



A series of helpful guides provided by the Information Technology Department

New Order Entry Component

Orders can be added from the New Order Entry component. Before adding an order, check the Outstanding Orders component to prevent duplication.

Adding Orders

Note: Ensure you are on the correct encounter before adding an order. If you are on the wrong type of encounter, the order will be cancelled when you attempt to sign the order.

There are two places to add an order.

Adding an Order via Search Field

- Type the order in the Search New Order field. A list of alternatives will appear below.
- Click the order from the list to add.

Adding an Order via a Folder

- Click the **Order** to add. The button changes to Remove.
- Click **Remove** to cancel the test.

New Order Entry 🕂	≡- ⊘
Inpatient/Ambulatory 🚽	
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Full Red Cell Panel	
Fluconazole Level	
New Order Entry 🕂	≡• 🤄
Inpatient/Ambulatory 🚽	
Q Search New Order	
My Folders	Shared
Favorites	
LFT	Order
Blood, Not Collected, Routine	

Signing Orders

- The **Orders for Signature button** (top right corner) becomes green when an order has been added. Multiple orders can be made before sign off.
- The number next to the Orders for Signature button, indicates how many orders are waiting to be signed.
- Click the **Orders for Signature button**. A pop up window displays the orders waiting to be finalised and signed.
- To remove an order, hover to the right and click the corresponding cross.
- Click Modify to alter order details or click Sign to complete the remaining order process.

Orders for Signature (2)			×
IF LFT Blood, Not Collected, Routine			۲
Full Blood Count			
Show Diagnosis Table	Sign Save	Modify	Cancel

Note: If you add an order from your Favourites folder, it is best practice to click **Modify** and review your orders before signing.

• Clicking Cancel will remove all orders without saving them.