



## Office Staff Ordering Therapy Plans Example: Zometa

For patients receiving Infusions in an outpatient setting

1. Log in to Epic Hyperspace: Double click on the **Epic** icon. Enter your username and password. **Choose your Department:**
  - i. **Newport Beach: HHN HCC OP Infusion**
  - ii. **Irvine: HHC ISC OP Infusion**

The screenshot shows the Epic Hyperspace login interface. The main window is titled "OCPLY - Training" and displays the "Epic 2017 HYPERSPACE" logo. Below the logo is a "Department:" dropdown menu with the selected value "HHN HCC OP INFUSION [51101001007]". A red arrow points to this dropdown. Below the dropdown are "OK" and "Cancel" buttons.

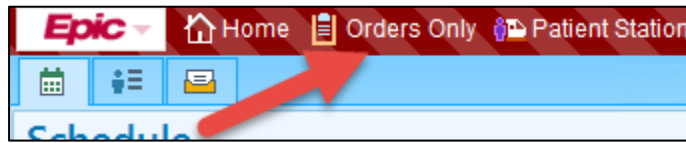
Below the main window is a "Record Select" dialog box. The search bar contains "hhn infusion" with a red arrow pointing to it. The search results table is as follows:

%	ID	Department	Center	Specialty	Location	Service Area
■	511010036	HHN INFUSION ...		Pharmacy	HHN HOAG ...	HMHP HOAG M...
■	51101001...	HHN HCC OP IN...	HOAG ME...	Infusion Therapy	HHN CANCER...	HMHP HOAG M...

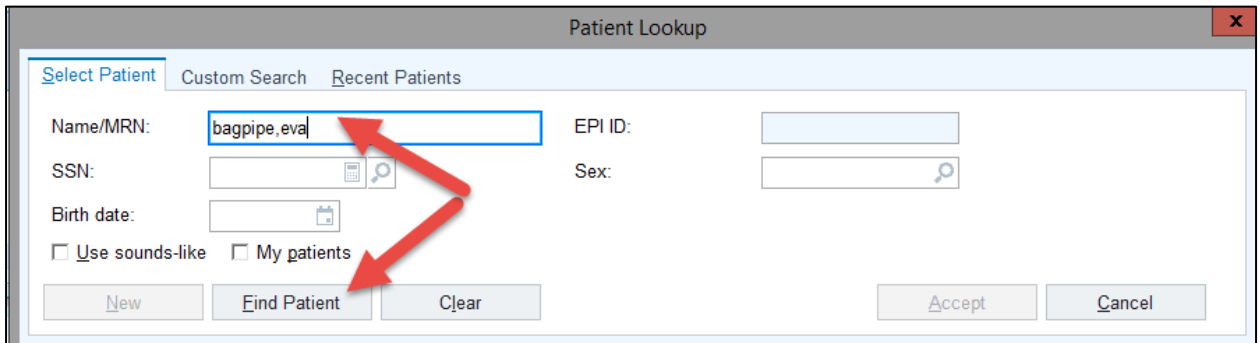
A red arrow points to the second row of the table. Below the table, it says "2 records total, all records loaded." At the bottom of the dialog are "Accept" and "Cancel" buttons.

Small text in the bottom left corner of the Epic window reads: "© 1979-2018 Epic Systems Corporation. All rights reserved. Protected by U.S. patents. For details visit www.epic.com/patents. Additional copyrights apply. CPT®, copyright A. SNOMED CT® copyright IHTSDO."

