



One Person
One Record

One Person One Record – Clinical Information System (OPOR-CIS): Placing an Ad Hoc Order

The following document is intended to provide a brief overview on how to place an ad hoc order in the OPOR-CIS.

Introduction to the OPOR-CIS

The One Person One Record (OPOR) is a multi-year program designed to transform the way we use and share health information in Nova Scotia and will support a digital patient-centered healthcare transformation in Nova Scotia. The program is in collaboration between Nova Scotia Health, IWK Health, and the Province of Nova Scotia.

The OPOR Clinical Information System (OPOR-CIS) will replace several existing hospital information systems in Nova Scotia with a core clinical information system. The OPOR-CIS is clinically led and focused on providing access to clinical information from across the province on a single electronic platform. The CIS can be compared to an EMR however, it carries more functions and data than an EMR and is thus defined as a clinical information system.

Order Entry in the OPOR-CIS

As part of your daily delivery of care, you will place **all orders electronically via Computerized Provider Order Entry (CPOE)**. This means orders that are currently written on paper will now be electronically entered by you within the OPOR-CIS, and flow directly to the appropriate services and individuals for actioning. For example, a placed order will directly enter the dedicated nurse's dashboard. The transition to CPOE means orders no longer require transcription, faxing and other inefficient and error-prone methods.

There are several efficient ways to place orders in the OPOR-CIS including **Quick Orders** pages and **Order Sets (also known as Powerplans in the OPOR-CIS)**. You also have the option to manually search an order however, it is the least efficient method. Regardless of the tool used, all orderable items are accompanied by an **Order Sentence containing key details such as medication dosage, route of administration, and frequency**. Many orderable items have multiple possible order sentences.



Placing an Ad Hoc Order

To place an ad-hoc order, we want to go to the “Orders” row in the far left dark-blue menu. We then want to select the “Add” button, boxed below.

The screenshot shows the Oracle EPR interface for patient BUCKINGHAM, BUCKY. The top navigation bar includes the patient's name, MRN:10000940, DOB:01-Jan-1990, and Allergies: dogs, pe. The left sidebar menu is open, showing options like Provider View, Results Review, Orders, Documentation, Allergies, Clinical Media, Diagnoses and Problems, Form Browser, Growth Chart, Histories, and MAR Summary. The 'Orders' menu item has a '+ Add' button next to it, which is highlighted with a red box. The main content area shows the 'Chief Complaint' section with 'Infectious Disease' and 'OPOR Test, Physician - Infectious Disease JUN 11'. Below that is the 'Home Medications (2)' section with a 'Medication' table containing 'acetaminophen (acetaminophen 80 mg oral)'. The 'Inpatient Workflow' tab is active, and the 'Discharge' tab is also visible.

Ad-Hoc Orders: Copyright © 2023, Oracle. Used under license and/or permission.

This will lead you to a page where you can manually search for any order, shown below.

The screenshot shows the Oracle EPR 'Add Order' page for patient BUCKINGHAM, BUCKY. The top navigation bar includes the patient's name, MRN:10000940, DOB:01-Jan-1990, and Allergies: dogs, pe. The 'Add Order' page has a search bar with a magnifying glass icon, which is highlighted with a red box. Below the search bar are several filters: 'Advanced Options' (dropdown), 'Type: Inpatient' (dropdown), and 'Folder: Favorites' (dropdown). The 'Search within:' dropdown is set to 'All'. The main content area shows a list of folders: 'Discharge Prep', 'My Favourite Orders', and 'Pain Management'.

Ad-Hoc Order Search Bar: Copyright © 2023, Oracle. Used under license and/or permission.



In the search bar, you can enter the name of any order and to save you time, a drop-down menu with suggested orders and order sentences will appear.

