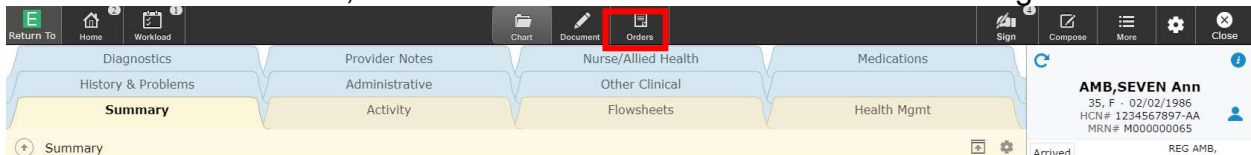


# CARE4 MODULE NAME: Creating an Order on a Patient in the Ambulatory Module

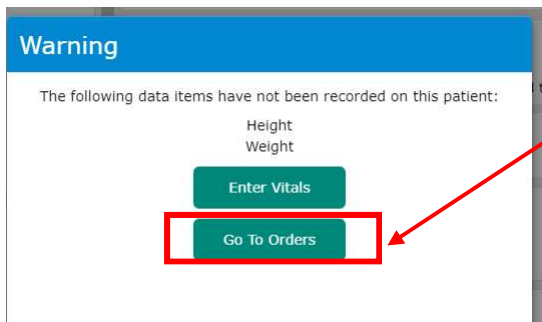
- You first select the patient.

Time*	General Surgeons Providers	01/01/1955	66 M	Arrived
9:30	Care4-Cgmh, Maverick1 Carpal Tunnel Procedure [Arrival 08:45]	01/01/1955	66 M	Arrived
9:30	Unavailable Akinyele,Adedapo			
10:00	Care4-Cgmh, Maverick2 Carpale Tunnel Release	02/02/1955	66 M	Booked
10:00	Unavailable Akinyele,Adedapo			
13:00	AMB, SEVEN Ann test orders [Arrival 08:46]	02/02/1986	35 F	Arrived
13:00	Unavailable Lis, Michael Patrick			

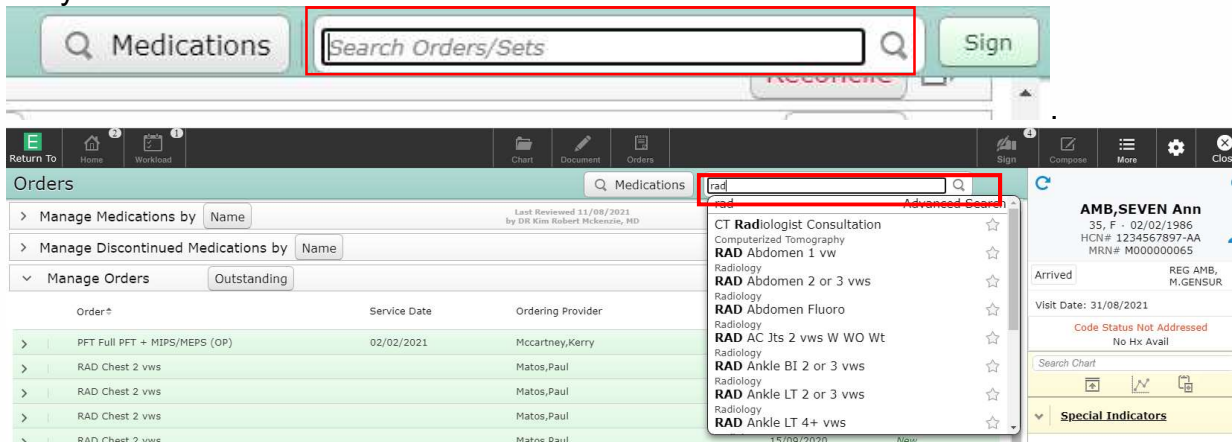
- Once in the chart, select orders from the middle of the black navigation bar.



