

Orders - Co-Signing Medical student Order Proposals



Digital Health
CONNECTING BEST CARE

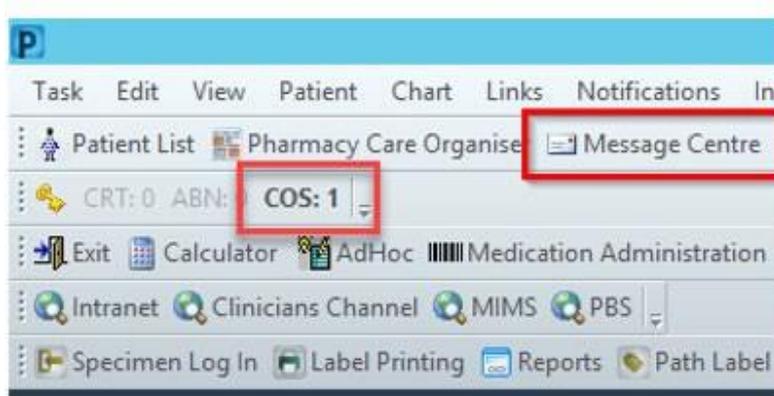
Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to: Co-sign Medical Student Order Proposals

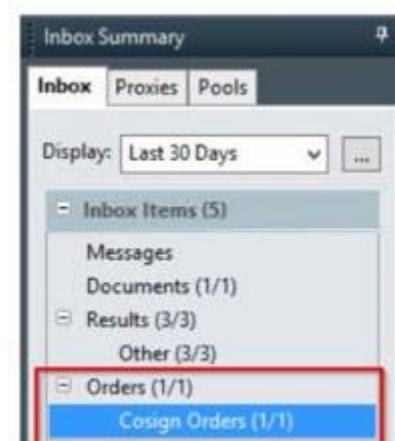
- When medical students propose pathology or imaging orders a doctor MUST be nominated to co-sign the order. If the order is not co-signed the order will not be acted upon.
- It is your responsibility to ensure proposed orders have appropriate and correct information and that investigations ordered (including imaging) are appropriate for the patient

1. When a medical student proposes an order, they will nominate a doctor to co-sign the order. If you are nominated, this will come up in your **Message Centre**.

- Alternatively, click on the **COS** to go directly to your proposed co-signs.



2. In Message Centre, proposed orders are found under **Orders** in **Cosign Orders**



3. **Note that all pathology AND imaging will be in the same message. Ensure you thoroughly check orders and confirm the tests and clinical information are correct**



4. You can **modify orders** by clicking on the Δ button. This will take you to the order details.



5. **Accept** proposals individually by clicking on the tick and clicking on sign



6. **Reject** proposals individually by clicking on the cancel sign



- Choose a reject reason from the dropdown menu
OR
- Enter a free text reason for rejecting the order



- Click on the sign button to sign off the rejection



- To accept all of the proposals for the patient, click on Accept All and Next



- **IMPORTANT:**
Clicking accept all will accept all the proposals in the list EVEN IF you have clicked on the individual reject button and have not yet signed the reject.
- Vice versa applies for Reject All and Next

Glossary for Collection Priorities:

<p>Collect Now </p> <p>*Collection Priority: <input type="text" value="Collect Now"/> ▾</p>	<p>To be collected by doctor/ nurse/ midwife</p> <ul style="list-style-type: none"> • For urgent bloods that cannot wait until next phlebotomy round • Doctor to communicate with nursing staff
<p>Timed Collection </p> <p>*Collection Priority: <input type="text" value="Timed Collection"/> ▾</p>	<p>To be collected at a specific time</p> <ul style="list-style-type: none"> • eg. Fasting blood for the next day • eg. Vancomycin level • Doctor to communicate with nurse for handover
<p>Phlebotomy Round</p> <p>*Collection Priority: <input type="text" value="Phlebotomy Round"/> ▾</p>	<p>To be collected by phlebotomist on their next round</p> <ul style="list-style-type: none"> • For morning or afternoon rounds • Phlebotomist to communicate with nurse if unable to collect <p>To order:</p> <ul style="list-style-type: none"> • Select appropriate date • Select 12pm to specify afternoon round • If the phlebotomy round has finished, outstanding tasks may be completed by nursing or medical staff • <u>You can now add to the same-day path round after 6:30am</u>



Add On

*Collection Priority: Phlebotomy Round

ADD ON (If Yes, Print Requisition): Yes No

*Clinician Callback number: 555

Click the YES button then print and fax requisition to Pathology lab

- Note that the collection priority field is now irrelevant for Add On