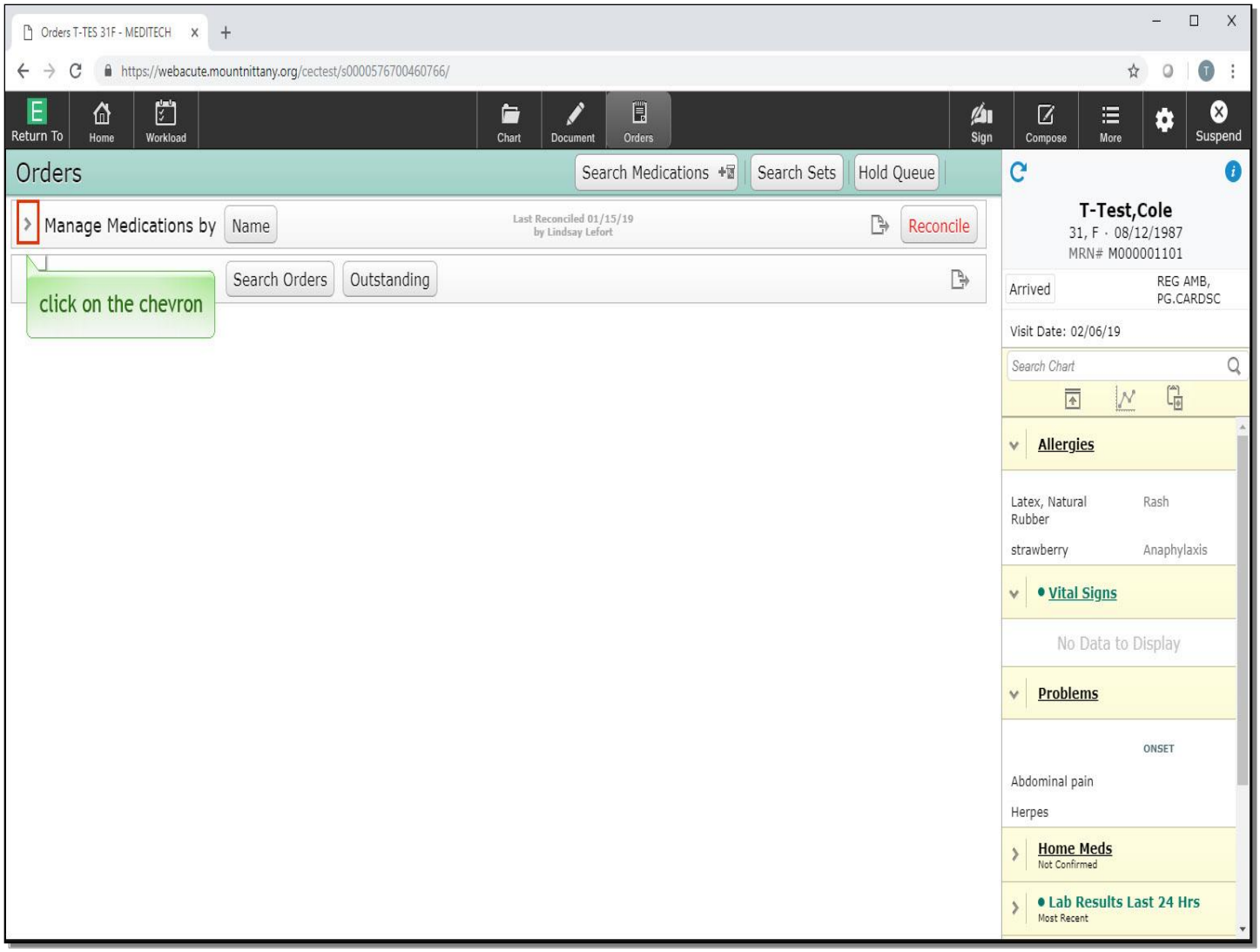
MOUNT NITTANY® HEALTH

Ambulatory Prescription Writing

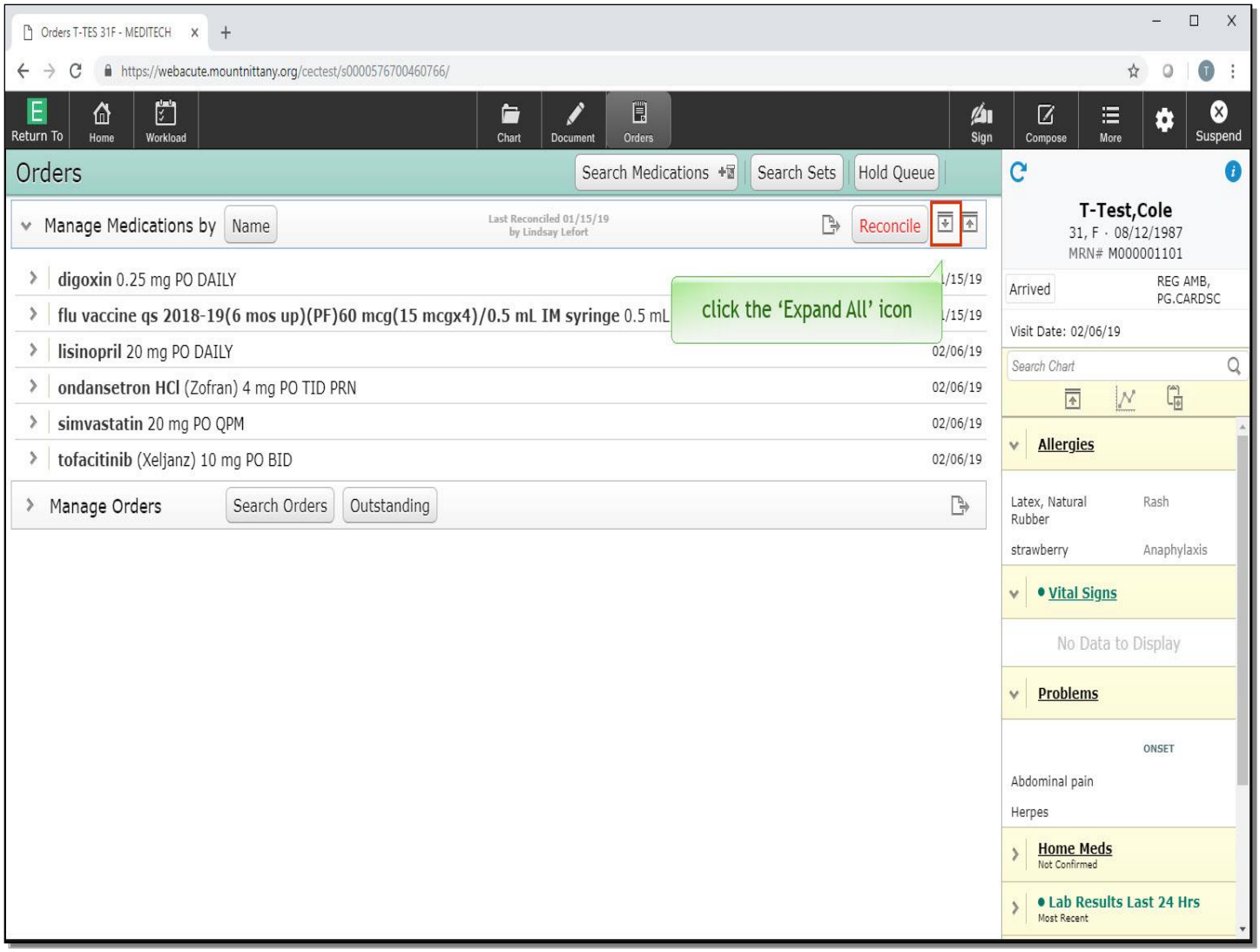
MEDITECH EXPANSE

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

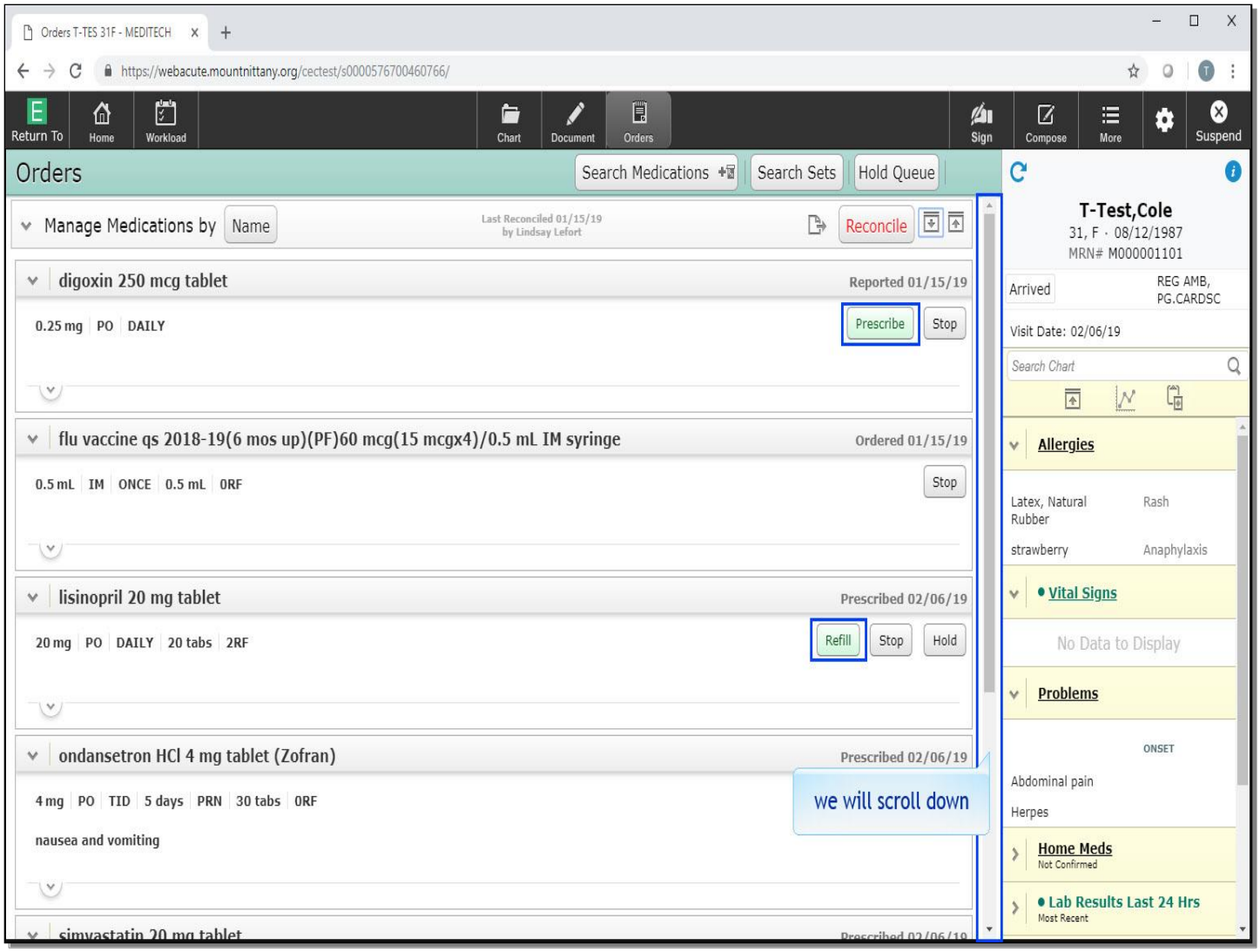
Subtle on screen elements of the LIVE system may vary from what is shown within this course; however, the functionality is as shown.



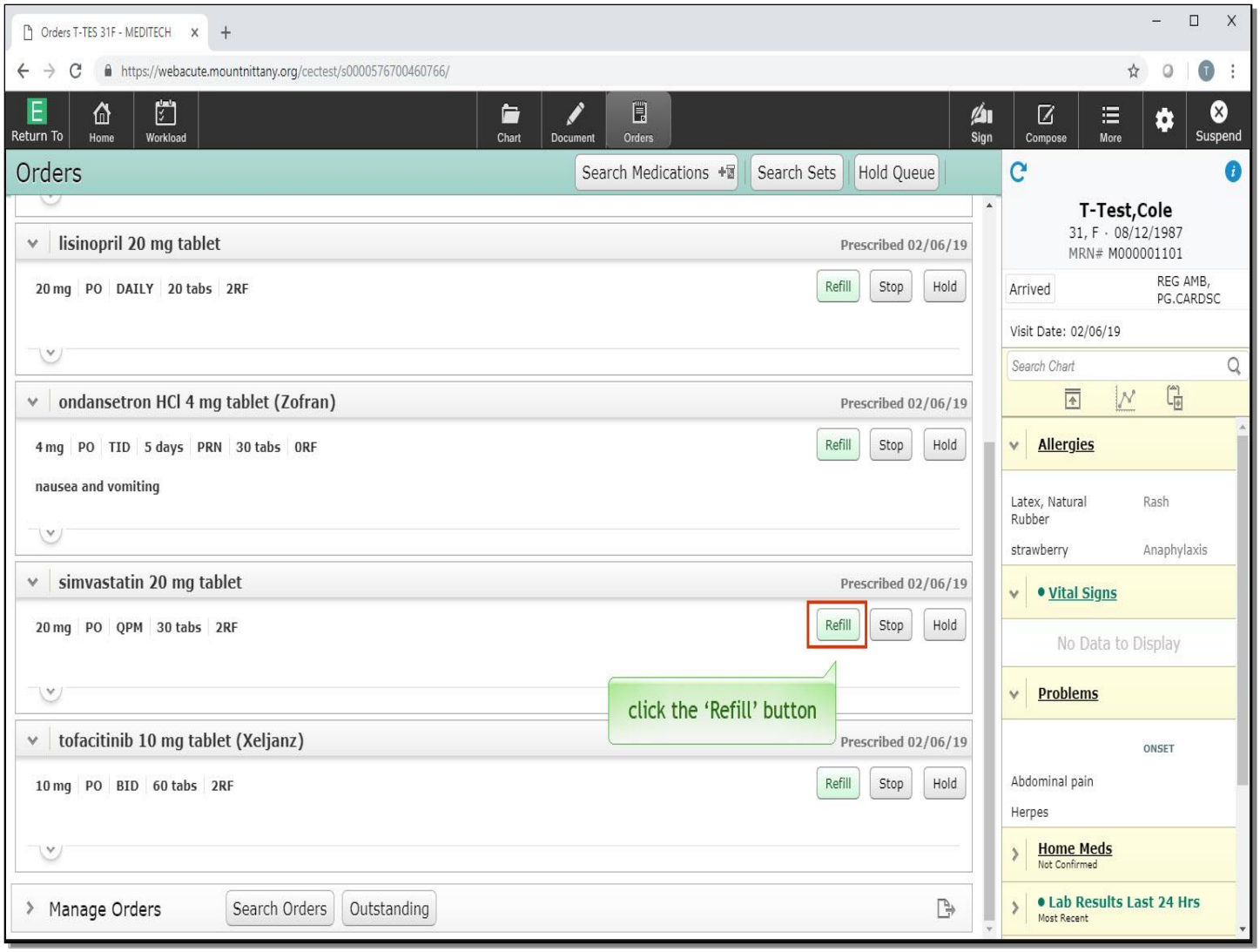
This course begins on the Orders tab of the Patient's Chart. To view the medications the patient is currently prescribed, click on the chevron to the left of the 'Manage Medications Header'.



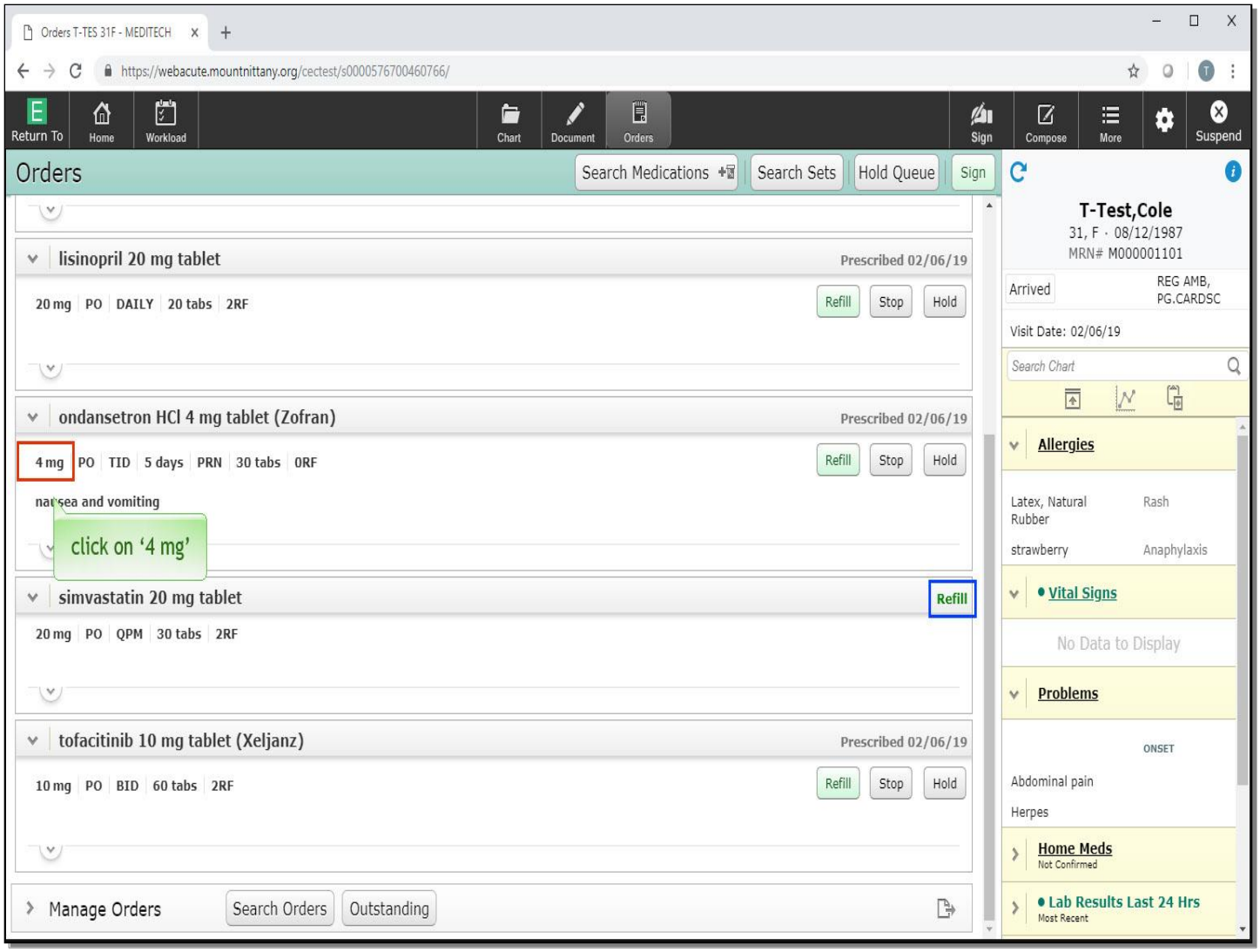
To quickly go through and select which medications you'd like to Refill, Stop, or Hold you'll want to select the 'Expand All' button which will provide you with one-click options to Stop, Hold, Refill or Prescribe those medications. Click the 'Expand All' icon.



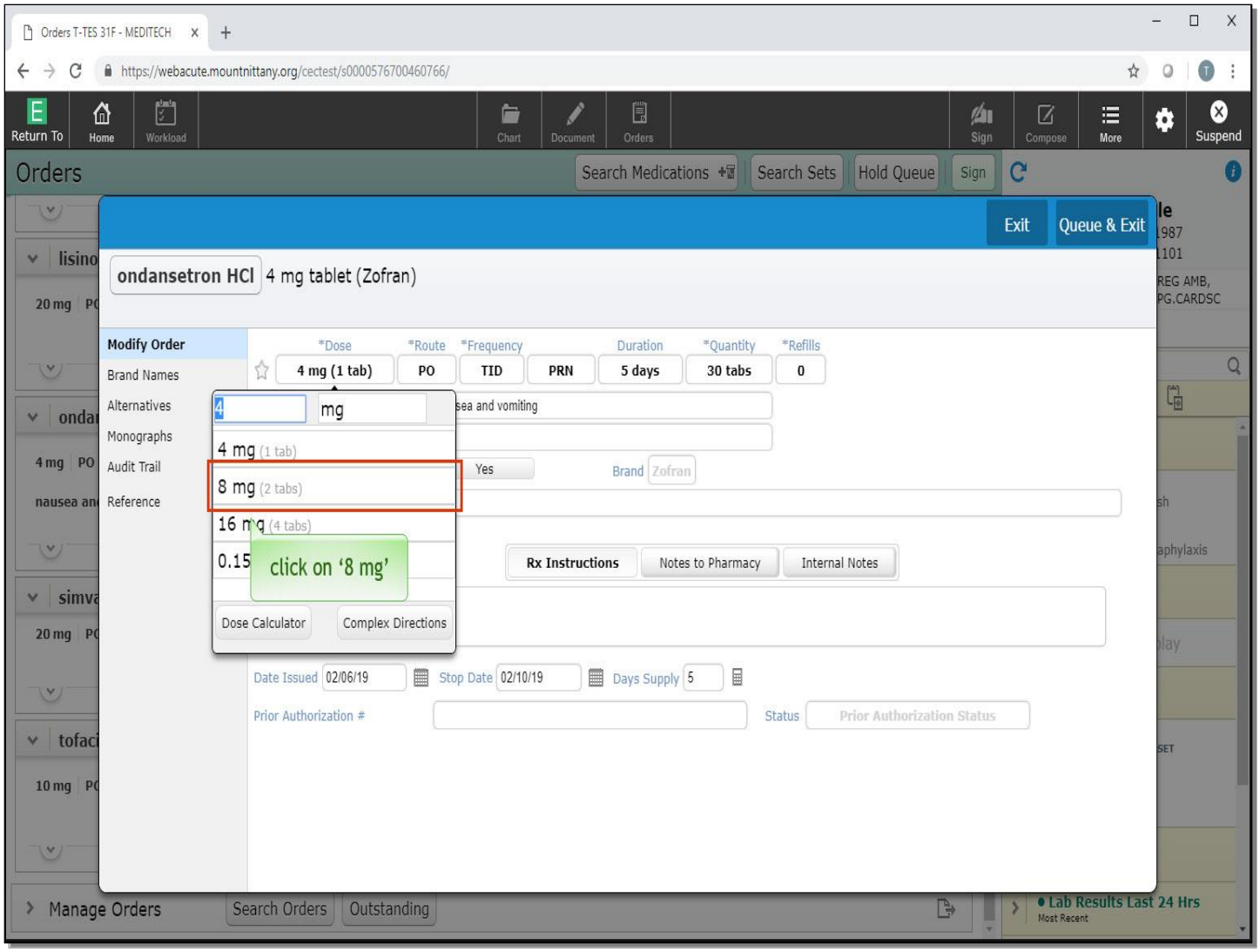
For medications previously prescribed using Expanse, you'll have a button for 'Refill'. If the medication has been recorded as part of the Medication Reconciliation Process, you will see a 'Prescribe' button. We will scroll down to the bottom of the Orders List.



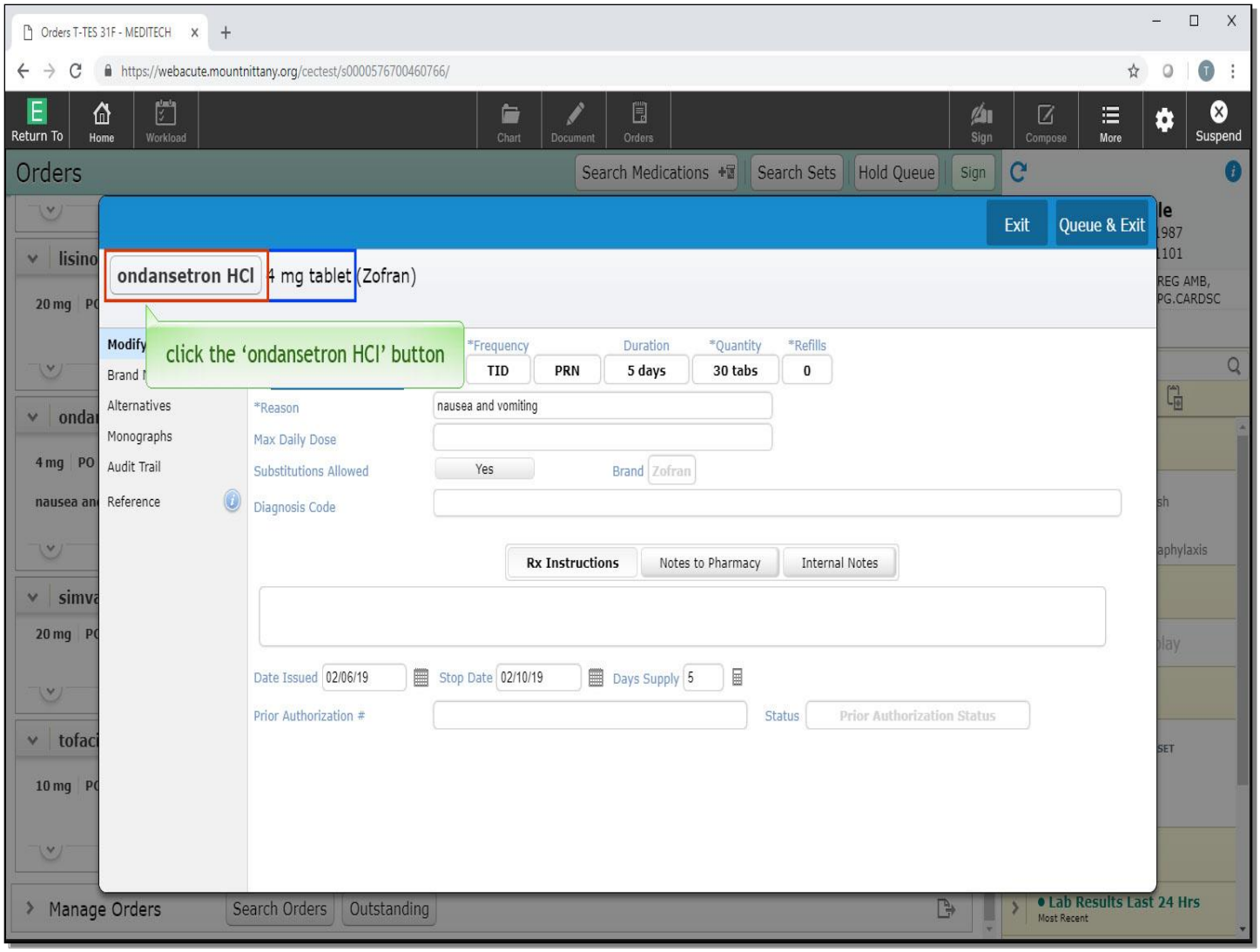
In this example, you will refill a medication without making any changes. Click the 'Refill' button next to Simvastatin.



