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**Theater Medical Information  
Program—Joint  
AFCENT Medical Operations  
Support**

**Physician's Guide  
TMIP CHCS Caché (TC2)**

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**Version 2.0**

**July, 2020**

## RECORD OF CHANGE

This record is maintained throughout the life of this document; each published update is recorded on this form. A Change Package (re-issue of changed pages only) shall contain a “change-bar” in the page margin to identify the portions which are difference from previous versions. If the scope of change is significant then a Basic shall be re-published (re-issue of the entire document) and “change-bars” will not be included.

Date	Version	Section	Description of Change
15 March 2018	V1.0	All	Initial creation of document.
18 Jan 2020	V1.1	All	Formatting changes to document.
23 Jul 2020	V2.0	All	Formatting changes to document, updated contact information.

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## 1. Contacting Support

24/7 Field Assistance Service DSN.....312-596-5771, option 1, 1, 3  
24/7 Field Assistance Service COMM.....334-416-5771, option 1, 1, 3  
AFMOST Theater Medical Information Program Helpdesk Email.....tmip@medxs.af.mil

## 2. ORE (Enter and Maintain Orders)

Patients need to be registered in AHLTA-T before being registered in TC2. The PAD is the only department that can register patients into the TC2 system. If your patient has not been registered in TC2, you will be unable to put orders into the system for that patient.

Type **ORE**; hit <ENTER>

Type **Patient Name** (partial name, First letter of the Last name + Last 4 SSN); hit <ENTER>

Your patient will populate. **OK? YES//**; hit <ENTER> to accept 'Yes' as default

\*If you have a patient list, type the number associated with your patient the hit <ENTER> to select

At Select **REQUESTING LOCATION: CLINIC XYZ //** hit <ENTER> to select clinic as default (this is based on how your account was configured by the System Administrators when your account is created)

At '**ACTION:**' prompt, type '**N**' for New Order

At 'Select **ORDER TYPE:**' prompt, type **LAB** for Laboratory; **RAD** for Radiology; **RX** for outpatient Medication; **NRS** for Nursing Orders

Additional orders and order types can be entered

Once orders have been placed, you will go back to the ORE screen. The order will be **Pre-Active**

At the '**ACTION:**' prompt, type '**Q**' to exit and activate order

### 3. Lab Order Entry

**ORE > Select Patient > New > Lab**

'DATE/TIME OF TEST (NOW, AM, QAM OR Date&Time):' **NOW**

'Collection Method: SEND PATIENT TO LAB//' will default for Outpatient.

'Collection Method: WARD/CLINIC COLLECT & DELIVER//' will default for Inpatient.

**Select the Collection Method:**

'COLLECTION PRIORITY: ROUTINE//' **ROUTINE //** will default

Press <ENTER> to accept default or enter Collection Priority. (Type ? <ENTER> for list)

'PROCESSING PRIORITY: ROUTINE//' **ROUTINE //** will default

Press <ENTER> to accept default or enter Processing Priority. (Type ? <ENTER> for list)

'ORDER COMMENT:' **Enter free text order comment**

'Select LABORATORY TEST:' **Enter lab test (Type ? <ENTER> for list)**

<ENTER>

\*\*\*For questions regarding laboratory capabilities, lab tests, etc. contact your local Laboratory or Command\*\*\*

'Select LABORATORY TEST:' **Enter another lab test or hit <ENTER>**

'Select ORDER TYPE:' **Enter another Order type or hit <ENTER>**

Orders are ~**PRE-ACTIVE**.... User must navigate away from this page to activate the order

'ACTION:' Enter another action or type **Q <ENTER>** to quit

'Print order group? YES//' type **N <ENTER>**

## 4. Rad Order Entry

**ORE > Select Patient > New > Rad**

'Select Radiologic Procedure:' **Enter radiology study.** (Type ? <ENTER> for list)

