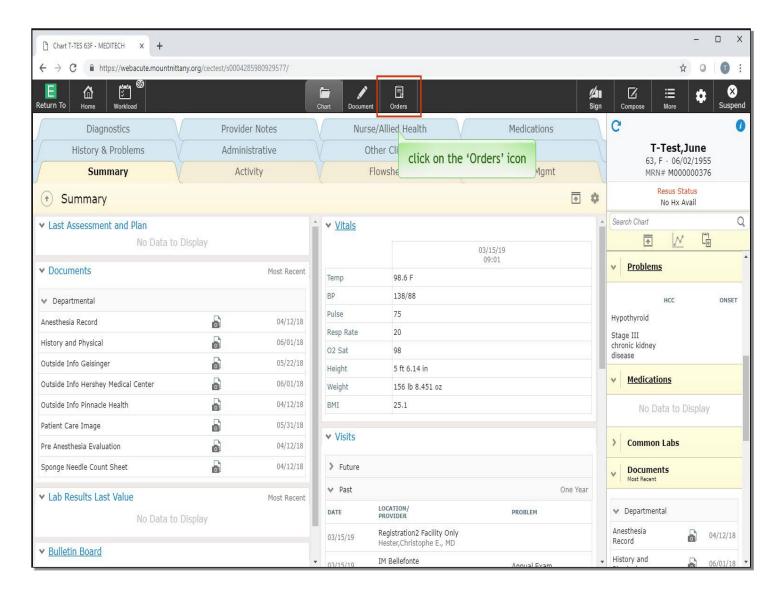


Favorite Orders and Order Sets

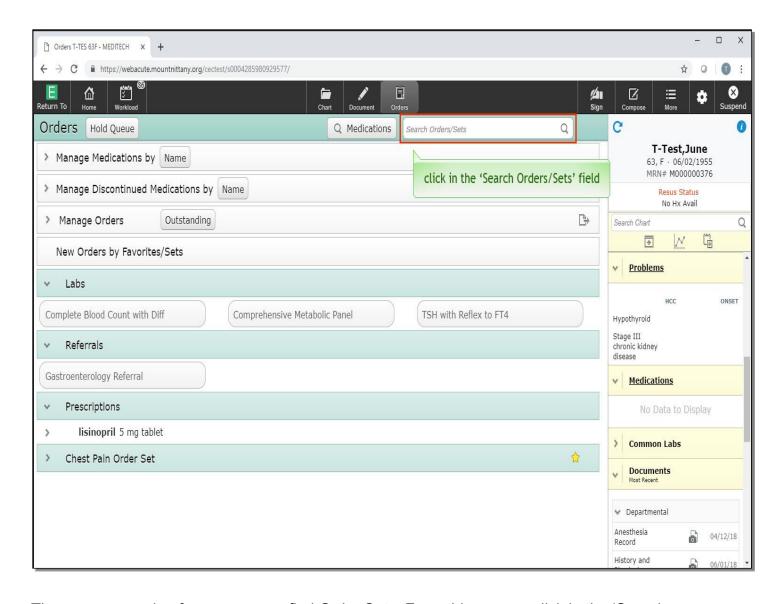
MEDITECH E X P A N S E

This course will guide you through an introduction of using Order Sets and setting them as Favorites.

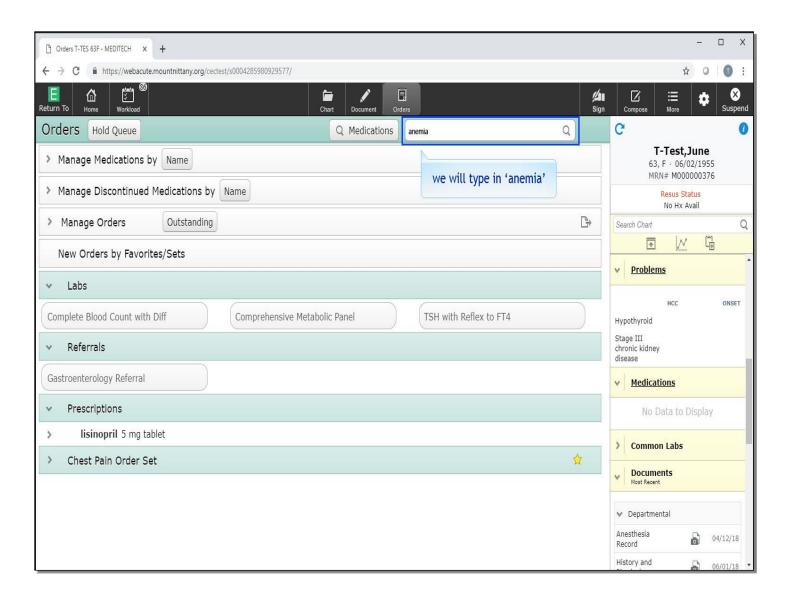
Subtle on screen elements of the LIVE system may vary from what is shown within this course; however, the functionality is as shown.



