TIP SHEET

Fracture clinic/Plastics Clinic/outpatient referral (specialist, UCC, stroke clinic etc):

- Order "booking" – select Post discharge follow-up clinic/office
  - Must complete *Outpatient clinic or appointment to be booked (ie # clinic)
  - Must complete *reason for outpatient clinic referral (ie colle's #)

Note: in addition to the order above if you completed a paper form before you MUST still do the same (i.e specialisit referral, UCC..)

Xrays – order "rad" – select xray of choice (ie RAD ankle LT 2 or 3 vws)

  - Must complete *relevant clinical information (i.e. r/o #)

AIR CAST/SPLINT/SHOULDER IMMOBILIZER/CRUTCHES

  - Order "cast" – select Plastics, Cast, Positioning Device, Sling, Splint
  - Complete "physician instructions" – enter device needed (ie. Short aircast)

CT/Ultrasound – often easier to order using diagnosis (i.e. gallstones, appy, DVT etc)

  - Select appropriate imaging modality
  - Must complete *relevant clinical information – ie R/O appy

CCAC – order "CCAC" – select CCAC (Referral Home & Community Case MRP request)

  - Must complete *Reason for referral (i.e. IV antibiotics)
  - must complete paper form for CCAC and have clerk fax form

FORM 1/HCCA/other (ie walk test with O2 sat)
- order "generic" – select Patient care order, select red drop down arrow
  - Must complete *Patient care order - ie type FORM 1
  - Must select a frequency – ONCE
  - In the case of a FORM 1/42 – MUST complete paper copy and give to clerk to be scanned

CONSULT (in ED) – order "consult", select the service you want (i.e. consult general surgery)
  - Must complete *reason for exam (i.e. appy)
  - Must complete *consulting provider – select consultants name
  - Must complete *has provider been notified – select yes or no
  - Please update ED tracker to "awaiting consult"

NOTE – still need to have clerk page the consultant and YOU MUST speak with consultant via phone

ADD ON LAB TEST (ie add troponin to abdo panel already done)

  - order "add" – select Add-On Test Request
  - must complete *which test do you wish to add on – ie troponin

FUTURE LAB TEST – order lab test of choice (ie troponin), click on time of order and change to desired time

FUTURE LAB TEST AFTER A "TASK" (ie repeat CBC post transfusion)

  - order "nurse to" – select nurse to enter: CBC
  - select "as directed"
  - describe your order under "physician instructions" (ie repeat CBC post transfusion)

iCAN – order "ICAN", select referral GEM Nurse, enter any specific instructions if needed
           (ie SW to assist with housing issue)

CIT – order "crisis", select referral crisis

- o Must complete *crisis referral reason – select from drop down box

CYMH – order "CYMH", select referral CYMH support services

- o Must complete *MRP notified – select NO
- o Must complete *reason for referral – select from drop down box

2nd/3rd DOC for SEDATION or RESUSCITATION

- o Select patient from tracker, click "document" from black menu bar
- o Dictate/type into "Additional MD Note", decide which doc will be MD #1, MD#2
- o Please document ASAP as 2nd/3rd doc because when MRP signs off on report it is harder to find and document later

MEDS FOR CONSCIOUS SEDATION/UNSTABLE PATIENT (CTAS 1 etc..)

- o Verbally tell nurse what meds/intervention (portable CXR) you want
- o Bring order sheet to patient room – write meds (doses given) and any STAT imaging, sign and hand to nurse

SCHEDULED OUPATIENT IMAGING TEST – go into ED Report/Document

- o Select "Discharge" from black menu at top of screen
- o Click on "Outpatient Imaging and Cardio Respiratory Orders"
- o Search for imaging study (may search by diagnosis – ie appy)
- o Select appropriate imaging study
- o Must complete *relevant clinical information (ie r/o appy)

UNSCHEDULED OUTPATIENT LAB/IMAGING/MEDS – i.e. return for IV Abx, CXR F/U for PTX…

- o Write orders on order sheet
- o GIVE ORDER SHEET TO NURSE/CLERK
- o Nurse/clerk will place order sheet in a binder at triage and give patient paper with instructions to return

AUTO-DISCHARGE ORDERS – go into ED report/Document

- o Select "discharge" from black menu bar
- o Write in section called "conditions for discharge"
- o Click "ready for discharge" box at top of screen

Examples – D/C home when tolerating PO, D/C home when able to ambulate safely (intoxicated patient)

NOTE: you can write D/C Home if repeat troponin 5 or less but you MUST still order the repeat troponin in the orders section

HANDOVERS – click your name (MRP) on ED tracker

- o Select queue for sign out
- o Add doc as "signer"
- o Go to "Sign Out" tab
- o Write sign out comment
- o Accepting MD must go to "sign out" tab and "accept transfer" for patient to come off your list

HOLDING/ADMIT ORDERS – TRANSFER (essentially to transfer MRP)

- o Must complete *type of transfer or admission – select "Admit from ED" from drop down menu
- o Must complete *reason for visit (admitting diagnosis)
- o Must complete *transfer/admit to service – select "surgical" from drop down menu
- o Must complete *attending Provider/MRP – type MD name (ie Igric) and select from drop down menu

SURGERY ADMIT – "Surg", select SURG basic admission

- o Must complete diet (NPO), vitals
- o Should add IVF, pain meds, antiemetics, IV Abx (if appropriate)
- o If you want to order medication reconciliation – order "BPMH" (request for BPMH completion) *BPMH = best practice medication history*

PSYCH ADMIT – "Psych", select PSYCH Psychiatry Admission

- o Select diet, restraints (if needed), medications (chemical restraints), medications:EPS

CODE STROKE
1. Order - "ED STROKE"
- select ED suspected stroke/TIA
- bloodwork is preticked as well as IV, need to SELECT CT head and CT angio from that order set and enter indication (ie R sided symptoms)

2. Consult stroke MD
- have clerk page stroke MD and speak to them
-order - "consult stroke MD" if stroke MD is not an option just pick Neurology because you still need to enter the docs name

CODE STEMI
1. Order - "chest pain"
- select MEDIR ED non-trauma chest pain
- order ticagrelor 180mg

2. TRANSFER orders to interventionalist
-admit from ED
-diagnosis
-service - medicine
-MRP - enter interventional cardiologists name

MD order "QUICK CARD":

Xray=**RAD**

Home Care = **CCAC**

ICAN = **ICAN** or GEM

CIT = **CRISIS**

Child & Youth MH = **CYMH**

FORM 1/HCCA/Walk Test etc = **GENERIC**

To add on a test = **ADD**

Outpatient clinics/consults= **BOOKING**

Air cast/shoulder immobilizer/crutches/splint = **CAST** (Plastics, Cast, Positioning Device, Sling, Splint)

CT or U/S = search by diagnosis

CODE STROKE = **ED STROKE** (ED Suspected stroke/TIA)

CODE STEMI = **ED STEMI** (ED STEMI P-PCI)