

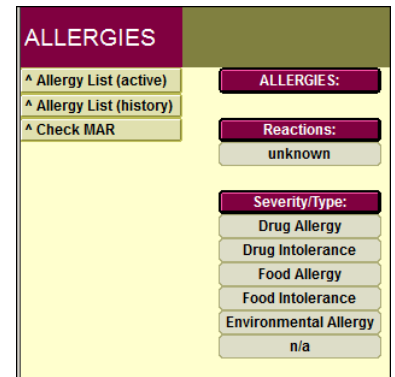
Physician Orders (Script)

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

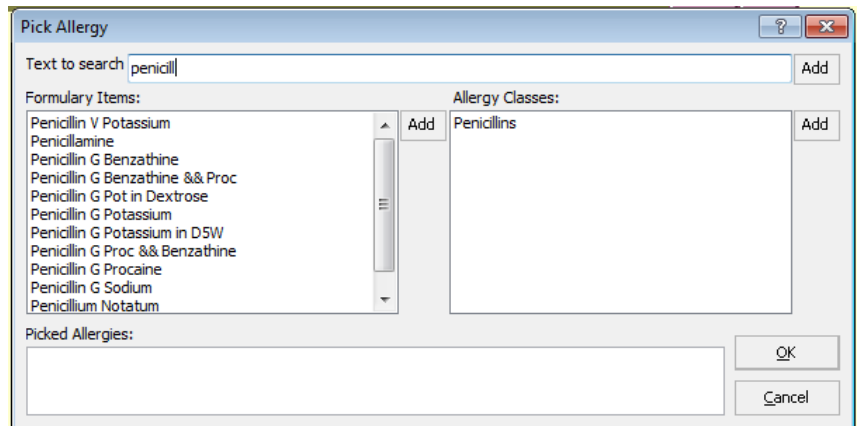
Allergies

Entering New Allergies

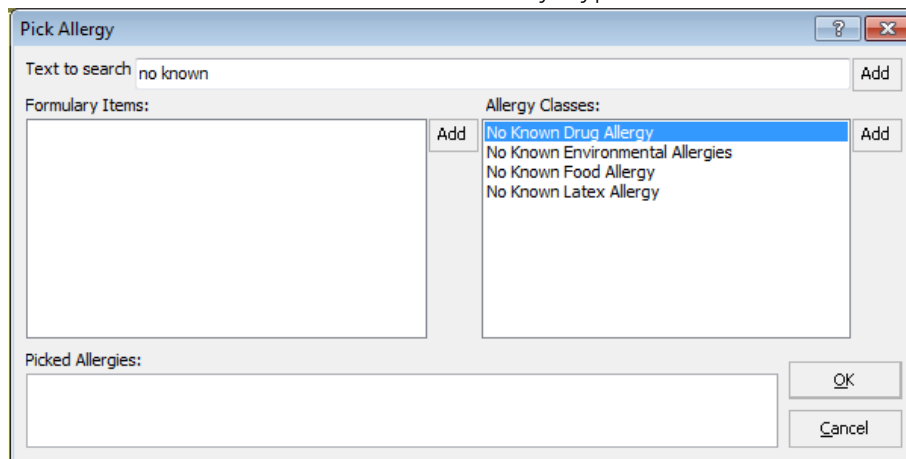
- From the *Physician Orders* Access screen click **Allergies**, select a resident's name, and click **OK**. A write screen will load.
- Select the **ALLERGIES:** word. The Pick Allergy window appears. Start typing the allergy in the Text to search area. The more you type, the more narrowed down the lists become. Drugs, drug ingredients and products will appear in the Formulary Items fields on the left side of the screen. Drug/Allergy categories will be displayed in the Allergy Classes field on the right side of the screen.
- Select an item from either list and click **Add** to the right of the corresponding field. The item is displayed at the bottom of the form in the Picked Allergies area. If no match is found in the formulary, you may select Add by the Text to search area.
 - When a medication is selected from field on the left side, its ingredients will be displayed in the field on the right side. You may choose from either list.



- Selecting an ingredient (e.g., Salicylates) or drug class is preferred over selecting a specific medication (e.g., Aspirin) to narrow the allergy to the specific substance the resident is allergic to.
4. Click **OK** to close the Pick Allergy window.
 5. Enter the reaction. If unknown, type 'unknown'.
 6. A window appears with a list of **severity/type** options. Select one and click **OK**.
 7. Repeat steps 2 - 6 for additional allergies.
 8. Click **Sign** to save the entry(ies) and return to the Physician Orders Access screen.



** In the event the resident has no known allergies, enter this into the allergies form. In this instance document the 'Reaction' as N/A and 'Severity/Type' as N/A.



Edit Allergies

To remove an allergy that is no longer active

1. From the *Physician Orders Access* screen click **Allergies**, select a resident's name, and click **OK**.
2. A write screen will appear. The bottom portion of the screen (View screen) will display the resident's current allergy entries.
3. Click on the desired entry to turn it red. This is called "tagging" the entry.
4. Click the **Edit** button. A menu will appear.
5. Select **Discontinue**.
6. A box will display *Are you sure you want to DC selected entry?* Click **Yes**.
7. The allergy will now appear in gray font.
8. Click **Exit** to return to the *Physician Orders Access* screen.

Blood Glucose Checks

This topic is utilized for any Blood Glucose Check orders that are NOT already associated with a sliding scale insulin order. A sliding scale insulin order will already have the blood glucose check associated with it in the order and on the eMAR.

1. From the *Physician Orders Access* screen click **Blood Glucose Checks**, select a resident's name, and click **OK**.
2. A write screen will appear. The bottom portion of the screen (View screen) will display the resident's current blood glucose check orders.
3. Click through the screen, working from left to right, selecting all appropriate words to create the order. Add free type in where necessary.
 - a. Utilize the option "Notify physician if >" or "Notify Physician if <" if wanting the eMAR to trigger a user when entering a blood glucose that is too high or too low.
4. Once complete with the order(s), click **Sign** to return to the *Physician Orders Access* screen.

