

Research ID Med Orders

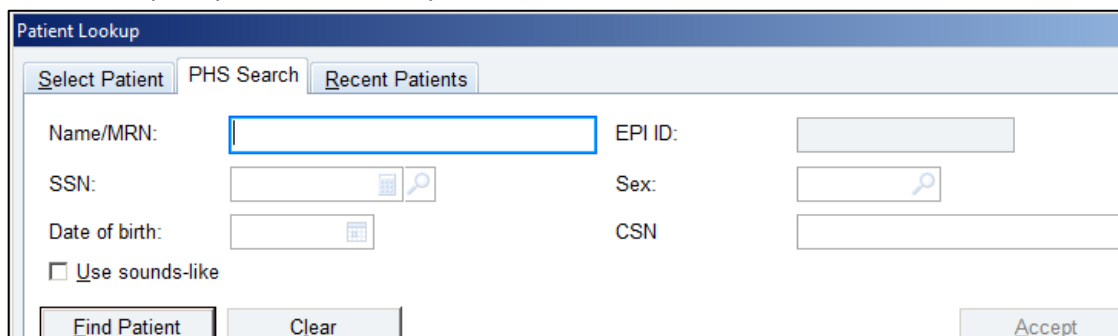
Orders for investigational medications can be entered by the study coordinator and co-signed by the ordering provider. (If the order is an inpatient medication it must be entered by the ordering provider or other credentialed clinical user.)

This Tip sheet will cover:

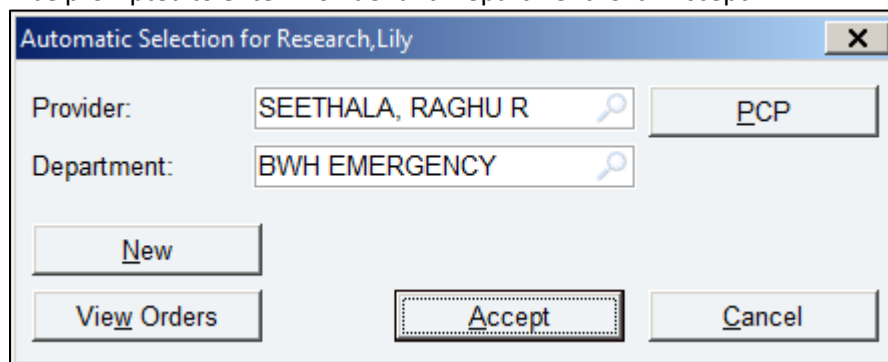
1. How coordinator will create an “Orders Only” encounter.
2. How order to be signed displays in Provider InBasket

Creating an Orders Only encounter

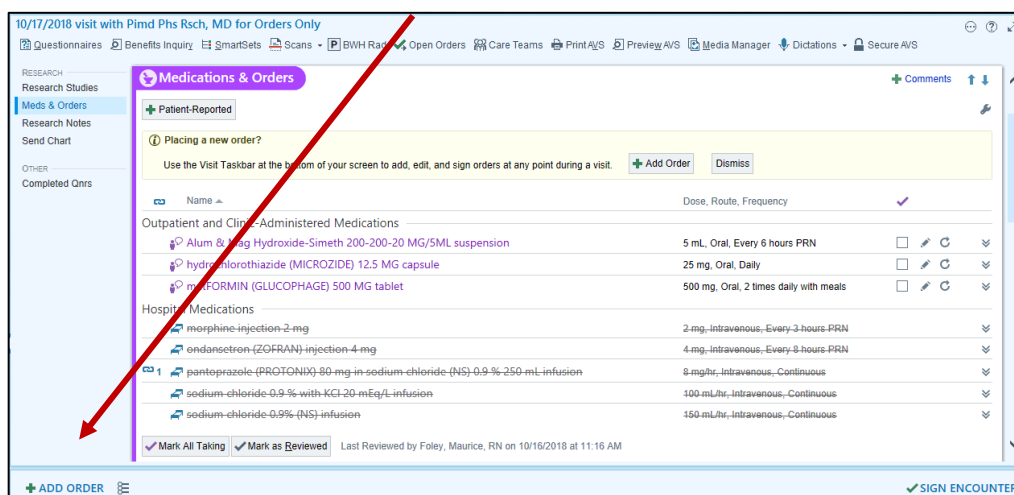
1. From the Epic button drop down, click Patient Care ----> Orders Only
2. [Note that if you save “Orders Only” as a Favorite, it will remain at top of your list (see 1)]
3. You will be prompted to Select the patient (Check Recent Patients or enter MRN in PHS Search)



4. You will be prompted to enter Provider and Department. Click Accept

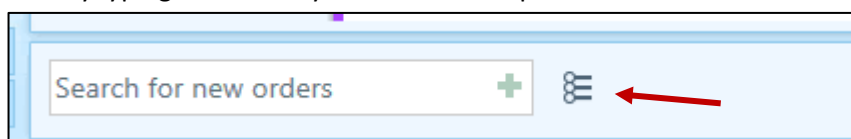


5. The chart and visit navigator will open, click **Meds & Orders**. ****Note the 2018 update to Epic moved the “Add Order” button to the bottom of the screen.**

