



Signing off orders for Physicians

Signing off Pre-op Orders

1. Log in to Epic Hyperspace: Double click on the Epic icon. Enter your username and password.
2. Find your patient on your **surgery schedule**.
 - (Make sure you're on correct date of surgery)
 - To change, date click on the calendar icon and select the date of surgery or—
 - You can use blue arrows to go to previous day or next day.

The screenshot shows the Epic Hyperspace interface. The top navigation bar includes 'Epic', 'Schedule', 'Patient Lists', 'In Basket', 'Patient Station', 'Today's Pts', 'Status Board', 'Orders Only-From Office', 'User Order Sets', 'My Reports', and 'UpToDate'. The main content area is titled 'Schedule' and shows a list of appointments for 'ABKHAZIA, HUNTER (Total: 6)'. The date is set to 'Today' as '4/11/2018'. A red circle with the number '2' highlights the date field. A 'Date Entry' pop-up window is open, showing a calendar for April 2018 with the 11th selected. The pop-up also includes a list of months and years for selection.

Time	Patient Name/...	Status	Procedure	Provider	Room
1:15	Abkhazia, Q (...)	Recov (12:15)	ARTHROSCO...	Hunter Abkhazia	OPHOR-07
2:07	Bahamas, B (...)	Pre Proc (6:19)	LAPAROSCO...	Hunter Abkhazia	OPHOR-08
6:15	Abkhazia, L (2...)	Recov (5:40)	LAPAROSCO...	Hunter Abkhazia	OPHOR-07
12:25	Bahamas, Q (...)	Recov (12:15)	ARTHROSCO...	Hunter Abkhazia	OPHOR-07
20:00	Bahamas, L (...)	Recov (5:40)	LAPAROSCO...	Hunter Abkha...	OPHOR-07
22:26	Abkhazia, B (4...)	Pre Proc (6:19)	LAPAROSCO...	Hunter Abkhazia	OPHOR-07

Lydia B Bahamas
Patient Information

3. Double-Click on your **patient** to open chart.
4. It opens up to your **Hospital Procedure Navigator**.
5. Single-click on your **Orders Activity**.

Epic Schedule Patient Lists In Basket Patient Station Today's Pts

Abkhazia, Lydia B

Abkhazia, Lydia B MRN: 20010582999
 Sex: Female, 20 y.o., 04/07/1998 SSN: xxx-xx-3542
 Address: 123 Lucky Lizard Road Multnomah OR 97232 CSN: 50175565786
 Hm: 555-555-5555 Cell: 888-888-8888 **Uninsured**

Hospital Procedure

Care Everywhere Patient summary Facesheets Clinical

Overview Preop Recovery Postop Admit Postop Discharge

SUMMARY

OVERVIEW

Cases

Problem List ●

History ●

Allergies ●

PTA Meds ●

Communication

2 Preop: 0 Postop: 2 Sign/Held

Yes Mine: Cosign

None MD Sticky

Cases

ID	Date/Time	Primary
705530	4/11/2018 0610	Lapa

Problem List

Launch Problem List with AP Notes: Sidebar

5

4

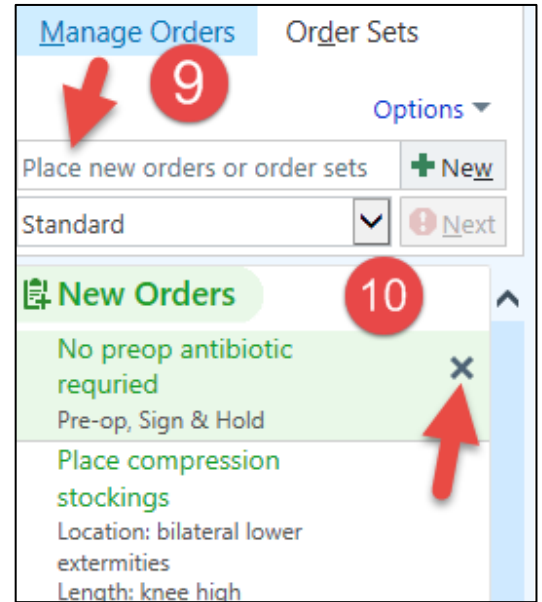
- Look to your right to see **saved work** on your side bar view.
- Single-click on **pencil** to preview unsigned orders.

The screenshot shows the Epic Orders interface for patient Lydia B. The main area displays a list of orders with columns for order type, description, and actions. On the right side, there is a 'Saved Work (1)' section with a pencil icon. Red circles and arrows highlight the 'Saved Work' section (6) and the pencil icon (7).

