

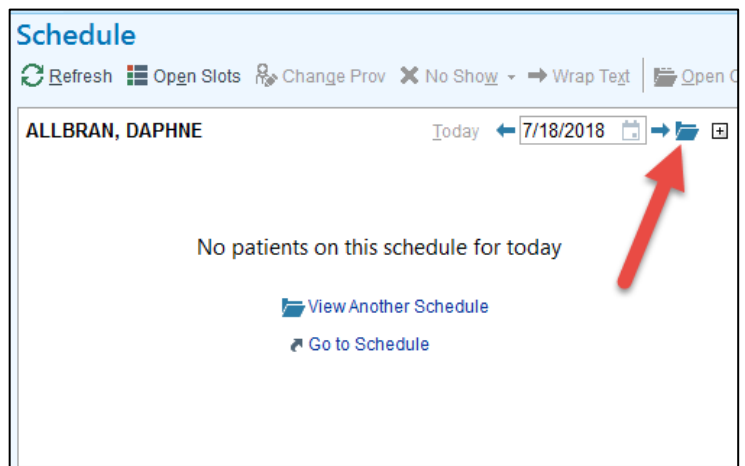


Order Entry for Office Personnel Entering PreOp Orders

Entering Orders on Behalf of a Physician

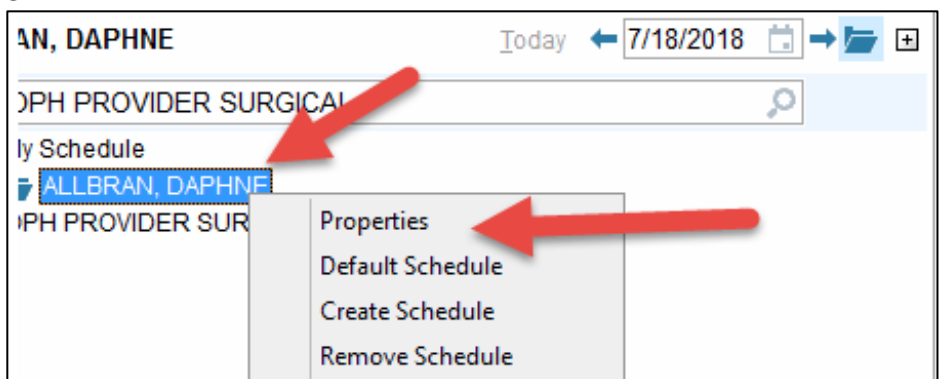
1. Log in to Epic Hyperspace:
 - Double click on the **Epic** icon.
 - Enter your username and password.
 - **Choose your Department: HHN Surgical for Newport Beach and HHI MedSurg for Irvine.**

2. Create your schedule.
Note: Creating schedule is just a onetime set-up.
 - Add your physician to your schedule. **Click on blue folder.**

