Pharmacist

Quick Start Guide

Vs 2015

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OneCare

Catholic Health Initiatives

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:

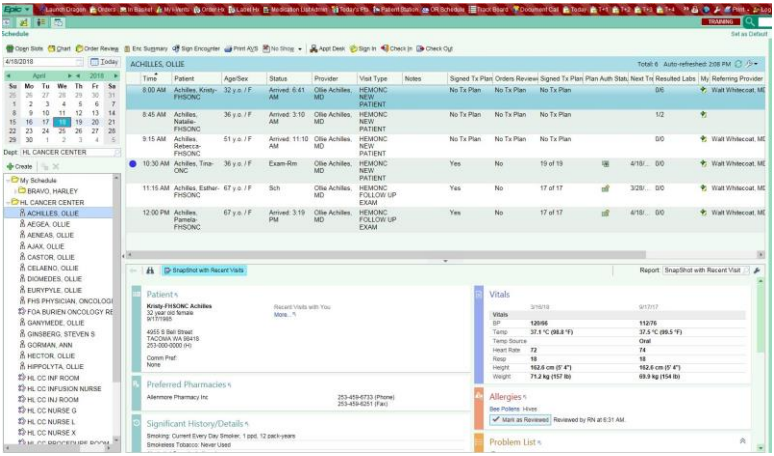
- Click

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.



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)

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:

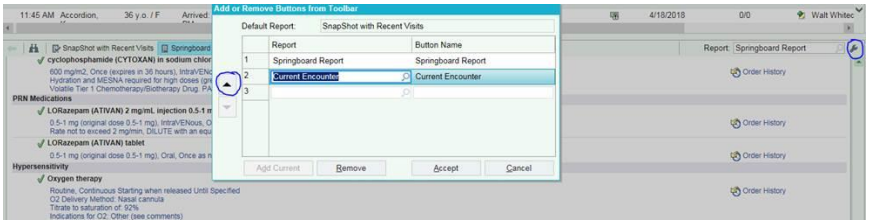
1. **Springboard Report**
2. **Current Encounter Report**
3. **FHS Rx Oncology Treatment orders report** (for advance preparation)

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



Reports from the Summary Activity

Inpatient Oncology reports:

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

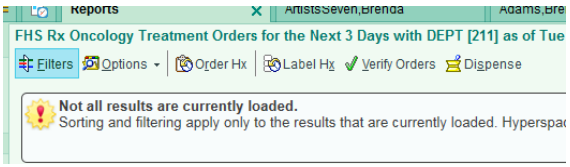
FHS Rx Oncology Treatment Orders report

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:

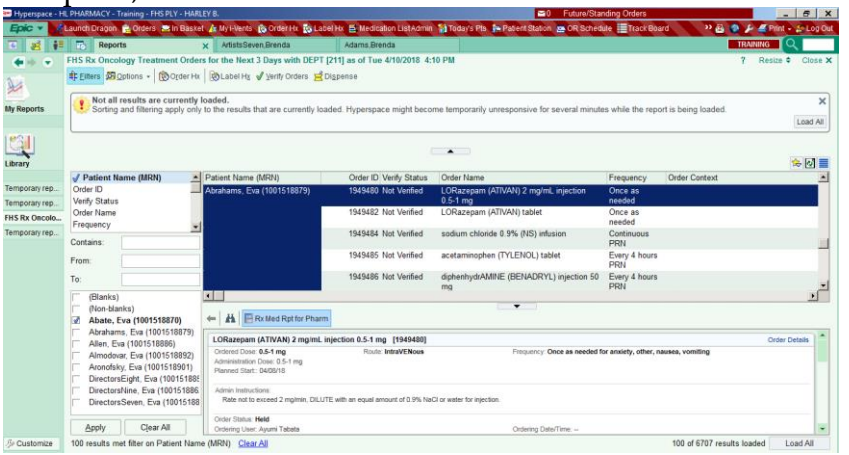
1. **FHS Rx Oncology Treatment Orders for the Next 3 Days**
2. **FHS Rx Oncology Treatment Orders for the Next 7 Days**
3. **FHS Rx Oncology Treatment Orders for the Next Day**

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.



