Creating Order Sets to include patient education in eClinicalWorks EHR

Order Sets including patient education

Order Sets in eClinicalWorks EHR provide simultaneous ordering of all necessary components associated with effective clinical care such as lab tests, x-rays, and medications. **Order Sets** are efficient for the provider and can lead to better care.

Order Sets can be used for immunizations to help ensure patients receive all appropriate recommended immunizations, complete the series for multi-dose immunizations, and receive the appropriate patient education information such as the Vaccine Information Statement (VIS) and information on why series completion is important.

Benefits of patient education as an Order Set component

Order Sets can help providers to remember to order all the necessary components of an immunization, including related patient education.

Consideration:

User privileges to create **Order Sets** may be limited to select users with specific security privileges or subject to practice business policies.

If you have further technical questions, consult your internal or external Electronic Health Record (EHR) support resources.

This guide provides a high-level overview of how to create an Order Set, complete with patient education, within eClincialWorks EHR. This overview is designed to provide guidance for you, your practice's EHR champion, or IT staff.

Please note that this guide was created based upon eClinicalWorks EHR version 11. Screens and features may change as new software versions are released.

This guide is for informational purposes only and is not intended to replace detailed instructions provided to you by your internal or external EHR support resources. The information in this guide is subject to change without notice. GSK makes no claims or warranties about the applicability or appropriateness of this information.
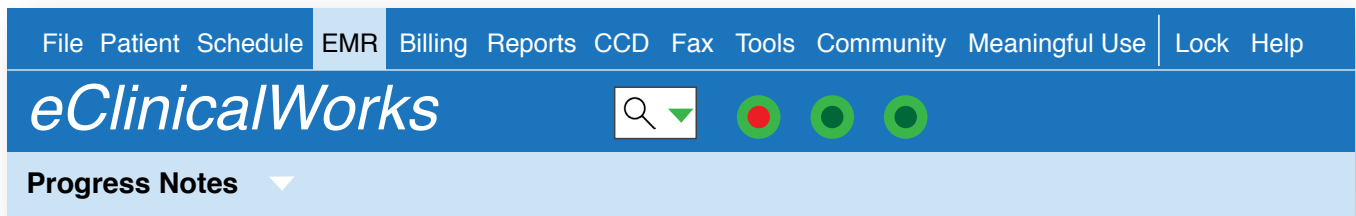
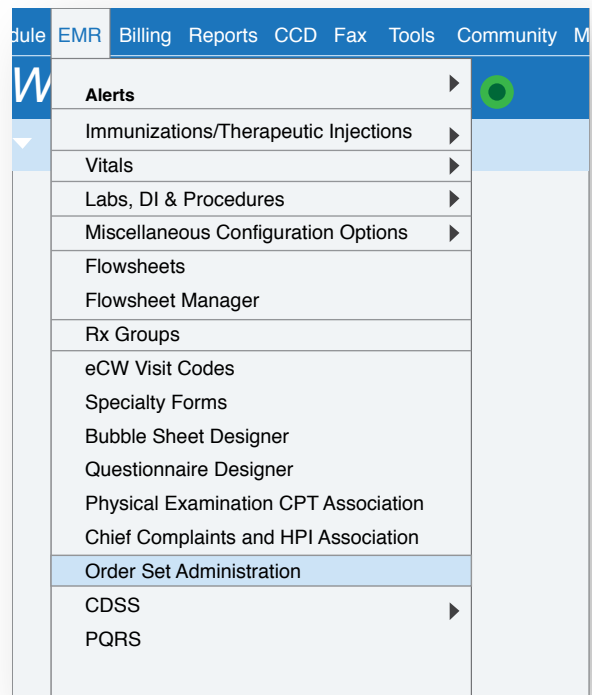# Creating Order Sets to include patient education in eClinicalWorks EHR

Order Sets for immunizations and patient education

To add an immunization to an Order Set

- To create a new **Order Set** or to modify an existing one, select the **EMR** menu item in the main menu bar

- Select **Order Set Administration** from the dropdown menu

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- The **Order Set Maintenance** screen displays. Here, new **Order Sets** can be created or existing **Order Sets** can be modified by adding or deleting items