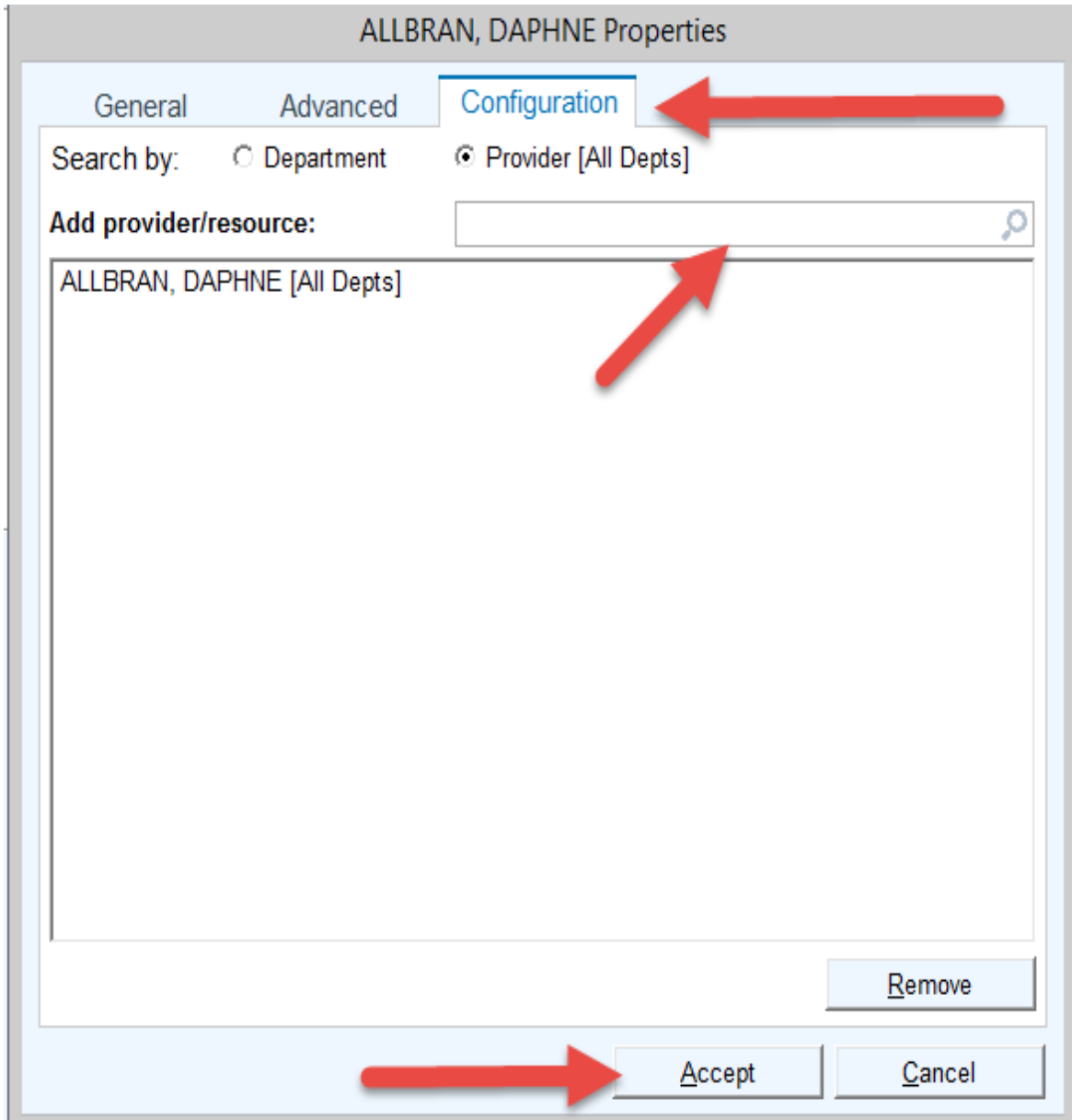


3. **Right-Click** on your name.

