



## MEDICAL DAY CLINIC: ORDERS AND BOOKING HOSPITAL INFORMATION SYSTEM (HIS)

### PHYSICIANS

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#### Creating A Pre-Reg Encounter

PRIOR TO PLACING ANY MEDICAL DAY CARE ORDERS, A PATIENT MUST HAVE A “PRE-REG” ENCOUNTER.

**NOTE:** This process is the same for all patients that you would like to book in Medical Day at NFS or SCS for any type of infusion.

How to Get a "Pre-Reg Encounter" made:

1. Call the Central Booking Line 905 378-4647 x 44758 (leave a message) or Fax: 905-688-8288 (to Central Booking Line); identifying that you need a Pre-Registered Medical Day encounter (i.e.: Iron, IVIG, Blood, Fluids, etc.)
  2. Central Booking will create a MDC Pre-Reg encounter for the patient.
  3. Central Booking will call back to the office or fax back that the request has been completed. They will mention the FIN # for the Pre-Reg Encounter that was created.
  4. The Physician can then add their infusion orders on the Pre-Reg MDC Encounter.
  5. ALL ORDERS FOR MEDICAL DAY NEED TO BE PLACED ON THE MEDICAL DAY PRE-REG ENCOUNTER.
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#### Searching for Patient by FIN

Each patient encounter (i.e. visit) has a unique FIN. Searching for a patient by FIN ensures that orders placed on the chart will be visible to nursing and other staff.

1. Click the arrow button  next to the Patient Search field 
2. From the drop-down menu, select FIN.



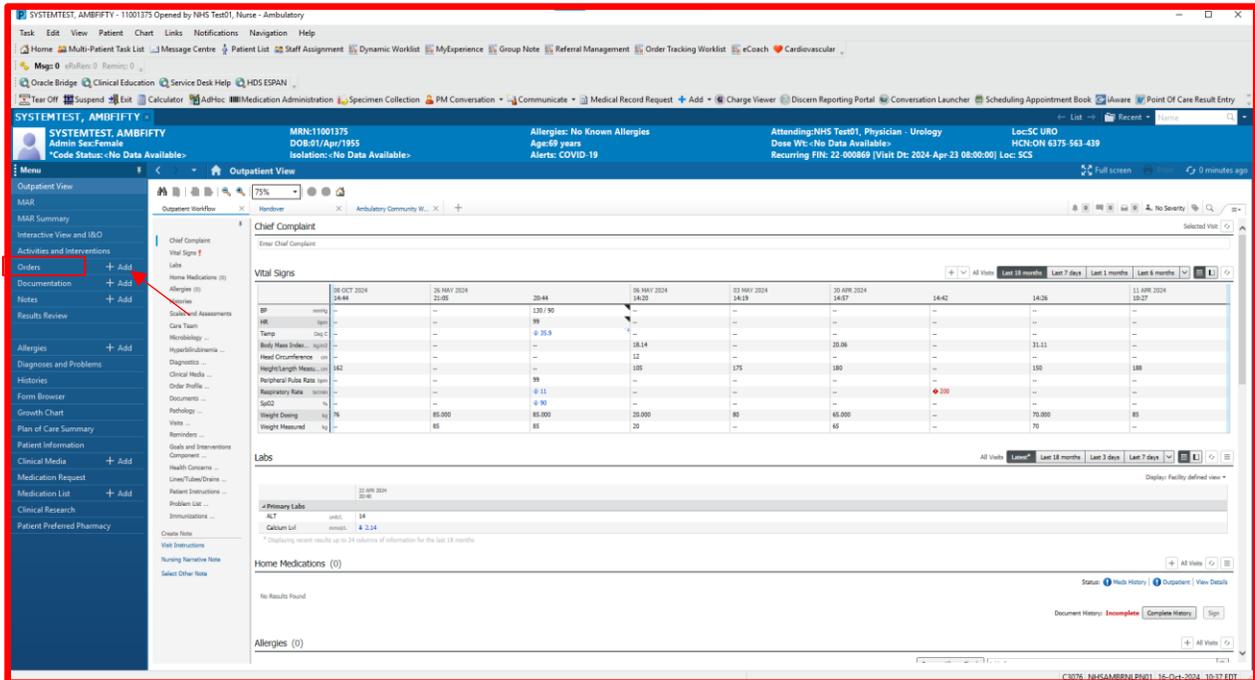
3. Type the patient's FIN in the search bar  and press Enter to open the chart.



