

Pharmacist

Quick Start Guide

Vs 2015

05-02-2018

OneCare



Beacon



Beacon Pharmacist

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Welcome to Beacon

Epic's oncology information system. Beacon is one of many Epic applications accessed through Hyperspace—your portal to patient information. This guide walks you through an oncologist's most common tasks in Hyperspace.

Log in

1. On your desktop, double-click the Hyperspace icon.
2. Enter your user ID in the **User ID** field.
3. Press **TAB** and enter your password.


! If you forget your user ID or password, call the Help Desk and ask for the Security team.

4. Press **ENTER**. The **Department** field appears.
5. The department should default to Pharmacy.
6. Press **ENTER** to access Hyperspace.



Log out

To maintain patient confidentiality, you must log out or secure your computer when you leave it. There are two ways to do this:

- Click  **Log Out** on the main toolbar.

How do I access the Oncology provider schedule and the Infusion Center schedule for today?

You can view all the provider's appointments and the infusion center schedule from the Outpatient schedule.



1. Click the **Schedule** button from the top of your menu bar.
2. Once it opens, your default department will be the Pharmacy, so it will be necessary to change the department to either the Cancer Center or the Infusion Center. The appropriate cancer center will allow you to see the provider's schedule and the correct Infusion center department will allow you to see the Infusions scheduled in that department for the day.
3. Change the Department:
 - a. In the **Dept: Field type: HL Cancer Center** (in production search your appropriate cancer center)
 - b. Select the **magnifying glass**. Once you have the appropriate cancer center, select **Accept**.
 - c. Click the **arrow** to the left of your **cancer center** folder to open the folder and view each provider's schedule.
 - *Notice each provider is listed separately.*
 - d. Click the **provider's name** who's schedule you would like to view and then your patients should appear on the right-side of the screen.

The screenshot displays a medical software interface with an outpatient schedule for a patient named Achilles Ollie. The schedule shows appointments at 8:00 AM, 9:45 AM, 10:30 AM, 11:15 AM, and 12:00 PM. The 10:30 AM appointment is selected, and the patient's details, vitals, and allergies are displayed on the right side of the screen.

Time	Patient	Age/Sex	Status	Provider	Visit Type	Notes	Signed Tx Plan	Orders Reviewed	Signed Tx Plan	Plan Auth. Status	Next Tr	Resulted	Late	Referring Provider
8:00 AM	Achilles, Katelyn	32 y.o. / F	ARRIVED	Chloe Achilles, MD	HEM/ONC NEW		No Tx Plan	No Tx Plan	No Tx Plan					Wait Whitecoat, MD
9:45 AM	Achilles, Natalie	36 y.o. / F	ARRIVED	Chloe Achilles, MD	HEM/ONC PATIENT		No Tx Plan	No Tx Plan	No Tx Plan			1/2		Wait Whitecoat, MD
9:45 AM	Achilles, Gabrielle	51 y.o. / F	ARRIVED	Chloe Achilles, MD	HEM/ONC PATIENT		No Tx Plan	No Tx Plan	No Tx Plan			5/0		Wait Whitecoat, MD
10:30 AM	Achilles, Tracey	36 y.o. / F	Exam-Rm	Chloe Achilles, MD	HEM/ONC NEW PATIENT		Yes	No	19 of 19		6/19	0/0		Wait Whitecoat, MD
11:15 AM	Achilles, Esther	67 y.o. / F	Sch	Chloe Achilles, MD	HEM/ONC FOLLOW UP EXAM		Yes	No	17 of 17		3/28	0/0		Wait Whitecoat, MD
12:00 PM	Achilles, Pamela	67 y.o. / F	ARRIVED	Chloe Achilles, MD	HEM/ONC FOLLOW UP EXAM		Yes	No	17 of 17		6/19	0/0		Wait Whitecoat, MD

The patient details for the 10:30 AM appointment are as follows:

Patient's Name: Katelyn Achilles
Address: 4655 S. Bell Street, FACON VA BLDG, 203-000-0000 (P)
Phone: 203-000-0000 (P)
Insurance: Anthem Blue Cross
Preferred Pharmacies: Allstate Pharmacy Inc (203-498-6723 (Phone), 203-498-6231 (Fax))
Significant History/Details: Smoking: Current Every Day Smoker, 1,985.12 pack-years; Smokes: Tobacco: Never Used

Vitals: 3/26/19, 4/17/17
BP: 108/60
Temp: 37.5 °C (99.5 °F)
Temp Source: Oral
Heart Rate: 74
Resp: 18
Height: 162.6 cm (5' 4")
Weight: 71.9 kg (157 lb), 69.9 kg (154 lb)

Allergies: Bee Pollen: 1/1/19
 Start on Hold/Stopped
 Reviewed by RN at 6:31 AM

Problem List:

Now view all the infusion center's appointments from the Outpatient schedule.

1. Change the Department:
 - a. In the **Dept:** Field type: **HL Infusion** (in production search your appropriate infusion center)
 - b. *Select the magnifying glass.* Once you have the appropriate infusion center, *select Accept.*
 - c. *Click the arrow to the left of your infusion center folder to open the folder and the infusion center's schedule*
 - *Notice infusion chairs/beds will be listed out separately*
 - d. *Click the infusion nurse's name* (in production, *click* the appropriate infusion chair/bed), your patients should appear on the right-side of the screen.

How do I check the schedule for another day?

1. *Open* the **outpatient schedule**
2. *Click* on the day from the calendar that you would like to see (you can check past or future dates).

What's new on the Outpatient schedule?

There are some new columns on the Outpatient schedule as they relate to Beacon. The new columns are:

1. **Signed Tx plan orders**- states if the Treatment plans has been applied and if the orders have been signed for the patient
2. **Orders Reviewed**- states if the Treatment plan medication orders have been reviewed by pharmacist
3. **Sign Tx plan**- states how many orders have been signed for the current treatment day
4. **Plan Auth Status**: status for prior authorization
5. **Next Treatment Day**: Expected day for patient to receive treatment next (not necessarily scheduled)

Time	Patient	Age/Sex	Status	Provider	Visit Type	Notes	Signed Tx Plan Orders	Orders Reviewed	Signed Tx Plan	Plan Auth Status	Next Treatment Day	Resulted Late
8:15 AM	Accordon, Eric	32 y.o. / F	Aimed 6:30 PM	Eric Accordon, RN	INF CHEMOTHER/ 2HR		Yes	Yes	15 of 19		4/19/2010	00
8:45 AM	Accordon, Esther	67 y.o. / F	Aimed 2:52 PM	Eric Accordon, RN	INF CHEMOTHER/ 2HR		Yes	No	17 of 17		3/28/2010	00
10:00 AM	Accordon, Natalie	36 y.o. / F	Aimed 3:10 AM	Eric Accordon, RN	INF CHEMOTHER/ 2HR	No Tx Plan	No Tx Plan	No Tx Plan				12
10:45 AM	Accordon, Mika	32 y.o. / F	Aimed 7:32 PM	Eric Accordon, RN	INF CHEMOTHER/ 2HR		Yes		14 of 14		4/19/2010	07
11:45 AM	Accordon, Karen	36 y.o. / F	Aimed 6:31 PM	Eric Accordon, RN	INF CHEMOTHER/ 1HR		Yes	No	15 of 19		4/19/2010	00
12:30 PM	Accordon, Jan	67 y.o. / F	Aimed 3:35 PM	Eric Accordon, RN	INF CHEMOTHER/ 2HR		Yes	No	17 of 17		4/19/2010	00

How do I open the patient's chart from the outpatient schedule?

