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**).

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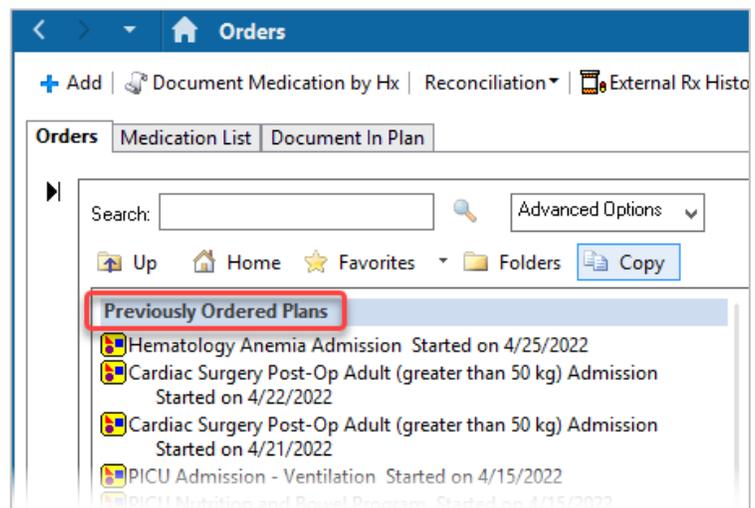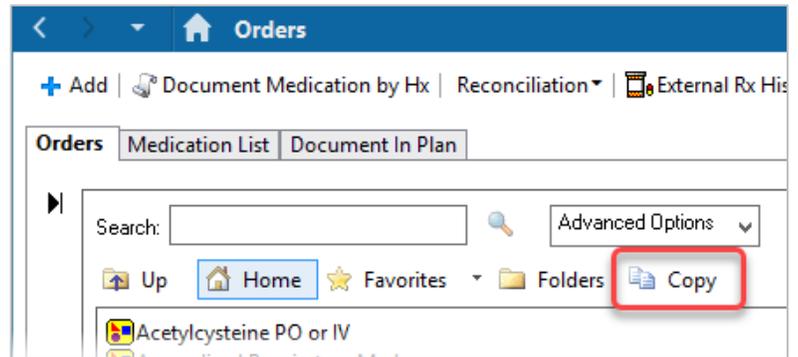
Find and Copy Previous Orders (Inactive Plans Filter)

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.
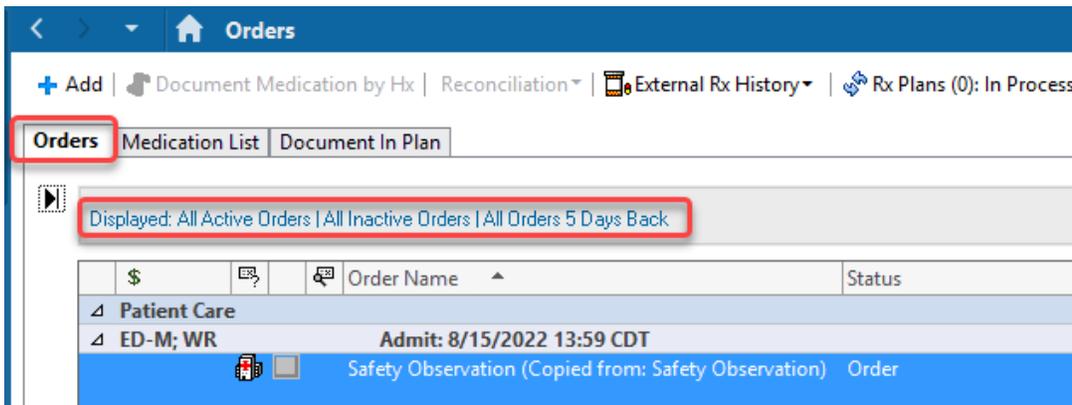
2. Click **Inactive Plan Filter**.
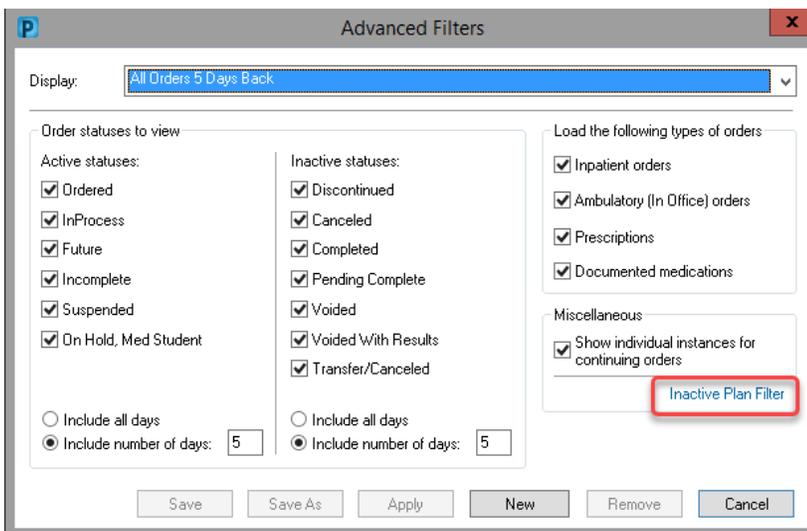
3. Select **Include all days**. Click **OK**.

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4. On the Orders window navigator, right-click the powerplan, and select **Copy.**

5. On the powerplan, enter the order details.

6. Click **Orders for Signature**.
    (Providers: Click **Initiate Now**).
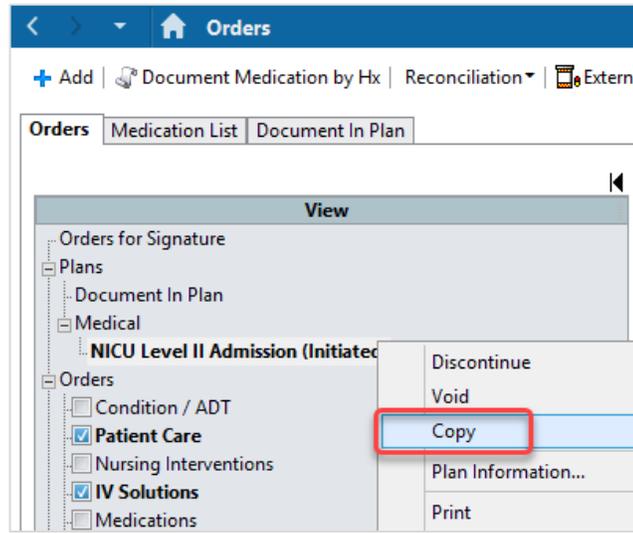
Readjust filters to hide old powerplans:

7. 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**.