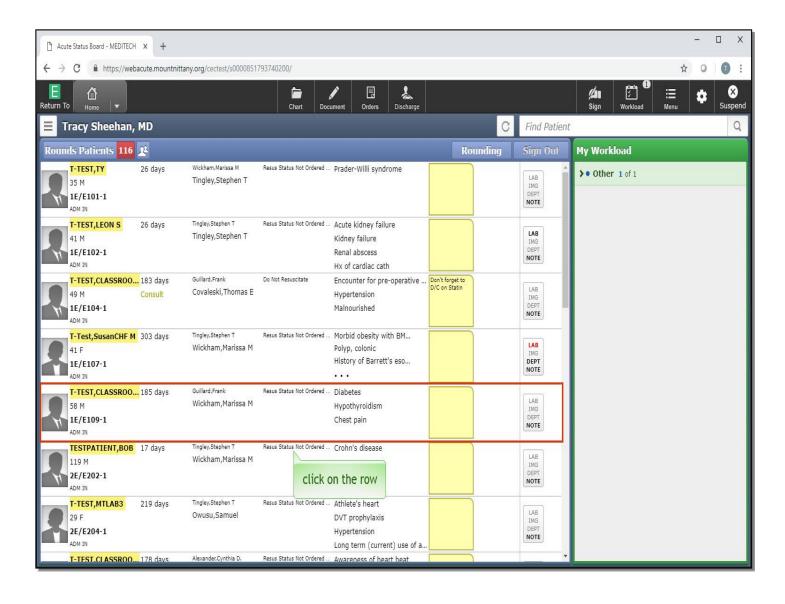


Ordering Simple Lab Studies

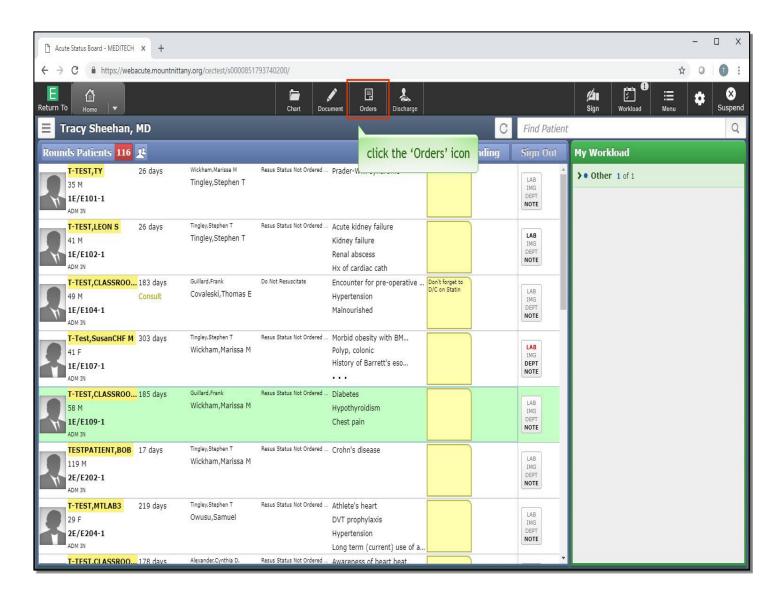
MEDITECH E X P A N S E

This course will guide you through an introduction navigating to the Orders tab and writing orders in Expanse, using simple lab tests as examples.

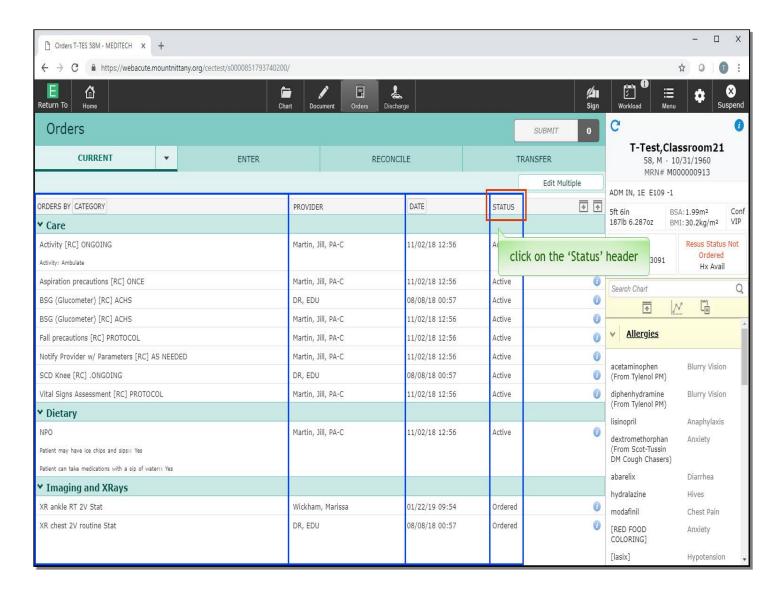
Subtle on screen elements of the LIVE system may vary from what is shown within this course; however, the functionality is as shown.



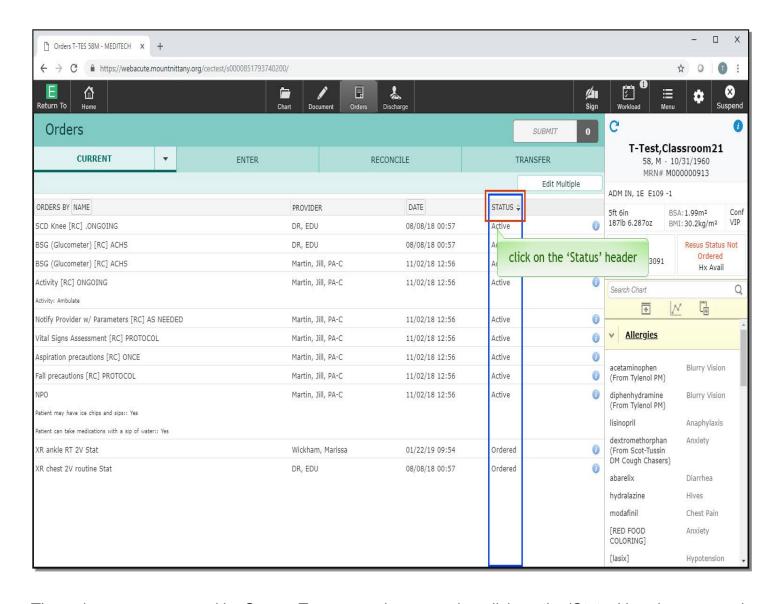
We begin on the 'Rounds Patient's' List'. Click on the row for patient 'T-TEST, CLASSROOM 21'.



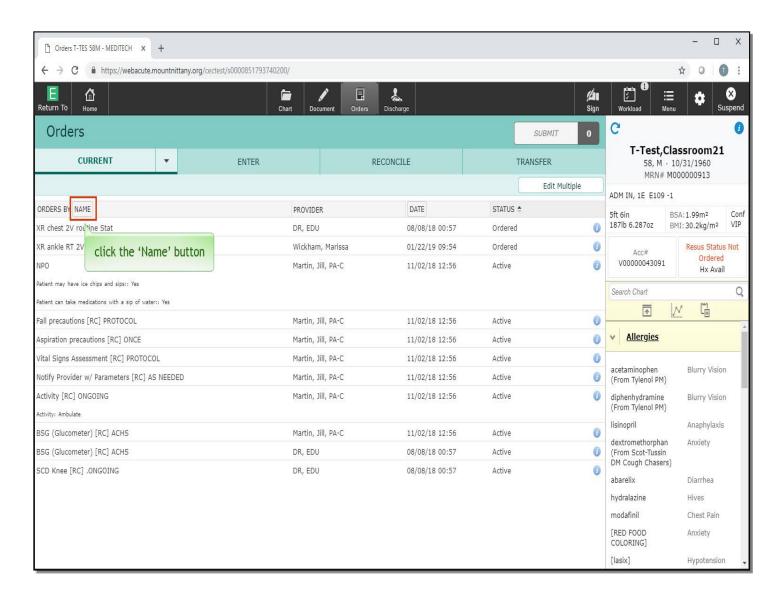
Now, click the 'Orders' icon in the navigation bar.



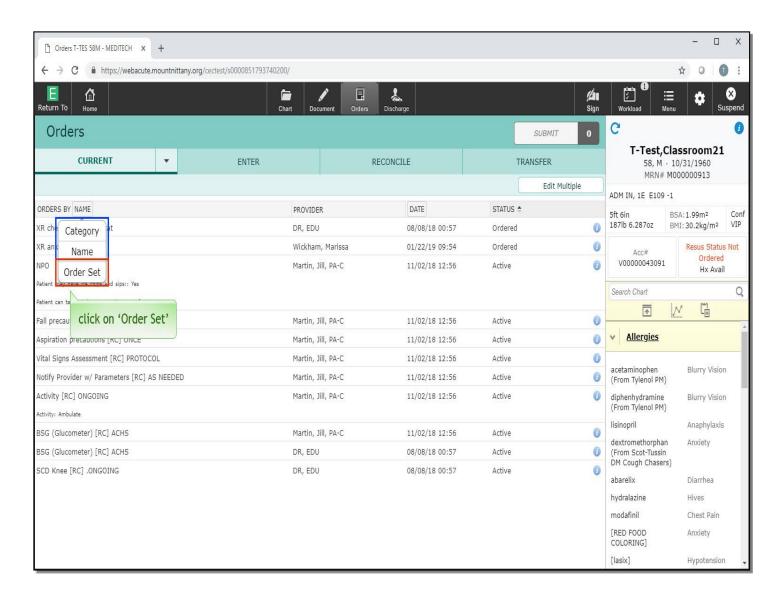
The Orders screen opens by default to Current Orders. Here you can view the Order, Ordering Provider, Date and Status of the order. You can also use the headers to sort these columns. At the top of the 'Status' column, click on the 'Status' header.