1. Find the patient
2. *Double-click* on **his/her name** to open the chart

Rx Oncology Reports

Now that you have the Epic Beacon application, there are some reports to highlight for the Oncology Pharmacy:

1. **Springboard Report**
2. **Current Encounter Report**
3. **FHS Rx Oncology Treatment orders report** (for advance preparation)

Springboard & Current Encounter Reports

The Springboard and Current Encounter reports can be found on the outpatient schedule report pane and on the Summary activity from inside the patient's chart. To add the report as a default icon to your reporting toolbar:

1. *Click* the **wrench** on the reporting toolbar and *search* for the **Springboard report** and then the **Current encounter report** and *select accept*
2. *Click* the **up arrow** to move the order of the reports
3. *Click* **Accept**.

Reports from the Report Pane

Time	Patient	Age/Sex	Status	Provider	Visit Type	Notes	Signed Tx Plan	Orders	Review	Signed Tx Plan	Plan Auth Status	Next Treatment Day	Resulted Labs	My Rate
8:15 AM	Accordion, Eva	32 y.o. / F	Arrived 6:30 PM	Brice Accordion, RN	INF CHEMOTHER/ 2 HR		Yes	Yes	Yes	19 of 19	4/18/2018	0/0	Wait	
8:45 AM	Accordion, Esther	67 y.o. / F	Arrived 2:52 PM	Brice Accordion, RN	INF CHEMOTHER/ 2 HR		Yes	No	No	17 of 17	3/28/2018	0/0	Wait	
10:00 AM	Accordion, Natalie	36 y.o. / F	Arrived 3:10 AM	Brice Accordion, RN	INF CHEMOTHER/ 2 HR	No Tx Plan	No Tx Plan	No Tx Plan				1/2		
10:45 AM	Accordion, Miko	32 y.o. / F	Arrived 7:32 PM	Brice Accordion, RN	INF CHEMOTHER/ 2 HR		Yes			14 of 14	4/18/2018	0/7	Wait	
11:45 AM	Accordion, Karen	36 y.o. / F	Arrived 6:31 PM	Brice Accordion, RN	INF CHEMOTHER/ 1 HR		Yes	No	No	19 of 19	4/18/2018	0/0	Wait	
12:30 PM	Accordion, Jan	67 y.o. / F	Arrived 3:35 PM	Brice Accordion, RN	INF CHEMOTHER/ 2 HR		Yes	No	No	17 of 17	4/18/2018	0/0	Wait	

Report: Springboard Report

✓ cyclophosphamide (CYTOXAN) in sodium chloride 0.9 % chemo infusion
 600 mg/m2, Once (repeats in 36 hours), Intravenous, Administer over 12 Hours. Starting 60 minutes after treatment start time
 Hydration and MESNA required for high doses greater than 1000 mg/m2 or total dose greater than 120 mg/kg
 *Visible Tier 1 Chemotherapy/Biotherapy Drug. P APR required for splits. WASTE: BLACK

PRN Medications

✓ LORazepam (ATIVAN) 2 mg/ml, injection 0.5-1 mg

Add or Remove Buttons from Toolbar

Default Report	Button Name
1 Springboard Report	Springboard Report
2 Current Encounter	Current Encounter

Buttons: Add Current, Remove, Accept, Cancel

Reports from the Summary Activity

Summary

Pharmacist Landing Page | Index | Rx Snapshot | Index | TPN Medications | TPN Monitoring | Anesthesia Record | More

Treatment Plan Information

Esther Accordion

Report: Springboard Report

Inpatient Oncology reports:

Inpatient reports can be access from the Patient list report pane and from the Summary activity within the patient's chart.

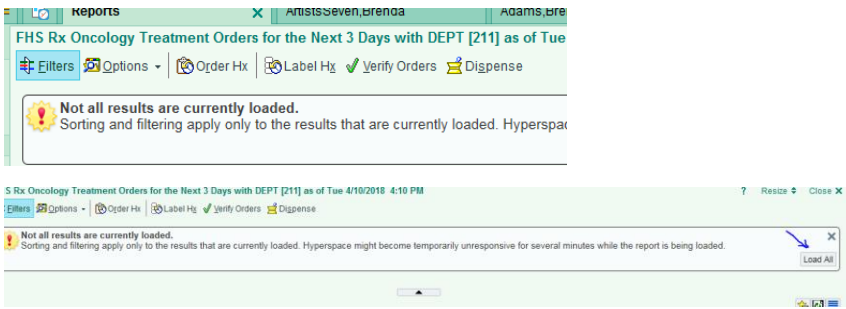
FHS Rx Oncology Treatment Orders report

Treatment plan orders are placed on a Sign and Held status, you can use the FHS Rx Oncology Treatment Orders report to 'pre-verify' orders or prepare orders in advance in Epic. There are three reports built into Epic for you to access based on the time frame you want to run the report, you can run the report for the next day (T+1), three days (T+3) or seven days (T+7). The reports are listed as:

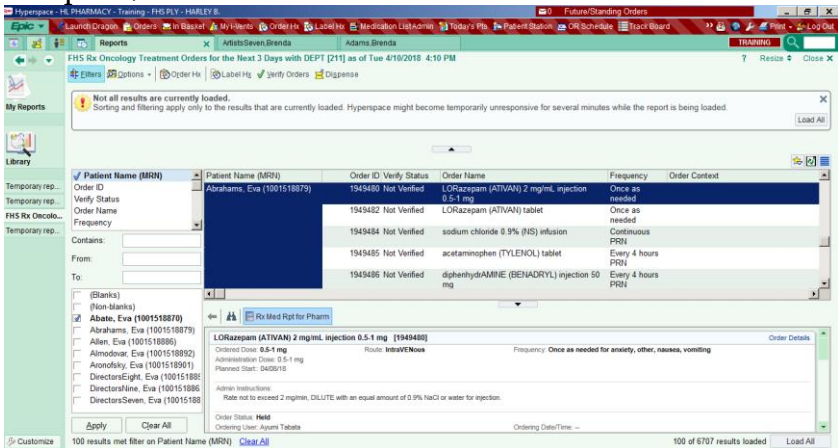
1. **FHS Rx Oncology Treatment Orders for the Next 3 Days**
2. **FHS Rx Oncology Treatment Orders for the Next 7 Days**
3. **FHS Rx Oncology Treatment Orders for the Next Day**

To access the FHS Rx Oncology Treatment Orders report, complete the steps listed below:

1. *From your Pharmacy dashboard, Click **My Reports-RW** hyperlink*
2. *Click **Library***
3. *From the **search bar** within the library, type: **FHS Onc** (choose the report you need to run (i.e.) 3 days).*
4. *Select the desired **FHS Rx Oncology Treatment Orders** report*
 - *Hint: Selecting the star to the left of the report will make the report a favorite and make it available in your "**My reports**" section.*
5. *Once you have the report, select **Run** (listed to the right of the report) to run data for the report.*
6. *Selecting run will give you a list of patients that have sign and held treatment orders and allow you to 'pre-verify' their orders.*




When you see a Load All button, it is because there are more patients that need to load in order for the report to be complete, *Click Load All*



1. You may have several patients in the FHS Rx Oncology Treatment Orders report, if you are looking for a specific patient, be sure to use the Filters to report to find your patient more efficiently
 - a. *Select Filters*
 - b. *Select the patient you would like to find and Select Apply*
2. *Highlight the patient's name that you want to pre-verify orders for*

- a. *Hint:* Highlight the patient's entire name, not just one order. This will allow you to pre-verify multiple orders for the patient.
3. Select **Verify Orders** from the Report tool bar
4. The patient's chart will open to the Verify Orders activity
 - a. *Notice:* the orders are Sign and Held
 - b. *Notice:* the Rx Sidebar does not list the patient's medications like you are used to seeing in active admission encounters. This is because the patient is not here, the orders are not released and the encounter is not active yet.
5. Review the order and *select* **Verify**
6. Continue to verify orders on the patient and others.

