# Orders - Quick Orders mPage



Digital Health Quick Reference Guide

A Quick Orders mPage is a page that allows you to quickly locate and place multiple "orders" in the EMR, without having to search for the orders in the "Orders and Referrals" page.

The Quick Orders mPage can also be personalised based on your own preferences. For example, adding your own frequently used orders, adding your own sections.

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

- Navigate to the Quick Orders mPages.
- Place orders (e.g. referrals to clinics, Radiology, Pathology etc.) using the Quick Orders mPage.

#### Navigating the Quick Orders mPage

There are several Quick Orders mPages available\*. They are in the following structure:

- a. EMR Table of Contents
  - i. Medical Officer view
    - 1. Quick Orders
  - ii. Outpatient View
    - 1. Outpatient Quick Orders
    - 2. ndocrinology Quick Orders
  - iii. Outpatient Paediatrics View
    - 1. Paeds Outpatients Quick Orders
  - iv. Oncology/Haematology View
    - 1. ONC/HAEM Quick Orders



\*More Quick Orders mPages made be developed with time, based on clinical requirement.

#### To open or add the Quick Orders mPage

- 1. Navigate to one of the "View" pages as outlined above.
- 2. Locate the "Quick Orders" mPage tab.
- 3. If the desired Quick Orders tab is not visible, it needs to be added:
  - a. Press the '+' icon adjacent to the tab bar.
  - b. Select the "Quick Orders" page to add.



#### Placing an order using the Quick Orders mPage





A Quick Orders mPage typically consist of the following orders:

- a. MBS Bill codes
- b. Referrals to clinics (New and Return)
- c. Pathology
- d. Radiology
- e. Medications/Prescriptions

### To add an order:

- 1. Single click on the order.
  - The selected order will be added to the "Orders for Signature" basket, as indicated by the updated count.
  - The selected order will be highlighted on the page.

### To remove an order:

- 1. Single click on the order again.
  - The selected order will be unhighlighted.

|                             |                                     |  |                                   |                  | t - MRN                   | Q, 🕶           |
|-----------------------------|-------------------------------------|--|-----------------------------------|------------------|---------------------------|----------------|
|                             |                                     |  |                                   |                  |                           | Notifications  |
|                             |                                     |  |                                   |                  |                           | . 0            |
| Menu Ŧ                      | < > 👻 🔒 Outpatient View             |  |                                   |                  | 💱 Full screen 🛛 🖶 Print 🧃 | 57 minutes ago |
| Patient Information         | AA                                  |  |                                   |                  |                           |                |
| Medical Officer View        |                                     |  |                                   |                  |                           | 0              |
| Outpatient View             | Outpatients X O                     | utpatient Case Conference × Outpati    | ient Quick Orders × +             |                  |                           | ⊈ ≡•           |
| Outpatient Paediatrics View | Outpatient for Administration Outpa | tient Prescription All                 |                                   |                  |                           |                |
| Oncology/Haematology View   |                                     |  |                                   |                  |                           |                |
| Results Review              | MBS Bill Codes ≡ ▼ ⊙                | Referrals (New =• •                    | Pathology ≡• ⊗                    | Radiology ≡• ▲   | Prescriptions             | ≡• ⊗ ∧         |
| Orders and Referrals + Add  | ⊿ Face to Face                      | Арропиненсу                            | Full Blood Examination (FBE)      | ⊿ XRAY           | ► Analgesia               |                |
| MAR                         | MBS Billing Code - Initial Medical  | Allied Health                          | Urea, Electrolytes and Creatinine | XRAY Chest (CXR) | Anti-Coagulation          |                |
| MAR Summany                 | Consultation (110)                  | ⊿ Medical                              | (UEC)                             | XRAY Wrist Left  | Blood Pressure            |                |
| in a contrary               | MBS Billing Code - Review Medical   | Cardiology OP Referral Cox, Nicholas - | C-Reactive Protein (CRP) Blood    | XRAY Wrist Right | Diuretics                 |                |
| Medication List             | Consultation (116)                  | SMO, Footscray                         | Liver Function Tests (LFTs)       | XRAY Knee Left   | Respiratory Meds          |                |
| Documentation + Add         | MBS Billing Code - Initial Medical  | Dermatology OP Referral Scardamaglia,  | Calcium, Magnesium & Phosphate    | XRAY Knee Right  | Prespiratory meas         |                |
| Continuous Notos            | Complex Consultation (132)          | Laura - SMU, Footscray                 | (CMP) Levels Blood                | XRAY Elbow Left  |                           |                |
| Continuous Notes            | MBS Billing Code - Review Medical   | Endocrinology OP Referral Hamblin,     | Troponin I Fligh Sensitivity      | XRAY Elbow Right | New Order Entry           | ≡• 🔊           |
| Notor                       | Complex Consultation (133)          | Peter - SMO, Sunshine                  | Libase Level                      | YRAV Hin Left    | +                         |                |



