



CPOE EVALUATION TOOL (V4.0)

USER INSTRUCTIONS

(FOR ADULT AND GENERAL HOSPITALS ONLY)

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WHAT'S NEW IN 2022

Leapfrog is once again requiring adult and general hospitals to complete the CPOE Evaluation Tool to achieve the CPOE standard. The CPOE Evaluation Tool is accessible from the Survey Dashboard once Section 2 CPOE is completed and affirmed. The Survey cannot be submitted, including the results from the Adult Inpatient Test, until all five required sections (1 Basic Hospital Information, 2 CPOE, 4 Maternity Care, 5 ICU Physician Staffing, and 6 Patient Safety Practices) are completed and affirmed. See the CPOE scoring algorithm for adult and general hospitals on the [Scoring and Results webpage](#).

Questions about various aspects of a hospital's EHR formerly included in the CPOE Evaluation Tool are moving to Section 2: Medication Safety – CPOE of the Online Survey Tool. As in previous years, responses to these questions are not scored or publicly reported.

CHANGE SUMMARY

If substantive changes are made to the CPOE Evaluation Tool after release after April 1, 2022, they will be documented in this Change Summary section.

IMPORTANT NOTES REGARDING VERSION 4.0

Print a hard copy of these instructions. Review the instructions **completely** before taking the Adult Inpatient Test and have them available while completing it.

Every hospital is strongly urged to complete a Sample Test before starting an Adult Inpatient Test (which is used in public reporting).

BROWSER REQUIREMENTS

Version 4.0 of the CPOE Evaluation Tool is only compatible with Chrome and Microsoft Edge. Internet Explorer is no longer supported. Prior to initiating the Adult Inpatient Test, we recommend taking a Sample Test on the same computer using the same web browser that will be used to complete the Adult Inpatient Test. **Ignoring these instructions may result in an error and your hospital will not be able to retake an Adult Inpatient Test for 120 days.**

DEADLINES

The Submission Deadline for the Leapfrog Hospital Survey is June 30. Hospitals are urged to ensure that the Adult Inpatient CPOE Test is submitted along with the Survey (i.e., in the same month) in order to meet the [deadlines](#) for the Leapfrog Hospital Survey and Leapfrog's other programs such as Top Hospital and the [Leapfrog Hospital Safety Grade](#).

OVERVIEW OF VERSION 4.0

The CPOE Evaluation Tool was designed by medication safety experts and researchers at Brigham and Women's Hospital and the University of Utah to test the ability of inpatient CPOE systems to alert prescribers to frequent serious medication errors known to cause harm to patients. In addition, the Tool was designed to help hospitals improve on their use of clinical decision support to reduce adverse drug events and improve medication safety.

The CPOE Evaluation Tool includes two tests: a [Sample Test](#) and an [Adult Inpatient Test](#).

The Adult Inpatient Test is scored and publicly reported. Once you begin an Adult Inpatient Test (referred to throughout this document as the “test”), you are committing to the public reporting of the overall score. Once an Adult Inpatient Test has been completed, another test can only be initiated after waiting 120 days *after* the date and time of the first test completion during the Survey cycle (April 1 – November 30). Therefore, before beginning the Adult Inpatient Test, you are strongly urged to complete a Sample Test.

If you fail to complete the steps of the Adult Inpatient Test within the time limits (e.g., Steps 1 - 2 within 3 hours and Steps 3 - 6 within 3 hours), the test will be scored as “Incomplete Evaluation,” and you will not be able to retake a test for 120 days. The test also includes a “Deception Analysis,” which checks for “false positives” (e.g., hospitals reporting advice/information for Test Orders that should not generate any warning in the hospital’s CPOE system). Hospital’s that “fail” the Deception Analysis are scored as “Incomplete Evaluation” and will not be able to retake an Adult Inpatient Test for 120 days.

The term “**prescriber**” used throughout these instructions and the Leapfrog Hospital Survey materials refers to all licensed clinicians who are authorized by the state in which the hospital is located to order medications for patients. This includes residents and interns who are authorized to order medications under their own authority.

Please carefully review the [Order Checking Categories](#) and the [CPOE Evaluation Tool FAQs](#) before you begin a Sample Test or Adult Inpatient Test.

Hospitals do not obtain any rights in the CPOE Evaluation Tool (“Tool”) by virtue of conducting, administering, or participating in the Leapfrog Hospital Survey (“Survey”). Hospitals are permitted to use the Tool solely for purposes of such Survey participation and only within their organization. Hospitals must obtain explicit written permission from The Brigham and Women’s Hospital, Inc., The University of Utah, and The Leapfrog Group to use the Tool for any other purpose or to share the Tool with other entities or with persons other than their direct employees involved in the Survey. For clarity, the Tool includes software and content, including, but not limited to, patient profiles and medication order scenarios, and the restrictions and requirements stated above apply to the entire Tool and any of its components.

HOW THE TEST IS CONDUCTED

HOW TO ACCESS THE TEST

To access the Sample or Adult Inpatient Test, log in to the [Survey Dashboard](#) with your hospital's 16-digit security code. Once you affirm Section 2 in the Online Survey Tool, the **Take CPOE Tool** button will appear on the Survey Dashboard. After you click this button, a new window will open where you will select a Sample or Adult Inpatient Test from the drop-down menu. You can return to complete and submit the rest of the Survey later (Sections 1-10). More information is available in the [CPOE Quick Start Guide](#).

As a reminder, Leapfrog will not use the score from the Adult Inpatient Test until the Survey has been submitted via the Online Survey Tool. Hospitals will not be able to submit the Survey, including the results from the Adult Inpatient Test, until all five required sections (1 Basic Hospital Information, 2 CPOE, 4 Maternity Care, 5 ICU Physician Staffing, and 6 Patient Safety Practices) are completed and affirmed. See "Verifying Submission" in the [hard copy of the Survey](#) for more information.

TIME LIMITS AND STEPS

Both the Sample Test and the Adult Inpatient Test involve the same seven steps detailed below. Please note the time limits for each of the steps.

While the maximum amount of time to complete Steps 1 - 2 is three hours and the maximum amount of time to complete Steps 3 - 6 is three hours, most hospitals complete the entire test in less than 3 total hours. All steps must be completed back-to-back on the same day within the time limits described below.