\*\*\*For questions regarding radiology capabilities, radiology studies, etc. contact your local Radiology section/Radiologist or Command\*\*\*

'CLINICAL IMPRESSION:' **enter free text clinical impression. Hit <ENTER> 3 (three) times to advance to the next field.**

'COMMENTS:' **enter free text comments as necessary**

'PRIORITY:' **ROUTINE** is defaulted. Hit <ENTER> to accept default or Type ? <ENTER> for list

'REQUESTED DATE/TIME:' hit <ENTER> to accept current date as default, enter a date if necessary

'IMMEDIATE READING:' hit <ENTER> to accept **NO**

'PORTABLE:' hit <ENTER> to accept default

'MOBILITY STATUS:' hit <ENTER> to accept default

'RADIOLOGY LOCATION:' hit <ENTER> to accept default

'FILE/EXIT' hit <ENTER> to accept file exit or arrow right to select Abort or Edit

'Select Radiologic Procedure:' **Enter another radiology study.** (Type ? <ENTER> for list) or in the blank field, hit <ENTER>

'Select ORDER TYPE:' **Enter another Order type or hit <ENTER>**

Orders are **~PRE-ACTIVE....** User must navigate away from this page to activate the order

'ACTION:' Enter another action or type **Q <ENTER>** to quit

'Print order group? YES//' type **N <ENTER>**

## 5. Outpatient Med Order Entry

**ORE > Select Patient > New > Rx**

'Known Allergies:' **visually note if the pt has any documented known allergies**

'Select OUTPATIENT MEDICATION:' **Enter outpatient medication.** (Type ? <ENTER> for list)

\*\*\*For questions regarding medication formulary, capabilities, drug interactions, warnings, SIGs, etc. contact your local Pharmacy section/Pharmacist or Command\*\*\*

'Performing Drug Checks...:'

'SIG:' **<predefined default SIG will populate> // hit <ENTER>** to accept default SIG or enter the SIG

'FILE/EXIT' hit <ENTER> to accept the defaults and file/exit or **arrow right to Edit <ENTER>**, to edit the fields

Edit 'SIG:' as necessary

Edit 'QTY:' as necessary

Edit 'Metric Qty:' as necessary

Edit 'REFILLS ALLOWED:' as necessary

'ORDER COMMENT:' **free text order comment as necessary**

Edit 'ORDER DATE/TIME:' and 'EXPIRATION DATE:' as necessary

Edit 'CHILD RESISTANT CONTAINER:' as necessary

'DISPENSING PHARMACY:' leave as default or contact pharmacy for questions

'FILE/EXIT' hit <ENTER> to accept file exit or arrow right to select Abort or Edit

Hit <ENTER> to continue

\*\*\*Override or Cancel orders as necessary if Warnings are received for the order during dosing checks\*\*\*

'Select OUTPATIENT MEDICATION:' **Enter another medication.** (Type ? <ENTER> for list) or in the blank field, hit <ENTER>

'Select ORDER TYPE:' **Enter another Order type or hit <ENTER>**

Orders are **~PRE-ACTIVE....** User must navigate away from this page to activate the order

'ACTION:' Enter another action or type **Q <ENTER>** to quit

'Print order group? YES//' type **N <ENTER>**

## 6. Nursing Procedure Order Entry

**ORE > Select Patient > New > NRS**

'Select NURSING PROCEDURE:' Enter nursing procedure. (Type ? <ENTER> for list)

Example: VS Vital Signs

'COMMENT:' enter free text comment as necessary <ENTER>

'PRIORITY:' <ENTER> to accept default or (Type ? <ENTER> for list)

'SCHEDULE TYPE:' <ENTER> to accept default or (Type ? <ENTER> for list)

'TIMING TEXT:' type <ENTER> to accept default (ex. QSHIFT) or (Type ? <ENTER> for list)

'TASK TIMES:' type <ENTER> to accept default or type in the task times ex. 0800-1200-1600-2000-0001

