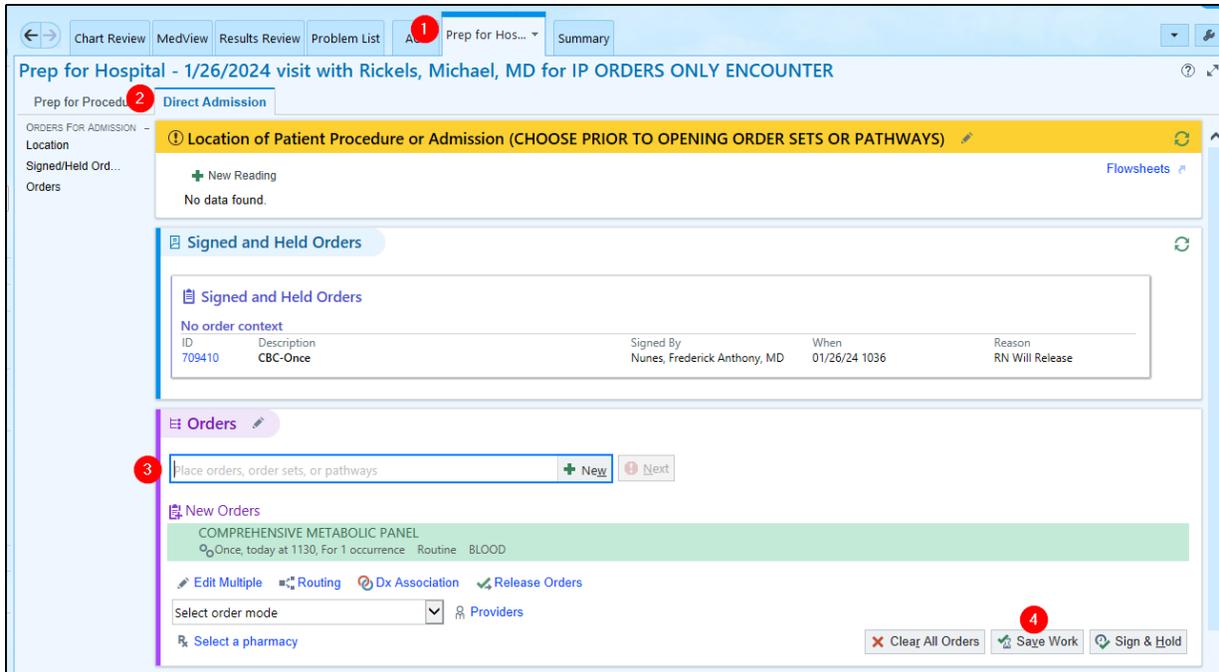


HUP CHPS Ravdin Unit Ordering

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.



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]

5. Click Accept

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

Prep for Hospital - 1/26/2024 visit with Rickels, Michael, MD for IP ORDERS ONLY ENCOUNTER

Prep for Procedure: **Direct Admission**

ORDERS FOR ADMISSION - Location

Signed/Held Ord... Orders

Location of Patient Procedure or Admission (CHOOSE PRIOR TO OPENING ORDER SETS OR PATHWAYS)

+ New Reading
No data found.

Signed and Held Orders

No order context

ID	Description	Signed By	When	Reason
709410	CBC-Once	Nunes, Frederick Anthony, MD	01/26/24 1036	RN Will Release

Orders

Place orders, order sets, or pathways

New Orders

COMPREHENSIVE METABOLIC PANEL
Once, today at 1130, For 1 occurrence Routine BLOOD

Edit Multiple Routing Dx Association Release Orders

Select order mode

Select a pharmacy

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

Order and Order Set Search

cmp

Browse **Preference List** Facility List Database

Order Sets, Panels, & Pathways (Click to expand) Search order sets and panels by user (Alt+Shift+1)

During Visit Medications (No results found)

During Visit Procedures (No results found) (Alt+Shift+3)

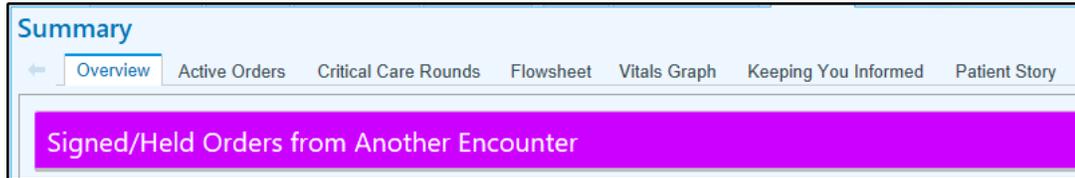
Name	Phase of C...	Pref List	Px Code
COMPREHENSIVE METABOLIC PANEL (aka CMP)		UPHS IP H...	C1010297

