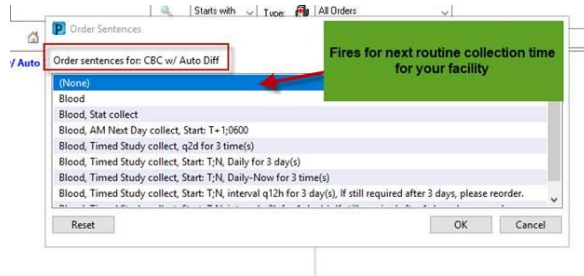


Order Details

Order Sentences

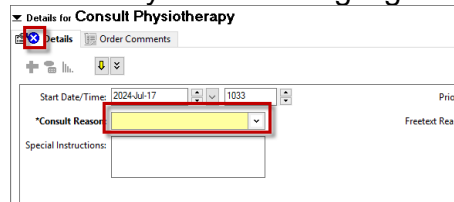
- Most orders have options attached called **“Order Sentences”**
- Are the most common details for that order but are not all inclusive



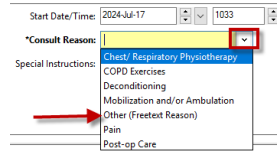
- Select the order sentence that is most appropriate
- Click **“OK”**

NOTE: “Order and Collect” and “Order and Draw” (examples of Communication orders) do not have order sentences

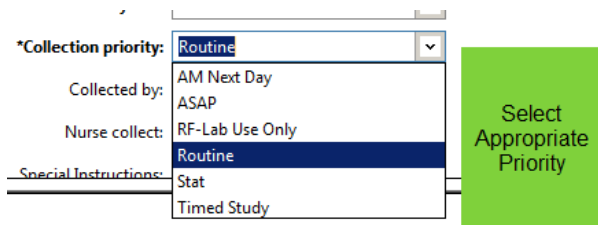
- Review order details and complete as applicable
- **“Blue circle with white X”** indicates presence of required fields
- Mandatory fields are highlighted in yellow



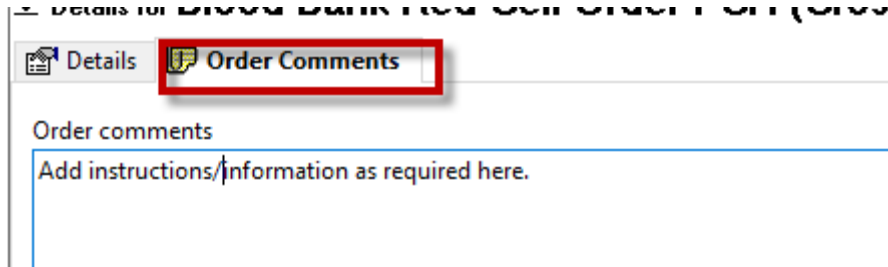
- Select from the dropdown menu or “free text” the appropriate information.



- **Start Date and Time** is preset to the date and time the order is being placed
- **For Lab Orders -DO NOT** adjust the “Start Date and Time”
- **Priority “Routine”** may be preselected but may be changed if required, by simply clicking on your choice.



- **“Special Instructions”**
Field may contain information preloaded pertinent to the order
Do not free text into this field as it is not visible to all clinicians
If special instructions need to be added use **“Order Comments”**



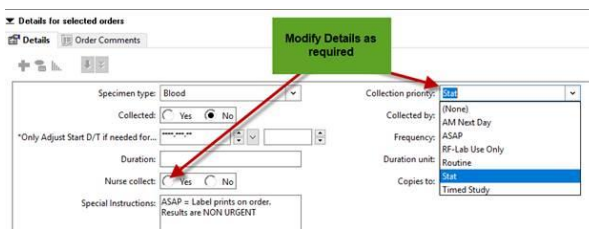
Information entered displays on **“Orders Page”**



- **“Multi Select” option**
Available when using lab power plans
If ordering multiple orders with the same details,
Details may be added to Multiple orders at once, by
 - * Holding down the **<CTRL>** key
 - * Clicking on the required orders
 - * To Adjust details
 - * Right click and select **“Modify”**

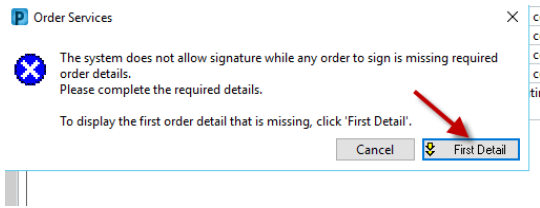
Component	Details
Stat Lab Orders (Initiated Pending)	
<input checked="" type="checkbox"/> Laboratory <input checked="" type="checkbox"/> CBC w/ Auto Diff <input checked="" type="checkbox"/> D-Dimer Qu <input checked="" type="checkbox"/> Prothrombin <input type="checkbox"/> Glucose Random <input checked="" type="checkbox"/> Electrolytes <input checked="" type="checkbox"/> Creatinine <input checked="" type="checkbox"/> Albumin Level <input type="checkbox"/> Alkaline Phosphatase <input type="checkbox"/> ALT	Right Click Select "Modify"

*Adjust Details as required



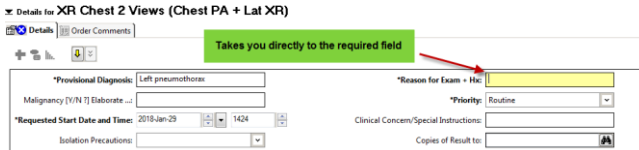
*Review and sign

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

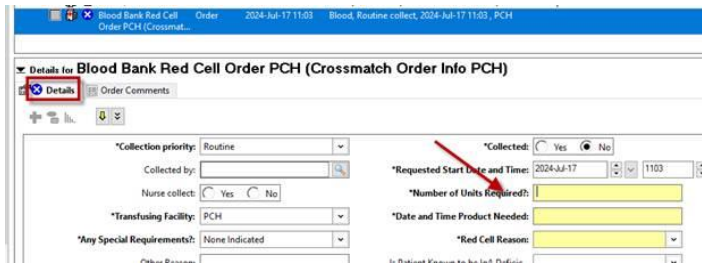


*Click on **“First Detail”**

*System will direct user to the required detail(s)



*Use the yellow arrow to move between required fields



- When all details completed **“Sign”** the order

