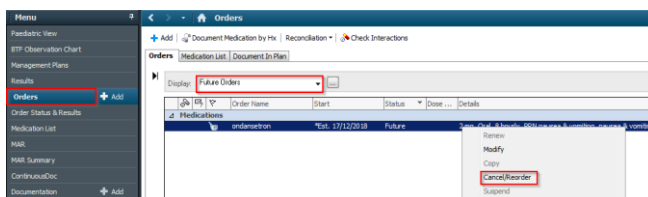


Bear Cottage Amending Incorrect Future Orders for Admitted Patients- Doctors

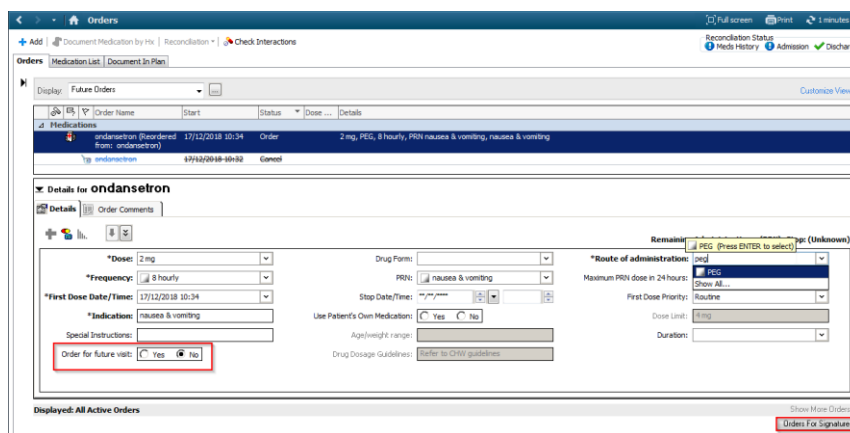
On admission to Bear Cottage, Nurses activate future orders. If a patient has future orders which are not accurate, nurses should **NOT** activate these. Nurses should contact a doctor to make the necessary changes.

If the doctor is unable to access PowerChart, nurses can change these future orders to phone orders.

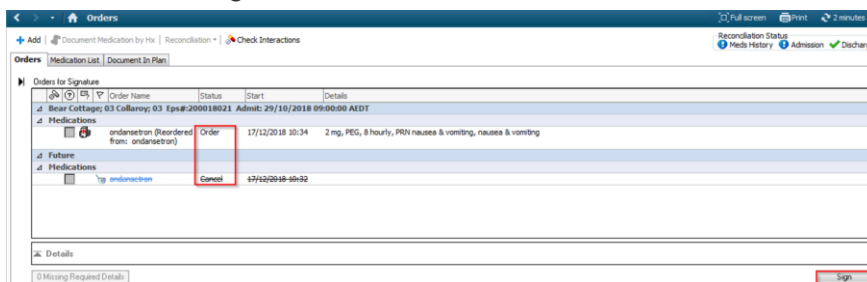
1. Open the Future Orders page.



2. Right click on the order which needs to be amended.
3. Click **Cancel/Reorder**.
4. The original scratchpad appears and is modifiable.



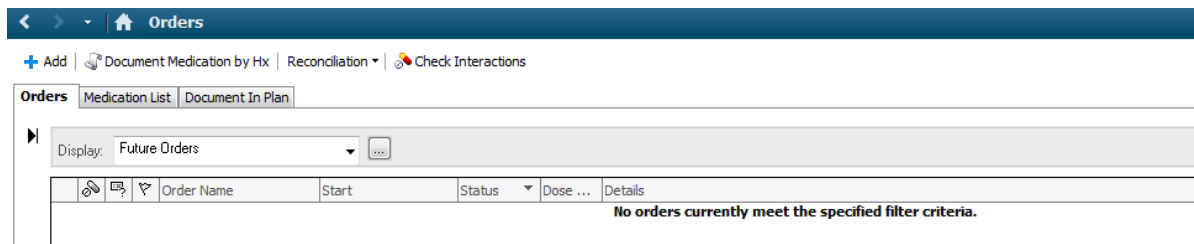
5. Make changes as necessary.
6. Change the Order for future visit response from Yes to **No** as the order is now for a current admission.
7. Click **Orders for Signature**.
8. Review the changes.



9. Click **Sign**.
10. Enter password signature.

11. Refresh.  11 minutes ago

12. The order changes from future to current, hence the order disappears from the future orders page.



13. The order shows on the Medication Administration Record.