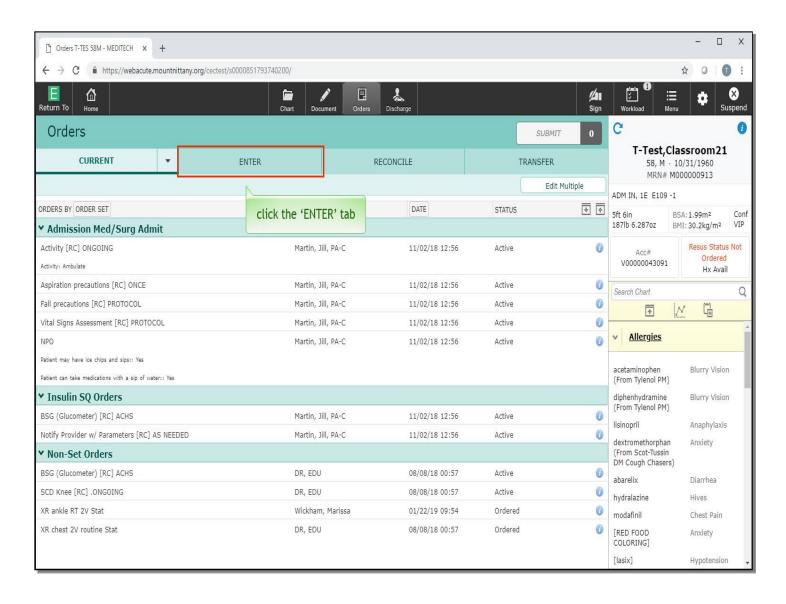
The orders are now sorted by Status. To reverse the sort order, click on the 'Status' header a second time.



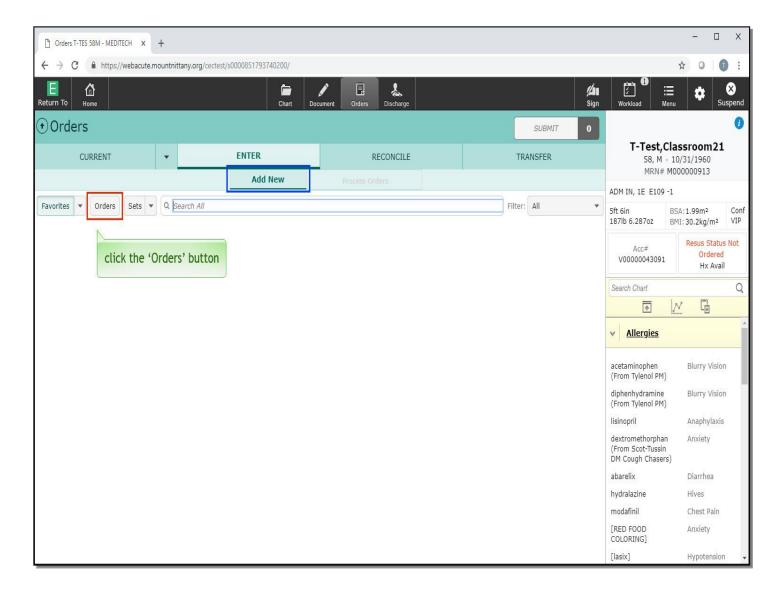
The other headers in this view, Orders By Name, Provider, and Date, all can be clicked to change the sort order overview. Click the 'Name' button for 'Orders By' on the left-hand side.



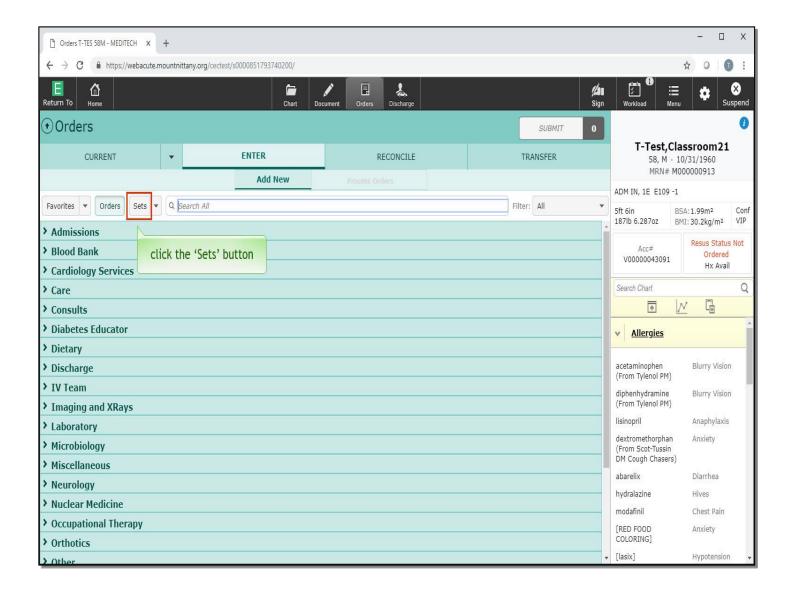
It is sometimes useful to know which orders were placed using Order Sets. From the dropdown menu, click on 'Order Set' to see this view.



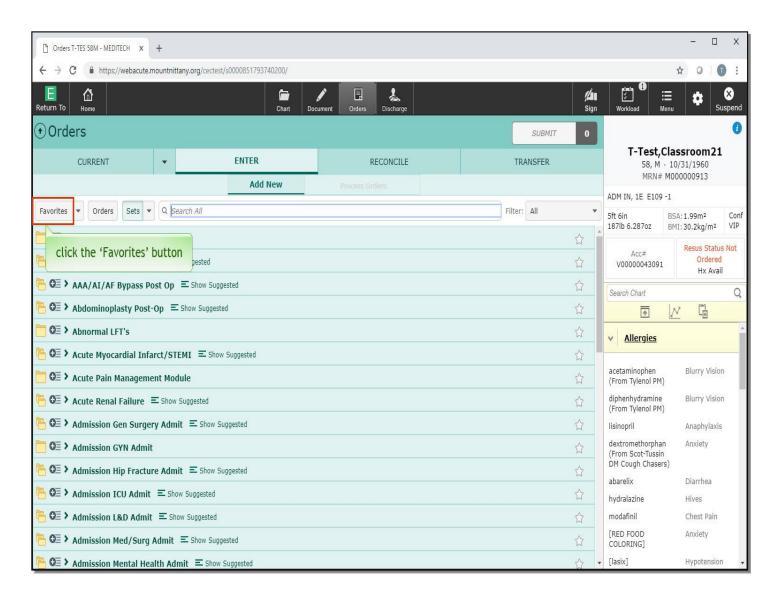
It is always a good idea to review the Current Orders before placing new ones. Now, to enter new orders, click the 'Enter' tab.



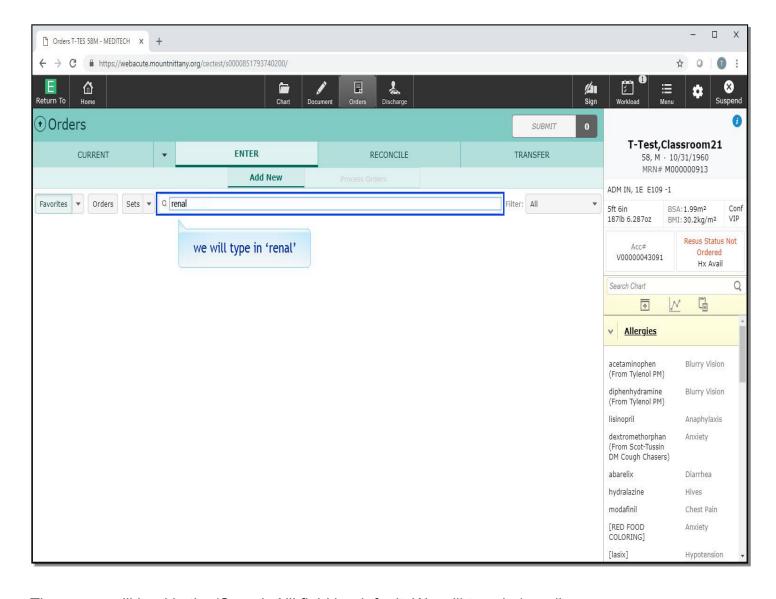
Let's take a look at the features on this screen. By default, you start with the 'Add New' sub- tab. Typically, your initial view will include your Favorites. If you have no Favorites defined, nothing will display here. You also have the option to click buttons to show Orders or Sets. Click the 'Orders' button.



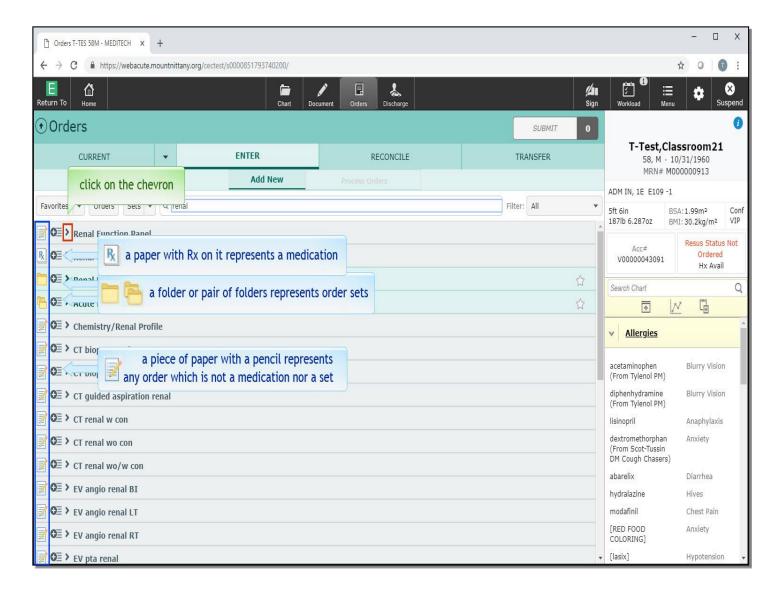
This shows Orders broken into Order Categories. Now, click the 'Sets' button.



