

SELF-GUIDED PRACTICE WORKBOOK [N23]
CST Transformational Learning

WORKBOOK TITLE:

Ambulatory: Cardiology Technologist

Last update: February 6, 2018 (v20)



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SELF-GUIDED PRACTICE WORKBOOK

Duration	90 minutes
Before getting started	<ul style="list-style-type: none"> ■ Sign the attendance roster (this will ensure you get paid to attend the session). ■ Put your cell phones on silent mode.
Session Expectations	<ul style="list-style-type: none"> ■ This is a self-paced learning session. ■ A 15 min break time will be provided. You can take this break at any time during the session. ■ The workbook provides scenarios that are applicable to your work setting. ■ Work through different learning activities at your own pace
Proficiency Assessment	<ul style="list-style-type: none"> ■ At the end of the session, you will be required to complete a Key Learning Review ■ This will involve completion of specific activities that you have had an opportunity to practice through the scenarios.

Using Train Domain

You will be using the train domain to complete activities in this workbook. It has been designed to match the actual Clinical Information System (CIS) as closely as possible.

Please note:

-  Scenarios and their activities demonstrate the CIS functionality not the actual workflow
-  An attempt has been made to ensure scenarios are as clinically accurate as possible
-  Some clinical scenario details have been simplified for training purposes
-  Some screenshots may not be identical to what is seen on your screen and should be used for reference purposes only
-  Follow all steps to be able to complete activities
-  If you have trouble to follow the steps, immediately raise your hand for assistance to use classroom time efficiently
-  Ask for assistance whenever needed

PATIENT SCENARIO 1 – Multi-Patient Task List

Learning Objectives

At the end of this Scenario, you will be able to:

-  Set up Multi-Patient Task List (MPTL)
-  Review patient tasks in MPTL

SCENARIO OVERVIEW

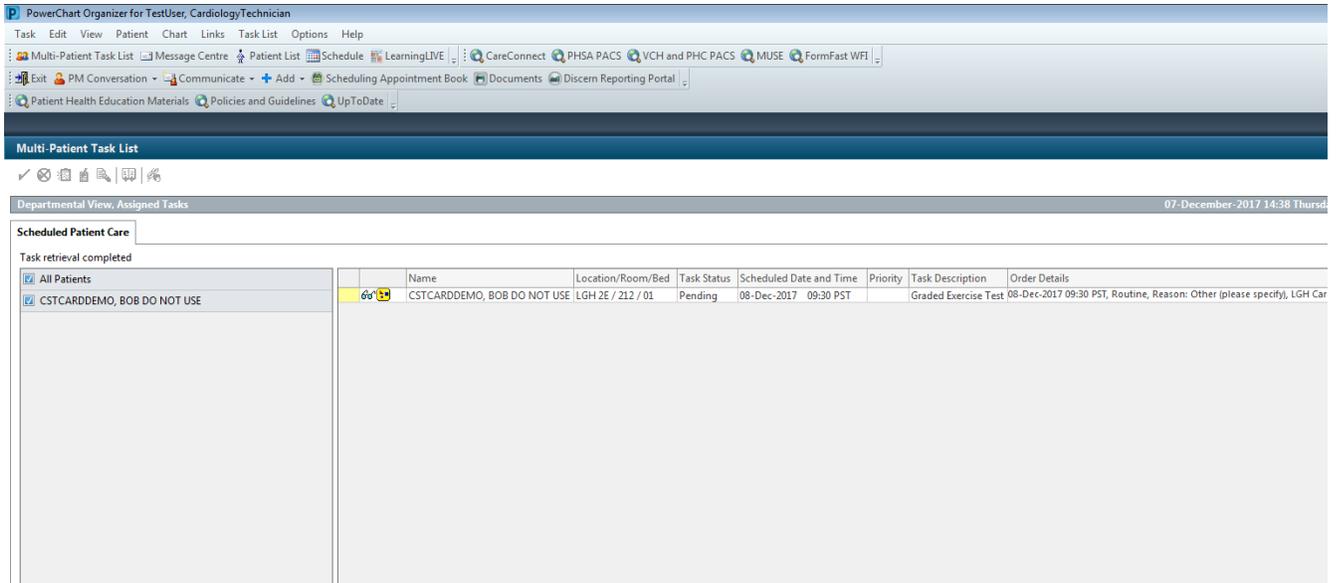
The **Multi-Patient Task List (MPTL)** displays specific tasks for multiple patients. Tasks are activities that need to be completed for the patient. Tasks are generated by certain orders or rules in the system and show up in a list format to notify you to complete specific patient care activities. They are meant to supplement your current paper to-do list and highlight activities that are outside of regular care. To start, log into the Clinical Information System (CIS) with the username and password provided.

As a Cardiology Technologist you will complete the following activities:

-  Set up your view of the Multi-Patient Task List (MPTL)
-  Review MPTL functionality
-  Review patient tasks

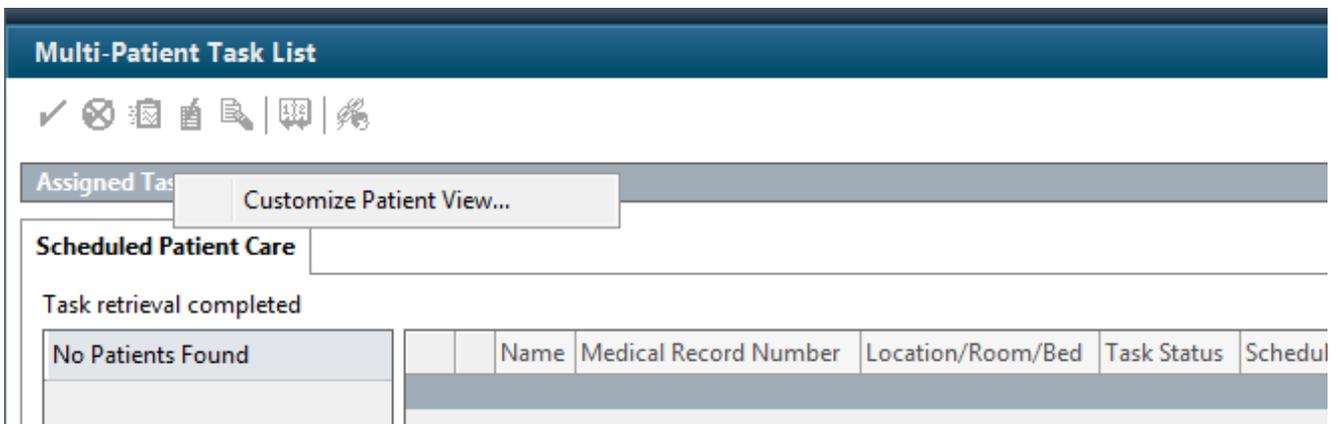
Activity 1.1 – Set up your view of the Multi-Patient Task List

- 1 As a Cardiology Technologist the first page you will see upon logging into the Clinical Information System (CIS) is the **Multi-Patient Task List (MPTL)**.



- 2 The first time you log in, you will need to set up the **MPTL**. To do this you need to select the appropriate **Patient List** and **Time Frame** to display.

