

# **Sign and Held Orders Talking Points**

Epic provides a Sign and Held functionality, which is different than SCM system tools. This function in Epic allows providers to queue up orders for the future as the patient moves through phases of care and sign them all at once for later activation by nursing (i.e. ED to Inpatient Admission).

### **Important Notes:**

- If the order is placed for the phase of care that the patient is currently in, the order will auto default to Signed and be active (except for NBR & BMSCH Pacu).
- If the order is placed for a phase of care that the patient is <u>not</u> currently in, the order will auto default to Signed and Held and will require a clinician to release the orders for them to be active.

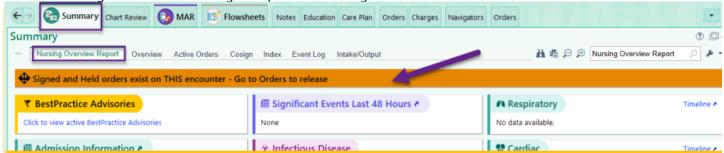
### Objective:

- 1) In Epic, paper orders will not be allowed. Providers must enter their orders directly into Epic.
- 2) In SCM, all admission orders on an ED patient become active as soon as the providers signs them. In Epic, the provider will Sign and Hold these admission orders which the IP nurse will release when the patient moves to their unit. If the patient does not move to the inpatient floor within 4 hours of orders being signed and held, ED nursing will receive an alert to review and release select orders for them to act upon.
- 3) Epic will never automatically release orders for you a clinician needs to purposefully review and release orders associated with a phase of care. Epic reminds clinicians that there are orders that are Signed and Held needing review.

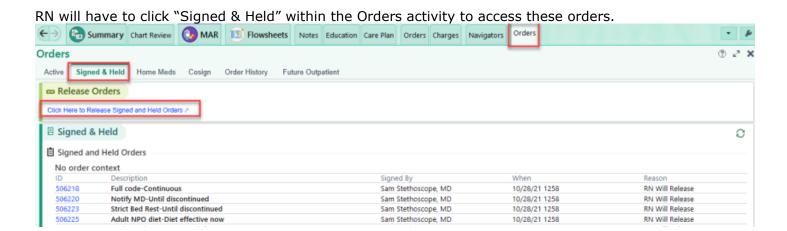
#### **How it Works**

Open patients' chart to the Nursing Overview Report in the Summary Activity

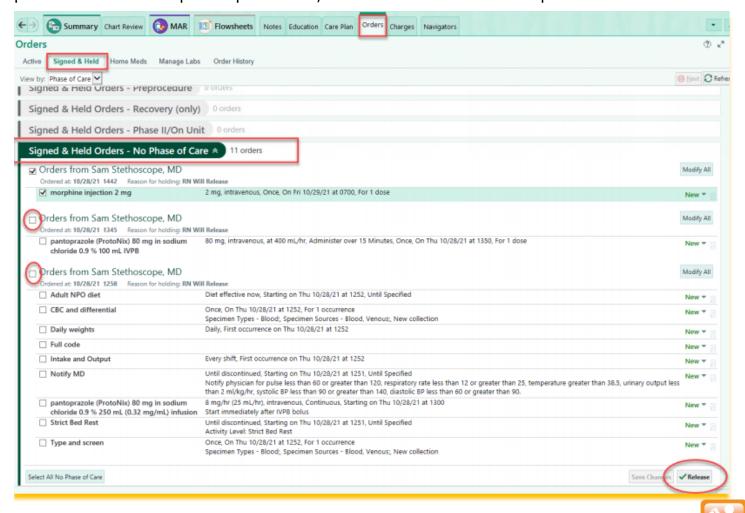
Note the Orange banner indicating this patient has Signed and Held Orders







On the **Signed & Held** tab, orders are grouped by phase of care and then by procedure. Select the orders you want to release and click **Release**. To select all orders in your phase of care for a specific procedure, select the box next to the procedure's name.



#### **Learn More**





Remember - Tip sheets on the Learning Home Dashboard.

The changes identified in this document are significant to your hospital. Please reference the following Tip Sheets:

- Orders
- Signed and Held Orders

Note that the information on the Learning Home Dashboard is current. If you download or print a copy of the Tip Sheet, it will may not reflect the most up to date information. Make it a habit to view Tip Sheets within Epic frequently.

#### Remember



### **Playground**

Once you complete your training, you may access the Epic Playground environment. Use this environment to learn and practice the new Epic workflows.

Focusing on the changes identified in this document will help your hospital in the successful implementation.

As part of the Playground environment, you will have access to the Learning Home Dashboard to learn about other changes.

#### You Can Also



## **View the Change Video**

A demonstration was held and recorded for this workflow. The demonstration is located in NetLearning for the user to locate and assign to themselves using the "Learning Opportunities (Enroll) button. To locate the recording for this change, and all other recorded demonstrations, search for "Change Management" and select the appropriate demonstration.

**Questions** can be sent to your informatics representative. If they cannot answer the question, they will partner with you to find the answer with the EpicTogether Team.

Version #	Purpose of Change	Author	Date of Change
1.0	Initial Creation	Selena McClinton Jordan Musleh	4/21/2022

