Admission Process: Module 1.2

Definitions

HEO/Wiz: Horizon Expert Orders (HEO) is the inpatient computerized provider order entry (CPOE) system. The CPOE system was originally developed at Vanderbilt and was named Wiz at that time. It was sold to McKesson who renamed it HEO.

CWS: Clinical Workstation

Admission Wizard: A tool used to guide the user through the admission ordering process

Steps

Entering Orders:

1. From a CWS, double click on the blue Wiz icon on the desktop → (The green Wiz icon is for training only).
2. The STAT screen will appear.
3. The patient census associated with the physical location of the CWS will appear. This display can be changed by selecting a different Station, Service, Attending, or searching by Patient name. (Adding patients to the Scratch Census displayed in the middle of the screen will be addressed later in this module).
4. To enter orders, double click on the patient's name.

<table>
<thead>
<tr>
<th>Nursing station: 5N</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>P ZTEST, Cheryl</strong> 5027X</td>
</tr>
<tr>
<td><strong>ZTRAINSS5N, Albert</strong> 5024X</td>
</tr>
<tr>
<td><strong>ZTRAINSS5N, Alexis</strong> 5005X</td>
</tr>
<tr>
<td><strong>P ZTRAINSS5N, Ann</strong> 5001X</td>
</tr>
<tr>
<td><strong>P ZTRAINSS5N, Barry</strong> 5006X</td>
</tr>
<tr>
<td><strong>P ZTRAINSS5N, Beverly</strong> 5004X</td>
</tr>
<tr>
<td><strong>P ZTRAINSS5N, Chad</strong> 5026X</td>
</tr>
<tr>
<td><strong>ZTRAINSS5N, Claire</strong> 5019X</td>
</tr>
<tr>
<td><strong>ZTRAINSS5N, Donald</strong> 5003X</td>
</tr>
<tr>
<td><strong>ZTRAINSS5N, Edna</strong> 5002X</td>
</tr>
<tr>
<td><strong>P ZTRAINSS5N, Elyse</strong> 5009X</td>
</tr>
<tr>
<td><strong>P ZTRAINSS5N, Frank</strong> 5023X</td>
</tr>
</tbody>
</table>

5. A menu appears. Select “Enter orders for...”.

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6. When admitting a patient, use the Admission Wizard to generate the necessary admission orders. In search box, type in “admission wizard” and press “Enter.”

7. Select “admission wizard” from the orders that populate above.
8. Chose appropriate admission type. Fill in required fields and then click Continue.

9. Specify telemetry status. If ordering telemetry, complete required information, and then click Continue.
10. Click on the appropriate Admitting Service & Team

11. Click on the appropriate Attending name

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12. Choose the Fellow, Resident, Intern, and NP if applicable. If none, click on n/a.

Admission to Vanderbilt University Hospital

Steps: [1] - Status
[2] - Service and Team
[3] - Attending
[4] - Select Fellow, Resident, Intern, NP
[5] - Admitting Diagnosis

Fellow ---- If none, click on n/a


LISTINGS OF FELLOWS PROGRAMS / DEPTS: Adult Cardiothoracic Anesthesiology  Advanced Heart Failure  Allergy and Immunology  Anatomic Pathology  Cardiovascular Disease  Clinical Cardiac Electrophysiology  Clinical Microbiology  Clinical Neuropsychology  Critical Care Medicine  Cytology  Endocrinology  Diabetes, and Metabolism  Female Pelvic Medicine and Surgery  Gastroenterology  Gastrointestinal Pathology  Geriatric Psychiatry  Hand Surgery  Hematology and

13. Ensure the admission information is correct, and then Enter Admission

FINAL REVIEW:
**Please review the above admission team information and make any updates by clicking on the appropriate link.
**When ready, click on “Enter Admission”

15. To enter additional orders, select items from the upper right window. This window displays a list of common orders driven by the location of the CWS. If order does not appear, type the order name in the lower, right window and press enter.

16. Search results will display in the upper, right window. Order sets are a list of orders preformatted to quickly enter many orders for a specific diagnosis or condition.

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17. From the list, select the desired orders to add them to the list of orders on the left.

   a. As orders are selected, most will then disappear from the list.
   
   b. Address clinical decision support boxes as they appear for each order.

   c. Orders entered will appear in the Current Order window in blue.

18. If there is an order that does not display in the common orders list in the right, upper window, type in the order name and press enter.

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19. A list of matches display in the right, upper window. Select the desired order from the list.

20. Specify order parameters. As each order parameter is specified, it appears in the upper right window (see below).
   a. Click on the frequency or enter desired value, if different from selections provided, in text box below. To select the default value in green, simply press “Enter.”

   b. Click on start time or enter desired start time in text box below.
When to start: (with optional start date & time)

1. ROUTINE (TODAY at 8:00)
2. STAT

or enter a start date, time and priority
or press ENTER = ROUTINE

c. Type any comments and press “Enter”. If there are no comments, just press enter.

d. Once completed, the order will appear in the left window in blue text.

e. If at any point an error is made while entering order, click on “Oops” to exit ordering that item and return to the initial order screen.

