
This Quick Reference Guide (QRG) demonstrates 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** dropdown 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** and the system to automatically adjust the start date for selected treatment periods and phases, if desired.

NOTE: If only rescheduling a single day of treatment and do not 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** dropdown arrow; then select the appropriate reason.

STEP 6: Click **OK**.

STEP 7: Find the order to add, scroll down to locate, if needed.

STEP 8: Hover over the day of treatment 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 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** dropdown arrow; then click **Skip**.

STEP 3: Click the **Skip Reason** dropdown 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 that needs to be rescheduled.

STEP 2: Click the **Activate Actions** dropdown 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 needed for treatment (for example, click it three times for three days). 

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

NOTE: **If only rescheduling a single day of treatment and do not 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** dropdown 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** dropdown arrow for the day for which to discontinue activated orders; then click **Discontinue**.

STEP 2: Click the **Discontinue Reason** dropdown 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** dropdown arrow in the Days column for the day's orders that were just discontinued; then click **Copy Day of Treatment**.

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

NOTE: **If only rescheduling a single day of treatment and do not 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** dropdown 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** dropdown 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 used for the 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.