FirstNet - Quick Orders

Digital Health
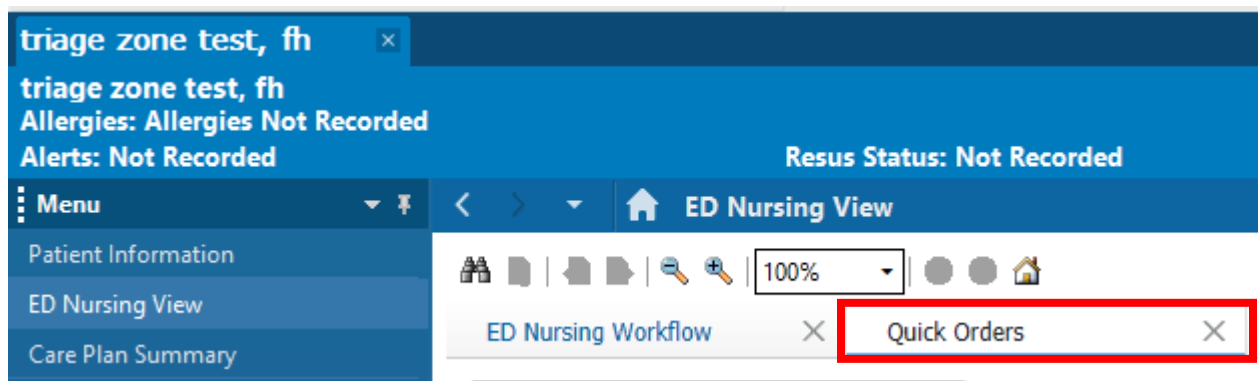CONNECTING BEST CARE

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

Explain how to access the Quick Order Mpage (Treating Clinician and Nursing), select orders, sign orders and create Quick Order favourite folders
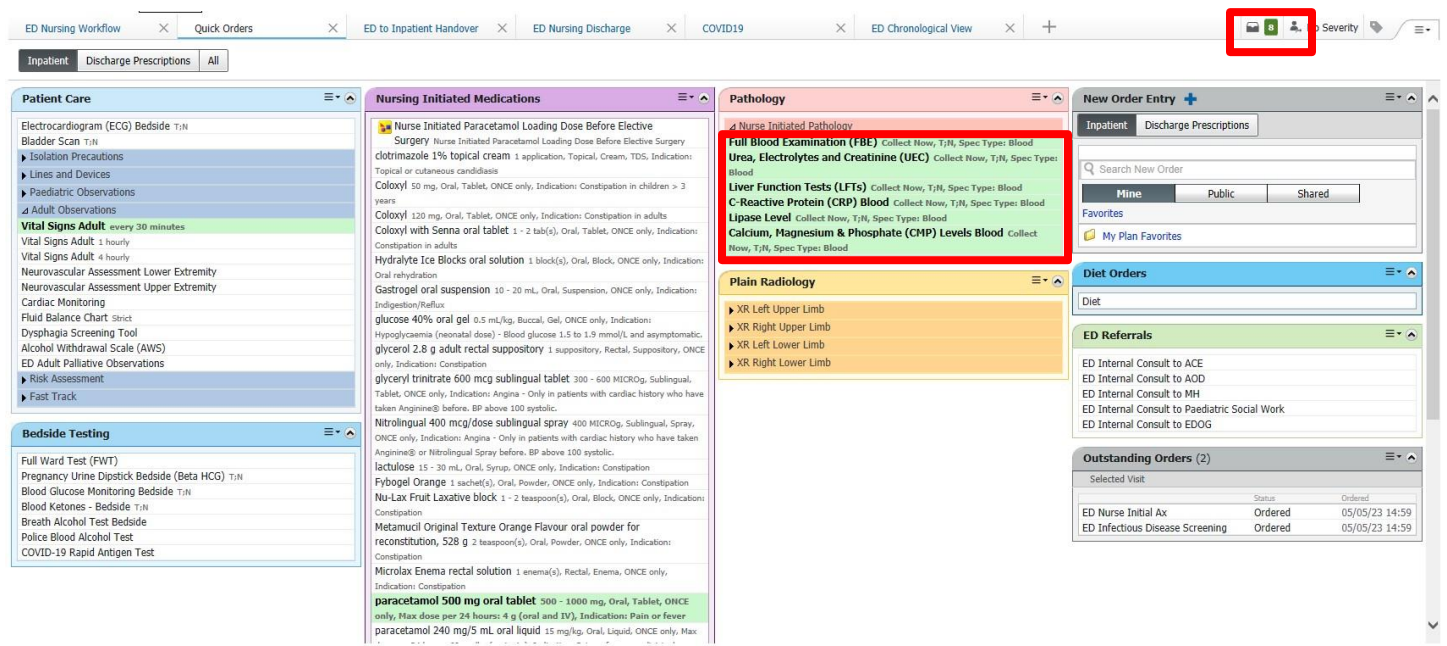
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1. Open the chart. Select the **Quick Orders** Tab.
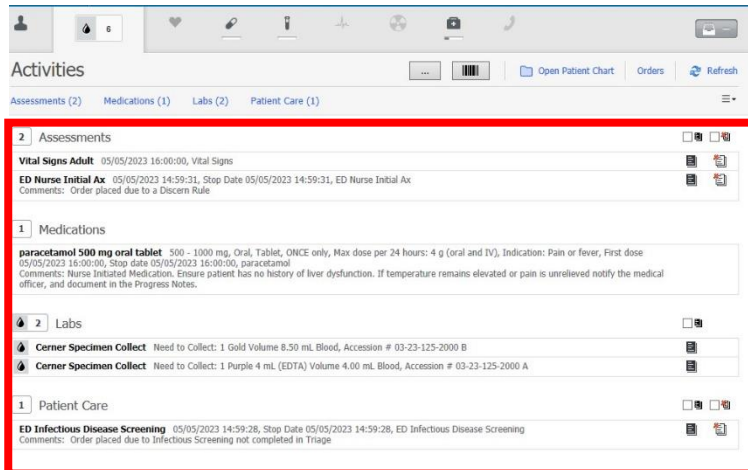   Note: for the treating clinician there is both Paediatric and Adult Quick Order pages.

