

CPOE (Computerized Provider Order Entry) Basics

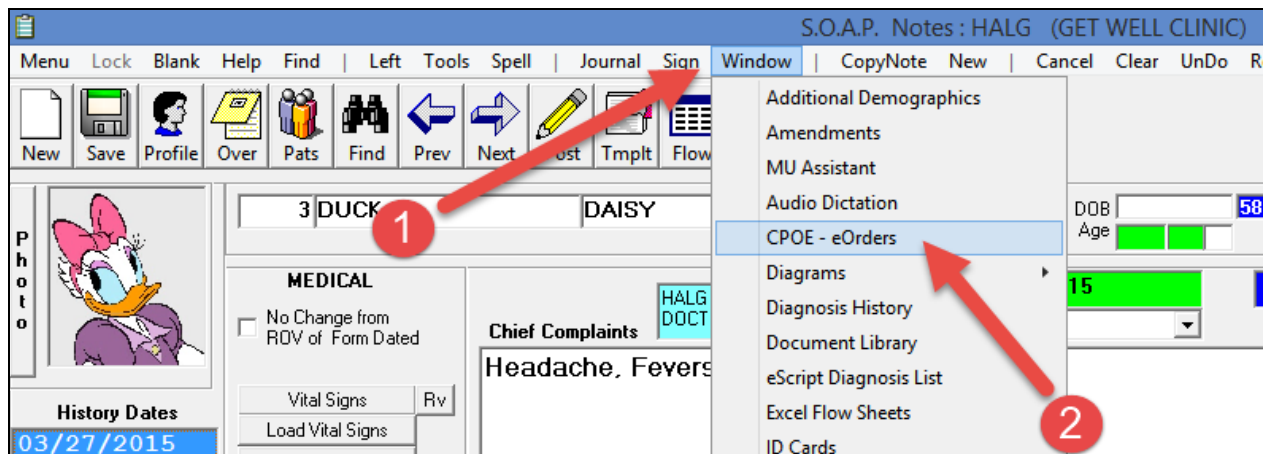
CPOE lets you create, revise, and track orders for different categories, including Medications, Laboratory, and Radiology/Imaging. Please note when you use the PowerSoftMD eScripts interface or use the SOAP Note Lab Request options, CPOE entries are automatically created for you and marked as completed.

- 1) You can access CPOE two different ways. The first way gives you access to all the patient's records. The second way gives you access to a specific patient.

For all patients select the “**CPOE**” button from the Primary Menu.



For a specific patient, from the top of a patient screen, select the “Window” option, then select “**CPOE - eOrders**”.



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2) When CPOE opens up you can see the CPOE Menu.

You can change what's listed by using the top drop down arrow boxes. Entries are stored by year, you will need to select the desired year in the upper right hand corner.

The screenshot shows the 'CPOE Menu' window. At the top, there's a title bar 'Computerized Provider Order Entry Menu' and a 'Year' dropdown set to '2015'. Below the title bar are four dropdown menus: 'Category' (set to 'All'), 'Priority' (set to 'All'), 'Assigned To:' (set to 'HALG'), and 'Status' (set to 'Open'). Red arrow '1' points to the 'Status' dropdown, and red arrow '2' points to the 'Year' dropdown. Below these is a timestamp '03-27-2015 09:21 AM' and a section titled 'eOrders Listing'. This section contains a table with columns: Num, Category, Priority, Assigned, Acct#, Patient, Scheduled, Status, and LastUserID. The table lists four orders: 00009 Radiology/Imaging Normal HALG 00002 FLINTSTONE FRED 01042015 Open HALG; 00028 Medications Normal HALG 00003 DUCK DAISY 03272015 Open HALG; 00029 Laboratory Normal HALG 00003 DUCK DAISY 03272015 Open HALG; and 00030 Radiology/Imaging Normal HALG 00003 DUCK DAISY 03272015 Open HALG. At the bottom, there are buttons: 'Create New Order' (red), 'Print List' (grey), a checkbox 'Newest Order Listed First', a yellow button 'Click on Order Line to Process it', and a blue 'Exit' button.

Num	Category	Priority	Assigned	Acct#	Patient	Scheduled	Status	LastUserID
00009	Radiology/Imaging	Normal	HALG	00002	FLINTSTONE FRED	01042015	Open	HALG
00028	Medications	Normal	HALG	00003	DUCK DAISY	03272015	Open	HALG
00029	Laboratory	Normal	HALG	00003	DUCK DAISY	03272015	Open	HALG
00030	Radiology/Imaging	Normal	HALG	00003	DUCK DAISY	03272015	Open	HALG

3) You can either click on an existing entry or use the red "Create New Order" button to add an entry.

