From the Office of Health Informatics

# Cerner Millennium
# Activating Future Orders

October 7, 2024

**Patients who present to a Quest Diagnostics draw station for specimen collection may have orders that require additional action for the orders to transmit to Quest.**

## Logging in to PowerChart

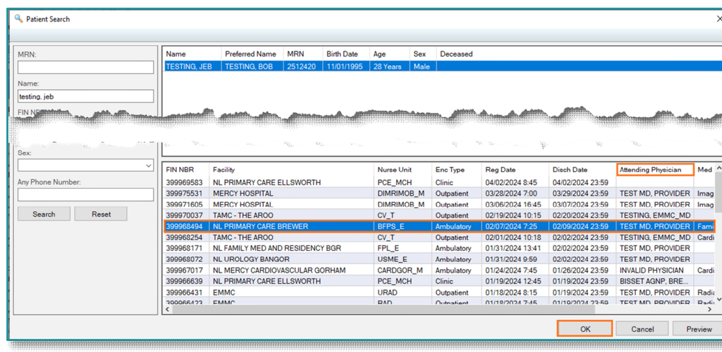

STEP 1: Single-click the **PowerChart** icon.

STEP 2: Enter **username** and **password**, then click **OK.**

## Searching for the Patient

STEP 1: Navigate to the **Patient Search** bar and select the magnifying glass.


STEP 2: In the **Patient Search** window, enter the patient's name and any other demographics necessary.




STEP 3: Locate the correct patient in the **top portion** of the Patient Search window.

NOTE: **This process for searching a patient is dependent on knowing the ordering provider and office location of the provider. Obtain the information from the lab person calling the activation line.**

STEP 4: Locate and select the **most recent** ambulatory practice encounter for the ordering provider in the **bottom portion** of the search window.

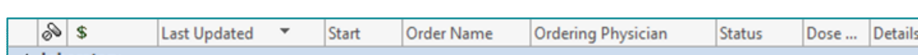
- The encounter can be active or inactive.

NOTE: **If no encounter is found, inform Quest Lab Staff to have the patient contact their provider's office to confirm the ordering provider's location.**

STEP 5: Click **OK** to open the patient chart.

## Reviewing an Order

STEP 1: Navigate to **Orders**.




STEP 2: Locate the applicable order(s).

- Ensure the orders are associated to the **Ordering Physician** and the order status is **Future (On Hold)**. Use the columns, as needed, to filter and locate orders.

STEP 3: Right-click and select **Order Information**.

<u>STEP 4</u>: Within the **Order Information** window, locate the **Routing** field.

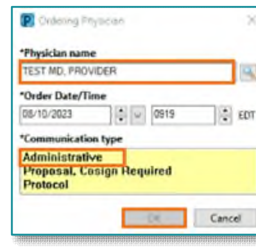
- If the Routing field indicates:
  - Quest: Proceed to Activating the order(s).
  - None: Proceed to modifying the order steps.

<u>STEP 5</u>: Close the window and proceed with next steps.

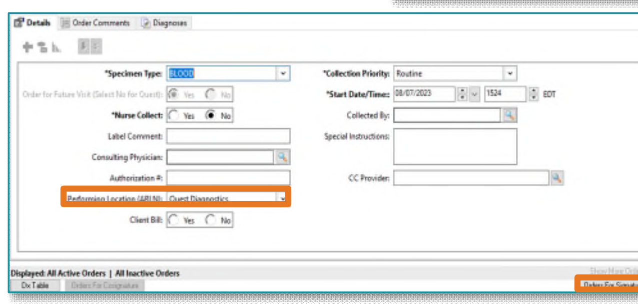
## Modifying an Order - Updating Performing Location

<u>STEP 1</u>: Locate order(s) within the orders profile in the **Future (On Hold) status** for the ordering provider, right-click the order, and select **Modify.**

- If there is more than one order, use the **ctrl key** to select and then left-click and select all the orderables.
- Use the **Ordering Physciain** column to identify and sort the ordering providers alphabetically.




<u>STEP 2</u>: Within the **Ordering Physician** window, enter the **ordering provider's name** and select **Administrative** for the **Communication Type**.



