

PLACING ORDERS VIA NEW ORDER ENTRY

1.	Open the Patient record.
2.	From within your workflow note, navigate to the New Order Entry section.
3.	Within the search field, enter the first few letters of the test you wish to order.
4.	A list of possible matches will display. Select the test you wish to order and then search again if another test is required.
4.	Navigate to the green icon showing the number of tests that have been ordered, from the top right hand side window.
5.	Should you have made a mistake at this stage you can hover over the order and click on the x to remove.
6.	Click on the tab at the bottom of the window 'Sign'.
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 tests 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.

9.	Once you click Sign, window returns to the workflow page you started from.												
10.	<p>The orders are listed in the 'Outstanding orders' section as ordered within Quick orders or you can find them within Requests/Care plans under 'Orders'. These change to completed when the results have returned to the patient record.</p> <table border="1" data-bbox="523 797 1190 999"> <thead> <tr> <th colspan="2">Outstanding Orders (4)</th> </tr> <tr> <th colspan="2">Selected Visit</th> </tr> <tr> <th></th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>XR Chest</td> <td>Ordered</td> </tr> <tr> <td>Full blood count</td> <td>Ordered</td> </tr> <tr> <td>Bone profile, blood</td> <td>Ordered</td> </tr> </tbody> </table>	Outstanding Orders (4)		Selected Visit			Status	XR Chest	Ordered	Full blood count	Ordered	Bone profile, blood	Ordered
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	For Specimen Collection refer to the QRG, ref 238.												