

# QUICKSTART

A series of helpful guides provided by the Information Technology Department

# **Future Orders on Paediatric View**

The Future Orders tab on the Paediatric View displays all Future tests which have been ordered for a patient.

- The Future orders are organized into three groups; **Overdue**, **Due** and **Upcoming**.
- Each of these groups can be expanded or collapsed by clicking on the triangle to the left of the group name.
- By clicking on the relative subtab, the group can also be filtered by All, Pathology or Medical Imaging.

Patient Summary C	Common Orders Future Orders	;			- E
CONSENT, Jack Test	: Male 16 years DOB: 19/03/1999	MRN: 0791743 FIN: 002544	688 Isolation: Visit Reason:		
Future Orders					=• ^
Look back (Overdue):	1 month(s) Look forward (	Jpcoming): 1 month(s)	Provider: All Providers	✓ Ordering Location: All Locations ✓	
Pathology (6)	Medical Imaging (0) All (6)				
Order	Grace Period		Provider	Ordering Location Details	
△ Overdue (1)					
Albumin Level	14/07/2015 - 18/07/2015	09/07/2015	None, Specified	Blood, Not Collected, Clinician Collect, *Est. 16-Jul-15 +/- 2 Days, Routine, Order for Future Visit	
⊿ Due (1)					
Albumin Level	21/07/2015 - 25/07/2015	09/07/2015	None, Specified	Blood, Not Collected, Clinician Collect, *Est. 23-Jul-15 +/- 2 Days, Routine, Order for Future Visit	
∠ Upcoming (4)					
Magnesium Level	02/08/2015 - 16/08/2015	10/07/2015	None, Specified	Blood, Not Collected, Clinician Collect, *Est. 09-Aug-15 +/- 7 Days, Routine, Order for Future Visit	
Albumin Level	04/08/2015 - 08/08/2015	09/07/2015	None, Specified	Blood, Not Collected, Clinician Collect, *Est. 06-Aug-15 +/- 2 Days, Routine, Order for Future Visit	
Culture Blood	13/08/2015 - 27/08/2015	21/07/2015	Test, Consultant	Blood Culture Brown Lumen, Not Collected, *Est. 20-Aug-15 +/- 7 Days, Routine, Clinician Collect, Order for Future Visit	
Full Blood Count	13/08/2015 - 27/08/2015	21/07/2015	Test, Consultant	Blood, Not Collected, Clinician Collect, *Est. 20-Aug-15 +/- 7 Days, Routine, Order for Future Visit	
				🍣 Refresh	Activate Cancel/DC

## Adjusting the Look back and Look forward time range:

 Adjust the time viewed in the page by changing the number of months (or days/weeks) in the Look back (Overdue) and Look forward (Upcoming) fields.

Look back (Overdue	month(s)		
Pathology (12)	Medical Imaging (0)	All (12)	week(s) month(s)

Note: The time range will return to the default the next time the page is viewed.

#### Sorting Tests:

- Click on a column heading to sort by that column
- Note that the date the order was placed is visible between the Grace Period and Provider columns
- The Ordering Location cannot be sorted, as it defaults to All Locations

Look back (Overdue):	6 month(s)	): 2 month(s) Provider: All Provi	ders	✓ Ordering Location: All Locations ✓			
Pathology (9) Medical Imaging (0) All (9)							
Order	Grace Period	Provider	Ordering Location	Details			
⊿ Overdue (1)							
Full Blood Count	02/06/2015 - 02/06/2015 03/03/2015	Nightingale, Wendy (Career Medical Officer)	Blood, Not Collected, Clinician Collect, 02-Jun-15, Routine, Order Future Visit				
Due (0)							
∠ Upcoming (8)							
Albumin Level	15/08/2015 - 29/08/2015 22/07/2015	Test, Consultant	Blood, Not Collected, Clinicia	an Collect, *Est. 22-Aug-15 +/- 7 Days,			

## Filter Tests by Provider:

• Click on the drop-down arrow in the Provider field

Look back (Overdue): 1 month(s) Look forward (Upcoming): 3 month(s) Pathology (7) Medical Imaning (1) All (8)	Provider: All Providers All Providers Test, Physician	Ordering Location: All Locations
Order Grace Period	Provider Wong, Melanie (Medical Specialist) Dalla Pozza, Luce (Clinical Nurse Consultant) Provider Wong, Melanie (Medical Specialist)	Details

#### Activate or Cancel/Discontinue Tests:

- Select the required test(s) and click the Activate or Cancel/DC button at the bottom of the page.
- If the test is being cancelled, enter a cancel reason.
- Enter your Cerner password and click OK.

Patient Summary	Common Orders Fu	uture Orders									<b>-</b> /	=-
CONSENT, Jack Te	est Male 16 years DOB:	19/03/1999 MRN: 0793	1743 FIN: 002544688 Isolation	: Visit Reason:								
Future Orders											Ξ	
Look back (Overdue Pathology (6)	e): 1 month(s) V LOO Medical Imaging (0)	k forward (Upcoming):	1 month(s) V Provider:	All Providers	Ordering Location:	All Locations 🗸	1					
Order	Grace Period		Provider		Ordering Location	Details						
⊿ Overdue (1)												
Albumin Level	14/07/2015 - 18/	/07/2015 09/07/20	15 None, Spec	ified Bl O	lood, Not Collected, Cli rder for Future Visit	inician Collect, *E	st. 16-Jul-15 +/- 2	Days, Routine,				
⊿ Due (1)												
Albumin Level	21/07/2015 - 25/	/07/2015 09/07/20:	15 None, Spec	ified Bl O	lood, Not Collected, Cli rder for Future Visit	inician Collect, *E	st. 23-Jul-15 +/- 2	Days, Routine,				
∠ Upcoming (4)												
Magnesium Level	02/08/2015 - 16/	/08/2015 10/07/203	15 None, Spec	ified Bl Oi	lood, Not Collected, Cli rder for Future Visit	inician Collect, *E	st. 09-Aug-15 +/- 7	Days, Routine,				
Albumin Level	04/08/2015 - 08/	/08/2015 09/07/20	15 None, Spec	ified Bl O	lood, Not Collected, Cli rder for Future Visit	inician Collect, *E	st. 06-Aug-15 +/- 2	Days, Routine,				
Culture Blood	13/08/2015 - 27/	/08/2015 21/07/20:	15 Test, Consu	iltant Bl Ro	lood Culture Brown Lur outine, Clinician Collect	men, Not Collecte t, Order for Futur	ed, *Est. 20-Aug-15 e Visit	+/- 7 Days,				
Full Blood Count	13/08/2015 - 27/	/08/2015 21/07/20	15 Test, Consu	iltant Bl O	lood, Not Collected, Cli rder for Future Visit	inician Collect, *E	st. 20-Aug-15 +/- 7	Days, Routine,				
								æ	Refresh	Activate	Cancel/DC	1

Note: Medical Imaging tests cannot be activated