

# Misys Homecare<sup>TM</sup>

## Process Guide

### Online Orders



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# Online Orders Process Guide

## Objectives

In this process guide, you will learn about the:

- Using Online Orders (a secure Internet web site) to view, approve, and sign orders online

Online Orders is a feature of the Misys Homecare Portal Module. The Portal Module is a purchased product. You must have a valid software license for the Misys Homecare Portal Module.

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### **Caution**

The Misys Homecare Portal Module product can only be run on Internet Explorer 6.0 or higher, and Adobe Acrobat Reader 7.0.

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# Online Orders

## Using the Portal Module to View and Sign Orders

Physicians can log into a secure Internet web site, and view a list of their patients with open orders. The physician will see three (3) tabs: Open Orders, Preview Orders and Sign Orders. The physician is able to select multiple orders for review and signature at the same time.

- Open Orders – Displays a list of all patients with open orders: Patient Name, Date of Birth, type of Order, and Date of Order
- Review Orders – Displays all orders selected for review. The physician is able to review the previous Notes sent to the agency concerning this patient, Known Allergies and Medication Profile. The User is able to selected the order for signature, or leave unsigned.
- Sign Orders – Lists orders selected in two (2) grids. The top portion shows all orders selected for signature and any Note or changes attached to the orders. The second part shows all the orders left unsigned after review, but where the Physician has entered a Note for the agency.

## Requirements

The Online Orders process is a web-based application, separate from the Misys Homecare application. Agencies and physicians need the following to use the Online Orders process.

### Agency Requirements

- Internet Information Server 5.1 +
- .NET Framework 2.0
- Public IP Address

### Physician Requirements

- Internet Explorer 6.0 or higher, pop-up blocker disabled
- Adobe® Acrobat Reader™ 7.0

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**Note**

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Adobe® Acrobat Reader™ is available at [www.adobe.com](http://www.adobe.com).

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## Setup

- Your agency must purchase a license or licenses for the Misys Homecare Portal Module.
- The Service Manager running on the computer with Physician Portal must be set to run as an application, not as a service.
- Physicians who want to use online orders must have a valid login in Administration>Configuration>Online Orders Operators.
- Your agency must be set up in Misys Homecare in Administration>Organization.

## Logging in

1. On your desktop, access Internet Explorer
2. Access the Physician Portal.

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**Note**

Agencies will have their own specific Physician Portal site. Physicians will be provided with an appropriate URL to access the site.

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The Logon screen appears:

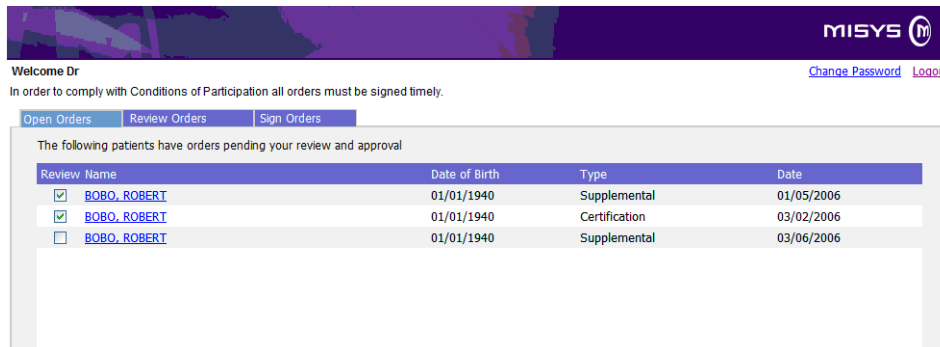


The screenshot shows a login interface for Raleigh Homecare MISYS. At the top, there is a purple header bar containing the text 'Raleigh Homecare' and the 'MISYS' logo. Below the header, the main content area is white. On the left side, there are two labels: 'Username:' and 'Password:'. To the right of each label is a text input field. Below the password field is a 'Login' button. In the background, there is a large, faint watermark of a stylized 'M' logo. At the bottom of the page, there is a small copyright notice: 'Copyright 2003 Misys Healthcare Systems'.

3. Enter your user ID and password and click Login.

## Selecting Orders for Review

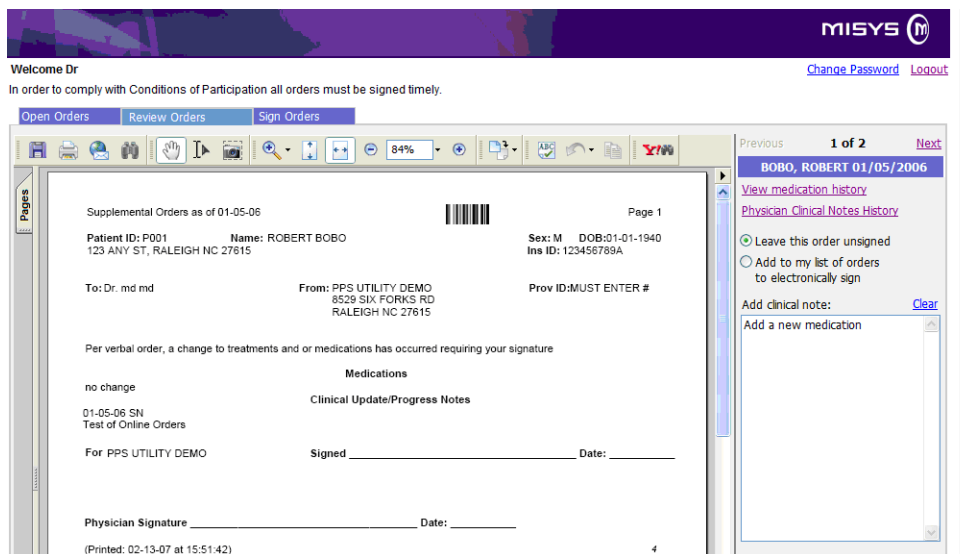
1. Log into the Physician Portal. The Welcome screen appears. It lists the patients, assigned to the physician who logged in, who have unsigned orders under the 'Open Orders' tab.



