CPOE EVALUATION TOOL
USER INSTRUCTIONS
(FOR ADULT AND GENERAL HOSPITALS ONLY)

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IMPORTANT NOTES

Print a hardcopy of these instructions. Review the instructions **completely** before taking the test and have them available while completing it.

Since this test is timed, hospitals are STRONGLY ENCOURAGED to complete a Sample Test before beginning an Adult Inpatient test. Failure to complete a Sample Test will restrict a hospital's opportunities for Help Desk support.

Please carefully review the CPOE Evaluation Tool FAQs before you being a Sample Test or Adult Inpatient Test at http://leapfroggroup.org/survey-materials/survey-and-cpoe-materials.

The patient descriptions and medication order scenarios presented in the CPOE Evaluation Tool are the intellectual property of the test developers and The Leapfrog Group. Hospitals must obtain explicit written permission from The Leapfrog Group to share these patient and medication scenarios with entities and persons other than direct employees of the hospital who are involved in conducting the test.

INTRODUCTION AND OVERVIEW

Welcome to Version 2.1 of the Leapfrog Computerized Physician Order Entry (CPOE) Evaluation Tool

For background information on the test and medication-related clinical decision support, see references listed at the end of this document.

If you have any questions prior to, or after the test, please contact the Leapfrog Help Desk at https://leapfroghospitalsurvey.zendesk.com.

Once you begin the CPOE Evaluation Tool (referred to throughout this document as the "test" or "CPOE test"), you are committing to the public reporting of the overall results achieved (i.e., full or partial credit). Once an initial test has been completed, the test can only be repeated for a given hospital every six months. Therefore, before beginning the test process, you are strongly encouraged to complete a Sample Test designed to provide (1) additional insight into your organization's readiness to complete the test at this time and (2) an opportunity to learn more about the test process. The Sample Test is a shortened version of the actual process and includes a feedback report modeled after the more detailed one provided at the end of the full test.

Both the Sample Test and the Adult Inpatient Test involve the same five steps detailed below. The Sample Test may include both pediatric and adult patients. The Adult Inpatient test only contains adult patients. Currently, only the Adult Inpatient CPOE Test is available to hospitals.

HOW IS THE TEST CONDUCTED?

To access the Sample or Adult Inpatient test, log into the Leapfrog Hospital Survey with your hospital's 16-digit security code. Ensure that Section 1 and Section 2 of the online survey has been completed, affirmed, and submitted. You can always return to complete and submit the rest of the survey at a later date (Sections 3-9). Step-by-step instructions are available in the How to Access the CPOE Tool document found at http://www.leapfroggroup.org/survey-materials/survey-and-cpoe-materials.

Once the Section Status for Sections 1 and 2 in the online survey tool says "SUBMITTED", the "CPOE Tool" button will appear on the Survey Dashboard. A brief demographics form will need to be completed. Once the demographics form is complete, continue on to the next screen to select a Sample or Adult Inpatient Test from the dropdown menu.

Important Note: The CPOE Tool will only function in Internet Explorer. Please do not attempt the CPOE Test in any other browser.

Taking the test involves five steps:

Step 1	Download and print the test Patient Descriptions, then log out of the test.
Step 2	Set up test patients in your hospital's clinical and administrative systems.
Step 3	Log back into the test to download and print the Medication Orders and paper answer sheet, then log out. Once you log out of Step 3, timing for Step 4 begins.
You will have 4 hours to complete steps 1-3 above. See below TIME LIMITS FOR TESTS for more information.	
Step 4	Complete order entry as directed, and record the advice and information your hospital's CPOE system provides to <u>the prescriber</u> on the paper answer sheet.
Step 5	Log back into the test to complete and submit the online answer sheet, and receive immediate scoring and feedback report.
You will have 2.5 hours to complete steps 4-5 above. See TIME LIMIT FOR TESTS below for more information.	

TIME LIMITS FOR TESTS

A same time limit applies to both the Sample and Adult Inpatient Tests. For each test started, you have:
- **four hours** elapsed time to complete Steps 1 – 3, then
- **two and a half hours** elapsed time to complete Steps 4 – 5.

