MOUNT NITTANY®
HEALTH

Admission Process

MEDITECH
EXPANSE

This course will guide you through how to admit a patient from the ED or the OR.

Subtle on screen elements of the LIVE system may vary from what is shown within this course; however, the functionality is as shown.

This lesson begins on the Emergency Location list. This list shows all patients currently in the Emergency Department, wherefrom many patients likely will be admitted. Select 'T-TEST, RY'.

To begin the Admission for this patient click on, the 'Orders' icon in the navigation bar.

Admissions from the ED or OR need to be done through the Transfer Routine. To do so, click the 'Transfer' tab.

There are two fields that require a response. First, click in the 'Level of Care' field.

Select 'Med/Surge'.

You will also need to enter the Transfer Order. Click in the 'Reason for Transfer' field.

We will type in 'SBO' for you.

Below, you'll see the Current Orders for the patient from the ED Physicians. To continue these orders once the patient arrives on the floor, you would click the 'Continue All' button associated with the Transfer Order otherwise, you would click the 'Stop' button. Click the 'Continue All' button in the Transfer Orders header.

We will scroll down for you.

This satisfies the requirement to reconcile all the orders, but the medications must be reconciled individually. Click the 'Hold' button for the Cipro eye drops.

Click the 'Continue' button for the Heparin order.

webacute.mountnittany.org/cectest/s0001450576256927/

| Return To | Home | Chart | Document | Orders | Discharge | Sign | Workload | Menu | Suspend |

Orders

SUBMIT

| HISTORICAL | ENTER | RECONCILE | TRANSFER |

| Reconcile | Add New | Preview |

T-Test,Ry
30, M · 09/26/1988
MRN# M000002956

ADM IN, EDA - ED POD A: A01

| 1.88m | BSA:2.20m² | Conf |
| 203lb 15oz | BMI: 26.2kg/m² | VIP |

Acc# V00000075911 — Resus Status Not Ordered — Hx Avail

Search Chart

˅ **Transfer Orders**

Continue All / Stop All

click the 'Add New' tab

Orders — Ordering / Stop / Now

Transfer Provider — Status

me — Continue / Stop

˅ **Laboratory**

Continue All / Stop All

Partial Thromboplastin Time Timed — Godin, Michele, RN, BSN — Upon Transfer — ☐

me — ✔ Continue / Stop

˅ **Transfer Medications** — By Generic Name ▼

| Home Medications | Visit Medications |

Continue All / Hold All

? ciprofloxacin HCl 0.3 % Drops

? 3 drp OPHTHALMIC (EYE) BID

Last Taken:

✔ Hold / ...

Home Medication On Hold

˅ Heparin Sodium/Dextrose 25,000 units in 500 ... Ⓟ Ⓘ

Godin, Michele, RN, BSN — Upon Transfer — ☐

me — ✔ Continue / Hold / Stop

Allergies

No Known Allergies

●Vital Signs

No Data to Display

Problems

No Data to Display

Home Meds
Not Confirmed

Prescription Monitoring Program

MEDICATIONS (INSTRUCTIONS) — LAST TAKEN

To add additional orders, click the 'Add New' tab.

Adding the Admission order first is recommended. Click in the 'Search All' field.

We will type in 'admit'.

You will notice there are multiple Admission Order Sets available as well as the stand alone Admission Order. Click on the chevron to the left of the Order Set 'Admission Med/Surg Admit'.

This opens all the orders in this Order Set, enabling you to choose whether you are Admitting as an Observation or an Inpatient. Click in the checkbox under 'Admit as Inpatient'.

The order details open. All items in red are required fields and must be filled in prior to signing. Click in the 'Ordering Provider' field.

This is where you would type in your name, but if you are a midlevel provider it is the best practice to type in the name of the Attending Physician. We will type in 'Coppes' for you.

Select John C Coppes.

Click in the 'Attending Provider' field.

We will type in 'Coppes'.

Click on 'John C Coppes'.

⊕ Orders   SUBMIT

| HISTORICAL | ENTER | RECONCILE | ❌ TRANSFER |

| Reconcile | Add New | Preview |

Add New   ⊘ Process Orders

Favorites ▾ Orders Sets ▾ 🔍 Search All   Filter: All ▾

📁 ➕☰ ˅ Admission Med/Surg Admit ⬇ ⬆ ═   Next Req Field ❯   Clear All   Deselect   ★

˅ Admit To

  ˅ Admit as Inpatient [ADMIT]

  ✅ Order   * New   08/16/19 12:37

  *Level of Care   Med/Surg   ▾

  *Ordering Provider   John C. Coppes   ▾

  *Attending Provider   John C. Coppes   ▾

  Primary Care Provider: Rachel L. Schwab   ▾

  *Reason for Visit   [   ]

  Condition   [   ]   ▾

                                    click in the 'Reason for Visit' field
  *Previous VTE   [Yes]

