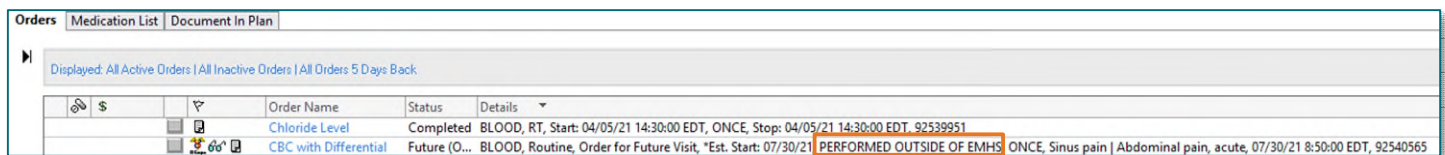


Order reconciliation is dependent on the order details. Please follow the steps below when reconciling outside orders.

Reconciling orders with order details of Performed Outside EMHS: YES

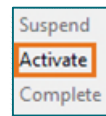
Perform the following tasks if the order was truly done outside of the system and the order details state **Performed Outside EMHS – YES**.

- There are two ways to tell if an order was placed to be performed outside of NLH.
 - On the **Orders** profile, within the order details column, **PERFORMED OUTSIDE OF EMHS** displays.
 - Right-click and look within the order details.



Order Name	Status	Details
Chloride Level	Completed	BLOOD, RT, Start: 04/05/21 14:30:00 EDT, ONCE, Stop: 04/05/21 14:30:00 EDT, 92539951
CBC with Differential	Future (O...	BLOOD, Routine, Order for Future Visit, *Est. Start: 07/30/21 PERFORMED OUTSIDE OF EMHS ONCE, Sinus pain Abdominal pain, acute, 07/30/21 8:50:00 EDT, 92540565

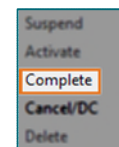
STEP 1: Locate the order, right-click and select **Activate**.



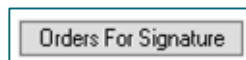
STEP 2: Select **Orders for Signature** and then **Sign**.

- Refresh your screen to reflect the updated Ordered status.

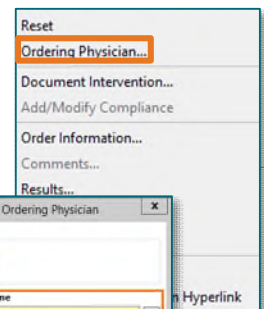
STEP 3: Locate the order again, right-click and select **Complete**.



STEP 4: Select **Orders for Signature**.

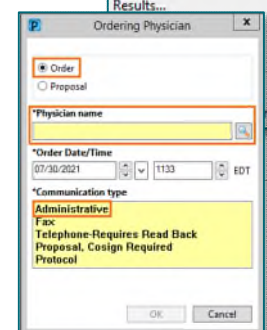


STEP 5: From within the scratch pad, right-click the order and select **Ordering Physician**.



NOTE: This step is imperative as order clean-up is an administrative task and does not need co-signature from a Provider.

STEP 6: Within the Ordering Physician window, select **Order**, enter the Physician name and the communication type of **Administrative** and select **OK**.

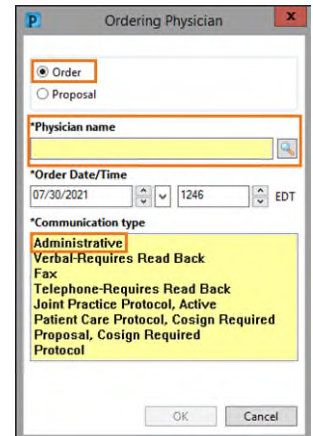
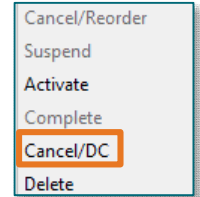


STEP 7: Once back to the scratch pad, select **Sign**.

Reconciling orders with the order details Performed Outside EMHS: NO

If an order was truly done outside of the system and the order detail states **Performed Outside EMHS: NO** follow the steps below to reconcile the order:

- STEP 1:** Locate the order, right-click and select **Cancel/DC**.
- STEP 2:** Within the **Ordering Physician** window, select **Order**, enter the Physician name and the communication type of **Administrative** and select **OK**.
- STEP 3:** In the order scratch pad, select **Outside Facility** in the ***Cancel Reason** drop down and indicate the facility location and date the test was performed in the **Comments** field.



- STEP 4:** Select **Orders for Signature** and then **Sign**.

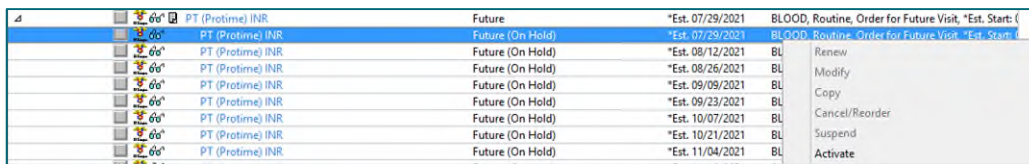
NOTE: Orders that are performed within Northern Light Health will reconcile when the patient presents and has them completed and resulted.

Reconciling Recurring Orders

A recurring order contains a carat in front of the order. When the carat is expanded, all orders in the series display with the anticipated date of the lab being drawn.



- STEP 1:** Select the **parent** order and expand to see the **child** orders.



- STEP 2:** Select the appropriate order with the correct date to reflect when the lab was drawn.
- STEP 3:** Follow the steps above to ensure you do not activate the **parent** order when performing this task for recurring orders.