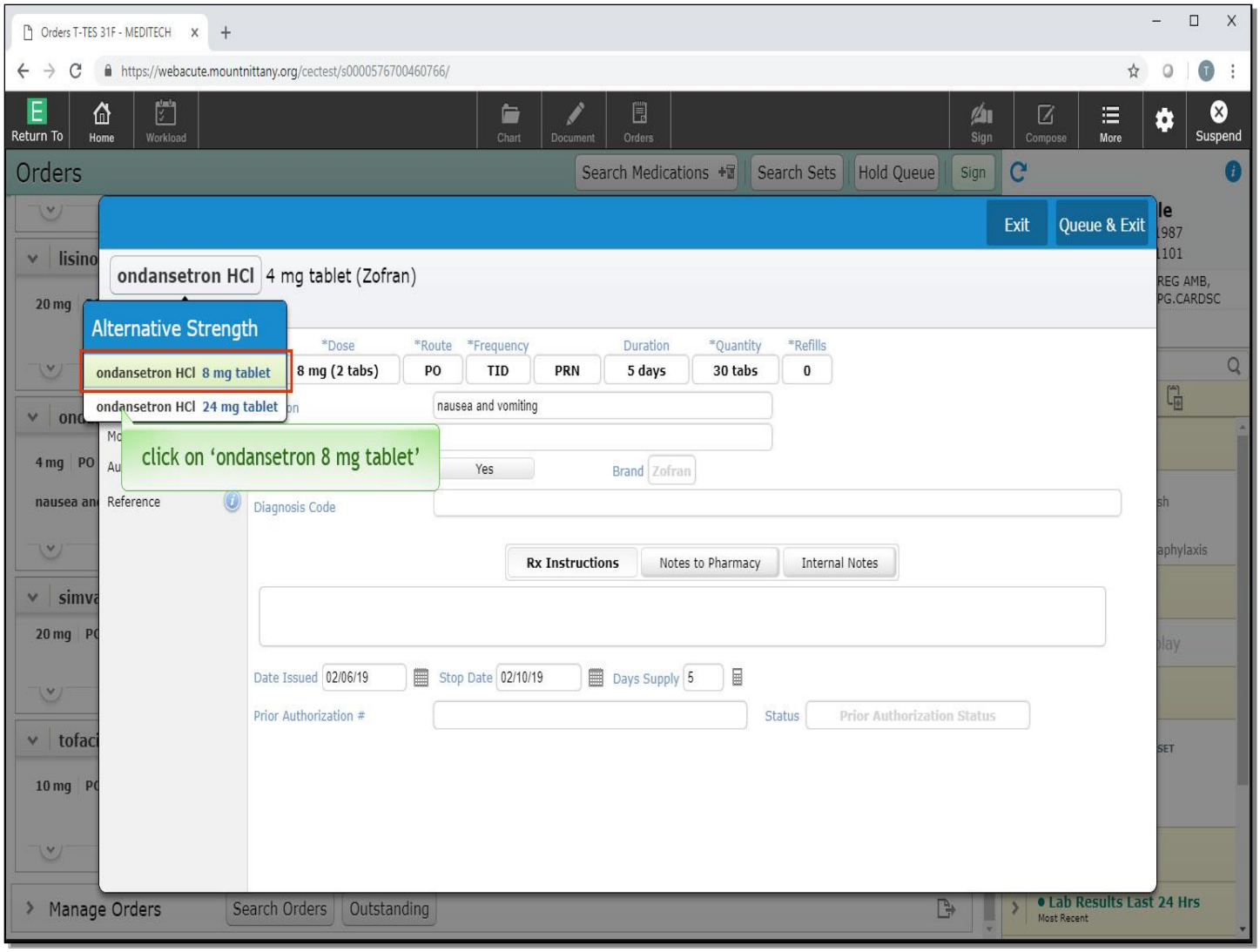
Notice the buttons associated with that medication no longer display and 'Refill' now appears in green. If you'd like to refill a medication but make changes to it, you can do so from this screen by clicking into the field of the medication you'd like to change. Let's say you would like to increase the dose of the Zofran. Click on '4 mg' underneath the Zofran header.



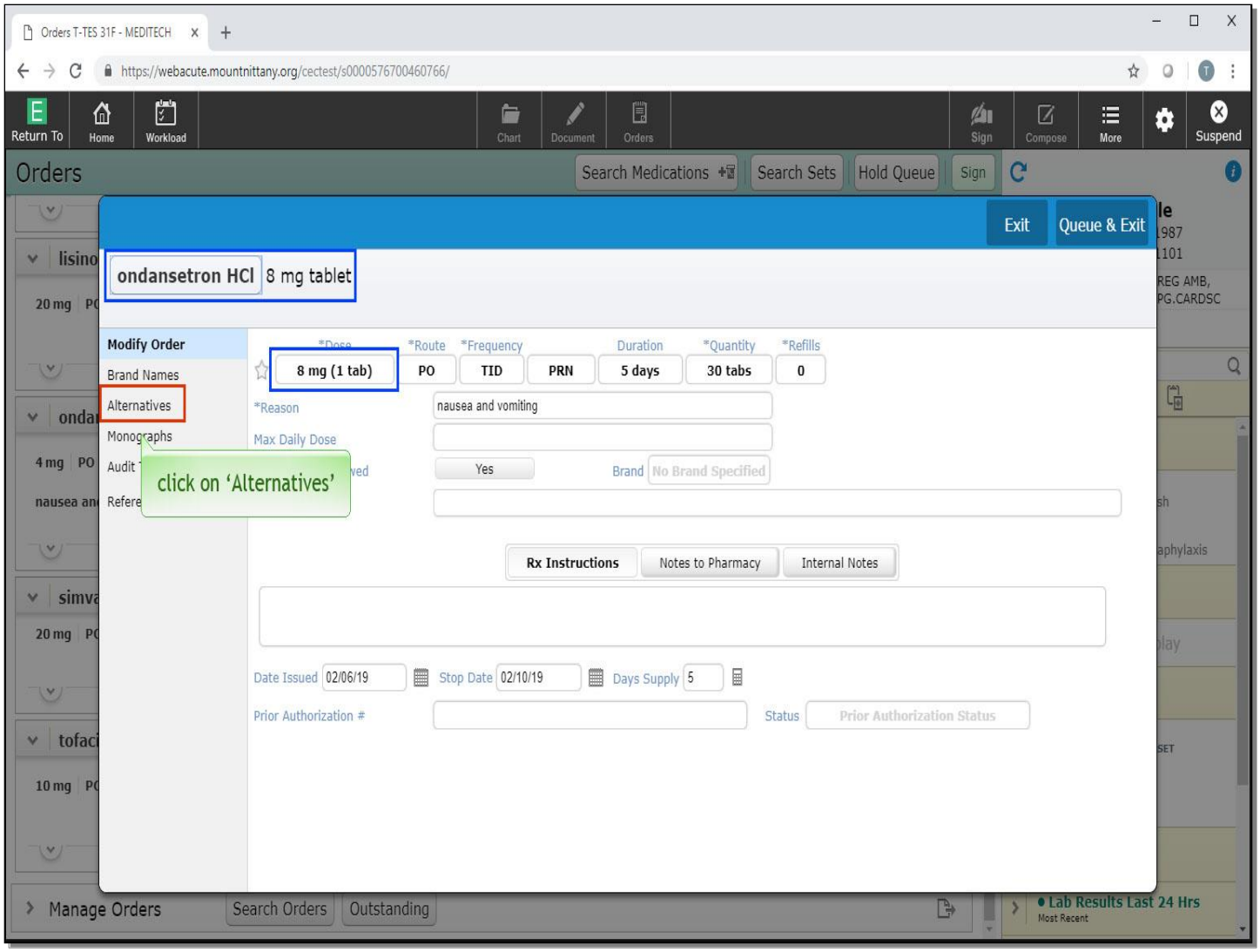
This brings up the Modify Order overlay, where you can change any of the fields associated with the prescription. Notice that because you selected the Dose, the drop down already appears for you to select a different dose. Changing a dose does not automatically change the tablet strength. It will be important to pay attention to this detail, click on '8mg'.



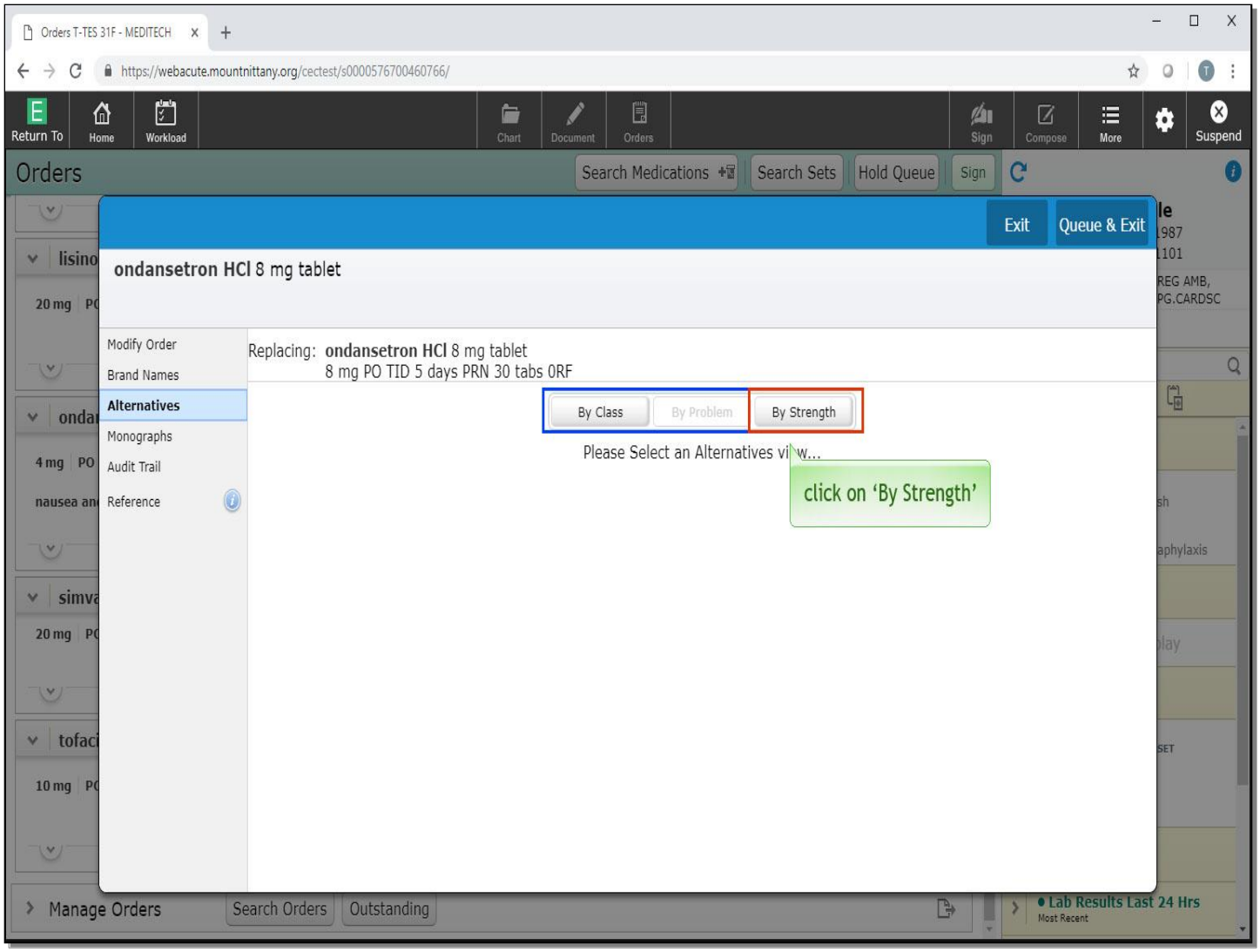
In the header of the Overlay screen, you can see that the name of the medication appears as a button. This will provide you with alternative strengths and you will want to use this to prevent a Dose/Strength mismatch while changing a med. Click the 'Ondansetron HCl' button.



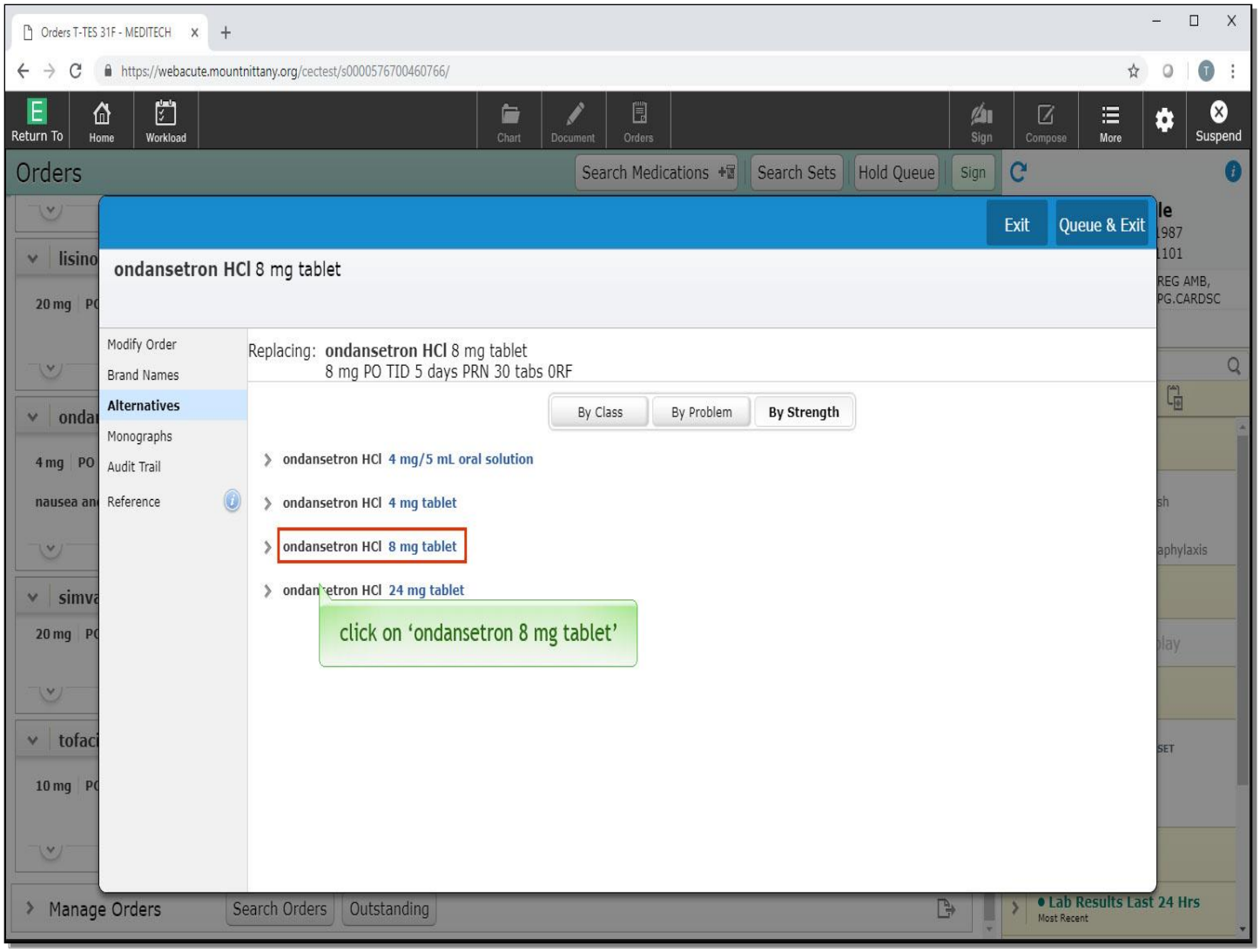
A drop down appears with alternative strengths. Choose the '8mg tablet'.



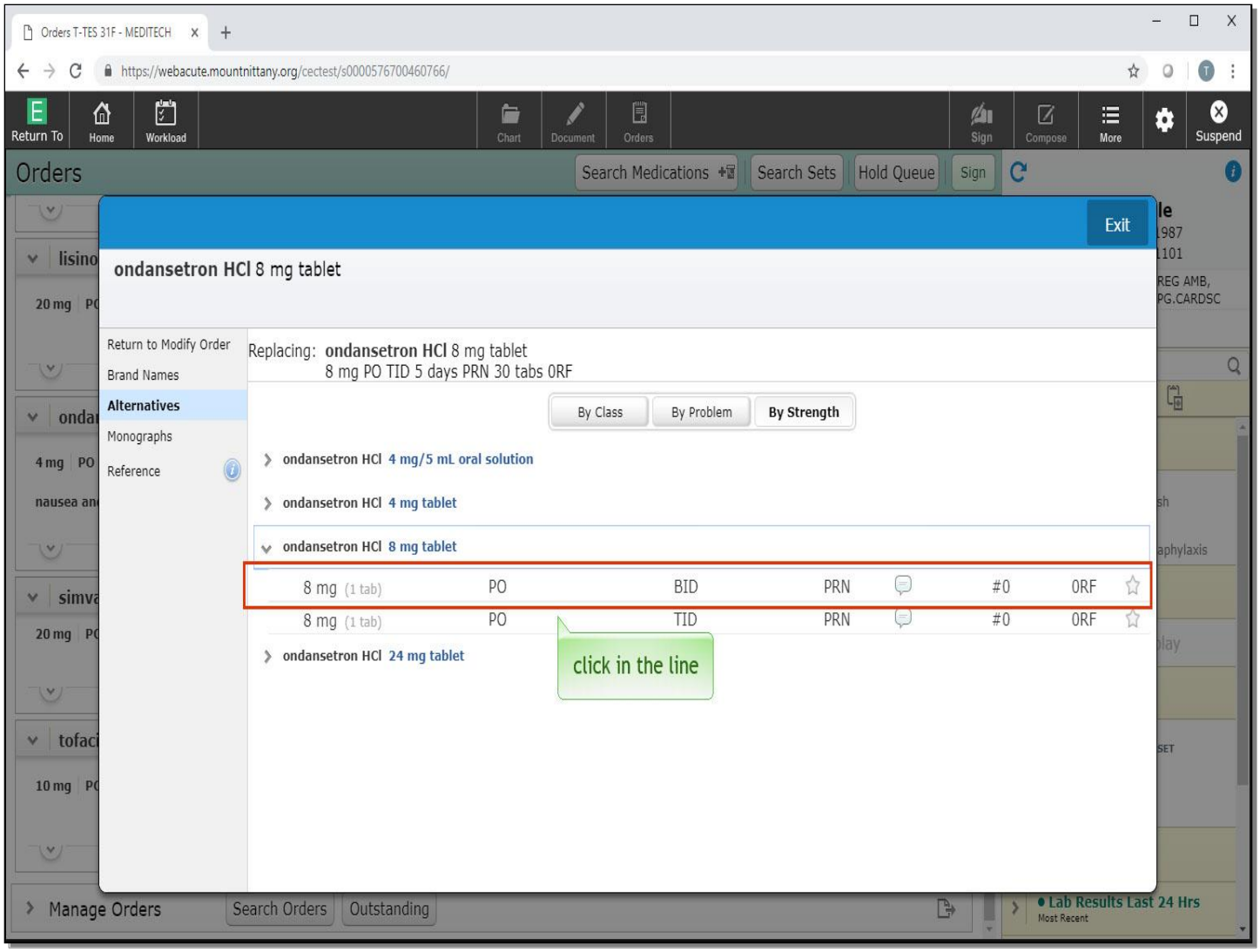
Notice the number of tabs in the Dose field automatically switches to 1 tab as the system recognized the strength change. You may have noticed that the alternatives presented from this button were only for strength changes in the same form. If you would like to change from tabs to liquids, for example, you can view the alternatives by selecting the Alternatives option from the left side of the Overlay, click on 'Alternatives'.



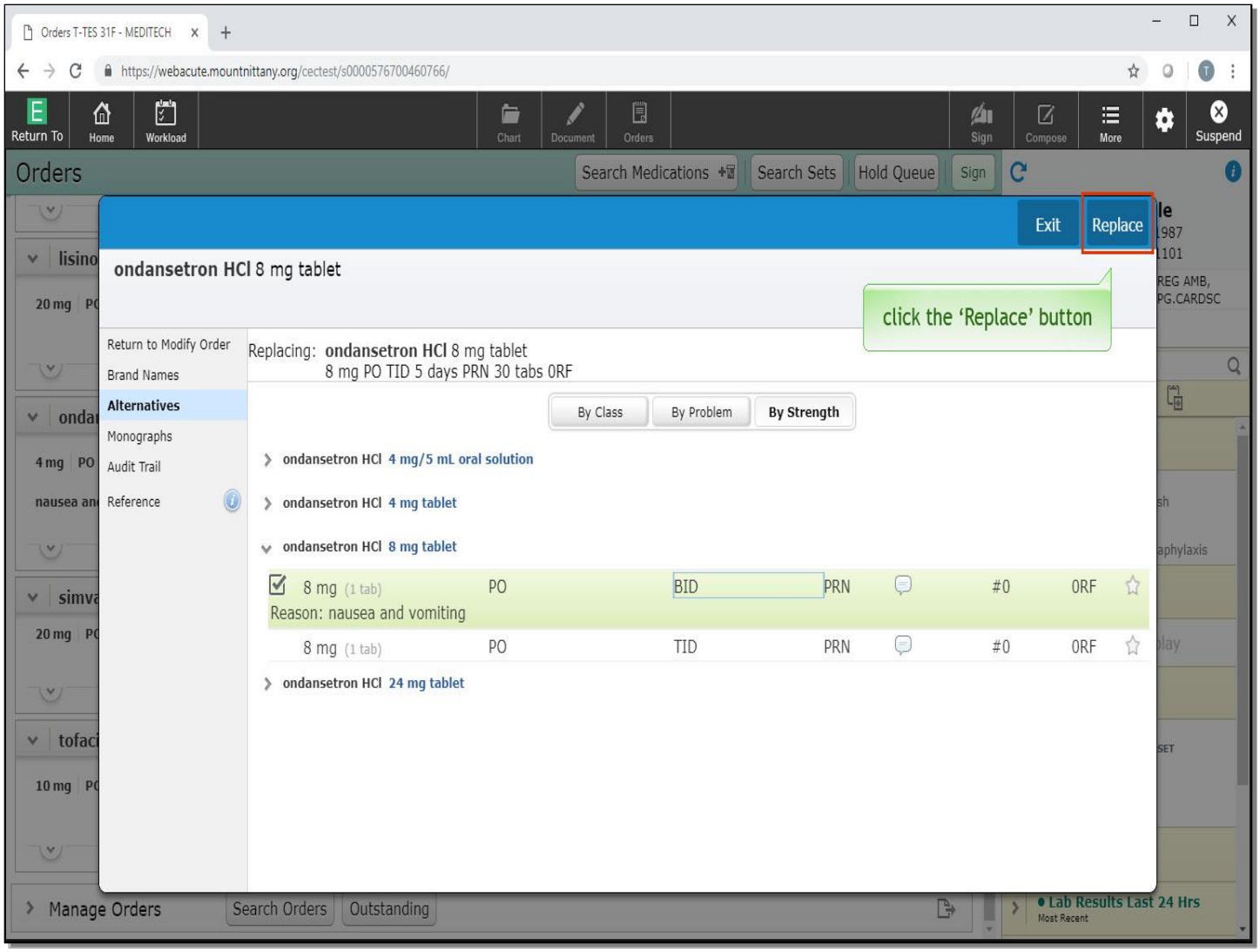
There are 3 options that you can select alternatives presented: By Class, Problem, and Strength. Click on 'By Strength'.



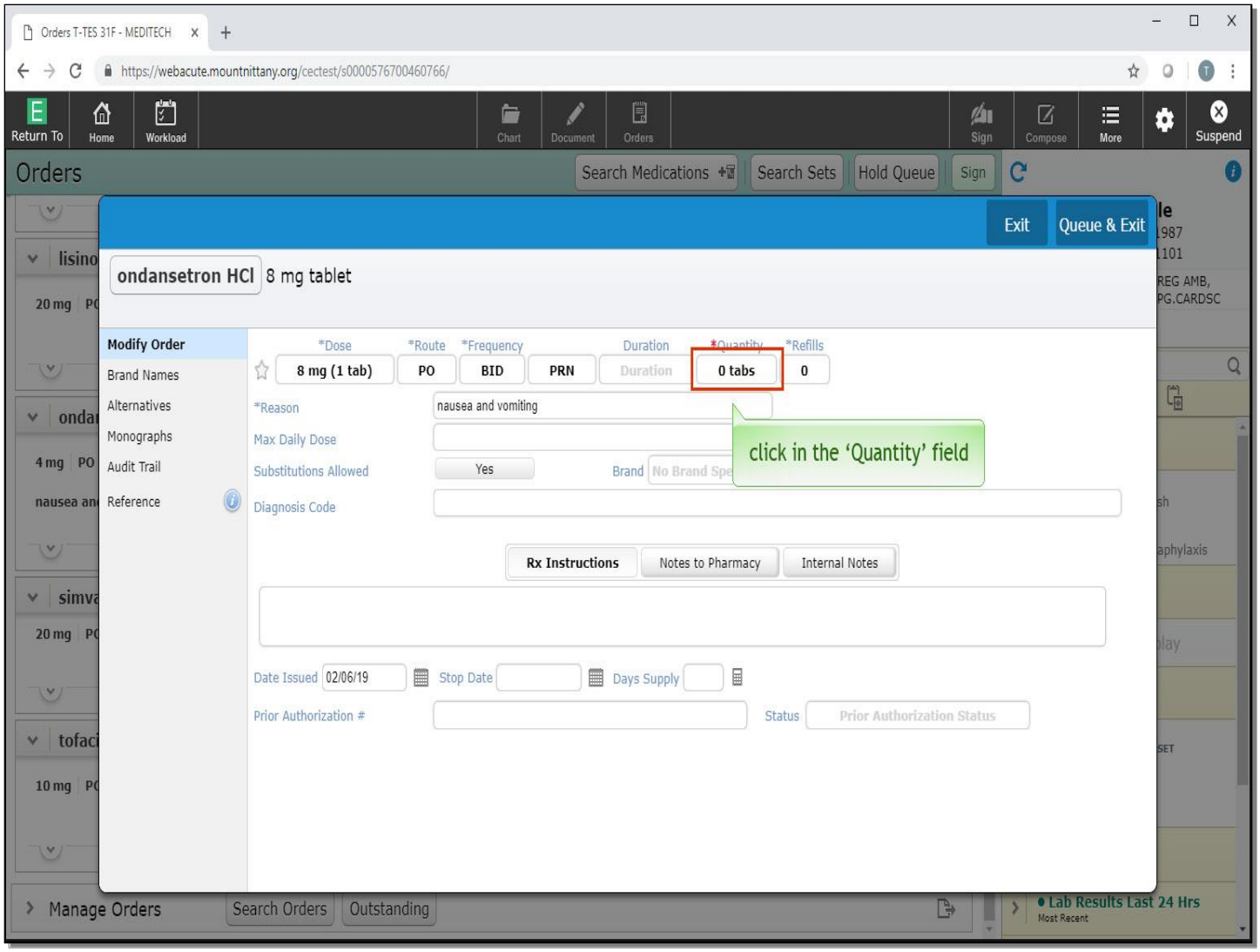
Here, you will see all available alternative strengths for this medication. The alternatives option is a second possible way to change from one tablet strength to another. To see how this is done, select the '8mg' strength by clicking on the name associated with the '8mg tablet'.



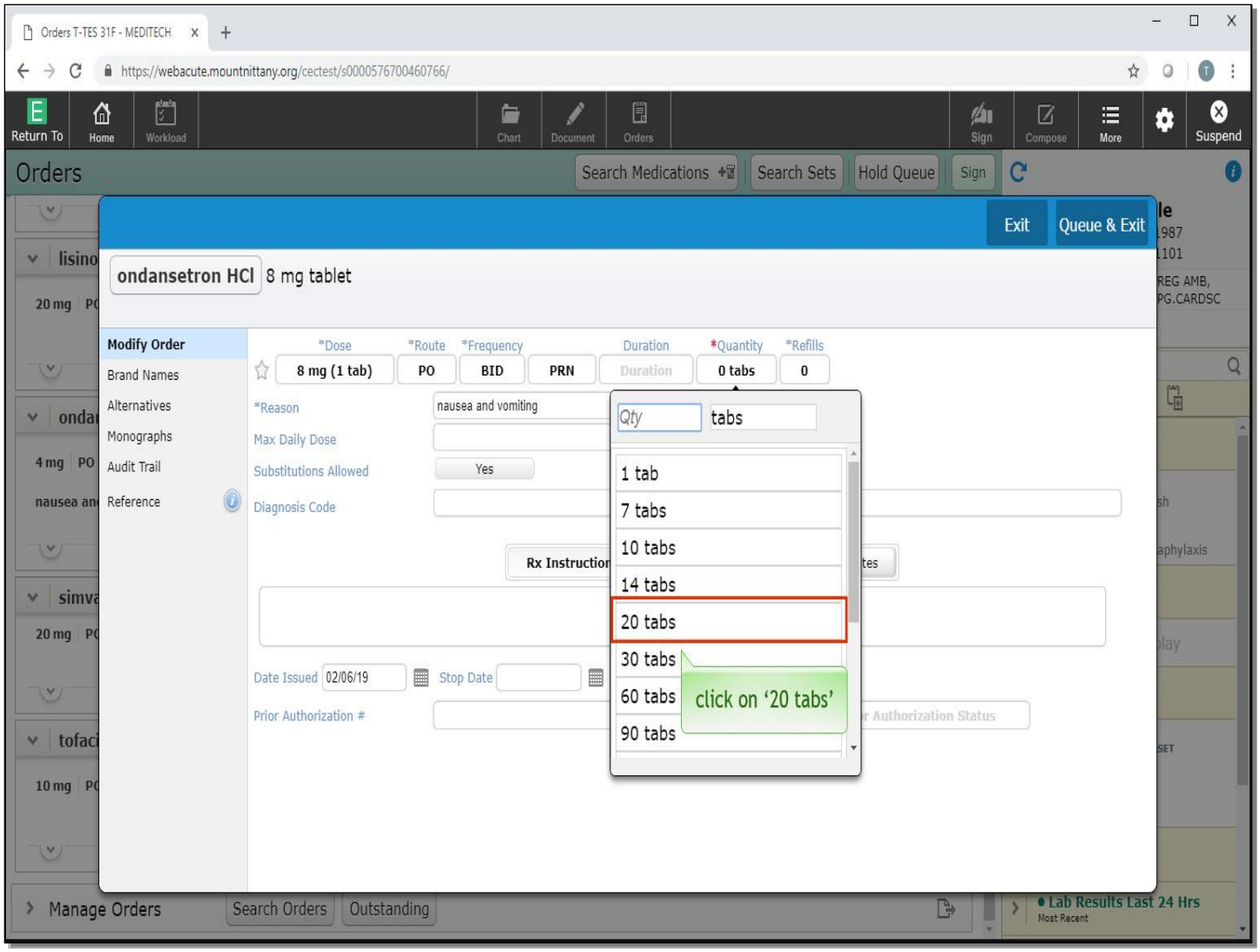
This opens up different Order Details for this strength of medication. To select 8mg BID, click anywhere in the line associated with the '8mg BID' prescription.