Time Limits	Steps
Steps 1 - 2 must be completed within 3 hours .	<p>Step 1: (a) Print a list of Test Patients and (b) log out of the Tool.</p> <p>Step 2: (a) Enter the Test Patients in your hospital's production environment (or a test environment that mirrors your production environment exactly) and (b) log back into the Tool to confirm completion of Step 2 and proceed to Step 3 before the 3-hour time limit ends.</p>
Steps 3 - 6 must be completed within 3 hours .	<p>Step 3: (a) Print the Orders and Observation Sheet and (b) log out of the Tool.</p> <p>Step 4: (a) Have a prescriber who routinely orders medications through your inpatient CPOE system enter and sign the Test Order(s) assigned to each Test Patient, (b) the prescriber must record any advice or information they receive from the system onto the Orders and Observation Sheet, (c) discontinue the Test Order(s) before moving on</p>
<p>Important Note 1: Any remaining time from Steps 1 and 2 does not carry over to this</p>	

<p>portion of the test.</p> <p>Important Note 2: We recommend leaving at least 45 minutes to perform Step 5.</p>	<p>to the next order, and then (d) log back in to the Tool to confirm completion of Step 4 and proceed to Step 5.</p> <p>Note: Do not record any advice or information on the Orders and Observation Sheet that was sent directly to a pharmacist.</p> <p>Step 5: (a) Record the responses from the Orders and Observation Sheet onto the Online Answer Form (b) review the Online Answer Form for accuracy and completeness (c) submit the Online Answer Form and then proceed to Step 6.</p> <p>Step 6: Complete and submit the Affirmation.</p> <p>IMPORTANT NOTE: If you close the browser before submitting the Affirmation, you will not be able to return to the Test for 120 days and your hospital will receive a score of “Incomplete Evaluation”.</p>
<p>Step 7 has no time limit.</p>	<p>Step 7: View and print your results.</p>

Important Notes:

1. Once you start a test, time runs continuously, 24 hours a day, 7 days a week, and is not interrupted or suspended during “non-business hours.”
2. The test will display the time limit for completing the steps of the test (e.g., “You have until 1:11 PM EDT to complete Steps 1 and 2.”). All times appear in Eastern Daylight Time. Please note that your local time zone may be different, and the official time is based on the Tool’s server time. The time on your local machine (e.g., the time on your computer, phone, or watch) may not be synchronized exactly, so please note any differences.
3. The timer counts down even when you are not logged into the CPOE Evaluation Tool.
4. If you fail to complete the steps within the time limits (e.g., Steps 1 - 2 within 3 hours and Steps 3 - 6 within 3 hours), the test will be scored as “Incomplete Evaluation,” and you will not be able to retake a test for 120 days.

AFFIRMATION

The Leapfrog Hospital Survey requires an individual from each participating hospital to complete an Affirmation of Accuracy at the end of each section of the Survey. Hospitals completing the Adult Inpatient Test will also need to complete an Affirmation of Accuracy once the responses have been submitted. The Affirmation signifies that the hospital has made a good faith effort to exercise the test consistent with the instructions provided and that the responses provided accurately reflect the performance of the hospital's CPOE system as currently used by [prescribers](#) to enter inpatient orders



electronically. The individual completing the affirmation should be designated by the CEO and will need to provide their name and title.

If you fail to complete Step 6: Submit Affirmation, the test will be considered incomplete, and the hospital will be scored as “Incomplete Evaluation,” which will be combined with your implementation status as reported in Section 2 for an overall score of “Limited Achievement”. Within a Survey Cycle (April 1 – November 30), a hospital cannot retake a CPOE Evaluation Tool until at least 120 days have passed since their last test.

Once you affirm and submit an Adult Inpatient Test (referred to throughout this document as the “test”), you are committing to the public reporting of the overall score.

PREPARING FOR THE TEST

Important Note: You cannot access the CPOE Evaluation Tool until you have affirmed Section 2 of the Online Survey Tool. You can return to complete and submit the rest of the Survey later (Sections 3-10).

Prior to starting the Adult Inpatient Test, the hospital should select a Test Coordinator. The Test Coordinator will be the point-person for the test, have a copy of the 16-digit security code to log in and out of the CPOE Tool, and keep track of time.

1. Make sure you have a valid 16-digit security code and can access the CPOE Tool from the Survey Dashboard. Complete and affirm Section 2 of the Online Survey Tool. The **Take CPOE Test** button will appear on the Survey Dashboard once this is complete. See that [CPOE Quick Start Guide](#) for help on finding the button and starting a test.
2. Identify and schedule the team that will help you complete the test. The team will set up the Test Patients in your hospital system(s) and enter the Test Orders. There will be 11-15 Test Patients. Carefully review these instructions, including steps and time limits, with your team. Teams generally include individuals with the following expertise:
 - a) A **Test Coordinator** to be the point-person and schedule the test, log in and out of the CPOE Tool with the 16-digit security code for the Online Survey Tool, and keep track of time.
 - b) **ADT/Registration** to admit/register Test Patients and assign them beds.
 - c) **Laboratory** to enter laboratory results (i.e., primarily chemistry and hematology) including INR values.
 - d) **Nursing** to enter in patient information, including allergy information and diagnosis, if that is the standard procedure.
 - e) **At least one [prescriber](#)** is required (though some hospitals have recommended having a backup [prescriber](#) on-call just in case an emergency comes up) to enter the Test Orders. The minimum time required for the [prescriber](#) is 1 hour. The [prescriber](#) entering the Test Orders should be the “typical” [prescriber](#) who orders inpatient medications on a regular basis. Some hospitals set clinical decision support at different levels for residents, medical students, attending physicians, etc. Hospitals that have set different levels of clinical decision support should enter Test Orders and report the results using the minimum level of medication safety checking. This role cannot

be completed by a pharmacist, nurse, or health informatics team member. Failure to ensure that a [prescriber](#) completes Step 4 will result in the hospital being scored as “Incomplete.”

