



EHR Go Guide: Medication Orders

Introduction

This guide specifically addresses medication orders in EHR Go. For all other orders (care, procedures, consults, therapy, scheduling, location, diet, laboratory, etc) please see the separate *Go Guide to Patient Orders (Non-Medication)*.

There are four types of medication orders in the Go EHR: Scheduled Meds, Prescriptions, Home Meds, and Infusion Meds. Medication orders may be added, edited, deleted, and verified in each patient chart. Additionally, inpatient orders (Scheduled and Infusion) with a status of Active or Changed may be administered within the EHR. The Meds tab provides an overview of when meds are due and when they were administered. Please see separate *EHR Go Guide to Medication Administration* for more information on giving the medications.

Additional resources

Please refer to the *EHR Go Guide: Patient Orders (Non-Medication)* for more information on additional orders beyond medications.

FAQs about medication orders

- 1. Can I delete a medication order from a chart?**
 - a. Yes, if you originally added the order to the chart, you may delete the order. See *Accessing Orders in the EHR* section to learn more about actions such as delete. If you did not add the order, you may not delete the order, but you can change the status of the order to 'Discontinued'. See *Editing an Order* section to learn more.
- 2. How do I ensure the medication order can be administered?**
 - a. Medication orders with a Category of Scheduled Meds or Infusion Meds can be administered in the EHR provided the order status is either Active or Changed.
- 3. What if the order should be verified in the Pharmacy section?**
 - a. In order for a medication to be verified in the Pharmacy section of the chart, it needs to be entered with a status of Non-verified (for Scheduled or Infusion orders) or Not Filled (for Prescription orders).



Accessing medication orders in the EHR

The medication orders can be viewed from either the Orders or Meds tab after launching the EHR. For reviewing existing medication orders, the Meds tab is often preferred because it only lists medication orders and provides more detail on when each medication was last administered.

A screenshot of the EHR interface. The top navigation bar includes the 'ehr go' logo, a session status message 'Hello Student. EHR Orientation Session currently in progress.', and a 'Close Session' button. The patient header shows 'Patient: Jane Shriver', 'General Hospital', 'DOB: 08/26/1941', '76 yo F', 'MR#: K34-9800', and 'Admit Date: 07/03/2018 07:06'. A red arrow points to the 'Meds' tab in the left sidebar, which is circled in red. The main content area is titled 'Overview' and contains several sections: 'Patient Info' with a table of patient details, 'Encounters' with a table of medical visits, 'Alerts' with a table of clinical warnings, and 'Problems'.

The summary view on the Meds tab is sorted by Order Status then Category.

Selecting a medication order provides the Order Details:

A screenshot of the EHR Go web application interface. At the top, a patient header shows a photo of a young girl, the name 'Patient: Neveah Williams', 'Hillside Pediatric Hospital', 'DOB: 10/15/2007 8 yo F', 'MR#: MR4665', and 'Admit Date: 07/05/2016 12:58'. A search bar is on the right. A left sidebar contains navigation icons for Discovery, Health, Overview, Alerts, Problems, Vitals, Orders (selected), Meds, Notes, Care Plans, Labs, and Pharmacy. The main area is titled 'Order Details' and contains a form with the following fields: Date (07/05/2016 12:58), Category (Scheduled Meds), Author (Sharon Lamar, MD), Provider (Sharon Lamar, MD), Medication (DEXTROSE 5% IN 0.9% NACL), Alternate name, Barcode ID (NP979), Dose (250 ML per Hour), Route (Intravenous (IV)), Order Details (1000 ML bag set at 250 ML per hour for rehydration. Check site frequently to prevent infiltrate. Do not allow the bag to empty completely.), Frequency (Q4H), Status (Active), Starts on (07/05/2016 12:58), and Ends on (07/12/2016 12:58). At the bottom right are four buttons: ADMINISTER (with a syringe icon), EDIT (with a pencil icon), CLOSE (with a close icon), and NEXT (with a right arrow icon).

From this details view, you may select from the following menu options found in the bottom, right corner of the screen:

Previous: Brings you to the previous order in the list if you're not already looking at the first order.

Delete: This option will appear only for orders that you have entered allowing you to completely remove the order listing. **Warning:** Deleting the order completely removes it from the chart and it cannot be recovered.