## To finalise the order(s):

- 1. Click the "Orders for Signature" icon is to open the pending orders list.
- 2. Click "Modify Details". Orders for signature window opens.

| Outpatients ×   |   | ent Quick Orders $	imes$ +  |   |                                     |           |        |
|---|---|---|---|-------------------------------------|-----------|--------|
| Outpatient for Administration C   | Outpatient Prescription All   |   |   |                                     |           |        |
| MBS Bill Codes ≡•   |   | Pathology =• 🕤  |   |                                     |           | =- 0 1 |
| ⊿ Face to Face<br>MBS Billing Code - Initial Medical<br>Consultation (110)<br>MBS Billing Code - Review Medical<br>Consultation (116)   | Allieo Health A Medical Cardiology OP Referral Cox, Nicholas -  | Full Blood Examination (FBE)<br>Urea, Electrolytes and Creatinine<br>(UEC)<br>C-Reactive Protein (CRP) Blood<br>Urea Engline Teste (LSTC) | AXRAY<br>XRAY Chest (CXR)<br>XRAY Wrist Left<br>XRAY Wrist Right  | Analgest Anti-Coa Blood Pr Duretics |           |        |
| MBS Billing Code - Initial Medical  | Orders for Signature  |   |   | ×                                   |           |        |
| MBS Billing Code - Review Medical<br>Complex Consultation (133)   | List View Association View  |   |   | Ore                                 | ler Entry | ≡* ტ   |
| MBS Billing Code - Initial Surgical<br>Consultation (104)   | ▼ Pathology (3)   |   |   | atier                               |           |        |
| MBS Billing Code - Review Surgical<br>Consultation (105)  | & Full Blood Examination (FBE)<br>Phlebotomy Round, 25/01/2024 06:00 AEDT,  | Spec Type: Blood  |   | Remove                              |           |        |
| MBS Billing Code - Review Medical<br>Minor (91836)  | & Urea, Electrolytes and Creatinine (UEC)<br>Phlebotomy Round, 25/01/2024 06:00 AEDT,   | Spec Type: Blood  |   | Remove                              |           |        |
| MBS Billing Code - Specialist<br>Subsequent Attendance Phone<br>(91833)   | & Calcium, Magnesium & Phosphate (CMP) L<br>Phlebotomy Round, 25/01/2024 06:00 AEDT,  | evels Blood<br>Spec Type: Blood   |   | Remove                              |           |        |
| MBS Billing Code - Initial Medical<br>Consultation Video (91824)  |   |   | Sign Save Modify Details  | Cancel                              |           |        |
| MaS Billing Cole - Review Hedical<br>Consultation Video (1923)<br>MaS Billing Cole - Initial Medical<br>Complex Consultation Video (29-42)<br>MaS Billing Cole - Initial Switchi<br>Complex Consultation Video (29-42)<br>MaS Billing Cole - Initial Switchi<br>Consultation Video (2012)<br>MaS Billing Cole - Review Surgical<br>Consultation Video (2012)<br>al Procedures | Calami 2007, Dobony<br>at Naming<br>Desit Care Nurse OP Referral<br>Endormology & Diabetes Rapid<br>Diabetes Names Educator (ONE) OP<br>Referral<br>Castroenterology Diabetes Education OP<br>Referral<br>Castroenterology Hepatoma Nurse OP<br>Referral<br>Castroenterology Inflammatory Bowel | Olucose Level Blood Fasting (FBG)<br>Folate Level Blood<br>Histology Specimen(s)<br>Culture Unine (MCS)<br>Culture Blood                  | Nedelais - 900<br>Electrocardiogram (ECG) Adult con<br>Nedelais - 900<br>Exercise Stress Echocardiogram (E<br>Adult con. Netociae - 940<br>Pharmacological (Oboltamine) Str<br>Echocardiogram (DEE) Adult con.<br>Nedelais - 980<br>Transhorack Echocardiogram (TT<br>Adult con. Netociae - 940 | E)                                  |           |        |