When you return to the report *click* **Refresh**  the orders that have been verified will display with Verify Status of "Verified"

Patient Name (MRN)	Order ID	Verify Status	Ord
Abate, Eva (1001518870)	1949246	Verified	soc
	1949248	Not Verified	fosa dex sod
	1949251	Not Verified	pak
	1949252	Not Verified	DO dex
	1949254	Not Verified	cyc sod
	1949256	Not Verified	LOf 0.5-
	1949258	Not Verified	LOf

7. Orders that have been verified will display with an Action type: **Verify** in the report payne and orders not yet been verified will display as **Order Unverified**

Patient Name (MRN)	Order ID	Verify Status	Order Name	Frequency	Order Context
Abate, Eva (1001518870)	1949246	Verified	sodium chloride 0.9% (NS) infusion	As needed	
	1949248	Not Verified	fosoprepitant (FOSPREN) 150 mg	Once (prn)	

Signed by: Ayumi Tabata on 4/8/2018 11:53 AM

Most Recent Dispense Information

Action User: Harley Basquiat, RPH	Action Type: Verify
Dispense Pharmacy: HLMC FLOOR STOCK	First Doses Dispense Pharmacy: HLMC FLOOR STOCK
Dispense Code: Continuous Premix	Cart Group: IV
Triggered Fill: No	Dispense Once: No
Patient Supplied Medication: No	Self Administered: No
Dispense Individual Ingredients: No	Dispense Interval: --
Patient Class: Outpatient	Do Not Dispense: No
	PRN Par Level: 0 doses

Pharmacy Actions

Date/Time	Type	User	Pharmacy
Tue Apr 10, 2018 1639	Verify	Harley Basquiat, RPH	HLMC FLOOR STOCK

Treatment Navigator

A navigator is a series of tasks grouped together. The treatment navigator is the Oncology navigator. This treatment navigator allows you to review basic patient information, complete documentation, and record data such as vital signs as it relates to oncology. When you open your patient's chart from the outpatient schedule, the navigator is located on your left vertical toolbar. To access and view the treatment navigator follow these steps:

1. Open the patient's chart from the outpatient schedule or from patient list (inpatient)
2. Click the **Treatment** navigator 
3. There are Activities within the treatment navigator for creating treatment plans, intrathecal plans, supportive care plans, Venous Access Device plans, and infusion therapy plans.

Episodes

An Episode allows documentation to be linked across Encounters (or visits), which includes the MAR, Flowsheets, and Notes. In other words, a group of Encounters are all linked together under the one Episode.

There is no need for you to create an Episode. After a treatment plan or a supportive plan has been assigned to the patient, an Episode is automatically created.

Synopsis- Viewing Lab Results

From Synopsis

You can continue to view labs from the Results Review activity and you can also view labs, vitals, chemotherapy and other clinical information as it relates to the treatment plan from the Synopsis. For a quick overview of the lab results that you might find pertinent when determining the course of treatment, go to the Synopsis navigator section. For a more detailed view, *click* the **Open Synopsis** link to jump to the Synopsis activity.

Synopsis

Open Synopsis (more data may exist) %

8/20/12 1 mo | 9/12/12 1 wk | Most Recent

Patient Spotlight
No data to display.

Vitals

Height	5' 6" (1.676 m)	5' 6" (1.676 m)	5' 6" (1.676 m)
Weight	154 lb (69.854 kg)	154 lb (69.854 kg)	154 lb (69.854 kg)
BSA (Calculated - sq m)	1.8 sq meters	1.8 sq meters	1.8 sq meters

Labs

Hematocrit	42	—	42
WBC	11.4	—	11.4
Platelets	370	—	370
Sodium	138	—	138
Potassium	4.5	—	4.5
Glucose	116	—	116
Creatinine, Ser	1.3	—	1.3
Albumin	3.6	—	3.6
AST	25	—	25
Total Bilirubin	0.9	—	0.9
RBC	4.70	—	4.70

Patient Spotlight in the Synopsis activity allows you to ‘push pin’ any items such as weight and BSA, that you would like to bring to the top of your Oncology Synopsis report.

Synopsis

Oncology | Anticoagulation

Cycles
Days
All

Patient Spotlight

Weight ↑

BSA (Calculated - sq m) ↑

Vitals

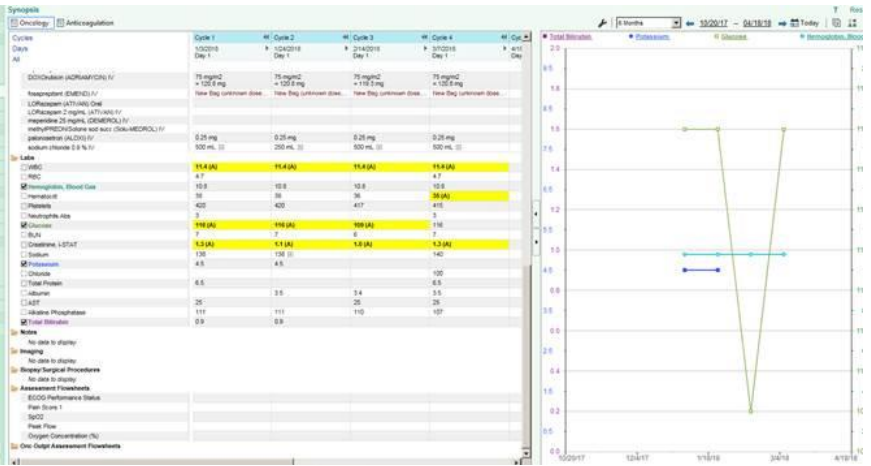
Height ↑

Weight ↑

BSA (Calculated - sq m) ↑

BMI

You can also graph lab result values from the Synopsis report by *selecting* the **check box** to the left of the lab(s) results you would like to graph.



Pharmacy Sign Orders and Review Orders

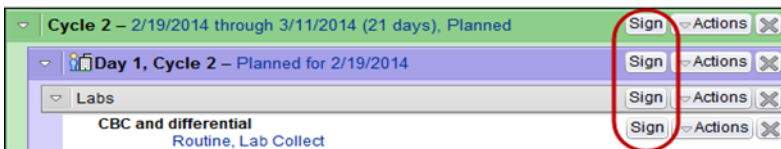
Sign orders and Released Orders

Orders can be signed on the Cycle level, Day level, Category level or individual orders. You cannot sign at the treatment plan level, which means you cannot sign the entire treatment plan at one time, instead you can however sign an entire cycle. Signed orders means they have been authorized, but they are not active yet. Released orders means that the order is not active and available to act upon. Orders are not active and will therefore not appear on the nurse's MAR or in the Verification queue until they are released.