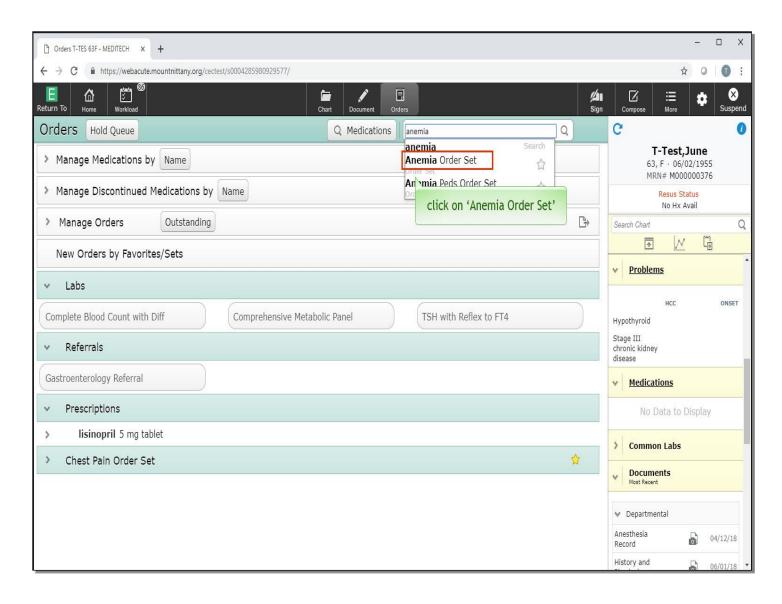
From a patient's chart, you will begin by clicking on the 'Orders' icon.



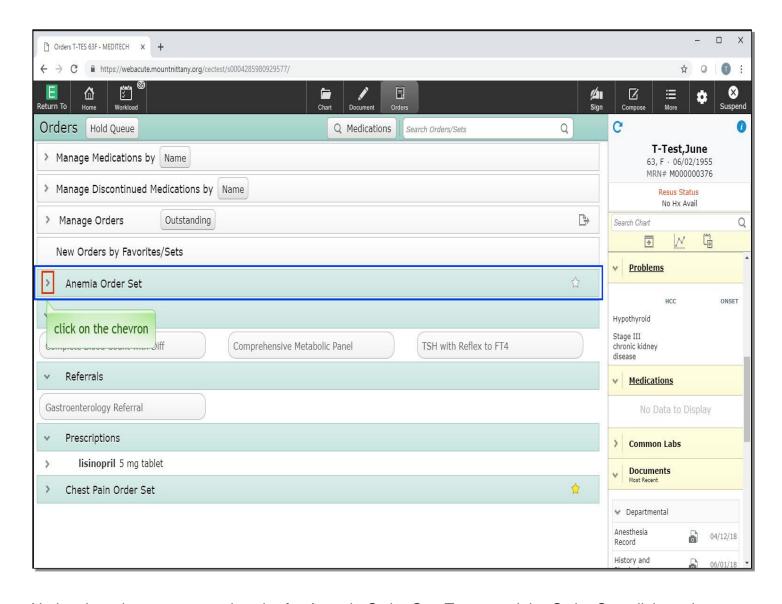
There are a couple of ways you can find Order Sets. From this screen, click in the 'Search Orders/Sets' field.



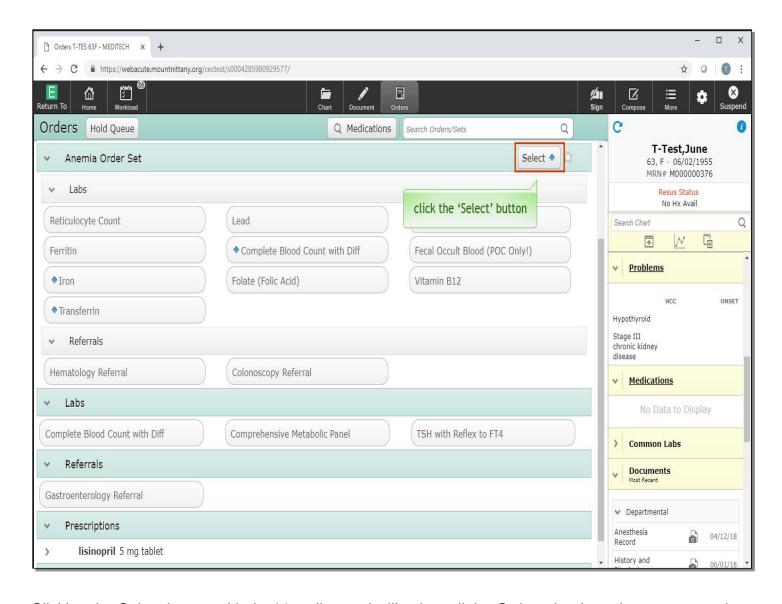
We will type in 'anemia' for you.