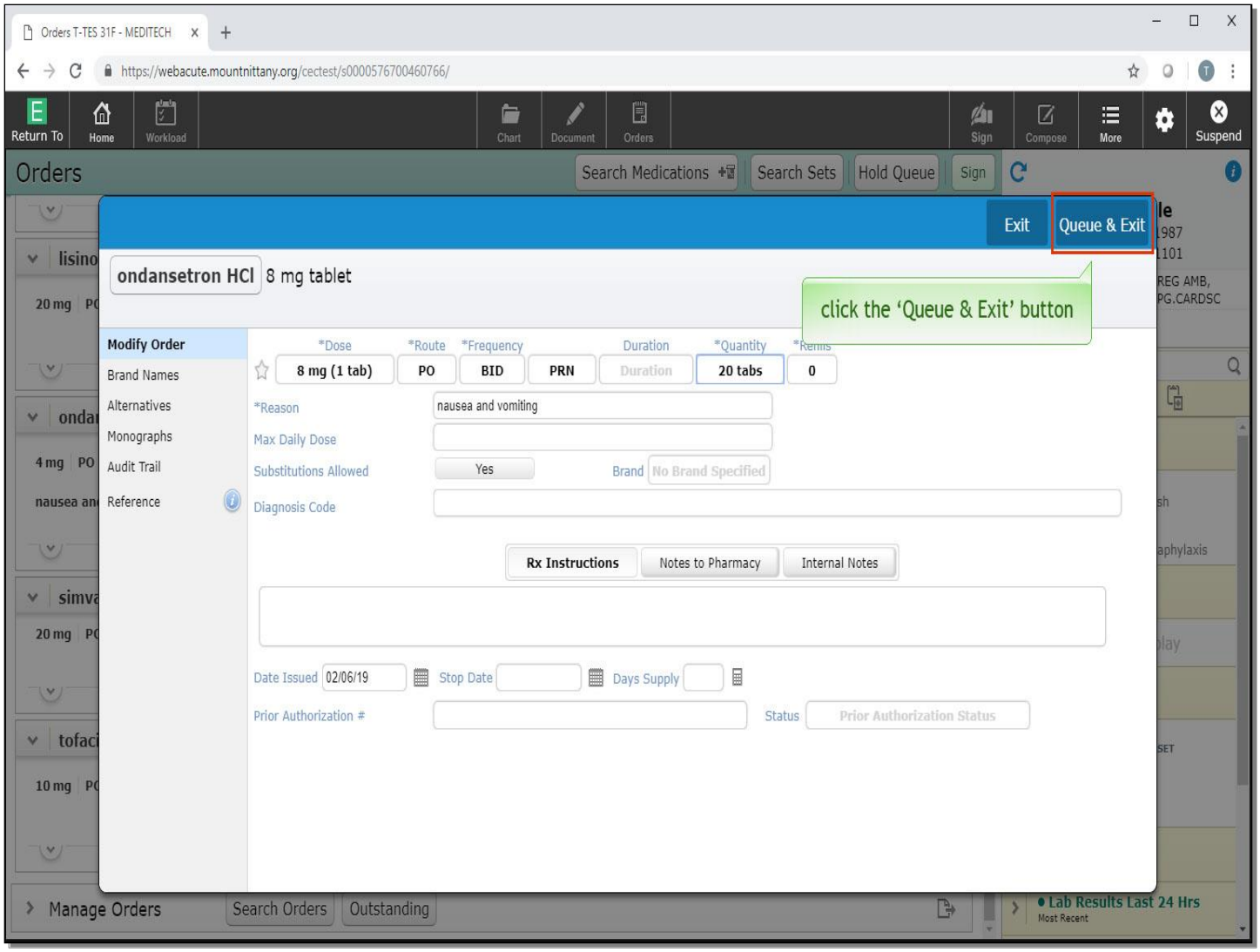
You'll see the order turns green and there is a check mark next to the strength of this medication. Click the 'Replace' button.



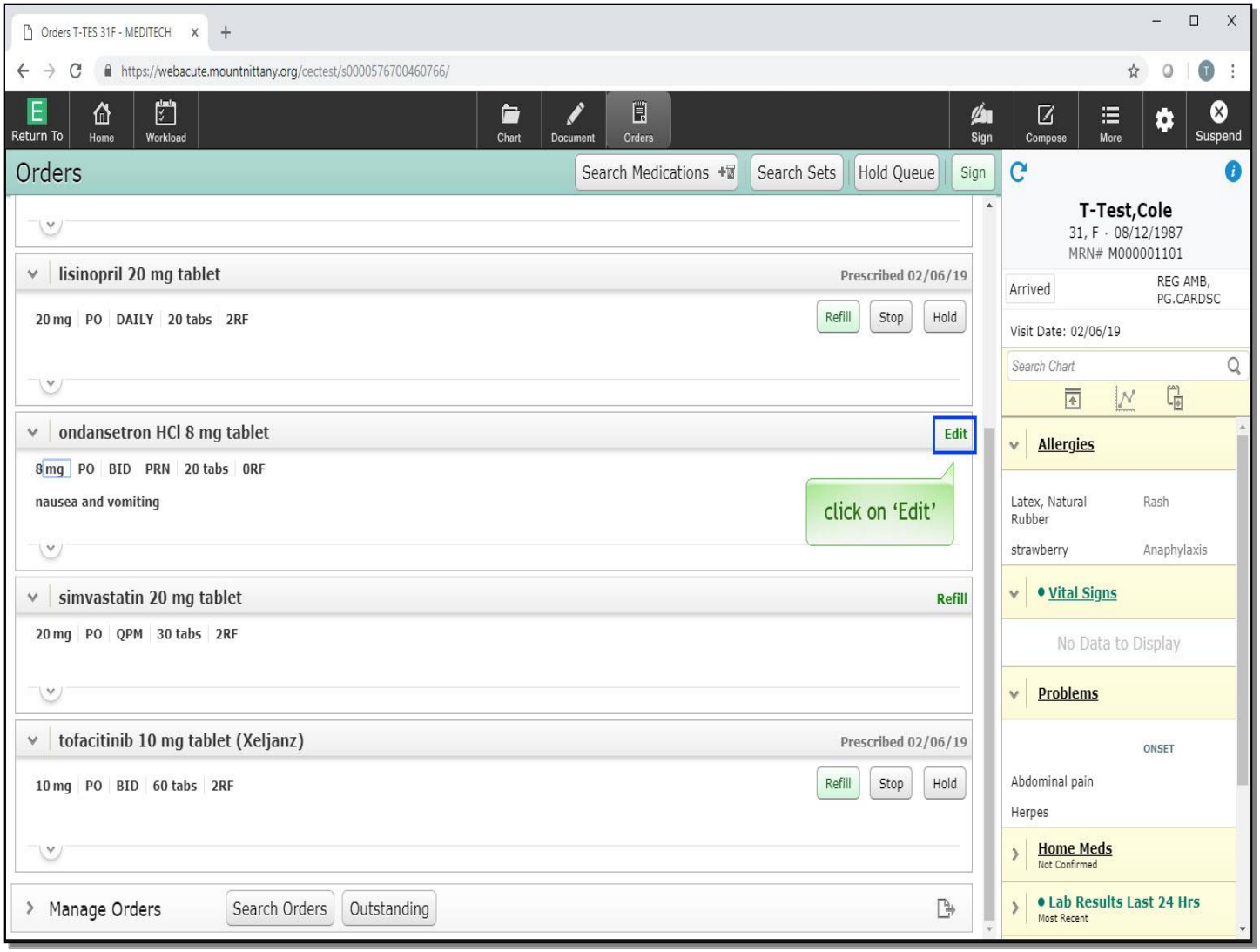
You are returned to the Modify Order Overlay, where you will need to fill in the quantity of tabs to prescribe. Click in the 'Quantity' field.



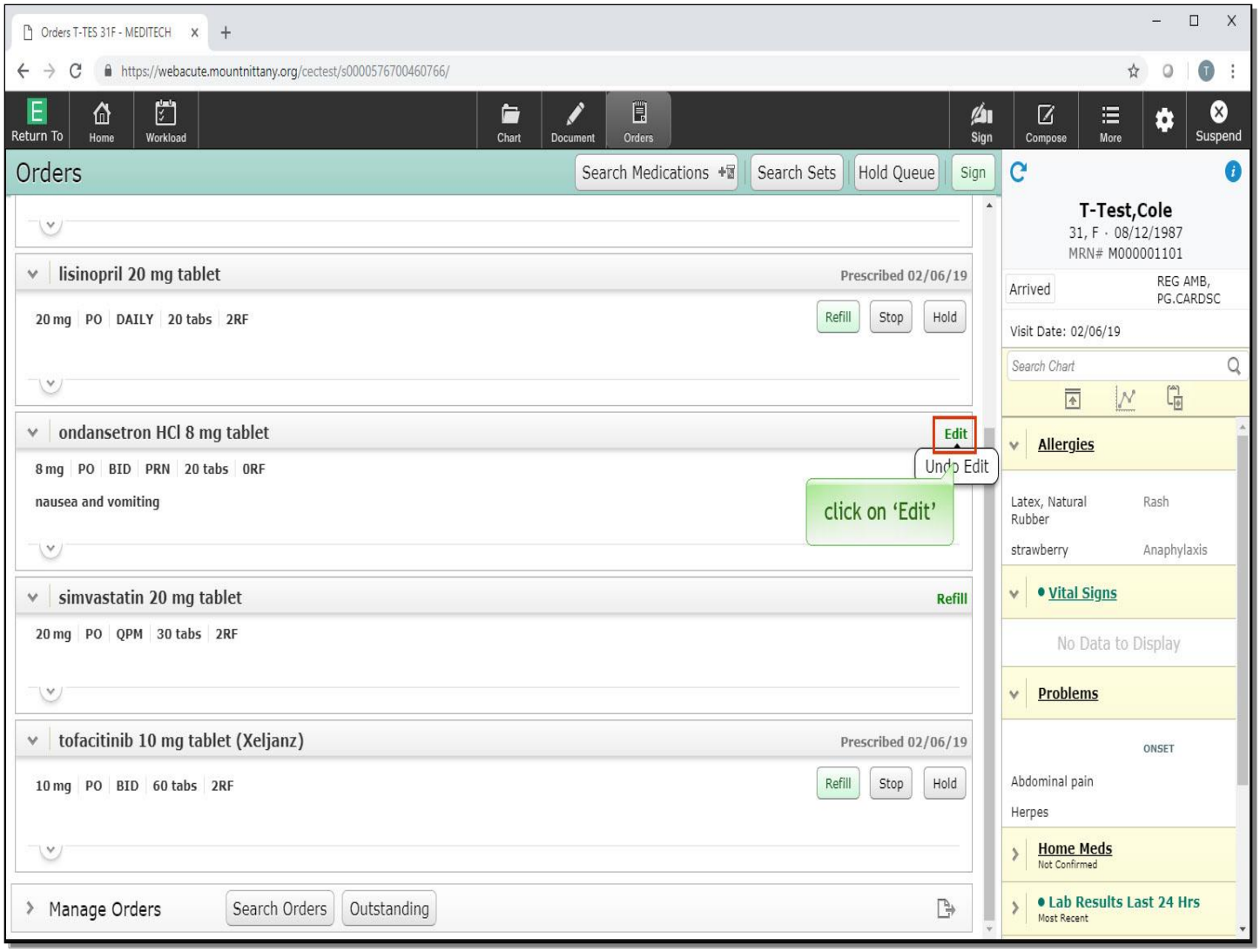
A drop down appears with different selections, or there is a field where you can type in a different quantity. For this example, click on '20 tabs'.



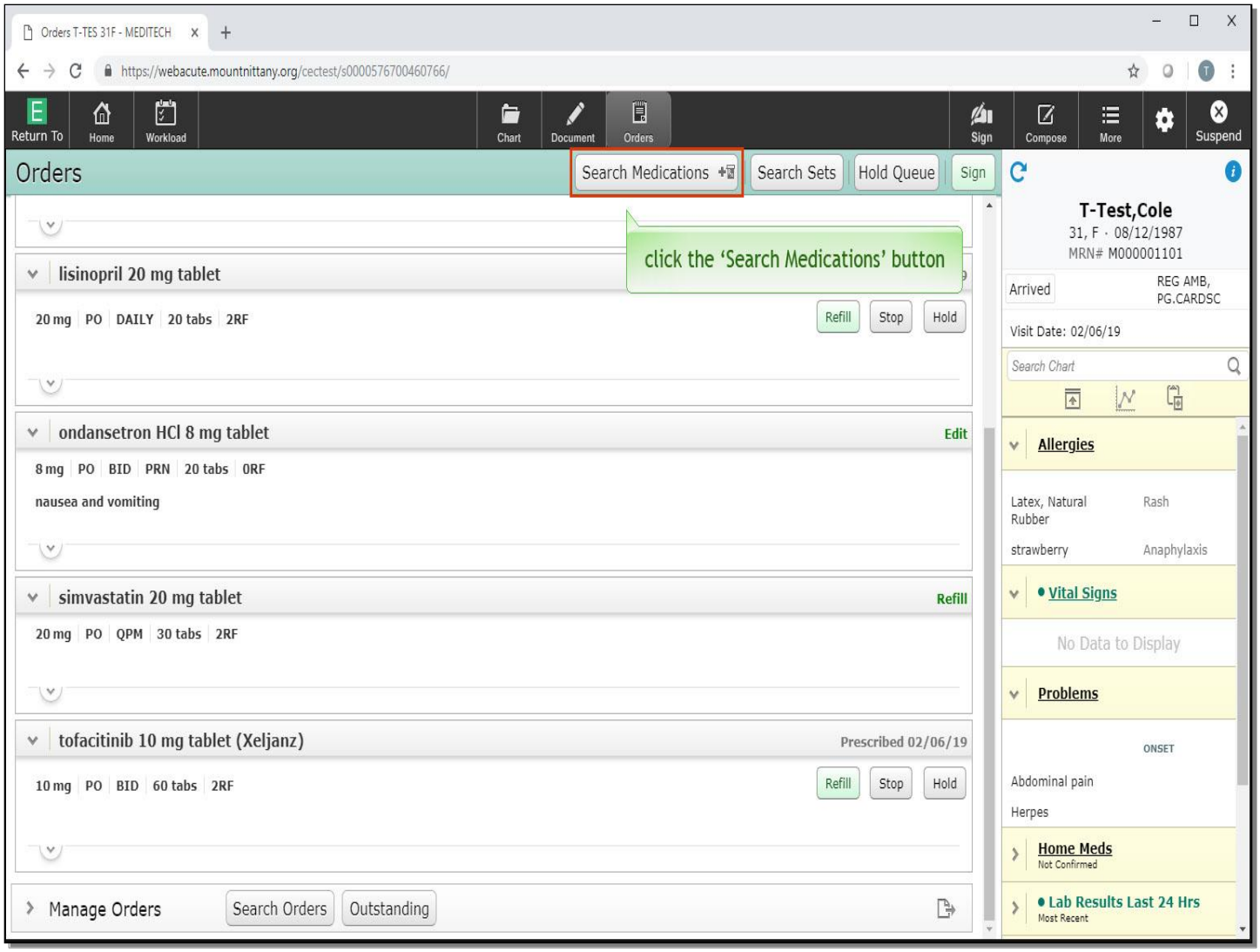
As you have made all the edits to this prescription, click the 'Queue and Exit' button.



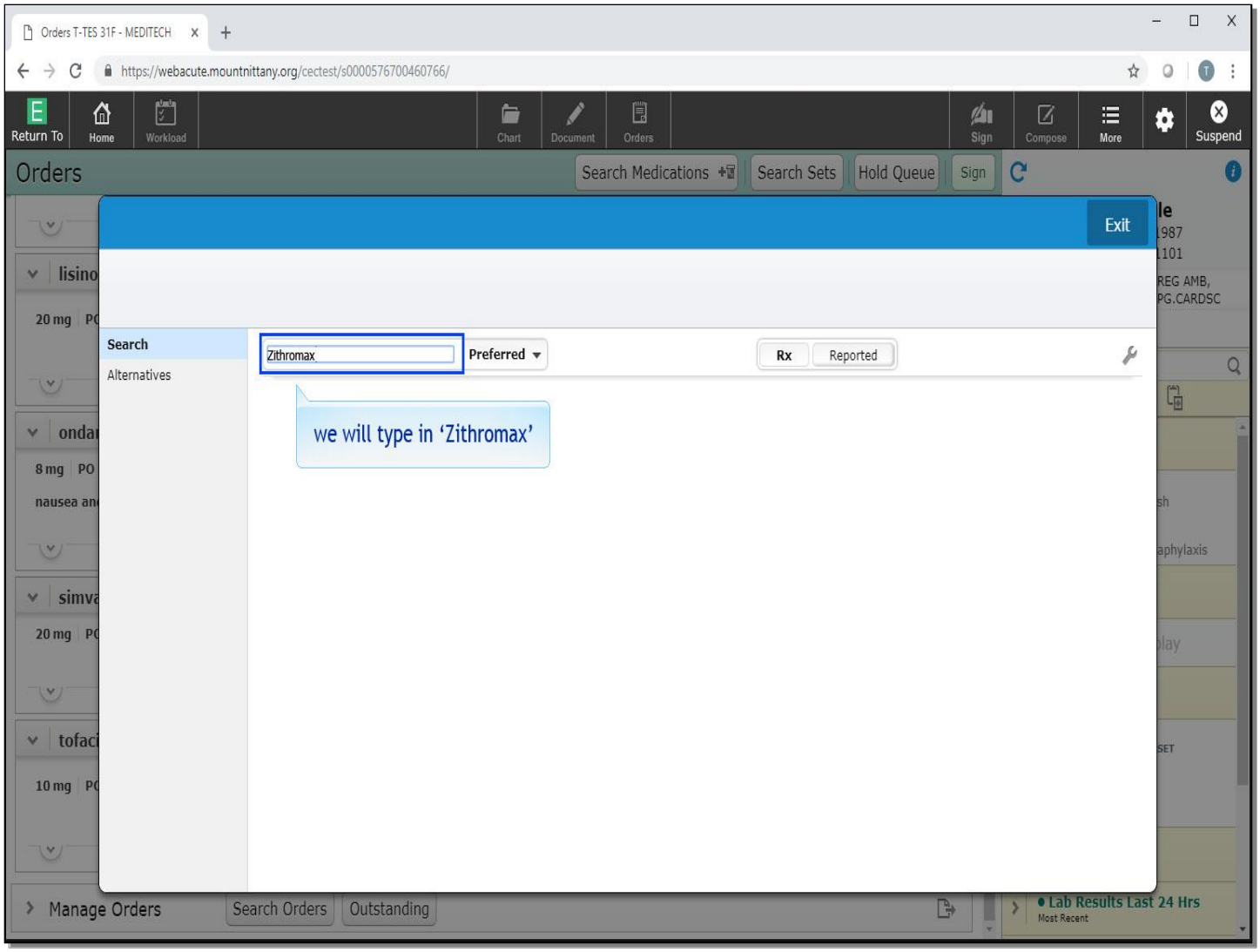
You'll see the Ondansetron now has edit in green & the buttons to Prescribe/Hold/Refill no longer appear. If you decide you do not want to refill or edit medications, you can click on the green text and it will give you the option to Undo, click on 'Edit'.



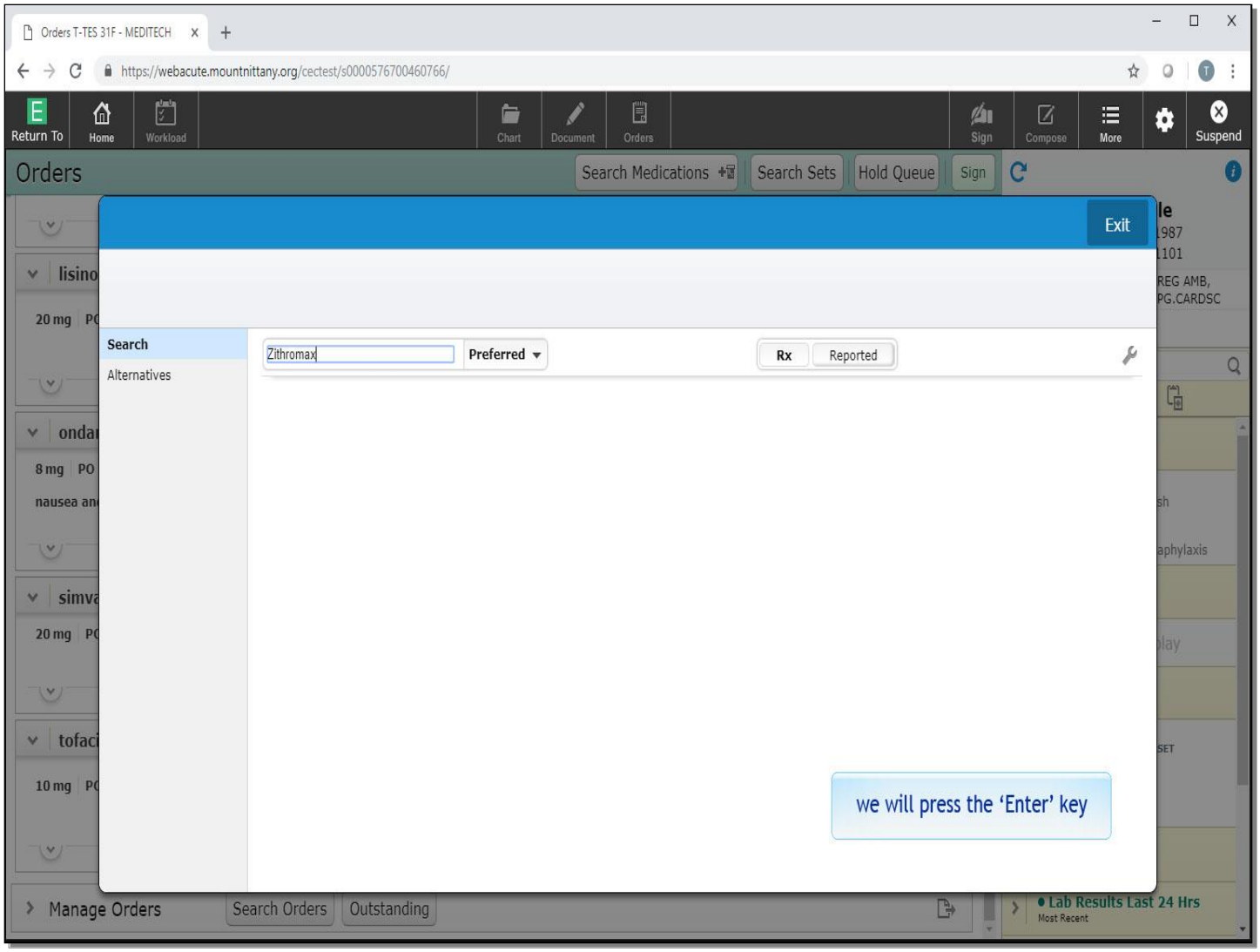
To keep these changes, click on ‘Edit’ a second time.



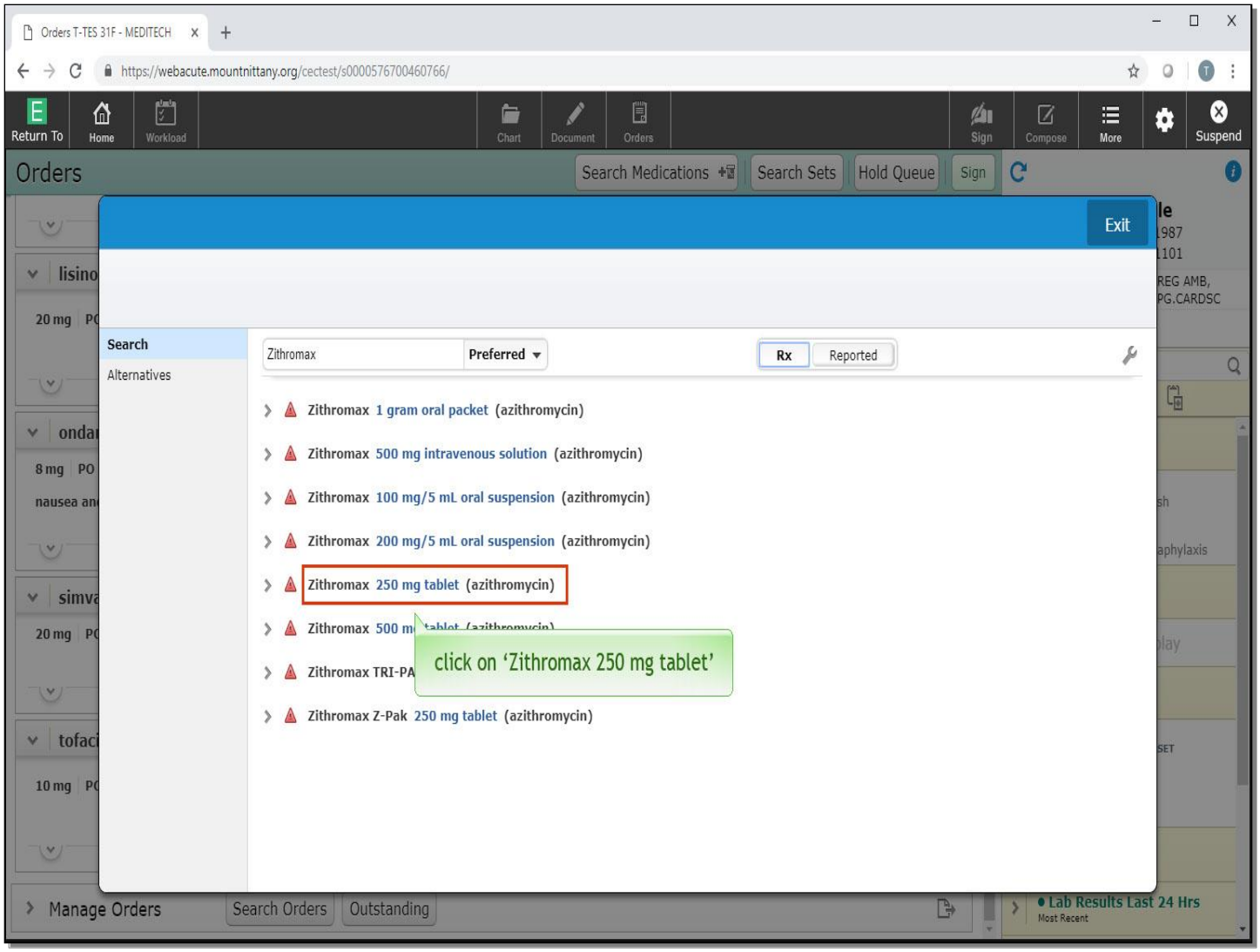
Now you want to order a new medication. To begin, click the 'Search Medications' button at the top of the screen.



