

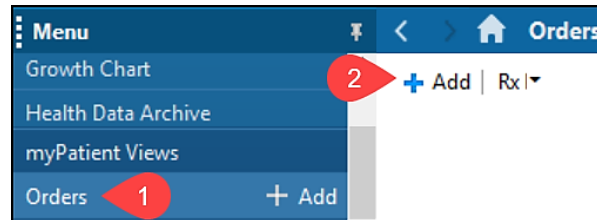
Entering Orders

Note: To avoid duplication, review current orders prior to entering new orders.

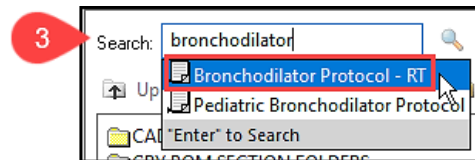
To enter orders:

1. Open the patient chart, select **Orders** from the Menu.

2. Click 

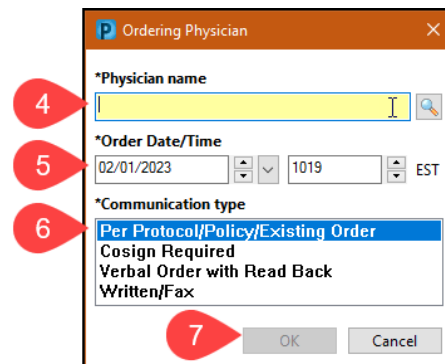


3. Type the order name in the **Search** field, and select the desired order.



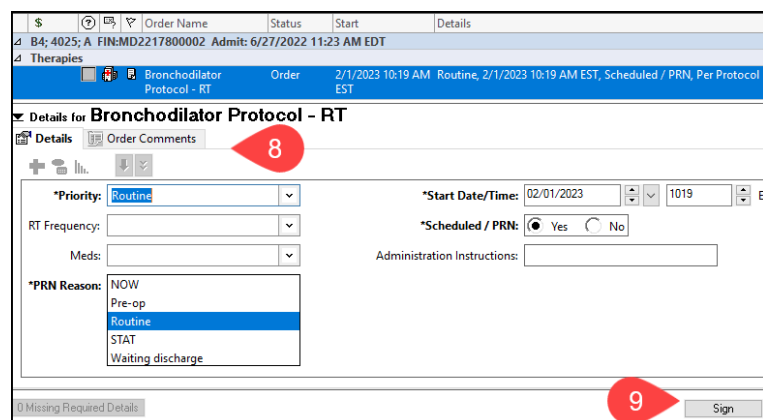
Enter:

4. Provider name.
5. Order Date/Time.
6. Select the appropriate Communication type.
7. Click **OK**.



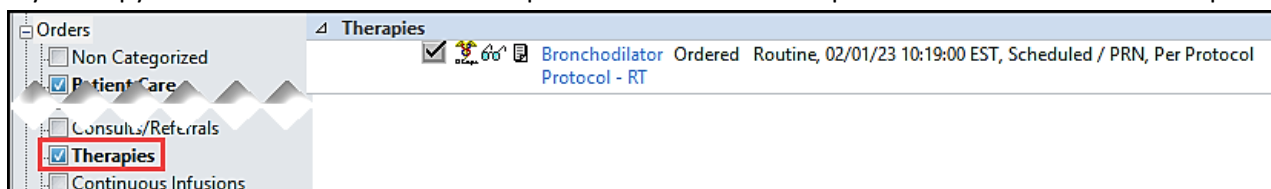
Note: Additional information may need to be entered prior to signing. These fields are located in the Details pane which populates below the newly selected order.

8. Complete all appropriate fields.
9. Click **Sign**.



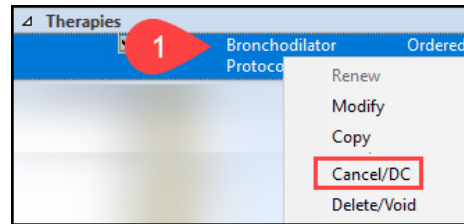
Viewing Orders

Respiratory Therapy orders can be viewed from the patient chart in the Therapies section of the Orders View pane.