1. Right-click on **Assigned Tasks** in the grey information bar.
2. Select **Customize Patient View**.



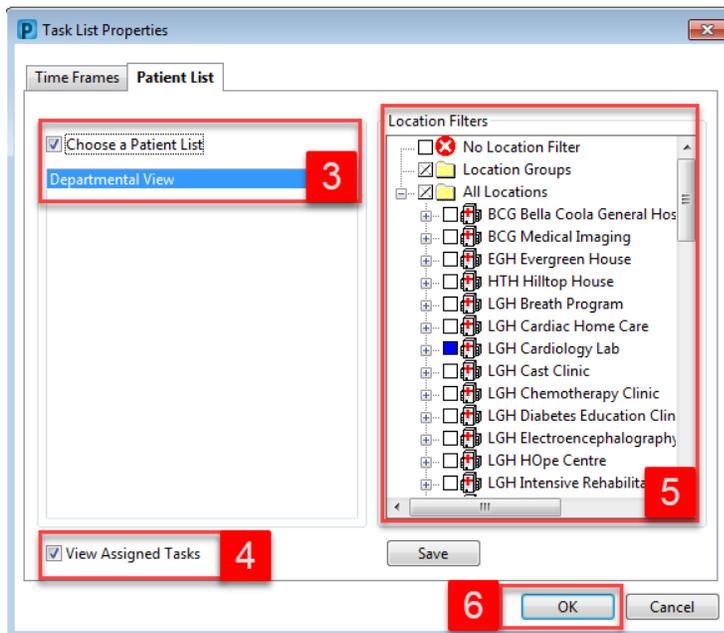
3

Within the **Task List Properties** window:

3. In the Patient List tab, select **Choose a Patient List** and select **Departmental View**
4. Ensure **View Assigned Tasks** is checked as this will ensure tasks display on your **MPTL**.
5. Select the appropriate location using the location filter (use the + symbol to expand the location tree until you find the desired unit). For this activity select **LGH Cardiology Lab** as you location.

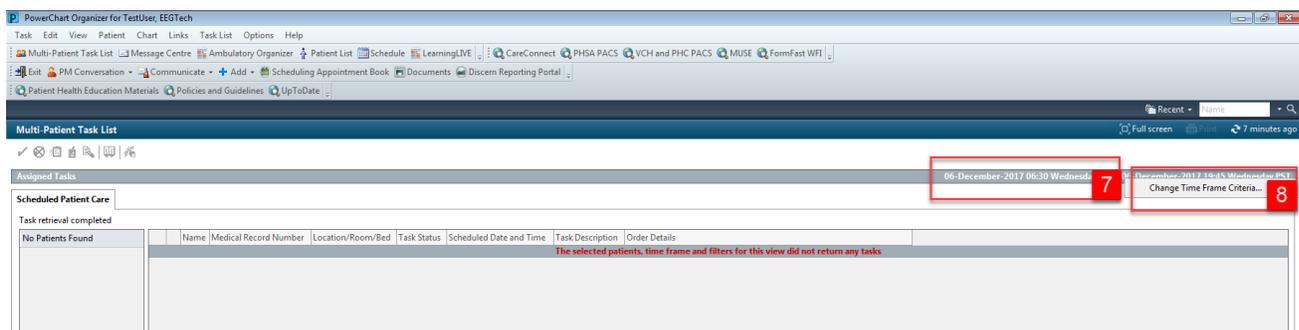
Note: Only choose locations for units you are working on. If you choose an entire hospital or too many locations, the system might not be able process all the tasks in the **MPTL**. Alternatively, you can set up several separate location-based lists.

6. Click the **OK** button.

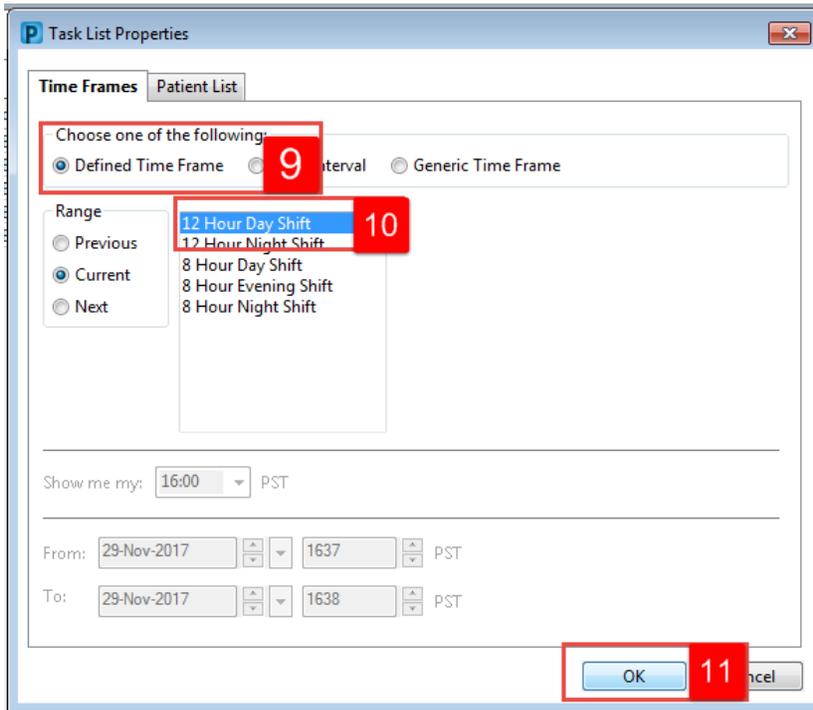


After selecting the appropriate Patient List you need to set up the **Defined Time Frame**. To select appropriate **Time Frame** for your MPTL:

7. Right-click the **date range** in the far right hand side of the grey information bar
8. Select **Change Time Frame Criteria**. This will open the **Task List Properties** window.



9. In the **Time Frames** tab select **Defined Time Frame** for your shift.
10. Select **12 Hour Day Shift**.
11. Click the **OK** button. The **Scheduled Patient Care** tab within the MPTL is now set with the correct patients and their tasks.
12. Click refresh  (top right corner of screen) to see the most current tasks



Key Learning Points

-  The MPTL is the first page you will see upon logging in
-  The MPTL is a tool used to display tasks for multiple patients
-  You must select the correct patient list(s) and define the appropriate time frame in order to see assigned tasks for your patients
-  Click refresh to ensure you can see the most current tasks

Activity 1.2 – Review MPTL Functionality

- 1 On the **MPTL** you will see the following:
 1. **Task list toolbar** (hover over the icons to see their function)
 2. **Information bar** with name of the patient list (far left) and the set time frame (far right)
 3. **Navigator window** with patient names with associated tasks
 4. List of **patient tasks**

Name	Location/Room/Bed	Task Status	Scheduled Date and Time	Priority	Task Description	Order Details
CSTCARDDEMO, BOB DO NOT USE	LGH 2E / 212 / 01	Pending	08-Dec-2017 09:30 PST		Graded Exercise Test	08-Dec-2017 09:30 PST, Routine, Reason: Other (please specify), LGH Cardiol...
CSTCARNASH, STEVE	LGH 3W / 315 / 01A	Pending	08-Dec-2017 09:33 PST		Cardiac Event Monitor	08-Dec-2017 09:33 PST, Routine, Reason: Atrial Fibrillation/Flutter, As per or...
CSTCARNASH, STEVE	LGH 3W / 315 / 01A	Pending	08-Dec-2017 09:33 PST		Graded Exercise Test	08-Dec-2017 09:33 PST, Routine, Reason: Arrhythmia(s), As per order
CSTCARNASH, STEVE	LGH 3W / 315 / 01A	Pending	08-Dec-2017 09:33 PST		Holter Monitor	08-Dec-2017 09:33 PST, Routine, Reason: Chest Pain, As per order

Reminder: Click refresh  (top right corner of screen) to see the most current tasks in MPTL

