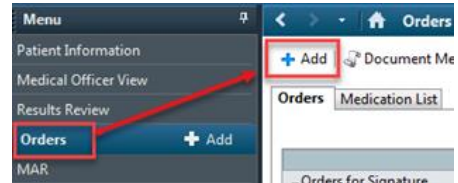




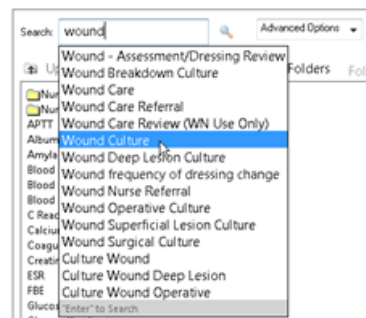
EMR Quick Reference Guide

Orders – Ordering a specimen with Co Sign – Allied Health & CNC

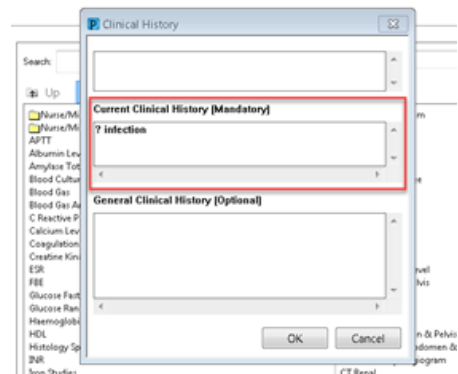
1. From the Table of Contents (**Menu**) select **Orders**, then click on **+Add**



2. **Search** for the required Specimen and Test combination.



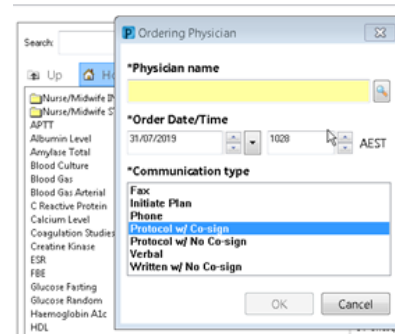
3. Document the **Current Clinical History** (Mandatory field) and click **OK**.



4. Enter the ***Physician name**¹ in the Yellow mandatory field and Select the ***Communication type** as **Protocol w/ Co-sign**². Click **OK**.

Note¹: The Physicians name is located in the blue banner bar.

Note²: A message will be sent to the ordering physician to co-sign the order.



5. Complete the order details including all yellow mandatory fields. Click **Sign** and enter your password.
6. The Specimen order will be dispatched for collection.

The screenshot shows a web-based interface for entering a specimen order. At the top, there is a search bar and navigation tabs for 'Advanced Options' and 'Type' (set to 'Specimen'). Below this, a breadcrumb trail shows the path: 'Orders by Signature' > 'Order Name' > 'Status' > 'Start' > 'Details'. The main header identifies the patient as 'S CHILDREN'S W/ RSD: B93 Floor:PEX4812291 Admit: 22/07/2019 13:52' and the order as 'Culture Wound (Wound Culture)' with a status of '2020' and a collect now time of '31/07/2019 10:28 AEST, DNCL only'. The 'Details for Culture Wound (Wound Culture)' section includes tabs for 'Details', 'Order Comments', and 'Diagnoses'. The form contains the following fields:

- *Collection Priority:** A dropdown menu set to 'Collect Now'.
- *Body site:** A dropdown menu.
- *Add On (Print Requirement):** Radio buttons for 'Yes' and 'No', with 'No' selected.
- *Clinician Callback number:** A text input field highlighted in yellow.
- Copy Results to DR1:** A text input field.
- Copy Results to DR2:** A text input field.
- *Specimen type:** A dropdown menu highlighted in yellow.
- Suspected Pathogene:** A dropdown menu.
- *Collection Date/Time:** A date and time picker set to '31-07-2019 10:28 AEST'.
- *Special Instructions/Clinical Note:** A text area highlighted in yellow.
- Copy Results to DR2:** A text input field.

At the bottom left, there is a link for 'Missing Repeat Details' and a 'Go Back' button. At the bottom right, there is a 'Sign' button.