

ADDING AN ORDERABLE

1.	Open the Patient record.
2.	<p>From the main menu, click on Requests/Care Plans to open the Requests/Care Plans window.</p> <div style="text-align: center;"> </div>
3.	<p>From the Requests/CarePlans window, click on the blue plus sign Add icon.</p> <div style="text-align: center;"> </div>
4.	<p>An 'Add Order' window opens with the Type field defaulted to 'Inpatient'. Search for the item you wish to order in the search box.</p> <div style="text-align: center;"> </div>
5.	<p>The item searched for should appear in a drop down list. Click the item needed. Continue to search for items to be ordered in this way until all requests have been selected. This will add to a list awaiting a signature. Click on 'Done' once the item has been selected.</p> <div style="text-align: center;"> </div>
6.	<p>In the Orders for Signature window, click on the order and complete the information as needed and relevant.</p> <p>NOTE - yellow fields or fields denoted with bold text and an asterisk are mandatory. Any missing information is needed for an order will be denoted with the symbol. If you have multiple specimen orders, to group them together, hold down the Ctrl key and click on all of the specimen orders. This not only combines the lab numbers but also means you do not have to fill in multiple mandatory fields as you only have to capture them once. Items to be removed from order: right click and select Delete from the drop down.</p>
7.	<p>Once all fields required are completed click Sign. The order/s will have a status of 'processing'. Click refresh and this will change to 'ordered'.</p>
8.	<p>To amend or cancel an order, right click on the item, and either select the option for Cancel/Reorder or Cancel/DC (for discontinue) – follow the instructions, and sign the changes.</p>
9.	<p>When signing, a Cancel Reason needs to be selected.</p> <div style="text-align: center;"> <p>*Cancel Reason:</p> <ul style="list-style-type: none"> Adverse Reaction Allergy Awaiting Result Canceled After Collected Cancelled By Midwife Cancelled By Pathologist Challenge Test Change in Clinical Status Change of Dose / Route / Form Clinical Effect Currently Undesirab Clinical Indication Resolved Collections Inquiry Cancel </div>

10.	<p>Sign and Refresh.</p> <p>For Cancel/Reorder, the status changes to 'Discontinued' and the new order appears with 'Ordered' status.</p> <p>For Cancel/DC, the order status changes to 'Discontinued'.</p>
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