

OB/GYN Office Staff: Proposing PowerPlans (Order Sets)

Overview of Process:

1. Instruct your OB patient at 30-32 weeks to call Intermountain Patient Account Services and pre-register. This creates the Pre-Admission Encounter Number, aka the Pre-Admission FIN (Financial Identification Number)
2. Look up your patient in iCentra to find her Pre-Admission FIN.
3. If your patient did not call to pre-register, call Patient Account Services to create the Pre-Admission FIN.
4. Open patient's chart using the Pre-Admit FIN and propose the needed PowerPlan (order set) to your provider for signature.
5. Fax current prenatal record and induction form to Labor & Delivery (being sure to include Pre-Admit FIN on the faxed forms).

Intermountain Patient Account Services for Pre-Admission FIN# (encounter number)

- **North Region Idaho** locations, call **208-677-6599**
- **North Region Utah** locations, call **800-624-3972**
- **Central Region** locations, call **801-442-8818**
- **South & Southwest Region** locations (including Park City & Heber Valley), call **801-357-7799**

Note: *Patient Account Services will need the following information: Patient's name, date-of-birth, phone number, location for the procedure (for example: Utah Valley Main OR or MKD endoscopy), procedure, diagnosis or reason for procedure, insurance carrier, and ID number.*

Patient Account Services is open from 8 AM to 5 PM and is staffed with English- and Spanish-speaking registrars.

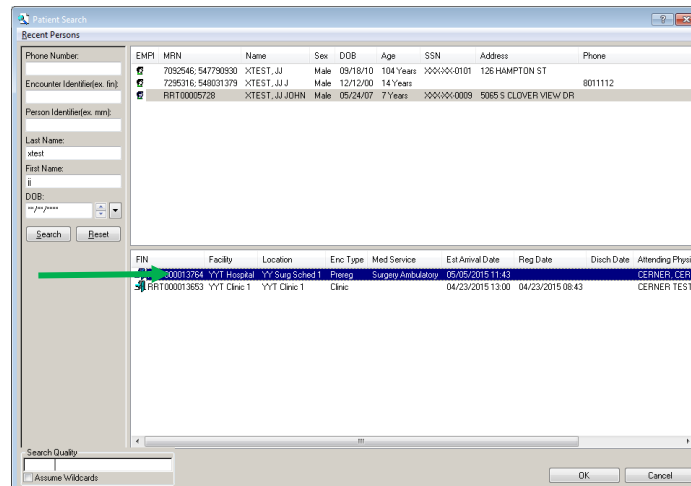
Entering Orders in iCentra

Opening the Patient Chart and Entering Weight or Allergy information

1. To open the patient’s chart, look to the upper right corner of the home screen. Click on the magnifying glass to open the Patient Search Window, or use the small search window to search directly by **Last Name, First Name**.



2. From the Patient Search window, verify that you have the correct patient highlighted in the top portion of the screen, and then highlight the patient’s Pre-Admit FIN in the bottom of the screen. **Remember to look for the appropriate location, provider, and service (e.g. Maternity).**

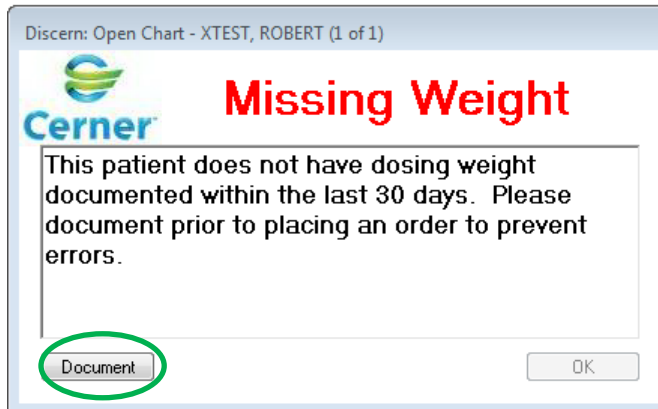


With the correct FIN selected for the correct patient, click **OK** and the patient’s chart will open.

