



## This Quick Reference Guide will explain how to: Placing orders

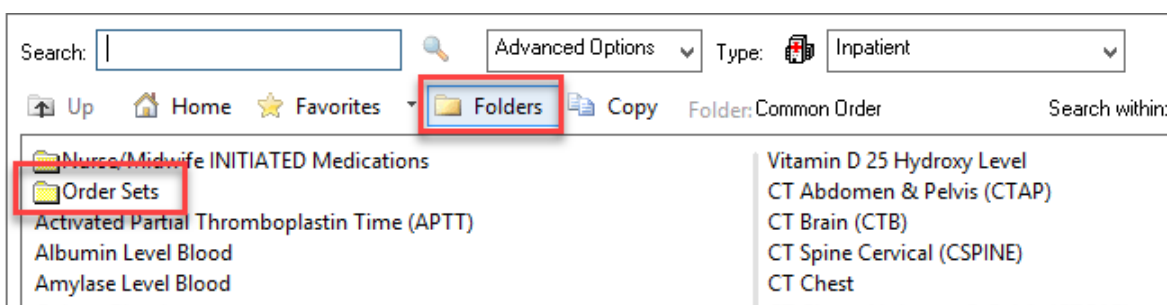
- Order sets have been designed to assist clinicians with placing orders.
  - [Finding all order sets](#)
  - [Placing orders using an order set](#)
  - [Multiphase order sets: Add to Phase, Discontinue and Replicate phase](#)

## Finding all order sets

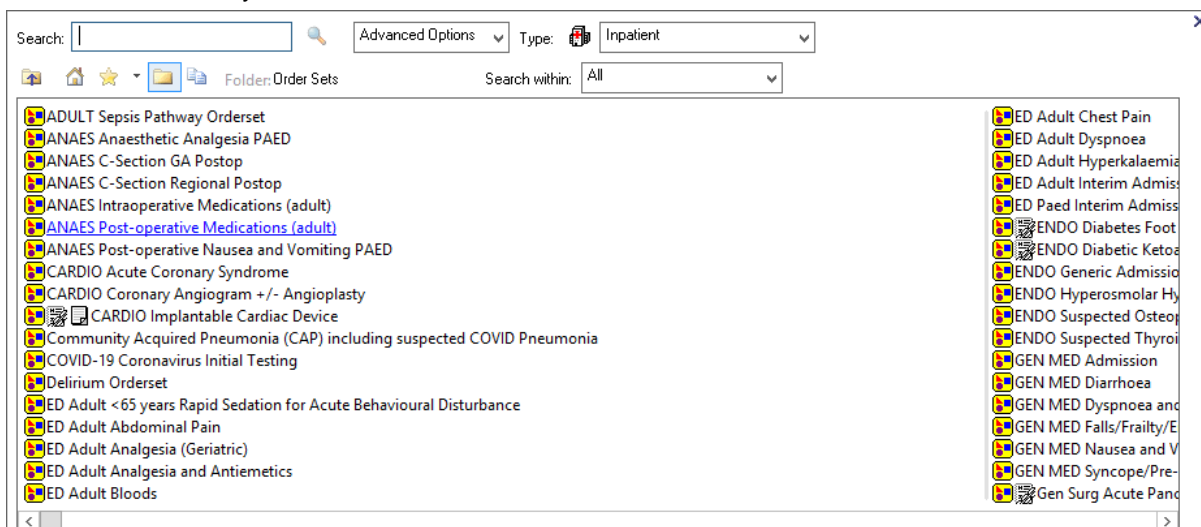
1. Select Orders from the Table of Contents
2. Click on Add
3. Simply use the search box to search for an
4. In the Orders window,
  - Select Folders
  - Then select Order sets



order set by its name, OR:



5. This will reveal all order sets available for use at Western Health.  
Select the order set you wish to use



## Placing orders using an order set

1. Select the appropriate orders for your patient

2. Select **Orders For Signature**, Sign and refresh
3. Check the MAR and MAR Summary for all medication orders placed

## Multiphase Order Sets

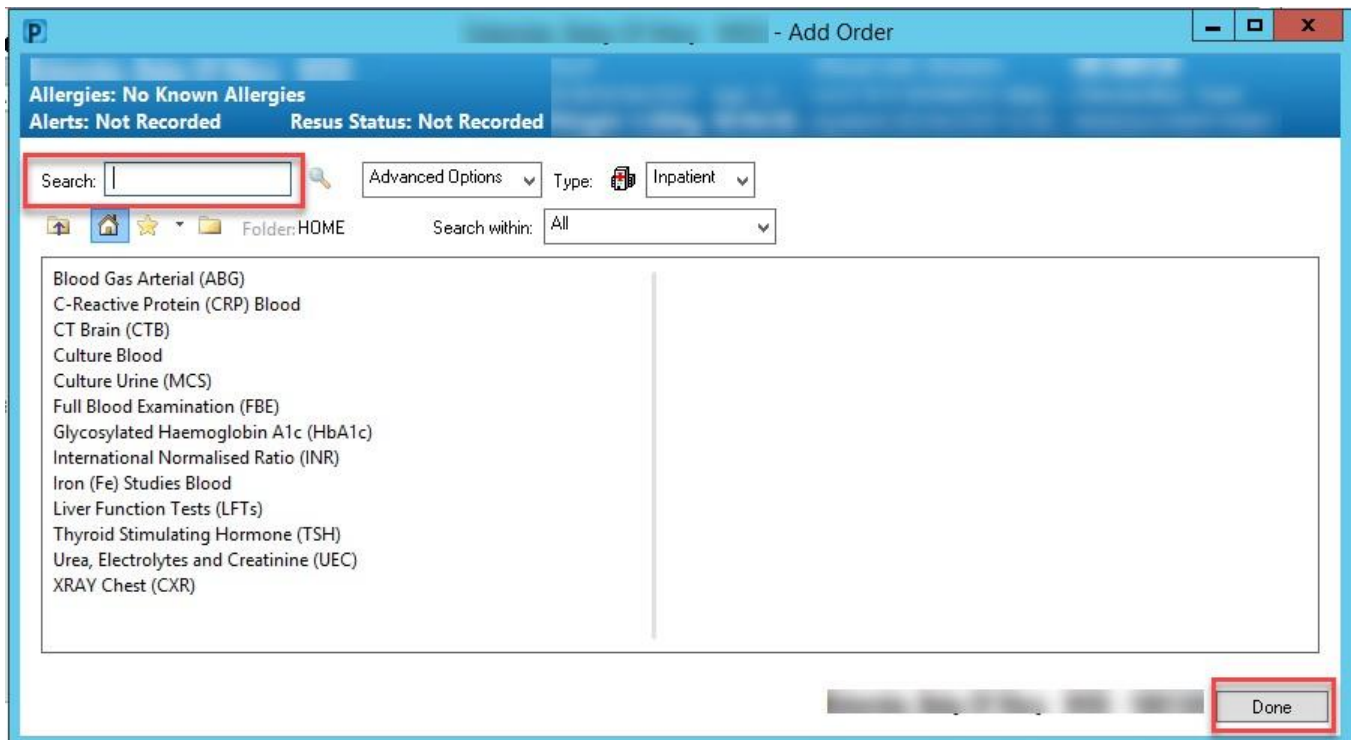
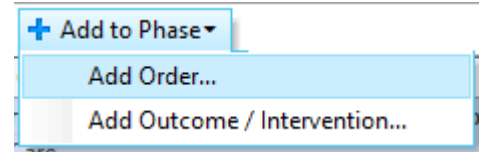
Certain order sets such as this “CARDIO Coronary Angiogram” order set is a ‘Multiphase’ order set

1. Select the Phase on the left panel appropriate for your patient
2. The associated orders for that situation will appear on the right
3. Select “Initiate now” to activate this phase
4. Then select the appropriate orders
5. Select Orders for Signature then Sign and Refresh

## Add to Phase

To add additional orders to an existing order set, follow these steps:

1. Select **"Add to Phase"**
2. A smaller pop-up window for additional orders will appear

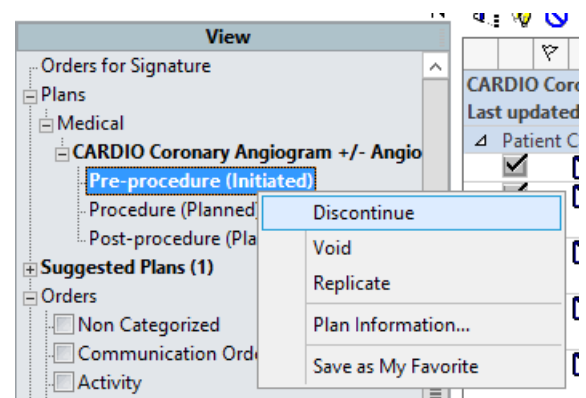


3. Search for your order, click on the order you want
4. Click on Done to add it to the order set
5. Remember to Select Orders for Signature, Sign and refresh



## Discontinue a phase

1. Navigate to the phase of the order set you wish to discontinue
2. Right click on the phase
3. Select Discontinue
4. A discontinue window will appear. Select only the orders you wish to keep, otherwise leave the boxes unticked and click





Keep	Component	Status	Order Details
<b>Patient Care</b>			
<input type="checkbox"/>	<input checked="" type="checkbox"/> Consent for Treatment	Ordered	10/09/2020 16:05:00, Stop Date 10/09/2020 16:05:00
<input type="checkbox"/>	<input checked="" type="checkbox"/> Vital Signs Adult	Ordered	10/09/2020 16:05:00, ONCE only, Stop Date 10/09/2020 16:05:00, Baseline Observations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Electrocardiogram Bedside	Ordered	10/09/2020 16:05:00, ONCE only, Stop Date 10/09/2020 16:05:00
<input type="checkbox"/>	<input checked="" type="checkbox"/> PreProcedure Checklist	Ordered	10/09/2020 16:05:00, ONCE only, Stop Date 10/09/2020 16:05:00
<input type="checkbox"/>	<input checked="" type="checkbox"/> Procedural Site Preparation	Ordered	10/09/2020 16:05:00, ONCE only, Stop Date 10/09/2020 16:05:00, Radial and Femoral Sites Prepared
<input type="checkbox"/>	<input checked="" type="checkbox"/> Blood Glucose Monitoring Bedside (Blood Sugar Monitoring Bedside)	Ordered	10/09/2020 16:05:00, ONCE only, Stop Date 10/09/2020 16:05:00

OK Cancel

5. The orders will now appear strike through
6. Remember to select Orders for signature, Sign and Refresh to register these changes

## Replicate a phase

Orders For Signature

To re-order a specific phase,

1. Navigate to the phase of the order set you wish to discontinue
2. Right click on the phase
3. Select Replicate
4. Select the orders you wish to place
5. Select Orders for signature, Sign and Refresh