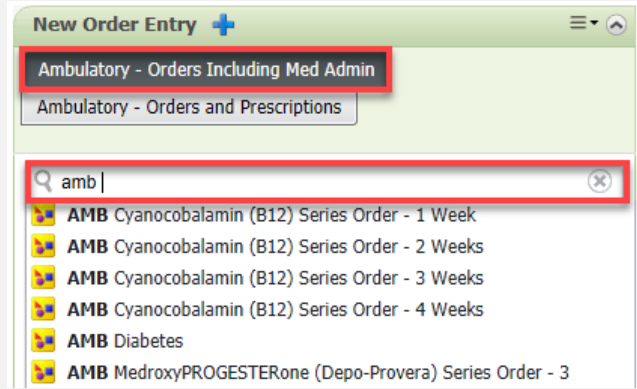


Recurring In-Office Medication Administration Using a PowerPlan

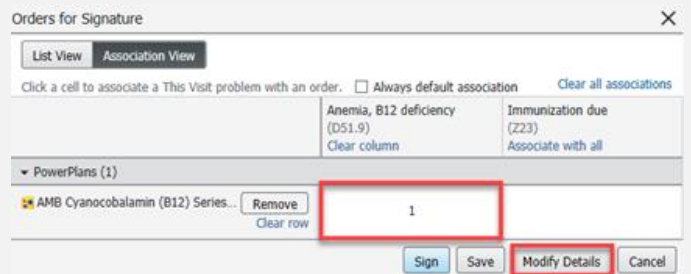
Provider Places the Appropriate PowerPlan Order

Providers will have the ability to place a Medication PowerPlan Series Order for patients that require recurring in-office administrations (i.e., Cyanocobalamin, Medroxyprogesterone (Depo-Provera)). Below outlines the steps that the Provider will follow to place this PowerPlan.

- 1) From the **Quick Orders** page:
 - a. **Problem List** component: Ensure that there is an appropriate **This Visit** diagnosis listed.
 - b. Under **New Order Entry**, select **Ambulatory – Orders Including Med Admin**.
 - c. Type **AMB** into the search field and select the appropriate medication PowerPlan to be administered in-office.
 - **Note:** Use the Plus icon to search if the order is not listed.
 - **Note:** Administrations are set-up to recur on a set interval depending on which Series order is chosen but can be adjusted if needed.



- 2) Click the **Orders for Signature** icon.
 - a. In the **Orders for Signature** window, associate the appropriate diagnosis to the order if not already selected.
 - b. Click **Modify Details**.



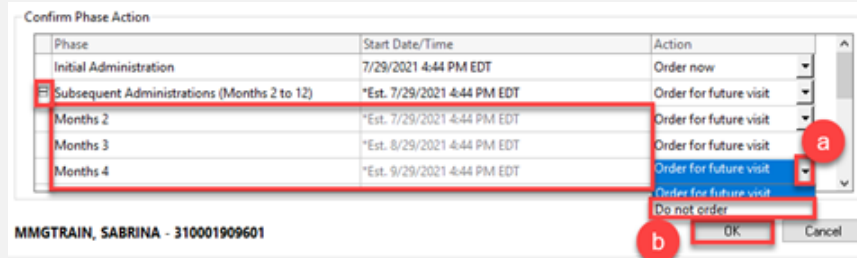
- 3) From the **Add Plan** window, the **Confirm Initial Administration Start Date/Time** field will default to today's date.
 - a. Adjust this field if needed.



