Orders – Medical Student Proposing Pathology and Imaging Orders

Digital Health
CONNECTING BEST CARE

**Digital Health
Quick Reference Guide**

This Quick Reference Guide will explain how to:

Order – Medical Students proposing pathology and imaging orders

- When you order pathology or imaging you MUST nominate a doctor 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 a doctor sign your proposed orders.**

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1. Click on +Add next to Orders in the Table of Contents (TOC) menu.

2. Type the name of the pathology order into the search field and select the appropriate test from the list

3. The Clinical History window displays. Type the reason for the test into the Current Clinical History (Mandatory) window. Click OK

4. The Ordering Physician window then displays. Enter the name of the doctor you have nominated to co-sign your orders. Then select Student Proposal

- If you wish to change the nominated doctor, you can right click the order in the orders tab before signing off then click on Ordering Physician

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5. Enter the appropriate information on the order including **Collection Priority, Time and Date,** and if the order is an **Add On.**

Yellow fields are mandatory.

6. Click on sign to sign off your order

7. The order status will show as Processing in the orders tab. Refresh the page and it will update to **Proposal**

8. You must then ask your nominated doctor to sign your orders. These requests will appear in their message centre.

9. Once they have been accepted and co-signed, orders will appear as **Ordered (Scheduled)** (if they have been planned for a future date/time) **or Ordered (Dispatched)** (if order is for now)

- You will be notified if your proposal has been rejected. This can be found in the Message Centre under Receipts

Withdrawing a Proposed Order
1. Click on the orders tab to find your order

2. Right click on the order you wish to withdraw and click on **Withdraw**

3. The order will then disappear from the orders tab

Glossary for Collection Priorities

Collect Now *Collection Priority: Collect Now	To be collected by doctor/ nurse/ midwife • For urgent bloods that cannot wait until next phlebotomy round • Doctor to communicate with nursing staff
Timed Collection *Collection Priority: Timed Collection	To be collected at a specific time • e.g. Fasting blood for the next day • e.g. Vancomycin level • Doctor to communicate with nurse for handover
Phlebotomy Round *Collection Priority: Phlebotomy Round	To be collected by phlebotomist on their next round • For morning or afternoon rounds • Phlebotomist to communicate with nurse if unable to collect To order: • 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 <u>print and fax requisition</u> to Pathology lab Note that the collection priority field is now irrelevant for Add On