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**This Quick Reference Guide (QRG) demonstrates the Ordering Provider Window.**

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**Navigate the Ordering Provider Window**

➤ From the Ambulatory View Primary Quick Orders screen within the patient's chart:

**STEP 1:** Click the needed order.

**STEP 2:** Click the **Order** or **Proposal** radio button as appropriate.

- Use the **Order** radio button for an order to become active immediately.
- Use the **Proposal** radio button to create an order that is active after the provider signs it electronically from their message center.

**STEP 3:** Click the **Physician** field to type in the ordering physician last name, first name.

**NOTE:** Use the magnifying glass icon to search for a physician's name.

**STEP 4:** Adjust the order date and time as needed using the up and down arrow icons.

**NOTE:** The date and time auto populate to the current date and time.

**STEP 5:** Click the **Communication** type that is needed.

**STEP 6:** Use the **Order** radio button for the following Communication types:

- **Administrative** – Used by office staff when making non-clinical changes to an order.
- **Verbal Required Read Back** – Used by nurses only for active orders in emergency situations where the provider is unable to place orders themselves.
- **Fax** – Used when entering orders that were faxed from an outside provider.
- **Telephone-Requires Read Back** – Used by nurses and needs to be cosigned by the provider.
- **Joint Practice Protocol** – Used when there is a system-wide Joint Practice Protocol. This order does not need to be cosigned. (Please see Review Recommendations lesson for more on Joint Practice Protocol.).
- **Patient Care Protocol** – Use varies practice by practice. A co-signature is required.

**STEP 7:** Use the **Proposal** radio button for the following Communication types:

- **Proposal** – Used when the order is not part of a protocol and is being entered by non-provider staff. Also used when an order does not fit in with any other options.