

This Quick Reference Guide (QRG) demonstrates placing ED orders in Oracle Health (Cerner) Millennium – FirstNet.

### Common Buttons & Icons

	<b>Menu icon</b>
	<b>Orders for Signature icon</b>
	<b>Missing Details icon</b>
	<b>Missing Required Details button</b>
	<b>Chart Refresh icon</b>
	<b>Add button</b>
	<b>Favorites icon</b>

### Color Code Components

➤ From the Quick Orders MPage:

**STEP 1:** Click the **Menu icon** for the desired component. A dropdown menu displays.

**STEP 2:** Click **Color Theme**. A popup of color options display.

**STEP 3:** Make the desired selection.

### Add Orders using the New Order Entry Component

➤ From the Quick Orders MPage:

**STEP 1:** Click the **Search New Order** field.

**STEP 2:** Enter the desired order.

**NOTE:** While typing, a dropdown displays options that match the search criteria.

**STEP 3:** Make the appropriate selection from the list.

### Add and Sign Orders using Components

➤ From the Quick Orders MPage:

**STEP 1:** Select the appropriate orders using the quick order components.

**NOTE:** Selected orders will display with a green highlight.

**STEP 2:** Once all orders have been selected, click the **Orders for Signature** icon. The Orders for Signature window displays.

**STEP 3:** Confirm the orders are correct; then, click **Sign**. The Orders tab displays.

**NOTE:** If an order has the Missing Details icon in the row, use the Missing Required Details button to quickly navigate to the required documentation.

**STEP 4:** With all required documentation entered, click **Sign**.

### **Add Orders using the Orders Page**

➤ From the Quick Orders MPage:

**STEP 1:** Click the **New Order Entry** component header. The Orders page displays.

**STEP 2:** Click the **Add** button. The Add Order window displays.

**NOTE:** To use departmental favorite folders to find the order, click the **Type** dropdown arrow and select **Prescriptions**.

**STEP 3:** Click the **Search** field.

**STEP 4:** Enter the order. Then, select the appropriate order from the results.

**NOTE:** Selected orders will display in blue.

**STEP 5:** When finished adding orders, click **Done**.

### **Modify an Order**

➤ From the Orders page:

**STEP 1:** Right-click the appropriate order. A dropdown menu displays.

**STEP 2:** Click **Modify**. The Details pane for the order displays.

**STEP 3:** Make the necessary changes. Then, click **Orders For Signature**.

**STEP 4:** Click **Sign**.

**NOTE:** It is best practice to refresh the chart after signing orders to confirm they are in the appropriate status.

### **Remove an Order**

➤ From the Orders page:

**STEP 1:** Right-click the appropriate order. A dropdown menu displays.

**STEP 2:** Click **Remove**.

### **Add an Order to Favorites**

➤ From the Orders page:

**STEP 1:** Right-click the desired order. A dropdown menu displays.

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**STEP 2:** Click **Add To Favorites**. The Add Favorite window displays.

**STEP 3:** Select the appropriate folder to add the order.

**NOTE:** **Create a new folder from the window by clicking the New Folder button.**

**STEP 4:** Click **OK**.

### **Add Orders using Order Favorites**

➤ **From the Orders page:**

**STEP 1:** Click the **Add** button. The Add Order window displays.

**STEP 2:** Click the **Favorites** icon. The Favorites folders display.

**STEP 3:** Click the desired folder; then, select the order.

**NOTE:** **Selected orders will display in blue.**

**STEP 4:** When finished adding orders, click **Done**. The Details pane for the order displays.

**STEP 5:** Confirm all details are complete and accurate; then, click **Sign**.

### **Organize Favorites**

➤ **From the Orders page:**

**STEP 1:** Click the **Add** button. The Add Order window displays.

**STEP 2:** Click the **Favorites** dropdown arrow.

**STEP 3:** Click **Organize Favorites**. The Organize Favorites window displays.

**NOTE:** **From this window, the following can be done:**

- Create a new folder using the button.
- Rename a folder using the button.
- Move an order to a different folder using the button.
- Delete an order or folder from favorites using the button.
- Reorganize the order of folders or orders using the arrow icons.
- View order details by selecting the order.

**STEP 4:** Click **Close** to save any changes.