



EMR Quick Reference Guide

Orders – Cancel (Excluding Pathology, Medications and Radiology)

1. **Select** the **Orders** tab from the Table of Contents menu
2. **Select** the **Order** to be cancelled or **multi-select** by holding ctrl and selecting the orders to be cancelled
3. Right click and select **Cancel/DC**

	Order Name	Status	Details
Medications			
<input type="checkbox"/>	aspirin (aspirin 100 mg oral enteric tablet)	Cancelled	100 mg, Oral, T SWALLOW WH
<input checked="" type="checkbox"/>	atenolol	Ordered	100 mg, Oral, T
<input checked="" type="checkbox"/>	levothyroxine sodium	Ordered	200 MICROg, O REFRIGERATE D
<input checked="" type="checkbox"/>	atorvastatin	Ordered	80 mg, Oral, Ta
<input checked="" type="checkbox"/>	metoclopramide	Ordered	10 mg, IV, Amp
Pathology			
<input checked="" type="checkbox"/>	Calcium Level	Ordered (Collected)	Routine, Spec T
<input checked="" type="checkbox"/>	Creatine Kinase (CK)	Ordered (Collected)	Routine, Spec T
<input checked="" type="checkbox"/>	Magnesium Level	Ordered (Collected)	Routine, Spec T
<input checked="" type="checkbox"/>	Phosphate Level	Ordered (Collected)	Routine, Spec T
Medical Imaging			
<input checked="" type="checkbox"/>	CT Chest	Ordered	Clinical Questio 05/10/2018 10:0
Consults			
<input checked="" type="checkbox"/>	Pharmacy Daily Chart Review	Ordered	18/07/2018 16:0 Ordered by syst
Resus Status			
<input checked="" type="checkbox"/>	Resuscitation Plan	Ordered	05/10/2018 12:03:00, No Limitations

Renew
 Modify
 Copy
 Cancel/Reorder
 Suspend
 Activate
 Complete
 Cancel/DC
 Delete
 Reschedule Task Times...
 Document Intervention...
 Add/Modify Compliance
 Order Information...
 Comments...
 Results...
 Reference Information...
 Print
 Advanced Filters...
 Disable Order Information Hyperlink

4. **Choose** cancel reason
5. Click on **sign** and enter password
6. **Refresh** orders page and order status changes to discontinued

*Discontinue Reason:

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- Clinically Inappropriate
- Condition Changed
- Family / Carer Request
- Incorrect Patient
- No Longer Necessary
- Patient Request
- Request by Medical Staff
- Wrong Encounter

Resuscitation Plan

Discontinued 05/10/2018 12:03:00, No Limitations