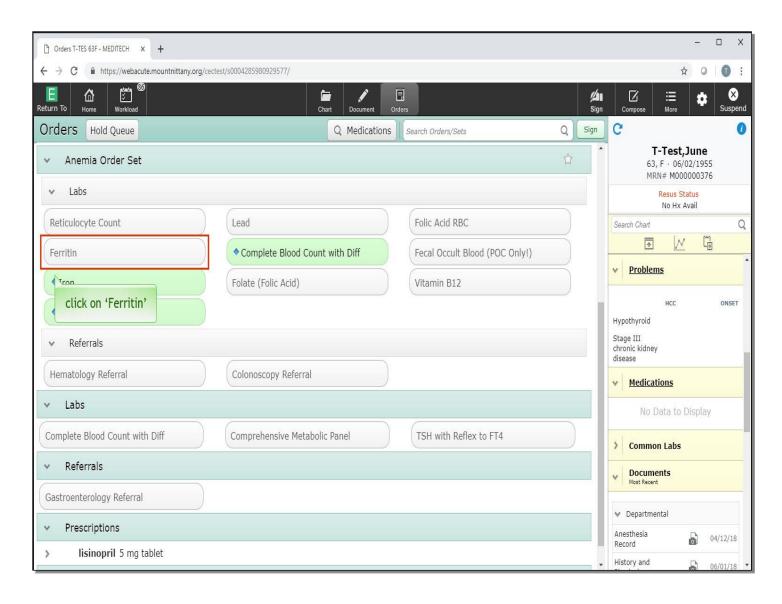
Click on 'Anemia Order Set'.



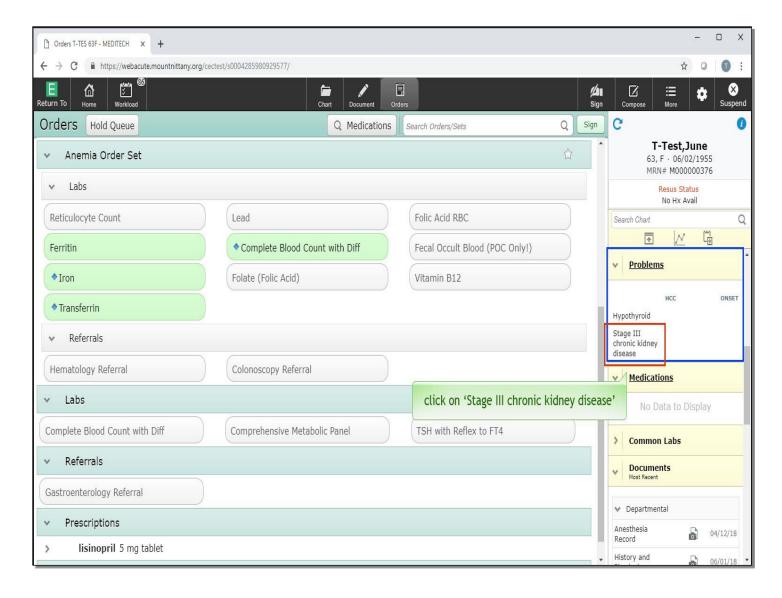
Notice there is a new green header for Anemia Order Set. To expand the Order Set, click on the chevron to the left of this header.



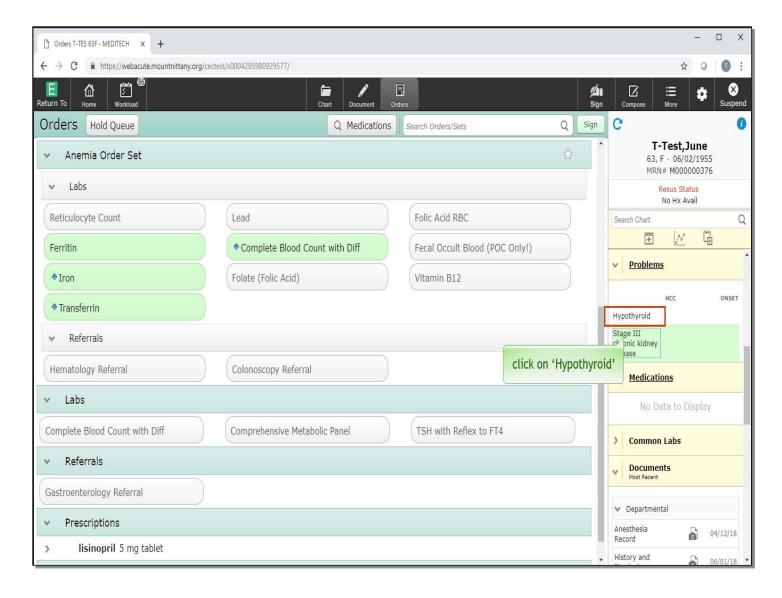
Clicking the Select button with the blue diamond will select all the Orders that have been set up to be pre-selected, which can be seen by the blue diamonds within the separate Orders. Click the 'Select' button.