Administer: Select this option to administer inpatient (scheduled and infusion) medication orders. See separate guide on medication administration.

Edit: Allows you to modify an existing order. See next section on *Editing an Order* for more information.

Close: Exits the details view of the specific order and returns to the summary list.



Next: Brings you to the next order in the list if you're not already looking at the last problem.

Editing an order

You may edit an existing order in the Order Details view after selecting it from the summary list. Click on the **Edit** button in the lower right corner of the screen to edit the order.

Most often, an existing order is edited to update the status to keep the order list up-to-date. You may edit an order to modify any of the existing field entries and/or add a new comment to the order. Note: It is not possible to edit existing comments.

For more information about the order fields, please see the *Entering a new medication order* section below. After making edits to the order, select **eRX** for prescription orders or **Save** for all other medication orders. The order edits are only applied to your instance of the chart and no other users will see your changes. Order edits are tracked in the Progress Report which can be submitted to your instructor for review. The Progress Report is found under Download Work (see separate *EHR Go Guide to Completing and Submitting your Work*).

Entering a new medication order

New medication orders must be entered from the Orders tab. After selecting the Orders tab in any patient chart, select **New** in the bottom-right corner.



Patient: Neveah Williams
Hillside Pediatric Hospital

DOB: 10/15/2006 8 yo F
Admit Date: 04/04/2015 09:32:47

MR#: MR4665
⚠️ NKA, Needs full assist, Seizure Precautions

Search

Discovery
Health
Overview
Alerts
Problems
Vitals
Orders
Meds
Notes
Care Plans
Labs
Account

Orders

CATEGORY	ORDER ITEM	FREQUENCY	STATUS	WHEN
Location	Admit to Pediatrics for Gastroenteritis R/O Dehydration	NOW	Active	04/04/2015 09:32:47
Screening/Measurements	Strict I&O	NOW	Active	04/04/2015 09:32:47
Consults	OT to evaluate and treat for duration of hospital stay	DAILY	Active	04/04/2015 09:32:47
Consults	PT Consult to evaluate and treat for duration of stay	AS DIRECTED	Active	04/04/2015 09:32:47
Dietetics	NPO Diet	AS DIRECTED	Active	04/04/2015 09:32:47
Screening/Measurements	Complete the Dehydration Scale & Treatment and give appropriate ORS	NOW	Active	04/04/2015 09:32:47
Scheduled Meds	NP979 DEXTROSE 5% IN 0.9% NACL	Q4H	Active	04/04/2015 09:32:47
Scheduled Meds	8852075BD1 benzotropine mesylate 1 MG/ML Injectable Solution [Cogentin]	BID	Active	04/04/2015 09:32:47
Scheduled Meds	8019665BD1 4 ML Diazepam 0.005 MG/MG Prefilled Applicator [Diastat]	AS DIRECTED PRN	Active	04/04/2015 09:32:47
Scheduled Meds	8556735BD1 Phenytoin sodium 100 MG Extended Release Oral Capsule [Dilantin]	BID	Active	04/04/2015 09:32:47

NEW

The following Order Edit entry screen will appear:

A screenshot of the 'Order Edit' screen in the EHR Go system. The top header bar contains patient information: 'Patient: Neveah Williams, Hillside Pediatric Hospital', 'DOB: 10/15/2006 8 yo F', 'Admit Date: 04/04/2015 09:32:47', 'MR#: MR4665', and a note 'NKA, Needs full assist, Seizure Precautions'. A search icon is on the right. A left sidebar lists navigation options: Discovery, Health, Overview, Alerts, Problems, Vitals, Orders (highlighted), Meds, Notes, Care Plans, Labs, and Account. The main area is titled 'Order Edit' and contains a form with the following fields: 'Date' (04/04/2015 11:32), 'Category*' (Please select category), 'Author' (Neehra), 'Provider*' (Please select provider), 'Order Item*' (Please enter order item), 'Order Details' (Please enter order details), 'Frequency*' (Please select frequency), 'Schedule*' (Please select), 'Status*' (Please select status), 'Start on Date/Time' (04/04/2015 11:32), and 'End on Date/Time' (04/04/2015 11:32). 'SAVE' and 'CANCEL' buttons are at the bottom right.

