

OERR:Orders Comprehensive

Quick Reference Guide

The **Orders** section of the **Patient Medical Record** allows electronic requests to be made for pathology and medical imaging.



Always check the Orders section of the patient's chart before placing orders to avoid duplicates.

How to make an order

To make a new order:

1. Open the patient's medical record and select the appropriate encounter
2. Select **Orders** from the **Patient Menu**
3. The **Orders** profile page will display
4. Click the **Add**  icon in the top left of the **Orders** profile page

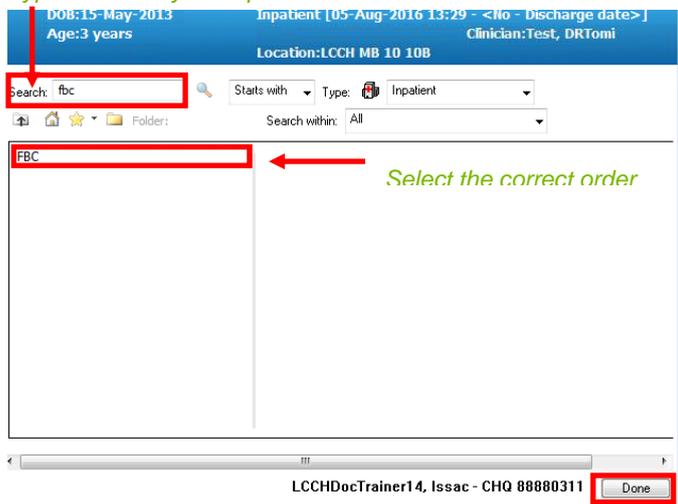
OR

4. Click **Add** in the patient Menu next to **Orders**

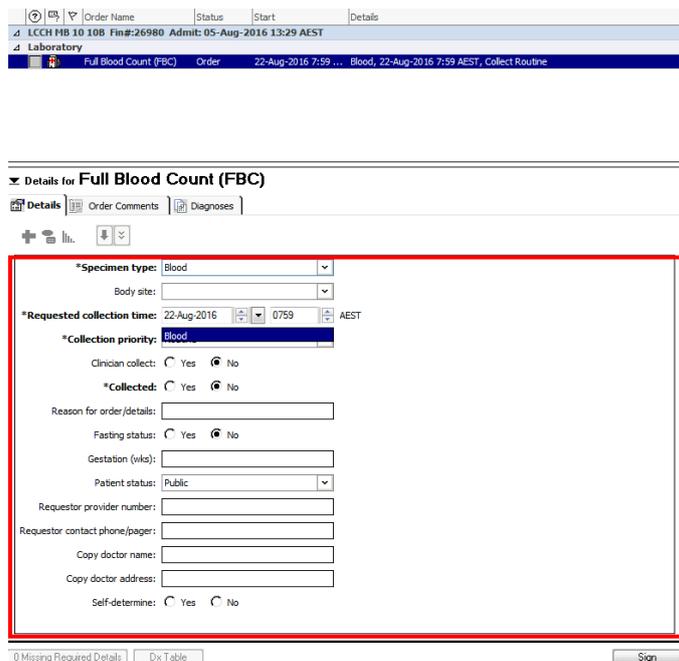


5. Enter the name of an **order** into the search field then press **enter**
6. Select the correct order from the list that populates in the window below

Type the order you require in the search field



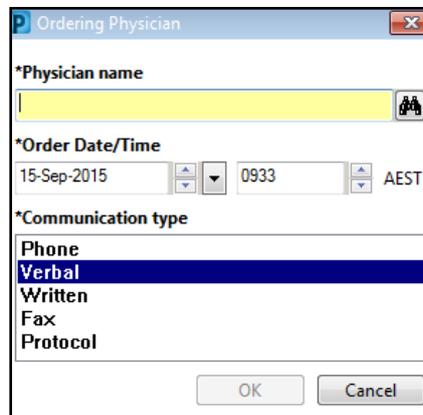
7. Follow the previous steps to search for more orders
8. Click **Done**  to return to the Orders for Signature window when you have selected all relevant orders.
9. If required enter any details into the **Details** window at the bottom of the **Orders** window. If you have multiple orders in the same category, to modify multiple **Details** about these orders, hold down Ctrl on your keyboard and use the left mouse click to highlight multiple items. When you enter the information in the **Details** window, this information will update all the orders selected.



