



Document No - Ref 250

Version Number – 2.0

QUICK ORDERS

1.	From within your patient record. Select 'Quick Orders' from the left hand side			
		main menu.		
		HIE Community View		
		Perioperative Doc		
		Quick Orders		
		MultiMedia Manager 🛛 🕂 Add		
2.	Click on the tests you wish to order, this will highlight them in green.			
	Inpatient Discharge Medication All			
	Outstanding Orders (1)	≣- ⊙ Pathology	=• a Request +	
	Selected Visit Status Exercise MCS Orchared	Renal profile, blood Liver function screen, blood	Inpatient Discharge Medicat	
	rasus MLS Uruereu	Bone profile, blood C-reactive protein level, blood Glycene lawel, blood	Q Search New Order	
		FBC Clotting screen, blood	Personal Favourites	
		INR, blood Urine Digital Microscopy	No Favorites Found	
		MRSA, specimen Blood culture MCS	PowerPlans	
		Blood culture paediatric MCS Acute Med HIV test pilot, Blood	Major Haemorrhage Protoco	
		Group and screen, blood	AKI - Acute Kidney Injury A	
		Imaging	≡•⊙	
		XR Abdomen		
		CT Head		
		US Urinary tract		
3.	If your test is not visible, you can search for the order 'Search New Order' or use			
	your Favourites folder.			
	Request 🕂			
	Innatient Discharge Medication			
	Inpatent Discharge Metication			
	Q Search New Order Personal			
		Favourites		
		No Favorites Found		
4.	Navigate to the green icon With the number of tests that have been ordered, from the top right hand side			
		window.		

IT Dept Quick Reference Guide (QRG)



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5. Should you have made a mistake at this stage you can hover over the order and click on the x to remove List A Sh Recent 1 🏦 🧕 🤉 AM B | B | S S | 100% - | B B 🖄 ers for Signature (3) Sign Save Modify Cancel Click on the tab at the bottom of the window 'Sign' 6. 7. Ordering Clinician window will pop up to complete if your role does not allow you to order under your own privileges. Complete this and click OK. 8. If you have ordered multiple Laboratory test. Hold down the Ctrl key, select them all, and complete the mandatory (yellow) fields. This will be; less data to input, combine the tests into one specimen collection and give the test the same Laboratory number for ease of processing in the Pathology Department. ⊿ RD8-GH Ward 01; Bay 01; 02 Fin#:4242/07 Admi ⊿ Laboratory 🔠 🗙 Bone profile, blood Order 📳 🗙 Full blood count (FBC) Order ⊿ Diagnostic Tests 🔲 뒍 🚫 XR Chest Order 9. Click Sign, window returns to the Quick Orders page. 10. The orders are listed in the 'Outstanding orders' section as ordered. These change to competed when the results have returned to the patient record. Outstanding Orders (4) Selected Visit Status XR Chest Ordered Ordered Full blood count Bone profile, blood Ordered For Specimen Collection refer to the QRG, ref 238.