

# **QRG130 - Quick Reference Guide for Prescribing Medications via a Workflow**



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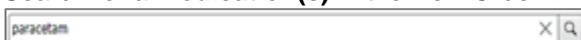
### Clinician Workflow

1. Open **Doctors Worklist**
2. **Establish** a relationship with the patient(s)
3. Select the patient's name to open the patient's record
4. Patient record opens to the **Clinician Workflow** view 
5. Select **Admission, Handover or Progress** tab



### Ordering Medications using New Order Entry

6. Navigate to **New Order Entry** in the **Clinician Workflow** view
7. Search for a **medication(s)** in the New Order Entry **search box**



8. A list of available options will appear. **Select the required medication** from the list to place it in the Orders for Signature box.

**Note:** Click the star icon  beside the Medication to add to your favourite folder

9. Click on the **Orders for Signature icon** at the top of the workflow page 
10. The **Orders for Signature window** will appear

**Note:** in this window there is an option to associate the order to a This Visit Problem by clicking in the cell under the problem

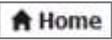
11. Click **Sign**
12. This will open a section for you to add the order details. Fill in any **mandatory details** and click

**Sign.** 

13. The Orders for Signature window will close and you will be returned to the **Clinician Workflow**. The medication(s) orders have been placed.

**Note:** you can use the New Order Entry field to place various orders such as Care Plans, Tests and Referrals as well as Medications.

### New Order Entry Folders

1. In the **New Order Entry** segment click on 
2. This will bring up **Global & Team Favourite Folder** options
3. Select a Folder. A list of **sub-folders** will display.
4. Select the required sub-folder to bring up a list of **favourite orders**
5. Select an order to place it in the **Orders for Signature** box . Follow the steps above in 'Ordering Medications using New Order Entry' to sign the order.

**Note:** Any items saved to your favourites by clicking on the  icon can be found by selecting 