

These orders are designed to be placed on outpatient and same day admit cases.

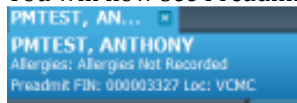
1. Make sure you place the orders on the PREADMIT encounter (DO NOT use a PREREG or OUTPATIENT encounter). To switch to the pre-admit encounter, click on the Loc in the Banner Bar.



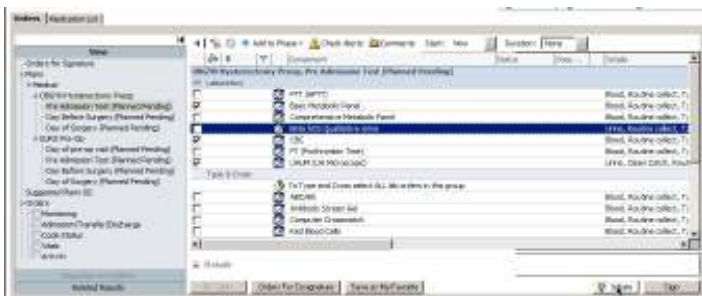
Then click on your correct preadmit encounter in the list in the pop up window and click OK



You will now see Preadmit under the patient name.



2. Preop orders have 3 phases, Pre Admission Test, Day Before Surgery and Day of Surgery, click on each phase in the View column to enter orders for that phase. First enter the orders for the preop testing phase. INITIATE the preop testing phase.



3. Then enter the orders for the day before surgery phase. This phase contains the day of surgery medications per pharmacy request. If you want any medications that are not in the standard orderset, remember to Add to



Phase. These orders are left in a PLANNED state (do NOT Initiate).

4. Then, enter the orders for the day of surgery phase. These orders are left in a PLANNED state. You will need to put an admitting physician in the orders and the name of your procedure. If you want to order any intraoperative medications, add them to this phase. Select these orders from the surgery favorites folder (Folders->Surgery-



5. CHECK ALERTS



SIGN the orders when you have completed all of the phases.

If you have done your orders correctly, they should look like this:

