



# Cosigning Inbox Orders

June 17, 2009



# Administrative Policy IM 0063

- Defines the circumstances where verbal or phone orders can be used.
- Only in emergent situations where therapeutic intervention is immediately necessary.
- Accepted by “attending MD only” in the newborn nursery and OB department.
- May only be given to a licensed RN or pharmacist.
- Never on pediatric units.
- Signature must occur within 24 hours.
- Failing to sign may be referred to the Medical Quality Assurance Committee.



# Workflow Process

- Change in workflow to include a review of your inbox daily is required.
- Surgeons or interventionalists will need to review post case to sign all orders entered during procedures.
  - The pathology specimens, blood gases and med orders you ask for during a case will need your co-signature!



SUPERMAN, S... X

SUPERMAN, SNOONE      DOB:12/12/1990      Age:18 years      Sex:Male      MRN:30412212      Loc:16N - Medicine; P500; 10






Allergies: codeine phosphate, codeine-pseudoeph...IP Semi-Private    FIN: 010041698068 [Admit Dt: 12/16/2008 13:00    Disch Dt: <No - Discharge date>]

PowerOrders

+ Add    Document Medication by Hx

Orders    Medication List    Document In Plan

Display: All Active Orders

Order Name	Ordering Physician	Status	Details
<b>Inpatient</b>			
 aspirin	MD , ONE	Ordered	325 mg, TAB, Oral, Once daily, First dose is Routine, 06/17/09 10:00:00
 carvedilol (Coreg)	MD , ONE	Ordered	25 mg, TAB, Oral, Q12H, First dose is Routine, 06/17/09 10:00:00
<input checked="" type="checkbox"/>  paroxetine (Paxil)	BARNETT, RICHARD	Ordered	10 mg, TAB, Oral, Once daily, First dose is Routine, 06/06/09 10:00:00
<input checked="" type="checkbox"/>  warfarin	BARNETT, RICHARD	Ordered	2.5 mg, TAB, Oral, Bedtime, First dose is Routine, 05/08/09 22:00:00
<input checked="" type="checkbox"/>  vitamin E topical (vitamin E topical)	BARNETT, RICHARD	Ordered	1 application, Cream, Topical, TID, First dose is Routine, 05/08/09 14:00:00, Body Part(s): Body/Chest

Here is the example we built to show you about inbox co-signature:

Two orders were placed by the nurse on the screen above, aspirin and Coreg

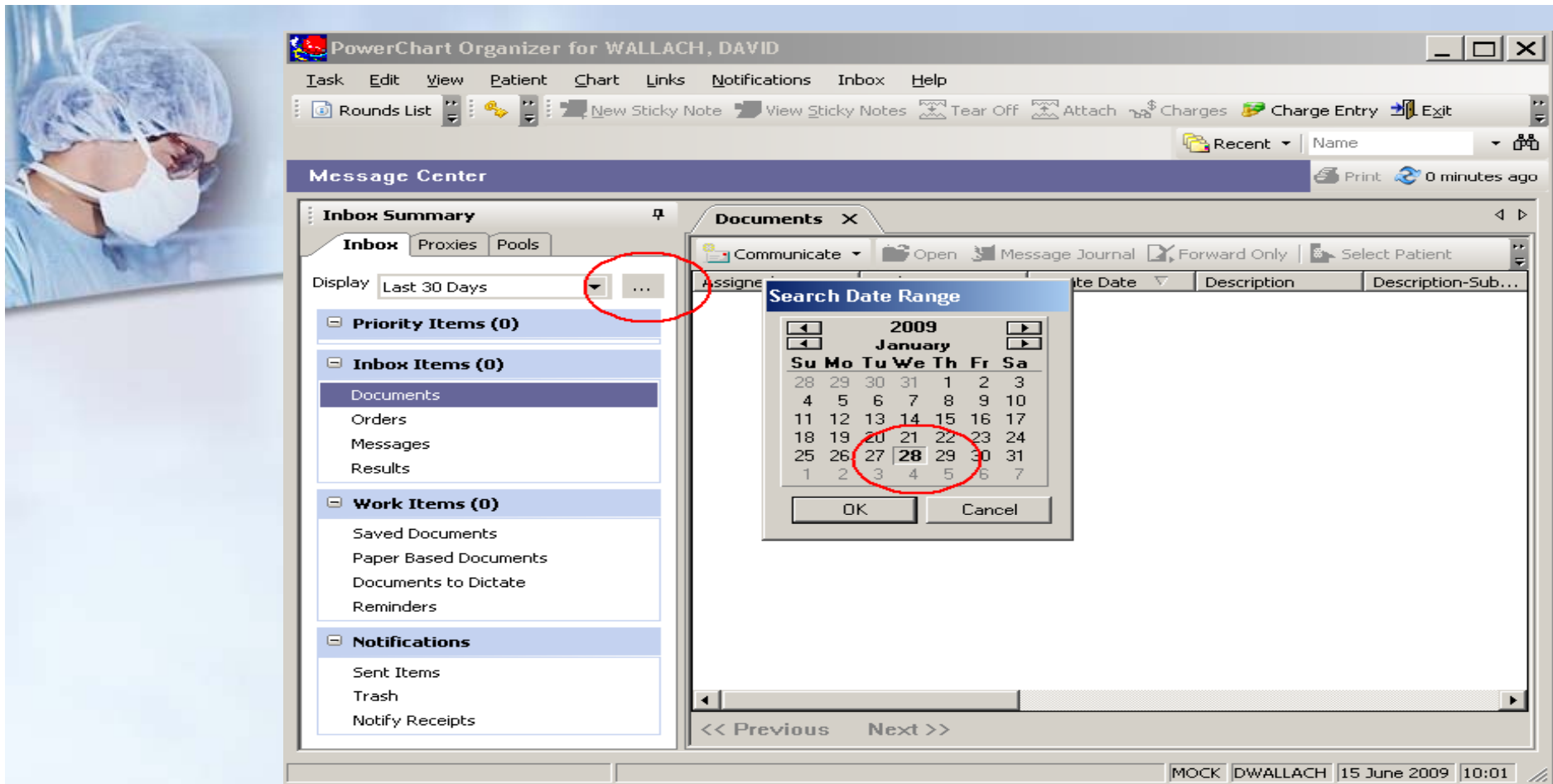
You can tell right from the orders screen these orders need a cosignature because there is a caduceus icon, which denotes an co-signature is required.

