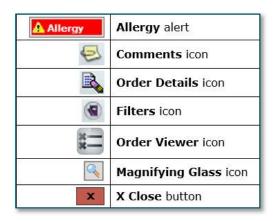


# From the Office of Clinical Informatics Quick Reference Guide (QRG) Order Viewer

December 29, 2020

## This Quick Reference Guide (QRG) reviews using the Order Viewer.

## **Common Buttons & Icons**



# **Review Patient Findings**

- From the desktop Appbar:
- **<u>STEP 1</u>**: Click the **Order Viewer** icon.
- **<u>STEP 2</u>**: Click the **Magnifying Glass** icon to search for the patient.
- **<u>NOTE</u>**: You can also use the Accession Number field if known.
- **<u>STEP 3</u>**: Search for the patient based on one of the features in the left-side options.
- **<u>NOTE</u>**: Using Name type the patient name using the last name, first name format.
- **STEP 4:** Click **Search**.
- **<u>STEP 5:</u>** Click to select the correct patient.
- STEP 6: Click OK.
- **<u>STEP 7</u>**: Double-click the needed order.
- <u>NOTE</u>: You can enlarge the Order Detail Inquiry window by clicking and dragging the bottom-right corner.
- **<u>STEP 8</u>**: Click **Quick Print** to print for personal use or to share with the radiologist.
- **<u>STEP 9</u>**: Click the **Report Details** tab to review who transcribed the report.
- **<u>STEP 10</u>**: Click the **Exam Details** tab to review exam details and information.
- **<u>STEP 11</u>**: Click the **Technical Comments** tab to review who the tech was for the procedure.
- **<u>STEP 12</u>**: Click **Close** to close the window.

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#### **Review Final Results**

- > From the Cerner Imaging: Order Viewer for a specific patient:
- **<u>STEP 1</u>**: Double-click the order.
- **<u>STEP 2:</u>** Click the **Reports Details** tab.
- **<u>STEP 3:</u>** Click **Close** to close the window.

#### **Review Allergy Alert**

- > From the Cerner Imaging: Order Viewer for a specific patient:
- **<u>STEP 1</u>**: Click the **Allergy Alert**.
- **<u>NOTE</u>**: You can add allergies within this window if needed.
- **<u>STEP 2</u>**: Click the **X Close** button to close.

#### Create and Review Comments

- > From the Cerner Imaging: Order Viewer for a specific patient:
- **<u>STEP 1</u>**: Click the **Comment** icon in the top toolbar.
- NOTE: Clicking the Comment icon from the Comment column will not open the comment.
- **<u>STEP 2</u>**: Review Order Comments.
- **<u>NOTE</u>**: Order Comments are seen across all applications, not just RadNet.
- **<u>STEP 3:</u>** Click the Order Comments **Edit** button.
- **<u>STEP 4</u>**: Type information in the Edit Comment window Comment field as needed.
- STEP 5: Click OK.
- **<u>STEP 6:</u>** Click the **Order Note** tab.
- <u>NOTE</u>: Order notes are only visible within RadNet and best practice is to use this note type if information being documented is part of a procedure.
- **<u>STEP 7</u>**: Review the Order Notes if applicable.
- **<u>STEP 8</u>**: Click the Order Note **Edit** button.
- **<u>STEP 9</u>**: Type information in the Edit Comment window Comment field as needed.
- STEP 10: Click OK.
- STEP 11: Click Close when finished.

## **Review Order Details**

- > From the Cerner Imaging: Order Viewer for a specific patient:
- **<u>STEP 1</u>**: Click the order needed.
- **<u>STEP 2</u>**: Click the **Order Details** icon.
- **<u>STEP 3</u>**: Click the Signs/Symptoms/Duration/Location field.
- **<u>NOTE</u>**: Document all items with a red asterisk, they are required.
- **<u>STEP 4</u>**: Free text clinical information.
- **<u>STEP 5</u>**: Review and update Start Date/Time typing or using the arrow icons as needed.
- **<u>STEP 6</u>**: Click the **Priority** drop-down arrow.
- **<u>STEP 7:</u>** Click the appropriate priority option.
- **<u>STEP 8</u>**: Click the needed fields to update information.
- **<u>STEP 9</u>**: Click **OK** when information is complete.
- **<u>STEP 10:</u>** Click the **As of** button to refresh the screen.

## Add a Consulting Physician

You can add up to three consulting physicians.

- From the Order Details window:
- **<u>STEP 1</u>**: Click the **Consulting Physician Magnifying Glass** icon.
- **<u>STEP 2</u>**: Type in the last name and first name in the respective fields.
- **NOTE:** Add additional filters as needed.
- **STEP 3:** Click **Search**.
- **<u>STEP 4</u>**: Click the name needed from the search results list.
- STEP 5: Click OK.

### Set Charge Viewer filters

- > From the Cerner Imaging: Order Viewer for a specific patient:
- **<u>STEP 1:</u>** Click the order to select.
- **<u>STEP 2</u>**: Click the **Filters** icon.
- **<u>STEP 3</u>**: Click **Next** on the first page of filter options. No options are selected here.
- **<u>STEP 4</u>**: Click **Next** on the second page of filter options. No options are selected here.

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- **<u>STEP 5:</u>** Click the **Save as default** check box.
- STEP 6: Click OK.

## **Review Order Charge Information**

- ➢ From the Charge Viewer window:
- **<u>STEP 1</u>**: Click the order you want to view.
- **<u>STEP 2</u>**: Scroll right for additional information.
- **<u>STEP 3</u>**: Click the **X Close** button.

## **Review Imaging Order in PowerChart**

- > From the Cerner Imaging: Order Viewer for a specific patient:
- **<u>STEP 1</u>**: Click Launch.
- **STEP 2:** Click **Powerchart**.
- **<u>STEP 3</u>**: Assign a relationship for patient care if needed.
- **<u>STEP 4</u>**: Click **Orders** in the left-side menu.
- **<u>STEP 5</u>**: Click the **X Close** button to return to the Imaging Order Viewer.