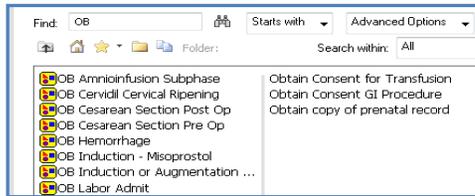


LOG-IN TO H@NK



Log On to H@NK icon.

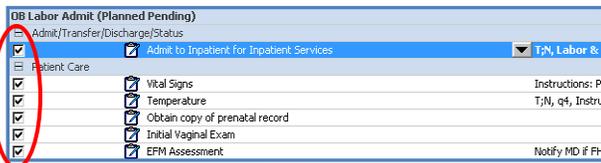
- Enter name and password
- Message Center will display
- Choose patient from patient list, or search by Name/FIN.
- Choose Orders from the Menu Bar
- Click +Add and Search for applicable PowerPlan
- Choose the PowerPlan



Click on the PowerPlan name, then click Done.

Select Your Orders

- Click on the blank box to the left of the order name to include order.
- Remove pre-checked orders that you do not want.



The black drop down arrow indicates there are more order sentence options.



- Click to select the order
- Click on the black drop down arrow to see the choices
- Choose appropriate order sentence.

Initiate the PowerPlan

Once you have selected all your orders, click on the Initiate icon in the bottom right hand corner of the powerplan.

Complete Order Entry

Click on the **Orders for Signature** button in the lower right of the Plan window.

Orders with missing required details will have a white X in a blue circle icon .

A box indicating how many missing required details will display on the bottom left of the window.



Complete required details

- Click on the order OR, click on the Missing Required Details box.
- The details window opens. Complete the mandatory fields (yellow) or change details.
- Click the Sign button in the lower right hand corner of the window.



Orders show in a Processing status.

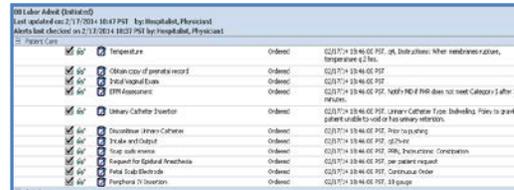
Processing. Please refresh.

- Click the Refresh Icon in the top right of the screen.



The PowerPlan displays the orders entered.

* NOTE the status of Initiated next to the Plan name.



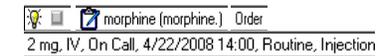
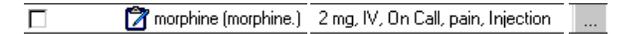
Enter More Orders From the PowerPlan

Click on the Initiated Plan from the Left Navigator.



Click the View Excluded Orders icon to see both the entered and un-entered orders for the plan.

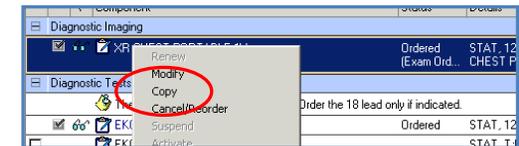
- Un-entered orders have the blank box.
- Entered orders have a checked box and a status of Ordered.
- Click the blank box to select an order not previously selected. The box will change to a yellow light bulb icon.



- Click the Orders for Signature button.
- Highlight any orders for which you need to complete or change order details, make changes as described above.
- Click Sign, then Refresh.

Re-Enter Orders From the Plan

Right click on the order and choose Copy from the menu.



- Click on the Orders for Signature button at the bottom right of the window. Review, change, or complete required details as necessary.
- Click Sign, then Refresh.

NOTE: the Plan was used to enter another instance of an order but this new order does not become part of the plan.

Merge View



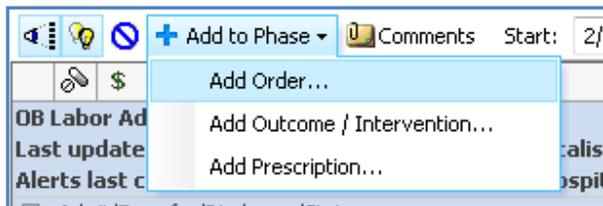
Click on the Merge View icon. This view merges the orders entered from a plan with all the orders entered outside of that plan. The newly entered orders will display in a separate category marked Other.



