CPOM

Computerized Physician Order Management
Logging:

- The CPOM user will log in to Net Access with their assigned username and password.
Selecting the Hospital

- CPOM is currently only available at Homestead Hospital. The user will therefore select Homestead Hospital on their navigator and their group inpatient list will open by default. If a Mid-Level Practitioner is part of the group the Counter Signature Census will default.
Countersignature Census:
This Census will display all patients that have orders entered by a Mid-Level that are still pending supervising physician co signature.

ALL ORDERS MUST BE CO SIGNED ON THIS CENSUS!
This could be done by either co signing each order individually or cosigning the page.
If the Co Signature Census is bypassed, a notification of orders pending co signature still remains on the Active Orders screen.

ORDERS STILL NEED TO BE CO-SIGNED COUNTER-SIGNATURE CENSUS!
Countersignature Census (Cont.)

• If there are no orders pending co signature this information screen will display. User should simply proceed to the Group Inpatient Census.
Patient Selection

- Once the user selects a patient, Net Access will default the patient index to the Rounds Report.
Vital signs are also displayed on the rounds report.
Managing your Orders

- The second link on the patient index Navigator is the Manage Your Orders link. This will allow the user to manage their patient’s orders electronically:

<table>
<thead>
<tr>
<th>Rounds Report</th>
<th>Name:</th>
<th>PT #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sex: M</td>
<td>MR #:</td>
<td></td>
</tr>
<tr>
<td>Race: 6</td>
<td>Admit:</td>
<td></td>
</tr>
<tr>
<td>Birth Date: 11/30/1954</td>
<td>Attending:</td>
<td></td>
</tr>
<tr>
<td>Rm/Bld:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HGB (13.0-17.2) g/dL</td>
<td>13.2</td>
<td>13.7</td>
<td>13.5</td>
</tr>
<tr>
<td>HCT (38.0-50.0) %</td>
<td></td>
<td>38.1</td>
<td>38.6</td>
</tr>
<tr>
<td>WBC (3.4-11.0) K/uL</td>
<td>7.6</td>
<td>14.6 H</td>
<td>13.7 H</td>
</tr>
<tr>
<td>Platelet (150-400) K/uL</td>
<td>260</td>
<td>271</td>
<td>332</td>
</tr>
<tr>
<td>RBC (4.00-5.70) M/uL</td>
<td>4.46</td>
<td>4.54</td>
<td>4.51</td>
</tr>
<tr>
<td>MCV (80-100) fL</td>
<td>84</td>
<td>84</td>
<td>86</td>
</tr>
</tbody>
</table>
Managing your Orders (cont.)

- Once the user selects the “Manage your Orders” link the web page changes to a gold form.
Tab Selection

- There are 7 different tabs presented to the user.

1. Active Orders tab.
2. Order Set Tab.
3. Nursing Order Tab.
4. Dx/ Tx Orders Tab.
5. Unit Spec Orders Tab.
6. Search Orders Tab.
7. Med/ IV orders Tab.
Active Orders Tab

- This tab displays all active orders for the current admission.
- Orders may be displayed differently based on the radio button selected at the bottom corner of the screen.
Active Orders Tab (Cont.)

Radio Button Display

• Radio buttons are located on the left bottom corner of the active order screen to allow the user to narrow down the active order display selection.

• A red color indicates the option selected.

• **Order Display Options:** Active, All, DC/CAN, Expiring, Dietary, Unverified Labs, Pharmacy, IV only, Med Only, My Orders-today, and 24 hours.
Active Orders Tab (Cont.)

Radio Button Display.

Order Display Options  ex:
My Orders-Today will display orders entered today.
Active Orders Tab (Cont.)

Radio Button Display

Order Display Options ex: 24 hours—will display orders entered in the last 24 hours.
Active Orders Tab (cont.)

- **Note that only on this tab is the user able to:**
  1. Discontinue an order
  2. Cancel an order
  3. Renew an order
  4. Revise an order
  5. Detail an order
How to Discontinue, Cancel, Renew, Order Detail, or Revise

- The user will first select order to be Discontinue (DC), Cancel, etc.
How to Discontinue, Cancel, Renew, Order Detail, or Revise (cont)

• Indicate change to be made by selecting discontinue, cancel, renew, etc. from left side of screen.
How to Discontinue, Cancel, Renew, Order Detail, or Revise (cont.)

- The user can either accept order changes at this time or keep placing new orders.
- To accept order changes select the “Enter Order Changes” at the right bottom corner of the form.
Confirmation screen

- A confirmation screen will display. User should provide appropriate information. Select OK.
- The order will display with new changes.
How to review/cancel changes

- The user will select the order.
- She/He can select change or delete from the left side of the screen. “Delete” changes will not be completed. “Change” will display again confirmation screen.
Orders approaching expiration.

