

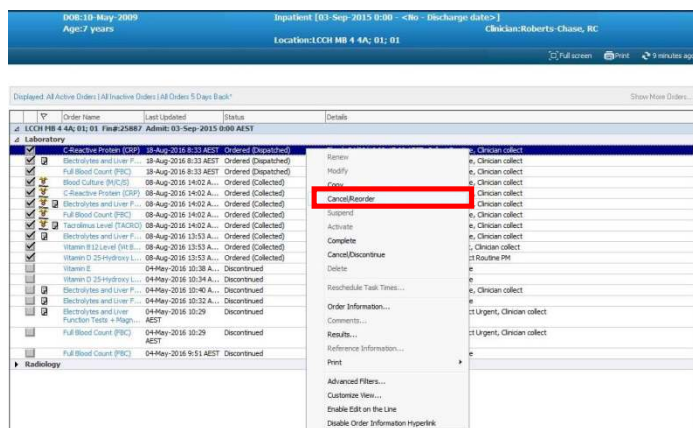
## Orders – How to Cancel and Reorder

### Quick Reference Guide

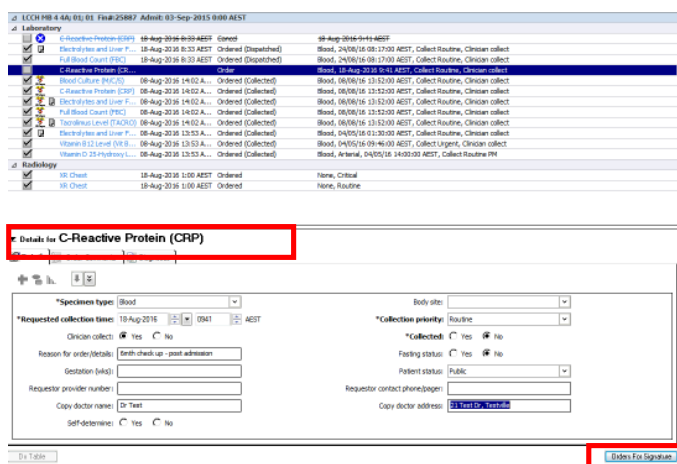
Once signed, some **Orders** cannot be modified if the order details were entered in error, *for example* if a **Pathology order** has been signed **Collected** by error you will need to contact the **Pathology Department** so that the **Order** can be cancelled. If this happens for a **Medical Imaging** order you will need to contact the **Medical Imaging Department** to cancel. If the **Order** has **Scheduled** or **Dispatched** in the **Active Orders** you can **Cancel** and **Reorder** the test.

### How to Cancel/Reorder an Order

1. Enter the patient's medical record
2. Click on the **Orders** section of the **Patient Menu**
3. Right-click on the relevant order
4. Notice that **Modify** is not selectable to change the details for the **FBC** order
5. To modify the incorrectly placed order select **Cancel/Reorder**

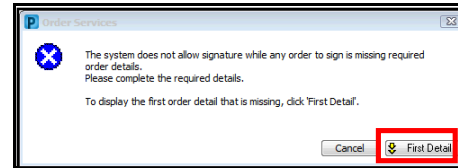


6. The **Details** window will open
7. Modify the details of the replacement order as required
8. Click **Orders For Signature**

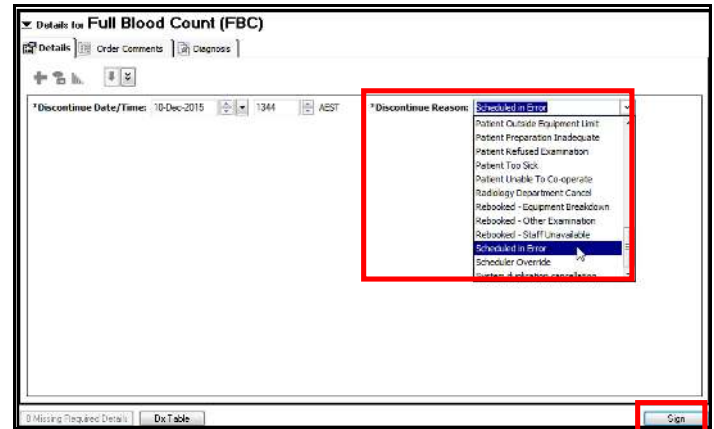


9. Click **Sign**
10. You will be prompted to select a **Discontinue** reason for the cancelled order

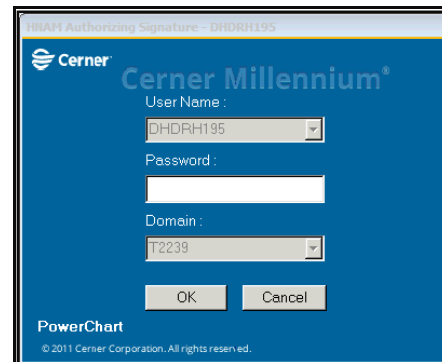
11. Click **First Detail**



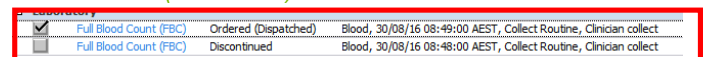
12. Select a **Discontinue** reason then click **Sign**



13. Enter your **Novell** Password and click **OK**



14. The original order will now display as **Discontinued** and the new order will display as **Ordered (Dispatched)** or **Ordered (Scheduled)**



15. To view more detailed information about the order cancellation single click on the **blue text** of the relevant order

**OR**

16. Right-click on the relevant order and select **Order Information**

17. The **Order Information** window will open

18. Click the **History** tab at the top to view detailed information regarding the order and the **Discontinue Reason**

