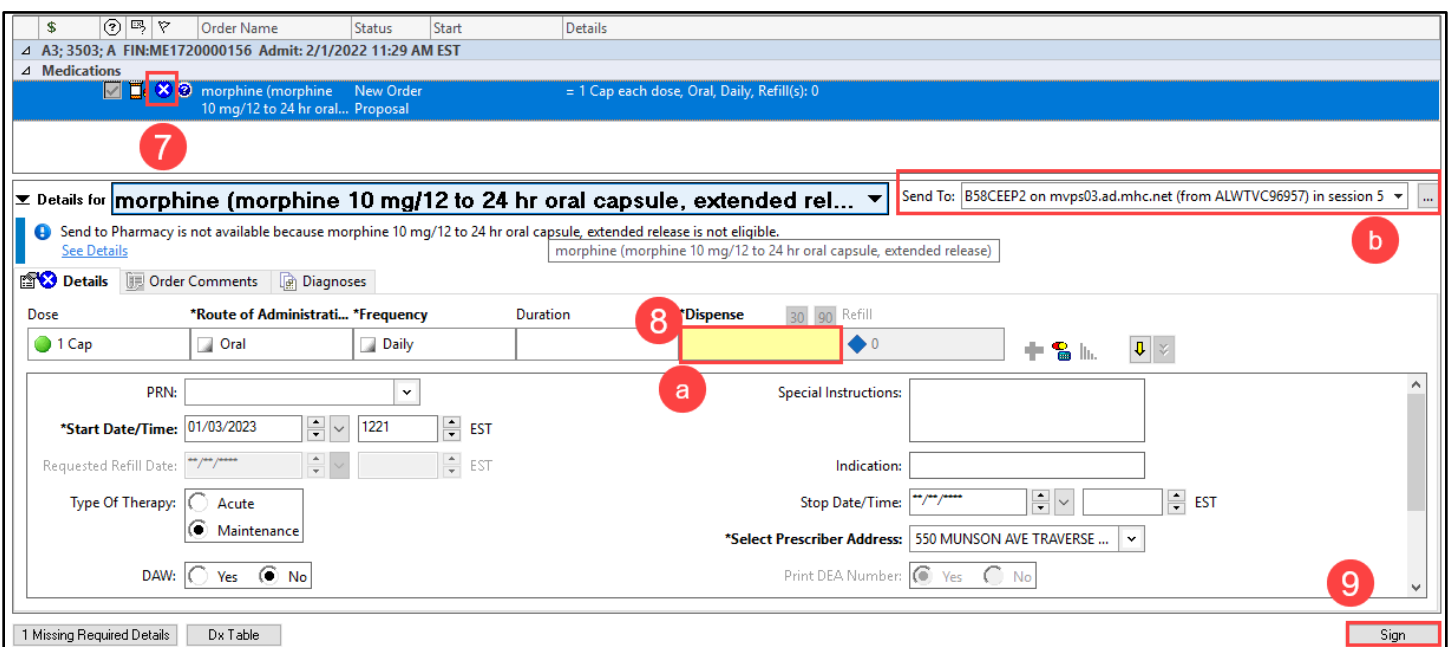
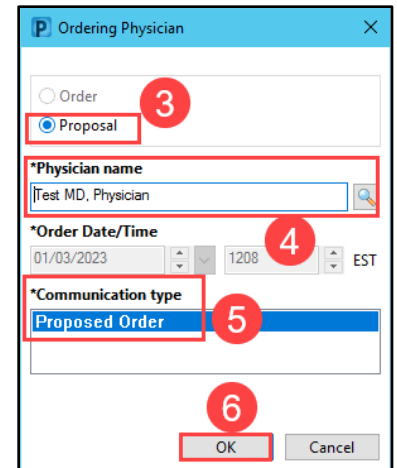
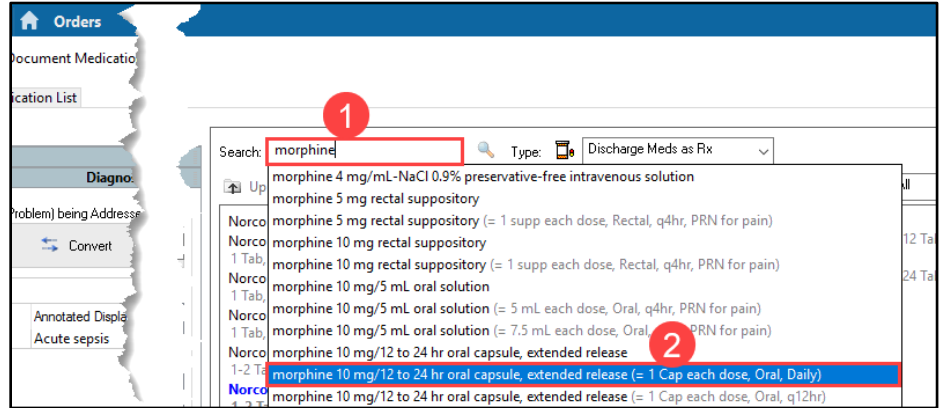


