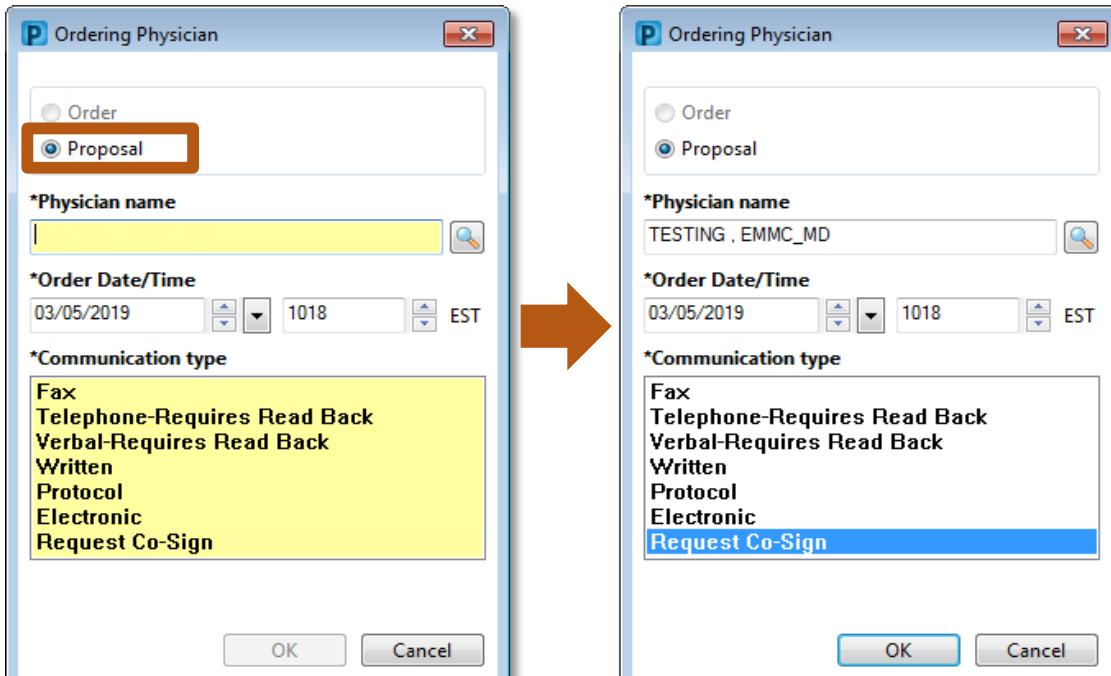


This flyer reviews the process used by medical students with order entry privileges to propose orders and/or prescriptions in the ambulatory setting.

- STEP 1:** Find and select the desired order from the Orders Profile or Quick Orders page.
- STEP 2:** Enter the supervising physician's name into the **Physician Name** field. (The **Proposal** option will be selected automatically at the top of the window. Proposal is only seen in the ambulatory venue.)
- STEP 3:** Choose the **Request Co-Sign** Communication type and click OK.



The image shows two sequential screenshots of a software window titled "Ordering Physician".

- Left Screenshot:** The "Proposal" radio button is selected and highlighted with an orange rectangle. Below it, the "Physician name" field is empty. The "Order Date/Time" is set to 03/05/2019 at 1018 EST. The "Communication type" list includes Fax, Telephone-Requires Read Back, Verbal-Requires Read Back, Written, Protocol, Electronic, and Request Co-Sign.
- Right Screenshot:** The "Physician name" field now contains "TESTING, EMMC_MD". The "Request Co-Sign" option in the "Communication type" list is highlighted with a blue background.

An orange arrow points from the left screenshot to the right screenshot, indicating the progression of the steps.

- STEP 4:** Enter all required clinical details and pertinent diagnosis.
- STEP 5:** Click **Sign**.

NOTE: As with inpatient-type orders, medical student orders in the ambulatory setting are not actionable until they have been signed by the supervising physician. Orders proposed by a medical student are placed in the Pending Proposed Order status and display the blue question mark icon.