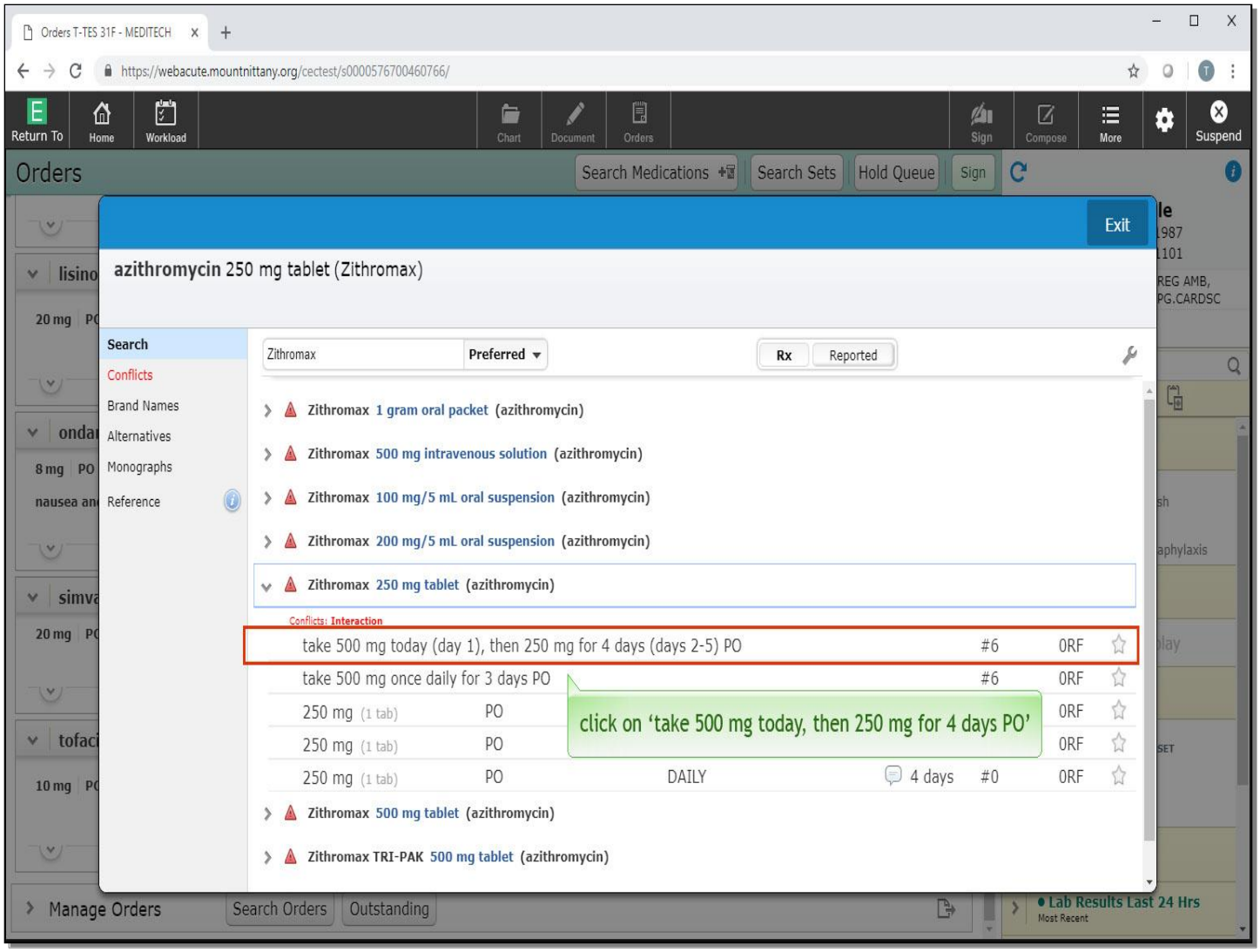
You want to order a Z-pack. By default the cursor is positioned in the 'Search' field. We will type in 'Zithromax' for you.



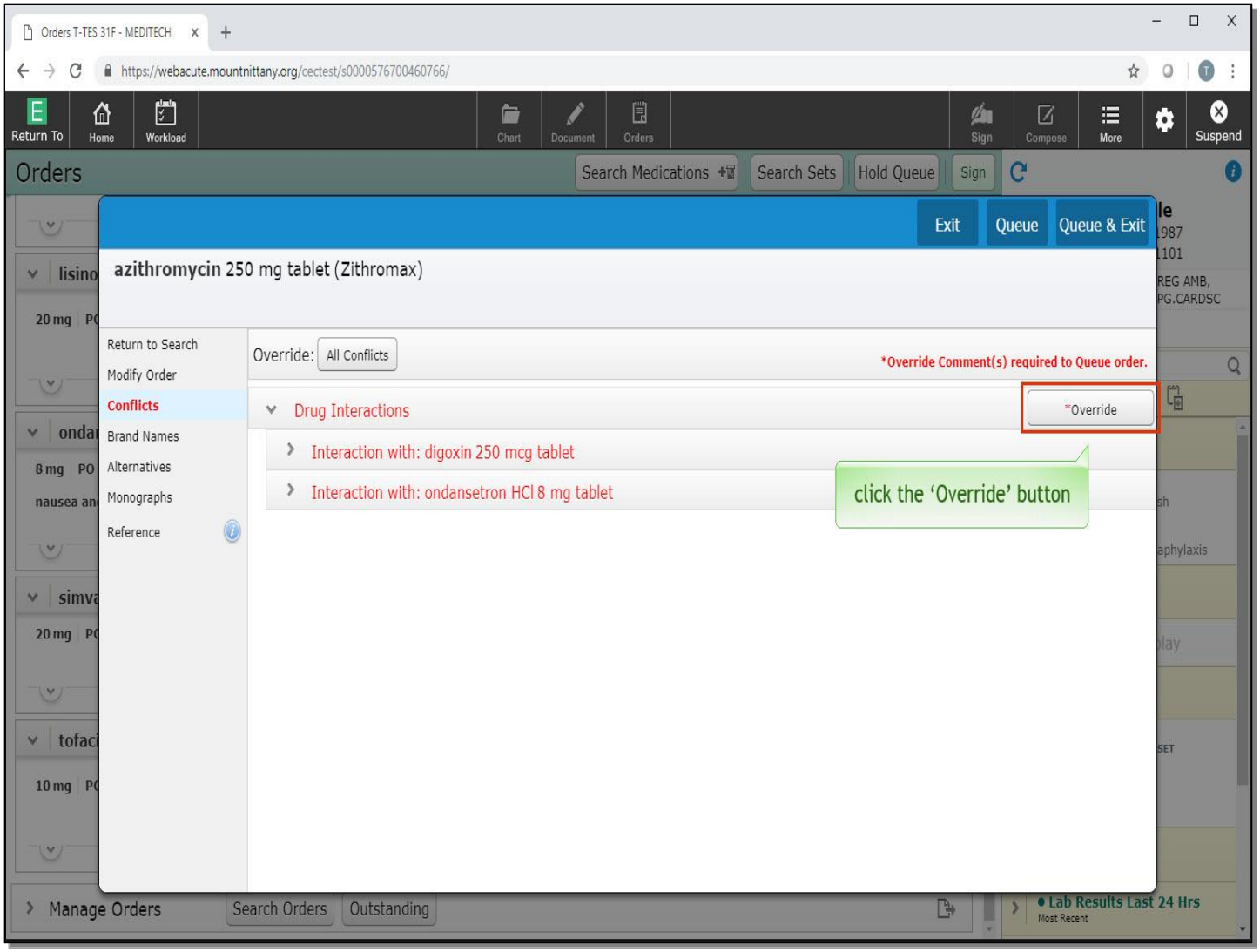
We will press the 'Enter' key.



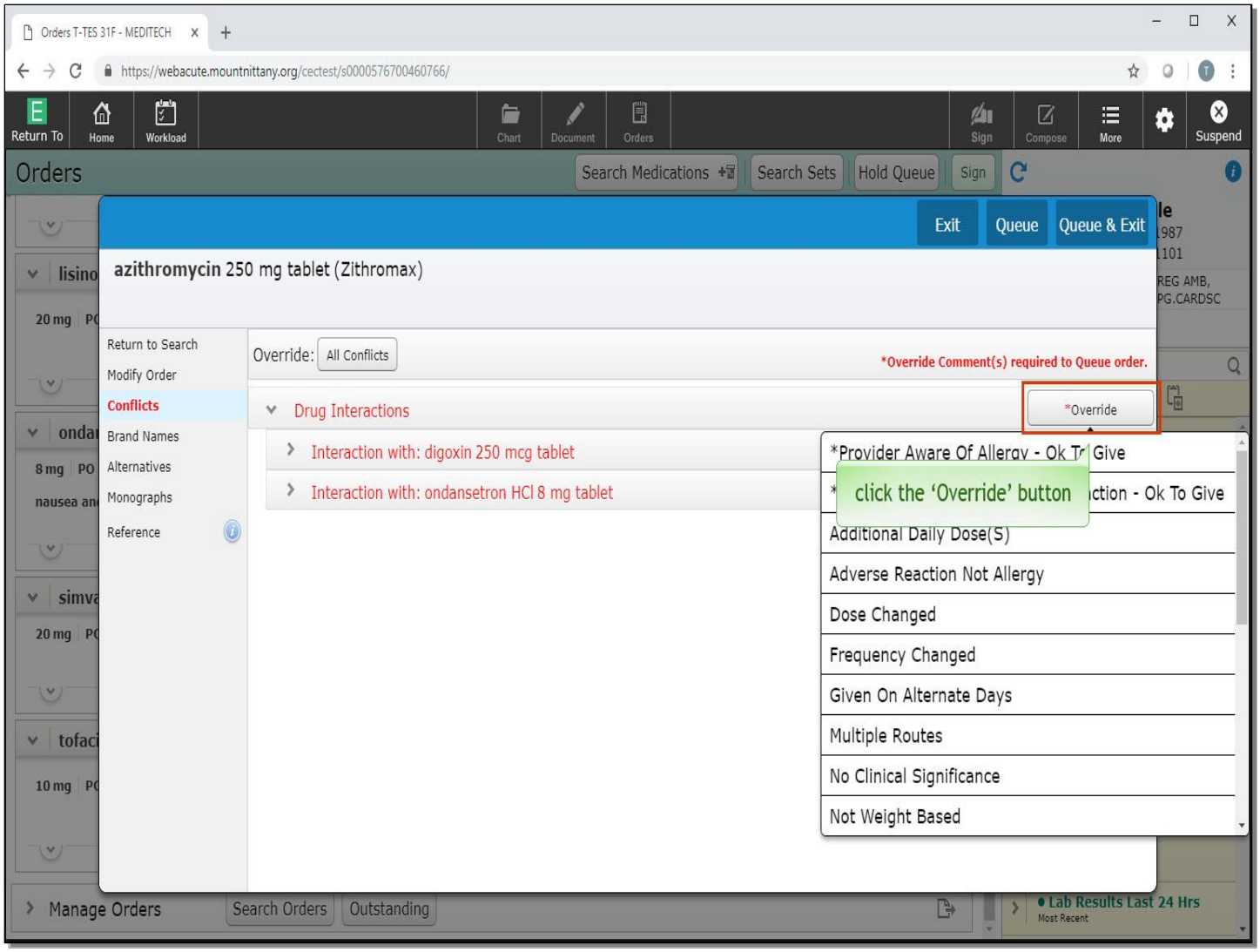
You choose a 250mg dose. Click on 'Zithromax 250mg tablet'.



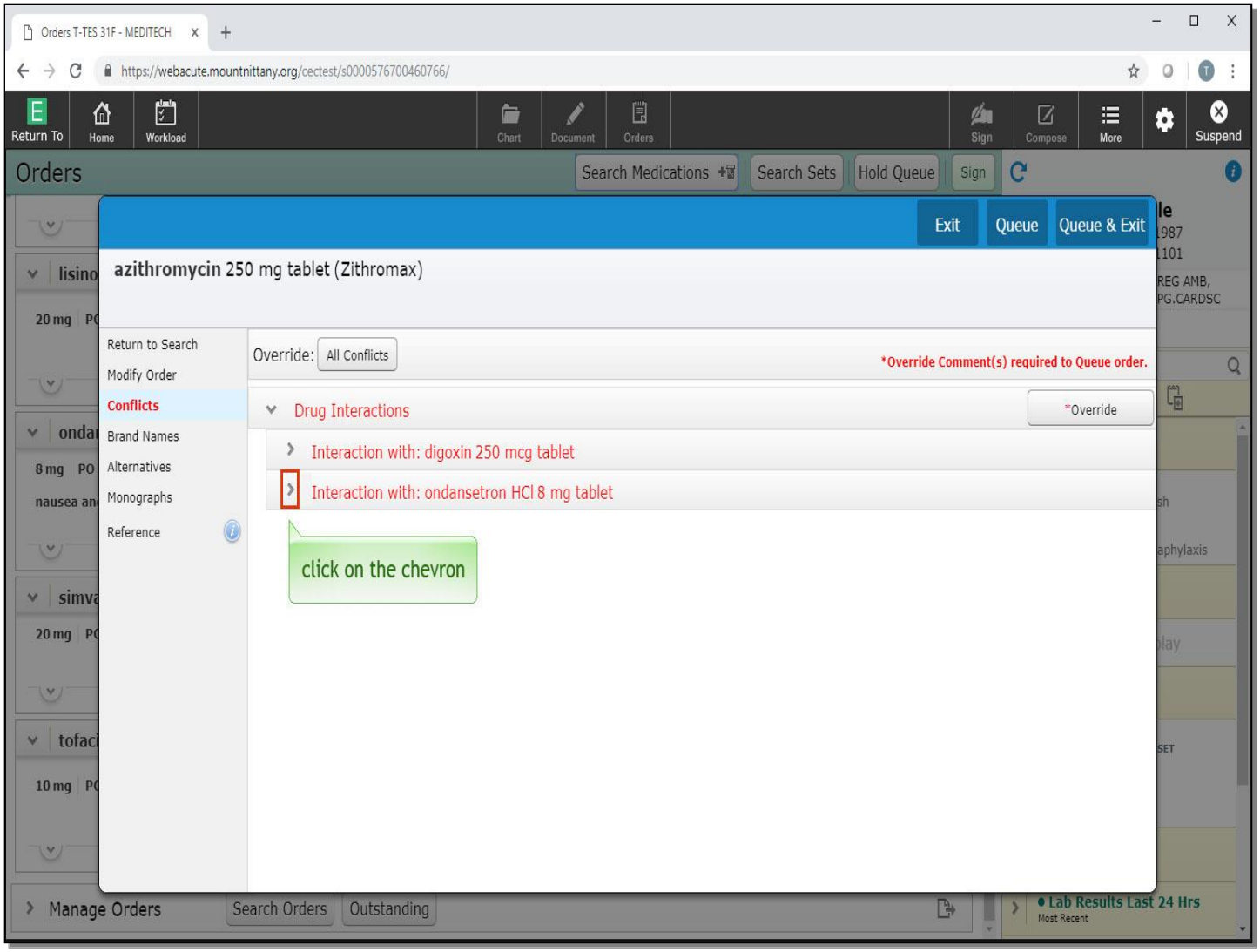
There are a few options to begin. You'll notice the first two prescriptions do not have the typical Dose, Route and Frequency setup; these have been predefined as complex directions. Click on the line that reads '500mg today, then 250mg for 4 days PO'.



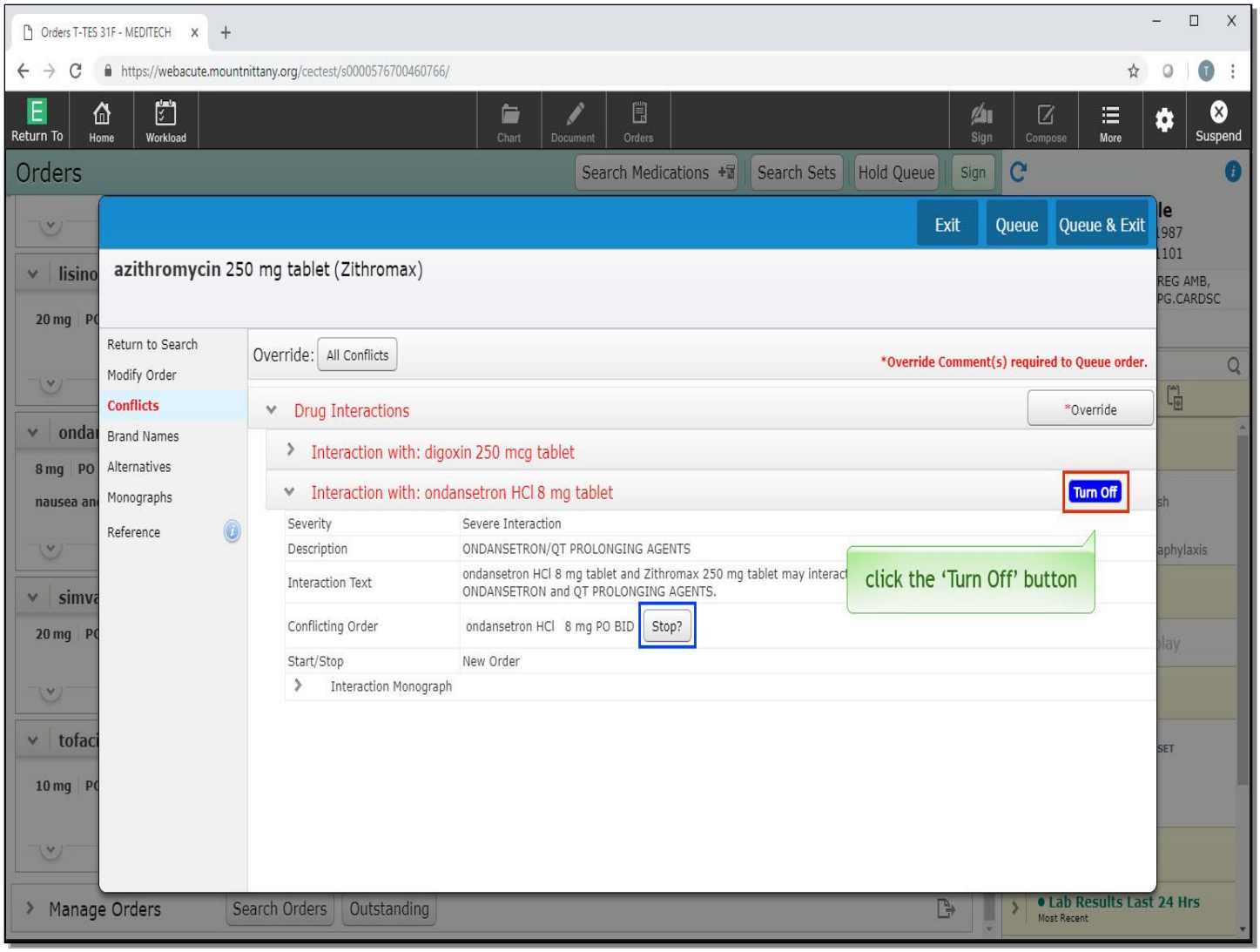
You are presented with a conflict. This patient is on Zofran, which can potentially interact with Zithromax. This screen presents you with a few options. You can stop the Zofran by selecting the Stop button, which becomes visible when clicking the chevron to open the details for the interaction with Ondansetron, which you will see shortly, or you can override the potential interaction. To override, click the 'Override' button.



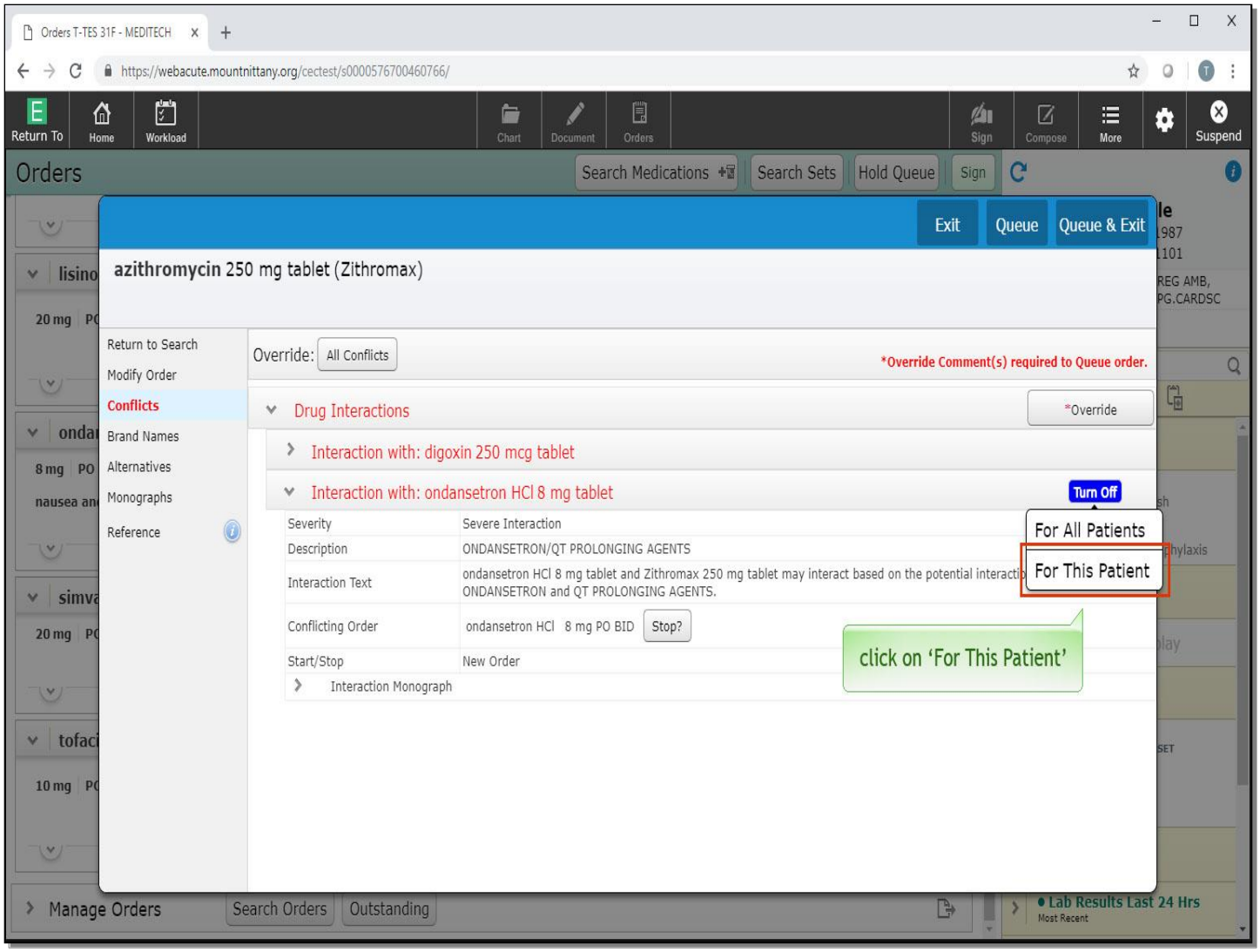
The drop down appears with a list of reasons to override. For instructional purposes, click the 'Override' button again to collapse the drop down.



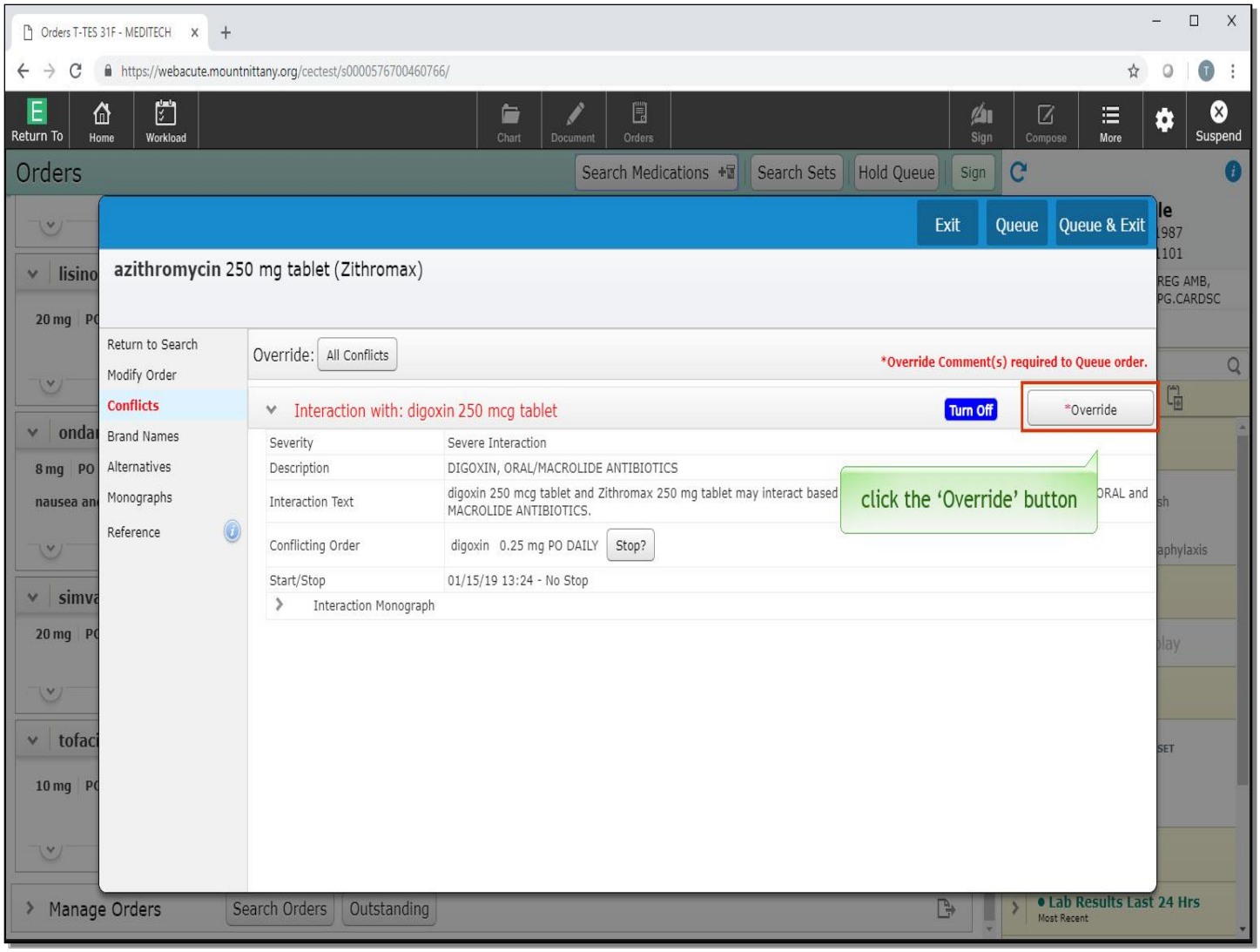
Next, click on the chevron to the left of ‘Ondansetron’.



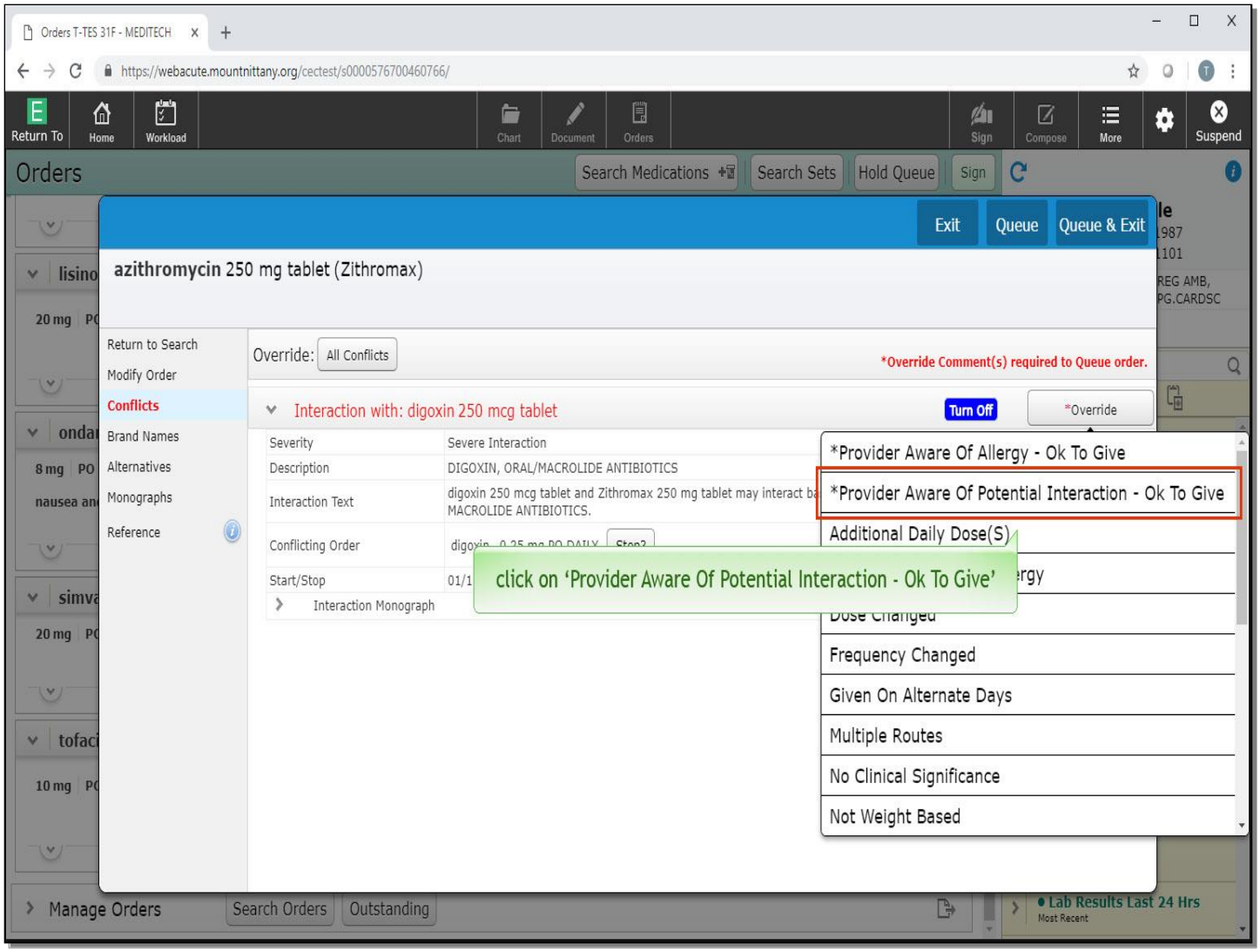
On this window, you'll note there is an option to 'Stop' the 'Ondansetron'. However, in this case we wish to continue both medications. Beneath the 'Override' button you'll notice the blue button labeled 'Turn Off'. This button gives you the ability to turn off the conflict for this specific drug interaction. Click the 'Turn off' button.



