



EMR Quick Reference Guide

Orders - Order Sets

Order sets have been designed to assist clinicians with placing orders.

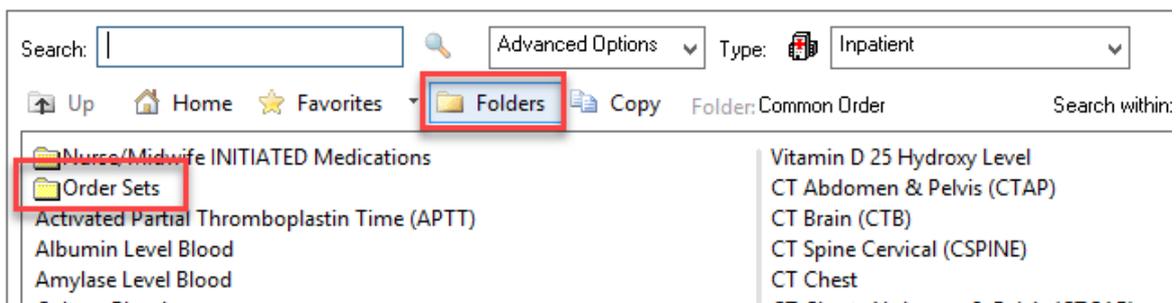
- [Finding all order sets](#)
- [Placing orders using an order set](#)
- [Multiphase order sets: Add to Phase, Discontinue](#) and [Replicate phase](#)

Finding all order sets

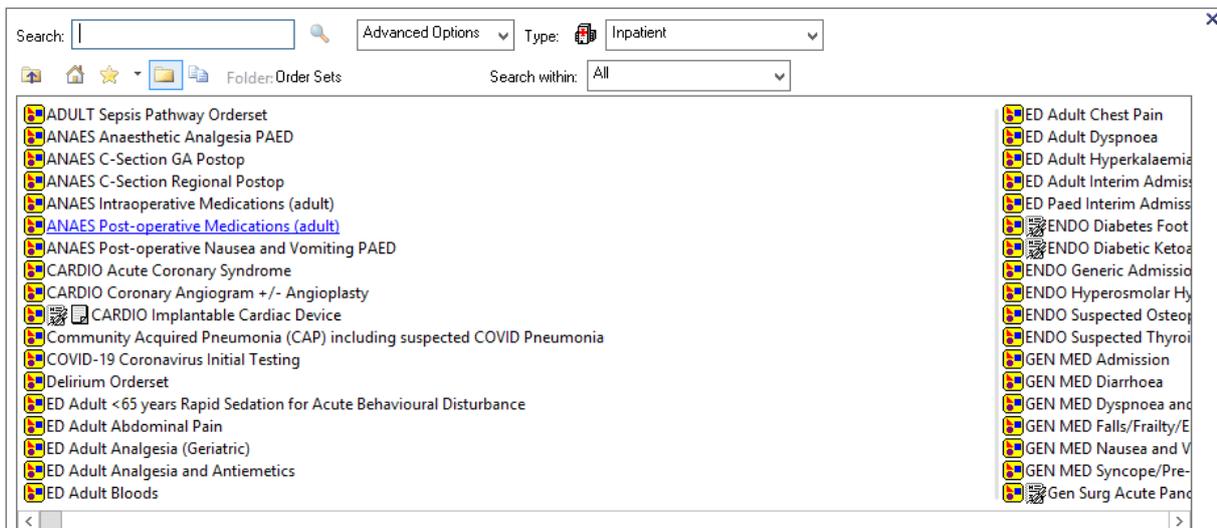
1. Select Orders from the Table of Contents
2. Click on Add
3. Simply use the search box to search for an
4. In the Orders window,
 - Select Folders
 - Then select Order sets



order set by its name, **OR:**



5. This will reveal all order sets available for use at Western Health.
Select the order set you wish to use



Placing orders using an order set

1. Select the appropriate orders for your patient

2. Select **Orders For Signature**, Sign and refresh
3. Check the MAR and MAR Summary for all medication orders placed

Multiphase Order Sets

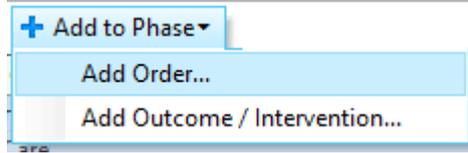
Certain order sets such as this “CARDIO Coronary Angiogram” order set is a ‘Multiphase’ order set

1. Select the Phase on the left panel appropriate for your patient
2. The associated orders for that situation will appear on the right
3. Select “Initiate now” to activate this phase
4. Then select the appropriate orders
5. Select Orders for Signature then Sign and Refresh

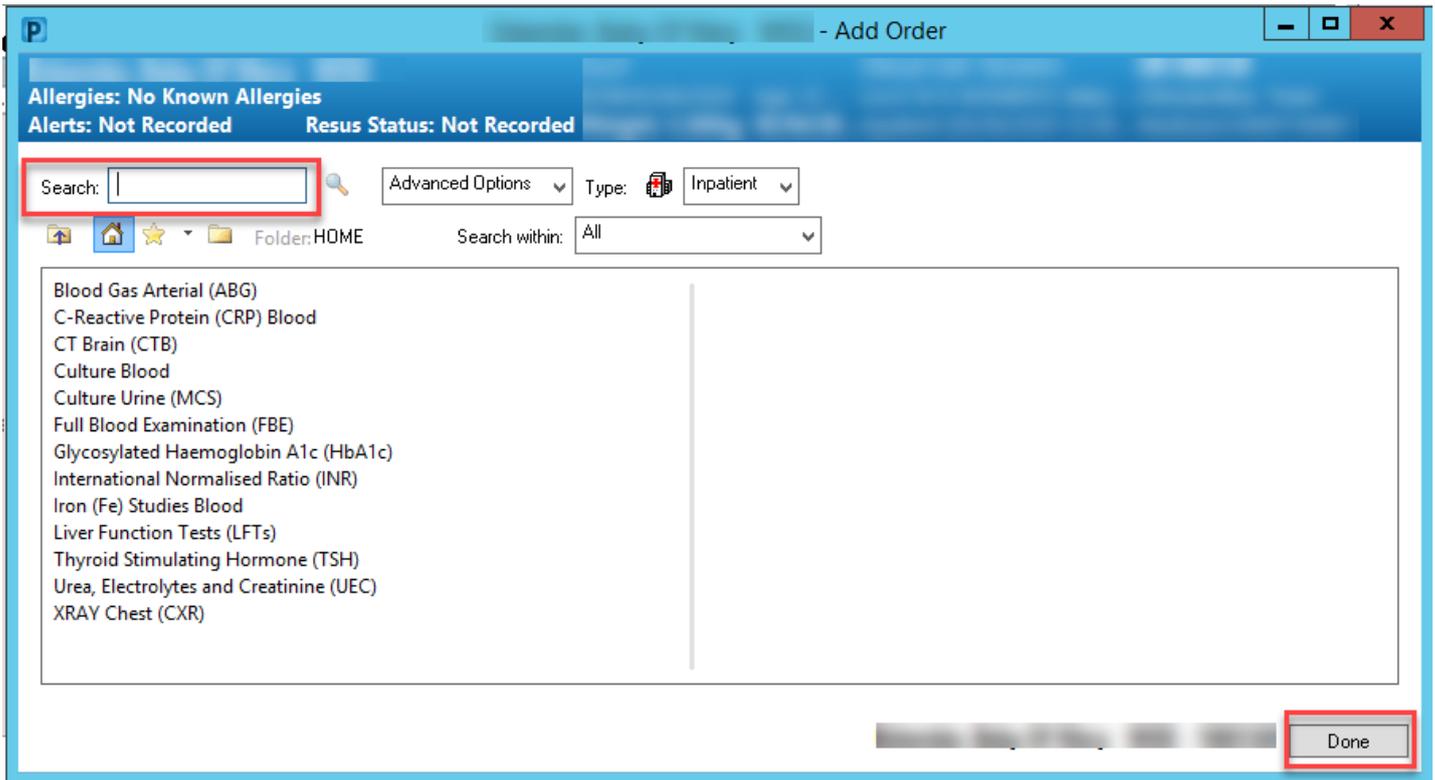
Add to phase

To add additional orders to an existing order set, follow these steps:

1. Select "Add to Phase"



2. A smaller pop up window for additional orders will appear

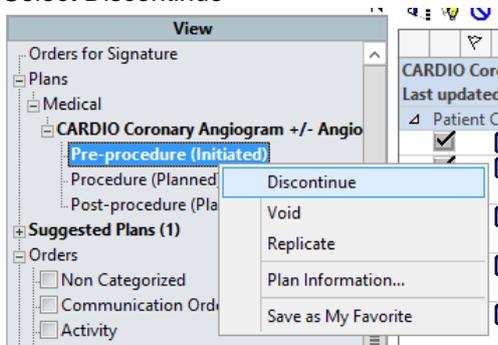


3. Search for your order, click on the order you want
4. Click on Done to add it to the order set
5. Remember to Select Orders for Signature, Sign and refresh

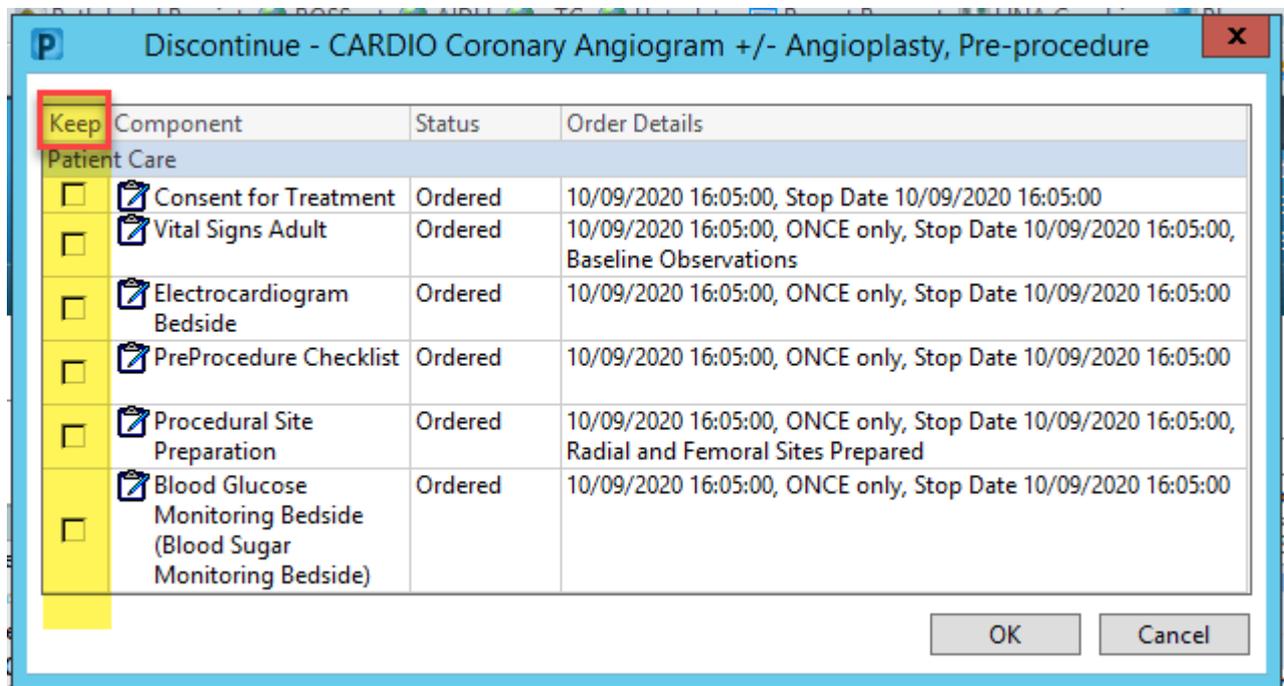
Orders For Signature

Discontinue a phase

1. Navigate to the phase of the order set you wish to discontinue
2. Right click on the phase
3. Select Discontinue



4. A discontinue window will appear.
Select only the orders you wish to keep, otherwise leave the boxes unticked and click OK



5. The orders will now appear strike through
6. Remember to select Orders for signature, Sign and Refresh to register these changes

Orders For Signature

Replicate a phase

To re-order a specific phase,

1. Navigate to the phase of the order set you wish to discontinue
2. Right click on the phase
3. Select Replicate
4. Select the orders you wish to place
5. Select Orders for signature, Sign and Refresh