

### 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

stk View Launch Help

Filters

25/Sep/2024 + 1 day to - 11 days As of 8:54 AM

Department: Filtered    Section: Filtered    Subsection: All subsections    Exam Room: All exam rooms

Exam: Transcription Unapproved Requests

Exam Status:     Schedule Indicator:     Vetting Status:

Patient Name	Allergies	Patient Type	Procedure Name	Accession Number	Exam Status	Priority	Requested DT/MT
LLTEST, ICIVIE		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/w	101-MR-24-00351	Ordered	Urgent	2024-Sep-19 14:
ZZTESTSECTRA, BENTLEY	ANR	Emergency	CT Abdomen w	100-CT-24-00790	Ordered	Stat	2024-Sep-25 07:5

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

File Home Insert Design Layout References Mailings Review View Help Tell me what you want to do

EN English (Canada)

Center Imaging - Online work list

stk View Launch Help

PowerChart Ctrl+W

CCAM

PowerCode

Scheduling Ctrl+S

Filters

25/Sep/20

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ZZTESTSECTRA, BENTLEY	ANR	Emergency	MR Spine Complete w/w	101-MR-24-00351	Ordered	Urgent	2024-Sep-19 14:
ZZTESTSECTRA, FLYNN	ANR	Outpatient	CT Abdomen w/w	100-CT-24-00790	Ordered	Routine	2024-Sep-23 15:9
ZZTESTSECTRA, MAGGIE	ANR	Outpatient	CT Abdomen w/w	100-CT-24-00788	Ordered	Routine	2024-Sep-23 12:5
ZZTESTSECTRA, 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 w/w	100-MR-24-00352	Ordered	Routine	2024-Sep-20 12:0
ZZTESTSECTRA, MAGGIE	ANR	Outpatient	MR Angio Head/MRA w	100-MR-24-00353	Ordered	Routine	2024-Sep-20 10:5

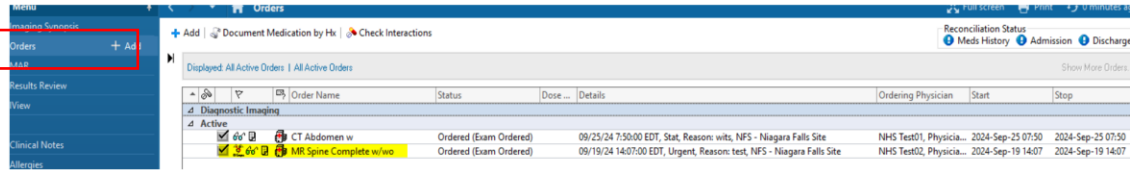
Print: Total cases: 8

Details    Exit

0635 25/09/2024

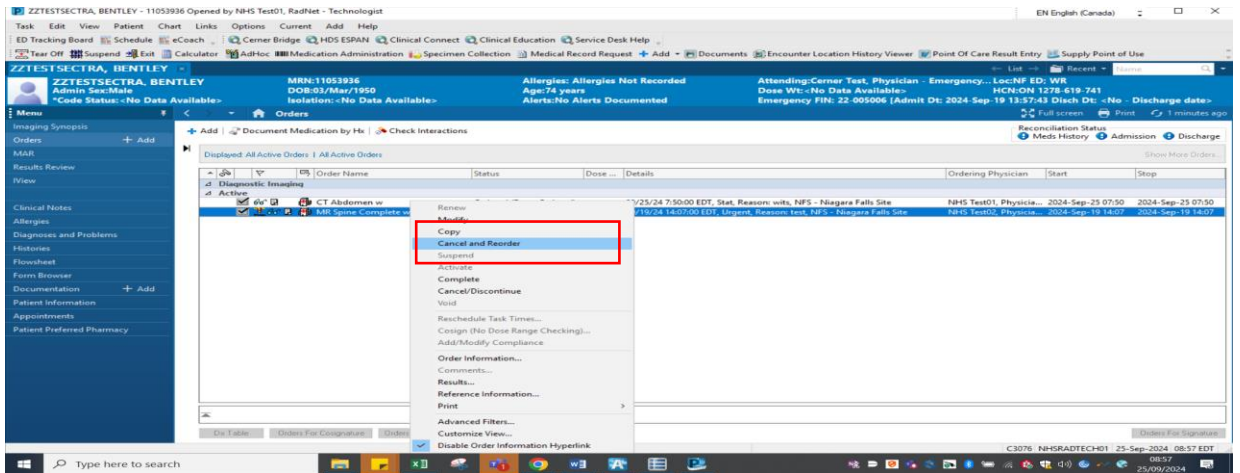
This will launch into the patient's chart

