
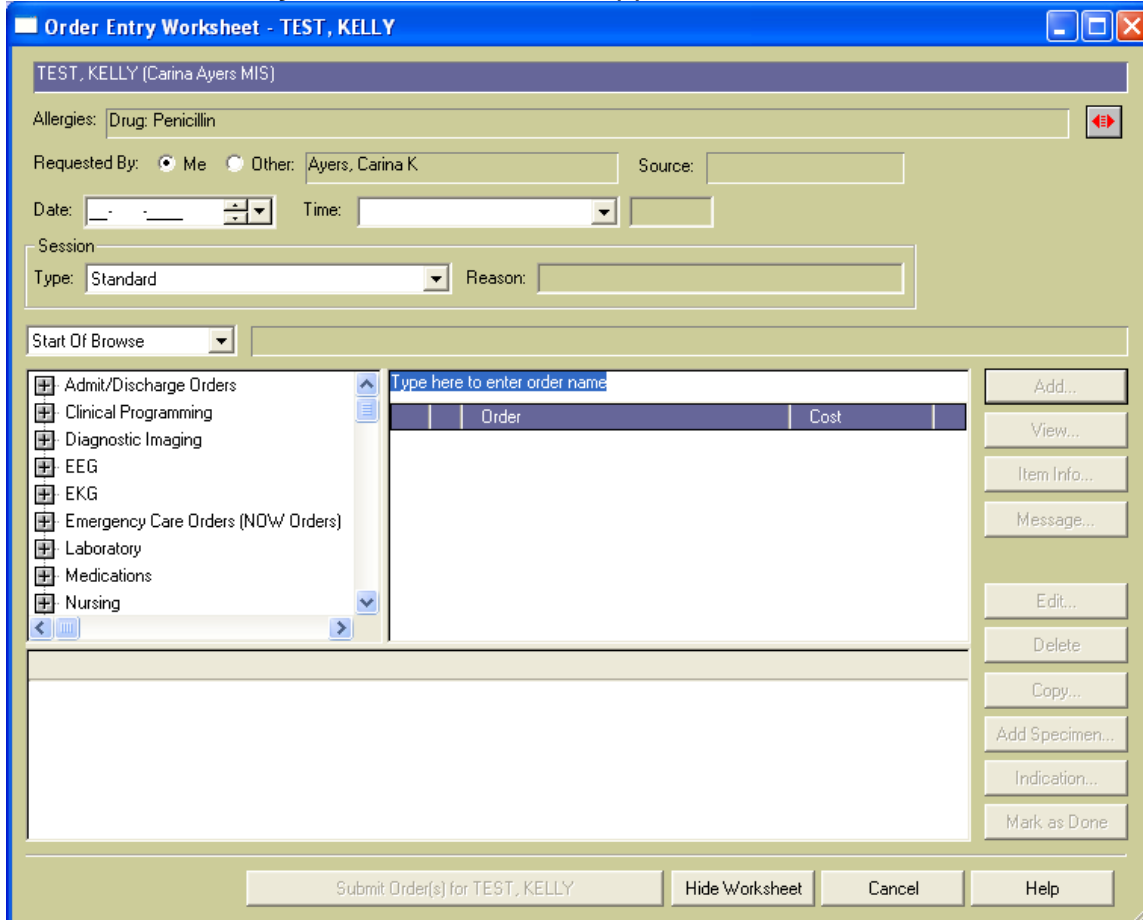


# Entering Medication Orders into Sunrise

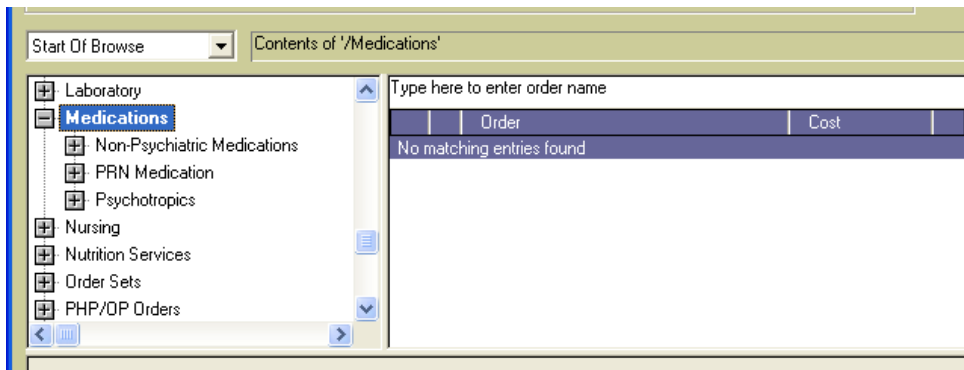
1. From your patient list, click once on the patient's name that you are going to enter scheduled medications on.
2. Click on the "Enter Orders" icon 
3. The "Requested by" box will appear
4. In the line that says "Requested by", enter the **Ordering physician's name---not the Attending physician for that patient** (i.e. If Dr. Roof is the House Office on call that shift, and he orders some meds for a new patient for Dr. Gruber, enter Dr. Roof as "Requested by" physician)
5. At the **Source** box, select if it is a telephone or written order.
6. The **Order Entry Worksheet** will now appear



