

## Treatment Plans

Overview .....	2
Treatment Plan Levels.....	2
Send a Treatment Plan.....	3
Sign Treatment Plans from In Basket .....	4
Create a Treatment Plan .....	5
Select a Treatment Plan Protocol .....	5
Specify Treatment Plan Properties .....	5
Customize View of the Treatment Plan.....	6
Add a Future Treatment Plan .....	6
Modify a Treatment Plan .....	7
Update Treatment Plan Properties.....	7
Change the Date of a Planned Treatment Day .....	7
Add New Treatment Days and Cycles .....	7
Add a New Treatment Day .....	7
Add a new Treatment Cycle.....	8
Copy and Paste Treatment Information.....	8
Add New Treatment Plan Orders.....	8
Select Orders to Add .....	9
Select Suggested Orders.....	9
Preview Changes to the Treatment Day.....	9
Accept the Orders and Apply Changes to Other Day .....	10
Modify Treatment Plan Orders.....	10
Copy Changes to Other Orders .....	10
Adjust a Chemo Medication’s Dose .....	11
Adjust the Dose of a Single Medication .....	11
Adjust the Dose of Multiple Medications.....	11
Calculate Dosing Using AUC .....	12
Delete Treatment Plan Orders, Days, or Cycles.....	13
Sign Treatment Plan Orders .....	14
Sign Orders at Any Level.....	14
Signing vs Releasing Orders.....	14

Treatment Plan Authorization Status.....	14
Track Medication Dosing.....	15
View Lifetime Dosing Information .....	15
Document External Treatment.....	15
Enter Dosing Information for External Treatment.....	16
Transitions of Treatment.....	16
Put a Treatment Plan on Hold .....	16
Automatic Holds.....	16
Transition a Treatment Day from Outpatient to Inpatient .....	16
Add and Remove Orders .....	17
Edit Orders.....	17
Transition a Treatment Day from Inpatient Back to Outpatient .....	17
Defer, Cancel, or Discontinue Treatment .....	18
Defer a Treatment Day.....	18
Discontinue a Treatment Plan .....	18
Cancel a Treatment Day .....	18

## Overview

Chemotherapy is managed from treatment plans in the Treatment activity. To create a treatment plan, select a protocol template and modify it into a treatment plan to best fit the patient's needs.

## Treatment Plan Levels

There are several levels to a treatment plan:

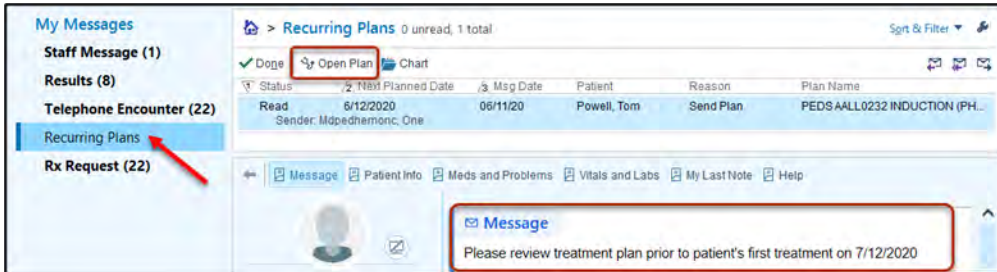
- **Treatment plan title:** The name and properties of the treatment plan.
- **Cycle:** A set of one or more treatment days. Cycles appear in green.
- **Day:** A complete day of care for the patient. Days appear in purple.
- **Order Category:** A group of orders in a treatment day with a similar purpose. For example, pre-treatment labs appear in a Labs category. Order categories appear in the order in which they are usually carried out.
- **Order:** The actual orders for treatment.

