



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.

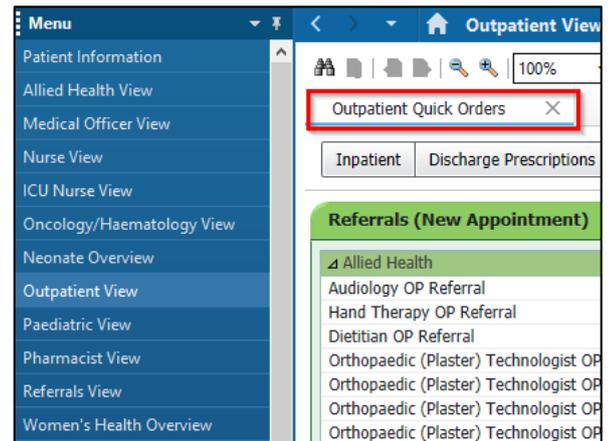
This Quick Reference Guide will explain how to:

- 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:

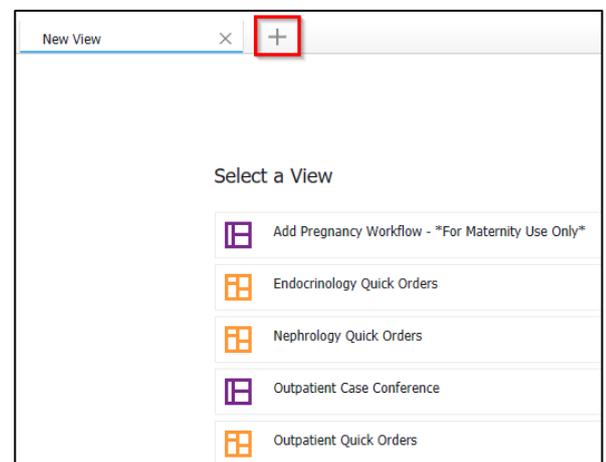
- EMR Table of Contents
 - Medical Officer view
 - Quick Orders**
 - Outpatient View
 - Outpatient Quick Orders**
 - Endocrinology Quick Orders**
 - Outpatient Paediatrics View
 - Paeds Outpatients Quick Orders**
 - Oncology/Haematology View
 - ONC/HAEM Quick Orders**



*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:

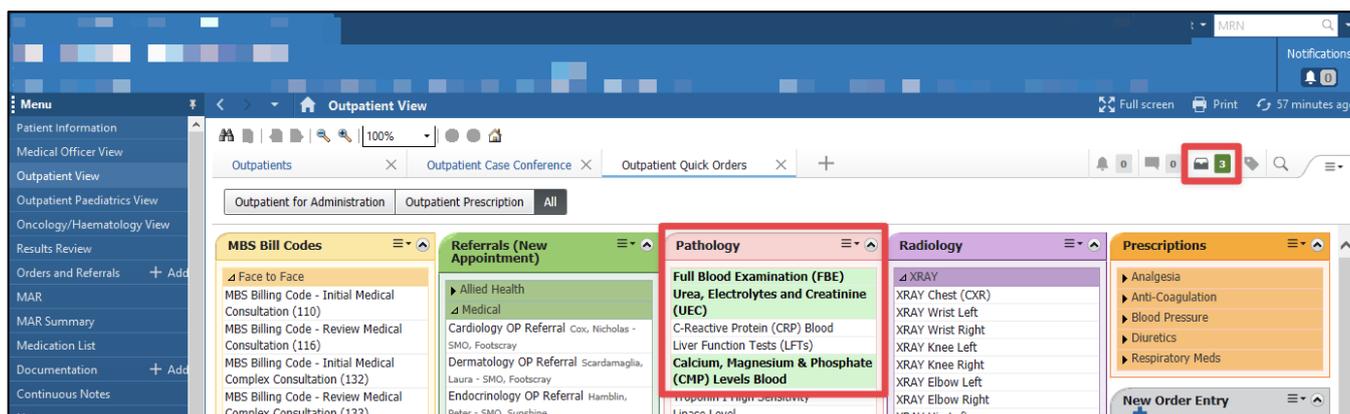
- a. MBS Bill codes
- b. Referrals to clinics (New and Return)
- c. Pathology
- d. Radiology
- e. Medications/Prescriptions

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.

