

# ONCOLOGY PATIENT INFORMATION SYSTEM (OPIS) PHYSICIAN TIP SHEET

\*Please refer to the [OPIS eManual](#) for more detailed instructions.

## LOGGING ON

1. Double click on the **OPIS Icon**.
2. Enter your **ID** and **signature**.
3. Click the "OK" button to proceed.



## CHANGING YOUR SIGNATURE (PASSWORD)

Change your default password the first time you login to OPIS to something secure and private. It is **highly recommended** that you change your password **every 90 days**.

1. Select the **User Options** menu and then **Signature/Pin**.
2. Type your **Old Signature** (provided by the Help Desk).
3. Type your **New Signature**.
4. **Verify** (retype) your **New Signature**.
5. Click the **Save** button on the toolbar.

Signatures must be 8-10 characters long and should contain 3 of these 4 characteristics:

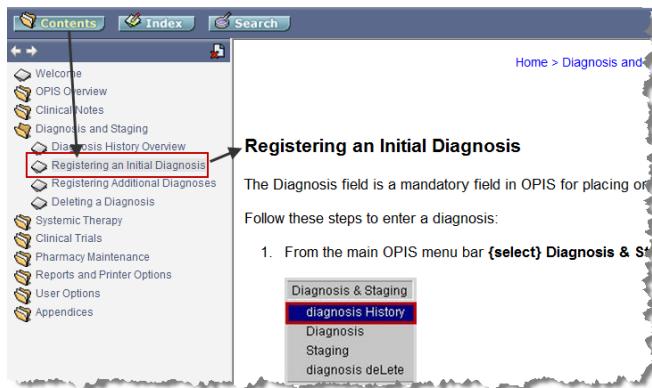
- Uppercase letters (A - Z)
- Lowercase letters (a - z)
- Numeric characters (0 - 9)
- Non-Alpha numeric characters (!, #, \$, etc.)

## HELP

**OPIS eManual:** Provides step-by-step assistance to OPIS users on OPIS functionality.

To access this manual, **click** on the **Internet Explorer** icon on any UHN computer to access the Corporate Intranet, select **Education > DIGITAL Education > eManuals > OPIS eManual**.

Once in the eManual, **select** a topic from the **Table of Contents** or **click** on **Index** to search topics alphabetically or by keyword.



**Technical Issues:** Call **H-E-L-P** (4357) from any phone at UHN or (416) 340-4800x4357. The Customer Care Centre is available 24 hours a day, 7 days a week.

## PRINTER OPTIONS / PRINTING

To setup your printer at your local workstation (if applicable):

From the menu select **User Options > Printer Options**

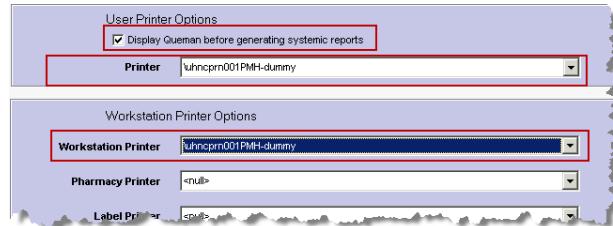
### Workstation Printer:

- This is the printer this particular PC is printing to (not user specific).
- Select the printer closest to you, using the Floor\_Room # naming convention.
- If the printer you want to setup is not on the list, call the Customer Care Centre at extension 4357 to setup a new print queue.

### Printer:

setup the same as the Workstation Printer.

*The remaining printers setup: leave as <NULL>.*

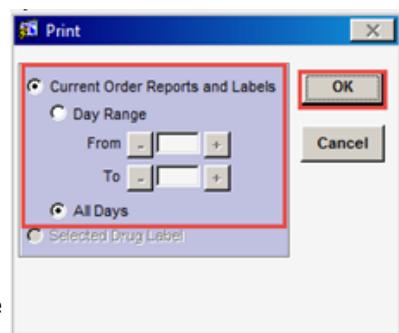


The **Queman** can be turned on/off by using the checkmark option

and clicking the **Save** button on the toolbar.

