

## **Copy Orders from a Previous Encounter**

# **Copy Orders from a Previous Encounter**

To use plans that have already been used in the patient history, use the copy function to display previously used powerplans.

1. Click **Copy** to view Previously Ordered Plans from previous encounters.

Note: The powerplans displayed include:

- Medical powerplans
- PowerPlans ordered from the same campus. (i.e., if ordering from the Mpls campus, you will only see previous Mpls orders).
- Active powerplans (in Discontinued or Initiated status, not in Planned or Void status).
- 2. The **Previously Ordered Plans** display. Click a plan to select it.
- 3. Make appropriate adjustments to the powerplan if needed.
- 4. Click **Orders for Signature.** (Providers: Click **Initiate Now**).

۲.	👻 🕈 Orders			
🕂 Add   🍶 Document Medication by Hx   Reconciliation 🕶   🛅 External Rx His				
Orders Medication List Document In Plan				
<b>▶</b>	Search: 📃 🔍 Advanced Options 🗸			
	📭 Up 🛛 Home 👷 Favorites 🔻 🗀 Folders 🗈 Copy			
	Acetylcysteine PO or IV			

< > 🝷 🏫 Orders						
🕂 Add   🎝 Document Medication by Hx   Reconcilia	tion 🕶   🛄 External Rx Histo					
Orders Medication List Document In Plan						
NI						
Search:	Advanced Options 🖌					
🍙 Up 🛛 Home 🔶 Favorites 🔻 🚞 Fa	🍙 Up 🖞 Home 👷 Favorites 🔻 🚞 Folders 🖹 Copy					
Previously Ordered Plans						
Hematology Anemia Admission Started on 4	Hematology Anemia Admission Started on 4/25/2022					
Cardiac Surgery Post-Op Adult (greater than Started on 4/22/2022	Cardiac Surgery Post-Op Adult (greater than 50 kg) Admission Started on 4/22/2022					
Cardiac Surgery Post-Op Adult (greater than Started on 4/21/2022	50 kg) Admission					
PICU Admission - Ventilation Started on 4/15	5/2022					
Started on 4/22/2022 Cardiac Surgery Post-Op Adult (greater than Started on 4/21/2022 PICU Admission - Ventilation Started on 4/15	50 kg) Admission 50 kg) Admission 5/2022					

Informatics Education Reviewed October 2024

Questions or need assistance? Call Children's IT Service Desk 24/7 at 952-992-5000 or 4-5000 internally Copyright © 2024 Children's Minnesota. All rights reserved. Some content is based on the intellectual property of Cerner Corporation and used with permission. All other trade names and registered trademarks are the property of their respective owners. This content is designed for general use with most patients; each clinician should use his or her own independent judgment to meet the needs of each individual patient. This content is not a substitute for professional medical advice, diagnosis, or treatment.



### **Copy Orders from a Previous Encounter**

## Find and Copy Previous Orders (Inactive Plans Filter)

The most recently discontinued powerplans can be found and copied from the Orders tab. Do this by filtering and displaying Inactive Plans, copying the appropriate plan, and then readjusting the filters to hide the old, discontinued plan(s).

1. Click **Displayed: All Active Orders** |**All Inactive Orders** |**All Orders 5 Days Back** to open the Advanced Filters window.

<		<ul> <li>A Orders</li> </ul>					
🕂 Add   🦨 Document Medication by Hx   Reconciliation 🔻   🛅 External Rx History 👻   🖑 Rx Plans (0): In Process							
Orders Medication List Document In Plan							
Displayed: All Active Orders   All Inactive Orders   All Orders 5 Days Back							
	💲 🖳 de Order Name 🔺 Status						
	⊿	Patient Care	· · · · · · · · · · · · · · · · · · ·				
	⊿	ED-M; WR Admit: 8/15/2022 13:59 CDT					
		👔 🔲 Safety Observation (Copied from: Safety Observati)))	servation) Order				

2. Click Inactive Plan Filter.

P	Advanced Filters	x
Display: All Orders 5 Days Bac	k	~
Order statuses to view Active statuses: Ordered InProcess Future Suspended On Hold, Med Student	Inactive statuses: Discontinued Canceled Completed Pending Complete Voided Voided With Results Transfer/Canceled	Load the following types of orders  Inpatient orders  Ambulatory (In Office) orders  Prescriptions  Documented medications  Miscellaneous  Show individual instances for continuing orders  Inactive Plan Filter
Include an days     Include number of days: 5     Save	Include all days     Include number of days: 5  Save As Apply New	Remove Cancel

3. Select Include all days. Click OK.

)	Ina	ictive Plan	Filter	
Inactive plan I	ilter			
✓ Include al	days			
Include inacti	ve plans	days t	back	
			OK	Cancel

Informatics Education Reviewed October 2024

Questions or need assistance? Call Children's IT Service Desk 24/7 at 952-992-5000 or 4-5000 internally





### 4. On the Orders window navigator, rightclick the powerplan, and select **Copy.**

- 5. On the powerplan, enter the order details.
- 6. Click **Orders for Signature**. (Providers: Click **Initiate Now**).

S 7		ers			
+ Add   🖓 Document Medication by Hx   Reconciliation ▼   🔂 Externa					
Orders	Medication List	Document In P	lan		
					M
		View			
Orde	rs for Signature				
🗄 Plans	;				
Do	Document In Plan				
🖃 Medical					
N	NICU Level II Admission (Initiated Discontinue				
Orders				biscontinue	
Condition / ADT					
Patient Care Copy					
- I - I	Nursing Interventions     Plan Information				ation
V IV Solutions					
	Medications Print				

Readjust filters to hide old powerplans:

- Click Displayed: All Active Orders |All Inactive Orders |All Orders 5 Days Back again to open the Advanced Filters window. (See step 1).
- 8. Click the **Inactive Plan Filter** link (see step 2).
- 9. Click the checkbox to remove the checkmark from the **Include all days** checkbox and change the Inactive Plan Filter to **3 days back**.
- 10. Click OK.

P	Inactive Plan Filter
	active plan filter
I	nclude inactive plans
	OK Cancel

## Copy Orders from a Previous Encounter