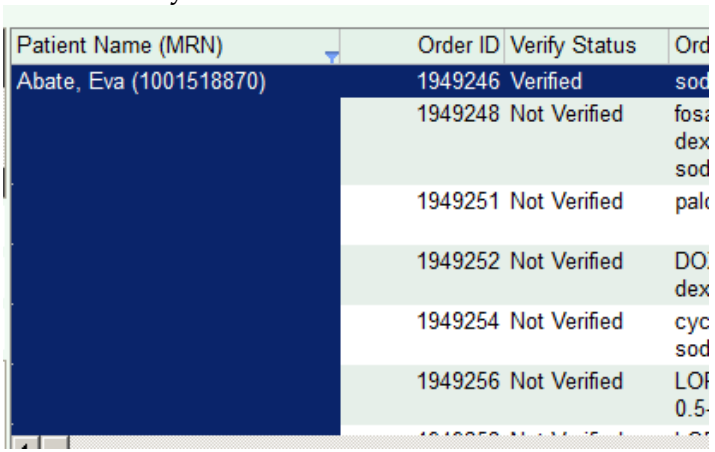
When you see a Load All button, it is because there are more patients that need to load in order for the report to be complete, *Click* **Load All**



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 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.

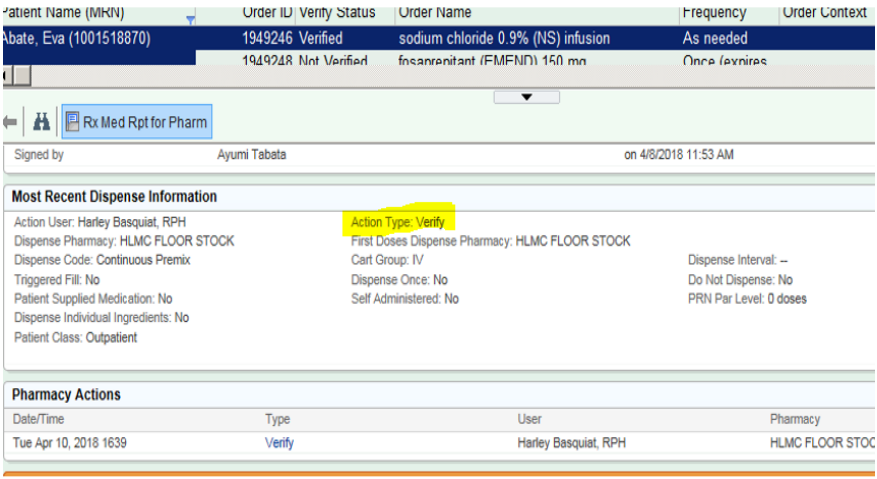
3. *Select* **Verify Orders** from the Report tool bar
4. The patient's chart will open to the Verify Orders activity
    a. *Notice:* the orders are Sign and Held
    b. *Notice*: the Rx Sidebar does not list the patient's medications like you are used to seeing in active admission encounters. This 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 "Verfied"



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

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**



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

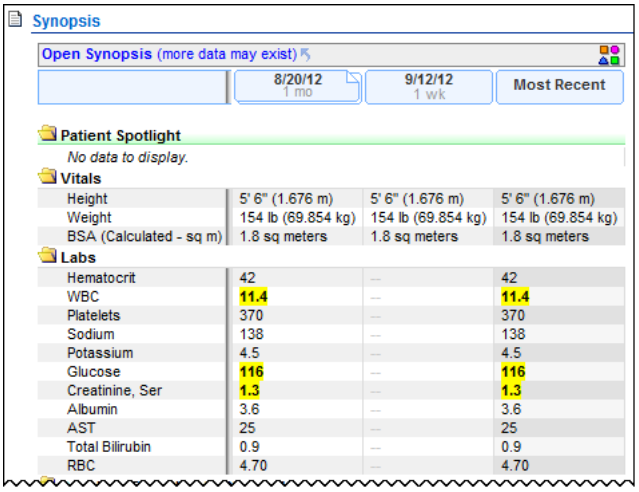
An Episode allows documentation to be linked across Encounters (or visits), which includes the MAR, Flowsheets, and Notes. In other words, a group of Encounters are all linked together under the one Episode.

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.

