


Order Set & SmartSet Style Guide


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Naming Convention


- Inpatient Order Sets (OS)- will have 2-4 letter prefix to designate department followed by “IP”.


 HOSP IP Abdominal Pain

- Ambulatory SmartSets (SS)- will have 2-4 letter prefix to designate department followed by “AMB”.

 PC AMB Sinusitis

- “GEN” will be used in both Order Sets and SmartSets to designate when it is used by multiple departments.

 GEN IP Asthma Pathway Admission

 GEN AMB Ultrasound

- Exception: Pre-Op Order Sets that are used in the ambulatory setting will just have Pre-Op
- “Pre-Op” and “Post-Op” will be spelled with a hyphen in SmartSets & Order Sets
- All Order Sets based on a medication will be named with the “generic (Brand)” naming convention
- Display names should be in mixed case.

Hyperlinks

- Hyperlinks should be blue colored font
- Include “Reference Link:” before links to guidelines or CDS

Reference Link: [American Academy of Dermatology: Guidelines of care for the management of acne vulgaris](#)

- Other links can be prefaced by “Link:”

Spacing, Font and color

- Font: Calibri (Body)- Size 11
- Clinical decision support information should be in red colored font and bulleted.

▼ Diagnosis

- **Combination therapy should be used in the majority of patients with acne - see Treatment algorithm**

- Bullet points should be concise
- Red colored font should be limited to 1 or 2 lines. Consider red initial line followed by black bulleted lines.

Penicillin Allergy (non-life threatening): Cefdinir

- **14mg/kg/day once or divided twice daily for 10 days**
- **Max dose: 300mg twice daily**
- **Consider adding clindamycin if concern for penicillin-resistant Strep. pneumoniae**

Alphabetization

- Alphabetizing within sections of the Order Set or SmartSet is not a priority. The sequence of orders within each section may be determined by the Order Set or SmartSet owner. Then approved by the Order Set or SmartSet Committee or OS/SS chairperson.

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SmartSet Standardization

* The combining of individual diagnoses, medications, labs, or procedures within a section is permitted if it increases efficiency and is approved by the SmartSet owner, SmartSet Committee, and SmartSet chairperson.

- I. Title
 - a. Preface
 - i. 2-4 letter prefix to designate department. Ex. "PC" for Primary Care
 - ii. Followed by "AMB" to designate ambulatory
 - b. Name – As specific as possible, but inclusive of included diagnoses
- II. Diagnoses – Promote ICD-10 compliance (list only the ICD-10 name and not the ICD-10 code)
- III. Medications
 - a. In-Office Medications
 - b. Prescription Medications – grouped by class and/or severity and/or evidence-based recommendations
- IV. Supplies - DME
- V. Labs
 - a. POCT
 - b. Clinic Collect
 - c. Lab Collect
- VI. Radiology/Imaging- Imaging- List most common imaging orders first.
- VII. Procedures
 - a. In-Office
 - b. Other
- VIII. Consults/Referrals
 - a. Internal
 - b. External
- IX. Patient Instructions/Education
 - a. Patient Instructions
 - b. Patient Education
- X. Follow-Up
- XI. Level of Service
 - a. Established
 - b. New

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Order Set Standardization

- I. Title
 - a. Preface with Dept. descriptor and then IP ex: "Hosp IP" for Hospitalist
 - b. Name – As specific as possible, but inclusive of included diagnoses
- II. General Section
 - a. *Admission Orders
 - b. Nursing Special
 - c. *Vital Signs
 - d. Notify Physician
 - e. Isolation (standard panel)
 - f. *Activity
 - g. *Diet/Nutrition
 - h. Nursing Assessments
 - i. Nursing Interventions
 - j. Respiratory Interventions
 - k. Physician Consults
 - l. Ancillary Consults
 - m. Patient Education
 - n. Precautions (ex. Reflux precautions)

*required for all admission order sets
- IV. Labs- List labs in sections unless otherwise specified
 - a. Point of Care
 - b. Cerebrospinal Fluid
 - c. Chemistry Basic
 - d. Hematology
 - e. Microbiology
 - f. Stool
 - g. Substance Levels
 - h. Urine
 - i. Virology
- III. Imaging- List most common imaging orders first. If unknown then list alphabetically
 - a. Abdomen & Pelvis
 - b. Chest
 - c. Head & Neck
- IV. Other Tests
 - a. Ex. Cardiac Studies

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- V. Medications
 - a. Saline Lock Routine Flushes
 - b. IV Fluids
 - c. Antibiotics
 - d. Mild Pain
 - e. Moderate Pain
 - f. Severe Pain
 - g. Anticonvulsants
 - h. Antiemetics
 - i. Steroids
 - j. Topical Skin Products
- VI. Immunizations
- VII. VTE Prophylaxis Panel

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