

This Quick Reference Guide (QRG) demonstrates the workflow for ordering exams.

Common Buttons & Icons

	Department Order Entry icon
	Magnifying Glass icon
	Calendar arrow icon
	Small arrows icon
	Release icon
	Filter icon
	As of Refresh button
	Cancel Exam icon
	Activate Future Orders icon
	Online Worklist icon

Set the Orderable Filter

NOTE: This should only need to be done the first time logging in, unless it needs to be changed.

➤ From the Appbar:

STEP 1: Click the **Department Order Entry** icon in the Appbar.

STEP 2: Click **View** in the menu bar.

STEP 3: Click the **Orderable Filter** right arrow.

STEP 4: Click **Imaging Services**.

Search for and Select a Patient

➤ From the Department Order Entry – Order Entry page:

STEP 1: Click the **Person Name Magnifying Glass** icon.

STEP 2: Enter the information within the respective field based on how to run the desired search.

NOTE: When searching by name, use the last name, first name format.

STEP 3: Click **Search**.

NOTE: When results display, if unsure if it is the correct patient, speak to registration.

STEP 4: Click the correct patient name from the top pane.

STEP 5: Click the correct encounter from the bottom pane.

Search for the Exam

➤ From the Department Order Entry – Order Entry page:

STEP 1: Click the **Orderable** field.

STEP 2: Type the first couple of letters for the exam that is needed.

NOTE: If the search returns too many results, enter more letters of the needed exam.

STEP 3: Click the **Orderable Magnifying Glass** icon.

NOTE: If a different exam is needed:

- Click the **Find** field and delete the current search.
- Enter the new search.
- Click **Search**.

STEP 4: Click the correct exam.

STEP 5: Click **OK**.

Document Order Details

➤ From the Department Order Entry – Order Entry page:

STEP 1: Review that the needed order is in the **Orderable** field and accurate.

NOTE: Fields with a red asterisk are required for documentation. Additional information should be documented as appropriate.

STEP 2: Click the **Clinical** (Signs/Symptoms/Duration) field.

STEP 3: Enter the needed documentation, using the **Magnifying Glass** icon to search as needed.

STEP 4: Document the **Start Date/Time** information for the time of service.

NOTE: Do this using one of the following methods:

- Clicking and typing the information into the field.
- Use the small up and down arrows to alter the date going one day at a time; or the time minute by minute.
- Use the large down arrow to open a calendar.

STEP 5: Click the **Priority** dropdown arrow.

STEP 6: Click the appropriate **Priority**.

STEP 7: Click the **Special Instructions** field and free text information as needed.

STEP 8: Click the **Consulting Physician** field to add as needed.

NOTE: Use the **Magnifying Glass** icon to search for names if needed.

STEP 9: Press **Enter** to move the Consulting Physician name to the field below and add more as needed.

NOTE: Up to three Consulting Physicians can be added.

STEP 10: Click the **Packet Routing** down arrow.

STEP 11: Click the appropriate selection.

NOTE: Packet Routing tells the system where to route the procedures to, the current work location.

STEP 12: Document **Read Back** clicking the dropdown arrow.

NOTE: This is required when there is a verbal order, otherwise it is optional.

STEP 13: Review the Ordering Physician and update as needed.

NOTE: This information defaults from registration and may not be accurate.

STEP 14: Update the Order Date/Time field as needed.

STEP 15: Click the **Order Communication Type** dropdown arrow.

STEP 16: Select the appropriate type.

STEP 17: Click **Submit**.

Release Duplicate Orders

When a patient has multiple orders for the same exam and date, it will display in yellow.

➤ **From the Department Order Entry – Order Entry page:**

STEP 1: Click the **Release** icon at the top of the page.

STEP 2: Review orders in the Review Duplicate Orderables window.

STEP 3: Click **OK** if both orders are needed.

NOTE: Click **Cancel** to edit.

STEP 4: Review the bottom pane to ensure the needed order is listed as submitted.

Ordering Subsequent Images

➤ From the Department Order Entry – Order Entry page:

- STEP 1:** Click the **Orderable** field.
- STEP 2:** Begin to enter the name of the image needed.
- STEP 3:** Click the **Magnifying Glass** icon to run a search.
- STEP 4:** Click the correct orderable.
- STEP 5:** Click **OK**.
- STEP 6:** Document the Orderable details as outlined above.