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## Placing Infusion Orders for MDC

1. In the patient's chart, navigate to **Orders** in the blue Menu ("dark menu") on the left side of the screen and select **+ Add**



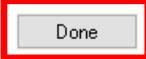
2. Within the **Add Order** window, type in the desired infusion order set in the search bar



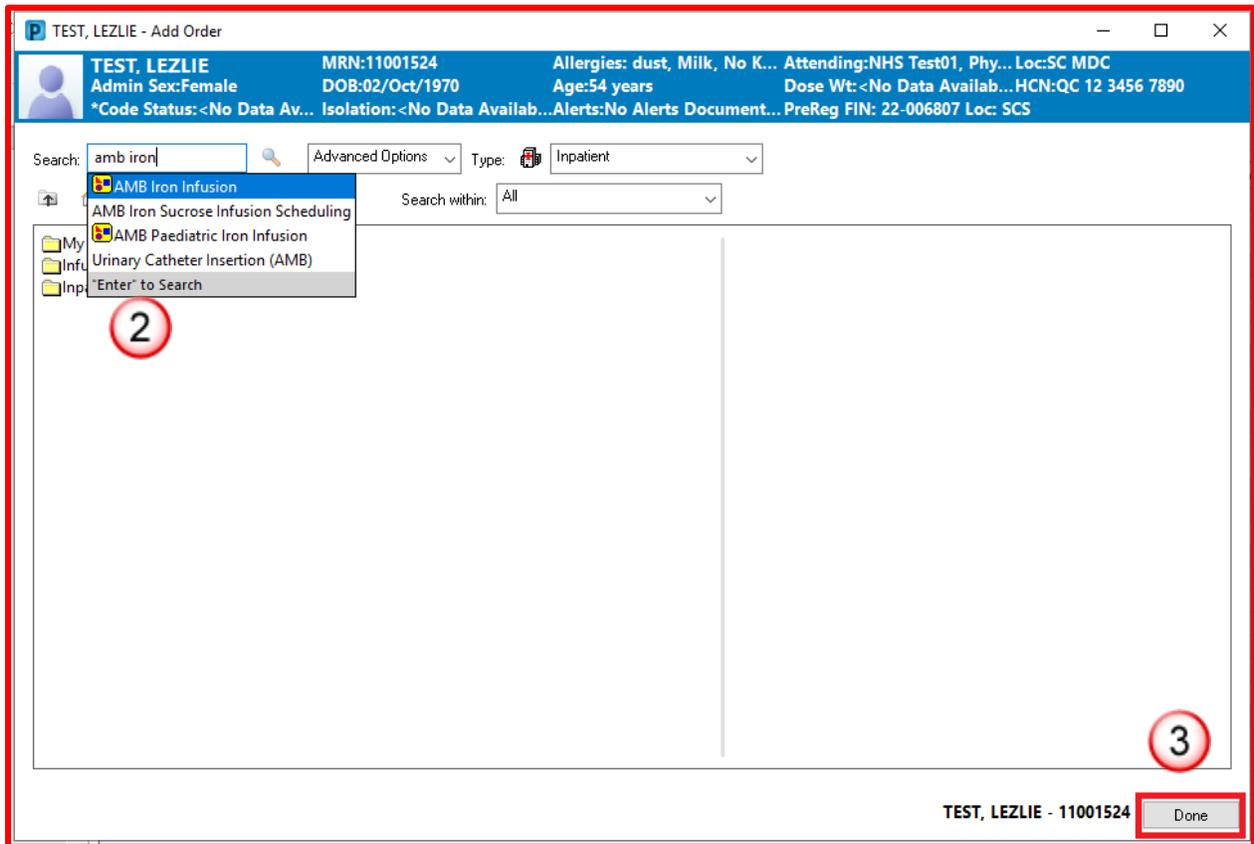
. Ambulatory (outpatient) infusion order sets have the Prefix "AMB".

Common infusion PowerPlans (i.e. order sets), include:

- a. AMB Antibiotics
- b. AMB Blood Transfusion
- c. AMB Iron Infusion
- d. AMB IV Fluids
- e. AMB Outpatient IVIG
- f. AMB Pamidronate Infusion
- g. AMB Paracentesis Procedure
- h. AMB Phlebotomy
- i. AMB rituximab Induction Therapy for Glomerulonephritis in Medical Day Stay
- j. AMB rituximab Maintenance Therapy for ANCA Vasculitis in Medical Day Stay



3. Single-click the order you would like to place and click **Done** when completed.



TEST, LEZLIE - Add Order

TEST, LEZLIE    MRN:11001524    Allergies: dust, Milk, No K...    Attending:NHS Test01, Phy...    Loc:SC MDC  
 Admin Sex:Female    DOB:02/Oct/1970    Age:54 years    Dose Wt:<No Data Availab...    HCN:QC 12 3456 7890  
 \*Code Status:<No Data Av...    Isolation:<No Data Availab...    Alerts:No Alerts Document...    PreReg FIN: 22-006807 Loc: SCS

Search: amb iron    Advanced Options    Type: Inpatient

AMB Iron Infusion  
 AMB Iron Sucrose Infusion Scheduling  
 AMB Paediatric Iron Infusion  
 Urinary Catheter Insertion (AMB)  
 \*Enter\* to Search

TEST, LEZLIE - 11001524    Done

All Medical Day Care Powerplans (order sets) have two phases:

1. **Scheduling**
2. **Infusion/Transfusion** – Clinical orders for the day of treatment.