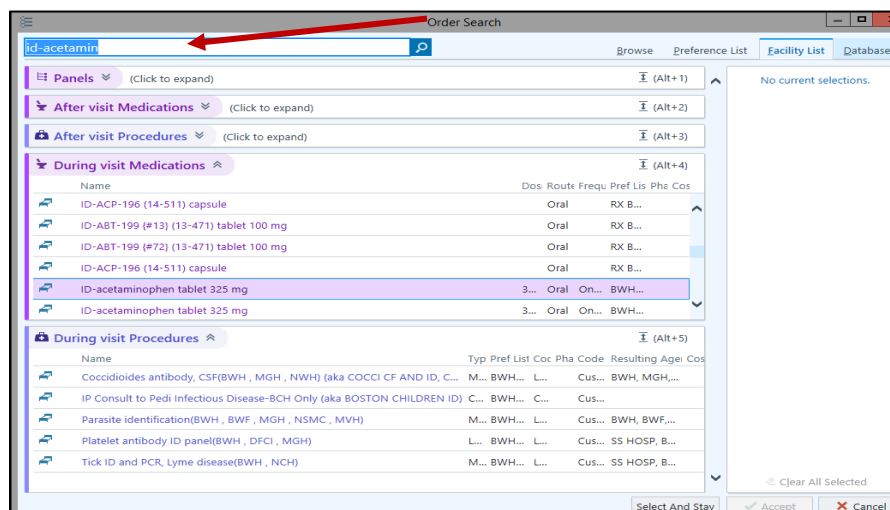


Click “Add Order” and you can either:

- a. search by typing in the med you would like to place or



- b. Click the Preference List icon to search Lists




6. Note on Order Search, you are prompted with 2 options: **During Visit** and **After Visit**. This is important in Epic and known as “**Order mode**”

- **During Visit** has a bed icon and denotes Inpatient Mode

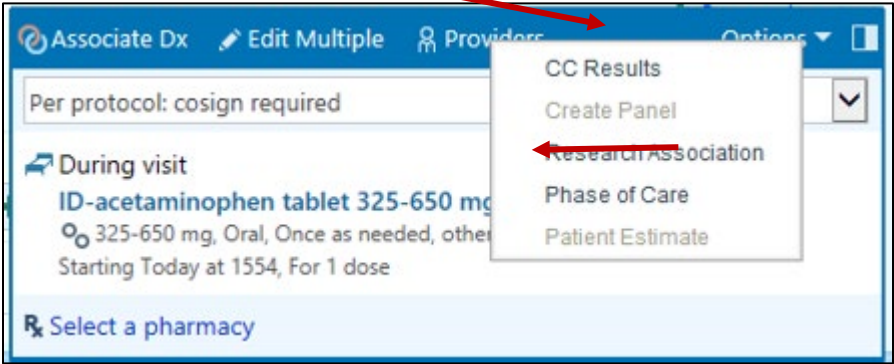
The **bed** is used for “Facility Administered Meds” (FAMs) or medications that are administered while the patient is in the hospital or clinic even though it may be an outpatient visit.

- **After Visit** has a house icon and denotes Outpatient Mode
The **house** is used when a take-home prescription is ordered

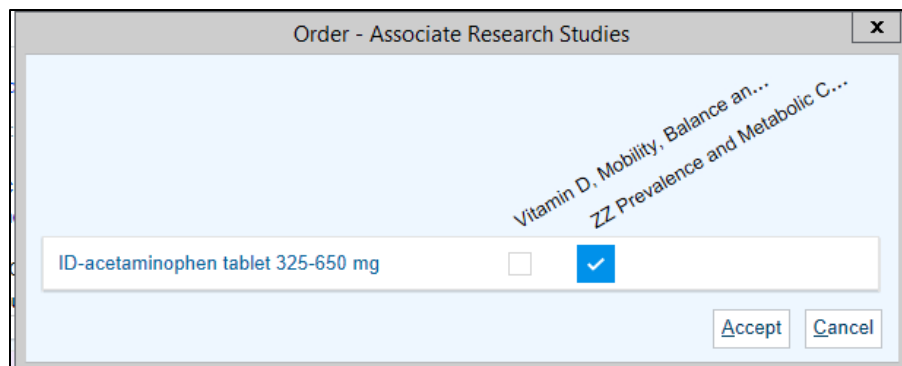
7. Select your order and click **Accept**.

8. This will open the **Order Details**. Fill out any needed information indicated by 

9. Click the **Research Association** button before filing. This had a major change in the 2018 Upgrade and is now found under the **OPTIONS** button.