## Send a Treatment Plan

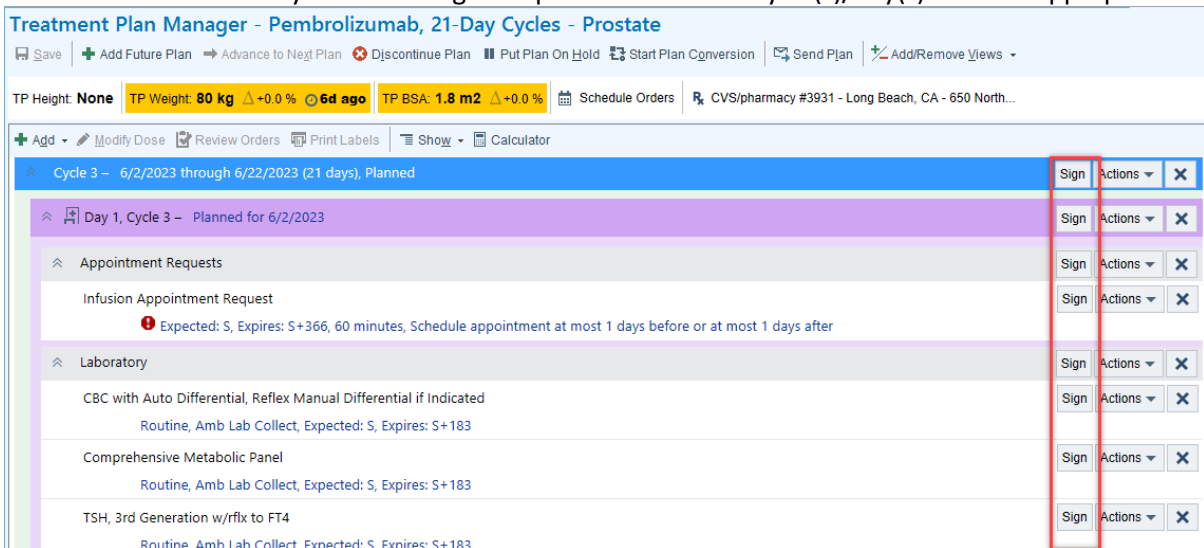
- From the Treatment Plan Manager toolbar, click **Send Plan**.
- Choose a recipient or a pool.
- Enter other relevant details, such as a message, and send when finished.
  - The message will send to the recipient's In Basket. From there, the receiver can quickly view and access the plan.

## Sign Treatment Plans from In Basket

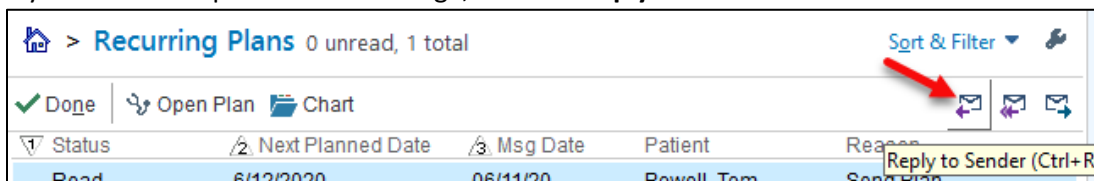
- Access the message in the **Recurring Plans** folder.



- Click **Open Plan** in the folder toolbar to be taken directly to the treatment plan.
  - Clicking on **Open the plan** will automatically bring you to the plan in an **Orders Only** encounter. This will enable you to then sign the plan order for the cycle(s)/day(s) that are appropriate.



- If you need to respond to the message, click the **Reply to Sender** icon.



- Enter additional recipients if needed, add a message, and click **Send**.
- When you no longer need the message in your In Basket, click **Done** to remove the message.

## Create a Treatment Plan

Manage all orders related to the patient's chemotherapy regimen in the treatment plan.

## Select a Treatment Plan Protocol

- From the **Treatment Plan** navigator section, click **+ Create a New Plan**.
- Select and accept a protocol from the list of suggested protocols.
  - If needed, after selecting the protocol, preview its details before accepting it.
  - If the plan you need isn't listed, or there are no suggested protocols for this patient, use the Available Protocols tab and completion match on key words such as the chemotherapy medications or cancer site.

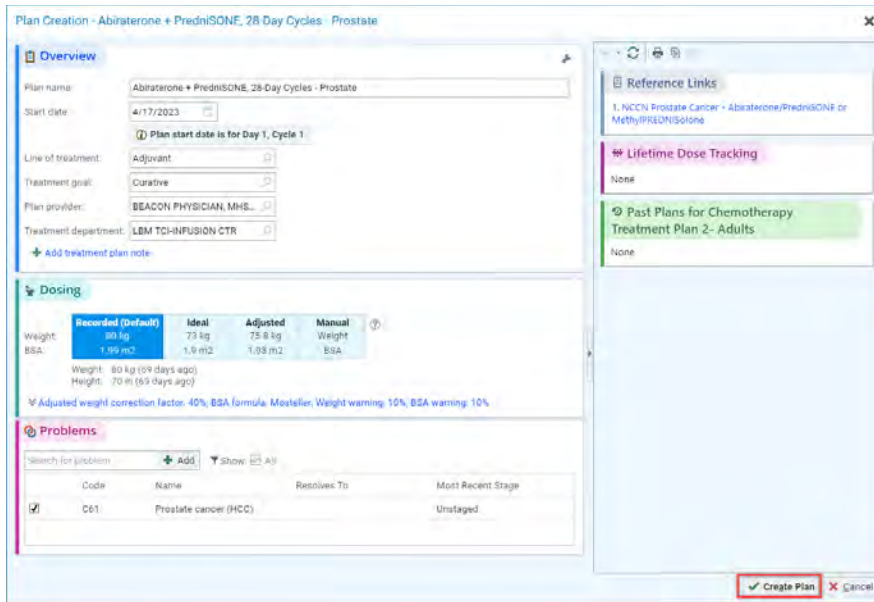


Click next to a protocol in the Protocol Selection window to mark it as a favorite. Protocols marked as favorites appear at the top of the list of suggested protocols if they meet the criteria to be suggested for that patient. Favorites are also grouped together on the Available Protocols tab.