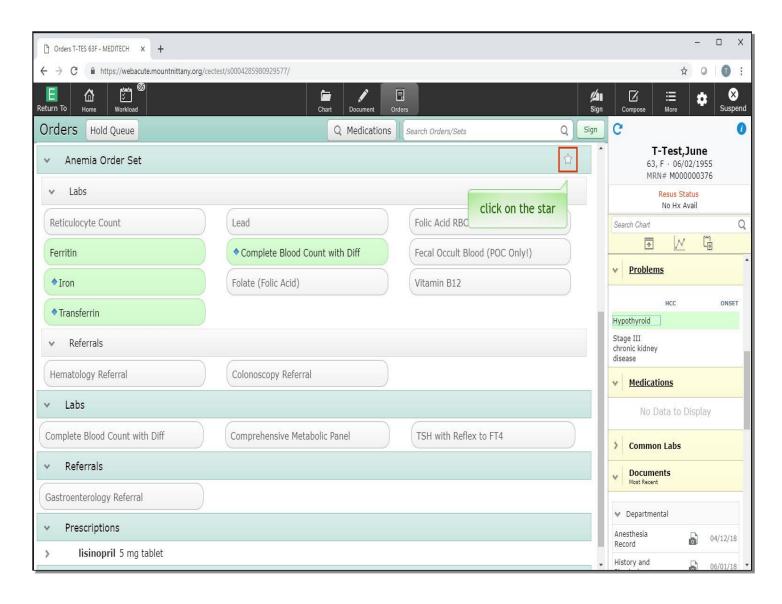
All the Orders with the blue diamonds are now green, and those Orders also appear under the Manage Orders Routine. If you wish to select additional orders or de-select some, you can do so by clicking on the Order icon. Click on 'Ferritin'.



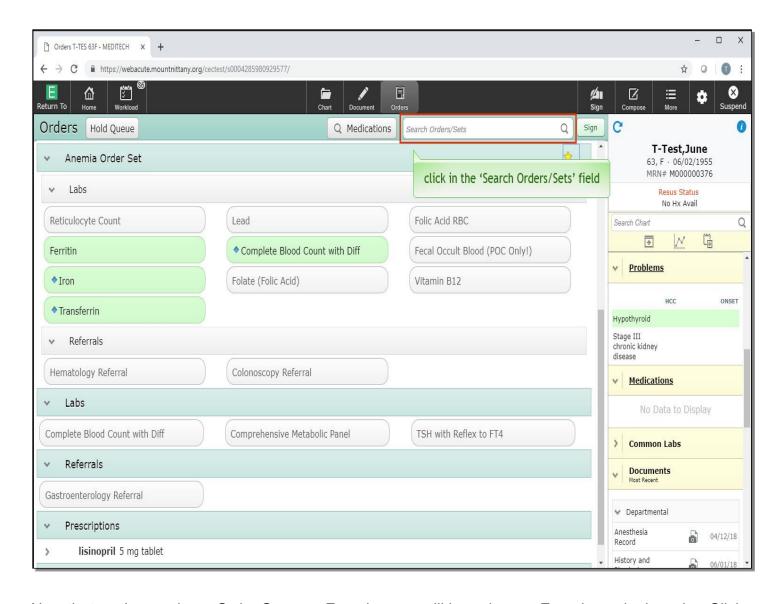
Another way to find Order Sets is to order by Problem. If your patient has Active Problems, which you can view from the Problems Widget in the Reference Region, you can select a problem to associate that problem to those orders. From the Problems Widget, select 'Stage III chronic kidney disease'.



