**Northern Light Health**℠

---

**This Quick Reference Guide (QRG) reviews the workflow for documenting medications.**

## Common Buttons & Icons

| | |
|---|---|
| 🔍 | **Magnifying Glass** icon |
| 📭 **1** | **Orders for Signature** tray |
| ‖‖‖ Medication Administration | **Medication Administration** button |
| ✓ | **Sign** icon |

## Document Medication Order

➢ From the Exam Management window within RadNet:

**STEP 1:** Select the procedure for your patient.

**STEP 2:** Click **Launch** using the menu at the top of the screen.

**STEP 3:** Click **Powerchart**.

**STEP 4:** Establish a Patient Care relationship if the Assign a Relationship window opens.

**STEP 5:** Click the **Imaging Quick Orders** MPage.

**STEP 6:** Click the appropriate order.

**STEP 7:** Click the **Physician name** field within the Ordering Physician pop-up.

**STEP 8:** Type the name of the ordering physician.

**NOTE:** **Use the Magnifying Glass icon to search for the name; click to select.**

**STEP 9:** Review and update as needed the **Order Date/Time fields**.

**STEP 10:** Click the appropriate **Communication type**.

**NOTE:** **Each hospital has a protocol on how much contrast is given outside the presence of the radiologist based on a document from the department. Please follow-up with your department leadership for the appropriate communication type for your setting.**

**STEP 11:** Click **OK**.

## Bypass Existing Allergy

➢ From the Medication Clinical Decision Support (mCDS) window:

**STEP 1:** Click the appropriate allergy **Reason** drop-down arrow.

**NOTE:** **The Reason should stipulate: Previous: Patient taking/tolerated.**

STEP 2:     Click the needed reason.

STEP 3:     Click when you want the override applied.

STEP 4:     Click the **Override Reason** drop-down arrow.

STEP 5:     Click **Continue** .

## Document Orders for Signature

➢ **From the Imaging Quick Orders MPage within the patient's chart:**

STEP 1:     Click the **Orders for Signature** tray.

STEP 2:     Click **Modify Details** within the Orders for Signature window if needed.

- Click the Medication that needs modification.
- Click the fields to type modifications as needed.
- Click the appropriate drop-down arrows to make changes as appropriate.

NOTE:      **An asterisk indicated required information; additional information should be updated as appropriate.**

STEP 3:     Click **Sign** .

## Document a Completed Injection using the Barcode

➢ **From the Imaging Quick Orders MPage within a patient's chart:**

STEP 1:     Click **MAR** from the left-side menu.

STEP 2:     Click **Medication Administration** in the top menu.

STEP 3:     Confirm patient identifiers.

STEP 4:     Scan the barcode on the patient's wristband.

NOTE:      **Confirm that you have the correct medication listed in Medication Administration Wizard.**

STEP 5:     Scan the medication barcode.

STEP 6:     Review that you have the correct Performed date/time information documented.

NOTE:      **Use the arrow icons to later this information as needed. It defaults to the current date and time.**

STEP 7:     Update the Performed by information as needed.

NOTE:      **This defaults to your name.**

STEP 8: Document fields with an asterisk typing or using the given drop-down arrow.

STEP 9: Document additional information as appropriate.

STEP 10: Click the **Sign** icon.