

How to Admit a Patient

1. Please communicate to the ER Unit Secretary to Move the patient in the Cerner system to the “**Overflow**” Location. A bed request order needs to be initiated by the ED doctor.
2. Make sure the patient you have opened up in Powerchart is in the “**Overflow**” location (Loc: **Over OLL; 930; 04**); or located on an inpatient unit, eg “**Ros3 OLL; 3406; 01**”

Loc:OVER OLL; 930; 04
Visit Dt: 16-Jun-2011 03:01]

3. Ensure that you have re-viewed the documented “Document Medication by Hx”

The screenshot shows the Cerner PowerChart interface. At the top, it displays 'Allergies: No Known Allergies' and 'Precautions: Standard'. Below this is a 'Menu' on the left with options like 'Results Review', 'Patient Summary-Mpage', 'Diagnosis & Problems', 'IView / I&O', 'Provider Documents', 'Nursing/Ancillary Docum...', 'Person Level Documents', 'Patient Schedule', 'Orders', and 'MAR Summary'. The 'Orders' menu item is highlighted with a blue bar and a '+ Add' button. In the main area, the 'Orders' section is active, showing a 'Medication List' tab. The 'Document Medication by Hx' option is circled in red. Below the 'Orders' section, there is a tree view with 'Orders for Signature', 'Plans', and 'Orders' (expanded to show 'Admit/Transfer/Discharge', 'Vital Signs', 'Activity', and 'Diet').

4. If needed “**Add**” a home medication, right mouse click over a medication and “**Modify**” or “**Cancel/Dc**” medications that are inaccurate.

The screenshot shows the 'Document Medication by Hx' window in Cerner PowerChart. At the top, it displays 'Precautions: Standard' and 'Gender: Male'. Below this, there is a '+ Add' button circled in red. The window contains a table with columns for 'Order Name', 'Status', and 'Details'. The table is titled 'Documented Medications by Hx' and lists the following medications:

Order Name	Status	Details
multivitamin	Documented	PO (oral), qDay, tab(s), Mair
irbesartan (Avapro)	Documented	150 mg =, PO (oral), qDay, l

Note you can click on “No Known Home Meds” “Unable to Obtain”. **You can also “Use Last Compliance” if all meds are correct; and you wish to document that you reviewed them.**

The screenshot shows the 'Document Medication by Hx' window in Cerner PowerChart. At the top, it displays 'Precautions: Standard' and 'Gender: Male'. Below this, there is a '+ Add' button. The window contains a table with columns for 'Order Name', 'Status', and 'Details'. The table is titled 'Document Medication by Hx' and lists the following medications:

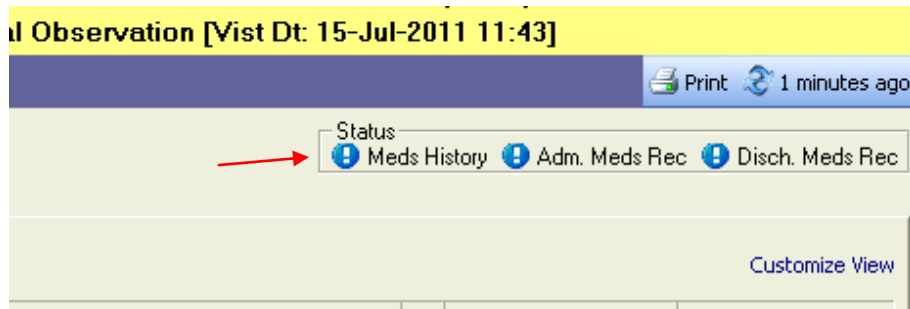
Order Name	Status	Details
multivitamin	Documented	PO (oral), qDay, tab(s), Mair
irbesartan (Avapro)	Documented	150 mg =, PO (oral), qDay, l

5. Once accurate, Verify that there is a green check mark next to “Meds History” on the following area of the screen called the med reconciliation “Status” window

The screenshot shows the 'Status' window in Cerner PowerChart. At the top, it displays 'Admit Dt: 14-Jul-2011 20:42' and 'Disch Dt: <No - Discharge date>'. Below this, there is a 'Print' button and a '0 minutes ago' indicator. The window contains a table with columns for 'Status' and 'Meds History'. The table is titled 'Status' and lists the following items:

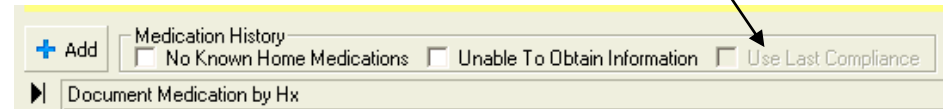
Status	Meds History	Adm. Meds Rec	Disch. Meds Rec
✓	Meds History	!	!

