







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

Common Buttons & Icons

	Allergy alert
	Comments icon
	Order Details icon
	Filters icon
	Order Viewer icon
	Magnifying Glass icon
	X Close button

Review Patient Findings

➤ From the desktop Appbar:

STEP 1: Click the **Order Viewer** icon.

STEP 2: Click the **Magnifying Glass** icon to search for the patient.

NOTE: You can also use the **Accession Number** field if known.

STEP 3: Search for the patient based on one of the features in the left-side options.

NOTE: Using Name type the patient name using the last name, first name format.

STEP 4: Click **Search**.

STEP 5: Click to select the correct patient.

STEP 6: Click **OK**.

STEP 7: Double-click the needed order.

NOTE: You can enlarge the **Order Detail Inquiry** window by clicking and dragging the bottom-right corner.

STEP 8: Click **Quick Print** to print for personal use or to share with the radiologist.

STEP 9: Click the **Report Details** tab to review who transcribed the report.

STEP 10: Click the **Exam Details** tab to review exam details and information.

STEP 11: Click the **Technical Comments** tab to review who the tech was for the procedure.

STEP 12: Click **Close** to close the window.

Review Final Results

- From the Cerner Imaging: Order Viewer for a specific patient:

STEP 1: Double-click the order.

STEP 2: Click the **Reports Details** tab.

STEP 3: Click **Close** to close the window.

Review Allergy Alert

- From the Cerner Imaging: Order Viewer for a specific patient:

STEP 1: Click the **Allergy Alert**.

NOTE: You can add allergies within this window if needed.

STEP 2: Click the **X Close** button to close.

Create and Review Comments

- From the Cerner Imaging: Order Viewer for a specific patient:

STEP 1: Click the **Comment** icon in the top toolbar.

NOTE: Clicking the **Comment** icon from the **Comment** column will not open the comment.

STEP 2: Review Order Comments.

NOTE: Order Comments are seen across all applications, not just RadNet.

STEP 3: Click the Order Comments **Edit** button.

STEP 4: Type information in the Edit Comment window Comment field as needed.

STEP 5: Click **OK**.

STEP 6: Click the **Order Note** tab.

NOTE: 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.

STEP 7: Review the Order Notes if applicable.

STEP 8: Click the Order Note **Edit** button.

STEP 9: 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:**

STEP 1: Click the order needed.

STEP 2: Click the **Order Details** icon.

STEP 3: Click the Signs/Symptoms/Duration/Location field.

NOTE: Document all items with a red asterisk, they are required.

STEP 4: Free text clinical information.

STEP 5: Review and update Start Date/Time typing or using the arrow icons as needed.

STEP 6: Click the **Priority** drop-down arrow.

STEP 7: Click the appropriate priority option.

STEP 8: Click the needed fields to update information.

STEP 9: Click **OK** when information is complete.

STEP 10: 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:**

STEP 1: Click the **Consulting Physician Magnifying Glass** icon.

STEP 2: Type in the last name and first name in the respective fields.

NOTE: Add additional filters as needed.

STEP 3: Click **Search**.

STEP 4: 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:**

STEP 1: Click the order to select.

STEP 2: Click the **Filters** icon.

STEP 3: Click **Next** on the first page of filter options. No options are selected here.

STEP 4: Click **Next** on the second page of filter options. No options are selected here.

STEP 5: Click the **Save as default** check box.

STEP 6: Click OK.

Review Order Charge Information

➤ From the Charge Viewer window:

STEP 1: Click the order you want to view.

STEP 2: Scroll right for additional information.

STEP 3: Click the **X Close** button.

Review Imaging Order in PowerChart

➤ From the Cerner Imaging: Order Viewer for a specific patient:

STEP 1: Click **Launch**.

STEP 2: Click **Powerchart**.

STEP 3: Assign a relationship for patient care if needed.

STEP 4: Click **Orders** in the left-side menu.

STEP 5: Click the **X Close** button to return to the Imaging Order Viewer.