

**This Quick Reference Guide (QRG) demonstrates the process for initiating PowerPlans.**

### Common Buttons & Icons

	Add button
	PowerPlan icon
	Done button
	Sub-Plan icon
	Chain Link icons
	Lightbulb icon
	Initiate Now button
	Plan for Later button
	Sign button
	Refresh icon

### Place and Initiate PowerPlans

From the patient's Orders screen:

**STEP 1:** Click the **Refresh** icon.

**STEP 2:** Click **Add**. The Add Order window displays.

**STEP 3:** Click the **Search** field.

**STEP 4:** Enter the search criteria; matching results display below.

**NOTE:** **PowerPlans display with a yellow square icon, indicating they contain multiple orders.**

**STEP 5:** Click the appropriate **PowerPlan**. The selected PowerPlan displays in blue, indicating it has been added.

**NOTE:** **Nursing and other roles without ordering privileges will receive a pop-up, requiring them to document the ordering physician and the date, time, and communication type of the order.**

**STEP 6:** Repeat steps 3-5, as needed.

**STEP 7:** Click **Done**. The Orders screen displays.

**STEP 8:** Review the PowerPlan(s) and add or remove any orders as appropriate for the patient by selecting or clearing the corresponding check box.

**NOTES:** When saving a PowerPlan as a Favorite, the orders that are currently chosen will default selected when using the PowerPlan in the future.

- Sub-Plans are order sets that can be added to the PowerPlan.
- Chain Link icons indicate there are specific guidelines related to the order. Connected Chain Link icons indicate the guidelines have been satisfied.

**STEP 9:** Click **Initiate Now**. The status updates to Initiated Pending, and a Lightbulb icon indicates the plan has been initiated.

**NOTE:** To sign the plan without initiating, click **Plan for Later**.

**STEP 10:** Click **Sign**. The screen displays a Processing message.

**STEP 11:** Click the **Refresh** icon. The PowerPlan displays as Initiated.

**NOTE:** If the **Plan for Later** option was selected, the PowerPlan displays as **Planned**.