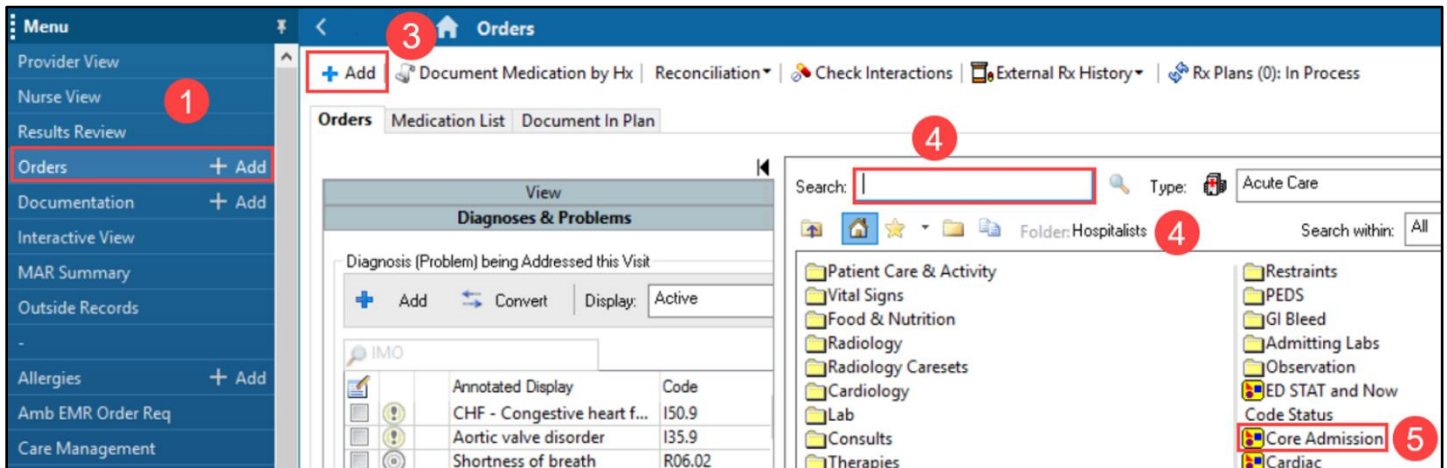## Selecting a PowerPlan

In a patient's chart:
1. Select the Orders tab from the dark Menu.
2. Review current orders before adding orders.
3. Click Add.
4. Type the PowerPlan name in the Search field or select a PowerPlan from a section folder.
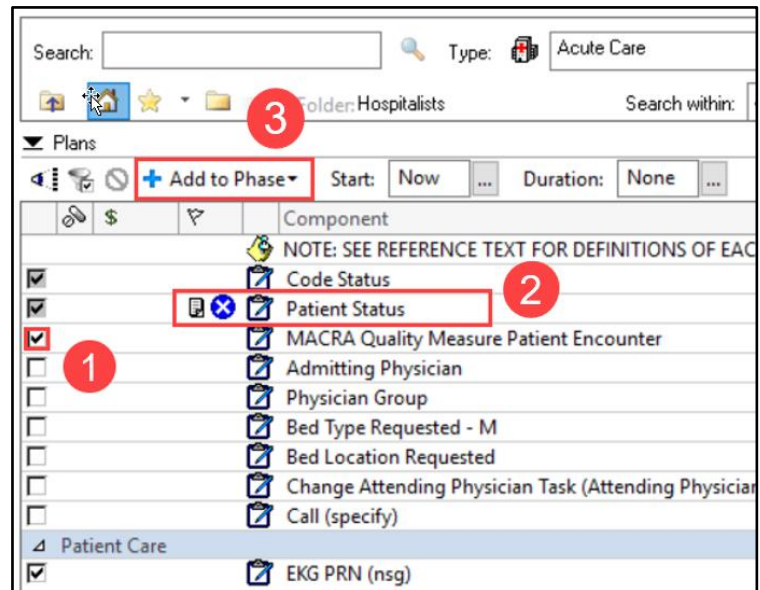5. Select the appropriate PowerPlan, designated by the 🔵 icon.

Selecting Orders in a PowerPlan

1. Select orders listed to order by placing a check in the box. Deselect pre-checked orders by clicking the check box to remove the checkmark.