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

Inpatient pathology orders placed on iMR will no longer have a requisition form to accompany the specimens. For patient's requiring outpatient collection, a requisition form must be printed from the system to give to the patient. To order pathology a doctor must have made the request or the **Ordering Physician** must be documented.

1. Follow steps 1-6 in **How to Make an Order**. You can search by the **pneumonic** or description of the test, eg **FBC** or full blood count.
2. The **Ordering Physician** window will not appear for Doctors placing an order, but **orders placed by Nurses/Allied Health staff** need to be co-signed to place the order. The **Ordering Physician** window will appear with a mandatory yellow field to enter the **Physician Name**, click **OK** once you have searched for the correct clinician and Communication Type. The **Ordering Physician** will receive a message to co-sign the order in their **Message Centre**





After the ordering physician's name has been entered once, the system will automatically assume the same physician, previously entered, has requested the next pathology order. Once you have closed the patient's chart this will reset.

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

3. Follow the previous steps to search for more orders

4. Click **Done** to return to the **Orders for Signature** window when you have selected all relevant orders



It is important select all the required orders at once, this is like collecting all items on a shopping list, prior to taking them to the register to finalise payment. Completing all required orders at the same time, will allow ieMR to net tests and minimise the number of tubes required where applicable.

5. Complete the order details:

- Enter order information in **Reason for order/details**. This will be printed on the requisition form.
- Use this field to convey any special order details. For example; if you need an order to be processed and reported on urgently by Pathology.

Reason for order/details:

- Check the **Requested collection time**. Specimen collection orders are valid for 366 days. Generally, specimen collection orders are viewed in the **Collection Details** screen. However, 15 days after the order date the specimen collection details are no longer viewable in the **Collection Details** screen. If the specimen is to be collected in greater than 15 days, change the **Requested collection time** to past the anticipated date of collection.

*Requested collection time: 13-Nov-2015 1025 AEST

- Ensure correct **Specimen type** i.e. blood or sputum and **Body site** if appropriate

*Specimen type:
 Body site:

- If the specimen is to be collected by a nurse or Doctor, click **Yes** for **Clinician collect**. If the specimen is to be collected by a phlebotomist, click **No**.

Clinician collect: Yes No

Doctor/Nurse to collect

Phlebotomist to collect

- Select **Routine** or **Urgent** in the **Collection Priority** field if the sample is for **Clinician collect**. The order will be ready to collect once the order is signed.
- If the sample is for Phlebotomist collection, selecting **Routine** in the **Collection Priority** field will schedule the specimen to be collected at the next due **Phlebotomist** round. **Selecting Priority AM/PM or Routine AM/PM** will schedule sample collection to be taken at the set AM/PM **Phlebotomist** rounds.
- If the sample is for **Phlebotomist** collection, selecting **Urgent** in **Collection priority** will have the collection available for collection immediately. You should phone the phlebotomy department to arrange the collection.

Generates Add On order

*Collection priority:
 Add On
 Priority AM
 Priority PM
 Routine
 Routine AM
 Routine PM
 Urgent

Clinician Collect: No, will place the order on the next scheduled run. **Clinician Collect: Yes**, the order will be available for collection after signing



If you require a test to be processed urgently and results reported urgently specify that information in the **Reason for order/details** field then call the Pathology department.

- Ensure the **Collected** field is always set to **No**, unless you are placing an **Add On order**. This ensures that you are able to print off specimen labels.

*Collected: Yes No



If you have selected **Collected: Yes** and have not printed off labels after signing the order, refer to the QRG on reprinting labels

6. Continue to fill out other relevant information including Requestor Provider Number, Requestor contact/phone pager, Fasting Status, Patient Status, and Copy doctor name and address.

Click **Sign** to **finalise** and **place** the order.

Printing Requisition Forms

If the patient is to receive pathology collection as an outpatient, it is imperative to print and provide the requisition form to the patient. This ensures all tests are performed, allows the collector to identify the encounter the order was placed on, and enables patients to seek pathology externally.