- 3. Orders with missing mandatory information are indicated by the blue circle  $\bigotimes$ .
- 4. Click to highlight the order(s)

| Orders | for Signatu  | re   |             |                  |   |      |        |
|--------|--------------|--|-------------|------------------|---|------|--------|
| ?      | ) 🖳 🕅        | Order Name                                 | Status      | Start            | Details   |      |        |
| ⊿ SI   | INVALID /    | ADM Fin#:OPE1214264                        | 0 Admit: 12 | /05/2021 16:00   |   |      |        |
| ⊿ Pa   | thology      |  |             |                  |   |      |        |
|        | 5. 😵         | Calcium, Magnesium<br>& Phosphate (CMP) L  | Order       | 25/01/2024 06:00 | Phlebotomy Round, 25/01/2024 06:00 AEDT, Spec Type: Blood |      |        |
|        | । ह. 😣       | Full Blood Examination (FBE)               | Order       | 25/01/2024 06:00 | Phlebotomy Round, 25/01/2024 06:00 AEDT, Spec Type: Blood |      |        |
|        | । ८. 😮       | Urea, Electrolytes and<br>Creatinine (UEC) | Order       | 25/01/2024 06:00 | Phlebotomy Round, 25/01/2024 06:00 AEDT, Spec Type: Blood |      |        |
| ▼ Del  | tails for    |  | aminatio    | on (FBE)         |   |      |        |
|        | Details      | Under Comments                             | Le Diagno   | ises             |   |      |        |
| +      | <b>t</b> lh. | 1 *  |             |                  |   |      |        |
|        |              | *Collection Priority:                      | Phlebotom   | iy Round         | ~   |      | ^      |
| *AD    | DD ON (If    | Yes, Print Requisition):                   | 🔿 Yes       | No               |   |      |        |
|        |              | *Collection Date/Time:                     | 25/01/2024  | ▲ ~ 0600         | AEDT  |      |        |
|        |              | *Specimen type:                            | Blood       |                  | ~   |      |        |
|        |              | Indication for testing:                    |             |                  |   |      |        |
|        |              | Gestation(wks):                            |             |                  |   |      |        |
|        |              | Special Instructions:                      |             |                  |   |      |        |
|        | *Clir        | nician Callback number:                    |             |                  |   |      |        |
|        |              |  |             |                  |   |      | *      |
| 3 Miss | ing Requir   | ed Details Dx Table                        | Orders I    | For Cosignature  |   | Sign | Cancel |

- 5. Complete the mandatory fields.
- 6. Click "Sign".
- 7. Complete the Authorising Signature steps.
- 8. You have completed placing orders using the Quick Orders mPage. These orders can be found in "Orders and Referrals" section.



## Important: Printing orders

- Pathology orders
  - For pathology orders to be collected in the Ambulatory settings, the orders need to be printed **AFTER** the orders are finalised by going to "**Orders and Referrals**":
    - 1. Right click on the pathology orders(s).
    - 2. Select "Print" > "Reprint Requisition...".
    - 3. Select the printer.
    - 4. Click OK.
- Radiology orders
  - Refer to the QRG "Radiology Ordering for Outpatients (Including Telehealth) and FAQs" to determine when a radiology order should be printed.
- Prescription orders
  - Printer for prescription orders should be selected <u>BEFORE</u> the orders are finalised.
  - The printer selection is located in the top right-hand corner of the "Order details" section BEFORE the order is finalised.
  - The prescriptions can be re-printed by going to "Orders and Referrals":
    - 1. Right click on the prescription(s).
    - 2. Select "Print Rx".
    - 3. Select the printer.
    - 4. Click OK.