This screenshot is identical to the one above, showing the 'CPOE Menu' window with the same table of orders. Red arrow '1' points to the 'Create New Order' button, and red arrow '2' points to the 'Print List' button.

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- 4) When you click on the “**Create New Order**” button if you open the CPOE menu for all patients you will be prompted to select the patient you want to create the order for, otherwise it will open directly to the patient you were on when you opened the CPOE Menu.

Once on the “**CPOE New Orders**” screen you will be prompted to select a category.

The screenshot shows the 'CPOE New Orders' window. The 'Create New Order' form is displayed with the following fields and values:

- Account No:** 00002
- Patient Name:** FLINTSTONE FRED E
- Assigned To:** HALG
- Priority:** Normal
- Location:** (empty)
- Doctor:** 01
- Category:** (dropdown menu, highlighted with a red arrow)
- Status:** Open
- Date of Service:** 03272015
- Original Order on Paper:** (checkbox, unchecked)
- Scheduled Date:** 03272015
- Scheduled Time:** (empty)

The form also includes a patient photo of Fred Flintstone and a table showing the user and creation details:

UserID	Date	Time
HALG	03272015	093620

At the bottom of the form, there are buttons for 'Print Order', 'Print Label', 'Mark Complete' (highlighted in green), 'Cancel', and 'Save/Exit' (highlighted in blue).

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- 5) In our example we will click on the category drop down arrow box and select Laboratory.

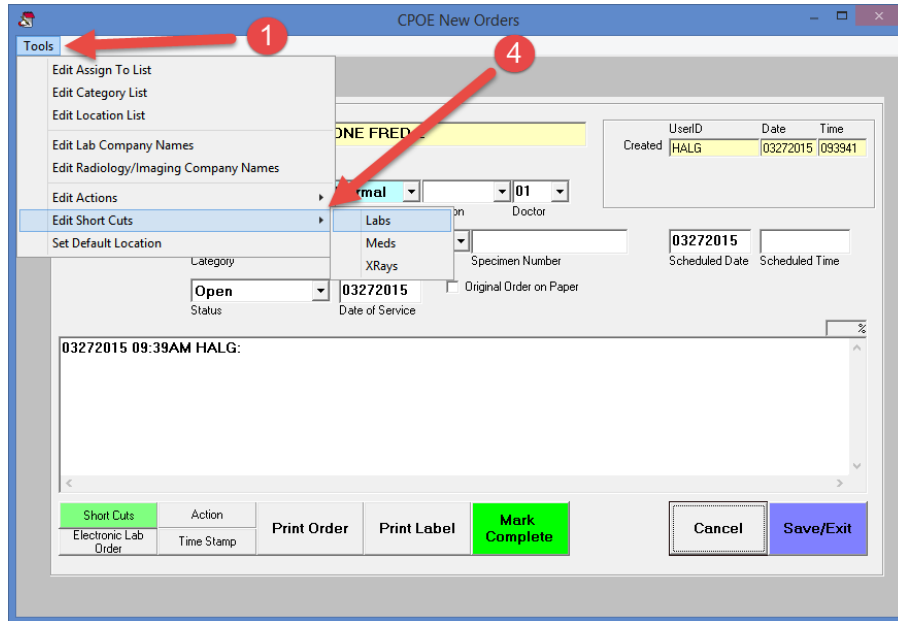
The screenshot shows the 'CPOE New Orders' window. The 'Create New Order' form is displayed. The 'Assigned To' dropdown menu is open, showing three options: 'Laboratory', 'Medications', and 'Radiology/Imaging'. A red arrow points to the 'Laboratory' option. The form includes fields for 'Acct No' (00002), 'Patient Name' (FLINTSTONE FRED E), 'Assigned To' (HALG), 'Priority' (Normal), 'Location' (01), 'Doctor' (01), 'Date of Service' (03272015), and 'Original Order on Paper' (unchecked). The 'Status' dropdown is set to 'Open'. The 'Scheduled Date' is 03272015 and the 'Scheduled Time' is 093314. The 'Print Order', 'Print Label', 'Mark Complete', 'Cancel', and 'Save/Exit' buttons are visible at the bottom.

- 6) Once we select a category a date time stamp will be placed in the order text box, and since this order was for Laboratory, you will be prompted to use the “Shortcut” button. Naturally, you could just type in the text or order details without using shortcuts, but shortcuts can make it much easier.