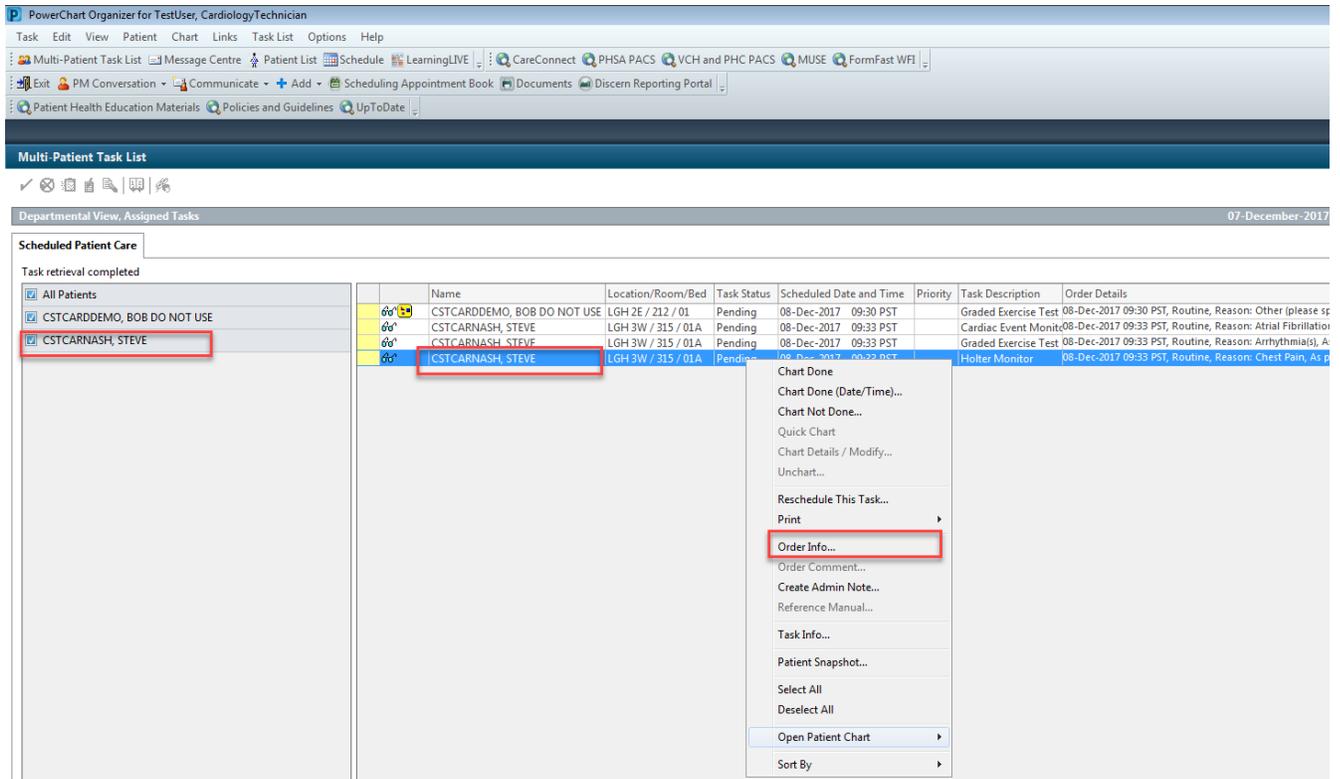
Key Learning Points

- Components of the MPTL include the Task list toolbar, Information bar, Task Categories, Navigator, and List of Patient Tasks.

Activity 1.3 – Review Patient Tasks

1 After setting up the **MPTL** you can see the patients that are under your care. Let's locate a patient and review one of their tasks.

1. Under the **Navigator** window, ensure the box is checked beside Your Patient's name.
2. Right click on the task associated with Your Patient (i.e. **Holter Monitor**)
3. Select **Order Info** to learn more about the order.



PowerChart Organizer for TestUser, CardiologyTechnician

Task Edit View Patient Chart Links Task List Options Help

Multi-Patient Task List Message Centre Patient List Schedule LearningLIVE CareConnect PHSA PACS VCH and PHC PACS MUSE FormFast WFI

Exit PM Conversation Communicate Add Scheduling Appointment Book Documents Discern Reporting Portal

Patient Health Education Materials Policies and Guidelines UpToDate

Multi-Patient Task List

Departmental View, Assigned Tasks 07-December-2017

Scheduled Patient Care

Task retrieval completed

	Name	Location/Room/Bed	Task Status	Scheduled Date and Time	Priority	Task Description	Order Details
<input checked="" type="checkbox"/>	CSTCARDDEMO, BOB DO NOT USE	LGH 2E / 212 / 01	Pending	08-Dec-2017 09:30 PST		Graded Exercise Test	08-Dec-2017 09:30 PST, Routine, Reason: Other (please sp
<input checked="" type="checkbox"/>	CSTCARNASH, STEVE	LGH 3W / 315 / 01A	Pending	08-Dec-2017 09:33 PST		Cardiac Event Monit	08-Dec-2017 09:33 PST, Routine, Reason: Atrial Fibrillation
<input checked="" type="checkbox"/>	CSTCARNASH, STEVE	LGH 3W / 315 / 01A	Pending	08-Dec-2017 09:33 PST		Graded Exercise Test	08-Dec-2017 09:33 PST, Routine, Reason: Arrhythmia(s), A
<input checked="" type="checkbox"/>	CSTCARNASH, STEVE	LGH 3W / 315 / 01A	Pending	08-Dec-2017 09:33 PST		Holter Monitor	08-Dec-2017 09:33 PST, Routine, Reason: Chest Pain, As p

Chart Done
 Chart Done (Date/Time)...
 Chart Not Done...
 Quick Chart
 Chart Details / Modify...
 Unchart...
 Reschedule This Task...
 Print
Order Info...
 Order Comment...
 Create Admin Note...
 Reference Manual...
 Task Info...
 Patient Snapshot...
 Select All
 Deselect All
 Open Patient Chart
 Sort By

4. The **Order Information** window opens. You can click the different tabs to review the order information.
5. Close the window when you finish reviewing the information.

CSTCARNASH, STEVE - Order Information for: Holter Monitor

Task View Help

Original order entered and electronically signed by TestCST, GeneralMedicine-Physician1 ORD, MD on 08-Dec-2017 at 09:33 PST.
Cardiology Department

Holter Monitor

Details Additional Info History Comments Validation Results Ingredients Pharmacy

Details

Requested Start Date/Time	08-Dec-2017 09:33 PST
Priority	Routine
Reason for Procedure (multi-select)	Chest Pain
Order for future visit	No
Patient has Pacemaker	No
Patient has ICD	No
Stop Date/Time	08-Dec-2017 09:33 PST
PRN	No
Next Dose Dt Tm	08-Dec-2017 09:33 PST
Referral Received Date	08-Dec-2017
Reason For Exam	As per order

PRODBC TEST.CARDTECH Friday, 08-December-2017 09:43 PST

Key Learning Points

- You can select specific patients for whom you would like to review tasks in the MPTL
- Right click to see more about the order/task

PATIENT SCENARIO 2 – Review Chart

Learning Objectives

At the end of this Scenario, you will be able to:

- Access a patient's chart from MPTL
- Review a patient's chart

SCENARIO OVERVIEW

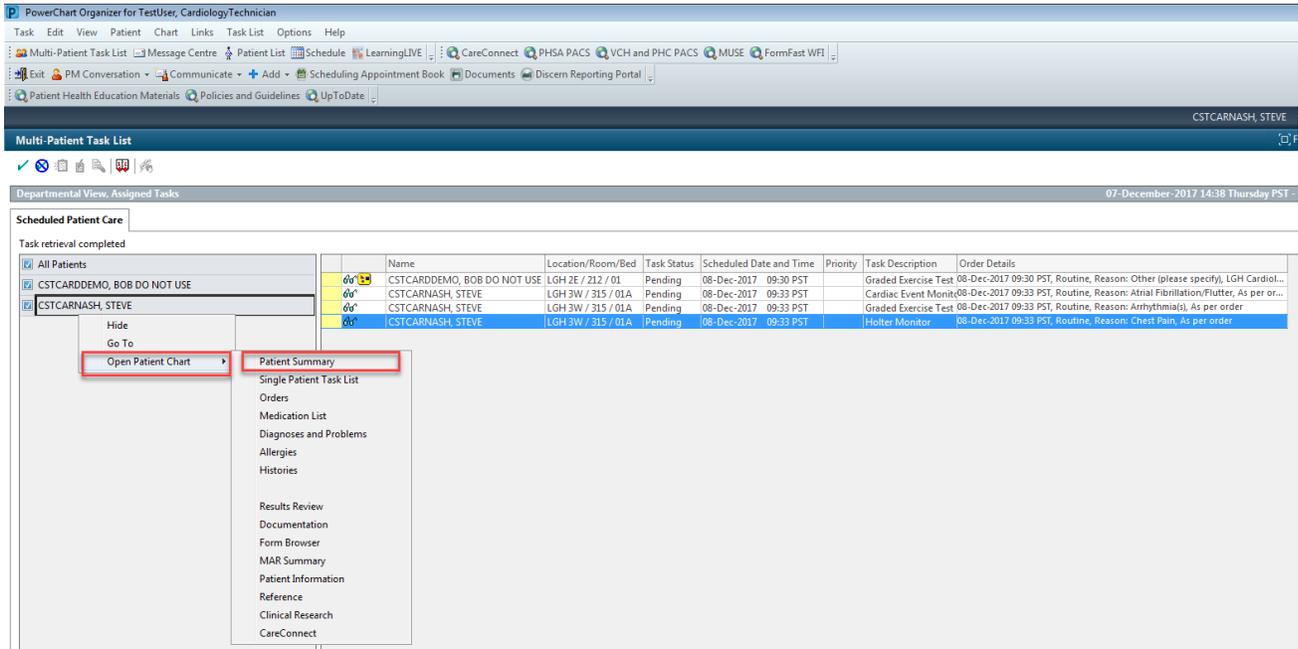
In this scenario, we will review how to access the patient's chart and navigate the different parts of the chart to learn more about the patient

