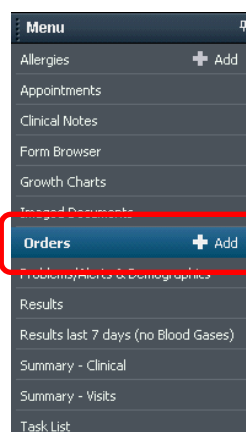


Orders - Add, Cancel and Reprint

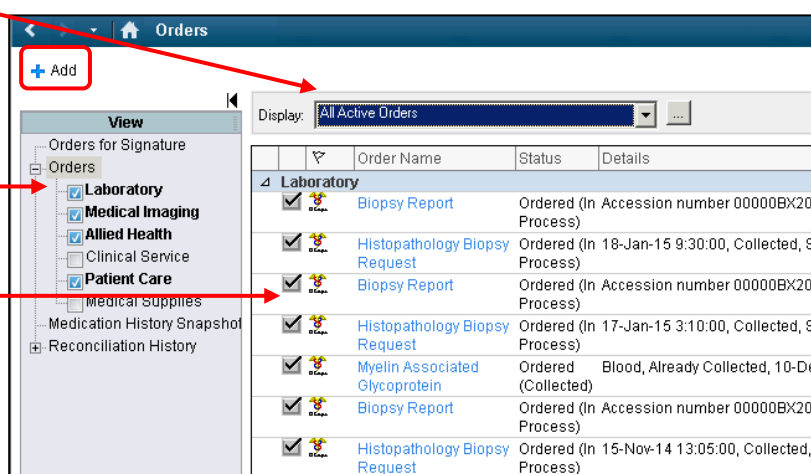
In PowerChart, you can view, place, and cancel patient orders. Orders can be placed through the Orders tab in the patient's chart menu.

Viewing Patient Orders

- Click on the **Orders** tab from the patient's chart menu.



- The Orders window appears (Note, the Display field at the top of the orders screen allows you to filter your view of orders.)
- The Navigation (View) displays the available clinical categories. Tick or untick to view specific orders types.
- The Display lists existing orders information.

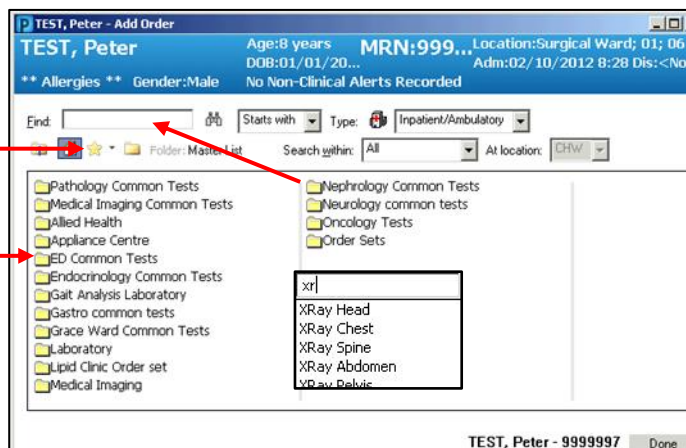


Add a new Order

- Click on the **+ Add** button.
- The Add Order window appears.

Finding Orders


- There are three ways to search for an order:
 - Type the name of the test in the **Find** field (a list of matching results appear as you type).
 - Select from your list of **Favourites** by clicking on the yellow star.
 - Click on any folders to view the available orders associated with that category.
- To navigate through the order categories use the Up and Home button.
- Click on the order you wish to add.







- Enter the patient's Current Clinical History (Mandatory)
- Click **OK**.

- Additional orders can be selected as required. When all orders have been selected, click on the **Done** button or simply close the **Add Order** window.
- The order/s is added to the list of orders to sign.
- To remove an order from the list of orders, right click on the order and select Remove.

Completing Order Details and Signing for Orders


An order cannot be signed for processing until all required information has been entered. The Order State icon (a white cross in a blue circle ) alerts you to any orders missing required information. The required information is completed in the Order Details window.

- Click on the order to be modified.
- Multiple orders can be selected to complete common details (e.g. Specimen Types, page/contact number). To select multiple orders click and hold the first order and drag over all orders to be completed.

Orders for Signature				
	Order Name	Status	Start	Details
Clancy Ward; 03; 03 Eps#:201005549 Admit: 30/12/2013 22:39:00 AEDT				
Laboratory				
	Calcium Level	Order	17/01/2014 15:08	Blood, Not Collected, 17/01/2014 15:08, Routine
	Albumin Level	Order	17/01/2014 15:08	Blood, Not Collected, 17/01/2014 15:08, Routine
	ESR	Order	17/01/2014 15:08	Blood, Not Collected, 17/01/2014 15:08, Routine
	Full Blood Count	Order	17/01/2014 15:08	Blood, Not Collected, 17/01/2014 15:08, Routine

Order Details

- The Order Details window displays the details associated with an order.

- Mandatory details are highlighted in yellow.
 - Click in the fields to add or change details about the order.
- When all details have been completed, the order state icon will no longer appear next to the order name.
- Click **Sign**.
 - Enter your Password and click **OK**.
 - The order is now displayed within the Orders screen.
 - Any newly signed orders will appear in the Display with a status of Processing. To complete the ordering processing click on the refresh button.  1 hours 21 minutes ago
 - The order/s will change to the status of Ordered (or Future, for future orders).

Inpatient orders	Already collected	Clinician collect	Future	Print label
Blood sample to be collected in the next pathology round.	N	N	N	N
Any sample to be collected by ward staff.	N	Y	N	Y
Sample has already or is about to be collected.	Y	Y	N	Y
Future order examples				
<ul style="list-style-type: none"> All Outpatient pathology orders. Inpatient needing additional tests after discharge. Non-Blood tests required for a future visit. 	N	Y	Y	Y

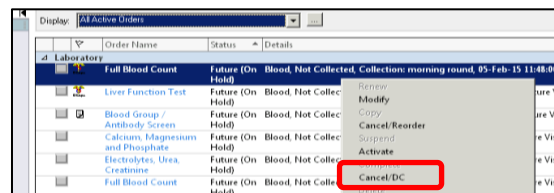
Note Orders for the Pathology collection round relate to a 24 hour time frame. If the collection has closed for the day (after 8am) and you want the sample collected today, select Clinician Collect = YES for a nurse or physician to collect. If the sample can be collected on tomorrow's pathology round, change the collection date/time to tomorrow morning.

Orders Matrix

The following Orders Matrix can help you make the correct field selections in the Order Details window depending on the type of order required.

To Cancel an Order

- Right-click on the order appearing in the Display.
 - From the menu, select **Cancel/DC**.
- Within the Details window, select the Cancel Date, Time and Cancel Reason.
 - Click on the **Orders for Signature** button.
 - Click on the **Sign** button, enter your password and click **OK**.
 - Once the window is refreshed, the order status will adjust to Cancelled.



Reprinting Orders

- Right-click on the order appearing in the Display.
- Options:
 - Select Print then Reprint Requisition (for routine orders).
 - Select Print then Reprint Consent Form (for Future orders).
 - Select Print, then Reprint Order Sheet (for Multiple orders).
- Select your printer and click OK.

