

Ordering an IV Antibiotic Therapy Plan for 4C Infusion Center: How-To Guide for ZSFG Providers & Pharmacists

The ZSFG Building 5 4C Infusion Center facilitates long-term intravenous (IV) antibiotic administration for ZSFG patients who require IV antimicrobials but are otherwise ready for hospital discharge. 4C can generally accommodate IV antibiotics given once daily or less frequently. These antimicrobial orders must be placed via a **Therapy Plan**, which is a bundle of orders related to the antibiotic therapy (infusion appointment, medication itself, IV access, contact for questions, required labs, etc.). **Please contact the ID consult team, ideally several days prior to discharge, to review, approve, and set up IV antibiotics at 4C.**

Contents

Information to collect prior to placing the plan:	1
Placing the plan:.....	2
Adding an End Date to the Plan	4
Signing the Plan.....	5
Scheduling Patients at 4C.....	6
Questions about IV Antibiotic Therapy Plans:	6

Information to collect prior to placing the plan:

- Antibiotic: drug, dose, route, & frequency
- Day 1 of therapy at 4C Infusion Center (NOT day 1 of antibiotic therapy)
- Last day of antibiotic therapy
- IV access (PICC vs. PIV)
 - More durable IV access (e.g. midline, PICC) is required for patients receiving > 3 days of antibiotics at 4C
- ID fellow/pharmacist name (for restricted antibiotics)

Placing the plan:

Providers (MDs, NPs, etc): Navigate to the Therapy Plan tab

The screenshot shows the EHR interface for Patientone Adult. The top navigation bar includes tabs for Chart Review, Summary, Results, Problems, Notes, Orders, Charges, Care Paths, and Cardiology. A yellow arrow labeled '1' points to the 'Orders' tab. The main content area displays the 'Summary' tab with a 'BestPractice Advisories' section and a 'COVID Vaccine Screening' section. The sidebar on the right contains a list of navigation options, with a yellow arrow labeled '2' pointing to the 'Therapy Plan' option.

Pharmacists: Navigate to the “Treatment” tab for pts currently admitted (“Orders Only” encounter)

The screenshot shows the EHR interface for Juan Willow. The top navigation bar includes tabs for Summary, MAR, Medications, Orders, Verify Order, Treatment, Admission, and Discharge. The 'Treatment' tab is highlighted with a yellow box. The main content area displays the 'Summary' tab with a navigation bar below it including Overview, Index, MAR, ADT Events, Handoff, Event Log, and Intake/Output.

Search for the antibiotic to be given under “Therapy Plan 1” (if this slot is taken, click the “Therapy Plan 2,” and so on):

The screenshot shows the EHR interface for the 'Therapy Plan 1' tab. It displays a message 'No assigned therapy plan' and a button labeled '+ Infusion Treatment 1'. Below this, there is a button labeled 'Create a new plan'.

Enter:

1. Start date (first day of antibiotic therapy in 4C, often the day after discharge)
2. Plan provider (Vivek Jain, outpatient ID attending)
3. Associate the relevant indication from the patient's problem list to the plan
4. Create Plan

The screenshot shows a medical plan creation interface. The 'Overview' section includes fields for Plan name (ERTAPENEM Q24HR), Start date (7/29/2025), Plan provider (JAIN, VIVEK), and Treatment department (ZSFG INFUSION CENTE...). The 'Problems' section shows a list of patient problems with checkboxes. The 'Create Plan' button is at the bottom right.

1 points to the Start date field.

2 points to the Plan provider field.

3 points to the checkbox for Pyelonephritis in the Problems list.

