Making Quick Orders

Quick orders are made on the Order Entry Configuration Menu, using option MNU Order Menu Management



Figure : Order Entry Configuration screen

At the “Select Order Entry Configuration Option” prompt type MNU and press the Enter key.



Figure : Order Menu Management screen

Usually the option used for making quick orders and menus is MNU Enter/Edit Order Menus. Other options can also be accessed while in the Order Menu Management screen (MNU).

At the “Select Order Menu Management Option” prompt type MNU and press the Enter key.

# Naming Conventions

Naming conventions allow each site to follow standard rules in making quick orders.

While not required, it makes quick order maintenance much easier, especially if a CAC leaves for another position or moves to another facility.

## Naming Convention for Quick Orders

Start each quick order with the following naming convention. The names used are the package assigned names given to an individual package, plus the letter Z which means it was locally created.

|  |  |
| --- | --- |
| ORZ | Nursing text quick orders. |
| ORGXZ | Generic Text quick orders |
| LRZ | Laboratory quick orders |
| RAZ | Radiology quick orders |
| PSOZ | Outpatient medication quick orders |
| PSJZ | Inpatient medication quick orders |
| PSJIZ | IV quick orders |
| GMRCZ | Consult quick orders |
| ORZM | Order menus |

## Naming Conventions for Order Sets

When making order sets, you can either use ORZSET for order sets mixing data elements, or use LRZSET, RAZSET, etc. for a set of orders from one package.

# Create a New Menu

After typing MNU (Create/Modify Order Menus), type in the new menu name at the “MENU” prompt. Insert your last name to create the sample menu. The new menu should be called ORZM YOURLASTNAME SAMPLE MENU. In the example below, the new menu name is ORZM HAGER SAMPLE. (Note: in the Training data base we insert *YOURNAME* to allow multiple users to work in the same system. Do not add *YOURNAME* if you are working on your sites production data base)

Select Order Menu Management Option: MNU Create/Modify Order MenusSelect ORDER MENU: ORZM HAGER SAMPLE  
 Are you adding 'ORZM HAGER SAMPLE' as a new ORDER DIALOG? No//YES  
  
Do you wish to copy an existing menu? YES// N  
  
DISPLAY TEXT: Sample Menu  
DESCRIPTION:  
 No existing text  
 Edit? NO//  
  
COLUMN WIDTH: 40  
MNEMONIC WIDTH: 3  
PATH SWITCH: y YES  
ENTRY ACTION:

Figure : Example of new menu creation

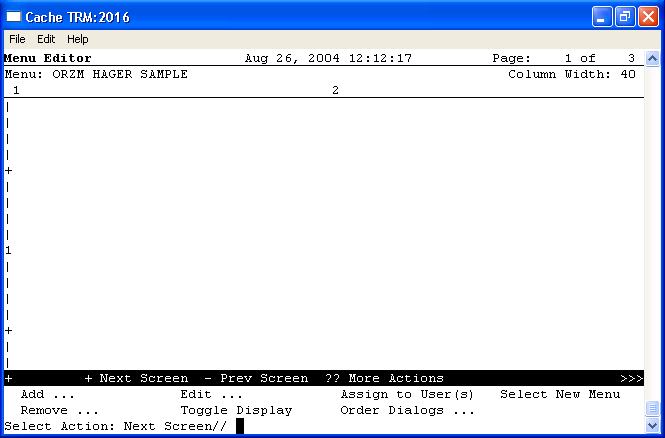


Figure : Menu Editor for ORZM HAGER SAMPLE

The screenshot above shows the empty, new menu that was created called ORZM HAGER SAMPLE. Options at the bottom of the screen give the user the ability to customize the menu.  
At the “Select Action” prompt, type Order Dialogs.

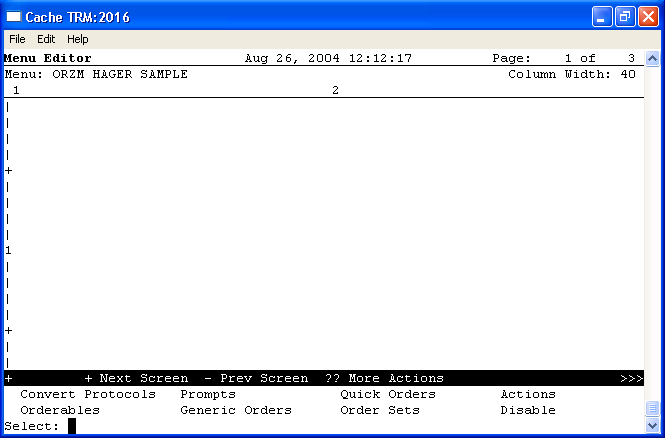


Figure : Menu Editor showing “Select” prompt

At the “Select” prompt type Quick Orders.