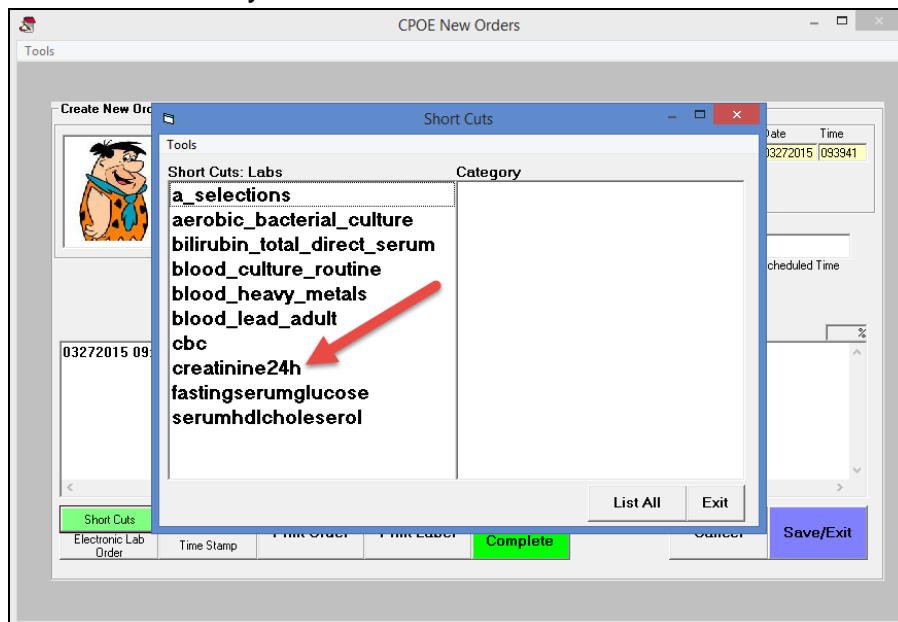
The screenshot shows the 'CPOE New Orders' window after selecting 'Laboratory'. The 'Assigned To' dropdown menu is now set to 'Laboratory'. The 'Status' dropdown is set to 'Open'. The 'Date of Service' is 03272015. The 'Scheduled Date' is 03272015 and the 'Scheduled Time' is 093941. The 'Print Order', 'Print Label', 'Mark Complete', 'Cancel', and 'Save/Exit' buttons are visible at the bottom. A red arrow points to the 'Short Cuts' button, and another red arrow points to the 'Electronic Lab Order' button. The order text box contains the date time stamp '03272015 09:39AM HALG:'.

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- 7) If you want to create shortcuts to be used, simply select the top toolbar “**Tools**” option, then “**Edit Short Cuts**”, and select the type of Category the shortcuts are for. The format for the shortcuts is the same format as used for shortcuts in SOAP Notes.



- 8) In our example, we have clicked the “Shortcuts” button, and we will select the creatinine entry.



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- 9) After selecting our shortcut, you will see that the text has been inserted into our order.

The screenshot shows the 'CPOE New Orders' window. The 'Create New Order' section includes a patient icon, account number '00002', and patient name 'FLINTSTONE FRED E'. Fields for 'Assigned To' (HALG), 'Priority' (Normal), 'Location' (Office), and 'Doctor' (01) are visible. The 'Category' is set to 'Laboratory', 'Lab Name' is 'LabCorp', and 'Specimen Number' is '1234567890'. The 'Status' is 'Open' and 'Date of Service' is '03272015'. A red arrow points to the text '03272015 09:39AM HALG: Creatinine 24H renal clearance panel LOINC code: 34555-3' in the order description field. The bottom of the window has buttons for 'Short Cuts', 'Action', 'Print Order', 'Print Label', 'Mark Complete', 'Cancel', and 'Save/Exit'.

- 10) There's lots of optional information you can fill out, like the Lab Name, Specimen Number, Schedule Date and Time, the Location and/or Doctor.

This screenshot shows the same 'CPOE New Orders' window with more fields filled out. The 'Location' is 'Office' and 'Doctor' is '01'. The 'Specimen Number' is '1234567890'. The 'Scheduled Date' is '03272015' and 'Scheduled Time' is '104733'. Red arrows and numbers highlight specific areas: arrow 1 points to the 'Specimen Number' field, and arrow 2 points to the 'Location' and 'Doctor' fields. The order description field now shows '03272015 10:47AM HALG: Creatinine 24H renal clearance panel LOINC code: 34555-3'. The bottom of the window has buttons for 'Short Cuts', 'Action', 'Print Order', 'Print Label', 'Mark Complete', 'Cancel', and 'Save/Exit'.

