



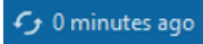



This Quick Reference Guide (QRG) reviews placing ED orders.

Common Buttons & Icons

	Menu icon
	Orders for Signature icon
	Missing Details icon
	Missing Required Details button
	Chart Refresh icon
	Add button
	Favorites icon

Color Code Components

➤ From the Quick Orders MPage:

STEP 1: Click the **Menu** icon for the desired component. A drop-down menu displays.

STEP 2: Click **Color Theme**. A popup of color options display.

STEP 3: Make the desired selection.

Add Orders using the New Order Entry Component

➤ From the Quick Orders MPage:

STEP 1: Click the **Search New Order** field.

STEP 2: Enter the desired order.

NOTE: As you type a drop-down displays options that match your search criteria.

STEP 3: Make the appropriate selection from the list.

Add and Sign Orders using Components

➤ From the Quick Orders MPage:

STEP 1: Select the appropriate orders using the quick order components.

NOTE: Selected orders will display with a green highlight.

STEP 2: Once all orders have been selected, click the **Orders for Signature** icon. The Orders for Signature window displays.

STEP 3: Confirm the orders are correct; then, click **Sign**. The Orders tab displays.

NOTE: If an order has the Missing Details icon in the row, use the Missing Required Details button to quickly navigate to the required documentation.

STEP 4: With all required documentation entered, click **Sign**.

Add Orders using the Orders Page

➤ From the Quick Orders MPage:

STEP 1: Click the **New Order Entry** component header. The Orders page displays.

STEP 2: Click the **Add** button. The Add Order window displays.

NOTE: To use departmental favorite folders to find the order, click the Type drop-down arrow and select **Prescriptions**.

STEP 3: Click the **Search** field.

STEP 4: Enter the order. Then, select the appropriate order from the results.

NOTE: Selected orders will display in blue.

STEP 5: When finished adding orders, click **Done**.

Modify an Order

➤ From the Orders page:

STEP 1: Right-click the appropriate order. A drop-down menu displays.

STEP 2: Click **Modify**. The Details pane for the order displays.

STEP 3: Make the necessary changes. Then, click **Orders For Signature**.

STEP 4: Click **Sign**.

NOTE: It is best practice to refresh the chart after signing orders to confirm they are in the appropriate status.

Remove an Order

➤ From the Orders page:

STEP 1: Right-click the appropriate order. A drop-down menu displays.

STEP 2: Click **Remove**.

Add an Order to Your Favorites

➤ From the Orders page:

STEP 1: Right-click the desired order. A drop-down menu displays.

STEP 2: Click **Add To Favorites**. The Add Favorite window displays.

STEP 3: Select the appropriate folder to add the order.

NOTE: You can create a new folder from the window by clicking the New Folder button.

STEP 4: Click OK.

Add Orders using Order Favorites

➤ From the Orders page:

STEP 1: Click the **Add** button. The Add Order window displays.

STEP 2: Click the **Favorites** icon. Your Favorites folders display.

STEP 3: Click the desired folder; then, select the order.

NOTE: Selected orders will display in blue.

STEP 4: When finished adding orders, click **Done**. The Details pane for the order displays.

STEP 5: Confirm all details are complete and accurate; then, click **Sign**.

Organize Favorites

➤ From the Orders page:

STEP 1: Click the **Add** button. The Add Order window displays.

STEP 2: Click the **Favorites** drop-down arrow.

STEP 3: Click **Organize Favorites**. The Organize Favorites window displays.

NOTE: From this window, you can do the following:

- Create a new folder using the button.
- Rename a folder using the button.
- Move an order to a different folder using the button.
- Delete an order or folder from your favorites using the button.
- Reorganize the order of folders or orders using the arrow icons.
- View order details by selecting the order.

STEP 4: Click **Close** to save any changes.