This Quick Reference Guide (QRG) reviews the ordering provider window.

Navigate the Ordering Provider Window

➢ **From the Ambulatory View Primary Quick Orders screen within the patient's chart:**

STEP 1: Click the needed order.

STEP 2: Click the **Order** or **Proposal** radio button as appropriate.

   ▪ Use the **Order** radio button when you want an order to become active immediately.

   ▪ Use the **Proposal** radio button to create an order that is active after the provider signs it electronically from their message center.

STEP 3: Click the **Physician** field to type in the ordering physician last name, first name.

NOTE: Use the magnifying glass icon to search for a physician's name.

STEP 4: Adjust the order date and time as needed using the up and down arrow icons.

NOTE: The date and time auto populate to the current date and time.

STEP 5: Click the **Communication** type that is needed.

STEP 6: Use the **Order** radio button for the following Communication types:

   ▪ **Administrative** – Used by office staff when making non-clinical changes to an order.

   ▪ **Verbal Required Read Back** – Used by nurses only for active orders in emergency situations where the provider is unable to place orders themselves.

   ▪ **Fax** – Used when entering orders that were faxed from an outside provider.

   ▪ **Telephone-Requires Read Back** – Used by nurses and needs to be cosigned by the provider.

   ▪ **Joint Practice Protocol** – Used when there is a system-wide Joint Practice Protocol. This order does not need to be cosigned. (*Please see Review Recommendations lesson for more on Joint Practice Protocol.).

   ▪ **Patient Care Protocol** – Use varies practice by practice. A co-signature is required.

STEP 7: Use the **Proposal** radio button for the following Communication types:

   ▪ **Proposal** – Used when the order is not part of a protocol and is being entered by non-provider staff. Also used when an order does not fit in with any other options.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist.
For any other questions please contact the Customer Support Center at:
207-973-7728 or 1-888-827-7728.