Search for a Consulting or Ordering Physician

➤ From the Department Order Entry – Order Entry page:

- STEP 1:** Click the **Ordering Physician** or Consulting Physician (Name) field.
- STEP 2:** Enter the last name and, if known, the first name.
- STEP 3:** Set filters appropriately clicking the appropriate Filter icon or checkbox.
- NOTE:** It is best practice not to limit by organization.
- STEP 4:** Click **Search**.
- STEP 5:** Click the correct name from the results.
- STEP 6:** Click **OK**.

Replace an Exam Order

➤ From the Appbar:

- STEP 1:** Click the **Online Worklist** icon in the Appbar.
- STEP 2:** Filter for the Medical Imaging department.
- NOTE:** If not already set, refer to the Set Orderable Filter section of this guide.
- STEP 3:** Right-click the patient's name for the order that needs to be replaced.
- STEP 4:** Click **Replace**.
- STEP 5:** Click the **Show all procedures** checkbox for the widest search.
- STEP 6:** Click the **Replace with** field.
- STEP 7:** Type the name of the new exam.
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STEP 8: Press **Enter**.

STEP 9: Click the new exam.

NOTE: If needed, scroll down the results to find the needed exam.

STEP 10: Review the Ordering Physician information for accuracy.

NOTE: Enter the correct information using the Magnifying Glass icon to search for the correct Ordering Physician if needed.

STEP 11: Click **OK**.

STEP 12: Click **Yes** in the warning pop-up to move forward with replacing the exam.

STEP 13: Click **OK** in the acknowledgement window for the new accession number.

STEP 14: Click the **As of Refresh** button to refresh the screen.

STEP 15: Scroll right at the Online Worklist to review that the initial exam's Exam Status says replaced, and Report Status says Canceled.

Cancel an Exam Order

➤ **From the Appbar:**

STEP 1: Click the **Online Worklist** icon in the Appbar.

STEP 2: Filter for the correct patient.

STEP 3: Right-click the order for the patient that needs to be cancelled.

STEP 4: Click **Exam Management**.

STEP 5: Click the **Cancel Exam** icon.

STEP 6: Enter the correct Cancel Date/Time.

NOTE: Current time/date defaults in. Use the arrows to alter the information, or click the field, and type in the information.

STEP 7: Click the **Cancel Reason** dropdown arrow.

STEP 8: Click the appropriate cancel reason.

STEP 9: Update the Cancelling Physician using the Magnifying Glass icon as needed.

STEP 10: Click the **Communication type** dropdown arrow as needed.

NOTE: This information defaults in assuming there was an original written order for the exam.

STEP 11: Click the appropriate Communication type.

STEP 12: Click the **Cancel DT/TM** to update as needed.

NOTE: This is the time of the cancellation.

STEP 13: Click the **Cancel Comment** field as needed to enter a free text comment.

STEP 14: Click **OK**.

STEP 15: Click **Exit**.

STEP 16: Scroll right at the Online Worklist to review that the exam is listed as cancelled in the Status column.

Activate a Future Order

➤ From the Appbar:

STEP 1: Click the **Department Order Entry** icon in the Appbar.

STEP 2: Click the **Activate Future Orders** icon.

STEP 3: Click the **Person name Magnifying Glass** icon.

STEP 4: Use one of the Search items to search for the patient.

NOTE: If using the Name option, enter using the last name, first name format.

STEP 5: Click **Search**.

STEP 6: Click to select the name of the patient from the top pane.

NOTE: When results display, if unsure if it is the correct patient, speak to registration.

STEP 7: Click to select the appropriate encounter for the patient from the bottom pane.

STEP 8: Click **OK**.

STEP 9: Set the Look Back (Overdue) field to 30 months as best practice.

STEP 10: Set the Look Forward (Overdue) field to 30 months as best practice.

STEP 11: Click the **Radiology** tab.

STEP 12: Review the future orders information.

STEP 13: Click the desired order to activate.

STEP 14: Click **Activate**.

STEP 15: Click the order that is being activated in the Orderable column.

NOTE: It is important to click one order at a time. Clicking it multiple times will cause the order to open and close again.

STEP 16: Document required information as indicated by the red asterisk.

STEP 17: Document additional information as appropriate.

STEP 18: Click **Submit**.