Standing Order Sets Manual

Standing Order Sets Admin Page Anatomy

1. **ID Column:** This column displays the ID of the Standing Order Set.
2. **Name Column**: This is the name of the Standing Order Set. This name will be displayed in the Order Set dropdown, in the Order Standing Order Sets workflow.
3. **Assigned Employees Column:** This column displays the number of employees who are assigned to the standing order set. For an employee to order a given Standing Order Set, or have a given Standing Order set ordered on their behalf, they must be assigned to the Standing Order Set. Clicking on the number displayed in this column brings the user to the assignment/unassignment page for the specific Standing Order Set.
4. **Date Activated Column:** This column displays the date/time stamp on which the Standing Order Set was activated.
5. **Date Deactivated Column:** This column displays the date/time stamp on which the Standing Order Set was deactivated.
6. **View Button:** This button is displayed on all Standing Order Sets where the user's Profile Code has **Security Matrix: SOSView** checked. If the user clicks this button, they initiate the **Standing Order Sets View** workflow
7. **Edit Button**: When the user clicks this button, they initiate the Standing Order Sets Edit/Update workflow. This button is displayed if two conditions are true:
   - the Standing Order Set is in DRAFT status AND
   - the user's Profile Code has **Security Matrix: SOSUpdate** checked.
8. **Activate Button:** This button will be displayed if two conditions are true:
   - the Standing Order Set is in DRAFT status, AND

- the user's Profile Code has **Security Matrix: SOSActivate** checked.

When the user clicks this button, the Standing Order Set will be activated. Standing Order Sets can only be ordered if:

- the selected provider is assigned to the Standing Order Set, AND
- the Standing Order Set is in ACTIVE status.

9. **Deactivate Button:** If the user clicks this button, the Standing Order Sets status will be updated to DEACTIVATED, and will no longer be able to be ordered. This button is displayed if two conditions are true:

- the Standing Order Set is in an ACTIVE status, AND
- the user's Profile Code has **Security Matrix: SOSDeactivate** checked.

10. **Pagination Links:** If the user clicks on a specific page number, the grid will display results from that corresponding grid page.

- [>] button advances to the results from the next grid page
- [>>] button advances to the results on the last grid page
- [<] button advances to results from the previous grid page
- [<<] button advances to the results from the first grid page

11. **Number of Standing Order Sets Per Page:** This dropdown sets the number of Standing Order Sets that will be displayed per grid page. This value defaults to 15, but can be updated to 5, 10, 20, 30, or 50.

12. **Standing Order Sets Displayed Out of Total Standing Order Sets:** This label displays the range of standing order sets that are currently being displayed, out of the total number of standing order sets in the system. For example, **1-15 of 71 items** means that the user is viewing the first 15 Standing Order Sets, and there are a total of 71 Standing Order Sets in the system.

13. **New Standing Order Set Button:** This button is displayed when the user's Profile Code has **Security Matrix: SOSUpdate** checked. When the user clicks this button, they will initiate the **New Standing Order Set** workflow.

Assign/Unassign Employee Workflow

Assign/Unassign Employee	
Use	Assign Employees to Standing Order sets. An Employee must be assigned to a Standing Order Set before they can order it, or it can be ordered on their behalf
Required Security Matrix Rights	SOSAssignEmployee
Partner Configs	Use Standing Order Sets

Steps to Complete Workflow

1. Navigate to **Admin** tab > **Standing Order Sets Admin**.
2. Click the numeric link in the **Employee** column. This causes the **Employee Assignment** page to be displayed.

- To Assign an Employee, click the Employee's corresponding **Assign** button.
- To Unassign an Employee, click the Employee's corresponding **Unassign** button.

Please note: Only Employees who have **Employees: Is Doctor** checked will be available for assignment.

View Standing Order Set

View Standing Order Set	
Use	View Standing Order Sets in a read-only format. This is useful for staff who should be allowed to see, but not edit, existing standing order sets
Required Security Matrix Rights	SOSView
Partner Configs	Use Standing Order Sets

Steps to Complete Workflow

1. Navigate to **Admin** tab > **Standing Order Sets Admin.**
2. Click the **View** button for the Standing Order Set.
3. Click on the specific **Category** you want to view.

4. The category will expand, displaying the individual order grid, as well as the display area.
5. Click the **View** button on the desired individual order.
6. The order will be displayed in the display area.

7. If you would like to view a different **Individual Order** that is part of the same category, either:
   a. click the **Clear** button, then the **View** button of the desired individual order, or
   b. simply click the **View** button of the desired individual order.

