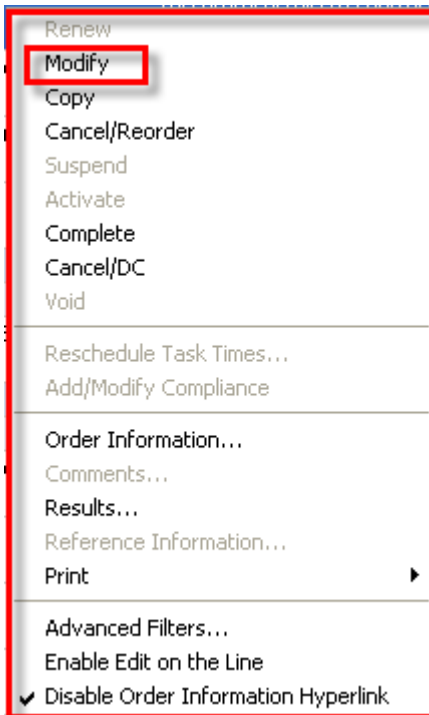# Order Actions

Modify an Order

Some Orders can be modified after they have been signed. To modify a signed order:

1. With the patient's chart open, on the Menu select Orders.

2. Locate the desired order in the Order Profile, right-click it, and select Modify.

Note: Lab and DI orders CANNOT be modified. For Medication orders you CANNOT modify the Route or Drug Form.

3. Modify the order in the Order Details.

4. Click Orders for Signature ![Orders For Signature] in the lower right corner to display available orders for signature.

5. Review the order, and click "Sign".

Note: To review the modification history, right-click and select Order Information. The modification history is displayed in the History tab.

Cancel /Discontinue an Order

Orders can be canceled after they have been placed, however, the original entry is always a part of the electronic record and the change is noted as a cancellation. Complete the following steps to cancel an order.

If you discontinue an order before the start date & time has been reached the order goes to a "Cancelled" status.

1. With the patient's chart open, on the Menu select Orders.

2. Right-click the desired order and select Cancel/Discontinue (Cancel/DC).

Note: Lab orders can only be cancelled if they are in a scheduled status.

Note: If the Cancel command is grayed out, it is likely that all or part of the order has already been carried out.

3. The Order Details window is displayed at the bottom of the Orders Profile window. Enter correct date and time and cancel reason.

4. Chose your discontinue reason

5. Click the Orders for Signature button.

6. Click Sign.

7. Click the Refresh button [3 minutes ago] to refresh the screen. The Order Status now displays as discontinued.

Cancel / Reorder an Order

Using Cancel / Reorder allows the clinician to cancel the original order and generate a new order in one step copying the details from the original order. If details of the new order need to be modified, this can be done prior to signing. This will be a helpful function for modifying the route on medication orders (eg: modifying Flagyl IV to PO) or reordering a previous lab with different order details.

Note: When this order action is performed on medications, Pharmacy and Nursing will have to re-verify the order and the product may be dispensed again.

1. With the patient's chart open, on the Menu select Orders.

2. Select the order you wish to reorder and right-click.

3. From the menu, select Cancel/Reorder.

6. The Order Details window will appear and the information may be changed if required.

7. Click "Sign" and then refresh.

8. The order displays under the ordering physician's name.

Suspend/Resume

Suspend Order Action will put the selected order in a hold state, the medication will not be dispensed from Pharmacy and no tasks will generate on the eMAR.

In order to make the order active again, choose the Resume Order Action. This may generate new alerts (interaction, allergy, duplicate) if applicable.

If the order is no longer required after being suspended choose the Cancel / Discontinue Order Action.

1. With the patient's chart open, on the Menu select Orders.

2. Select order and right-click.

3. From the menu, select Suspend.

4. The Order Details window appears. Update the order with Suspend Date and Time and Suspend Reason.

.
5. Click Orders for signature, "Sign" and then Refresh.

To Resume follow above steps choosing Resume. Only an order that is suspended has an option to resume

Renew an Order

This order action can be performed from the patients chart or Message Centre.

1. With the patient's chart open, on the Menu select Orders.

2. Select order and right-click.

3. From the menu, select Renew. This allows you to reorder an existing medication that has an automatic stop order from pharmacy. You will be notified of medications requiring order renewal as you are today with an ASO.

