Order Actions

Modify

1. Right-click the desired order from the Orders Page
2. Select Modify.
3. Modify the order details
4. Select Orders for Signature
5. Review the order
6. Sign

Route of drug administration cannot be *modified* after signing. You would *cancel* the present order and *reorder*

Cancel /Discontinue an Order

- Orders can be canceled after they have been signed, however, the original entry is always a part of the electronic record and the change is noted as a cancellation.
- Lab orders that have been dispatched will require a call to the department.
- Diagnostic Imaging orders in the ordered status will require a call to the DI department
- Consults to Allied Health will require a phone call to cancel as well.
1. Right-click the desired order and select Cancel/Discontinue (Cancel/DC).
2. The Order Details window is displayed at the bottom of the Orders Profile window
3. Chose your Discontinue reason if desired
4. Click the Orders for Signature button.
5. Click Sign.
6. Click the Refresh button   to refresh the screen.

Cancel/Reorder

To cancel the original order and reorder the same order:

1. Select the order and right-click.
2. Select Cancel/Reorder.
3. The Order Details window will appear and the information may be changed if required.
4. Click   Sign
5. Refresh.

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.

Suspend/Resume

- Suspend Order Action will put the selected order on hold
    1. Select the order and right-click.
    2. Select Suspend/Resume.
    3. The Order Details window appears (update the Suspend Reason if desired).
    4. Click Orders for signature
    5. "Sign"
    6. Refresh.

    Note: To **Resume,** follow above steps choosing Resume. Only an order that is suspended has an option to resume

Renew

- Allows you to reorder an existing medication that has an Automatic Stop Order from Pharmacy.
- The hourglass beside the order signifies the ASO
    1. Select the order and right-click.
    2. Select Renew.
    3. The Order Details window displays.
    4. To renew the order with the same details, click Orders for Signature
    5. Sign
    6. Refresh.

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

Copy

- Allows you to repeat the exact order.
1. Select the order and right-click
2. Select Copy.
3. The Order Details window displays.
4. To copy the order with the same details, click Orders for Signature
5. Sign
6. Refresh

Complete

1. Select the order, right-click it
2. Select Complete.
3. The order will show with a strike through and an Order for Signature will appear in the right lower corner
4. Click Orders for Signature in the lower right corner to display order to be completed.
5. Review the order, and click "Sign".