Edit Standing Order Set

View Standing Order Set	
Use	Edit/Update existing standing order sets. Only Standing Order Sets in a DRAFT status can be edited/updated
Required Security Matrix Rights	SOSUpdate
Partner Configs	Use Standing Order Sets

Steps to Complete Workflow

1. Navigate to **Admin** tab > **Standing Order Sets Admin.**
2. Click the **Edit** button for the Standing Order Set.
3. Click the **Category** for the individual order that you want to edit.

4. Click the **Edit** button for the desired individual order.

5. The data from the individual order is now displayed in the order entry text field.
6. Modify the individual order as desired or needed.

7. Click the **Update XX Order** button. (**XX** is the Category type selected.)
8. The individual order is now updated in the system.

Please note: If the user edits a **Create Prescription** or **Add Medication** individual order, all fields are editable, and the data is populated into the appropriate fields.

Activate Standing Order Set

Activate Standing Order Set	
Use	Activate a Standing Order Set. Only Standing Order Sets that are activated can be ordered by providers, or on behalf of providers.
Required Security Matrix Rights	SOSActivate
Partner Configs	Use Standing Order Sets

Steps to Complete Workflow

1. Navigate to **Admin** tab > **Standing Order Sets Admin.**
2. Click the **Activate** button for the Standing Order Set.
3. A popup confirmation will be displayed.

4. Click the **Activate** button to activate the Standing Order Set.
5. The popup goes away, and the Standing Order Set is now activated.

6. The activation date of the Standing Order Set is displayed in the **Date Activated** field.

Please note: in the BETA version of Standing Order Sets, all logged date/time stamps (including HIPAA Log, Admin Log, and Activation/Deactivation Date) are displayed as UTC date/time stamps.

Deactivate Standing Order Set

Deactivate Standing Order Set	
Use	Deactivate a Standing Order Set. Standing Order Sets should be deactivated when an agency sunsets the Standing Order Set, i.e., no longer wants providers to order it.
Required Security Matrix Rights	SOSDeactivate
Partner Configs	Use Standing Order Sets

Steps to Complete Workflow

1. Navigate to **Admin** tab > **Standing Order Sets Admin**.
2. Click the **Deactivate** button to deactivate the Standing Order Set.
3. A popup confirmation is displayed.

4. Click the **Deactivate** button to deactivate the Standing Order Set.
5. The popup disappears, and the Standing Order Set is now deactivated.

6. The deactivation date of the Standing Order Set is displayed in the **Date Deactivated** field.
7. The **Employee Count/Assignment/Unassignment** link is no longer displayed, and is replaced with an **N/A** label. This action occurs because the employee count is no longer relevant, and no additional employees should be assigned to the Standing Order Set, as it can no longer be ordered.

Please note: for the BETA version of Standing Order Sets, all logged date/time stamps (including HIPAA Log, Admin Log, and Activation/Deactivation date) are displayed as UTC date/time stamps.

Standing Order Sets Page Anatomy
Standing Order Set Name Page Anatomy
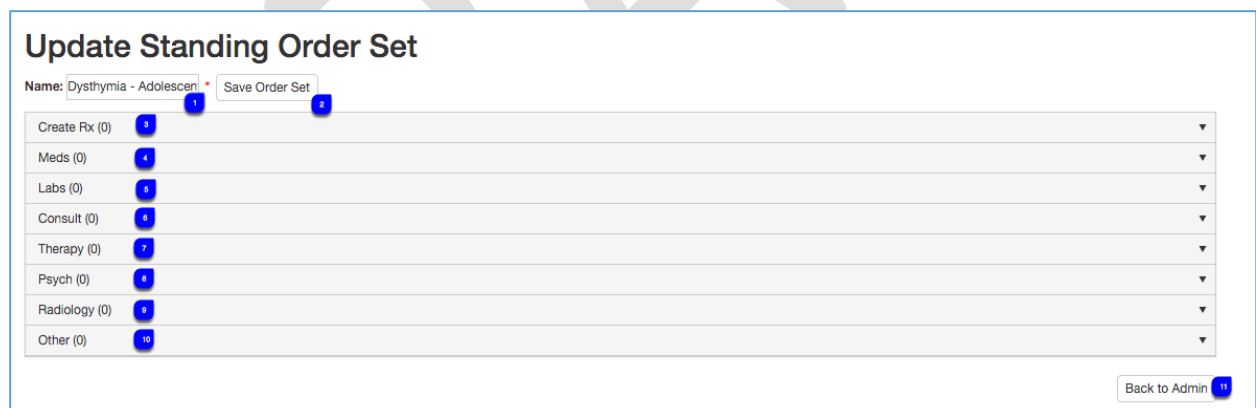
1. **Standing Order Set Name Field:** This field is where the user enters the name of the Standing Order Set. A name must be provided for a Standing Order Set before it can be created.
2. **Create Button:** If the user clicks this button, and the Standing Order Set name field is populated, then the user will be progressed to the next page in the New Standing Order Set workflow.
3. **Cancel Button:** If the user clicks this button, they will be returned to the Standing Order Sets Admin page.

