

Orders – Working with Favourites

The Orders window enables you to create and manage your 'favourite' orders. Favourite orders can be created to speed up the ordering process by having at your fingertips the orders you use most often. Your Favourites folders are yours and yours alone. No one else can view them or use them. Your Favourites folders are yours to create, move, delete, and organize.

Adding a Favourite Order

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

The screenshot shows the patient chart menu for Peter TEST. The 'Orders' item is highlighted with a red box. The patient information at the top includes: Age: 8 years, MRN: 9999997, Location: Surgical Ward; 01; 06, Gender: Male, DOB: 01/01/2005, and No Non-Clinical Alerts Recorded. The 'Orders' menu is open, showing various categories like Laboratory, Medical Imaging, Allied Health, and Clinical Service. The 'Orders' item is highlighted with a red box.

- Click on the **Add** button to display the **Add Order** window.

- Find the specific test that you wish to make a Favourite and click to order.
- Enter the patient's current Clinical History, and then click on OK.
- The order is added to the list of orders to sign.
- Click on the **Done** button to close the Add Order window.
- Click on the order to be modified.
- Within the Details frame, a complete list of details associated with the order appears; any details that require modification or further information are highlighted in yellow.

The screenshot shows the 'Add Order' window for Peter TEST. The patient information at the top includes: Age: 8 years, MRN: 999..., Location: Surgical Ward; 01; 06, Gender: Male, DOB: 01/01/20..., and No Non-Clinical Alerts Recorded. The window displays a list of test categories under 'Folder: Master List'. The categories include Pathology Common Tests, Medical Imaging Common Tests, Allied Health, Appliance Centre, ED Common Tests, Endocrinology Common Tests, Gait Analysis Laboratory, Gastro common tests, Grace Ward Common Tests, Laboratory, Lipid Clinic Order set, and Medical Imaging. The 'Done' button is visible at the bottom right.

Order Name	Status	Start	Details
Surgical Ward; 01; 06 Eps#:001764552			
Laboratory			
Albumin Level	Order	15/01/2013 11:54	15/01/2013 11:54 Req Date and Time, Routine, Clinician to C Collection Requirements: 0.5ml blood Li Hep

Details for Albumin Level

Details | Order Comments

+ [Icons]

*Requested Date and Time: 15/01/2013 1154

*Priority: Routine

*Page Number: [Yellow Field]

*Routine Pathology Ward Collection: Yes No

*Is this order for a Future admission/appointment?: Yes No



- Click on the first highlighted field and complete the Detail values. When all detail values have been satisfied, the order state icon will no longer appear next to the order name.

Order Name	Status	Start	Details
Surgical Ward; 01; 06 Eps#:001764552			
Laboratory			
Albumin Level	Order	15/01/2013 11:54	15/01/2013 11:54 Req Date and Time, Routine, Page# 1245 Collection Requirements: 0.5ml blood Li Hep

Details for Albumin Level

Details | Order Comments

+ [Icons]

*Requested Date and Time: 15/01/2013 1154

*Priority: Routine

*Page Number: 1245

*Routine Pathology Ward Collection: Yes No

*Is this order for a Future admission/appointment?: Yes No

- DO NOT CLICK SIGN YET...** Once all the Details have been entered, right-click on the order and select **Add To Favourites**. The **Add Favourite** window will display. By default the order will be added to the 'Favourites' folder.

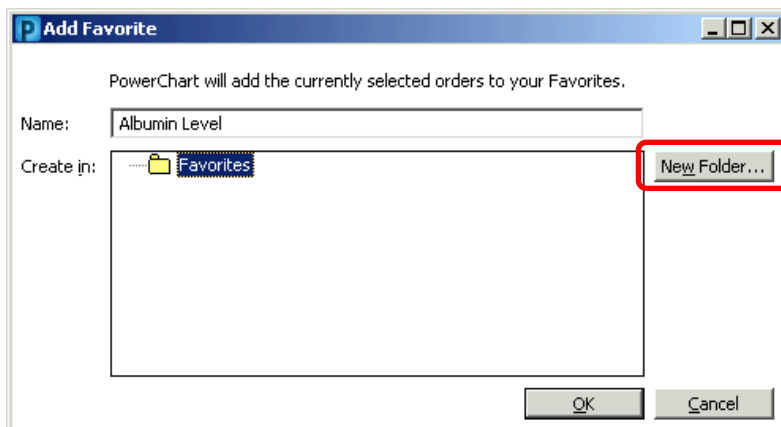
NOTE:

Orders that have been signed cannot be added to your Favourites folder.



