

# CPSI Chartlink– Computerized Physician Order Entry

Hospital Wide Training – Order  
Verification for Nurses

V4 Revised 04/9/14

Kokie/Nyna x2404 CPSI Clinical Issue  
IS dept x2197 Access/CPSI Technical issues

# How to view orders?

## 1. White Board "CL"

Room	Name	Number	Stats	Medical Record	Physician	Location	Min
ER13					WILLIAMS J	Ins Complete	5
ERV14					WILLIAMS J	Select Location	
ER01A					WILLIAMS J	Select Location	
ERV05					WILLIAMS J	Out of Departn	
ER14					WILLIAMS J	Ins in Progress	46
ER11					WILLIAMS J	Select Location	
ER03A					WILLIAMS J	Ins Complete	271
ER09					WILLIAMS J	Ins in Progress	37
ER02A					WILLIAMS J	Ins Complete	183
ERV18					WILLIAMS J	Select Location	
ERV15					WILLIAMS J	Select Location	
ER03B					YUE JIMMY	Ins Complete	134
ERH02					WILLIAMS J	Select Location	

Navigation: Refresh Numeric Lookup

Red stars are placed next to the rows for ER14 and ER09.

# 2. Inside Patient's Chart

Flow Charts	Transfer	Medical Records	Order Review	Pharmacy			Reports
Printing	Electronic Forms	MultiDisc	Education		Order Entry	Medact	Results

Allergies		Immunizations
P..	Allergy	Reaction(s)
1	No Known Drug All	

Patient Location: Ins in Progress

Demographics			
Admit Date	01/13/14	DOB	05/11/1980
Adv. Directives	N	Smoke	4 - Never smoker
Attending Phy	WILLIAMS JEREMY MD		
Primary Phy	000000		
Consulting Phy1			
Diagnosis	LT SIDED ABD PAIN		
Emer. Contact	TRAN NATHAN		
Emer. Phone	626-825-2256		
Diet			
BMI	21.26		

Vital Signs			
Temp	98.4	01/13 12:09	CTM RN
Pulse	102	01/13 12:09	CTM RN
Resp	20	01/13 12:09	CTM RN
B/P	95/66	01/13 12:09	CTM RN
O2 Sat	96	01/13 12:09	CTM RN

Chart Type: ER

Current date & time

Note Entry   Images   Late En

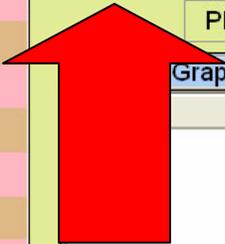
Unver CL Orders

Transfer   Discha

Phy Prob List

Graph Results   New Only

Staff Communication



# 3. Verify orders > Chartlink Orders

CPSI - GAR CPSI Clientware - ClientWare

File View Tools Help

FDX

Garfield Medical Center Signed On Emp: KOG Dept

Patient Whiteboard for EMERGENCY ROOM

Sign Off Time Clock Ad Hoc Review Vitals OD and Curr Meds Patient List **Verify Orders** Med-Verify Print Reports Change Default Prin

Census My Patients Other Functions POC Reports

Room	Name	Number	Stats	Medical Record	Phys	Location	Min
------	------	--------	-------	----------------	------	----------	-----

Order Verification

**Verify Options**

Pharmacy Orders

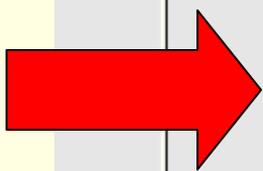
Nursing Orders

ChartLink Orders

**Print Options**

Physician Entered Orders

Exit (No Print)



Viewing All Patients

Exit without Pri...