Standing Order Set Page Anatomy
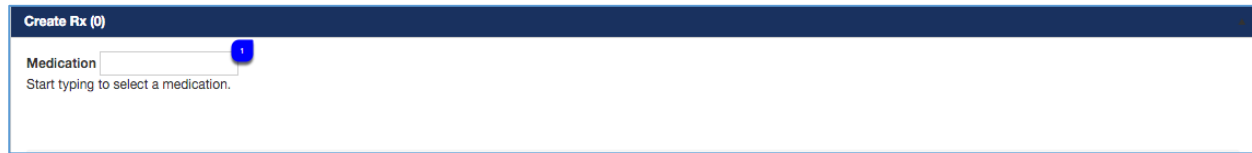
1. **Name Field:** This is an editable field that allows for the updating of the Standing Order Set's name.
2. **Save Standing Order Set Button:** If the user clicks this button, the name of the Standing Order Set will be updated to the value that is currently displayed in in the **Name** field.
3. **Create Rx Accordion Option:** If the user clicks on this accordion option, the accordion control will expand to display the **Create Rx** individual order category. Please note that the number to the right of **Create Rx** corresponds to the number of individual orders of this type currently existing for the Standing Order Set.

4. **Create Meds Accordion Option:** If the user clicks on this accordion option, the accordion control will expand to display the **Add Med** individual order category. Please note that the number to the right of **Meds** corresponds to the number of individual orders of this type currently existing for the Standing Order Set.

5. **Labs Accordion Option:** If the user clicks on this accordion option, the accordion control will expand to display the **Labs** individual order category. Please note that the number to the right of **Labs** corresponds to the number of individual orders of this type currently existing for the Standing Order Set.

6. **Consult Accordion Option:** If the user clicks on this accordion option, the accordion control will expand to display the **Consult** individual order category. Please note that the number to the right of **Consult** corresponds to the number of individual orders of this type currently existing for the Standing Order Set.

7. **Therapy Accordion Option:** If the user clicks on this accordion option, the accordion control will expand to display the **Therapy** individual order category. Please note that the number to the right of **Therapy** corresponds to the number of individual orders of this type currently existing for the Standing Order Set.

8. **Psych Accordion Option:** If the user clicks on this accordion option, the accordion control will expand to display the **Psych** individual order category. Please note that the number to the right of **Psych** corresponds to the number of individual orders of this type currently existing for the Standing Order Set.

9. **Radiology Accordion Option:** If the user clicks on this accordion option, the accordion control will expand to display the **Radiology** individual order category. Please note that the number to the right of **Radiology** corresponds to the number of individual orders of this type currently existing for the Standing Order Set.

10. **Other Accordion Option:** If the user clicks on this accordion option, the accordion control will expand to display the **Other** individual order category. Please note that the number to the right of **Other** corresponds to the number of individual orders of this type currently existing for the Standing Order Set.

11. **Back to Admin Button:** If the user clicks this button, they will return to the **Standing Order Sets Admin** page.

