

Customising the Orders Screen to view Patient Orders from other Encounters

Quick Reference Guide

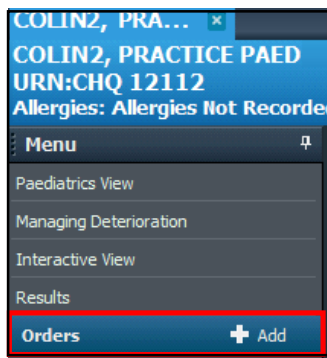
Orders placed for a patient are *Encounter* specific. That is, orders will only be available to collect from the encounter they were ordered in.

You may need to change to a different *Encounter*, or customise the view on the *Orders* screen. This might be needed if a patient had Pathology orders placed for them during their *Emergency Encounter*, but they are now on an Inpatient ward and are now under a different *Encounter*.

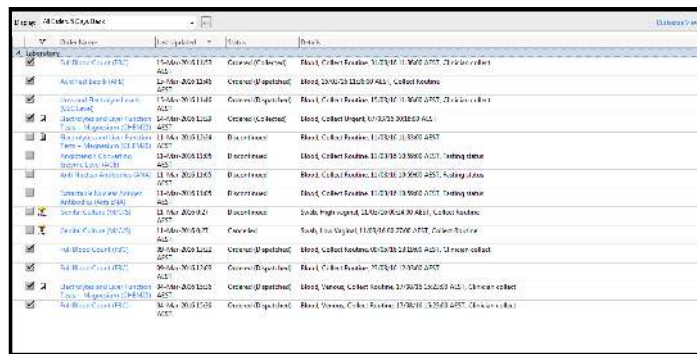
Customising the Orders screen to view patient orders from other Encounters

You can customise the *Orders* screen to always show orders from other patient *Encounters*.

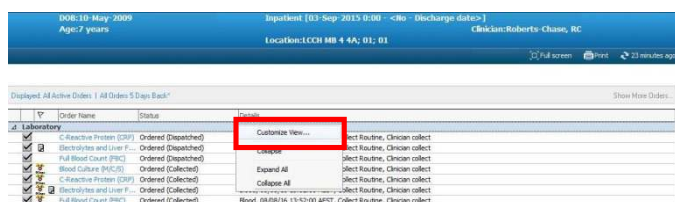
1. Open the patient's chart/medical record
2. Click on *Orders* in the patient menu



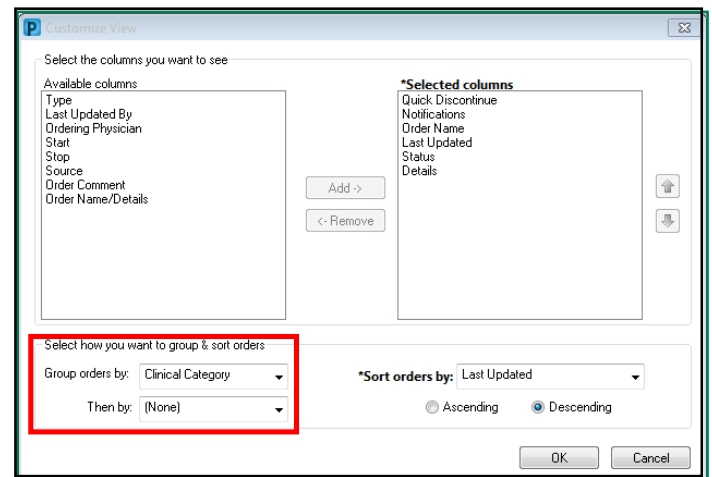
The *orders* screen will open.



3. Right Click on blue bar and click on *Customize View*

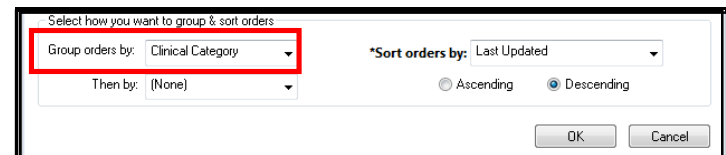


The *Customize View* window will open.

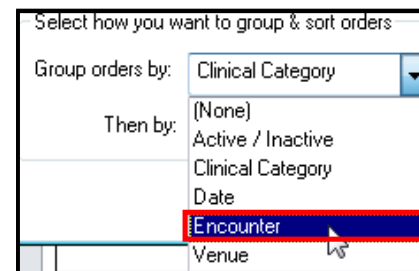


To view orders from other *Encounters*, you will need to modify how you want the orders grouped.