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

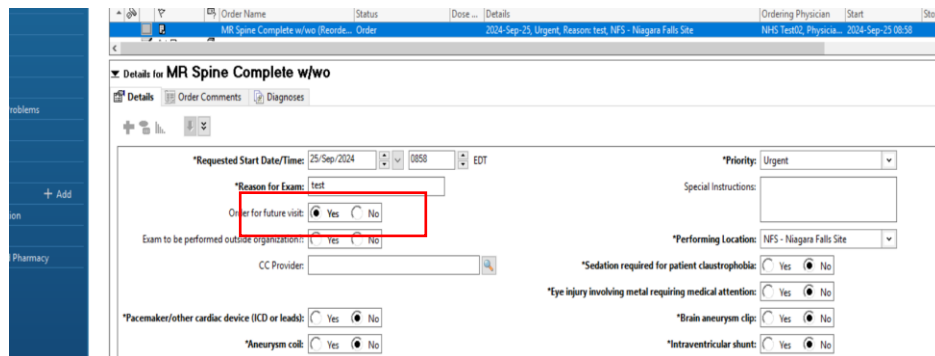


**Right Click** on the order.

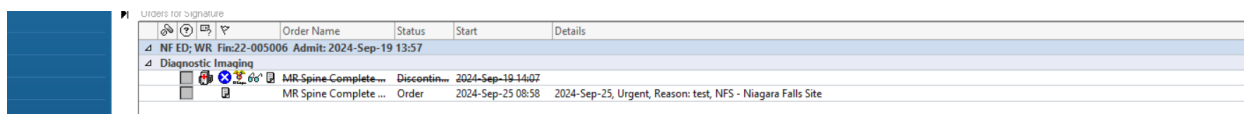
Choose **Cancel and Reorder** (this will copy all the orders information entered by the order prescriber)



Click on **Future Order**

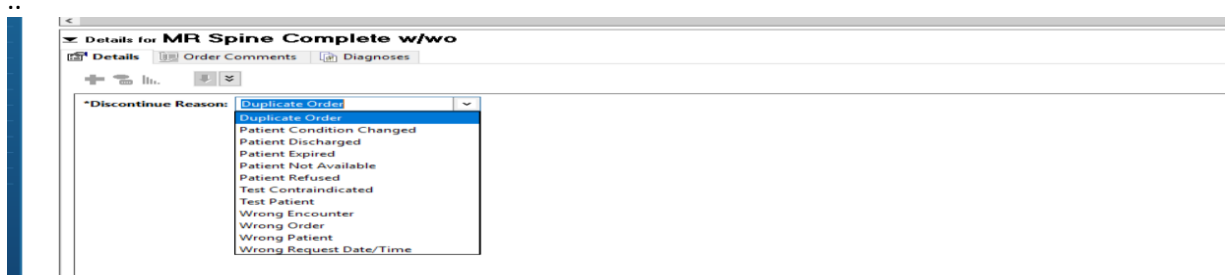


This will discontinue the original placed order



Order Name	Status	Start	Details
NF ED; WR Finc22-005006 Admit: 2024-Sep-19 13:57			
Diagnostic Imaging			
MR Spine Complete...	Discontin...	2024-Sep-19 14:07	
MR Spine Complete ...	Order	2024-Sep-25 08:58	2024-Sep-25, Urgent, Reason: test, NFS - Niagara Falls Site

Choose Reason

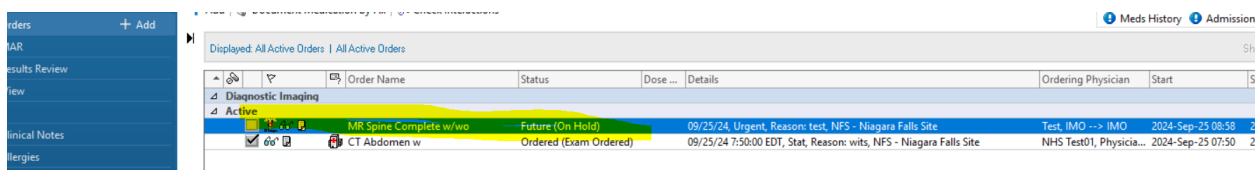


Details for MR Spine Complete w/w/o

Discontinue Reason: Duplicate Order

- Duplicate Order
- Patient Condition Changed
- Patient Discharged
- Patient Expired
- Patient Not Available
- Patient Refused
- Test Contraindicated
- Test Patient
- Wrong Encounter
- Wrong Order
- Wrong Patient
- Wrong Request Date/Time

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)



Order Name	Status	Dose ...	Details	Ordering Physician	Start
MR Spine Complete w/w/o	Future (On Hold)		09/25/24, Urgent, Reason: test, NFS - Niagara Falls Site	Test, IMO --> IMO	2024-Sep-25 08:58
CT Abdomen w	Ordered (Exam Ordered)		09/25/24 7:50:00 EDT, Stat, Reason: wits, NFS - Niagara Falls Site	NHS Test01, Physicia...	2024-Sep-25 07:50

This will now route to the Radiologist’s Protocolling Queue in RDT. Once the Radiologist has protocollod 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.