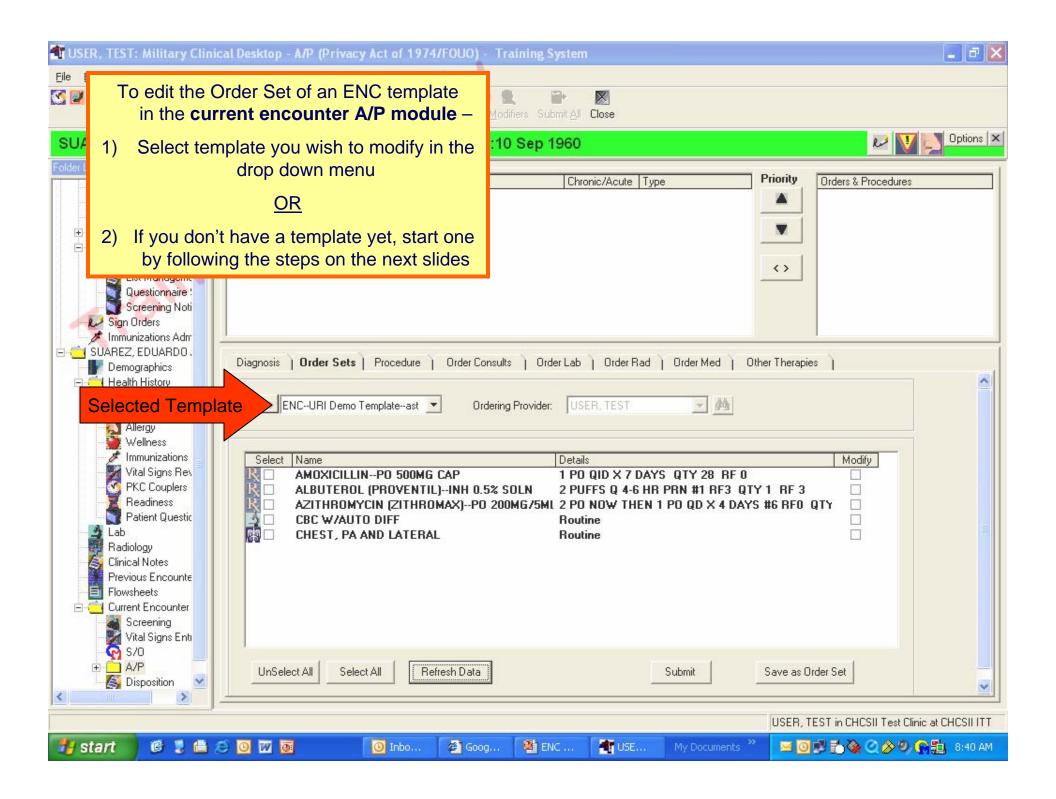## *2 MINUTE PEARLS*
Creating Order Sets In The A/P Module

- Tired of searching over and over again for the common medications, labs and X-rays you repetitively order? Dislike having to move among the different order tabs to order your common items?

- Using Order Sets populated with your commonly ordered medications, labs and X-rays saves you lots of time!

- Order sets can be created and edited from the A/P page

- You can modify your specific order if needed

USER, TEST: Military Clinical Desktop - A/P (Privacy Act of 1974/FOUO) - Training System

File

1) Go to appropriate order module and search for the medication, lab or radiology study

2) Select appropriate order

3) Click on Save To Queue

Modifiers Submit All Close

SUA ... :10 Sep 1960   Options ✕

Folder

Chronic/Acute | Type   **Priority** ▲ ▼ ◄ ►   Orders & Procedures

Reports
Tools
  Template Man
  List Manageme
  Questionnaire
  Screening Noti
Sign Orders
Immunizations Adm
SUAREZ, EDUARDO
  Demographics
  Health History
    Problems
    Meds
    Allergy
    Wellness
    Immunizations
    Readiness
    Patient Questic
  Lab
  Radiology
  Clinical Notes
  Previous Encounte
  Flowsheets
  Current Encounter
    Screening
    Vital Signs Ent
    S/O
    A/P
    Disposition

For example, order UA ➡

Diagnosis | Order Sets | Procedure | Order Consults | **Order Lab** | Order Rad | Order Med | Other ...