- To add an immunization to an existing **Order Set**, search for the desired **Order Set** using the **Search for Order Sets** field

- Select the **Order Set**

ORDER SET:

| ORDER SET: | Immunization Screening ▼ | New | Copy | Update | Delete | | MEASURE: | | QUICK ORDER SET: | NO |

DIAGNOSES (TRIGGER): ⊕
DIAGNOSES (LINKED): ⊕
AGE: (TRIGGER): All Age
GENDER (TRIGGER): Unknown

👤 PRACTICE ADMINISTRATOR

Rx   Browse
Name	Strength	Take	Freq	Duration	Refills	Route	Formulation	Dispense

Labs   Browse
Description	Delete

Diagnostic Imaging   Browse
Description	Delete

Procedures   Browse
Description	Delete

Immunizations   Browse   **Smart Forms**   Add
Name	Dose	Delete

Name	Delete
● Auditc - C	⊖

Appointments   Add Follow-Up   **Referrals**   Add

Physician Education   **Patient Education**
| PDF | Add | Save |
| WEB REFERENCE | Add | Save |

| PDF | Add | Save |
| WEB REFERENCE | Add | Save |

Message

ORDER SET:

🔍   Search for Order Sets

ORDER SET:

| Adult Well Visit ▼ |
| Cardio: Hypertension Panel |
| Cardio: Memory Loss Panel |
| Cardio: New vascular pt |
| Cardo: Palpitations Panel |
| Cardio: Pre Cath Testing |
| Cardio: Samson: Tests |
| Cardio: Slim: CTA Female |

DIAGNOSES (
DIAGNOSES (
AGE: (TRIGGE
GENDER (TRIG

- Once the **Order Set** is open, select the **Update** button

- The **Order Set** displays in edit mode. Scroll down to the **Immunizations** section and select the **Browse** button to search for the desired immunization

- The **Immunization Details** window displays showing a list of available immunizations

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- The desired immunization can be chosen from the list, or a search can be run to narrow the choices by typing in the **Find** box

- Once the immunization is chosen, additional details such as Dose, Lot Number, Location, Route, etc, can be added

- Select **OK** to save

- To add a new **Order Set** for an immunization click **New** in the **Order Set Maintenance** screen and the following steps will be the same as adding an immunization to an existing **Order Set**.

Immunization Details

◉ All ○ My Favorites | Active ▾ |
Find | Product X |

Product X

Product X

Vaccination Given in

Visit date

Dose

Dose Number | 0 |

Lot Number

Product X

Vaccination Given in Past ◉ N   ○ Y

Visit date | 2019-06-07- ESTVISIT ▾ |

Dose | | ▾ | Status | Pending ▾ |

Dose Number | 0 ▾ | Reason | | ... | Clr |

Lot Number | | — | ☐ VFC   Given By | | Me | ... | Clr |

Location | | ▾ | Given Date/Time | | |

Route | | ▾ | Manufacturer | |

Exp. Date | | VFC | | ▾ |

VIS Given Date | ☐ 06/07/2019 | Date on VIS | |

Comments | | ▲ ▼ | ☑ Document the dose
☐ Billable
☐ Counseling

| **Save and New** | **OK** | **Cancel** |

To add an immunization prescription to an Order Set

- To add an immunization as a prescription, with the **Order Set** open for updating, scroll to the **Rx** section and select the **Browse** button

Rx									Browse
Name	**Strength**	**Take**	**Freq**	**Duration**	**Refills**	**Route**	**Formulation**	**Dispense**	**Delete**
● Product X								▼	⊖

- In the **Select Rx window**, search for the desired immunization by typing in the **Find** box

- Once the immunization is found, select it, and click the **OK** button at the bottom to add the immunization to the **Order Set** as a prescription

Select Rx　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　X

Type MedispanRx ▼　☑ Real Time Search　☐ Show Discontinued Drugs

Rx Starts With ▼

Find Product X

Dosage Calculator

	Strength	Formulation	Take	Route	Freq.	Duration	Disp	Refill	AWP
		Suspension	as directed	Intramuscular					