Any provider can highlight , right click and sign the verbal order right from this screen.

Why would someone sign from the orders screen?

The most common scenario would be a covering physician in a practice would sign for the partner who gave a verbal order. By policy you CAN sign that order.

Now let's go see the inbox.....next slide



To “catch up” with unsigned orders you must change the search range of the inbox. The normal default is set for the last 30 days. Several people may have orders to sign as far back as Jan 28 when CPOE went live. To increase this search range please click the elipsys button and click on January 28, 2009. Now let’s go to the next slide and pull the orders for approval into view.....next slide.....

The screenshot displays a medical software interface. On the left, the 'Message Center' has an 'Inbox Summary' section with a 'Display' dropdown set to 'Last 30 Days'. Under the 'Inbox' tab, there are several categories: 'Priority Items (0)', 'Inbox Items (0)', 'Documents (0)', 'Sign (0)', 'Orders', 'Orders to Approve (1)', 'Renewal Orders (16)', 'Messages', and 'Results'. The 'Orders to Approve (1)' item is circled in red. Below these are 'Work Items (0)' and 'Notifications'. The main area on the right is titled 'Orders to Approve' and contains a table with the following data:

Create Date	Details	Due Date	From	Notification Co...	Order Action	Order Comme
06/16/2009 22:42:39	325 mg, TAB, Oral, Once daily, First...					Order

You can see on the left navigation there is one order to approve. Once you click "orders to approve" on the left all the orders will display in view on the right.

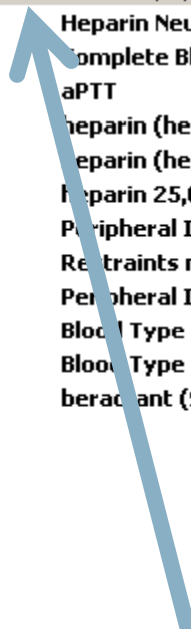
Message Center

Inbox Summary

- Inbox** Proxies Pools
- Display: Last 30 Days
- Priority Items (0)**
- Inbox Items (107)**
  - Documents
  - Orders (91)
    - Orders to Approve (13)**
    - Renewal Orders (77)
  - Messages
  - Results (16)
    - Other (13)
    - Normal (1)
    - Critical (1)
    - Abnormal (1)
  - Work Items (0)**
    - Saved Documents
    - Paper Based Documents
    - Documents to Dictate
    - Reminders
  - Notifications**
    - Sent Items
    - Trash
    - Notify Receipts

