



# Orders – How to Place a Timed Order

Effective 5/4/2017

Audience: Inpatient Nursing and Providers

If a procedure or test needs to be performed at a specific time, the order should be entered as a Timed Order so the provider can specify the time.



## Let's Take a Look

To place a timed order, do the following:

1. Click **Manage Orders**.
2. Enter the order in the **Manage Orders** search field (EX: EKG). Press **Enter**.
3. Select the order you want.
4. Click **Accept** to add it to the sidebar.

The screenshot displays the Epic Manage Orders interface. On the left, a sidebar contains navigation options, with 'Manage Orders' highlighted and marked with a red circle '1'. The main window shows a list of 'Other Orders' including 'CBC W/DIFF AUTOMATED', 'insulin regular (NOVOLIN R/HUMULIN R) injection', and 'montelukast (SINGULAIR) tablet 10 mg'. A search window titled 'Facility List Search - Test Orders Monica' is open, showing a search for 'EKG'. The search results table is as follows:

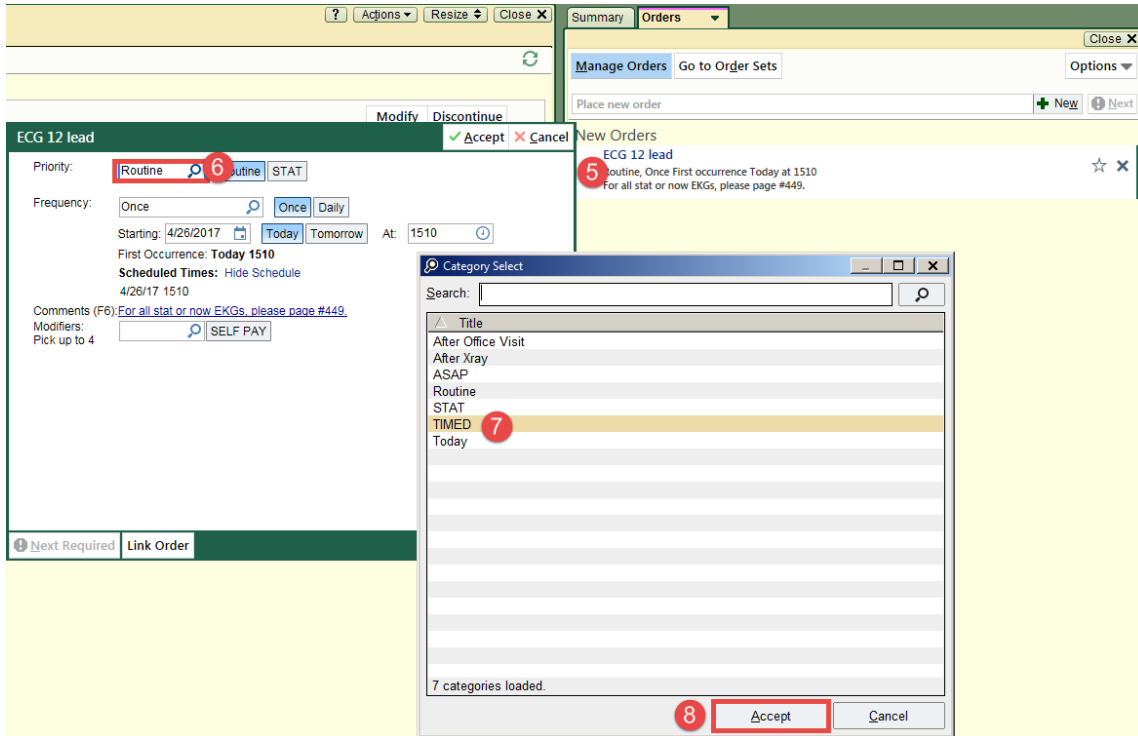
Code	Name	Type	Dose	Route	Freq	Pref List
ECG1	ECG 12 lead (EKG)	EKG2				SHEC IP FAC
ECG3	ECG 12 lead magnet (EKG 12-LEAD MAGNET ECG CARDIAC TRACING ELECTROCARDI)	EKG2				SHEC IP FAC
NUR225	Procedural Cardiac Monitoring (EKG)	NURSINC				SHEC IP FAC
ECG5	Rhythm ECG 1-3 lead (EKG)	EKG2				SHEC IP FAC

The 'ECG1' row is selected, marked with a red circle '3'. At the bottom of the search window, the text '4 loaded. No more to load.' is visible, and the 'Accept' button is highlighted with a red circle '4'.

## Update the Priority

In many cases, the order's priority default will be set to Routine. If a procedure needs to be performed at a specific time, the priority must be updated to **Timed**.

5. Double-click the order to open the order detail
6. Click on the magnifying glass in the **Priority** field to access the list of available priorities
7. Select **TIMED** from the list
8. Click **Accept** to update the priority



## Update the Procedure Date and Time for the Procedure:

Finally, the date and time will need to be entered to indicate the specific time the procedure should be done.

9. Enter the date of the procedure in the **Starting** field
10. Enter the time of the procedure in the **At:** field
11. Click **Accept**
12. **Sign** the order

The screenshot shows a web-based form for an "ECG 12 lead" order. The form has a green header with "Accept" and "Cancel" buttons. The "Priority" field is set to "TIMED". The "Frequency" is set to "Once". The "Starting" field is set to "4/26/2017" and the "At:" field is set to "1510". A red box highlights the "Starting" and "At:" fields, with a red circle containing the number "9" next to the date and a red circle containing the number "10" next to the time. Below the "Starting" field, it says "First Occurrence: Today 1510" and "Scheduled Times: Hide Schedule". The "Comments" field contains the text "(F6): For all stat or now EKGs, please page #449." The "Modifiers" field is set to "SELF PAY". At the bottom of the form, there are buttons for "Next Required", "Link Order", and "Accept/Cancel". A red circle containing the number "11" is next to the "Accept" button.

*Result:* The department performing the procedure, as well as the nursing team, will know specifically what time the procedure should be performed.