'FREQUENCY:' type <ENTER> to accept default or (Type ? <ENTER> for list)

'DURATION:' type <ENTER> to accept default or enter a numeric duration for nursing task

'START DATE/TIME:' type <ENTER> to accept default or enter a dd mmm yyyy@hhmm

'FILE/EXIT' hit <ENTER> to accept file exit or arrow right to select Abort or Edit

'Select NURSING PROCEDURE:' Enter another nursing procedure. (Type ? <ENTER> for list) or in the blank field, hit <ENTER>

'Select ORDER TYPE:' Enter another Order type or hit <ENTER>

Orders are ~PRE-ACTIVE.... User must navigate away from this page to activate the order

'ACTION:' Enter another action or type Q <ENTER> to quit

'Print order group? YES//' type N <ENTER>

## 7. Order Set Order Entry

**ORE > Select Patient > New > SET**

'Select ORDER SET NAME:' Enter order set name. (Type ? <ENTER> for list)

Arrow next to the orders type <END> key to select. Type **F11** key to select all orders in the order set

Hit <ENTER>

'Do you want 'quick' orders entered automatically? Yes//' hit <ENTER> to accept quick orders being entered automatically

Hit **N** <ENTER> to edit/update each order selected

Enter the order specific information as necessary

Address RX/Med orders dosing warnings as necessary

Hit <ENTER> to continue

'Select ORDER SET NAME:' Enter another order set. (Type ? <ENTER> for list) or in the blank field, hit <ENTER>

'Select ORDER TYPE:' Enter another Order type or hit <ENTER>

Orders are ~PRE-ACTIVE.... User must navigate away from this page to activate the order

'ACTION:' Enter another action or type **Q** <ENTER> to quit

'Print order group? YES//' type **N** <ENTER>

## 8. Cancel/Modify Patient Orders

### ORE > Select Patient

\*\*\*You may need to type **DPOL <ENTER>** to Display Patient Order List. This will present the orders on the ORE screen. If there are more orders than are displayed, there will be a + sign\*\*\*

**Arrow Up** to the orders to view options.

**Arrow Down** to scroll through all orders on the page.

Type the letter associated with the action necessary next to the order that requires the order action and type **<ENTER>**

Example: 'Renew = **R**; Modify = **M**; Hold = **H**; Reactivate = **T**; Print = **P**; Expand = **F9**; Cancel = **C**; Sign = **S**'

Enter a **free text reason** for the order action (example: Cancellation Comment, Reason for Modification, etc.)

Hit **<ENTER>**

For **Hold** enter 'Reactivation Date:'

For **Modify**, enter information to update order as necessary.

At **File/Exit** hit **<ENTER>**

'ACTION:' Enter another action or type **Q <ENTER>** to quit

'Print order group? YES//' type **N <ENTER>**

## 9. ORS (Sign Orders)

If you have orders to sign, you will be notified when you log into TC2.

To sign orders, type **ORS**

At the prompt '**Sign orders for ALL your Patients? Yes//**'; hit **<ENTER>** to accept Yes as default

Your orders will display

Use the '**<END>**' key to select individual orders with a '**\***' (asterisk)

Use **F11** to **select all** orders

Use **F9** key to **expand** the orders for review

Hit '**<ENTER>**' to **sign the orders** that have been selected with a (**\***)

## 10. RNR (Review New Results)

If you have new results, TC2 will prompt you when you log in

To Review New Results, type **RNR**

At Prompt '**Review results for: [YOURLASTNAME,YOURFIRSTNAME]//**' Your name will be defaulted here. Hit **<ENTER>** to accept default

Your name (the physician's name) will be defaulted with the clinic you are assigned, '**Ok? Yes//**'; hit **<ENTER>** to accept default

'**New**' will be highlighted; hit **<ENTER>** to accept selection

Your new results will populate the screen

'**All**' will be highlighted; hit **<ENTER>** to see all new results

First New Result will display

The '**Toss**' selection will be highlighted; hit **<ENTER>** to Toss and move onto the next result