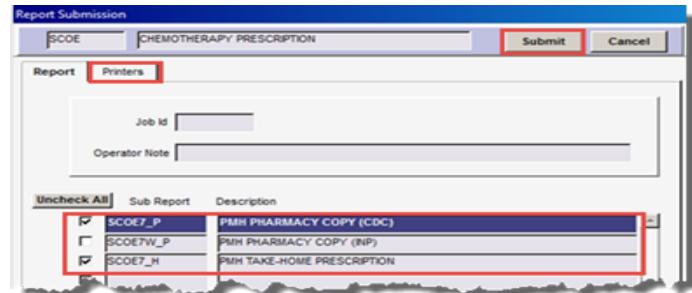
**To print a regimen order**, make sure the **Queman is turned on**, locate and **open the order** you want to print, **click** the **Print** icon on the toolbar.

In the **Print window**, select **All Days** and click **OK** to ensure you print all days of the Take Home Scripts.



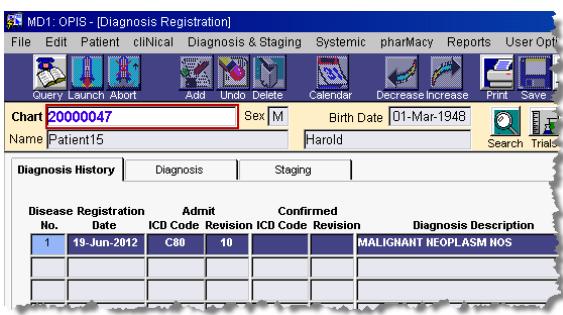
Clicking the **Cancel** button will cancel all reports including the Take Home Scripts. **Note:** please see the **OPIS eManual** for a more detailed description of using the Print window.

In the Reports Submission window, **click** on the **PMH Pharmacy Copy (CDC)** report, **click** on the **Printer tab**, **enter the number of copies**, then **click Submit**.



## PATIENT SEARCH

1. Open the specific menu within OPIS that you wish to work in (e.g. Diagnosis, Chemo Orders, etc.).
2. Type the patient's **MRN** number in the **Chart** field.
3. Press the **Enter** key (Patient demographic information and patient details for that area will populate).



\*Alternatively, use the **Search** icon to search for the patient by Name.

## ENTERING A DIAGNOSIS

PMH physicians perform Diagnosis & Staging in another electronic tool outside OPIS. However, diagnosis must still be entered in accurately in OPIS to ensure proper reimbursement and statistical representation.

1. Select Diagnosis & Staging > Diagnosis History.
2. Search for the patient (see Patient Search).
3. Click on the Add a new disease button.
4. On the Diagnosis tab, enter the appropriate **ICD code** in the Admit ICD Code field, or click on the LOV button to the right of this field to perform a search.
5. Search by entering text in the Description field and clicking the Find button. Alternatively, enter part of the ICD code in the ICD Code field and click the FIND button.
6. Select the appropriate **ICD code** in the list and click OK.
7. Click the **SAVE** button on the toolbar.
8. As we are only completing **mandatory fields (bolded field labels)** in the diagnosis area in OPIS, the system will alert us about fields that have not been completed. Read and respond **OK** to any system messages that appear. The Diagnosis will now be listed in the Diagnosis History tab. Note: The code **C80** is used for a malignant neoplasm without specification of site.

## ENTERING REGIMENT ORDERS

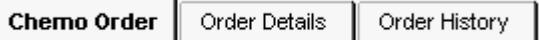


1. Ensure current Height and Weight has been updated in EPR.
2. Search for the patient and ensure a **Diagnosis** is entered in OPIS for the patient (see ENTERING A DIAGNOSIS).
3. Select Systemic Therapy > Chemo Order History
4. Review outstanding regimen orders for the patient from the Order History tab. Select the order in Order History that you want to base the next order on (most recent orders appear at the top of the list). Click the View button. Note: For patients without existing orders, you can click directly on the Chemo Order tab to begin a new order.
5. Click on the **Chemo Order** tab.
6. Click the New Order button.

7. Complete all **mandatory** fields (**bolded field labels**) on the Chemo Order tab.
8. Click the **Generate Order** button. Note: you may also be prompted for additional information (Cr value) or prompted to enter your signature for abnormal height/weight/BMI values.
9. Review all **Clinical Notes** that pop up, paying close attention to **allergy/adverse reaction** notes.
10. Review details of each medication listed on the Order Details tab using the **Drug Details** button. Drug Detail
11. Make any **adjustments** to the medications as needed including entering/updating **Start On dates** for **Take Home** medications.
12. Click the **Sign Order** button Sign Order once all adjustments are made, enter your **signature** and **click OK**.

