

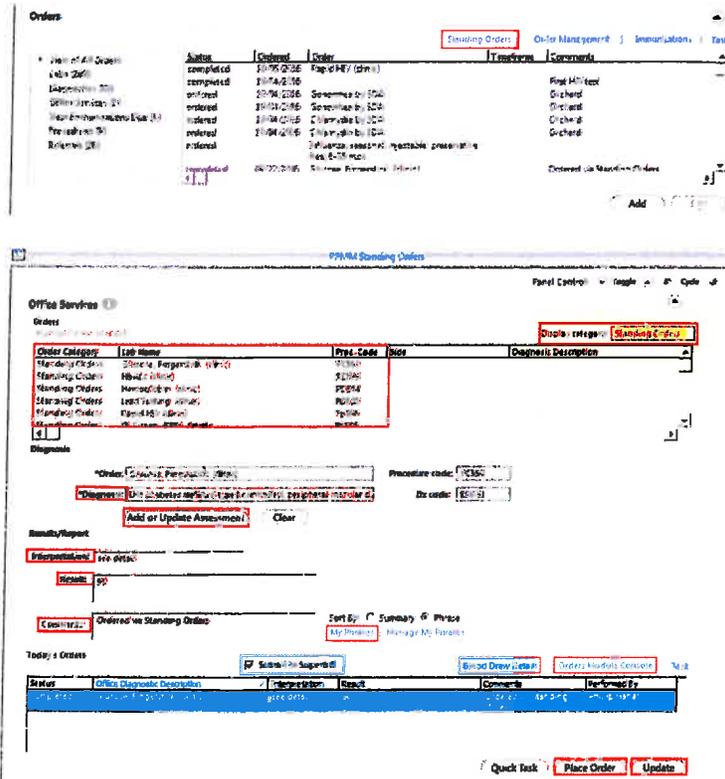
How to Create Standing Orders

Standing orders are written protocols approved by a physician that allow our primary care HSSs to assess the need for and administer vaccines to or perform specific tests for patients meeting certain criteria, such as age or underlying medical condition. Notation of the standing order must be documented in the individual medical record.

Creating Office Lab Orders:

- Open the * *Intake* template
- Click **Standing Orders** link from the Orders panel
- Click the **Display Category** field
- Select **Standing Orders** category
 - The grid will update to display the labs available in the category
- Select the applicable lab
- Click **Diagnosis** field to assign a diagnosis code
- Document **See Details** in the Interpretations field
- Document **Results**
- Click **My Phrases** link to complete notations: "Ordered via Standing Order"
- Click **Submit to Superbill** to trigger charges
- Click **Place Order**

NOTE: An existing order can be modified by selecting the order and clicking Update

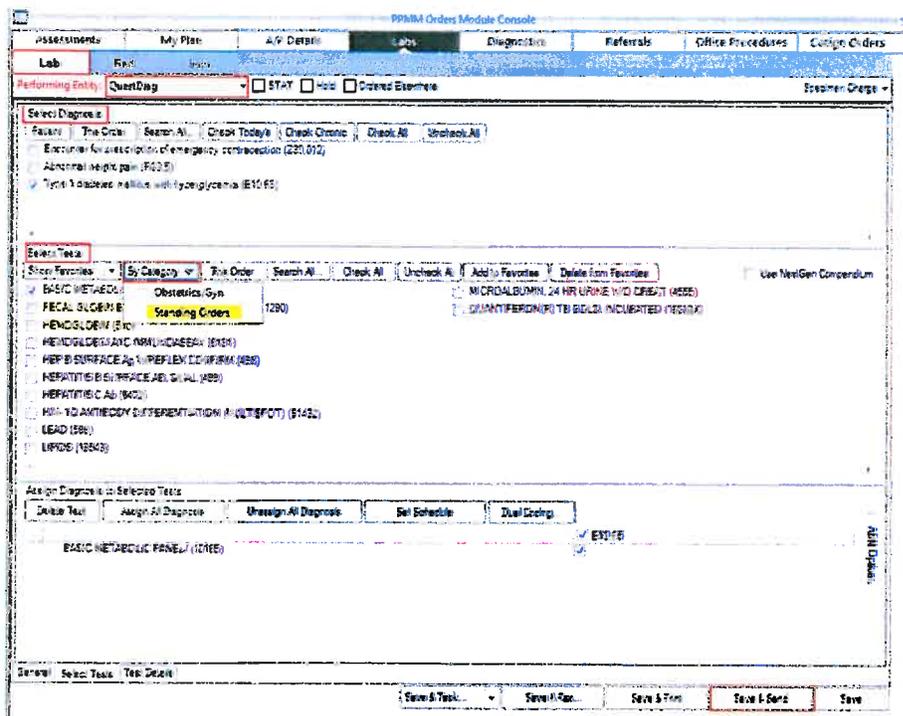


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Creating a Lab Order via the Orders Module:

- Access the Orders Module from the Tic Tac Toe or Click **Orders Module Console** link on the Standing Orders template
- Select a diagnosis code
- Click **By Category** to select **Standing Orders**
- Select the applicable lab from the orders included in the Standing Order Category
- Click **Save and Send**
 - The lab requisition will automatically print
- Close the Orders Module Console
- The **Blood Draw Details** link is available on the Standing Order and * Posting templates

Note: HSS must set the lab printer as their Default Printer in the Start menu.



Creating a Radiology Order:

- Access the Orders Module from the Tic Tac Toe or Click **Orders Module Console** link on the Standing Orders template
- Click **Rad** tab
- Select diagnosis code
- Select **Modifier**
 - Set B(bilateral) as the modifier for Dexa

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- Click **Save**

Note: HSS must set the lab printer as their Default Printer in the Start menu.

Perform Adult Immunization Standing Order:

- Access the Orders Module from the Tic Tac Toe or Click **Orders Module Console** link on the Standing Orders template
- Click **Imm** tab
- Select diagnosis code
- Click **By Category** to select **Standing Order**
 - The orders grid will update to display the Standing Orders options
- Select the applicable immunization
- Indicate **No to All Allergies** or Yes to listed allergies
 - Click **Save**
- Click **Save**

Note: HSS must set the lab printer as their Default Printer in the Start menu.

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PPMM Order Module Controls

ACROSSMENTS My Plan R/P Details Labs Diagnostics Referrals Office Procedures Assign Orders

Registry: <All> IFC Reason Filtering Source: Allergies...

1. Select Diagnosis

Find The Order Search All Check Today Check Chronic Check All Uncheck All

DM (diabetic mellitus type 2 (noninsulin peripheral vascular disorder) (E10.51)) Type 1 diabetes mellitus (hyperglycemia) (E10.50)

Encounter for prescription of emergency contraception (Z20.012)

Abnormal weight gain (R03.4)

Select Vaccines

Pediatric	Adult	By Category	This Order	Search All	Check All	Uncheck All
DTaP- hexavalent B and polio		1 Month		ingococcal (Current)		Tdap (Current)
DTaP-Ha-IPV (90609)		11-12 Years		Meningococcal MCV4P (90734)		Tdap (Adolec) (90715)
DTaP-IPV (90665)		12 Months		(Current)		Varicella (Current)
Hep B (Past Due)		15 Months		MR (90707)		MMRV (90710)
<input checked="" type="checkbox"/> Hep B, adult, 3 dose (90748)		18 Months		MRV (90710)		Zoster
HPV (Current)		2 Months		(Due 8/16/2016)		Zoster (90740)
HPV (6-valent) (90861)		4 Months		bia, inactive (90713)		
HPV (quadrivalent) (90849)		4-6 Years		virus		
Influenza (Due Now)		6 Months		virus, monovalent (90861)		
Influenza, seasonal, injectable		Reproductive Health		virus, pentavalent (90860)		
		Standing Orders				

Assign Diagnosis to Selected Vaccines

Check Interactions Delete Vaccine

Hep B, adult, 3 dose (90748) COUNSELED EXCEPTION E10.51 Z20

General: Select Vaccines Vaccine Details

Save & Test Save & Print Save & Send Save

Review Allergies

No To All Allergies

Neomycin Egg Latex Gelatin

Yes Yes Yes Yes

No No No No

Existing Allergies:

Description	Onset	Resolved	Reaction	Comment
ADHERIVE			Hives/Skin Rash	

You must click Save to add new allergy to patient chart. If not, interaction check will miss them.

