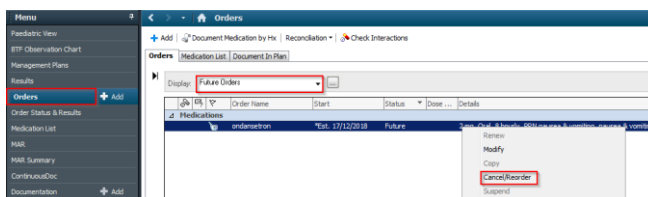


Bear Cottage Amending Incorrect Future Orders for Admitted Patients- Nurses

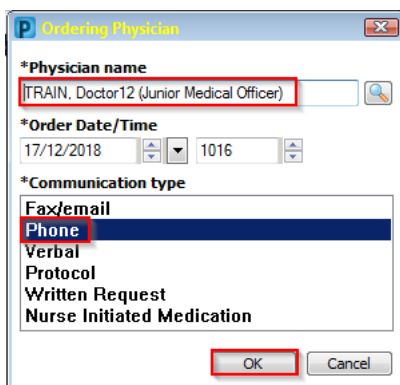
On admission to Bear Cottage, Nurses activate future orders. If a patient has future orders which are not accurate, nurses should **NOT** activate these. Nurses should contact a doctor to make the necessary changes.

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

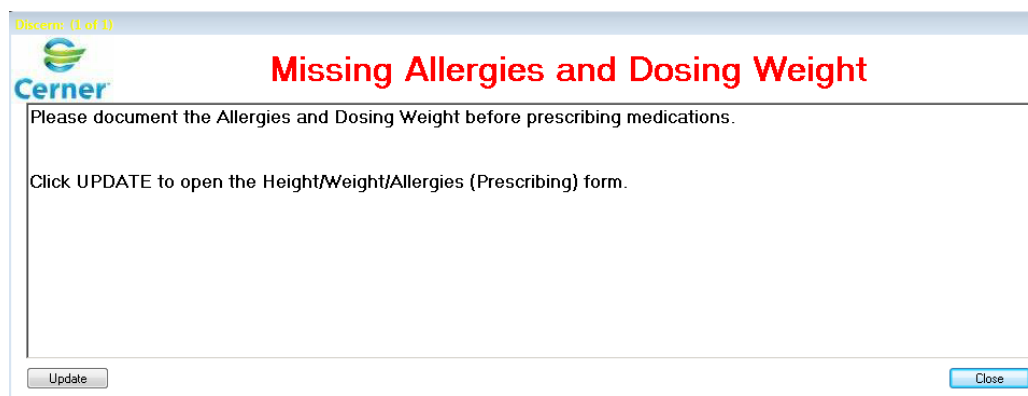
1. Open the Future Orders page.



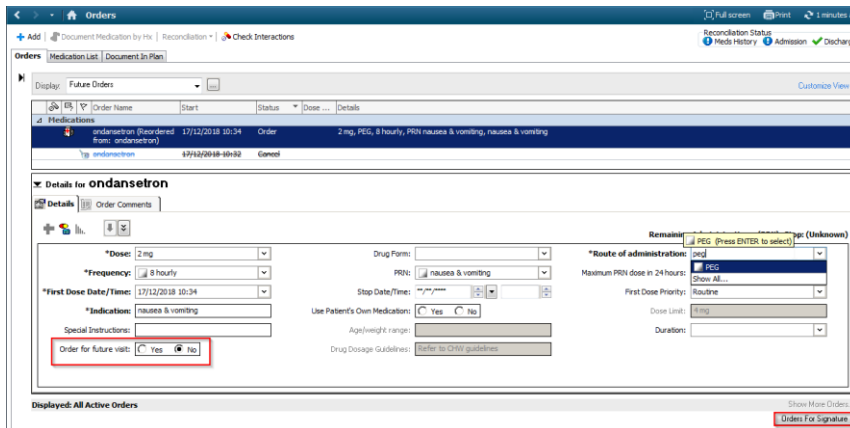
2. Right click on the order which needs to be amended.
3. Click **Cancel/Reorder**. The Ordering Physician window appears. Enter the authorising Doctor's name and change the communication type to Phone.