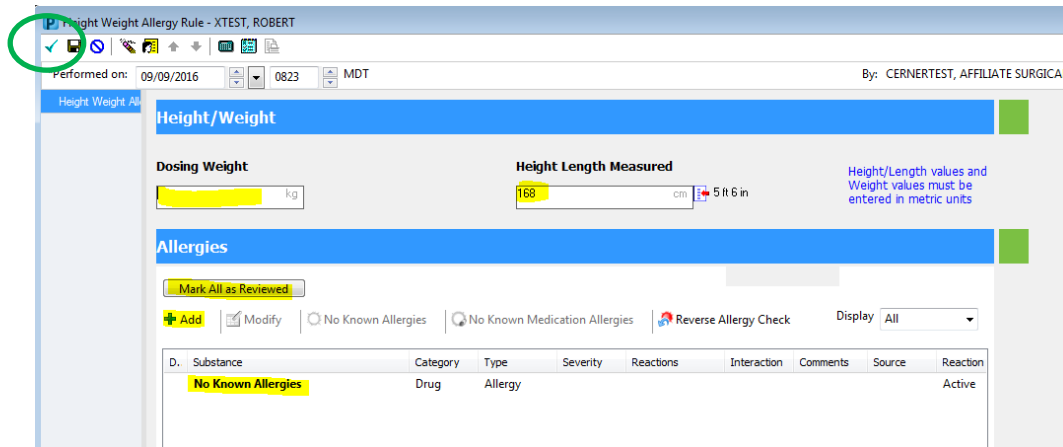
IF THERE IS NOT A PRE-ADMIT FIN in your patient’s list of encounters, you will need to call Patient Account Services to pre-register your patient. Please see page 1 of this guide for the registration phone number for your region.

Once you have the Pre-Admit FIN, please use the FIN# to search for your patient in the Patient Search Window. This will ensure that you have the correct encounter selected for your patient.

3. If the patient does not have a current weight or allergies documented in iCentra, you may see the Missing Weight/Allergies message/prompt. (If you do not see this message skip to the next section [Proposing a PowerPlan \(Order Set\)](#), starting on page 4 of this document.)
4. Click the **Document** button to document the necessary weight or allergies.



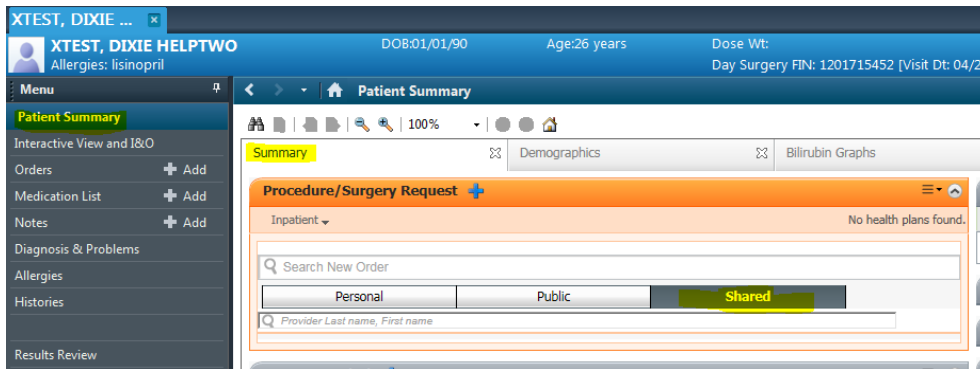
- a. Upon clicking the **Document** button, the *Height Weight Allergy Rule* window appears where you can document the patient’s height, weight, and allergies.




- b. Once the weight and/or allergies have been documented, click **Sign** (the green check mark that appears in the upper left corner of the window) to save your changes.

Proposing a PowerPlan (Order Set)

1. Click the **Patient Summary** menu item to view the Patient Summary screen, if it is not already displayed.
2. With the Summary tab displayed, navigate to the **Procedure/Surgery Request** component and click the **Shared** tab.