After Visit Medications (No results found)

After Visit Procedures (No results found) (Alt+Shift+5)

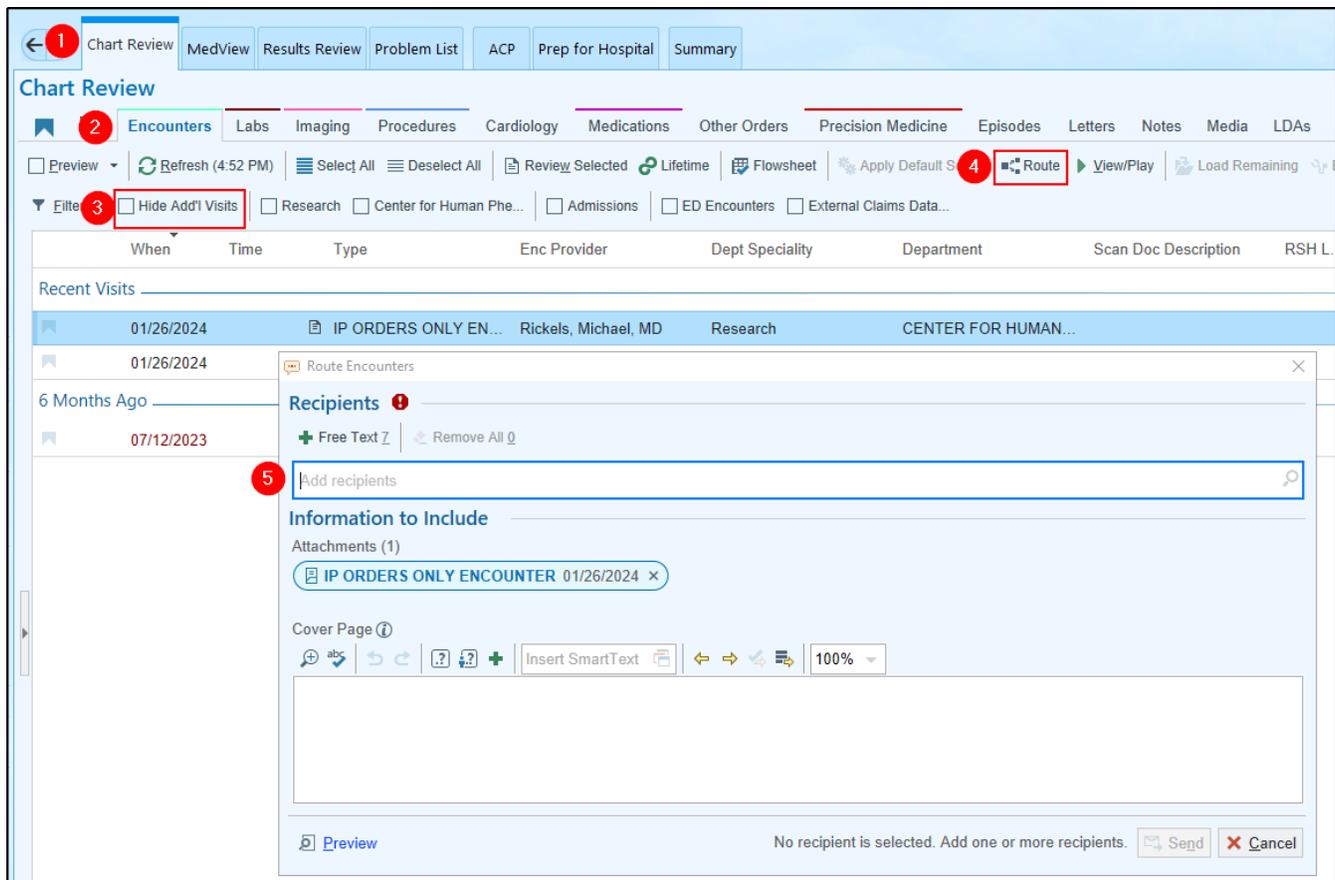
Name	Px Code	Type	Pref List	Available Resulting Agencies
COMPREHENSIVE METABOLIC PANEL (aka CM...	C1010297	Lab	LAB MODEL	Penn, CCH Sun, LabCorp, Quest, Princ...