Search: amoxicil [magnifying glass icon] Advanced Options [dropdown] Type: [Inpatient icon] Inpatient [dropdown]

- amoxicillin ← Order without Sentence
- amoxicillin (250 mg, PO, CAP, q8h for 7 day)
- amoxicillin (Pharyngitis, 500 mg, PO, CAP, q8h for 7 day) ← Order with Sentence
- amoxicillin (500 mg, PO, CAP, q12h for 7 day)
- amoxicillin (500 mg, PO, CAP, Daily for 7 day)
- amoxicillin (Pneumonia, Community-acquired, 1,000 mg, PO, CAP, q12h for 7 day)
- amoxicillin (750 mg, PO, CAP, q12h for 7 day)
- amoxicillin-clavulanate 125 mg-31.25 mg/5 mL oral liquid
- amoxicillin-clavulanate 125 mg-31.25 mg/5 mL oral liquid (10 mg/kg, PO, PWDR-RECON, q8h for 7 day)
- amoxicillin-clavulanate 200 mg-28.5 mg/5 mL oral liquid
- amoxicillin-clavulanate 200 mg-28.5 mg/5 mL oral liquid (20 mg/kg, PO, PWDR-RECON, q12h for 7 day)
- amoxicillin-clavulanate 250 mg-62.5 mg/5 mL oral liquid
- amoxicillin-clavulanate 250 mg-125 mg oral tablet
- amoxicillin-clavulanate 250 mg-125 mg oral tablet (= 1 tab, PO, TAB, q8h for 7 day)
- amoxicillin-clavulanate 250 mg-125 mg oral tablet (= 1 tab, PO, TAB, q12h for 7 day)
- *Enter* to Search

Ad-Hoc Order Drop-Down Menu: Copyright © 2023, Oracle. Used under license and/or permission.

Regardless of whether you select the order **with or without a sentence**, you will have the opportunity to **edit the order and its details**. Keep in mind that if you select an order without a suggested order sentence, you will be required to enter the **required fields**.

You can now close that window. The CIS will now prompt you to review, specify, and edit the order's administration details. Intuitively, the fields with bold font and an asterisk (*) are require fields, such as dose and route of administration.

Orders for Signature

Order Name	Status	Start	Details
DGH DMED Fin#:230000102			
Medications			
amoxicillin	Order	13-Jun-2024 10:39...	500 mg, PO, CAP, q12h for 7 day, Stop Date: 20-Jun-2024 07:59 America/Halifax, 13-Jun-2024 10:39 America/Halifax

Details for **amoxicillin**

Details | Order Comments

Review Schedule Remaining Administrations: 14 Stop: 20-Jun-2024 07:59:00 America/Halifax

Indication:	[dropdown]	*Dose:	500 [input]
*Dose Unit:	mg [dropdown]	*Route of administration:	PO [dropdown]
Drug Form:	CAP [dropdown]	*Frequency:	q12h [dropdown]
Duration:	7 [input]	Duration unit:	day [dropdown]
PRN:	<input type="radio"/> Yes <input checked="" type="radio"/> No	PRN reason:	[dropdown]
Administer over:	[input]	Administer over unit:	[dropdown]

0 Missing Required Details | Orders For Cosignature | Sign

Reviewing & Editing the Order: Copyright © 2023, Oracle. Used under license and/or permission.



To modify any of the fields, type the information and/or press on the downwards-facing arrow to select an option from the drop-down menu, as shown below.

A screenshot of a software interface showing a drop-down menu for the route of administration. The menu is open, displaying a list of options: feeding tube, GJ-tube, G-tube, inhale, J-tube, NG-tube, NJ-tube, OG-tube, PO (highlighted in blue), PO/feeding tube, vaginal, and (More). Below the menu, the text '*Route of administration:' is followed by a text box containing 'PO' and a small downward arrow icon.

Modifying Order Details: Copyright © 2023, Oracle. Used under license and/or permission.

Once you are ready to place the order, press on the “sign” button at the bottom right corner. Keep in mind that these orders are timestamped, and you can also add comments to them, if appropriate.

A screenshot of the 'Details for amoxicillin' form. The form contains various fields for medication details, including Indication, Dose Unit (mg), Drug Form (CAP), Duration (7), PRN (Yes/No), and Administer over. On the right side, there are fields for *Dose (500), *Route of administration (PO), *Frequency (q12h), Duration unit (day), PRN reason, and Administer over unit. At the bottom right of the form, a 'Sign' button is highlighted with a red rectangular box.

Signing an Order: Copyright © 2023, Oracle. Used under license and/or permission.

Looking to Find More Information about Order Entry?

A demo of this guide can be found on the [OPOR website](#), in addition to other [documents](#) regarding the OPOR-CIS.

Please contact CMIO@nshealth.ca for any further questions regarding the OPOR-CIS.

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