

ADDING ORDERS TO A SUBPHASE OR ORDERSET

HOSPITAL INFORMATION SYSTEM (HIS)

PRESCRIBERS

Since selecting a subphase as a quick order is not currently an option, it must be saved as a Favourite to include additional orders efficiently. The following steps will demonstrate how to add additional orders to a subphase using your *Favourites* folder, avoiding multiple lab labels from being generated.

EXAMPLE: Adding Vitamin B12 to LAB Basic Bloodwork (SMA7/CHEM7) Subphase.

1) Order the LAB Basic Bloodwork (SMA7/CHEM7) Subphase

		A 7	Component	Status	Dose		Details		
	LAE	B Basic Blood							
1)⊿	Laboratory							
Ч		It is intent of this subphase is for ordering basic bloodwork (SMA7/CHEM7) 🈚							
		Chemistry							
	☑	2	Electrolytes (Na, K, Cl, CO2, Gap)			▼	Blood, Routine, once, T;N		
	☑	🛛 🛛 🕅 Blood Urea Nitrogen				▼	Blood, Routine, once, T;N		
	☑	2	Creatinine			▼	Blood, Routine, once, T;N		
		2	Glucose Random			▼	Blood, Routine, once, T;N		

2) At the top of the order window, select *Add to Phase > Add Order*.



3) Search for the desired order to be added (for this example we will add Vitamin B12). Click **Done**.

Hotel Dieu

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- 4) In the Order Details Box, set the Collection Priority field to Routine
- 5) Select Yes for Nurse Collect.
- 6) Click Save as my Favourite.

▪ Details for Vitam i	n B12 Level	
😭 Details 🛛 🔃 Order O	Comments 🕐 Offset Details	
+ * 1	;	
*Specimen Type:	Blood	~
4) *Collection Priorit /:	Routine	~
Frequency:	once	v
Duration:		
Duration unit:		~
Collection Date/Time:	**/***/**** A	EST
5 Nurse collect:	💽 Yes 🔿 No	
Order for future visit:	💽 Yes 📴 🔿 No	
Research Account:		~
Outside Lab:	C Yes I No	
Orders For Cos	Save as My Favorite	

NOTE: This way it prints as one lab label, as opposed to generating multiple labels for the entire order set

7) The order AND its additions have now been saved as a favourite on the *INPT Quick Orders Page*.



≣∙⊗	Labs =• 💿	Medications =• 🔊	New Order Entry 🕂 🛛 🖃 🔹 🔊		
IY ntion and	▲ Urgent Alanine Aminotransferase Blood, Urgent, T;N Albumin Level Blood, Urgent, T;N Alkaline Phosphatase Blood, Urgent, T;N Bilirubin Bood, Urgent, T;N	▲ IV Fluids sodium chloride 0.9% IV bolus 500 mL, SOLN-IV, IV BOLUS, once lactated ringers (LR) bolus 500 mL, SOLN- IV, IV BOLUS, once sodium chloride 0.9% intravenous	In Clinic Prescription Q Search New Order Mine Public Shared		
ises I Medicine	Blood Urea Nitrogen Blood, Urgent, T:N B-Type Natriuretic Peptide Blood, Urgent, T:N Activated Partial Thromboplastin Time Blood, Urgent, T:N Calcium Blood, Urgent, T:N	solution SOLN-TV, IV-CONTINUOUS, 75 mL/hr sodium chloride 0.9% intravenous solution SOLN-TV, IV-CONTINUOUS, 100 mL/hr lactated ringers intravenous solution SOLN-TV, IV-CONTINUOUS, 75 mL/hr ba IV Fluids Subphase IV Fluids Subphase	Admission Order Orders - hepatic Order FB's Order		
/ Head and Neck	Complete Blood Count Blood, Urgent, T;N CK Blood, Urgent, T;N Creatinine Blood, Urgent, T;N	 Anticoagulants △ Analgesia acetaminophen 650 mg, PO, TAB, q4h, PRN 	LAB Basic Bloodwork (SMA7/CHEM7) Subphase		

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