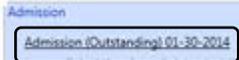


Provider Quick Tip Guide Orders Reconciliation 6.1

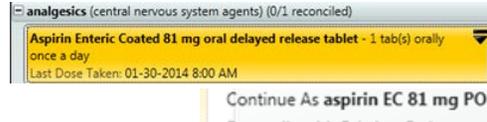
Admission Orders Reconciliation

Launch ORM from ORDERS REC BHS column on patient list
Select **“Admission”**. Nursing to use Call Page Note

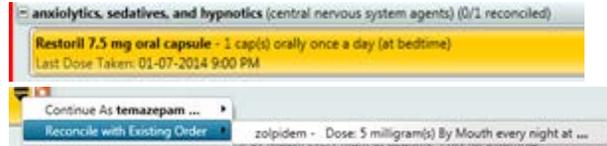


Click on More Options->Auto Reconcile. Review auto reconcile meds for accuracy.

Right click on med or click the down arrow to **choose options**. Click on **“Continue As...”** to continue the home med.



User may want to **Reconcile with Existing Order** also:



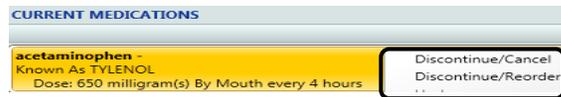
Mark All Remaining Reviewed/Not Ordered for meds not needed



To enter new orders, click on the **“Enter Order”** icon on the toolbar. This opens the Order Entry Screen



To discontinue a current order, right click on the order, select **Discontinue/Cancel**



When finished, click **“Save as Complete”**

Nursing

Call Page Note

-Adm. and Transfer Med Recs need to be completed through the Call Page note..Once complete, click on the Refresh Button to view orders entered and check the box. For Discharge rec, use current Discharge document

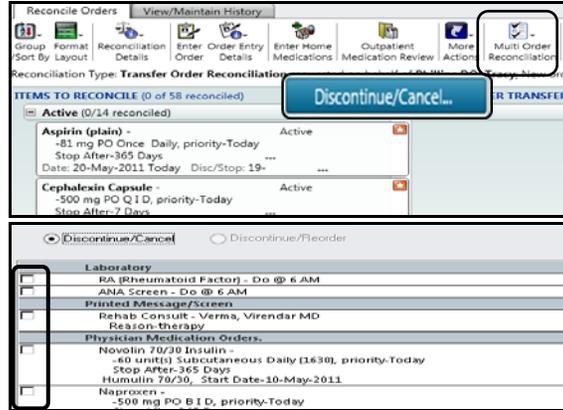
Transfer Order Reconciliation



From the ORM Icon on the Toolbar, launch Transfer
Select **“Transfer (New)”**, Select **“Postop/Transfer”**



1. Select **Multi Order Reconciliation** icon, **Discontinue/Cancel** meds no longer needed



2. Check the box next to the orders to be discontinued upon Transfer. Click OK
3. Home medication list is at the bottom of the screen. If medication has not been ordered, same process as admission to start a home med
4. When finished with the review, click on the icon **Mark All Remaining Reviewed/Continued**



5. **Save as Complete**

OMR

****FREE TEXT**

MEDS:only if med not in multum or until clarification can be obtained. Lasix shouldn't be free text**

Discharge Order Reconciliation

Active (1 item)

lasix 40 mg by mouth

1 tab(s) orally once a day

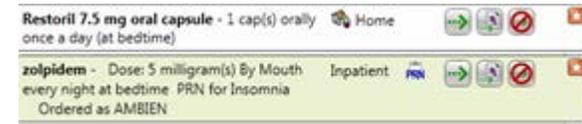
Status: Active

Refills: None Qty: 0

Enter Document – Discharge Orders – Launch ORM



1. Select **“Discharge (New)”**
2. Under **“FORMAT LAYOUT”**, change to **Expand Meds** for viewing ease.
3. Discharge Order Reconciliation will display home meds and inpatient meds **all in one list**. Home med is easily identified with the **“Home”** icon. Green arrow continues as is. If a new script is needed for the home med, choose **Create RX** with green arrow.



Continue as

Create New RX

Mark as not required

4. To make a new **“Inpatient”** med a script, choose **Create RX** with green arrow. PW opens allowing the user to add or change frequency, days, amount, as well as editing instructions.

5. To enter a new script, click **Enter Prescriptions** icon located on the ORM toolbar.



6. **Cancel remaining meds that are not needed.**



7. **Save as complete.** The list of new prescriptions appears for physician to view, submit and print. **Save Document as complete.**