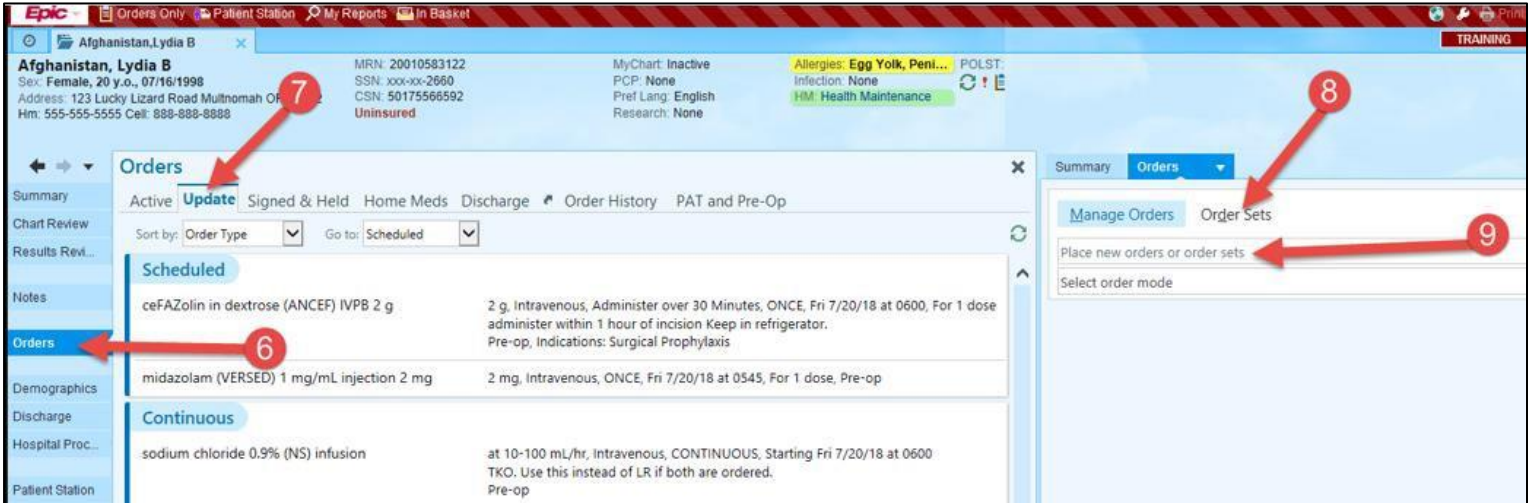
- Select **Properties.**



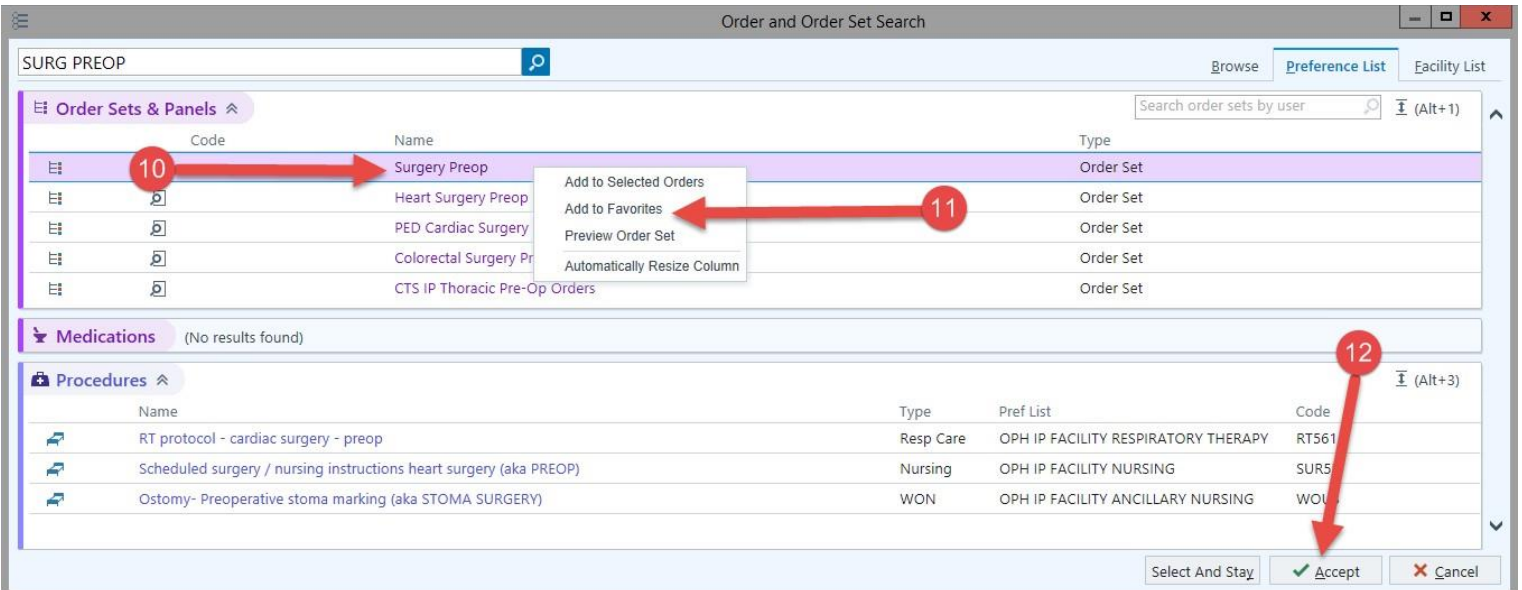
4. Select the **Configuration** tab.
- Select **Provider [All Depts]** .
 - Search for **your provider(s)**.
 - Click **Accept**.



- Click the **blue folder** to go back to your Schedule. **Find the patient on your Schedule.** **Double-Click** on patient to open chart.
- Click on **Orders**.
- Click on **Update**.
- Click on **Ordersets**.
- Type **Surg Preop** in search window and click **Enter** on the keyboard.