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



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

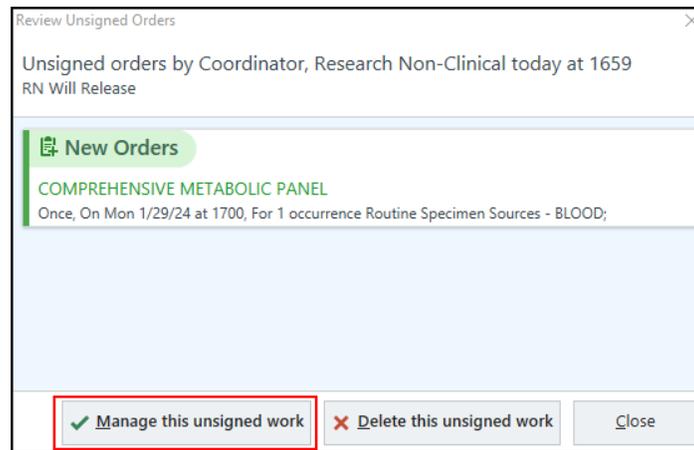
The screenshot shows the PennChart interface. In the top toolbar, the 'Encounter' button is highlighted with a red box. Below the toolbar, the 'CC'd Charts' section displays a list of messages. The first message is selected, showing details for 'Zzzpoc, Autob' with a status of 'Read' and a date of '01/29/2024 04:59 PM'. The message content includes 'IP ORDERS ONLY ENCOUNTER' and a request to 'Please sign and hold the CMP order'. The right-hand pane shows patient information for 'Autob Zzzpoc' and a detailed view of the 'IP ORDERS ONLY ENCOUNTER' with an 'Open' button.

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

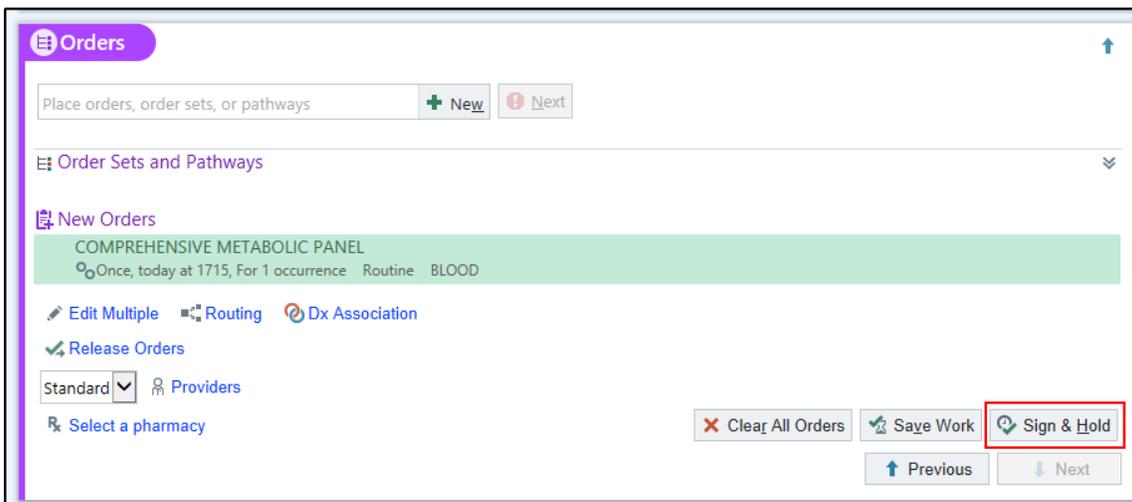
The screenshot shows the 'Prep for Hospital' section of the PennChart interface. The 'Direct Admission' tab is selected. A table lists admission orders, with one entry for ID '709410' and description 'CBC-Once', signed by 'Nunes, Frederick Anthony, MD' on '01/26/24 1036'. Below the table, the 'Orders' section is visible, and a notification for 'Saved Work (1)' is highlighted with a red box. The notification text reads: 'Coordinator, Research Non-Clinical pended today at 1659 RN Will Release'. There are also buttons for 'New', 'Next', 'Release Orders', and 'Providers'.

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



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

