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Risk Assessment	In accordance with the Trust Risk Management Policy (RM01) this procedure has a risk rating: [1x1=1]. This procedure has been examined under COSHH Guidelines, Manual Handling and VDU Regulations and has been assessed as Very Low Risk if carried out as written.
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This procedure could involve the handling of fresh biological material and as such should be regarded as a POTENTIAL BIOHAZARD. However the risk is minimal if the procedure is carried out as written.

Area of Standard (s) ISO 15189:2012 5.1.5 Training
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This SOP outlines the process for Ordering within Meditech Order Management.

1 Overview

Ordering allows for a test, examination or medication to be placed for a patient. Ordering can be directly accessed from within PCM, EDM, PCS and other Clinical Modules. When in a patient account, below the EMR you will see function buttons titled Orders and Ambulatory Orders.



Orders Overview

These Orders can be used to Order tests, examinations or Medications for a current order, such as a Full Blood Count on an inpatient or placing a medication order for an Inpatient.

Ambulatory Orders Overview

Ambulatory Orders allow you to place an order for a future visit, or take home medications for an inpatient

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1.2 Ordering Pre-Requisites

You may be stopped on **inpatient** orders to enter a VTE Assessment, or be warned if Height, Weight and Allergies have not been documented. If this is the case, you will get a warning message similar to the following:

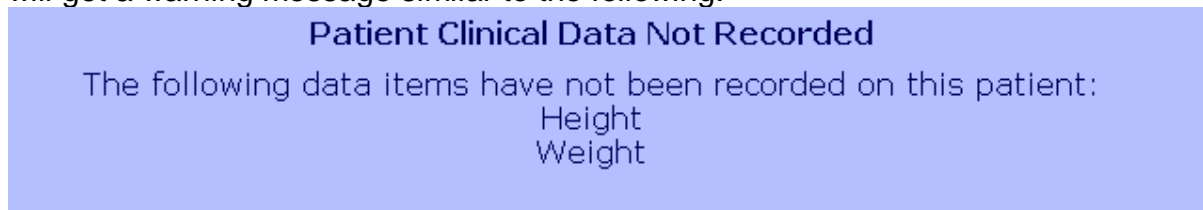


Fig 1.1 – Warning Message Displayed

It is possible to override this message the footer buttons, or alternatively enter the data from this point by clicking into Clinical Data (footer button).

1.3 Viewing Orders – Current and Historic

Whether in Orders or Ambulatory Orders, the routines are very similar albeit providing slightly different functionality and purpose as described above. The orders that patient is currently assigned are displayed under their relevant categories, displaying the Ordering Clinician, Start Date/Time and the Order Status.

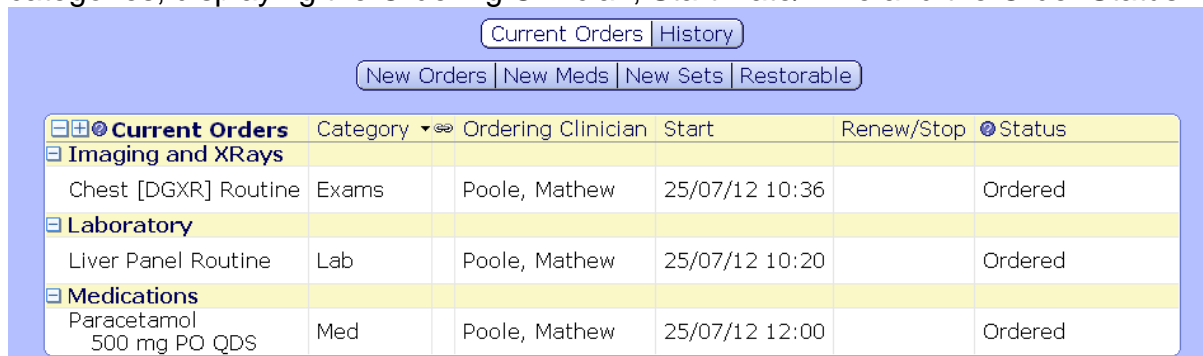


Fig 1.2 – Display of Current Orders

In the header buttons is an option for History, clicking this will display all historic orders, by default you will see the previous 7 days however this can be changed using the footer buttons specifying different date ranges. Please note that within historic orders, you will also see the current orders placed.

