

Diagnostic Testing – Cardiology – Ordering Transthoracic Echocardiogram (TTE) Adult



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Quick Reference Guide

This Quick Reference Guide will explain how to:

Order adult Transthoracic Echocardiogram (TTE)

1. Select “Orders and Referrals” from the table of contents

Orders and Referrals

2. Ensure “Type” selected is “Inpatient” or “Outpatient for Administration”

Enter name to create sequence:

Search: Advanced Options Type:

Up Home Favorites Folders Copy Folder: Home Orders Search with

- Diagnostic Services
- Dx Tests Requiring Additional Paper Requests
- Nurse/Midwife INITIATED Medications
- OP Referrals (New Appointment)
- OP Reviews (Return Appointment)
- OP Post-Discharge / Post-Op Appointments
- Order Sets
- Oncology Regimens
- Haematology Regimens
- Physiotherapist Initiated Analgesia
- Maternity Quick Orders

3. Click on “Diagnostic Services” > “Cardiology Diagnostics” > “Transthoracic Echocardiogram (TTE) Adult”

4. Fill in mandatory fields

5. Pay special attention to the “Is this an Outpatient order?” and “Priority” fields which indicate if the order is required to be done as an inpatient or outpatient

e.g. for a non-urgent inpatient TTE request, select “Routine – Inpatient”

*Is this an Outpatient Order?: Yes No

*Priority:

*Referring Consultant:

Routine - Inpatient

Routine - Outpatient

*Preferred Site:

Urgent - Inpatient

Urgent - Outpatient

6. If an URGENT inpatient TTE is required, please contact the Cardiology Reg by following the instructions on the “Order Comments” tab

Details Order Comments Diagnoses

Order comments

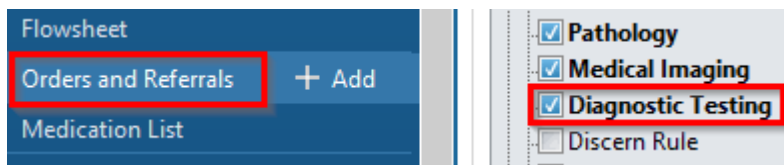
For URGENT non-cardiology inpatients contact Cardiology Reg on 04XX XXX XXX. For Cardiology inpatients contact 04XX XXX XXX.

7. Click Sign, enter password and click OK

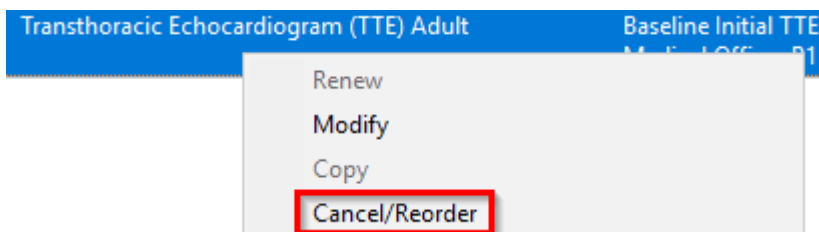


Changing TTE orders from Inpatient to Outpatient or vice versa

8. If the TTE order will need to be changed from an Inpatient to Outpatient order or vice versa, please go into the patients file, navigate to “Orders and Referrals” and select “Diagnostic Testing”



9. Right Click on the appropriate TTE order and select “Cancel/Reorder”



10. Change the “Is this an Outpatient Order?” and “Priority” field appropriately

*Is this an Outpatient Order?: Yes No

11. Select a “Cancel Reason” for the previous order.

*Cancel Reason: ▼

12. Make any other changes required to the orders prior to signing.



Important – to change from Inpatient to Outpatient order or vice versa, DO NOT use “Modify”

If an order needs to be changed from **Inpatient to Outpatient or vice versa**, **DO NOT** use the “Modify” function by right clicking on the order, use **“Cancel/Reorder”** instead