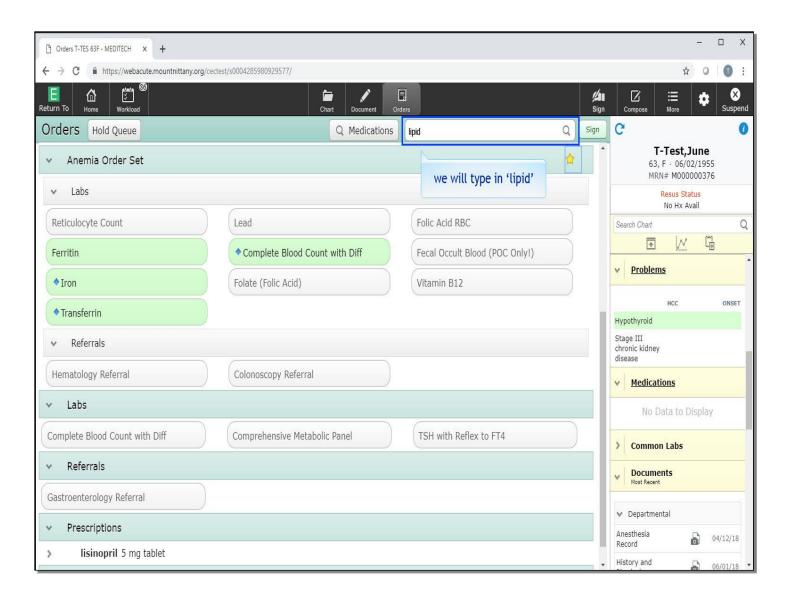
This problem is now highlighted in green. Any Orders or Sets selected with the problem highlighted will automatically associate the problem and diagnosis code to the Order Details for those orders. In the Reference Region, in the Problems Widget, click on 'Hypothyroid'.



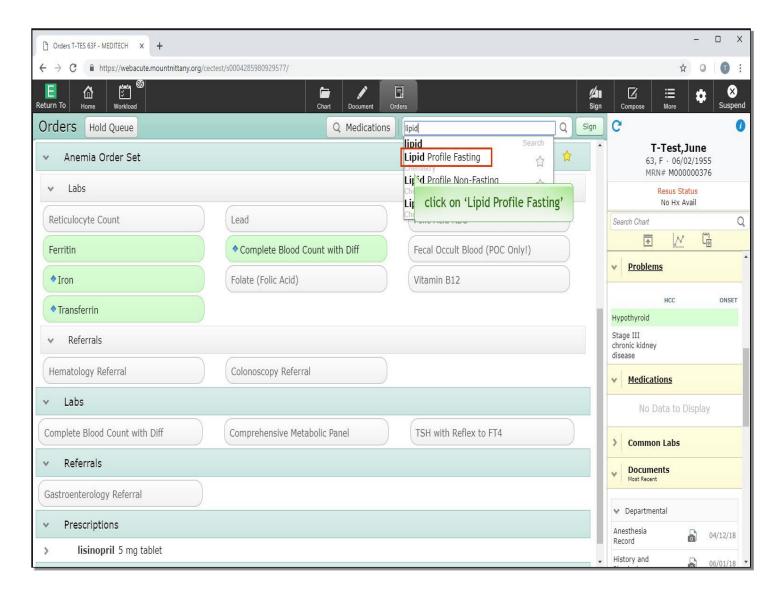
You can only select one problem at a time. Stage III chronic kidney disease is now de-selected. Now, we will review how to Favorite Order Sets and where they will be found once Favorited. Click on the star to the right of the Anemia Order Set.



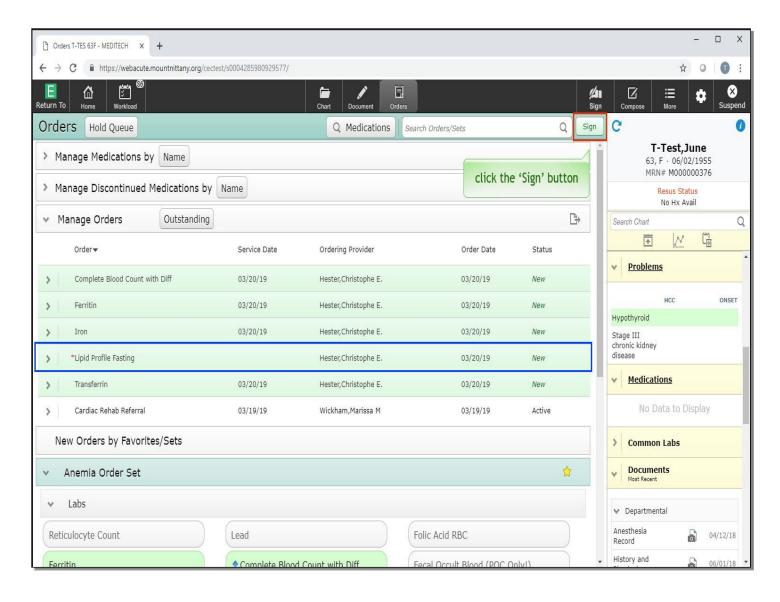
Now that you've made an Order Set your Favorite, you will learn how to Favorite a single order. Click in the 'Search Orders/Sets' field.