Code Status

1. From the *Physician Orders Access* screen click **Code Status**, select a resident's name, and click **OK**.
2. A write screen will appear. The bottom portion of the screen (View screen) will display the resident's current code status order.
3. Click onto the code status word ordered on that resident. If your facility is utilizing a POLST, click onto that option to document the resident's POLST.
4. Once complete with the order, click **Sign** to return to the *Physician Orders Access* screen.

Consults

1. From the *Physician Orders Access* screen click **Consults**, select a resident's name, and click **OK**.
2. A write screen will appear. The bottom portion of the screen (View screen) will display the resident's current consult orders.
3. Click onto the consults which have been ordered. Specify the consult name (if known).
4. Once complete with the order(s), click **Sign** to return to the *Physician Orders Access* screen.

Diet/Supplement

1. From the *Physician Orders Access* screen click **Diet/Supplements**, select a resident's name, and click **OK**.

2. A write screen will appear. The bottom portion of the screen (View screen) will display the resident's current diet and supplement orders.
3. Click through the screen, working from left to right, selecting all appropriate words to create the order. Add free type in where necessary.
 - a. Use the time words if needing the supplement or snack order to display on the eMAR.
4. Once complete with the order(s), click **Sign** to return to the *Physician Orders Access* screen.

Lab/X-Ray

1. From the *Physician Orders Access* screen click **Lab/Xray**, select a resident's name, and click **OK**.
2. Select a lab from the list or click the letter pertaining to the first letter of the name of the lab. Select the name of the lab.

Start Date		Diagnosis		Save
one-time draw/Xray date: <small>(required if one time draw)</small>	stop date: <small>(for recurring labs/optional)</small>	Reason/Diagnosis:	Ordered by: <small>Call physician with results</small>	<input type="checkbox"/> Check TAR <input type="checkbox"/> Check MAR AL <input type="checkbox"/> Check Lab Schedule
first draw date: <small>(required if recurring)</small>				

- a. Each lab order must have a date in the entry.
 - b. Each lab order must have only one frequency word and only one day of month word in the order.
 - c. Several labs may be written together in one order, if the frequency is the exact same.
 - d. For labs that are ordered more than once per week, select the days of the week when prompted.
 - e. For labs to be drawn more than once a month, enter a separate lab order for each day of the month. For example, the physician orders PT/INR 2x/month on the 1st and 3rd Tuesdays. Two orders will be written: *PT/INR 2x/month 1st Tuesday...* and *PT/INR 2x/month 3rd Tuesday...*
 - f. Only utilize the shift words if wanting the nurses to sign off on each lab order on the eMAR.
3. Confirm accuracy of the order by clicking the **Check Lab Schedule** word at the end of the write screen.
 4. Click **Sign** when completed with writing all order(s).

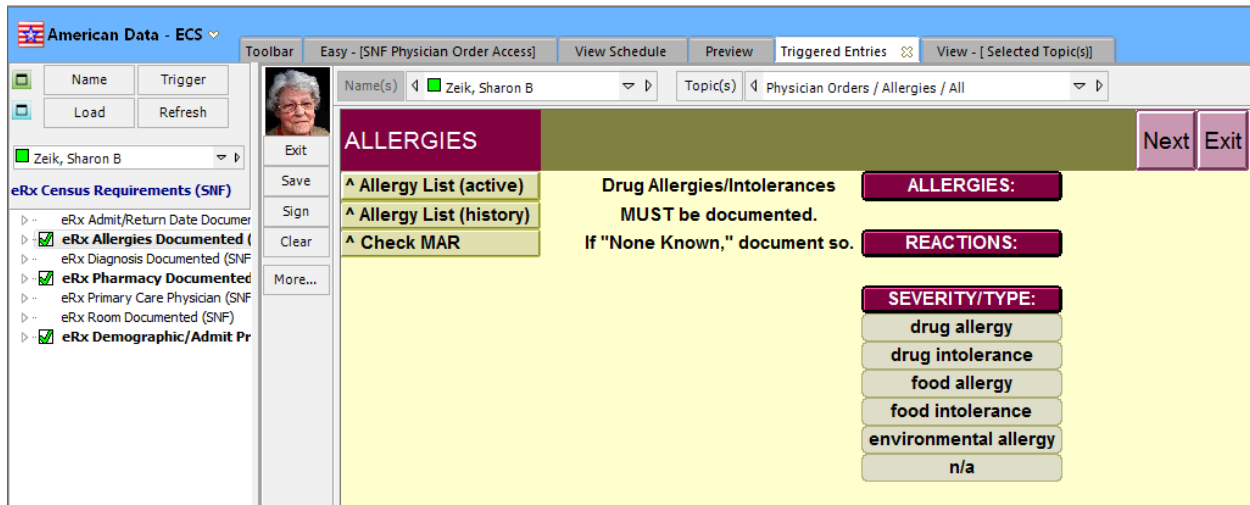
Life Activity/FYI

This topic is utilized mostly for any orders that pertain how to administer the resident's medications (such as may crush medications, or may place in applesauce), allowing generic equivalents, orders which allow the resident to consume specific amounts of alcohol, or anything pertaining to a psychotropic medication reduction contraindication.

1. From the *Physician Orders Access* screen click **Life Activity/FYI**, select a resident's name, and click **OK**.
2. A write screen will appear. The bottom portion of the screen (View screen) will display the resident's current orders made within this topic.
3. Click through the screen, working from left to right, selecting all appropriate words to create the order. Add free type in where necessary.
4. Once complete with the order(s), click **Sign** to return to the *Physician Orders Access* screen.

Completing Census Requirements prior to Med Order Entry

1. From within the medications screen, select a resident's name and check to see if the button **Census Requirements** is yellow. If so, click on this button to complete the required census information
 - Work through the Census Requirements by selected the bolded triggers and clicking **Load**. Each requirement on the left panel states what is needed. For example, the first one is "eRx Admit/Return Date Documented". When this is missing the user is taken to the Nurse Charting/Admission/Return topic to document this date.
 - The final requirement is documenting the word **Admit Procedure Completed on** in Nurse Charting/Admission/Return (this is the last trigger in the list). When this is documented a Census, message is electronically sent to pharmacy. This provides pharmacy with resident information before medication orders are sent.
 - Click Exit to close out of the screen and return to the Physician Orders Access screen.



