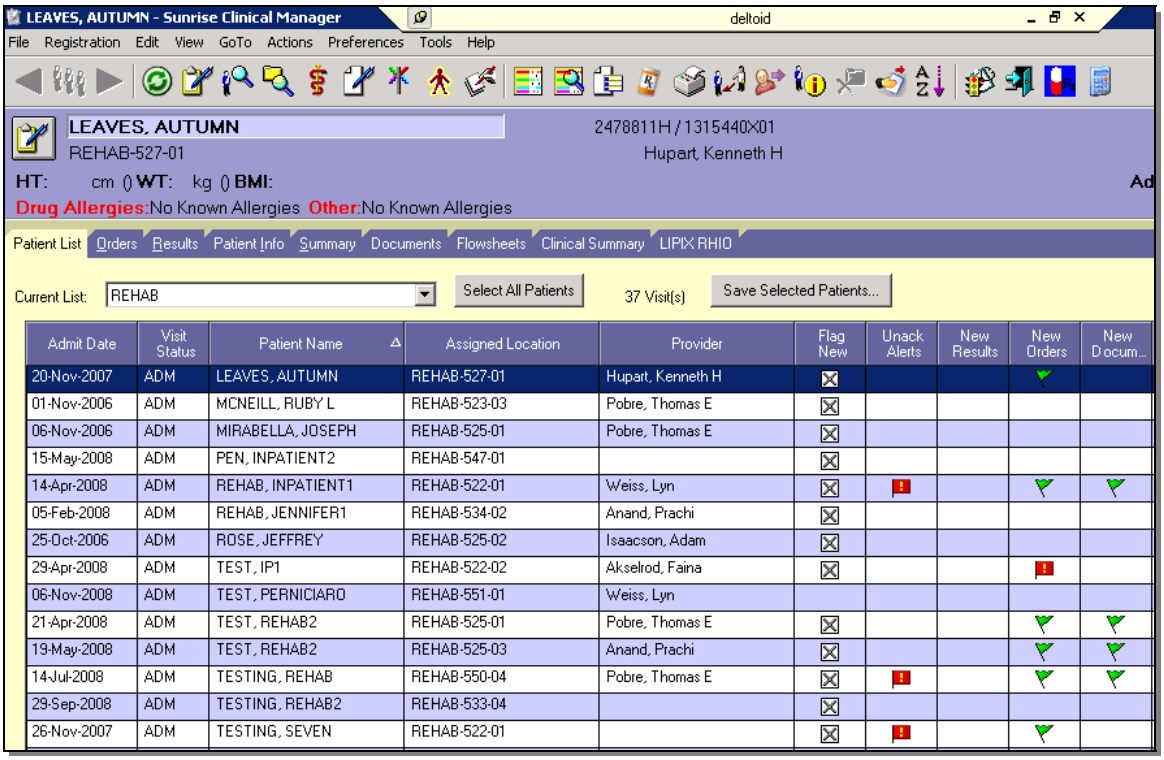
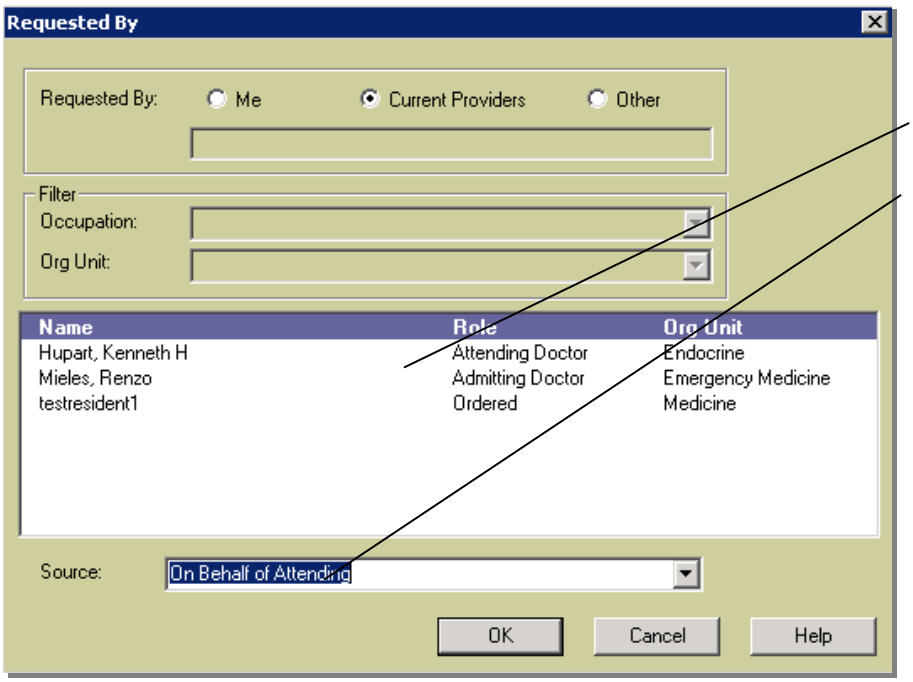
Entering an Order

