This flyer outlines the process of placing orders using the Quick Orders page as well as customizing the Quick Orders page.

Quick Orders Tab

Quick Orders pages contain different components depending on your specialty.

Components specific to ambulatory providers include:

- E&M Charges
- Appointments
- Labs and Pathology
- Imaging/Diagnostics
- Meds/Injections

- In Office Procedures
- Procedure Referral Requests
- POC Testing
- Referrals
- Joint Practice Protocol

- Medicare Screening
- PowerPlans
- New Order Entry
- Outstanding Orders
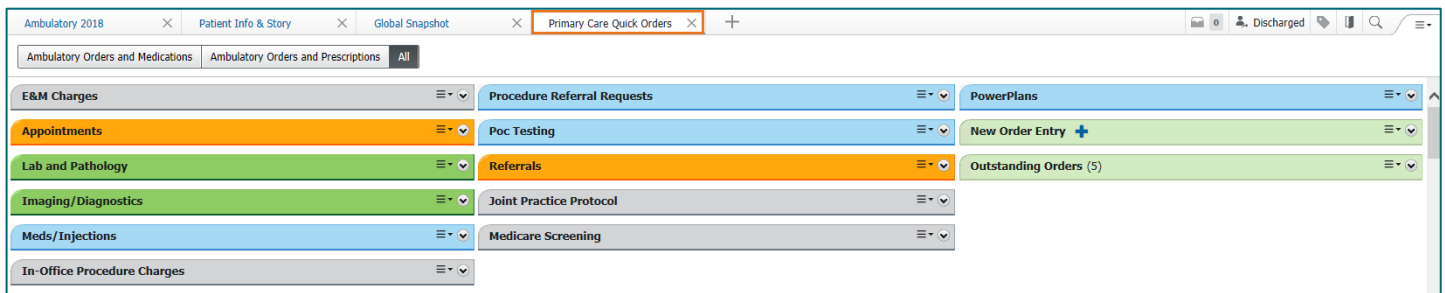
Components specific to acute providers include:

- PowerPlans
- Patient Encounter Updates
- Medications

- Prescriptions
- Labs
- Imaging

- Patient Care
- New Order Entry
- Outstanding Orders
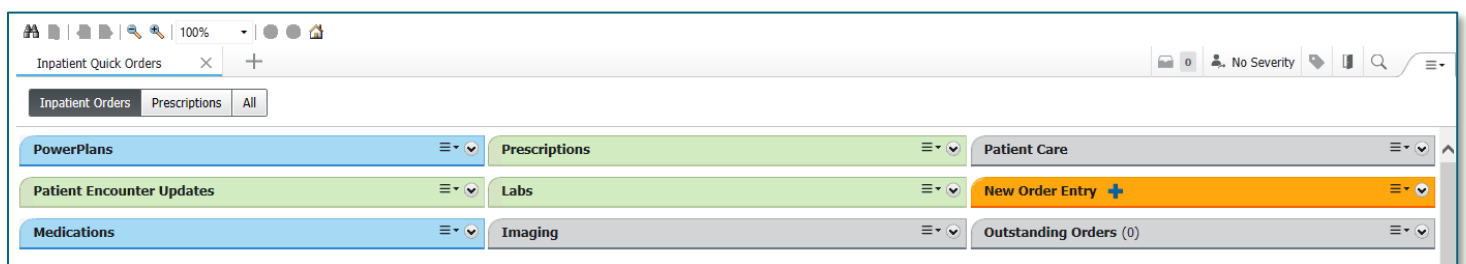
## Overview of Quick Orders

- **Components** display orders for each category. The most common orders for each category are available.

➢ **Placing Orders from the Quick Orders Components:**

- Orders can be selected from within each component. To select an order, click the order once.

- The green number next to the **Orders for Signature** icon reflects the number of orders added.

➢ **New Order Entry**

- Orders that are not included within the components can be added using **New Order Entry**.

- In the search field, begin typing the order you are looking for.