- f) Optionally, hospitals may want **IT support** available to handle any technical difficulties that may come up, such as browser or printer issues.
3. Once you have assembled your team and reviewed the instructions with them, schedule your test:
 - a) Technical or other support persons responsible for setting up the Test Patients (Step 2) in the hospital’s systems should be available for the full 3-hour period allotted for Steps 1 - 2.
 - b) The [prescriber](#) responsible for entering the Test Orders and recording advice or information received (Step 4) should be available for the full 3-hour period allotted for Steps 3 - 6 (though the order entry step typically takes about an hour).
 - c) As a reminder, all steps must be completed back-to-back on the same day, so plan accordingly.
4. Make sure the computer you are using has a compatible browser: Chrome or Microsoft Edge.
5. Make sure the user logged in to the computer has connected to a printer loaded with paper.
6. If you are not using your production system during the test, ensure that your test system mirrors order management and clinical decision support in the current production system **BEFORE YOU START THE ADULT INPATIENT TEST**. If the two are not in sync, either update the test system or plan to conduct the test on the production system. Taking a Sample Test can help identify discrepancies between your test and production CPOE System. If you opt to use your production system, be sure to notify the appropriate departments so that Test Orders are not filled, and bills are not generated for Test Patients.
7. Complete a Sample Test (see detailed instructions below) as a test run, preferably with the team that will participate in the Adult Inpatient Test. The Sample Test should only take approximately 30 minutes to complete. The Sample Test can be reset as many times as necessary, but it will be the same Test Patients and Test Orders each time.
8. If using a remote or decentralized team to conduct the test, you may need to add extra time to complete each step of the test. It is highly recommended that you complete a Sample Test to make sure that your hospital has a process in place for completing the test with a remote team. See [Appendix C: Guidance for Testing with Remote Team](#) for additional information.

TEST SELECTION AND PREVIOUS RESULTS PAGE

Important Note: Selecting a test does not start a timer. **We strongly urge hospitals to take the Sample Test before starting an Adult Inpatient Test.**

1. Login to the [Online Survey Tool](#) and click the **Take CPOE Tool** button (this does not start any test; you will be warned before the clock starts running on any test) to open the Tool in a new tab. **Remember to go back to the Survey Dashboard and log out.** Otherwise, you risk being locked out of the survey and unable to get back to the test.

2. Once on the Test Selection and Previous Results page, you will be able to select a test from the drop-down menu at the bottom of the page: Adult Inpatient or Sample Adult Inpatient. Selecting a test from the drop-down menu does not start any timer.
 - a) The Sample Test can be taken multiple times. Submit a ticket to the [Help Desk](#) if you would like your Sample Test reset. Make sure that you provide the hospital name, address, and a contact phone number.
 - b) Once you take an Adult Inpatient Test, it can only be taken again after 120 days has passed.
3. Once you select a test from the drop-down menu, you will be asked to confirm that you have reviewed and printed the instructions. If you are ready to move on, click **Continue**. Otherwise, click **Logout without testing**.

TAKE A SAMPLE TEST

The Sample Test is designed to give your team, including the [prescriber](#), an opportunity to practice completing the test process (e.g., time limits and steps, browser compatibility, lab and ADT links, etc.). The Sample Test only takes approximately 30 minutes. Results from the Sample Test are not publicly reported.

The Sample Test is an abbreviated version of the Adult Inpatient Test, is not fully representative of the Test Patients and Test Orders that will appear in the Adult Inpatient Test (does not include testing scenarios from all [Order Checking Categories](#)), and is not meant to predict your hospital's score on the Adult Inpatient Test. Sample Test materials consist of only two Test Patients and four Test Orders.

The Sample Test is subject to the same time limits as the Adult Inpatient Test and will "time out" if those time limits are exceeded (3 hours for Steps 1 - 2 and 3 hours for Steps 3 - 6).

You can use the instructions for the Adult Inpatient Test to complete Steps 1 - 6 of the Sample Test. Following the completion of the Sample Test, meet with your team to decide if you are ready to schedule the Adult Inpatient Test. If you encounter browser, printer, or other technical problem during the Sample Test, make sure these issues are resolved before starting an Adult Inpatient Test.

TAKE AN ADULT INPATIENT TEST

STEP 1: PRINT TEST PATIENTS

Time Limit: All times and time limit warnings appear in Eastern Daylight Time. You have 3 hours to complete Steps 1 - 2 and log back into the Tool to begin Step 3. Step 2 takes up most of that time.

1. Once you select Adult Inpatient Test from the drop-down menu and continue, you will be asked to review the Time Limits and Steps one more time and then confirm that you are ready to start the timed portion of the test. Once you select **Continue to Step 1**, you have 3 hours to complete Steps 1 - 2 and log back in to begin Step 3.

2. If you have not already done so, remember to go back to the Survey Dashboard and log out. Otherwise, you risk being locked out of the Survey and unable to get back to the test.
3. Take note of the time-out time (e.g., “You have until 1:13 PM EDT to complete Steps 1 and 2) at the top of the page. Please note that your local time zone may be different, and the official time is based on the Tool’s server time. The time on your local machine (e.g., the time on your computer, phone, or watch) may not be synchronized exactly, so please note any differences.
4. Once the Test Patients have fully loaded on the screen (this may take up to a minute), print the list of Test Patients (see [Example A: Step 1 - Test Patients](#)). Confirm immediately that the entire list has printed successfully for ALL patients and ALL data columns shown on the screen. You will not be able to return to this page again and will be advanced to the next step without the information you need if you log out or close your browser before you print the Test Patients.

DO NOT:

- (X) Close the browser or window
- (X) Navigate elsewhere
- (X) Logout until you have successfully printed the Test Patients

If you accidentally move past Step 1 before confirming that you have successfully downloaded and printed the Test Patients, contact the Leapfrog Help Desk by submitting a ticket at <https://leapfroghelpdesk.zendesk.com> or an email to helpdesk@leapfrog-group.org. You will receive a response via email from support@leapfroghelpdesk.zendesk.com within 10 minutes during Help Desk hours (Monday - Friday, 9:00 AM – 5:00 PM EDT) with the Test Patients attached as a PDF.

Make sure the ticket or email includes all the following information:

- State that you are currently in an Adult Inpatient Test
 - Describe the issue you are experiencing
 - Provide any applicable screen shots
 - Provide the name and address of the hospital
 - Provide a contact phone number
5. When you are ready, confirm that the Test Patients have been successfully printed and log out at the bottom of the screen. Now you are ready to start Step 2.
 6. Note the time stamp on the page that appears after you log out. This is the deadline for completing Step 2 (which includes **both** entering the Test Patients into your system(s) and logging back into the Tool to proceed to Step 3). If you do not log back in and begin Step 3 before this time, the test will be scored as “Incomplete Evaluation,” and you will not be able to retake the test for 120 days.

STEP 2: SET UP PATIENTS IN HOSPITAL SYSTEM

Time Limit: All times and time limit warnings appear in Eastern Daylight Time. You have 3 hours to complete Steps 1 - 2 and log back into the Tool to begin Step 3. Step 2 takes up most of that time.

