Entering Orders

Review current orders prior to entering new orders to avoid duplicates.

1. To enter orders, select the Orders tab.

2. Click [+ Add]

3. Type the order name in the **Search** field.

4. Additional details enhance search, such as, Chest 1 V.

5. Use "**Ente**r" on keyboard to Search for additional choices.

6. Select the desired order.

7. Complete the form by entering the **Provider's name**.

8. Select the appropriate **Communication type**.
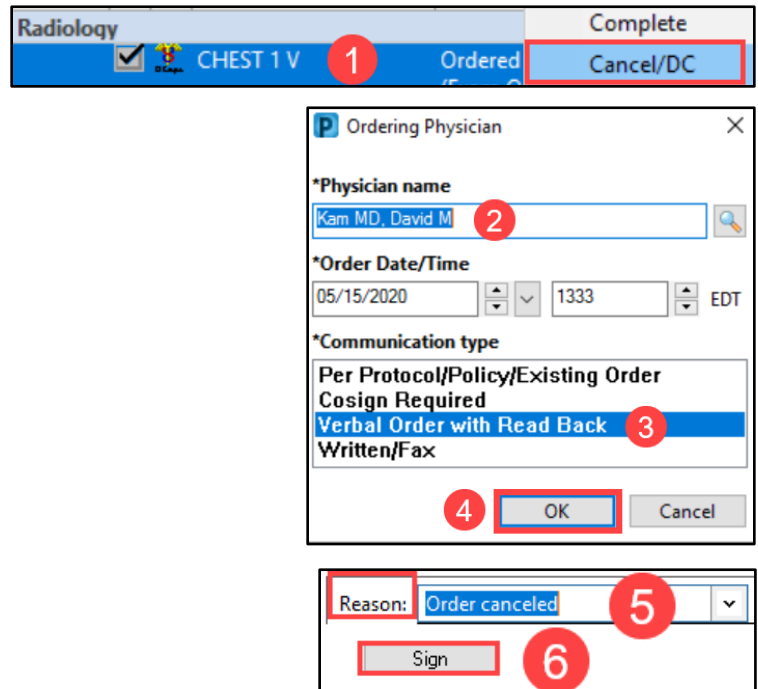
9. Click **OK**.

Note: For a nurse order, select **Nurse**, **Use Per Protocol**, with Communication type, **Per Protocol/Policy/Existing Order**.

10. For some orders, a Details pane may appear at the bottom of the window. Complete the yellow required details and other additional fields as needed.

11. To enter additional orders, repeat steps 3 – 10 above.

12. Click **Sign** at the bottom of the screen. Select **Refresh**.
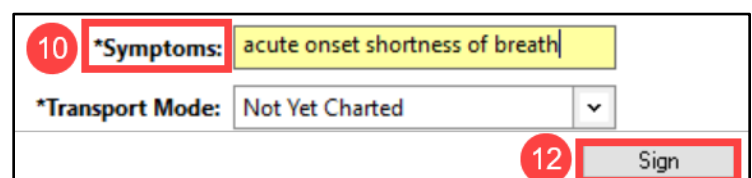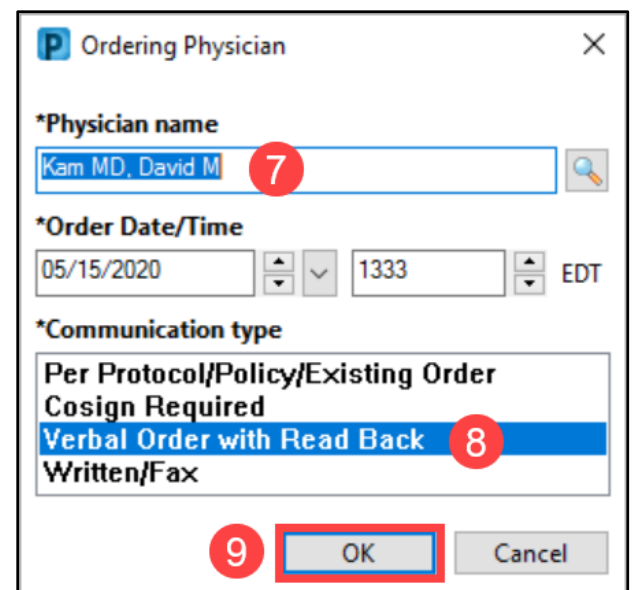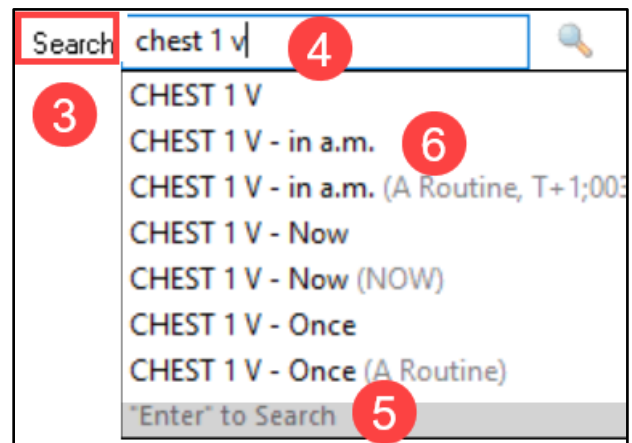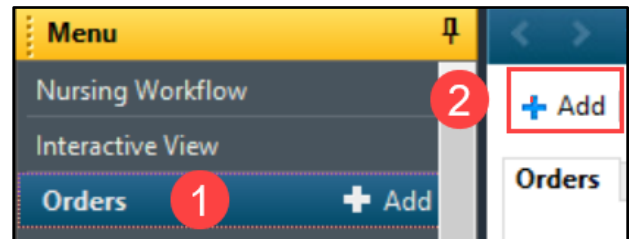
Cancelling or Discontinuing Orders

1. Right click on the order to be discontinued. Select **Cancel/DC**.

2. Enter the ordering provider's name.

3. Select the appropriate Communication type.

4. Click **OK**.

5. Enter the **Cancel/DC** Reason.

6. **Sign** order.
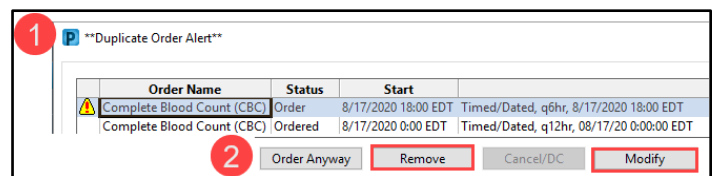
Deleting or Voiding Orders

Use **Delete/Void** if the order was entered in error or on the wrong patient.

1. Right click on the order to be discontinued. Select **Delete/Void**.

2. **Sign** order.
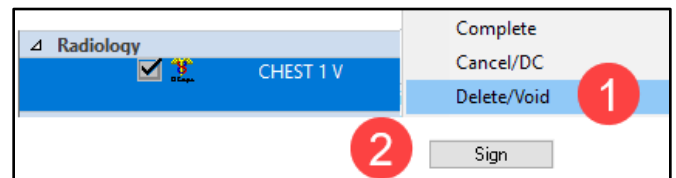
Duplicate Order Alert

1. When a "Duplicate Order Alert" is fired, the appropriate order should be chosen.

2. To prevent a duplicate from occurring, select **Remove** or **Modify**.

Notes

Duplicate Orders:
Before entering new orders, determine if there is an existing order for the same test at the same time.

Frequencies: Frequency trumps Priority order details. Check Frequencies to confirm/clarify that the frequency chosen follows protocol.