Type **S** to **SAVE** the results; the next result will display

If the results span more than one page, '**pgDn**' will be highlighted; hit **<ENTER>**

Once all results have been reviewed, '**eXit**' will be highlighted

Use the **Left and Right Arrow keys** to change selections at the bottom of the screen

Use the **Up and Down Arrow Keys** to scroll the patient list

Use **F7** to move to the **bottom of the list**; Use **F8** to move to the **top of the list**

If results are saved, the next time RNR is access the option to view saved results will be available by typing **S** for **Saved**.

## 11. RCR (Review Clinical Results)

To Review Clinical Results by Patient, type 'RCR'; hit <ENTER>

Type 'LAB' or 'RAD' or 'MED' to view results

Type 'RPN' to Review Patient Notes

### 11.1. (RCR) Lab:

Select patient by name and date range

Type **Patient Name** (partial name, First letter of the Last name + Last 4 SSN, full SSN); hit <ENTER>

Your patient will populate. **OK? YES//**; hit <ENTER> to accept 'Yes' as default

\*If you have a patient list, type the number associated with your patient the hit <ENTER> to select

You can select a date range by selecting 'TODAY//' in 'Select Latest Date:'

You can select an 'Earliest Date:' by selecting 'T-#of days' or typing the **date, ex. 10FEB2014**

'Go' will be highlighted as an option across the bottom; hit <ENTER> to see patient's labs for selected date range

Use the '<END>' key to select the labs you wish to review

Use **F11** to select all

Hit <ENTER> to **open the selected labs to review**

If the labs span multiple pages, use the 'Page Down' key or arrow over to 'pgDn' and hit <ENTER>

You can copy and paste the text directly into the Patient's local AHLTA-T AddNote module

To copy and paste, you must highlight the text then **RIGHT click** and select **Copy**

When finished reviewing, hit 'X' or arrow over the 'eXit' and hit <ENTER>

### 11.2. (RCR) RAD:

Search Radiology exam by Patient

Type **Patient Name** in the 'Select Radiology Exam # or Patient Name:'

Type Patient Name (partial name, First letter of the Last name + Last 4 SSN); hit <ENTER>

Your patient will populate. **OK? YES//**; hit <ENTER> to accept 'Yes' as default

\*If you have a patient list, type the number associated with your patient the hit <ENTER> to select

If the patient has any radiology studies ordered, they will be listed on the screen

**Type the number associated with the exam you wish to view**

If they have a report for that study, you will be asked if this is the study you wish to view; hit **<ENTER>** at 'Ok?'

At the '**DEVICE:**' prompt, hit **<ENTER>**

At the prompt '**DEVICE: TNT Terminal RIGHT MARGIN:80//;** hit **<ENTER>**

The radiology report will populate the screen

You can copy and paste the text directly into the Patient's local AHLTA-T AddNote module

To copy and paste, you must highlight the text then **RIGHT click** and select **Copy**

Hit **<ENTER>** to return to the Patient selection prompt

Hit **<ENTER>** again to get back to the main menu

### **11.3. (RCR) MED:**

Select patient by name and date range

Type **Patient Name** (partial name, First letter of the Last name + Last 4 SSN, full SSN); hit **<ENTER>**

Your patient will populate. **OK? YES//;** hit **<ENTER>** to accept 'Yes' as default

\*If you have a patient list, type the number associated with your patient the hit **<ENTER>** to select

At '**Earliest Date:**' by selecting '**T-#of days**' or typing the **date, ex. 10FEB2014**

At '**Latest Date:**' You can select a date range by selecting '**T**' for today or typing a date

