

FAVORITES

- Save orders and order sets to favorites by clicking on the flag on the right side of the screen
- Orders saved as favorites are in their original format – checks and changes do not save
- Create favorite groups by adding a label to a group of orders

DAILY ORDER MANAGEMENT

- **CLEAR** your Action List queue
- **REVIEW** current active orders
- **DISCONTINUE** as needed from the order queue
- **ADD** orders using the convenience or diagnosis specific sets

VERBAL & PHONE ORDERS

- **VERBAL ORDERS** are accepted but should be authenticated prior to leaving the unit. This would apply primarily to code and rapid response team situations.
- **TELEPHONE ORDERS** are accepted only when the provider is off-site without computer access, scrubbed in a procedure, etc.
- The provider must remain on the phone while the order is entered to respond to any alerts

ORDERS REMAINING ON PAPER

All Inpatient Pre-Op orders	Gift of Life
Blood Transfusions	Hospice orders
Chemotherapy	Hypothermia
Codes	Impella Left Ventricular Device
CRRT	Open Heart
Desensitization	TPN/Hyperalimentation
DKA	Wound Care
Emergent Situations - (as determined by the RN that require stat orders)	

ORDER SETS

- Click the CPOE tab, then click Search
- Change drop down to **ORDER SETS**
- To find convenient sets, search **CONV**
- To change a frequency in an order set, click on the red circle **X**, then type **“Q”** in the field. Click on the green arrow. The options will be in your dropdown to select
- You must **SUBMIT** orders to **ACTIVATE** them

ADMITTING A PATIENT

- **COMPLETE** admission medication reconciliation
- **SELECT** and **COMPLETE** the appropriate admission order set. One selection must be chosen for the top three sections (General, Status, and Code Status). VTE Prophylaxis **MUST also** be addressed before orders can be submitted. Select appropriate or **UNSELECT** the **TOP BOX**, and then choose the reason why prophylaxis is not being ordered. Document scores in progress note
- **SELECT** and **COMPLETE** the appropriate diagnosis-specific order set(s)




TRANSFERRING A PATIENT

- Patients **CANNOT** be transferred between **ACUTE CARE IP** to/from Inpatient Psych, Inpatient Rehab, LTAC or Hospice. These patients **MUST** be **DISCHARGED** and **RE-ADMITTED** to the new unit. The **DISCHARGE** order must go on the **CURRENT** encounter and the **ADMISSION** orders on the **NEW** encounter
- **COMPLETE** transfer medication reconciliation
- **REVIEW** current active orders – **DISCONTINUE** any that no longer apply. **ACTIVE** orders that you want to continue require no action
- If code status is changing, **MUST DISCONTINUE** previous code status order and enter the new order
- **SELECT** and **COMPLETE** the appropriate transfer order set. For ICU transfers, use the Transfer to ICU set

DISCHARGING A PATIENT

- **COMPLETE** the **DISCHARGE** order set appropriate for the patient: **GENERAL, CHF/AMI/ PNEUMONIA, STROKE, etc.**
- **COMPLETE** the **DISCHARGE** medication reconciliation

MEDICATION RECONCILIATION

- **MUST** be **COMPLETED** for **ANY CHANGE** in level of care: **ADMISSION, TRANSFER** or **DISCHARGE**
- Every medication **MUST** be addressed before you can complete the reconciliation
- The green house icon before a medication indicates a home med 
- Nurse may request an additional reconciliation if additional home medications are identified after the admission reconciliation has been completed
- If a therapeutic substitution was made on the **INPATIENT** order, you can change it back to the home med upon **DISCHARGE** by **CANCELLING** the substituted med and **CONTINUING** the home med.
- If you are uncomfortable addressing a certain medication, click “Def” to defer
- If you modify an order, click the blue “information” icon (on the right side of screen) to view what was changed 
- On the Medication Reconciliation home screen, you can click the icon before a completed Med Recon to view a report displaying all affected medications 

BUTTON DESCRIPTIONS

- **Cont** - Continues the medication, unchanged, through to the next setting.
- **Def** - Delays decision on the home medication. No action is taken; however, the med will continue to display on future reconciliations until a decision is made.
- **Mod** - Modify the order before continuing it. When you click this button, the CPOE Order Entry window displays. The order is modified and re-submitted just like a regular CPOE order.
- **DC** – Discontinues or inactivates the order.
- **Hold** – Will temporarily hold the medication. A reason is required to hold the medication.
- **Res** – Resumes a held order
- **Cncl** – Cancels the medication order
- **Rplc** – Allows you to replace a home med with a new medication upon discharge.