Elapsed time runs continuously, 24 x 7, and is not interrupted or suspended during "non-business hours." If you exceed these time limits, the CPOE Tool will "time out" and consider the test as

"incomplete." The test will be recorded in the online survey as "Incomplete Test" and Leapfrog will not give credit to your hospital for taking that test. It is not possible to go back to a previous step in the test.

Important Note: If your hospital times out of an Adult Inpatient Test, you will not be able to take that test again for <u>six months</u>.

STATEMENT OF ACCURACY

The Leapfrog Hospital Survey requires an individual from each participating hospital to complete a statement of accuracy at the end of each section of the survey. Hospitals completing the Leapfrog CPOE Test will also need to complete a statement of accuracy once responses have been provided. The affirmation signifies that the hospital has made a good faith effort to exercise the test consistent with the instructions provided in the CPOE Test and that the responses provided accurately reflect the performance of the hospital's CPOE system as currently used by physicians to enter inpatient orders electronically. The individual responsible for attesting to the accuracy of responses will need to provide their name, title, and the date of test completion. (The hospital determines if this individual should be the same one who attests to the accuracy of the survey information.)

PLANNING FOR THE TEST

Important Note: A hospital cannot use the CPOE Test until it has completed, affirmed, and submitted Section 2 of the online survey. You can always return to complete and submit the rest of the survey at a later date (Sections 3-9).

1. Read all instructions in this Leapfrog CPOE Test User Instructions document. Download a copy of the Quick Start Guide and review the CPOE Tool section.

2. Set-up the team to perform patient set-up and enter the orders. Hospitals involved in testing have found the following areas of expertise are needed to establish the test patients:

   a) **ADT/Registration** to admit/register the patients and assign them a bed
   b) **Laboratory** to enter laboratory results – primarily chemistry, hematology, drug levels, and microbiology
   c) **Nursing** to enter in patient profiles, allergy and assessment information
   d) **At least one physician** is required (though some hospitals have recommended having a back-up physician on-call, just in case an emergency comes up) to enter the orders. The maximum time required for the physician is 2 hours. Note: The physician entering the orders should be the "typical" physician ordering on a daily basis. (Some hospitals set decision support at different levels for residents, medical students, attendings, etc. Hospitals that have set different levels of decision support should enter orders and report the results using the minimum level of medication safety checking.)
   e) A **coordinator**, typically an individual from clinical IS. Some hospitals found it useful to have a pharmacist familiar with CPOE present during order entry.

3. Line up the resources:
   - Reserve your time
   - Brief and schedule technical or other support persons for loading the patients (Step 2) into your admitting/discharge, lab, pharmacy or other systems – review steps with them, schedule their availability for the four-hour time period allotted for Steps 1-3
   - Brief and schedule prescriber(s) for order entry (Step 4)

4. Ascertain that the test system mirrors order management and clinical decision support in the current production system. If the two are not in sync, either update the test system or plan to conduct the test in the operational system. (Some hospitals already use test patients in the production system; if this is not the case, make necessary arrangements to disregard orders and potential billing charges for test patients.) If you opt to use your production system, depending on your CPOE system (and its integration with ADT), you might need to have at least fifteen (15) open beds in order to simulate patient admissions for the test.

5. Make sure you have a valid 16-digit security code and can access the CPOE Tool from the Survey Dashboard. Go ahead and click on the "Take CPOE Tool" button (this doesn't start any test; you'll be warned before the clock starts running on any test).

6. Complete the Organization Information beforehand. (This also doesn't start any test but needs to be completed, and should be reviewed and updated if previously completed, before starting any test.) Once completed/updated, you can logout or proceed to the test. Some of the information may not be readily available. See Example A on page 12 to review the types of required information for this section.

7. Complete the Sample Test (see detailed instructions below) as a dry run, preferably with the same resources to be involved in the eventual test.

ORGANIZATION INFORMATION

Important Note: This section is not timed. All hospitals must complete this section before selecting a Sample or Adult Inpatient Test.