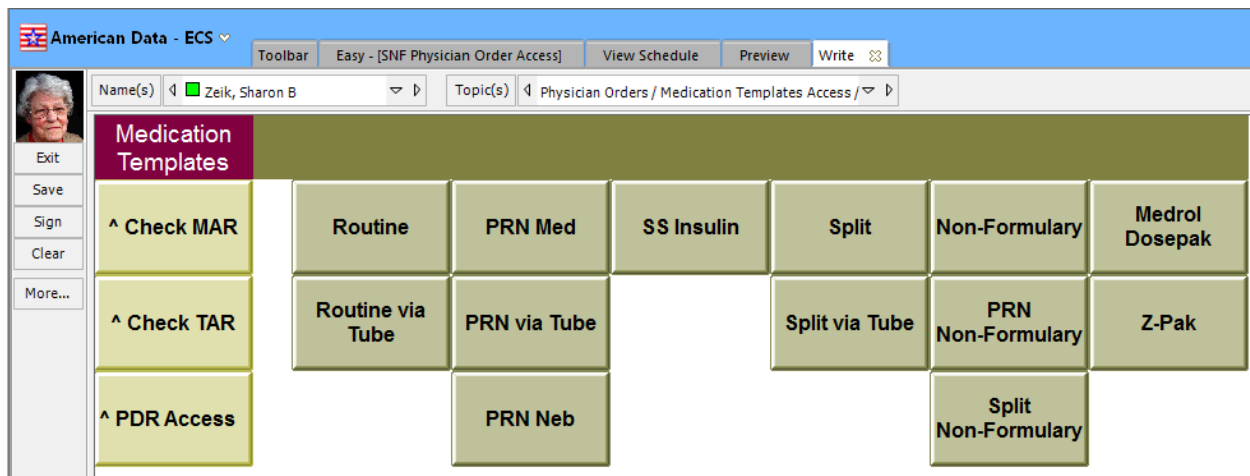
Required in the record

- Allergy Requirements (Instructions in the Physician Order Handout below)
 - Each chart must have an allergy entry documented - in the event there are no known drug allergies this must be entered.
 - Each allergy must be documented in its own entry.
 - Each allergy must include information regarding the severity/type and the nature of the reaction.
- Demographic Information
 - First Name
 - Social Security Number
 - Sex
- Census Requirements
 - Admission/Return Date (in Face Sheet, Nurses Notes, or AL Charting)
 - Any Medi-Span Diagnosis with ICD code (must be selected from Medi-Span database)
 - Pharmacy (in the face sheet)
 - Attending Physician
 - Room/Apartment Number

Medications

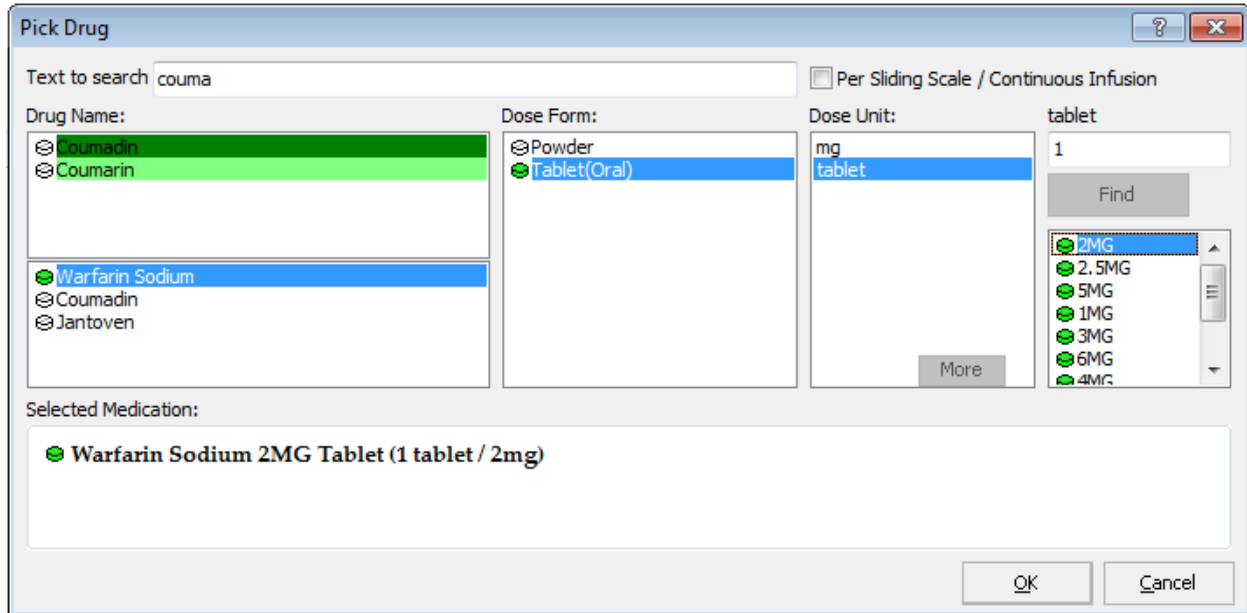
1. From the *Physician Orders Access* screen, select a resident's name and click **Medications**.
2. The Medication Templates screen appears.
 - **Routine** - Most routine orders will be written via this template. This includes tablets, injections, IV's, etc.
 - **Routine via Tube** - Routine meds that are to be administered via enteral tube.

- **Non-Formulary** - The pharmacy may make a unique compound that is not found in the Medi-Span formulary (e.g. Magic Mouthwash), or a medication can't be found in the formulary.
- **PRN Med** - Most PRN medication orders will be written via this template.
- **PRN via Tube** - PRN medication that are to be administered via enteral tube.
- **PRN Neb** - PRN nebulizer orders are written using this template
- **PRN Non-Formulary** - PRN pharmacy compounded orders or PRN medications that can't be found in the formulary are entered using this template
- **SS Insulin** - Sliding Scale insulin orders are entered using this template
- **Split** - Split orders are orders that have multiple dose segments. An example of this is a medication that has an initial loading dose and then a smaller daily dose (Z-pac). Another example is tapering doses when stopping a medication. Yet another example is when a medication is ordered to be given routinely and then an additional PRN dose as well.
- **Split via Tube** - Split orders that are to be administered via enteral tube.
- **Split Non-Formulary** - Split pharmacy compounded orders or split order medications that can't be found in the formulary are entered using this template.



