From the Office of Clinical Informatics

Quick Reference Guide (QRG) Manage and Review Patient Orders

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This Quick Reference Guide (QRG) demonstrates how to manage and review patient orders in Enterprise Imaging.

Manage and Review Patient Orders

➢ From the Task List – To do screen:

NOTE: **STAT! orders are indicated by the color red and are the highest priority orders. Urgent orders are the next highest priority and are indicated by the color orange.**

Be sure the Assigned to me check box is always selected to be quickly alerted to the orders that have been assigned.

Remember, hover to discover the name or function of an icon.

STEP 1: Click the **Search** icon.

- The Search screen displays.

STEP 2: Search for the patient using two identifiers to verify the correct patient; then click **Search**.

- Results matching search criteria display below.

STEP 3: Double-click a study to open it.

- The study displays. (If viewing on a one monitor setup, the **Text area** screen displays by default. Use the **Image area** icon to view the attached images.)

NOTE: **The Report tab is the text page of the patient's study which provides information such as the patient's name, date of birth, MRN, type of exam, findings from the radiologist, and other pertinent information about the study.**

- **The Eyeball icon indicates there are images to view that are attached to the study. Once reviewed, close the images and return to the Report, the Eyeball icon will no longer display.**
- **The icon indicates the study is an active study.**
- **The Report icon indicates there is a report attached to the study.**

STEP 4: Click the orders tab to view the order details. (The name of the order on the tab will differ.)

XR CHEST 2 VIEWS

NOTE: **The order details screen displays information such as the reason for the study, any clinical information, procedure plan, order priority, modality, Accession number, comments, and other pertinent information.**

Add a Technologist's Comment

NOTE: **Technologist's comments allow the Imaging staff to document a descriptive message regarding the patient or exam that is visible within the EI system.**

- **From the orders tab of the study:**

STEP 1: Click the **Technologist's comments plus** icon.

- A New comment window displays.

STEP 2: Enter comment; then click OK.

- A drop-down menu prompts to save the comment as Public or Private.

STEP 3: Click **Public**.

NOTE: **Always select the Public option.**

- **A one now displays to indicate there is one Technologist's comment and the comment displays below.**

Add a Study Comment

NOTE: **Study comments are used by radiologists to communicate with technologists and other staff about the study.**

- **From the orders tab of the study:**

STEP 1: Click the **Study comment plus** icon.

- A New comment window displays.

STEP 2: Enter comment; then click **OK**.

- A drop-down menu prompts to save the comment as Public or Private.

STEP 3: Click **Public**.

NOTE: **Always select the Public option.**

- **A one now displays to indicate there is one Study comment and the comment displays below**