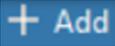
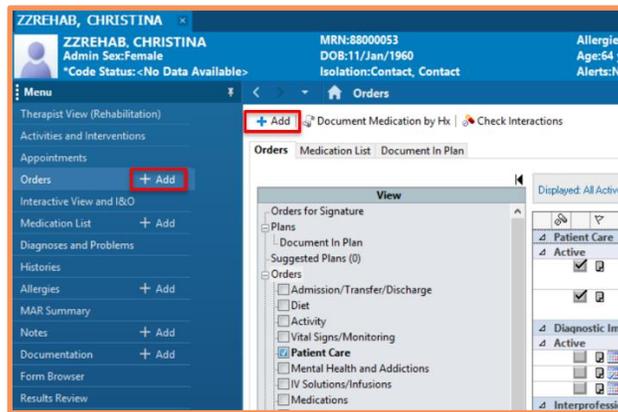


### INTERPROFESSIONAL REHAB/ALLIED HEALTH

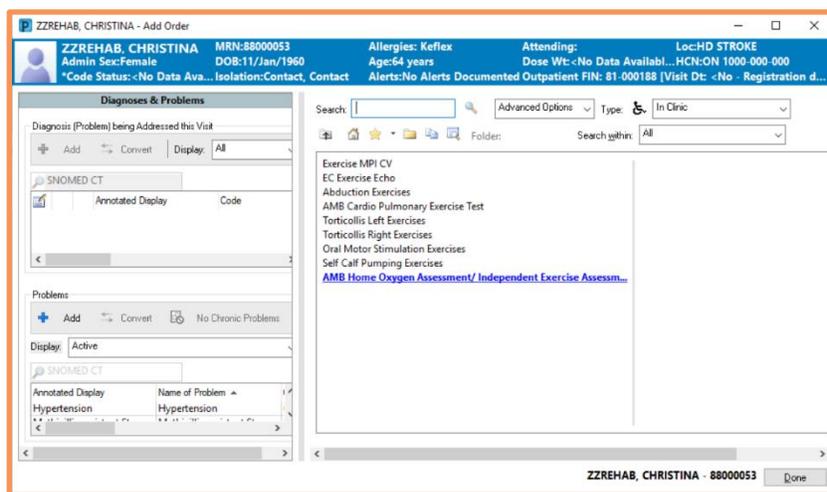
#### Accessing & Placing Orders from the Patient's Chart

To place an order for a patient, navigate to the patient's chart. Select Orders from the Table of Contents (Blue bar). Once in the Orders page, select the + Add  button in upper left corner to open the Order window.

- **\*Note:** You can navigate directly to the new order window by selecting the + Add  button within the Table of Contents, it is to the right of the previously mentioned Orders tab.



From the next window, search for the order you wish to place and press Enter (or select the magnifying glass). Search results will display in the bottom pane, select the order/orders to place; they will be highlighted in a blue, bolded and underlined font when selected.



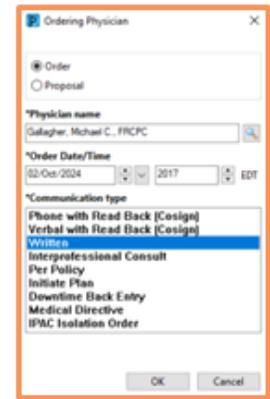
- **\*Note:** Each selected item will be placed into the Orders "cart" in the Orders MPage located behind this Order window.

## PLACING AND PROPOSING ORDERS HOSPITAL INFORMATION SYSTEM (HIS)

Another window will prompt the selection of the “Ordering Physician”.

Search and select the appropriate prescriber, through the magnifying glass on the right of the search field. Specify the communication type with this prescriber from the listed options below the date and time fields. Additionally, ensure the date and time of the order is correct before clicking “Ok”. Choosing the appropriate Communication Type.

- “**Interprofessional Consult**” can be chosen for situations where a therapist is proposing another Allied Health team member provide an assessment.
- “**Per Policy**” can be chosen if there is an associated policy that allows healthcare providers to propose or place a given order.