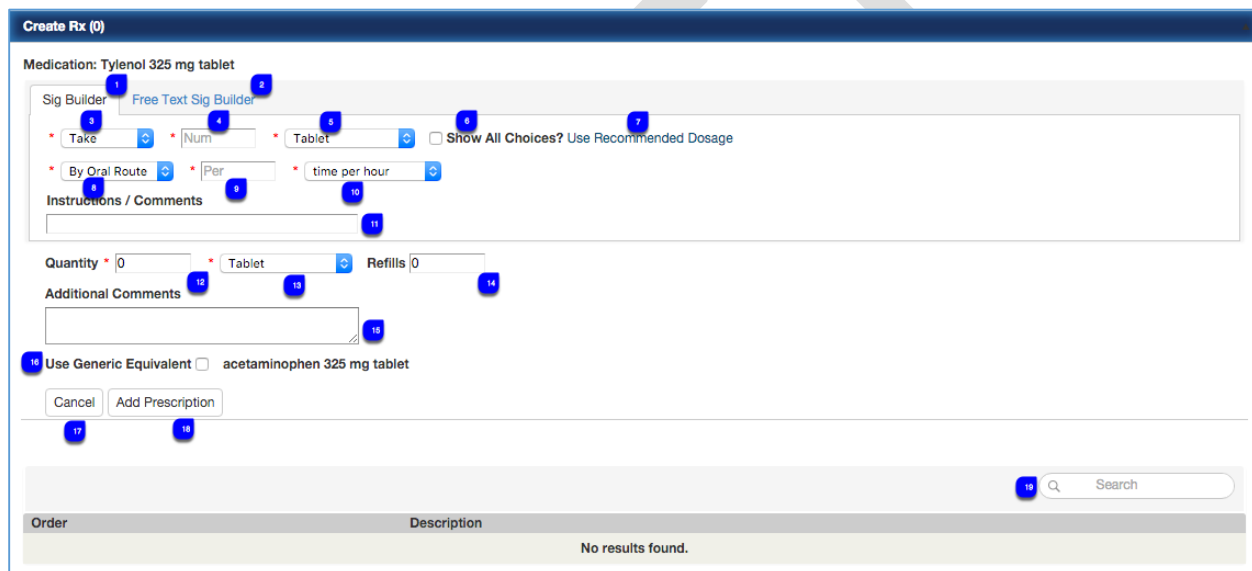## Standing Order Set: Create Rx Category Anatomy
Medication Picker

Medication Search Field: The medication search field is a search-as-you-type field allowing the user to select the medication for the prescription individual order.

Sig Builder

1. **Sig Builder Tab:** If the user is on this tab, they will be able to enter a **Create Prescription** individual order via the standard Sig Builder.
2. **Free Text Sig Builder Tab:** If the user is on this tab, they will be able to enter a **Create Prescription** individual order, via the **Free Text Sig Builder**.
3. **Action Dropdown:** This dropdown list displays the relevant actions for the selected medication (i.e. take, apply, chew, etc.). If **Show All Choices** is checked, then all Actions within the system, whether or not they are related to the selected medication, will be displayed.
4. **Num Field:** This field contains the number of dosage types for the client to take.
5. **Dosage Dropdown:** This dropdown displays the relevant **Dosage** types for the selected medication (i.e. tablet, tablespoon, scoopful, etc.). If **Show All Choices** is checked, all Actions within the system, whether or not they are related to the selected medication, will be displayed.
6. **Show All Choices Flag:** If the user checks this box, all possible options will be displayed in the **Action**, **Dosage**, **Route**, and **Route Time** dropdowns. If this flag is not checked , only the options

relevant to the selected medication will be displayed in the **Action**, **Dosage**, **Route**, and **Route Time** dropdowns.

7. **Use Recommended Dosage Action Link:** This link will only be displayed if the selected medication has a recommended dosage associated with it. If the user clicks on the **Use Recommended Dosage** action link, the **Action**, **Num**, **Dosage**, **Route**, **Per Count**, **Route Time,** and **Instructions/Comments** fields will be populated with the recommended values.

8. **Route Dropdown:** This dropdown displays the relevant **Routes** for the selected medication (i.e. By Oral Route, In Each Ear, In Each Eye, etc.). If **Show All Choices** is checked, all Routes within the system, whether or not they are related to the selected medication, will be displayed.

9. **Per Field:** This field contains the number of times the dosage should be administered during the **Route Time**.

10. **Route Time:** This dropdown list displays the relevant **Route Times** for the selected medication, (i.e., times per hour, at bedtime, before every meal, etc.). If **Show All Choices** is checked, all **Route Times** within the system, whether or not they are related to the selected medication, will be displayed.

11. **Instructions/Comments Field:** This field allows the user to enter up to 70 characters to be appended to the end of the prescription. If there is a special instruction for the administration of the medication, it should be entered in this field.

12. **Quantity Field:** This field contains the number of dosages that are being prescribed.

13. **Quantity Unit Dropdown:** This dropdown displays the relevant **Quantity Unit** types for the selected medication, (i.e., tablet, wafer, vial, etc.). If **Show All Choices** is checked, all **Quantity Unit** types within the system, whether or not they are related to the selected medication, will be displayed.

14. **Refills Field:** This field contains the number of refills the prescriber is permitting.

15. **Additional Comments:** This field allows the user to enter up to 210 characters. This field should be used if the prescriber has specific instructions/comments for the pharmacist.

16. **Cancel Button:** If the user clicks this button, they will be returned to the **Medication Selection** prompt.

17. **Add Prescription:** If the user clicks this button after all required fields have been populated:
    - the **Create Prescription** individual order will be saved for the Standing Order Set;
    - it will be added to the **Create Prescription** individual order grid;
    - and the user will be returned to the **Medication Selection** prompt.

