

Order Tip Sheet

Edit Current Orders

Edit a Single Order

1. Hover over the current status.
2. Click to select the type of action needed (e.g. Complete, Review, Stop)



Edit Multiple Orders

Hold/Resume

Use when a med needs to be on hold for a certain period of time and then resumed at a certain time.

1. Select **Hold/Resume** and select the order
2. Enter Hold date and time and Resume date and time.
3. Click **Save** to save selection. The order will queue to sign.

azepam [Ativan ... 0.5 mg PO/SL BEDTIME PRN Carriere, Robin 04/06/19 14:36 Hold (FH)

Renew

Use this to renew an order that is about to expire.

1. Select **Renew** and checkmark the desired order.
2. Click OK (checkmark) and order will queue to submit

Note: You can also renew from Work-

Review

Use to review and accept multiple orders at the same time. Ordering provider will not be changed but the reviewing provider will display in the order audit.

1. Select **Review** and check off the orders to review.
2. Click OK (checkmark) and the orders will queue to submit.

Stop/Cancel

Use to stop an order that is no longer required

1. Select **Stop/Cancel** and select the order(s)
2. Click OK (checkmark)
3. Enter stop time and reason
4. Click **Save** and order will queue to sign

Viewing Current and Historical Orders

- Select **CURRENT** to view current orders
- Click the drop down arrow and choose **Historical** to view all historical orders.
- Use the date fields to change the timeframe displaying

From/Thru: 01/06/20 00:00 PDT - 08/06/20 23:59 PDT

Placing New Orders

1. Click the **ENTER** tab
2. Select Favorites, Order or Sets
3. Find the order, medication, or order set required.

Note: Click the to add the order to your favor-

4. Select the order. The number beside Submit will update to reflect the current number of queued orders.
5. Continue to search for and select orders as needed.
6. Click
7. Complete all order edits. Missing fields are highlighted in red.
8. Click to go to the Order Summary screen.
9. To submit orders, click and enter PIN.

Handling Conflicts

A conflicts flag **Conflicts** will appear in the Reference Region when there is a conflict. Conflicts will need to be addressed before submitting orders.

Manage Conflicts

- Click **Conflicts**
- To continue with the order, click and select from the list of Override Comments.
- To remove the order, click and select from the list of Erase Comments.