AMB Iron Infusion  
 Scheduling (Initiated Pending)  
 Iron Infusion (Planned Pending)

Both phases must be completed to process the orders.

#### Scheduling Phase:

To choose the schedule:

1. Click the check box  next to the type of treatment you would like to schedule:

Component	Status	Dose ...	Details
<b>AMB Iron Infusion, Scheduling (Initiated Pending)</b>			
Interprofessional Consults			
 Exceptional Access Program (EAP Eligibility). Please complete EAP form if required: For the treatment of iron deficiency anemia where the patient has demonstrated an intolerance to oral iron therapy OR the patient has not responded to adequate therapy with oral iron EAP form- Completed, and faxed to Drug Programs Delivery Branch: 416-327-7526:			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	AMB Ferric Derisomaltose Infusion Scheduling	Schedule first available
<input type="checkbox"/>	<input checked="" type="checkbox"/>	AMB Iron Sucrose Infusion Scheduling	Schedule first available

2. The  icon will appear, indicating that additional information is required to place the order.

3. To view and complete the required details, right-click the icon and select Modify.

<b>AMB Iron Infusion, Scheduling (Initiated Pending)</b>			
Interprofessional Consults			
 Exceptional Access Program (EAP Eligibility). Please complete EAP form if required: For the treatment of iron deficiency anemia where the patient has demonstrated an intolerance to oral iron therapy OR the patient has not responded to adequate therapy with oral iron EAP form- Completed, and faxed to Drug Programs Delivery Branch: 416-327-7526:			
<input checked="" type="checkbox"/>		AMB Ferric Derisomaltose Infusion Scheduling	Schedule first available
<input type="checkbox"/>	<input checked="" type="checkbox"/>	AMB Iron Sucrose Infusion Scheduling	Schedule first available

4. The order details will appear towards the bottom of the screen.

5. Click on the calendar  beside the **Yes** button.

Order for future visit:	<input checked="" type="radio"/> Yes 	<input type="radio"/> No
*Scheduling Location:	SCS - St. Catharines Site	
*Appointment Type:	MD Monoferic 1000mg	

6. This will open the options for Single Order or Recurring Order.

**Future Order Details**

Single Order  Recurring Order

Future single order for AMB Ferric Derisomaltose Infusion Scheduling

In Approximately  Sometime Before

day(s)

week(s)  month(s)

Grace Period (+/-)  day(s)

On Exactly

TEST, LEZLIE - 11001524

**Future Order Details**

Single Order  Recurring Order

Future recurring order for AMB Ferric Derisomaltose Infusion Scheduling

Every  day(s) For  day(s) 4 occurrences

week(s)  month(s)

Grace Period (+/-)  day(s)

First occurrence estimated start

First occurrence linked to phase start

The start date will be calculated at initiation.

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- Check the recurrence type you would like, and fill out the relevant details.
- Click  when completed.
- Complete the required fields on the order. Required fields will be highlighted in yellow:

\*Scheduling Location:

\*Appointment Type:

- Choose your **Scheduling Location**:

\*Scheduling Location:

\*Appointment Type:

- Next, choose your **Appointment Type**:

\*Scheduling Location:

\*Appointment Type:

NOTE: The Scheduling Phase will be auto-initiated. You **DO NOT** need to click **Initiate Now**.