- Once you find the appropriate order, click to add it to **Orders for Signature**.
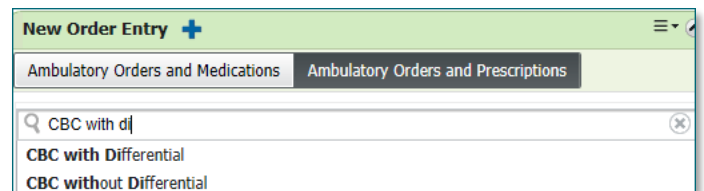
➢ **Non-providers placing orders:**

- The **Ordering Physician** window will populate for non-providers placing orders.

- Add the ordering physician in the **Physician name** field.

- Select the appropriate **Communication type** and click **OK**.

- Refer to the **Order Options & Communication Types** flyer for more information.
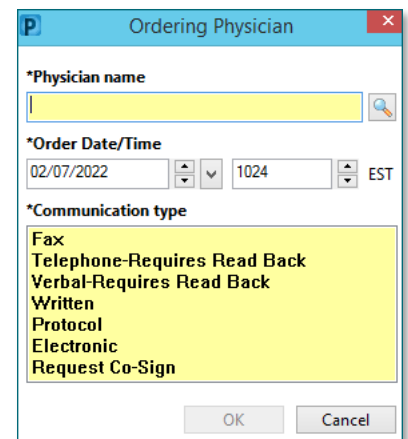
➢ **Signing Orders.**

- Click the **Orders for Signature** icon.

- Associate the diagnosis by clicking in the column below the diagnosis.

- Update the diagnosis priority by clicking in the column and select a number from the list.

- Click **Sign**.
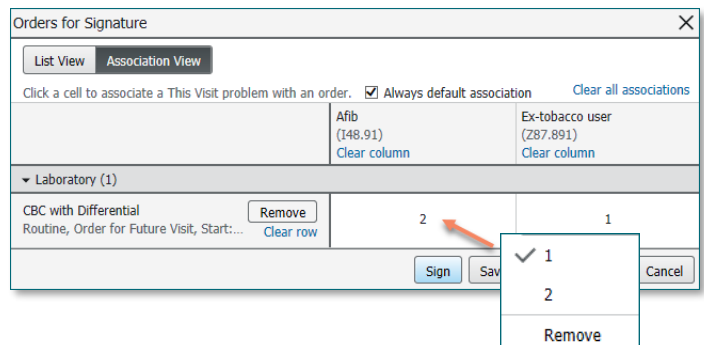
➢ **Missing Details**

- The **Orders for Signature** window will populate. A blue circle with a white X indicates missing details.
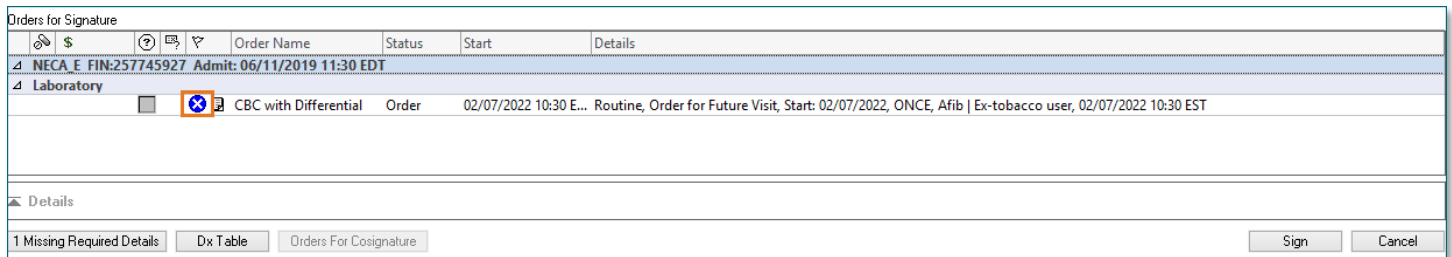

