

## Order Details

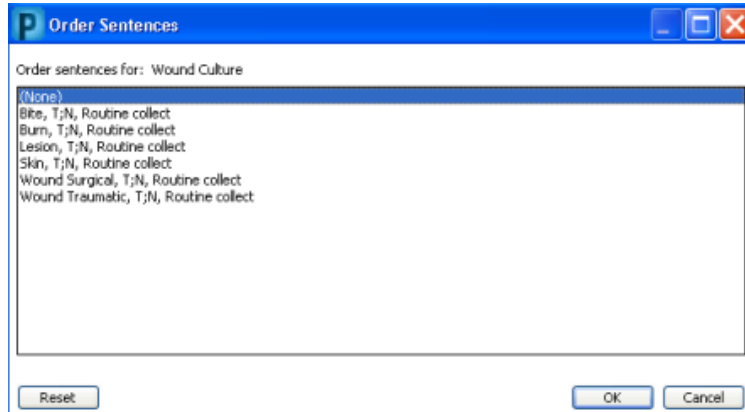
### Order Sentences:

1. Most orders have options attached to them called “Order Sentences” These are the most common details for that order but are not all inclusive.

In this example, a wound culture is required. Select Culture Wound, the “order sentence” screen will pop up.

Select the order sentence that is appropriate.

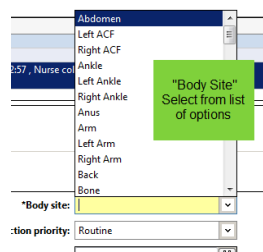
Click OK.



2. Review order details and complete as applicable, noting that there may be additional required details highlighted in yellow, e.g. in this case the “Body site” still needs to be chosen.

The screenshot shows a form titled "Details for Wound Culture (Culture Wound)". The form has two tabs: "Details" (selected) and "Order Comments". Below the tabs are several fields: "\*Specimen type:" (highlighted in yellow), "Freetext Source:" (empty), "\*Collected:" (radio buttons for Yes and No, with No selected), "\*Requested Start Date/Time:" (2017-Nov-08 12:57), "Copies to:" (empty), "\*Body site:" (highlighted in yellow), "\*Collection priority:" (Routine), "Collected by:" (empty), "Nurse collect:" (radio buttons for Yes and No, with Yes selected), and "Special Instructions:" (empty). A green box labeled "Fill in Required fields" has two red arrows pointing to the "\*Specimen type:" and "\*Body site:" fields.

Select from the dropdown list if available or freetext appropriate information.



- **Start Date and Time** is preset to the date and time the order is being placed but can be changed.
- **Priority** may be preselected. “**Routine**” is preselected here but can be changed if required, by simply clicking on your choice.

\*Collection priority: Routine

Collected by: AM Next Day  
ASAP

Nurse collect: RF-Lab Use Only  
Routine

Special Instructions: Stat  
Timed Study

Select Appropriate Priority

- **“Special Instructions”** field (see previous screenshot) contains information preloaded pertinent to the order. Do not free text into Special Instructions. This field is not visible to all clinicians.
- **“ Multi-select “** -  
 If you have a number of orders with the same details, all these orders can be selected by holding down the <CTRL> key and clicking on the orders you want to select .
  - Complete the details.
  - The system will flag you to any orders that have required fields prior to allowing you to sign them.
  - Orders in a care set must first be selected, then hold down the <CTRL> key and select the orders that need changing.

Careset - General Lab orders

Component	Order Details
<input type="checkbox"/> Sedimentation Rate (ESR)	
<input type="checkbox"/> Reticulocyte Count	
<input type="checkbox"/> Prothrombin Time Panel (PT/ INR)	
<input checked="" type="checkbox"/> PTT	Blood, Routine collect, Start: 2012-Jul-31 10:24
<input type="checkbox"/> D-Dimer Quantitative	
<b>Chemistry</b>	
<input type="checkbox"/> Glucose AC (Glucose Fasting)	
<input type="checkbox"/> Glucose Random	
<input type="checkbox"/> Urea/Urea/Creatinine	
<input checked="" type="checkbox"/> Urea Level	Blood, Routine collect, Start: 2012-Jul-31 10:24
<input checked="" type="checkbox"/> Creatinine	Blood, Routine collect, Start: 2012-Jul-31 10:24
<input checked="" type="checkbox"/> Electrolytes	Blood, Routine collect, Start: 2012-Jul-31 10:24, Nurse collect
<input type="checkbox"/> Calcium Level Total	
<input type="checkbox"/> Drivewin Total	

No Results Found

Details for Electrolytes

Order details	Detail values
Frequency	No
Duration	Yes
Duration unit	
Stop date and time	
Nurse collect	(Yes)
Copies to Special Instructions	

OK Cancel

Orders Medication List

Order Name	Status	Start	Details
Unit 5 QEH; 518; 2 FIN/ENC:02134492			
Laboratory			
<input checked="" type="checkbox"/> PTT	Order	2012-Jul-31 10:24	Blood, Routine collect, Start: 2012-Jul-31 10:24
<input checked="" type="checkbox"/> Urea Level	Order	2012-Jul-31 10:24	Blood, Routine collect, Start: 2012-Jul-31 10:24
<input checked="" type="checkbox"/> Creatinine	Order	2012-Jul-31 10:24	Blood, Routine collect, Start: 2012-Jul-31 10:24
<input checked="" type="checkbox"/> Electrolytes	Order	2012-Jul-31 10:24	Blood, Routine collect, Start: 2012-Jul-31 10:24, Nurse collect

