CPOE Overview

- Click on the CPOE tab.

CPOE opens to the Order Queue view.

- For a detailed overview of favorite orders, med rec and rx writer watch the Real time learning videos found [https://eapps.mbhs.org/Physicians/page/Education-Videos](https://eapps.mbhs.org/Physicians/page/Education-Videos)

The Order Queue

- The order queue is useful to view active and inactive orders
- You can sort orders by clicking on the columns. Click twice to see the bottom of the list

- You can also sort by clicking on “Group by Area” button to see specific orders done for nursing, lab, pharmacy, dietary, etc...
• View orders that have been discontinued click to uncheck the “Show Active Only” button.

![Image of order status column]

• Orders display according to their status

• The Order Status column displays the status of that particular order.

<table>
<thead>
<tr>
<th>Order Status</th>
<th>Processing Status</th>
<th>Description</th>
<th>Area</th>
<th>Type</th>
<th>Freq</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates Met</td>
<td></td>
<td>ACTIVITY AS TOLERATED</td>
<td>NS</td>
<td>NN</td>
<td>ONCE</td>
</tr>
<tr>
<td>Dates Met</td>
<td></td>
<td>VITAL SIGNS</td>
<td>NS</td>
<td>NU</td>
<td>EVERY 8 HOURS DAILY</td>
</tr>
<tr>
<td>Dates Met</td>
<td></td>
<td>STRICT I &amp; O</td>
<td>NS</td>
<td>NU</td>
<td>ONCE</td>
</tr>
<tr>
<td>Dates Met</td>
<td></td>
<td>FRESH FROZEN FLESHING</td>
<td>LB</td>
<td>BB</td>
<td>ONCE</td>
</tr>
<tr>
<td>Dates Met</td>
<td></td>
<td>BLOOD ROPINGE</td>
<td>LB</td>
<td>MB</td>
<td>ONCE</td>
</tr>
<tr>
<td>Dates Met</td>
<td></td>
<td>APPLY HYD ROPE</td>
<td>NS</td>
<td>NU</td>
<td>ONCE</td>
</tr>
</tbody>
</table>

**ORDER STATUS DEFINITIONS**

**Future**-order has been processed and the start date is greater than current date

**Today**-order has been processed and the start/stop date is for the current date (Once frequency order)

**Active**-order has been processed and the stop date/time is greater than the current date/time or there is no stop date/time.

**Dates Met**-Order has been processed and the stop date/time is less than the current date/time. *This applies to non-med orders only*

**Discontinued**-The request to discontinue the order has been processed. *This applies to non-med order only.*

**Cancelled**-The order request has been cancelled. *This applies to medication orders only.*

**Inactive**-The order has been processed and the stop date/time is less than the current date/time. *This applies to medication orders only*
• Processing status shows any order that has to be processed. I.e., pharmacy has to process meds, and nursing processes dietary orders.
• Orders that are unsubmitted will remain here until they are submitted.

### Processing status definitions

**Unsubmitted** - Order has been saved but has not been submitted

**Add pending** - Order has been submitted but has not been processed by Pharmacy or Nursing

**Change pending** - The request to change the active order has been submitted but not processed by Pharmacy or Nursing

**Discontinue Pending** - The request to discontinue the order has been submitted, but not processed by Pharmacy or Nursing

### Submit, Discontinue, and Cancel Requests

• Go to CPOE
• From your Order Queue you can submit, discontinue, and cancel request for orders.

### Submitting an order

• You can submit orders that have been placed in your order queue
• Orders are placed in your order queue by searching and then “saving” so that they can be submitted later.
• Orders that haven’t been submitted display as “Unsubmitted”
It takes you to an area to review the orders that you are about to submit.

Click next to the orders that you want to submit. In the example below only the cbc with diff is submitted.

The submitted order goes back to the Order Queue with a status of “Add pending” (this means it is in the work queue of pharmacy, nursing, etc...)

Notice that the unsubmitted order remains in the queue. To remove unsubmitted orders that you do not want to order see the section on Cancel Requests.
Discontinue

- Allows you to discontinue **ACTIVE ORDERS ONLY**
- It will not let you remove unsubmitted orders, or any with a pending status.
- Click on the CPOE tab and then select “**Discontinue**”

Click on discontinue.
A window pops up with all of the **Active** orders for the patient

- Click on the order you want to remove. You may have to provide a reason

As you can see, in the example above, clicking on the discontinue button only allows Active Orders to be discontinued.
- It doesn’t allow you to remove any of the unsubmitted or the pending orders. (See Cancel requests to cancel these)
Cancel Requests

- Will allow you to remove any orders that have not been processed, such as “unsubmitted orders”, or those with a “pending status”.

Click on Cancel Req button.

A window pops up with a display of any orders with a processing status of unsubmitted or pending status.

- Click next to the item you want to cancel and then click cancel requests.