CentraCare™

Orders

Sites Impacted:	All Sites
Users Impacted:	All Users

General

Identify a specimen's order

1. Click 🔷 **Patient Station** and search for the patient.

2. Double-click the encounter in which the order was placed to open Order Inquiry.

Access a patient's chart

1. Click 🔷 **Patient Station** on the main toolbar.

2. Enter as much of the patient's information as possible in the Patient Lookup window.

> ℹ️ If the patient doesn't want to provide her complete Social Security number, you can use the last four digits by entering * before the digits in the **SSN** field.

3. Press **Enter**. If more than one patient matches the search criteria, the Patient Select window appears. Otherwise, the Patient Station activity opens.

4. Click the **Chart Review** tab to access the patient's chart.

> ❗ Review the Patient Select window carefully to be sure you choose the correct patient.

Order Entry

Enter an order

1. Open 🔷 **Patient Station** from the main toolbar and search for the patient.

2. Double-click the encounter for which the order should be placed.

3. In ➕ **Add Order** field, enter the test name and press **Enter**.

> ℹ️ Quickly find the test you're looking for by completion matching or using a synonym, such as "gross" for a tissue exam. You can also enter the first few letters of several words, such as "tis exa" or "exa tis" for a tissue exam.

4. On the window that appears, select and accept the test you want to order.

> ⓘ If you don't find the test on the **Preference List** tab, select the **Facility List** tab.

5. Review the order details. If necessary, change them:
   - Click the order name, change values as needed, such as adding a specimen source, and answer any required questions. Then click ✔ **Accept**.
6. Click ✔ **Sign Orders**. The signed order is now available in Order Inquiry.

Associate a diagnosis with an order

1. If the diagnosis is not already listed, search for it in the **Add Diagnosis** field, and then select the appropriate diagnosis and click **Accept**.

2. Click **Associate**.

3. On the window that appears, click the cell where the order and the diagnosis intersect to associate them and click **Accept**.

> ⓘ Quickly associate all orders with a diagnoses by clicking **All** in the **Associate Diagnoses** window.