Click on the order entry icon on your toolbar or next to the patients name in the patient header.

Order Entry



You must select a Doctor you are placing the order for and also the source. Residents choose “On behalf of” and Nurses choose “Verbal Readback”



Select a Dr. and then bring in the source

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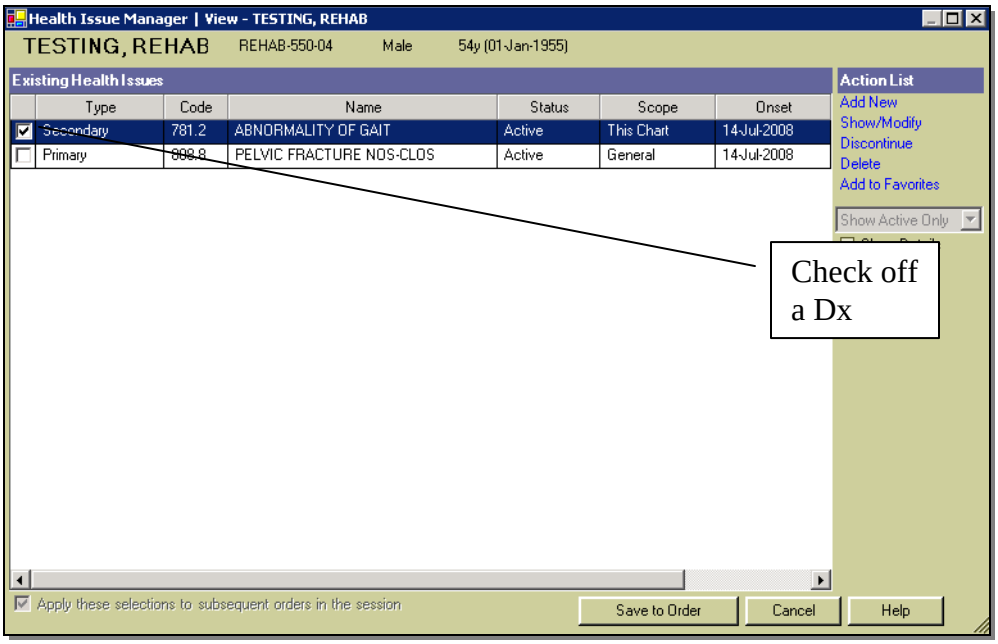
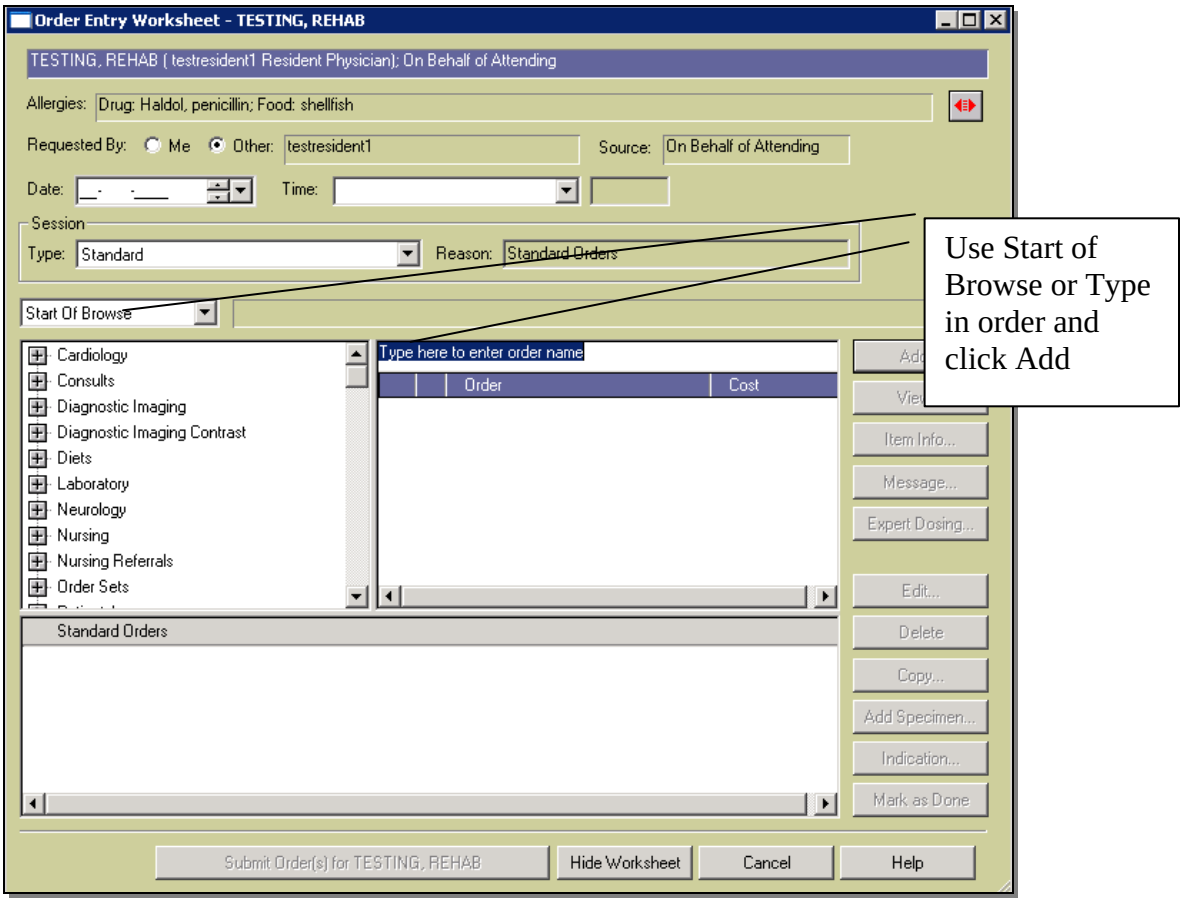
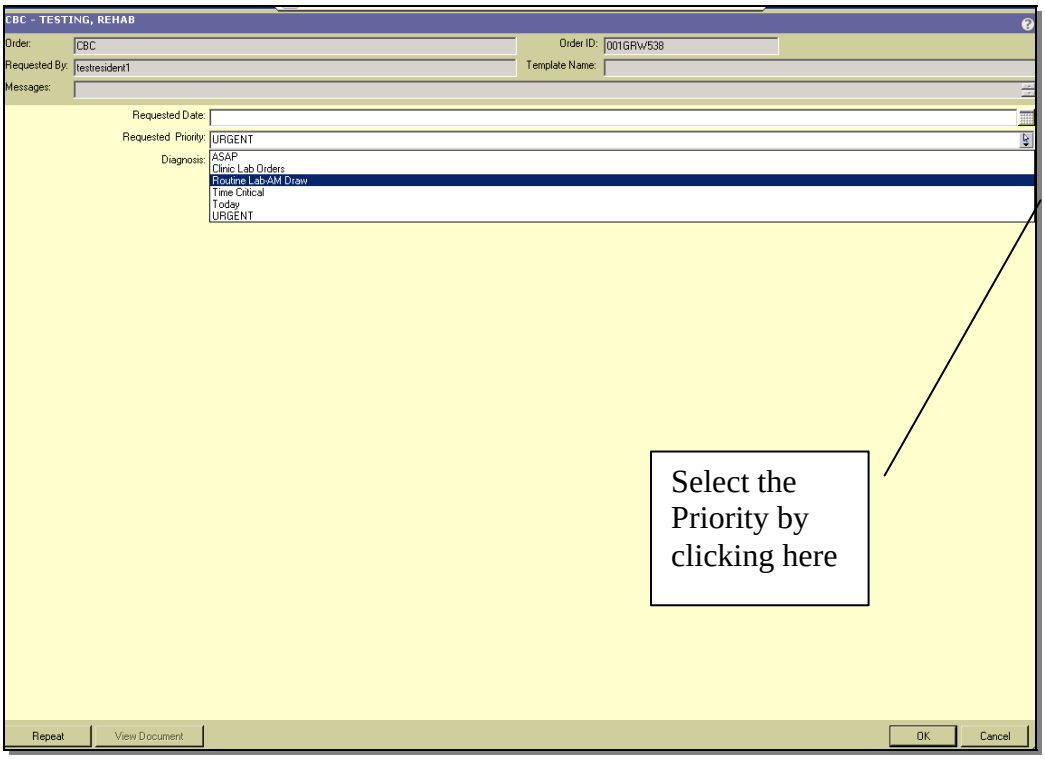
The health issues summary will come up next. Check off a Dx and click Ok.



