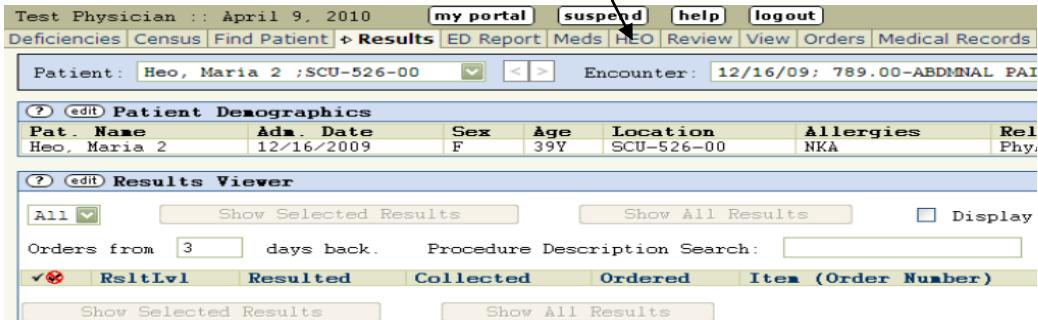


# (PA/ARNP/CRNA) Quick Reference Guide for Horizon Expert Orders

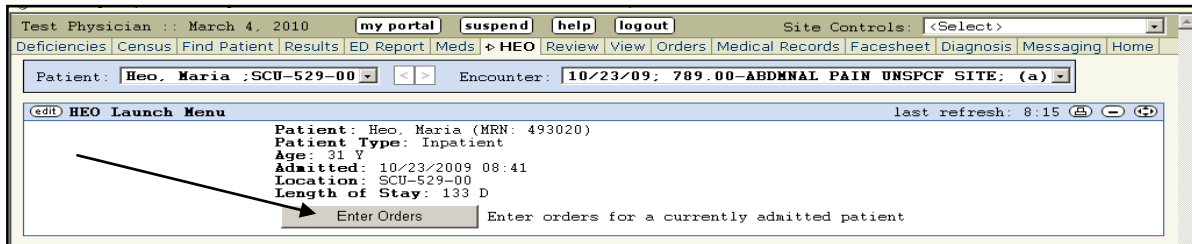


## Accessing Horizon Expert Orders from Physician Portal

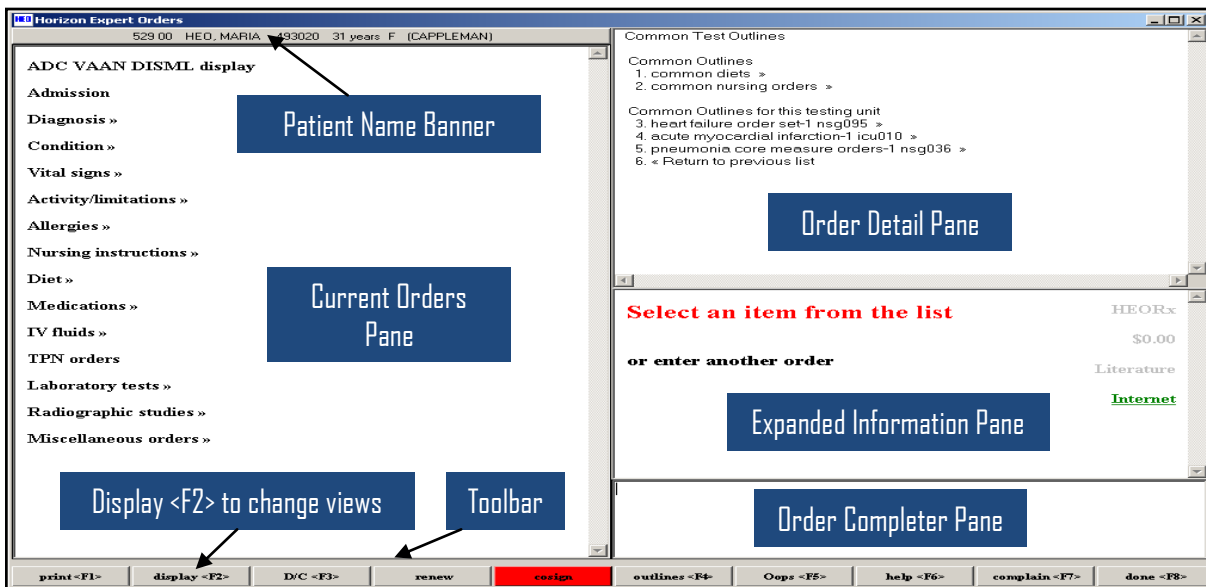
- Select the appropriate patient.
- Click **HEO** button on the menu bar.



- Click the **ENTER ORDERS** button.



- The **Order Entry** screen will display.



## Current Orders Pane – 3 Different Display Views

Click the **Display <F2>** button on the toolbar or the display-name header at the top of the pane to change the display mode.