This will show only Order Sets. Fortunately, you will rarely need to touch these buttons, since Expanse has a universal search bar that will search for any type of Order or Order Set without having to indicate what type of Order you are looking for. To return to where we started, click the 'Favorites' button.



The cursor will land in the 'Search All' field by default. We will type in 'renal'.

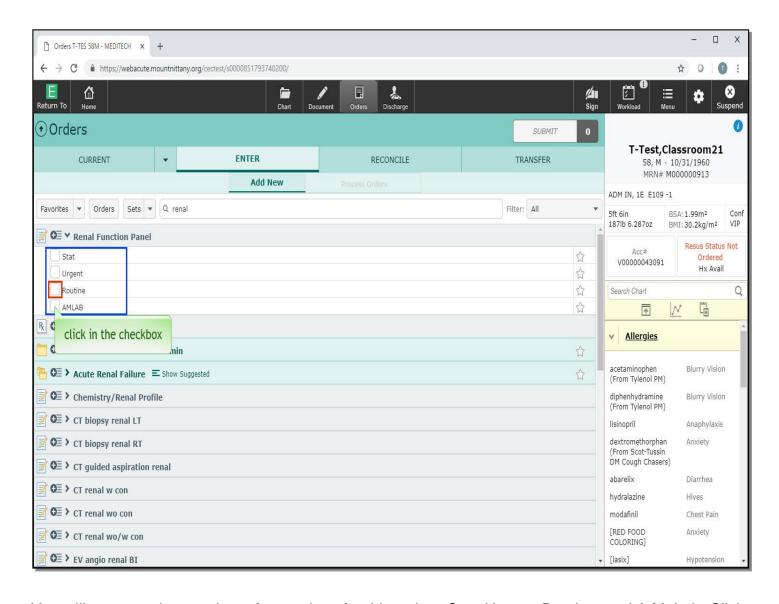


Notice the icons to the left of each row in the search results.

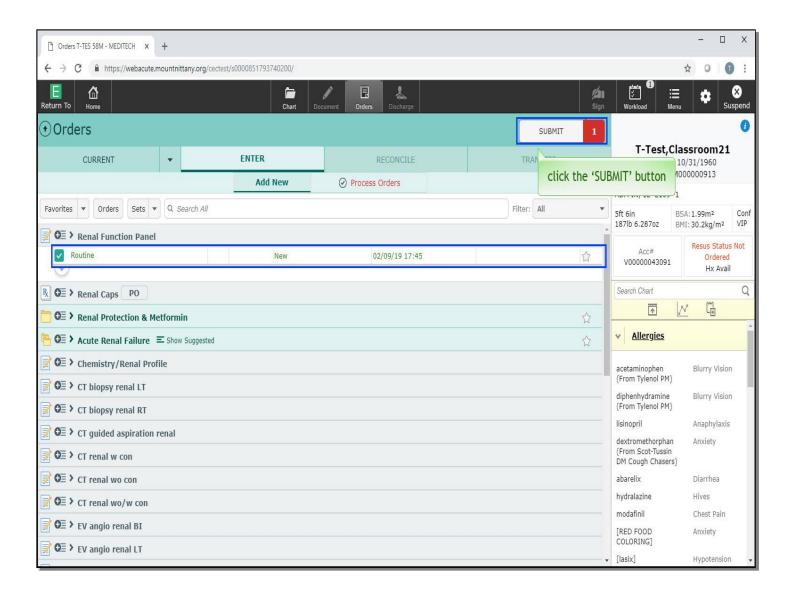
A piece of paper with a pencil represents any order which is not a medication, nor a set.

A folder or pair of folders represents Order Sets.

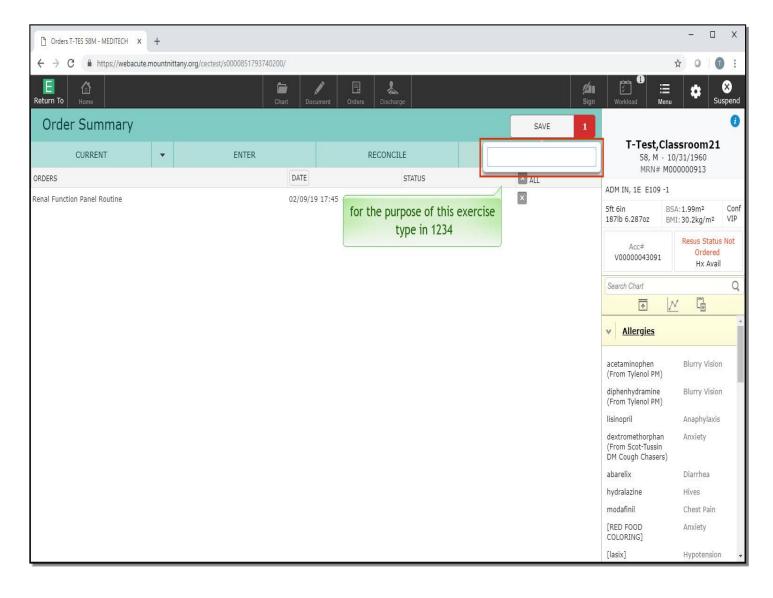
A paper with Rx on it represents a medication. Let's place an order for a 'Renal Function Panel'. Click on the chevron to the left of the Order title.



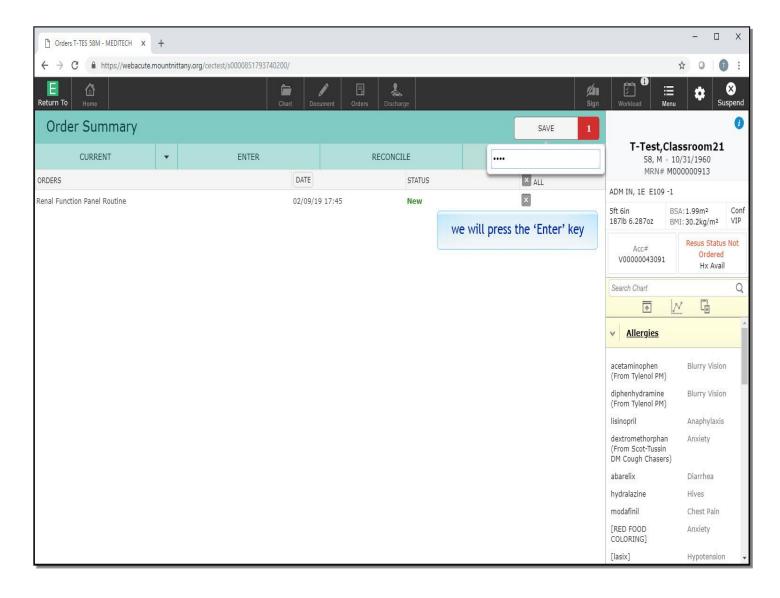
You will now see that you have four options for this order - Stat, Urgent, Routine, and A.M. Lab. Click in the checkbox to the left of 'Routine'.



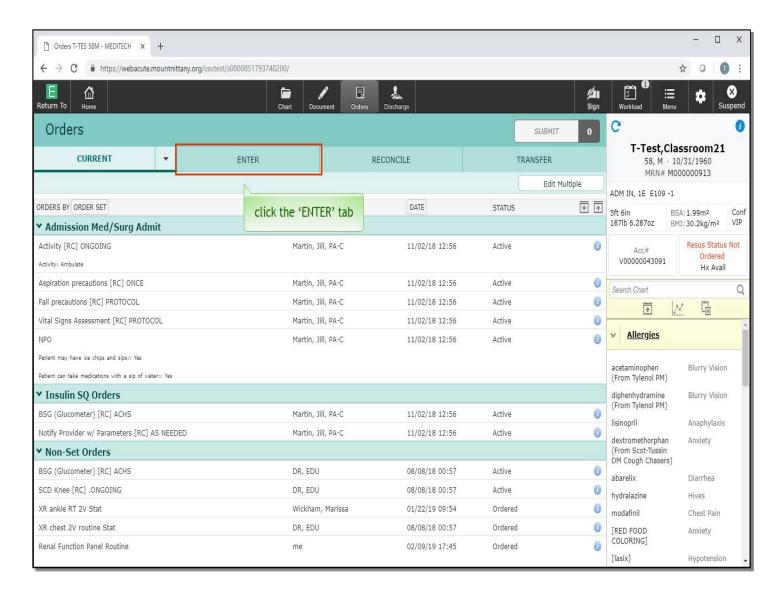
Note the box with your check mark is green, and the text in the row for routine is also green. This indicates that there are no further requirements or details that must be filled out to sign this order. Also note that there is now a red square with a number one in it next to the 'Submit' button. This works just like the shopping cart in an online store and you can put multiple orders in this and then sign all of them at once. To complete this order, click the 'Submit' button.