# Laboratory Quick Orders

Using your name, make a quick order named, LRZ YOURNAME GLUCOSE. In the following example, the user’s responses are shown in bold type.

Select QUICK ORDER NAME: LRZ HAGER GLUCOSE  
 Are you adding 'LRZ HAGER GLUCOSE' as a new ORDER DIALOG? No// Y (Yes)  
TYPE OF QUICK ORDER: LABORATORY  
NAME: LRZ HAGER GLUCOSE//  
DISPLAY TEXT: Glucose  
VERIFY ORDER: y YES  
DESCRIPTION:  
 No existing text  
 Edit? NO//  
  
ENTRY ACTION:  
   
Lab Test: GLUCOSE  
 1 GLUCOSE  
 2 GLUCOSE (CSF)  
 3 GLUCOSE (FASTING)  
 4 GLUCOSE (FLUID)  
 5 GLUCOSE (URINE)  
Press <RETURN> to see more, '^' to exit this list, OR  
CHOOSE 1-5: 1 GLUCOSE  
   
SEND TO LAB - Means the patient is ambulatory and will be sent to the  
Laboratory draw room to have blood drawn.  
WARD COLLECT - Means that either the physician or a nurse will be collecting  
the sample on the ward.  
LAB BLOOD TEAM - Means the phlebotomist from Lab will draw the blood on the  
ward. This method is limited to laboratory defined collection times.  
   
 SP Send patient to lab  
 WC Ward collect & deliver  
 LC Lab blood team  
Collected By: SP  
  
Collection Sample: BLOOD//  
Collection Date/Time: Today(Aug 26, 2004)  
How often: ONCE ONCE  
  
-----------------------------------------------------------------------------  
 Lab Test: GLUCOSE  
 Collected By: Sent patient to lab  
 Collection Sample: BLOOD  
 Specimen: BLOOD  
 Collection Date/Time: TODAY  
 How often: ONCE  
  
(P)lace, (E)dit, or (C)ancel this quick order? PLACE//**<enter>**  
Auto-accept this order? NO// **<**enter**>**

Figure : Example of a quick order

Make two more lab quick orders, exactly the same way, called LRZ YOURNAME HGBAIC and LRZ YOURNAME CBC.

# Radiology Quick Order

Using your name, make a quick order named, RAZ YOURNAME KNEE. In the following example, the user’s responses are shown in bold type.

Select QUICK ORDER NAME: RAZ HAGER KNEE  
 Are you adding 'RAZ HAGER KNEE' as a new ORDER DIALOG? No// Y (Yes)  
TYPE OF QUICK ORDER: **IMAGING**  
NAME: RAZ HAGER KNEE//  
DISPLAY TEXT: **Knee Xray**  
VERIFY ORDER: y YES  
DESCRIPTION:  
 No existing text  
 Edit? NO//  
  
Select one of the following imaging types:  
 ANGIO/NEURO/INTERVENTIONAL  
 GENERAL RADIOLOGY  
 ULTRASOUND  
   
Select IMAGING TYPE: GENERAL RADIOLOGY

Figure : Example of a radiology quick order

List of top 40 common general radiology procedures numbered from 1-40.
The prompt "Radiology Procedure" is displayed at the bottom of the screen

Figure : Top 40 list of radiology procedures

The top 40 list will display. Choose from this list or select any active radiology procedure.

Radiology Procedure: 22 KNEE 2 VIEWS  
Procedure Modifier:  
History and Reason for Exam:  
 No existing text  
 Edit? No// (No)  
Category: OUTPATIENT  
Is this patient scheduled for pre-op? NO// **<enter>**  
Date Desired: TODAY// **<**enter**>**  
Mode of Transport: AMBULATORY  
Is patient on isolation procedures? N  
  
Urgency: ROUTINE// **<**enter**>**  
-----------------------------------------------------------------------------  
 Radiology Procedure: KNEE 2 VIEWS  
 Category: OUTPATIENT  
 Date Desired: TODAY  
 Mode of Transport: AMBULATORY  
 Isolation Procedures: NO  
 Urgency: ROUTINE  
 Submit request to: X-RAY  
-----------------------------------------------------------------------------  
(P)lace, (E)dit, or (C)ancel this quick order? PLACE// **<enter>**  
Auto-accept this order? NO// **<**enter**>**

Figure : Example of user choosing a radiology procedure

# Outpatient Medication Quick Order

Using your name, make a quick order named, PSOZ YOURNAME AMOXICILLIN 500MG Q8H 10DAYS. In the following example, the user’s responses are shown in bold type.