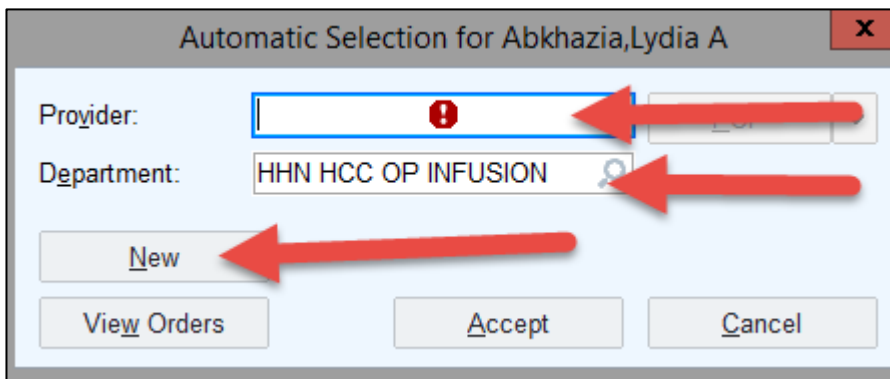
2. Click **Orders Only** to search for your patients.



- Type in patient's name (Last name, first name) and date of birth. Click **find patient** or click **enter** on keyboard.

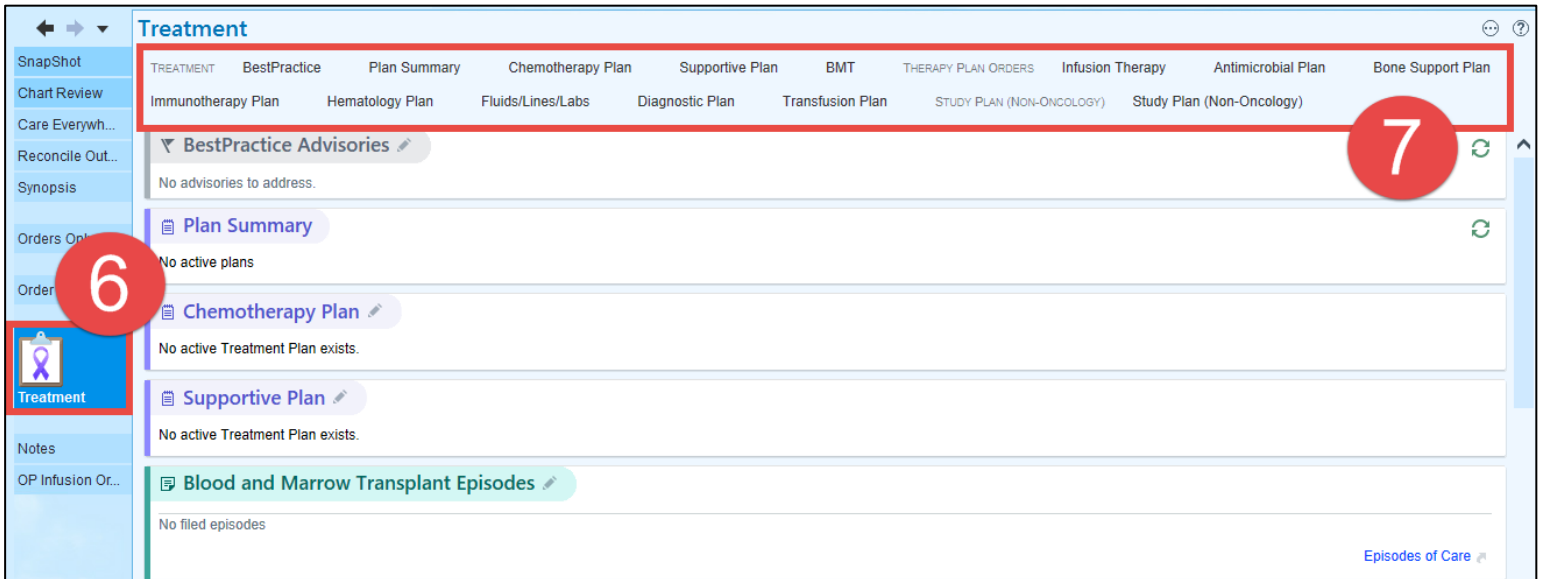


3. On the next screen, Double-click on the **Patient's Name**.
4. On the next screen **enter in the provider and make sure your department is correct and click New.**

