How to Enter Telephone Order into CPSI (MCH ONLY)

1. Select Patient > Click "Order Entry" Tab in the Virtual Chart > Click "Order Entry"

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	MUNTEREY PARK P	USPITAL	Signed On Emp. ST	w Dept 124			
Patient Care 🚸 BARAJAS CYNTHIA	304400 Age: 18	Sex F Height:	Weight: 0.00 lbs	Room: 701-E			
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	Admit Date 04/15/13 DOI	Medact	i Order Report	Discharge			
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2. Click "Phone Orders" > Click the "Ancillary & Nursing Orders" button

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Order Entry Options						Order Review			
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N/A			<u>A</u> ll Orde	rs			Nursing Orders		
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Type in "MCH" and Click the "Go" button.

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- 3. All the order in the Order Set will be automatically populated in the menu at the bottom
- Click to <u>deselect/remove</u> items that had not been ordered by the physician
- 5. Once finish deselecting, click the "Process" button
- 6. Click "Yes" to answer the "Read Back" question

DELIVERY ROOM - Group Standin	ng Orders	899						
Process	Process - NO Labels				Process - Show	V All	P	rocess - Show All - NO Labels
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PACU ORDER SETS	RDERS	Were	orders read bac	k successful	W?			
 								
Here Description		_						Course Description
Item Description			Yes	No				Group Description
Mini-Prep								
EFM								
FSE after ROM, PRN Insert Foley Cath to gravity PRN								
D/C all home meds if GBS Positive	or Unknown							
Epidural, if patient requests								
Obtain Informed Consent for: NSVE	D-Normal Spon			Stat				
RPR				Stat				
TYPE AND SCREEN				Stat				
				Stat				
Current display: MCH L AND D ADM	ISSION ORDER SET - 0	Click item to desele	ect. Reselect Gro	up Description	n to restore.			

7. Double click on the name of the physician who gave the telephone order. Orders should be successfully input into the system at this time.

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8. Click "Medact" Tab > Select "Medact" to view order in MedAct

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