

Modifying, completing and viewing orders – non medication

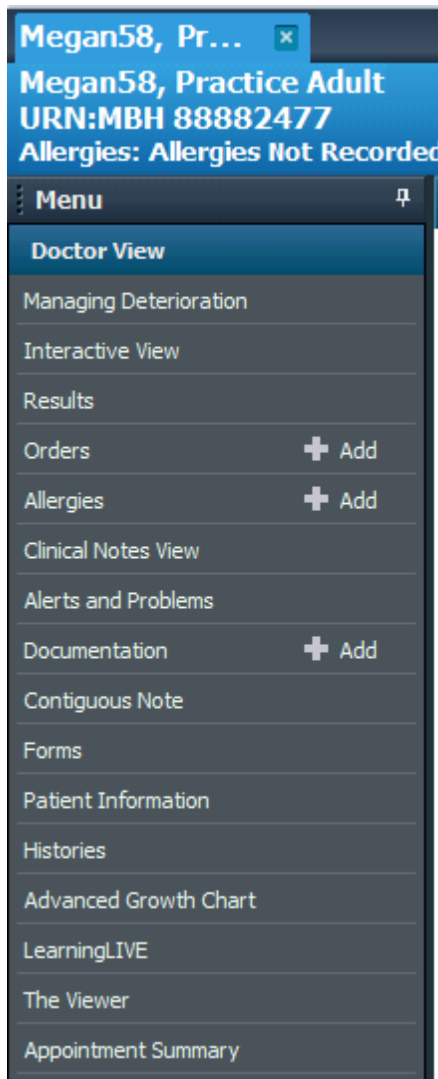
Care Delivery

Quick reference guide

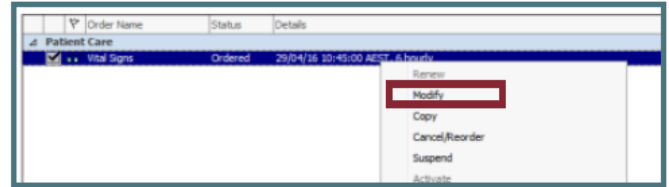
Modifying an Order

Once signed, certain orders can have their details modified if the order was placed in error.

1. Enter the patient's chart.
2. Click on the **Orders** section of the **Patient Menu**.



3. Right click on the relevant **order**.
4. Select **Modify**.

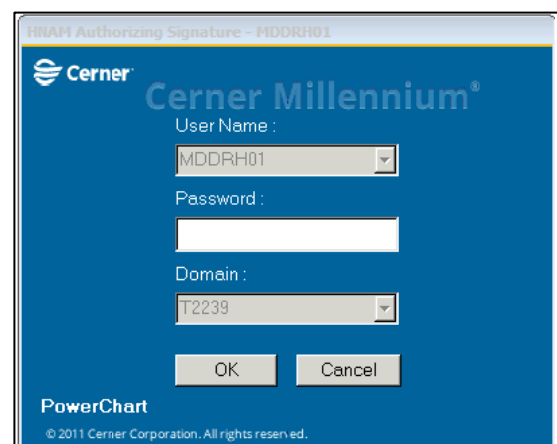


The Details window will open below.

5. Modify any relevant details of the order.
6. Click the **Orders For Signature** icon.



7. Check any order details.
8. Click the **Sign** icon.
9. The clinician is required to enter their Novell Username and Password.
10. Click the **OK** icon.



The **Orders** window will now display.

11. Click the **Refresh**  icon.

The modified order will now update and display the modified details.

Displayed: All Active Orders All Inactive Orders All Orders 5 Days Back			
	Order Name	Status	Details
Patient Care			
<input checked="" type="checkbox"/>	Vital Signs	Ordered	29/04/15 10:45:00 AEST, 4 hourly

Marking an Order as Complete

Once performed, some orders such as **Consult Orders** will not update automatically to display as complete. This will need to manually be marked as **Complete** in the Orders page once it has been performed for that patient.

1. Follow Step 1 – 3 above.
2. Select Complete.

	Order Name	Status	Details
Consults/Referrals			
<input checked="" type="checkbox"/>	Consult to General Surgery	Ordered	14/12/15 12:03:00 AEST, ONCE, General Surgery

- Renew
- Modify
- Copy
- Cancel/Reorder
- Suspend
- Activate
- Complete**
- Cancel/Discontinue
- Delete

The Order will display with a line through it and the status will show as Complete.

