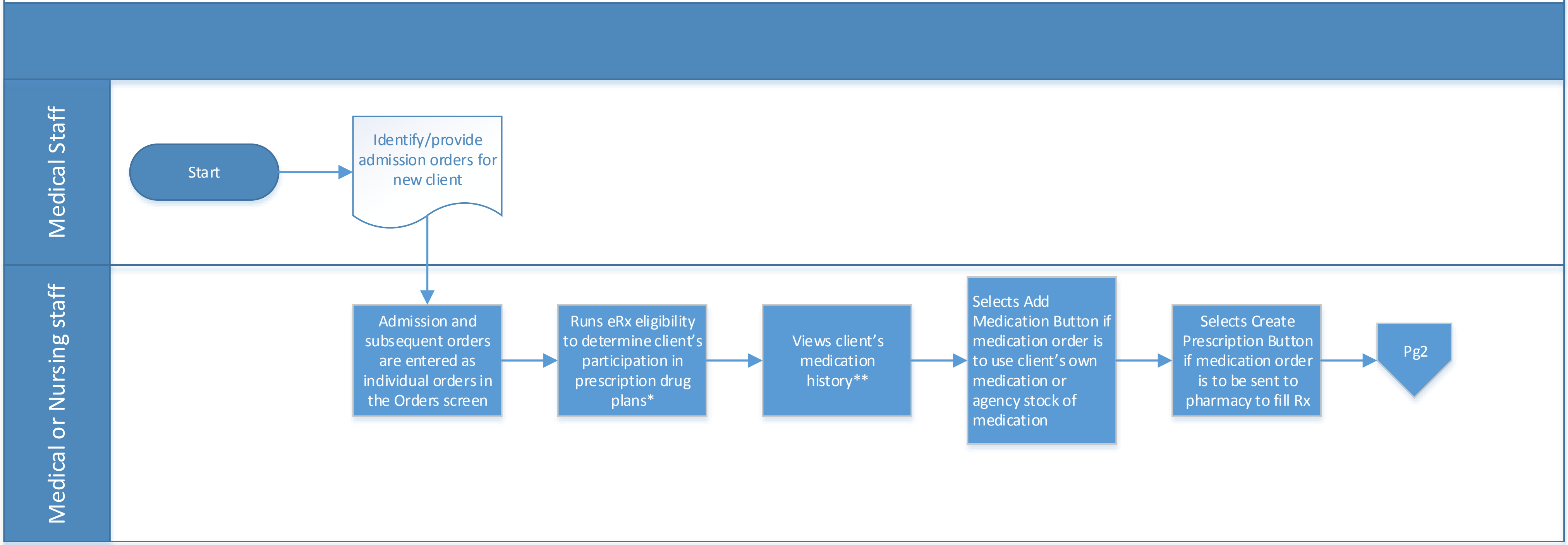
Medical and Nursing Workflow: Inpatient/residential v5



*** Rx Eligibility Key Points:**

1. These client profile fields need to be populated: First Name, Last Name, Address, City, State, Zip, Date of Birth, and Gender
2. Client needs a service with which to associate the Rx eligibility request (completed or incomplete service started in the past 24 hours or service scheduled for today or tomorrow
3. The Rx eligibility request can only be run for a client once every 72 hours
4. The prescription med name, dose & unit will display in blue font with a preferred level if the medication is on formulary & in red font if the medication is off formulary

**** Medication History Key Points:**

1. The show_pbm_medhistory client profile field must be set to Yes
2. Medication history can only be viewed after the eRx eligibility is run
3. A release of information needs to be obtained from the client to view the client's medication history