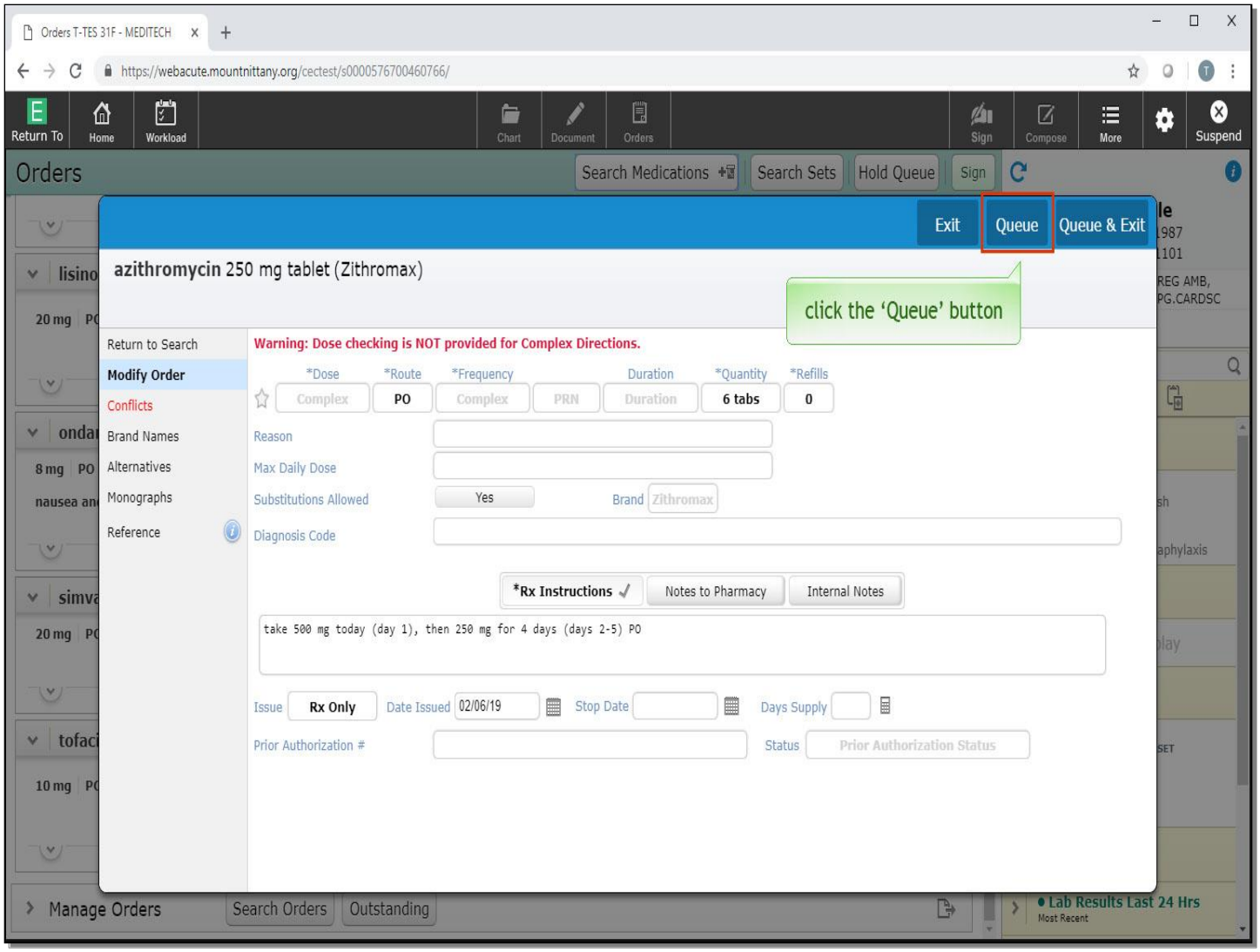
A drop down appears with the option of Turning Off this interaction conflict for all patients or for this patient only. Click on 'For this patient'.



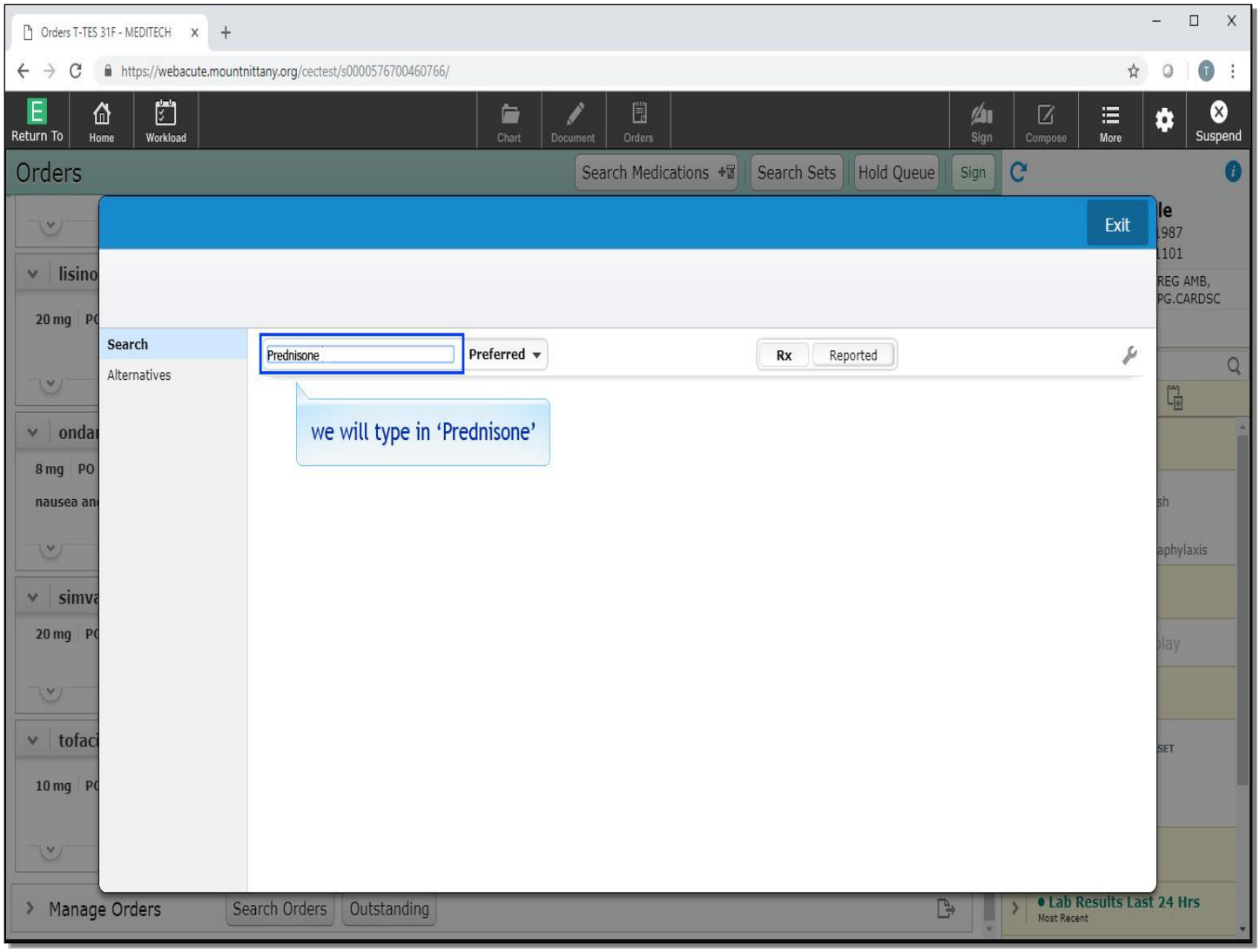
This interaction conflict will no longer appear between those medications for this patient, but you need to address the Digoxin conflict. Click the 'Override' button.



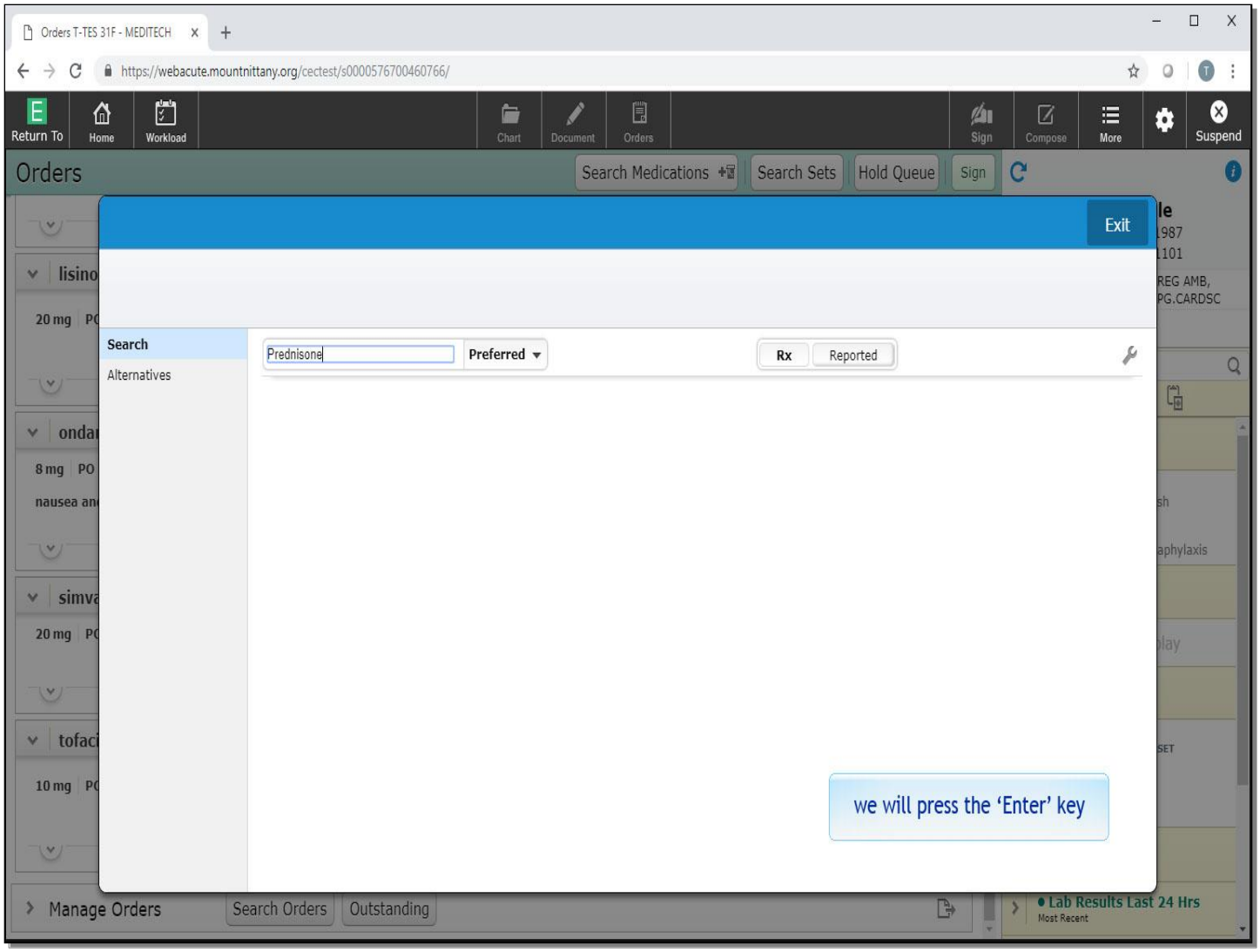
Click on 'Provider Aware of Potential Interaction - Ok To Give'.



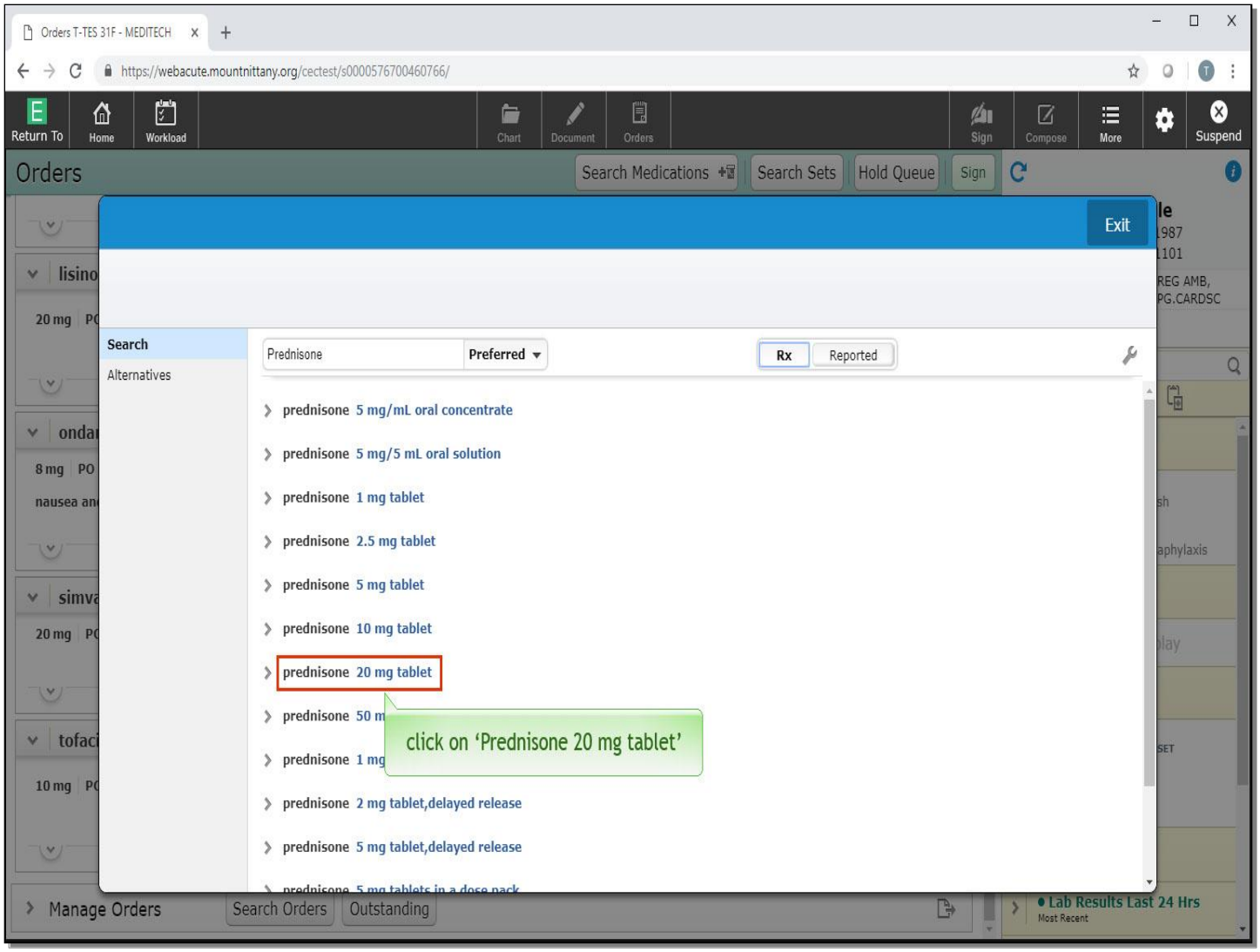
This returns us to the Modify Order Overlay. To add this medication to your Sign List but remain in the Ordering Overlay, which enables adding more medications, click the 'Queue' button.



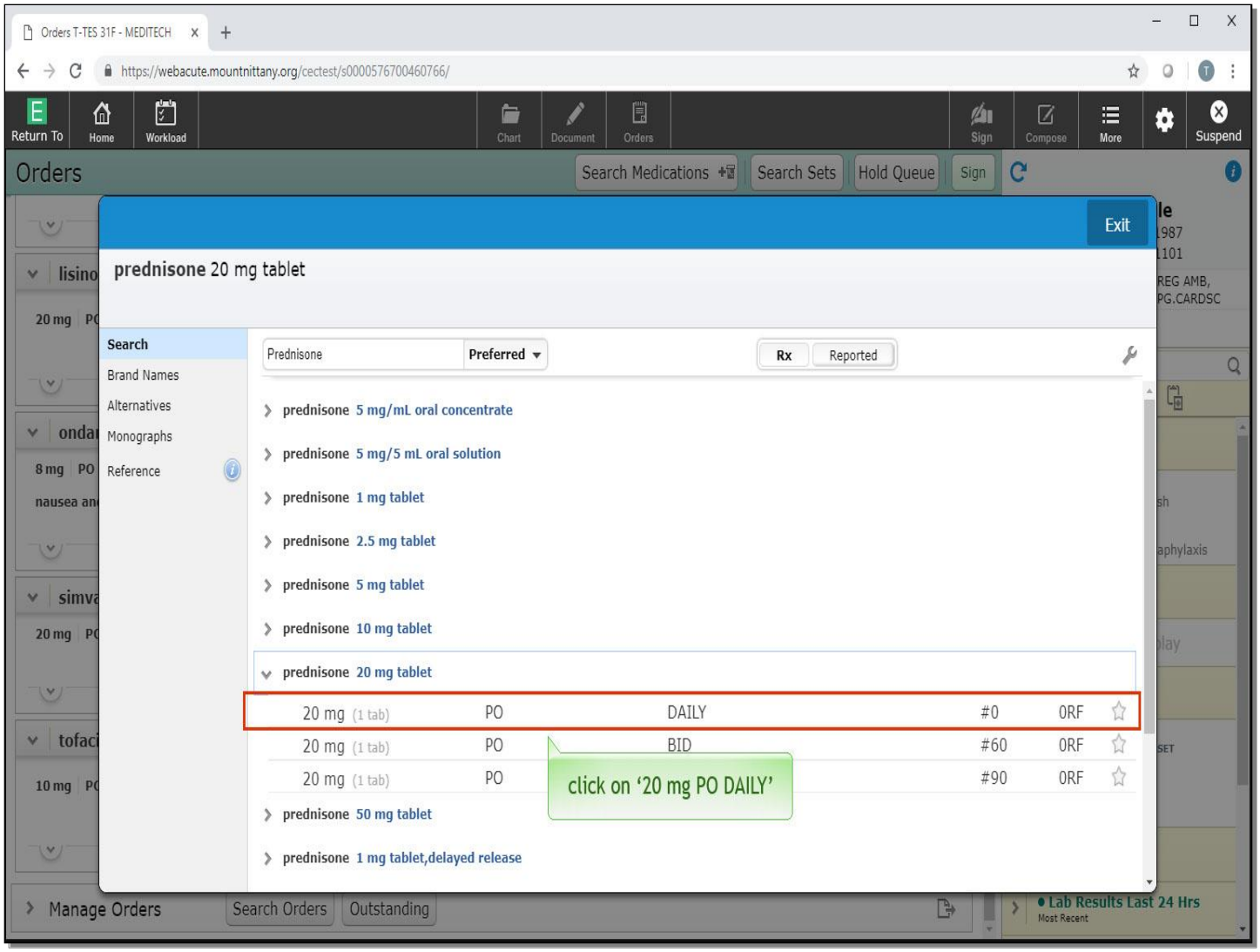
We will begin the next med search by typing 'Prednisone' in the 'Search' field.



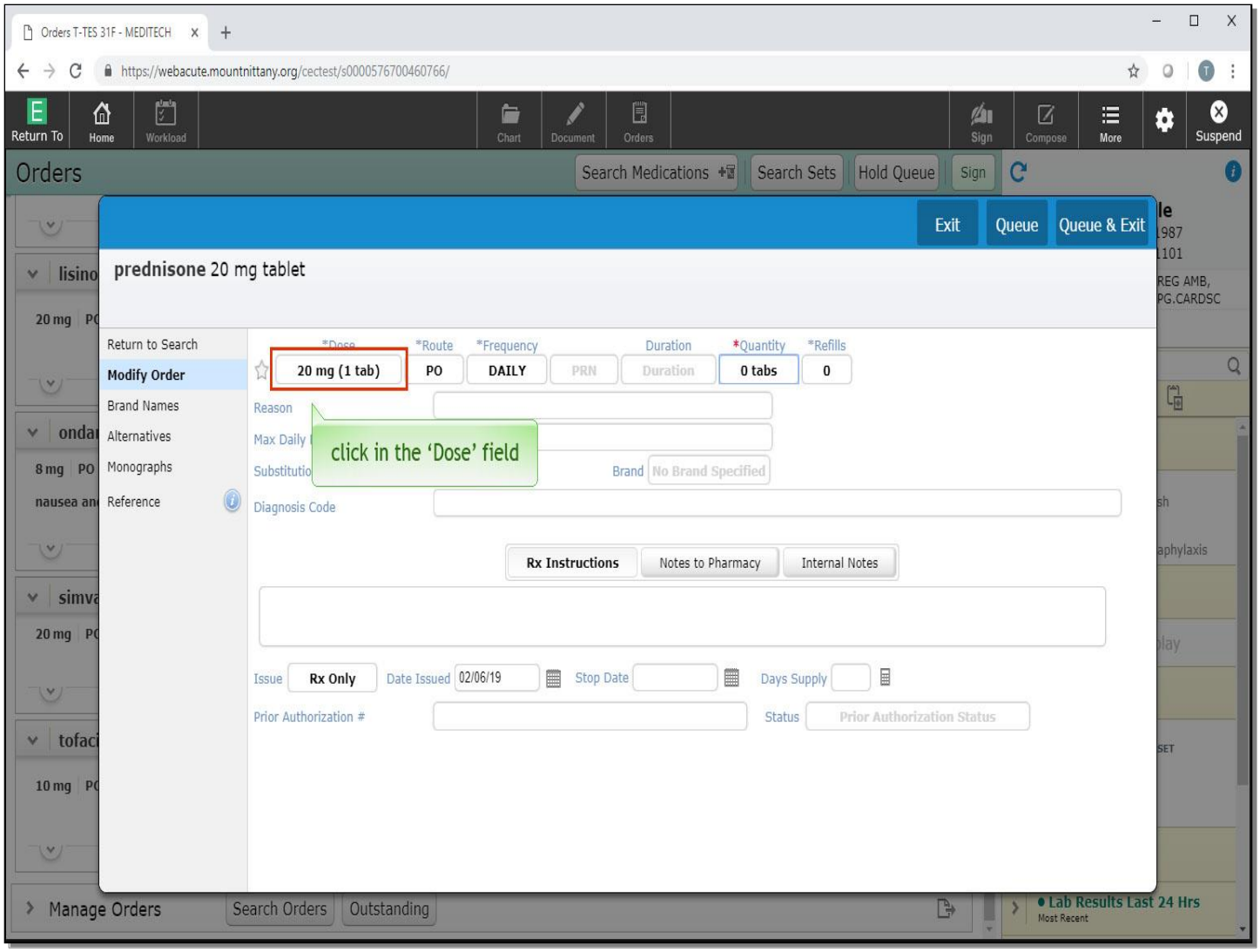
We will press the 'Enter' key for you.



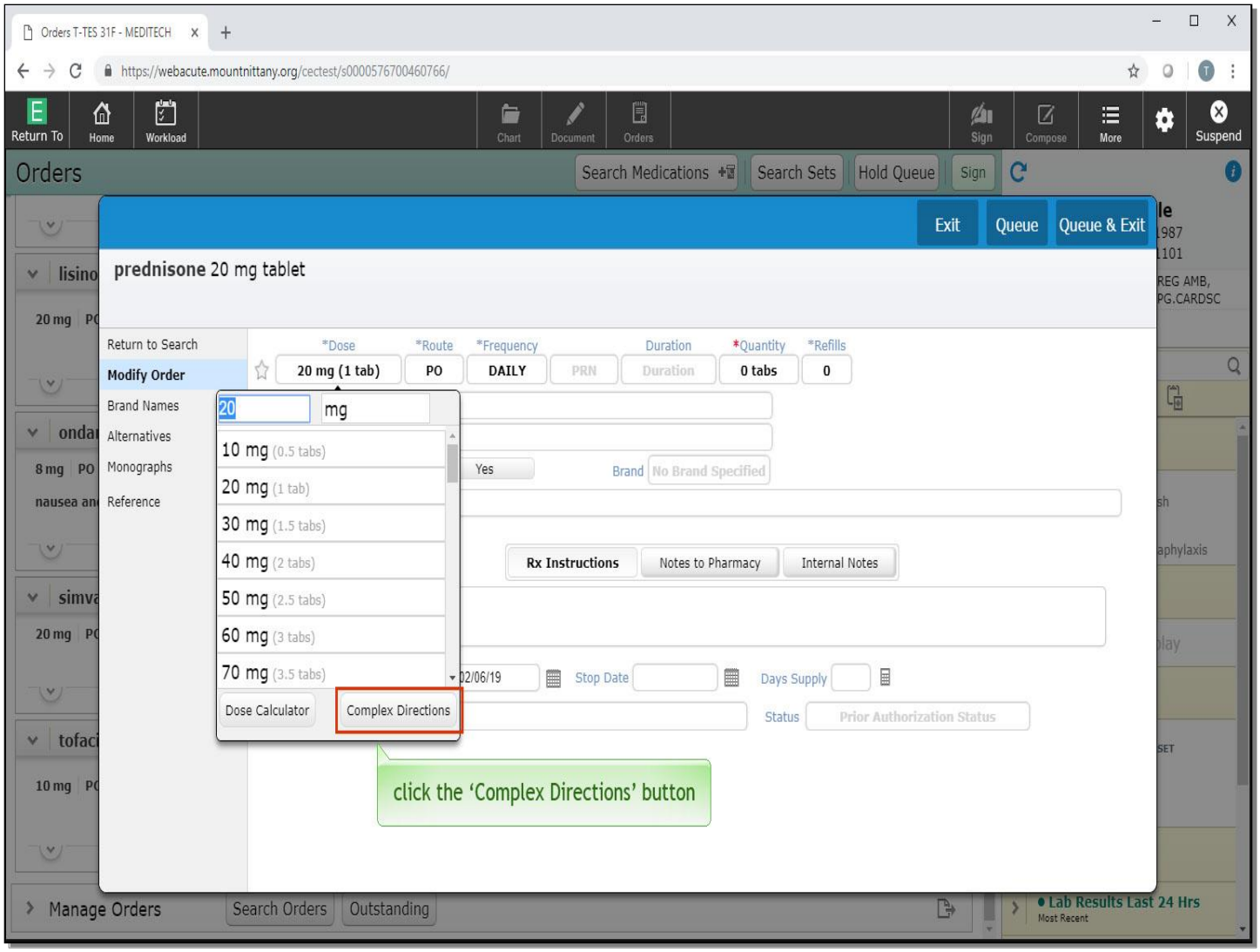
Select 'Prednisone 20mg tablet'.