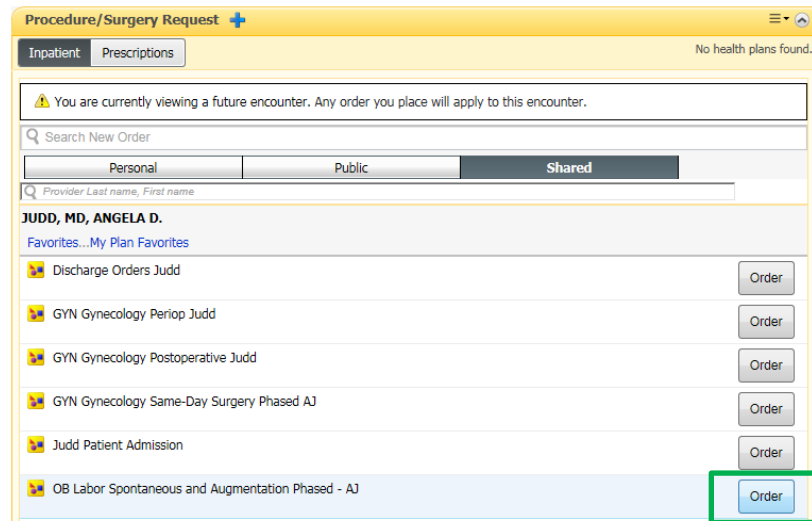


Note: If the **Procedure/Surgery Request** component is not displayed on your screen, complete these steps:

- a. Click the **Options** icon  on the far right side of the *Patient Summary* screen.
- b. Click the **Components** item in the dropdown menu. (Displayed components are indicated by the appearance of a checkmark next to the component item; components will remain displayed until you deselect them.)
- c. Click the **Procedure/Surgery Request** item to select and display the component.
- d. Move your mouse away from the menu to refresh your screen.

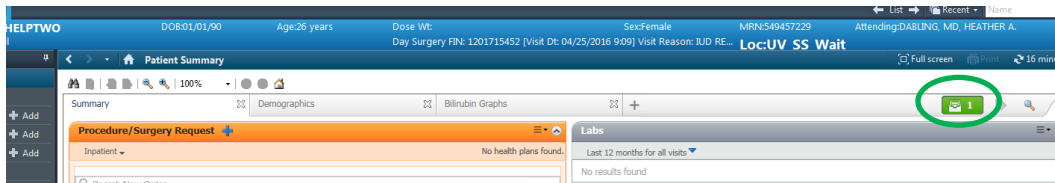
5. Below **Shared** is a search field showing **Provider Last name, First name**. Type in the name of the provider who is sending orders and click to select the provider's name from the list which appears.
6. Select the provider's folder **My Plan Favorites** to see his/her favorite PowerPlans.


Note: This favorite folder must be set up in advance by the provider.

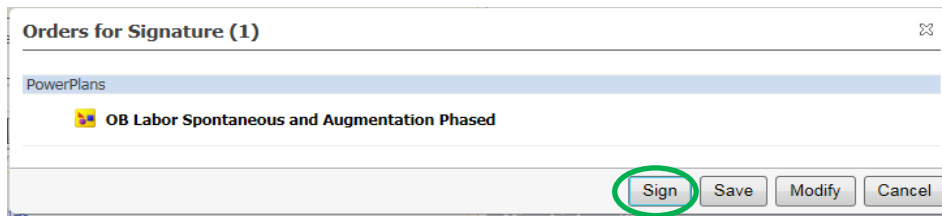


7. Click on the **Order** button of the PowerPlan being requested.

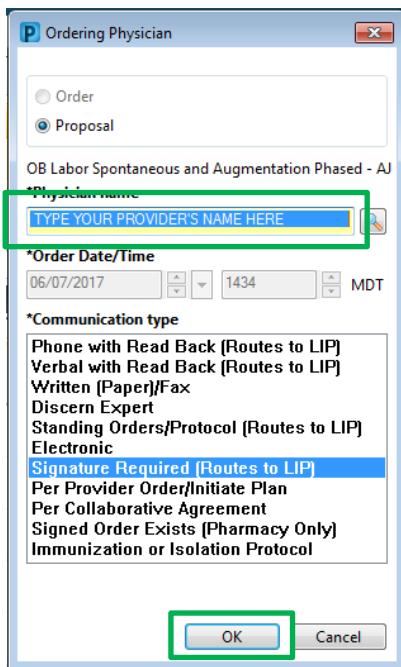
8. The **Orders for Signature** box will turn green and show the count of orders you are proposing for the provider.



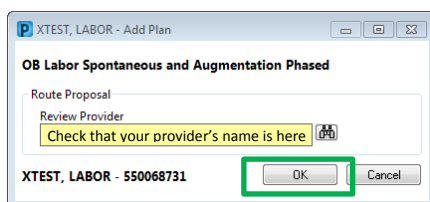
9. Click the green **Orders for Signature** button . In the box that appears, click **Sign**.