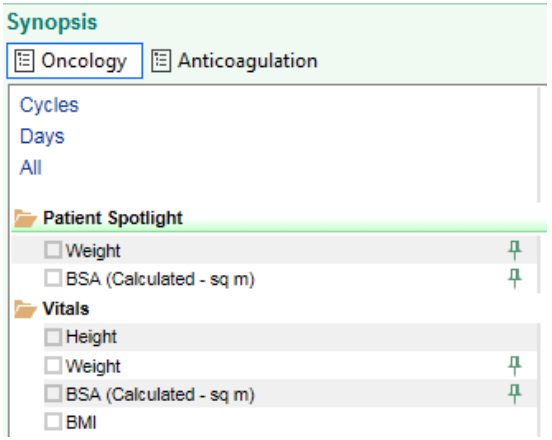
Synopsis- Viewing Lab Results

From Synopsis

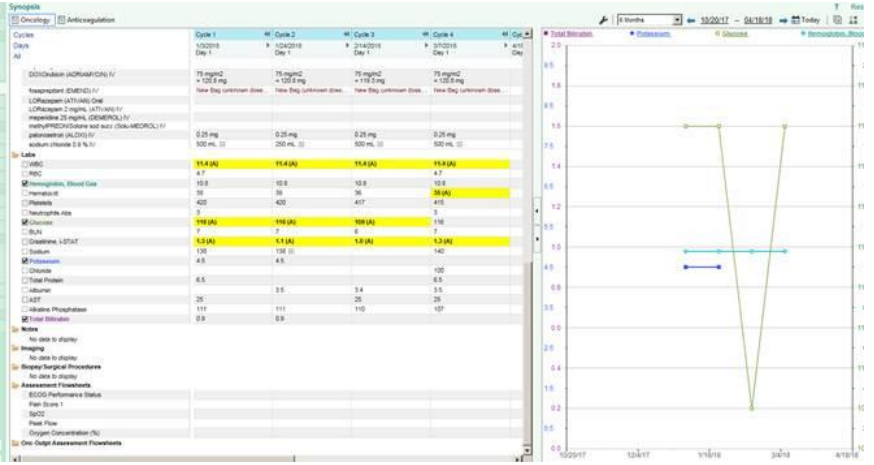
You can continue to view labs from the Results Review activity and you can also view labs, vitals, chemotherapy and other clinical information as it relates to the treatment plan from the Synopsis. For a quick overview of the lab results that you might find pertinent when determining the course of treatment,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



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.



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.


Synopsis
Oncology
Anticoagulation
Cycle 1
Cycle 2
Cycle 3
Cycle 4
Notes
Imaging
Biopsy/Surgical Procedures
Assessment Flowsheets
6 Months
10/20/17
04/18/18
Today

Pharmacy Sign Orders and Review Orders

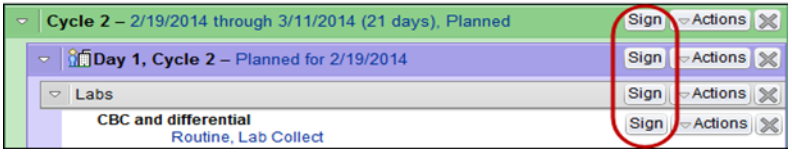
Sign orders and Released Orders

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.



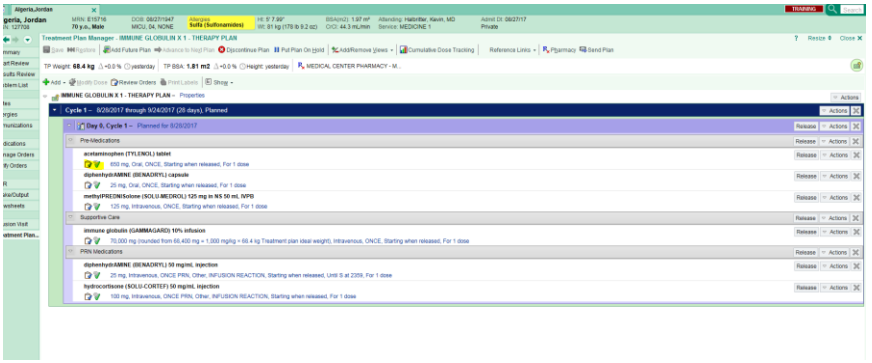
Signing an order indicates that a provider has authorized it. Releasing an order indicates that you are ready to proceed with the order and tells the system to transmit the order as needed. This will be done by the physician or nurse on the day of treatment.