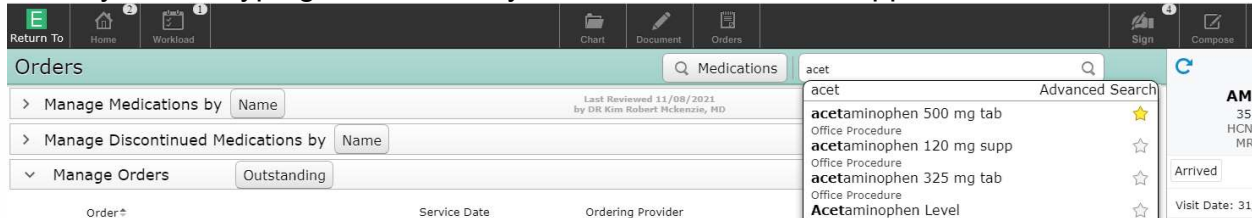
A warning comes up if Vitals and Height and Weight have not been entered. Select go to orders if this is not relevant.



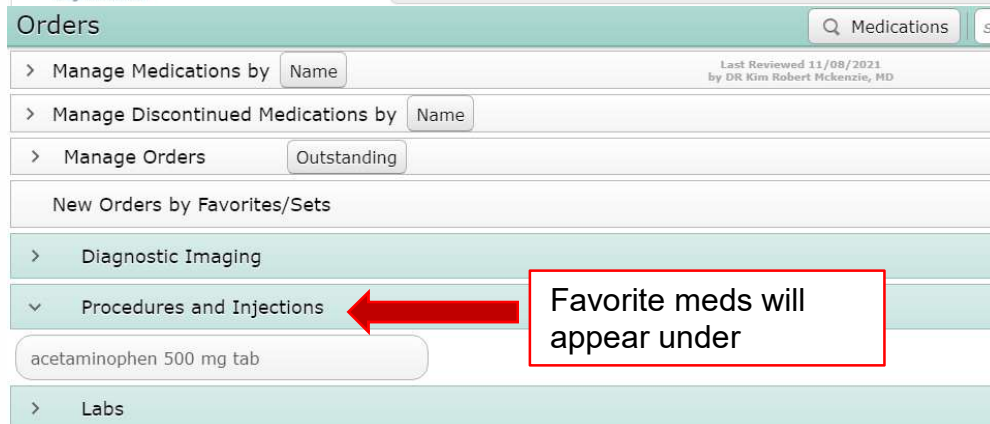
You then will use the **“Search Orders/Sets”** bar to look for the order you need, RAD for an Xray, type in the medication name that you want administered by nursing or allied health for medication administration, US for ultrasound or CT for CT scan then choose body location



You will notice the stars beside the orders, this is used to show your favorite orders. When you start typing an order the yellow starred orders will appear first on the list.



To choose your favorites, you need to select the order and then when editing the order click on the star to turn it yellow. This order will now be saved as a favorite and will appear first when you do a search. It will be in the favorite's bars at the bottom of the screen.



Favorite meds will appear under

If there is a little red \* this indicates that there is information to fill out on this order. Press on the > on the left side of the order to expand and see what needs to be filled out.



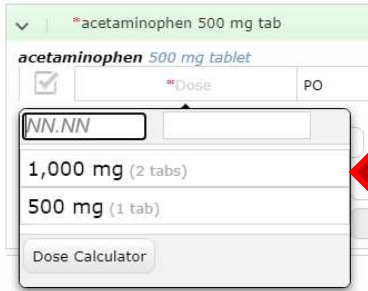
### Medication Administration Orders

**\*Note this Medication order is for administration in the clinic not prescriptions\***



As long as the medication has been associated with the clinic, the location will fill in automatically, and service date will auto fill for Medication Administration to “Today’s” date.

The “Qty” field will fill in automatically when you enter the “Dose” field. You can click on the “Dose” field and a drop down will appear with the available doses for that medication. Choose your dose from the list provided by the drop down.



When you have completed entering your orders, you can then click on the green sign button on the upper right of the green navigation bar. **(DO NOT click the Black Sign Button to sign off orders this will take you to your sign que)**

A summary of the orders placed will appear asking for your *PIN* then you can hit sign again.



These orders have now been placed.

## DI or X-ray orders

You will search under the “Search Orders/Sets” for RAD.... Or body part that the X-ray is needed for. US for ultrasound or CT for CT scan then body part.

