Quick Reference Guide (QRG)
Using Quick Orders

September 11, 2019

This Quick Reference Guide (QRG) outlines the processes for Using Quick Orders.

Common Buttons & Icons

☰▾	**Customization** icon
	Orders for Signature icon
⊗	**Missing Details** icon

Place Quick Orders

➢ **From the Provider View in the patient's chart:**

STEP 1: Navigate to the appropriate component.

STEP 2: Click the orders needed.

- This will add the orders to your Orders for Signature tray.
- Click as many orders as needed.

NOTE: **The Right expansion arrow icons indicate there are multiple orders available under that heading. Click the icon to view and select additional orders.**

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

STEP 4: Associate diagnoses to orders as appropriate.

- Click the **Order/Diagnosis** cell or use **Associate with all** hyperlink.

STEP 5: Right-click the individual fields to adjust the number of association.

STEP 6: Click **Sign**.

STEP 7: Address missing details by clicking the orders and filling in required information in the scratch pad as needed.

STEP 8: Click **Sign**.

Customize Components View

➢ **From the Provider View in the patient's chart:**

STEP 1: Click the Customization menu drop-down arrow.

STEP 2: Click Drag and Drop.

STEP 3: Click Collapse All.

STEP 4: Click and drag the component you want to move to where you want it on screen. Follow the same process until all components are where you want them.

STEP 5: Click the Customization menu drop-down arrow.

STEP 6: Click Drag and Drop again.

STEP 7: Click Expand All.

Locate Orders Using the New Order Entry Component

- **From the Provider View in a patient's chart:**

STEP 1: Use the Ambulatory Orders and Medications filter for medications used and administered in the office.

STEP 2: Use the Ambulatory Orders and Prescriptions filter for actual prescriptions.

STEP 3: Click the Search field to search for new orders not found on the Quick Orders page.

STEP 4: Click the Personal filter to view orders set up as favorites.

STEP 5: Click the Public filter on-screen quick orders components.

STEP 6: Click the Shared filter to search for orders that are shared by other providers.

Set Viewable Components

- **From the Provider View in the patient's chart:**

STEP 1: Click the Customization menu drop-down arrow.

STEP 2: Click Components.

STEP 3: Click a component with a checkmark to remove it from view.

STEP 4: Click a component without a checkmark to add it to the Quick Orders page.

Clear Preferences

- **From the Provider View in the patient's chart:**

STEP 1: Click the Customization menu drop-down arrow.

STEP 2: Click Clear Preferences.

STEP 3: Click Clear.

Set an Appointment using Quick Orders

- **From the Provider View in the patient's chart:**

STEP 1: Navigate to the E&M Charges component.

STEP 2: Click the E&M Charges appointment's right arrow icon based on the appropriate type of appointment to expand the list of options.

STEP 3: Click the appropriate visit code.

STEP 4: Enter the needed information as appropriate.

STEP 5: Click the Orders for Signature tray.

STEP 6: Review and sign the order.