2. The Quick Orders page is broken up into sections and subfolders. Selecting orders will highlight them in green and bold the text.
   Once ready to sign the orders, select the orders to sign box in the top right hand corner.
   Complete required fields for patient orders. Sign off orders.
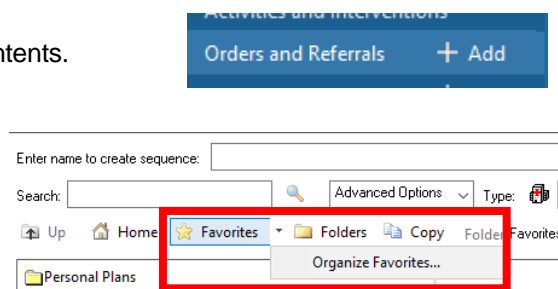
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Digital Health
Quick Reference Guide

3. Orders will display in the Orders and referrals section of the patient chart and on the Nursing Activities task list.
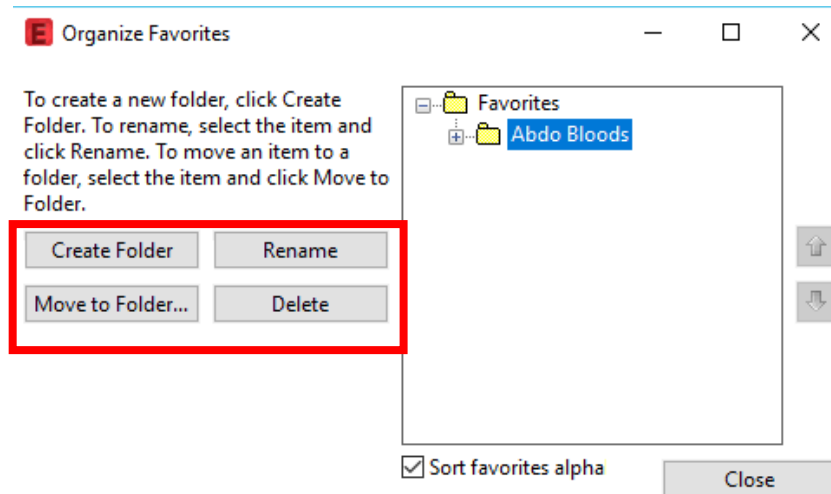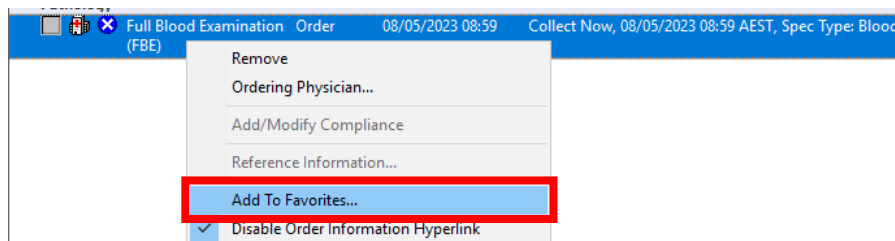

