



Order Admin Module

AHLTA-Theater

The Order Admin module enables a user with the appropriate privilege to establish and maintain a customized formulary of Laboratory orders, Radiology orders, and Medications orders. By default, the majority of the Laboratory, Radiology, and Medication orders in the AHLTA-Theater database are listed as **Active** in the Order Admin module and are available to be ordered by a provider when utilizing the Order Lab, Order Rad, and Order Med tabs of the A/P module.

For authorized users, the Order Admin module is available in the Tools folder in the Folder List or Tools in the menu bar.

Manage Ancillary Orders Available for Provider Selection

1. Expand the **Tools** folder in the Folder list.
2. Click on **Order Admin** module.
3. Select the appropriate tab needed for activating or deactivating the available orders.
 - Available options are **Lab Order**, **Rad Order**, and **Med Order**
4. To make an order **unavailable** to providers, **remove the checkmark by deselecting it**.
5. To make an order **available** to providers, **click the check box to select**.

The screenshot shows the 'Order Admin' window with the 'Lab Order' tab selected. The 'Folder List' on the left shows 'Order Admin' highlighted. The main table lists various lab orders with checkboxes in the 'Active' column. A red box highlights the 'Active' column and the 'Order Admin' folder in the 'Folder List'.

Active	Name	Synonyms	Reference Range	Section
<input checked="" type="checkbox"/>	0.5 HR URINE GLUCOSE			2
<input checked="" type="checkbox"/>	0.5 HR URINE KETONES			2
<input checked="" type="checkbox"/>	1 HR URINE GLUCOSE			2
<input checked="" type="checkbox"/>	1 HR URINE KETONES			2
<input checked="" type="checkbox"/>	1.5 HR URINE GLUCOSE			2
<input checked="" type="checkbox"/>	1.5 HR URINE KETONES			2
<input checked="" type="checkbox"/>	11-DEOXYCORTISOL			4
<input type="checkbox"/>	11-HYDROXYANDROSTERONE			1
<input type="checkbox"/>	11-HYDROXYETIOCHOLANOLONE			1
<input type="checkbox"/>	11-KETOANDROSTERONE			1
<input type="checkbox"/>	11-KETOETIOCHOLANOLONE			1
<input checked="" type="checkbox"/>	17-HYDROXYCORTICOSTEROIDS			2
<input checked="" type="checkbox"/>	17-HYDROXYCORTICOSTEROIDS, 24H			5
<input checked="" type="checkbox"/>	17-HYDROXYPREGNENOLONE			4
<input checked="" type="checkbox"/>	17-HYDROXYPROGESTERONE			4
<input type="checkbox"/>	17-KETOSTEROIDS 24HR.			1
<input checked="" type="checkbox"/>	17-KETOSTEROIDS, TOTAL, 24HR			5

Order Admin Module—Lab Order Tab

Add Laboratory or Radiology Orders in Order Admin Module

The formulary of laboratory and radiology orders can be further customized to accurately reflect the medical capabilities of the facility. Users with the appropriate access have the ability to add new orders to the list in Order Admin.

1. Expand the **Tools** folder in the Folder list.
2. Click on **Order Admin** module.
3. Select the appropriate tab. Options are Lab Order or Rad Order.
4. In the action bar, click the **Add** button.
5. A blank line will be added to the end of the order list. The **Active** checkbox will automatically be checked.
6. Click in each cell in the row to add or edit the order details.
7. Fields are free text for alpha numeric and limited special characters.

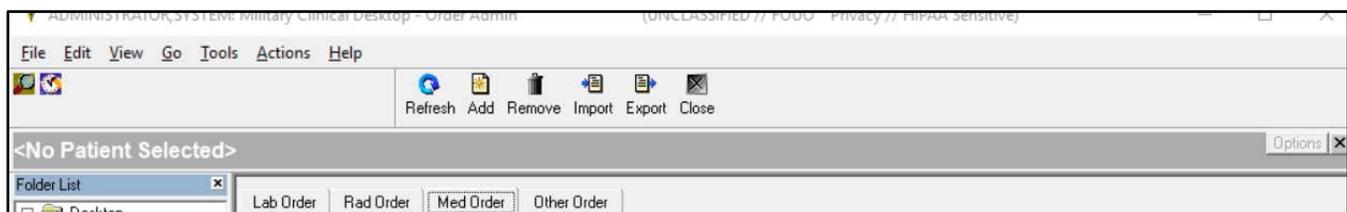
The name of the order cannot be changed once the order has been created in the order list. Only the adjacent fields for the order can be edited. If incorrect, the order can be deactivated or removed and added again with the correct name.

