

WELFORD CHART NOTES NEWSLETTER

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EDITING ADVANCED ORDER SETS *(User's Manual, pgs.1124-1133)*

Advanced Order Sets guide you through the process of ordering medications, tests, and referrals for particular problems. Last month, we saw how to use Advanced Order Sets. In this Newsletter, we'll see how to edit an Advanced Order Set. We'll start by adding Referrals to an existing Advanced Order Set.

1. Press View\Orders\Utility\Edit Advanced Order Sets.
2. Press **Import**.
3. Select **Anemia** from the list of Order Sets and press **OK**.
4. You are now editing your own version of the Anemia Advanced Order Set. The program has copied over all of the current elements in the Program version of the Anemia Advanced Order Set.
5. Press **Create** to create a new Block.
6. For **Block Name**, enter "Anemia Referrals".
7. For **Description**, type in an optional description for this Block, such as "hematologists in the community".
8. For **Heading**, enter "Referrals to Hematologists".
9. For **Comment**, you can enter an optional block of text regarding referrals to hematologists. For example, you might state which hematologists specialize in hematologic oncology versus workup of anemia.

10. Press **Create Item\Referral**.

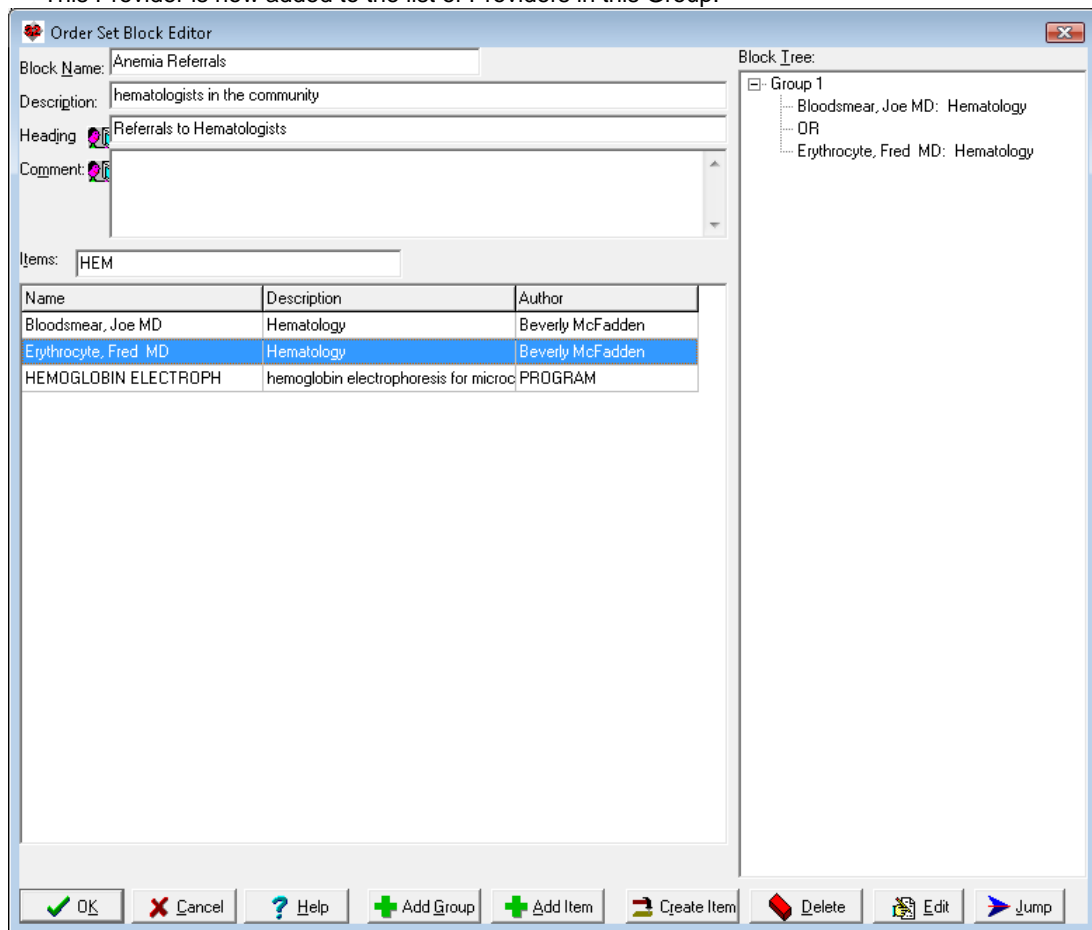
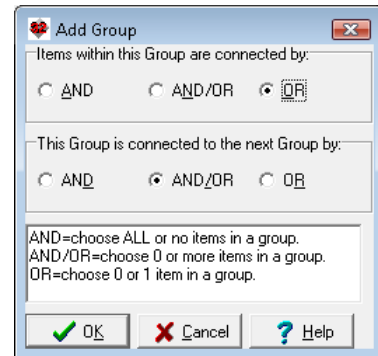
11. Select a Provider from your list of Providers who might be a relevant person to consult for a problem of anemia by highlighting the name and pressing **OK**. You can also add an optional **Comment** about each Provider if you wish. (If there are Providers in your community who do not yet appear on this list, press the **Edit** button to open the Referrals Editor and add their names to the list).

Provider	Specialty
Bloodsmear, Joe MD	Hematology
Bugs, Bunny MD	Infectious Disease
Casey, Ben MD	General Surgery
Crusher, Beverly MD	Adolescent Medicine, Anesthesiology
Erythrocyte, Fred MD	Hematology
Fecal, Fred MD	Gastroenterology
Frankenstein, John MD	Plastic Surgery
Goldblatt, Jerry MD	Nephrology
Harvey, Harvey MD	Cardiology
Jackson, Michael MD	Plastic Surgery
McFadden, Beverly MD	Immunology
Welby, Marcus MD	
Welford, Charles MD	

Comment: Good with kids

12. Repeat steps #10 and #11 for each Provider you wish to include in the Advanced Order Set.
13. In the Order Set Block Editor, select the first Item that is a provider. One easy way to do this is to start to type the name into the Items box. If each physician you are choosing is a Hematologist, you can type "HEM" into the Items box, and the list will shorten to include only those Items which contain these letters.
14. Once you have highlighted one of the names of the Providers in the Items list, either double-click it or press the **Add Item** button.
15. Since you have not yet created any Groups for this Block, you are prompted to specify whether the members of the first Group are to be connected to each other by AND, AND/OR, or OR. Since this Group will consist of list of hematologists in your community, and you would ordinarily only want to refer the patient to a single hematologist, you should select OR. This will force the user to only select one hematologist from the list when using the Advanced Order Set. (If you would rather allow the user to select more than one hematologist simultaneously, use AND/OR instead). You are also asked to specify how to connect this Group to the next one. In this example, we won't be creating a next Group, so this choice is irrelevant. However, suppose you are going to create a second Group

- The program creates the first Group and places the Provider you selected within that Group. Highlight the next Provider in the list of Items and either double-click it or press **Add Item**. This Provider is now added to the list of Providers in this Group.



- Press **OK** to store this Block of Anemia Referrals.
- Back in the Advanced Order Set Editor, choose the **Anemia Referrals** Block. (You can start to type "ANEMIA" in the **Blocks** box in order to shorten the list and locate this Block. Double-click it, or press **Add** to add it to the list of Blocks for this Advanced Order Set.
- If you wish to change its position from the bottom of the list of Blocks, drag it upward with your mouse,
- Press **OK** to store your Advanced Order Set.

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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