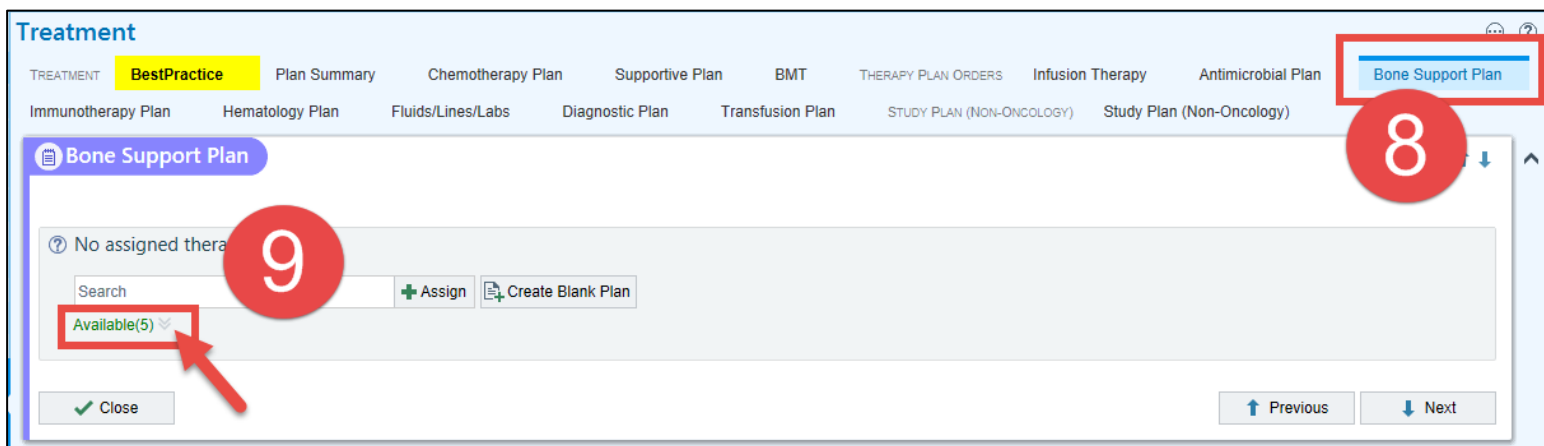


5. When the patient chart opens, it defaults to the **Orders Only Navigator**.
6. On the left, select the **Treatment** Navigator.
7. **All orders** must be placed under the appropriate **Treatment Plan**. Select the appropriate tab at the top to navigate to that plan section.

- **Antimicrobial** (ex: Daptomycin, Vancomycin)
- **Bone Support** (ex: Reclast, Zometa)
- **Immunotherapy** (ex: IVIG, Inflectra, Xolair, Remicade)
- **Hematology** (ex: Procrit, Granix, Iron)
- **Fluids/Lines/Labs** (ex: Hydration, Central Line Care, and any patient just needing labs at the infusion center)
- **Diagnostic Plan** (ex: Cortrosyn)
- **Transfusion Plan** (ex: Blood Products and Plasmapheresis)