At the '**DEVICE:**' prompt, hit **<ENTER>**

At the prompt '**DEVICE: TNT Terminal RIGHT MARGIN:80//;** hit **<ENTER>**

Hit **<ENTER>** to navigate through the screens

### **11.4. (RCR) RPN:**

Select by patient and note type

Type **Patient Name** (partial name, Frist letter of Last Name + Last 4 SSN, full SSN); hit **<ENTER>**

Your patient will populate. **OK? YES//;** hit **<ENTER>** to accept 'Yes' as default

\*If you have a patient list, type the number associated with your patient the hit **<ENTER>** to select

**Progress** will be highlighted. Hit **<ENTER>** to select

\*Arrow to additional note titles; hit **<ENTER>** to select

Patient notes will list on the screen

**All** will be highlighted; hit **<ENTER>** to select all

Use the '**<END>**' key to select the individual notes you wish to review

If the note span multiple pages, use the 'Page Down' key or arrow over to 'pgDn' and hit <ENTER>

The **NxtNte** option will be highlight, hit <ENTER> to view next note

At the last note, type **X** to exit

Type **X** to exit

## 12. DOC (Document Patient Care)

### 12.1. Enter an Inpatient Progress Note:

To enter a patient care progress note, from the main login menu, type **DOC**

Hit <ENTER>

Type **NTE** hit <ENTER>

Type **PRG** to enter a Progress Note

At 'Select **PATIENT NAME:**' Type **Patient Name** (partial name, First letter of the Last name + Last 4 SSN, full SSN); hit <ENTER>

\*If you have a patient list, type the number associated with your patient the hit <ENTER> to select\*

'**Previous Progress Notes:**' will display. **Arrow down** to view the progress note. Hit <ENTER> to enter a new note

At **Title:** enter the note title or Type **?** <ENTER> to select from a Progress Note title list

\*Type **L** to see the list then use the <END> key to select the note title

At the **Notes:** field, free text the patient documentation.

If pasting information from another source, **DO NOT USE THE CTRL+V KEYBOARD SHORTCUT**. Use the mouse to Right click then Paste. It is preferred if notes could be free typed directly into the TC2 application where possible.

*If not possible to free text, ensure that there is no formatting on the source that is being copied from such as any Bold, Italic, Underline, numbered steps, bullet points, etc. Ensure that all extra carriage returns (Returns or enters) are removed from between lines of text and from the end of the copied text. Extra Carriage Returns (Enters or Returns) in TC2 will cause issues by sending unrecognized commands to the system, possibly corrupting the user file or the patient file. If it is necessary to paste into a patient's progress note, it is advised to use TC2-GUI.*

Once the note has been entered, hit <ENTER>

Hit <ENTER>

Hit <ENTER>

The **File** option is highlighted as default. Hit <ENTER> to file the patient note.

Arrow over to **Edit** for the option to Edit the progress note that was just entered. This is the last opportunity to edit before selecting File.

\*\*\*NOTE: Once a note has been entered, it cannot be edited. Ensure the correct patient is selected and the correct information is in the note before filing the note. Additional notes can be entered, notes cannot be edited if incorrect.\*\*\*

At **Select Device**: the system is prompting the user to print. Enter the printer name, SLAVE for the default printer or type ^ (**Shift+6**) then <ENTER> to bypass.

## 12.2. Enter an Inpatient Discharge Summary:

To enter a patient care note, from the main login menu, type **DOC**

Hit <ENTER>

Type **NTE** hit <ENTER>

Type **DIS** to enter a Discharge Summary

At the '1. (Create a New Summary)' type <END> to select

Hit <ENTER>

At '**Select PATIENT NAME:**' Type **Patient Name** (partial name, First letter of the Last name + Last 4 SSN, full SSN); hit <ENTER>

\*If you have a patient list, type the number associated with your patient the hit <ENTER> to select\*

Alternatively, in the 'Unfinished Summaries' patient list, arrow next to the patient to begin the patient discharge summary

