Ambulatory Non-Medication and Medication Order Management: Entering and Managing Orders
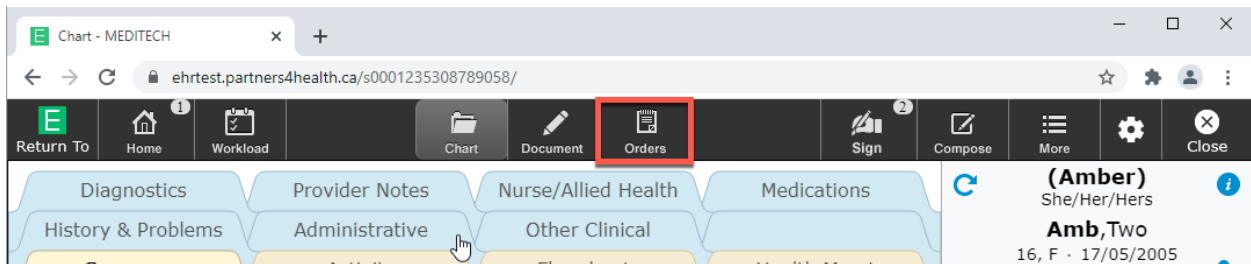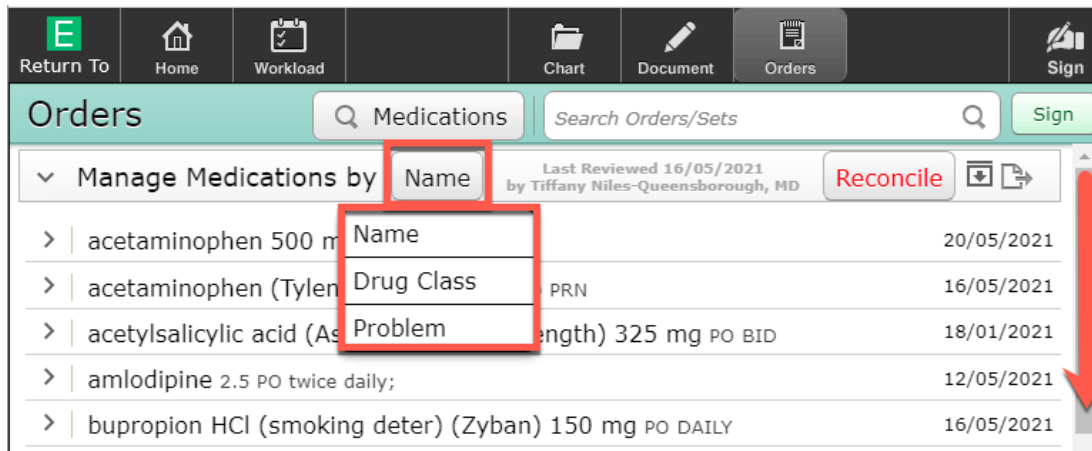## Lab, Diagnostic Imaging, and Medication (Office Procedure) Orders

Overview

This document provides instructions on how to enter non-medication orders using the Web Ambulatory Module.

How to Review Orders and Change the Status of Orders

- Select the Orders button from the Navigation Bar

- The Orders screen will display. The display of orders on the list can be changed using the sort functionality.

- Review the existing orders on the list prior to entering new ones. To manage existing orders, click on the status of the order to change the status.

- **For Non-Providers:** The screen will prompt the "Default Ordering Provider and Source" overlay to allow the input of the ordering provider and order source.

- After saving, the system will request a "Cancel Reason."

- **For Providers:** The status will present the option to cancel however, it will NOT prompt providers to enter the "Cancel Reason."

- Other options to change the status of orders include:
  - For New orders – Remove, Active, and Save As
  - For Active Orders – Cancel or Stop

How to Enter New Orders:

To Enter new orders, select the "Search Orders/Sets" search field and type in an order. There are three types of orders that can be searched for:
- Lab Orders
- Diagnostic Imaging Orders
- Medication Administration Order – to enter medications ordered by an ordering provider to be given to the patient

To Enter a Lab Order:

