



## EMR Quick Reference Guide

### ICU - Inpatient Transfer to ICU: Cease Orders and Activities

Patients transferring into ICU are moved on to the ICCA system and most functions of the EMR are not used. Therefore: **Orders** must be cancelled and **Activities** must be cleared to avoid overdue orders accumulating in the EMR.

#### 1. Cancel Orders

- Click on the **Orders** tab in the **Menu**.
- Select **All Active Orders** in the drop down box.
- Highlight all of the entries.
- **Right Click** on the highlighted area and select **Cancel/DC** from the drop down box.
- Choose a **Discontinue Reason** from the drop down box that has appeared and click on the **Orders For Signature** button.

The screenshot shows the EMR interface with the 'Orders' menu selected. The 'All Active Orders' dropdown is open, and a right-click context menu is visible over the list of orders. The 'Cancel/DC' option is highlighted in the context menu.

Order Name	Status	Details
Blood Ketones - Bedside	Ordered	10/01/2019 07:58:00, daily, for 8 day(s), Stop Date 19/01/2019 05:59:00
Blood Glucose Monitoring Bedside	Ordered	09/01/2019 08:00:00, ONCE only, Stop Date 09/01/2019 08:00:00
Blood Glucose Monitoring Bedside	Ordered	08/01/2019 12:30:00, ONCE only, Stop Date 08/01/2019 12:30:00
Resuscitation Plan	Ordered	10/01/2019 08:00:00, Limitations, FV

**Note:** Some orders will remain in the **Activities and Interventions** field even though they have been cancelled in the **Orders** field.

#### 2. Clear Activities and Interventions:

- Click on the **Activities and Interventions** Tab in the **Menu**.
- Right click on each task and select, either, the **Chart Done** or the **Chart Not Done** option.

The screenshot shows the EMR interface with the 'Activities and Interventions' menu selected. A table of tasks is displayed, and a right-click context menu is open over the table. The 'Chart Done' and 'Chart Not Done' options are highlighted in the context menu.

Priority	Task Status	Scheduled Date and Time	Type	Task Description
	Overdue	14/01/2019 06:00	POC Asmt/Tx/Monitoring	Blood Ketones - POC
	Overdue	15/01/2019 06:00	POC Asmt/Tx/Monitoring	Blood Ketones - POC
	Overdue	16/01/2019 06:00	POC Asmt/Tx/Monitoring	Blood Ketones - POC
	Pending	17/01/2019 06:00	POC Asmt/Tx/Monitoring	Blood Ketones - POC