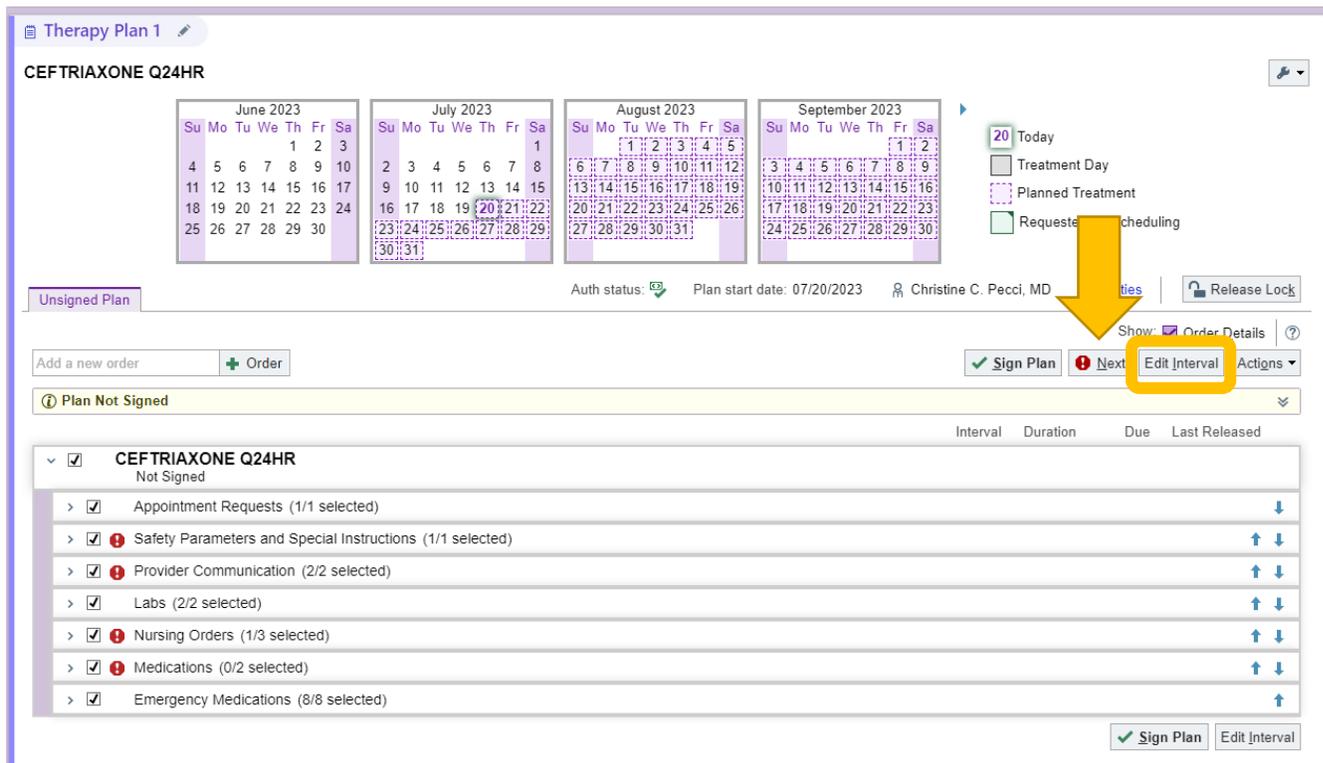
4 points to the 'Create Plan' button.

P	Name	Resolves To
<input checked="" type="checkbox"/>	Pyelonephritis	
<input type="checkbox"/>	Acute combined systolic and diastolic heart failure (CMS/HCC)	
<input type="checkbox"/>	Headache	
<input type="checkbox"/>	Thrombocytopenia (CMS/HCC)	

Complete all required order questions (denoted by red stop sign), including:

- Safety Parameters and Special Instructions: Confirms pt has consented to infusion
- Has IV Antibiotics Team (IVAC) been contacted?
 - Primary team is responsible for consulting inpatient ID; the ID fellow is responsible for placing e-consult to IVAC
- Nursing Orders: Select pt's IV access - PICC vs. Peripheral IV
- Medications: Select the appropriate dose/# of doses/indication based on ID recs
 - NOTE: do not modify the antibiotic frequency or start time; the correct settings are "once" (per visit) starting at "S" (time of appointment/when orders are released)

You can use the  button to jump to the next required question.



