

Digital Order Sets WebEx Script

- Welcome to your introduction to Digital Order Sets using the EntryPoint application by Think Research. Digital order sets are the foundation for Computerized Provider Order Entry and are based on the latest evidence and best practice. Digital order sets improve patient safety and quality of care with clear, legible orders.
- Entry Point is used by all SJHH prescribers to submit inpatient electronic orders at both the Charlton and West 5th sites
- The Digital Order Sets icon is available on all desk tops at St. Joes, alternatively you can launch the application via the Resources tab on MyStJoes
- Your login and password are the same as your SJHH Active Directory login or AD account. Your AD account allows you to log onto a St. Joes computer, the network and access to a St. Joes email
- To obtain your login and password go to the computer room G507, open 24/7, photo ID is required
- To have your password reset or to report any problems call the SJHH Help Desk at extension 33040, again open 24/7
- Passwords expire every 90 days
- Passwords must be 8-12 characters in length and contain 3 of the following
 - Lower case
 - Upper case
 - Numbers
 - Or special characters
 - Cannot contain more than three consecutive characters found in your name
- On initial log in you are required to update your account details. It is important to keep your Professional Designation up to date, as this will appear as part of your electronic signature
- Note that MD refers to staff physicians ONLY, learners must indicate they are a clinical clerk or their PGY
- The **New tab** is the default landing page on login, note the Drafts, Archive and Spotlight tabs, which we will review later
- Beginning on the LEFT side of the screen, the first step in submitting an order is selecting a patient
- There are several ways to search for a patient
- The **Recent Patients** list will automatically populate when you begin submitting orders
- You also have the option of using the drop down to view an alphabetical list of patients in a particular unit, which will become your default unit the next time you login
- Lastly you can use the search field to search for patients by last name, MRN#, Health Card # or date of birth.
- As you type the first two characters a list will appear which shortens as you type
 - **Select the correct patient****
- Again focusing on the left hand side of the screen
- Once a patient is selected you can view additional information

- If orders have been submitted for this patient the timeline will display by default. This timeline is chronological displaying the most recent orders first, all orders across services and admissions are viewable
- You can access the reorder function from the timeline, which will allow you to make changes to a previously submitted order set and submit as a new order set. This is only applicable in certain situations, for example with the use of the daily rounds order set for ICU or MSCCU
- The mark as error function is only enabled for orders you have submitted and is one step in the process to mark an order set that was submitted in error, it is important that both the electronic archive and the paper version are marked as error to ensure the patient record is correct
- Allergies entered into the STAR system are viewable and will print at the top of each order page
- The patient's demographic information is viewable and will print on the top of each order page, similar to the patient labels used on every page of the patient chart
- Moving to the **RIGHT** side of the screen, you have several options to search for an **order set**
- The Most Frequently Used will automatically populate based on order sets submitted
- The Featured Documents list is always changing and highlights new and high priority order sets within the organization, such as the VTE order set
- The search field works similar to the patient search and allows you to search by title, keyword or diagnosis
- You can also use the Browse feature to navigate all of the order sets available in the system
****select GIM order set****
- You will notice that when you have selected the order set the patient information, allergies and timeline are still displaying on the left hand side of the screen, click the head silhouette to minimize this information
- If there is a number displaying beside the Linked Resources icon this indicates there is an **associated document**, associated documents highlight additional information related to the order set, in this example we have the decision tree for VTE, other order sets have algorithms, protocols, etc.
- As you can see the patient demographic information is displaying in the top right corner of the order set
- The allergies display above the title and there is a free text line, however to identify a new allergen or deactivate an allergy an order must be written so nursing or pharmacy can process the order and ensure all systems have the updated information
- The order sets have a number of features, pink lines indicate mandatory fields required to submit the order set, if you attempt to submit the order set without filling in the mandatory field you will be prompted and alerted of the page missing mandatory information
- Some orders have been preselected for increased efficiency but can be changed as needed
- Quality Based Procedures or QBPs that drive funding are identified by a green icon
- Selecting an order will enable you to enter the associated information
- Page navigation can be done using the blue arrows which display on the page, using the page drop down selection OR the table of contents drop down will allow you to jump to a particular module within the order set

- All of the admission and post-operative order sets end with free text lines for patient specific orders not captured in the order set
- Remember to type only one order per line and note the “Do Not Use” abbreviations table
- As you are completing an order set EntryPoint will auto save your work or you have the option to save a draft and return to complete later
- When you have reviewed and verified the orders you can submit and print
- At this time you will need to enter your password again as validation which becomes your DIGITAL SIGNATURE. You do not need to sign the order set once printed, the exception being those prescribers requiring a co-signature, such as clinical clerks and physician assistants, the co-signature is a manual signature after the order set has been printed
- All orders are printed for placement in the patient chart, the printer location is based on your location, for example if you submit an order using a computer on 6GI it will print to the 6GI printer
- Please remember that when you submit and print an order you are the only person on the care team that is aware of this order, therefore it is your responsibility to follow the unit protocol and ensure the order is placed in the patient chart and flagged for processing
- To submit your next order you simply select the new tab again and begin the process of finding your patient
- This time we are going to use the **Patient Order Form**, which is the most frequently used order set. You will choose this form when an order set does NOT exist. It consists of blank free text lines to submit orders that are not captured within an admission or post-operative order set. Remember to type only one order per line and note the Do Not Use abbreviation table
- The Draft tab will give you access to any order sets you have in draft that require submitting
- Archive gives you access to all of the orders you have submitted as well as those submitted by other prescribers
- Spotlight is the analytics of the application. It is being used to evaluate the utilization of order sets, as well as the frequency of use of order lines within the order sets and as a tool to review compliance with required organizational practices, such as VTE screening

Remember:

- Chart remains the single source of truth
- Once you have submitted and printed an order set you can't change the order digitally
- If you submit and print an order you may write an addition, sign and date all changes, as long as it hasn't been noted by the UCC or nurse
- Telephone orders will continue on paper and follow policy 036-MED.
- Verbal orders should only be taken during a critical situation and follow policy 036-MED.
- Allied Health Suggest orders and some consultants remain on paper
- Digital orders should be completed for off-service patients
- Nurses and UCCs do NOT have access to Entry point
- The expectation is that all admission and post op order sets are completed. If an order set exists, it should be used. Day to day orders can be manually completed or done using the Patient Order Form

- In the event of a downtime, please revert to using paper orders. If an order set is required, a link will be sent out with access to the Downtime library, where you can print the required order set, place the patient demographic label on the top right corner, manually complete and sign/date.
- Any questions may be sent to the Digital Order set mail box @____
- Digital Order set information is available on the front page of MyStJoes
- If you are admitting a patient in the EMERGENCY Department, please CALL Bed Allocation FIRST at ext. 33183 to ensure your patient is admitted into the computer system and the CORRECT account number is attached