2. Check the box to the left of the patient name on the line that lists the order you want to sign. The user may select multiple orders.
3. You can click ‘Select All’ or ‘Clear All’ at the bottom of the screen.
4. Once you are certain of your selection, click the ‘Review Orders’ tab.

## Viewing an Order and Entry of Changes/Notes

The first order selected appears in Adobe Acrobat Reader:

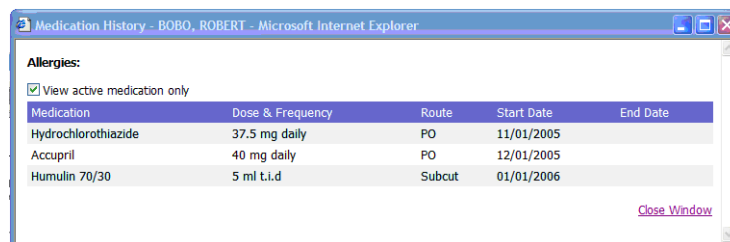


1. The screen above shows two (2) orders were selected
2. As each order is reviewed if is ready for signature select the ‘Add to my list of orders to electronically sign’ located on the navigation bar to the right. If not ready for signature select ‘Leave this order unsigned’

3. If you need to make changes or additions to the order enter the information in the 'Add Clinical Note' box regardless if signing the order or leaving unsigned, but sending a message to the agency.
4. Use the 'Next' link at the top right, or the 'Proceed' button at the bottom of the screen to navigate to the next order.
5. Once finished reviewing the orders click on 'Sign Orders' tab

## Viewing the Medication History

1. Click on the 'View Medication History' link on the navigation bar to the right of the order  
A pop-up window will open
2. The window defaults to Active Medications. To view all medications, uncheck the 'View active medication only' box.

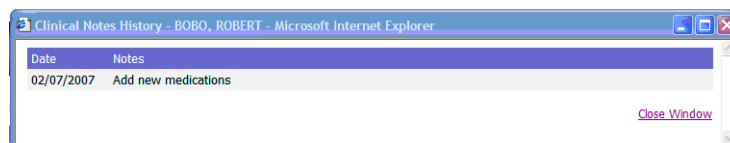


Medication	Dose & Frequency	Route	Start Date	End Date
Hydrochlorothiazide	37.5 mg daily	PO	11/01/2005	
Accupril	40 mg daily	PO	12/01/2005	
Humulin 70/30	5 ml T.i.d	Subcut	01/01/2006	

3. You may close the medications window or simply select the main window to continue the review process

## Viewing the Physician Clinical Note History

1. Click on the 'View Physician Clinical Note History' link on the navigation bar to the right of the order  
A pop-up window will open
2. Previous notes entered by the Physician for this patient via Physician Portal will display.



Date	Notes
02/07/2007	Add new medications

3. You may close the medications window or simply select the main window to continue the review process

## Signing an Order

1. The Portal will display the orders selected for electronic signature on the top grid of the window with the appropriate change note if any.
2. The orders selected to leave unsigned, but were a note to the agency was entered will display on the bottom part of the grid.

Welcome Dr [Change Password](#) [Logout](#)

In order to comply with Conditions of Participation all orders must be signed timely.

[Open Orders](#) [Review Orders](#) [Sign Orders](#)

Your electronic signature below indicates your approval of the following orders, with changes where listed:

Name	Date of Birth	Type	Date	Note
<a href="#">Edit</a> BOBO, ROBERT	01/01/1940	Supplemental	03/06/2006	

Your electronic signature below indicates your request for clinical note entries:

Name	Date of Birth	Type	Date	Note
<a href="#">Edit</a> BOBO, ROBERT	01/01/1940	Certification	03/02/2006	Discharge Accupril 40 mg as of 02/13/2007

3. If need to edit a particular order line click 'Edit' and you will be returned to the 'Review Orders' screen
4. Once satisfied these are the correct orders and notes to sign enter the secondary password.

Your electronic signature below indicates your request for clinical note entries:

Name	Date of Birth	Type	Date	Note
<a href="#">Edit</a> BOBO, ROBERT	01/01/1940	Certification	03/02/2006	Discharge Accupril 40 mg as of 02/13/2007

Password for electronic approval:  Sign Date: 02/13/2007

5. Click 'Approve'

**Note**

Electronic signature password is set up in Administration>Configuration>Online Orders Operators>Secondary Password.

## About Physician Signatures

When orders approved via the Portal are printed, the orders contain an electronic signature. The physician name appears in this format:

Electronically Signed by Dr. [First Name] + [Last Name] + [Suffix] + Date Received

Orders approved through other methods contain a physician signature. The physician name appears in this format:

Signed by Dr. [First Name] + [Last Name] + [Suffix] + Date Received

If the suffix for a physician is blank, then MD prints. The date prints either after the physician name or in the space allocated, depending on the form.

When the order is signed electronically there will be a check mark under the 'E' column in Patients>Documents>View Orders>Previously Signed Orders

