

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 <u>Editing Medication Orders</u> in our American Data CARES library. This handout will cover <u>how to make changes to orders after they have been saved in ECS</u>. If after reviewing this material, you need further assistance, please contact <u>clinical@american-data.com</u> or 800-464-9942.

Editing Mediation 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.

Med Orders									
^ D/C	^ Change Dose	^ Change Frequ	Jency	^ Change Tin	ne	^ Change Ir	dication	^ Change Prescri	ber
	^ Change Route	• Change PRN	Frequency	^ Change Du	ration	^ Change Ir	structions	* Change Pharma	су
		^ Change PRN	Neb Frequency	^ Change Fire	st Date			·	
			Ĩ	^ Change End	d Date	i			
						-			
•									
· ·									
Drug:	Atenolol	25MG Tablet							
Dose:	(1 tablet /	25mg)							
Route:	by mouth								
Frequency:	daily								
Time:	0800 AM 8								
First Date:	11/10/2014								
For:	Hyperten								
Ordered by (no eRx):	Dr. James								
Administration Instructi		IP is < 110 or DBP < 6							
Pharmacy (eRx):	INTEGRAT	ION PHARM - AmData	а						
Name 🔻 Topic 🗆	Control Go Ta	asks Edit	Next Tag All	Untag All	Full	Print 💐	6		
01:52PM HEB	Atenolol 25MG Tablet								
01:52PM HEB	Atenolol 25MG lablet Dose:								
		(11	tablet / 25mg) by	mouth daily	0000				
	For:	10.0	pertension						

• The **^Change** buttons at the top of the Write screen are used to alter the order.



- 5. 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.

Drug:	Atenolol 25MG Tablet	Drug:	Atenolol 25MG Tablet
Dose:	(1 tablet / 25mg)	Dose:	
Route:	by mouth	Route:	by mouth
Frequency:	daily	Frequency:	daily
Time:	0800 AM B/P:	Time:	0800 AM B/P:
First Date:	06/01/2015	First Date:	06/01/2015
For:	Hypertension	For:	Hypertension
Ordered By (no eRx):	Dr. Susan Thomas	Ordered By (no eRx):	Dr. Susan Thomas
Administration Instructions:	hold if SBP is less than: 110 hold if DBP is less than: 60	Administration Instructions	: hold if SBP is less than: 110 hold if DBP is less than: 60
Pharmacy (eRx)	INTEGRATION PHARM - AmData	Pharmacy (eRx)	INTEGRATION PHARM - AmData

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

^ D/C	^ Change Dose	^ Change Frequency		^ Change Time	^ Change Indication	^ Change Prescriber	
	^ Change Route	^ Change PRN Frequency		^ Change Duration	^ Change Instructions	^ Change Pharmacy	
		^ Change PRN Neb F	requency	^ Change First Date			
			Select Dos	e	×		
				Per Sliding Scale			
1				1.5			
Drug:	Atenolol 25MG Tablet		Dose	1.5			
Dose:			иом	mg			
Route:	by mouth			tablet			
Frequency:	daily						
Time:	0800 AM B/	?:					
First Date:	11/10/2014						
For:	Hypertensi						
Ordered by (no eRx):	Dr. James I						
Administration Instructions:		is < 110 or DBP < 60.		(1.5 tablet / 37.5mg)			
Pharmacy (eRx):	INTEGRATIO	N PHARM - AmData		OK	Cancel		
				01	Cancer		

- 7. When your changes are complete, select **Save**.
- 8. 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:

Drug:	[NovoLIN R]Insulin Regular	Drug:	[NovoLIN R]Insulin Regular	Drug:	[NovoLIN R]Insulin Regular
Dose:	(variable dose)	Dose:	(variable dose)	Dose:	(variable dose)
Route:	injection sub-Q	Route:	injection sub-Q	Route:	injection sub-Q
Frequency:	four times per day	Frequency:	four times per day	Frequency:	four times per day
Time:	AM AM Result: AM Dose: A	Time:	AM AM Result: AM Dose: A	Time:	AM AM Result: AM Dose: A
First Date:	11/11/2015	First Date:	11/11/2015	First Date:	11/11/2015
For:	Type 1 Diabetes Mellitus	For:	Type 1 Diabetes Mellitus	For:	Type 1 Diabetes Mellitus
Ordered By:	Dr. James Black	Ordered By:	Dr. James Black	Ordered By:	Dr. James Black
SS Insulin Directions:		 SS Insulin Directions:		SS Insulin Directions:	
< 60 = initiate hypoglycemic proto	ocol	< 60 = initiate hypoglycemic protocol		< 60 = initiate hypoglycemic protocol	
61-150 = 0 units		61-150 = 0 unite		61-150 = 0 unite	
151-20 = 2 units		151-206=		151-200 2 units	
201-250 = 4 units		201-250 = 4 units		201-250 = 4 umus	
251-300 = 6 units		251-300 = 6 units		251-300 = 6 units	
301-350 = 8 units		301-350 = 8 units		301-350 = 8 units	
351-400 = 10 units		351-400 = 10 units		351-400 = 10 units	
> 400 = 12 units call MD		> 400 = 12 units call MD		> 400 = 12 units call MD	
Pharmacy:	Home Town Pharmacy	Pharmacy:	Home Town Pharmacy	Pharmacy:	Home Town Pharmacy

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

)rug:)ose:	[NovoLIN R]Insulin Regular (variable dose)			Change Dose	^ Change Frequency	Select Words		
loute:	injection sub-Q			Change Route	* Change PRN Frequency	Select words	and the surface states	
SS Insulin Directions: < 60 = initiate hypoglycemic protoco \$1-160 = 0 units		Drug: Dose: Route:	[NovoLIN R]Insulin Regular (variable dose) injection sub-Q	Change Sliding Scale	* Change PRN Neb Frequenc	Sliding Scales		
151-200 = 2 units 201-250 = 4 units 251-300 = 6 units 301-350 = 8 units 351-400 = 10 units >400 = 12 units call MD		SS Insulin Directions: Frequency:	four times per day	Drug: Dose: Route: SS Insulin Directions: Frequency:	[NovoLIN R]Insu (variable dose) injection sub-Q four times per d	Normal Resistance Scale High Resistance Scale		< 71 13' 18'
requency:	four times per day			rrequency.	iour times per e			

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