This Quick Reference Guide (QRG) demonstrates workflows related to orders.

Common Buttons & Icons

➕ Add	**Add** button
🔄 40 minutes ago	**Refresh** icon

2 Missing Required Details	**Missing Required Details** button
📥 1	**Orders for Signature** icon
➕	**Plus** icon

Search and Place Orders

➢ **From the provider workflow MPage:**

STEP 1: Click **Order Profile** in the components list.

STEP 2: Click the **Order Profile** header.

STEP 3: Click **Add**. The Add Orders window displays.

STEP 4: Enter the order in the **Search** field; then, select the appropriate order from the dropdown menu.

NOTE: **To see all the orders that match the search criteria, press Enter.**

STEP 5: Click **Done** after selecting all necessary orders. The Orders for Signature screen displays.

NOTE: **Any orders with a blue circle X icon are missing required details for signature.**

STEP 6: Complete the required fields in the Details pane for the order.

NOTE: **Required fields will be highlighted in yellow and marked with an asterisk.**

STEP 7: Click the **Missing Required Details** button to complete the remaining fields.

STEP 8: Click **Sign**.

NOTE: **When returning to the Orders page, the chart may need to be refreshed to see the orders in the correct status.**

Use Quick Orders

➢ **From the provider workflow MPage:**

STEP 1: Click the **Inpatient Quick Orders** tab. The MPage displays quick orders organized by category.

NOTE: **Both the MPage and New Order Entry component have selections for Inpatient Orders and Prescriptions; ensure the appropriate option is selected.**

STEP 2: Click the expand icon for the appropriate category; then, click the order.

NOTE: **Selected orders display with a green highlight, and the Orders for Signature tray updates with the number of orders added.**

STEP 3:   Click the **Orders for Signature** icon.

STEP 4:   Associate the orders to appropriate diagnoses using the table; then, click **Sign**. The Orders for Signature section displays.

NOTE: **If an order displays with a blue circle X icon, complete the required fields.**

STEP 5:   Click **Sign**.

Add Orders to Favorites

➤ **From the Add Order window:**

STEP 1:   Enter the order in the **Search** field; then, press **Enter**.

STEP 2:   Right-click the appropriate order in the search results; then, click **Add to Favorites**. The Add Favorite window displays.

NOTE: **The Favorites folder is created and chosen by default. To create a new folder:**

- **Click New Folder. A new subfolder displays.**
- **With New Folder highlighted, enter the desired name for the folder.**

STEP 3:   Click the desired favorites folder; then, click **OK.**

NOTE: **Favorite orders can be selected from the New Order Entry component in the Quick Orders tab.**

➤ **From the Orders for Signature screen:**

STEP 1:   Right-click the order in the top pane. A dropdown menu displays.

STEP 2:   Click **Add To Favorites**.

STEP 3:   Click the desired favorites folder; then, click **OK**.

Modify an Order Sentence

➤ **From the Add Order window:**

STEP 1:   Enter the order in the **Search** field; then, press **Enter**.

NOTE: **To view all order sentence options in a new window, click the order with no order sentence.**

STEP 2:   If the needed order sentence does not display, select the order with the closest order sentence; then, click **OK**.

STEP 3:   Click **Done** to proceed to the Orders for Signature screen.

STEP 4:   Make the necessary modifications to the order details; then, click **Sign**.

Modify a Signed Order

➢ **From the Orders page:**

STEP 1:   Right-click the appropriate order; then, click **Modify**. The Details pane for the order displays.

STEP 2:   Modify the order details as needed; then, click **Orders for Signature**.

STEP 3:   Click **Sign**.

Discontinue Orders

➢ **From the Orders page:**

STEP 1:   Right-click the order; then, click **Cancel/DC**. The Details pane displays.

STEP 2:   Enter the **Discontinue Date** and **Time** and the **Discontinue Reason**.

NOTE: **If the Other option is selected a reason needs to be documented in the Comment field.**

STEP 3:   Click **Orders for Signature**.

STEP 4:   Click **Sign**.

Use the Ordering Physician Window (Clinical Staff Only)

➢ **From the Add Order window:**

STEP 1:   Enter the order in the **Search** field; then, press **Enter**.

STEP 2:   Click the appropriate order. The Ordering Physician window displays.

STEP 3:   Enter the **Physician** and the **Order Date/Time**; then, click the appropriate **Communication type**.

NOTE: **If the order was placed verbally or by telephone, a read back is required.**

STEP 4:   Click **OK**.

STEP 5:   Click **Done** once all orders are selected.

NOTE: **Once the Ordering Physician window is completed, it will be associated to all selected orders until Done is clicked.**

STEP 6:   Enter the required details for the order(s).

NOTE: **If the order required read back, the orders must be read back to the provider before signing.**

STEP 7:   Click **Sign**.