New Lab Order [   ] Search

Notes to Provider:

IMPORTANT: You must select Save To Queue, NOT Submit

Lab Section: [ALL SECTIONS] ▼

Specimen: Show Collection Ch

Lab Test Name: Show Items in Panel

URINALYSIS ▼

SAMPLE   URINE
TYPE: URINE
CONTAINER: STERIL

Processing Priority
  ◉ Routine ○ ASAP ○ STAT ○ Notify ○ Preop

Comments: (Optional) [   ]

More Detail ... | Clear | Save To Queue | Submit

Laboratory Orders

Show Orders

USER, TEST in CHCSII Test Clinic at CHCSII ITT

start   ...   Inbo... Goog... ENC ... USE... My Documents   8:42 AM

File   Edit   View   Go   Tools   Actions   Help

Preview   Save   Delete   Templates   SO   Disposi...   Sign...   ...   Submit All   Clear

SUAREZ, EDUARDO A   20/454-72-3217   45yo   M   LCD   Options ✕

Folder List ✕

Consult Log
Co-signs
New Results
Reports
Tools
  Template Man...
  List Manageme...
  Questionnaire ...
  Screening Noti...
Sign Orders
Immunizations Adm...
SUAREZ, EDUARDO ...
  Demographics
  Health History
    Problems
    Meds
    Allergy
    Wellness
    Immunizations
    Vital Signs Rev...
    PKC Couplers
    Readiness
    Patient Questio...
  Lab
  Radiology
  Clinical Notes
  Previous Encounte...
  Flowsheets
  Current Encounter
    Screening
    Vital Signs Entr...
    S/O
    A/P
    Disposition

Priority   ICD   Diagnosis

Priority

▲
▼

< >

You will know you are successful if the order appears here and is Underlined.

Orders & Procedures
URINALYSIS

Diagnosis | Order Sets | Procedure | Order Consults | **Order Lab** | Order Rad | Order Med | Other Therapies

New Lab Order [ ]   Search

Lab Section: [ALL SECTIONS] ▼

Lab Test Name: Show Items in Panel
[ ] ▼

Processing Priority
⦿ Routine ○ ASAP ○ STAT ○ Notify ○ Preop

Comments: (Optional) [ ]

Laboratory Orders

Notes to Provider:

Specimen: Show Collection Choices   Show Required Comments

More Detail ...   Clear   Save To Queue   Submit

Show Orders

Repeat previous steps to add as many orders as you would like.

CHCSII ITT

start   Inbo...   Goog...   ENC ...   USE...   My Documents   8:42 AM

USER, TEST: Military Clinical Desktop - A/P (Privacy Act of 1974/FOUO) - Training System

File   Edit   View   Go   Tools   Actions   Help

Preview   Save   Delete   Templates   SO   Disposition   Sign   Modifiers   Submit All   Close

SUAREZ, ED...   syo   M   LCDR   DOB:10 Sep 1960   Options ✕

Folder List
Consult
Co-signs
New Re
Reports
Tools
Templates
List Manageme
Questionnaire
Screening Noti
Sign Orders
Immunizations Adm
SUAREZ, EDUARDO ,
Demographics
Health History
Problems
Meds
Allergy
Wellness
Immunizations
Vital Signs Rev
PKC Couplers
Readiness
Patient Questic
Lab
Radiology
Clinical Notes
Previous Encounte
Flowsheets
Current Encounter
Screening
Vital Signs Entr
S/O
A/P
Disposition

Priority   Orders & Procedures
▲   **URINALYSIS**
▼
< >

1) Once you have completed entering your orders, go to the Order Sets tab

2) You should see the new orders you entered at the top and underlined (Any previous orders in the order set will be listed below)