The procedure for setting up Test Patients is the same for the Sample and the Adult Inpatient versions of the test.

1. The Test Patients printed in Step 1 are each numbered. Assign your own unique patient identifiers so that the Test Patients can be set up in your various hospital system(s) in anticipation of entering Test Orders (e.g., Test Patient 1, Test Patient 2). You can record the unique patient identifier in the Local ID column of the printout. The Orders and Observation Sheet 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 mapped to the Test Orders.
2. Each Test Patient has information about patient age, sex, weight, height, known allergies (or no known allergies), lab results, and problem/diagnosis.
 - a) Set up Test Patients in your hospital's appropriate system(s). 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 EHR or CPOE system. Similarly, problem/diagnosis, age, sex, and allergy information may be initially captured in your ADT system, or initially captured in your EHR system.
 - b) Enter problems/diagnoses into an electronic problem list or as an admission diagnosis in accordance with your standard practice.
 - c) If a patient does not have a pregnancy diagnosis, then the patient status should be entered into your system as not pregnant.

Note regarding serum creatinine

All Test Patients have a serum creatinine result. Note that some results may be normal as many hospitals require normal creatinine levels prior to ordering renally cleared medications.

Note regarding Anaphylaxis reaction to penicillin

Some Test Patients have an anaphylaxis reaction to penicillin. Document this allergic reaction in accordance with your standard practice.

3. Test Patients may only be entered into the hospital's test environment if the test environment is identical to or "mirrors" the production environment, including clinical decision support rules. If using your production system, it may be necessary to alert ancillary departments so that bills will not be generated for Test Patients.
4. Once confident that the Test Patients have been accurately set up in the appropriate hospital system(s), log back into the CPOE Evaluation Tool via the Survey Dashboard to continue to Step 3: Print Orders and Observation Sheet.
5. Once you check the box to confirm you are ready to move on and select **Continue to Step 3**, the 3-hour time limit for Steps 3 - 6 begins. Any remaining time from Steps 1 - 2 does not carry over to this portion of the test.

STEP 3: PRINT ORDERS AND OBSERVATION SHEET

Time Limit: All times and time limit warnings appear in Eastern Daylight Time. You have 3 hours to complete Steps 3 - 6. You are advised to save about 45 minutes to complete Step 5.

1. Take note of the time-out time (e.g., “You have until 4:13 PM EDT to complete Steps 3-6) at the top of the page. Please note that your local time zone may be different, and the official time is based on the Tool’s server time. The time on your local machine (e.g., the time on your computer, phone, or watch) may not be synchronized exactly, so please note any differences.
2. If you have not already done so, remember to go back to the Survey Dashboard and log out. Otherwise, you risk being locked out of the Survey and unable to get back to the test.
3. Once the Orders and Observation Sheet has fully loaded on the screen (this may take up to a minute), print this document (see [Example B: Step 3 - Orders and Observation Sheet](#)). Confirm immediately that the entire list has printed successfully for ALL orders and ALL data columns shown online. The document will be 23 pages for the Adult Inpatient Test and is formatted so the [prescriber](#) can record the relevant advice and/or information they received while entering the Test Orders. You will not be able to return to this page again and will be advanced to the next step without the information you need if you log out or close your browser before you successfully print.

DO NOT:

- (X) Close the browser or window
- (X) Navigate elsewhere
- (X) Log out until you have successfully printed the Orders and Observation Sheet

If you accidentally move past Step 3 before confirming that you have successfully downloaded and printed the Orders and Observation Sheet, contact the Leapfrog Help Desk by submitting a ticket at <https://leapfroghelpdesk.zendesk.com> or an email to helpdesk@leapfrog-group.org. You will receive a response via email from support@leapfroghelpdesk.zendesk.com within 10 minutes during Help Desk hours (M – F, 9:00 AM – 5:00 PM ET) with the Orders and Observation Sheet attached as a PDF.

Make sure the ticket or email includes all the following information:

- State that you are currently in an Adult Inpatient Test
 - Describe the issue you are experiencing
 - Provide any applicable screen shots
 - Provide the name and address of the hospital
 - Provide a contact phone number
4. When you are ready, confirm that the Orders and Observation Sheet has successfully printed and log out. Now you are ready to start Step 4 (Order Entry).

5. Note the time stamp on the page that appears after you log out and on the cover page of the Orders and Observation Sheet. This is the deadline for completing Steps 4 - 6 (which includes submitting and affirming your responses). If you do not log back in and complete Steps 4 - 6 before this time, the test will be scored as “Incomplete Evaluation” and you will not be able to retake the test for 120 days.

STEP 4: ENTER ORDERS AND COMPLETE THE OBSERVATION SHEET

Time Limit: All times and time limit warnings appear in Eastern Time. You have 3 hours to complete Steps 3 - 6. You are advised to save about 45 minutes to complete Step 5. Therefore, hospitals should aim to complete Step 4 in 2 hours.

The procedure for entering orders and recording the advice and information is the same for the Sample and the Adult Inpatient versions of the test.

1. The Test Orders included on the Orders and Observation Sheet printed in Step 3 are assigned to one of the Test Patients set up in Step 2.
 - a) **Note that a single Test Patient may have multiple Test Orders assigned to them. Be sure to note the patient and order number as you complete this step.**
2. Test Orders are numbered and may include more than one medication. For example, a Test Order may consist of a pair of medications or a single medication. If the Test Order is for a pair of medications, the second medication will start on a new line (see [Example C: Step 4 – Pair of Orders](#)).
3. The [prescriber](#) should carefully review the [Order Checking Categories](#) in this document so that they understand the specific types of clinical decision support for which the Tool is designed to test.
4. The [prescriber](#) should enter the Test Orders for each Test Patient in the manner that is customary practice in your hospital. This includes using structured orders (e.g., order strings, order sentences, etc.) and medication order sets if that is the practice. The [prescriber](#) should sign every order as some clinical decision support may not appear until orders are electronically signed.
5. The [prescriber](#) should record any relevant advice or information presented to the [prescriber](#) during or after entering each numbered Test Order with the specific dose/route/frequency on the Orders and Observation Sheet.

Relevant advice or information includes:

- a) interruptive decision support (e.g., an alert or warning requiring a response) and non-interruptive decision support (e.g., a flag or side display that calls attention to an unsafe lab value).
- b) message to monitor via labs via a drug level or chemistry test, as well as an actual monitoring order displayed for selection.