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- 11) In addition, you could print the order out on paper, print a label, or if the order has actually been completed you could mark it complete. When you are finished with the entry, you would click the **“Save/Exit”** button.

CPOE New Orders

Tools

Create New Order

00002 FLINTSTONE FRED E
Acct No Patient Name

HALG Normal Office 01
Assigned To: Priority Location Doctor

Laboratory LabCorp
Category Lab Name Specimen Number

Open 03272015
Status Date of Service

03272015 10:47AM HALG:
Creatinine 24H renal clearance panel
LOINC code: 34555-3

03272015 Scheduled Date Scheduled Time

2%

Short Cuts Action
Electronic Lab Order Time Stamp

Print Order Print Label Mark Complete Cancel Save/Exit

- 12) Returning to the CPOE Menu, you will see the new order (since it wasn't marked as complete) has been added to the list of open orders.

CPOE Menu

Computerized Provider Order Entry Menu

Year 2015

All All HALG Open
Category Priority Assigned To: Status

03-27-2015 10:57 AM eOrders Listing

Num	Category	Priority	Assigned:	Acct#	Patient	Scheduled	Status	LastUserID
00009	Radiology/Imaging	Normal	HALG	00002	FLINTSTONE FRED	01042015	Open	HALG
00028	Medications	Normal	HALG	00003	DUCK DAISY	03272015	Open	HALG
00029	Laboratory	Normal	HALG	00003	DUCK DAISY	03272015	Open	HALG
00030	Radiology/Imaging	Normal	HALG	00003	DUCK DAISY	03272015	Open	HALG
00031	Laboratory	Normal	HALG	00002	FLINTSTONE FRED	03272015	Open	HALG

Create New Order Print List ☐ Newest Order Listed First Click on Order Line to Process it Exit

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- 13) If you click on an order entry listed in the CPOE Menu the “**Process Order**” screen will be displayed. This lets you update the order and can display different types of buttons depending on the type of order it is. In this example, it’s a Radiology/Imaging order, so there is an “**Import Image**” button you can use to import images directly to the patients EMR Record.

The screenshot shows the 'CPOE Process Order: 000030' window. The patient is 'DUCK DAISY J' (Acct No: 00003). The order is for 'Radiology/Imaging' (Category: Open, Status: Open, Date of Service: 03272015). The order description is '03272015 08:48AM HALG: Chest X-Ray'. The 'Import Image' button is highlighted with a red arrow.

UserID	Date	Time
HALG	03272015	084825
HALG	03272015	084832
Completed		

Buttons: Actions, Short Cuts, Print Order, Print Label, Mark Complete, Cancel, Save/Exit.

- 14) You can put any text you want in the order, even use the “**Actions**” button, which would bring up a list of shortcuts you define. If you use the “**Import Image**” button the note will be updated that the image has been imported to the patients record.

When the order is completed, you should click the “**Mark Complete**” button.

The screenshot shows the 'CPOE Process Order: 000030' window after the order has been updated. The order description now includes '03272015 11:03AM HALG: [Image Imported]'. The 'Mark Complete' button is highlighted with a red arrow.

UserID	Date	Time
HALG	03272015	084825
HALG	03272015	084832
Completed		

Buttons: Actions, Short Cuts, Print Order, Print Label, Mark Complete, Cancel, Save/Exit.

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- 15) After updating an order, when you return to the CPOE menu, if you marked the order as complete, it's entry will be removed from the list of "Open" orders.

CPOE Menu

Computerized Provider Order Entry Menu

Year: 2015

Category: All Priority: All Assigned To: HALG Status: Open

03-27-2015 11:04 AM eOrders Listing

Num	Category	Priority	Assigned:	Acct#	Patient	Scheduled	Status	LastUserID
00009	Radiology/Imaging	Normal	HALG	00002	FLINTSTONE FRED	01042015	Open	HALG
00028	Medications	Normal	HALG	00003	DUCK DAISY	03272015	Open	HALG
00029	Laboratory	Normal	HALG	00003	DUCK DAISY	03272015	Open	HALG
00031	Laboratory	Normal	HALG	00002	FLINTSTONE FRED	03272015	Open	HALG

Create New Order Print List ☐ Newest Order Listed First Click on Order Line to Process it Exit

- 16) You should find CPOE very easy to use, and a good tracking tool for open or incomplete orders.

