Northern Light Health | Optum

From the Office of Health Informatics

TeleICU
Tips & Tricks

Tuesday, January 24, 2022
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PowerPlans

What is a PowerPlan?

➢ **A PowerPlan is indicated by a yellow icon with shapes inside. This is a set of orders grouped together to provide care to the patient.**

Locating and Ordering PowerPlans

➢ **PowerPlans can be ordered by locating them on the Inpatient Quick Orders MPage or searching for them.**

Inpatient Quick Orders

<u>STEP 1</u>: Navigate to **Inpatient Quick Orders MPage**.

<u>STEP 2</u>: Locate the **PowerPlans** component.

<u>STEP 3</u>: Navigate between the different subsections to locate the appropriate PowerPlan.

<u>STEP 4</u>: After locating the appropriate PowerPlan follow the steps for **Ordering a PowerPlan**.
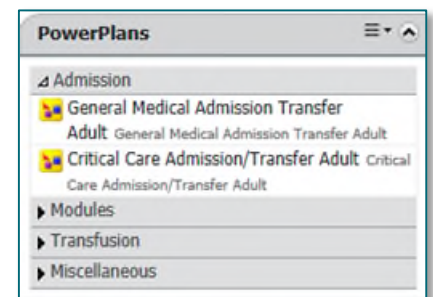
Searching for a PowerPlan

<u>STEP 1</u>: Identify the name of the PowerPlan desired. If unsure of the name, follow the steps for **Finding Available PowerPlans**.

<u>STEP 2</u>: Navigate to the **Inpatient Quick Orders MPage**.

<u>STEP 3</u>: Locate the **New Order Entry** component.

<u>STEP 4</u>: Click in **Search New Order**.

<u>STEP 5</u>: Type name of **PowerPlan**.

<u>STEP 6</u>: After finding the appropriate PowerPlan follow the steps for **Ordering a PowerPlan**.

NOTE: **Multiple PowerPlans can be selected at one time.**
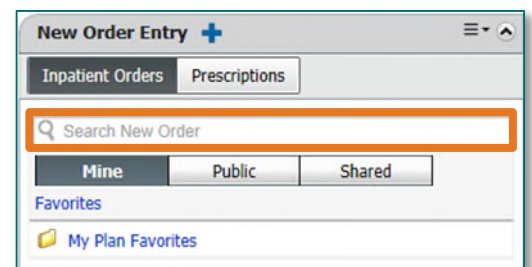
Ordering a PowerPlan

<u>STEP 1</u>: After selecting the PowerPlan, click the **shopping cart icon**.

<u>STEP 2</u>: The **Association View** opens.

- Associate the PowerPlan to the appropriate documented diagnosis.

<u>STEP 3</u>: Click **Modify Details** to view the orders included in the PowerPlan.

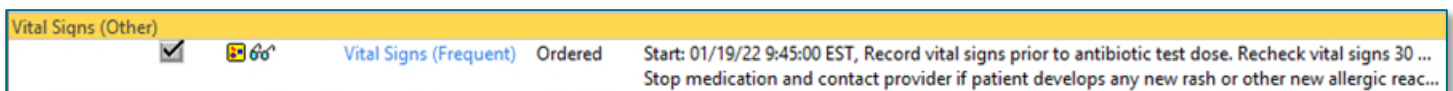<u>STEP 4</u>: A window opens showing the list of orders included in the PowerPlan to review.
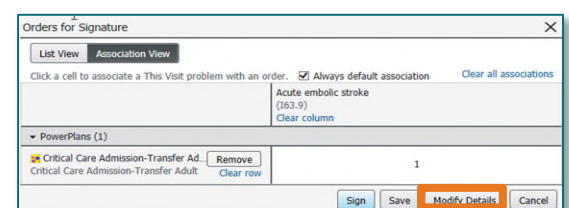
Merge View in a PowerPlan

➢ **Merge View allows providers to compare the orders that have already been ordered with the orders that are included in the PowerPlan to prevent duplicate orders.**

STEP 1: In the PowerPlan at the top of the orders, select the **Merge View** icon.
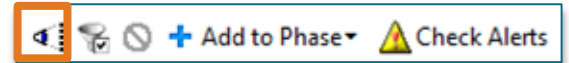
STEP 2: With **Merge View** selected, orders that were previously ordered show in a yellow bar with an **Ordered** status.