The screenshot shows a search dropdown menu for 'rad' with the following items:

- RAD Wrist + Scaphoid BI Radiology
- RAD Wrist + Scaphoid LT Radiology
- RAD Wrist + Scaphoid RT Radiology
- CT Radiologist Consultation Radiology
- Computerized Tomography Radiology
- RAD Abdomen 1 vw Radiology
- RAD Abdomen 2 or 3 vws Radiology
- RAD Abdomen Fluoro Radiology
- RAD AC Jts 2 vws W WO Wt Radiology

The main form is for 'RAD Wrist + Scaphoid LT' with the following fields and annotations:

- \*Frequency: Routine (boxed)
- \*Location: Diagnostic Imaging (boxed)
- \*Service Date: 31/08/2021 (boxed)
- Provider: Mccartney,Kerry
- \*Relevant Clinical Information: ? # (boxed)
- Patient Pregnant?: Yes No
- Comment: (empty)
- Portable?: No
- \*\*\* Radiology MUST be called if STAT or PORTABLE. \*\*\*
- Problem: (empty)
- Diagnosis Code: (empty)
- CC Provider: (empty)

Annotations:

- Red box around 'Diagnostic Imaging' with text: 'Location should fill in'
- Red box around '31/08/2021' with text: 'Can put a "t" in the Service date to prompt'

When complete with all your orders you can then click on the green sign button on the upper right of the green navigation bar. **(DO NOT click the Black Sign Button to sign off orders this will take you to your sign que)**

A summary of the orders placed will appear asking for your *PIN* then you can hit sign again.

The screenshot shows an 'Order Summary' screen with the following details:

- Order Summary: AMB,SEVEN Ann 35 F 02/02/1986, 201 Georgian Drive Barrie, ON L4M 6K2 (999)999-9999, Allergy/Adv: Penicillins, strawberry, [work]
- Outstanding Orders table:

Outstanding Orders	Order Date	Location	Service Date	Problem	CC	Status	Action
acetaminophen 500 mg tab	31/08/2021	General Surgery	Today			New	Submit

Annotations:

- Red box around 'Hit' button with text: 'Hit'
- Red box around 'Sign' button with text: 'Sign'
- Red box around 'Enter PIN' dialog box with text: 'Enter PIN then Click sign or hit enter key to complete signing'

## Lab orders

Thyroid Stimulating Hormone 27/08/2021 Mccartney,Kerry 27/08/2021 Active

\*Frequency Routine \*Location Laboratory-Baseament \*Service Date 27/08/2021

Provider Mccartney,Kerry

\*Specimen Send patient for collection

Problem

Diagnosis Code

CC Provider

Location should fill in

When complete will all your orders you can then click on the green sign button on the upper right of the green navigation bar. **(DO NOT click the Black Sign Button to sign off orders this will take you to your sign que)**

A summary of the orders placed will appear asking for your *PIN* then you can hit sign again.

Order Summary

AMB, SEVEN Ann 35 F 02/02/1986  
201 Georgian Drive Barrie, ON L4M 6K2 (999)999-9999  
Allergy/Adv: Penicillins, strawberry, [work]

Hit

Sign

Outstanding Orders	Order Date	Location	Service Date	Problem	CC	Status	Action
acetaminophen 500 mg tab	31/08/2021	General Surgery	Today			New	Submit

Sign Cancel Sign

Enter PIN

Enter PIN then Click sign or hit enter key to complete signing

These orders have now been placed.

## Clinical Home Screen Order Indicators

Medication Administration Orders will display on the home screen as a blue square with an "o" This indicates Office Procedure (Medication administration ordered), which is where you will find the administration documentation for this order.

13:00 **AMB, SEVEN Ann** test orders [Arrival 08:46] 02/02/1986 35 F Arrived 01:14

13:00 Unavailable

o

Diagnostic Imaging Orders will display on the home screen as a blue square with an "x"

13:00 **AMB, SEVEN Ann** test orders [Arrival 08:46] 02/02/1986 35 F Arrived 01:18

13:00 Unavailable

x