If you see the following picture below “Meds History” or home medications have not been reviewed. They may have been entered by someone. However, the attending healthcare provider has not reviewed them. Therefore, you will **NOT** be able to perform admission or discharge medicine reconciliation.

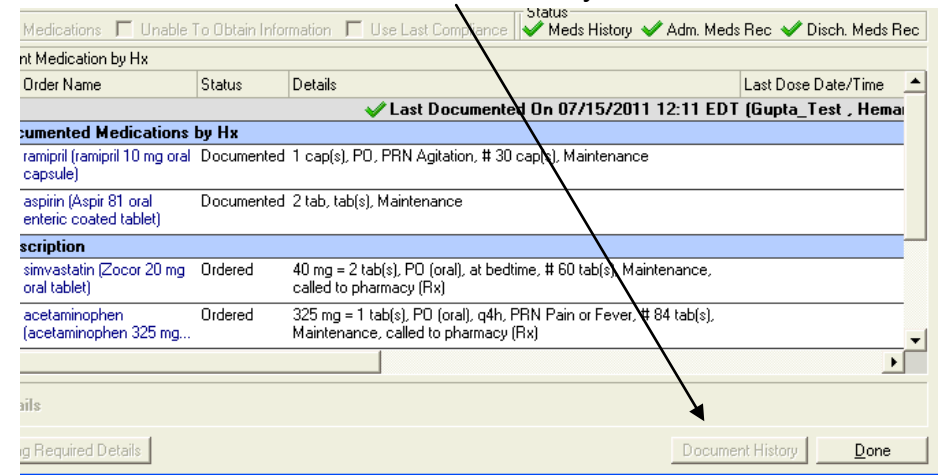


To remedy this issues one of the following needs to occur:

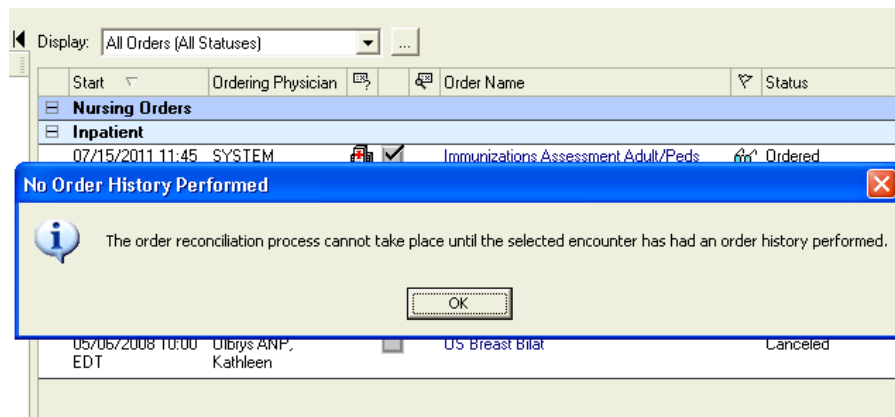
- A) either a med could be added.
- B) A med could be modified.
- C) A compliance could be documented (goto “Document Medications by Hx” and select “Use Last Compliance”).



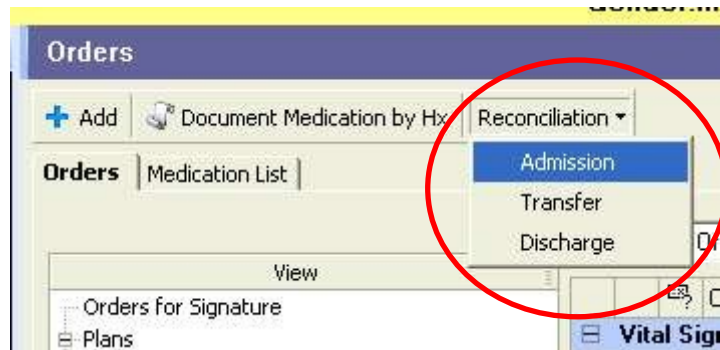
Make sure to click on “Document History” when done



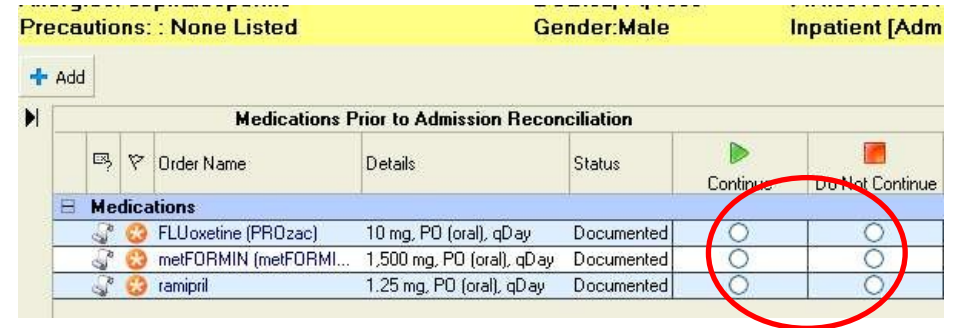
If you try to do admission medicine reconciliation. You will get the following alert. “No Order History Performed”.



