

From the Office of Health Informatics Cerner Millennium Adding a Day of Treatment February 18, 2025

To Add a Day of Treatment to a phase within a cycle plan follow the steps outlined in this flyer.

Add a Day of Treatment

- **<u>STEP 1</u>**: Navigate to the applicable phase of the cycle to add a day of treatment to.
- **<u>STEP 2</u>**: Within the phase, click **Add to Phase** and select **Add a Day of Treatment**.
- **<u>STEP 3</u>**: The **Add Day of Treatment** dialog box is displayed.
- **<u>STEP 4</u>**: Enter a number in the **Days**: field.
 - The Start Date/Time box will automatically update depending on the day entered. Adjust the date as needed.

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Add Day of T	reatment	
Treatment Pe Days:	riod Details: Labs (Days 1, 8) *Est. Start Date/Time:	
5	09/19/2023	014 🗧 EDT 🛛 Add

+ Add to Phase Comments Add Order...

> Add Outcome / Intervention... Add Prescription...

- **<u>STEP 5</u>**: Click the **Add** button to add the day to the current phase.
- **<u>STEP 6</u>**: The new day of treatment will display with the other days of treatment in the cycle.
- **<u>STEP 7</u>**: Click **OK**. The new added day of treatment displays.

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5 09/19/2023 V 1014		09/19/2023 • V 1014	EDT Add					
ange the	sta	art date/time of a single treatment period/non-	DoT phase, enter a new date below.					
Hinet All		utomatically adjusts the start date for the sel	ected treatment periods and phase(s)					
Adjust		Description	Start Date/Time		Appointment In	formation 🗖 B	equest New Appointment	
	Ħ	Chemotherapy (Days 1, 8 to 9)	Start Date/ Time		Appointment in		equest New Appointment	
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		Days 1 Days 5	*Est. 09/15/2023 10:14 EDT *Est. 09/19/2023 10:14 EDT					

<u>NOTE</u>: Repeat the steps outlined above to add additional days of treatment.

Adding Orders to Added Day of Treatment

- To add orders to the day of treatment, click the **Actions** dropdown arrow and select **Add Order**.
 - Search for the desired order to add.
- For orders listed on other days of treatment that need to be added to the new day of treatment, you can use the **Quick Add** button.
 - Hover the mouse over the new day(s) of treatment and click the blue add button



> Add Scheduling Orders to Added Day of Treatment

When adding orders to a new day of treatment be sure to add scheduling orders, if applicable. This will ensure the patient is scheduled for their visit.

For example, if a regimen has pre-selected weekly labs and the patient needs labs twice or three time a week, add the lab orders as well as the scheduling order.

<u>STEP 1</u>: Within the phase, click **Add to Phase** and select **Add Order**.

 Can also add orders by clicking the Actions dropdown arrow on the day of treatment and selecting Add Order.



<u>STEP 3</u>: In the **Add to Treatment Periods** window, select the applicable day.

<u>NOTE</u>: It is important to only select one day in this window. The scheduling order must be added each day of treatment separately. This ensures the order is associated to the day of treatment.

- **<u>STEP 4</u>**: The scheduling order populates in the **Schedulable Orders** section to the respective day of treatment.
- **<u>STEP 5</u>**: Repeat the above steps for each day of treatment, as applicable.
- <u>STEP 6</u>: Once complete, click **Orders for Signature**.
- Days 5 2 8 Component Est. 09/19/2023 10:14 🚱 Routine Labs OOD, Routine, Order for Future Visit (Select NO for Quest). Order BLOOD, Routine, Order for Future Visit (Select NO for Quest),
 BLOOD, Routine, Order for Future Visit (Select NO for Quest). O Providers must exercise independent clinical judgment when using order sets. 4 Schedulable Ord CONCLAB 30 MIN *Est. 09/15/23, Days 1, LFCI Adult Clinic, Cancer, Future Orde. ONC LAB 30 MIN 111 09/19/2023, Days 5, LFCI Adult Clinic, Cancer, Future Or Orde 1 . 09/22/23, Days 8, LFCI Adult Clinic, Cancer, Future O

Future Pending

Days 1

Days 5

🕇 Add to Phase 🛛 🛄 Comments

Add Day of Treatment ...

Add Outcome / Intervention

Add Order...

Add Prescription...

Future

OK Cancel

×

*Est. 09/19/2023 10:14 ... *Est. 09/22/2023 12:51 ..

+ Add Prescription...

+ Add Order...

Actions - Activate Actions -

Add Outcome / Intervention ...

Change Start Date / Time

STEP 7: Click **Sign**.

<u>STEP 2</u>:

<u>NOTE</u>: Once signed, the scheduling orders are sent to the Request List Queue for the scheduler to schedule.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Health Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.