As a Cardiology Technologist you will complete the following activities:

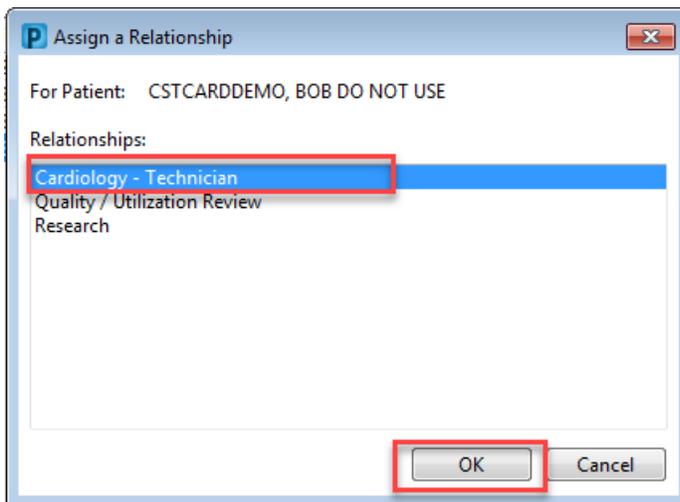
- Access a patient's chart from MPTL
- Review patient's chart

Activity 2.1 – Review Patient’s Chart

- 1 To open your patient’s chart:
 1. Go to the MPTL and right click on their name
 2. Select **Open Patient Chart** and **Patient Summary**



3. You will need to **establish a relationship**



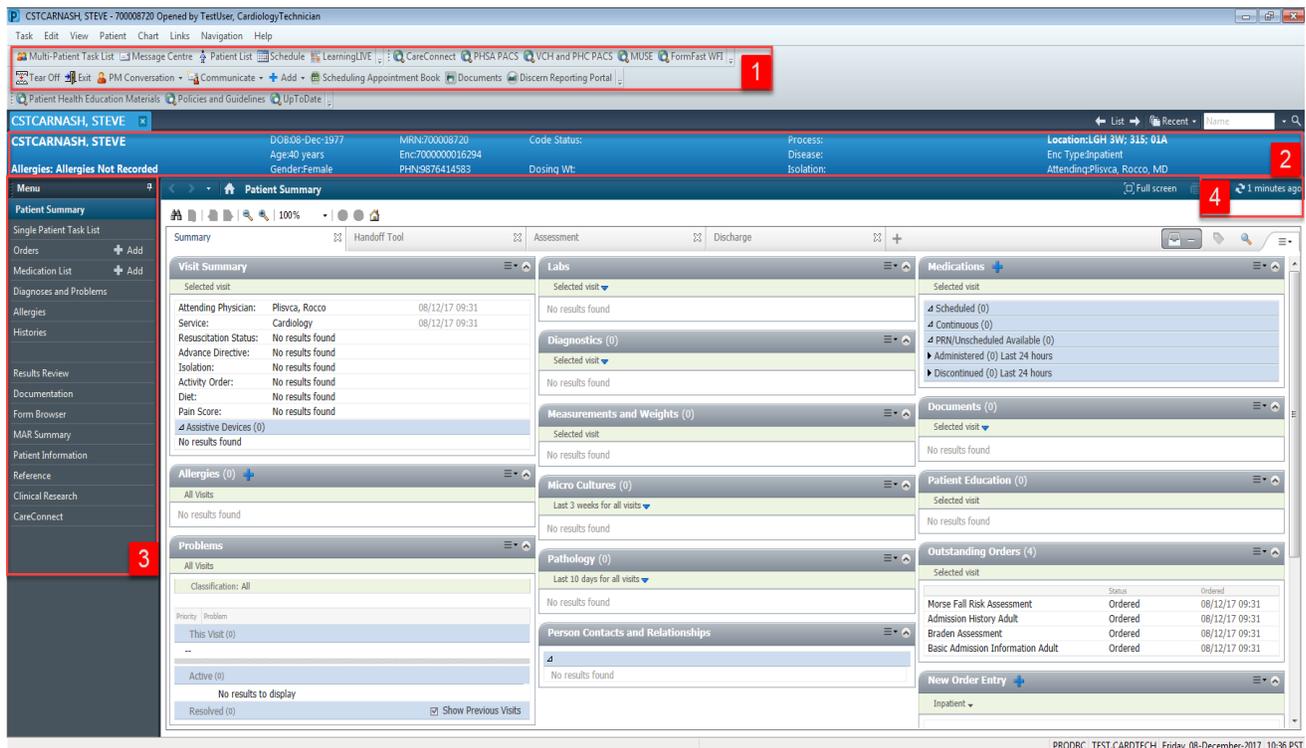
4. Select **Cardiology Technician**
5. Click **OK**

Patient’s chart will open to **Patient Summary**. Let’s review the key parts of this screen.

1. The **Toolbar** is located above the patient’s chart and it contains buttons that allow you to

access various tools within the Clinical Information System.

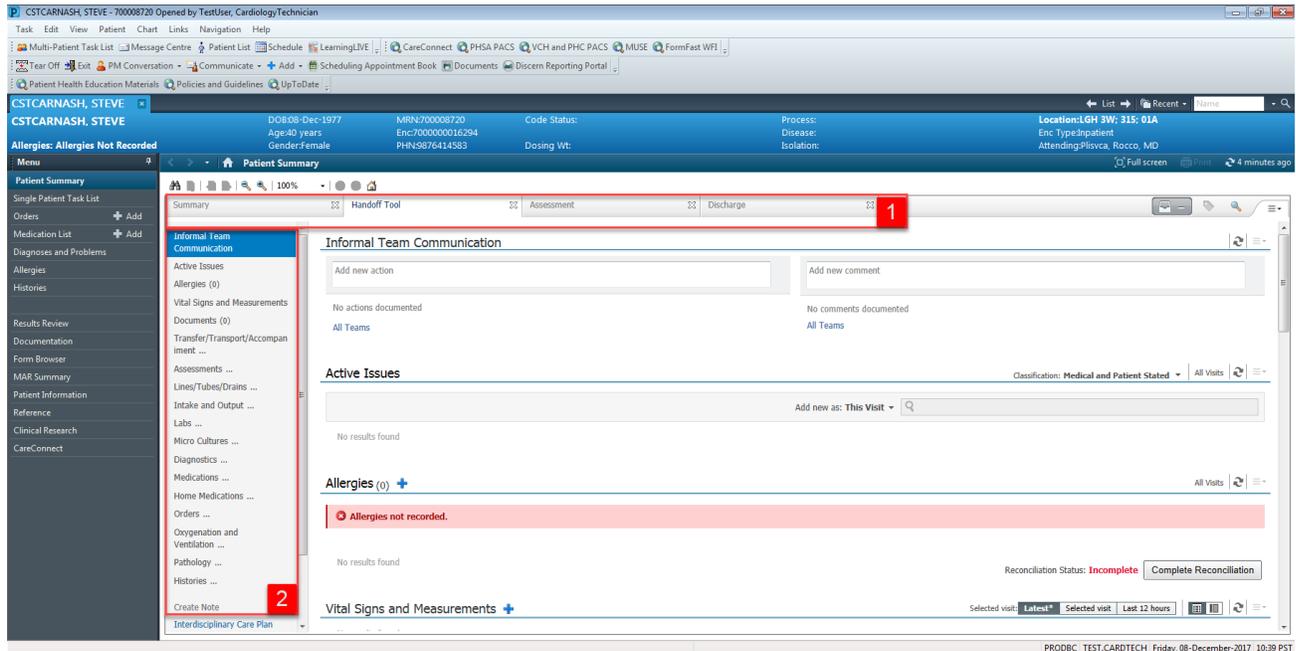
- The **Banner Bar** displays patient demographics and important information that is visible to anyone accessing the patient's chart. Information displayed includes:
 - Name
 - Allergies
 - Age, date of birth, etc.
 - Encounter type and number
 - Code status
 - Weight
 - Process, disease and isolation alerts
 - Location of patient
 - Attending Physician
- The **Menu** on the left allows access to different sections of the patient chart. This is similar to the coloured dividers within a paper-based patient chart. Examples of sections included are Orders, Medication Administration Record (MAR) and more.
- The **Refresh** icon  icon updates the patient chart with the most up to date entries when clicked. It is important to click the **Refresh** icon frequently especially as other clinicians may be accessing and documenting in the patient chart simultaneously.