The Favourite saves the order and its associated order details. To save time, select your most commonly used values for the order details.

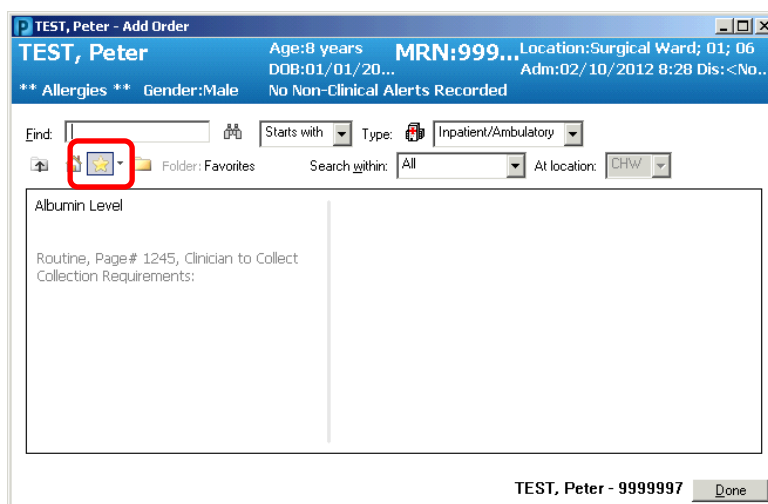
- Click on **OK** to add the order to the default folder.
- Alternatively click the New Folder button to create additional, appropriately-named folders within which to save your favourite orders.

Your order has now been saved as a Favourite.



Accessing your Orders saved as Favourites

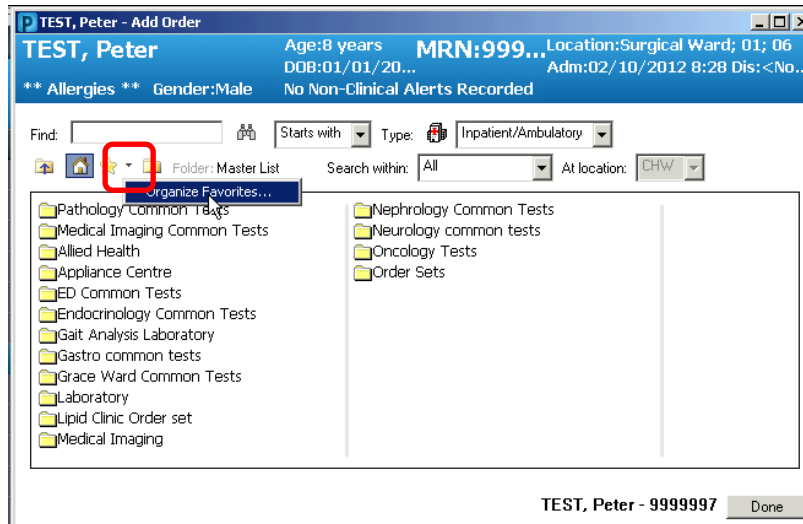
- From the **Orders** menu on the patient's chart, click on the **Add** button.  The **Add Order** window appears.
- Click on the **Favourites** button. 





- Select the Favourite order you wish to add and continue completing any required information as usual.

Organise your Favourites Folder

- In the **Add Order** window, to the right of the Favourites button is a black down-arrow. Click on this arrow and select **Organize Favourites**.



- The **Organize Favourites** window appears.
- Select your order item or folder, then use the appropriate button to **Rename**, **Move to Folder** or **Delete**. You can also mouse drag and drop items to move them.
- Click on **Create Folder** to create a folder within the currently selected folder.
- If you wish to display the favourite items alphabetically within folders, tick **Sort favorites alphabetically**.
 Sort favorites alphabetically
- To change the order of the favourite folders, select a folder and press the  or  arrows.