Entering an Order

2. Select the appropriate template. A write screen appears with the Pick Drug window presented. Start typing the name of the medication in the *Text to search* box.
 - Frequently selected drug names will appear with a green background. The most frequently used drugs appear with the darkest green background (e.g., Coumadin in the image below).



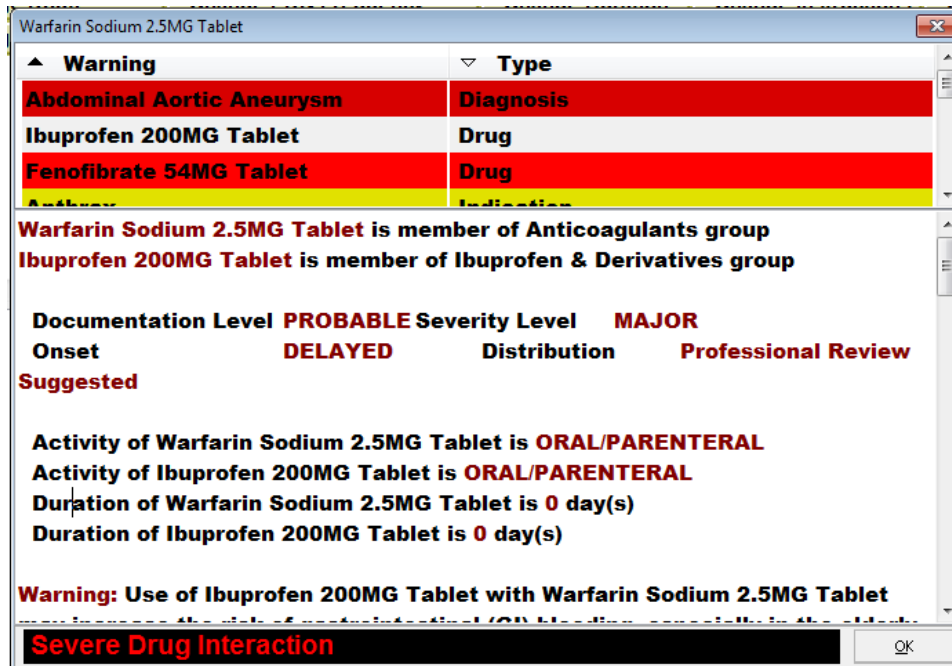
3. Click on the desired search result. In the box below the first box, alternate generic and brand names for the same medication are listed. You may select the medication you want from either box.
 - Any medications which have a green pill icon 🟢 indicate this specific formulary is being manufactured and is stocked in the pharmacy.
 - Any medications which have a red pill icon 🔴 indicate this specific formulary has not been manufactured in over two years.
 - Any medications which have a gray pill icon ⚪ indicate this specific formulary has not been manufactured within the last two years (so your pharmacy may still have some stock left that they are getting rid of).
 - Any medications which have a white pill icon ⚪ indicate this formulary is being manufactured and may or may not be stocked in the pharmacy.
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 and 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 that the medication is available in 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 see 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. A 'Choose Frequency' list appears. Choose the frequency and click OK.
 9. An 'Administration Times' form appears. Choose the desired hour(s) for administration. This is also the time to select any MAR specific items.
 - MAR specific items appear on the MAR at the time of medication administration.
 10. A 'Choose Duration' list appears. Select the duration for the medication and click OK. If there is no duration, select 'None' and click OK.
 - Patterned frequencies may prompt additional information such as weekdays, days of the month, or months.
 11. Select a **Start date** for the order (this is the date the medication is started).
 - You must use First Date in every order.
 12. 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 in the list, you must try additional searches to find an appropriate Indication/diagnosis. All indications are in the Medi-Span® database but may be listed differently than you are accustomed. For example, when taking a multivitamin it may be appropriate to search for and select 'Vitamin Deficiency Prevention'. Select the indication from the list of matches found.
 - To select more than one indication, click on the first one and click **Add** at the bottom of the screen. The selected indication appears in the Picked Indications box. Select additional indications as needed and **Add** them to the picked indications box. Click **OK** when you are done. You can also hold CTRL and select all indications at once before clicking **Add** and adding them to the Picked Indications box.
 13. The 'Reference Word Search' form appears. Search for the ordering prescriber from this screen. Select the prescriber and click OK.
 14. The 'Choose Other Instruction(s):' form appears. Select the desired options and click OK. More than one may be selected by holding the Ctrl key while selecting multiple options.
 - Use the **No Substitutions** when the prescriber notes this in the order.
 - **Use Do Not Fill** when the order is being sent to pharmacy and it does not need to be filled
 - Use **Pharmacy Notes** when wanting to send a note to pharmacy regarding the order
 - Use the **Administration Instructions** word to document any additional information in the physician order. For example, BP parameters.

- Use the **Dispense#/Refills** to include a note regarding the number of pills and refills to be dispensed by pharmacy.
 - Select **None** when no options are needed
15. Click **Sign** to save your order.
- The order will electronically route to the pharmacy except in the following specific situations; in which case upon saving the order, a fax preview will automatically display, and should be printed and faxed to the pharmacy:
 - Any narcotic medication order may not be transmitted via Script 10.6.
 - Any order with a "Pharmacy Note" that exceeds 210 characters must be manually faxed (i.e. step 15 above).
 - Any order that needs to be routed to a pharmacy that is not actively linked to your Script e-prescribing feature (i.e. step 16 above).
16. 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 pattern came out correctly.
- When the order is sent electronically to pharmacy an Rx icon appears with the order. Ideally the Rx icon should be **green**. Click on the order and choose the Script button to see the electronic status of the order. Typically, the order will be **Waiting to be Sent** or **Sent**. Please see the MAR training handout for more information.
 - If the Rx icon is **red** a problem has occurred with the electronic transmission to pharmacy. Select the order and the **Script** button to review the status.
 - More information on troubleshooting and resolving **red** Rx icons can be found in the manual or the **MANAGING AND TROUBLESHOOTING SCRIPT MESSAGES** handout.
17. Use the **Exit** button to close the screen, or enter more orders as needed.