Note: Orders that have a checkmark in a gray box are required and cannot be deselected.
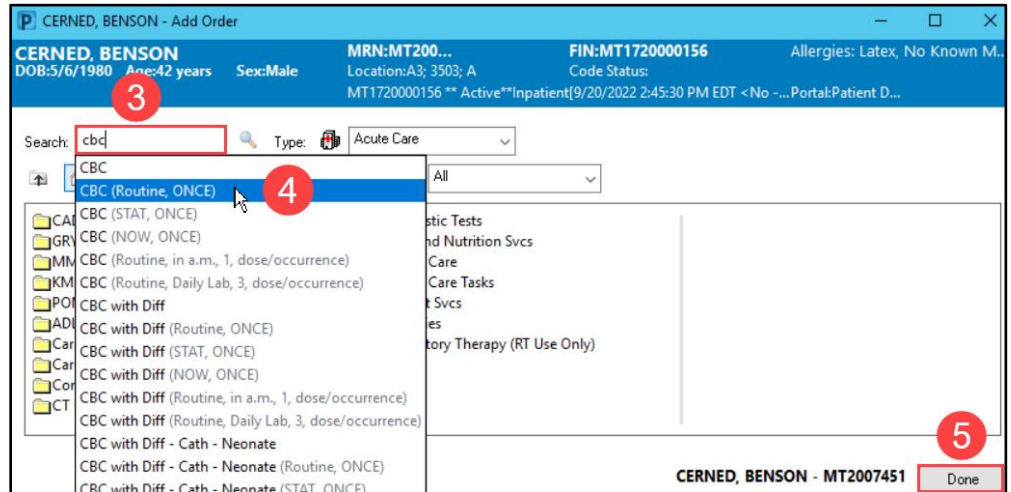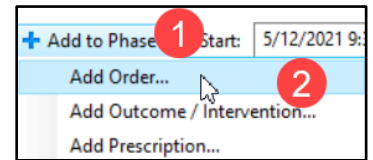
☑ 📋 Code Status

2. Complete order details, including required missing fields designated by a ❌ icon.
3. Click **Add to Phase** to add additional orders to a PowerPlan.

Adding an Order to a Phase

To add an order that has not been pre-included in the PowerPlan:

1. Click **Add to Phase**.
2. Select **Add Order.**
3. Enter the name of the order in the Search field.
4. Select appropriate order.
5. Click **Done**.
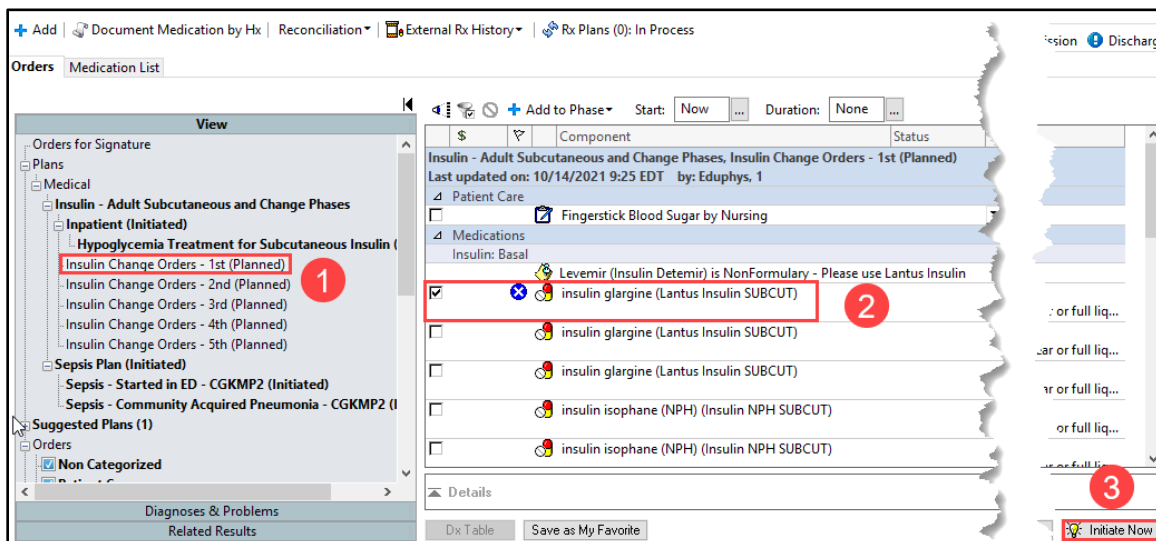6. Add/modify order details, as necessary.