1. The first time you login to the CPOE Tool, you will need to complete the Organization Information (see example A at the end of this document). Each time you login again, unless a test is underway, you will be prompted to review and update this information as needed. *Once a test is underway or has been submitted, you cannot change the Organization Information that will be or has been submitted with that particular test.* Conversely, completing the Organization Information doesn't start the timed test. When you finish completing or updating this information, you will be prompted and cautioned before starting any timed test.

2. Required fields are marked (*).

3. Pre-populated fields: Some information at the top of the form has already been completed and cannot be edited (e.g. hospital name and address). If any is incorrect, it should be changed in the **Profile** on the **Survey Dashboard.**
   To update your hospital's organization information in the Profile on the Survey Dashboard:
   - Logout from the CPOE Test, using the Save & Logout button
   - Login to the Survey Dashboard and select the "Edit Hospital Profile" button. Update the appropriate information and submit.
   - Go back to the Survey Dashboard and select the "Take CPOE Tool" button, and you should see your updated organization information.

4. Field definitions:
   - Q1 -- Hospital type (adult): This will determine which type of test(s) may be taken for your hospital. To get Leapfrog credit for taking the test, adult short-term, acute-care hospitals must take the Adult Inpatient test.
   - Q2 -- Academic teaching facility: Indicate "Yes" if this hospital is a member of the American Association of Medical Colleges, otherwise No.
   - Q3 -- CPOE application source: If your hospital purchased a third-party vendor system and substantially altered it on implementation, select Homegrown Application.
   - Q11-14 -- Contact info: This may be different from the contact information provided separately in the survey Profile and should be the individual who was responsible for coordinating the test and reporting answers for a hospital's test.

Once the information has been completed, select one of the following:
   - **Save & Logout**: You have not started a test. The current Organization Information is saved and the user has logged out of the CPOE Test. This option allows you to logout even if some information is missing.
   - **Save & Continue**: The current Organization Information is saved and the user can continue, to select a sample, new or repeat test, or to review past test scores. Continuing does not start a test but all Organization Information must be completed to continue.

SELECTING A TEST

Important Note: You have the opportunity to take a Sample Test before taking the Adult Inpatient Test. **We strongly recommend that you take the Sample Test as a dry-run before starting an official test.**

1. If tests have been attempted in the past, test history will be displayed at the top of the page. If the test was successfully completed, you can review the scored results by clicking on Review Results. If the test was started but not successfully completed in the allotted time, that will be indicated and there are no results to view.

2. Users may also select which test the hospital intends to take: Inpatient Adult or Sample.

3. If the selected test has been taken in the prior six months, whether successfully completed or not, users will be notified and precluded from initiating that test until the six months has lapsed.

4. If the selected test is available to start now, users will be cautioned and asked to confirm that the timed test is about to start. If the user indicates **Yes, Start the Test**, the 4-hour timer on Steps 1-3 will start at that moment. Click **No, Return to Previous Page** if you don't intend to start the test.

SAMPLE TEST

The Sample Test offers very useful preparation for taking the Leapfrog CPOE Test and introduces the team to the types of test patients, order categories, and orders in the actual test.

The Sample Test is merely a shortened version of the real Leapfrog CPOE Test. Sample Test materials consist of a limited number of patient descriptions, types of medications, and test orders. The Sample Test may include pediatric patients. The Adult Inpatient test will only include adult patients. The Sample Test is meant to expose the end user to HOW the test works and what to expect when he/she takes the real test. Therefore, it is **not fully representative** of the types of patients, patient information, orders types, or test scenarios in the official tests.

1. Users may elect to take the Sample Test as one of the test options. The Sample Test may include pediatric patients and/or test orders. If you are an adult hospital taking the Sample Test, when you come across the pediatric patients, and cannot enter the "pediatric drug" then just enter "Medication not on Formulary." **There are no pediatric patients or test orders in the Adult Inpatient Test.**

2. The Sample Test is subject to the same time constraints as the real Test and will time out if those constraints (4 hours + 2.5 hours) are exceeded. But the test is abbreviated, involving about six patients and 7 – 10 orders, allowing for a "learning curve" within those time constraints. Users should extrapolate from a Sample Test to estimate and plan the effort, time, resources and coordination needed to conduct an official test, though the time required may not be linear given the learning that occurs during the Sample Test. After you have taken the Sample Test, please review with your colleagues and then make a decision if you would like to proceed with the actual Leapfrog CPOE Test.