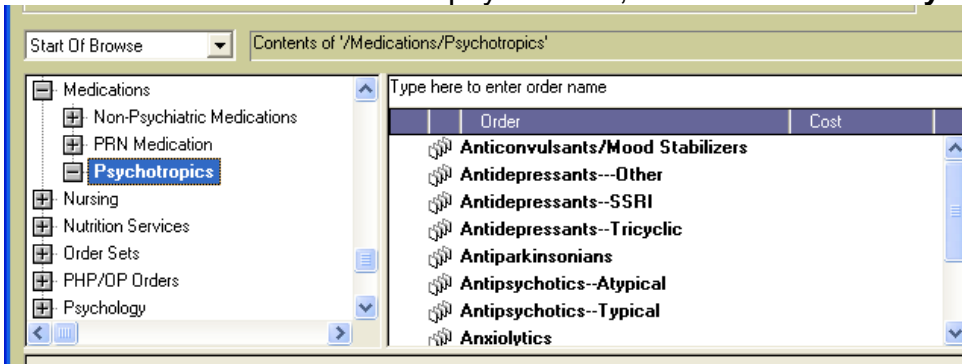
7. On the left side you will see some headings, Lab, Nursing, Order sets, Pharmacy, Medications etc. These are order sets that already have pre-defined information included in the order for your convenience and to increase accuracy of ordering to match current guidelines.

**Whenever possible, use the order set version of a medication**

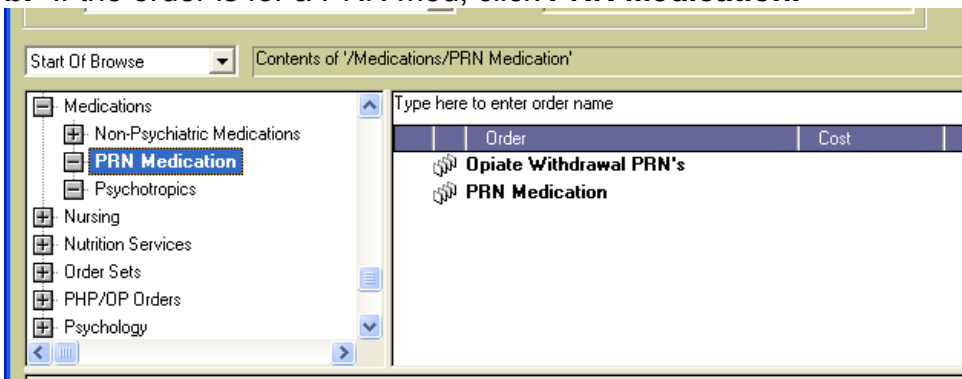
8. To find the medication you wish to order, click on the + sign by the **Medication** heading.



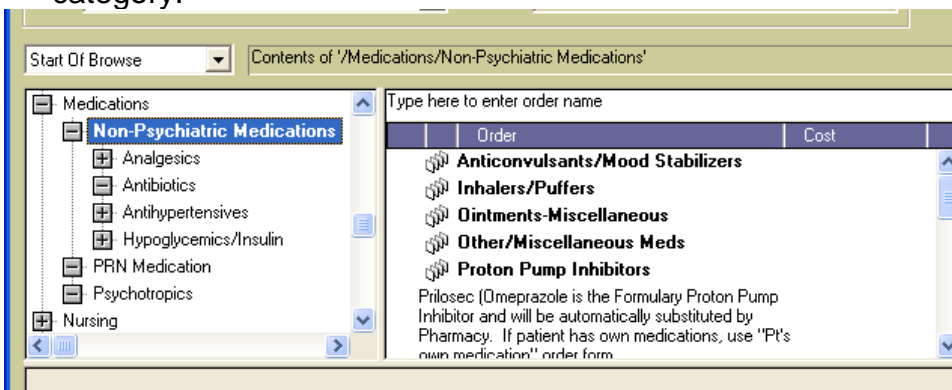
9. This will open a list that says Non-Psychiatric Meds, PRN meds and Psychotropics.
- a. If the order is for scheduled psych meds, click on the word **Psychotropics**.