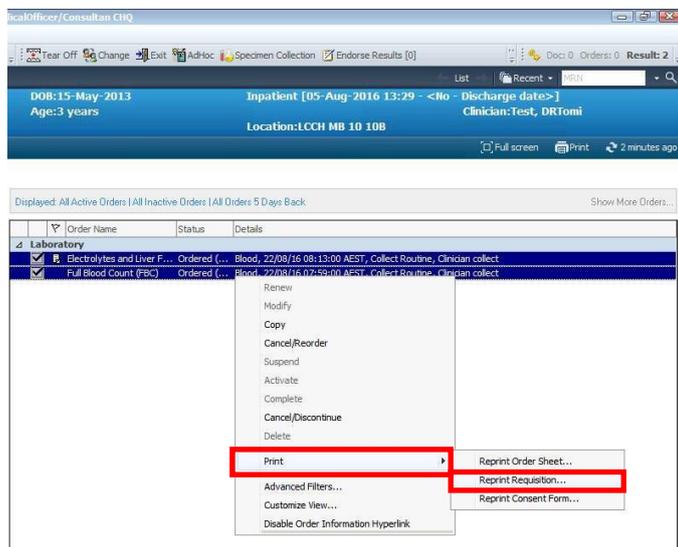
- Click **Orders** section of the patient menu
- Locate order/s. Select multiple orders by holding down the Ctrl button on the keyboard and using the left mouse button to click.

Order Name	Status	Details
Laboratory		
Electrolytes and Liver F...	Ordered (...)	Blood, 22/08/16 08:13:00 AEST, Collect Routine, Clinician collect
Full Blood Count (FBC)	Ordered (...)	Blood, 22/08/16 07:59:00 AEST, Collect Routine, Clinician collect

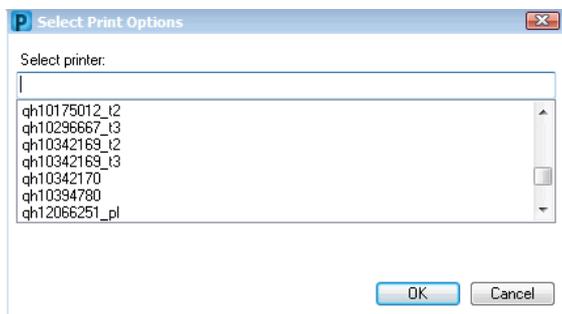
- Right click on the order/s and selected **Print** and then **Reprint Requisition**



If you have ordered multiple orders in the same ordering session (you have signed off all the orders at the same time), and you select one order and print the requisition form, all orders ordered in that session will display on the form.



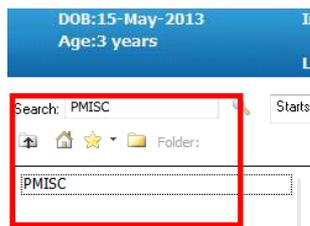
- The **Select printer** options will display. Select the closest printer and select **OK**. The window will remember the last printer used.



Ordering Miscellaneous Pathology

If you cannot find a pathology order or are unsure as to the order code to search for it you should call Pathology. Alternatively you can place the order using the **Miscellaneous Pathology** order.

- Enter **PMISC** into the search field and select the order **PMISC** below



- Complete the mandatory fields in the **Details for Miscellaneous Pathology Test (PMISC)** section in the **Order for Signature Window**, which are the yellow fields.



Be as specific as possible. The requested test will be transmitted to the pathology exactly as typed in the **Misc test name:** field, specifying type of test

(e.g. level, screen, quantitation, PCR etc.) will ensure the appropriate test is performed.



If multiple miscellaneous tests are required on the same order, enter all tests separated by a comma (e.g. CGH Array, Charcot Marie Tooth gene analysis)

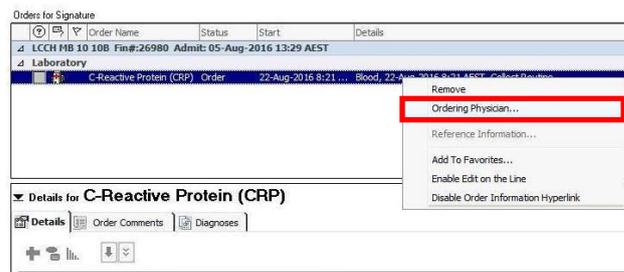
- Specify the **Specimen Type** e.g. Blood, Aspirate, Fine needle aspirate
- Name the test under **Misc Test Name** e.g. Busulphan Level
- Enter any further details into **Reason for order/details**
- Complete any other **fields** as appropriate

- Click **Sign** to finalise

How to enter a different Ordering Physician

To enter a different Ordering Physician:

- Follow the first five steps in **How to Make an Order** and you will return to the **Orders for Signature** window
- Right click on the order which requires the **Ordering Physician** to be altered
- Select **Ordering Physician**



- The **Ordering Physician** window will appear
- Enter the correct physician name and click **OK**. 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.