To sign orders:

1. *click* **Sign** on the cycle level.
2. Choose the appropriate order mode and *enter* the **authorizing provider** name and *select* **accept**

Signed orders are identified by a green check mark. The bubble above the green check mark represents that the orders are signed on behalf of the provider.



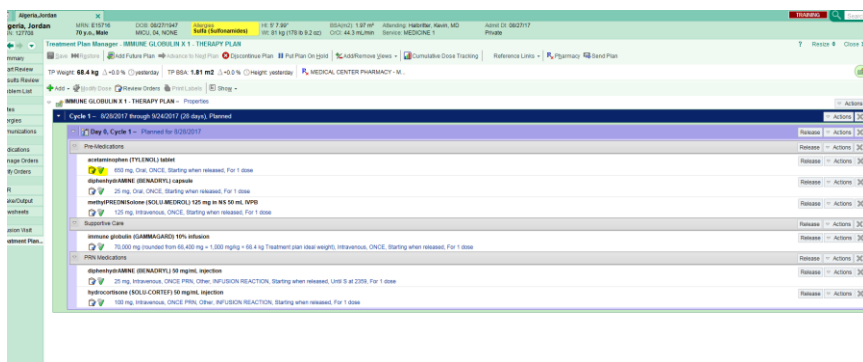
Signing an order indicates that a provider has authorized it. Releasing an order indicates that you are ready to proceed with the order and tells the system to transmit the order as needed. This will be done by the physician or nurse on the day of treatment.

Signing	Releasing
Authorizing: equivalent to writing a signature on a script in the paper world.	Activate: ready to proceed with the order.
Can be done far before treatment. The Sign button is available for unsigned orders throughout the treatment plan.	Done when the patient is present on the day of treatment. The Release button is available only for orders in the current treatment day.
Can sign an entire cycle at a time.	Can release only the current day's orders.
Most often done by oncologists.	Most often done by nurses.
Signed orders appear with a  icon next to them.	Released orders appear with a  icon next to them.

Review orders

Notice that there is a clipboard to the left of the signed orders. Pharmacists can review any medication orders that have been signed in the treatment plan for clinical review before they are released. The clipboard represents that the orders are signed/reviewed by a pharmacist. If the orders are signed by the provider, the pharmacist can then review the orders prior to treatment and mark them review on the treatment plan.

Orders can be reviewed individually by *clicking* the **Actions** button to the right of each order and *selecting* **Review orders** or all at one time by *selecting* the **Review Orders** button from the Treatment Plan Manager secondary toolbar.




Treatment plan

Create a new treatment plan for your patient to manage all orders related to a chemotherapy regimen. When creating a treatment plan you choose from the available protocols and modify the treatment plan for the patient's care.

Create a chemotherapy plan

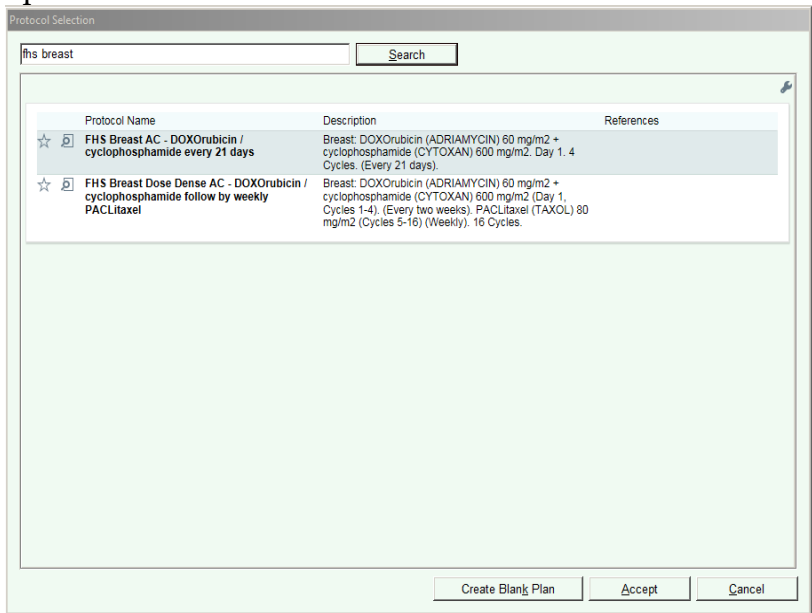
1. Open the Treatment Navigator.

1.2. From the Treatment Plan navigator section, Click  **Create a New Plan**. The Protocol Selection window appears.

2.3. Select from the list of **suggested protocols**. Each heading lets you know why the protocol is being suggested for your patient.

- Enter a body site (such as breast) or the name of a chemotherapy agent (such as doxorubicin) in the Match field and press ENTER. A list of matching protocols appears.

3.4. Click **Accept**. The Treatment Plan Properties window opens.



Not sure which protocol to choose? Select one and click to preview it.



Click ☆ next to a protocol in the Protocol Selection window to mark it as a favorite. Protocols marked as favorites appear in the Treatment Plan navigator section, so you don't have to search for them.

4.5. Once you select a protocol, three tabs appear and guide you through the treatment plan creation process (Overview tab, Dosing tab and Notes tab).

- 5.6. From the Treatment Plan Properties window, *select* the **Overview** tab.
- 6.7. Enter the **treatment start date** and **treatment goal**, such as curative or palliative, and **associate the treatment plan with a provider**.
- 7.8. *Select* the **check box** next to a problem to associate it with the treatment plan.
- 8.9. On the **Dosing** tab, *specify* which weight or BSA you want to use to calculate doses.
- 9.10. *Click* **Accept**. The Treatment Plan Manager opens, and you can begin to modify the plan.

Treatment Plan Properties - OP Esophageal Epirubicin

Overview | Dosing | Notes

Treatment plan name: OP Esophageal Epirubicin / Oxaliplatin / Capecitabine

Treatment start date: 7/15/2015 for Day 1, Cycle 1

Treatment goal: Curative

Treatment plan provider: Stinson, Bob

Treatment department: EMC ONCOLOGY CLINIC

Medication doses for this treatment plan will be calculated using
 Weight: 77.1 kg BSA: 1.95 m2

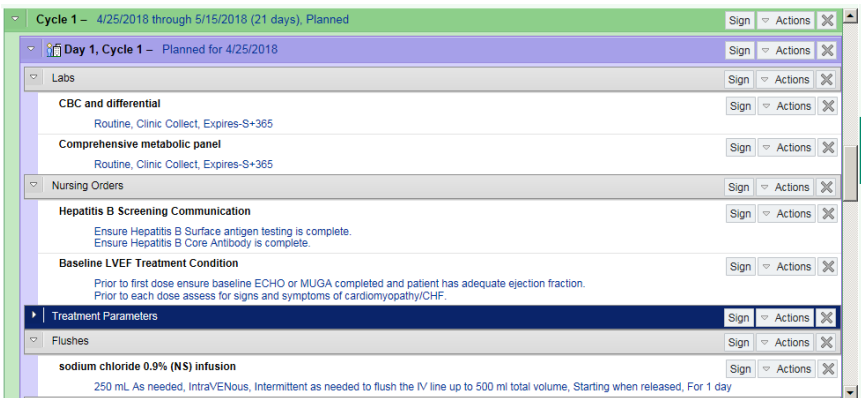
Problems associated with this treatment plan are:

Lung cancer	
Description	Most Recent Stage
<input checked="" type="checkbox"/> Lung cancer	No stage assigned

The Treatment Plan Manager allows you to customize the treatment plan. From here, you can make changes to individual orders, add new orders, sign orders, and more.