- Single Click on **Surgery Preop**.
 - Then **right click** on **Surgery Preop** to add to favorites.
- Note: Adding this to your Favorites is a onetime set-up.**
- Click **Accept** at bottom right.



13. Address the order set by checking the box or circle to select the order.
14. Address all mandatory (🚫) items.
 - a. Click on 'Pre-op, Sign & Hold' to address the **Scheduled surgery/nursing inactions** order.
 - i. Under procedure communication, make sure to address:
 - Planned Procedure: **free text exact procedure on consent.**
 - Laterality: **single click on correct choice.**
15. Under **Anticipated Post Op Destination**, make sure to select one of the choices.
16. Select **NPO Diet**.

17. If needed, under **Pre-op Studies Labs**, select one of the choices.
18. If needed under glucose monitoring, select **POCT glucose**.
19. If needed Under Studies, select **ECG 12 lead** or **XR Chest PA and Lateral**.

20. Determine under **VTE Prophylaxis** if anything is needed and select correct order.

Order Sets

XR Chest PA and Lateral
Pre-op


▼ **VTE Prophylaxis**

▼ **Preoperative VTE prophylaxis**

Place compression stockings
Pre-op

Place sequential compression device
Pre-op

heparin 5,000 units/mL injection
ON CALL, for 1 dose, Check with anesthesia prior to administration of heparin., Pre-op



21. If needed, use the Prophylactic Antimicrobials Selection Tool to select an **Antibiotic** to be administer in Pre Op.

▼ **Prophylactic Antimicrobials**

▼ **Appendectomy. Uncomplicated appendicitis**

Multi-drug resistant organisms: None

	Procedure	Recommended agents B-lactam anaphylaxis: No MRSA negative	B-lactam anaphylaxis: Yes MRSA negative	B-lactam anaphylaxis: No MRSA positive	B-lactam anaphylaxis: Yes MRSA positive
Appendectomy	Uncomplicated appendicitis	metroNIDAZOLE+ Select one: ceFAZolin or cefTRIAxone*	metroNIDAZOLE+ Select one: levoFLOxacIN OR (vancomycin and gentamicin)*	metroNIDAZOLE+ vancomycin+ Select one: ceFAZolin or cefTRIAxone*	metroNIDAZOLE+ vancomycin+ Select one: gentamicin or levoFLOxacIN*

*Consult with pharmacist to determine appropriate regimen

Recommended agents. No beta-lactam anaphylaxis, MRSA negative

Severe allergy to beta-lactam (anaphylaxis, angioedema, Stevens-Johnson syndrome), MRSA negative

No beta-lactam anaphylaxis, MRSA positive

Severe allergy to beta-lactam (anaphylaxis, angioedema, Stevens-Johnson syndrome) and MRSA positive

▼ **Biliary tract. Laparoscopic procedures (elective, low-risk)**

22. If any additional orders are needed, type in the **Additional SmartSet Order**

- Example: for a pregnancy urine test type **pocT pregnancy**

▼ **Additional SmartSet Orders**

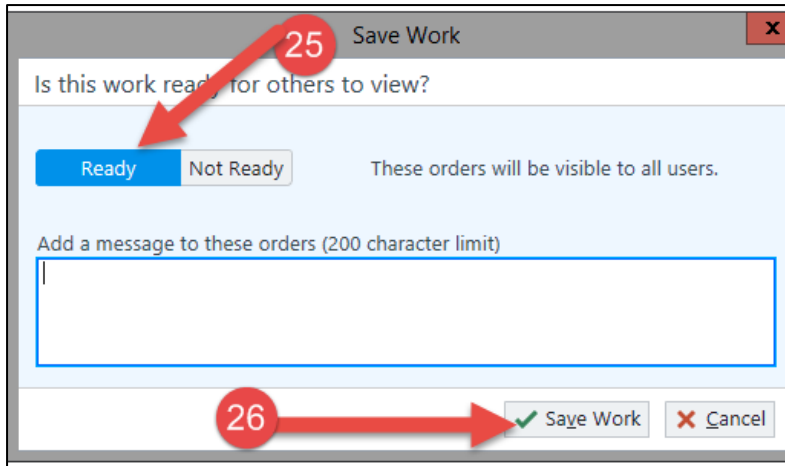
🔍 pocT pregnancy

You can search for an order by typing in the header of this section.