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

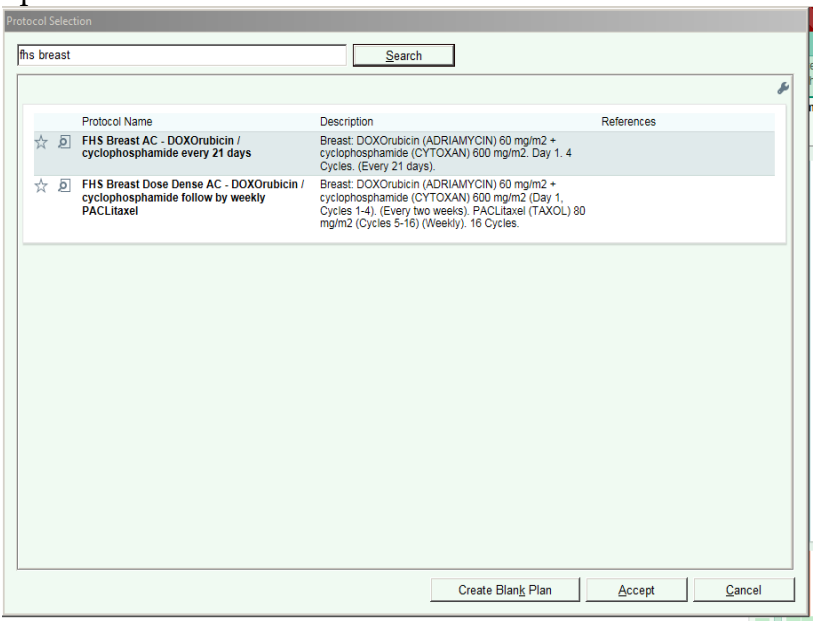
Create a new treatment plan for your patient to manage all orders related to a chemotherapy regimen. When creating a treatment plan you choose from the available protocols and modify the treatment plan for the patient's care.

Create a chemotherapy plan

1. *Open* the **Treatment** Navigator.
2. From the Treatment Plan navigator section, *Click* ➕ **Create a New Plan**. The Protocol Selection window appears.
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).

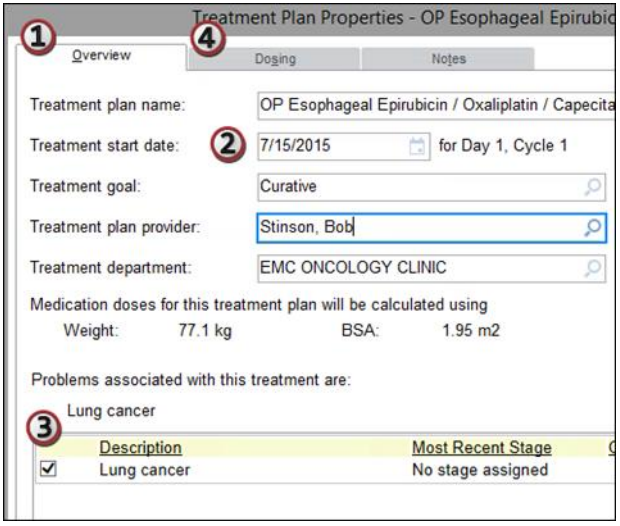
~~5.~~6. From the Treatment Plan Properties window, *select* the **Overview** tab.

~~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.

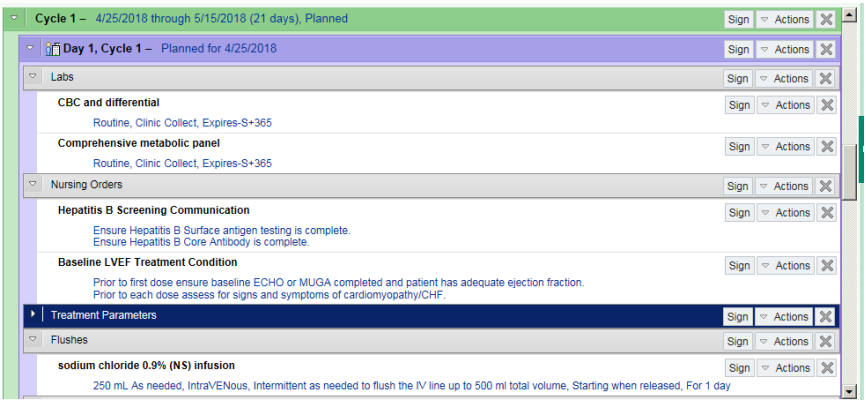
~~9.~~10. *Click* **Accept**. The Treatment Plan Manager opens, and you can begin to modify the plan.



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.
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.