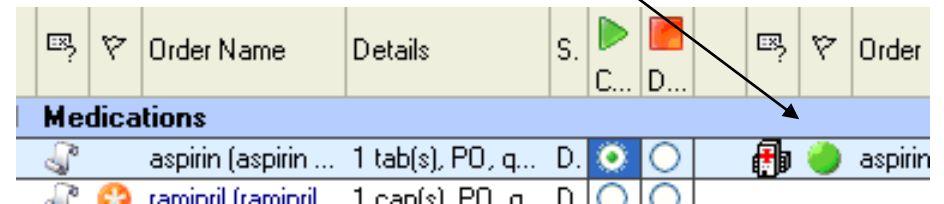
- Do the **Admission Medication Reconciliation** by clicking on “Reconciliation” and then “Admission”.



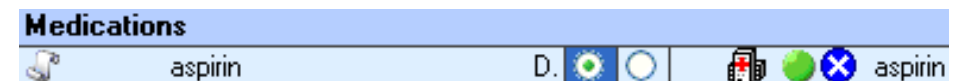
- Click on the appropriate radio button to **continue** a medication, or to **discontinue** a medication.



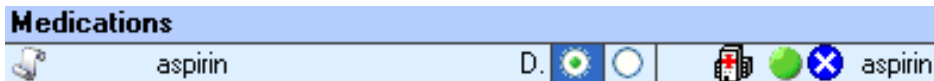
Continuing a home med attempts to **match** that medication to Cerner’s inpatient medication dictionary. If the home medication is entered in “correctly” by pharmacy tech, or nurse (Eg, Aspirin 81 mg oral tablet, oral, 30 tabs). That medication will work without any issues. Notice the “Green” Tablet



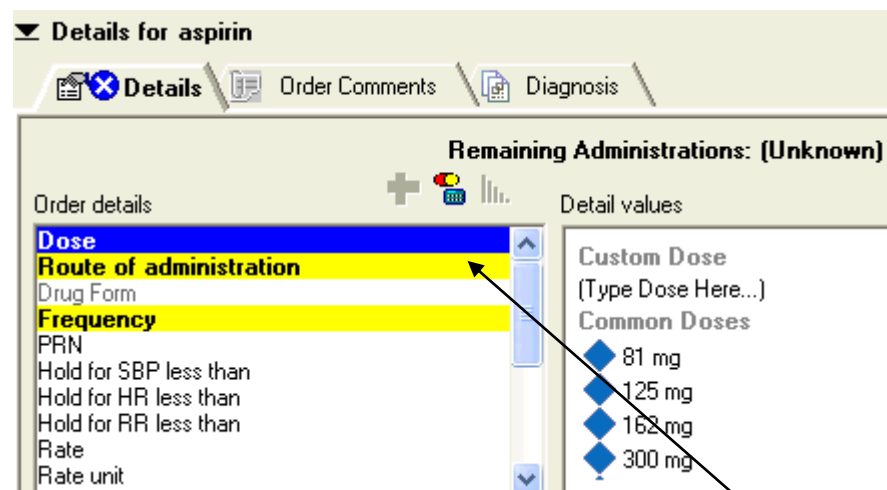
If the Home Medication is **NOT** entered in correctly with appropriate order details **MISSING** you will see the following:



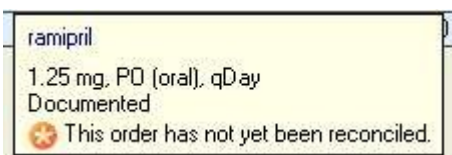
In the ABOVE pic, aspirin is put in without accompanying order details (eg, dose, route, frequency, duration, dosage form). A Blue icon appears for the provider to answer appropriate questions regarding the medication.



The above blue icon will occur if all required details of a medication are NOT entered in to the system.



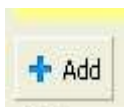
All medications require a DOSE, ROUTE, & FREQUENCY upon admission medication reconciliation. Required fields are highlighted in yellow with the first Needed field in BLUE.



Note: Hovering Over a medication gives you the details regarding that medication, eg "ramipril" above.