**Note:** the regimen order will appear on the **Order History** tab. At the time the order is signed, Take-Home scripts will print automatically for all days of the order.

## DELETING AN ORDER



You may delete orders in OPIS that appear with your physician abbreviation.

1. Select Systemic Therapy > Chemo Order History.
2. In the Order History tab, select the order you want to delete.
3. Click the View button.
4. Click on the Chemo Order tab.
5. Click the Delete button on the toolbar.
6. Click Yes when asked "are you sure you want to delete this order?"
7. Enter your signature and click OK.
8. Click OK to the message indicating "the report has been submitted". The order no longer appears in the Order History tab.



## ADD MEDICATIONS

1. On the **Order Detail** tab of the order, click on the medication **before or after** in the sequence where you want to add the new medication.
2. Click the **Add** button.
3. Click on the appropriate **option** to place the order *above or below* the current record and then click OK.
4. In the **Current Drug Detail** window, complete all the **mandatory** fields (**bolded field labels**). Note: When adding Take Home medications change **Patient/Adm. Type** to **Take Home** and ensure all relevant information is entered (e.g. duration, refills & quantity – if applicable, and Pharm Sig. instructions, etc.).
5. Click the **Close** button to close the Current Drug Detail window.
6. Once all adjustments are made to the order, click the **Sign Order** button, enter your **signature** and **click OK**.



## MOVE/COPY MEDICATIONS

1. On the **Order Detail** tab of the order, **click** on the **medication** you wish to **move or copy**.
2. **Click the Move button if moving a medication in the sequence, or the Copy button if copying a medication within the sequence.**
3. In the **Copy or Move** window, **enter a number** in the **After record** field indicating which record it should follow in the current sequence.
4. **Click in the Treatment Day field and**   **update the number to the appropriate Treatment Day** (e.g. Day 1, 8, 15, etc.).
5. **Click in the Treatment Date field and it will automatically update to match the Treatment Day entered.**
6. **Click the OK button.**
7. Once all adjustments are made to the order, **click the Sign Order button, enter your signature and click OK.**

## DOSE ADJUST

1. On the **Order Detail** tab of the order, **click** on the **medication** you wish to dose adjust. *Use CTRL+Click method to select multiple medications if they can be adjusted in the same way.*
2. **Click on the Dose Adjust button.**
3. **Select a Change Reason** from the **List of Value** options.
4. In the **Change dose as follows** section, **select** whether the change is **permanent** (applies to repeat orders) **or is temporary** (does not apply to repeat orders).
5. **Select an option** indicating **how the dose should be changed** (e.g. previous ordered dose, use the ideal dose, specific dose value, percentage of current or original dose, etc.).
6. In the **Apply to which drugs** section, **select** an appropriate **option** (e.g. selected drug(s) only, all occurrences of the select drug(s), etc.).
7. **Click the Preview button.** **Note:** Changes will not be applied to selected medications that have already been verified by pharmacy. However, if you selected the **permanent** change option, you will be asked if you *wish to apply the change to all days the next time you re-order*.
8. If the change appears as you intended, **click the Apply button.**
9. Once all adjustments are made to the order, **click the Sign Order button, enter your signature and click OK.**

## DATE ADJUST

Use the Date Adjust button to reschedule an entire order or specific medication days.

### Date Adjust

1. **Select Systemic Therapy > Chemo Order History.**
2. **Search for the Patient.**
3. **Select the order** you wish to reschedule and **click the View button.**
4. On the **Order Details** tab, **click the Date Adjust button.**
5. **Select a Change Reason** from the **List of Value** options.

### To Date Adjust the entire order:

6. Follow the steps 1-5 above and then, in the **Apply To** area, **select** the option for **Entire Order**.
7. In the **Set Date To** area, **click on the calendar** and **select the new date** for the order.
8. **Click the Preview button and then the Apply button.**

9. **Click the Sign Order button and enter your signature and click OK.**

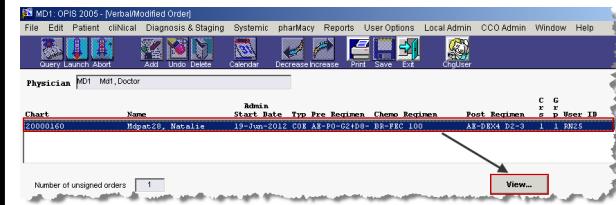
### To Date Adjust specific medication days:

6. Follow the steps 1-5 above and then, in the **Apply To** area, **select** the option for **Day Range**.
7. In the **From** field enter the **initial treatment Day** number of the medications to be rescheduled.
8. In the **To** field enter the **last treatment Day** number of the medications to be rescheduled.
9. In the **Set Date To** area, **click on the calendar** and **select the new date** for the **initial treatment Day** (of the days you are rescheduling).
10. **Click the Preview button and then the Apply button.** **Note:** all days being rescheduled will update following the original intervals between treatment days.
11. **Click the Sign Order button, enter your signature and click OK.**

## CrCl Adjust

1. On the **Order Detail** tab of the order, **click** on the **medication** you wish to CRCL adjust.
2. Click the **CrCl Adjust** button.
3. **Enter the CR or CRCL value** and then **click the OK button.** Review the new dose of the medication to confirm it has changed appropriately.
4. Click the **Sign Order** button, enter your **signature** and **click OK.**

## SIGN VERBAL/MODIFIED ORDER



The verbal/modified orders screen pops up the first time you log into OPIS if there are orders waiting for you to co-sign. You may



bypass it temporarily, by clicking on the **Exit** button on the toolbar. It will appear again the next time you log in.

If you have already bypassed the screen and wish to return to it to sign orders, follow these steps:

1. **Select Systemic Therapy > Verbal/Modified Order.**
2. **Click on the first order** listed and **click the View button.**
3. In the regimen order screen, **click the View Changes button** from either the **Chemo Order or Order Details** tab.
4. **Select to view All Changes For This Order, or Changes Since Responsible Physician Last Signed** and **click OK.**
5. After reviewing the changes, **close the Change Order History** window.
6. **Click the Sign Order button, enter your signature** to co-sign the order and **click OK.**
7. If there are additional orders to sign off, you will be returned to the list. Follow steps 2-8 until all orders have been signed.

## CCO ECLAIMS—NEW DRUG FUNDING PROGRAM

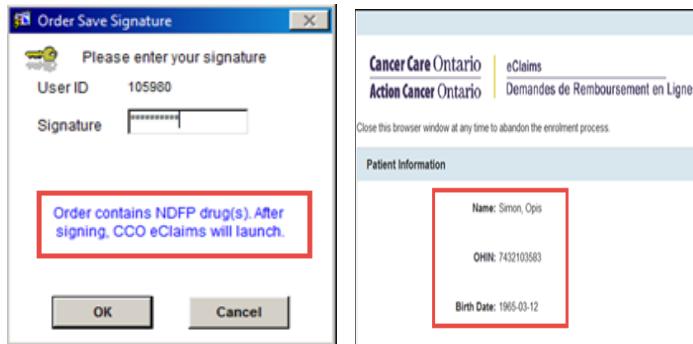
eClaims is the component in OPIS through which Princess Margaret patients are enrolled in the New Drug Funding Program (NDFP). UHN will be reimbursed for eligible drugs based on the eClaims enrolment (for appropriate drug and site group) and documented administration details in OPIS.

After a clinician saves and signs a chemo order in OPIS, if the order contains one or more NDFP drug(s), OPIS will launch Cancer Care Ontario (CCO) eClaims.

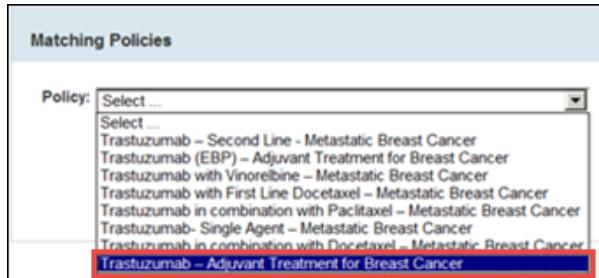
The eClaims enrolment form must be completed electronically by the clinician in order for UHN to be reimbursed.

**Note:** The only time it is appropriate not to fill in the form is if you know for certain that the hospital will be paying and that we will not be reimbursed.

1. In OPIS, **complete your Chemo Order Entry** as usual.
2. In the **Order Save Signature** window, **enter** your password in the **Signature** field. **Note:** Blue text underneath the signature alerts you to NDFP drug(s) in the regimen that will cause eClaims to launch.



3. Carefully, **select the appropriate form** based on the drug and site group.



4. **Complete all required fields** identified with a red asterisk (\*).
5. Attach supporting electronic documents as required based on the drug.
6. Click the SAVE button when the form is complete.

