

Provider Quick Tip Guide Orders Reconciliation 6.1

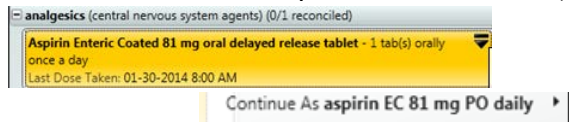
Admission Orders Reconciliation

Launch ORM from ORDERS REC BHS column on patient list

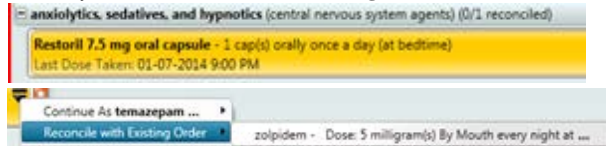
1. Select **“Admission”**



Click the down arrow to **choose options** to continue home med(s)



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



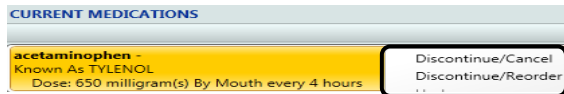
2. Mark All Remaining Reviewed/Not Ordered for meds not needed



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




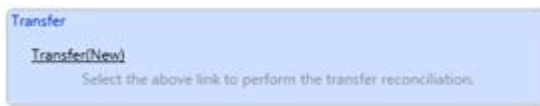
4. To discontinue a current order, right click on the order, select Discontinue/Cancel



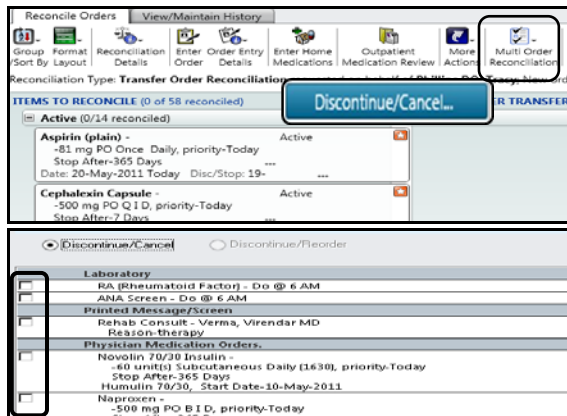
5. When finished, click “Save as Complete”

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



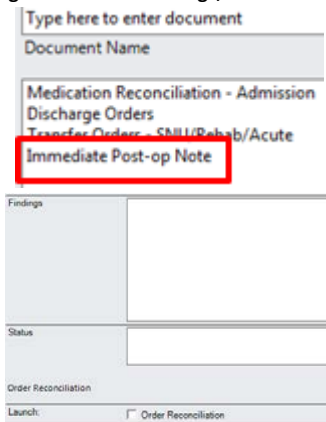
2. Check the box next to the orders to be discontinued upon Transfer. Click OK
3. Home medication list is at the bottom of the screen. If medication has not been ordered, same process as admission to start a home med
4. When finished with the review, click on the icon Mark All Remaining Reviewed/Continued



5. Save as Complete

Immediate Post-Op Note

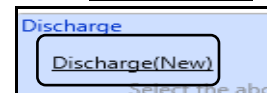
This note will be used by surgeons for post op orders reconciliation, post op orders and the seven elements;
Surgeon will enter findings, status and launch ORM



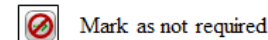
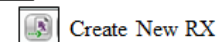
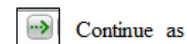
Discharge Order Reconciliation

Enter Document – Discharge Orders – Launch ORM

1. Select **“Discharge (New)”**



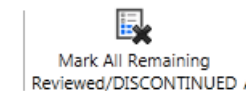
2. Under “FORMAT LAYOUT”, change to **Expand Meds** for viewing ease.
3. Discharge Order Reconciliation will display home meds and inpatient meds **all in one list**. Home med is easily identified with the “Home” icon. Green arrow continues as is. If a new script is needed for the home med, choose Create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



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.**