Remove Orders from the Order Admin Module

Orders listed in the Order Admin module can be removed to further customize the order list.

1. Expand the **Tools** folder in the Folder list.
2. Click on **Order Admin** module.
3. Select the appropriate tab. Options are **Lab Order, Rad Order** and **Med Order**.
4. Click on the name of the order in the list to highlight the order row.
5. Click **Remove** from the Action bar.

*When an order is removed from the Order Admin module, this action cannot be undone. If the order was removed erroneously, the order will need to be added back into the list using the **Add** feature.*



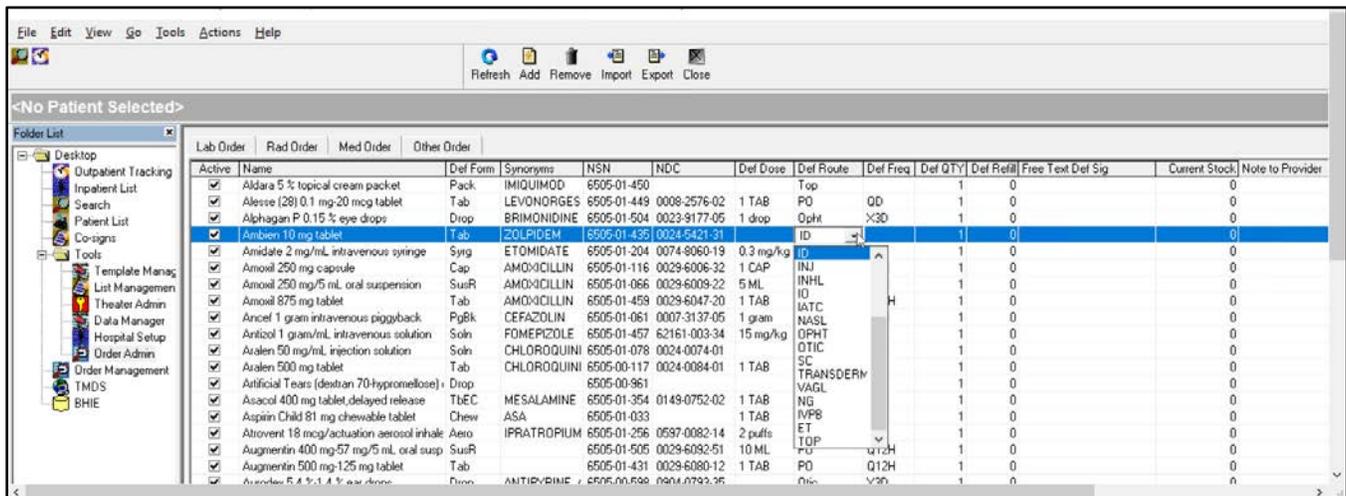
Order Admin Module—Action Bar

Edit Orders in the Order Admin Module

Orders listed in the Order Admin module can be modified to update the order details or to further customize the formulary. Nearly all of the fields in the row of an existing entry in the order list can be modified.

The name of the order cannot be changed once the order has been created in the order list. Only the adjacent fields for the order can be edited. If incorrect, the order can be deactivated or removed and added again with the correct name.

1. Expand the **Tools** folder in the Folder list.
2. Click on **Order Admin** module.
3. Select the appropriate tab. Options are **Lab Order**, **Rad Order** and **Med Order**.
4. Click in each cell in the row to add or edit the order details. If the cell is available for editing, the cell will become active when selected.
5. Some fields are free text for alpha numeric and limited special characters. Fields in the Med Order tab may require structured input and will have a drop down menu for selection.
6. Edit the fields as necessary. Edits made will automatically save when the selected cell is navigated away from when another cell is selected.



Order Admin Module—Med Order Edit

Adding Medication Orders in the Order Admin Module

If a medication is not available in the list that populates the Med Order tab, the medication may be searched for in the AHLTA-Theater local database and added to the Med Order list. If the medication does not exist in the AHLTA-Theater local database, it cannot be added to the Med Order list in AHLTA-Theater at this time.

