

Releasing Standing Orders

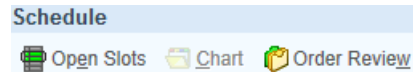
Date: March 15, 2016

- Standing orders require the provider to indicate the number of standing orders when ordering.
- The person collecting standing orders will need to go into Epic and release the order enabling collection documentation to be completed and label to print.

Try It Out

For Standing Orders that need to be released

1. Open Epic locate patient and encounter, click Order Review tab



2. Order Review – Open Orders Screen displays to select standing order to release: [Order Review...]

St:	Status	Order	Procedure C:	Resulting A:	Remaining	Order Date	Expected	Expires	Department:	Authorizing Provider	Link:	Last Perform	Rese
	Future	FL (Speech) Video Swallow Study	IMG FL EXAMS		1/1	11/2/2015 1539		11/02/2015 11/2/2016 2359	BWP FAMILY C.	Physician Internal Medicine, MD			
	Standing	CBC	LAB BLOOD O.		45	10/29/2015 1257		10/29/2016 2359	BWH DF IMG O.	Physician Internal Medicine, MD		10/29/2015	
	Standing	Glucose	LAB BLOOD O.		4/9	6/22/2015 1526		6/22/2016 2359	BWP PC WEST.	Physician Family Medicine, MD		10/29/2015	
	Future	CBC	LAB BLOOD O.		1/1	11/4/2015 1508		11/04/2015 11/4/2016 2359	MGH IMATAIW.	Physician Internal Medicine, MD			
	Future	Thyroid monitoring panel	LAB BLOOD O.		1/1	11/4/2015 1509		11/04/2015 11/4/2016 2359	MGH IMATAIW.	Physician Internal Medicine, MD			
	Standing	Cholesterol, total	LAB BLOOD O.		9/10	11/23/2015 1146		11/23/2016 2359	MGH IMATAIW.	Physician Internal Medicine, MD		11/23/2015	
	Future	Thyroid monitoring panel	LAB BLOOD O.		1/1	11/4/2015 1505		11/04/2015 11/4/2016 2359	MGP MED DE.	Physician Dermatology, MD			

3. Highlight current standing order

St:	Status	Order	Procedure C:	Resulting A:	Remaining	Order Date	Expected	Expires	Department:	Authorizing Provider	Link:	Last Perform	Rese
	Future	FL (Speech) Video Swallow Study	IMG FL EXAMS		1/1	11/2/2015 1539		11/02/2015 11/2/2016 2359	BWP FAMILY C.	Physician Internal Medicine, MD			
	Standing	CBC	LAB BLOOD O.		45	10/29/2015 1257		10/29/2016 2359	BWH DF IMG O.	Physician Internal Medicine, MD		10/29/2015	
	Standing	Glucose	LAB BLOOD O.		4/9	6/22/2015 1526		6/22/2016 2359	BWP PC WEST.	Physician Family Medicine, MD		10/29/2015	
	Future	CBC	LAB BLOOD O.		1/1	11/4/2015 1508		11/04/2015 11/4/2016 2359	MGH IMATAIW.	Physician Internal Medicine, MD			
	Future	Thyroid monitoring panel	LAB BLOOD O.		1/1	11/4/2015 1509		11/04/2015 11/4/2016 2359	MGH IMATAIW.	Physician Internal Medicine, MD			
	Standing	Cholesterol, total	LAB BLOOD O.		9/10	11/23/2015 1146		11/23/2016 2359	MGH IMATAIW.	Physician Internal Medicine, MD		11/23/2015	
	Future	Thyroid monitoring panel	LAB BLOOD O.		1/1	11/4/2015 1505		11/04/2015 11/4/2016 2359	MGP MED DE.	Physician Dermatology, MD			

4. With order selected, click **Release** button

5. Always confirm the number of child orders in the '**Remaining**' column is decremented by one: (**Example:** the change is from 4/5 to 3/5 after release)

St	Status	Order	Procedure C	Resulting Ac	Remaining	Order Date
Lab						
●	Standing	CBC	LAB BLOOD O...		3/5	10/29/2015 1257