

Using Order Entry to Enter Goals of Care Designation

When the Goals of Care Designation (GCD) has been entered into the Meditech Clinical Information System (CIS) the GCD status will display in the headers of the following modules/areas:

- Enterprise Medical Record (EMR)
- Patient Care System (PCS)
- Care Manager Home Care – Coordinator Desktop
- Process Plans of Care
- Emergency Department Management (EDM)
- Order Entry (OE)
- Operating Room Management (ORM) for Scheduler, Nurse and Billing Maintenance Desktops

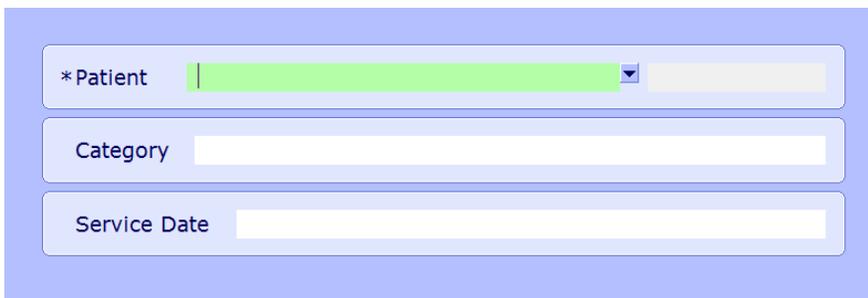
The GCD will display in the headers in **RED** with the following information:

- GCD status
- Date and Time of documentation/order

The Goals of Care can be entered via Patient Care System or Order Entry

Ordering Goals of Care Designation via Order Entry

1. Access Order Entry
2. Select Process Desktop
3. Users may search from this field using any of the following criteria:
 - Bar Code Scanner
 - Name - full or partial
 - Unit (Pt) number
 - Account (encounter) #
 - Location



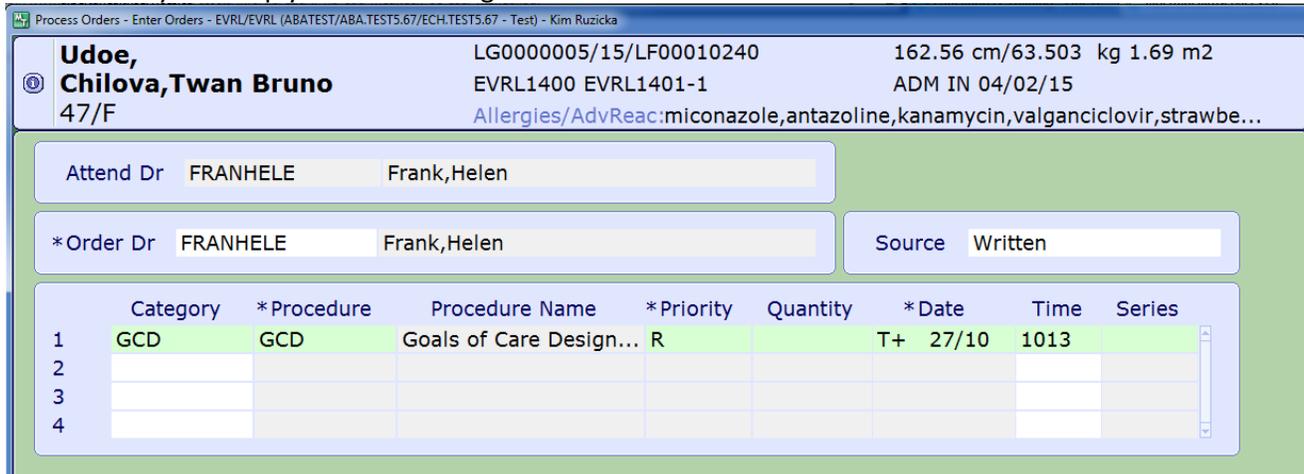
The screenshot shows a search interface with three input fields stacked vertically. The top field is labeled '*Patient' and contains a green highlighted area with a dropdown arrow. The middle field is labeled 'Category' and is empty. The bottom field is labeled 'Service Date' and is empty.

4. From the Process Desktop, click  from the bottom toolbar.

Goals of Care Designation

5. Enter the mnemonic of the ordering doctor in the "Order DR" Field:

- Enter the first couple of letters of the last name and press F9 or click the Lookup drop down  to search
- TAB key will help you move through these fields.



Process Orders - Enter Orders - EVRL/EVRL (ABATEST/ABA.TEST5.67/ECH.TEST5.67 - Test) - Kim Ruzicka

Udoe, Chilova, Twan Bruno 47/F
 LG0000005/15/LF00010240
 EVRL1400 EVRL1401-1
 Allergies/AdvReac:miconazole,antazoline,kanamycin,valganciclovir,strawbe...