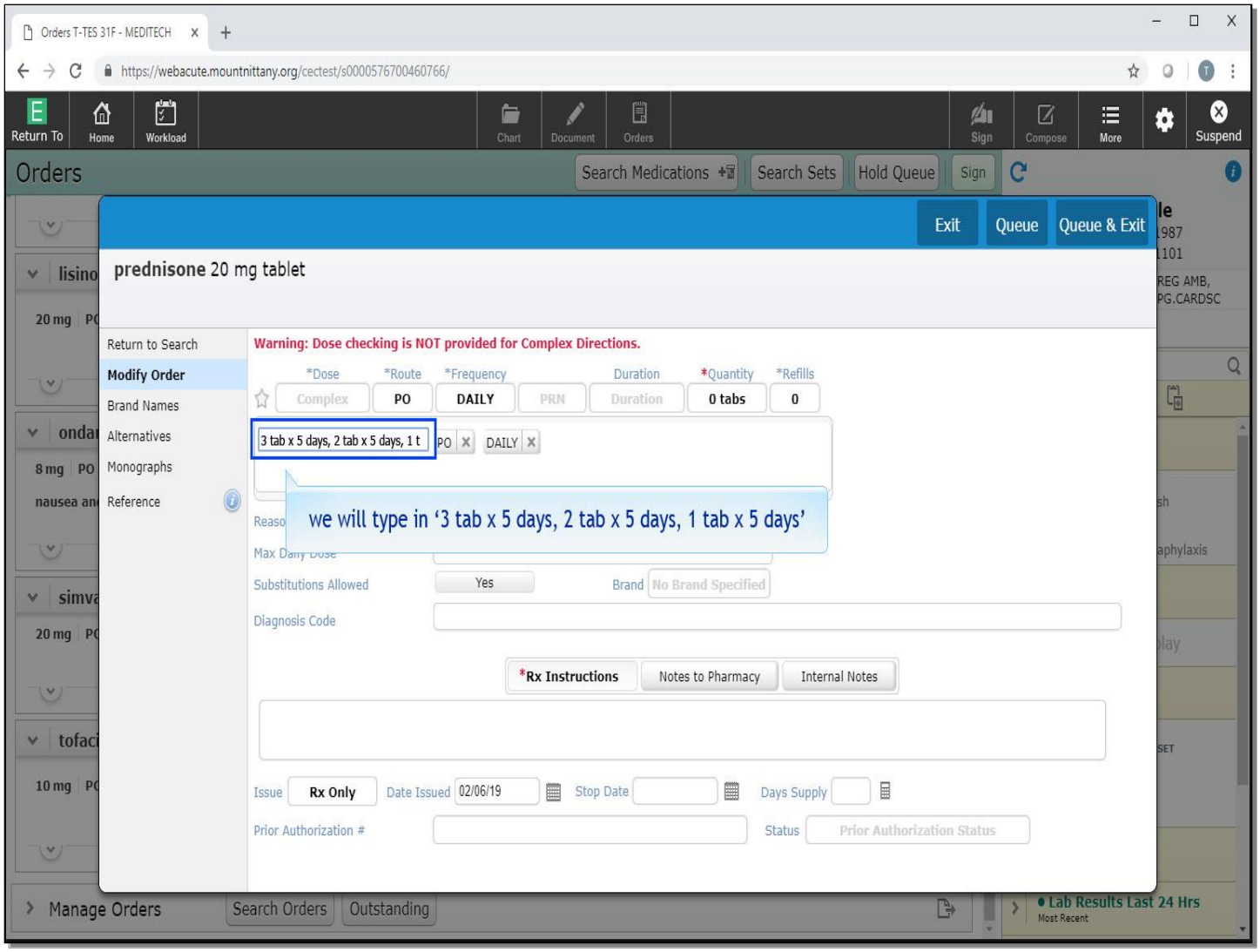
You want to order a taper, but you'll notice a taper isn't an option. Click on the '20mg PO DAILY'.



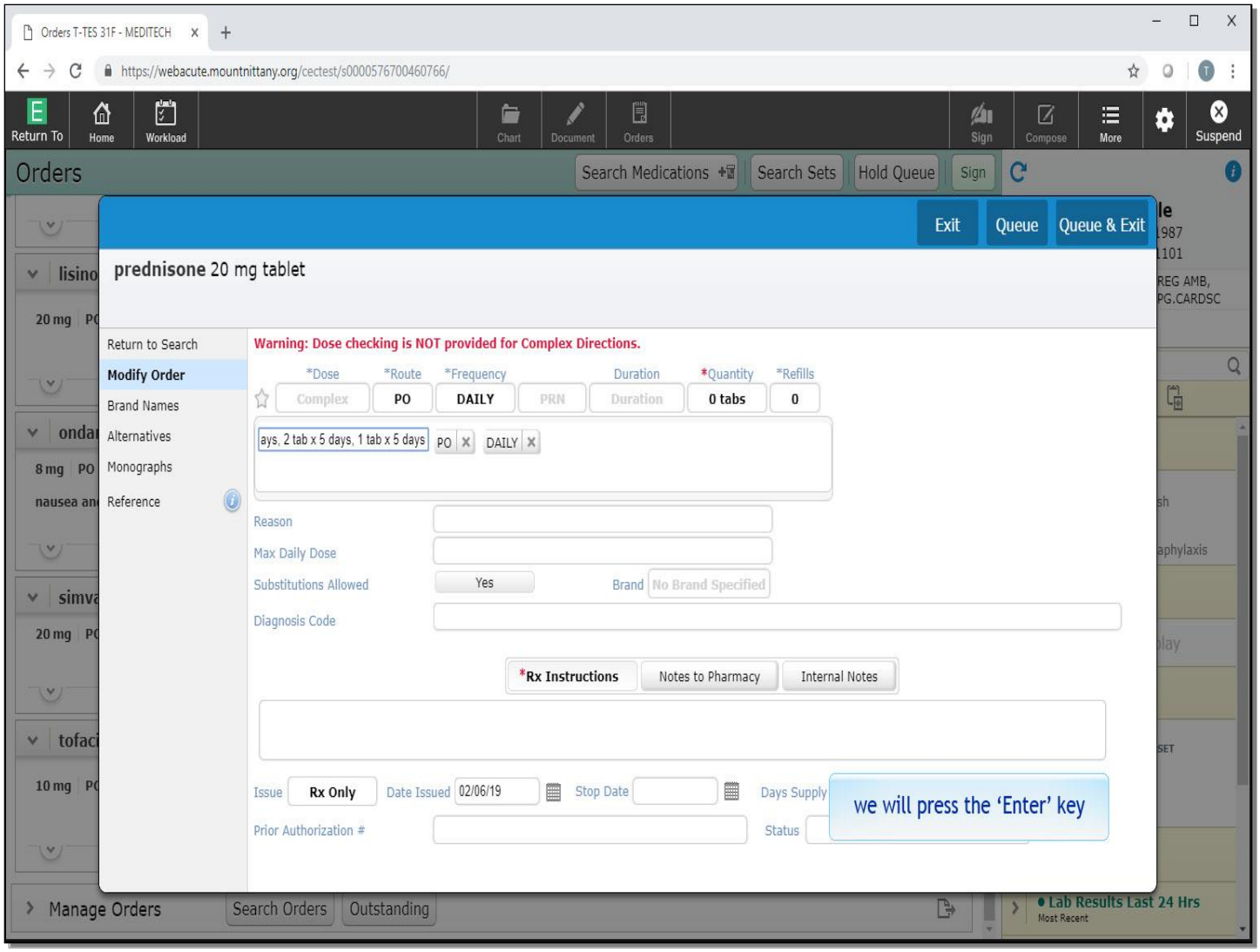
This again brings you to the Modify Order Overlay. Click in the 'Dose' field.



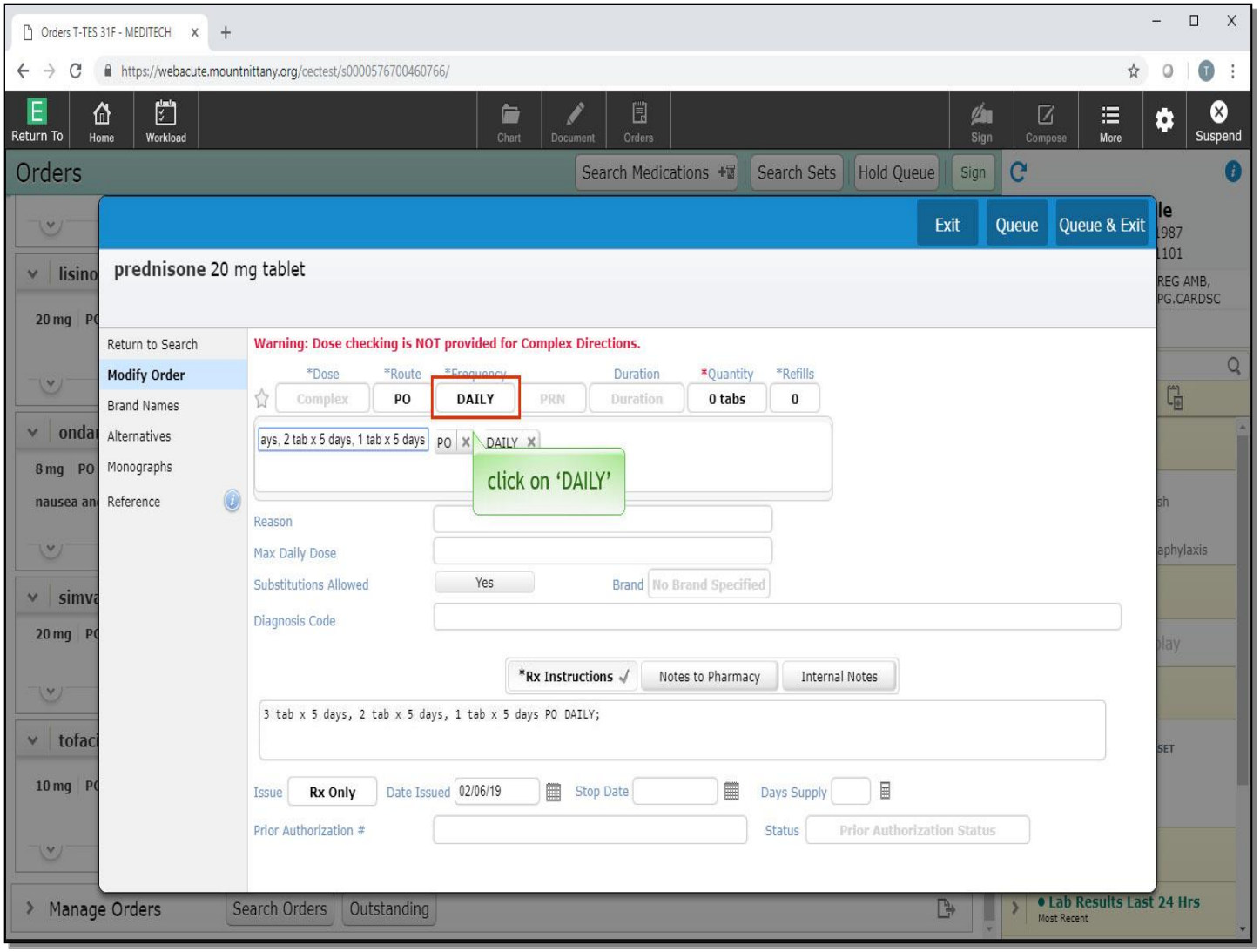
At the bottom of the drop down, you'll see the 'Complex Directions' button. Click the 'Complex Directions' button.



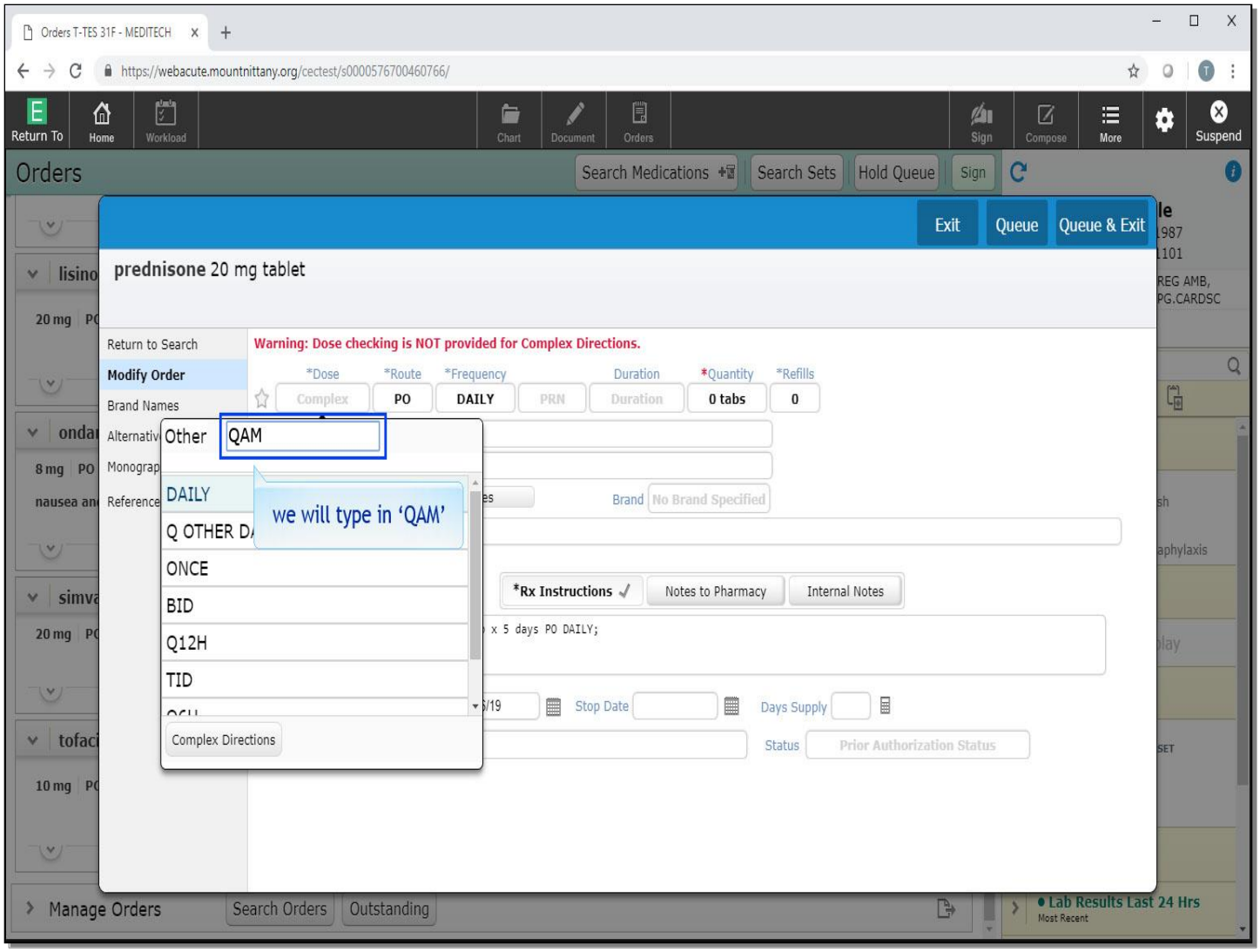
This brings up a box with a place to type in the complex directions. In the blank field, you can enter your taper instructions. We will type in '3 tab for 5 days, 2 tab for 5 days, 1 tab for 5 days'.



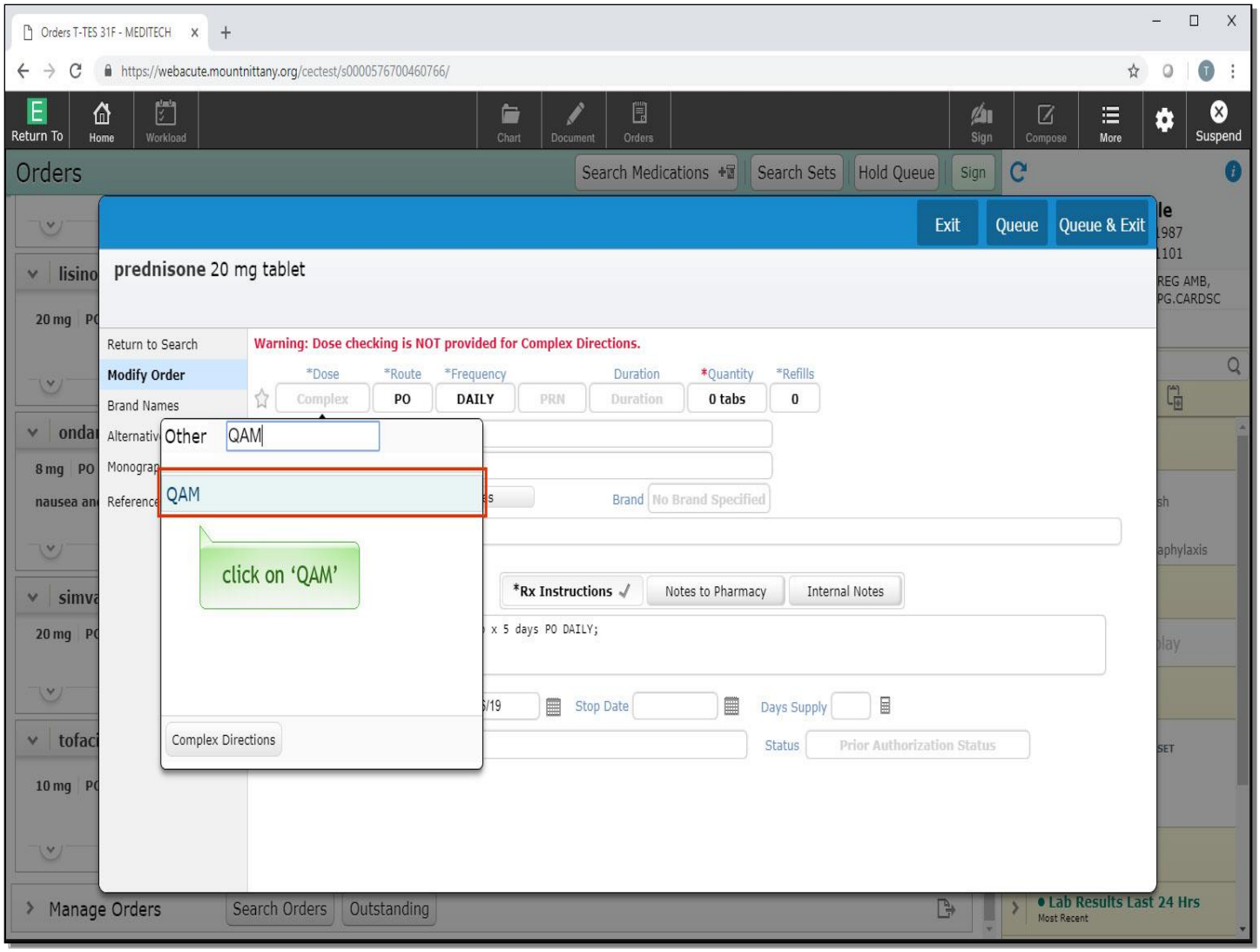
We will press the 'Enter' key.



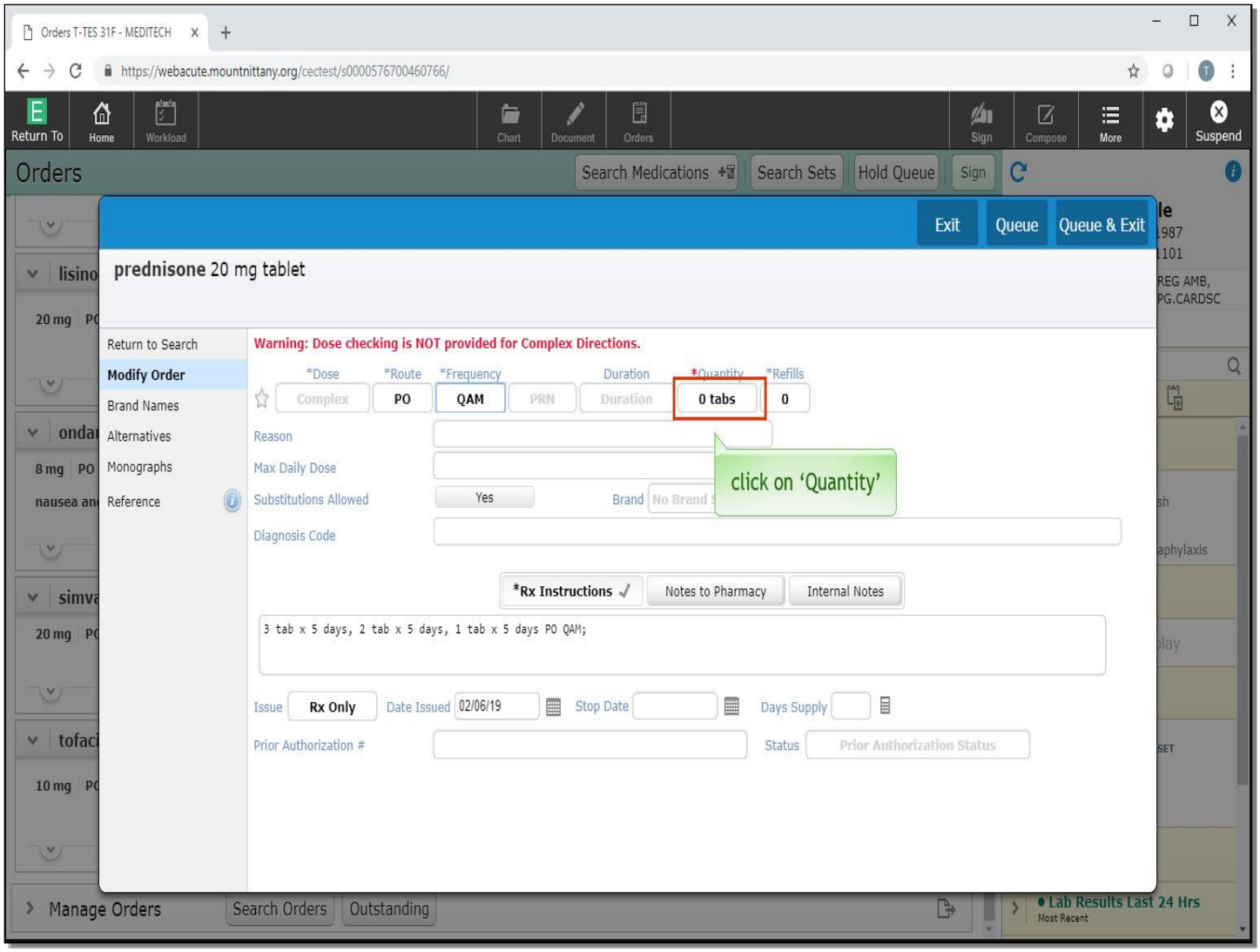
This fills in the Rx Instructions field, which has an asterisk indicating this is a required field for complex directions. You also want to change the Frequency to reduce confusion. Click on 'DAILY'.



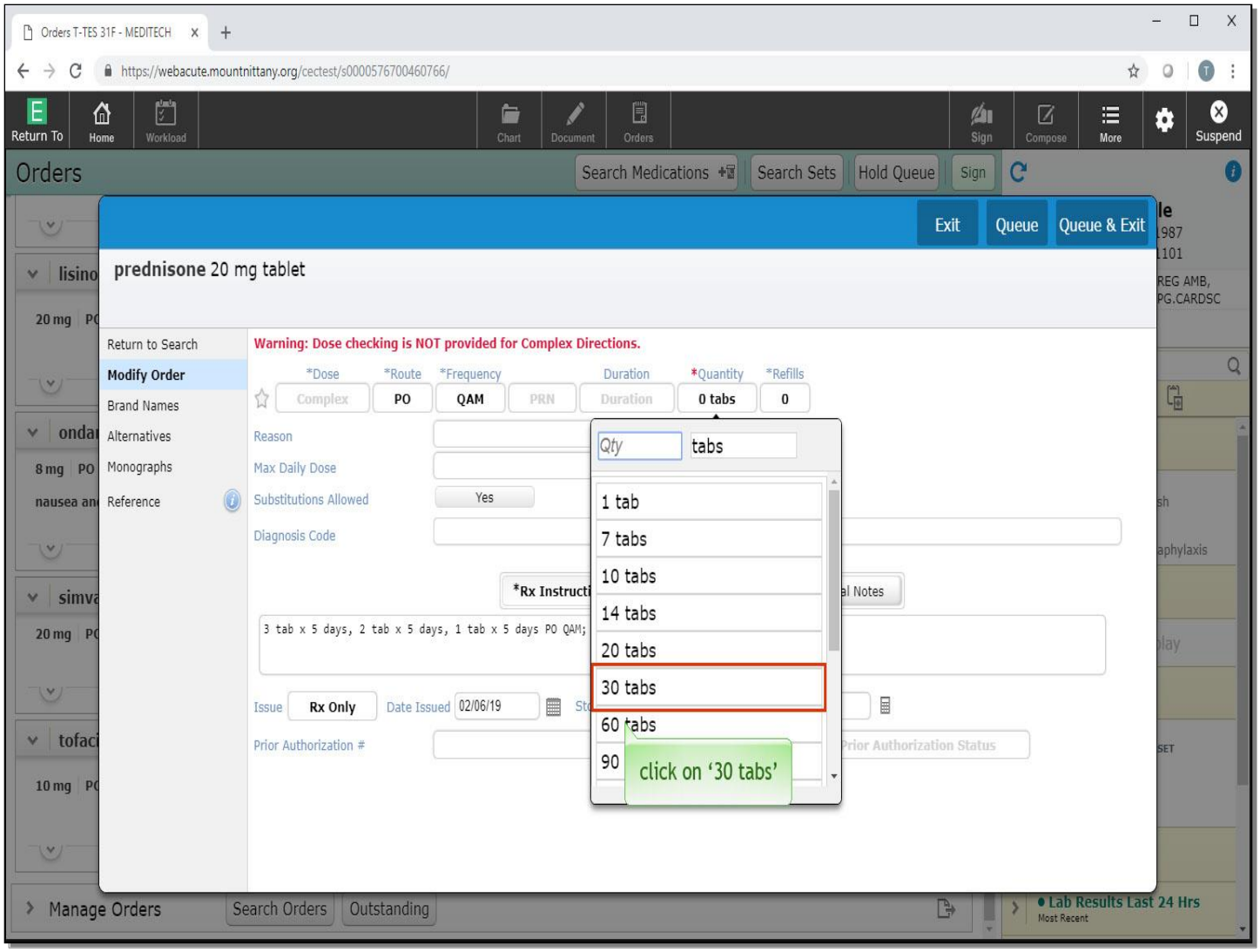
In the Frequency field, we will type in 'QAM'.


