Providers:
Look for the caduceus symbol to locate provider-focused items within this reference guide.

Nurses:
ALL items within this reference guide pertain to nursing workflow.

Types of Orders
- Single Orders
- PowerPlans – Groups of orders used by Providers specific to discipline (EX: Cardiology) or other commonly used order items (EX: Admission Orders). See Millennium PowerChart – PowerPlans Reference Guide.
- Order Sets – Groups of orders related to patient care used by Nursing.

Add Orders
Search for an Order
1. Click Orders [Orders] on Menu.
2. Click Add [+ Add].
3. Type first few characters of order name in Find box.
   NOTE: The Find box filter defaults to Starts With. To change filter options, click drop-down to select Contains which expands the search options.
4. Click desired order.
5. If Order Sentences dialog box displays:
   a. Click appropriate choice.
   b. Click OK.
   NOTE: If there is not an exact match for the order details, select the closest match and modify order details as needed.

Search for an Order Set
1. Click Orders [Orders] on Menu.
2. Click Add [+ Add].
3. Type first few characters of order set name in Find box.
4. Click desired order set.
5. Click OK to accept default orders in the set.
   OR
   Click desired checkbox [ ]; click OK.

Remove Order Before Signing
Right-click desired order; then, click Remove.

Complete Order Details
1. Click an order to view details.
2. Click Display Order Details [ ] (if details do not display).
3. Move cursor over line between the orders list and the details window; click/drag to resize the details window (if unable to view details).
4. Enter order details.
   a. Select appropriate detail in Orders Detail window (on left).
   b. Select correct value for that detail in the Details Value window (on right).

   NOTES:
   • Some fields may require text entry.
   • The selected value displays in brackets in the Orders Detail Window. Some values are defaulted. Verify these are correct for the order.
   • Required details [ ] indicates fields to be completed before signing. Required details are bold. When all required fields are complete, the required details [ ] no longer displays.
   • Click Missing Required Details [ ] to view required missing detail (if needed).
5. Click Sign [Sign]; then Refresh [6 minutes ago].
**Order Priorities**

P1: STAT, loss of life and limb.
P2: Administer now, one time order.
P3: To be done as a time study. Test can be ordered for NOW and a specific time.

**Routine:** For labs: at regularly scheduled time for floor. For Imaging: to be scheduled by imaging.

**Early AM:** Early morning collection; time based on facility.

**Complete Ordering Physician Box**

**NOTES:**
- The Ordering Physician Box displays only when a non-provider enters an order. EX: Unit Secretary.
- Physician Name applies to all providers who place orders.

**Physician Name**

**Type** *provider name*.

**OR**

1. Click **Binoculars** to search for/select the correct provider, if **Multiple Matches** displays.
2. Click **OK**.

**Communication Types -**

1. Select the **appropriate communication type**.
   **Written:**
   - During downtime when a provider uses paper.
   - In Cardiology and GI where providers use paper.
   - Previously entered provider order, which gives instruction to enter another order when a condition is met. Examples: Lab draw instructions for nursing; blood cultures for temp > 101.5.

**Complete Ordering Physician Box** (cont’d.)

**Verbal Order Read Back:**
- When a Unit Secretary/Nurse enters a verbal order written on a verbal order sticker (following downtime).
- In emergency situations when a provider gives simple orders over the phone.

**IMPORTANT (RN’s only):** Enter orders while the provider is on the phone.

**NOTE:** Limit of 5 simple verbal orders during 11p to 7a shift. Be sure to enter correct provider name because all verbal orders must go to the provider to be co-signed.

**Fax:**
- When there are signed, faxed orders.

**Protocol:**
- Orders approved and to be carried out by nursing, backed by policy. EX: Newborn meds.

**NOTE:** Be certain to enter correct provider name because all protocol orders must go to the provider to be co-signed.

**Department Order:**
- When placing orders for departmental tasks. Examples: Care seat check, AM Care, Admission Forms Order Set.

**NOTE:** Department Orders do not need a provider’s co-signature.

**PA Entered Order:**
- PA planned a PowerPlan and nursing initiates the plan using the attending physician’s name.

**NOTE:** Be certain to enter correct provider name because all PA entered orders must go to the provider to be co-signed.

2. Click **OK**.
3. Click **Done** to close the Add Order box if entering only one order.

**OR**

Continue selecting **desired orders** from the Add Order box if entering more than one order.

**NOTE:** The system assumes the same provider is placing the order. If this is not the case, change provider name. See **Change Ordering Physician Before Signing**.
Three types of order alerts potentially display:
- Allergy-Drug orders alert.
- Drug-Drug duplicate orders alert.
- Non-Medication duplicate orders alert.

**Allergy-Drug & Drug-Drug Duplicate Orders Alerts**
1. Click Remove New Order OR Click drop-down arrow on Override Reason. IMPORTANT: Providers decide to override alerts when appropriate.
2. Select appropriate reason.
3. Click Continue.
4. Click Sign; click Refresh.

**Non-Medication Duplicate Orders Alert**
1. Select desired action for new order.
   - Order Anyway.
   - Remove.
   - Cancel/DC.
   - Modify.
2. Click OK.
   OR Click OK to keep new order.
   OR a. Click checkbox.
   b. Click OK.