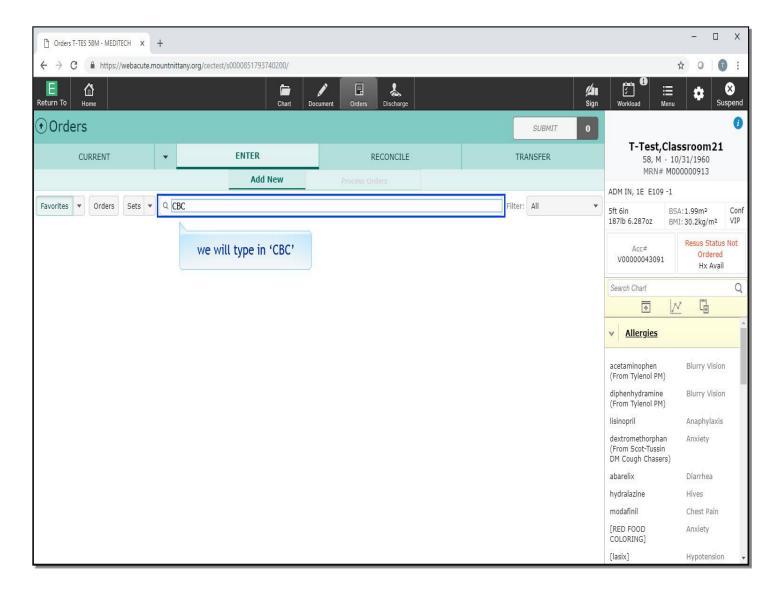
To sign your order, you must enter your PIN. This is the simplest version of placing an order. For the purpose of this exercise, type in 1234 in the 'Enter PIN' field.



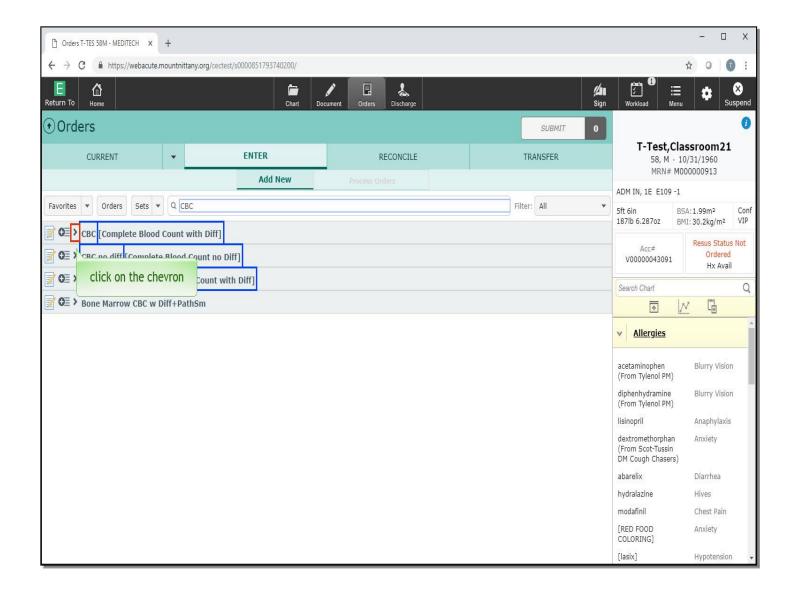
We will press the 'Enter' key for you.



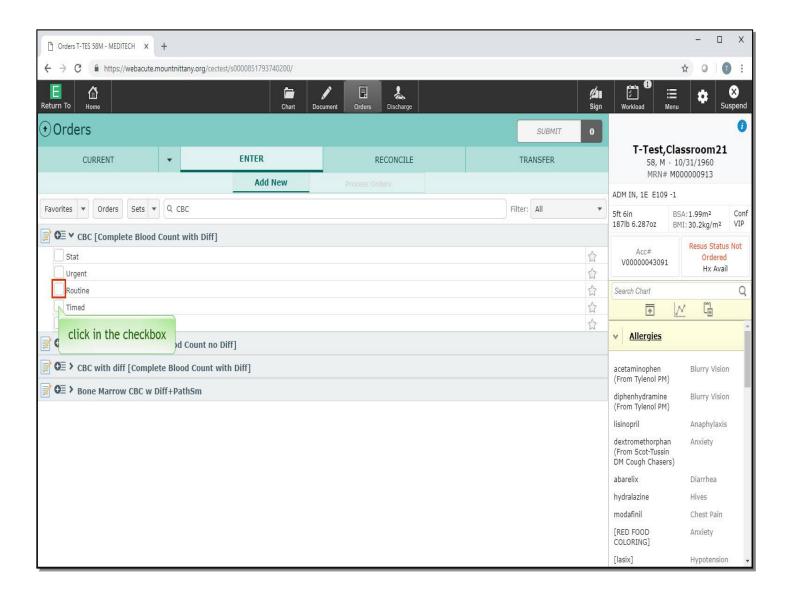
Now let's place another order. On the Orders screen, click the 'Enter' tab.



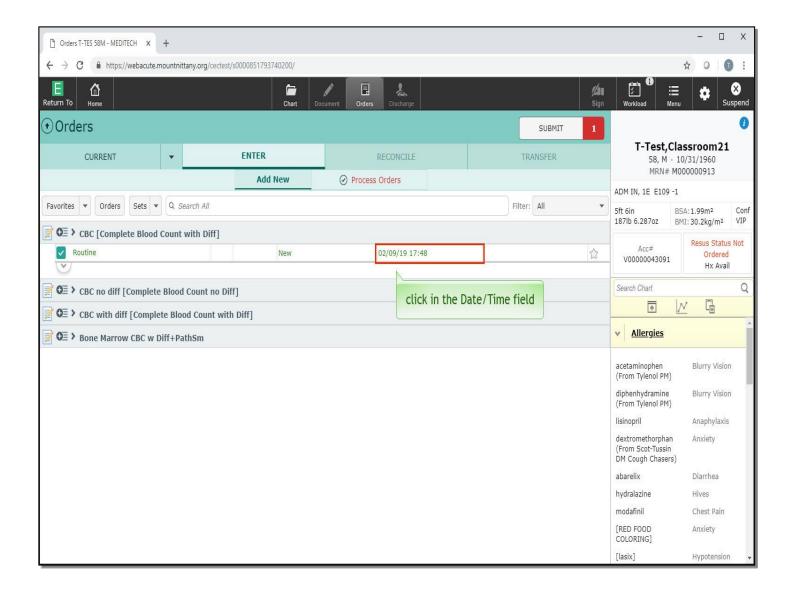
In the 'Search All' field we will type in 'CBC'.



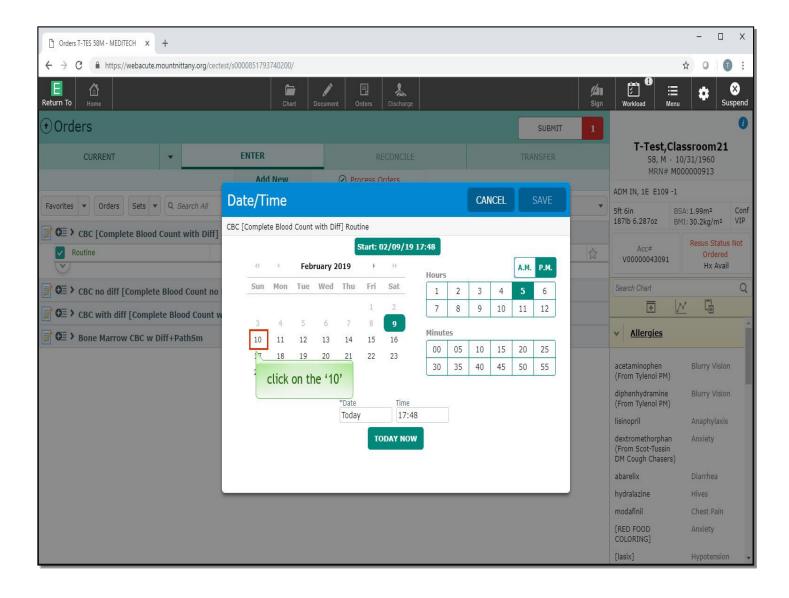
Note that there will be times when you may see your search term followed by another way of describing the same order in brackets. In this situation, the term in brackets is the actual name of the order. Click on the chevron in front of the first 'Complete Blood Count with Diff' order.



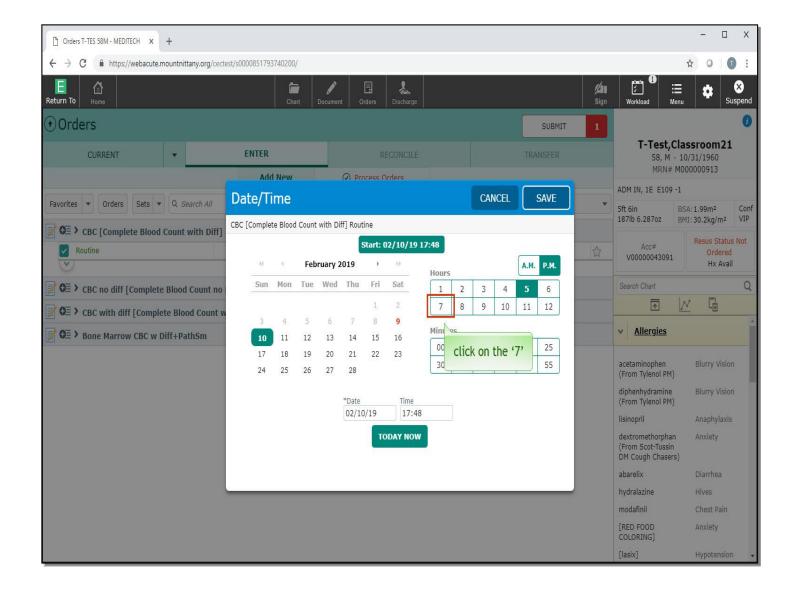
The routine renal function panel order that we placed earlier defaulted to a time and date of 'Now'. Click in the check box to the left of Routine.