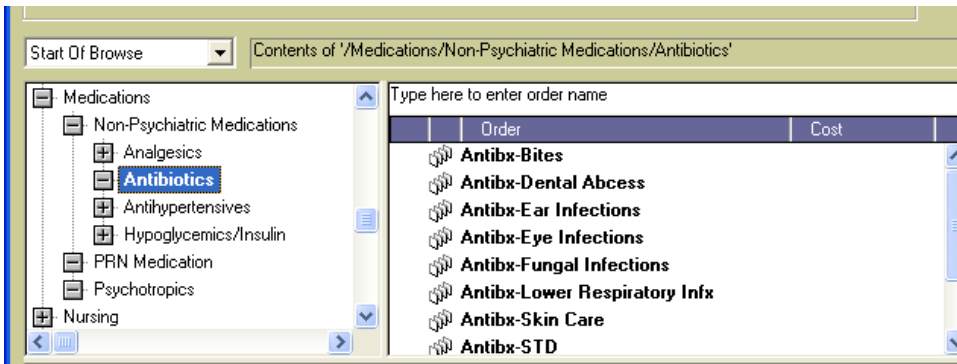


- b. If the order is for a PRN med, click **PRN Medication**.



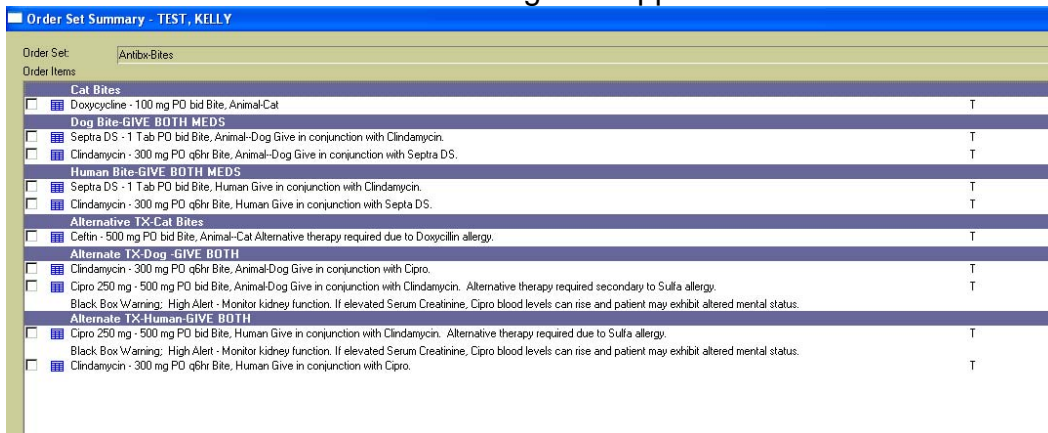
- c. All other meds, including Antibiotics, are included in the **Non-Psychiatric Medications** category.





10. On the right side of the screen you will see a list of the **classifications** of all the meds included in the category/order set.

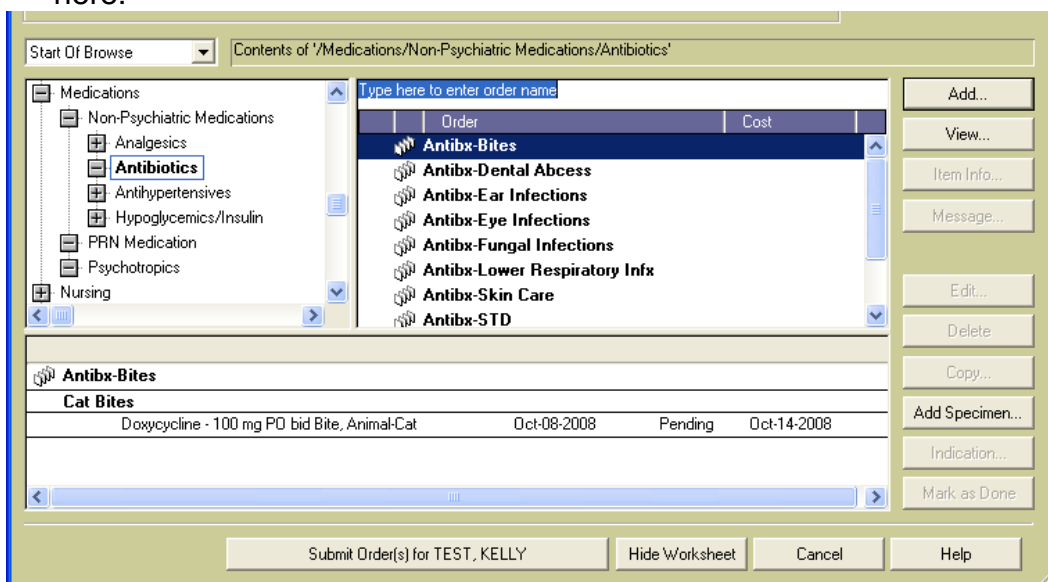
11. **Double click on the appropriate classification (for this example, we chose “Antibx-Bites”**. A list of the available drugs will appear. **Double click on the correct drug name.**