Diagnosis | **Order Sets** | Procedure | Or ... | Other Therapies

<< | >> | ENC--URI Demo Template--as...   Or

Select	Name	Details	Modify
☑	URINALYSIS	Routine URINE	☐
☐	AMOXICILLIN--PO 500MG CAP	1 PO QID X 7 DAYS QTY 28 RF 0	☐
☐	ALBUTEROL (PROVENTIL)--INH 0.5% SOLN	2 PUFFS Q 4-6 HR PRN #1 RF3 QTY 1 RF 3	☐
☐	AZITHROMYCIN (ZITHROMAX)--PO 200MG/5ML	2 PO NOW THEN 1 PO QD X 4 DAYS #6	
☐	CBC W/AUTO DIFF	Routine	
☐	CHEST, PA AND LATERAL	Routine	

3) Select Save As Order Set

UnSelect All   Select All   Refresh Data   Submit   Save as Order Set

USER, TEST in CHCSII Test Clinic at CHCSII ITT

start   ...   My Documents   8:43 AM

USER, TEST: Military Clinical Desktop - A/P (Privacy Act of 1974/FOUO) - Training System

File Edit View Go Tools Actions Help

Save Encounter Template

Save in: Personal

Folder: Personal List

Template Name
- ENC--Gen AIM Template--ems
- ENC--Imm Training--al
- ENC--Right Ankle Sprain--ast
- ENC--URI Demo Template--ast
- ORS--OrderSet1--te
- ORS--URI Orders--ems
- TRAINING--ECP--UTI--ENC
- TRAINING--TRIAGE--COLD_COUGH--ENC
- TRAINING--TRIAGE--DIARRHEA--ENC
- TRAINING--TRIAGE--FEVER--ENC
- TRAINING--URI-ENCOUNTER

1) From this menu, select the template you wish to add the orders to. Make sure that the name appears below after Template Name

3) Once you have the correct name in place, select SAVE

Template Name: ENC--URI Demo Template--ast   Save

Specialty: Cancel

☑ Add to Favorites   ☐ Shared

2) If you are creating a brand new template, simply type in your desired template name.

SUAREZ, EDUARDO ,
- Demographics
- Health History
  - Problems
  - Meds
  - Allergy
  - Im
  - Vi
  - Ph
  - Re
  - Pa
- Lab
- Radio
- Clinica
- Previo
- Flows
- Curren
  - Screening
  - Vital Signs Entr
  - S/O
  - A/P
  - Disposition

Diagnosis | Order ... | ... apies |

<< >> ENC--URI

	Details	Modify
	Routine URINE	☐
N--PO 500MG CAP	1 PO QID X 7 DAYS QTY 28 RF 0	☐
L (PROVENTIL)--INH 0.5% SOLN	2 PUFFS Q 4-6 HR PRN #1 RF3 QTY 1 RF 3	☐
YCIN (ZITHROMAX)--PO 200MG/5ML	2 PO NOW THEN 1 PO QD X 4 DAYS #6 RF0 QTY	☐
O DIFF	Routine	☐
AND LATERAL	Routine	☐

UnSelect All   Select All   Refresh Data   Submit   Save as Order Set

USER, TEST in CHCSII Test Clinic at CHCSII ITT

start   🕐 📧 ❓   I...   G...   E...   U...   W...   My Documents   8:45 AM

USER, TEST: Military Clinical Desktop - A/P (Privacy Act of 1974/FOUO) - Training System

File   Edit   View   Go   Tools   Actions   Help

This menu will appear if you are editing an existing template, not if you are creating a new order set

Save Encounter Template

Save in: Personal

Folder: Personal List

Template Name
- ENC--Gen AIM Template--ems
- ENC--Imm Training--al
- ENC--Right Ankle Sprain--ast
- ENC--URI Demo Template--ast
- ORS--OrderSet1--te
- ORS--URI Orders--ems
- TRAINING--ECP--UTI--ENC
- TRAINING--TRIAGE--COLD_COUGH--ENC
- TRAINING--TRIAGE--DIARRHEA--ENC
- TRAINING--TRIAGE--FEVER--ENC
- TRAINING--URI ENCOUNTER

This Template Name already exists.

Do you want to REPLACE the template "ENC--URI Demo Template--ast" or ADD TO it?