*If a need arises to document a medication for a patient when that medication does not exist in the AHLTA-Theater database and therefore cannot be added to the formulary, the medication should be documented using the **MEDS** module.*

1. Expand the **Tools** folder in the Folder list.
2. Click on **Order Admin** module.
3. Select the **Med Order** tab.
4. Click **Add** from the action bar.
5. The Drug Information dialogue box will open. In the **Medication:** field enter the name or partial name of the drug to be added to the Med Order list.
6. Click **Search**.
7. Select the medication from the selections populating the **Item Name:** drop down menu.
8. Click **OK**.
9. The medication will populate in the Med Order list.

Complete each field applicable to the medication. Fields consist of free text fields or dropdown menus.

Drug Information

Medication: flu Search

Item Name: sodium fluoride 1% dental gel
sodium fluoride 1% dental gel

NDC: Flutter device
fluoxetine 90 mg capsule, delayed release
sodium monofluorophosphate (bulk) powder
sodium fluoride-Ca carbonate 3.75 mg (8.25)-145 mg (364) tablet
flurazepam 30 mg capsule
fluoride 0.5 mg (1.1 mg sodium fluoride) tablet

Monograph

IMPORTANT: HOW TO USE THIS INFORMATION: This is a summary and does NOT have all possible information about this product. This information does not assure that this product is safe, effective, or appropriate for you. This information is not individual medical advice and does not substitute for the advice of your health care professional. Always ask your health care professional for complete information about this product and your specific health needs.

NO MONOGRAPH AVAILABLE AT THIS TIME

USES: Consult your pharmacist.

HOW TO USE: Consult your pharmacist.

SIDE EFFECTS: Consult your pharmacist.

In the US -
Call your doctor for medical advice about side effects. You may report side effects to FDA at 1-800-FDA-1088 or at www.fda.gov/medwatch.

In Canada - Call your doctor for medical advice about side effects. You may report side effects to Health Canada at 1-866-234-2345.

PRECAUTIONS: Consult your pharmacist.

DRUG INTERACTIONS: Consult your pharmacist.

Keep a list of all your medications with you, and share the list with your doctor and pharmacist.

OK Close

Med Order Tab—Add Medication

Managing Medication Stock Count Order Admin Module

Medication stock can be managed within AHLTA-Theater by completing the Current Stock field for each of the medications in the formulary. When medications are dispensed in AHLTA-Theater, the dispensed medications will deplete the current stock field of the medication.

If the dispensed medication count is more than the current stock count, the stock count for the dispensed medication will display as a negative count. The current stock field must be updated manually for each medication and should be verified as correct against physical count as required.

Lab Order Rad Order Med Order Other Order												
Active	Name	Def Form	Synonyms	NSN	NDC	Def Dose	Def Route	Def Freq	Def QTY	Def Refill	Current Stock	Fre
<input checked="" type="checkbox"/>	Acetaminophen Extra Strength 500 mg ta	Tab	TYLENOL	6505-01-436		2 TAB	PO	Q6H	30	3	34	
<input checked="" type="checkbox"/>	Acetaminophen Infant 100 mg/mL oral dr	DrpS	TYLENOL	6505-01-203			PO		1	0	0	
<input checked="" type="checkbox"/>	Aciphex 20 mg tablet, delayed release	TbEC	RABEPRAZOLI	6505-01-493	62856-243-90	1 TAB	PO	QD	1	0	0	
<input checked="" type="checkbox"/>	Actidose-Aqua 15 g/72 mL oral suspensio	Susp	ACTIVATED C	6505-00-135	0574-0121-25		PO		1	0	0	
<input checked="" type="checkbox"/>	Actidose-Aqua 50 gram/240 mL oral susp	Susp	ACTIVATED C	6505-01-420	0574-0121-76		PO		1	0	0	
<input checked="" type="checkbox"/>	Actidose/Sorbitol 50 gram/240 mL oral su	Susp	ACTIVATED C	6505-01-282	0574-0120-08		PO		1	0	0	Activate
<input checked="" type="checkbox"/>	Adalat CC 30 mg tablet, extended release	TbSR	NIFEDIPINE	6505-01-379	0026-8841-51	1 TAB	PO	QD	30	3	0	Go to Settings
<input checked="" type="checkbox"/>	Adalat CC 60 mg tablet, extended release	TbSR	NIFEDIPINE	6505-01-379	0026-8851-51	1 TAB	PO	QD	30	3	0	

Order Admin Module—Current Stock Field