Orders to Approve

Create Date	Details	Order Action	Order Name	Originator Name	Patient Name	Status	Stop Date
6/1/09 11:1...	Request Colle...	Discontinue	CBC Differential	SYSTEM, SYST...	BAM, SLAM	Pen...	6/1/09 12:00:
5/26/09 09:2...	xopenex, 1.25,...	Order	TNF Med (xope...	BLANEY, KEVIN	ADMIT121, TEST	Pend...	5/26/09 09:22:t
5/21/09 14:...	05/21/09 14:...	Order	Heparin Neur...	RN, ONE	TESTNC, ATPP ...	Pen...	
5/21/09 14:...	Request Colle...	Order	Complete Blo...	RN, ONE	TESTNC, ATPP ...	Pen...	5/21/09 14:5.
5/21/09 14:...	Request Colle...	Order	aPTT	RN, ONE	TESTNC, ATPP ...	Pen...	5/21/09 14:5.
5/21/09 14:...	1650 Units, IN...	Order	Heparin (hepa...	RN, ONE	TESTNC, ATPP ...	Pen...	5/26/09 14:5.
5/21/09 14:...	3300 Units, IN...	Order	Heparin (hepa...	RN, ONE	TESTNC, ATPP ...	Pen...	5/26/09 14:5.
5/21/09 14:...	250 mL, Conti...	Order	Heparin 25,00...	RN, ONE	TESTNC, ATPP ...	Pen...	5/26/09 14:5.
5/15/09 18:...	05/15/09 18:...	Complete	Peripheral IV ...	BLANEY, KEVIN	ADMIT171, TE...	Pen...	5/15/09 19:0.
5/12/09 15:...	05/12/09 15:...	Discontinue	Restraints m...	BLANEY, KEVIN	ADMIT121, TE...	Pen...	5/12/09 15:1.
5/8/09 14:3...	05/08/09 14:...	Order	Peripheral IV ...	RN, ONE	AATEST, MAR...	Pen...	5/8/09 14:38:
5/8/09 14:3...	Request Colle...	Order	Blood Type an...	RN, ONE	AATEST, MAR...	Pen...	5/11/09 14:3.
5/8/09 14:3...	Request Colle...	Order	Blood Type an...	RN, ONE	AATEST, MAR...	Pen...	5/8/09 14:38:
5/6/09 09:2...	12 mL, SOLN, ...	Order	beracant (Su...	RN, ONE	GENAL, BABYG...	Pen...	5/6/09 09:24:



Double click on the top order  
Proceed to the next slide to sign....

**Message Center** Print 0 minutes ago

**Inbox Summary** Orders to Approve x **FORWARDED COSIGN ORDERS: SUPERMAN, SNONE** x

**Inbox** Proxies Pools

Display Last 30 Days

- Priority Items (0)
- Inbox Items (0)
- Documents (0)
  - Sign (0)
- Orders
  - Orders to Approve (1)
  - Renewal Orders (16)
- Messages
- Results
- Work Items (0)
  - Saved Documents
  - Paper Based Documents
  - Documents to Dictate
  - Reminders
- Notifications
  - Sent Items
  - Trash
  - Notify Receipts

**SUPERMAN, SNONE** Age: 18 years Gender: Male EMP: 30412212 LOC: 16N - Medicine; P500; ...  
IQHealth: No DOB: 12/12/1990 FN#: 010041698068

Original order entered by RN, ONE on 06/16/2009 at 22:40.  
Verbal order by MD, ONE  
Pharmacy Department  
**carvedilol (Coreg)**

Results **Details** Comments History Additional Info

**Details**

Strength Dose	25
Strength dose unit	mg
Volume Dose	2
Volume dose unit	tab
Drug Form	TAB
Route of administration	Oral
Frequency	Q12H
PRN	No
Pharmacy order priority	Routine

**Action Pane**

Approve (No dose range)  Refuse Reason

Comments: (Limit 120):

Skip OK OK & Next

Click the OK & next button to go through all your orders one by one, this allows you to skip the past step. If you only have one order "ok" will do.

FYI...If you choose "refuse" you will need to enter a reason. This will also be evaluated via a separate report which your clinical chair evaluates.



THANK YOU!!

*The End*

Any questions please email  
[Katherine.holzmacher@stonybrook.edu](mailto:Katherine.holzmacher@stonybrook.edu)  
Or call 4-4357 and ask for inbox signature  
assistance.