

Future Order – Medical Imaging

Ordering for patients who do not have a current visit

A current encounter is required when ordering any tests. When attempting to place an order for a patient who does not have a current visit recorded at the hospital, you will be prompted to create a new encounter.

- When the Add button is selected in the Orders screen, a pop-up message will display. Click on **Yes**. PowerChart will display the **New Visit** window.
- You must enter the following required information in the window before continuing:

| | |
|-----------------|---|
| Financial Class | This defaults to 'No Charge – OPD', but you can select other options if required. |
| Building | Select Outpatient. |
| Location | Select the location where the patient will be seen. |
| Attending Dr. | Enter the appropriate consultant for the patient. |

Creating a future order

In the **Add Order** window, find and select the required medical imaging order(s). Select the order to view the Details pane at the bottom of the Orders window.

The screenshot shows a software interface for managing medical orders. At the top, there's a table with columns for Order Name, Status, Start, and Details. Below this, a tree view shows the hierarchy: BandBear Clin 1 Eps#:002380011 > Medical Imaging > XRy Abdomen. The 'XRy Abdomen' order is selected, and its details are shown in a pane below. The details pane has tabs for 'Details' and 'Order Comments'. The 'Details' tab is active, showing various input fields: 'Preferred Exam Date/Time' (with a calendar icon), 'Priority' (a dropdown menu set to 'Order for a future visit'), 'Examination' (a dropdown menu), 'Referring Consultant' (a text input field), 'Ordering Doctor's Page:Phone' (a text input field), 'Special Instructions for Medic...' (a text area with 'nil' entered), 'Is this order for a Future admission/ap...' (radio buttons for 'Yes' and 'No', with 'Yes' selected), and 'Mobile Required?' (a dropdown menu set to 'Mobile Not Required'). At the bottom left of the details pane, it says '4 Missing Required Details'. At the bottom right, there is a 'Sign' button.

In the **Preferred Exam Date /Time** fields, enter the date and time the image is to be taken. The exact date and time does not have to be known, an estimated date is fine.

In the Priority field, select **Order for a future visit**. This also ensures that the request form will be printed automatically.

- For the 'Is this order for a Future admission /appointment' field select **Yes**.
- Fill in all remaining relevant fields (eg, Referring Consultant, Examination), then click on **Sign**.

What happens with the printed request form?

For future orders, request forms will print automatically to be given to the patient. The patient should take the request form with them to Pathology/Medical Imaging Departments on the date of the required test or the test cannot be performed. The order status on the test will be "Future".

How do I reprint the request form?

If you need to reprint another paper form for a future order:

- **Right-click** on the required order from the Orders window.
- Select **Print**, then **Reprint Consent Form**.