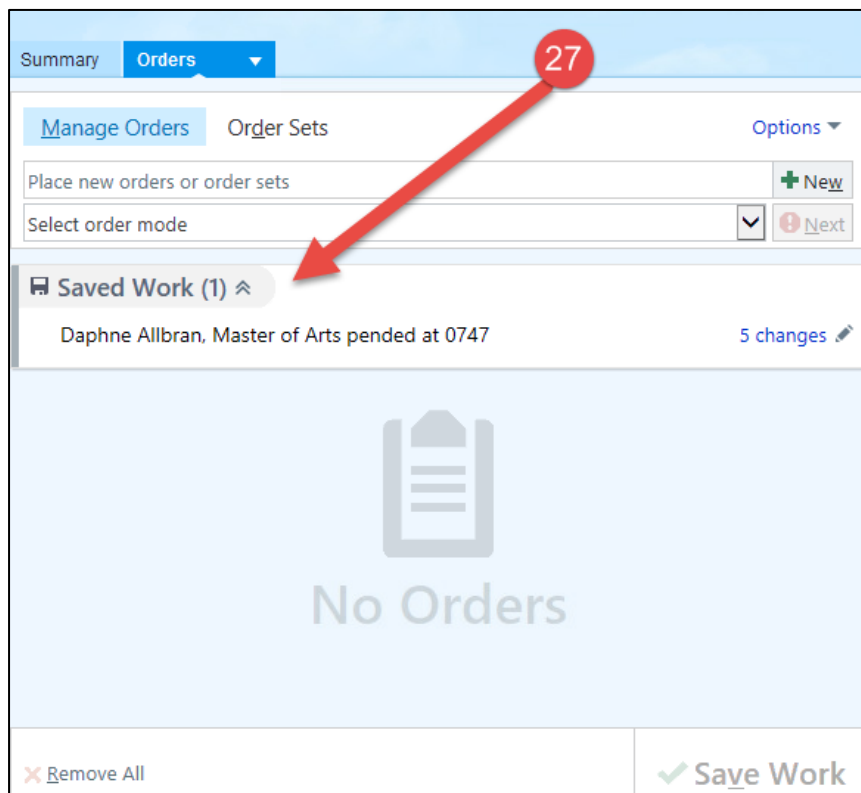
23. After selecting orders, you want to click **Save Work** at bottom right corner.

The screenshot displays a software interface for managing medical orders. At the top, there are tabs for 'Summary' and 'Orders', with 'Orders' being the active tab. Below the tabs, there are two main sections: 'Manage Orders' and 'Order Sets'. The 'Order Sets' section is currently selected. In the top right corner of the 'Order Sets' section, there is an 'Options' dropdown menu. Below this, there are two input fields: 'Place new orders or order sets' with a '+ New' button, and 'Select order mode' with a dropdown arrow and a 'Next' button. The main area of the interface is titled 'Orders from Order Sets' and contains a list of orders. The orders listed are: 'Surgery Preop' (Scheduled surgery / nursing instructions GI, Planned procedure: GI, Pre-op, Sign & Hold), 'Diet NPO; strict NPO; Effective Now' (Type: Diet NPO, NPO conditions: strict NPO, Pre-op, Sign & Hold), 'POCT Glucose' (Routine, ONE TIME First occurrence Today at 0739, Pre-op, Sign & Hold), 'Place compression stockings' (Location: bilateral lower extremities, Length: knee high, Pre-op, Sign & Hold), and 'clindamycin in dextrose (CLEOCIN) IVPB 900 mg' (900 mg, Intravenous, Administer over 60 Minutes, Prior to Incision, Starting Today at 0738, For 1 dose, administer within 1 hour of incision, Pre-op, Indications: Surgical Prophylaxis, Sign & Hold). At the bottom of the interface, there are two buttons: 'Remove All' on the left and 'Save Work' on the right. A red arrow with the number '23' in a red circle points to the 'Save Work' button.

- 24. The **Save Work** Screen pops up and asks is this work ready for others to view.
- 25. **Always** make sure your work says 'Ready'.
- 26. Click **Save Work**.



- 27. You will then see **your Saved Work**.



**Remember your physician needs to sign off on Saved Work within 72 hours.
The orders will disappear if not signed.**

For questions, please email the **Training Team** at training@hoag.org.