Name	Description
<b>Suggested Protocols</b>	
☆ ⓘ Abiraterone + PredniSONE, 28-Day Cycles - Prostate	Abiraterone (conventional formulation, modified dosing) 250 mg PO daily with low-fat breakfast D1 - 28 (standard dosing is 1000 mg on empty stomach) + PredniSONE 5 mg PO daily D1 - 28, 13 cycles (1 year), 28 days/cycle
<b>Favorites</b>	
☆ ⓘ Bevacizumab + Fluorouracil Continuous Infusion + Leucovorin, 14-Day Cycles - Colorectal	Bevacizumab 5 mg/kg IV D1 + Leucovorin 400 mg/m2 IV D1 + Fluorouracil 400 mg/m2 IV bolus D1 followed by Fluorouracil 2400 mg/m2 IV continuous infusion over 46 hours D1 - 2, 12 cycles, 14 days/cycle
<b>Available</b>	
☆ ⓘ 7 + 3 (Standard-Dose Cytarabine + DAUNORubicin) - Induction - Acute Myeloid Leukemia (for testing)	Cytarabine 100 mg/m2 CIV D1-7, DAUNORubicin 90 mg/m2 IV D1-3, 1 cycle, 28 days/cycle

## Specify Treatment Plan Properties

- In the Treatment Plan Properties window, use the **Overview** section to enter the treatment start date, line of treatment, and treatment goal, such as curative or palliative.
- Use the **Plan Provider** field to associate a provider with this treatment plan.
- In the **Dosing** section, specify which weight and BSA you want to use to calculate doses.
- In the **Problems** section, select the check box next to a problem to associate it with the treatment plan.
- Click **Create Plan**.



## Customize View of the Treatment Plan

- To organize how you see the information in the Treatment Plan Manager, click **Add/Remove Views**.
- Select check boxes the following views:
  - Med. Spotlight:** View and manage the most important treatment plan medications, such as chemotherapy drugs.
    - Click a dose link to adjust it.
  - Calendar:** View the treatment days in a calendar.
    - Click a treatment day to expand it in the Treatment Plan Manager or click ◀ or ▶ in the month header to move to other months.
    - Note that the treatment days in the calendar indicate when each treatment is planned for and does not indicate if these treatments have scheduled appointments yet.
  - History:** View an audit trail of changes made to the treatment plan.

## Add a Future Treatment Plan

Line up a future treatment plan to use once the patient's active plan is completed. For example, you might add a future plan for pediatric regimens that have multiple treatment arms in separate protocols and queue up the second arm of treatment so it's ready to start after the first arm is completed.



You can have only one future plan at a time and can't sign the future treatment plan until the current plan is completed.

- In the Treatment Plan Manager, select **Add Future Plan**.
- Search for and select a protocol as you do when creating an initial treatment plan. The future treatment plan appears below the active plan in the Treatment Plan Manager.
- When you're ready to make the future plan active, click **Advance to Next Plan** on the Treatment Plan Manager toolbar.

- On the **Advance to Next Plan** window, enter a reason for discontinuing the current plan and a start date for the new plan.
- Accept all changes.

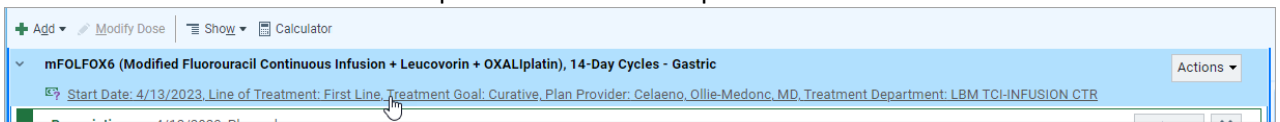
## Modify a Treatment Plan

Clinicians can modify Treatment plans if you have the Beacon security to do so.

## Update Treatment Plan Properties

Update the treatment plan if the provider, treatment plan goal, or associated problems have changed, or if you want to change how the dose for an order is calculated.

- Click the link below the name of the plan in the treatment plan header.



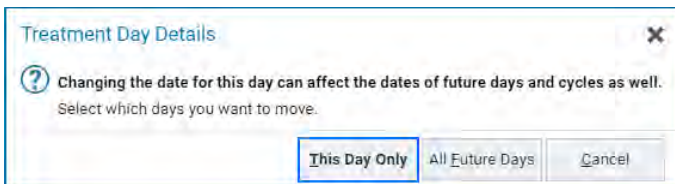
- Make any edits the treatment goal, the treatment plan provider, the associated problems, and more.
- Specify which weight or BSA you want to use to calculate doses. This is useful if the patient's weight has changed.
- Accept all changes.



