



EMR Quick Reference Guide

Orders - Medical Student Proposing Pathology and Imaging Orders

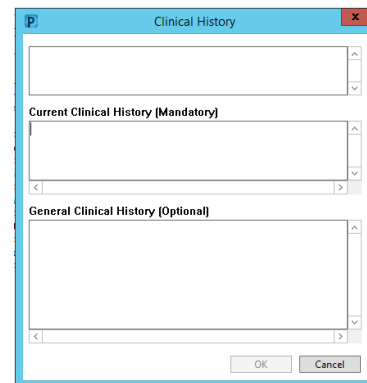
When you order pathology or imaging you MUST nominate a doctor to co-sign the order. If the order is not co-signed the order will not be acted upon.

It is your responsibility to ensure a doctor signs your proposed orders.

1. Click on **+Add** next to **Orders** in the Table of Contents (TOC) menu.

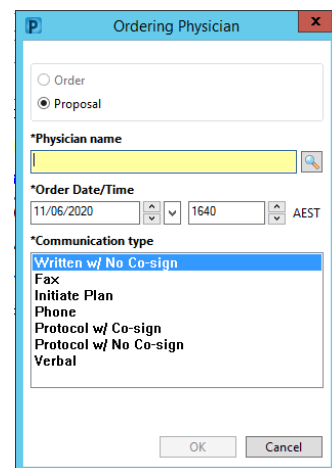


1. Type the name of the pathology order into the search field and select the appropriate test from the list
2. The Clinical History window displays. Type the reason for the test into the Current Clinical History (Mandatory) window. Click **OK**



3. The Ordering Physician window then displays. Enter the name of the doctor you have nominated to co-sign your orders. Then select **Student Proposal**

- If you wish to change the nominated doctor, you can right click the order in the orders tab before signing off then click on Ordering Physician



4. Enter the appropriate information on the order including **Collection Priority, Time and Date**, and if the order is an **Add On**.

Yellow fields are mandatory.



- Click on **sign** to sign off your order
- The order status will show as Processing in the orders tab. Refresh the page and it will update to **Proposal**
- You must then ask your nominated doctor to sign your orders. These requests will appear in their message centre.

<input type="checkbox"/>		Liver Function Tests (LFTs)	Proposal
<input type="checkbox"/>		C-Reactive Protein (CRP) Blood	Proposal
<input type="checkbox"/>		Urea, Electrolytes and Creatinine (UEC)	Proposal

- Once they have been accepted and co-signed, orders will appear as **Ordered (Scheduled)** (if they have been planned for a future date/time) or **Ordered (Dispatched)** (if order is for now)

<input checked="" type="checkbox"/>	Full Blood Examination (FBE)	Ordered (Scheduled)
<input checked="" type="checkbox"/>	Full Blood Examination (FBE)	Ordered (Dispatched)

- You will be notified if your proposal has been rejected. This can be found in the Message Centre under Receipts

Message Centre

Notify Receipts (0/6)

WHS Test, Review
Allergies: No Known Allergies
Alerts: Not Recorded

- **Rejected****
Proposed New Order: Urea, Electrolytes and Creatinine (UEC)
Proposed Details: Phlebotomy Round, Spec Type: Blood, 11/06/2020 16:55
Proposed By: [Name]
Reviewed By: [Name]
- **Rejected****
Proposed New Order: Phosphate (PO4) Level Blood
Proposed Details: Phlebotomy Round, Spec Type: Blood, 13/06/2020 06:00
Proposed By: [Name]
Reviewed By: [Name]
- **Rejected****
Proposed New Order: Liver Function Tests (LFTs)
Proposed Details: Phlebotomy Round, Spec Type: Blood, 13/06/2020 06:00
Proposed By: [Name]
Reviewed By: [Name]



Withdrawing a proposed order

- Click on the orders tab to find your order
- Right click on the order you wish to withdraw and click on **Withdraw**
- The order will then disappear from the orders tab

Full Blood Examination (FBE)
Urea, Electrolytes and Creatinine
Pharmacy Daily Chart Review

- Add/Modify Compliance
- Withdraw**
- Reference Information...
- Advanced Filters...
- Disable Order Information Hyperlink

Glossary for Collection Priorities:

<p>Collect Now </p> <p>*Collection Priority: <input type="text" value="Collect Now"/></p>	<p>To be collected by doctor/ nurse/ midwife</p> <ul style="list-style-type: none"> For urgent bloods that cannot wait until next phlebotomy round Doctor to communicate with nursing staff
<p>Timed Collection </p> <p>*Collection Priority: <input type="text" value="Timed Collection"/></p>	<p>To be collected at a specific time</p> <ul style="list-style-type: none"> eg. Fasting blood for the next day eg. Vancomycin level Doctor to communicate with nurse for handover
<p>Phlebotomy Round</p> <p>*Collection Priority: <input type="text" value="Phlebotomy Round"/></p>	<p>To be collected by phlebotomist on their next round</p> <ul style="list-style-type: none"> For morning or afternoon rounds Phlebotomist to communicate with nurse if unable to collect <p>To order:</p> <ul style="list-style-type: none"> Select appropriate date Select 12pm to specify afternoon round If the phlebotomy round has finished, outstanding tasks may be completed by nursing or medical staff <u>You can now add to the same-day path round after 6:30am</u>
<p>Add On</p> <p>*Collection Priority: <input type="text" value="Phlebotomy Round"/></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"> Note that the collection priority field is now irrelevant for Add On