Initiating a PowerPlan

Some PowerPlans have multiple phases. Each intended phase needs to be initiated. To initiate the phase of the PowerPlan:

1. Select the correct phase.
2. Review and modify orders as needed.
3. Click **Initiate Now.**
4. Click **Orders for Signature**.
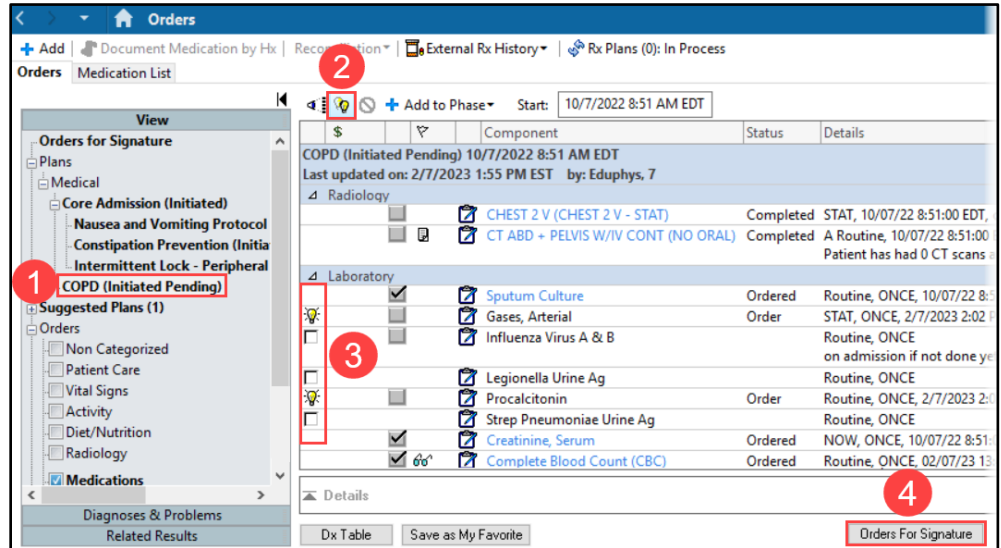5. Click **Sign**.
6. Click **Refresh.**

> **Note:** Each intended Phase needs to be initiated. Unused Phases will remain in a "Planned" state.

Provider Order Entry for Providers

Viewing Excluded Components

Use this function to view and add orders in an initiated PowerPlan that were not previously ordered.
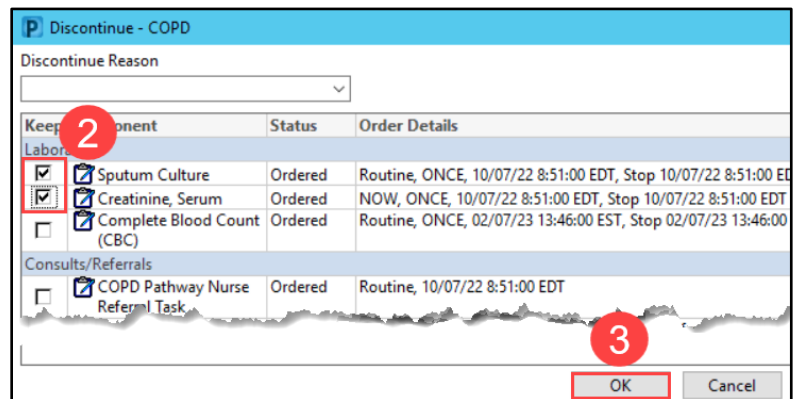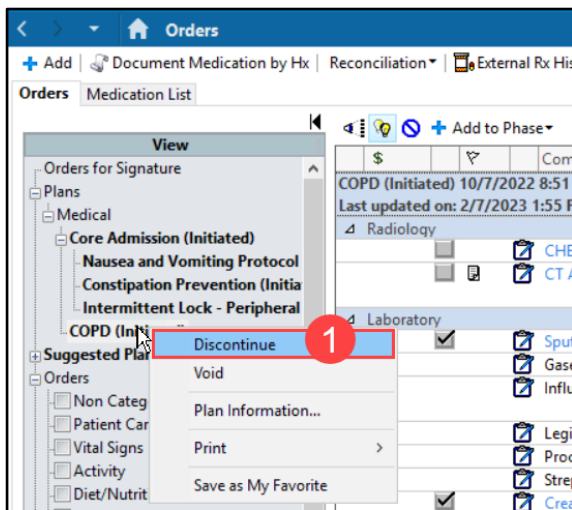
1. Select the PowerPlan from the navigator.
2. Click the **View Excluded Components** icon.
3. Select orders.
4. Click **Orders for Signature**.
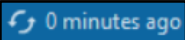5. Click **Sign**.

