

## OERR:Medical Imaging Orders

### 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

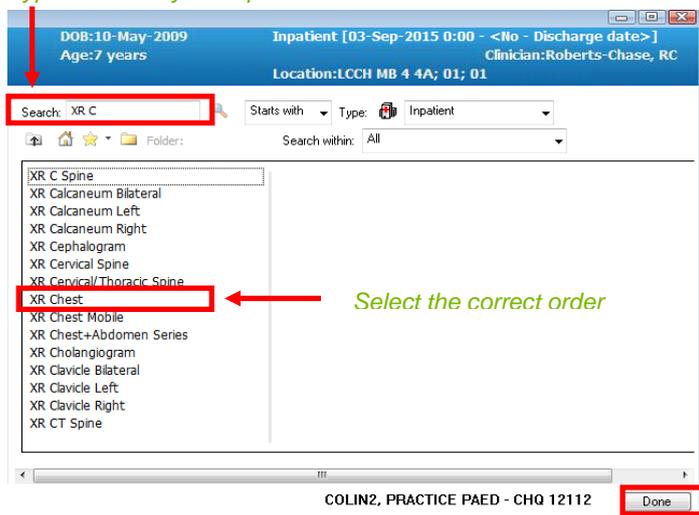
OR

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

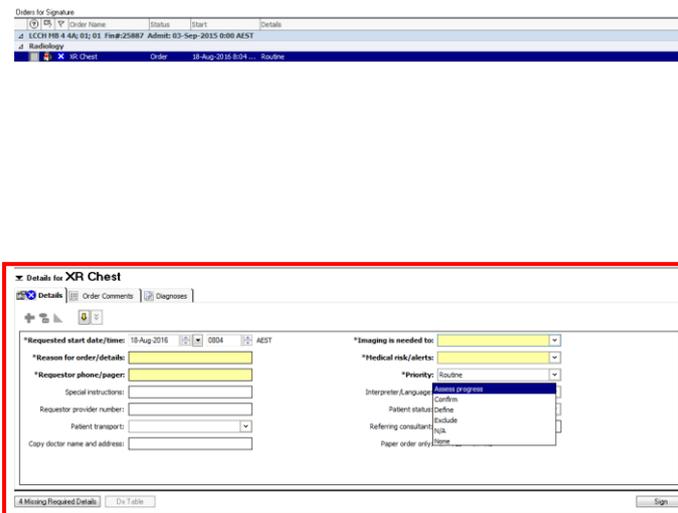


5. Enter the name of an **order** into the search field then press **enter**
6. Select the correct order from the list that populates in the window below

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. 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 and LCCH outpatient medical imaging orders placed on ieMR will no longer have a requisition form to accompany the procedure. An electronic request will automatically be generated in medical imaging. Patient's having their medical image taken as an outpatient outside of LCCH, either public or private, will require a requisition to be printed and signed. If printing a requisition, ensure you select 'paper order only' so an electronic request is *not* generated in medical imaging.

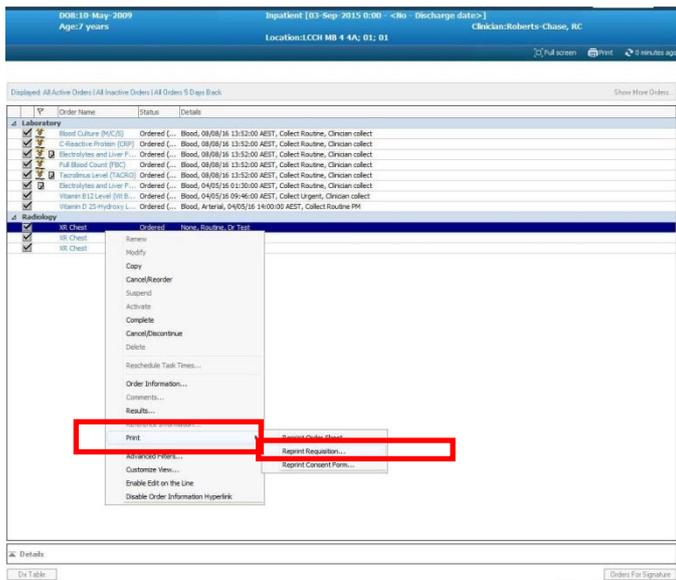


Consultants must co-sign MRIs, CTs, PET scans and AFs. For details on how to send an order for co-sign, see 'How to enter a different Ordering Physician' below.

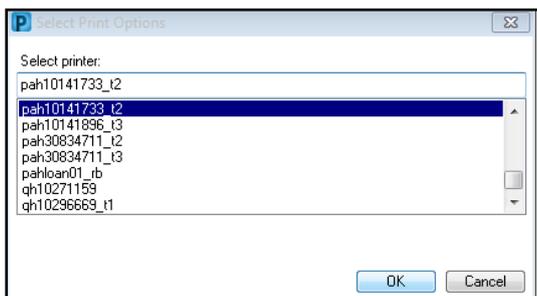
### Reprinting Requisition Forms

If the patient is to receive medical imaging as an outpatient and have lost their requisition form, you are able to reprint it for them.

1. Click **Orders** section of the patient menu
2. Locate order.
3. Right click on the order and select **Print** and then **Reprint Requisition**



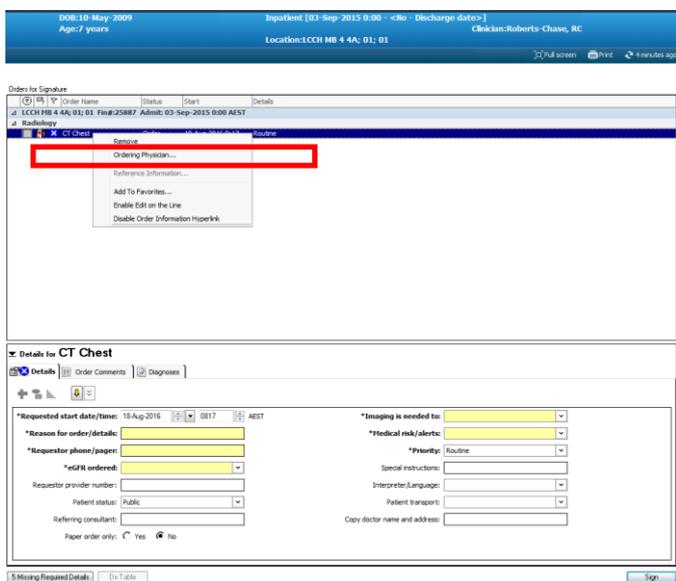
1. The **Select printer** options will display. Select the closest printer and select **OK**. The window will remember the last printer used.



### How to enter a different Ordering Physician

To enter a different Ordering Physician:

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



4. The **Ordering Physician** window will appear

5. 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.