Relevant advice or information does **NOT** include:

- a) information that the prescriber needs to click in to view.

6. The Orders and Observation Sheet must be used to record relevant information that will be used to complete the Online Answer Form in Step 5.
7. The checkbox options are organized according to the types of information conveyed by decision support (e.g., dose, route, type of contraindication, etc.). The terminology corresponds to the terminology used when submitting results via the Online Answer Form in Step 5. Only record advice or information received by the [prescriber](#) entering orders (i.e., do not record any advice or information sent to a pharmacist or other type of user).

Note regarding Using Structured Fields or Standard Orders (e.g., picklists, and drop-down menus)

If the [prescriber](#) enters the Test Order and the dose, route, and frequency are available on a pick-list or a drop-down menu as a standard dose/route/frequency, and there are no warnings or alerts, then the [prescriber](#) would **NOT** record receiving any advice or information on the Orders and Observation Sheet.

If the [prescriber](#) attempts to enter the Test Order and either the dose, route **or** frequency is not available on a pick-list or drop-down menu as a standard dose/route/frequency, the [prescriber](#) should attempt to enter the order manually.

If at any point, the [prescriber](#) is not able to enter the complete order, they should record the point at which they were stopped from moving on (i.e., could not enter dose, route, or frequency).

Note regarding Anticoagulants and INRs

When ordering anticoagulants that have drug interactions, we understand that some systems may not display a specific drug interaction alert but may instead suggest a repeat INR. In that specific situation, we consider the suggestion to order a new INR a type of Inappropriate Drug Combinations alert if displayed to the [prescriber](#), which should be recorded as such on the Orders and Observation Sheet.

Note regarding Dose per Protocol or Pharmacy

If the [prescriber](#) is only able to enter a dose for the Test Orders as “per protocol” or “per pharmacy” and is not able to enter the specific test dose at all, even manually (e.g., vancomycin), the [prescriber](#) should select “(B) Could not enter order with specified dose.”

Note regarding Generic and Brand Names

Except for Bactrim and Aspirin, medications are specified as generics except for cases where we are testing for duplicate medication or class using the brand name and their generic bioequivalent. If the generic is not available, it is acceptable to choose the brand name and continue with the order. Similarly, if the brand name is specified but not available, the generic bioequivalent is acceptable.

Note regarding Substitutions

Except for generic and brand names, the CPOE Evaluation Tool is not designed to recognize substitutions unless specifically listed in the Test Order (e.g., enalapril maleate 10 mg po twice daily **or** lisinopril 10 mg po daily **or** ramipril 10 mg po daily). If a medication is not available in your hospital’s formulary, do not substitute a similar medication, even if your system generates an

automatic substitution. If a medication is not available in your hospital's formulary, choose "(A) Medication not electronically orderable in any formulation."

If the [prescriber](#) can enter the Test Order, even though the medication is not on the hospital's formulary, then the [prescriber](#) should do so and proceed with ordering.

If the [prescriber](#) tries to enter the Test Order and the system automatically substitutes the medication for another (i.e., there is no way to enter the Test Order), then the [prescriber](#) should mark on the Orders and Observation Sheet in Step 4 that the "Medication was not electronically orderable in any formulation."

If the [prescriber](#) receives a suggested substitution but can enter the Test Order, the [prescriber](#) should enter the specified Test Order (i.e., not the suggested substitution) and proceed with signing the order.

8. If the medication is not available to be ordered in any formulation, choose "Medication not electronically orderable in any formulation." If the medication can be ordered, but not with the dose, frequency, or route in the Test Order, choose "(B) Could not enter order with specified..." and "Dose," "Frequency," and/or "Route", as appropriate.
 - a) If the Test Order includes two orders (i.e., an order pair), and one of the two medications is not electronically orderable in any formulation, record "Medication not electronically orderable in any formulation."
 - b) If the Test Order includes two orders (i.e., an order pair), and one of the two medications can be ordered, but not with the dose, frequency, or route in the Test Order, choose "(B) Could not enter order with specified..." and "Dose," "Frequency," and/or "Route", as appropriate.
9. After recording the advice or information presented to the [prescriber](#) on the Orders and Observation Sheet, select the Test Order and discontinue it. Signed orders must be DISCONTINUED before moving to the next Test Order for the same patient. If the [prescriber](#) is receiving an alert for a medication that is not in the order (because he/she is getting alerts for medications that were ordered and then discontinued), then the [prescriber](#) should only record the alerts for the current Test Order.
10. Not every Test Order should generate advice or information from the CPOE system. If no advice or information was received, "Order entered and signed, no advice or information received" should be noted on the Orders and Observation Sheet.
11. Once confident that the Orders and Observation Sheet has been completed, log back into the CPOE Evaluation Tool via the Survey Dashboard and continue to Step 5: Record Responses and Step 6: Submit Affirmation.

Please note:

- a) If you have not returned to the test within the 3-hour time limit for Steps 3 - 6, you will be informed that the time limit has expired, and the test will be scored as "Incomplete Evaluation." You will not be able to retake the test for 120 days.

- b) If you return within the 3-hour time limit, you will be informed that the test is still underway. You will be asked to confirm that you are ready to proceed to Step 5 to submit your responses and then to Step 6 to complete the affirmation.

12. Note the time stamp on the page that appears after you log back in. This is the deadline for completing Steps 5 and 6. If you do not complete Steps 5 and 6 before this time, the test will be scored as “Incomplete Evaluation” and you will not be able to retake the test for 120 days.

STEP 5: ENTER RESPONSES IN ONLINE ANSWER FORM

Time Limit: All times and time limit warnings appear in Eastern Daylight Time. You have 3-hours to complete Steps 3 - 6. You are advised to save about 45 minutes to complete Steps 5 and 6.

The procedure for entering recorded responses onto the Online Answer Form is the same for the Sample and the Adult Inpatient versions of the test.

