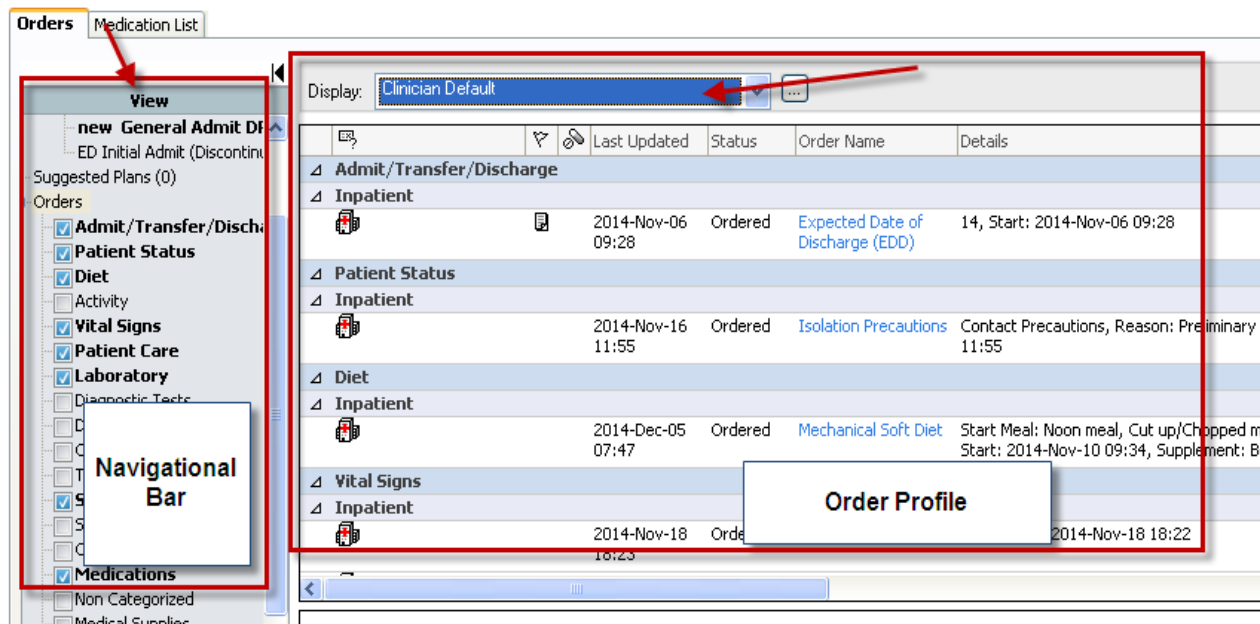# Orders Tab Organization

The Orders tab is used to place, view, modify, cancel and generally work with various types of orders. There are two main sections of the Orders tab; the Navigator and the Order Profile
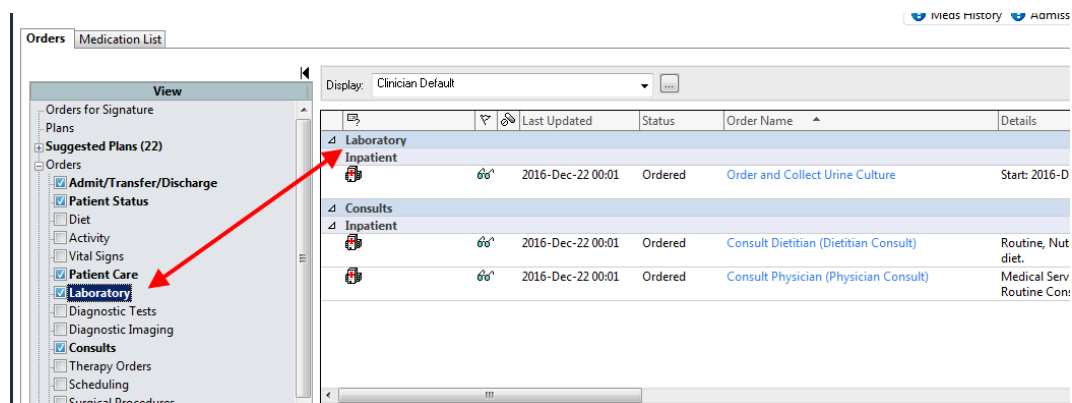