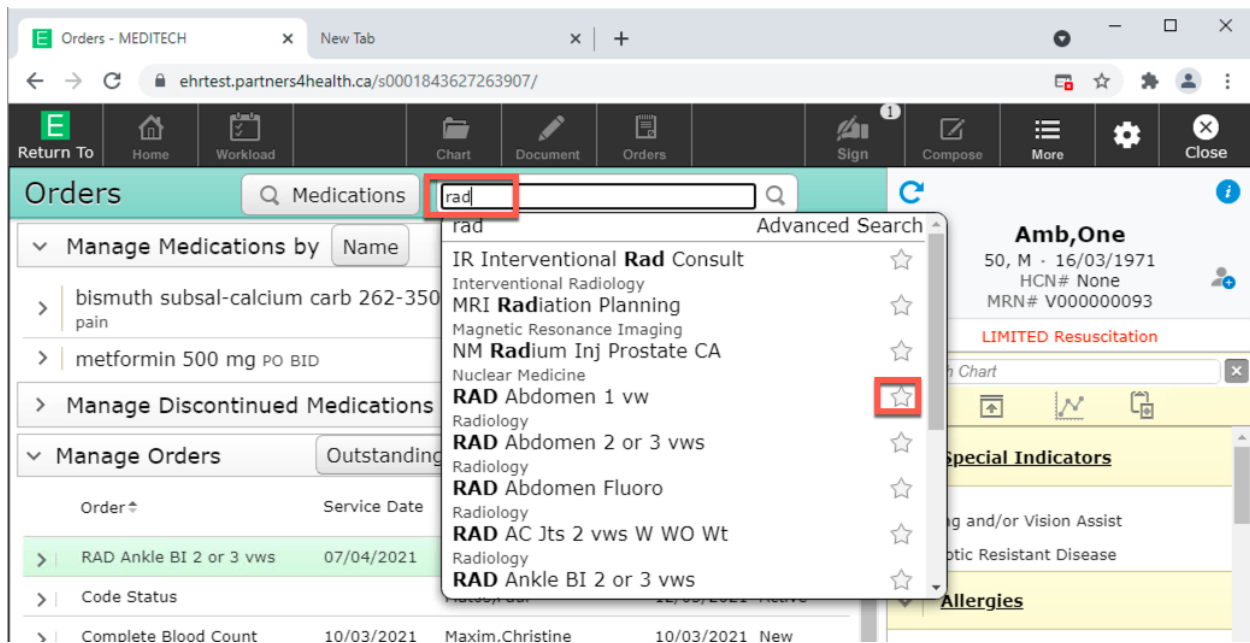Type the order in the search bar.

Enter ordering provider and source, then select "Save"

Enter in order details, select the "Sign" button and then enter the PIN#
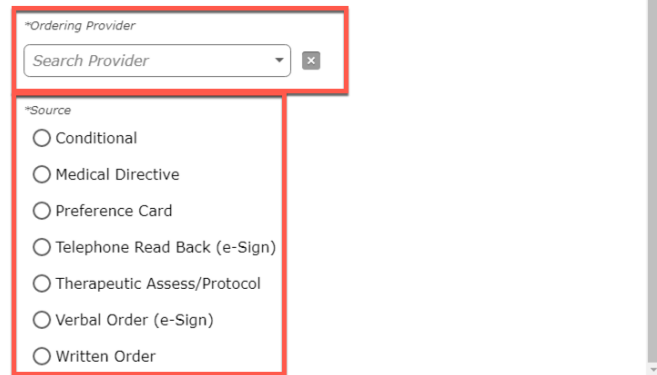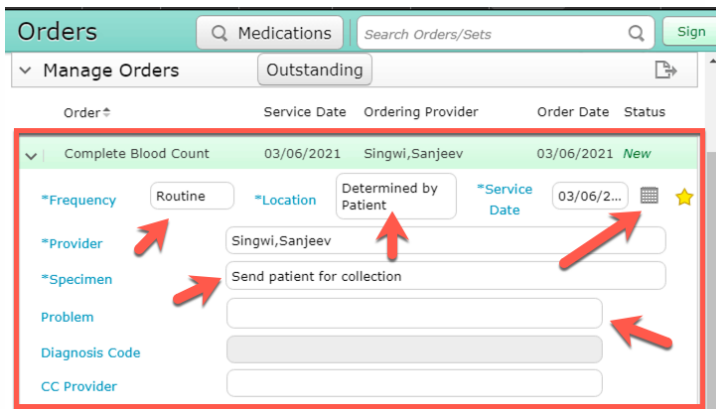
To Enter a DI Order:

Fill in the required fields of the order for technicians to

To Enter a Medication Admin Order:

Search and select for the Medication Admin Order

Select the medication and change any medication details (dose, route, frequency and schedule), a reason for the medication under the reason section with a red asterisk and then then click the sign button after inputting order details.

Input order detail at the bottom of the order screen

Sign the order