

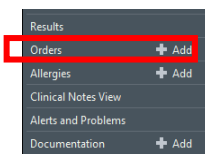
Orders – sending an order for co-sign

Medication Management

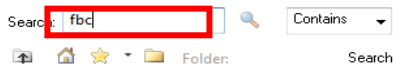
Quick reference guide

There may be some situations when a clinician without ordering rights will be required to place orders for a patient. The *Co-Sign* function enables continuity of care for these clinicians, by placing an Order on behalf of a clinician with ordering rights. All subsequent results will be sent to this physician.

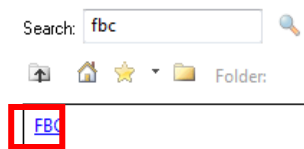
1. Click on **+Add** in the *Orders* tab.



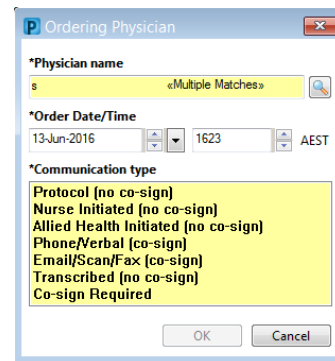
2. Search for the tests you require.



3. Click on Order hyperlink to add tests to the “checkout”.



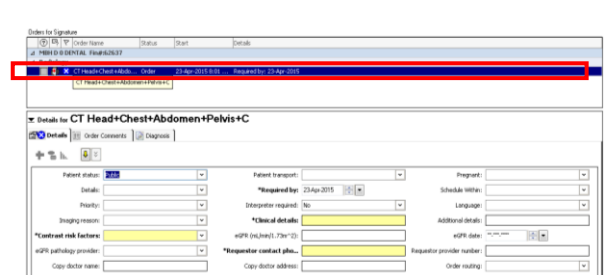
The *Ordering Physician* window will open.



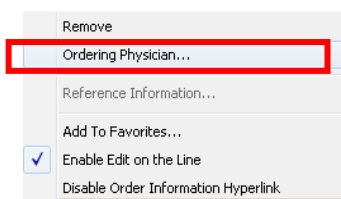
4. Search for the clinician in the *Physician Name* field.
5. Select the appropriate *Communication Type* for the Order. *Communication Type* refers to the method by which you were asked to create this Order. It is important to also note the following:
 - a. Selecting a *Communication Type* with *co-sign* beside it signifies that a co-sign is required and will be sent to the stated clinician under *Physician Name*
 - b. Selecting a *Communication Type* with *no co-sign* beside it signifies that a co-sign is not required
6. Click **OK**.

Co-Sign Function – Correcting or Changing Ordering Physician

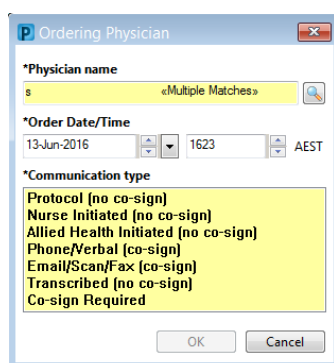
1. Right click on the name of the first Order you are placing.



2. Select *Ordering Physician...* from the menu.



3. Enter the name of the doctor who is to co-sign the Order.



4. Select the communication type and click *OK*.
5. Complete the required details of the Order.
6. Click .