10. Indicate which study this order should be associated to and click **Accept**

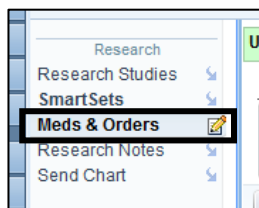


Click **PEND** (since you do not have signing privileges for medications (Must be an MD))



- a. If you click **Pend**, the orders will sit on the chart until someone else takes action to sign them (you will need to notify the authorizing provider to sign them in order for them to be actionable).

11. After med is **Pended**, Click **Send Chart** in the navigator. (This will send the chart via InBasket)

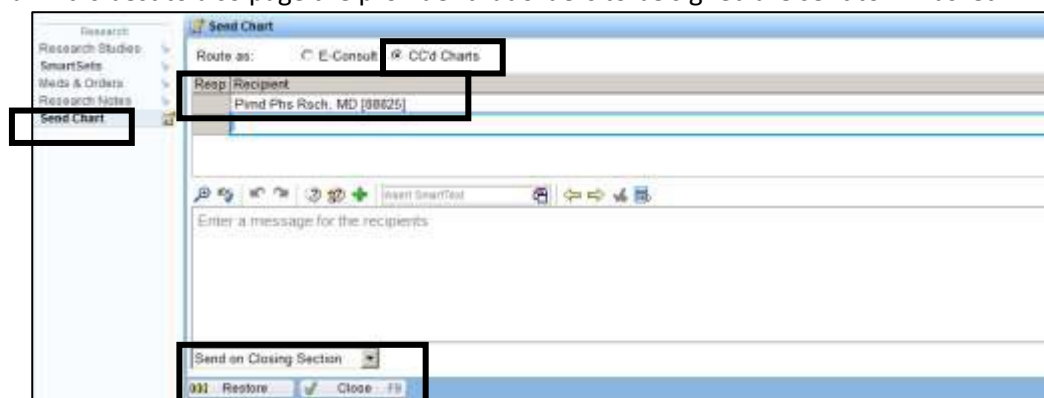


12. At the **Route As** prompt: Make sure **CC'd Chart** is checked

13. Enter the authorized provider's name as the recipient.

14. When you click **Close** the chart will be sent to the provider.

- a. It is best to also page the provider that orders to be signed are sent to In Basket



Notes:

- **Signing orders** can be done by study coordinators for all orders other than medications
- **Pending orders** is used when study staff enter medication orders and do not have signing privileges as non-licensed staff.
- If orders are pended you cannot act of them until the PI/MD signs the orders in Epic.
- Page or notify the PI or Col that orders have been sent to **In Basket**

Provider In Basket for Signing

Log into Epic and click In Basket (In Toolbar, usually 2nd option)

15. Click **CC'd Charts** to find orders needing to be signed

The screenshot shows the Epic In Basket interface. The 'In Basket' toolbar is at the top. On the left sidebar, 'CC'd Charts' is highlighted. The main area displays a list of orders under 'CC'd Charts: 0 unread, 36 total'. The first order is highlighted with a red box. To the right, the 'Requested Medications' section shows details for 'ID-oseltamivir/ ribavirin/ amantadine/ placebo'. At the bottom right, the 'Unsigned Orders' section is highlighted with a red box, showing a table of pending orders.

ID	Description	Pended By
1918365	ID-oseltamivir/ ribavirin/ amantadine/ placebo (2014P001873) 75/200/100/0 mg capsule-2 times daily	Study Staff Two Bwh/F Phs Risch
When: 02/06/16 1652		

16. Double click the Patient chart and it will open

17. The Unsigned order displays in bottom right corner. Click Sign

The screenshot displays the 'Documentation & Order' interface in Partners eCare. The left sidebar lists various medical history sections: Reason for Visit, Progress Notes, Meds & Orders, Associated Diagn..., Vital Signs, Allergies, Medications, History, Problem List, SmartSets, Disp & CC Chart, and Sign Visit. The main content area is divided into three sections: 'Reason for Visit' (Chief Complaint: None, Recent Visits with Me: None, Other Visits in Research: None), 'Progress Notes' (No notes of this type filed), and 'Medications & Orders' (Patient-Reported). A yellow banner at the bottom of the 'Medications & Orders' section reads: 'Placing a new order? Use the Visit Taskbar at the bottom of your screen to add, edit, and sign orders at any point during a visit.' The right sidebar shows 'This Visit' details, including 'Vitals from encounters over the past 365 days' (No data recorded), 'Administration History', and 'Allergies' (No Known Allergies). A dropdown menu is open, showing an order for 'ID-acetaminophen tablet 325-650 mg' with a dosage of '325-650 mg, Oral, Once as needed, other (free text field), for pain, Starting Today at 1606, For 1 dose'. The bottom of the screen features a taskbar with a '+ ADD ORDER' button, a 'PEND' status, and a 'SIGN ORDERS (1)' button.