For all medication orders, begin by selecting the **Category**. The fields will update whether the order is a Scheduled Med, Infusion, Prescription, or Home Med.

Keep in mind, you can delete or edit and continue your order at a later time (see the previous section of this guide).

All medication orders include the following fields. Additional fields specific to each category are indicated below. Required fields are indicated with an asterisks (*).

Date: This field reflects the date the order was entered in the chart. The current date will populate by default or another date may be entered. The start and end date of the order is documented separately (see **Start on Date/Time** and **End on Date/Time**).

Category*: Select the type of medication order being entered from the pre-defined list. Medication order categories include: Prescriptions, Scheduled Meds, Infusion Meds, and Home Meds.



Author: This field is intended to reflect the person who entered the order in the chart. This field will default to you or the user entering the order. You may also select one of the pre-defined providers from the list. The author may be different than the provider who may have called-in the order or is otherwise responsible for reviewing the patient's orders (see **Provider** field).

Provider*: A licensed provider must be selected as the responsible party for any new order. Select any of the pre-defined provider options from the list.

Route*: Select how the drug is administered from the pre-defined list. For example, if the drug is taken orally, select 'By mouth (PO)'.

Frequency*: Select a standard frequency for when the order should be conducted for the patient. Pre-defined options are provided including: As Directed, Now, Once, Daily, Q4H, etc. Most frequencies include an option with and without pre-defined due times. For example, there is a Q6H option or Q6H (0000 – 0600 – 1200 - 1800) option. If you'd like the medication to be given at specific times, select the option with the pre-defined due times.

Exception: If you're a faculty user adding medication orders with the intent to create a past medication administration history, please choose a Frequency without the pre-defined due times. "Q6H" should be selected instead of "Q6H (0000 – 0600 – 1200 - 1800)". AS DIRECTED and any PRN option may also be used. See separate *EHR Go Guide to Adding Medication Administration History*. Whereas if you're entering a medication order with the intent for students to administer the medication real-time, then a Frequency with or without the due times may be selected.

Status*: Select from one of the following options. Keep in mind, only orders with a status of Changed or Active can be administered.

Expired: The Stop Date of the order has been reached and the order is no longer valid.

Discontinued: The order is no longer applicable and should no longer be completed.

Complete: This order was fulfilled and is no longer active.

Changed: This order has been modified from its original form.



Active: This order is active and should be completed per the ordered schedule.

Pending: This order is waiting for more information or other action from a member of the healthcare team before becoming active.

Unsigned: This order is waiting for the provider to review and sign before becoming active.

On Hold: This order is temporarily on hold and may become active again in the future.

Flagged: A member of the healthcare team indicated this order needs additional attention.

Non-Verified: This status is used for inpatient orders (Scheduled or Infusion) pending review by the pharmacist. This status must be selected if the order is to be verified in the Pharmacy section.

Not Filled: This status is used for Prescription orders pending review by the pharmacist. This status must be selected if the order is to be verified in the Pharmacy section.

Start Date/Time: Enter the date and time the order should take effect. By default, the current date/time will populate as most orders will begin right away.

End Date/Time: Determine how long the order should last and enter the end date and time accordingly. By default, the current date/time will populate and should be adjusted to a longer period so the order remains active. Be sure to choose an End on Date/Time that allows for the order to be completed before it automatically expires.

Notes: This section allows the author to make additional free-text comments about the order and/or add an attachment. Multiple notes may be added. Notes and photos may also be used to document the progress of an order over time. For example, add photos and descriptions of a wound or lesion to document healing progress.

Scheduled Meds and Home Meds



Medication*: Select the drug from the Go formulary, which is based on the National Drug File. Begin typing the name of the drug (either brand name or generic) in this field. Matching options will appear. The more you type, the narrower the results. Be sure to spell the drug name correctly. Select the appropriate medication/dose from the list.

Alternate name: Manually type any alternate name(s) for the medication selected above. An example might be an order for aspirin. Aspirin is also sometimes referred to in practice as ASA. ASA is the Alternate Name.

Dose *: Enter the amount the patient should receive each time the medication is administered. Be sure to include units of measure (i.e. MG).

Order Details: Enter all information for the intended healthcare professional responsible for the order here. Refer to your training on meaningful order entry and ensure the healthcare professional completing the order has all of the information they need to do so accurately and efficiently.