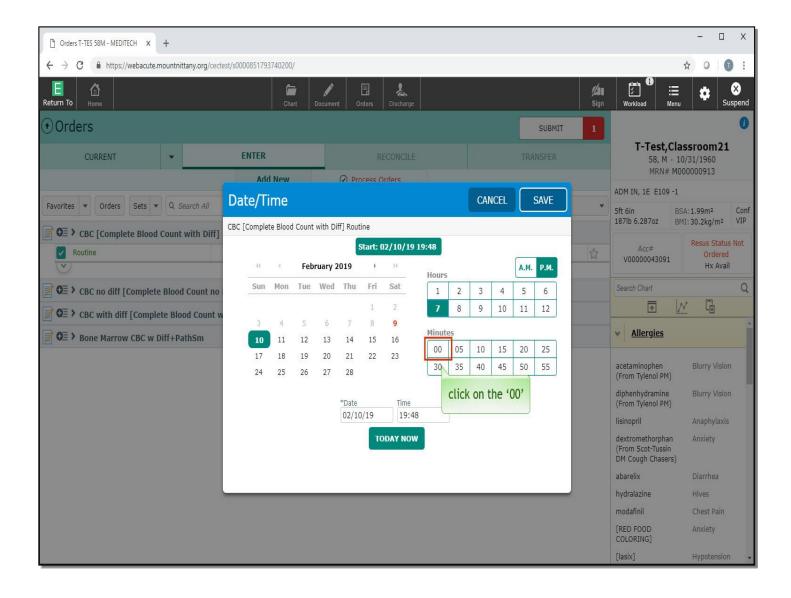
As before, everything about this order is green, meaning that it can be signed as is. Let's assume you wish to change the Date or Time the order is to be done. Click in the 'Date and Time' field in the order row.



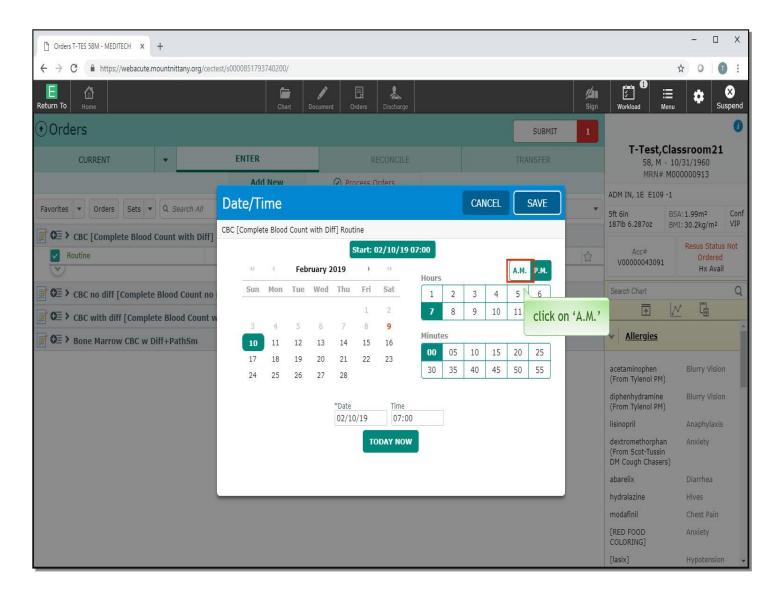
In this overlay, we can change the Order Date or Time by either clicking on the calendar and time boxes, or filling in specific details in the fields shown. To change the date on the calendar to tomorrow, click on the '10'.



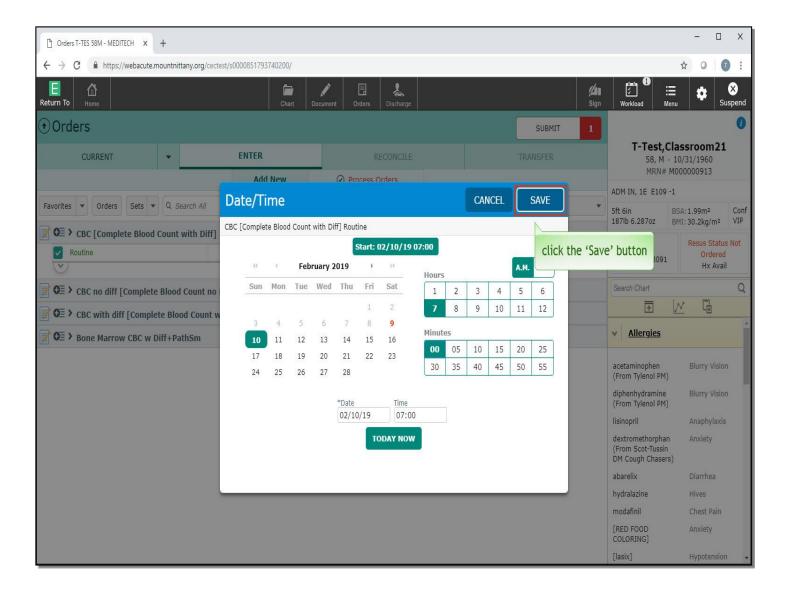
In the Hours box, click on the '7'.



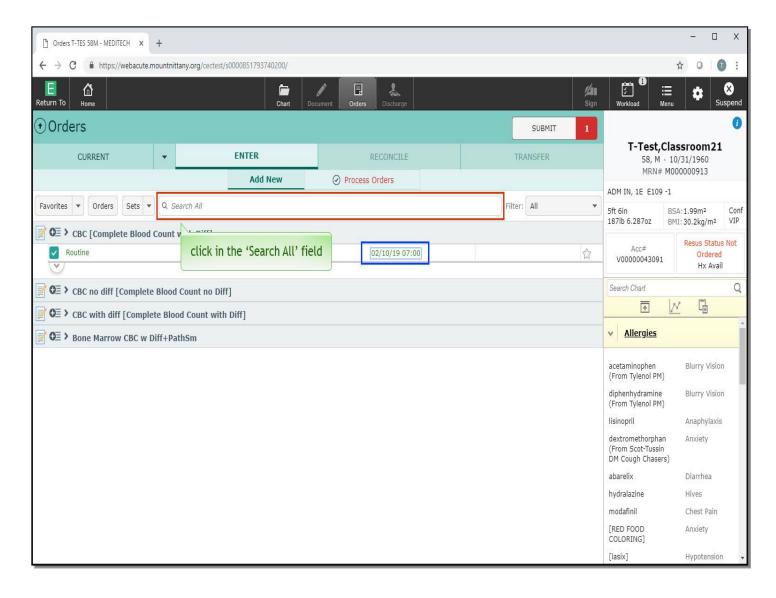
For minutes, click on the '00'.



Click on 'A.M.'

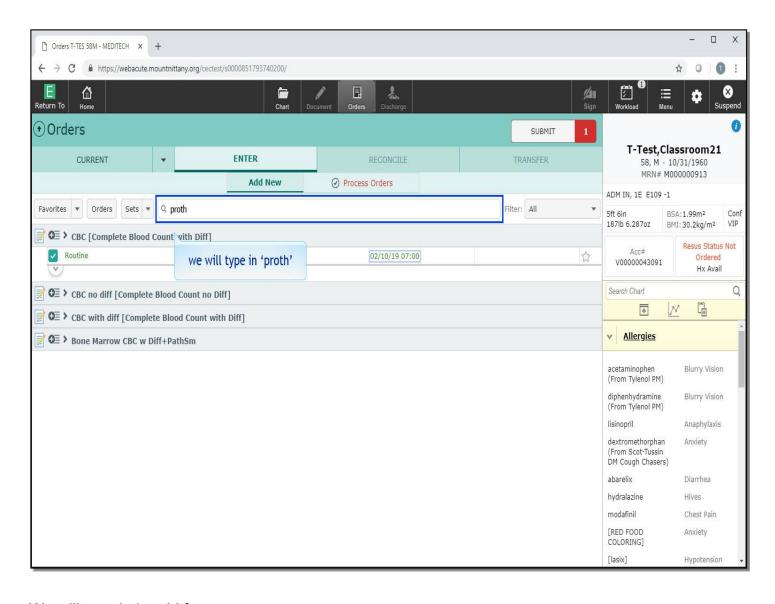


Now, click the 'Save' button.

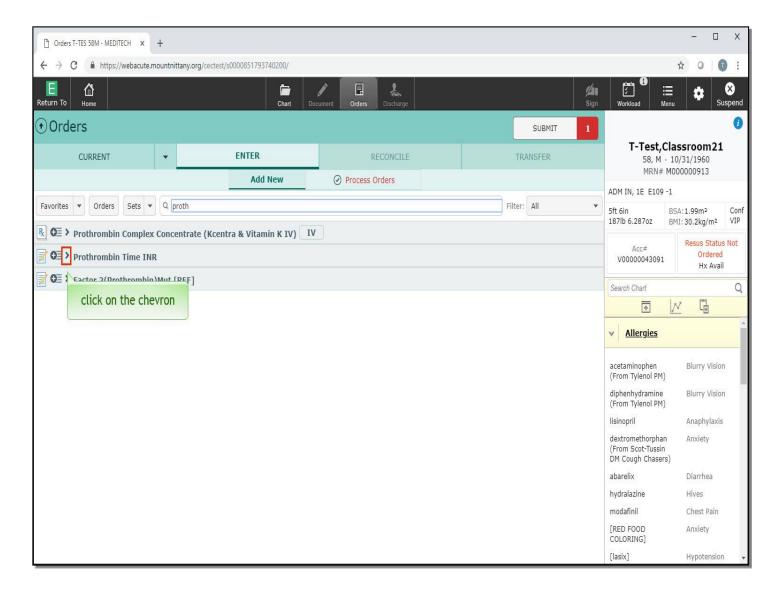


Note that the Date and Time field in the order row now shows your changes.