Select QUICK ORDER NAME: PSOZ HAGER AMOXICILLIN 500MG Q8H 10DAYS  
 Are you adding 'PSJZ HAGER AMOXICILLIN 500MG Q8H 10DAYS' as  
 a new ORDER DIALOG? No// Y (Yes)  
TYPE OF QUICK ORDER: OUTPATIENT MEDICATIONS  
NAME: PSOZ HAGER AMOXICILLIN 500MG Q8H 10DAYS Replace  
DISPLAY TEXT: Amoxicillin 500mg Q8H for 10days  
VERIFY ORDER: y YES  
DESCRIPTION:  
 No existing text  
 Edit? NO//  
ENTRY ACTION:  
  
Medication: AMOXIC  
 1 AMOXICILLIN CAP,ORAL  
 2 AMOXICILLIN PWDR,RENST-ORAL  
 3 AMOXICILLIN/CLAVULANATE PWDR,RENST-ORAL  
 4 AMOXICILLIN/CLAVULANATE TAB  
CHOOSE 1-4: 1 AMOXICILLIN CAP,ORAL  
Complex dose? NO//

Complex dose? NO//  
Choose from (or enter another):  
 1 250MG $0.003

2 500MG $0.005  
 3 1000MG $0.01  
Dose: 2 500MG $0.005  
Route: ORAL MOUTH//  
  
Schedule: Q8H EVERY 8 HOURS  
  
21 CAPSULES PER BOTTLE  
  
Days Supply: 10  
Quantity (CAP): 30  
Refills (0-11): 0  
Pick Up: Window  
Priority: ROUTINE// **<**enter**>**  
  
Comments:  
 No existing text  
 Edit? No// (No)  
  
  
-----------------------------------------------------------------------------  
 Medication: AMOXICILLIN CAP,ORAL 500 MG  
 Instructions: 500 MG ORAL Q8H  
 Days Supply: 10  
 Quantity (CAP): 30  
 Refills (0-11): 0  
 Pick Up: WINDOW  
 Priority: ROUTINE  
-----------------------------------------------------------------------------  
  
  
 (P)lace, (E)dit, or (C)ancel this quick order? PLACE// **<**enter**>**  
Auto-accept this order? NO// **<**enter**>**

Figure : Example of medication quick order

# Nursing Text Order

Press the Enter key to go back to the menu. At the “Select” prompt type Order Dialog, and at the following prompt type Orderables to create the orderable item to make a nursing text order.

For standard packages, orderables are created by the package.

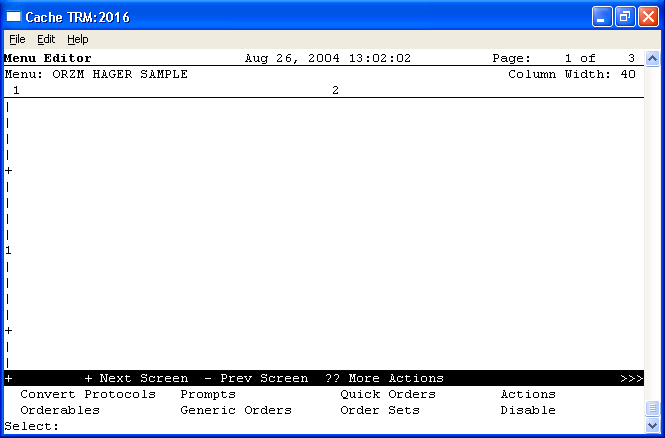


Figure : Creation of a new orderable

Using your name, make an orderable named YOURNAME DRESSING CHANGE and a quick order named, ORZ YOURNAME DRESSING CHANGE. In the following example, the user’s responses are shown in bold type.

