

WELFORD CHART NOTES NEWSLETTER

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USING ADVANCED ORDER SETS *(User's Manual, pgs. 1121-1124)*

Advanced Order Sets guide you through the process of ordering medications, tests, and referrals for particular problems. The program comes loaded with some Advanced Order Sets, but you can also create them yourself. In this Newsletter, we'll see how to use an Advanced Order Set that comes with the program.

1. Press View\Orders\Utility\Use Advanced Order Sets.
2. For **Title**, type "Anemia". (If you want to see a list of all the Advanced Order Sets, press spacebar and then backspace).
3. For **Patient**, enter the patient's name.

The screenshot shows a software window titled "Use Advanced Order Set". At the top, there are input fields for "Title" (containing "Anemia"), "Description" (containing "diagnosis and treatment of anemia"), "Patient" (containing "ERICKSON, KELLY"), "Birthdate" (containing "2-2-1933"), and "Code No." (containing "12345"). A "Show Comments" checkbox is checked. On the right side, there are buttons for "OK", "Cancel", "Help", "All", "GoTo", "Medication", "None", "Options", "Playback", "References", "Referrals", "Table", and "Verify". The main content area is titled "Anemia Tests" and contains several test options, each with a checkbox and a comment box. The "BLOOD SMEAR" test is selected, and its comment box is expanded to show text: "schistocytes suggest microangiopathic hemolytic anemia. macroovalocytes and hypersegmented PMNs suggest B12 or folate deficiency. round macrocytes, stomatocytes, and target cells suggest alcoholism or liver disease." Below this are "TSH", "LDH", and "RDW" tests, each with a comment box. At the bottom, there is a section titled "Microcytic Anemia Tests" with a comment box containing text: "The most common cause is iron deficiency anemia. Other causes include thalassemias, sideroblastic anemia, and occasionally anemia of chronic disease." At the very bottom of the window, it says "Last revised on 10-20-2009 at 3:48 p.m. by PROGRAM".

4. The Advanced Order Set is divided into main headings, with items beneath each heading. You can jump to a particular heading by pressing the **Table** button and selecting a heading.
5. Note that many tests have a Comment beneath the test explaining when the test should be ordered. If you don't wish to see these Comments, uncheck **Show Comments**. (Don't do that now).
6. Below **BLOOD SMEAR**, note that the Comment has more than 2 lines. You can click the scroll bars to the right of the Comment to scroll to the subsequent lines. However, if you would like to see the entire Comment, double-click on the box containing the Comment. Do this now.
7. Note that the Comment window lists the References upon which the Comment is based. Press **OK** to close this window.

8. Check **BLOOD SMEAR**. Notice that this causes the **Indication** box to become enabled. You can type in an Indication for each test that you order. The **Indication** is the same as the **Title** by default if you have checked **Options\Automatic Indication**.
9. Note that the test after **BLOOD SMEAR (TSH)** is connected to it by **AND/OR**. This means that you can order either test, both tests, or neither one.
10. Press **Table**. Select **Microcytic Anemia Tests** (or simply scroll to this section).
11. Note that these tests are divided into **Options** (1, 2, and 3). You can order any, none, or all of these Options. Note that **Option 1** contains two tests that are connected by **AND**. This means that if you select **Option 1**, you must order BOTH tests in that Option (**IRON** and **TIBC**). This is because these two tests should always be done together in order to interpret them correctly. The program will enforce this by automatically checking one for you if you check the other one.
12. Note that the program automatically looks up the last time the patient had any tests and shows you the date and result of that last instance. If no such previous result is displayed, that means that the patient has never had the test recorded in the Lab Book before. This feature helps you to avoid unnecessarily ordering a test twice, thus saving money. (You are certainly free to order a test a second time that the patient has had in the past if you feel that it is indicated).
13. Scroll to the **Iron Deficiency Treatment** section. Note that any medications which are contraindicated will automatically be grayed out, and an explanation as to why they are contraindicated is displayed in red lettering. (In this case, none of the medications are contraindicated).
14. The program automatically shows you the recommended dosage for this patient based on the indication and the patient's age, sex, and renal function. If you would rather use a different dose, you can either press the **Jump** button beneath the name of the medication and press **Medication Add**; or press the **Medication** button along the right side of the window to open the patient's Medication Editor.
15. If you check a medication box, such as "ferrous sulfate 325 mg po tid with meals", the program automatically checks this medication immediately for Interactions, Alerts, and other warnings so that you can decide if you still want to prescribe this medication.
16. Press the **Jump** button beneath a medication if you wish to jump to some other program functions that pertain to that medication. For example, press **Jump\Medication Summary** to read all about ferrous sulfate.
17. If you wish to write a prescription for a medication, press the **Jump** button below that medication and select **Rx Writer** to open the Prescription Writer loaded with that medication and its Instruction. (If you plan to write prescriptions for everything that you order on a routine basis, check **Options\Automatic Rx on Storage**).
18. When you have finished picking the tests and treatments that you wish to order, press the **Verify** button to see a list of these orders and make sure everything that you wish to order is correct. If correct, press **OK**; if not, press **Cancel** to return to the Advanced Order Set and make changes. (If you would like to have the program automatically Verify your Orders each time, check **Options\Automatic Verify on Storage**).
19. If you would like to order a medication that is not listed in the Advanced Order Set, press the **Medication** button on the right side of the window to open the patient's Medication Editor and enter any medications you wish.
20. If you would like to order tests that are not listed in the Advanced Order Set, you can do so once you close the Advanced Order Set and return to the Orders window.
21. If you wish to jump to other program functions, press the **GoTo** button.
22. If you wish to see literature citations upon which the Advanced Order Set is based, press the **References** button.
23. Once you have completed the Advanced Order Set, press **OK** to implement your orders. Any Medications you have selected will now appear in the patient's Medication Editor. Any tests you have ordered will now appear in the Orders window.

A quicker way to open an Advanced Order Set is to simply type "@OrderSet" followed by the name of the Advanced Order Set in the Writer. For example, to open the Anemia Advanced Order Set, type "@OrderSetAnemia". If the name of the order set contains spaces, replace them with underscores (e.g. "@OrderSetChest_Pain").

SEND US YOUR TIPS

If you have tips, shortcuts, questions, or suggestions for future newsletter topics, please send them to us at:

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