Vital Signs (Other)

| ☑ | Vital Signs (Frequent) | Ordered | Start: 01/19/22 9:45:00 EST, Record vital signs prior to antibiotic test dose. Recheck vital signs 30 ... Stop medication and contact provider if patient develops any new rash or other new allergic reac... |

Adding to Phase

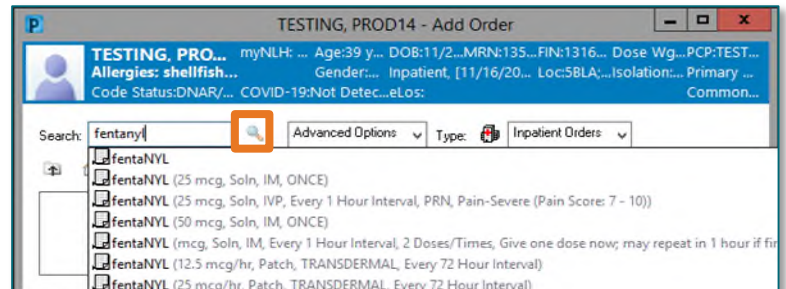➢ **Add to Phase allows additional orders that are not included in the PowerPlan to be added.**

STEP 1: In the PowerPlan at the top of the orders click **Add to Phase**.

STEP 2: Select **Add Order**.

STEP 3: The **Add Order** window opens.

STEP 4: Search for the appropriate order.

  ▪ If there are multiple order options, use the magnifying glass to view all the order options.

STEP 5: Select the appropriate order.

STEP 6: The order will now be included in the PowerPlan.

Child PowerPlans (PowerPlan inside a PowerPlan)

➢ **A Child PowerPlan is a PowerPlan inside of another PowerPlan. These may already be part of the initial PowerPlan or can be added by following the Add to Phase workflow. These PowerPlans will have two yellow squares with the shapes inside.**
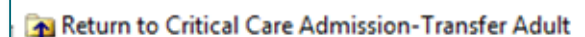
STEP 1: Select the appropriate **Child PowerPlan** by clicking in the box to get a checkmark.

STEP 2: The **Child PowerPlan** opens to review the available orders.

STEP 3: Select the appropriate orders.

STEP 4: At the top of the orders, click the **Return folder** to return to the initial PowerPlan.

Modify Orders, Document Missing Details, and Sign a PowerPlan

➢ **After selecting the selected orders and adding the appropriate orders the Missing Details can be completed and the PowerPlan can be signed.**
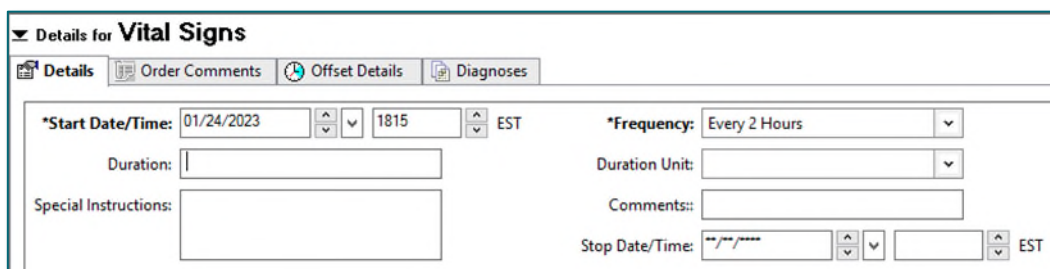
STEP 1: Click **Initiate Now**.

- Selected orders that had a checkmark are now marked with a **lightbulb** icon.
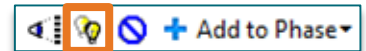
STEP 2: Click **Orders for Signature**.

- Only the selected orders are in view, all other available orders in the PowerPlan will be hidden.

- If an order is missing, click the PowerPlan under the **View** pane found on the left-hand side.

- The initial PowerPlan opens showing all the available orders.

- Prior to clicking sign is the best time to modify any orders.