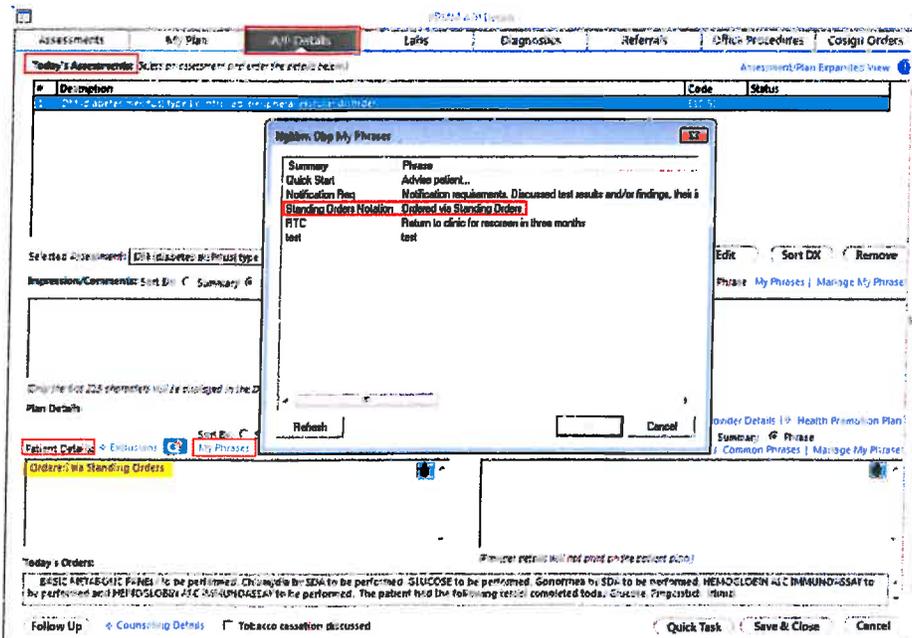
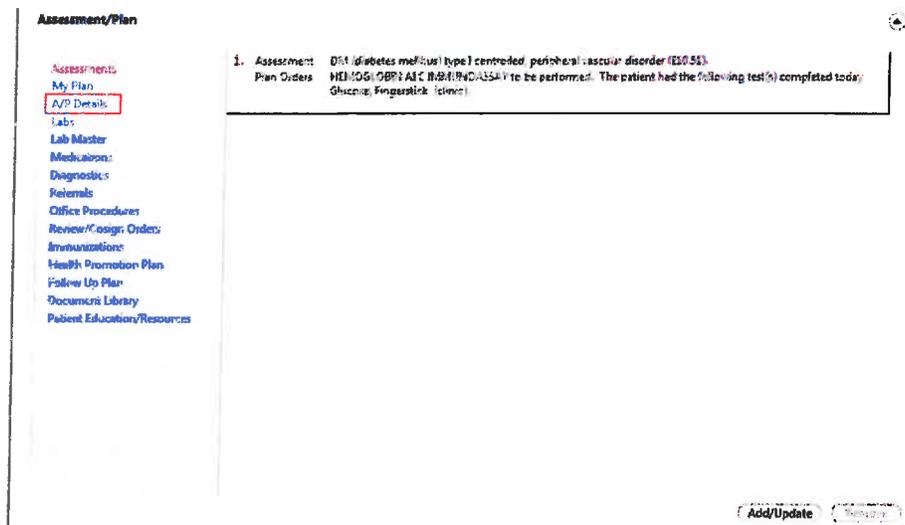
Save

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Documenting Notation for orders created via the Orders Module

For orders created through the Orders Module, staff must complete the Standing Orders notation on the A/P Details template.

- Access the **SOAP** template
- Click **A/P Details** under the Assessment/Plan panel
- Select a **Diagnosis code**
- Click **My Phrase** link associated with the **Patient Details**
 - Select **Standing Orders Notation** from the picklist
- Click **Save&Close**



How to Create Standing Orders

Ordering GC/CT via the Lab Master:

- Access the **Lab Master** from the Left Side Navigation or Click **Lab Master** link from the Standing Orders template
- Select a diagnosis code
- Click the **Chlamydia** check box
 - Select the **Specimen Type**
- Click the **Gonorrhea** check box
 - Select the **Specimen Type**
- Enter "Ordered via Standing Orders" in the **Encounter Comments**
- Click **Submit** button
 - Click **YES** to alert regarding a second diagnosis code
- Click **Print Requisition** button to print

Note: HSS must set the lab printer as their Default Printer in the Start menu.

The screenshot shows the 'Lab Master' application interface. At the top, there are navigation options like 'Order Priority', 'Facing', 'Billing type', 'Bill to Clinic', and 'Spec. Mand. Fee'. The main area is titled 'Assessment' and shows a list of diagnosis codes. Below this, there are sections for 'Insurance', 'Selected Diagnosis', and 'SST'. The 'SST' section contains checkboxes for 'CT NGAT', 'GC NGAT', and other tests, along with a table for selecting 'Lab Spec.' and 'Diag 1', 'Diag 2'. A 'Print Requisition' button is visible. At the bottom, there is a table of 'Lab Orders' with columns for 'Test Desc', 'High Test Status', 'Order No', 'Provider', 'Lab Name', and 'Encounter Date Time'. A warning dialog box is also present, stating 'Secondary Dx coding setting is enabled and at least one test with a secondary dx field is requested. Proceed without adding second assessment?'. The dialog has 'Yes' and 'No' buttons.