

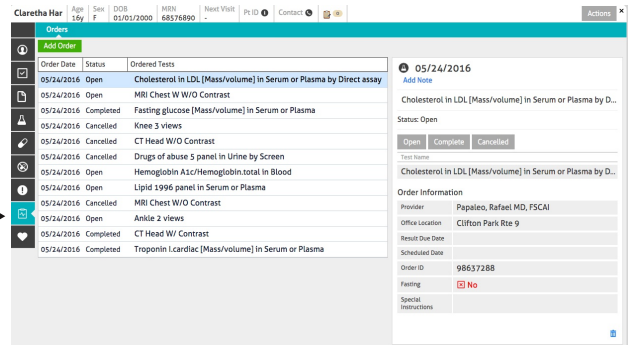
Quick Reference Guide: Orders

Orders in the patient chart:

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

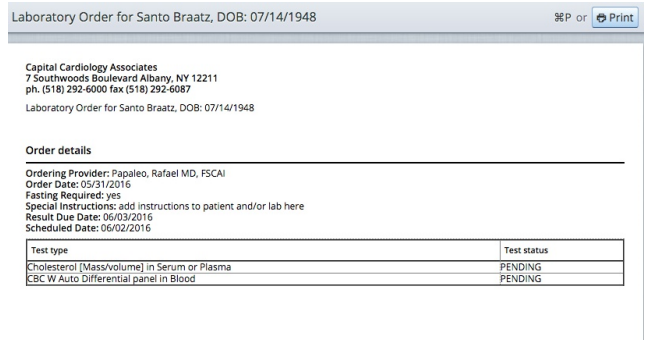
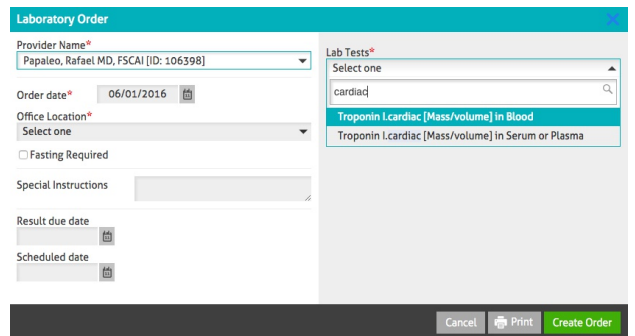
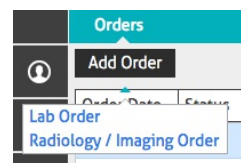
Access Orders

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



Add Lab Order

1. Click Add Order button.
2. Select Lab Order.
3. 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.



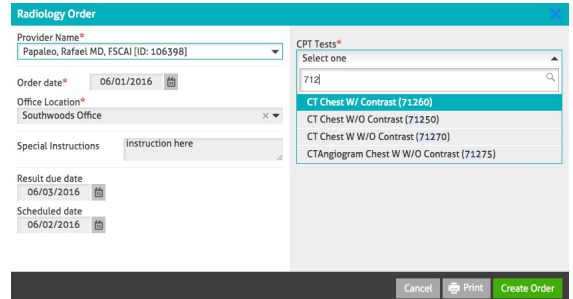
NOTES:

- 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 LOINC's.

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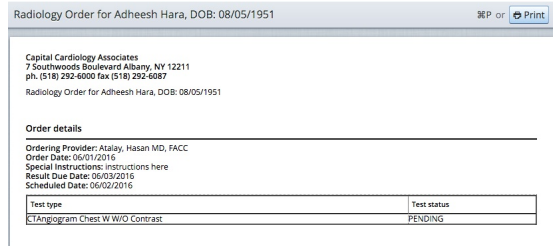
Add Radiology / Imaging Order

1. Click Add Order button.
2. Select Radiology / Imaging Order.
3. 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 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.



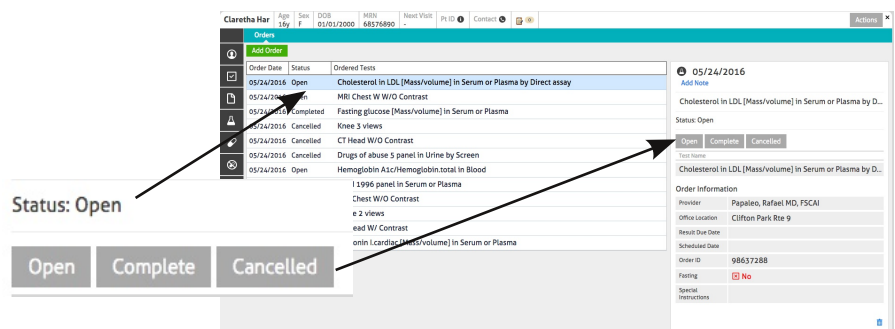
NOTE:

Only one test allowed for a Radiology/Imaging order.




Change Order Status

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



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.