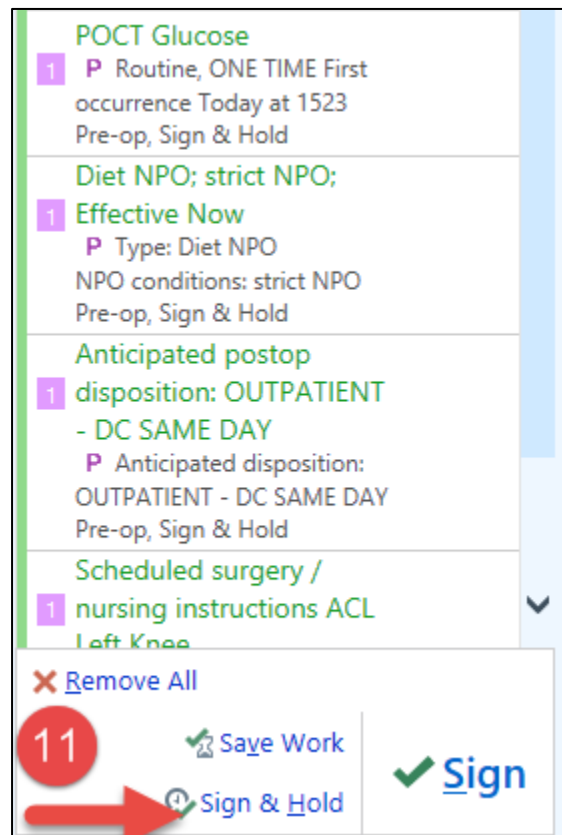
- When the next screen opens up, click on **Manage this unsigned work**.

The screenshot shows the 'New Orders' screen with a list of unsigned orders. At the bottom, there are three buttons: 'Manage this unsigned work', 'Delete this unsigned work', and 'Close'. A red arrow points to the 'Manage this unsigned work' button, which is also highlighted with a red circle and the number 8.

9. To add another order, type in **search window** for new order.
10. To remove order, hover mouse to right of order and click on the **X** to far right.



11. Click on **Sign and Hold**.



12. Select the scheduled procedure.

13. Click **Accept**.

Review Context

Select when these orders should be used: ⓘ

No Context

LAPAROSCOPIC REPAIR HERNIA INGUINAL - Left (Current Visit)
With: Hunter Andorra
Date: 4/9/2019 (Scheduled)

ARTHROSCOPY KNEE - Right (Current Visit)
With: Cassey Calcium
Date: 5/17/2019 (Scheduled)

+ Create New Context

✓ Accept

✗ Cancel

14. If you do add an order, you have to assign a phase of care. Single-click in box under pre op column (yellow will go away), select the procedure, and click **Accept**.

Review Phase of Care

Phase of Care +

	Pre-Admission Testing IP	Pre-op	Intra-op	Recovery/Phase I	Post-op/Phase II
CBC with Differential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduled surgery / nursing instructions test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anticipated postop disposition: ADMIT TO INP...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select when these orders should be used:

No Context

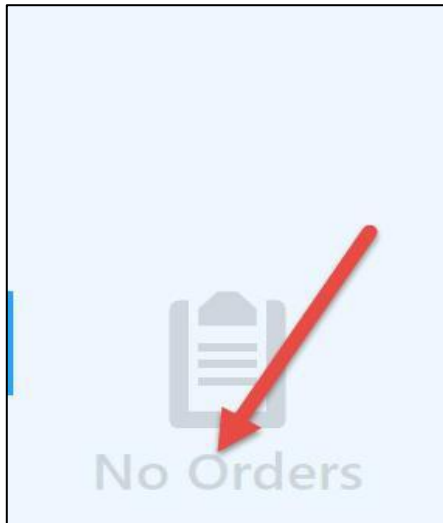
ARTHROSCOPY KNEE W/ REPAIR ACL - Right (Current Visit)
With: Hunter Andorra
Date: 4/9/2019 (Scheduled)

+ Create New Context

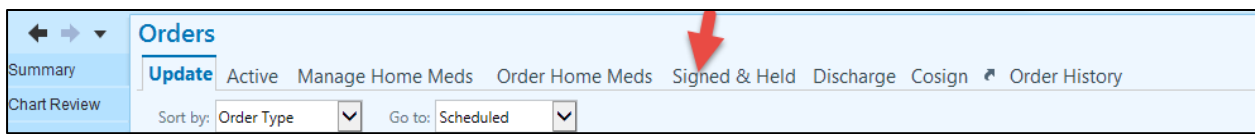
✓ Accept

✗ Cancel

15. Now your side bar should be blank.



16. If you want to check your orders, click on **Signed and Held**



17. You will see your **Pre Op orders**.

[Edit and Release Signed and Held Orders](#)

Signed and Held Orders				
None				
Preop Signed and Held Orders				
ID	Description	Signed By	When	Reason
425385363	Scheduled surgery / nursing instructions ACL Left Knee-ONE TIME	Hunter Abkhazia	04/11/18 1558	RN Will Release
425385364	Anticipated postop disposition: OUTPATIENT - DC SAME DAY-ONE TIME	Hunter Abkhazia	04/11/18 1558	RN Will Release
425385365	Diet NPO; strict NPO; Effective Now-DIET EFFECTIVE NOW	Hunter Abkhazia	04/11/18 1558	RN Will Release
425385366	POCT Glucose-ONE TIME	Hunter Abkhazia	04/11/18 1558	RN Will Release
425385367	Place compression stockings-UNTIL DISCONTINUED	Hunter Abkhazia	04/11/18 1558	RN Will Release
425385368	No preop antibiotic required-One Time	Hunter Abkhazia	04/11/18 1558	RN Will Release
425385369	CBC with Differential-ONE TIME	Hunter Abkhazia	04/11/18 1558	RN Will Release

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