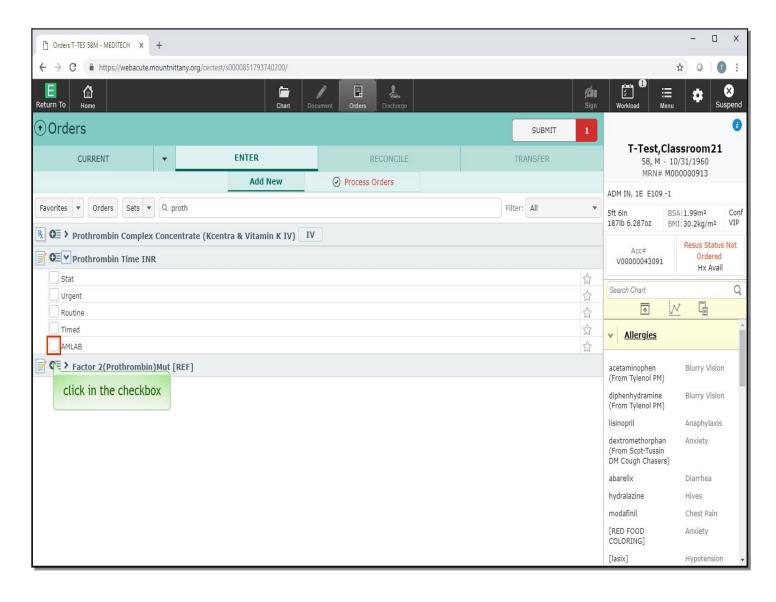
The Submit area shows that you have one order ready to sign. Let's add to your shopping cart. You want to search for 'prothrombin time'. Click in the 'Search All' field.



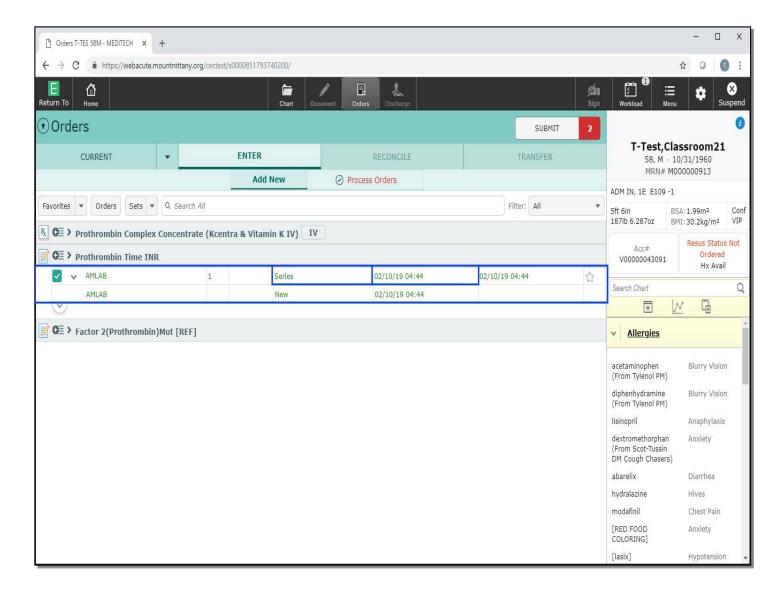
We will type in 'proth' for you.



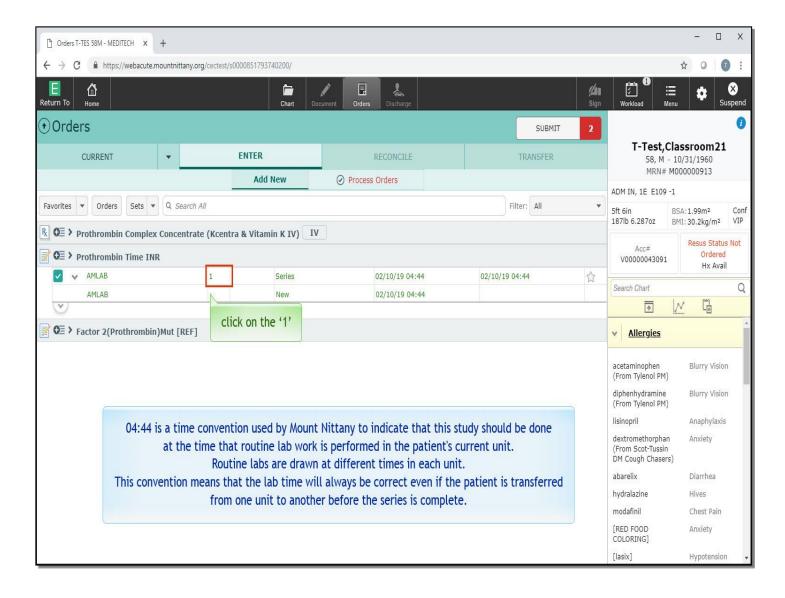
Click on the chevron to the left 'Prothrombin Time INR' order.



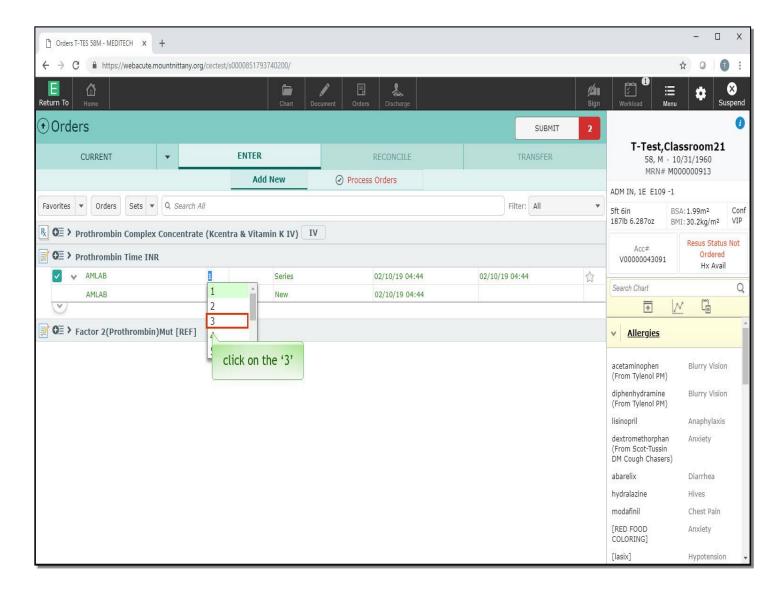
This patient will need this study done every morning for the next three days starting tomorrow. To accomplish this, click in the checkbox to the left of 'A.M. Lab'.



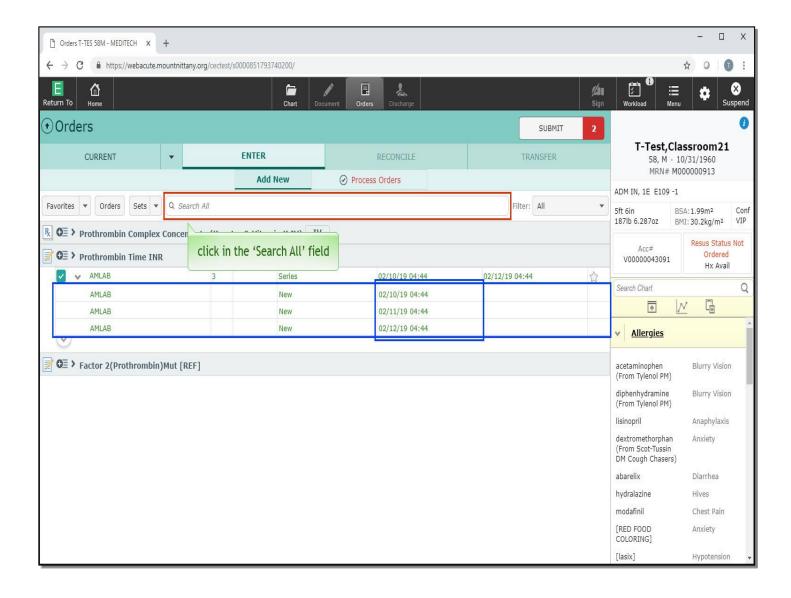
Note that this order looks a little different from the others you have placed. It shows in two rows with new fields and the word 'Series' in the middle of the first row. This type of order is designed to make it easy to order a series of repeating lab studies. The default value for this order is to be a series that will only take place once. Note the Date and Time for the study. It will be tomorrow at '04:44' in the morning.