You can also go to the **Actions** button and select **Plan Properties** to make any updates.

## Change the Date of a Planned Treatment Day

- In the Treatment Plan Manager, click the **Planned for** link for the day you want to change.
- Enter a new date and accept all changes.
- The Treatment Day Details window will ask if you would like to change to this day or for all future days.
  - Select what would be appropriate.



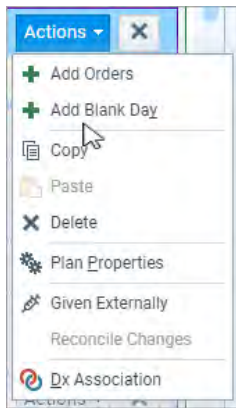
## Add New Treatment Days and Cycles

Insert a new cycle or day into an existing treatment plan if they are needed.

## Add a New Treatment Day

Insert a new day into an existing treatment plan if, for example, a patient needs additional days for labs or supportive care.

- In the Treatment Plan Manager, select the cycle to which you want to add a day, click **Actions**, and select **+ Add Blank Day**.



- Enter a day number and the date on which you want the treatment to occur.
- **Accept** all changes.
- Propagate the changes to other cycles as needed and click **Accept**.
- Add orders necessary to this day.

Link to tipsheet: [Custom Treatment Plan](#) on how to enter custom orders/order groups.

### Add a new Treatment Cycle

- In the Treatment Plan Manager, select the existing cycle after which you want to add the new cycle.
  - For example, select Cycle 2 to add a new Cycle 3 below.
- Click **Actions**, and then **+ Add Blank Cycle**.
- Update the cycle name, date, and length as needed.
- Accept all changes.



Refer to the Customizing a Blank Plan to make the necessary updates as needed.

### Copy and Paste Treatment Information

When adding additional treatment cycles and days you can copy and paste the cycles and/or days if what you need is currently in the treatment plan. For example, if there are four identical cycles in their treatment plan and you'd like to add a fifth identical cycle to extend the treatment use the copy and paste option.



- In the **Actions** menu of the row you want to copy, click **Copy**.
- In the **Actions** menu of the row you want the new row to appear after, select **Paste**.
  - For example, Click **Actions** of the Cycle 4 row and click **Copy**. Click the same **Actions** menu and select **Paste**.

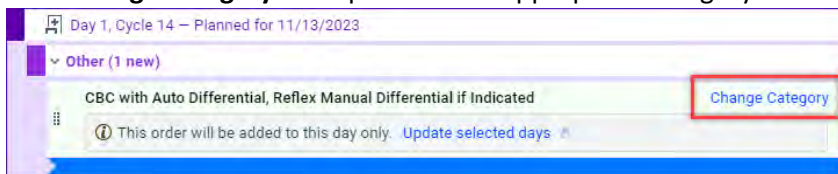
### Add New Treatment Plan Orders

Clinicians can add individual orders, order groups (groups of related orders), and suggested or required orders to the treatment plan at any time.



### Select Orders to Add

- In the Treatment Plan Manager, open the Actions menu for the day you want to add orders to.
- Select **+ Add Orders**.
- Search for the order name using completion matching.
- Double-click the order or order group you want. The orders appear under the **+ Add** field.
  - The  icon indicates facility-administered medications that are prepared by the pharmacy and appear on the MAR.
  - The  icon indicates prescription medications and procedures that will be performed during or after the visit, such as future or standing lab orders, take home anti-emetics and prescriptions for home-infusion pumps.
- Click **Change Category** and update to the appropriate category.



- Continue doing this until all the orders and order categories you want are added.

