CPOE TIPS & Reminders
(Computerized Provider Order Entry)

McLaren
FLINT
Paragon®
WebStation *for* Physicians

✴ The following orders are not to be entered via CPOE (use prior paper process):

ALL Inpatient Pre-Op	Desensitization	Hypothermia
Blood Transfusions	DKA	Impella Left Ventricular Device
Chemotherapy	Emergent Situations	Open Heart
Codes	Gift of Life	TPN/Hyperalimentation
CRRT	Hospice	Wound Care
Code Status **Changes** (The initial Code Status order will still be placed via CPOE)		

✴ ALWAYS ensure that you have chosen the correct patient before placing any orders!! The patient name currently displayed in the "worklist" cell at the top left of the screen is whom you are about to place orders on.

✴ Look in the patient's order queue before placing orders to make sure you are not ordering duplicates. You can click on the "Group by Area" check box, then click the "Description" heading to sort. This will make it easier to view.

✴ ALWAYS use the "Convenience Order Sets" first. Click on the search tab, then type "conv" in the search bar. Click the drop down and select "order sets", then click the "go" button or hit enter. Note: There are two pages of convenience order sets. Click the flag to add commonly used ones to your favorites tab. You won't have to search for them next time!

✴ When searching for medication orders: if you do not see what you are looking for or see the message "No common dosing options available", then uncheck the "common orders only" box and more options will appear. If you receive the message "No dosing options based on patient age", then place a checkmark in the "Ignore age specific dosing options" and options will most likely appear.

✴ Do not modify any orders. ALWAYS cancel the incorrect order and place a new order.

✴ If using a pre-checked order set, verify that everything selected is what you truly want to order (check the "Selected Orders" window on right side of screen). You will have to uncheck anything that is not desired.

✴ Do not use the "Nursing Miscellaneous" or "Communication – Miscellaneous" options to order medications. These are not actual orders and will never reach Pharmacy.

✴ When ordering a Respiratory Medication, also remember to order the treatment device (use the "CONV – Respiratory Therapy Routine" convenience order set to make it easier).

✴ When ordering daily X-Ray orders, remember to specify the number of days the patient is to receive the X-Ray. Otherwise, the order default is for only one time.

✴ When ordering from the "Insulin Sliding Scale" order set, you must enter the frequency. You can quickly type "ac" and hit enter for "before meals", or type "achs" for "before meals and bedtime".

✴ When searching for many of the Core Measure Order Sets (HF, AMI, Pneumonia, etc), you will find two different sets of orders. One will have "Admission" in front of it and one will not. For example, the "Admission Heart Failure" should be used when a patient is first admitted because it has all the required admission criteria as well as all of the required Core Measure criteria. The order set just titled "Heart Failure" should be used when a patient is diagnosed while in the hospital as it does not have the admission criteria.

✴ **Always remember to check your "Action List" tab <u>in addition to</u> your "Deficiencies" tab.**