	Order Name	Status	Details
Consults/Referrals			
<input checked="" type="checkbox"/>	Consult to General Surgery	Complete	

Details for Consult to General Surgery

Dx Table Orders For Signature

3. Click on **Orders For Signature**.

4. Click the **Sign**  icon.

5. The clinician is required to enter their Novell Username and Password.

6. Click the **OK**  icon.

HMAT Authorizing Signature - MDDRH01

Cerner Millennium®

User Name :

Password :

Domain :

PowerChart
© 2011 Cerner Corporation. All rights reserved.

The **Orders** window will now display.

7. Click the **Refresh**  icon.

The order will now display as Completed.

	Order Name	Status	Details
Consults/Referrals			
<input checked="" type="checkbox"/>	Consult to General Surgery	Completed	14/12/15 12:03:00 AEST, ONCE, General Surgery

Note: In regards to Consult orders, The Clinician who performed the consult order is to mark it as Completed once they have completed their consult with the patient.

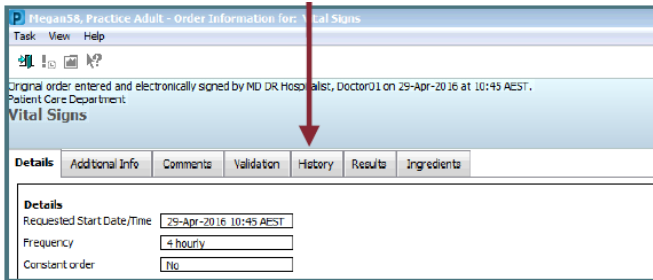
Viewing Order Details

1. Click on the blue text of the relevant order to view detail information.

	Order Name	Status	Details
Patient Care			
<input checked="" type="checkbox"/>	Vital Signs	Ordered	29/04/16 10:45:00 AEST, 4 hourly



The order information window will open.



2. Click the **History** tab.

Details regarding the order modification will display.

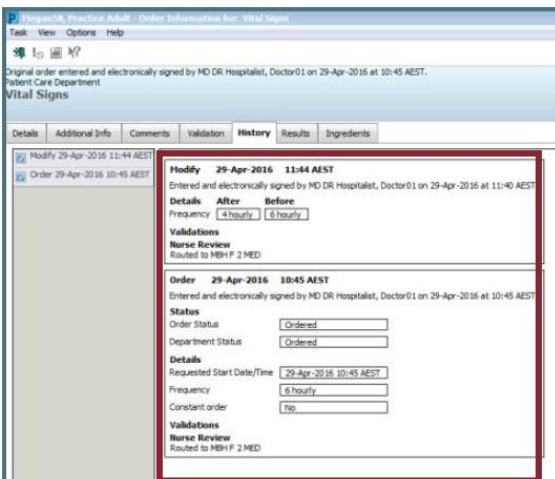


Table of Content

Tab Name	Information Displayed
Details	<ul style="list-style-type: none"> Specimen type Body site Requested collection time Collection priority Reporting Priority Clinician collect Collected Stop Date/Time Fasting status Patient status Requestor provider number Requestor contact phone/pager Print Label Order for Future Visit
Additional Info	<ul style="list-style-type: none"> Ordered As Start Date/Time Stop Date/Time Accession Number Order ID Department Status
Comments	Additional comments added into the comments tab
Validation	Displays information regarding any co-sign validation of a student placed order



<p>History</p>	<div data-bbox="268 331 726 772" style="border: 1px solid black; padding: 5px;"> <p>Order 18-Dec-2015 8:54 AEST Entered and electronically signed by CD DR Hospitalist, Doctor01 on 18-Dec-2015 at 8:53 AEST.</p> <p>Status Order Status <input type="text" value="Ordered"/> Department Status <input type="text" value="Dispatched"/></p> <p>Details Specimen type <input type="text" value="Blood"/> Body site <input type="text" value="Venous"/> Requested collection time <input type="text" value="18-Dec-2015 8:53 AEST"/> Collection priority <input type="text" value="Routine"/> Reporting Priority <input type="text" value="Routine"/> Clinician collect <input type="text" value="Yes"/> Collected <input type="text" value="No"/> Stop Date/Time <input type="text" value="18-Dec-2015 8:54 AEST"/> Fasting status <input type="text" value="No"/> Patient status <input type="text" value="Public"/> Requestor provider number <input type="text" value="007"/> Requestor contact phone/pager <input type="text" value="66123"/> Print Label <input type="text" value="No"/> Order for Future Visit <input type="text" value="No"/></p> </div> <p>Also displays details of any modifications made to the order including discontinued and cancelled orders</p>
<p>Results</p>	<p>Displays related results for the order once they are available, for example Pathology orders</p>
<p>Ingredients</p>	<p>Displays the components of a special medication order</p>