### Select Suggested Orders

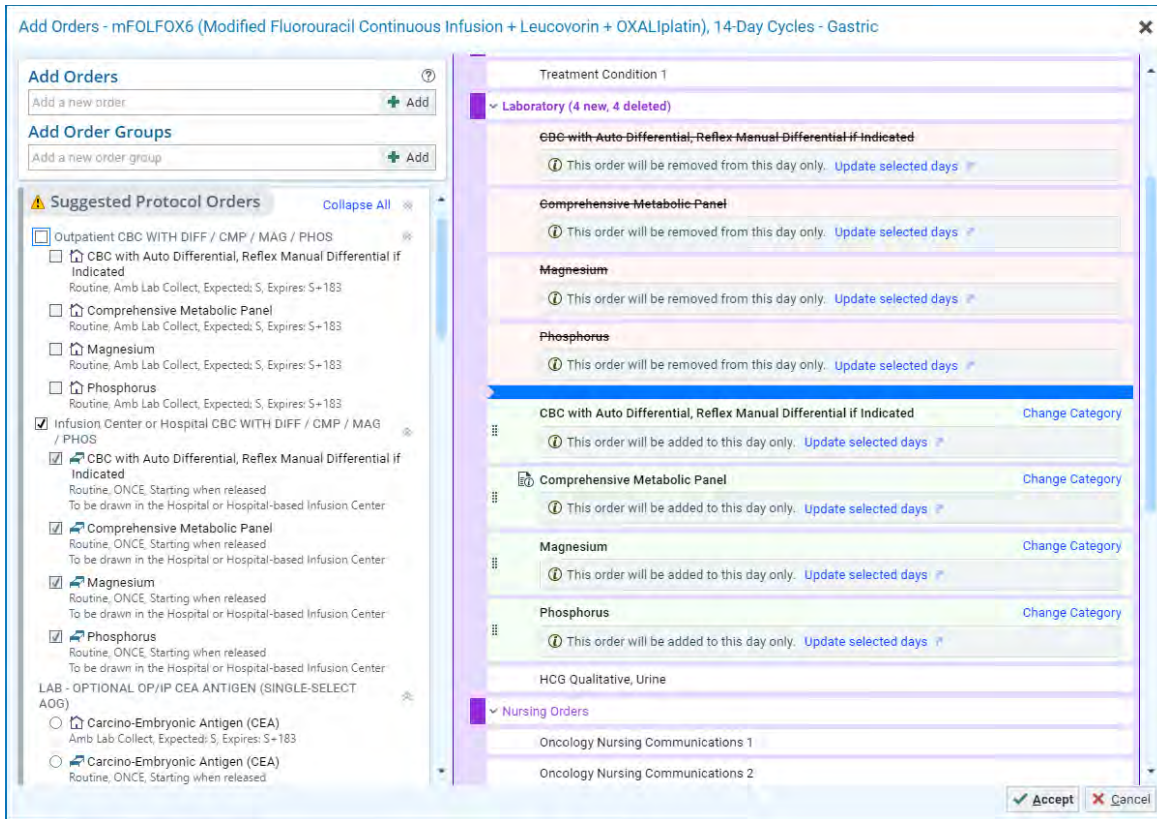
Some treatment plans contain suggested protocol orders, which are groups of orders recommended for the plan. If a treatment plan contains suggested protocol orders, they appear in the **Add Orders** window under **Order Groups**.

Select one, some, or all of the suggested protocol orders depending on how they are organized:

- Select the orders from the group to apply to the patient's treatment plan.
- Select either all of the orders in the group, or none.
- Select as many options from a multi-select group as you want, including all of the orders, none of them, or any number in between.

### Preview Changes to the Treatment Day

As you add new orders, they appear in the preview on the right side of the Add Orders window. You can remove orders by clearing the check box next to the order name.

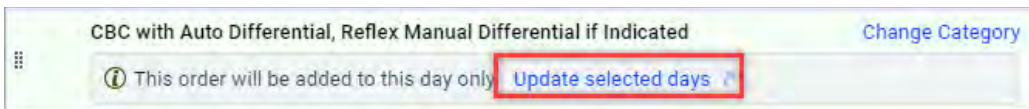


## Accept the Orders and Apply Changes to Other Day

- When you're done adding orders and previewing the plan, accept all changes.
- Select the days you want to add the new orders to and **Accept**.



You can also add each order to different days. To do so, click the **Update Selected Days** link next to each order in the preview on the right of the Add Orders window. Select the days you want to add each order to, click **Accept**, and then click **Accept** in the Add Orders window.



## Modify Treatment Plan Orders

To edit individual orders in the treatment plan, click the Summary Sentence for that order, make the change in the Order Composer, and click **Accept**.

## Copy Changes to Other Orders

When you modify an order that appears elsewhere in the plan, you can copy the change to:

- Individual days by selecting the corresponding check box.
- Entire days or cycles by selecting the row or column header.
- All days that match the filters selected by clicking **Select All**.

## Adjust a Chemo Medication's Dose

Click a dose in the **Medication Spotlight** view of the Treatment Plan Manager to quickly open the Dose Modification window.

**Dose Modification**

Percentage: 100% 90% 80% 75% 66.7% 60% 50% 33.3%  %

Of:  Original dose  Current dose

Medication	Original Dose	Current Dose	Modified Dose
<input checked="" type="checkbox"/> oxaliplatin (ELOXATIN) 180 mg in D5W 250 mL infusion	180 mg/m <sup>2</sup>	85 mg/m <sup>2</sup>	85 mg/m <sup>2</sup>

Reason:

Comment:

Copy order changes to all orders matching the following details:

- Medication - OXALIPLATIN (ELOXATIN) CHEMO INFUSION (MHS)
- Dose - 180 mg (rounded from 180.2 mg = 85 mg/m<sup>2</sup> × 2.12 m<sup>2</sup> Treatment Plan BSA from Recorded weight)

[More Filters](#)

Select days to copy changes to:

[Select All](#) [Clear All](#) [?](#)

Day 1 3

Prescriptions

- Cycle 1
- Cycle 2
- Cycle 3
- Cycle 4

Accept  Cancel

## Adjust the Dose of a Single Medication

- In the Treatment Plan Manager, open the Order Composer for an order.
- In the **Dose Modification** section, click a % button to indicate the percentage to which you want to decrease the dose. If the percentage you want doesn't appear, enter it in the % field on the left.
- Enter a **reason for the modification**.
- In the change propagation grid, choose whether you want to apply the change to just this order or all unreleased instances of the order.
- **Accept** all changes.