Patient Name	Order Description	Other Detail	Order Type
YOU NICOLE	L LIDOCAINE 1% INJ : 20ML	AS DIRECT INJECTION	ChartLink
	L Trauma / Laceration:	Get Sterile Gloves Size:_6.5	ChartLink
	MORPHINE SYG : 2MG/ML	DC ON 11/13/13 16:48	ChartLink
	S ACETONE SERUM	0001	ChartLink
	MORPHINE SYG : 2MG/ML	PRN IV PUSH	ChartLink
	MORPHINE SYG : 4MG/ML	X1 IV PUSH	ChartLink
	ONDANSETRON (ZOFTRAN) INJ: 4MG/2ML	X1 IV PUSH	ChartLink
	XR FOOT LIMITED 2VW	0001	ChartLink
	NACL 0.9% IV SOLN : 1000ML	BOLUS IV	ChartLink
	ACETONE SERUM	0001	ChartLink
	CHLAMYDIA & GC DNA PROBE*	0001	ChartLink
	W MORPHINE SYG : 4MG/ML	X1 IV PUSH	ChartLink
		IV Hep Lock	ChartLink
	ASPIRIN (ECOTRIN) EC TAB : 81MG	X1 ORAL	ChartLink
	METOPROLOL (LOPRESSOR) INJ : 5MG/5ML	X1 IV PUSH	ChartLink
	NITROGLYCERIN OINT (NITROL) 2% UD :	X1 TOPICAL	ChartLink
		Continuous Cardiac Monitoring	ChartLink
		Continuous Pulse Oximetry	ChartLink
		IV Hep Lock	ChartLink
	PEZ CHLAMYDIA & GC DNA PROBE*	0001	ChartLink
INSULIN HUM R (NOVOLIN R) :5 UNIT/0.	X1 INTRAVENOUS	ChartLink	
S W XR FOOT LIMITED 2VW	0001	ChartLink	
	Heplock	ChartLink	
methylPREDNISolone (SOLU-MEDROL) INJ:1	X1 IV PUSH	ChartLink	
CefTRIAxone/D5W: 1GM/50ML IN OMNICEI	X1 IVPB	ChartLink	
ACETAMINOPHEN LIQ 160MG/5ML UD	DC ON 12/15/13 13:35	ChartLink	

Select Patient

All Patients

View Profile

Look

Verify

Print Physician Entered O

(Hold CTRL key to select multiple orders)

# How to verify orders:

 **Verify Orders**

Selected patient:  Exit without Printing

Patient Name	Order Description	Other Detail	Order Type
LEE BO P	ALBUTEROL (PROVENTIL) 0.083% INH SOLN:	X1	HAND HELD NEBULIZER ChartLink
LEE BO P	IPRATROPIUM (ATROVENT) INH SOL: 0.5MG/2	X1	HAND HELD NEBULIZER ChartLink
LEE BO P	NACL 0.9% IV SOLN : 1000ML	BOLUS	IV ChartLink
LEE BO P	CT HEAD/BR W/O CM	0001	ChartLink
LEE BO P	XR CHEST 1 VIEW	0001	ChartLink
LEE BO P	BLOOD GAS ARTERIAL	0001	ChartLink
LEE BO P	URINALYSIS	0001	ChartLink
LEE BO P	CBC W AUTO DIFF	0001	ChartLink
LEE BO P	CMP	0001	ChartLink
LEE BO P	PT AND PTT	0001	ChartLink
LEE BO P	TROPONIN T	0001	ChartLink
LEE BO P	*****	0001	ChartLink
LEE BO P	BNP PRO	0001	ChartLink
LEE BO P	LACTATE (LACTIC ACID)	0001	ChartLink
LEE BO P	CULTURE BLOOD	0001	ChartLink
LEE BO P	CULTURE BLOOD	0001	ChartLink
LEE BO P	CULTURE SPUTUM	0001	ChartLink



# How to enter phone orders (**Order Entry**):

Garfield Medical Center Signed On Emp: NYD Dept: 124

LABOR AND DELIVERY - Order Entry/Review

37 Sex: F Ht: Wt: Rm: L04-A MRSA: VRE:

**Order Entry Options**

Standard Orders  Verbal Orders  **Phone Orders**  Protocol Orders

**Order Entry**

- LABORATORY
- RADIOLOGY
- REHAB THERAPY
- RESPIRATORY
- CARDIOPULMONARY
- N/A
- DIETARY
- All Departments
- Most Common Orders
- Nursing Orders
- Pharmacy