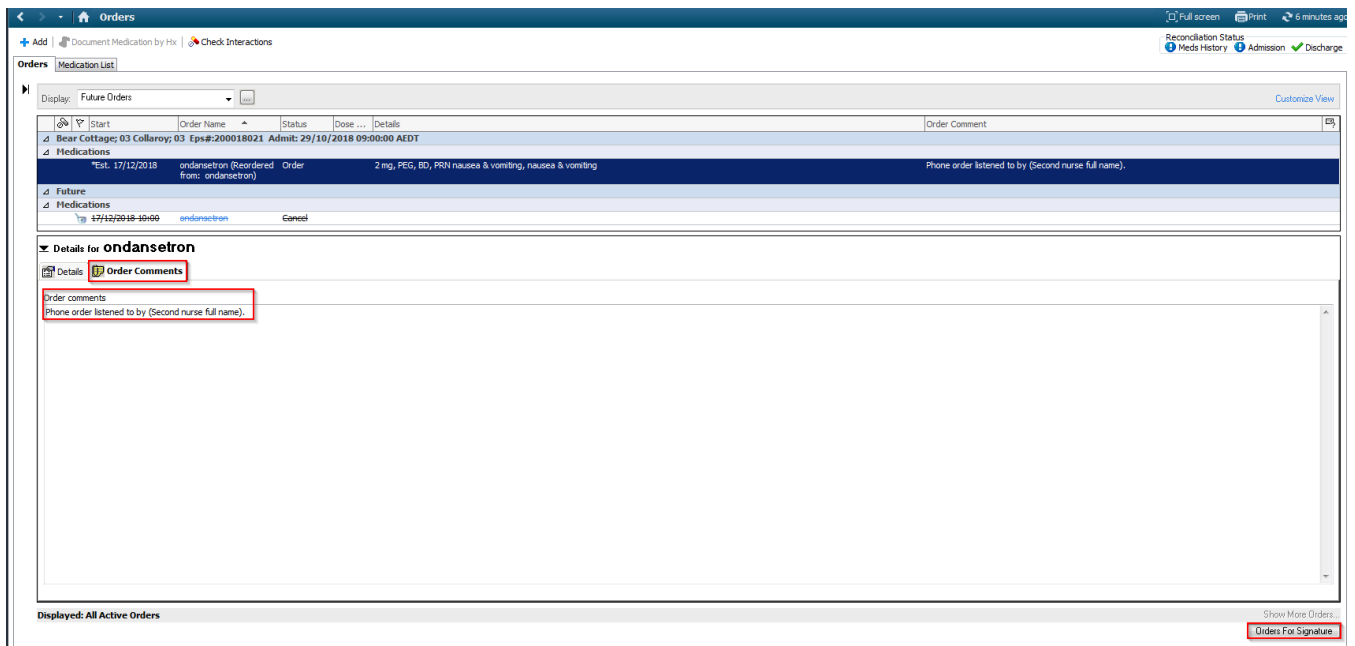
4. Click **OK**.
5. If the Doctor entered the dosing weight more than a week ago, the Missing Allergies and Dosing Weight alert appears. Advise the Doctor to enter a new dosing weight at their earliest convenience and click **Close**.



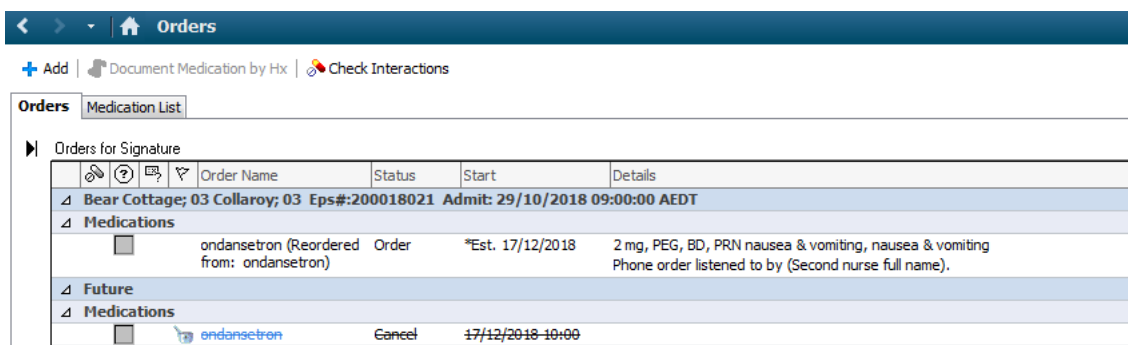
6. The original scratchpad appears and is modifiable.



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)."



10. Click **Orders for Signature**.
11. Review the changes.

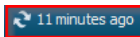


12. Click **Sign**.
13. Enter password signature.

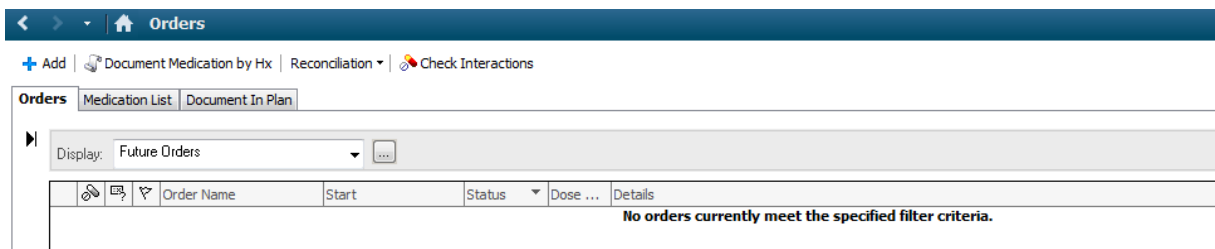
14. The order shows as processing.



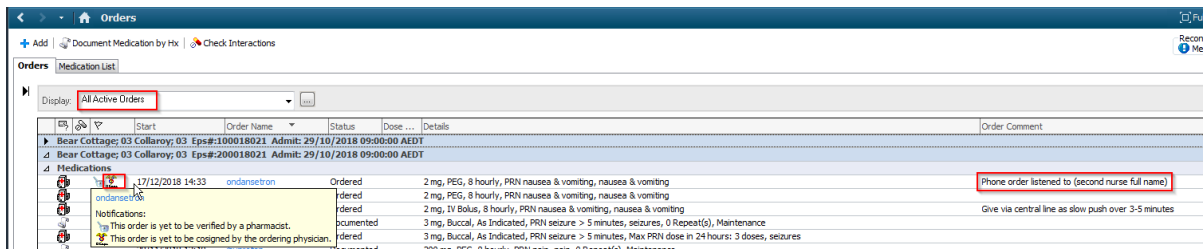
15. Refresh.



16. The order changes from future to current, hence the order disappears from the future orders page.



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.



18. The order shows on the Medication Administration Record and can be used to administer medication doses with the order information visible under the order information.

 ondansetron 2 mg, PEG, 8 hourly, PRN nausea & vomiting, nausea & vomiting Phone order listened to (second nurse full name) ondansetron	PRN	2 mg Not given within 5 days.
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