

## Order Entry Tip Sheet

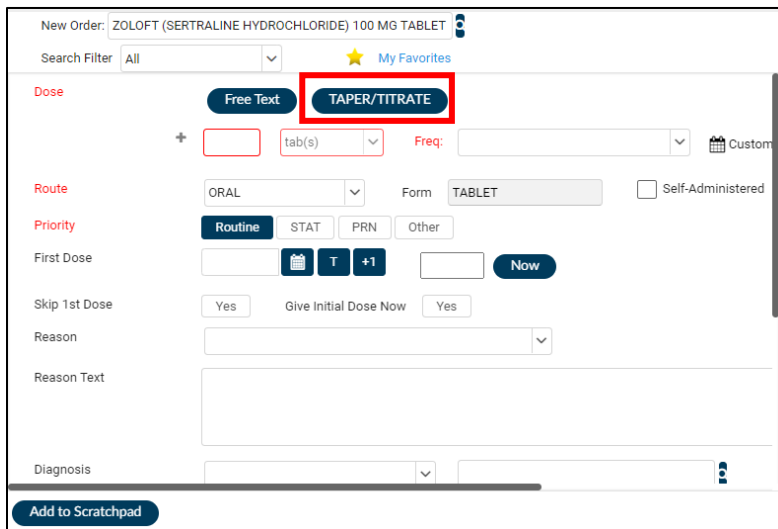
### Purpose of this Tip Sheet:

This Tip Sheet is designed to show how to enter other types of orders into the Orders Console other than a standard medication order. The Tip Sheet may change as Avatar NX trainings are updated. If you have any additional questions please contact Avatar Support at 916-876-5806 or [Avatar@Saccounty.net](mailto:Avatar@Saccounty.net).

### Taper/Titrate:

When doing a taper or titrate the medication strength must be the same. For example, if you are giving a 100mg tablet for a medication and want to titrate up to a 150mg tablet you will not be able to do so using the Taper/Titrate feature. You are only able to increase the dosage.

1. Enter the medication on the “New Order” search bar, select the appropriate option.
2. Click on the button Taper/Titrate.



The screenshot shows the 'New Order' entry screen for ZOLOFT (SERTRALINE HYDROCHLORIDE) 100 MG TABLET. The 'Dose' section includes a 'Free Text' button and a 'TAPER/TITRATE' button, which is highlighted with a red rectangle. Below the dose input, there are fields for 'Route' (ORAL), 'Form' (TABLET), and 'Priority' (Routine, STAT, PRN, Other). The 'First Dose' section has a 'Now' button. The 'Skip 1st Dose' section has 'Yes' and 'Give Initial Dose Now' options. The 'Reason' and 'Reason Text' fields are also visible. At the bottom, there is an 'Add to Scratchpad' button.

- A box will pop up where you can add each step. Click the “Add Step” hyperlink to add as many steps as needed. You can indicate the dosage, number of days on that step and frequency for each step. Click “Add to Scratchpad” once complete.

ZOLOFT (SERTRALINE HYDROCHLORIDE)(100 MG) TABLET (tab(s)) ORAL

ZOLOFT (SERTRALINE HYDROCHLORIDE)(100 MG) TAB Start/Stop Time: Calendar 24-hr **Add Step**

ZOLOFT (SERTRALINE HYDROCHLORIDE)(100 MG)	1	tab(s)	Days: 3	Freq: BID (6:30AM + 5PM)	Custom	Delete
ZOLOFT (SERTRALINE HYDROCHLORIDE)(100 MG)	2	tab(s)	Days: 4	Freq: BID (6:30AM + 5PM)	Custom	Delete
ZOLOFT (SERTRALINE HYDROCHLORIDE)(100 MG)	3	tab(s)	Days: 5	Freq: BID (6:30AM + 5PM)	Custom	Delete

**Add to Scratchpad** Cancel

**Non-Medication Orders:**

- Enter the non-medication order into the “New Order” search bar, for this example we will use an order for Restraint.
- Choose the specific order you will be using from the drop down. Double click to select.

restraint

Order Code	Order Type
<b>Emergency Med &amp; Seclusion/Restraint</b>	<b>(Order Group)</b>
Testing for Additional Instructions leng	(Order Group)
2-Point restraint; 1 hr max (age<9); line of sight; eval release q 15 min	Denial of Rights
2-Point restraint; 2 hr max (age9-17); line of sight; eval release q 15 min	Denial of Rights
2-Point restraint; 4 hrs max; line of sight; eval release q15 min	Denial of Rights
4-Point restraint; 1 hr max (age<9); line of sight; eval release q 15 min	Denial of Rights
4-Point restraint; 2 hr max (age9-17); line of sight; eval release q 15 min	Denial of Rights
4-Point restraint; 4 hrs max; line of sight; eval release q15 min	Denial of Rights
5-Point restraint; 1 hr max (age<9); line of sight; eval release q 15 min	Denial of Rights

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- The required criteria will be different for a non-medication order. Fill in all areas that are applicable to your order. The “Additional Instructions” section may pre-populate with instructions based on the order you chose. “Add to Scratchpad” once complete.