**Group Standing Orders**

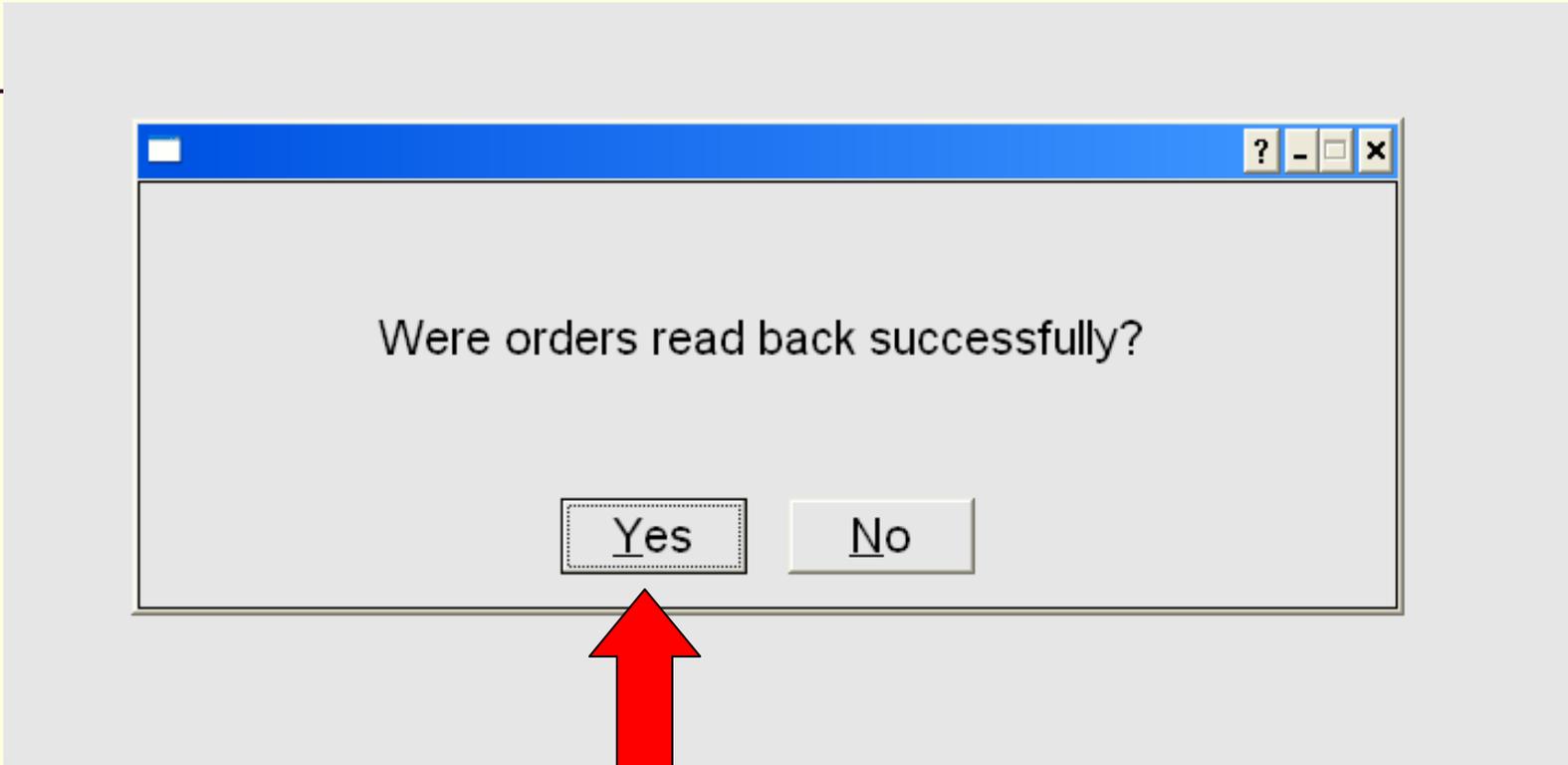
- Ancillary Orders
- Pharmacy Orders
- Nursing Orders
- Ancillary and Nursing Orders
- All Orders

**Order Review**

- All Orders
- By Date
- Outstanding Orders

**Transfer Orders**

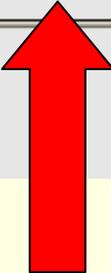
- Ancillary Orders
- Pharmacy Orders
- Nursing Orders
- Pharmacy and Nursing Orders
- All Orders



Were orders read back successfully?

Yes

No



# How to enter a nursing order :

- Click on Order Entry > Verbal/Phone> Nursing Order > Select a category > Click OK

Multiple Nursing Order Lookup

Category Count: 01

Name

Hygiene  
Intake & Output  
Intravenous  
Isolation  
Lab  
Miscellaneous  
Nurse Communication