Additional Information about the Physician Order Screens

- Psychotropic orders bring up an additional screen upon exiting the Medications screen, so that you may enter an order for monitoring targeted behaviors and/or side effect monitoring related to that medication.
- After the entry is saved, the side effects of the medication will be automatically documented with the order.
- If there are medications, medical conditions, or allergies noted in the chart that contraindicate the medication being ordered, a warning will appear in the write screen. To view the specific contraindication or warning, click the **Details** button on the left side. A pop-up screen will show the information related to the contraindication or warning and indicate the severity. Click **OK** to close this screen after the information is reviewed. Note: this button will only be available if there are contraindication warnings pertinent to the current order.



- There are various pattern words that block off certain days on the eMAR or eTAR. For example, the word **Sunday** will put a medication/treatment on the electronic MAR to be administered on Sunday, with the other days of the week blocked off. See the table below for further information on special pattern words.

WORD	EXPLANATION / EXAMPLE
<p>Establish Pattern</p>	<p>Use to select a particular day of the month, or a recurring pattern that there is no other option for on the screen.</p> <p>* For a day of the month, select Days of Month, and OK; then click on the red box(es) for the days you want to administer the medication to turn the box to green. Click OK. The pattern will document with a special code.</p> <p>* For a repeating pattern you can almost always select Days on/Days off. For example, give 2 days; hold 2 days would be 2 on, 2 off. Ignore the additional spaces and click OK.</p>
<p>BID, TID, etc. x3 days; x5 days; x7 days; etc.</p>	<p>Selecting a frequency PLUS a duration allows the system to calculate how many total doses will be given (e.g., BID x7 days = 14 doses). The eMAR will keep track of how many doses have been administered, and automatically discontinue the order after all doses are administered. This is commonly used for antibiotic orders. End on should NOT be used with this feature unless specified by the physician.</p>

Nursing Orders

This topic is utilized for any order that is not a physician order, but is something that the nursing staff would like to see and sign off on the eMAR or eTAR. By default, all orders written in this topic display on the TAR. To instead put an order onto the eMAR, the user should utilize the "Display on MAR" button towards the end of the screen.

1. From the *Physician Orders Access* screen click **Nursing Orders**, select a resident's name, and click **OK**.
2. A write screen will appear. The bottom portion of the screen (View screen) will display the resident's current nursing orders will display.
3. Click through the screen, working from left to right, selecting all appropriate words to create the order. Add free type in where necessary.
4. Once complete with the order(s), click **Sign** to return to the *Physician Orders Access* screen.

Orders Continuation

This topic is used to specify that the current medications, treatments, and care plan have been reviewed by the physician and can continue for a specific number of days.

1. From the *Physician Orders Access* screen click **Orders Continuation**, select a resident's name, and click **OK**.
2. A write screen will appear. The bottom portion of the screen (View screen) will display the resident's current orders made in this topic.
3. Click through the screen, working from left to right, selecting all appropriate words to create the order. Add free type in where necessary.
4. Once complete with the order(s), click **Sign** to return to the *Physician Orders Access* screen.

PPD / Vaccines

1. From the *Physician Orders Access* screen click **PPD/Vaccines**, select a resident's name, and click **OK**.
2. A write screen will appear. The bottom portion of the screen (View screen) will display the resident's current orders made in this topic.
3. Click onto the appropriate order type needed and follow all prompts, specifying all date ranges prompted for.

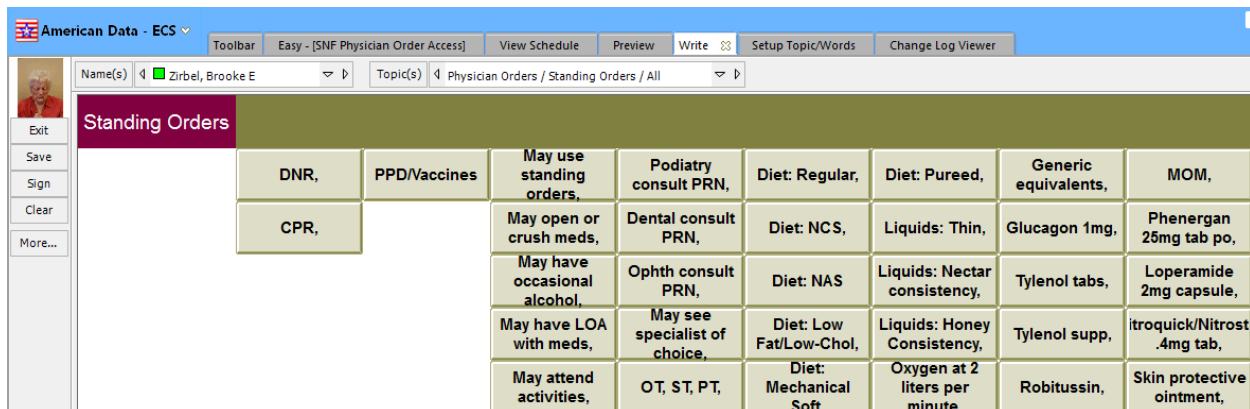
Vaccine Templates	PPD (AM)	PPD (PM)	Vaccines
^ Check MAR	PPD Step 1 (AM)	PPD Step 1 (PM)	Influenza (AM)
^ Check TAR	PPD Step 2 (AM)	PPD Step 2 (PM)	Influenza (PM)
	PPD Annual (AM)	PPD Annual (PM)	Any Vaccine (AM)
			Any Vaccine (PM)

- Once complete with the order(s), click **Sign** to return to the *Physician Orders Access* screen.

Standing Orders

Standing Orders include any medication or treatment orders or protocols customized for your facility. Not all facilities utilize Standing Orders.