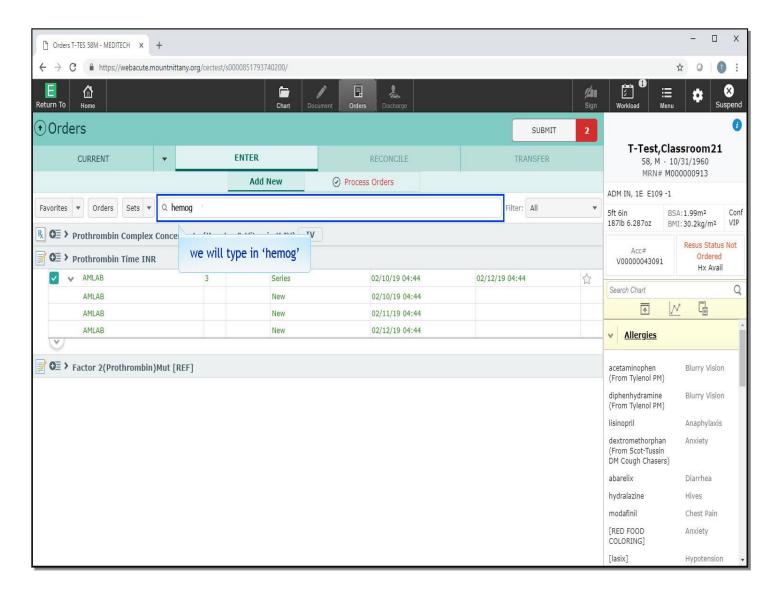
04:44 is a time convention used by Mount Nittany to indicate that this study should be done at the time that Routine lab work is performed in the patient's current unit. Routine labs are drawn at different times in each unit. This convention means that the lab time will always be correct even if the patient is transferred from one unit to another before the series is complete. We want three days of labs. Click on the number '1' in the top row of the order.



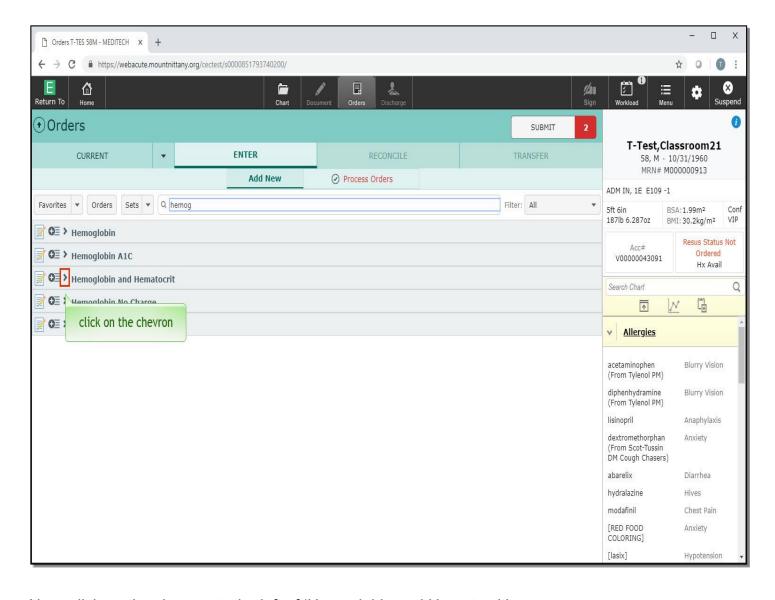
From the number options presented, click on number '3'.



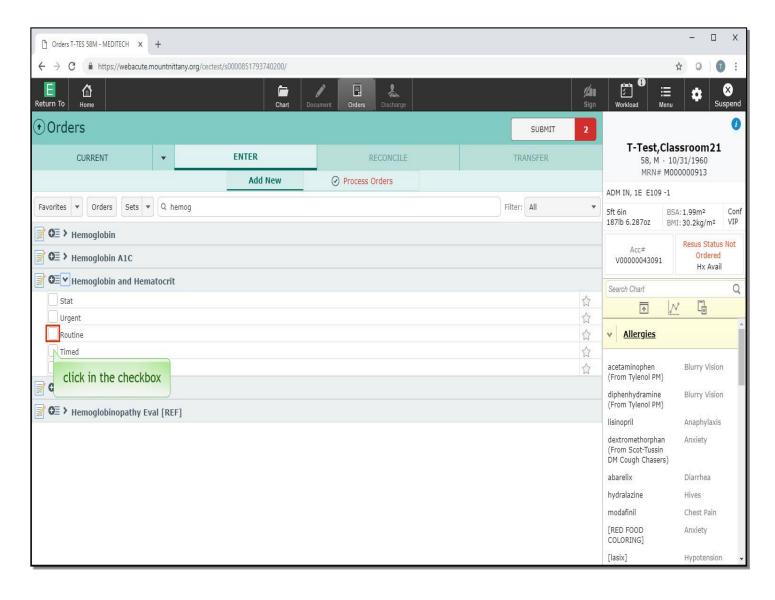
Extra rows have been added, each with a new date. Let's add one more order before signing. Again, click in the 'Search All' field.



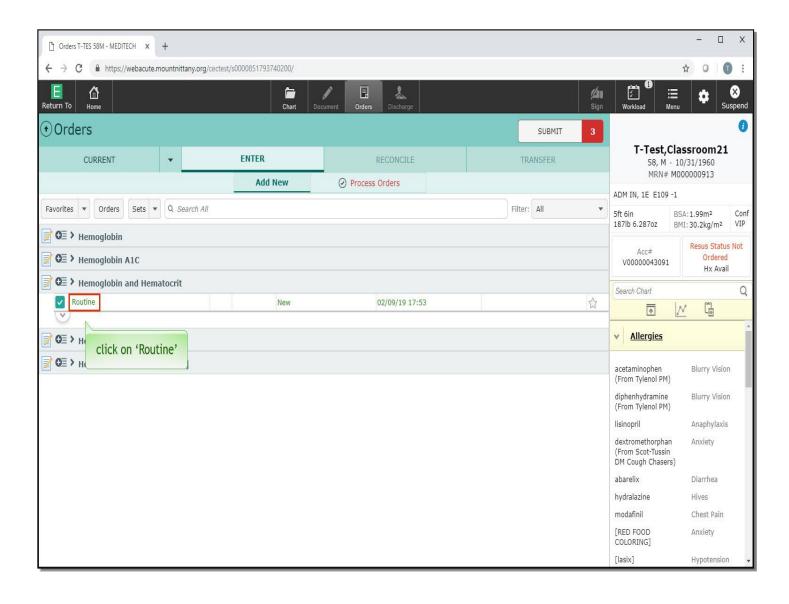
We want to search for 'Hemoglobin and Hematocrit'. We will type in 'hemog'.



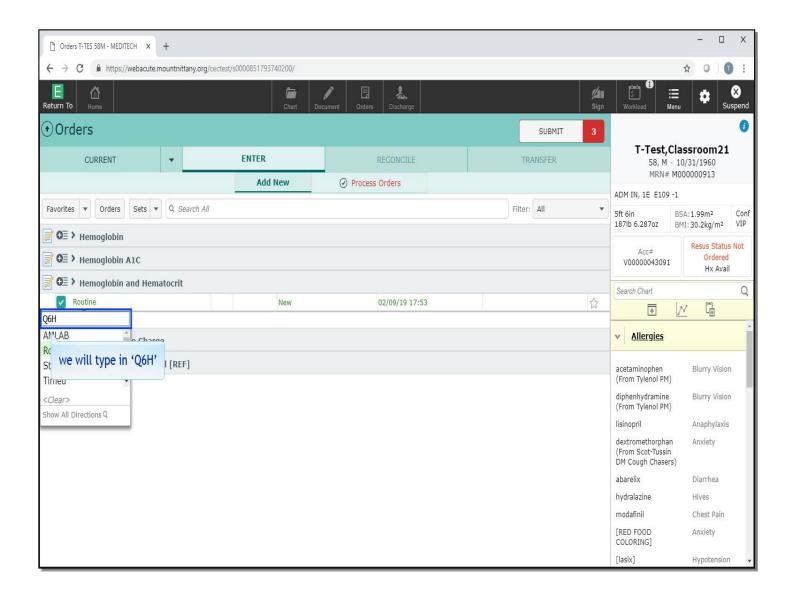
Now, click on the chevron to the left of 'Hemoglobin and Hematocrit'.



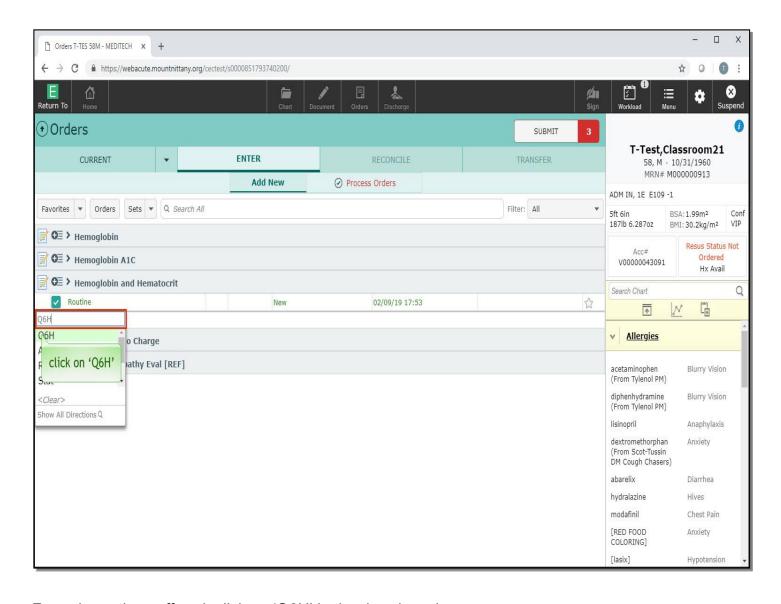
For this order, we want a series of every six hours for four instances. This option doesn't appear to be available from the menu of options presented. However, you can change a selected priority or schedule after selecting it. Click in the check box to the left of 'Routine'.



