



Order Entry Tip Sheet

Purpose of this Tip Sheet:

This Tip Sheet is designed to show how to move orders from one episode to another. 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 <u>Avatar@Saccounty.net</u>.

When to Move an Order:

When a client transfers from the Crisis unit to the Inpatient unit, you will want to move their orders. This allows you to keep their current orders without having to re-enter the order information into the new episode.

Steps to Moving an Order:

- 1. Use the "Admission" form to admit the client into the new inpatient episode. If admin staff are responsible for this process, follow the current procedure for admitting a client into the new program.
- 2. Once the client has been admitted into the inpatient episode, go into the Orders Console and highlight the client in either your "My Clients" or "Recent Clients" list. Make sure the Selected Client and Episode are correct on the top right-hand-side. The episode should show the Crisis episode, if it shows the Inpatient episode click on the drop-down and change it to the Crisis program.

| acey Callahan | | (788475570) TEST,AMELIA (78847 Preferred Name: - | 5570) Ep: 3 : SacCo-MHTC-leg Admission Date: 07/13 | | | de # 2 Adrie 07/12 lisades | (2021 Discharge : 06/09) | 2021 Plogram Sacci | the second se | Allergies (|
|--|----------------|--|--|---------------------------------|--------------|---------------------------------|--------------------------|--------------------|---|-----------------------------|
| What can I help you find? | | F, 57, 07/07/64 | Atten Pract: JEFF MCC4 | | | | | | 2) MILK - Disc | |
| y Clients | Orders This Ep | pisode | | | | | | | | |
| Fevorites | Type All | Status Status Garders for TEST,AMELIA() | 101) | | | | | | | Recent Vital View Leb Re |
| cent Forms | History | Order Type | Order Details | Add instructions | Order Status | Priority | Start Date | Stop Date | Ordering Physician | Last Activity |
| trol Panel | View | Nursing Order#13605 | Diet: Pureed | DST offset check, 9:20 AM start | Active | Other | 03/14/2022 | | MCCRORY, JEFF | View |
| NDJOHN JR (788475649) 52 NJL (788475690) | View | Nursing Treatments Order# 13356 | Physical Activity Level: Front wheel walker for ambulation Every 12 Hours As liveded Resear: ACHES | use every day | Active | PRN | 09/24/2021 | | TRAINER,FOUR | View |
| (788475588) (788475588) (788475588) (768475613) | View | Nursing Treatments Order# 13365 | Physical Activity Level: Wheelchair for ambulation Every 12 Hours As Needed Reason: ACHES | needed every day | Active | PRN | 09/24/2021 | | TRAINER,FOUR | View |
| (NICK (788475612) (PAIGE (788475721) | View | Nursing Treatments Order# 13354 | Aduit Disper Every 6 Hours As Needed Reason: INCONTIENCE | | Active | PRN | 09/24/2021 | | TRAINER FOUR | View |
| (CONYA (788475739) (NNCENT (788475739) | View | Nursing Treatments Order# 13353 | Out of bed during AM shift (0700-1530) Once Daily | | Active | Routine | 09/24/2021 | | TRAINERFOUR | View |
| ERJANE (788475591) ERSON,AMY 475644) | @ @ | | | (III) | | | | | | |





- 3. Select all orders on the "Orders This Episode" widget. You can move each one individual or select each order while holding the "Ctrl" button on your keyboard to do them all at once. The order selected or all orders (if you used Ctrl) will be highlighted in blue.
- 4. Click on the "Copy" button below the orders.

| ders This Episode | | | | | | | | |
|-------------------|------------------------------|---|---|-------------------|--------------|----------|------------|------------|
| pe All | V Status Active | ~ | | | | | | |
| 0 0 | R (0) V (101) | | | | | | | |
| | for TEST,SCARLETT(788475546) | | | | | | | |
| itory | Order Type | Order Details | _ | Addl Instructions | Order Status | Priority | Start Date | Stop Date |
| | Pharmacy | INVEGA SUSTENNA (PALIPERIDONE PALMITATE) 156 MG INTRAMUSCULAR "SUSPENSION, Extended Release" | | | Active | Routine | 04/15/2022 | 05/15/2022 |
| View | Order# 13618 | 156 mg, Every 4 Weeks | 0 | | | | | |
| | Pharmacy | ZOLOFT (SERTRALINE HYDROCHLORIDE) 25 MG ORAL TABLET 1 tab(a)-INACTIVE, BID (6:30AM + 5PM) | | | Active | Routine | 04/15/2022 | 05/15/2022 |
| View | Order#13617 | 3 Laly Hits III Laurin - Shaj | 0 | | | | | |
| | Pharmacy | LIDOCAINE PATCH 5 % TOPICAL APPLICATION PATCH, EXTENDED RELEASE 1 app, Noon (daily) | | | Active | Routine | 04/08/2022 | 05/08/2022 |
| View | Order# 13609 | i app, roon (daily) | | | | | | |
| | | | | | | | | |
| C Copy | Modify Hold Resume | Renew Recorder Validate Print | | | | | | |
| | | | | | | | | |

