

Date: 02/12/2016

Pre-op Order Entry From Inbasket: Sutter Coast

WHO Needs this TIP:

User Role(s):

- Physicians

Sutter EHR Application(s):

- EpicCare Ambulatory

WHAT Users Need to KNOW:

Scheduling a surgical procedure:

- Only fax pre-operative orders for cases on Mar. 7 and Mar. 8 that are requested before Mar. 5.
- OR nursing staff should only transcribe orders for cases on Mar. 7 and Mar. 8 (*This does not include add-ons*). Orders faxed after Mar. 5 **will not be entered**.
- Beginning on Mar. 5, users must place orders into Sutter EHR for any scheduled case.
- The OR scheduler will create a pre-admission for your patient in Sutter EHR. Users cannot place orders on the patient until the preadmission is confirmed.
- Users will receive an In Basket message sent once the surgery is scheduled. Office staff can also verify if the patient is scheduled.

WHAT Users Need to DO:

Placing Pre-operative orders:

- Surgery must be scheduled by the OR department before users can place pre-operative orders.
- Orders cannot be placed more than 30 days prior to surgery.
- Users will receive an In Basket message once a surgery is scheduled.

Place orders from your In Basket:

1. Highlight the patient in your In Basket Case Message Folder.
2. Click the **Case Number hyperlink** in the **Case Information** section of the Message report.

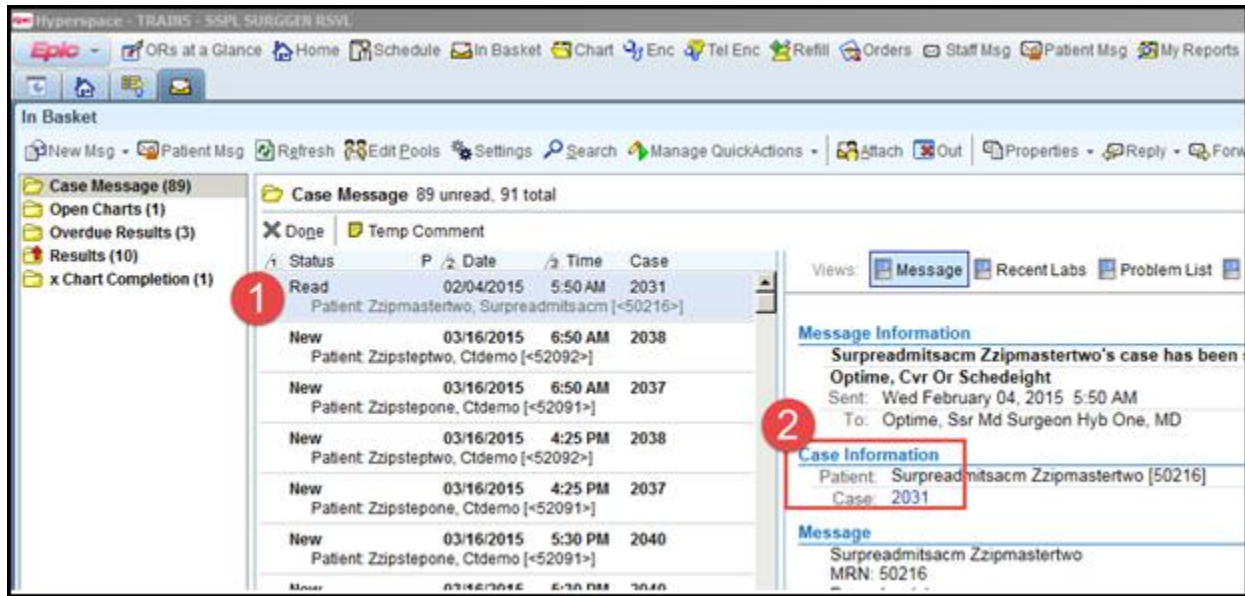


Figure 1 - Case Information

3. Go to the **Periop** Activity on the left side of your screen.
4. Select **OrderSet**. Enter the name of the appropriate Pre-op OrderSet into the OrderSet field or select from your saved Favorite OrderSets.
5. Select your Orders.
6. **Sign and Hold Orders** with Pre-op phase of care.