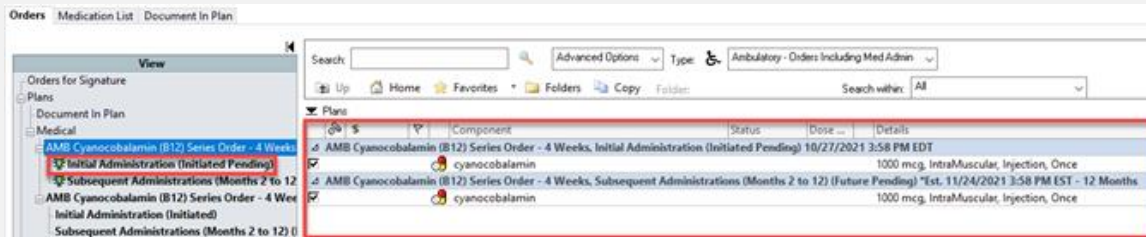
- 4) **Initial Administration Phase:** Start Date/Time will default based on above selection.
 - a. **Action dropdown:** Order Now.

| Confirm Phase Action | | |
|---|----------------------------|------------------------|
| Phase | Start Date/Time | Action |
| Initial Administration | 4/1/2021 4:09 PM EDT | Order now |
| Subsequent Administrations (Months 2 to 12) | *Est. 4/1/2021 4:09 PM EDT | Order for future visit |

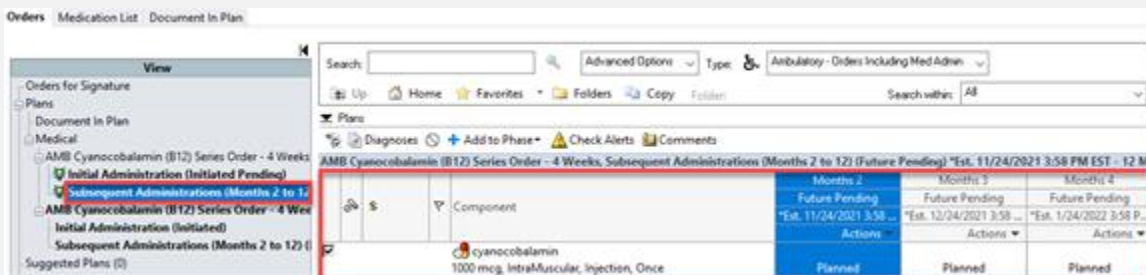
- 5) Click the **Expand** icon next to **Subsequent Administrations** to view future administration dates. These will automatically go out one year.
 - a. If there are subsequent administrations that are not needed, select the dropdown next to each one and choose **Do Not Order**.
 - b. Click **OK** when done.



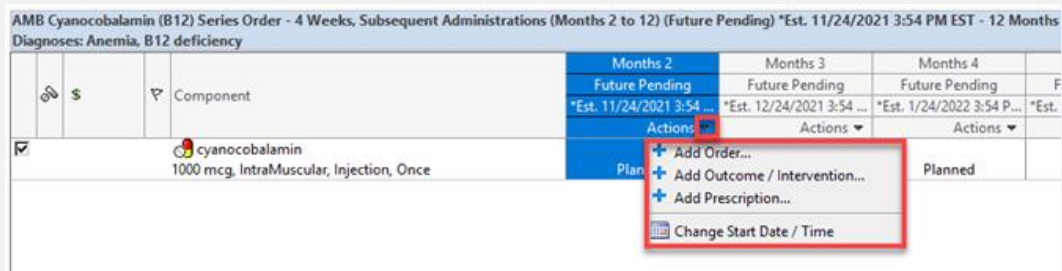
- 6) On the **Orders** page, the **Series Order** will display in the left pane along with the **Initial Administration** and **Subsequent Administration** phases listed beneath it.
 - a. Select the **Initial Administration Phase** to display the initial administration that will be given in-office.



- b. Select the **Subsequent Administration Phase** to display all future administrations that are scheduled for the patient.

