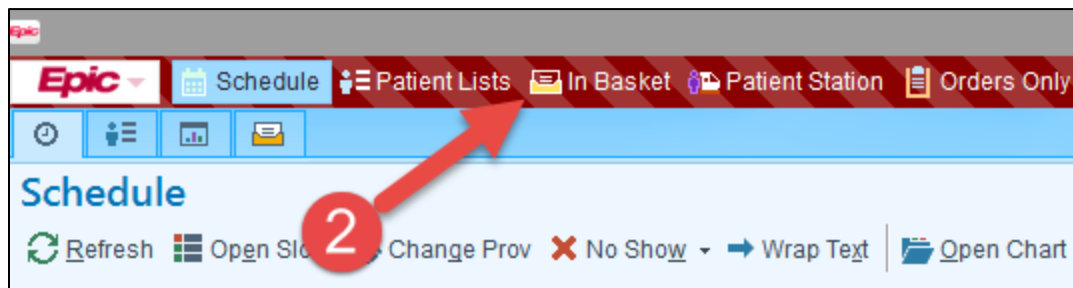




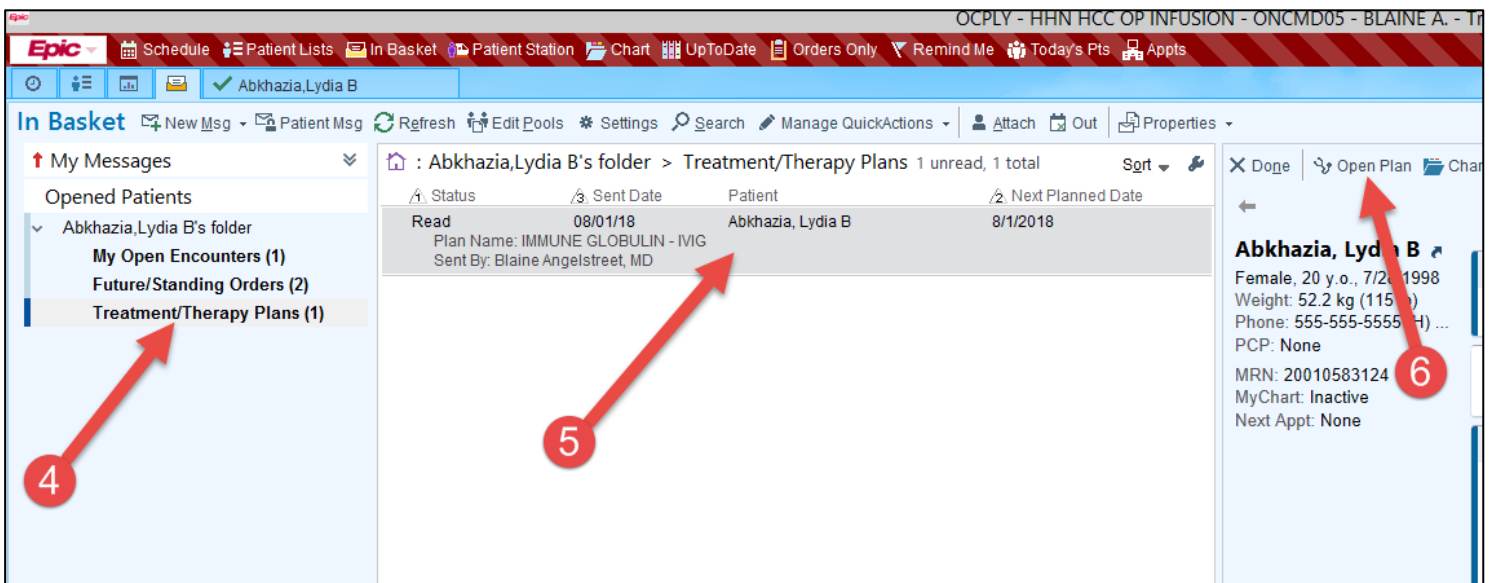
## Signing off Therapy Plans for Physicians

For patients receiving Transfusions or Infusions in an outpatient setting

1. Log in to Epic Hyperspace: Double click on the **Epic** icon. Enter your username and password.
2. Click on your **In Basket** icon.



3. In your messages, you will see your messages for **Treatment/Therapy Plans**.
4. Click on **Treatment/Therapy Plans**.
5. Click on the **patient's name**.
6. On the right, review the report to see the plan and click the **Open Plan Button**.