Type the <END> key to select the patient

Hit <ENTER>

**Arrow Left** or **Right** to highlight the selection to enter the patient discharge information

**Arrow Up** to enter patient discharge information into the fields

The Discharge Diagnosis and ICD Operations/Procedures: fields cannot be edited from this screen

Enter the **Allergies**: information by typing in the allergy and/or selecting from the allergen list

Enter the **Active Problem List**: information by typing in the problem list and/or selecting from the active problem list

Enter the **Date of Onset**:

Enter **Status of Problem**: Active/Inactive

Enter **Acuity of Problem**: Acute/Chronic

Enter free text **Comment**:

Type <ENTER> at **pgDn** option to view next page of discharge summary for current labs, rads and meds

**<ENTER> at pgDn**

Arrow up to edit fields. Enter free text at **Enter Principal Diagnosis:** (The entry in the field will be selected. Hit Arrow Down one time to add additional entries without overwriting the original entry)

Hit **<ENTER>**

Hit **<ENTER>**

Enter free text at **Enter Secondary Diagnosis:** (The entry in the field will be selected. Hit Arrow Down one time to add additional entries without overwriting the original entry)

Hit **<ENTER>**

Hit **<ENTER>**

Enter free text at **Principal Procedures/Operations:** (The entry in the field will be selected. Hit Arrow Down one time to add additional entries without overwriting the original entry)

Hit **<ENTER>**

Enter free text at **Enter patient's condition at time of discharge:** (The entry in the field will be selected. Hit Arrow Down one time to add additional entries without overwriting the original entry)

Hit **<ENTER>**

At **pgDn** hit **<ENTER>**

**Arrow up** to **Enter Activity Limitations:**

At **pgDn** hit **<ENTER>**

**Arrow Up** to **Enter Diet:** select from Diet list

Free text **Enter Patient Instructions:**

Hit **<ENTER>**

Hit **<ENTER>**

At **pgDn** hit **<ENTER>**

At the **Was Discharge Summary Dictated?:** prompt type **<ENTER>** to accept the default **NO** or enter yes if necessary

At **Enter the Discharge Summary:** free text the Discharge Summary note

Hit **<ENTER>**

Hit **<ENTER>**

Hit **<ENTER>**

At the **Verify** prompt type **<ENTER>** to verify Discharge Summary or Arrow Right to select another option

At **Select Device:** the system is prompting the user to print. Enter the printer name, SLAVE for the default printer or type **^ (Shift+6)** then **<ENTER>** to bypass

Hit <ENTER> at the **Save** option

Enter another Discharge Summary for a patient, Arrow Right **Append** a discharge summary or Arrow Right to **eXit** and type <ENTER>

### 13. Enter Patient Allergies:

To enter a patient allergy, from the main login menu, type **DOC**

Hit <ENTER>

Type **ALL** hit <ENTER>

At '**Select PATIENT NAME:**' Type **Patient Name** (partial name, First letter of the Last name + Last 4 SSN, full SSN); hit <ENTER>

\*If you have a patient list, type the number associated with your patient the hit <ENTER> to select

At **Allergy:** enter the allergy or type part of the allergy name and hit <ENTER>. Type ? <ENTER> to select from the allergen list

At the **Comment:** field free text comment relating to patient allergy

Hit <ENTER>

Hit <ENTER>

At **File/exit** prompt hit <ENTER>

#### 13.1. Edit/Delete Patient Allergies:

To enter a patient allergy, from the main login menu, type **DOC**

Hit <ENTER>

Type **ALL** hit <ENTER>

At '**Select PATIENT NAME:**' Type **Patient Name** (partial name, First letter of the Last name + Last 4 SSN, full SSN); hit <ENTER>

\*If you have a patient list, type the number associated with your patient the hit <ENTER> to select

At **Allergy:** prompt, **Arrow Up** next to the allergy to modify or edit the allergy

Hit <ENTER>

The Allergy is highlighted. Type <spacebar> <spacebar> <ENTER>

At the **OK to DELETE the entire [Selected Allergy] Entry? N** type **Y** <ENTER> to select yes to delete

