



## EMR Quick Reference Guide

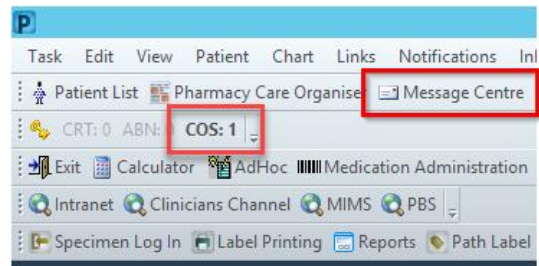
### Orders - Co-signing Medical Student Order Proposals

When medical students propose pathology or imaging orders a doctor **MUST** be nominated to co-sign the order. If the order is not co-signed the order will not be acted upon.

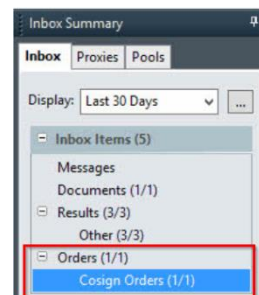
**It is your responsibility to ensure proposed orders have appropriate and correct information and that investigations ordered (including imaging) are appropriate for the patient**

1. When a medical student proposes an order, they will nominate a doctor to co-sign the order. If you are nominated, this will come up in your **Message Centre**.

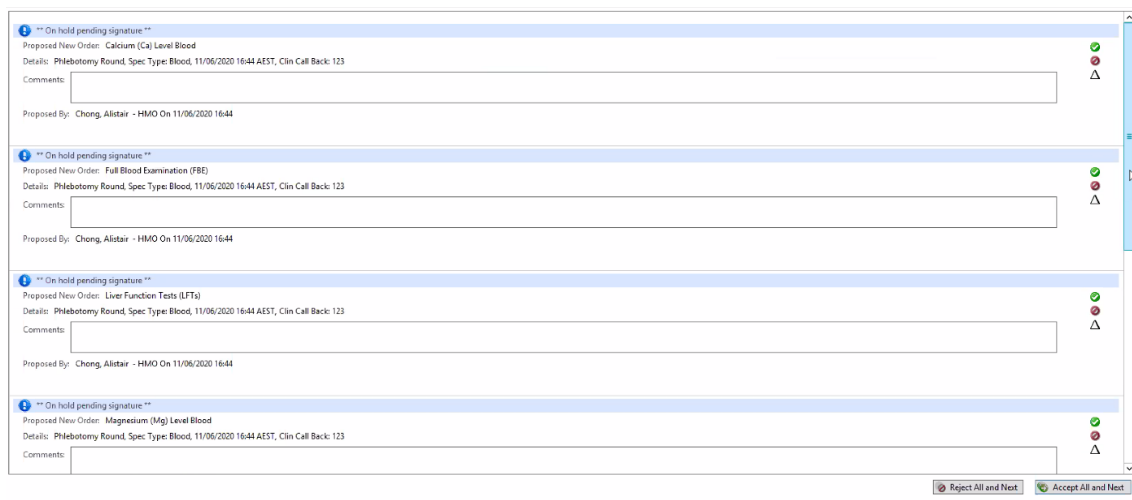
Alternatively, click on the **COS** to go directly to your proposed co-signs.



2. In Message Centre, proposed orders are found under **Orders in Cosign Orders**



3. **Note that all pathology AND imaging will be in the same message. Ensure you thoroughly check orders and confirm the tests and clinical information are correct**



4. You can **modify orders** by clicking on the  $\Delta$  button. This will take you to the order details.



5. **Accept** proposals individually by clicking on the tick and clicking on sign



6. **Reject** proposals individually by clicking on the cancel sign



- Choose a reject reason from the dropdown menu  
OR
- Enter a freetext reason for rejecting the order



- Click on the sign button to sign off the rejection

7. To accept all of the proposals for the patient, click on Accept All and Next

- **IMPORTANT:**  
Clicking accept all will accept all the proposals in the list **EVEN IF** you have clicked on the individual reject button and have not yet signed the reject.
- Vice versa applies for Reject All and Next



## Glossary for Collection Priorities:

<p><b>Collect Now</b> </p> <p>*Collection Priority: <input type="text" value="Collect Now"/> <input type="button" value="v"/></p>	<p>To be collected by doctor/ nurse/ midwife</p> <ul style="list-style-type: none"> <li>• For urgent bloods that cannot wait until next phlebotomy round</li> <li>• Doctor to communicate with nursing staff</li> </ul>
<p><b>Timed Collection</b> </p> <p>*Collection Priority: <input type="text" value="Timed Collection"/> <input type="button" value="v"/></p>	<p>To be collected at a specific time</p> <ul style="list-style-type: none"> <li>• eg. Fasting blood for the next day</li> <li>• eg. Vancomycin level</li> <li>• Doctor to communicate with nurse for handover</li> </ul>
<p><b>Phlebotomy Round</b></p> <p>*Collection Priority: <input type="text" value="Phlebotomy Round"/> <input type="button" value="v"/></p>	<p>To be collected by phlebotomist on their next round</p> <ul style="list-style-type: none"> <li>• For morning or afternoon rounds</li> <li>• Phlebotomist to communicate with nurse if unable to collect</li> </ul> <p>To order:</p> <ul style="list-style-type: none"> <li>• Select appropriate date</li> <li>• Select 12pm to specify afternoon round</li> <li>• If the phlebotomy round has finished, outstanding tasks may be completed by nursing or medical staff</li> <li>• <u>You can now add to the same-day path round after 6:30am</u></li> </ul>
<p><b>Add On</b></p> <p>*Collection Priority: <input type="text" value="Phlebotomy Round"/> <input type="button" value="v"/></p> <p>*ADD ON (If Yes, Print Requisition): <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>*Clinician Callback number: <input type="text" value="555"/></p>	<p>Click the YES button then <u>print and fax requisition</u> to Pathology lab</p> <ul style="list-style-type: none"> <li>• Note that the collection priority field is now irrelevant for Add On</li> </ul>