| Name     Name <th< th=""><th>Note:     Note:     <th< th=""><th></th><th>Orders for Signature</th><th></th><th></th><th></th><th></th><th></th></th<></th></th<>  | Note:     Note: <th< th=""><th></th><th>Orders for Signature</th><th></th><th></th><th></th><th></th><th></th></th<>   |  | Orders for Signature   |  |                             |                                    |                                     |                                   |
|---|--|--|--|--|-----------------------------|------------------------------------|-------------------------------------|-----------------------------------|
| Interference     Interference<  | Interview     Interview <t< th=""><th>Diagnoses &amp; Problems</th><th>Order Name Status Start<br/>S INVALID ADM Fin#:0PE12142640 Admit: 12/05/2021 16:0</th><th>Details<br/>I0</th><th></th><th></th><th></th><th></th></t<>  | Diagnoses & Problems                                   | Order Name Status Start<br>S INVALID ADM Fin#:0PE12142640 Admit: 12/05/2021 16:0 | Details<br>I0                              |                             |                                    |                                     |                                   |
| Weak View   | Image: Second                               | Related Results (4)                                    | ⊿ Medications  |  |                             |                                    |                                     |                                   |
| Image: Notation   | Bit Manual Manua Manual Manual Manual Manual Manual Manual Manual Manu                              | Creatinine Level (Blood)<br>0.8 mg/dL 09/05/2022 14:13 | paracetamol Prescribe 24/01/2024 10<br>(paracetamol 500 mg                       | t50 1,000 mg, Oral, Tablet, 6 hourly, Qty: | 100 tab(s), Kehil(s) 0, PBS |                                    |                                     |                                   |
| Image: Strate Bit Strate   | Image: Control of the control of th                                      | Height/Length Measured                                 | △ Pathology  |  |                             |                                    |                                     |                                   |
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| Special Instructions     1/1/2/2023 154/6     3/1/07/2023 155/3     3/1/07/2023 154/6     3/1/07/2023 155/3   | Special Instructions     Discontinued     Photosheerpy     31/07/2023 15-46     31/07/2023 15-46       Reg 34     Image: Special Instructions     Image: Special   |  | PRN:   | ~  |                             | B ♥ Status                         | Order Name                          | Start Stop D                      |
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| Activate     Activate     7022 17:00     16/10/2023 17:08       Complete     Complete     7023 17:00     16/10/2023 17:08       Concel/DC     7023 17:00     16/10/2023 17:08     16/10/2023 17:08       Concel/DC     7023 17:00     16/10/2023 17:08     16/10/2023 17:08       Concel/DC     7023 17:00     16/10/2023 17:52     Delete     7023 15:00       Concert to Ambulatory Order     7023 15:00     16/10/2023 15:52     Delete     7023 15:00       Concert to Ambulatory Order     7023 15:00     16/10/2023 15:52     Delete     7023 15:00       Concert to Ambulatory Order     7023 15:00     16/10/2023 15:52     Delete     7023 15:00       Concert to Ambulatory Order     7023 15:00     16/10/2023 15:52     Delete     7023 15:00       Concert to Ambulatory Order     7023 15:00     16/10/2023 15:52     Delete     7023 16:00       Concert to Ambulatory Order     7023 16:00     16/10/2023 15:52     Delete     7023 16:00       Concert to Ambulatory Order     7023 16:00     16/10/2023 15:52     Delete     7023 16:00       Concert to Ambulatory Order     7023 16:00  | Activité     Activité     2023 17:00 16/10/2023 17       S     Complete     2023 15:00 66/09/2023 15       Délete     Délete     2023 15:00 66/09/2023 15       Délete     Convert to Ambulatory Order     2023 15:00 66/09/2023 15       Accordomy Compliance     2023 15:00 66/09/2023 15     2023 15:00 66/09/2023 15       Délete     Order Information     2023 15:00 66/09/2023 15       Délete     Comments     2023 15:00 13/02/2023 15       Délete     Quadritérraite Information     2023 15:00 13/02/2023 15       Délete     Quadritérraite     Quadritérraite     2023 15:00 13/02/2023 15       Délete     Quadritérraite     Quadritérraite     2023 15:00 13/02/2023 15   | Variance Viewee  | 1 Mission Remined Datails Dy Table Dolars For Environment ra                     | 1  | Size                        | <b>0</b>                           | Suspend                             | /2023 14:32 06/09/2023 15:52      |
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