

**Orders - Co-Signing Medical studen 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. ٠ 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.

**Order Proposals** 

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

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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





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Detailu: Philebotomy Round, Spec Type: Blood, 11/06/2020 16/44 AEST, Clin Call Back: 123	0
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Propositi By: Chong, Aistar - HMO On 11/06/2020 16:44	
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Proposed New Order: Liver Function Tests (LFTs)	0
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- 4. You can **modify orders** by clicking on the  $\Delta$  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











**Digital Health** 



- <u>IMPORTANT</u>: Clicking accept all will accept all the proposals in the list <u>EVEN IF</u> 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:**

Collect Now *Collection Priority: Collect Now	<ul> <li>To be collected by doctor/ nurse/ midwife</li> <li>For urgent bloods that cannot wait until next phlebotomy round</li> <li>Doctor to communicate with nursing staff</li> </ul>
Timed Collection         *Collection Priority:         Timed Collection	<ul> <li>To be collected at a specific time</li> <li>eg. Fasting blood for the next day</li> <li>eg. Vancomycin level</li> <li>Doctor to communicate with nurse for handover</li> </ul>
Phlebotomy Round	<ul> <li>To be collected by phlebotomist on their next round</li> <li>For morning or afternoon rounds</li> <li>Phlebotomist to communicate with nurse if unable to collect</li> <li>To order: <ul> <li>Select appropriate date</li> <li>Select 12pm to specify afternoon round</li> <li>If the phlebotomy round has finished, outstanding tasks may be completed by nursing or medical staff</li> <li>You can now add to the same-day path round after 6:30am</li> </ul> </li> </ul>



Add On	Click the YES button then print and fax requisition to Pathology lab
*Collection Priority:         Phlebotomy Round            *ADD ON (If Yes, Print Requisition):         (• Yes)         No	<ul> <li>Note that the collection priority field is now irrelevant for Add On</li> </ul>
*Clinician Callback number: 555	

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