5. You will receive a pop-up message, click No.

| ? | Start Date |
|---|--|
| | Do you want the new orders to default to START AFTER the original orders end? (The alternative is to have the new orders default to start now.) |
| | Yes No |





- 6. On the episode drop-down you verified on step #2 change the episode from Crisis to Inpatient.
- 7. The orders that were copied in Crisis will show in the scratchpad when you switch the episode to Inpatient.

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| ← → C ≜ sacramentonxuat.netsmartcloud.com/#/docking/view/1%7C%7CSUB_ORDERS | | • Q @ ☆ 🖪 🚨 : | |
| 🚻 Apps 👻 Netsmart myAvatar 🏟 Sacramento County 🍥 Payoff - Login | | Episode | e |
| www.avatar'NX myDay CAREQUALITY Client Admin Client Clinical Client Notes | SCARLETT(788475546) 🛞 🗴 Episode # 1 Admit : 06/24/2 | 221 Discharge: ✓ Customize OFF = ♣ should | |
| LOSSED IN AS | | change | d to |
| Stacey Callahan Ep: 1: Preferred Name: SCAR SCAR TEST Admission Date: 06/24/2021 L Q. What can I help you find? Fi. 10, 07/11/2011 Attn. Pract.:- Fi Fi | It: 5' 7', Wt: 140 lbs DX P: • ocation: - hone #: 916-555-1234 | Allergies (3) 1) PEANUTS - Confirmed - Reactio 2) ABILIFY - Confirmed inpatien | |
| Advanced Client Search My Clients | | program | |
| My Forms | | | |
| My Favorites + 😴 🔍 🖪 (0) 💟 (101) | | Recent Vitals View Lab Results | |
| Recent Forms > Showing 0 orders for TEST,SCARLETT(788475546). | | | |
| Control Panel Co | Order Status Priority Start Date St | op Date Ordering Physician Last Activity | |
| TESTAMELIA (788475570) New Order. | Scratchpad | | |
| TEST.HOLLY (788475588) Search Filter All V hy Favorites | Action Order Type Order | Priority Start Date Stop Date | |
| TEST.MARK (788475613) | COPY Pharmacy Pharmacy 156 mg, Every 4 Weeks | LMITATE Routine 05/05/2022 06/04/2022 | |
| TEST,MARY (788475512) TEST,NICK (788475721) TEST,PAIGE (788475615) ETSSTEADIN (MARTIC) (2ALLAHANSIA SACPATTANI (MARTIC) (2ALLAHANSIA BUILD: 3092-05.00 - 05/00/7022-08-54AM | Remove from Scatichaud | Episode = 1 Adms: 06/24/2021 Dis | |

- 8. Sign and verify the orders in the scratchpad.
- 9. Discontinue the orders in the Crisis episode. Select all orders and click the "D/C" button.

| Type All | R (0) | Status Active Y (101) (101) | | | | | | | Recent Vitals View Lab Resul |
|----------|-------------------------|--|-------------------|--------------|----------|------------|------------|--------------------|---------------------------------|
| listory | Order Type | Order Details | Addl Instructions | Order Status | Priority | Start Date | Stop Date | Ordering Physician | Last Activity |
| View | Pharmacy Order#13618 | INVEGA SUSTENNA (PALIPERIDONE PALMITATE) 156 156 mg, Every 4 Weeks | | Active | Routine | 04/15/2022 | 05/15/2022 | TRAINERFOUR | View |
| View | Pharmacy Order#13617 | ZOLOFT (SERTRALINE HYDROCHLORIDE) 25 MG ORAL 1 tab(s)INACTIVE, BID (6:30AM + SPM) | | Active | Routine | 04/15/2022 | 05/15/2022 | TRAINER,FOUR | View |
| | Pharmacy | LIDOCAINE PATCH 5 % TOPICAL APPLICATION PATCH 1 app, Noon (daily) | | Active | Routine | 04/08/2022 | 05/08/2022 | MCCRORY, JEFF | View |

10. Discharge the client from the Crisis episode.