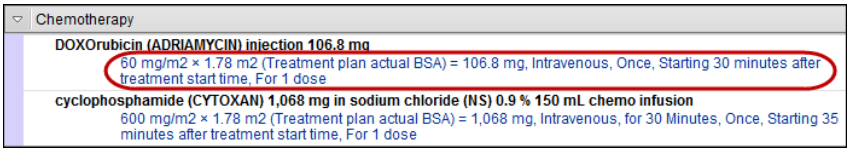
Change order details

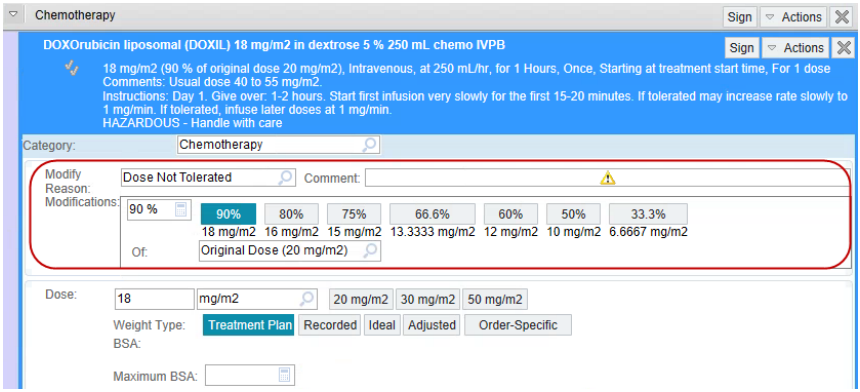
If you do not have the treatment plan manager open, *click* the **Edit plan** tab and open the treatment plan manager.

To edit individual orders in the treatment plan:

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

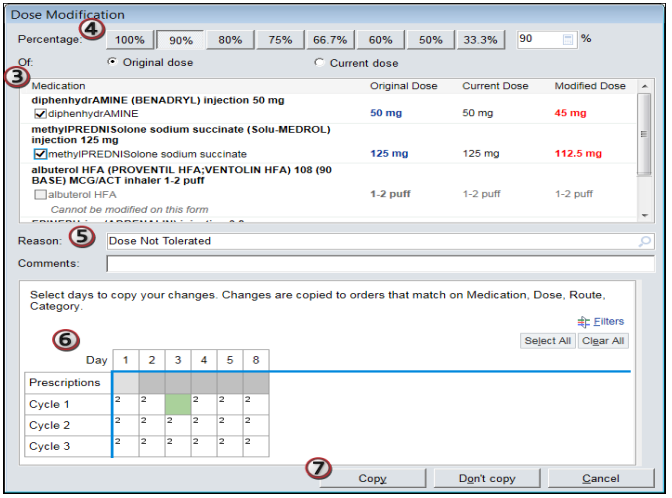
Click **Accept**





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**.



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

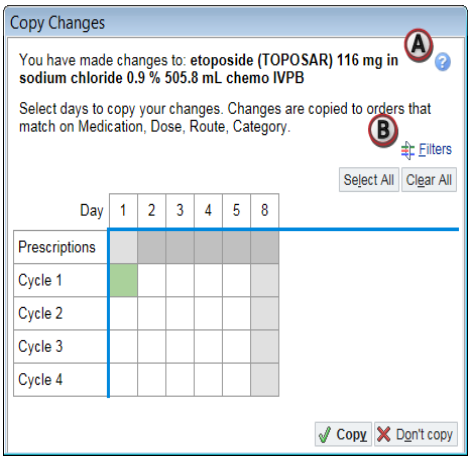
Propagate changes to other orders

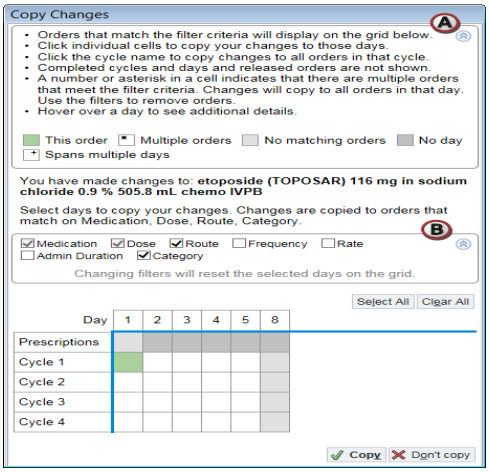
When you modify an order that appears elsewhere in the plan, the Copy Changes window appears. Use the propagation grid on that window in several ways to copy your changes:

- 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**.

