


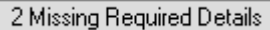


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This Quick Reference Guide (QRG) reviews workflows related to Orders.

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### Common Buttons & Icons

	Add button
	Refresh icon

	Missing Required Details button
	Orders for Signature icon
	Plus icon

### Search and Place Orders

➤ From your provider workflow MPage:

**STEP 1:** Click **Order Profile** in the components list.

**STEP 2:** Click the **Order Profile** header.

**STEP 3:** Click **Add**. The Add Orders window displays.

**STEP 4:** Enter the order in the **Search** field; then, select the appropriate order from the drop-down menu.

**NOTE:** To see all the orders that match your search criteria, press [Enter].

**STEP 5:** Click **Done** after selecting all necessary orders. The Orders for Signature screen displays.

**NOTE:** Any orders with a blue circle X icon are missing required details for signature.

**STEP 6:** Complete the required fields in the Details pane for the order.

**NOTE:** Required fields will be highlighted in yellow and marked with an asterisk.

**STEP 7:** Click the Missing Required Details button to complete the remaining fields.

**STEP 8:** Click **Sign**.

**NOTE:** When you return to the Orders page, you may need to refresh the chart to see the orders in the correct status.

### Use Quick Orders

➤ From your provider workflow MPage:

**STEP 1:** Click the **Inpatient Quick Orders** tab. The MPage displays quick orders organized by category.

**NOTE:** Both the MPage and New Order Entry component have selections for Inpatient Orders and Prescriptions; ensure the appropriate option is selected.

**STEP 2:** Click the expand icon for the appropriate category; then, click the order.

**NOTE:** Selected orders display with a green highlight, and the Orders for Signature tray updates with the number of orders added.

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**STEP 3:** Click the **Orders for Signature** icon.

**STEP 4:** Associate the orders to appropriate diagnoses using the table; then, click Sign. The Orders for Signature section displays.

**NOTE:** If an order displays with a blue circle X icon, complete the required fields.

**STEP 5:** Click **Sign**.

### Add Orders to Favorites

➤ **From the Add Order window:**

**STEP 1:** Enter the order in the Search field; then, press [Enter].

**STEP 2:** Right-click the appropriate order in the search results; then, click Add to Favorites. The Add Favorite window displays.

**NOTE:** The Favorites folder is created and chosen by default. If you want to create a new folder, follow these steps.

- Click New Folder. A new subfolder displays.
- With New Folder highlighted, enter the desired name for the folder.

**STEP 3:** Click the desired favorites folder; then, click OK.

**NOTE:** Favorite orders can be selected from the New Order Entry component in the Quick Orders tab.

➤ **From the Orders for Signature screen:**

**STEP 1:** Right-click the order in the top pane. A drop-down menu displays.

**STEP 2:** Click **Add To Favorites**.

**STEP 3:** Click the desired favorites folder; then, click **OK**.

### Modify an Order Sentence

➤ **From the Add Order window:**

**STEP 1:** Enter the order in the **Search** field; then, press [**Enter**].

**NOTE:** To view all order sentence options in a new window, click the order with no order sentence.

**STEP 2:** If the needed order sentence does not display, select the order with the closest order sentence; then, click **OK**.

**STEP 3:** Click **Done** to proceed to the Orders for Signature screen.

**STEP 4:** Make the necessary modifications to the order details; then, click **Sign**.

### Modify a Signed Order

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➤ **From the Orders page:**

**STEP 1:** Right-click the appropriate order; then, click **Modify**. The Details pane for the order displays.

**STEP 2:** Modify the order details as needed; then, click **Orders for Signature**.

**STEP 3:** Click **Sign**.

### Discontinue Orders

➤ **From the Orders page:**

**STEP 1:** Right-click the order; then, click **Cancel/DC**. The Details pane displays.

**STEP 2:** Enter the Discontinue Date and Time and the Discontinue Reason.

**NOTE:** If you select the Other option, you will need to enter the reason in the Comment field.

**STEP 3:** Click **Orders for Signature**.

**STEP 4:** Click **Sign**.

### Use the Ordering Physician Window (Clinical Staff Only)

➤ **From the Add Order window:**

**STEP 1:** Enter the order in the **Search** field; then, press [**Enter**].

**STEP 2:** Click the appropriate order. The Ordering Physician window displays.

**STEP 3:** Enter the Physician and the Order Date/Time; then, click the appropriate Communication type.

**NOTE:** If the order was placed verbally or by telephone, a read back is required.

**STEP 4:** Click **OK**.

**STEP 5:** Click **Done** once all orders are selected.

**NOTE:** Once the Ordering Physician window is completed, it will be associated to all orders you select until you click Done.

**STEP 6:** Enter the required details for the order(s).

**NOTE:** If the order required read back, you must also complete the Read Back field in the order details.

**STEP 7:** Click **Sign**.