  - To modify, **select the order to modify**. The order details open at the bottom and allows the details to be changed.
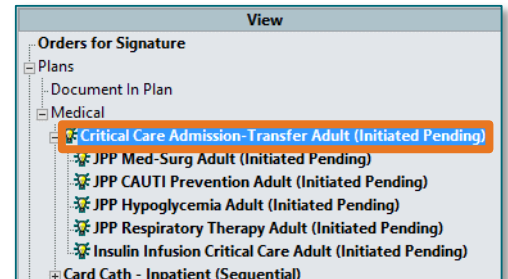
STEP 3: Click **Sign**.

- The **Missing Details** window opens if there are any order details missing.

- Click **First Detail** to open the first order where a detail is required.

- Click the **Missing Details** button at the bottom to easily navigate through the additional missing details.

- After completing all the **Missing Details**, click **Sign**.
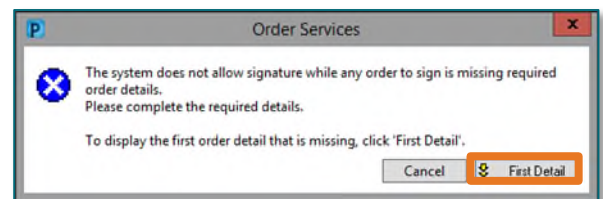
Excluded Components

➢ **Excluded components are orders within a PowerPlan that were not ordered when the PowerPlan was initiated. If needed these orders can be ordered within the PowerPlan.**

<u>STEP 1</u>: From the **Intensivist 2018 MPage**, select the **Order Profile** component.

<u>STEP 2</u>: From the **View** pane on the left-hand window, select the appropriate PowerPlan that ends with **(Initiated)**.

<u>STEP 3</u>: At the top of the orders select the **View Excluded Components** icon.
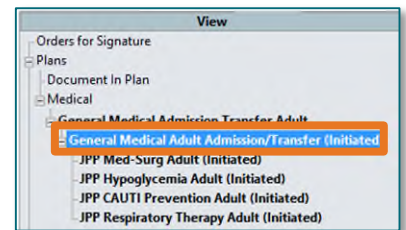
<u>STEP 4</u>: The orders within the PowerPlan that were excluded appear. Follow the **Modifying Orders, Document Missing Details, and Signing a PowerPlan** workflow.

Finding Available PowerPlans

➢ **When searching for PowerPlans it is helpful to be able to see what is available for PowerPlans. To see the available ICU PowerPlans, follow the steps below:**

<u>STEP 1</u>: In **PowerChart** click the **Clinical Links** button in the toolbar.
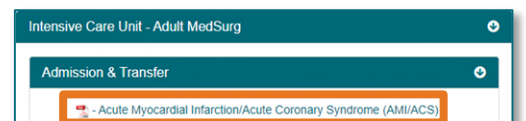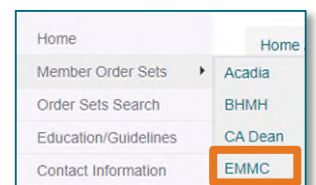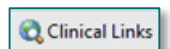
<u>STEP 2</u>: On the **PowerChart Clinical Links** page, select **Order Sets**.

<u>STEP 3</u>: Select **Member Order Sets** and click **EMMC**.

<u>STEP 4</u>: Scroll down and select the **Intensive Care Unit-Adult MedSurg**.

<u>STEP 5</u>: Select the appropriate subsection to see the appropriate PowerPlans.

<u>STEP 6</u>: Click the **PDF** for the appropriate PowerPlan to view the orders available in the PowerPlan.

Orders

Adding a Single-Line Order

➢ **If an additional order is needed that is not part of a PowerPlan, a single-line order can be placed by using the Inpatient Quick Orders MPage or searching for the order.**

Inpatient Quick Orders

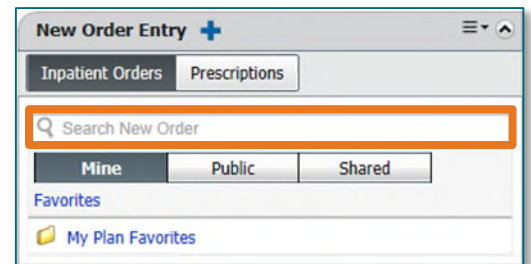<u>STEP 1</u>: Navigate to **Inpatient Quick Orders MPage**.