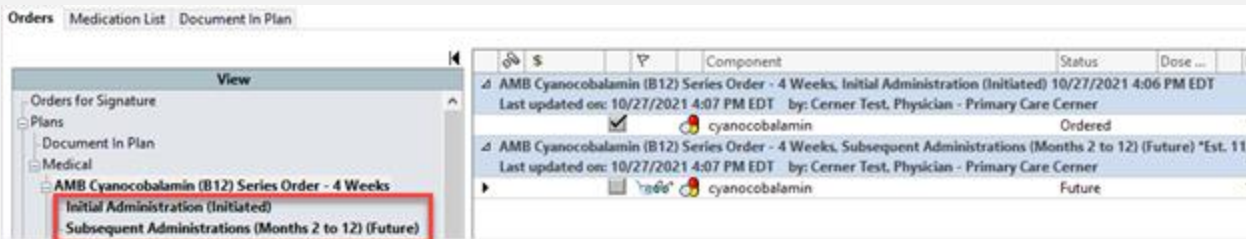


- c. Each subsequent administration has an **Actions** dropdown that can be used to make changes if needed.



- 7) Click **Orders for Signature** when the order details are complete. Click **Sign** to complete the order.

- 8) The Series Order will display on the **Orders** page.
 - a. The **Initial Administration** phase status will display as **Initiated**.
 - b. The **Subsequent Administrations** phase status will display as **Future**.



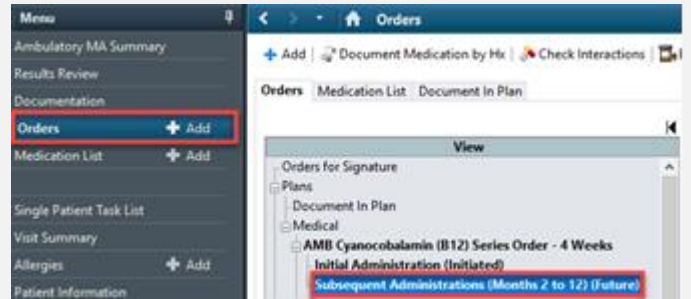
- 9) A task to document the initial administration will fire to the task list for Clinical Staff to complete. The subsequent administrations will display on the **Orders** page for Clinical Staff to activate when the patient returns for future administrations.

Patient Returns for Subsequent Administration

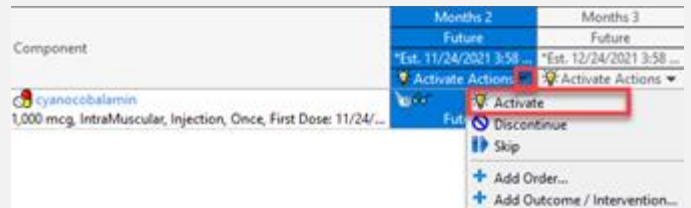
The patient has returned for their subsequent medication administration. Clinical Staff will follow the steps below to activate the appropriate order and administer the dose.

- **Note:** This process will be followed for all subsequent administrations for the patient.

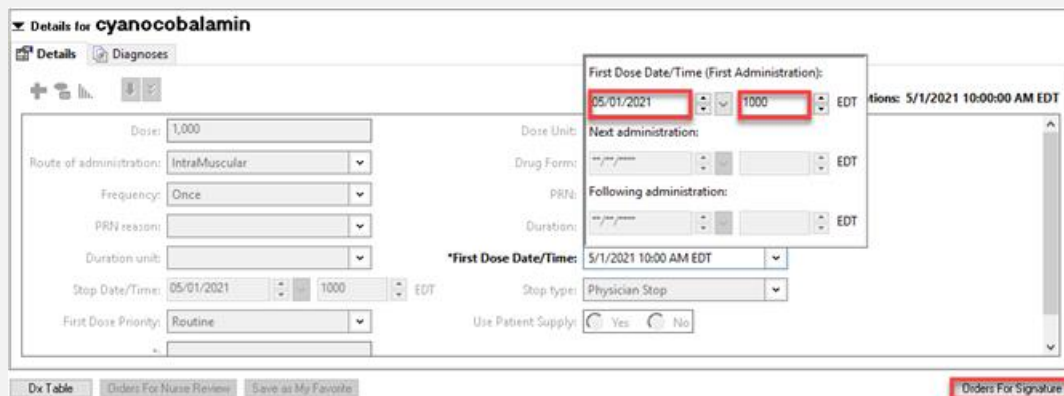
- 1) From the Ambulatory Organizer, open the patient's chart to ensure you are on the correct FIN.
 - a. Select the **Orders** tab from the Menu Bar.
 - b. Under the **Plans** section in the left pane, select **Subsequent Administrations..**



- 2) All Subsequent Administrations within the Series will display on the right.
 - a. Select the **Actions** dropdown arrow and choose **Activate**.



