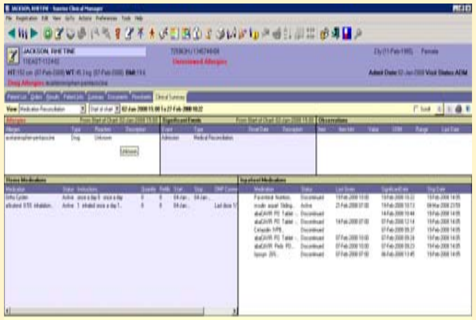
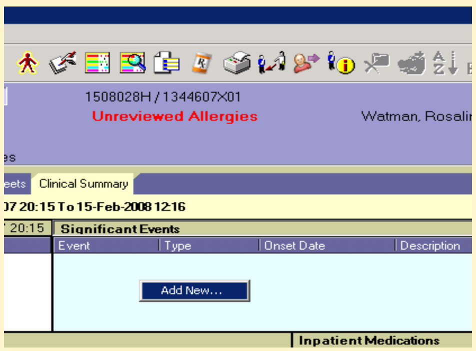
MEDS RECONCILIATION

1. Click the **Clinical Summary Tab**

2. **View** Medication Reconciliation Form

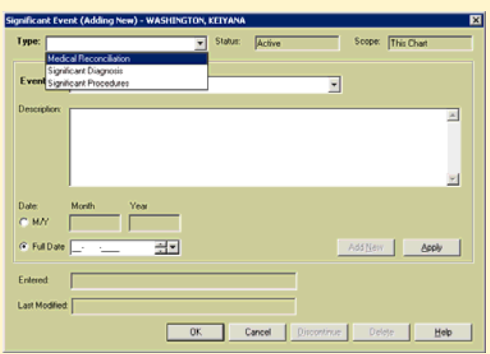


3. In **Significant Event** box, **right click** to sign off on medication reconciliation, and click **Add New**



4. Choose Type **Med Reconciliation** and in Event choose Admission, Discharge etc

5. Click **Ok**.



TRANSFERS

Physician places a Transfer Service Request order. This notifies patient access that the patient needs a transfer in Eagle.

Once the patient is in the new location the accepting Attending will:

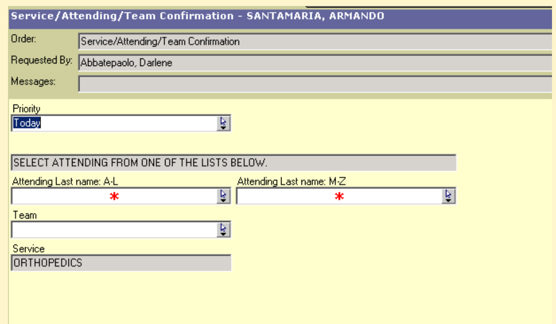
1. Place a **SATC** order (updates Service, Attending, and Team)

2. **Review Clinical Summary Tab** (medication reconciliation view)

3. Look at home meds and inpatient meds

4. Discontinue/Cancel any active orders or Discontinue/ Recorder active orders

5. From the Clinical Summary tab add a significant event-Medication Reconciliation upon transfer



DISCHARGE

1. **24 hour Discharge Order** will notify patient access and case management to begin preparing for discharge- placed by physician. (this will appear on Nurses Tasklist).

2. **Discharge Summary**- Electronic will replace the paper version and is all free text. (found in New Document icon in toolbar.

3. **Discharge paperwork**- replaces the physician discharge order sheet and replaces nursing Interdisciplinary patient education sheet. found in New Document icon in toolbar.

Medication Reconciliation at Discharge:

In the new discharge paperwork, the MD should update RxWriter with new meds for home. *Note*: Discontinue any meds you want the patient to stop taking. (found in Clinical Summary tab, Significant Event)

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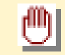
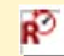
NEW SYMBOLS IN ORDERS TAB

Suspended Order 

Order has not been verified by pharmacy 

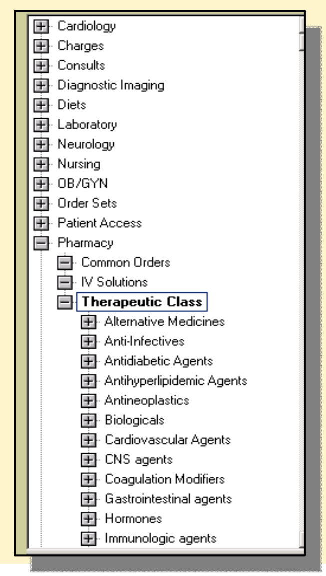
A review on the order is required 

A review on the order is overdue 

MEDICATION ORDERS

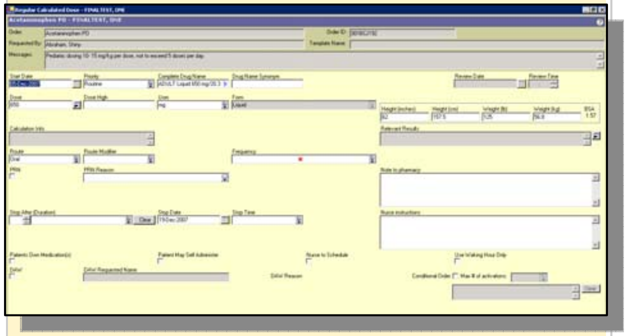
Enter medication orders like all other orders. Find medication orders either through the Start of Browse, under Pharmacy ED or manually type in the name.