<u>STEP 2</u>: Locate the appropriate component.

<u>STEP 3</u>: Navigate between the different subsections to locate the appropriate order, if needed.

<u>STEP 4</u>: Select the appropriate order which will be placed in the **Shopping cart**.
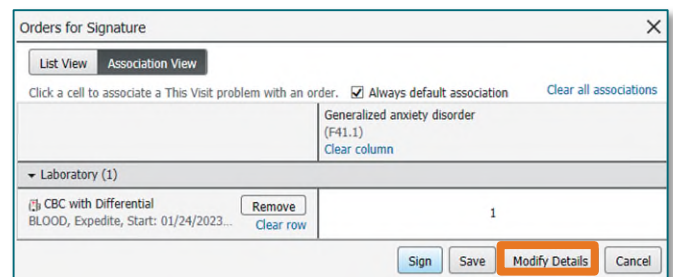
Searching for an Order

STEP 1: Identify the name of the order desired.
STEP 2: Navigate to the **Inpatient Quick Orders MPage**.
STEP 3: Locate the **New Order Entry** component.
STEP 4: Click in **Search New Order**.
STEP 5: Type name of **Order**.
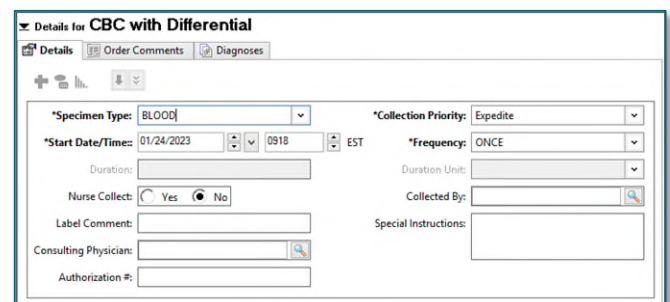STEP 6: Multiple order options appear. Type additional order details to narrow down the options.

NOTE: **Order details can be updated prior to signing the order.**

Signing an Order

STEP 1: After selecting the Order, click the **shopping cart icon**.
STEP 2: The **Association View** opens.
  ▪ Associate the PowerPlan to the appropriate documented diagnosis.

STEP 3: Click **Modify Details**.
STEP 4: Select the order to open the **Details**.
STEP 5: Click **Sign**.

Message Center

Manage Orders to Approve

➢ **In some situations, the provider may not be able to place an order. If the order is appropriate, the nurse can place the order and the provider can then approve the order.**

STEP 1: Navigate to the **Message Center** in PowerChart.
STEP 2: Double-click the order.
  ▪ If needed, review the patient's chart by clicking **Summary View** at the top of the tab.

STEP 3: Click the appropriate action in the Action Pane: **Approve** or **Refuse**.
  ▪ If the order is refused, document a reason in the **Reason** field.

STEP 4: Click **OK & Close**.

Reviewing Results

➢ **New results, such as laboratory testing are sent to the provider for review in Message Center.**

STEP 1: Navigate to the **Message Center** in PowerChart.

STEP 2: Click the **Results** in Inbox Items.

- The Results folder is divided into subfolders depending on the value range of the results: critical, abnormal, normal, and other.

STEP 3: Double-click the results you wish to view.

- Before a result is endorsed, review all the values within the window.

STEP 4: Click the **Create** dropdown arrow; then click the message to create regarding these results, if needed.

STEP 5: After creating any necessary communications, click the appropriate action in the **Action Pane** for the item: **Endorse**, **Save**, or **Refuse**.

- **Endorse** indicates it has been reviewed and any necessary actions on the results have been taken.

- **Save** allows the result to be addressed later.

- **Refuse** allows the result to be rejected and received as an error.

STEP 6: Click **OK & Close** to complete the action for this item and return to the Message Center Inbox.

- **OK & Next** applies the selected action and proceeds to the next item in the folder.

- **Next** leaves the item in the Inbox and moves to the next item.

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

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