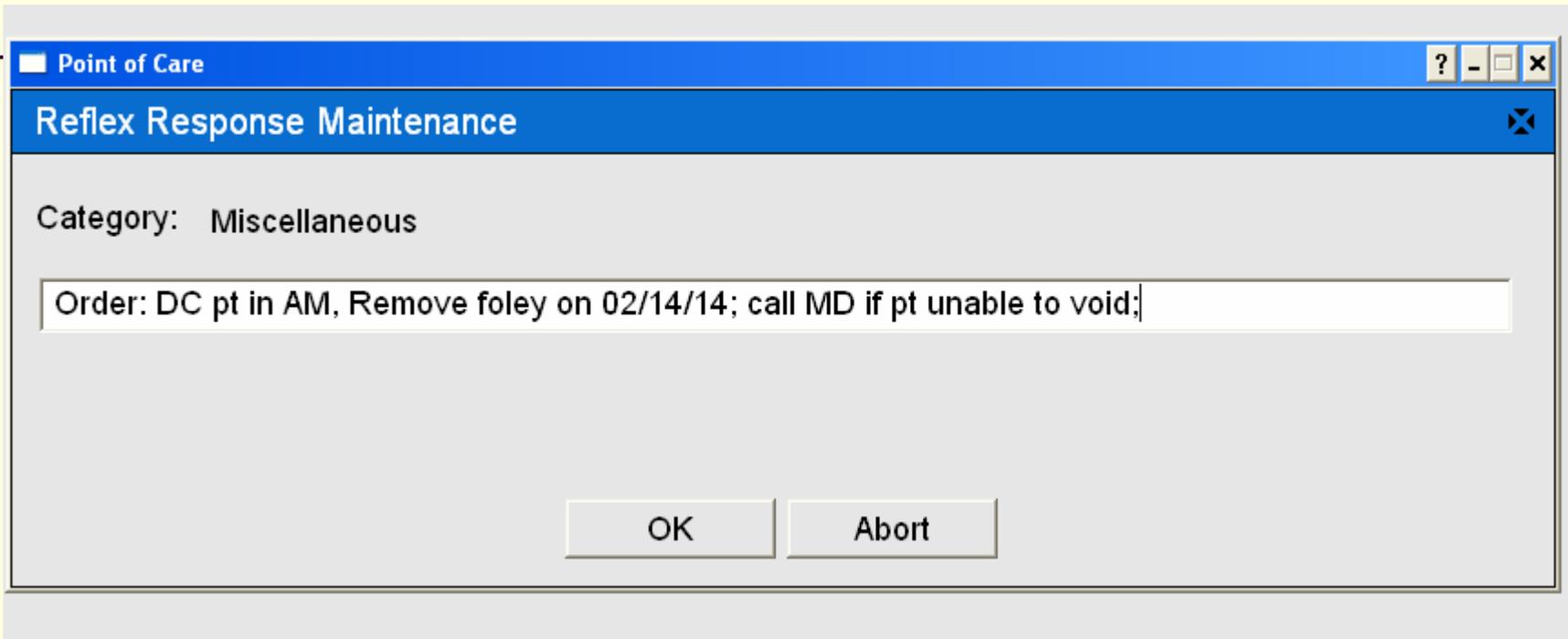
Order Description

Name

Order: \_\_

OK

# Enter Nursing Order:



Point of Care

Reflex Response Maintenance

Category: Miscellaneous

Order: DC pt in AM, Remove foley on 02/14/14; call MD if pt unable to void;