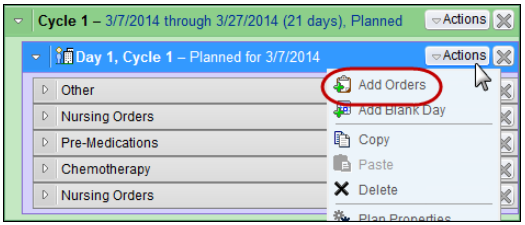




Add new treatment plan orders

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.



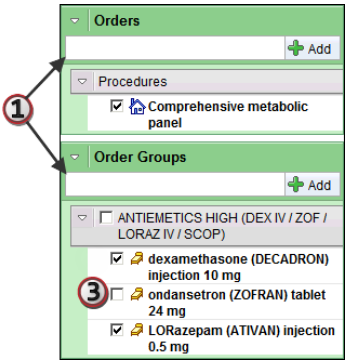
Select orders to add

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

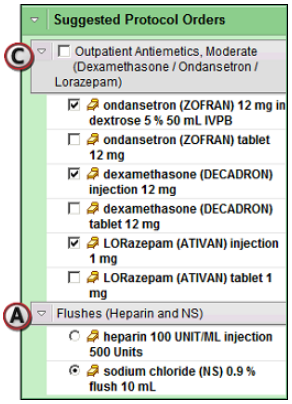
Some treatment plans contain suggested protocol orders, which are groups of orders recommended for the plan. If a treatment plan contains suggested protocol orders, they appear in the Add Orders window under Order Groups.

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.

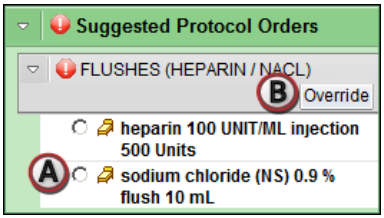


Add or override required orders

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.

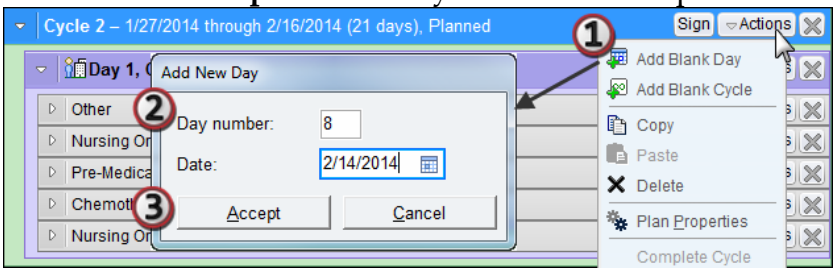
B. *Click* **Override** if you do not want to add required orders. Select the days you want to apply the override to in the window that appears and *click* **Accept**



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

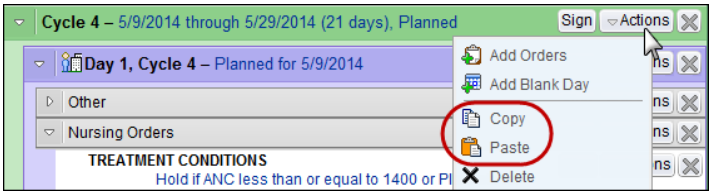
Insert a blank cycle into an existing treatment plan if, for example, a patient needs additional days for labs or supportive care.

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

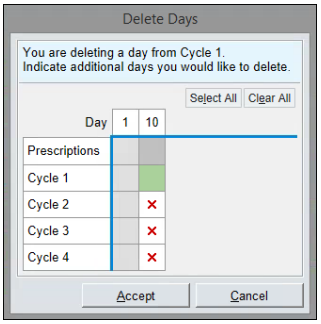
Delete orders, order categories, treatment days, and entire treatment cycles for treatments that you never intend to give. For example, you might need to delete an order when a treatment plan contains orders that are contraindicated for the patient.

In the Treatment Plan Manager, click ✕ 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**



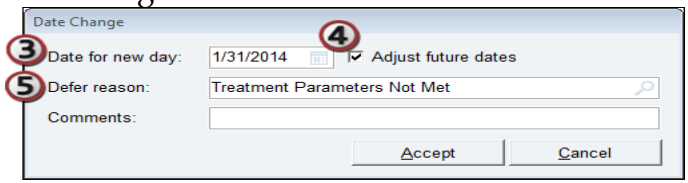
Who can enter or change orders within the treatment plan?

Fellows, Mid-Level Providers, and Pharmacisits 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.



