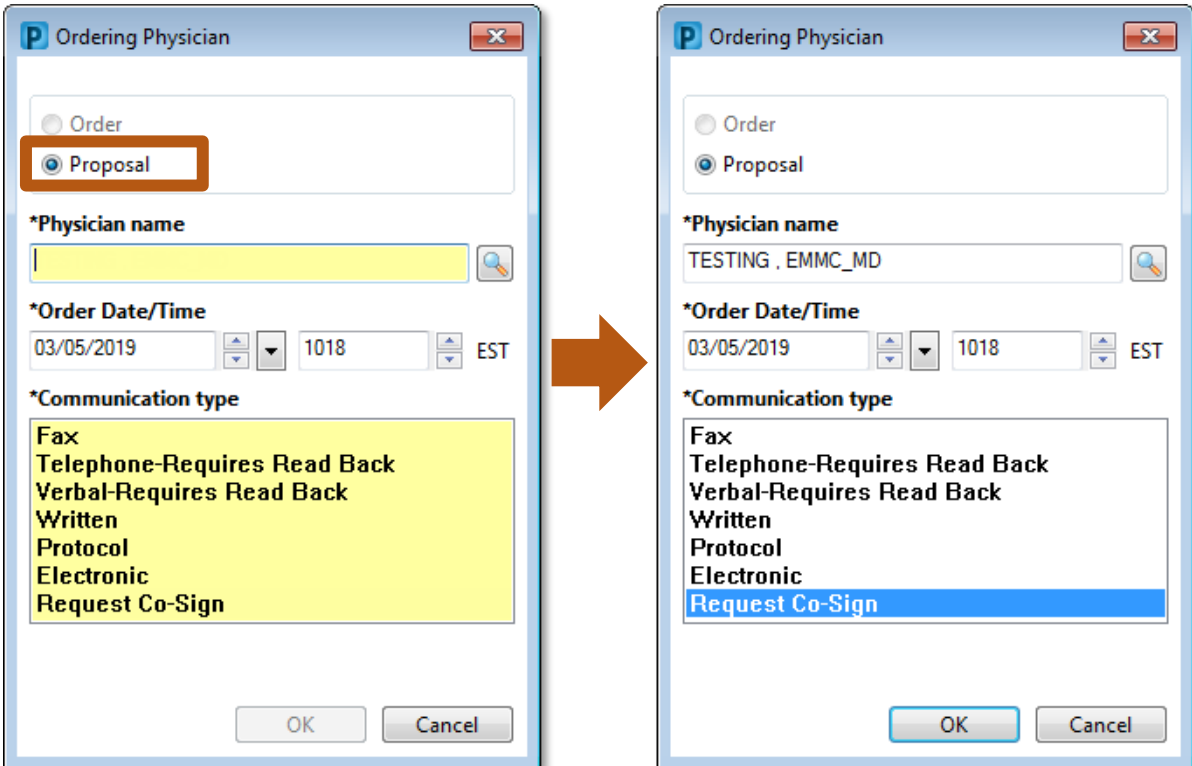


This flyer reviews the process used by medical students with order entry privileges to propose orders and/or prescriptions in the ambulatory setting.


- STEP 1:** Find, and select, the desired order from the Orders Profile or Quick Orders page.
- STEP 2:** Enter the supervising physician's name into the **Physician Name** field. (The **Proposal** option will be selected automatically at the top of the window. Proposal is only seen in the ambulatory venue.)
- STEP 3:** Choose the **Request Co-Sign** Communication type and click OK.



The image shows two sequential screenshots of the 'Ordering Physician' dialog box. In the first screenshot, the 'Proposal' radio button is selected and highlighted with a red box. The 'Physician name' field is empty. In the second screenshot, the 'Physician name' field contains 'TESTING, EMMC\_MD'. In the 'Communication type' list, 'Request Co-Sign' is highlighted in blue. An orange arrow points from the first screenshot to the second.

- STEP 4:** Enter all required clinical details and pertinent diagnosis.
- STEP 5:** Click **Sign**.

**NOTE:** As with inpatient-type orders, medical student orders in the ambulatory setting are not actionable until they have been signed by the supervising physician. Orders proposed by a medical student are placed in the Pending Proposed Order status and display the blue question mark icon.

 Pending Proposed Order