Replace   Add To   Cancel

Template Name: ENC--URI Demo Template--ast

Specialty:

☑ Add to Favorites   ☐ Shared

Save   Cancel

List Management
Questionnaire
Screening Noti
Sign Orders
Immunizations Adm
SUAREZ, EDUARDO
- Demographics
- Health History
  - Problems
  - Meds
  - Allergy
  - Wellness
  - Immunizations
  - Vital Signs Rev
  - PKC Couplers
  - Readiness
  - Patient Questic
- Lab
- Radiology
- Clinical Notes
- Previous Encounte
- Flowsheets
- Current Encounter
  - Screening
  - Vital Signs Entr
  - S/O
  - A/P
  - Disposition

Diagnosis | Order

<< | >> | ENC--URI

Select	Name	Details	Modify
☑	URINALYSIS	Routine URINE	☐
☐	AMOXICILLIN--PO 500MG CAP	1 PO BID X 7 DAYS	☐
☐	ALBUTEROL (PROVENTIL)--INH		☐
☐	AZITHROMYCIN (ZITHROMAX)--	QTY	☐
☐	CBC W/AUTO DIFF		☐
☐	CHEST, PA AND LATERAL		☐

From this menu, Select ADD TO. If you select Replace, you will lose all your previous orders

UnSelect All   Select All   Refresh Data   Submit   Save as Order Set

USER, TEST in CHCSII Test Clinic at CHCSII ITT

start   8:46 AM

USER TEST: Military Clinical Desktop - A/P (Privacy Act of 1974/FOUO) - Training System

1) You have now successfully added an order to your Order Set without leaving the A/P module.

(*You can finish ordering the tests/meds you had Saved To Queue by clicking SUBMIT ALL or you can Delete them.)

...sition   Sign   Modifiers   Submit All   Close

DR DOB:10 Sep 1960

Options ✕

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SIS

2) To access your newly modified Order Set on the next patient, simply select your template from drop down menu here and go to Order Set tab. To place your orders, simply check the box to the left of the order.

Sign Orders
Immunizations Adm
SUAREZ, EDUARDO .
    Demographics
    Health History
        Problems
        Meds

Diagnosis | **Order Sets** | Procedure | Orde... ...sults

Select orders by clicking boxes, then click SUBMIT

<< >> ENC--URI Demo Template--ast ▼   Ordering Provider: USER, TEST   ▼ 🔍

Select	Name	Details	Modify
☐	URINALYSIS	Routine URINE	☐
☐	AMOXICILLIN--PO 500MG CAP	1 PO QID X 7 DAYS QTY 28 RF 0	☐
☐	ALBUTEROL (PROVENTIL)--INH 0.5% SOLN	2 PUFFS Q 4-6 HR PRN #1 RF3 QTY 1 RF 3	☐
☐	AZITHROMYCIN (ZITHROMAX)--PO 200MG/5ML	2 PO NOW THEN 1 PO QD X 4 DAYS #6 RF0 QTY	☐
☐	CBC W/AUTO DIFF	Routine	☐
☐	CHEST, PA AND LATERAL	Routine	☐

Clinical Notes
Previous Encounte
Flowsheets
Current Encounter
    Screening
    Vital Signs Ent
    S/O
    A/P
    Disposition

UnSelect All   Select All   Refresh Data   Submit

*To modify an order, pick select box on left and modify box on right—you will get prompts to make modifications.

start   🅖 📧 📄 🅔 🔘 🔲 🔘   🔘 I...   📄 G...   📄 E...   📄 U...   📄 W...   My Document

Additional Suggestions

- Take a minute to list what orders you plan to add. The orders you add will appear in the sequence in which they were ordered so if you want to group orders by type (lab, xray, med), then group those together.
- Order sets should contain most frequently ordered
  - Labs
  - X-rays
- Medications that are given for limited use
- Note: Long term medications should be renewed from medication list to avoid adding duplicate meds to patient's medication list.
- Future: New enhancement will allow the building of order sets and full templates without being in an encounter (present in build 841)

For More Information…

- ## AMEDD AHLTA Homepage
  - https://www.us.army.mil/suite/page/406 (AKO password required)

- ## AHLTA Video Tutorials
  - http://www-nmcp.mar.med.navy.mil/AHLTA/AHLTA%20Training%20Tools/index.html

I would appreciate any feedback or suggestions you have for future *AHLTA 2 Minute Pearls*. Please contact me at the following:

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