To quickly sign the orders in the first cycle of the plan you just created, click the Sign button next to that cycle. Or, sign

the orders in a single day or even a single order by clicking the Sign button next to that day or order.





Reminder: a patient can have only one treatment plan and one supportive care plan at a time.

Adjust the Treatment Plan


Click **Properties** to adjust the treatment start date (if no orders have been released from the plan) or change any of the dose calculation choices you made when creating the protocol.

You can also change or move the date for a planned treatment day, if it occurs on a date you know the clinic will be closed, for example a holiday.

To 'Move' a day, Click the [date hyperlink](#) next to the day, as shown above, and enter a new date.

	Moving a day is for nonclinical reasons. This should not be used when deferring or cancelling a day of treatment.
	To Cancel/Defer a day as it relates to clinical reasons (i.e.) Treatment parameters are not met, use Cancel/Defer actions.

Create a supportive plan?

1. Open the **Supportive Plan** activity of the Treatment Navigator.
- 1.2. Click  **Create a New Plan**. The Protocol Selection window appears.
3. Follow the same steps as when you created a treatment plan.
4. Click **Accept**. The **Treatment Plan Manager** opens, proceed with assigning the appropriate supportive care plan for the patient.

Where can I see lab results and medication administrations?

As with everything in Epic, there are multiple locations to view lab results and medication administrations. You can view this information from the following:

1. Springboard report
2. Synopsis
3. Results Review (lab results only)
4. Treatment plan Manager (med admin only)
5. Verify orders activity
6. MAR activity (med admin only)
7. The Chemo **Flowsheet** section of the **Visit Navigator** (displays **vitals and medication data related to the patient's treatment**).

Modify treatment plan orders

The Treatment Plan section of the Oncology Navigator shows orders for the current treatment day. If the patient is not receiving treatment today or today's treatment has already been completed, the information for the next treatment day appears.

Change order details

If you do not have the treatment plan manager open, *click* the **Edit plan** tab and open the treatment plan manager.

To edit individual orders in the treatment plan:

1. *Click* the **Summary Sentence** for that order, make your change in the Order Composer

Click **Accept**

Chemotherapy

DOXOrubicin (ADRIAMYCIN) injection 106.8 mg
60 mg/m² × 1.78 m² (Treatment plan actual BSA) = 106.8 mg, Intravenous, Once, Starting 30 minutes after treatment start time, For 1 dose

cyclophosphamide (CYTOXAN) 1,068 mg in sodium chloride (NS) 0.9 % 150 mL chemo infusion
600 mg/m² × 1.78 m² (Treatment plan actual BSA) = 1,068 mg, Intravenous, for 30 Minutes, Once, Starting 35 minutes after treatment start time, For 1 dose

Chemotherapy Sign Actions

DOXOrubicin liposomal (DOXIL) 18 mg/m² in dextrose 5 % 250 mL chemo IVPB Sign Actions

18 mg/m² (90 % of original dose 20 mg/m²), Intravenous, at 250 mL/hr, for 1 Hours, Once, Starting at treatment start time, For 1 dose
Comments: Usual dose 40 to 55 mg/m².
Instructions: Day 1. Give over 1-2 hours. Start first infusion very slowly for the first 15-20 minutes. If tolerated may increase rate slowly to 1 mg/min. If tolerated, infuse later doses at 1 mg/min.
HAZARDOUS - Handle with care

Category: Chemotherapy

Modify Reason: **Dose Not Tolerated** Comment: ⚠️

Modifications:

90%	80%	75%	66.6%	60%	50%	33.3%
18 mg/m ²	16 mg/m ²	15 mg/m ²	13.3333 mg/m ²	12 mg/m ²	10 mg/m ²	6.6667 mg/m ²

Of: Original Dose (20 mg/m²)


Dose: 18 mg/m² 20 mg/m² 30 mg/m² 50 mg/m²

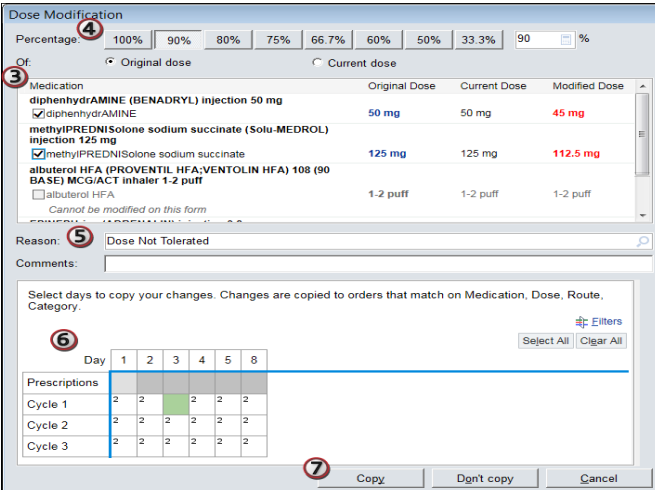
Weight Type: **Treatment Plan** Recorded Ideal Adjusted Order-Specific

BSA:

Maximum BSA:

Adjust the Dose of Multiple Medications

1. In the Treatment Plan Manager, *select* an **order category**, such as Chemotherapy, and open the Actions menu.
2. *Select*  **Modify Dose**. The Dose Modification window appears.
3. *Select* the **medications** you want to modify. *Click* a % button to indicate the percentage to which you want to decrease the dose. If the percentage you want doesn't appear, enter it in the % field on the right.
4. *Enter* a **reason** for the modification.
5. On the change propagation grid, choose whether you want to apply the change to just this order or all unreleased instances of the order.
6. *Click* **Copy**.



Dose Modification

Percentage: **4** 100% 90% 80% 75% 66.7% 60% 50% 33.3% 90 %

Of Original dose Current dose

Medication	Original Dose	Current Dose	Modified Dose
<input checked="" type="checkbox"/> diphenhydRAMINE (BENADRYL) injection 50 mg	50 mg	50 mg	45 mg
<input checked="" type="checkbox"/> diphenhydRAMINE			
<input checked="" type="checkbox"/> methylPREDNISolone sodium succinate (Solu-MEDROL) injection 125 mg	125 mg	125 mg	112.5 mg
<input checked="" type="checkbox"/> methylPREDNISolone sodium succinate			
<input checked="" type="checkbox"/> albuterol HFA (PROVENTIL HFA; VENTOLIN HFA) 108 (90 BASE) MCG/ACT inhaler 1-2 puff	1-2 puff	1-2 puff	1-2 puff
<input type="checkbox"/> albuterol HFA			
<input type="checkbox"/> Cannot be modified on this form			

Reason: **5** Dose Not Tolerated

Comments:

Select days to copy your changes. Changes are copied to orders that match on Medication, Dose, Route, Category.