12. Either place a check mark by the drug you need to order if it appears correct in dosage, route etc – or double click on the med which will open the order entry screen and you can make changes to the dose ordered, the frequency, and any other pertinent fields. **The unit of measure (mg) and the route (po or im) are typically already filled in.**

13. When the order is completed, click **OK**.

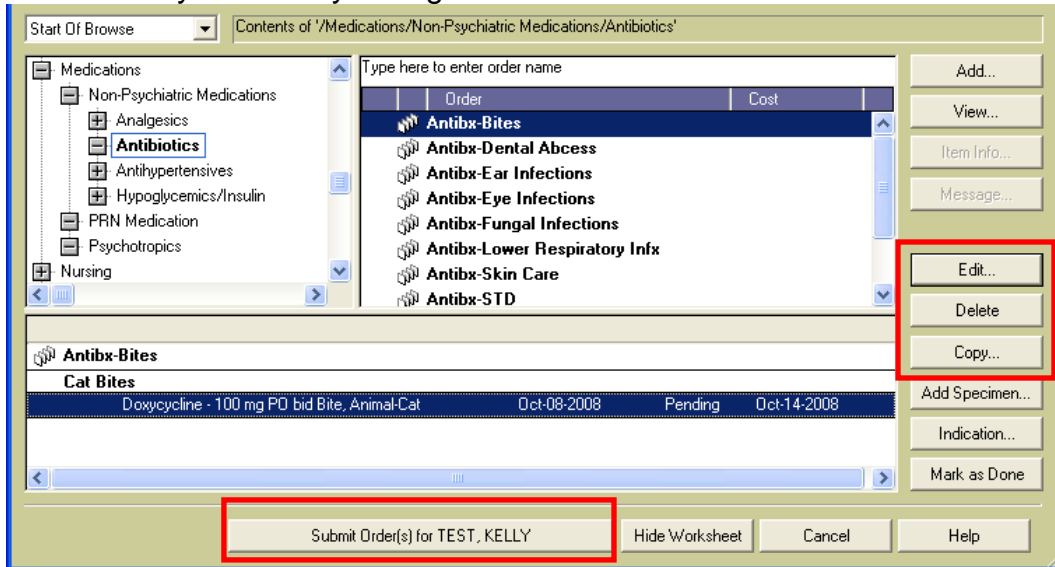
14. You will see the order on your temporary list in the window at the bottom of the screen as seen here:



15. Repeat steps 10 -13 for any other meds from other classifications as needed.

16. The orders will now be in a pending order state. You can review the orders for correctness in the window at the lower part of the Order Entry Worksheet.

17. If corrections are needed, click once on the order you would like to edit, and select the **Edit** button on the right of the screen. This will take you back to the original order and you can make any necessary changes.



18. Click on **Submit** to submit the orders. This will send a print out of the medication order to Pharmacy.

19. **Repeat this process for any other meds---if a non-psych med (i.e. antihypertensive, vitamins, antibiotics etc) is ordered, you will find those meds under Non-Psychiatric Meds.**

20. **NOW orders are entered through the "Emergency Medication Order (NOW Order)"**

21. Single med orders may also be entered by searching for the med name – however, this is not the preferred method.

22. At time of discharge, all inpatient meds should be discontinued and any discharge meds should be entered – these are indicated by an asterisk\*. E.g. Haldol\* is a discharge version that will print to Pharmacy on tamper resistant prescription paper.

23. 2 hours post discharge, all meds will auto-discontinue.