

Editing Medication Orders

Welcome to American Data CARES, the online resource for all your ECS needs. This handout may be read independently or in conjunction with the corresponding video *Editing Medication Orders* in our American Data CARES library. This handout will cover *how to make changes to orders after they have been saved in ECS*. If after reviewing this material, you need further assistance, please contact clinical@american-data.com or 800-464-9942.

Editing Medication Orders in ECS

To view, change, or discontinue an existing order, select the **View/Edit Current Orders** button from the Physician Order Access screen.

Physician Orders	New Orders					Chart Review	Reports
Nurse Menu	Allergies	Diet/Supplements	Nursing Orders	Supportive Devices	Side Effects	View/Edit Current Orders	Print Physician Orders
	Blood Glucose Checks	Lab/Xray	Orders Continuation	Therapy	Psychotropic Med Monitoring	View/Edit Held Orders	Print MAR
	Code Status	Life Activity/ FYI	Protocols/ Vaccines	Transfers/ Discharges		View Current/DC'd Orders	Print TAR
	Consults	Medications	Standing Orders	Treatments		For E-Prescribing	Print Daily Telephone Orders
						Census Requirements	
						eRx Holding Queue	

Discontinuing Medication Orders

1. Select the **View/Edit Current Orders** button from the Physician Orders Access Screen.
2. From the View Entries screen, click on the order(s) you wish to edit. This will turn the order(s) red.
3. Click on the **Edit** button to display a list of editing options.
4. Select *Discontinue* (for one entry) or *Discontinue All* (for multiple entries).

5. A prompt will pop up asking, “Are you sure?” Respond “Yes.” The order(s) will gray out on the screen.
 - If the facility is electronically prescribing orders, a Script message that the medication has been discontinued will be generated and sent to the pharmacy. In cases where a fax is needed, the fax form will preview. **Print** the form as needed and **Exit**.
6. If you would like to refresh the screen, click **Go**, and the discontinued orders will no longer display.
 - You can view discontinued orders any time by selecting the **View/Edit Current/DC'd Orders** button on the Access Screen.

Editing an Order

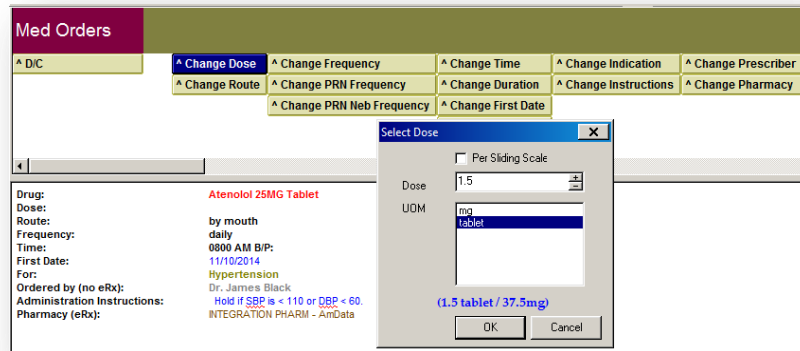
1. Select the **View/Edit Current Orders** button from the Physician Orders Access Screen.
2. From the View Entries screen, click on the order you wish to edit. This will turn it red.
3. Click on the **Edit** button to display a list of editing options and choose *Discontinue and Copy*. This will discontinue the order but give you a copy of it to edit.
 - If the facility is electronic prescribing orders, a Script message that the medication has been discontinued will be generated and sent to the pharmacy. In cases where a fax is needed, the fax form will preview. **Print** the form as needed and **Exit**.
4. The View Screen with the original order will appear at the bottom of the screen, and a copy of the order will appear in the text box of the Write screen that displays.
 - The **^Change** buttons at the top of the Write screen are used to alter the order.

Med Orders		Save																																																										
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- To make a change, first remove the information you need changed. For example, to change the dose in the order above, I would place my cursor behind the dose (1 tablet / 25mg) and carefully delete just the dose, leaving the 'Dose' heading in the order.
 - If you inadvertently remove the heading word (e.g. 'Dose,' you will be unable to proceed with editing the entry. If the happens, **Clear** the screen, click on the gray, discontinued entry to turn it red, and select **Edit**, and **Copy**. You may then proceed with making your changes.



- Click on the **Change** button that corresponds to the information you need to enter. You will be prompted to enter the information.



- When your changes are complete, select **Save**.
- To refresh the screen, click **Go**, and the discontinued orders will no longer display.

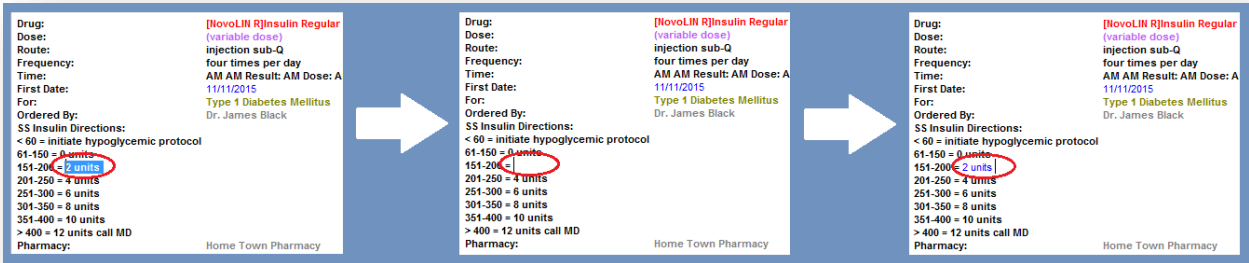
Editing a Split Order

Split Orders are linked together behind the scenes, although each segment looks like its own order on the MAR and on View screens. The only option when editing all or part of a Split Order is to discontinue it. Other editing options that are normally available, such as Discontinue and Copy, are unavailable.

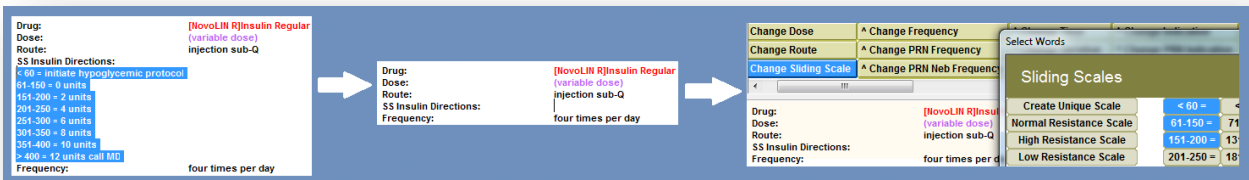
Once you choose *Discontinue*, a prompt pops up stating, “You are discontinuing an entry that is part of a Split Order. There are other entries that will also be discontinued if you proceed.” Click **OK** to proceed.

Editing a Sliding Scale

When editing the Sliding Scale, you can either edit the blue text right in the editing screen:



Or delete the entire scale, leaving the Sliding Scale heading, and select the **^Change Sliding Scale** button to enter a new one.



Thank you for taking the time to learn more about editing medication orders. Please check out other videos and documentation for more great information about ECS!