The allergy will delete

Enter a patient allergy at the **Allergy:** prompt

At the **Comment:** field free text comment relating to patient allergy

Hit <ENTER>

Hit <ENTER>

At File/exit prompt hit <ENTER>

## 14. SET (Create / Edit Order Sets)

### 14.1. Edit Order Sets

Type **SET**; hit <ENTER>

Type **ORDER SET NAME**: (partial name or ?? <ENTER> for list); hit <ENTER>

Select the correct order set from the list as applicable

Edit the **NAME**: field as necessary

Edit the **CREATED FOR**: field as necessary

Edit the **WARD/CLINIC**: field as necessary

Edit the **FULL NAME**: field as necessary

At **MTF DEFINED**: accept the default of **MTF**, or enter **MTF**

At the **ACTION**: prompt choose from the following options to edit the order set.

NEW  
MODIFY  
DELETE  
PRINT  
BROWSE  
QUIT

After selecting the appropriate action, arrow next to the order(s) that the action must apply to and use the <END> key to select the orders. Use **F11** to select all the orders to apply the chosen action to.

### 14.2. Create Order Sets

Type **SET**; hit <ENTER>

Type **ORDER SET NAME**:

Hit <ENTER>

If no order set exists with this name, the prompt **Are you adding '[NAME]' as a new ORDER SET?** will populate

Enter **Y** for Yes or **N** for no

Edit the **NAME**: and **CREATED FOR**: fields as necessary

Enter the **WARD/CLINIC:** information

Enter the **FULL NAME:** information

Enter **MTF** at the **MTF DEFINED:** field to ensure that the order set can be shared

At **File/exit** hit **<ENTER>**

At **No tests/procedures defined for this order set. Do you wish to enter any? YES//** hit **<ENTER>**

At the **Select ORDER TYPE:** prompt enter the first order type to be listed in the Order Set

Enter the order details as needed for the order type

At the **---Quick Order---** **Should the user be allowed to accept all defaults at once? Yes//** field, type **<ENTER>** to accept the default of yes or type **N** for no

At the **Select ORDER TYPE:** prompt enter the next order type or hit **<ENTER>** to return to the ACTION: screen

At **ACTION:** enter an action or type **Q** to quit

## **15. Enter/Edit Surrogate Provider**

### **15.1. Enter Surrogate Provider**

Type **USR**; hit **<ENTER>**

Type **PRF**; hit **<ENTER>**

Use the **<END>** key to select the 'Enter/Edit Surrogates' menu option; hit **<ENTER>**

At the **'Enter/delete surrogate provider to review new results:'** field, type the last name of the surrogate provider

\*If a provider list displays, arrow to the correct provider name and hit **<END>** to select\* (Type **? <ENTER>** for list)

Enter all providers required

Hit **<ENTER>**

Hit **<ENTER>**

At **File/exit** prompt hit **<ENTER>**

### **15.2. Delete Surrogate Provider**

Type **USR**; hit **<ENTER>**

Type **PRF**; hit **<ENTER>**

At the **Enter/delete surrogate provider to review new results:** field, arrow up next to the Provider name

Hit <ENTER>

Hit <DELETE>

Hit <ENTER>

At the 'OK to DELETE the entire '[Provider,Name]' Entry? N' field, type Y <ENTER>

Delete all providers required

If needed, enter a different provider in the **Enter/delete surrogate provider to review new results:** field

Hit <ENTER>

Hit <ENTER>

At **File/exit** prompt hit <ENTER>

## 16. Exiting TC2

To log off TC2, type **HALT** at any main menu screen

OR

Hit <ENTER> until you are asked **to terminate your session**

You will be asked '**Do you want to HALT? YES//**', hit <ENTER>

**NEVER** close TC2 without exiting all the way out. **DO NOT** hit the right corner 'X' to close the program, **you could damage the database and lock the patient record**