
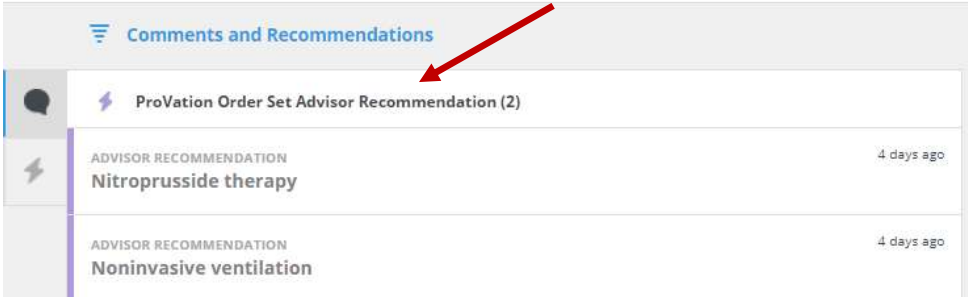
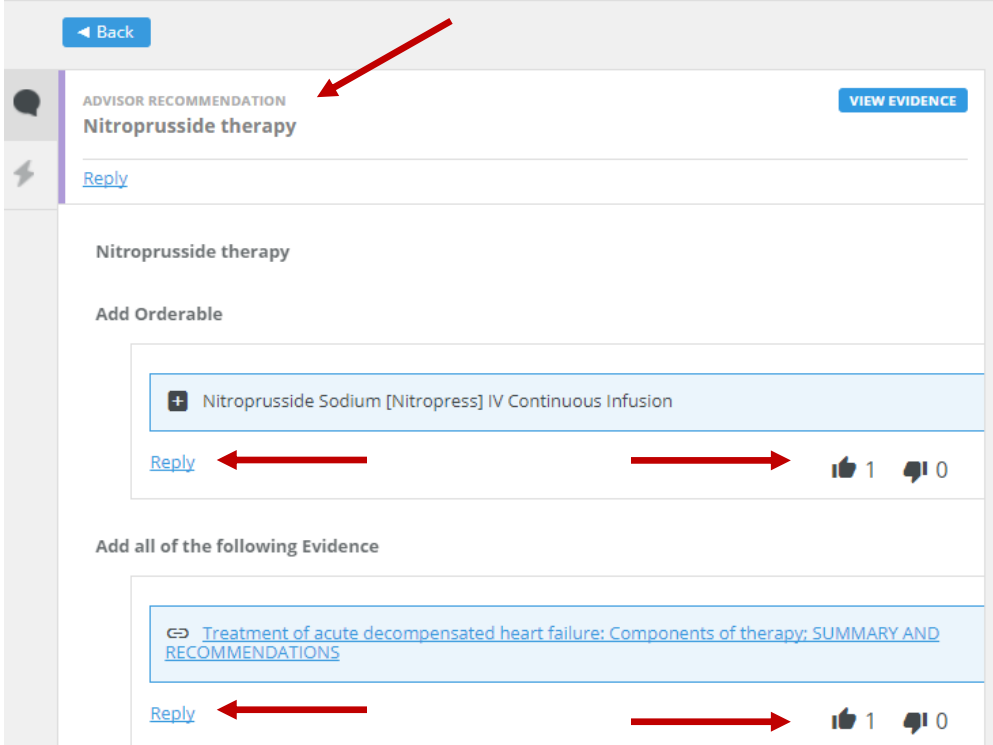


## Order Set Reviewer Quick Tips

<p><b>Login to Web Review</b></p>	<ol style="list-style-type: none"> <li>1. Click on the notification email link or open Web Review</li> <li>2. Login</li> </ol>  <p>The screenshot shows a login page for 'ProVation Order Sets'. On the left, there is a blurred image of two healthcare professionals in a clinical setting. On the right, there is a login form with fields for 'Email Address' and 'Password', and a 'Login' button.</p>
<p><b>Review and Respond to Provation Order Set Advisor Recommendations</b></p>	<ol style="list-style-type: none"> <li>1. Click on the Provation Order Set Advisor Recommendations section to see recommendations.</li> </ol>  <p>The screenshot shows a list of 'Comments and Recommendations'. A red arrow points to the 'ProVation Order Set Advisor Recommendation (2)' section. Below it, two advisor recommendations are listed: 'Nitroprusside therapy' and 'Noninvasive ventilation', both dated '4 days ago'.</p> <ol style="list-style-type: none"> <li>2. Click on each recommendation to review. Respond with thumbs up/thumbs down or post a reply to provide feedback. Recommendations may be for specific orders, evidence links or narratives.</li> </ol>  <p>The screenshot shows a detailed view of an 'ADVISOR RECOMMENDATION' for 'Nitroprusside therapy'. A red arrow points to the recommendation title. The interface includes a 'VIEW EVIDENCE' button, a 'Reply' link, and a thumbs up/down icon with a count of 1 up and 0 down. Below the recommendation, there is an 'Add Orderable' section with a dropdown menu showing 'Nitroprusside Sodium [Nitropress] IV Continuous Infusion'. At the bottom, there is an 'Add all of the following Evidence' section with a link to 'Treatment of acute decompensated heart failure: Components of therapy: SUMMARY AND RECOMMENDATIONS' and another thumbs up/down icon with a count of 1 up and 0 down.</p>

- For specific order recommendations, type pertinent order details in the text box or inclusion in the order set (for example: frequency, dose/rate, priority, etc.)