In the Order Browse, medication orders are located under Pharmacy and are categorized according to therapeutic class.



MEDICATION ORDERS

If you select an order with a Blue Grid it requires more information and will open the order form.

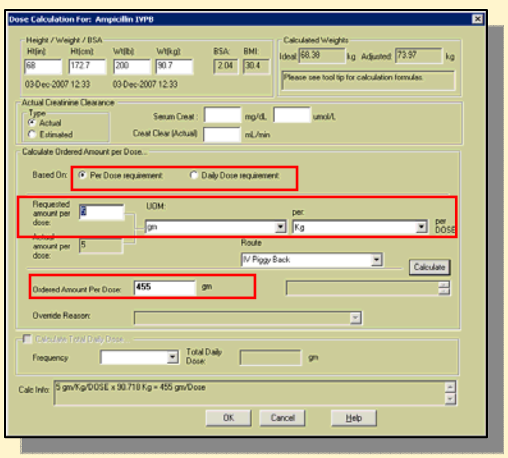


CALCULATED DOSE

Selecting Dose in the order form allows you to calculate the dose amount based on HT/WT, or BSA.

Selecting the **Per Dose requirement** will take the total daily amount requested and divide it by the frequency. Selecting the **Daily dose requirement** will calculate the dose and multiply by the frequency.

Fill out the **Requested amount per dose**, the **UOM**, and the "**per**" field to get newly calculated ordered amount.



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SIGNATURE MANAGER

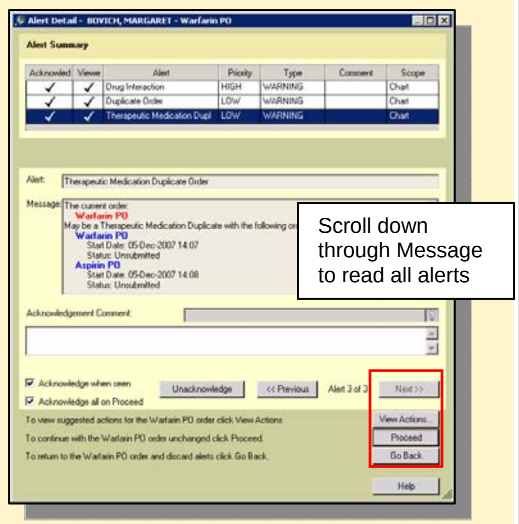
1. Click either on the **Signature Manager** icon in the toolbar or the Red Flag in your **To Sign** Column.

2. **Check off** the order you wish to sign off on and click **Sign** at the bottom of the screen.

SYSTEM ALERTS

Alert messages warn you of possible problems, or notify you of new information. For example, Drug Interactions, therapeutic class or Duplicate orders. **Make sure you read all alert messages!**

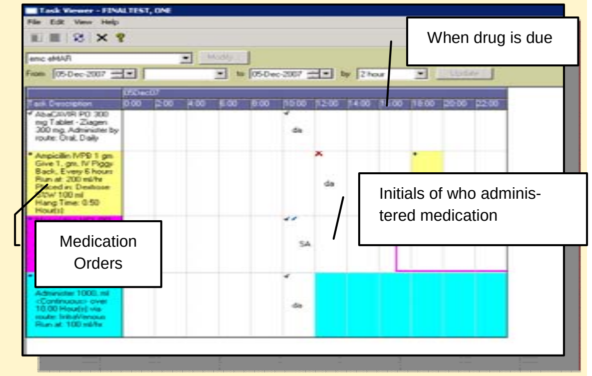
You must click **Proceed** to continue with the order. If there is more than one alert, you must click **Next** to continue.



TASKVIEWER

Select your patient in SCM and then click the TaskViewer button in the toolbar

Task Icon definitions:



Mark as done- chart a drug/task as given

Mark as not done- chart a drug/task as NOT given

Mark as done by other- chart the drug/task as given, requires the user to select the name of the other person and for this user to chart against the task

VIEWING FLOWSHEETS

1. Click on the Flowsheets tab Flowsheets

2. Select the appropriate Flowsheet from the bottom of the control panel.