Prescriptions

Medication*: Select the drug from the Go formulary, which is based on the National Drug File. Begin typing the name of the drug (either brand name or generic) in this field. Matching options will appear. The more you type, the narrower the results. Be sure to spell the drug name correctly. Select the appropriate medication from the list.

Display name: Manually type how you would like the medication to appear on the label.

Dosage *: Enter the amount the patient should receive each time the medication is taken. Be sure to include units of measure (i.e. MG).

Directions: Also known as "SIG," which is medical shorthand for "*Signa*", which in Latin literally means "write". In simple English, it basically means, "*Please write these instructions for taking the medication.*" Add information for the patient regarding how the medication should be administered in plain English.

Dispense Quantity: Enter the amount the pharmacist should dispense to fulfill the order.



Days Supply: Enter the number of days this prescription should be valid for so the pharmacist can ensure the correct quantity is provided.

Refills: Check this box if refills are authorized. Leave it unchecked if the patient cannot have a refill of the medication. If refills are allowed, enter the number of refills that are authorized under this prescription.

Substitution Allowed: Can the pharmacist choose a different drug (i.e. the generic version) to fulfill the order? Select Yes or No.

Infusion Meds

Solution*: Select the base solution, or primary fluid, of the IV.

Solution Volume*: Enter the total volume of the IV solution, typically 25 mL to 1000 mL.

Solution Rate*: The rate, in mL/hour the IV solution is infused to the patient.

of Bags*: Indicate the number of IV bags needed to achieve the total volume or time of the infusion.

Additive 1: Select an optional additive – additional components such as vitamins, medications, and/or electrolytes that need to be added to the solution (if the bag is not premixed). Multiple additives may be included by selecting **Add Another Additive**.

Additive Quantity 1: Amount of additive to be added to the solution.

Alternate name: Manually type any alternate name(s) for the infusion.

Order Details: Enter all information for the intended healthcare professional responsible for the order here. Refer to your training on meaningful order entry and ensure the healthcare professional completing the order has all of the information they need to do so accurately and efficiently.

After completing the order fields, select **eRX** for Prescriptions or **Save** for all other orders. This medication order is now in the patient's EHR and will appear on the Orders or Meds tab.



Repeat for additional new medication orders. When you are finished in the patient chart, select **Close Session**. **Important!** This is how your work is saved. Do not close your browser window or tab without clicking Close Session. See separate *EHR Go Guide: Completing and Submitting Work* for more information on submitting your work in the EHR to your instructor.

Orders on the Overview tab

The Overview tab of the patient chart also includes the summary view of up to five of the orders. Meds are listed separately so they are easily viewed:

Patient: Neveah Williams
Hillside Pediatric Hospital

DOB: 10/15/2006 8 yo F
Admit Date: 04/04/2015 10:09:40

MR#: MR4665
⚠ NKA, Needs full assist, Seizure Precautions

Overview

CMP Total protein g/dL 6.3 to 7.9

Orders See More >>

CATEGORY	ORDER ITEM	FREQUENCY	STATUS	WHEN
Location	Admit to Pediatrics for Gastroenteritis R/O Dehydration	NOW	Active	04/04/2015 10:09:40
Screening/Measurements	Strict I&O	NOW	Active	04/04/2015 10:09:40
Consults	OT to evaluate and treat for duration of hospital stay	DAILY	Active	04/04/2015 10:09:40
Consults	PT Consult to evaluate and treat for duration of stay	AS DIRECTED	Active	04/04/2015 10:09:40
Dietetics	NPO Diet	AS DIRECTED	Active	04/04/2015 10:09:40

Meds

CATEGORY	DRUG DESCRIPTION	FREQUENCY	STATUS	WHEN
Scheduled Meds	NP979 DEXTROSE 5% IN 0.9% NACL	Q4H	Not Given	04/04/2015 10:09:40
Scheduled Meds	8852075BD1 benztropine mesylate 1 MG/ML Injectable Solution [Cogentin]	BID	Not Given	04/04/2015

It is not possible to edit orders or create a new order for an order from the Overview tab. If there are more than five orders in the patient chart, you may select **See More** to be brought to the Orders tab to see the full list of problems or to edit or add new orders.