

Orders – Cancelling an Order

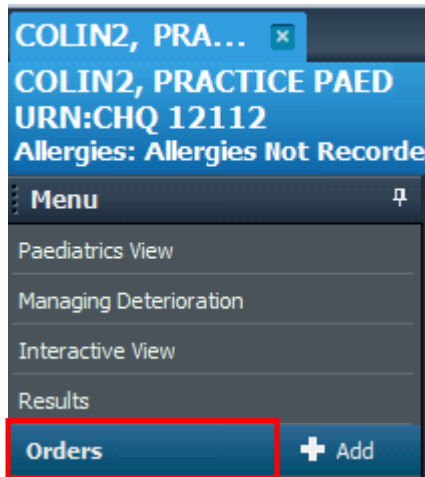
Quick Reference Guide

Cancelling an Order

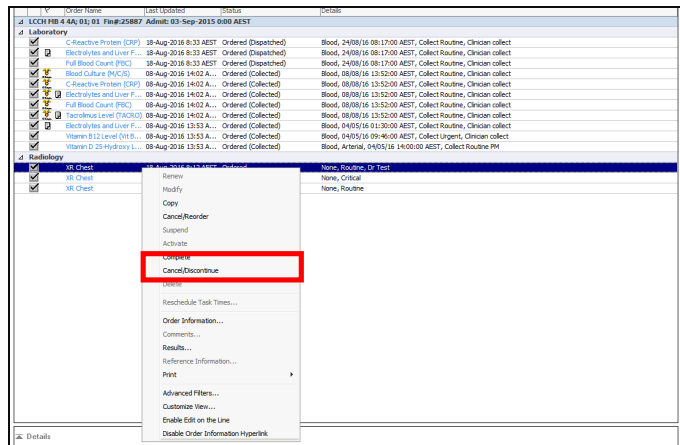
Once placed, if an order for a patient is no longer required it can be cancelled. In addition, you will need to call and notify the appropriate department or clinician/s regarding a cancelled order.

Cancelling an Order

1. Enter the patient's medical record
2. Click on the *Orders section* in the *Patient Menu*



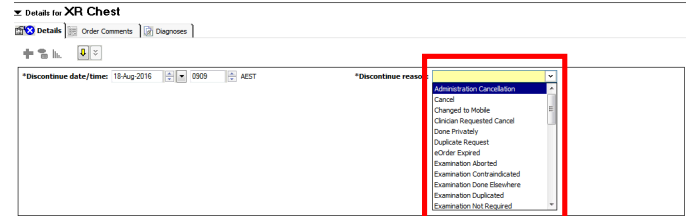
3. From the *Orders* window find the order that is to be cancelled
4. Right-click on that order and select *Cancel/Discontinue*




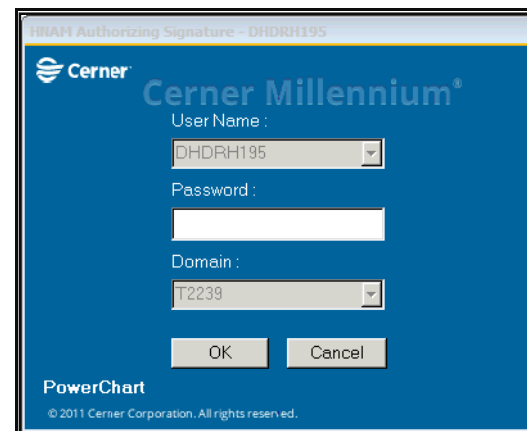
5. The *Details* window will open
6. Select a *Discontinue Reason* from the drop-down menu


