

TIP SHEET HOSPITAL INFORMATION SYSTEM (HIS)

Steps to change an order to a "Future Order"

1. Cancel and Re-order Exam in Power Chart

Launch into the On-line Worklist



Highlight Patient

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LLTEST, ICFIVE	<u> </u>	Inpatient	XR Abdomen 1 View	101-XR-24-00826	Ordered	Routine	2024-Sep-24 14:3	
ZZTESTSECTRA_BENTLEY	ANR	Emergency	CT Abdomen w	101-CT-24-00791	Ordered	Stat	2024-Sep-25 07:5	
ZZTESTSECTRA BENTLEY	ANR	Emergency	MR Spine Complete w/wo	101-MR-24-00351	Ordered	Urgent	2024-Sep-19 14:0	

Click on Launch on top of Page and then Click on Power Chart

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ZTESTSECTRA, FLYNN	ANR	Outpatient	CT Abdomen wo		100-CT-24-00790	Ordered	Routine	2024-Sep-23 15:3
ZTESTSECTRA, MAGGIE	ANR	Outpatient	CT Abdomen w/wo		100-CT-24-00788	Ordered	Routine	2024-Sep-23 12:51
ZTESTSECTRA, MAGGIE	ANR	Outpatient	CT Spine(s) 2+ w		100-CT-24-00785	Ordered	Routine	2024-Sep-20 11:0
ZZTESTSECTRA, MAGGIE	ANR	Outpatient	MR Abdomen wo	D4	100-MR-24-00352	Ordered	Routine	2024-Sep-20 12:0 2024-Sep-20 10:5
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This will launch into the patient's chart

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TIP SHEET HOSPITAL INFORMATION SYSTEM (HIS)

Click on the Orders tab and choose the order you would like to change to a future order

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	Allergies														

Right Click on the order.

Choose Cancel and Reorder (this will copy all the orders information entered by the order prescriber)

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Admin Sex:Male *Code Status: <no available="" data=""></no>	MRN:11053936 DOB:03/Mar/1950 Isolation: <no available="" data=""></no>	Allergies: Allergies Not Recorded Age:74 years Alerts:No Alerts Documented	Attending:Cerner Test, Physician - Emergency Loc:NF ED; WR Dose Wt:-No Data Available> Emergency Filk: 22-06506 (Admit Dt: 2024-Sep:19113:7/43 Disch Dt: <no -="" date="" discharge=""></no>
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Click on Future Order

	- % F	P Order Name	Status	Dose D	etails	Ordering Physician	Start	Stop
	<	MR Spine Complete w/wo (R	leorde Order	2	124-Sep-25, Urgent, Reason: test, NFS - Niagara Falls Site	NHS Test02, Physicia.	2024-Sep-25 08:	58
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	*Req	quested Start Date/Time: 25/5	Gep/2024 🔹 🗸 0858	EDT	*Priorit	y: Urgent	~	
+ Add		*Reason for Exam: test			Special Instruction	22		
ion		Onler for future visit: 🜘	Yes 🔿 No					
	Exam to be perform	med outside organization:: 🔘	Yes 🔿 No		*Performing Location	n: NFS - Niagara Falls S	ite 🗸	
l Pharmacy		CC Provider:		٩	*Sedation required for patient claustrophobi	a: 🔿 Yes 🔘 No		
					*Eye injury involving metal requiring medical attentio	n: 🔿 Yes 🛈 No		
	*Pacemaker/other card	fiac device (ICD or leads):	Yes 💽 No		*Brain aneurysm cli	x 🔿 Yes 🔞 No		
		*Aneurysm coil:	Yes 💽 No		*Intraventricular shun	t: 🔿 Yes 💿 No		

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TIP SHEET HOSPITAL INFORMATION SYSTEM (HIS)

This will discontinue the original placed order

PI	Urders for Signat	ure				
	2 0 B	7	Order Name	Status	Start	Details
	⊿ NF ED; WR	Fin:22-00500	06 Admit: 2024-Sep-19	13:57		
	⊿ Diagnostic	Imaging				
	🔲 🗍 🗇	I 😣 🌋 🚱 🛛	MR Spine Complete	Discontin	2024-Sep-19 14:07	
		P	MR Spine Complete	Order	2024-Sep-25 08:58	2024-Sep-25, Urgent, Reason: test, NFS - Niagara Falls Site

Choose Reason



Choosing Verbal /Written with Read back for it to route to Ordering Provider Messenger Centre The order will now be in the chart as a "**future order** "(waiting for it to be scheduled)

rders + Add	1			Hede	s History Admissi	ion						
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linical Notes			667 🛛	MR Spine Complete w/wo	Future (On Hold) Ordered (Exam Ordered)		09/25/24, Urgent, Reason: test, NFS - Niagara Falls Site 09/25/24 7:50:00 EDT, Stat, Reason: wits, NFS - Niagara Falls Site	Test, IMO> IMO NHS Test01, Physicia	2024-Sep-25 08:58 2024-Sep-25 07:50	2		
llergies												

This will now route to the Radiologist's Protocolling Queue in RDT. Once the Radiologist has protocolled the Request it will then route to the DI Booking Clerk.

In the scenario if it is decided that this patient is still inpatient that needs to be done without scheduling, The HCP can again launch into the chart and right click on the order and click Activate. This will then show up on the Tech's On -Line Work List.

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