Navigator Overview

The left side of the Orders screen is the Navigator bar

When the check mark ☑ on the left is present and the category is bolded, there are orders present in this section

If you click the category name, such as ☑ Laboratory , the laboratory orders will pull to the top of the orders page.
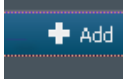
Order Profile Overview

The right side of the Orders screen is called the Order Profile. It displays the patient's existing orders and provides a means for viewing order details, order status and modifying orders.

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Orders Buttons and Icons

Orders buttons and icons are located in various places on the screen and provide easy access to orders functions.

+ Add	**Add Order** - Click to add an order. The Add Order window is displayed.
	PowerPlan icon–This order is from a powerplan.
	Care Set - Indicates a care set orderable.
▲ ▼	**Expand and Collapse (Details Pane) -** Click the up arrow to reveal order details for the item selected. Click the down arrow to collapse the pane.
⊗	**Order Details Not Complete -** Indicates that there are required order details that have not been completed for the orderable.
	Comment Indicator - Indicates an order comment was entered for the order To view the comment, right-click on the order and select Comments.
	Dose Calculator - Launches the dose calculator.
	Medical Student Cosign - Indicates the order was enter by a medical student .Cosign is required by their preceptor.
	Medical Student Cosign Refusal - Indicates that the preceptor has refused order .The order is invalid.
👓	**Nurse Review** - Indicates that nurse review is required.
	Physician Cosign - Indicates that physician cosign is required for the order.
	Physician Cosign Refusal -Indicates that the physician has refused to cosign the order.
	Reference Text - This icon indicates that reference material is associated with the order.
⧖	**Renew Indicator - Soft Stop Policy** - A yellow hourglass is displayed for an orderable defined with a soft stop associated with it, meaning that it is recommended that the order be discontinued when the stop time is reached, but the system will not automatically stop the order.
	Verify Indicator - Indicates that the order is subject to pharmacy review and has not yet been reviewed by a pharmacist.
	Refusal Indicator -Indicates that a pharmacist has rejected the order.
	Inpatient Order Indicator – Indicates the order has been entered on an inpatient encounter

Order Statuses

Order statuses reflect the stage of an order that has been entered.

- **Order -** The status of Order indicates that the order needs to be completed and signed.

- **Processing -** After signing a new order, the order status displays "Processing". Clicking the Refresh button will update the system so that the status changes to Ordered. When the chart is closed the order will be refreshed automatically.

- **Ordered -** An order successfully entered and signed has a status of Ordered until the order is completed.

- **Completed -** An order that has reached its defined stop date and time, or whose associated tasks or procedures have been completed.

- **Discontinued -** An order with a frequency or interval associated with it can be discontinued after the procedure or medication has been administered at least once.

- **Canceled -** Any order can be canceled to stop it immediately if no action has occurred on the order.

- **Voided -** An order is voided instead of canceled or discontinued to indicate that the order was placed in error, for example, on the wrong patient or for the wrong orderable. **An order cannot be voided if it has been actioned upon.**

- **On Hold, Med Student -** Medical students may be defined with privileges to place orders, but a physician with full order privileges must cosign their orders.

- **Future -** A status of Future is applied to orders with a start date and time that is in the future.

- **Suspended -** Orders that have a frequency associated with them can be suspended and later resumed.

- **Scheduled –** Scheduled for a future date and time ex. collection run (Lab) or has been scheduled in DI

- **Dispatched -** System assigns accession # and generates collection list or labels. (Lab)

- **Collected -** The specimen has been collected

- **In Lab –** Specimen has been collected and is in Lab for processing.