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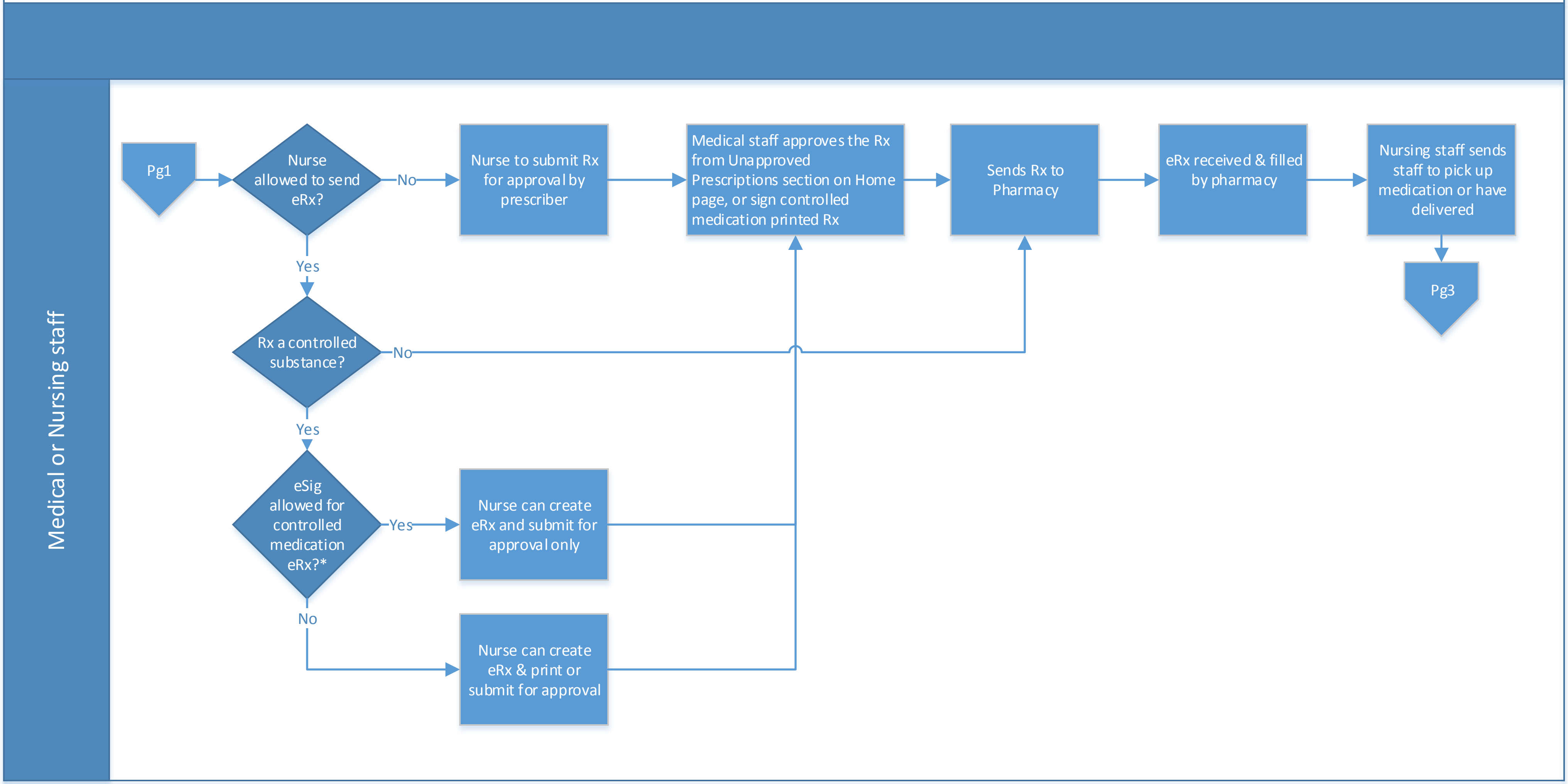

*** Allowance of electronic signatures for controlled medications is configured under Partner Config in the master section (available to Credible staff only) by NOT selecting the checkboxes for Block Electronic Signatures (Schedule II) & Block Electronic Signatures (Schedule III,IV,V)**