3. Go through Steps 1 – 5. Use the paper answer sheet to record any guidance, alert, or other advice presented and then login to the test site to post answers and receive the feedback report.

4. Scored results are displayed in Step 5 and archived for users' future review but results are not used by Leapfrog.

TAKING THE ADULT INPATIENT TEST

STEP 1: DOWNLOAD AND PRINT PATIENT DESCRIPTIONS

Important Note: All times and deadline warnings are in Eastern Time.

1. When a test is first started, a list of approximately 13-15 patients is randomly selected from the test bed. The 4-hour time period allowed for Steps 1 – 3 has begun. (See example B at the end of this document).

2. **Print** the list of test patients (see example B at the end of this document). When printing, make sure your workstation has scripting enabled. If not, set the page for landscape when requesting printing. **Confirm immediately that the entire list has printed successfully for ALL patients and ALL data columns shown online.** You will not be able to return to this page again. DO NOT:
   (X) Logout
   (X) Close the browser or window
   (X) Navigate elsewhere until you have confirmed that all patient information has been printed
   (X) Send the page via e-mail using Send Page/Link by e-mail function in IE

3. After you have confirmed that all test patient information has been printed correctly, logout at the bottom of the page and proceed to Step 2.

Important Note: If you are logged-in to this step for more than 30 minutes, the CPOE Tool will "time out" and consider the test as "incomplete." The test will be recorded in the online survey as "Incomplete Test" and Leapfrog will not give credit to your hospital for taking that test. You will not be able to re-take the test for six months.

STEP 2: SETTING UP PATIENTS

Time Limit: Hospitals have four hours from the start of Step 1 to the end of Step 3. Step 2 takes up most of that time.

1. The test patients printed in Step 1 are each numbered. **Assign and record your own unique patient identifiers as needed so that these patients can be set up in your various hospital systems in anticipation of subsequent medication orders** (e.g., Leapfrog 1, Leapfrog 2)**.** The test medication orders in Step 3 will reference the same patient numbers as those printed in Step 1, so any patient identifiers you assign in this step will need to be assigned consistently to the test orders by patient number.

2. Each adult test patient has information about patient age, sex, weight, height, known allergies (or no known allergy), and serum creatinine. For some patients, a diagnosis or presenting problem and other "Specifics" <u>may</u> also be indicated (such as when a radiographic procedure was completed).

3. Using the test patients printed in Step 1, set up test patients in your hospital's appropriate application(s). Enter the patients' limited demographics, allergy, problem list, laboratory test results or other specifics in the hospital system where that respective information is typically stored [for example, lab results may need to be initially entered in your hospital's laboratory information

system (LIS) and transmitted or initially captured directly in your hospital's EMR or CPOE system]. Similarly, diagnosis/condition, age, sex, and allergy information might be initially captured in your ADT system, or initially captured directly into your EMR system.

4. Test patients may be entered into the hospital's test environment. **The test environment MUST BE identical to or "mirror" the hospital's production environment, including clinical decision support rules.** (One hospital involved in pilot testing of the test CPOE Test used the production system because the test system did not mirror the production system [laboratory interfaces and other areas]. It was necessary to ensure that ancillary departments were aware of testing and that no bills would be generated.)

5. Once confident that the test patients and their information have been successfully, completely, and accurately entered into the appropriate hospital system(s), proceed to Step 3.

STEP 3: GET MEDICATION ORDERS AND PAPER ANSWER SHEET

1. Having started the test at Step 1, when you login again to the CPOE Test, you will be notified that a test is underway.

2. If you have not returned to the test within the 4-hour time limit, you will be informed that the time period has expired and the test will be marked as not completed. The test will be recorded in the online survey as "Incomplete Test" and Leapfrog will not give credit to your hospital for taking that test. You will not be able to re-take the test for six months.