- From the *Physician Orders Access* screen click **Orders Continuation**, select a resident's name, and click **OK**.
- A write screen will appear. The bottom portion of the screen (View screen) will display the resident's current medication orders.
- Click onto the appropriate buttons to launch that specific standing order template.
 - For medications, many elements of the order are pre-determined, such as the drug, dose, route, etc. The user will be prompted to enter the first date, the prescribing physician, and the pharmacy.



The screenshot shows the 'Standing Orders' screen in the American Data - ECS software. The interface includes a toolbar with options like 'Easy - [SNF Physician Order Access]', 'View Schedule', 'Preview', 'Write', 'Setup Topic/Words', and 'Change Log Viewer'. Below the toolbar, there are dropdown menus for 'Name(s)' (Zirbel, Brooke E) and 'Topic(s)' (Physician Orders / Standing Orders / All). The main area is a grid of buttons for selecting standing orders:

DNR,	PPD/Vaccines	May use standing orders.	Podiatry consult PRN,	Diet: Regular,	Diet: Pureed,	Generic equivalents,	MOM,
CPR,		May open or crush meds,	Dental consult PRN,	Diet: NCS,	Liquids: Thin,	Glucagon 1mg,	Phenergan 25mg tab po,
		May have occasional alcohol.	Ophth consult PRN,	Diet: NAS	Liquids: Nectar consistency,	Tylenol tabs,	Loperamide 2mg capsule,
		May have LOA with meds,	May see specialist of choice.	Diet: Low Fat/Low-Chol,	Liquids: Honey Consistency,	Tylenol supp,	Itroquick/Nitrost .4mg tab,
		May attend activities,	OT, ST, PT,	Diet: Mechanical Soft,	Oxygen at 2 liters per minute.	Robitussin,	Skin protective ointment,

- Click **Sign** to save the entry(ies) and return to the *Physician Orders Access* screen. The orders are automatically written and saved in the resident's chart.

Supportive Devices

- From the *Physician Orders Access* screen click **Supportive Devices**, select a resident's name, and click **OK**.
- A write screen will appear. The bottom portion of the screen (View screen) will display the resident's current orders made in this topic.
- Click through the screen, working from left to right, selecting all appropriate words to create the order. Add free type in where necessary.
- Once complete with the order(s), click **Sign** to return to the *Physician Orders Access* screen.

Therapy

The user will be presented with a Therapy Orders access screen which presents options for therapy order types such as: physical, occupational, speech-language pathology, respiratory, and psych.

1. From the *Physician Orders Access* screen click **Therapy**. Click into the appropriate therapy discipline, select a resident's name, and click **OK**.
2. A write screen will appear. The bottom portion of the screen (View screen) will display the resident's current orders made in this topic.
3. Click through the screen, working from left to right, selecting all appropriate words to create the order. Add free type in where necessary.
4. Once complete with the order(s), click **Sign** to return to the *Physician Orders Access* screen.

Transfers/Discharges

1. From the *Physician Orders Access* screen click **Transfers/Discharges**, select a resident's name, and click **OK**.
2. A write screen will appear. The bottom portion of the screen (View screen) will display the resident's current orders made in this topic.
3. Click through the screen, working from left to right, selecting all appropriate words to create the order. Add free type in where necessary.
4. Once complete with the order(s), click **Sign** to return to the *Physician Orders Access* screen.

Treatments

1. From the *Physician Orders Access* screen click **Treatments**, select a resident's name, and click **OK**.
2. A write screen will appear. Click on the treatment to be administered, route if appropriate, frequency, and shift[s] the treatment is to be administered.
3. A shift word must be selected to pull the entry to the eTAR.
 - a. If wanting an item to pull onto the MAR, select "(display on MAR)" underneath administration instructions.
4. Once complete with the order(s), click **Sign** to return to the *Physician Orders Access* screen.

Tube Feed/IV Protocols

1. From the *Physician Orders Access* screen click **Tube Feed/IV Protocols**, select a resident's name, and click **OK**.
2. A write screen will appear. Click on the treatment to be administered, route if appropriate, frequency, and shift[s] the treatment is to be administered.

3. A shift word must be selected to pull the entry to the eMAR.
4. Once complete with the order(s), click **Sign** to return to the *Physician Orders Access* screen.

View Current Physician Orders

1. From the *Physician Orders Access* screen, click **View/Edit Current Orders**, select a resident's name, and click **OK**.
2. A View screen with the resident's current physician orders will appear.
3. Click **Control** to adjust how the information appears in the View screen. The user may choose to include orders written during a specific date range by selecting a start date and/or end date. Options on the *Look* tab affect how orders appear on the screen.
4. Click **Exit** to return to the *Physician Orders Access* screen.

Viewing Discontinued Physician Orders

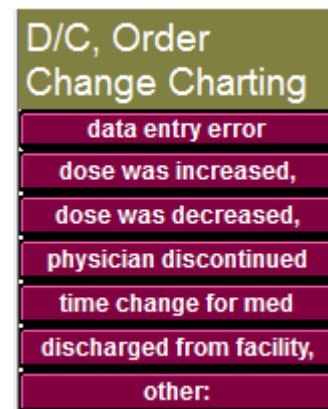
1. From the *Physician Orders Access* screen, select a resident's name and click **View Current/DC'd Orders**.
2. A View screen with the resident's current physician orders will appear.
3. Click **Control** to adjust how the information appears in the view screen. The user may choose to include orders written during a specific date range by selecting a start date and/or end date. Options on the *Look* tab affect how orders appear on the screen.
4. Click **Exit** to return to the *Physician Orders Access* screen.

Editing Physician Orders

Example 1: Discontinue and Append

(e.g., discontinuing an order and adding an explanation)

1. From the *Physician Orders Access* screen, select a resident's name and click **View/Edit Current Orders**.
 - A view screen with the resident's current physician orders will appear.
2. Click on the entry to tag it.
3. Click **Edit**. A menu will appear.
4. Select *Discontinue and Append*. A box will pop up *Are you sure you want to DC selected entry?* Click **Yes** to proceed.
5. A write screen will load with (*discontinued*) in the text box.
6. Click **^D/C** (in the first column).
7. A list of reasons for discontinuing the order will appear. Select the desired reason.