- 3) The **Order Details** will display.
 - a. Adjust the **Dose Date/Time** if needed.
 - b. Click **Orders for Signature** when done.
 - c. Click **Sign**.



- 4) Refresh the page. The status of the administration will update to **Ordered**.

Cyanocobalamin (B12) Series Order - 4 Weeks, Subsequent Administrations (Months 2 to 12) (Initiated) *Est. 5/1/2021 9:13 AM EDT - 3/1/2021
 Last updated on: 4/2/2021 10:21 AM EDT by: Cerner Test, Ambulatory: MA Cerner
 Diagnoses: Deficiency of other specified B group vitamins

| Component | Months 2 | Months 3 |
|--|----------------------|--------------------------|
| | Initiated | Future |
| | 5/1/2021 9:13 AM EDT | *Est. 6/1/2021 9:13 A... |
| | Actions | Actions |
| <input checked="" type="checkbox"/> cyanocobalamin 1,000 mcg, IntraMuscular, Injection, Once, First Dose: 05/01/... | Ordered | Future |

- 5) A task for the administration will fire to the task list for Clinical Staff to document.

Change, Discontinue or Skip an Administration

Change Start Date/Time of a Subsequent Administration

Clinical Staff will follow the steps below to change the start date/time of an administration if needed.

- 1) Select the **Orders** tab from the Menu Bar.
 - a. Under the **Plans** section in the left pane, select **Subsequent Administrations**.

- 2) All Subsequent Administrations within the Series will display on the right.
 - a. Select the **Actions** dropdown arrow and choose **Change Start Date/Time**.

- 3) The **Change Start Date/Time** window will display.
 - a. Adjust the Start Date/Time field as needed.
 - b. Select the **Adjust All** button to automatically adjust the start date for the remaining doses if needed.
 - c. Click **OK**.

| Description | Start Date/Time |
|-------------|------------------------------|
| Months 3 | *Est. 12/24/2021 3:58 PM EST |
| Months 4 | *Est. 1/24/2022 3:58 PM EST |
| Months 5 | *Est. 2/24/2022 3:58 PM EST |
| Months 6 | *Est. 3/24/2022 3:58 PM EDT |
| Months 7 | *Est. 4/24/2022 3:58 PM EDT |
| Months 8 | *Est. 5/24/2022 3:58 PM EDT |
| Months 9 | *Est. 6/24/2022 3:58 PM EDT |
| Months 10 | *Est. 7/24/2022 3:58 PM EDT |
| Months 11 | *Est. 8/24/2022 3:58 PM EDT |
| Months 12 | *Est. 9/24/2022 3:58 PM EDT |

- 4) In the **Ordering Physician** window:
 - a. Search and select the name of the Provider.
 - b. Select **No Cosign Required**.
 - c. Click **OK**.

- 5) Click **Orders for Signature** and then **Sign**.
 - a. Click **Refresh**.
 - b. The date of the administration(s) will update to the new date and time that were chosen.

Skip an Administration

Clinical Staff will follow the steps below to skip an administration if needed..

- 1) Select the **Orders** tab from the Menu Bar.
 - a. Under the **Plans** section in the left pane, select **Subsequent Administrations**.

- 2) All Subsequent Administrations within the Series will display on the right.
 - a. Select the **Actions** dropdown arrow and choose **Skip**.

| Component | Months 2 | Months 3 |
|--|--|---------------------------|
| | Future | Future |
| | *Est. 11/28/2021 3:58 ... | *Est. 12/26/2021 3:58 ... |
| | Activate Actions ... | Activate Actions ... |
| cyanocobalamin 1,000 mcg. IntraMuscular, Injection, Once, First Dose: 11/28/... | Fut Activate Discontinue Skip Add Order... Add Outcome / Intervention... | |

- 3) The **Skip** window will display.
 - a. Select the appropriate reason from the dropdown.
 - b. Click **OK**.