**Customize Orders Display**
**Select Order Filter**
1. Click Orders on Menu.
2. Click text in Displayed bar from Orders above order list.
3. Click drop-down arrow right of Display field.
4. Click appropriate choice.
5. Click Apply.

**Display Instances of Continuing Orders**
1. Click Orders on Menu.
2. Click text in Displayed bar above Order Details area.
3. Click checkbox to show individual instances.
4. Click Apply.

**Add Order Columns**
1. Click Orders on Menu.
2. Right-click in Order Details area.
3. Click Customize View...
4. Click desired column in Available columns window.
5. Click Add to move to Selected columns window.
6. Click OK.
   NOTE: Scroll to see added columns (if needed).

**Remove Order Columns**
1. Follow steps 1-3 in Add Column to Display.
2. Click desired column in Selected columns window.
3. Click Remove.
4. Click OK.

**Arrange Order Columns**
1. Follow steps 1-3 in Add Column to Display.
2. Click desired column in the Selected columns window.
3. Click the up or down arrow to reposition the column from left to right on Order Details area.

**Change Ordering Physician Before Signing**
1. Right-click desired order.
2. Click Ordering Physician...
3. Modify Ordering Physician and/or Communication Type.
4. Click OK.
5. Complete order details as needed.
6. Click Sign.
7. Click Refresh.
Add Order to Favorites
Add Without Selected Details
1. Click Add.
2. Type first few characters of the order name in the Find box.
3. Right-click desired order.
4. Click Add to Favorites.
5. Place order in desired folder or create new folder.
6. Click OK.

Add With Selected Details
1. Click Add.
2. Type first few characters of the order name in the Find box.
3. Click desired order.
4. Select desired details.
5. Right-click order before signing.
6. Click Add to Favorites.
7. Place order in desired folder or create new folder.
8. Click OK.

Use Favorites
1. Click Add.
2. Click Favorites.
3. Click desired order(s).
4. Complete details as needed.
5. Click Sign.
6. Click Refresh to update order status.

Cancel/Reorder
1. Right-click desired order.
2. Select Cancel/Reorder.
3. Complete Ordering Physician box.
5. Click Orders for Signature.
6. Verify cancel/reorder information is correct.
7. Click Sign.
8. Click Refresh to update order status.

Modify
NOTE: Medication, Lab, Radiology, Cardiology, and Dietary orders can not be modified.
1. Right-click desired order.
2. Click Modify.
3. Modify details as needed.
4. Click Orders for Signature.
5. Verify modification is correct.
6. Click Sign.
7. Click Refresh to update order status.

View Order Information
1. Right-click order.
2. Click Order Information...
3. Select appropriate tab.
4. Click X to close.

Order Statuses
Ordered: An order successfully entered and signed; remains ordered until the event defined to bring the order to completion has occurred.
Pending: An order or procedure that is waiting to be performed or resulted.
Discontinued: An order that has been completed at least once (has a frequency) and has been stopped.
Canceled: An order that has never been completed and has been stopped.
Completed: The procedure is finished; results are available to review.
**Order Statuses** (cont’d.)

**Lab Orders**
Ordered: (Dispatched) Waiting collection, whether by a nurse or by a phlebotomist.
Ordered: (Scheduled) On a collection list waiting collection at a specific time.
Ordered (Collected): The specimen has been collected, but is not yet in the lab.
Ordered (In-Lab): Specimen is in the lab.
Pending Complete (Ordered): Used when orders have more than one instance (“parent order”) and at least one of the instances (“child”) has been collected. EX: Blood cultures.
In Process (Preliminary): Used on a microbiology result to indicate a preliminary result has been completed.
Ordered (In Process): Used on an anatomic pathology result to indicate a preliminary result has been transcribed. **NOTE:** Preliminary results are not viewable in Powerchart.
In Process (In Process): Portions of a test have been resulted, but the entire order is not complete.

**Imaging (Radiology)/Cardiology/MFM Studies**
Ordered: Order has been entered, but the exam has not been scheduled.
Ordered (Scheduled): Exam has been scheduled; the details indicate the scheduled time.
In Process (In Process): Scheduled exam is in progress by the performing department.
In Process (Completed): Performing department has completed the exam.
In Process (Preliminary): Performing department has placed a preliminary result.
Completed (Final): Performing department has placed a final result on the order.

**Complete Nurse Review**
1. **Click** Orders for Nurse Review [Orders for Nurse Review].
   **NOTE:** Orders entered by providers and US’s display nurse review.
2. **Click checkbox** [Select All] to uncheck all orders.
3. **Click checkbox of order** [ ] to verify if order is appropriate for the patient.

**NOTES:**
- Use critical thinking such as start/stop, date/time, comments, dose, frequency, route, and PRN reasons when reviewing orders. Notify the provider to clarify any concerns.
- Perform Nurse Review only on orders completed prior to patient transfer. EX: PACU, ETCU.
- Do not click if order is not appropriate; the eyeglass icon remains as a visual indicator for other clinicians that the order is not appropriate for the patient.

4. **Click** Review [Review].

**Get Support**
Please call the Help Desk at extension 15555, or if off-site, call 851-5555 or 1-800-682-9657.