Future Ordersets - Order and Activate

Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

Order and Activate a Future Orderset

Definition:

Future Order – An order that is placed for a future hospital visit in a pending status that requires *activation*

Activate – A task performed by Midwifery/Nursing staff (on the day the orders are required) to initiate the orders and place them on the MAR for administration

Notes

1. A future orderset remains on the patient chart for 365 days (without activation)
2. Orders should be given as soon as it is activated and/or discontinued as soon as possible to avoid being given at a later/wrong time

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Order a Future Orderset

Future ordersets are identified with 'Future' in the orderset name

1. When a Future orderset is selected, the **Select Visit and Start time** window opens

– *Future Inpatient Visit* is pre-selected. Include an estimate of future date where possible (this can be modified later if required)

2. **Tick to** select the required orders

3. Select [Orders For Signature]

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4. Check orders on the scratchpad, click [Sign] and enter your password

5. Orderset will appear pending in a Future State in the view pane until it is **ACTIVATED. The order will not appear in the MAR until it is activated**

> **Handy Hint – Order for This Visit**
>
> If the order is required for **this visit**, ensure you are in the *correct encounter*, and the ACTION is changed to **ORDER NOW** (this means the order will be placed when signed and appear on the MAR)

Activate a Future Orderset

1. Open patient chart, select the correct current encounter

2. Go to Orders and Referrals

3. In the View pane, select the orderset to view details on the right
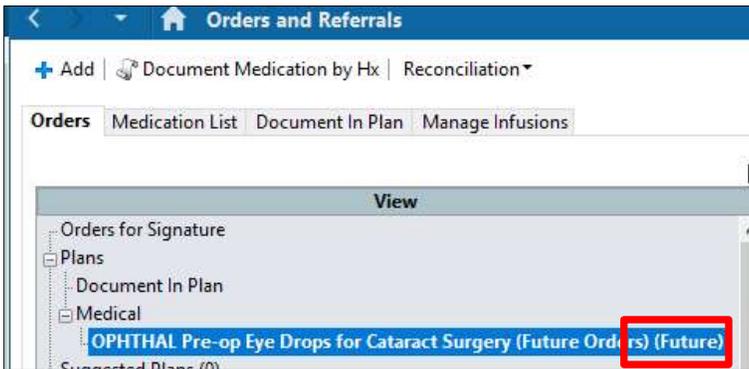
4. Right click on the plan and [Activate] to place orders on the MAR. Alternatively use the [Activate] button at the bottom of the screen
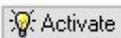
5. Select [Orders For Signature] and then [Sign]

6. Check the **MAR** to ensure orders have dropped correctly

> **!** **Modify, Discontinue or Void (right click on plan)**
> - Orders in the orderset can be *modified* in the planned state, and/or after activation
> - Use **VOID** action if the order is placed on the **wrong patient**
> - Use **DISCONTINUE** action if no longer required (right patient)
> - If procedure is postponed but required for a new date, *no action required*
>
> Activate
> Discontinue
> Void
> Plan Information...
> Print   >
> Save as My Favorite