6

Day	1	2	3	4	5	8
Prescriptions						
Cycle 1	2	2	2	2	2	2
Cycle 2	2	2	2	2	2	2
Cycle 3	2	2	2	2	2	2

7 Copy Dgn't copy Cancel



Click a dose in the Medication Spotlight view of the Treatment Plan Manager to quickly open the Dose Modification window.

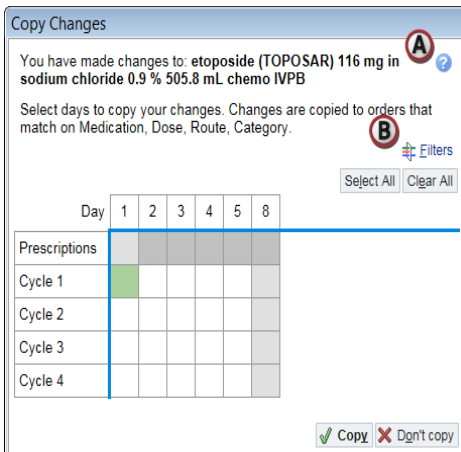
Propagate changes to other orders

When you modify an order that appears elsewhere in the plan, the Copy Changes window appears. Use the propagation grid on that window in several ways to copy your changes:

- To individual days by selecting the corresponding check box.
- To entire days or cycles by selecting the row or column header.
- To all days that match the filters selected by clicking Select All.

A. *Expand* the **Help** section by *clicking* the **question mark**.

B. *Edit* the filters by clicking **Filters**.



Copy Changes

You have made changes to: etoposide (TOPOSAR) 116 mg in sodium chloride 0.9 % 505.8 mL chemo IVPB

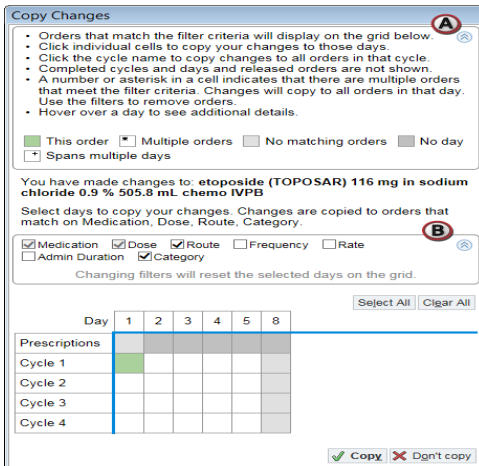
Select days to copy your changes. Changes are copied to orders that match on Medication, Dose, Route, Category.

Filters

Select All Clear All


Day	1	2	3	4	5	8
Prescriptions						
Cycle 1	<input checked="" type="checkbox"/>					
Cycle 2						
Cycle 3						
Cycle 4						

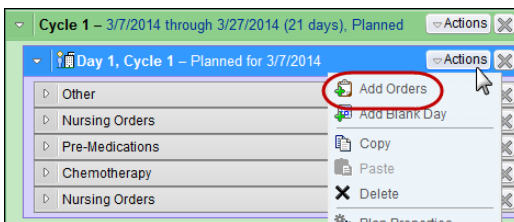
Copy Dgn't copy



Add new treatment plan orders

To add individual orders, order groups (which are groups of related orders), and suggested or required orders to the treatment plan, start by opening the Add Orders window:



1. In the Treatment Plan Manager, open the **Actions** menu for the day you want to add orders to.
2. *Select*  **Add Orders**. The Add Orders window opens.



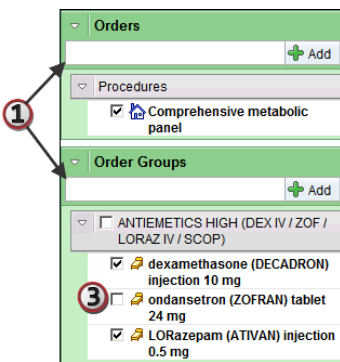
Select orders to add

1. On the Add Orders window, enter the first few letters of the order name in the  **Add** field and *press Enter*.

2. In the window that appears, *double-click* the order or order group you want. The orders appear under the **+ Add** field.

- The  icon indicates facility-administered medications that are prepared by the pharmacy and appear on the MAR.
- The  icon indicates prescription medications and procedures that will be performed during or after the visit, such as future or standing lab orders, take home anti-emetics and prescriptions for home-infusion pumps.

3. If there is an order you don't want, remove it by clearing the check box next to the order name.



Select suggested orders

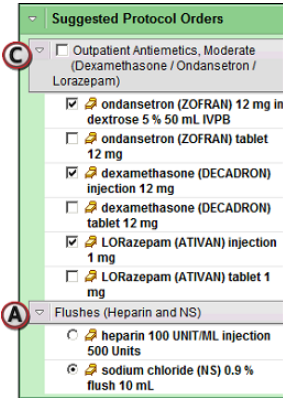
Some treatment plans contain suggested protocol orders, which are groups of orders recommended for the plan. If a treatment plan contains suggested protocol orders, they appear in the Add Orders window under Order Groups.

You can select one, some, or all the suggested protocol orders depending on how they are organized:

A. **Single Select:** You can select only one order from the group to apply to the patient's treatment plan.

B. Select All: You can select either all the orders in the group, or none.

C. Multi Select: You can select as many options from a multi-select group as you want, including all the orders, none of them, or any number in between.

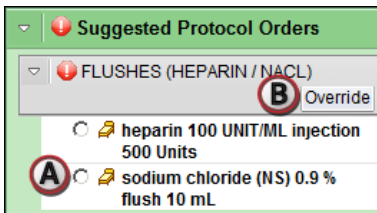


Add or override required orders

Sometimes suggested protocol orders are required, which means you must select an order or orders, or override them, before you can sign the treatment plan. Required orders appear with a icon.


A. Select the orders you want.

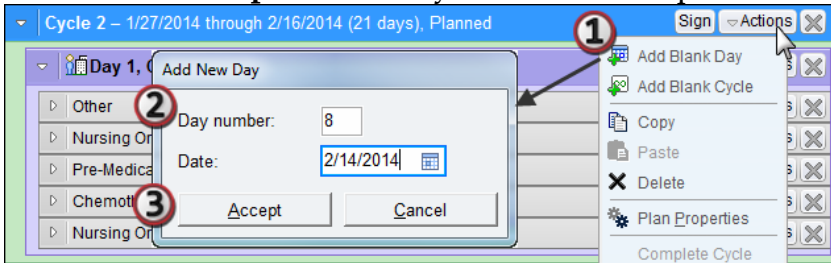
B. **Click Override** if you do not want to add required orders. Select the days you want to apply the override to in the window that appears and **click Accept**



Add a new treatment day



Insert a new day into an existing treatment plan if, for example, a patient needs additional days for labs or supportive care.

1. In the Treatment Plan Manager, select the cycle to which you want to add a day, click **Actions**, and select  **Add Blank Day**. The Add New Day window appears.
2. Enter a day number and the date on which you want the treatment to occur.
3. Click **Accept**. A new day is added to the plan



Add a new treatment cycle

Insert a blank cycle into an existing treatment plan if, for example, a patient needs additional days for labs or supportive care.