- Complete the missing details.
  - **Required fields** will display in yellow.
- Future Orders (Ambulatory only)
  - Click the radio button next to **Order for Future Visit.**
  - To change the start time of the order, click the **calendar icon** and select the time frame.
  - If being performed outside Northern Light, select this in the order.
- Click **Sign.**
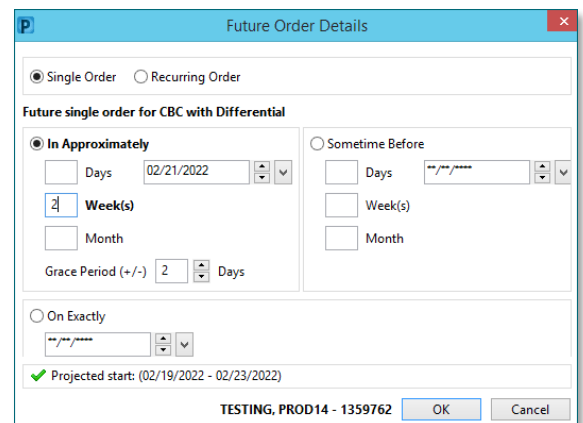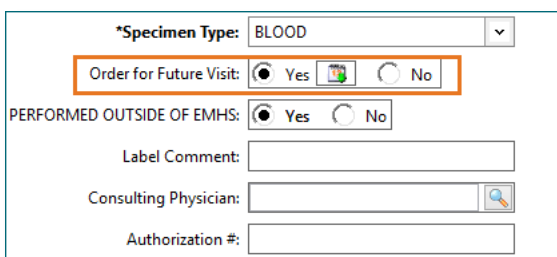
Customizing Quick Orders

➢ **Setting Components to Default Expanded/Collapsed.**

- To change whether **Quick Orders** opens with components expanded or collapsed:
  - Click the drop-down arrow in the component header.
 - Click **Default Expanded** to change the setting.
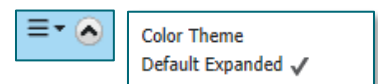
➢ **Changing the Color of Components.**

- The color of individual components can be changed.
- Click the drop-down arrow in the header.
- Click the desired color from the hover menu.
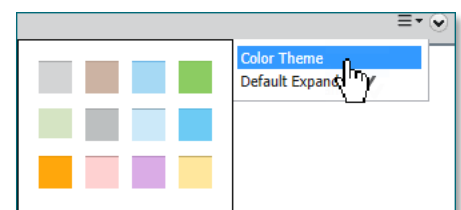
➢ **Customization Menu.**

- In the upper right corner of the screen, a menu is available that contains multiple options for customizing.

- Click to access options for each of the following tasks.

- **View Layout** allows customization of the number of columns.

- **Drag and Drop a**llows users to drag and drop to rearrange components to suit their workflow.

- **Expand All** expands all components. **Collapse All** collapses all components.

- **Components** can be unselected if they are not needed in view.

- **Add Folder** allows users to select a personal favorite folder to display as a new component on this view. The view can display up to 15 personal favorite folders.
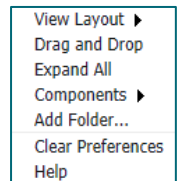
➢ **Rearranging Components.**

- The order in which the components display can be changed.

- Click **Drag and Drop** in the Customization menu.

- Once **Drag and Drop** has been enabled, the cursor will change to a four-headed arrow when positioned.

- **Drag and Drop** the component to the desired location.

➢ **Adding a Folder**

- Click **Add Folder**.

- Click **Select** next to the personal favorite folder you would like to add.
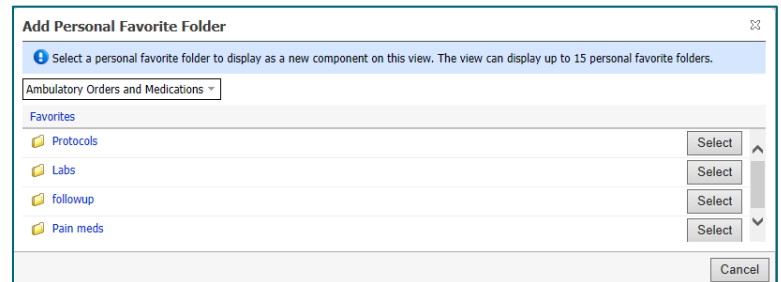
➢ **Clearing Preferences.**

- To reset the selected page to the system default view, click **Clear Preferences** in the Customization menu.

- This option will clear all preferences on the selected page, including color changes, filters, components, and open/close defaults.

NOTE: Remember to sign out using the Exit button ⏻ Exit to save your changes.