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1.4 Entering an Order (Laboratory/Radiology)

When in the Orders or Ambulatory Orders function, there will be some functions in the header – one of which states **New Orders**. Select this function button to enter into the Order Management routine. By default, you will be entered into the Favourites routine, if you have no Favourites setup, you will automatically enter into the Name routine. This routine allows you to search for orders by name.

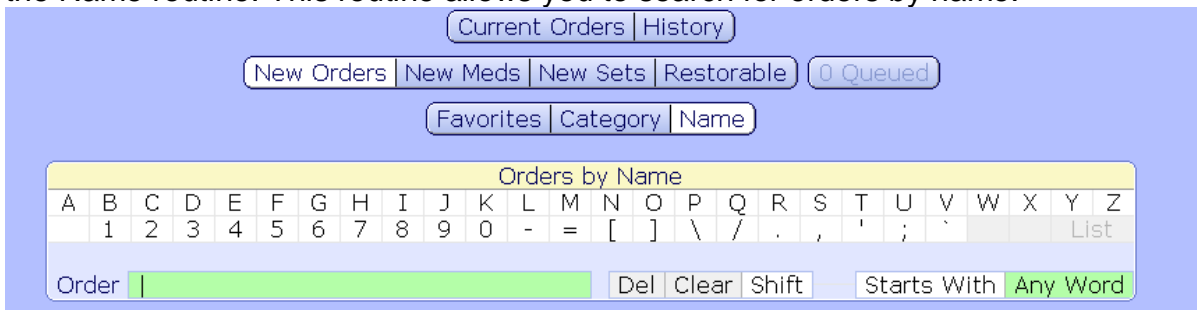


Fig 1.3 – Display of New Orders, Name Search

Typing in the name of an order will automatically display the orders available, you may notice in Figure 1.3 the search function of Any Word is selected, this can be changed to Starts with if desired. For example typing Glucose into the Search box will provide the following tests available to select for order as displayed in figure 1.4

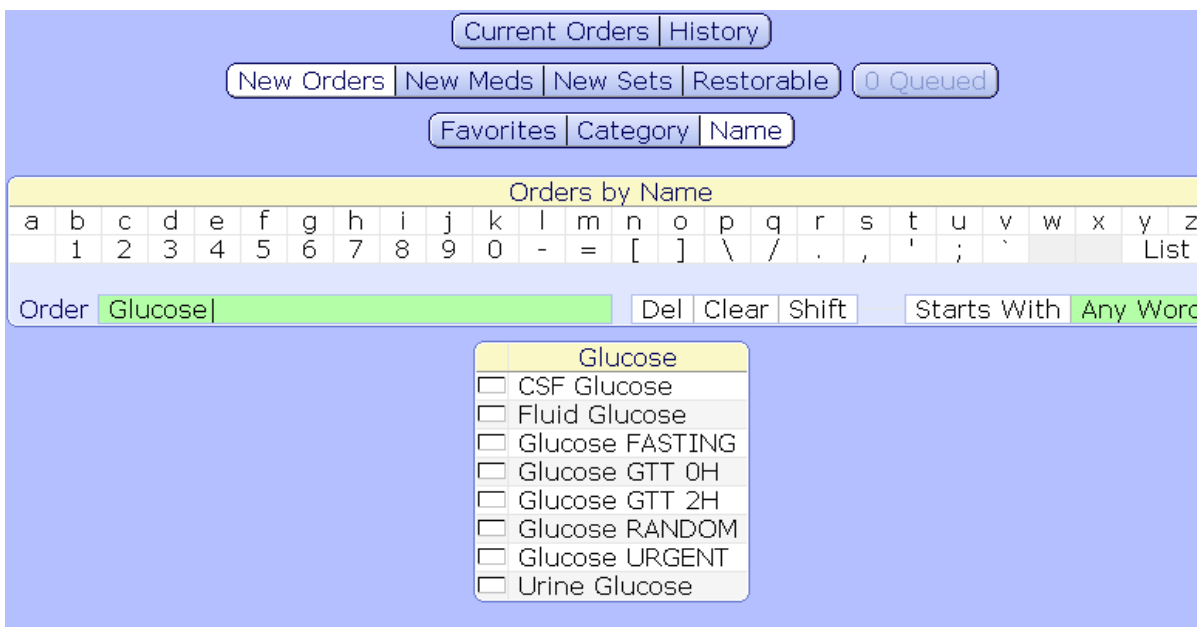


Fig 1.4 – Search Results from 'Glucose' with Any Word enabled

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Checking a Test allows selecting for order, it is possible to check an item, and then search for another – the system will queue the other items for you to sign off.