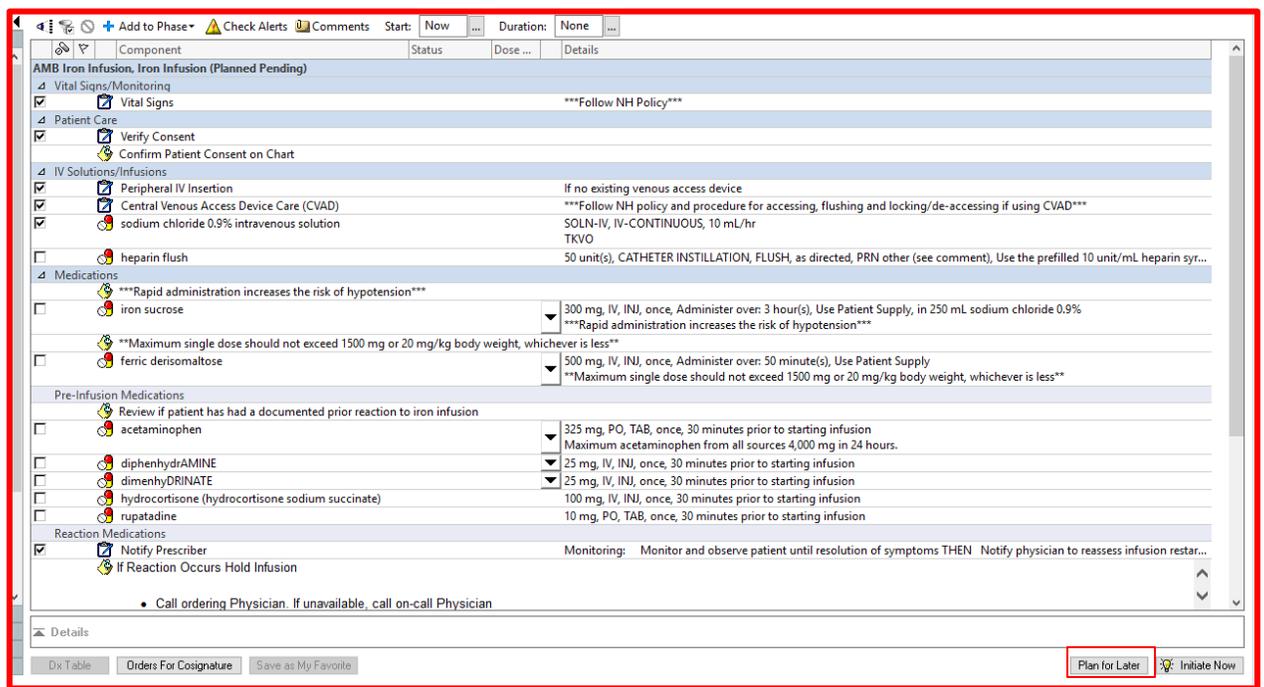
The infusion/treatment orders will stay in a planned (future) state until needed. These orders will be activated by a nurse when the patient checks in to MDC for their treatment.

Central Booking will book the MDC appointments and notify (patient or doctors office) of the appointment(s), making a new encounter for each appointment.

### Infusion Phase:

1. Select the orders within the PowerPlan (order set) that you would like

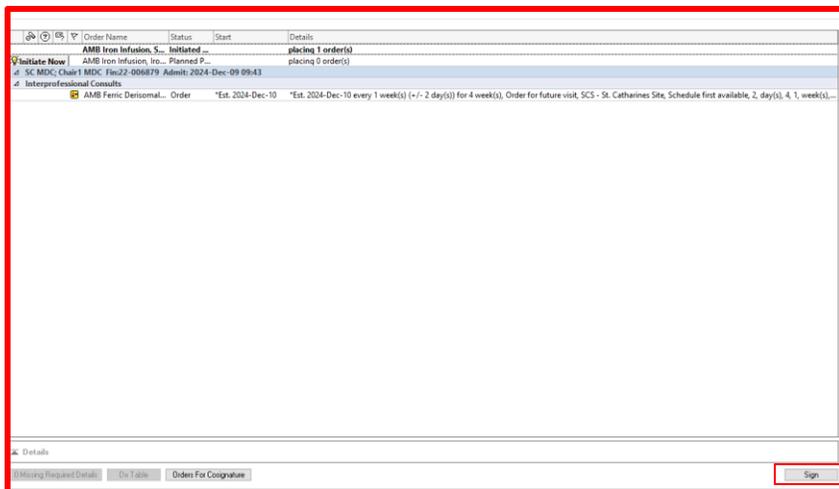
(NOTE: The order sentences are pre-filled. You can change the order sentence using the  drop-down arrow).



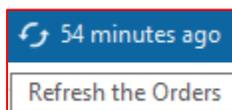
The screenshot displays a list of medical orders for an 'AMB Iron Infusion, Iron Infusion (Planned Pending)'. The orders are organized into sections: Vital Signs/Monitoring, Patient Care, IV Solutions/Infusions, Medications, Pre-Infusion Medications, and Reaction Medications. At the bottom right, the 'Plan for Later' button is highlighted with a red box.

2. Once complete, select  for the Infusion/Treatment phase.

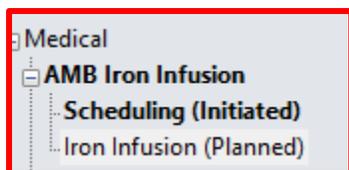
3. On the next screen, click  in the bottom right.



4. Click  Refresh towards the top right of the page to refresh your screen.



5. You should see the following:



The orders have been placed and are sitting in a planned state for when the patient comes in to MDC.

The scheduling phases automatically initiate and route to Central Booking to book the appointments. They will notify the MD's office via fax once the appointments are booked.

### **Patient Arrives for Appointment:**

1. When the patient is checked in for the appointment, nursing will Initiate the plan on the current encounter.
2. if the patient has recurring appointments, the nurse will "copy" the plan forward at the end of the visit. It will stay in a planned state for the next visit.