- 4) In the **Ordering Physician** window:
 - a. Search and select the name of the Provider.
 - b. Select **No Cosign Required**.
 - c. Click **OK**.

- 5) Click **Orders for Signature** and then **Sign**.
 - a. Click **Refresh**.
 - b. The administration will display with a status of **Skipped/Canceled**.

| Component | Months 2 |
|-----------|-------------------------|
| | Skipped |
| | 11/28/2021 3:58 PM E... |
| | Actions |
| | Canceled |

Discontinue an Administration

Clinical Staff will follow the steps below to skip an administration if needed..

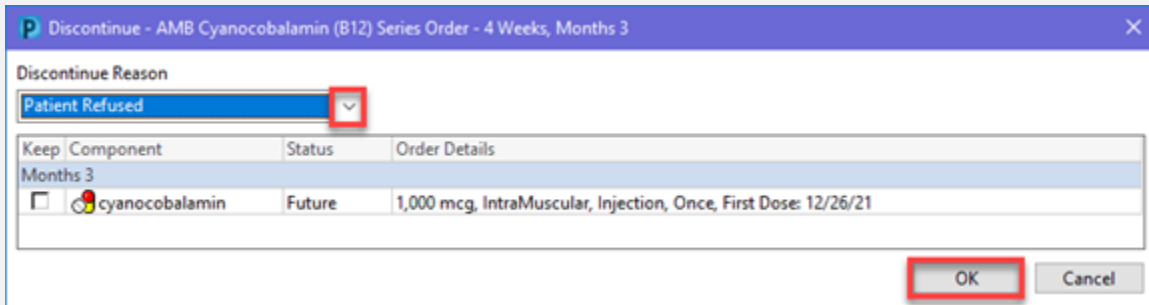
- 1) Select the **Orders** tab from the Menu Bar.
 - a. Under the **Plans** section in the left pane, select **Subsequent Administrations**.

- 2) All Subsequent Administrations within the Series will display on the right.
 - a. Select the **Actions** dropdown arrow and choose **Discontinue**.

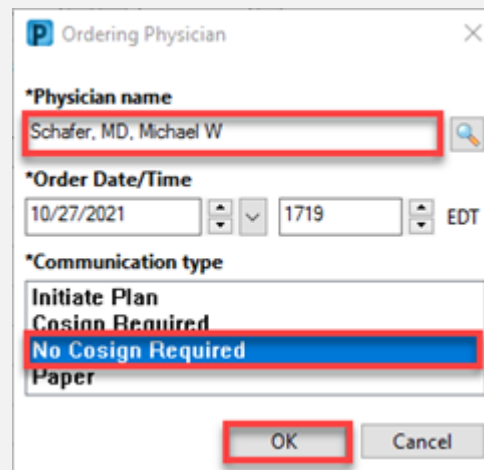
| Component | Months 2 | Months 3 |
|-----------|---------------------------------|---------------------------|
| | Future | Future |
| | *Est. 11/28/2021 3:58 ... | *Est. 12/26/2021 3:58 ... |
| | Activate Actions | Activate Actions |
| | Discontinue | |
| | Skip | |
| | + Add Order... | |
| | + Add Outcome / Intervention... | |

- 3) The **Discontinue** window will display.
 - a. Select the appropriate reason from the dropdown.
 - b. Click **OK**.

- **Note:** Do not select the box next to the administration. The administration will not discontinue if selected.



- 4) In the **Ordering Physician** window:
 - a. Search and select the name of the Provider.
 - b. Select **No Cosign Required**.
 - c. Click **OK**.



- 5) Click **Orders for Signature** and then **Sign**.
 - a. Click **Refresh**.
 - b. The administration will display with a status of **Discontinued/Canceled**.