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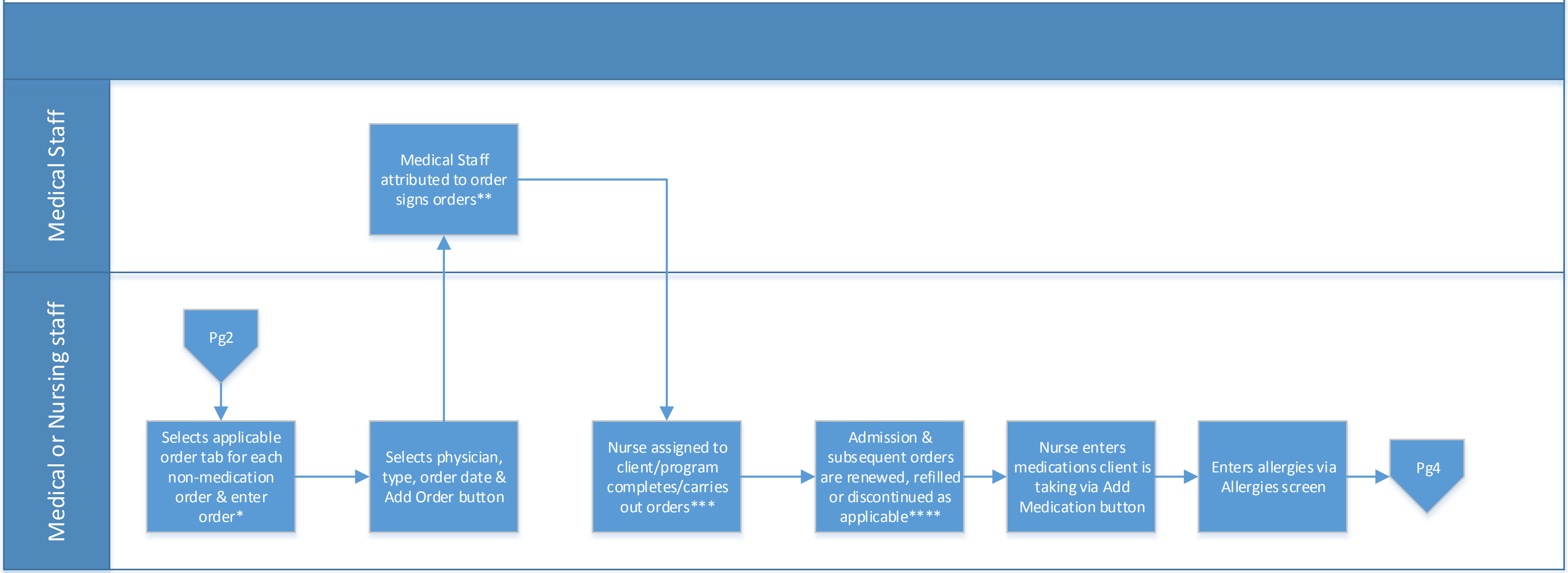
CREDIBLE



<u>* Orders Key Points:</u>
1. Med tab to not be used
2. Labs tab for lab testing or eLabs screen off the nav bar using the New Order tab if contracted for an eLabs interface
3. Consult tab for medical, neurological, diet or other consultation
4. Therapy tab for specific type of therapy to be provided
5. Psych tab for psychological testing or consult
6. Radiology tab for X ray, CT scan specifying specific body part to be examined, views & prep needed
7. Other tab for any orders not applicable to existing tabs

<u>**Signing Orders Key Points:</u>
1. if order entered by medical staff, after adding orders, select the sign checkbox for each applicable order & select the Sign button
2. If order entered by nurse, navigate to medical staff overview screen, select the All Current Unsigned Orders link in the Open Unsigned Orders section, right click on the client name & open in a new window or tab & then select the sign checkbox for each applicable order & select the Sign button
3. Use the Notes button next to each order to add comments to order as applicable

<u>***Completing Orders Key Points:</u>
1. nurse navigates to Home page, selects the All Pending Orders link in the Pending Orders section, right clicks on the client name & opens in a new window or tab, carries out the order, selects the Notes button next to the order & enters action taken & then selects the Completed button next to the order
2. Completing a medication order includes: assign the client to the applicable eMAR group, create an admin schedule for the medication to be administered, determine if the medication is a STAT, PRN or routine medication, select applicable checkbox & required fields, enter applicable text (e.g., “complete mouth checks”) in the Instructions or Administration Comments field or as a Warning, assure the administer medication starting time is correct considering the selected admin window & select the Create Med Administration Schedule button

<u>****Renew, Refill & Discontinue Orders Key Points:</u>
1. The Renew button is selected to renew an order & places the order in the current orders section to be signed by the medical staff attributed to order. The order date of the renewed order is the date that the Renew button was selected & can be edited using the Edit button. The Note button next to the order is used to explain the order renewal as applicable.
2. The Refill button is selected to renew a medication order & displays the final screen in the create prescription process & places the order in the current orders section to be signed by the medical staff attributed to order. The order date of the refilled order is the date that the Renew button was selected
3. The Discontinue button is selected to discontinue an order & displays a window to enter a note to explain the reason for discontinuing an order & places the order in the order history screen. The order history screen can be displayed using the Show Discontinued button
4. Renewed or refilled orders need to be signed & completed as defined in the previous workflow steps

