

AR Gould Radiation Oncology is transitioning laboratory, imaging, and referral orders from paper-based processes to electronic ordering in Oracle Cerner (CPOE). The change will standardize workflows, improve order tracking, reduce manual processes, and support more efficient patient care.

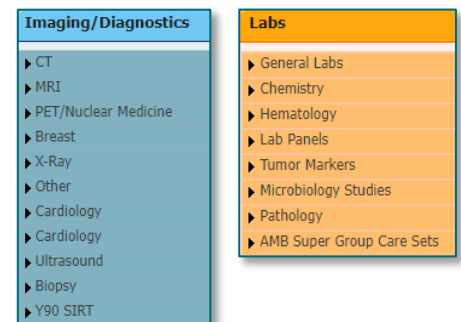
Overview

The following orders will be placed electronically in PowerChart. This can be done via the **Orders** tab on the **Menu** or using the **Oncology Quick Orders MPage**.

- Labs
- Imaging/Diagnostics
- Referral Orders

➤ Quick Orders MPage Overview

- The Oncology Quick Orders MPage is designed to contain the most commonly used orders by oncology providers.
- Components display orders for each category. Each component contains the most commonly used orders.



Placing Orders from the Oncology Quick Orders MPage

STEP 1: Navigate to the appropriate component.

STEP 2: Select an order by clicking the order once.

- This will add the orders to the **Orders for Signature** tray.

NOTE: If an order is not listed in the components, use the New Order Entry component to search for the order.

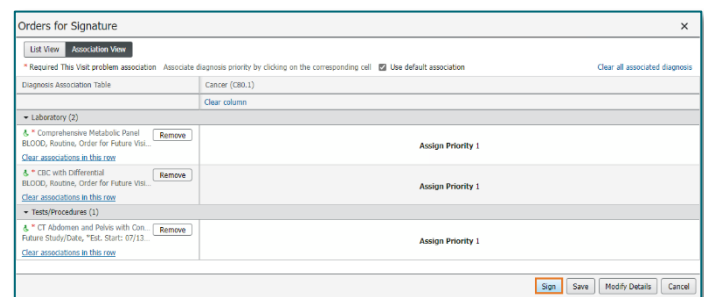
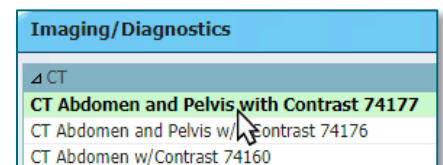
STEP 3: Click the **Orders for Signature** icon 

STEP 4: Associate diagnoses to orders as appropriate by clicking in the column below the diagnosis.

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

STEP 5: Click **Sign**.

NOTE: If an order has required details missing, the orders window will open with a Missing Details icon  next to the order.



STEP 6: Address missing details by clicking the orders and filling in required information in the scratch pad as needed.

- **Required** information will be displayed in **yellow**.

STEP 7: Click **Sign**.

Imaging and Lab Orders

Orders for laboratory and imaging/diagnostic tests to be completed at a later date and/or another location are placed using Future Order functionality in PowerChart. Future Orders remain available until the patient presents for the service.

➤ Orders for Future Visit

- The **Order for Future Visit** field is defaulted to **Yes**. Do **not** change this.
- To change the start time of the order, click the **calendar icon**  and select the desired time frame.

NOTE: For detailed instructions on placing recurring laboratory orders in Oracle Cerner, refer to the [Placing Recurring Lab Orders](#) flyer.

➤ Performed Outside of NLH

- If the patient's labs or imaging tests will be performed outside of the NLH system, select **Yes** in the **PERFORMED OUTSIDE OF EMHS** field.
- Indicate the desired location in the **Special Instructions** field.

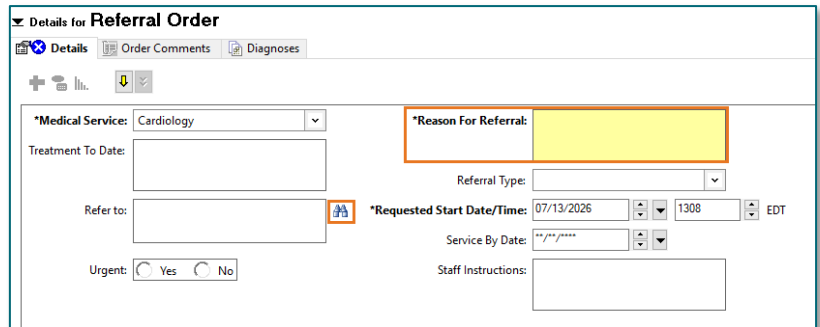
Placing Referral Orders

To place a Referral Order, follow the instructions outlined below.

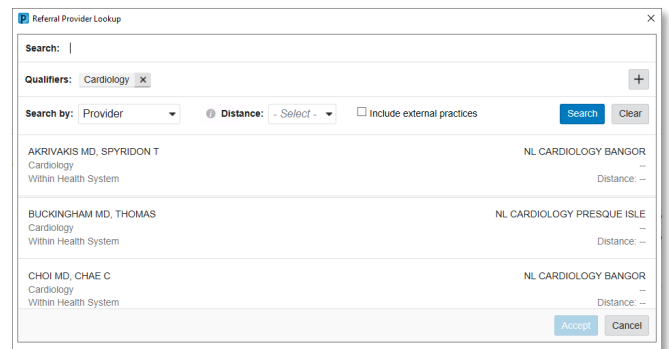
➤ From the Oncology Quick Orders MPage

- Navigate to the **Referrals** component.
 - Select the most appropriate referral order from within the **Referrals** component.
- Click the **Orders for Signature** tray icon in the toolbar 
 - Associate the Referral Order with a diagnosis.
 - Click **Modify**.

- The Orders scratchpad will display.
 - Double-click the Referral Order from the scratch pad.
 - The order details will display in the lower pane.



- Fill in order detail fields as appropriate.
- The **Reason for the Referral** field is a required field.
- In the **Refer To** field, click the binoculars to search for appropriate providers.
 - Search for provider, facility, or specialty in the search field.
 - Qualifiers can be added to the search by clicking the **plus** button.
 - Click to select the desired provider from the search results.
- Click **Accept**.



NOTE: Required fields will display in yellow; however, filling in additional fields will further assist the referral specialist in appropriately processing the referral.

- When all details have been filled in as appropriate, click **Sign**.
- The referral order will populate to the worklist for the referral staff to gather the necessary information to send the referral.