<u>STEP 3</u>: Update the **Performing Location (ARLN)** to reflect **Quest Diagnostics.**

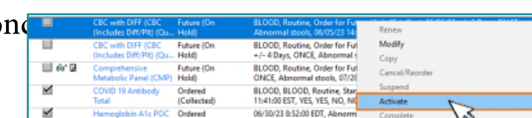
<u>STEP 4</u>: Click **Orders for Signature**.

<u>STEP 5</u>: Click **Sign**.

## Order Activation

<u>STEP 1</u>: Right-click the order(s) and select **Activate**.

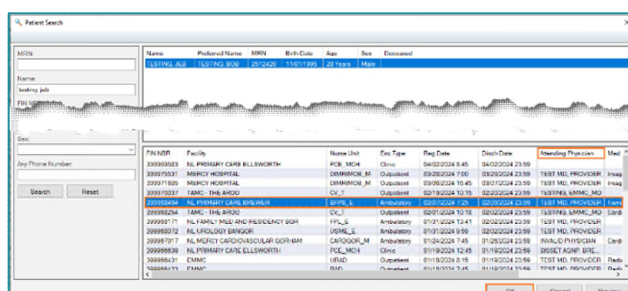
- Use **Ctrl key** and left click to select all the orderable at onc



<u>STEP 2</u>: Click **Orders for Signature**.

<u>STEP 3</u>: Click **Sign**.

➢ **More than One Ordering Provider**



<u>STEP 1</u>: Navigate and select magnifying glass.

<u>STEP 2</u>: Within the **Patient Search** window, enter the patient's name and any other demographics necessary.

<u>STEP 3</u>: Locate the correct patient in the **top portion** of the Patient Search window.

<u>STEP 4</u>: Locate and select the most recent practice encounter for the ordering provider in the bottom portion of the search window.

- The encounter can be active or inactive.

**STEP 5:** Click **OK** to open the patient chart.

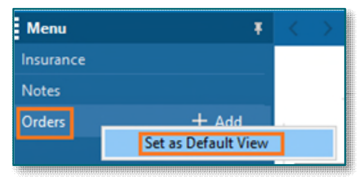
**STEP 6:** Navigate to orders to review and modify, as necessary.

- If needed, follow steps for **Reviewing Orders** and **Modifying an Order**.

**STEP 7:** Click **OK** to open the patient chart.

**NOTE:** **If unable to locate the order, inform the Quest Lab Staff to have patient contact their provider's office to confirm the order(s) has been placed.**

## First Time Preference Settings

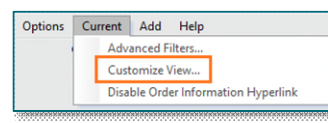



➢ **Default View**

**STEP 1:** Locate **Orders** in the blue menu to the left and right-click.

**STEP 2:** Select **Set as Default View**.

- Next time a patient's chart is entered, it will default open to Orders.



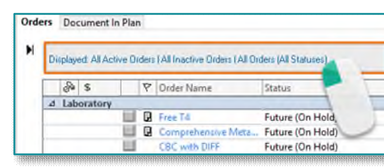

➢ **Adding Columns**

**STEP 1:** Locate **Current** in the top toolbar and select Customize View.

**STEP 2:** Locate **Ordering Provider** within the **Available columns** list and move to ***Selected**, above details.

**STEP 3:** Select OK.

➢ **Order Filters**

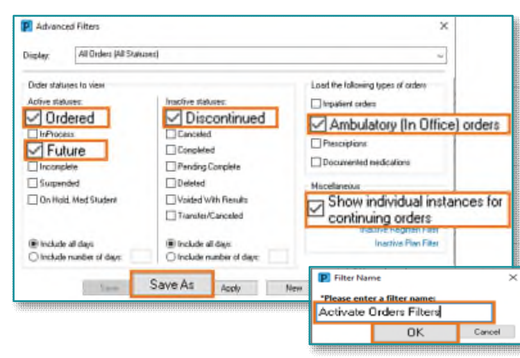



Creating a Custom Orders filter to assist with locating Future orders.

**STEP 1:** Select the light blue Display Order Filters.

**STEP 2:** Unselect ALL Order Statuses **EXCEPT**:

- Ordered
- Future
- Discontinued
- Ambulatory (In Office) orders
- Show individual instances for continuing orders.




**STEP 3:** Select **Save As** and enter **Activation Line** as a Filter Name.

**STEP 4:** Select **Save.**

**NOTE:** **Left-click the column headers to organize the columns in alphabetical order.**