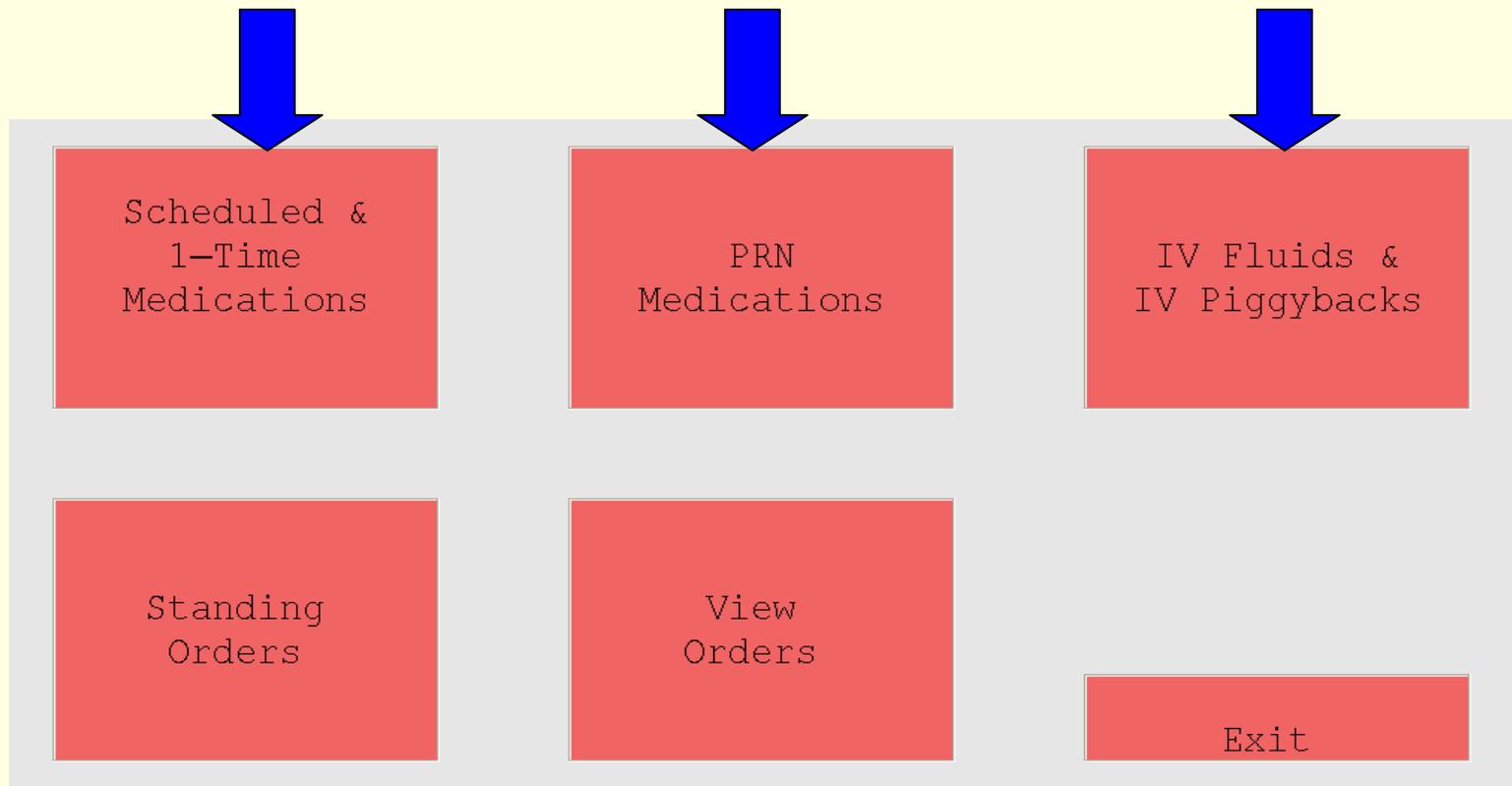
OK Abort

\*\* After clicking ok > Select correct MD who gave verbal / phone order

# How to enter Medications:

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- Click on Order Entry > Pharmacy > Select Type of Order



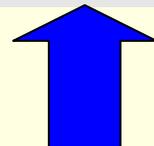
# Type 1<sup>st</sup> few letters of the drug: Example “Keflex” in the alpha look-up

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Alphabetic index lookup

Non-Formulary Medication

A	B	C	D	E	F	G	H
I	J	K	L	M	N	O	P
Q	R	S	T	U	V	W	X
	Y	Z	Space	KEFL	Back- space Key	Exit	



# Select Correct Name and Dose of Drug

Item Description

1 KEFLEX 125MG/5ML SUSP 100ML

2 KEFLEX 500MG CAP

3 KEPPRA 250MG TAB

4 KETAMINE INJ 50MG/ML : 10ML

Item Description

5 KETOROLAC (TORADOL) INJ : 30MG/1ML

6 KETOROLAC (TORADOL) INJ : 60MG/2ML

7 LABETALOL (TRANDATE) INJ : 100MG/20

8 LACTULOSE (CEPHULAC) UD SYRUP : 30M

Pharmacy Item Selected: CEPHALEXIN (KEFLEX) CAP : 500MG

PREDEFINED

Quantity:	500	Unit:	MG	OK
Route:	ORAL	OK		
One Time:	N	OK		
Frequency:	TID WITH MEALS 0800 1200 1800	OK		
Std Times:	Y	OK		
1st Dose:		OK		
ST Date:	021414 1624	OK	Doses: RB?:Y ← Pt's Own?:N	RO
Instr:				
Exit - No Update	Link Order	UPDATE	UPDATE/MORE ORDERS	

- Review meds thoroughly by clicking on “OK” on every field and mark RB (Readback) = Y (Yes)
- Click “Update” or “Update/More Orders”

# Reminders for Order Entry:

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- \*\* Must follow CPSI approved Frequency
- *Use all CAPS and no space*
- Table: Example:

YES = PRN Q6H

Not accepted in CPSI = AS NEEDED EVERY 6 HOURS , prn q 6 hrs, prn q 6hours

YES = TID

Not accepted in CPSI = Three times a day

# How to review orders:

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- 1. Reports > Patient Progress Notes
- 2. Reports> Physician Order Report

- \*\*\* Complex medication orders given as verbal or phone order will be written on paper and faxed to Pharmacy for entry.