8. If none of the reasons apply, click **other:**. A box will appear. Type in the desired reason for discontinuing the order and click **OK**.
9. Click **Next** (below the write screen) to save the explanation and return to the View screen.
 - The entry will appear gray to show the edit is complete.
10. Click **Go** to refresh the screen and see the changes.
11. Click **Exit** when finished to return to the *Physician Orders Access* screen.

Example 2: Discontinue All and Append All

(e.g., discontinuing multiple orders and adding the same explanation to all)

1. From the *Physician Orders Access* screen, select a resident's name and click **View/Edit Current Orders**.
 - A View screen with the resident's current physician orders will appear.
2. Click on entries to tag them.
3. Click **Edit** and select **Discontinue All and Append All**. A box will pop up, *Are you sure you want to DC selected entries?* Click **Yes** to proceed.
4. For a single entry, or multiple entries all of the same type (e.g., all medication orders), a write screen will load with (*discontinued*) in the text box.
5. Click the **^D/C** button (in the first column).
6. A list of reasons for discontinuing the order will appear. Select the desired reason.
7. Click **Next** (below the write screen) to save the explanation and return to the View screen.
 - The entry will appear gray to show the edit is complete.
8. **If the tagged entries are from different topics** (e.g., Medications and Treatments): A text box will appear with (*discontinued*). Place the cursor after (*discontinued*), type in the reason and click **OK**.
9. Click **Go** to refresh the screen and see the changes.
10. Click **Exit** when finished to return to the *Physician Orders Access* screen.

Example 3a: Discontinue and Copy Medications

(e.g., changing the dose or administration time in an existing physician order)

1. From the *Physician Orders Access* screen, select a resident's name and click **View/Edit Current Orders**.
 - a. A View screen with the resident's current physician orders will appear.
2. Click on the entry to tag it.
3. Click **Edit** and select **Discontinue and Copy**. A box will pop up, *Are you sure you want to DC selected entry?* Click **Yes** to proceed.
4. A write screen will load with a copy of the entry.
 - a. Any part of the order may be changed except the medication and strength. When the medication or strength is deleted, the entire order is deleted and must be re-written from the beginning.

5. Put your cursor *behind* the item you wish to edit, and then backspace carefully to remove ONLY the order information you wish to change (do not delete the heading word, if you do, you will have to start over).
6. Select the appropriate button from the screen to add in the new information (e.g. Change PRN Frequency).
7. Click **Next** to save the new entry and return to the view screen.
 - The entry will appear gray to show the edit is complete.
8. Click **Go** to refresh the screen and see the changes.
9. Click **Exit** when finished to return to the *Physician Orders* Access screen.

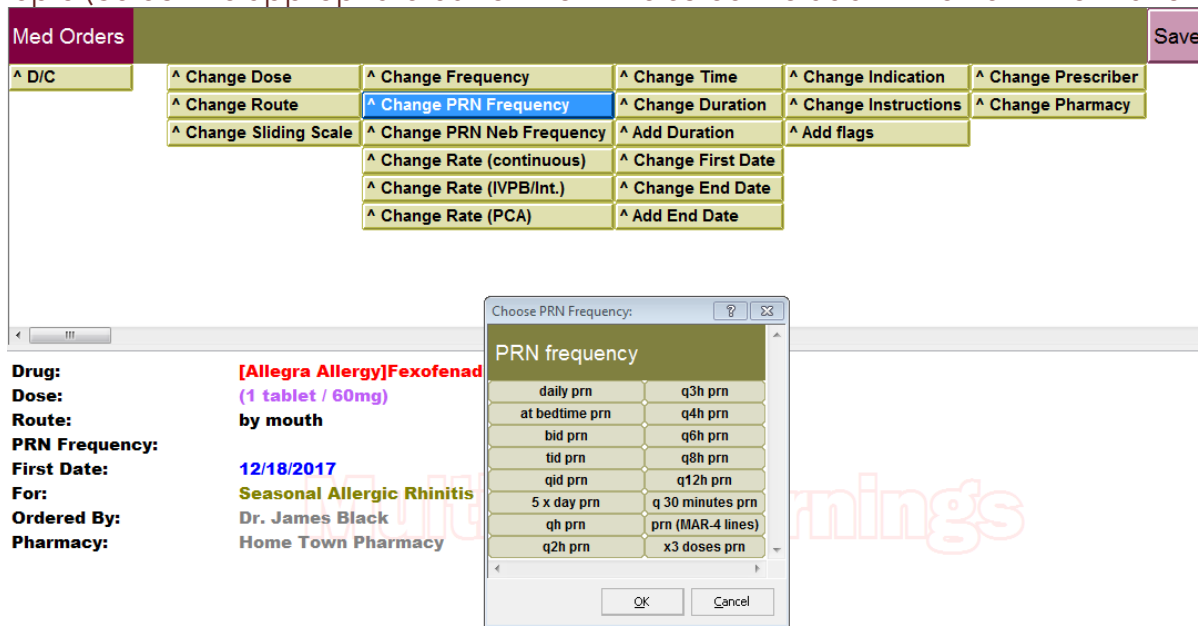
Step 5 (put your cursor behind the item you wish to edit (e.g. to change q8 hours to q6 hours))

Med Orders						Save
^ D/C	^ Change Dose	^ Change Frequency	^ Change Time	^ Change Indication	^ Change Prescriber	
	^ Change Route	^ Change PRN Frequency	^ Change Duration	^ Change Instructions	^ Change Pharmacy	
	^ Change Sliding Scale	^ Change PRN Neb Frequency	^ Add Duration	^ Add flags		
		^ Change Rate (continuous)	^ Change First Date			
		^ Change Rate (IVPB/Int.)	^ Change End Date			
		^ Change Rate (PCA)	^ Add End Date			
	Drug: [Allegra Allergy]Fexofenadine HCl 60MG Tablet Dose: (1 tablet / 60mg) Route: by mouth PRN Frequency: every 8 hours as needed First Date: 12/18/2017 For: Seasonal Allergic Rhinitis Ordered By: Dr. James Black Pharmacy: Home Town Pharmacy					