Note: The chart does not automatically refresh! When in doubt, click Refresh  icon

2 The **Patient Summary** will provide views of key clinical patient information.

1. There are different tabs including **Summary**, **Handoff tool**, **Assessment**, and **Discharge** that can be used to learn more about the patient. Click on the different tabs to see a quick overview of the patient.
2. Each tab has different components. You can navigate through these using the component list on the left side of each tab.



Key Learning Points

- The Toolbar is used to access various tools within the Clinical Information System
- The Banner Bar displays patient demographics and important information
- The Menu contains sections of the chart similar to your current paper chart
- The Patient Summary provides access to key information about the patient
- Click the Refresh icon to get the most updated information on the patient

PATIENT SCENARIO 3 - Orders

Learning Objectives

At the end of this Scenario, you will be able to:

-  Review the Orders Profile
-  Activate a Future Order
-  Complete a task in MPTL
-  Place a No Co-Signature required order
-  Place an order from a paper requisition

SCENARIO

As a Cardiology Technologist you will need to place orders from time to time. If you have a patient who is wearing an event monitor and the physician needs to read a 2nd strip from the event monitor an order will need to be added so that the interpretation of the 2nd strip can be entered into the system, and appropriate MSP billing can be completed. Additionally, if a patient comes into the clinic with a requisition for an ECG, this will also need to be entered into the system by the Cardiology Technologist under some circumstances.

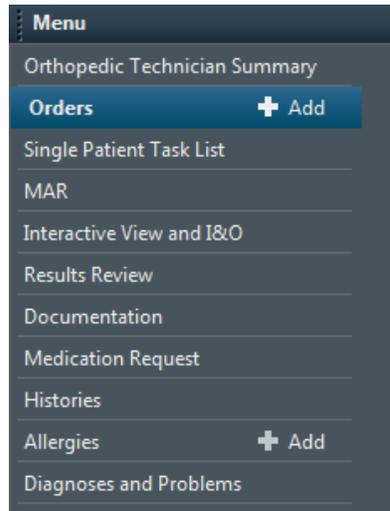
As a Cardiology Technologist you will complete the following activities:

-  Review the Orders Profile
-  Activate a Future Order
-  Complete a task in MPTL
-  Place a no co-signature required order
-  Place an order from a paper requisition

Activity 3.1 –Reviewing Orders Profile

1 The **Orders** page is where you will access a full list of the patient's orders. To review orders, with your patient's chart open:

1. Select **Orders** from the **Menu**



2. On the left side of the Orders page is the navigator (**View**) which includes several categories including:
 - **PowerPlans** (similar to paper PPOs)
 - **Categories of Orders**
 - **Medication History**
 - **Reconciliation History**
3. On the right side is the order profile where you can:
 - Review the list of **All Active Orders**
 - Moving the mouse over order icons allows you to **hover to discover** additional information.

Some examples of icons are:

-  Order for nurse to review
-  Additional reference text available
-  Order part of a PowerPlan
-  Order waiting for Pharmacy verification

4. Notice the display filter **default setting** is set to display **All Active Orders**. This can be modified to display other order statuses by clicking on the blue hyperlink.

The screenshot displays a clinical information system interface for managing medical orders. The left sidebar contains a navigation menu with categories like 'Orders', 'Medication List', 'Documentation', 'Allergies', 'Diagnoses and Problems', 'Histories', 'MAR Summary', 'MAR', 'Form Browser', 'Patient Information', 'Interactive View and I/O', 'Lines/Tubes/Drains Summary', 'Growth Chart', 'Immunizations', 'Clinical Research', and 'CareConnect'. The main area shows a list of orders under the 'Orders' tab, with a sub-tab for 'Medication List'. The table lists various orders such as 'Admit to Inpatient', 'Code Status', 'Patient Care', 'Status', 'Admission History Adult', 'Braden Assessment', 'Basic Admission Information Adult', 'Morse Fall Risk Assessment', 'ED Readmission Risk', 'Infectious Disease Screening', 'Smoking Cessation Assessments', 'Insert Urinary Catheter (Insert Foley)', 'Activity as Tolerated', 'General Diet', and 'Advance Diet as Tolerated'. The 'Medications' section at the bottom shows an order for acetaminophen. Red boxes and numbers highlight: 1. The 'Orders' menu item, 2. The 'Medications' section in the left sidebar, and 3. The acetaminophen order in the main table.

Order Name	Status	Dose ...	Details	Stop	Ordering Physician
Admit to Inpatient	Ordered		04-Dec-2017 10:15 PST, Admit to General Internal Medicine, Admitting provider: TestORO, ...	04-Dec-2017 10:15 PST	TestORO, GeneralMedicine-Physici... Te
Code Status	Ordered		24-Oct-2017 13:24 PDT, 5-No CPR, Critical Care, May Intubate, Perioperative status Attemp...		eLearn, Physician-General Medicin... eL
Insert Peripheral IV Catheter	Ordered		24-Oct-2017 13:24 PDT, Unless already in place	24-Oct-2017 13:24 PDT	eLearn, Physician-General Medicin... eL
Weight	Ordered		24-Oct-2017 13:24 PDT, Stop: 24-Oct-2017 13:24 PDT, On admission	24-Oct-2017 13:24 PDT	eLearn, Physician-General Medicin... eL
Vital Signs	Ordered		24-Oct-2017 13:24 PDT, q8h		eLearn, Physician-General Medicin... eL
Admission History Adult	Ordered		24-Oct-2017 13:17 PDT, Stop: 24-Oct-2017 13:17 PDT Order entered secondary to inpatient admission.	24-Oct-2017 13:17 PDT	SYSTEM, SYSTEM Cerner
Braden Assessment	Ordered		24-Oct-2017 13:17 PDT, Stop: 24-Oct-2017 13:17 PDT Order entered secondary to inpatient admission.	24-Oct-2017 13:17 PDT	SYSTEM, SYSTEM Cerner
Basic Admission Information Adult	Ordered		24-Oct-2017 13:17 PDT, Stop: 24-Oct-2017 13:17 PDT Order entered secondary to inpatient admission.	24-Oct-2017 13:17 PDT	SYSTEM, SYSTEM Cerner
Morse Fall Risk Assessment	Ordered		24-Oct-2017 13:17 PDT, Stop: 24-Oct-2017 13:17 PDT Order entered secondary to inpatient admission.	24-Oct-2017 13:17 PDT	SYSTEM, SYSTEM Cerner
ED Readmission Risk	Ordered		24-Oct-2017 13:17 PDT, Stop: 24-Oct-2017 13:17 PDT Order placed due to patient being admitted as an inpatient in the last 30 days.	24-Oct-2017 13:17 PDT	SYSTEM, SYSTEM Cerner
Infectious Disease Screening	Ordered		24-Oct-2017 13:17 PDT Order entered secondary to inpatient admission.	24-Oct-2017 13:17 PDT	SYSTEM, SYSTEM Cerner
Smoking Cessation Assessments	Ordered		03-Nov-2017 13:41 PDT	03-Nov-2017 13:41 PDT	TestCST, CardiothoracicSurgeon-P... Te
Insert Urinary Catheter (Insert Foley)	Ordered		03-Nov-2017 13:40 PDT, Indwelling	03-Nov-2017 13:40 PDT	TestCST, CardiothoracicSurgeon-P... Te
Activity as Tolerated	Ordered		24-Oct-2017 13:24 PDT		eLearn, Physician-General Medicin... eL
General Diet	Ordered		24-Oct-2017 13:24 PDT		eLearn, Physician-General Medicin... eL
Advance Diet as Tolerated	Ordered		03-Nov-2017 13:41 PDT, Advance diet to Regular, Provider must order starting diet. RN or R...		TestCST, CardiothoracicSurgeon-P... Te
acetaminophen (acetaminophen PRN range dose)	Ordered		dose range: 325 to 650 mg, PO, q4h, PRN pain-mild or fever, drug form: tab, start: 24-Oct-2... Maximum acetaminophen 4 g/24 h from all sources		eLearn, Physician-General Medicin... MD