## Adjust the Dose of Multiple Medications

- In the Treatment Plan Manager, select an order category, such as Chemotherapy.
- In the **Actions** menu, click **Modify Dose**.
- Select the medications you want to modify.
- Click a % button to indicate the percentage to which you want to decrease the dose. If the percentage you want doesn't appear, enter it in the % field on the right.
  - Original Dose will default.

- Enter a reason for the modification.
- On the change propagation grid, choose whether you want to apply the change to just this order or all unreleased instances of the order, and then click **Accept**.

**Dose Modification**

Percentage: 100% 90% 80% **75%** 66.7% 60% 50% 33.3% 75 %

Of: **Original dose** Current dose

Medication	Original Dose	Current Dose	Modified Dose
<input checked="" type="checkbox"/> oxaliplatin (ELOXATIN) 135 mg in D5W 250 mL infusion	85 mg/m <sup>2</sup>	63.75 mg/m <sup>2</sup>	63.75 mg/m <sup>2</sup>
<input checked="" type="checkbox"/> leucovorin (WELLCOVORIN) 848 mg in NS 50 mL infusion	400 mg/m <sup>2</sup>	400 mg/m <sup>2</sup>	<b>300 mg/m<sup>2</sup></b>
<input checked="" type="checkbox"/> fluorouracil (ADRUCIL) 850 mg in NS 50 mL infusion	400 mg/m <sup>2</sup>	400 mg/m <sup>2</sup>	<b>300 mg/m<sup>2</sup></b>
<input type="checkbox"/> NS	50 mL	50 mL	50 mL
<input type="checkbox"/> fluorouracil (ADRUCIL) 5,090 mg in NS 230 mL CADD-cassette /46 Hr Infusion)			

Reason:

Comment:

Copy order changes to all orders matching the following details:

Medication

Dose

[More Filters](#)

Select days to copy changes to:

[Select All](#) [Clear All](#) [?](#)

Day 1 3

Prescriptions

Cycle	Day 1	Day 3
Cycle 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cycle 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cycle 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cycle 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Accept  Cancel

## Calculate Dosing Using AUC

After a patient's treatment plan has been established, use the system to calculate a dose for carboplatin using a target area under the curve, or AUC.



In order to calculate a dose for carboplatin, the patient must have a recent result for a serum creatinine lab.

- In the Treatment Plan Manager, find the carboplatin order and click the Summary Sentence.
- Calculate the dose for carboplatin.
- The CrCl formula defaults to Cockcroft-Gault.
- Enter a target AUC. The dose is automatically calculated.
- Optionally, you can further customize the dose by:
- Click the **Dose** field to accept the formula.
- **Accept** and sign the order.

**CARBOPLATIN (PARAPLATIN) 450 mg in NS 250 mL infusion** Sign Release Actions X

450 mg (Target AUC = 3), Intravenous, Once, 1 dose, Starting 2 hours 30 minutes after treatment start time, Administer over 30 Minutes  
HAZARDOUS DRUG: Antineoplastic- Handle and dispose of properly. See Hyperlinks in MAR for PPE.

Category:

Modify reason:  Comment:

Order Instructions: AUC FORMULA:  
Total dose of Carboplatin (mg) = Target AUC (mg/mL x minute) x [GFR (mL/min) + 25]  
(Maximum CrCL = 125 mL/min)  
The maximum allowed doses of Carboplatin are:  
AUC 6 = 900 mg

Reference Links: [Black Box Warning](#) [Adult Drug Info](#) [Ped/Neo Drug Info](#)

AUC:  Calculated dose: **450 mg** = (125 mL/min + 25) x 3 mg/mL/min (Creatinine Clearance capped at 125 mL/min)

Calculated: **129 mL/min** = 129 mL/min = (140 - 42 yrs) x 75.8 kg / (72 x 0.8 mg/dL)  
Formula: Cockcroft-Gault (lowest Scr is 0.7)  
TP Adjusted weight: 75.8 kg (69 days ago)  
Latest Creatinine result: 0.8 (15 hours ago)  Override  mg/dL

Order-Specific:  mL/min

Dose:  mg

Formula Dose: 450 mg

Base (Selection Required) + Add

NS  mL

DSW

Route:

Frequency:

At  Today Tomorrow

Offset  Minutes

Starting 2 hours 30 minutes after treatment start time

Admin Duration:  Minutes

Report:

Component	Time Elapsed	Value	Range	Status
Creatinine	15 hours (04/13/23 0000)	0.8		Final result



To enter a dose other than the calculated dose, type directly in the **Dose** field. Note that if you enter a dose this way, you may be required to enter a deviation reason.

