

Entering Split 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 *Entering Split Orders* in our American Data CARES library. This handout will cover *what a split order is and how users should enter these into ECS*. If after reviewing this material, you need further assistance, please contact cares@american-data.com or 800-464-9942.

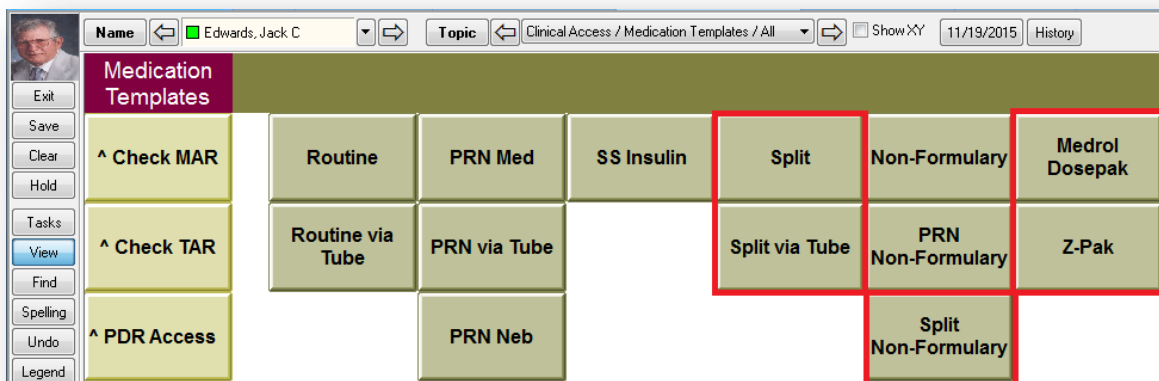
What is a Split Order?

A Split order is any medication of a single strength that either combines a scheduled administration with a PRN administration order *or* is given in more than one dose, frequency, or duration over its administration course. The key to a split order is the **single strength**. See the table below for examples of order that would, or would not, be split orders. The medications and their strengths are **bold**; split orders contain only **one** medication strength.

Split Orders	Not Split Orders
Tylenol 500mg (2 tabs) b.i.d and q6 hr p.r.n.	Tylenol 500mg (2 tabs) b.i.d and Tylenol 325mg (2 tabs) q6 hr p.r.n.
Lanoxin 0.125mg (1 tab) q.o.d alternating with (2 tab) q.o.d.	Lanoxin 0.125mg (1 tab) q.o.d. alternating with Lanoxin 0.25mg (1 tab) q.o.d.

When to Use the Split Order Template

- Use the 'Split' template for any route except enteral.
- Use the 'Split via Tube' template for any Split order that is administered/taken per enteral tube.
- Use the 'Split Non-Formulary' template for any Split order where the medication cannot be found in the Medi-Span formulary.
- The Medrol Dosepak and Z-Pak templates are available for convenience and efficiency.



The screenshot shows the 'Medication Templates' interface. The top navigation bar includes 'Name' (Edwards, Jack C), 'Topic' (Clinical Access / Medication Templates / All), 'Show XY', '11/13/2015', and 'History'. The main area is a grid of templates:

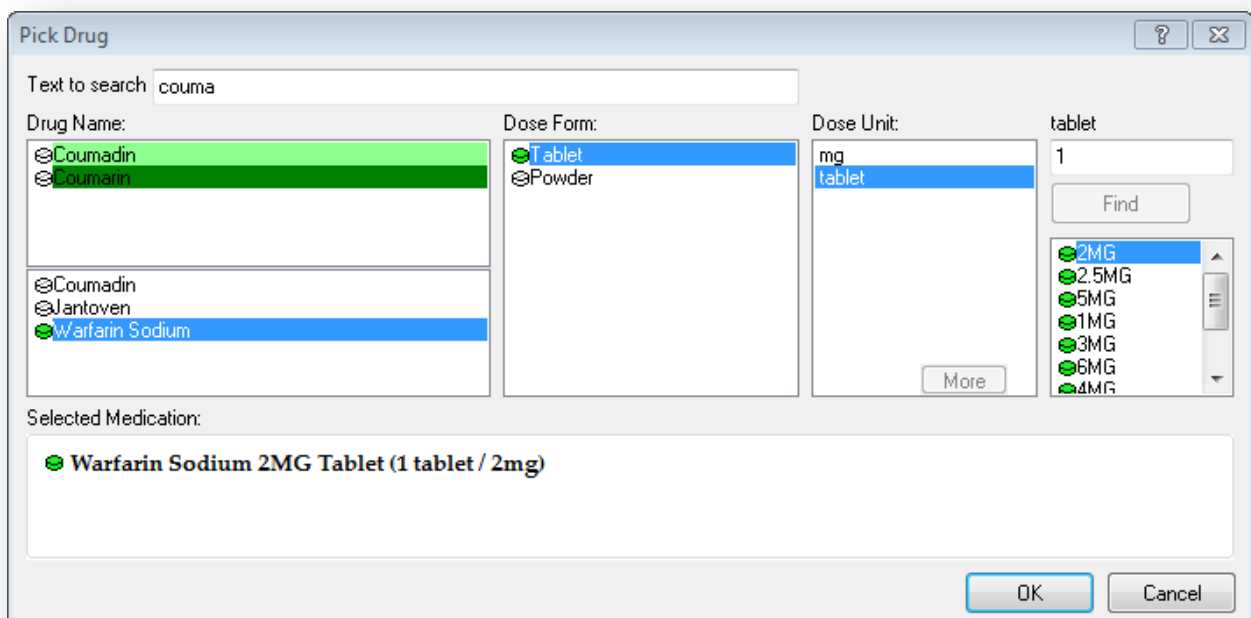
^ Check MAR	Routine	PRN Med	SS Insulin	Split	Non-Formulary	Medrol Dosepak
^ Check TAR	Routine via Tube	PRN via Tube		Split via Tube	PRN Non-Formulary	Z-Pak
^ PDR Access		PRN Neb			Split Non-Formulary	

Entering a Split Order

*Steps 2-7 refer to the 'Split' and 'Split via Tube' templates.