Example: TPN ORDERS, NICU Complex IV Solutions, accucheck/sliding scales

# How to perform/complete/cancel Nursing Orders: Go to MEDACT (Electronic Kardex)

CPSI - GAR CPSI Clientware - ClientWare

File View Tools Help

FDX

Garfield Medical Center Signed On Emp: KOG Dept:

Patient Care CPSI TEST PATIENT 48 CPSI875 Age: 6D Sex: Height: Weight: 0.00 lbs Room: O

Flow Charts Discharge Medical Records Order Review Pharmacy Medact Reports  
Printing Electronic Forms MultiDisc Floor Stock Transfer Order Entry

Patient Location: Out of Department

Demographics

Admit Date	00/00/00	DOB	02/14/2014
Adm. Directives			
Attending Phy	GARFIELD MEDICAL CENTER		
Primary Phy	000000		
Consulting Phy1			
Diagnosis			
Emer. Contact			
Emer. Phone			
Diet			
BMI	0		

Vital Signs

Temp	
Pulse	
Resp	
B/P	
O2 Sat	

Allergies Immunizations

P..	Allergy	Reaction(s)
1	No Known Drug All	

Results Graph Results New Only A

Result

Staff Communication



# Highlight order to be discontinued>

## Click Discontinue

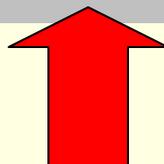
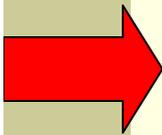
Interventions - CPSI875 - CPSI TEST PAT

Active | Completed/Discontinued | Unverified

Intervention	Status	Changed
<b>Activities</b>		
Bedrest	Verified	02/20/14 19:4
<b>Procedures/Preps</b>		
Ice pack to perineum x 6 hours	Verified CL	02/20/14 19:2
Catheterize every 6 hours as if unable to void.	Verified CL	02/20/14 19:2
Notify MD if necessary to catheterized more than once	Verified CL	02/20/14 19:2
Breastpump as needed	Verified CL	02/20/14 19:2
Fleet Enema per rectum as needed for constipation (patient choice)	Verified CL	02/20/14 19:2
Rhogam work up per protocol	Verified CL	02/20/14 19:2

New Discontinue Discontinue All Review Verify Associate

Exit



# How to cancel incorrect medication order:

Pharmacy > Verify Orders>Click on order to be dc'd >

Click on Discontinue > type "YES"

Dept: 247 - POSTPARTUM      Empt: (KOG RN)

Touch order to be discontinued

Selected patient: CPSI TEST PATIENT 48      CPSI875

Patient name	Medication dose & Schedule	Special Instructions	Stop cd
CPSI TEST PATIENT 48	L RINGERS 1000ML CONT IV	125      M L RINGERS 1000ML	D
CPSI TEST PATIENT 48	D5W W/20 unit CONT	PITOCIN 1000ML125 ml/hr D5W W/20 unit PITOCIN 1000ML A	
CPSI TEST PATIENT 48	MORPHINE EXTEND RELEASE (MS CONTIN):1		15

