

 HAWAII HEALTH SYSTEMS C O R P O R A T I O N <i>Quality Healthcare For All</i> PROCEDURE	Department: Clinical Affairs	Procedure No.: PAT 1009B
	Issued by: Ramsey Hasan, MD Chief Medical Officer	Revision No.: Effective Date: October 17, 2013
Subject: Computerized Provider Order Entry	Approved by:  By: Alice Hall HHSC Acting PCEO	Supersedes Policy: NA
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Last Review: October 1, 2013; Next Review: October 1, 2016

I. PURPOSE:

The purpose of this procedure is to provide guidance on the use of computerized physician order entry (CPOE), the training process, and ramifications for non-compliance.

II. DEFINITION:

Practitioner: A Medical Staff member or Allied Health Professional who is licensed and credentialed at the HHSC facility to give orders for patient care.

III. PROCEDURE:

a. For all practitioners:

- i. To enter patient orders, the provider will log into the electronic medical records system, and proceed to the "order entry" module where both medication orders and non-medication orders can be entered. To guide best practice, orders are organized into "picklists" and "order sets."

For new practitioners:

1. Training for new users will be provided including:
 - one-on-one training by trained staff; and/or
 - a classroom training session
2. Practitioners who require supplementary training should contact the Medical Staff Office per facility guidelines for physician training.
3. It is expected that training will be completed prior to commencing patient care at the facility.

Non-Compliance with CPOE:

Practitioners who submit written orders to nursing will be asked to place the orders through CPOE. If the practitioner refuses, the unit secretary or nurse will enter the orders to avoid confrontation. The following steps will then occur:

- The individual who entered the order will report the practitioner to the unit manager using the facility event reporting documentation.
- The unit manager will apprise the Medical Director of the situation.
- The Medical Director will contact the practitioner to ascertain if additional training is needed.
- If deemed appropriate the Medical Director/designee will issue a warning.
- If, after 30 days, the practitioner does not become proficient or refuses to participate in CPOE, his/her clinical privileges will be suspended by the regional governing body and access to Hospital's clinical information systems will be disabled until such time as the practitioner agrees to comply with the CPOE requirements.

IV. **APPLICABILITY:** All HHSC facilities, Medical Staff and Allied Health Professionals, regional and corporate boards

V. **REFERENCES:** HHSC Policy PAT 1009A

VI. **ATTACHMENTS:** N/A