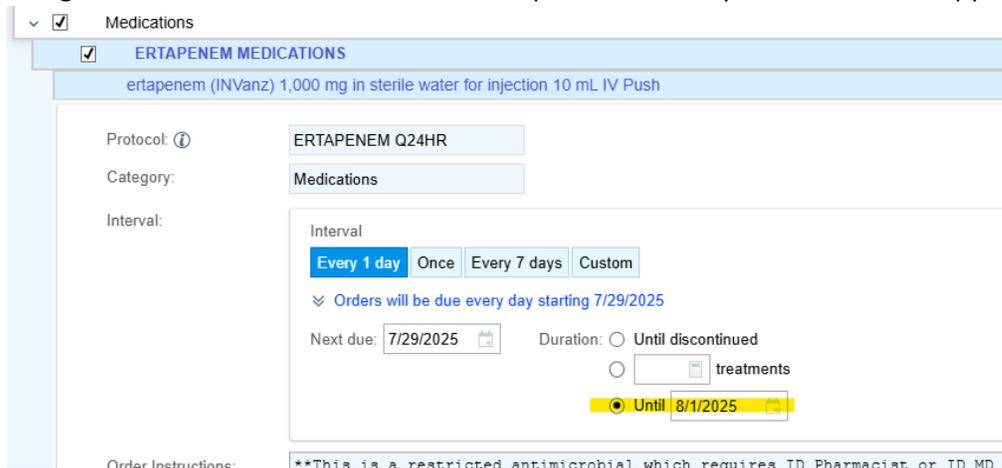
Adding an End Date to the Plan

It is essential to add an end date to the plan (especially the antimicrobial order itself) to prevent unnecessary antimicrobial administration!

There are two ways to add an end date to the antibiotic order in a therapy plan:

Option 1: Edit the end date in the antibiotic order itself

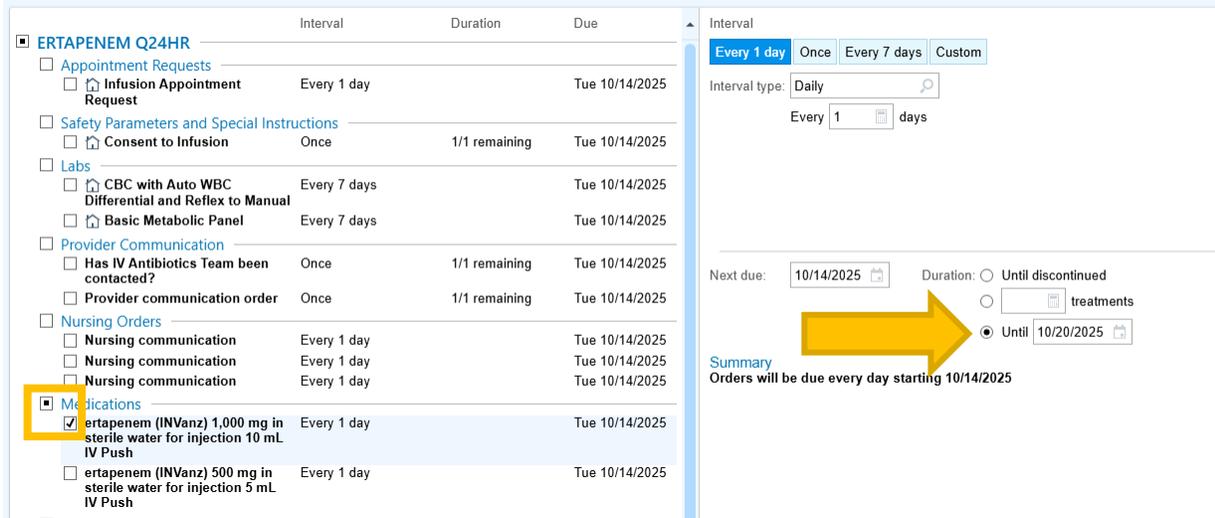
1. Click on the antibiotic name to expand the order
2. Navigate to “Interval” section and enter the patient’s last day of antibiotic therapy