*Steps 8-10 refer to the 'Split Non-Formulary' template.

1. Select one of the 3 Split order template buttons.
2. (Non-Formulary meds skip to step 8) A Write screen appears with the Pick Drug window presented. Start typing the name of the medication in the *Text to search* box.
 - If you are unable to find the medication, even after trying different brand or generic names and contacting your pharmacy or American Data for help, **Cancel** this screen and use the 'Split Non-Formulary' template instead.



3. Click on the desired search result. In the box below the first drug box, alternate generic and brand names for the same medication are listed. You may select the medication you want from either box.
4. After selecting the medication name, the available dose forms for the medication appear (e.g., Solution, Tablet, Powder). Select the needed dose form.
5. The possible **dose units** for the selected medication (e.g., mg or tablet) appear in the next box. Select the Dose Unit.
6. Specify a **dose amount** at the prompt. For example, if you selected tablet, the amount might be "1." If you selected mg, the amount may be "20," or "650."
 - If you select the amount of medication you need (e.g., 1 tablet) the strengths in which the medication is available will be listed, for example, 20 or 40, or 35 or 500.
 - Select the strength you need. The complete medication will be listed in the "Selected Medication" box. Note that you can select fractional amounts of a medication.

- If you selected a dose strength (e.g., 650 instead of "2 tablets"), click **Find** to view the most common combinations of meds to provide the needed dose strength. The most common or appropriate selection(s) will be listed first.
7. The selection will appear in the Selected Medication box. Click **OK** to continue writing the order.
 8. (Formulary meds skip to step 11) A Write screen appears with the document Choices window presented. Choose an item from the list, or choose 'Other' and type in the name and strength of the medication.
 9. The 'Select Dose' form appears. Specify a **dose amount and type**. For example, you may choose '30' and 'ml' or '1' and 'tablet.'
 10. A 'Choose Route' list appears. Choose the route and click **OK**.
 11. A 'Choose the segment to add' list appears. Make a selection and click **OK**.
 12. A 'Choose Frequency' list appears. Choose the frequency and click **OK**.
 13. For scheduled meds only, an 'Administration Times' form appears. Choose the desired hour(s) for administration. This is also the time to select any MAR-specific items.
 14. A 'Choose Duration' list appears. Select the duration for the medication and click **OK**. If there is no duration, select 'None' and click **OK**.
 15. Select a **Start Date** for the order (this is the date the medication is started).
 16. A 'Do you have instructions specific to this dose?' screen appears (i.e., administration instructions that apply to just this portion of the order). Select **Yes** or **No**.
 - If you select 'Yes,' you will be prompted to enter the instruction.
 17. The 'Indication' form appears. This is a list of suggested indications for the medication you have chosen. Select the indication and click **OK**. If the indication is not found, or the list is empty, try additional searches to find an appropriate indication/diagnosis. Select the indication from the list of matches found.
 18. The 'Choose the segment to add' list appears. Make a selection and click **OK**.
 19. The "Select Dose" screen appears. Enter the dose for this segment of the order and click **OK**.
 20. Enter the rest of the segment as prompted (steps 12 – 17).
 21. After the final segment, when the 'Choose the segment to add' list appears, choose the **Stop Segments** button in the lower right corner.
 22. The 'Prescriber Lookup' screen appears. This is where you select who ordered the medication. The resident's attending physician will be displayed; click **OK** to select this physician. If the prescriber is not the resident's primary physician, type in the name of the prescriber. When the name is found, select it and click **OK**.
 - If the prescriber is not found, click **OK**; the name you typed will appear in the order.
 23. The 'Choose Other Instruction(s)' form appears. This gives you the opportunity to enter instructions that apply to the entire order. Select the desired options and click **OK**. More than one may be selected by holding the Ctrl key while selecting multiple options.
 24. The 'Pharmacy Lookup' screen appears. Select the pharmacy where the order will be sent and click **OK**. This is required when electronically prescribing orders to a pharmacy.
 25. Click **Save** to save your order.
 26. Click the ^Check MAR button at the beginning of the screen to automatically open the Electronic Sign screen. You can select Control to change the end date to a future date if you want to check that the pattern came out correctly.
 27. Use the Exit buttons and close the screen(s) or enter more orders as needed.

Medrol Dosepak and Z-Pak

These templates are available for your convenience. They guide you through each step of these common split orders.

Split Order Entries and Editing

The Split Order template allows you to enter orders more efficiently by only requiring the medication to be selected from the Medi-Span database once. When you save a split order, each segment of the order saves as its own entry. Unless you are electronically prescribing orders, you may edit each segment of the order individually.

Thank you for taking the time to learn more about [split orders](#). Please check out other videos and documentation for more great information about ECS!