Attend Dr: FRANHELE Frank, Helen
 *Order Dr: FRANHELE Frank, Helen
 Source: Written

	Category	*Procedure	Procedure Name	*Priority	Quantity	*Date	Time	Series
1	GCD	GCD	Goals of Care Design...	R		T+ 27/10	1013	
2								
3								
4								

6. In the Category and Procedure field enter GCD (Goals of Care Designation).
7. Complete the remaining order fields; Priority, Date and Time.
8. Complete the questions at the bottom of the order screen. These questions identify the GCD value and other important data.

Note – at bottom of screen more than one page of questions



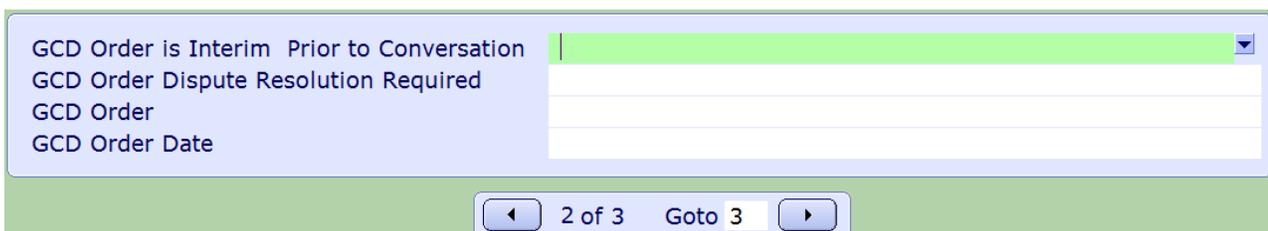
- GCD Relevant Conversation with - Press F9 or click the Lookup dropdown  for list of choices.



GCD Relevant Conversation With

1 of 3 Goto 2

- GCD Order is Interim Prior to Conversation – Yes/No response
- GCD Order Dispute Resolution Required – Yes/No response
- GCD Order – Press F9 or click the Lookup dropdown  for  of values.
- GCD Order Date – enter date DDMMYY (system will for correct date) or click the Lookup dropdown  and a calendar will display. Select date.



GCD Order is Interim Prior to Conversation 

GCD Order Dispute Resolution Required

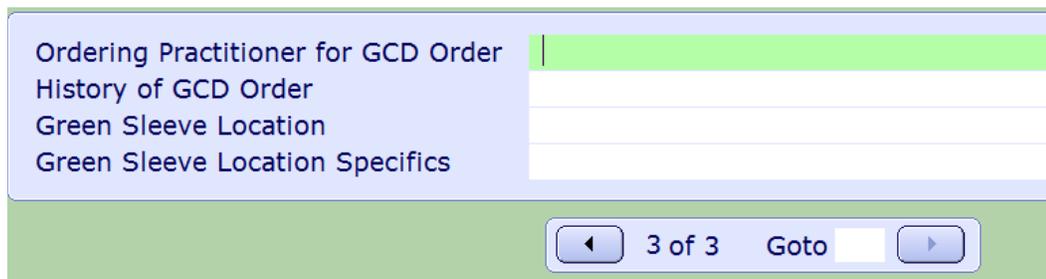
GCD Order

GCD Order Date

2 of 3 Goto 3

Goals of Care Designation

- Ordering Practitioner for GCD Order – Enter practitioner whose name is on the Goals of Care Designation Order Form.
- History of GCD Order - Press F9 or click the Lookup dropdown ▼ for list of choices.
- Green Sleeve Location - Press F9 or click the Lookup dropdown ▼ for list of choices or free text response
- Green Sleeve Location Specifics – free text any other information regarding Green Sleeve location



9. Once data has been enter select **Save**.
 - GCD status will flow to the other modules and display in the headers, as outlined at the beginning of this document.
 - It is important the GCD status always displays in the headers with the most up-to-date designation
 - When reviewing patient/resident information in the EMR, ensure the GCD date (if entered) is displaying correctly.

For more information regarding Advance Care Planning and Goals of Care Designation refer to [Advance Care Planning and Goals of Care Designation Policy](#)

Special Considerations: Changes or Errors noted with GCD Status

There are several scenarios to consider when changing/updating the GCD in Order Entry

1. Change in GCD status (ie. M1 to C1)
 - A new order must be entered (not amended) to reflect the date and time of the change
 - Repeat the process explained above
2. Error made when entering GCD order. GCD status does not match EMR header
 - Right patient, wrong GCD status
 - Verify with the patient/resident's Green Sleeve to determine if it is a status change
Remember: The patient/resident's Green Sleeve is always the source of truth
 - Amend the order
 - See **Amending** instructions in the next section
3. Wrong Patient **Without** previous GCD order
 - Two steps are required: Amend the order **AND** Cancel the order
 - See both **Amending** and **Cancelling** instructions in the next sections
 - This will remove the GCD value from the headers, as outlined at the beginning of this document.
4. Wrong Patient **With** previous GCD order
 - Amend the order and enter the correct value that previously displayed
 - See **Amending** instructions in next sections