- **ADC VAAN DISML Display** (Default Physician/PA/ARNP view for writing orders)
- **Current Orders Display** (Orders sorted by category, then alphabetically)
- **Chronological Display** (New and active orders sorted by most recent first) (Allows immediate view of new orders) (Orders sorted by category, then alphabetically)

## Placing an Order

- iForms specific to your patient's location within Health Central will display in the **Order Detail** pane.
- Select one of the outlines clicking the order or entering the number preceding the description  
**OR**
- Search for orderable items in the **Order Completer** pane by typing in a partial or complete description and pressing the **Enter** enter key. **Must enter at least 3 characters.**
- Respond to each prompt displayed in the **Expanded Information** pane. Select the default (**green** text) value by pressing **Enter**.
- Enter comments, if appropriate, and press the **Enter** key.
- Repeat the steps (above) to place additional orders. All unsaved orders display in **blue** text in the **Current Orders** pane in the appropriate category.
- Upon completion of all order entry, click **done <F8>**.
- Click **accept orders** on the **Confirmation** screen.

## Current Orders Pane Text Color Key

Color	Description
Blue	Orders pending confirmation
Green	<b>Non-Codified/Non</b> screening allergies
Red	Codified/screening allergies
Black	Active Orders, Warnings & Precautions
Charcoal	One-time or expired orders

## Utilizing Order iForms

- Search for the iForm by typing in partial or complete iForm name in **Order Completer** pane (Example: **consult**) and press **Enter**.
- Click the iForm in the **Order Detail** pane (Example: **Consult iForm**).



All **iForms** can be searched by typing iForm

- Individually select and complete the desired orders. Once selected/completed, they are removed from the orderable list in the **Order Detail** pane and display in **blue** text in the appropriate category in the **Current Orders** pane.
- Click **done <F8>**.
- Click **accept orders** on the **Confirmation** screen.



Linked orders, indicated by a + symbol preceding the item description in the **Order Detail** pane, are auto-orderable, moving as a group to the **Current Orders** pane once the master item has been selected.

## Order Modification

- Click on the desired task in the **Current Orders** pane.
- Click **Modify** in the popup display window.
- Click the prompt to be modified in the **Order Detail** pane.
- Update the desired information in the **Order Completer** pane.
- Press **Enter** then click **done <F8>**.
- Click **accept orders** on the **Confirmation** screen.

## Order Discontinuation

- Click **D/C <F3>** on the toolbar or press **<F3>** on the keyboard. **TIP:** You can also click on individual orders.
- A list of all orders available for discontinuation will display when **discontinue orders** is clicked.
- Click the order/orders to be discontinued. •Click **Discontinue selected orders**.
- Click the appropriate reason for order discontinuation. **TIP:** **Select all** to discontinue all orders.
- Click **done <F8>** then click **accept orders** on the **Confirmation** screen.

## Order Renewal

- Click the **renew** button (only available if **magenta**).
- Individually select the orders or click **Renew Selected Orders**. •Click **done <F8>**.

OR

- Click on the individual order to renew.
- Click **renew** in the popup window.
- Click **done <F8>**.
- Click on **accept orders**.



If no orders qualify for renewal, “**There are no orders to renew**” display.

## Symbols in Current Orders Pane

Symbol	Description
=	Annotates a subcategory, such as one time labs: <u>Example</u> : one time CBC order displays: Labs = <b>One time labs</b> cbc w/diff xl times ; start on 2/11 at 0935
<b>Green text</b> !	! symbol followed by <b>Green text</b> Indicates a non-codified, non-screening allergy <b>! Allergy sand flea&gt;&gt; Feb 11 09:54...</b>
... (ellipses)	Annotates an order with an open-ended duration. <u>Vital signs &gt;&gt;</u> • <b>Vital signs q4h &gt;&gt; Mar 8 10:40...</b>
>>	Caret symbol displays after category groups in ADC VAAN DISML mode. <b>TIP</b> : When displayed in Order Detail Pane, it indicates the order is an Order Outline. <b>Radiographic studies &gt;&gt;</b>
<b>Red text</b>	Indicates coded/screening allergy <b>Allergy: shellfish derived rash moderate &gt;&gt; Feb 11 10:04...</b>

## Toolbar Buttons and Descriptions

Button	Key	Description
<b>Print</b>	F1	Accesses print menu.
<b>Display</b>	F2	Cycles among three <b>Current Orders</b> pane displays.
<b>D/C</b>	F3	Displays Discontinue menu. <b>Note</b> : <b>Blue</b> indicates duplicate orders.
<b>Renew</b>	N/A	Displays a list of orders that will end in the next 24 hrs. <b>Note</b> : <b>Magenta</b> indicates order(s) to be considered for renewal.
<b>Cosign</b>	N/A	<b>Red</b> indicates orders requiring MD co-signature.
<b>Outlines</b>	F4	Click to see your Department or physician Preference List.
<b>Oops</b>	F5	<b>Undo</b> -Clears the entire order. Goes back to the initial list to select an order without logging out of HEO.
<b>Help</b>	F6	Displays online help.
<b>Complain</b>	F7	Displays screen where suggestions can be entered that will be sent via Outlook to the HEO support team.
<b>Done</b>	F8	Accepts orders as input and navigates to the <b>Confirmation</b> screen