Activity 3.2 – Activating a Future Order

1 When patient comes into the Cardiology Lab they will have **future order(s)** placed for tests that need to be completed. You will need to **activate** these orders to be able to **complete them** (note: for some labs the clerk might activate these orders when the patient is checked in)

To activate an order:

1. With the patient's chart open, click on the **Orders** tab in the menu
2. Check the **Diagnostic Tests** box (unchecked all other boxes-this will make it easier to find the order you are looking for)
3. Right click on the **future** order you want to activate (i.e. **Graded Exercise Test**)
4. Select **Activate** from the drop down menu

The screenshot shows a patient's chart in a software application. The top navigation bar includes patient information: CSTDEMO, TRAINING; DOB: 02-Feb-1960; MRN: 700004600; Code Status; Process: Disease: Isolation; Location: LGH 4E: 426: 01; Eric Type: Inpatient; Attending: Pirovcc, Trevor, MD. The left sidebar has a menu with 'Orders' selected. The main area shows the 'Orders' tab with a table of orders. The table has columns for Order Name, Status, and Dose. Two orders are visible: 'Hofler Monitor' and 'Future (On Hold)'. A context menu is open over the 'Future (On Hold)' order, showing options like Renew, Modify, Copy, Cancel and Reorder, Suspend, **Activate**, Complete, Cancel/Discontinue, Void, Reschedule Task Times..., Add/Modify Compliance, Order Information..., Comments..., Results..., Reference Information..., Print, Advanced Filters..., Customize View..., and Disable Order Information Hyperlink. The 'Activate' option is highlighted with a red box.

5. Note the order status changes to **Activate**
6. Click **Orders for Signature**

The screenshot displays a medical order management interface. At the top, a table lists orders with columns for Order Name, Status, Dose, and Details. A row for 'Holter Monitor' is highlighted, with the 'Activate' button in the Status column circled in red. Below this, the 'Details for Holter Monitor' section is expanded, showing various configuration options. At the bottom right of the interface, the 'Orders For Signature' button is highlighted with a red box.

7. Click **Sign**
8. Click **Refresh** 
9. The order status will change to **Ordered** and the task will show up in your MPTL

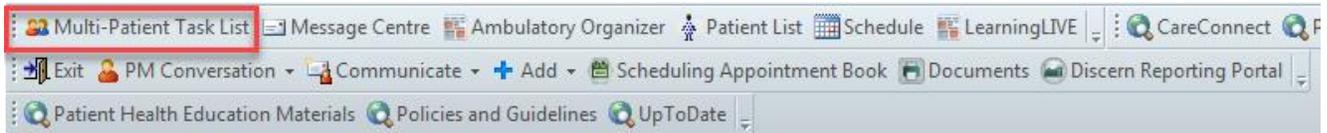
Key Learnings Points

-  Future orders need to be activated to be completed
-  Once activated the order will show up as a task in the MPTL

Activity 3.3 – Completing a Task in MPTL

1 As you review patient tasks and complete orders it is important to document tasks as complete. Now that you have activated and completed the **Graded Exercise Test** task, you want to document the task as complete in your MPTL.

1. Click the **Multi-Patient Task List (MPTL)** button in the toolbar



2. **Right click** on the **task you want to complete (i.e Graded Exercise Test)**

3. Select **Chart Done (Date/Time)**

PowerChart Organizer for TestUser, CardiologyTechnician

Task Edit View Patient Chart Links Task List Options Help

Multi-Patient Task List Message Centre Patient List Schedule LearningLIVE CareConnect PHSA PACS VCH and PHC PACS MUSE FormFast WFI

Exit PM Conversation Communicate Add Scheduling Appointment Book Documents Discern Reporting Portal

Patient Health Education Materials Policies and Guidelines UpToDate

Multi-Patient Task List CSTCARNASH, STEVE

Departmental View, Assigned Tasks 07-December-2017 14:38 Thursday PST

Scheduled Patient Care

Task retrieval completed

Name	Location/Room/Bed	Task Status	Scheduled Date and Time	Priority	Task Description	Order Details
CSTCARDDEMO, BOB DO NOT USE	LGH 2E / 212 / 01	Pending	08-Dec-2017 09:30 PST		Graded Exercise Test	08-Dec-2017 09:30 PST, Routine, Reason: Other (please specify), LGH Cardiol...
CSTCARNASH, STEVE	LGH 3W / 315 / 01A	Pending	08-Dec-2017 09:33 PST		Cardiac Event Monit	08-Dec-2017 09:33 PST, Routine, Reason: Atrial Fibrillation/Flutter, As per or...
CSTCARNASH, STEVE	LGH 3W / 315 / 01A	Pending	08-Dec-2017 09:33 PST		Graded Exercise Test	08-Dec-2017 09:33 PST, Routine, Reason: Arrhythmias, As per order
CSTCARNASH, STEVE	LGH 3W / 315 / 01A	In Progress	08-Dec-2017 09:33 PST		Holtzer Monitor	08-Dec-2017 09:33 PST, Routine, Reason: Chest Pain, As per order

Chart Done (Date/Time)...

Chart Not Done...

Quick Chart

Chart Details / Modify...

Unchart...

Reschedule This Task...

Print

Order Info...

Order Comment...

Create Admin Note...

Reference Manual...

Task Info...

Patient Snapshot...

Select All

Deselect All

Open Patient Chart

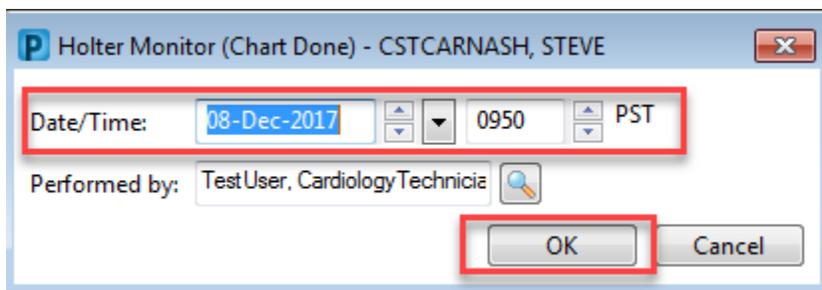
Sort By

Quick chart the selected task(s) as done

PRODBC TEST.CAR

4. Review the **Date/Time** in the new window. (This can be adjusted as needed)

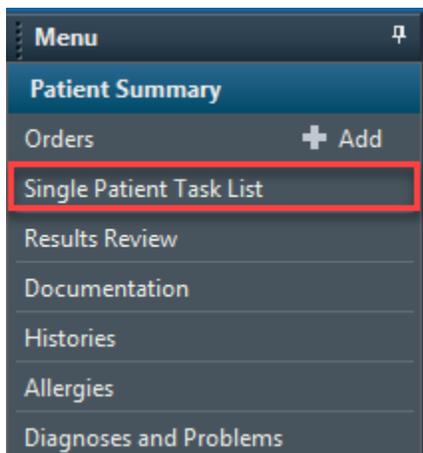
5. Click **OK**



6. The task now has a **Chart Done** icon  next to it.

7. Click the **Refresh** button  near the top right corner of the screen and the task falls off the task list

Note: You can also complete tasks using the Single-Patient Task List (SPTL) by following the same steps. The SPTL is accessed through the Menu when the patient’s chart is open.



