IntelliDose®

View / Print Manual
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Course Objective:

IntelliDose View Orders & Printing

- Look up chemo orders on IntelliDose
- Print order

Description:
This course provides the user with the knowledge to lookup patients and view chemo orders. Upon completion of this course the user will be able to use IntelliDose to view and print orders.

Duration:
30 Minutes

Course Outline:
1) Login to IntelliDose
2) Find a patient
3) Open patient records
4) View chemotherapy tabs
5) Open order
6) View Drugs, Tests, IV Fluids tabs
7) View Dosing Rules, Dosing Limits, Infusion Rules and Miscellaneous tabs
8) Print Duplicate Order
9) Select Heading Title
   a) SYLVESTER COMPREHENSIVE CANCER CENTER UNIVERSITY OF MIAMI HOSPITALS AND CLINICS
   b) UMSYLVESTER at DEERFIELD BEACH
10) Close patient record
11) Close IntelliDose
**IntelliDose Order Process Overview**

**Fellow/ARNP**
- Fellow or ARNP enters chemotherapy order
  - Next
- Fellow or ARNP saves and queues chemotherapy order to Physician
  - Pending

**Physician**
- The Attending Physician reviews the order and co-signs it
  - Signed

**Charge Nurse**
- The Charge Nurse reviews the order and releases it to Pharmacist
  - Written

**Pharmacist**
- Pharmacist reviews order and releases it for assigned nurse to execute
  - Executed

**Assigned Nurse**
- Assigned Nurse administers drugs and documents administration. ONLY CTU CHAIRSIDE WILL DOCUMENT IN INTELLIDOSE
Log On

IntelliDose training is scheduled following receipt of a complete system access form. A User ID and Password is assigned after training. For security purposes, change your password.

To change your password:

1. Enter your assigned User ID
2. Enter your assigned password
3. Click the Reset Password Check box.
4. Then click Login

Password Rules

- Minimum 8 characters
- Maximum 10 characters
- Case sensitive
- At least 1 upper case letter
- At least 1 number or special character

Enter the new password twice. Click OK.

If the OK button is not active, the two entries of the password do not match.
Patient Look-Up

IntelliDose opens to the Find a Patient Screen

You may:
- Enter a complete or partial last name for an alphabetical listing of all patients whose last name meets the criteria entered.
- Enter a UMHC Medical Record Number
- Click on a letter of the alphabet for all patients whose last name begins with that letter

In this example, last names beginning with 'Bat' are displayed.

To select a patient, double click on the name.

When two or more patients share the same last and first names (even though all other fields are different), they are highlighted in red. Using the Medical record Number, account number, and physician, verify that the correct patient is selected.

The Chemotherapy Record for the selected patient opens.
Chemotherapy Record

Chemotherapy Record – General

The Chemotherapy Record for a patient opens to the General tab. This contains information entered when the physician enrolled the patient in IntelliDose.

Chemotherapy Record – Medical

The top portion Medical tab is subdivided into five sections: Problem List, Social History, Past Family History, Past Med History and Miscellaneous. The bottom portion (Medications and Allergies) displays with all Medical tab sections.

Chemotherapy Record – Medical/Allergies

Other Current Medications: This is for the listing of medications taken which are not a part of the IntelliDose treatment plans.

Allergies/Hypersensitivities This is for a listing of drug and/or food allergies or hypersensitivities.
Chemotherapy Record – Medical/Problem List

This displays any problems which have been entered by the provider.

Chemotherapy Record – Medical/Social History

This displays any comments which have been entered by the provider.

Chemotherapy Record – Medical/Past Family History

This displays any comments which have been entered by the provider.

Chemotherapy Record - Medical/Past Med History

This displays any comments which have been entered by the provider.

Chemotherapy Record – Social

Contacts: Displays name and phone information for patient contacts

DNR Status: Includes effective date and who entered information in system

Advance Directives: Includes date and who entered information in system

Miscellaneous: Displays information which has been previously entered
Chemotherapy Record – Dx 1

Chemotherapy Record: Information pulls from patient’s enrollment in IntelliDose

Chemotherapy Record: Includes all Treatment Plans which have been assigned for this diagnosis

Chemotherapy Record: Based upon user security non-malignancy diagnosis may be added

Chemotherapy Record – Dx 1

Dx 2: This is used for a second primary malignancy. It may also be used for co morbidities (ex. MDS, anemia, thrombocytopenia, etc.). The treatment history is specific to the diagnosis. The secondary diagnosis displays on both Dx 1 and Dx 2

Chemotherapy Record – Orders

Lists all cycles of assigned treatment plans for the selected diagnosis.

Chemotherapy Record - eNurse

The eNurse tab is for nursing documentation of nursing care and medication administration. The Nursing Actions are not created until an order is in Written status.

When the nursing actions have been documented. The background is blue and the date and initials are in the initials column

To view documentation for a specific date or date range, enter the beginning ending dates. Then click Search.
Chemotherapy Record - MAR

The MAR list all medications included in the ordered treatment plans once they are in Written status. Documentation entered in eNurse is shown on the MAR.

Chemotherapy Record - Tests

The Test tab is designed to display lab result. This function is not currently used at UMHC/SCCC. For lab results, please use the Lab Viewer application.

Chemotherapy Record –

Metrics/Height & Weight

The baseline weight is entered by the physician during patient enrollment. The baseline weight is changed only by the physician. All entries of the height and weight are displayed.

Vital Signs

Displays all entries of vital signs

I&O

Displays recorded intake and output
Print Duplicate Order Set

Log On

Log into IntelliDose with your User ID and password

Patient Selection

Using MRN or name, select the patient

Orders

Click the Orders tab to display order cycles and their status

Double click to open the order cycle to be printed.
Click File

Select "Print Duplicate Order Set"

Select the facility site to print on the orders.

Will this printed order set be executable?
Always select NO

Select the printer
The order prints with ‘DO NOT EXECUTE!’ down the left side of the page(s).

<table>
<thead>
<tr>
<th>Chemotherapy Orders</th>
<th>DO NOT EXECUTE</th>
<th>DO NOT EXECUTE</th>
<th>DO NOT EXECUTE</th>
<th>DO NOT EXECUTE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Granulation</strong></td>
<td>1 mg</td>
<td>1 mg</td>
<td><strong>MITOXANTRONE: 31 on day 1, 2 mg</strong></td>
<td><strong>NEPALEXOID: 5 on day 1, 2 mg</strong></td>
</tr>
<tr>
<td><strong>Corticosteroids</strong></td>
<td>1 mg</td>
<td>1 mg</td>
<td><strong>MITOXANTRONE: 31 on day 1, 2 mg</strong></td>
<td><strong>NEPALEXOID: 5 on day 1, 2 mg</strong></td>
</tr>
<tr>
<td><strong>Lactate</strong></td>
<td>1 mg</td>
<td>1 mg</td>
<td><strong>MITOXANTRONE: 31 on day 1, 2 mg</strong></td>
<td><strong>NEPALEXOID: 5 on day 1, 2 mg</strong></td>
</tr>
</tbody>
</table>