

Ambulatory Common Orders Public Folders – visible via New Order Entry mPage component

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Ambulatory Common Orders

■ Ambulatory Common Radiology Orders		
■ Ambulatory Referral and E&M Common Orders		
■ Ambulatory Common Laboratory Orders		
■ Common Prescription Folders		
■ Ambulatory Common Cardiovascular Testing Orders		

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Common Prescriptions Folder – broken up into additional folders with contents in each folder

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Ambulatory Common... / Common Prescription Folders

■ Diabetes Supplies		
■ Hospice EKit for Nursing Facility		
■ Hospice EKit for Hospice House		
■ Hospice EKit for Community		
■ Community Hospice Seizure Protocol Prescriptions		
■ Hospice House Seizure Protocol Prescriptions		

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Click into Diabetes Supplies and each brand has its own folder

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Ambulatory Common... / Common Prescription... / Diabetes Supplies

■ Accu-Chek Aviva	■ OneTouch Verio Flex	
■ Accu-Chek Guide	■ OneTouch Verio IQ	
■ Accu-Chek Nano	■ Precision	
■ Bayer Contour Next EZ	■ Prodigy AutoCode	
■ Bayer Contour Next Link	■ Prodigy Pocket	
■ Bayer Contour Next One	■ Relion Prime	
■ Freestyle Libre	■ True Metrix	
■ Freestyle Lite	■ True Test	
■ Freestyle Precision Neo	■ Walmart Relion	
■ OneTouch Ultra 2		

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Within each brand folder are the supplies needed for that brand. Clinician clicks each individual prescription and they then go into the outbox in top right corner. Supplies were vetted by Diabetes Educators and pharmacy.

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Ambulatory Common... / Common Prescription... / Diabetes Supplies / Accu-Chek Aviva

DME Glucometer Accu-Chek Aviva Glucometer, See Instructions, # 1 EA, 0 Refill(s), Accu-Chek Aviva glucometer		
DME Glucometer Test Strips Accu-Chek Aviva Test Strips, See Instructions, # 1 boxes, 11 Refill(s), Accu-Chek Aviva Test Strips		
DME Lancets Accu-Chek Fast Clix Drum, See instructions, As directed, PRN blood glucose testing, # 1 boxes, 11 Refill(s), Accu-Chek Fast Clix Drum		
DME Lancets Accu-Chek Fast Clix Lancing Device, See instructions, As directed, PRN blood glucose testing, # 1 EA, 0 Refill(s), Accu-Chek Fast Clix Lancing Device		

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The other folders contain power plans which guide the clinicians to order the correct test and are broken out by radiologic imaging modality.

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Ambulatory Common... / Ambulatory Common Radiology Orders

CT Scan Common Orders for Ambulatory		
DEXA/Mammogram (MG) Common Orders for Ambulatory		
MRI Common Orders for Ambulatory		
Nuclear Medicine (NM) Common Orders for Ambulatory		
PET Scan Common Orders for Ambulatory		
Ultrasound/Vascular Common Orders for Ambulatory		
XRays Common orders for Ambulatory		

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Each power plan contains notes and guidance to help providers select the correct test.

These power plans are set to auto-initiate. We have similar plans for cardiovascular tests and routine labs and are planning disease specific plans as well.

## **Instructions:**

Folders are built within the Order Folder Maintenance tool within dcp tools. There is a tab for “Public Folders”. Recommend creating one “parent” folder with a generic name (ie: Ambulatory Common Orders) and then add additional folders to it as needed. Based on how the folders appear in the New Order Entry section, we found having the parent folder to be the best way to navigate. When creating a new folder, recommend right click on the parent folder and “Create new folder” which will nest additional folders below.

Then need to run a query of the database in discernvisualdeveloper to determine the Category ID of the folder. Replace “PED\*” with name of folder in capitals. Here is the query:

```
select cat.alt_sel_category_id
,Folder_Unique_Description=cat.long_description
;,cat.long_description_key_cap
,Folder_Display=cat.short_description
;,*
from alt_sel_cat cat
plan cat where cat.long_description_key_cap = "PED*"
```

The category ID is a number, which then needs to be used to update the preferences in PrefMaint. There are about 4 preferences depending on the location and view. One is for Ambulatory Home/Root folders, one is for Discharge Home/Root folders, one is for Inpatient Home/Root, and another for Document by Meds Hx Home/Root. We found based on our testing that making the Home/Root folder the same reduced confusion, however, doing so may overwrite some users who have their favorites saved as home folder. It will not delete favorites, but the user will need to click “Favorites” or “Mine” to see them. We set the preference globally, but it can be set at the position level. If a position has something else set as a preference it will override the global setting. If a position has a blank preference, it translates to “see nothing” so the preference needs to be deleted in which case it will then update with the global preference. Otherwise, put the category ID into the blank field and apply and it will update.

<https://wiki.cerner.com/display/public/1101powerordersHP/Viewing+Public+Folders+in+OrdFolderMaintTool>

<https://wiki.cerner.com/display/public/1101powerordersHP/Adding+a+Folder+to+a+Folder+using+OrdFolderMaintTool>

<https://wiki.cerner.com/display/public/courses/Building+and+Maintaining+Order+Folders+Build+Lesson>