f. At this point, begin entering the next order or click “Done” to exit the ordering session if finished entering orders.
21. A confirmation screen appears. Review orders and ensure they are in on the correct patient, then “Accept Orders.”

```
ADMISSION SERVICE: "grad (general)" ; start today at 09:46
QUALIFYING BASIS FOR ADMISSION "anticipated at least two (2) midnight hospital stay" ; start today 09:46
INPATIENT STAY RATIONALE "test" ; start today at 09:46
ADMISSION DIAGNOSIS "test" ; start today at 09:46
ORDERING ATTENDING "testprov, adicion medicina" ; start today at 09:46
```

a. “Modify Orders, Do Not Exit” – allows one to go back in to modify, edit, or delete orders

b. “Exit Without Accepting Orders” – provides opportunity to exit the order entry session without entering any new orders

c. “Save As Draft” – this option is available should one need to leave the ordering session prior to completion. These orders will not be final or acted upon (nurses cannot see draft orders).

i. A pop-up box will appear. Enter a name to be able to identify the draft order(s) later.
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Please enter a name for the Draft Orders:

Test Med

Public Drafts can be played back by anyone. Private Drafts are only accessible by you.

Save as Public Draft  Save as Private Draft  Modify Orders

1. “Save as Public Draft” will allow another provider on the team to access and complete the orders (ensure the other provider has the name you assigned to the draft orders).

2. “Save as Private Draft” will only be visible and accessible by the person who initiated the draft orders.

3. “Modify Orders” will go back to the order entry session.

   ii. To access Draft orders, go back in to enter orders on patient. (A blue “D” will appear next to patient’s name to indicate there are draft orders).

   Locate patient and double click on name.

   iii. Click anywhere in the bar with patient’s name at top, left of screen.

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iv. A pop-up will appear. Select “Manage Draft Orders” to continue.

v. Click the Radio button next to the draft name identified earlier (e.g. “Test Med”). Once the correct set of draft orders is identified, click “Playback.”

vi. This screen will appear to review draft orders previously entered. Click “Next” and orders will populate in Current Order window.
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vii. Orders will now appear in the left, Current Orders window in blue.

```
Patient Information :
- Admission service: general (general), start today at 06:48
- Stable after basic for admission anticipated at least two (2) midnight hospital stay.
- Emergency service: general (general), start today at 06:48
- Team: general (general), start today at 06:48
- Admission diagnosis: "test", start today at 06:58
162 admit as inpatient Mar 9 07:33...
- Billing
  - Orders: n/a
  - Finance: n/a
  - Leave: n/a
  - Discharge: n/a
```

viii. Complete order entry session and click “Done”

```
[Buttons: oops <F5>, help <F6>, feedback <F7>, done <F8>]
```

ix. Accept Orders after verification of orders and correct patient

```
[Buttons: Accept Orders, Save As Draft, Modify Orders, Do Not Exit, Exit Without Accepting Orders]
```

Scratch Census:
1. Creating a personalized **Scratch Census** provides faster access to enter orders for assigned patients or patients on a specific team. This is done from the Stat Screen in HEO/Wiz.

   a. Locate patient and double click on patient’s name.

   b. Select “Add to scratch census”

   c. Patient will now appear in the user’s Scratch Census. To enter orders, double click on patient’s name.
d. The Scratch census view can be modified to show patients on a specific clinician’s list or other lists of patients for specific services.
   
i. Select “Modify census”
   
ii. Select the desired option from the menu

iii. Selecting “Link/unlink group census”:

   1. To Link a group to the Scratch Census

   Choose which census to view in the Census screen. This will vary by team.

Selected census(es) will appear here

Select the desired option and available censuses under that heading will appear above

Highlight the desired census & click "Add"
2. The group's census selected will now appear in Scratch Census

![Group census](image)

Group census will now appear in addition to user's personal scratch census

3. To Unlink from a group census, select “Modify census” and click on “Link/Unlink group census” from the menu. The pop-up will display the linked census(es).

![Unlink process](image)

To Unlink a list, highlight name and click "Remove"

4. Once unlinked, the Scratch Census will now display the personal list created by user.

![Personal census](image)

Personal Scratch Census will now appear
2. The Scratch Census created can now be viewed in Panel format in **StarPanel**.

3. Return to Desktop after completing orders by clicking “Go to desktop”

4. From the Desktop, select StarPanel if it is not already open →

   a. In the Black Menu bar on the left side of the screen, select “Scratch census” located under “Patient Lists.”

   b. The Scratch Census created in HEO/Wiz will display.

   ![Image of StarPanel interface showing the Scratch Census]

This is a customizable view that can be arranged and edited to see the information and indicators desired utilizing the blue links on the right.

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c. The “Actions” menu link located next to the patient’s name allows users to access forms and specific portions of the patient chart. As part of the admission process, it is **essential** that **every** patient’s Code Status and Health Care Team, especially the Primary Care Provider, information is updated.
The Code Status Form can be accessed using the “Actions” menu next to the patient’s name.

Ensure the appropriate form is selected as there are separate forms for both Adult and Peds.

Complete each question and “Save As Final”
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ii. If the patient’s Primary Care Provider (PCP) is known on admission, access the “Health Care Team” form from the “Actions” menu to update.

1. The PCP can be updated by clicking on the blue link.

2. A pop-up window will appear. Select “Click here if this is not the PCP.”

3. Search for the PCP by typing in the last name and click “Find”. If the name does not appear on the list, enter message in the text box below to request name be added to database.

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