Note: When the renew action is chosen, only indicate a duration if you want the order to stop after a
   defined period of time. This will be a Physician Stop and will not route to Message Center or to
   the ASO Report.
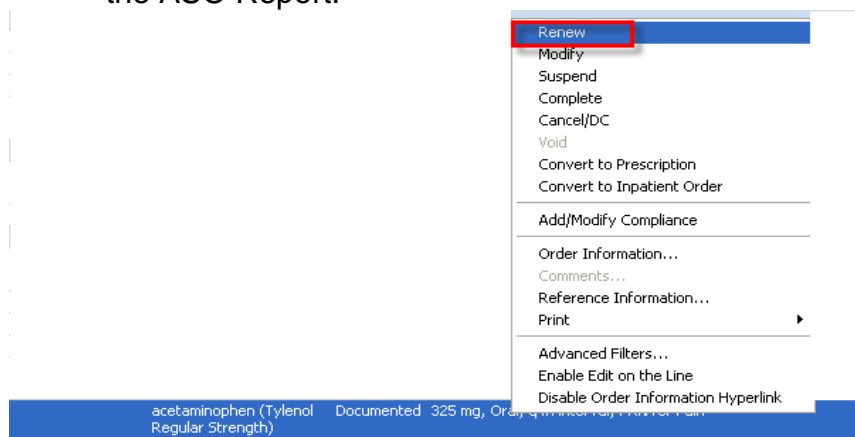
4. The Order Details window displays. To renew the order with the same details, click Orders for Signature, Sign and then Refresh.

5. The order will appear with new date under Last Updated column.

	acetaminophen (Tylenol Regular Strength)	Documented	325 mg, Oral, q4h interval, PRN for Pain	2012-Oct-23 15:34
☑ 👓	furosemide (Lasix)	Ordered	40 mg, Oral, Tab, Daily, Start: 2012-Nov-15 09:00	2012-Nov-14 11:43
☑ 👓	insulin lispro (HumaLOG)	Ordered	5 unit(s), Subcutaneous, Injection, TID, Give with meals, Start: 2012-Nov-07 1…	2012-Nov-07 07:55
	insulin lispro (HumaLOG)	Documented	5 unit(s), Subcutaneous, Injection, TID, To be given before meals	2012-Nov-07 07:43
☑ 🎀 👓 🗒	Sucrose (TootSweet 24% oral liquid)	Ordered	per protocol, Oral, Drop, Unscheduled… *** Right Click and Choose Reference…	2012-Nov-07 08:31