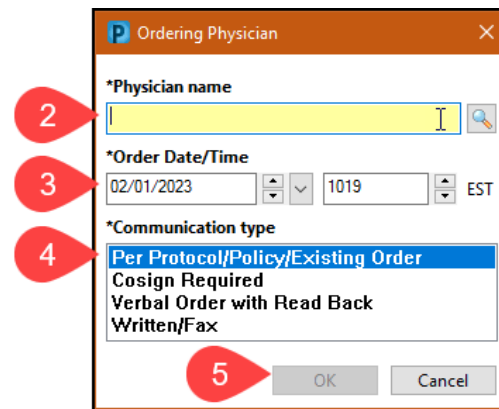
Canceling or Discontinuing Orders

1. Right click on the order and select **Cancel/DC**.

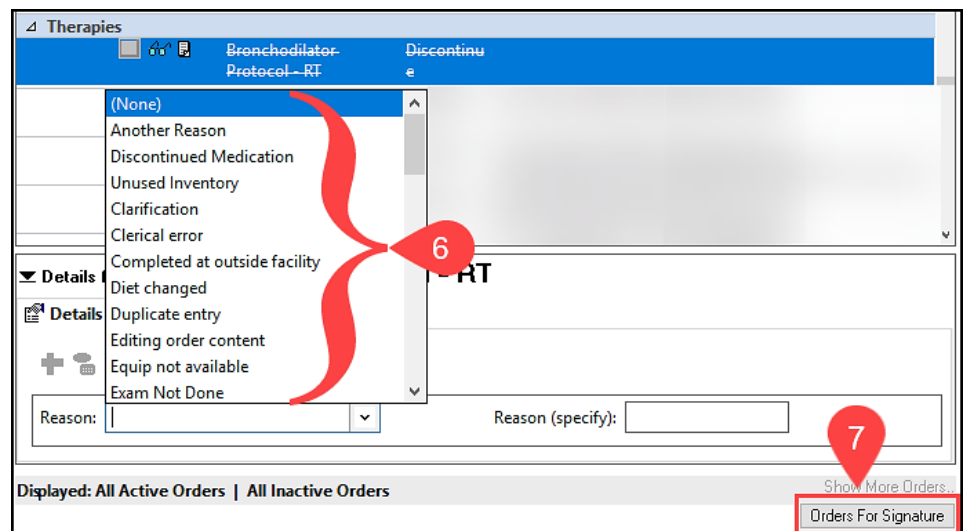


Enter:

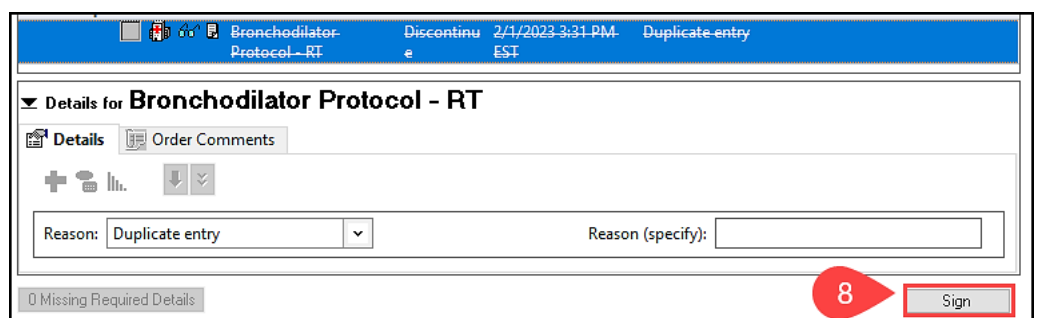
2. Provider name.
3. Order Date/Time.
4. Select the appropriate Communication type.
5. Click **OK**.



6. Select Reason for Canceling or Discontinuing.
7. Click **Orders For Signature**.



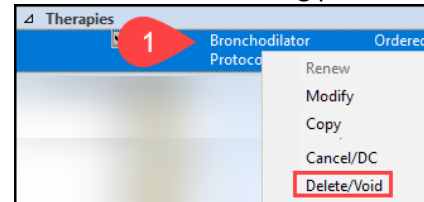
8. Confirm all information is correct and click **Sign**.