Standing Order Set: Meds Category Anatomy

1. **Medication Field:** This is where the user selects/enters the name of the medication. This field is a Search As You Type (SAYT) field, meaning that as the user starts to type in the name of a medication, a dropdown is displayed with suggestions that the user can choose from.
*Note that for a medication to be run through the Med/Med and Med/Allergy Interaction check, it must be selected from the dropdown
2. **Dosage Field:** This is the field where the user enters the dosage (i.e. 2 tablets)
3. **Frequency Field:** This is the field where the user enters how frequent the dosage is to be administered (i.e. Every morning)
4. **Rationale Field:** This is the field where the user enters the reason for the medication (i.e. Headaches)
5. **Package Qty Field:** This is the field where the user enters the number of tablets/pills/mgs/ etc for the medication
6. **Refill Count:** This field is where the user enters the number of refills the medication has. This field is most relevant for concurrent prescriptions
7. **Route Dropdown:** This dropdown allows the user to select the route for the medication (i.e. By Oral Route)
8. **Is Prescription Flag:** If the user sets this flag (checkbox) to true (Checks the checkbox) the Medication will be flagged as a Prescription
9. **Pharmacy Field:** This field is where the user can enter the name of the pharmacy the prescription was filled at. This field is only relevant if the Medication is a concurrent prescription that was filled at a pharmacy
10. **Instructions Field:** This is the field where the user enters the instructions for medication administration
11. **Cancel Button:** If the user clicks this button, all of the medication data entry fields are nulled out

12. **Add Meds Order Button:** If the user clicks this button, and all required fields are populated, then the Meds individual order will be saved off for the Standing Order Set, it will be added to the Meds individual order grid, and all of the medication data entry fields are nulled out.

Standing Order Set: Labs/Consult/Therapy/Psych/Radiology/Other Anatomy

1. **Order Entry Field:** This is where the user enters the order data
2. **Cancel Button:** If the user clicks this button, the Order Entry field is nulled out
3. **Add {Order Type} Button:** If the user clicks this button, and the order entry field is populated, then the individual order will be saved off for the Standing Order Set, it will be added to the individual order grid, and the Order Entry field will be nulled out

Order Set Tab Anatomy

1. **Order Set Dropdown:** This dropdown lists out all of the activated Standing Order Sets, that the selected Provider is assigned to. When a Standing Order is selected, the individual orders associated with it, are displayed in the Individual Orders grid.

2. **Order Set Global Date/Time Picker:** This date/time picker defaults to the date/time stamp that the Orders page was navigated to. If the user updates this date/time stamp, the updated date/time will cascade to all individual orders that have not had their individual date/time stamps manually updated.

3. **Individual Orders Grid:** This grid displays all individual orders that are associated with the selected Standing Order Set.

4. **Add Order Column:** This column houses the Add Order button.

5. **Order Column:** This column displays the actual order

6. **Category Column:** This column displays the individual order's category (i.e. Meds, Therapy, Other, etc)

7. **Type Column:** This column displays the individual order's type. For Standing Order Sets, the order type will always be Standing Order

8. **Date Column:** This column displays the date/time stamp for when the order takes effect

9. **Add Order Button:** If the user clicks this button, the user will be navigated through the workflow to add the individual order.

*Note: For Add Medication and Create Prescription individual orders, the Add Order button will only be enabled if the user's Profile Code has Security Matrix Rights: RxUpdate and PrescriptionCreate, respectively.

10. **Individual Order Date:** If the user clicks on the individual order's date/time stamp, the field becomes editable, and the user can specify an effective date for the individual order. This functionality should be used when an individual order's effective date needs to be different from the Order Date specified in the Order Set Global Date/Time Picker.

Add Individual Order
Add Text Entry Individual Order

Add Text Entry Individual Order	
Use	Add a non-medication individual order
Required Security Matrix Rights	PhsyicianOrdersView; PhsyicianOrdersAdd
Partner Configs	Use Standing Order Sets

Steps to Complete Workflow

1. Filter on the desired prescriber
2. Click on the 'Order Set' tab
3. Click the [Add Order] button, for the desired individual order

