

# Orders – Customising Medication List and Orders and Referrals View



## This Quick Reference Guide will explain how to:

- Customise the view on **Medication list** and **Orders and Referrals** so medication and order information can be viewed clearly and efficiently

## Difference between Medication List and Orders and Referrals View:

Medication List

- This view displays medications across all encounters of the patient

Orders and Referrals + Add

- This view displays all orders (medications and non-medication orders) for the selected encounter of the patient

Customise View needs to be **set up separately** for Medication List and Orders and Referrals View.

1. In Medication List / Orders and Referrals view, click 'Customise View'

Display:	All Orders (All Statuses)	...	Customize View			
	Status	Start	Stop	Order Name	Dose ...	Details
	Ordered	11/05/2023 15:26		Vital Signs Adult		11/05/2023 15:26:00, 4 hourly, Aim for SaO2 above 9
▲	Continuous Infusions					
▲	Inactive					
	Discontinued	08/02/2024 15:03	14/02/2024 11:51	adrenaline (epinephrine) (additiv...		25 mL, IV Infusion, Rate: 5 mL/hr, First dose 08/02/2024 15:03:00, Total volume (mL): 25
	Discontinued	08/02/2024 15:10	14/02/2024 11:51	potassium chloride (additive) 100 mmol ...		1,000 mL, IV Infusion, Rate: 5 mL/hr, 1 bag(s), First d 08/02/2024 15:10:00, Stop date 16/02/2024 23:09:00,

2. A new window will open

### Customize View

Select the columns you want to see

Available columns	*Selected columns
Last Updated By	Type
Ordering Physician	Quick Discontinue
Start	Notifications
Stop	Order Name
Source	Status
Last Dose Date/Time	Details
Compliance Status	Last Updated
Information Source	
Compliance Comments	
Order Comment	
Dose Adjustment	
Order Name/Details	
Refills Remaining	
eRx Status	

Select how you want to group & sort orders

Group orders by:

Then by:

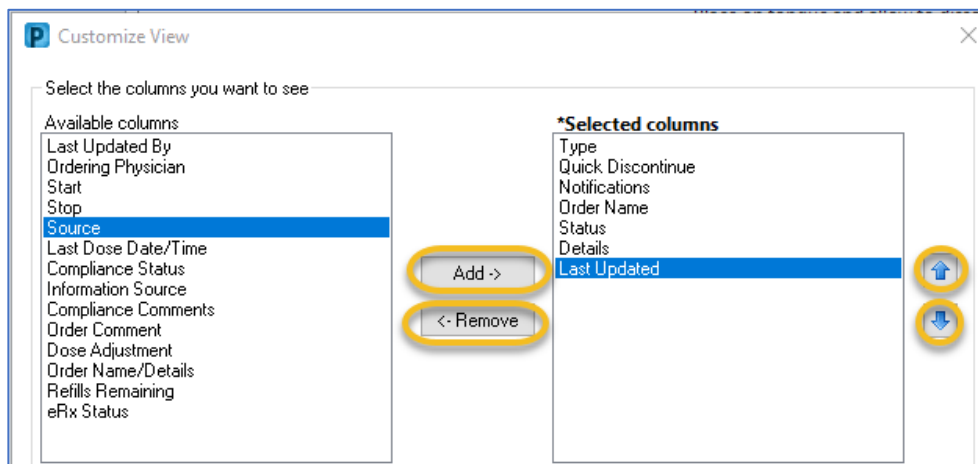
\*Sort orders by:

Ascending  Descending




OK Cancel



- Columns can be added or removed by selecting a column from 'Available columns' or 'Selected columns' and clicking **Add** or **Remove**.
- Columns can be re-sequenced by selecting the **up** or **down** arrow.



### Handy Hint – Columns

**Type** column displays the type of medication order (i.e. prescription , inpatient , home meds ) as an icon. The icons can assist in providing a clearer and easier way to find or review particular medication orders.

- Set up how you want to group and sort the orders. This is set up via the 'Group Orders by', 'Then by', and 'Sort orders by' fields. The sorting can be further customised into either Ascending or Descending.





### ! Tip – Grouping and Sorting Orders

Grouping (i.e. active/inactive, date) and sorting of orders (order name, type, chronological) are generally based on personal preference that works best for user's day-to-day activities.

#### A. Example setup for Medication List View (crosses encounter)

Initial grouping by **Encounter** can help differentiate orders from different encounters.

Select how you want to group & sort orders

Group orders by: **Encounter** ▼

Then by: Active / Inactive ▼

\*Sort orders by: Order Name ▼

Ascending  Descending

#### B. Example setup for Orders and Referral View (selected encounter)

Initial grouping by **Clinical Category** can help differentiate the different type of orders for the selected encounter (i.e. diet, medications, infusions, patient care).

Select how you want to group & sort orders

Group orders by: **Clinical Category** ▼

Then by: Active / Inactive ▼

\*Sort orders by: Order Name ▼

Ascending  Descending

6. Click OK