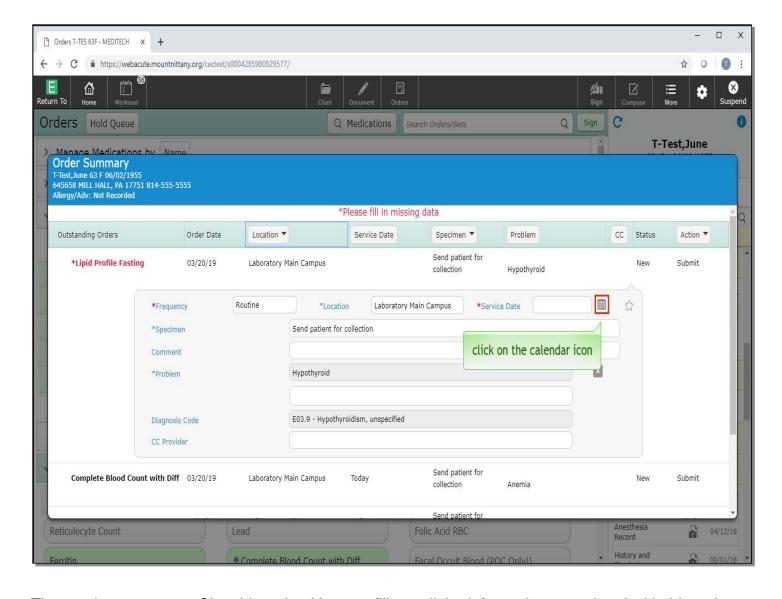
We will type in 'lipid' for you.



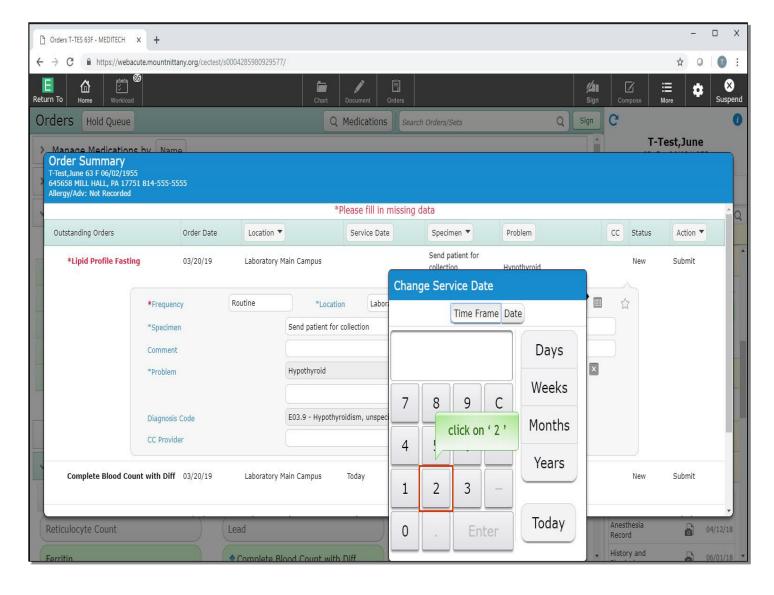
Click on 'Lipid Profile Fasting.'



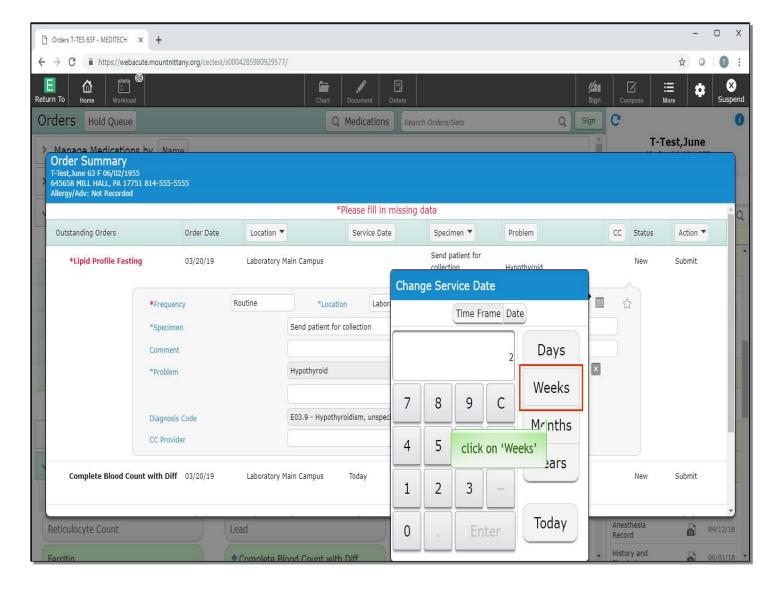
Once selected, it went directly to your Manage Orders Routine. In order to save this as a Favorite, begin by clicking the 'Sign' button.



