

Order Entry

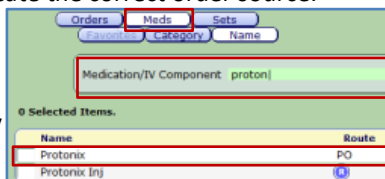
Med Order- Scheduled

The steps are outlined below for scheduled med order entry. Review other job aids for specific topics and order types including IV fluid and non-formulary med orders.

Entering a Scheduled Med Order

Process:

1. Click **Orders** from the menu bar on the right side of most screens.
 - a. Review the patient header to ensure you have the correct patient.
 - b. Enter the provider and indicate the correct order source.
2. Click **Meds**, and type a few letters of the medication name into the **Medication/IV Component** search field.
3. Click to select the order that most closely matches the provider order.
4. Click the **Select** footer button.
5. A list of order string options displays.
6. Click to select the order string that most closely matches the provider order.



| | Order | Sch | Start | Stop | Details |
|-------------------------------------|-----------------------------|-----|------------|------|-------------|
| Protonix | | | | | |
| <input type="checkbox"/> | 40 MG PO ONCE tabec | ONE | | | |
| <input checked="" type="checkbox"/> | 40 MG PO AC BREAKFAST tabec | SCH | 11/10 0600 | | EDIT |
| <input type="checkbox"/> | 40 MG PO BIDAC tabec | SCH | | | |

7. Edit details by clicking on the order string text or the blue **Edit** button.
8. Click **Select** when the details are accurate.
9. Click **Save** and choose a File option.