Step 5 (backspace to carefully remove only the order information (every 8 hours as needed))

Med Orders						Save
^ D/C	^ Change Dose	^ Change Frequency	^ Change Time	^ Change Indication	^ Change Prescriber	
	^ Change Route	^ Change PRN Frequency	^ Change Duration	^ Change Instructions	^ Change Pharmacy	
	^ Change Sliding Scale	^ Change PRN Neb Frequency	^ Add Duration	^ Add flags		
		^ Change Rate (continuous)	^ Change First Date			
		^ Change Rate (IVPB/Int.)	^ Change End Date			
		^ Change Rate (PCA)	^ Add End Date			
	Drug: [Allegra Allergy]Fexofenadine HCl 60MG Tablet Dose: (1 tablet / 60mg) Route: by mouth PRN Frequency: First Date: 12/18/2017 For: Seasonal Allergic Rhinitis Ordered By: Dr. James Black Pharmacy: Home Town Pharmacy					

Step 6 (Select the appropriate button from the screen to add in the new information)



The screenshot shows the 'Med Orders' screen with a grid of buttons for editing orders. The 'Change PRN Frequency' button is highlighted. A dialog box titled 'Choose PRN Frequency:' is open, showing a list of PRN frequency options:

PRN frequency	
daily prn	q3h prn
at bedtime prn	q4h prn
bid prn	q6h prn
tid prn	q8h prn
qid prn	q12h prn
5 x day prn	q 30 minutes prn
qh prn	prn (MAR-4 lines)
q2h prn	x3 doses prn

Below the grid, the order details are displayed:

Drug: [Allegra Allergy]Fexofenadine
Dose: (1 tablet / 60mg)
Route: by mouth
PRN Frequency:
First Date: 12/18/2017
For: Seasonal Allergic Rhinitis
Ordered By: Dr. James Black
Pharmacy: Home Town Pharmacy

Step 6 (result)

Drug: [Allegra Allergy]Fexofenadine HCl 60MG Tablet
Dose: (1 tablet / 60mg)
Route: by mouth
PRN Frequency: every 6 hours as needed
First Date: 12/18/2017
For: Seasonal Allergic Rhinitis
Ordered By: Dr. James Black
Pharmacy: Home Town Pharmacy

Example 3b: Discontinue and Copy Non-Medication Orders

(e.g., changing the details of a treatment order)

- From the *Physician Orders Access* screen, select a resident's name and click **View/Edit Current Orders**.
 - A View screen with the resident's current physician orders will appear.
- Click on the entry to tag it.
- Click **Edit** and select **Discontinue and Copy**. A box will pop up, *Are you sure you want to DC selected entry?* Click **Yes** to proceed.
- A write screen will load with a copy of the entry. Make the appropriate changes to the copied entry by deleting words and/or adding additional information.
- Click **Next** to save the new entry and return to the view screen.
 - The entry will appear gray to show the edit is complete.
- Click **Go** to refresh the screen and see the changes.
- Click the **X** when finished to return to the *Physician Orders Access* screen.

Example 4: Copy

(e.g., reactivate discontinued medication orders after a resident is readmitted)

1. From the *Physician Orders Access* screen, select a resident's name and click **View/Edit DC'd Orders**.
 - A View screen with all of the resident's current and discontinued physician orders will appear.
2. Click **Control** to adjust which orders appear on the screen. If desired, specify a date range by selecting *Start Date* and *End Date*. For example, to see the entries that were current on the day of discharge, enter the discharge date in *Start Date* and *End Date*, then uncheck *Current Entries* and *Use Start Date*, and check *Current During Time Period* in the options below.
3. Click on the desired entry to tag it.
4. Click **Edit** and select **Copy**. The order will be re-written in a write screen that appears above the discontinued orders. Make any necessary changes to the copied order (e.g.,: *First Date* should be adjusted when the resident is readmitted).
5. Click **Sign**.
6. Click **Next** when finished. The previous View screen will appear.
 - To reactivate another order, tag it, click **Edit**, and select *Copy* using the steps described above.
7. Continue tagging, copying, editing, and clicking **Next** until all desired orders are copied back into the chart.
8. Click **Exit** to return to the *Physician Orders Access* screen.

Example 5: Copy One/All to Other Client(s)

(e.g., reactivate discontinued orders that do not need to be revised, such as treatment or other non-medication orders after a resident is readmitted)

1. From the *Physician Orders Access* screen, select a resident's name and click **View/Edit DC'd Orders**.
 - A View screen with all of the resident's current and discontinued physician orders will appear.
2. Click **Control** to adjust which orders appear on the screen. If desired, specify a date range by selecting *Start Date* and *End Date*. For example, to see the entries that were current on the day of discharge, enter the discharge date in *Start Date* and *End Date*, then uncheck *Current Entries* and *Use Start Date*, and check *Current During Time Period* in the options below.
3. Click on the desired entries to tag them.
4. Click **Edit** and select **Copy All to Other Client(s)**.
5. The Name Selection screen will appear. Select the resident and click **OK**.
 - The orders will be re-written in the write screens where they originated.
 - This should only be used when nothing in the order needs modification.

- If these are not to stay on the originating client's chart these must be discontinued.
6. Click **Next** when finished. The previous View screen will appear.
 7. Click **Go** to refresh the screen and see the changes.
 8. Click **Exit** to return to the *Physician Orders Access* screen.

Print Physician Orders

1. From the *Physician Orders Access* screen, click **Print Physician Orders**.
2. A Name Selection screen will appear. Select the resident(s) and click **OK**.
3. The report preview will appear. Click the printer icon to send the report to the printer.
4. Click **Exit** to return to the *Physician Orders Access* screen.

Print Medication or Treatment Records

1. From the *Physician Orders Access* screen, click **Print MAR** or **Print TAR**.
2. A Name Selection menu will appear. Select the resident(s) and click **OK**.
3. The report preview will appear. Click the print icon to send the report to the printer.
4. Click **Exit** to return to the *Physician Orders Access* screen.