4. The individual order is added to the 'Current Unsigned' orders category

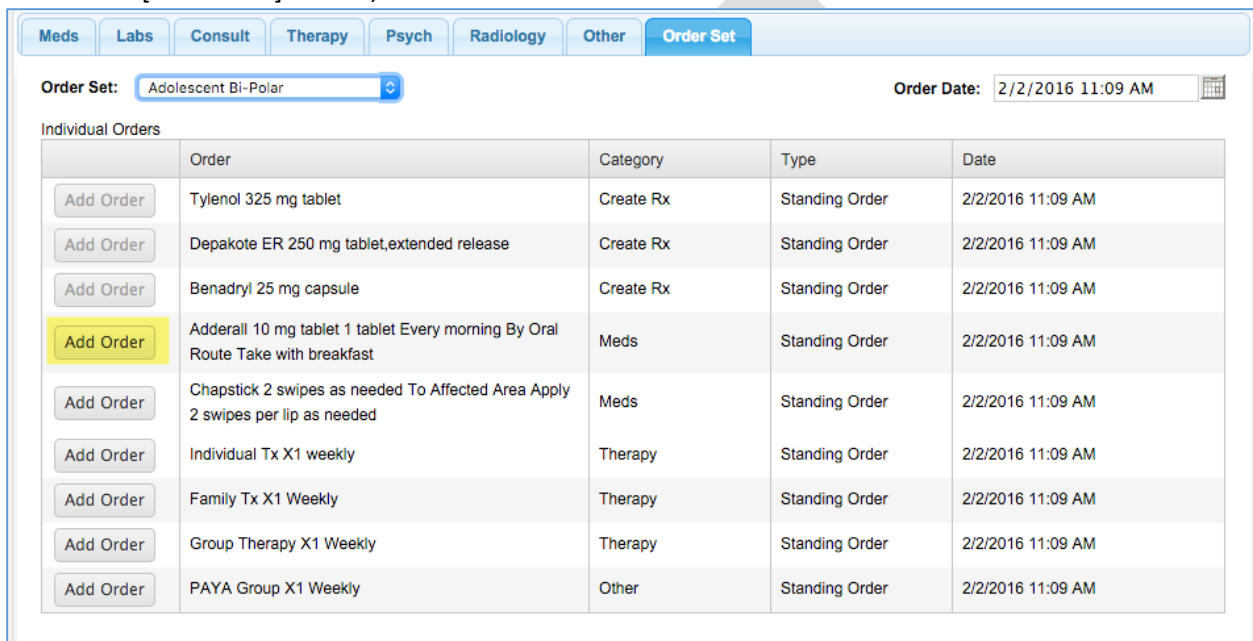| Current Orders:	Provider:	Wilson, Dr Sacha				Type: Phone			Sign		
☐ Sign	Order Date	Date Updated	Category	Provider	Type	Order	Entered By	Notes			
☐	2/2/2016	2/2/2016	Labs	KB Admin	Phone	wer	J Kissel	☐	edit	notes	
☐	1/12/2016	1/12/2016	Medications	Test Prescriber1		Valium 10 mg tablet Take 1 tablet (10 MG) By Oral Route 3 times per day Instrucrtions Quantity:3 Refills:44	J Kissel	☐		notes	
☐	1/20/2016	1/20/2016	Medications	Test Prescriber1		Tylenol 325 mg tablet Take 1 tablet (325 MG) By Oral Route 1 time per hour as needed Quantity:3 Refills:3	J Kissel	☐		notes	
☐	1/21/2016	1/21/2016	Medications	Test Prescriber1		Depakote 125 mg tablet,delayed release Take 1 Tablet By Oral Route Per daily Take at breakfast and dinner Quantity:30 Refills:3	J Kissel	☐		notes	
☐	1/11/2016	1/11/2016	Other	KB Admin	Std Order	Report CDC	J Kissel	☐	edit	notes	
☐	1/12/2016	1/12/2016	Other	Rick Beck	Std Order	Verify patient is conscious	J Kissel	☐	edit	notes	
☐	1/20/2016	1/20/2016	Other	David Rosswog	Std Order	PAYA Group X1 Weekly	J Kissel	☐	edit	notes	
☐	1/21/2016	1/21/2016	Therapy	David Rosswog	Std Order	Individual Therapy X1 Weekly	J Kissel	☐	edit	notes	
☐	1/21/2016	1/21/2016	Therapy	Provider A Test	Std Order	Group Therapy X1 Weekly	J Kissel	☐	edit	notes	
☐	1/21/2016	1/21/2016	Therapy	Provider A Test	Std Order	Individual Therapy X1 Weekly	J Kissel	☐	edit	notes	
☐	2/2/2016	2/2/2016	Therapy	Dr Sacha Wilson	Std Order	Individual Tx X1 weekly	J Kissel	☐	edit	notes	

Add Medication Individual Order

Add Medication Individual Order	
Use	Add a non-medication individual order
Required Security Matrix Rights	PhsyicianOrdersView; PhsyicianOrdersAdd; RxUpdate
Partner Configs	Use Standing Order Sets