Option #2: Edit interval

1. Select Edit Interval next to the  button (see screenshot on page 4)
2. Click the checkbox next to the antimicrobial order
3. Add Duration by entering the last day of antibiotic therapy per the ID consult team recommendation
4. Click Accept
5. Notes about adding end dates to Therapy Plan orders:
 - a. Orders with different intervals (such as “every 7 days”) MUST be edited separately – otherwise, the interval will be overwritten (ex. Labs ordered “every 7 days” will become “every 1 day”!)
 - b. Order intervals that do NOT need end dates: “once,” “PRN”

Edit Interval - ERTAPENEM Q24HR



	Interval	Duration	Due
<input type="checkbox"/> Appointment Requests			
<input type="checkbox"/> Infusion Appointment Request	Every 1 day		Tue 10/14/2025
<input type="checkbox"/> Safety Parameters and Special Instructions			
<input type="checkbox"/> Consent to Infusion	Once	1/1 remaining	Tue 10/14/2025
<input type="checkbox"/> Labs			
<input type="checkbox"/> CBC with Auto WBC Differential and Reflex to Manual	Every 7 days		Tue 10/14/2025
<input type="checkbox"/> Basic Metabolic Panel	Every 7 days		Tue 10/14/2025
<input type="checkbox"/> Provider Communication			
<input type="checkbox"/> Has IV Antibiotics Team been contacted?	Once	1/1 remaining	Tue 10/14/2025
<input type="checkbox"/> Provider communication order	Once	1/1 remaining	Tue 10/14/2025
<input type="checkbox"/> Nursing Orders			
<input type="checkbox"/> Nursing communication	Every 1 day		Tue 10/14/2025
<input type="checkbox"/> Nursing communication	Every 1 day		Tue 10/14/2025
<input type="checkbox"/> Nursing communication	Every 1 day		Tue 10/14/2025
<input checked="" type="checkbox"/> Medications			
<input checked="" type="checkbox"/> ertapenem (INVanZ) 1,000 mg in sterile water for injection 10 mL IV Push	Every 1 day		Tue 10/14/2025
<input type="checkbox"/> ertapenem (INVanZ) 500 mg in sterile water for injection 5 mL IV Push	Every 1 day		Tue 10/14/2025

Interval: **Every 1 day** | Once | Every 7 days | Custom

Interval type: Daily

Every 1 days

Next due: 10/14/2025 | Duration: Until discontinued | treatments | Until 10/20/2025

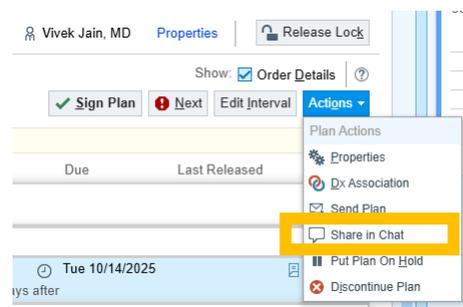
Summary: Orders will be due every day starting 10/14/2025

Signing the Plan

The antibiotic therapy plan must be signed by the primary team before 4C visit can be scheduled.

Providers: Click “Sign Plan” (ensure the orders are selected first)

Pharmacists: Use “Share in Chat” to send the plan to a provider via Epic chat. You can also “Send Plan” to send the plan directly to the provider’s inbasket for their signature. The plan will be sent to the provider’s “Recurring Treatments” folder in their inbasket.



Vivek Jain, MD | Properties | Release Lock

Show: Order Details

Sign Plan | Next | Edit Interval | Actions

- Plan Actions
- Properties
- Dx Association
- Send Plan
- Share in Chat
- Put Plan On Hold
- Discontinue Plan

Tue 10/14/2025

Scheduling Patients at 4C

Contacting 4C prior to hospital discharge is required to ensure the patient is scheduled in a timely manner and can receive their therapy as intended:

- “4C Charge RN” group on Epic chat
- Phone **x63181**

Questions about IV Antibiotic Therapy Plans:

- ID Pharmacist: “ZSFG ID Pharmacist” on Epic chat
- IV Antibiotics Center (Outpatient ID): 443-2163
- ID Fellow: 443-2847 or on Epic chat