BASIC INFO

- Be sure you have selected the **CORRECT PATIENT** and the **CURRENT ENCOUNTER**
- Look in patient's order queue before placing orders to make sure you are not ordering duplicates – TIP: click the "Group by Area" check box for easier viewing
- Be alert to instructions within the order i.e.: required info
- Use order sets whenever possible – they save time and support evidence-based practice!
- Orders that have been **ENTERED BUT NOT PROCESSED** can be **CANCELED**
- Orders that have been **ENTERED AND PROCESSED** **MUST** be **DISCONTINUED**
- Orders that have been **COMPLETED** can be **RENEWED**
- **ACTIVE ORDERS CAN NOT BE MODIFIED** – you must **DISCONTINUE** the previously placed order, and reorder with the desired changes
- Orders that are no longer active, can quickly be reordered by clicking the "Reorder" button from the Order Queue and selecting the desired order

HELPFUL INFO

PRE-CHECKS

- In an effort to streamline CPOE ordering, you will see "pre-checks" in the system based on what was previously "pre-selected" on paper orders. If you do not want to order something that is pre-checked, you must unselect it.

LAB

- "Once/Routine" means that your patient will have the lab drawn the same day if ordered by 1pm. Routine orders after 2pm will not be done until the next AM draws. After 2pm, only "Timed" and "Stats" are drawn.
- "Daily" means your patient will have the lab drawn daily starting with the NEXT 0600 labs.
- "Timed" will be drawn at the time specified.
- "Once/Stat" means your patient will have the lab drawn stat (don't use ASAP as that is not recognized)

RADIOLOGY

- When ordering daily X-rays, remember to specify the number of days the patient is to receive the X-ray. Otherwise, the order default is one time.

SAMPLE ORDER SETS

Click on "Search" Tab and select "Order Sets" from drop down

Admit (Type "admit" in search bar):

ADMIT TO ANTEPARTUM
ADMIT TO BEHAVIORAL HEALTH
ADMIT TO HOSPICE
ADMIT TO ICU/CCU
ADMIT TO LDRP
ADMIT TO MED/SURG
ADMIT TO PCU
ADMIT TO TELEMETRY

Admission (Type "admis" in search bar):

ADMISSION (COPD)
ADMISSION – ACUTE CORONARY SYNDROME (ACS)
ADMISSION – ACUTE MI
ADMISSION – PNEUMONIA
ADMISSION – FRACTURE
ADMISSION – HEART FAILURE (CHF)
ADMISSION – HEMORRHAGIC STROKE
ADMISSION ISCHEMIC STROKE/ TIA (NON TPA)
ADMISSION – ONCOLOGY
ADMISSION STROKE (TPA, ACTIVASE USED)
ADMISSION TRAUMA

Discharge (Type "disc" in search bar):

DISCHARGE – ACUTEMI/STEMI OR NSTEMI
DISCHARGE – BEHAVIORAL HEALTH
DISCHARGE – CESAREAN SECTION
DISCHARGE – GENERAL
DISCHARGE – HEART FAILURE
DISCHARGE – NORMAL NEWBORN
DISCHARGE – PNEUMONIA
DISCHARGE – STROKE – ISCHEMIC

Convenience (Type "conv" in search bar):

CONV – ANTIBIOTICS
CONV – CHEST PAIN WORK-UP
CONV – COMMON AM LABS
CONV – COMMON LABORATORY ROUTINE
CONV – COMMON LABORATORY STAT
CONV – COMMON RADIOLOGY ROUTINE
CONV – CONSULTS
CONV – DIETS
CONV – ELECTROLYTE REPLACEMENT
CONV – ICU DRIPS
CONV – INSULIN SLIDING SCALE
CONV – IV FLUID BOLUS
CONV – PAIN MANAGEMENT
CONV – PRN MEDICATIONS
CONV – SCIP ANTIBIOTICS



FLINT

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WebStation for Physicians

CPOE Physician Quick Reference Card

Contact Information

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REMOTE ACCESS

To successfully access WSP off-site, you must first:

- Go to website wsp.mclaren.org and click on the "WSP Tools" link. Click the "WSP Installer" icon and "Run" or "Allow" when prompted.
- Use only Internet Explorer to access WSP
- If you are still having issues after completing these steps, call the Service Desk at 810-424-8400 to open a case for the CSA to assist

wsp.mclaren.org

Rev. (12/20) ku