Amending Goals of Care Designation via Order Entry

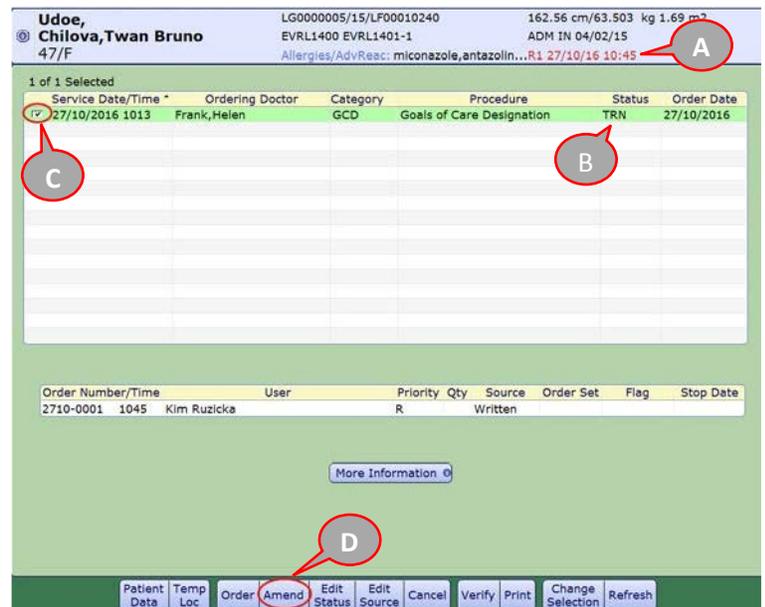
IMPORTANT: See **Special Considerations** to determine if a GCD order should be amended and/or cancelled

If an error was made when a GCD order was entered (ie. right patient, wrong order/GCD status), the order must be amended.

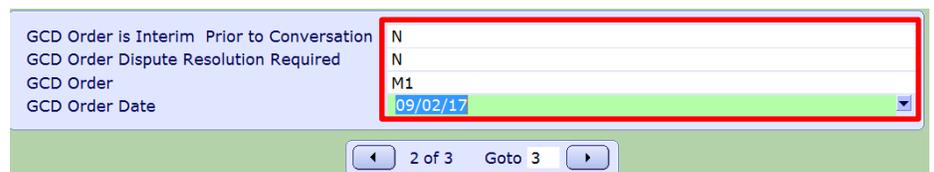
1. Verify with the patient/resident’s Green Sleeve to determine if it is a status change or an error. A status change requires entry of a new order, see instructions above.
Remember: The patient/resident’s Green Sleeve is always the source of truth

2. Once the patient is selected and the GCD order is listed on the Order Entry Process Desktop:

- A. The GCD status will appear in the header
- B. The status of the order will be TRN – Transmitted
- C. Select the GCD order
- D. Select **Amend** from the bottom toolbar



- Tab to the lower fields
- Amend the information
- Select **OK**



Note: It will take a few minutes to process but the GCD will update in the header and the Risk/Legal Panel of the EMR.

198.12 cm/90.265 kg 2.23 m2
ADM IN 24/02/15
M1 09/02/17 17:18



labelling Goals of Care Designation via Order Entry

IMPORTANT: See **Special Considerations** to determine if a GCD order should be amended and/or cancelled

If a GCD order was entered on the **wrong patient/resident**, the order must be **Amended** and **Cancelled**.

1. Follow instructions in the section above to amend the order, however, the GCD information must be cleared from all fields in the lower portion of the order

- Clear the information using backspace or delete on your keyboard
- Select 



Note: It will take a few minutes to process but the GCD Status will disappear from the header and the Risk/Legal

LG0000005/15/LF00010240 162.56 cm/63.503 kg 1.69 m2
 EVRL1400 EVRL1401-1 ADM IN 04/02/15
 Allergies/AdvRec: miconazole, antazoline, kanamycin, valganciclovir, strawb

Panel of the EMR.

Summary List Diagnoses Indicators Risk/Legal Demographics
 Providers Visit Contacts Insurances Abstract

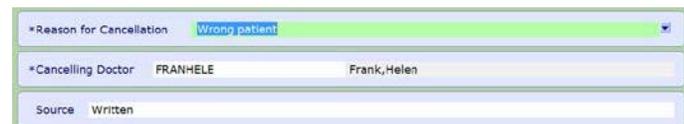
Patient Resuscitation Status 9/2/17
Personal Directive Yes: 1/2/15

2. The header information has been clear, now the order needs to be cancelled.

- a. Select the GCD order
- b. Select  from the bottom toolbar

1 of 1 Selected						
Service Date/Time ^	Ordering Doctor	Category	Procedure	Status	Order Date	
<input checked="" type="checkbox"/> 27/10/2016 1013	Frank, Helen	GCD	Goals of Care Designation	TRN	27/10/2016	

- c. Using the dropdown arrow , indicate the Reason for Cancellation



- d. Select 

- e. The Status of the order is now changed to CNC- Cancelled

Service Date/Time ^	Ordering Doctor	Category	Procedure	Status	Order Date
<input type="checkbox"/> 27/10/2016 1013	Frank, Helen	GCD	Goals of Care Designation	CNC	27/10/2016