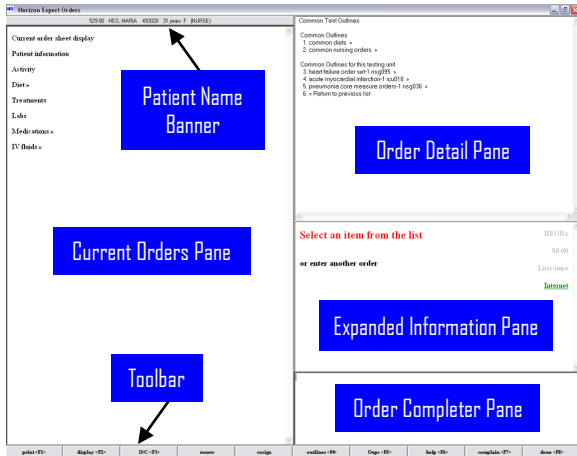
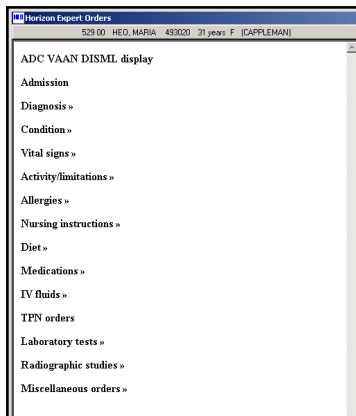


## Horizon Expert Orders Window Elements



## Current Orders Pane

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 view for writing orders

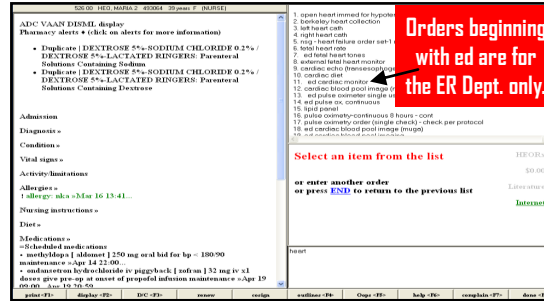
### Current Orders Display:

- 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



- Outlines/iForms specific to patient location will display in the **Order Detail** pane.
  - Select one of the outlines/iForms by 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 & pressing the **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**.



Widen your search by entering less characters. Recommended entry is at least 3 characters.

- 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	Non-Codified/Non screening allergies
Red	Codified/screening allergies
Black	Active Orders, Warnings & Precautions
Charcoal	One-time or expired orders

## Utilizing iForms

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



iForms will always have the word iForm at the end of the name to help identify it.

- Click the iForm in the **Order Detail** pane (Example: **Acute Myocardial Infarction Orders iForm**).



Click on the iForm you want or enter the # associated next to the name of the iForm you'd like to select on you keyboard and hit enter.

- Individually select & 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

## Order Modification

- Click on the desired Nursing 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**
- 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**.
- **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** <FB>
- OR
- Click the order to renew
  - Click **renew** in the popup window
  - Click **done** <FB>
  - Click on **accept orders**



If no orders qualify for renewal “*There are no orders to renew*” will 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</b> text 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 & Descriptions

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

## Getting Help

- Ask an available HEO Trainer or Super User on the unit for assistance.
- Access the Reference Manual using **help** <F6> toolbar button.
- Help is available by contacting the **Help Desk** at **x1050**

## Physician (MD) 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

Test Physician :: April 9, 2010 my portal **suspend** help logout  
 Deficiencies | Census | Find Patient | **Results** | ED Report | Meds | HEO | Review | View | Orders | Medical Records

Patient: Heo, Maria 2 : SCU-526-00 Encounter: 12/16/09: 789.00-ABNORMAL PAI

(?) (edit) Patient Demographics

Pat. Name	Adm. Date	Sex	Age	Location	Allergies	Rel
Heo, Maria 2	12/16/2009	F	39Y	SCU-526-00	NKA	Phys

(?) (edit) Results Viewer

All  Show Selected Results Show All Results  Display

Orders from 3 days back. Procedure Description Search:

Rsltlvl **Resulted** Collected Ordered Item (Order Number)

Show Selected Results Show All Results

- Click the **ENTER ORDERS** button

Test Physician :: April 9, 2010 my portal suspend help logout **Enter Orders**

Deficiencies | Census | Find Patient | Results | ED Report | Meds | **HEO** | Review | View | Orders | Medical Records | Speech | Diagnosis | Messaging | Home

Patient: Heo, Maria : SCU-529-00 Encounter: 10/23/09: 789.00-ABNORMAL PAIN UNSPCF SITE. (A)

HEO Launch Menu

Patient	Heo, Maria (RN: 493020)	last refresh: 8:15 AM
Patient Type	Inpatient	
Age	39	
Admitted	12/16/09 09:41	
Location	789.00	
Length of Stay	1375	

Enter Orders Enter orders for a currently admitted patient

- The **Order Entry** screen will display

Horizon Expert Orders

ADC VAAN DISML display Common Test Outlines

Admission  
 Diagnosis  
 Condition  
 Vital signs  
 Activity/limitations  
 Allergies  
 Nursing instructions  
 Diet  
 Medications  
 IV fluids  
 TPN orders  
 Laboratory tests  
 Radiographic studies  
 Miscellaneous orders

Common Outlines for this testing unit  
 1. common dialy  
 2. common testing orders  
 3. common testing orders  
 4. make myocardial infarction 1 aud 10  
 5. determine size measure orders 1 mag 30  
 6. Return to previous list

Select an item from the list  
 or enter another order

Internet