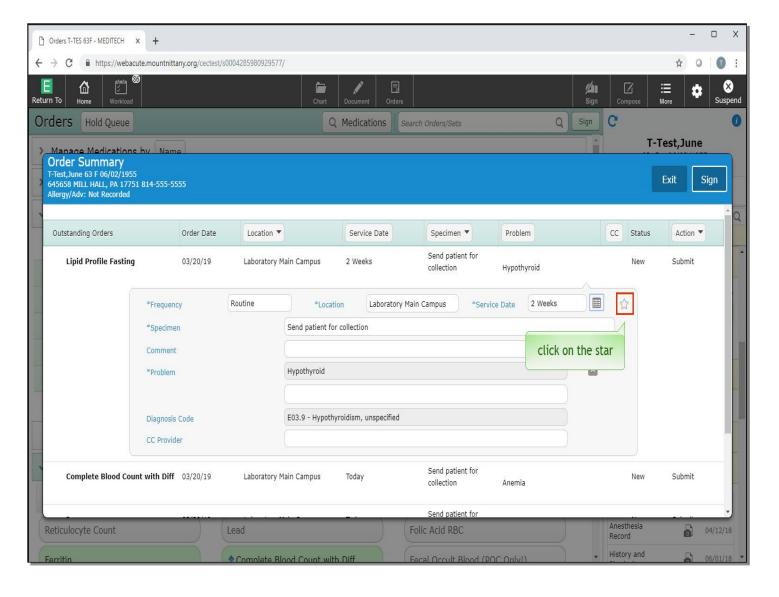
The overlay appears to Sign this order. You can fill out all the information associated with this order and then Favorite it, and it will retain those Order Details. Click on the 'calendar' icon next to the Service Date field.



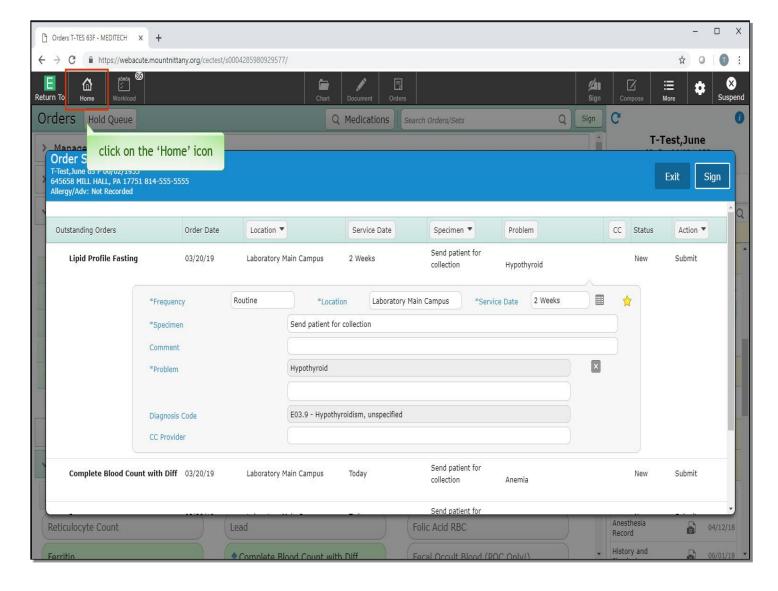
Click on '2'



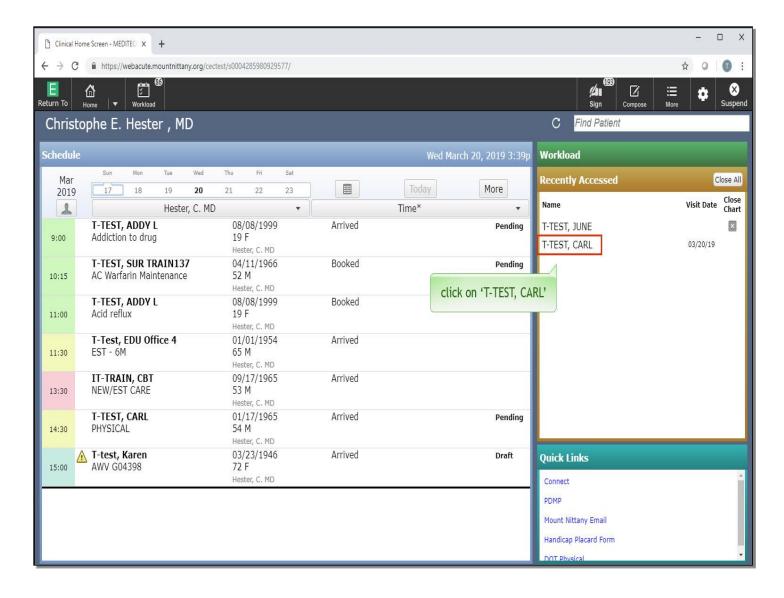
Click on 'Weeks'.