Resident Order Workflow

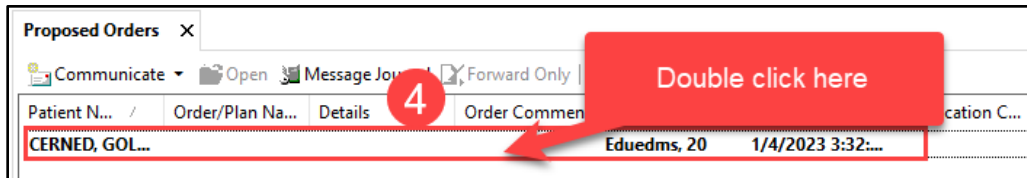
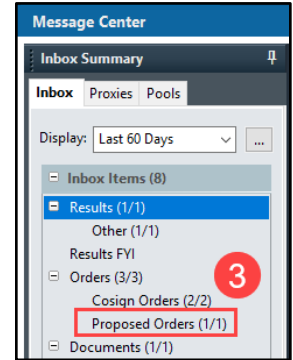
For Residents who prescribe narcotic medication:

1. Search for the desired medication.
2. Find and select the medication with the appropriate order sentence. The Ordering Physician window will then display.
3. Click Proposal.
4. Enter the Supervising/Attending Physicians name in the Physician name box. Use the magnifying glass to display a list of providers that match. Enter partial names for ease of search.
5. Select Proposed Order in the Communication type box.
6. Click OK.
7. The medication now displays in the Med Rec window. The blue X indicates there is at least one missing order detail in the lower section of the window.
8. Fill in the remaining details: missing required details have a yellow background.
 - a. Dispense Quantity is missing. Click the yellow area to select an option.
 - b. If the Send To is missing, use the drop down to select a pharmacy or click Other to search for a pharmacy.
9. Click Sign.



Supervising/Attending Physician Workflow

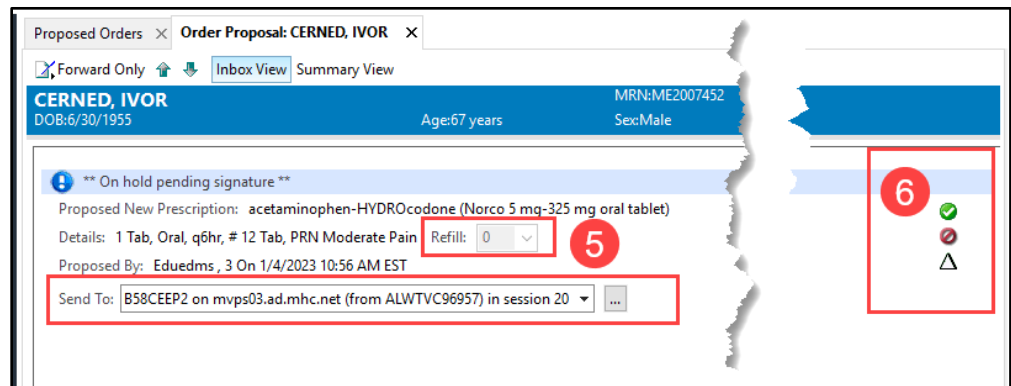
1. Log into PowerChart and navigate to the Message Center.
2. The Orders/Proposed Orders folder contains the controlled substance medication proposed by the resident.
3. Click on the Proposed Orders subfolder.
4. Double click anywhere on the line and the Order Proposal Window opens.