Steps to Complete Workflow

1. Filter on the desired prescriber
2. Click on the 'Order Set' tab
3. Click the [Add Order] button, for the desired individual order

	Order	Category	Type	Date
Add Order	Tylenol 325 mg tablet	Create Rx	Standing Order	2/2/2016 11:09 AM
Add Order	Depakote ER 250 mg tablet,extended release	Create Rx	Standing Order	2/2/2016 11:09 AM
Add Order	Benadryl 25 mg capsule	Create Rx	Standing Order	2/2/2016 11:09 AM
Add Order	Adderall 10 mg tablet 1 tablet Every morning By Oral Route Take with breakfast	Meds	Standing Order	2/2/2016 11:09 AM
Add Order	Chapstick 2 swipes as needed To Affected Area Apply 2 swipes per lip as needed	Meds	Standing Order	2/2/2016 11:09 AM
Add Order	Individual Tx X1 weekly	Therapy	Standing Order	2/2/2016 11:09 AM
Add Order	Family Tx X1 Weekly	Therapy	Standing Order	2/2/2016 11:09 AM
Add Order	Group Therapy X1 Weekly	Therapy	Standing Order	2/2/2016 11:09 AM
Add Order	PAYA Group X1 Weekly	Other	Standing Order	2/2/2016 11:09 AM

Order Set tabs: Meds | Labs | Consult | Therapy | Psych | Radiology | Other | **Order Set**

Order Set: Adolescent Bi-Polar   Order Date: 2/2/2016 11:09 AM

Individual Orders

4. Click the [Create Medication] button

CLIENT MEDICATIONS: Maya Matthews (2551) DOB: 01/01/2000 (16 / F)

Field	Value
Medication:	Adderall 10 mg tablet
Dosage:	1 tablet
Frequency:	Every morning
Rationale:	Take with breakfast
Quantity:	30
Refills:	1
Route:	In Each Eye
Provider:	Dr Sacha Wilson Add Provider
Is Prescription:	No
Pharmacy:	
Instructions:	Take with breakfast
Medication Was:	Started
On Date:	2/2/2016

[Create Medication] [Cancel]

*Please note that Med/Med and Med/Allergy interaction checks will only occur against medications / allergies that were selected from a dropdown.

5. The Meds record is created, and the individual order is present in the 'Current Unsigned' orders category

Current Orders: Provider: Wilson, Dr Sacha   Type: Phone   [Sign]

Sign	Order Date	Date Updated	Category	Provider	Type	Order	Entered By	Notes		
☐	2/2/2016	2/2/2016	Labs	KB Admin	Phone	wer	J Kissel	☐	edit	notes
☐	2/2/2016	2/2/2016	Medications	Dr Sacha Wilson	Std Order	Adderall 10 mg tablet 1 tablet Every morning By Oral Route Take with breakfast	J Kissel	☐	edit	notes
☐	2/2/2016	2/2/2016	Medications	Dr Sacha Wilson	Std Order	Adderall 10 mg tablet 1 tablet Every morning By Oral Route Take with breakfast	J Kissel	☐	edit	notes
☐	1/12/2016	1/12/2016	Medications	Test Prescriber1		Valium 10 mg tablet Take 1 tablet (10 MG) By Oral Route 3 times per day Instrucrtions Quantity:3 Refills:44	J Kissel	☐		notes
☐	1/20/2016	1/20/2016	Medications	Test Prescriber1		Tylenol 325 mg tablet Take 1 tablet (325 MG) By Oral Route 1 time per hour as needed Quantity:3 Refills:3	J Kissel	☐		notes
☐	1/21/2016	1/21/2016	Medications	Test Prescriber1		Depakote 125 mg tablet,delayed release Take 1 Tablet By Oral Route Per daily Take at breakfast and dinner Quantity:30 Refills:3	J Kissel	☐		notes
☐	1/11/2016	1/11/2016	Other	KB Admin	Std Order	Report CDC	J Kissel	☐	edit	notes
☐	1/12/2016	1/12/2016	Other	Rick Beck	Std Order	Verify patient is conscious	J Kissel	☐	edit	notes
☐	1/20/2016	1/20/2016	Other	David Rosswog	Std Order	PAYA Group X1 Weekly	J Kissel	☐	edit	notes
☐	1/21/2016	1/21/2016	Therapy	David Rosswog	Std Order	Individual Therapy X1 Weekly	J Kissel	☐	edit	notes
☐	1/21/2016	1/21/2016	Therapy	Provider A Test	Std Order	Group Therapy X1 Weekly	J Kissel	☐	edit	notes
☐	1/21/2016	1/21/2016	Therapy	Provider A Test	Std Order	Individual Therapy X1 Weekly	J Kissel	☐	edit	notes
☐	2/2/2016	2/2/2016	Therapy	Dr Sacha Wilson	Std Order	Individual Tx X1 weekly	J Kissel	☐	edit	notes