Please type in the find box

Selected Rx　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　Remove

Name	Strength	Formulation	Take	Route	Freq.	Duration	Disp	Refill	AWP
Product X		Suspension	as directed	Intramuscular					

<<	>>	New		Add Custom	Add to…		OK	Cancel

To add patient education

- To add patient education documents to an **Order Set**, with the **Order Set** open for updating, scroll to the **Patient Education** section

Immunizations		Browse		Smart Forms		Add
Name	**Dose**	**Delete**		**Name**		**Delete**
● Product X		⊖				

Appointments	Add Follow-Up		Referrals	Add

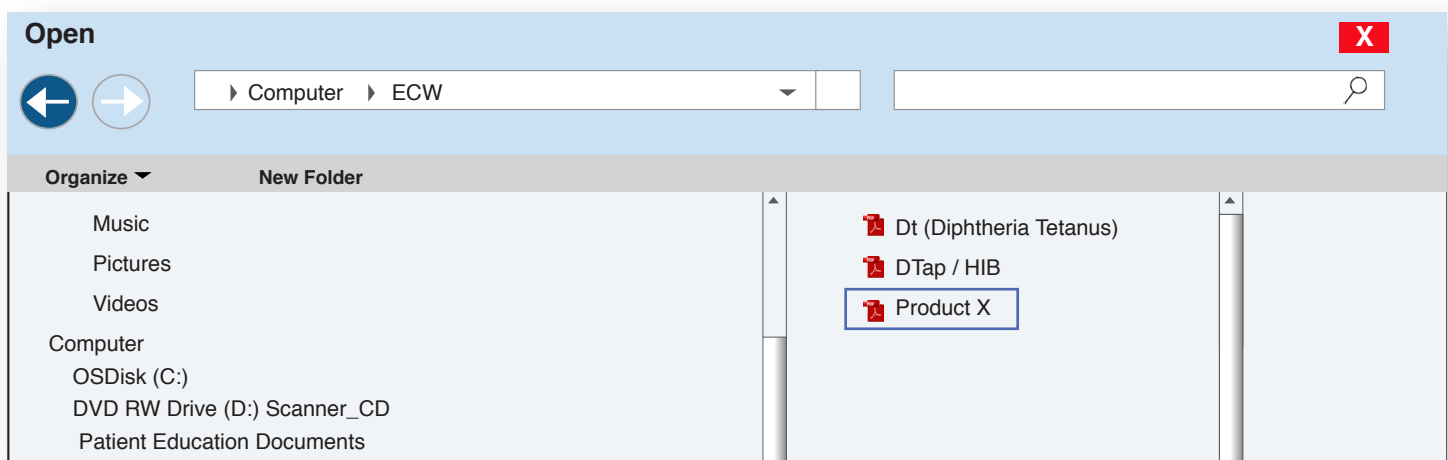| Physician Education			Patient Education		
PDF	Add	Save	PDF	Add	Save
WEB REFERENCE	Add	Save	WEB REFERENCE	Add	Save

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- Patient education can be added as a PDF or as a web-based document. To add a patient education document to the **Order Set**, click the **Add** button next to the type of document to be added (PDF or Web)

Patient Education		
PDF	Add	Save
WEB REFERENCE	Add	Save

- After clicking the **Add** button for a PDF document, a **browse window** displays. Select the desired document

Open   **X**

◄ ►   ▸ Computer ▸ ECW   ▾   🔍

Organize ▾   **New Folder**

Music
Pictures
Videos
Computer
  OSDisk (C:)
  DVD RW Drive (D:) Scanner_CD
  Patient Education Documents

📄 Dt (Diphtheria Tetanus)
📄 DTap / HIB
📄 Product X

- To add a **Web-based document**, click the **Add** button to the left of **Web Reference**

- Enter the **URL (web address)** of the desired document

- Click **Save** to add the documents to the **Order Set**

- Patient education materials can be printed or sent to the patient's portal via secure messaging

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Please enter the URL:

[   ]

Save   Cancel

Patient Education	
PDF	
📄	Product X
WEB REFERENCE	
	www.gsksource.com/pharma/content/gsk/sourc…