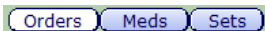


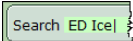
ED Order Entry

Non-Medication Orders

Follow these steps to enter a single non-medication order. Refer to other job aids for the steps to enter medication orders or order sets.

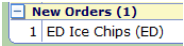
1. From the Tracker, highlight the patient's name.
2. Click the **Order** menu button.
3. At **Ordering Physician**: The MD name defaults into this field if the MD has signed up with the patient on the Tracker. To search for an MD, type a few letters of the last name and press F9.
4. At **Order Source**: Click the down arrow (or press F9) and select.
(ES) *Electronic signature: order sent to MD queue.*
5. The POM screen opens.
6. To enter a single non-medication order, click **Orders**.



7. At **Search**: type a few letters of the order name 
For an ED nursing order, type ED first to search the ED orders list.
ED nursing orders begin with ED except for 12 Lead EKG/ECG.
8. Click the checkbox next to the order.



9. Click **Select**.
10. An order details screen may appear. Complete. Click **OK** when finished.
11. Complete any reflex order screens that may appear.
12. Repeat the steps to enter more orders.

13. When done ordering, review the **New Orders** section. 
Do the new orders look okay?
 - a. To erase an order before Saving, highlight and click **Undo**.
 - b. To edit an order before Saving, highlight the order and click **Edit**.
Then, make changes to the Order Details screen.

14. If orders are okay, click **Save**.
15. Choose a File option.
 - a. **File and Refresh** files the orders and returns you to the POM screen.
 - b. **File and Exit** files the orders and returns you to the Tracker.
16. Back on the POM screen, the newly entered orders have moved to ED order category under **Current Order**.

To edit a filed order: from the POM screen highlight the order (look under **Emergency Dept** category). Click the **Edit** footer button. Make the edit and click **OK**. Click **Save**. *Session Summary* shows the New and Canceled orders.