Create order favourites:

4. Open the Add Orders and Referrals section from the Table of Contents.

5. Select the drop down arrow next to favourites and select 'organize favourites'.

6. From this window you can 'Rename', 'Move' or 'Delete' folders as required. To add a new folder select 'Create Folder'. Type the label you wish the folder to be called. Once all folders have been updated and created click close.
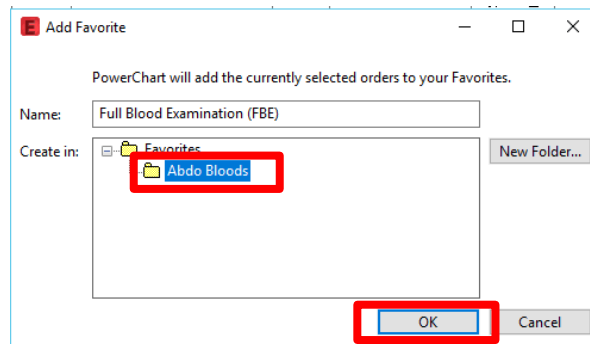

7. Search the order/s you wish to add to the favourite folder. Pre fill any order information that is relevant. Right click on the order/s (you can multi select orders) and select 'Add to favourites…'
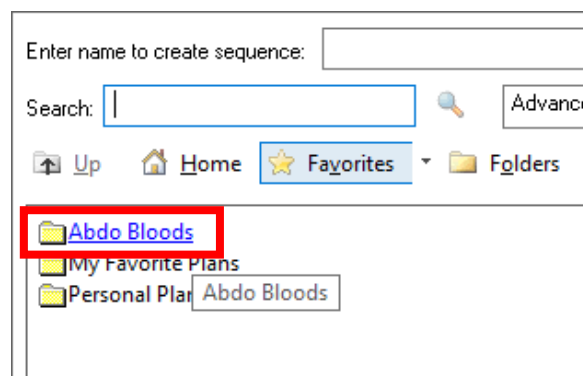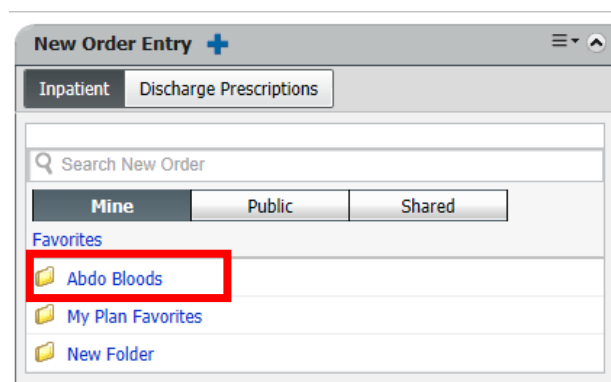
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8. The add favourite window will open. Select the relevant folder to add your orders and select **ok.**

9. The new order folders will now display in the '**favourites**' section. Clicking on the folder will display the order favourites.

10. Open the Quick Order Mpage. The favourite folders will also display in the **New Order Entry** box. Clicking on the folder will display the favourite orders in that folder.

💡**Handy Hint**

- Any changes or preferences made to the Quick Orders paage will save and each time you log into FirstNet it remembers your changes.
- When selecting orders, complete relevant order entry fields prior to saving the order as a favourite. This will save time for future orders placed via the quick order favourites.