Our Digital Future
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ieMR Advanced

Doctor view – placing orders from new order entry

Medication Management

Quick reference guide

Doctor View features the New Order Entry section which is a way of placing orders without having to navigate away from Doctor View. The functionality for placing orders from this section varies slightly compared to placing orders from the Orders section in the Patient Menu.
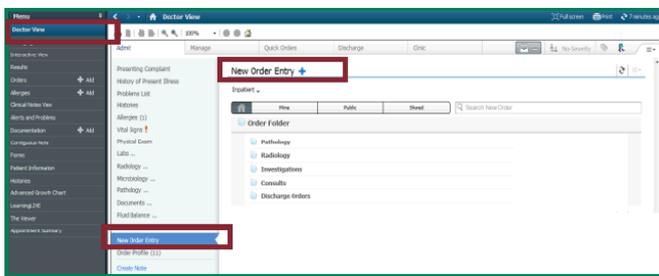

Placing Orders from New Order Entry

1. Click or scroll to New Order Entry to bring up the quick orders window in Doctor View.

2. Search for orders type in the order in the Search New Order box.

New Order Entry searches by matching all orders that contain text entered into the search box, e.g. entering Full will bring up any orders that contain Full within them.
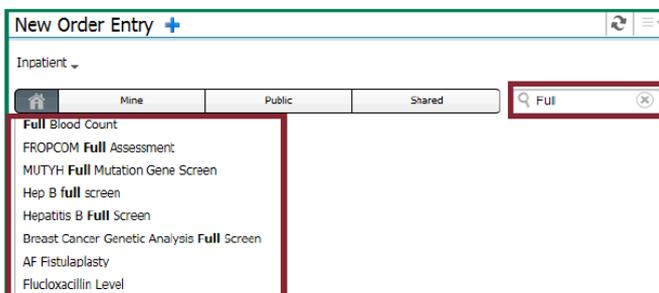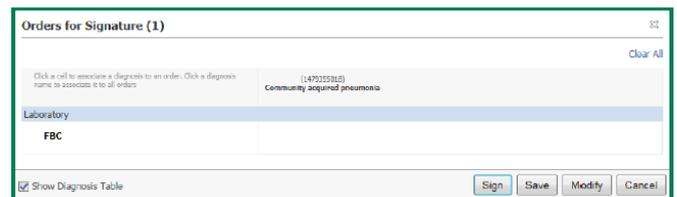

3. Select the desired order from the list that populates from the search to place that order.

As each order is placed the Orders for Signature button turns green and the number increases as more orders are selected 📨1.
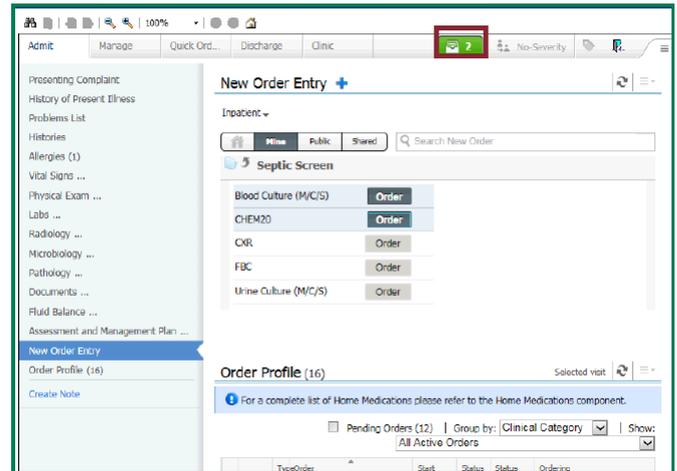
4. Click the Orders for Signature button 📨1 to view and sign orders to be placed.

   This will open the Orders for Signature Window.

Always use Modify when placing the order:

- **Modify** allows you to check order details before signing.

- **Cancel** will close the Orders for Signature window, orders still stay pending for signature.

- DO NOT USE **Sign** OR **Save**.

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5. Click Modify to view order details before signing them off.

By clicking Sign the orders will be placed without any details being checked. If mandatory fields are left incomplete for the order, the system will take the user to the Orders window.

In the Orders window a blue circle/white cross icon ⊗ will show, indicating there are mandatory fields to be completed.
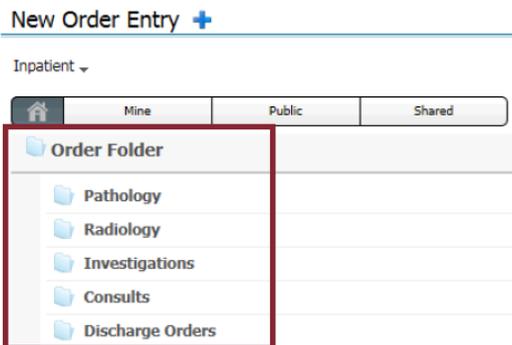
6. Complete order details as required.