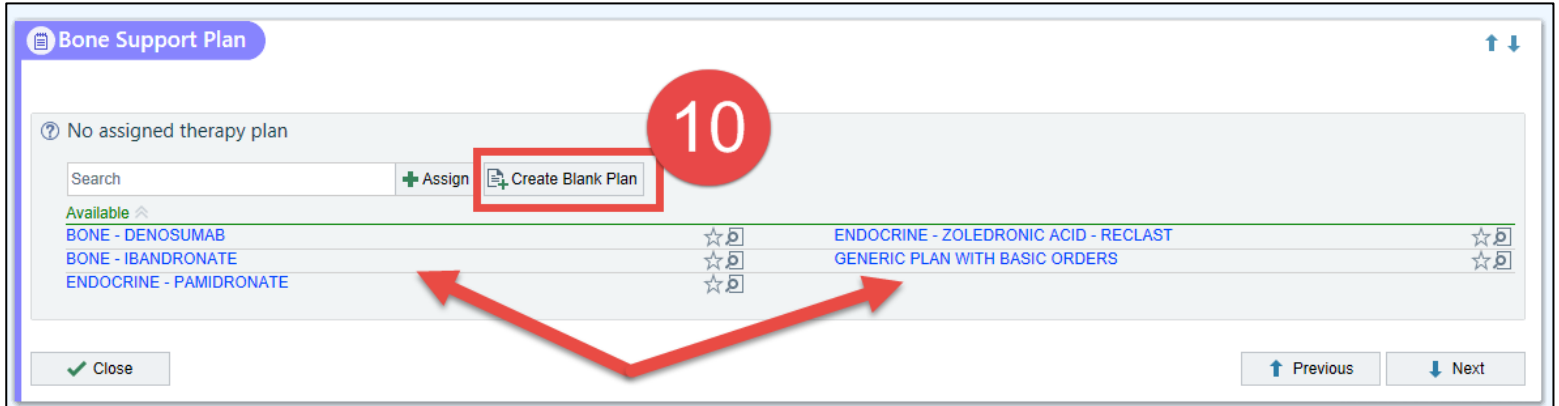


8. For example, to enter a Zometa Plan, click on **Bone Support**.
9. Click the **chevron** next to **Available** to review the plans that are available.



(Notice Zometa is not listed below and you are unable to search for the plan.)

10. Now click on **Create Blank Plan**. (Use 'Create Blank Plan' when your plan is not listed below your sub title and you are unable to search for it.



11. Name your plan type **Zometa**.

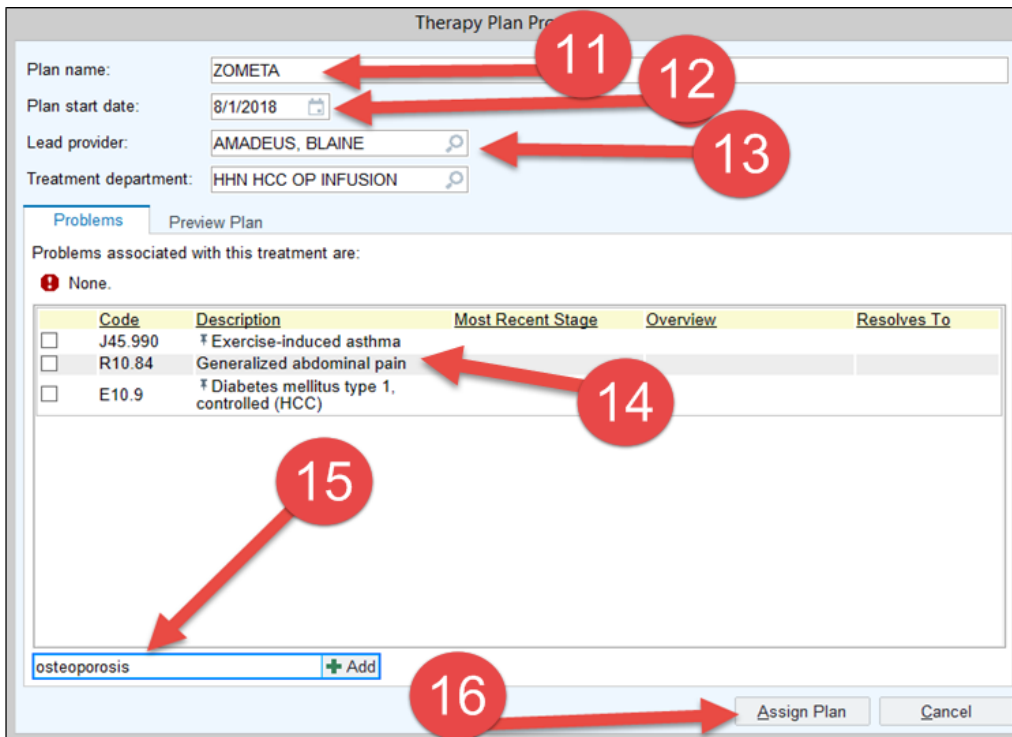
12. Date and associated problem(s) are required by the red stop sign. Fill out plan start date. (Type **t** for today.)