3. If you return within the 4-hour time limit, you will be informed that the test is still underway and that you are about to enter Step 3 of print the medication orders. You will be cautioned and asked to confirm that you are ready to proceed to Step 3 of the test. Be advised that you must print the Medication Orders within the 4-hour time limit. If the user indicates **Yes, Start the Test**, the 2.5-hour timer on Steps 4-5 will start at that moment you logout of the bottom of the screen in Step 3. A list of test orders is displayed, selected from the test bed for the specific patients printed in Step 1 who were already entered into your hospital's system(s) in Step 2.

4. Click **No, Logout & Return Later** if you don't intend to proceed to Step 3. The test is still underway and the 4-hour time limit on completing Steps 1 – 3 is still running. When ready to proceed, log back in to the CPOE Test.

5. **Print** the list of medication orders (see example C at the end of this document). You will need this print out to record the advice and information received by your CPOE system after you enter the test medication orders. **Confirm immediately that the entire list has printed successfully for ALL orders and ALL data columns shown online.** You will not be able to return to this page again. DO NOT:
   (X) Logout
   (X) Close the browser or window
   (X) Navigate elsewhere until you have confirmed that all test order has been printed

(X) Send the page via e-mail using Send Page/Link by e-mail function in IE

6. After you have confirmed that all test order information has been printed correctly, logout at the bottom of the page and proceed to Step 4.

Important Note: If you are logged-in to this step for more than 30 minutes, the CPOE Tool will "time out" and consider the test as "incomplete." The test will be recorded in the online survey as "Incomplete Test" and Leapfrog will not give credit to your hospital for taking that test. You will not be able to re-take the test for six months.

STEP 4: ENTER ORDERS

Time Limit: Hospitals have a 2.5-hour time limit to complete steps 4 and 5.

The procedure for entering orders and recording the system response is the same for the Sample Test and the Adult Inpatient versions of the test.

1. Have available the following materials:
   a) A printed copy of these instructions.
   b) A printed copy of the test orders which will also serve as the paper answer sheet where you will record the advice and information received from your CPOE system. Each order is associated with one of the test patients.
   c) The list of test patients that have been set up in the local system (from Steps 1 & 2), including any identifying information needed to locate the correct patient in your system (e.g., Test1). If necessary, mark the patient number for each order with the unique patient identifier that you assigned to the respective patient in Step 2.
   d) Any user/password needed to provide full user rights for writing orders.

2. Have a prescriber who routinely writes orders enter the test orders using the usual and customary way in which that is done. In some cases, a pair of orders is listed, i.e., two medications within the same test order. If prescribers use medication order sets for high-risk medications such as heparin or Coumadin, employ those.

3. Medications are specified as **generics**. If the medication is not available, check the corresponding response (medication not orderable) on the observation sheet. (These orders are not included in scoring).

   Every CPOE system is set up with pre-configured orders that a prescriber selects. If a test order contains a dose, route, or frequency that is not available, attempt to alter that order element on the same screen. If that is possible, proceed with the assessment. If not, record the appropriate observation.

4. Depending on your hospital's CPOE system, the prescriber should sign every order (or pair of orders). This is important because in some CPOE systems, some clinical decision support may not appear until orders are electronically signed.

5. While entering and **signing** each individual test order or pair of orders, record the appropriate observations for each order pair.

    a) The paper answer sheets provide broad categories of responses reflecting whether information was received or not and the type of information/advice. Definitions are as follows:

        i) Contraindication: when the system displays information about a contraindication such as drug-allergy interaction or drug-age contraindication.

        ii) Dose: if a message advises that the dose exceeds normal dose ranges or suggests a patient-specific dose; also, if it is not possible to order the dose or frequency.

        iii) Route: if a requested route is flagged as inappropriate or cannot be ordered for this medication.

        iv) Abnormal labs (e.g. serum creatinine, potassium, sodium): if relevant abnormal labs are displayed or other advice is provided concerning possible contraindication or dosing.

        v) Monitoring: for certain medications, if advice is given regarding the need to monitor drug levels or patient response with a laboratory test, or the suggested laboratory test order is displayed.

    b) Make the appropriate notations on the paper answer sheet, which also includes space for other notes.

    c) After noting the result(s) on the paper answer sheet, select the order (or pair of orders) and discontinue them.

