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

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

Click into Diabetes Supplies and each brand has its own folder

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.

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

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