This Quick Reference Guide (QRG) reviews how to add, skip and reschedule a day of treatment.

Add a Day of Treatment

➢ **From the Orders screen:**

STEP 1: Click the **Add to Phase** drop-down arrow; then click **Add Day of Treatment**.

STEP 2: Click the **Days** field; then enter the number of the day to add.

STEP 3: Click [Add] to add the day to the current phase.

STEP 4: Click [Adjust All] if you want the system to automatically adjust the start date for selected treatment periods and phases.

NOTE: If you are only rescheduling a single day of treatment and don't want to adjust the dates for the remaining treatment periods and phases, do not click the Adjust All button.

STEP 5: Click the **Reschedule Reason** drop-down arrow; then select the appropriate reason.

STEP 6: Click **OK**.

STEP 7: Find the order to add, noting that you may have to scroll down.

STEP 8: Hover over the day of treatment you just added; then click the ✚ **Plus Sign** icon. The order is added to the day of treatment.

STEP 9: Continue adding orders to the day(s) of treatment as necessary.

STEP 10: Click [Orders For Signature] when you are finished; then click [Sign].

STEP 11: Click the 🔄 **Refresh** icon to update the screen.

Skip a Day of Treatment

➢ **From the Orders screen:**

STEP 1: Click the **Chemotherapy** phase for the regimen.

STEP 2: Click the **Activate Actions** drop-down arrow; then click **Skip**.

STEP 3: Click the **Skip Reason** drop-down arrow.

STEP 4: Select the appropriate reason; then click **OK**.

STEP 5: Click [Orders For Signature] ; then click [Sign].

STEP 6: Click the 🔄 Refresh icon to update the screen.

STEP 7: Scroll to the end of the order to see the skipped day of treatment; the status is now Skipped and the orders for the day of treatment show as Canceled.
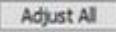
Reschedule a Day of Treatment

➢ **From the Orders screen:**

STEP 1: Click the **Days** column corresponding to the day of treatment you need to reschedule.

STEP 2: Click the **Activate Actions** drop-down arrow; then click **Change Start Date/Time**.

STEP 3: Click the ⌃ **Estimated Start Date Up Arrow** icon as many times as the number of days you need to push out the day of treatment (for example, click it three times for three days).

STEP 4: Click Adjust All if you want the system to automatically adjust the start date for selected treatment periods and phases.

NOTE: If you are only rescheduling a single day of treatment and don't want to adjust the dates for the remaining treatment periods and phases, do not click the Adjust All button.

STEP 5: Click the **Reschedule Reason** drop-down arrow; then select the appropriate reason.

STEP 6: Click the **Comment** free text box; then enter a comment.

STEP 7: Click **OK** to save.

STEP 8: Click Orders For Signature ; then click Sign .

STEP 9: Click the Refresh icon to update the screen.

Copy a Day of Treatment to Reschedule Activated Regimen Orders

➢ **From the Orders screen:**

STEP 1: Click the **Actions** drop-down arrow for the day for which you want to discontinue activated orders; then click Discontinue.
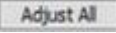
STEP 2: Click the **Discontinue Reason** drop-down arrow; then click the appropriate reason.

STEP 3: Click **OK** to save.

STEP 4: Click Orders For Signature ; then click Sign .

STEP 5: Click the Refresh icon to update the screen.

STEP 6: Click the **Actions** drop-down arrow in the Days column for the day's orders you just discontinued; then click **Copy Day of Treatment**.

STEP 7: Click Adjust All if you want the system to automatically adjust the start date for selected treatment periods and phases.

NOTE: If you are only rescheduling a single day of treatment and don't want to adjust the dates for the remaining treatment periods and phases, do not click the Adjust All button.

STEP 8: Click the **Reschedule Reason** drop-down arrow; then select the appropriate reason.

STEP 9: Click **OK** to save.

STEP 10: Click `Orders For Signature` ; then click `Sign` .

STEP 11: Click the Refresh icon to update the screen.

STEP 12: Click the **Labs** phase to copy activated lab orders from the former day of treatment to the new rescheduled day of treatment.

STEP 13: Click the **Actions** drop-down arrow (assuming that the lab orders from the initial day of treatment have been completed and resulted); then select **Copy Day of Treatment**. The Change Start Date/Time dialogue box displays.

STEP 14: Adjust the date to ensure that it matches the date you used for your chemo phase; then click **OK**.

STEP 15: Click `Orders For Signature` ; then click `Sign` .

STEP 16: Click the Refresh icon to update the screen. The copied column now shows the orders in Future status.

207-973-7728 or 1-888-827-7728.