        Important Note: Signed orders must be DISCONTINUED before moving to the next test order (or pair of orders) for the same patient.

7. Not every test order should generate an advisory message or alert.

8. **ONLY** advise or information (e.g. alerts) received by the prescriber should be recorded on the paper answer sheet. Advice or information (e.g. alerts) that are received by the pharmacy and/or pharmacist cannot be recorded.

STEP 5: ENTER AND SUBMIT ANSWERS, SCORE THE TEST

Time Limit: For security reasons, a hospital will be timed out of the application if responses are not submitted within 30 minutes of the form being displayed. This timeout in no way elongates the overall 2.5-hour time limit.

1. Having started the next phase of the test at Step 3, when you login again to the CPOE Test, you will be notified that a test is underway.

2. If you have not returned to the test within the 2.5-hour time limit for Steps 4 – 5, you will be informed that the time period has expired and the test will be marked as not completed. The test will be recorded in the online survey as "Incomplete Test" and Leapfrog will not give credit to your hospital for taking that test. You will not be able to re-take the test for six months.

3. If you return within the 2.5-hour time limit, you will be informed that the test is still underway and that you are in Step 4 of the testing phase. You will be cautioned and asked to confirm that you are ready to proceed to Step 5 to finish the test. Select **Yes, Start the Test** if you are ready to proceed to Step 5. A form is displayed to submit answers from the paper answer sheet for all the patient-orders printed in Step 3 and entered in your hospital's CPOE system as recorded in Step 4.

    Click **No, Logout & Return Later** if you don't intend to proceed to Step 5. The test is still underway and the 2.5-hour time limit on completing Steps 3 – 5 is still running. When ready to proceed, log back into the CPOE Tool.

4. **The online answer sheet must be completed and submitted within 30 minutes regardless of how much time is remaining in the 2.5-hour time limit**.

5. For each patient-order, select the answer on the form that reflects information that prescribers recorded on the paper answer sheets. READ THE CHOICES CAREFULLY – **the answers reflect specific alerts that the test is testing for, not just any alert**. Only select *"Received advice or information on <specific order category >"* if the answer sheet indicates that advice/information was received for that specific order category, e.g., therapeutic duplication, drug-drug interaction.

    Confirm that you have reported an answer for all patient-orders before selecting Submit Answers.

6. After you have confirmed that all answers have been entered correctly, select **Submit Answers** at the bottom of the page. Your answers are saved and immediately scored.

    If you would like a copy of your answers, you should print this page just before **Submit Answers**.

Important Note: If you are logged-in to this step for more than 30 minutes, the CPOE Tool will "time out" and consider the test as "incomplete." The test will be recorded in the online survey as "Incomplete Test" and Leapfrog will not give credit to your hospital for taking that test. You will not be able to re-take the test for six months.

<div style="background-color:#8DC63F; padding:4px;">

RESULTS

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Results of the test are immediately scored and displayed. You can print those results now or retrieve them later. All of your hospital's test results are archived. As long as a test is not currently underway, you can view scored results for all previously completed tests. For more information about your hospital's scored results visit http://leapfroggroup.org/survey-materials/cpoe-scoring.

REVIEWING PRIOR TEST RESULTS

All of your hospital's test results are archived. As long as a test is not currently underway, you can view scored results for all previously completed tests.

Login to the CPOE Test, update the Organization Information if needed, and choose **Save & Continue**.

If tests have been attempted in the past, the test history will be displayed. If the test was successfully completed, users can review the scored results by clicking on View Results. If the test was started but not successfully completed in the allotted time, that will be indicated and there are no results to view.

DISCLAIMER

The Leapfrog CPOE Test is intended only to provide hospitals with guidance about its implementation of Computerized Physician Order Entry systems. It is not intended nor should it be considered by hospitals, consumers, or any other users of any test results as a comprehensive audit or verification of any CPOE system.

