

Order Entry

Order Sets

Access an Order Set

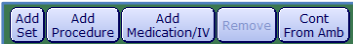
1. On the Active Order Screen, select **Sets** and **Category**.



2. Click the **+** next to a **Category** section to view available sets.
3. Click to select an Order Set and then click the **View** footer button.

A screenshot of the 'N Med Surg Tele Admit' order set screen. The screen is divided into sections: Admission, Code, and Nursing. Under 'Admission', there are three rows: 'Admit as Inpatient (ADM) Today Now' with a checked checkbox and a blue 'Edit' button; 'Place in Observation (ADM) Today Now' with an unchecked checkbox and a red '*Edit*' button; and 'Place in SDC (SurgicalDayCare) (ADM) Today Now' with an unchecked checkbox and a red '*Edit*' button. Under 'Code', there is one row: 'Code/ Resuscitation Status (CODE) Today Now' with a red '*Edit*' button. Under 'Nursing', there is a text block: 'All patients will receive Vitals and I&O per unit routine. Only enter orders for Non-routine Vitals and I&O if they are needed more frequently than the unit routine.'

- a. Check marks indicate pre-selected orders. They can be removed if they are not part of the received order
 - b. Add check marks to select other orders for your patient.
 - c. Red text indicates duplicate orders.
 - d. **Blue** and **Red Edit** buttons indicate that order details **may be edited** or **must be edited**, if an order is selected.
 - e. Ignore ZTAG orders. These are for tracking purposes.
4. Footer buttons allow for additional order sets or orders to be added to the chosen set.



5. Save an order set as you would save your individual orders.