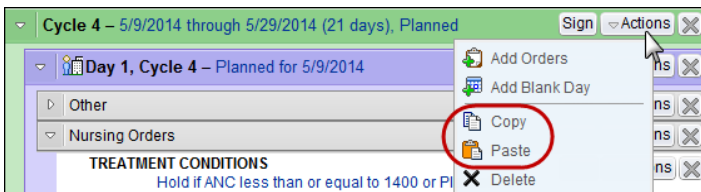
1. In the Treatment Plan Manager, *select* the existing cycle after which you want to add the new cycle. For example, select Cycle 2 to add a new Cycle 3 below.
2. Click **Actions**, select  **Add Blank Cycle**. A new cycle is added to the plan.
3. Update the cycle name, date, and length as needed, and then click  **Accept**.



Copy and paste treatment information

You can copy existing treatment cycles, days, orders, and order categories and paste the information elsewhere in the treatment plan.

1. Open the **Actions** menu for the row and select **Copy**.
2. Open the **Actions** menu for the row you want the new row to appear after and select **Paste**.



Delete treatment plan orders, days, or cycles

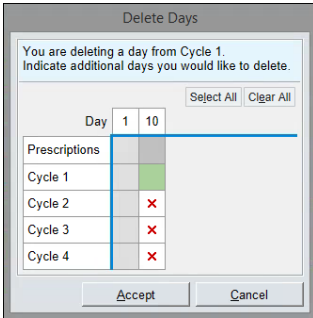
Delete orders, order categories, treatment days, and entire treatment cycles for treatments that you never intend to give. For example, you might need to delete an order when a treatment plan contains orders that are contraindicated for the patient.

In the Treatment Plan Manager, click **X** next to the order, order category, day, or cycle you want to delete.

A. If you are removing an order or order category, the Remove Orders window appears. *Select* the **days** you want to remove the orders from and *click* **Accept**.

B. If you are removing a day, the Delete Days window appears. *Select the cycles you want to remove the day from and click **Accept**.*

C. If you are removing an entire cycle, the Delete Confirmation window appears. *Click **OK***



Who can enter or change orders within the treatment plan?

Fellows, Mid-Level Providers, and Pharmacists can enter or change any order within the treatment plans only. Nurses will not be able to enter a medication.

Deferring a Treatment Day:

Defer a treatment day if a patient can't receive treatment for clinical reasons. For example, defer the day if a patient does not meet the treatment parameters, to allow the patient additional time to recuperate.

1. *Open* the Treatment Plan Manager.
2. *Click* **Actions** in the appropriate day and *select* **Defer Day**. The Date Change window appears.
3. *Enter* the new treatment date in the **Date for new day** field.
4. If you also want to move future treatment days relative to the deferred day, *select* the **Adjust future dates** check box.
5. Enter a reason for deferring and *click* **Accept**. The treatment day is marked as Deferred, and a new day containing all the deferred orders is added.

The screenshot shows a 'Date Change' dialog box. It has a title bar 'Date Change'. The main area contains: a date field 'Date for new day:' with the value '1/31/2014' and a calendar icon; a checked checkbox 'Adjust future dates'; a text field 'Defer reason:' with the value 'Treatment Parameters Not Met' and a search icon; and a 'Comments:' text area. At the bottom are 'Accept' and 'Cancel' buttons. Red circles with numbers 3, 4, and 5 are overlaid on the date field, the 'Adjust future dates' checkbox, and the 'Defer reason:' field respectively.



If the date is deferred 14 days or more, the orders need to be re-signed.

Cancel a treatment day

You can cancel a treatment day entirely if the patient will not be receiving treatment. A Canceled day will indicate that no treatment took place or will ever take place.



If you want to remove a treatment day that you never intended to give, as opposed to a day that was planned but not carried out, delete the day.

1. In the Treatment Plan Manager, *open* the **Actions** menu and *select* **Cancel Day**. The Cancel Day window appears.
2. *Enter a reason* for canceling and a comment if necessary.
3. *Click* **Accept**.

Cancel Day

Cancel reason: Patient Admitted

Comments: Converting OP plan to IP plan

Accept Cancel

Completing a treatment day

If for some reason not every order was released before the patient finished the visit, then the day would need to be completed. It is necessary to complete the day for the Treatment Plan to advance to the next day of treatment. The nurse will be doing this.

1. From the Treatment Plan section of the Treatment Navigator, *click* the **Complete Day** button.
2. The next scheduled day will automatically appear.

Discontinue a treatment plan

Discontinue the treatment plan when treatment is complete, or if you need to permanently stop treatment when, for example, the patient is in remission or the patient passes away.

1. *Open* the **Treatment Plan** navigator section.

2. Click **Actions** in the treatment plan header and *select* **Discontinue Plan**. The Discontinue Treatment Plan window opens.
3. Enter a reason and *click* **Accept**.

Discontinue Treatment Plan

Discontinue reason: **3** Remission

Accept Cancel

4. If there were any active orders, the Orders to Review for Discontinuation window appears. *Select* all orders to be discontinued and click **Discontinue Selected Orders**.

Orders to Review for Discontinuation

Show Only Selected Show Order Detail

OP Breast AC 4 of 4 orders selected

Outpatient Orders From OP Breast AC

ondansetron (ZOFRAN) 8 MG tablet
Take 1 tablet (8 mg total) by mouth every 8 (eight) hours as needed for nausea. 8 mg at night the day of chemo, then 8 mg the morning after chemo, Starting 12/17/2013, Until Discontinued, Print

LORazepam (ATIVAN) 1 MG tablet
Take 1 tablet (1 mg total) by mouth as needed for anxiety. Take 1 tablet at night for 3 days, then one-half (1/2) tablet as needed for nausea, Starting 12/17/2013, Until Discontinued, Print

Discontinue Reason for Medications: Therapy completed

Discontinue Reason for Procedures:





Order Mode: Standard

4 Discontinue Selected Order(s) Cancel

Prior Authorization

To see whether a patient's treatment plan has been authorized, which can help you make more informed decisions regarding his care, look for status icons in the Treatment Plan navigator section, Treatment Plan Manager, and Springboard report.



Icon	Authorization Status
	Authorized
	Declined
	Still pending review
	No insurance

Oral Chemotherapy (Harrison Only)

Verifying Oral Chemotherapy [Pharmacist]


Once the provider signs the orders, the nurse will release the orders and call pharmacy to inform the Pharmacist to check their Inbasket for an Oral Chemo.

- Click on your **Inbasket** Icon, you will see various folders as they pertain to the workload.
- Click the **Chemo Messages** Folder

- *Select your **patient** and **Click** the **treatment plan** tab to be routed to the Treatment plan manager.*
- ***Click** the **Action button***
- ***Click Add Orders**, in the **Advance Order Group Section**, **Select** the **Pharmacy Review Order** check box*
- ***Click Accept** to accept the orders.*
 - You can see the order within the Oral Chemo Category
 - Address all hard stops in the order details, *Click **accept*** and *Sign* the **Pharmacy Review**, and make sure your name is documented in the order
 - **Contact the Nurse** to inform the Pharmacy review has been completed
 - *Note: This also notifies the nurse to start the Authorization Process.*

Day 8: Compliance Tracker: From your Inbasket, you will also see an “**Oral Chemotherapy**” folder. *Click* the **Oral Chemotherapy** folder to view the patient message(s).

- To open the patient’s chart from here,

click the  **Treatment Plan** tab.