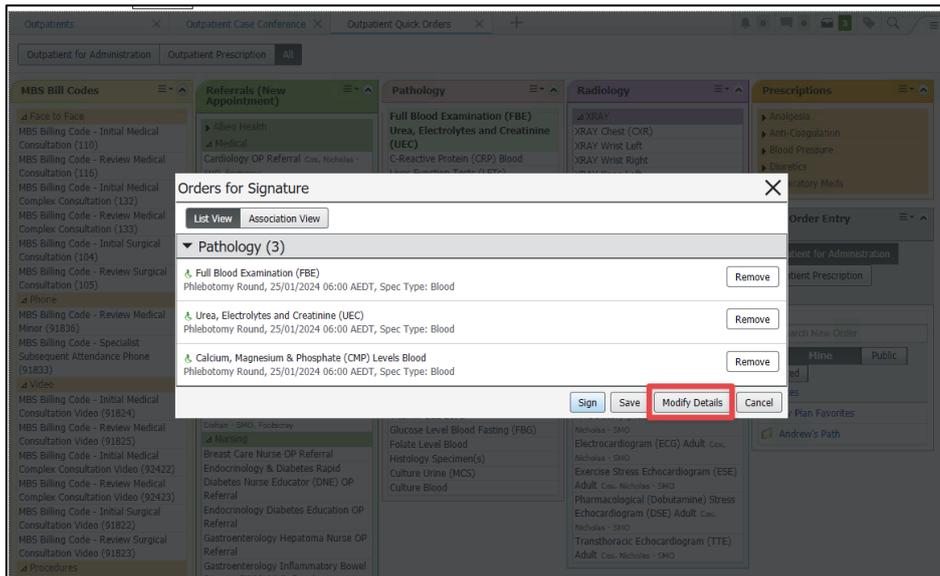
To remove an order:

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

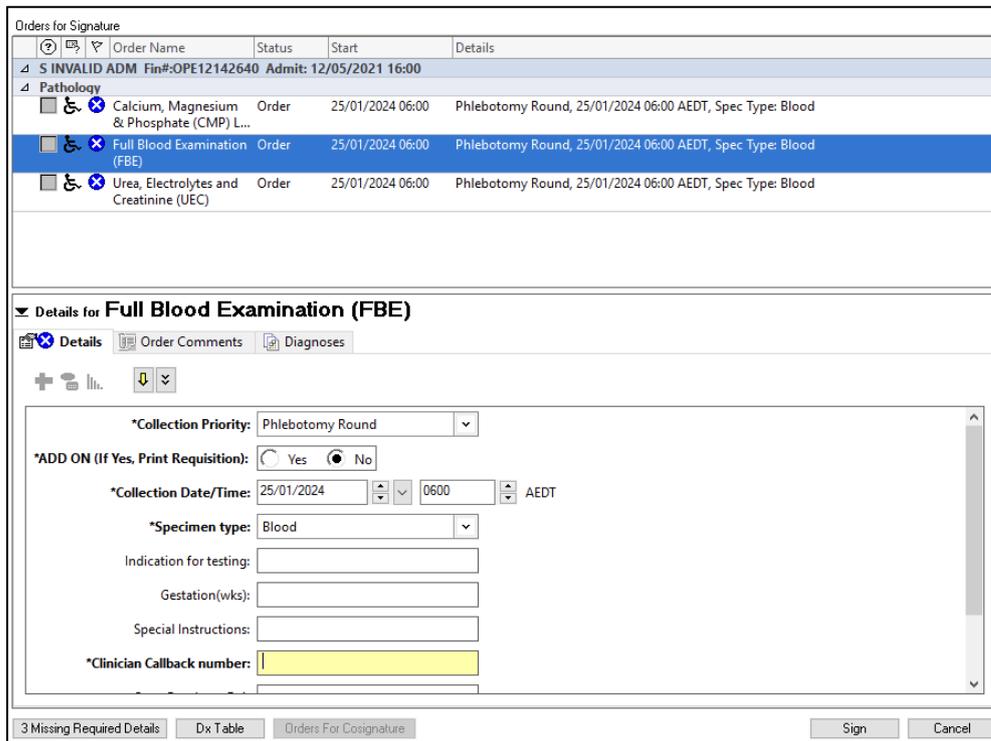


To finalise the order(s):

1. Click the “Orders for Signature” icon  to open the pending orders list.
2. Click “Modify Details”. Orders for signature window opens.



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



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 **BEFORE** 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**.

