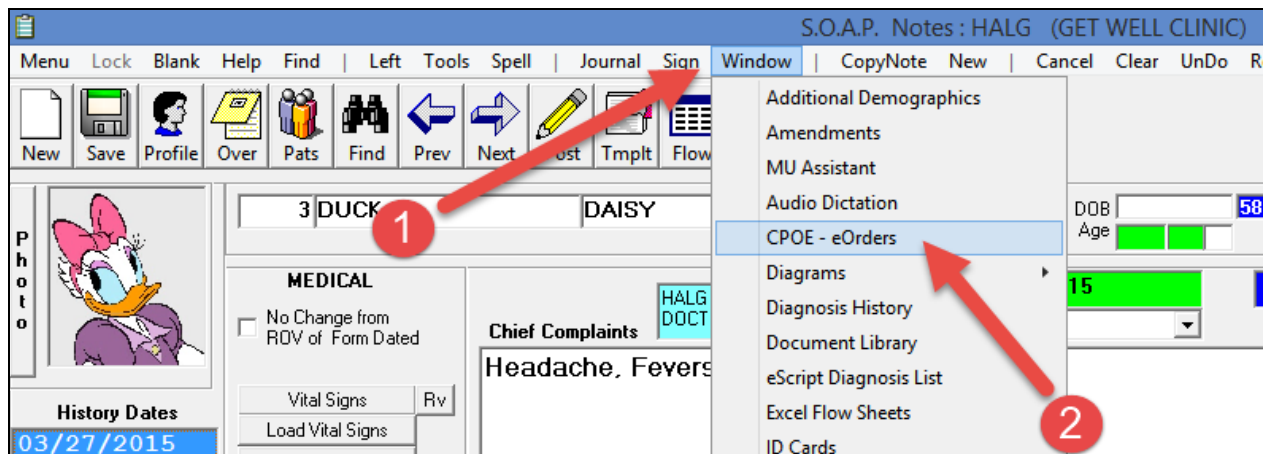# CPOE (Computerized Provider Order Entry)
Basics

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.

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

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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.

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

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.
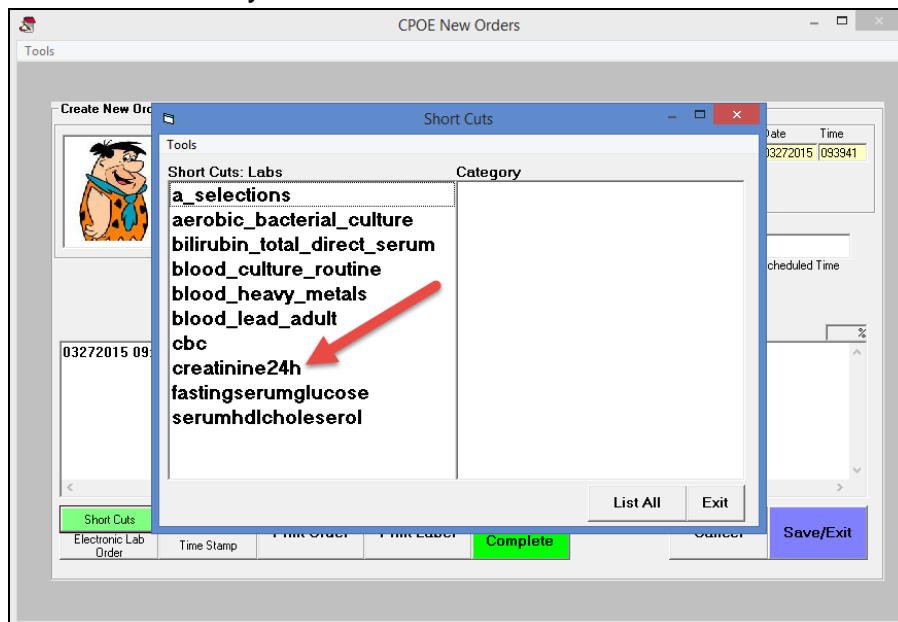
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7) If you want to create shortcuts to be used, simple select the top toolbar "**Tools**" option, then "**Edit Short Cuts**", and select the type of Category the shortcuts are for. The format for the shortcuts is the same format as used for shortcuts in SOAP Notes.
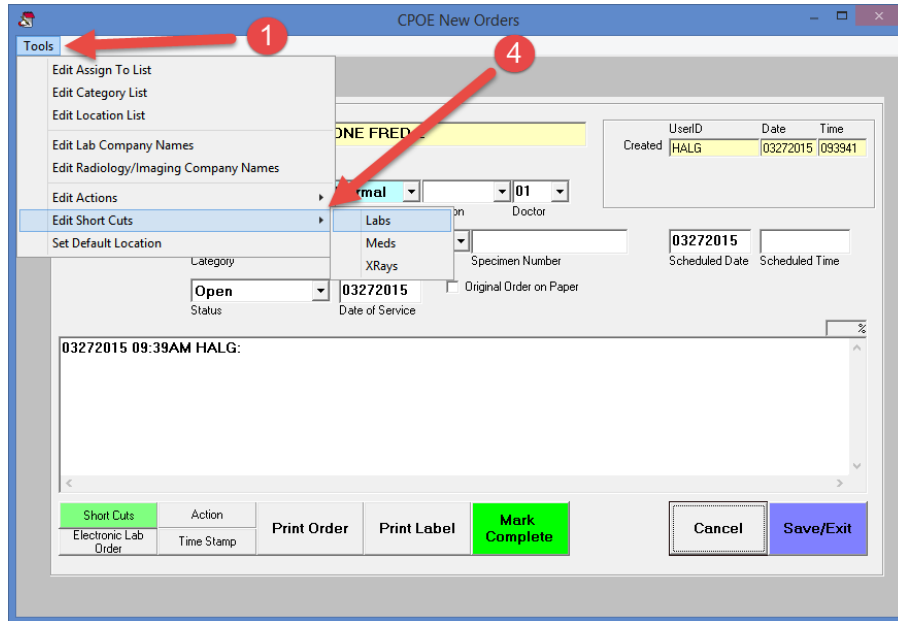
8) In our example, we have clicked the "Shortcuts" button, and we will select the creatinine entry.

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

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.

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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.

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.

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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.

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.

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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.

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

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