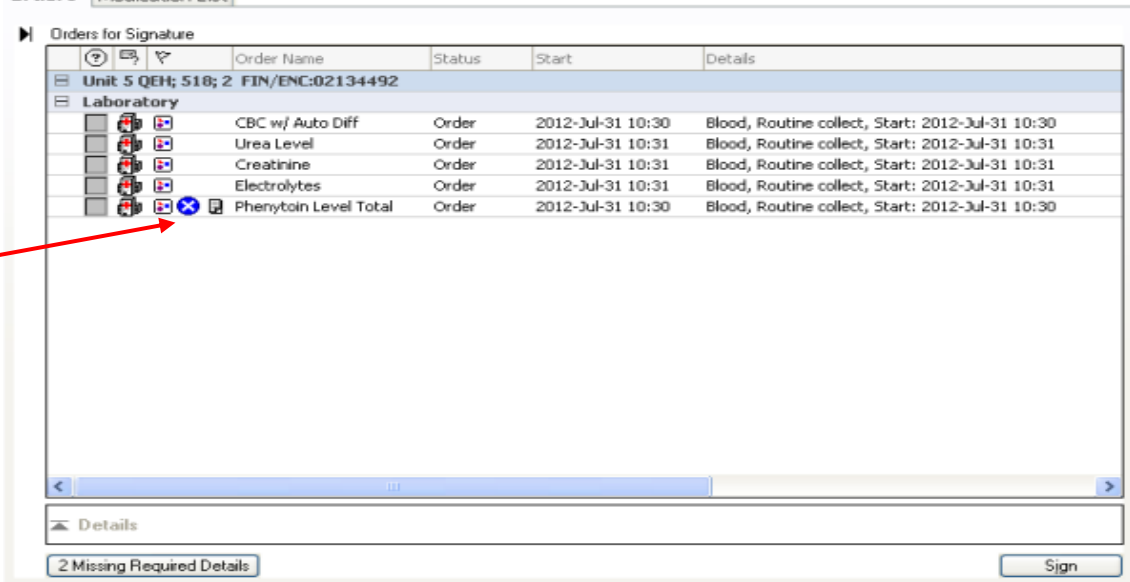
Details for selected orders

Details Order Comments

Order details	Detail values
Specimen type	[Blood]
Collection priority	[Routine]
Collected by	[No]
Requested Start Date and Time	[2012-Jul-31 10:24]
Frequency	
Duration	
Duration unit	
Stop date and time	
Nurse collect	
Comments	

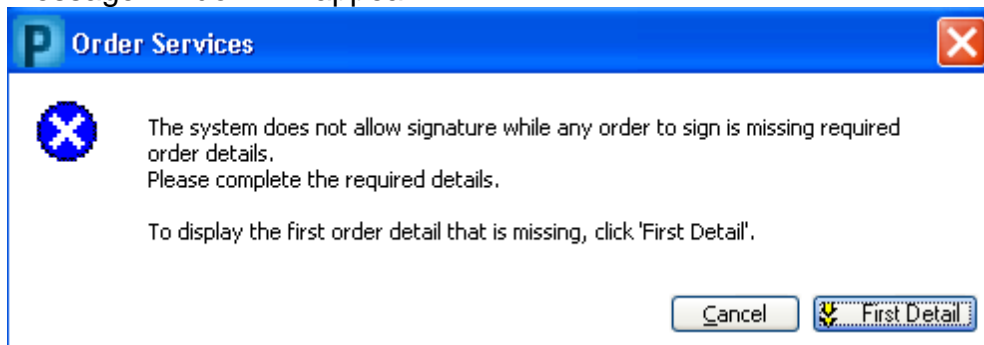
0 Missing Required Details Sign

Examples of orders with missing required details  : Phenytoin or Dilantin levels.




Order Name	Status	Start	Details
CBC w/ Auto Diff	Order	2012-Jul-31 10:30	Blood, Routine collect, Start: 2012-Jul-31 10:30
Urea Level	Order	2012-Jul-31 10:31	Blood, Routine collect, Start: 2012-Jul-31 10:31
Creatinine	Order	2012-Jul-31 10:31	Blood, Routine collect, Start: 2012-Jul-31 10:31
Electrolytes	Order	2012-Jul-31 10:31	Blood, Routine collect, Start: 2012-Jul-31 10:31
Phenytoin Level Total	Order	2012-Jul-31 10:30	Blood, Routine collect, Start: 2012-Jul-31 10:30

- If you try to sign an order without completing all the required details the following message window will appear.



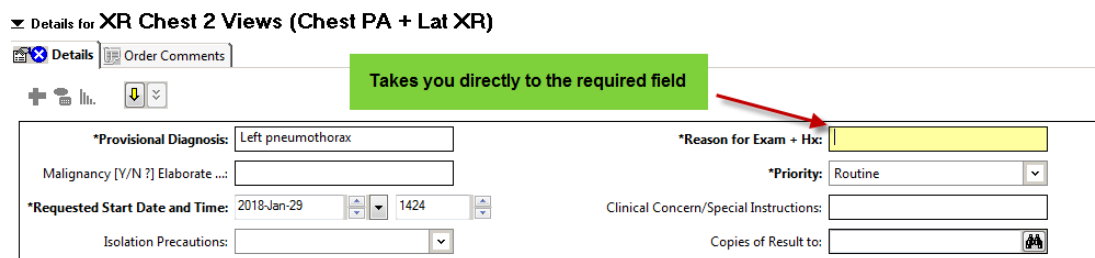
**P Order Services**

 The system does not allow signature while any order to sign is missing required order details. Please complete the required details.

To display the first order detail that is missing, click 'First Detail'.

Cancel First Detail

- Use the yellow arrow to move between required fields.



**Details for XR Chest 2 Views (Chest PA + Lat XR)**

Takes you directly to the required field

\*Provisional Diagnosis: Left pneumothorax

\*Reason for Exam - Hx:

Priority: Routine

\*Requested Start Date and Time: 2018-Jan-29 1424