

Guidelines for Placing Orders in Epic

What is entered into Epic?

1. All labs that will be done at the MGH/BWH Core
2. All EKGs which are not study sponsored
3. All Imaging studies
4. All Medications – research/investigational medications, rescue medications, supplements and flushes
5. Allergies/Medications/Code Status must be reviewed by the PI

What is not entered into Epic?

1. Lab orders going to an outside lab (LabCorp, etc.)
2. Bone density and Dexa scans
3. POCT urine pregnancy (for MGH Only)
4. Questionnaires
5. Indirect Met Cart
6. Protocol Narrative
7. Diet for Outpatients

Study Coordinators

- Log into MGH White 12 to place research study orders
- Find your patient and select Orders Only under the Epic Button

Labs, EKGs, Imaging

- Order Labs, EKGs and Imaging **BEFORE** ordering Medications for a patient
- Select **Meds and Orders**- Notice the **After Visit** button is preselected
- Labs that will be done at the MGH/BWH Core Lab (not send outs to other Labs) ,EKGs and Imaging are all ordered using **After Visit**
- Ensure that all Labs that are to be drawn on the Research unit read **Clinic Collect** not Lab Collect
- EKGs are ordered in Epic (Refer to Tip Sheet)

- Clinical EKG's are transmitted to Muse Sponsored EKG's are not transmitted to Muse.
- Labs, EKGs and Imaging Orders are all **Signed**
- These orders are active once Signed, and are automatically routed to the Provider for co-signature
- Labs, EKGs and Imaging Orders need to be associated to a Diagnosis and Research Associated.
- Study Coordinators can create an Outpatient preference list for labs, EKGs and imaging

Medications, Flushes, IV's

- Select **Meds and Orders**
 - In the browser window, be sure to select **During Visit (Bed)** for all medications, IV's and flushes that the Research nurses will be administering to patients. This will allow the nurses to document in the Medication Record (MAR)
 - Use **After Visit (House)** for any medications that patient will take home with them.
- When ordering medication, be sure that the correct visit date is selected. Choose 0600 AM if you are unsure of time
- To order normal saline flush, enter NS Flush or simply 7319 (Refer to Tip Sheet on NS Flush)
- For flushes and rescue meds use **As Needed** for frequency
- When completed Select **Pend**
 - Research Associate all medications and labs (Beaker icon will appear next to an order that is research associated)
 - Click on Send Chart to send Orders to the PI In Basket for co signature
 - **Be sure** to select the **CC'd Charts** button for Routing
 - The drop down text box on lower left hand should read **Send on Closing Section**, and then select Close.
 - You may have to page the PI to alert the order is ready.
 - Study Coordinators can create an Inpatient preference list for medications

Do Not Research Associate

- Clinical Labs not part of the Research Protocol
- Medications the Study Team provides

Inpatient Order Sets

Partners' eCare will create **System** order sets for Inpatient study protocols that include investigational drugs as well as orders for tests and procedures. It is the responsibility of the study team to contact the Clinical Trials Pharmacy at MGH or the IDS Pharmacy at BWH and Research eCare to request that an order set be created.

NOTE: Study staff, by policy, do not place Inpatient Orders. The PI or designated Provider is responsible for entering the Admission orders, including Med reconciliation on admission and discharge.

Preference Lists

Study teams may create **User** Preference Lists to facilitate ordering of medications, tests and procedures. Inpatient Preference Lists are used for **During Visit** orders. Outpatient Preference Lists are used for **After Visit** orders.

Providers, NP's, Fellows, PI's

- Select Clinic Administered Meds (bed icon) for any medication that will be administered by CRC nurses.
- Orders and Prescriptions (house icon) is for Outpatient/Take Home meds

(Study staff have buttons named - During Visit/After Visit - but function in an identical manner)