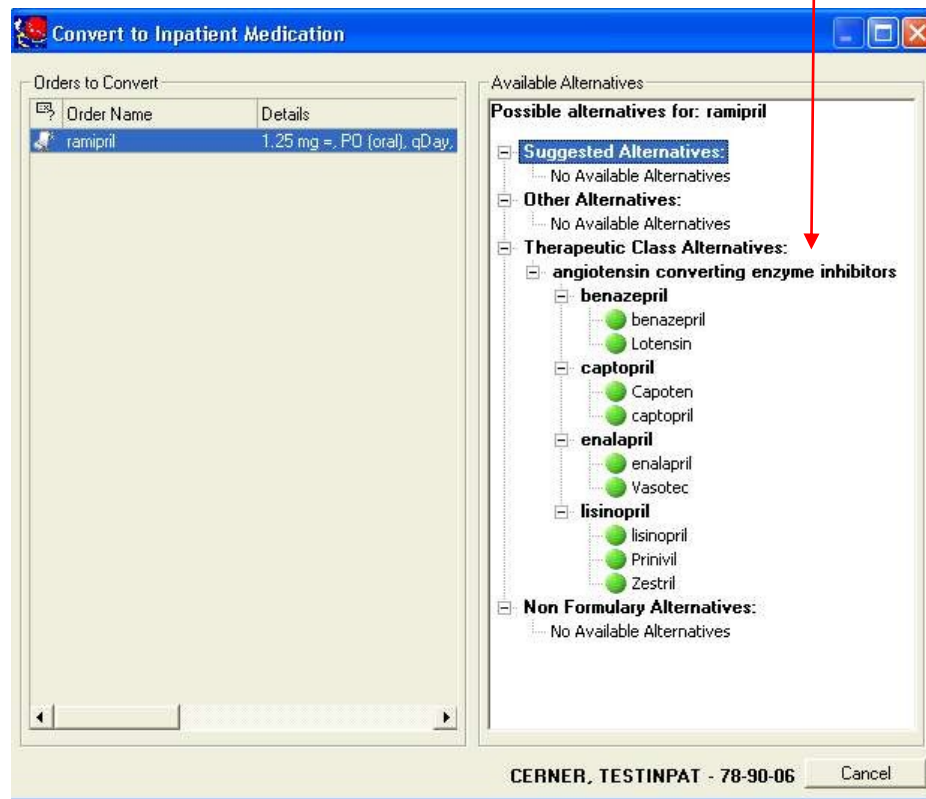
The **ORANGE Stars** exist on medications that have yet to be reconciled.

If you do not see a medication that you would like to place as an "INPATIENT MED" Click the **Add Button**.



What happens if a home med is NOT in formulary at Lourdes ? A Convert to Inpatient Medication, aka, Therapeutic Substitution window may appear (such as the one seen below):

If you wish to convert the medication to an inpatient medication the following are therapeutic alternatives that are on formulary.



To Enable this select the (green colored pill).

If you do not want to pick an alternative then click Cancel and search for an order called "non formulary med"

Ordering a NON-FORMULARY MEDICATION:

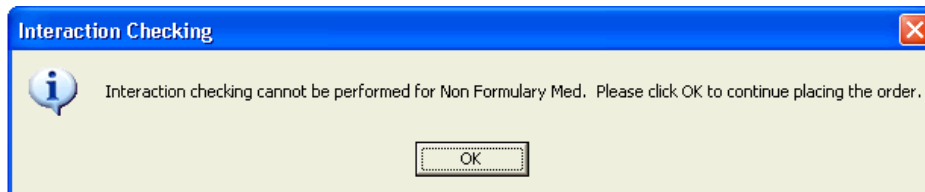
Select the medication:

DOB:03/23/1967 FIN:9913191
Gender:Female Inpatient [A]

Find: non f

Code
2477949012

Non Formulary Med



Remember: Duplicate alerts, dose range alerts and interaction checking will not take place for non-formulary medications. (Click ok) and fill out the required fields in yellow accurately. Please also note you might get called by pharmacy.

The following is a screen shot of a **Non-Formulary medication** order:

Orders for Signature

Order Name	Status	Start	Details
HPAR OLL: 940: 01 FIN:9913212636	Admit: 06/20/2011 12:10 EDT		
Medications			
Template Non Formulary Med (Non Formulary Med)	Order	06/22/2011 10:16 EDT	Routine, Start Date/Time: 06/22/2011

Details for Template Non Formulary Med (Non Formulary Med)

Details | Order Comments | Diagnosis

Order details

Drug name	Dose	Route of administration	Frequency	PRN	Duration	Reason for Ordering Non-Formulary Med

Special Instructions
Pharmacy order priority [Routine]
Start Date/Time: [06/22/2011 10:16 EDT]
Stop type
Stop Date/Time:

Detail values

Enter Information here

Required fields in Cerner appear Yellow.

The data asked about them is put on the right sided window called "Detail values"