7. Click *Orders for Signature* 

Order Name	Last Updated	Status	Details
LCCH HB 4.4A; 01; 01; Fin#25887 Admit: 03-Sep-2015 0:00 AEST			
Laboratory			
C Reactive Protein (CRP)	18-Aug-2016 8:33 AEST	Ordered (Dispatched)	Blood, 24/08/16 08:17:00 AEST, Collect Routine, Clinician collect
Electrolytes and Liver F.	18-Aug-2016 8:33 AEST	Ordered (Dispatched)	Blood, 24/08/16 08:17:00 AEST, Collect Routine, Clinician collect
Full Blood Count (FBC)	18-Aug-2016 8:33 AEST	Ordered (Dispatched)	Blood, 24/08/16 08:17:00 AEST, Collect Routine, Clinician collect
Blood Culture (MC/S)	08-Aug-2016 14:02 A...	Ordered (Collected)	Blood, 08/08/16 13:52:00 AEST, Collect Routine, Clinician collect
C Reactive Protein (CRP)	08-Aug-2016 14:02 A...	Ordered (Collected)	Blood, 08/08/16 13:52:00 AEST, Collect Routine, Clinician collect
Electrolytes and Liver F.	08-Aug-2016 14:02 A...	Ordered (Collected)	Blood, 08/08/16 13:52:00 AEST, Collect Routine, Clinician collect
Full Blood Count (FBC)	08-Aug-2016 14:02 A...	Ordered (Collected)	Blood, 08/08/16 13:52:00 AEST, Collect Routine, Clinician collect
Tuberculin Level (TAC/2)	08-Aug-2016 14:02 A...	Ordered (Collected)	Blood, 08/08/16 13:52:00 AEST, Collect Routine, Clinician collect
Electrolytes and Liver F.	08-Aug-2016 13:53 A...	Ordered (Collected)	Blood, 04/05/16 09:46:00 AEST, Collect Urgent, Clinician collect
Witamin B12 Level (Vit B...	08-Aug-2016 13:53 A...	Ordered (Collected)	Blood, Arenal, 04/05/16 14:00:00 AEST, Collect Routine PH
Witamin D 25-Hydroxy L...	08-Aug-2016 13:53 A...	Ordered (Collected)	
Radiology			
XR Chest	18-Aug-2016 1:00 AEST	Discontinue	18-Aug-2016-09:07-AEST
XR Chest	18-Aug-2016 1:00 AEST	Ordered	None, Critical
XR Chest	18-Aug-2016 1:00 AEST	Ordered	None, Routine



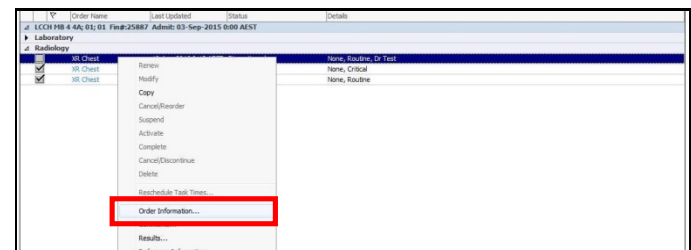
8. Click *Sign* 
9. Enter your *Password* then click *OK*



10. You will be returned to the *Orders* window
11. Click *Refresh*  0 minutes ago
12. The order will now show as *Discontinued*

Order Name	Last Updated	Status	Details
LCCH HB 4.4A; 01; 01; Fin#25887 Admit: 03-Sep-2015 0:00 AEST			
Radiology			
XR Chest	18-Aug-2016 9:12 AEST	Discontinued	None, Routine, D Test
XR Chest	18-Aug-2016 1:00 AEST	Ordered	None, Routine
XR Chest	18-Aug-2016 1:00 AEST	Ordered	None, Critical

13. To view the details of the cancelled order single click on the *blue text* of the relevant order



14. The *Order Information* window will open
15. Click the *History* tab to view details of the cancellation

Original order entered and electronically signed by LD DR Paediatrician, Doctor03 on 18-Aug-2016 at 8:04 AEST.
Radiology Department
XR Chest

Details	Additional Info	History	Comments	Validation	Results	Ingredients	Pharmacy
<input checked="" type="checkbox"/>		Discontinue 18-Aug-2016 9:12 AEST					
<input checked="" type="checkbox"/>		Order 18-Aug-2016 8:12 AEST					

Discontinue 18-Aug-2016 9:12 AEST
Entered and electronically signed by LD DR Paediatrician, Doctor03 on 18-Aug-2016 at 9:11 AEST.

Status

After	Before
Order Status: <input type="text" value="Discontinued"/>	Order Status: <input type="text" value="Ordered"/>
Department Status: <input type="text" value="Discontinued"/>	Department Status: <input type="text" value="Ordered"/>

Details

Discontinue date/time:

Discontinue reason:

Order 18-Aug-2016 8:12 AEST
Entered and electronically signed by LD DR Paediatrician, Doctor03 on 18-Aug-2016 at 8:04 AEST.

Status

Order Status:

Department Status:

Details

Requested start date/time:

Imaging is needed to:

Reason for order/details:

Medical risk/alerts:

Requestor phone/pager:

Priority:

Special instructions:

Requestor provider number:

Patient status:

Referring consultant:

Order for future visit:


Schedule indicator:

Override share y/n:

Preprocessing script rad:


Rad required specimen type:

Paper order only:

 Remember to notify the appropriate department or clinician/s regarding the order cancellation.

Cancelling a Pathology order after it has been collected

An order that has been collected and sent to Pathology for processing will show as *Ordered (Collected)*, *Ordered (In-lab)* or *Ordered (Interim)*. Orders already collected cannot be cancelled from the Orders screen as described above.

 To cancel an order after the sample has been collected you will need to call Pathology to cancel the order.

Cancelling a Medical Imaging order

An order that has any status other than ordered, can not be cancelled by the Clinician. Medical Imaging must be phoned for changes to these orders.