13. Search for correct **Lead Provider**.

14. Select a **problem to link** to plan if you see it listed down below.

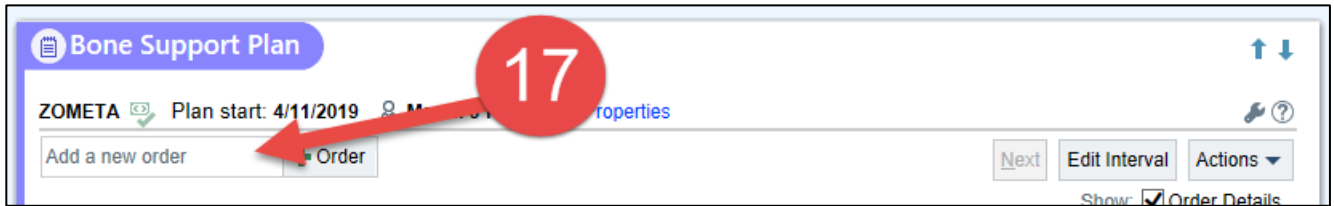
15. If the problem is not there, then on the bottom left you can search and add correct problem. (Ex: type **osteoporosis** click add then **accept**).


16. Click **Assign Plan**.



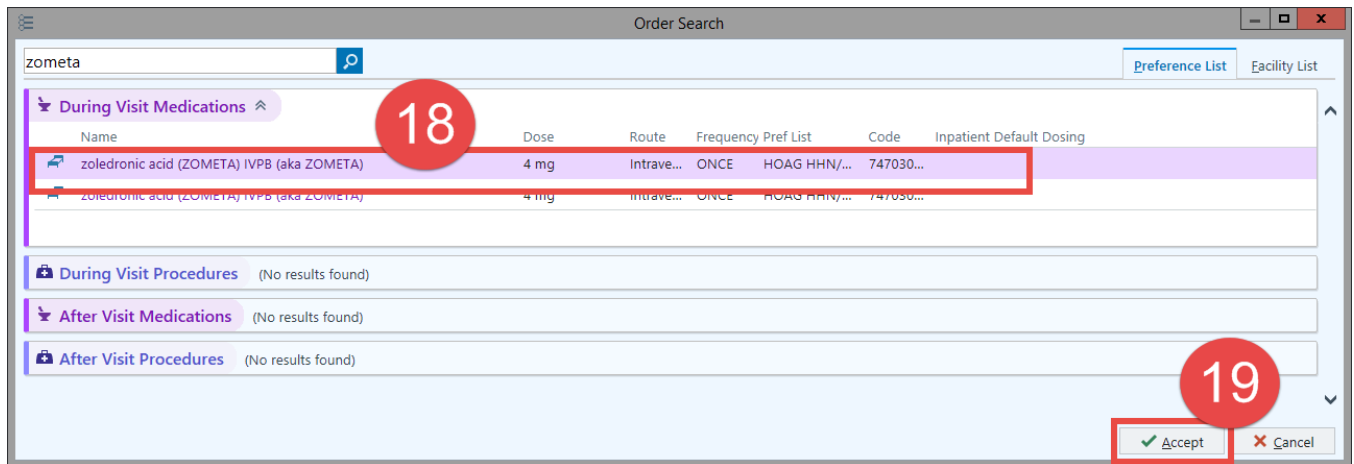
Now you want to **add infusion orders and labs to your plan.**

