

## 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 [Avatar@Saccounty.net](mailto:Avatar@Saccounty.net).

### 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.

The screenshot displays the Avatar NX Orders Console. At the top, the client profile for TESTAMELIA (788475570) is visible, including admission date (07/13/2021) and location (A Unit / 204 / APT). The episode selection dropdown is highlighted with a red box, showing 'Episode # 3 Admit: 07/13/2021 Discharge: None Program: SacCo-MHFC-Adult-CI-Stockton'. Below this, a table lists orders for this episode. The table has columns for History, Order Type, Order Details, Add Instructions, Order Status, Priority, Start Date, Stop Date, Ordering Physician, and Last Activity. A red arrow points to the 'My Clients' list on the left, where TESTAMELIA (788475570) is selected.

History	Order Type	Order Details	Add Instructions	Order Status	Priority	Start Date	Stop Date	Ordering Physician	Last Activity
	Nursing	Diet: Pureed	DST offset check 9:20 AM start	Active	Other	03/14/2022		MCCROBY,JEFF	
	Nursing Treatments	Physical Activity Level: Front wheel walker for ambulation Every 12 Hours As Needed Reason: ACHNES	use every day	Active	PN	09/24/2021		TRAINER,FOUR	
	Nursing Treatments	Physical Activity Level: Wheelchair for ambulation Every 12 Hours As Needed Reason: ACHNES	needed every day	Active	PN	09/24/2021		TRAINER,FOUR	
	Nursing Treatments	Adult Diaper Every 6 Hours As Needed Reason: INCONTINENCE		Active	PN	09/24/2021		TRAINER,FOUR	
	Nursing Treatments	Out of bed during AM shift (0700-1300) Once Daily		Active	Routine	09/24/2021		TRAINER,FOUR	

- 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.
- Click on the “Copy” button below the orders.

Orders This Episode

Type: All | Status: Active | (0) | (101)

Showing 3 orders for TEST.SCARLETT(788475546).

History	Order Type	Order Details	Add Instructions	Order Status	Priority	Start Date	Stop Date
<a href="#">View</a>	Pharmacy Order# 13618	INVEGA SUSTENNA (PALIPERIDONE PALMITATE) 156 MG INTRAMUSCULAR "SUSPENSION, EXTENDED RELEASE" 156 mg, Every 4 Weeks		Active	Routine	04/15/2022	05/15/2022
<a href="#">View</a>	Pharmacy Order# 13617	ZOLOFT (SERTRALINE HYDROCHLORIDE) 25 MG ORAL TABLET 1 tab(s)-INACTIVE BID (6:30AM - 6PM)		Active	Routine	04/15/2022	05/15/2022
<a href="#">View</a>	Pharmacy Order# 13609	LIDOCAINE PATCH 5 % TOPICAL APPLICATION PATCH, EXTENDED RELEASE 1 app, Noon (daily)		Active	Routine	04/08/2022	05/08/2022

Buttons: D/C, **Copy**, Modify, Hold, Resume, Renew, Reorder, Validate, Print

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

? **Start Date**

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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](#)

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

Episode should be changed to the inpatient program.

- Sign and verify the orders in the scratchpad.
- Discontinue the orders in the Crisis episode. Select all orders and click the “D/C” button.

History	Order Type	Order Details	Add Instructions	Order Status	Priority	Start Date	Stop Date	Ordering Physician	Last Activity
<a href="#">View</a>	Pharmacy	INVEGA SUSTENNA (PALIPERIDONE PALMITATE) 156 mg, Every 4 Weeks Order# 13618		Active	Routine	04/15/2022	05/15/2022	TRAINER,FOUR	<a href="#">View</a>
<a href="#">View</a>	Pharmacy	ZOLOFT (SERTRALINE HYDROCHLORIDE) 25 MG ORAL... 1 tab(s)-INACTIVE, BID (6:30AM + 5PM) Order# 13617		Active	Routine	04/15/2022	05/15/2022	TRAINER,FOUR	<a href="#">View</a>
	Pharmacy	LIDOCAINE PATCH 5 % TOPICAL APPLICATION PATCH... 1 app, Noon (daily)		Active	Routine	04/08/2022	05/08/2022	MCCRORY,JEFF	<a href="#">View</a>

- Discharge the client from the Crisis episode.