

Changing Ordering Physician Co-sign

Quick Reference Guide

How to enter a different Ordering Physician

To enter a different Ordering Physician:

1. Right click on the order in the *Orders* section of the patient menu, which requires the *Ordering Physician* to be altered
2. Select *Ordering Physician*




3. The *Ordering Physician* window will appear

The 'Ordering Physician' dialog box contains the following fields and options:

- *Physician name:** An empty text field with a search icon.
- *Order Date/Time:** A date field set to '15-Sep-2015' and a time field set to '0933' with 'AEST' as the time zone.
- *Communication type:** A list box with options: Phone, Verbal (selected), Written, Fax, and Protocol.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

4. Enter the correct physician name and *Communication Type* and then click *OK*. The *Communication Type* refers to the method by which you were asked to create this order:
 - Selecting *Phone* or *Verbal* will send a message to the selected ordering physician to notify them of the order(s).
 - Selecting *Written* or *Fax* will not send a notification to the ordering physician.
 - A selection of *Protocol* means that ordering these tests is within your approved scope of practice

If results are applicable to the order, they will return to the Message Centre of the nominated Ordering Physician and the clinician who placed the order.

5. Click *Sign*  when finished, enter your password and click *OK*
6. You will have to refresh the screen for the order to update