7. Click Sign to finalise the order.
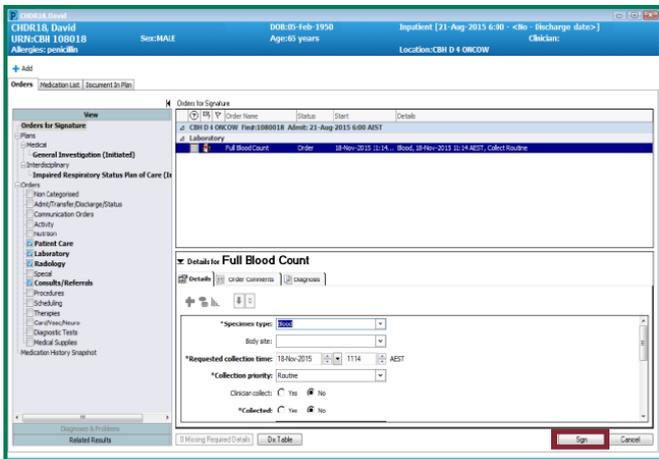
8. Enter your Novell password.

Order Folders in New Order Entry

In the New Order Entry section orders can be alternatively placed from the Order Folders rather than having to search for them.
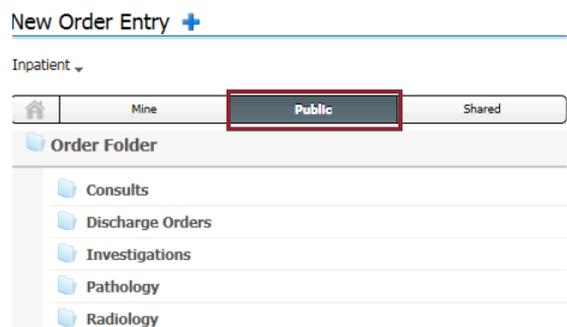

The default Order Folder view is the Home view which displays Pathology, Radiology, Investigations, Consults, Discharge Orders and Blood Products folders. To filter different Order Folders click the options along the top, Mine, Public, Shared.
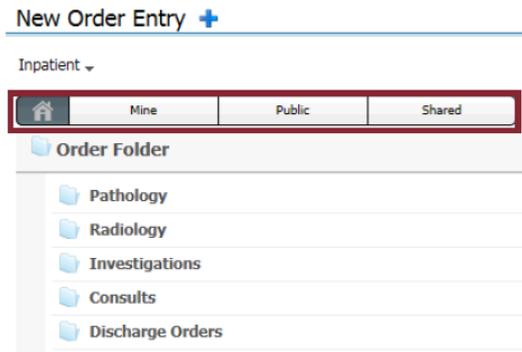
Mine - displays orders that have been added as favourites.
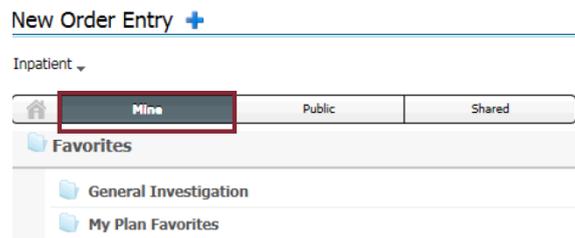
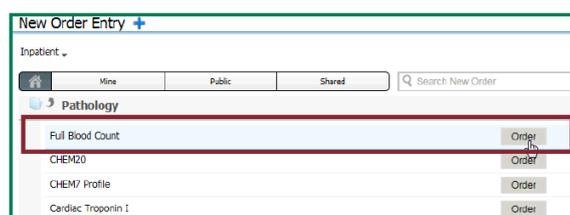Public - updates to display the most commonly ordered Tests.

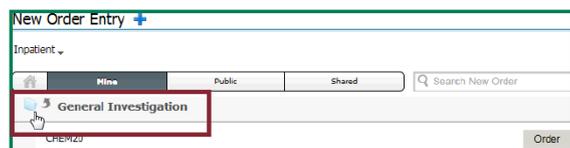Shared - allows the user to search a clinician and view their order favourites.

To place an order from an Order Folder:

1. Click a folder to open it and view the orders within it.

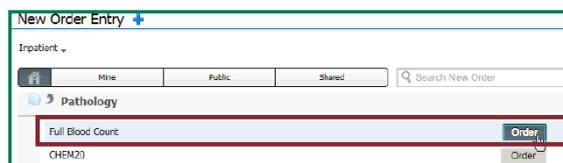2. Click Order [Order] next to the test to be ordered.

3. Click on the back arrow [icon] to exit out of a folder and to go back and view other Order Folders.

As each order is placed the Orders for Signature button turns green and the number increases as more orders are selected [icon 1]

4. Clicking Order again on a test that has been ordered will remove that order.

5. Click the Orders for Signature button [icon 1] to view and sign orders to be placed.

6. Follow steps 5 to 8 above in Placing Orders from New Order Entry.