7. On next screen, click **Accept** to open the Plan.

Encounter Selection for Abkhazia, Lydia B

Selected record: ABKHAZIA, LYDIA B

Contact Date	Contact Type	Provider	Department	Status
08/01/2018	Orders Only	Blaine Angelstreet, MD	HHN HCC OP INFUSION	
08/01/2018	Orders Only	Blaine Amadeus, MD	HHN HCC OP INFUSION	
07/28/2018	Preadmit Visit	Blair Holiday, RN	OPH PREADMIT CLINIC	
07/28/2018	Orders Only	Blair Holiday, RN	OPH PREADMIT CLINIC	
09/08/2018	Admission	Cassey Calcium	OPH OR INTRA OP	Pend Preadm
08/01/2018	Admission	Hunter Abkhazia	OPH OR PACU	Admitted
07/28/2018	Prep for Procedure	Cassey Calcium	OPH OR INTRA OP	
07/28/2018	Prep for Procedure	Hunter Abkhazia	OPH OR INTRA OP	

Buttons: New, Search >>, MORE, Accept, Cancel

Encounter Information: 8 loaded.

8. The next screen opens up into **Visit Navigator**. (You may have to select Category of treatment to view plan.)

9. **Review** the orders that are checked. To sign the orders that are checked, click **Sign Plan** in the top right.

ONCOLOGY TREATMENT

Inf Nursing Tx Co...

Plan Summary

Chemotherapy Plan

Supportive Plan

BMT

THERAPY PLAN ORDERS

BestPractice

Infusion Therapy

Antimicrobial Plan

Bone Support Plan

Immunotherapy Pl...

Hematology Plan

Fluids/Lines/Labs

Diagnostic Plan

Transfusion Plan

STUDY PLAN (NON-ONCOLOGY)

Study Plan (Non-...