5. Update the

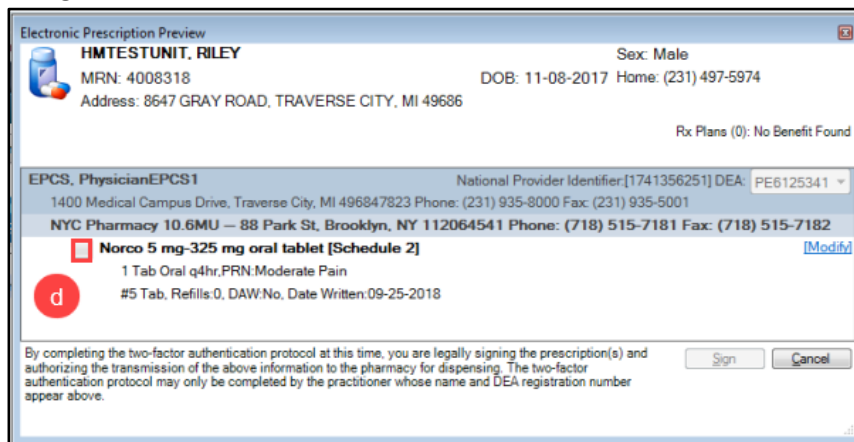
6. Click on one the options for the proposed order:

- a. Accept.
- b. Reject.
- c. Accept with Modify.



7. Accept order steps:

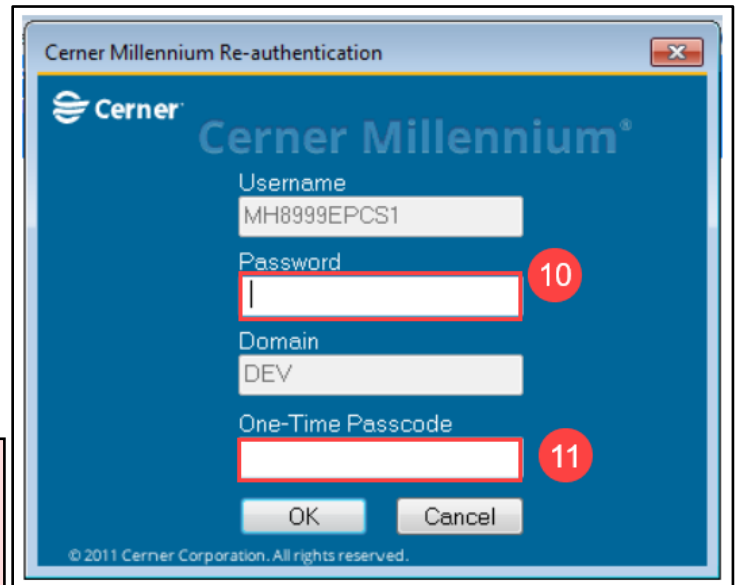
- a. Click Accept.
- b. Sign and Cancel options display.
- c. Click Sign.
 - i. Electronic Prescription Preview window displays.
- d. All Narcotics in the window have a checkbox preceding the order that must be checked prior to moving forward with signature.



Resident Controlled Substance eRx Workflow for Providers

Cerner PowerChart EDUCATION

8. Click the checkbox preceding the narcotic prescription.
9. Click Sign.
 - a. Cerner Millennium Re-authentication window displays.
 - b. This is the multi-factor authentication (MFA) that is a requirement by the DEA.
 - c. Use the Google Authenticator application to generate passcodes for the MFA.
10. Enter the appropriate Cerner password.
11. Launch the Google Authenticator app on a mobile phone and enter the six-digit number from the app.
12. Click OK.
13. The Message Center folder now displays a message “All proposals have been addressed.” If there are multiple proposed orders, this message will not display until all proposed orders have been signed or rejected. If orders are rejected, they go back to message center of the originating provider.



Note: Pay attention to the countdown in the Google Authenticator app. If the numbers are flashing, it is getting very close to regenerating a new set of numbers (every 30 seconds). The six-digit number set must be entered into the Cerner Millennium Re-authentication window and the provider must click OK before a new set of numbers is generated.

Resident Workflow for Clinical Staff Proposed Orders

1. The Proposed order displays in resident’s Message Center.
2. Select the message either click Forward Only in the toolbar or right-click and select Forward only.
 - a. If the message is open, the resident can update the Send To and the Refill fields only.
3. The Orders window displays. Enter name of Supervising/Attending Physician. Comments can also be entered but are not required.
4. Click OK.
5. Refresh Message Center. The message no longer displays in the Proposed Orders folder for the Resident. The order now displays in the Proposed Order folder of the physician entered in step 3.