17. Type Zometa in 'Add a new order' search field and click **enter** on keyboard.



18. Select the appropriate order. (Make sure you select the order with the **Bed Icon** .)

19. Click **Accept**.



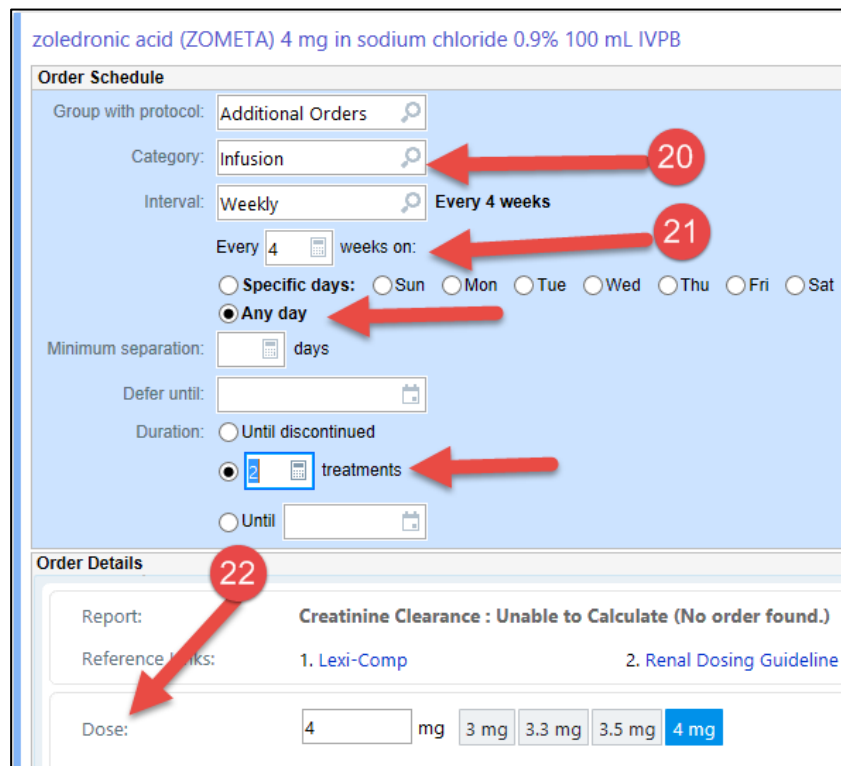
Next you will notice in the **Order Schedule** the Category and Interval are blank.

20. For the category you want to type *inf* and select **Infusion**

21. **Example:** For Interval choose **weekly** (you may also choose once if only done once).

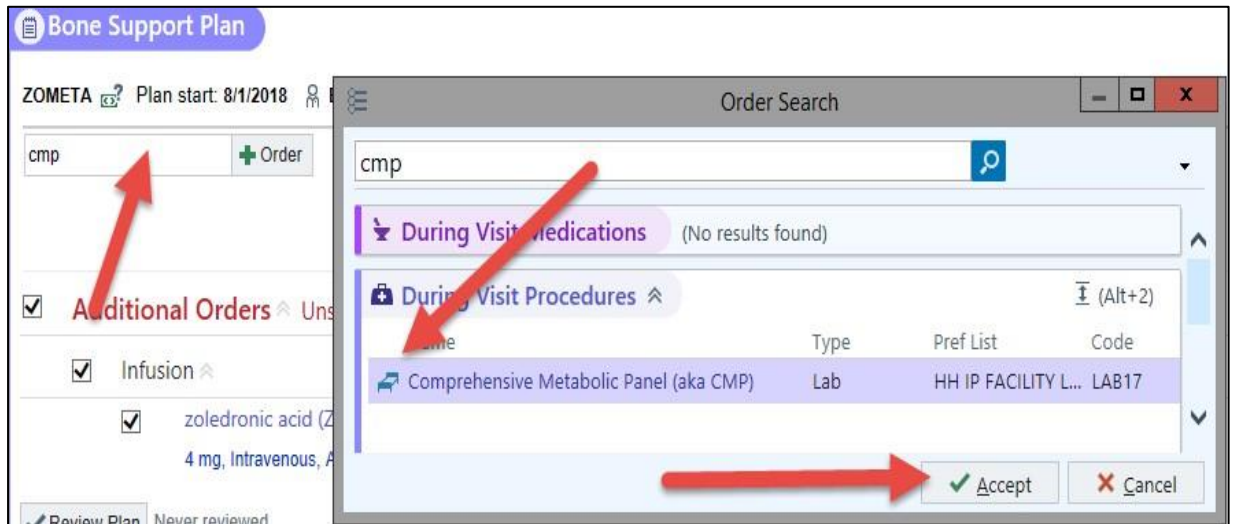
- For every four weeks, type **4**
- Choose **any day**
- Then fill out number of treatments you would like the patient to receive.