- Medication Orders approaching expiration are highlighted in orange 24 hours prior to the expiration date and can be renewed from the Active order screen.
How to Renew an order

- Select the medication that needs to be ordered and click on “Renew” then select “Enter Order Changes”.
How to Renew an order (Cont.)

After confirming changes you will get this screen, since a previous order is still active. Accept Both.
Order Set Tab

- This tab is one of the easiest ways for the user to manage their orders. Order sets are customized individually as well as by specialty.
- The order sets are groups of orders already pre-filled for the user which reduces the amount of clicks.
- On the order set the user is able to select all orders with one click or simply choose specific orders.
- This tab contains 3 different sections.
  - **Physician Personal Order Sets:** These are order sets that the physician may want to use for his/her personal use.
  - **Protocol Order Sets:** These order sets are dictated by the Hospital. They are called “Core Measures”, “Protocols” and cannot be changed. The users are asked to utilize these orders sets when treating these conditions.
  - **Specialty Order Sets:** This section contains order sets specific to a specialty and will vary based on the user’s medical specialty.
Order Sets

- Select Order Set(s).
- The Order Set will display.
- The user can select first toggle (top left) to include all choices.
- An individual choice is also available.
Order Sets

- Once selections are made, select OK.

- A confirmation screen (if necessary) will display in some cases.

- Orders are ready to be signed (password).
Nursing Order Tab

- This tab contains all patient care orders. Any order that will be performed by a nurse will be listed in this tab.

- Ex: Bed rest with bathroom privileges or any other need the patient may have.
Nursing Order Tab: Doctor to Nurse Order

- In this tab there is also a “Doctor to Nurse Order”. This is a free text field that the user may type in any communication to the nurse that he does not find in the nursing tab.

- **Note**: The user should never type in medication, laboratory, radiology, etc., in this tab!
Nursing Order Tab: Doctor to Nurse Order

- Highlight Doctor to Nurse Order.

- Select MD to RN. Click OK.

- Type in your request.

- Order ready to be signed (password).
Nursing Order Tab/Search Box

- There is also a search box on the bottom of the screen. This is used to find orders not on the list.

- Type at least 3 characters and click on search. A new list will display.
Dx / Tx Orders Tab

- This tab contains ALL testing orders

- **Laboratory**: includes Frequently Orders, Chemistry, Hematology, Microbiology, Serology, Transfusion Services, and Cardiac Enzymes.

- **Imaging Services**: CT Scan, MRI, Nuclear Medicine, Ultrasound, and X-Ray.

- **Other**: Central Service, Consults, Dietary, Echocardiogram, etc....
Dx / Tx Orders Tab

- The default list is the frequently ordered laboratory list.
- The list can vary based on the user’s preference.
- There is also a search box on this tab.
Search Order Tab

- This tab allows the user to search all orderable items. It will provide a comprehensive list.
- User must type first 3 letters of the item. To reduce the list of item more letters may be typed in.
Med/ IV Orders Tab

- For CPOM this is the most important tab! This tab allows the medical staff user to electronically manage all medication orders for their patients. This reduces the errors and the delay in the patient meds.
- The difference lists will also vary based on physician’s preferences.
- There is also a search box available on this tab.
- **NOTE: THE USER CAN ONLY UTILIZE THIS TAB TO MANAGE MEDICATION ORDERS. NO OTHER TAB SHOULD BE USED!**
- The default list is the Common Medications list.
Med / IV Orders Tab cont.

- The user will also find Common IV fluids, Build IV from Scratch, Sliding Scale, etc..
Note: “Sign Orders” (red) left bottom of the screen.
User should sign orders with password
use to sign in Net Access.
What I hear, I forget.

What I see, I remember.

What I Do, I understand.

What I teach to another, I master.

Confucius
If you need assistance with NetAccess, Dashboard, PDAccess Essentris, PACS, CPOM or CNI

Physician Support Contacts

• For CPOM only contact Monica O’Neil Ext. 22517
• Homestead Hospital - Hilcias Jimenez, Ext. 37501
• Baptist Hospital – Jennifer Arrindell, Ext. 67464
• South Miami Hospital – Fred Matos, Ext. 22752
• Doctors Hospital – Joel Ruiz, Ext. 38149

A Physician Information Technology Consultant is available 8 a.m. - 4:30 p.m. at Baptist, South Miami, Doctors and Homestead Hospitals
786-662-7879 or Ext. 27879