Note: When ordering Radiology orders within Sunderland Royal Hospital, ensure to select the order with DGXR.RAD.CHS amended to the order.

Once the final order has been selected, press the Next button in the footer to view all you have selected – or alternatively select the Queued button in the header to view, and then press Next.

You will be prompted at this point to choose if the order is to be Stat, Urgent, Routine or Daily. Once selected, the date and time will default in as present time. The Edit button will display, if there are any mandatory details that much be completed, an asterisk [*] will appear next to the Edit button, figure 1.5. Selecting this will launch you in to confirm content.



Fig 1.5

Once all details have been entered, select the OK button in the footer. You will see the order you have placed under the heading of New Orders. Current orders will be displayed below.

<div style="text-align: center;"> Current Orders History </div> <div style="text-align: center; margin-top: 5px;"> New Orders New Meds New Sets Restorable </div>					
Current Orders	Category	Ordering Clinician	Start	Renew/Stop	Status
New Orders					
Urine Glucose Routine	Lab	Poole, Mathew	25/07/12 11:22		New
Imaging and XRays					
Chest [DGXR] Routine	Exams	Poole, Mathew	25/07/12 10:36		Ordered
Laboratory					
Liver Panel Routine	Lab	Poole, Mathew	25/07/12 10:20		Ordered
Medications					
Paracetamol 500 mg PO QDS	Med	Poole, Mathew	25/07/12 12:00		Ordered

Fig 1.6 - The New Order selected

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At this point, it is possible to place further orders. Select the Save button in the footer and enter your PIN as prompted and press Enter or Select Save Selected button in the footer.

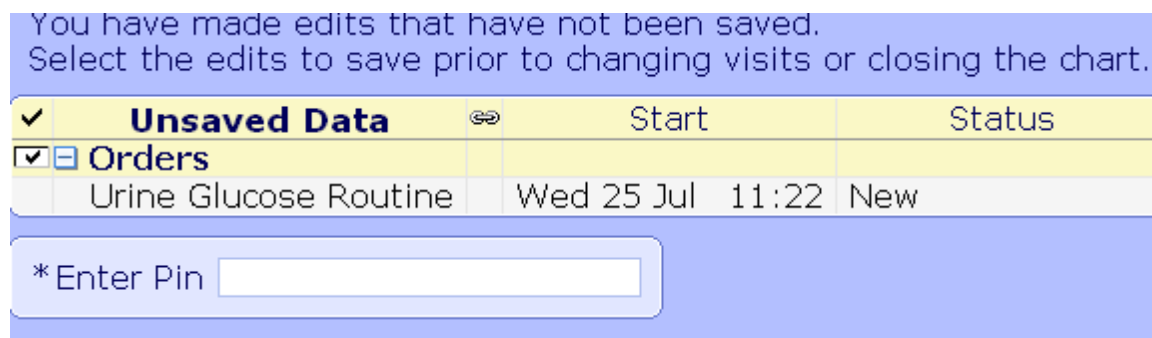


Fig 1.7 – Enter PIN screen

The screen will go back to the Orders function, displaying your Order placed as Ordered.

The status of the Order will change depending on the state in which the Order is at – such as Uncollected, Received, Active or Hold.

1.4.1 Care Orders

Within the Orders functionality, it is possible to place orders for Routine Care requests, these may be access via the Orders routine, and choosing Category Search, under the heading of Other and the Category of Routine Care – as displayed in Fig 1.8.