22. Fill out/confirm the dose and click **Accept**. (Accept will be at the bottom right of the order.)



To order additional items, example CMP:

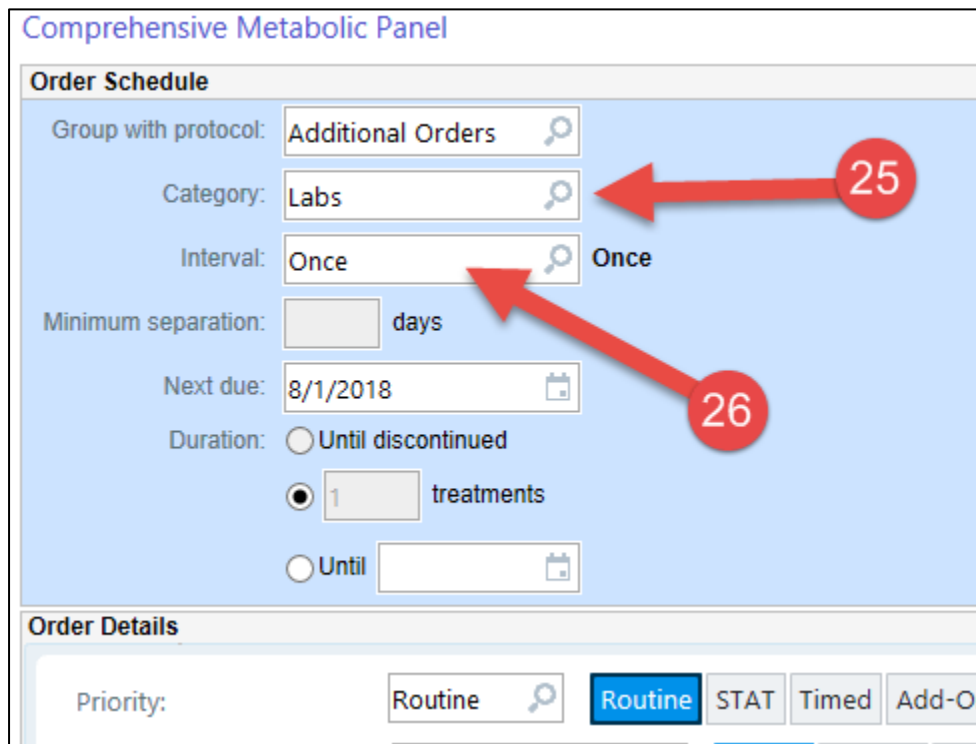
23. Type **CMP** in order search window and **click enter** on keyboard. (**Make sure you select CMP with the Bed Icon and click accept.**)



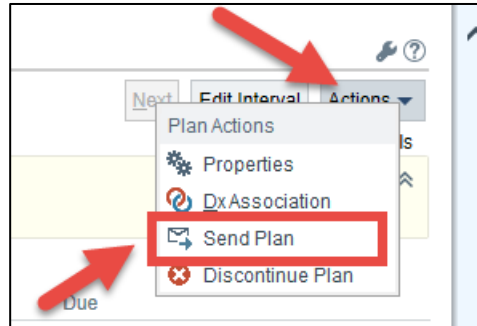
24. Next you will notice in the order schedule the Category and Interval are blank.