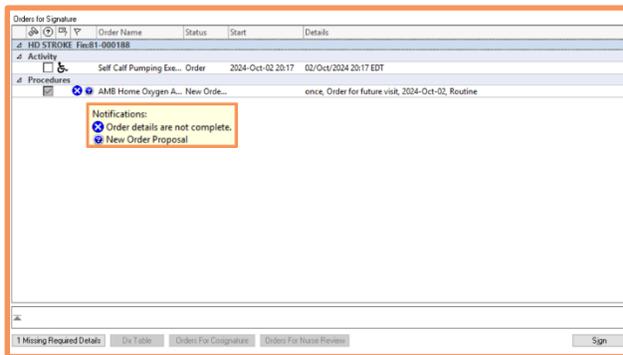
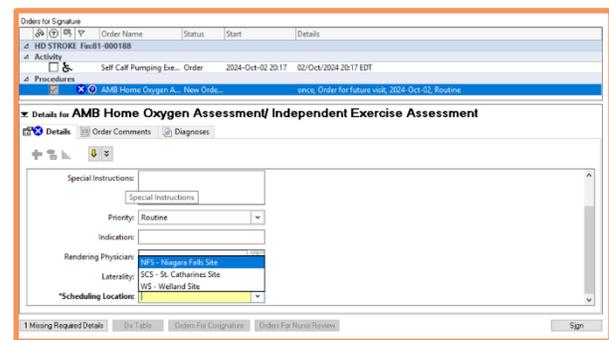


Once the Order(s) have been selected and the Ordering Physician window has been closed, select Done to return to the Orders MPage.

After being returned to the Orders MPage, the end-user will need to fill in any required Order details to be able to place or propose the order.

- **\*Note:** An Order that has required fields can be denoted by a blue “X” in the Orders for Signature pane.

Single clicking anywhere along the order name, status or details will pull in the order details pane from the bottom. After filling out required fields (highlighted in yellow), and any additional fields, select the Sign button to place or propose the order.

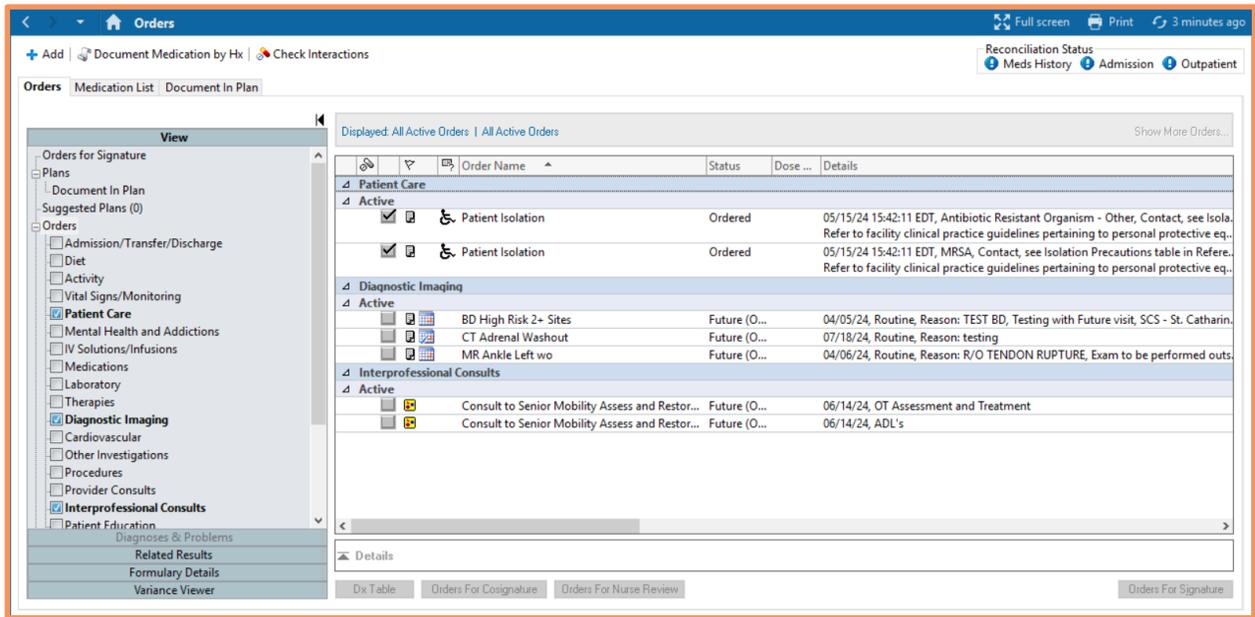



**\*Note:** A proposed order will remain in a Proposed status until reviewed and accepted by the prescriber chosen in the Ordering Physician window. The Prescriber will see the proposed order in their **Message Center**, as well as within the patient’s chart in the Orders MPage.

# PLACING AND PROPOSING ORDERS

## HOSPITAL INFORMATION SYSTEM (HIS)

### Directions on Navigating the Orders MPage:



- In the right pane, all active orders and their statuses are visible.
- In the grey pane to the left, utilize the checkboxes to filter viewable orders in the right pane.
- After Placing or Proposing an Order, the status of the order will not update automatically. Use the Refresh icon in the top right to see the most up-to-date order statuses.
- The default Orders view is to display All Active Orders. Selecting the blue hyperlink text, allows the end-user to adjust additional filters.
  - o There are pre-fabricated filters within the drop-down menu. Or a custom view can be created by selecting different options within the Advanced Filters window.