**Note:** Pharmacy will review and submit the final copy of the form.

For more detailed instructions on OPIS eClaims, please see the separate **OPIS eClaims** tip sheet as well as the **OPIS eManual**.

For clinical support or questions on completing CCO eClaims forms, please contact Day Care Pharmacy 16-5236

## MED SUMMARY

<b>Regimen</b>	Medication Received	Matrix	All Treatments	All Drugs
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The Med Summary tabs display regimens/treatments for the patient that have been ordered in OPIS as well as the administration information documented in OPIS.

### Select Systemic Therapy > Med Summary.

- |                            |   |
|----------------------------|---|
| <b>Regimen</b>             | Displays a list of regimens that have been ordered for the patient.   |
| <b>Medication Received</b> | <b>Select a regimen</b> on the first tab, then <b>click</b> on the <b>Medication Received</b> tab to see a summary view of the listed medications' ordered dose, given dose, and intensity (percentage received to date).                           |
| <b>Matrix</b>              | <b>Select a regimen</b> on the first tab, then <b>click</b> on the <b>Matrix</b> tab to see the medication information broken into individual treatment days. Given doses will be highlighted in Green.   |
| <b>All Treatments</b>      | <b>Click</b> on the <b>All Treatments</b> tab to see a list of all the scheduled treatment dates for the patient. Treatments highlighted in Green have been fully administered and treatments highlighted in Gold have been partially administered. |
| <b>All Drugs</b>           | <b>Click</b> on the <b>All Drugs</b> tab to see each scheduled medication and the associated Administration information.  |

## MEDICATION ADMIN

The Medication Admin area is used to both review and document administration information in OPIS. UHN only receives reimbursement for medications electronically documented in OPIS.

### Treatment Search:

1. **Select Systemic Therapy > Medication Admin.**
2. If the treatment search window does not open automatically, **click** on the **Search** icon on the toolbar.
3. **Enter** Treatment Search parameters to search **by treatment date, patient or physician** and then **click** the **Find** button. **Note:** You can refine your search using the status filters and sorting options.
4. **Select** the **treatment date/regimen of the appropriate patient** and then **click OK**. The treatment screen will open.

### Reviewing MAR documentation:

5. After following the steps 1-4 in Treatment Search to open a treatment, high level details of the treatment appear on the **Treatment** tab (e.g. diagnosis, physician abbreviation, regimen name, comments, height/weight/BSA, etc.).
6. **Click** on the **Details** tab and **review** any **Clinical Notes** that pop up using the arrow keys to navigate through them.

- Note:** Only **Outpatient** (O) medications that have been administered in the Chemo Day Care and Transfusion Centre are documented in OPIS and will display a **checkbox** once documented.
- Click on each of these medications and the corresponding **MAR information appears on the right side** of the screen indicating Admin Start Time, End Time (for Clinical Trial regimens), Pharm Sig. instructions, name of administering RN, etc.
  - Click the **Search** icon to search for another treatment, or click the **Exit** button to leave Medication Admin

#### Documenting in the MAR:

- Follow the steps 1-4 in Treatment Search to open a treatment.
- Review high level details of the treatment on the **Treatment** tab (e.g. diagnosis, physician abbreviation, regimen name, comments, height/weight/BSA, etc.).
- Click on the **Details** tab and review any **Clinical Notes** that pop up using the arrow keys to navigate through them.
- Medications to be administered in the Chemo Day Care or Transfusion Centre should be verified by Pharmacy before you begin documenting administration. Click the **Admin checkbox** next to the **medication** you wish to document.
- Enter the **Adm Start Time**.
- If required, enter the **End Time** (clinical trial regimens).
- Note:** If necessary, an administration comment may be entered in the **Nurse Comment** area by clicking the **Add/View** button. Remember to enter a **Clinical Note** (Clinical Information>Clinical Notes) if there is some information that you should be reminded of for the next order. See the OPIS eManual for details on entering a Clinical Note.
- Click the **Save** button on the toolbar. **Note:** medications with linked bag codes will automatically update with the same information. Medications will appear with green highlighting once administration information is saved.
- follow the steps 8-12 above to document additional medications in the treatment.

## REVIEWING VITAL SIGNS AND ACCESS DEVICE DOCUMENTATION

Vital Sign and Access Device documentation is captured in the Medication Admin area in OPIS.