 **Key Learning Points**

-  Remember to document completed orders and tasks as done. This will clear them both from your SPTL and MPTL

Activity 3.4 – Placing a No Co-Signature Required Order

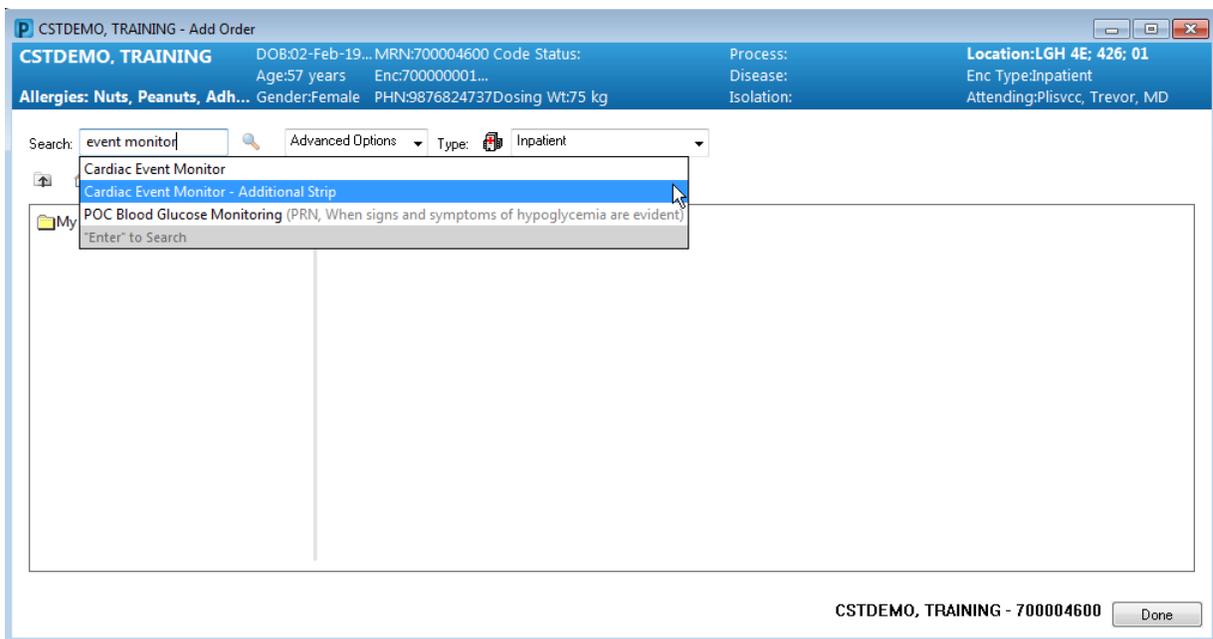
- 1 Your patient is wearing an event monitor and needs a 2nd strip interpreted. This would be a no co-signature required order. To place an order:

Open the patient chart:

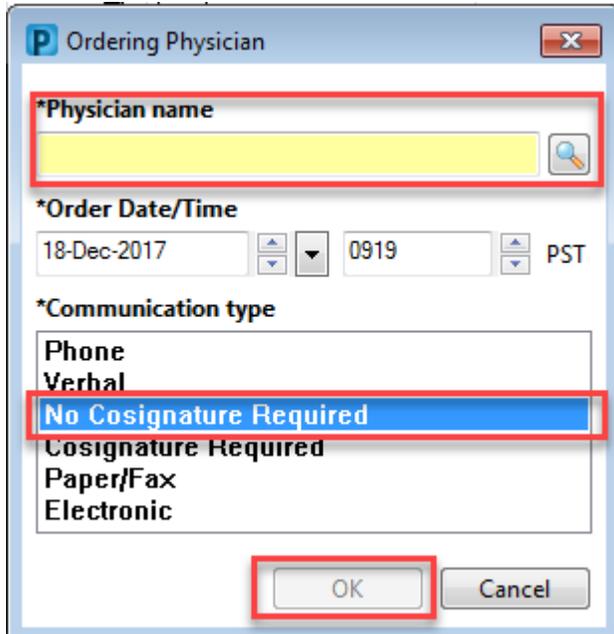
1. Click on the  button next to **Orders** in the dark grey menu



2. Type 'event monitor' into the search box and press enter
3. Select the appropriate order: **Cardiac Event Monitor-Additional Strip**



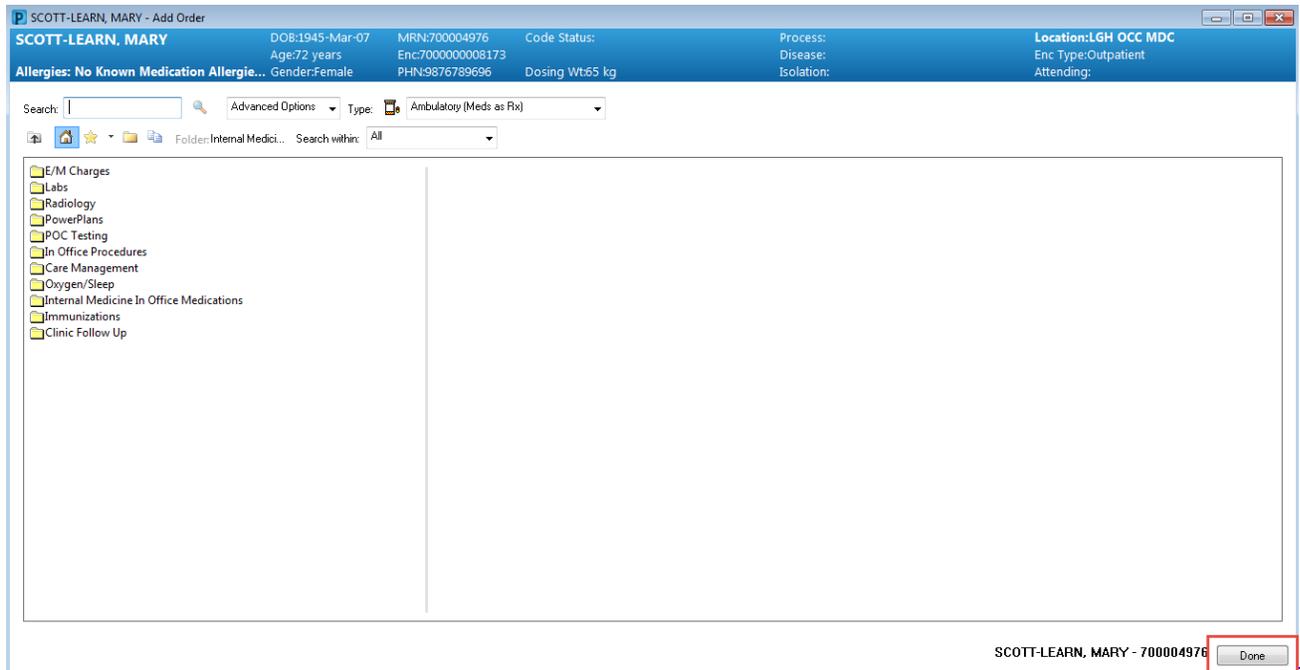
4. Enter the physician's name
5. Select **No Co-signature Required** under communication type
6. Click **OK**



The 'Ordering Physician' dialog box contains the following fields and options:

- *Physician name:** A text input field with a search icon to its right.
- *Order Date/Time:** A date field set to '18-Dec-2017' and a time field set to '0919' with a 'PST' time zone indicator.
- *Communication type:** A list box with the following options: 'Phone', 'Verbal', 'No Cosignature Required' (highlighted in blue), 'Cosignature Required', 'Paper/Fax', and 'Electronic'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

7. Click **Done**



The 'SCOTT-LEARN, MARY - Add Order' window displays patient information and a list of order categories:

Patient Information: SCOTT-LEARN, MARY, DOB: 1945-Mar-07, MRN: 700004976, Code Status: [blank], Process: [blank], Location: LGH OCC MDC, Age: 72 years, Enc: 7000000008173, Disease: [blank], Enc Type: Outpatient, Allergies: No Known Medication Allergie..., Gender: Female, PHN: 9876789696, Dosing Wt: 65 kg, Isolation: [blank], Attending: [blank]

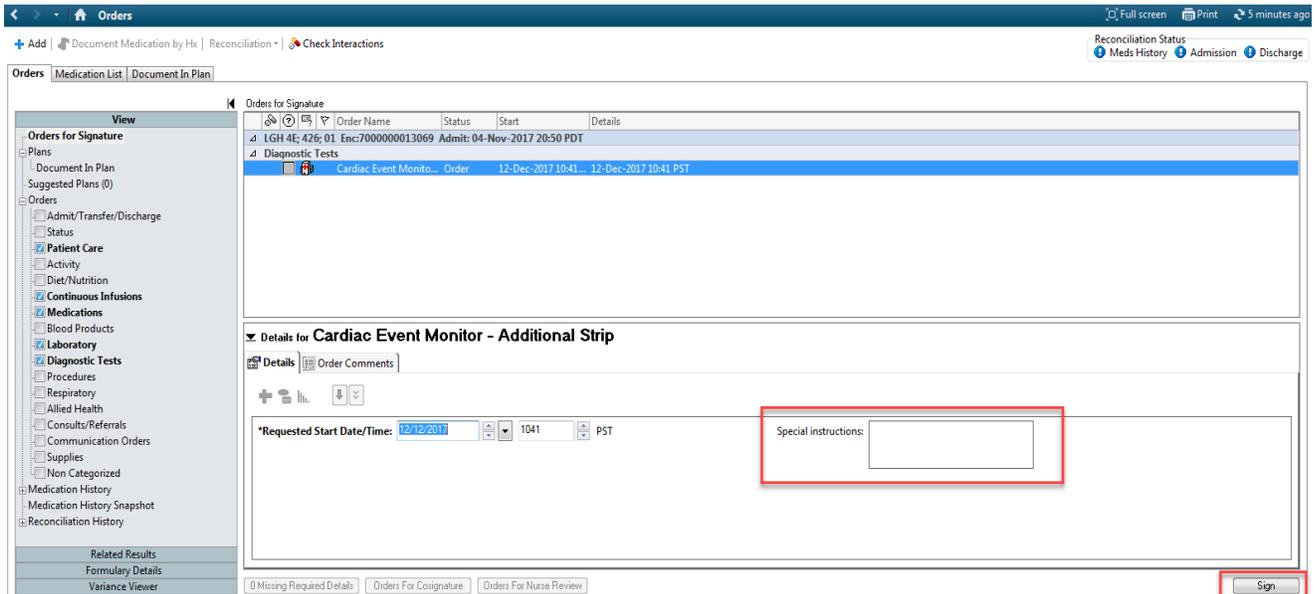
Search and Filter: Search: [blank], Advanced Options, Type: Ambulatory (Meds as Fx), Folder: Internal Medici..., Search within: All

Order Categories:

- E/M Charges
- Labs
- Radiology
- PowerPlans
- POC Testing
- In Office Procedures
- Care Management
- Oxygen/Sleep
- Internal Medicine In Office Medications
- Immunizations
- Clinic Follow Up

Buttons: 'Done' button at the bottom right.

8. In the orders window, complete any special instructions (as appropriate)



The screenshot displays the 'Orders' window in a clinical information system. The interface includes a top navigation bar with 'Orders' and 'Document Medication by Hx'. A left sidebar contains a 'View' menu with categories like 'Orders for Signature', 'Patient Care', 'Medications', and 'Laboratory'. The main area shows a table of orders, with the selected order 'Cardiac Event Monitor - Additional Strip' highlighted. Below the table, the order details are visible, including the requested start date/time (12/12/2017 10:41 PST) and a 'Special Instructions' field. A red box highlights the 'Special Instructions' field, and another red box highlights the 'Sign' button at the bottom right of the order details section.

9. Click **Sign** to complete the order

10. Click refresh  to see the completed order on the order profile

Activity 3.5 – Placing an Order from a Paper Requisition

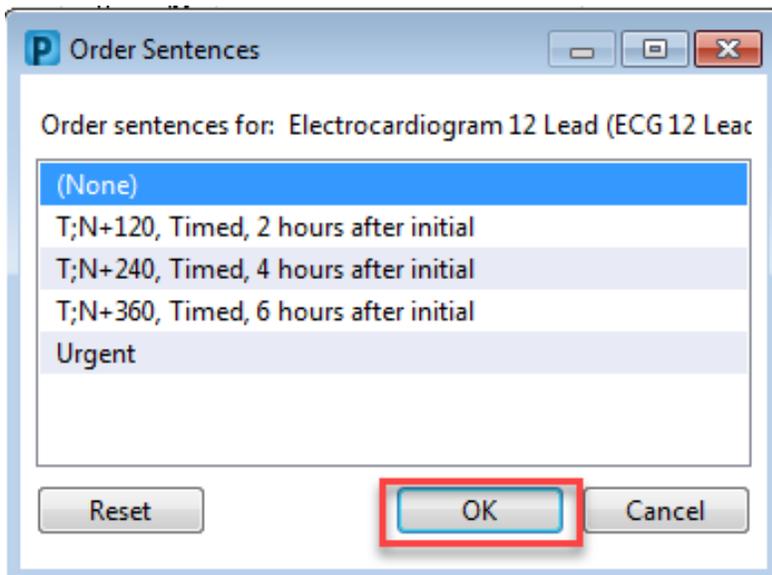
- 1 Your patient brings in a requisition for an ECG. This would be a paper/fax order.
To place an order:

Open the patient chart:

1. Click on the  button next to **Orders** in the dark grey menu



2. Type '**ECG**' into the search box and press enter
3. Select the appropriate order: **ECG 12**
4. For **order sentence**, select **None** and click **OK**



5. Enter the **physician's name**
6. Select **Paper/Fax** under communication type
7. Click **OK**

Ordering Physician

***Physician name**

***Order Date/Time**
12/12/2017 1056 PST

***Communication type**

- Phone
- Verbal
- No Cosignature Required
- Cosignature Required
- Paper/Fax**
- Electronic

OK Cancel

8. Click **Done**

SCOTT-LEARN, MARY - Add Order

SCOTT-LEARN, MARY DOB:1945-Mar-07 MRN:700004976 Code Status: Process: Location:LGH OCC MDC
Age:72 years Enc:7000000008173 Disease: Enc Type:Outpatient
Allergies: No Known Medication Allergie... Gender:Female PHN:9876789696 Dosing Wt:65 kg Isolation: Attending:

Search: [] Advanced Options Type: Ambulatory (Meds as Rx)

Folder: Internal Medici... Search within: All

- E/M Charges
- Labs
- Radiology
- PowerPlans
- POC Testing
- In Office Procedures
- Care Management
- Oxygen/Sleep
- Internal Medicine In Office Medications
- Immunizations
- Clinic Follow Up

SCOTT-LEARN, MARY - 700004976 Done

9. In the orders window, complete any additional order information (as appropriate)

10. Click **Sign** to complete the order

11. Click **refresh**  to see the completed order on the order profile

Key Learnings Points

-  You must place an order for an additional event monitor strip to be interpreted by the physician
-  When completing order details, yellow fields are mandatory

End Book

You are ready for your Key Learning Review. Please contact your instructor for your Key Learning Review.