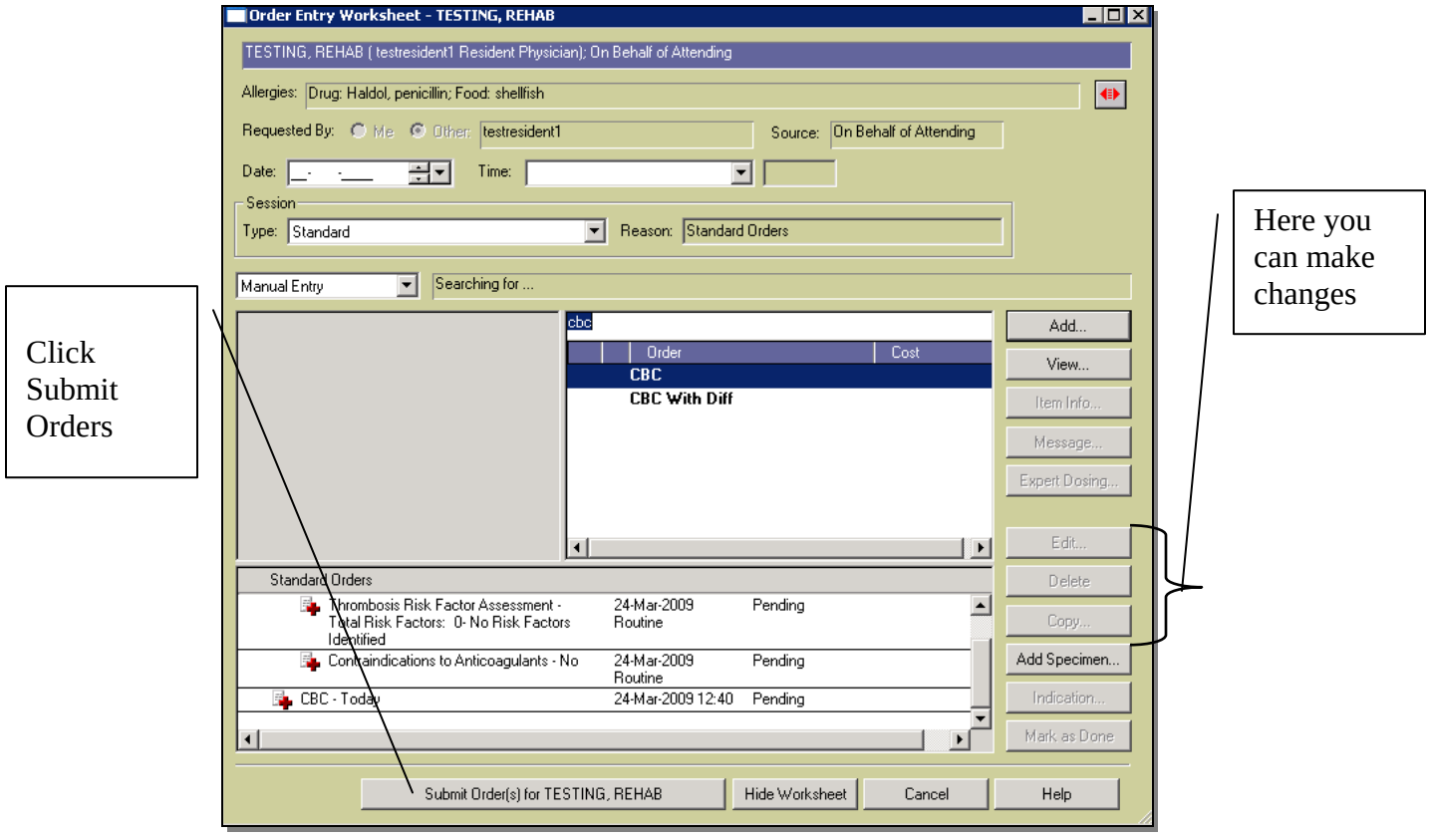
You will now see the order entry worksheet. You can either use the Start of Browse to find orders or type in the test you would like to order and click Add.



