

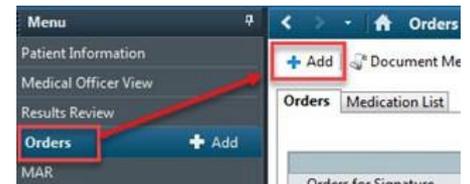
# Orders – Ordering a Specimen with Co-Sign – Allied Health & CNC



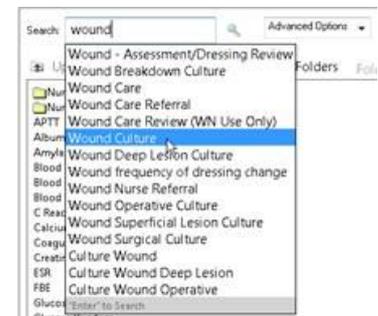
## This Quick Reference Guide will explain how to:

Order a specimen with co-sign – Allied Health and Clinical Nurse Consultant (CNC)

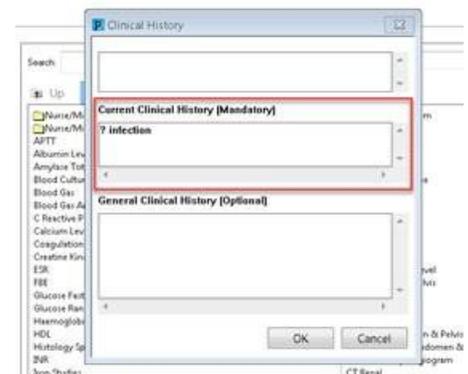
1. From the Table of Contents (**Menu**) select **Orders**, then click on **+Add**



2. **Search** for the required Specimen and Test combination.



3. Document the **Current Clinical History** (Mandatory field) and click **OK**.



4. Enter the **\*Physician name<sup>1</sup>** in the Yellow mandatory field and Select the **\*Communication type** as **Protocol w/ Co-sign<sup>2</sup>**. Click **OK**.

**Note<sup>1</sup>**: The Physicians name is located in the blue banner bar.

**Note<sup>2</sup>**: A message will be sent to the ordering physician to co-sign the order.





5. Complete the order details including all yellow mandatory fields. Click Sign and enter your password.
6. The Specimen order will be dispatched for collection.

The screenshot shows a web-based order entry interface. At the top, there is a search bar and navigation tabs for 'Orders for Signature', 'Order Name', 'Status', and 'Start'. Below this, a list of orders is displayed, with one selected: 'S CHILDREN'S Wt. R02; B03 Fiv#3PE34812291 Admit: 22/07/2019 13:52'. Underneath, the 'Pathology' section shows 'Culture Wound (Wound Culture)' with a 'Collect Now' button. The main section is titled 'Details for Culture Wound (Wound Culture)' and contains several fields:

- \*Collection Priority: Collect Now (dropdown)
- \*Body site: (dropdown, highlighted yellow)
- \*Add On (Print Requisition): Yes (radio), No (radio)
- \*Clinician Callback number: (text input, highlighted yellow)
- Copy Results to Dr1: (text input)
- Copy Results to Dr2: (text input)
- \*Specimen type: (dropdown, highlighted yellow)
- Suspected Pathogens: (dropdown)
- \*Collection Date/Time: 31/07/2019 10:28 AEST (calendar and time pickers)
- \*Special Instructions/Clinical Notes: (text input, highlighted yellow)
- Copy Results to Dr2: (text input)

At the bottom left, there is a 'Missing Required Details' button, and at the bottom right, there is a 'Sign' button.