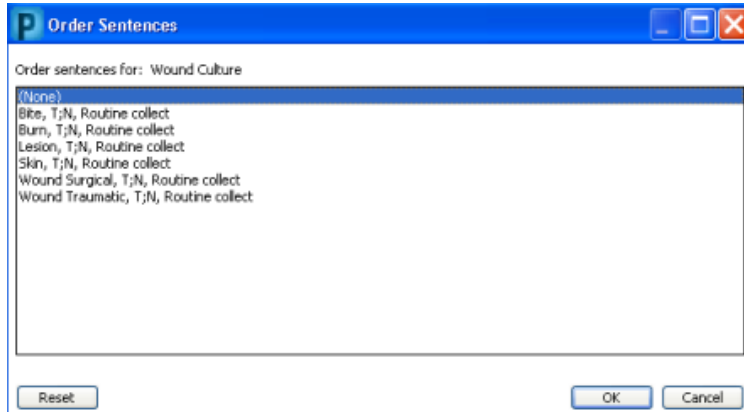


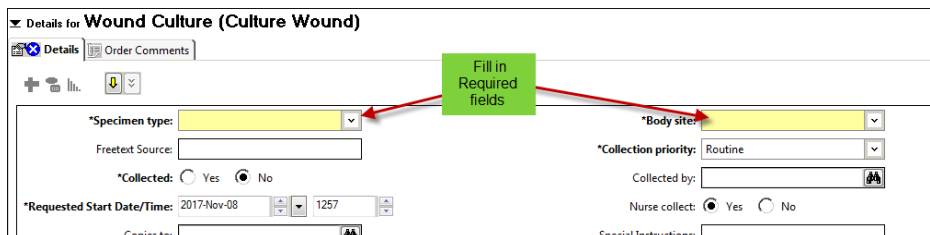
Order Details

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.

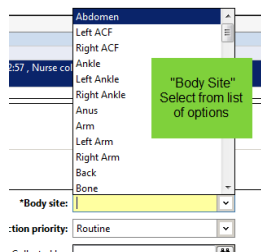


2. Review order details and complete as applicable, noting that there may be additional required details highlighted in yellow, e.g. in this case the “Body site” still needs to be chosen.

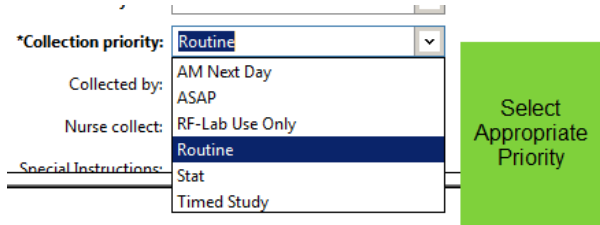


The screenshot shows the "Details for Wound Culture (Culture Wound)" form. The "Specimen type" dropdown is highlighted in yellow. A green box labeled "Fill in Required fields" has arrows pointing to the "Specimen type" and "*Body site" dropdowns, both of which are also highlighted in yellow. Other fields include "Freetext Source", "*Collected" (Yes/No radio buttons), "*Requested Start Date/Time" (2017-Nov-08 12:57), "Copies to", "*Collection priority" (Routine), "Collected by", "Nurse collect" (Yes/No radio buttons), and "Special Instructions".

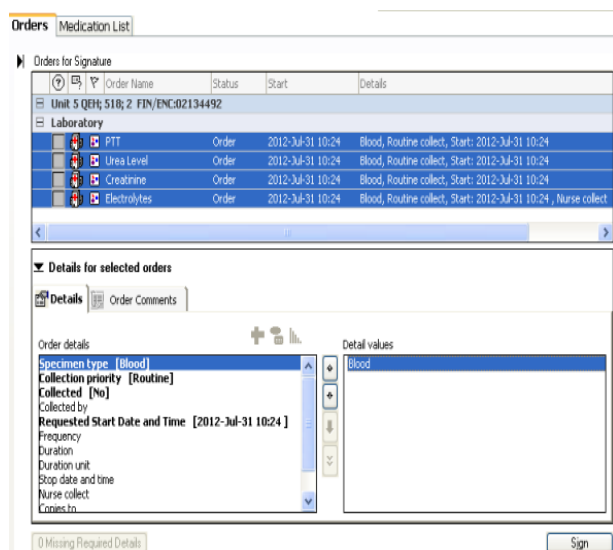
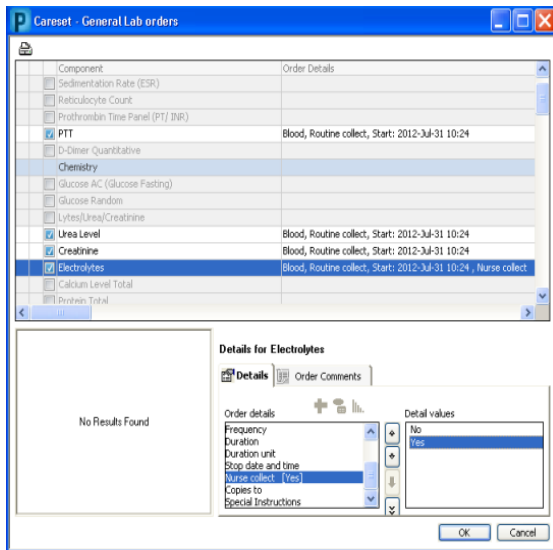
Select from the dropdown list if available or freetext appropriate information.