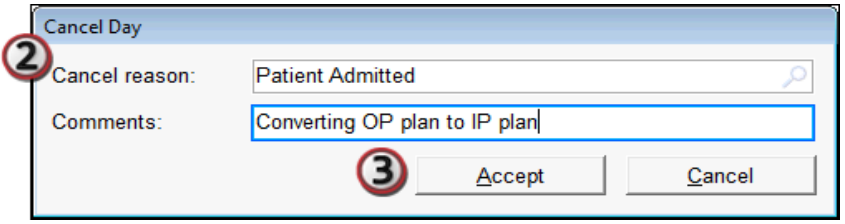
If the date is deferred 14 days or more, the orders need to be re-signed.

Cancel a treament 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**.



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.

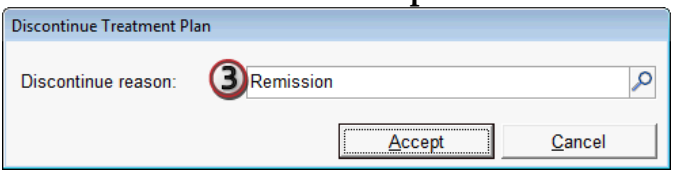
1. From the Treatment Plan section of the Treatment Navigator, *click* the **Complete Day** button.
2. The next scheduled day will automatically appear.

Discontinue a treatment plan

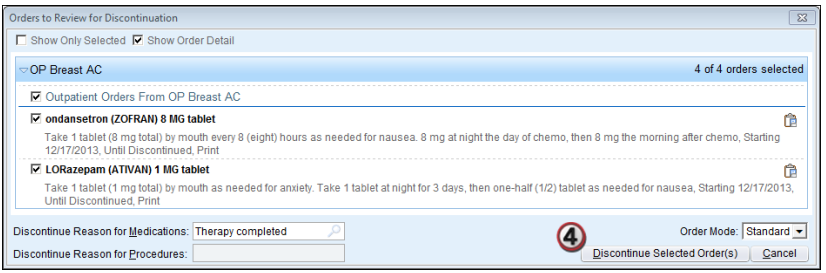
Discontinue the treatment plan when treatment is complete, or if you need to permanently stop treatment when, for example, the patient is in remission or the patient passes away.

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**.



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**.



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)

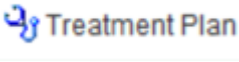
Verifying Oral Chemotherapy [Pharmacist]

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.

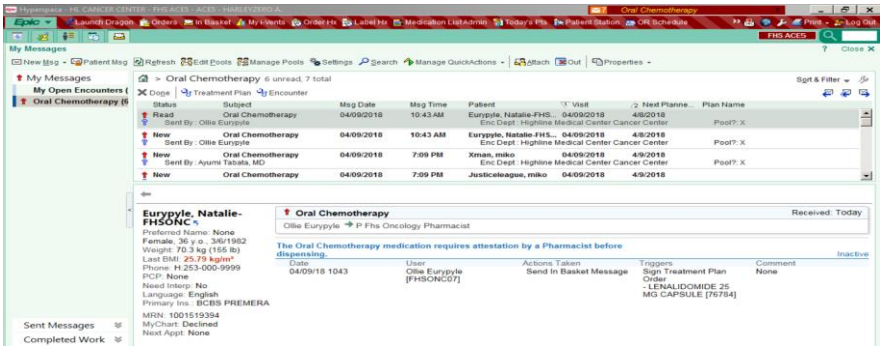
- ☐ *Click* on your **Inbasket** Icon, you will see various folders as they pertain to the workload.
- ☐ *Click* the **Chemo Messages** Folder

- ☐ *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).

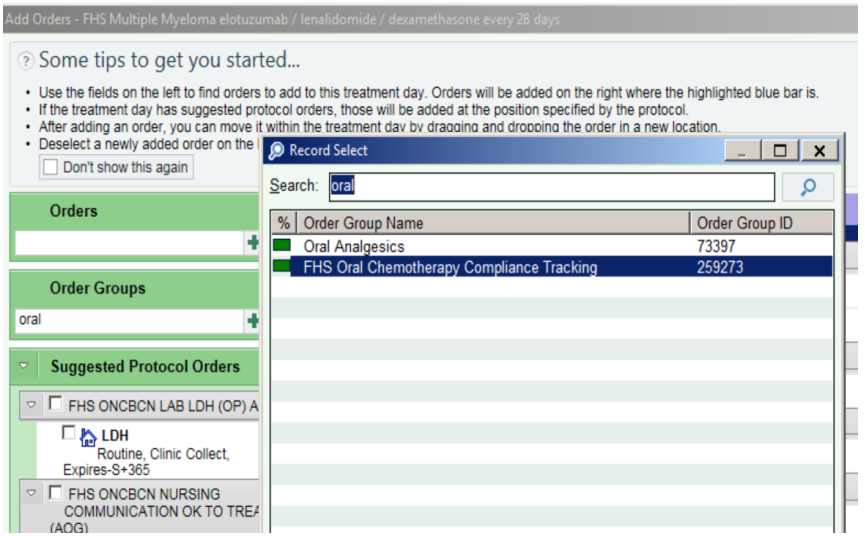
- To open the patient's chart from here, *click* the 

