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.

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

Selecting a medication order provides the Order Details:

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 <u>you</u> 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.

The following Order Edit entry screen will appear:

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:

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.