

QUICKSTART

A series of helpful guides provided by the Information Technology Department

Bear Cottage Amending Incorrect Future Orders for Admitted Patients- Nurses

On admission to Bear Cottage, Nurses activate future orders. If a patient has future orders which are not accurate, nurses should **NOT** activate these. Nurses should contact a doctor to make the necessary changes.

If the doctor is unable to access PowerChart, nurses can change these future orders to phone orders.

1. Open the Future Orders page.

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- 2. Right click on the order which needs to be amended.
- 3. Click **Cancel/Reorder**. The Ordering Physician window appears. Enter the authorising Doctor's name and change the communication type to Phone.

P Ordering Physician
*Physician name
TRAIN, Doctor12 (Junior Medical Officer)
*Order Date/Time 17/12/2018
*Communication type
<u>Fax/em</u> ail
Phone
Verbal
Protocol Written Request
Nurse Initiated Medication
OK Cancel

- 4. Click OK.
- 5. If the Doctor entered the dosing weight more than a week ago, the Missing Allergies and Dosing Weight alert appears. Advise the Doctor to enter a new dosing weight at their earliest convenience and click **Close**.

Missing Allergies and Dosing Weight	
Please document the Allergies and Dosing Weight before prescribing medications.	
Click UPDATE to open the Height/Weight/Allergies (Prescribing) form.	
Update	Close
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6. The original scratchpad appears and is modifiable.

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- 7. Make changes as necessary.
- 8. Change the Order for future visit response from Yes to **No** as the order is now for this current admission.
- 9. Click on the Order Comments tab. Add the comment "Phone order listened to (second nurse full name).

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△ Bear Cottage; 03 Collaroy; 03 Eps#:200018021 Admit: 29/10/2018 09:00:00 AEDT
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Orders For Signature

10. Click Orders for Signature.

11. Review the changes.

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- 12. Click Sign. Sign
- 13. Enter password signature.

14. The order shows as processing.

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- 15. Refresh. 211 minutes ago
- 16. The order changes from future to current, hence the order disappears from the future orders page.

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								No orders currently meet the specified filter criteria.

17. The order shows on the All Active Orders- will have a Snake and Angel icon indicating that the order is yet to be cosigned by the ordering Physician. The order comment is also visible.

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		ondansetron			rdered		2 mg, PEG, 8 hourly, PRN nausea & vomiting, nausea & vomiting		
	Notifications:						2 mg, IV Bolus, 8 hourly, PRN nausea & vomiting, nausea & vomiting	Give via central line as slow push over 3-5 minutes	
						d	3 mg, Buccal, As Indicated, PRN seizure > 5 minutes, seizures, 0 Repeat(s), Maintenance		
	A.	This order is yet t	to be costoned by the	ordering physici	n rdered		3 mg, Buccal, As Indicated, PRN seizure > 5 minutes, Max PRN dose in 24 hours: 3 doses, seizures		
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18. The order shows on the Medication Administration Record and can be used to administer medication doses with the order comment visible under the order information.

