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

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 your patient, and this is where you initiate ordering chemotherapy.

STEP 5: Click the **+ Add** button. The Add Orders window displays.

STEP 6: Select the appropriate check box for the problem in order to associate the “This Visit” diagnosis that is being addressed to the order we’ll place 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** drop-down 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, you will be able to see the Estimated Start Dates. These dates will be calculated based on the estimated start date that we’ll select when starting the Pre-Treatment Plan and/or first cycle of treatment. Also note that cycles are in a Planned status until you start them using the Start button for each. Once you’ve started them, 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.

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. You don't need to change this option. 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 check boxes for the orders you want 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 you may want 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 your 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 ; then click .

STEP 14: Click the  **Refresh** icon. The placed orders display.