25. For the category type **Lab** and select **Labs**

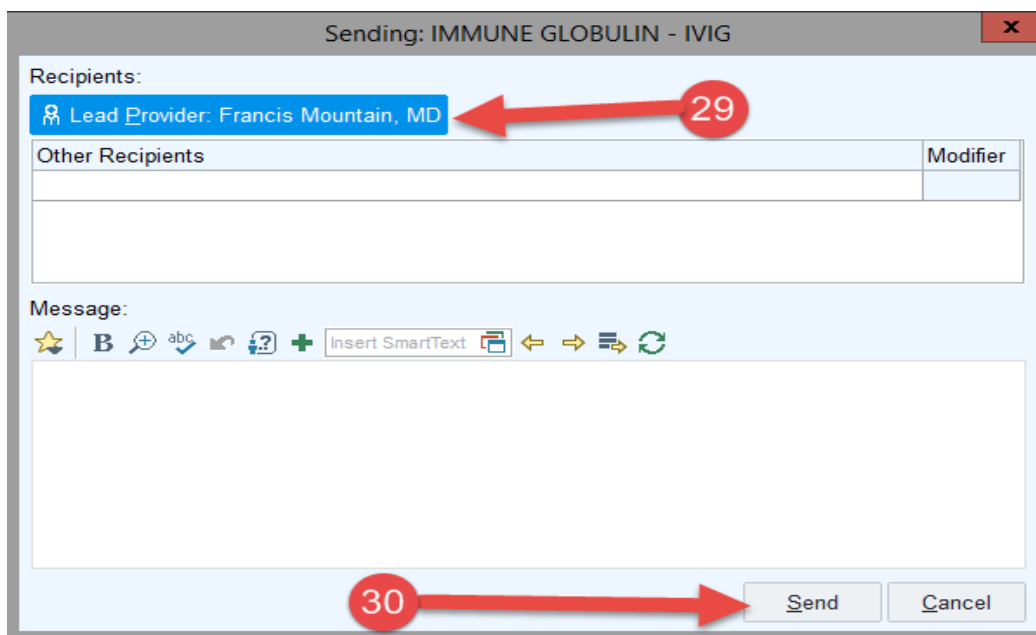
26. For interval type **once** and choose once. (Click **accept** at the bottom right.)



27. If any other orders are needed, add them to the plan by repeating the previous steps.
28. Once the plan is complete, on the top right click the **Actions Button**, and select **Send Plan**. (It's the 3<sup>rd</sup> option.)



29. Under recipient, make sure you see **correct physicians** name or search for your provider you want to send the plan to.
30. Click **Send**.



Last step is to click **Sign Visit** to close the open encounter.

31. On the bottom right, click **Sign Encounter**.

The screenshot displays a medical software interface for a treatment plan. The main content area shows a plan for ZOMETA, starting on 4/11/2019. A yellow banner indicates "Plan Not Signed" with instructions to select orders to include in the plan. Below this, a table lists additional orders:

Order Type	Order Details	Interval	Duration	Due
Infusion	zoledronic acid (ZOMETA) 4 mg in sodium chloride 0.9% 100 mL IVPB 4 mg, Intravenous, Administer over 30 Minutes, ONCE, Starting when released. For 1 dose	Every 4 weeks	2/2 remaining	1 time this week
Labs	Comprehensive Metabolic Panel ONE TIME Starting when released	Once	1/1 remaining	Thu 4/11/2019

At the bottom right of the interface, a button labeled "SIGN ENCOUNTER" is highlighted with a red box. A red arrow points from the center of the screen towards this button.

For questions, please email the Training Team at [training@hoag.org](mailto:training@hoag.org).