ORDERS

Meds & Orders

Transfusion Plan

BLOOD ADMIN ADULT Plan start: 4/11/2019

Add a new order + Order

Sign Plan Edit Interval Actions

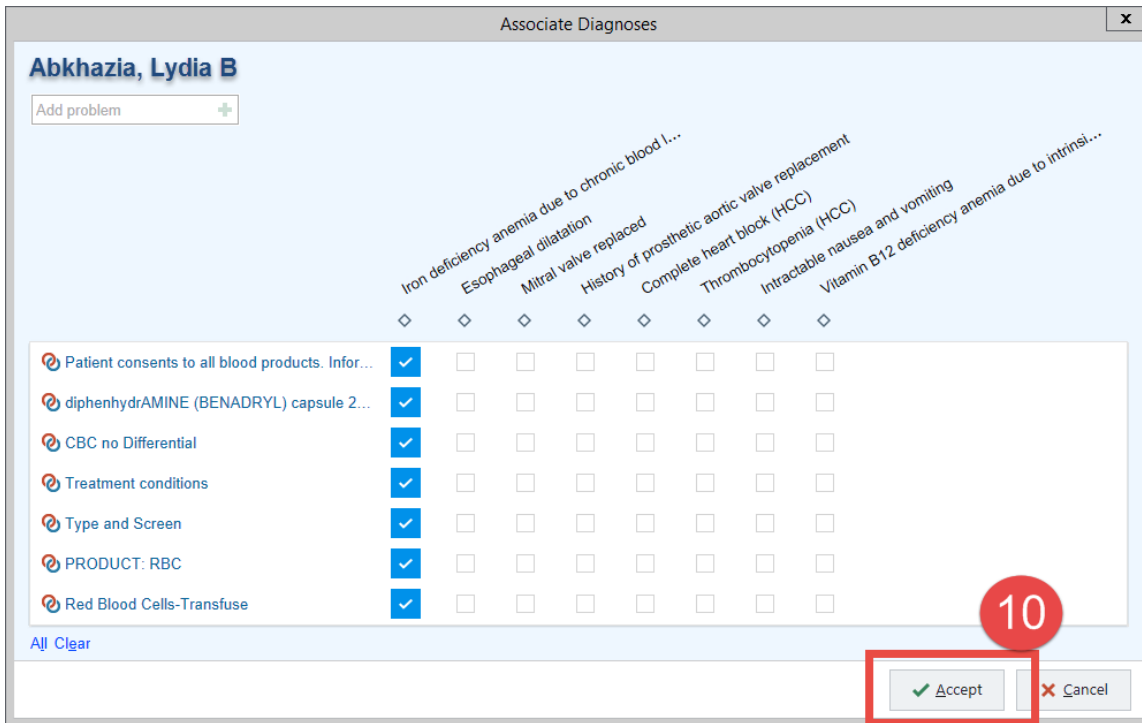
Show: Order Details

Plan Not Signed

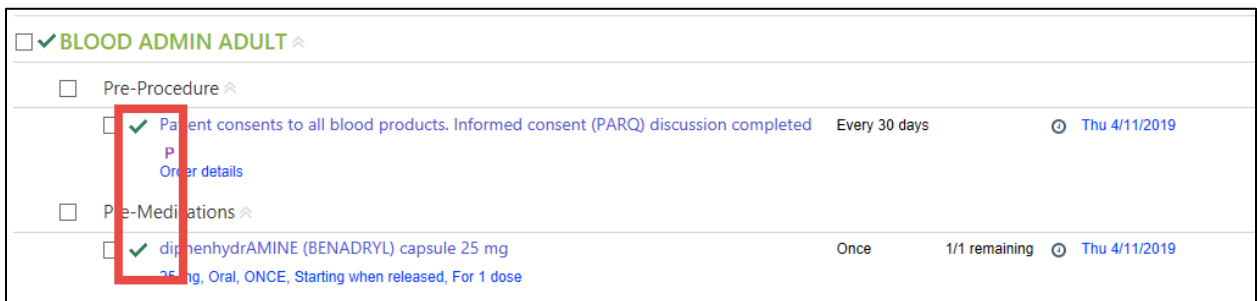
Select orders to include in the plan, then click Sign Plan to activate the plan and sign the orders. Only orders that have been selected will be included in the plan.

	Interval	Duration	Due
<input type="checkbox"/> BLOOD ADMIN ADULT Not Signed			
<input type="checkbox"/> Pre-Procedure			
<input type="checkbox"/> Patient consents to transfusion ONLY OF SELECTED blood products. Informed consent (PARQ) discussion completed.	Every 30 days		Thu 4/11/2019
<input checked="" type="checkbox"/> Patient consents to all blood products. Informed consent (PARQ) discussion completed	Every 30 days		Thu 4/11/2019
<input type="checkbox"/> Patient consents to all blood products. PARQ discussion previously completed/ documented.	Every 30 days		Thu 4/11/2019

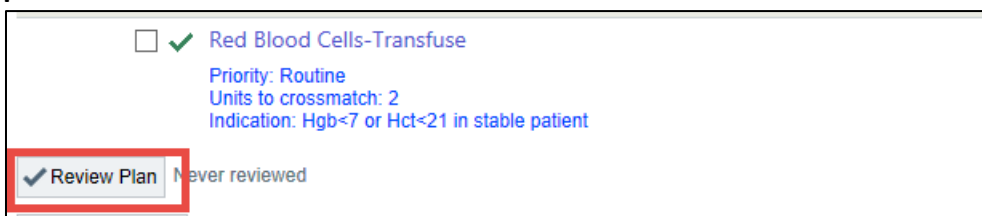
10. The **Associate Diagnosis Window** opens. **Confirm** that your orders are associated with the correct diagnosis. Click **Accept**.



11. The orders that are not checked, will no longer be a part of this patient's plan. You will then see **green check marks** to the left of the orders. This will show that all orders are signed.

