

# *Receiving Transfer and/or Admission Orders*

- If a provider enters transfer or admission orders in CPOE these orders **MUST BE RECEIVED** in order for them to cross over to all department as there will be **NO PRINTED or WRITTEN ORDERS.**

**FIRST option: From Status board click Xfer . X-fer flag ONLY presents itself if ALL STAT and ACK flags have been acknowledged**

- Click on **X-fer/ACK/STAT** flag.



- Click on **receive/acknowledge now** button. You have the option to bypass transfer orders and only address current orders.

**Receive/Acknowledge Transfer Orders**

Of the patients you selected, those listed below have transfer orders.  
Receive/Acknowledge transfer orders now?



Patient	Account #	Rm/Bed
RN, JO ANN	NM0000008188	NM.0307-2

More

- Once orders are received they will be transmitted to all departments as needed. You must proceed to **ACK**nowledge these orders.

	All Orders	Meds	Non-meds	
Order	Category	Pri	Event	Status
<input type="checkbox"/> EKG	EKG	R	Transfer	Active
<input type="checkbox"/> BASIC METABOLIC PANEL	LAB	R	Transfer	Active
<input type="checkbox"/> CBC WITH AUTOMATED DIFF	LAB	R	Transfer	Active
<input type="checkbox"/> RAD CHEST ONE VIEW	RAD	R	Transfer	Active
<input type="checkbox"/> Transfer Screen	TRAN	R	Transfer	Complete

**SECOND Option: Access Orders to see collapsed TRANSFER cell with number of orders transfer orders in parenthesis**

- Click **RECEIVE** button Answer **YES** to receive patient confirmation box
- Once the orders have been received they will be separated under appropriate categories
- Once orders are received all of them must be **ACK**nnowledged from the **Status Board** under the **New Orders** column. Again, there will be **NO** paper or printed orders.

Current All

+ Category	Orders	Pri
+ Laboratory (4)		
+ Radiology (1)		
+ Respiratory (1)		
+ Transfer (10)		

Current		* Allergies
		View/Change
		Renew/Repeat
		Hold   Resume
		DC
		Undo
		Order Sets
		Orders
		Reconcile Meds
		<b>Receive</b>
		Discharge Plan
		Preferences

+ Category	Orders
+ Laboratory (4)	
+ Radiology (1)	
+ Respiratory (1)	
+ Transfer (10)	

Yes/No Confirmation

Would you like to Receive the patient now?

Current All Session

+ Category	Orders	Pri	Date/Time
+ Laboratory (6)			
+ Radiology (3)			
+ Medications (7)			
+ Respiratory (1)			
+ Consultations (1)			
+ Food and Nutrition (1)			
+ Admission (1)			
+ Transfer (1)			

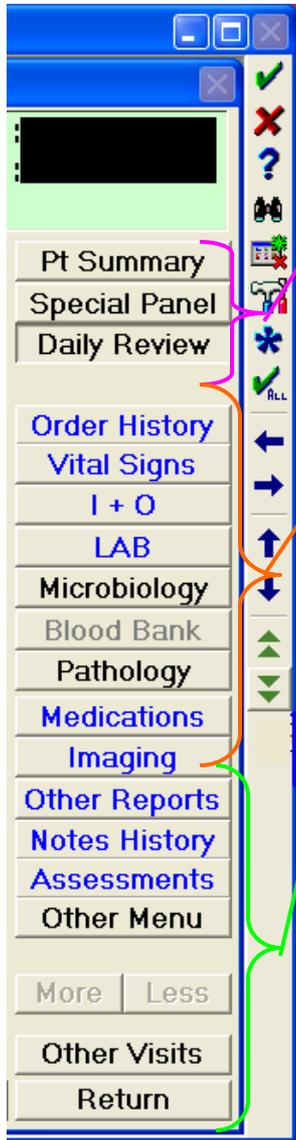
# ***PRINT FUNCTIONS***

- **Access Print routine by hitting 'R' or click on Print Report button from the Status Board**
- Multiple Reports This allows you to print selected reports: Labels, Face Sheets, Discharge Instructions, etc..
- Enter a location or patient
- RIGHT ARROW (→) under patients name
- [F9] and select the report you want to print by entering the number in the field next to the report
- F12 to File
- Then F12 to File a 2nd time
- [SPACE BAR] <ENTER> at Print On box to load printer. (if no printer defaults in enter NM (for New Mexico) and then F9 to look-up floor printer ending in PRO1)
- As of October 2013, there is no routine printing except at discharge.



# Clinical Review

- The Clinical Review button accesses the patient record to show pertinent information. The functions used to review the patient's lab data, radiology results, H&P and consultation dictations. Each button within clinical review will indicate by color if there's information available:
- BLUE = New results since the last time YOU logged in to view this patient
- BLACK = Results/Information available
- GRAY = No results/information/orders



- Pt Summary: More detailed demographics, problem list etc.
- Special Panel: Allows you to view labs by special group and different time intervals.
- Daily Review: Overview of most recent results
- As labeled
- Other Reports: Operative notes, H&P, Consultations etc.
- Notes History: Case Management, Dietician, Physician Progress Notes etc...
- Assessments: Nursing, Physical Therapy, Respiratory Therapy, Speech Therapy assessments/interventions/notes history
- More/Less: Navigates to other timestamps in Daily Review if more data is available.
- Other Visits: Allows you to access the Patient Care Inquiry application to view historical data from previous visits
- Return: Go back to the Status Board

The screenshot shows a clinical review interface. At the top, there are two tabs: "Selected Visit" (highlighted in blue) and "Lifetime Summary". Below this is a grid of lab categories: Hematology (blue), Coagulation, Urines, Other Body Source, and Miscellaneous. Under Hematology, there are sub-categories: Blood Gas, Chemistry (blue), Toxicology, Immunology, and Serology. Below the grid are "Previous Page" and "Next Page" buttons. The main table displays results for Hematology on "Jan 1st". The table has a header row with a green background for the lab name and a gray background for the date. The lab names are in gray boxes, and the date "Jan" is in a gray box. The results are in white boxes.

	Jan
WBC	
RBC	
Hgb	
Hct	
MCV	
MCH	
MCHC	
RDW	
Plt Count	
MPV	

On the right side, there is a vertical menu with buttons for: Pt Summary, Special Panel, Daily Review, Order History, Vital Signs, I + O, LAB, Microbiology, Blood Bank, Pathology, Medications, Imaging, Other Reports, Notes History, Assessments, Other Menu, More, Less, Other Visits, and Return. At the bottom, there are buttons for PCI, Order, Document, Sign, and Return.

The fields colored **BLUE** throughout Clinical Review can be clicked on to change the display. In this example, we see Hematology results. To view Chemistry, just click that section.

The **GRAY** boxes will further expand information but narrow the focus. For example: if you click WBC, the system will display ALL the WBC results on this patient but no other lab values. The same is true of the date box; if it is clicked everything for that day will be displayed.