

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

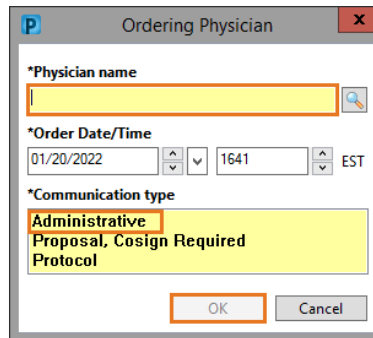
Please refer to the Revenue Cycle Learning & Development [flyer](#) for details on modifying vs. canceling radiology orders.

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

STEP 1: From the Orders profile in the patient's chart, locate the imaging order needing to be modified.

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

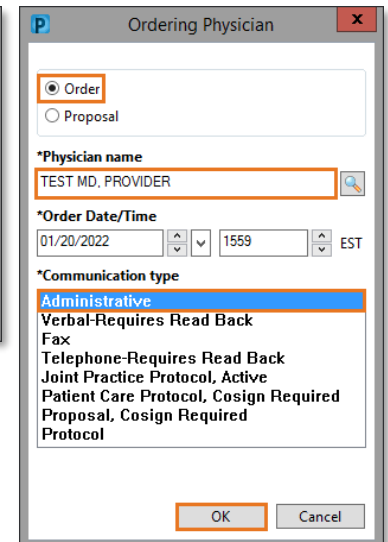
STEP 3: The **Ordering Physician** window will appear.



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

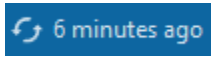
STEP 4: Within the **Ordering Physician** window:

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



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

STEP 6: Click **Orders for Signature**  and then click **Sign**. 

STEP 7: Click the refresh button  to see the updated order details.