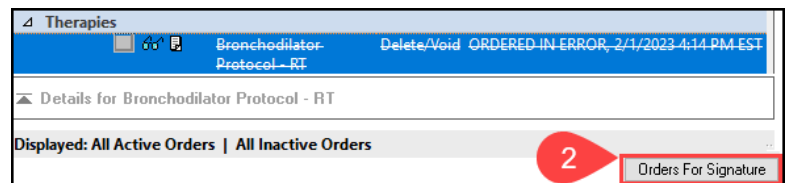
Deleting or Voiding Orders

Note: Use Delete/Void if an incorrect order was entered, or an order was entered on the wrong patient.

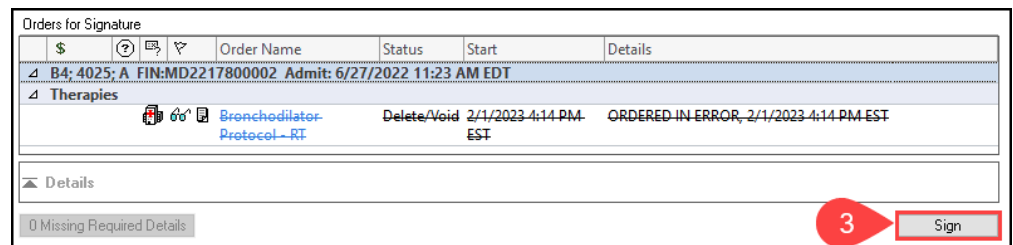
1. Right click on the order and select **Delete/Void**.



2. Click **Orders For Signature**.

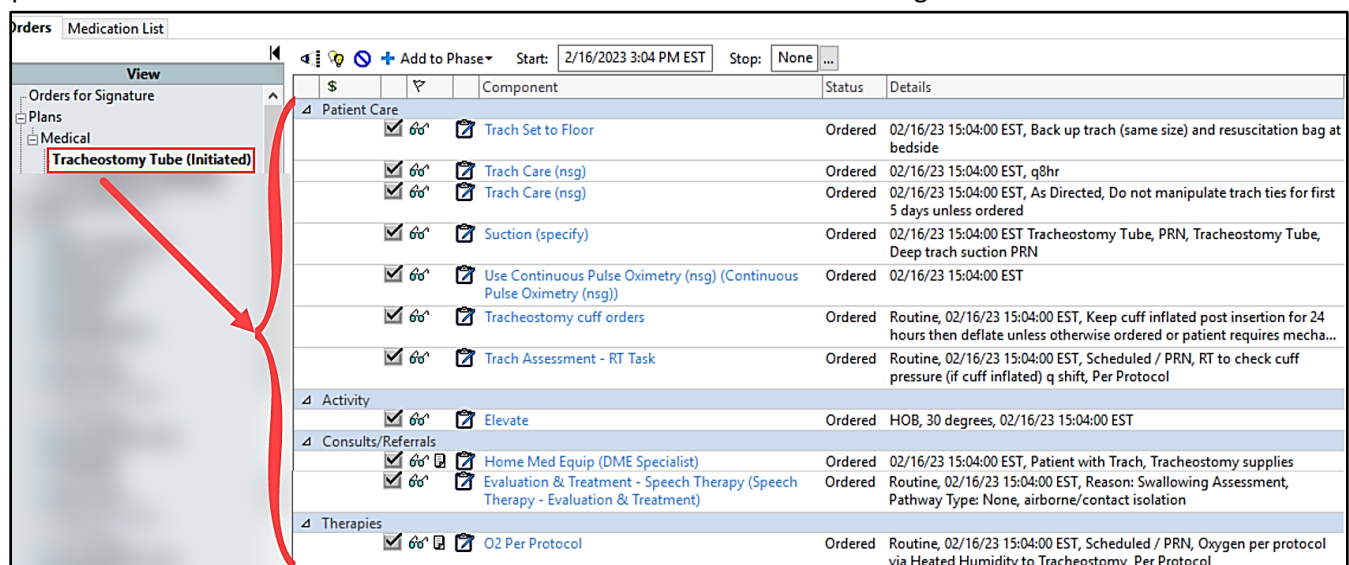


3. Click **Sign**.



PowerPlans

A PowerPlan is a set of orders on a specific topic that can be initiated together to address a common problem or complaint. Ordered PowerPlans are located under **Plans** in the Orders View navigator.



Note: Common PowerPlans that a Respiratory Therapist may encounter include:

- COPD PowerPlan
- Tracheostomy Tube PowerPlan
- Ventilator PowerPlan