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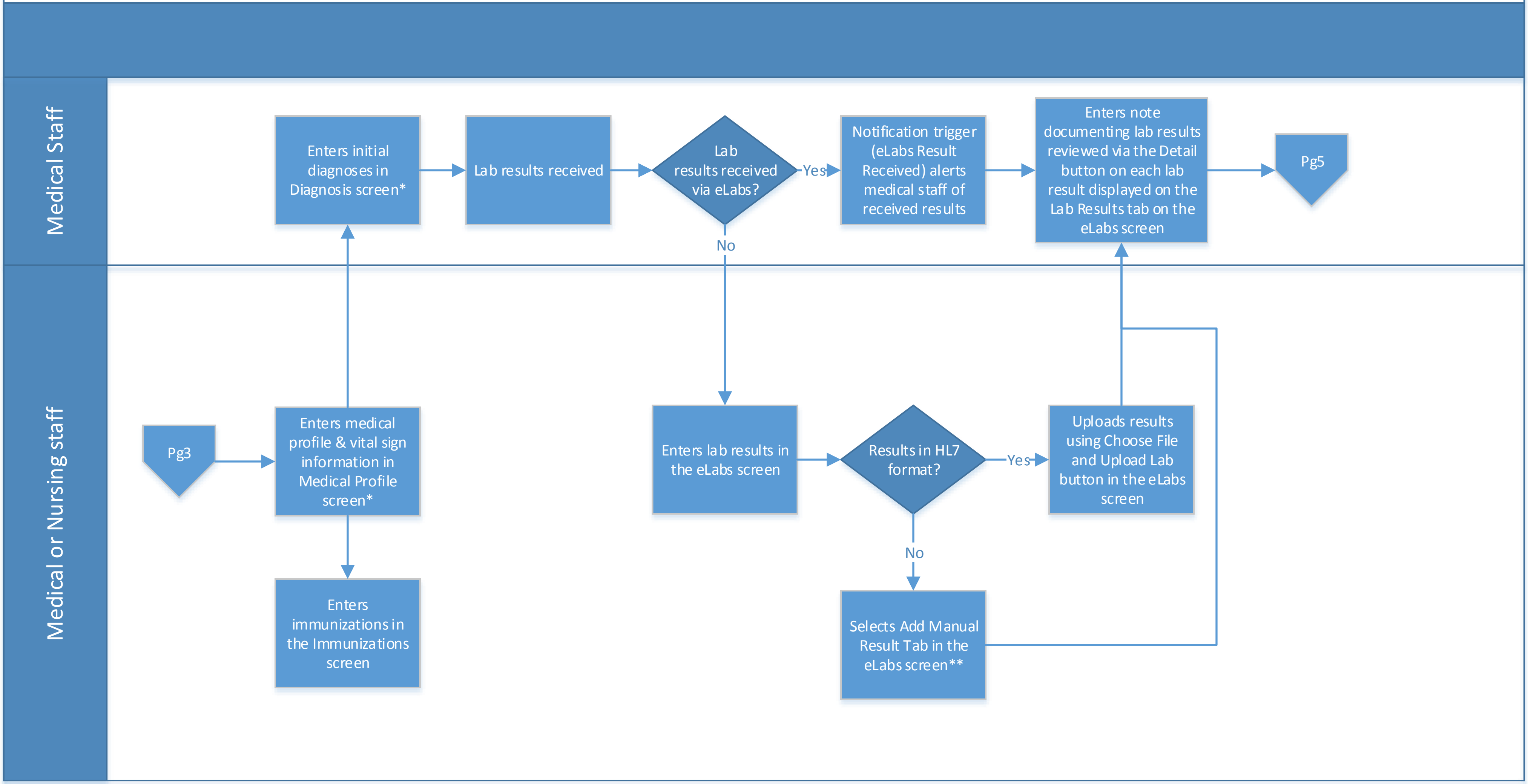

* Medical Profile & Diagnosis Key Points:

1. Use the Start New Profile or Start New Diagnoses button when updating medical profile or diagnosis information so the original data is saved to History & can be viewed using the History button

**eLabs Manual Result Key Points:

1. Lab result header entered & saved: Order #, Ordered Date, Collection Date & Received Date are required fields
2. Lab results entered & saved: The Lab Picker button must be selected to search on lab test by LOINC code or Lab test name. Test Code, Test Name & Result Date are required fields.