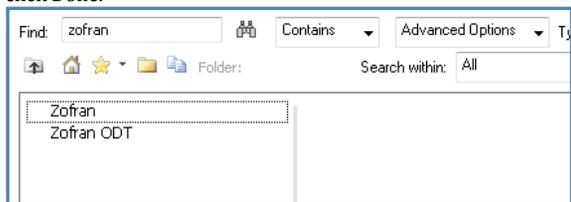
Add Orders to a PowerPlan

From the PowerPlan Tool Bar, Click on the Add to Phase button, and choose Add Order.

NOTE: this adds the order to this instance of the PowerPlan for this patient only. It does not permanently add the orders for all future uses of the PowerPlan.

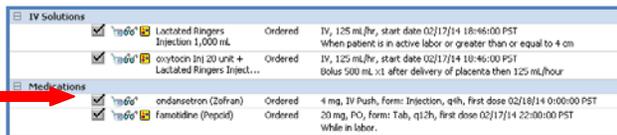


Search for the order from the Add Order Window, select it, and click Done.



- Review, change, or complete missing required details
- Click Sign, then Refresh.

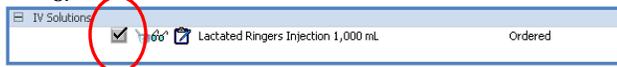
The PowerPlan displays with the newly added order.



Cancel or Discontinue Orders

Orders can be discontinued 2 ways:

1. Right click on the order and choose "Cancel/Discontinue"
2. Remove the check from the grey box next to the order.
- 3.



The order will appear with a strike out.



- Click Orders for Signature
- Click Sign, then Refresh.

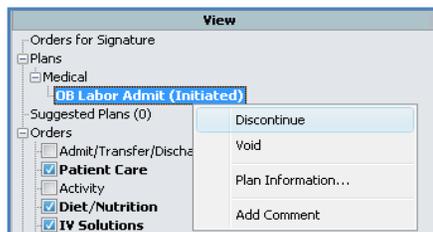
The order is now in a Discontinued status in the Plan.

You may also use the Cancel/Reorder function within a PowerPlan.

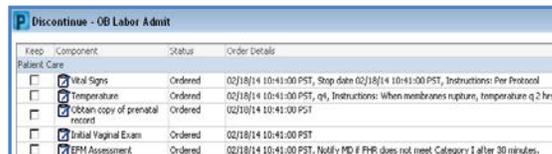
Discontinue a PowerPlan

PowerPlans will be automatically discontinued when a patient is discharged. PowerPlans that are no longer applicable to a patient should be discontinued.

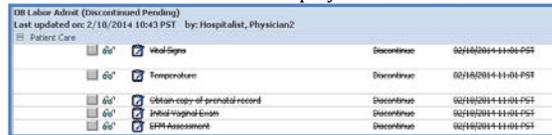
To discontinue a PowerPlan, right click on the name of the PowerPlan in the Orders Navigator, and choose Discontinue.



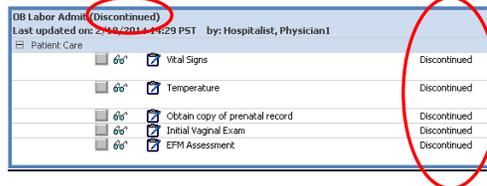
Place a check in the box next to any order you wish to KEEP, and then click OK in the lower right hand corner.



The discontinued orders will display with strikeout.



- Click Orders for Signature
- Click Sign and Refresh. The Plan will display as Discontinued in the Orders Navigator and the orders within the plan will display with the Discontinued status.



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PowerPlans

If you need additional help, contact your department Super-user.
Winter 2014