

Orders – Telephone Orders



Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

Order and Co-sign Telephone Orders

- A telephone order may be given in the occasional instance where a prescriber cannot order a medication on the EMR (including remotely)
- When Nursing/Midwifery staff place orders, a prescriber **MUST** be nominated to co-sign the order
- The telephone order is valid for 24 hours. A second telephone order must be obtained if the therapy is to continue beyond 24 hours and the order has not been co-signed by the prescriber

Place Telephone order (Nursing/Midwifery staff)

1. Click **+ Add** next to **Orders and Referrals** on the **Table of Contents**

2. Search for the medication in the search bar

The EMR can 'smart search' which means you can filter the results as you are typing

3. Choose an option with an ORDER SENTENCE attached:

Search:

Up Home Favorites Folders Copy Folder:

ibuprofen **400 mg, Oral, Tablet, TDS (with or after food)** **Order sentence**
ibuprofen 400 mg, Oral, Tablet, TDS (with or after food), PRN for pain
ibuprofen 400 mg, Oral, Tablet, QID (with or after food), PRN for pain
ibuprofen 400 mg, Oral, Tablet, ONCE only

4. An **Ordering Physician** window will display.

Add name of prescriber, select **Phone** and click **OK**.

Ordering Physician [Close]

***Physician name**

***Order Date/Time**
 AEDT

***Communication type**

Fax
 Phone
 Verbal
 Written w/ No Co-sign
 Protocol w/ No Co-sign
 Protocol w/ Co-sign
 Initiate Plan



5. Review the 'Details' for each medication and make changes if required

▼ Details for **ibuprofen**

Details | Order Comments | Diagnoses

+ [Icons] [Dropdown]

***Strength dose:** ***Strength dose unit:**

Freetext dose:

***Route of administration:**

Drug Form:

***Frequency:**

PRN: Yes No **PRN reason:**

Remaining

6. Click **Sign** and enter password.
Status of order will be **"Processing"**

[Icons] Ordered 02/12/2024 18:00

7. **Refresh** screen and status will change to **"Ordered"** and an icon will appear to indicate that it requires a cosign by the prescriber

ibuprofen

Notifications:

This order is yet to be cosigned by the ordering physician.

This order is yet to be verified by a pharmacist.

8. Navigate to the **MAR**, refresh page and review what you have ordered.

Co-sign Telephone order (Prescriber)

1. When a Nurse/Midwife places an order, they will nominate a prescriber to co-sign the order.
If you are nominated, this will come up in your **Message Centre**.

2. In Message Centre, orders requiring co-sign are found under **Orders** in **Cosign Orders**

3. Double click to open the order and review **Details**

4. The Action Pane defaults to **Approve**. Cosign the order by clicking

OK & Next

Message Centre

Inbox Summary

Inbox | Proxies | Pools

Display: Last 30 Days

Inbox Items (1)

- Documents
- Results
- Orders (1/1)
- Cosign Orders (1/1)**

Action Pane

Approve (No dose range) Refuse Reason:

Comments: (Limit 212)

Next | OK & Close | **OK & Next**

The icon will no longer appear next to the order.