Orders T-TES 31F - MEDITECH
https://webacute.mountnittany.org/cectest/s0000576700460766/
Return To
Home
Workload
Chart
Document
Orders
Sign
Compose
More
Suspend
Orders
Search Medications
Search Sets
Hold Queue
Sign
Exit
Queue
Queue & Exit
prednisone 20 mg tablet
Return to Search
Modify Order
Brand Names
Warning: Dose checking is NOT provided for Complex Directions.
*Dose
*Route
*Frequency
Duration
*Quantity
*Refills
Complex
PO
DAILY
PRN
Duration
0 tabs
0
Other
QAM
QAM
click on 'QAM'
Brand
No Brand Specified
*Rx Instructions
Notes to Pharmacy
Internal Notes
x 5 days PO DAILY;
Stop Date
Days Supply
Complex Directions
Status
Prior Authorization Status
Manage Orders
Search Orders
Outstanding
Lab Results Last 24 Hrs
Most Recent

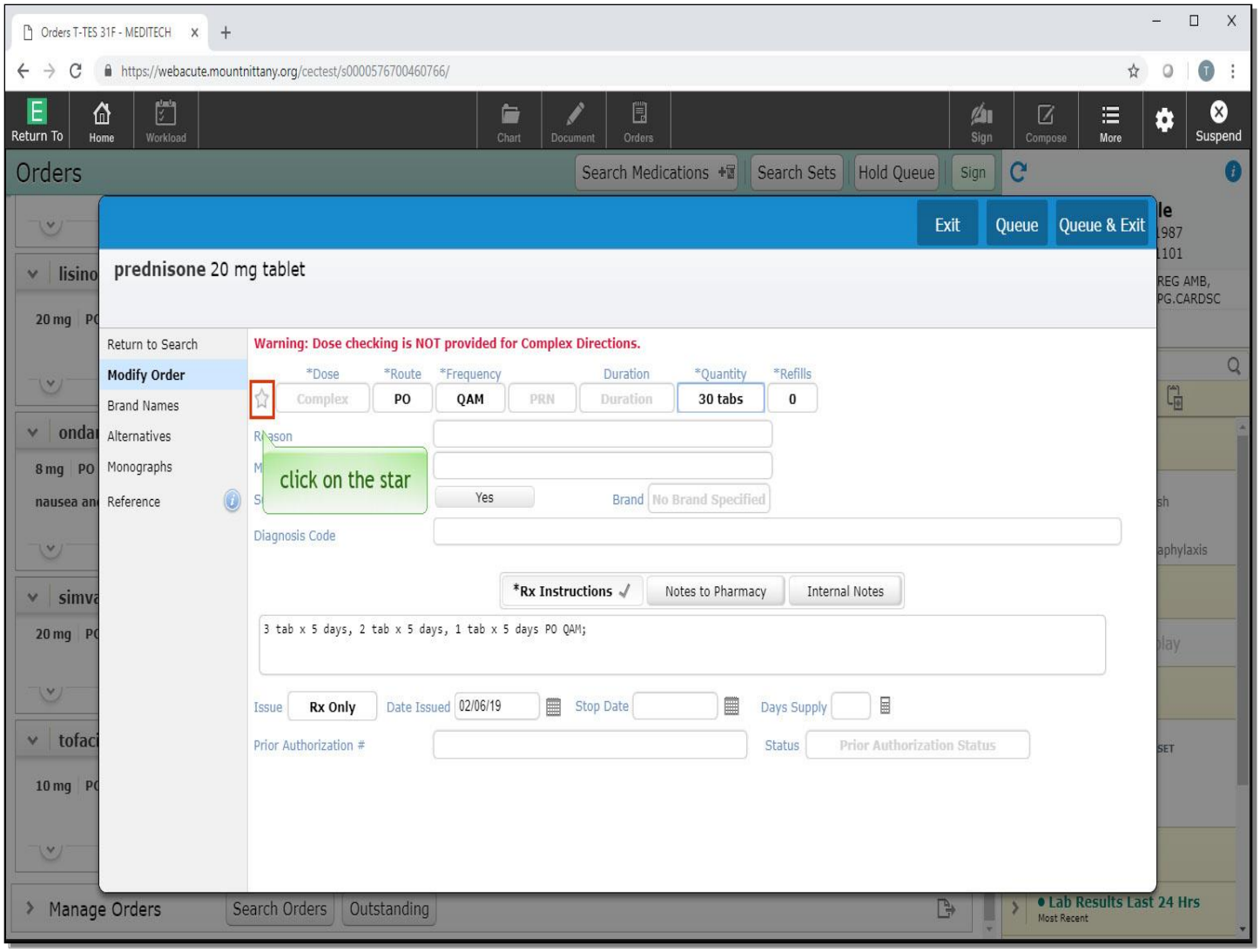
Click on 'QAM'.



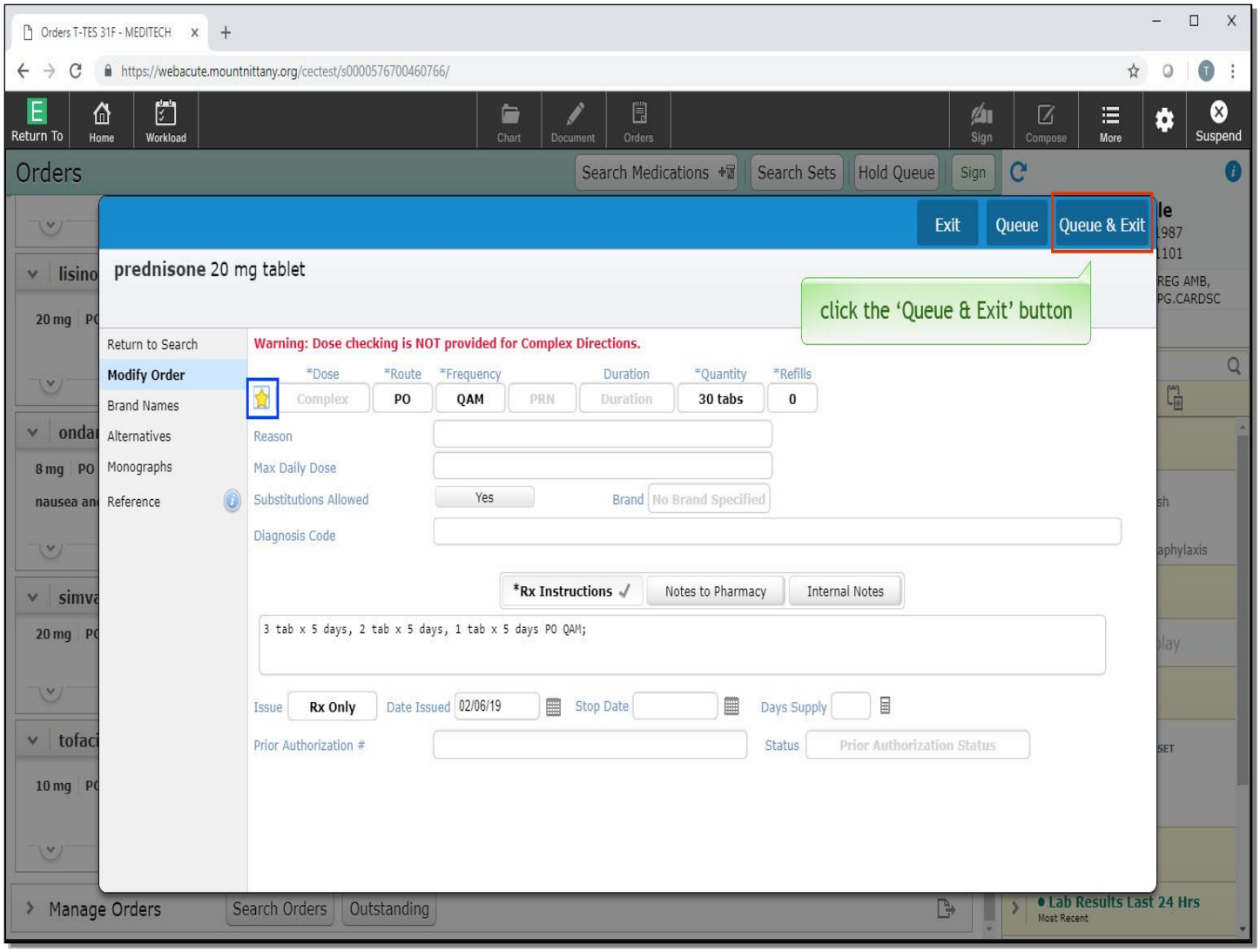
To complete this order, click on 'Quantity'.



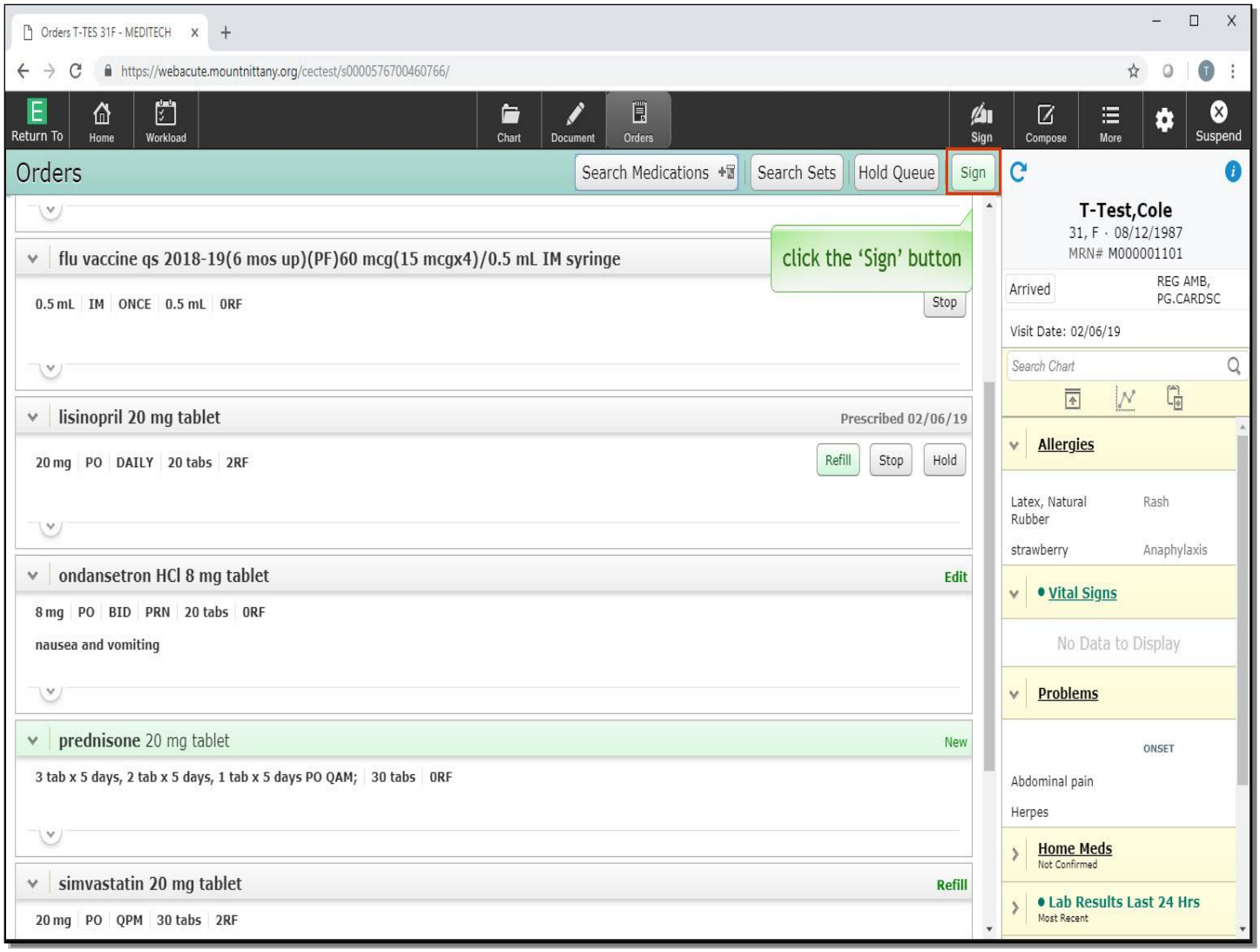
From the drop down that appears, click on '30 tabs'.



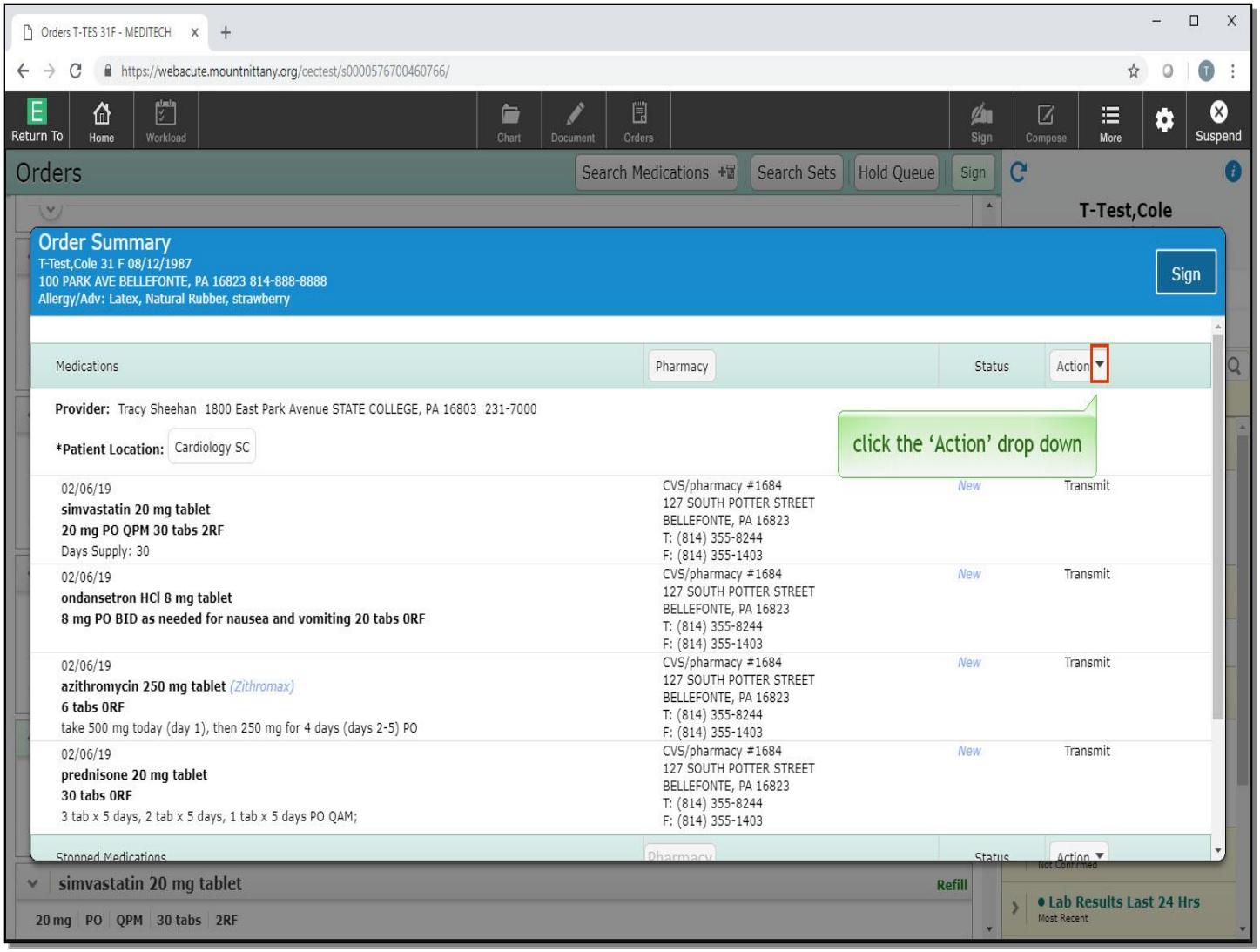
If this is a medication that you frequently order, there is no need to go through the work of writing the complex directions each time. Now that all the fields are filled in and the complex directions have been written, you can save this medication as a Favorite. To do so, click on the ‘star’ to the left of the Dose field.



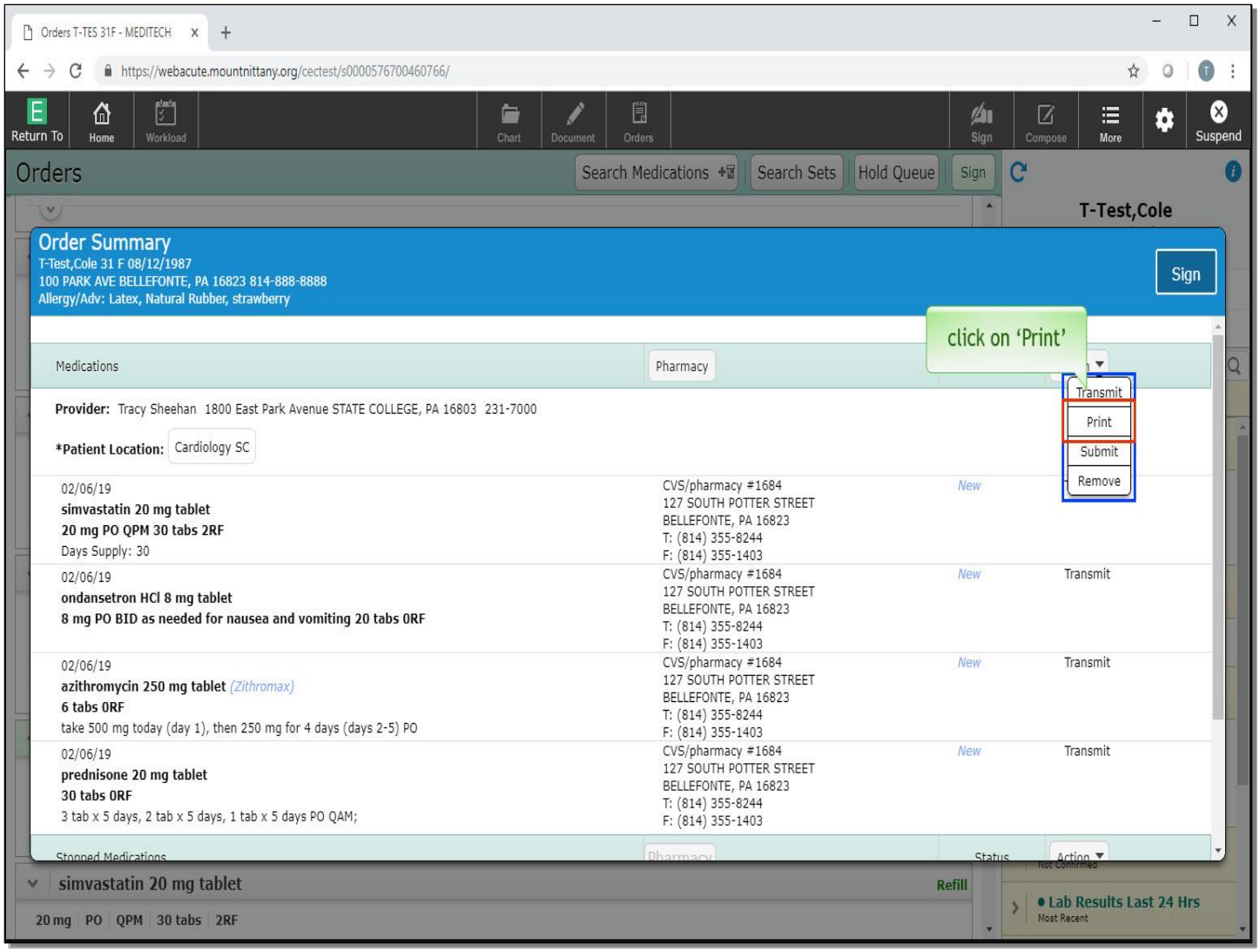
The star is now yellow, indicating that this is a favorite medication. Click the 'Queue and Exit' button.



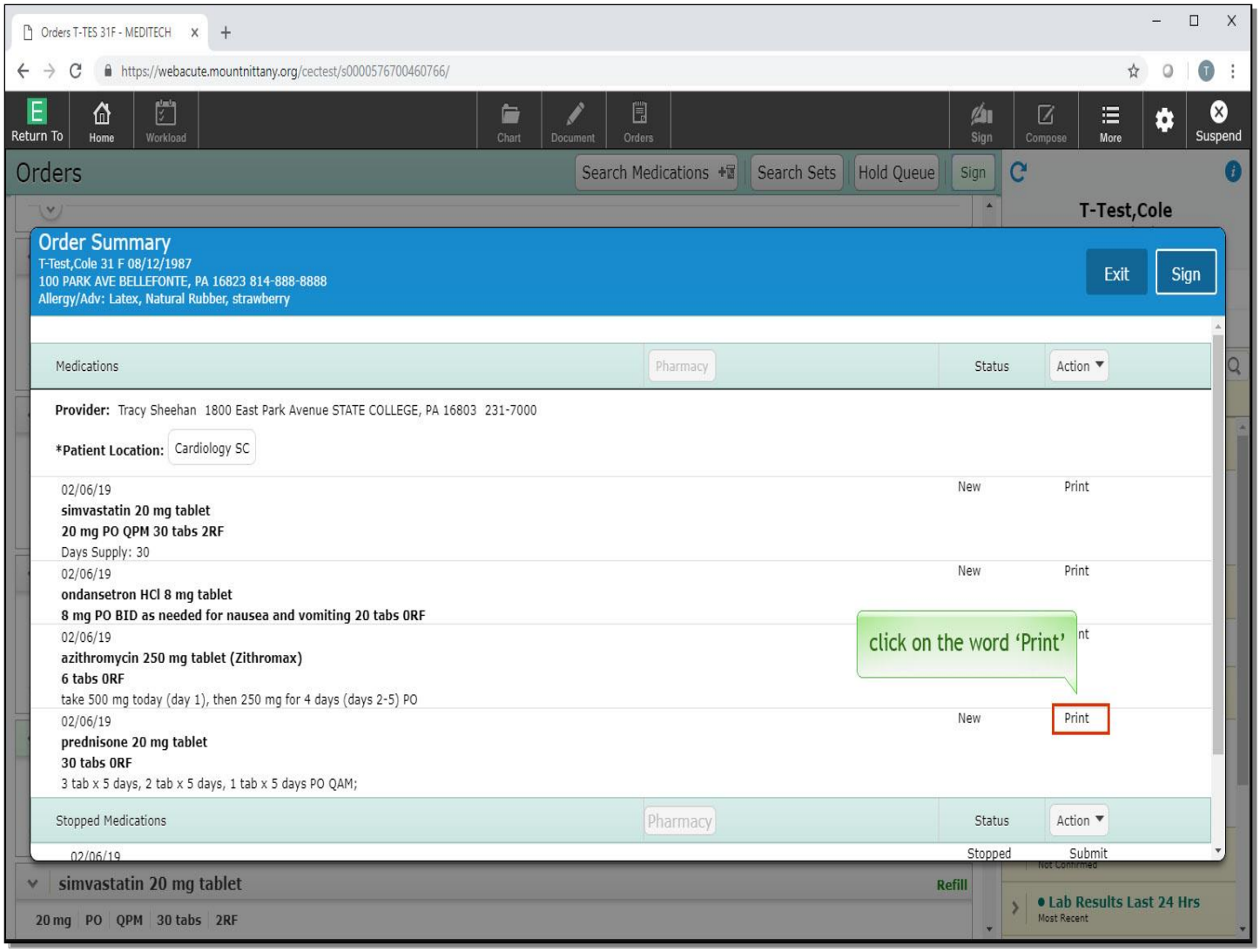
Now that you are finished ordering your prescriptions, click the 'Sign' button.



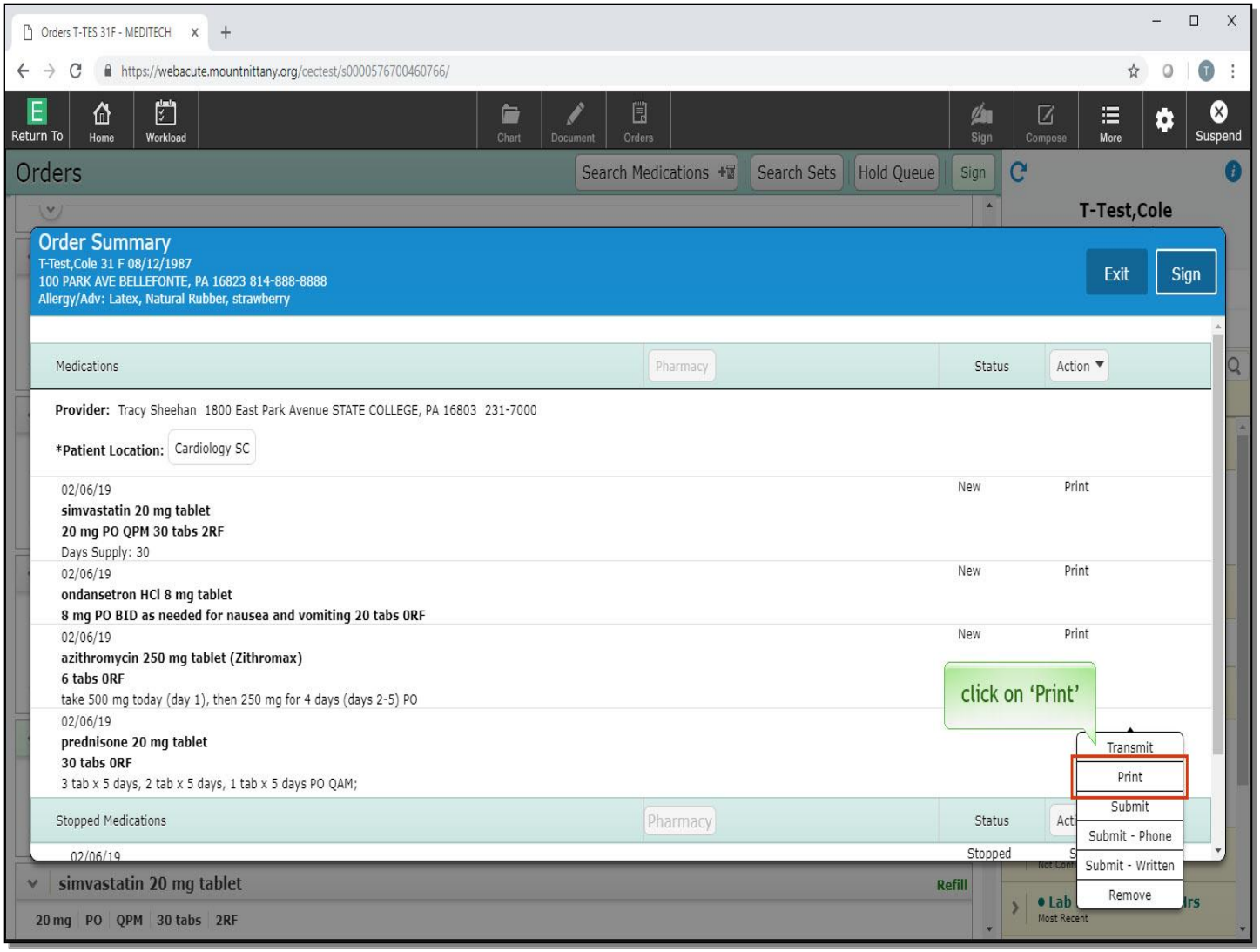
This brings you to the Order Summary, where you can see a snapshot of all the medications you have ordered. Under the 'Action' column these medications are set to Transmit. Click the 'Action' drop down.



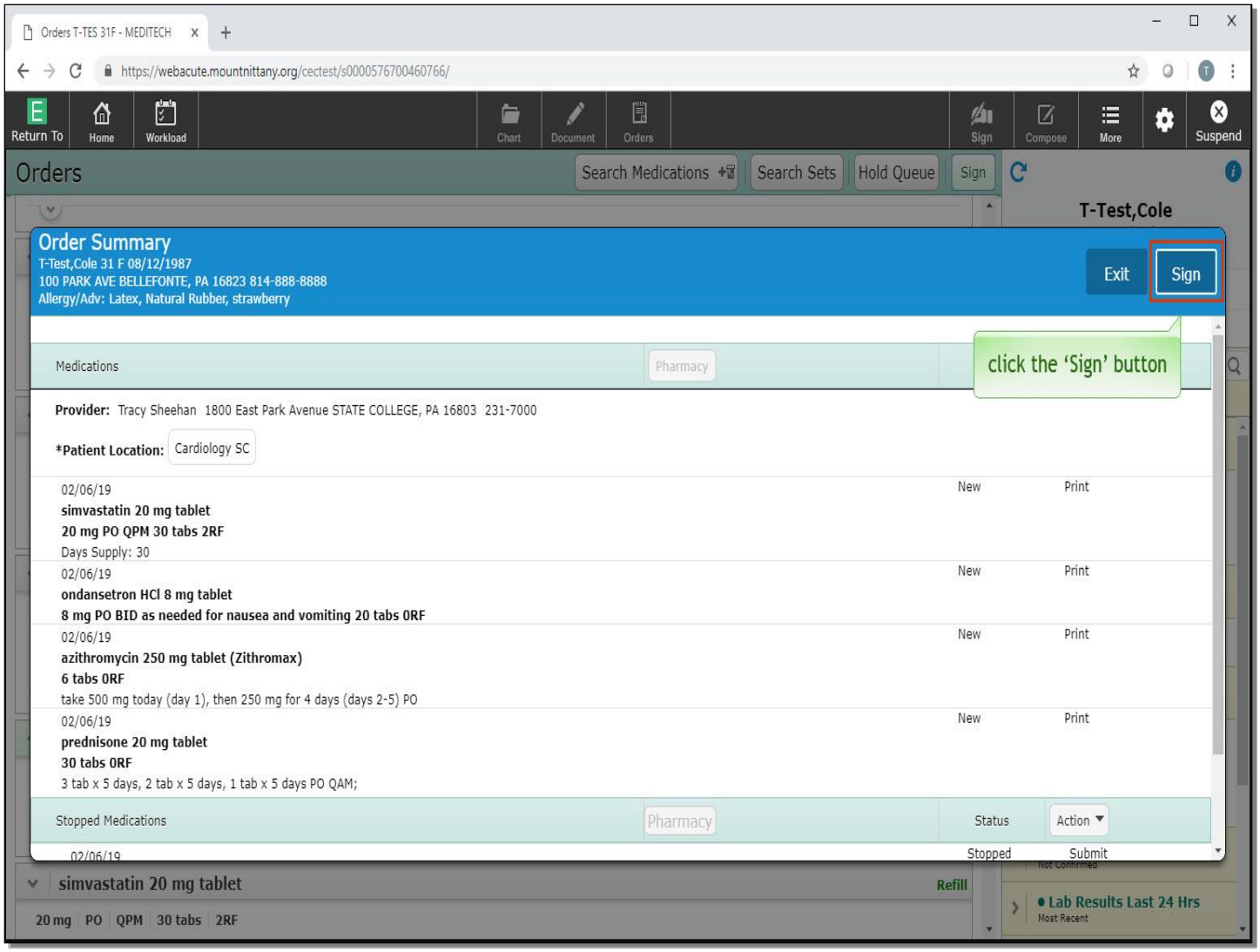
If you wanted to transmit all medications, you would select the Transmit button from the options. For now, we will show you how to print. Click on the 'Print' option.