CHOOSE 1-2: 2 Orderables  
Type of Orderable: NURSING  
Select ORDERABLE ITEMS: HAGER DRESSING CHANGE  
 Are you adding 'HAGER DRESSING CHANGE' as a new ORDERABLE ITEMS (the 2868TH)? No// Y (Yes)  
NAME: HAGER DRESSING CHANGE//  
  
  
  
  
Select QUICK ORDER NAME: ORZ HAGER DRESSING CHANGE  
 Are you adding 'ORZ HAGER DRESSING CHANGE' as a new ORDER DIALOG? No// Y (Yes)  
TYPE OF QUICK ORDER: NURSING  
NAME: ORZ HAGER DRESSING CHANGE//  
DISPLAY TEXT: Dressing Change as Indicated  
VERIFY ORDER: y YES  
DESCRIPTION:  
 No existing text  
 Edit? NO//  
  
Patient Care: HAGER DRESSING CHANGE  
Instructions: Change Dressing as Indicated  
Start Date/Time: **NOW**// today (AUG 26, 2004)  
Stop Date/Time: t+2 (AUG 28, 2004)

-----------------------------------------------------------------------------  
 Patient Care: DRESSING CHANGE

Instructions: Change Dressing as Indicated  
 Start Date/Time: TODAY  
 Stop Date/Time: 2 DAYS FROM TODAY  
-----------------------------------------------------------------------------  
   
(P)lace, (E)dit, or (C)ancel this quick order? PLACE// **<**enter**>**  
Auto-accept this order? NO// **<**enter**>**

Figure : Example of dressing change quick order

# Order Set

From the menu, at the “Select” prompt type Order Dialogs, and at the following prompt type Order Sets.

Using your name, make a quick order named, LRZSET YOURNAME DIABETIC. In the following example, the user’s responses are shown in bold type.

Select ORDER SET NAME: LRZSET HAGER DIABETIC  
 Are you adding 'LRZSET HAGER DIABETIC' as  
 a new ORDER DIALOG? No// Y (Yes)  
Do you wish to copy an existing order set? YES// NO  
NAME: LRZSET HAGER DIABETIC Replace  
DISPLAY TEXT: Diabetic Lab Tests  
DESCRIPTION:  
 No existing text  
 Edit? NO//  
  
ENTRY ACTION:  
EXIT ACTION:  
Select COMPONENT SEQUENCE#: 1  
SEQUENCE: 1//  
ITEM: LRZ HAGER GLUCOSE  
   
Select COMPONENT SEQUENCE#: 2  
SEQUENCE: 2//  
ITEM: LRZ HAGER HGBAIC

# Adding Items to the Menu

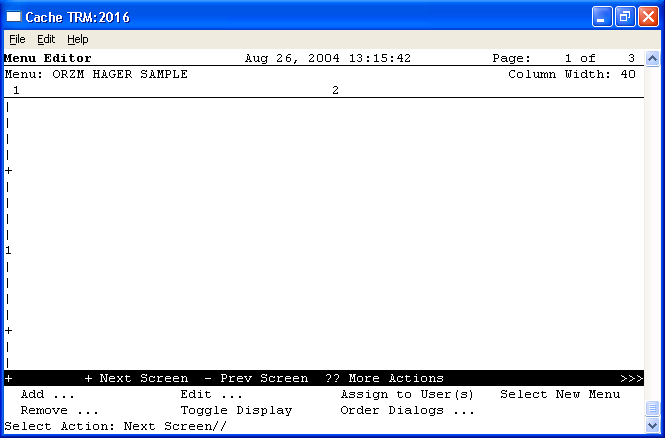


Figure : Adding newly created items to the menu

At the “Select Action” prompt type Add. This option will add the newly created items.

Add: TEXT Text or Header  
DISPLAY TEXT: LAB  
ROW: 1  
COLUMN: 1  
HEADER: NO// YES  
   
DISPLAY TEXT: RADIOLOGY  
ROW: 8  
COLUMN: 1  
HEADER: NO// YES  
  
DISPLAY TEXT: MEDICATIONS  
ROW: 1  
COLUMN: 2  
HEADER: NO// YES  
   
DISPLAY TEXT: NURSING  
ROW: 10  
COLUMN: 2  
HEADER: NO// YES

Figure : Example of using the Add option

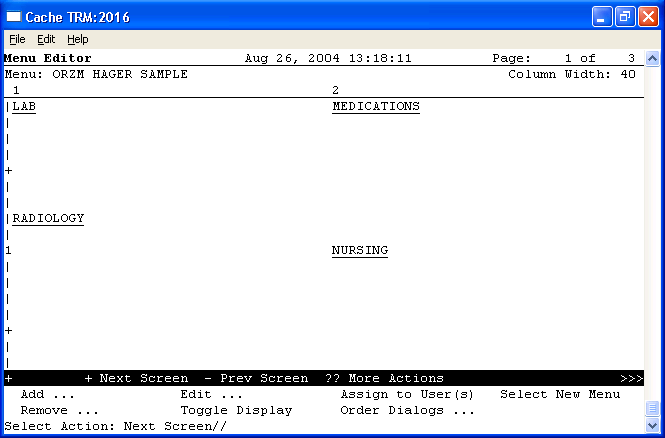


Figure : Example of empty headers in the ORZM HAGER SAMPLE menu

The headers on this screen should be empty until items are added. Use the Toggle Display option to ensure that nothing displays under the headers because the headers are not associated with any real items.