The screenshot shows a medical software interface with a list of Oral Chemotherapy orders. The orders are as follows:

Status	Subject	Mag Date	Mag Time	Patient	Visit	Next Planned	Plan Name
Read	Oral Chemotherapy	04/09/2018	10:43 AM	Eurypyle, Natalie-FHS...	04/09/2018	4/9/2018	Pool? X
New	Oral Chemotherapy	04/09/2018	7:09 PM	Eurypyle, Natalie-FHS...	04/09/2018	4/9/2018	Pool? X
New	Oral Chemotherapy	04/09/2018	7:09 PM	Xmas, miko	04/09/2018	4/9/2018	Pool? X
New	Oral Chemotherapy	04/09/2018	7:09 PM	Justiceleape, miko	04/09/2018	4/9/2018	Pool? X

Below the orders, patient information for Eurypyle, Natalie-FHS is displayed:

Eurypyle, Natalie-FHS ONC
 Preferred Name: None
 Female, 36 y.o., 36/116/52
 Weight: 70.3 kg (155 lb)
 Last Exam: 25.79 kg/m²
 Phone: H 253-000-9999
 PCP: None
 Need Interp: No
 Language: English
 Primary Ins: BCBS PREMIERA
 MRN: 1001819384
 MyChart: Deactivated
 Next Appt: None

- Click **Edit Treatment plan** to open The Treatment Plan manager
- Open **Day 8** of the appropriate treatment plan cycle, add the **Oral Chemo Compliance Tracking order [259273]**

Add Orders - FHS Multiple Myeloma elotuzumab / lenalidomide / dexamethasone every 28 days

Some tips to get you started...

- Use the fields on the left to find orders to add to this treatment day. Orders will be added on the right where the highlighted blue bar is.
- If the treatment day has suggested protocol orders, those will be added at the position specified by the protocol.
- After adding an order, you can move it within the treatment day by dragging and dropping the order in a new location.
- Deselect a newly added order on the Don't show this again

Record Select

Search:

%	Order Group Name	Order Group ID
<input checked="" type="checkbox"/>	Oral Analgesics	73397
<input checked="" type="checkbox"/>	FHS Oral Chemotherapy Compliance Tracking	259273

Orders

Order Groups

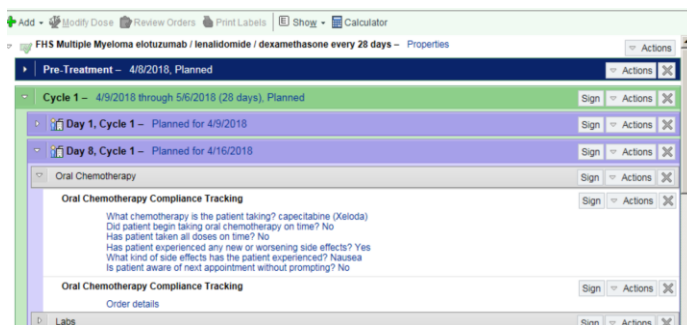
Suggested Protocol Orders

- FHS ONCBCN LAB LDH (OP) A
 - LDH
 - Routine, Clinic Collect,
 - Expires-S+365
 - FHS ONCBCN NURSING COMMUNICATION OK TO TREA (AOG)

- **Hint:** Click **Add Orders** and search for the **oral chemo compliance tracker** from the Order groups



category. *Select* the **FHS Oral Chemo Compliance Tracking order** and **add** *this order* to Day 8 of each cycle only.

- Hint: If there is not a Day 8 present, create a new Day 8 and add the oral chemo compliance order. *Click* the **Oral Chemotherapy Compliance Tracking** hyperlink, Complete the order details, **Sign**, and **Release** the order.



Cumulative Dose Tracking

View cumulative dosing information

1. In the Treatment Plan Manager, *click*  **Cumulative Dose Tracking**. The Cumulative Dose Tracking activity opens.
2. To view information about each individual administration of a medication, *click*  next to the medication.


Cumulative Dose Information			
Chemical	Cumulative Dose (Total Amount)		
<input type="checkbox"/> Doxorubicin	216.8 mg		
<input type="checkbox"/> Medication Order	Route	Frequency	Start
<input checked="" type="checkbox"/> DOXOrubicin (ADRIAMYCIN) injection 106.8 mg	Intravenous	Once	6/25/13 1330



When a medication amount appears in red text, it means that the patient has received 80% or more of the maximum lifetime dose.

Enter dosing information for external treatment

When you document a treatment day as given externally, you still need to update dosing information in the Cumulative Dose Tracking activity.

1. In the Treatment Plan Manager, click  **Cumulative Dose Tracking**. The Cumulative Dose Tracking activity opens.
2. Click the **Update Amount** link for the chemical you want to track. The medication row expands with room for you to enter information.
3. Enter the administration information and add a comment, like where the dose was given.
4. Click **Accept**. The cumulative dose is updated.

Cumulative Dose Information			
Chemical	Cumulative Dose (Total Amount)	Last Edited	
<input checked="" type="checkbox"/> Doxorubicin	0 mg/m2 (0 mg)	Tue Jul 10, 2008	2 Update Amount
Complex Chemical Amount:	<input type="text" value="50"/> mg/m2	Administer Amount:	<input type="text" value="110"/> mg
Administer Date:	<input type="text" value="6/2/2012"/>	Administer Time:	<input type="text" value="1614"/>
Comments: <input type="text" value="Pt received dose at Northwest clinic"/>			
			4 <input type="button" value="Accept"/> <input type="button" value="Cancel"/>

Changes during Verification

If a patient receives treatment at another organization, you need to document this in the system. For example, if a patient goes on a trip and receives treatment for Cycle 4 Day 1 at another clinic, you need to indicate that treatment was already done.

1. *Open* the **Treatment Plan** navigator section.
2. Find the day external treatment was given and *click* **Actions**.
3. *Select* **Given Externally**. The Given Externally window opens.



If a patient received multiple infusions outside of our organization, marking the most recent one as Given Externally also marks previous uncompleted days as Given Externally.

4. *Enter* a reason and a comment and *click* **Accept**.

Given Externally

The following days will be marked as 'Given Externally':

- Day 1, Cycle 1
- Day 1, Cycle 2

Reason:

Comments:



When you mark a treatment day as Given Externally, you still need to update the cumulative dose tracking.

Modifications in Verify orders vs. Treatment plan

Any changes you want to make in verification for the treatment plan orders make them in the treatment plan

manager and **not** from verify orders activity because changes made in the verify orders activity to the orders will not propagate forward.

Therapy Plans

Outpatient Therapy plans:




Therapy plans will **no longer** be merged. From the Treatment navigator, there are four (4) Infusion therapy plan tabs, use each tab to assign an Infusion therapy protocol to your patient.

Treatment plans are cyclic and date specific and will use a chemotherapy chemical agent to treat the patient. Treatment plans cannot be signed at the plan level, they can only be signed at the cycle, day, category or order levels.

Therapy plans are more flexible, and interval based, they are not date specific and will generally not use chemotherapy chemical agents to treat the patient. Once signed, orders remain signed and must be reviewed every 365 days (1 year). Providers will receive an InBasket message via Epic as a reminder at the 335th day mark to “review” the therapy plan

Mark a Therapy plan as ‘Reviewed’:

1. Click  **Review Plan**. The User Authentication window opens.
2. Enter your **password** and press **Enter**. The plan is updated to show it was last reviewed by you.

NOTES

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