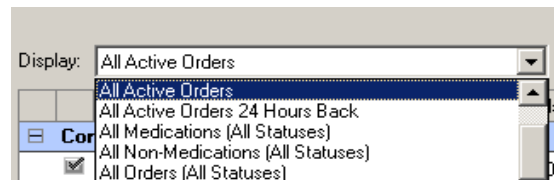


Task Status	Task Description	Order Details
InProcess	Admission Hx (ADULT) - INPATIENT	
Overdue	Banana Flakes	1 packet, per feeding tube, Start d
Overdue	Surveillance Cultures	Send nasal, rectal, and posterior p
Pending	Free Water	Chart Done 02/13
Pending	Free Water	Chart Not Done... 02/21

Note: Items with fluid volumes that are charted from the Task list or PAL will NOT float to the Intake and Output Band. Go to Intake and Output and enter the volume in the appropriate parameters

Discontinuing Orders

1. Click on the **Orders** tab
2. Confirm that the Display is **All Active Orders**
3. Right click on the Order you wish to discontinue, select **Cancel/DC**
4. Enter the ordering physician's or attending physician's name
5. **Requested Start Date/Time** is a required field and is requesting the date/time when you want the order discontinued. (Typically "now")
6. Use "**T**" in the date field for "Today" and "**N**" in the time field for "Now"



7. Click **Orders for Signature**
8. Click **Sign**