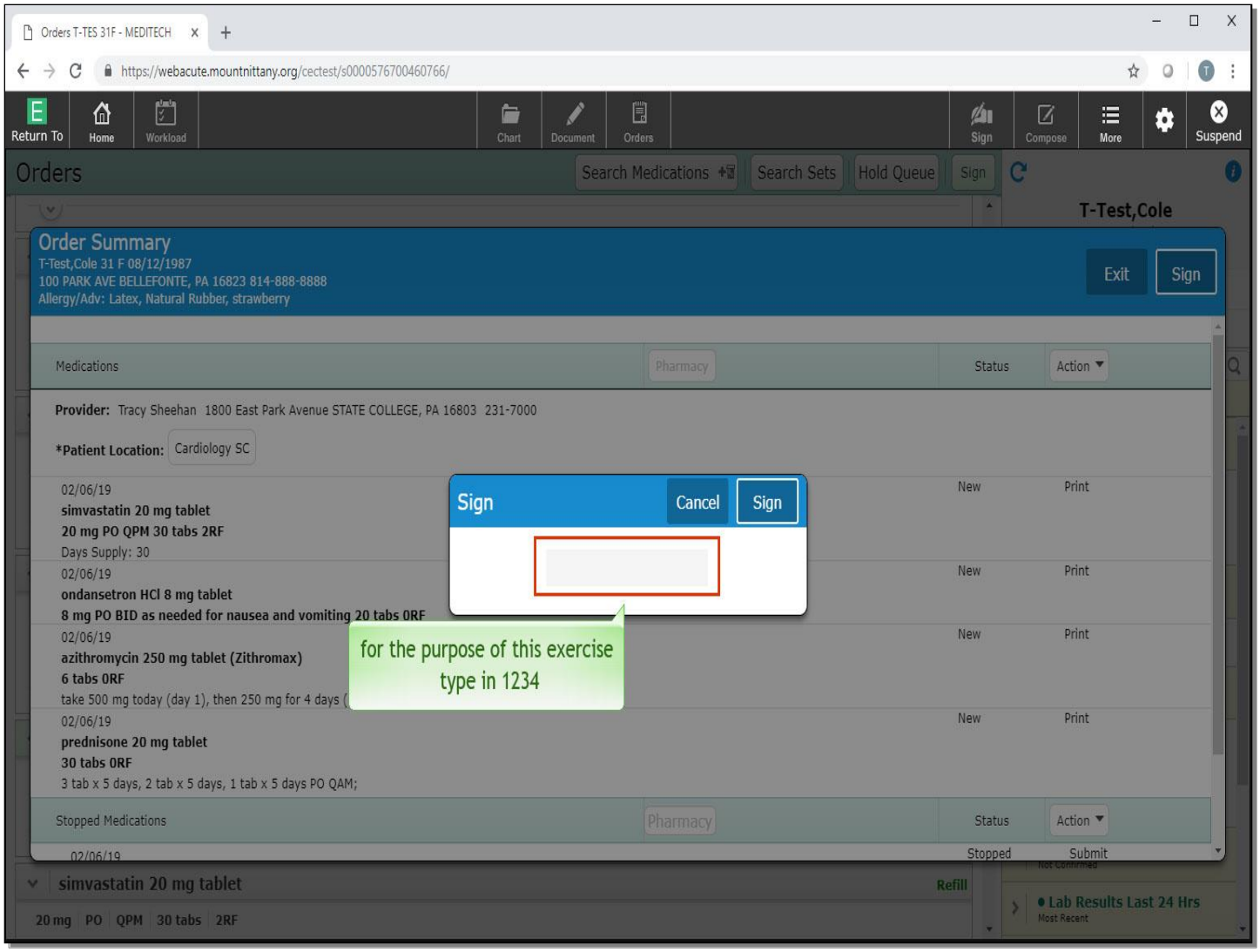
If you would like to select which medications are Printed and which medications are Transmitted, you can click on the word Print. Click on the word 'Print' associated with Prednisone.



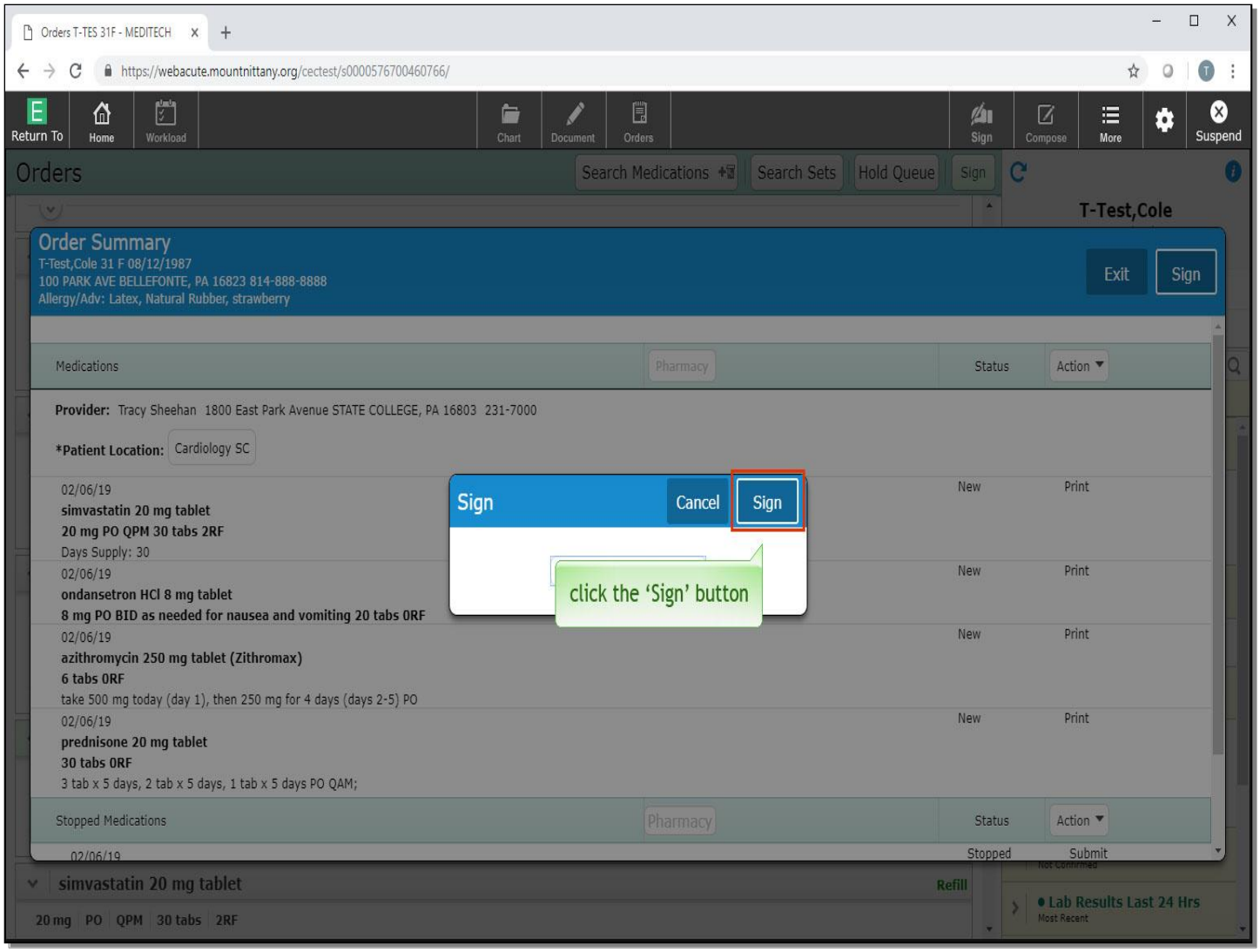
You'll notice that selecting a single order provides you with additional options. You can choose a Phone Submission or a Written Submission if you wrote it on a physical script. You can also remove individual orders from here as well. Click on 'Print'.



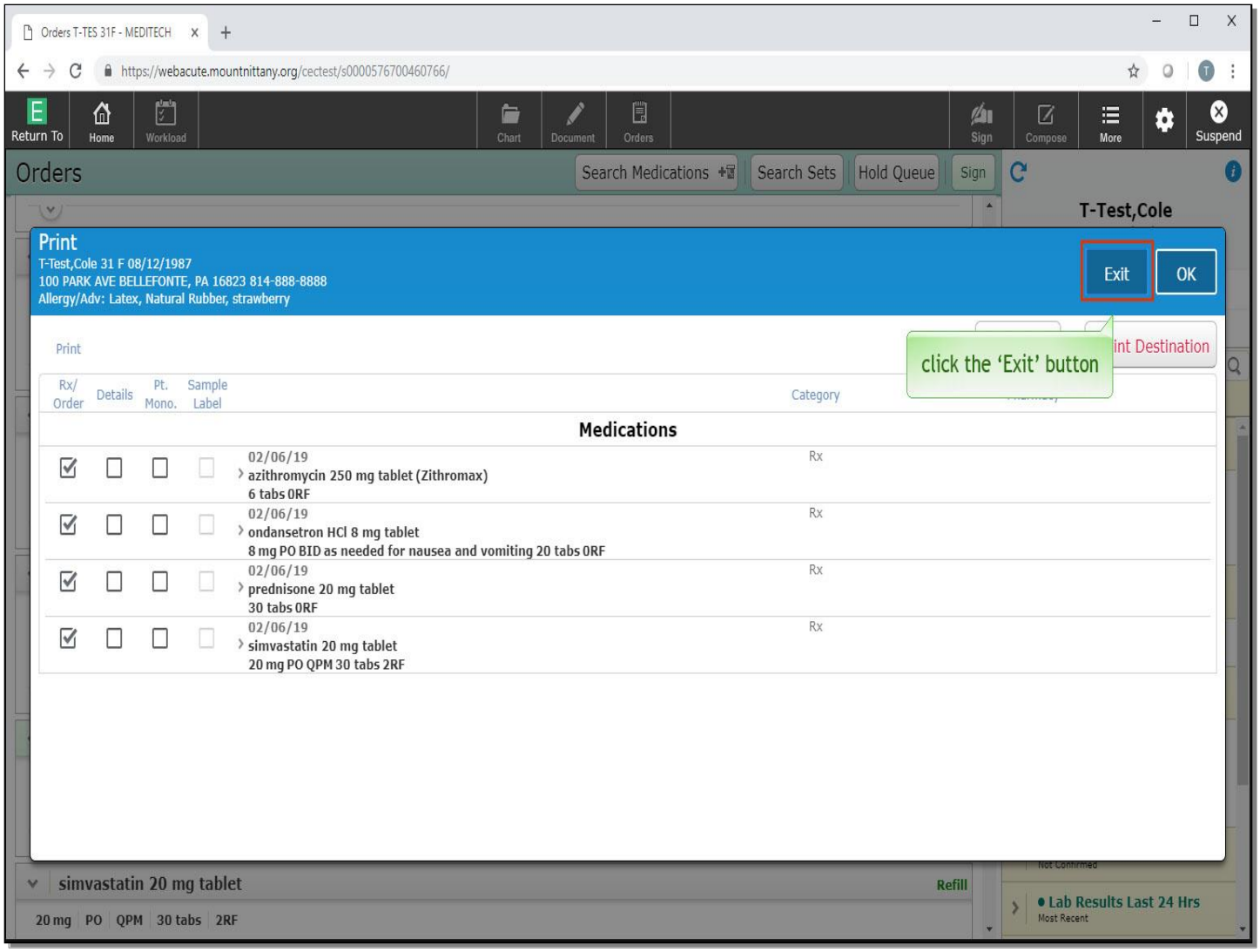
Click the 'Sign' button.



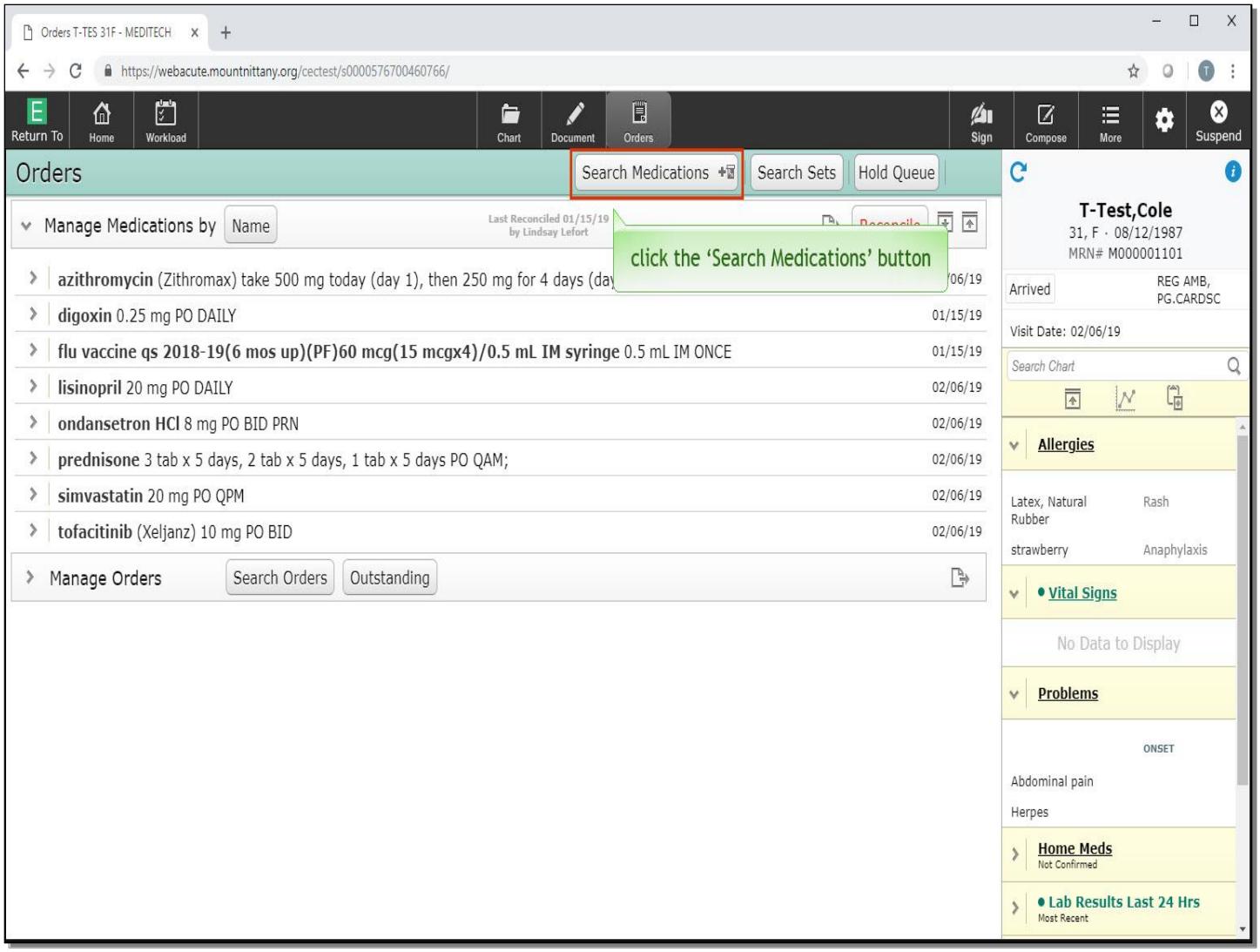
You are prompted to enter your pin. For the purpose of this exercise, type in ‘1234.’



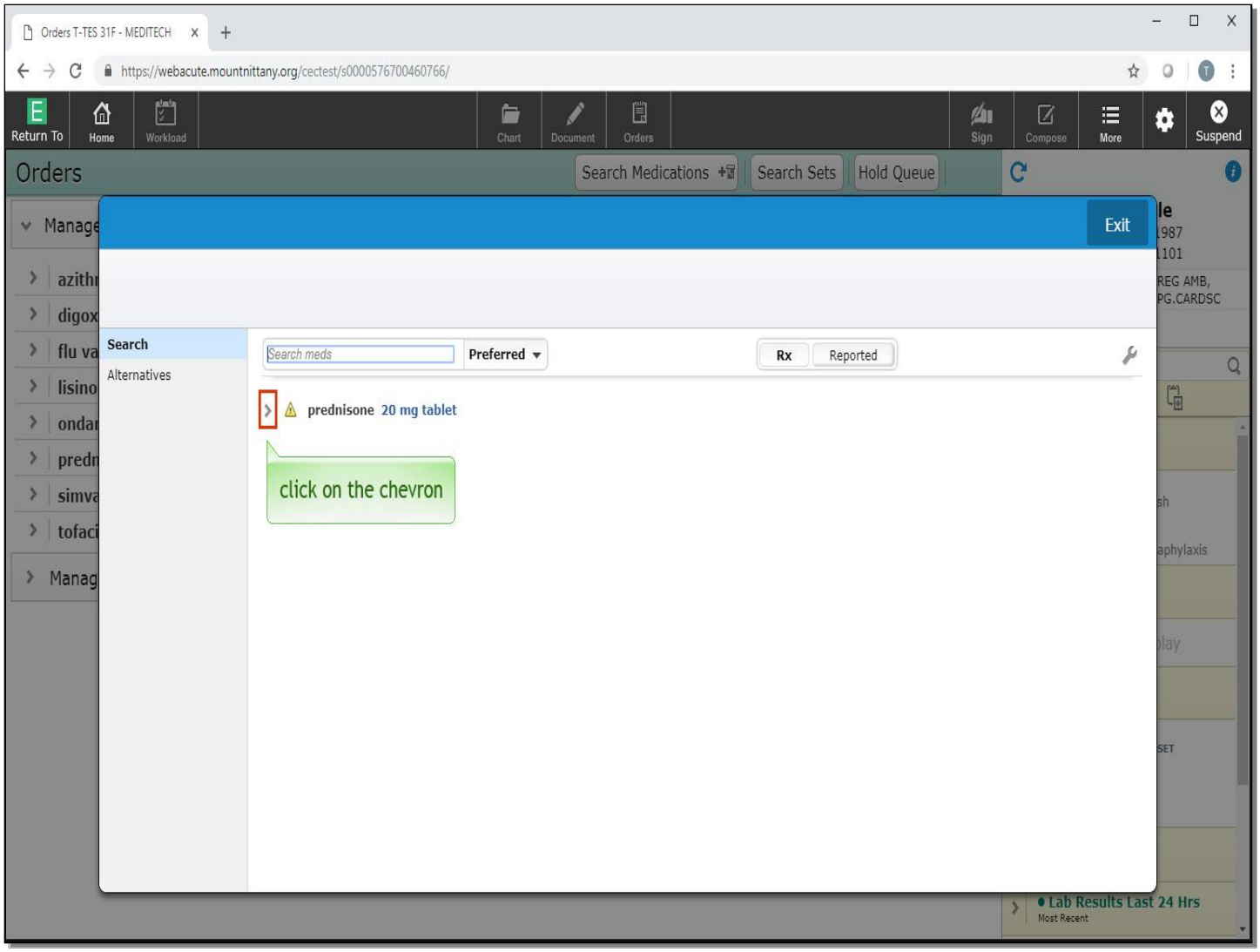
Click the 'Sign' button.



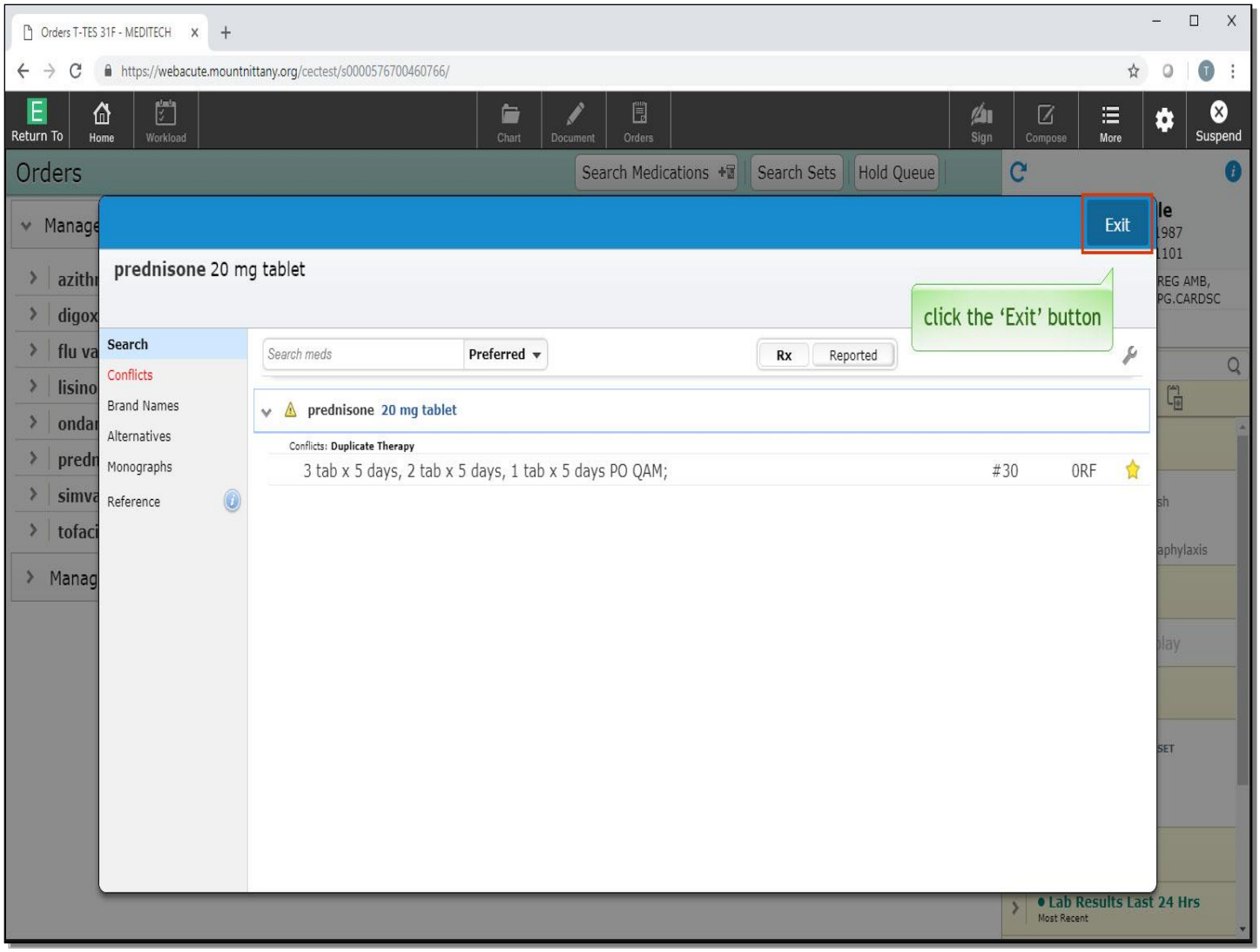
Since you selected to Print these, you are presented with the Printer Overlay. As you have reviewed this in previous modules, click the 'Exit' button.



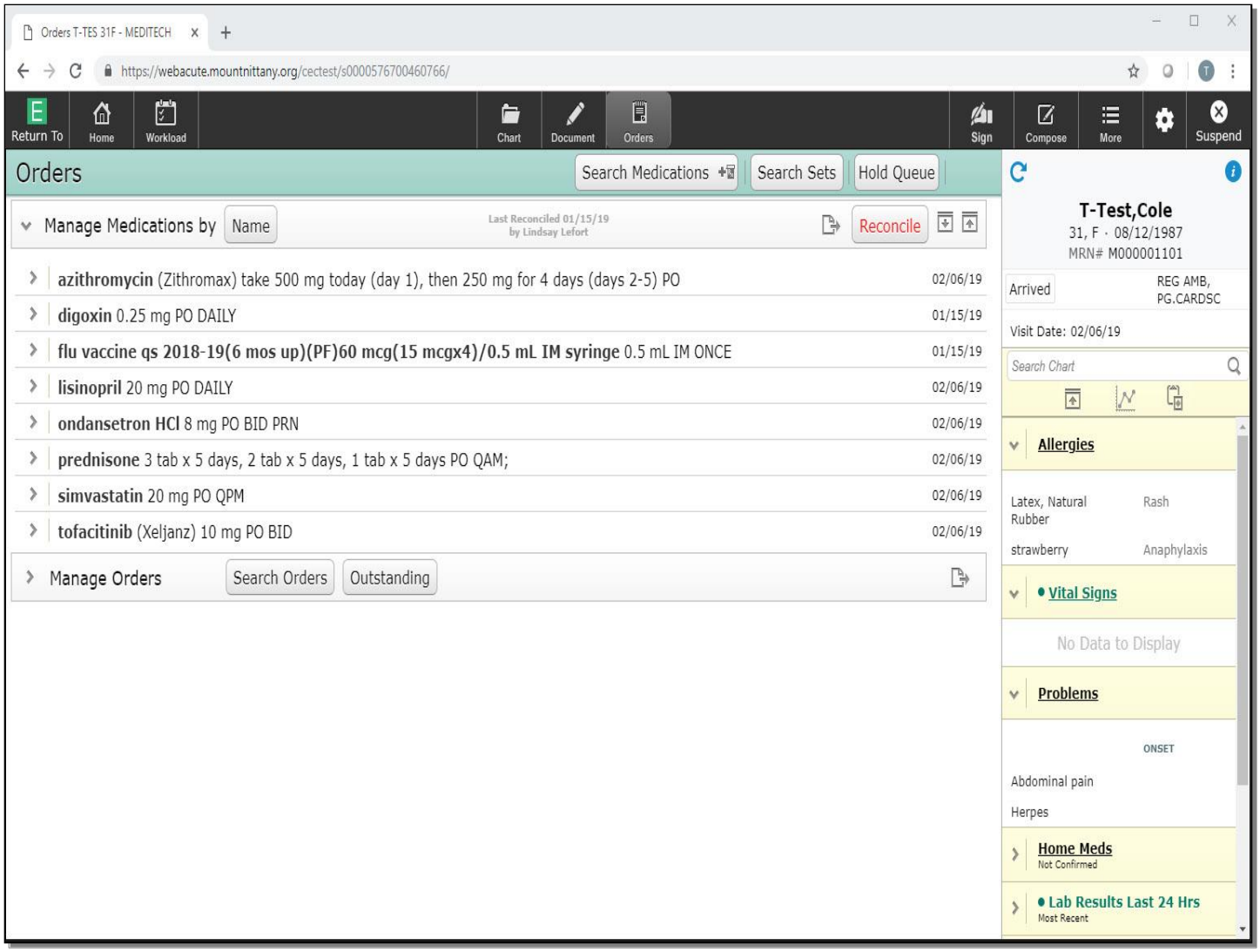
To return to the medication search to see how your Favorite medication displays. Click the 'Search Medications' button.



You'll now see that 'Prednisone 20mg tablet' appears. Click on the chevron to the left of 'Prednisone'.



Notice that the medication is saved exactly as you previously typed it in, saving you time for the next patient you order it for. Click the 'Exit' button.



This concludes our lesson on medication ordering.

In this course:

- We covered the process of reviewing a medication list and refilling a prescription without changes
- We addressed two methods by which changes can be made at the time of refilling a medication
- We looked at conflicts and showed how a conflicting medication could be stopped and how a provider could tell the system to stop showing a conflict for a particular interaction.
- Finally, we looked at the process of creating a complex prescription and saving it as a Favorite

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.