#### Treatment Search:

- Select **Systemic Therapy > Medication Admin**.
- If the treatment search window does not open automatically, click on the **Search** icon on the toolbar.
- Enter Treatment Search parameters to search **by treatment date, patient or physician** and then click the **Find** button. **Note:** You can refine your search using the status filters and sorting options.
- Select the **treatment date/regimen of the appropriate patient** and then click **OK**. The treatment screen will open. At least **one medication** must be documented as administered in the treatment in order for Vital Signs or Access Devices to be documented for the treatment.

#### Reviewing Vital Sign documentation:

- After following the steps 1-4 in Treatment Search to open a treatment, high level details of the treatment appear on the **Treatment** tab (e.g. diagnosis, physician abbreviation, regimen name, comments, height/weight/BSA, etc.).

- Click on the **Vital Signs/I.V.** tab and review any **Clinical Notes** that pop up using the arrow keys to navigate through them.
- Documented **Vital Signs** appear at the top of this tab.

#### Notes:

- Multiple Vital Signs may be documented for the same treatment
- I.V. Therapy is not being documented in OPIS at this time

#### Reviewing Access Device documentation:

- After following the steps 1-4 in Treatment Search to open a treatment, high level details of the treatment appear on the **Treatment** tab (e.g. diagnosis, physician abbreviation, regimen name, comments, height/weight/BSA, etc.).
- Click on the **Access Device** tab and review any **Clinical Notes** that pop up using the arrow keys to navigate through them.
- Documented **Peripheral** and **Midline IVs** insertion/access appears at the top of this tab.

- Documented **Central Venous Access Device** access appears in the middle of the screen on the Access Device tab.

#### Notes:

- The **Alternate Access Device** section and **Other Clinical Doc.** tab are not currently in use at PMH.
- Multiple Peripheral IV and Midline IV insertion/access per treatment may be documented.
- Currently one CVAD access per treatment may be documented.

## REGIMENT SPECIFICATION

Regimen | Medication Detail | Matrix | Site Groups | Toxicity | Notes

The Regimen Specification area in OPIS is used by the OPIS Pharmacists to build chemotherapy regimen orders in OPIS. Others will have read only access to view the regimens. This allows you to see how the regimen was constructed, independent of specific patient order.

- Select Pharmacy > Regimen Specification.** Use the **search** button to find a regimen to review. Information is located on the various tabs.

**Regimen** Displays the high level details of the regimen (Clinical Trial, Repeat Period, # of Days per Course, associated Pre and Post anti-emetic regimens, etc.).

**Medication** Individual medications are added and **Details** defined here. Admin instructions are visible using the **Drug Detail** button.

### Current Drug screen

**Matrix** Medications are associated to the various Treatment days here.

**Site Groups** Regimen is associated with the various site groups here.

**Toxicity** Not in use at PMH at this time.

## Notes

Information specific to the regimen is defined here, (study info, bloodwork parameters, dose adjustments, administration requirements, etc.)

### Regimen Notes screen

## CCO RESOURCE LINKS

Cancer Care Ontario provides several links within OPIS to information on their website.

### On Main Menu

**Helpful Resources** provides links to:

- CCO Formulary
- Drug Information for Patients
- New Drug Funding Program Eligibility Forms
- Program Evidence-Based Care Guidelines

### On various Function Screens

- The buttons are active if there is a valid link to a Provincial Regimen and there is content to display
- There will not be content for Clinical Trial Regimens

### Regimen Specific (applies to the selected regimen)

<b>Reg Monograph</b>	Monograph for the regimen	Located in Chemo Order Entry, Medication Admin, Regimen Specification
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<b>PEBC</b>	Program Evidence -Based Care information	Located in Chemo Order Entry, Medication Admin, Regimen Specification
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<b>Description</b>	Short provincial formulary regimen description	Located Regimen Specification
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### Drug Specific (applies to the selected drug)

<b>Drug Monograph</b>	Drug monograph	Located in Chemo Order Entry, Medication Admin, Regimen Specification
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<b>Patient Drug Info ENG</b>	Information about the drug for the patient (English)	Located in Chemo Order Entry, Medication Admin, Regimen Specification
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<b>Patient Drug Info FR</b>	Information about the drug for the patient (French)	Located in Chemo Order Entry, Medication Admin, Regimen Specification
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<b>FDB Monograph</b>	First Databank Drug Monograph	Located in Chemo Order Entry, Medication Admin, Regimen Specification
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