From the Office of Health Informatics

Quick Reference Guide (QRG)
Use the Sepsis Module

May 21, 2020

This Quick Reference Guide (QRG) demonstrates the workflow for using the Sepsis Advisor Module.

Common Buttons & Icons

Open Chart	Open Chart button
Add / Add	Add button
Launch Module	Launch Module button
⊿	Collapse icon

▶	Expand icon
✖	X Close button
Select Recommendations	Select Recommendations button
Confirm	Confirm button
Sign Orders	Sign Orders button

Use the Sepsis Module Order

➢ **From the Provider Handoff screen:**

STEP 1: Click the patient's name to open their chart. The Sepsis Alert opens.

NOTE: **If sepsis isn't indicated, click the Reason dropdown arrow; then click the appropriate reason.**

STEP 2: To review the patient's chart before deciding, complete the following steps:

- Click **Open Chart**.
- Review the chart, as needed.
- Click **Add** next to Orders in the Menu. The Add Order window displays.
- Type **sepsis** in the Search field.
- Click **Sepsis Module** or **Sepsis Not Indicated**, as appropriate for the patient's case.

➢ **From the Sepsis Alert Window:**

STEP 1: If Sepsis is indicated, click **Launch Module**, the Interdisciplinary Sepsis Module displays.

- To expand or collapse different sections, click the icon in the header.
- To change the level of severity, click the Sepsis Severity dropdown arrow; then click the appropriate level.
- To view the criteria for severity, click the Sepsis Severity Definitions hyperlink. To close the window, click the link again.
- To view high and lows, hover over the vital sign.
- To view trends in a graph, click the vital sign. Click the **X** Close button to close the window.

STEP 2: Select the checkbox(es) for the appropriate infection source(s).

NOTE: **Any box that has a red asterisk opens additional documentation.**

STEP 3: Select the checkbox for the appropriate suspected infection factors if it becomes available.

STEP 4: Click **Select Recommendations**.

STEP 5: Select the appropriate dosing checkbox in the Special Dosing Recommendations section, if needed.

STEP 6: Select the appropriate antibiotics checkbox in the Antibiotic Recommendations section.

STEP 7: Select the appropriate fluid therapy checkbox, as needed.

STEP 8: Select the checkbox(es) for the appropriate order(s) in the Diagnostic Studies section.

STEP 9: Click **Confirm**. An overview of the selections display.

NOTE: To add an additional order, click Select Recommendations and the orders will reopen.

STEP 10: Select the **Add Septic Shock to the diagnosis list** check box, if applicable.

NOTE: If the checkbox is not selected, the diagnosis will have to be manually entered on the Problem List. If the problem is resolved before discharge, the Problem List will need to be updated.

STEP 11: Click **Sign Orders**. The scratch pad displays.

STEP 12: Document any missing, required order details, as needed.

NOTE: To place any additional orders, click Add.

STEP 13: Click **Sign**.

NOTE: Single order items can also be added outside of the module as appropriate.

Cancel/Reorder from the Module

- **From the patient's chart:**

STEP 1: Click **Orders** in the Menu.

STEP 2: Right-click **Sepsis Management**.

NOTE: To discontinue the module completely, click Cancel/DC. Any orders placed need to be canceled individually.

STEP 3: The Sepsis Module opens.

STEP 4: Place orders, as needed.