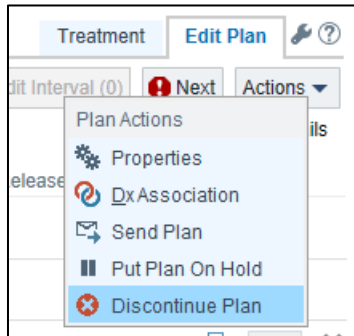


12. Click **Review Plan** at the bottom. The next screen will ask for your password. **Type password and click OK.**

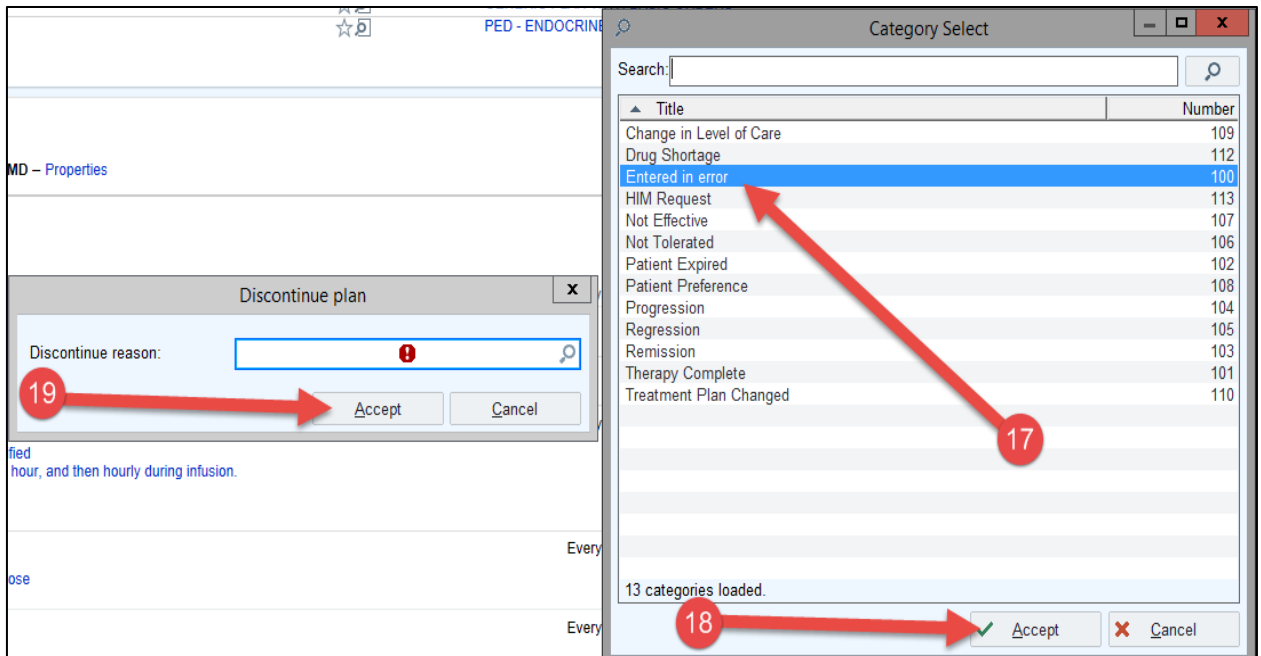


13. You will then see your name to the right of **Review plan** time stamped.

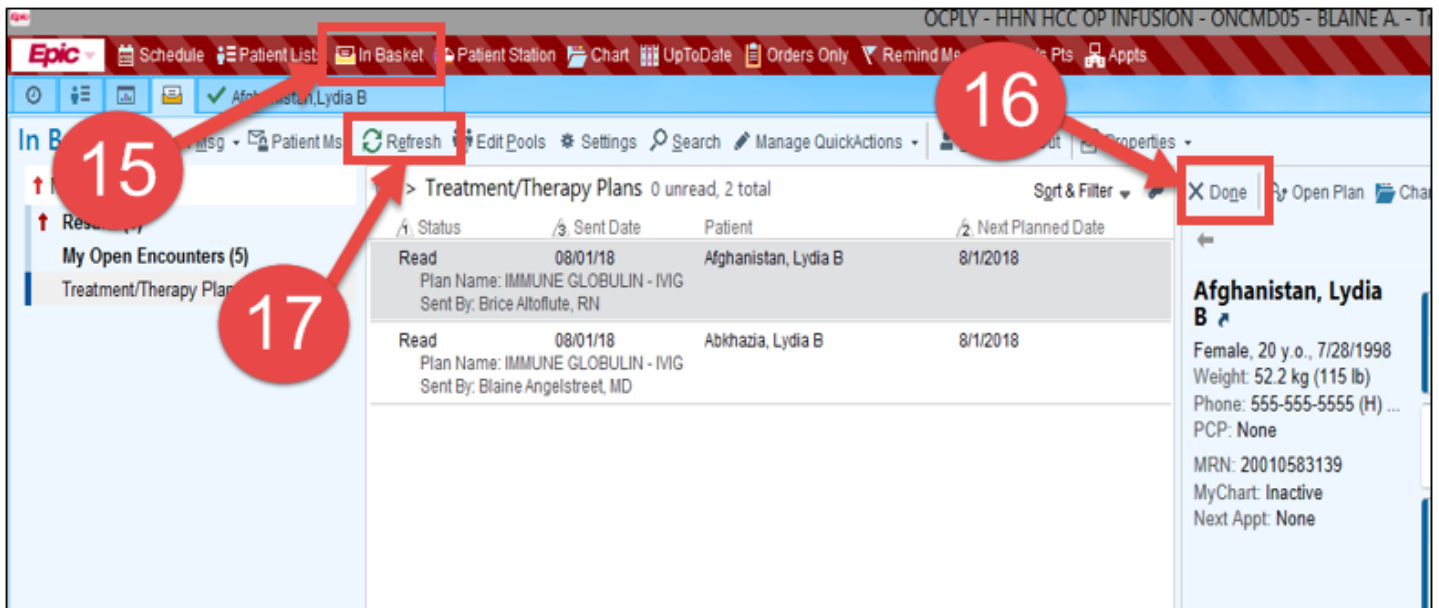
14. **Note:** If you want to discontinue the plan, click on **Actions** and click **discontinue plan**.



- Choose a reason why you're discontinuing the plan.
- Click **Accept**.
- Click **Accept**.



15. Click on **In Basket** to remove message.
16. It brings you back to the In Basket. On the right, click **Done**.
17. Then click **Refresh** to clear the patient out of the In Basket.



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