

Radiology – Cancelling an Order

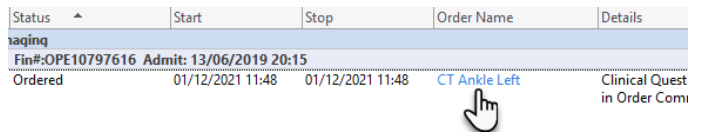


This Quick Reference Guide will explain how to:

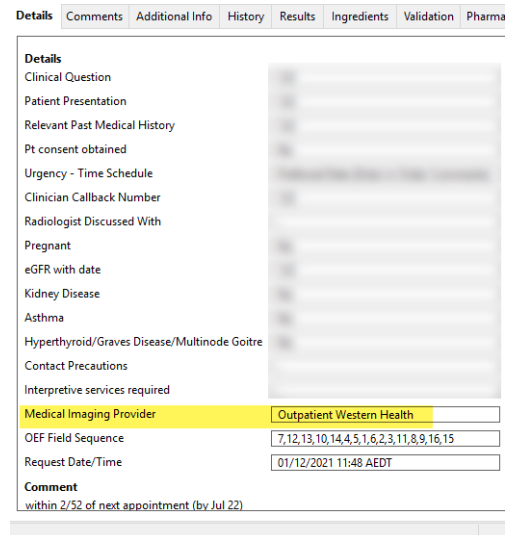
- Cancel a Radiology order

Medical Imaging orders with a status of “Ordered” only will have the Cancel/DC as an option within the EMR when Medical Officers right click on the order.

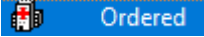
1. Select the Order to view Order Details



2. View the Medical Imaging Provider



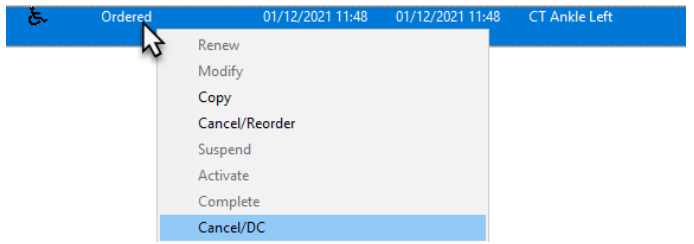
3. Refer to this table to understand what steps to take in order to cancel your medical imaging request.

Selected 'Medical Imaging Provider' on the existing order is:	Order Status	How to Cancel
Inpatient Western Health Outpatient Western Health	Ordered 	See below for steps
Inpatient Western Health Outpatient Western Health	Ordered (Exam Ordered) Ordered (Scheduled) InProgress (Arrived) InProgress (Exam Started) Completed	You cannot cancel this order in the EMR Call Medical Imaging to cancel
Outpatient External (Print Request)	Any status	you MUST contact the patient directly to inform them that the request is cancelled and document in the progress notes AND, Cancel in EMR (if able to, follow step 4)

4. To Cancel an EMR **Inpatient Western Health** or **Outpatient Western Health** order:

- Right click on the Order

Note: Only orders that have Status “Ordered” only will have this option available. If this is dithered out, please refer to the table above in step 3.



- Select Cancel/DC
- Select appropriate Discontinue Reason
- Select Orders for Signature
- Sign and Refresh

Details for CT Ankle Left

Details | Order Comments | Diagnoses

Discontinue Date/Time: 01/12/2021 11:48 | 01/12/2021 11:48 | 1539 | AEDT

*Discontinue Reason: **Alternate Test Used**

- Clinically Inappropriate
- Duplicate Order
- Incorrect Encounter
- Incorrect Order
- Incorrect Patient
- Incorrect Request Date/Time
- No Longer Necessary
- Other

Displayed: All Active Orders

Discontinued | 01/12/2021 11:48 | 01/12/2021 15:40 | CT Ankle Left

Discontinued | 29/11/2021 16:19 | 29/11/2021 16:21 | XRAY Chest (CXR)

- The order will now update to display “Discontinued”.

Note: This will automatically cancel the order in the Western Health Radiology Information System and will log the time of cancellation and reason.