Dose:  mg

**The current dose differs from the formula dose by 11%**

Reason for deviation from formula:



If the patient has a new serum creatinine result, the system will calculate a new dose automatically, and you will not be prompted to sign for the updated dose.

## Delete Treatment Plan Orders, Days, or Cycles

Delete orders, order categories, treatment days, and entire treatment cycles for treatments that are not needed.

- In the Treatment Plan Manager, click **X** next to the order, order category, day, or cycle you want to delete.
- Depending on what you're deleting, select the appropriate days or cycles.

## Sign Treatment Plan Orders

After establishing a treatment plan for a patient, you must sign the orders to approve treatment. When signing, it's important to note whether the patient's insurance has authorized the plan.

### Sign Orders at Any Level

- Click **Sign** next to the cycle, day, order category, or individual order you want to sign.
- Verify that the orders are associated with the appropriate diagnosis and accept.
- If any medication warnings appear, override them as appropriate.
- Enter your credentials, if needed, to accept.

### Signing vs Releasing Orders

After an order is signed, a clinician must release the order before it can be carried out. Typically, the nurse releases the orders on the day of treatment. The table below explains the difference between signing and releasing orders.

Signing	Releasing
Authorizing: equivalent to writing a signature on a script in the paper world.	Activate: ready to proceed with the order.
Can be done far before treatment. The <b>Sign</b> button is available for unsigned orders throughout the treatment plan.	Done when the patient is present on the day of treatment. The <b>Release</b> button is available only for orders in the current treatment day.
Can sign an entire cycle at a time.	Can release only the current day's orders.
Most often done by oncologists.	Most often done by nurses.
Signed orders appear with a  icon next to them.	Released orders appear with an  icon next to them.

### Treatment Plan Authorization Status

To see whether a patient's treatment plan has been authorized, look for status icons in the Treatment Plan navigator section, Treatment Plan Manager, and Springboard report.

Icon	Authorization Status
	Authorized
	Declined
	Still pending review
	No insurance



If an order from a plan is released, that has not been authorized, a message appears informing you of the plan's current authorization status.

## Track Medication Dosing

Track lifetime dosing information for medications with maximum lifetime doses. Doses administered at your organization will be added to Lifetime Dose Tracking automatically upon administration, but you must document external treatment to keep lifetime dosing information accurate.

## View Lifetime Dosing Information

- In the Treatment Plan Manager, click **Lifetime Dose Tracking** located in the header.
- To view information about each individual administration of a medication, click on the name of the medication.



When a medication percentage is highlighted, it means that the patient has received 80% or more of the maximum lifetime dose.

Chemical	Cumulative Dose (Total Amount)	Percentage	Maximum Dose
daunorubicin	400 mg/m <sup>2</sup> (0 mg)	89%	450 mg/m <sup>2</sup>

## Document External Treatment

If a patient receives treatment at another organization, you need to document this in the system.

- To indicate treatment for a day was done externally, find the correlating day in the patient's Treatment Plan.
- In the **Actions** menu of that treatment day, click **Given Externally**.
- Enter a reason and comment and accept all changes.




If a patient received multiple infusions outside of our organization, marking the most recent one as Given Externally also marks previous uncompleted days as **Given Externally**.



If you mark a treatment day as Given Externally, you will need to manually update the lifetime dose tracking.


### Enter Dosing Information for External Treatment


- In the Treatment Plan Manager, click  **Lifetime Dose Tracking** located in the header.
- To enter dosing information administration of a medication, click on the name and then click **+ Add Entry** next to the medication.
- Enter the administration information and a comment, like where the dose was given.
- Accept all changes.

### Transitions of Treatment

#### Put a Treatment Plan on Hold

Oncologists can place a plan on hold to allow for interruptions in care, such as high toxicity levels, surgery, or a family emergency. When a treatment plan is on hold, orders cannot be released until the plan is taken off hold.

- Open a patient's visit or create an **Orders Only** Encounter.
- Navigate to and open the **Treatment Plan Manager**.
- Click  **Put Plan on Hold** in the Treatment Plan Manager toolbar.
- Enter a reason and click **Accept**.

When the patient has returned or is ready to receive treatment again and it is time to release a plan from hold, click  **Release Plan From Hold** in the Treatment Plan Manager to do so.


#### Automatic Holds

If a patient is admitted to an inpatient setting and the next planned treatment day is outpatient, then the treatment plan is automatically put on hold. You as the plan provider will receive an In Basket message letting you know that the patient was admitted, and the plan is on hold.

#### Transition a Treatment Day from Outpatient to Inpatient

If a patient who has been admitted will continue to receive treatment while admitted, convert the treatment day(s) from outpatient to inpatient and release the plan from hold.

This workflow can be done before or after the patient is admitted. If the patient is not admitted use the **Orders Only** encounter. For admitted patients open the patient's chart as currently done.

- Navigate to the **Treatment Plan Manager**.
- Click  **Start Plan Conversion** located in the header.
- Indicate that the plan is being converted for Admission, then choose which treatment days you'd like to convert.
  - Convert the number of days that the patient is expected to be admitted and will need chemo. You can add more days later if necessary.



- Click **Accept**.

## Add and Remove Orders

Orders needing review are highlighted in yellow, but you can change any order in this step. Click **Review Next** to quickly move between orders that need review. Orders with a stop sign will be addressed in the next step.

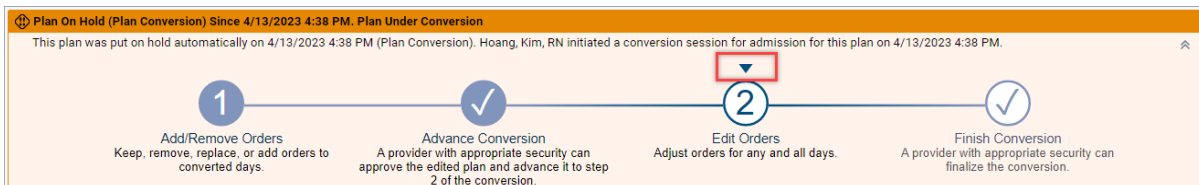
- Click **Keep** next to any orders highlighted in yellow that do not need to be updated. Orders that are not highlighted will be kept automatically if no other option is selected.
- Click **Remove** next to any outpatient orders that need to be substituted with inpatient orders or not needed when the patient is admitted.
  - Most lab orders in protocols are outpatient and must be changed to inpatient because the inpatient version of the order is set up so that it's sent to an inpatient lab.
  - Some outpatient medications need to be changed based on the inpatient formularies of the hospital.
  - Infusion appointment orders are not needed when the patient is admitted.
- When you are done adding and removing orders, click **Advance Conversion** to begin editing orders.

## Edit Orders

- Click the summary sentence for any orders with a stop sign that require changes and make the necessary edits.
- Any orders that need to be replaced, such as labs, right click on the day that needs the orders and click **Add Orders**.
  - In the **Add Order Groups** section, select the appropriate order group to add.
  - The icon equates to facility-administered or during visit.
- Sign the orders for each converted treatment day to authorize them for treatment.
- Click **Finish Conversion**.
- Indicate that the plan should be released from hold and enter a reason for release. Click **Accept**.



If you are not sure where you are during the conversion use the visual guide. An arrow will indicate where you are in the conversion.



## Transition a Treatment Day from Inpatient Back to Outpatient

Once the treatment days that have been converted to inpatient are completed, the treatment plan will continue on to the next scheduled outpatient treatment days and no action is necessary. If there are incomplete inpatient treatment days remaining when the patient is discharged, then the plan is automatically put on hold and you will receive an In Basket message. You can then use the steps outlined above to release the plan from hold and transition the inpatient treatment days back to outpatient.

## Defer, Cancel, or Discontinue Treatment

### Defer a Treatment Day

Defer a treatment day if a patient can't receive treatment for clinical reasons. For example, defer the day if a patient does not meet the treatment parameters, to allow the patient additional time to recuperate.


- In the Treatment Plan Manager, click **Actions** in the appropriate day, and then select **Defer Day**.
- Enter the new treatment date.
  - If you also want to update future treatment days, select the **Adjust future dates** check box.
- Enter a reason for deferring and click **Accept**. The old treatment day is marked as Deferred, and a new day containing a copy of the deferred orders is added.



Orders might need to be resigned, depending how long the treatment day is deferred. Check to see if the orders need to be resigned before completing this workflow.

### Discontinue a Treatment Plan

Discontinue the treatment plan when treatment is complete, or if you need to permanently stop treatment when, for example, the patient is in remission or the patient passes away.

- In the **Treatment Plan Manager**, click  **Discontinue Plan** in the treatment plan header.
- Enter a reason and accept all changes.
- If there are any active orders, select them in the Orders to Review for Discontinuation.
- Enter a reason and discontinue the orders.

### Cancel a Treatment Day

You can cancel a treatment day entirely if you will no longer give that day's treatment. The details of the treatment day remain in the treatment plan for historical purposes but is greyed out and marked with a status of Canceled to indicate that no treatment took place or will ever take place.

- In the Treatment Plan Manager, open the **Actions** menu for the day you want to cancel and click **Cancel Day**.
- Enter a reason and comment for canceling.
- **Accept** all changes.



If you want to remove a treatment day that you never intended to give, as opposed to a day that was planned but not carried out, delete the day.