  *Thrombophilia   [Yes] [No]

  *Current Cancer   [Yes] [No]

T-Test,Ry
30, M · 09/26/1988
MRN# M000002956

ADM IN, EDA - ED POD A: A01

1.88m   BSA:2.20m²   Conf
203lb 15oz   BMI: 26.2kg/m²   VIP

Acc#   Resus Status Not
V00000075911   Ordered
                    Hx Avail

Search Chart   🔍

⬆   📈   📱

˅ **Allergies**

No Known Allergies

˅ ● **Vital Signs**

No Data to Display

˅ **Problems**

No Data to Display

˅ **Home Meds**
   Not Confirmed

   Prescription Monitoring Program

MEDICATIONS   LAST TAKEN
(INSTRUCTIONS)

The next required field is the 'Reason for Visit'. Click in this field.

This is a free text field. We will type 'S B O' for you.

Below this, you have the option to fill in the patient's condition, although it is not necessary. For now, move on to VTE Risk Assessment. Select the 'Yes' button for Previous VTE.

For Thrombophilia, click the 'No' button.

For Current Cancer, select 'No'.

We will scroll down.

For Age > 60 years, click the 'No' button.

These responses have now populated the VTE Risk Level, which has identified that this patient is at a high risk for VTE. The last required question that has not been satisfied is whether or not VTE Prophylaxis will be ordered. Click the 'Yes' button.

Reflex Orders appear as a result of clicking 'Yes' for 'VTE Prophylaxis will be ordered'. There are two headers, Medical and Orthopedic. To open the Medical orders, click on the chevron to the left of Medical.

Click in the checkbox to the left of '40 mg Lovenox SQ'.

We will scroll down.

Click in the 'Resuscitation Status' field.

Choose 'Full Code'.

Underneath the Code Status, there is a confirmation that you've discussed the Code Status with the patient or surrogate. Click the 'Yes' button.

Under Activity, click in the checkbox for 'ONGOING'.

Click in the 'Activity' field.

Choose 'Ad Lib/as Tolerated'.

We will scroll down to the 'Diet' section for you.

Under NPO, select 'Diet Now'.

We will scroll down to the Common PRN Meds.

Click in the checkbox for Maalox.

We will scroll down.

Click in the checkbox for Zofran.

Now that you have reviewed the Admission Order Set and placed all of your orders, click the 'SUBMIT' button.

There is one important step that needs to be completed prior to signing this Admission Order Set. The Admission Order needs to be ordered 'Now', and not upon Transfer. Selecting 'NOW' for the Admission Order will allow this patient to be physically moved to another location in the hospital. Click in the checkbox in the 'NOW' column, next to the Admission Order.

webacute.mountnittany.org/cectest/s0001450576256927/

E Return To | Home | Chart | Document | Orders | Discharge | Sign | Workload | Menu | Suspend

Order Summary

SAVE

HISTORICAL	ENTER	RECONCILE	TRANSFER

click the 'SAVE' button

ORDERS	DATE	STATUS		
Transfer Order Routine	08/16/19 12:32	New	☑	
Heparin IV Adult NO BOLUS [RC] ONCE	Upon Transfer	Continue	☐	x
Partial Thromboplastin Time Timed	Upon Transfer	Continue	☐	x
Heparin Sodium/Dextrose 25,000 units in 500 ml IV .Q24H 18 units/hr SCH 0 P I	Upon Transfer	Continue	☐	x
Code Status Routine	08/16/19 12:36	New	☑	x
Resuscitation Status: Full Code				
Admit as Inpatient [ADMIT] Order	Upon Save	New	☑	x
Activity [RC] ONGOING	Upon Transfer	New	☐	x
Activity: Ad Lib/as Tolerated				
Vital Signs Assessment [RC] PROTOCOL	Upon Transfer	New	☐	x
NPO	Upon Transfer	New	☐	x
Enoxaparin [Lovenox] 40 mg SQ Q24H inj I	Upon Transfer	Reflex	☐	x

T-Test,Ry
30, M · 09/26/1988
MRN# M000002956

ADM IN, EDA - ED POD A: A01

1.88m 203lb 15oz	BSA:2.20m² BMI: 26.2kg/m²	Conf VIP

Acc# V00000075911	Resus Status Not Ordered Hx Avail

Search Chart

Allergies

No Known Allergies

● **Vital Signs**

No Data to Display

Problems

No Data to Display

Home Meds
Not Confirmed

Prescription Monitoring Program

MEDICATIONS (INSTRUCTIONS) | LAST TAKEN

Click the 'SAVE' button.

For the purpose of this exercise type in '1234'.

We will press the 'Enter' key for you.

This concludes the lesson on Admitting a Patient.

In this course you learned how to admit a patient from the ED or the OR.

MEDITECH best practice guidelines have been integrated into this lesson.

Please refer to your facility-specific workflows for process questions not covered in this course.