Add Create Prescription Individual Order

Add Create Prescription Individual Order	
Use	Add a non-medication individual order
Required Security Matrix Rights	PhsyicianOrdersView; PhsyicianOrdersAdd; PrescriptionCreate (or Credible Rx Providers Record)
Partner Configs	Use Standing Order Sets; Credible Rx

Steps to Complete Workflow

1. Filter on the desired prescriber

NOTE: If the selected provider does not have a Credible Rx Providers record, Create Prescription Individual Orders will not be able to be added

2. Click on the 'Order Set' tab

3. Click the [Add Order] button, for the desired individual order

		Order	Category	Type	Date
Add Order		Tylenol 325 mg tablet	Create Rx	Standing Order	2/2/2016 11:14 AM
Add Order		Adult Multivitamin Gummies 200 mcg chewable tablet 1 By Oral Route Take as daily with food. med from sos admin	Meds	Standing Order	2/2/2016 11:14 AM
Add Order		Adult Multivitamin Gummies 200 mcg chewable tablet 1 By Oral Route Take as daily with food. med from sos admin	Meds	Standing Order	2/2/2016 11:14 AM
Add Order		test med order from SOS 1 as needed Topical med test from sos	Meds	Standing Order	2/2/2016 11:14 AM
Add Order		lab from sacha's standing order	Labs	Standing Order	2/2/2016 11:14 AM
Add Order		another lab from sacha's standing order set	Labs	Standing Order	2/2/2016 11:14 AM
Add Order		talk to someone from sacha's standing order set	Therapy	Standing Order	2/2/2016 11:14 AM
Add Order		some therapy from sacha's standing order set	Therapy	Standing Order	2/2/2016 11:14 AM
Add Order		get a consult from sacha's order set	Consult	Standing Order	2/2/2016 11:14 AM
Add Order		an other order from sacha's standing order set	Other	Standing Order	2/2/2016 11:14 AM

Order Set tabs: Meds | Labs | Consult | Therapy | Psych | Radiology | Other | **Order Set**

Order Set: Sacha's Order Set   Order Date: 2/2/2016 11:14 AM

Individual Orders

4. The user is now on the RxSigBuilder page, with all of the required fields pre-populated based off of the individual order's data

5. Click either the [Print Prescription] or [Send to Pharmacy] button
6. The user is navigated to the RxFinalize page

7. In the screenshot above, the user clicked on [Print Prescription] in step 5. Update and desired fields, and click the [Print] button
8. The user is brought to the RxPrintout page

9. Click the [Return to Orders] button to return to the Physician Orders Page
10. The prescription (Meds) record is created
11. The Individual Order is in the 'Current Unsigned Orders' category

Sign	Order Date	Date Updated	Category	Provider	Type	Order	Entered By	Notes				
☐	1/12/2016	1/12/2016	Medications	Test Prescriber1		Valium 10 mg tablet Take 1 tablet (10 MG) By Oral Route 3 times per day Instrucrtions Quantity:3 Refills:44	J Kissel	☐	notes			
☐	1/20/2016	1/20/2016	Medications	Test Prescriber1		Tylenol 325 mg tablet Take 1 tablet (325 MG) By Oral Route 1 time per hour as needed Quantity:3 Refills:3	J Kissel	☐	notes			
☐	1/21/2016	1/21/2016	Medications	Test Prescriber1		Depakote 125 mg tablet,delayed release Take 1 Tablet By Oral Route Per daily Take at breakfast and dinner Quantity:30 Refills:3	J Kissel	☐	notes			
◉	2/2/2016	2/2/2016	Medications	Rick Beck		Tylenol 325 mg tablet take 1 tablet (325 MG) by oral route 1 time per hour as needed ABC Quantity:2 Refills:0	J Kissel	☐	notes			
☐	2/2/2016	2/2/2016	Medications	Rick Beck		Tylenol 325 mg tablet Take 1 Tablet By Oral Route Per hourly as needed Quantity:30 Refills:5	J Kissel	☐	notes			

Log Actions

Log	Action	Meaning
Employee /Global HIPAA Log	ASSIGN EMPLOYEE STANDING ORDER SET	Employee was assigned to a Standing Order Set
Employee/Global HIPAA Log	UNASSIGN EMPLOYEE STANDING ORDER SET	Employee was unassigned from a Standing Order Set