At the “Select Action” prompt, type Add to add the newly created items.

ITEM: LRZ CBC OUTPT  
ROW: 2  
COLUMN: 1  
DISPLAY TEXT:  
MNEMONIC: 1ITEM: LRZ GLUCOSE TODAY  
ROW: 3  
COLUMN: **1**  
DISPLAY TEXT:  
MNEMONIC: 2ITEM: LRZ HGBAIC OUTPT  
ROW: 4  
COLUMN: 1  
DISPLAY TEXT:  
MNEMONIC: 3ITEM: LRZSET HAGER DIABETIC  
ROW: 5  
COLUMN: 1  
DISPLAY TEXT:  
MNEMONIC: 4ITEM: RAZ HAGER KNEE  
ROW: 11

COLUMN: 1  
DISPLAY TEXT:  
MNEMONIC: 10ITEM: PSOZ AMOXICIILIN 500MG BID  
ROW: 2  
COLUMN: 2  
DISPLAY TEXT:  
MNEMONIC: 20ITEM: ORZ HAGER DRESSING CHANGE  
ROW: 11  
COLUMN: 2  
DISPLAY TEXT:  
MNEMONIC: 30

Figure : Example of adding to the menu ORZM HAGER SAMPLE

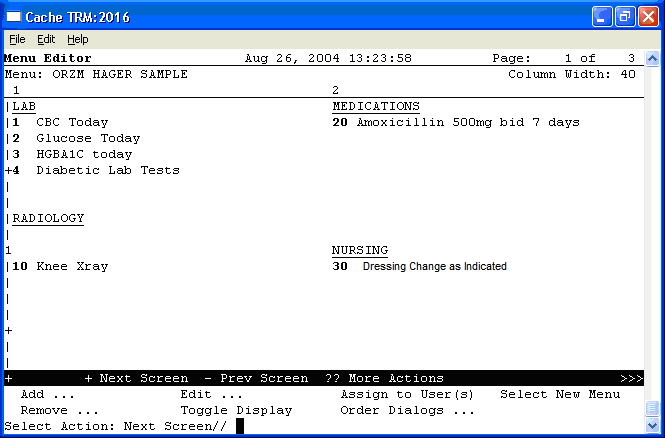


Figure : Example of headers that are populated with data

At the “Select Action” prompt type Toggle Display to view the official names of the items.

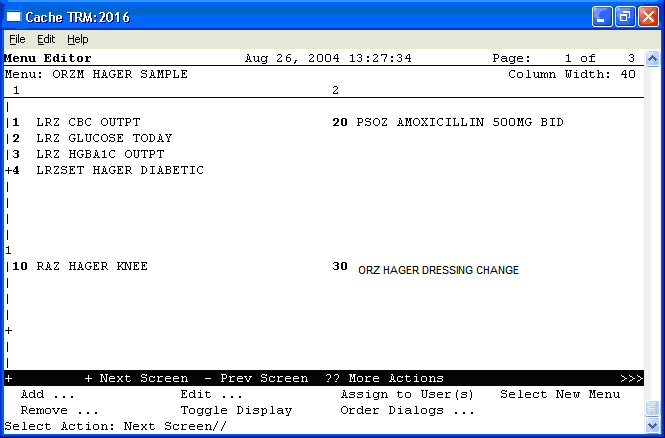


Figure : Example of menu after user toggles display

# Add This Menu to the EHR

At the “Select Order Menu Management Option” prompt type PAR (Menu Parameters) and press the Enter key.

Menu Parameters screen
CON New Consult Dialog Default
INP Write Orders List (Inpatient)
MED New Med Dialog Default
OUT Write Orders List (Outpatient)
PRO New Procedure Dialog Default
STY Order Menu Style

Select Menu Parameters Option prompt displays at the bottom of the screen.

Figure : Example of Menu Parameters menu options

At the “Select Order Menu Parameters Option” prompt type OUT (Write Orders List) and press the Enter key.

Next, type 8 System DEMO.MEDSPHERE.COM

----- Setting Menu for Write Orders List for System: DEMO.MEDSPHERE.COM -----  
Order Dialog: ORZM MAIN MENU//

Figure : Example of system display after user types 8 at the prompt