HUP CHPS Ravdin Unit Ordering

Utilize IP Orders Only Encounters to place orders ahead of time for patients scheduled to the HUP CHPS Ravdin unit. Orders will be sign and held and released by the nurse when the patient arrives.

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Research Coordinator & Provider - How to place orders for HUP CHPS Ravdin Patients:

- 1. Log into Pennchart, select Encounters
- 2. Enter Patient information and Find Patient
- 3. Select "New" on the bottom left corner
- 4. Fill in the below information
 - a. Type = IP Orders Only Encounter
 - b. Provider = choose the appropriate provider
 - c. Department = CENTER FOR HUMAN PHENOMIC SCIENCE HUP [1850]

New Encounter for Zzzpoc, Autob							
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5. Click Accept



- 6. Select the Prep for Hospital Navigator
- 7. Select the Direct Admission tab
- 8. Go to the Orders navigator section

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- 9. Search for orders in the search field
 - a. Note: Orders for During the Visit indicated with a bed icon (>) should be selected.

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E Order Sets, Panels, & Pathways 🔌 (Click to expand)	Search order sets and panels by user 🔎 互 (Alt+Shift+1)
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After Visit Medications (No results found)	
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Name Px Code	Type Pref List Available Resulting Agencies
COMPREHENSIVE METABOLIC PANEL (aka CM C1010297	Lab LAB MODEL Penn, CCH Sun, LabCorp, Quest, Princ



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10. Sign or Save Orders

- a. Research Coordinators Select Save work then route the encounter to provider (Instructions for routing in next section)
- b. Providers Select Sign & Hold
- 11. Once patient arrives to the HUP CHPS unit, these orders will be available in the Sign and Held Tab of the Orders Activity. A purple banner will show in the summary report that indicate there are Sign and Held Orders from another encounter



Research Coordinator - How to Route Encounter to Providers:

- 1. After selecting Save work from above ordering, go to the Chart Review Activity
- 2. Select the Encounters tab
- 3. Uncheck box to Hide Add'l Visits
- 4. Highlight the IP Orders Only Encounter, then select Route in the toolbar
- 5. Enter the Provider that should sign the orders
- 6. Add a comment if desired. Then click Send

Chart Review MedView Results Review Problem List ACP Prep for Hospital Summary									
Chart Review									
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Tip Sheet

Provider – How to Sign & Hold Orders from CC'd Chart Inbasket:

- 1. Go to Inbasket, select CC'd Chart folder
- 2. Select the message for the patient
- 3. Any comments will show in the message section.
- 4. Select Encounter from the toolbar to open the patient encounter

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Tip Sheet

- 5. Select the Prep for Hospital Navigator
- 6. Select the Direct Admission tab
- 7. The saved orders from the research coordinator will be seen in the Orders navigator section

← → Chart Review	MedView Results Review Problem List Prep for Hospital Beacon Tx Plans	-					
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8. Click on the blue link to manage the saved orders



9. A pop-up box will appear with the orders, Select Manage this unsigned work



10. Review the orders then Click Sign & Hold

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How to find and default Beacon navigator to place treatment plans:

- 1. Select the down arrow and look for Beacon Treatment Plan
- 2. Hover over and click the star to favorite it so that it shows up as a default activity

← → Chart Review	MedView Results Review Problem List ACP Prep for Hospital Summary	- L3 &			
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Tip Sheet