

## Order Actions

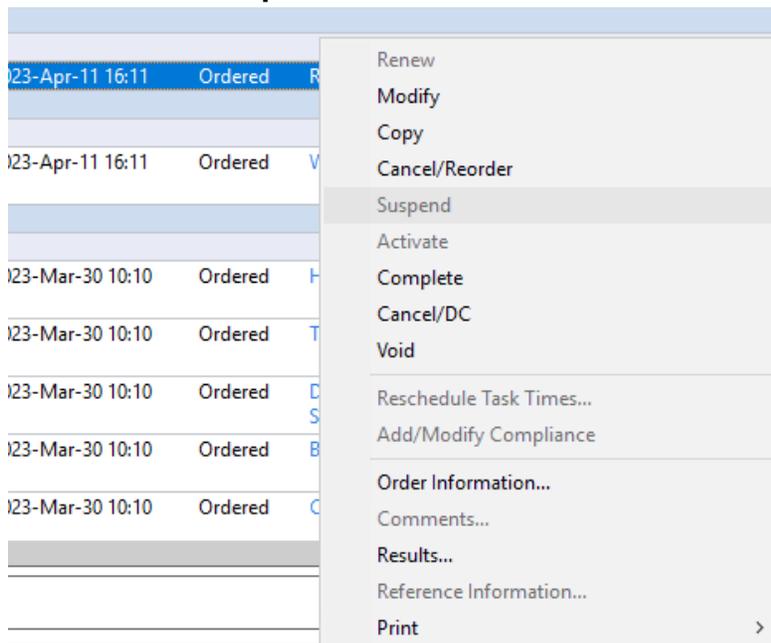
Available on the “Orders” page

Available options will display in bolded font

Options available will depend on the order

To open “Actions” dropdown:

- Right click on appropriate order
- “Order Action” window opens
- Select appropriate action
- “Order Actions” available are bolded
- Dithered options not available for selected order



### 1. Modify:

- Allows user to modify order details

**\*\*Route of drug administration cannot be *modified* after signing. (Cancel the present order and *reorder*).**

### 2. Cancel /DC (discontinue)

- Orders can be “**Cancel/DC**” after they have been signed,
- The original entry remains a part of the electronic record with the status of “Canceled/Discontinued”
  - \***Lab orders** in a “**Dispatched**” status require a call to the department

\***Diagnostic Imaging orders** in the ordered status will require a call to the department

\***Consults to Allied Health** will require a call to cancel.

### 3. Cancel/Reorder

Allows the clinician to:

- Cancel the original order date and
- Reorder the same order with the same details, for a new date

**Note:** The order displays under the ordering physician's name. This is also useful for changing an IV med to Oral med or vice versa.

### 4. Suspend/Resume

Allows the clinician to "**Suspend**" an active Order (place order on hold)

**Note:** Only an order that is suspended has an option to resume.

### 5. Renew

Allows clinician to "**Reorder**" an existing medication that has an Automatic Stop Order from Pharmacy.

**Note:** The order will appear with new date under "Last Updated" column after it has been verified by pharmacy.

### 6. Copy

Allows clinician to repeat the exact order (including all order details)

**Note:** If the order is a Lab order it will print to the location where the order originated (if the original order was placed ED and then moved to another unit and "Copy" was used the label will print in the ED)

### 7. Complete

Allows clinician to complete an order that is no longer required (for example: Urine culture has been collected and sent to lab the "Order and Collect Urine culture" orders needs to be completed)