1. Take note of the time-out time (e.g., you have until 4:13 PM EDT to complete Steps 3-6) at the top of the page. This is the deadline for completing Steps 5 – 6. If you do not complete Steps 5 and 6 before this time, the test will be scored as “Incomplete Evaluation” and you will not be able to retake the test for 120 days. Please note that your local time zone may be different, and the official time is based on the Tool’s server time. The time on your local machine (e.g., the time on your computer, phone, or watch) may not be synchronized exactly, so please note any differences.
2. If you have not already done so, remember to go back to the Survey Dashboard and log out. Otherwise, you risk being locked out of the Survey and unable to get back to the test.
3. Each Test Order from the Orders and Observation Sheet from Step 4 appears in the same numbered order on the Online Answer Form in Step 5.
4. For each of the Test Orders, select the radio button that corresponds to the advice or information recorded by the [prescriber](#) on the Orders and Observation Sheet from Step 4. Note that the specific radio button response options may differ from order to order. You can only select one radio button for each Test Order.
5. If the Test Order could not be entered as specified (i.e., “Medication not electronically orderable in any formulation” or “Could not enter with the specified dose, frequency, or route”), select the appropriate radio button.
6. Otherwise, select the radio button which best describes the advice or information received by the [prescriber](#) (e.g., “Received advice/information concerning allergy to medication”) or the absence of advice or information provided by clinical decision support. If the [prescriber](#) did not receive the specific advice or information noted on the Online Answer Form for the Test Order, select the appropriate radio button (e.g., “No advice/information received concerning allergy to medication”).
7. As a reminder, not every Test Order should generate advice or information from the CPOE system.



8. Once the Online Answer Form is complete and accurate, submit the Online Answer Form and move on to Step 6: Affirmation.
9. **Do not close your browser window or navigate elsewhere until you complete and submit the Affirmation in Step 6. If you close your browser window or navigate elsewhere before submitting the Affirmation in Step 6, your test will be scored as “Incomplete Evaluation” and you will not be able to retake the test for 120 days.**

STEP 6: SUBMIT AFFIRMATION

Time Limit: All times and time limit warnings appear in Eastern Daylight Time. You have 3 hours to complete Steps 3 - 6.

The procedure for completing and submitting the Affirmation of Accuracy is the same for the Sample and the Adult Inpatient versions of the test.

After submitting your responses in Step 5, you will immediately be taken to the affirmation page. Your responses have not been submitted and will not be scored until the affirmation has been submitted. Enter your name and title in the fields below the affirmation statement and click **Affirm & Submit**.

Your responses will be scored immediately, and you will be taken to a results page that should be viewed and printed for your records.

STEP 7: VIEW AND PRINT RESULTS

Results of the test are immediately scored and displayed. You can print those results now or retrieve them later using the **View Previous Results** button at the bottom of the Test Selection and Previous Results page of the CPOE Evaluation Tool. To get to this page from the Survey Dashboard, select the “View CPOE results” button next to Section 2.

For a detailed explanation of your hospital’s scored results, download the 2022 Leapfrog Hospital Survey Scoring Algorithm on the [Scoring and Results webpage](#). As a reminder, the score from your Adult Inpatient Test will be combined with the percentage of inpatient medication orders reported in Section 2 in the [Online Survey Tool](#) to determine an overall score for Leapfrog’s CPOE Standard.

In addition, for specific guidance related to improving your clinical decision support functionality based on the results of the Adult Inpatient Test, please download the [CPOE Tool Guidance for Leapfrog Reporting Hospitals](#).

DISCLAIMER

The Leapfrog CPOE Evaluation Tool 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 Tool is offered on an as-is basis and The Leapfrog Group, The Brigham and Women’s Hospital, Inc., and The University of Utah do not warrant or guarantee the accuracy or rigor of the test protocols or implementation of the Tool or its use by hospitals and testers.

APPENDIX A: ORDER CHECKING CATEGORIES

Nine of the ten order checking categories included in the CPOE Evaluation Tool represent an area where a serious adverse drug event (ADE) could occur if the CPOE system’s clinical decision support fails to alert the prescriber. The tenth order checking category includes Test Orders that, if presented interruptedly, could contribute to alert fatigue. The intent of the test is to measure and improve on a hospital’s use of clinical decision support to reduce ADEs and improve medication safety.

The CPOE Evaluation Tool is designed to test for two types of clinical decision support:

1. **Scenario-Specific Advice/Information:** Information related to the Test Order, which may include the medication’s specific dose, route, and frequency, and the Test Patient, which includes specific patient demographics (e.g., age, gender) and clinical information such as problems/diagnoses, lab values, and allergies, as applicable.
2. **Medication-Specific Advice/Information:** General information that might appear any time the medication is ordered for any patient and is not specifically related to the Test Patient (see the Inappropriate Drug Combinations, Drug Monitoring, and Excessive Alerts Order Checking Categories).

The table below includes descriptions of each Order Checking Category included in the CPOE Evaluation Tool, as well as a description, example, and the type of clinical decision support (i.e., scenario-specific advice/information or medication-specific advice/information) being tested.

Order Checking Category	Description	Example	Type of Clinical Decision Support
Inappropriate Drug Combinations	Medication combinations to avoid ordering together or ones to use with caution	Using clonazepam and lorazepam together	Medication-specific advice/information
Drug Dose (Single)	Specified dose of medication exceeds safe range for single dose	Tenfold overdose of digoxin	Scenario-specific advice/information
Drug Dose (Daily)	Specified frequency of administration results in daily dose that exceeds safe range for daily dose	Ordering ibuprofen regular dose every three hours	Scenario-specific advice/information
Drug Allergy	Medication (or medication class) is one for which patient allergy has been documented	Penicillin prescribed for patient with documented penicillin allergy	Scenario-specific advice/information
Drug Route	Specified route of administration is inappropriate and potentially harmful	Use of hydroxyzine intravenously	Scenario-specific advice/information
Drug Diagnosis	Medication dose inappropriate/contraindicated based on documented problem/diagnosis	Non-selective beta-blocker in patient with asthma	Scenario-specific advice/information

Order Checking Category	Description	Example	Type of Clinical Decision Support
Drug Age	Medication dose inappropriate/contraindicated based on patient age	Prescribing diazepam for a patient over 65 years old	Scenario-specific advice/information
Drug Laboratory	Medication dose inappropriate/contraindicated based on documented laboratory test results (includes renal status)	Use of nitrofurantoin in patient with severe renal failure	Scenario-specific advice/information
Drug Monitoring	Medication for which the standard of care includes subsequent monitoring of the drug level or lab value to avoid harm	Prompt to monitor drug levels when ordering aminoglycosides or INR/PT when ordering warfarin	Medication-specification advice/information
Excessive Alerts	Low-priority medication combinations, such as drug interactions or therapeutic duplications, that should not trigger decision support warnings.	Concurrent use of hydrochlorothiazide and captopril	Medication-specification advice/information

If a user reported receiving advice/information for the Test Orders in the Excessive Alerts category or reports not receiving advice/information for the Test Orders that are fatal, these Test Orders are listed in the CPOE Results.

The Adult Inpatient Test also includes a “Deception Analysis,” which checks for “false positives” (e.g., hospitals reporting advice/information for Test Orders that should not generate any warning in the hospital’s CPOE system). Hospital’s that “fail” the Deception Analysis are scored as “Incomplete Evaluation” and will not be able to retake an Adult Inpatient Test for 120 days.

APPENDIX B: CPOE FAQs

1. Can we take one test for our entire hospital system if all our hospitals use the same CPOE system?

No. Because of differences in implementation and usage between separate hospital locations, the test must be taken by each hospital consistent with Leapfrog’s [policy](#) on multi-campus hospital systems.

2. Can a central team conduct a test for multiple hospitals from a central site?

Yes, however, hospitals must be sure that the clinical decision support and other CPOE settings being used mirror the local hospital’s instance exactly and that a local [prescriber](#) who regularly orders inpatient medications completes the order entry part of the test (Step 4).

3. Can our pharmacist enter the Test Orders during the test?

No, the Test Orders should be entered by a [prescriber](#) who routinely writes inpatient medication orders. Nurses, health informatics team members, and test coordinators are also prohibited from completing the Step 4 Order Entry.

4. Our CPOE system is designed so that certain alerts go to the pharmacist, not the prescriber. Can we use these alerts in reporting on the CPOE Evaluation Tool?

No, hospitals should only report on those alerts that were received at the point of order entry by the [prescriber](#). If the prescriber is only able to enter a dose for the Test Orders as “per protocol” or “per pharmacy” and is not able to enter the specific test dose at all, even manually (e.g., vancomycin), the prescriber should select “(B) Could not enter order with specified dose.”

5. When should we take the CPOE Evaluation Tool?

The CPOE Evaluation Tool is a core element of Leapfrog’s CPOE Standard. Hospitals are urged to ensure that the Adult Inpatient CPOE Test is submitted along with the Survey (i.e. in the same month) in order to meet the [deadlines](#) for Leapfrog Hospital Survey and Leapfrog’s other programs such as Top Hospital and the Leapfrog Hospital Safety Grade.

Hospitals that submit Section 2 via the Online Hospital Survey Tool, but do not submit an Adult Inpatient Test via the CPOE Evaluation Tool, are scored and publicly reported as “Limited Achievement” on the CPOE measure.

Within a Survey Cycle (April 1 – November 30), a hospital cannot retake a CPOE Evaluation Tool until at least 120 days have passed since their last test.

6. What level of feedback will the CPOE Evaluation Tool provide our hospital about our CPOE system?

Hospitals that complete the CPOE Evaluation Tool will be provided with feedback on those scenarios that include a potentially fatal order that their CPOE system did not correctly alert the [prescriber](#) and orders in the Excessive Alerts category. Due to the costs associated with developing the patients



and orders for the tool, the database of orders and patients is limited. Therefore, revealing all the incorrect or missed alerts would provide hospitals that have taken the tool before a potential advantage over hospitals with recent CPOE implementations.

For specific guidance related to improving your clinical decision support functionality based on the results of the Adult Inpatient Test, please download the [CPOE Tool Guidance for Leapfrog Reporting Hospitals](#).

7. If we update our responses to Section 2 questions #3 and #4, do we need to re-take the CPOE Test?

No, hospitals are not required to retake the CPOE Evaluation Tool if making updates to Section 2 Medication Safety - CPOE. Retaking a test is only recommended if a hospital has made changes to their CPOE system and would like to try to improve their score.

8. If my hospital experiences technical issues during the either the Sample Test or Adult Inpatient Test, who can we contact?

If you experience any issues during the test, you can contact the Leapfrog Help Desk by submitting a ticket at <https://leapfroghelpdesk.zendesk.com> or an email to helpdesk@leapfrog-group.org. You will receive a response via email from support@leapfroghelpdesk.zendesk.com within 10 minutes during Help Desk hours (Monday – Friday, 9:00 AM – 5:00 PM ET).

Make sure the ticket or email includes all the following information:

- State that you are currently in an Adult Inpatient Test
- Describe the issue you are experiencing
- Provide any applicable screen shots
- Provide the name and address of the hospital
- Provide a contact phone number

APPENDIX C: GUIDANCE FOR TESTING WITH REMOTE TEAM

Prior to starting the Adult Inpatient Test, the hospital should select a Test Coordinator. The Test Coordinator must review the information provided in [Preparing for the Test](#). If conducting the CPOE Test with a remote team, the additional steps below may be necessary:

1. Identify devices and software that may be needed:
 - a. Virtual meeting software (e.g., Zoom, Microsoft Teams, etc.) installed and tested in advance on each computer/tablet that will be used during the test. It may be helpful to use software with a video recording feature in case the team would like to go back and check previous steps (i.e., check alerts that were received in Step 4 of the test).
 - b. The **Test Coordinator’s** computer/tablet should be connected to a printer to print the Orders and Observation Sheet in Step 3 and record the advice/information received by the prescriber in Step 4.
 - c. The **prescriber’s** computer/tablet should be connected to a printer (to print the Orders and Observation Sheet in Step 4), or the prescriber will need two computers/tablets:
 - i. One to display the Orders and Observations sheet, and
 - ii. One to enter the Test Orders. The computer/tablet used to enter the Test Orders should be operating the virtual meeting software. While the prescriber will be instructing the Test Coordinator as to what type of advice/information he/she received (if any), it may also be helpful for the prescriber to share their screen with the **Test Coordinator** while entering the test orders into CPOE system.
2. Identify modes of communication that will be used with team members during the test (e.g., phone, email, texting, instant messaging, etc.).
3. Set schedule for each person’s role and a send calendar invite with information about how to join the virtual meeting. See example of time estimates in the table below. Note that these are estimates and you may want to communicate with team members during the test to adjust the schedule as needed.

