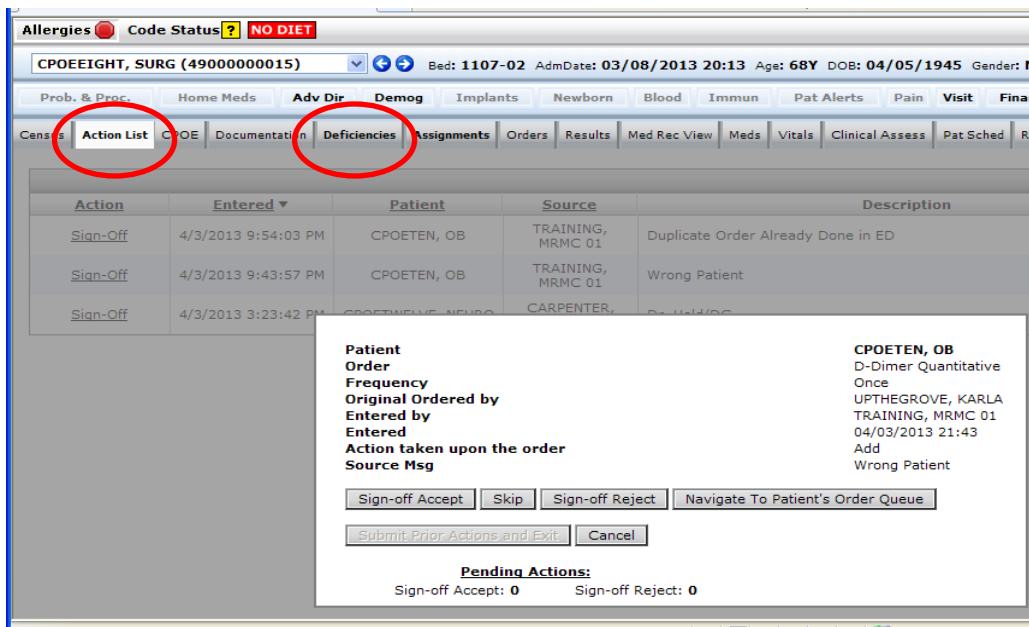


# IMPORTANT - WORK YOUR "ACTION LIST" ON A DAILY BASIS

- You must check your "**Action List**" tab in addition to your "**Deficiencies**" tab to make sure both queues are cleared out



## Action List button descriptions

- **Sign-Off Accept:** Acknowledges and accepts the action item
- **Skip:** Skips to the next action list item - no action was taken and the item will still appear in your Action List queue
- **Sign-off Reject:** If you must reject an item, choose a standard reason for rejecting from the drop down or select "Other" to free text a reason in the box – this will assist Medical Records
- **Navigate to Patient's Order Queue:** Will take you to that patient's order queue so you can find and review the order if necessary
- **Cancel:** Closes the sign-off window
- **Submit Prior Actions and Exit:** After all actions are addressed, **you must click this button to submit/complete**

## The following instances will create an action item and will need to be signed off on:

- If a verbal, telephone, or protocol order is entered by a non-physician (for example, a nurse that receives a physician's verbal request)
- If a CPOE order cannot be processed and is returned to the ordering physician with a reason
- If Pharmacy makes a change to any of the following for a medication ordered: drug, dose, rate, frequency, route, start date/time, stop date/time, and duration.
- A sign-off is also required if Pharmacy adds a new order, holds/removes an order, or cancels/discontinues an order

**NOTE:** If there are any "Medication Reconciliation" action items in there from the initial CPOE go-live, please click the "completed manually" button to clear them from your queue.