The CPOE Test is offered on an as-is basis and The Leapfrog Group does not warrant or guarantee the accuracy or rigor of the test protocols or implementation of the CPOE Test or its use by hospitals and testers.

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EXAMPLE A ORGANIZATION INFORMATION

Leapfrog CPOE Evaluation Tool

Step 1 of 5 - Patient Descriptions

⚠️ The **4 hour** clock is now running to complete **Steps 1-3**

Do not close this window or browser, navigate elsewhere, or log out of the screen until you have printed these Patients Descriptions and confirmed that all patients and all eight columns of information have successfully printed.

Print all patients within 30-minutes to avoid timing out of this screen. If you do time out, these patients can no longer be accessed and you will not be able to continue with the test.

Print in landscape page-orientation to avoid cutting off columns of important information.

Please carefully read the instructions at the bottom of the Patient Descriptions.

Patient Descriptions for Adult Inpatient							
Patient ID	**Age**	**Sex**	**Weight**	**Severe Allergies**	**Diagnosis/ Problems**	**Lab Values**	**Specifics**
1	51 year old	Female	Wgt = 48 kg; Hgt = 155 cm	Pencillin Egg	Seizure Disorder	Potassium = 2.4 mEq/L; Serum Creatinine = 0.9 mg/dL	None
2	43 year old	Male	Wgt = 75 kg; Hgt = 175 cm	No Known Drug Allergies	None	Serum Creatinine = 0.9 mg/dL; Theophylline level = 15 mg/l; Potassium = 4.0 mEq/L	None
3	43 year old	Male	Wgt = 70 kg; Hgt = 155 cm	Aspirin Shellfish	None	Vancomycin trough = 17 mcg/ml; Serum Creatinine = 0.9 mg/dL	None
4	41 year old	Male	Wgt = 70 kg; Hgt = 170 cm	No Known Drug Allergies	None	Platelets = 15 000/cc.mm; Serum Creatinine = 0.9 mg/dL	None

Print Patient Descriptions

EXAMPLE C TEST MEDICATION ORDERS/PAPER ANSWER SHEET SCREENSHOT

Leapfrog CPOE Evaluation Tool

Step 3 of 5 - Medication Orders

Do not close this window or browser, navigate elsewhere, or log out of the screen until you have printed these Medication Orders and confirmed that all orders and all four columns of information have successfully printed.

Print all orders within 20 minutes to avoid timing out of this screen. If you do time out, these orders can no longer be accessed and you will not be able to continue with the test.

Print in landscape page-orientation to avoid cutting off columns of important information.

Please carefully read the instructions at the bottom of the Medication Orders.

Print the orders below and enter the orders into your CPOE system for the appropriate patients. Record the advice or information of each order including the alert message, on the paper answer sheet. Then log back in to this test to complete the online form and submit your results. You should only record advice or information received by the prescriber (i.e. alerts sent directly to the pharmacist would not be recorded on the answer sheet).

Medication Orders for Adult Inpatient

Do not logout, close this window or browser, or navigate elsewhere, until you have confirmed that all orders and all columns have <u>successfully</u> printed.

[Print Orders]

Patient ID	Order ID	Order(s)
1	1	ampicillin 500 mg IV (or IV Piggy Back) every six hours

Result (Check One)

☐ Medication Not Orderable (not on Formulary)

☐ Received advice or information concerning (check all that apply): Proceed to the next order

Contraindication: ☐ Drug-drug interaction ☐ Therapeutic duplication ☐ Drug-age

☐ Drug-allergy ☐ Drug-diagnosis ☐ Patient Labs

Dose: ☐ Outside dose range ☐ Patient-specific dose(weight or age) /dose calculator

☐ Can't enter frequency (not selectable) ☐ Can't enter dose (not selectable)

Route: ☐ Wrong route advisory ☐ Can't order this route (not selectable)

Abnormal labs: ☐ Medication contraindicated ☐ Dosing advisory based on labs