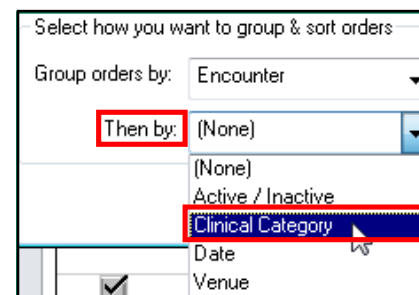
4. Click on the drop-down menu next to *Group orders by*



5. Select *Encounter*



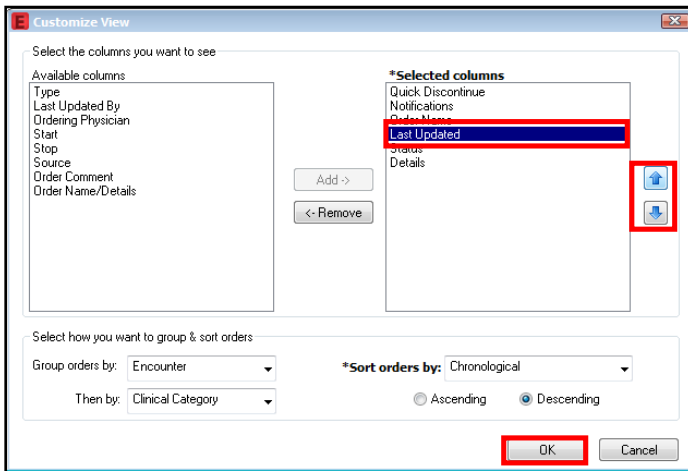
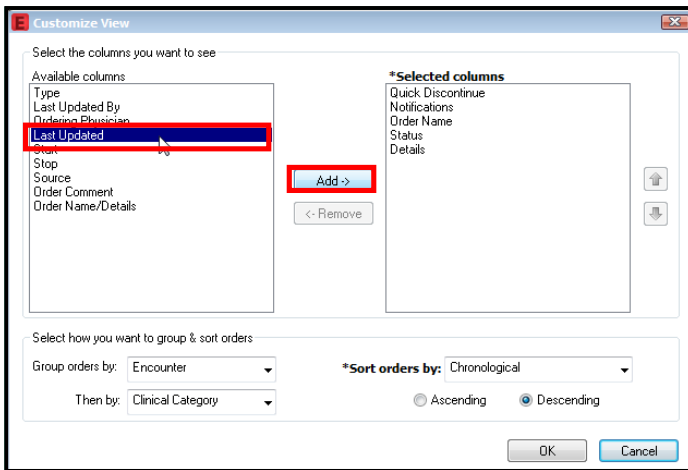
6. Then click on the drop-down menu next to *Then by* and select *Clinical Category*



To make viewing the orders easier. Add the *Last Updated* column to sort orders by most recently to least recently ordered.

7. In the *Available Columns* window click *Last Updated*
8. Click *Add*
9. Use the *Up* and *Down* arrows to sort the position of the new column

A good idea is to put *Last Updated* between the *Order Name* and *Status* columns.



10. Click **OK** when finished

You will now see from the **Orders** screen; **Orders** for each of the patient's visits/**Encounters**, and grouped by their clinical category. Clicking the **Last Updated** column heading will also sort the orders by date/time ordered.

	Order No	Last Updated	Status	Details
Laboratory				
✓	LCCH MB 4 4A: 01	18-Aug-2016 14:02 AEST	Ordered	Details
✓	C-Reactive Protein (CRP)	18-Aug-2016 8:33 AEST	Ordered (Dispatched)	Blood, 24/06/05 08:17:00 AEST, Collect Routine, Chidan collect
✓	Electrolytes and Liver F...	18-Aug-2016 8:33 AEST	Ordered (Dispatched)	Blood, 24/06/05 08:17:00 AEST, Collect Routine, Chidan collect
✓	Full Blood Count (FBC)	18-Aug-2016 8:33 AEST	Ordered (Dispatched)	Blood, 24/06/05 08:17:00 AEST, Collect Routine, Chidan collect
✓	Blood Culture (BC/CS)	18-Aug-2016 14:02 A...	Ordered (Collected)	Blood, 08/06/05 13:52:00 AEST, Collect Routine, Chidan collect
✓	C-Reactive Protein (CRP)	18-Aug-2016 14:02 A...	Ordered (Collected)	Blood, 08/06/05 13:52:00 AEST, Collect Routine, Chidan collect
✓	Electrolytes and Liver F...	18-Aug-2016 14:02 A...	Ordered (Collected)	Blood, 08/06/05 13:52:00 AEST, Collect Routine, Chidan collect
✓	Full Blood Count (FBC)	18-Aug-2016 14:02 A...	Ordered (Collected)	Blood, 08/06/05 13:52:00 AEST, Collect Routine, Chidan collect
✓	Lactinase Level (LACT)	18-Aug-2016 14:02 A...	Ordered (Collected)	Blood, 08/06/05 13:52:00 AEST, Collect Routine, Chidan collect
✓	Electrolytes and Liver F...	18-Aug-2016 13:53 A...	Ordered (Collected)	Blood, 04/06/05 09:30:00 AEST, Collect Routine, Chidan collect
✓	Urea/E1 Level (U/E)	18-Aug-2016 13:53 A...	Ordered (Collected)	Blood, 04/06/05 09:30:00 AEST, Collect Routine, Chidan collect
✓	Vitamin D 25 Hydroxyl...	18-Aug-2016 13:53 A...	Ordered (Collected)	Blood, Antena, 04/06/05 14:00:00 AEST, Collect Routine PM
Radiology				
✓	Xr Chest	18-Aug-2016 6:12 AEST	Ordered	None, Routine, Dr Test
✓	Xr Chest	18-Aug-2016 14:03 AEST	Ordered	None, Routine
✓	Xr Chest	18-Aug-2016 14:03 AEST	Ordered	None, Urgent