

Order Entry

Med Order -Total Dose

Total Dose Med Ordering

1. Click **Orders** from the menu bar on the right side of most screens,.
 - a. Enter care provider and order source.
2. Click **Meds**, and type a few letters of the medication name into the **Medication/IV Component** search field.
3. Click the order that is closest to your provider order.
4. Click **Edit** to access the Order Details screen.
5. Click the down arrow in the **Stop Date/Time** field to enter total dose details.
 - a. Enter the number of total doses per the order, and click **OK**.
 - b. Enter the clinical indication, and click **OK**
6. Click **Select**.
7. Click **Save** and choose a File option.

The Current Orders screen will display a total of the doses to be administered and the calculated Stop date using the Total Dose information.

No.	Current Order	Pri	Date	Time	Status	Stop/ Renew
Medications (1) Sorted by: None						
1	Cefazolin Inj (Duple... in Premix ... 2 GRAM IVPB q6h		06/25/15	0830	Active	06/26/15 x 4 Bags
2 of 4 Bags Given						

- Total Dose information is available on the eMAR and EMR.

Total Dose Med Editing

Process:

1. Click **Edit** From current Orders, highlight the med to be edited,.
2. Make the needed change(s) on the Order Details screen. (e.g. Change directions from Q6H to Q8H.)
3. Because the edit triggers a new order, the **Transition Schedule Screen** appears.
4. Review the options and select as needed.
5. Click **OK & Save**. Choose a File option.
6. The old and new orders display with the correct doses included.

This order was placed for 4 total bags. 2 of 4 administered.

Total Doses for new order:
 2 Bags Remaining
 4 Bags Remaining (Original)
 Bags Remaining
 Use Different Stop Criteria
 Clear Stop Criteria

1	Cefazolin Inj (Duple... in Premix ... 2 GRAM IVPB q6h		06/25/15	1200	DC	06/25/15
2	Cefazolin Inj (Duple... in Premix ... 2 GRAM IVPB q8hr 0 of 2 Bags Given		06/25/15	1200	PHA Unver.	06/25/15 x 2 Bags