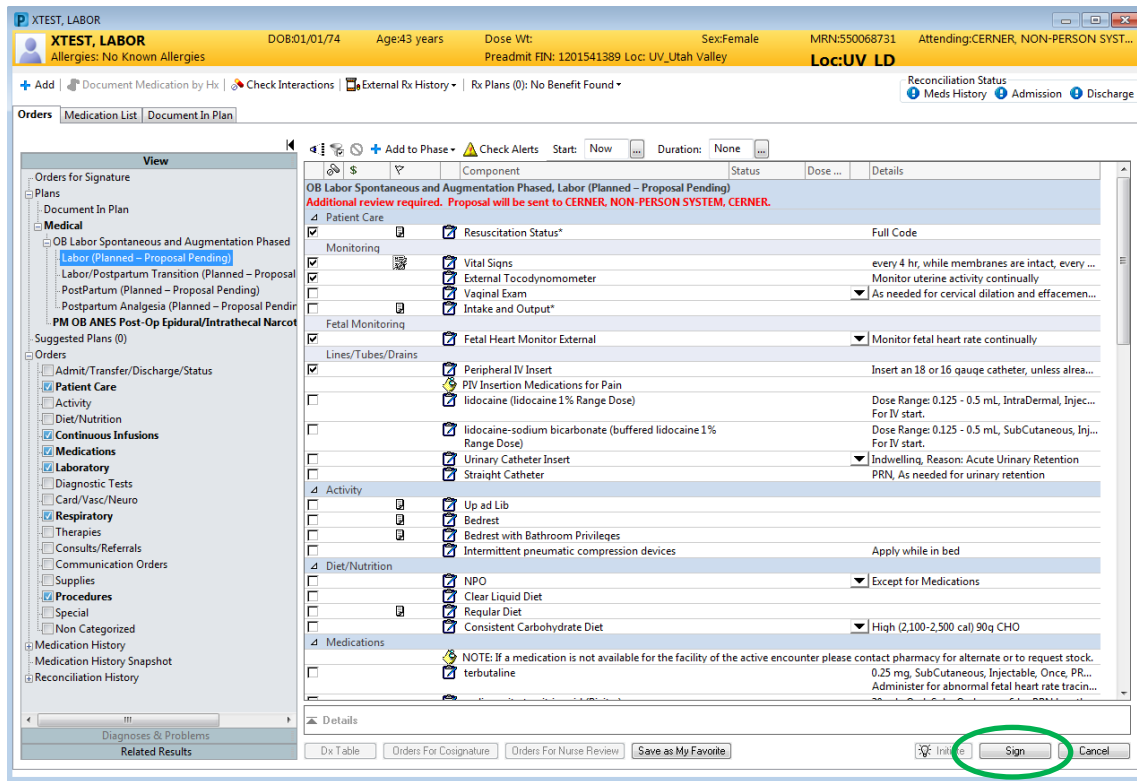
10. The Ordering Physician window appears. On the *Ordering Physician* window:
 - a. Enter the ordering provider's name.
 - b. Select a communication type of **Signature Required (Routes to LIP)**.
 - c. Click **OK**.



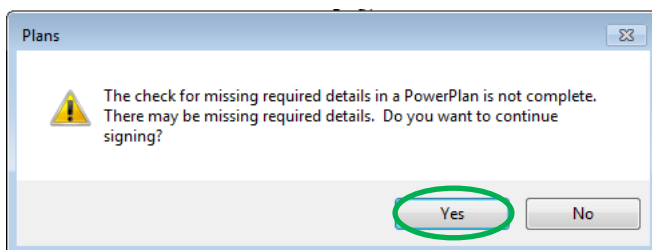
11. On the next PowerPlan Routing for Signature window, confirm that the ordering physician is listed and click **OK**.



12. On the Orders screen, you will see the PowerPlan that has been proposed. Click **Sign** in the lower right corner..



You will likely see an alert noting that the “check for missing required details is not complete”. This is a reminder that you didn’t look at each section of the PowerPlan. Click **Yes** to proceed and finish signing the proposal of this PowerPlan. (The alert will also pop up for the signing provider as a reminder to look through and verify these orders are appropriate for the individual patient.)



The proposed PowerPlan is now routed to the provider’s Message Center Inbox (proposed orders). Once the provider signs the PowerPlan, the orders are ready to initiate when the patient presents at the hospital.