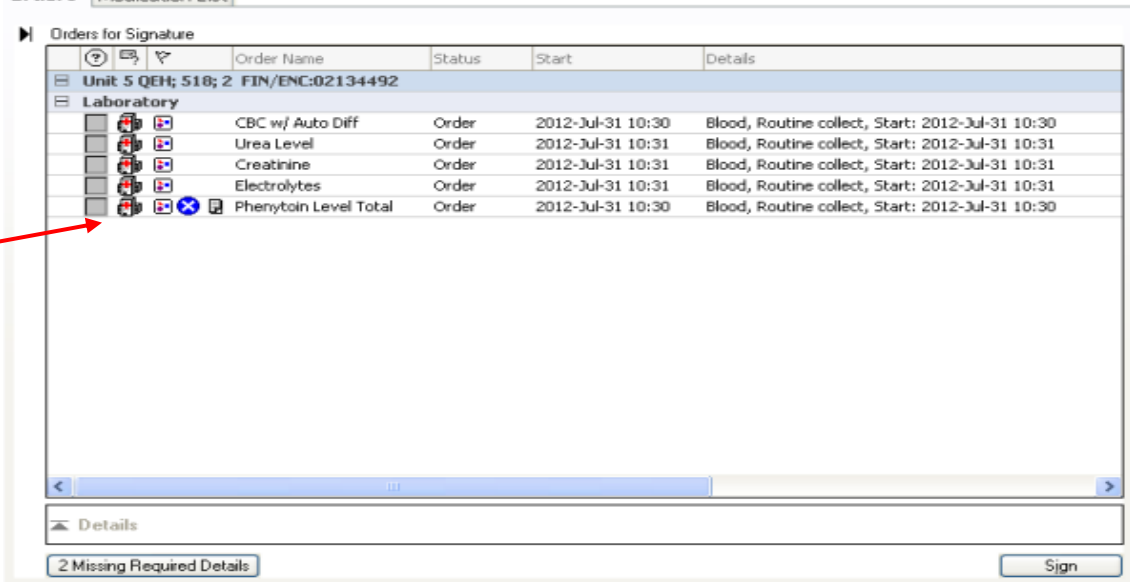
- **Start Date and Time** is preset to the date and time the order is being placed but can be changed.
- **Priority** may be preselected. “**Routine**” is preselected here but can be changed if required, by simply clicking on your choice.



- **“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.

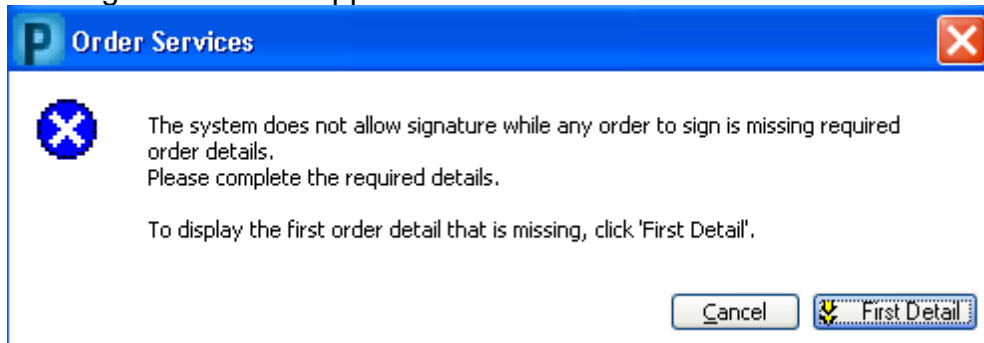


Examples of orders with missing required details  : Phenytoin or Dilantin levels.




Order Name	Status	Start	Details
Unit 5 QEH; 518; 2 FIN/ENC:02134492			
Laboratory			
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.



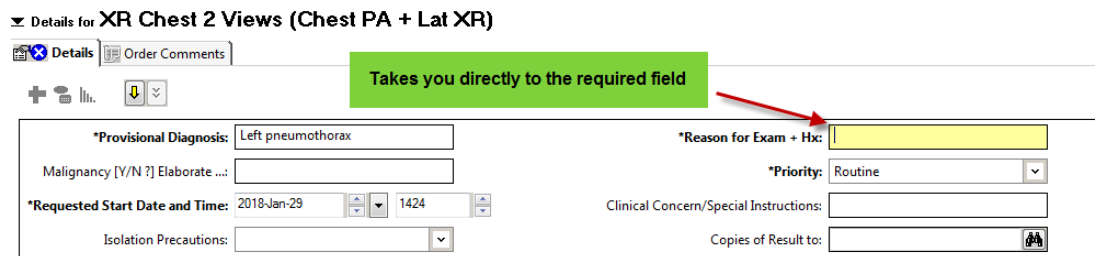
P Order Services

 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:

Malignancy [Y/N ?] Elaborate ...

*Priority: Routine

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

Clinical Concern/Special Instructions:

Isolation Precautions:

Copies of Result to: