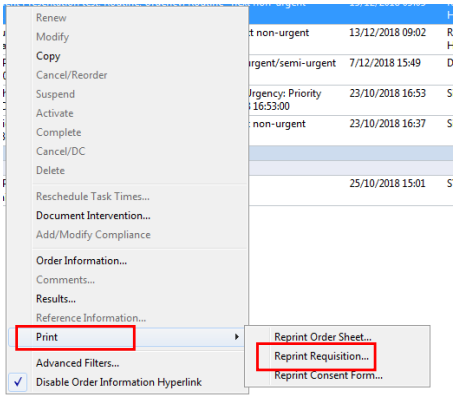
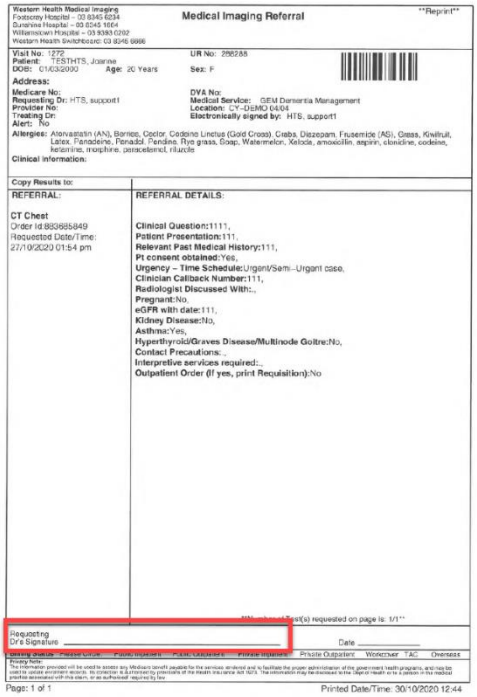
EMR Quick Reference Guide

Downtime - Radiology Integration Downtime – How to order when system is down

1. Navigate to Orders on the Table of Contents and click +Add to request an investigation.
2. Search for the test(s) you wish to order.
3. Complete the mandatory information, click ‘Sign’ and enter password.
4. Refresh the screen.

During an integration downtime, orders placed on the EMR will not necessarily reach Medical Imaging. Clinicians will therefore need to print a slip to send down. However it is important this is still done via the EMR so the order is queued appropriately, and to prevent duplicating investigations.

5. Right click on the order you have just placed, select ‘Print’ then ‘Reprint Requisition’.



6. Sign/date ‘Requesting Medical Officer’. The form can then be sent to Medical Imaging via fax/chute.