EXAMPLE OF SCHEDULE AND ADMINISTRATION WITH REMOTE TEAM

Time	Test Step	Remote Test Administration Instructions	Personnel Involved
9:00 – 9:10 AM	Step 1: (a) Print a list of Test Patients and (b) log out of the Tool.	Test Coordinator starts virtual meeting and: <ol style="list-style-type: none"> 1. Logs in to CPOE Evaluation Tool and selects “Adult Inpatient Test” from the drop-down menu. 2. Downloads the Test Patients (PDF) and saves the PDF in a shared folder or email the PDF to team members involved in Step 2. 	Test Coordinator IT support

		3. Logs out of CPOE Tool.	
9:10 – 10:40 AM	Step 2: (a) Enter the Test Patients in your hospital’s production environment (or a test environment that mirrors your production environment exactly) and (b) proceed to Step 3 before the 3-hour time limit ends.	ADT/Registration, laboratory, and nursing join the virtual meeting, and then: <ol style="list-style-type: none"> 1. ADT/Registration enters test patients and assigns them beds. 2. When Test Patients are entered, laboratory enters laboratory results. 3. When laboratory results are entered, nursing enters patient information (allergies, diagnosis, etc.). 4. Via screenshare, Test Coordinator checks Test Patients entered against the details in the PDF to ensure that all information was entered correctly before moving on to Step 3. 5. Coordinator logs back in to CPOE Tool to start Step 3 in the CPOE Evaluation Tool. 	Test Coordinator ADT/Registration Laboratory Nursing IT support
10:40 – 10:50 AM	Step 3: (a) Print the Orders and Observation Sheet and (b) log out of the Tool.	Test Coordinator downloads PDF of Orders and Observation sheet, prints a hard copy for to use in Step 4, sends it to licensed prescriber (or saves it in shared folder for licensed prescriber to access), then logs out of CPOE Tool.	Test Coordinator IT support
10:50 – 11:50 AM	Step 4: (a) Have a prescriber who routinely orders medications through your inpatient CPOE system enter and sign the Test Order(s) assigned to each Test Patient, (b) the prescriber must record any advice or information he/she receives from the system onto the Orders and Observation Sheet, (c)	Prescriber logs into the CPOE system, joins Test Coordinator in a virtual meeting, shares the CPOE system screen with the Test Coordinator , and then: <ol style="list-style-type: none"> 1. Prescriber enters orders from Orders and Observation Sheet into CPOE system, which are read on a separate device (tablet, laptop, printed Orders and Observation Sheet, etc.). 	Test Coordinator Clinical information systems coordinator Licensed prescriber IT support

	<p>discontinue the Test Order(s) before moving on to the next order, and then (d) log back into the Tool to confirm completion of Step 4 and proceed to Step 5.</p> <p>Note: Do not record any advice or information on the Orders and Observation Sheet that was sent directly to a pharmacist.</p>	<p>2. Prescriber instructs Test Coordinator to record the specific advice/information displayed, if any, for each order on the Orders and Observation Sheet. <i>For example, if the prescriber enters an order for ibuprofen every three hours, and the prescriber receives scenario-specific advice stating that the specified frequency results in a daily dose that exceeds the safe range for a daily dose, then the prescriber would instruct the Test Coordinator to mark “(excessive daily dose” next to the Daily Dose category on the Orders and Observation Sheet.</i></p> <p>3. Test Coordinator logs in to CPOE Tool to confirm completion of Step 4 and proceeds to Step 5.</p>	
11:50 – 12:20 PM	Step 5: (a) Record the responses from the Orders and Observation Sheet onto the Online Answer Form (b) review the Online Answer Form for accuracy and completeness (c) submit the Online Answer Form and then proceed to Step 6.	Test Coordinator shares screen and enters responses from Orders and Observations Sheet into Online Answer Form while prescriber reviews each response to ensure accuracy of radio button selection.	<p>Test Coordinator</p> <p>Clinical information systems coordinator</p> <p>Licensed prescriber</p> <p>IT support</p>
12:20 – 12:25 PM	Step 6: Complete and submit the Affirmation.	Test Coordinator completes and submits Affirmation.	<p>Test Coordinator</p> <p>IT support</p>
	Step 7: View and print your results.	Test Coordinator prints test results and logs out of CPOE Tool.	<p>Test Coordinator</p> <p>IT support</p>

EXAMPLE A: STEP 1 - TEST PATIENTS

THE LEAP FROG GROUP
CPOE Evaluation Tool
Instructions

Step 1: Print Test Patients

STEP 1: Print Patients	STEP 2: Enter Patients	STEP 3: Print Orders	STEP 4: Enter Orders	STEP 5: Record Responses	STEP 6: Submit Affirmation	STEP 7: View Results
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You have until **9:16 PM EDT** to complete Steps 1 and 2.

Please wait for the Test Patients to fully load below before printing (this may take up to a minute). DO NOT close this window or browser, navigate elsewhere, or log out of the screen until you have printed these Test Patients.

[CLICK HERE TO DOWNLOAD TEST PATIENTS](#)

Test Patients

Sample Adult Inpatient Test
You have until 03/18/2019 09:16 PM EDT to complete Step 1, Step 2, and then log-in to the CPOE Tool to start Step 3.
 Generated for: Test at 2019 CPOE Test 2
 Number of patients: 2

Instructions for the test are available at: <http://www.leapfroggroup.org/survey-materials/survey-and-cpoe-materials>
 Review the instructions and requirements completely before taking the test and have them available while completing each step.

EXAMPLE B: STEP 3 - ORDERS AND OBSERVATION SHEET

THE LEAP FROG GROUP
CPOE Evaluation Tool
Instructions

Step 3: Print Orders

STEP 1: Print Patients	STEP 2: Enter Patients	STEP 3: Print Orders	STEP 4: Enter Orders	STEP 5: Record Responses	STEP 6: Submit Affirmation	STEP 7: View Results
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You have until **9:17 PM EDT** to complete Steps 3-6.

Please wait for the Orders and Observation Sheet to fully load below before printing (this may take up to a minute). DO NOT close this window or browser, navigate elsewhere, or log out of the screen until you have printed the Orders and Observation Sheet.

You must log back in to submit and affirm your responses by **9:17 PM EDT**. If you fail to complete **Steps 3-6** within the time limits, the Test will be scored as "Incomplete Evaluation" and you will not be able to take this test again for 120 days. Once you have started the Test, the timer counts down even when you are not logged into the Tool.

[CLICK HERE TO DOWNLOAD THE ORDERS AND OBSERVATION SHEET](#)

Orders and Observation Sheet

Sample Adult Inpatient Test
You have until 03/18/2019 09:17 PM EDT to complete Steps 3 - 6.
 Generated for: Test at 2019 CPOE Test 2
 This document is 3 pages long.

EXAMPLE C: STEP 4 - PAIR OF ORDERS

Pt # 1	Clarithromycin 500 mg po twice daily
Order # 2	Warfarin 5 mg po daily