New Order: 4-Point restraint; 4 hrs max; line of sight; eval release q15 m

Search Filter: All

Frequency: STAT

Priority: Routine, **STAT**, PRN, Other

Reason: Disruptive Behavior

Reason Text:

Diagnosis:

Duration: 1 Minutes Hours Days Doses

Start Date: 04/15/2022 Start Time: 10:58 AM

Stop Date: 04/15/2022 Stop Time: 11:57 AM

Instructions:

Addl Instructions: DOR order should be turned off for all pts whose legal status is voluntary.

Add to Scratchpad

### Insulin Sliding Scale Orders:

- Enter Novolog into the “New Order” search bar.
- A new option will populate under the Dose section labeled “Sliding Scale Instructions”. Click on that button.

New Order: NOVOLOG (INSULIN ASPART) 100 UNITS/ML SOLUTION SL

Search Filter: All

Dose: Free Text, **Sliding Scale Instructions**, TAPER/TITRATE

Route: SUBCUTANEOUS

Priority: Routine, STAT, PRN, Other

First Dose:

Skip 1st Dose: Yes Give Initial Dose Now Yes

Reason:

Reason Text:

Diagnosis:

Add to Scratchpad

- Click on the Template dropdown and choose the “Standard Novolog Insulin Sliding Scale Schedule”. Click the Save button.

Sliding Scale Insulin Instructions

Template Standard Novolog Insulin Sliding Scale Schedule ▾

Index ▾	Blood Glucose From ▾	Blood Glucose Up To ▾	Unit(s) Before Breakfast ▾	Unit(s) Before Lunch ▾	Unit(s) Before Dinner ▾	Unit(s) At Bedtime ▾	Comment ▾
1	0	69	0	0	0	0	Give (4 oz) fruit juice o...
2	70	200	0	0	0	0	
3	201	250	4	4	4	4	
4	251	300	6	6	6	6	
5	301	350	8	8	8	8	
6	351	1000	0	0	0	0	Notify physician imme...

New Row
Delete Row
Save
Close/Cancel
Copy/Paste Row
Copy Cell
Paste Cell

- The “Route and Additional Instructions” will pre-populate. The “Frequency” will still need to be entered. When you are ready to administer the medication you will use the sliding scale to determine the dosage.

## Dietary Orders:

1. Enter Dietary Order List on the “New Order” search bar.
2. A separate window will open with a list of different diets. Select the diet(s) you want to choose for your client. The start date/time will default and a frequency is not required. You are able to enter special instructions if needed. Once complete click “Add to Scratchpad”.

3. Complete order in scratchpad.

**Dietary Orders Report:**

You can search for the “Dietary Orders Report” on the “What can I help you find” search bar. The report will show all clients admitted into the Treatment Center. It will show any dietary orders for each client as well as any allergies that have been entered into the “Allergies and Hypersensitivities” form.

	<p><b>Sacramento County DBHS</b> <b>Dietary Orders Report</b></p>	<p>4/15/2022</p>	<p>4:24:59PM</p>
<p><b>SacCo-MHTC-Adult-CS-Stockton</b></p>			
<p><b>TESTER,JAZMINE</b></p>		<p><b>Gluten Free~NOT VALIDATED, Low Fat &amp; Cholesterol ~NOT VALIDATED</b></p>	
<p>ID:</p>			
<p>Sex: Female Race: Asian Native</p>			
<p>MHTC Food Allergies: PEANUTS,STRAWBERRIES,APPLE,PINEAPPLE,NUTS</p>			
<p><b>TEST,MARISOL</b></p>		<p><b>Low Sodium ~NOT VALIDATED, Regular ~NOT VALIDATED</b></p>	
<p>ID:</p>			
<p>Sex: Female Race: No Entry</p>			
<p>no salt</p>			
<p>MHTC Food Allergies: MILK</p>			
<p><b>TESTERS,JILL</b></p>		<p><b>High Protein/High Calorie~NOT VALIDATED, Low Sodium ~NOT VALIDATED</b></p>	
<p>ID:</p>			
<p>Sex: Female Race: No Entry</p>			