- Click View Evidence to see supporting UpToDate evidence links and narratives for each recommendation.

- Click Hide Evidence to hide.

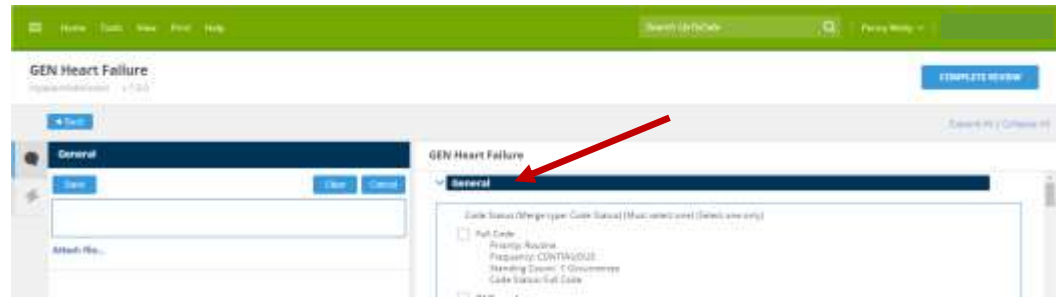
Enter a General Comment for entire document

- Click the document Title to highlight it on right side of screen.

- Enter your comment in the comment box on the left side of the screen.
- Click Save.

Enter a comment for a selected section

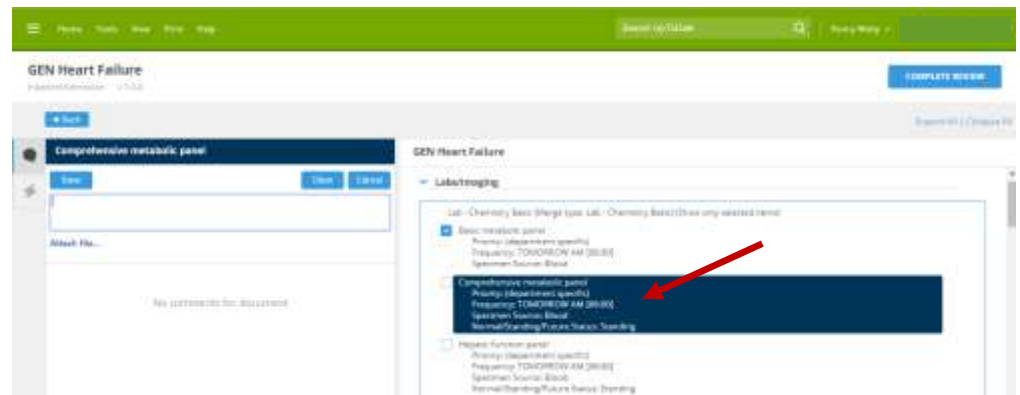
1. Click the Section you want to comment on to highlight it.



2. Enter your comment in the comment box on the left side of the screen
3. Click Save.

Enter a comment for a selected item

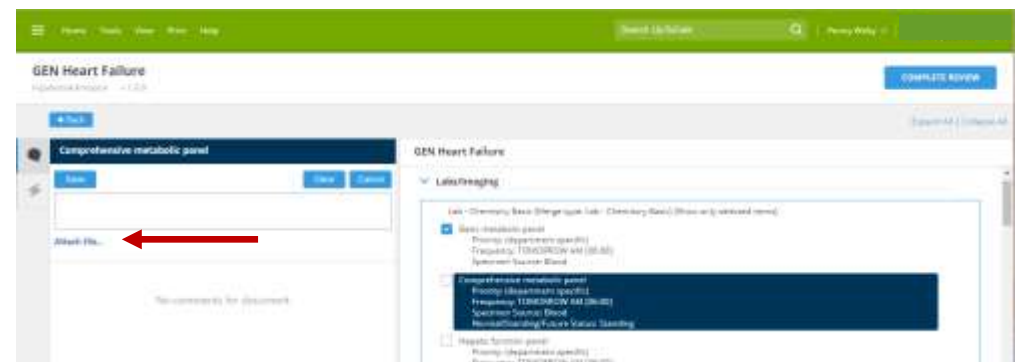
1. Click the item you want to comment on to highlight it.



