
This Quick Reference Guide (QRG) demonstrates how to order regimens.

Order a Regimen

➤ **From the Ambulatory Oncology 2023 Workflow MPage:**

STEP 1: Click the **Problem List** component in the menu on the left.

STEP 2: Click the **Add problem** field; then enter the name of the problem.

STEP 3: Select the appropriate match in the list that displays.

STEP 4: Click **Menu** on the left; then click the **Orders** component. The Order Profile displays all single orders and order sets for the patient, and this is where ordering chemotherapy is initiated.

STEP 5: Click the + **Add** button.

- The Add Orders window displays.

STEP 6: Select the appropriate checkbox for the problem in order to associate the “This Visit” diagnosis that is being addressed to the order that will be placed for the regimen.

STEP 7: Click the **Search** field; then enter the regimen to add.

NOTE: **Oncology regimen orders have the Regimen icon and a prefix of ONC, while PowerPlans have the PowerPlan icon and a prefix of ONCP.**

STEP 8: Select the appropriate regimen.

- The Add Regimen window displays.

STEP 9: Click the **Intent of Therapy** dropdown arrow; then select the appropriate value.

STEP 10: Click **OK** to save.

STEP 11: Click the **Done** button to close the Add Order window.

- The regimen is now in a Pending status and the cycles display.

NOTE: **To the far right, the Estimated Start Dates are shown. These dates will be calculated based on the estimated start date that will be selected when starting the Pre-Treatment Plan and/or first cycle of treatment. Also, note that cycles are in a Planned status until started by using the Start button for each. Once started, the plan is placed into a Future status until it’s activated.**

STEP 12: Click the **Show additional details** link to see more regimen details.

[▶ Show additional details](#)

Enter Pre-Treatment Orders

➤ From the Orders screen:

STEP 1: Click the **Start** button for the Pre-Treatment Plan row. The Add Plan window displays.



NOTE: In the top portion of the window, the **Select Visit and Start Time** section defaults to **Future Outpatient Visit** for plans ordered in an ambulatory setting. This option does not need to be changed. Plans typically used in an inpatient setting default to the **Future Inpatient Visit** option.

STEP 2: Enter a start date and time for the Pre-Treatment plan and its orders or accept the default of the current date and time.

STEP 3: Review and adjust the selections in the Confirm Phase Action section; then click **OK** to save.

STEP 4: Select the checkboxes for the desired orders within the Pre-Treatment Plan.

STEP 5: Click the **Prior Authorization/Referrals** phase.

- The Prior Authorization/Referrals phase includes different referrals as well as the authorization order for infusion treatment.
- The Prior Auth for Infusion Treatment order is embedded in all cycle plans of regimens but is also available to order from the Pre-Treatment Plan.

NOTE: An example of when to place the **Prior Auth for Infusion Treatment** order from the **Pre-Treatment Plan** is to notify the prior authorization staff before ordering the first cycle of treatment.

STEP 6: Click the next phase, **Procedures**.

- The Procedures phase lists different commonly used pre-treatment procedures, such as ECG, having a porta cath or PICC line placed, as well as referral orders to general surgery for a patient to get a port placed.

STEP 7: Click the next phase, **Imaging/Monitoring Parameters (Initiated Pending)**.

- This phase includes commonly ordered imaging exams, like MRIs, PET CTs, and CTs.

STEP 8: Select the appropriate imaging exam.

- If a selection contains a blue circle with a white X next to the order, it means that there are required fields to complete. 

STEP 9: Right click the order containing the blue circle with the white X; then click **Modify**.

- The details for the order Scratch Pad display.

STEP 10: Complete the required yellow fields; then click the **Scratch Pad Details** arrow to minimize the Scratch Pad. 

STEP 11: Click the remaining phases; then complete any missing or incorrect details by following the same process in step 9.

STEP 12: Click the **Scratch Pad Details** arrow to minimize the Scratch Pad.

STEP 13: Click **Orders For Signature**; then click **Sign**.

STEP 14: Click the **Refresh** icon.

- The placed orders display.

