

## Order a consult

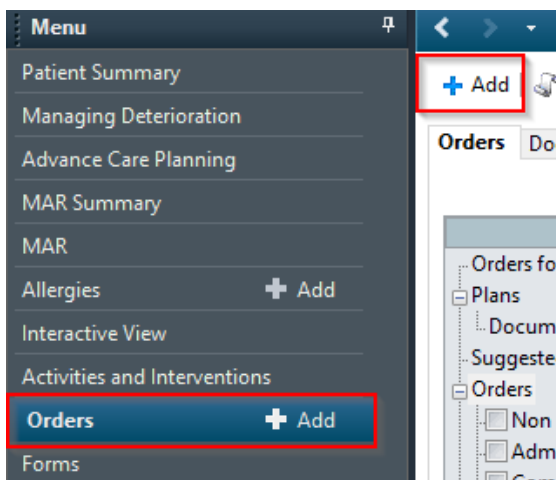
### Quick reference guide

Consult orders are initial referrals for inpatients within the Queensland Children's Hospital. Electronic consults are only to be used whilst the patient is admitted as an inpatient or when in emergency.

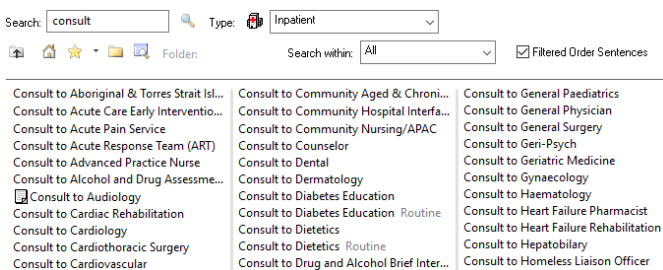
### Order a Consult

**Note:** If a consult is URGENT, please call/page the service to inform them that the electronic order has been placed.


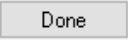
1. Go to **Orders** and select **Add**

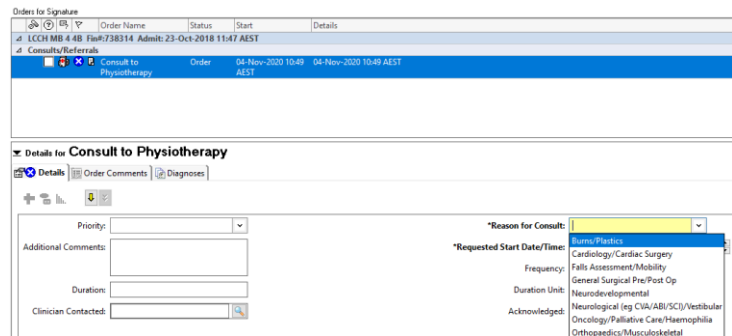


2. Type **Consult** in the **Search** field
3. Press enter



4. Click **once** on the consult you are ordering

5. Review any reference text for additional instructions if the icon  exists (by selecting the icon).
6. Click on any other consult orders you need to order.
7. Select **Done** 
8. Fill in the mandatory fields (i.e. **Reason for Consult**)



9. Select **Yes** for the **Acknowledged** field, if the patient/carer is aware that the consult order is being placed.
10. Fill in any other **Additional Comments/Order Comments**
11. Select **Sign** 