tab.



- □ *Click* **Edit Treatment** plan to open The Treatment Plan manager

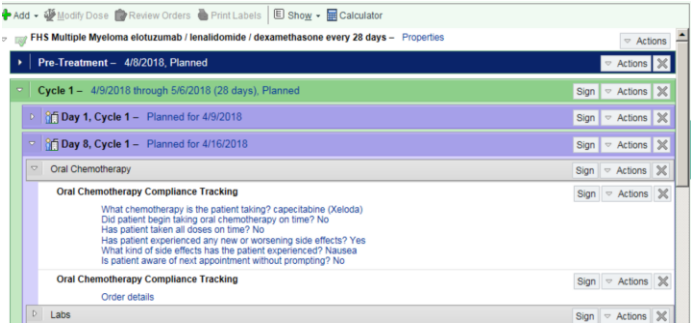
- □ *Open* **Day 8** of the appropriate treatment plan cycle, *add* the **Oral Chemo Compliance Tracking order** [259273]



  - 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.

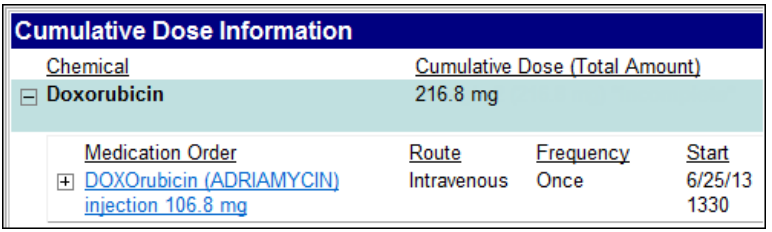
- Hint: If there is not a Day 8 present, create a new Day 8 and add the oral chemo compliance order. *Click* the **Oral Chemotherapy Compliance Tracking** hyperlink, Complete the order details, **Sign, and Release** the order.



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.

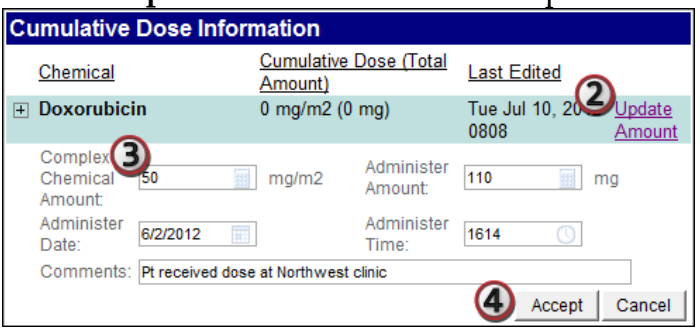


When a medication amount appears in red text, it means that the patient has received 80% or more of the maximum lifetime dose.

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.



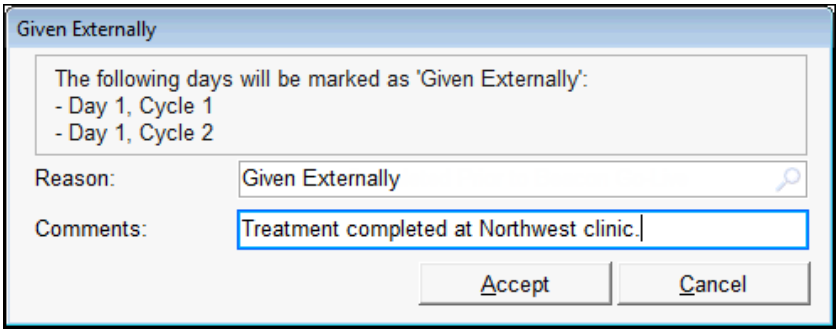
Changes during Verification

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. *Ente*r a reason and a comment and *click* **Accept**.



> 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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