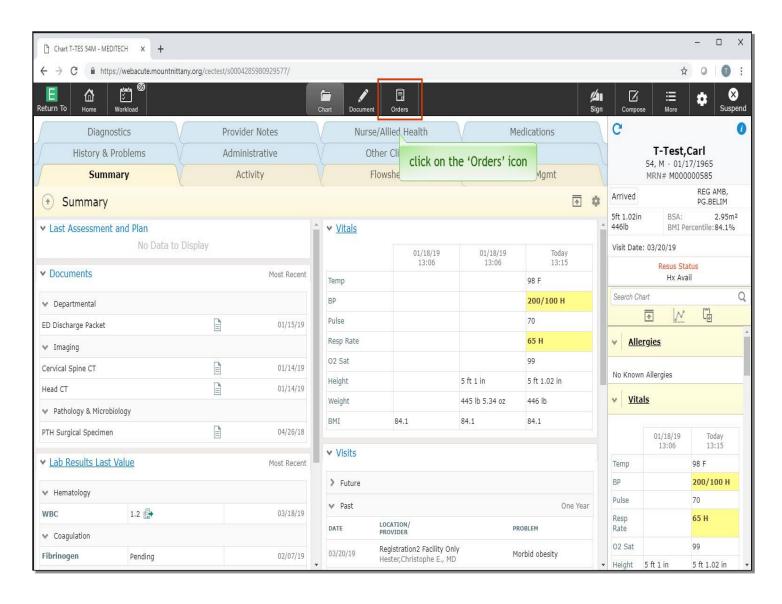
Notice the problem of Hypothyroid has already populated the problem field for you. To Favorite this order, click on the star to the right of the calendar icon.



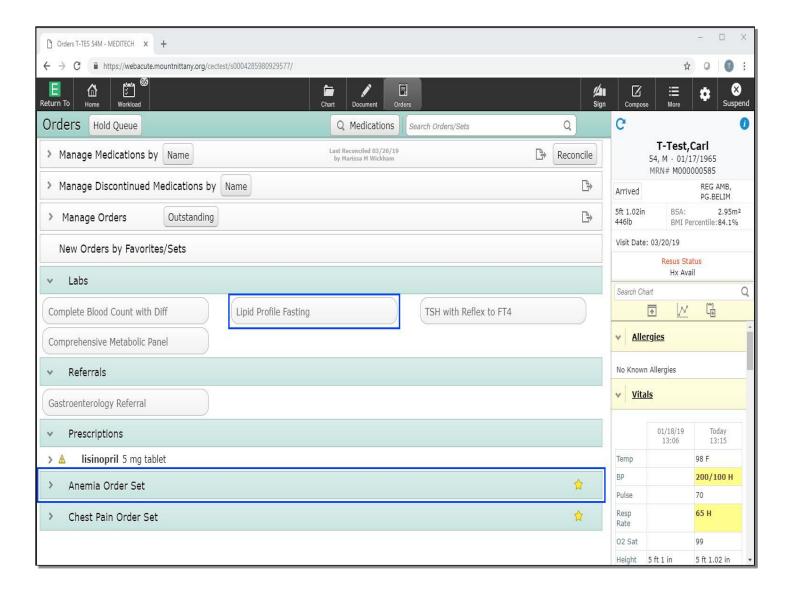
Notice the star turns yellow. To see where this will appear, we will enter another patient's chart. Click on the 'Home' icon.



From the Recently Accessed list, click on 'T-TEST, CARL'.



Click on the 'Orders' icon.



You will now see the Anemia Order Set is on the main page at the bottom with the green header, and individual orders are found under the green category headers of Labs and Prescriptions.

The location of Favorite Orders and Order Sets can be customized to be at the top or at the bottom of the Orders page, and the setting to change this can be found in Ambulatory Preferences. Ambulatory Preferences are reviewed in another lesson. This concludes the lesson on Favorite Orders and Order Sets.

In this course we learned how to:

- Order items from order sets
- Use the select button
- Favorite order sets & where to find them

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