

This flyer outlines the workflow to propose PowerPlans for Interventional Radiology (IR) procedures. Following this process helps ensure orders are proposed and reviewed appropriately.

Once the case appears on the PAT Tracking board.

➤ **From the PAT Tracking Board**

**NOTE:** Staff should propose the plan from the patient's chart through the PAT Tracking Board to ensure the plan is attached to the correct FIN.

**STEP 1:** Open the patient's chart.

**STEP 2:** In the Table of Contents menu, select **Add+** in the orders section.

**STEP 3:** Search appropriate PowerPlan, as applicable.

**STEP 4:** In the ordering physician window select **Proposal**.

**STEP 5:** Enter the Provider name in the **\*Physician name** section.

**STEP 6:** Select **Request Co-Sign** from the \*Communication type options.

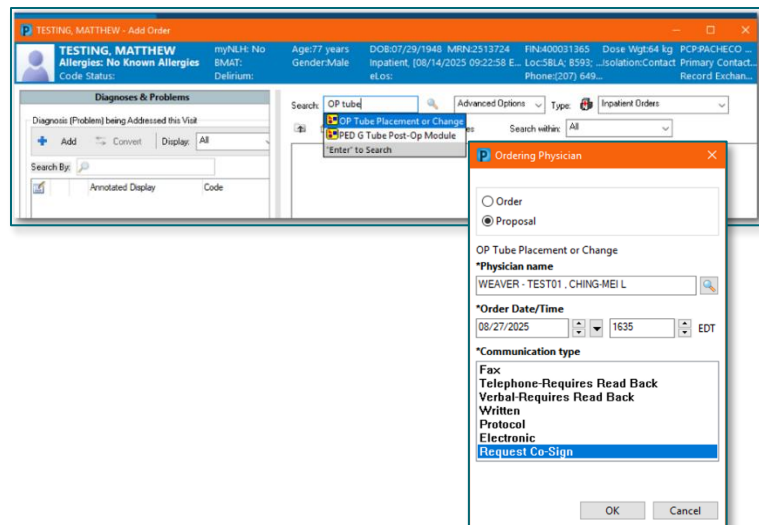
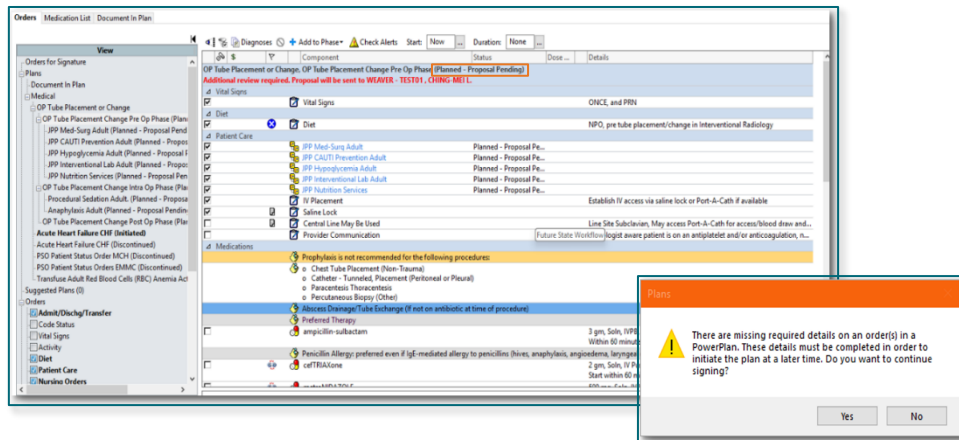
**STEP 7:** Select **OK**.

**STEP 8:** The **Add Plan** window displays the name of the proposed PowerPlan and the provider to who it is being proposed. Select **OK**.

**STEP 9:** After the Review Provider has been confirmed select **OK**.

- This will open the ordering window.

**NOTE:** The top of the PowerPlan will clearly indicate that it is a proposed PowerPlan.

**STEP 10:** Select any additional orders appropriate for the patient.

**NOTE:** Additional orders will be reviewed by Radiologist before orders are signed.

**STEP 11:** Select **Orders for signature**.

**STEP 12:** Select **Sign**.

**NOTE:** A message will indicate that required details are missing from the PowerPlan.

**STEP 13:** Select **Yes**.

**STEP 14:** Select **Refresh**.

## Outstanding Proposals

If PowerPlan proposal acceptance is overdue or reassignment is needed, follow the steps below. If no follow-up or reassignment is needed, update the PAT Board and mark the signed orders with a green check. The workflow is complete.

### ➤ From the Orders Component

**STEP 1:** Confirm that the PowerPlan remains in a **Proposed** status.

**STEP 2:** Notify or escalate the outstanding proposal according to department process.

**STEP 3:** If reassignment is needed, right-click the proposed PowerPlan.

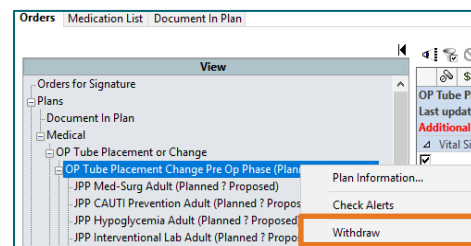
**STEP 4:** Select **Withdraw**.

**STEP 5:** Select **Orders for Signature**.

**STEP 6:** Select **Sign**.

**STEP 7:** Identify an alternate radiologist.

**STEP 8:** Propose the PowerPlan to the alternate radiologist following the steps above, then continue monitoring the proposal according to department process.



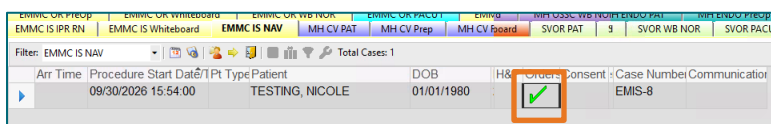
## Updating PAT Tracking Board

Once the Radiologist has reviewed orders

### ➤ From the PAT Tracking Board

**STEP 1:** Update the PAT tracking board by setting the Orders event.

**STEP 2:** Follow department policy for patient pre-op preparation.



For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please [place a ticket](#) to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.