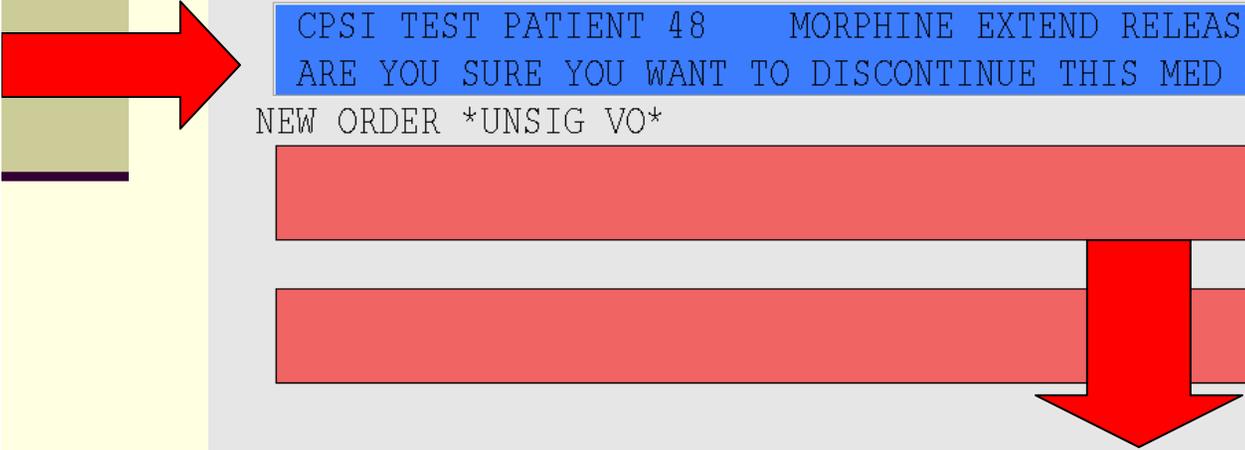
\*NS O&DISCONTINUED\*

STOP-INFO \*NS ORDER\*

ARE YOU SURE YOU WANT TO DISCONTINUE THIS MED - YES OR NO? YE

NEW ORDER \*UNSIG VO\*

Start Over      Modify      Discontinue      Look      Verify      Exit



## How to D/C medication order by VO/PO:

Order entry>order entry>click VO/PO>pharmacy>view orders>click on Order to be dc'd>click discontinue>Enter date> RB?:Y>Update  
(medications must be verified 1<sup>st</sup> before Discontinuing it!!!)

File View Tools Help  
FDX 2 47

Current /Future Medications for CPSI TEST PATIENT 12 Room:

RB?:N

Description	Dosage /Schedule
ACETAMINOPHEN/COD (TY 2 TABS	PRNQ4H
ORAL Autostop: 02/28/14 11:23	
ACETAMINOPHEN/COD (TY 1 TAB	PRNQ4H
ORAL Autostop: 02/28/14 11:23	
IBUPROFEN (MOTRIN) T 600 MG	PRN Q6H
ORAL Autostop: 03/23/14 11:23	
SENNA CONCENTRATE (S 2 TABS	PRN HS
ORAL Autostop: 03/23/14 11:23	
ZOLPIDEM (AMBIEN) TA 5 MG	PRN BEDTIME
ORAL Autostop: 02/28/14 11:23	
SODIUM PHOS ENEMA (F 133 ML	PRN
PER RECTUM Autostop: 03/23/14 11:23	
TETANUS-DIPHTER-PERT 0.5 ML	PRN GIVE ON DISCHA
IM OPTIONS Autostop: 03/23/14 11:23	
INFLUENZA VIRUS VACC 0.5 ML	PRN GIVE ON DISCHA
IM OPTIONS Autostop: 03/23/14 11:23	

Instruction: Touch the discontinue box to enter the DC date.

Exit No Update Discontinue





# Consulting Physician > Type “?”

CPSI - GAR CPSI Clientware - ClientWare  
File View Tools Help

FDX

Garfield Medical Center Signed On Emp: KOG D

Point of Care - Demographics

CPSI TEST PATIENT 12 CPSI905 Admit Dt/Tm: 00/00/00 00:00 Disch Dt/Tm: Room:

Miscellaneous Allergies / Immunizations

Patient Name	CPSI TEST PATIENT 12	Condition Code	<input type="radio"/> U UNKNOWN	Attending Phy	999999 GARFIELD
Birth Date	02/03/2013	Height/Length (inches)	0	Second Phy	
Sex	<input type="radio"/> M <input checked="" type="radio"/> F	Wgt (lbs, oz)		Primary Care	
Marital Status		(Kilograms)		Consulting Phy 1	?
Religion		(Grams)	0	Consulting Phy 2	
Patient Occupation		BMI:	0 kg / m <sup>2</sup>	Consulting Phy 3	
Notify in Emergency		Isolation?	<input type="checkbox"/>	Consulting Phy 4	
-Relation		Adv. Directive?	<input type="checkbox"/> VP? <input type="checkbox"/>	Consulting Phy 5	
-Address		DNR?	<input type="checkbox"/> VRE? <input type="checkbox"/>	Other Consulting Physicians	
-Phone	000-000-0000	Restraints?	<input type="checkbox"/> MRSA? <input type="checkbox"/>		