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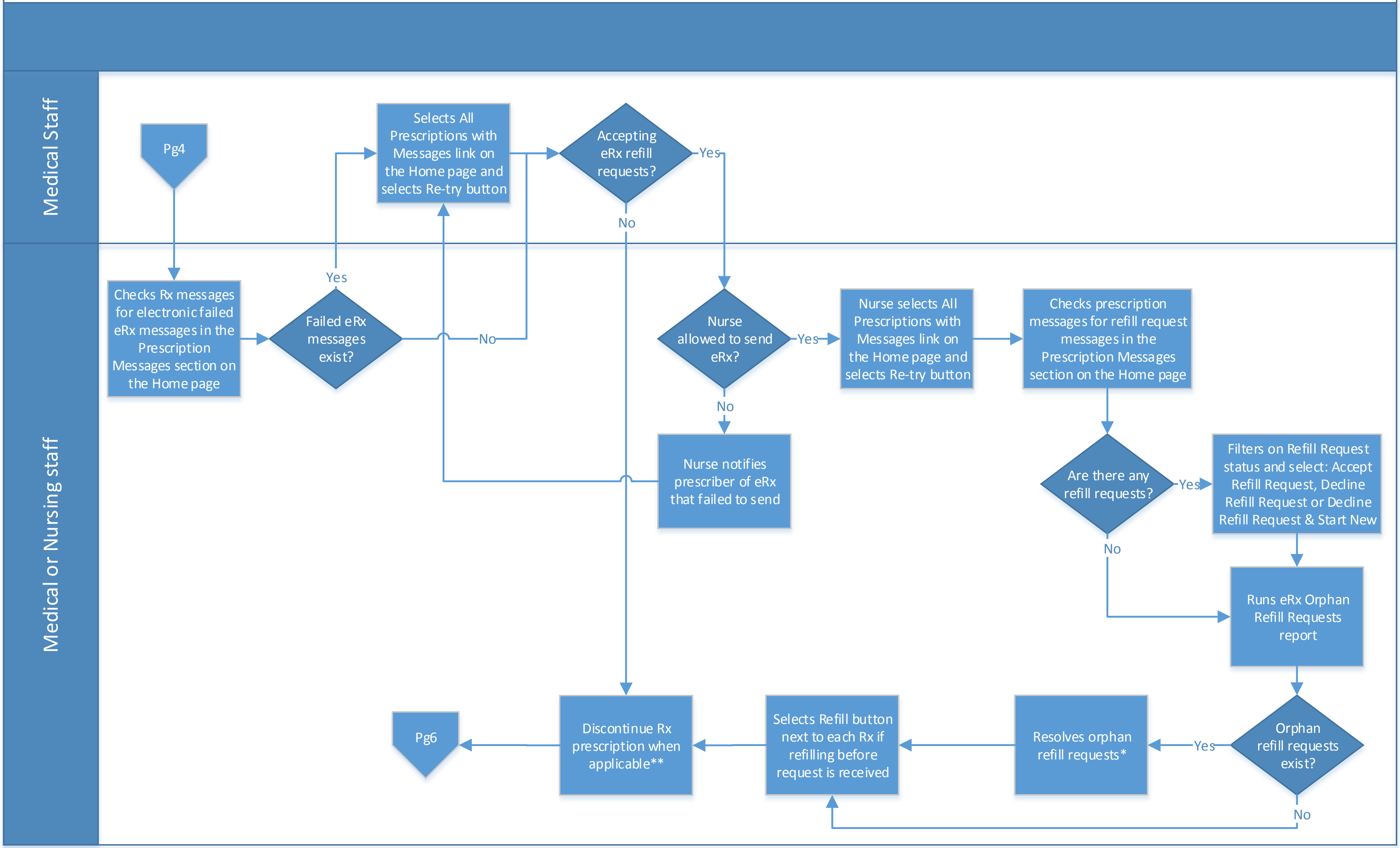

*** Resolving Orphan Refill Requests Key Points:**

1. Match to the client using the Select Client button or decline the refill request using the Decline (Client Unknown) button
2. Match to the medication using the Select Med button, declining is not an option

****Discontinuing a Prescription Key Points:**

1. Document a reason for discontinuing the medication
2. Call the pharmacy to notify the pharmacy that the prescription is being discontinued so a refill request is not sent
3. Note that a prior med is discontinued in the Additional Comments field of the Create Prescription screen if creating a new prescription to notify the pharmacy of an existing prescription being discontinued

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