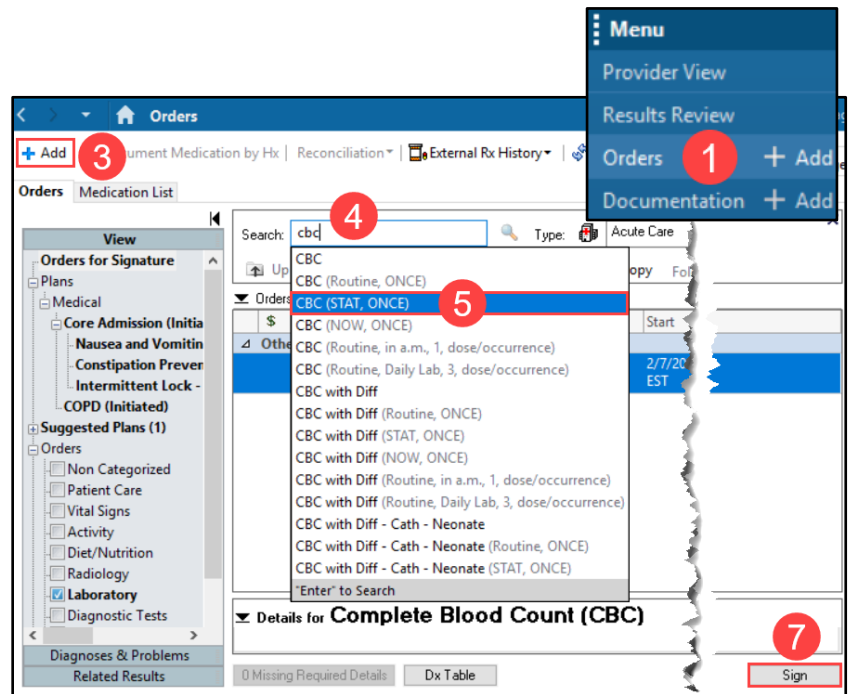## Discontinuing a PowerPlan

To discontinue a PowerPlan:
1. Right-click on the desired PowerPlan and select **Discontinue**.
2. Select orders to keep from the PowerPlan being discontinued before signing.
3. Click **OK** to close the Discontinue window.
4. Click **Orders for Signature**.
5. Click **Sign**.
6. Click **Refresh**.

Provider Order Entry for Providers

Placing a Single Order
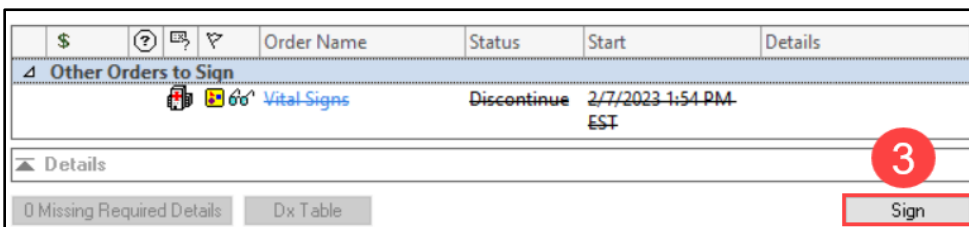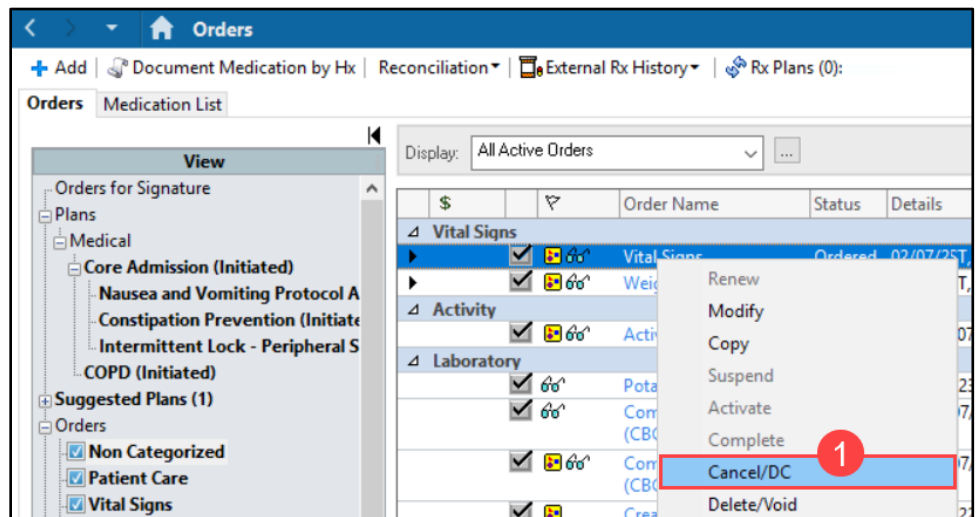
To place a single order:

1. Select **Orders** from the dark blue Menu.
2. Review current orders before adding orders.
3. Click **Add Order**.
4. Type the order in the Search field.
5. Select the appropriate order.
6. Complete order details, as needed.
7. Click **Sign**.
8. Click **Refresh**.

Cancel/DC a Single Order

To discontinue an order:

1. Right-click on the order and select **Cancel/DC**.
   a. A strikethrough will appear on the order.
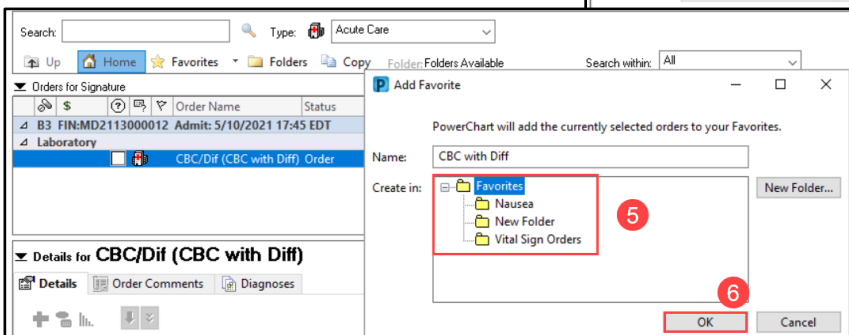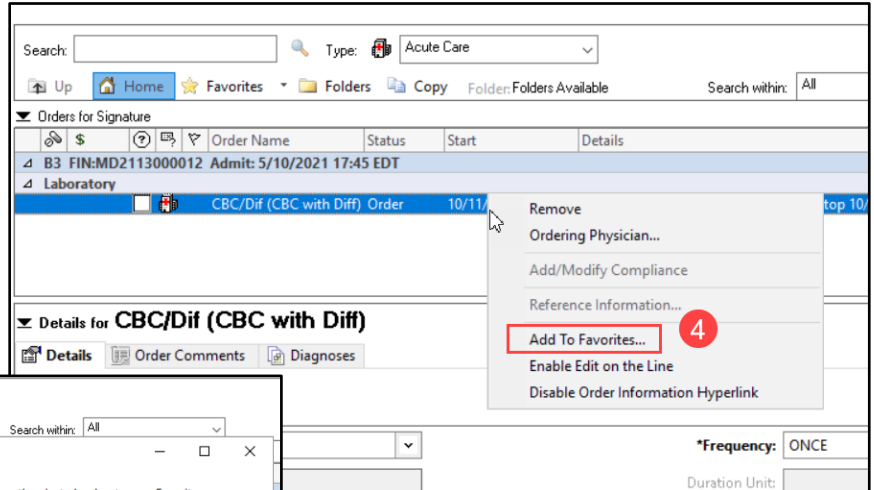2. Click **Orders for Signature**.
3. Click Sign.

Favorite Orders

Adding favorite orders

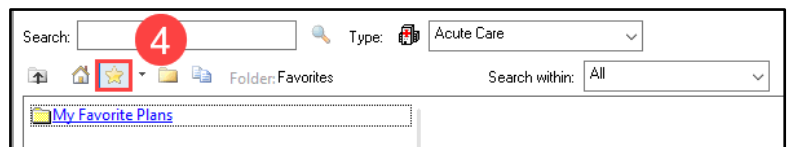With the Add order window open:

1. Select the intended order.
2. Make modifications, if needed.
3. Right-click the order.
4. Select **Add to Favorites.**
5. Select the appropriate folder or create a new folder.
6. Click **OK**.

Note: Single orders or PowerPlans with defined details can be added to a Favorites folder before signing them.

Using favorite orders

1. Select **Orders** from the dark Menu.
2. Review current orders before adding orders.
3. Click the **Add** button.
4. Click on the star icon to access favorite orders.

Modifying favorite orders

1. Click on the drop-down arrow next to the star icon.
2. Select **Organize Favorites**.
3. Create, Rename, Move, Delete and re-order a favorite folder.