# Type Last Name of MD (all CAPS)

## Double click

Physician Lookup

Cancel

Search:  Staff  Non-Staff

Physician Name Abbreviation:

Abbreviation	Number	Name	Address	City
WONG ALEX	359400	WONG ALEX K	1510 SAN PABLO STREET	LOS ANGELES
WONG GOR...	344900	WONG GORDON K	409 W MAIN ST	ALHAMBRA
WONG HING	237500	WONG HING C	709 N HILL ST	LOS ANGELES
WONG JAC...	326400	WONG JACQUELINE	1336 W. Valley Blvd.	ALHAMBRA
WONG JAMES	237600	WONG JAMES W	500 N. GARFIELD AVE.	MONTEREY PARK
WONG KAI Y	237200	WONG KAI Y	711 W COLLEGE ST	LOS ANGELES
WONG KELLY	350700	WONG KELLY T	711 W COLLEGE ST	LOS ANGELES
WONG KEVIN	238200	WONG TC KEVIN	420 N GARFIELD	MONTEREY PARK
WONG PINA	237700	WONG PINA K	201 N CHANDLER AVE	MONTEREY PARK
WONG SUN...	308700	WONG SUNNY	110 W EMERSON AVE	MONTEREY PARK
WU BOB J	362700	WU BOB J MD	328 S FIRST STREET F & G	ALHAMBRA
WU DAVID S	376300	WU DAVID SJ MD	525 N GARFIELD AVE- SURG	MONTEREY PARK
WU DIANNE	307000	WU DIANNE	1048 S GARFIELD AVE	ALHAMBRA
WU ELSIE E	238600	WU ELSIE E	1048 S GARFIELD	ALHAMBRA
WU JAMES T	360500	WU JAMES T	224 S SANTA ANITA AVE	ARCADIA
WU TAI HIN	238700	WU TAI HING	415 W VALLEY BLVD	SAN GABRIEL
WU VINCENT	387000	WU VINCENT C DO	223 N GARFIELD AVE	MONTEREY PARK
WU WENDY	239600	WU WENDY	500 N GARFIELD AVE	MONTEREY PARK

More

# Patient Education Handout-Meaningful use

- All first dose medication print and educate patient.
- EDUCATION tab>pt education document>pt drug information

Garfield Medical Center Signed On Emp: NYD Dept:

CPSI TEST PATIENT 53 CPSI605 Age: 38 Sex: F Height: Weight: 0.00 lbs

transfer Medical Records Discharge Pharmacy Medact  
Electronic Forms MultiDisc **Education** Order Entry

Patient Location: Select Location

Chart Type: Not selected yet

Current date & time

Note Entry Images

Unver CL Orders Transfer

Phy Prob List

Results Graph Results New Or

Result

Staff Communication

Demographics	
Admit Date	00/00/00
DOB	07/21/1975
Adv. Directives	
Attending Phy	GARFIELD MEDICAL CENTER
Primary Phy	000000
Consulting Phy1	
Diagnosis	UNK
Emer. Contact	
Emer. Phone	
Diet	
BMI	0

Immunizations

Reaction(s)

RASH

# Medication Reconciliation

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- -MDs will start doing this through chartlink
- -Done on admission
- -Done on discharge
- -***Nurses need to associate medications!!!***
- -Nurses should not need to print out med-rec report, unless MD gives a phone order.

# For all transfer: answer field on next screen



Garfield Medical Center  
525 N Garfield Avenue Monterey Park, CA  
(626) 573-2222

## INSTRUCTIONS FOR POST HOSPITAL CARE

Current Date: 040914	Current time: 1957	Page 1 of 3
Patient Information		
Last Name: CPSI TEST	First Name: PATIENT 54	Middle Name:
Account Number: CPSI606	MR #: 00344766	Room #:      Date of Admission: 000000
Date of Birth: 04031967	Gender: M	Age: 47      Attending Physician: GARFIELD
SUMMARY		
You were admitted for: <input type="text"/>		
You were diagnosed with: <input type="text"/>		
Your physician feels your condition has been stabilized and that the care you need now could safely be provided in/at: <input type="checkbox"/> Home		
<a href="#">(CLICK THIS LINK FOR ALL TRANSFERS) (Required)</a>		
<input type="checkbox"/> Skilled Nursing Facility:	<input type="text"/>	
<input type="checkbox"/> Hospice:	<input type="text"/>	
<input type="checkbox"/> Acute Hospital:	<input type="text"/>	