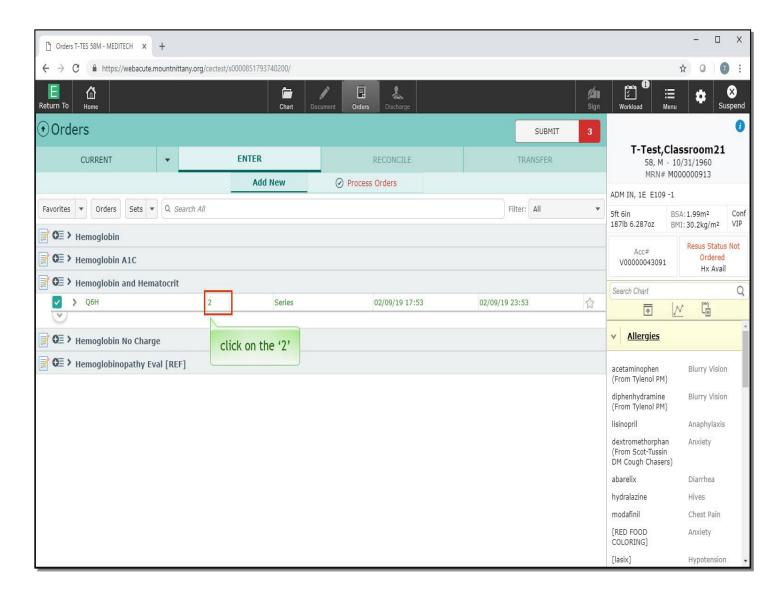
Now, click on the green text of the word 'Routine' in the order row.



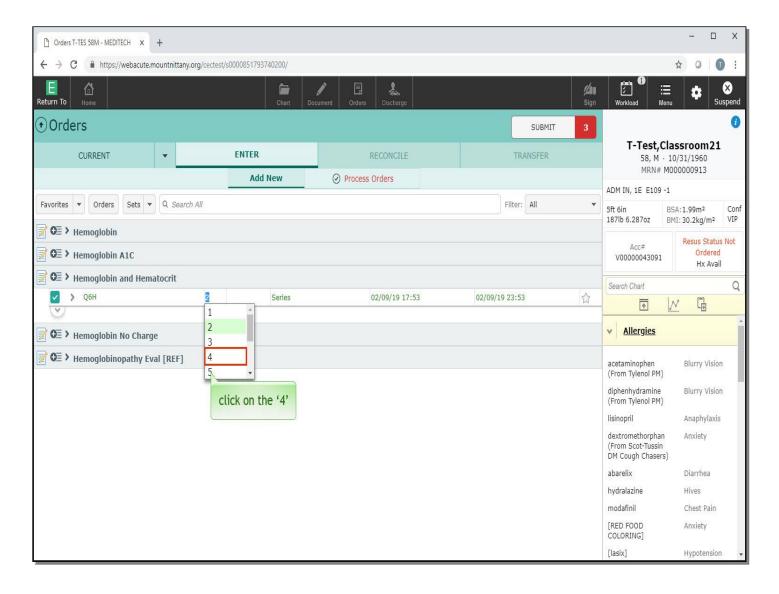
A dropdown box appears with other options, including a 'Search' field. You can change almost any priority or frequency by clicking on the term and searching for an alternative. Note the cursor is positioned in the 'Search' box. We will type in 'Q6H'.



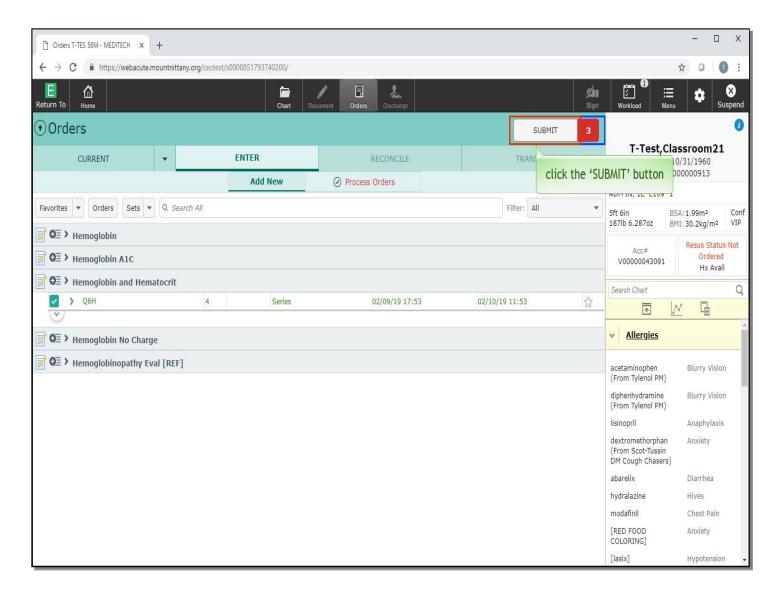
From the options offered, click on 'Q6H' in the dropdown box.



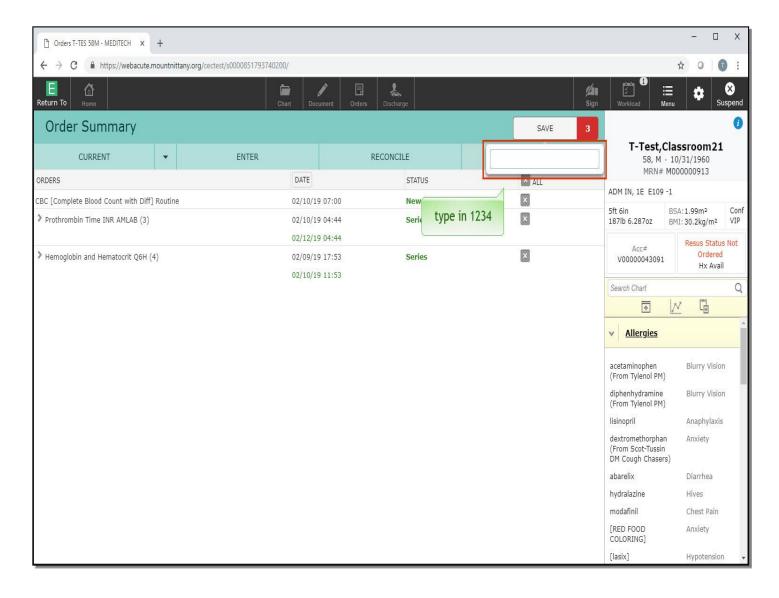
In this example, Expanse has defaulted this to a series of instances. To change this to four, click on the number '2'.



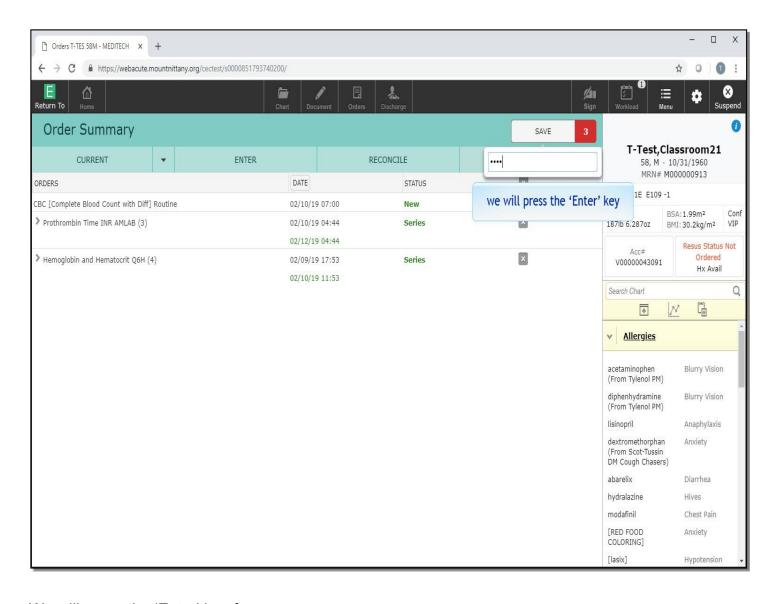
Now, click on the number '4' in the options offered.



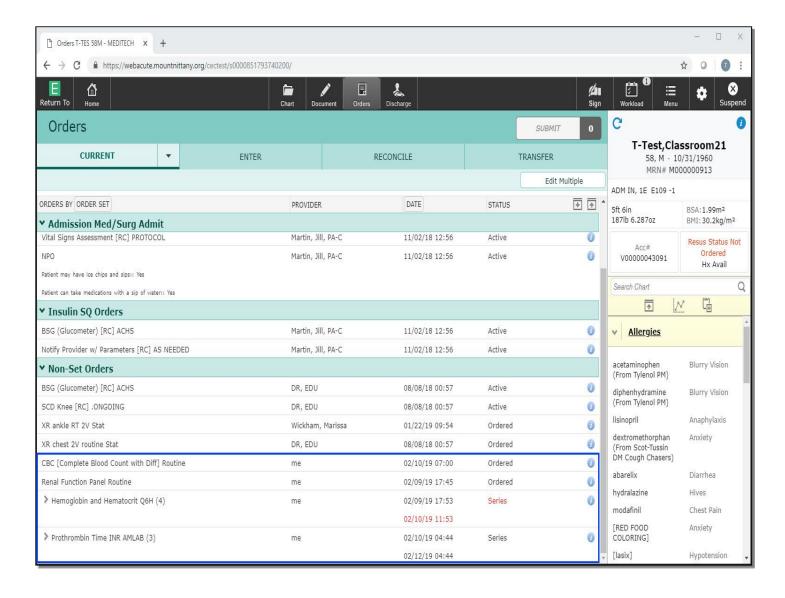
Look at the 'Submit' button. Notice you have three orders ready to sign. Recall that two of these orders are for series and one is for a single order. Click the 'Submit' button.



Type in '1234'.



We will press the 'Enter' key for you.



The orders have been submitted. This concludes the first lesson on placing orders.

In this lesson we demonstrated how to:

- Review the current orders on a patient
- Place a simple lab order for 'Now'
- Order a lab to be done at a different time
- Order labs for the following morning
- Place a series of orders

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