

# Quick Reference Guide: Orders

## Orders in the patient chart:

• Used to record Laboratory and Radiology/Imaging Orders for the patient.

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## Access Orders

- 1. Open patient chart.
- 2. Click Orders in left navigation pane.



## Add Lab Order

- 1. Click Add Order button.
- 2. Select Lab Order.
- Complete all required fields in the left column. Required fields marked with \*
- 4. Click in the Lab Tests field.
- 5. Type any part of the test description.
- 6. Click on the name of the lab test you want.
- 7. Repeat Steps 4 6 to select another test.

#### 8. Save Order.

Click Create Order to close popup. New order order is added to the list with status = Open.

or

Click Print to print order and close popup. New order is added to the list with status = Open.



Provider Name*		
		Lab Tests*
Papaleo, Rafael MD, FSCAI [ID: 106398]	•	Select one
Order date* 06/01/2016 🛍		cardiac Q
Office Location*		Troponin I.cardiac [Mass/volume] in Blood
Select one	*	Troponin I.cardiac [Mass/volume] in Serum or Plasma
Fasting Required		
Special Instructions	11	
Result due date		
Scheduled date		
		Cancel 👼 Print 🛛 Create Order

Create Order	
n Print	
boratory Order for Santo Braatz, DOB: 07/14/1948	₩P or ₽P
Capital Cardiology Associates 7 Southwoods Boulevard Albany, NY 12211	₩P or ⊖Pi
Capital Cardiology Associates 7 Southwoods Boulevard Albany, NY 12211 p. (518) 232-4001 ras (518) 232-4087	₩P or ⊖P
boratory Order for Santo Braatz, DOB: 07/14/1948 Capital Cardiology Associates 7 Southwoods Boolevard Albany, NY 12211 ph. (518) 292-6000 fax (518) 292-6087 Laboratory Order for Santo Braatz, DOB: 07/14/1948 Order details	₩P or 😁 P
Capital Cardiology Associates 7 Southwoods Booleward Albany, NY 12211 hp. (158) 223-600 for (158) 222-6087 Laboratory Order for Santo Braatz, DOB: 07/14/1948	₩P or 🔶 P
Capital Cardiology Associates 7 Southwoods Boulevard Albany, NY 12211 p. (18) 292-6001 rac (18) 292-6087 Laboratory Order for Santo Braatz, DOB: 07/14/1948 Order details Order Date: 05/31/2016 Special Instructions: add instructions to patient and/or lab here Result Due Date: 06/30/2016	왕만 or (한 P

#### NOTES:

Provider Name will default to the Examiner recorded in Demographics. Schedule date must be prior to or equal to Order date.

Result due date must be prior to or equal to Schedule date.

Use Special Instructions to provide information to the laboratory and/or the patient. List of Lab Tests includes the top 300 LOINCs.



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## Add Radiology / Imaging Order

- 1. Click Add Order button.
- 2. Select Radiology / Imaging Order.
- Complete all required fields in the left column. Required fields marked with \*
- 4. Click in the CPT Tests field.
- 5. Type any part of the test description or the CPT code.
- 6. Click on the name of the CPT test you want.
- 7. Save Order.

Click Create Order to close popup. New order order is added to the list with status = Open.

or

Click Print to print order and close popup. New order is added to the list with status = Open.

### NOTE:

Only one test allowed for a Radiology/Imaging order.



## Change Order Status

- 1. Highlight the order in the list.
- 2. Click the new status.

	Claretha Har Age Sex DOE 16y F 01/0	8 MRN 68576890 - Pt ID O Contact O @ 0		Actions
	Orders			
	Add Order			
	Order Date Status	Ordered Tests	05/24/	2016
	05/24/2016 Open	Cholesterol in LDL [Mass/volume] in Serum or Plasma by Direct assay	Add Note	
	05/24/2010 en	MRI Chest W W/O Contrast	Cholesterol	in LDL [Mass/volume] in Serum or Plasma by [
	A 05/24/2016 Completed	Fasting glucose [Mass/volume] in Serum or Plasma	Status: Open	
	S/24/2016 Cancelled	Knee 3 views		
	05/24/2016 Cancelled	CT Head W/O Contrast	Open Com	plete Cancelled
	O5/24/2016 Cancelled	Drugs of abuse 5 panel in Urine by Screen	Test Name	
	05/24/2016 Open	Hemoglobin A1c/Hemoglobin.total in Blood	Cholesterol i	n LDL [Mass/volume] in Serum or Plasma by E
		I 1996 panel in Serum or Plasma	Order Informa	tion
Status: Open		Chest W/O Contrast	Provider	Papaleo, Rafael MD, FSCAI
Status. open		e 2 views	Office Location	Clifton Park Rte 9
		ead W/ Contrast	Result Due Date	
		onin I.cardiac (Mess/volume) in Serum or Plasma	Scheduled Date	
Open Complete	Cancelled		Order ID	98637288
Open Complete	Cancelleu	-	Fasting	No No
			Special Instructions	

## **Delete Order**

1. Highlight the order you want to delete in the list.

- 2. Click the Delete button (lower right corner) of the order details box.
- 3. (optional) Enter Reason.

4. Click the red Delete button in the Delete Order popup.

Cholesterol in	n LDL [Mass/volume] in Serum or Plasma by D
Status: Open	
Open Com	plete Cancelled
Test Name	
Cholesterol in	n LDL [Mass/volume] in Serum or Plasma by D
Order Informa	tion
Provider	Papaleo, Rafael MD, FSCAI
Office Location	Clifton Park Rte 9
Office Location Result Due Date	Clifton Park Rte 9
	Clifton Park Rte 9
Result Due Date	Clifton Park Rte 9 98637288
Result Due Date Scheduled Date	

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