Red stars are required fields that must be filled in. Click Ok when finished.



Once you highlight the new order you can at this point edit or delete if you need to make changes. Then click the submit button to submit the order.



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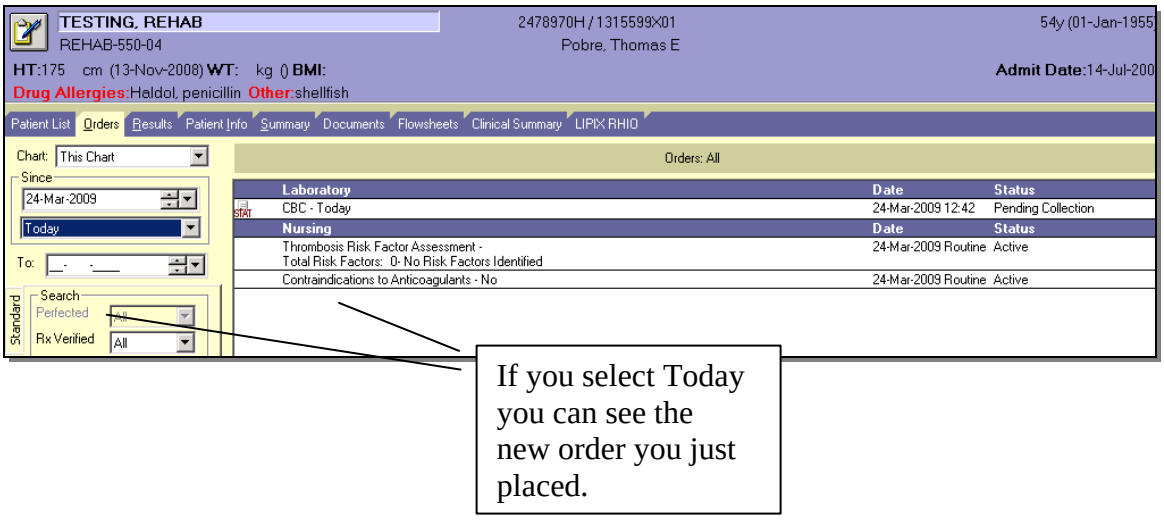
If you go to the Orders tab and filter to Today you can see the new order (s) you have placed.



If you select Today you can see the new order you just placed.