

For scenarios where simple modifications can be made to a current order, future radiology orders can be modified. This will help significantly reduce the number of orders needing to be canceled and re-ordered.

Modifying Future Radiology Orders

For questions or assistance with modifying vs. canceling radiology orders, please submit a [ticket](#) to Learning & Performance Solutions.

To modify order details of future radiology orders, follow the steps outlined below.

STEP 1: Navigate to the dark side menu and click **Orders**, locate the imaging order needing to be modified.

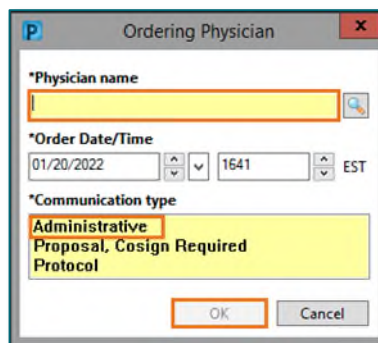
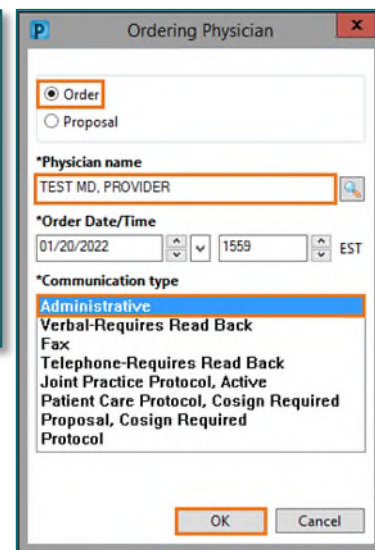
STEP 2: Right-click the order and select **Modify**.

STEP 3: The **Ordering Physician** window will appear.

NOTE: The **Ordering Physician** window will display different options depending on position.

STEP 4: Within the **Ordering Physician** window:

- Select **Order**, if applicable.
- Enter the Ordering provider's name.
- In the **Communication Type** field, select **Administrative**.
- Click **OK**.

STEP 5: From the **Order Scratchpad**, modify the order details with the needed changes.

STEP 6: Click **Orders for Signature**

Orders For Signature

and then click **Sign**.

Sign

STEP 7: Click the refresh **Minutes Ago** button

6 minutes ago

to see the updated order details.