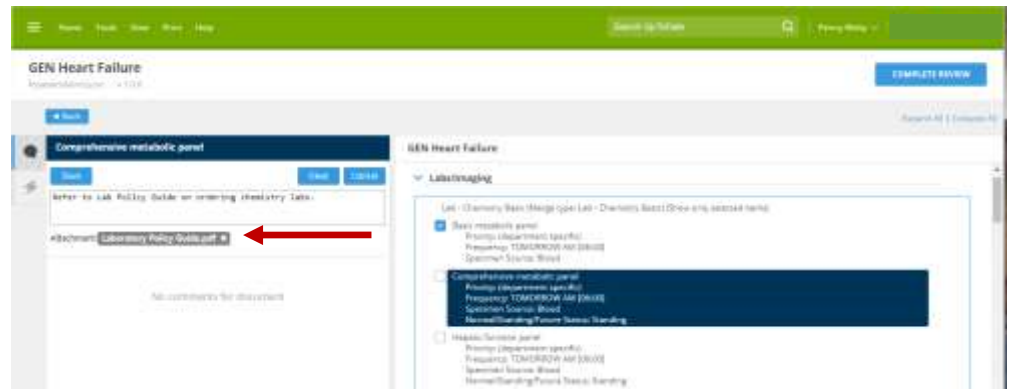
2. Enter your comment in the comment box.
3. Click Save.

Attach a file to the Comment

1. When making a comment, you have the option to attach a file.
2. If you wish to add an attachment, click "Attach file..."

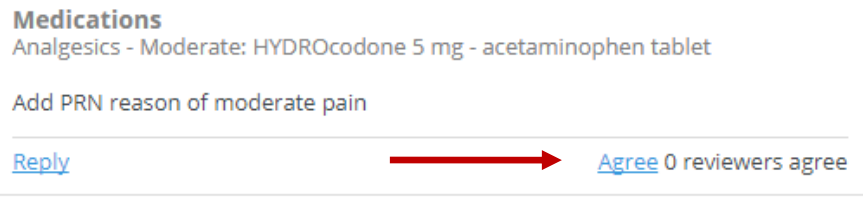


3. Select the file you wish to attach and click **Save**.

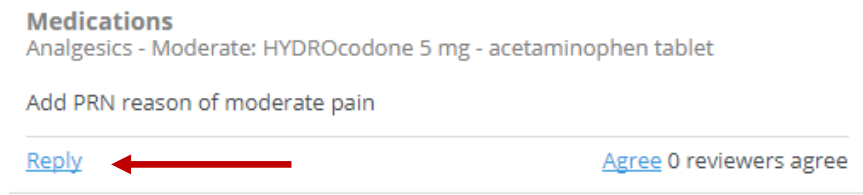


**Respond to another user's comment**

1. Click the comment (left side of screen) you want to respond to.
2. If you agree with the user's comment, click **Agree**.



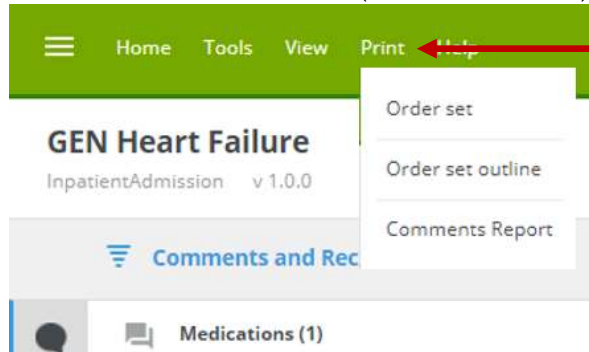
3. If you want to comment on the user's comment, click **Reply**.



4. Enter your response in the comment box.
5. Click **Save**.

**Print the Order Set**

1. From the toolbar, click **Print**.
2. Select **Order set** to print entire document, **Order set outline** to print a snapshot of the document, or **Comments Report** to print all reviewer comments on a document (without content).



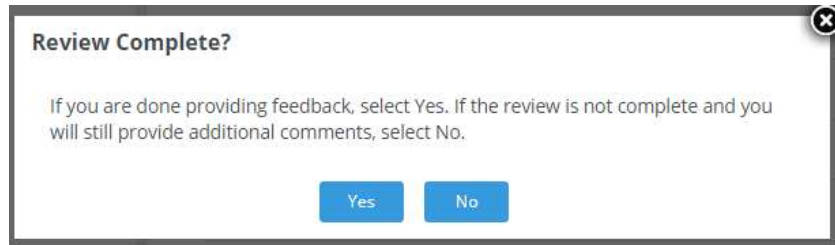
3. Click on the **Print** icon in the toolbar of the .pdf document.
4. Verify the correct printer is selected and click **ok**.

## Mark Review Complete

1. When you are finished entering comments, click **Complete Review**.



2. If you are complete with your review, click **Yes**. If you are not complete with your review, click **No** and you will be closed out of the order set.



3. Prior to closing the web browser, click your name in the upper right corner, and **Sign Out**.

## Navigate the Dashboard

1. The Home page dashboard summarizes the reviewer's items into six categories:



2. Click on the carrot next to the category to open the list. Click on the order set you want to review. This will open the review screen.