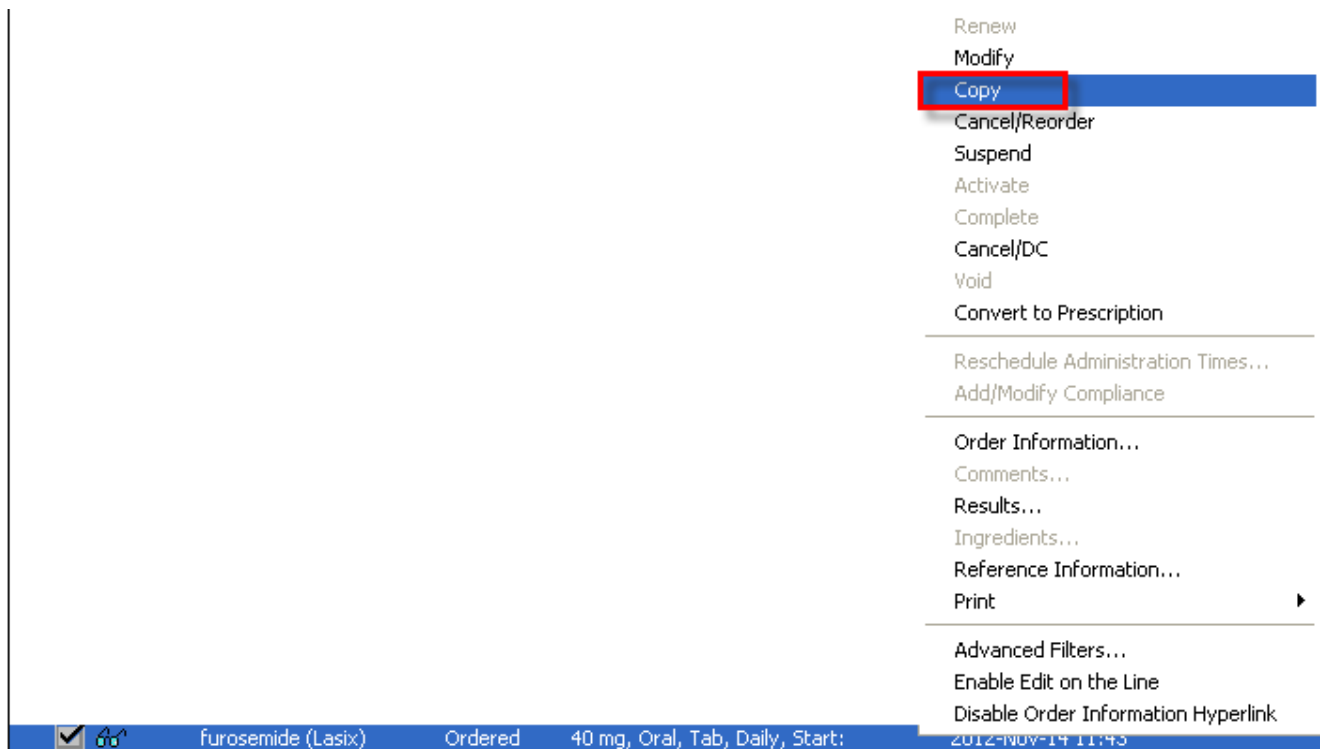| | acetaminophen (Tylenol Regular Strength) | Ordered | 325 mg, Oral, q4h interval, PRN for Pain | 2012-Nov-14 15:38 |
	acetaminophen (Tylenol Regular Strength)	Documented	325 mg, Oral, q4h interval, PRN for Pain	2012-Oct-23 15:34
☑ 👓	furosemide (Lasix)	Ordered	40 mg, Oral, Tab, Daily, Start: 2012-Nov-15 09:00	2012-Nov-14 11:43
☑ 👓	insulin lispro (HumaLOG)	Ordered	5 unit(s), Subcutaneous, Injection, TID, Give with meals, Start: 2012-Nov-07 1…	2012-Nov-07 07:55
	insulin lispro (HumaLOG)	Documented	5 unit(s), Subcutaneous, Injection, TID, To be given before meals	2012-Nov-07 07:43
☑ 🎀 👓 🗒	Sucrose (TootSweet 24% oral liquid)	Ordered	per protocol, Oral, Drop, Unscheduled… *** Right Click and Choose Reference…	2012-Nov-07 08:31

Note: Renewing an order renews it from that date and time forward. Nursing and Pharmacy must review the administration tasks for non-daily frequencies (eg: q2d, q3d) to ensure the schedule is accurate.

Copy an Order

When an order is Copied, the status of the original order remains the same (eg: an active order that is copied remains active)

1. With the patient's chart open, on the Menu select Orders.

2. Select the order to copy and right-click.

3. From the menu, select Copy.

| Renew |
| Modify |
| Copy |
| Cancel/Reorder |
| Suspend |
| Activate |
| Complete |
| Cancel/DC |
| Void |
| Convert to Prescription |
| Reschedule Administration Times... |
| Add/Modify Compliance |
| Order Information... |
| Comments... |
| Results... |
| Ingredients... |
| Reference Information... |
| Print ▶ |
| Advanced Filters... |
| Enable Edit on the Line |
| Disable Order Information Hyperlink |

☑ 👓   furosemide (Lasix)   Ordered   40 mg, Oral, Tab, Daily, Start: 2012-Nov-14 11:43

4. The Order Details window displays. To copy the order with the same details, click Orders for Signature, Sign and then refresh.

5. The order will appear with new date under Last Updated column. Eg: You want to order another Stat dose of morphine

Complete an Order

To complete a signed order:

1. With the patient's chart open, on the Menu select Orders.

2. Locate the desired order in the Order Page, right-click it, and select Complete.

The order will show with a strike through and an Order for Signature will appear in the right lower corner

3. Click Orders for Signature in the lower right corner to display order to be completed.

4. Review the order, and click "Sign".

Note:

For lab orders, if there are Parent / Child orders: complete the individual child orders