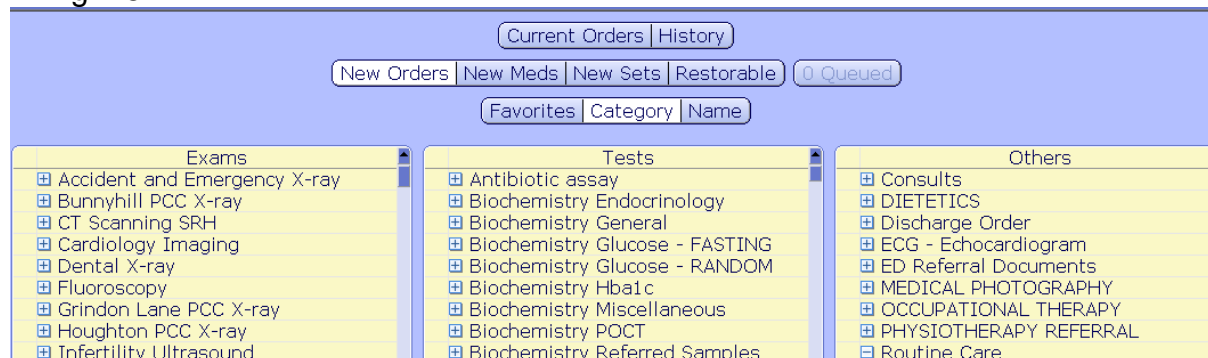


Fig 1.8 – Routine Care Category

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The following are examples of Care Orders can be placed:

- Occ Therapy Inpatient Referral
- Occ Therapy Interface Referral
- Occ Therapy Orth Hand splint
- Occ Therapy Orth Limb Reconstruction
- Occ Therapy Orth PreOp Referral
- Occ Therapy Rheum Hand splint
- Physiotherapy Adult Referral
- Physiotherapy Paed Referral
- Speech and Language Adult Referral

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1.5 Entering an Order Set (Laboratory/Radiology)

When in the Orders or Ambulatory Orders function, there will be some functions in the header – one of which states **New Sets**. By default you will be entered into the Category routine, allowing you to select the appropriate set.

The Order Sets are managed by the Laboratory or Radiology departments, however must be approved by the speciality they are appropriate for – usually via the Clinical Director in that area.

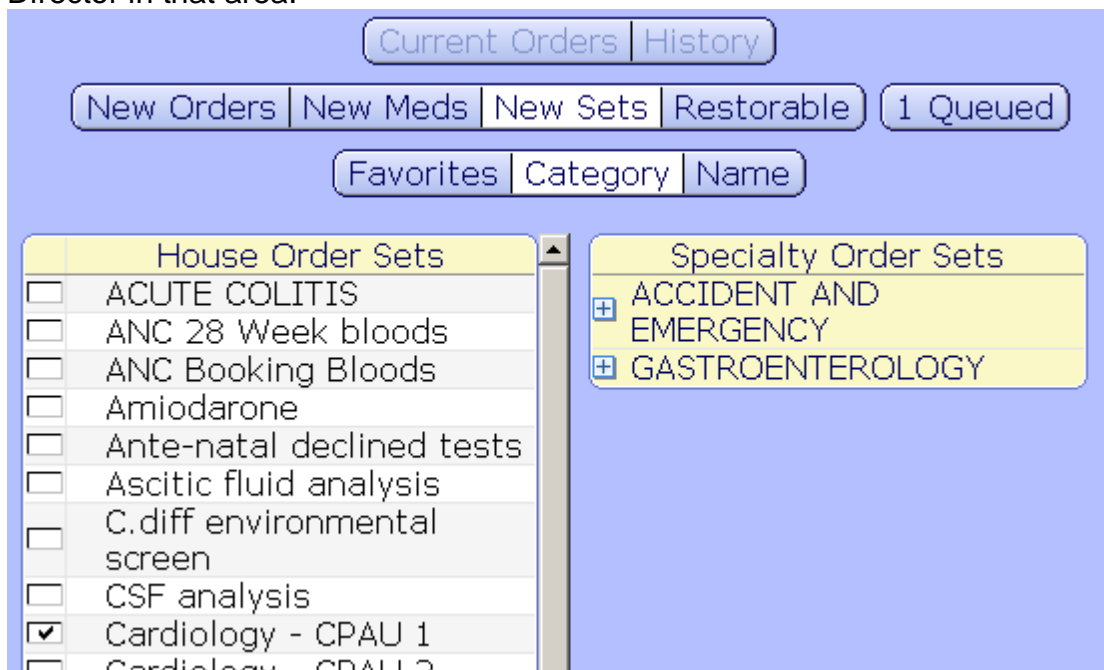


Fig 1.10 – Order Sets selection by Category

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Ordering an Order Set is very similar to a regular Order, in that you select the Set and choose next. Some data may already be defined, such as the priority of the order or responses to certain questions.

Once all relevant data has been populated, enter the order by selecting the Save button in the footer and enter your PIN.

After entering the Orders as an Order Set, the Orders will appear within the Current Orders as individual tests rather than under a heading of an Order Set.